

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Minister for Health, Minister for Alcohol Policy, Minister for Major Projects and Minister for Defence – for all agencies falling under the Chief Minister's and Ministers' portfolios.

AGENCY ADMINISTRATION

Notes:

- The following questions can be answered from existing Agency data as at 31 March 2023.
- You have previously referred questions requiring a Whole of Government response to the Minister responsible at a time that enables a response within the same timeframe as the remainder of the questions.
- Further, you have previously inserted the question at the beginning of each answer.
- My Office would appreciate these practices being continued.

STAFFING

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2023:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
1. Ongoing Full Time	21.5	22	22	0
2. Ongoing Part Time	0	0	0	0
3. Fixed Term Full Time	1	1	1	0
4. Fixed Term Part Time	0	0	0	0
5. Casual Contract	0	0	0	0
6. Executive Contract	2	2	2	0
Total	24.5	25	25	0

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

Classification	FTE	Category
AO3	1	Fixed Term Full Time
AO5	1.5	Ongoing Full Time
AO6	4	Ongoing Full Time
AO7	6	Ongoing Full Time
SAO1	3	Ongoing Full Time
SAO2	5	Ongoing Full Time
P3	1	Ongoing Full Time
SP2	1	Ongoing Full Time
ECO2	1	Executive Contract
ICAC	1	Executive Contract
Total	24.5	

(c) Where there is a difference between FTE and Headcount (Actual), please provide an explanation for the difference, including any reasons for 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.

For the category, 'Ongoing Full Time', one staff member at the AO5 level is on parental leave at half pay therefore the FTE equivalent is 0.5.

- 2. Please advise the number of staff held against the following categories as at 31 March 2023:**

Category	Number
Resigned	4
Made Redundant	0
Terminated	1
Unattached	0
Classified Redeployee	0
Supernumerary	0

- 3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2023.**

Category	Number
Aboriginal and Torres Strait Islander	1

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2023 and as a percentage of the Agency total employment.

Category	Number	% of Total Staff
Frontline	0	0

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

The OICAC has been classified for reporting purposes as a support/central agency. Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

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 at 31 March 2023. Please use the table format presented below for your response.

For the period 1 July 2022 to 31 March 2023, the OICAC had no staff members engaged through labour hire, employment agency arrangements and/or consultancy contracts.

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2023. Please use the table format presented below for your response.

Not applicable to the OICAC.

7. (a) How many positions were advertised during the period 1 July 2022 to 31 March 2023?

The OICAC advertised 8 positions for the period 1 July 2022 to 31 March 2023.

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

All of the 8 advertised positions had Special Measures applied.

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

Position Name	Level	Special Measures applied?
Executive Officer	AO6	Yes
Investigator	AO6	Yes
Senior Investigator	AO7	Yes
Executive Director Operations	ECO2	Yes
Corporate Services Assistant	AO3	Yes
ICAC General Counsel	SP2	Yes
Events Coordinator	AO6	Yes
Events Coordinator	AO6	Yes

(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?

The OICAC's Special Measures Plan was approved in December 2021 and applies to all advertised positions. 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 1 July 2022 to 31 March 2023, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.**

(b) Is consideration being given to outsource, contract-out or privatise in financial year 2023/24? If so, provide details.

In accordance with section 5(2) of the *Procurement Act 1995*, the OICAC has an exemption from the need to comply with the Act in relation to the acquisition of investigative, legal and audit services. The exemption is to guarantee that the ICAC has complete independence as to whom the ICAC chooses to contract to conduct investigative, legal and audit work.

All investigations conducted by the OICAC are now conducted internally by staff. It is anticipated that legal and audit services will continue to be outsourced as required in the 2023/24 financial year and within available budget.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2022 to 31 March 2023? Provide details on:
- The matter(s) (designate which are finalised and which ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

a) & b)

In accordance with section 5(2) of the *Procurement Act 1995*, the OICAC has an exemption from the need to comply with the Act in relation to the acquisition of investigative, legal and audit services. The exemption is to guarantee that the ICAC has complete independence as to whom the ICAC chooses to contract to conduct investigative, legal and audit work. Details of the matters will not be disclosed to ensure the office maintains confidentiality and security, protects the office's operational methodology, and avoids the potential to prejudice the interests of the OICAC and other parties.

c)

For the reasons mentioned above, the following information are disclosed in response to the amount paid to each outside legal firm or barrister engaged for the period 1 July 2022 to 31 March 2023.

