



Northern
Territory
Government

DEPARTMENT OF THE CHIEF MINISTER

Annual Report

2011–12



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LETTER FROM THE CHIEF EXECUTIVE

Chief Executive
GPO Box 4396
Darwin NT 0801

The Hon Terry Mills MLA
Chief Minister
Parliament House
DARWIN NT 0800

Dear Chief Minister

In accordance with the provisions of the *Public Sector Employment and Management Act*, I am pleased to submit the 2011–12 annual report on the activities and achievements of the Department of the Chief Minister.

Pursuant to the *Public Sector Employment and Management Act*, the *Financial Management Act*, the *Information Act* and the *Carers Act*, I advise that to the best of my knowledge and belief:

- (a) Proper records of all transactions affecting the department are kept and the employees under my control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and the Treasurer's Directions.
- (b) Procedures within the department afford proper internal control, and these procedures are recorded in the Accounting and Property Manual, which has been prepared in accordance with the requirements of the *Financial Management Act*.
- (c) There is no indication of fraud, malpractice, major breach of legislation or delegation, major error in, or omission from, the accounts and records.
- (d) The internal audit capacity available to the department is adequate and the results of internal audits have been reported to me.
- (e) The financial statement included in the annual report has been prepared from proper accounts and records and is in accordance with the Treasurer's Directions.
- (f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.
- (g) The department is working in compliance with the *Information Act*.
- (h) Obligations under the *Carers Recognition Act* and NT Carers Charter have been satisfied.

It is a requirement of the *Public Sector Employment and Management Act* that you lay a copy of this report before the Legislative Assembly within six sitting days of you receiving it.

Yours sincerely



Mike Burgess

30 September 2012

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INTRODUCTION AND OVERVIEW

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ABOUT THE DEPARTMENT





PURPOSE OF THE REPORT

This annual report provides a record of the Department of the Chief Minister's (the department) achievements for the 2011–12 financial year. In line with s.28 of the *Public Sector Employment and Management Act*, this report aims to inform the Northern Territory Parliament, Territorians and other stakeholders of:

- the primary functions and responsibilities of the agency
- significant activities undertaken during the year
- the department's financial management and performance.

This report provides a summary of the department's progress in achieving its planned outcomes, as outlined in 2011–12 Budget Paper No.3, and an insight into future direction.

TARGET AUDIENCE

This annual report has been prepared for a wide range of audiences to provide information on the department's activities and achievements for the 2011–12 financial year. It is also a finalisation of the department's income and financial expenditure from the Northern Territory Treasurer's 2011–12 Budget. The annual report is tabled in the Northern Territory Legislative Assembly as an accountable reporting mechanism for the department's respective ministers and the parliament. It is also printed and published online to enable access by all stakeholders including the business and community sectors, and more broadly all Territorians. This annual report also summarises the department's services and activities and formally acknowledges the achievements of its employees.

CHIEF EXECUTIVE'S OVERVIEW



The 2011–12 year saw a number of significant events for the Northern Territory, and strong results for the department in positioning the interests of the Northern Territory at the local, national and international levels.

The department continued its leadership role in coordinating whole-of-government activities, including Council of Australian Governments (COAG) arrangements through National Partnership Agreements.

In September 2011, the Prime Minister announced the commissioning of a white paper on 'Australia in the Asian Century', which will involve a comprehensive review of economic and strategic change in Asia and its implications for Australia. Darwin and the Northern Territory have a strategic position in terms of location and growing economic contribution, which was evidenced over the last year by visits from the President of the United States of America, Barack Obama, and the President of Indonesia, Susilo Bambang Yudhoyono.

The final investment decision on the \$34 billion Ichthys liquefied natural gas

project was announced in January 2012. This confirmed Darwin as Australia's northern oil and gas supply hub.

The Ichthys project also underpins the importance of Darwin as a service and supply centre to the offshore oil and gas industry. The work of departmental officers in facilitating both the Ichthys and Marine Supply Base projects, coordinating stakeholders and maintaining productive professional working relationships with project proponents has been outstanding.

Other strategic initiatives driven by the department during 2011–12 included progressing the Growing International Trade strategy, which targets niche sector development in the key international markets of China, Japan and Indonesia, and the emerging markets of Vietnam, Timor Leste, the Philippines, Malaysia and India.

More locally, implementation of regional development initiatives continued including the joint Northern Territory and Australian Government's Alice Springs Transformation Plan (ASTP), which aims to make fundamental improvements to the lives and opportunities of residents of Alice Springs town camps, and for homeless people and visitors.

The work of departmental officers in resetting relationships with the not-for-profit sector and multicultural groups will be crucial in ensuring the full capacity of all members of the community

CHIEF EXECUTIVE'S OVERVIEW ... CONT

to contribute to advancement of the Northern Territory's society.

There were a number of major events showcased during the year including the 70th Anniversary of the Bombing of Darwin, which was attended by the Governor-General, the Prime Minister and ambassadors from the United States and Japan.

We were also presented with many challenges during the year. The department's skill and responsiveness was demonstrated in particular between August 2011 and March 2012 when a number of significant emergency events required the activation of counter disaster plans and recovery efforts. Working across agencies, officers assisted coordinating responses in the wake of Tropical Cyclone Grant, and severe weather systems which caused flooding in the Top End. Extensive bushfires across Central Australia also tested our emergency services and the resilience of our disaster recovery frameworks, which were well handled through cross agency collaboration.

Within the department, my Executive Management Group continued implementation of the DCM Leadership Roadmap 2010–2012, a program which has enhanced our leadership capabilities and behaviours at every level in the organisation. The 2011 Internal Staff Survey results reflected marked improvements with 87% responding demonstrated

improvements in the quality of leadership in the department in the last 12 months.

In August 2012, the Country Liberals were elected to Government following the general election. The incoming Chief Minister announced new priorities and the need for a strong, efficient and effective public service to improve frontline services, and help return the Northern Territory Budget to surplus. Reflecting the most significant restructure of the Northern Territory Public Sector since 2001, new Public Sector Agency Arrangements and the establishment of a Renewal Management Board highlighted the role of the Department of the Chief Minister in ensuring a smooth and successful transition process, from machinery of government processes to the extensive administrative support required.

I thank staff across the department for their contributions over what was a very eventful year, and look forward as we continue to transition into new arrangements and implement the priorities of government during 2012–13.



Mike Burgess
Chief Executive

30 September 2012



ABOUT THE DEPARTMENT

The Department of the Chief Minister plays a crucial role in the Northern Territory's economic and social development.

The department is responsible for ensuring that government priorities are reflected in policy and implemented effectively by the public sector. It provides whole-of-government policy advice and leadership in coordinating approaches to priority issues throughout the Northern Territory Public Sector.

The department's primary contribution to the strategic direction of government is through the coordination of coherent, rigorous and evidence-based advice to the Chief Minister and Cabinet. The department also engages extensively with the federal, state and territory governments, and industry and community sectors to position the interests of the Northern Territory at the local, national and international levels.

Vision

Our vision is to support the Chief Minister and the government to develop a confident, growing and socially cohesive Northern Territory.

Core Business

- Position the interests of the Northern Territory at the Territory, national and international levels.
- Provide strategic advice on current and emerging issues to the Chief Minister, ministers and Cabinet.

- Develop, coordinate and implement policy initiatives across government.
- Support the processes and functions of executive government.
- Drive improved outcomes for all Territorians.

Values

The department's values guide our actions and integrity, and assist us to be resilient. They influence the way we work together, the way we interact with our clients and the way we engage with the global community. In essence, our values define who we are.

- Innovation

Identifying opportunities and developing creative solutions in a rapidly changing environment.

- Professionalism

Building positive relationships, demonstrating leadership and delivering effective outcomes.

- Respect

Encouraging and valuing the contributions of our people, diversity, teamwork and a balanced workplace.

ABOUT THE DEPARTMENT ... CONT

STRATEGIC PLAN

The Department of the Chief Minister is a key agency in implementing government priorities. It is responsible for ensuring key strategies and major policies are implemented by the Northern Territory Public Service (NTPS). Our Strategic Plan explains those priorities and how we plan to achieve them, which is monitored by the department's Executive Management Group.

| Strategic Priorities | Major Strategies |
|--|---|
| <ul style="list-style-type: none"> • Position the Northern Territory for the future | <ul style="list-style-type: none"> • Articulate the government's vision for the Northern Territory. • Maximise opportunities for the Northern Territory arising out of national policy initiatives. • Lead intergovernmental frameworks and broader engagement to promote the Northern Territory's interests and objectives. |
| <ul style="list-style-type: none"> • Build a strong Northern Territory community | <ul style="list-style-type: none"> • Support regional development through strong leadership and coordination. • Support and promote improvements to the diverse Northern Territory lifestyle. • Build a safe, secure and resilient Northern Territory. |
| <ul style="list-style-type: none"> • Grow the Northern Territory economy | <ul style="list-style-type: none"> • Identify and facilitate key economic opportunities for the Northern Territory. • Attract investment and develop new trade opportunities. |
| <ul style="list-style-type: none"> • Improve government service delivery | <ul style="list-style-type: none"> • Support strong executive government frameworks. • Ensure the department has the ongoing capability to deliver its priorities and services. • Refine the frameworks for improved delivery of and access to government services. |



ABOUT THE DEPARTMENT ... CONT

In continuing the implementation of a number of strategies during 2011–12, the department's key priorities for 2012–13 include:

- Proactively engaging in emerging issues through COAG and other national frameworks to ensure optimal outcomes to the Northern Territory across all policy areas.
- Supporting regional development through leadership of the Chief Executive's Coordination Committee, engagement with municipal councils and shires, and finalising implementation of the Alice Springs Transformation Plan.
- Advancing the Northern Territory Multicultural policy and facilitating social inclusion and responsibility initiatives.
- Developing Northern Territory security arrangements that align with national frameworks, facilitating consistent whole-of-government emergency planning and response procedures.
- Improving frontline government service delivery across the Northern Territory by supporting the development and implementation of public service reforms, and a whole-of-government strategic framework for service delivery and accountability.

ABOUT THE DEPARTMENT ... CONT

EXPENDITURE AT A GLANCE

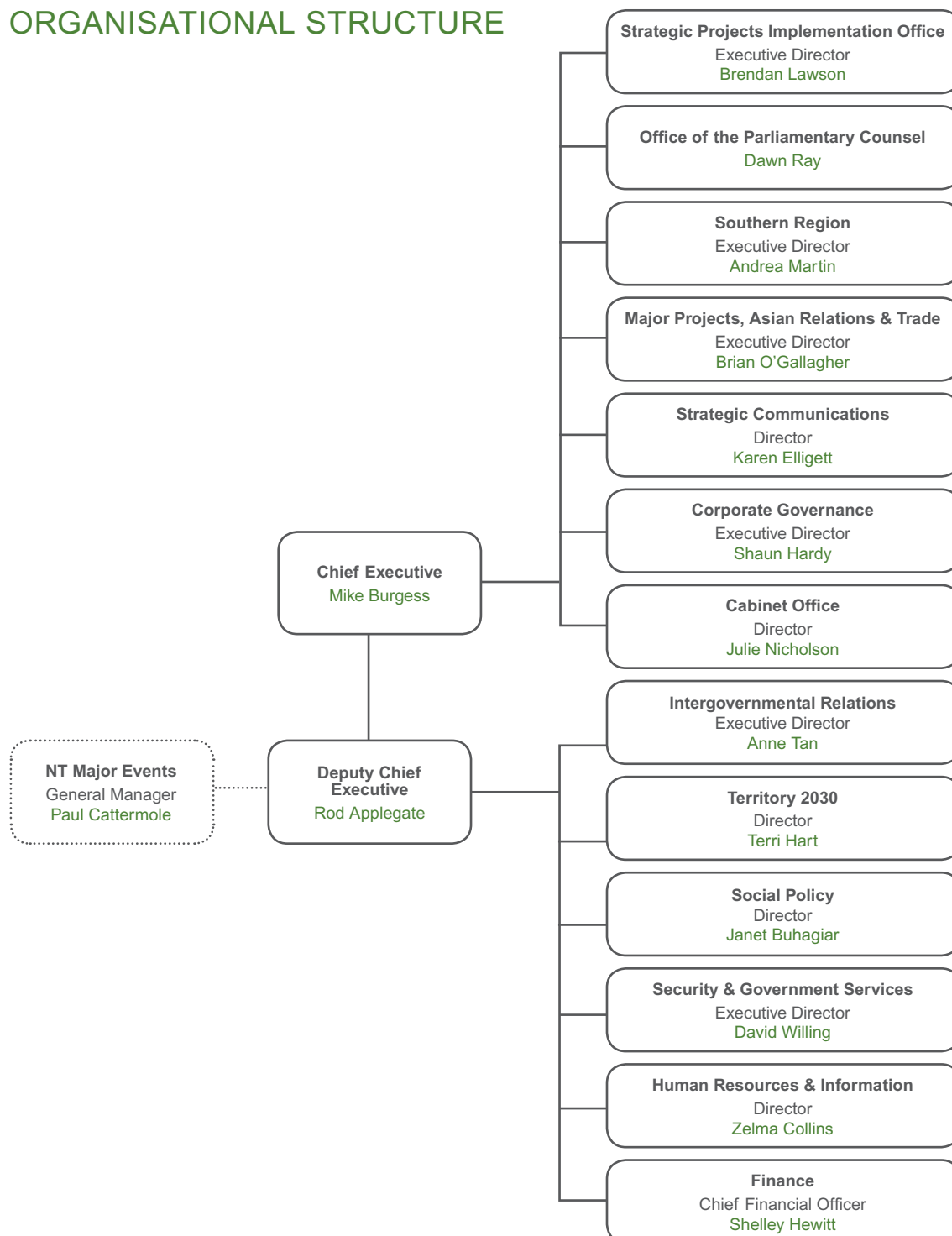
| Output Group/Output | 2010–11 Actual \$000 | 2011–12 Actual \$000 | 2011–12 Budget \$000 |
|---|----------------------------|----------------------------|----------------------------|
| Policy Advice and Public Sector Coordination | 25 326 | 40 289 | 52 589 |
| Policy Advice and Coordination | 7 357 | 6 261 | 14 957 |
| Multicultural Advancement | 1 757 | 1 918 | 1 919 |
| Alice Springs Transformation Plan | 16 212 | 32 110 | 35 713 |
| Northern Territory Development | 27 471 | 10 749 | 11 614 |
| Major Projects | 24 202 | 7 321 | 8 600 |
| Asian Relations and Trade | 3 269 | 3 428 | 3 014 |
| Government Business Support | 33 124 | 34 687 | 31 267 |
| Support to Ministers and Leader of the Opposition | 27 297 | 28 614 | 25 384 |
| Legislation Production | 2 197 | 2 395 | 2 444 |
| Support to Administrator and Government House | 3 630 | 3 678 | 3 439 |
| Community Support | 27 871 | 27 854 | 26 917 |
| Community Support | 27 871 | 27 854 | 26 917 |
| Total Expenses | 113 792 | 113 579 | 122 387 |

2011–12 Budgeted Staffing: 268

Note: Variations between 2011–12 Budget and Actual expenditure are explained in Chapter 5.

ABOUT THE DEPARTMENT ... CONT

ORGANISATIONAL STRUCTURE



CORPORATE GOVERNANCE

EXECUTIVE MANAGEMENT GROUP
GOVERNANCE FRAMEWORK
COMMITTEES STRUCTURE
EXTERNAL SCRUTINY
ACCESS TO INFORMATION
LEGISLATIVE FRAMEWORK

EXECUTIVE MANAGEMENT GROUP



MIKE BURGESS
Chief Executive



ROD APPLGATE
Deputy Chief Executive



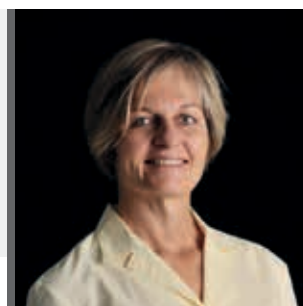
BRENDAN LAWSON
Executive Director, Strategic Projects Implementation Office



DAWN RAY
Office of the Parliamentary Counsel



ANDREA MARTIN
Executive Director, Southern Region



EXECUTIVE MANAGEMENT GROUP ... CONT



BRIAN O'GALLAGHER

Executive Director, Major Projects, Asian Relations and Trade



KAREN ELLIGETT

Director, Strategic Communications



SHAUN HARDY

Executive Director, Corporate Governance



JULIE NICHOLSON

Director, Cabinet Office



ANNE TAN

Executive Director, Intergovernmental Relations

EXECUTIVE MANAGEMENT GROUP ... CONT



TERRI HART
Director, Territory 2030



JANET BUHAGIAR
Director, Social Policy



DAVID WILLING
Executive Director, Security and Government Services



ZELMA COLLINS
Director, Human Resources and Information



SHELLEY HEWITT
Chief Financial Officer



GOVERNANCE FRAMEWORK

The department maintains a Governance Policy and Framework, which sets out its approach to providing assurance about the agency's delivery of services (performance) and meeting its legislative requirements (conformance). The department's policy and framework is guided by the better practice principles advocated by the Australian National Audit Office (ANAO).

GOVERNANCE PRINCIPLES

- **Accountability** – being answerable for decisions and having meaningful mechanisms in place to ensure the agency adheres to all applicable standards.
- **Transparency** – having clear roles and responsibilities and clear procedures for making decisions and exercising power.
- **Integrity** – acting impartially, ethically and in the interests of the agency, and not misusing information acquired through a position of trust.
- **Stewardship** – using every opportunity to enhance the value of the public assets and institutions that have been entrusted to government's care.
- **Efficiency** – ensuring the best use of resources to further the aims of the organisation, with a commitment to evidence-based strategies for improvement.
- **Leadership** – achieving an agency-wide commitment to good governance through leadership from the top.

GOVERNANCE FRAMEWORK ... CONT

A useful tool that the department has used in the application of better practice

principles is the ANAO's House of Public Sector Governance.

ANAO House of Public Sector Governance



ANAO, 2003, *Public Sector Governance, Volumes 1 & 2: Better Practice Guide*, Commonwealth of Australia, Canberra

During 2011–12, the department continued to reinforce key building blocks from the ANAO's House of Public Sector Governance, with a particular emphasis on leadership (see Leadership Roadmap at Chapter 4), ethics and culture, stakeholder relationships, and conformance and accountability. The department developed Ethical Decision-Making Guidelines, linking

the *Public Sector Employment Management Act* principles and standards with the department's values and ethics principles. For 2012–13, work will continue to focus on strengthening the department's planning and performance monitoring frameworks, risk management strategies, and information and decision-making support.

COMMITTEES STRUCTURE

EXECUTIVE MANAGEMENT GROUP

The department's Executive Management Group (EMG) develops strategic direction to support government priorities. The EMG is the department's most senior decision-making body with responsibility for:

- monitoring performance against objectives
- maintaining financial accountability
- ensuring people-management and communication practices are effective, fair and equitable, and support corporate objectives.

Membership

| | |
|----------|---|
| Chair: | Chief Executive – Mike Burgess |
| Members: | Deputy Chief Executive – Rod Applegate |
| | Executive Director, Strategic Projects Implementation Office – Brendan Lawson |
| | Parliamentary Counsel – Dawn Ray |
| | Executive Director, Southern Region – Andrea Martin |
| | Executive Director, Major Projects, Asian Relations and Trade – Brian O’Gallagher |
| | Director, Strategic Communications – Karen Elligett |
| | Executive Director, Corporate Governance – Shaun Hardy |
| | Director, Cabinet Office – Julie Nicholson |

Executive Director,
Intergovernmental Relations –
Anne Tan

Director, Territory 2030 –
Terri Hart

Director, Social Policy –
Janet Buhagiar

Executive Director, Security
and Government Services –
David Willing

Director, Human Resources
and Information –
Zelma Collins

Chief Financial Officer –
Shelley Hewitt

The EMG meets monthly.

AUDIT AND RISK MANAGEMENT COMMITTEE

The Audit and Risk Management Committee (ARMC) assists the Chief Executive and EMG to fulfil their corporate governance responsibilities.

The committee's functions and responsibilities include:

- monitoring the effectiveness of the department's internal control mechanisms and related policies, practices and procedures
- overseeing internal audit functions, liaising with external auditors and ensuring internal and external audit recommendations are implemented
- performing all functions and activities the committee considers necessary to achieve its primary objective.

COMMITTEES STRUCTURE ... CONT

Membership

Chair: Executive Director, Corporate Governance – Shaun Hardy

Members: Executive Director, Intergovernmental Relations – Anne Tan
Parliamentary Counsel – Dawn Ray
Senior Policy Officer – Leigh Eldridge

Observers: Chief Financial Officer – Shelley Hewitt
Auditor-General's representative – Susan Cooper

The ARMC meets quarterly.

INFORMATION MANAGEMENT COMMITTEE

The Information Management Committee (IMC) advises the Chief Executive and EMG on information management issues that impact the department as a whole.

These issues include responsibility for:

- strategic planning in information and communications technology
- information and communications technology business investments
- policies and procedures in information and communications technology, and information management practices.

Membership

Chair: Deputy Chief Executive – Rod Applegate

Members: Director, Human Resources and Information – Zelma Collins

Chief Financial Officer – Shelley Hewitt

Executive Director, Corporate Governance – Shaun Hardy

Senior Adviser Corporate Services, Office of the Chief Minister – Jenny Tiernan

Director, Strategic Workforce Planning and Development, Office of the Commissioner for Public Employment – Jenny Stephenson

Director, Information Technology, Department of Business and Employment – Mike Gillam

The IMC meets quarterly.

SUSTAINABILITY COMMITTEE

The department aims to ensure that appropriate resources, systems and practices are in place to support the Northern Territory Climate Change Policy. Accordingly, the Sustainability Committee was formed during 2011–12 with representatives from both the Department of the Chief Minister (DCM) and the Office of the Commissioner for Public Employment (OCPE).

The role of the committee is to:

- identify, implement and promote initiatives that have positive benefits for the environment

COMMITTEES STRUCTURE ... CONT

- monitor energy usage and recycling levels within occupied space
- consult and work collaboratively with agency staff and relevant external stakeholders.

In its first year, the committee focused on the following activities:

- identification of sustainability projects
- publication of interesting facts and green tips
- reduction of printer usage and hard copy subscriptions
- reduction of after-hours air conditioning
- engagement of others.

The committee meets quarterly and reports to EMG.

Membership:

- Chair: Maria Duchateau,
Project Officer DCM
- Members: Carlos Fernandes,
Office Manager DCM
- Sally McDonald,
Policy Officer DCM
- Pamela Cameron,
Policy OCPE
- Jo Huyben, Executive
Officer DCM
- Brent Campbell, Policy
Officer OCPE
- Jan Wilschefski, Manager
Corporate Governance DCM

WORKPLACE HEALTH AND SAFETY COMMITTEE

The Workplace Health and Safety Committee (WHSC) advises the Chief Executive, through EMG, on workplace health and safety (WHS) issues to ensure the health and safety of employees.

The WHSC deliberates on WHS obligations for employers and employees under the new *Workplace Health and Safety Act* (WHSA), including:

- advising the Chief Executive on establishing, maintaining and monitoring WHS programs, measures and procedures in the workplace
- developing WHS policies and programs within relevant legislation
- promoting a culture of responsibility and accountability for health and safety in the workplace, in partnership with Corporate Services.

In line with WHSA requirements, the WHSC comprises representatives from department work areas.

Membership

- Chair: David Willing, Executive
Director, Security and
Government Services
- Members: Kellie Sharp, Business
Manager, Strategic
Communications
- Maria Duchateau, Senior
Project Officer, Major Projects
- Leslie Wiseman,
Manager, Office of
Parliamentary Counsel

Neil Abraham, Property
Manager, Government House

Allan Jones, Maintenance
Officer, Government House

Carlos Fernandes,
Office Manager, Finance

Tonielle Saunders, Executive
Officer, Southern Region

Jan Wilschefski, Manager,
Corporate Governance

The WHSC meets quarterly.

EXTERNAL SCRUTINY

The department is subject to the Northern Territory Auditor-General's audit program under the powers and responsibilities established by the *Audit Act*. Audits may include:

- financial statements
- department compliance
- information technology
- controls and compliance
- performance management systems
- any special reviews conducted.

During 2011–12, the department was not subject to any external audits by the Northern Territory Auditor-General's Office directly, but assisted with audits of the financial statements of the NT Major Events Company and Darwin Waterfront Corporation, both of which were

unqualified, and an Agency Compliance Audit of the Office of the Commissioner for Public Employment.

The Agency Compliance Audit of OCPE found that, in general, the accounting and control procedures examined provide reasonable assurance that the responsibilities of the Accountable Officer, as set out in the Treasurer's Directions and Procurement Regulations and Guidelines, will be met if those systems continue to operate in the manner identified in the audit. However, there were several recommendations for minor improvements to controls and processes that were agreed, and those affecting Corporate Support services are being actioned by the department.

Other forms of external scrutiny during 2011–12 included:

- questions on notice from the Legislative Assembly
- attendance by department officials before the Estimates Committee in response to questions addressing proposed expenditure by outputs
- attendance by department officials before the Council for Territory Cooperation
- disclosure of department records provided under the *Information Act* (Freedom of Information) in response to requests for information.

ACCESS TO INFORMATION

The Northern Territory *Information Act* (the Act) came into effect on 1 July 2003.

The Act covers Freedom of Information (FOI) issues, privacy, records and archives management, and affects how NTPS organisations collect, use and store government and personal information.

The Act is designed to protect personal information, promote the free flow of government information, protect public interests and prevent public sector agencies from the unauthorised disclosure of information on individual private and business interests held by public agencies.

Section 11 of the Act requires public sector organisations to publish the following information:

- a description of the structure and functions of the organisation
- a description of the kinds of information held by the organisation
- a description of the procedures that need to be followed to gain access to information and to correct personal information held
- the contact details of the officer responsible for inquiries and requests.

Information on the Act is available on the department's Freedom of Information and Privacy website at: http://www.dcm.nt.gov.au/strong_service_delivery/access/freedom_of_information

All policies and procedures are designed to assist people to access information and to meet requests for corrections to existing personal information.

Applications must be written and:

- identify the name of the applicant
- provide specific details to enable the information sought to be identified
- specify the applicant's postal address
- include an application fee of \$30 with the request.

Applications can be lodged by post, facsimile or email to:

Manager, Corporate Governance
Department of the Chief Minister
PO Box 4396
DARWIN NT 0801

Email: foi.dcm@nt.gov.au

ACCESS TO INFORMATION ... CONT

REQUESTS FOR ACCESS TO INFORMATION IN 2011–12

The table below shows that a total of seven applications for access to information were received in 2011–12 and three applications were carried over

from 2010–11. Of the 10 applications processed in 2011–12, one was withdrawn and two were transferred. One request for an internal review of a decision was received. There were no complaints submitted to the Information Commissioner.

| Information Act Requests | 2004–05 | 2005–06 | 2006–07 | 2007–08 | 2008–09 | 2009–10 | 2010–11 | 2011–12 |
|--|---------|---------|---------|---------|---------|---------|---------|---------|
| Applications carried over from the previous year | 0 | 0 | 2 | 1 | 0 | 4 | 4 | 3 |
| Applications to access personal information | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 |
| Applications to access government and personal information | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Applications to access government information | 6 | 3 | 6 | 11 | 22 | 20 | 7 | 6 |
| Applications transferred | 2 | 1 | 2 | 0 | 0 | 0 | 1 | 2 |
| Requests withdrawn | 1 | 0 | 0 | 3 | 1 | 1 | 1 | 1 |
| Responses completed | 6 | 1 | 5 | 13 | 17 | 17 | 7 | 10 |
| Applications on hand as at 30 June | 0 | 2 | 1 | 0 | 4 | 4 | 3 | 0 |
| Internal reviews | 0 | 0 | 0 | 1 | 1 | 7 | 4 | 1 |
| Complaints to Information Commissioner | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

ACCESS TO INFORMATION ... CONT

PRIVACY

The department's privacy policy is available on the department's website at http://www.dcm.nt.gov.au/strong_service_delivery/access/freedom_of_information/privacy_policy. No privacy complaints were received in 2011–12.

RECORDS AND ARCHIVES MANAGEMENT

The department operates in line with the requirements of the *Information Act* (the Act). Records management standards are established through Part 9 – Records and Archives Management – of the Act. Section 134 of the Act requires NTPS agencies to manage records in compliance with the Northern Territory Government records management standards.

Effective records management underpins the access, correction and privacy components of the Act by ensuring that government records can be located, read and reproduced in response to requests.

The department continued its progressive rollout and training for an upgrade to version 6.2.4 of the Tower Records and Information Management (TRIM) system and implementation of the Electronic Document Records Management System (EDRMS).

LEGISLATIVE FRAMEWORK

The department administers the following acts and regulations:

ACTS

- *Administrators Pensions Act*
- *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*
- *AustralAsia Railway Corporation Act*
- *AustralAsia Railway (Special Provisions) Act*
- *AustralAsia Railway (Third Party Access) Act*
- *Bonaparte Gas Pipeline (Special Provisions) Act*
- *Commission of Inquiry (Deaths in Custody) Act*
- *Darwin Waterfront Corporation Act*
- *Essential Goods and Services Act*
- *Flag and Emblem Act*
- *Ichthys LNG Project Act*
- *Inquiries Act*
- *Mutual Recognition (Northern Territory) Act*
- *Parks and Reserves (Framework for the Future) Act*
- *Public Information Act*
- *Referendums Act*
- *Transfer of Powers Act*
- *Transfer of Powers (Further Provisions) Act*
- *Transfer of Powers (Self-Government) Act*
- *Trans-Tasman Mutual Recognition Act*

- *Trans-Territory Pipeline and Blacktip Gas Projects (Special Provisions) Act*
- *Validation (Native Title) Act.*

REGULATIONS

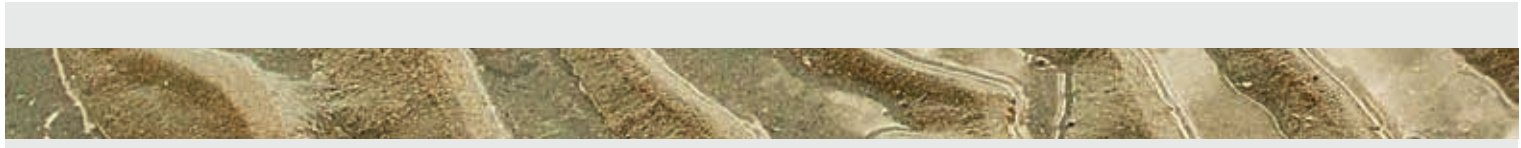
- *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Regulations*
- *AustralAsia Railway Corporation (Investment) Regulations*
- *AustralAsia Railway (Special Provisions) Regulations*
- *Darwin Waterfront Corporation By-Laws*
- *Darwin Waterfront Corporation Regulations*
- *Inquiries (Witnesses' Expenses) Regulations*
- *Mutual Recognition (Temporary Exemption for Beverage Containers) Regulations*
- *Parks and Reserves (Framework for the Future) Regulations*
- *Referendums Regulations*
- *Trans-Tasman Mutual Recognition (Temporary Exemption for Beverage Containers) Regulations.*

The department is also responsible for the Administrative Arrangements Order, made by the Administrator of the Northern Territory acting with the advice of the Executive Council. The Administrative Arrangements Order sets out the department's legislation and principal areas of government for which ministers are responsible.

PERFORMANCE REPORTING

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





PERFORMANCE REPORTING OVERVIEW

The Northern Territory's financial management framework is based on outputs and accrual budgeting, accounting and reporting, with performance management as a central platform. As required by the *Financial Management Act*, performance measures for each output are recorded in the categories of:

- quantity – relates to the number or amount of services provided and is generally a volume measurement, except for policy and advisory services where the overall capacity to provide the service is more meaningful
- quality – relates to the calibre of an output and generally reflects service standards based on client need
- timeliness – relates to the time taken to produce the output and provides an indication of the service or processing efficiency.

Actual performance levels are measured and assessed against estimates published in Budget Paper No.3, with explanations of significant variations provided in this annual report.

For the department, the primary performance measure for quality is client satisfaction, which is assessed through client surveys. In addition to ongoing collection of performance feedback, the department conducts major client surveys from time to time to assess:

- the levels of satisfaction with existing policy advice and services
- emerging issues with, and gaps in, policy advice and services

- suggestions to improve the accessibility of policy advice and services.

Client feedback from the last major client survey reflected a high level of overall satisfaction: over 85%. A number of useful suggestions to further improve client services and relationships were received, and implementation of these commenced in the relevant business units during 2010–11 and continued during 2011–12.

The department will conduct its next major client survey during 2012–13.

