

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 (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	4.36	5	5	0
2. Ongoing Part Time	0.00	0	0	0
3. Fixed Term Full Time	8.00	8	8	0
4. Fixed Term Part Time	0.88	1	1	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	4.00	4	4	0
Total	17.24	18	18	0

**(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	AO5	0.36	1	1	0
	AO6	2.00	2	2	0
	SAO1	1.00	1	1	0
	SAO2	1.00	1	1	0
Total		4.36	5	5	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
2. Ongoing Part Time	N/A	0.00	0	0	0
Total	N/A	0.00	0	0	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
3. Fixed Term Full Time	AO3	1.00	1	1	0
	AO5	1.00	1	1	0
	AO6	3.00	3	3	0
	AO7	1.00	1	1	0
	SAO2	1.00	1	1	0
	T6	1.00	1	1	0
Total		8.00	8	8	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
4. Fixed Term Part Time	AO6	0.88	1	1	0
Total		0.88	1	1	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
5. Casual	N/A	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	2.00	2	2	0
	EO4C	1.00	1	1	0

Total		3.00	3	3	0
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(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.

The differences between FTE and Headcount (Actual) reflects employee choices to work part time hours consistent with Flexible Working Arrangements.

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

Category	Number
Resigned	6
Made Redundant	0
Terminated	0
Unattached	1
Classified Redeployee	0
Supernumerary	4

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	%age of Total Staff
Frontline	0	0

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

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.

Nil.

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.

Number Employed	Purpose	Duration	Cost
0	0	0	0

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

7(a)	1 July 2022 to 31 March 2023
Positions advertised	9

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

7(b)	1 July 2022 to 31 March 2023
Positions advertised with Special Measures applied	9

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

7(c)	
Classification Level	Total Positions Advertised
Administrative Officer 3	1
Administrative Officer 5	1
Administrative Officer 6	3
Administrative Officer 7	2
Senior Administrative Officer 1	1
Senior Administrative Officer 2	1
Total	9

- (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.

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.

No decision to outsource, contract out or privatise functions for the period 1 July 2022 to 31 March 2023

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

There has been no consideration to outsource, contract-out or privatise functions for the financial year 2023/24

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

The expenditure for legal advice from 1 July 2022 to 31 March 2023 was \$60,836.54. Breakdown as follows;

a) & b)

Land Development Corporation	Matter	Legal Firm	Finalised/Ongoing	Amount
Hidden Valley Facility	Legal fees for Hidden Valley Asbestos	Australian Government Solicitor	Finalised	\$14,306.50
Hidden Valley Facility	Legal fees for Hidden valley User Agreement	Finlaysons	Finalised	\$ 1,050.00
Kilgariff Stage 1B	Legal fees for Covenant Enforcement advice (NTP 7393 + 7394)	Australian Government Solicitor	Finalised	\$ 2,759.00
Kilgariff Stage 2A	Conveyancing Services for Kilgariff Land Sales	Angela Copland Conveyancing	Ongoing	\$16,300.00
Kilgariff Stage 2A	Legal review of EOI terms and conditions	Cozens Johansen Lawyers	Finalised	\$ 1,506.36
Kilgariff Stage 2A	Legal fees for contract advice regarding bonds and purchaser termination	Finlaysons	Finalised	\$ 4,420.00
Kittyhawk Industrial Estate	Legal fees for Interim Agreement termination	HWL Ebsworth Lawyers	Finalised	\$ 3,356.00
Marine Industry Park	Legal fees for Right of First Refusal Deed	HWL Ebsworth Lawyers	Almost Finalised	\$ 1,514.18

Middle Arm Product Corridor	Legal fees for review of Easement document	Finlaysons	Finalised	\$ 1,800.00
Toll Lot5671 O'Sullivan Cct	Legal fees for Building 3 - Consent to vary sublease	Australian Government Solicitor	Finalised	\$ 4,524.00
Wishart Estate Stage 2	Legal fees for review and amendment of Deed of Variation	Finlaysons	Finalised	\$ 1,500.00
Marine Industry Park Stage 2	Legal fees for review of development and leasing documentation	Finlaysons	Ongoing	\$ 7,800.00
Total				\$60,836.04

c)

