

Department of the Chief Minister

Annual Report

2001-02

# Purpose of the Report

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This report provides the Chief Minister and all interested Territorians with insight into the Department's actions, achievements and priorities that support the Government's strategic outcomes for the Northern Territory.

Presentation of the Annual Report to the Chief Minister complies with Section 28 of the *Public Sector Employment and Management Act* and Section 13 of the *Financial Management Act*.

# Letter of Transmission

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The Hon Clare Martin MLA  
Chief Minister of the Northern Territory

Chief Minister

I am pleased to present the Annual Report for the Department of the Chief Minister for the year ended 30 June 2002.

The Report describes the performance, key achievements and outlook for each of the output groups set out in the Department's strategic directions.

The Report is in accordance with the required provisions of the *Public Sector Employment and Management Act* and fulfils my duties as an Accountable Officer under the *Financial Management Act* as set out on page 78.

I commend the Department of the Chief Minister 2001-2002 Annual Report to you.



Paul Tyrrell  
Chief Executive

30 September 2002



**Parliament House**

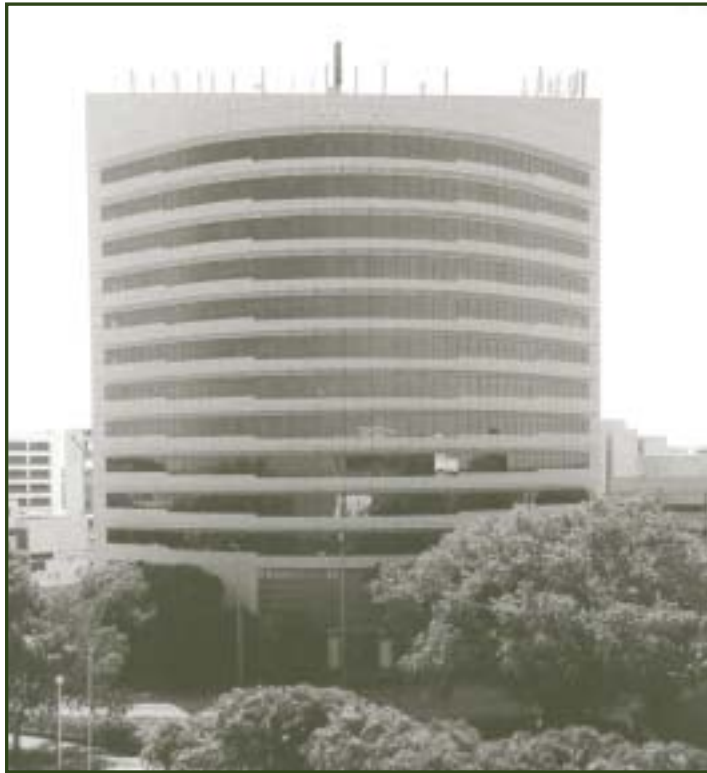
Parliament House, Darwin's premier building, is the first permanent residence of the Northern Territory Legislature. It forms part of State Square, which also includes the Supreme Court and Liberty Square. It was opened in 1994 by the then Governor-General of Australia, the Honourable Bill Hayden, AC.

# Contents

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- Purpose of the Report ..... 2**
- Letter of Transmission ..... 3**
- Department of the Chief Minister ..... 7**
  - Southern Region ..... 7
- Chief Executive’s Report..... 9**
- Organisational Structure ..... 13**
- Corporate Overview ..... 14**
- Report Structure ..... 15**
- At a Glance ..... 16**
  - Actual Expenditure by Output Group 2001-02 ..... 18
- Strategic and Policy Advice and Public Sector Co-ordination ..... 19**
  - Policy and Co-ordination Division..... 19
  - Indigenous Policy..... 21
  - Risk Management Services..... 21
  - Executive Support Southern Region ..... 23
- Territory Development ..... 26**
- Northern Territory Railway..... 30**
  - AustralAsia Railway Construction Progress..... 32
- Government Business Support, Support to Executive, Ministers and  
Leader of the Opposition ..... 33**
  - Cabinet Office ..... 33
  - Protocol..... 35
  - Parliamentary Counsel ..... 37
  - Government Communications Office..... 38
- Support to the Administrator and Government House..... 39**
- Electoral Services..... 41**
- Community Engagement Activities and Grants..... 43**
  - Office of Women's Policy ..... 43
  - Office of Senior Territorians ..... 48

Office of Youth Affairs .....	49
Office of Ethnic Affairs .....	54
<b>Management Services Division .....</b>	<b>59</b>
<b>Financial Statements .....</b>	<b>63</b>
<b>Other Information .....</b>	<b>77</b>
<b>Chief Executive’s Responsibilities .....</b>	<b>78</b>
<b>Ministry .....</b>	<b>79</b>
<b>Ministerial Expenditure .....</b>	<b>80</b>
<b>Legislative Framework .....</b>	<b>82</b>
<b>Our People .....</b>	<b>83</b>
<b>Departmental Committees .....</b>	<b>86</b>
Executive Management Group .....	86
Career Development Committee .....	87
Occupational Health and Safety Committee .....	88
Audit Committee .....	89
Information Management Committee .....	90
Budget Committee.....	91
<b>Statutory Bodies .....</b>	<b>92</b>
<b>Departmental Representation .....</b>	<b>93</b>
<b>Grants .....</b>	<b>95</b>
Ethnic Affairs Sponsorship Program .....	95
Youth Grants Program .....	97



NT House

## Department of the Chief Minister

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Greatorex Building





# Chief Executive's Report

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This last year has been a significant one for this Department and the Northern Territory Public Sector.

The Territory's first change of Government, since Self Government in 1978, occurred when the Martin Government was elected following the general election on 18 August 2001, with the new Ministry being sworn in on 27 August 2001.

The Department of the Chief Minister had the primary role in ensuring a smooth and successful transition process, ranging from machinery of government processes to the extensive administrative support required.

In November 2001 the Chief Minister announced the most significant restructure of the Northern Territory Public Sector since Self Government. This was accompanied for the first time by a comprehensive public report, *New Public Sector Agency Arrangements*, which clearly explained the detail of the changes and the rationale behind them. Following the restructure most of the Public Sector was contained in 10 larger agencies with the total number of agencies reduced from 35 to 19. The restructure is delivering better co-ordination of resources and more targeted whole-of-government effort in delivery of Government priorities.

This Department, as a part of the restructure, acquired significant additional functions with the creation of the Office of Territory Development and the Office of Indigenous Policy, the transfer of the Office of Senior Territorians from Territory Health Services, and the establishment of a Community Engagement Division incorporating the Offices of Women's Policy, Youth Affairs, Senior Territorians and Ethnic Affairs.

A new organisation was established in response to the additions to the Department and the settling of new strategic directions. The new organisation reflects the whole-of-government, whole of Territory strategic objectives:

- Facilitating the directions and priorities of Government
- Leadership of cross-agency co-ordination
- Creating jobs for Territorians
- Preserving and building a socially cohesive Territory.

On the national front the Council of Australian Governments (COAG), which also incorporated a Leaders' Summit on Transnational Crime and Terrorism, met on 5 April 2002.

Issues of particular interest to the Territory were the national energy policy, proposals to replace the National Crime Authority and new national counter terrorism arrangements.

The development of Timor Sea gas fields, bringing gas onshore and the creation of a gas manufacturing industry in Darwin continues to be a high priority.

Support continues to be provided to the developers of the Bayu-Undan fields in establishing a liquified natural gas (LNG) facility in Darwin. Also, the campaign to bring the Sunrise gas resource onshore is a continuing high profile national and local activity, and has required intensive efforts by the Government and its partners in Team NT – a group consisting of Government, the Opposition, business and community representatives. The significant efforts were rewarded by the Sunrise partners deciding to review the case for bringing the gas onshore for domestic purposes as opposed to the offshore floating LNG facility. The outcome of this review will be known in November or December of this year.

Excellent progress was made during the year with the construction of the Alice Springs to Darwin Railway. A ceremony was held in Katherine in April, attended by Chief Minister Clare Martin and South Australian Premier Mike Rann, marking the start of tracklaying for the AustralAsian Railway. By the end of June over 870 km was cleared, 200 km of track was laid, and \$717 million worth of contracts awarded with Northern Territory industry securing contracts to the value of \$402 million and direct employment over 600.

Desert Knowledge Australia has seen remarkable progress over the course of the year, with much of the progress attributable to the Desert Knowledge Australia Steering Committee, a dedicated group of Centralians representative of a broad cross section of the community. I am pleased to report that the Department has given strong support to this group, both through its southern office under the leadership of John Baskerville, as well as through the Department's Office of Territory Development.

The Department recognises the importance of this work in contributing to the diversity of economic opportunities for the people of Central Australia, and will continue to provide support for developments such as the Desert Knowledge Cooperative Research Centre, the Desert Peoples Centre, and the International Desert Innovation Centre. It is also working on proposals for the establishment

of a more formal arrangement for Desert Knowledge Australia to lead the project beyond the planning stage.

Other highlights in the past year are:

- The Office of Indigenous Policy has been established to focus on key issues such as economic development, whole-of-government approach to service delivery, and the resolution of outstanding land issues. Mr Neil Westbury has been appointed to head this office from 1 July 2002.
- Dr Rolf Gerritsen has been appointed, from 1 July 2002, to head up the activities of a new Social Policy Unit. The unit will represent a whole-of-government outlook on social policy and ensure a good fit between the social and other policy frameworks of Government. The Unit is to stimulate the process of agency social policy making and provide leadership in developing new social policy initiatives.
- The whole-of-government Economic Development Strategy *Building a Better Territory* was launched by the Chief Minister in June.
- Four Alice in 10 Projects are now significantly complete (see details elsewhere) with seven ongoing priority projects being actively facilitated by the Southern Region.
- Risk Management Services completed the transition from traditional internal audit to a wider risk management framework.
- An *In Your Parliament* website was created to provide greater public information on Legislative Assembly activities.
- The Community Cabinet initiative has been well received by the communities visited.
- 85 bills were drafted for the Legislative Assembly.
- A new domestic violence project for adolescents was launched.
- 40 young Territorians were sponsored to sail on the Leeuwin II sail training ship.
- 4370 interpreter and translator services were successfully delivered.
- The change of Government, move to output budgetting, and adoption of accrual accounting standards meant a high level of activity in the management services area.

Going forward, it is clear that this Department has a developing and an important role in leadership of public sector co-ordination and facilitating the directions and priorities of Government. Priorities for action are in the areas of whole-of-government social policy development, new initiatives in Indigenous economic

and social development, and driving important projects which can develop and diversify the Territory's economic base and create employment.

The Office of Territory Development, the Office of Indigenous Policy, the Social Policy Unit and the Community Engagement Division within the Department will be at the forefront in achieving good outcomes in these priority areas.

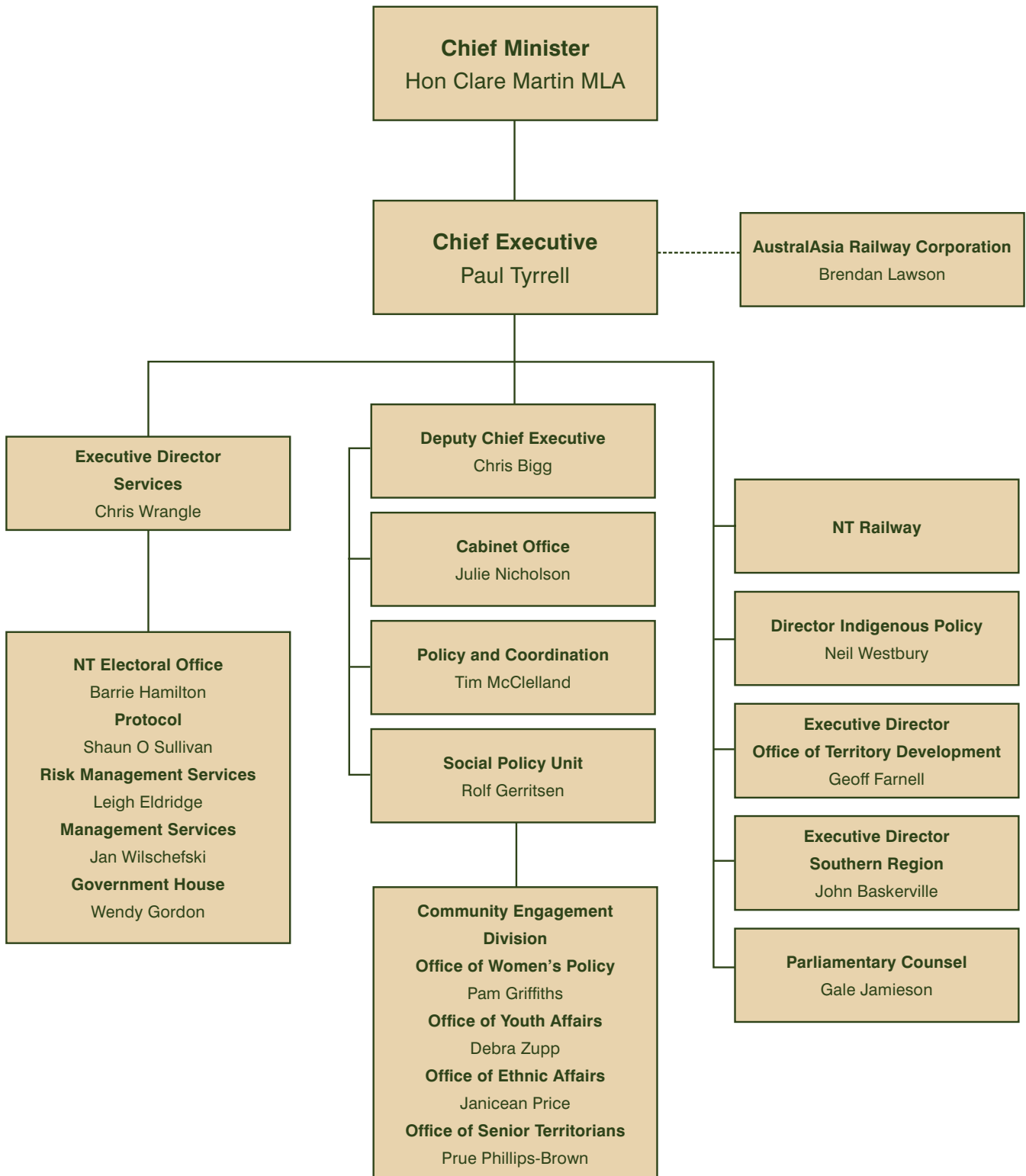
Finally, I would like to thank all staff for their efforts and contributions over the past eventful 12 months and I look forward to their continuing support as we address the many challenges before us in 2002-03.

A handwritten signature in black ink, appearing to read "Paul Tyrrell". The signature is fluid and cursive, with a large initial 'P' and 'T'.

**Paul Tyrrell**  
**Chief Executive**

# Organisational Structure

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# Corporate Overview

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## Strategic Directions 2002-2005

### Our Purpose

To support the Chief Minister and Cabinet to develop a confident, growing and socially cohesive Territory.

### Our Strategic Objectives

#### **Facilitating the Directions and Priorities of Government**

By assisting the Government to develop the Northern Territory's strategic directions, including stimulating policy development across government, promoting positive images of the Territory, and ensuring the Northern Territory Public Service is structured to achieve the Government's objectives.

#### **Leadership of Cross-Agency Co-ordination**

By promoting effective communications across Agencies and monitoring progress towards Government's key policy objectives.

#### **Creating Jobs for Territorians**

By monitoring the implementation of the Government's Economic Development Strategy and attracting investors, facilitating the development of major projects and knowledge-based industry in the Northern Territory.

#### **Preserving and Building a Socially Cohesive Territory**

By stimulating policy in areas of social priority, integrating social policy initiatives and providing effective responses for specific groups in the community.

### Our Code of Conduct

A commitment to the Principles and Code of Conduct under the *Public Sector Employment and Management Act*.

### Our Core Values

- Integrity and Honesty
- Professionalism
- Commitment and Dedication
- Valuing and Growing Our People

### Our Ways of Working

- Responsive and Approachable
- Customer Focused
- Innovative and Flexible
- Collaborative and Consultative

## Report Structure

**The structure of this report is aligned to the following Department of the Chief Minister Output Groups:**

- Strategic and Policy Advice and Public Sector Co-ordination
- Territory Development
- NT Railway
- Government Business Support
- Support to Administrator and Government House
- Electoral Services
- Community Engagement Activities and Grants

The Department of the Chief Minister underwent changes related to the machinery-of-government changes following the August 2001 Northern Territory election and the new public sector agency arrangements announced on 13 November 2001.

The changes in place so far are reflected in this report and the Financial Statements.

