

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Infrastructure, Planning and Logistics

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2019-2020 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.

BUDGET

1. What efficiency dividend, budget improvement or savings measures has each Agency been asked to achieve in framing the 2019/20 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 2018, 31 December 2018 and as at 31 March 2019:
 - 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).
 - 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 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019 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 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
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 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 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 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

- 10.** How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
- 11.** 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?
- 12.** Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2018 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2018 as at 31 December 2018 and as at 31 March 2019.
- 13.** How many grievances have arisen as a direct result of the Special Measures program since 1 July 2018. Of these, how many remain unresolved?

OUTSOURCING

- 14.** For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, 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 2019/20? If so, provide details.

LEGAL EXPENSES

- 15.** What has been the expenditure on legal advice or related expenses for the financial year 2018/19? 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 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, 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
- 17.** Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending March 2019. 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 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019? 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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?

- 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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?
- 22.** 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?
- 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 2019.

FOCUS GROUPS / POLLING / SURVEYS

- 24.** Please detail expenditure during the period beginning 1 July 2018 and ending 31 March 2019 on opinion polls and focus groups, including costs and entities that conducted the work.
- 25.** 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 2018 and ending 31 March 2019.

COMMUNICATIONS AND MARKETING

- 26.** Please detail expenditure on advertising and communications during the period beginning 1 July 2018 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 2018 and ending 31 March 2019 broken down to:
- a)** International travel
 - b)** Interstate travel
 - c)** Intrastate travel
- 28.** 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.
- 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 2018 and ending 31 March 2019.

HOSPITALITY / FUNCTIONS AND EVENTS

- 30.** Please provide full details of all public service hospitality provided for the period beginning 1 July 2018 and ending 31 March 2019.
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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019.
- 32.** Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2018 and ending 31 December 2018 and in the period beginning 1 July 2018 and ending 31 March 2019.

Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2019/20 financial year?

- 33.** Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

- 34.** Provide expenditure details on media monitoring services for the period beginning 1 July 2018 and ending 31 March 2019 (including entities engaged and who utilises 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 2018 and ending 31 March 2019?
- 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 2018 and ending 31 March 2019.
- 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 2018 and ending 31 March 2019?
- 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 2018 and ending 31 March 2019?
- 41.** How much Government owned or leased premises or office space is currently under-utilised (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 2018/19 financial year and whether any of these fees and charges was increased following the passage of the 2018/19 financial year budget.

INTERNAL AUDITS

- 43.** How many internal audits and financial investigations were conducted in the period beginning 1 July 2018 and ending 31 March 2019?
- 44.** What were the terms of reference or focus for each investigation?
- 45.** 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.

BOARDS / ADVISORY BODIES

- 46.** Please detail all boards and advisory bodies in your Agency in 2018/19, 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 2018/19 financial year
 - d)** The itemised total cost incurred by the Board during the 2018/19 financial year
 - e)** The number of times the Board met during the period beginning 1 July 2018 and ending 31 March 2019

REVIEWS AND INQUIRIES

- 47.** Details of all reviews and inquiries completed or commenced during the 2018/19 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 2018 and ending 31 March 2019.
- 49.** Please detail the number of stress related matters and claims for the period beginning 1 July 2018 and ending 31 March 2019.

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 2018/19 financial year. What are the locations for which they are responsible?
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ANSWERS

BUDGET

Please refer to the Root and Branch Review of Government Programs:
https://treasury.nt.gov.au/__data/assets/pdf_file/0005/683834/Root-and-branch-review-for-web-new.pdf

STAFFING

2. a) Total number of employees employed in the following categories:

Staffing group	As at 30 Jun 2018	As at 31 Mar 2019
i. Full Time Equivalent	18.46	18.53
ii. Permanent Part Time	2.59	1.66
iii. Contract	3.00	3.00

b) A whole-of-government response to Question 2(b) will be provided by the Minister for Public Employment.

c) The number of frontline staff as FTE and as a percentage of the Agency total employment is listed in the below table.

