

PERFORMANCE REPORTING

OUTPUTS

POLICY ADVICE AND PUBLIC SECTOR COORDINATION

GOVERNMENT BUSINESS SUPPORT

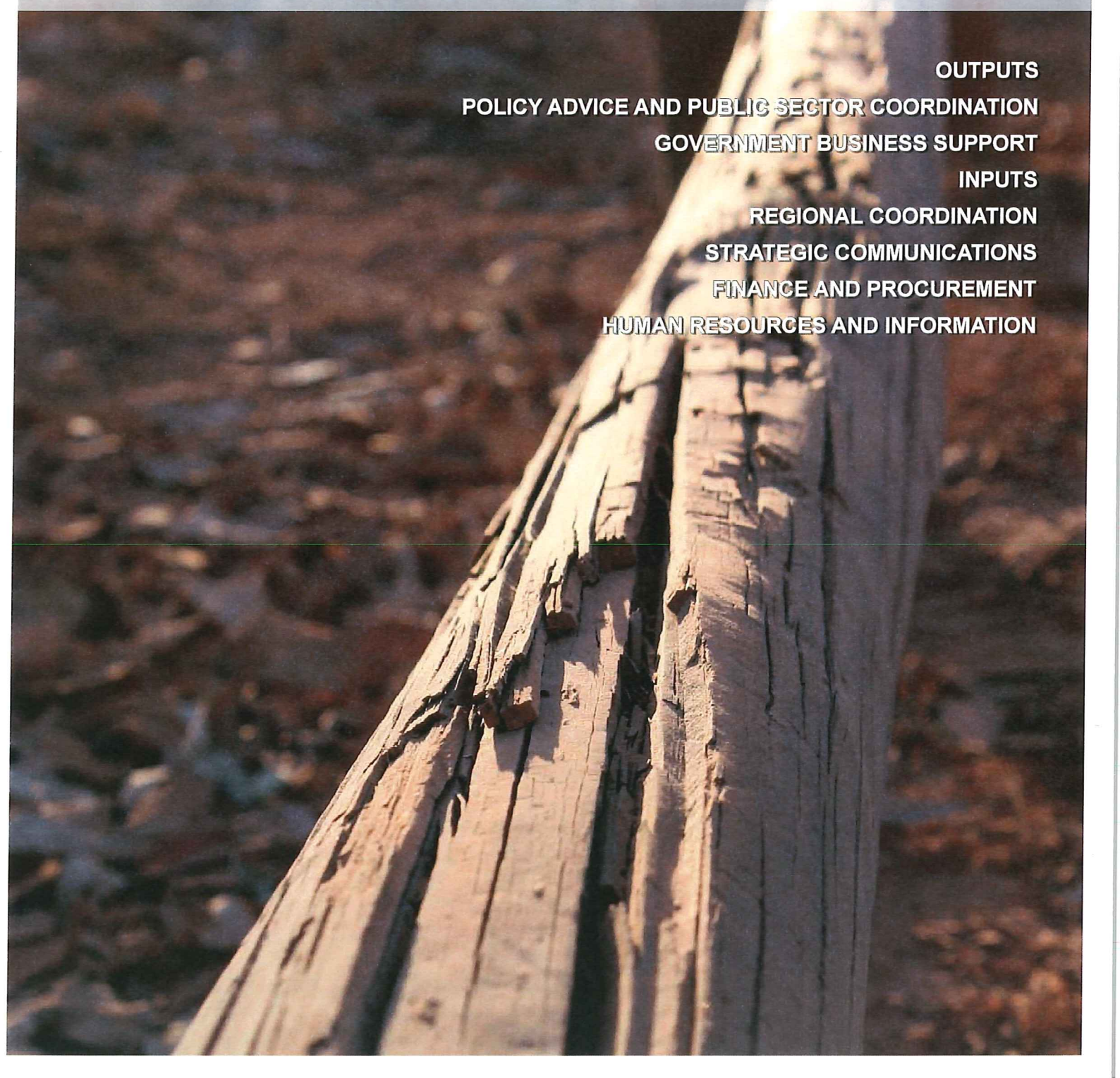
INPUTS

REGIONAL COORDINATION

STRATEGIC COMMUNICATIONS

FINANCE AND PROCUREMENT

HUMAN RESOURCES AND INFORMATION



OUTPUT GROUP: POLICY ADVICE AND PUBLIC SECTOR COORDINATION

The Policy Advice and Public Sector Coordination output group provides strategic, economic and social policy advice to the Chief Minister, Cabinet and agencies. It also

performs a coordination role in the area of intergovernmental relations and other areas where a whole-of-government position is required.

OUTPUT: POLICY ADVICE AND COORDINATION

Policy Advice and Coordination works with relevant Territory Government agencies to develop, guide and implement whole-of-government strategies and priorities with a specific focus on economic development. Advice is provided to agencies and the Chief Minister on Cabinet submissions, leadership

and coordination in the development and implementation of initiatives to advance government's strategic priorities and on monitoring key policy issues across the Territory and nationally. Secretariat services are provided to the agency and the Executive Council.

