

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### WRITTEN QUESTION

Mr Higgins to the Treasurer:

#### AGENCY ADMINISTRATION

##### Note 1:

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

##### Note 2:

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

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

#### BUDGET

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

#### STAFFING

2. Please provide details for the following staffing questions as at 30 June 2017 and as at 31 March 2018:
  - a) How many staff were employed in the following categories:
    - i. Full time equivalent
    - ii. Permanent part time contract
    - iii. Contract
  - b) Please advise the number of staff identified as Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).
  - c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).
3. What is the variance in FTE from 1 July 2017 to 31 March 2018?

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

12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2017 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2017.

13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2017? Of these, how many remain unresolved?

## **OUTSOURCING**

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

## **LEGAL EXPENSES**

15. What has been the expenditure on legal advice or related expenses for the financial year 2017-18? Provide details on:

- a) The matter(s) (designate which ones are finalised and which ones are ongoing)
- b) The amount paid by matter
- c) The amount paid to each outside legal firm or barrister engaged

## **PROCUREMENT / CONSULTANCIES**

16. For the period beginning 1 July 2017 and ending 31 March 2018, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:

- a) Purpose
- b) Cost
- c) Person or entity engaged
- d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
- e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
- f) Outcomes or key performance indicators for the report or consultancy
- g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

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

## **FOCUS GROUPS / POLLING / SURVEYS**

24. Please detail expenditure during the period beginning 1 July 2017 and ending 31 March 2018 on opinion polls and focus groups, including costs and entities that conducted the work.
25. Please provide copies of the surveys identified in question 24 above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2017 and ending 31 March 2018.

## **COMMUNICATIONS AND MARKETING**

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2017 and ending 31 March 2018.
- For each advertisement for which an expense was incurred:
- a) What was the purpose / description of the advertisement?
  - b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station or similar?
  - c) What was the total production cost, including, but not limited to, design, commissions, placement costs?
  - d) Were tenders or expressions of interest called? If not, why not?

## **TRAVEL**

27. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority for the period beginning 1 July 2017 and ending 31 March 2018 broken down to:
- a) International travel
  - b) Interstate travel
  - c) Intrastate travel
28. In the case of international travel identified in response to question 27 above, please provide the purpose, itinerary, persons and costs involved in each trip.
29. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period beginning 1 July 2017 and ending 31 March 2018.

## **HOSPITALITY / FUNCTIONS AND EVENTS**

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

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

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

## **GRANTS AND DONATIONS**

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2017 and ending 31 March 2018.

32. Please detail the funds used to distribute awards and sponsorships in the period beginning 1 July 2017 and ending 31 March 2018. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2018-19 financial year?

33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2017 and ending 31 March 2018, including to which organisation and the services to be provided?

## **MEDIA MONITORING SERVICES**

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

## **INFRASTRUCTURE PROJECTS**

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2017 and ending 31 March 2018?

36. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?
37. Please provide details of newly committed projects for the period beginning 1 July 2017 and ending 31 March 2018.
38. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

### **GOVERNMENT LEASED BUILDINGS**

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2017 and ending 31 March 2018?
40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2017 and ending 31 March 2018?
41. How much Government owned or leased premises or office space is currently underused (at less than 100 per cent occupied) or vacant?

### **FEES AND CHARGES**

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

### **INTERNAL AUDITS**

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2017 and ending 31 March 2018?
44. What were the terms of reference or focus for each investigation?
45. Please provide details of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

## **BOARDS / ADVISORY BODIES**

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

## **REVIEWS AND INQUIRIES**

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

## **WORKPLACE HEALTH AND SAFETY**

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

## **REGIONAL OFFICES**

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



## ANSWER

### BUDGET

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

No new efficiency dividends are required of agencies as part of the 2018-19 Budget.

The efficiency dividend remains unchanged from what was incorporated in the 2017-18 Budget. An efficiency dividend of 3 per cent has been applied in 2017-18, reducing to 2 per cent in 2018-19 and 2019-20, with 1 per cent applied ongoing from 2020-21.