# At a Glance

Output Group	Responsible Business Unit
<b>Strategic and Policy Advice and Public Sector Co-ordination</b>	<ul style="list-style-type: none"> <li>• Policy and Co-ordination</li> <li>• Risk Management Services</li> <li>• Executive Support Southern Region</li> <li>• Indigenous Policy</li> <li>• Women’s Policy</li> <li>• Youth Affairs</li> <li>• Ethnic Affairs</li> <li>• Senior Territorians</li> </ul>
<b>Territory Development</b>	<ul style="list-style-type: none"> <li>• Office of Territory Development</li> <li>• Executive Support Southern Region</li> </ul>
<b>NT Railway</b>	<ul style="list-style-type: none"> <li>• NT Railway</li> </ul>
<b>Government Business Support (Includes Ministerial Offices)</b>	<ul style="list-style-type: none"> <li>• Protocol</li> <li>• Cabinet Office</li> <li>• Office of Parliamentary Counsel</li> </ul>
<b>Support to Administrator and Government House</b>	<ul style="list-style-type: none"> <li>• Government House</li> </ul>
<b>Electoral Services</b>	<ul style="list-style-type: none"> <li>• Electoral Office</li> </ul>
<b>Community Engagement Activities and Grants</b>	<ul style="list-style-type: none"> <li>• Women’s Policy</li> <li>• Ethnic Affairs</li> <li>• Youth Affairs</li> <li>• Senior Territorians</li> </ul>

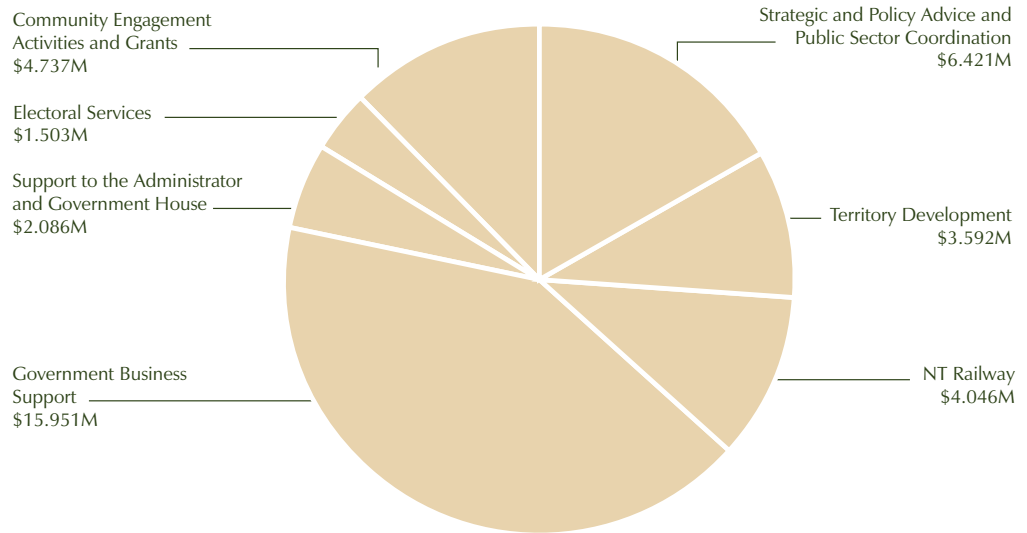


Resources	What They Do
Staff 46 Actual Expenditure \$6.421M	<ul style="list-style-type: none"> <li>• Advise the Chief Minister on activities and directions of Government</li> <li>• Provide policy advice on matters affecting Southern Region</li> <li>• Provide policy advice on Indigenous, Economic and Social Issues</li> <li>• Receive and assess advice from consultants</li> <li>• Provide policy advice on Community Engagement</li> </ul>
Staff 26 Actual Expenditure \$3.592M	<ul style="list-style-type: none"> <li>• Attract investment</li> <li>• Provide strategic advice and directions on Territory economic development</li> <li>• Facilitate major projects</li> </ul>
Staff 2 Actual Expenditure \$4.046M	<ul style="list-style-type: none"> <li>• Implement Land Agreements</li> <li>• Grant Monies to the AustralAsia Railway Corporation</li> <li>• Provide promotion and Policy Advice</li> </ul>
Staff 112 Actual Expenditure \$15.951M	<ul style="list-style-type: none"> <li>• Provide support to Executive Council and Cabinet</li> <li>• Provide support to Ministers, Leader of the Opposition and Staff</li> <li>• Provide Ceremonial, Protocol and Hospitality Services</li> </ul>
Staff 18 Actual Expenditure \$2.086M	<ul style="list-style-type: none"> <li>• Provide support to Administrator</li> <li>• Maintain and present Government House and Administrator's Office.</li> </ul>
Staff 6 Actual Expenditure \$1.503M	<ul style="list-style-type: none"> <li>• Electoral and advisory services</li> <li>• Conduct Elections</li> <li>• Maintain Electoral Roll</li> </ul>
Staff 14 Actual Expenditure \$4.737M	<ul style="list-style-type: none"> <li>• Initiate, co-ordinate, implement and report on programs and sponsorships for women, the ethnic community, youth and seniors.</li> </ul>

**Notes:**

1. 100% of Management Services and 30% of Executive Services are included in the resource figures across Output Groups.
2. Government Business Support includes resources for Ministerial Offices. Administrative services and support are provided to the Ministers and the Leader of the Opposition.

## Actual Expenditure by Output Group 2001-02



# Strategic and Policy Advice and Public Sector Co-ordination

## Policy and Co-ordination Division

### Overview

Policy and Co-ordination's primary responsibility is to provide advice to the Chief Minister and the Chief Executive across a broad range of government interests at the local, national and international level. An important component is the provision of advice on Cabinet submissions, both through comments to agencies and advice to the Chief Minister.

### Highlights

- Participated in a series of discussions aimed at improving Australia's response to terrorism and transnational crime, in conjunction with other key agencies. The measures being taken include the development of a new National Counter Terrorism Plan, the strengthening of the National Crime Authority and reform of laws that relate to cross-border investigations and nationally significant crimes.
- Commenced a review of the *Ombudsman (Northern Territory) Act*. This is the first review since the commencement of the Act in July 1978.
- Represented NT Government interests on a range of Commonwealth Government treaty actions. A representative from the Division was one of two agreed State and Territory representatives included as advisors in the Australian delegation to the United Nations Commission on the Human Rights Working Group on the Draft Declaration on the Rights of Indigenous Peoples.
- Appointed Dr Rolf Gerritsen as the Director of Social Policy to advance the Government's social policy priorities. Dr Gerritsen will commence on 1 July 2002.

### Outcomes and Achievements

- Co-ordinated whole-of-government responses on non-financial issues including co-ordination of the Territory's policy responses to international and national agreements to which the Northern Territory is a party; for example bio-prospecting and human cloning.
- Oversighted the National Competition Policy legislation review program.

### Our People

Executive, Executive Support Southern Region, Indigenous Policy, Policy & Co-ordination, Community Engagement Division, Risk Management Services

### Our Work

Advice to the Chief Minister on strategic directions of Government Policy and stimulating across Government policy development

Monitoring and co-ordinating agency activities to achieve strategic directions

Undertaking risk assessments, consultancies and internal audits

### Our Customers

The Chief Minister & Cabinet, Government Agencies and other people using our services

## **Social Development Strategy**

***Soon the Northern Territory will have a Social Development Strategy. At the end of extensive consultations a draft strategy will be submitted to Government for consideration.***

***There are four reasons why the Government has chosen to formulate a Social Development Strategy:***

***1. To integrate the Government's social initiatives and to express a coherent philosophy of social development based upon the recognition of rights. In addition the Government wants to clearly articulate the grounds – such as access and equity issues – by which it determines social policies.***

***2. To develop social policy that is complementary to the Economic Development Strategy and can form a framework for government planning.***

***3. The need to prioritise expenditure in a situation where the budget is limited.***

***4. The need to co-ordinate and focus existing policy delivery to prevent wasted resources because of overlap and duplication.***

- Communicated the NT Government's views to other jurisdictions and contributed to the development of co-operative national policies, predominantly through representation on a number of national committees.
- Participated in a number of national forums as the primary central agency contact for intergovernmental relations on non-financial issues. For example, the Senior Officials' Groups which report to the Council of Australian Governments (COAG) and the Leaders' Forum.
- Participated in intergovernmental consultations, representing the Government's interests on a range of Commonwealth Government treaty actions that are proposed or under development. These include, for example:
  - The International Convention on Plant Genetic Resources for Food and Agriculture.
  - The Cartagena Protocol on Biosafety to the Convention on Biological Diversity.
  - The International Convention on the Control of Harmful Anti-fouling Systems used on Ships.
  - A proposed Australia/Singapore Free Trade Agreement.
  - Assisted in developing policies regarding Aboriginal land and related issues predominantly through policy advice on Aboriginal Land Rights and Native Title issues.
  - Convened a review panel to examine the *Ombudsman (Northern Territory) Act* in consultation with the community. A discussion paper has been researched and prepared, Terms of Reference drafted, a dedicated website created and a toll-free telephone number has been set up as part of the public consultations planning.

## **Outlook**

During the 2002-03 year we plan to:

- Co-ordinate whole-of-government responses to an increasing range of proposed Commonwealth Government treaty actions that may have implications for the States and Territories.
- Conduct consultations and complete the Review of the *Ombudsman (Northern Territory) Act*.
- Establish a Legislation Review Framework, to ensure that new legislation routinely takes into account National Competition Policy.
- Continue participation in the Transnational Crime and Terrorism discussions aimed at improving Australia's response to terrorism and national crime.

- Establish a Social Policy Unit. The Unit will be responsible for producing and ensuring implementation of a whole-of-government Social Development Strategy, producing a NT Population Policy, preparing and releasing a Community Engagement Framework, reviewing and releasing a new Aboriginal Family Violence Strategy and reviewing and strengthening the Domestic Violence Strategy.

## Indigenous Policy

The NT Government announced the creation of the Office of Indigenous Policy on 13 November 2001 as part of the new Public Sector Arrangements.

The Office's charter will be to focus on strategic issues and provide high level advice to the Chief Minister and the Minister for Indigenous Affairs. The strategic issues to receive particular priority include:

- Indigenous Economic Development Strategy.
- Whole-of-government approaches to improving service delivery.
- Development of a strategy to progress the resolution of outstanding land issues.

Mr Neil Westbury has been appointed as the Director of the Office. He will commence on 1 July 2002.



**Chief Minister Clare Martin, and Northern Land Council Chief Executive Officer, Norman Fry, at the signing of the Roseberry Bellamuck land development agreement.**

## Risk Management Services

### **Overview**

Risk Management Services provides a centralised risk management, business consulting and internal audit service to Northern Territory agencies through a customer-focused strategic business approach that uses risk as the driver. The services are aimed at assisting Chief Executives to manage business risk, improve business performance, and to meet their statutory obligations.

### **Highlights**

- Completed 88 reviews and audits.
- Conducted six agency wide business risk assessments.
- Implemented a new strategic focus from audit services to Risk Management Services.
- Supported senior management across the public sector in managing the shift from a control basis to a strategic risk assessment basis.

***Business risks threaten an organisation's ability to achieve its strategic intent.***

***Organisations that respond to risks as they occur are characterised by reactive fire-fighting.***

***They use scarce resources and are distracted from the main game.***

## **Outcomes and Achievements**

- Participated as members of audit committees in nine agencies.
- Completed 94 risk management projects. Of these 56 projects were completed using in-house resources and 38 projects were outsourced to the private sector. The projects were across a range of agencies and topics and included:
  - Conducting Strategic Business Risk Assessments for the Darwin Port Corporation, Department of Employment, Education and Training and the Anti-Discrimination Commission.
  - Conducting Risk Assessment and Audit Plans for nine business units within departments.
  - Carried out reviews looking at compliance with the procurement process for large contracts – for example Office Accommodation.
  - Conducted simple control audits on the use of fuel cards, credit cards and vehicles and home garaging. Reviewed debt management in the Department of Health and Community Services and the Department of Corporate and Information Services.
- Reviewed legal support services in the Department of Health and Community Services.
- Reviewed the functions of the Director of Public Prosecutions and the Ombudsman.
- Reviewed the operations of the Araluen Centre.
- Conducted a review of IT outsourcing.

## **Outlook**

During the 2002-03 year we plan to:

- Continue to meet the demand for services.
- Complete up to ten agency-wide risk assessments.
- Promote the Risk Management framework to agencies.
- Match the resource capability of the unit to meet the anticipated demand for services.
- Develop partnerships with the new agencies and provide support to audit committees

## Executive Support Southern Region

### **Overview**

The Executive Support Southern Region (ESSR) Office role is to co-ordinate and implement NT Government business in the Southern Region.

### **Key functions are to:**

- Provide policy advice to the Chief Minister, Minister for Central Australia and Chief Executive on matters affecting the Southern Region.
- Co-ordinate a whole-of-government approach to issues impacting upon the Southern Region.
- Facilitate the Desert Knowledge Project.

### **Highlights**

- Completed four Alice in 10 Projects; these include the Alice Springs Central Australian Mining Service Centre; Alice Springs Communications Centre; Development of a Convention Centre; and Development of Alice Springs as an outstanding convention destination.
- Co-ordinated NT Government involvement for the Year of the Outback celebrations in Alice Springs.
- Co-ordinated NT Government activities designed to support the Yeperenye Federation Festival.
- Co-ordinated NT Government involvement in the construction of the Alice Springs Convention Centre, and in raising local community and business awareness of, and strengthening the identity of Alice Springs as, a convention centre destination.
- Assisted in increasing the capability of local businesses to service and supply the resource industry, as well as successfully promoting Alice Springs as a base for resource developers.

### **Outcomes and Achievements**

#### **Policy advice to Chief Minister and Chief Executive on matters affecting Southern Region.**

- Provided high level guidance and support to the Minister for Central Australia and staff of the newly formed Office for Central Australia, following the swearing in of the Martin Government.

*An original Alice in 10 Project was the Development of a Convention Centre for Alice Springs. The project was subsequently widened to focus on Alice Springs as a Convention Centre destination.*

*Opened on 25 May this year, the facility incorporates up to 1200m<sup>2</sup> of exhibition space, and a 120 seat amphitheatre set against the visually spectacular MacDonnell Ranges.*

*Major events to be held at the Centre include the planned Desert Knowledge Symposium and Outback Expo and the Australian Tourist Commission's Dreamtime business trade show. For the first time in its history in November this year the Australian Local Government Australia Conference will be held outside of Canberra in the Alice Springs Convention Centre.*

## **Co-ordination and execution of required Departmental functions in the Southern Region.**

- Facilitated seven ongoing priority projects within the Alice in 10 initiative, by managing community project committees and implementing selected projects and works.
- Provided guidance to Departmental representatives in each region and ongoing support in developing the Barkly Blue Print, and regional plans proposed for Katherine and Nhulunbuy.
- Implemented specialist Departmental functions in the Southern Region, including Protocol, Ethnic Affairs, NT Electoral Office, Youth Affairs, and Women's Policy.
- Managed the Southern Region Co-ordination Committee which ensured a whole-of-government approach to issues.
- Co-ordinated the completion of shade and landscaping works at the Alice Springs Railway Station, as part of the Alice in 10 Built Environment Project.
- Co-ordinated the completion and marketing of a combined Events Calendar for Alice Springs, as part of the Alice in 10 Event Destination Project.
- Co-ordinated a range of complementary measures, as requested by the Licensing Commissioner, to support the implementation of liquor sales restrictions, as part of the Alice in 10 Quality of Life Project.
- Assisted in developing a draft discussion paper as a prelude to a MasterPlan for the Anmatjere (Ti Tree) Region.
- Played a leadership role in securing an operator who will use excess effluent from the Town's sewerage ponds for horticultural purposes.

## **Major Project Facilitation**

- Developed options for Government consideration on a legal entity for the management of Desert Knowledge Australia.
- Completed and submitted a bid to the Commonwealth Government for funding to establish a Co-operative Research Centre in Alice Springs based on desert knowledge.



## Outlook

During 2002-03 year we plan to:

- Liaise and assist other regions: particularly we will advance the Barkly Blueprint, Katherine – Beyond 2000 Masterplan and Nhulunbuy Partnership.
- Launch an Indigenous Employment Challenge that aims to increase employment opportunities for Indigenous people, and establish supported accommodation for Indigenous students at risk of leaving school because of housing issues, as part of the Alice in 10 Quality of Life Project.
- Continue to progress the remaining Alice in 10 projects, including, and subject to resolution of native title issues, co-ordinating rehabilitation works in the Todd and Charles Rivers, as part of the Alice in 10 Todd and Charles Rivers Project.
- Co-ordinate public infrastructure works associated with the establishment of the Desert Knowledge Precinct, and assist in the establishment within the precinct of a Desert Peoples Centre, as part of the Alice in 10 Desert Knowledge Project.
- Co-ordinate the provision of accommodation for university students undertaking research in Alice Springs, as part of the Alice in 10 Desert Knowledge Project.
- Establish a legal entity for Desert Knowledge Australia.
- Pursue a partnership agreement with the Alice Springs Town Council, in conjunction with the Department of Community Development, Sport and Cultural affairs.
- Play a leadership role in securing additional residential and industrial land in Alice Springs.
- Pursue opportunities to leverage development and business activities associated with the Alice Springs to Darwin Railway.
- Co-ordinate the Desert Knowledge Symposium, as part of the Year of the Outback program.

Some business units within the Department report against more than one output group. This is the case with Executive Support Southern Region which contributes to Territory Development. For ease of reading its full report has been presented in this section. The Office of Women's Policy, the Office of Ethnic Affairs, the Office of Senior Territorians and the Office of Youth Affairs also report against more than one output group. The reports in full of these Offices can be found in the output group section of Community Engagement Activities and Grants.



