

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Infrastructure, Planning and Logistics:

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 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 power bill of each Government building owned/leased/used by each Department 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?

ANSWERS

BUDGET

1. A whole-of-government response to this will be provided by the Treasurer.

STAFFING

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

i. **Full time equivalent (FTE)**

Total number of FTE employees at 29 June 2017 was 19.11 FTE.

Total number of FTE employees at 22 March 2018 was 17.95 FTE.

ii. **Permanent part time contract**

Total number of Permanent Part Time Contract employees at 29 June 2017 was 0.88 FTE.

Total number of Permanent Part Time Contract employees at 22 March 2018 was 0.95 FTE.

iii. Contract

Total number of Contract employees at 29 June 2017 is 9.00 FTE.

Total number of Contract employees at 22 March 2018 is 8.00 FTE.

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

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

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

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

b) The levels at which staff are employed on executive or temporary employment contracts as at 30 June 2017 and as at 31 March 2018 are detailed in the table below:

Classification Level	Full Time Equivalent (FTE)	
	29 June 2017	22 March 2018
Administrative Officer 6	1.00	1.00
Senior Administrative Officer 1	2.00	3.00
Senior Administrative Officer 2	1.00	0.00
Executive Contract Officer 1	3.00	2.00
Executive Contract Officer 2	1.00	1.00
Executive Contract Officer 4	1.00	1.00
Grand Total	9.00	8.00

c) A whole-of-government response to this question will be provided by the Minister for Employment.

5. a) Resignations

Two employees resigned in the full financial year to 30 June 2017. No employees resigned for the period 1 July 2017 through 31 March 2018.

b) Demotions

No employees who were demoted as a result of job evaluation or re-evaluation in the full financial year to 30 June 2017 or for the period 1 July 2017 through 31 March 2018.

c) Redundancies

No employees were made redundant in the full financial year to 30 June 2017.

No employee was made redundant for the period 1 July 2017 through 31 March 2018.

d) Terminations

No employees were terminated in the full financial year to 30 June 2017.

No employees were terminated for the period 1 July 2017 through 31 March 2018.

6. Unattached Officers

No employees were unattached in the full financial year to 30 June 2017 or for the period 1 July 2017 through 31 March 2018.

Redeployees

No employees were categorized as redeployees in the full financial year to 30 June 2017 or for the period 1 July 2017 through 31 March 2018.

7. Supernumerary Staff

One employee was categorized as supernumerary in the full financial year to 30 June 2017.

One employee was categorized as supernumerary in the period 1 July 2017 through 31 March 2018.

- 8.** No employees were engaged through employment agency arrangements in the full financial year to 30 June 2017 or for the period 1 July 2017 through 31 March 2018.

- 9.** Not applicable

- 10.** A whole-of-government response to this question will be provided by the Minister for Public Employment.

- 11.** A whole-of-government response to this question will be provided by the Minister for Public Employment.

- 12.** A whole-of-government response to this question will be provided by the Minister for Public Employment.

- 13.** A whole-of-government response to this question will be provided by the Minister for Public Employment.

OUTSOURCING

14. From 29 January – 8 April 2018 the Marketing and Communications Officer position was outsourced to a local based company to cover marketing, media and communications requirements during recruitment for this position.

There are no other future decisions forecast for the 2018-19 financial year.

PROCUREMENT / CONSULTANCIES

15. The expenditure for legal advice from 1 July 2017 to 31 March 2018 was \$44,231.

a) and b)

Project	Matter	Finalised/ Ongoing	Amount
Darwin Business Park General	Fee for proposed option and sale agreement	Finalised	10,573
Lot 6126 Landbridge Investigation	Legal fees Landbridge negotiations	Finalised	2,115
Transport Industry Precinct	Legal fees for proposed sale	Finalised	1,750
Truck Central	Fees for road intersection matter, project development agreement	Ongoing	27,473
Middle Arm	Legal fees reviewing document for Easement	Finalised	1,085
Tiwi Island Development	Legal fees Tiwi sublease between LDC and Indigenous Essential Services.	Finalised	1,235
Total			\$44,231

c) Amount paid to each firm:

Legal Firm	Amount Paid
Department of Attorney-General and Justice	178
JKW Law Practice	2,320
Minter Ellison	29,588
Karen Christopher	12,145
Total	\$44,231

16. a) The Land Development Corporation regularly engages a wide range of consultants to deliver its services for its residential and industrial projects in the Northern Territory

b) The cost of consultancy for the period 1 July 2017 to 31 March 2018 is \$727,838.

c) A list of the person or entity engages is provided below:

Person or Entity Engaged	Amount
AGA Consulting Engineers Pty Ltd	13,468
Aquenta Consulting Pty Ltd	38,496
Aurecon Australia Pty Ltd	157,740
Australian Institute of Marine Science	900
BTO Pty Ltd	80,246
Cardno (NT) Pty Ltd	54,250
CDM Smith Australia Pty Ltd	35,809
Cross Survey & Development (Cross solutions)	6,710
Douglas Partners Pty Ltd	29,949
Earl James & Associates	13,750
Flanagan Consulting Group	7,950
Fyfe Pty Ltd	25,110
Gabbert Design	17,760
GHD Pty Ltd	86,857
Jacobs Group (Australia) Pty Ltd	75,427
Ninox Solutions Pty Ltd	1,410
O'Neill Nominees Pty Ltd	16,000
Tonkin Consulting Pty Ltd	66,006
Total	\$727,838

d) The Corporation has engaged 18 consultants where 17 have their principle place of business in the Territory and 1 is located interstate.

Australian Institute of Marine Science
Address: PMB No.3 Townsville QLD 4811

e) Nil.

f) N/A

g) All consultants engaged were procured in accordance with Northern Territory Government procurement guidelines.

17. Nil.

18. A whole-of-government response to this question will be provided by the Minister for Trade, Business and Innovation.

19. A whole-of-government response to this question will be provided by the Minister for Trade, Business and Innovation.

20. Three (3).

21. Nil.

22. Not applicable – all Tier 3, 4 and 5 were public.

23.

Land Development Corporation Corporate Credit Cards	Position Title	Level of staff for the purchase of goods and/or services
Ebony Stewart	Corporate Services Assistant	AO3
Paul Schneider	Project Director	ECO1

FOCUS GROUPS / POLLING / SURVEYS

24.

Survey	Form	Conducted by	Enticement	Cost
Kilgariff Open Day "How did you hear about the Open Day?"	Paper	Corporation staff attending the event.	Jumbuck BBQ	\$271.82

25.

COMMUNICATIONS AND MARKETING

26.

Communications Expenditure

POSTAGE			
Purpose	Supplier	Cost	Tenders / EOIs
To disperse communication material	N/A	\$347	N/A
TELECOMMUNICATIONS			
Purpose	Supplier	Cost	Tenders / EOIs
Phone lines, mobile charges	N/A	\$16,366	N/A

Marketing Expenditure

ONLINE			
Purpose	Supplier	Cost	Tenders / EOIs
Corporation and Kilgariff Estate advertising	Facebook	\$352	N/A
Kilgariff Estate advertising	Realestate.com	\$6800	N/A

MAGAZINE/JOURNALS			
Purpose	Supplier	Cost	Tenders/EOIs
Tiwi Island investment opportunity advertising	Territory Q	\$7,500	N/A

TELEVISION			
Purpose	Supplier	Cost	Tenders/EOIs
Kilgariff Estate generic advertising	Imparja Television Pty Ltd	\$300	N/A

OUTDOOR BANNERS AND FLAGS			
Purpose	Supplier	Cost	Tenders/EOIs
Reskin Corporation generic banners	Bannershop	\$811	Yes, quotations sought
Update Corporation and Kilgariff flags	Express Signs	\$222	Yes, quotations sought

DISPLAYS			
Purpose	Supplier	Cost	Tenders/EOIs
New signage to be placed at the Common User Facility	Express Signs	\$1950	Yes, quotations sought
New signage to be placed at the Darwin Business Park	Express Signs	\$680	Yes, quotations sought
Temporary fencing installed at Kilgariff Estate	Complete Fencing	\$7,700	Yes, quotations sought
Fencing wrap for Kilgariff Estate advertising	Signcity (NT) Pty Ltd	\$1,915	Yes, quotations sought

EVENTS AND EXHIBITIONS			
Purpose	Supplier	Cost	Tenders/EOIs
Prize giveaway at NT Resources Week "visit our stand/business card draw"	Good Guys	\$354	Yes, quotations sought
NT Resources Week stand	Informa Australia P/L	\$3,400	N/A – event organisers
Defence Conference stand	Informa Australia	\$5,000	N/A – event organisers
NT Resources Week equipment hire	Fusion Exhibition and Hire Services	\$2,419	Yes, quotations sought
NAIF Conference equipment hire (LDC stand and Tiwi Islands stand)	Total Exhibition Services P/L	\$3,675	Yes, quotations sought
UDIA Awards trophy 2016	Rothfield Print Management	\$311	Yes, quotations sought
2017 Indigenous Economic Development Forum	Agentur P/L	\$1,845	N/A – event organisers
Kilgariff Open Day miscellaneous items	Bunnings, Oficeworks, Coles, Woolworths, Jac Traders, Rock City Music, Central Desert Transport	\$1,698	N/A – limited suppliers available in Alice Springs
Kilgariff Open Day – Open Home Styling	Exotiq Pty Ltd	\$754	N/A – limited suppliers

