



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

No. 24

WRITTEN QUESTION

Ms Uiibo to the Minister for Trade, Business and Asian Relations:

Department of Trade, Business and Asian Relations Administration

STAFFING

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

Category	FTE	Head Count (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	172.87	177	175	2
2. Ongoing Part Time	9.24	12	12	0
3. Fixed Term Full Time	31.77	34	34	0
4. Fixed Term Part Time	1.20	2	2	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	19.75	20	20	0
Total	234.83	245	243	2

- (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
1. Ongoing Full Time	AO2	2.00	2	2	
	AO3	3.80	4	4	
	AO4	16.65	18	18	
	AO5	16.75	17	17	
	AO6	37.21	38	38	
	AO7	36.50	37	36	1
	SAO1	31.46	32	31	1
	SAO2	27.50	28	28	
	SP2	1.00	1	1	
Total		172.87	177	175	2

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
2. Ongoing Part Time	AO2	0.57	1	1	0
	AO3	0.68	1	1	0
	AO4	0.90	1	1	0
	AO6	0.69	1	1	0
	AO7	2.38	3	3	0
	SAO1	2.72	3	3	0
	SAO2	1.30	2	2	0
Total		9.24	12	12	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
3. Fixed Term Full Time	AO2	2.00	2	2	0
	AO3	6.67	8	8	0
	AO4	4.00	4	4	0
	AO5	5.00	5	5	0
	AO6	5.00	5	5	0
	AO7	3.00	3	3	0
	AQF4A	0.60	1	1	0
	GRADT	1.00	1	1	0
	SAO1	2.50	3	3	0
	SAO2	1.00	1	1	0
	T6	1.00	1	1	0
Total		31.77	34	34	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
4. Fixed Term Part Time	AO4	0.60	1	1	0
	SBA	0.60	1	1	0
Total		1.2	2	2	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
5. Casual		0.00	0	0	0
Total		0.00	0	0	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
6. Executive Contract	EO1C	7.75	8	8	0
	EO2C	7	7	7	0
	EO3C	3	3	3	0
	EO4C	1	1	1	0
	EO6C	1	1	1	0
Total		19.75	20	20	0

- (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	3
Made Redundant	0
Terminated	0
Unattached	18
Classified Redeployee	0
Supernumerary	41 (including 11 which are flagged as unattached)

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	%age of Total Staff
Frontline	43.93	19%

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

Frontline staff are staff with an appropriation code of "Direct to Public".

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.

Nil.

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.

Not applicable.

7. (a) How many positions were advertised during the period 24 August 2024 to 9 December 2024?
(b) Of the total number advertised in 7(a), how many positions had Special Measures applied?
(c) Please break down the levels of positions that had Special Measures applied.
(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?

Note: Answers provided are based on the number of RTF's (request to fills) advertised and not positions, as multiple positions can be advertised under one RTF.

7(a)	24 August 2024 to 9 December 2024
Positions advertised	15

7(b)	24 August 2024 to 9 December 2024
Positions advertised with Special Measures applied	15

7(c)	
Classification Level	Total Positions Advertised
Administrative Officer 3	1
Administrative Officer 5	1
Administrative Officer 5, Administrative Officer 6	1
Administrative Officer 6	3
Administrative Officer 7	6
Senior Administrative Officer 1	1
Senior Administrative Officer 2	2
Total	15

- (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?

Most NT Government agencies have implemented special measures arrangements across the whole agency or for some roles. 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.

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

The answer to 8(a) and 8(b) above is Nil.

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:

- a) The matter(s) (designate which are finalised and which are ongoing)
- b) The amount paid by matter
- c) The amount paid to each outside legal firm or barrister engaged

The Department of Trade, Business and Asian Relations spent \$59,512 on legal advice/services from 1 July 2024 to 30 November 2024:

Legal Provider	Details	Amount (\$)	Status
Cozens Johansen Lawyers	Legal advice on a confidentiality deed	2,209	finalised
Evora Legal Pty Ltd	Management of a co-investment fund	2,560	ongoing
Hall & Wilcox	Legal services regarding the drafting of an agreement	2,878	ongoing
JKW Law Practice	Legal services in support of a regional accommodation project	7,715	ongoing
Karen Christopher	Legal advice on business grant program(s) terms & conditions and compliance/due diligence	15,260	ongoing
	Legal advice regarding the liquor licence buy-back project	1,490	finalised
	Legal services for a variation deed and tripartite agreement	3,330	finalised
	Legal advice to vary an existing contract	1,400	finalised
Mills Oakley	Legal services regarding the preparation of loan documentation	6,637	finalised
	Legal advice regarding a borrower of Local Jobs Fund being in liquidation	13,169	ongoing
Trevor Moses	Legal services for a court case	2,864	ongoing
Total		59,512	

