

**Estimates-related Written Question No. 207 to
Minister for Environment and Natural Resources**

No. 207

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Environment and Natural Resources:

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2018-19 Budget** to be answered. They can be answered from existing Agency data.

Note 2:

If there is to be a Whole of Government response to any of the questions, it would be appreciated that these are referred early to the Minister responsible to enable a response within the same timeframe as the remainder of the questions.

Further, early indication of the questions referred for a Whole of Government response would be appreciated.

BUDGET

1. What efficiency dividend has each Department and Agency been asked to achieve in framing the 2018-19 Budget? When was this direction given and what specific instructions were provided to achieve this result?

STAFFING

2. Please provide details for the following staffing questions as at 30 June 2017 and as at 31 March 2018:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff identified as Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).

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- c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).
3. What is the variance in FTE from 1 July 2017 to 31 March 2018?
4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018 how many staff:
 - a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated
6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
8. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
11. How many positions that had Special Measures applied, as referred to in question 10 above, had to be re-advertised due to the initial process not securing suitable candidates?

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12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2017 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2017.
13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2017? Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2017 and ending 31 March 2018, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency. Is consideration being given to outsource, contract-out or privatise in financial year 2018-19? If so, please provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2017-18? Provide details on:
- a) The matter(s) (designate which ones are finalised and which ones are ongoing)
 - b) The amount paid by matter
 - c) The amount paid to each outside legal firm or barrister engaged

PROCUREMENT / CONSULTANCIES

16. For the period beginning 1 July 2017 and ending 31 March 2018, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:
- a) Purpose
 - b) Cost
 - c) Person or entity engaged
 - d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
 - e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - f) Outcomes or key performance indicators for the report or consultancy
 - g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

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17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2017 and ending 31 March 2018. Please outline the tasks performed.
18. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?
19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2017 and ending 31 March 2018? Please detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2017 and ending 31 March 2018?
21. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2017 and ending 31 March 2018?
22. For each instance identified above in question 21, where a public quotation process was not undertaken, including for Certificates of Exemption:
 - a) What is the description of the goods and services contracted?
 - b) What is the value of the goods and services contracted?
 - c) What was the reason for not using the public quotation process or for requiring a Certificate of Exemption?
 - d) Who recommended the course of action in c) above?
 - e) Who approved the course of action in c) above?
23. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2018.

FOCUS GROUPS / POLLING / SURVEYS

24. Please detail expenditure during the period beginning 1 July 2017 and ending 31 March 2018 on opinion polls and focus groups, including costs and entities that conducted the work.

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25. Please provide copies of the surveys identified in question 24 above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2017 and ending 31 March 2018.

COMMUNICATIONS AND MARKETING

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2017 and ending 31 March 2018.

For each advertisement for which an expense was incurred:

- a) What was the purpose / description of the advertisement?
- b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station or similar?
- c) What was the total production cost, including, but not limited to, design, commissions, placement costs?
- d) Were tenders or expressions of interest called? If not, why not?

TRAVEL

27. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority for the period beginning 1 July 2017 and ending 31 March 2018 broken down to:

- a) International travel
- b) Interstate travel
- c) Intrastate travel

28. In the case of international travel identified in response to question 27 above, please provide the purpose, itinerary, persons and costs involved in each trip.

29. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period beginning 1 July 2017 and ending 31 March 2018.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2017 and ending 31 March 2018.

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In relation to each occasion on which official hospitality was undertaken:

- a) What was the purpose of the hospitality?
- b) How many guests attended?
- c) How many Ministers attended?
- d) How many Ministerial staff attended?
- e) How many MLAs attended?
- f) How many public sector employees attended?
- g) What was the total cost incurred?

GRANTS AND DONATIONS

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2017 and ending 31 March 2018.
32. Please detail the funds used to distribute awards and sponsorships in the period beginning 1 July 2017 and ending 31 March 2018. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2018-19 financial year?
33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2017 and ending 31 March 2018, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

34. Please provide expenditure details on media monitoring services for the period beginning 1 July 2017 and ending 31 March 2018 (including entities engaged and who uses the service).

INFRASTRUCTURE PROJECTS

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2017 and ending 31 March 2018?
36. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?
37. Please provide details of newly committed projects for the period beginning 1 July 2017 and ending 31 March 2018.

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38. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

GOVERNMENT LEASED BUILDINGS

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2017 and ending 31 March 2018?

40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2017 and ending 31 March 2018?

