

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Corporate and Information Services, for all agencies falling under the Minister's portfolio responsibilities:

AGENCY ADMINISTRATION

Note 1:

We have submitted similar questions to those below in past years prior to the Estimates Committee Hearings. Although it appears there will not be any Estimates Committee Hearings this year; we are submitting these questions in the interests of accountability and continuity, to enable the comparison of agency information across years.

Note 2:

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

Note 3:

My Office would be very grateful if the question could be inserted at the beginning of each answer.

STAFFING

1. Please provide details for the following staffing questions as at 30 June 2019, and as at 31 March 2020:
 - 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 who identify as Aboriginal and Torres Strait Islander as at 30 June 2019, as at 31 March 2020, and as a percentage of the Agency total employment as at 31 March 2020 (all classifications);
 - c) Please advise the number of frontline staff as FTE as at 31 March 2020 and as a percentage of the Agency total employment (all classifications).

1(a)

As at 30 June 2019

FTE	Total
Total	641
Permanent Part-Time	25
Contract	99

As at 31 March 2020

FTE	Total
Total	1149
Permanent Part-Time	51
Contract	154

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

1(b)

A whole-of-government response to Question 1(b) will be provided by the Minister for Public Employment.

1(c)

This agency falls into the category of central/support agencies and, although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

2. Please advise, in each category:

- a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2019 and as at 31 March 2020
- b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2019 and as at 31 March 2020

2(a)

As at 30 June 2019

Category	Total
Executive Contracts	29
Temporary Employment Contracts	70

As at 31 March 2020

Category	Total
Executive Contracts	51
Temporary Employment Contracts	103

2(b)

Classification	30 June 2019	31 March 2020
AQ3SA	0.7	0.7
AQ4SA	1.8	1.8
AQF3A	1	1
AQF4A	1	1
Graduates	3.6	5
T1	0.4	0
AO2	20.5	14.3
AO3	10.4	11.3
AO4	7.8	14.9
AO5	12.8	17.6
AO6	4	22.6
AO7	1	6.8
SAO1	3.6	4.6
SAO2	1	1
ECO1	15	27
ECO2	9.9	20
ECO3	2	1
ECO4	1	2
ECO5	1	1

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

- 3. For the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020 how many staff:**
- a) Resigned**
 - b) Were made redundant**
 - c) Were terminated**

For the financial year ending 30 June 2019

Separation Reason	Total
Resigned	44
Made redundant	2
Terminated	1

For the period 1 July 2019 to 31 March 2020

Separation Reason	Total
Resigned	65
Made redundant	1
Terminated	2

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

- 4. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

FTE	At 30 June 2019	At 31 March 2020
Unattached employees	27	49
Redeployees (Categorised)	1	nil

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

- 5. How many staff were categorized as supernumerary for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

At 30 June 2019	At 31 March 2020
58	78

Note: Supernumerary staff that are also categorised as unattached officers have been counted as unattached officers only and included in the answer to question 4 to avoid double counting.

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

6. 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 2019 and for the period from 1 July 2019 to 31 March 2020?

For the financial year ended 30 June 2019

- 19 staff at a cost of \$679 991 for temporary periods ranging from 4 weeks to 6 months.

For the period 1 July 2019 to 31 March 2020

- 7 staff at a cost of \$257 493 for temporary periods from 3 weeks to 6 months.

7. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?

Not applicable.

8. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?

For the financial year ended 30 June 2019

- 103 positions were advertised via eRecruit with special measures applied.

For the period 1 July 2019 to 31 March 2020

- 211 positions were advertised via eRecruit with special measures applied.

The Corporate Services Reform Program, which came into effect from 1 July 2019, will impact comparative analysis as data presented is across the timespan of related Machinery of Government changes reflecting both pre and post the reform.

9. How many positions that had Special Measures applied, as referred to in the question above, had to be re-advertised due to the initial process not securing suitable candidates?

Nil.

10. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2019. Of these, how many remain unresolved?

A whole-of-government response to Question 10 will be provided by the Minister for Public Employment.

OUTSOURCING

11. For the period beginning 1 July 2019 and ending 31 March 2020, 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 2020/21? If so, provide details.

For the period 1 July 2019 to 31 March 2020, no agency functions were outsourced, contracted out or privatised.

LEGAL EXPENSES

12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? 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**

Legal expenses incurred between 1 July 2019 and 31 March 2020

Vendor	Amount (\$)
<i>Finalised matters</i>	
Clayton Utz	22 931
Cozens Johansen Lawyers	4 944
De Silva Hebron Barristers & Solicitors	401
HWL Ebsworth Lawyers	900
JKW Law Practice	21 775
Minter Ellison Lawyers	5 567
<i>NT Fleet</i>	
Solicitor for the NT	2 780
<i>Ongoing matters</i>	
JKW Law Practice	267 535
Hunt & Hunt NT	9 412
Australian Government Solicitor	6 558
Finlaysons Lawyers	8 506

This encompasses a number of matters where the detail requested is not appropriate to report due to the potential to prejudice the interests of the Territory and other parties.

