



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

No. 216

WRITTEN QUESTION

Ms Uibo to the Minister for Trade, Business and Asian Relations, Hon Robyn Cahill
OAM MLA:

Department of Trade, Business and Asian Relations Administration

The cost estimate of time taken by the Department of Trade, Business and Asian Relations to provide the response to this Written Question is \$6,405.

STAFFING

1(a) Please advise the number of employed in the following categories as of
31 March 2026:

Category	FTE	Head Count (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	167.07	172	172	0
2. Ongoing Part Time	9.75	13	13	0
3. Fixed Term Full Time	26.29	27	27	0
4. Fixed Term Part Time	0.50	1	1	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	21.00	21	21	0
Total	224.61	234	234	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.

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT	
1. Ongoing Full Time	Administrative Officer 2	1.00	1	1	0	
	Administrative Officer 3	2.98	3	3	0	
	Administrative Officer 4	21.27	23	23	0	
	Administrative Officer 5	14.5	15	15	0	
	Administrative Officer 6	35.82	37	37	0	
	Administrative Officer 7	28.5	29	29	0	
	Executive Officer 2	1.00	1	1	0	
	Senior Administrative Officer 1	39.00	40	40	0	
	Senior Administrative Officer 1X	1.00	1	1	0	
	Senior Administrative Officer 2	20.00	20	20	0	
	Senior Professional Officer 2	2.00	2	2	0	
	Total		167.07	172	172	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
2. Ongoing Part Time	Administrative Officer 2	0.57	1	1	0
	Administrative Officer 3	0.68	1	1	0
	Administrative Officer 4	0.95	1	1	0
	Administrative Officer 5	1.40	2	2	0
	Administrative Officer 6	2.24	3	3	0
	Administrative Officer 7	0.80	1	1	0
	Senior Administrative Officer 1	2.31	3	3	0
	Senior Administrative Officer 2	0.80	1	1	0
	Total		9.75	13	13

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
3. Fixed Term Full Time	Administrative Officer 3	3.72	4	4	0
	Administrative Officer 4	2.00	2	2	0
	Administrative Officer 5	4.00	4	4	0
	Administrative Officer 6	2.87	3	3	0
	Administrative Officer 7	5.70	6	6	0
	Graduate Trainees	4.00	4	4	0
	NTPS Traineeship AQF3	1.00	1	1	0
	Senior Administrative Officer 1	3.00	3	3	0
Total		26.29	27	27	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
4. Fixed Term Part Time	Administrative Officer 6	0.50	1	1	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
5. Casual Contract	Nil.				

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
6. Executive Contract	Executive Contract Officer 1	10.00	10	10	0
	Executive Contract Officer 2	6.00	6	6	0
	Executive Contract Officer 3	3.00	3	3	0
	Executive Contract Officer 4	1.00	1	1	0
	Executive Contract Officer 6	1.00	1	1	0
	Total	21.00	21	21	0

1(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 = 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 31 March 2026:

Category	Number
Resigned	33
Made Redundant	0
Terminated	0
Unattached	11
Classified Redeployee	0
Supernumerary	20 (including 9 which are flagged as unattached)

3. Please advise the number of staff identifying as Aboriginal and Torres Strait Islander as of 31 March 2026.

A whole-of-Government response will be provided by the Office of the Commissioner for Public Employment.

4. Please advise the number of Frontline staff as FTE as of 31 March 2025 and as a percentage of the Agency's total employment.

Category	Number (FTE)	%age of Total Staff
Frontline	16.01	7%

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 31 March 2026. 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 31 March 2026. Please use the table format presented below for your response.

Not applicable.

- 7(a) How many positions were advertised during the period 1 July 2025 to 31 March 2026?

	1 July 2025 to 31 March 2026
Positions advertised	118

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

	1 July 2025 to 31 March 2026
Positions advertised with Special Measures applied	113

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

Classification Level	Total Positions Advertised
Administrative Officer 3	9
Administrative Officer 4	15
Administrative Officer 5	13
Administrative Officer 6	21
Administrative Officer 7	21
Executive Contract Officer 1	3
Executive Contract Officer 2	1
Executive Contract Officer 3	1
Senior Administrative Officer 1	22
Senior Administrative Officer 2	6
Senior Professional Officer 1	1
Total	113

7(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 1 July 2025 to 31 March 2026, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.

Nil.

8(b) Is consideration being given to outsource, contract-out or privatise any functions in this Department in financial year 2026/27? If so, provide details.

