

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Agency Administration

Mrs Finocchiaro to the Chief Minister for all agencies falling under the previous Ministry's portfolio responsibilities, listed in Administrative Arrangements Order (No. 2) 2020, as follows:

Part 1

Agencies for Financial Management Act 1995 and Public Sector Employment and Management Act 1993

- Auditor-General's Office
- Department of Corporate and Information Services
- Department of Education
- Department of Environment and Natural Resources
- Department of Health
- Department of Infrastructure, Planning and Logistics
- Department of Local Government, Housing and Community Development
- Department of Primary Industry and Resources
- Department of the Attorney-General and Justice
- Department of the Chief Minister
- Department of the Legislative Assembly
- Department of Tourism, Sport and Culture
- Department of Trade,
Business and Innovation
- Department of Treasury and Finance
- **Land Development Corporation**
- Northern Territory Electoral Commission
- Northern Territory Emergency Service
- Northern Territory Fire and Rescue Service
- Office of the Commissioner for Public Employment
- Office of the Independent Commissioner Against Corruption
- Ombudsman's Office
- Police Civil Employment Unit
- Territory Families

Part 2

Agencies for Financial Management Act 1995 only

- Aboriginal Areas Protection Authority
- Department of Local Government, Housing and Community Development – NT Home Ownership
- Northern Territory Police, Fire and Emergency Services
- Northern Territory Treasury Corporation

AGENCY ADMINISTRATION

Notes:

We submitted these questions and received responses as at 31 March 2020. Now that there have been significant machinery of government changes, in the interests of accountability and completeness, we are asking the same questions for a full year record of actuals.

We understand it will be easier for Agencies to provide a full year response rather than just the final quarter.

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.

My Office would be very grateful if the question could be inserted at the beginning of each answer. Thank you for doing this last time.

STAFFING

1. Please provide details for the following staffing questions as at 30 June 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 2020, and as a percentage of the Agency total employment as at 30 June 2020 (all classifications);
 - c) Please advise the number of frontline staff as FTE as at 30 June 2020 and as a percentage of the Agency total employment (all classifications).

a)

Staffing group	Pay 26, 2020 (24 June 2020)
Full Time Equivalent	20.34
Permanent Part Time	1.61
Contract	9.86

b)

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

c) Nil.

2. Please advise, in each category:
- The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2020
 - By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2020

a)

FTE	Pay 26, 2020 (24 June 2020)
Contracts (Executive and Temporary)	9.86

b)

FTE	Pay 26, 2020 (24 June 2020)
AO3	1.00
AO6	1.86
SAO1	2.00
SAO2	2.00
Total	6.86

FTE	Pay 26, 2020 (24 June 2020)
ECO1	2.00
ECO4	1.00
Total	3.00

3. For the full financial year ending 30 June 2020 how many staff:
- Resigned
 - Were made redundant
 - Were terminated

	1 July 2019 to 30 June 2020
a) Resignations	1
b) Redundancies	0
c) Terminated	0

4. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2020?

As at 30 June 2020, no employees were classified as 'unattached' and NIL employees were categorised as redeployees.

5. How many staff were categorized as supernumerary for the full financial year ending 30 June 2020?

FTE	Pay 26, 2020 (24 June 2020)
Supernumerary	1

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 2020?

NIL.

7. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2020?

Not Applicable.

8. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2020?

NIL.

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 Office of the Commissioner for Public Employment.

OUTSOURCING

11. For the period beginning 1 July 2019 and ending 30 June 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.

From 1 July 2019 to 30 June 2020, there has been no decisions to outsource, contract out or privatise functions at the Land Development Corporation (LDC).

In 2020-21 the LDC is considering engaging one or more local licensed real estate agents to act on LDC's behalf to assist LDC to sell and lease LDC industrial land and buildings.

A 12 month contract for these services is being considered, with a further 12 month extension option.

Licensed real estate agents would supplement LDC's existing in-house sales and leasing arrangements and complement use of licensed real estate agents for residential projects.

The use of local licensed real estate agents would also provide support for this important sector of the Territory economy.