PROCUREMENT / CONSULTANCIES

13. For the period beginning 1 July 2019 and ending 31 March 2020, 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

Period 1 July 2019 to 31 March 2020

Purpose	Cost \$	Entity/person engaged	Loc	Outcome	Procurement
Probity advisor services for Network Management Services contract	13 475	Merit Partners	NT	Probity report – nil issues.	Quote
Analysis of Royal Darwin Hospital Wireless Network	32 182	Territory Technology Solutions Pty Ltd	NT	Analysis reported.	Quote
Probity audit of across government contract for staff relocation services	7 600	Assurance Advisory Group	NT	Probity report – nil issues.	Quote
Compliance assessments for Aerial Works Operators Panel Contract	3 360	Avlaw Pty Ltd	NSW	Compliance reports received to inform assessment.	Quote
Due diligence studies on Telstra feasibility report - Canteen Creek and Wutunugurra	15 000	CSC Australia Pty Ltd	NSW	Report received validating cost estimates.	Quote
Training strategy for Core Clinical Systems Renewal Program	87 729	The Checkley Group	NSW	Training strategy delivered and adopted.	Quote

Purpose	Cost \$	Entity/person engaged	Loc	Outcome	Procurement
Psychological Assessment and Report	7 600	Dr Patricia M Nagel	NT	Assessment used for human resources matter.	Quote
Probity advice for Debt Resolution Services procurement	20 955	KPMG Australia	NT	Probity report – nil issues.	Quote
Scoping study commercial scale Data Centre in Darwin	67 434	FMEvolution Pty Ltd	VIC	Report received advising key factors and informing next steps.	Quote
DCIS Procurement VFT Audit 2019	13 600	KPMG Australia	NT	Audit report forwarded to the Buy Local Industry Advocate. Compliance obligation.	Quote
Probity Advisor for Case Management System For Child Protection And Youth Justice (CMSA) procurement	26 457	Merit Partners	NT	Probity report – nil issues.	Quote
Probity Advisor to oversee procurement for Employee Assistance Program (EAP) contract	8 750	KPMG Australia	NT	Probity report – nil issues.	Quote
Due diligence feasibility studies to establish commercial scale Data Centre in Darwin	62 952	FMEvolution Pty Ltd	VIC	Comprehensive feasibility studies provided informing government decision.	Quote
Probity Advisor for Records Management Services procurement	20 800	Merit Partners	NT	Probity report – nil issues.	Quote
Probity services for Human Capital Management System procurement	9 041	Merit Partners	NT	Probity report – nil issues.	Quote
Independent technical advice for airline charter audit	750	Avlaw Pty Ltd	NSW	Technical advice received to inform actions.	Quote
Develop cost schedules and undertake cost analysis of CMSA Phase 2 tender	34 040	Solute Consulting	QLD	Advice used to develop tender documentation and inform assessment.	Panel
Aviation Technical Advisor for Aerial Work Services AGC	81 314	TechSafe Aviation Pty Ltd	QLD	Confirm contractors compliance with Aviation Operations Specifications.	Quote

14. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2019 and ending 31 March 2020. Outline the tasks performed.

Nil.

15. 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?

31 contracts awarded to Territory Enterprises during the period 1 July 2019 to 31 March 2020.

It is not feasible to detail works undertaken. DCIS manage multiple panel period contracts and Across Government Contracts with purchases made by agencies. The amount of administrative effort required is extensive and would result in undue diversion of resources from service delivery.

16. 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 2019 and ending 31 March 2020? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.

45 contracts have been awarded to non-Territory Enterprises during the period 1 July 2019 to 31 March 2020, including:

- 24 contracts relating to ICT systems and software licensing required to be purchased from suppliers
- 14 contracts relating to supply of vehicles where vehicle manufacturers tendered for the panel contracts although vehicles are sourced from NT-based dealerships.

It is not feasible to detail works undertaken. The amount of administrative effort required is extensive and would result in undue diversion of resources from service delivery. DCIS manages multiple panel period contracts and Across Government Contracts with purchases made by agencies.

17. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2019 and ending 31 March 2020?

Thirteen procurement activities (Tier 3, Tier 4 and Tier 5) via public quotation were completed during the period 1 July 2019 to 31 March 2020.

This includes panel period contracts which have multiple contractors and resulted in 37 contracts awarded.

18. 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 2019 and ending 31 March 2020?

