



# LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

No. 15

## WRITTEN QUESTION

Ms Uiibo to the Minister for Fire and Emergency Services:

### Department of Fire and Emergency Services Administration

#### STAFFING

1. (a) Please advise the number of staff employed in the following categories as of 9 December 2024:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
1. Ongoing Full Time	320.3	322	322	0
2. Ongoing Part Time	0.65	1	1	0
3. Fixed Term Full Time	14.9	15	15	0
4. Fixed Term Part Time	1.35	2	2	0
5. Casual Contract	12.47	35	35	0
6. Executive Contract	5	5	5	0
<b>TOTAL</b>	<b>354.67</b>	<b>380</b>	<b>380</b>	<b>0</b>

- (b) Please provide, for each of the six categories above: the relevant position classifications and the number of staff employed against each classification.

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
<b>Firefighters</b>					
Ongoing Full Time	DOF	8.0	8	8	0
	FFA	8.0	8	8	0
	FFB	8.4	9	9	0
	FFC	22.0	22	22	0
	FFD	12.82	13	13	0
	FFREC	24.0	24	24	0
	LFF	12.0	12	12	0
	SFF	70.0	70	70	0
	SO	43.52	44	44	0
	SSO	28.0	28	28	0

Emergency Services					
	AO4	1.96	2	2	0
s	AO5	7.65	8	8	0
	AO6	4.0	4	4	0
	AO7	3.0	3	3	0
	SAO1	2.0	2	2	0
	SAO2	1.0	1	1	0
Public Sector					
	AO2	1.0	1	1	0
	AO4	7.0	7	7	0
	AO5	5.0	5	5	0
	AO6	8.0	8	8	0
	AO7	5.0	5	5	0
	EO2	1.0	1	1	0
	P2	2.0	2	2	0
	P3	2.0	2	2	0
	SAO1	5.0	5	5	0
	SAO1X	2.0	2	2	0
	SAO2	6.0	6	6	0
	SP1	1.0	1	1	0
	SP2	1.0	1	1	0
	T3	8.95	9	9	0
	T4	5.0	5	5	0
	T5	2.0	2	2	0
	T6	2.0	2	2	0
<b>Total</b>		<b>320.30</b>	<b>322</b>	<b>322</b>	<b>0</b>

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
Firefighters					
Ongoing Part Time		0.0	0	0	0
Emergency Services					
		0.0	0	0	0
Public Sector					
	AO6	0.65	1	1	0
	P3	0.0	0	0	0
<b>Total</b>		<b>0.65</b>	<b>1</b>	<b>1</b>	<b>0</b>

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
<b>Firefighters</b>					
Fixed Term Full Time		0.0	0	0	0
<b>Emergency Services</b>					
	AO5	1.0	1	1	0
<b>Public Sector</b>					
	AO2	0.9	1	1	0
	AO3	1.0	1	1	0
	AO4	1.0	1	1	0
	AO6	2.0	2	2	0
	AO7	1.0	1	1	0
	P2	2.0	2	2	0
	T2	4.0	4	4	0
	T3	2.0	2	2	0
<b>Total</b>		<b>14.9</b>	<b>15</b>	<b>15</b>	<b>0</b>

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
<b>Firefighters</b>					
Fixed Term Part Time		0.00	0	0	0
<b>Emergency Services</b>					
		0.00	0	0	0
<b>Public Sector</b>					
	AO4	0.95	1	1	0
	T1	0.40	1	1	0
<b>Total</b>		<b>1.35</b>	<b>2</b>	<b>2</b>	<b>0</b>

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
<b>Firefighters</b>					
Casual Contract	FA1	8.57	23	23	0
	FA2	1.65	7	7	0
	FAC	1.25	4	4	0
<b>Emergency Services</b>					
		0.00	0	0	0
<b>Public Sector</b>					
	T2	1.0	1	1	0
<b>Total</b>		<b>12.47</b>	<b>35</b>	<b>35</b>	<b>0</b>

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
<b>Firefighters</b>					
Executive Contract		0.00	0	0	0
<b>Emergency Services</b>					
		0.00	0	0	0
<b>Public Sector</b>					
	EO1C	1.0	1	1	0
	EO2C	3.0	3	3	0
	EO4C	1.0	1	1	0
<b>Total</b>		<b>5.0</b>	<b>5</b>	<b>5</b>	<b>0</b>

- (c) Where there is a difference between FTE and Headcount (Actual), please provide an explanation for the difference, including any reasons for the use of part-time and casual positions within the overall workforce profile.

Full Time Equivalent (FTE) = the proportion of an employee's salary payment to that of an equivalent full-time employee in any given fortnight.

Paid Headcount = Headcount is the count of physical people, so a part-time person would count as one.

The NT Government provides opportunities for employees to balance the demands of work with the needs of family and general health and wellbeing. Flexible work practices are used in the Northern Territory Public Service to attract and retain employees. Flexible work arrangements can include flexibility in relation to an employee's hours of work, or mode of employment such as part-time, and leave.

2. Please advise the number of staff held against the following categories as of 9 December 2024:

Category	Number
Resigned	17
Made Redundant	0
Terminated	0
Unattached	34
Classified Redeployee	0
Supernumerary	132

3. Please advise the number of staff identifying as Aboriginal and Torres Strait Islander as of 9 December 2024.

A whole-of-government response to Question 3 will be provided by the Office of the Commissioner for Public Employment.

4. (a) Please advise the number of Frontline staff as FTE as of 9 December 2024 and as a percentage of the Agency's total employment.