LEGAL EXPENSES

12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? Provide details on:
- The matter(s) (designate which ones are finalised and which ones are ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

The expenditure for legal advice from 1 July 2019 to 30 June 2020 was \$45,552.

Project	Matter	Legal Firm	Finalised/ Ongoing	Amount \$
Corporate	Legal fees for Sep-Nov 19 AS4000 template	Minter Ellison Lawyers	Finalised	4,533
Kilgariff - Stage 2	Kilgariff Stage 2 Development Agreement reviews	Minter Ellison Lawyers	Finalised	9,980
Middle Arm Stage 1	Legal fees for draft contract prep for proponents for Kittyhawk Estate.	Minter Ellison Lawyers	Finalised	5,028
Muramats Road	Lease negotiations with PBS	JKW Law Practice	Finalised	1,495
Wishart Estate Stage 2	Legal fees for drain maintenance easements	Minter Ellison Lawyers	Finalised	130

Project	Matter	Legal Firm	Finalised/ Ongoing	Amount \$
Angela Copland Conveyancing	Legal / Conveyancing Services Kilgariff Land Sales	Angela Copland Conveyancing	Finalised	12,800
Middle Arm Product Corridor	Legal fee for product corridor sections 1905/1889/1908	Attorney General and Justice	Finalised	2,790
Tiwi Island Development	Legal fees for Tiwi Islands sublease	JKW Law Practice	Finalised	3,248
Middle Arm Stage 1	Legal Fees for Kittyhawk AS4000 BMD review	Minter Ellison Lawyers	Finalised	5,548
Total				45,552

PROCUREMENT / CONSULTANCIES

13. For the period beginning 1 July 2019 and ending 30 June 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:
- Purpose
 - Cost
 - Person or entity engaged
 - 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)
 - Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - Outcomes or key performance indicators for the report or consultancy
 - Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Bulk Liquids Area – Market Report	McGees (NT) Pty Ltd	Northern Territory	No	Market valuation report to establish easement fees for product corridor users	No - Tier 1 procurement.	6,800
Middle Arm Product Corridor – Market Report	McGees (NT) Pty Ltd	Northern Territory	No	Market valuation report to establish easement fees for product corridor users	No - Tier 1 procurement.	6,800

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Common User Facility Expansion – Professional Services	Aurecon Australia Pty Ltd	Northern Territory	No	Option analysis and conceptual engineering design for expansion of the CUF hardstand	Yes - Tier 2 procurement.	65,576
Bulk Liquids Area – Engineering Design	Aurecon Australia Pty Ltd	Northern Territory	No	Preliminary engineering design for roads and services to Section 5720, Hundred of Bagot	No – Variation to existing Tier 1 single select contract.	10,227
Bulk Liquids Area – Engineering Design	Aurecon Australia Pty Ltd	Northern Territory	No	Preliminary engineering design for roads and services to Section 5720, Hundred of Bagot	Yes - Tier 2 procurement.	53,691
Marine Service Area – Engineering Design	Aurecon Australia Pty Ltd	Northern Territory	No	Preliminary engineering design of subdivision layout to support a Development Application.	No - Tier 1 procurement.	10,140

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Darwin Business Park North – Engineering Design	BTO Pty Ltd	Northern Territory	No	Engineering design services for design changes including set out points, scour details, water main connection, stormwater culvert and soil testing.	No - Variation to existing Tier 1 single select contract	6,172
Wishart Road – Professional Services	Cardno (NT) Pty Ltd	Northern Territory	No	Conceptual design report into Data Centre Park site options	No - Single select Tier 2.	34,330
Middle Arm – Professional Services	CDM Smith Australia Pty Ltd	Northern Territory	No	Section 1902 H/Ayers, MAIP - Phase 2 Contaminated Land Management	First Phase 1 was select quote (4 suppliers), with Phase 2 as Single select / No	26,360
Middle Arm – Lot 4 Geo-Tech Investigation	Douglas Partners Pty Ltd	Northern Territory	No	Section 1902 H/Ayers, Kittyhawk Estate Stage 1 - Additional Geotechnical site investigation	First phase of works was public quotation, then this next phase Single select / No	6,425