Key deliverables	2012–13 Mini Budget	2012–13 Estimate	2012–13 Actual	2013–14 Budget
Client satisfaction*	>80%	>85%	>85%	>85%
Advice provided within agreed timeframes	>80%	>85%	>90%	>85%
Cabinet, Cabinet subcommittee and Executive Council meetings supported	54	54	49	50

*Results based on latest available client survey

Strategic Policy and Projects and Economic Development

Policy Advice and Coordination coordinates inter-governmental relations, monitors strategic policy issues in conjunction with other government agencies, provides advice to the Chief Minister and Chief Executive Officer on current and emerging issues and coordinates the implementation of key projects and policies.

In particular, the division:

- Coordinates inter-governmental relations through the Council of Australian Governments (COAG) and the Council for the Australian Federation (CAF) processes.
- Participates in the development of National Partnership Agreements and national policy proposals, including monitoring subsequent implementation.
- Monitors Australian government treaty activities and co-ordinates Northern Territory responses and inputs regarding proposed treaties, trade agreements and inputs to UN committees.
- Provides advice on strategic economic development issues and major projects.
- Provides advice on Cabinet submissions, Executive Council matters and ministerial correspondence.

KEY ACHIEVEMENTS 2012–13

- Negotiated, in conjunction with other agencies, the National Partnership Agreement on Stronger Futures in the Northern Territory and finalised the nine implementation plans underpinning the agreement securing \$3.45b over 10 years.
- Primary role in negotiating the Territory's participation in DisabilityCare Australia and the launch of trials in the Barkly region.
- Ongoing negotiations regarding the Territory's participation in national schools reform.
- Provided advice and support in regard to the identification, analysis and development of national productivity and economic reforms such as the Seamless National Economy reforms, while addressing and protecting Territory interests.
- Provided policy advice, coordination and assistance in regard to strategic Northern Territory economic development issues including the 'Gas to Gove' initiative, energy policy and major projects.
- Established the Economic Development Expert Panel to provide government with advice on progressing growth of the Northern Territory economy.
- Coordinated the resolution of emerging Northern Territory issues, including assistance with program design and implementation of government priorities.



FUTURE PRIORITIES 2013-14

Future priorities include:

- Maintaining active engagement in emerging and evolving COAG, CAF, Seamless National Economy and other federal issues.
- Macro-economic development issues, including implementation of the economic development strategy and development of regional economic strategies.
- Advice and coordination of strategic major projects, including the 'Gas to Gove' initiative.
- Continue to monitor the Territory's performance in delivering its objectives under the National Partnership on Stronger Futures.
- Monitor the launch of DisabilityCare Australia in the Barkly region and the development of project implementation plans.
- Continue to negotiate proposed implementation of national schools reforms.
- Coordinate the resolution of emerging Northern Territory issues, assist in program design and implementation of government priorities.

SNAPSHOT: VOLUNTEER OF THE YEAR AWARDS

Volunteers play an important role in the community and are also the mainstays of support within many sporting, community and cultural organisations. The Volunteer of the Year Awards is an initiative of the Northern Territory Government in partnership with Volunteering SA&NT to recognise and celebrate this valuable contribution. Social Policy Coordination works closely with Volunteering SA&NT to organise the awards each year.

The awards have been held for three years, and in 2013 a new award was introduced to specifically recognise the work of emergency service volunteers.

The Chief Minister, the Hon Adam Giles MLA, announced and presented the awards to the Territory's top volunteers and volunteer organisations at a ceremony held at Parliament House in May 2013 during National Volunteer Week.

The 2013 award winners were:

- The Chief Minister's Medal for Volunteering Achievement, which recognises the outstanding achievements of a volunteer: Mr Jimmy Doyle
- The Chief Minister's Medal for Volunteering Service, which recognises the long-term service and commitment of a volunteer: Mr Donald McKinnon
- The Chief Minister's Medal for Emergency Service, which recognises the service and commitment of a volunteer in emergency services: Mr Garry Casey
- The Volunteering SA&NT Award for Organisational Excellence, which recognises an organisation's commitment to best practice in managing volunteers: Riding for the Disabled Alice Springs (Small Organisation) and Carers NT (Large Organisation).

The winners of the Chief Minister's Medals each received \$2500 to donate to a not-for-profit organisation of their choice. The winner of the small organisation award received \$3000 and the winner of the large organisation award received \$2000.



Figure 5.



Cabinet Office

The Cabinet Office provides secretariat services to the Executive Council and the Remuneration Tribunal. The office advises ministers and agencies on machinery-of-government matters and has a coordination role in managing a number of whole-of-government databases and reporting to Cabinet. The office coordinates administrative arrangements for Regional Cabinet visits and prepares documentation for the annual opening of 30-year-old Cabinet records.

The office provides a parliamentary liaison service, including tabling of government documents and regulations, advice to agencies

on assent to legislation, and provides content for the regular newspaper notice and website 'In your Parliament'.

The office administers the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act* and has responsibilities in relation to certain requirements of the *NT (Self-Government) Act*, *Audit Act*, *Public Sector Employment and Management Act*, *Interpretation Act* and the *Electoral Act*.