41. How much Government owned or leased premises or office space is currently underused (at less than 100 per cent occupied) or vacant?

FEES AND CHARGES

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2017-18 financial year and whether any of these fees and charges was increased following the passage of the 2017-18 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2017 and ending 31 March 2018?

44. What were the terms of reference or focus for each investigation?

45. Please provide details of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

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BOARDS / ADVISORY BODIES

46. Please detail all boards and advisory bodies in your Agency in 2017-18, also providing the following information:
- a) The Terms of Reference
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2017-18 financial year
 - d) The itemised total cost incurred by the Board during the 2017-18 financial year
 - e) The number of times the Board met during the period beginning beginning 1 July 2017 and ending 31 March 2018

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2017-18 financial year, also providing the following information:
- a) The Terms of Reference
 - b) The criteria for selection of all panel members
 - c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry
 - d) The cost of the review/inquiry
 - e) How the information was/is accumulated to contribute to the review/inquiry
 - f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly
 - g) If not completed, when this is expected

WORKPLACE HEALTH AND SAFETY

48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2017 and ending 31 March 2018.
49. Please detail the number of stress related matters and claims for the period beginning 1 July 2017 and ending 31 March 2018.

REGIONAL OFFICES

50. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2017-18 financial year. What are the locations for which they are responsible?

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ANSWERS:

BUDGET

1.

A whole-of-government response to this question will be provided by the Treasurer.

STAFFING

2.

(a)

Full time equivalent:

	29 June 2017 (pay 26)	22 March 2018 (pay 19)
Full time equivalent staffing	29.85	23.97

Permanent part time contract

	29 June 2017 (pay 26)	22 March 2018 (pay 19)
Part time hours	3.25	1.85

Contract

	29 June 2017 (pay 26)	22 March 2018 (pay 19)
Fixed term/Contract	18.60	15.12

(b)

A whole-of-government response will be provided by the Minister for Public Employment.

(c)

A whole-of-government response will be provided by the Minister for Public Employment.

3.

A whole-of-government response will be provided by the Minister for Public Employment.

4.

(a)

A whole-of-government response will be provided by the Minister for Public Employment.

(b)

The following table shows the classification of all executive contract or temporary employment contract holders.

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Classification	22 March 2017 (pay 19)	22 March 2018 (pay 19)
AO3	4	4
AO4	3	3
AO7	1	1
P2	6	6
P3	3	3
SAO1	1	2
EO3C	1	1
Grand Total	20	19

(c)

A whole-of-government response will be provided by the Minister for Public Employment.

5.

(a)

There were 3 resignations for the full financial year ending 30 June 2017; and 3 for the period 1 July 2017 to 22 March 2018.

(b)

No staff were demoted as a result of job evaluation or re-evaluation during the full financial year ending 30 June 2017; and none for the period 1 July 2017 to 22 March 2018.

(c) and (d)

No staff were made redundant or were terminated during the full financial year ending 30 June 2017; and none for the period 1 July 2017 to 22 March 2018.

6.

The data requested from the period ending 30 June 2017 and from 1 July 2017 to 31 March 2018 cannot be extracted from within the current systems without significant administrative impact however, a point in time data collection has been undertaken to answer the question.

The Authority does not have any redeployees and the following unattached officers for the period:

- 29 June 2017 (Pay 26) - four unattached officers.
- 22 March 2018 (Pay 19) - three unattached officers.

7.

The data requested from the period ending 30 June 2017 and from 1 July 2017 to 31 March 2018 cannot be extracted from within the current systems without significant administrative impact however, a point in time data collection has been undertaken to answer the question.

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The Authority has the following supernumerary categorised officers for the period:

- 29 June 2017 (Pay 26) – twelve supernumerary officers.
- 22 March 2018 (Pay 19) – eight supernumerary officers.

8.

Not applicable.

9.

Not Applicable.

10.

A whole-of-government response to this question will be provided by the Minister for Public Employment.

11.

A whole-of-government response to this question will be provided by the Minister for Public Employment.

12.

A whole-of-government response to this question will be provided by the Minister for Public Employment.

13.

A whole-of-government response to this question will be provided by the Minister for Public Employment.

OUTSOURCING

14.

No specific functions were outsourced, contracted out or privatised that were traditionally carried out by the Authority however, external consultants are used from time to time to undertake specific Sacred Site projects due to specialist knowledge, ensure independence due to the sensitivity of the Sacred Site and stakeholders or due to the urgency of Sacred Site projects and staffing capacity. Additionally a consultant was used to undertake specialist IT project development due to the expert skills required.