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Middle Arm, Kittyhawk – Professional Services	Earl James & Associates	Northern Territory	No	Section 1902 H/Ayers, Kittyhawk Estate - Survey, Planning and Development application	First phase of works was public quotation, then this next phase Single select / No	26,503
Darwin Business Park North, Section 7503, 7505 & 7508 – Survey Services	Earl James & Associates	Northern Territory	No	Survey services to establish right of way easements for maintenance of trunk drain	No - Tier 1 procurement.	3,598
Middle Arm, Kittyhawk – Professional Services	ECOZ Pty Ltd t/a ECOZ Environmental Services	Northern Territory	No	Section 1902 H/Ayers, Kittyhawk Estate - Environmental studies, management plan, and development application	First phase of works was public quotation, then this next phase Single select / No	81,115
East Arm – Headworks Investigation	GHD Pty Ltd	Northern Territory	No	Stage 2 of the East Arm Headworks Infrastructure Study	No - Variation to existing Tier 2 single select contract.	13,838
Middle Arm – Detailed Design	GHD Pty Ltd	Northern Territory	No	Section 1902 H/Ayers, Channel Island Rd Intersection 1B – 1) Detailed design and documentation; 2) Additional documentation work	1) Public quotation / No 2) Single select / No	36,273

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Wishart Road – Market Report	Herron Todd White (NT) Pty Ltd	Northern Territory	No	Market valuation report of Section 3085 to inform potential acquisition discussion with Bureau of Meteorology	No - Tier 1 procurement.	2,500
Darwin Business Park North - Servicing Plan	Jacobs Group (Australia) Pty Ltd	Northern Territory	No	Engineering design for water and sewer connection to Section 7504	No - Tier 1 procurement.	11,936
Wishart Estate Stage 2 – Professional Services	Philip John Mulkearns	Northern Territory	No	Engineering services - Peer review of Stage 2 detailed design	No - Tier 1 procurement.	1,000
Muramats Road – Professional Services	Philip John Mulkearns	Northern Territory	No	Engineering services - Peer review of Muramats Road extension design	No - Tier 1 procurement.	6,250
Middle Arm – Detailed Design	Simon Byrne Pty Ltd t/a Byrne Consultants	Northern Territory	No	Section 1902 H/Ayers, Kittyhawk Estate - Detailed design and documentation	First phase of works was public quotation, then this next phase Single select / No	455,829

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Middle Arm – Construction Services	Simon Byrne Pty Ltd t/a Byrne Consultants	Northern Territory	No	Section 1902 H/Ayers, Kittyhawk Estate – Superintendent’s Representative & Construction services	First phase of works was public quotation, then this next phase Single select / No	2,479
Darwin Business Park North - Stormwater Drain Fencing	Territory Wire Fencing	Northern Territory	No	Fence construction to secure trunk drainage corridor	Yes - Tier 2 procurement.	52,816
Kilgariff Stage 2 – Civil engineering consultancy	Jacobs Group (Australia) Pty Ltd	Northern Territory	No	Kilgariff Stage 2 Concept Design	No - Single select Tier 3.	3,253
Kilgariff Stage 2 – Survey consultancy	Brian Blakeman Surveys	Northern Territory	No	Kilgariff Stage 2 Concept Design – Ground Survey	Yes - Tier 2 procurement.	16,770
Kilgariff Stage 2 – Town Planning Consultancy	Masterplan NT	Northern Territory	No	Kilgariff Stage 2 Planning Advice - Development Permit	Yes - Tier 2 procurement.	12,160
Kilgariff Stage 2 – Landscape Architecture Consultancy	Clouston Associates	Northern Territory	No	Kilgariff Stage 2 Concept Design – Landscaping	Yes – Tier 2 procurement	10,860
Kilgariff Stage 2 – Architecture Consultancy	Susan Dugdale & Associates	Northern Territory	No	Kilgariff Stage 2 Concept Design – Housing	Yes – Tier 2 procurement	12,625
Kilgariff Stage 2 – Legal Advice	Minter Ellison	Northern Territory	No	Kilgariff Stage 2 Concept Design – Housing	No – Tier 1 procurement	9,980