### STAFFING

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

a) Staffing as at 30 June 2017 and as at 31 March 2018 is outlined below. Note the data includes the Department of Treasury and Finance and Northern Territory Treasury Corporation.

Categories	30 June 2017	31 March 2018
i) Full-time equivalent	151.1	159.4
ii) Permanent part-time contract	19	17
iii) Contract	41	41

Responses to Question 2(b) and 2(c) will be provided by the Minister for Public Employment.

- 3. What is the variance in FTE from 1 July 2017 to 31 March 2018?**

A response will be provided by the Minister for Public Employment.

**4. Please advise, in each category:**

- a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018**
- b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018**
- c) By position, when each current contract is due to be renewed**

A response to Questions 4 (a) and (c) will be provided by the Minister for Public Employment.

- b) As at 30 June 2017 and 31 March 2018, the following number of staff were employed on executive or temporary employment contracts with the Department of Treasury and Finance and Northern Territory Treasury Corporation.

<b>Level</b>	<b>30 June 2017</b>	<b>31 March 2018</b>
Trainee/Graduates	7	10
Work Integrated Learning Scholarship (cadet)	3	4
AO2	6	1
AO3	2	2
AO4	1	1
AO5	0	1
AO6	0	0
AO7	0	1
SAO1	1	1
SAO2	0	0
ECO1	9	9
ECO2	6	5
ECO3	3	3
ECO4	2	2
ECO6	1	1
<b>Total</b>	<b>41</b>	<b>41</b>

Note: Figures are headcount.

**5. For the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018 how many staff:**

- a) Resigned**
- b) Were demoted as a result of job evaluation or re-evaluation**
- c) Were made redundant**
- d) Were terminated**

For the full financial year ending 30 June 2017, and for the period 1 July 2017 to 31 March 2018, the following number of staff resigned, were demoted, terminated or were made redundant in the Department of Treasury and Finance and Northern Territory Treasury Corporation:

<b>Categories</b>	<b>2016-17</b>	<b>1 July 2017 to 31 March 2018</b>
a) Resigned	22	12
b) Demoted	Nil	Nil
c) Redundant	Nil	Nil
d) Terminated	Nil	Nil

**6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?**

No staff within the Department of Treasury and Finance or Northern Territory Treasury Corporation were unattached or categorised as redeployees in 2016-17 or in the period to 31 March 2018.

**7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?**

There were 28.9 Department of Treasury and Finance and Northern Territory Treasury Corporation FTEs categorised as supernumerary as at 30 June 2017 and 33.5 as at 31 March 2018.

The agency is operating within its budgeted employee expenditure and number of FTEs. Employees classified as supernumerary are largely:

- staff employed on an ongoing basis, assigned to different work units depending on business need and workload at different times
- participants of early careers and graduate programs.

These programs involve rotations of staff across different business divisions with the aim of continuously building organisational capability across the agency.

A number of supernumerary positions are also related to the recently formed central corporate finance unit, which in 2017-18 brought together small specialised finance units from across the agency to build skills and capability. The unit's structure is being developed over the next few months.

**8. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?**

No staff were engaged in the Department of Treasury and Finance or Northern Territory Treasury Corporation through employment agency arrangements for either period.

**9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?**

Not applicable.

**10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?**

**11. How many positions that had Special Measures applied, as referred to in question 10 above, had to be re-advertised due to the initial process not securing suitable candidates?**

**12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2017 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2017.**

**13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2017? Of these, how many remain unresolved?**

Questions 10 to 13 will be answered by the Minister for Public Employment.

## **OUTSOURCING**

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

The Department of Treasury and Finance and Northern Territory Treasury Corporation did not outsource, contract out or privatise any functions that are traditionally carried out by the agency for the period in question.

Consideration is not being given to outsourcing, contracting out or privatising any functions in 2018-19.