			available in Alice Springs
Kilgariff Open Day – Photography	Lisa Hatz Photography	\$695	N/A – limited suppliers available in Alice Springs
Kilgariff Open Day – furniture hire	Radio Rentals	\$712	N/A – limited suppliers available in Alice Springs
Kilgariff Open Day – portable amenities hire	Sadadeen Party Hire	\$106	N/A – limited suppliers available in Alice Springs
Kilgariff Open Day – t-shirts and banners	VistaPrint	\$315	Yes, quotations sought
Kilgariff Open Day – face painting / supplies	Facepaint For Fun	\$330	N/A – limited suppliers available in Alice Springs

CONSULTATION AND PLANNING

Purpose	Supplier	Cost	Tenders/EOIs
Media and graphic design services	LA Creative Consulting, Moogie Downs Productions	\$10,646	Yes, quotations sought
Corporation web design	Dash Media	\$1,120	Yes, quotations sought
Corporation Estate photography	Wayne Zerbe Publications and Promotions	\$3,000	Yes, quotations sought
Darwin Business Park landscape design and documentation	Serrata Landscape Architects	\$1,040	Yes, quotations sought
Darwin Business Park drone photography	National Drones Franchising P/L	\$1,150	Yes, quotations sought
Tiwi Island document production	First Class (NT) P/L	\$1,000	Yes, quotations sought
Tiwi Island document font purchase	MYFONT	\$184	N/A
Kilgariff Estate advertising flyer design	Studio B Designs	\$350	Yes, quotations sought
Kilgariff Estate web design	Tropicsnet	\$2,494	Yes, quotations sought
Tiwi Island imagery	Tracey Ryan	\$177	Yes, quotations sought

BROCHURES AND BOOKLETS

Purpose	Supplier	Cost	Tenders / EOIs
Kilgariff Estate brochures - printing	Coleman's Printing P/L	\$1,045	Yes, quotations sought
Tiwi Islands brochures – printing	Coleman's Printing P/L	\$930	Yes, quotations sought

PROMOTIONAL MERCHANDISE

Purpose	Supplier	Cost	Tenders / EOIs
Marine Industry Park flyers	Bullwinkle Copytime	\$620	Yes, quotations sought
Tiwi Islands investment opportunity flyers/handouts	Coleman's Printing P/L	\$1,685	Yes, quotations sought

Tiwi Islands promotional lures	Reidys Lures	\$2,420	Yes, quotations sought
Kilgariff Estate – house and land packages flyers	Coleman's Printing P/L	\$313	Yes, quotations sought
Corporation promotional poster – for use at conferences/events	Bullwinkle Copytime	\$50	Yes, quotations sought
Corporation promotional table cloth– for use at conferences/events	Vivid Ads P/L	\$174	Yes, quotations sought
Corporation Business Cards	Coleman's Printing P/L	\$470	Yes, quotations sought
Corporation promotional stubby coolers – for use at conferences/events	Jac Traders Pty	\$818	Yes, quotations sought
Corporation promotional USBs	Flashbay P/L	\$5,529	Yes, quotations sought
Corporation promotional items – fidget spinners/silicone card holders - for use at conferences/events	Stickers and Stuff	\$2,462	Yes, quotations sought
Corporation promotional items, coffee cups – for use at conferences/events	Promogear	\$2,265	Yes, quotations sought

TRAVEL

27. a) Nil.

b) The total expenditure for interstate travel from 1 July 2017 to 31 March 2018 was \$21,190.

Date from	Date to	Destination	Reason for Travel	Cost incurred to 31/3/17
19/07/2017	21/07/2017	Perth	CUF workshop attendance by LandCorp WA Department of Jobs, Tourism, Science and Innovation staff	4,895
2/10/2017	5/10/2017	Sydney	Pacific 2017 Conference	2,317
11/10/2017	12/10/2017	Melbourne	GLO Conference	1,737
19/11/2017	22/11/2017	Cairns	NAIF conference	4,789
18/11/2017	22/11/2017	Bathurst Island; Cairns	NAIF conference	2,985
19/03/2018	23/03/2018	Melbourne	UDIA Conference	4,467
			Total	21,190

c) The total expenditure for intrastate travel from 1 July 2017 to 31 March 2018 was \$12,947.