KEY ACHIEVEMENTS 2012–13

- Coordinated administrative arrangements for the calling of the Northern Territory general election and prorogation of parliament in August 2012.
- Arranged swearing-in of interim and then full ministry for the new government following the Northern Territory general election in August 2012 and for subsequent ministries in December 2012 and March 2013.
- Arranged swearing-in of an interim and then full ministry in March 2013.
- Coordinated administrative arrangements for the calling of a by-election for the Legislative Assembly seat of Wanguri in February 2013.
- Prepared seven new Administrative Arrangements Orders for the Northern Territory Government.
- Assisted the Remuneration Tribunal with inquiries into the entitlements of members of the Legislative Assembly and magistrates.
- Updated and reissued the Cabinet, Executive Council and Legislation handbooks.
- Prepared materials for the 30-year opening of the 1982 Cabinet and Executive Council records under the *Information Act* on 1 January 2013.
- Continued to support machinery-of-government training courses for Northern Territory public servants in partnership with Charles Darwin University.
- Implemented a new integrated data management system for Cabinet and Executive Council records and for government boards and committees records.
- Participated in a review of Cabinet information security arrangements across Government in April 2013 and implemented the first tranche of recommendations.

FUTURE PRIORITIES 2013–14

- Implement the remaining recommendations from the April 2013 review of Cabinet information security arrangements, including updating the Cabinet Handbook, enhancements to document handling protocols and strengthening the confidentiality culture across government in respect of Cabinet information.
- Assess existing processes that support Cabinet decision-making, the implementation of decisions and Cabinet reporting, and make enhancements where appropriate to meet the requirements of the government.
- Prepare materials for the 30-year opening on 1 January 2014 of the 1983 Cabinet and Executive Council records under the *Information Act*.
- Investigate the requirement for electronic Cabinet meeting documents and implement as required.
- Identify any refinements required of the new integrated Cabinet data management system and implement modifications as appropriate.
- Review administrative support arrangements for the office.

Ministerial Liaison

The Ministerial Liaison unit manages the coordination of ministerial advice and information between the agency and ministerial offices and provides high-level support services to the Office of the Chief Executive. The unit has a key role in cross-agency liaison and information coordination and assists in meeting

the agency's whole-of-government reporting obligations and legislative briefing reporting. The unit also provides advice to government agencies in relation to remuneration of government boards and committees and related issues.



KEY ACHIEVEMENTS 2012–13

- Compiled the NT Government's 2012 election commitments and integration of data into the whole of government Election Commitments Tracking System database.
- Coordinated reporting to government on the implementation of election commitments.
- Coordinated agency preparation efforts for the 2013 Estimates Committee Hearings, including information requirements, support to executive staff and the handling of 15 Questions on Notice.
- Coordinated timely and appropriate briefing notes for the Legislative Assembly sittings.
- Updated the Ministerial Correspondence Handbook and developed a corporate style guide.
- Managed 504 ministerial requests and processed 476 agency-generated correspondence.
- Provided advice and assistance to agencies regarding procedures on classifying new statutory bodies.

FUTURE PRIORITIES 2013–14

- Strengthen business systems through:
 - expanding the use of the agency's Sharepoint site to incorporate workflows and version control for ministerial correspondence and Legislative Assembly briefings.
 - reviewing and improving current processes for tracking and recording ministerial email enquiries and requests.
- Provide a lead service to other agency secretariat/ministerial liaison units through Secretariat Network meetings on a bi-annual basis and providing leadership and direction on a wide range of executive/machinery-of-government matters.
- Coordinate 2014 Estimates Committee Hearing preparation.
- Review the Administrative Guideline in relation to classifying statutory bodies under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*.
- Deliver training sessions to various internal and external client groups as required.
- Continue to deliver a high-quality, effective and timely liaison service to stakeholders.
- Review corporate ministerial templates and intranet content.


OUTPUT: SOCIAL POLICY COORDINATION

Social Policy Coordination coordinates, monitors and reports on various government services and programs that are focussed on social outcomes. The division develops and delivers initiatives that promote participation and facilitate the contribution of various groups within the community to government decision-making and policy development.

The offices of Youth Affairs, Senior Territorians and Multicultural Affairs form part of the division.

Social Policy Coordination works closely with other NT Government agencies on strategic social policy developments, along with key stakeholders such as business, the non-government sector and the community.

Key deliverables	2012–13 Mini Budget	2012–13 Estimate	2012–13 Actual	2013–14 Budget
Value of grants paid	\$3.6M	\$2.8M	\$2.8M	\$2.9M
Grant payments provided within agreed timeframes	>90%	>90%	>90%	>90%



KEY ACHIEVEMENTS 2012–13

- Worked with government and business on social impact planning for major projects.
- Expanded support to other NT Government agencies to ensure policy development is underpinned by social policy outcomes.
- Facilitated support and advice to a number of non-government organisations and bodies that assist government to do its work.
- Supported the NT Volunteering Awards program in partnership with Volunteering SA-NT and developed further opportunities to help build volunteer activity within the Territory community.
- Participated in a number of Australian Government initiatives with Territory implications, including those aimed at reform of the not-for-profit sector.
- Coordinated government planning and contribution to Territory participation in national commemorations for those that served in wars, conflicts and peace-keeping operations.
- Implemented grants programs for Multicultural Affairs, Youth Affairs and Senior Territorians.
- Coordinated the inaugural Youth NT Conference and invited 223 delegates to hear a range of speakers and participate in robust discussion of Territory issues over two days.
- Facilitated a direct avenue for young Territorians to provide advice to the NT Government through the Chief Minister's Round Table of Young Territorians, with diverse representation from across the Territory.
- Supported youth development opportunities and drug and alcohol-free events and activities for young Territorians with funding through the Youth Engagement Grants Program.
- Coordinated National Youth Week (NYW) with more than 9000 young Territorians attending approximately 150 events and activities held throughout the NT.