Thirteen contracts were awarded (Tier 3, Tier 4, Tier 5) without undertaking a public quotation process during the period 1 July 2019 to 31 March 2020.

This includes 7 contracts for ICT software licensing and systems required from specified suppliers and 4 property leases (see answer to question 19).

19. For each instance identified in the question above, 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?**

a)	b) (\$'000)	c)	e)
ORACLE Software Licence, Support and Maintenance renewal	125	Renewal of an existing software contract with sole supplier	Chief Executive
Implementation and Supply of Expense8 SaaS (software licensing)	476	Renewal of an existing software contract with sole supplier	Chief Executive
Squiz Matrix Content Management System and associated services	509	Renewal of an existing software contract with sole supplier	Chief Executive
Rocket licence support and maintenance for LegaSuite software	175	Renewal of an existing contract with sole supplier	Chief Executive
Training Strategy for the Core Clinical Systems Renewal Program	109	Specialist services required. Market tested through open procurement which was unsuccessful	Deputy Chief Executive
Proprietary IBM hardware, software licenses and support services	25 052	Renewal of an existing ICT contract with sole supplier	Chief Executive
Health Integration Program Specialist for the Core Clinical Systems Renewal Program	422	Core requirement for the CCSRP program, necessitating continued use of specialist contractor with expertise and experience in health integrations and Service Oriented Architecture (SOA) design and development	Deputy Chief Executive
ICT Service Centre Toolset and Catalogue	6 700	Public tender undertaken with a solution integrator and a platform (software) selected. Software supplier requirement for a separate	Chief Executive

a)	b) (\$'000)	c)	e)
		contract necessitated recording as direct to meet procurement requirements	
Progen software licensing and support	258	Renewal of an existing software contract with sole supplier	Chief Executive
Office Lease	151	Renewal of lease for the Department of Health	Chief Executive
Office Lease	203	Renewal of lease for Top End Health Services	Chief Executive
Office Lease	120	Interim lease to meet priority operational requirements for the Department of Education for youth skills training facility	Chief Executive
Office Lease	3 831	Renewal of lease for Territory Families and Department of Tourism, Sport and Culture	Chief Executive

20. 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 2020.

Position Title	Levels	No of Positions
Records Officer	AO2	2
Accounts Payable Officer	AO3	1
Customer/Support/HR Service Officer	AO3	3
Personal Assistant	AO3	1
Administration Officer/EA/Office Manager/TA	AO4	13
ICT Support Officer/IT Administrator	AO4	2
Project/Workforce Support Officer	AO4	3
Position Title	Levels	No of Positions
HR Officer	AO5	1
Project Coordinator/Project Finance Officer	AO5	2
Systems Program Officer	AO5	1
Assistant Accountant	AO6	1
Workforce Support Coordinator	AO6	1
Snr Contract Category Manager	SAO1	1

FOCUS GROUPS / POLLING / SURVEYS

21. Please detail expenditure during the period beginning 1 July 2019 and ending 31 March 2020 on opinion polls and focus groups, including costs and entities that conducted the work.

Nil.

22. Please provide copies of the surveys identified in the question above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2019 and ending 31 March 2020.

Nil.

COMMUNICATIONS AND MARKETING

23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 31 March 2020.

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, and television station or similar?**
- c) What was the total production cost, including, but not limited to, design, commissions, and placement costs?**
- d) Were tenders or expressions of interest called? If not, why not?**

All services were engaged in accordance with NT Government procurement requirements.

Newspaper advertisements were placed via the NTG media agency provider (Atomic Search Pty Ltd) under an across government contract.

Purpose/Description	Media Outlet	Total Cost \$
Cyber Security Awareness	NT News	15 483
Cyber Security Awareness	Centralian Advocate	3 920
Cyber Security Awareness	Katherine Times	602
Cyber Security Awareness	Tennant & District Times	1 177
DCIS Recruitment	CareerOne.com.au	138
DCIS Recruitment	LinkedIn	759
Recruitment transferred to DCIS	Beilby Downing Teal Pty Ltd	5 104
DCIS Recruitment - Fees	Seek Communications	301
AoG Weekly Recruitment – banner	Centralian Advocate	10 549
AoG Weekly Recruitment - banner	NT News	17 028

DCIS provides centralised recruitment services on behalf of all agencies for job advertisements, under a cost recovery model, with the costs reflected in agency records.

