

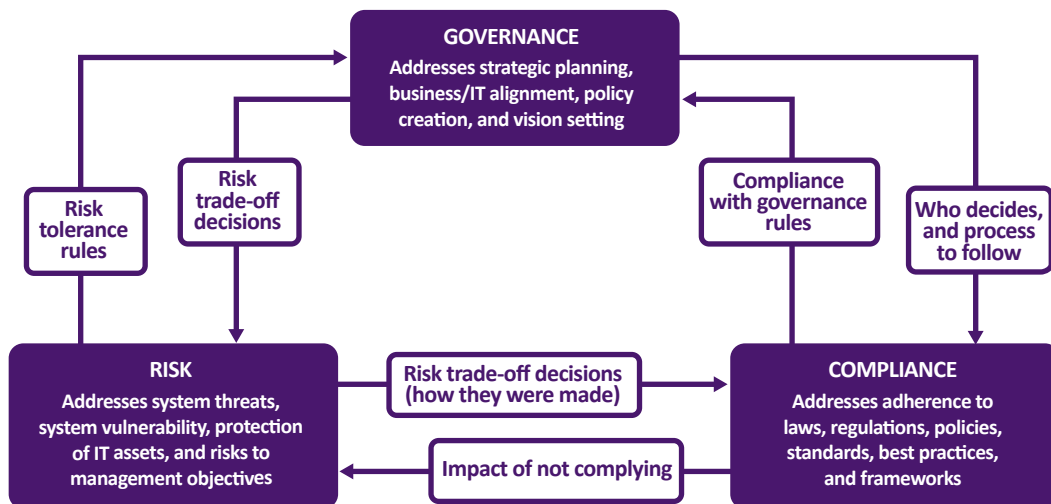


# OUR CORPORATE GOVERNANCE

## GOVERNANCE FRAMEWORK

Corporate governance describes the processes by which an organisation is directed, controlled and held to account for its actions. The department uses the following model to depict its accountability framework. It clearly demonstrates the links between the three key parts of a good governance system - governance, risk and compliance.

The department’s governance framework is underpinned by nine principles of governance. These are based on the Australian Stock Exchange principles of corporate governance which have been reworked by the Western Australian Government’s Office of Public Sector Standards Commissioner (OPSSC) for a public sector environment.



## Principles

1. Government and public sector relationship: the department's relationship with the government is clear
2. Management and Oversight: the department's management responsibilities and accountabilities, including its oversight mechanisms, are clearly defined
3. Organisational Structure: the department's structure serves its operations
4. Operations: the department plans its operations to achieve its goals
5. Ethics and Integrity: ethics and integrity are embedded in the department's values and operations
6. People: the department's leadership in people management contributes to individual and organisational developments
7. Finance: the department safeguards financial integrity and accountability
8. Communication: the department communicates with all parties in an accessible, open and responsive way
9. Risk Management: the department identifies and manages its risks.

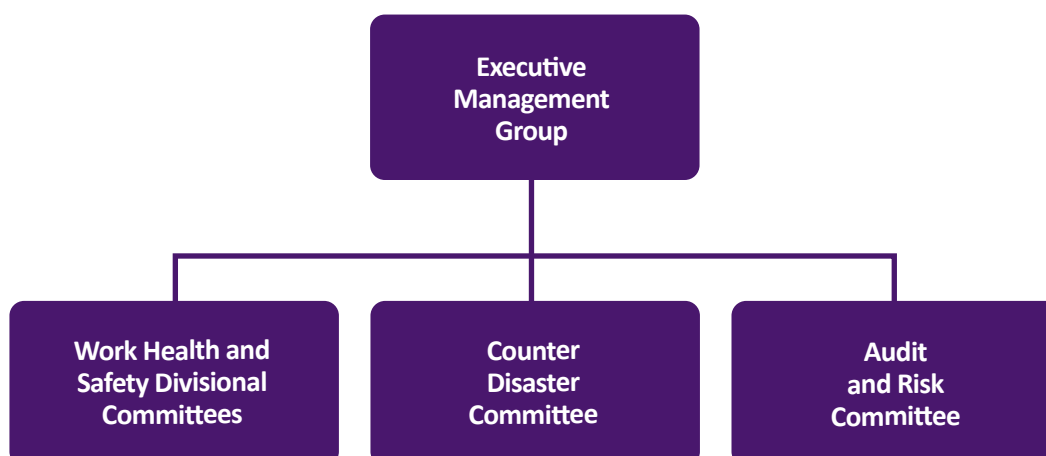
## ACCOUNTABILITY AND STANDARDS

The Chief Executive is supported by the Executive Management Group (EMG) through a clearly defined administrative structure. As needs change and restructures occur, the organisational chart, which clearly articulates the accountability pathway, is updated and published on the intranet.

Each corporate delegation and other internal control mechanism is updated when this structure is changed to ensure relevance and currency.

## EXECUTIVE COMMITTEES

EMG provides governance and leadership to a number of committees that support our key objectives and purpose. This relationship is identified in the figure below.



## SECTION 3: OUR CORPORATE GOVERNANCE



### Executive Management Group

The Executive Management Group (EMG) is the department's principal planning and decision making body on corporate governance matters. The Chief Executive is primarily responsible for providing strategic leadership and systems development for the department.

The EMG includes representatives from all output groups of the department. Other department officers attend EMG meetings as required to provide presentations.

The EMG met 22 times during 2013-14.