### ***What is Desert Knowledge?***

***To live and thrive in desert regions, people require particular knowledge and know-how. Australia has extensive scientific and technical knowledge as well as thousands of years of accumulated indigenous expertise and other skills relevant to desert livelihoods. The knowledge that resides within inland Australia – individually and collectively – about successfully developing and sustainably living in harmony with these arid lands is of great value. These abilities have commercial potential in other desert countries that are facing problems such as installing renewable energy supplies, encroaching desertification, productive land management and service delivery over large distances to highly dispersed small communities.***

## Our People

Office of Territory Development

## Our Work

Investment Attraction

Strategic advice and directions on Territory Economic Development

Major Project Facilitation

## Our Customers

Chief Minister and Cabinet, Business Community, Potential Investors



**Senior Advisor, Bob Collins**

# Territory Development

## Overview

The Office of Territory Development was established in November 2001 in the Department of the Chief Minister to drive economic development in the Territory. Particular attention is given to:

- Resource development, including offshore oil and gas, onshore gas-based industrial development, and minerals developments.
- Marketing and positioning the Territory in key markets.
- Innovation and *new economy* projects based on arid and tropical research.
- Business attraction maximising opportunities arising from the new railway, port and transcontinental freight corridor which will be operating by early 2004 between Asia and southern Australia.
- Special projects, such as developing an Economic Development Strategy, the Darwin Convention Centre, a Public Private Partnerships policy, and the establishment of a Larrakia Cultural Centre.

## Highlights

- Published the Economic Development Strategy.
- Supported the proposal to establish a liquified natural gas (LNG) plant at Wickham Point.
- Supported the Chief Minister's campaign to have Sunrise gas brought onshore to Darwin. This has included work on economic modelling, studies on the commercial viability of the project, negotiations with the developers and potential customers, preparation of fact sheets and public information, briefings and liaison with Invest Australia.
- Supported the Commonwealth Government on Timor Sea Treaty negotiations.
- Worked with potential gas-based customers, such as Alcan in Gove on a proposed expansion and gas pipeline from Mataranka and on a proposed ammonia/urea plant.
- Co-ordinated the South East Asia Australia Offshore Conference (SEAAOC) in Darwin in June, which attracted a record number of delegates.
- Participated in the Australian Petroleum Producers Exploration Association (APPEA) conference.

- Worked with companies interested in major minerals processing developments in the Territory, such as Compass Resources and Mt Grace near Batchelor.
- Worked with FreightLink on strategies to build the domestic and landbridge freight task and attract complementary business to Darwin once the railway and port are completed in 2004.
- Developed Australia's Asian Gateway strategy to promote Darwin as a gateway between Australia and Asia and the potential for value-added processing in the Territory.
- Supported the Desert Knowledge Australia project in Alice Springs and helped prepare an application for a \$20.7 million grant from the Federal Government over seven years for a Cooperative Research Centre. If successful the Territory Government will provide \$1.5 million in cash and \$10.7 million in kind support from its agencies over seven years.
- Worked on a Tropical Knowledge strategy.
- Participated in the World Congress on Information Technology in Adelaide in February 2002 and provided a display on the Territory's competitive advantage as an investment attraction location.
- Prepared material promoting the Territory as a place to live, work and do business, including maintenance of an Internet site, show displays and a business case for the Territory.
- Co-ordinated Innovation Week in May 2002

## Outcomes and Achievements

### Investment Attraction

- **Networking the Nation:** Collaborated with the Department of Corporate and Information Services to develop the Government's case in support of an application by the Outlook Digital Network to the Networking the Nation Board. This led to a \$12.6 million grant being awarded. Responsibilities included preparing submissions, participating in several high level meetings, preparing and presenting to the Networking the Nation Board and Chairing the State Advisory Group.
- **SEAAOC Conference:** Co-ordinated this year's South East Asia and Australian Offshore Conference in Darwin, that included an inaugural Expo on Darwin's Esplanade. Participation was up nearly 10%, compared to last year, with 238 paid delegates and 62 guests attending. There were various keynote speakers including the Prime Minister of East Timor, Dr Mari Alkatiri.

The Office of Territory Development contributes to the Government's objectives for creating jobs for Territorians through projects such as:

- Bringing Timor Sea gas onshore and the development of a gas based manufacturing sector.
- Developing value adding businesses and employment opportunities associated with the port/rail project.
- Developing a knowledge and innovation based economy and associated employment opportunities in the Territory.



- World Congress on Information Technology: Co-ordinated business matching and a display promoting investment opportunities in the Territory with the Department of Business, Industry and Resource Development, in Adelaide.
- Railway Developments: Hosted delegations of potential major investors and worked on a timber study with FreightLink and the South Australian Government.

### **Strategic advice and directions on Territory economic development**

- Economic Development Strategy: Collaborated with other government agencies to prepare the Government's Economic Development Strategy, *Building A Better Territory*, launched by the Chief Minister in June 2002. The strategy provides a blueprint to transform the Territory's economy.
- Investment Attraction Strategy: Contributed to an International Trade Strategy discussion paper released by Minister Paul Henderson in June. A working party has been convened to develop a Territory Investment Attraction Strategy.

### **Major project facilitation**

- Pechiney aluminium smelter and power station project: Negotiated a Memorandum of Understanding for the development of the proposed project.
- Regional Mineral Study: Managed a regional mineral study consultancy to establish infrastructure needs for future mineral developments in the Central Region of the Territory.
- Mt Grace and Compass Resources Projects: Achieved Commonwealth Government major project facilitation status for the Mt Grace Resources magnesium project and Compass Resources Browns polymetallic project at Batchelor. This was achieved in conjunction with other government agencies and with Compass Resources liaising with the Northern Land Council.

### **Government communications**

- Business Case: Prepared a business case to promote the Territory that includes a PowerPoint library, supporting fact sheets and a revised statistical snapshot *At a Glance*.
- Marketing Strategy: Established a working party to examine a whole-of-government approach to marketing the Territory. Worked with the Department of Business, Industry and Resource Development to transfer the Territory Marketing Project responsibilities and functions to the Office, including responsibility for whole-of-government marketing and communications strategies.

## Outlook

During the 2002-03 year we plan to:

- Co-ordinate the implementation of the Economic Development Strategy.
- Develop and implement an Investment Attraction Strategy.
- Support and obtain commitment from Timor Sea producers to bring gas to shore and establish a gas manufacturing industry.
- Focus on gas developments.
- Develop a Public Private Partnership policy framework.
- Position the Territory as a place to live, work and invest.
- Work with Freightlink to promote the Territory as Australia's Asian Gateway, as the railway and port near their 2004 completion date.
- Co-ordinate Science Week in August 2002.
- Develop and release a Tropical Knowledge Strategy.
- Support the Southern Region to develop and establish Desert Knowledge Australia.

## Our People

AustralAsia Railway  
Corporation and NT Railway

## Our Work

Implementation of Land  
Agreements

Grant monies to the  
AustralAsia Railway  
Corporation

Promotion and Policy Advice

## Our Customers

NT Government

AustralAsia Railway  
Corporation

Asia Pacific Consortium

Property owners with whom  
the NT has obligations for  
compensation

Land Councils

Community Councils

The Public

Other Contractual Parties

# Northern Territory Railway

## Overview

NT Railway manages the obligations and entitlements of the NT Government in regard to the Darwin to Adelaide Railway. This includes managing construction obligations of the Government along the new railway corridor, managing the Territory's investment in the rail project, providing financial and other support to the AustralAsia Railway Corporation, promotion of the railway and provision of advice on the railway to Government

## Highlights

- We are looking forward to a new era in rail transport in the Northern Territory while most States and Territories are reflecting on the cost of upgrading their ageing rail infrastructure. Construction of the final leg of the AustralAsia Railway, linking Australia's rail network to the markets of the world, is now well underway between Alice Springs and Darwin.
- A ceremony was held in Katherine in April 2002 to mark the start of tracklaying. It was attended by over 300 people including the Chief Minister, Clare Martin, the South Australian Premier, Mike Rann and Federal Senator Ron Boswell. Since the start, the railway project has reached new industry standards in many aspects, from training and employment of local Aboriginal residents to tracklaying schedules.
- Laid over 200km of new rail track south of Katherine and north from Tennant Creek at 30 June 2002.
- Those employed on the railway peaked at 1072 and \$717 million worth of contracts had been awarded as at 30 June 2002, as a direct result of the project.
- The Northern Territory Government has worked closely with Aboriginal communities whose land is crossed by the railway corridor, the Northern and Central Land Councils and Aboriginal Areas Protection Authority to identify and protect sites of significance and ameliorate the impact of the railway.

## Outcomes and Achievements

- Commenced implementing various aspects of the land agreements covering the rail corridor, during the year. Land agreements include construction obligations of the NT Government such as erection of fencing, provision of crossings and replacement roads, over and along the new rail corridor.

- Held discussions with Indigenous communities and Land Councils regarding works to be undertaken by the Government to ameliorate the effects of the new railway on communities along the rail corridor, as agreed under other aspects of the land agreements.
- Provided support to the AustralAsia Railway Corporation during the year. This included financial support for the operations of the Corporation, shared 50% with the Government of South Australia.
- Promoted the NT Railway through marketing and public awareness of the project throughout the year. This included presenting a number of show displays and providing detailed information both electronically and through the media.
- Provided policy advice to all levels of government and across several agencies during the year.

## Outlook

During 2002-03 we plan to:

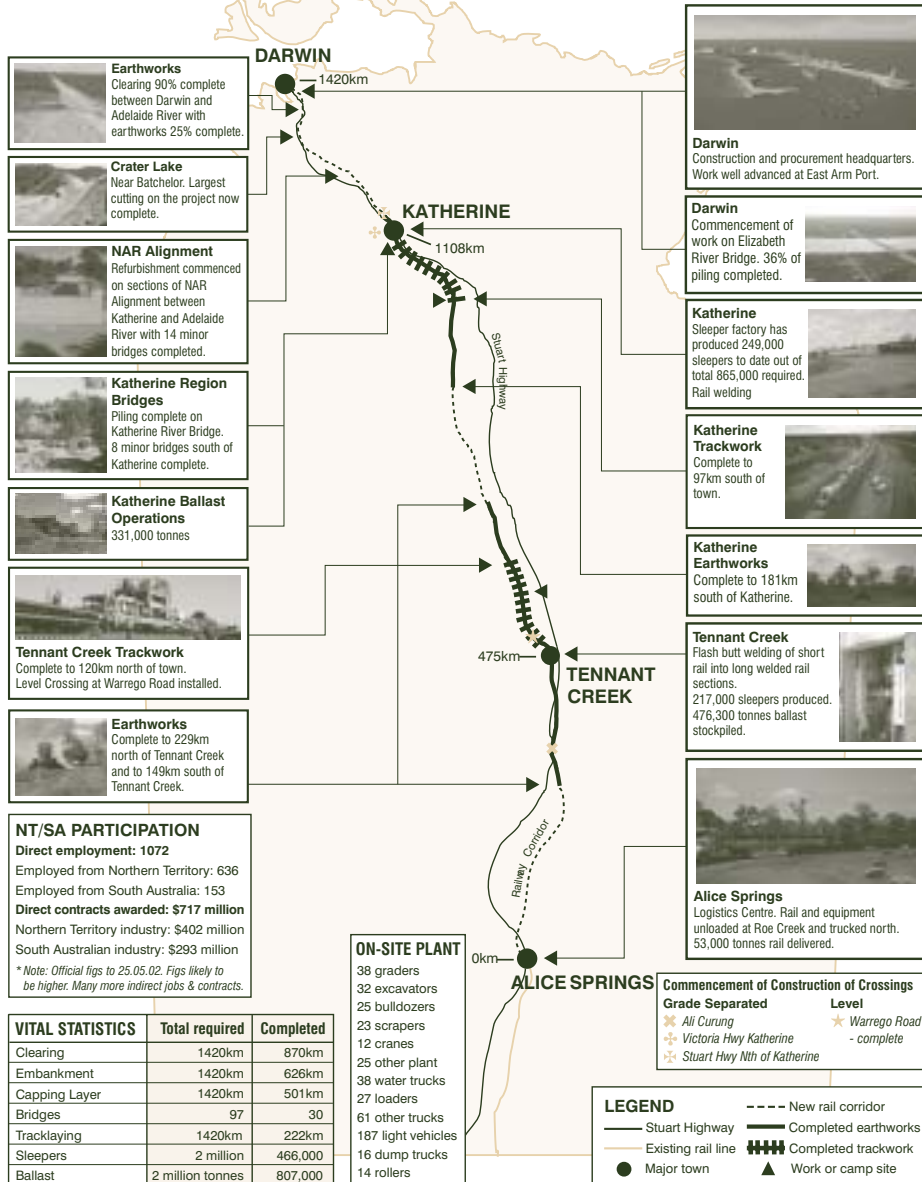
- Provide fencing for most of the 1420km rail corridor.
- Provide over 100 crossings across the rail corridor.
- Make progress on several other aspects of the land agreements along the corridor including the Community Development Package and Railway Impact Assessment works, to be agreed with local communities and Land Councils.
- Provide grant funding and other support to AustralAsia Railway Corporation to make sure the Corporation is able to manage various obligations of the NT and SA under the railway deeds and achieve the completion of the Railway on time, in early 2004.
- Provide investment funding obligations of the Territory Government in the rail project.
- Promote the rail project to make sure both the public and potential investors are aware of the current progress and benefits of the new railway.



***Northern Territory Chief Minister Clare Martin and South Australian Premier Mike Rann in front of the tracklayer, Katherine, 8 April 2002.***

# AustralAsia Railway Construction Progress

Updated: 1 July 2002



For further information contact the AustralAsia Railway Corporation. Telephone (08) 8946 9591. www.aarc.com.au





# Government Business Support, Support to Executive, Ministers and Leader of the Opposition

## Cabinet Office

### Overview

The Cabinet Office provides secretariat services to Cabinet, Executive Council, the Department and the Order of Australia Honours representative in the NT. The Office also provides advice to Ministers and public sector agencies on machinery of government matters and manages a range of whole-of-government databases.

### Highlights

- Made arrangements for the prorogation of Parliament and the issue of writs for the election of Members of the Legislative Assembly.
- Co-ordinated arrangements for the calling together of Parliament following the August 2001 election.
- Prepared documents for establishing new Ministerial Portfolios and the swearing in of Ministers following the August 2001 General Election and following the restructure of the NT Public Sector in November 2001.
- Revised the Administrative Arrangements Order to reflect new Ministerial responsibilities and public sector agency arrangements in November 2001.
- Provided assistance in preparing for the appointment of a new Deputy of the Administrator based in Central Australia.
- Created an *In Your Parliament* website so that summary information about legislation before Parliament and Ministerial statements and reports made during Legislative Assembly Sittings is available to the public on an ongoing basis.
- Changed the format of the Government's Administrative Arrangements Order Gazette to make it more user-friendly and to achieve cost savings of approximately \$8000 a year.
- Provided support to the Government's initiative to hold Community Cabinet meetings across the Territory.

### Our People

Cabinet Office, Protocol, Parliamentary Counsel, Ministerial Offices

### Our Work

Secretariat services to Cabinet and Executive Council

Manage official hospitality and ceremonial events

Draft legislation

Provide advice on legislative procedures

### Our Customers

Chief Minister, Ministers and Leader of the Opposition, government agencies, visiting overseas and Australian dignitaries, community groups



**Chief Minister with her Cabinet colleagues and His Honour the Administrator following the swearing in at Government House, 27 August 2001**

## Outcomes and Achievements

- Significantly expanded the secretariat role as a result of new requirements and additional functions being allocated to the Department following the restructure of the public sector in November 2001.
- Managed 1141 ministerials in 2001-02, compared to 923 ministerials in 2000-01.
- Assisted in organising Community Cabinet meetings, as a new initiative of Government, in Nhulunbuy, Alice Springs, Tennant Creek, Yulara, Palmerston and Wadeye.
- Instituted a new procedure of summarising Parliamentary Question Time each Sitting day and distributing the summaries to Departmental unit heads the same day.
- Implemented a system of recording Government documents for which Cabinet Office arranges tabling in the Legislative Assembly.
- Implemented a new procedure for developing Departmental comments on Cabinet Submissions.
- Promulgated new Cabinet Submission timelines and processes.
- Developed a Legislation Status Report for the Leader of Government Business.
- Developed a Ministerial Correspondence Handbook for the Department.
- Developed a range of *Quick Reference Guides* and conducted training sessions on executive government processes for new Ministerial staff.

## Outlook

During 2002-03 we plan to:

- Finalise implementing new Cabinet procedures brought into effect on 28 June 2002 to ensure better co-ordination, timeliness and quality in all aspects of the Cabinet Submission process.
- Provide formal ministerial correspondence training for the Department.
- Reconstitute secretariat networking meetings with agencies.
- Continue to develop the processes for Community Cabinet to ensure they meet the Government's objectives.
- Create a Community Cabinet website.

## Protocol

### **Overview**

The Protocol Unit supports the Northern Territory Government in achieving its objectives by providing appropriate, efficient and effective advice on matters of protocol and hospitality.

The service includes organising and reporting on quality hospitality services for functions and events hosted by the Government.

In support of Government objectives to foster closer economic and cultural ties between other countries and the Northern Territory, Protocol efficiently manages the program and travel arrangements of visiting dignitaries.

### **Highlights**

- Assisted in the smooth transition of the Martin Government in regard to protocol and hospitality matters.
- Successfully co-ordinated the official State Visit to the Northern Territory by the President of the Portuguese Republic and Mrs Sampaio in May 2002.
- Provided protocol services for the visits of seven high level VIPs, and two delegations attending the NT Expo 2002, in collaboration with the Department of Business, Industry and Resource Development and NT Expo Pty Ltd.
- Organised 1st July Territory Day celebrations for the 24th Anniversary of Self Government with a ceremony at Bi-Centennial Park, a Chief Minister's reception at Parliament House and fireworks displays in Darwin, regional and community areas.
- Co-ordinated the Territorian of the Year and Young Territorian of the Year Awards across the Territory.
- Successfully co-ordinated all government hospitality associated with the Commemoration of the Bombing of Darwin, in conjunction with Darwin City Council.