FUTURE PRIORITIES 2013–14

- Work with government and stakeholders to develop a whole-of-government strategic framework and undertake work to ensure it is the key consideration in the development of new policy and government decision-making processes.
- Contribute to government work aimed at increasing participation in society and the economy.
- Support government in its work to enhance the sustainability of the non-government sector.
- Continue coordination of government planning and contribution to Territory participation in Anzac Centenary commemorations.
- Continue to promote the Northern Territory as an inclusive society that embraces cultural diversity, including the continued support of the Harmony Day Soiree in conjunction with the Darwin Waterfront Corporation.
- Develop and implement a mechanism of new ways of providing advice to government on matters important to specific community groups.

OUTPUT: ALICE SPRINGS TRANSFORMATION PLAN

The Alice Springs Transformation Plan (ASTP) is to expand social support services to improve life outcomes for Indigenous people in Alice Springs, incorporating the Stronger Futures National Partnership Agreement.

The ASTP is focussed on reducing homelessness and overcrowding in Alice Springs, particularly town camps, and increasing access to services for Indigenous residents and visitors.

Key deliverables	2012–13 Mini Budget	2012–13 Estimate	2012–13 Actual	2013–14 Budget
Value of projects funded#	\$12.0M	\$7.7M	\$5.9M	\$12.6M
Client satisfaction*	>85%	>85%	>85%	>85%
Grant payments provided within agreed timeframes	>90%	>90%	90%	>90%

Reflects timing of project commitments

* Results based on latest available client survey



KEY ACHIEVEMENTS 2012–13

- Major infrastructure works completed at Trucking Yards, Hidden Valley and Larapinta Valley. The infrastructure work included new roads, power, water, sewerage, drainage and street lighting.
- Postal services were rolled out to 11 town camps.
- Seventeen town camps have official gazetted street names, with one town camp to be finalised.
- Expansion of the Bush Mob program; a residential alcohol and drug detoxification and rehabilitation facility for young people.

FUTURE PRIORITIES 2013–14

- The ASTP will see an investment of \$12.6 million to continue initiatives to improve life outcomes of Indigenous people in Central Australia. These initiatives include the following programs: Safe and Sober, Families and Schools Together, Ready and Willing for School, Indigenous Parent and Children School Engagement, Alice Springs Women's Shelter Outreach, Integrated Response to Domestic and Family Violence, the Targeted Family Support Service, the Youth and Community Centre and Intensive Tenancy Sustainability Program.
- Host an interactive forum to showcase achievements, examine opportunities and highlight ongoing priorities of government and its partnerships with key stakeholders and the wider community in areas such as alcohol treatment, school enrolment and attendance, safety and wellbeing, parenting education and tenancy.
- Work with stakeholders on the long-term provision of municipal and essential services to town camps that are equivalent to those in other areas of Alice Springs.
- Develop pathways to enable home ownership on identified town camps.
- Continue working with residents of Whitegate town camp to develop options for future living arrangements.
- Finalise remaining street names for Ilparpa town camp.
- Deliver postal services to the remaining seven town camps.
- Continue construction and upgrade of fencing to town camp dwellings.
- Design a sustainable matrix that outlines the priorities of future developments to achieve improved social and economic inclusion.

OUTPUT GROUP: GOVERNMENT BUSINESS SUPPORT

Government Business Support provides legislative drafting services, administrative and protocol support to the Administrator of the Northern Territory, the Chief Minister, ministers

and the Leader of the Opposition and is responsible for the maintenance and upkeep of Government House.

OUTPUT: LEGISLATION PRODUCTION

Legislation Production provides legislative drafting services, including the drafting of, and advice about, Bills for Acts, committee stage amendments, subordinate legislation and miscellaneous statutory instruments for government and members of the Legislative

Assembly. The output participates in the Australian Parliamentary Counsel's Committee in relation to national uniform legislation and manages the publication of legislation to meet government and community needs.

Key deliverables	2012–13 Mini Budget	2012–13 Estimate	2012–13 Actual	2013–14 Budget
Client satisfaction*	>80%	>85%	>85%	>85%
Pages of legislation drafted	3000	3000	2480	3000
Legislative deadlines met	>80%	>85%	100%	>85%

* Results based on latest available client survey



Office of the Parliamentary Counsel

The Office of the Parliamentary Counsel (OPC) provides legislative drafting services to the government, including:

- drafting Bills for Acts, committee stage amendments for Bills, subordinate legislation and statutory instruments
- providing advice on legislative proposals, legal matters arising during drafting, and matters relating to the legislative process.