The department's output structure for 2011–12 was:

Policy Advice and Public Sector Coordination

Policy Advice and Coordination

Multicultural Advancement

Alice Springs Transformation Plan

Northern Territory Development

Major Projects

Asian Relations and Trade

Government Business Support

Support to Ministers and Leader of the Opposition

Legislation Production

Support to Administrator and Government House

Community Support

Community Support

POLICY ADVICE AND PUBLIC SECTOR COORDINATION

This output group provides strategic, economic and social policy advice to the Chief Minister, Cabinet and agencies, and performs a coordination role in the area of intergovernmental relations and other areas where a whole-of-government position is required.

The group works with Northern Territory agencies to develop and communicate an overarching framework for whole-of-

government strategies and priorities by:

- providing comments to agencies and advice to the Chief Minister on Cabinet submissions
- monitoring the strategic policy issues in areas of primary focus across government agencies
- monitoring and coordinating the implementation of government's strategic directions.

OUTPUT: POLICY ADVICE AND COORDINATION

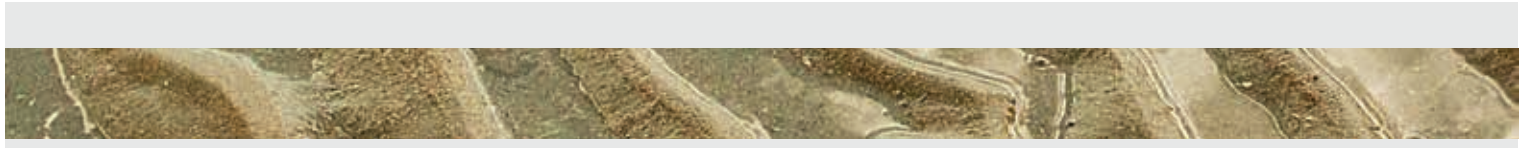
This output works with agencies to develop and guide implementation of whole-of-government strategies and priorities by providing:

- advice 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
- monitoring of key policy issues across government and nationally.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|--|-------------------|-------------------|-------------------|-------------------|
| Client Satisfaction* | >85% | >85% | >80% | >85% |
| Advice provided within agreed timeframes | >80% | >80% | >80% | >80% |

* Results based on latest available client survey



INTERGOVERNMENTAL RELATIONS

The department's realigned structure and the creation of the Intergovernmental Relations group (IGR) has increased the agency's ability to respond more directly to emerging priorities.

IGR leads, coordinates and provides policy advice to the Chief Minister, Chief Executive and Deputy Chief Executive. It has proactively engaged in existing and emerging issues, particularly through COAG and the Council for the Australia Federation (CAF).

The objectives of IGR are to:

- perform a coordination role in intergovernmental relations, including

with COAG and CAF and other areas where a whole-of-government position is required

- monitor strategic policy issues and provide high-level policy and technical advice to the Chief Minister, Cabinet and agencies
- monitor the implementation of key government priorities across the public service
- support agencies in policy development and implementation
- liaise with other agencies in relation to strategic policy development and implementation.

Key Achievements 2011–12

- Provided strategic policy advice and analysis and coordinated implementation of National Partnership Agreements and other major policy reforms.
- Engaged proactively through intergovernmental/interagency working groups on emerging issues through COAG and CAF.
- Coordinated Northern Territory responses and inputs regarding treaty actions, trade agreements and periodic reporting for United Nations conventions and committees.
- Coordinated and participated in Northern Territory responses to national enquiries and reform processes.
- Provided advice on internal and external reviews of government service delivery.
- Provided advice on Cabinet submissions, Executive Council matters and ministerial correspondence.
- Participated and assisted in the resolution of specific Northern Territory issues, the development of policies and the implementation of whole-of-government strategies.
- Supported the department and other agencies in governance and policy implementation.

Future Priorities 2012–13

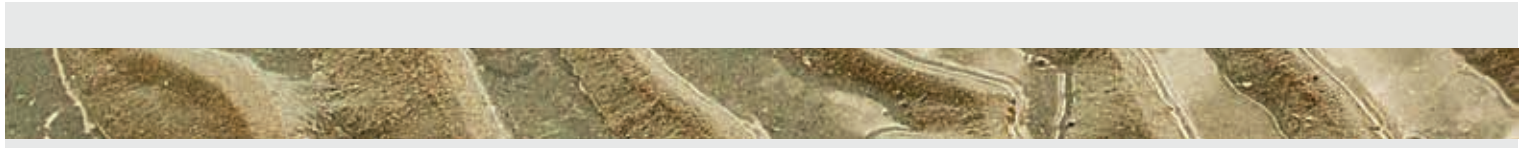
- Provide advice and monitor the implementation of current and emerging National Partnership Agreements.
- Engage proactively on emerging COAG issues, including national disability insurance and competition and regulatory reforms.
- Coordinate the resolution of emerging Northern Territory issues, re-shape evidence-based policy and program design and implement government priorities.

Snapshot: Council of Australian Governments

The department's Intergovernmental Relations unit (IGR) provides policy advice to the Chief Minister and the Chief Executive about COAG, the peak intergovernmental forum in Australia. A significant undertaking of IGR has been the provision of strategic and policy advice into the negotiation and development, through COAG, of the next stage of national economic and productivity reforms and the coordination and implementation of the suite of Seamless National Economy reforms. In 2012, IGR has also provided advice on the overarching National Agreements (NAs) of Affordable Housing, Healthcare, Health Reform, Indigenous Reform, Education, Skills and Workforce Development and the National Disability Reform, as well as being a significant contributor to the Australia in the Asian Century initiative. IGR has coordinated and monitored the implementation of these and other policy reforms that impact on the Northern Territory and which require cooperative action by Northern Territory agencies through National Partnership Agreements (NPAs) and their Implementation Plans (IPs).



This has included having a primary role in negotiating a new NPA for the Commonwealth's Stronger Futures policy including the development of nine IPs which underpin the policies. IGR also supported the Chief Minister's participation in the inaugural Business Advisory Forum, an opportunity for First Ministers to meet with business leaders to identify reform priorities to strengthen the Australian economy. The forum will meet biannually to generate new reform priorities and to monitor implementation of agreed priorities, including improved environmental regulation, energy market reforms and the rationalisation of carbon reduction and energy efficiency schemes.



SOCIAL POLICY

Social Policy's core business is to improve social outcomes through strategic policy and engagement by:

- providing advice on current and emerging social policy issues and initiatives to promote improved social outcomes
- facilitating and monitoring the implementation of significant government policies that target social needs
- facilitating partnerships across government and in the community to strengthen social participation outcomes

- facilitating an evidence-based understanding of social policy issues and initiatives.

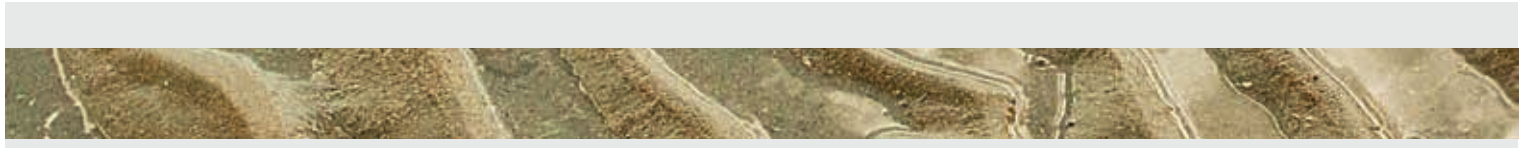
This division works closely with other agencies on strategic social policy developments, along with key stakeholders such as business, the non-government sector and the community. It also works with the Social Responsibility Subcommittee of the Chief Executives' Coordination Committee and provides support to the Community Safety Sub-Committee of Cabinet.

Key Achievements 2011–12

- Provided policy advice to the Northern Territory Government on a range of social policy issues, including child care and protection, community safety, homelessness, youth and the ageing.
- Supported the Charles Darwin University (CDU)/Northern Territory Government Partnership Agreement, including a review of the 2007–2011 agreement and implementation of a third agreement (2012–2017).
- Developed a framework to help government support non-government organisations to build their capacity. This included working with agencies on streamlined funding arrangements and systems, and the establishment of an Northern Territory Government 'Workplace Giving' program.
- Initiated and supported the NT Volunteering Awards program in partnership with Volunteering SA–NT, and developed further opportunities to help build volunteer activity within the Northern Territory community.
- Participated in a number of Australian Government initiatives with Northern Territory implications, including those aimed at reform of the not-for-profit sector and of national volunteering programs and activities.
- Assisted in the development of a University Capital Strategic Plan in partnership with CDU and Darwin City Council.
- Provided support and advice to a number of non-government organisations assisting government.

Future Priorities 2012–13

- Work with government, business and the community to develop a social participation framework, and undertake work to ensure it is the key consideration in the development of new policy, infrastructure and major projects.
- Expand support to other agencies to ensure policy development is underpinned by positive social outcomes.
- Work with government, business and the community on social impact planning and associated resourcing.
- Facilitate opportunities for government in the expansion of the Northern Territory's social economy.
- Support the non-government sector with the establishment of a joint government and non-government organisation working group and opportunities for increased workforce capacity.
- Contribute to Northern Territory participation in national commemorations for those that served in wars, conflicts and peace keeping operations.



SECURITY AND EMERGENCY RECOVERY

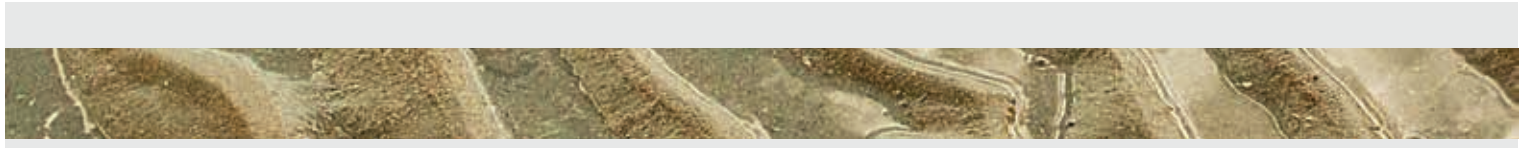
The Security and Emergency Recovery unit has a central role in government to coordinate and maintain a whole-of-government approach to security and emergency recovery in the Northern Territory. It also represents the Northern Territory's interests in the broader national security and emergency management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

Key Achievements 2011–12

- Led the Northern Territory's participation in improving national coordination arrangements and capability in emergency recovery and security.
- Progressed national initiatives, including:
 - a review of the National Counter Terrorism Plan
 - a review of national and jurisdictional disaster recovery payments
 - funding for Northern Territory projects from the National Disaster Resilience Program
 - a national work plan for fuel security
 - a review of the Guide to Australian Maritime Security Arrangements
 - development of the National Organisational Resilience Framework.
- Progressed local initiatives, including:
 - a review and update of the NT Fuel Emergency Plan and Fuel Emergency Manual
 - commenced a review of the *Disasters Act*
 - developed communications principles for critical infrastructure owner/operators located at or near Wickham Point.
- Developed Proposed Incident Management Arrangements.
- Enhanced aspects of Northern Territory Government security protocols, such as overseas travel briefings.
- Assisted in the coordination of whole-of-government security arrangements for President Barack Obama's visit.
- Coordinated whole-of-Territory emergency recovery and security incidents, including:
 - Cyclone Grant and its associated monsoonal trough that cut Stuart Highway access at the Cullen River and Edith River bridges and led to the derailment of a freight train and damage to the railway line
 - emergency recovery arrangements for a cyclone watch for Darwin on 14 March 2012
 - whole-of-government recovery action for flooding in Palumpa.
- Delivered the fourth annual Northern Territory Critical Infrastructure Protection Forum.



Future Priorities 2012–13

- Continue to represent the security and emergency management interests of the Northern Territory through participation in national forums, such as the National Counter Terrorism Committee (NCTC), the National Emergency Management Committee (NEMC), the National Critical Infrastructure Resilience Committee (NCIRC), Critical Infrastructure Advisory Committee (CIAC), Oil and Gas Security Forum (OGSF) and the National Oil Supply Emergency Committee (NOSEC).
- Further progress the review of the *Disasters Act*.
- Review and update the Critical Infrastructure Framework in line with the National Critical Infrastructure Resilience Framework.
- Ensure recovery is incorporated or considered in all Northern Territory security and emergency management exercises.
- Complete Evacuation Centre Plans covering the Northern Territory.
- Complete an Evacuation Centre Guide for potential emergency accommodation providers.
- Complete a post-cyclone Response and Recovery plan for the Greater Darwin region.
- Facilitate a desktop recovery exercise for the Counter Disaster Council using the completed Greater Darwin Region Post-Cyclone Relief and Recovery Plan.

Snapshot: Presidential Visits

PRESIDENT OBAMA

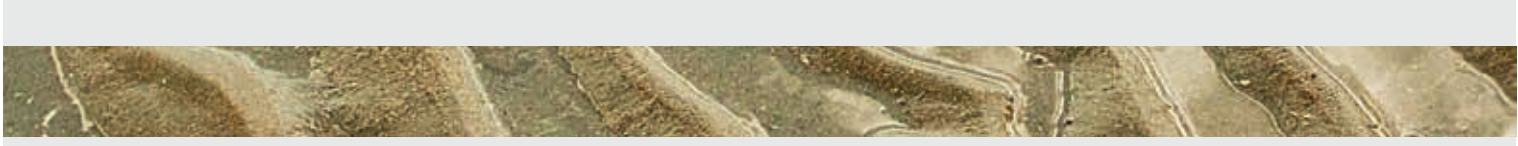
The President of the United States of America, Barack Obama, visited Darwin on Thursday 17 November 2011. This was the first time any president of the United States has made an official visit to the Northern Territory. To assist with facilitating this historic visit, the Protocol unit worked with officials

from the White House, the Prime Minister's department, military personnel and a range of Northern Territory Government departments.

The visit provided worldwide exposure for Darwin and the Northern Territory, and clearly demonstrated that Territorians can match it with the best to facilitate an event of this scale.



President Obama with Prime Minister Julia Gillard.



OUTPUT: MULTICULTURAL ADVANCEMENT

This output group coordinates, monitors and reports on government services and programs for the multicultural community. The Office of Multicultural Affairs develops

and delivers initiatives that promote community participation and encourage multicultural groups to contribute to government decision making.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|---|-------------------|-------------------|-------------------|-------------------|
| Value of grants paid | \$1.01M | \$1.07M | \$1.10M | \$1.14M |
| Grants issued | 110 | 102 | 100 | 126 |
| Forums, workshops and consultations conducted | 75 | 45 | 50 | 57 |

Office of Multicultural Affairs

The Office of Multicultural Affairs (OMA) engages with community groups and other government agencies to support multicultural activities. The

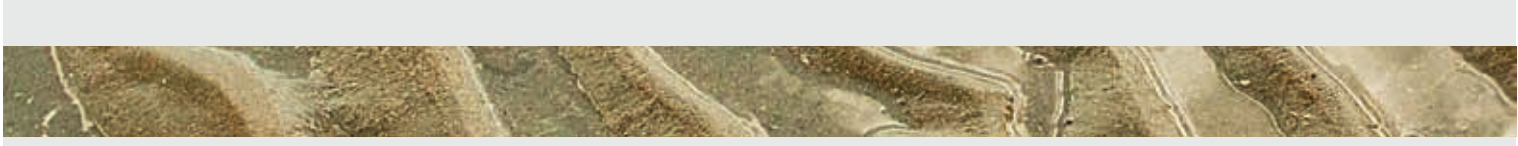
OMA coordinates the implementation of government's policy priorities for the multicultural community. It also acts as a facilitator in encouraging contributions from multicultural groups to government decision-making processes.

Key Achievements 2011–12

- Hosted formal engagement meetings with multicultural community executive committees, in addition to regular informal community engagement.
- Developed a whole-of-government submission to the Australian Government on the Humanitarian Settlement Program for 2012–13 onwards.
- Undertook 130 assessments of recognition of overseas qualifications in addition to enquiries by phone, email or in person.
- Established a cross-government working group on migrant and refugee employment.
- Established partnerships to improve sexual and reproductive health for migrants.
- Administered 126 grants and awards for the purpose of multicultural advancement in the Northern Territory.
- Reviewed the funding for service delivery to the Northern Territory's multicultural community.
- Facilitated information sessions and workshops for migrants on community safety, sexual and reproductive health and employment.
- Implemented an online multicultural events calendar.
- Organised the second Harmony Day Soiree at the Darwin Waterfront.
- Continued the distribution of the OMA e-newsletter to government and other stakeholders.
- Launched an incentive scheme for the voluntary shared usage of facilities by multicultural community groups.

Future Priorities 2012–13

- Release and implement the multicultural policy and associated grants program.
- Implement strategies to increase the number of Territorians from diverse backgrounds in leadership positions, such as the Charles See Kee Leadership Scholarship Award.
- Promote the Northern Territory as an inclusive society that embraces cultural diversity.
- Develop a strategic and coordinated approach to address employment issues faced by the migrant and refugee community.
- Continue support of the Harmony Day Soiree in conjunction with the Darwin Waterfront Corporation.
- Undertake research on migrant health to further enhance evidence-based policy development.
- Provide assistance and support for a multilingual broadcasting service.



Snapshot: Harmony Day Soiree

The second Darwin Waterfront Harmony Soiree was held on 24 March 2012. The event, which notably grew in size from the previous year, involved the participation of approximately 40 multicultural community groups who provided interactive cultural activities such as dumpling making (China), henna tattooing (India), dolos throwing (South Africa) and the ever-popular lantern making (Thailand, Japan).

There were seven food stalls for the crowds to savour, including delights from Italy, the Democratic Republic of Congo, Fiji and Sri Lanka. The afternoon showcased colourful, beautiful and entertaining performances on the main stage with dancing and singing from over 30 different countries, including Ireland and China.

The popular lantern competition showcased the creative skills of individuals and school teams, with lanterns of all shapes and sizes. The prize for the largest lantern was awarded to Millner Primary School for their fabulous giant turtle which was two metres in size. The 'most original' prize was awarded to Palmerston Senior College for their intricate soccer ball lantern. Seven other prizes were also awarded to individuals and community groups for their amazing lantern designs. The night concluded with hundreds of

beautiful lanterns floating out into the lagoon and dazzling fireworks lighting up the sky.

In addition to the Harmony Day Soiree, schools and community organisations also received funding to celebrate harmony in schools and through community events.



Thai floating lanterns

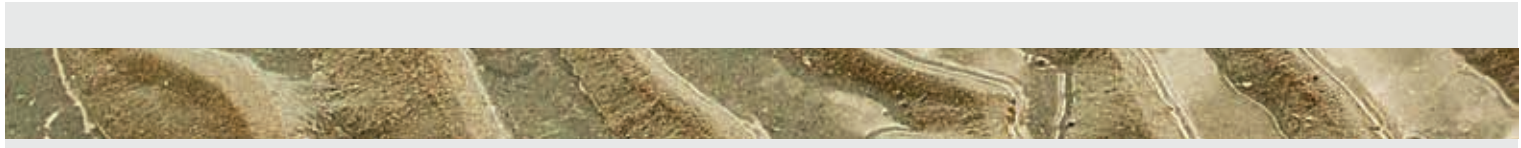
REGIONAL COORDINATION

The department's Southern Region Coordination unit's role is to work 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 departments on matters affecting Central Australia.

The unit coordinates public sector activities to ensure a whole-of-government approach to progressing major projects and initiatives, including the Alice Springs Transformation Plan (ASTP) and the Alice Springs Youth Action Plan.

Key Achievements 2011–12

- Represented government in key public forums, meetings and on committees of significance to Central Australia, including the Solar City Board, Desert Knowledge Australia, Indigenous Education and Employment Taskforce, ASTP Joint Steering Committee, Alice Springs Youth Coordination Committee and Tourism Central Australia.
- Coordinated whole-of-government responses to community issues affecting Alice Springs, including crime and antisocial behaviour, and conflict and disputes on remote communities.
- Coordinated whole-of-government efforts in achieving better outcomes for Alice Springs with the Youth Action Plan.
- Supported the coordination of the Territory 2030 Youth Conference in Alice Springs in February 2012, which provided youth with information about the Territory 2030 strategy and encouraged their engagement with it.
- Supported the Alice Springs Community Action Plan, which outlines the goals, aspirations and roles in creating a better community.



Future Priorities 2012–13

- Coordinate the implementation of government initiatives on community safety in Central Australia, including town camps and remote communities.
- Monitor outcomes associated with government initiatives in remote communities.
- Coordinate the Alice Springs Transformation Plan (ASTP) Implementation Plan under Stronger Futures.
- Ensure government collaboration on regional and economic development and jobs growth opportunities in Central Australia.
- Support the Alice Springs Community Action Plan Committee's work with the Alice Springs community to identify and address existing and emerging issues.
- Continue engagement with the Alice Springs Youth Coordination Committee to address youth issues in Alice Springs, including the formulation of a blueprint for the youth sector based on information gathered from young people.

OUTPUT: ALICE SPRINGS TRANSFORMATION PLAN

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

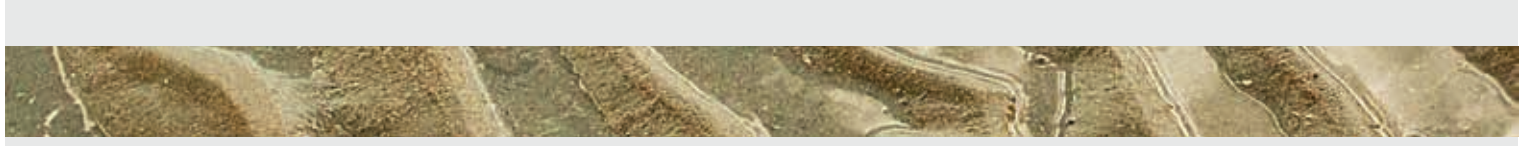
| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|--|-------------------|-------------------|-------------------|-------------------|
| Beds provided for Indigenous residents and visitors to Alice Springs | N/A | 150 | 150 | 150 |
| Value of projects funded | N/A | \$16.2M | \$34.7M | \$30.9M** |
| Client satisfaction * | N/A | >90% | >80% | >90% |
| Grant payments paid within agreed timeframes | N/A | >80% | >80% | >80% |

* Results based on latest available client survey

** In line with the timing of grant payments under the Alice Springs Transformation Plan (see Chapters 5 and 6).

The ASTP is a joint Australian and Northern Territory government initiative. It aims to improve life outcomes for Indigenous residents and visitors in Alice Springs and reduce homelessness through housing and infrastructure upgrades, expanded support services and new accommodation facilities.

The department's Southern Region Coordination unit has the lead role in managing a whole-of-government coordination effort through the ASTP.



Key Achievements 2011–12

- \$27 million committed to strengthen, expand and improve the capacity of 35 local support services that focus on alcohol rehabilitation, family support, family violence services, safety and security, early childhood, tenancy management support, life skills and intensive case management.
- Employment of a dedicated Community Development Officer to work with town camp residents to address antisocial behaviour and stabilise town camps as safer, more secure and better-connected neighbourhoods.
- Major infrastructure works commenced at town camps Trucking Yards, Larapinta Valley and Hidden Valley, including works external to the camp boundaries.
- Formation of a working group of key Northern Territory Government agencies to develop suitable long-term arrangements for delivering local government services to the town camps.
- Formation of a working group to progress options to enable home ownership in town camps.
- Closed Namatjira Town Camp, cleared structures and relocated permanent residents to public housing properties with full support.
- Expanded Tenancy Support Services provided to town camp residents.
- Construction completed on 86 new houses.
- Construction completed on rebuilds of 164 houses and 32 refurbishments.
- Rebuilds completed for five existing town camps houses (outside SIHIP scope).
- New power reticulation completed at four town camps, including new main connections, power poles, power lines, additional street lights and connections to homes (Trucking Yards, Larapinta Valley, Hidden Valley and Anthepe).
- Minor infrastructure works completed or underway on six town camps.
- Demolition of two community ablutions facilities (Anthepe and Hoppys).
- Ninety-two local Indigenous people employed on the housing construction program, which equates to 45% of the alliance workforce.
- Improved municipal services to town camps, including a weekly wheelie bin garbage collection service, wheelie bins extended to community parks and funding for a dog control program by Alice Springs Town Council.
- Rolled out postal services to five town camps.
- Consulted 14 town camps on street names, with eight receiving official sign-off and gazetting at 30 June 2012. Street signs for approved street names installed on town camp roads.

Future Priorities 2012–13

DEAL WITH SOCIAL ISSUES

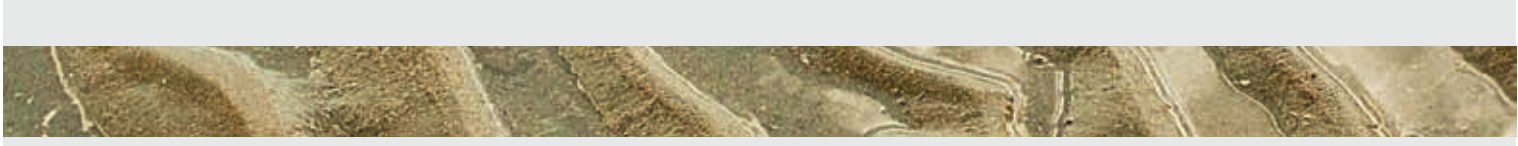
- Continue existing ASTP programs in the areas of alcohol rehabilitation, family support, family violence services, early childhood, tenancy management support, life skills and intensive case management. This priority focuses on:
 - alcohol rehabilitation program for young people
 - a continued focus on visitor management
 - engagement with town camp residents and services to develop and implement community safety plans for town camps.
- Host a conference to report on achievements and examine opportunities, challenges and strategic reform priorities in continuing to improve life opportunities for Indigenous people in town camps and the wider Alice Springs community.

TRANSFORM TOWN CAMPS

- Complete programmed civil works.
- Work with stakeholders on the long-term provision of municipal and essential services on 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.
- Name streets on remaining four town camps.
- Deliver postal services to remaining 13 town camps.
- Continue construction and upgrade of fencing to town camp dwellings.

REDUCE HOMELESSNESS

- Improve linkages between all new visitor accommodation facilities to enhance their effectiveness in alleviating homelessness in Alice Springs.



Snapshot: Alice Springs Transformation Plan

The Alice Springs Transformation Plan, a joint partnership between the Australian and Northern Territory governments, has achieved some significant improvements throughout the 18 Alice Springs town camps. Since it commenced in December 2009, the \$150 million investment to make fundamental and lasting improvements to the lives and opportunities of town camp residents has seen major enhancements to housing and infrastructure, strengthened social support programs and built additional accommodation to help reduce overcrowding in town camp houses.

In late 2011, 196 rebuilds and refurbishments were completed and 85 new houses built across the town camps.

In addition to the housing, major and minor infrastructure work commenced at Trucking Yards, Hidden Valley and Larapinta Valley. The works include new roads, power, water, sewerage, drainage and street lighting throughout the town camps.



Improving Alice Springs town camps

Along with the completion of housing works and ongoing civil works, streets are being officially named, houses numbered and letter boxes installed across the town camps to enable residents to enjoy regular mail services similar to the rest of the town.

The Alice Springs town camps also receive other regular services such as a weekly wheelie bin collection and improved animal management services as part of the Alice Springs Town Council Dog Control Program.

NORTHERN TERRITORY DEVELOPMENT

The Major Projects, Asian Relations and Trade outputs develop and facilitate major economic and resource development projects, attract foreign investment into the Northern Territory and promote international trade and business opportunities. The government's key objective is to deepen and diversify the Northern Territory's economic base, maximise local industry participation and increase employment opportunities for Territorians.

Major Projects facilitates major economic development in the strategic interest of the Northern Territory, including:

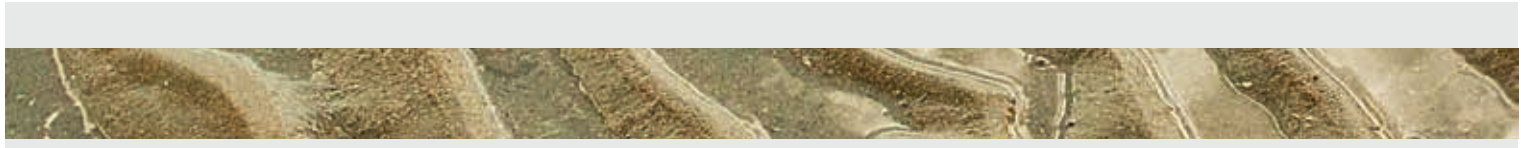
- resource development and other major strategic infrastructure projects
- onshore gas industry developments
- strategic mineral development proposals.

Asian Relations and Trade perform the following core functions:

- promoting international trade
- increasing foreign investment opportunities in the Northern Territory
- strengthening relationships with countries of strategic interest in the Asian region and beyond.

Key priorities for the division include:

- coordinating Northern Territory Government support for major projects of significance to the Northern Territory, including the Ichthys project and development of Timor Sea and Browse Basin gas resources
- pursuing opportunities to develop new strategic economic projects in the Northern Territory and assisting proponents to reach investment decisions, including Darwin's Marine Supply Base
- positioning Darwin as Australia's 'gateway to Asia' for international trade
- strengthening the Northern Territory's long-term relationships with countries in the region
- developing international trade markets such as Japan, China and Indonesia, and building increased capacity in niche sectors, such as mining supply and servicers
- attracting, expanding and marketing foreign investment opportunities in the Northern Territory.



OUTPUT: MAJOR PROJECTS

The Major Projects output facilitates major economic, resource development and other projects of strategic interest to the Northern Territory. These projects include onshore gas industry developments, major mineral developments, Marine Supply Base facilities and coordinating the implementation of the Territory 2030 Strategic Plan across sectors.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|--|-------------------|-------------------|-------------------|-------------------|
| Client satisfaction * | >85% | >85% | >80% | >85% |
| Territory 2030 Strategic Plan stakeholder consultation activities completed within agreed timeframes | N/A | >95% | >80% | >95% |

* Results based on latest available client survey

OUTPUT: ASIAN RELATIONS AND TRADE

The Asian Relations and Trade output promotes international trade and investment opportunities in the Northern Territory and fosters relationships with countries of strategic interest in the wider Asian region.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|---|-------------------|-------------------|-------------------|-------------------|
| Client satisfaction * | 85% | >75% | >80% | >75% |
| Trade and investment opportunities pursued within agreed timeframes | N/A | >85% | >80% | >85% |
| Developments in regional relationships responded to within appropriate timeframes | N/A | >85% | >80% | >85% |

* Results based on latest available client survey

Major Projects, Asian Relations and Trade

Key Achievements 2011–12

MAJOR PROJECTS

- Facilitated the INPEX Ichthys project (Stage 1) to its final investment decision, for the US\$34 billion offshore facilities in the Browse Basin and the onshore gas processing facility at Blaydin Point in Darwin Harbour including:

- coordinated a whole-of-government response to the Environmental Impact Statement for the project
- coordinated site selection of the construction workers' village
- coordinated high-level government interactions with INPEX for the project.

The project delivery has now been transferred to the department's Strategic Projects Implementation Office.

- Coordinated a whole-of-government response on the Australian Government's White Paper on Energy Policy.

TRADE

- Coordinated whole-of-government activities for the SEAAOC 2011 Oil and Gas Conference in Darwin to promote the Northern Territory's current and potential capacity as an investment location and petroleum supply and service centre.
- Continued to implement the Northern Territory Government's Growing International Trade-Priority

Action Plan 2009–2013, which is focused on growing the Northern Territory's trade performance.

- Continued to oversee the management of the Darwin-based Indonesian Customs Pre-Inspection Facility.
- Continued to sponsor and coordinate the Chief Minister's Export and Industry Awards, which recognise the excellence and success of Northern Territory businesses.
- Coordination of the Chief Minister's visit to Timor-Leste for the Presidential inauguration, 10th anniversary celebrations and to gift scholarships in oil and gas training at CDU.
- Support of the Darwin to Dili, Sail Indonesia and Darwin to Ambon yacht races.

ASIAN RELATIONS

- Supported high-profile international visits by the President of the United States of America, the Prime Minister of Timor-Leste and Japan's Senior Vice Minister.
- Strengthened relations with Timor-Leste through inbound visits from Timor-Leste officials, including Prime Minister Guzman's visit to receive an Honorary Doctorate from CDU, and capacity building in Timor-Leste through public sector scholarships and crocodile management training.



Future Priorities 2012–13

MAJOR PROJECTS

- Continue to progress the Ichthys, Conoco Phillips, Prelude, Montara, GDF Suez, Kitan and Sunrise LNG projects.
- Progress the Western Desert Resources and Sherwin iron ore projects.
- Coordinate investigations into potential new bulk export ports in the Roper and Gulf regions.
- Pursue opportunities for value-added gas projects in the petrochemical, gas-to-liquids and alumina sectors.
- Coordinate bulk export proposals by BHP for Olympic Dam.
- Continue to work with key oil and gas industry proponents on the establishment of a Myer store as part of the re-development of Casuarina Square.

TRADE

- Continue to connect local business with prime contractors at overseas and national levels who have been awarded contracts with Ichthys and other major projects.
- Continue to implement the Growing International Trade Priority Action Plan 2009–2013 to increase the Northern Territory's trade performance.
- Establish and implement a dedicated Supply and Service Industry strategy for the oil and gas industry.
- Facilitate growth of the Northern Territory's petroleum and mining supply and service sector through various industry expositions, including SEAAOC Darwin, Australasian Oil and Gas (Perth), Mining Indonesia (Jakarta) and OSEA Singapore.

