

# Annual Report 2013–2014



## Acknowledgements

The authors are grateful to the many people who assisted in the production of this report.

The publication is copyright. The information in this report may be freely copied and distributed for non-profit purposes, such as study, research and public information, subject to including the acknowledgement of the source. Reproduction for other purposes requires the written permission of the Northern Territory Government.

Published October 2014

Print ISSN 2203-6644

Online ISSN 2203-6652

For general enquiries about this publication please call 1300 308 144.

## Disclaimer

While all care has been taken to ensure that information contained in this Annual Report is true and correct at the time of publication, changes in circumstances after the time of publication may impact on the accuracy of its information.

The Northern Territory of Australia gives no warranty or assurance and makes no representation as to the accuracy of any information or advice contained in this Annual Report or that it is suitable for your intended use.

Do not rely upon information in this publication for the purpose of making any serious, business or investment decisions without obtaining independent and/or professional advice in relation to your particular situation.

The Northern Territory of Australia disclaims any liability or responsibility or duty of care towards any person for loss or damage caused by any use of or reliance on the information contained in this Annual Report.

Aboriginal and Torres Strait Island readers and viewers should be aware that this material may contain images or names of deceased persons.

## Navigation and Printing

This Annual Report has been created for optimal viewing as an electronic, online document. This electronic format has been followed in accordance with the Northern Territory Government's Annual Report Policy. It is best viewed online at Fit Page settings, by pressing the Ctrl and 0 (Zero) keys on your keyboard.

For optimal print settings set page scaling at Fit to Printer Margins, by going to File, then Print and altering your options under page handling to Fit to Printer Margins.

To search the entire Annual Report and supporting documents, press the Ctrl and F keys on your keyboard and type in your search term.

## Purpose of the Annual Report

Our Annual Report describes the achievements, performance and priorities of the department's staff during 2013–14.

It also corroborates our mission to work with our partners to stimulate and sustain our minerals and energy industries throughout the Territory.

As such, the report provides an account of our functions and responsibilities, our resource use and outputs, our fiscal management and performance against budget to inform Parliament, our industry stakeholders, staff and Territorians.





Chief Executive  
Paspalis Centrepoint Building  
48-50 Smith Street Mall  
Postal GPO Box 4550  
Darwin NT 0801  
AUSTRALIA

Tel +61 8 8999 5332  
Fax +61 8 8999 5191  
[scott.perkins@nt.gov.au](mailto:scott.perkins@nt.gov.au)

The Hon Willem Westra van Holthe MLA  
Minister for Mines and Energy  
Parliament House  
DARWIN NT 0800

Dear Minister

I am pleased to present you with the annual report for the Department of Mines and Energy for the year ended 30 June 2014. The report describes the operational performance and key achievements of each of the department's output groups, pursuant to section 28 of the *Public Sector Employment and Management Act*.

I advise in respect to my duties as Accountable Officer, to the best of my knowledge and belief that:

- a) proper records of all transactions affecting the Agency are kept and that employees under their control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and Treasurer's Directions;
- b) procedures within the Agency afford proper internal control and a 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, major breach of legislation or delegation, major error in or omission from the accounts and records exists;
- d) the internal audit function was substantially re-established during the period in accordance with the requirements of section 15 of the *Financial Management Act* and the results of two internal audits were reported to me;
- e) the financial statements included in the annual report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions; and
- f) all public sector principles have been upheld.

Yours sincerely

**Scott Perkins**  
Chief Executive  
28 August 2014

# Contents

<b>Introduction and Overview</b>	<b>3</b>	<b>Our Committees</b>	<b>19</b>
Chief Executive's Message	4	Risk Management and Audit Committee	19
About the Department	5	Information Management Committee	20
Our Vision	5	Work Health and Safety Steering Committee	21
Our Mission	5	Northern Territory Mining Board	22
Our Values	5	<b>Insurance Arrangements</b>	<b>23</b>
Our Service Commitment	5	Workers' Compensation	23
<b>Departmental Overview</b>	<b>6</b>	Table 4: Insurance Costs	23
Our Corporate Groups	6	Property and Assets	24
Our Committees	6	Public Liability	24
<b>Key Industry Sectors – Trends and Analysis</b>	<b>7</b>	Indemnity	25
Introduction	7	<b>Statutory Responsibilities and Acts</b>	<b>26</b>
Table 1: Industry Sector Contributions to NT Gross State Product, (GSP) \$ million, 2012–13	7	Statutory responsibilities	26
Figure 1: Mining Sector contribution to the NT economy	8	Acts administered by the department	26
Employment	9	Legislative changes and amendments in 2013–14	27
Table 2: Employment by Sector 2012–13	9	<i>Mining Management Act</i> and Mining Management Regulations	27
Businesses	10	<i>Petroleum Act</i>	27
Figure 2: Number of NT Businesses by Sector, June 2008-2012	10	<i>Energy Pipelines Act</i> and Energy Pipelines Regulations	28
Minerals and Energy	11	Information Management	28
Table 3: Value of Territory Mining (Minerals and Energy) and Manufacturing 2012–13 to 2014–15(f)	11	Accessing Information	28
Figure 3: Minerals and energy production and processing values	12	Policies, protocols, guidelines and procedures	29
Regional Location	12	<b>Our People</b>	<b>31</b>
<b>Corporate Governance</b>	<b>13</b>	Introduction	32
Corporate Governance Introduction	14	Our People	32
Shared Corporate Services	14	Staffing Profile	32
Organisational Governance	15	Table 5: Staffing	32
Executive Management Committee	17	Table 6: Staffing by classification	32
Scott Perkins	17	Our Major Achievements for the Year	33
Russell Ball	16	<b>A Culture of Leadership Excellence</b>	<b>34</b>
Victoria Jackson	16	<b>A Professional, Capable Workforce</b>	<b>35</b>
Ian Scrimgeour	16	Early Careers Programs	35
		Professional Development	35
		Training expenditure comparison	37
		Table 7: Training expenditure comparison	37
		Figure 4: DME Training Expenditure Comparison	37



A safe, positive and diverse workplace.....	38	Corporate Shared Services .....	60
Diversity in the department .....	38	Communications Unit .....	60
Equal Employment Opportunity (EEO) Information .....	38	Human Resources .....	62
Table 8: EEO groups by year.....	38	A culture of leadership excellence .....	62
Table 9: Employee classification by gender .....	38	A professional capable workforce .....	62
Work/Life Balance .....	38	A safe, positive and diverse workplace .....	62
Table 10: Flexible working arrangements.....	39	Achievements for 2013–14 .....	62
Aging Workforce .....	39	Priorities for 2014–15.....	63
Table 11: Employee age profiles.....	39	Finance.....	64
Indigenous Employment .....	39	Overview .....	64
Conflict Management.....	40	Achievements for 2013–14 .....	64
Employee Assistance Program.....	40	Priorities for 2014–15.....	64
Work Health and Safety Programs.....	40	Information Management and Information Technology Unit .....	65
Rewards and recognition .....	41	Overview .....	65
Public Sector Employment and Management Act Compliance .....	43	Information Management.....	65
<b>Performance Reporting .....</b>	<b>47</b>	Freedom of Information.....	65
Table 12: Mines and Energy Performance Measures .....	48	Information Technology and Innovation .....	65
Energy Directorate.....	49	Achievements for 2013–14 .....	66
Energy Directorate Priorities for 2014–15.....	49	Priorities for 2014–15.....	66
Energy Policy .....	49	<b>Financial Statements.....</b>	<b>67</b>
Achievements for 2013–14 .....	49	Financial Statement Overview .....	68
Energy Tenure .....	49	Operating Statement.....	68
Figure 5: 2013–14 Yearly Summary Level of Activity – Petroleum Operations.....	50	Income .....	68
Geological Survey.....	52	Expenditure .....	69
Achievements for 2013–14 .....	52	Balance Sheet.....	69
Priorities for 2014–15.....	52	Assets .....	69
Industry Development.....	53	Liabilities .....	69
Achievements for 2013–14 .....	53	Statement of Changes in Equity.....	70
Priorities for 2014–15.....	53	Statement of Cash Flows .....	70
Mines Directorate .....	55	Comprehensive Operating Statement.....	72
Mining Remediation Division .....	55	Balance Sheet.....	73
Technical Support.....	55	Statement of Changes in Equity.....	74
Environmental Monitoring Unit.....	55	Cash Flow Statement .....	75
Legacy Mines Unit .....	56	Index of Notes to the Financial Statements.....	76
Mining Compliance Division.....	56	<b>Appendices.....</b>	<b>101</b>
Rum Jungle .....	57	Appendix 1.....	102
Minerals Titles Division.....	57	Grants and Sponsorships 2013–14.....	102
Mines Directorate Achievements for 2013–14 .....	57		
Priorities for 2014–15.....	59		

# INTRODUCTION AND OVERVIEW



# Chief Executive's Message

---

The 2013–14 Financial Year saw a continuation of a bottom cycle in mining while the shale gas sector expansion painted a markedly different picture during the same period.

This situation has emphasised the need to quickly implement the Energy directorate and effort was put into this endeavour during the year. Appointment of an Executive Director Energy, followed by assessment of the skills and personnel needed for the range of tasks, has left the Directorate well placed to fulfil potential in financial year 2014–15.

During this forming phase, the work continued in the expanding upstream area. Titles management was a headline action with the introduction of stronger provisions for 'use it or lose it', emphasising the NT Government's commitment to accelerating development in those very prospective areas adjacent to existing infrastructure. Further, the number of wells drilled continued to rise with a total of 13 in progress through the year in areas as diverse as the Amadeus Basin near Alice Springs to the McArthur, Beetaloo and Georgina basins with a combined cost exceeding \$125 million.

A significant milestone was the grant of the first production licence in 30 years to Central Petroleum for the Surprise Well, further indication that the NT continues to be a viable investment destination in the oil and gas sector.

Mining was a different story. A combination of commodity price and slowing economic conditions removed much of the financial market from the industry with juniors hit harder than most. While there are some signs that a small recovery is possible, the reality is that this sector continued to test a bottom level of activity in 2013–14. The CORE initiative that in part provides for collaborative drilling programs was an important factor in ensuring that despite the downturn in activity, enhancement of our geological knowledge continued.

Further great work was done by the NTGS in continuing detailed mapping surveys that will enhance the future exploration capacity in the NT. This important work will ensure that we capture the next upswing in activity early, positioning the NT to take full advantage of early investment.

An important initiative that started to mature during the financial year was the legacy mines fund. Financed by a levy on mining companies introduced in 2013, the fund began to accumulate allowing significant work to be done on the Redbank and Mt Todd sites. This will accelerate over the coming years, reducing the impact of past poor practice and reinforcing the NT Government's intent to provide a more sustainable mining platform.

Internally, change projects included initiating a project to move the department to an online business system, an essential initiative if we are to capably address future needs.



A handwritten signature in blue ink, appearing to read 'Scott Perkins', with a stylized flourish at the end.

**Scott Perkins**  
Chief Executive Officer



# About the Department

The Department of Mines and Energy, created on 4 September 2012 by an Administrative Arrangements Order, provides strategic services that promote exploration and responsible development of mineral, geothermal and energy resources. During 2013–14, the department was responsible to the Minister for Mines and Energy, the Hon Willem Rudolf Westra van Holthe MLA.

## Our Vision

The Northern Territory is the preferred destination for resource investment and development.

## Our Mission

To enhance the wealth of the Northern Territory through responsible stewardship of minerals and energy resources.

## Our Values

These are aligned to the Northern Territory Public Service values of:

- **Commitment to Service** – professional, hardworking, efficient and effective, innovative and working collaboratively to achieve the best results for the Northern Territory
- **Ethical Practice** – upholding the highest standards of practice and acts with integrity in all that we do
- **Respect** – respecting all people and in particular their rights as individuals
- **Accountability** – transparency and accountability in all our actions
- **Impartiality** – providing advice that is objective, timely and based on the best available evidence
- **Diversity** – diversity of our workforce, as well as the NT population we serve

## Our Service Commitment

We aim to be viewed by:

- **Resource Industries** – as proactive, consistent, accountable and innovative
- **Our Colleagues** – as cooperative and knowledgeable
- **Our Critics** – as rational, decisive and honest

These aims will be achieved by:

- Capturing and disseminating geological information to encourage the responsible development of the Northern Territory's minerals and petroleum resources
- Attracting local and international business investment partnerships
- Administration and granting of tenure and facilitating land access for mining, petroleum and geothermal exploration and development
- Regulating the exploration, mining and production of minerals and petroleum
- Managing the residual risks associated with legacy mine sites
- Supporting economic development and participation for Indigenous people.

---

***'The Northern Territory is the preferred destination for resource investment and development.'***

---

# Departmental Overview

---

## Our Corporate Groups

Following the Northern Territory election in 2012, consequential changes to agency structures resulted in the establishment of a new Department of Mines and Energy and a new Department of Primary Industry and Fisheries replacing the former Department of Resources. Under the new structure, corporate services staff and resources were placed with the Department of Primary Industry and Fisheries and strategic services and corporate support is provided to the Department of Mines and Energy through a shared services arrangement.

This is formalised through a Service Level Agreement between the two agencies. At the same time, the delivery of corporate services has been under review and a revised organisational structure will be implemented during the next financial year.

**Executive and Communications Services** supports the senior management group, provides high-quality services to the Minister's office and the Legislative Assembly, as well as assists staff to effectively disseminate information about the work and operations of the agency, and promotes a positive corporate profile.

**Finance** provides a range of corporate support and related services, including strategic advice and training on its core business of budget management, financial reporting, accounting, travel, procurement and infrastructure and asset management.

**Human Resources** provides strategic client-focused support services for the effective management of employees.

**Information Management and Information Technology** manages and implements appropriate systems and technologies to capture, track and analyse information generated and gathered by the department, including freedom of information and privacy issues.

## Our Committees

**The Executive Committee** provides effective leadership and guidance on strategic and performance issues. It is the department's principal strategic planning body; it provides guidance for decisions-makers and sets and monitors the goals, strategies and performance targets for the department.

**Advisory Committees** assist the Executive Committee and include:

1. Risk Management and Audit Committee
2. Information Management Committee
3. Workplace Health and Safety Steering Committee.

The committees evaluate and monitor these particular areas, all of which contribute to good governance and assist the department in meeting its government and corporate obligations.

# Key Industry Sectors – Trends and Analysis

## Introduction

The Northern Territory economy is dominated by the mining sector, which includes minerals and petroleum. In 2012–13, the mining sector accounted for 19.5% of the Territory economy, with the next largest sector being construction at 14.8%, followed by public administration and safety accounting for 9.2% of the NT economy.

**Table 1:** Industry Sector Contributions to NT Gross State Product, (GSP) \$ million, 2012–13.

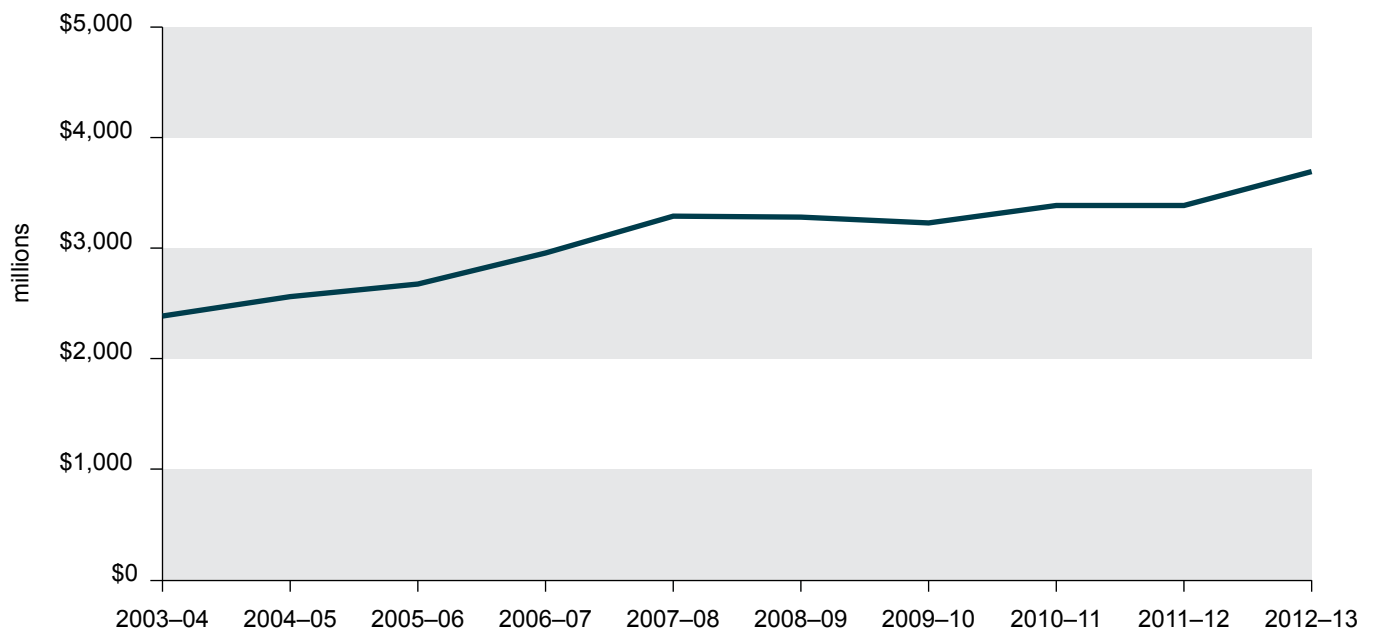
Industry	Value (\$ million)	% Change	Cont. to GDP (%)
Mining	3,677	7.0%	19.5%
Construction	2,787	25.2%	14.8%
Public administration and safety	1,741	15.8%	9.2%
Health care and social assistance	1,218	16.8%	6.5%
Manufacturing	1,036	-14.7%	5.5%
Rental, hiring and real estate services (b)	937	49.2%	5.0%
Transport, postal and warehousing	820	18.5%	4.3%
Education and training	718	14.7%	3.8%
Retail trade	634	7.3%	3.4%
Professional, scientific and technical services	615	17.6%	3.3%
Financial and insurance services	493	-10.7%	2.6%
Administrative and support services	428	60.9%	2.3%
Accommodation and food services	369	-1.9%	2.0%
Agriculture, forestry and fishing	347	-27.7%	1.8%
Other services	296	-4.2%	1.6%
Wholesale trade	289	-1.7%	1.5%
Electricity, gas, water and waste services	234	25.1%	1.2%
Information media and telecommunications	217	-4.0%	1.2%
Arts and recreation services	214	10.9%	1.1%

Source: ABS Cat No. 5220.0



The mining sector is capital intensive, and its growth pattern over the past two decades has been tracking with the NT economy. Industry trends show that after a period of stability up to the late 1990s, the mining sector contribution to the Territory economy rapidly expanded almost four-fold, initially on the back of oil and mineral expansions, and more recently gas and condensate.

**Figure 1:** Mining Sector contribution to the NT economy



Source: ABS Cat No. 5220.0

Year	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
VALUE \$ (\$m)										
Mining	2,396	2,552	2,696	2,982	3,296	3,277	3,240	3,368	3,394	3,677

Source: ABS Cat No. 5220.0

## Employment

Table 2 (below) shows nearly 3.9% of the NT workforce (full-time and part-time) is employed in the mining sector. The vast majority of jobs are located in the regional and remote areas of the Northern Territory that provide employment opportunities for rural and remote Territorians.

**Table 2:** Employment by Sector 2012–13

Industry	Full Time	Part Time	Total	% of Total Employment
Public administration and safety	15,889	1,719	17,608	14.1%
Health care and social assistance	12,162	3,229	15,391	12.3%
Construction	12,393	1,071	13,464	10.7%
Education and training	9,111	2,241	11,352	9.1%
Retail trade	6,179	4,463	10,642	8.5%
Accommodation and food services	4,886	3,348	8,234	6.6%
Transport, postal and warehousing	6,006	831	6,837	5.5%
Professional, scientific and technical services	5,459	1,009	6,469	5.2%
Other services	4,024	1,006	5,030	4.0%
<b>Mining</b>	<b>4,709</b>	<b>138</b>	<b>4,848</b>	<b>3.9%</b>
Administrative and support services	3,090	895	3,985	3.2%
Manufacturing	3,551	362	3,913	3.1%
Arts and recreation services	2,456	880	3,337	2.7%
Agriculture, forestry and fishing	2,789	323	3,111	2.5%
Wholesale trade	2,800	111	2,910	2.3%
Rental, hiring and real estate services	2,155	362	2,517	2.0%
Electricity, gas, water and waste services	2,039	204	2,243	1.8%
Information media and telecommunications	1,355	458	1,813	1.4%
Financial and insurance services	1,289	319	1,607	1.3%
<b>Total Average Employment</b>	<b>99 115</b>	<b>23 480</b>	<b>122 595</b>	

Source: ABS Cat No. 6291.0.55.003 (1). Figures are averages.