### **Outcomes and Achievements**

- Arranged 32 visiting dignitaries' programs and itineraries throughout the year, ensuring their security and safety at all times.
- Organised and co-ordinated functions and events on behalf of the Government including:
  - The Shell Australian Touring Car Championships – a significant event on the Darwin calendar. In conjunction with Northern Territory Major Events Company Pty Ltd, the Unit arranged all Government hospitality associated with the Chief Minister's requirements for this event.



**Chief Minister and visiting V8 Supercar Drivers, Darwin Mall, May 2002.**

- The 2001 Darwin Cup Horse Racing Carnival reception at Parliament House.
- Arranged and co-ordinated the late George Brown's State Funeral.
- Attended the Dignitary Protection Forum meeting within the Commonwealth/State Standing Advisory Committee for the Protection Against Violence (SAC-PAV).
- Represented the Government on the panel of the Australian Bravery Award Decorations in Canberra.
- Commenced a review of Protocol policies with a view to improving the delivery of sound and accurate protocol, ceremonial and hospitality advice. Achievements during the year included:
  - Reviewing and implementing a policy on the issue of the NT Flag and National Flag.
  - Reviewing current function procedures.
  - Reviewing the *Who's What Where* publication – including seeking submissions for how to provide an effective, user friendly database that would allow this publication to be available on the Government Website.

### **Outlook**

During the 2002-03 year we plan to:

- Review Protocol organised Territory Day celebrations with revised objectives and format.
- Review Protocol's photographic service with an assessment of, and possible introduction of a new format and procedures.
- Undertake an annual review of Protocol's gift register and produce an updated gift catalogue.
- Review procedures for visiting dignitaries with a possible new process for confirming visits.
- Finalise *Who's What Where* as a database and publish it on the Government Website.
- Develop a method of measuring and recording client and stakeholder satisfaction.
- Develop a Marketing Plan for Protocol.
- Review, develop and update the Standard Operating Procedures for all aspects of Protocol's work.
- Review procurement processes and procedures with all staff to be trained in procurement methods and systems.
- Achieve greater resource efficiencies with the training of staff in the use of current software.

## Parliamentary Counsel

### **Overview**

The Office is responsible for providing high level legislative drafting services, the reprinting of legislation and the maintenance of legislation databases.

### **Highlights**

- Drafted major legislation during the year including:
  - *Criminal Property Forfeiture Act*
  - *Fines and Penalties (Recovery) Act*
  - *Fiscal Integrity and Transparency Act*
  - *Government Owned Corporations Act*
  - *Witness Protection (Northern Territory) Act*
  - *Discussion Draft for a proposed Information Act*
- Developed and implemented a legislation program to manage the Government's legislation agenda.
- Made available Word and PDF versions of all consolidated Acts and subordinate legislation on the Northern Territory Legislation database.

### **Outcomes and Achievements**

- Drafted 85 bills that were introduced into the Legislative Assembly – 78 on instructions from the Government and seven on instructions from private members of the Legislative Assembly. As at the end of the June sittings, 56 of the bills were passed into law, one was defeated, two were withdrawn, nine lapsed and 17 remained to be considered by the Assembly.
- Drafted 27 sets of regulations that were made into law.
- Drafted seven sets of rules that were made into law, including three sets of court rules.
- Drafted five sets of by-laws that were made into law.
- Drafted 763 statutory instruments.
- Drafted six mock bills for the Youth Parliament 2002.
- Reprinted seven legislation titles.
- Updated 191 legislation titles on the Current Northern Territory Legislation database.
- Updated and published the *Index to Legislation* twice during the year and made it available on the Current Northern Territory Legislation database.

- Participated in a review, conducted by Risk Management Services, of the Office's legislation databases and printed legislation. The overall finding was that the Office's current policies and procedures are adequate to make sure legislation is published in a comprehensive, accurate and timely manner.

### **Outlook**

During the 2002-03 year we plan to:

- Draft legislation as and when required.
- Consolidate and publish (both hard copy and electronic) legislation as and when required.
- Make available historical legislation tables on the Current Northern Territory Legislation database.
- Develop a website that will provide information about the legislation process and the role of parliamentary counsel. The site will include a guide for clients about working with parliamentary counsel and links to legislation sites and other legislative drafting offices.

### **Government Communications Office**

- The Government Communications Office was closed in October 2001 as part of the Government's savings plan. Staff and responsibilities were reassigned.

# Support to the Administrator and Government House

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## Overview

Government House and the Office of the Administrator provides secretarial, hospitality, ceremonial and domestic support for the Administrator of the Northern Territory in Office and co-ordinates the maintenance and development of Government House buildings, grounds and equipment.

## Highlights

- Swore in the first NT Labor Government at Government House.
- Travelled to East Timor to attend Independence Day celebrations.
- Commenced preparations to support the appointment of the new Deputy of the Administrator, Mrs Pat Miller. This followed the resignation of Mrs Minna Sitzler AM as Deputy of the Administrator in December 2001.

## Outcomes and Achievements

- Fulfilled all statutory, ceremonial and representational duties.
- Attended 790 official activities.
- Delivered 157 speeches.
- Assented to 74 proposed laws under section seven of the *Northern Territory (Self Government) Act*.
- Presided over 15 meetings of the Executive Council.
- Hosted 103 official functions and received 5754 guests at Government House.
- Conducted six investiture ceremonies for Territorians recognised under the Australian Honours system.
- Hosted two Open Days for the public attracting 1888 visitors.
- Travelled to: Alice Springs, Katherine, Tennant Creek, Nhulunbuy, Brisbane, Tiwi Islands and East Timor. The Deputy of the Administrator travelled on 14 occasions to represent the Administrator, including two trips to Darwin.
- Provided administrative, secretarial and hospitality support to the Government House Foundation public fund. This support involved:
  - Six meetings
  - Producing and mailing newsletters
  - Annual Fundraising Ball

## Our People

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Office of the Administrator and Government House

## Our Work

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Provide secretarial, hospitality, ceremonial and housekeeping support, house and garden maintenance

## Our Customers

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The Northern Territory Administrator, the Administrator's Spouse, the Deputy of the Administrator, the NT Government & the wider community



### **Government House**

***The original residence was built in 1870-01. Extensive renovations conducted in 1878-79 by Government Secretary and architect, John George Knight, later to become the Government Resident 1890-92, gave the building the shape it has today.***

***Upon his appointment as the first Administrator of the Northern Territory in 1912, Dr John Anderson Gilruth changed the name from 'the Residence' to 'Government House'.***

***Government House, was entered on the Register of the National Estate in 1980 and on 15 March 1996, it was declared a Place of Heritage under the Heritage Conservation Act (Northern Territory).***

- Other receptions as required by the Foundation
- Updating database details for members
- All banking, receipting, collecting renewals, invoicing, BAS statement, yearly audit and membership drives.

### **Outlook**

During the 2002-03 year we plan to:

- Plan and prepare the forward activity and travel program for the Administrator.
- Continue to develop a heritage and conservation strategy for Government House.
- Update the procedures and policies manual, occupational health and safety, security and risk management procedures.
- Develop and upgrade the house and gardens.



# Electoral Services

## Overview

The Electoral Office ensures there is an opportunity for the people of the Northern Territory to participate in free and democratic elections; and to provide a fair, impartial and professional electoral service.

The Office is responsible for conducting elections in an efficient and cost effective manner consistent with legislative requirements. This involves the planning and management of elections for the Legislative Assembly, Local Government, Community Government, and other organisations.

Maintaining the electoral roll, providing advice on electoral policy and procedures and supporting the Electoral Distribution Committee are other components of our work.

## Highlights

- Successfully conducted the 2001 Legislative Assembly General Election, the Darwin Mayoral election and 49 other elections.
- Implemented a refined and effective Elections Management System.
- Developed an Options Paper canvassing various aspects of electoral administration.

## Outcomes and Achievements

- Undertook a total of 51 elections in the 2001-2002 year.

Type of Election	2000/01	2001/02
Legislative Assembly	0	1
Municipal	1	8
Community Government	26	35
Other	10	7
<b>Total</b>	<b>37</b>	<b>51</b>

- Provided assistance to 11 organisations in the conduct of their elections.
- Complied with all legislative provisions for the 51 elections conducted.
- Met all election deadlines for close of roll, close of nominations, conduct of poll, and declaration of poll, for the 51 elections conducted.
- Monitored monthly the performance of the Australian Electoral Commission, in relation to managing the electoral roll on behalf of the Northern Territory Electoral Office.

## Our People

Electoral Office

## Our Work

Electoral and advisory services, plan and conduct elections, review electoral legislation, maintain the electoral roll

## Our Customers

Government, Community Government Councils, community organisations, political parties and election candidates, general public



***Mobile polling in East Arnhem Land. August 2001 Election.***

- Pursued roll management initiatives through participation in the Electoral Council of Australia and regular meetings with the Australian Electoral Commission.
- Developed an Options Paper that examined a number of aspects of electoral administration. The paper provided comparisons of electoral administration methods in the Commonwealth and States.

### **Outlook**

During the 2002-03 year we plan to:

- Conduct 40 elections.
- Explore electoral roll management initiatives with the aim of ensuring the integrity of the electoral roll.
- Review electoral administration practices.

# Community Engagement Activities and Grants

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The Community Engagement Division within the Department was established to bring Government and the community closer together by improving opportunities for Territorians to participate in policy development and decision making.

The Division has overall responsibility to put in place an over-arching strategy to support and improve community engagement across government and contribute towards a more socially cohesive Territory.

The Division is made up of four discrete Units:

- Office of Women’s Policy
- Office of Senior Territorians
- Office of Youth Affairs
- Office of Ethnic Affairs

A joint presence of the four units is planned for the 2002 show circuit. As part of this a two page survey has been designed to identify the issues that are significant to the community. The results will assist in guiding social policy development.

The Offices in the Community Engagement Division also have input into Strategic Policy Advice and Public Sector Co-ordination. However, for ease of reading, each Unit’s report is presented in full in this section.

The overview, highlights, outcomes and achievements, and the outlook for the 2002-03 year for each of the Units follows.

## Office of Women's Policy

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### Overview

The Office of Women’s Policy engages with government and non-government stakeholders and women to assist Government in advancing the economic and social standing of Territory women, and preserve and enhance their lifestyle.

The Office provides policy advice, and initiates, co-ordinates, implements and reports on whole-of-government responses to priorities for women. In doing so, the Office recognises the diversity of Northern Territory women and the importance of bringing their priorities into Government deliberation.

### Our People

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Office of Women’s Policy

Office of Senior Territorians

Office of Youth Affairs

Office of Ethnic Affairs

### Our Work

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Co-ordinate and report on across government policy and activities

Implement an across government framework for Community Engagement

Assist target groups to fully participate in Territory life

Provide interpreter services

Administer grants and awards

### Our Customers

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Chief Minister and Ministers, NT Community, government agencies



**The Chief Minister with Office of Women's Policy Staff at the launch of the Tribute to NT Women program. March 2002.**

## Highlights

- Initiated a new system to assist improve the percentage of women appointed to public sector boards, authorities and committees.
- Organised and prepared for the 2002 Commonwealth, State, Territory and New Zealand Ministers' Conference on the Status of Women in Darwin in June 2002, and the first National Indigenous Women's Gathering.
- Developed the Tribute to Northern Territory Women, a significant new program to recognise and honour Territory women. The Chief Minister announced this program in March 2002 for International Women's Day.
- Administered the Chief Minister's Study Award for Women which was announced in October 2001 for International Women's Day in March 2002. The Study Award makes a total of \$20,000 available each year; \$14,000 for a woman to undertake a tertiary study program and \$6000 for a woman to undertake a vocational study program.
- Gained national recognition for the innovative programs taking place through the Office and, received acknowledgment by being invited to provide advice and extend programs into other jurisdictions.
- Developed and assisted the Chief Minister to release the first **Let's stop it....now** community education mass media campaign aimed at behaviour change.
- Developed **Stop it....before it starts**, a new domestic violence, family violence and sexual assault education and intervention project for adolescents.
- Developed, with the assistance of an Indigenous organisation, the first known nationally accredited training program for Indigenous family violence offenders and their families.

## Outcomes and Achievements

- Convened and chaired meetings of the Interdepartmental Women's Policy Round Table bringing together representatives from all relevant government agencies to assist in the development, and monitoring and reporting of agency programs.
- Managed the Northern Territory Women's Register and provided nominees for consideration for appointment to Government boards, committees and statutory authorities. As at June 2002, 25% of appointed members were women, a percentage that has remained static over the past two years. In addition, the Indigenous Women's Directory was expanded to the Northern Territory Women's Register to assist promote and improve the number of Indigenous women appointed to public sector boards, authorities and committees.

- Represented the Northern Territory at Commonwealth, State, Territory and New Zealand Women's Officials' and Advisers meetings, and on the Partnerships Against Domestic Violence Taskforce, to ensure a NT policy perspective at the national level.
- Consulted with more than 370 Indigenous Territorians in 66 communities and organisations across the Territory to establish new priorities of importance to Indigenous women. The information obtained will form the basis for the new NT Government Action Plan for Indigenous Women.
- Developed and supported the release of the new **Let's stop it....now** mass-media community education program, and printed and widely distributed educational information on domestic and family violence and sexual assault.
- Designed, documented and published an evaluation plan for the life of the **Let's stop it....now** community education mass media campaign and established pre-campaign data from which community attitudes and responses can be monitored.
- Produced a whole-of-government status report for Government on the first year implementation of the NT Government Domestic Violence Strategy 2001-2005.
- Engaged with approximately 55 representatives from ethnic and migrant groups in Darwin and Alice Springs to identify new models and develop themes and concepts for delivering messages on domestic violence and sexual assault to people from diverse cultural backgrounds.
- Expanded the Domestic Violence Strategy Data Collection Project that included statistical information collected by the NT Police, for the first time.
- Brought the *Jannawi Kids* Workshops to each region in the Northern Territory in partnership with Department of Health and Community Services in April 2002. The workshops were provided for people working with children and families who have experienced violence, abuse and neglect.
- Sponsored activities that advanced the community education objectives of the Strategy, such as:
  - Assisting to update, reprint and disseminate the Ruby Gaea booklet: *facts for rape survivors*.
  - Providing funding for 'Reclaim the Night' events in the regions.
  - Producing and printing an information card for the Darwin Aboriginal and Islander Women's Shelter.

***The Women's Advisory Council is a representative body that directly provides the Chief Minister with advice. Although it is a community based group, the Council is administratively supported by this Department. The Council fulfils its reporting requirements in its own Annual Report.***

- Assisting Dawn House Women's Shelter to publish a booklet detailing a case study in relation to a specific and complex domestic violence and sexual assault incident.
- Contributed to the production of new information on domestic violence for women with disabilities. Subsequently the package was adapted to provide NT specific information.
- Expanded opportunities for the community to gain information and provide comment on Office programs by:
  - Convening 13 regional open forums and 79 Indigenous Gatherings throughout the Northern Territory.
  - Exchanging information with regional service providers, committees, agencies and the community to assist extend opportunities for networking and partnerships.
  - Showcasing information and projects at over 18 public meetings, expos and displays, the Show circuit, and in shopping malls across the Northern Territory.
  - Producing, publishing and disseminating newsletters, discussion papers, surveys, fact sheets and brochures.

## **Outlook**

During 2002-03 we plan to:

- Investigate and report to Government on a gender analysis model for NT Public Sector policy units.
- Manage the Northern Territory Women's Register set up to increase the percentage of women on statutory authorities, boards and committees and strengthen the Indigenous Women's Directory and produce new information.
- Provide administrative and secretariat support to the Government's review of the Women's Advisory Council.
- Advise and support the Chief Minister in her role as Chair of the Commonwealth, State, Territory and New Zealand Ministerial Conference on the Status of Women.
- Convene, chair and provide administrative support to the Interdepartmental Women's Policy and the Interdepartmental Indigenous Women's Policy Round Tables.
- Seek active participation from the community by arranging, producing and showcasing information, and speaking at forums, gatherings, expos and public events.
- Bring together peak women's organisations to provide Government with co-ordinated and an alternate source of advice on women's issues.

- Investigate a web-community engagement strategy that expands options for interacting with the community.
- Release a new newsletter series for and about NT women, *Speaking of Territory Women...*
- Administer and promote the Chief Minister's Study Award for Women.
- Work with women artists to produce commemorative pavers, a portable exhibit and a special International Women's Day poster series as part of the Tribute to Northern Territory Women.
- Complete the review of the NT Government Domestic Violence Strategy and Aboriginal Family Strategy and related strategies and report to Cabinet.
- Manage, implement, monitor and report on the implementation of the **Let's stop it....now** mass media community education campaign and associated projects; and introduce new and expanded initiatives by:
  - Creating education resources in partnerships with Indigenous Territorians, to assist communities responding to family violence and sexual assault.
  - Piloting new approaches for working with ethnic and migrant communities in relation to domestic violence and sexual assault.
  - Monitoring community responses to the **Let's stop it....now** mass media campaign.
- Create and widely disseminate an educative manual for **Stop it....before it starts** a program developed in the Northern Territory.
- Form a partnership with the NT University to study and report on young peoples preferred methods of learning about the risks of violent and abusive relationships.
- Monitor and report on implementation of the across-government Domestic Violence Strategy and its program objectives.
- Design, launch and translate into key Aboriginal languages new radio messages to help Indigenous communities stop sexual assault.
- Expand the Domestic Violence Strategy Data Collection Project to include information on sexual assault collected in public hospitals.