TRAVEL

24. 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 2019 and ending 31 March 2020 broken down to:

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

24(a) International Travel

Period	Purpose of Travel	TOTAL \$
November 2019	Senior officer travel to New Zealand to attend Australian Criminal Intelligence Commission Technology Capability Committee meeting.	2 542
February 2020	Deputy CE travel to New Zealand as part of ANZSOG Deputies Leadership program	427*
Total		2 969

* travel undertaken in reporting period with most costs billed and paid after 31 March 2020 (total cost \$1953)

24(b) Interstate Travel

Period	Purpose of Travel	TOTAL \$
July 2019	Preferred candidate interview for ED Office of Digital Government	1 045
July 2019	Chartered Institute for Procurement and Supply (CIPS) Annual Conference in Melbourne	190
August 2019	Shared Services Inter-jurisdictional Meeting in Sydney	1 078
August 2019	Regional Digital Connectivity Meeting in Sydney (3 reps)	2 576
August 2019	Inter-jurisdictional CIO meeting; State and Territories Cyber Security Representatives meeting and National Cyber Security Committee meeting in Melbourne	2 158
September 2019	New staff relocation to Darwin	301
September 2019	Australian Criminal Intelligence Commission NPRS Data Quality Workshop in Melbourne (3 reps)	1 788
September 2019	Facing North events in Canberra	2 376
September 2019	Australian Criminal Intelligence Commission (ACIC) Technology Capability Committee meeting in Canberra	2 269

Period	Purpose of Travel	TOTAL \$
September 2019	Australian HR Institute National Conference and Exhibition in Brisbane (multiple attendees following MOG transition)	8 614
September 2019	Program Advisory Group planning meeting for national ACIC police projects in Brisbane (2 reps)	1 551
October 2019	Australian Cyber Conference in Melbourne (guest speaker)	1 379
October 2019	Australian Cyber Conference in Melbourne (3 reps)	4 593
October 2019	Upskilling key staff in online forms products in Melbourne	1 437
October 2019	Australian Digital Health Agency Jurisdictional 2019/20 priorities and planning workshop in Sydney	234
October 2019	ACIC National Criminal Intelligence System Partner Adoption Projects Board meeting in Sydney	355
October 2019	Web platform knowledge share and meeting/workshop with content system provider in Sydney (2 reps)	2 940
October 2019	2019 Gartner Symposium in Brisbane (2 reps)	4 206
October 2019	On-site reference check in Melbourne as part of tender assessment for procurement of a business system for the Office of the Independent Commissioner Against Corruption	1 314
October 2019	Site visit to Police in Adelaide as part of Program SerPro (2 reps)	3 066
November 2019	HR Systems programming for meetings, project planning and training	3 990
November 2019	National Operations Sub Committee meeting in Canberra	1 677
November 2019	Support client agency recruitment campaign in Adelaide	1 459
November 2019	Summit on Countering Foreign Interference as well as Executive Exercise testing Cyber Security in the Energy Sector in Canberra and Adelaide	2 671
November 2019	Prime Minister's Awards 2019 in Canberra (nominated for an award)	1 907
November 2019	ANZSOG Deputies Leadership Program in Melbourne	1 082
November 2019	Digital technology procurements platform special interest group meeting of the Australasian Procurement and Construction Council in Melbourne	1 007
November 2019	National Data Strategy Group meeting in Melbourne	1 276
November 2019	Comms Connect Conference for communications and technology in Melbourne	1 999
November 2019	Government Property Group meeting in Melbourne	1 626
December 2019	National Cyber Security Committee quarterly meeting and Territories Cyber Security meeting in Canberra	2 243

Period	Purpose of Travel	TOTAL \$
December 2019	HR systems programming meetings, workshops and training for new staff in Darwin	2 741
December 2019	Australian Digital Health Agency Jurisdictional Workshop in Sydney	194
January 2020	Meetings with project and clinical stakeholders for the CCSRP program in Alice Springs and Darwin	2 526
February 2020	Australian Criminal Intelligence Commission Technology Capability Committee and National Criminal Intelligence System meetings in Hobart and Sydney	1 211
February 2020	Gartner Data and Analytics Conference in Sydney	1 484
February 2020	Meetings in Melbourne and Brisbane with Queensland Health, Australian Digital Health Agency and the National Clinical Terminology Service as part of the CCSRP program	1 413
February 2020	Inter jurisdictional shared services meetings for the government health sector in Canberra	1 651
March 2020	Australian Criminal Intelligence Commission Program Advisory Group quarterly meeting in Melbourne	1 228
March 2020	National Vehicles of Interest User Advisory Group inaugural meeting in Canberra	243
March 2020	HR systems programming meetings, workshops and training in Darwin	2 706
March 2020	Relocation for new Senior Director Workforce Relations	1 300
Total		81 104

