

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Major projects and Territory Economic Reconstruction, Minister for Strategic Defence Relations – for all agencies falling under the Chief Minister’s, Treasurer’s and Minister’s portfolios.

AGENCY ADMINISTRATION

Notes:

The following questions can be answered from existing Agency data as at 31 March 2021. Please include a note if a response is affected by Machinery of Government changes following the General Election in August 2020.

You have previously referred questions requiring a Whole of Government response to the Minister responsible at a time that enables a response within the same timeframe as the remainder of the questions.

Further, you have previously inserted the question at the beginning of each answer.

My Office would be very grateful if these practices are continued.

STAFFING

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2021:

Category	Number
Total Full Time Equivalent	19.79
<i>Break-up:</i>	
1. Ongoing Full Time	8.00
2. Ongoing Part Time	0.79
3. Fixed Term Full Time	8.00
4. Fixed Term Part Time	0.00
5. Casual Contract	0.00
6. Executive Contract	3.00

- (b) Please provide, **for each of the six categories above:** the relevant position classifications and the number of staff employed against each classification.

Category	Classification	Total Full Time Equivalent
1. Ongoing Full Time	AO5	2.00
	AO6	4.00
	SAO1	1.00
	SAO2	1.00
Total		8.00

Category	Classification	Total Full Time Equivalent
2. Ongoing Part Time	SAO1	0.79
Total		0.79

Category	Classification	Total Full Time Equivalent
3. Fixed Term Full Time	AO2	1.00
	AO4	1.00
	AO5	1.00
	AO6	2.00
	SAO1	1.00
	SAO2	2.00
Total		8.00

Category	Classification	Total Full Time Equivalent
4. Fixed Term Part Time		0
Total		0

Category	Classification	Total Full Time Equivalent
5. Casual Contract		0
Total		0

Category	Classification	Total Full Time Equivalent
6. Executive Contract	EO1C	2.00
	EO4C	1.00
Total		3.00

2. Please advise the number of staff held against the following categories as at 31 March 2021.

Category	Number
Resigned	2
Made Redundant	0
Terminated	0
Unattached	0
Classified Redeployee	0
Supernumerary	3

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2021

Category	Number
Aboriginal and Torres Strait Islander	

Answer: A whole-of-government response to Question 3 will be provided by the Office of the Commissioner for Public Employment.

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2021 and as a percentage of the Agency total employment.

Answer: Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

(b) Please advise how the Agency determines which staff fall under the category of Frontline.

Answer: Not applicable.

5. Please advise how many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost as at 31 March 2021. Please use the table format presented below for your response.

Answer: Nil.

6. Please advise how many **locums** have been employed, for what purpose, for what duration and at what cost as at 31 March 2021. Please use the table format presented below for your response.

Answer: Not applicable.

7. (a) How many positions were advertised during the period 1 July 2020 to 31 March 2021?

	1 July 2020 to 31 March 2021
Positions advertised	4

(b) Of the total number advertised above, how many positions had Special Measures applied?

	1 July 2020 to 31 March 2021
Positions advertised with Special Measures applied	3

(c) Please break down the levels of positions that had Special Measures applied.

Classification Level	Total Positions Advertised
Administrative Officer 5	1
Administrative Officer 6	1
Senior Administrative Officer 1	1
Total	3

OUTSOURCING

8. For the period 1 July 2020 to 31 March 2021, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.

Answer: In 2020-21 the Land Development Corporation (LDC) engaged in a procurement process for one or more local licensed real estate agents to act on LDC's behalf to assist LDC to sell and lease LDC industrial land and buildings.

A 12 month contract for these services has been awarded to a local licensed real estate agent. These services will supplement LDC's existing in-house sales and leasing arrangements and complement LDC's existing use of licensed real estate agents for residential projects.

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

Is consideration being given to outsource, contract-out or privatise in financial year 2021/22? If so, provide details.

There has been no considerations on the outsourcing, contracting out or privatising functions at the Land Development Corporation for financial year 2021/22.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2020 to 31 March 2021? Provide details on:
- The matter(s) (designate which ones are finalised and which ones are ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

The expenditure for legal advice from 1 July 2020 to 31 March 2021 was \$72,960.04.

a) & b)