Category	Number (FTE)	%age of Total Staff
Frontline	268.82	82.65

- (b) Please advise how the Agency determines which staff fall under the category of Frontline.

All Firefighters and Emergency Services employees are classified as Frontline. Civilian employees are not classified as Frontline.

5. Please advise how many staff have been engaged through labour hire, employment agency arrangements and/or consultancy contracts, for what purpose, for what duration and at what cost as of 9 December 2024. Please use the table format presented below for your response.

Number Engaged	Labour Hire / Employment Agency / Consultancy	Purpose	Duration	Cost
Nil	N/A	N/A	N/A	N/A

6. Please advise how many locums have been employed, for what purpose, duration, and at what cost as of 9 December 2024. Please use the table format presented below for your response.

Number Employed	Purpose	Duration	Cost
Nil	N/A	N/A	N/A

7. (a) How many positions were advertised during the period 24 August 2024 to 9 December 2024?

31.

- (b) Of the total number advertised in 7(a), how many positions had Special Measures applied?

31.

- (c) Please break down the levels of positions that had Special Measures applied.**

<b>Classification Level</b>	<b>Total Positions Advertised</b>
Administrative Officer 4	3
Administrative Officer 5	2
Administrative Officer 6	1
Administrative Officer 7	3
Executive Contract Officer 1	1
Executive Contract Officer 2	2
Recruit Firefighter	1
Senior Administrative Officer 1	5
Senior Professional Officer 1	1
Senior Professional Officer 2	1
Senior Station Officer	1
Station Officer	10
<b>Total</b>	<b>31</b>

- (d) How many positions that had Special Measures applied were not able to be filled against these requirements during this period and required contract or backfilling arrangements?**

Nil. The process for positions that are advertised with special measures is to consider special measures applicants first; if no special measures applicants apply, or no special measures applicants are considered suitable, recruitment panels may assess all other applicants' suitability for the role.

## **OUTSOURCING**

- 8. (a) For the period 24 August 2024 to 9 December 2024, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.**

For the period 24 August 2024 to 9 December 2024, NTFES has not made any decisions to outsource, contract out or privatise any functions.

- (b) Is consideration being given to outsource, contract-out or privatise in financial year 2025/26? If so, provide details.**

NTFES has not considered outsourcing, contracting out or privatising any functions in financial year 2025-26.

## LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 24 August 2024 to 9 December 2024?  
Provide details on:
- The matter(s) (designate which are finalised and which are ongoing)
  - The amount paid by matter
  - The amount paid to each outside legal firm or barrister engaged

NTFES, due to confidentiality, will not disclose legal matters and their status. Please refer to the table below for a breakdown of the expenditure incurred by the NTFES on legal advice or related expenses from 24 August 2024 to 9 December 2024.

Customer/Vendor	No of Payments	Legal Expenses
Finlaysons	4	30,587.00
Minter Ellison Lawyers	1	7,010.00
Other legal related expenses	2	22,654.00
<b>TOTAL</b>	<b>7</b>	<b>60,251.00</b>

## PROCUREMENT / CONSULTANCIES

10. From 24 August 2024 to 9 December 2024, please detail expenditure on each report and consultancy (excluding annual reports) obtained from outside the NTPS. For each report/consultancy detail:
- Purpose
  - Cost
  - Person or entity engaged
  - Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
  - Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
  - Outcomes or key performance indicators for the report or consultancy
  - Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

Refer to Attachment A.

11. Please advise the number of contracts awarded to business entities with a principal place of business in the NT and outside the NT for the period 24 August 2024 to 9 December 2024 as follows:

Number in the NT	Number outside of the NT
1	1

12. For each of the contracts awarded to business entities with a principal place of business outside of the Northern Territory, please advise the selection criteria on the applicable contract or tender.

Contract	Business Entity	Address	Selection Criteria
Q24-0178	Resilient Projects Pty Ltd trading as Resilient Projects	Garbutt, Queensland	Past Performance 15 Price 20 Local Content 30 Scope Specific 35

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 24 August 2024 to 9 December 2024?

Tier	Number of Procurement Activities
Tier 3	1
Tier 4	0
Tier 5	0
<b>Total</b>	<b>1</b>

14. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public tender process during the period 24 August 2024 to 9 December 2024?

None.

15. For each instance identified in the question above, where a public quotation process was not undertaken, including for those with a Certificate of Exemption:
- What is the description of the goods and services contracted?
  - What is the value of the goods and services contracted?
  - What was the reason for not using the public tender process or for requiring a Certificate of Exemption?
  - Who recommended the course of action in c) above?
  - Who approved the course of action in c) above?

15 (a) to (e) Not applicable.

- 16. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for purchasing goods and/or services as of 9 December 2024.**

<b>Position title</b>	<b>Classification</b>
NT Fire and Rescue Service	Leading Firefighter to District Officer ranks (81) Executive (2) NT Fire Alarm System Transmission supervisor (1)
NT Emergency Service	Area Managers (4) Training and Development Officers (2) Community Engagement Officer (1)
Bushfires NT	Fire Management Officers (5) Executive Assistant, Logistics Officer, Manager Assets and Capabilities and other administrative support roles (7)
Administrative / Corporate Support across agency	Finance, Travel, Recruitment and Community Engagement, Executive Assistants and Operational / Volunteer Support Officers (17)
<b>TOTAL number of corporate credit cards</b>	<b>120</b>

## **FOCUS GROUPS / POLLING / SURVEYS**

**For the period 24 August 2024 to 9 December 2024:**

- 17. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.**
- 18. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their form, the cost and the inducements that were provided to incentivise participation.**
- 19. Please provide copies of each survey and the results of each survey.**

17, 18 and 19 - not applicable. No opinion polls or focus groups were conducted.