24(c) Intrastate Travel

Period	Purpose of Travel	TOTAL \$
July 2019	Present to Regional Coordination Committee in Alice Springs on CSR3 changes and conduct stakeholder engagements regarding CCSRP solution design	716
July 2019	CCSRP Clinical Leadership Group and Program Implementation Committee meetings in Alice Springs and undertake face to face meetings with key CAHS clinicians regarding CCSRP solution design	659
July 2019	Trakcare workshops in Darwin (3 reps)	10 060
July 2019	CCSRP Implementation Approach Workshop in Darwin	1 226
July 2019	Clinical Leadership Group meeting and engagement in Alice Springs (3 reps)	1 873
August 2019	HR case management meetings in Katherine	127
August 2019	KIWG meeting with stakeholders in Katherine (2 reps)	408

Period	Purpose of Travel	TOTAL \$
August 2019	Consultation with client agency regional and remote staff in Katherine for the Aboriginal Workforce Plan	1 357
August 2019	Conduct Contrax training in Alice Springs	1 234
August 2019	Speaker at Cyber Security Awareness events in Alice Springs	855
August 2019	Travel to various Central Australia region communities for consultation with client agency regional and remote staff for the Aboriginal Workforce Plan	1 105
August 2019	Engage with senior officers of Central Australia Health Service (CAHS) in Alice Springs regarding implementation options for Acacia solution	1 873
August 2019	Follow-up meetings and consultation with stakeholders and conduct recruitment for regional engagement lead in Alice Springs	1 753
August 2019	Deliver Cyber Security Awareness events in Alice Springs (2 reps)	1 964
August 2019	Install digital site batteries at West Gap, radios at Imampa Police Site, attend Mt Conner to retrieve batteries, maintenance of Yulara radio site and remove standby paging transmitter. Travel to Arlparra to re-install digital repeater at LPO (Central Australia)	1 786
August 2019	Various meetings with client agency on HR matters with Katherine based staff	40
August 2019	NT Skills Employment and Careers Expo 2019 in Nhulunbuy	1 323
August 2019	Provide maintenance and test operation and coverage of radio network at Groote Eylandt	127
August 2019	West Gap installation of radio at Imampa Police Station. Recovery of batteries from Mt Conner; Scoping for P25 Project in Central Australia	1 375
August 2019	Program SerPro Roadshows with police in Katherine and Alice Springs (8 reps)	5 317
August 2019	NT Skills and Employment and Careers Expo 2019 in Tennant Creek and Alice Springs (3 reps)	2 670
August 2019	NT Skills Employment and Careers Expo 2019 in Katherine	464
August 2019	Support engagement activities across TEHS and CAHS for the CCSRP project in Darwin (2 reps)	1 961
September 2019	ADDC meeting via telepresence with Minister in Alice Springs (telepresence)	983
September 2019	Installation of P25 batteries in Katherine	402
September 2019	Meet with client agency and conduct group workshop to business process map and provide TRM training in Alice Springs (2 reps)	1 643
September 2019	Across government contracts – contract management meetings and agency engagement in Katherine (2 reps)	528

Period	Purpose of Travel	TOTAL \$
September 2019	Consultation with regional and remote staff in Nhulunbuy for the Aboriginal Workforce Plan for client agency	1 316
September 2019	Engagements relating to implementation planning and strategy development, CLG meeting and key stakeholder management for CCSRP in Darwin	2 032
September 2019	IPAA National Conference in Darwin	1 254
September 2019	Meetings with key stakeholders to validate patient journeys and risk assessments for CCSRP implementation planning in Alice Springs (3 reps)	1 919
September 2019	Consult with stakeholders to finalise transfers relating to MOG and CSR3 program engagement in Alice Springs	905
September 2019	Deliver information management training to agency staff in Alice Springs	1 759
October 2019	Tender panel assessment for the Security Patrol Services tender in Darwin	1 571
October 2019	ECS Leadership Forum in Darwin	1 089
October 2019	Multiple meetings and completion event for CCSRP design and CLG meeting with CAHS clinicians in Alice Springs	653
October 2019	HR case management meetings in Katherine	276
October 2019	Southern Region Coordination Committee meeting and agency meetings in Alice Springs	607
October 2019	HR consultancy meetings with client agency in Alice Springs	1 126
October 2019	Multiple governance meetings for ICT major projects in Alice Springs (2 reps)	1 307
October 2019	Workshops for NT Health referrals process and Target Operating Models with CAHS COO in Alice Springs, as part of the CCSRP project (2 reps)	1 489
October 2019	Client agency Employee Advisory Engagement Committee meetings in Nhulunbuy (2 reps)	3 120
October 2019	Validate and endorse the Community Youth Justice business process and run program information sessions in Katherine (3 reps)	685
November 2019	Conduct AHP Career Structure Information sessions in CAHS in Alice Springs	657
November 2019	CCSRP Roadshow to Regions in Tennant Creek –update NT Health stakeholders in face to face information sessions at all NT public hospitals (5 reps)	2 518
November 2019	CCSRP Roadshow to Regions in Katherine - update NT Health stakeholders in face to face information sessions at all NT public hospitals	123
November 2019	CCTV tender site visit for Alice Springs Youth Detention Centre	279
November 2019	Deliver CCIS training in Alice Springs	1 221

