

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### WRITTEN QUESTION

Mr Higgins to the Minister for Infrastructure, Planning and Logistics, 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).

**ANSWER:**

a) The total number of staff employed by the Land Development Corporation in the following categories:

Staffing group	30 June 2019	31 March 2020
Full Time Equivalent	19.35	19.34
Permanent Part Time	2.48	2.48
Contract	3.00	2.50

b)

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

c)

Although many of Land Development Corporation's roles interface directly with clients/public, these roles are not distinguished 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

**ANSWER:**

a)

The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2019 was 8.87 FTE.

The total number of staff on contracts (by executive and temporary employment contracts) as at 31 March 2020 was 9.36 FTE.

b)

Classification Level	Full Time Equivalent (FTE)	
	30 June 2019	31 March 2020
Administrative Officer 3	-	1.00
Administrative Officer 6	1.87	1.86
Senior Administrative Officer 1	2.00	3.00
Senior Administrative Officer 2	1.00	1.00
Senior Professional Officer 1	1.00	-
Executive Contract Officer 1	2.00	1.50

Executive Contract Officer 4	1.00	1.00
<b>Total</b>	<b>8.87</b>	<b>9.36</b>

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:
- Resigned
  - Were made redundant
  - Were terminated

**ANSWER:**

	30 June 2019	31 March 2020
Resignations	3	1
Redundancies	1	Nil
Terminations	Nil	Nil

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?

**ANSWER:**

**Unattached Officers**

- 8.87 FTE employees were categorised as unattached at 30 June 2019.
- 9.36 FTE employees were categorised as unattached at 31 March 2020.

**Redeployees**

One (1) employee was categorized as a redeployee for the full financial year ending 30 June 2019.

No employees were categorized as redeployees for the period 1 July 2019 to 31 March 2020.

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?

**ANSWER:**

- 1.82 FTE employees were categorized as supernumerary at 30 June 2019.

- 0.82 FTE employees were categorized as supernumerary at 31 March 2020.
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?

**ANSWER:**

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

**ANSWER:**

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?

**ANSWER:**

One (1) position was advertised with Special Measures applied for the full financial year ending 30 June 2019.

No positions were advertised with Special Measures applied for the period 1 July 2019 to 31 March 2020.

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?

**ANSWER:**

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?

- 11.

**ANSWER:**

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

**OUTSOURCING**

12. 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.

**ANSWER:**

From 1 July 2019 to 31 March 2020, there has been no decisions to outsource, contract out or privatise functions at the Land Development Corporation.

There are no future decisions forecast for the 2020/21 financial year.

## LEGAL EXPENSES

13. 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

### ANSWER:

The expenditure for legal advice from 1 July 2019 to 31 March 2020 was \$29,967.

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	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	Ongoing	\$1,495
Transport Industry Precinct - Stage 2	Legal fees for drain maintenance easements	Minter Ellison Lawyers	Finalised	\$130
Angela Copland Conveyancing	Legal / Conveyancing Services Kilgariff Land Sales	Angela Copland Conveyancing	Ongoing	\$8,800
<b>Total</b>				<b>\$ 29 967</b>

## PROCUREMENT / CONSULTANCIES

14. 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

### ANSWER:

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
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	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
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	Yes - Tier 2 procurement.	\$10,227
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
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.	\$20,800

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
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	\$23,964
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	\$5,841
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	\$24,094
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	\$35,541

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
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	\$32,975
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			Engineering services - Peer review of Muramats Road extension design	No - Tier 1 procurement.	\$6,250

Report or Consultancy	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
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	\$402,104
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
<b>Total</b>						<b>742,971</b>

15. 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.

**ANSWER:**

Nil.

16. 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?

**ANSWER:**

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 to 31 March 2020 is as follows:

Tier	Total Contracts / Tenders	Works Undertaken
Tier 1	<500*	<ul style="list-style-type: none"> <li>• Purchase of office consumables, including (but not limited to) stationary, software, kitchen consumables</li> <li>• Legal Fees</li> <li>• Minor engineering consultancy contracts</li> <li>• Property valuations</li> <li>• Vehicle hire</li> <li>• Various maintenance contracts including security, landscaping, fire breaks, asset maintenance</li> <li>• Various marketing activities</li> </ul>
Tier 2	9	<ul style="list-style-type: none"> <li>• Engineering consultancy works</li> <li>• Legal Fees</li> <li>• Minor works and services – Weed management</li> <li>• Minor works and services – Fencing of drainage infrastructure</li> <li>• Minor works and services – Stormwater quality management/controls</li> <li>• Marine maintenance works – East Arm Barge Ramp</li> <li>• Marketing services – aerial imagery</li> </ul>
Tier 3 - 5	Nil	-

*\*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 31 March 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.*

17. 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.

**ANSWER:**

Nil.

18. 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?

**ANSWER:**

One (1) Tier 5 public quotation procurement activity was undertaken during the period beginning 1 July 2019 and ending 31 March 2020. As of 31 March 2020, this has not been awarded.

19. 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?

**ANSWER:**

No contracts or tenders were awarded for Tier 3, Tier 4 or Tier 5 procurement activities during the period beginning 1 July 2019 and ending 31 March 2020.

20. 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?

**ANSWER:**

No contracts or tenders were awarded for Tier 3, Tier 4 or Tier 5 procurement activities during the period beginning 1 July 2019 and ending 31 March 2020.