Report or Consultancy (a)	Person or Entity (c)	Principle Place of Business (d)	Tabled in Legislative Assembly (e)	Outcomes / Scope Indicators (f)	Tenders / EOIs Invited Prior (g)	Cost (b) \$
Kilgariff Stage 1 – Real Estate Services	Alice Springs Real Estate Pty Ltd T/as LJ Hooker Alice Springs	Northern Territory	No	Kilgariff Stage 1 sales commissions 2019-20	Yes – Tier 3 Procurement	46,550
Kilgariff Stage 1 – Conveyancer Services	Angela Copland Conveyancing	Northern Territory	No	Kilgariff Stage 1 sales conveyances 2019-20	No – Single Select Tier 2 Procurement	12,800
Weeds Management Consultancy	Little Falcon Consulting	Northern Territory	No	Weeds management across all Land Development Corporation land holdings. This is in addition to expenditure on weeds treatment by contractors.	No – Single Select Tier 2 Procurement	18,348
Total						1,064,004

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 30 June 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?

The total number of Contracts and Tenders awarded to entities with their principal place of business in the Northern Territory during the reporting period, 1 July 2019 – 30 June 2020 is as follows:

Tier	Total Contracts / Tenders	Works Undertaken
Tier 1	350-400*	<ul style="list-style-type: none"> • Purchase of office consumables, including (but not limited to) stationary, software, kitchen consumables • Legal Fees • Minor engineering consultancy contracts • Property valuations • Vehicle hire • Various maintenance contracts including security, landscaping, fire breaks, asset maintenance • Various marketing activities
Tier 2	16	<ul style="list-style-type: none"> • Engineering consultancy works • Landscape architecture services • Town Planning services • Land survey works • Legal Fees • Minor works and services – Weed management • Minor works and services – Fencing of drainage infrastructure • Minor works and services – Stormwater quality management/controls • Marine maintenance works – East Arm Barge Ramp • Marketing services – aerial imagery • Professional accounting advice • Asphalt repairs
Tier 3 - 5	3	<ul style="list-style-type: none"> • Engineering consultancy works • Provision of insurance (Motor Vehicle, Workers Compensation, Public and Product Liability and Industrial Special Risk Insurance) • Subdivision Construction – Kittyhawk Estate

**The administrative effort required to provide how any contracts and tenders were awarded as Tier 1 procurement activities for the period beginning 1 July 2019 and ending 30 June 2020, to business entities with their principal place of business in the Northern Territory has been determined to be excessive 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 30 June 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.

Nil.

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 30 June 2020?

Two.

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 30 June 2020?

One

19. For each instance identified in the question above, where a public quotation process was not undertaken, including for Certificates of Exemption:
- What is the description of the goods and services contracted?
 - What is the value of the goods and services contracted?
 - What was the reason for not using the public quotation process or for requiring a Certificate of Exemption?
 - Who recommended the course of action in c) above?
 - Who approved the course of action in c) above?

One instance – Tier 3 procurement:

- Kilgariff Subdivision Stage 2 – Civil engineering consultant
 - Value: \$204,883,80 (Inc. GST)
 - The successful consultant's experience on the Kilgariff project dates back to 2012, responsible for the preparation of the Kilgariff Infrastructure Master Plan, detailed design for infrastructure headworks and Stage 1 of the estate, as well as an update to the Kilgariff Master Plan completed in 2019. Through this experience the consultant has developed an innate understanding of site conditions and requirements, historic project decisions, and estate development objectives. Most notably, the consultant has fostered positive relationships with key project stakeholders over this time. With the above considered, the consultant's knowledge of the project would result in a significant advantage over other consultants in preparing a tender for the proposed work.
 - LDC Development Manager
 - LDC Project Director
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 30 June 2020.