Period	Purpose of Travel	TOTAL \$
November 2019	Deliver corporate and information management presentations for client agency induction training in Alice Springs	1 998
November 2019	Complete the validation and formal sign-off of the business process maps for Territory Families in Alice Springs as part of CMSA project (2 reps)	1 808
November 2019	Meet and conduct focus groups with CAHS Emergency Dept and Acute Nurses regarding security requirements in Alice Springs	912
November 2019	Meet with key stakeholders from CAHS Operating Theatres and day procedure unit in Alice Springs	942
November 2019	Chief Minister Awards and multiple management / committee meetings in Darwin	909
November 2019	Deliver training in Code of Conduct and address HR case management matters in Tennant Creek and Alice Springs	1 262
November 2019	Stakeholder workshop and meetings by Change and Engagement team for CCSRP in Alice Springs (6 reps)	5 217
November 2019	Update NT Health stakeholders through face to face info sessions at Alice Springs Hospital for CCSRP	1 271
November 2019	Aboriginal Liaison Officer ICT training conducted in Elcho Island for new starter	809
November 2019	Provide AHP Career Structure Information sessions in Gove	814
December 2019	HR case management matter in Alice Springs	815
December 2019	CCSRP Roadshow to Regions in Nhulunbuy - update NT Health stakeholders in face to face information sessions at all NT public hospitals (3 reps)	1 427
December 2019	Work with client agency on HR matters in Alice Springs	1 473
December 2019	Meetings with Digital Health Services staff in Alice Springs	648
December 2019	Taut wire fencing and process mapping with Honeywell at ASCC in Alice Springs	143
December 2019	CCSRP training strategy meetings in Alice Springs	710
January 2020	Engagement, clarification, confirmation and on boarding of new CLG Lead for CCSRP in Alice Springs	1 942
January 2020	Teacher Orientation - Management meeting in Darwin	279
February 2020	Conduct the Aboriginal Employment Program 2020 in Alice Springs (2 reps)	1 921
February 2020	CCSRP stakeholder engagement in CAHS for solution confirmation, configuration and build activities in Alice Springs (2 reps)	2 039
February 2020	Deliver ACAP accreditation in Katherine	195

Period	Purpose of Travel	TOTAL \$
February 2020	East Arnhem Regional Managers meetings in Nhulunbuy	1 297
February 2020	Fix broken MDT equipment for both Alice Springs and remote police stations	1 341
February 2020	Consultation and engagement within the CCSRP, ISC and Mental Health teams in Alice Springs	1 846
February 2020	HR consultation service and advice to Territory Families in Katherine	184
February 2020	Meetings with regionally-based Housing staff in Tennant Creek and Alice Springs relating to systems	3 057
February 2020	Meetings with regionally-based Housing staff in Katherine relating to systems	543
February 2020	Site inspection in Alice Springs as part of tender assessment process (2 reps)	2 046
February 2020	Training of new staff in Alice Springs relating to Teachers Enterprise Agreement (2 reps)	761
February 2020	Training of new staff in Katherine relating to Teachers Enterprise Agreement (2 reps)	972
March 2020	CCSRP PIC and CLG engagement at Alice Springs Hospital	842
March 2020	Southern Region Community Coordination Committee meeting and agency meetings in Alice Springs	154
March 2020	HR consultancy with client agency, Territory Families in Alice Springs	1 130
March 2020	Meetings with regionally-based Housing staff in Katherine relating to systems (2 reps)	2 184
March 2020	Solution Group 4 - Clinical Coding demonstration in Darwin	988
March 2020	Finalise solution confirmation for Referrals, Dictation, Transport, Theatre Scheduling for CCSRP project in	1 851
March 2020	HR case management processes in Alice Springs	988
March 2020	Meeting and inspection with Honeywell regarding security technology at ASCC in Alice Springs	144
Total		117 597

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

Destination	Reason for Travel	Total Travel Cost to 31/03/2020
New Zealand	Attend the Australian Criminal Intelligence Commission Technology Capability Committee meeting and showcase of NZ Police capabilities (1 representative)	\$2 542.05
New Zealand	Attend the Australia and New Zealand School of Government (ANZSOG) Deputies Leadership Program (1 representative)	\$427*

* travel undertaken in reporting period with most costs billed and paid after 31 March 2020 (total cost \$1953.47)

26. 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 2019 and ending 31 March 2020.

Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

27. Please provide full details of all public service hospitality provided for the period beginning 1 July 2019 and ending 31 March 2020.