ASIAN RELATIONS

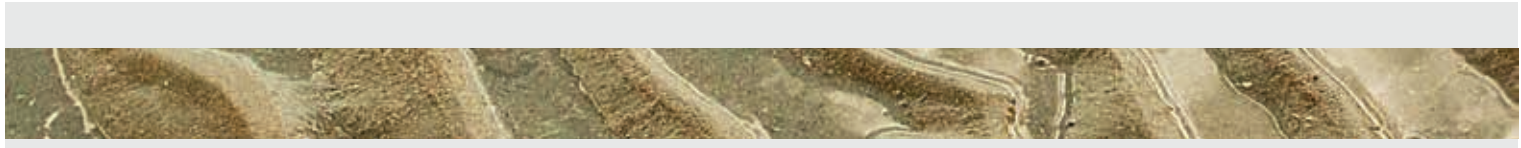
- Continue to consolidate relationships with our Asian neighbours through overseas visits, cultural and sporting exchanges.
- Supporting the Timor Sea Cup fourth round in Kupang, West Timor and 2013 Arafura Games.

Snapshot: Ichthys Liquefied Natural Gas Project

INPEX and TOTAL announced their Final Investment Decision to proceed with the US\$34 billion Ichthys LNG project on 13 January 2012. Construction commenced on 18 May 2012. The on-shore processing facility is being built at Blaydin Point on the Middle Arm Peninsula in Darwin Harbour at a cost of US\$14 billion. It will employ up to 3000 people at peak construction and around 300 during operations. The plant will be commissioned in stages, over four to five years, with first exports expected in 2016.

The project will have a significant and long-lasting impact on growth, development and employment in the Northern Territory for the next 40 years through its construction, commissioning and ongoing maintenance requirements. The Department of the Chief Minister is the lead agency in coordinating negotiations and government interface with the project.





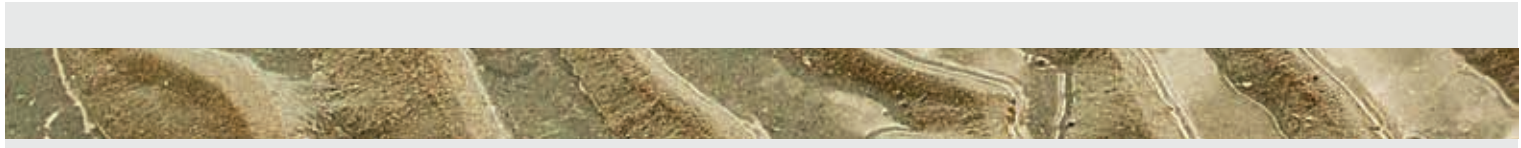
Strategic Projects Implementation Office

Key Achievements 2011–12

- Facilitated the INPEX Ichthys project to final investment decision and commencement of construction for the Darwin onshore gas processing facility at Blaydin Point, including:
 - coordinating environmental and regulatory approvals for the INPEX Ichthys project
 - negotiations concerning the determination of suitable land parcels for the onshore facility
 - coordinating road and transport planning matters related to the project
 - coordinating legal, financial and contractual matters related to the project
 - coordinating government interaction with INPEX
 - negotiating and establishing road funding and headworks agreements with INPEX.
- Progressed the Marine Supply Base project to final approval and contractual close, with construction started in April 2012. Scope included:
 - coordinating environmental and regulatory approvals
 - coordinating related headworks projects
 - coordinating project interaction with other government agencies
 - coordinating legal, financial and contractual matters related to the project
 - acting as the Northern Territory's representative in managing the construction phase of the project through Macmahon contractors.
- Coordinated briefings and project reporting arrangements for the Northern Territory Government, Commonwealth agencies and other parties in relation to the Ichthys and Marine Supply Base (MSB) projects.
- Undertook preliminary planning for further East Arm Expansion projects comprising the planned East Arm Wharf Expansion.

Future Priorities 2012–13

- Continue coordination and facilitation of Ichthys LNG project, including:
 - finalisation and implementation of:
 - › transport management plans (land and marine)
 - › Insurance Management Plan
 - › Dredging and Spoil Disposal Management Plan.
 - oversight of construction activities at Howard Springs workers' village
 - oversight of construction activities at Blaydin Point
 - finalisation and implementation of headworks assistance arrangements
 - implementation of roads assistance and related road upgrade activities
 - coordination and oversight of regulatory approval requirements
 - provide input into the finalisation and implementation of the Social Impact Management Plan.
- Continue to manage the construction phase of the Marine Supply Base project, including coordination and facilitation of:
 - environmental and regulatory approvals
 - legal, financial and contractual matters
 - environmental and project construction oversight.
- Prepare for the commencement of the Marine Supply Base operations phase.
- Finalise pricing and access arrangements and establish the initial pricing regime for the Marine Supply Base.
- Continue planning and facilitation for further East Arm Wharf expansion projects.



Territory 2030 Implementation Unit

The key priority for the Territory 2030 Implementation Unit is to coordinate implementation of the Territory 2030 Strategic Plan across the NTPS and the broader Northern Territory community. The plan provides the framework for

guiding the Northern Territory's direction over the next two decades. The unit supports the activities of the Territory 2030 Cabinet Sub-Committee and Parliamentary Secretary, and engages other stakeholders, internal and external to government, to progress the plan's key priorities and targets.

Key Achievements 2011–12

- Coordinated the ongoing implementation of Territory 2030 across the NTPS.
- Delivered Territory 2030 briefings to a range of stakeholder groups.
- Provided secretariat services to the Territory 2030 Sub-Committee of Cabinet.
- Supported the regional activities of the Parliamentary Secretary for Territory 2030.
- Continued reporting on Territory 2030 through snapshots published on the Territory 2030 website.
- Launched a youth-focussed project aimed at engaging middle and senior school students with Territory 2030.
- Coordinated the Territory 2030 Youth Conference in Alice Springs in February 2012, which provided youth with information about the Territory 2030 strategy and encouraged their engagement with it.
- Published the first Territory 2030 Scorecard.
- Supported government agencies to align corporate and strategic planning and reporting with Territory 2030.
- Delivered a range of presentations and papers to various stakeholder groups, conferences and workshops.
- Staff led or contributed to a range of departmental leadership activities.

Future Priorities 2012–13

- Work with government and agencies to consolidate reporting and monitoring mechanisms to enhance overall agency priority setting for frontline service delivery.

GOVERNMENT BUSINESS SUPPORT

The Government Business Support output group provides administrative and protocol support to the Administrator of the Northern Territory, the Chief Minister, ministers and the Leader of the

Opposition. The support group provides secretariat services to Executive Council and Cabinet, drafts legislation and is responsible for the maintenance and upkeep of Government House.

OUTPUT: SUPPORT TO MINISTERS AND LEADER OF THE OPPOSITION

This output provides operational advice, administrative support, hospitality services and advice on protocol matters to the Chief Minister, ministers and

Leader of the Opposition, as well as secretariat services to the department, Cabinet and the Executive Council.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|---|-------------------|-------------------|-------------------|-------------------|
| Client satisfaction * | >90% | >90% | >80% | >90% |
| Official functions supported | 180 | 157 | 140 | 156 |
| Cabinet, Cabinet sub-committee and Executive Council meetings supported | N/A | 116 | 120 | 93 |
| Advice provided within agreed timeframes | 100% | 100% | >80% | >80% |

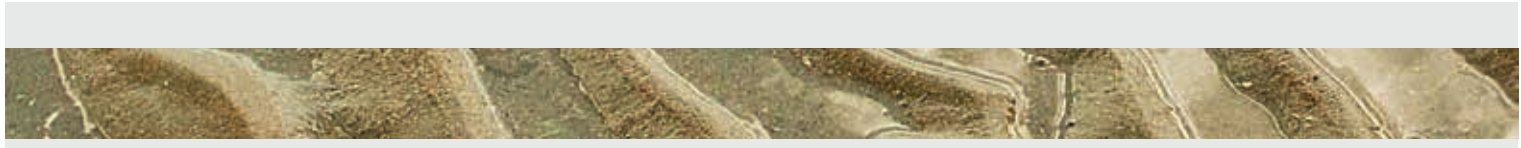
* Results based on latest available client survey

Cabinet Office

The Cabinet Office provides secretariat services to the Northern Territory Cabinet, the Executive Council, the Department of the Chief Minister and the Remuneration Tribunal. The office also advises ministers and agencies on machinery-of-government matters, and has a coordination role in managing a number of whole-of-government databases and monitoring government's election and other public commitments.

The office provides content for the newspaper public notices and website 'In your Parliament', an informative feature on legislation and ministerial statements debated in the Northern Territory Legislative Assembly.

The Cabinet Office administers the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*, and provides assistance to agencies in administering entitlements for members of government boards and committees.



Key Achievements 2011–12

- Implemented a pilot program for paperless Cabinet meetings – endorsed as an ongoing activity in February 2012.
- Prepared three new Administrative Arrangements Orders for the Northern Territory Government.
- Made arrangements for changed portfolio appointments within the Ministry in October 2011.
- Assisted the Remuneration Tribunal with inquiries into the entitlements of members of the Legislative Assembly and magistrates.
- Reviewed and updated the Northern Territory Government's guidelines on Caretaker Conventions in preparation for the August 2012 general election.
- Arranged the biennial update to Northern Territory Government board remuneration, effective 1 March 2012.
- Reviewed and re-issued the Cabinet Handbook and the DCM Ministerial Correspondence Handbook.
- Prepared materials for the 30-year opening of the 1981 Cabinet and Executive Council records under the *Information Act* on 1 January 2012.
- Continued to support Machinery of Government training courses for Northern Territory public servants, in partnership with Charles Darwin University.
- Enhanced the functionality of the government's commitments database.

Future Priorities 2012–13

- Make administrative arrangements in relation to the calling of the Northern Territory general election in August 2012.
- Arrange swearing-in of new Ministry and new Administrative Arrangements Order following Northern Territory general election in August 2012.
- Prepare materials for the 30-year opening of the 1982 Cabinet records under the *Information Act*.
- Finalise testing and transition of the Cabinet, Executive Council, Boards and Committees and other related databases to new data management platform.
- Review and update the Government Boards and Committees Handbook.

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.

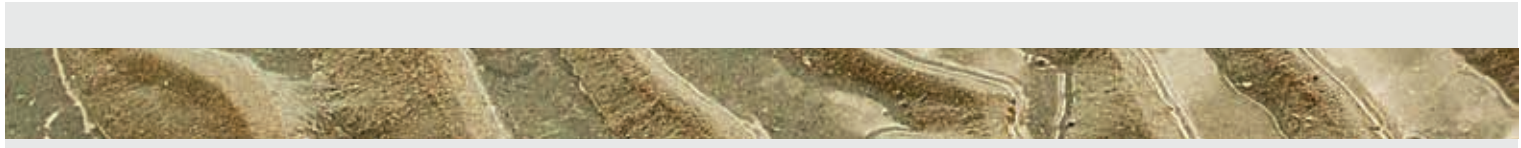
As the principal source of advice for all matters relating to protocol, the unit has a whole-of-government responsibility to provide informed advice on the day-to-day management of the ministers'

hospitality agenda, and oversee government ceremonies, major special events and promotional activities.

The unit also manages state funerals and the government's VIP vehicle fleet, and advises the community on general protocol matters, congratulatory messages, state emblems, flags and national symbols. It maintains and develops relationships with consular and diplomatic corps and develops and implements programs for diplomats, heads of state and business leaders to visit the Northern Territory.

Key Achievements 2011–12

- Facilitated 156 functions and events hosted by the Northern Territory Government.
- Supported visits by 32 dignitaries and VIPs.
- Assisted with delivery of a range of events acknowledging the 70th Anniversary of the Bombing of Darwin.
- Assisted with the coordination of the President of the United States of America's visit to Darwin.
- Provided hospitality and support for significant events, including the V8 Supercars, Australian Superbikes, the Arafura Games and Darwin Cup.
- Provided VIP transport services to the Chief Minister, ministers, Leader of the Opposition, Chief Justice and a number of visiting dignitaries.
- Facilitated Territory Day fireworks displays in all major population centres.
- Coordinated a Territory Day flag raising ceremony and a citizenship ceremony for 91 conferees.
- Facilitated one state funeral.
- Facilitated the swearing-in ceremony of the new Administrator of the Northern Territory.



Future Priorities 2012–13

- 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.
- Introduce an efficient and effective event management system.

OUTPUT: LEGISLATION PRODUCTION

This output provides legislative drafting services (including drafting Bills,

subordinate legislation and statutory instruments, and providing related advice) to the government and to members of the Legislative Assembly and makes legislation available to the public.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
| Client satisfaction * | >90% | >90% | >80% | >80% |
| Pages of legislation drafted | 3300 | 4794 | 3000 | 4768 |
| Legislative deadlines met | 100% | 100% | >80% | 100% |

* Results based on latest available client survey

Office of the Parliamentary Counsel

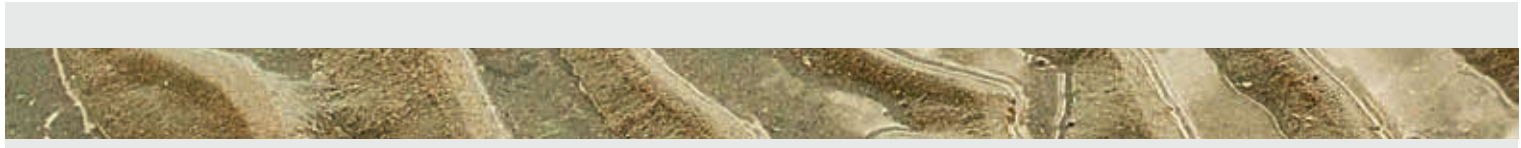
The Office of the Parliamentary Counsel (OPC) provides legislative drafting services to the government, including:

- 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.

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

OPC also makes Northern Territory legislation available to the public by:

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



Key Achievements 2011–12

- Drafted 4768 pages of legislation within imposed timeframes. This included:
 - 40 government Bills introduced (1857 pages), including nine Bills for national legislative schemes
 - four proposed Bills distributed for public discussion or consultation (187 pages)
 - 13 government committee stage amendments moved (24 pages)
 - three non-government Bills introduced (50 pages)
 - four non-government committee stage amendments (14 pages)
 - 78 items of subordinate legislation settled (2003 pages)
 - 451 statutory instruments settled (633 pages).
- Made legislation available to the public within OPC time guidelines. This included:
 - 303 reprints of Acts and subordinate legislation prepared following amendment
 - 329 items published on the Current Legislation Database
 - 77 reprints provided to the Government Printing Office (5486 pages).
- Participated in activities of the Australasian Parliamentary Counsel's Committee, including attending meetings, a drafting conference and an information technology forum.
- Changed OPC procedures for statutory instruments so they are prepared and settled electronically.

Future Priorities 2012–13

- Meet increasing demands for legislative drafting services, including from members of the Legislative Assembly.
- Actively participate in the Australasian Parliamentary Counsel's Committee to ensure the Northern Territory's interests are properly represented in relation to national legislative schemes.
- 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
 - continuing to improve the capacity of drafters and other staff.

OUTPUT: SUPPORT TO ADMINISTRATOR AND GOVERNMENT HOUSE

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

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Estimate | 2011–12 Actual |
|--|-------------------|-------------------|---------------------|-------------------|
| Client satisfaction * | 100% | 100% | >80% | 100% |
| Number of internal and external hospitality, and ceremonial and statutory events supported | N/A | 531 | 490 | 584 |
| Government House maintenance programs implemented within agreed timeframe | N/A | >80% | >80% | >80% |

* Results based on latest available client survey

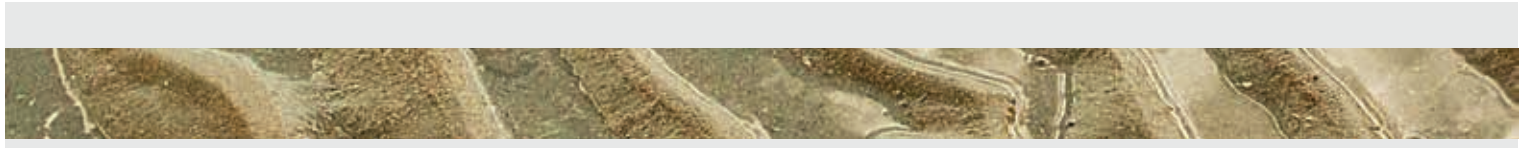
Government House

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 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 statutory, representational and ceremonial functions at Government House, where the Administrator also resides, and hosts several open days each year.

Government House conducts ceremonies to present honours and awards to Northern Territory citizens who have been recognised for merit, bravery, services or personal achievement. Administrator's medals are also 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 Conservation Act and related conservation and heritage requirements.



Key Achievements 2011–12

- The Administrator hosted 76 events at Government House, officially attended 294 external events, received 128 courtesy calls, delivered 86 official speeches and conducted swearing-in ceremonies for statutory positions.
- Managed the internal and external activities of Government House as the 19th Administrator completed his term and the 20th Administrator of the Northern Territory was sworn in and assumed office.
- Conducted four investiture ceremonies throughout the Northern Territory for a total of 28 Northern Territory recipients of Australian Honours and Awards and Bravery Decorations.
- Held three Government House open days, which were attended by more than 4400 people.
- The Administrator visited several remote communities, regional centres, government and non-government organisations, schools, businesses, public offices and cattle stations throughout the Northern Territory.
- Under s.7 of the *Northern Territory (Self Government) Act 1978*, the Administrator presided over ten Executive Council meetings and four Special Executive Council meetings and assented to 43 proposed laws.

Future Priorities 2012–13

- Continue the development and execution of an appropriate program for the Administrator to engage the Northern Territory community, considering the position's statutory, ceremonial and representational duties.
- Maintain and foster greater relationships with the Administrator's 61 patronages and three honorary roles.
- Develop an engaging and intuitive new website for Government House with an emphasis on education and awareness on the role of the Administrator.
- Manage the Government House Programmable Works schedule against allocated minor new works, capital works and repairs and maintenance funds.

COMMUNITY SUPPORT

This output group provides grants, donations and sponsorships to support community association activities, and promotes increased participation in community events including the Australia Day Council and Northern Territory show societies. Support is also provided for a number of high-profile events through the Northern Territory Major Events Company, including the V8 Supercars, Australian Superbikes, BASSINTHEGRASS, The Concert, the Finke Desert Race and the Masters Games.

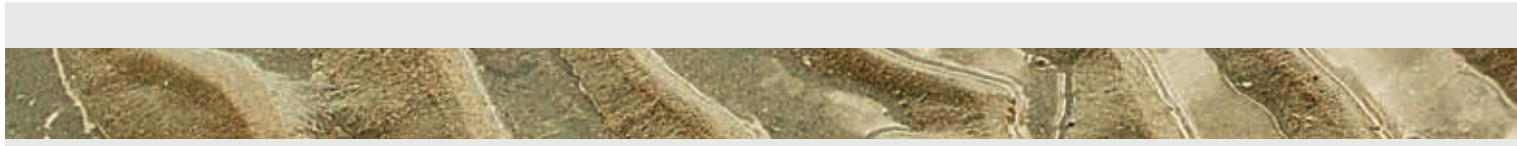
OUTPUT: COMMUNITY SUPPORT

Community Support

This output supports a number of high-profile community events and activities by providing donations and sponsorships to encourage community groups in the development of activities that benefit the community.

| Key Deliverables | 2009–10 Actual | 2010–11 Actual | 2011–12 Budget | 2011–12 Actual |
|--|-------------------|-------------------|-------------------|-------------------|
| Number of grants issued | 87 | 108* | 90 | 120* |
| Value of grants paid to | | | | |
| • Darwin Waterfront Corporation | \$17.5M | \$16.8M | \$16.9M | \$16.9M |
| • Northern Territory Major Events Company | \$4.9M | \$5.5M | \$5.4M | \$5.5M |
| • other organisations | \$1.3M | \$1.9M | \$0.9M | \$1.9M |
| Grant payments provided within agreed timeframes | >85% | >85% | >80% | >85% |

* Higher number of grants paid in part due to one-off Northern Territory Centenary Grant program.



Northern Territory Major Events Company

The Northern Territory Major Events Company Pty Ltd provides support for the Northern Territory's largest events.

The company was established to attract, select, organise and market special major events, particularly those that bring substantial economic and social benefits to the Northern Territory.

Key Achievements 2011–12

- Organised the following events:
 - 2011 THE CONCERT music event, Alice Springs
 - 2012 Northern Territory Sports Awards
 - 2012 Australian Superbike Championship, Darwin
 - 2012 BASSINTHEGRASS music festival, Darwin
 - 2012 Finke Desert Race, Alice Springs
 - 2012 V8 Supercars Championship, Darwin.
- Provided support to the following events:
 - 2011 Barkly Muster and Camp Draft, Tennant Creek
 - 2011 Global Green Challenge
 - 2012 Hottest 7s in the World Rugby Tournament, Darwin
 - 2012 Mountain Bike Enduro, Alice Springs.

Future Priorities 2012–13

- Organise the following events:
 - 2012 Masters Games, Alice Springs
 - 2013 Northern Territory Sports Awards
 - 2013 Australian Superbike Championship Round, Darwin
 - 2013 BASSINTHEGRASS music festival, Darwin
 - 2013 Finke Desert Race, Alice Springs
 - 2013 V8 Supercars Championship, Darwin.
- Provide support to the following events:
 - 2012 Barkly Muster and Camp Draft, Tennant Creek
 - 2013 Hottest 7s in the World Rugby Tournament, Darwin
 - 2013 Mountain Bike Enduro, Alice Springs.

INPUT: SERVICES

The services inputs strengthen the capacity of the department to deliver strategic objectives. The department's services inputs include Strategic Communications, Human Resources and Information, Finance and Procurement and Corporate Governance units. Together, these services support the operational business units and associated entities, including the Office of the Chief Minister, the Northern Territory Major Events Company, the Darwin Waterfront Corporation and the Office of the Commissioner for Public Employment. The department's services inputs also assist with whole-of-government coordination and capabilities.

Strategic Communications

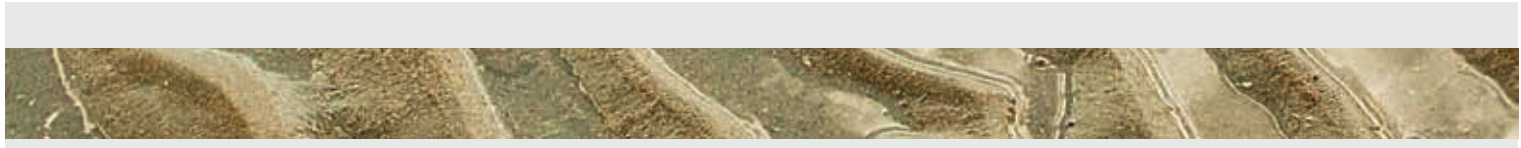
Strategic Communications provides corporate communication services to the Department of the Chief Minister and the Office of the Commissioner for Public Employment. In addition, the unit is involved in the development of strategic communication policy and has a coordination role within the strategic whole-of-government framework.

The division is 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: the provision of public information and whole-of-government strategic coordination
- recovery communications.

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

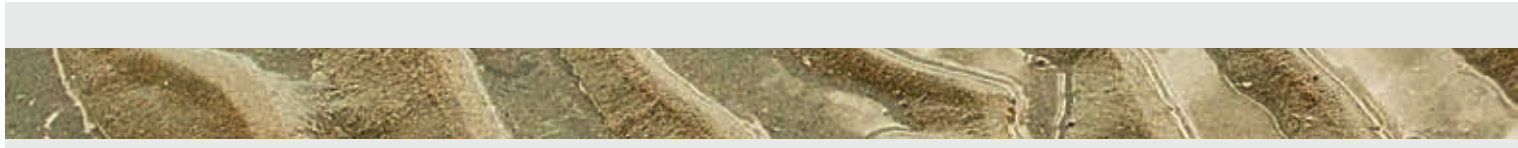


Key Achievements 2011–12

- Redeveloped the secureNT website as the central point of authorised information on preparing for and getting through emergency situations, such as natural disasters.
- Introduced social media elements to secureNT prior to the 2011 wet season.
- Coordinated media and communications across government during major events, including Tropical Cyclone Grant and associated flooding, and recovery of the Palumpa community following flooding.
- Launched and published the biennial Territory 2030 Scorecard.
- Coordinated government communications and media for major projects, including Ichthys LNG and the Marine Supply Base.
- Initiated and managed national and international marketing activities to support economic attraction and investment in the Northern Territory, such as:
 - the Australian Petroleum Production Exploration Association (APPEA) Conference
 - the South East Asia Australia Offshore Conference (SEAAOC)
 - the Australasian Oil and Gas (AOG) Exhibition and Conference
 - Offshore South East Asia
 - the Balikpapan Expo.
- Promoted Darwin as a growing oil and gas hub, including promoting the opportunities for Territorians locally and promoting the Northern Territory nationally and internationally.
- Established and introduced new protocols and procedures for managing whole-of-government information during response to and recovery from emergency situations and crisis events.
- Developed and implemented communication campaigns to promote community resilience and preparation for natural disasters, including promotion of secureNT.
- Delivered whole-of-government marketing campaigns and activities to support key initiatives, such as Supporting Territorians and Buy Territory.
- Introduced the Northern Territory Government's social media policy.
- Supported the visit of the President of the United States of America Barack Obama to Darwin in 2011.
- Coordinated communications and community engagement activities associated with the Alice Springs Community Action Plan.
- Delivered communications to highlight the achievements of the Alice Springs Transformation Plan and other coordinated efforts to make fundamental and lasting improvements to the lives of Alice Springs residents and opportunities for the town.

Future Priorities 2012–13

- Consolidate Northern Territory Government branding (local, national and international).
- Continue to facilitate whole-of-government communications support and advice, including the Public Information Act Committee.
- Continue to coordinate government communications and media relating to major projects, including the Ichthys project and the Marine Supply Base.
- Manage national and international marketing activities to support economic attraction and investment in the Northern Territory, such as at the Australian Petroleum Production Exploration Association (APPEA) Conference, South East Asia Australia Offshore Conference (SEAAOC), Australasian Oil and Gas (AOG) Exhibition and Conference, Offshore South East Asia and the Balikpapan Expo.
- Continue to roll out the Northern Territory Government's social media policy across all government communications units and departments.
- Develop a secureNT iPhone and Android mobile device application to help Territorians stay informed about emergency situations, such as natural disasters.
- Continue to provide whole-of-government coordination of media and communications during crisis events and emergency situations, such as natural disasters.
- Continue to provide communications support to the Office of the Commissioner for Public Employment and the Department of the Chief Minister.
- Continue to promote the Northern Territory locally, nationally and internationally.
- Continue to deliver strategic media and issues management.



Snapshot: secureNT

The new secureNT website, mobile site, and Facebook and Twitter pages were launched in October 2011 to help Territorians stay informed during emergency events, such as natural disasters. Territorians learnt about secureNT through an extensive marketing campaign, which included advertisements on radio, online and in local newspapers and magazines.

The website received 150 000 page views over the first six months, and proved to be an important source of public information when a cyclone threatened the Northern Territory coast during the 2011–12 Christmas holiday period.

SecureNT has significantly increased the Northern Territory Government's capacity to communicate directly with the public during an emergency, and taps into the power of modern technology. This capacity will be further enhanced when an iPhone and Android application for mobile devices is launched in 2012–13.

To further promote secureNT and community resilience to disasters, the 2012 Emergency Preparation and Response Calendar was published in late 2011.

The calendar features the artwork of 12 Northern Territory primary school students, who were selected from almost 700 entries received as part of a drawing competition held to prepare the calendar.

Corporate Governance

The Corporate Governance unit, which was established in March 2012 following a review of Corporate Services, provides support across the department, ministerial offices and the Office of the Commissioner for Public Employment through the development and maintenance of strong corporate governance frameworks, including:

- operation and support of effective governance committees
- strategic and business planning and reporting frameworks

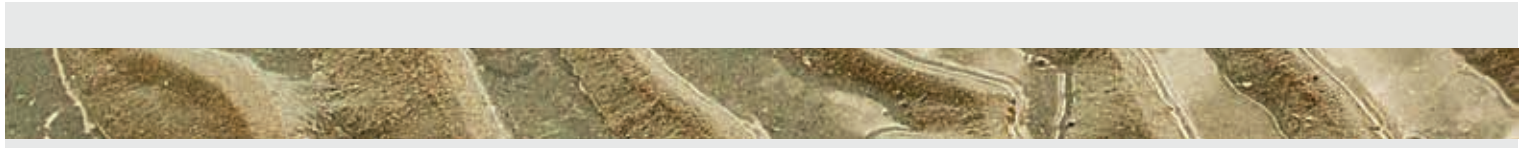
- regular monitoring of strategic and operational risks, risk management strategies and audit plans
- policies and practices to encourage accountability, transparency and integrity
- the management and processing of requests for information under the *Information Act*.

Key Achievements 2011–12

- Reviewed the governance committee framework, including role and membership, consistency of documentation and management of committee records.
- Redesigned the structure of the Estimates Committee SharePoint site.
- Commenced the establishment of a DCM Committees' SharePoint site to show approved recommendations and actions.
- Created an Annual Report SharePoint site to improve with the coordination and approval of content for the annual report.
- Redeveloped the Risk Register to assist with the identification, monitoring and reporting of strategic and operational risk treatments.
- Managed and processed seven requests for information under the *Information Act*.

Future Priorities 2012–13

- Assist and support new ministers and staff with operational procedures and corporate policy following the Northern Territory general election in August 2012.
- Review and update the department's Strategic Plan.
- Redevelop strategic and operational risk management strategies and audit plans.
- Further develop the Corporate Governance SharePoint site as a hub for corporate information sharing, planning and reporting.
- Review and update registers for contingent liabilities, guarantees and indemnities, and gifts and benefits.
- Review and update the department's Freedom of Information Procedure Manual in accordance with amendments to the *Information Act* and internal policies.



Human Resources

Key Achievements 2011–12

- Implemented a Health and Wellbeing Strategy.
- Developed and implemented two whole-of-government policy development programs.
- Developed and implemented a Strategic Thinking program.
- Continued to drive and promote the initiatives under the Department of the Chief Minister Leadership Roadmap.
- Reviewed human resource delegations and updated all policies and procedures affected by the revised *Public Sector Employment and Management Act* and subordinate legislation.
- Conducted in-house training sessions on the Code of Conduct and the department's Recruitment and Selection Policy.
- Implemented Working Smarter groups to improve the department's business processes.
- Developed a specifically tailored Positive Workplace program.

Future Priorities 2012–13

- Continue to drive initiatives under the Leadership Roadmap in consultation with employees.
- Implement a robust reporting database for all Leadership Roadmap programs and initiatives.
- Continue to work in collaboration with Charles Darwin University to develop and implement an Executive Policy Development program across government to build workforce capability.
- Develop a comprehensive coaching skills program for leaders and managers.
- Promote and develop entry level programs aimed at students.
- Continued emphasis on professional development and training to build capability and leadership.

Records

Key Achievements 2011–12

- Finalised the intergration of Electronic Documents Records Management in all business units.
- Established a quality assurance audit process for the department.
- Conducted a major disposal project at the McMinn Street Store which housed historical financial and other non-TRIM records ensuring legislative compliance with scheduling, appraisal, removal and destruction of records.
- Reviewed and implemented information guides for employees.

Future Priorities 2012–13

- Review record management functions and procedures to enhance services.
- Develop and conduct training programs.
- Continue work towards electronic document and records management.
- Promote and establish electronic collaboration capability.
- Develop information for the department's intranet site.

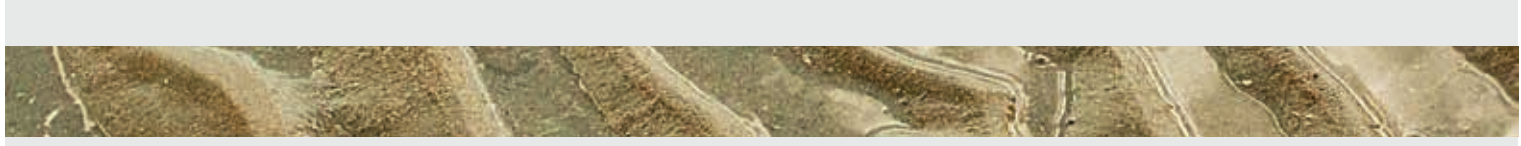
Information and Communications Technology (ICT)

Key Achievements 2011–12

- Commissioned an ICT audit to identify and assess key strategic risks associated with ICT business systems, practices and security access within the agency.
- Reviewed data plans for all Smart Phones, modems, Tablet PCs and iPads with a view to reducing costs.
- Reviewed membership for the Information Management Committee.
- Coordinated the creation of an eCabinet environment using Dell tablets.
- Implemented a procedure for the management of the department's information resources and technology.