Supplier	Location	Amount \$ (GST exclusive)
Assurex Escrow Pty Ltd	Interstate	1 105
Helen Luu	Interstate	32 813
Hutton McCarthy	NT	47 152
Lisa Papadinas	Interstate	8 000
Sally Flynn KC	Interstate	54 226
Sandra Wendlandt	NT	7 200
Tom Anderson	NT	7 625
Travis Charles Schmitt	Interstate	3 000
Total		161 121

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2022 to 31 March 2023, please detail expenditure on each report and consultancy (excluding annual reports) that have been obtained from outside the NTPS. For each report/consultancy detail:
- a) Purpose
 - b) Cost
 - c) Person or entity engaged
 - d) 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)
 - e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - f) Outcomes or key performance indicators for the report or consultancy
 - g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

In accordance with section 5(2) of the *Procurement Act 1995*, the OICAC has an exemption from the need to comply with the Act in relation to the acquisition of investigative, legal and audit services. The exemption is to guarantee that the ICAC has complete independence as to whom the ICAC chooses to contract to conduct investigative, legal and audit work. Details of this type of consultancies in this nature will not be disclosed to ensure the office maintains confidentiality and security, protects the office's operational methodology, and avoids the potential to prejudice the interests of the OICAC and other parties.

The office's total consultancy expenditure for the period 1 July 2022 to 31 March 2023 was \$102,814.

None of the reports directly from the consultancy were required to be tabled to the Legislative Assembly and no tenders or expressions of interest were invited prior to work on the consultancy being undertaken.

Purpose	Cost \$ (GST exclusive)	Person or entity engaged	Principal Place of Business
Consultant services as an independent chair for OICAC's Audit Risk and Compliance Committee	1 918	Summers, Mr Iain Macgregor	NT
HR Consulting Services	5 269	CJ Consulting HR Solutions Pty Ltd	NT
Risk Management Consulting Services	11 250	Hill Professional Services	NT
WHS Consulting Services	5 700	Outback Safety	NT
HR Consulting Services	9 091	Mercer Consulting (Australia) Pty Ltd	VIC
Digital Forensic Services	38 250	Emerge IT Solutions Pty Ltd	NT
Transcribing Services	8 888	Tamara Stenhouse	NT
Transcribing Services	22 448	Type Transcripts Pty Ltd	QLD
Total	102 814		

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 1 July 2022 to 31 March 2023 as follows:

Number in the NT	Number outside of the NT
1	0

The number of contracts above includes those that are exempt from the *Procurement Act 1995*, but exclude Tier 1 procurement activities and those where Across Government Contracts were utilised.

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.

There were no contracts awarded outside the Northern Territory for the period 1 July 2022 to 31 March 2023.

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2022 to 31 March 2023?

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2022 to 31 March 2023.

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 1 July 2022 to 31 March 2023?

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2022 to 31 March 2023.

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:

- a) What is the description of the goods and services contracted?
- b) What is the value of the goods and services contracted?
- c) What was the reason for not using the public tender process or for requiring a Certificate of Exemption?
- d) Who recommended the course of action in c) above?
- e) Who approved the course of action in c) above?

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2022 to 31 March 2023.

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 the purchase of goods and/or services as at 31 March 2023.

As at 31 March 2023, there were four NTG Corporate Credit Cards within the OICAC.

Credit Card Holder's Position Title	Position Classification	Number of Cards
Senior Finance and Governance Officer	AO7	1
Executive Officer	AO6	1
Assessment Support Officer	AO5	1
Corporate Services Assistant	AO3	1
Total		4

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2022 to 31 March 2023:

- 17. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.**

The OICAC did not conduct opinion polls and focus groups during the period 1 July 2022 to 31 March 2023

- 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.**

Not applicable as per response provided to Question 17.