2018-19 will see the above practice of contracting specialists in the field of Anthropology continue as it is sometimes a requirement to outsource to external consultants to undertake projects for the reasons stated above. 2018-19 will see a continuation of IT Specialist skills being contracted due to the continuation of the IT projects.

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LEGAL EXPENSES

15.

(a) and (b)

Matter	Status	Amount
Sacred Site Damage Matter (201604002)	Completed	\$6,395.73
Sacred Site Damage Matter (201701865)	Ongoing	\$14,454.55
Sacred Site Damage Matter (201605536)	Ongoing	\$4,380.00
Sacred Site Access Matter (201702750)	Completed	\$545.45
Debt Recovery Matter	Completed	\$25.00
Total		\$25,800.73

(c)

Sacred Site Matters

The total amount paid to Murphy and Associates Barristers and Solicitors for legal services and representation was \$25,652.73.

The total amount reimbursed to Dr Ben Scambary for a Complaint Summons relating to Site Damage Matter (201604002) was \$123.00. Dr Scambary paid for this summons from his own funds and sought reimbursement as the matter related to his role as Chief Executive Officer of the Authority.

Debt Recovery Management Matters

The total amount paid of \$25.00 to Ward Keller to initiate debt collection matter.

PROCUREMENT / CONSULTANCIES

16.

The below information excludes all payments to Custodians who are recognised as consultants but are paid as per the *Northern Territory Aboriginal Sacred Sites Act* and therefore are excluded as all payments incur a standard rate per day or half day. Custodians are required to be consulted in all of the Authority's business and therefore are considered to be instrumental in ensuring the validation and registration of Sacred Sites across the Northern Territory.

a)	b)	c)	d)	e)	f)	g)
Purpose	Paid in 2017-18	Person or Entity	Location	Report Tabled	Outcomes or KPIs	Procurement type
Project - Variation to C2004/014 - MLN1121 Desktop Review of all sacred sites within the location of the project	\$7,500.00	Gareth Lewis	Northern Territory based	No	Provide a written report documenting the Review and findings	Direct Appointment via contract – Tier 1 procurement
Project - Review of Kenbi Open Area Declaration Terms of Reference (TOR) Item 1: Provide expert anthropological advice for the above named project. This includes review of work completed by said Consultation prior to fieldwork consultations with Aboriginal custodians. Also to provide comments in terms of any additional guidance to Anthropologist to carry out fieldwork and report writing. Attend any relevant meeting with AAPA Anthropologist Terms of Reference (TOR) Item 2: Peer review of report and Certificate produced post fieldwork by Anthropologist upon completion.	\$2,000.00	Gareth Lewis	Northern Territory based	No	Provide a written report documenting the Review and findings	Direct Appointment via contract – Tier 1 procurement
Project - - Drilling and Bore Works on Minyerri Borefield NT Portion 671 Provide expert anthropological advice for the above named project including pre-fieldwork, fieldwork consultations with Aboriginal custodians and report writing from the Darwin office.	\$13,200.00	Wlodzimierz Zukowski.	Northern Territory based	No	Provide Report of fieldwork and findings	Direct Appointment via contract – Tier 1 procurement
Project - - Drilling and Bore Works on Minyerri Borefield NT Portion 671 Provide expert anthropological advice for the above named project including pre-fieldwork, fieldwork consultations with Aboriginal custodians and report writing from the Darwin office.	\$5,500.00	Wlodzimierz Zukowski.	Northern Territory based	No	Provide Report of fieldwork and findings	Direct Appointment via contract – Tier 1 procurement