Date from	Date to	Destination	Reason for Travel	Cost incurred to 31/3/17
14/07/2017	15/07/2017	Alice Springs	Kilgariff open day	4,239
24/08/2017	24/08/2017	Alice Springs	Meeting with Alice Springs town council	1,558
13/09/2017	13/09/2017	Alice Springs	Meeting with Alice Springs town council	1,434
11/10/2017	11/10/2017	Alice Springs	Kilgariff works	1,479
17/10/2017	17/10/2017	Bathurst Island	Tiwi working group meeting	1,794
19/12/2017	19/12/2017	Alice Springs	Visiting Kilgariff for tender briefing	839
27/02/2018	27/02/2018	Alice Springs	Start-up meeting for Ruffino Park	808
28/03/2018	28/03/2018	Alice Springs	Kilgariff site visit/defect walk through, and attend project meeting	796
			Total	\$12,947

28. Nil.

29. Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

30.

1. LandCorp Lunch

- a) Workshop for advice and management models on the Common User Facility.
- b) 3 guests attended
- c) No Ministers attended
- d) No Ministerial staff attended
- e) No MLA's attended
- f) 5 public sector employees attended
- g) Total cost is \$140.50

2. Tiwi Islands Working Group Meeting 17 October 2017

- a) Consult regarding development works on the Tiwi Islands
- b) 21 guests attended
- c) No Ministers attended
- d) No Ministerial staff attended
- e) No MLA's attended
- f) 3 public sector employees attended
- g) Total cost is \$564.17

GRANTS AND DONATIONS

31. Nil.

32. Details of Corporation funds used to distribute awards and sponsorship is as follows:

a) Sea Fareers Charity Golf Day (Darwin Port)

Description: Sponsorship of a hole and the registration of a team of 5

Date: 10 August 2017

Amount: \$454.55 (excl. GST)

b) Darwin Special Children's Christmas Party

Description: Advertising sponsorship support of the Palmerston Shopping Centre Variety Special Children's Christmas Party

Date: 30 November 2017

Amount: \$500 (excl. GST)

Awards and sponsorships that were managed by Regional Offices?

There were no awards or sponsorships managed by regional offices.

What is anticipated for the 2018-19 financial year?

The awards and sponsorship anticipated for 2018-19 is an amount similar to previous financial years.

33. Nil.

MEDIA MONITORING SERVICES

34. Nil.

INFRASTRUCTURE PROJECTS

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

36. A whole-of-government response to this question will be provided by the Minister for Trade Business and Innovation.

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

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

GOVERNMENT LEASED BUILDINGS

39.

LAND DEVELOPMENT CORPORATION	As at 31 March 2018 AMOUNT
Government Leased Building Power	
LDC Office - Lvl 2, 37 Woods Street	3,965.00
Total	\$ 3,965.00

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

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

FEES AND CHARGES

42. Nil.

INTERNAL AUDITS

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

44. The terms of reference or focus for each investigation are as follows:

Internal audit/investigation	Terms of Reference or Focus
CPI index applied to Corporation leased properties	Review the application and calculation of CPI increases and rent review to current leases held by the Corporation ensuring the rent increase is in line with stipulations in the lease agreement.
Inventory land classification	Review the appropriateness of Corporation land classified as Inventory, ensuring consistency with other Australian state government land organisations and compliance with the Accounting standards.
Capitalising and expensing project costs	Review and evaluate the appropriateness of the Corporation's current policy for capitalising and expensing project costs, including recommendations for any changes to the policy.

45. The following anomalies were found in regards to the internal audit/investigation of the CPI applied to Corporation leased properties:

- (1) Misinterpretation of a written lease agreement in regards to the calculation of the CPI increase and rent review leading to miscalculation of rent increases.
- (2) Small amount over charged to a tenant from FY 2015-16 to the current financial year 2017-18.
The Corporation sent the tenant a credit note for the amount overcharged, which was applied and off-set against the following months rental invoice.

BOARDS / ADVISORY BODIES

46. Nil.

REVIEWS AND INQUIRIES

47. Nil.

WORKPLACE HEALTH AND SAFETY

48. The Land Development Corporation was not required to report any incidents to NT WorkSafe during the reporting period 1 July 2017 to 31 March 2018.

49. During the reporting period 1 July 2017 to 31 March 2018, the Land Development Corporation did not receive any claims for workers compensation relating to mental factors.

REGIONAL OFFICES

50. Nil.