Membership:

- Rod Applegate, Chief Executive
- Susan Kirkman, Executive Director, Corporate Services
- James Pratt, Executive Director, Rangelands
- Steve Popple, Executive Director, Water Resources
- Alaric Fisher, Executive Director, Flora and Fauna
- Darryl Day, Executive Director, Water Directorate
- Mark Ashley, Executive Director, Bushfires NT
- Sarah Fairhead, Regional Director, South
- Tahnee Thompson, Manager, Katherine Region
- Joanna Frankenfeld, Chief Financial Officer
- Sandra Butcher, Director, Human Resources
- Trish Grimshaw, Director, Communications and Media
- Myrene Lyle, Executive Officer to the Chief Executive.

### Work Health and Safety Committees

Each division has a Work Health and Safety (WHS) Committee.

#### Rangelands

The Rangelands Division WHS Committee:

- acts as a consultative forum that provides advice on safety matters
- keeps itself informed about standards of health and safety
- recommends maintenance and monitoring of programs, measures and procedures relating to the health and safety of workers

## SECTION 3: OUR CORPORATE GOVERNANCE

- conducts regular workplace inspections, including when a workplace relocation/redesign occurs, is requested or an incident occurs
- considers, and makes recommendations about, proposed workplace changes that may affect the health and safety of the workers
- reviews hazard and incident report trends and make recommendations as required.

## Membership:

- James Pratt – Chair and Executive Representative
- Tania Moloney – Employer Nominated Representative
- Tahnee Thompson – Employee Nominated Representative, Katherine
- Jock Duncan – Employee Nominated Representative, Alice Springs
- Jason Hill – Employee Nominated Representative.

## Achievements 2013-14:

- Committee Terms of Reference developed and approved
- WHS noticeboards or similar established and regularly updated
- Official records created and maintained
- Reminders to staff of the importance of notifying of, and completing, incident/near miss forms
- Cyclone Communication Plan implemented
- Workplace hazard inspections conducted:
  - Third Floor, Goyder, Palmerston – 17/4/14
  - Giles Street, Katherine (office) – 12/11/13
  - Crawford Street, Katherine (workshop) – 21/6/14
  - Tom Hare Building, Alice Springs (office) – 6/12/13
  - Tom Hare Building, Alice Springs (workshop) – 24/1/14
  - AZRI Building, Alice Springs (workshop) – 24/2/14
  - Leichardt Street, Tennant Creek (office) – 10/2/14
  - Leichardt Street, Tennant Creek (workshop) – 10/2/14.

## Priorities in 2014-15:

- Review policy on quad bike/SSV use and safety concerns
- Develop a procedure for ‘communications in the field/call’ to ensure consistency throughout the division/department and that WHS requirements are met for employees working remotely.

**Water Resources**

## The Water Resources Division WHS Committee:

- acts as a consultative forum that provides advice on safety matters
- keeps itself informed about standards of health and safety
- recommends maintenance and monitoring of programs, measures and procedures relating to the health and safety of workers
- conducts regular workplace inspections, including when a workplace relocation/redesign occurs, is requested or an incident occurs
- considers, and makes recommendations about, changes to be made at the workplace that may affect the health and safety of the workers
- reviews hazard and incident report trends, and make recommendations as required.

## SECTION 3: OUR CORPORATE GOVERNANCE

## Membership:

- Steve Popple – Chair and Executive Representative
- Cherie Jackson – Employer Nominated Representative
- Pru Ducey – Employee Nominated Representative, Katherine
- Duncan Rance – Employee Nominated Representative
- Robin Lawrence – Employee Nominated unit Representative
- Matt Majid – Employee Nominated Representative
- Ralf Koberstein – Employee Nominated Representative
- Noel Gibbons – Employee Nominated Representative, Alice Springs
- Jerome Paiva – Employee Nominated Representative.

## Achievements 2013-14:

- Remote Area Operations Procedure Manual implemented
- Cyclone Communication Plan implemented
- Terms of reference developed and approved
- Workplace hazard inspections conducted in representative locations
- Official records created and maintained
- Reminders to staff of importance of notifying of, and completing, incident/near miss forms.

## Priorities in 2014-15:

- Review Risk Register for Water Resource's Operations
- Review Remote Area Operations Procedure Manual
- Crocodile awareness training for field staff.

**Bushfires NT**

## The Bushfires NT Division WHS Committee:

- coordinates all WHS and Risk Management Frameworks across Bushfires NT and Volunteer Bushfire Brigades
- monitors and manages all WHS incidents
- reviews and manages all Standard Operating Procedures, Fireground Practices, and general occupational policies
- manages feedback links to staff and volunteers in relation to any WHS matter.

## Membership:

- Mark Ashley – Chair and Executive Representative
- Andrew Turner – Employer Nominated Representative
- Steele Davies / Adam Redpath – Employee Nominated Representatives, Katherine
- Troy Munckton / Quinton Kessner – Employee Nominated Representatives, Alice Springs
- Christine McDonough / Ken Baulch – Employee Nominated Representatives
- Lee Humphris / Miranda Seib – Employee Nominated Representatives, Batchelor.

## Achievements 2013-14:

- WHS framework reviewed, updated and endorsed
- Review of all Standard Operating Procedures started
- WHS Committee procedures and processes developed and implemented

## SECTION 3: OUR CORPORATE GOVERNANCE

- Official records created and maintained
- Improved links and feedback mechanisms from WHS Committee to staff implemented
- Workplace Hazard Assessments commenced.

## Priorities 2014-15:

- Complete review of the Standard Operating Procedures
- Complete review of the Workplace Hazard Assessments.