a)	b)	c)	d)	e)	f)	g)
Purpose	Paid in 2017-18	Person or Entity	Location	Report Tabled	Outcomes or KPIs	Procurement type
Project - Variation to C2004/014 - MLN1121 Provide interpretation of files and reports of reports provided by client	\$5,500.00	Włodzimierz Zukowski.	Northern Territory based	No	Provide a written report documenting the Review and findings	Direct Appointment via contract – Tier 1 procurement
Project - Variation to C2004/014 - MLN1121 Terms of Reference (TOR) Item 1: Provide expert anthropological advice for the above named and numbered project. This includes review of Consultant report prior to fieldwork consultations with Aboriginal custodians. Also to provide comments in terms of any additional guidance to Anthropologist to carry out fieldwork and report writing. Terms of Reference (TOR) Item 2: Peer review of report produced post fieldwork by Anthropologist upon completion. Review comments to be provided back to AAPA to be transcribed.	\$4,400.00	Jeffery Stead Anthropological. Consultant	PO Box 52 LINDENOW VIC 3864	No	Provide written report documenting the following: Peer Review of previous reports undertaken Peer Review of current post fieldwork report	Direct Appointment via contract – Tier 1 procurement
Extract data from notebooks, reports and other material collected by me over the last 45 years and write reports for specified regions Including reports on all areas of NT Mr Stead had worked including documenting, aboriginal land tenure systems, group territories, dreaming paths, sites, biographies of Aboriginal people, documentation of important events such as, land claims, political and resource agreements. Mr Stead would also send up his notes and other material to be stored permanently at AAPA.	\$11,665.46	Jeffery Stead Anthropological. Consultant	PO Box 52 LINDENOW VIC 3865	No	Provide written report documenting the following: Peer Review of previous reports undertaken peer review of post fieldwork report	Direct Appointment via contract – Tier 1 procurement

a)	b)	c)	d)	e)	f)	g)
Purpose	Paid in 2017-18	Person or Entity	Location	Report Tabled	Outcomes or KPIs	Procurement type
Project - Variation to C2004/014 - MLN1121 Provide an expert anthropological desktop background report, copy of genealogies and genealogical advice specifically with regard to the custodians [NTSSA) with traditional customary authority to consider the proposed works	\$9,000.00	Mckeown Ygoa & Associates pty ltd		No	Provide written report on genealogies and genealogical advice specifically with regard to the custodians [NTSSA) with traditional customary authority to consider the proposed works	Direct Appointment via contract – Tier 1 procurement
Undertake a functional assessment to assess the current operations and identify opportunities to streamline and create a more effective approach to the IT and Information Management requirements and resources across the Authority having an appreciation to the legislative, cultural sensitivities and technological advancements.	\$2,300.00	Raelene Helen Burke	Northern Territory based	No	The consultant will provide a written report addressing the specific objectives and scope of the review, including key findings and recommended functional changes and opportunities for improvement.	EOI – Quote by three potential suppliers were sourced through the development of a Terms of Reference document
The review of the Environmental Impact Statement in line with the Terms of Reference provided.	\$8,400.00	Rapid Creek Construction	Northern Territory based	No	Environment Impact Statement Review Report	Direct Appointment – Tier 1 procurement
Provision of Sacred Sites Administration and Management System and ongoing system maintenance (D12-0266)	\$3,396.50	Relational Data Systems pty ltd	Northern Territory based	No	Development of an online portal that integrates ILIS and ARMS for clients to lodge applications for Requests for Information or Authority Certificates	Whole of Govt panel contract

a)	b)	c)	d)	e)	f)	g)
Purpose	Paid in 2017-18	Person or Entity	Location	Report Tabled	Outcomes or KPIs	Procurement type
					and ongoing maintenance	
Facilitate the All Staff Annual Strategic Workshop for the Authority	\$3,200.00	Torchwood Group Pty Ltd	Northern Territory based	No	Facilitate the Strategic Planning for the Authority	Direct Appointment via contract – Tier 1 procurement
Business Process improvement projects and project management	\$68,000.00	Ross Champion	Northern Territory based	No	Delivery of projects identified through ARMS Upgrade Requests	Direct Appointment via contract – Tier 2 procurement with CEO Exemption in place due to specialist nature of contract requirement
TOTAL	\$144,061.96					

17.

The Authority did not nor has any intention of engaging in services provided by Hawker Britton and/or associated entities.

18.

A whole-of-government response to this Question will be provided by the Minister for Trade, Business and Innovation.

19.

A whole-of-government response to this Question will be provided by the Minister for Trade, Business and Innovation.

20.

The Authority did not procure any activities that were within the Tier 3, Tier 4 or Tier 5 categories.

21.

Not applicable.

22.

Not applicable.

23.

The Authority has nine credit cards:

Position Classification	Number of Credit Cards
AO4	3
P2	5
P3	1
TOTAL	9

FOCUS GROUPS / POLLING / SURVEYS

24.

Not applicable.

25.

Not applicable.