## **COMMUNICATIONS AND MARKETING**

**20. Please detail expenditure on advertising and communications during the period 24 August 2024 to 9 December 2024.**

**For each advertisement for which an expense was incurred:**

- a) What was the purpose/description of the advertisement?**
- b) Who was the advertisement placed with, i.e., media outlet, newspaper, television station, digital platform, or other?**
- c) What was the total production cost, including, but not limited to, design, commissions, and placement costs?**
- d) Were tenders or expressions of interest called? If not, why not?**
- e) Did the agency enter into any separate arrangements for advertising placements or advertorials? If so, please provide details of expenditures and media outlets.**

Refer to below table for a response to this sub-question.

<b>Purpose/description of ad (a)</b>	<b>Who was the ad placed with (b)</b>	<b>Total production cost (c)</b>	<b>Tenders/EOI called (d)</b>	<b>Separate arrangements (e)</b>
2024 Top End Bushfire Season Communications Plan	Atomic Search Pty Ltd	9,001.79	No. Atomic holds the contract to manage advertising booking on behalf of NTFES.	No
NT Emergency Service (NTES) Volunteer Recruitment August	Zip Print	385.00	No. Tier 1 procurement and most suitable panel contractor based on excellent track record of service.	No
Bushfires NT volunteer attraction and safety messaging campaign	Global Headquarters	16,997.50	No. Tier 2 procurement process undertaken.	No
Volunteer Appreciation Events	Stickers and Stuff	12,695.45	No. Tier 1 procurement and most suitable panel contractor based on excellent track record of service.	No
NT Fire and Rescue Service (NTFRS) Community Engagement	Stickers and Stuff	5,961.82	No. Tier 1 procurement and most suitable panel contractor based on excellent track record of service.	No
NTFRS Rural Christmas Santa Run	Multiple	2,862.19	No. Tier 1 procurement and most suitable panel contractor based on excellent track record of service.	No

NT Emergency Management Symposium 2024	Zip Print	650.00	No. Tier 1 procurement and most suitable contractor based on excellent track record of service	No
A5 Recruitment Flyers	Zip Print	285.00	No. Tier 1 procurement and most suitable contractor based on excellent track record of service.	No
Bushfires NT 30 <sup>th</sup> anniversary	Stickers and Stuff	1,112.72	No. Tier 1 procurement and most suitable contractor based on excellent track record of service.	No
Total		49,951.47		

## TRAVEL

21. Please provide the total expenditure and itemised details of travel, including, but not limited to, travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority during the period 24 August 2024 to 9 December 2024 broken down to:

- a) International Travel
- b) Interstate Travel
- c) Intrastate Travel

(a), (b) and (c) – Total travel expenditure including airfares, accommodation, travelling allowance, taxi vouchers, incidentals:

Travel type	Total expenditure (incl travel related costs)
International travel	\$4,111
Interstate	\$77,400
Intrastate*	\$1,457,547

*\*Includes \$1.3M air charters associated with the wildfires and aerial support / water bombing / fire mitigation provided through Bushfires NT.*

22. In the case of international travel identified in response to the question above, please provide the purpose, itinerary, persons and costs involved in each trip.

Travel date from	Travel date to	Purpose	Traveller	Destination	Cost
20/07/24	25/08/24	International deployment to suppress wildfires in Canada	Assistant Chief Fire Officer	Vancouver, Canada	\$4,111

23. Please provide itemised details and costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period 24 August 2024 to 9 December 2024.

Nil.

## HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 24 August 2024 to 9 December 2024.

In relation to each occasion where official hospitality was provided:

- a) What was the purpose of the hospitality?
- b) How many guests attended?
- c) How many Ministers attended?
- d) How many Ministerial staff attended?
- e) How many MLAs attended?
- f) How many Public Sector employees attended?
- g) What was the total cost incurred?

Purpose (a)	Guest numbers (b)	Ministers (c)	Ministerial staff (d)	MLAs (e)	Public Sector employees (f)	Total cost (g)
NTES Alice Springs - R U Ok? Morning Tea	24	0	0	0	20	\$80.00
NTFRS Welcome Morning Tea Squad 50	20	0	0	0	20	\$180.00
NTES Unit Officers Conference - Morning Tea and Networking Dinner	13	0	0	0	13	\$718.14
NT Emergency Planning Framework Working Group	13	0	0	0	9	\$174.76
Yulara Fire Station – 25 <sup>th</sup> anniversary - Volunteer Appreciation BBQ	30	0	0	0	30	\$190.75

## GRANTS, SPONSORSHIPS, DONATIONS AND INCENTIVES

25. Please detail expenditure on grants, sponsorships, donations and incentives paid by your Agency (including the recipient of each payment) during the period 24 August 2024 to 9 December 2024, including agency budget totals to administer such programs.

Purpose	Grant recipient	Amount
Bushfires NT equipment subsidies	Three Bushfires NT brigade/volunteer applicants	\$2,290
Northern Territory Flood Warning Systems Communications Upgrade project (Commonwealth funded through the Disaster Ready Fund)	Department of Lands, Planning and Environment	\$74,000

26. Please detail the funds utilised to distribute awards and sponsorships in the period 24 August 2024 to 9 December 2024, and to what activities. Please list details of any contract periods as part of any arrangement.

Nil.

27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2025/26 financial year?

Not applicable.