Three

Position Title	Levels of staff for the purchase of goods and/or services
Executive Officer	AO5
Marketing and Comms Manager	AO6
Project Director	E01C

FOCUS GROUPS / POLLING / SURVEYS

21. Please detail expenditure during the period beginning 1 July 2019 and ending 30 June 2020 on opinion polls and focus groups, including costs and entities that conducted the work.

Survey - One

This survey was conducted via Survey Monkey – cost 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 30 June 2020.

Marine Industry Park

Centrally positioned on Australia's northern coastline, the Marine Industry Park is the only significant vessel servicing point between Cairns and Perth. Strategically located within Darwin's deep water harbour, the Marine Industry Park has the potential to deliver over 100 hectares of waterfront industrial land to support marine maintenance, servicing and logistic activities.

The Northern Territory Government is committed to deliver the largest ship lift in Northern Australia by 2023. To support the Ship Lift, planning approval has been secured for the Marine Service Area being purpose built industrial subdivision to accommodate large vessel maintenance and fabrication workshops.

Centrally located between the Ship Lift and serviced lots of the Marine Industry Park is the established Common User Facility providing nine hectares of secured hardstand and a barge ramp. The interface between facilities is designed to allow for the smooth transport of vessels, modules and large equipment.

Adjacent to major onshore gas developments and offshore supply bases, the Marine Industry Park provides a unique opportunity to establish and capitalise on Darwin's expanding oil and gas, marine services and defence industries. Serviced lots within the Marine Industry Park will be available by 2022 for maintenance, servicing and support industries.

Concept Plan



Are you familiar with the Land Development Corporation's proposed serviced lots ? *

- Yes
- No

If you were considering a serviced lot, what lot size would you be interested in? *

Select all that apply.

- Under 5,000m² (0.5 hectare)
- Between 5,000m² to 10,000 (0.5 to 1 hectare)
- Between 10,000m² to 20,000 (1 to 2 hectares)
- Between 20,000m² to 30,000m² (2 to 3 hectares)
- Over 30,000m² (3 hectares)

What activity would you likely undertake (eg. maintenance, repairs, etc)? *

What amenities would you prefer and/or would you be interested in sharing in a common arrangement? *

You can select multiple options.

- Own Shed
- Own Yard
- Own Carparking
- Shared Shed
- Shared Yard
- Shared Carparking

Would you be more interested in freehold tenure or leasehold? *

- Freehold (Buying)
- Leasehold (Leasing)

Would you consider lots closest to the Ship Lift facility if a premium price was attributed? *

- Yes
- No

Would you be interested in buying or tenancing a serviced lot within the Land Development Corporation's Marine Industry Park? *

- No
- Yes

Would you be interested in taking advantage of the secure hardstand (common user) facility for storage or fabrication outside of a workshop? *

- Yes
- No

Do you have any other comments or feedback you'd like to share?

COMMUNICATIONS AND MARKETING

23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 30 June 2020.

For each advertisement for which an expense was incurred:

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

The total expenditure on advertising and communications during the reporting period is \$81,614.

ONLINE			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
LDC General Advertising	Realestate.com	\$7,140.00	N/A
Common User Area Advert	Google	\$93.00	N/A
Northern Defence Summit Advert	Darwin International Airport	\$2,000.00	N/A
Kilgariff Website Hosting	Tropicsnet	\$239.00	Yes, quotations sought

LDC Website Hosting	Adept Business Systems P/L	\$1,098.00	Yes, quotations sought
MAGAZINE/JOURNALS/NEWSPAPERS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
NT Resources Week Advert	Informa Australia Pty Ltd	\$2,000.00	Yes, quotations sought
Palmerston Regional Business Association 2020 Calendar	PRBA	\$1,320.00	N/A
Common User Facility Advert	News Pty Ltd	\$1,525.00	N/A
Darwin Business Park Advert	News Pty Ltd	\$763.00	N/A
Truck Central Advert	News Pty Ltd	\$2,980.00	N/A
LDC Projects News Advert	News Pty Ltd	\$1,442.00	N/A