The OPC provides legislative drafting services to individual members of the Legislative Assembly (including opposition and independent members) to the extent resources allow.

The OPC makes Territory legislation available to the public by:

- preparing consolidated versions of Acts and subordinate legislation (reprints)

- publishing electronic copies of Bills, Acts, subordinate legislation and reprints, and associated information, on the NT legislation databases
- providing copies of Bills, Acts, subordinate legislation and reprints to the Government Printing Office.

The total number of pages drafted in 2012–13 is lower than in previous years however, the number of pages is not indicative of the work required to produce those pages. It should also be noted that the election reduced the requirement for legislation in the early days of the new parliament.

KEY ACHIEVEMENTS 2012–2013

- Drafted 2480 pages of legislation. This included:
 - 34 government Bills introduced (588 pages), including six Bills for national legislative schemes
 - One government committee stage amendment drafted (12 pages)
 - 64 items of subordinate legislation settled (563 pages)
 - 758 statutory instruments settled (1317 pages).
- Made legislation available to the public within OPC time guidelines, which included 179 items published on the Current Legislation Database.
- Participated in activities of the Australasian Parliamentary Counsel's Committee, including attending committee meetings and IT forums.
- Changed OPC procedures for subordinate legislation so that they, like statutory instruments, are prepared and settled electronically.

FUTURE PRIORITIES 2013–2014

- Meet increasing demands for legislative drafting services, including from members of the Legislative Assembly, and increasing demand for statutory instruments.
- To improve the capacity of OPC to provide high quality legislative drafting and publishing services by:
 - reviewing and improving office processes and systems, particularly in relation to publication systems, including the first phases of the IT upgrade project, following its approval late in 2012–2013
 - engaging with agencies at all levels to help provide them with the information they need to facilitate their drafting projects
 - continuing to improve the capacity of drafters and other staff, including the five new staff members who have started at OPC since the beginning of 2013–2014.
- To actively participate in the Australasian Parliamentary Counsel's Committee to ensure the Territory's interests are properly represented in relation to national legislative schemes.

OUTPUT: GOVERNMENT SERVICES AND SUPPORT TO THE ADMINISTRATOR

This output provides strategic coordination and facilitation, policy advice and implementation and planning services for counter-disaster management and high level security for the Territory. It also provides operational advice,

support and hospitality services including protocol matters to the Chief Minister, ministers, Leader of the Opposition and the Administrator of the Northern Territory.

Key deliverables	2012–13 Mini Budget	2012–13 Estimate	2012–13 Actual	2013–14 Budget
Client satisfaction*	>80%	>90%	>90%	>90%
Number of internal and external hospitality, ceremonial and statutory events supported	610	610	619	625
Government House maintenance programs implemented within agreed timeframe	>80%	>80%	>85%	>80%

* Results based on latest available client survey

Protocol

The Protocol unit is responsible for administering official ceremonial and hospitality activities for the Northern Territory Government. It ensures that the conduct of state political, cultural and economic exchanges is carried out efficiently, securely and with dignity.

As the principal source of advice for all matters relating to protocol, the unit has a whole-of-government responsibility to provide informed advice on the day-to-day management of the ministers' hospitality agenda and oversee government ceremonies and major special events such as state funerals.

The unit also provides the Chief Minister, ministers and other key stakeholders with VIP transport services.

Protocol advises the community on general protocol matters, congratulatory messages, state emblems, flags and national symbols.

The unit maintains and develops relationships with consular and diplomatic corps and coordinates and implements programs for diplomats, heads of state and business leaders to visit the Northern Territory.

KEY ACHIEVEMENTS 2012–13

- Facilitated 85 official receptions and events hosted by the Northern Territory Government.
- Provided VIP transport services to the Chief Minister, Speaker of the Legislative Assembly, ministers, Leader of the Opposition, Chief Justice and a number of visiting dignitaries.
- Supported visits by 31 ambassadors, high commissioners, consul generals and other dignitaries and VIPs.
- Assisted with delivery of a range of events acknowledging the 71st anniversary of the Bombing of Darwin, including the official opening of the WW2 Memorial Wall at East Point.
- Assisted with the coordination of the state visit of His Excellency Dr Susilo Bambang Yudhoyono AC, President of the Republic of Indonesia.
- Provided hospitality and support for significant events, including the V8 Supercars, Australian Superbikes, the Alice Springs Masters Games and the Darwin Cup.
- Provided support to the private visit to the Northern Territory of the Dalai Lama during his national tour.
- Facilitated Territory Day public fireworks displays in 15 locations around the Northern Territory.
- Arranged a Territory Day flag raising ceremony and citizenship ceremony.
- Arranged and coordinated one state memorial service.

FUTURE PRIORITIES 2013–14

- Continue to provide coordination support for major special projects and events, including ceremonial and hospitality activities.
- Enhance government, business and community ties through effective public communication of protocols, standards and principles.
- Further strengthen strategic relationships through building supportive and purposeful relationships between stakeholders.
- Develop and maintain effective business systems and practices within the Protocol unit.
- Ensure Protocol standards, procedures and policies are clearly articulated.