28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 24 August 2024 to 9 December 2024, including to which organisation and the services to be provided?

Refer to response to sub-question 25.

## MEDIA MONITORING SERVICES

29. Provide expenditure details on media monitoring services for the period 24 August 2024 to 9 December 2024 (including entities engaged and who utilises the service).

A whole-of government response to Question 29 will be provided by the Department of the Chief Minister and Cabinet.

## INFRASTRUCTURE PROJECTS

30. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia or Northern Australia Infrastructure Facility (NAIF) to be considered for the Infrastructure Priority List?

A whole-of-government response to Questions 30 to 32 will be provided by the Department of Logistics and Infrastructure.

31. Please provide details of newly committed projects for the period 24 August 2024 to 9 December 2024.

See above.

32. Please provide details of contracts awarded to interstate firms, the purpose of the contract, the cost, and why a territory firm was not chosen.

See above.

## GOVERNMENT LEASED BUILDINGS

33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 24 August 2024 to 9 December 2024?

Total power bill for the reporting period for the locations identified in the table is \$198,758. See below table.

Address	Total
Lot 5765, 32 Iliffe Street, Woolner NT 0820	39,370.93
Lot 4241, 265 Berrimah Road, Wishart NT 0822	32,838.64
Lot 5825, 25 Abala Road, Marrara NT 0812	24,372.99
Lot 6574, 41 Howard Springs Road, Howard Springs NT 0835	23,198.57
Lot 7728, 7728 Telegraph Terrace, Alice Springs NT 0870	20,717.61
Lot 41, S/46 Emery Avenue, Woodroffe NT 0830	13,249.32
Lot 3479, 17 Chardon Street, Katherine East NT 0850	12,878.95
Lot 2900, 2645 Stuart Highway, Acacia Hills NT 0832	5,936.53
Lot 165, 213 Yulara Drive, Yulara NT 0872	5,515.70
Lot 931, NTFS, 1 Gregory Place, Jabiru NT 0886	3,987.32
12 Matthew Flinders Drive, Nhulunbuy NT 0880	3,916.74
Lot 4465, 32 Wilkinson Street, Alice Springs NT 0870	2,896.36
Lot 2464, 1/565 Pioneer Drive, Herbert NT 0845	1,350.97
Lot 8374, 912/102 Esplanade, Darwin City NT 0800	1,262.95
Lot 2509, S/365 Lowther Road, Virginia NT 0800	1,250.60
Lot 265, 265 Off Tarkarri Road, Batchelor NT 0845	990.98
Lot 2555, 3 Vereker Street, Humpty Doo NT 0836	956.16
4 Dartnell Avenue, Nhulunbuy NT 0880	878.76
Lot 113, 132 Stuart Highway, Adelaide River NT 0846	625.79
Lot 2472, 6/40 Hilda Street, Tennant Creek NT 0860	557.70
Lot 52, 65 Main Terrace, Pine Creek NT 0847	378.67
Lot 37, 5 Bray Street, Elliott NT 0862	345.07
Lot 1938, 14 Chardon Street, Katherine NT 0850	276.06
Lot 30, 5 Gunn Street, Mataranka NT 0852	203.52
Lot 4325, 4325 Luritja Drive, Kings Canyon NT 0872	188.01
Lot 3731, 629 Bees Creek Road, Bees Creek NT 0837	174.03
Lot 29, 7 Gunn Street, Mataranka NT 0852	166.36
Lot 204, Fire Station, 204 Tuffin Road, Yirrkala NT 0880	145.56
Lot 200, 200 Hermannsburg Road, Hermannsburg NT 0872	127.45
Grand Total	198,758.30

- 34. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period 24 August 2024 to 9 December 2024?**

A whole-of-government response to Questions 34 and 35 will be provided by the Department of Corporate and Digital Development.

- 35. How much Government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?**

See above.

## **FEES AND CHARGES**

- 36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2024/25 financial year and whether any of these fees and charges were increased following the 2024 election.**

Attachment B outlines all NTFES fees and charges.

Total NTFES fees and charges revenue for the period 1 July 2024 to 30 November 2024 is \$4,071,133 consisting of:

<b>Standard Class Description</b>	<b>Amount</b>
NTFAST Connection Fees*	\$2,325
Fire Alarm Monitoring Fees*	\$2,552,482
Unwanted Alarm Charges*	\$987,908
NTFRS Report*	\$138,723
Fire Engineering Design Review*	\$26,007
Yulara Corporation Payments	\$148,739
Nhulunbuy Corporation Payments	\$213,465
Other Charges < \$25K	\$1,485
<b>Total</b>	<b>\$4,071,133</b>

Items highlighted with an (\*) are subject to the Territory Revenue Unit regime.

On 1 July 2024, the Revenue Unit was increased from \$1.35 to \$1.41 prior to the 2024 election.

There has been no increase in fees and charges since the 2024 election.

## INTERNAL AUDITS

**37. How many internal audits and financial investigations were conducted in the period 24 August 2024 to 9 December 2024?**

Internal audits	Financial Investigations
1	0

**38. What were the terms of reference or focus for each investigation?**

Internal audit/investigation	Terms of Reference or focus
Official Travel Audit Plan 2024	<p>Review and assessment of Intra, interstate and international travel recorded in the Travel Request Information System (TRIPS) undertaken by employees during the period of 1 April to 30 August 2024 to align with policy updates. Focusing on:</p> <ul style="list-style-type: none"><li>○ Approval processes (accountability)</li><li>○ justification and supporting documents (benefits)</li><li>○ private travel associated with official travel</li><li>○ travel allowance payments (including meals)</li><li>○ class of travel and accommodation (Value for Territory)</li><li>○ notification process for international travel</li><li>○ timeliness and accuracy of travel acquittals.</li></ul>

**39. Please provide details of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.**

### Official Travel Audit Plan 2024

Following NTFES' transition to a stand-alone agency in April 2024, and as a mechanism to ensure accountability, the agency committed to undertaking comprehensive reviews of its systems and policies and processes.