## LEGAL EXPENSES

**15. What has been the expenditure on legal advice or related expenses for the financial year 2017-18? Provide details on:**

- a) The matter(s) (designate which ones are finalised and which ones are ongoing)**
- b) The amount paid by matter**
- c) The amount paid to each outside legal firm or barrister engaged**

The Department Treasury and Finance and Northern Territory Treasury Corporation spent \$313 055 (GST exclusive) on legal advice and related expenses for the period 1 July 2017 to 31 March 2018, as below.

<b>Matter</b>	<b>Vendor(s)</b>	<b>Status</b>	<b>Amount (\$)</b>
Mineral Royalty Supreme Court Appeal, Newmont Tanami Pty Ltd v the Secretary	Rashelle L Seiden (Senior Counsel), Sheila Kaur-Bains (Barrister), Trident Project and Mining Services Pty Ltd	Ongoing	120 706
Application of the National Electricity Rules	Australian Government Solicitor	Ongoing	88 938
NTPS Workers Compensation Claims Management	Mallesons Stephen Jaques (NSW)	Finalised	52 408
Mineral Royalty Supreme Court Appeal, Groote Eylandt Mining Company Pty Ltd v the Secretary	Sheila Kaur-Bains (Barrister)	Ongoing	18 735
Review of the port access and pricing regime	Johnson Winter and Slattery	Ongoing	12 624
Port Access Policy	Johnson Winter and Slattery	Finalised	8 169
Review of various electricity codes	Allens Arthur Robinson	Ongoing	4 278
Legal Advice – Unfair Preference Payments	Minter Ellison	Finalised	3 221
Various minor legal advices	Department of Attorney-General and Justice, Territory (NT) Debt Collectors, Australian Credit Management Pty Ltd	Finalised	2 878
System Controller powers over non-licensed entities	Allens Arthur Robinson	Finalised	1 098
<b>Total</b>			<b>313 055</b>

## PROCUREMENT / CONSULTANCIES

**16. For the period beginning 1 July 2017 and ending 31 March 2018, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:**

- a) Purpose**
- b) Cost**
- c) Person or entity engaged**
- d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)**
- e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy**
- f) Outcomes or key performance indicators for the report or consultancy**
- g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken**

For the period 1 July 2017 to 31 March 2018, the following reports and consultancies were obtained from outside the NTPS for the Department of Treasury and Finance and Northern Territory Treasury Corporation.

<b>Purpose</b>	<b>Cost (\$)<sup>1</sup></b>	<b>Person or entity engaged</b>	<b>Principal place of business</b>	<b>Report tabled in the Legislative Assembly</b>	<b>Outcomes or key performance indicators</b>	<b>Tenders or expressions of interest invited</b>
Territory Generation External Review	37 800	James Colvin	QLD	N/A	Review of Territory Generation's financial performance	Select Quote
Port of Darwin Price Benchmarking Study	47 274	GHD Pty Ltd	NT	N/A	Price benchmarking study about the Port of Darwin	Select Quote
Commonwealth Grants and GST Distribution	47 500	Alan Morris	NSW	N/A	Advice on intergovernmental financial relations, including on submissions to the Commonwealth Grants Commission (CGC) on GST distribution	Select Quote

Purpose	Cost (\$) <sup>1</sup>	Person or entity engaged	Principal place of business	Report tabled in the Legislative Assembly	Outcomes or key performance indicators	Tenders or expressions of interest invited
Whole of Government Workers Compensation Liability Valuation	18 000	Cumpston Sarjeant	NT	N/A	Actuarial valuation of workers compensation liabilities held in the Central Holding Authority for 2016-17	Select Quote
Organisational Capability Review	55 660	Ernst and Young	NT	N/A	High level review of the organisation's strengths and improvement opportunities	Select Quote
Port of Darwin Project (Change in Ownership)	16 500	Price-Waterhouse Cooper	NSW	N/A	Advice to determine the Territory's recognition and financial reporting requirements for 2016-17 and ongoing	Select Quote
Workers Compensation Claims Management KPI Advice	15 400	Ernst and Young	NT	N/A	Assessment of the KPIs proposed in proponent submissions	Select Quote
DTF Capacity and Capability Organisational Development Strategy 2018-2020	3 000	Raelene Burke HR Consulting	NT	N/A	Prepare a draft strategy	Select Quote
Critique of Three Valuations on Two Properties	1 100	Territory Property Consultants Pty Ltd	NT	N/A	Analysis of valuations and methodology on two properties	Panel Contract

<sup>1</sup>Includes professional fees, travel costs (where applicable) and GST.