Legal Firm	Cost
Australian Government Solicitor	\$ 21,589.50
Angela Copland Conveyancing	\$ 16,300.00
Cozens Johansen Lawyers	\$ 1,506.36
Finlaysons	\$ 16,570.00
HWL Ebsworth Lawyers	\$ 4,870.18
Total	\$ 60,836.04

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

Report or Consultancy	Purpose	Cost	Entity	Place of Business	Tabled	Tender Invited
Alice Springs Region - Stage 2A Kilgariff Estate - Ankerre Park Landscaping Works	Landscaping works	\$2,238,956.10	PF & CJ Brown Pty Ltd as Trustees for the Brown Family Trust	NT	N	Y
Darwin - Subdivision of Section 7146, Berrimah Road East Arm - Engineering Services and Superintendency Consultancy	Engineering & superintendency Services	\$311,907.00	Jacobs Group (Australia) Pty Ltd	NT	N	Y
Alice Springs Region - Kilgariff Estate - Stage 2B (Civil Works) Subdivision Construction	Civil works	\$10,786,604.75	AS Plum Pty Ltd	NT	N	Y
Darwin Region - Marine Industry Park - Drainage and Flood Modelling Consultancy	Drainage and Flood Modelling	\$99,819.00	Aurecon Australasia Pty Ltd	NT	N	Y
Darwin - Consultancy - Provision of Traffic Study for 7 Waratah Crescent, Fannie Bay	Traffic Study	\$27,700.50	WSP Australia Pty Ltd	NT	N	Y
Darwin Region - Marine Industry Park - Town Planning Consultant - Marine Industry Precinct Serviced Lots and Common User Facility Expansion Area	Town Planning	\$19,965.00	The Trustee for Cunningham Rosse Town Planning and Consulting Trust	NT	N	Y
Darwin - 7 Waratah Crescent -	Construction & Development Advice	\$28,600.00	SOLIDCON EPJ Pty Ltd	NT	N	Y

Report or Consultancy	Purpose	Cost	Entity	Place of Business	Tabled	Tender Invited
Consultancy - Provision of Professional Construction and Development Management Advice for a Period of 12 Months						
Darwin Region - Multiple Sites - Consultancy - Weed and Fuel Load - Project Planning and Management Services for a Period of 12 Months	Project Planning - Weed and Fuel Load	\$15,840.00	Little Falcon Consulting	NT	N	Y
Darwin - East Arm and Middle Arm - Valuation Consultancy	Valuation Advice Required	\$49,500.00	Herron Todd White (Northern Territory) Pty Ltd	NT	N	Y
Darwin - Provision of Services for Establishment and Implementation of a Project Management System (Jira and Confluence)	Software System	\$29,944.75	Area9 Pty Ltd	NT	N	Y
Darwin - East Arm Logistics Facility - Request for Detailed Proposal Project Support - Consultancy Services	Project Support	\$26,664.00	Turner & Townsend Thinc Pty Ltd	NT	N	Y
Darwin - East Arm - Consultancy - Subdivision Detailed Design	Detailed Design work	\$495,909.69	Aurecon Australasia Pty Ltd	NT	N	Y

Report or Consultancy	Purpose	Cost	Entity	Place of Business	Tabled	Tender Invited
and Documentation						
Darwin – Architectural Designs	Updated Drawings	\$2,180.00	IA Group	WA	N	Y

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 the NT
Tier 1 < 200	1
Tier 2 - 9	0
Tier 3 - 2	0
Tier 4 - 1	0
Tier 5 - 1	0

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
Architectural Drawings - Update	IA Group Pty Ltd	L1, 5 Mill St, Perth WA 6000	Tier 1 – Relevant Skills & Experience, Past Performance

IA Group owned the Intellectual Property of the architectural designs. These were provided to LDC by our end user. LDC is investigating the development of a property on behalf of the end user and was unable to share the designs with the local market for an update due to the IP ownership.