The audit conducted between September and December 2024 aimed to identify areas for improvement and recommended best practice measures for implementation.

Based on the audit sample reviewed, instances of non-compliance and breaches were identified in the following areas:

1. Travel documentation:  
81% of movements lacked sufficient documentation to substantiate the necessity of travel.
2. Approval timeframes:  
64.5% of requests did not meet the required minimum processing timeframe allowed by policy.
3. Movement Requisition Acquittal:  
48% of movement requisitions were not acquitted within the required timeframe.
4. Delegate approvals:  
64% did not have the correct level of delegate approval. However, 80% of these did include the correct approval as an attached memorandum.
5. Overpayments, personal benefit, private vehicle travel:
  - 13% were overpaid meal allowance, where meals were received as part of the travel
  - 6.4% were overpaid kilometre allowance due to overestimated distances
  - 3.2% resulted in the accrual of frequent flyer points for personal benefit
  - 6.4% acquitted additional time within the TRIPS movement.

**40. How many agencies have been referred to existing bodies, e.g. Auditor-General/Independent Commission Against Corruption (ICAC), and how?**

Agencies would not be privy to details of referrals made to Independent Statutory Officers.

**41. How many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.**

Agencies would not be privy to details of referrals made to Independent Statutory Officers.

## BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your Agency in 2024/25, also providing the following information:

a) The Terms of Reference, if changed since the election.

Board/Committee	ToR changed since election (Y/N)
Bushfires Council of the NT	N
Alice Springs Regional Bushfires Committee	N
Arnhem Regional Bushfires Committee	N
Barkly Regional Bushfires Committee	N
Savanna Regional Bushfires Committee	N
Vernon Arafura Regional Bushfires Committee	N

b) The current members and when they were appointed

Bushfires Council of the NT		
Member name	Position	Commenced
Will Evans	Member	9/03/2022
Shenagh Gamble	Member	9/03/2022
Edward Andrew Hayes	Member	9/03/2022
Karen Hayward	Member	9/03/2022
Sharon Hillen	Member	9/03/2022
Benjamin Kaethner	Member	9/03/2022
James Benjamin Lewis	Member	9/03/2022
Karen May	Chairperson	9/03/2022
Anna Pickworth	Member	9/03/2022
Ian Stewart	Member	9/03/2022

Alice Springs Regional Bushfires Committee		
Member name	Position	Commenced
Sarah Cook	Member	9/03/2022
Phillip Cowan	Member	9/03/2022
Ben Cromarty	Member	9/03/2022
Georgina Hamlyn	Member	9/03/2022
Edward Andrew Hayes	Chairperson	9/03/2022
Benjamin Heaslip	Member	9/03/2022
Robert Martin	Member	9/03/2022

<b>Arnhem Regional Bushfires Committee</b>		
<b>Member name</b>	<b>Position</b>	<b>Commenced</b>
Otto Campion	Member	18/05/2022
Natalie Chester	Member	9/07/2024
Neville Gulaygulay	Member	9/03/2022
Anthony Kennedy	Member	9/03/2022
Anna Pickworth	Chairperson	9/03/2022
Robert Redford	Member	18/05/2022
Clinton Rioli	Member	5/05/2023
Clarry Rogers	Member	9/03/2022
Catherine Whitehead	Member	5/05/2023
Shane Wunungmurra	Member	5/05/2023

<b>Barkly Regional Bushfires Committee</b>		
<b>Member name</b>	<b>Position</b>	<b>Commenced</b>
Ken Ford	Member	9/03/2022
Karen Hayward	Chairperson	9/03/2022
Sharen Lake	Member	9/03/2022
Ben Saint	Member	9/03/2022
Keven Stout	Member	9/03/2022

<b>Savanna Regional Bushfires Committee</b>		
<b>Member name</b>	<b>Position</b>	<b>Commenced</b>
Sarah Kerin	Member	9/03/2022
James Benjamin Lewis	Chairperson	9/03/2022
Jan Murphy	Member	9/03/2022
David Shearer	Member	9/07/2024
Sam Tapp	Member	9/03/2022
Jahannes Venter	Member	9/03/2022

<b>Vernon Arafura Regional Bushfires Committee</b>		
<b>Member name</b>	<b>Position</b>	<b>Commenced</b>
Teresa Burburr	Member	9/07/2024
Romy Carey	Member	9/03/2022
Colin Deveraux	Member	9/03/2022
Susan Jones	Member	9/03/2022
David McLachlan	Member	9/03/2022
Alan Roe	Member	9/03/2022
Ian Stewart	Chairperson	9/03/2022
Dianne Tynan	Member	9/03/2022

43. The number of times the Board met during the period 24 August 2024 to 9 December 2024.

Board/Committee	No. of meetings during the period 24 August 2024 to 9 December 2024
Bushfires Council of the NT	0
Alice Springs Regional Bushfires Committee	0
Arnhem Regional Bushfires Committee	0
Barkly Regional Bushfires Committee	1
Savanna Regional Bushfires Committee	1
Vernon Arafura Regional Bushfires Committee	0

## REVIEWS AND INQUIRIES

44. Details of all reviews and inquiries completed or commenced since 24 August 2024, also providing the following information:
- The Terms of Reference
  - The criteria for selection of all panel members
  - The composition, qualifications and state or Territory of residence of the persons undertaking the review/inquiry
  - The cost of the review/inquiry
  - How the information was/is accumulated to contribute to the review/inquiry
  - If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly
  - If not completed when this is expected

No reviews or inquiries have been completed or commenced since 24 August 2024.

