

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Environment and Natural Resources and for all portfolios under the Minister's responsibility

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2019-2020 Budget** to be answered. They can be answered from existing Agency data.

Note 2:

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

BUDGET

1. What efficiency dividend, budget improvement or savings measures has each Agency been asked to achieve in framing the 2019/20 Budget? When was this direction given and what specific instructions were provided to achieve this result?

STAFFING

2. Please provide details for the following staffing questions as at 30 June 2018, 31 December 2018 and as at 31 March 2019:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff identified as Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).
 - c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).
3. What is the variance in FTE from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - c) By position, when each current contract is due to be renewed

5. For the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019 how many staff:
 - a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated

6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?

7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?

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

9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

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

12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2018 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2018 as at 31 December 2018 and as at 31 March 2019.
13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2018. Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency. Is consideration being given to outsource, contract-out or privatise in financial year 2019/20? If so, provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2018/19? Provide details on:
- a) The matter(s) (designate which ones are finalised and which ones are ongoing)
 - b) The amount paid by matter
 - c) The amount paid to each outside legal firm or barrister engaged

PROCUREMENT / CONSULTANCIES

16. For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:
- a) Purpose
 - b) Cost
 - c) Person or entity engaged
 - d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
 - e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - f) Outcomes or key performance indicators for the report or consultancy

g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending March 2019. Outline the tasks performed.
18. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?
19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?
21. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?
22. For each instance identified in the question above, where a public quotation process was not undertaken, including for Certificates of Exemption:
 - a) What is the description of the goods and services contracted?
 - b) What is the value of the goods and services contracted?
 - c) What was the reason for not using the public quotation process or for requiring a Certificate of Exemption?
 - d) Who recommended the course of action in c) above?
 - e) Who approved the course of action in c) above?
23. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2019.

FOCUS GROUPS / POLLING / SURVEYS

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

25. Please provide copies of the surveys identified in the question above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2018 and ending 31 March 2019.

COMMUNICATIONS AND MARKETING

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

For each advertisement for which an expense was incurred:

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

TRAVEL

27. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority for the period beginning 1 July 2018 and ending 31 March 2019 broken down to:

- a) International travel
- b) Interstate travel
- c) Intrastate travel

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

29. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period beginning 1 July 2018 and ending 31 March 2019.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2018 and ending 31 March 2019.

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

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

GRANTS AND DONATIONS

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019.

32. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2018 and ending 31 December 2018 and in the period beginning 1 July 2018 and ending 31 March 2019. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2019/20 financial year?

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

MEDIA MONITORING SERVICES

34. Provide expenditure details on media monitoring services for the period beginning 1 July 2018 and ending 31 March 2019 (including entities engaged and who utilises the service).

INFRASTRUCTURE PROJECTS

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2018 and ending 31 March 2019?

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

37. Please provide details of newly committed projects for the period beginning 1 July 2018 and ending 31 March 2019.

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

GOVERNMENT LEASED BUILDINGS

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2018 and ending 31 March 2019?

40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2018 and ending 31 March 2019?

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

FEEES AND CHARGES

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2018/19 financial year and whether any of these fees and charges was increased following the passage of the 2018/19 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2018 and ending 31 March 2019?

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

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

BOARDS / ADVISORY BODIES

46. Please detail all boards and advisory bodies in your Agency in 2018/19, also providing the following information:
- a) The Terms of Reference
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2018/19 financial year
 - d) The itemised total cost incurred by the Board during the 2018/19 financial year
 - e) The number of times the Board met during the period beginning 1 July 2018 and ending 31 March 2019

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2018/19 financial year, also providing the following information:
- a) The Terms of Reference
 - b) The criteria for selection of all panel members
 - c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry
 - d) The cost of the review/inquiry
 - e) How the information was/is accumulated to contribute to the review/inquiry
 - f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly
 - g) If not completed when this is expected

WORKPLACE HEALTH AND SAFETY

48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2018 and ending 31 March 2019.
49. Please detail the number of stress related matters and claims for the period beginning 1 July 2018 and ending 31 March 2019.

REGIONAL OFFICES

50. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2018/19 financial year. What are the locations for which they are responsible?

BUDGET

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

STAFFING

2(a).