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?

Two (2) Tier 3 procurements were advertised
 One (1) Tier 4 procurement was advertised
 One (1) Tier 5 Procurement was advertised

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?

One in the Tier 3 range

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?

Darwin - East Arm - Consultancy - Subdivision Detailed Design and Documentation

b) What is the value of the goods and services contracted?

\$495,909.65

c) What was the reason for not using the public tender process or for requiring a Certificate of Exemption?

Initial engagement was done via a public process which identified the future detailed design phase as a possible variation. This was put on hold by LDC until the ship lift design phase was complete. Aurecon had significant experience with ship lift projects and provided a good service at competitive rates.

d) Who recommended the course of action in c) above?

LDC project staff.

e) Who approved the course of action in c) above?

Approved by the relevant delegate.

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.

Position title	Classification
CONSTRUCTION ADVSR&ASSIT MNGR	T6
PROJECT DIRECTOR	EO1C
EXECUTIVE OFFICER	AO6
MARKETING AND COMMS OFFICER	AO6
CORPORATE SERVICES ASSISTANT	AO3

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.**

Nil.

- 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 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?**

Refer to table below.

- b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station, digital platform; or other?**

Refer to table below.

- c) What was the total production cost, including, but not limited to, design, commissions, and placement costs?**

Refer to table below.

- d) Were tenders or expressions of interest called? If not, why not?**

Refer to table below.

- e) Did the agency enter into any separate arrangements for advertising placements or advertorials? If so, please provide details of expenditure and media outlet.

Not applicable

The total expenditure on advertising and communications during the reporting period is \$17,359.46.

ONLINE			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
LDC General Advertising	Facebook	\$12.00	N/A

RADIO			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
Kilgariff General Advertising	Alice Springs Commercial Broadcasters	\$750.00	Yes, quotations sought

MAGAZINE/JOURNALS/NEWSPAPERS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
MIP-P2 Advertising	Australian Financial Review	\$9,288.24	Yes, quotations sought

DISPLAYS/SIGNAGE			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
LDC General Advertising	Officeworks	\$86.36	N/A
Kilgariff Estate Stage 2A Promotional Stickers	TJ Signs	\$590.91	Yes, quotations sought

EVENTS AND EXHIBITIONS			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
Kilgariff Estate Christmas Light Competition	Various	\$1,620.32	N/A

CONSULTATION AND PLANNING			
a) Purpose	b) Supplier	c) Cost	d) Tenders/EOs
LDC General Advertising	ICN Gateway	\$3,600	Yes, quotations sought

BROCHURES AND BOOKLETS			
a) Purpose	b) Supplier	c) Cost	d) Tenders / EOs
Middle Arm Promotional Brochures	Colemans Printing	\$325.00	Yes, quotations sought
Kilgariff Estate Christmas Newsletter	Various	\$560.00	Yes, quotations sought

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

There was no international travel for the period 1 July 2022 to 31 March 2023.

b) Interstate Travel

The total expenditure for interstate travel form 1 July 2022 to 31 March 2023 was \$10,496.10, breakdown as follows:

Date from	Date to	Destination	Reason for travel	Cost
30/10/2022	02/11/2022	Perth	Attending GLO sustainability and Innovation Networking Meeting	\$4,516.54
15/11/2022	18/11/2022	Perth	Attending the Government Land Organisation (GLO) Conference hosted by Development WA in Perth.	\$1,088.55
14/03/2023	18/03/2023	Perth	AOG Energy Conference.	\$4,891.01
			Total	\$10,496.10

c) Intrastate Travel

The total expenditure for intrastate travel form 1 July 2022 to 31 March 2023 was \$36,227.83, breakdown as follows:

Date from	Date to	Destination	Reason for travel	Cost
04/08/2022	05/08/2022	Alice Springs	Meeting with ASTC (Kilgariff 2A, 2B and Park); Meeting with APJ (Park); July PCG; Meeting with DIPL and DAS re clearances.	\$6,708.50
29/09/2022	30/09/2022	Alice Springs	Kilgariff Park inspection, Stage 2A inspection, Stage 2B contractor commencement, catch up with contractors, Council, PWC, DIPL.	\$3,419.11

26/10/2022	27/10/2022	Alice Springs	Pre-construction meeting for Kilgariff Stage 2B, Kilgariff PCG and park construction site inspection. Also catching up with PWC, ASTC, DIPL, Lhere Artepe and the park & Stage 2B contractors.	\$6,105.08
15/11/2022	15/11/2022	Alice Springs	Construction inspection at Kilgariff Stage 2B and the Ankerre park and to meet several project stakeholders.	\$1,424.88
01/12/2022	01/12/2022	Alice Springs	Representing LDC at an industry briefing on Thursday 1 December 22.	\$1,238.20
12/12/2022	13/12/2022	Alice Springs	Inspect Kilgariff 2A Park; Inspect Harris Avenue entry statement works; Inspect Kilgariff 2B; Meet with Alice Springs Town Council; Meet with surveyor.	\$5,831.41
02/02/2023	03/02/2023	Alice Springs	Kilgariff Stage 2A park handover; Kilgariff 2B Construction Inspection; and Stakeholder introduction to LDC staff.	\$3,985.44
03/03/2023	03/03/2023	Alice Springs	Final inspection and handover of the Ankerre Park	\$1,280.26
27/03/2023	28/03/2023	Alice Springs	Kilgariff Stage 2A defects, park handover, Kilgariff 2B Construction Inspection, stakeholder engagement; to organise the Ankerre Park opening & meet with the Alice Springs Town Council and Vendors.	\$6,234.95
Total				\$36,227.83

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.

Not applicable.

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.

Not applicable.

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:
There was one occasion where LDC provided official hospitality during the period 1 July 2022 to 31 March 2023.

a) What was the purpose of the hospitality?

The Land Development Corporation hosted a Government Land Organisation (GLO) Conference in Darwin in July 2022.

b) How many guests attended?

17 guests attended

c) How many Ministers attended?

Nil

d) How many Ministerial staff attended?

Nil

e) How many MLAs attended?

Nil

f) How many Public Sector employees attended?

4 Public Sector employees attended

g) What was the total cost incurred?

Total cost incurred was \$2,193.13 (Total costs \$7,584.60 – Cost recovery \$5,391.47).

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.

Details of expenditure on sponsorships is as follows:

Recipient	Date	Description	Amount (Excl. GST)
Urban Development Institute of Australia	10/08/2022	Corporate Sponsorship of the UDIA NT Gala Ball	\$ 5,000.00
Territory Property Consultants Pty Ltd	19/09/2022	Corporate Sponsorship of the Valuers Golf Day	\$ 318.18
Total Sponsorships			\$ 5,318.18

Details of expenditure on incentives is as follows:

Receipient	Date	Description	Amount (Excl. GST)
Various Kilgariff Estate residents	9-13/01/2023	Kilgariff Estate residents participating in the Kilgariff Estate Christmas Lights promotion	\$ 1,620.32
Total Donations			\$ 1,620.32

There were no grants or donations paid by LDC during the period 1 July 2022 to 31 March 2023.

Budget/Expenditure of Sponsorships, Donations and incentives for LDC

2022-23	2022-23
Total budget \$ 000	(Expenditure at 31 March) \$ 000
\$ 8,500.00	\$ 6,938.50

- 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.**

All sponsorships were distributed using internal resources.

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

LDC does not have any regional offices.

- 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?**

Nil

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?**

Land Development Corporation	As at 31 March 2023 Amount
Government Leased Building Power	
LDC Office - Level 2, 37 Woods Street	\$3,101.38
Total	\$ 3,101.38

- 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 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?**

A whole-of-government response to Questions 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 2022/23 financial year and whether any of these fees and charges were increased following the passage of the 2022/23 financial year budget.