- 19. Please provide copies of each survey and the results of each survey.**

Not applicable as per response provided to Question 17.

COMMUNICATIONS AND MARKETING

- 20. Please detail expenditure on advertising and communications during the period 1 July 2022 to 31 March 2023.**

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 expenditure and media outlet.**

a) to c)

The OICAC incurred a total of \$351 in communications and marketing expenditure for the period 1 July 2022 to 31 March 2023 as follows:

Purpose/Description	Provider	Cost \$ (GST exclusive)
Email newsletter service for media release	Campaign Monitor Pty Ltd	351
Total		351

d) There were no tenders or expression of interest called for the communications and marketing expenses as all expenses were within a Tier 1 threshold which only required quotations or they were procured under the whole of government advertising contracts.

e) The OICAC did not enter into any separate arrangements for advertising placement or advertorials.

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 1 July 2022 to 31 March 2023 broken down to:

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

a) to c)

For the period 1 July 2022 to 31 March 2023, the OICAC incurred expenditure of \$12,454 on international travel, \$23,055 on interstate travel, and \$23,955 on intrastate travel, totaling \$59,464. The expenses are categorised as follows:

International travel expenses	Official travel (\$) (GST Exclusive)	Client travel (\$) (GST Exclusive)	Total (\$) (GST Exclusive)
Accommodation	3 220	-	3 220
Travel fares	9 234	-	9 234
Total	12 454	-	12 454

Interstate travel expenses	Official travel (\$) (GST Exclusive)	Client travel (\$) (GST Exclusive)	Total (\$) (GST Exclusive)
Accommodation	7 872	1 377	9 249
Car hire and taxi fares	520	132	652
Travel allowance	2 353	-	2 353
Travel fares	7 222	3 579	10 801
Total	17 967	5 088	23 055

Intrastate travel expenses	Official travel (\$) (GST Exclusive)	Client travel (\$) (GST Exclusive)	Total (\$) (GST Exclusive)
Accommodation	5 803	-	5 803
Car hire and taxi fares	3 888	-	3 888
Travel allowance	2 905	-	2 905
Travel fares	11 359	-	11 359
Total	23 955	-	23 955

The costs provided to the question exclude the travel expenses incurred by or reimbursed to consultants or legal services providers as part of their agreements; such expenses were categorised as part of consultancy expenses or legal services.

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.

For the period 1 July 2022 to 31 March 2023, the OICAC had one international travel. Details about this travel are provided as follows:

Purpose	Attending the International Anti-Corruption Conference in Washington DC, USA
Itinerary	<ul style="list-style-type: none"> • 29 November 2022 03:45 PM to 29 November 2022 07:00 PM Darwin to Singapore • 30 November 2022 12:40 AM to 5 December 2022 03:50 PM Singapore to Washington DC, USA • 12 December 2022 03:00 PM to 14 December 2022 07:15 PM Washington DC, USA to Singapore • 15 December 2022 08:40 AM to 15 December 2022 02:50 PM Singapore to Darwin
Person	Michael Riches
Cost	\$12,454 (GST exclusive)* *The Commissioner contributed \$3,000 for the overseas travel and did not claim travel allowance he was otherwise entitled to.

- 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 1 July 2022 to 31 March 2023.**

The Department of the Chief Minister and Cabinet will provide a response for this question.

HOSPITALITY / FUNCTIONS AND EVENTS

- 24. Please provide full details of all official hospitality provided for the period 1 July 2022 to 31 March 2023.**

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?**

For the period 1 July 2022 to 31 March 2023, the office provided light refreshments in one occasion as sustenance for the attendees. The occasion is the Nominated Recipient Forum, which aims to assist nominated recipients nominated in accordance with section 97 of the ICAC act in understanding their role and obligations, to increase nominated recipients' understanding of the mandatory reporting guidelines and directions, and to provide the OICAC with insights into any concerns and issues that might be a barrier to increased reporting.

The forum had 25 attendees, including 20 guests and 5 OICAC staff, who are all public sector or CDU employees. No Ministers, Ministerial staff or MLAs attended this forum.