## WORKPLACE HEALTH AND SAFETY

**45. Please provide the number, nature and cost of reportable safety issues for the period 24 August 2024 to 9 December 2024.**

For the period 24 August to 9 December 2024:

Reportable safety issues	Number	Cost
Notifiable incidents reported to NT WorkSafe under section 35 of the <i>Work Health and Safety (National Uniform Legislation) Act 2011</i>	0	Nil
Number of incidents that led or could have led to a physical or psychological injury, illness or disease, or where property and/or equipment was damaged (excludes hazards and near misses)	35	The amount of administrative effort required to respond is excessive and would result in undue diversion of resources from service delivery.

**46. Please detail the number of stress-related matters and claims for the period 24 August 2024 to 9 December 2024.**

There were no stress-related matters or claims for NT Fire and Emergency Services during the period 24 August to 9 December 2024.

## REGIONAL OFFICES

**47. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved since 24 August 2024. What are the locations for which they are responsible?**

Refer to below table for a summary of paid staff (head count) data as at Pay 13 of 2024-25 and expenditure for the period 1 September to 30 November 2024.

NT Fire and Emergency Services (NTFES) is comprised of a mix of corporate and frontline (paid and volunteer) staff, including three operational arms – NT Emergency Service, NT Fire and Rescue Service and Bushfire NT. NTFES' purpose is to protect life, property and the environment, and to support community resilience through the delivery of best practice fire and emergency management.

Since 24 August 2024, NTFES has continued to successfully establish itself as a standalone agency as a result of the separation from the former police, fire and emergency services tri-service.

Location	Paid Staff	Expenditure (employee, operational, grants)
Barkly	8	\$240,722
Big Rivers	14	\$441,210
Central Australia	56	\$2,057,380
East Arnhem	13	\$254,930
Greater Darwin	283	\$10,203,176
Top End	6	\$285,526
Territory-wide		\$7,723,783
Not in the NT	0	
<b>Total</b>	<b>380</b>	<b>\$21,206,729</b>

**PROCUREMENT / CONSULTANCIES****(a) to (g)**

<b>Purpose (a)</b>	<b>Cost (b)</b>	<b>Person/entity engaged (c)</b>	<b>Principal place of business in NT / elsewhere (d)</b>	<b>Report tabled in LA (e)</b>	<b>Outcomes/ KPIs (f)</b>	<b>Tenders/EOIs invited prior (g)</b>
<p>Detailed Site Investigation of the Alice Springs Fire Station.</p> <p>On 14 September 2021, the Northern Territory Environmental Protection Agency issued a Notice under Section 48 of the Waste Management and Pollution Control Act 1998 to the Northern Territory Fire and Rescue Service and required an environmental audit program to be undertaken.</p>	\$142,622.40	CARDNO (NT) PTY LTD	Northern Territory	No	Sample testing has been completed.	Tier 3 quotation
Provision of NT Emergency Planning Framework	\$131,516.00	Resilient Projects Pty Ltd	Garbutt, Queensland	No	The project is being undertaken through the NT Risk Reduction Program and is yet to be completed. It includes stakeholder engagement with the emergency management sector as listed within the Territory Emergency Plan. The outcome will be a high-level	Tier 3 quotation

Purpose (a)	Cost (b)	Person/entity engaged (c)	Principal place of business in NT / elsewhere (d)	Report tabled in LA (e)	Outcomes/ KPIs (f)	Tenders/EOIs invited prior (g)
					strategic planning framework that maps out the NT planning arrangements of emergency partners before, during and after emergency events. The framework would be a companion document to the Territory Emergency Plan, authorised by the Territory Emergency Management Council.	
Fire Engineering Design (FED) Consultant	\$32,552.43  The amount listed is the total cost of 23 reviews over the period.	BASIC EXPERT PTY LTD	Victoria	No	NTFRS does not have a qualified Fire Engineer on staff and this contract enables NTFRS on a case-by-case basis, as an identified stakeholder, to review and provide comment on any proposed FED performance solutions submitted when proposed building works cannot meet the Deemed to Satisfy requirements of the National Construction Code (NCC) and relevant Australian Standards. Each is conducted as a single anonymised review in-line with Australian Fire Engineering Guidelines third party review process (C1V4 of the NCC), and	Engaged under current period contract.

Purpose (a)	Cost (b)	Person/entity engaged (c)	Principal place of business in NT / elsewhere (d)	Report tabled in LA (e)	Outcomes/ KPIs (f)	Tenders/EOIs invited prior (g)
					<p>Schedule 4 of the NT Fire and Emergency Regulations.</p> <p>The outcome of each FED submission is that the NTFRS, as a key stakeholder, can be in a position to accept or reject the proposed performance solutions based on the comments and recommendations provided by industry subject matter experts. This greatly assists the accountability and quality assurance of the building permit and occupancy certificate process under the NT Building Act and Regulations, further strengthening the service delivery of the NTFRS.</p>	
Remote Piloted Aircraft Operating Certificate (ReOC)	\$32,033.14	SKYMAX	Northern Territory	No	<p>ReOC issued to NTFES.</p> <p>RPAS (Remotely Piloted Aircraft Systems), commonly known as drones, are increasingly used by firefighting agencies to improve the efficiency and effectiveness of fire management. The</p>	Ordered under existing government contract (multi-agency).