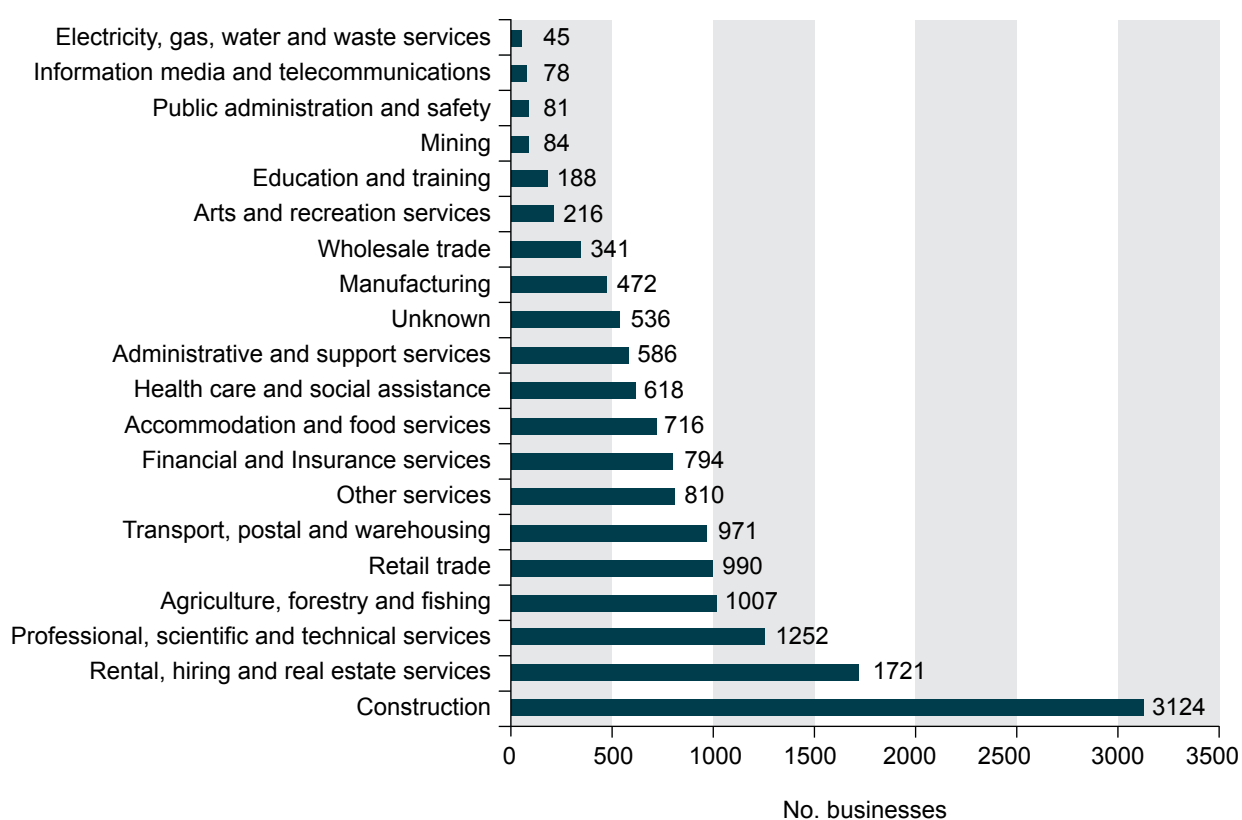
## Businesses

Figure 2 (below) shows 84 Northern Territory businesses engaged in mining in June 2012, which is the fourth smallest number of business by a sector in the NT economy.

The mining sector is represented by 46 employing businesses or 0.6% of total employing Territory businesses in June 2012,

while the mining sector has 30 non-employing businesses or 0.3% of the total non-employing business in the NT. Low numbers for employing businesses is reflective of mining enterprises being listed as businesses in other jurisdictions outside the Northern Territory.

**Figure 2:** Number of NT Businesses by Sector, June 2008-2012



cat. no. 8161.0. ABS Counts of Businesses 2008-2012



## Minerals and Energy

In 2012-13, the total value of mineral and energy production (extraction) and processing (manufacturing) was estimated to increase by 9.1% to \$8,805 million before decreasing 26.6% in 2013-14 with steady growth forecasted in the following years (see Figure 3). The value of uranium production is forecast to fall to \$136 million in 2013-14 and then recovering in 2014-15 to \$388 million (see Table 3).

Drivers of growth are the (LNG) manufacturing plant at Wickham Point, condensate out of the Joint Petroleum Development Area (JPDA) and uranium, which are expected to offset declines in oil production and alumina. These estimates include half of the value of production arising out of the JDPA and Blacktip gas field in the Timor Sea.

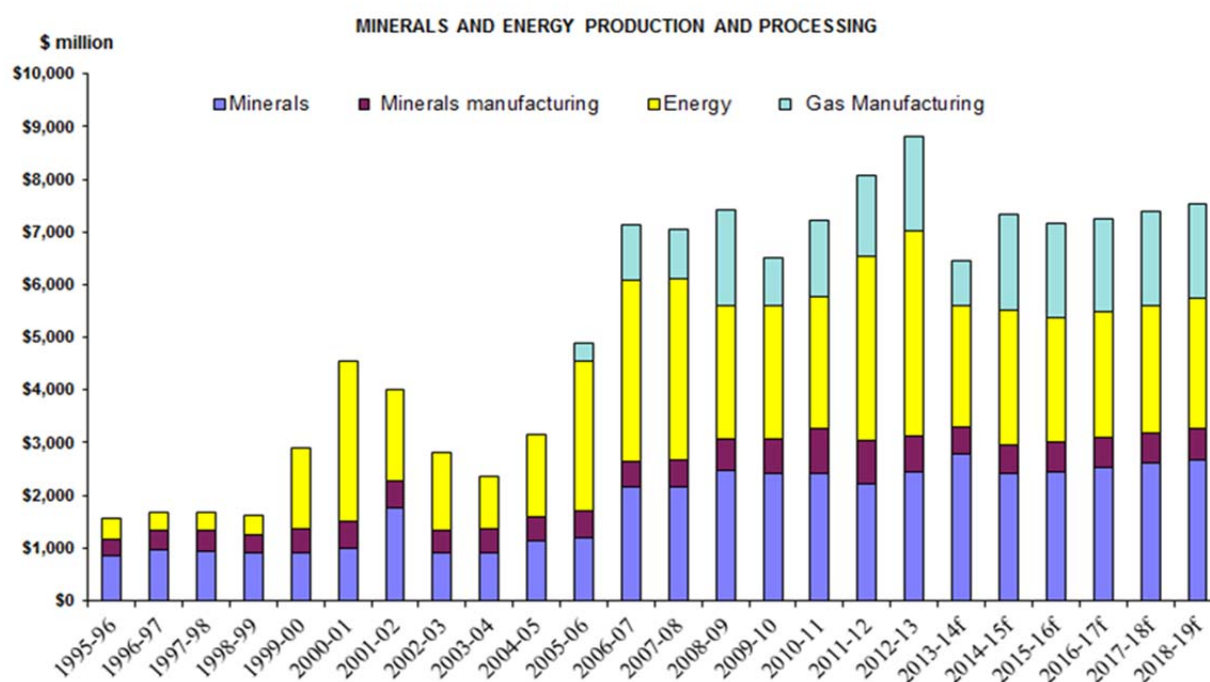
**Table 3:** Value of Territory Mining (Minerals and Energy) and Manufacturing 2012–13 to 2014–15(f)

	2012–13 (\$'000 million)	2013–14 Forecast (\$'000 million)	2014–15 Forecast (\$'000 million)
<b>Mining and Energy</b>	<b>6,313</b>	<b>5,071</b>	<b>4,972</b>
Manganese	1,092	1,115	1,151
Other Minerals	198	903	481
Gold	770	446	409
Zinc / Lead concentrate	380	307	374
<b>Total Mining</b>	<b>2,440</b>	<b>2,772</b>	<b>2,415</b>
 Oil	 262	 216	 110
Gas and liquids	3,083	1,948	2,059
Uranium	528	136	388
<b>Total Energy</b>	<b>3,873</b>	<b>2,299</b>	<b>2,557</b>
 Liquefied natural gas	 1,799	 861	 1,824
Alumina	693	527	537
<b>Total Manufacturing</b>	<b>2,492</b>	<b>1,388</b>	<b>2,361</b>
 <b>Total Mining and Energy and Manufacturing</b>	 <b>8,805</b>	 <b>6,459</b>	 <b>7,333</b>

Source: Department Mines and Energy data collections 2013 NB Figures include Blacktip and JPDA

Please note all figures here have been rounded respectively and may not tally to totals.

**Figure 3: Minerals and energy production and processing values**



## Regional Location

### Arid Zone Research Institute

The department's regional headquarters in Central Australia, Alice Springs, is at the Arid Zone Research Institute, and houses staff from the Department of Mines and Energy and under the shared-resources agreement, with the Department of Primary Industry and Fisheries.

As well as AZRI, the department also has staff based at the Northern Territory Geological Survey (NTGS) Core Store on Power Street, Alice Springs. NTGS staff undertake activities related to regional geological programs as well as maintain information services through the Minerals and Energy InfoCentre.

Staff from Mining Environmental Compliance make up the Mining Team – Central Australia. These officers are responsible for the enforcement of all aspects of the *Mining Management Act* in Central Australia, which covers an area of about 570,000 square kilometres.

This includes assessing and regulating extractive and exploration operations as well as active and remediated mine sites.

# CORPORATE GOVERNANCE





# Corporate Governance Introduction

---

The department strives to achieve good corporate governance so our stakeholders have confidence in the decisions and actions that are taken in achieving our overall outcomes.

The department's risk management strategy underpins our high performance and delivery of services and programs, as well as ensuring the department conforms to the laws, regulations, standards and community expectations of probity, accountability and openness.

Specifically, the department, through its good corporate governance, ensures:

- The style of leadership sets the culture of the organisation and is critical to achieving good governance
- The department and its employees are accountable and accept responsibility, and are open to scrutiny from external sources for their decisions and actions
- Staff are expected to act with integrity, be honest, straight forward and objective in their dealings and stewardship of public funds and resources
- The stakeholders of the department have confidence in its decision-making capabilities and management of priorities
- The department ensures maximum efficiency, and makes the best use of resources to deliver its priorities
- Departmental staff manage so that the capacity of the department to serve government and the public interest is maintained or improved over time.

## Shared Corporate Services

The department has corporate services provided by the Department of Primary Industry and Fisheries (DPIF) where services are delivered to the department in the areas of:

- Budgets, Finance and Travel
- Human Resources
- Information Management and Technology
- Infrastructure and Assets
- Media and Communications
- Risk and Audit.

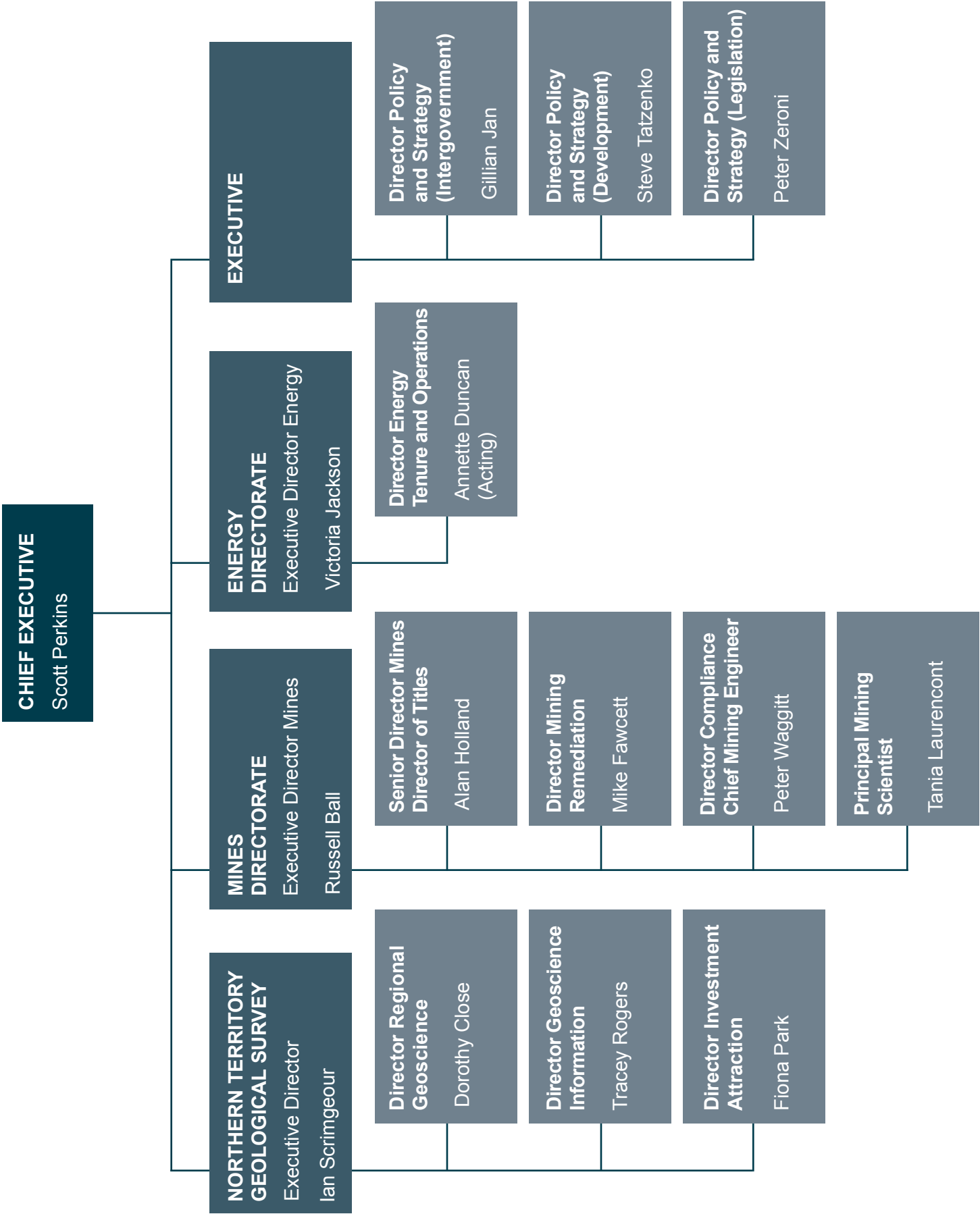
The chief executives of both departments meet as required to review the provision of services and address any services issues that may arise. In order to be effective strategic business partners, DPIF corporate directors attend the departments' Executive Management Meetings and meet regularly with the DME Chief Executive. Both departments' priorities and business is supported in a proactive and collaborative manner.

An annual strategic assessment of services occurs together with a client satisfaction survey, with results included in consideration of service improvements of changes.

# Organisational Governance

The governance structure for the department is outlined below:

1. The Minister is appointed by the Administrator as per the *Self Government Act*.
2. The Chief Executive is appointed by the Minister of the day and is responsible for the department.
3. The Executive Committee consists of senior managers and officers of the department. The Committee provides strategic advice on the coordination of the department's activities and approves internal policies and procedures.
4. The Administrator has the authority to declare the powers and functions of the department through the Administrative Arrangements Order. The statutory responsibilities as per this order are described on page 26. The department's priority is to serve the elected Government and the people of the Territory. Employees contribute to the objectives of the department's Strategic Plan (see page 102) and administer the legislation described on page 26.
5. Community, industry and other stakeholders, including other government departments, provide input into the department's decision-making.
6. The Risk and Audit Committee, and the Work Health and Safety Steering Executive Committee, report to the Senior Management Committee and/or the Chief Executive on a regular basis. Their activities are described on pages 19 and 21 respectively.
7. The Information Management Committee is an internal Shared Corporate Services committee and their activities are detailed on page 20.
8. The Mining Board is formed under the *Mining Management Act* and is an independent body that provides advice to government and also a decision review function. Its status is described on page 22.
9. The department's progress towards delivering its objectives is contained in the Performance Reporting section commencing on page 47.





# Executive Management Committee

The Executive Management Committee, which is made up by the Executive Directors and Corporate Services Directors, is chaired by the Chief Executive and meets monthly.

The role of Executive Committee includes:

- Providing a forum to coordinate activities
- Allowing the Chief Executive to provide strategic direction to senior managers
- Prioritising attention to meet objectives of the 2014-17 Strategic Plan and other government initiatives
- Providing an opportunity for each Directorate and Corporate Services Directors to formally communicate achievements, critical issues, policy changes, budget position and human resources issues
- Granting approval for internal policies and procedures to be adopted and implemented.

The Chief Executive also produces a newsletter, which is emailed to all staff and posted on the Intranet, and includes information on departmental issues, individual and group achievements and projects and staff movements.

Scott Perkins commenced with the Department of Mines and Energy in February 2013 after spending several years as Head of External Affairs for BHP Billiton's Manganese Australia Asset. During his tenure, he was responsible for government and community relations and land negotiations. Prior to working in the mining industry he spent nearly 10 years managing representative organisations in the mining and agricultural sectors.

Scott has a Masters Degree in Business Administration.



**Scott Perkins**  
Chief Executive Officer

Russell Ball has led the mining regulatory area since 2008. On 1 July 2013, the Mining Compliance and Minerals Titles divisions were amalgamated to form the Mines Directorate. The intention is to create a group that deals with the full range of mineral-related regulation, from the first grant of mineral tenure, to the approval of operations, to closure and rehabilitation. It is intended to streamline processes and provide more efficient systems and services to clients.



**Russell Ball**  
Executive Director –  
Mines Directorate

Russell oversaw the creation of the directorate and a number of activities to look at improving service provision, including assessment of new web-enabled and client-friendly business systems. He also fully participated in the department's Executive Committee and Board of Directors and was the senior departmental nominee to the Information Management Committee, one of three key governance committees for the department.

During 2013–14, Russell continued his studies towards the Executive Masters of Public Administration through the Australian and New Zealand School of Government. He completed the Public Sector Management Program in 2005.



**Victoria Jackson**  
Executive Director –  
Energy Directorate

As Executive Director, Energy, Victoria has responsibility for managing exploration and development of the Territory's petroleum and geothermal resources, energy policy, including renewable, and new energy technologies.

Victoria has more than 25 years' experience in the private and public sector of minerals and energy organisations. Across management, her technical and policy responsibilities have included: oil and gas regulator, government and community relations, director of a resource industry geological consultancy, facilitator for Western Australian major projects, including several key LNG and iron ore developments, and heritage and native title management.

Victoria holds a Bachelor of Science (Geology) from Canterbury University, New Zealand, and a Diploma in Cartography from Wembley Technical College, Western Australia.



**Ian Scrimgeour**  
Executive Director –  
NT Geological Survey

After moving to the Territory in 1994, Ian spent a year working in gold exploration around Pine Creek. In 1995, Ian joined NTGS as a regional mapping geologist based in Alice Springs, working in the Musgrave Province and Arunta Region in Central Australia. From 2002, he managed the survey's geoscience programs as Program Leader, Mineral Prospectivity, before being appointed Director of NTGS in December 2006. In this role Ian has been responsible for overseeing the Territory's initiatives to grow the exploration sector, including the current *CORE* initiative.

Ian has a PhD in geology from the University of Adelaide.

# Our Committees

## Risk Management and Audit Committee

The Risk and Audit Committee (RAC) assists the Chief Executive to meet the Accountable Officer's statutory responsibilities and the management of the department's internal control arrangements. Its objective, authority, roles, reporting and administrative responsibilities are set out in its Terms of Reference, which are approved by the Chief Executive and reviewed annually. Membership of the Committee is representative of the department's business and corporate areas, and the intention is to include an observer from the Northern Territory's Auditor-General's Office in the new financial year.

In the latter part of the financial year, a new business-focused risk-management framework was developed to strengthen the department's performance and conformance objectives, which included the formation of a new committee. As part of this process a Strategic Risk Register will be developed to document the department's risk control environment, its commitment to implementing risk treatments in support of the Strategic Plan 2014–17, and provide reasonable assurance that the department will achieve its objectives with an acceptable degree of residual risk.

The Auditor-General conducted one compliance audit in May 2014, which examined the existence and functioning of selected aspects of the department's internal financial control systems. The audit concluded that the controls tested provided reasonable assurance that the responsibilities of the Accountable Officer will be met if those systems continue to operate in the manner identified in the audit. The audit identified certain issues, including the department's compliance with the Accounting and Property Manual and a delay in establishing the internal audit function. Auditors noted, however, strategies had been applied to remedy the internal audit function prior to the audit.

### Achievements for 2013–14

- Risk and Audit Committee established and two meetings held
- Risk and audit framework developed

### Priorities for 2014–15

- Implement the risk and audit framework, Strategic Risk Register and an internal audit programme
- Ensure internal audits include a strong focus on identifying business process improvement opportunities as well as compliance control improvements

## Information Management Committee

The Information Management Committee (IMC) has a key role in governance of strategic information management, including reviewing and approving all Information Management (IM) and Information Technology (IT) project submissions and advising on investment in information technology.

This year the composition and charter of IMC was changed to oversee related activity in Department of Mines and Energy (DME) and Department of Primary Industry and Fisheries (DPIF), consistent with the shared delivery of corporate services. The committee comprises three representatives from each department who work with the Chief Information Officer to set the strategic direction and review, approve and prioritise individual project submissions.

This year IMC considered 29 individual project proposals, using a fully electronic system, and met on three occasions.

### Achievements for 2013–14

- Reviewed and considered 29 individual project proposals
- Remodelled the IMC to oversee two departments and move to a greater strategic focus.
- Oversaw the development of new and replacement of several end-of-life business systems, with projects running within timeframes and budget.
- Continued network upgrades to improve system access for staff in regional and remote offices.

### Priorities for 2014–15

- Development of IT and IM Strategic Plans.
- Complete a comprehensive review of Business Continuity Plans.
- Oversee the replacement of key DPIF and DME business systems.
- Develop solutions and systems to allow greater web-based and mobile access for our external clients.
- Implement technologies to improve staff mobility through external trusted access to our systems.



## Work Health and Safety Steering Committee

The Work Health and Safety Steering Committee (WH&SSC) develops and ensures the maintenance of work health and safety (WH&S) policies and programs within relevant legislation.

It also:

- Ensures adherence to all corporate, Territory and national health and safety legislation, regulations, policies, procedures and programs
- Ensures effective systems are in place to safeguard the health and safety of all staff, contractors, customers and the public
- Approves all new or revised WH&S policies and other related documents
- Ensures the development and analysis of performance data and trends to inform continuous improvement of health and safety
- Ensures progress of WH&S Management systems through an agreed set of DME corporate standards, policies or guidelines, together with specific Business Unit procedures where required
- Ensures safety and environmental processes are integrated into all core business processes
- Ensures activities are in place to raise staff awareness of WH&S and the effectiveness of these activities are measured, monitored and reported.
- Oversees the functions of workplace safety committees and makes recommendations on issues referred by the workplace safety committees
- Convenes and oversees sub-committees and working parties responsible for tackling WH&S issues
- Reviews reports on external workplace work health and safety inspections and audits.

### Achievements in 2013–14

- Continued to fulfil the *Work Health and Safety (National Uniform Legislation) Act 2011* requirements
- Formation of a new DME Steering Committee, and establishment of a DME Remote and Isolated Fieldwork workplace committee
- Commenced a process to update WH&S Management System and ensure compliance with relevant legislation
- Informed and consulted with staff on WH&S matters
- Conducted meetings every two months.

### Priorities for 2014–15

- Continue to fulfil the new *Work Health and Safety (National Uniform Legislation) Act 2011* requirements
- Complete updating of the DME WH&S Management System to ensure compliance with relevant legislation
- Undertake an audit of all policies and guidelines
- Promote the uptake of WH&S coaching and training programs
- Implement an improved communication strategy on WH&S issues
- Ensure risk registers are updated.