Nil.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2025 to 31 March 2026? 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 \$153,312 on legal advice/services from 1 July 2025 to 31 March 2026:

Legal Provider	Details	Amount (\$)	Status
Karen Christopher	Due diligence and legal advice in relation to grant programs	9,990	Finalised
	Legal advice on agreement	2,080	Ongoing
	Legal services for the review and drafting of proposed amendments to existing procurement rules and provisions	1,350	Ongoing
Evora Legal Pty Ltd	Management of a co-investment fund	5,449	Ongoing
Hall & Wilcox	Legal advice on flexible work request dispute	7,273	Finalised
Hutton McCarthy	Legal advice and representation	74,800	Ongoing
HWL Ebsworth Lawyers	Legal advice and services in relation to the Territory Growth Initiative	2,012	Ongoing
Mills Oakley	Drafting of letter of comfort	540	Finalised
	Legal services for review of transaction documents of borrower	2,819	Ongoing
	Legal services regarding loan agreement compliance	5,706	Ongoing
	Legal services for discharge of security	488	Finalised
	Legal services in relation to loan documents	1,406	Finalised
	Legal services in relation to shareholdings and agreements	6,063	Ongoing
Minter Ellison Lawyers	Legal advice and assistance with trademarking process	586	Finalised
Nicholas Goodfellow	Preparation of legal documentation and court appearance for NTCAT appeal hearing	15,000	Ongoing
	Preparation of legal documentation and court appearance for NTCAT appeal hearing	6,750	Finalised

Parnell's Barristers Pty Ltd	Preparation of legal documentation and court appearance for NTCAT appeal hearing	3,000	Ongoing
	Preparation of legal documentation and court appearance for NTCAT appeal hearing	8,000	Finalised
Total		153,312	

PROCUREMENT CONSULTANCIES

10. From 1 July 2025 to 31 March 2026, 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 2025 to 31 March 2026 for the Department of Trade, Business and Asian Relations consists 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)
Development of a business case to support operation of commercial airline routes by a Chinese carrier	9,577	Ailevon Pacific Aviation Consulting via Darwin International Airport	Y		N. Tier 1
Provision of exhibition, design and technical advice to develop a comprehensive exhibition strategy and optimise the visitor experience	25,000	Art Processors	N	VIC	Y
Event facilitation for Workforce Development Strategy consultations	37,765	Belinda Mcculloch-Creating What's Next	Y		N. Tier 1
Review NT skilled migration target markets and benchmark NT with other states	17,934	Charles Darwin University	Y		N
Analysis and report on economic contribution of international education and training to NT economy in 2023-2025	30,000	Ernst & Young	Y		Y
Development of a business safety tool	11,270	HQ Consultancy NT	Y		N. Tier 1
Professional Services for the National Aboriginal Art Gallery	33,310	J9 Consulting	N	NSW	Y
Review and valuation of intellectual property of entity in liquidation	50,500	Leadenhall Valuation Services Pty Ltd	N	NSW	Y
Project management of the Aboriginal and Torres Strait Islander Art Gallery of Australia	101,700	M'ETC Consultancy /Marie Hay	Y		Y

Reform package and implementation plan for licensing of building practitioners	31,500	Nous Group Pty Ltd	N	VIC	N. Tier 1
Consultation regarding the Aboriginal and Torres Strait Islander Art Gallery of Australia to ensure its alignment with cultural values and community expectations	9,250	Paul Ah Chee	Y		Y
Development of marketing strategy	36,000	Shout By Design	Y		Y
Supply and delivery of NT Workforce Development Workshops- Aboriginal stakeholder consultation	28,516	Yamagigu Consulting Pty Limited	Y		N. Tier 1
Total	422,322				

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 2025 to 31 March 2026 as follows:

Number in the NT	Number outside of the NT
3	4

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
25-0684	Major Training Services Pty Ltd	Freshwater, NSW	Capacity 25 Local Content 30 Scope Specific 20 Price 25
26-0001	NEU21 Pty Ltd	Melbourne, VIC	Local Content 30 Scope Specific 40 Price 30
NS25-0072	Centium Software Pty Ltd	Eight Mile Plains, QLD	Local Content 30 Scope Specific 60 Price 10
NS25-0083	Due Drop Events Centre	Manukau City, Auckland, New Zealand	Local Content 30 Scope Specific 30 Price 15 Timeliness 25

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2025 to 31 March 2026?

Nil.

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 2025 to 31 March 2026?

Tier	Number of Procurement Activities
Tier 3	2
Tier 4	0
Tier 5	0
Total	2

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?