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:**
- 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**

Expenditure on reports/consultancies (excluding annual reports) obtained outside the NTPS between 1 July 2024 to 30 November 2024 for the Department of Trade, Business and Asian Relations of:

(a) Purpose	(b) Cost (\$)	(c) Person/Entity engaged	(d) Principal place of business in the NT (Y/N)	(d) Principal place of business if not NT	(g) Tenders or expressions of interest were invited prior to work (Y/N)
Provision of exhibition, design and technical advice to develop a comprehensive exhibition strategy and optimize the visitor experience	218,961	Art Processors	N	VIC	Y
Consultation regarding a NT Designated Area Migration Agreement (NT DAMA) submission to the Federal Government	4,895	Belinda McCulloch-Creating What's Next	Y		N Tier 1 Quote
Undertake a commercial feasibility analysis for a proposed Katherine hotel development	28,409	CBRE (C) Pty Ltd	N	NSW	Y
Undertake a feasibility study into the development of a Lithium Hydroxide Processing Facility in the Territory	245,000	CRU International (Australia) Pty Ltd	N	NSW	Y
Deliver an action plan to overcome industry barriers to economic growth	8,782	Deloitte Private	Y		Y
Undertake a feasibility study of the potential economic, environmental and social advantages of establishing a Sustainable Aviation Fuel (SAF) industry in the Territory	54,788	Ernst & Young	Y		Y
Provision of analysis and report of the economic contribution of International Education and Training (IET) to the NT economy in 2023-2025	50,000	Ernst & Young	Y		Y

Engagement of Local Art Centre Curator for upskilling through the development of curatorial & exhibition planning & development of local art centres & partnerships	3,795	Ittja Ntjarra Many Hands Art Centre	Y		N Tier 1 Quote
Review of the Aboriginal Procurement Policy	6,700	Janalki Pty Ltd	Y		N Tier 1 Quote
Communications specialist to provide expert advice, training and guidance for public and media relations	14,550	Mandy Taylor	Y		N. Tier 1 Quote
Project management of the Aboriginal and Torres Strait Islander Art Gallery of Australia	86,741	M'ETC Consultancy/Marie Hay	Y		Y
Development of a business case for a Chinese (CZ) carrier service to Darwin	4,411	Pacific Aviation Consulting Pty Ltd	N	NSW	N Tier 1 Quote
Consultation regarding the Aboriginal and Torres Strait Islander Art Gallery of Australia to ensure its alignment with cultural values and community expectations	26,250	Paul Ah Chee	Y		Y
Provision of report with reference to know your customer and Anti-Money Laundering / Counter Terrorism Financing Act 2006 with respect to overseas investment in the Northern Territory	10,764	Protegas Australia Pty Ltd	N	QLD	N Tier 1 Quote
Specialist and technical advice regarding prospective project in gold mining	50,533	SRK Consulting (Australasia) Pty Ltd	N	WA	Y
Total	814,579				

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	2

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
24-0493	Village Well	South Melbourne, VIC	Price 10 Local Content 30 Scope Specific 60
Q24-0206	Queensland Rural and Industry Development Authority	Brisbane, QLD	Past Performance 10 Price 20 Local Content 30 Timeliness 20 Capacity 20

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	No. of Procurement Activities
Tier 3	1

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?

Nil.

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?

Nil.

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.

At 31 January 2025, there were 21 credit card holders in Department of Trade, Business and Asian Relations, as follows:

Position Title	Actual Classification Code
Customer Service Officer	AO3
Executive Assistant	AO4
Finance Officer	AO4
Business & Licensing Officer	AO5
Project Officer	AO5
Business Manager	AO6
Project Officer	AO6
Supernumerary	AO6
Sponsorships Coordinator	AO6
Grants Liaison Officer	AO6
Policy Officer	AO6
Senior Project Officer	AO7
Principal Occ Licensing Officer	AO7
Senior Director W/Force Strategy	EO1C
Executive Director, ATSIAGA	EO2C
Exec Dir Terr Engage & Del	EO2C
General Manager Strategy & Policy	EO3C
Deputy CEO	EO4C
Assist Director Communications	SAO1
Manager Aviation Route Development	SAO1
Director Study NT	SAO2

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.