WH&SSC members consist of senior representatives of each Directorate, the Executive Officer DME and the Director Human Resources. The Committee reports monthly to the DME Executive Committee. Members are usually appointed for two years.

•

## Northern Territory Mining Board

The Northern Territory Mining Board is established under Part 6 of the *Mining Management Act* (MMA). The Board's functions and powers are detailed in section 50 of the Act. This includes providing advice to the Minister on matters relevant to mining activities and their management. It may also be required to be a review panel if a person was to apply for review of a decision made under the MMA by the Minister or his delegate.

The Board's members are appointed for their individual skills and knowledge.

The Board membership must:

- Comprise of least five members appointed by the Minister
- Contain a majority of members nominated by industry organisations, although others may be appointed by the Minister without nomination from industry organisations
- Ensure members have appropriate experience
- Have a chair appointed by the Minister, who cannot be a public servant. If the chair is absent, the Board then elects a member as chair for that meeting(s).

### Priorities for 2014–15

Establish a Mining Advisory Committee to take on the role of the statutory Mining Board if required.

---

***'The Board's functions and powers are detailed in section 50 of the Mining Management Act'***

---

# Insurance Arrangements

The department is covered by the NT Government's policy of self-insurance and has developed a strengthened Risk Management Framework to formalise identifying, evaluating and mitigating specific risks relating to its business. Strategies include a range of policies and procedures, as well as the purchase of commercial insurance for overseas travel. An overview of the department's insurance arrangements, cost, number and value of claims is detailed below Table 4.

## Workers' Compensation

Workers' compensation covers workers' medical expenses, lost income, compensation for incapacitation and compensation for dependents (in the case of death) arising from a workplace incident. The department is bound by the Northern Territory *Workers Rehabilitation and Compensation Act*, the *Work Health and Safety (National Uniform Legislation) Act*, as well as the Work Health and Safety (National Uniform Legislation) Regulations, and is required to have appropriate WH&S strategies and processes in place to identify and minimise risks to workers, which are:

- Policies and procedures to reduce the risk to workers in specific work situations including: remote travel, working alone, using dangerous goods, first aid, office ergonomics and office safety
- A WH&SSC, whose members include senior executives, that meets regularly to monitor and guide WH&S management activities across the department; meeting minutes are published on the department's Intranet
- Active workplace WH&S Committees
- An Employee Assistance Program is available and provides employees with up to five visits annually to a counselling service or specialist advisory expert to provide services such as workplace conflict or stress management coaching
- A performance management system, known as the Personal Development Review, that provides an opportunity for managers and staff to discuss and review processes, including safety related training matters
- Management training to provide managers with skills to enable the effective management of employee safety and wellbeing
- Workplace nominated first aid officers and fire wardens. Posters with nominated officer details are displayed in work areas and within the department's Intranet

- Emergency response procedures, including cyclone and flood, are in place and reviewed annually
- Maintenance of an asbestos register for all sites owned by the department; annual inspections are conducted to identify unsafe or deteriorating sites where, if necessary, safe removal and/or encapsulation is carried out via the works programming process
- Travel policies for employees travelling in and out of Australia, including advice for employees travelling to areas for which official travel warnings have been issued by the Department of Foreign Affairs and Trade
- Commercial travel insurance to cover employees travelling overseas.

**Table 4: Insurance Costs**

Property and Assets Summary	2012–13	2013–14
Total Costs	\$7 706	\$1 062
<b>New</b>		
Vehicle & Fixed Asset Incidents	1	1
<b>Workers Compensation Summary*</b>		
Total Costs	\$14 341	\$18 080
<b>New</b>		
Incidents	3	7
Claims	1	0
<b>Insurance Premium Summary**</b>		
Travel Insurance	\$691	\$1 153
Motor Vehicle Insurance	***	\$11 620

\* Source: BOXI-HR WHS002 Report, Department of Corporate and Information Services

\*\* Excluding GST; Source: Government Accounting System

\*\*\* 2012–13 payment accrued in June 2012, and 2013–14 renewal paid from prepayments in June 2013, therefore no expense shown in 2012–13

## Property and Assets

The department's assets primarily consist of land, buildings, vehicles, plant and equipment, and include financial assets. These assets require management to prevent damage, loss or theft.

The department has the following mitigation strategies and processes in place:

- Policy on portable and attractive assets to ensure accountability and custodianship
- Property and Assets are managed through a shared corporate service arrangement provided by DPIF
- Internal audit processes and controls to foster compliance with the treasurer's directions
- Accountability protocols for the control of allocating and recording security swipe cards and keys for access to buildings
- Commercial insurance to cover property damage for expensive specialised equipment
- Comprehensive vehicle management policy and procedures for governing all aspects of the vehicle fleet
- Emergency procedures, including cyclone and flood, are updated annually and reviewed after each emergency event to ensure best practice
- Internal security systems in the Centrepont building lock individual floors or buildings after hours or as necessary
- Policies for use of corporate credit cards, credit control, debt management and entertainment
- Regular inspections and/or stock-take of property and assets.

## Public Liability

Public liability relates to the liability owed to a third party who suffers loss or damage by reason of the department's activities and, therefore, the following mitigation strategies and processes are in place:

- Scheduled maintenance programs for issues such as pest control, air quality testing and water filter replacements
- Policy on maintenance contractors requiring compliance with sign-in/sign-out procedures, WH&S standards and observance of applicable warning signage
- Risk assessments conducted for property and equipment use
- Compliance with relevant legislation
- Commercial insurance purchased to cover liability risk when volunteers are engaged by the department.
- In compliance with Procurement Directions under the NT Government Procurement Framework, quotes and tenders are required to address public liability. Risk assessment processes may also identify the need for additional cover for issues such as marine and aviation liability.



## Indemnity

An indemnity is an agreement that provides protection from the consequences of a breach of duty of care or negligence, provided acts have been done in good faith. Issuing an indemnity rather than purchasing commercial insurance is in line with Government's policy of self-insurance. As such the department has the following mitigation strategies and processes in place:

- Internal guidelines and checklists are used to assist staff determine the suitability of entering into funding agreements and contracts containing indemnity clauses
- Where it is possible to reach an agreement with another party, clauses imposing an indemnity on the department are removed from contracts before entering into them
- The agency legal advisers are engaged to review all contracts containing indemnity clauses and are frequently asked to advise on any other risks associated with the terms and conditions of contracts
- Where an indemnity clause is included in a contract an assessment of the risk of an indemnity provision being relied on is conducted and checked by senior executives
- Application of WH&S processes as applicable
- Promote compliance with all applicable legislation, such as the *Information Act*
- Formal adoption of the indemnity process at the Treasurer's direction on externally funded projects.

During the financial year no party has called upon the Territory Government to indemnify them against losses or damage arising from a contract under which the department provided an indemnity.

## Environmental Management

### Infrastructure

#### Achievements for 2013–14

- Farrell Crescent Core Store
  - Upgrade and refurbishment of the cool room resulted in less power usage in comparison with the previous infrastructure
  - Upgrade to core racking resulted in less electricity usage, improved storage space and handling
  - Installation of backup diesel generator.

### Energy Efficiency

The Paspalis Centrepoint building is expected to maintain an average National Australian Build Environment Rating System (NABERS) base building energy efficiency rating of 4.5 stars per annum.

Initiatives that individual staff are encouraged to implement include recycling toners and drink containers.



Upgrade Core Store at Farrell Crescent, Winnellie, Darwin

# Statutory Responsibilities and Acts

---

## Statutory responsibilities

Under the Administrative Arrangements Order, the department is responsible for the following principal areas of government:

- Administration of petroleum industry operations (onshore and offshore)
- Energy management and operations
- Energy policy
- Environmental management of mining operations
- Geothermal industry development
- Geothermal titles administration
- Mining and geothermal energy development
- Mining titles administration
- Northern Territory Geological Survey
- Petroleum industry development
- Petroleum titles administration
- Pipeline industry development
- Pipeline title administration

## Acts administered by the department

The department is responsible for administering 15 Acts and seven pieces of subordinate legislation.

- *Aboriginal Land Rights Act (NT) (Commonwealth)*
- *Energy Pipelines Act*
- Energy Pipelines Regulations
- *Geothermal Energy Act*
- Geothermal Energy Regulations
- *McArthur River Project Agreement Ratification Act*
- *Merlin Project Agreement Ratification Act*
- *Mineral Titles Act*
- Mineral Titles Regulations
- *Minerals (Acquisition) Act*
- *Mining Management Act*
- Mining Management Regulations
- *Mining (Gove Peninsula Nabalco Agreement) Act*
- *National Gas (Northern Territory) Act*
- *Native Title Act (Commonwealth)*
- *Petroleum Act*
- Petroleum Regulations
- Petroleum (Prospecting and Mining) Regulations
- *Petroleum (Submerged Lands) Act*
- Petroleum (Submerged Lands) Regulations
- Petroleum (Submerged Lands) (Application of Commonwealth Laws) Regulations
- *Tanami Exploration Agreement Ratification Act*
- *Validation (Mining Tenements) Act*

## Legislative changes and amendments in 2013–14

### **Mining Management Act and Mining Management Regulations**

On 1 October 2013, amendments to the *Mining Management Act* (MMA) and the Mining Management Regulations came into effect. The amendments delivered a range of improvements, including introduction of an annual levy on mining securities to begin addressing the NT's estimated \$1 billion in legacy mining liabilities. Key changes passed include:

- Introduction of a non-refundable annual levy of 1% on the total calculated rehabilitation cost applied to each mining operation authorised under the MMA
- Establishment of a statutory Mining Remediation Fund to hold a portion of levy monies for activities to begin reducing legacy mining impacts
- Provision for the flexibility of application of annual Environmental Mining Reports (EMRs) to determine which sites or class of sites an EMR requirement should be applied to (for example those of higher environmental risk)
- An amendment to allow for a time period of three years, rather than the existing 12 months, for the commencement of criminal proceedings for offences against the Act.
- Inclusion of a new provision for recovery of costs following a successful prosecution for an environmental offence and to recoup costs incurred by the agency for undertaking significant environmental investigations
- The ability to set a minimum security for an Authorisation under section 35 of the MMA
- Exclusion of Darwin Port Corporation sites from the MMA to ensure activities are not inadvertently captured by the MMA.

### **Petroleum Act**

On the first of January 2014, amendments to the *Petroleum Act* came into effect. These amendments provided for the controlled release of vacant land, to allow Government to accept multiple applications for exploration permits on the same acreage and to provide a more competitive assessment process.

Key changes passed include:

- The introduction of a new provision – the advertisement of blocks for land release – which allows the Minister to formally advertise blocks of vacant land that are not under a petroleum permit or subject to a petroleum application. Further, the Minister can set the time period in which applications must be lodged for that land.
- The amendment of section 16 of the Act to now allow for the receipt of more than one permit application for advertised blocks or a block of land, thus encouraging a competitive application process.
- Amendment of sections 20 and 21C of the existing Act, dealing with the determination of applications for exploration permits, to now specifically provide for the formal notification of the decision to the successful and unsuccessful applicant(s).

As the enacted amendments provide an opportunity for multiple applications to be lodged over vacant areas of land (not under an existing exploration permit or application), it now allows Government to select the best applicant to expediently explore for oil and gas reserves.

The amendments are intended to encourage oil and gas explorers to increase exploration activity towards finding and proving-up energy resources. They also encourage less active explorers to relinquish held tenure, freeing up land for more active companies to then explore. The amendments bring the Northern Territory closer in line with the Commonwealth and neighbouring jurisdictions' legislative processes to assist operators with cross-jurisdictional activities.

## **Energy Pipelines Act and Energy Pipelines Regulations**

On 1 January 2014, amendments to the *Energy Pipelines Act* and the Energy Pipelines Regulations came into effect. These amendments assist to facilitate changes in fees and charges. Key changes passed include:

- Removing references to monetary amounts and prescribed fees and replacing these with references to *fees prescribed by regulation*, listed in an updated Schedule 2 within the Energy Pipelines Regulations 2013
- Removing the existing formula for calculating licence fees under section 30(1) from the *Energy Pipelines Act* and placing it in the updated Regulations.

These amendments bring the existing *Energy Pipelines Act* in line with other Northern Territory legislation, whereby the level of fees and charges for services and approvals are detailed in subsidiary legislation, rather than contained in the primary statute. The amendments assist to streamline any future changes in fees and charges under Northern Territory petroleum legislation, which have not increased for the past 31 years, and will more closely align the Territory's fees and charges with those of neighbouring jurisdictions.

## **Information Management**

Under Section 11 of the *Information Act*, the department is required to annually prepare a report that detail its:

- Structure and functions
- Types of Government information it usually holds
- Procedures for providing access under Part 3 (Access and Correction Rights) to Government information it holds
- Procedures for correcting under Part 3 personal information it holds.

This information may be published in a document, a database or any other material form, and must be available in at least one of those forms for inspection and purchase by members of the public.

## **Accessing Information**

The department's guidelines and procedures that enable access to information and to request corrections to personal information is available at [www.minerals.nt.gov.au/foi](http://www.minerals.nt.gov.au/foi)

### **Government information held by the agency**

During 2013–14, the department continued to improve Record Management practices, procedures and policies to ensure compliance with Part 9 of the *Information Act*, which requires the department to develop and implement plans and processes to ensure full and accurate records are created, captured, retrievable, secure and, where appropriate, disposed of in line with approved disposal schedules.

- All departmental policies and processes were reviewed in line with the new administrative arrangements
- New online training videos were developed to assist staff using Electronic Document Management
- 5900 records that pre-dated Self-Government were assessed and transferred to the NT Archives Service
- 2354 files were disposed of in accordance with approved Disposal Schedules.

For a comprehensive list of the agency's statement of information refer to: [www.minerals.nt.gov.au/foi](http://www.minerals.nt.gov.au/foi)

### **Requests for access to information in 2013–14**

There was one information request from 2012–2013 carried over and finalised in 2013–14. There were 22 new requests for information, up from three the previous financial year. Of these, eight were related to Primary Industry and Fisheries and the remainder to the Department of Mines and Energy.

In all, seven requests were finalised, seven were withdrawn, four transferred or not accepted and another four carried over into 2014–15. Three requests for internal review were received and finalised for 2013–14.



## Policies, Protocols, Guidelines and Procedures

The department maintains a comprehensive set of policies, protocols, guidelines and procedures as part of its corporate governance framework. They cover a range of different business activities, including Work Health and Safety, Human Resources, Information Management, Risk Management, Communications, Asset Management and Finance. These help ensure regulatory compliance and staff accountability.

Regular reviews are undertaken to make sure the documents align with the department's governance framework, comply with legislation and other government policies, and to monitor the effectiveness of the controls in place to address the strategic and operational risks that arise from time to time.

This year the department finalised moving all of its policies, protocols, guidelines and procedures to a SharePoint platform in an effort to improve document review processes, enhance the regularity of updates, and make the department's electronic Service Centre the single source for up-to-date information.

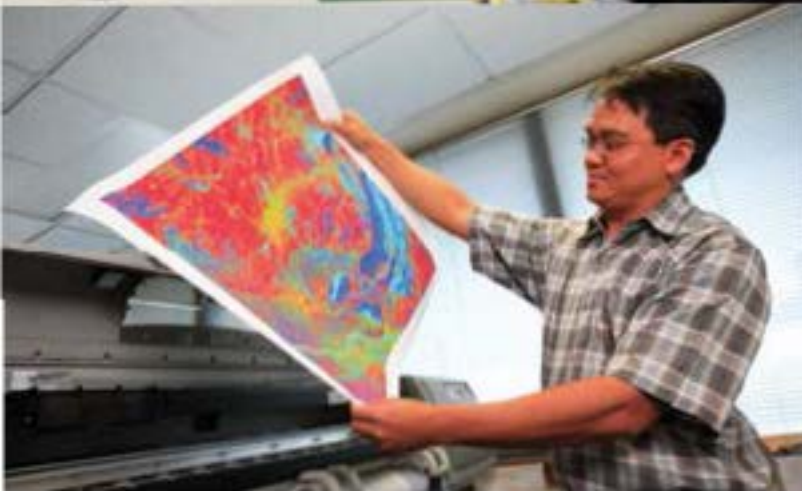
---

***‘Regular reviews are undertaken to make sure the documents align with the department’s governance framework.’***

---



NTGS Staff





# OUR PEOPLE



# Introduction

## Our People

The department continued to attract and retain a passionate, professional workforce of scientists, engineers, researchers, technicians and administration staff from many different cultural backgrounds and age groups.

The department's services are delivered to a wide range of stakeholders and industries in a culturally diverse environment. It is central to our success that our people effectively engage with all stakeholders and maintain the skills and capabilities to meet Government and core business priorities.

The majority of the department's staff are located in the major centres of Darwin and Alice Springs.

The department continued to embed its new structure to enable it to effectively deliver the government priorities for Mines and Energy. This has included the amalgamation of Mineral Titles into the Mines Directorate and the formation of the Energy Directorate.

This also included the production of the Strategic Plan 2014–17 with five strategic themes that include Our People.

As part of our commitment towards implementing this strategic theme Our People, the department recently created Our People Plan. The People Plan is a key part of the DME Strategic Plan 2014–17 and outlines the four objectives relating to Our People.

The department will further implement the People Plan over 2014–17.

## Staffing Profile

The following table shows the number of full-time equivalent staff in the department as at 30 June 2014.

**Table 5:** Staffing

Divisions	2011-12	2012-13	2013-14
Mines & Energy	126	123	147
<b>Total</b>	<b>126</b>	<b>123</b>	<b>147</b>

**Table 6:** Staffing by classification

Classification	Percentage
Administration	41
Early Careers	2
Executive	9
Professional	36
Technical	12

## Our Major Achievements for the Year

### DME People Plan

As a key part of the DME Strategic Plan 2014–17, the department has developed key actions and activities to be undertaken that underpin the Our People element of the Strategic Plan. Across the department, a consultative process was undertaken to gather information from our people highlighting the key challenges and priorities over the next three years. To meet these demands, key actions and activities are set out detailing how their contributions support the department in achieving its objectives. Significant priorities include a focus on recognition and reward for existing staff and attracting and retaining key staff for the department's future through workforce planning.

In June 2014, the DME Our People Plan 2014–17 was endorsed; the Plan will be further communicated around the department, along with the Strategic Plan.

### Energy Directorate Division

Due to the highly specialised nature of the required positions, external expertise has been sought. The Energy Directorate continues to consolidate its functions using the job evaluation system to establish positions. Several advertising processes were undertaken to recruit to the positions of the division.

### Personal Development Plan

The department has implemented a new performance management system, called the Personal Development Plan (PDP), which identifies the links between individual employee roles and responsibilities with the achievement of departmental outcomes. The PDP is about maintaining a culture of shared commitment, performance and development, and provides employees a better awareness of the overall needs and direction of the department. It has been designed to link into the Northern Territory Public Service Capability and Leadership framework when setting objectives and the development needs.

### Monthly Recognition Awards

The department has developed a monthly recognition scheme to regularly recognise individual employees and teams for their outstanding performance. Recognised employees will feed into the agency annual Service, Teamwork, Achievement and Results (STAR) Awards, which recognise outstanding performance.

---

***‘The department has developed a monthly recognition scheme to regularly recognise individual employees and teams for their outstanding performance.’***

---



# A Culture of Leadership Excellence

---

Our leaders strive to influence and manage in a work environment that is complex and often challenging. Understanding stakeholders and an ever-changing environment, working across government, providing excellent advice and customer service, using technology, prioritising resources, ensuring transparency and accountability and empowering people to make a difference are just some of these challenges.

To accomplish this and develop leadership capabilities to achieve our and future mission, we undertook the following in 2013–14:

The Executive Leadership Group, comprised of the CE, Executive Directors and Directors, have undertaken a workshop aimed at setting the Strategic Direction and Developing the Strategic Plan using the Herrmann Brian Dominance Instrument (HBDI).

The Department has supported four staff to attend OCPE leadership programs: one for the Future Leaders program and three for the Executive Leaders Program.

The department has developed a monthly recognition scheme to regularly recognise individual employees and teams for their outstanding performance.

---

***‘The Executive Leadership Group, comprised of the CE, Executive Directors and Directors, have undertaken a workshop aimed at setting the Strategic Direction and Developing the Strategic Plan.’***

---

# A Professional, Capable Workforce

Personal development, mentoring and coaching, and new ways of working provide staff with the necessary tools to assist managing the effects of an aging population, skills shortages and change.

To ensure the department has a professional capable workforce, the following programs were continued:

## Early Careers Programs

The department continues to take part in three key programs as part of its Early Careers initiative. The department hosts participants from the Department Primary Industries and Fisheries (DPIF) under the following programs:

### 1. Indigenous Cadetship Support Program (ICS).

The Cadet program provides financial support to full-time students with a living allowance while studying, paid vocational employment for 12 weeks annually and reimbursement of successfully completed units of study.

DME hosts two DPIF cadets completing degrees in Environmental Science and Engineering.

### 2. Indigenous Apprenticeship Program

The Indigenous Apprenticeship Program provides on-the-job training and assessment in a range of disciplines. Participants of the program gain practical work experience and a recognised qualification.

DME hosts one Indigenous apprentice completing a qualification in Laboratory Operations.

### 3. Graduate Development Program

The Graduate Development Program is a specialist program whereby newly qualified graduates are contracted for either 24 or 12 months. The program enables them to gain real work experience and expand on their professional qualifications and knowledge.

The program provides graduates with rotational placements within the department, allowing for greater skill development and understanding of the many functions undertaken by the department. During 2013–14, the Department hosted one Environmental Engineering graduate.

## Professional Development

The department is committed to ensuring staff have the necessary skills and, therefore, actively encourages our people to attend courses offered internally, and to seek greater education via external programs and work collaboratively with peers in other organisations.

The department offered the following programs to all staff:

- Appropriate Workplace Behaviour and Code of Conduct, with 40 staff having attended
- Chairperson Refresher Workshops with 13 attendees
- Recruitment and Selection had 18 attendees
- Cross Cultural Training (CCT) delivered in line with the OCPE Cross Cultural Training Framework – An Implementation Guide. Sessions held included basic CCT with 24 attendees
- Performance Management and the Art of Giving feedback had six staff in attendance
- Two WH&S workshops; one targeting all general employees had an attendance of 12 and one targeting staff with management responsibilities had an attendance of two
- Key Performance Indicator Training had 48 attendees
- NTPS Capability and Leadership Framework had eight staff attend.