***Police Minister Syd Stirling, presenting a 2001 Australian Violence Prevention Award to Eileen Cummings and Tanya Jacobs from the Office of Women's Policy for their work on NT domestic and family violence offender programs.***



**"Portrait of Ada Bird Petyare"  
by Maggie Urban – winner of  
the 2001 Portrait of a Senior  
Territorian Government  
House Foundation  
Acquisitive Award.**

## Office of Senior Territorians

### **Overview**

The Office of Senior Territorians was established in the Department of the Chief Minister in February 2002 to provide high level advice on policy issues relating to senior Territorians, to ensure whole-of-government co-ordination and improve access of senior Territorians to Government.

The Office has been set up to:

- Provide high level advice on senior's policy issues.
- Ensure whole-of-government co-ordination.
- Improve the access of senior Territorians to Government by establishing the Chief Minister's Seniors Advisory Council.

### **Highlights**

- Successfully transferred the Office of Senior Territorians to the Department of the Chief Minister in February 2002.
- Established systems and procedures for the new Office including a directions statement for the 2002-03 business plan.
- Negotiated and established a partnership agreement with the Council on the Ageing (COTA) to conduct an expanded program of activities and events for Seniors Month 2002.
- Prepared and circulated an options paper for the proposed Seniors Advisory Council to individuals and organisations for comment in May.

### **Outcomes and Achievements**

- Finalised a Directions Statement for the Office's first business plan.
- Designed a web site in April – [www.senior.territorians.nt.gov.au](http://www.senior.territorians.nt.gov.au)
- Negotiated and established a partnership agreement with COTA to celebrate Seniors Month.
- Conducted community consultations on the Seniors Advisory Council. An Options Paper was sent to 109 individuals and 36 organisations across the Territory. Written submissions were received from 17 individuals and six organisations.

### **Outlook**

During 2002-03 we plan to:

- Establish a Seniors Advisory Council.
- Conduct initial community consultations on the issues important to senior Territorians during the 2002 show circuit.
- Develop a framework and forward agenda to respond to the needs and interests of senior Territorians during the year, in consultation and collaboration with the community.



## Office of Youth Affairs

### **Overview**

The Office of Youth Affairs provides a whole-of-government approach to policy priorities for young people aged 12 to 25 years and develops effective communication links between young people, Government and the wider community. The Office supports initiatives that improve young Territorians' personal wellbeing, promotes their positive achievements and assists them to reach their goals.

### **Highlights**

- Produced the Youth Grants Program Best Practice Guide to assist young people and community organisations with innovative ideas for activities and events that could be eligible under the Youth Grants Program.
- Managed a consultancy for the National Youth Affairs Research Scheme (NYARS) report commissioned by the Northern Territory, titled Role Models for Young People: What Makes an Effective Role Model Program. The report was distributed to 40 key youth groups across the Territory.
- Arranged and co-ordinated a number of National Youth Week 2002 events in collaboration with local youth and community organisations. Events included a photographic and drawing competition and the opening ceremonies and closing concerts in Darwin and Alice Springs. About 6000 young people participated during the week – an increase of 25% on the previous year.
- The 2001 Chief Minister's Round Table of Young Territorians gave its final report to the Chief Minister in December. The 2002 Round Table commenced in March. Since that time three working groups have been formed in the areas of:
  - Recreational Opportunities – focusing on availability and quality of activities in the regions.
  - Education and Employment – focusing on the perception of the quality of tertiary education and its satisfaction to students, employers and markets.
  - Drugs and Alcohol – focusing on marijuana use and perceptions.



***Young skaters at the launch of National Youth Week. Leanyer Recreation Park, 8 April 2002.***

## **Outcomes and Achievements**

- Carried out research, with input from the Department of Justice and the Round Table, into justice access issues for young people on their rights and responsibilities – such as dealing with the police and courts. The Office, together with the Department of Health and Community Services, also researched youth suicide issues with a view to producing a series of fact sheets. Information sheets, on rights and responsibilities and youth suicide prevention, will be produced during 2002-03.
- Participated in four meetings of the Suicide Prevention Inter-Departmental Committee. This important Committee is chaired by the Department of Health and Community Services, which is responsible for developing a whole-of-government response to the issue of suicide, including the high incidence of youth suicide.
- Produced a Youth Grants Program Best Practice Guide. The guide provides young people and community organisations with innovative ideas for activities and events that could be eligible under the Youth Grants Program. Over 500 copies of the Guide have been distributed to community organisations and young people across the Territory.
- Convened and Chaired a Youth Affairs Inter-Departmental Committee. The Committee assists in whole-of-government monitoring and reporting on policy priorities for young people.
- Represented the Northern Territory and had input into national policy development at two task force meetings of the Ministerial Council on Education, Employment, Training and Youth Affairs. It was rewarding to have the Office of Youth Affairs website applauded by the Taskforce as a best practice model in terms of the quality of information provided and its appeal to young people.
- Participated in, and supported, a number of Youth Consultative Networks. These included – the “Listen Up” Forum auspiced by the Department of Justice, the Yilli Rreung Youth Council, Talk Out Loud 2001, Belyuen 2001 Youth Consultation, the Inspire Foundation’s Beanbag NetCentres and Ausyouth – Youth Development.
- Strengthened links with the Darwin and Palmerston youth advisory groups through representation of each on the Chief Minister’s Round Table of Young Territorians.
- Encouraged young people to seek out opportunities on advisory boards and decision-making bodies by alerting them to vacancies, assisting them with applications, references, etc.

- Chaired two meetings of the Domestic Violence, Children and Youth Working Group. This expert group was established to advise the NT Government on domestic violence issues relating to children and youth identified within the context of the NT Government's Domestic Violence Strategy.
- Administered the Chief Minister's Round Table of Young Territorians. Members for 2001 concluded their participation by providing formal presentations to the Chief Minister in December. The recommendations, provided to Government for consideration in the development of youth policy, programs and services, related to the three working group topics of Youth Rights and Responsibilities, Youth Officers and Bullying and Harassment.
- The 2002 Round Table has commenced building on the work of past members by identifying and presenting to Government some of the concerns and issues facing young Territorians in relation to Recreational Activities, Employment and Education, and Drugs and Alcohol. Questionnaires have already been designed and distributed across the Territory in these three areas.
- Co-ordinated National Youth Week 2002 from 7-14 April. This year's theme was 'celebrate and recognise the value of all young Australians to their communities' and the slogan was 'Bring It On!'. A total of 58 activities were held across the Territory including regional and remote communities with some 6000 youth participants, representing an increase of 25% from the previous year. Young people were actively involved with 30 activities throughout the week that were funded through the Youth Grants Program.
- Sponsored Anglicare Top End to hold the inaugural National Youth Week youth forum, Super Tuesday. The forum provided young people with the opportunity to raise issues and discuss possible solutions. Forum outcomes will assist in the development of the new youth policy framework.
- Arranged and co-ordinated Regional Youth Forums during National Youth Week 2002 in partnership with local community organisations in Jabiru, Katherine, Tennant Creek and Alice Springs. All participants were encouraged to have input into the development of the new youth policy framework.
- Administered the Minister for Young Territorians Excellence in Youth Leadership Award valued at \$10,000. Winning qualities for the Award include demonstrated initiative, innovation and leadership capacity. The 2002 Award was presented to 24 year old, Mr Garth Forrester.



**Chief Minister, Clare Martin, with Garth Forrester – recipient of the Minister for Young Territorians Excellence in Youth Leadership Award 2002.**

- Sponsored the Australia Day Student Citizen Awards. These Awards recognise the positive contribution that young people make to their school and community and are a celebration of all young people, not just the academically or athletically gifted. Award recipients are selected by their schools, with one student selected for each school. The Office is the sole sponsor of these awards. 111 young Territorians were presented with Student Citizen Awards in 2002.
- Sponsored 40 half-berths for young Territorians on board the Top End Explorer, STS Leeuwin II, that sailed in August 2001. The 11-day voyage provided participants with the opportunity to develop leadership and teambuilding skills and to participate in a series of land-based environmental activities under the guidance of a qualified environmental expert. The on-shore expeditions took in areas of historical significance along the coast, east of Darwin.
- Developed the “What’s Happening?” Pages on the Office’s website. It provides an online calendar and access to information about recreational/entertainment and youth development activities and events. New events can be added to the calendar from the Office’s website by anyone in the community. The “What’s Happening?” Pages are also linked to the Northern Territory Calendar of Events, allowing all recreational activities and events to be identified by region.
- Provided financial support, through the Youth Grants Program, for young Territorians to become involved in a diverse range of activities that are organised and run by young people. Grant funding is provided in three categories:
  - Drug and Alcohol Free Entertainment. This is for an event or activity that does not involve alcohol or drugs. The aim of this type of entertainment is to promote a healthy lifestyle with a drug and alcohol free message.
  - Youth Development and Leadership. This is for projects that provide development in at least one of the areas of leadership, peer skills, self-esteem, team building, role modelling, communication skills and community service.
  - National Youth Week. Programs or activities in this category should occur during the week of the event and fit in with the advertised theme. The interests of young people should be reflected in the event. 29 grants totalling \$42,820 were allocated to this category in 2001-2002. This allocation includes \$10,000 received from the Commonwealth Government for activities held in the Northern Territory as part of the week.
- In total 21 Mini Grants and 38 Major Grants were awarded for 2001-02 across three rounds of grants.

- Twenty six, or 44% of grants, were allocated to communities and organisations for activities specifically for Indigenous young people. For example: a camp to Jabiru was organised for a group of young people from the Wadeye community by Kardu Numida Inc. and the Gap Youth Centre organised a bush trip camp Connecting Back to Country, for 10 young men and adult mentors.

## Outlook

During the 2002-03 year we plan to:

- Develop a new Northern Territory Youth Policy Framework following Territory wide consultations.
- Examine a number of specific issues relating to young people. Issues to be examined include skill shortages and relevance of tertiary education, improved access to recreational and entertainment opportunities for young people and sexual health issues relevant to young people.
- Produce the Chief Minister's Round Table of Young Territorians first Annual Report in 2003. It will document the key findings and achievements of the 2002 Round Table.
- Set directions and implement plans for the 2003 National Youth Week.
- Expand the co-operative approach used to host Regional Youth Forums in 2002 by holding a specific number of forums in partnership with key community organisations. The forums will facilitate youth input into the development of the new youth policy framework.
- Administer the 2003 Chief Minister's Excellence in Youth Leadership Award as part of the new Young Achiever Awards Program. The Award will coincide with National Youth Week 2003.
- Review the assessment criteria and application forms for the Youth Grants Program. The review will assess if the needs of the target group are being met and its continued relevance to young people and other stakeholders. An audit of grant recipients will also be conducted to make sure that reporting and acquittal requirements are met.
- Evaluate the Office's website to make sure it is relevant and user-friendly.



**2002 Chief Minister's Round Table of Young Territorians.**



**Oktoberfest 2001,  
Ray Foskey Pavilion,  
Darwin Showgrounds.**

## Office of Ethnic Affairs

### **Overview**

The Office of Ethnic Affairs assists migrants and ethnic people to maximise their participation in the social, cultural and economic development of the Northern Territory. To achieve this, the office co-ordinates and provides advice to Government on a whole-of-government approach to policy development and implementation of issues relating to immigration and multicultural affairs. It provides services to assist migrants and ethnic people to integrate into, and participate within, the Northern Territory community.

The services provided include: the Northern Territory Interpreter and Translator Service, overseas qualifications assessment, Ethnic Affairs Sponsorships, information and publications, and cross-cultural awareness courses and workshops.

### **Highlights**

- Provided \$451,834 in sponsorship funds for 76 projects through the Ethnic Affairs Sponsorship Program.
- Provided 3614 on-site interpreting and 756 translating services to government and non-government agencies, the private sector and individuals.
- Hosted the annual meeting of the Ministerial Council for Immigration and Multicultural Affairs in Darwin in April 2002.
- Hosted the annual national Overseas Qualifications Unit meeting in Darwin in August 2001.

### **Outcomes and Achievements**

- Conducted consultations with ethnic community groups regarding the Government's proposed Cultural and Linguistic Awards.
- Assisted ethnic community organisations to develop specific projects. India at Mindil is one example.
- Prepared and assisted the Minister for Ethnic Affairs, the Hon Kon Vatskalis MLA, in hosting the Ministerial Council for Immigration and Multicultural Affairs. Issues discussed included the migration and humanitarian program, skilled migration, the National Integrated Settlement Strategy, National Accreditation Authority for translators and Interpreters new constitution and funding agreement, temporary protection visas, citizenship, population policy and threats to community harmony.
- Prepared a submission on the formulation of the 2002-03 Migration and Humanitarian Program.

- Lobbied for changes to gain recognition for regional differences as a member of the Commonwealth, States and Territories Working Party on Skilled Migration.
- Provided a total of 4370 interpreter and translator services to assist Territorians from diverse cultural and linguistic backgrounds to integrate into, and participate within, the Northern Territory community.
- Provided on-site Greek and Chinese language interpreting services at the Royal Darwin Hospital.
- Worked in partnership with the NT Police and Diabetes Australia to produce public information material. This involved document translations, organising focus groups to critique documents on their translation accuracy, cultural appropriateness of content and sensitivity of presentation.
- Translated other public information material including:
  - A poster in seven languages for the Children’s Inclusion Support Services.
  - A voice-over text in four languages for Rubella awareness video for the Deafness Association.
  - A brochure in six languages: *After Your Mammogram* for Well Women’s Cancer Screenings.
  - Information in seven languages for applicants for NT licences for the Motor Vehicle Registry.
  - A leaflet in five languages for the Anti-Discrimination Commission.
  - A brochure in four languages for the NT Cardiac Support Group.
  - A brochure in seven languages: *Your Guide to Applying for Legal Aid for the NT Legal Aid Commission*.
  - Flyers in six languages for Women’s Health Day for Well Women’s Cancer Screenings.
  - A brochure in five languages: *Domestic Violence is a Crime* for the NT Police Domestic Violence Unit.
  - A brochure in fifteen languages for the Police Ethnic Advisory Group: *PEAG’s Role*.
  - Other brochures included: *Over 50, Breastscreen NT* and *An Abnormal Mammogram* in eleven languages, *What if my Pap Smear is Abnormal?* in twelve languages and *Cervical Screening* in five languages.
- Made available the Interpreter Card to benefit Territorians who are not fluent in English.



**All performers featured in the Ethnic Affairs section were participating in Harmony Day celebrations at Parliament House, March 2002.**



- Conducted training and information workshops for interpreters and translators to enhance their techniques and skills. These sessions covered the code of ethics for translators and interpreters, and police and legal interpreting and accreditation examination preparation for translators and interpreters.
- Assisted in the production of four additional language-specific videos on Rubella (German Measles) for the Deafness Association of the NT Inc (Amharic, Serbian, Somali, and Arabic).
- Translated Secondary and Primary school reports into language to assist migrant parents with English language difficulties to understand their child's school reports.
- Provided interpreting to community-based organisations for their special information and training sessions including:
  - Budgeting and family planning workshop for newly-arrived refugees.
  - Community service information for the deaf community.
  - Community consultations with target community groups.
  - A symposium for legal personnel from East Timor.
  - Mediation training for East Timorese workers.
- Worked in partnership with the Motor Vehicle Registry in developing its policy and procedures in relation to use of on-site and telephone interpreting and translating services.
- Encouraged NT interpreters and translators to obtain national accreditation for in demand community and business languages, with assistance under the Translator and Interpreter examination fee scheme.
- Provided support and advisory service to assist overseas trained people in obtaining recognition of their qualifications and skills.
- Hosted the annual national Overseas Qualifications Unit meeting in August 2001.
- Assisted 34 clients holding 40 qualifications gained in 21 different countries. Of the 40 qualifications, 14 were issued comparative educational assessments. Qualifications included teaching, medical practice, economics, accountancy, linguistics, animal science, nursing, computer technology, hotel management, music, sociology, social work and trades.
- Provided information and advice to clients and agencies on overseas qualifications, employment and study opportunities.
- Updated the publication *A Handbook for Migrants Looking for Work in the Northern Territory* and made it available on-line.



- Promoted awareness, understanding and acceptance of cultural diversity within Northern Territory government agencies through Cross Cultural Awareness courses. These included:
  - Conducting 35 cross-cultural awareness and communication workshops for 580 participants in Darwin and Alice Springs.
  - Developing workshop modules following national competency standards in partnership with NT Police and Correctional Services.
- Conducted regular training sessions for Crisis Line volunteers on cross-cultural awareness and worked with telephone interpreters as part of the NT Government Domestic Violence Strategy.
- Delivered training modules for Royal Darwin Hospital staff, Top End Women's Legal Service, NT University (Social Work and English Language students, library staff), Motor Vehicle Registry, Department of Immigration and Multicultural and Indigenous Affairs, Victims of Crime NT, and public servants attending the Sector Wide Induction Program for Employees.
- Produced and distributed 2200 copies of the Office of Ethnic Affairs Newsletter, 1000 copies of the 2002 Multicultural Calendar of Events, and 500 copies of the 2001-02 Multicultural Information Directory.
- Assisted migrant and ethnic communities to undertake innovative projects that promote the cultural and linguistic diversity of the Northern Territory through the Ethnic Affairs Sponsorship Program.
- Provided \$451,834 in sponsorship for 76 projects from a total of 96 applications received. Major ethnic events sponsored included:
  - Cypriot Cultural Night (Cyprus Community of the NT Inc)
  - Barrio Fiesta (Filipino-Australian Association of the NT Inc)
  - Oktoberfest (Deutscher Klub Darwin)
  - Chinese New Year Festival (Chinese community)
  - India at Mindil (Indian Cultural Society)
  - Greek Glenti (Greek Orthodox Community of Northern Australia)
- Supported the annual celebration of Refugee Week and one-off programs such as forums, educational seminars and activities for youth.
- Supported activities for seniors' groups, including:
  - Filipiniana Senior Citizens
  - Happy Migrant Social Club
  - Italian Seniors Group
  - Timorese and Portuguese Seniors Group
  - Greek Coffee Club
  - Chung Wah Senior Citizens Group



***A Helping Hand for  
Territorians 2001-02  
Multicultural Information  
Directory.***



- Provided operational funding to the following community-based organisations:
  - Multicultural Council of the NT, which is the umbrella organisation for migrant and ethnic community groups in the Northern Territory.
  - Three ethno-specific community welfare services operating through the Greek Orthodox Community of Northern Australia, the Chung Wah Society and the Catholic Diocese.
  - Multicultural Broadcasting Council of the NT Inc, which is the umbrella organisation for ethnic community broadcasting groups in the Territory.
- Sponsored (out of 31 applications) 25 Harmony Day 2002 activities across the Territory in Darwin, Alice Springs, Batchelor, Jabiru, Katherine and Tennant Creek.
- Major events sponsored for Harmony Day included:
  - Anti-Racism workshops held over two days
  - National Family and Harmony Day at Mindil Beach
  - Open Day at the Islamic Centre
  - Youth activities
  - Launch of ‘Strong People, Strong Stories’ project.