Classification	30 June 2018	31 March 2019
AO4	1.00 (5.4%)	1.00 (5.4%)
AO5	0.82 (4.4%)	2.00 (10.8%)
AO6	6.87 (37.2%)	5.74 (31.0%)
SP1	1.00 (5.4%)	1.00 (5.4%)
SAO1	3.95 (21.4%)	3.79 (20.5%)
SAO2	1.82 (9.9%)	2.00 (10.8%)
EO1C	1.00 (5.4%)	2.00 (10.8%)
EO2C	1.00 (5.4%)	-
EO4C	1.00 (5.4%)	1.00 (5.4%)
Total	18.46 (100%)	18.53 (100%)

3. A whole-of-government response to Question 3 will be provided by the Minister for Public Employment.

4. a) A whole-of-government response to Question 4(a) will be provided by the Minister for Public Employment.

b) By position, the levels of staff who are employed on executive or temporary contracts is listed in the table below.

Classification Level	Full Time Equivalent (FTE)	
	30 June 2018	31 March 2019
AO6	1.87	1.87
SP1	1.00	1.00
SAO1	2.00	2.00
SAO2	-	1.00
ECO1	1.00	2.00
ECO2	1.00	-
ECO4	1.00	1.00
Total	7.87	8.87

c) A whole-of-government response to Question 4(c) will be provided by the Minister for Public Employment.

5.

How many staff:	As at 30 June 2018	As at 31 March 2019
Resignations	Nil	2
Demotions	Nil	Nil
Redundancies	Nil	1
Terminations	Nil	Nil

6. As at 30 June 2018, 7.87 full time equivalent staff were categorized as Unattached. This number includes 3.00 full time equivalent Executive Contract Officers. No staff were categorized as Redeployees.

As at 31 March 2019, 8.87 full time equivalent staff were categorized as Unattached. This number includes 3.00 Executive Contract Officers. No staff were categorized as Redeployees.

7. As at 30 June 2018, 1.87 full time equivalent employees were categorised as Supernumerary (Development Manager, Marketing and Communications Officer).

As at 31 March 2019, 1.0 full time equivalent employees were categorised as Supernumerary (Development Manager).

All Supernumerary were managed within budget.

8. No employees were engaged through employment agency arrangements in the full financial year to 30 June 2018 or for the period 1 July 2018 through 31 March 2019.
9. Not Applicable
10. Nil
11. Nil
12. Nil
13. A whole-of-government response to Question 13 will be provided by the Minister for Public Employment.

OUTSOURCING

14. From 1 July 2018 to 31 March 2019, there has been not decisions to outsource, contract out or privatize functions of the Land Development Corporation. There are no future decision forecast for the 2019-20 financial year.

LEGAL EXPENSES

15. The expenditure for legal advice from 1 July 2018 to 31 March 2019 was \$39,939.

Project	Matter	Legal Firm	Finalised/ Ongoing	Amount
CORPORATE	Legal fees for AS4000 generic template	Minter Ellison Lawyers	Ongoing	3,048
KILGARIFF	Legal fees for amendments to construction timelines for Kilgariff Stage 1A and 1B	JKW Law Practice	Ongoing	4,354
LANDBRIDGE	Legal fees for sale negotiations	Minter Ellison Lawyers	Ongoing	4,500
PACIFIC BUILDING SUPPLIES	Legal fees for leasing arrangement and draft sale agreement	JKW Law Practice	Ongoing	7,965
WISHART STAGE 2	Legal fees for drain maintenance easements	Minter Ellison Lawyers	Ongoing	8,072
KILGARIFF	Legal / Conveyancing Services Kilgariff Land Sales	Angela Copland Conveyancing	Ongoing	12,000
			Total	39,939

PROCUREMENT / CONSULTANCIES

16.