Total expenditure on research, surveys and polling between 24 August 2024 and 9 December 2024 was \$9,180 delivered by McGregor Tan for Business Surveying.

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.

Nil.

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

Nil.

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.

The administrative burden to provide a detailed answer to this question has been determined to be excessive. As such, the Department of Trade, Business and Asian Relations has provided a high-level response to total advertising, marketing and communications spend for the Department beginning 1 July 2024 to 30 November 2024 being \$374,087.

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

For the period 1 July to 30 Nov 2024, the total travel expenses for the Department of Trade, Business and Asian Relations was \$169,901.

Description	Intra-territory \$	Interstate \$	International \$	Total \$
Official Duty Fares	35,727	38,858	8,845	83,430
Accommodation	29,438	20,479	3,975	53,892
Travel Allowance	20,047	6,973	2,546	29,566
Others	1,878	548	587	3,013
Grand Total	87,090	66,859	15,953	169,901

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 from date	Travel to date	Traveller	Destinations	Reason For Travel	Total Expense
11/06/2024	14/06/2024	Camilla Philip	Dili, Timor-Leste	To participate in the Australia Timor-Leste Economic Forum hosted in Dili to reinforce the Northern Territory Timor-Leste Strategic Partnership Agreement.	370*
28/07/2024	2/08/2024	Stephanie Lutzke	Japan	To undertake site visits for business program events for Expo 2025 Osaka	4,021
28/07/2024	2/08/2024	Scott Healey	Japan	To undertake site visits for business program events for Expo 2025 Osaka	3,152
30/09/2024	2/10/2024	David Orr	Dili, Timor-Leste	To progress preparations for the Darwin to Dili Yacht Race and start preparations for a future ministerial-led delegation.	1,442
24/10/2024	3/11/2024	Vanya Bosiocic	China	To represent Study NT at the China Education Expo to promote the Northern Territory as a study destination to Chinese student.	5,902
7/11/2024	8/11/2024	Luis Da Rocha	Dili, Timor-Leste	To support a ministerial delegation led by the Hon Robyn Cahill OAM, Minister for Trade Business and Asian relations.	532
7/11/2024	8/11/2024	David Orr	Dili, Timor-Leste	To support a ministerial delegation led by the Hon Robyn Cahill OAM, Minister for Trade Business and Asian relations.	532
Total					15,953

*Note: travel was in June but travel allowance was not paid until acquittal in July.

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?

Full details of all official hospitality provided for the period 1 July to 30 November 2024 are outlined in the Table below:

Event Details	Amount (\$)	No. of Ministers	No. of Ministerial Staff	No. of MLAs	No. of General NTPS	No. of External (NON-NTG)	Total number of attendees
Tennant Creek Industry Lunch	1,171				5	23	28
Alice Springs Industry Stakeholders Breakfast	1,083				3	20	23
Chamber of Commerce – Women in Business Luncheon	155				2		2
Chamber of Commerce – Leaders Debate 2024 Ticket	386				3		3
Client dinner – Tourism NT & Qantas Group meeting	2,429				5	11	16
Darwin Major Business Group & JSC COORD round table luncheon	2,890				6	12	18
Darwin Mining Club 3 rd Lunch 2024	773				10		10
Energy Club – July Industry Networking Dinner	215				2		2
Energy Club Dinner – Carbon Capture Storage Industry	751				7		7
Energy Club Dinner – Innovations in Sustainability	322				3		3
Future Northern Territory 2024 Ticket	810				6		6
Industry Engagement Series – Chamber of Commerce luncheon	897				7	12	19
Lunch with Aviation Consultant	103				3	1	4

NT Business Council Industry Luncheon	1,310				5	16	21
NT Resources Week Gala Dinner	480				2		2
NTIBN – Blak Business Awards Ticket	170				1		1
OBM – An evening with Kmart's Guy Russo	273				2		2
OBM – Artificial Intelligence & Your Business	90				2		2
OBM – Barkly Futures Forum Dinner	91				1		1
OBM – Katherine Business Dinner with Pip Courtney	82				1		1
OBM – Women in Business Lunch	2,545				25		25
Property Council – Leaders Debate 2024 Ticket	1,130				4	4	8
Study NT Student Ambassador Alumni event	540				1	24	25
The 2024 OBM Media Launch event	1,648				23	17	40
Energy Club Dinner – Inside Empire Energy's Beetaloo Vision	536				5		5
DTBAR Breakfast with IABC President	400				4	4	8
Welcome Dinner for International Education Agents	746				2	15	17
Networking function for International Education Providers and Student Ambassadors	839				2	48	50
Northern Territory Government Reception in Timor-Leste	1,657				2	78	80
Total	24,522						

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

Answer to question nos. 25 and 28:

The table below details grant expenditure by the Department of Trade, Business and Asian Relations from 1 July 2024 to 30 November 2024. The total expenditure for the period was \$7.4 million.