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?**

a) Purpose	b) Guests	c) Minister	d) Ministerial Staff	e) MLAs	f) NTPS	g) Total Cost (\$)
Boundless Digital – Darwin Innovation Hub	89				10	74
Cyber security seniors event – Alice Springs	20				2	401
Cyber security seniors event – Darwin	24				3	191

a) Purpose	b) Guests	c) Minister	d) Ministerial Staff	e) MLAs	f) NTPS	g) Total Cost (\$)
Cyber Security Awareness Program (Speakers)	8				3	868
NT participation in Boss of the Splunk national cyber security competition	6				1	88
Cyber Careers (targeting NT students – primary, secondary and higher education)	85				15	618
Business Email Compromise Prevention Cyber Security Workshop	42				5	582
Aboriginal Employment Program graduation ceremony	15				30	914
2019 Chief Ministers Awards for Excellence	1				29	3 000
DCIS – Recognition of Service Milestones event					61	409
CMSA Phase 2 (Invited Tender) - panel	1				39	1 811
States and Territories Industry Partnership meeting on taxation matters	3				4	171

GRANTS AND DONATIONS

28. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2019 and ending 31 March 2020.

Grants paid between 1 July 2019 to 31 March 2020:

- \$4 million - Telstra Corporation for the NTG/Telstra Remote Telecommunications Co-investment Program.
- \$5.5 million - Skiron (Vocus Communications) for the Tiwi Islands Optic Fibre Link.
- \$65 000 - 8CCC Community Radio Incorporated.
- \$27 000 - Centre for Appropriate Technology Ltd for Mobile Hotspots in the 'Top End'.
- \$10 000 – Charles Darwin University scholarships.

29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 31 March 2020. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2020/21 financial year?

Awards and sponsorships from 1 July 2019 to 31 March 2020:

- \$27 000 for 2019 GovHack Hackathon
- \$20 000 for the Charles Darwin University ICT Code Fair 2019.

No awards and sponsorships were managed by Regional offices.

Anticipated sponsorships/awards for 2020/21 financial year are GovHack Hackathon and Charles Darwin University ICT Code Fair.

30. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2019 and ending 31 March 2020, including to which organisation and the services to be provided?

Non-Government organisations:

- \$65 000 - radio station 8CCC Community Radio Incorporated for operations.
- \$27 000 - Centre for Appropriate Technology Ltd for Mobile Hotspots in the 'Top End'.

Other entities

- \$4 million - Telstra Corporation for the NTG/Telstra Remote Telecommunications Co-investment Program for telecommunications infrastructure.
- \$5.5 million - Skiron (Vocus Communications) for the Tiwi Islands Optic Fibre Link.
- \$10 000 - Charles Darwin University for scholarships.

MEDIA MONITORING SERVICES

31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 31 March 2020 (including entities engaged and who utilises the service).

Nil.

INFRASTRUCTURE PROJECTS

32. 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?

A whole-of-government response to Question 32 will be provided by the Minister for Trade and Major Projects.

33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 31 March 2020.

A whole-of-government response to Question 33 will be provided by the Minister for Infrastructure, Planning and Logistics.

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

A whole-of-government response to Question 34 will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

35. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2019 and ending 31 March 2020?

Expenditure between 1 July 2019 and 31 March 2020 for DCIS workplaces in leased/owned buildings.

Building	Cost (\$)
Alice Plaza	5 912
Armidale Street	44 957
Chan Building	343 872
Charles Darwin Centre	57 426
Construction House	30 679
Darwin Plaza	24 989
Government Data Centre - Millner	295 947
Harbour View Plaza	19 924
Herbarium	9 916
Jacana House	19 104
The Domain	31 921

36. 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 2019 and ending 31 March 2020?

Whole-of-Government response

Property leasing costs 1 July to 31 March 2020

Agency	Area (m²)	Rental costs (\$000)
Aboriginal Areas Protection Authority	1 500	440
Northern Territory Auditor-General's Office	300	90
Department of the Attorney-General and Justice	21 000	7 900
Department of the Chief Minister	4 900	1 900
Department of Corporate and Information Services	19 600	6 800
Department of Education	13 000	4 300
Department of Environment and Natural Resources	5 100	1 600
Department of Health	39 000	7 200
Department of Infrastructure, Planning and Logistics	14 300	4 900
Department of the Legislative Assembly	3 500	1 300
Department of Local Government, Housing and Community Development	12 000	4 000
Department of Primary Industry and Resources	6 600	1 700
Department of Trade, Business and Innovation	6 500	2 300
Department of Tourism, Sport and Culture	19 300	4 300
Department of Treasury and Finance	2 200	1 100
Independent Commissioner Against Corruption	700	300
Jacana Energy	1 300	420
Land Development Corporation	500	200
Northern Territory Electoral Commission	960	350
Northern Territory Police, Fire and Emergency Services	20 700	5 200
Office of the Commissioner for Public Employment	740	350
Office of the Ombudsman	500	200
Power and Water Corporation	130	30
Territory Families	20 000	5 400

37. How much Government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?

Whole-of-Government response

The vacant leased space not allocated to agencies at 31 March 2020 was 178 m², representing approximately 0.08% of the leased property portfolio.