**Flora and Fauna**

## The Flora and Fauna Division WHS Committee:

- acts as a consultative forum that provides advice on safety matters
- keeps itself informed about standards of health and safety as required under Division 4 of the WHS Act
- recommends implementation, maintenance and monitoring of programs, measures and procedures relating to the health and safety of workers
- conducts regular workplace inspections, including when a workplace relocation / redesign occurs, is requested or an incident occurs
- considers, and makes recommendations about, changes to be made at the workplace that may affect the health and safety of the workers
- reviews hazard and incident report trends, and make recommendations as required.

## Membership:

- Alaric Fisher – Chair and Executive Representative
- Glenn Edwards – Deputy Chair, Employer Nominated Representative, Alice Springs
- Michael Braby – Employee Nominated Representative
- Deb Bisa – Employee Nominated Representative
- Keith Saalfeld - Employee Nominated Representative
- Neil Smit - Employee Nominated Representative
- Jeff Cole - Employee Nominated Representative, Alice Springs.

## Achievements 2013-14:

- Terms of Reference developed and approved
- WHS noticeboards established and regularly updated in each work area
- Workplace hazard inspections completed in all work areas
- WHS Risk Register and staff Training Register developed
- Reviewed or developed Standard Operating Procedures for:
  - Remote area operations and communication plans
  - Diving
  - Boating
- Updated and implemented Cyclone Procedures
- Held five WHS Committee Meetings, with minutes and WHS documents stored in TRIM and available to all staff via SharePoint.

## Priorities in 2014-15:

- Implement on-line system for remote operations hazard and communication plans and call-in register
- Review and update Risk Register and introduce system tests and audits.

## SECTION 3: OUR CORPORATE GOVERNANCE

**Corporate Services**

The Corporate Services Division WHS Committee:

- acts as a consultative forum that provides advice on safety matters
- keeps itself informed about standards of health and safety
- recommends maintenance and monitoring of programs, measures and procedures relating to the health and safety of workers
- conducts regular workplace inspections, including when a workplace relocation/redesign occurs, is requested or when an incident occurs
- considers, and makes recommendations about, changes to be made at the workplace that may affect the health and safety of the workers
- reviews hazard and incident report trends, and make recommendations as required.

Membership:

- Susan Kirkman – Chair and Executive Representative
- Myrene Lyle – Employee Nominated Representative
- Rebecca Litten – Employee Nominated Representative
- Cate White – Employee Nominated Representative
- Andrew Wilkinson – Employee Nominated Representative
- Debbie Cheslett – Employee Nominated Representative, Alice Springs.

Achievements 2013-14:

- WHS noticeboards or similar established and regularly updated
- Terms of Reference reviewed and approved
- WHS Activity Planner populated and implemented
- Risk Register reviewed and accepted 14/03/2014; risks measured and actions identified - to be displayed in the visitor books
- Official records created and maintained
- Workplace hazard inspections:
  - Tom Hare Building, Alice Springs – 17/04/2013; 20/06/2014
  - AZRI Building, Alice Springs – 17/04/2013; 26/06/2014
  - Goyder Centre, Darwin – Level 1 and Ground Floor – 02/09/2013; 11/02/2014
  - Giles Street, Katherine – N/A.

Priorities in 2014-15:

- Review and update Risk Register and introduce system tests and audits
- Continue to provide WHS information staff in particular new starters.

**Counter Disaster Committee**

The Counter Disaster Committee:

- leads department activities prior to an event, and conducts appropriate reviews and evaluations post event
- ensures that the department meets its legislative responsibilities and obligations as a representative on the Counter Disaster Committee
- ensures that the department has an emergency management plan in place
- assists in coordinating the department's cyclone plans, and monitoring cyclone preparedness and preparations.

## SECTION 3: OUR CORPORATE GOVERNANCE

## Membership:

- James Pratt - Executive Director Rangelands (Chair)
- Rod Applegate - Chief Executive
- Luis Da Rocha- Director Land Development Coordination
- Denise Mackintosh - Senior HR consultant.

## Achievements 2013-14:

- Updated the department's 2013-14 Cyclone Preparedness Plan
- Disseminated departmental Cyclone awareness for tropical lows in January and February 2014
- Responded to the Power Water Corporation's Situation Black in March 2014, ensuring the department's business continuity plans were enacted
- Attended and contributed to the Territory Emergency Management Committee meetings.

## Priorities 2014-15:

- Ensure the department's procedures and policies are in line with the relevant legislative requirements and NT Government arrangements in response to hazards and incidents.
- Review the department's business continuity plan.

**Audit and Risk Management Committee**

## The Audit and Risk Management Committee

- monitors the department's strategic, corporate and operational risk management function and activities and the adequacy of the internal controls established to manage the identified risks
- reviews financial statements and other public accountability documents (such as annual reports) prior to their approval by the Chief Executive
- monitors the internal audit function (including development and implementation of the annual internal audit program, review and monitoring of terms of references, audit outcomes, managements' responses and implementation of the audit recommendations)
- monitors the external audit program (including audit outcomes, the department's responses and implementation of the audit recommendations); and commenting on the state of organisational governance within the scope of the Committee's Terms of Reference in the areas of the department's risk management framework, the internal controls framework and external accountability.

## Membership:

- Steve Poppel - Executive Director Water Resources (Chair)
- Kathleen Richardson - Rangeland Monitoring
- Kenneth Baulch - Bushfires NT
- Keith Saalfeld - Senior Scientist Wildlife Use
- Cathy Fong - Manager Governance.

## Achievements 2013-14:

- Completed a review of all functional areas' internal audits and identified priorities for action.

## Priorities 2014-15:

- Identify gaps in the departmental operational risk management controls and recommend actions to be implemented.





## GOVERNING LEGISLATION

The department is responsible for administering 11 pieces of legislation, including six acts and six pieces of subordinate legislation, on behalf of the Minister for Land Resource Management.