It is too administratively onerous to detail the recipient of each payment and identify recipients that are non-government organisations.

Program Name	YTD Grant Expenditure(\$)
Business Growth Program	331,037
Smarter Business Solutions Grant	23,110
Community Based Childcare Centre Program	15,651
Aboriginal Business Development Grant	1,140,533
Industry Support Program	865,994
BizSecure - Business Security Assistance Program	1,664,855
Electric Vehicle Charger Grants Scheme	29,940
Business Security and Safety Audit Program	445,000
Alcohol Secure and Safety Grant	21,424
Business Innovation Support Initiatives	134,861
Sustainable Business Solutions Grant	16,276
NT Recycling Modernisation Fund Grant Program	708,762

Circular Economy NT Grant Program	839,078
Yulara Water Supply Project	500,000
Territory Aviation Attraction Scheme	314,761
Global Trade Scheme	31,113
Darwin to Dili Yacht Rally 2025	10,000
Study NT Grant Programs	275,278
DRFA Freight Subsidy	4,705
Grand Total	7,372,378

Answer to question 27:

All awards and sponsorships are centrally managed, with input from regional teams across the Territory.

Answer to question nos. 26 and 28:

The table below details expenditure for awards and sponsorships made by the Department of Trade, Business and Asian Relations from 1 July 2024 to 30 November 2024. The total expenditure for the period was \$38,000.

Sponsorship	Amount (\$)
Sponsorship of Master Builders NT Women in Construction & Co 2024 Forum	10,000
Sponsorship of Digital Excellence Awards 2024	8,000
Sponsorship of Darwin Innovation Hub Croc Pitch 2024	5,000
Sponsorship of Australia Indonesia Business Council 2024 National Conference	15,000
Total	38,000

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

A whole-of-government response to question nos. 30, 31 and 32 will be provided by the Department of Logistics and Infrastructure.

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 expense for 1 July to 30 November 2024 for the Department of Trade, Business and Asian Relations is as detailed below:

Building/Location	Power Bill Total (\$)
Aurora Building, Alice Springs	2,405
Charles Darwin Centre, Darwin	6,956
Development House, Darwin	6,963
Greenwell Building, Alice Springs	3,324
19 Westal St, Nhulunbuy	1,348
Territory Engagement - 27 Thompson Street, Tennant Creek	1,346
Darwin Corporate Park, Darwin	1,116
Total	23,458

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?
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 nos. 34 and 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 2024/25 financial year and whether any of these fees and charges were increased following the 2024 election.

The tables below detail the statutory or legislative fees and charges levied by the Department of Trade, Business and Asian Relations during the period 1 July 2024 to 30 November 2024.

Agency Fees and Charges*	Revenue Raised (\$) exclusive of GST
Criminal history name checks	6,888
General construction induction training card (white card)	48,201
General skilled visa nomination application fees	496,200
Traffic management card	4,190
Incorporated associations fee	20,120
Agency Fees and Charges Total	577,599

*Excludes fees and charges collected from Territory Government entities

Fees and Charges receipted to Accountable Officer's Trust Accounts (AOTA)	Revenue Raised (\$) exclusive of GST
Surveyor's Board	8,499
Fees and Charges receipted to AOTA Total	8,499

Income administered for the Central Holding Authority (CHA)	Revenue Raised (\$) exclusive of GST
Fees and Regulatory Services	
Occupational, agents and other licences fees	1,141,959
Income administered for the CHA Total	1,141,959

INTERNAL AUDITS

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

No internal audits or financial investigations were conducted in the period 24 August 2024 to 9 December 2024.

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

No internal audits or financial investigations were conducted in the period 24 August 2024 to 9 December 2024.

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.

No internal audits or financial investigations were conducted in the period 24 August 2024 to 9 December 2024.