Nil.

INTERNAL AUDITS

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

There were four internal audits/reviews conducted in the period 1 July 2022 to 31 March 2023:

- VFT audit in March 2023 for the 2022 calendar year.
- Tenant Insurance review.
- Overdue Interest review.
- Invoice review.

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

Internal audit/investigation	Terms of Reference or focus
Value for Territory (VFT) audit for the 2022 calendar year	To ensure compliance with Procurement Rules v1.6, LDC undertake an annual audit of procurement activity to ensure compliance with the requirements of the VFT assurance program.
Tenant Insurance review	Internal review of all lease and user agreements (including ground leases, property tenancies and User Agreements) to ensure that tenants have appropriate insurances in place pursuant to agreement obligations.
Overdue Interest and Invoice review (combined)	Internal review of all lease and licence agreements (including ground leases, property tenancies and User Agreements) to ensure that invoices are raised within appropriate controls and delegations.

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.

Value for Territory (VFT) audit for the 2022 calendar year

The audit identified three instances of minor non-compliances identified in low risk, low value procurement activities. These included:

- One instance in Tier 1 procurement activity where LDC was unable to source records of NTG Terms and Conditions sent to the supplier.
- One instance in Tier 1 procurement activity of incorrect approval authority – Approval to spend was granted by an employee with the authority to approve petty cash spend within that amount, however approval was required from the delegate with the relevant approval on credit card spend.
- One instance in Tier 1 procurement activity where the contractor undertook additional work after a discussion with LDC, however neglected to obtain an approval to proceed.

Further opportunities to develop processes and procedures have been identified with emphasis on improvement and implementing a system that will formalise the manner in which we undertake Tier 1 procurement activities with a focus on rectifying and preventing further instances of the non-compliances identified above.

Tenant Insurance review

A review of insurance obligations and policies held on LDC files provide initially that LDC did not hold current details for a number of policies. Engagement of LDC's tenants and users has occurred with LDC's tenants and users and copies of most current policies are now held on file.

There were two instances where policies have expired and LDC did not hold a current copy of policy details on file at the review date. In these instances, LDC is unable to ascertain whether the tenants and users held current policies. For all other instances, current insurance policy details are held and compliance with agreements is able to be ascertained.

Overdue Interest and Invoice review (combined)

A review of the report noting payment dates and lease obligations reflect a number of overdue payments by tenants, for reasons including delays receipting funds due to public holidays, tenants adopting new accounting systems, an invoice sent to the incorrect address, and delays in processing from the tenant's accounts department. Additionally, a number of invoices would be below the Minimum Invoice Amount, providing inefficient for LDC to invoice and recover.

40. How many agencies have been referred to existing bodies e.g. 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.

A whole-of-government response to Question 40 will be provided by the Auditor-General/ICAC.

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

There were no changes within the period

- b) The current members and when they were appointed

All members were appointed at the inaugural Advisory Board meeting on 10 June 2021. Members include:

MEMBER	ROLE & AGENCY
Jason Schoolmeester	Major Projects Commissioner (Chair)
Alister Trier	Chair, Gas Taskforce
Tony Stubbin	Chief Executive, LDC
Louise McCormack	Infrastructure Commissioner
Shaun Drabsch	Chief Executive, DITT
Craig Graham	Under Treasurer, DTF
Joanne Townsend	Chief Executive, DEPaWS
Andrew Kirkman	Chief Executive, DIPL

- c) The total remuneration paid to each Board member during the 2022/23 financial year

The *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* governs the setting of remuneration and other entitlements for members of statutory bodies.

- d) The itemised total cost incurred by the Board during the 2022/23 financial year

Nil.

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

The board met on 5 occasions during the period.

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**

Nil.

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 were no reportable incidents during the reporting period of 1 July 2022 to 31 March 2023.

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

There were no reportable incidents during the reporting period of 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?**

LDC does not have any regional offices.