This legislation provides an overriding direction for many functions that the department performs and is the foundation to a number of Output Groups. The department has a process of review aimed at ensuring its legislation remains contemporary and relevant to its functions and incorporates best practice in the areas it administers.

Legislation administered:

1. *Bushfires Act*
  - i. Bushfires Regulations
  - ii. Bushfires (Volunteer Bushfire Brigades) Regulations
2. *Lake Eyre Basin Intergovernmental Agreement Act*
3. *Pastoral Land Act 1992* (except provisions about Aboriginal community living areas)
  - iii. Pastoral Land Regulations
4. *Soil Conservation and Land Utilisation Act*
5. *Water Act*
  - iv. Water Regulations
6. *Weeds Management Act 2001*
  - v. Weeds Management Regulations 2006
7. *Planning Act*
  - vi. land clearing approvals on unzoned land

## LEGISLATIVE CHANGES 2013-14

### *Pastoral Land Act*

- Changes introduced to the *Pastoral Land Act* in January this year now enable pastoralists to diversify land use and develop new income streams without having to change the tenure of a pastoral lease. Non-pastoral use permits can now be issued for up to 30 years and will be registered to the lease, not issued to the lessee, allowing them to be transferable upon the sale of a pastoral lease. Non-pastoral operations can now focus on activities such as tourism, horticulture, extensive agricultural developments, aquaculture and forestry that co-exist with the pastoral enterprise.

## SECTION 3: OUR CORPORATE GOVERNANCE

***Bushfires Act***

- Review of the *Bushfires Act* was conducted in 2013-14 with public submissions closing on Friday 23 May 2014. Modernising the legislation allows the Act to recognise collaborations and mechanisms of providing a bushfire management service to more than 90 percent of the Northern Territory.

***Weeds Management Act***

- Declared five weed species in accordance with the *Weeds Management Act 2001*, these being Thatch grass, Parrots feather, Leaf cactus, Fountain grass and Brazilian pepper
- Began preparations for declaration of Neem as a weed in the Northern Territory, which included extensive mapping in the Douglas Daly Region.

**FUTURE LEGISLATIVE PRIORITIES*****Water Act***

- The review of the *Water Act* will ensure that Northern Territory legislation is consistent with the contemporary approach to water management
- Developing an overarching NT Water Policy will provide a contemporary framework for water management in the Territory. It will be cognisant of best practice water management supporting the national focus on northern development. The policy will promote sustainable water resource management and underpin the identification, assessment, development, allocation and management of all water resources in the Territory. It will also cover water and wastewater services and protection of water quality.

***Weeds Management Act***

- Declare Neem as a weed and implement a management plan for the species
- Complete the review of the *Weeds Management Act 2001*
- Complete the review of the Athel Pine and Cabomba Weed Management Plans.

**STATUTORY AUTHORITIES AND BODIES**

As at 30 June 2014, the department had responsibility for the following statutory authorities and bodies:

**Northern Territory Catchments Advisory Committee**

The committee provides strategic advice to the Minister on water policy issues.

Members as at 30 June 2014 were:

Mr Kit Jolley	Mr Tom Harris
Mr Colin Beard	Ms Kate Peake
Ms Mona Liddy	Professor Michael Douglas
Ms Maria Kraatz	

**Bushfires Council of the Northern Territory**

The council recommends measures to the Minister for effective fire management on all Territory lands except those under authority of Northern Territory Fire and Rescue Service.

Members at 30 June 2014 were:

Mr Paul Blore (Chair)	Mr Djawa Yunupingu
Mr Shaun Ansell	Mr Robert Bright

## SECTION 3: OUR CORPORATE GOVERNANCE

Mr Todd Smith	Mr Chris Whatley
Mr Bruce Sawyer	Mr Stephen Rothwell
Mr Garry Cook	Mr Len Rule
Mrs Dianne Tynan	Ms Elizabeth Bird
Mr Ian Bradford	Ms Alice Beilby
Mr Norman Hooker	Ms Trish Rigby-Christopherson
Mr Walter Braitling	

**Bushfires Committees - Regional**

The Northern Territory is divided into six fire control regions that reflect varying land use, population density, climate, soils and vegetation type.

Each region is represented by a bushfires regional committee with members selected on the basis of local knowledge, experience or skills in bushfire management. Its main statutory function is to prevent and control of wildfires in its fire control regions. Committees meet two to four times a year or as required, are statutory bodies in their own right and are highly autonomous in establishing operational and administrative policies.

The regional committees advise the Bushfires Council on measures to prevent and control bushfires within their gazetted areas of responsibility, and prevent and control bushfires in their Fire Control Region. The bushfire committees include:

**Alice Springs Regional**

Members at 30 June 2014 were:

Mr Walter Braitling (Chair)	Mr Angus McKay
Ms Elizabeth Bird	Mr William Hayes
Mr Benjamin Heaslip	Mr Ashley Severin

**Arafura Regional**

Members at 30 June 2014 were:

Mr Leonard Rule (Chair)	Mr Brian Muir
Mr Daniel Thomson	Mr Gordon Coward

**Arnhem Regional**

Members at 30 June 2014 were:

Mr Djawa Yunupingu (Chair)	Mr Gibson Farmer
Mrs Jessie Alderson	Mr Clarry Rogers
Mr Otto Champion	

**Barkly Regional**

Members at 30 June 2014 were:

Mr Norman Hooker (Chair)	Mr Kenneth Ford
Mr Michael Johnson	Mr Christopher Towne
Mr Stephen Peatling	

## SECTION 3: OUR CORPORATE GOVERNANCE

**Savannah Regional**

Members at 30 June 2014 were:

Mr Christopher Whatley (Chair)	Mr Stuart McKechnie
Mr Gary Riggs	Mr Bradley Walker
Ms Alice Beilby	Mr James Zlotzkowsky

**Vernon Regional**

Members at 30 June 2014 were:

Mr Robert Bright (Chair)	Mr Ian Stewart
Mr Raymond Nichols	Mr Colin Deveraux
Mr David McLachlan	

**Drillers Qualification Advisory Committee**

The Drillers Qualification Advisory Committee was formed under the *Water Act 1992* and is an advisory group with expertise in the water well drilling industry. The committee advises the Controller of Water Resources on the granting, renewal and variation of drilling licences under Section 49 the Act.