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.
b) The current members and when they were appointed

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

DTBAR BOARDS / ADVISORY BODIES
Aboriginal And Torres Strait Islander Art Gallery of Australia National Reference Group
Agents Licensing Board
Agents Licensing Fidelity Guarantee Fund of the NT
Building Practitioners Board
Local Jobs Fund Investment Committee
NT Build
Northern Territory Architects Board
Northern Territory Fuel Emergency Advisory Committee
Plumbers and Drainers Licensing Board
Procurement Board
Procurement Appeals Board
Surveyors Board of the NT

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

Terms of Reference were updated in December 2024 to reflect governance arrangements of the project being transferred to the Department of Trade, Business and Asian Relations. Refer **Attachment A**.

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Dr Greg Lehman	14/12/2021	13/12/2025
Ms Franchesca Cubillo	14/12/2021	13/12/2025
Mr Chad Creighton	14/12/2021	13/12/2025
Mr Shane Franey	14/12/2023	13/12/2025
Mr Frank Howarth	14/12/2021	13/12/2025

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

No meetings were held during this period.

Agents Licensing Board

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

N/A.

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Robert Bradshaw	11/01/2024	18/10/2026
<i>Alternate:</i> Mr Alistair Lindsay	11/01/2024	18/10/2026
Ms Lea Aitken	26/08/2022	26/08/2025
<i>Alternate:</i> Ms Diane Hood	26/08/2022	26/08/2025
Mr Trevor Tschirpig	22/05/2023	22/05/2026
<i>Alternate:</i> Mr Peter Clee	22/05/2023	22/05/2026
Ms Carol Need	01/09/2024	01/09/2027
<i>Alternate:</i> Mr Michael Bongiorno	01/09/2024	01/09/2027
Ms Naomi Irvine	07/01/2025	07/01/2028
<i>Alternate:</i> Ms Susan Carmody	07/01/2025	07/01/2028
Ms Amando Nobbs-Carcuro Registrar (Ex-officio)	11/03/2024	Ongoing
Ms Marita Cabot Deputy Registrar (Ex-officio)	11/11/2019	Ongoing
Ms Vakina Stefanidakis Deputy Registrar (Ex-officio)	15/08/2024	Ongoing
Mr Joseph Kuhn (Departmental Member)	N/A	01/07/2023

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

The Board met once in this period.

Agents Licensing Fidelity Guarantee Fund of the NT

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

N/A

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Robert Bradshaw	11/01/2024	11/01/2026
<i>Alternate:</i> Mr Alister Lindsay	11/01/2024	11/01/2026
Mr Ryan Doyle	09/08/2023	09/08/2025
<i>Alternate:</i> Ms Susan Carmody	09/08/2023	09/08/2025
Mr John Cossons	11/01/2024	11/01/2026
Ms Amanda Nobbs-Carcuro Registrar (Ex-officio)	11/03/2024	Ongoing
Ms Marita Cabot Deputy Registrar (Ex-officio)	11/11/2019	Ongoing

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

The Board met once in this period.

Building Practitioners Board

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

N/A.

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Craig Leslie	13/10/2022	13/10/2025
Mr Christopher Lovewell	13/10/2022	13/10/2025
Ms Maria Savvas	13/10/2022	13/10/2025
Ms Gabrielle Martin	13/10/2022	13/10/2025
Mr John Maclean	13/10/2022	13/10/2025
Ms Elisha Harris	02/06/2023	02/06/2026
Ms Natasha Bertinazzi	31/03/2024	31/03/2027
Mr James Eadie	23/04/2024	23/04/2027
Mr Michael Sitzler	23/04/2024	23/04/2027
Mr Gregory Thompson	23/04/2024	23/04/2027

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

The Board met 4 times in this period.

Local Jobs Fund Investment Committee

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

N/A.

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Ms Felicity Gates	07/06/2019	31/10/2025
Mr Lachlan Drew	07/06/2019	09/11/2025
Mr Charlie Falanga	07/06/2019	26/10/2025
Mr William Reeks	07/06/2019	09/11/2025

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

The Local Jobs Fund Investment Committee met 2 times in that period.

NT Build

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

N/A.

b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Michael Martin	15/06/2020	14/06/2025
Mr Dick Guit	15/06/2020	14/06/2025
Ms Rosemary Campbell	15/06/2020	14/06/2025
Mr Michael Milatos	15/06/2020	14/06/2025
Mr David Hayes	22/12/2020	21/12/2025
Ms Kelly Ralston	26/02/2024	25/02/2029
Ms Andrea Moriarty	06/06/2024	05/06/2029

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

Two Board Meetings and one out-of-session meeting (via email).