**17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2017 and ending 31 March 2018. Please outline the tasks performed.**

The Department of Treasury and Finance and Northern Territory Treasury Corporation has not engaged Hawker Britton and/or associated entities.

**18. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?**

**19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2017 and ending 31 March 2018? Please detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.**

Responses to Questions 18 and 19 will be provided by the Minister for Trade, Business and Innovation.

**20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2017 and ending 31 March 2018?**

From 1 July 2017 to 31 March 2018, one public quotation (for Tier 5 procurement) was undertaken for the Department of Treasury and Finance and Northern Territory Treasury Corporation.

**21. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2017 and ending 31 March 2018?**

From 1 July 2017 to 31 March 2018, no contracts or tenders were awarded by the Department of Treasury and Finance or Northern Territory Treasury Corporation for Tier 3, 4 or 5 procurement activities without undertaking a public quotation process.

**22. For each instance identified above in question 21, where a public quotation process was not undertaken, including for Certificates of Exemption:**

- a) What is the description of the goods and services contracted?**
- b) What is the value of the goods and services contracted?**
- c) What was the reason for not using the public quotation process or for requiring a Certificate of Exemption?**
- d) Who recommended the course of action in c) above?**
- e) Who approved the course of action in c) above?**

Not applicable.



**23. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2018.**

As at 31 March 2018, the Department of Treasury and Finance had three Northern Territory Government Corporate Credit Cards.

<b>Position Title</b>	<b>Level</b>
Finance Support Officer	AO3
Executive Assistant	AO5
Office Services Manager	AO6

As at 31 March 2018, Northern Territory Treasury Corporation had one Northern Territory Government Corporate Credit Card.

<b>Position Title</b>	<b>Level</b>
Finance Officer	AO4

#### **FOCUS GROUPS / POLLING / SURVEYS**

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

The Department of Treasury and Finance and Northern Territory Treasury Corporation did not have any expenditure during the period 1 July 2017 to 31 March 2018 on opinion polls and focus groups.

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

Not applicable.

## COMMUNICATIONS AND MARKETING

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

**For each advertisement for which an expense was incurred:**

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

The total cost of advertising and communications for the Department of Treasury and Finance from 1 July 2017 to 31 March 2018 was \$53 631.

<b>Purpose</b>	<b>Type of advertisement</b>	<b>Total production cost (\$)</b>
2017-18 Budget <sup>1</sup>	Print, radio, online	46
Recruitment <sup>2</sup>	Display, print, online	34 753
Other advertising <sup>3</sup>	Print, online	18 833
<b>Total</b>		<b>53 632</b>

<sup>1</sup>The majority of 2017-18 Budget production costs were incurred in 2016-17.

<sup>2</sup> Graduate Recruitment, Associate Utilities Commissioner recruitment and recruitment for Senior Administrative Officer 1 and Administrative Officer 5 positions

<sup>3</sup> Electricity Industry Performance Code, Revenue Discussion Paper, notice of issue of electricity pricing order under the *Electricity Reform Act* and Agency White Pages Listing

- d) Northern Territory Government agencies are mandated to utilise across government contracts D13-0470 and D16-0117 for all advertising, recruitment, associated processes for recruitment, and creative services for the production of advertising material.

Northern Territory Treasury Corporation did not incur any expenditure on advertising and communications during the period 1 July 2017 to 31 March 2018.

## TRAVEL

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

The total cost of travel for the Department of Treasury and Finance and Northern Territory Treasury Corporation from 1 July 2017 to 31 March 2018 was \$128 972 as shown below.

<b>Type of travel</b>	<b>Total cost to 31 March 2018 (\$)</b>
a) International	2 210
b) Interstate	105 329
c) Intrastate	21 433
<b>Total</b>	<b>128 972</b>

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

Two staff members undertook international travel in the period 1 July 2017 to 31 March 2018.