Members at 30 June 2014 were:

Mr David George (Chair)	Mr Lance Martin
Mr Mark Ballard	Ms Mary Walshe
Mr Cyrus Edwards	Mr Henry Van Tilburg
Mr Chris MacHunter	Mr Leon Merington

**Northern Territory Weed Advisory Committee**

Part 4 of the *Weed Management Act* enables the committee to develop draft weed management plans, advises the Minister on the progress of weed management in the region and advises the Minister on other matters as required.

Members at 30 June 2014 were:

Mr Thomas Stockwell (Chair)	Mr Neil MacDonald
Mr Steven Spencer	Ms Robyn Maurer
Ms Jane Dellow	Mr Tony Searle
Dr Margaret Friedel	Mr Robert Bright
Mr Brian Hill	Mr Robert Law
Ms Sharon Jones	Mr Samuel Rando
Ms Sarah Kerin	

**Pastoral Land Board**

The board administers the *Pastoral Land Act* as outlined in Section 29 of Functions of the Board.

Members at 30 June 2014 were:

Mr Richard Galton (Chair)	Mr Thomas Stockwell
Ms Colleen Costello	Mr Campbell Miller
Mr Steven Craig	

## SECTION 3: OUR CORPORATE GOVERNANCE



## STRATEGY AND PLANNING

### STRATEGIC PLAN 2013-17

The Strategic Plan guides the department's activities and priorities. It outlines strategic goals, states the priorities for the coming year and also reflects government's priorities and the ways in which the department can contribute to overarching those goals.

The Strategic Plan's goals, priorities and actions are reflected in divisional plans and incorporated into business unit plans, and then into individual PESA plans for staff.

While Division Business Plans are reported against quarterly, the department's annual report assesses the performance against the strategic goals, linked to the budget position.

#### Corporate Reporting Cycle:

<b>January</b> <ul style="list-style-type: none"> <li>Budget development commences</li> <li>NT Government Framing the Future reporting</li> </ul>	<b>February</b> <ul style="list-style-type: none"> <li>PESA reviewed for all staff</li> <li>Legislative Assembly Sittings</li> </ul>	<b>March</b> <ul style="list-style-type: none"> <li>Estimates Reporting process begins</li> <li>FTE Reporting to Treasury</li> </ul>	<b>April</b> <ul style="list-style-type: none"> <li>Budgets finalised</li> <li>Annual Agency Procurement Management Plan developed</li> <li>NT Government Framing the Future reporting</li> </ul>
<b>May</b> <ul style="list-style-type: none"> <li>Estimates Reporting Preparation</li> <li>Legislative Assembly Sittings - Budget</li> </ul>	<b>June</b> <ul style="list-style-type: none"> <li>Agency Strategic Planning</li> <li>Legislative Assembly Sittings – Estimates</li> <li>Annual Agency Internal Audit Program developed</li> <li>FTE Reporting to Treasury</li> <li>NT Government Developing the North reporting</li> </ul>	<b>July</b> <ul style="list-style-type: none"> <li>Risk register reporting</li> <li>Agency Strategic Risk Assessment</li> <li>Agency Procurement Management Plan lodged</li> <li>End of year financial reporting</li> <li>State of the Service to OCPE</li> <li>NT Government Framing the Future reporting</li> </ul>	<b>August</b> <ul style="list-style-type: none"> <li>Annual Report process begins</li> <li>Legislative Assembly Sittings</li> </ul>
<b>September</b> <ul style="list-style-type: none"> <li>PESA developed for all staff</li> <li>Business Plans</li> <li>FTE Reporting to Treasury</li> </ul>	<b>October</b> <ul style="list-style-type: none"> <li>Annual Report tabled</li> <li>Legislative Assembly Sittings</li> <li>NT Government Framing the Future reporting</li> </ul>	<b>November</b> <ul style="list-style-type: none"> <li>Legislative Assembly Sittings</li> </ul>	<b>December</b> <ul style="list-style-type: none"> <li>Budget planning begins</li> <li>FTE Reporting to Treasury</li> <li>NT Government Developing the North reporting</li> </ul>

## SECTION 3: OUR CORPORATE GOVERNANCE

## RISK MANAGEMENT

The ability to remain responsive to risk is a key focus of the department.

In August 2013, the Executive Management Group undertook a review of the strategic business risks that may prevent delivery of department strategic priorities and goals.

The annual Strategic Risk Assessment was based on the department's Risk Management Framework. This framework guided the assessment of identified risks within the current operating and internal control environment, with risk treatments identified for all new and emerging risks. Agreed actions to treat risks were detailed in the department's Strategic Risk Register. The audit of controls in place for managing risks was considered when developing the department's Internal Audit Plan.

Throughout the year, the Executive Management Group reviewed the department's strategic risks and considered any new and emerging risks. The Audit and Risk Management Committee reviewed the Strategic Risk Register every quarter to monitor the progress of identified risk treatments.