Future Priorities 2012–13

- Continue to review all ICT policies and procedures.
- Continue to build capability in the unit to support the department in its activities.



Finance

Key Achievements 2011–12

- Developed an overarching grants management policy for the department.
- Enhanced client liaison, service focus and communication through the introduction of Finance Relationship Managers.
- Streamlined accounts payable processes to reduce overall timeframes, thereby increasing efficiency levels.
- Improved efficiency and accuracy of monthly financial performance reports, which were distributed to all business units within seven days of end of month.
- Developed and implemented strategically structured Executive Management financial reports to allow for enhanced decision-making capability.

Future Priorities 2012–13

- Build our capabilities to ensure our staff have the necessary skills and knowledge.
- Enhance budgeting capabilities to assist planning and managing budgetary pressures.
- Promote the Finance unit as an exemplary place to work.
- Launch a Finance unit page on the DCM intranet, which will provide relevant, current and accurate information on the accounting and financial systems, practices, policy and financial procedures used in the department.

Travel

Key Achievements 2011–12

- Reviewed reporting processes for Official Travel to improve efficiency and accuracy.
- Converted the travel database to improve reporting and reconciliations.

Future Priorities 2012–13

- Establish a more efficient and user-friendly system to record and report on Official Travel.

Office Services

Key Achievements 2011–12

- Reviewed and updated the Stratatel system provided by the Department of Business and Employment to streamline telecommunications accounts payable, recording and reporting processes.
- Implemented the Vehicle Booking system to maximise Fringe Benefits Tax and other reporting benefits, with a centralised data entry point.

Environment

Key Achievements 2011–12

- Establishing a Sustainability Committee to identify, implement and promote green initiatives in accordance with the Northern Territory Climate Change Policy.

OUR PEOPLE

OVERVIEW

OUR FOCUS – THE LEADERSHIP ROADMAP JOURNEY

OUR EARLY CAREERS PROGRAMS

EMPLOYMENT INSTRUCTIONS

EMPLOYEE ACHIEVEMENTS

WORKPLACE HEALTH AND SAFETY (WHS)



OVERVIEW

The department prides itself on providing a work environment where employees are supported and challenged to develop both professionally and personally. Our people are our greatest asset and are vital to the department's success. We recognise and value the contributions of our employees to implement government priorities and provide leadership across the public sector.

We continue to make a significant investment in developing our leadership capability and capacity through the Leadership Roadmap (the Roadmap). The Roadmap, implemented in 2010, is a leadership plan that focuses strategically on 'growing our own' leaders and managers and maintaining and enhancing our culture of leadership excellence. This is achieved through a significant emphasis on six key focus areas:

- recruitment, selection and induction
- performance management
- the Fair Internal Review System
- employee consultation and input
- quality leadership
- positive workplaces.

Leadership Roadmap 2010–2012

We continued to progress the Leadership Roadmap in 2011–12 through our employees embracing and contributing innovative ideas, skills and perspectives to the Roadmap's many initiatives.

A suite of workforce initiatives were accomplished in 2011–12, including the delivery of contemporary leadership programs Emotional Intelligent Leadership and Strategic Thinking, and our tailored Positive Workplaces and Difficult Conversations training programs. A number of working groups were championed by members of the Executive Management Group (EMG), who continued to drive their projects with extensive employee involvement. One example is the implementation of 'Working Smarter' groups, which saw a number of business process improvements in the department.

The Roadmap is complemented by the Human Resources Strategic Plan 2011–12. The Strategic Plan focuses on three areas: transformation and innovation, engaging and retaining talent, and employee health and wellbeing. The Strategic Plan expands on the Roadmap and aims to ensure we attract and retain the right people to address the department's future skill needs.

Also under the Roadmap umbrella is the department's Health and Wellbeing Strategy, which delivers innovative initiatives that positively impact the health and wellbeing of our employees. Educating, motivating and inspiring employees to make healthier and better-informed choices has already had a positive impact on their general health and their productivity at work.

In conjunction with the initiatives outlined above, the 2011 NTPS Employee Survey results were analysed and considered by the EMG alongside existing data, such as the department's Internal Staff Survey, to inform further priorities for the Roadmap. Employees themselves also contribute to the development of Roadmap priorities and workforce policy.

Our Values

Our values form our foundation. They represent our culture, guide our behaviours and influence our relationships with each other and our clients. Our values also connect our people and assist us to deliver effective and sustainable outcomes.

Display Innovation: by identifying opportunities and developing creative solutions in a rapidly changing environment.

Act Professionally: by building positive relationships, demonstrating leadership and delivering effective outcomes.

Generate Respect: by encouraging and valuing the contributions of our people, diversity, teamwork and a balanced workplace.

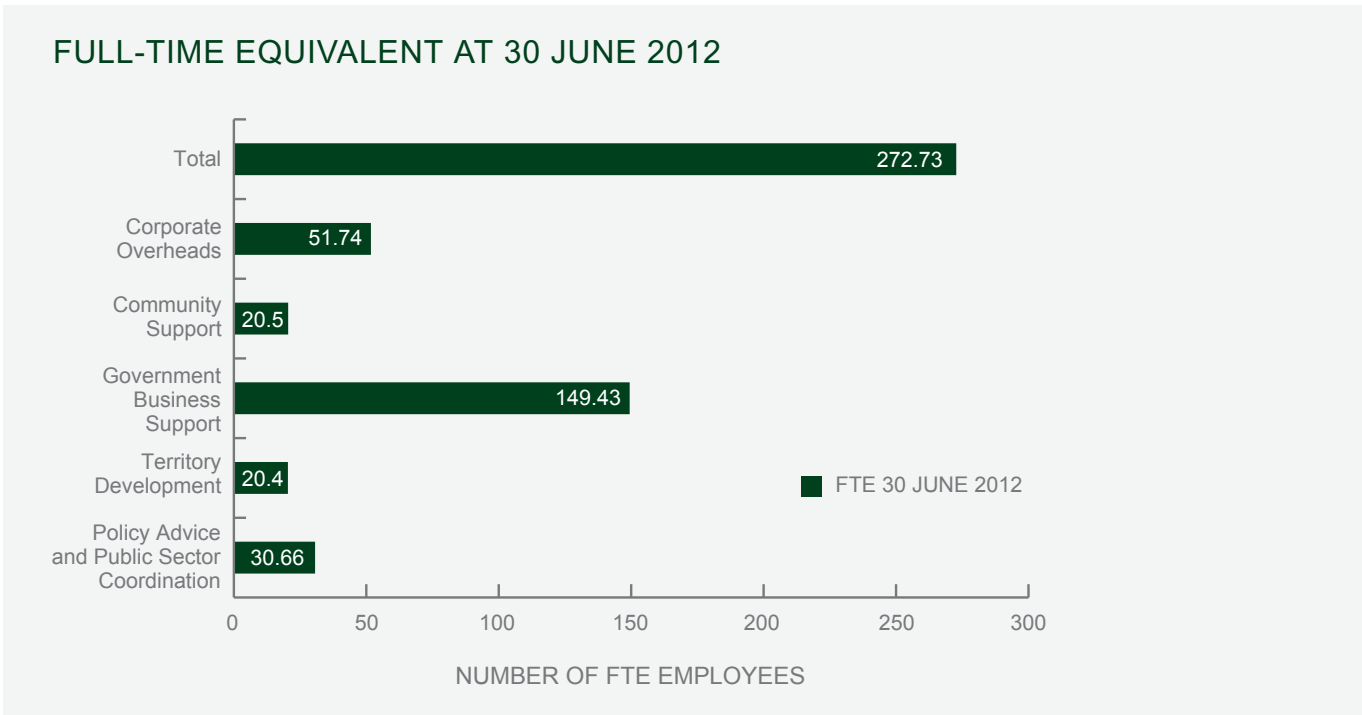
Our Employee Profile

- At 30 June 2012 there were 272.73 full-time equivalent employees, compared with 268.5 at 30 June 2011.
- Employees aged between 26 and 55 years represented 73.1% of this total figure.
- 62% of employees were female and 38% were male. Our Executive Management Group comprised nine female and six male members.
- 35% of employees had more than 10 years of service with the NTPS.
- 40 staff commenced in the department, of which 28 were female and 12 were male. 39 were full-time and one was part-time.
- 47 employees separated in 2011–12, of which 29 were female and 18 were male. 42 of these were full-time and five were part-time. Of these separated employees, 30 resigned and 17 temporary contracts were completed.

The table below provides a comprehensive comparison of classifications from 30 June 2011 to 30 June 2012.

| Classification | 30 June 2011 | 30 June 2012 |
|---------------------------------------|---------------|---------------|
| Department employees | | |
| Executive Contract Officer 6 | 1.0 | 1.0 |
| Executive Contract Officer 5 | 2.0 | 2.0 |
| Executive Contract Officer 4 | 3.0 | 3.0 |
| Executive Contract Officer 3 | 5.5 | 5.0 |
| Executive Contract Officer 2 | 12.0 | 11.0 |
| Executive Contract Officer 1 | 15.8 | 17.4 |
| Executive Officer 3 | 1.0 | 0.0 |
| Senior Administrative Officer 2 | 10.5 | 7.0 |
| Senior Administrative Officer 1 | 9.0 | 10.5 |
| Senior Professional 2 | 3.0 | 2.0 |
| Senior Professional 1 | 2.0 | 2.0 |
| Professional 2 | 0.0 | 2.3 |
| Technical 4 | 1.0 | 1.0 |
| Technical 3 | 1.0 | 1.0 |
| Technical 2 | 1.5 | 2.0 |
| Administrative Officer 7 | 16.9 | 19.6 |
| Administrative Officer 6 | 22.9 | 20 |
| Administrative Officer 5 | 15.0 | 13.81 |
| Administrative Officer 4 | 17.4 | 20.45 |
| Administrative Officer 3 | 14.5 | 12.0 |
| Administrative Officer 2 | 3.0 | 3.0 |
| Administrative Officer 1 | 2.5 | 2.54 |
| Physical 6 | 1.0 | 1.0 |
| Physical 5 | 1.0 | 0.0 |
| Physical 4 | 1.0 | 1.0 |
| Physical 3 | 3.5 | 3.53 |
| Physical 2 | 4.0 | 4.0 |
| Graduate Program | 3.0 | 1.0 |
| National Indigenous Cadetship program | 1.0 | 0.0 |
| NTPS Apprentice | 3.0 | 2.0 |
| Sub total | 178.1 | 171.13 |
| Ministerial employees | 90.4 | 101.60 |
| Total | 268.50 | 272.73 |

The chart below provides a breakdown of full-time (FTE) equivalent employees by output/input groups.

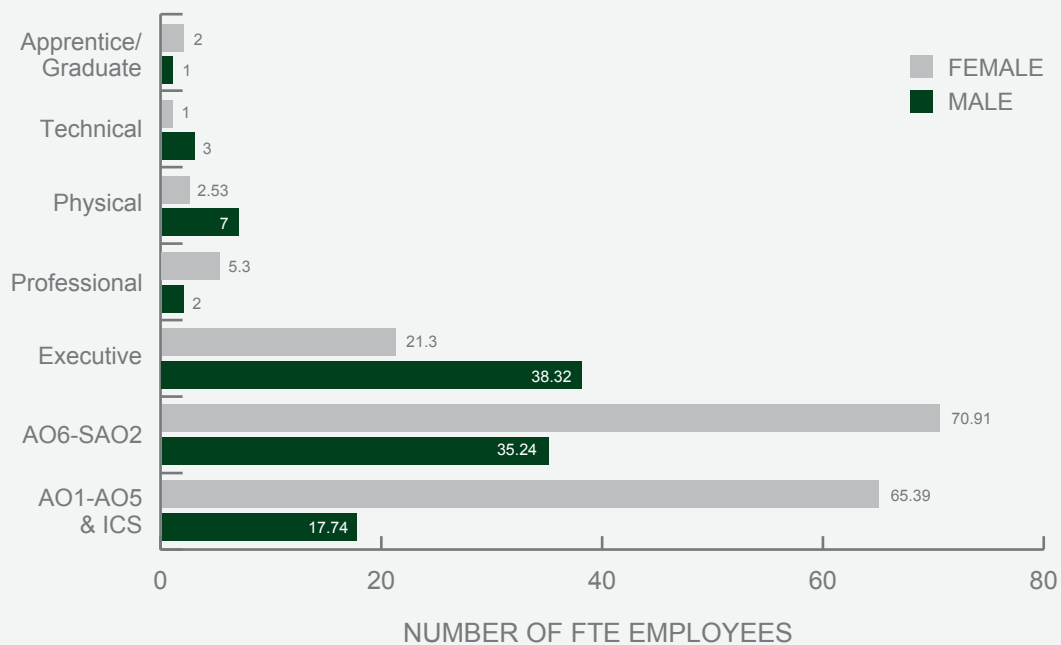


Note: The output group Government Business Support includes Ministerial employees: 101.60 for 2011-12.



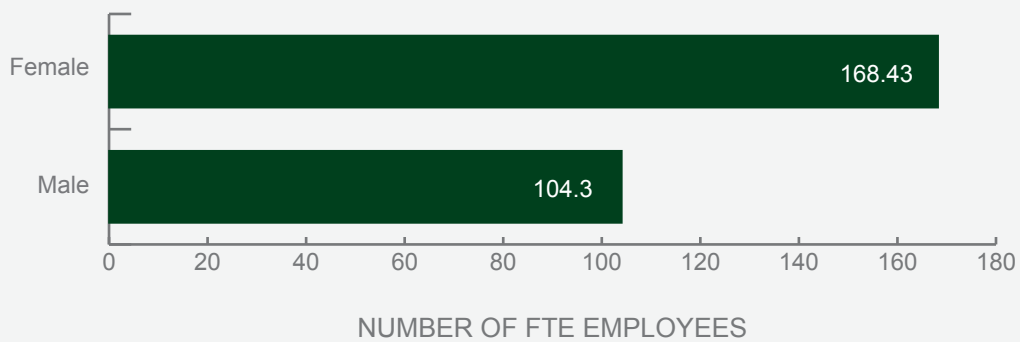
The chart below provides a breakdown of the department's employees by gender and classification stream. Employees classified between AO6 and SAO2 made up 106.15 full-time equivalents as at 30 June 2012.

EMPLOYEE GENDER BY CLASSIFICATION



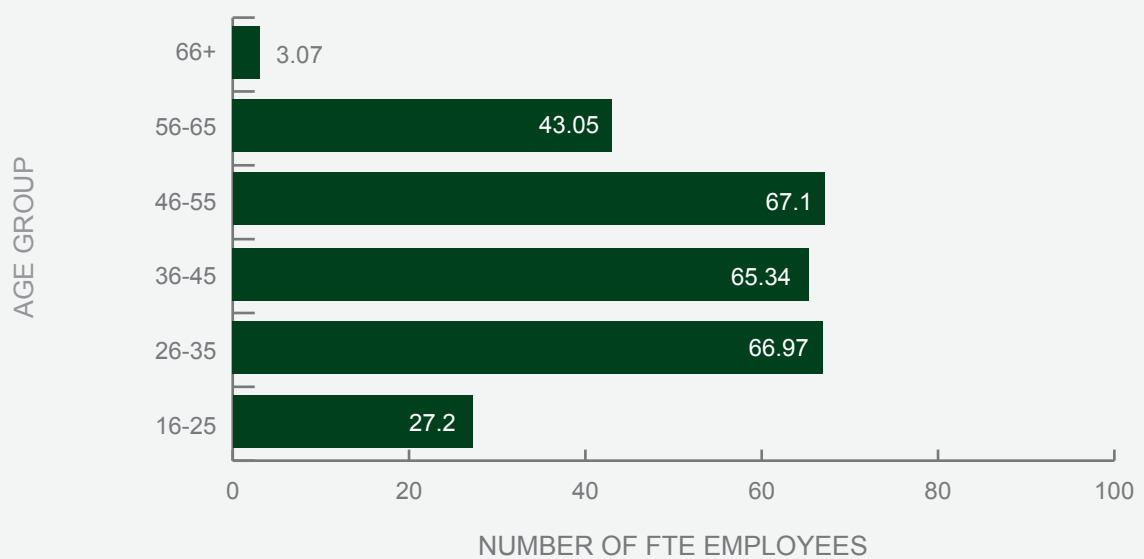
The chart below indicates the number of male and female employees in the department as at 30 June 2012.

EMPLOYEES BY GENDER



The chart below provides a breakdown of the department's employees by age group as at 30 June 2012.

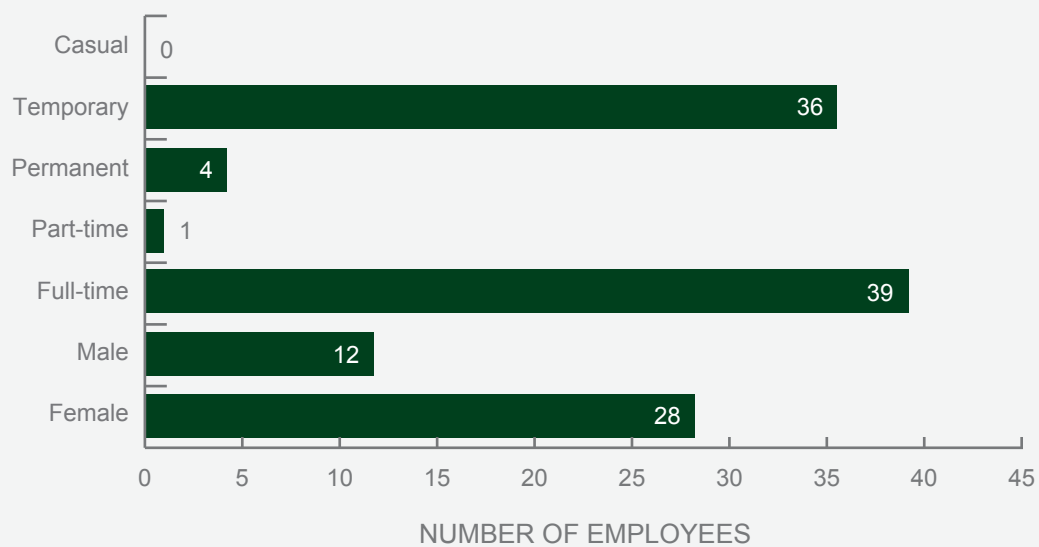
EMPLOYEES BY AGE GROUP





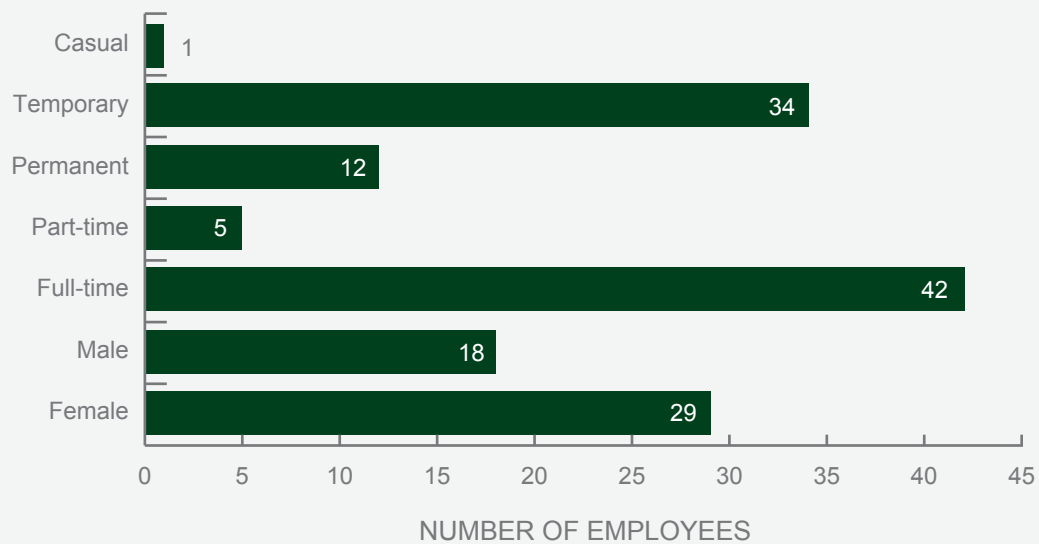
The chart below provides a breakdown of the department's commencements in 2011–12.

EMPLOYEE COMMENCEMENT PROFILE



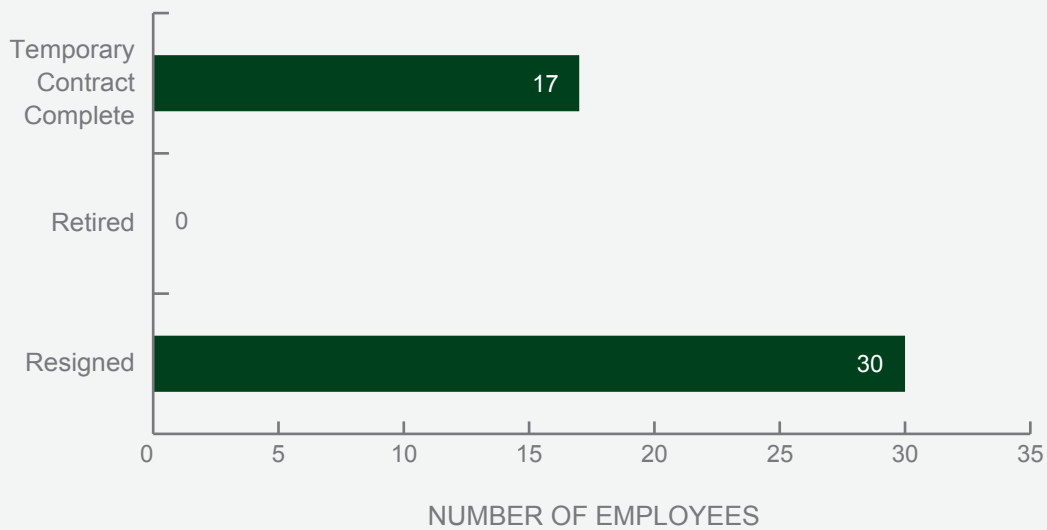
The chart below provides a breakdown of the department's separations in 2011–12.

EMPLOYEE SEPARATION PROFILE



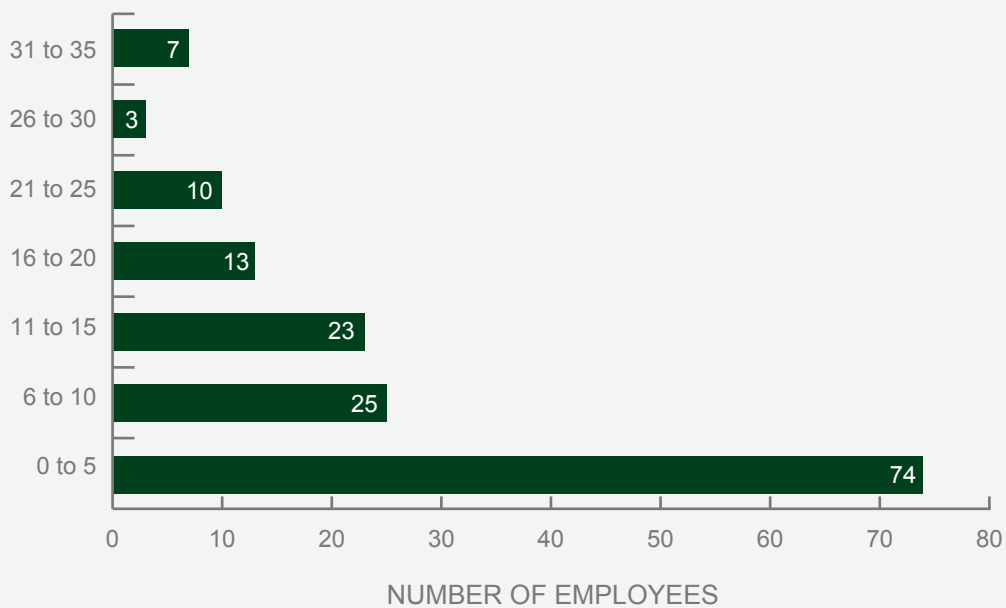
The chart below represents the number of employees separating in 2011–12 and the reason.

REASON FOR EMPLOYEES SEPARATING



The chart below provides a breakdown of department employees by length of service in years, at 30 June 2012.

EMPLOYEES LENGTH OF SERVICE (IN YEARS)





OUR FOCUS – THE LEADERSHIP ROADMAP JOURNEY

The department continued its strong emphasis on leadership development in 2011–12 by implementing a range of innovative initiatives.

RECRUITMENT, SELECTION AND INDUCTION

Snapshot

- 40 employees joined the department
- 36 employees attended the Induction Program
- 19 employees attended Selection Panel training
- 24 online Post Appointment Feedback Surveys were sent to new employees.

SELECTION PANEL AND CHAIRPERSON TRAINING

Selecting employees in accordance with the merit principle is a key focus for the department, and we continued our commitment to equipping our employees with contemporary selection panel training. We reviewed our policy, guidelines and templates to support our employees and to ensure our approach to recruitment is flexible and practical. It is mandatory for panel members and chairpersons to have completed Selection Panel and Chairperson training.

INDUCTION PROGRAM

Our quarterly Induction Program continued in 2011–12, with 36 employees participating. The program is designed to provide a good overview of the department and its divisions, and includes a tour of Government House.

New employees are given a Welcome Pack to help make their introduction to a new workplace smooth and informative. The pack contains all the information necessary for a new employee and is a great reference. All inductees also attend an NTPS Code of Conduct information session.

POST APPOINTMENT FEEDBACK SURVEY

The online Post Appointment Feedback Survey continued last year and invites new employees to provide feedback three months after they commence with the department. The survey is designed to gauge the quality of our recruitment, selection and induction processes, and to gain insight into the experience new employees have in their initial months. We use this feedback to continually enhance our services.

The survey also helps us to build our workforce demographic data (by ascertaining previous employment and qualifications held) and assists with future recruitment advertising (by finding out why successful applicants were attracted to the department in the first place).

Feedback received during the reporting period was positive. Recruitment, commencement and job expectations, the three key areas measured, were rated outstanding or excellent by 73, 67 and 78% of respondents respectively. All employees declared they were comfortable with their work environments and satisfied with their level of responsibility.

EXIT QUESTIONNAIRES AND INTERVIEWS

The department offers feedback questionnaires to all exiting employees to gain information on the reasons employees are leaving and their evaluation of the department during their employment. All exiting staff are also given an opportunity to undertake exit interviews if they would like to discuss any matters in detail.

The completion rate of exit questionnaires was over 80% during the reporting period, an increase of 30% on 2009–10 and 2008–09. This highlights our commitment to an open culture and improving staff engagement.

Data from the exit feedback report for the reporting period was very constructive.

The majority of staff strongly appreciated their time with the department and felt it helped to develop their skills and knowledge considerably. Most indicated they would gladly return in future, recommend the department as a great place to work, and were leaving due to promotion or relocation.



PERFORMANCE MANAGEMENT

Snapshot

- Capability Enhancement Framework (CEF) Policy, User Guide and Templates reviewed and updated
- 46 employees attended Capability Enhancement planning sessions
- 100 Capability Enhancement Plan (CEP) mid-cycle reviews completed
- 16 senior classification employees participated in pay progression process
- 15 senior classification employees attended pay progression information sessions.

CAPABILITY ENHANCEMENT FRAMEWORK

The department's performance management program, the Capability Enhancement Framework (CEF), is based on regular, open feedback communication between staff and supervisors. The CEF was implemented in 2010–11, and has been extensively promoted to employees since that time. Participation in the CEF increased significantly in this reporting period: the 2011 NTPS Staff Survey indicated that 93% of employees are aware a formal performance management system in place; an increase of 13% from 2009. Unique to our CEF is the incorporation of the NTPS Capability and Leadership Framework (CLF) in the form of an online self-assessment tool. The tool is simple to use and provides

employees and supervisors with a visual representation of capability strengths and gaps; a useful starting point for performance conversations.

POLICY PROGRAMS

A need was identified across all levels of the NTPS to expand policy development and implementation capability, and improve understanding of the relevant underlying processes and framework. In collaboration with Charles Darwin University (CDU) and the Department of Housing, Local Government and Regional Services (DHLGRS), the department developed and implemented two new policy programs: Understanding Responsible Government and Policy Development: Shaping Public Action.

The Understanding Responsible Government program targets frontline employees and outlines the key structures and processes of government and governance. The Policy Development: Shaping Public Action program targets employees aspiring to or already working in policy areas. It addresses the key aspects of the development of public policy, including the influence of the political system and significance of stakeholders. The programs were shaped by ongoing feedback from employees, managers and clients, and conclusions made by the NTPS Reform and Revitalisation Think Tank.

PROFESSIONAL LEARNING AND DEVELOPMENT FRAMEWORK

The Professional Learning and Development Framework provides learning and development options that align with the department's current and future needs and the NTPS Capability and Leadership Framework. The framework is updated regularly with new learning and development options and assists employees to develop their individual Learning and Development Plans.

Throughout the year we supported eight employees to study for the following qualifications:

- Bachelor of Law
- Bachelor of Commerce
- Certificate IV in Project Management
- Bachelor of Accounting
- Master of Public Policy and Management
- Master of Public Sector Leadership
- CPA Australia Professional Level.

We continued to invest in training and development in 2011–12, with total expenditure of approximately \$435 000.

Senior Pay Progression

A new senior classification structure was introduced to the NTPS from 1 January 2011 as part of the NTPS 2010–2013 Enterprise Agreement, which consolidated a number of previous classification levels. From this date, senior officers (including Senior Administrative Officers 1 and 2 and Senior Professionals 1 and 2) seeking pay progression must outline their claims in a submission. During the reporting period, 16 employees made pay progression submissions.

To ensure senior pay progression is a transparent consistent process, the department offers information sessions to all new and current senior classification employees.

The sessions outline legislative requirements, managers' responsibilities, the role and membership of progression assessment panels and the criteria used to determine performance progression. During the reporting period, 15 senior classification employees attended information sessions.

EMPLOYEE CONSULTATION AND INPUT

A major commitment to improving communication and consultation with employees has been made through:

- five EMG Champion working groups
- the weekly Chief Executive (CE) electronic newsletter (e-note)
- whole-of-agency CE forum
- CE visits to individual work units
- eight Information Sharing Network sessions

- formation of two employee-driven Working Smarter groups.

Communication and consultation with employees remained a key priority for the department throughout the year. This was evidenced through a number of forums that appeal to different audiences, such as a weekly CE electronic newsletter, face-to-face CE forums every six months, regular CE visits to individual work units, Post-Appointment Feedback Survey and an employee suggestion box.

Staff Forum – Our Roadmap Journey

A staff forum to plan for our Roadmap for 2012 and beyond was led by our Deputy Chief Executive, Rod Applegate, and gave employees an opportunity to contribute to the vision and purpose of the Roadmap. The innovative ideas generated at the forum confirmed our six focus areas, and the initiatives discussed will shape our culture and the way we operate as a department into the future.



Rod Applegate, Deputy Chief Executive, leading the DCM Leadership Roadmap Beyond 2012 Staff Forum on 22 June 2012

WORKING SMARTER GROUPS

Another initiative of the Roadmap was the formation of employee-driven Working Smarter Groups. The groups give employees the opportunity to examine department processes, systems and resources and determine how they can be streamlined and improved so we can do our business better. Two new projects were identified by employees, and a committee formed to work on each. The project goals developed for the two groups were:

- To improve the usability of the department staff intranet (DCMatters) by reviewing site navigation, proposing a new structure and identifying key sections and online forms for improvement.
- To determine if the Travel Request Information Processing System (TRIPS) currently used by other agencies is viable for use within the department.

Employees making up the groups hailed from a wide range of divisions and seniority levels, and each reported a high level of teamwork and camaraderie in working to achieve their goals. The groups' findings were presented at the

whole-of-agency forum in November 2011. Structure and content changes to the staff intranet, including the revision of several online forms, have since been implemented. It was recommended that the TRIPS system be reconsidered for the processing and reporting of departmental travel.

DCM STAFF SURVEY

The Internal Staff Survey, implemented in 2011, is conducted annually. Results are examined in conjunction with other plans and activities underway in the department and the broader NTPS. The next survey will be conducted in November 2012.

Suggestion Box

The suggestion box continues to provide an avenue for employees to make comments and share ideas – anonymously or not. The suggestion box is regularly promoted to employees via the CE's e-note, and encourages them to make suggestions about any area of the department's business, from health and wellbeing to business improvements. All suggestions for 2011–12 have been actioned.

QUALITY LEADERSHIP

Snapshot

- 14 employees attended the Emotionally Intelligent Leadership workshop
- seven employees attended the Future Leaders program
- 15 employees attended the Executive Leadership program
- 14 employees attended the Strategic Thinking Program
- Manager's Tool Kit developed and launched
- information sessions held on the linkages between the Strategic Plan, business plans and CEPs
- 20 employees participated in Australian and New Zealand School of Government (ANZSOG) programs:

- Strategy and Organisational Transitions
- Executive workshop
- Executive Fellows Program 2011
- Working Across Organisational Boundaries
- Leadership for Change Agents workshop
- Rethinking Service Delivery in Changing Times.