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
Common User Facility - replacement cost estimate	Aquenta Consulting Pty Ltd	Northern Territory	No	Investigation to determine current replacement cost for valuation purposes.	Tier 1 single select.	1,780
Marine Service Area - subdivision and professional services	Aurecon Australia Pty Ltd	Northern Territory	No	Concept design of infrastructure to create 14 industrial lots aimed at supporting the Ship Lift.	Tier 2 competitive tender process.	25,879
Multi-User Barge Ramp Facility- ramp loading professional services	Aurecon Australia Pty Ltd	Northern Territory	No	Investigation to determine the maximum safe working load of the Multi-User Barge Ramp.	Tier 1 single select.	4,464
Marine Industry Park - dredge spoil study	Aurecon Australia Pty Ltd	Northern Territory	No	Identify preferred site for dredge spoil placement.	Tier 2 competitive tender process.	9,927
Darwin Business Park North - professional services and fees	BTO Pty Ltd	Northern Territory	No	Engineering and Superintendent services for construction phase of the project.	Variation to existing Tier 1 single select contract	70,400
Wishart Road - flood study, stormwater management plan , earthworks investigation, drainage design and engineering advice	Cardno (NT) Pty Ltd	Northern Territory	No	Engineering Services to inform the concept design of the Wishart Estate.	Tier 2 competitive tender process.	18,619
Middle Arm – Contaminated land investigation and sampling	CDM Smith Australia Pty Ltd	Northern Territory	No	Remediation Action Plan and sampling report.	Tier 2 competitive tender process.	8,799
Marine Service Area - preliminary effluent disposal assessment	Douglas Partners Pty Ltd	Northern Territory	No	Geotechnical study to determine development site conditions.	Tier 1 single select process.	2,855
Darwin Business Park North - geotechnical investigation	Douglas Partners Pty Ltd	Northern Territory	No	Geotechnical study to determine site ground water levels.	Tier 1 single select process.	4,287

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
Marine Service Area - professional fees for Lots 7146 and 7147	Earl James & Associates	Northern Territory	No	Prepared subdivision application to create 5 industrial lots in support of the Ship Lift.	Tier 1 single select process.	14,934
Darwin Business Park North - professional services	Earl James & Associates	Northern Territory	No	Aerial photography and topographic data at the completed Darwin Business Park North subdivision.	Tier 1 single select process.	1,700
Darwin Business Park General - Lot 6349 Berrimah road professional fees	Earl James & Associates	Northern Territory	No	Survey of Section 6349 for proposed new entry statement.	Tier 1 single select process.	4,200
Middle Arm – Stage 1 Preliminary Survey	Earl James & Associates	Northern Territory	No	Survey of Section 1902 Hundred of Ayers for Stage 1 Kittyhawk Estate.	Tier 3 single select process.	85,000
Darwin Business Park North - survey LTO 2017/027	Fyfe Pty Ltd	Northern Territory	No	Changes to final cadastre survey plan and pegging on site for Darwin Business Park North.	DIPL Survey Division Procurement - Panel Contract	19,790
Middle Arm – Channel Island Road Intersection and Access Road Design (to Kittyhawk Estate)	GHD Pty Ltd	Northern Territory	No	Finalisation of design documentation for major intersection works.	Tier 3 competitive tender process.	6,725
East Arm Headworks - study	GHD Pty Ltd	Northern Territory	No	Investigate the infrastructure requirement to support development for the wider East Arm Precinct.	Tier 2 tender process.	67,277
Middle Arm – Gas Pipeline Advice	Ninox Solutions Pty Ltd	Victoria	No	Specialist expert advice re: gas pipeline design and risk mitigation.	Tier 2 select tender.	2,820
Corporate - KSI Land & Water Planning review of Environmental Legislation Reform	Northern Territory Land Corporation	Northern Territory	No	Report analysing the impacts of the new environmental legislation changes specific to LDC projects and operations.	Tier 1 single select.	8,500

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
Marine Industry Park - ship lift strategy works	O'Neill Nominees Pty Ltd	Northern Territory	No	Development strategy to support the ship lift.	Tier 1 single select.	2,700
Darwin Business Park General - professional services	Philip John Mulkearns	Northern Territory	No	Engineering review of existing concrete trunk drain and possible remedial work.	Tier 1 single select.	4,000
Truck Central - RTAA survey services	Rider Levett Bucknall NT Pty Ltd	Northern Territory	No	Quantity surveying services for valuation purposes	Tier 1 single select.	2,100
Wishart Stage 2 - design change assessment	Simon Byrne Pty Ltd t/a Byrne Consultants	Northern Territory	No	Engineering services to assess an existing design.	Tier 1 single select.	600
Middle Arm – Kittyhawk Estate Stage 1 Design and Documentation	Simon Byrne Pty Ltd t/a Byrne Consultants	Northern Territory	No	Detailed design for Stage 1 Kittyhawk Estate to create 3 lot subdivision.	Tier 3 select tender.	21,836
Wishart stage 2 - professional services	Tonkin Consulting Pty Ltd	Northern Territory	No	Concept and detailed design of infrastructure to create two industrial lots within Wishart Estate.	Tier 2 competitive tender process.	83,925
Middle Arm - Channel Island Road Intersection - Stage 1A	Tonkin Consulting Pty Ltd	Northern Territory	No	Detailed design and documentation.	Tier 3 competitive tender process.	2,991
Middle Arm – Kittyhawk Estate Prefeasibility	Turner & Townsend Thinc	Northern Territory	No	Pre-feasibility report, stakeholder consultation and engagement, and concept designs.	Tier 3 competitive tender process.	116,829
Darwin Business Park North - data mapping	Uber Air Pty Ltd	Northern Territory	No	Aerial photography and topographic data for the Darwin Business Park North subdivision.	Tier 1 single select.	5,400
Truck Central - aerial geo photos	Uber Air Pty Ltd	Northern Territory	No	Aerial photography and topographic data at Truck Central.	Tier 1 single select.	4,920
Hamaura road - east/west data set merge	Uber Air Pty Ltd	Northern Territory	No	Aerial photography and topographic data at East Arm.	Tier 1 single select.	3,650