Divisions within the department also accessed the Risk Management Framework to guide their management of risks specific to their operations. Progress of identified risk treatments were reviewed quarterly by the Audit and Risk Management Committee.

Detailed Work Health and Safety Risk Registers have also been established for each division and are managed by Divisional Work Health and Safety Committees. Refer to pages 44-48.

## CONTROLS AND COMPLIANCE

### INTERNAL CONTROLS

The department has a number of internal control mechanisms in place that are designed to mitigate risks in the workplace.

Corporate delegations	<p>The Chief Executive delegates certain powers to other employees under the <i>Financial Management Act</i>, <i>Public Sector Employment and Management Act</i>, <i>Contracts Act</i> and <i>Procurement Act</i>. The Chief Executive approved the following delegations in 2013-14.</p> <ul style="list-style-type: none"> <li>• Financial delegations</li> <li>• Human resources delegations</li> <li>• Procurement and contracts delegations.</li> </ul>
Conflict of Interest	<p>Whether real or perceived, conflicts of interest erode confidence in the integrity of the department. Executive Directors and Branch Managers are responsible for ensuring staff declare any conflicts, which are reported to the department's Risk Management and Audit and Risk Management Committee.</p> <ul style="list-style-type: none"> <li>• One conflict of interest was declared by a departmental officer during the year.</li> </ul>
Whistle-blowers	<p>Staff are regularly reminded that they can report wrongdoing in accordance with the <i>Public Interest Disclosures Act</i>. The Executive Director, Corporate Services, is the department's 'Protected Disclosure Officer'.</p> <ul style="list-style-type: none"> <li>• No public interest disclosures regarding the department's officers were lodged during the year.</li> </ul>
Code of Conduct	<p>Through internal training initiatives such as the induction program, staff are regularly reminded of their responsibility to act in accordance with the Code of Conduct. The department may begin disciplinary proceedings against any employee who acts in contravention of the Code of Conduct.</p>
Freedom of Information and Privacy	<p>In accordance with the <i>Information Act</i>, the department has a range of policies and procedures in place to enable individuals to access records and information held by the department.</p>

## RECORDS AND INFORMATION

### Information requests

The *Northern Territory Information Act 2002* came into operation on 1 July 2003. It combines freedom of information (FOI), privacy and records management legislation.

In compliance with Section 11 of the *Information Act* the department makes its information available in several ways.

Information is updated regularly and published on the department's website. It describes the structure and functions of the department and how these affect the public, provides a comprehensive listing of freely available information and advises how to access other information that is not published on the website.

Part 3 of the *Information Act* formally sets out the process for accessing government information and accessing and correcting personal information held by the department. Details about how to apply for access to information, with links to relevant legislation and related agencies, can be found on the department's website. Further assistance can be provided by contacting:

FOI Contact Officer  
PO BOX 496  
PALMERSTON NT 0830  
T: 08 8999 3479  
W: [www.lrm.nt.gov.au/lrm/foi](http://www.lrm.nt.gov.au/lrm/foi)

During the reporting year, the department received 15 applications for access to government or personal information under the *Information Act*.

The table below provides statistical data about formal access applications received by the department:

<b>Information Act Requests</b>	<b>2012-13</b>	<b>2013-14</b>
Applications carried over from previous year	1	1
Applications to access personal information	0	8
Applications to access government information	2	5
Applications to access personal and government information	0	1
Applications to correct personal information	0	0
Applications transferred	0	1
Requests withdrawn	0	1
Internal reviews	0	1
Responses completed within 30 day period	2	15
Responses completed exceeding 30 day period	0	0
Applications on hand as at 30 June	1	14

### Records Management

During 2013-14, the department continued to improve record management practices, procedures and policies to ensure compliance with Part 9 of the *Information Act*. Part 9 of the *Information Act* and the Records Management Standards require that the agency develop and implement plans and processes to ensure full and accurate records are created, captured, discoverable, secure and, where appropriate, disposed of.

During the year, the Records Training Program continued to provide whole-of-agency guidance, support and training on information management best practices and use of the whole-of-government record keeping system, TRIM, with a particular focus on electronic records capture.

### Ombudsman Enquiries

The department received one inquiry from the Ombudsman during the reporting year.

## MONITORING THROUGH AUDITS AND REVIEWS

### INTERNAL AUDITS

The following risk based internal audits were conducted under the department's 2013-14 Internal Audit Plan. Management's implementation of audit recommendations is monitored by the department's Audit and Risk Management Committee.