21. 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.

**ANSWER:**

<b>Position Title</b>	<b>Levels of staff for the purchase of goods and/or services</b>
Corporate Services Assistant	A03
Executive Officer	AO5
Project Director	E01C

**FOCUS GROUPS / POLLING / SURVEYS**

22. 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.

**ANSWER:**

Nil.

23. 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.

**ANSWER:**

Nil.

**COMMUNICATIONS AND MARKETING**

24. 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?

**ANSWER:**

The total expenditure on advertising and communications during the reporting period is \$38,969.

<b>ONLINE</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders / EOIs</b>
LDC General Advertising	Realestate.com	\$5,737.00	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

<b>MAGAZINE/JOURNALS/NEWSPAPERS</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders/EOIs</b>
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
NT Resources Week Stand	Informa Australia Pty Ltd	\$1,730.00	Yes, quotations sought
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
Kilgariff Newsletter	Fats Alice Printing Pty Ltd	\$395.00	Yes, quotations sought

<b>OUTDOOR BANNERS AND FLAGS</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders/EOIs</b>
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

<b>DISPLAYS/SIGNAGE</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders/EOIs</b>
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

<b>EVENTS AND EXHIBITIONS</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders/EOIs</b>
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

<b>CONSULTATION AND PLANNING</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders/EOIs</b>
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

<b>BROCHURES AND BOOKLETS</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders / EOIs</b>
Truck Central Brochures/Flyers	Colemans Printing Pty Ltd	\$176.00	Yes, quotations sought
Marine Industry Park Flyers	Colemans Printing Pty Ltd	\$74.00	Yes, quotations sought
LDC Brochure – Australian Oil & Gas Conference	Colemans Printing Pty Ltd	\$355.00	Yes, quotations sought

<b>PROMOTIONAL MERCHANDISE</b>			
<b>Purpose</b>	<b>Supplier</b>	<b>Cost</b>	<b>Tenders / EOIs</b>
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

## TRAVEL

25. 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

## ANSWER:

a) The total expenditure for international travel from 1 July 2019 to 31 March 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, as received letter of invitation from Aus. Consulate General	\$2,455
<b>Total</b>				<b>\$2,455</b>

b) The total expenditure for interstate travel from 1 July 2019 to 31 March 2020 was \$17,121.

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	\$2,903
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	\$1,428
09/03/2020	14/03/2020	Perth	AOG Conference in Perth - 3 attendants	\$6,309

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.	\$1,607
<b>Total</b>				<b>\$17,121</b>

c) The total expenditure for travel intrastate from 1 July 2019 to 31 March 2020 was \$7,101.

Date From	Date To	Destination	Reason for Travel	Cost
17/07/2019	7/07/2019	Alice Springs	Close out meetings for the park	\$845
11/10/2019	2/10/2019	Alice Springs	Kilgariff Family Fun Day Event	\$4,093
15/10/2019	15/10/2019	Alice Springs	Project handover	\$2,163
<b>Total</b>				<b>\$7,101</b>

26. 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.

**ANSWER:**

Date from	Date to	Traveller	Destination	Reason for Travel	Cost to 31/3/20
23/10/2019	27/10/2019	Anthony Stubbin	Shenzhen	Attending conference with other NT delegates, as received letter of invitation from Aus. Consulate General.	\$2,455

27. 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.

**ANSWER:**

Nil.

## HOSPITALITY / FUNCTIONS AND EVENTS

28. 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?

### ANSWER:

One (1) Event was held during the reporting period 1 July 2019 – 31 March 2020, details as follows:

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

29. 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.

### ANSWER:

Nil.

30. 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?

**ANSWER:**

Detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 31 March 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
<b>Total Sponsorships</b>			<b>\$5,500</b>

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.

31. 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?

**ANSWER:**

Nil.

**MEDIA MONITORING SERVICES**

32. 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).

**ANSWER:**

Nil.

## INFRASTRUCTURE PROJECTS

33. 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?

### ANSWER:

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

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

### ANSWER:

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

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

### ANSWER:

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

## GOVERNMENT LEASED BUILDINGS

36. 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?

### ANSWER:

<b>Government Leased Building Power</b>	<b>Amount As at 31 March 2020</b>
LDC Office - Level 2, 37 Woods Street	\$3,591
<b>Total</b>	<b>\$3,591</b>

37. 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?

**ANSWER:**

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

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

**ANSWER:**

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

**FEES AND CHARGES**

39. 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.

**ANSWER:**

Nil.

**INTERNAL AUDITS**

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

**ANSWER:**

There were four internal audits/reviews conducted in the period beginning 1 July 2019 and ending 31 March 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.

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

**ANSWER:**

<b>Internal audit/investigation</b>	<b>Terms of Reference or focus</b>
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.

42. 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.

**ANSWER:**

**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 and should continue to improve in these areas with 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.

No issues were found with the review of LDC leased properties or project costs.

## **BOARDS / ADVISORY BODIES**

43. 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 31 March 2020

### **ANSWER:**

Nil.

## **REVIEWS AND INQUIRIES**

44. 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

**ANSWER:**

Nil.

**WORKPLACE HEALTH AND SAFETY**

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

**ANSWER:**

Nil.

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

**ANSWER:**

Nil.

**REGIONAL OFFICES**

47. 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?

**ANSWER:**

Nil.