OUTDOOR BANNERS AND FLAGS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Kilgariff Banner	Vistaprint	\$109.00	Yes, quotations sought
Marine Industry Park Pull-up Banner	Signtech	\$350.00	Yes, quotations sought
LDC Double-sided Banner	Display Me	\$290.00	Yes, quotations sought
Kilgariff Billboard Banner	TJ Signs	\$2,693.00	Yes, quotations sought

DISPLAYS/SIGNAGE			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Darwin Business Park North Signage Stickers	Signtech	\$260.00	Yes, quotations sought
Common User Facility Signage	Express Signs	\$420.00	Yes, quotations sought
Truck Central Signage	De Neefe Pty Ltd	\$2,417.00	Yes, quotations sought
Truck Central Display Stand	Display Me	\$402.00	Yes, quotations sought
Kilgariff Estate Signage	TJ Signs	\$260.00	Yes, quotations sought
LDC Office Entrance Sign	Signtech	\$549.00	Yes, quotations sought
Truck Central Quarry Signs	De Neefe Pty Ltd	\$460.00	Yes, quotations sought
Kilgariff Estate Sign Update	TJ Signs	\$2,692.00	Yes, quotations sought

EVENTS AND EXHIBITIONS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Export Drive Photos – Lease Promotion	Sandla Studios	\$400.00	Yes, quotations sought
Australia Oil and Gas Conference Booth	Energy Club NT	\$229.00	Yes, quotations sought
Reaching the South event - LDC Video conversion to Mandarin	Global Headquarters	\$670.00	Yes, quotations sought
LDC NT SEAAOC Stand Hire & Set up	Fusion Exhibition & Hire Services	\$4,061.00	Yes, quotations sought
Kilgariff December Newsletter Delivery	Alice Springs Real Estate P/L	\$91.00	N/A
Kilgariff December Newsletter Gift	Kmart Online	\$72.00	Yes, quotations sought
Kilgariff Estate Commercial Video	The Right Image P/L	\$900.00	Yes, quotations sought
NT Resources Week Stand	Informa Australia Pty Ltd	\$1,730.00	Yes, quotations sought

CONSULTATION AND PLANNING			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Reaching the South event LDC Story Video	Global Headquarters	\$2,930.00	Yes, quotations sought
Kilgariff Website Host	Tropicsnet	\$55.00	Yes, quotations sought
Tiwi Islands Website Host	Tropicsnet	\$55.00	Yes, quotations sought
CUF Lidar Survey	Skymax Pty Ltd	\$6,873.00	Yes, quotations sought
Truck Central Photogrammetry	Skymax Pty Ltd	\$6,100.00	Yes, quotations sought
Truck Central Fly-through	Gabbert Design	\$17,100.00	Yes, quotations sought
Truck Central Fly-through Voice-over	Wayne Zerbe Pty Ltd	\$1,200.00	Yes, quotations sought
Kilgariff Estate Video	The Right Image Pty Ltd	\$900.00	Yes, quotations sought

BROCHURES AND BOOKLETS			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOIs

Truck Central Brochures/Flyers	Colemans Printing Pty Ltd	\$176.00	Yes, quotations sought
Marine Industry Park Flyers	Colemans Printing Pty Ltd	\$209.00	Yes, quotations sought
LDC Brochure – Australian Oil & Gas Conference	Colemans Printing Pty Ltd	\$355.00	Yes, quotations sought

PROMOTIONAL MERCHANDISE			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
LDC Staff Photos	David Hancock Photography	\$480.00	Yes, quotations sought
LDC General Brochures	Colemans Printing Pty Ltd	\$605.00	Yes, quotations sought
LDC Strategic Plan Brochure	Colemans Printing Pty Ltd	\$135.00	Yes, quotations sought
LDC Presentation Folders	Colemans Printing Pty Ltd	\$1,755.00	Yes, quotations sought
LDC Marketing Flags – Ground Spikes	Display Me	\$85.00	Yes, quotations sought
LDC Staff Business Cards	Colemans Printing Pty Ltd	\$350.00	Yes, quotations sought
Marine Industry Park Brochures	Colemans Printing Pty Ltd	\$135.00	Yes, quotations sought
Truck Central Quarry Signage	De Neefe Pty Ltd	\$461.00	Yes, quotations sought
Kilgariff Newsletters – July	Fats Alice Printing Pty Ltd	\$295.00	Yes, quotations sought
Kilgariff Reusable Bags	Salsbury Products	\$689.00	Yes, quotations sought
Kilgariff Flip Book	Tropicsnet	\$100.00	Yes, quotations sought
Kilgariff Promotional Footballs	Brandit NT	\$521.00	Yes, quotations sought
Kilgariff Newsletters – Dec	Fats Alice Printing Pty Ltd	\$395.00	Yes, quotations sought