Tender Number	Description of Goods and Services (a)	Awarded value (b)	Reason for Exemption (c)	Recommended by (d)*	Approved by (e)
NS25-0162	All of NT - Territory Procurement Champion for a period of 24 months	\$237,600	Lease, licence agreement or substantially nonstandard contract - Direct Contracting - Limited suppliers due to technical requirements - Limited suppliers due to specialised nature of the role.		CFO
NS25-0189	Supply and Delivery of Skills Recognition Service for a period of 48 months	\$415,000	Exempt from <i>Procurement Act</i> - Charles Darwin University Partnership Agreement - The Skills Recognition Centre supports migrants and residents in identifying and utilising their skills and qualifications to gain employment or engage in education in the Northern Territory.		N/A

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 31 March 2026.

At 31 March 2026 there were 24 credit card holders in the Department of Trade, Business and Asian Relations.

POSITION TITLE	ACTUAL CLASSIFICATION CODE
Executive Assistant	A04
Executive Assistant	A04
Team Leader	A04
Development & It Support Officer	A05
Project Officer/Admin.	A05
Business & Licensing Officer	A05
Project Officer	A05
Project Officer	A06
Blia Secretariat Officer	A06
Policy Officer	A06
Project Officer	A06
Sponsorships Coordinator	A07
Senior Project Officer	A07
Principal Occupational Licensing Officer	A07
Snr Dir Office Asian Relations	ECO1
Senior Director Workforce Strategy	ECO1
Exec Dir Business & Workforce	ECO2
GM Policy Strategy & Insights	ECO3
Deputy Chief Executive Trade & Investments	ECO4
Mgr Aviation Route Development	SAO1
Executive Officer	SAO1
Manager, Study NT	SAO1
Director Strategic Partnership	SAO2
Director Study NT	SAO2

17. For each contract awarded to a non-Territory enterprise:

- (a) Was a Territory enterprise shortlisted? If not, why not?**
- (b) What weighting was given to local content?**
- (c) Did the procurement process include a local industry participation requirement?**

The administrative effort required to respond is excessive and would result in undue diversion of resources from service delivery.

18. What percentage of total procurement spend was awarded to:

- (a) Interstate businesses**
- (b) International businesses**

(a) 20.8%

(b) 5.3%

FOCUS GROUPS / POLLING / SURVEYS

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

Nil.

20. 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.

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

Nil.

COMMUNICATIONS AND MARKETING

22. Please detail expenditure on advertising and communications during the period 1 July 2025 to 31 March 2026.

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 from 1 July 2025 to 31 March 2026 is \$739,340.

TRAVEL

23. 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 2025 to 31 March 2026 broken down to:

(a) International Travel

(b) Interstate Travel

(c) Intrastate Travel

For the period 1 July 2025 to 31 March 2026, the total travel expenses for the Department of Trade, Business and Asian Relations was \$483,790.

Description	Intra-territory \$	Interstate \$	International \$	Total \$
Official Duty Fares	103,893	64,318	59,712	227,923
Accommodation	61,239	30,758	51,967	143,964
Travel Allowance	46,268	17,211	20,950	84,429
Others	18,523	1,963	6,988	27,474
Grand Total	229,923	114,250	139,617	483,790

24. 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.

Refer to below table.

Travel from date	Travel to date	Traveller	Destinations	Reason For Travel	Total Expense
21/07/2025	29/07/2025	Kelly Abrahams	New Zealand	Deliver NT worker attraction and employment promotion events.	800*
21/07/2025	29/07/2025	Scott Healey	New Zealand	Deliver NT worker attraction and employment promotion events.	849*
21/07/2025	29/07/2025	Geoffrey Totham	New Zealand	Support a ministerial-led delegation for worker attraction.	1,015*
21/07/2025	27/07/2025	Luis Da Rocha	New Zealand	Support a ministerial-led delegation for worker attraction.	653*
23/07/2025	25/07/2025	David Orr	Timor-Leste	Support NT businesses at the Timor-Leste Australia Economic & Business Conference.	1,663
23/07/2025	25/07/2025	Jack Chaney	Timor-Leste	Support NT businesses at the Timor-Leste Australia Economic & Business Conference.	2,163
5/08/2025	8/08/2025	Camilla Philip	Timor-Leste	Deliver NT worker attraction and employment promotion events.	2,415
5/08/2025	10/08/2025	Hayley Richards	China	Negotiate with China Sothern Airline in relation to establish a new flight route to Darwin from Guangzhou. The \$381 relates to Travel Allowance only.	381^
8/09/2025	28/09/2025	Simon Kubota	Japan	Support Chief Minister delegation, stakeholder engagements and Osaka Expo participation.	8,673
13/09/2025	21/09/2025	Kelly Ralston	South Korea & Taiwan	Promote NT investment opportunities and progress Samsung C&T MOU.	6,645
13/09/2025	21/09/2025	Chris Mouat	South Korea & Taiwan	Promote NT investment opportunities and progress Samsung C&T MOU.	6,609
20/09/2025	27/09/2025	Mez Korbetis	Japan	Deliver NT Government trade and investment program for World Expo 2025 Osaka.	6,549
20/09/2025	27/09/2025	Scott Healey	Japan	Deliver NT Government trade and investment program for World Expo 2025 Osaka.	6,483
20/09/2025	27/09/2025	Stephanie Lutzke	Japan	Deliver NT Government trade and investment program for World Expo 2025 Osaka.	6,483
20/09/2025	27/09/2025	Kathryn Duell	Japan	Deliver NT Government trade and investment program for World Expo 2025 Osaka.	6,033
20/09/2025	28/09/2025	William Sankey	Japan	Support and coordinate NT early-stage exporter delegation at Osaka Expo.	8,251