Period	Full Time Equivalent	Permanent Part Time	contract	Total
30 June 2018	11	3	17	31
31 December 2018	18	5	10	33
31 March 2019	18	6	7	31

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

2(c).

Period	Direct to Public	
30 June 2018	16	52%
31 December 2018	18	55%
31 March 2019	15	48%

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

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

4(b).

Level	Number of staff as at 31 March 2019
ECO3	1
SAO1	1
P3	1
AO7	1
T4	1
AO3	1
AO2	1

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

5.

Category	30 June 2018	1 July to 31 March 2019
Resigned	0	3
Demoted	0	0
Redundant	0	0
Terminated	0	0

6. The Authority does not have any redeployees and below represents the unattached permanent employees for the period

Category	30 June 2018 (pay26)	31 March 2019 (pay 19)
Unattached	0.84	0.84

7.

Category	30 June 2018 (pay26)	31 March 2019 (pay 19)
Supernumerary	2.46	2.58

8. The Authority employed no staff through employment agency arrangements.

9. Not applicable.

10.

Category	1 July 2017 to 30 June 2018	1 July 2018 to 31 December 2018	1 January 2019 to 31 March 2019
Special Measures	0	1	0

11. Nil, the Special Measures position was successfully recruited to.

12.

Category	30 June 2018 (pay 26)	31 December (pay 13)	31 March 2019 (pay 19)
ATSI	5	5	4

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

OUTSOURCING

14. No specific functions were outsourced, contracted out or privatised that were traditionally carried out by the Authority however, external consultants are used from time to time to undertake specific Sacred Site projects due to specialist knowledge, ensure independence due to the sensitivity of the Sacred Site and stakeholders or due to the urgency of Sacred Site projects and staffing capacity. Additionally a consultant was used to undertake specialist IT project development due to the expert skills required.

2019-20 will see the above practice of contracting specialists in the field of Anthropology continue as it is sometimes a requirement to outsource to external consultants to undertake projects for the reasons stated above. 2019-20 will see a continuation of IT Specialist skills being contracted due to the continuation of the IT projects.

LEGAL

15.

Total legal fees paid from 1 July 2019 to 31 March 2019 is \$11,451.51.

	\$
Ward Keller	1,014.51
Graham R Nicholson	\$7,410
Murphy and Associates Barristers and Solicitors	\$3,027
Total	\$11,451.51

These costs relate to four matters, two of which are completed and two ongoing.

PROCUREMENT / CONSULTANCIES

16. The below information excludes all payments to Custodians who are recognised as consultants but are paid as per the *Northern Territory Aboriginal Sacred Sites Act* and therefore are excluded as all payments incur a standard rate per day or half day. Custodians are required to be consulted in all of the Authority's business and therefore are considered to be instrumental in ensuring the validation and registration of Sacred Sites across the Northern Territory.

a)	b)	c)	d)	e)	f)	g)
Purpose	Paid in 2018–19	Person or Entity	Location	Report Tabled	Outcomes or KPIs	Tenders or EOI
Provision of Sacred Sites Administration and Management System and ongoing system maintenance (D12-0266)	\$15,537.60	Relational Data Systems Pty Ltd	Northern Territory based	No	Ongoing development and administration of an online portal that integrates ILIS and ARMS for clients to lodge applications for Requests for Information or Authority Certificates and ongoing maintenance	Whole of Govt panel contract
Review Site Complaint process and map business process (D14-0026)	\$14,400.00	Asset Management Systems	Northern Territory based	No	Deliver a report documenting the business process and recommendations to inform the Site Compliant module for ARMS	Whole of Govt panel contract
Undertake relevant fieldwork, consultants and prepare written reports for: <ul style="list-style-type: none"> • Katherine East Neighbourhood Centre • Katherine Logistics hub • Water Drilling Program and Borefield Establishment Works Over Parts of Jervois Pastoral Station and Lucy Creek Pastoral Station 	\$13,057.87	Anthropos Consulting Services Pty Limited	Dickson ACT	No	Provide written report to inform the drafting of Authority Certificate	Direct Appointment via contract – Tier 1 procurement
Undertake relevant fieldwork, consultants and prepare written reports for: <ul style="list-style-type: none"> • Keep River (NT) Land and Water Resources Investigation • Bonaparte Plains - Keep River (NT) Water Resources Investigation 	\$15,489.89	Chris Brown	The Gap QLD	No	Provide written report to inform the drafting of Authority Certificate	Direct Appointment via contract – Tier 2 procurement with CEO Exemption in place due to specialist nature of contract requirement
Review of EIS and other reports for the provision of specialised scientific advice.	\$47,240.00	Coffey Services Australia	Northern Territory based	No	Provide written report as per Terms of Reference	Direct Appointment – Tier 2 procurement with CEO Exemption in place due to specialist nature of contract requirement