The department made an ongoing commitment to maintain employees' confidence in leadership by investing in the development of leadership capabilities at all levels.

The 2011 Internal Staff Survey showed marked improvements in quality leadership with 87% of respondents agreeing that they have seen an improvement in the quality of leadership in the department in the past 12 months, and 85% agreeing that the leadership in their work unit is of a high standard.

QUALITY LEADERSHIP



POSITIVE WORKPLACES

The department continued its commitment to fostering a work environment that nurtures and maximises the potential of its employees with the launch of the Health and Wellbeing Strategy in September 2011. The department also continued to focus throughout the year on:

- employees maintaining a healthy work/life balance
- employees making informed decisions regarding flexible work arrangements
- fostering a workplace that is supportive of diversity
- ensuring there is fair and accessible programs and processes with continuous education of policies, procedures and avenues available to employees
- a zero tolerance to bullying and harassment.

POSITIVE WORKPLACE PROGRAM

To assist employees to better understand inappropriate workplace behaviours and their potential impact, and give them the knowledge and tools to discuss and resolve issues, a Positive Workplace Program was delivered across the department, with 180 staff attending.

The program consisted of two distinct training modules. The first module, Positive Workplaces, identified what constitutes inappropriate behaviour and what might be misinterpreted as such, the adverse consequences of inappropriate behaviour and the full range of options available when encountering inappropriate behaviour. The first module was met with very positive feedback and attendees reported having greater confidence in the informal and formal avenues available within the department's policy for resolving workplace issues.

The second module, Managing Difficult Conversations, expanded on the first with practical, pragmatic advice and training on how to manage difficult conversations when encountering issues of concern within the workplace. The goal of the second module was to ensure our employees have the tools and confidence to engage in potentially challenging conversations with one another, as well as an understanding of useful questions to explore when resolving workplace issues. The program provided an opportunity for participants to engage with each other using realistic, tailored scenarios, followed by group reflection on outcomes, allowing for accurate planning of future workplace conversations.



HEALTH AND WELLBEING STRATEGY

The Health and Wellbeing Strategy ensures there is a wide variety of interactive activities and information available to assist employees to invest in their health and wellbeing. The initiatives aim to assist employees to make better-informed choices to positively impact their personal health, work productivity and overall quality of life. Numerous initiatives were offered throughout the year with employees participating in the following:

- 72 employees received flu vaccinations
- workstation ergonomic assessments were undertaken in three divisions, with a number of recommendations made and all implemented in the reporting period
- 45 employees and/or their family members utilised the Employee Assistance Program
- eight employees participated in Activate – NT Healthy Lifestyle Challenge
- six teams participated in the Life. Be In It. Corporate Cup Challenges
- 73 Boxercise participants, with classes conducted at the workplace
- 186 Yoyalates participants, with classes conducted at the workplace
- 51 Zumba participants, with classes conducted at the workplace

- 153 massages conducted in the workplace
- 39 health assessments undertaken
- eight people attended a Healthy Living seminar
- 15 participated in the Upbeat program
- three participated in Accidental Counsellor program
- five participated in a Stress Busting workshop.

Given the broad range of initiatives available, an employee-driven committee with representation from across the department was established to organise and promote the department's health and wellbeing activities. The committee met three times during the year and provided regular reports to EMG on the strategy and initiatives.

FLEXIBLE WORKING ARRANGEMENTS

Under the Positive Workplace Roadmap initiative, we continued to support flexible working arrangements for a number of employees. The arrangements included flexible working hours and home-based work.

There are four employees using flexible working arrangements, and one employee is on a Work-Life Balance Program: Extended Leave Arrangement.

EXECUTIVE MANAGEMENT WORKING GROUPS

The five working groups led by EMG champions under the Roadmap continued to progress their projects with extensive staff involvement.

DCM ETHICAL PRINCIPLES

The department demonstrated its commitment to ethical behaviour through the formation of a working group to develop Ethical Decision-Making Guidelines. The guidelines, based on the REFLECT model, have been developed in consultation with our employees and are now part of our employee induction program. Using a step-by-step series of questions and issues, the REFLECT model provides a decision-making tool, which can be used when dealing with an ethical dilemma.

SKILLS AND KNOWLEDGE

A working group was formed to develop a strategy to capture and capitalise on staff skills and knowledge.

COMMUNITIES OF PRACTICE AND SPECIAL INTEREST GROUPS

The Information Sharing Network was formed in July 2011 and has held eight lunchtime information session throughout the reporting period:

- Ethics – theory into practice
- Greater Darwin Growth (Part 1)
- Greater Darwin Growth (Part 2)
- Why bother with Social Inclusion?
- The Asian Century
- Security and Emergency Management
- Innovation in the NTPS
- Territory 2030 Survey/Scorecard – how relationships make it or break it.



STAFF-INITIATED FORUMS

A working group coordinated a whole-of-agency staff forum that was held in November 2011 and attended by 106 employees. The forum was titled 'What's Important?' and focused on the key internal and external issues the department faces as we move into the future. It also examined some of the long-term strategies in place to deal with these issues, including the Territory 2030 Strategic Plan, DCM's Strategic Plan, DCM's Leadership Roadmap, the Alice Springs Action Plan and the Alice Springs Transformation Plan. Speakers included the Chief Minister, Chief Executive, Commissioner for Public Employment, Director Human Resources, and Executive Director Southern Region.

Employees actively participated in the forum through questions and discussion, and a comprehensive feedback report was produced that will be used to guide implementation of whole-of agency staff forums in the future.

Promoting innovation

The Innovative Work Practices working group has developed a work plan to be undertaken over the next 12 months. Its aim is to make the department and the NTPS more innovation friendly (and more innovative). The draft work plan has been approved by EMG and is being progressed in line with recommendations made by the OCPE Development Board.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – ENHANCING DIVERSITY

One of our strategic priorities is building a capable workforce that represents the Northern Territory's unique diversity. We have a strong emphasis on promoting equality, which includes ensuring all employees have equal access to training, progression and promotion. Our aim is to create a rich, diverse workforce and our focus has continued on the implementation of a number of initiatives in our Equal Employment Opportunity Plan 2010–2012. The plan includes a range of initiatives that aim to maintain and build on the department's inclusive culture and increase representation and support of staff from EEO groups.

Key initiatives include in-house Cross-Cultural Awareness training for employees, placing responsibility on all Executive Officers to contribute to EEO through performance reviews, participation in and promotion of significant EEO events and actively developing staff who participate in employment programs.

INDIGENOUS EMPLOYMENT

The department's dedication to Indigenous employment is reflected in our organisational activities and outlined in our plan, which incorporates the Indigenous Employment and Career Development Strategy. We participate in the Indigenous Cadetship Support program, which assists Indigenous students with study support and work placements. Special consideration is

given to Indigenous people applying for the department's apprenticeship and graduate programs, and our Selection Panel and Chairperson training emphasises the importance of Indigenous and other EEO group representation in the department and the wider NTPS. Prominent Indigenous cultural celebrations are promoted widely, with all employees encouraged to participate. When Executive Contract Officers undertake performance reviews, demonstration of commitment to Indigenous recruitment, cultural participation and/or staff development is a required outcome.

The department employed 13 Indigenous staff at the close of the reporting period.

CROSS-CULTURAL AND MULTI-CULTURAL AWARENESS TRAINING

The department delivered two Cross-Cultural Awareness training sessions that focussed on awareness of Indigenous culture during the reporting period, with 16 employees participating. All new employees who have not previously undertaken Cross-Cultural Awareness training are invited to attend.

Feedback from Cross-Cultural Awareness training in the 2010–11 financial year indicated staff were eager to broaden their understanding of other ethnic groups that have a strong presence in the Northern Territory.



In response, three sessions of Multi-Cultural Awareness training were held during the reporting period, with 29 employees participating. The training focused on skills and strategies for communicating and working with a broad range of cultures.

NATIONAL ABORIGINES AND ISLANDERS DAY OBSERVANCE COMMITTEE (NAIDOC) WEEK

As part of our commitment to a respectful and inclusive workplace, we continued to support National Aborigines and Islanders Day Observance Committee (NAIDOC) week, a significant celebration of Indigenous culture and tradition, which ran from 3 to 10 July

2011. The theme for NAIDOC week 2011 was Change: The Next Step is Ours and employees were encouraged to attend activities.

INTERNATIONAL DAY OF PEOPLE WITH DISABILITY

The department celebrated International Day of People with Disability on 3 December 2011. The day recognises the achievements, contributions and abilities of people with disability.

The department chose to support Guide Dogs NT, which provides services to people with vision and hearing impairments. It marked the occasion by conducting a raffle and hosted a gold coin entry morning tea – \$375 was raised.



Staff at the department's Disability Awareness Morning Tea

RECONCILIATION WEEK

Reconciliation Week was recognised from 27 May to 3 June 2012. Employees were encouraged to recollect important reconciliation milestones, including the 1967 referendum acknowledging Indigenous right to citizenship and the 1992 High Court Mabo decision.

EEO CENSUS DAY

An annual EEO Census day is held in June. Employees are asked to update their personal information through the payroll system to provide accurate data that will better inform workforce development strategies across the NTPS.

The following table provides an indication of self-identified EEO groups in the department as at 30 June 2012.

| | Aboriginal and Torres Strait Islander | Non-English Speaking Background | People with Disability |
|------------------------------------|---------------------------------------|---------------------------------|------------------------|
| Male | 3 | 10 | 3 |
| Female | 10 | 11 | 4 |
| Total | 13 | 21 | 7 |
| As a percentage of total employees | 5.1% | 8.3% | 2.8% |



OUR EARLY CAREERS PROGRAMS

The department actively supports Early Career programs by employing graduates, apprentices, Indigenous cadets, Workplace Integrated Learning Scholarships (WILS) participants and current university students via the Vacation Employment scheme.

GRADUATE DEVELOPMENT PROGRAM

Four graduates commenced the Graduate Development Program in January 2011. Two graduates subsequently obtained employment with the Department of Lands and Planning, and two accepted positions interstate.

Prue Brockhaus commenced in the Graduate Development Program on 30 January 2012.

“As a graduate for the Department of the Chief Minister I have had the opportunity to gain experience working on multiple

projects at the same time for various areas of the department. Working on so many exciting and challenging projects in a diverse range of fields has given me the opportunity to learn from some extremely inspiring people within the department, other agencies and non-government organisations. I have been surprised that there is an endless amount to learn working for the department, especially in policy areas, and there is always someone putting their hand up as a mentor. I have had the opportunity to turn my theoretical skills from university into practical skills needed in government, such as ministerial writing and analytical and applied communication skills. This is just the beginning of my career in government and after experiencing so much in a short period of time I am eager to see where the future leads me after the Graduate program”.

Prue Brockhaus June 2012.



2012 Graduate Prue Brockhaus

NTPS APPRENTICESHIP PROGRAM

The department continues to actively support the NTPS Apprenticeship Program by hosting apprentices. This program combines practical paid employment with structured training. On completion, participants gain a nationally recognised qualification.

The department hosted four apprentices during the reporting period.

Emily McLean commenced in February 2011 and undertook work placements in Information and Office Services, Intergovernmental Relations, Finance

and Procurement, and Darwin Waterfront Corporation. Emily completed the program in January 2012.

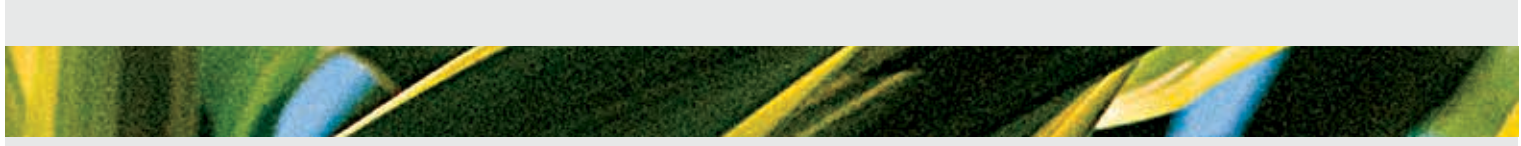
The other apprentice, Georgia Tomazos, left the NTPS after completing seven months of the apprenticeship to study full time at CDU.

Commencements

Two new apprentices, Felix Schmitt and Neora Cook, commenced with the department in February 2012. To date, they have undertaken placements in Records, Social Policy, Intergovernmental Relations and Major Projects, Asian Relations and Trade.



2012 Apprentices – Neora Cook and Felix Schmitt



INDIGENOUS CADETSHIP SUPPORT PROGRAM

The department continues to support the Indigenous Cadetship Support (ICS) program, which assists Indigenous university students by paying for university course fees and textbooks while providing annual work placements during inter-semester breaks.

During the reporting period, one cadet completed the program. Brionee Noonan commenced the ICS program in 2011 and was placed with the Intergovernmental Relations unit. Brionee was studying a Graduate Certificate in Indigenous Knowledge Systems at Charles Darwin University and finished with the department in March 2012. Brionee has secured employment with the Department of Housing, Local Government and Regional Services.

WORK INTEGRATED LEARNING SCHOLARSHIP

Work Integrated Learning Scholarship (WILS) is an initiative of the Charles Darwin University/Northern Territory Government Partnership Agreement to address skills shortages and help recruit graduates to the NTPS.

WILS combines full-time tertiary education and work experience within a department for six to 12 weeks per year for the duration of the scholarship.

The department continued to support WILS participant Anastasia Koulianous during the reporting period. Anastasia is completing a Bachelor of Commerce and will complete her final placement in Intergovernmental Relations in November 2012.

VACATION EMPLOYMENT

In 2011–12, the department provided vacation employment opportunities for six university students.

WORK EXPERIENCE

The department continues to show its commitment to giving high school students an opportunity to gain work experience and fine tune their career choices.

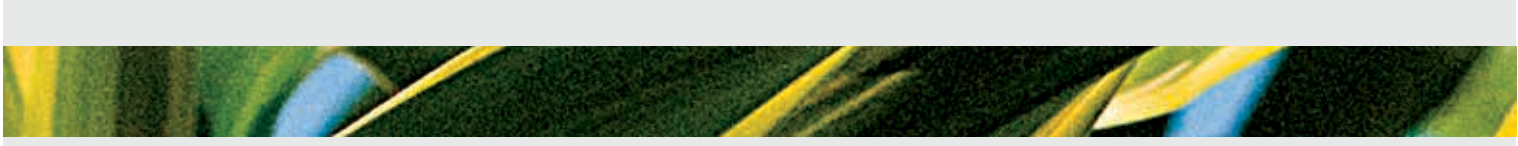
Three work experience students, Rebecca Dowdy, Liussem Mauboy and Frank Lawrence, were hosted in Records in September 2011 and January 2012.



Liussem Mauboy



Rebecca Dowdy



EMPLOYMENT INSTRUCTIONS

Under the *Public Sector Employment and Management Act*, Employment Instructions provide direction to agencies on human resource management matters. Each instruction specifies

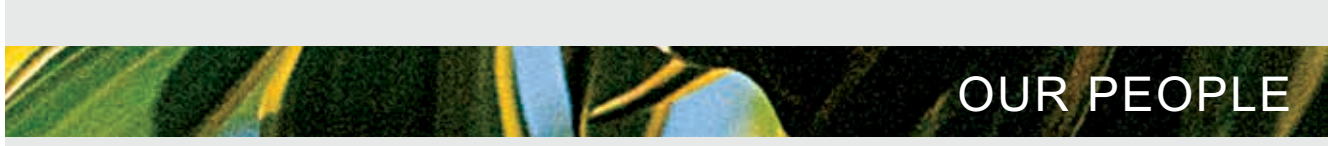
required reporting in agency annual reports. The department's performance against each instruction is reported below.

| Employment Instructions | The Department's Action(s) |
|---|--|
| <p>1. Filling Vacancies</p> <p>Department to develop procedures on recruitment and selection for internal use.</p> | <p>The NTPS eRecruit system was launched during the reporting period, resulting in changes to the department's Recruitment and Selection Policy and Guidelines and recruitment procedures. All employees were notified of the changes via email and intranet communication, and an extensive eRecruit user guide is available to all employees. Selection Panel and Chairperson training is mandatory for employees who participate on selection panels.</p> |
| <p>2. Probation</p> <p>Chief Executive Officer to develop a probationary process for their department and convey details of the process to employees as soon as practicable after commencing duty.</p> | <p>The department's Probation Policy is reviewed every two years and is included in the welcome pack for new employees. A system is in place to ensure timely finalisation of probation reports.</p> <p>Through our leadership training and CEP, managers are encouraged to give timely and useful feedback to employees.</p> |
| <p>3. Natural Justice</p> <p>The rules of natural justice to be observed in all dealings with employees.</p> | <p>The principles of natural justice are observed in all dealings with employees.</p> |

| Employment Instructions | The Department's Action(s) |
|--|---|
| <p>4. Employee Performance Management and Development Systems</p> <p>Chief Executive Officer to report annually on management training and staff development programs. Chief Executive Officer to develop and implement performance management systems for their department.</p> | <p>Management training and staff development is a priority for the department. One of the key focus areas of the Leadership Roadmap is Quality Leadership. Prospective and current department leaders attended workshops covering emotionally intelligent leadership and strategic thinking, and information sessions were held highlighting linkages between the department strategic plan, division business plans and individual CEPs.</p> <p>During the reporting period, approximately \$416 000 was spent on training and development and a further \$19 000 on study assistance.</p> <p>The department's performance management system, the Capability Enhancement Framework, was implemented in 2010–11, and incorporates the NTPS Capability and Leadership Framework (CLF).</p> |
| <p>5. Medical Incapacity</p> <p>No agency action or reporting requirements.</p> | <p>Advice is provided to divisions.</p> |
| <p>6. Performance and Inability</p> <p>Chief Executive Officer to provide the Office of the Commissioner for Public Employment with information on the extent to which this Employment Instruction has been used by the department. Chief Executive may establish procedures regarding this Employment Instruction within their department.</p> | <p>No action during the reporting period.</p> |



| Employment Instructions | The Department's Action(s) |
|--|---|
| <p>7. Discipline</p> <p>Chief Executive Officer to provide the Office of the Commissioner for Public Employment with information on the extent to which this Employment Instruction has been used by the department. Chief Executive Officer may establish procedures regarding discipline within their department.</p> | <p>The policy is available to all employees via the intranet. No disciplinary action was taken during the reporting period.</p> |
| <p>8. Internal Agency Complaints and Section 59 Grievance Reviews</p> <p>Chief Executive Officer to establish written grievance settling procedures for the department that are available to employees and outline process for dealing with grievances.</p> | <p>The grievance policy has been reviewed in consultation with staff and is accessible via the intranet.</p> <p>Accompanying the policy is a procedure outlining the process for dealing with grievances.</p> <p>Positive workplace training was provided to all staff outlining the formal and informal avenues available to resolve workplace issues as they arise.</p> <p>No grievances were lodged during the reporting period.</p> |
| <p>9. Employment Records</p> <p>Agencies to maintain appropriate employee records and implement procedures for maintaining and accessing these records.</p> | <p>Employee records are securely maintained.</p> <p>The department's policy for accessing and maintaining employees' records is available via the intranet.</p> <p>A procedure has been developed to ensure all CEPs are kept on employee records.</p> |



Employment Instructions The Department's Action(s)

10. Equality of Employment Opportunity Programs

Chief Executive Officer to devise and implement programs to ensure equal employment opportunities and outcomes are achieved. Chief Executive Officer to report annually on programs and initiatives the department has developed. Report to include details on specific action in relation to Indigenous employment and career development, and measures to enable employees to balance work and family responsibilities.

The department's Equal Employment Opportunity Plan fulfils legislative requirements outlined in the *Public Sector Employment and Management Act* and the *Anti-Discrimination Act* and incorporates the Indigenous Career Development Strategy and Willing and Able Strategy.

The department encourages flexible working arrangements to assist with employee needs.

Details on EEO initiatives and uptake of flexible working arrangements are provided earlier in this section of the annual report.



| Employment Instructions | The Department's Action(s) |
|-------------------------|----------------------------|
|-------------------------|----------------------------|

11. Occupational Health and Safety Standard Programs

Chief Executive Officer will develop programs to ensure employees and their representatives are consulted in the development and implementation of occupational health and safety programs in the department.

A Chief Executive Officer must:

- report annually on occupational health and safety programs in their department and keep appropriate OH&S records.

The OH&S Committee continues to meet on a quarterly basis and the following has occurred during the reporting period:

- reached preliminary agreement with employees about the formation of work groups
- held elections for Health and Safety Representatives (HSRs) for each of those work groups
- drafted a Work Group Agreement, which will soon be endorsed by the Chief Executive and HSRs
- commenced the coordination of training for HSRs
- developed new workplace and workstation inspection checklists and commenced the process of implementing those inspection programs
- ensured that all employees are provided with information about OH&S policies and their obligations through:
 - OH&S Committee meetings
 - intranet (and soon to be an OH&S Sharepoint site)
 - safety boards
 - induction program, which includes information on OH&S.

Refer to Workplace Health and Safety section.

DCM reports annually on OH&S programs.

Workplace and workstation checklists have been developed and are in the process of being implemented. These programs will include records of risk assessments and maintenance of control measures.

DCM also keeps OH&S records on DCMatters, in TRIM files and soon on an OH&S Sharepoint site. These OH&S records cover:

- OHS Information provided to all DCM employees
- OHS Induction for new staff
- Training for First Aid Officers, Fire Wardens and soon for Health and Safety Representatives.

| Employment Instructions | The Department's Action(s) |
|---|--|
| <p>12. Code of Conduct</p> <p>Chief Executive Officer may issue a department-specific Code of Conduct.</p> | <p>All new staff attend a code of conduct information session facilitated by HR. The department maintains and promotes a professional workplace culture and employees contribute to our Values.</p> |
| <p>13. Appropriate Workplace Behaviour</p> <p>Chief Executive Officer must develop and implement an agency policy and procedure to foster appropriate workplace behaviour and a culture of respect, and to deal effectively with inappropriate workplace bullying.</p> | <p>The appropriate workplace behaviour policy is available to all staff via the intranet.</p> <p>Accompanying the policy is a procedure outlining what steps to take in the event of being exposed to inappropriate workplace behaviour.</p> <p>Positive workplace training outlining the formal and informal avenues available to resolve workplace issues as they arise was provided to all staff.</p> |



EMPLOYEE ACHIEVEMENTS

MILESTONES AWARDS (RECOGNITION OF SERVICE)

The department held its annual milestone awards in November 2011 to recognise employees who have completed 10 or more years of continuous service with the department

and the NTPS. The Chief Minister hosted a function at Parliament House, where 17 employees received a Certificate of Recognition of service milestones.

- 12 employees received an award for 10 years of service
- three for 20 years of service
- two for 30 years of service.



DCM staff at the Recognition of Service ceremony in 2011.

OTHER EMPLOYEE ACHIEVEMENTS

The department values the individual and collective contributions and achievements of its employees. It is committed to ongoing recognition

of these achievements through updates on our intranet and via the CE's weekly e-note.

Notable achievements in the 2011–12 year are included below:

- Jenny Cocchetti completed her Masters in Public Service Leadership.



Employees from Territory 2030 and Strategic Communications won the Chief Minister's award for Strengthening Government and Public Administration.



Keryl Cottier won the Australian Institute of Management's prize for Outstanding Academic Achievement in Human Resource Management for her studies at Charles Darwin University.



Siwa Boonmanee successfully completed his Certificate IV in Business.



Owen Samuels and his team once again brought home the medals from the Tenpin Bowling Australia Championships held on 23–29 June 2012. Owen travelled to Tasmania to compete and won five medals.

NATIONAL YOUTH WEEK

The department participates in National Youth Week, an opportunity for young people to get together, share ideas, give back to the community and participate in events.

A working group of young staff organised a social lawn bowls function that was open to youth from across the NTPS. Attendees had a great time getting to know each other and raised \$90 for *beyond blue*, the national depression and anxiety initiative.



Edward Barr from Human Resources at the National Youth Week event.



WORKPLACE HEALTH AND SAFETY (WHS)

In accordance with the new *Workplace Health and Safety Act*:

- DCM Work Groups have been determined to be NT House, Government House, Parliament House and Alice Springs, and representatives from all work groups come together to form the DCM Work Health and Safety Committee (WHSC).
- A Work Group Agreement was developed and will be endorsed early in the 2012–13 financial year.
- No Health and Safety Representatives were appointed. However, representatives will be appointed if specifically requested by a Work Group. With the exception of Government House which is considered low to medium risk, DCM has a very low risk working environment and the committee, along with Office Services, actively deals with any issues that arise.
- The DCM WHS induction brief for new staff has been reviewed and reflects the new legislation.
- A brief induction has been prepared for the purpose of informing external contractors who are required to comply with DCM WHS standards when employed to work in a DCM-controlled work place.
- Existing management information on the staff intranet will undergo further review in 2012–13 to ensure currency is maintained.

Routine maintenance continues in respect of all work areas on the testing of fire extinguishers, the appointment of Floor Wardens and First Aid Officers and the update and appropriate display of emergency contact details, and the testing and tagging of electrical appliances.

The WHSC is requesting workplace assessments in identified areas.

All units have been asked to improve the management of disposal processes.

In accordance with the WHS Act, the Department of Business and Employment (DBE) conducted an evaluation of the DCM Work Health and Safety Management System (WHSMS). The WHSC committee continues to work towards implementing all recommendations prior to the next scheduled audit in October 2012.

INJURIES: REPORTED INCIDENTS

A total of five incidents were reported in 2011–12. They include:

- repetitive strain injury
- significant arm pain caused by bone inflammation
- ongoing back pain symptoms
- neck pain caused by spine degeneration and nerve irritation
- rolled ankle resulting in ankle and back pain.

WORKERS' COMPENSATION

One Workers' Compensation claim was submitted by an employee in the reporting period.

COMPARISON OF WORKERS' COMPENSATION CLAIMS

| Workers' Compensation Claims | 2009–2010 | 2010–2011 | 2011–12 |
|------------------------------|-----------|-----------|---------|
| Claims at 1 July | 2 | 1 | 1 |
| New claims | 0 | 4 | 0 |
| Claims resolved | 1 | 3 | 0 |
| Claims at 30 June | 1 | 2 | 1 |

By working together and meeting our responsibilities, employees enjoyed a safe and healthy workplace.



FINANCIAL REPORTING

OVERVIEW
COMPREHENSIVE OPERATING STATEMENT
BALANCE SHEET
STATEMENT OF CHANGES IN EQUITY
CASH FLOW STATEMENT
NOTES TO THE FINANCIAL STATEMENTS

FINANCIAL STATEMENT OVERVIEW FOR THE YEAR ENDED 30 JUNE 2012

OVERVIEW

The 2011–12 financial statements for the Department of the Chief Minister have been prepared on an accrual basis in accordance with the Northern Territory's Financial Management Framework and the Australian Accounting Standards. The department's financial performance in 2011–12 and comparative financial information for 2010–11 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

Key Results at year end for the department were:

- An operating deficit of \$31.93 million. The recorded deficit was lower than budget estimates by \$12.87 million due to lower than expected expenditure against Commonwealth Funded projects.
- Cash of \$15.39 million at year end, a decrease of \$29.56 million from 2010–11.
- Increased expenditure of \$3.23 million reported against Support to Ministers and Leader of the Opposition.

Details of the department's performance by output group are provided at Note 3 of the financial statements.

COMPREHENSIVE OPERATING STATEMENT

| Summary | 2011–12 \$M | 2010–11 \$M |
|--------------------|----------------|----------------|
| Operating Income | 81.65 | 89.51 |
| Operating Expenses | 113.58 | 113.79 |
| Net Deficit | -31.93 | -24.28 |

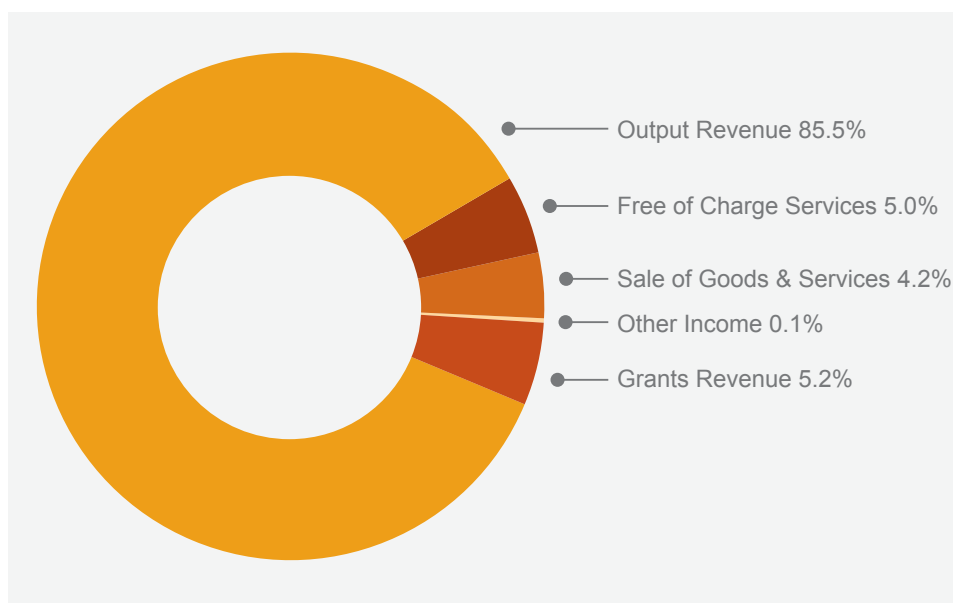
The department recorded an operating deficit of \$31.93 million primarily due to timing differences for expenditure related to the Alice Springs Transformation Plan (ASTP) which was funded by the Commonwealth in prior years. Depreciation expense, which is not funded under the Northern Territory's Financial Management Framework, contributed to the deficit.

OPERATING INCOME

The department received income of \$81.65 million in 2011–12, a \$7.86 million decrease compared to 2010–11 predominantly due to income of \$9.56 million in 2010–11 for the Commonwealth funded Remote Indigenous Housing project, slightly offset by continued support for the ASTP.

Additionally as with all Northern Territory Government agencies, the department was also subject to productivity efficiencies and received less output appropriation in 2011–12 (\$69.80 million) compared to 2010–11 (\$70.56 million).

SOURCE OF INCOME



Commonwealth Funding contributed to 5.2% of total income, some \$4.22 million and the department collected Goods and Services revenue of \$3.43 million from the recovery of costs from external entities.

The department also recognises notional revenue of \$4.11 million for goods and services, such as information technology, procurement and payroll received free of charge from the Department of Business and Employment.

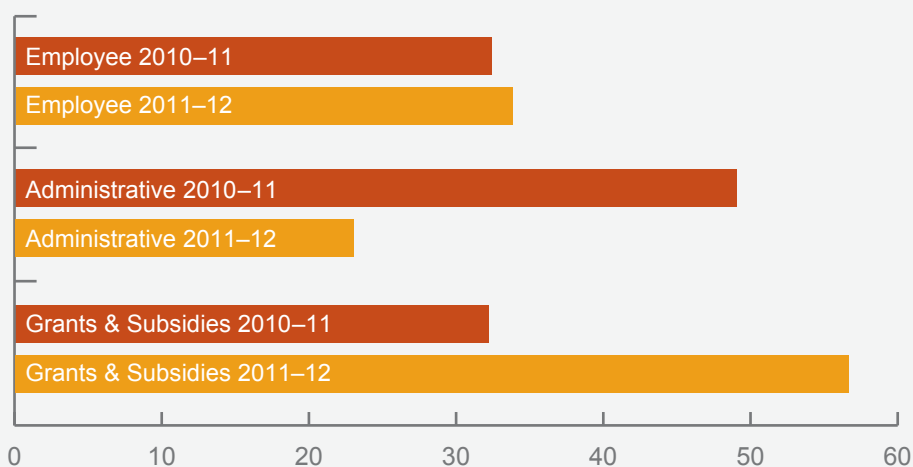
This revenue is offset by notional expenditure to the same value paid to the Department of Business and Employment.

OPERATING EXPENSES

In the delivery of new and ongoing initiatives the department incurred \$113.58 million in expenses during 2011–12, a slight decrease of \$0.21 million from the previous year (2011: \$113.79 million).

Expenses decreased in the administrative classifications and increased in the grant and employee classifications.

EXPENDITURE COMPARISON (\$M)



Employee expenses increased by 4.3% or \$1.39 million to \$33.83 million. The increase was mainly the result of the Northern Territory Public Sector Enterprise Bargaining Agreement (EBA) annual salary increase of 3%.

Total administrative expenses decreased by 55% or \$26.01 million.