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
Darwin Business Park North - retaining wall and drain professional services	Wallbridge Gilbert Aztec RFP	Northern Territory	No	Detailed design of retaining wall and stormwater drain including engineering certification.	Tier 1 single select.	5,748
Darwin Business Park General - entry statement professional fees	Wallbridge Gilbert Aztec RFP	Northern Territory	No	Detailed design of new Entry Statement to East Arm including engineering certification.	Tier 1 single select.	10,325
Common User Facility - professional design fees	Wallbridge Gilbert Aztec RFP	Northern Territory	No	Structural engineering advice on storage container placement at the CUF	Tier 1 single select.	900
Total						623,880

17. Nil

18. A whole-of-government response to Question 18 will be provided by the Minister for Business and Innovation.

19. A whole-of-government response to Question 19 will be provided by the Minister for Business and Innovation.

20.

Reporting Period	Number of public Tier 3, Tier 4, Tier 5
1 July 2018 – 31 December 2018	2
1 July 2018 – 31 March 2019	0

21.

Reporting Period	Number of public Tier 3, Tier 4, Tier 5
1 July 2018 – 31 December 2018	1
1 July 2018 – 31 March 2019	0

22. a) Darwin – Middle Arm Industrial Precinct – Kittyhawk Estate Stage 1 Subdivision – Section 1902 Channel Island Road, Wickham – Design and Documentation, Superintendent’s Representative and Certification.

b) \$370,246

c) Recent works on site as part of pre-feasibility analysis.

d) Not Applicable

e) Chief Executive Officer

23. Agency Corporate Credit Card holders:

Position Title	Levels of staff for the purchase of goods and/or services
Corporate Services Assistant	AO3
Project Director	EO1C

FOCUS GROUPS / POLLING / SURVEYS

24.

Survey	Form	Conducted by	Enticement	Cost
Kilgariff Park Open Day "How did you hear about the Open Day?"	Paper	Corporation staff attending the event.	Hisense 39' Smart TV	\$595.00

25.

ENTRY FORM

RUFFINO PARK
OPEN DAY
KILGARIFF ESTATE

WIN
A SMART TV

NAME: _____

PHONE: _____

EMAIL: _____

Yes, keep me up to date with all the latest news from Kilgariff estate

HOW DID YOU HEAR ABOUT THE RUFFINO PARK OPEN DAY?

FACEBOOK ADVOCATE FLYER RADIO WORD OF MOUTH

COMMUNICATIONS AND MARKETING

26. Total expenditure on advertising and communications during the reporting period is \$131,715.

Marketing Expenditure

ONLINE				
Purpose		Supplier	Cost	Tenders/EOIs
Kilgariff advertising	Estate	Facebook	\$205	N/A
LDC general advertising		Realestate.com	\$6,220	N/A
LDC general advertising		Adept Business Systems Pty Ltd	\$7,364	N/A

MAGAZINE/JOURNALS/NEWSPAPERS			
Purpose	Supplier	Cost	Tenders/EOIs
Kilgariff Park advertising	News Pty Ltd	\$986	N/A
Advertising sale of compactus	News Pty Ltd	\$14	N/A

OUTDOOR BANNERS AND FLAGS			
Purpose	Supplier	Cost	Tenders/EOIs
LDC Promotional Pull-up Banner	Signtech	\$810	Yes, quotations sought
LDC Promotional Cloth Banner	Officeworks	\$90	Yes, quotations sought