Undertake relevant fieldwork, consultants and prepare written reports for the RAAF Tindal Airfield Works and Associated Infrastructure	\$6,000.00	Gareth Lewis	Northern Territory based	No	Provide written report to inform the drafting of Authority Certificate	Direct Appointment via contract – Tier 1 procurement
The general aims of the project are to extract data from notebooks, reports and other material collected by Jeff Stead over the last 45 years and write reports for the following: <ul style="list-style-type: none"> • Simpson Desert; • Western Queensland material; • Alice Springs area; • Wakaya and Barkly area; • structure and organisation of land councils and AAPA; • land ownership in remainder of Warlpiri land and Aboriginal biographies; and • other reports as determined between contractor and AAPA. 	\$40,496.38	Jeff Stead	Lindenow VIC	No	Provide written reports on the region/issues identified in the contract	Direct Appointment via contract – Tier 2 procurement with CEO Exemption in place due to specialist nature of contract requirement
Undertake a functional Review of the Policy and Governance Unit to assist in resourcing issues	\$1,012.50	Raelene Burke	Northern Territory based	No	Provide a written report with an assessment and recommendations of short and long term resource recommendations that align to short and long term work priorities	Direct Appointment via contract – Tier 1 procurement
Undertake relevant fieldwork, consultants and prepare written reports for: <ul style="list-style-type: none"> • Upgrading Of Facilities at Tylers Pass and Redbank Gorge (Variation) • Larapinta Trail - Installation of Shelters and Associated Facilities and the • Realignment; and • Glen Helen Path and Viewing Platform 	\$18,673.42	Rosi Aryal	Yarraville VIC	No	Provide written report to inform the drafting of Authority Certificate	Direct Appointment via contract – Tier 2 procurement with CEO Exemption in place due to specialist nature of contract requirement
TOTAL	\$242,627.66					

17. The Authority did not nor has any intention of engaging in services provided by Hawker Britton and/or associated entities.
18. A whole-of-government response to Question 18 will be provided by the Minister for Business and Innovation.
19. A whole-of-government response to Question 19 will be provided by the Minister for Business and Innovation
20. The Authority did not procure any activities that were within the Tier 3, Tier 4 or Tier 5 categories.
21. Not applicable to the Authority.
22. Not applicable to the Authority.
- 23.

Level	No of Credit Cards
AO4	3
P2	4
P3	2
TOTAL	9

FOCUS GROUPS / POLLING / SURVEYS

24. Not applicable to the Authority.
25. Not applicable to the Authority.

COMMUNICATIONS AND MARKETING

26. Not applicable to the Authority.

TRAVEL

- 27(a). There was no international travel from 1 July 2018 to 31 March 2019.
- 27(b) \$21,144.74 was spent on Interstate travel from 1 July 2018 to 31 March 2019.
- 27(c) \$99,480.41 was spent on interstate travel from 1 July 2018 to 31 March 2019.
28. Not applicable to the Authority.
29. Not applicable to the Authority.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Not applicable to the Authority.

GRANTS AND DONATIONS

31. Not applicable to the Authority.
32. Not applicable to the Authority.
33. Not applicable to the Authority.

MEDIA MONITORING SERVICES

34. Not applicable to the Authority.

INFRASTRUCTURE PROJECTS

35. A whole-of-government response to Question 35 will be provided by the Minister for Infrastructure, Planning and Logistics.
36. A whole-of-government response to Question 36 will be provided by the Minister for Trad and Major Projects.
37. A whole-of-government response to Question 37 will be provided by the Minister for Infrastructure, Planning and Logistics.
38. A whole-of-government response to Question 38 will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

39. The total annual power bill for each location from 1 July 2018 to 31 March 2019 was:

Location	Amount
RCG Centre – Darwin	\$14,084.56
Belvedere House - Alice Springs	\$4,222.56
Total	\$18,307.12

40. A whole-of-government response to Question 40 will be provided by the Minister for Corporate and Information Services.
41. A whole-of-government response to Question 41 will be provided by the Minister for Corporate and Information Services.