Travel from date	Travel to date	Traveller	Destination	Reason for travel	Total travel cost to 31 March 2018 (\$)
20/11/17	24/11/17	David Braines-Mead Deputy Under Treasurer	Singapore	ANZSOG Executive Fellows Program <sup>1</sup>	nil
23/10/17	28/10/17	Anthony Barnes Demographics Advisor	New Zealand	ANZPW Population Workshop <sup>2</sup>	2 210

<sup>1</sup> The travel relates to the Australia and New Zealand School of Government (ANZSOG) Executive Fellows program. Mr Braines-Mead was accepted into the three-week program which included one week in Singapore. This segment of the program was designed to build intercultural skills and understanding, and develop skills in leadership and engagement in the Indo-Pacific region. All travel costs were paid by ANZSOG as part of the course fee.

<sup>2</sup> The Australia New Zealand Population Workshop (ANZPW) is a biennial workshop of Australian and New Zealand demographers and technical population experts, from Australian state, territory and Commonwealth agencies, including treasuries, the Australian Bureau of Statistics and the Commonwealth Grants Commission along with New Zealand counterparts. Professor Barnes represented the Territory Government and presented a paper on Census Data Quality to the workshop.

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

A response will be provided by the Chief Minister.

## HOSPITALITY / FUNCTIONS AND EVENTS

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

***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?***

The Department of Treasury and Finance provided hospitality and entertainment between 1 July 2017 and 31 March 2018 totalling \$1752.

Expenditure was incurred on a number of small meetings and all-staff briefing events.

No event was attended by ministers, ministerial staff or Members of the Legislative Assembly.

Northern Territory Treasury Corporation did not provide any separate hospitality or entertainment during the period.

## GRANTS AND DONATIONS

**31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2017 and ending 31 March 2018.**

In the period 1 July 2017 to 31 March 2018, one grant of \$50 000 was paid to Charles Darwin University towards the Chair of Economics by the Department of Treasury and Finance.

In addition, \$6 537 000 was paid to residents through the First Home Owners Grant Scheme and \$328 000 through the Household Goods Grant Scheme.

There were no donations paid by Northern Territory Treasury Corporation in the period 1 July 2017 to 31 March 2018.

**32. Please detail the funds used to distribute awards and sponsorships in the period beginning 1 July 2017 and ending 31 March 2018. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2018-19 financial year?**

The Department of Treasury and Finance and Northern Territory Treasury Corporation have no regional offices.

The total cost of awards and sponsorships by the Department of Treasury and Finance from 1 July 2017 to 31 March 2018 was \$3 100. A breakdown of the awards for students by receiving organisation is presented below:

<b>School</b>	<b>Award</b>	<b>\$</b>
Casuarina Senior College	Outstanding Achievement in Mathematics for Year 12. One award at \$200.	200
Centralian Senior College	Finance Award for Academic Excellence (in years 10, 11 and 12). One award for \$200.	200
Darwin High School	Economic Award for Outstanding Achievement in Year 11 Mathematics Award for Outstanding Achievement in Year 11 Business Award for Outstanding Achievement in Year 12 Economics Award for Outstanding Achievement in Year 12 Mathematics Award for Outstanding Achievement in Year 12 Three awards for Year 12 at \$100 each, and two awards for Year 11 at \$50 each.	400
Darwin Middle School	Economics and Business Excellence Award (in years 7, 8 and 9). Three awards at \$50 each.	150
Dripstone Middle School	Business and Economics Achievement Award in Year 9. Four awards at \$50 each.	200
Katherine High School	Top Performing Student in Stage 2 (Year 12), Business and Enterprise Award, two awards. Mathematical Methods Award Three awards at \$100 each.	300
Kormilda College	International Baccalaureate Diploma Program (IBDP) Economics Award in Year 12. One award at \$100.	100
O'Loughlin College	Top Achiever in Year 12 Business Award	100
Our Lady of the Sacred Heart College	Maths Excellence Award (in years 7 to 12) Six awards at \$20 each, for trophies.	120
Palmerston Senior College	Business Achievement in Year 11 Business Achievement in Year 12 Two awards at \$100 each.	200
Northern Territory Board of Studies	Mathematics Award	500
St Phillips College	Business and Enterprise Award in Year 11 Business and Enterprise Award in Year 12 One award for Year 12 at \$100 each, and two awards for Year 11 at \$50 each.	200
Taminmin College	Academic Award (Maths, Economics, Finance or Business) in Year 12. One award for \$150.	150
Tennant Creek High School	Excellence in Mathematics and Business Awards (in years 7 to 11 and Business Class) 14 awards across years 7 to 11 at \$20 each.	280
<b>Total</b>		<b>3 100</b>