Security and Emergency Recovery

The Security and Emergency Recovery unit has a central role within government to coordinate and maintain a whole-of-government approach to security and emergency recovery in the Northern Territory. It also represents the interests of the Northern Territory in the broader national security and emergency management context.

The unit is responsible for the implementation of measures to:

- counter terrorism and its consequences
- coordinate and support whole-of-government recovery from emergencies

- facilitate the implementation of nationally agreed security and emergency initiatives
- strengthen government, business and community resilience to all hazard events
- build supportive, purposeful and trusting relationships between stakeholders.

SNAPSHOT: HIS EXCELLENCY DR SUSILO BAMBANG YUDHOYONO - OFFICIAL VISIT TO DARWIN - JULY 2012

On the 1st of July 2012, His Excellency Dr Susilo Bambang Yudhoyono came to Darwin on an Official visit hosted by the Australian Government and led by the Prime Minister of Australia. On arrival, he was welcomed by Her Honour the Honourable Sally Thomas AM, Administrator of the Northern Territory and Mr Duncan McNeill.

During the visit he toured the Royal Darwin Hospital Critical Care and trauma response unit, attended an Official Dinner at Parliament House and met with key representatives from the business sector, the Northern Territory Government and Australian Government.



Figure 6.

KEY ACHIEVEMENTS 2012–13

- Led the Territory's participation in improving national coordination arrangements and capability in emergency recovery and security.
- Progressed national initiatives, including:
 - reviewed the Australia New Zealand Counter Terrorism Committee (ANZCTC) Crisis Centre training guide
 - represented the NT on the review of the ANZCTC National Public Alert System
 - represented the NT on a national consultative committee to review the Australian Emergency Management Institute Evacuation Planning Manual
 - funded NT projects through the National Disaster Resilience Program
 - represented the NT in the initial development of a national impact assessment model (NIAM) to enable consistent collection of data and information across jurisdictions.
- Exercised NT emergency management capabilities through the participation of national exercises such as:
 - Exercise Catalyst (national fuel emergency)
 - Alchemy 2013 (exercising high level interaction between multiple jurisdictional governments and the Australian Governments).
- Progressed NT initiatives, including:
 - developed and released the NT Crisis Management Guide for Government ministers
 - Coordinated travel security arrangements for ministers travelling overseas.
- In conjunction with NT Police and the Australian Government Crisis Coordination Centre, coordinated and facilitated a strategic level exercise to orientate Executive Government and senior officials on roles, responsibilities and authorities in the event of an act of terrorism.
- Developed a draft Protective Security Framework for the Northern Territory Government.
- Provided support to the community and whole-of-government coordination during Beswick flooding and the activation of Daly River local disaster arrangements.
- Facilitated the fifth annual Northern Territory Critical Infrastructure Protection Forum that focusses on business continuity and crisis management.
- Drafted new emergency management legislation to update the *NT Disasters Act* with nationally accepted methodology and terminology regarding disaster resilience and contemporary emergency management arrangements.
- Completed evacuation centre plans and a guide covering major cities and towns in the NT.
- Facilitated delivery of evacuation centre training for NT government personnel.
- Completed the Greater Darwin Region Post Cyclone Relief Arrangements and Early Recovery Plan.



FUTURE PRIORITIES 2013–14

- Continue to represent the security and emergency management interests of the Territory through participation in national forums including the Australia-New Zealand Counter-Terrorism Committee (ANZCTC), Australia-New Zealand Emergency Management Committee (ANZEMC) and subcommittees, Critical Infrastructure Advisory Committee (CIAC), Oil and Gas Security Forum (OGSF) and the National Oil Supply Emergency Committee (NOSEC).
- Incorporate recovery in NT security and emergency management exercises whenever appropriate.
- Obtain government endorsement of Protective Security Framework.
- Coordinate an assessment of the NT cyclone shelter upgrade program.
- Undertake disaster risk assessments for priority hazards across the NT.
- Develop regionalised NT risk registers consistent with the National Emergency Risk Assessment Guidelines (NERAG).
- Introduce the NT Emergency Management Bill to NT Parliament.
- Develop an NT impact assessment process based on the national impact assessment model to optimise resources during initial relief and recovery.
- Develop an information management system for recovery coordination.
- In conjunction with Emergency Management Australia and AusAid, host the Australia-Indonesia Disaster Rapid Response Workshop.
- Facilitate recovery training exercises across the regions.
- Develop options for an NT Emergency Management Training framework.
- Coordinate a review of the NT Fuel Emergency Manual to ensure Territory interests are considered and incorporated into national arrangements, and align with national plans and legislation.

Government House

Government House provides administrative, secretarial, hospitality and ceremonial support to the Administrator of the Northern Territory and maintains Government House.

Government House provides support to the Administrator of the Northern Territory, enabling the incumbent to perform the duties associated with the office. Government House also promotes and raises community awareness of the official role of the Administrator and the ongoing significance of Government House.

Government House plays an important role as the location for hosting visiting royalty and official dignitaries, including vice-regal, diplomatic and government representatives of Australia and other nations. The Administrator maintains a busy schedule of functions at Government House relating to the statutory, community and ceremonial duties. The Administrator resides at Government House.