Northern Territory Architects Board

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

N/A.

- b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Steven Huntingford	13/11/2024	12/11/2027
Mr Leslie Walker	13/11/2024	12/11/2027
Mr Gerard Rosse – On 20 February 2025, Mr Rosse advised his resignation as member.		
Mr Rosario Finocchiaro	13/11/2024	12/11/2027
Ms Jill Huck	13/11/2024	12/11/2027

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

The Board met 2 times in this period.

Northern Territory Fuel Emergency Advisory Committee

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

N/A.

- b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Ms Mez Korbetis	15/08/2023	15/08/2025
Mr Eddie Mallan	15/08/2023	15/08/2025
Ms Lisa Sennett	15/08/2023	15/08/2025
Mr Tim Steele	15/08/2023	15/08/2025
Mr Paul Birch	15/08/2023	15/08/2025
Mr Paul Luck	15/08/2023	15/08/2025
Mr Ian Niblock	15/08/2023	15/08/2025

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

The Committee did not meet during this period.

Plumbers And Drainers Licensing Board

42. a) The Terms of Reference, if changed since the election:
N/A.
- b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Brett South	16/05/2023	16/05/2026
Mr Christopher Cooke	02/03/2023	06/02/2026
Mr Michael Hamilton	09/11/2022	08/11/2025
Ms Trenna Gibsone	01/12/2023	30/11/2026

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

The Board met 3 times in this period.

Procurement Board

42. a) The Terms of Reference, if changed since the election:
N/A.
- c) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Greg Ireland ¹	15/04/2024	30/06/2025
Ms Andrea Moriarty	15/04/2024	30/06/2025
Mr Denys Stedman	15/04/2024	30/06/2025
Ms Gemma Lake	15/04/2024	30/06/2026
Mr Chris Hosking	30/04/2024	30/06/2025
Ms Louise McCormick	09/10/2024	Ongoing
Ms Hayley Richards	09/10/2024	Ongoing
Ms Catherine Weber	09/10/2024	Ongoing

¹Correct as at 17 October 2024. Mr Ireland's membership on the Board was conditional on him being an employee of the Chamber of Commerce NT. Mr Ireland resigned from the Chamber in December 2024, so is no longer a member of the Board.

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

The Board met 2 times in that period.

Procurement Appeals Board

42. a) The Terms of Reference, if changed since the election:
N/A.
- b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Denys Page Stedman ¹	15/04/2024	30/06/2025
Ms Andrea Elizabeth Moriarty	15/04/2024	30/06/2025
Ms Hayley Richards	15/04/2024	Ongoing
Ms Gemma Lake	15/04/2024	Ongoing
Mr Ken Davies ²	15/04/2024	Ongoing
Mr Tim McManus	15/04/2024	Ongoing

¹ While appointed the Buy Local Industry Advocate.

² Correct as at 17 October 2024. Mr Davies has subsequently resigned.

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

The Board did not meet in this period, but did adjudicate 6 appeals out-of-session.

Surveyors Board of the NT

42. a) The Terms of Reference, if changed since the election:
N/A.
- b) The current members and when they were appointed:

Name	Date appointed	Expiry of current term
Mr Robert Sarib	31/07/2017	Ongoing
Mr Alan Thorpe	08/12/2021	08/12/2025
Mr David Sach	08/12/2021	08/12/2025
Mr Brendan Knox	08/12/2021	08/12/2025
Mr Anietie (John) Ekpo	08/12/2021	08/12/2025

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

The Board met once in this period.

REVIEWS AND INQUIRIES

- 44. Details of all reviews and inquiries completed or commenced since 24 August 2024, 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 answer to question no. 44 in its entirety is Nil.

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 2024 to 9 December 2024, there were:

- no notifiable incidents reported to NT WorkSafe under section 35 of the *Work Health and Safety (National Uniform Legislation) Act 2011*
- 4 incidents reported that led to or could have led to a physical or psychological injury, illness or disease, or where property and/or equipment was damaged.

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

The number of new stress claims for the reporting period is 0.

The number of total stress related claims at the end of the reporting period is 4.

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?

Location	Paid Staff
Barkly	2
Big Rivers	7
Central Australia	17
East Arnhem	4
Greater Darwin	212
Wadeye	1
Not in the NT	2
Total	245