This was due to:

- purchases of goods and services falling by \$8.20 million, primarily due to the reduced spend against the ASTP
- decreased expenditure against targeted reprioritisation areas such as travel (\$0.41 million) and information technology (\$0.23 million)
- reductions in expenditure totalling \$0.88 million for legal expenses, entertainment and hospitality, recruitment, document production and, vehicle expenses.

Expenditure increased significantly against two categories; consultants (\$1.08 million) due to the Marine Supply Base project and Marketing and Promotion (\$0.81 million) due to NT Branding and major marketing campaigns.

Other Administrative expenses decreased by \$17.81 million (18%) due primarily to the one-off asset write down for the Railway corridor down in 2010-11 (\$18.03 million) inflating the expenditure in that year.

In the Grants and Subsidies category: Current Grants increased by \$3.05 million (10%) and Capital Grants increased by \$21.44 million (95%) in line with projected outcomes for the ASTP.

A complete explanation and listing of grant payments for the financial year are included in Chapter Six of this annual report.

BALANCE SHEET

| Summary | 2011–12 \$M | 2010–11 \$M |
|-------------|----------------|----------------|
| Assets | 48.63 | 78.57 |
| Liabilities | 7.73 | 6.88 |
| Equity | 40.90 | 71.70 |

During 2011–12, the department's total assets decreased from \$78.57 million to \$48.63 million. The \$29.94 million decrease is mainly attributable to the department's cash position. This reduction in cash balances is in line with the projected outcomes related to the ASTP.

Notwithstanding lower total assets in 2011–12, the department maintains a positive net asset or equity position. A positive equity position indicates that the department has sufficient assets to cover liabilities.

STATEMENT OF CHANGES IN EQUITY

| Summary | 2011–12 \$M | 2010–11 \$M |
|-------------------|----------------|----------------|
| Balance 1 July | 71.70 | 89.55 |
| Accumulated Funds | -31.93 | -24.28 |
| Reserves | - | 5.36 |
| Capital | 1.13 | 1.07 |
| Balance 30 June | 40.90 | 71.70 |

Equity, which is the difference between assets and liabilities, decreased by \$30.8 million to \$40.9 million. The change in equity incorporates equity injections of \$1.1 million and a deficit of \$31.93 million.

CASH FLOW STATEMENT

| Summary | 2011–12 \$M | 2010–11 \$M |
|---------------------|----------------|----------------|
| Balance 1 July | 44.95 | 49.71 |
| Receipts | 82.60 | 91.04 |
| Payments | -112.31 | -96.30 |
| Asset Sale Proceeds | - | 0.32 |
| Purchase of Assets | -0.34 | -0.21 |
| Equity | 0.49 | 0.40 |
| Balance 30 June | 15.39 | 44.95 |

The cash flow statement summary above provides information on the movement of cash during the year and shows a decrease in cash balances of \$29.56 million.

Payments increased significantly during 2011–12 due to necessary expenditure associated with the ASTP and the increased activity associated with Government Business Support and Community Support Output Groups.

The remaining cash is largely made up of Commonwealth funding received for the ASTP project of \$3.8 million and \$9.5 million for the Remote Indigenous Housing Project.



CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the Department of the Chief Minister have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and Treasurer's Directions.

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2012 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Mike Burgess
Chief Executive

31 August 2012



Shelley Hewitt
Chief Financial Officer

31 August 2012

DEPARTMENT OF THE CHIEF MINISTER
 COMPREHENSIVE OPERATING STATEMENT
 FOR THE YEAR ENDED 30 JUNE 2012

| | NOTE | 2012 \$'000 | 2011 \$'000 |
|--|----------|-----------------|-----------------|
| INCOME | | | |
| <i>Grants and Subsidies Revenue</i> | | | |
| Current | | 373 | 10 972 |
| Capital | | 3 843 | - |
| <i>Appropriation</i> | | | |
| Output | | 69 803 | 70 556 |
| Sales of Goods and Services | | 3 429 | 3 684 |
| Interest Revenue | | - | 15 |
| Goods and Services Received Free of Charge | 4 | 4 108 | 3 879 |
| Gain on Disposal of Assets | 5 | (2) | 314 |
| Other Income | | 97 | 91 |
| TOTAL INCOME¹ | 3 | 81 651 | 89 511 |
| EXPENSES | | | |
| <i>Employee Expenses</i> | | | |
| | | 33 832 | 32 446 |
| <i>Administrative Expenses</i> | | | |
| Purchases of Goods and Services | 6 | 16 792 | 24 992 |
| Repairs and Maintenance | | 200 | 404 |
| Property Management | | 1 308 | 1 161 |
| Depreciation and Amortisation | 10, 11 | 625 | 640 |
| Other Administrative Expenses ² | 7 | 4 108 | 21 920 |
| <i>Grants and Subsidies Expenses</i> | | | |
| Current | | 34 006 | 30 958 |
| Capital | | 22 709 | 1 271 |
| TOTAL EXPENSES¹ | 3 | 113 579 | 113 792 |
| NET SURPLUS/(DEFICIT)¹ | | (31 928) | (24 281) |
| OTHER COMPREHENSIVE INCOME | | | |
| Asset Revaluation Reserve | | - | 5 357 |
| TOTAL OTHER COMPREHENSIVE INCOME | | | 5 357 |
| COMPREHENSIVE RESULT | | (31 928) | (18 924) |

The Comprehensive Operating Statement is to be read in conjunction with the notes to the financial statements.

¹ Rounding discrepancy, refer to Note 2(e)

² Includes \$3.88 million for DBE service charges and \$18.03 million write down of the Railway Corridor Asset in 2011

DEPARTMENT OF THE CHIEF MINISTER

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2012

| | NOTE | 2012 \$'000 | 2011 \$'000 |
|--|------|-----------------|-----------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and Deposits | 8 | 15 392 | 44 950 |
| Receivables | 9 | 226 | 1 034 |
| Prepayments | | 251 | 180 |
| Total Current Assets | | 15 868 | 46 164 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | 10 | 32 620 | 32 267 |
| Heritage and Cultural Assets | 11 | 138 | 140 |
| Total Non-Current Assets¹ | | 32 758 | 32 407 |
| TOTAL ASSETS | | 48 626 | 78 571 |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Payables | 12 | (2 059) | (1 624) |
| Provisions | 13 | (5 668) | (5 252) |
| Total Current Liabilities¹ | | (7 727) | (6 876) |
| Non-Current Liabilities | | | |
| Provisions | 13 | - | - |
| Total Non-Current Liabilities | | - | - |
| TOTAL LIABILITIES | | (7 727) | (6 876) |
| NET ASSETS | | 40 899 | 71 695 |
| EQUITY | | | |
| Capital | | (51 660) | (50 528) |
| Reserves | 14 | (12 608) | (12 608) |
| Accumulated Funds | | 23 368 | (8 560) |
| TOTAL EQUITY¹ | | (40 899) | (71 695) |

The Balance Sheet is to be read in conjunction with the notes to the financial statements.

¹ Rounding discrepancy, refer to Note 2(e)

DEPARTMENT OF THE CHIEF MINISTER
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2012

| | NOTE | Equity at 1 July \$'000 | Comprehensive result \$'000 | Transactions with owners in their capacity as owners \$'000 | Equity at 30 June \$'000 |
|--|------|-------------------------------|--------------------------------|--|--------------------------------|
| 2011–12 | | | | | |
| Accumulated Funds | | 8 560 | (31 928) | - | (23 368) |
| Changes in Accounting Policy | | - | - | - | - |
| Correction of Prior Period Errors | | - | - | - | - |
| | | 8 560 | (31 928) | | (23 368) |
| Reserves | 14 | 12 608 | - | - | 12 608 |
| Asset Revaluation Reserve | | - | - | - | - |
| | | 12 608 | - | | 12 608 |
| Capital – Transactions with Owners | | 50 528 | - | - | 50 528 |
| Equity Injections | | | | | |
| Capital Appropriation | | - | - | 395 | 395 |
| Equity Transfers In | | - | - | 647 | 647 |
| Other Equity Injections | | - | - | 90 | 90 |
| Equity Withdrawals | | | | | |
| Capital Withdrawal | | - | - | - | - |
| Equity Transfers Out | | - | - | - | - |
| | | 50 528 | - | 1 132 | 51 660 |
| Total Equity at End of Financial Year | | 71 695 | (31 928) | 1 132 | 40 899 |

DEPARTMENT OF THE CHIEF MINISTER STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | NOTE | Equity at 1 July \$'000 | Comprehensive result \$'000 | Transactions with owners in their capacity as owners \$'000 | Equity at 30 June \$'000 |
|---|-----------|-------------------------------|--------------------------------|--|--------------------------------|
| 2010-11 | | | | | |
| Accumulated Funds | | 32 841 | (24 281) | - | 8 560 |
| Changes in Accounting Policy | | - | - | - | - |
| Correction of Prior Period Errors | | - | - | - | - |
| | | 32 841 | (24 281) | | 8 560 |
| Reserves¹ | 14 | 7 250 | - | - | 7 250 |
| Asset Revaluation Reserve | | - | 5 357 | - | 5 357 |
| | | 7 250 | 5 357 | | 12 608 |
| Capital - Transactions with Owners | | 49 461 | - | - | 49 461 |
| Equity Injections | | | | | |
| Capital Appropriation | | - | - | 395 | 395 |
| Equity Transfers In | | - | - | 672 | 672 |
| Other Equity Injections | | - | - | - | - |
| Equity Withdrawals | | | | | |
| Capital Withdrawal | | - | - | - | - |
| Equity Transfers Out | | - | - | - | - |
| | | 49 461 | - | 1 067 | 50 528 |
| Total Equity at End of Financial Year | | 89 552 | (18 924) | 1 067 | 71 695 |

The Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.

¹ Rounding discrepancy, refer to Note 2(e)

DEPARTMENT OF THE CHIEF MINISTER
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2012

| | NOTE | 2012 \$'000 | 2011 \$'000 |
|---|------|------------------|-----------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Operating Receipts | | | |
| Taxes Received | | | |
| <i>Grants and Subsidies Received</i> | | | |
| Current | | 373 | 10 972 |
| Capital | | 3 843 | - |
| Appropriation | | | |
| Output | | 69 803 | 70 556 |
| Receipts From Sales of Goods And Services | | 8 581 | 9 496 |
| Interest Received | | - | 15 |
| Total Operating Receipts¹ | | 82 601 | 91 039 |
| Operating Payments | | | |
| Payments to Employees | | (33 181) | (32 446) |
| Payments for Goods and Services | | (22 415) | (31 628) |
| <i>Grants and Subsidies Paid</i> | | | |
| Current | | (34 006) | (30 958) |
| Capital | | (22 709) | (1 271) |
| Total Operating Payments¹ | | (112 310) | (96 302) |
| Net Cash From/(Used In) Operating Activities | 15 | (29 709) | (5 263) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Investing Receipts | | | |
| Proceeds from Asset Sales | 5 | 3 | 324 |
| Total Investing Receipts | | 3 | 324 |
| Investing Payments | | | |
| Purchases of Assets | | (336) | (214) |
| Total Investing Payments | | (336) | (214) |
| Net Cash From/(Used In) Investing Activities¹ | | (333) | 109 |

DEPARTMENT OF THE CHIEF MINISTER CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | NOTE | 2012 \$'000 | 2011 \$'000 |
|---|----------|----------------|----------------|
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Financing Receipts | | | |
| <i>Equity Injections</i> | | | |
| Capital Appropriation | | 395 | 395 |
| Other Equity Injections | | 90 | - |
| Total Financing Receipts | | 485 | 395 |
| Financing Payments | | | |
| Equity Withdrawals | | - | - |
| Total Financing Payments | | - | - |
| Net Cash From/(Used In) Financing Activities | | 485 | 395 |
| Net Increase/(Decrease) in Cash Held | | (29 558) | (4 759) |
| Cash at Beginning of Financial Year | | 44 950 | 49 709 |
| CASH AT END OF FINANCIAL YEAR | 8 | 15 392 | 44 950 |

The Cash Flow Statement is to be read in conjunction with the notes to the financial statements.

¹ Rounding discrepancy, refer to Note 2(e)

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012

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DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

1. OBJECTIVES AND FUNDING

The Department of the Chief Minister is responsible for ensuring that government priorities are reflected in policy and implemented effectively by the public sector. It provides whole-of-government policy advice and leadership in coordinating approaches to priority issues throughout the Northern Territory Public Sector (NTPS).

The department's primary contribution to the strategic direction of the government is through the coordination of coherent, rigorous and evidence-based advice to the Chief Minister and Cabinet.

Strategic priorities for the department in 2011–12 included the following:

- Coordinating implementation of the long-term strategic plan for the Northern Territory, Territory 2030, to guide future growth and sustainability
- Developing business and trade opportunities and creating jobs for Territorians through the facilitation of major projects such as downstream gas-based developments, the Australasia Trade Route and private sector investment in key infrastructure projects
- Maximising opportunities for the Northern Territory arising out of

National Partnership Agreements with the Commonwealth

- Coordinating effective processes to support maintenance of intergovernmental relationships through the Council of Australian Governments (COAG) framework
- Coordinating regional development initiatives including the implementation of the Alice Springs Transformation Plan
- Preserving and building a strong Northern Territory community and promoting its image as a great place to live, work and invest.

The department provides annual grant funding to the Darwin Waterfront Corporation, a statutory authority established by the Northern Territory Government to develop, manage and service the Waterfront precinct for the benefit of the community. It manages the financial agreement with the Darwin Convention Centre, and promotes the precinct as a place of residence, tourism and business, and a venue for events and entertainment.

Also, the department supports, through the Northern Territory Major Events Company, a number of high profile events and activities including the V8 Supercars, Australian Superbikes, BASSINTHEGRASS, THE CONCERT in Alice Springs, World Solar Challenge and Hottest 7s in the World Rugby Tournament.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

The AustralAsia Railway Corporation (AARC) is a statutory body established under the *AustralAsia Railway Corporation Act 1996* and supported by South Australia through complementary legislation. The AARC was established in 1997 by the Northern Territory and South Australian governments to manage the awarding of a Build, Own, Operate and Transfer contractual arrangements, and to enter into negotiations with the successful consortium.

Additional information in relation to the department of the Chief Minister and its principal activities may be found in the annual report.

The department is predominantly funded by, and is dependent on the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the department controls resources to carry on its functions and deliver outputs. For reporting purposes, outputs delivered by the department are summarised into several Output Groups. Note 3 provides summary financial information in the form of a Comprehensive Operating Statement by Output Group.

A listing of department output groups and their functions can be found at Chapter 3 – Performance by Output in the annual report.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and related Treasurer's Directions. The Act requires the Department of the Chief Minister to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of financial statements is to include the following:

- (i) a Certification of the Financial Statements
- (ii) a Comprehensive Operating Statement
- (iii) a Balance Sheet
- (iv) a Statement of Changes in Equity
- (v) a Cash Flow Statement
- (vi) applicable explanatory notes to the financial statements.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when cash is paid out or received. As part of the preparation of the financial statements, all intra agency

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

transactions and balances have been eliminated.

Except where stated, the financial statements have also been prepared in accordance with the historical cost convention.

The form of the financial statements is also consistent with the requirements of Australian Accounting Standards. The effects of all relevant new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated.

The Standards and Interpretations and their impacts are:

AASB 124 Related Party Disclosures (December 2009), AASB 2009-12 Amendments to Australian Accounting Standards [AASB 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Interpretations 2, 4, 16, 1039 & 1052]

The Standards amend the requirements of the previous version of AASB 124 to clarify the definition of a related party, provide a partial exemption from related party disclosure requirements for government-related entities and include an explicit requirement to disclose commitments involving related parties. The Standards do not impact the financial statements.

AASB 1054 Australian Additional Disclosures, AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 & 134 and Interpretations 2, 112 & 113]

The Standards are a consequence of Phase 1 of the joint Trans-Tasman Convergence project of the AASB and New Zealand's Financial Reporting Standards Board. AASB 2011-1 amends a range of Australian Accounting Standards and Interpretations for the purpose of closer alignment to IFRSs and harmonization between Australian and New Zealand Standards. The Standard relocates and deletes various Australian-specific guidance and disclosures from other Standards and aligns the wording used to that adopted in IFRSs. Relocated Australian-specific disclosures are now contained in AASB 1054. The Standards do not impact the financial statements.

AASB 2010-4 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1, 7, 101 & 134 and Interpretation 13]

The Standard amends a number of pronouncements as a result of the IASB's 2008-2010 cycle of annual improvements. Key amendments include clarification of content of

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

statement of changes in equity (AASB 101) and financial instrument disclosures (AASB 7). The Standard does not impact the financial statements.

AASB 2010-5 Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 & 1038 and Interpretations 112, 115, 127, 132 & 1042]

The Standard makes numerous editorial amendments to a range of Australian Accounting Standards and Interpretations, including amendments to reflect changes made to the text of IFRSs by the IASB. The Standard does not impact the financial statements.

AASB 2010-6 Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 & 7]

The Standard makes amendments to AASB 7 Financial Instruments: Disclosures resulting from the IASB's comprehensive review of off balance sheet activities. The amendments introduce additional disclosures, designed to allow users of financial statements to improve their understanding of transfer transactions of financial assets, including understanding the possible effects of any risks that may remain

with the entity that transferred the assets. The Standard does not impact the financial statements.

AASB 2011-5 Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation [AASB 127, 128 & 131]

The Standard extends relief from consolidation to not-for-profit entities in particular circumstances, by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant, provided that the parent entity and the ultimate or intermediate parent entity are not-for-profit entities that comply with Australian Accounting Standards. The Standard does not impact the financial statements.

b) Australian Accounting Standards and Interpretations Issued but not yet Effective

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were issued but not yet effective.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| Standard/Interpretation | Summary | Effective for annual reporting periods beginning on or after | Impact on financial statements |
|--|---|--|--------------------------------|
| AASB 9 Financial Instruments (Dec 2010), AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (Dec 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127] | AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i>). | 1 Jan 2013 | Minimal impact |
| AASB 10 Consolidated Financial Statements | Requires a parent to present consolidated financial statements as those of a single economic entity, replacing the requirements previously contained in AASB 127 <i>Consolidated and Separate Financial Statements</i> . | 1 Jan 2013 | Minimal Impact |

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| Standard/Interpretation | Summary | Effective for annual reporting periods beginning on or after | Impact on financial statements |
|---|--|--|--------------------------------|
| AASB 13 Fair Value Measurement, AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010 7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132] | Replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. The Standard defines fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements. | 1 Jan 2013 | Minimal Impact |
| AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17] | Makes consequential amendments to a range of Standards and Interpretations in light of the issuance of AASB 10 Consolidated Financial Statements and AASB 12 Disclosure of Interests in Other Entities. | 1 Jan 2013 | Minimal Impact |
| AASB 2011-9 Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049] | Requires entities to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently. | 1 July 2012 | Minimal Impact |

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

c) **Agency and Territory Items**

The financial statements of the Department of the Chief Minister include income, expenses, assets, liabilities and equity over which the Department of the Chief Minister has control (agency items). Certain items, while managed by the agency, are controlled and recorded by the Northern Territory rather than the agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the government's ownership interest in government controlled entities.

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the government and managed by agencies on behalf of the government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies such as

unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the department's financial statements. However, as the department is accountable for certain Territory items managed on behalf of government, these items have been separately disclosed in Note 21 – Schedule of Territory Items.

d) **Comparatives**

Where necessary, comparative information for the 2010-11 financial year has been reclassified to provide consistency with current year disclosures.

e) **Presentation and Rounding of Amounts**

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero.

f) **Changes in Accounting Policies**

The accounting policies adopted are consistent with those of the previous year except for a change in the liability recognised for benefits accruing to employees in respect of

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

annual leave for 2011-12. All annual leave liabilities recognised are expected to be settled within 12 months and are measured at their nominal value in accordance with AASB101.

g) Accounting Judgements and Estimates

The preparation of the financial report requires the making of judgements and estimates that affect the recognised amounts of assets, liabilities, revenues and expenses and the disclosure of contingent liabilities. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgements and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgements and estimates are as follows:

- Employee Benefits – Note 2(t) and Note 13: Provisions in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate government bond rate, estimates of future salary and wage levels and employee periods of service
- Contingent Liabilities – Note 18: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year government bond rate
- Allowance for Impairment Losses – Note 2(p), 9: Receivables Note 16: Financial Instruments
- Depreciation and Amortisation – Note 2(k), Note 10: Property, Plant and Equipment and Note 11: Heritage and Cultural Assets.

h) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows. Commitments and contingencies are disclosed net of the amount of GST recoverable or payable unless otherwise specified.

i) Income Recognition

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of goods and services tax (GST). Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

Grants, Donations, Gifts and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Appropriation

Output Appropriation is the operating payment to each agency for the outputs they provide and is calculated as the net cost of agency outputs after taking into account funding from Agency income. It does not include any allowance for major non-cash costs such as depreciation.

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Special Purpose Payments and National Partnership payments being made by the Commonwealth Treasury to State Treasuries, in a manner similar to arrangements for GST payments. These payments are received by Treasury on behalf

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

of the Central Holding Authority and then forwarded on to the relevant agencies as Commonwealth Appropriation.

Revenue in respect of Appropriations is recognised in the period in which the agency gains control of the funds.

Sale of Goods

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer
- the agency retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold
- the amount of revenue can be reliably measured
- it is probable that the economic benefits associated with the transaction will flow to the agency
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from rendering services is recognised by reference to the stage

of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- it is probable that the economic benefits associated with the transaction will flow to the entity.

Interest Revenue

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

Goods and Services Received Free of Charge

Goods and services received free of charge are recognised as revenue when a fair value can be reliably determined and the resource would have been purchased if it had not been donated. Use of the resource is recognised as an expense.

Disposal of Assets

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal. Refer also to Note 5: Gain or Dispose of Asset.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

Contributions of Assets

Contributions of assets and contributions to assist in the acquisition of assets, being non-reciprocal transfers, are recognised, unless otherwise determined by government, as gains when the agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

j) Repairs and Maintenance Expense

Funding is received for repairs and maintenance works associated with agency assets as part of Output Revenue. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

k) Depreciation and Amortisation Expense

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives.

Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

The estimated useful lives for each class of asset are in accordance with the Treasurer's Directions and are determined as follows:

| | 2012 | 2011 |
|------------------------------|-----------|-----------|
| Buildings | 50 Years | 50 Years |
| Infrastructure Assets | 50 Years | 50 Years |
| Plant and Equipment | 5 Years | 5 Years |
| Heritage and Cultural Assets | 100 Years | 100 Years |

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

l) Interest Expense

Interest expenses include interest and finance lease charges. Interest expenses are expensed in the period in which they are incurred.

m) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

n) **Receivables**

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses.

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analysis of the age of the receivables that are past due as at the reporting date are disclosed in an ageing schedule under credit risk in Note 16: Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

Accounts receivable are generally settled within 30 days and other receivables within 30 days.

o) **Property, Plant and Equipment**

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour,

and an appropriate proportion of fixed and variable overheads.

Complex Assets

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent Additional Costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (Work in Progress)

As part of the financial management framework, the Department of Construction and Infrastructure is responsible for managing general government capital works projects on a whole-of-government basis. Therefore appropriation for all agency capital works is provided directly to the Department of Construction and Infrastructure and the cost of construction work

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

in progress is recognised as an asset of that department. Once completed, capital works assets are transferred to the agency.

p) Revaluations and Impairment

Revaluation of Assets

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- Land
- Buildings
- Infrastructure Assets
- Heritage and Cultural Assets.

Fair value is the amount for which an asset could be exchanged, or liability settled, between knowledgeable, willing parties in an arms length transaction.

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

The unique nature of some of the heritage and cultural assets may preclude reliable measurement. Such assets have not been recognised in the financial statements.

Impairment of Assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the Asset Revaluation Surplus for that class of asset to the extent that an available balance exists in the Asset Revaluation Surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the Asset Revaluation Surplus. Note 14 provides additional information in relation to the Asset Revaluation Surplus.

q) **Assets Held for Sale**

Assets held for sale consist of those assets which management has determined are available for immediate sale in their present condition, and their sale is highly probably within the next twelve months.

These assets are measured at the lower of the asset's carrying amount and fair value less costs to sell. These assets are not depreciated. Non-current assets held for sale have been recognised on the face of the financial statements as current assets.

r) **Leased Assets**

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

Finance Leases

Finance leases are capitalised. A leased asset and a lease liability equal to the present value of the minimum lease payments are recognised at the inception of the lease.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating Leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

s) **Payables**

Liabilities for accounts payable and other amounts payable are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

t) **Employee Benefits**

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries and recreation leave and other employee benefit liabilities that fall due within 12 months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after 12 months of the reporting date are measured at present value, calculated using the government long term bond rate. Department of the Chief Minister encourages employees to utilise their staff provisions therefore the requirement for providing non-current employee is not material.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements
- other types of employee benefits.

As part of the Northern Territory's Financial Management Framework, the Central Holding Authority assumes the long service leave liabilities of government agencies, including the Department of the Chief Minister, and as such no long service leave liability is recognised in agency financial statements.

u) **Superannuation**

Employees' superannuation entitlements are provided through one of the following:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS)
- Commonwealth Superannuation Scheme (CSS)
- non-government employee nominated schemes for those employees commencing on or after 10 August 1999.

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

**v) Contributions by and
Distributions to Government**

The agency may receive contributions from government where the government is acting as owner of the agency. Conversely, the agency may make distributions to government. In accordance with the *Financial Management Act* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, government. These designated contributions and distributions are treated by the agency as adjustments to equity.

The Statement of Changes in Equity provides additional information in relation to contributions by, and distributions to, government.

w) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17 and are consistent with the requirements contained in AASB 101, AASB 116 and AASB 117.

Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

| | Policy Advice and Public Sector Coordination | | Northern Territory development | | Government Business Support | | Community Support | | Total | |
|--|--|-----------------|--------------------------------------|-----------------|-----------------------------------|----------------|----------------------|----------------|-----------------|-----------------|
| NOTE | 2012 \$'000 | 2011 \$'000 | 2012 \$'000 | 2011 \$'000 | 2012 \$'000 | 2011 \$'000 | 2012 \$'000 | 2011 \$'000 | 2012 \$'000 | 2011 \$'000 |
| INCOME | | | | | | | | | | |
| <i>Grants and Subsidies Revenue</i> | | | | | | | | | | |
| Current | 251 | 1 412 | 14 | - | 96 | - | 13 | 9 560 | 373 | 10 972 |
| Capital | 3 843 | - | - | - | - | - | - | - | 3 843 | - |
| <i>Appropriation</i> | | | | | | | | | | |
| Output | 7 420 | 9 629 | 10 948 | 8 104 | 27 335 | 27 875 | 24 100 | 24 948 | 69 803 | 70 556 |
| Sales of Goods and Services ¹ | 259 | 218 | 276 | 773 | 506 | 416 | 2 389 | 2 277 | 3 429 | 3 684 |
| Interest Revenue | - | - | - | - | - | - | - | 15 | - | 15 |
| Goods and Services Received Free of Charge | 4 | 609 | 576 | 409 | 360 | 2 732 | 2 577 | 359 | 366 | 4 108 |
| Gain on Disposal of Assets | 5 | - | (3) | - | (2) | 1 | - | 316 | (2) | 314 |
| Other Income | | 20 | 26 | 10 | 7 | 56 | 52 | 11 | 6 | 97 |
| TOTAL INCOME | 12 401 | 11 858 | 11 657 | 9 244 | 30 722 | 30 921 | 26 871 | 37 488 | 81 651 | 89 511 |
| EXPENSES | | | | | | | | | | |
| Employee Expenses | 5 359 | 5 748 | 4 147 | 3 419 | 21 699 | 20 561 | 2 627 | 2 718 | 33 832 | 32 446 |
| <i>Administrative Expenses</i> | | | | | | | | | | |
| Purchases of Goods and Services | 6 | 1 973 | 11 032 | 5 915 | 5 354 | 9 585 | 9 193 | 627 | 574 | 18 100 |
| Repairs and Maintenance | | 8 | 23 | 3 | 24 | 186 | 345 | 3 | 12 | 200 |
| Depreciation and Amortisation | 10, 11 | 40 | 43 | 118 | 148 | 451 | 432 | 16 | 17 | 625 |
| Other Administrative Expenses ² | | 609 | 577 | 409 | 18 392 | 2 732 | 2 583 | 359 | 368 | 4 108 |
| <i>Grants and Subsidies Expenses</i> | | | | | | | | | | |
| Current | 10 704 | 7 608 | 157 | 134 | 36 | 10 | 23 109 | 23 206 | 34 006 | 30 958 |
| Capital | 21 596 | 295 | - | - | - | - | 1 113 | 976 | 22 709 | 1 271 |
| TOTAL EXPENSES | 40 289 | 25 326 | 10 749 | 27 471 | 34 687 | 33 124 | 27 854 | 27 871 | 113 579 | 113 792 |
| NET SURPLUS/(DEFICIT) | (27 888) | (13 468) | 908 | (18 227) | (3 965) | (2 203) | (983) | 9 617 | (31 928) | (24 281) |
| OTHER COMPREHENSIVE INCOME | | | | | | | | | | |
| Asset Revaluation Reserve | - | - | - | - | - | 5 358 | - | (1) | - | 5 357 |
| TOTAL OTHER COMPREHENSIVE INCOME | - | - | - | - | - | 5 358 | - | (1) | - | 5 357 |
| COMPREHENSIVE RESULT | (27 888) | (13 468) | 908 | (18 227) | (3 965) | 3 155 | (983) | 9116 | (31 928) | (18 924) |

¹ Rounding discrepancy, refer to Note 2 (e)

² 2010–11 includes \$3.88 million for DBE service charges and \$18.03 million write down of the Railway Corridor Asset

DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| 4. GOODS AND SERVICES RECEIVED FREE OF CHARGE | | |
| Department of Business and Employment | 4 108 | 3 879 |
| | 4 108 | 3 879 |
| 5. GAIN ON DISPOSAL OF ASSETS | | |
| Net proceeds from the disposal of non-current assets | 3 | 324 |
| Less: Carrying value of non-current assets disposed | 5 | 9 |
| Gain on the disposal of non-current assets | 2 | 314 |
| 6. PURCHASES OF GOODS AND SERVICES | | |
| The net surplus has been arrived at after charging the following expenses: | | |
| GOODS AND SERVICES EXPENSES: | | |
| Consultants ⁽¹⁾ | 3 185 | 2 104 |
| Marketing and Promotion ⁽²⁾ | 2 401 | 1 587 |
| Document Production | 145 | 181 |
| Legal Expenses ⁽³⁾ | 1 227 | 1 747 |
| Recruitment ⁽⁴⁾ | 49 | 111 |
| Training and Study | 435 | 376 |
| Official Duty Fares | 1 750 | 2 015 |
| Travelling Allowance | 159 | 169 |
| Agency Service Arrangements ⁽⁵⁾ | 310 | 8 956 |
| Entertainment/Hospitality | 1 076 | 1 183 |
| Information Technology Charges | 1 673 | 1 901 |
| Motor Vehicle Expenses | 1 331 | 1 376 |
| Communications | 812 | 801 |
| Accommodation | 361 | 499 |
| Other | 1 878 | 1 986 |
| | 16 792 | 24 992 |

(1) Includes marketing, promotion and IT consultants and Marine Supply Base.

(2) Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

(3) Includes legal fees, claim and settlement costs.

(4) Includes recruitment related advertising costs.

(5) Decrease of \$8.646M relates to payments made to other Northern Territory Government agencies for implementation of Alice Springs Transformation Plan initiatives in 2011.