LAND DEVELOPMENT CORPORATION	MATTER	Legal Firm	Finalised/ Ongoing	AMOUNT
KITTYHAWK ESTATE	APA legal review	Minter Ellison Lawyers	Finalised	\$11,084.98
3/35 EXPORT DRIVE	Legal fees for advice on new lease	Australian Government Solicitor	Finalised	\$ 2,979.54
3/35 EXPORT DRIVE	Legal fees for NT Hauliers NTCAT application	Bowden McCormack Lawyers & Advisers	Finalised	\$ 1,353.25
CORPORATE	Easement Agreement template review	Minter Ellison Lawyers	Finalised	\$ 2,272.71
DARWIN BUSINESS PARK-GENERAL	Legal fees for 45 Dawson St advice	Australian Government Solicitor	Finalised	\$ 3,032.04
HIDDEN VALLEY FACILITY	Legal fees for HVF Asbestos and HVF Licence Advice	Australian Government Solicitor	Ongoing	\$17,037.50
KILGARIFF STAGE 1B	Conveyancing Services for Kilgariff Land Sales	Angela Copland Conveyancing	Ongoing	\$ 4,000.00
MIDDLE ARM PRODUCT CORRIDOR	Kittyhawk Estate Legal Advice	Attorney General and Justice	Finalised	\$ 954.55
MIDDLE ARM-GENERAL	Legal fees for Suncable Interim Agreement review	Australian Government Solicitor	Finalised	\$10,421.50
KILGARIFF STAGE 2	Legal fees for GST advice and AS4000 review	Minter Ellison Lawyers	Finalised	\$17,243.07
TOLL LOT 5671 O'SULLIVAN CCT	Legal fees for Toll agreement advice and consent to sublease review	Australian Government Solicitor	Finalised	\$ 2,531.90
TOLL LOT 5672 O'SULLIVAN CCT	Legal fees for consent to sublease review	Australian Government Solicitor	Finalised	\$ 49.00
Total Legal Costs				\$72,960.04

c)

Legal Firm	Cost
Australian Government Solicitor	\$ 36,051.48
Minter Ellison Lawyers	\$ 30,600.76
Angela Copland Conveyancing	\$ 4,000.00
Attorney General and Justice	\$ 954.55
Bowden McCormack Lawyers & Advisers	\$ 1,353.25
Total	\$ 72,960.04

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2020 to 31 March 2021, please detail expenditure on each report and consultancy (excluding annual reports) that have been obtained from outside the NTPS. For each report/consultancy detail:
- Purpose
 - Cost
 - Person or entity engaged
 - Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
 - Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - Outcomes or key performance indicators for the report or consultancy
 - Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

Report or Consultancy*	Person or Entity	Principle Place of Business	Tabled in Legislative Assembly	Outcomes / Scope Indicators	Tenders / EOIs Invited Prior	Cost
LDC Easement Lease Masterplan Map	Earl James & Associates Pty Ltd	Northern Territory	No	To assess all easements and leases held over LDC land.	Yes - Tier 2 procurement.	19,800 (Tier 2)

*The administrative effort required to provide expenditure details for Tier 1 reports and consultancies for the period beginning 1 July 2020 and ending 31 March 2021, obtained from outside the NTPS, has been determined to be excessive and would result in undue diversion of resources from service delivery.

11. Please advise the number of contracts awarded to business entities with a principal place of business in the NT and outside the NT for the period 1 July 2020 to 31 March 2021 as follows:

Number in the NT	Number outside of the NT
Tier 1 - <400	*
Tier 2 – Three (3)	Nil
Tier 3 – Two (2)	Nil
Tier 4 – One (1)	Nil
Tier 5 - None (0)	Not Applicable

*The administrative effort required to provide how any contracts and tenders were awarded as Tier 1 procurement activities for the period beginning 1 July 2020 and ending 31 March 2021, 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.

12. For each of the contracts awarded to business entities with a principal place of business outside the Northern Territory, please advise the selection criteria on the applicable contract or tender.

Answer: No contracts awarded to entities outside the NT.

Contract	Business Entity	Address	Selection Criteria
N/A	N/A	N/A	N/A

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2020 to 31 March 2021?

Answer: Nil (0) Tier 3 and Nil (0) Tier 4 procurements public tenders were advertised during the period 1 July 2020 to 31 March 2021.

One (1) Tier 5 procurement was advertised during the period 1 July 2020 to 31 March 2021:

Contract No: A20-0068 - ALICE SPRINGS REGION - KILGARIFF ESTATE - STAGE 2A SUBDIVISION CIVIL WORKS CONSTRUCTION

This procurement was not awarded during the referenced period.

14. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public tender process during the period 1 July 2020 to 31 March 2021?

Answer: Nil.

15. For each instance identified in the question above, where a public quotation process was not undertaken, including for those with a Certificate 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 tender 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: Not applicable.

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2020 to 31 March 2021:

16. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.