Government House conducts ceremonies for the presentation of Australian honours and awards to Northern Territory citizens who have been recognised for merit, bravery, services or personal achievement. Additionally, Administrator's medals are presented to individuals or organisations to recognise significant achievement.

Government House is maintained at a standard appropriate to a vice-regal office and for the benefit of the people of the Northern Territory. The property is preserved and managed in line with the Burra Charter, the *Northern Territory Heritage Act* and related conservation and heritage requirements.

KEY ACHIEVEMENTS 2012–13

- The Administrator hosted 91 events at Government House, officially attended 288 external events, received 77 courtesy calls, delivered 95 official speeches and conducted nine swearing-in ceremonies for statutory positions.
- Developed new website for Government House with an emphasis on education and awareness of the role of the Administrator of the Northern Territory.
- Conducted five investiture ceremonies throughout the Northern Territory for a total of 18 Northern Territory recipients of Australian honours: Order of Australia and Australian Bravery Decorations.
- Hosted an advertised community reception where many Territorians registered to experience an official occasion at Government House for the first time.
- The Administrator undertook several official intra-territory itineraries encompassing visits to remote communities, regional centres, government and non-government community organisations, education facilities, businesses, public offices and cattle stations throughout the Northern Territory.
- The Administrator presided over 19 meetings of the Executive Council and assented to 25 proposed laws under Section 7 of the (Commonwealth) *Northern Territory (Self Government) Act 1978*.



FUTURE PRIORITIES 2013–14

- Continue the development and execution of an official program for the Administrator in order to continue engaging with the broader community and to administer the government of the Northern Territory.
- Maintain and foster meaningful relationships with the Administrator's (more than 70) patronages and honorary appointments.
- Manage the Government House programmable works schedule against allocated minor new works, capital works and repairs and maintenance funds.
- Identify national and local 'awareness' months, weeks and days to incorporate into the Administrator's official program.
- Develop an engagement program for the Administrator to host small groups of Territorians to provide an apolitical platform for discussion on current issues.
- Continue to identify environmentally friendly and economically efficient measures for all activities (administrative and physical) and maintenance requirements at Government House.

INPUTS: SERVICES

The services inputs strengthen the capacity of the agency to deliver strategic objectives. The agency's inputs include regional coordination, strategic communications, finance and procurement, human resources, information technology and records management. These services support the operational business units and associated entities, including the Office of the Chief Minister and the Office of the Commissioner for Public Employment.

Regional Coordination

Southern Region unit

The Southern Region unit works with other agencies to implement and facilitate the directions and priorities of government in the southern region.

The unit also provides advice to the Chief Minister, the Minister for Central Australia and government agencies on matters affecting Central Australia.

The unit coordinates public sector activities to ensure a whole-of-government approach to progressing projects including the Alice Springs Transformation Plan Implementation Plan and the Summer in Alice Action Plan.



KEY ACHIEVEMENTS 2012–13

- Represented government in key public forums, meetings and committees of significance to Central Australia, including Solar City Board, Desert Knowledge Australia, Indigenous Education and Employment Taskforce, ASTP Joint Steering Committee and the Youth Coordination Committee.
- Coordinated whole-of-government responses to community issues affecting Alice Springs, including Operation Marathon and the Summer in Alice Action Plan which focussed on community safety throughout the summer period and during major events in Alice Springs.
- Facilitated and contributed to a review of government office accommodation requirements in Alice Springs and the relocation of offices to support the creation of the Justice Precinct.
- Represented government at cross-sector meetings related to improving service delivery outcomes in the areas of youth, family violence, early childhood development, patrolling, and housing.
- Facilitated the coordination of a multi-agency NT Government presence at the inaugural Sports and Wellbeing Expo hosted by St Philip's College.

FUTURE PRIORITIES 2013–14

- Enhance government collaboration on regional and remote economic development, social inclusion and job growth opportunities in the Barkly region and Central Australia.
- Monitor outcomes associated with government initiatives in regional and remote communities across the Territory.
- Coordinate and monitor the Alice Springs Transformation Plan.

Strategic Communications

Until 30 June 2013, Strategic Communications provided corporate communication services to the Department of the Chief Minister (the agency) and the Office of the Commissioner for Public Employment. In addition, the unit was involved in the development of strategic communication policy and had a coordination role within the strategic whole-of-government framework. The division was responsible for:

- providing support, advice and coordination on all matters relating to media management
- online communications management
- brand management
- sponsorship
- strategic marketing
- social media
- internal and external communications
- whole-of-government issues management
- crisis communications and the provision of public information and whole-of-government strategic coordination
- recovery communications.


The unit supported business areas within the agency, particularly in engaging staff and in consulting with stakeholders and the broader community on key issues. Strategic Communications facilitated the communication of agency initiatives and outcomes within government and to the broader community.

In March 2013, government announced the outcomes of a review into marketing and communications activities. This included the implementation of a centralised marketing and communications model and decentralised media management effective from 1 July 2013. Strategic Communications assisted to facilitate implementation of the review outcomes between March and 30 June 2013.

The new model for marketing and communications included bringing specialised skills into the Communications and Marketing Bureau while retaining essential capacity in agencies to ensure routine communications capability.