It is anticipated that awards and sponsorship in 2018-19 will total \$3500.

No awards or sponsorships were made separately by Northern Territory Treasury Corporation.

**33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2017 and ending 31 March 2018, including to which organisation and the services to be provided?**

Refer to question 31 above.

## **MEDIA MONITORING SERVICES**

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

The Department of Treasury and Finance transferred budget capacity for whole-of-government media monitoring services to the Department of the Chief Minister in 2017-18 in the amount of \$3000 (ongoing). No other services are used.

## **INFRASTRUCTURE PROJECTS**

**35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2017 and ending 31 March 2018?**

**36. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?**

**37. Please provide details of newly committed projects for the period beginning 1 July 2017 and ending 31 March 2018.**

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

Responses to Questions 35, 37 and 38 will be provided by the Minister for Infrastructure, Planning and Logistics.

Response to Question 36 will be provided by the Minister for Trade, Business and Innovation.

## GOVERNMENT LEASED BUILDINGS

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

The Department of Treasury and Finance and Northern Territory Treasury Corporation are located on three floors in the Charles Darwin Centre. The total power bill for the period 1 July 2017 to 31 March 2018 for the three floors was \$22 491.

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

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

Responses to Questions 40 to 41 will be provided by the Minister for Corporate and Information Services.

## FEES AND CHARGES

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

### Department of Treasury and Finance

A \$30 freedom of information application fee was charged under the *Information Act* (set by the Department of the Attorney-General and Justice). \$60 was received for the period 1 July 2017 to 31 March 2018.

### Utilities Commission

Electricity, water and sewerage licence holders are required under the *Electricity Reform Act* (section 19) and *Water Supply and Sewerage Services Act* (section 19) to pay licencing fees to the Commission.

The Treasurer approves the licence fees. The current schedules are on the Commission's website. The fees are a combination of annual fees and one-off application fees. None were increased in the 2017-18 budget.

Application fees for standard electricity, and water and sewerage licences are \$1500. Annual electricity retail and generation fees are a minimum of \$8 000 per annum plus additional charges for percentage of market and installed capacity. Network fees are a minimum of \$10 000 plus additional charges for circuit kilometres.



The overview of fees can be found on the Utilities Commission's website at the following links:

Electricity:

[http://www.utilicom.nt.gov.au/PMS/Publications/ElecLic\\_FeesSchedule\\_July2013.pdf](http://www.utilicom.nt.gov.au/PMS/Publications/ElecLic_FeesSchedule_July2013.pdf)

Water and Sewerage:

[http://www.utilicom.nt.gov.au/PMS/Publications/WaterSewLic\\_FeesSchedule\\_July2013.pdf](http://www.utilicom.nt.gov.au/PMS/Publications/WaterSewLic_FeesSchedule_July2013.pdf)

Power and Water Corporation pays \$25 000 for its water licence and \$25 000 for its sewerage licence per annum.

The Commission administers the fees which are paid to consolidated revenue.

In 2017-18 the Government received around \$484 000 in licence fees.

## INTERNAL AUDITS

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

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

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

The following internal audits were conducted during the period 1 July 2017 to 31 March 2018.