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 30 June 2020 broken down to:
- a) International travel
 - b) Interstate travel
 - c) Intrastate travel

a) The total expenditure for international travel from 1 July 2019 to 30 June 2020 was \$2,455.

Date From	Date To	Destination	Reason for Travel	Cost
23/10/2019	27/10/2019	Shenzhen	Attending conference with other NT delegates, and presentation delivery.	2,455
Total				2,455

b) The total expenditure for interstate travel form 1 July 2019 to 30 June 2020 was \$16,756.

Date From	Date To	Destination	Reason for Travel	Cost
07/10/2019	11/10/2019	Sydney	Pacific International Maritime Expo, Sydney 2019.	2,384
14/10/2019	18/10/2019	Perth & Karratha	NT Delegation - Gas Industrial Precincts WA.	2,855
06/11/2019	09/11/2019	Sydney	Attending GLO conference.	2,490
08/01/2020	10/01/2020	Perth	Meeting with Technip & Wood re: Middle Arm Product Corridor.	1,302
09/03/2020	14/03/2020	Perth	AOG Conference in Perth.	6,205
15/03/2020	17/03/2020	Perth	Attend an industry briefing session by the Department of Defence on the Capability Life Cycle Management Service Contract; and participate in NTG discussions with a number of prime contractors based in Perth.	1,520
Total				16,756

c) The total expenditure for travel intrastate from 1 July 2019 to 30 June 2020 was \$9,103.

Date From	Date To	Destination	Reason for Travel	Cost
17/07/2019	17/07/2019	Alice Springs	Close out meetings for Ruffino Park.	798
11/10/2019	12/10/2019	Alice Springs	Kilgariff Family Fun Day Event.	3,756
15/10/2019	15/10/2019	Alice Springs	Kilgariff project handover.	2,103
17/06/2020	18/06/2020	Alice Springs	Meeting with Alice Springs town council, Development Assessment Services, and other service authorities about Kilgariff Stage 2.	2,446
Total				9,103

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.

Date From	Date To	Traveller	Destination	Reason for Travel	Cost
3/10/2019	27/10/2019	Anthony Stubbin	Shenzhen	Attending conference with other NT delegates.	2,455

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 30 June 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 30 June 2020.
In relation to each occasion on which official hospitality was undertaken:
- 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?

One (1) Event was held during the reporting period 1 July 2019 – 30 June 2020, details as follows:

Purpose	Kilgariff Kidsfest Event – Community event to promote Kilgariff Estate
Guests Attended	300*
Ministers Attended	Nil
Ministerial staff Attended	Nil
MLAs Attended	Nil
Public Sector Employees	3
Total Cost	\$8971.00

**As this event was a free event hosted by the Land Development Corporation for the Kilgariff and wider Alice Springs community, the attendance figure is an approximation.*

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 30 June 2020.

Recipient	Date	Description	Amount (Excl. GST)
Riding for The Disabled Alice Springs Inc.	23/10/2019	Donation to RDA Alice Springs	300
Total Donations			\$300

29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 30 June 2020. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2020/21 financial year?

Detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 30 June 2020 is as follow:

Recipient	Date	Description	Amount (Excl. GST)
Darwin Port	31/07/2019	Sponsorship of a hole and team entry for the Seafarers Golf Day	500
Urban Development Institute of Australia	5/09/2019	Award Sponsor for the UDIA 2019 Annual Excellence Awards	5,000
Palmerston Regional Business Association	24/10/2019	LDC team entry for golf day	218
Total Sponsorships			5,718

There were no awards or sponsorship managed by regional offices.