### **Outlook**

During the 2002-03 year we plan to:

- Develop the first Northern Territory Multicultural Policy.
- Implement the Cultural and Linguistic Awards that aim to provide opportunity for individuals and ethnic community groups to undertake research, further study, or specialised training in languages, or other cultural activities that will benefit the community. The Awards will be a separate component of the Ethnic Affairs Sponsorship Program.
- Provide employment opportunities for Territorians with language skills, allowing the maintenance and development of a high level of linguistic ability and assist NT Government agencies to better serve their culturally and linguistically diverse clientele.
- Assist NT-based interpreters and translators gain national accreditation through testing by the National Accreditation Authority for Translators and Interpreters (NAATI).
- Develop a Language Services Policy.
- Harness and use the cultural diversity and expertise of Territorians who come from diverse cultural backgrounds in partnership with relevant NT government agencies. The aim is to improve the capacity of NT businesses to deal with, and gain deeper insight about, their overseas counterparts and provide better access to overseas markets.

# Management Services Division

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## Overview

The Management Services Division provides a comprehensive and diverse range of corporate support to all business units in the Department. This corporate support is instrumental in business units achieving departmental outputs. Corporate support for the Office of the Chief Minister, Government Ministers and the Leader of the Opposition is another important component of the Management Services role.

## Highlights

- Co-ordinated and supported the relocation and transition of the Martin Government and the Office of the Leader of the Opposition within Parliament House, following the 2001 General Election.
- Supported the relocation and establishment of Units following a departmental reorganisation, including funding issues and the transfer of records from other Agencies.
- Finalised the Agency Working for Outcomes framework in terms of performance measures, targets and cost and met all Treasury targets for the preparation of accrual accounting.

## Outcomes and Achievements

- Conducted an internal evaluation survey of Management Services. 81% of respondents rated the performance as satisfactory and above.
- Increased our e-business capacity by designing the Management Services website.
- Managed significant recruitment activity. Forty-four vacancies were advertised with no promotion appeals lodged during the year. Over 1000 applications were processed in response to the Martin Government's transition recruitment strategy.
- Arranged for 119 staff to participate in one or more of the 235 structured training programs offered.
- Sponsored eight apprentices under the Business Office Skills Program over the last two years; two in Alice Springs, and six on a rotational basis in Darwin, together with sponsorship of three Graduate Trainees in Darwin.
- Supported 19 staff (12% of total staff) with their tertiary studies in a wide range of disciplines relevant to the public sector.
- Participated in the Work Experience Program, Vacation Employment Program and the Employment Program for the Intellectually Impaired.

## Our People

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Human Resource Management

Finance and Budget Management

Information Management

VIP Drivers

General Office Services

## Our Work

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Recruitment, Ministerial & executive contracts, payroll services, workers' compensation, redeployment & training & development.

Operational and Programmable Works budgets, debtor & creditor accounts, taxation, travel, ledgers and financial reporting.

Electronic & paper records management, courier services, IT services, procurement, asset management, vehicle fleet maintenance, security, advertising & telecommunications.

VIP driver service, support services to the AustralAsia Railway Corporation, NT Major Events Company Pty Ltd, Australia Day Council, Remuneration Tribunal, Women's Advisory Council, Centenary of Federation Committee & the Ombudsman's Office.

## Our Customers

The Chief Minister, Cabinet and Ministerial Offices & the Leader of the Opposition

Executive of the Department

Southern Region

Cabinet Office

Office of Territory Development

NT Railway

Parliamentary Counsel

Policy and Co-ordination

Government House

NT Electoral Office

Risk Management Services

Protocol

Office of Women's Policy

Office of Youth Affairs

Office of Ethnic Affairs

Office of Senior Territorians

Women's Advisory Council

Australia Day Council

NT Major Events Company  
Pty Ltd

- Conducted a client satisfaction survey of the Carer's Room that was set up to assist in balancing family and work responsibilities. The results confirmed this initiative was valued and considered worthy. The Flexible Working Practices policy also saw eight staff participating in part-time and home based working arrangements.
- Reviewed and significantly altered, Ministerial contracts of employment under the *Contracts Act*, in consultation with the Department of Justice.
- Developed an induction program for new staff.
- Established controls to monitor consultancy services.
- Established systems to be able to reconcile business units to Agency outputs.
- Implemented the fixed assets system to allow depreciation to be recorded.
- Upgraded the financial systems from a cash to an accrual environment.
- Redesigned the travel database to link to the Government Accounting System (GAS) Mainframe eliminating the need for manual reconciliations to the ledger.
- Created a new electronic system that will provide more in depth details about all accounts payable.
- Accomplished the transition of the Agency managed desktop/LAN to an outsourced arrangement.
- Produced the Information Technology Recovery Plan and commenced work on the Information Technology Strategic Plan.
- Updated the records system to reflect the new administrative arrangements and to allow integration of new business units.
- Completed an extensive consultative process to review the work practices for VIP Drivers resulting in a work trial of revised rosters and a fixed salary in lieu of overtime.
- Successfully implemented a computerised booking system in the VIP Drivers' Section to provide a record of fleet use and to allow Ministers' Personal Assistants to access and monitor availability.
- Addressed occupational health and safety issues for VIP drivers.

## Outlook

During the 2002-03 year we plan to:

- Consolidate and advance initiatives in the areas of information management, human resource management and financial management. More specifically we will:
  - Appoint a Chief Financial Officer to provide a stronger focus on the systems needed to support the Department's budgeting and reporting requirements.
  - Appoint a Human Resource Manager to provide a strategic focus for staff development. Human Resource policy and planning will be strengthened with more emphasis placed on succession planning, professional development and retention strategies.
  - Introduce a more strategic approach to Information Management by appointing an Information Manager.
- Introduce a service strategy, to improve the way we do business and provide support to our customers.



# Financial Statements

**Expenditure by Output Group and Output**

**Expenditure by Activity**

**Expenditure by Standard Classification**

**Receipts by Account**

**Accountable Officer's Trust Account**

**Write-offs, Postponements and Waivers**

**Debtors**

**Creditors and Accruals**

**Employee Entitlements Outstanding**

**Lease Liabilities**

## Certification of Financial Statements

The accompanying financial statements of the Department of the Chief Minister have been prepared in compliance with the provisions of the *Financial Management Act* from proper accounts and records for the financial year ended 30 June 2002 and are presented in the accordance with the format required in part 2, section 5 of the Treasurer's Directions.

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



**Paul Tyrrell**  
Accountable Officer  
Chief Executive Officer



**Jan Wilschefski**  
Director  
Management Services

30 September 2002



# Notes To and Forming Part of the Financial Statements

For the Year Ended 30 June 2002

## Note 1. Significant Accounting Policies

### a) Department of the Chief Minister as an Accounting Entity

The Department of the Chief Minister is an Agency of the NT Government, bound by the provisions of the *Financial Management Act*, the *Audit Act* and the *Procurement Act*.

### b) Basis of Accounting

The Department's financial records were kept on a cash basis in 2001-02, and only cash receipts and payments were recorded during the financial period.

The 2001-02 financial statements and accounts included in this section have been prepared in accordance with Section 11 of the *Financial Management Act* and Part 2 Section 5 of the Treasurer's Directions. They are included in the Annual Report in accordance with Section 12 of the *Financial Management Act*.

### c) Accounting for Assets and Liabilities

Departmental assets were recorded in the Asset Register at cost. As the Department accounted on a cash basis, depreciation was not charged. Depreciation was however, included for the purpose of Australian Bureau of Statistics reporting.

Total creditors as reported on the Creditors and Accruals Schedule were classified by invoice date.

There was no requirement in 2001-02 for Government Departments to provide an annual Statement of Assets and Liabilities.

## Note 2. Goods and Services Tax

Receipts and expenses are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the expense.

## Note 3. Contingent Liabilities

As at 30 June 2002, the Department had eight contingent liabilities which were provided to Northern Territory Treasury in accordance with Treasurer's Directions Part 2 Section 4 for consideration in global reporting in the Treasurer's Annual Financial Report.

## Note 4. Investments in Corporations, Trusts, or Joint Ventures

As at 30 June 2002 the Department had investments in the Northern Territory Major Events Company Pty Ltd which was established in early 1999 and Hidden Valley Promotions Pty Ltd which was transferred from the Department of Sport and Recreation to the Department of the Chief Minister in July/August 1998.

These details have been provided to Northern Territory Treasury in accordance with Treasurer's Directions Part 2 Section 4 for consideration in global reporting in the Treasurer's Annual Financial Statements.

## Note 5. Accountable Officer's Trust Account

The Accountable Officer's Trust Account is established in accordance with Section 7 of the *Financial Management Act* to hold monies in Trust for third parties.

## Note 6. Leases

The Department had 1 finance lease in 2001-02, for a photocopier.

## Expenditure by Output Group and Output

For Year Ended 30 June 2002

<b>Output Group / Output</b>	<b>Final Allocation \$000</b>	<b>Actual Expenditure \$000</b>
<b>Strategic and Policy Advice and Public Sector Coordination</b>	<b>6 458</b>	<b>6 421</b>
Strategic and Policy Advice	3 219	3 184
Public Sector Coordination	3 239	3 237
<b>Territory Development</b>	<b>3 651</b>	<b>3 592</b>
Territory Development	3 651	3 592
<b>NT Railway</b>	<b>4 646</b>	<b>4 046</b>
NT Railway	4 646	4 046
<b>Government Business Support</b>	<b>15 951</b>	<b>15 951</b>
Support to Executive, Ministers and Leader of Opposition	14 963	14 963
Legislation Production	988	988
<b>Support to Administrator and Government House</b>	<b>2 087</b>	<b>2 086</b>
Support to Administrator and Government House	2 087	2 086
<b>Electoral Services</b>	<b>1 504</b>	<b>1 503</b>
Electoral Services	1 504	1 503
<b>Community Engagement Activities and Grants</b>	<b>4 771</b>	<b>4 737</b>
Community Engagement Activities	1 909	1 875
Grants	2 862	2 863
<b>Total Expenditure</b>	<b>39 068</b>	<b>38 336</b>

# Expenditure by Activity

For Year Ended 30 June 2002

Activity	Final Allocation \$000	Actual Expenditure \$000
Corporate Management	5 281	5 220
Specialist Services	17 629	17 559
Executive Government	10 480	10 480
Ethnic Affairs	1 166	1 165
NT Railway	4 512	3 912
<b>Total Expenditure</b>	<b>39 068</b>	<b>38 336</b>

The format of the above statement reflects the Activity structure as at 30 June 2002.

# Expenditure by Standard Classification

For Year Ended 30 June 2002

Category of Cost/Standard Classification	Actual Expenditure \$000
<b>Personnel Expenses</b>	<b>19 993</b>
Salaries	12 791
Payroll Tax	1 190
Fringe Benefits Tax	621
Superannuation	769
<b>Other Personnel Expenses</b>	<b>4 223</b>
Higher Duties Allowance	318
Leave Loading	114
Northern Territory Allowance	53
Other Allowances	528
Other Benefits	1 108
Overtime	420
Penalty Payments	30
Recreation Leave Fares	97
Salary Advances	57
Termination Payments	1 499
<b>Workers' Compensation</b>	<b>399</b>
<b>Operational Expenses</b>	<b>12 833</b>
<b>Property Management</b>	<b>548</b>
Property Maintenance	338
General Property Management	53
Power	126
Water and Sewerage	31
<b>Other Operational Expenses</b>	<b>12 285</b>
Advertising	432
Agent Service Arrangements	6
Audit Fees	1
Bank Charges	1
Clothing	16
Communications	799
Consultants Fees	1 652
Consumables/General Expenses	878
Document Production	856

Category of Cost/Standard Classification	Actual Expenditure \$000
<b>Other Operational Expenses (continued)</b>	
Entertainment / Hospitality	793
Freight	90
Furniture and Fittings	68
Information Technology Services	1 609
Information Technology Consultants	47
Information Technology Hardware and Software	41
Insurance Premiums	52
Legal Expenses	252
Library Services	129
Marketing and Promotion	797
Medical Supplies and Services	3
Membership and Subscriptions	40
Motor Vehicle Expenses	1 085
Office Requisites and Stationery	253
Official Duty Fares	1 257
Other Plant and Equipment	229
Recruitment Expenses	210
Regulatory and Advisory Board Expenses	40
Relocation Expenses	54
Training and Study Expenses	162
Travelling Allowance	432
<b>Capital Expenditure</b>	<b>1 704</b>
Land Acquisitions	273
Purchase of Capital Assets	1 430
<b>Grants and Subsidies</b>	<b>3 803</b>
Grants	3 803
<b>Interest</b>	<b>1</b>
Finance Lease Interest Expense	1
<b>Advances</b>	<b>3</b>
Finance Lease Principal	3
<b>Total Expenditure</b>	<b>38 336</b>

## Receipts by Account

For Year Ended 30 June 2002

<b>Operating Account</b>	<b>Estimated Receipts \$000</b>	<b>Actual Receipts \$000</b>
Commonwealth Grants	615	353
Charges for Goods and Services	249	190
Miscellaneous Receipts (Includes GST Control)	48	169
Sale of Assets	5	2
Other Intrasector Receipts	160	138
<b>Total Operating Account Receipts *</b>	<b>1 077</b>	<b>851</b>
Transfers from Consolidated Revenue Account	36 936	36 936
<b>Total Receipts to Agency Operating Account</b>	<b>38 013</b>	<b>37 787</b>

\* The Commonwealth receipts include: Year of the Outback project, Desert Knowledge, Harmony Day Sponsorship, Science Week and National Youth Week.

# Accountable Officer's Trust Account

For Year Ended 30 June 2002

Nature of Trust Money	Opening Balance 1 July 2001 \$000	Receipts \$000	Payments \$000	Closing Balance 30 June 2002 \$000
Monies Held For Third Parties	3	21	23	1
Executive Contract Officers' Contributions		666	666	0
<b>Total</b>	<b>3</b>	<b>687</b>	<b>689</b>	<b>1</b>

# Write-offs, Postponements and Waivers

For Year Ended 30 June 2002

Category	\$
<b>Write-offs, Postponements and Waivers under the Act.</b>	
<b>Amounts written off or waived by Delegated Officers:</b>	
Irrecoverable money written off	1149
Losses or deficiencies of money written off	557
Value of public property written off	578
Waiver of right to receive or recover money	
<b>Amounts written off or waived by the Treasurer:</b>	
Irrecoverable money written off	
Losses or deficiencies of money written off	
Value of public property written off	
Waiver of right to receive or recover money	
<b>Write-offs, postponements and waivers authorised under other legislation</b>	
<b>Amounts written off or waived by Delegated Officers:</b>	
Losses or deficiencies of money written off	
<b>Total</b>	<b>2 284</b>



# Debtors

As at 30 June 2002

	External			Intrasector				Total \$000
	Charges \$000	Other \$000	Total \$000	Charges \$000	Other \$000	CSO \$000	Total \$000	
<b>Gross Debtors</b>		280	280		29		29	309
Less: Provision for Doubtful Debts		(4)	(4)				0	(4)
<b>Net Debtors</b>	0	276	276	0	29	0	29	305
<b>Classified As:</b>								
<b>Current</b>		276	276		29		29	305
<b>Non Current</b>								
<b>Net Debtors</b>		276	276		29		29	305

## Creditors and Accruals

As at 30 June 2002

	External			Intrasector			Total \$000
	Charges \$000	Other \$000	Total \$000	Charges \$000	Other \$000	Total \$000	
<b>Creditors and Accruals</b>	<b>196</b>	<b>462</b>	<b>658</b>	<b>51</b>	<b>14</b>	<b>65</b>	<b>723</b>
<b>Classified As:</b>							
<b>Current</b>	<b>196</b>	<b>462</b>	<b>658</b>	<b>51</b>	<b>14</b>	<b>65</b>	<b>723</b>
<b>Non Current</b>							
<b>Total</b>	<b>196</b>	<b>462</b>	<b>658</b>	<b>51</b>	<b>14</b>	<b>65</b>	<b>723</b>

Accrued personnel expenditure is included in this schedule.