Audit/Review	Purpose	Outcomes
<b>Compliance Check of Cabinet Information and Security Measures</b>	To assess the department's compliance with required Cabinet information security measures.	No material weaknesses in controls were identified during the compliance check and Cabinet information security measures were found to be generally satisfactory.
<b>Pastoral Lease Database Review</b>	To review the Pastoral Lease Rents database with an audit report recommending integrity and efficiency improvements to the system.	Implementation of a new pastoral lease rents administrative management system.
<b>Physical File Audit</b>	To evaluate the records management practices relating to Records Management Standard 3 – Discovery, which states records must be findable and accessible for as long as they are required.	Procedures and processes to manage the department's Discovery of records were found to be adequate.
<b>Tier 2 and Major Procurements Internal Audits</b>	To review procurement activities for compliance with the <i>Procurement Act</i> , Regulations, Procurement Delegations and adherence to procurement processes and procedures. The three audits focused on either Tier 2 (\$15,000 to \$50,000) or major procurements (over \$50,000).	The audits found existing controls were satisfactory. Recommendations for improving Tier 2 Procurement compliance were made and are being monitored.
<b>Database Management and Information Security</b>	To assess the department's current and active production environment database management and information security practices against the NT Government IT Database Security Information Management Frameworks, policies and procures.	Opportunities exist to significantly improve security governance and operational controls of the databases examined. Security controls were found to be ad hoc and informal and in most cases not supported by formally defined policies, procedures or standards. Actions in response to audit findings will be addressed in the department's Strategic Information Communication and Technology Plan being developed in 2014-15.
<b>Compliance with Budget Management Delegations</b>	To determine if the department's budget management activities and practices comply with the Treasurer's Directions and the department's Financial Delegations.	No significant issues or risks were identified.
<b>Compliance with Infrastructure Program Delegations</b>	To assess the department's infrastructure management practices, specifically minor new works and repairs and maintenance activities against the Treasurer's Directions, Financial Delegations and the <i>Financial Management Act</i> .	The department broadly complies with the Financial Delegations.
<b>Internal Audit of GST Compliance</b>	To determine if the department's GST practices comply with relevant legislation, Treasurer's Directions and NT Government GST policies and procedures.	No material issues or risks were identified. The department's level of GST compliance was assessed as satisfactory.
<b>Agency Safety Management Practices</b>	To evaluate the adequacy and effectiveness of the department's safety management systems as required under the national standard (AS/NZS 4801:2001).	The safety management system was found to be organised and users generally understood its purpose, but a lack of compliance with elements of the national standard was found. A task group has been established to work through the audit findings.



## SECTION 3: OUR CORPORATE GOVERNANCE

## EXTERNAL AUDITS

## Northern Territory Auditor-General Audits

The Office of the Northern Territory Auditor-General did not select the department for any audits in 2013-14.

## INSURABLE RISK

Under the Treasurer's Directions (M2.1), agencies are required to detail the mitigation strategies and processes they have in place to reduce the likelihood or severity of their insurable risks.

Insurable risks are risks that are generally related to workers compensation, assets and inventories, public liability and indemnities. They exclude financial risks and legal costs in action.

The table below outlines the department's identified insurable risks and the strategies implemented to reduce those risks.

Insurable Risk Category	Mitigation Strategies
Public Liability	Formal risk assessments completed Repairs and maintenance program to reduce risks associated with physical assets On-going review of practices and procedures to ensure public safety Appropriate signage Education campaigns for staff and public Independent reviews Building audits e.g. security, maintenance, compliance Appropriate security and testing eg: fire systems, alarms, patrols, staff.
Workers Compensation	Formal risk assessments completed Occupational Health and Safety framework developed and implemented Workplace safety policies and standard operating procedures Work site assessments Job specific training and support Utilisation of Employee Assistance Program Early intervention program Critical incident debriefings Work-life balance strategies.
Assets and Inventories	Formal risk assessments completed On-going review of policies and practices to guide standard operating procedures to protect assets and inventories Asset registers were maintained for fixed, leased and portable and attractive items Annual asset stocktakes for portable and attractive items and telecommunications completed.
Vehicles (eg: motor vehicles, quad bikes and boats)	Regular service and maintenance checks Driver training (4 wheel drives, quad bikes, boat handling) Safety equipment and accessories (particularly for off-road vehicles, crocodile capture boats etc).
Indemnities	Formal risk assessments completed each year and with each new agreement executed.

The department's commercial insurance premium arrangements are detailed as follows:

Commercial Insurance Premium	Total Number/Total Value of claims	
	2012-13	2013-14
Department – various (e.g. marine insurance to transport drilling rig by barge, overseas travel insurance, small value one-off travel insurance)	\$1 216	\$88
	No claims	No claims



## CORPORATE SOCIAL RESPONSIBILITY

### COMMUNICATIONS AND COMMUNITY ENGAGEMENT

The department undertook a range of community engagement activities during 2013-14. These included:

- providing the public with information about the department's key activities and responsibilities by participating in NT Show Circuit in Darwin, Katherine, Tennant Creek, Alice Springs and Fred's Pass. Focus areas included amendments to the *Pastoral Land Act*, feral animal management, Bushfires NT and spatial data and mapping.
- continuing to implement the Gamba Grass Assistance Program by providing members of the public with weed management planning advice, free herbicide and spray equipment loans. A review of the Weed Management Plan for *Andropogon gayanus* (Gamba Grass) was completed with only minor changes recommended, including an expansion of the Class A eradication zone and a reduction of the Class B management zone.
- inviting the public to comment on discussion and summary papers as part of the Review of the *Bushfires Act*. The review, the first for the 30-year-old Act, is ongoing and focuses mainly on the structural alignment of Bushfires NT within the NT Government and how to best support and develop Volunteer Bushfire Brigades which underpin wildfire management delivery in many parts of the Territory.
- hosting the first ever Atlas Moth Recovery Network Forum in Darwin to bring together people interested in conserving this species and implementing plans and activities to boost its future survival prospects. More than 100 people attended the two-day forum which included a field trip to Casuarina Coastal Reserve where efforts are underway to populate this area with the Atlas Moth.
- sponsoring the Territory Natural Resource Management Awards and NT Landcare Awards in November 2013.
- sponsoring the March 2014 Northern Territory Cattleman's Association Annual General Meeting and Industry Conference in Darwin. A departmental information booth was set up at the event to engage with association members and industry professionals. Staff maintained a presence at the booth to provide information on integrated ground and satellite based monitoring, weed management, land assessment and development and rangelands monitoring. Changes introduced to the *Pastoral Land Act* in January this year, enabling pastoralists to diversify land use and develop new income streams without having to change the tenure of a pastoral lease, was also a key focus of the display.