Answer: Nil.

17. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their, form, the cost and what inducements were provided to incentivize participation.

Survey Purpose	Form	Cost	Inducements
Kilgariff Estate Stage 2 Community Engagement	Questionnaire via Kilgariff Estate webpage	Nil	Nil
Marine Industry Park Industry Engagement	Questionnaire via SurveyMonkey platform	Nil	Nil

18. Please provide copies of each survey and the results of each survey.

Answer: The results of the surveys are commercial in confidence and contains personal information protected by privacy provisions for the Kilgariff Estate survey. The Marine Industry Park survey is presently open and the results have not yet been finalised.

COMMUNICATIONS AND MARKETING

19. Please detail expenditure on advertising and communications during the period 1 July 2020 to 31 March 2021.

For each advertisement for which an expense was incurred:

a) What was the purpose / description of the advertisement?

Answer: Refer table below.

b) Who was the advertisement placed with, i.e. media outlet, newspaper, and television station or similar?

Answer: Refer table below.

c) What was the total production cost, including, but not limited to, design, commissions, and placement costs?

Answer: All costs noted.

d) Were tenders or expressions of interest called? If not, why not?

Answer: Nil items required tenders or expressions of interest as all related to a Tier 1 procurement.

The total expenditure on advertising and communications during the reporting period is \$51,487.

ONLINE			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
LDC General Advertising	Realestate.com	\$6,318.54	Yes, quotations sought
Kilgariff Estate Website Hosting	Tropicsnet	\$152.56	Yes, quotations sought

RADIO			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
Kilgariff Estate Radio Promotion	Alice Springs Commercial Broadcasters	\$1,460.00	Yes, quotations sought

VIDEO			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
Kittyhawk Estate Video	Global Headquarters	\$4,600	Yes, quotations sought

MAGAZINE/JOURNALS/NEWSPAPERS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
LDC Projects News Advert	News Pty Ltd	\$3,500.00	Yes, quotations sought
Truck Central Advert	News Pty Ltd	1,441.44	Yes, quotations sought

OUTDOOR BANNERS AND FLAGS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
Kilgariff Estate Visual	Vistaprint	\$135.75	Yes, quotations sought

DISPLAYS/SIGNAGE			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
Kilgariff Estate Visual	TJ Signs	\$805.45	Yes, quotations sought
Darwin Business Park General	Signtech	\$2,549.25	Yes, quotations sought

EVENTS AND EXHIBITIONS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Kilgariff Estate Easter Newsletter	Societe Eyewear	\$2,587.50	Yes, quotations sought
Kilgariff Estate Easter Promotion	Australia Post	\$1,459.55	N/A
Kilgariff Estate Easter Promotion	Coles	\$105.41	N/A
Kilgariff Estate Easter Promotion	Woolworths	\$3.64	N/A
Truck Central Vehicle Inspection Facility Event Supplies	BP	\$149.54	N/A
Truck Central Vehicle Inspection Facility Event Supplies	Woolworths	\$32.95	N/A
NT Resources Week Conference	Informa Australia Pty Ltd	\$4,500	N/A

CONSULTATION AND PLANNING			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
Kilgariff Estate Project Visualisation	Uber Air Pty Ltd	\$11,920.00	Yes, quotations sought
Kilgariff Website Stage 2 Photography	Lisa Hatz Photography	\$2,295.45	Yes, quotations sought

BROCHURES AND BOOKLETS			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOIs
Kilgariff Estate Newsletters	Asprint	\$780.00	Yes, quotations sought

PROMOTIONAL MERCHANDISE			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOIs
LDC General Brochures	Colemans Printing Pty Ltd	\$685.00	Yes, quotations sought
Kilgariff Estate Merchandise	Promotion Products	\$4,385.00	Yes, quotations sought
Kilgariff Estate Newsletter Facilitation	Alice Springs Real Estate Pty Ltd	\$300.00	Yes, quotations sought

TRAVEL

20. 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 during the period 1 July 2020 to 31 March 2021 broken down to:

a) International Travel

Answer: There was no international travel for the period 1 July 2020 to 31 March 2021.

- b) Interstate Travel

Answer: There was no interstate travel for the period 1 July 2020 to 31 March 2021.

- c) Intrastate Travel

Answer: The total expenditure for intrastate travel from 1 July 2020 to 31 March 2021 was \$12,514.10

21. 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: Not applicable

22. Please provide itemised details and costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period 1 July 2020 to 31 March 2021.