Purpose (a)	Cost (b)	Person/entity engaged (c)	Principal place of business in NT / elsewhere (d)	Report tabled in LA (e)	Outcomes/ KPIs (f)	Tenders/EOIs invited prior (g)
					<p>previous Tri-Service had a ReOC to operate RPAS commercially.</p> <p>The ReOC is awarded by the Civil Aviation Safety Authority (CASA). With the Machinery of Government changes, NTFES was created and as such a new ReOC needed to be registered with CASA to allow NTFES to continue to operate RPAS. The consultant assisted in re-establishing the capability as well as all the associated instruments, training, maintenance and governance to CASA standards.</p>	
<p>Review emergency response and recovery activities and provide actionable recommendations relevant to:</p> <ul style="list-style-type: none"> <li>• Notification planning and operational phases</li> <li>• Command and control of all operations</li> <li>• Adequacy of</li> </ul>	\$13,034.61	Australasian Fire & Emergency Service Authorities Council	Victoria	No	The AFAC Independent Operation Review is presently in draft form and undergoing review by NTES.	No tenders or expressions of interest were invited as NTES is a financial member of the Australasian Fire and Emergency Service Authorities Council (AFAC).

Purpose (a)	Cost (b)	Person/entity engaged (c)	Principal place of business in NT / elsewhere (d)	Report tabled in LA (e)	Outcomes/ KPIs (f)	Tenders/EOIs invited prior (g)
communication and physical infrastructure available for emergency management operations.						AFAC offers after-action reviews and other assurance activities to its members, utilising AFAC's network of senior emergency managers.

REVENUE UNIT	\$	1.41
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**NT FIRE AND EMERGENCY SERVICE FEES AND CHARGES****DEPARTMENTAL ABN 84 085 734 992****NOTE: FOR NT GOVERNMENT DEPTS WITH THE SAME ABN Number as Fire and Emergency Services, the "TAX CODE" CHANGES from S10 TO G00 AND NO GST IS CHARGED**

SERVICE	TYPE	DESCRIPTION OF CHARGE	DURATION/ UNIT COST	LEGISLATIVE REFERENCE	REVENUE UNIT	FEE PAYABLE ex GST	GST	FEE PAYABLE inc GST	TAX CODE	STD CLASS	SERVICE	CODING	DATE OF LAST REVISION
<b>Provision of customised uniform clothing and footwear:</b>													
	Uniform clothing and footwear	to all entities, Darwin and Alice Springs			Cost + 10%	Cost + 10%	YES	(Cost + 10%) x 10% GST	S10	166919	FES	24 XXX XXX 166919	1/01/2010
<b>1. Attendance at a fire or other emergency of NTFRS member or equipment under Section 43 of the Fire and Emergency Act</b>													
1.1	Member (Fire)	(a) Incident Commander (above rank of Station Officer)	per hour or part hour		61	\$86.00	NO	\$86.00	N00	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Member (Fire)	(b) Station Officer	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	50	\$70.00	NO	\$70.00	N00	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Member (Fire)	(c) Fire Fighter Class A, B, C or D	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	45	\$63.00	NO	\$63.00	N00	131146	FIRE	24 XXX XXX 131146	1/07/2011
1.2	Equipment	(a)(i) Pump appliance up to 1000 litres per minute per hour	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	115	\$162.00	YES	\$178.20	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(a)(ii) Pump appliance between 1000 and 3000 litres per minute	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	172	\$242.00	YES	\$266.20	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(a)(iii) Pump appliance over 3000 litres per minute	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	230	\$324.00	YES	\$356.40	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(b) Aerial appliance	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	287	\$404.00	YES	\$444.40	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(c) Emergency tender	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	172	\$242.00	YES	\$266.20	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(d) Vehicle not otherwise specified	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	57	\$80.00	YES	\$88.00	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
1.3	Equipment	(a) Portable Pump	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	69	\$97.00	YES	\$106.70	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(b) Breathing apparatus	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	51	\$71.00	YES	\$78.10	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(c) Fully encapsulating chemical suits	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	34	\$47.00	YES	\$51.70	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(d) Foam generator	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	23	\$32.00	YES	\$35.20	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(e) Length of fire hose	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	5	\$7.00	YES	\$7.70	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
	Equipment	(f) Salvage sheet	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	5	\$7.00	YES	\$7.70	S10	131146	FIRE	24 XXX XXX 131146	1/07/2011
<b>2. Attendance in response to an alarm or call where there is in fact no fire or emergency</b>													
	Unwanted Alarm	Attendance in response to a unwanted alarm	per attendance	Fire Service Regulations Schedule, Section 43(6)	924	\$1,302.00	NO	\$1,302.00	N00	134115	FIRE	24 R99 999 134115	1/07/2011
<b>3. Preparation of NTFRS report</b>													
3.1	Report	(a) Preparation fee for building with floor area of up to 700 m2	each	Fire Service Regulations Schedule, Section 43(6)	406	\$572.00	YES	\$629.20	S10	134131	FIRE	24 R99 999 134131	1/07/2011
	Report	(b) Preparation fee for building with floor area of between 700 m2 and 1,100 m2	each	Fire Service Regulations Schedule, Section 43(6)	730	\$1,029.00	YES	\$1,131.90	S10	134131	FIRE	24 R99 999 134131	1/07/2011
	Report	(c) Preparation fee for building with floor area of between 1,101 m2 and 1,500 m2	each	Fire Service Regulations Schedule, Section 43(6)	893	\$1,259.00	YES	\$1,384.90	S10	134131	FIRE	24 R99 999 134131	1/07/2011
	Report	(d) Preparation fee for building with floor area of between 1,501 m2 and 2,000 m2	each	Fire Service Regulations Schedule, Section 43(6)	978	\$1,378.00	YES	\$1,515.80	S10	134131	FIRE	24 R99 999 134131	1/07/2011
	Report	(e) Preparation fee for building with floor area of over 2,000 m2, plus	each	Fire Service Regulations Schedule, Section 43(6)	1,021	\$1,439.00	YES	\$1,582.90	S10	134131	FIRE	24 R99 999 134131	1/07/2011
	Report	for each 100 m2 over 2,000 m2	100 m2	Fire Service Regulations Schedule, Section 43(6)	8	\$11.00	YES	\$12.10	S10	134131	FIRE	24 R99 999 134131	1/07/2011
3.2	Inspection Fee	(a) Inspection Fee if the inspection takes two hours or less, plus	two hours	Fire Service Regulations Schedule, Section 43(6)	264	\$372.00	YES	\$409.20	S10	134132	FIRE	24 R99 999 134132	1/07/2011
	Inspection Fee	(b) for each hour or part thereof after the first two hours	one hour increments	Fire Service Regulations Schedule, Section 43(6)	132	\$186.00	YES	\$204.60	S10	134132	FIRE	24 R99 999 134132	1/07/2011
3.3	Travel	For each kilometre travelled in excess of 100 km	per km	Fire Service Regulations Schedule, Section 43(6)	1	\$1.00	YES	\$1.10	S10	134132	FIRE	24 R99 999 134132	1/07/2011
3.4	Reinspection	For each hour or part hour of reinspection	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	312	\$439.00	YES	\$482.90	S10	134132	FIRE	24 R99 999 134132	1/07/2011
<b>4. Reassessment of NTFRS Report</b>													
	Reassessment	For each hour or part hour	per hour or part hour	Fire Service Regulations Schedule, Section 43(6)	156	\$219.00	YES	\$240.90	S10	134131	FIRE	24 R99 999 134131	1/07/2011
<b>5. Alternative Solution meeting</b>													
	Meeting	For each meeting	each	Fire Service Regulations Schedule, Section 43(6)	406	\$572.00	YES	\$629.20	S10	134133	FIRE	24 R99 999 134133	1/07/2011
<b>6. Fire engineering design review</b>													
	Review	(a) Level 1	each	Fire Service Regulations Schedule, Section 43(6)	397	\$559.00	YES	\$614.90	S10	134134	FIRE	24 R99 999 134134	1/07/2011