DCIS is responsible for leased property, and does not hold information on government owned buildings.

FEES AND CHARGES

38. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2019/20 financial year and whether any of these fees and charges was increased following the passage of the 2019/20 financial year budget.

Nil.

INTERNAL AUDITS

39. How many internal audits and financial investigations were conducted in the period beginning 1 July 2019 and ending 31 March 2020?

Three internal audits were conducted for the period 1 July 2019 to 31 March 2020.

No financial investigations were undertaken for the period 1 July 2019 to 31 March 2020.

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

There were no financial investigations conducted for the period 1 July 2019 to 31 March 2020.

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

Internal audits/reviews did not identify fraud or anomalies.

The audits/reviews identified minor breaches of government policy or procedures and opportunities to strengthen processes and controls.

- Procurement (incorporating the Value for Territory Assurance Program) internal audit identified 7 instances where a Procurement Rule was not adhered to from a sample of 79 transactions across all tiers of procurement. **Action taken:** Regular education on procurement processes is occurring and internal processes are being amended to strengthen records management.

- Review of corporate credit card and cab charge transactions identified 15 instances where full compliance was not achieved from a sample of 50 transactions.
Action taken: Business unit is making improvements to processes.
- Review of travel compliance identified one travel allowance overpayment not followed up and seven travel acquittals processed outside Travel Framework timeframes from a sample of 50 transactions. Recommendations made to update travel documents and internal procedures for use of taxi vouchers and NTG vehicles to improve compliance.
Action taken: Processes and procedures are being reviewed and updated.

BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your Agency in 2019/20, also providing the following information:

- The Terms of Reference, if changed from last year**
- The current members and when they were appointed**
- The total remuneration paid to each Board member during the 2019/20 financial year**
- The itemised total cost incurred by the Board during the 2019/20 financial year**
- The number of times the Board met during the period beginning 1 July 2019 and ending 31 March 2020**

a) No change.

b)

Member	Appointment Date
Mr Steven Rowe (Chair)	16 May 2018
Mr Simon Watt	16 May 2018
Ms Jude Ellen	16 May 2018
Ms Karen Hawkes	16 May 2018
Mr Richard Baker	16 May 2018
Dr Steven Rogers	16 May 2018
Ms Barbara White	16 May 2018
Mr Daniel Gerich	16 May 2018
Ms Lauren Ganley	16 May 2018
Mr Kevin Grey	16 May 2018
Ms Sharmila Packiaraja	16 May 2018
Ms Kathleen Robinson	16 May 2018
Ms Karina Bourne	2 July 2019
Mr Ewan Perrin	2 September 2019
Ms Jessica Dix	1 January 2020

- c) Nil.
- d) Nil.
- e) Council met 6 times.

REVIEWS AND INQUIRIES

43. Details of all reviews and inquiries completed or commenced during the 2019/20 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

No inquiries/reviews conducted by panels.

WORKPLACE HEALTH AND SAFETY

44. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2019 and ending 31 March 2020.

There were no reportable incidents during the period 1 July 2019 to 31 March 2020.

45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 31 March 2020.

Three.

REGIONAL OFFICES

46. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2019/20 financial year. What are the locations for which they are responsible?

Alice Springs: 51 staff.

Whole of Government service delivery for:

- Recruitment Services
- Accounts Receivable
- Payroll Debt Recovery.

Regional service delivery for:

- Contracts and Procurement Services
- ICT
- Property leasing
- NT Fleet
- Human Resource Services
- Information Management.

DCIS has a Receiver of Territory Monies function and also assists the Department of Treasury and Finance with the collection of Stamp Duty.

Some services are for specific client agencies where staff transferred to DCIS under the Corporate Services Reform Program.

Senior Alice Springs staff participate in regional coordination and are responsible for the facilitation of corporate information sharing forums for Alice Springs and Tennant Creek.

Outcomes are effective corporate and information services delivery to client agencies.

Katherine: 10 staff.

Regional service delivery for:

- ICT
- Accounts Receivable
- Human Resource Services.

DCIS has a Receiver of Territory Monies function.

Some services are for specific client agencies where staff transferred to DCIS under the Corporate Services Reform Program.

The senior Katherine-based position participates in regional coordination and facilitates corporate information sharing forums for Katherine and Nhulunbuy.

Outcomes are effective corporate and information services delivery to client agencies.