Travel from date	Travel to date	Traveller	Destinations	Reason For Travel	Total Expense
22/09/2025	27/09/2025	Andrew Soo	China	Attend World Routes Conference for airline route development discussions.	1,988
23/09/2025	29/09/2025	Hayley Richards	Japan	Attend World Expo Osaka and accompany Minister on official engagements.	8,118
6/10/2025	10/10/2025	Robby McLeod	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	2,179 [#]
6/10/2025	10/10/2025	Yusuke Fukuda	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	2,179 [#]
25/10/2025	7/11/2025	David Orr	Indonesia & China	Support ministerial delegations to Indonesia and official travel to China.	6,803
27/10/2025	7/11/2025	Kelly Ewin	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	3,837 [#]
27/10/2025	7/11/2025	David Jacobson	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	3,837 [#]
27/10/2025	7/11/2025	Robby McLeod	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	4,183 [#]
27/10/2025	7/11/2025	Tony Griffiths	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	4,260 [#]
27/10/2025	7/11/2025	Yusuke Fukuda	Timor-Leste	Conduct crocodile management program workshop and associated field surveys.	4,260 [#]
28/10/2025	1/11/2025	William Hurst	Singapore	Attend the SWITCH innovation and technology conference.	2,135
29/10/2025	1/11/2025	Kelly Ralston	Indonesia	Support ministerial delegation and attend Indonesia Australia Business Council Conference.	1,394
29/10/2025	1/11/2025	Martin Redhead	Indonesia	Support ministerial delegation and attend Indonesia Australia Business Council Conference.	1,561
29/10/2025	31/10/2025	Andrew Soo	Malaysia	Meet AirAsia to discuss Darwin international route development and performance.	1,029
1/11/2025	10/11/2025	Christopher Mouat	China	Attend the China International Import Expo (CIIE) 2025.	4,110

Travel from date	Travel to date	Traveller	Destinations	Reason For Travel	Total Expense
24/11/2025	26/11/2025	Martin Redhead	Timor-Leste	Attend Timor-Leste Energy, Mining & Business Forum and support NT business engagement.	1,921
24/11/2025	26/11/2025	David Orr	Timor-Leste	Attend Timor-Leste Energy, Mining & Business Forum and support NT business engagement.	2,017
30/11/2025	4/12/2025	Renee Tennent	Malaysia	Lead private education provider delegation to ASEAN-Australia Education Dialogue.	2,559
26/01/2026	31/01/2026	Hayley Richards	Italy	Attend Baker Hughes Annual Meeting to promote NT energy and data centre opportunities.	12,760
28/01/2026	30/01/2026	Andrew Soo	Malaysia	Meet AirAsia to discuss Darwin international route development and performance.	1,401
3/03/2026	7/03/2026	Renee Tennent	New Zealand	Attend ICEF ANZA event to support Study NT education marketing and partnerships.	1,421
Total					139,617

Note:

* Additional expenses relating to travel paid in previous financial year (2024/25).

^ Travel expenses paid in May 2026.

Other NTG agencies' staff travel paid from external project funding.

25. 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 2025 to 31 March 2026.

Nil.

26. Please provide itemised details and costs of all travel undertaken by any Assistant Minister that was paid for by the Agency or authority, including travel on charters during the period 1 July 2025 to 31 March 2026.

Nil.