COMMUNICATIONS AND MARKETING

26.

a) What was the purpose / description of the advertisement	b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station or similar	c) What was the total production cost, including, but not limited to, design, commissions, placement costs	d) Were tenders or expressions of interest called? If not, why not
Bereavement Notice	Nationwide News	\$24.07	No - within Tier 1 limit
Bereavement Notice	Fairfax Media Publications	\$485.40	No - within Tier 1 limit
Bereavement Notice	Nationwide News	\$367.25	No - within Tier 1 limit
Bereavement Notice	Nationwide News	\$367.25	No - within Tier 1 limit
Advertisement of Authority Contact details	Sensis	\$137.54	No - within Tier 1 limit
National Recruitment Campaign for Alice Springs Manager	Dentsu Mitchell Media Australia	\$5,054.78	No - Whole of Government Contract
TOTAL		\$6,652.29	

TRAVEL

27.

- a) There was no international travel from 1 July 2017 to 31 March 2018;
- b) \$14,971.53 was spent on Interstate travel from 1 July 2017 to 31 March 2018; and
- c) \$91,885.39 was spent on Intrastate travel from 1 July 2017 to 31 March 2018.

28.

Not applicable.

29.

Not applicable.

HOSPITALITY / FUNCTIONS AND EVENTS

30.

Please note that staff of the Authority are employed by the Authority Board and are not considered public servants, only the Chief Executive Officer is employed as a public servant.

a)	b)	c)	d)	e)	f)	g)
What was the purpose of the hospitality?	How many guests attended?	How many Ministers attended?	How many Ministerial staff attended?	How many MLAs attended?	How many public sector employees attended?	What was the total cost incurred?
Board Meeting Catering	Nil - all staff or Board Members	0	0	0	3	\$2,653.38
Staff Workshop	Nil - all staff	0	0	0	1	\$162.00
Custodian Meeting	Approx 4 staff, 6 Custodians and 4 clients	0	0	0	0	\$141.82
Staff Farewell	Nil - all staff	0	0	0	1	\$18.91
Staff Farewell	Nil - all staff	0	0	0	1	\$32.91
Staff Farewell	Nil - all staff	0	0	0	1	\$23.05
Staff Farewell	Nil - all staff	0	0	0	1	\$31.18
AAPA Online Launch	Nil - all staff	0	0	0	1	\$114.09
TOTAL						\$3,177.34

GRANTS AND DONATIONS

31.

Not applicable.

32.

Not applicable.

33.

Not applicable.

MEDIA MONITORING SERVICES

34.

Not applicable.

INFRASTRUCTURE PROJECTS

35.

A whole-of-government response to this question will be provided by the Minister for Infrastructure, Planning and Logistics.

36.

A whole-of-government response to this question will be provided by the Minister for Trade, Business and Innovation.

37.

A whole-of-government response to this question will be provided by the Minister for Infrastructure, Planning and Logistics.

38.

A whole-of-government response to this question will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

39.

The total annual power bill for each location from 1 July 2017 to 31 March 2018 was:

Location	Amount
RCG Centre – Darwin	\$20,472.82
Belvedere House Alice Springs	\$3,775.51
Total	\$24,248.33

40.

A whole-of-government response to this question will be provided by the Minister for Corporate and Information Services.

41.

A whole-of-government response to this question will be provided by the Minister for Corporate and Information Services.

FEES AND CHARGES

42.

The *Northern Territory Aboriginal Sacred Sites Act* (Part III Division 1A (19D)) prescribes that fees and charges and are in accordance with the Regulations. The Revenue Unit is \$1.15 and there has been no increase in fees and charges in 2017-18.

The total revenue raised from 1 July 2017 to 31 March 2018 is:

- Goods and Services Revenue - \$1,669,790
- Fees from Regulatory Services - \$39,580

The following fees and charges apply to the Authority:

Description	Fees and Charges
Request for Information	
Inspection of the Register of Sacred Sites, Charges are per Sacred Site inspected	\$26.00
Inspection of the Register kept under section 26 of the <i>Northern Territory Aboriginal Sacred Sites Act</i> . Charges are per inspection of Authority Certificate application and related Certificate or refusal	\$26.00
An Abstract of the Authority's records (this includes up to A3 size map showing known Sacred Sites). Charges are per Parcel, Lot, Mining Tenement or Pastoral Lease etc.	\$26.00
Per additional Map up to A3 size	\$26.00
Maps over A3 size (per map for the first 5 maps)	\$57.00
Per additional map (when acquiring more than 5 maps)	\$32.00
Authority Certificates	
Authority Certificate Application	\$65.00
Standard Application for Freehold land	\$1,190.00
Standard Application for land other than freehold land and Aboriginal land that is: <ul style="list-style-type: none"> • Within the municipal boundary of Darwin, Palmerston or Litchfield Shire; or • Within 25km of the Alice Springs Post Office 	\$1,190.00
Standard Application for land, other that freehold land and Aboriginal land that is <ul style="list-style-type: none"> • Not within the municipal boundary of Darwin, Palmerston or Litchfield Shire; or • Not within 25km of the Alice Springs Post Office 	\$2,645.00
Non Standard Application where there is a large area of land, it is a substantial project, Aboriginal land, existing Sacred Sites. The costs to be recovered are identified in Schedule 2 and Schedule 3 of the Regulations of the <i>Northern Territory Aboriginal Sacred Sites Act</i> . <ul style="list-style-type: none"> • Consultants fees, including payments to Custodians • Travel and accommodation expenses 	Cost recovery by provision of estimate and acceptance of estimate

<ul style="list-style-type: none"> • Communication costs (satellite phone etc) • Equipment hire (GPS, helicopters, boats etc) • Photography • Mapping and production of documents • Translation and transcription costs • Incidental food costs for Custodians • Costs of staff time spent on research • Cost of staff time spent supervising and liaising with other agencies/bodies • 20% administration cost • Any other costs reasonable incurred 	prior to work commencing
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INTERNAL AUDITS

43.

One internal audit and nil financial investigation was undertaken in 2017-18.

44.

The focus of the internal audit was the annual travel compliance audit requirement.

45.

There was no fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audit.

BOARDS AND ADVISORY BODIES

46.

a)

The *Northern Territory Aboriginal Sacred Sites Act* under Part II is the 'Terms of Reference' for the Aboriginal Areas Protection Authority Board and outlines the establishment, composition, functions, powers, meetings and protections.

b)

Mr Philip Wilyuka – Chair, Eastern Arrente South
Appointed 14 December 2015 as a Board Member

Ms Valerie Martin – Deputy Chair, Yuendumu Hinterland
Appointed 2 August 2016

Ms Veronica Lynch – Board Member, Alice Springs Hinterland
Appointed 14 December 2015

Ms Lynette Granites – Board Member, Yuendumu Hinterland
Appointed 14 April 2015

Ms Jenny Inmulugula – Board Member, Arnhem Land West
Appointed 29 September 2015

Ms Leah Clifford – Board Member, NT Government
Appointed 1 August 2015

Mr Andy Cowan – Board Member, NT Government
Appointed 5 July 2017

Mr Jack Green – Board Member, Borroloola and Gulf
Appointed 29 September 2015

Mr Bobby Nungumarjarr – Board Member, Arnhem Land East
Appointed 29 September 2015

Mr Walter Kerinauia Junior – Board Member, Tiwi Islands
Appointed 31 August 2015

Mr Phillip Mamarika – Board Member, Arnhem Land East
Appointed 31 August 2015

c)

A breakdown of Sitting fees per member has not been provided however, the total Sitting fees paid from 1 July 2017 to 31 March 2018 was \$22,952

d)

The total Board expenses as at 31 March 2018 was \$74,131

e)

The Aboriginal Areas Protection Authority Board has met three times from 1 July 2017 to 31 March 2018:

1. September 2017;
2. November 2017; and
3. March 2018.

REVIEWS AND INQUIRIES

47.

Not applicable as no reviews or inquiries were conducted by the Authority in 2017-18.

WORKPLACE HEALTH AND SAFETY

48.

No reportable safety issues occurred in 2017-18.

49.

Nil stress related matters and claims were made from 1 July 2017 to 31 March 2018.

REGIONAL OFFICES

50.

The Authority has a regional office in Alice Springs that has the following staffing:

2 Anthropologists / Research Officers

1 Anthropologist / Project Officer

1 Office Manager / Assistant Registrar

The function of the Alice Springs based staff is to undertake the following that specifically relates to the Central Australian region as per the *Northern Territory Aboriginal Sacred Sites Act*:

- undertake anthropological research and associated administration and consultation with Custodians to register Sacred Sites;
- issue Authority Certificates in consultation with Custodians and applicants;
- consult with Custodians in relation to site damage;
- manage the conflict between protecting Sacred Sites and land development that can arise between Custodians and clients;
- carry out field surveys and research to determine the constraints, if any, imposed by the existence of Sacred Sites on work on land within the Central Australian region; and
- enforce the *Northern Territory Aboriginal Sacred Sites Act* and all legal requirements.