The department also provided development to update and up-skill employees' technical capabilities.

Peter Waggitt, Director of Mining Compliance – Presented at and co- chaired the Uranium Mining and Remediation Exchange Group meeting in Skalsky Dvur, Czech Republic, 26-29 August 2013

Presented at and chaired a session at the 2014 AusIMM International Uranium Conference held in Perth, WA, June 2014.

Presented at the URAM 2014 Symposium held by the International Atomic Energy Agency in Vienna, Austria, June 2014.

Professional Development for Regional Geoscience group NTGS:

Mazhar Khan and Lachlan Hallett attended the Volcanic Process, Products, Successions and Resources Shortcourse in November 2013 as training in recognising volcanic environments and their metallogenic potential.

Christine Edgoose, Verity Normington, Eloise Beyer, Barry Reno, Tim Munson, Jo Whelan, Lachlan Hallett, Mazhar Khan, Roger Clifton, Daniel Revie and Pierre-Olivier Bruna attended Structural Geophysics for Geologists training in February 2014 to assist in the interpretation of geophysical data and images.

Dorothy Close, Christine Edgoose, Tania Dhu, Jo Whelan, Tim Munson, Daniel Revie, Pierre-Olivier Bruna, Steen Nielsen, Ben Orr, Stefan Kraus and Barry Reno attended Bawaka Cross Cultural training in June 2014 to assist with NTGS field mapping programs in East Arnhem Land.

Tim Munson, Verity Normington, Daniel Revie, Pierre-Olivier Bruna, Tania Dhu and Barry Reno attended MapInfo Professional training to assist in the use of GIS.

Nigel Saunders, Rhondra Tomlinson, Ian Burgan, Russell Poole, Daniel Atkins and Lisa Heard attended Bentley Maps training in February to assist in fully utilising Microstation to MapInfo GIS conversion.

Eloise Beyer successfully completed the PSMP in the second half of last year and was awarded a Graduate Certificate in Public Sector Management in December 2013.

Department staff undertook the following training programs, aimed to increase their knowledge in the field:

- Environmental Auditing
- Environmental Management Systems – Lead Auditor Course
- Australian Mine Rehabilitation 2013
- Introduction to AS2885 and the Australian Pipeline Industry and General Principles of Pipeline Design
- Practical Monitoring for improved environmental performance for the resources sector
- Power of Grammar
- Defensive 4WD training and Operation/ recovery techniques
- Environmental Auditor Certification Workshop
- Certificate IV in Government Investigations
- 8th Australian Workshop on Acid and Metalliferous Drainage
- Shale Integrated Production Optimisation
- Intermediate MapInfo Professional Course
- Peter Baine's Leadership Masterclass
- Erosion and Sediment Control Training in Alice Springs
- Reskilling Research Workshop
- Resource Description and Access
- AusIMM Resource Estimation
- Discover & MapInfo Professional
- Adobe Indesign and creating accessible PDFs

Study assistance was provided to staff during 2013–14 for:

- Bachelor of Environmental Science (Environmental Management)
- Masters of Information Technology Management
- Masters of Tropical Environmental Management
- Environmental Management and Environmental Impact Assessment
- Certificate in Geographic Information Systems

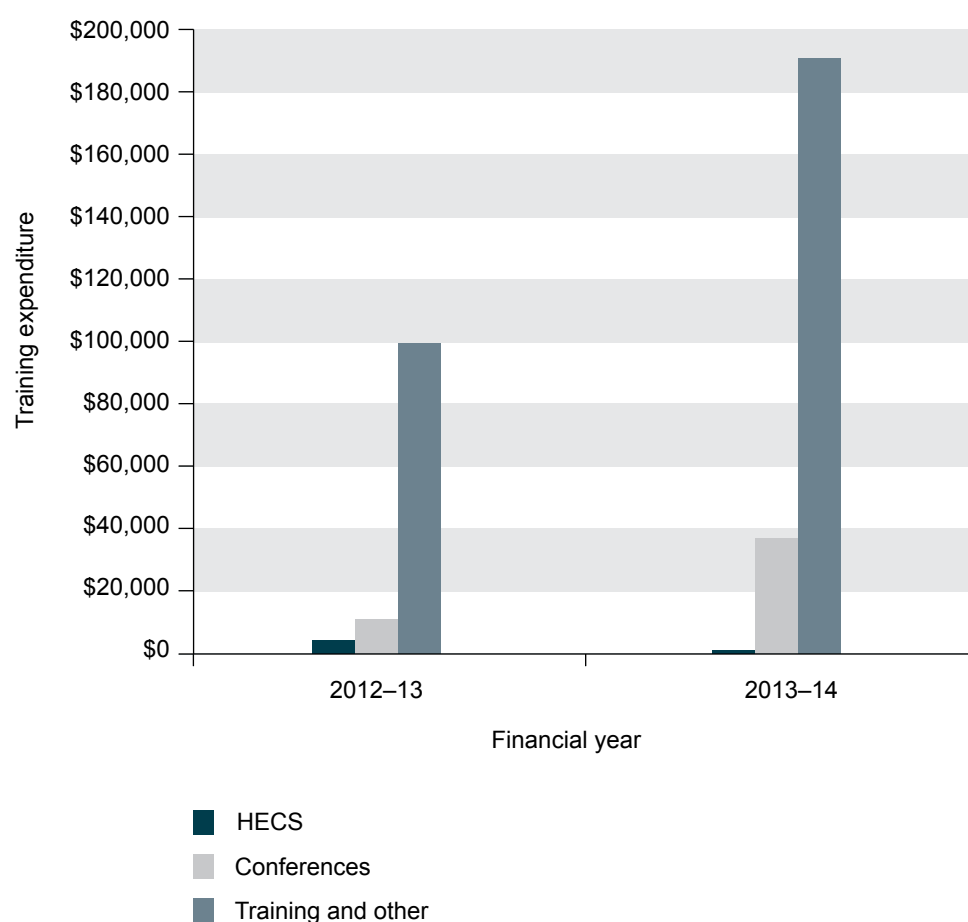
## Training expenditure comparison

The table below shows how support for our people to train, study and attend conferences increased in the past year.

**Table 7:** Training expenditure comparison

	2012–13	2013–14
HECS	\$4 408.30	\$968.00
Conferences	\$10 995.79	\$37 296.90
Training and other	\$99 467.04	\$190 189.65
<b>Total</b>	<b>\$114 871.13</b>	<b>\$228 454.55</b>

**Figure 4:** DME Training Expenditure Comparison



## A safe, positive and diverse workplace

Safety at work, maintaining a positive and diverse work environment, equity in employment, and recognition of high work standards are fundamental elements of our culture. Department effectively resolve workplace issues in a positive and fair manner.

The department during 2013-14 had 40 staff attend workshops called Workplace Culture and Change, which provided information on maintaining a positive workplace culture, NTPS Values, Appropriate Workplace Behaviour and the NTPS Code of Conduct.

## Diversity in the department

Equity and diversity continues to be a feature of the department's human resource initiatives and includes focus on Indigenous employment through our Early Careers Program, implementing work-life balance strategies and acknowledging and implementing strategies to support a family friendly work environment.

## Equal Employment Opportunity (EEO) Information

EEO information is recorded by employees' self-identifying in the following categories:

- Aboriginal or Torres Strait Islander (ATSI)
- Non-English Speaking Background (NESB)
- Person with a Disability (PWD).

As this is voluntary, the data in the table below cannot be guaranteed as completely reflecting the diversity within the department.

Employees are encouraged to enter their EEO details through myHR (an online human resource system that allows employees to access their own salary, leave and other personal information via the Intranet). The department regularly reminds employees to update their details through the HR newsletter and intranet news items.

**Table 8:** EEO groups by year

	2013	2014
ATSI	4	5
NESB	3	5
PWD	1	2

**Table 9:** Employee classification by gender

Classification	Female	Male	Total
Admin	49	19	68
Professional	25	34	59
Executive	6	8	14
Technical	7	12	19
Early Careers	1	2	3

## Work/Life Balance

Specific work-life balance arrangements continued to be considered on a case-by-case basis. As employees become more aware of the opportunities to vary their working arrangements, developing measures to suit individual employees has become more specialised and complex.



This table shows the department has the following flexible working arrangements in place:

**Table 10:** Flexible working arrangements

No. of Approvals	
Flexible working hours	5
Home-based work/telework	0
Job sharing	0
Part-time work	14
Career breaks	0
Part-year employment	0
Short-term absences for family and community responsibilities	3
Use of recreation leave at half pay	7
Purchase of additional leave	1
NTPS Extended Leave Scheme	0
Transition to Retirement	1

The department also supports the use of flexible working arrangements for individual employee requirements.

## Aging Workforce

The age profile in the department shows that 41 per cent, or 66 employees are above the age of 45 and 21 per cent have already reached early retirement age (55 and above).

**Table 11:** Employee age profiles

Age	Female	Male
16 – 25	8	6
26 – 35	21	22
36 – 45	25	15
46 – 55	23	16
56 – 65	9	11
66 – 75	2	5

## Indigenous Employment

Increasing the number of employees in the department who identify as Indigenous remains an objective, as identified in the department's Indigenous employment strategy. At 30 June 2014, there were four identified Indigenous employees within the department, which is 3 per cent of all employees.

As the department's critical positions are within the professional and technical, continued effort is made to explore options to increase the number of Indigenous Australians in these fields. This is being achieved by engaging Indigenous apprentices and supporting Indigenous cadets through the Indigenous Cadet Support (ICS) program. The department continues to actively promote Indigenous employment through engaging with NT secondary schools.

Work was completed to connect the Indigenous Apprenticeship program with disciplines that align to the department's business and skills needs, such as Laboratory Operations, where the department hosts an apprentice from the Department of Primary Industry and Fisheries.

The department has two Indigenous cadets (employed by DPIF under shared service arrangement) studying undergraduate degrees in professional disciplines that match the department's skill needs. These are Engineering and Environmental Science.

The cadets are provided financial support, professional mentoring and paid work placements within their selected discipline during the term of their qualification. Course costs for successful completion of tertiary studies are reimbursed.

To raise the level of knowledge and skills of employees in working with Indigenous people, this year Cross Cultural Training (CCT) was delivered in line with the OCPE Cross Cultural Training Framework. Six training sessions were held with a total of 24 attendees.

## Conflict Management

We continue to promote and use early resolution for workplace issues. Policy and process were reviewed to place emphasis on resolving issues early and as close to the workplace as possible. Early intervention methods, such as mediation and alternative conflict resolution, were used to resolve internal workplace conflicts and grievances during 2012–13. As such, the Chief Executive did not need to resolve any grievances by the more formal process of investigation, nor were there any requests to external parties from employees.

## Employee Assistance Program

The department maintained its Employee Assistance Program, which provides employees and their families with free access to confidential counselling and related services on issues such as interpersonal conflicts, relationship or family problems, stress, financial or vocational issues, grief, trauma, alcohol and other substance abuse problems.

The programs main areas of use continue to be management coaching and traditional employee counselling services, with both services being used. The department will continue to maintain this program to assist employees meet personal and professional challenges. This program provides suggestions to support the department's continuous improvement.

No usage trends of significance occurred in the reporting period, with employee accessing the service consistently and within normal organisational parameters.

## Work Health and Safety Programs

WH&S is a key focus for the department. As a result key actions have taken place, including:

- Establishment of a new Department of Mines and Energy Work Health & Safety Steering Committee (WH&SSC), which will provide a cohesive, senior leadership commitment to lasting WHS performance across the Department;
- Development of a new WH&S Management System, incident reporting process, the updating of existing WH&S policies and establishment of workplace committees;
- Calling for nominations for Health and Safety Representative (HSR) and
- Ensuring all employees are inducted through the agency Induction Program.

---

***The WH&SSC aims to promote and ensure compliance of best practice within the department.***

---

## Rewards and recognition

### STAR Awards

The department held its annual reward and recognition program, the STAR Awards on 30 July 2013.

During the reporting period, the agency made preparations to hold its annual reward and recognition program, the STAR is an acronym for Service, Teamwork, Achievement and Results.

There are four categories that align with government priorities and the annual STAR Awards. Winning monthly employees will become annual STAR Award nominees.

Nomination categories include;

1. Service excellence for the department's clients.
2. Outstanding contribution to leadership within the department.
3. Outstanding contribution to mining/energy development or effective regulatory activity.
4. Outstanding professional, administrative, technical or other contribution to the Territory or region.

Presented by the Minister, Major winners receive \$4000 or \$10 000 for a team, and minor winners receive \$2500 or \$5000 for a team. Additionally, a perpetual trophy, smaller replica and winner's certificate is presented to the winners at the presentation ceremony.

### Service Milestones

The department also prepared to formally recognise employee 10, 20, 30 and 40-year service milestones, with certificate and recognition plaques presentations by the Minister, the Hon Willem Westra van Holthe MLA, to take place in conjunction with the STAR Awards.

Ms Megan Byfield (Mining Performance) was the department STAR Award winner, for her drive, leadership and thorough approach to researching and designing the 'mining district project'. This involved a more efficient allocation of resources to working with stakeholders in regions.

Two Secondary Awards were also presented. Recipients included;

The NTGS Publications Team and Geoscientist Dr Masood Ahman for compiling, editing, designing and producing the first edition of the volume *Geology and Mineral Resources of the Northern Territory*.

Ms Kirsten Johnston (Mining Performance) for her project management, leadership and team work in developing and delivering a workshop to address the environmental management and rehabilitation of extractive sites.

Numerous Service Milestones were also presented at the award ceremony.

Overall five STAR Awards nominations were received. A high level of recognition and participation is a testament to all employees and the department's Rewards and Recognition program.

Left to right:  
Secondary  
Award  
winners, NTGS  
Publication  
Team  
  
Secondary  
Award winner,  
Kirsten Johnston  
  
Star Awards  
winner, Megan  
Byfield



## Academic Achievements

A number of staff from within the department continued to excel academically, including:

Alison Wiercinski, Librarian in NTGS Alice Springs, completed a Graduate Certificate in Liberal Arts (Museums & Collections) at the ANU, with distinction.

Kathy Johnson, Graphic Designer in NTGS Publications Team, completed a Certificate in Geographic Information Systems with CDU.

Pierre-Olivier Bruna, Project Geologist with NT Geological Survey, working on 3D modelling of the McArthur Basin, completed his PhD in 2013 from Aix-Marseille University. It was aimed at characterising tight carbonate reservoir properties evolution with a particular case study of Lower Cretaceous hemipelagic limestone from the SE of France. In non-geologist terms, he studied the formation of tight gas reservoirs in the South East of France.

Eloise Beyer, Senior Geologist in Basement Geoscience, NTGS Alice Springs, completed the PSMP last year and was awarded a Graduate Certificate in Public Sector Management in December.

Congratulations on an outstanding achievement Nicole Gardiner. Nicole completed her Bachelor of Environmental Science with Charles Darwin University, achieving a Grade Point Average (GPA) of six. Nicole was supported throughout her study with the Indigenous Cadet Support program. Nicole is working as a Mining Officer with the Mining Compliance team as a Professional Level 1.

Jane Wang completed her study at Royal Melbourne Institute of Technology (RMIT) in November 2013 and was awarded a Diploma of Interpreting by RMIT in January 2014.



Alison Wiercinski



Eloise Beyer



Nicole Gardiner



Jane Wang



# Public Sector Employment and Management Act Compliance

In accordance with section 28 of the *Public Sector Employment and Management Act* (PSEMA), there is a requirement for the Chief Executive Officer to report on Public Sector Principles to ensure they are upheld and to identify any significant instances where they were not.

The following information is provided in this regard:

Requirements in PSEMA	Measures taken to ensure they are upheld
<b>Administration Management</b>	
<p>Providing effective, efficient and appropriate services to the community and the government;</p> <p>Ensuring the effective, efficient and appropriate use of public resources;</p> <p>Informing, advising and assisting the Government objectively, impartially and with integrity;</p> <p>Ensuring that in carrying out their functions, Agencies:</p> <ul style="list-style-type: none"> <li>1. are responsive to the changing needs of the community and the government</li> <li>2. work cooperatively with each other.</li> </ul> <p>Ensuring the Public Sector is structured and administered so that:</p> <ul style="list-style-type: none"> <li>1. responsibilities are clearly defined</li> <li>2. appropriate levels of accountability are in place</li> <li>3. excessive formality and delay are minimised</li> <li>4. innovation is encouraged.</li> </ul> <p>Ensuring proper standards of financial management and accounting are maintained.</p>	<p>The department has in place numerous measures to ensure compliance with this principle. These measures are detailed under the Governance Section and in other relevant areas of the Annual Report.</p>
<b>Human Resource Management</b>	
<p>Employment is based on merit.</p>	<p>All selection processes must be undertaken by a recognised Chairperson.</p> <p>Extensive recruitment and selection Procedures and information for panels are on the Department's intranet site, and Human Resources taking an active advice and support role.</p> <p>Four workshops were held during 2013–14 on merit-based recruitment, whereby 31 staff were in attendance. Refresher chairperson sessions were provided over two sessions with eight staff in attendance.</p>



Requirements in PSEMA	Measures taken to ensure they are upheld
<b>Human Resource Management</b>	
Equality of employment opportunity.	<p>Indigenous Employment continued.</p> <p>Recruitment practices have a strong focus on merit.</p> <p>Appropriate workplace behaviours policy and procedures have been updated and are available on department's intranet site.</p> <p>A EOMP will be developed for the department in 2013–14.</p>
<p>Working environments in which employees:</p> <ul style="list-style-type: none"> <li>1. are treated fairly, reasonably and in a non-discriminatory way</li> <li>2. are remunerated at rates appropriate to their responsibilities</li> <li>3. have reasonable access to training and development</li> <li>4. have reasonable access to redress when adversely affected by improper or unreasonable decisions.</li> </ul>	<p>Appropriate Workplace Behaviours Policy and Procedures promote a workplace that meet the requirements of this principle.</p> <p>The department has developed a new performance management system, which identifies the employee's training needs aligned to individual work plans and career aspirations.</p> <p>Positions are evaluated through Job Evaluation System or the Work Content process (Physical positions).</p> <p>The department has a Grievance Policy and Procedures, which provide employees with the opportunity to seek reasonable redress.</p>
<b>Performance and conduct</b>	
<p>Carry out the officer's duties as follows:</p> <ul style="list-style-type: none"> <li>1. objectively, impartially, professionally and with integrity</li> <li>2. to the best of the officer's ability</li> <li>3. in accordance with the Act and any code of conduct applicable to the officer under section 16(2)(c);</li> <li>4. Treat other public sector officers, other persons in the workplace and members of the public fairly, equitably and with proper courtesy and consideration</li> <li>5. Ensure effective, efficient and appropriate use of public resources</li> <li>6. Avoid actual or apparent conflicts of interest between personal or other interests and duties as a public sector officer.</li> </ul> <p>Ensure the officer's personal conduct does not:</p> <ul style="list-style-type: none"> <li>1. adversely affect the performance of the officer's duties as a public sector officer; or</li> <li>2. bring the Public Sector into disrepute.</li> </ul>	<p>An online induction provides employees with information on the code of conduct and these principles. Ninety per cent of new commencements are inducted. Based on a quarterly reporting cycle, those who have not completed their inductions receive a reminder email.</p> <p>The performance management system provides employees the opportunity to understand what is expected of them and develop a learning plan.</p> <p>During 2013–14, the department held a total of 4 Code of Conduct and Appropriate Work Behaviour Awareness workshops. A total of 40 staff attended.</p>
<b>There was no significant failure to uphold these principles during 2013–14.</b>	

Requirements defined in the Employment Instructions	Actions taken
<b>Filling Vacancies</b>	
A Chief Executive Officer must develop a procedure for the filling of vacancies consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement.	<p>The department has Recruitment and Selection Procedures available on its intranet site.</p> <p>Selection processes to be led by a recognised Chairperson.</p>
<b>Probation</b>	
A Chief Executive Officer must develop a probation procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement.	<p>Probation Procedures are available on the intranet site.</p> <p>Human Resources take an active role monitoring the process.</p>
<b>Employee Performance Management and Development Systems</b>	
A Chief Executive Officer must develop and implement an employee performance management and development procedure consistent with the Act and its subordinate legislation and any relevant award or enterprise agreement.	The department's performance management system was reviewed and revamped to ensure it better meets new agency requirements. The review will also produce an online form that aims to increase the capability to monitor its use throughout the department.
<b>Internal Agency Complaints and Section 59 Grievance Reviews</b>	
A Chief Executive Officer must develop an internal employee grievance handling policy and procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement.	The department's Grievance Policy and Procedures is available on the departments intranet site. These emphasis early intervention and include provisions to allow for complaints related to Work Health and Safety matters.
<b>Equality of Employment Opportunity Programs (EEOP)</b>	
A Chief Executive Officer must develop an Equality of Employment Opportunity Program (EEOP) consistent with the Act, its subordinate legislation, the Anti-Discrimination Act and any relevant award or enterprise agreement.	<p>The department has an Indigenous Employment and Career Development Strategy.</p> <p>The department's recruitment and selection procedures requires the make-up of all selection panels to represent the diversity of the applicants.</p> <p>The department will develop an EOMP during 2014–15.</p>

Requirements defined in the Employment Instructions	Actions taken
<b>Work Health and Safety Standards Programs</b>	
<p>A Chief Executive Officer must ensure the application in his or her agency of appropriate occupational health and safety standards and programs.</p> <p>A Chief Executive Officer is required to provide information in the Agency Annual Report in relation to the agency occupational health and safety programs.</p>	<p>The Department is establishing an WH&amp;S framework as required by the Work Health and Safety legislation.</p> <p>Information in relation to the department's work health and safety programs is contained in the Governance section of this report.</p>
<b>Appropriate Workplace Behaviour</b>	
<p>A Chief Executive Officer must develop and implement an agency policy and procedure to foster appropriate workplace behaviour and a culture of respect to deal effectively with inappropriate workplace behaviour and bullying as defined in this Employment Instruction. The policy and procedure are to be consistent with the Act, its subordinate legislation and any award or enterprise agreement.</p>	<p>The department has reviewed their AWB Policy and Procedures to ensure it is contemporary and compliant with the revised PSEMA.</p> <p>During 2013–14, the department held a total of four Code of Conduct and Appropriate Work Behaviour Awareness workshops. A total of 40 staff attended.</p> <p>These workshops receive consistently good feedback and will continue to be delivered in 2014–15.</p>

# PERFORMANCE REPORTING



The Department of Mines and Energy assess its overall performance against Directorate specific measures. These are outlined in Table 12 below:

**Table 12: Mines and Energy Performance Measures**

Key Deliverables	2013–14 Estimate	2013–14 Actual
<b>Geological Survey</b>		
New geospatial data sets and publications distributed to client groups <sup>1</sup>	6 000	9 282
Geoscientific data products developed or updated	65	82
Industry delegates at Annual Geoscience Exploration Seminar <sup>2</sup>	210	167
Target rating for geological database in FIAS <sup>3</sup>	10th	9th
Information and product request responses within five days	90%	88%
Products and industry reports distributed online <sup>4</sup>	50%	78%
<b>Industry Development</b>		
Overseas investment attraction missions and seminars	4	4
International investment attraction events held domestically	2	3
New prospective international investment introductions made by Territory projects	n/m	n/m
<b>Mines Directorate</b>		
Mine planning documents assessed	350	455
Authorisations granted	100	255
Total rehabilitation securities held (\$000)	652	736
Audits conducted <sup>5</sup>	10	9
General inspections conducted <sup>6</sup>	200	227
Number of Authorised Sites	360	
Sites monitored by Environmental Monitoring Unit	25	26
Mineral exploration licences granted	1 350	1 178
Applications for mineral exploration licences outstanding	905	858
<b>Energy Directorate</b>		
Energy Title applications received and administered	20	6
Energy Title applications outstanding – total	140	135
Energy Titles granted – total	20	16
Energy Activity applications received	14	26
Energy Activities applications approved	23	32
Energy Exploration Activities Assessed	n/m	695
Energy Activities Site visits/inspections	20	9

1 The actual figure for 2013-14 is higher than estimated due to the long-awaited release of the seminal volume Geology and Mineral Resources of the Northern Territory and the Petroleum geology and potential of the onshore Northern Territory report

2 Includes all delegates from the private sector, including explorers, and exploration and mining service providers.

3 The FIAS (Fraser Institute Annual Survey of Mining Companies) is an annual worldwide survey of mining companies to rate the relative mineral exploration attractiveness of 112 jurisdictions, an increase of 16 over the 2012-13 survey.