Internal audit	Terms of reference	Result
Travel	The objective of the internal audit was to review a sample of Department of Treasury and Finance and Northern Territory Treasury Corporation travel taken during the period 1 January 2017 to 30 June 2017, to assess compliance with relevant legislation, policy and procedures.	No significant matters identified
Internal Audit – Control Self-Assessment process review	Review Control Self-Assessment program of Northern Territory Treasury Corporation.	No significant matters identified

No financial investigations were undertaken.

## **BOARDS / ADVISORY BODIES**

**46. Please detail all boards and advisory bodies in your Agency in 2017-18, also providing the following information:**

- a) The Terms of Reference**
- b) The current members and when they were appointed**
- c) The total remuneration paid to each Board member during the 2017-18 financial year**
- d) The itemised total cost incurred by the Board during the 2017-18 financial year**
- e) The number of times the Board met during the period beginning 1 July 2017 and ending 31 March 2018.**

The agency supports the following boards and advisory bodies:

- Northern Territory Treasury Corporation Advisory Board
- Superannuation Trustee Board
- Utilities Commission of the Northern Territory.

### Northern Territory Treasury Corporation Advisory Board

The Advisory Board reviews and monitors the performance of Northern Territory Treasury Corporation, its business risks and performance in relation to its objectives. It also provides guidance on policy, analysis of economic conditions and advice on aligning borrowings and investing intentions with interest rate expectations.

The Advisory Board has also established an Audit Committee.

The NTTC Advisory Board Members are:

- Mr Craig Graham (appointed April 2017)
- Mr David Braines-Mead (appointed August 2007)
- Mr Richard Ryan (appointed October 1994)
- Mr John Montague (appointed September 2014).

Audit Committee members are Richard Ryan and John Montague.

The total costs incurred by the NTTC Advisory Board (including the Audit Committee) between 1 July 2017 and 31 March 2018 were \$46 871.

The NTTC Advisory Board met three times between 1 July 2017 and 31 March 2018. The Board is scheduled to meet four times each year.

### Superannuation Trustee Board

The Superannuation Trustee Board is responsible for the management and investment of the Northern Territory Government and Public Authorities' Employees Superannuation Fund, the Legislative Assembly Members' Superannuation scheme and fund, and the Northern Territory Police

Supplementary Benefit scheme and fund. The Terms of Reference for the Superannuation Trustee Board are across a number of Acts and a Deed.

The Board was established on 27 April 2012 and reports to the Legislative Assembly each year.

The Superannuation Trust Board Members are appointed by instrument for terms of five years:

- Ms Kathleen Robinson, Chair (reappointed on 8 March 2017)
- Ms Marianne McAdie, Deputy Chair (reappointed on 7 March 2017)
- Mr Craig Graham (appointed on 24 April 2017)
- Ms Sarah Burchett (appointed on 15 December 2015)
- Mr Col Goodsell (appointed on 11 July 2016)
- Ms Tiziana Hucent (appointed on 29 March 2018)
- Mr Michael Martin (reappointed on 11 May 2014)
- Mr Mark McAdie (reappointed on 11 April 2017, formerly Chair of Trustees of the Northern Territory Police Supplementary Benefit Scheme)
- Mr Alex Pollon (reappointed on 1 April 2014).

Vicky Coleman resigned from the Board effective 8 December 2017.

The total cost incurred by the Superannuation Trustee Board in 2017-18 is \$3128, all of which is borne by the members of the funds that they manage.

The Superannuation Trustee Board met three times in the period 1 July 2017 to 31 March 2018. The Board is scheduled to meet four times each year.

## Utilities Commission

The Utilities Commission is established under the *Utilities Commission Act*.

Section 2 sets out the objective:

The object of this Act is to create an economic regulatory framework for regulated industries that promotes and safeguards competition and fair and efficient market conduct or, in the absence of a competitive market, that promotes the simulation of competitive market conduct and the prevention of the misuse of monopoly power.

Section 5 establishes the Commission and Section 6 sets out the Commission's powers and functions.

The Commission reports to the Legislative Assembly each year.