The total hospitality expenditure was \$241 exclusive of GST.

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 1 July 2022 to 31 March 2023, including agency budget totals to administer such programs.**

The OICAC did not have any expenditure relating to grants, donations and incentives for the period 1 July 2022 to 31 March 2023.

- 26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2022 to 31 March 2023, and to what activities. Please list details of any contract periods as part of any arrangement.**

Not applicable as per response provided to Question 25.

- 27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2023/24 financial year?**

Not applicable as per response provided to Question 25.

- 28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2022 to 31 March 2023, including to which organisation and the services to be provided?**

Not applicable as per response provided to Question 25.

MEDIA MONITORING SERVICES

- 29. Provide expenditure details on media monitoring services for the period 1 July 2022 to 31 March 2023 (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 Infrastructure, Planning and Logistics.

- 31. Please provide details of newly committed projects for the period 1 July 2022 to 31 March 2023.**

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

- 32. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.**

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

GOVERNMENT LEASED BUILDINGS

- 33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2022 to 31 March 2023?**

The OICAC incurred a total of \$11,474 in power bill for the period 1 July 2022 to 31 March 2023.

- 34. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period 1 July 2022 to 31 March 2023?**

A whole-of-government response to Question 34 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?**

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

FEES AND CHARGES

- 36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2022/23 financial year and whether any of these fees and charges were increased following the passage of the 2022/23 financial year budget.**

The OICAC had no statutory or legislative fees and charges levied.

INTERNAL AUDITS

- 37. How many internal audits and financial investigations were conducted in the period 1 July 2022 to 31 March 2023?**

One internal audit was conducted for the period 1 July 2022 to 31 March 2023.

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

Internal audit/investigation	Terms of reference or focus
Value for Territory Audit	Evaluation of agency compliance with the procurement framework for the transactions incurred in the period 1 January 2022 to 31 December 2022.

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.

There were no identified breaches of the Procurement Rules in respect of individual procurement transactions selected for review during the Value for Territory audit conducted on the office.

40. How many agencies have been referred to existing bodies eg Auditor-General/Independent Commission Against Corruption (ICAC) and how many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.

The Commissioner will address this question (in so far as it relates to his office) when he gives evidence during Estimates hearings.

BOARDS / ADVISORY BODIES

41. Please detail all boards and advisory bodies in your Agency in 2022/23, also providing the following information:

- a) **The Terms of Reference, if changed from last year**
- b) **The current members and when they were appointed**
- c) **The total remuneration paid to each Board member during the 2022/23 financial year**
- d) **The itemised total cost incurred by the Board during the 2022/23 financial year**

The OICAC did not have any Boards/ Advisory Boards for the period 1 July 2022 to 31 March 2023.

42. The number of times the Board met during the period 1 July 2022 to 31 March 2023.

Not applicable as per response provided to Question 41.

REVIEWS AND INQUIRIES

43. **Details of all reviews and inquiries completed or commenced during the 2022/23 financial year, also providing the following information:**
- a) **The Terms of Reference**
 - b) **The criteria for selection of all panel members**
 - c) **The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry**
 - d) **The cost of the review/inquiry**
 - e) **How the information was/is accumulated to contribute to the review/inquiry**
 - f) **If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly**
 - g) **If not completed when this is expected**

The OICAC had no reviews and inquiries completed or commenced during the 2022/23 financial year, beyond those the Commissioner is empowered to conduct under the *ICAC Act*.

WORKPLACE HEALTH AND SAFETY

44. **Please provide the number, nature and cost of reportable safety issues for the period 1 July 2022 to 31 March 2023.**

There was 1 reportable safety issue for the period 1 July 2022 to 31 March 2023.

The issue related to muscular stress while handling objects other than lifting, carrying or putting down.

45. **Please detail the number of stress related matters and claims for the period 1 July 2022 to 31 March 2023.**

There were no stress related matters and claims for the OICAC for the period 1 July 2022 to 31 March 2023.

REGIONAL OFFICES

46. **Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2022/23 financial year. What are the locations for which they are responsible?**

The OICAC has no regional offices.