4 The actual percentage for 2013-14 is higher due to the launch of an online system to deliver industry reports and consequent drop in the numbers delivered offline

5 An audit is the formal examination of the environmental management system in accordance with ISO14001

6 An inspection is any visit to a site by a mining officer and includes audits



# Energy Directorate

Driving sustainable development of the Northern Territory energy industry, the Energy Directorate is steering a whole-of-government strategic, 20-year energy policy to deliver energy security to the Northern Territory.

The Energy Directorate carries out regulation of the upstream energy sources and downstream energy activities and is also working to deliver a whole-of-government energy policy. The Titles and Operations teams provide a professional client services and are set to grow to meet the demands of industry expansion. Our Pipelines team continues to deliver pipeline licences to support the development of onshore energy infrastructure, like the development of the Inpex LNG facilities.

## Energy Policy

The policy framework will ensure optimisation of the development and deployment of the Territory's oil and gas for consumption, both within the Territory and Australian domestic markets and for export. To this end, the Directorate is developing contemporary legislation to regulate upstream energy resources, including mechanisms to encourage accelerated exploration activities on the most prospective onshore resource opportunities.

The Directorate is also engaged across agencies to ensure Government's objectives sought through the separation of PowerWater are realised, in particular, creating competition in the energy marketplace and value adding to government owned gas reserves.

The policy framework will also focus on renewable and new energy technologies and the delivery of sustainable energy to remote locations.

## Petroleum Promotion

- In partnership with the Department of the Chief Minister, DME provided information and advice to a range of industry clients at the Australian Petroleum Production and Exploration Association (APPEA), South East Asian Offshore Oil Conference (SEAAOC), and North America Prospect Expo (NAPE).
- Continue to promote the Territory in high-level forums through the provision of accurate advice and information to industry and other stakeholders

- Continue to promote and collaborate across agencies within the Territory

## Petroleum Legislation

- Development of contemporary, risk/outcomes-based Environment and Resource Management Regulations, replacing the Schedule to the *Petroleum Act*.
- Complete the review of onshore petroleum legislation, ensuring the legislation meets contemporary and future activities and provides certainty to the public and government with best practices in administration and regulation of Territory energy resources.

## Energy Tenure

Grant and maintenance of energy tenure, addressing petroleum permits and operations, pipeline license and construction, Indigenous liaison and land access matters regulation and administration of petroleum, pipeline and geothermal interests in the Northern Territory.

Expenditure on work programs is expected to exceed \$55 million in 2015 and projected expenditure on oil and gas exploration on granted titles exceeds \$200 million for the next five years. This figure will grow as more titles are granted.

## Achievements for 2013–14

- Granted two Production Licences, the first in 32 years.
- Implemented the *Petroleum Act* amendments enabling multiple applications over the same vacant land, creating an environment for competitive processes.
- Initiated the first land release since 1999.

## Priorities for 2014–15

The Energy Directorate is actively growing its internal capacity, enhancing its skill base and creating a nimble, responsive team to manage the Territory's energy portfolio.

# Energy Titles Administration

Administration of tenure by the Energy Tenure team includes:

- Facilitating the grant of all energy tenure in accordance with relevant Northern Territory and Commonwealth legislation
- Maintaining registers for all energy tenure
- Monitoring title holder's compliance with grant conditions and legislative requirements
- Administering Part IV of the *Aboriginal Land Rights (Northern Territory) Act 1976* (ALRA) on behalf of the Commonwealth
- Contributing to policy formulation, the development of legislation and the promotion of the Territory's resources
- Administering and ensuring exploration expenditure for energy projects meet or exceed approved levels for work programs
- Ensuring contemporary systems of administration through a process of continual improvement.

## Petroleum Operations

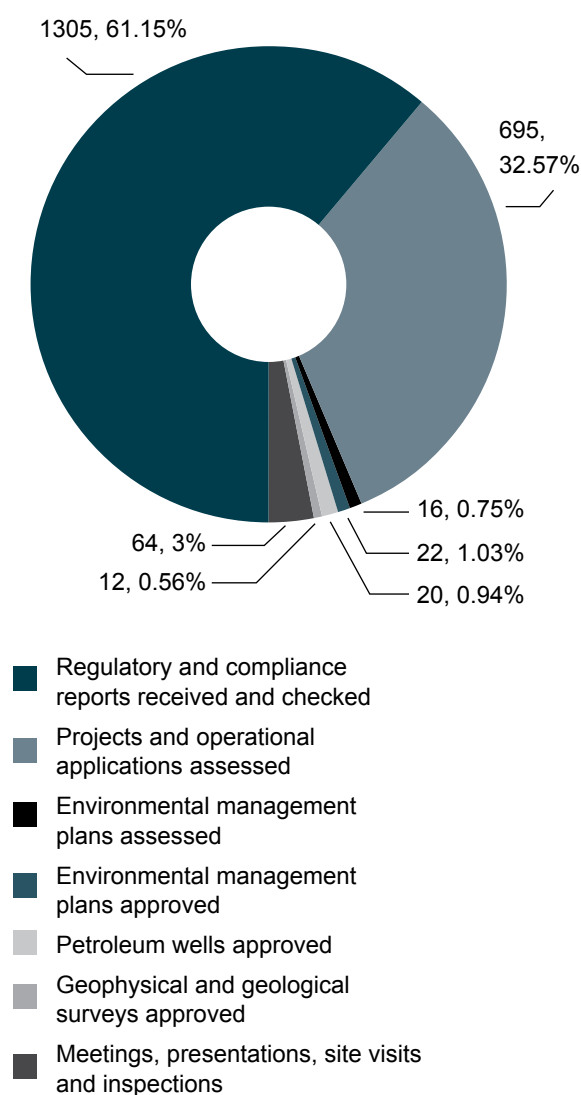
Development of the onshore oil and gas industry forms a key component of the Northern Territory Government's Framing the Future vision. In particular, the onshore gas industry is seen as a critical contributor to the Territory's future economic growth through the provision of employment, regional development and royalty benefits directly to the NT Government. It is also essential to the Territory's and, in part, the nation's energy security.

The Petroleum Operations team regulates all activities associated with a petroleum exploration permit. Petroleum activities are assessed and monitored to ensure they meet leading practice and are carried out in a manner that is safe and with minimal impact on the environment. These activities include seismic surveys, drilling of wells, well work-overs, regulation of production facilities and all associated environmental assessments. A summary of these activities conducted in 2013-2014 can be found in the following table and include the granting of two new production licences – the first time one has been granted in more than 32 years.

Throughout 2013–14 the Petroleum Operations team:

- Received and checked 1305 Regulatory and Compliance reports
- Assessed 695 projects and operational applications
- Assessed 16 Environmental Management Plans
- Approved 22 Environmental Management Plans
- Approved 20 Petroleum Well applications
- Approved 12 Geophysical and Geological Survey applications
- Attended 64 presentations, site visits, inspections and meetings

**Figure 5: 2013–14 Yearly Summary Level of Activity – Petroleum Operations**



## Pipelines

The Energy directorate is responsible for the licensing and regulation of high-pressure energy transportation pipelines. To ensure they are designed, constructed and operated to achieve and maintain the highest level of integrity, the Directorate regulates pipeline owners and operators in accord with the world-leading Australian Standard 2885: Pipelines-Gas and Liquid Petroleum, and other relevant world-recognised standards.

There are more than 3000kms of these silent, out-of-sight pipelines supplying natural gas and LPG to the Territory community for power generation and heating. The interconnected and multi-sourced nature of the system ensures a high degree of reliability of supply.

### Industry operations relying on energy pipelines:

- Darwin LNG plant (due to be joined in 2016 by the INPEX LNG plant being developed at Bladin Point)
- 12 power stations (soon to be 14) serving major and small communities
- Industrial and commercial enterprises in Darwin and Alice Springs (through connected low-pressure distribution systems)
- McArthur River Mine and Darwin Abattoir
- Kleenheat LPG storage and distribution facility in Darwin



Construction of pipeline

### Active energy pipelines:

PL01	Palm Valley to Alice Springs Gas Pipeline
PL04	Amadeus Gas Pipeline
PL07	Central Energy Gas Pipeline
PL10	Elliott Lateral Gas Pipeline
PL15	Kleenheat LPG Pipeline
PL17	McArthur River Mine Gas Pipeline
PL18	Berrimah Gas Pipeline
PL20	Bayu Undan Gas Pipeline
PL21	Bonaparte Gas Pipeline
PL22	Weddell Gas Pipeline
PL23	Blacktip Gas Pipeline
PL24	Blacktip Condensate Pipeline
PL25	Wickham Point Gas Pipeline
PL28	Darwin Abattoir Gas Pipeline

### Energy pipelines due for construction in 2014-2015:

PL21	Wadeye Lateral to Bonaparte Gas Pipeline
PL26	INPEX Gas Export Pipeline – offshore
PL27	INPEX Gas Export Pipeline – onshore
PL30	Dingo Gas Pipeline
PL31	Wickham-INPEX Fuel Gas Pipeline Interconnect
PL32	INPEX Fuel Gas Pipeline

# NT Geological Survey

---

Growing the mineral and petroleum industries by attracting and supporting exploration through the acquisition, delivery and promotion of geoscience data and information.

- Implementing Government's pre-competitive geoscience initiative
- Providing high-quality geoscience products and data to industry in contemporary formats
- Management and delivery of historical exploration data, reports and drillcore
- Undertaking field-based geoscientific investigations to enhance and promote prospectivity.

## Achievements for 2013–14

Pre-competitive geoscience initiative

- Release of the Southern Wiso Gravity Survey, covering 60 000km<sup>2</sup> of central Northern Territory between Tennant Creek and the Tanami region
- Implementation of the sixth round of exploration grants under the Geophysical and Drilling Collaborations program
- Acquisition and release of the Southern McArthur Basin Gravity Survey, covering more than 75 000km<sup>2</sup> south of the Roper River
- Acquisition of the Dunmarra Airborne Magnetic and Radiometric Survey, covering an area of over 36 000km<sup>2</sup> in central Northern Territory between Katherine and Tennant Creek
- Acquisition of the West Amadeus Basin Gravity Survey, covering more than 45 000km<sup>2</sup> in the south-western corner of the NT
- Release of the flagship *Geology and Mineral Resources of the Northern Territory* volume in hard copy and digital formats
- Release of a comprehensive overview of the petroleum geology of the Northern Territory onshore basins NTGS Report 22
- Delivery of GEMIS, a system to search and download open file statutory exploration company reports over the web.

## Industry Support

- Complete change to palletised racking in part of the Darwin core store facility

## Promotion

- Attendance of 219 delegates at the AGES 2014 conference in Alice Springs in March, including 167 industry delegates
- Promotion of the Territory as an exploration destination at national forums in Darwin
- Promotion of the Territory's resource potential to international investors in China, Japan and Korea as a contribution to the International Minerals Investment Strategy.
- Promotion of the Territory's petroleum potential at North American Prospect Expo (NAPE), in Houston, Texas.

## Priorities for 2014–15

### CORE Initiative

- Implementation of the government's CORE (Creating Opportunities for Resource Exploration) Initiative
- Implementation of the seventh round of the Geophysical and Drilling Collaborations under CORE, totaling \$847,000 of funding for 13 greenfields projects
- Acquisition of the Northern McArthur Basin Gravity Survey
- Acquisition of the Delamere Airborne Magnetic and Radiometric Survey
- Completion and release of the West Amadeus Basin Gravity Survey
- Completion and release of the Dunmarra Airborne Magnetic and Radiometric Survey
- Release of first results from McArthur Basin project including analysis of prospective shales and preliminary 3D model of the Roper Group
- Release of new geological maps from projects in the Arunta Region in central Australia.

## Promotion

- Organise the AGES 2015 conference to be held in Alice Springs in March 2015
- Promotion of the Territory as an exploration destination at national and international forums, along with contribution to international investment attraction in East Asia.



# Industry Development

- Attracting investment into greenfields exploration and new minerals and energy projects
- Promoting the Northern Territory's mineral and energy investment opportunities to potential international investors
- Assisting Territory explorers to access investment from the international market
- Providing services to identify and introduce potential investors, promoting Territory businesses and assisting local industry with business liaison
- Developing strategic partnerships with key international organisations in China, Japan and South Korea
- Making regular Ministerial and Departmental trade missions to key markets for Northern Territory minerals and energy resources in China, Japan and South Korea
- Holding Northern Territory investment seminars and promotional events in Australia and overseas
- Building and growing relationships with key domestic organisations and companies, and leveraging those relationships to raise the profile of the Territory as an investment destination
- Hosting visiting international delegations of potential investors
- Producing communication materials to promote the Territory as an attractive resources investment destination

## Achievements for 2013–14

- Assisted Northern Territory explorers to access investment from the international market
- Assisted local explorers to secure two new agreements regarding investment with Chinese companies and two new agreements with South Korean companies
- Produced a directory of investment opportunities in Japanese and Korean for the first time

- Strengthened strategic relationships with investment groups in China, Japan and South Korea
- Organised a Ministerial and industry visit to China covering Beijing, Tianjin and Shanghai
- Organised two Ministerial and industry visits to Japan and South Korea
- Held one investment seminar in China and two seminars in South Korea, and hosted two investment events in Japan
- Together with the Embassy of the Republic of Korea, held Northern Territory – Korea business roundtables in Darwin in December 2013 and Sydney in June 2014
- Held minerals and energy investment promotion events in Sydney and Perth, targeted at Chinese companies that have representative offices in Australia
- Continued to work closely with local businesses and associations, including the China Mining Club of Australia and the Australia China Business Council

## Priorities for 2014–15

- Increase investment for Territory explorers
- Expand our database of potential investment contacts in China, Japan and Korea to make new partnership opportunities for local explorers
- Expand our range of international investment marketing materials to showcase the NT's onshore energy potential
- Continue successful track record of matching international investors with Territory explorers
- Continue to promote our investment attraction capabilities and services at international events.
- Organise international promotional visits to China, Japan and Korea
- Update our marketing materials for Chinese, Japanese and Korean markets, including expanding our range of electronic publications





Ian Scrimgeour and delegate



From left to right: Tania Dhu, Kirsten Johnston, Wendy Prichard, Annette Duncan, Dorothy Close, Jo Whelan

# Mines Directorate

On 1 July 2013, the Mining Compliance, Mining Performance and Minerals Titles Divisions were amalgamated to form the Mines Directorate.

This created a group that deals with the full range of mineral-related regulation, from the first grant of mineral tenure, to the approval of operations, and to closure and rehabilitation.

The aim of the amalgamation was to streamline processes and provide more efficient systems and services to clients. Work is under way on a number of activities to look at improved service provision, including assessment of new web-enabled, client-friendly business systems.

The Mines Directorate can be broken down into four Divisions; Remediation, Compliance, Rum Jungle and Titles.

## Mining Remediation Division

The Mining Remediation Division is made up of the Technical Support Team, the Environmental Monitoring Unit and the newly established Legacy Mines Unit.

The Division provides expert information and strategic advice to the NT Government and industry in relation to environmental management of mining operations, particularly in relation to water management, mine remediation and closure.

## Technical Support

Technical Support provides specialist scientific advice and support to the Mining Teams, particularly with regards to reviewing the Water Management components of Mine Management Plans. The majority of the professional staff in this group has specific expertise in water chemistry.

## Environmental Monitoring Unit

The Environmental Monitoring Unit (EMU) is a specialist unit with vast practical experience in water sampling and monitoring techniques. The EMU provides DME with high-quality monitoring data for surface and groundwater across all mine sites in the NT. In addition, EMU provides training, and advice to operators on correct sampling procedures. Data collected by EMU also serves as a quality analysis/quality control check against data collected by operators. EMU is also involved in investigations into cases of potential environmental harm when required.

The EMU has a range of specialised equipment to enable it to operate effectively in the field, including a Laboratory Truck (designed by EMU), which allows state-of-the-art processing of water samples in the field. The unit spends extensive amounts of time in the field working on operating and abandoned mine sites.



Weather station installed by LMU on the waste rock dump at Woolwonga.





## Legacy Mines Unit

The Legacy Mines Unit (LMU) was established in late 2013 to develop an inventory of legacy sites within the Northern Territory and undertake investigation and/or remedial works at key sites.

The activities of the LMU include:

- undertaking a risk-based assessment to identify legacy mine sites
- determining the environmental impact of the identified sites
- setting a priority ranking for any future remediation works
- developing site specific remediation plans and project managing remediation works.

## Mining Compliance Division

The Mining Compliance Division is responsible for the enforcement of compliance issues associated with the *Mining Management Act* (MMA). Professional staff within the Division conduct mine audits and inspections to ensure compliance with Mining Management Plans and relevant standards.

DME has divided the Northern Territory into 36 Mining Districts based on geographical location. The districts are assigned to various mining teams and each team leader assigns the selection of projects to the team members. The selection of projects will include exploration and extractive sites for each officer as well as smaller mining operations. Major mining operations are divided between the teams and assigned to senior team members.

The Uranium Team deals with Ranger Mine and almost all other uranium and rare earth related projects. The exceptions are some projects near Alice Springs, which are managed by the Central Australian team.

Environmental Officers in the teams are appointed Mining Officers under the MMA once they have sufficient skills and experience.

## Rum Jungle

In May 2013, the Conceptual Rehabilitation Plan on the management of the former Rum Jungle Mine site was completed by DME. The Conceptual Rehabilitation Plan represented the final milestone under the National Partnership Agreement (NPA) – Stage 1. The Conceptual Rehabilitation Plan was developed in consultation with the joint traditional Aboriginal owners of the site – Kungarakana and Warai. The plan was subsequently accepted by the former Commonwealth Minister for Resources, Energy and Tourism and Commonwealth Cabinet, including the endorsement of the preferred conceptual rehabilitation strategy.

In September 2013, a further Project Agreement (PA) was signed between the NT and Commonwealth to progress rehabilitation planning at Rum Jungle (Stage 2). Similar to the working arrangements of the NPA – Stage 1, DME will be the project manager of Stage 2 which aims to develop the preferred rehabilitation strategy from a concept to implementation-ready with detailed designs and tender-ready procurement packages by June 2016. DME is also managing and maintaining the site, including undertaking site maintenance works, weed and fire management, improving site security, and environmental monitoring. The PA, and the NPA prior to it, includes four distinct sites: the former Rum Jungle mine site, Rum Jungle Creek South, Mt Burton and Mt Fitch.

## Minerals Titles Division

The Mineral Titles Division (MTD) facilitates the grant and maintenance of exploration licences and mining titles in accordance with relevant Northern Territory legislation.

Additionally the Minerals Titles Division:

- maintains the register for all mineral titles
- monitors title holder's compliance with grant conditions and legislative requirements
- Administers Part IV (the exploration and mining provisions) of the *Aboriginal Land Rights (Northern Territory) Act 1976* (ALRA) on behalf of the Commonwealth
- Contributes to policy formulation, the development of legislation and the promotion of the Territory's resources.

## Mines Directorate Achievements for 2013–14

### Legislative

- The Mining Remediation Levy was introduced in October 2013 in accordance with the amendments to the *Mining Management Act* (MMA). Despite a number of administrative procedures having to be created, the project was more than 90% completed by the end of the year
- Fine tuning of the MMA recently developed processes to improve the streamlining of regulatory approvals for operating mines in consultation with industry, including provisions for multi-year mining management plans
- Consolidation of the new *Mineral Titles Act* (MTA) and Regulations providing efficient processes for the granting and maintenance of exploration and mineral titles
- Continuation of the transition of 'non-compliant' titles from the repealed *Mining Act* to the *Mineral Titles Act*
- Administered Part IV of ALRA on behalf of the Commonwealth to facilitate the grant of exploration licences on Aboriginal Freehold land, including attendance at s42 On Country Meetings
- Participated in the review of Part IV of ALRA;
- Participated in the proposed review of the *Native Title Act 1993*
- Conducted education sessions for industry at the Annual Geoscience Exploration Seminar (AGES) 2013.