# Employee Entitlements Outstanding

As at 30 June 2002

Entitlement	\$000
<b>Current</b>	
Recreation Leave	2 051
Recreation Leave Fares	97
Leave Loading	188
Long Service Leave	2 702
<b>Non Current</b>	
Long Service Leave	318
<b>Total</b>	<b>5 356</b>

## Methodology

### Recreation Leave

The value of recreation leave entitlements is calculated by the Personnel and Integrated Payroll System based on employees' actual salaries and entitlements at 30 June 2002.

### Leave Loading

The value of leave loading entitlements is calculated by the Personnel and Integrated Payroll System based on employees' actual salaries and entitlements at 30 June 2002.

### Long Service Leave

Long service leave entitlement is calculated in accordance with Australian Accounting Standard AAS30. The calculation takes into account the probability of employees reaching ten years of service, the future increases in salary costs and discount rates to achieve the net present value of the future liability.

## Lease Liabilities

As at 30 June 2002

Lease Commitments / Liability	Information Technology		Furniture and Fittings \$000	Other Plant and Equipment \$000	Total \$000
	Hardware \$000	Software \$000			
Not later than one year				3	3
Later than one year but not later than two years				2	2
Later than two years but not later than five years					0
Later than five years					0
Minimum lease payments	0	0	0	5	5
Less: future financing charges					0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Classified as:</b>					
<b>Current</b>				<b>3</b>	<b>3</b>
<b>Non Current</b>				<b>2</b>	<b>2</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>

# Other Information

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This section of the Annual Report outlines additional information that addresses statutory and other official requirements, or information that may be of general interest.

- Chief Executive's Responsibilities
- Ministry
- Ministerial Expenditure
- Legislative Framework
- Our People
- Departmental Committees
- Statutory Bodies
- Departmental Representation on Committees and Working Groups
- Grants

# Chief Executive's Responsibilities

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The Chief Executive, as the Accountable Officer, advises the Chief Minister, to the best of his knowledge and belief, that pursuant to section 13 of the *Financial Management Act*:

- (a) proper records of all transactions affecting this Department are kept, including the recording of this Department's transactions undertaken by the Department of Corporate and Information Services. Employees under the Chief Executive's 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 a current description of such procedures is recorded in the accounting and property manual which has been prepared in accordance with the requirements of the *Financial Management Act*;
- (c) no indication of fraud, malpractice, material breach of legislation or delegation, major error in or omission from the accounts and records exists;
- (d) in accordance with the requirements of section 15 of the *Financial Management Act*, the internal audit capacity available to the Department is adequate and the results of internal audits have been reported to the Chief Executive;
- (e) the financial statements included in the Annual Report have been prepared from proper accounts and records and are in accordance with part 2 section 5 and part 2 section 6 of the Treasurer's Directions, where appropriate; and
- (f) all employment instructions issued by the Commissioner for Public Employment have been satisfied.

# Ministry

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As at 30 June 2002

## **The Hon Clare Martin MLA**

Chief Minister

Treasurer

Minister for Territory Development

Minister for Indigenous Affairs

Minister for Arts and Museums

Minister for Young Territorians

Minister for Women's Policy

Minister for Senior Territorians

## **The Hon Syd Stirling MLA**

Deputy Chief Minister

Minister for Employment, Education and Training

Minister for Police, Fire and Emergency Services

Minister for Racing, Gaming and Licensing

## **The Hon Peter Toyne MLA**

Minister for Justice and Attorney-General

Minister for Corporate and Information Services

Minister for Communications

Minister for Central Australia

## **The Hon Paul Henderson MLA**

Minister for Business, Industry and Resource Development

Minister for Primary Industry and Fisheries

Minister for Energy

Minister for Asian Relations and Trade

Minister for the AustralAsia Railway

Minister for Tourism

Minister for Defence Support

Minister Assisting the Chief Minister on Territory Development

## **Mr John Ah Kit MLA**

Minister for Community Development

Minister for Housing

Minister for Local Government

Minister for Sport and Recreation

Minister for Regional Development

Minister Assisting the Chief Minister on Indigenous Affairs

## **The Hon Jane Aagaard MLA**

Minister for Health and Community Services

Minister Assisting the Chief Minister on Women's Policy

## **The Hon Kon Vatskalis MLA**

Minister for Transport and Infrastructure

Minister for Lands and Planning

Minister for the Environment

Minister for Ethnic Affairs

Minister for Essential Services

Minister for Parks and Wildlife

# Ministerial Expenditure

## Ministerial Offices to 26 August 2001 Expenditure by Category of Cost

For Year Ended 30 June 2002

Category of Cost	Total Ministerial Offices	Hon D Burke	Hon M Reed	Hon D Manzie	Hon C Lugg
	\$000	\$000	\$000	\$000	\$000
<b>Personnel Expenses</b>	<b>2 460</b>	<b>1 109</b>	<b>195</b>	<b>103</b>	<b>102</b>
<b>Operational Expenses</b>	<b>1 131</b>	<b>502</b>	<b>116</b>	<b>55</b>	<b>41</b>
Property Management	16	9	1	1	
Other Operational Expenses	1 115	493	115	54	41
<b>Capital Expenditure</b>	<b>8</b>	<b>8</b>			
Other Plant and Equipment	8	8			
<b>Total Expenditure</b>	<b>3 599</b>	<b>1 619</b>	<b>311</b>	<b>158</b>	<b>143</b>

## Ministerial Offices from 27 August 2001 Expenditure by Category of Cost

For Year Ended 30 June 2002

Category of Cost	Total Ministerial Offices	Hon C Martin	Hon S Stirling	Hon P Toyne	Hon P Henderson
	\$000	\$000	\$000	\$000	\$000
<b>Personnel expenses</b>	<b>4 251</b>	<b>1 945</b>	<b>429</b>	<b>284</b>	<b>328</b>
<b>Operational expenses</b>	<b>2 630</b>	<b>1 032</b>	<b>225</b>	<b>217</b>	<b>284</b>
Property management	24	8	2	1	8
Other operational expenses	2 606	1 024	223	216	276
<b>Total Expenditure</b>	<b>6 881</b>	<b>2 977</b>	<b>654</b>	<b>501</b>	<b>612</b>



Hon M Palmer	Hon P Adamson	Hon T Baldwin	Hon S Dunham	Hon R Lim	Ms C Martin (Opposition)	Cabinet Travel
\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>145</b>	<b>230</b>	<b>140</b>	<b>148</b>	<b>150</b>	<b>138</b>	
<b>39</b>	<b>61</b>	<b>61</b>	<b>43</b>	<b>85</b>	<b>102</b>	<b>26</b>
1	1			1	2	
38	60	61	43	84	100	26
<b>184</b>	<b>291</b>	<b>201</b>	<b>191</b>	<b>235</b>	<b>240</b>	<b>26</b>

Hon J Ah Kit	Hon J Aagaard	Hon K Vatskalis	Mr D Burke (Opposition)	Independent Members Staff	Cabinet Travel
\$000	\$000	\$000	\$000	\$000	\$000
<b>308</b>	<b>287</b>	<b>360</b>	<b>303</b>	<b>7</b>	
<b>225</b>	<b>164</b>	<b>155</b>	<b>216</b>	<b>1</b>	<b>111</b>
1	1	1	2		
224	163	154	214	1	111
<b>533</b>	<b>451</b>	<b>515</b>	<b>519</b>	<b>8</b>	<b>111</b>

# Legislative Framework

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Acts and regulations administered by the Department on behalf of the Chief Minister.

## Acts

- *Administrators Pensions Act*
- *AustralAsia Railway Corporation Act*
- *AustralAsia Railway (Special Provisions) Act*
- *AustralAsia Railway (Third Party Access) Act*
- *Essential Goods and Services Act*
- *Flag and Emblem Act*
- *Inquiries Act*
- *Legislative Assembly Members' Superannuation Act*
- *Mutual Recognition (Northern Territory) Act*
- *Northern Territory Electoral Act*
- *Ombudsman (Northern Territory) Act*
- *Referendums Act*
- *Remuneration (Statutory Bodies) Act*
- *Remuneration Tribunal Act*
- *Transfer of Powers Act*
- *Transfer of Powers (Further Provisions) Act*
- *Transfer of Powers (Self-Government) Act*
- *Trans-Tasman Mutual Recognition Act*
- *Validation (Native Title) Act*

## Regulations

- *AustralAsia Railway Corporation (Investment) Regulations*
- *AustralAsia Railway (Special Provisions) Regulations*
- *Inquiries (Witnesses' Expenses) Regulations*
- *Northern Territory Electoral Regulations*
- *Referendum Regulations*

The Administrative Arrangements Order (AAO), made by the Administrator of the Northern Territory acting with the advice of the Executive Council, is also the responsibility of the Department. The AAO sets out the Ministries and the agencies, legislation and principal areas of Government for which Ministers have responsibility. It is updated on a regular basis.

# Our People

## Staffing Profile

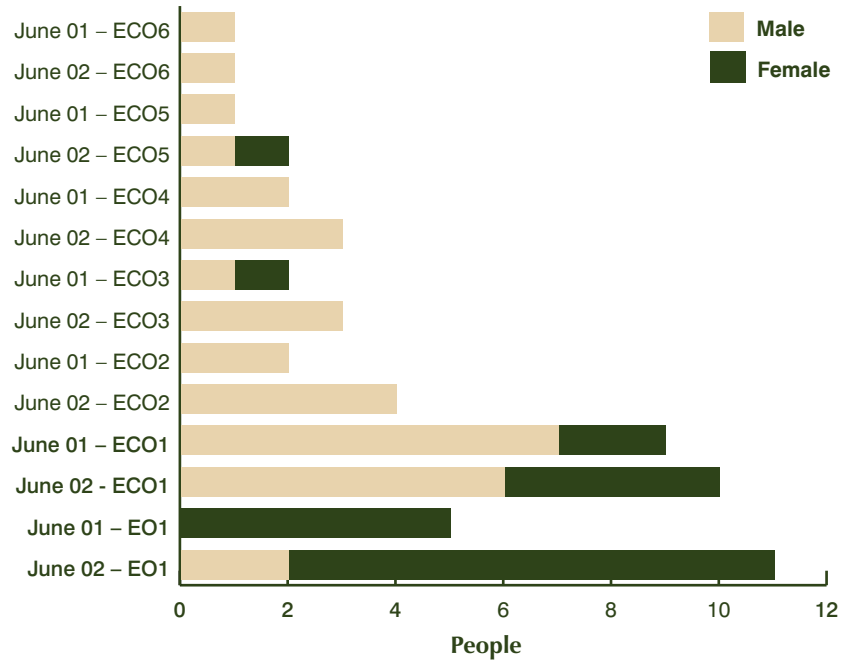
As required under section 28 of the *Public Sector Employment and Management Act*, a comparison of the Department's staffing profile as at 30 June 2001 and 30 June 2002 is as follows:

Designation	Actual Staff 30 June 2001	Actual Staff 30 June 2002
<b>Departmental Staffing</b>		
Executive Contract Officer 6	1	1
Executive Contract Officer 5	1	2
Executive Contract Officer 4	2	3
Executive Contract Officer 3	2	3
Executive Contract Officer 2	2	4
Executive Contract Officer 1	9	10
Executive Officer 1	5	11
Professional 4	1	2
Professional 3	2	2
Professional 2	2	2
Professional 1	-	-
Technical 4	1	1
Technical 3	3	2
Administrative Officer 8	8	9
Administrative Officer 7	8	6
Administrative Officer 6	16	12
Administrative Officer 5	10	12
Administrative Officer 4	21	21
Administrative Officer 3	22	27
Administrative Officer 2	7	7
Administrative Officer 1	3	2
Physical 9	1	-
Physical 7	-	-
Physical 6	2	1
Physical 5	-	-
Physical 4	-	1
Physical 3	6	5
Physical 2	4	5
Sub Total	139	151
*Ministerial Staffing	80	73
<b>Total</b>	<b>219</b>	<b>**224</b>

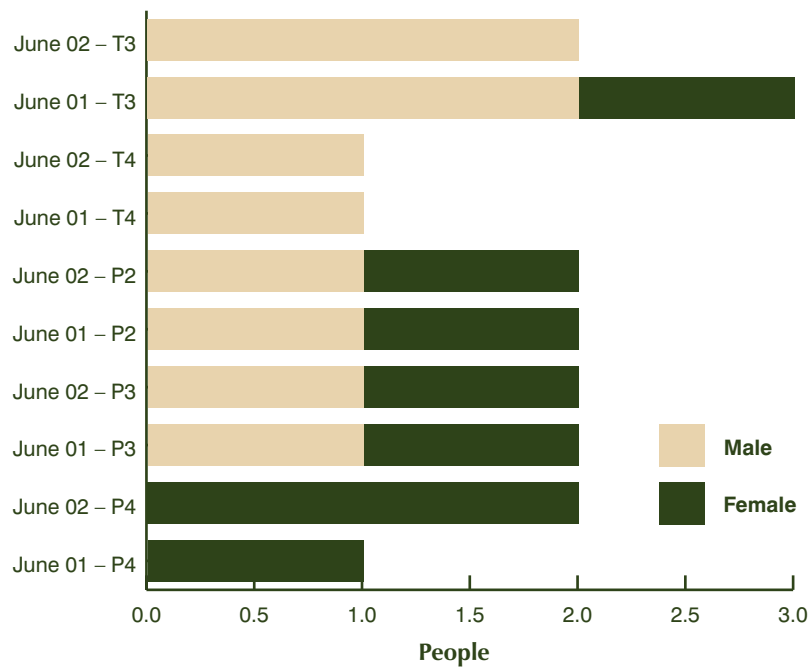
\* As Ministerial staff are employed under the *Contracts Act*, specific details are not included in the profile.

\*\* Includes a total of ten paid inoperative staff.

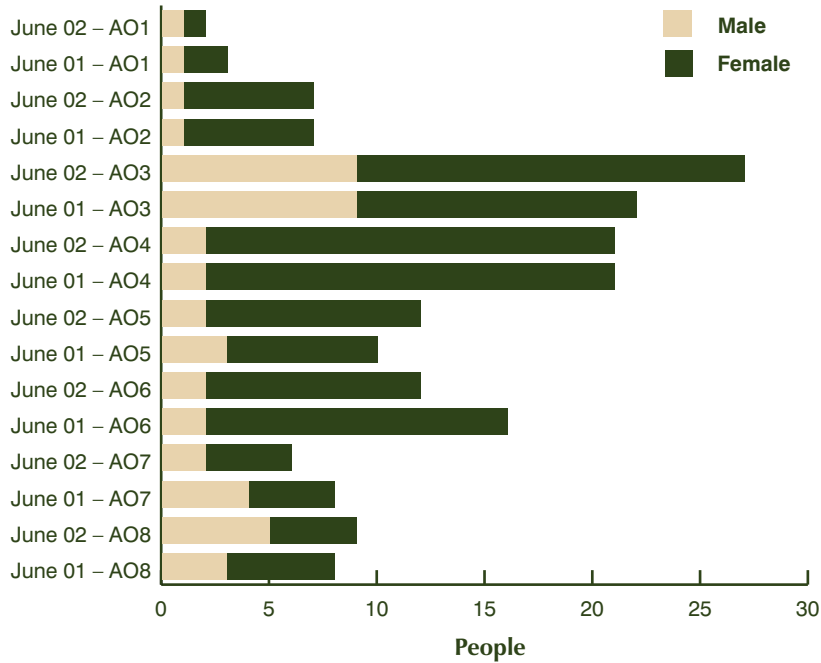
## Executive Staff – Gender by Level



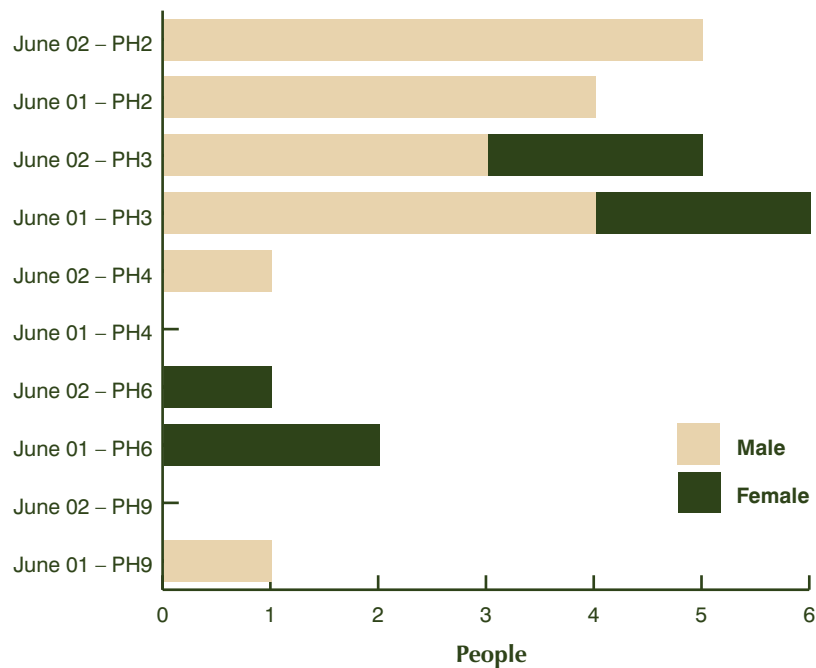
## Professional and Technical Staff – Gender by Level



## Administrative Staff – Gender by Level



## Physical Staff – Gender by Level



# Departmental Committees

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## Executive Management Group

### **Role of the Committee**

The primary role of the Executive Management Group is to develop strategic directions to support the Government.