## SECTION 3: OUR CORPORATE GOVERNANCE

- organising the inaugural NT Water Forum in Katherine that was held jointly by the Northern Territory Catchments Advisory Committee (NTCAC) and Northern Territory Farmers Association (NTFA) in May 2014. About 100 stakeholders attended the forum that included presentations from representatives of the National Water Commission, Western Australian Department of Regional Development, Queensland Department of Natural Resources Management, Northern Territory Department of Land Resource Management and Charles Darwin University.

## SUSTAINABILITY AND THE ENVIRONMENT

This section summarises the steps the department has taken to meet its corporate social responsibility to the environment and the community.

### Energy Reductions

Initiatives included:

- Automatic switching of multi-function devices to energy saving modes after a specified period of time
- replacing air travel with online teleconferencing, use of virtual meeting rooms in all regional centres and using Microsoft Lync for video conferencing where possible in an effort to reduce carbon emissions.

### Reducing Paper Waste and Consumption

Initiatives included:

- defaulting all printers to double-sided printing
- encouraging staff to use online viewing and distribution through SharePoint
- encouraging online newspaper subscriptions.

### Recycling

Initiatives included:

- Locating three different types of recycling bins on each floor for secure documents, paper and cardboard, and co-mingled recycling
- Printer toners and cartridges are also recycled
- Donation of unwanted assets that are still in good condition to local schools or not-for-profit organisations where possible.

## SECTION 3: OUR CORPORATE GOVERNANCE



### SUPPORTING THE COMMUNITY

The department supported a number of charitable and social events throughout the year. These provide an important opportunity for staff to gather socially and contribute toward local community events and fundraising appeals.

#### November

During November 2013, the Executive Management Group and staff participated in the annual national and overseas event, Movember, which raises vital funds and awareness for men's health, specifically prostate cancer and male mental health issues. For the month of November, a number of male staff members invited sponsorship for their moustache-growing efforts, and raised a combined total of \$2933.

#### Information Awareness Month

Information Awareness Month is held to increase public awareness of information and its place in all aspects of daily life. The events held during May promoted the value of good information practices and policies.

Alice Springs and the Darwin Records Teams celebrated by awarding clients with Lucky TRIM Bullseye Certificates and goody bags and sharing a large cake in Alice Springs and ice cream cones in Darwin. The Darwin Information Business Systems team also celebrated with an in-house breakfast.

#### National Safety Month

The department participated in National Safety Month held in October as part of its commitment to improve workplace safety. The theme was 'Safety is a frame of mind. Get the picture'. Presentations conducted for staff during the month focussed on improving health and safety to reduce the incidence of death, injury and disease.

## SECTION 3: OUR CORPORATE GOVERNANCE

## GRANTS PROGRAMS

The Department of Land Resource Management administers the Central Australia Waterwise Rebate Scheme and also provides one-off special purpose grants. All grants, regardless of their type, are distributed under an agreement which includes the purpose of the grant and the reporting process for confirming that the funded objective has been achieved.

A full list of the grants administered by the department are shown below:

Recipient	Purpose	Amount
Flinders University	Contribution as an industry partner to Australian Research Council Linkage Grant for project on the ecology and management of the threatened Slaters Skink in central Australia. The funding supports a Flinders University PhD student based in Alice Springs.	\$10,000
Volunteer Bushfire Brigades	Two grant categories: grants to support the operations of 22 volunteer bushfire brigades, and replacement of volunteer's brigade fire fighting vehicles.	\$1,152,896
Various -Bushfire grants for equipment subsidies and protective clothing	Fire-fighting Equipment Subsidy is provided for landholders to purchase firefighting equipment and radios at 50 percent of the purchase price (exclusive of GST) with maximum value \$1200 per applicant. Funding for Personal Protective Clothing and Equipment is provided to volunteer fire fighters on completion of basic training.	\$62,567
Various -WaterWise subsidies	To promote water efficient devices within Alice Springs. Consists of rebates for plumbing work and subsidies for installing water efficient devices.	\$118,680
Department of Science, Information Technology, Innovation and Arts	A collaborative research project between the Northern Territory Government and the Queensland Department of Science, Information Technology, Innovation and Arts (DSITIA) to provide an integrated system that will inform both governments and land managers the conditions of Northern Territory Rangelands.	\$140,490
Charles Darwin University	Contribution to the North Australian Marine Research Alliance, (NAMRA) a joint research agreement between the Australian Institute of Marine Science, Charles Darwin University, Australian National University and Northern Territory Government and specifically linked to Indigenous traineeships. NAMRA has directed funding to two projects supporting trainee Larrakia marine rangers and aquaculture development on Goulburn Island.	\$70,000
Larrakia Nation Aboriginal Corporation	Contribution to the Larrakia Nation who along with the Department of Lands, Planning and Environment through the North Australian Marine Alliance (NAMRA) support funding for Indigenous traineeships on Darwin Harbour.	\$170,000
Charles Darwin University	Contribution as an industry partner to Australian Research Council Linkage Grant for the project, 'Buzzing Above: A new perspective on fieldwork'.	\$10,000
<b>Externally funded</b>		
Northern Land Council	The West Arnhem Fire Management Agreement between the NT Government and Conoco Phillips - Darwin Liquefied Natural Gas provides funding to the Adjurmarlarl, Jawoyn, Djelk, Mimal and Warddeken ranger groups to conduct fire planning, mitigation and suppression activities on country in western Arnhem Land.	\$1,353,719
Charles Darwin University		
Warddeken Land Management limited		
<b>Total</b>		<b>\$3,088,352</b>