### Economic

- Commenced the assessment and development of a new Departmental IT system to encompass a contemporary Titles Administration System
- Developed short-term improvements to the public spatial system for titles

- Public launch of redeveloped STRIKE web mapping system
- Provided regulatory approvals for a range of mining plans (more than 250) to allow continued economic development of mineral resources in a sustainable manner
- In conjunction with NT Geological Survey, commenced redevelopment of the STRIKE web mapping system as a vehicle for providing tenure specific services and geoscientific information to the public
- Facilitated the grant of mineral titles attracting major project status.
- Established a new team to deal with mining legacy issues and commenced activities in relation to the building of a legacy mine remediation program – the Legacy Mines Unit
- Subsequent to the successful completion of the National Partnership Agreement on the management of the former Rum Jungle Mine site, a further Project Agreement has been signed between the NT and Commonwealth to develop the preferred conceptual rehabilitation strategy to implementation-ready, detailed engineering designs and procurement ready tender packages;
- During the year there were 117 field visits, nine close-out inspections, nine environmental audits and 16 investigations at mining sites across the NT.

### Community

- Established stakeholder engagement plans to achieve and maintain positive and cooperative relationships
- Made significant progress in the establishment of a Mining Advisory Committee, including the development of a Terms of Reference and consultation with major industry representatives
- Further enhanced the fossicking website, increased awareness, provided up-to-date resources, re-assigned fossicking areas and facilitated greater access to land for fossickers
- Appointed a new Independent Monitor to review the roles of the regulator and operator at McArthur River Mine.

### Environment

- An increased number nine of serious incident investigations were undertaken, including the Ranger Leach Tank Failure incident
- Continued to work with the operator responsible for the Mount Todd mine site to address environmental legacies
- Supported the activities of the Security Assessment Board, which requires operators to submit a rehabilitation security for 100% of environmental liability. The department now holds securities and bank guarantees totaling approximately \$736.8 million as at 30 June 2014

### Evaluation

- Assessed 457 mine planning documents
- Referred 32 documents to the Environment Protection Authority
- Issued 270 authorisations under the MMA: 127 for exploration, 48 for mining and 95 for extractive and quarrying
- Requested 132 securities for 2013–14
- Collected 5580 water and sediment samples across the NT
- All Mining Teams are now nominally at full strength, including four officers in Alice Springs for the first time. This improvement in resources has enabled the backlog of assessments and inspections to be tackled with average processing times reduced and increased numbers of site inspections carried out
- Staff training was emphasised during the year with 17 staff attending a course in environmental auditing and others attending specialist conferences and workshops to enhance various technical and administrative skills
- Implemented the Database for Evaluating Environmental Performance (DEEP), which captures the environmental monitoring data and facilitates the review and assessment of environmental performance data.



## Priorities for 2014–15

### Legislative

- Continue efforts to streamline regulatory process
- Continue to manage statutory processes to meet government objectives for environmentally sustainable development in the mining industry, including a focus on auditing major mines and inspections across all sites
- Commence stakeholder consultation and determine the extent of *Mineral Titles Act* amendments
- Complete the program for the progression of non-compliant existing interests into the Mineral Titles legislation regime
- Provide detailed comprehensive advice in respect of the review of Part IV of ALRA and Native Title legislations
- Ensure contemporary systems of administration through a process of continual improvement
- Work within Commonwealth legislative frameworks to reduce timeframes for the grant of titles
- Re-establish the role of the Mining Board.

### Economic

- Departmental collaboration for promoting economic zones of interest for exploration
- Finalise the scope and start the development of the Departmental IT systems that will encompass a new Titles Administration System
- Public launch of redeveloped STRIKE web mapping system.

### Community

- Continue to ensure the valid and timely grant of exploration licence applications and mineral titles in accordance with Government policy and legislative requirements
- Continue to collaborate across agencies in relation to exploration and extractives
- Continue to promote the Territory in high-level forums through the provision of accurate advice and information to industry and other stakeholders

- Continue to promote and collaborate across agencies within the Territory
- Facilitate access to greater areas for prospecting and fossicking
- Support the exploration and mining industry during this economic downturn with flexible and effective management
- Continue to provide information and involvement in the Commonwealth Land Access Working Group
- Provide secretariat and administrative support to a newly established Mining Advisory Committee.

### Environment

- Continue to provide strategic and scientific advice and independent data to underpin the regulation, inspection and investigation of current, future and legacy mine site environmental performance
- Continued work on the engineering designs for the rehabilitation plan for the former Rum Jungle mine site consistent with the interests of stakeholders, particularly traditional Indigenous land owners
- Undertake groundwater investigations at the Redbank mine site to determine the mechanism for transport of mine impacted water into the environment
- Work with the operator of the Mount Todd Mine Site to implement a medium term water management plan
- Progress the development of an inventory of legacy mine sites across the Territory
- Continue the program of installing remote monitoring stations at key sites across the Territory.

### Evaluation

- Continue to manage the departmental relationship with the new McArthur River Mine Independent Monitor
- Consultation with extractive industry representatives, develop and implement new, simplified procedures in relation to the preparation of mining management plans and security bonds.

# Corporate Shared Services

---

## Communications Unit

### Overview

The Communications Unit located within the Department of Primary Industry and Fisheries also provides services to the Department of Mines and Energy under arrangements that commenced in July 2013. Its role includes:

- Providing high-level media support services to the Minister's offices
- Providing proactive and reactive media management services to both departments
- Working with the Communications and Marketing Bureau (CMB) in the Department of the Chief Minister on identified departmental campaigns and crisis communications responses
- Planning, producing and implementing communications activities in support of strategic policy and program initiatives
- Producing materials and implementing plans for major events that support and promote both departments' activities
- Managing and producing collateral material to support both departments' involvement in public activities and displays
- Identifying and managing outsourced design and production services as required
- Developing content and supporting the design and distribution of a wide range of non-technical publications including internal communications
- Maintaining both departments' web presence through Intranet, Internet and Extranet sites.

### Achievements for 2013-2014

- Provided high-quality media services to the Minister's offices and both departments' business areas, including preparation of materials and direct liaison with media outlets
- Produced more than 200 publications, documents and supporting materials for business areas, including newsletters, booklets, brochures and posters, as well as major productions such as the Annual Reports
- Provided support and collateral materials for a wide range of major events
- Developed and support numerous communications strategies, including: Banana Freckle Eradication, Poppy Legislation, Oil and Coal Seam Unconventional Gas Extraction, Biosecurity Incursions in NT waterways and Behavioural Protocols for Indigenous Coastal Fisheries
- Provided media training to finalists in the Rural Women's Award.

### Priorities for 2014-2015

- Continuing to provide a high level of media support to the Minister's office and both departments
- Support internal and stakeholder communications for both departments

- Working with the CMB in the Department of the Chief Minister (CMB) to provide high-level project management assistance to business areas with major campaigns and crisis communication activities
- Developing an efficient working relationship with new areas of CMB, such as the Print Management Unit (PMU) and master advertising placement system (via Adcorp)
- Implementing the use of the new NT Newsroom centralised media release distribution and storage centre
- Implementing the new whole-of-government iSentia media monitoring system
- Facilitating the provision of training to agency staff in the fundamentals of developing communications strategies and media training
- Ensuring the functionality and accessibility of agency web environments and systems, and the provision of strategic advice and support for developing new web based communications solutions
- Redeveloping online web content in line with NTG Digital Strategy for public facing web sites.

---

***‘The Communications Unit provides a wide range of services by skilled professionals in the media realm.’***

---

# Human Resources

---

Human Resources (HR) deliver services for the Department of Mines and Energy and the Department of Primary Industry and Fisheries (DPIF). Working in partnership with the clients, the Unit is committed to delivering strategic, client focused and innovative HR services and solutions to assist DME achieve its outcomes.

In designing our programs, Human Resources strives to increase awareness of and align services with Government priorities; to meet whole-of-government human resource management objectives; to address specific employee needs; and to maintain legislative compliance and ensure the department continues to be a good place to work.

Key priorities arising from our People Plan for the upcoming year include workforce planning, maintaining our positive workplace culture, maintaining the skills of our managers in merit selection, introducing a performance development system aligned to the CLF, and developing the agencies capabilities to meet future needs. Delivering leadership and management training and enhancing our Indigenous early careers programs remain key priorities.

## A culture of leadership excellence

- Organisational change initiatives through the People Plan and changes to the *Public Sector Employment Management Act* (PSEMA).
- STAR Awards.
- Facilitation of leadership development.

## A professional capable workforce

- Strategic HR and workforce plans.
- Specialist human resources advisory services to management and staff.
- Facilitation of performance management processes.
- Project and case management of human resources, industrial relations, grievance, performance and discipline matters.
- Early careers coordination relating to Apprenticeships, the Graduate program and Indigenous Cadet Support programs.
- Management of service agreements and stakeholder relationships.

## A safe, positive and diverse workplace

- Work Health and Safety – online induction, training, incident reporting and workers' compensation.
- Facilitation of early intervention of workforce and industrial relations issues.

## Achievements for 2013–14

### Leadership Program

- Reviewed the department's Leadership program and developed and implemented a revised Leadership program, which includes an emerging leader's element.

### Machinery of Government

- Managing the NTG Redeployment database

### Workforce Planning

- Commenced Workforce planning for the department.

### Rewards and Recognition

- Coordinated the annual STAR Awards and service milestones presentations from Minister acknowledging individual and team excellence in the pursuit of the department's objectives.

### Indigenous employment

- Provided strong leadership to the department's Indigenous employment initiatives and , which has included the delivery of cultural awareness programs and having a total of five Indigenous Cadets across the corporate service model.

### Growing our own

- Continued effort to attract entry level recruits through apprentice, cadet and graduate programs through engagement with schools.

### Employment Relations

- Actively contributed to and supported sector wide Enterprise Agreement, HR industrial relations, workforce development initiatives, and shared service delivery enhancements.

### HR Support and Advice

- Provided advice and influenced managers in best practice human resource management within the NTPS governance frameworks.
- Revised service delivery within the shared service model. Maintained key services with reduced staffing.

### Work Health and Safety

- Support flexible working arrangements.
- WH&S information sessions and workshops were conducted for supervisors and managers and employees.

### Selection and Recruitment

- Arranged training courses for Chairpersons and panel members to ensure staff were kept up-to-date with merit-based recruitment and selection requirements.

### Performance Management

- Implemented new performance management system to ensure we are sustaining and improving our professionalism and capability, good governance, accountability in decision-making and personal responsibility for managing our performance.

## Priorities for 2014–15

### People Plan 2014-17

- Implement strategies by prioritising key actions of the department's People Plan to achieve the intended outcomes.

### Indigenous Employment

- Indigenous employment and support the Government's emphasis on increasing the number of Indigenous people in the Northern Territory Public Sector.

### Enhancing Leadership and culture

- Continue building our leadership and develop a focus on the agency culture.

### Work Health and Safety

- Maintain a positive, safe and diverse workplace as key elements in induction, recruitment and retention.

### Selection and Recruitment

- Maintain the skills of our recognised chairpersons and panel members focusing on recruiting the right people.

### Workplace Environment

- Maintain and enhance our positive workplace culture through the development of a Health and Wellbeing framework that supports an emphasis on work health and safety.
- Maintain training and development programs that assist with agency compliance and success of sector wide initiatives.

### Performance Management

- Maintain new performance management system to ensure we are sustaining and improving our professionalism and capability, good governance, accountability in decision-making and personal responsibility for managing our performance.



# Finance

---

## Overview

The Finance Group leads and co-ordinates the department's financial management and provides a range of corporate support and related services, including strategic advice and training on its core business of budget management, financial reporting, accounting, travel and close liaison with the Procurement Network in the Department of Business.

### **The group is responsible for:**

#### **Leading and coordinating the department's financial management:**

- To ensure statutory obligations, financial principles and accounting standards are maintained for all transactions and financial statements
- To provide strong budget management support to internal operational business divisions so the department will achieve budget through timely and accurate financial reporting.

#### **Management of the following shared corporate services functions, including:**

- Management and coordination of the budget
- Management of the travel system
- Management of Accounts Payable and Accounts Receivable functions
- Management of corporate credit cards.

#### **Providing superior communication, coordination and reporting:**

- Maintain close liaison and direct communication with officers from other stakeholder agencies, such as the Department of Treasury and Finance, Department of the Chief Minister, the Department of Corporate and Information Services and the Department of Business, on budgetary, financial and reporting matters and procurement.
- Report to Treasury, the Minister's Office and Parliament as required.

## **Achievements for 2013–14**

### **Managed the transfer of departmental functions**

- Facilitated and managed the department's restructure with regard to budget realignment.

### **Improved the services provided by the group**

- Updated all policies and procedures, including financial delegations, which previously related to the former Department of Resources, to apply to department.

### **Budget management in line with emerging priorities**

- Facilitated the transfer and managed the reprioritisation of existing budget resources to enable NT Government outcomes to be achieved
- Facilitated and managed end-of-year monitoring processes, which ensured the department achieved budget.

## **Priorities for 2014-15**

- Continue to provide a high standard of professional services to department, under the Shared Services Agreement, from a financial management perspective with a high focus on client service
- Continue to provide a high standard of advice and support to assist in the financial management of the renewed three-year Rum Jungle National Partnership Agreement.

# Information Management and Information Technology Unit

## Overview

The Information Management (IM) and Information Technology (IT) Unit, consisting of IT and IM professionals aims to provide to the Department of Mines and Energy (DME) high-quality, innovative Information Management (IM) and Information Technology (IT) solutions and services.

We provide our clients with the right information at the right time and in the right forms to support their review, analysis, reporting and decision-making

We also develop and implement technologies and systems to automate or simplify tasks and deliver business improvements to the department in line with DME Directorate Business Plans. This includes:

## Information Management

- Oversee the capture and storage of departmental records and information in electronic systems and hard copy files
- Provide advice and training on best practice record-keeping and assist individual areas to incorporate this into business processes
- Manage the information disposal process in accordance with relevant legislation and standards
- Manage the development and maintenance of departmental disposal schedules and the administration of the records management system (TRIM)
- Manage external contracts for postage and courier services.

## Freedom of Information

- Provide advice and training on the *Information Act* and Freedom of Information (FOI) process
- Accept FOI requests and coordinate the receipt, review, redacting\* and release of information within legislated timeframes
- Report all FOI requests and outcomes to the Information Commissioner.

## Information Technology and Innovation

- Manage and maintain the department's IT infrastructure, either directly or through outsourced service providers
- Develop or maintain specialist business systems on behalf of individual business areas
- Implement solutions to improve collaboration, automation, workflow tracking, business analysis and reporting
- Oversee a program of system and software upgrades and improvements
- Continue the rollout of online forms and electronic submissions and approvals for internal and external clients
- Review and management of project requests.

\* Redacting is the process of obscuring or 'blacking out' information where there are exemptions that prohibit release. Examples of this are people's names to protect individual privacy, details of commercial-in-confidence transactions or specific Cabinet-related material.

### **Achievements for 2013-2014**

- Completed the upgrade of all PCs to Windows 7
- Continued a major project to implement Electronic Document Records Management (EDRM), including training visits to regional centres
- Received and considered 29 individual IT project proposals
- Implemented enhanced business analysis and reporting tools for wider use
- Reviewed Disposal Schedules for selected groups and commenced development of Retention and Disposal Schedules for key areas within Mines and Energy
- Managed upgrades and enhancements to a number of specialist business systems
- Disposed of 2354 records in line with disposal schedules and procedures
- Assessed and transferred 5900 Pre-Self Government files to the NT Archives Service
- Oversaw the training and rollout of a new system to maintain departmental risk registers and individual risk management plans
- Assisted with implementing a new web mapping system

### **Priorities for 2014-2015**

- Complete new Retention and Disposal Schedules key areas in Mines and Energy
- Implement new systems and technologies to provide web and mobile access to systems and information
- Assist with the replacement or development of new critical business systems for Mines and Energy
- Assist with the review and development of IT and IM Strategic Plans and departmental Business Continuity Plans
- Continue to consolidate departmental data bases and data sources to improve access and efficiency
- Continue to rollout the EDRM project
- Move towards Sharepoint 2013 and introduce Enterprise Search capability

# FINANCIAL STATEMENTS





# Financial Statement Overview

For the Year Ended 30 June 2014

The 2013–14 financial statements and notes for the Department of Mines and Energy (DME) have been prepared on an accrual basis in accordance with the Australian Accounting Standards. The statements provide information on the operating statement, balance sheet, statement of changes in equity and cash flow statement of the department for the financial year ended 30 June 2014.

## Operating Statement

The Operating Statement details the agency's financial performance on income and expenditure for the year by detailing the sources and nature of same. The net surplus for the year is calculated by subtracting the expenses from income.

DME recorded an operational net surplus of \$0.98 million in 2013–14, compared with a \$2.13 million deficit in 2012–13 and an estimated surplus for 2013–14 of \$0.89 million. This net surplus in 2013–14 compared with the deficit in 2012–13 is largely due to the timing of payments from the Commonwealth relating to the National Partnership Agreement for the rehabilitation of the Rum Jungle mine site.

The agency's comprehensive surplus in 2013–14 of \$0.96 million was marginally under the operational net surplus as a result of reconciliation adjustments through the Asset Management System. The surplus in 2013–14 in comparison with the comprehensive deficit in 2012–13 of \$0.48 million was the result of the net operational deficit offset by the transfer of land and building assets to DME relating to the Administrative Restructuring in 2012–13.

## Income

The total income for the agency in 2013–14 was \$30.52 million, of which \$23.43 million was sourced through Northern Territory Parliamentary appropriation, classified as Output Appropriation. A further \$7.09 million was generated through the Sales of Goods and Services, funding from the Commonwealth and miscellaneous revenue.

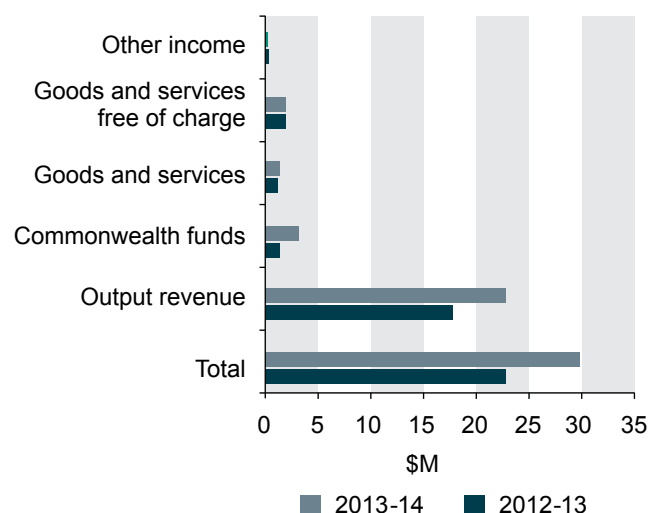
Included in the agency's total income was \$2.04 million of notional income for services received free of charge from the Department of Corporate and Information Services (DCIS), which is fully negated by an offsetting expense classified under Administrative Expenses.

This relates to centralised corporate services for the processing of accounts payable, payroll and property management services so as to project the true cost of DME delivering its programs and services

The increase in income in 2013–14 is \$7.18 million, or 31 per cent more than 2012–13, and is largely due to increased Northern Territory Parliamentary appropriation, classified as Output Appropriation. This increase predominantly relates to additional ongoing funding to enhance the services provided by DME by expediting mining approval timeframes, improving regulation to minimise legacy mining impacts, creation of a dedicated mining remediation team, improved information through additional geological surveys and the establishment of an energy directorate.

An increase in payments from the Commonwealth in 2013–14 relating to the National Partnership Agreement for the rehabilitation of the Rum Jungle mine site also added to the increase in income.

Details of Agency income from Sales of Goods and Services and Other Income can be found in Note 5 of the Financial Statements.



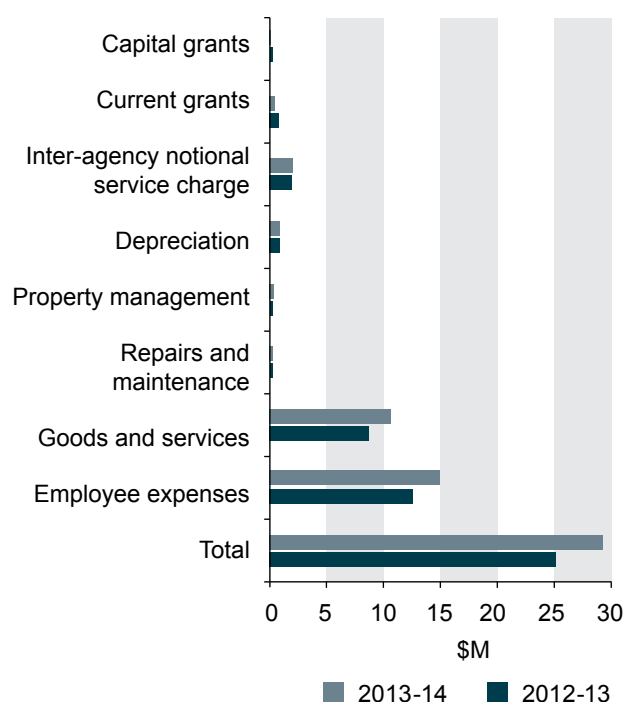


## Expenditure

DME incurred expenditure of \$29.53 million in 2013–14 of which employees' costs accounted for \$15.11 million or 51 per cent and purchases of goods and services \$10.91 million or 37 per cent. Payments of grants (\$0.43 million) and repairs and maintenance (\$0.15 million) are the other expenses incurred by the Agency, with non cash transactions relating to depreciation and notional DCIS charges, making up the balance.

The increase in expenses in 2013–14 is \$4.06 million or 16 per cent more than 2012–13 and is largely due to expenditure on additional staff and operational expenditure relating to additional Output Appropriation for the initiatives detailed above and salary increases relating to the NTPS Enterprise Bargaining Agreement.

Details of expenditure relating to Goods and Services can be found in Note 6 while Grant Payments are set out in Note 23 and Appendix 1.



## Balance Sheet

The balance sheet details the Agency's financial position on assets, liabilities and equity at balance date.

## Assets

At 30 June 2014, DME's assets totaled \$33.39 million, \$22.58 million relates to cash deposits of which \$2.46 million has been pre-committed to the Commonwealth Rum Jungle Rehabilitation project and required to be carried over into 2014–15. The balance is held in the Accountable Officer's Trust Account (AOTA), comprising mostly securities held on behalf of mining companies, the mining remediation contingency fund and Aboriginal Land Rents. The remaining assets relate to DME's holding on property, plant and equipment, receivables and prepayments.

Total assets increased by \$4.59 million in 2013–14 or 16 per cent, due to the creation of the Mining Remediation Fund and an increase in unspent funds from the Commonwealth committed to the Rum Jungle Rehabilitation project.