The Commission had one member as at 31 March 2018, Dr Pat Walsh. He was appointed as Utilities Commissioner in October 2011 and reappointed in October 2016.

The total costs incurred by the Utilities Commissioner during 2017-18 were \$80 378.

The Commission convened seven times in the period 1 July 2017 to 31 March 2018. In addition, there were five out-of-session decisions.

### **REVIEWS AND INQUIRIES**

***47. Details of all reviews and inquiries completed or commenced during the 2017-18 financial year, also providing the following information:***

- a) The Terms of Reference***
- b) The criteria for selection of all panel members***
- c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry***
- d) The cost of the review/inquiry***
- e) How the information was/is accumulated to contribute to the review/inquiry***
- f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly***
- g) If not completed, when this is expected.***

The agency conducted two reviews during the 2017-18 financial year.

<b>Review</b>	Review of Territory Generation's Financial Performance	Organisational Capability Review
<b>Terms of reference</b>	External review of Territory Generation's financial position, financial strategies and financial management practices.	High level capability review of the organisation to identify strengths, areas that require further development and potential improvement opportunities.

<b>Criteria for selection</b>	The reviewer (James Colvin) was selected through a select quotation process on the basis of the following assessment criteria: <ul style="list-style-type: none"> <li>• local content (30%)</li> <li>• past performance (25%)</li> <li>• capacity (25%)</li> <li>• price (20%).</li> </ul>	The reviewer (Ernst and Young - EY) was selected through a select quotation process on the basis of the following assessment criteria: <ul style="list-style-type: none"> <li>• local content (30%)</li> <li>• past performance (20%)</li> <li>• capacity (20%)</li> <li>• timeliness (10%)</li> <li>• scope (10%)</li> <li>• price (10%).</li> </ul>
<b>Reviewer composition and their qualifications and state or territory of residence</b>	Mr Colvin is an independent consultant.  He has extensive experience in providing specialist advice in relation to corporate governance and reform of state owned enterprises (SMEs). He has strong transactional experience in both the public, government owned businesses, private sector and related policy experience in monopoly regulation, pricing and industry structuring.  He is based in Queensland.	The review was conducted by two EY staff members, one in Darwin and one based in Victoria. Team members possess tertiary and/or professional qualifications in fields relevant to the review scope. One has extensive work experience in other treasuries.
<b>Cost (\$)<sup>1</sup></b>	41 580	55 660
<b>How information was collated</b>	Mr Colvin received information from the Department of Treasury and Finance and Territory Generation. He undertook a review of major documents, relevant reports and submissions from Territory Generation.	The review involved consultation with senior management staff, a cross-section of staff and several external stakeholders including chief executives of other agencies. It also included a review of major agency documents such as the corporate plan, People Matter survey, organisation charts and annual reports.
<b>Date of outcome report to the Legislative Assembly</b>	The report was provided to the Treasurer as shareholding Minister for Territory Generation on 21 December 2017.  The Treasurer made the report available, subject to commercial-in-confidence information being redacted, on 22 December 2017. As the report was publicly available, it was not tabled in the Legislative Assembly.	The report was provided in September 2017. As an internal review initiated by departmental management for process improvement purposes, there is not requirement to table it in the Legislative Assembly.
<b>When completion is expected (if incomplete)</b>	Not applicable	Not applicable

<sup>1</sup>Includes professional fees, travel costs (where applicable) and GST.

Northern Territory Treasury Corporation did not commence or complete any reviews or inquiries during the 2017-18 financial year.

## **WORKPLACE HEALTH AND SAFETY**

***48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2017 and ending 31 March 2018.***

The Department of Treasury and Finance and Northern Territory Treasury Corporation did not have any notifiable safety issues between 1 July 2017 and 31 March 2018.

***49. Please detail the number of stress related matters and claims for the period beginning 1 July 2017 and ending 31 March 2018.***

The Department of Treasury and Finance and Northern Territory Treasury Corporation did not have any stress related matters or claims between 1 July 2017 and ending 31 March 2018.

## **REGIONAL OFFICES**

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

The agency does not have any regional offices.