DEPARTMENT OF THE CHIEF MINISTER
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| 7. OTHER ADMINISTRATIVE EXPENSES | | |
| Assets Written Down ⁽¹⁾ | - | 18 033 |
| Assets Donated and Gifted | - | 9 |
| Doubtful Debt Expense | - | (42 817) |
| Write offs and Losses | - | 42 817 |
| Goods and Services Received Free of Charge | 4 108 | 3 879 |
| | 4 108 | 21 920 |
| (1) Write down of the Railway Corridor Asset 2010–11 | | |
| 8. CASH AND DEPOSITS | | |
| Cash on Hand | 7 | 7 |
| Cash at Bank | 15 385 | 44 943 |
| | 15 392 | 44 950 |
| 9. RECEIVABLES | | |
| CURRENT | | |
| Accounts Receivable | 194 | 376 |
| Less: Allowance for Impairment Losses | - | - |
| | 194 | 376 |
| GST Receivables | (110) | 357 |
| Other Receivables | 141 | 302 |
| | 31 | 659 |
| Total Receivables ² | 226 | 1 034 |

² Rounding discrepancy, refer to Note 2 (e)

DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| 10. PROPERTY, PLANT AND EQUIPMENT | | |
| LAND | | |
| At Fair Value | 23 496 | 23 075 |
| BUILDINGS | | |
| At Fair Value | 14 184 | 13 958 |
| Less: Accumulated Depreciation | (8 310) | (8 193) |
| | 5 874 | 5 765 |
| INFRASTRUCTURE | | |
| At Fair Value | 2 478 | 2 478 |
| Less: Accumulated Depreciation | (349) | (300) |
| | 2 129 | 2 178 |
| CONSTRUCTION (WORK IN PROGRESS) | | |
| At Capitalised Cost | - | - |
| | - | - |
| PLANT AND EQUIPMENT | | |
| At Fair Value | 3 144 | 3 038 |
| Less: Accumulated Depreciation | (2 127) | (1 897) |
| | 1 017 | 1 141 |
| COMPUTER SOFTWARE | | |
| At Capitalised Cost | 198 | 198 |
| Less: Accumulated Depreciation | (132) | (90) |
| | 66 | 108 |
| COMPUTER HARDWARE | | |
| At Capitalised Cost | 8 | 8 |
| Less: Accumulated Depreciation | (8) | (8) |
| | - | - |

DEPARTMENT OF THE CHIEF MINISTER
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

10. PROPERTY, PLANT AND EQUIPMENT ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| LEASED PLANT AND EQUIPMENT | | |
| At Capitalised Cost | 12 | 12 |
| Less: Accumulated Depreciation | (12) | (12) |
| | - | - |
| TRANSPORT EQUIPMENT | | |
| At Fair Value | 51 | 10 |
| Less: Accumulated Depreciation | (13) | (10) |
| | 39 | - |
| Total Property, Plant and Equipment¹ | 32 620 | 32 267 |
| PROPERTY, PLANT AND EQUIPMENT VALUATIONS | | |

The Australian Valuation Office conducted an independent valuation of the land and buildings at the Administrator's Offices as at 30 June 2011. The valuation resulted in an increment of \$4.58 million on the land and an increment of \$0.78 million on the building. No other impairments were recorded against the department's property, plant and equipment.

¹ Rounding discrepancy, refer to Note 2 (e)

DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

10. PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

2012 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2011–12 is set out below:

| | Land \$'000 | Buildings \$'000 | Infrastructure \$'000 | Construction (Work in Progress) \$'000 | Plant & Equipment \$'000 | Computer Software \$'000 | Computer Hardware \$'000 | Transport Equipment \$'000 | Total \$'000 |
|---|----------------|---------------------|--------------------------|---|-----------------------------|--------------------------------|--------------------------------|----------------------------------|-----------------|
| Carrying Amount as at 1 July 2011 | 23 075 | 5 765 | 2 178 | - | 1 141 | 108 | - | - | 32 267 |
| Additions | - | - | - | - | 295 | - | - | 41 | 336 |
| Disposals | - | - | - | - | (7) | - | - | (7) | (7) |
| Depreciation ⁽¹⁾ | - | (117) | (50) | - | (412) | (42) | - | (3) | (625) |
| Additions/(Disposals) from Administrative Restructuring | - | - | - | - | - | - | - | - | - |
| Additions/(Disposals) from Asset Transfers | 421 | 226 | - | - | - | - | - | - | 647 |
| Revaluation Increments/ (Decrements) | - | - | - | - | - | - | - | - | - |
| Other Movements | - | - | - | - | - | - | - | - | - |
| Carrying Amount as at 30 June 2012 | 23 496 | 5 874 | 2 129 | - | 1 017 | 66 | - | 39 | 32 620 |

⁽¹⁾ Rounding discrepancy, refer to Note 2 (e)

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

10. PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

2011 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2010–11 is set out below:

| | Land \$'000 | Buildings \$'000 | Infrastructure \$'000 | Construction (Work in Progress) \$'000 | Plant & Equipment \$'000 | Computer Software \$'000 | Transport Equipment \$'000 | Total \$'000 |
|---|----------------|---------------------|--------------------------|---|--------------------------------|--------------------------------|----------------------------------|-----------------|
| Carrying Amount as at 1 July 2010 | 17 681 | 4 615 | 21 119 | 94 | 1 192 | 104 | - | 44 805 |
| Additions | - | 8 | - | - | 156 | 50 | - | 214 |
| Disposals | (6) | - | - | - | (3) | - | - | (9) |
| Depreciation ⁽¹⁾ | - | (122) | (81) | - | (387) | (46) | - | (640) |
| Additions/(Disposals) from Administrative Restructuring | - | - | - | - | - | - | - | - |
| Additions/(Disposals) from Asset Transfers ⁽²⁾ | 827 | 480 | (18 859) | (94) | 183 | - | - | (17 463) |
| Revaluation Increments/ (Decrements) | 4 574 | 783 | - | - | - | - | - | 5 357 |
| Other Movements | - | - | - | - | - | - | - | - |
| Carrying Amount as at 30 June 2011 | 23 075 | 5 765 | 2 178 | - | 1 141 | 108 | - | 32 267 |

⁽¹⁾ Rounding discrepancy, refer to Note 2 (e)

⁽²⁾ Includes \$18.03 million write down of the Railway Corridor Asset

DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| 11. HERITAGE AND CULTURAL ASSETS | | |
| CARRYING AMOUNT | | |
| At valuation | 290 | 290 |
| Less: Accumulated Depreciation | (152) | (150) |
| Written down value – 30 June | 138 | 140 |
| RECONCILIATION OF MOVEMENTS | | |
| Carrying amount at 1 July | 140 | 142 |
| Additions | - | - |
| Additions/(Disposals) from Asset Transfers | (2) | (2) |
| Carrying Amount as at 30 June | 138 | 140 |
| HERITAGE AND CULTURAL ASSETS VALUATION | | |
| Heritage and cultural assets are valued at original cost. No impairments have been recorded against these assets during the year | | |
| 12. PAYABLES | | |
| Accounts Payable | 954 | 369 |
| Accrued Expenses | 1 105 | 1 255 |
| Other Payables | - | - |
| Total Payables | 2 059 | 1 624 |

DEPARTMENT OF THE CHIEF MINISTER
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--------------------------------------|----------------|----------------|
| 13. PROVISIONS | | |
| CURRENT | | |
| <i>Employee Benefits</i> | | |
| Recreation Leave and Airfares | 4 626 | 4 304 |
| Leave Loading | 283 | 257 |
| | 4 909 | 4 561 |
| <i>Other Current Provisions</i> | | |
| Fringe Benefit Tax | 174 | 150 |
| Payroll Tax | 308 | 297 |
| Superannuation | 278 | 244 |
| | 760 | 692 |
| Total Current | 5 668 | 5 252 |
| NON-CURRENT | | |
| <i>Employee Benefits</i> | | |
| Recreation Leave | - | - |
| | - | - |
| Total Provisions | 5 668 | 5 252 |
| RECONCILIATIONS OF PROVISIONS | | |
| Fringe Benefit Tax | | |
| Balance as at 1 July | 150 | 146 |
| Additional Provisions Recognised | 721 | 1 486 |
| Reductions Arising from Payments | (697) | (1 482) |
| Balance as at 30 June | 174 | 150 |
| Payroll Tax | | |
| Balance as at 1 July | 297 | 283 |
| Additional Provisions Recognised | 1 723 | 688 |
| Reductions Arising from Payments | (1 712) | (674) |
| Balance as at 30 June | 308 | 297 |
| Superannuation | | |
| Balance as at 1 July | 244 | 400 |
| Additional Provisions Recognised | 280 | 768 |
| Reductions Arising from Payments | (246) | (924) |
| Balance as at 30 June | 278 | 244 |

The agency employed 272.7 full-time equivalent employees as at 30 June 2012 (268.5 employees as at 30 June 2011).

DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|----------------|----------------|
| 14. RESERVES | | |
| Asset Revaluation Surplus | | |
| <i>(i) Nature and Purpose of the Asset Revaluation Surplus</i> | | |
| The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the Asset Revaluation Surplus. | | |
| <i>(ii) Movements in the Asset Revaluation Surplus</i> | | |
| Balance as at 1 July | 12 608 | 7 250 |
| Increment/(Decrement) - Land | - | 4 574 |
| Increment/(Decrement) - Buildings | - | 783 |
| Balance as at 30 June ¹ | 12 608 | 12 608 |

⁽¹⁾ Rounding discrepancies, refer to Note 2 (e)

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|--|-----------------|-----------------|
| 15. NOTES TO THE CASH FLOW STATEMENT | | |
| Reconciliation of Cash | | |
| The total of Agency Cash and Deposits of \$15 392 000 recorded in the Balance Sheet is consistent with that recorded as 'cash' in the Cash Flow Statement. | | |
| Reconciliation of Net Surplus/(Deficit) to Net Cash From Operating Activities | | |
| Net Surplus/(Deficit) | (31 928) | (24 281) |
| <i>Non-Cash Items:</i> | | |
| Depreciation and Amortisation | 625 | 640 |
| Asset Write-Offs/Write-Downs | - | 60 850 |
| Asset Donations/Gifts | - | 9 |
| (Gain)/Loss on Disposal of Assets | 4 | (314) |
| R&M Minor New Works – Non Cash | - | 94 |
| Doubtful Debts Expense – other | - | (42 817) |
| <i>Changes in Assets and Liabilities:</i> | | |
| Decrease/(Increase) in Receivables | 809 | 1 070 |
| Decrease/(Increase) in Prepayments | (71) | (173) |
| (Decrease)/Increase in Payables | 435 | (401) |
| (Decrease)/Increase in Provision for Employee Benefits | 349 | 198 |
| (Decrease)/Increase in Other Provisions | 67 | (137) |
| (Decrease)/Increase in Other Liabilities | - | - |
| Net Cash From Operating Activities ¹ | (29 709) | (5 263) |

¹ Rounding discrepancy, refer to Note 2 (e)

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

16. FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Department of the Chief Minister include cash and deposits, receivables, payables and finance leases. The Department of the Chief Minister has limited exposure to financial risks as discussed below.

(a) Categorisation of Financial Instruments

The carrying amounts of the Department of the Chief Minister's financial assets and liabilities by category are disclosed in the table below.

| | 2012 \$'000 | 2011 \$'000 |
|------------------------------|----------------|----------------|
| Financial Assets | | |
| Cash and deposits | 15 392 | 44 950 |
| Loans and receivables | 226 | 1 034 |
| Financial Liabilities | | |
| Payables | (2 059) | (1 624) |

(b) Credit Risk

The department has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to government, the department has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the department's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant.

A reconciliation and ageing analysis of receivables is presented below.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

16. FINANCIAL INSTRUMENTS (CONTINUED)

| | Ageing of Receivables \$'000 | Ageing of Impaired Receivables \$'000 | Net Receivables \$'000 |
|-------------------------------|------------------------------------|--|------------------------------|
| 2011–12 | | | |
| Not Overdue | 215 | - | 215 |
| Overdue for less than 30 days | 9 | - | 9 |
| Overdue for 30 to 60 days | - | - | - |
| Overdue for more than 60 days | 2 | - | 2 |
| Total | 226 | - | 226 |
| 2010–11 | | | |
| Not Overdue | 865 | - | 865 |
| Overdue for less than 30 days | 116 | - | 116 |
| Overdue for 30 to 60 days | - | - | - |
| Overdue for more than 60 days | 53 | - | 53 |
| Total | 1 034 | - | 1 034 |

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

16. FINANCIAL INSTRUMENTS (CONTINUED)

(c) Liquidity risk

Liquidity risk is the risk that the agency will not be able to meet its financial obligations as they fall due. The department's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

2012 Maturity analysis for financial assets & liabilities

| | Interest Bearing | | | | Total \$'000 | Weighted Average % |
|---|----------------------|----------------------------------|---------------------------|-----------------------------------|-----------------|--------------------------|
| | Fixed or Variable | Less than a year \$'000 | 1 to 5 years \$'000 | More than 5 years \$'000 | | |
| ASSETS | | | | | | |
| Cash and deposits | | | | | 15 392 | 15 392 |
| Receivables | | | | | 226 | 226 |
| Total Financial Assets: | | | | | 15 618 | 15 618 |
| LIABILITIES | | | | | | |
| Payables | | | | | (2 059) | (2 059) |
| Total Financial Liabilities: | | | | | (2 059) | (2 059) |

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

16. FINANCIAL INSTRUMENTS (CONTINUED)

2011 Maturity analysis for financial assets & liabilities

| | Interest Bearing | | | | | Total \$'000 | Weighted Average % |
|---|----------------------|----------------------------------|---------------------------|-----------------------------------|--------------------------------------|-----------------|--------------------------|
| | Fixed or Variable | Less than a year \$'000 | 1 to 5 years \$'000 | More than 5 years \$'000 | Non Interest Bearing \$'000 | | |
| ASSETS | | | | | | | |
| Cash and deposits | | | | | 44 950 | 44 950 | |
| Receivables | | | | | 1 034 | 1 034 | |
| Total Financial Assets: | | | | | 45 984 | 45 984 | |
| LIABILITIES | | | | | | | |
| Payables | | | | | (1 624) | (1 624) | |
| Total Financial Liabilities: | | | | | (1 624) | (1 624) | |

(d) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

i) Interest Rate Risk

The Department of the Chief Minister is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing.

ii) Price Risk

The Department of the Chief Minister is not exposed to price risk as it does not hold units in unit trusts.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

iii) Currency Risk

The Department of the Chief Minister is not exposed to currency risk as it does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

(e) Net Fair Value

The fair value of financial instruments is estimated using various methods. These methods are classified into the following levels:

Level 1 – derived from quoted prices in active markets for identical assets or liabilities

Level 2 – derived from inputs other than quoted prices that are observable directly or indirectly

Level 3 – derived from inputs not based on observable market data.

| | Total Carrying Amount \$'000 | Net Fair Value Level 1 \$'000 | Net Fair Value Level 2 \$'000 | Net Fair Value Level 3 \$'000 | Net Fair Value Total \$'000 |
|-------------------------------------|---------------------------------------|--|--|--|--------------------------------------|
| 2012 | | | | | |
| Financial Assets | | | | | |
| Cash and Deposits | 15 392 | 15 392 | | | 15 392 |
| Receivables | 226 | 226 | | | 226 |
| Total Financial Assets: | 15 618 | 15 618 | | | 15 618 |
| Financial Liabilities | | | | | |
| Payables | (2 059) | (2 059) | | | (2 059) |
| Total Financial Liabilities: | (2 059) | (2 059) | | | (2 059) |
| 2011 | | | | | |
| Financial Assets | | | | | |
| Cash and Deposits | 44 950 | 44 950 | | | 44 950 |
| Receivables | 1 034 | 1 034 | | | 1 034 |
| Total Financial Assets: | 45 984 | 45 984 | | | 45 984 |
| Financial Liabilities | | | | | |
| Payables | (1 624) | (1 624) | | | (1 624) |
| Total Financial Liabilities: | (1 624) | (1 624) | | | (1 624) |

The net fair value of *Cash*, *Receivables*, and *Payables* are based on current market values.

DEPARTMENT OF THE CHIEF MINISTER
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

| | 2012 \$'000 | 2011 \$'000 |
|---|----------------|----------------|
| 17. COMMITMENTS | | |
| Operating Lease Commitments | | |
| The agency leases property under non-cancellable operating leases expiring from zero to three years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The Agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows: | | |
| Within one year | 928 | 852 |
| Later than one year and not later than five years | 363 | 424 |
| Later than five years | - | - |
| | 1 291 | 1 276 |
| Grant Commitments | | |
| Grant commitments not provided for in the financial statements primarily represents tied funding that must be applied to designated services or functions as follows: | | |
| Within one year | 20 730 | 25 890 |
| Later than one year and not later than five years | 2 590 | 24 958 |
| | 23 320 | 50 848 |

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The department has no material contingent liabilities or contingent assets as at 30 June 2012.

19. EVENTS SUBSEQUENT TO BALANCE DATE


No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in, these financial statements.

DEPARTMENT OF THE CHIEF MINISTER NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

20. WRITE-OFFS, POSTPONEMENTS, WAIVERS, GIFTS AND EX GRATIA PAYMENTS

| | No. of Trans. | | Agency | |
|--|----------------|------------------|----------------|------------------|
| | 2012 \$'000 | No. of Trans. | 2011 \$'000 | No. of Trans. |
| Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i> | | | | |
| Represented by: | | | | |
| <i>Amounts written off, postponed and waived by delegates</i> | | | | |
| Irrecoverable amounts payable to the Northern Territory or an agency written off | - | - | - | - |
| Losses or deficiencies of money written off | - | - | - | - |
| Public property written off | - | - | - | - |
| Waiver or postponement of right to receive or recover money or property | - | - | - | - |
| Total written off, postponed and waived by Delegates | | | - | - |
| <i>Amounts written off, postponed and waived by the Treasurer</i> | | | | |
| Irrecoverable amounts payable to the Northern Territory or an agency written off | - | - | - | - |
| Losses or deficiencies of money written off | - | - | - | - |
| Public property written off | - | - | - | - |
| Waiver or postponement of right to receive or recover money or property | - | - | 42 817 | 1 |
| Total written off, postponed and waived by the Treasurer | - | - | 42 817 | 1 |
| Write-offs, Postponements and Waivers Authorised | | | | |
| Under Other Legislation | | | | |
| Gifts Under the <i>Financial Management Act</i> | | | | |
| Ex Gratia Payments Under the <i>Financial Management Act</i> | | | | |



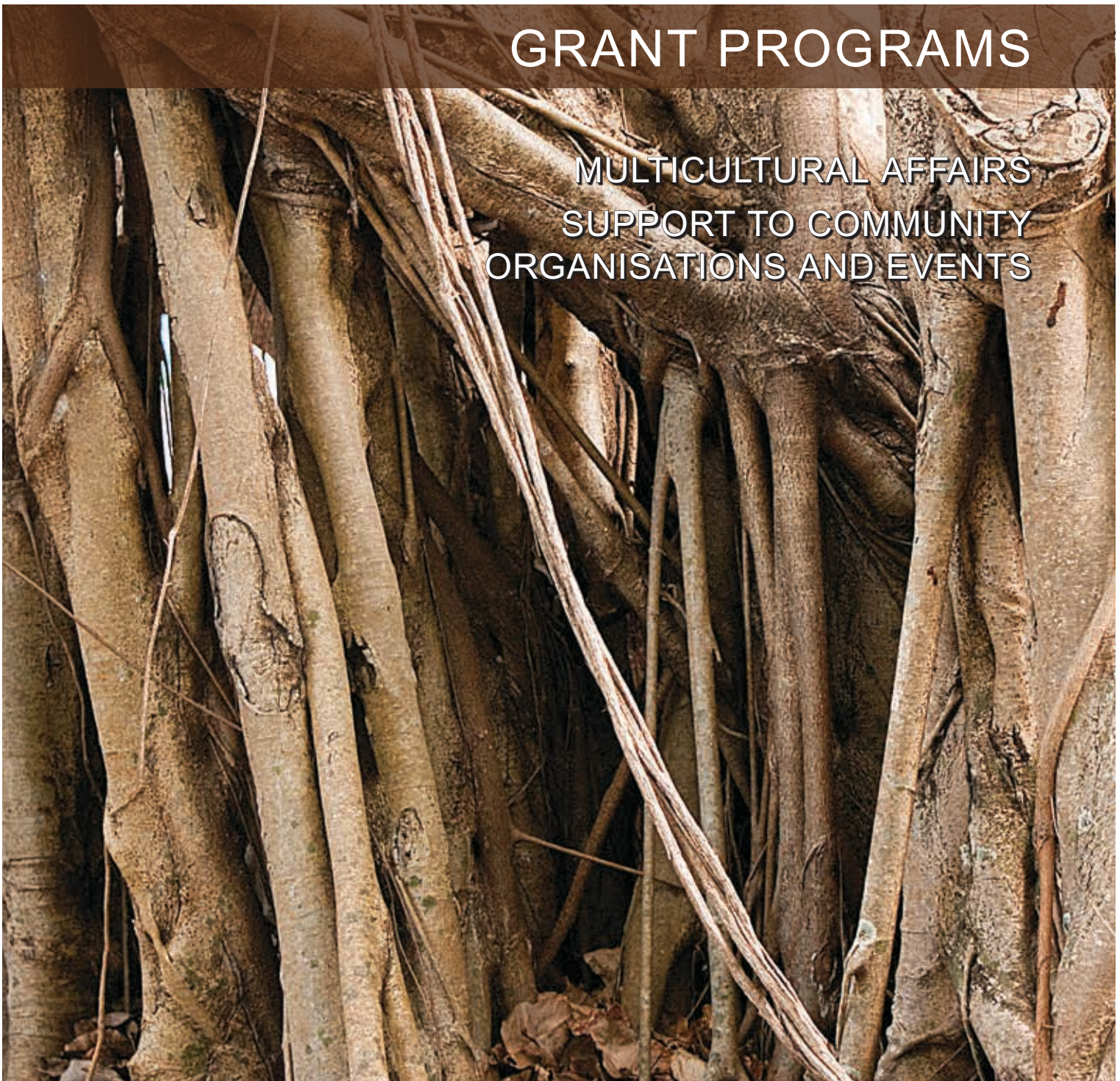
DEPARTMENT OF THE CHIEF MINISTER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012 ... CONT

21. SCHEDULE OF TERRITORY ITEMS

The Department of the Chief Minister does not have any Territory items (refer Note 2(c)).

GRANT PROGRAMS

MULTICULTURAL AFFAIRS
SUPPORT TO COMMUNITY
ORGANISATIONS AND EVENTS





MULTICULTURAL AFFAIRS

HARMONY DAY

| Recipient | Amount |
|---|---------------|
| Community Garden Network | 1 000 |
| Australia China Friendship Society NT Branch | 1 000 |
| Australia Indonesian Cultural Centre | 1 000 |
| Australian Japanese Association | 1 000 |
| Balai Bahasa Indonesia Australia | 900 |
| Balai Indonesia | 2 000 |
| Batchelor Area School Council | 800 |
| Bees Creek Primary School | 800 |
| Bhutanese Community of the NT | 500 |
| Congolese Community in NT | 1 000 |
| Darwin Community Arts | 4 000 |
| Fiji Association of the NT | 1 000 |
| Filipino Australian Association of the NT | 1 500 |
| Gray School Council | 700 |
| Happy Migrant Learning Centre | 780 |
| Holy Spirit Primary School | 760 |
| Humpty Doo Primary School Council | 800 |
| Indian Cultural Society | 800 |
| Indian Cultural Society | 400 |
| Islamic Society of the NT | 1 000 |
| Jingili Primary School Council | 800 |
| Karama Community & Children's Centre | 800 |
| Katherine Filipino Australian Association of the NT | 1 000 |
| Katherine High School Council | 600 |
| Latino NT Association | 1 000 |
| Mabuhay Multicultural Association | 600 |
| Malak School Council | 800 |
| Millner Primary School | 1 000 |

Harmony Day Grants ... CONT

| Recipient | Amount |
|---|---------------|
| Moil Primary School Council | 800 |
| Moulden Park Primary School | 500 |
| Multicultural Community Services of Central Australia | 1 000 |
| Nakara School Council | 800 |
| Nemarluk School Council | 800 |
| Nhulunbuy High School | 1 000 |
| Paiyaa Northern Territory Association | 800 |
| Palmerston Senior College | 1 000 |
| Papua New Guinea Australia Social & Cultural Group | 1 000 |
| Rince Na H'eireann Darwin Irish Dance Association | 500 |
| Rosebery Middle School Council | 800 |
| Sanderson Middle School Council | 800 |
| Southern African in the NT | 533 |
| Sri Lanka Australia Friendship Association | 800 |
| Stuart Park Primary School Council | 800 |
| Taminmin High School Council | 800 |
| Thai Theravada Association of the Northern Territory | 1 000 |
| The Italian Sports and Social Club | 1 000 |
| Wulagi School Council | 800 |
| TOTAL (47) | 43 873 |

CHARLES SEE KEE AWARDS

| Recipient | Purpose | Amount |
|-------------------------|--|---------------|
| Carine Kapiamba-Tshimbu | Charles See Kee Leadership Scholarship | 3 500 |
| William Tamba | Charles See Kee Leadership Scholarship | 3 500 |
| TOTAL (2) | | 7 000 |

FUNDING UNDER ETHNIC COMMUNITIES FACILITIES DEVELOPMENT

| Recipient | Purpose | Amount |
|-----------------------------------|---|----------------|
| CIASS | Installation of wheelchair ramp | 11 838 |
| Hindu Society of the NT | Enclosing ablutions assistance | 55 000 |
| NT Timor Chinese Association | Concrete slab extension | 55 000 |
| Portuguese & Timorese Social Club | Replace roller doors with bi-fold doors | 116 250 |
| Portuguese & Timorese Social Club | Shared arrangements | 10 000 |
| Serbian Orthodox Church Saintsava | Shared arrangements | 10 000 |
| TOTAL (6) | | 258 088 |

CULTURAL & LINGUISTICS AWARDS

| Recipient | Purpose | Amount |
|----------------------------|-------------------|--------------|
| Fiji Association of the NT | Linguistic Awards | 7 500 |
| TOTAL (1) | | 7 500 |

MULTICULTURAL AFFAIRS SPONSORSHIP PROGRAM

| Recipient | Purpose | Amount |
|--|---|--------|
| Africa Australia Friendship Association | 2011 Annual Dinner | 4 200 |
| African Association of Central Australia | Assistance for Australian Conference | 1 500 |
| African Charity Choir of NT Australia | Recording Traditional Songs | 5 000 |
| African Charity Choir of NT Australia | Registration Fees Sudanese Christian Youth Conference | 910 |
| Alliance Française De Darwin | Alliance Française Ball 2012 | 5 000 |
| Ausdance NT | MoveMeNT Darwin Dance Festival | 10 000 |
| Australia Indonesian Cultural Centre | Indonesian Cultural Evening | 5 000 |

Multicultural Affairs Sponsorship Program ... CONT

| Recipient | Purpose | Amount |
|---|---|---------------|
| Australian Burma Friendship Association | 2012 Tingyan Water Festival (Burmese New Year) | 1 000 |
| Australian Japanese Association of NT | Bunka No Hi (Culture Day) | 3 000 |
| Balai Bahasa Indonesia Australia | Develop Indonesian Language Skill | 2 000 |
| Balai Indonesia | Assist Persona Indonesia | 10 000 |
| Balai Indonesia | Persona Indonesia | 2 000 |
| Buddhist Community of the NT | Kathina Celebrations | 2 000 |
| Catholic Diocese of Darwin | Community Support Worker | 41 000 |
| Chung Wah Society | Community Support Worker | 41 000 |
| Chung Wah Society | Lion Dance Troupe travel to Alice Springs | 6 500 |
| Congolese Community Association | Independence Day | 3 200 |
| Congolese Community Association | Congolese at Mindil Night | 1 500 |
| Congolese Community Association | New Year Celebrations 2012 | 1 000 |
| Congolese Community Association | Congolese Festival | 3 000 |
| Congolese Community in NT | Public Liability Insurance | 1 000 |
| Council on the Aging NT | Weekly activities for older Italians | 7 500 |
| Council on the Aging NT | Weekly activities for older Portuguese and Timorese | 7 500 |
| Cyprus Community of the NT | 2011 Cyprus Food Wine Festival | 16 500 |
| Cyprus Community of the NT | 2011 Conference | 3 000 |
| Darwin Malayalee Association | Easter and Vishu Celebrations | 1 500 |
| Deutscher Klub Darwin | 45th Birthday of Deutscher Klub Darwin | 1 500 |
| Dravidians United | 2010 Bollywood Bling Dinner | 1 500 |
| Dravidians United | 2011 Bollywood Bling Dinner | 1 500 |
| Early Childhood Australia NT Branch | Multicultural resources for children | 2 000 |
| Fiji Association of the NT | Fiji Day 2012 | 4 500 |

Multicultural Affairs Sponsorship Program ... CONT

| Recipient | Purpose | Amount |
|---|--|---------------|
| Fiji Association of the NT | Assist Fijis Hot 7s | 1 000 |
| Filipiniana Senior Citizen's Association | Weekly meetings and other activities | 7 500 |
| Filipino Australian Association of the NT | 2011 Barrio Fiesta | 15 000 |
| Greek Orthodox Community of Northern Australia | Glenti | 40 000 |
| Greek Orthodox Community of Northern Australia | Community Support Worker | 46 395 |
| Happy Migrant Learning Centre | English lessons for older members of multicultural community | 7 500 |
| Indian Cultural Society | Shayari/Gazal Night 2012 | 2 000 |
| Indian Cultural Society | India @ Mindil 2012 | 40 000 |
| Indian Cultural Society | Diwali | 6 000 |
| Kalymnian Brotherhood Darwin | Commemoration of 70th Anniversary of the Battle of Crete | 2 000 |
| Latino NT Association | 2011 Major Latin American Cultural Event in Darwin | 6 000 |
| Latino NT Association | 2012 Carnival Party | 5 000 |
| Liberian Community in the Northern Territory | Upgrade Instruments and Costumes | 3 500 |
| Liberian Community in the Northern Territory | Assist Flag Day Celebrations | 1 500 |
| Mabuhay Multicultural Association | Philippines Independence Celebration | 2 000 |
| Trauma Survivors Service | Rent Assistance | 25 000 |
| Multicultural Community Services of Central Australia | Operational Project and Staff Funding | 110 000 |
| Multicultural Community Services of Central Australia | Costumes for Informal Day and Formal Evening Performances | 2 000 |
| Multicultural Council of the NT | English Classes | 4 000 |
| Multicultural Council of the NT | Operational Project and Staff Funding | 275 000 |
| Nepalese Association of Northern Territory | Top End Nepali Concert | 1 200 |

Multicultural Affairs Sponsorship Program ... CONT

| Recipient | Purpose | Amount |
|--|--|----------------|
| Nepalese Association of Northern Territory | Cultural Night | 2 000 |
| Nightcliff Family Centre | Multicultural resources for children | 1 000 |
| Papua New Guinea Australia Social & Cultural Group | Independence Day Celebrations | 1 500 |
| Polish Association | Polish musical recital at Charles Darwin University | 1 500 |
| Portuguese & Timorese Social Club | Catholic Mass with Bishop Basitio | 1 500 |
| Red Hot Arts Central Australia | Assistance towards Gambian Drummer performance | 1 000 |
| Sikh Association | New Year Celebrations | 1 000 |
| Somalians United Community in the NT | Haj Eid New Year Celebration | 500 |
| Southern Africans in the NT | Reconciliation Dinner/Dance traditional day of remembrance | 2 000 |
| Sri Lanka Australia Friendship Association | Independence Day Celebrations | 2 000 |
| Sri Lanka Australia Friendship Association | Funding Sinhala -Tamil New Year | 1 500 |
| Sri Lanka Australia Friendship Association | Costumes for India @ Mindil | 1 050 |
| Tamil Society of the NT | Hindu New Year's Celebration | 2 000 |
| The Mediterranean Greek Cultural Dance Group of the NT | Traditional Greek Costumes | 2 000 |
| Tunas Mekar Balinese Collective | Cultural Performance Project - Shadows in the Banyan | 3 000 |
| United Nations Association of Australia NT | Human Rights Day Breakfast | 500 |
| United Nations Association of Australia NT | Unity Short Films Festival | 1 050 |
| Vietnamese Community in Australia | Opening of Vietnamese Community Hall | 2 000 |
| TOTAL (70) | | 826 505 |

SUPPORT TO COMMUNITY ORGANISATIONS AND EVENTS

During 2011–12, a total of \$1 861 230 was provided for miscellaneous grants, donations and sponsorships to support community groups and events. In addition, the Northern Territory Major Events Company was provided with \$5 449 000 to assist with the running of events including the V8 Supercars, Australian Superbikes, THE CONCERT, Rugby Hottest 7s, BASSINTHEGRASS and Finke Desert Race. In celebration of the Northern Territory's centenary year in 2011, the remaining \$111 654 was provided to assist community groups.

| Recipient | Purpose | Amount |
|--|-------------------------------|---------------|
| 24hr Art | Artist Camp | 15 000 |
| Aboriginal Medical Services Alliance of the NT | 2012 NAIDOC Celebrations | 10 000 |
| Adelaide River Show Society | 2011 Campdraft | 3 000 |
| Adelaide River Show Society | 2012 Campdraft | 3 000 |
| African Charity Choir | Sydney Conference | 1 500 |
| Airfield Construction Squadron | New Plaques RAAF Base Darwin | 1 800 |
| Alice Springs RSL | 2012 ANZAC Day Celebrations | 5 000 |
| Australian Institute of Management QLD & NT | 2011 Manager of the Year | 9 091 |
| Australian Red Cross | 2012 Red Cross Calling | 5 000 |
| Balai Indonesia | Persona Indonesia | 5 000 |
| Baptist Foodcare | Food Bank | 78 000 |
| Barkly Beef Dinner Committee | 2012 Barkly Beef Dinner | 1 000 |
| Barkly Shire Council | Golden Heart Awards | 4 000 |
| Cancer Council | 2011 NT Volunteer Awards | 1 250 |
| Catholic Diocese of Darwin | World Youth Day Spain 2011 | 43 000 |
| Centenary Grants Support 1 | Centenary grants | 111 654 |
| Charles Darwin University Foundation | Chief Ministers Science Award | 1 000 |
| Charles Darwin University Foundation | Frans Seda Scholarship | 9 900 |
| Christmas in Darwin Association | Carols by Candlelight 2011 | 8 000 |
| Clontarf Foundation | Year 12 Dinner | 10 682 |