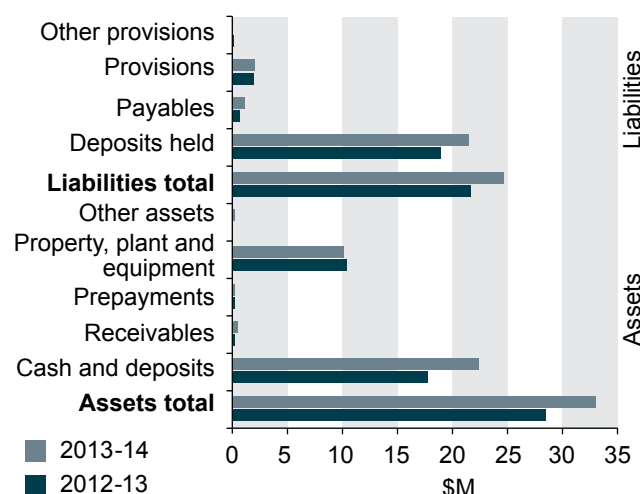
Further details on assets can be found at Notes 9, and 10 with details on the AOTA at Note 20.

## Liabilities

At the 30 June 2014, DME's liabilities totalled \$24.92 million, predominantly made up of deposits held in the AOTA. The remaining liabilities comprise of accounts payable and provisions relating to employee leave entitlements.

Total liabilities increased by \$3.06 million in 2013–14 or 14 per cent, mainly resulting from the creation of the Mining Remediation Fund.

Further details on liabilities can be found in Notes 11, 12 and 13.



## Statement of Changes in Equity

The Statement of Changes in Equity reflects movements in equity balances during the year.

Equity increased by \$1.53 million in 2013–14 as reflected by the following movements:

- A net operating surplus of \$0.98 million;
- Transfer in of capital appropriation for the purchase of plant and equipment of \$0.03 million;
- Transfer in relating to the capitalisation of minor new works of \$0.47 million;
- Prior year corrections relating to the reconciliation of the Asset Management System to the Government Accounting System of \$0.05 million.

## Statement of Cash Flows

The statement of cash flows provides information on the movement of cash in and out of DME during the year. The cash balance of \$22.58 million at year end predominantly relates to cash deposits of which \$2.46 million has been pre-committed to the Commonwealth Rum Jungle Rehabilitation project and required to be carried over into 2014-15. The balance relates to deposits held in the AOTA.

Figures in the Cash Flow Statement vary from those in the Comprehensive Operating Statement as Cash Flow Statement includes only cash transactions, whereas the Operating Statement includes non-cash items such as depreciation, annual non-cash adjustments to employee entitlements and services received free of charge from DCIS.

The significant variation in the cash held at the end of the financial year between 2013–14 and 2012–13 is due to the creation of the Mining Remediation Fund and an increase in unspent funds from the Commonwealth committed to the Rum Jungle Rehabilitation project.

Further details on cash can be found at Note 15.

## Certification of the Financial Statements

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

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2014 and the financial position on that date.

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



---

**Scott Perkins**  
Chief Executive  
28 August 2014



---

**Karen Simpson**  
Chief Financial Officer  
28 August 2014

## COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
<b>INCOME</b>			
Appropriation			
Output		23 427	18 215
Commonwealth		3 355	1 474
Sales of goods and services	5	1 434	1 378
Inter-agency notional service revenue <sup>1</sup>	4	2 045	1 976
Other income	5	257	300
<b>TOTAL INCOME</b>	<b>3</b>	<b>30 518</b>	<b>23 343</b>

<b>EXPENSES</b>			
Employee expenses		15 106	12 784
Administrative expenses			
Purchases of goods and services	6	10 914	8 876
Repairs and maintenance		151	102
Depreciation and amortisation	9, 10	885	857
Inter-agency notional service charge <sup>1</sup>		2 045	1 976
Grants and subsidies expenses			
Current	23	432	785
Capital	23	-	94
<b>TOTAL EXPENSES</b>	<b>3</b>	<b>29 533</b>	<b>25 474</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>985</b>	<b>(2 131)</b>

<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be reclassified to net surplus/deficit			
Changes in asset revaluation surplus		-	1 655
Transfers from Reserves		(24)	-
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>(24)</b>	<b>1 655</b>

<b>COMPREHENSIVE RESULT</b>		<b>961</b>	<b>(476)</b>
-----------------------------	--	------------	--------------

<sup>1</sup> DCIS service charges.

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

## BALANCE SHEET

As at 30 June 2014

	Note	2014 \$000	2013 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and deposits	7	22 581	17 982
Receivables	8	388	108
Prepayments		159	166
Other assets		25	
<b>Total Current Assets</b>		<b>23 153</b>	<b>18 256</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	9, 10	10 235	10 542
<b>Total Non-Current Assets</b>		<b>10 235</b>	<b>10 542</b>
<b>TOTAL ASSETS</b>		<b>33 388</b>	<b>28 798</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Deposits held		21 725	19 169
Payables	11	1 114	716
Provisions	12	1 592	1 460
Other liabilities	13	-	7
<b>Total Current Liabilities</b>		<b>24 431</b>	<b>21 352</b>
<b>Non-Current Liabilities</b>			
Provisions	12	487	510
<b>Total Non-Current Liabilities</b>		<b>487</b>	<b>510</b>
<b>TOTAL LIABILITIES</b>		<b>24 918</b>	<b>21 862</b>
<b>NET ASSETS</b>		<b>8 470</b>	<b>6 936</b>
<b>EQUITY</b>			
Capital		7 985	7 412
Reserves	14	1 655	1 655
Accumulated funds		(1 170)	(2 131)
<b>TOTAL EQUITY</b>		<b>8 470</b>	<b>6 936</b>

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



## STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2014

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
<b>2013–14</b>					
<b>Accumulated Funds</b>					
Accumulated Funds		2 131	(985)	-	1 146
Transfers from reserves		-	24	-	24
<b>Total Accumulated Funds</b>		<b>2 131</b>	<b>(961)</b>	<b>-</b>	<b>1 170</b>
<b>Reserves</b>					
Asset Revaluation Reserve		(1 655)	-	-	(1 655)
<b>Total Reserves</b>	<b>14</b>	<b>(1 655)</b>	<b>-</b>	<b>-</b>	<b>(1 655)</b>
<b>Capital – Transactions with Owners</b>					
Equity injections					
Capital appropriation		(66)	-	(27)	(93)
Equity transfers in		(9 672)	-	(546)	(10 218)
<b>Total Equity Injections</b>		<b>(9 738)</b>	<b>-</b>	<b>(573)</b>	<b>(10 311)</b>
Equity withdrawals					
Capital withdrawal		2 326	-	-	2 326
<b>Total Equity Withdrawals</b>		<b>2 326</b>	<b>-</b>	<b>-</b>	<b>2 326</b>
<b>Total Capital – Transactions with Owners</b>		<b>(7 412)</b>	<b>-</b>	<b>(573)</b>	<b>(7 985)</b>
<b>Total Equity at End of Financial Year</b>		<b>(6 936)</b>	<b>(961)</b>	<b>(573)</b>	<b>(8 470)</b>
<b>2012–13</b>					
<b>Accumulated Funds</b>		-	2 131	-	2 131
<b>Reserves</b>					
Asset Revaluation Reserve		-	(1 655)	-	(1 655)
<b>Total Reserves</b>	<b>14</b>	<b>-</b>	<b>(1 655)</b>	<b>-</b>	<b>(1 655)</b>
<b>Capital – Transactions with Owners</b>					
Equity injections					
Capital appropriation		-	-	(66)	(66)
Equity transfers in		-	-	(9 672)	(9 672)
<b>Total Equity Injections</b>		<b>-</b>	<b>-</b>	<b>(9 738)</b>	<b>(9 738)</b>
Equity withdrawals					
Capital withdrawal		-	-	2 326	2 326
<b>Total Equity Withdrawals</b>		<b>-</b>	<b>-</b>	<b>2 326</b>	<b>2 326</b>
<b>Total Capital – Transactions with Owners</b>		<b>-</b>	<b>-</b>	<b>(7 412)</b>	<b>(7 412)</b>
<b>Total Equity at End of Financial Year</b>		<b>-</b>	<b>476</b>	<b>(7 412)</b>	<b>(6 936)</b>

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

## CASH FLOW STATEMENT

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Operating Receipts</b>			
Appropriation			
Output		23 427	18 215
Commonwealth		3 355	1 474
Receipts from sales of goods and services		2 021	1 993
<b>Total Operating Receipts</b>		<b>28 803</b>	<b>21 682</b>
<b>Operating Payments</b>			
Payments to employees		(14 893)	(10 545)
Payments for goods and services		(11 405)	(9 113)
Grants and subsidies paid			
Current		(432)	(785)
Capital		-	(94)
<b>Total Operating Payments</b>		<b>(26 730)</b>	<b>(20 537)</b>
<b>Net Cash From/(Used in) Operating Activities</b>	<b>15</b>	<b>2 073</b>	<b>1 145</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Investing Payments</b>			
Purchases of assets		(57)	(72)
<b>Total Investing Payments</b>		<b>(57)</b>	<b>(72)</b>
<b>Net Cash From/(Used in) Investing Activities</b>		<b>(57)</b>	<b>(72)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Financing Receipts</b>			
Deposits received		2 556	19 169
Equity injections			
Capital appropriation		27	66
<b>Total Financing Receipts</b>		<b>2 583</b>	<b>19 235</b>
<b>Financing Payments</b>			
Equity withdrawals		-	(2 326)
<b>Total Financing Payments</b>		<b>-</b>	<b>(2 326)</b>
<b>Net Cash From/(Used in) Financing Activities</b>		<b>2 583</b>	<b>16 909</b>
Net increase/(decrease) in cash held		4 599	17 982
Cash at beginning of financial year		17 982	-
<b>CASH AT END OF FINANCIAL YEAR</b>	<b>7</b>	<b>22 581</b>	<b>17 982</b>

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

# Index of Notes to the Financial Statements

---

## Note

1. Objectives and Funding
2. Statement of Significant Accounting Policies
3. Comprehensive Operating Statement by Output Group

## INCOME

4. Goods and Services Received Free of Charge
5. Sale of Goods and Services and Other Income

## EXPENSES

6. Purchases of Goods and Services

## ASSETS

7. Cash and Deposits
8. Receivables
9. Property, Plant and Equipment
10. Fair Value Measurement of Non-Financial Assets

## LIABILITIES

11. Payables
12. Provisions
13. Other Liabilities

## EQUITY

14. Reserves

## OTHER DISCLOSURES

15. Notes to the Cash Flow Statement
16. Financial Instruments
17. Commitments
18. Contingent Liabilities and Contingent Assets
19. Events Subsequent to Balance Date
20. Accountable Officer's Trust Account
21. Write-offs, Postponements, Waivers, Gifts and Ex Gratia Payments
22. Schedule of Territory Items
23. Grants and Subsidies

## 1. OBJECTIVES AND FUNDING

The Department of Mines and Energy is responsible for implementing the Northern Territory Government's priorities for mineral and energy resources development and management.

This includes:

- Delivering geoscience and prospectivity assessments to industry to attract exploration investment;
- Regulating minerals from exploration through to development and operation of mines and their closure; and
- Leading energy policy advice and regulating the energy supply chain.

Additional information in relation to the department and its principal activities may be found in section four (Performance Reporting) of the Annual Report.

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

### Agency Output Group/Outputs:

#### Resource Industry Development

- NT Geological Survey
- Industry Development

#### Resource Industry Management

- Mines Directorate
- Energy Directorate

#### Corporate and Governance

- Corporate and Governance
- Shared Services Received

## 2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

### a) Basis of Accounting

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

- a Certification of the Financial Statements;
- a Comprehensive Operating Statement;
- a Balance Sheet;
- a Statement of Changes in Equity;
- a Cash Flow Statement; and
- applicable explanatory notes to the financial statements.

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

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

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

AASB 13 Fair Value Measurement, AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009 11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]

AASB 13 replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. It clarifies the definition of fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements. With some exceptions, the standard requires entities to classify these measurements into a fair value hierarchy based on the nature of the inputs. Additional disclosures following from the standard are included in the notes to the financial statements.

AASB 119 Employee Benefits (2011), AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]

AASB 119 amends the definition of short-term employee benefits and the accounting for defined benefit superannuation obligations. The standards do not impact the financial statements.

AASB CF 2013-1 Amendments to the Australian Conceptual Framework, AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments

AASB CF 2013-1 incorporates Chapters 1 and 3 of the IASB's *Conceptual Framework for Financial Reporting* into the AASB *Framework for the Preparation and Presentation of Financial Statements*. It also withdraws SAC 2 Objective of General Purpose Financial Reporting. The standards do not impact the financial statements.

AASB 2012-2 Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities (Amendments to AASB 7)

The standard amends AASB 7 *Financial Instruments: Disclosures* to require an entity to disclose information about rights of offset and related arrangements (such as collateral posting requirements) for financial instruments under an enforceable master netting agreement or similar arrangement. The standard does not impact the financial statements.

AASB 2012-5 Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, 101, 116, 132 & 134 and Interpretation 2]

The standard amends a number of pronouncements as a result of the 2009-2011 annual improvements cycle. In particular, amendments to AASB 101 *Presentation of Financial Statements* clarify requirements for comparative information, and amendments to AASB 116 *Property, Plant and Equipment* clarify classification of servicing equipment. The standard does not impact the financial statements.



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

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

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 9 <i>Financial Instruments</i> (Dec 2010), AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9 (Dec 2010)</i> [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127], AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8], AASB 2013-9 <i>Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments</i>	AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i> ).	1 Jan 2017	
AASB 10 <i>Consolidated Financial Statements</i> , AASB 2011-7 <i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards</i> [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17], AASB 2012-10 <i>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments</i> [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Interpretation 12], AASB 2013-8 <i>Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities</i> [AASB 10, 12 & 1049]	Requires a parent to present consolidated financial statements as those of a single economic entity, replacing the requirements previously contained in AASB 127 <i>Consolidated and Separate Financial Statements</i> .  AASB 2012-10 defers the mandatory application of AASB 10 <i>Consolidated Financial Statements</i> and related Standards to not-for-profit entities until annual reporting periods beginning on or after 1 January 2014.  AASB 2013-8 assists not-for-profit entities to apply AASB 10 <i>Consolidated Financial Statements</i> and AASB 12 <i>Disclosure of Interests in Other Entities</i> .	1 Jan 2014	

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 12 <i>Disclosure of Interests in Other Entities</i>	Requires the extensive disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on its financial position, financial performance and cash flows.	1 Jan 2014	
AASB 1055 <i>Budgetary Reporting</i>	Sets out budgetary reporting requirements for not-for-profit entities within the General Government Sector.	1 July 2014	
AASB 2012-3 <i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities (Amendments to AASB 132)</i>	Addresses inconsistencies in current practice when applying the offsetting criteria in AASB 132 <i>Financial Instruments: Presentation</i> .	1 Jan 2014	
AASB 2013-3 <i>Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets</i>	Addresses disclosures about the recoverable amount of impaired assets if that amount is based on fair value less costs of disposal.	1 Jan 2014	

### c) Agency and Territory Items

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

#### Central Holding Authority

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

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the Government and managed by agencies on behalf of the Government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general

purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements. However, as the agency is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 22 – Schedule of Territory Items.

### d) Comparatives

Where necessary, comparative information for the 2012–13 financial year has been reclassified to provide consistency with current year disclosures.

## e) Presentation and Rounding of Amounts

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

## f) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2013–14 as a result of management decisions.

## g) Accounting Judgments and Estimates

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

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

Judgments and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgments and estimates are:

- Employee Benefits – Note 2(r) and Note 12: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.
- Allowance for Impairment Losses – Note 2(o), Note 8: Receivables and Note 16: Financial Instruments.
- Depreciation and Amortisation – Note 2(k), Note 9: Property, Plant and Equipment, and Note 10: Fair Value Measurement of Non-Financial Assets.

## h) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

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

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

## i) Income Recognition

Income encompasses both revenue and gains.

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

## Grants and Other Contributions

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

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

## Appropriation

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

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Specific Purpose Payments (SPPs) and National Partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance on behalf of the Central Holding Authority and then on passed to the relevant agencies as Commonwealth appropriation.

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

## Sale of Goods

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

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

## Rendering of Services

Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

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

## Goods and Services Received Free of Charge

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

## Disposal of Assets

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

## Contributions of Assets

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

## j) Repairs and Maintenance Expense

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



## k) Depreciation and Amortisation Expense

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

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

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

	2014	2013
Buildings	50 years	50 years
Infrastructure Assets	16-25 years	16-25 years
Plant and Equipment	10 years	10 years

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

## l) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 20.

## m) Receivables

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

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

Accounts receivable are generally settled within 90 days.

## n) Property, Plant and Equipment

### Acquisitions

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

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

### Complex Assets

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

### Subsequent Additional Costs

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

### Construction (Work in Progress)

As part of the financial management framework, the Department of Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for all agency capital works is provided directly to the Department of Infrastructure and the cost of construction work in progress is recognised as an asset of that Department. Once completed, capital works assets are transferred to the agency.

## **o) Revaluations and Impairment**

### **Revaluation of Assets**

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

- land;
- buildings and
- infrastructure assets.

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

### **Impairment of Assets**

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

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

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

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Note 14 provides additional information in relation to the asset revaluation surplus.

## **p) Leased Assets**

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

### **Operating Leases**

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

## **q) Payables**

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

## r) Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after 12 months of the reporting date are measured at present value, calculated using the Government long-term bond rate.

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

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

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

As part of the financial management framework, the Central Holding Authority assumes the long service leave liabilities of Government agencies, including Department of Mines and Energy and as such no long service leave liability is recognised in agency financial statements.

## s) Superannuation

Employees' superannuation entitlements are provided through the:

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

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

## t) Contributions by and Distributions to Government

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

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

## u) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17.

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

## v) Financial Instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial assets and liabilities are recognised on the Balance Sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits; receivables; and payables.

Note 16 provides additional information on financial instruments.

## w) Fair Value Measurement

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use. The highest and best use takes into account the use of the asset that is physically possible, legally permissible and financially feasible.

When measuring fair value, the valuation techniques used maximise the use of relevant observable inputs and minimise the use of unobservable inputs. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

Observable inputs are publicly available data that are relevant to the characteristics of the assets/liabilities being valued. Observable inputs used by the agency include, but are not limited to, published sales data for land and general office buildings.

Unobservable inputs are data, assumptions and judgments that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Such inputs include internal agency adjustments to observable data to take account of particular and potentially unique characteristics/functionality of assets/liabilities and assessments of physical condition and remaining useful life.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy based on the inputs used:

Level 1 – inputs are quoted prices in active markets for identical assets or liabilities;

Level 2 – inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and

Level 3 – inputs are unobservable.

Note 10 provides additional information on Fair Value Measurement.



### 3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

	Note	Resource Industry Development		Resource Industry Management		Corporate and Governance		Total	
		2014 \$000	2013 \$000	2014 \$000	2013 \$000	2014 \$000	2013 \$000	2014 \$000	2013 \$000
INCOME									
Appropriation									
Output		9 042	7 544	10 511	7 298	3 874	3 373	23 427	18 215
Commonwealth		-	-	3 355	1 474	-	-	3 355	1 474
Sales of goods and services	5	222	172	1 212	1 206	-	-	1 434	1 378
Inter-agency notional service revenue <sup>1</sup>	4	798	771	1 247	1 205	-	-	2 045	1 976
Other income	5	22	180	234	120	1	-	257	300
TOTAL INCOME	3	10 084	8 667	16 559	11 303	3 875	3 373	30 518	23 343
EXPENSES									
Employee expenses		5 305	4 452	8 083	7 605	1 718	727	15 106	12 784
Administrative expenses									
Purchases of goods and services	6	4 093	2 506	3 997	3 710	2 824	2 660	10 914	8 876
Repairs and maintenance		125	77	26	25	-	-	151	102
Depreciation and amortisation	9, 10	345	374	540	483	-	-	885	857
Inter-agency notional charge <sup>1</sup>		798	771	1 247	1 205	-	-	2 045	1 976
Grants and subsidies expenses									
Current	23	432	583	-	202	-	-	432	785
Capital	23	-	-	-	94	-	-	-	94
TOTAL EXPENSES		11 098	8 763	13 893	13 324	4 542	3 387	29 533	25 474
NET SURPLUS/(DEFICIT)		(1 014)	(96)	2 666	(2 021)	(667)	(14)	985	(2 131)
OTHER COMPREHENSIVE INCOME									
Items that will not be reclassified to net surplus/deficit									
Asset Revaluation Reserve		-	1 156	-	499	-	-	-	1 655
Transfers from Reserves		(9)	-	(15)	-	-	-	(24)	-
TOTAL OTHER COMPREHENSIVE INCOME		(9)	1 156	(15)	499	0		(24)	1 655
COMPREHENSIVE RESULT		(1 023)	1 060	2 651	(1 522)	(667)	(14)	961	(476)

<sup>1</sup> Includes DCIS service charges.

This Comprehensive Operating Statement by output group is to be read in conjunction with the notes to the financial statements.

	2014 \$000	2013 \$000
<b>4. GOODS AND SERVICES RECEIVED FREE OF CHARGE</b>		
Inter-agency notional service revenue/charge (Department of Corporate and Information Services)	2 045	1 976
	<b>2 045</b>	<b>1976</b>

<b>5. SALE OF GOODS AND SERVICES AND OTHER INCOME</b>		
The net surplus/(deficit) has been arrived at after crediting the following income:		
<b>Sale of Goods and Services –</b>		
Application and Advertising Fees – Titles Management	1 152	1 143
South McArthur Gravity Survey	105	-
AGES conference	100	95
East Amadeus Gravity Survey	-	76
Tanami Exploration Agreement	60	60
Other Goods and Service charges less than \$50k	17	4
	<b>1 434</b>	<b>1 378</b>
<b>Other Income -</b>		
Private organisations	257	300
	<b>257</b>	<b>300</b>

<b>6. PURCHASES OF GOODS AND SERVICES</b>		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
<b>Goods and services expenses:</b>		
Consultants <sup>1</sup>	1 356	1 669
Advertising <sup>2</sup>	153	164
Marketing and promotion <sup>3</sup>	236	73
Document production	154	53
Legal expenses <sup>4</sup>	418	32
Recruitment <sup>5</sup>	147	81
Training and study	228	115
Official duty fares	327	175
Travelling allowance	177	115
Other	7 718	6 399
	<b>10 914</b>	<b>8 876</b>

<sup>1</sup> Includes marketing, promotion and IT consultants.