DISPLAYS/SIGNAGE			
Purpose	Supplier	Cost	Tenders/EOIs
LDC Promotional New Signage	Signtech	\$33,851	Yes, quotations sought
Darwin Business Park North New Signage	Signtech	\$15,560	Yes, quotations sought
Common User Facility New Signage Containers	ANL Container Hire & Sales Pty Ltd	\$13,613	Yes, quotations sought
Common User Facility New Signage	J Blackwood & Son Ltd	\$110	Yes, quotations sought
Common User Facility New Signage & Install on Containers	Signtech	\$4,374	Yes, quotations sought
Holtze Industrial Estate New Signage	Express Signs	\$4,240	Yes, quotations sought
Truck Central For Sale Signage	Signtech	\$7,219	Yes, quotations sought
Kilgariff Estate Signage	Fats Alice Printing Pty Ltd	\$1,509	Yes, quotations sought
Kilgariff Estate NBN Signage	TJ Signs	\$948	Yes, quotations sought

EVENTS AND EXHIBITIONS			
Purpose	Supplier	Cost	Tenders/EOIs
LDC NT Resources Week Stand – equipment hire	Fusion Exhibition & Hire Services	\$3,934	Yes, quotations sought
LDC NT Resources Week Stand	Informa Australia Pty Ltd	\$1,700	Yes, quotations sought
Truck Central RTAA Event - Map Prints	Copytime	\$27	N/A
Chamber of Commerce Charity Golf Day - consumables	Spotlight	\$45	N/A

Develop the North Conference – Banner and Expo Wall	Display Me	\$1,518	Yes, quotations sought
Truck Central Official Opening - Event MC	Wayne Zerbe Publications & Promotions Pty Ltd	\$1,000	N/A
Truck Central Official Opening - Map Printing	Copytime	\$150	N/A
Kilgariff Ruffino Park Opening – Steel Plaque	Curbys NT	\$500	N/A, limited suppliers available in Alice Springs
Kilgariff Ruffino Park Opening – Photography	Clair Ryan Photography, Emma Louise Murray	\$850	N/A, limited suppliers available in Alice Springs
Kilgariff Ruffino Park Opening – Radio Broadcast	Alice Springs Commercial Broadcasters Ltd Pty	\$3,300	N/A, limited suppliers available in Alice Springs
Kilgariff Ruffino Park Opening – Radio Advertising	News Pty Ltd	\$986	N/A, limited suppliers available in Alice Springs
Kilgariff Ruffino Park Opening – Miscellaneous Items	Rock City Music, Kmart, Facepaint For Fun, Brandlt, Sadadeen Party Hire	\$2,048	N/A, limited suppliers available in Alice Springs

CONSULTATION AND PLANNING

Purpose	Supplier	Cost	Tenders/EOIs
LDC Corporate Video Story	Global Headquarters	\$3,085	Yes, quotations sought
LDC ICN Establishment	NT Industry Capability Network	\$9,500	Yes, quotations sought
LDC Estate Aerial Imagery	Uber Air Pty Ltd	\$1,500	Yes, quotations sought
Kilgariff Website Host	Tropicsnet	\$239	Yes, quotations sought
Tiwi Island Website Hosting	Tropicsnet	\$239	Yes, quotations sought

BROCHURES AND BOOKLETS			
Purpose	Supplier	Cost	Tenders / EOs
LDC Brochures	Coleman's Printing P/L	\$260	Yes, quotations sought

PROMOTIONAL MERCHANDISE			
Purpose	Supplier	Cost	Tenders / EOs
LDC Staff Business Cards	Colemans Printing Pty Ltd	\$790	Yes, quotations sought
LDC Promotional Tote Bags	Branded Products	\$757	Yes, quotations sought
LDC Promotional Stubby Coolers	Branded Products	\$952	Yes, quotations sought
LDC Name Badges	Jac Traders Pty	\$206	Yes, quotations sought
LDC Straw Hats	Jac Traders Pty	\$637	Yes, quotations sought
LDC Fitted Table Cloth	Display Me	\$239	Yes, quotations sought
Kilgariff Estate Flyers	Fats Alice Printing Pty Ltd	\$140	Yes, quotations sought

TRAVEL

27. a) The total expenditure for international travel from 1 July to 31 March 2019 was \$2,769.

b) The total expenditure for interstate travel from 1 July to 31 March 2019 was \$15,193.