SERVICE	TYPE	DESCRIPTION OF CHARGE	DURATION/ UNIT COST	LEGISLATIVE REFERENCE	REVENUE UNIT	FEE PAYABLE ex GST	GST	FEE PAYABLE inc GST	TAX CODE	STD CLASS	SERVICE	CODING	DATE OF LAST REVISION
Review		(b) Level 2	each	Fire Service Regulations Schedule, Section 43(6)	652	\$919.00	YES	\$1,010.90	S10	134134	FIRE	24 R99 999 134134	1/07/2011
Review		(c) Level 3	each	Fire Service Regulations Schedule, Section 43(6)	1,304	\$1,838.00	YES	\$2,021.80	S10	134134	FIRE	24 R99 999 134134	1/07/2011
7. Search of ILIS or NTFRS database by member													
Search		For each search undertaken	each	Fire Service Regulations Schedule, Section 43(6)	33	\$46.00	YES	\$50.60	S10	134135	FIRE	24 R99 999 134135	1/07/2011
Fire Alarm Monitoring System Fees													
Connection Fee		New connection to fire alarm monitoring system (NTFAST) on connection	per connection	written agreement when customer is connected to the NTF&RS alarm monitoring system	330	\$465.00	YES	\$511.50	S10	131145	FIRE	24 XXX XXX 131145	1999
Annual Monitoring		Annual monitoring of fire alarm system (NTFAST)	per annum	written agreement when customer is connected to the NTF&RS alarm monitoring system	1,920	\$2,707.00	YES	\$2,977.70	S10	134114	FIRE	24 R99 999 134114	1999
CODES FOR OTHER RECEIPTS													
Miscellaneous revenue	Miscellaneous revenue	Unclaimed Money					NO	0	N00	166211		24 R99 999 166211	
		Sale of Unclaimed Property					NO	0	N00	166212		24 R99 999 166212	
		Monies seized and/or forfeited ( <i>Liquor Act</i> )					NO	0	N00	166213		24 R99 999 166213	
		Fees charged under <i>Information Act</i>				\$30.00	NO	30	N00	166311		24 JAJA01 166311	
		VOQ & R&R House Accommodation Alice Springs (for other Regional Commands, contact BSA)					YES	0	S10	166913		24 XXX XXX 166913	
		Reimbursement of Employee Expenses					YES	0	S10	166921		24 XXX XXX 166921	
		Recovery of Damages					YES	0	S10	166922		24 XXX XXX 166922	
		Provision of complete traffic history report			50	\$70.00	NO	\$70.00	N00	131142		24 XXX XXX 131142	
		Other Miscellaneous Revenue					VARIABLE		N00 or S10	166911		24 XXX XXX 166911	

#### REGISTER FEE AND CHARGES - VARIATIONS DURING YEAR

Description