<sup>2</sup> Does not include recruitment, advertising or marketing and promotion advertising.

<sup>3</sup> Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

<sup>4</sup> Includes legal fees, claim and settlement costs.

<sup>5</sup> Includes recruitment-related advertising costs.

	2014 \$000	2013 \$000
<b>7. CASH AND DEPOSITS</b>		
Cash on hand	3	4
Cash at bank	22 578	17 978
	<b>22 581</b>	<b>17 982</b>

<b>8. RECEIVABLES</b>		
<b>Current</b>		
Accounts receivable	247	42
	<b>247</b>	<b>42</b>
GST receivables	141	63
Other receivables	-	3
	<b>141</b>	<b>66</b>
<b>Total Receivables</b>	<b>388</b>	<b>108</b>

<b>9. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land</b>		
At fair value	1 490	1 490
	<b>1 490</b>	<b>1 490</b>
<b>Buildings</b>		
At fair value	12 364	11 898
Less: Accumulated depreciation	(8 772)	(8 431)
	<b>3 592</b>	<b>3 467</b>
<b>Infrastructure</b>		
At fair value	6 895	6 903
Less: Accumulated depreciation	(2 345)	(2 011)
	<b>4 550</b>	<b>4 892</b>
<b>Plant and Equipment</b>		
At fair value	1 350	1 305
Less: Accumulated depreciation	(785)	(641)
	<b>565</b>	<b>664</b>
<b>Computer Hardware</b>		
At cost	106	110
Less: Accumulated depreciation	(68)	(81)
	<b>38</b>	<b>29</b>
<b>Total Property, Plant and Equipment</b>	<b>10 235</b>	<b>10 542</b>

## 9. PROPERTY, PLANT AND EQUIPMENT (continued)

### 2014 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2013–14 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2013	1 490	3 467	4 892	664	29	10 542
Additions	-	-	-	31	26	57
Depreciation	-	(317)	(421)	(130)	(17)	(885)
Additions/(Disposals) from asset transfers	-	466	79	-	-	545
Revaluation increments/ (decrements)	-	(24)	-	-	-	(24)
<b>Carrying Amount as at 30 June 2014</b>	<b>1 490</b>	<b>3 592</b>	<b>4 550</b>	<b>565</b>	<b>38</b>	<b>10 235</b>

### 2013 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2012–13 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2012	-	-	-	-	-	-
Additions	-	111	3	61	11	186
Depreciation	-	(276)	(415)	(124)	(14)	(829)
Additions/(Disposals) from administrative restructuring	1 490	3 632	5 304	755	32	11 213
Impairment losses reversed	-	-	-	(28)	-	(28)
<b>Carrying Amount as at 30 June 2013</b>	<b>1 490</b>	<b>3 467</b>	<b>4 892</b>	<b>664</b>	<b>29</b>	<b>10 542</b>

## 10. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

### a) Fair Value Hierarchy

Fair values of non-financial assets categorised by level of inputs used to compute fair value are:

2014	Level 1 \$000	Level 2 \$000	Level 3 \$000	Total Fair Value \$000
<b>Asset Classes</b>				
Land			1 490	1 490
Buildings			3 592	3 592
Infrastructure			4 550	4 550
Plant and Equipment			603	603
<b>Total</b>			<b>10 235</b>	<b>10 235</b>

There were no transfers between Level 1 and Levels 2 or 3 during the period.

### b) Valuation Techniques and Inputs

Valuation techniques used to measure fair value are:

	Level 2 Techniques	Level 3 Techniques
<b>Asset Classes</b>		
Land	-	Cost
Buildings	-	Cost
Infrastructure	-	Cost
Plant and Equipment	-	Cost

There were no changes in valuation techniques during the period.

The Australian Valuation Office has provided valuations for the land, buildings and infrastructure assets.

Level 3 fair values of specialised buildings, infrastructure and plant and equipment were determined by computing their depreciated replacement costs because an active market does not exist for such facilities. The depreciated replacement cost was based on a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records of the current condition of the facilities.



### c) Additional Information for Level 3 Fair Value Measurements

#### (i) Reconciliation of Recurring Level 3 Fair Value Measurements

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000
Fair value as at 1 July 2013	1 490	3 467	4 892	693
Additions	-	-	-	57
Depreciation	-	(317)	(421)	(147)
Additions/(Disposals) from asset transfers	-	466	79	-
Gains/losses recognised in other comprehensive income	-	(24)	-	-
<b>Fair value as at 30 June 2014</b>	<b>1 490</b>	<b>3 592</b>	<b>4 550</b>	<b>603</b>

#### (ii) Sensitivity analysis

Unobservable inputs used in computing the fair value of assets include the historical cost and the consumed economic benefit for each asset. Given the large number of agency assets, it is not practical to compute a relevant summary measure for the unobservable inputs. In respect of sensitivity of fair value to changes in input value, a higher historical cost results in a higher fair value and greater consumption of economic benefit lowers fair value

	2014 \$000	2013 \$000
<b>11. PAYABLES</b>		
Accounts payable	672	408
Accrued expenses	442	308
<b>Total Payables</b>	<b>1 114</b>	<b>716</b>

<b>12. PROVISIONS</b>		
<b>Current</b>		
<b>Employee benefits</b>		
Recreation leave	1 089	1 029
Leave loading	208	177
Airfares	20	10
Other employee benefits	22	26
On Costs	253	218
	<b>1 592</b>	<b>1 460</b>
<b>Non-Current</b>		
<b>Employee benefits</b>		
Recreation Leave	487	510
	<b>487</b>	<b>510</b>
<b>Total Provisions</b>	<b>2 079</b>	<b>1 970</b>

The Agency employed 147 employees as at 30 June 2014 (123 employees as at 30 June 2013).

	2014 \$000	2013 \$000
<b>13. OTHER LIABILITIES</b>		
<b>Current</b>		
Unearned Revenue	-	7
<b>Total Other Liabilities</b>	-	7

<b>14. RESERVES</b>		
<b>Asset Revaluation Surplus</b>		
<b>(i) Nature and purpose of the asset revaluation surplus</b>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
<b>(ii) Movements in the asset revaluation surplus</b>		
Balance as at 1 July	1 655	-
Reserve transferred from Department of Primary Industry and Fisheries relating to Administrative Restructuring.	-	1 655
<b>Balance as at 30 June</b>	<b>1 655</b>	<b>1 655</b>

	2014 \$000	2013 \$000
<b>15. NOTES TO THE CASH FLOW STATEMENT</b>		
<b>Reconciliation of Cash</b>		
The total of agency 'Cash and deposits' in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.	22 581	17 982
<b>Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities</b>		
<b>Net Surplus/(Deficit)</b>	985	(2 131)
<i>Non-cash items:</i>		
Depreciation and amortisation	885	829
Asset write-offs/write-downs	-	28
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	(493)	(4 108)
Decrease/(Increase) in prepayments	7	(166)
Decrease/(Increase) in other assets	(25)	-
(Decrease)/Increase in payables	437	776
(Decrease)/Increase in provision for employee benefits	72	1 735
(Decrease)/Increase in other provisions	37	236
(Decrease)/Increase in other liabilities	168	3 946
<b>Net Cash from Operating Activities</b>	<b>2 073</b>	<b>1 145</b>

## 16. FINANCIAL INSTRUMENTS

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

### a) Categorisation of Financial Instruments

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

	2014 \$000	2013 \$000
<b>Financial Assets</b>		
Cash and deposits	22 581	17 982
Receivables	388	108
<b>Total Financial Assets</b>	<b>22 969</b>	<b>18 090</b>
<b>Financial Liabilities</b>		
Deposits Held	21 725	19 169
Payables	1 114	716
<b>Total Financial Liabilities</b>	<b>22 839</b>	<b>19 885</b>

### b) Credit Risk

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

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

#### Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

External Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
<b>2013–14</b>			
Not overdue	88		88
Overdue for 30 to 60 days	299		299
Overdue for more than 60 days	1		1
<b>Total</b>	<b>388</b>		<b>388</b>

<b>2012–13</b>			
Not overdue	108		108
Overdue for less than 30 days	-		-
Overdue for 30 to 60 days	-		-
Overdue for more than 60 days	-		-
<b>Total</b>	<b>108</b>		<b>108</b>

### c) Liquidity Risk

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

The following tables detail the agency's remaining contractual maturity for its financial assets and liabilities. It should be noted that these values are undiscounted, and consequently totals may not reconcile to the carrying amounts presented in the Balance Sheet.

#### 2014 Maturity analysis for financial assets and liabilities

	Interest Bearing						
	Fixed or Variable	Less than a Year \$000	1 to 5 Years \$000	More than 5 Years \$000	Non Interest Bearing \$000	Total \$000	Weighted Average %
Assets							
Cash and deposits	-	-	-	-	22 581	22 581	-
Receivables	-	-	-	-	388	388	-
Total Financial Assets	-	-	-	-	22 969	22 969	

<b>Liabilities</b>							
Deposits held	-	-	-	-	21 725	21 725	-
Payables	-	-	-	-	1 114	1 114	-
<b>Total Financial Liabilities</b>	-	-	-	-	<b>22 839</b>	<b>22 839</b>	-

#### 2013 Maturity analysis for financial assets and liabilities

	Interest Bearing						
	Fixed or Variable	Less than a Year \$000	1 to 5 Years \$000	More than 5 Years \$000	Non Interest Bearing \$000	Total \$000	Weighted Average %
Assets							
Cash and deposits	-	-	-	-	17 982	17 982	-
Receivables	-	-	-	-	108	108	-
Total Financial Assets	-	-	-	-	18 090	18 090	

<b>Liabilities</b>							
Deposits held	-	-	-	-	19 169	19 169	-
Payables	-	-	-	-	716	716	-
<b>Total Financial Liabilities</b>	-	-	-	-	<b>19 885</b>	<b>19 885</b>	-

#### d) Market Risk

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

##### (i) Interest Rate Risk

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

## (ii) Price Risk

The Department of Mines and Energy is not exposed to price risk as it does not hold units in unit trusts.

## (iii) Currency Risk

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

## e) Net Fair Value

Fair values of financial instruments categorised by level of inputs used to measure fair value are:

	Total Carrying Amount \$000	Net Fair Value Level 1 \$000	Net Fair Value Level 2 \$000	Net Fair Value Level 3 \$000	Net Fair Value Total \$000
<b>2014</b>					
<b>Financial Assets</b>					
Cash and deposits	22 581	22 581	-	-	22 581
Receivables	388	388	-	-	388
<b>Total Financial Assets</b>	<b>22 969</b>	<b>22 969</b>	<b>-</b>	<b>-</b>	<b>22 969</b>
<b>Financial Liabilities</b>					
Deposits held	21 725	21 725	-	-	21 725
Payables	1 114	1 114	-	-	1 114
<b>Total Financial Liabilities</b>	<b>22 839</b>	<b>22 839</b>	<b>-</b>	<b>-</b>	<b>22 839</b>
<b>2013</b>					
<b>Financial Assets</b>					
Cash and deposits	17 982	17 982	-	-	17 982
Receivables	108	108	-	-	108
<b>Total Financial Assets</b>	<b>18 090</b>	<b>18 090</b>	<b>-</b>	<b>-</b>	<b>18 090</b>
<b>Financial Liabilities</b>					
Deposits held	19 169	19 169	-	-	19 169
Payables	716	716	-	-	716
<b>Total Financial Liabilities</b>	<b>19 885</b>	<b>19 885</b>	<b>-</b>	<b>-</b>	<b>19 885</b>

The net fair value of cash, receivables, deposits held and payables are based on market value.

There were no changes in valuation techniques during the period.



## 17. COMMITMENTS

### (i) Operating Lease Commitments

The agency leases property under non-cancellable operating leases expiring at various dates. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

	2014		2013	
	Internal \$000	External \$000	Internal \$000	External \$000
Within one year	245	17	272	27
Later than one year and not later than five years	320	13	205	16
Later than five years	6	-	-	-
	<b>571</b>	<b>30</b>	<b>477</b>	<b>43</b>

### (ii) Other Expenditure Commitments

Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:				
Within one year	-	3 095	72	1 050
	<b>-</b>	<b>3 095</b>	<b>72</b>	<b>1 050</b>

## 18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

### a) Contingent Liabilities and Assets

The Department of Mines and Energy had no contingent liabilities or contingent assets as at 30 June 2014 or 30 June 2013.

## 19. EVENTS SUBSEQUENT TO BALANCE DATE

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

## 20. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

In accordance with section 7 of the *Financial Management Act*, an Accountable Officer's Trust Account has been established for the receipt of money to be held in trust. A summary of activity is shown below:

Nature of Trust Money	Opening Balance 1 July 2013	Receipts	Payments	Closing Balance 30 June 2014
Aboriginal Land Rents	1 071	2 546	2 171	1 446
Cash Securities	18 098	3 529	3 494	18 133
Mining Remediation	-	2 146	-	2 146
	19 169	8 221	5 665	21 725

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

	Agency		Agency		Territory Items		Territory Items	
	2014 \$000	No. of Trans.	2013 \$000	No. of Trans.	2014 \$000	No. of Trans.	2013 \$000	No. of Trans.
<b>Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i></b>								
Represented by:								
<i>Amounts written off, postponed and waived by Delegates</i>								
Public property written off	-	-	28	1	-	-	-	-
<b>Total Written Off, Postponed and Waived by Delegates</b>	-	-	28	1	-	-	-	-

## 22. SCHEDULE OF TERRITORY ITEMS

The following Territory items are managed by the Department of Mines and Energy on behalf of the Government and are recorded in the Central Holding Authority (refer Note 2(c)).

	2014 \$000	2013 \$000
<b>Territory Income and Expenses</b>		
<b>Income</b>		
Fees from regulatory services	10 874	6 157
Royalties and rents	3 796	2 969
Other income	4	9
<b>Total Income</b>	<b>14 674</b>	<b>9 135</b>
<b>Expenses</b>		
Central Holding Authority income transferred	14 674	9 135
<b>Total Expenses</b>	<b>14 674</b>	<b>9 135</b>
<b>Territory Income less Expenses</b>	<b>-</b>	<b>-</b>
<b>Territory Assets and Liabilities</b>		
<b>Assets</b>		
Other receivables	4 213	3 999
<b>Total Assets</b>	<b>4 213</b>	<b>3 999</b>
<b>Liabilities</b>		
Unearned Central Holding Authority income	4 213	3 999
<b>Total Liabilities</b>	<b>4 213</b>	<b>3 999</b>
<b>Net Assets</b>	<b>-</b>	<b>-</b>

	2014 \$000	2013 \$000
<b>23. GRANTS AND SUBSIDIES</b>		
<b>Current Grants</b>		
Grants	432	785
<b>Total Current Grants</b>	<b>432</b>	<b>785</b>
<b>Capital Grants</b>		
Rebates	0	94
<b>Total Capital Grants</b>	<b>0</b>	<b>94</b>
<b>Total Grants</b>	<b>432</b>	<b>879</b>



# APPENDICES





# Appendix 1

## Grants and Sponsorships 2013–14

	Expenditure \$
<b>Industry development grants</b>	
Welding Technology Institute of Australia	40 000.00
<b>TOTAL</b>	<b>40 000.00</b>
<b>Resources grants</b>	
Geophysics and Drilling Collaboration Program	367 612.52
<b>TOTAL</b>	<b>367 612.52</b>
<b>Sponsorship</b>	
Minerals Council of Australia (NT)	500.00
<b>TOTAL</b>	<b>500.00</b>
<b>Earth Sciences / Mining / Petroleum Scholarship</b>	
Craig Bridgman	6 000.00
Brett Lewis	12 000.00
Ricky Phayer	6 000.00
<b>TOTAL</b>	<b>24 000.00</b>
<b>GRAND TOTAL</b>	<b>432 112.52</b>

## Our Vision

The Northern Territory is the preferred destination for resource investment and development.

## Our Mission

To enhance the wealth of the Northern Territory through responsible stewardship of its minerals and energy resources.

## Our Service Commitment

We aim to be viewed by:

- Resource Industries—as proactive, consistent, accountable and innovative
- Our Colleagues—as cooperative and knowledgeable
- Our Critics—as rational, decisive and honest

## Our Values

The Northern Territory Public Service values are:

- Commitment to Service—professional, hardworking, efficient and effective, innovative and work collaboratively to achieve the best results for the Northern Territory
- Ethical Practice—upholding the highest standards of practice and acts with integrity in all that we do
- Respect—respecting all people, and in particular their rights as individuals
- Accountability—transparency and accountability in all our actions
- Impartiality—providing advice that is objective, timely and based on the best available evidence
- Diversity—diversity of our workforce, as well as, the NT population that we serve

## Framing the Future

We contribute to the Northern Territory's priorities for a:

- Prosperous Economy by facilitating a pro-investment environment
- Balanced Environment by implementing contemporary regulatory frameworks with risk-based compliance assessments
- Strong Society by encouraging industry to support local skills development and employment
- Confident Culture by requiring consideration of local social and economic development objectives in development projects

Strategic Themes	1. Economic Development	2. Balanced Outcomes	3. Relationships and Stakeholders	4. Governance and Business Systems	5. Our People
Strategic Objectives:	1A. Implement development zones for minerals and energy resources. 1B. Deliver an enhanced geoscience and investment attraction initiative. 1C. Implement case management for start up and complex projects. 1D. Deliver contemporary minerals and energy policy that reflects the changing economic environment.	2A. Implement a review of the department's legislative frameworks. 2B. Create advisory boards in mining and energy. 2C. Deliver a transparent and risk-based approach to regulatory compliance. 2D. Implement a management program for legacy mines. 2E. Create a framework that supports economic and social development in remote areas.	3A. Deliver and implement stakeholder engagement and communication plans. 3B. Implement cross-departmental liaison protocols for issues impacting on multiple government agencies. 3C. Deliver a strong service culture.	4A. Introduce contemporary on-line business systems. 4B. Define options for spatial systems management consistent with whole-of-government objectives. 4C. Implement improved internal governance systems.	5A. Deliver a communication strategy that engages our people in department priorities and values. 5B. Implement a strategic workforce plan that articulates our leadership, diversity, skills and knowledge development goals. 5C. Implement an individual achievement and development system. 5D. Deliver a recognition and reward scheme.
	Outcomes: <ul style="list-style-type: none"> <li>• Increased investment in minerals and energy exploration and development.</li> <li>• Accelerated development of strategic energy resources.</li> <li>• New and improved public infrastructure that supports the mining and energy sector and communities in regional areas.</li> <li>• Increased opportunities for employment and skills development for territorians.</li> </ul>	<ul style="list-style-type: none"> <li>• A clear, transparent and contemporary regulatory framework for mines and energy.</li> <li>• Enforcement of compliance with legislation is based on a transparent risk management framework.</li> <li>• Enhanced industry and community understanding of the NT's regulatory framework and its application.</li> </ul>	<ul style="list-style-type: none"> <li>• Constructive and respectful communications with all our stakeholders.</li> <li>• Provision of objective and timely information and advice.</li> <li>• Positive and ethical interactions with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved administration of legislative and policy requirements.</li> <li>• Client focussed and easy to navigate online systems.</li> <li>• Improved productivity for the department and its clients.</li> <li>• A safe workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Every one of our people understands their role in delivering the department's mission.</li> <li>• Increased NT wealth due to the sustained efforts of our people in delivering our mission.</li> <li>• We attract and develop people who have exceptional skills and share our values.</li> <li>• A collaborative and positive workplace, with a culture of achievement and recognition.</li> </ul>

This Strategic Plan will guide us in determining what is important and what is not, when we are developing and delivering our services. Through actions and tasks against the Strategic Objectives, delegated to specific Executives and Directorates, every one of our people will play a critical role in its delivery as we develop and deliver our services.

# OUR PEOPLE PLAN



## A key part of the Department of Mines and Energy Strategic Plan 2014-2017

### Our Vision

The Northern Territory is the preferred destination for resource investment and development.

### Our Mission

To enhance the wealth of the Northern Territory through responsible stewardship of its minerals and energy resources.

### Our Values

The Northern Territory Public Service values are:

- **Commitment to Service**—professional, hardworking, efficient and effective, innovative and work collaboratively to achieve the best results for the Northern Territory
- **Ethical Practice**—upholding the highest standards of practice and acts with integrity in all that we do
- **Respect**—respecting all people, and in particular their rights as individuals
- **Accountability**—transparency and accountability in all our actions
- **Impartiality**—providing advice that is objective, timely and based on the best available evidence
- **Diversity**—diversity of our workforce, as well as the NT population that we serve

Strategic Objectives	Key Actions
Deliver a communication strategy that engages our people in department priorities and values	<p>Our people feel consulted and engaged at work.</p> <p>Our people are consulted in relation to the establishment of divisional plans.</p> <p>Our people are afforded an opportunity to receive feedback on their performance.</p> <p>Our people understand where they fit within the department's goals and values.</p>
Implement a strategic workforce plan that articulates our leadership, diversity, skills and knowledge development goals	<p>Through consultation, communication and understanding, implement a targeted workforce plan.</p> <p>Collect accurate data to assess retention rates.</p> <p>Review Early Careers Strategies: Apprentices, Graduate intakes and Indigenous employment programs.</p> <p>Assess training needs and skills development opportunities across the agency.</p> <p>Implement Equal Employment Opportunities Management Program.</p> <p>Implement the Indigenous Employment Career Development Strategy.</p> <p>Develop an Employability Strategy.</p>
Implement an individual achievement and development system	<p>Review, update and implement people policies required under PSEMA (recruitment and selection, performance management, grievance).</p> <p>Implement consistent performance management framework across the department.</p> <p>Ensure Work Health and Safety requirements are imbedded within systems and everyone is aware of their responsibility.</p> <p>Provide advice and guidance to managers on managing staffing matters in accordance with the values and employment legislation.</p> <p>Provide advice in regard to the NTPS Capability Leadership and Framework (CLF).</p>
Deliver a recognition and reward scheme	<p>Ensure staff are rewarded for their achievement through a formal recognition scheme.</p> <p>Establish staff views on what motivates them at work.</p> <p>Consider and implement other innovative ways to reward staff while upholding the agency values.</p>