The new structure includes:

- a central Communications and Marketing Bureau (CMB) in the Department of the Chief Minister
- communications units in four standalone agencies
- seven communications hubs to service 19 spoke agencies (including the agency as a hub).



KEY ACHIEVEMENTS 2012–13

- Provided whole-of-government communication leadership in the appropriate adherence to Caretaker Conventions and during the transition of government.
- Developed and implemented communication campaigns to promote community resilience and preparation for natural disasters, including promotion of secureNT.
- Coordinated media and communications across government during major events including flooding and recovery of the Beswick, Daly River and Palumpa communities.
- Delivered communications to highlight the efforts to make fundamental and lasting improvements to the lives of residents and opportunities for Alice Springs.
- Launched a new Government House website.
- Provided communication and marketing support for the agency and OCPE initiatives, including the Volunteer of the Year Awards, National Youth Week, Seniors Month, International Women's Day and the Chief Minister's Excellence in the Public Sector Awards.
- Coordinated government communications and media for major projects, including Ichthys LNG and the Marine Supply Base.
- Participated in national crisis communication groups and forums.
- Promoted Darwin as a growing oil and gas hub, including promoting the opportunities for Territorians locally and promoting the Territory nationally and internationally.
- Commenced implementation of the review into marketing and communications.

FUTURE PRIORITIES 2013–14: COMMUNICATIONS AND MARKETING BUREAU

- Finalise implementation of the review into marketing and communications.
- Finalise establishment of the Communications and Marketing Bureau (CMB).
- Strengthen the focus on delivery of a whole-of-government marketing and communications service while building and maintaining relationships with key stakeholders - including media advisors, agencies and external stakeholders.
- Establish strong governance structures to support implementation of reform while establishing clear processes for delivery of whole-of-government marketing and communications services.
- Develop a culture of strong fiscal management and control over marketing and communications spending ensuring that all project works are delivered within agency budgets or the CMB budget.
- Develop a new brand platform for the NT Government that supports the government and ensures this is entrenched and supported across government.
- Build crisis communication capacity across government and improve responsiveness.
- Create a streamlined and cost-effective approach to use of suppliers and approved contractors.
- Develop a culture within the CMB that is innovative, creative and collaborative and clearly focused on customer satisfaction.
- Undertake a web audit and establish a whole-of-government plan in collaboration with the Department of Corporate and Information Services.

FUTURE PRIORITIES 2013–14: STRATEGIC COMMUNICATIONS UNIT

- Provide communications support to the agency and the OCPE.
- Develop robust and efficient internal processes.



Finance and Procurement

Finance and Procurement provides finance and budgets, procurement, travel and office services functions to its client groups.

Finance and Procurement

KEY ACHIEVEMENTS 2012–13

- Ensured all budgetary requirements and financial reporting was made available to business units affected by the machinery-of-government changes enabling a smooth transition between the agency and other agencies.
- Reviewed and streamlined the internal credit card process, reducing the number of credit cards from 49 to 27.
- Upgraded the Finance unit intranet page to reflect current and accurate information on accounting systems, practices, policy and accounting procedures used in the agency and OCPE.
- Implemented internal training for finance staff to ensure the information generated to stakeholders is consistent and accurate.

FUTURE PRIORITIES 2013–14

- Continue to develop an internal audit program through the implementation of a control self assessment program to further strengthen agency compliance.
- Continued emphasis on the Accounting and Property manual to strengthen corporate governance and compliance.
- Roll out the new electronic purchase order request system, which will improve workflow processes for approving and receipting purchase orders.

Travel

KEY ACHIEVEMENTS 2012–13

- Implemented the Travel Request Information Processing System (TRIPS) travel database across the agency, OCPE and the Office of the Chief Minister (OCM).
- Reviewed travel policies and guidelines to strengthen corporate governance and provide greater clarity on travel entitlements.

FUTURE PRIORITIES 2013–14

- Develop and implement monthly web-based reporting on travel to improve timeliness, greater transparency and efficiency of reporting.
- Develop, in conjunction with the Department of Corporate and Information Services, specialised reports by facilitating the reconciliation of Government Accounting Systems to TRIPS for improved efficiency and accuracy of financial information.
- Continue to provide support and training across the agency and ministerial offices on travel processes and entitlements.

Office Services

KEY ACHIEVEMENTS 2012–13

- Reduced the number of agency fleet vehicles to 30 in the 12 months ending 31 March 2013.
- Implemented the electronic Vehicle Booking System to improve vehicle accessibility and monitoring of vehicle business use, increasing value for money and reducing unnecessary lease charges.

FUTURE PRIORITIES 2013–14

- Enhance agency vehicle fleet reporting, including reduced administration for custodians each reporting period for fringe benefits tax.
- Maintain high level of service delivery to business units and ministerial offices.

PERFORMANCE REPORTING

PERFORMANCE REPORTING OVERVIEW
POLICY ADVICE AND PUBLIC SECTOR
COORDINATION
NORTHERN TERRITORY DEVELOPMENT
GOVERNMENT BUSINESS SUPPORT
COMMUNITY SUPPORT