Support to Community Organisations and Events ... CONT

| Recipient | Purpose | Amount |
|--|---|---------------|
| Coomalie Community Government Council | ANZAC Day Celebrations | 7 000 |
| Corrugated Iron Youth Arts | China Project | 5 000 |
| Council for Aboriginal Alcohol Program Service | 2011 NAIDOC Celebrations | 10 000 |
| Council of the Ageing | Spillet House Roof | 7 000 |
| Cox Peninsula Country Club | Supply and install Playground Equipment | 10 000 |
| Cruising Yacht Association Northern Territory | 2012 Darwin to Dili Race | 10 000 |
| Darwin City Council | 70th Anniversary Bombing of Darwin | 100 000 |
| Darwin Community Legal Service | Human Rights on Show | 500 |
| Darwin Coordinators | 2011 North Australian Emergency Response Competition | 2 000 |
| Darwin Festival Association | Ticketing Grant | 2 000 |
| Darwin Greyhound Association | 2011 Chief Ministers Cup | 2 727 |
| Darwin Greyhound Association | 2012 Chief Ministers Cup | 2 727 |
| Darwin Lions Beer Can Regatta Association | 2011 Beer Can Regatta | 12 500 |
| Darwin Patchworkers & Quilters | 2011 Quilt Exhibition | 2 000 |
| Darwin Railway Sports & Social Club | Window Replacement | 8 000 |
| Department of Natural Resources, Environment, the Arts and Sport | Defence of Darwin Experience | 197 000 |
| Dinah Beach Cruising Yacht Association | 2011 Darwin to Ambon Race | 10 000 |
| Dinah Beach Cruising Yacht Association | 2012 Darwin to Ambon Race | 10 000 |
| Electrical Trades Union | Northern Territory Government Contribution Mr Mauboy and Mr Grant | 38 904 |
| Filipino Australian Association | Barrio Fiesta 2011 | 7 000 |

Support to Community Organisations and Events ... CONT

| Recipient | Purpose | Amount |
|--|-------------------------------------|---------------|
| Freds Pass Show Society | 2012 Show Assistance | 25 000 |
| Gove Peninsula Surf Life Saving Club | Grant for inflatable boat | 23 000 |
| Greek Orthodox Community of Northern Australia | 2012 Glenti funding | 115 000 |
| Guide Dogs Assoc | Quiz Night | 1 000 |
| Hakka Association | Book Launch | 6 000 |
| Heart Foundation | 2011 NT Volunteer Awards | 1 250 |
| Hellenic Macedonian Association NT | 2012 In Country Program | 12 000 |
| Henly-On-Todd Incorporated | 2011 Henley On Todd Regatta | 5 000 |
| Hottest 7s in the World Rugby Tournament | 2012 Hottest 7s (additional) | 50 274 |
| Indian Cultural Society | India at Mindil 2012 | 7 000 |
| IPAA (NT Division) | IPAA Young Professionals Function | 2 000 |
| Katherine Country Music Muster | 2012 Music Festival | 2 000 |
| Katherine Motorsports Club | Burnout Pad | 7 000 |
| Kerry Nankivell | Barthulha Webs Project | 1 000 |
| Laurdes Pierera | Yuliana Pascoe in Concert | 1 000 |
| Mabuhay Multicultural Association | Philippines Independence Day | 3 000 |
| Media Entertainment and Arts Alliance | 2011 NT Media Awards | 4 000 |
| Menzies School of Health Research | 2012 Rioli Fund Dinner | 5 000 |
| Multicultural Council of NT | Southern African Camp Oven Festival | 2 450 |
| Multicultural Council of NT | Operational funding for MyNT | 45 000 |
| Multilingual Broadcasting Council Northern Territory | Increase broadcasting hours | 45 000 |
| Music NT | NT Anthem | 15 000 |
| Nhulunbuy Corporation Limited | Reline sewerage infrastructure | 120 000 |

Support to Community Organisations and Events ... CONT

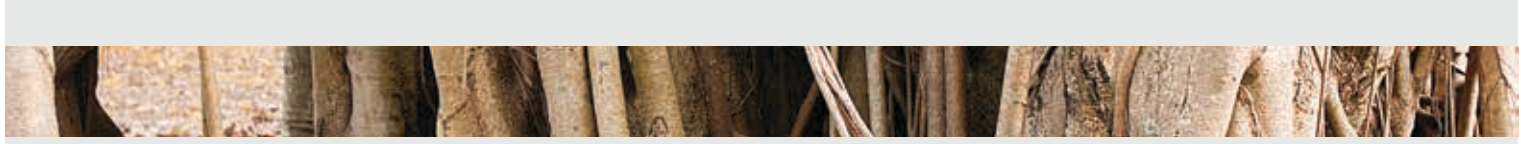
| Recipient | Purpose | Amount |
|---|---|---------------|
| Nixons Crossing Campdraft Association | 2012 Campdraft | 2 000 |
| Nixons Crossing Campdraft Association | Nixons Crossing Campdraft | 2 000 |
| Northern Territory Trades and Labour Council | May Day 2012 | 40 000 |
| Northern Territory Trades and Labour Council | Trade Union Movement in Timor-Leste | 15 000 |
| NT Show Council | NT Show Circuit funding | 150 000 |
| NT Stolen Generations Aboriginal Corporation | 40th Anniversary Tent Embassy | 2 000 |
| Nursery & Garden Industry of Northern Territory | 2012 Tropical Garden Spectacular | 65 000 |
| Orchid Spectacular | Orchid Spectacular | 1 200 |
| Our Lady Help of Christians Parish Palmerston | Assistance with air conditioning | 5 000 |
| Portuguese Timorese Association | Timor Cup | 5 000 |
| Returned and Services League | ANZAC Day Celebrations | 5 000 |
| Riding for the Disabled | Operational funding | 30 000 |
| Rotary Club of Darwin | Australian Golfing Fellowship of Rotarians Tournament | 5 000 |
| Rotary Club of Darwin | Motor Extravaganza 2012 | 20 000 |
| Rotary Club of Darwin North | 2011 Darwin Rodeo | 25 000 |
| Rotary Club of Stuart | Annual Territorian Dinner | 2 000 |
| South Australian Motor Sport Board | Sponsorship 2011 Global Green Challenge | 150 000 |
| Special Children's Christmas Party Association | 2011 Special Children's Christmas Party | 5 000 |
| St John Ambulance | Disaster trailer for Katherine | 3 300 |
| St John Ambulance | NT Volunteer Awards | 5 000 |
| Starlight Children's Foundation | 2012 Darwin Star Ball | 5 000 |
| Street Swags | NT Volunteer Awards | 2 500 |

Support to Community Organisations and Events ... CONT

| Recipient | Purpose | Amount |
|---|---|------------------|
| Tennant Creek Returned & Services League Sub Branch | ANZAC Day Celebrations | 1 000 |
| Tennant Creek Speedway | 60 Lapper Street Stock Endurance | 5 000 |
| Tennant Turf Club | 2012 Chief Ministers Turf Club Foot Race | 1 500 |
| Territory Quad Association | Fencing grant | 3 000 |
| Thai Red Cross | Thai Flood Donations | 10 000 |
| Top End Pet Expo | 2012 Pet Expo | 1 000 |
| Top End Rodeo Circuit | May Day Fundraiser | 5 000 |
| Total Recreation | 2011 Dancing with Celebrities | 3 000 |
| UNCIVPOL (NT) (United Nations Police Association) | 15th National Conference | 2 000 |
| United Nations Youth Association | 2011 Youth Conference | 2 000 |
| Winsome Designs | 2012 Darwin Fashion Week | 2 000 |
| WPFNG NT Fire Fighters Association | Rescue Me Challenge | 2 000 |
| WPFNG NT Fire Fighters Association | Rescue Me Challenge 2011 | 3 000 |
| YILILA AI Remote | Red Flag Dancers travel and accommodation | 6 521 |
| TOTAL (99) | | 1 861 230 |

OTHER GRANTS

| Recipient | Purpose | Amount |
|---|--|-------------------|
| AGENTUR Pty Ltd | 5th Indigenous Eco Development Conference | 15 000 |
| Australia Day Council NT | Australia Day Regional grants | 39 000 |
| AustralAsia Railway Corporation | Operating Contributions grant | 100 000 |
| Chamber of Commerce Northern Territory | Naming Rights Sponsor | 25 000 |
| Chamber of Commerce Northern Territory | National Export Awards | 2 596 |
| Chamber of Commerce Northern Territory | NT Winners Attendance at National Export Awards | 4 000 |
| Charles Darwin University | Northern Territory Government Contribution of 2013 Symposium | 60 000 |
| Darwin Waterfront Corporation | DWC annual grant allocation | 16 868 000 |
| Department of Housing, Local Government and Regional Services | A Balanced Housing Market Conference 2010 | 10 000 |
| Football Federation | Timor Cup Travel Costs | 9 799 |
| Northern Territory Major Events Company | NTME annual grants allocation | 5 449 000 |
| NT Link Pty Ltd | Remote Indigenous Housing | 205 236 |
| Office of the Commissioner for Public Employment | Sponsorship for ANZSOG Program | 5 000 |
| Volunteering SA and NT | Administration of the 2012 Volunteer Awards | 15 000 |
| TOTAL (14) | | 22 807 631 |



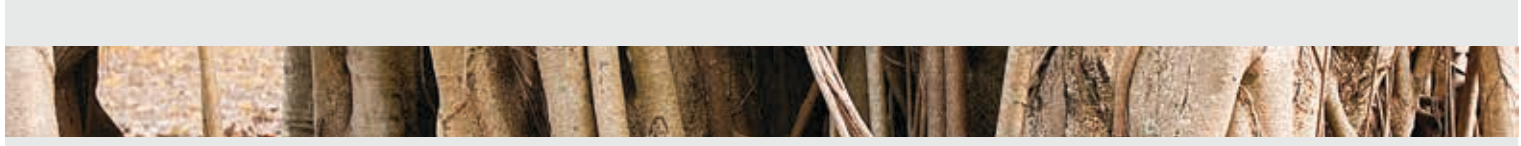
ALICE SPRINGS TRANSFORMATION PLAN

Social Issues

| Recipient | Purpose | Amount |
|--|---|-----------|
| Alice Springs Town Council | Dog Control Program | 229 280 |
| Catholic Diocese of Darwin | Little Child Care Centre | 73 953 |
| Catholic Diocese of Darwin Property Trust | Little Children Learning Centre | 73 953 |
| Department of Children and Families | Family & Domestic Violence | 353 500 |
| Department of Children and Families | Ready & Willing for School | 582 400 |
| Department of Children and Families | Targeted Family Support | 522 000 |
| Department of Children and Families | Gap Youth & Community Centre | 220 000 |
| Department of Children and Families | Inter. Response Family Violence | 102 137 |
| Department of Children and Families | Family Group Conference Program | 231 133 |
| Department of Families, Housing, Community Services & Indigenous Affairs | Community for Children | 600 000 |
| Department of Health | 2011-12 Safe and Sober Program | 1 800 883 |
| Department of Housing, Local Government and Regional Services | Alice Springs Transformation Plan | 452 166 |
| Department of Housing, Local Government and Regional Services | Alice Springs Town Camps | 500 000 |
| Department of Housing, Local Government and Regional Services | ISTEP 2nd Payment | 492 677 |
| Department of Housing, Local Government and Regional Services | Tenancy Sustainability Program | 888 901 |
| Department of Justice | Integrated Response to Family Violence | 42 000 |
| Desert Knowledge Australia | Funding executive officer position | 5 000 |

Alice Springs Transformation Plan ... CONT

| Recipient | Purpose | Amount |
|--|---------------------------------------|------------------|
| Education Transformations | Families and Schools Together Program | 341 056 |
| Lutheran Playgroup | Underspend refund under accrual * | 2 478 |
| Northern Territory Police, Fire and Emergency Services | Patrol Coordinator Program | 203 000 |
| Tangentyere Council Inc | Laundry/Kitchen upgrade | 680 683 |
| Yipirinya School | Engaging Parents in Education | 90 000 |
| YMCA of Central Australia | School Retention Program | 25 000 |
| TOTAL (23) | | 8 512 200 |



TOWN CAMPS

| Recipient | Purpose | Amount |
|---|---|-------------------|
| Department of Housing, Local Government and Regional Services | Additional Housing Works – Alice Springs Town Camps | 1 132 291 |
| Department of Housing, Local Government and Regional Services | Civil Works - Alice Springs Town Camps | 20 000 000 |
| Department of Housing, Local Government and Regional Services | Apmere Mwerre Visitor Park | 1 224 220 |
| TOTAL (3) | | 22 356 511 |

ALICE SPRINGS COMMUNITY ACTION PLAN – HOLIDAY PROGRAM

| Recipient | Amount |
|------------------------------|---------------|
| Woolworths | 156 |
| Coles | 332 |
| Milner Meat | 660 |
| Alice Springs Town Council | 545 |
| YMCA Central Australia | 9 818 |
| Bellette Media | 2 636 |
| L C Dyson's Bus Services Pty | 9 000 |
| Hardy Fencing | 393 |
| Michael Scott | 300 |
| McGauchie Upholstery | 330 |
| Shaka NT Pty Ltd | 6 787 |
| Rory Davis | 1 600 |
| Roadshow Films Pty Ltd | 500 |
| Wanding Pouk | 800 |
| TOTAL (14) | 33 857 |

APPENDICES

NORTHERN TERRITORY MINISTRY
2011–12 MINISTERIAL EXPENDITURE
CHARLES DARWIN UNIVERSITY/
NORTHERN TERRITORY GOVERNMENT
PARTNERSHIP AGREEMENT
COMPLIANCE WITH THE
CARERS RECOGNITION ACT
INSURABLE RISK
ACRONYMS AND ABBREVIATIONS
LIST OF FIGURES
CONTACT DETAILS
FEEDBACK FORM



NORTHERN TERRITORY MINISTRY

AT 30 JUNE 2012

**HON PAUL RAYMOND HENDERSON
MLA**

Chief Minister

Minister for Police, Fire and
Emergency Services

Minister for Major Projects and
Economic Development

Minister for Multicultural Affairs

Minister for Defence Liaison

HON DELIA PHOEBE LAWRIE MLA

Deputy Chief Minister

Treasurer

Minister for Business and Employment

Minister for Trade

Minister for Asian Relations

Minister for Defence Support

Minister for Racing, Gaming and
Licensing

Minister for Alcohol Policy

**DR CHRISTOPHER BRUCE BURNS
MLA**

Minister for Education and Training

Minister for Public and Affordable
Housing

Minister for Public Employment

HON KONSTANTINE VATSKALIS MLA

Minister for Health

Minister for Children and Families

Minister for Child Protection

Minister for Primary Industry, Fisheries
and Resources

HON DANIEL ROBERT KNIGHT MLA

Minister for Justice and Attorney-General

Minister for Essential Services

Minister for Senior Territorians

Minister for Young Territorians

HON MALARNDIRRI MCCARTHY MLA

Minister for Local Government

Minister for Regional Development

Minister for Indigenous Development

Minister for Tourism

Minister for Women's Policy

Minister for Statehood

MR KARL HAMPTON MLA

Minister for Natural Resources,
Environment and Heritage

Minister for Parks and Wildlife

Minister for Climate Change

Minister for Sport and Recreation

Minister for Information, Communications
and Technology Policy

Minister for Central Australia

**HON GERALD FRANCIS MCCARTHY
MLA**

Minister for Lands and Planning

Minister for Transport

Minister for Construction

Minister for Correctional Services

Minister for Arts and Museums

2011–12 MINISTERIAL EXPENDITURE

| Minister Total Expenses | Total Expenses (\$'000) |
|-------------------------|----------------------------|
| Hon P Henderson | 2 491 |
| Employee Expenses | 1 419 |
| Operating Expenses | 1 072 |
| Hon D Lawrie | 1 199 |
| Employee Expenses | 888 |
| Operating Expenses | 311 |
| Dr C Burns | 1 204 |
| Employee Expenses | 916 |
| Operating Expenses | 287 |
| Hon K Vatskalis | 1 540 |
| Employee Expenses | 1 103 |
| Operating Expenses | 437 |
| Hon D Knight | 1 254 |
| Employee Expenses | 811 |
| Operating Expenses | 442 |
| Hon M McCarthy | 904 |
| Employee Expenses | 566 |
| Operating Expenses | 338 |
| Mr K Hampton | 1 499 |
| Employee Expenses | 1 067 |
| Operating Expenses | 432 |

2011–12 Ministerial Expenditure ... CONT

| Minister Total Expenses | Total Expenses (\$'000) |
|--|----------------------------|
| Hon G McCarthy | 991 |
| Employee Expenses | 731 |
| Operating Expenses | 260 |
| Chief Minister's Regional Offices | 1 488 |
| Employee Expenses | 966 |
| Operating Expenses | 522 |
| Ministerial Support Unit | 3 330 |
| Employee Expenses | 2 782 |
| Operating Expenses | 548 |
| Mr T Mills (Leader of the Opposition) | 1 769 |
| Employee Expenses | 1 343 |
| Operating Expenses | 426 |
| Independent Members | 167 |
| Employee Expenses | 119 |
| Operating Expenses | 47 |
| Total Expenses | 17 834 |
| Employee Expenses | 12 713 |
| Operating Expenses | 5 121 |

CHARLES DARWIN UNIVERSITY/ NORTHERN TERRITORY GOVERNMENT PARTNERSHIP AGREEMENT

OVERVIEW

Since 2003, government has had a Partnership Agreement with Charles Darwin University. In this reporting period the overarching aim of the Agreement was to continue and expand upon the mutually productive and cooperative relationship between CDU and the Northern Territory Government that will result in lasting and sustainable benefits to the social and economic development of the Northern Territory.

The Chief Executive of DCM jointly chairs with the Vice-Chancellor of CDU the Agreement's governance committee – the Peak Group. In addition, the agency provides resources and one officer for the joint secretariat. More information on the agency's whole-of-government role with the Partnership Agreement is contained in the Social Policy Division's report – Chapter Three.

As part of its governance arrangement, the Agreement reports annually to the Northern Territory Government and University Council. Annual reports, together with other information about the Agreement is available at <http://www.cdu.edu.au/government/>

For the first time in 2011–12, agencies have been requested to include specific information in their annual reports about their activities under the Agreement. The aim of this reporting is to promote the Partnership within the agency and across clients of the agency. The Agreement's annual report will include hotlinks to each agency's annual report to improve access to relevant information for stakeholders.

DCM has undertaken a number of specific projects with CDU during the reporting period, including building on the successful development and delivery of a tailored training course on the machinery of government; DCM continues to work closely with CDU to develop and deliver training courses which meet the needs of our staff and the wider Northern Territory Public Sector.

In addition to budgeted projects and activities, DCM officers provide in-kind support to CDU to achieve joint outcomes. A significant example of this is the support by the Executive Director of Major Projects, Asian Relations and Trade to coordinate and participate in a visit to Perth for the Vice-Chancellor. The purpose of the visit was to enable CDU to engage more fully with senior executives of major Oil and Gas Companies (including Shell, Woodside, ConocoPhillips, Total and GDF Suez) about education and training opportunities that could be developed in Darwin to support their industry. Industry reaction was favourable and the companies are now working with CDU on a range of initiatives including curriculum development, scholarships, and collaborative engagement within the region (including with Timor-Leste).

DCM values the contribution our university is making to the Northern Territory in higher education, vocational education and training, and research and looks forward to an ongoing productive relationship under the 2012–2017 Partnership Agreement.

This section provides information in accordance with the *Non-statutory reporting requirements for Northern Territory Government 2011/12 annual reports, July 2012*.

The table below (Figure 23) outlines DCM and CDU joint projects under the CDU/Northern Territory Government Partnership Agreement, including how the projects have or are contributing to DCM objectives. The table notes the estimated value of the project and, where the project involved the procurement of services, whether the procurement accessed the standing exemption from the public quotation/tender process or was a public tender.

Figure 23: DCM/CDU projects under the Partnership Agreement

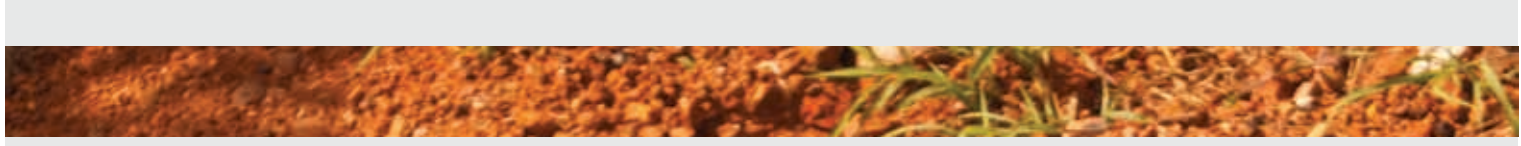
PROJECT: Development and delivery of *Responsible Government and Policy Development* training programs - November 2011 for two years

| Progress to June 2012 | Value of project (standing exemption/ public tender) | How the project has/is contributing to: | |
|--|--|--|--|
| | | DCM objectives | CDU/NTG Partnership Agreement 2006–2012 |
| <p>The training programs target an identified policy capability gap in the Northern Territory Government.</p> <p>Developed, in conjunction with the Department of Local Government, Housing and Regional Services, and implemented the programs for staff ranging from entry level through to Policy Officer level. Programs complement the existing Machinery of Government Program.</p> <p>Participation in the courses provides employees with a greater understanding of the key aspects of the development of public policy, including the impact of the political system on policy making and the importance of internal and external stakeholder engagement to determine and achieve policy objectives, leading to improved government service delivery and inter-agency collaboration.</p> <p>\$10 340 expended during reporting period.</p> | <p>\$63 140</p> <p>Standing exemption</p> | <p>Contributing to DCM meeting its strategic policy guidance and service delivery objectives</p> | <p>A critical mass of University enrolments, resident teaching and research staff.</p> <p>Courses relevant to both industry and Northern Territory Government needs.</p> |

Charles Darwin University/Northern Territory Government Partnership Agreement ... CONT

PROJECT: NTPS Machinery of Government courses

| | | How the project has/is contributing to: | |
|--|---|---|---|
| Progress to June 2012 | Value of project (standing exemption/public tender) | DCM objectives | CDU/NTG Partnership Agreement 2006–2012 |
| Provision of courses designed to provide NTPS officers with specialist governance training for effective service delivery. | \$105 600 Standing exemption | Demonstrating DCM's leadership role across government in contributing to the professional development of NTPS employees | A critical mass of University enrolments, resident teaching and research staff. Courses relevant to both industry and Northern Territory Government needs. |



Charles Darwin University/Northern Territory Government Partnership Agreement ... CONT

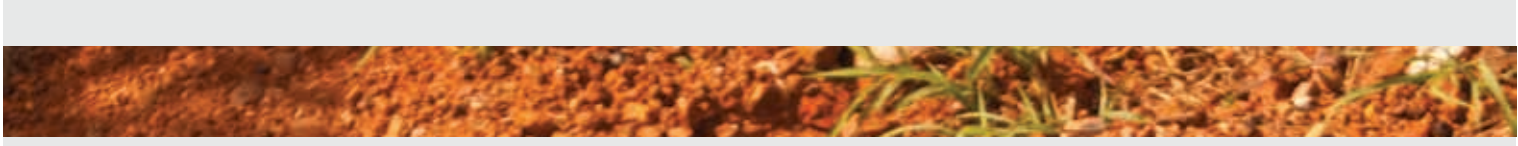
PROJECT: Gift to Timor-Leste

| | | How the project has/is contributing to: | |
|---|---|--|--|
| Progress to June 2012 | Value of project (standing exemption/public tender) | DCM objectives | CDU/NTG Partnership Agreement 2006–2012 |
| Assisting in the development of an appropriate gift to mark the tenth anniversary of independence of the government of Timor-Leste. The International Office at CDU assisted in the development of a scholarship to the new CDU North Australian Centre for Oil and Gas. The scholarship is valued at over \$100 000, which includes a \$75 000 contribution from the Northern Territory Government over two years and fee waivers being offered by CDU and its partner Navitas English | In-kind support | Strengthening relations with Timor-Leste | Strengthening relations under the Partnership Agreement. |

Charles Darwin University/Northern Territory Government Partnership Agreement ... CONT

PROJECT: Social Policy

| | | How the project has/is contributing to: | |
|---|---|--|--|
| Progress to June 2012 | Value of project (standing exemption/public tender) | DCM objectives | CDU/NTG Partnership Agreement 2006-2012 |
| Providing advice and input through The Northern Institute to the development of social policy. The Institute independently provided opportunities to grow the non-government sector in the Northern Territory – which is a key outcome for DCM – by, for example, providing a forum for Foresters Community Finance to inform interested parties on the latest developments for financing the social economy. | In-kind support | Growing the non-government sector; developing a social participation framework | Enhance CDU's role as a cultural and intellectual leader in the local and global community. Research programs in niche areas. |



Charles Darwin University/Northern Territory Government Partnership Agreement ... CONT

PROJECT: Whole-of-government communications support for the Partnership Agreement

| | | How the project has/is contributing to: | |
|---|---|---|--|
| Progress to June 2012 | Value of project (standing exemption/public tender) | DCM objectives | CDU/NTG Partnership Agreement 2006-2012 |
| Strategic Communications works with the CDU Office of Media, Advancement and Community Engagement to identify communication opportunities for promotion and community awareness of partnership activities. During this year, work has been undertaken to establish a joint communication strategy to support the Agreement into the future. | In-kind support | Contributing to DCM's whole-of-government leadership role | Strengthening relations under the Partnership Agreement. |

Charles Darwin University/Northern Territory Government Partnership Agreement ... CONT

PROJECT: NTPS policy capacity survey in partnership with OCPE, CDU and a Canadian research institute.

| Progress to June 2012 | Value of project (standing exemption/ public tender) | How the project has/is contributing to: | |
|--|--|---|--|
| | | DCM objectives | CDU/NTG Partnership Agreement 2006-2012 |
| <p>The aim of the survey is to develop a better understand of the policy making/ advising functions of public sector employees. The researchers want to know who is involved in policy work, and what the facilitators of and barriers to effective policy work are in the NTPS.</p> | In-kind support | Contributing to DCM's whole-of-government leadership role | <p>Research programs in niche areas.</p> <p>Courses relevant to both industry and Northern Territory Government needs.</p> |
| <p>The research is important because of the challenges that confront 'northern' workforces – high staff turnover, an ageing workforce, a large proportion of new staff with limited experience of the places where they are working, and very challenging policy environments. The survey will help identify the strengths and weaknesses in the policy making/ advising system and provide insights into how to take advantage of the strengths and address the weaknesses.</p> | | | |



COMPLIANCE WITH THE *CARERS RECOGNITION ACT*

Under s. 7 of the *Carers Recognition Act*, departments are required to provide a statement of compliance in the annual report.

The Department of the Chief Minister has complied with the requirements as follows:

ORGANISATION'S OBLIGATION

Staff have been advised of their responsibility to have an awareness and understanding of the NT Carers Charter and to act in accordance with the charter while providing services. This advice includes the requirement to consult with carers about program development and planning.

COMPLIANCE WITH THE ACT AND CHARTER

The department has provided information about obligations under the *Carers Recognition Act* and the NT Carers Charter to staff that are involved with policy development and implementation, or who have regular contact with the public.

The department's grant agreements also include the following clause:

In accordance with the Northern Territory Government's Carers Charter (*Carers Recognition Act*), wherever necessary relevant grant recipients need to consider the needs and roles of carers in the activities they provide.

INSURABLE RISK

On 4 November 2008, the Treasurer issued a Direction for Insurance Arrangements as part of the Insurable Risk Framework. Under Direction M2.1 – Insurance Arrangements, the Department of the Chief Minister is required to report insurance-related information in its annual report.

As part of its Risk Management Framework, the department has developed a strategic risk assessment based on its strategic goals, which is reviewed by the department's Executive Management Group. The department reports the following information for the financial year ended 30 June 2012.

DCM SELF INSURANCE CLAIMS

| Motor Vehicle Claims | 2009–10 | 2010–11** | 2011–12 |
|-----------------------|----------|-----------|----------|
| Claims as at 30 June* | 12 | 10 | 6 |
| Value of Claims | \$16 702 | \$21 140 | \$21 866 |
| Average Claims | \$1 392 | \$2 114 | \$3 124 |

* All Motor Vehicle claims relate to accident repairs for NT Fleet vehicles

** Includes Motor Vehicle claims for NT Fleet and third party vehicle accident repairs

| Workers Compensation Claims | 2009–10 | 2010–11 | 2011–12 |
|-------------------------------|---------|----------|---------|
| Claims as at 1 July | 0 | 1 | 1 |
| New claims | 2 | 4 | 0 |
| Claims resolved | 1 | 3 | 0 |
| Claims as at 30 June | 1 | 2 | 1 |
| Cost of new claims | \$1 842 | \$49 721 | \$0 |
| Current financial year claims | \$1 884 | \$50 415 | \$9 171 |
| Average new claim costs | \$921 | \$12 430 | \$0 |



COMMERCIAL INSURANCE PREMIUMS

The departments commercial insurance premium arrangements are detailed as follows:

| | 2009–10 | 2010–11 | 2011–12 |
|--------------------------------|-----------------|-----------------|-----------------|
| Travel Insurance | \$3 345 | \$3 750 | \$3 816 |
| Personal Accident Insurance | \$517 | \$1 190 | \$1 222 |
| Professional Indemnity | \$7 242 | \$1 882 | \$2 281 |
| Public Liability Insurance | \$6 020 | \$5 385 | \$5 774 |
| Workers Compensation Insurance | \$812 | \$739 | \$792 |
| | \$17 936 | \$12 945 | \$13 884 |

ACRONYMS AND ABBREVIATIONS

| | |
|---------|---|
| ANAO | Australian National Audit Office |
| ARMC | Audit and Risk Management Committee |
| ASTP | Alice Springs Transformation Plan |
| CAF | Council for the Australia Federation |
| CDU | Charles Darwin University |
| CE | Chief Executive |
| CLF | NTPS Capability and Leadership Framework |
| CLP | Capability Enhancement Framework |
| COAG | Council of Australian Governments |
| DBE | Department of Business and Employment |
| EDRM | Electronic Document Records Management system |
| EMG | Executive Management Group |
| HR | Human Resource |
| IASB | International Accounting Standard Board |
| ICT | Information and Communications Technology |
| INPEX | International Petroleum Exploration |
| LNG | Liquefied Natural Gas |
| NT | Northern Territory |
| NTG | Northern Territory Government |
| NTICN | Northern Territory Industry Capability Network |
| NTPS | Northern Territory Public Sector |
| OSEA | Offshore South-East Asia |
| SEAAOC | South East Asia Australia Offshore Conference |
| TRIM | Tower Records and Information Management system |
| WHS | Work Health and Safety |
| WHS Act | Work Health and Safety Act |



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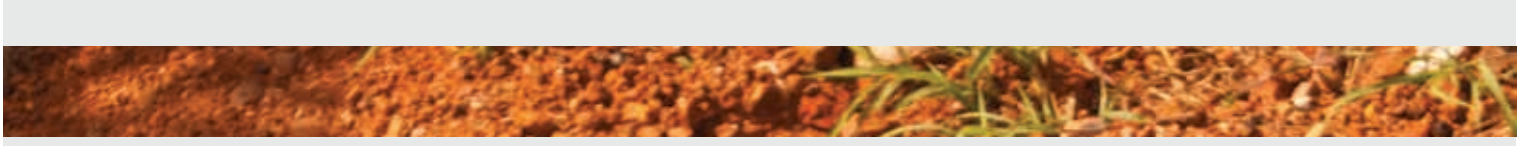
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FEEDBACK FORM

The Department of the Chief Minister welcomes your feedback on the 2011–12 annual report.

CONTACT DETAILS (Optional)

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Organisation:

Postal Address:.....
.....

Email:.....

DOCUMENT CONTENT

The report met your needs

Strongly agree Agree Disagree Strongly disagree

The format of the report enabled easy access to areas of interest

Strongly agree Agree Disagree Strongly disagree

The report is easy to understand

Strongly agree Agree Disagree Strongly disagree

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR PRIMARY INTEREST IN READING THIS REPORT?

- | | |
|--|---|
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| <input type="checkbox"/> Employee | <input type="checkbox"/> Local resident |
| <input type="checkbox"/> Contractor/ supplier | <input type="checkbox"/> Member of community group |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Member of environmental group |
-

COMMENTS

Do you have any comments or suggestions on how our future annual reports could be improved?

.....
.....
.....

Once completed please post to:

Department of the Chief Minister
GPO Box 4396, Darwin NT 0801

Alternatively, submit your feedback electronically on the department's website at www.dcm.nt.gov.au

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