Answer: Not applicable

HOSPITALITY / FUNCTIONS AND EVENTS

23. Please provide full details of all official hospitality provided for the period 1 July 2020 to 31 March 2021.

In relation to each occasion where official hospitality was provided:

- 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: Nil.

GRANTS, DONATIONS AND INCENTIVES

24. Please detail expenditure on grants, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2020 to 31 March 2021.

Answer: LDC paid \$1,400 to various residents of the Kilgariff Estate for the Christmas Lights promotion.

25. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2020 to 31 March 2021.

Answer: Details of the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2020 and ending 31 March 2021 is as follows:

RECEIPT	AMOUNT (Excl. GST)
Darwin Port	\$ 500.00
Chamber of Commerce NT	\$ 750.00
Alice Springs Golf Club	\$ 100.00
Urban Development Institute of Australia	\$ 1,477.27
Master Builders Northern Territory	\$ 1,950.00
Total Sponsorships	\$ 4,777.27

26. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2021/22 financial year?

Answer: There were no awards or sponsorships managed by regional offices. The awards and sponsorships anticipated for 2021/22 is an amount similar to previous financial years.

27. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2020 to 31 March 2021, including to which organisation and the services to be provided?

Answer: Nil.

MEDIA MONITORING SERVICES

28. Provide expenditure details on media monitoring services for the period 1 July 2020 to 31 March 2021 (including entities engaged and who utilises the service).

Answer: A whole-of-government response to Question 28 will be provided by the Department of the Chief Minister and Cabinet.

INFRASTRUCTURE PROJECTS

29. 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 to Question 29 will be provided by the Department of Industry, Tourism and Trade.

30. Please provide details of newly committed projects for the period 1 July 2020 to 31 March 2021.

Answer: A whole-of-government response to Questions 30 and 31 will be provided by the Department of Infrastructure, Planning and Logistics.

31. 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 to Questions 30 and 31 will be provided by the Department of Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

32. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2020 to 31 March 2021?

LAND DEVELOPMENT CORPORATION	As at 31 March 2021 AMOUNT
Government Leased Building Power	
LDC Office - Level 2, 37 Woods Street	\$ 2,758.55
Total	\$ 2,758.55

33. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period 1 July 2020 to 31 March 2021?

Answer: A whole-of-government response to Questions 33 and 34 will be provided by the Department of Corporate and Digital Development.

34. 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 to Questions 33 and 34 will be provided by the Department of Corporate and Digital Development.

FEES AND CHARGES

35. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2020/21 financial year and whether any of these fees and charges was increased following the passage of the 2020/21 financial year budget.

Answer: Nil.

INTERNAL AUDITS

36. How many internal audits and financial investigations were conducted in the period 1 July 2020 to 31 March 2021?

Answer: Three.

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

Internal audit/investigation	Terms of Reference or focus
Value for Territory (VFT) audit for the 2020 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.
Tenant Insurances review	Internal review of all lease and user agreements (including ground leases, property tenancies and User Agreements) to ensure that tenants have appropriate insurances in place pursuant to agreement obligations.
Overdue Interest and Invoice review	Internal review of all lease and licence agreements (including ground leases, property tenancies and User Agreements) to ensure that invoices are raised within appropriate controls and delegations and overdue interest is applied where appropriate.

38. 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 2020 calendar year

The audit identified two minor indiscretions regarding low risk procurement activities. These included:

1. One instance in Tier 1 procurement activity where NTG standard terms and conditions were not referenced on contract correspondence.
2. One instance in Tier 1 procurement activity where there was no record of the quote for the works (received by LDC) located on file. It is noted that the invoices paid for this work are in line with the estimated sum approved by the delegate and is consistent with the amounts paid under the previous contract for this work.

Tenant Insurances review

The Tenant Insurance Review found that while all tenants and users held appropriate insurance cover, on some occasions records of these policies were not held on LDC files as required by LDC policies.

BOARDS / ADVISORY BODIES

39. Please detail all boards and advisory bodies in your Agency in 2020/21, 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 2020/21 financial year
 - d) The itemised total cost incurred by the Board during the 2020/21 financial year

Answer: Nil.

40. The number of times the Board met during the period 1 July 2020 to 31 March 2021.

Answer: Nil.

REVIEWS AND INQUIRIES

41. Details of all reviews and inquiries completed or commenced during the 2020/21 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

42. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2020 to 31 March 2021.

Answer: Nil.

43. Please detail the number of stress related matters and claims for the period 1 July 2020 to 31 March 2021.

Answer: Nil.

REGIONAL OFFICES

44. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2020/21 financial year. What are the locations for which they are responsible?

Answer: Nil.