The awards and sponsorship anticipated for 2020/21 is an amount similar to previous financial years.

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

NIL.

MEDIA MONITORING SERVICES

31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 30 June 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 Department of Industry, Tourism and Trade.

33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 30 June 2020.

A whole-of-government response to Question 33 will be provided by the Department of 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 Department of 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 30 June 2020?

Land Development Corporation	Amount
LDC Office - Level 2, 37 Woods Street	4,988.00
Total	4,988.00

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 30 June 2020?

A whole-of-government response to Question 36 will be provided by the Department of Corporate and Digital Development.

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

A whole-of-government response to Question 37 will be provided by the Department of Corporate and Digital Development.

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 30 June 2020?

There were seven internal audits/reviews conducted in the period beginning 1 July 2019 and ending 30 June 2020:

- VFT Audit in September 2019 for the 2018 calendar year.
- VFT Audit in February 2020 for the 2019 calendar year.
- Review of LDC leased properties.
- Review of project costs.
- Review of bank guarantees.
- Review of Common User Facility bond securities.
- Review of leases, licences and property management systems.

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

Value for Territory (VFT) audit for the 2018 calendar year

To ensure compliance with Procurement Rule 1.6, LDC undertake an annual audit of procurement activity to ensure compliance with the requirements of the VFT assurance program.

Value for Territory (VFT) audit for the 2019 calendar year

To ensure compliance with Procurement Rule 1.6, LDC undertake an annual audit of procurement activity to ensure compliance with the requirements of the VFT assurance program.

Review of LDC leased properties

Internal review of the calculation of CPI increases of current leases held by the Corporation against the lease agreements.

Review of project costs

Internal review and monitoring of all project costs to ensure compliance with the Accounting Standards.

Review of bank guarantees

Internal review of all Bank Guarantees held by the Corporation and recording these on a register.

Review of Common User Facility (CUF) bond securities

Internal review of bond securities to determine an appropriate bond amount (fixed, variable or tiered) to charge customers to use the CUF hardstand.

Review of leases, licences and property management systems

Identified need for an appropriate property management system that records lease and licence information all in one system. Internal review to determine the preferred system subscription.

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.

Value for Territory (VFT) audit for the 2018 calendar year

The audit found that the Land Development Corporation (LDC) demonstrates an ethos that aligns with the values of the Northern Territory Government procurement framework in pursuit of its strategic objectives to drive economic growth in the Northern Territory, particularly with regard to defensible decision making, adherence to probity principles and supporting local business.

The audit identified a small range of minor non-compliance issues which largely relate to procedural inconsistencies and record keeping practices. These are most predominant across the Tier 1 activities, for which the vast majority of transactions exist during the period.

An overall assessment of the findings notes areas for improvement but does not identify any significant risk in fundamental practice, rather that further education, systems, document control and procedures could be refined and improved.

Value for Territory (VFT) audit for the 2019 calendar year

The audit identified minor indiscretions in low risk activities and sporadic gaps in document control. In addition, it was determined that LDC will benefit from improvements being implemented based on the observations made within the 2018 audit. LDC should continue to improve in the areas identified, through the use of standard processes and forms, and should capitalise on enhanced use of its existing systems wherever possible.

The audit concluded that LDC demonstrates a culture and attitude that accords with the Buy Local Policy and Procurement Rules through the delivery of its business.

It is pertinent to note that due to the limited time between the 2018 audit and 2019 audit, the implementation and flow through benefits of the process improvements identified in the 2018 audit were unlikely to become evident in the 2019 audit. These improvements will take effect in forward years.

BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your Agency in 2019/20, also providing the following information:
- a) The Terms of Reference, if changed from last year
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2019/20 financial year
 - d) The itemised total cost incurred by the Board during the 2019/20 financial year
 - e) The number of times the Board met during the period beginning 1 July 2019 and ending 30 June 2020

NIL.

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

NIL.

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 30 June 2020.

Nil

45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 30 June 2020.

Nil.

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?

Nil.