FEES AND CHARGES

42. The *Northern Territory Aboriginal Sacred Sites Act* (Part III Division 1A (19D)) prescribes that fees and charges are in accordance with the Regulations. The Revenue Unit was \$1.15 in 2017-18 and increased to \$1.18 on 1 July 2018. Requests for Information fees increased from \$26 to \$27 per lot and Authority Certificate fees increased from \$65 to \$67 per Certificate.

The total revenue raised from 1 July 2018 to 31 March 2019 is:

- Goods and Services Revenue - \$1,622,259.52
- Fees from Regulatory Services - \$24,551.00

INTERNAL AUDITS

43. Two internal audits and nil financial investigation was undertaken in 2018-19.
44. The focus of the internal audits was the annual travel compliance audit requirement and the Value for Territory Assurance program (Buy Local Audit).
45. There was no fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audit.

BOARDS / ADVISORY BODIES

46(a). Under Part II of the *Northern Territory Aboriginal Sacred Sites Act* is the 'Terms of Reference' for the Aboriginal Areas Protection Authority Board and outlines the establishment, composition, functions, powers, meetings and protections.

46(b). The current Aboriginal Areas Protection Authority Board members are:

Mr Bobby Nungumajbarr – Chair, Arnhem Land East
Appointed 31 October 2018 as a Board Member

Ms Valerie Martin – Deputy Chair, Yuendumu Hinterland
Appointed 2 August 2016

Ms Elaine Watts – Board Member, Victoria River District
Appointed 23 May 2018

Mr Jack Green – Board Member, Borroloola and Gulf
Appointed 31 October 2018

Mr Walter Kerinauia Junior – Board Member, Tiwi Islands
Appointed 22 August 2018

Mr Phillip Mamarika – Board Member, Arnhem Land East
Appointed 22 August 2018

Ms Lynette Granites – Board Member, Yuendumu Hinterland
Appointed 22 August 2018

Ms Jenny Inmulugulu – Board Member, Arnhem Land West
Appointed 31 October 2018

Neville Petrick – Board Member, Eastern Plenty region
Appointed 27 March 2019

Barbara Shaw – Board member, Alice Springs region
Appointed 27 March 2019

Ms Leah Clifford – Board Member, NT Government
Appointed 3 October 2018

Mr Andy Cowan – Board Member, NT Government
Appointed 5 July 2017

46(c). A breakdown of sitting fees per member has not been provided however, the total sitting fees paid from 1 July 2018 to 31 March 2019 was \$17,175.80.

46(d). The total Board expenses as at 31 March 2019 was \$66,801.74.

46(e). The Aboriginal Areas Protection Authority Board has met two times from 1 July 2018 to 31 March 2019:

1. September 2018; and
2. November 2019.

REVIEWS AND INQUIRIES

47. Not applicable as no reviews or inquiries were conducted by the Authority in 2018-19.

WORKPLACE HEALTH AND SAFETY

48. No reportable safety issues occurred in 2018-19.

49. Nil stress related matters and claims were made from 1 July 2018 to 31 March 2019.

REGIONAL OFFICES

50. The Authority has a regional office in Alice Springs that has the following staffing:

- 1 Research Anthropology Manager
- 2 Anthropologists / Research Officers
- 2 Anthropologist / Data Integrity Officer
- 1 Office Manager / Assistant Registrar

The function of the Alice Springs based staff is to undertake the following that specifically relates to the Central Australian region as per the *Northern Territory Aboriginal Sacred Sites Act*:

- undertake anthropological research and associated administration and consultation with Custodians to register Sacred Sites;
- issue Authority Certificates in consultation with Custodians and applicants;
- consult with Custodians in relation to site damage;
- Manage the conflict between protecting Sacred Sites and land development that can arise between Custodians and clients;
- carry out field surveys and research to determine the constraints, if any, imposed by the existents of Sacred Sites on work on land within the Central Australian region; and
- enforce the *Northern Territory Aboriginal Sacred Sites Act* and all legal requirements.