Date from	Date to	Destination	Reason for Travel	Cost incurred to 31/3/19
25/09/2018	25/09/2018	Darwin	Relocation of LDC employee	5,666
17/10/2018	19/10/2018	Canberra	GLO Conference	3,348
11/03/2019	16/03/2019	Perth	AOG Conference	2,342
26/03/2019	29/03/2019	Coolangatta	UDIA Conference	3,837
Total				\$15,193

c) The total expenditure for travel intrastate from 1 July to 31 March 2019 was \$13,082.

Date from	Date to	Destination	Reason for Travel	Cost incurred to 31/3/19
05/07/2018	05/07/2018	Alice Springs	Meeting with DIPL and to inspect the Kilgariff Park	1,971
01/08/2018	02/08/2018	Alice Springs	Kilgariff site inspection and meetings	1,897
30/08/2018	30/08/2018	Alice Springs	Kilgariff Park site visit	848
21/09/2018	22/09/2018	Alice Springs	Kilgariff Park open day	4,386
06/11/2018	06/11/2018	Bathurst Island	Tiwi Land Council meeting	837
21/11/2018	22/11/2018	Alice Springs	NBN Announcement and media event at Kilgariff Estate	987
22/02/2019	22/02/2019	Alice Springs	Kilgariff Stage 1B asphalt defects inspection	2,156
Total				\$13,082

28. International Travel Itinerary :

Date from	Date to	Traveller	Destination	Reason for Travel	Cost incurred to 31/3/19
29/08/2018	02/09/2018	Paul Schneider	Shenzhen, China	Reaching the South Conference	2,769
Total					\$2,769

29. Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Nil

GRANTS AND DONATIONS

31. Nil.

32. Details of Land Development Corporation funds used to distribute awards and sponsorships from 1 July 2018 to 31 March 2019 is as follows:

RECIPIENT	DATE	DESCRIPTION	AMOUNT (Excl. GST)
DARWIN PORT	1/08/2018	Sponsorship of a hole and team entry for the Seafarers Golf Day	500
SPECIAL CHILDREN CHRISTMAS PARTY	1/08/2018	Advertising sponsorship support for the Darwin Special Children's Christmas Party	500

URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA	29/08/2018	Award Sponsor for the UDIA 2018 Annual Excellence Awards	5,000
LIONS CANCER INSTITUTE	27/11/2018	Sponsorship of the 'Big Day Out' Christmas event which takes terminally ill, handicapped and disabled children out for a day of fun	545
Total			\$6,545

There were no awards or sponsorship managed by regional offices.

The awards and sponsorships anticipated for 2019-20 is an amount similar to previous financial years.

33. Nil.

MEDIA MONITORING

34. Nil.

INFRASTRUCTURE PROJECTS

35. A whole-of-government response to Question 35 will be provided by the Minister for Infrastructure, Planning and Logistics.

36. A whole-of-government response to Question 36 will be provided by the Minister for Trade and Major Projects.

37. A whole-of-government response to Question 37 will be provided by the Minister for Infrastructure, Planning and Logistics.

38. A whole-of-government response to Question 38 will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

39.

LAND DEVELOPMENT CORPORATION	As at 31 March 2019 AMOUNT
Government Leased Building Power	
LDC Office - Level 2, 37 Woods Street	3,991
Total	\$3,991

40. A whole-of-government response to Question 40 will be provided by the Minister for Corporate and Information Services.

41. A whole-of-government response to Question 41 will be provided by the Minister for Corporate and Information Services.

FEES AND CHARGES

42. Nil

INTERNAL AUDITS

43. Three (3) internal audits/financial investigations were conducted by Land Development Corporation staff from 1 July 2018 to 31 March 2019.

44. The Terms of Reference are as follows:

Internal audit/investigation	Terms of Reference or focus
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 LDC land register	Reconcile LDC land register for current Zuccoli and Kilgariff land lots available for sale against the ILIS database.

45. Nil.

BOARDS / ADVISORY BODIES

46. Nil.

REVIEWS AND INQUIRIES

47. Nil.

WORKPLACE HEALTH AND SAFETY

48. The Land Development Corporation was not required to report any incidents to NT WorkSafe during the reporting period.

49. The Land Development Corporation did not receive any claims for workers compensation relating to mental factors during the reporting period.

REGIONAL OFFICES

50. Nil.