It is the senior decision making group of the Department with responsibility for:

- Monitoring performance against objectives
- Being financially accountable
- Ensuring that there are good people and communications practices. These practices should be fair and equitable and in support of corporate objectives.

### **Membership**

The Executive Management Group within the Department consisted of the following membership as at 30 June 2002:

**Chair:** Chief Executive

**Members:** Deputy Chief Executive  
Deputy Chief Executive Railway  
Executive Director Southern Region  
Parliamentary Counsel  
Executive Director Territory Development  
Director Policy and Co-ordination  
Executive Director Services  
Director Management Services  
Director Cabinet Office

### **Outlook 2002–03**

To formalise the Departmental Committees' purpose to our Strategic Directions 2002–05 and match activities and reporting.

Members of the broader management group included all of the above officers as well as all staff of the Executive Officer 1 level and above.

To assist the Corporate Management function, the Executive Management Group has established several Committees to deal with specific issues across the whole Department. The Committees are:

- Career Development Committee
- Occupational Health and Safety Committee
- Audit Committee
- Information Management Committee
- Budget Committee

A brief report from these five committees follows.

## Career Development Committee

### **Membership**

**Chair:** Director, Office of Women's Policy

**Members:** Assistant Secretary, Southern Region  
Director, Office of Youth Affairs  
Indigenous Policy Officer, Office of Women's Policy  
Human Resource Manager, Management Services  
Executive Council Officer, Cabinet Office  
Senior Policy Officer, Policy and Co-ordination

### **Role of the Committee**

The Career Development Committee has been tasked to develop an overarching Career Development Strategy incorporating equal opportunity, Indigenous employment, and staff training and development plans for all staff in the Department of the Chief Minister.

### **Achievements for the Year**

- A draft Career Development Strategy has been circulated throughout the Agency. It builds on issues relating to equity and diversity, encourages succession planning and mentoring and promotes access to flexible work practices.
- In line with the Agency's Flexible Working Practices Policy, part-time and home based working arrangements continued to be used with staff participation increasing from seven to eight.
- The Carer's Room which became operational in February 2001, continues to be well used to assist employees balance family and work responsibilities. A client satisfaction survey confirmed that the provision of a carer's room is a valued and worthy human resource initiative which recognises the importance of flexible working arrangements.
- Of note during the year is an increase in the number of identified Aboriginal and/or Torres Strait Islander employees from nine to twelve. One of these staff undertook formal study.
- An Indigenous apprentice commenced within the Office of Women's Policy in February 2002, however has subsequently resigned from the program.
- The Department will be appointing a senior HR practitioner early in the new financial year to provide a stronger strategic approach to HR within the Agency and to promote and facilitate new initiatives with regard to equal opportunity, Indigenous employment and employee development.

## Occupational Health and Safety Committee

### **Membership**

**Chair:** Official Secretary, Office of the Administrator

**Ex Officio:** Occupational Health and Safety Adviser, Department of Corporate and Information Services

**Members:** Election Systems Officer  
Property Manager Government House  
Booking Clerk, Office of Ethnic Affairs

### **Role of the Committee**

To respond to Departmental occupational health and safety needs and ensure that a safe workplace is maintained.

### **Achievements for the Year**

- Trialed revised work arrangements for VIP drivers aimed at better adherence to recognised guidelines on total hours worked and observing breaks between shifts.
- Conducted manual handling training for VIP Drivers.
- Purchased luggage trolleys to reduce lifting and carrying load for VIP drivers.
- Conducted ergonomic assessments of work stations.
- Light testing in work areas.
- Ongoing first-aid training in all units.
- Conducted fire warden training and rehearsed for building evacuations.
- Improved Occupational Health and Safety at Government House including:
  - Installing a lifting crane on tray vehicle used by gardeners.
  - Building a new storage shed at Government House to reduce load carrying distance when setting up for routine activities.
  - Installing of non-slip stairs beside the main driveway.
  - Relocating the safety shower to avoid scalding hazard.
  - Installing a safety rail on verandah areas.



## Audit Committee

### **Membership**

**Chair:** Deputy Chief Executive

**Members:** Director, Management Services

Chief Electoral Officer

Principal Consultant, Risk Management Services

This committee meets at least twice a year, with additional meetings as required to fulfil the purpose of the Committee. Regular reports are provided to the Executive Management Group.

### **Role of the Committee**

To assist the Chief Executive and the Executive Management Group in fulfilling responsibilities relating to departmental internal control arrangements.

The committee's functions and responsibilities include:

- Monitoring corporate risk assessment and risk management.
- Monitoring the Department's internal control environment.
- Overseeing the Department's internal audit function and monitoring audit outcomes.
- Liaising with external auditors, monitoring external audit reports and responses to recommendations.
- Reviewing public accountability documents.

### **Achievements for the Year**

- Reviewed the internal audit program and achievements for the Department.
- Reviewed internal and external audit reports and monitored implementation of recommendations.
- Reviewed the risk assessment program for the Department and monitored the implementation of risk management plans.
- Reviewed and updated the Audit Committee Charter.

### **Strategic Issue**

To ensure that the Department's programs of internal audits and risk assessments continue to address the areas of priority.

## Information Management Committee

### **Membership**

**Chair:** Director, Risk Management Services

**Members:** Director, Management Services  
Divisional Returning Officer, Electoral Office  
Director, Office of Ethnic Affairs  
Strategic Director, Department of Corporate and Information Services (DCIS)  
IT Manager, Department of the Chief Minister  
Office Manager, Chief Minister's Office

### **Role of the Committee**

The Information Management Committee had the following terms of reference:

- To provide advice to the Chief Executive on information management issues impacting on the Department as a whole, including:
  - Information and communications technology
  - Government's IT Outsourcing strategy
  - Records and document management.

The Committee was also required to act as a steering committee for whole-of-agency projects and initiatives. It had a membership of eight, including two members from the Department of Corporate and Information Services.

The most significant achievements of the Committee were the:

- Completion of an information planning project, the aim of which was to develop an information management strategic plan for the Department.
- A review of the Department's business continuity plan.
- In addition, the Committee dealt with issues arising out of the implementation of the IT outsourcing contract with Computer Science Corporation.

The Committee met on four occasions.

### **Strategic Issues**

- To implement the Department's IT Strategic Plan.
- To update business software.

## Budget Committee

### **Membership**

**Chair:** Deputy Chief Executive

**Members:** Executive Director, Services  
Director, Cabinet  
Director, Management Services  
Budget Manager

### **Role of Committee**

To ensure the Department effectively monitors financial performance and to assist the Accountable Officer in fulfilling responsibilities under the Financial Management Act. More specifically the Committee:

- Formulates the Department's budget strategy.
- Monitors the development and implementation of the annual budget.
- Assesses individual program initiatives, with particular budget implications.
- Monitors the Department's financial performance.
- Co-ordinates transfer of funds and reallocations.

### **Achievements for the Year**

- Evaluated and endorsed the Department's budget submissions.
- Continued to refine Departmental outputs and performance in line with the Working for Outcomes project.
- Provided input into the restructure of the Department ledger in preparation for accrual accounting.
- Monitored overall expenditure levels and conformance with NT Treasury requirements.

### **Strategic Issues**

- The ongoing refinement of Department outputs and alignment of the internal Business Unit and output reporting structures.
- The ongoing review of financial and statistical reporting systems.

# Statutory Bodies

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The following Statutory bodies are established by legislation administered by the Department.

## AustralAsia Railway Corporation

Act (or Authority): *AustralAsia Railway Corporation Act 1996*

Purpose: To facilitate the development of the AustralAsia railway.

## Distribution Committee

Act (or Authority): Section 10 of the *Northern Territory Electoral Act 1995*

Purpose: To examine electoral divisions within the Northern Territory and report to the responsible minister on the new proposed electoral divisions.

## Remuneration Tribunal

Act (or Authority): *Remuneration Tribunal Act*

Purpose: To conduct inquiries and report on the remuneration, allowances and entitlements payable to certain categories of person.

# Departmental Representation

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In support of the Department's business, various staff represent the Department of the Chief Minister on a number of Committees and other forums. Following is a list of the significant groups on which the Department was represented during 2001-2002.

## **National**

- COAG Implementation Group on Human Cloning and Stem Cell Research
- COAG Report on key indicators of Indigenous disadvantage Working Group
- Committee for Regulatory Review
- Commonwealth, State and Territory National Partnerships Against Domestic Violence Task Force
- Commonwealth, State, Territory and New Zealand Standing Committee of Women's Officials and Advisers
- Commonwealth-State Overseas Qualifications Unit
- Commonwealth-State Working Party on Skilled Migration
- Council for the Order of Australia
- Council of Australian Governments Senior Officials' Meeting
- DIMIA Research Program Advisory Committee
- Electoral Council of Australia
- Healthy Ageing Task Force
- Integrated Logistics Network (measures and policy directions to improve national supply chain management for Australia's trade).
- Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) Youth Taskforce
- National Accreditation Authority for Translators and Interpreters
- National Youth Affairs Research Scheme (NYARS)
- National Youth Week National Planning Group
- Operational Co-ordination Committee (NORCOM)
- Parliamentary Counsel's Committee
- Parliamentary Counsel's Information Technology Forum
- Regional Advisory Committee for National Accreditation Authority for Translators and Interpreters
- Report on Government Services Steering Committee
- Standing Advisory Committee on Commonwealth/State Cooperation for Protection Against Violence (SAC-PAV)

- Standing Committee for Immigration and Multicultural Affairs
- Standing Committee on Treaties
- State and Territory Senior Officials Meeting

### **Northern Territory**

- Centre for Access and ESL (NTU) Board of Management
- Chief Minister's Round Table of Young Territorians
- Darwin and Rural Workers with Youth Network (DARWWYN)
- Domestic Violence Children and Youth Reference Group
- Domestic Violence Co-ordination Committee
- Domestic Violence Interdepartmental Committee
- East Arm Port Development Group
- Government Business Committee
- Government public relations group
- Interdepartmental Committee on Youth Affairs
- Interdepartmental Women's Policy Round Table
- Migrant Advisory Committee
- Northern Territory Area Consultative Committee (NTACC)
- NT Working Group on Greenhouse
- NT Centenary of Federation Committee
- NT Domestic Violence Working Group
- NT Indigenous Family Violence Reference Group
- NT Refugee Co-ordination Committee
- NT Settlement Planning Committee
- NT Steering Committee on Petroleum Education and Training for East Timor (chaired by East Timor's Prime Minister Dr Mari Alkatiri)
- Palmerston City Council Social and Cultural Working Group
- Palmerston Youth Service Provider Network (PYSPN)
- Police Ethnic Advisory Group
- Procurement and Construction Reviews Liaison Group
- Review of the three year funding framework for the provision of public library services in the NT - Steering Committee
- Statistical Liaison Committee
- Suicide Prevention Interdepartmental Committee
- Torture and Trauma Survivors Service of the NT Management Committee
- World Trade Organisation Working Group

# Grants

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## Ethnic Affairs Sponsorship Program

The Ethnic Affairs Sponsorship Program assists migrant and ethnic communities to undertake innovative projects that promote positive and harmonious community relations within the diverse multicultural and multilingual community of the Northern Territory. A total of 43 organisations were supported to a value of \$451,834. The successful applicants during 2001-02 were:

### **Alice Springs**

Anzac Hill High School	\$700
Centralian College	\$700
Mabuhay Multicultural Association of Alice Springs	\$2360
Migrant Resource Centre of Central Australia	\$5000
Sadadeen Primary School	\$600

### **Batchelor**

Batchelor Area School	\$750
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### **Jabiru**

Jabiru Town Council	\$1000
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### **Katherine**

Katherine Filipino Australian Association of the NT Inc.	\$1000
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### **Tennant Creek**

Tennant Creek Town Council	\$1000
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### **Darwin**

African Australian Friendship Association	\$400
Ausdance NT Inc	\$700
Brown's Mart Community Arts Inc	\$3750
Catholic Diocese of Darwin	\$31,620
Chinese Language and Cultural Centre	\$8000
Chung Wah Society Inc	\$49,924
Corrugated Iron Youth Inc	\$700
Council on the Ageing (NT)	\$22,200
Cyprus Community of The NT Inc	\$10,000
Darwin City Council	\$1000
Darwin Skaters Association	\$550

Deutscher Klub Darwin Inc	\$12,000
Essington School of Darwin	\$450
Filipiniana Senior Citizens Assoc. Inc	\$6500
Filipino Australian Association NT Inc	\$110,000
Filipino Maharlika Association	\$400
Greek Orthodox Community of Northern Australia	\$53,620
Indian Cultural Society Darwin Inc	\$23,500
Indonesia Australia Association of the NT	\$2500
Islamic Society of the NT	\$2500
Kalymnian Brotherhood	\$500
Multicultural Council of the NT	\$60,650
Multilingual Broadcasting Council of NT	\$4000
NT Womens Cancer Prevention	\$1000
NTU Students Union	\$700
Nursery Industry Association NT Inc	\$2000
Police Ethnic Advisory Group	\$2300
Safety House Association of the NT	\$300
Serbian Orthodox Church	\$450
Tamil Society of the Northern Territory	\$2000
Thai & Australian Friendship Association Inc	\$2000
Thai Lao Australian Association of the NT Inc	\$5000
Torture & Trauma Survivors Service NT	\$15,510
Tracks Inc	\$2000



## Youth Grants Program

The Youth Grants Program provides financial support for young Territorians to become involved in a diverse range of activities that are organised and run by young people. For the 2001-02 financial year a total of \$90,371 was allocated on the Youth Grants Program. Mini and Major Grant funding is provided under three categories:

### **Drug and Alcohol Free Entertainment**

This category is for an event or activity that does not involve alcohol or drugs. The aim of this type of entertainment is to promote a healthy lifestyle with a drug and alcohol free message. In 2001-02, nine grants totalling \$10,580 were allocated to this category.

#### **Darwin**

Anglicare Top End	\$2200
Kormilda College	\$380

#### **Alice Springs**

Alice Springs Youth Centre	\$500
Department of Promotions	\$500
Kaltukatjara Community Council	\$3700

#### **Katherine**

Callistemon House	\$500
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#### **Elliott**

Elliott District Government Council	\$500
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#### **East Arnhem**

Numbulwar Homelands Council Association	\$2000
Nguiu Swimming Pool Complex	\$300

## **Youth Development/Leadership**

The Youth Development and Leadership category provides development in at least one of the areas of leadership, peer skills, self-esteem, team building, role modelling, communication skills and community service. Programs should benefit the wider community and not just an individual or a select group. In 2001-02, 21 grants totalling \$36,971 were allocated to this category.

### **Alice Springs**

Arltarpita Community	\$2000
Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council Aboriginal Corporation	\$2000
Gap Youth Centre Aboriginal Corporation	\$1770
Angurugu Community Government Council	\$500

### **Darwin**

CREATE Foundation	\$6250
Indian Cultural Society	\$500
Multicultural Council of the NT	\$2000
Nightcliff and Palmerston Lions Club	\$3000
United Nations Youth Association NT	\$500
Ship for World Youth	\$500
Total Recreation	\$2000
O'Loughlin College STARS	\$2000

### **East Arnhem**

Yirrkala Community Association Ltd	\$2000
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### **Golburn**

Minjilang Community Council	\$500
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### **Katherine**

Aboriginal & Torres Strait Islander Performing Arts	\$2000
Arts Katherine	\$1000

### **Nhulunbuy**

Arafura Dance Association	\$3000
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### **Palmerston**

YMCA	\$3000
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### **Tennant Creek**

Larissa Murdoch	\$451
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### **Waruwi**

Waruwi Community Inc	\$2000
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### **National Youth Week (NYW)**

Programs or activities associated with National Youth Week should occur during the week of the event and fit in with the advertised theme. The interests of young people should be reflected in the event. In 2001-02, grants totalling \$42,820 were allocated to this category. It should be noted that this allocation includes \$10,000 received from the Commonwealth Government for activities held in the Northern Territory as part of NYW.

### **Adelaide River**

Adelaide River Drop In Centre	\$2000
Ali Curung Council Inc	\$500

### **Alice Springs**

Alice Springs Youth Accommodation & Support Services	\$3000
Alice Springs Youth Centre	\$500
OCA	\$2000
Central Australian Aboriginal Congress	\$1000

### **Batchelor**

Batchelor Area School ASSPA	\$2000
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### **Belyuen**

Belyuen Community Government Council	\$3000
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### **Darwin**

Antoinette Jans	\$500
Ausdance NT	\$700
Australian Red Cross NT Division	\$1000
Corrugated Iron Youth Arts Inc	\$500
Dragon Boat Northern Territory	\$2000
Darwin City Council	\$2000
Garden Point Social Club Association	\$1000
NT Blue Light Association	\$1200

### **Groote Eylandt**

Angurugu Community Government Council	\$2000
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### **Jabiru**

Rural Youth Information Service	\$3000
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### **Katherine**

Blue Light Disco Katherine Association Inc	\$500
Somerville Community Services Inc	\$420

<b>Nhulunbuy</b>	
Arnhem Skate Club	\$500
<b>Palmerston</b>	
Palmerston City Council	\$2000
<b>Port Keats</b>	
Kardu Numida Incorporated	\$3000
<b>Rural Darwin</b>	
Humpty Doo Village Green Management Board Inc	\$3000
<b>Tennant Creek</b>	
Anyinginyi Sport and Recreation Centre	\$500
Tennant Creek High Youth Group	\$1500
<b>Tiwi Islands</b>	
Jirnani Child Care Centre	\$2000
Milikapiti Management Board	\$1000
Tiwi Islands Local Government	\$500