HOSPITALITY

27. Please provide full details of all official hospitality provided for the period 1 July 2025 to 31 March 2026.

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 2025 to 30 March 2026 are outlined in the table below. Please note Ministers or Ministerial Staff may have attended the events but the cost is paid by the Department of the Chief Minister and Cabinet.

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
Advantage North: Property, Trade, Tourism and Investment	800				8		8
AirAsia Inaugural flight Lunch	547				4	12	16
Alice Springs Industry Roundtable Luncheon	426					14	14
Austrade North Asia Dinner	455				10		10
Breakfast With Minister Burgoyne	51				1		1
Breakfast with the Ministers – Growing Central Australia	140				2		2
Business Dinner with Potential investors	116					2	2
Chief Minister's Awards 2025	950				19		19
Chinese Chamber of Commerce Lunar New Year Dinner	264				4		4
Darwin Chamber of Commerce, Business at Sunset	159				5		5
Darwin Mining Club Lunch	341				3		3
Darwin to Dili Yacht Rally - Opening Ceremony	3,318				6	100	106
Dinner with AALTO CEO and Executives	365				3	5	8
Energy and Mining Roundtable Investment Summit	536				5	14	19
Energy Club Industry Breakfast	68				1		1
Energy Club networking 2025	245				3		3
Energy Club NT Back to Business Lunch	1,716				16		16
Industry Lunch for China Southern Airlines and travel agents	305				1	7	8
International Men's Day Lunch	981				6		6
International Women's Day Lunch	177				5		5
Local Government Association NT Conference Dinner	168				1		1
Lunch and networking with the Consul-General in Bali	458				3	8	11
Lunch with Minister Cahill and key stakeholders	222				1	2	3
Migration Institute of Australia Professionals Networking	218				4		4
Minerals Council NT Gala Dinner	2,364				10		10

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
Ministerial Council on Trade and Investment Senior Officials Dinner	2,310				3	21	24
Mitsubishi Heavy Industries Client Lunch	214				3	3	6
No Woman Left Behind Luncheon	1,487				10		10
NT Energy Networking Reception	5,482				6	94	100
NTCA 2026 Annual Industry Conference Gala Dinner	862				2		2
October Business Month Women in Business Lunch	2,352				4	14	18
Staff Forum & End of Year Celebration	3,380				151		151
Stakeholder Dinner with Baker Hughes & GaffneyCline	574				4	6	10
Study NT International Consultants for Education and Fairs Familiarisation	3,419				12	228	240
Welcome Dinner for Empowerment through Energy interns	798				10	6	16
Welcome Dinner for Timor Leste interns – crocodile management program	765				5	4	9
Women in Resources NT 2026 International Women's Day Ticket	61				1		1
Workforce Development Strategy, Community Sector Ministerial Roundtable	436					26	26
World Expo Osaka 2025 NT Delegation Debrief Dinner	1,410				10	16	26
Total	38,940						

GRANTS, SPONSORSHIPS, DONATIONS AND INCENTIVES

- 28. Please detail expenditure on grants, sponsorships, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2025 to 31 March 2026, including agency budget totals to administer such programs.**

The table below details grant expenditure by the Department of Trade, Business and Asian Relations from 1 July 2025 to 31 March 2026. The total expenditure for the period was \$14.4 million.

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

- 29. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2025 to 31 March 2026, and to what activities. Please list details of any contract periods as part of any arrangement.**

Refer to Question 31.

- 30. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2026/27 financial year?**

Refer to Question 31.

- 31. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2025 to 31 March 2026, including to which organisation and the services to be provided?**

The table below details expenditure for awards and sponsorships made by the Department of Trade, Business and Asian Relations from 1 July 2025 to 31 March 2026. The total expenditure for the period was \$56,625.

Program Name	YTD Grant Expenditure (\$)
Sponsorship of Palmerston Regional Business Association Inc	30,000
Sponsorship of Darwin Travel Festival 21 March 2026	5,000
Sponsorship of Master Builders NT Women in Construction 2025 Forum	5,125
Sponsorship of NTDEA Major Partner - Innovation Award	5,000
Sponsorship of AIYA Kongres 2026	1,000
Sponsorship of Future NT Major Partner NT News 2025	10,000
Sponsorship of NT Board of Studies Student Awards	500
Sponsorship of ASEAN-Australia Education Dialogue Sponsorship	7 500
Grant Total	64,125

All awards and sponsorships are centrally managed, with input from regional teams across the Territory. It is administratively onerous to detail the recipient of each payment and to identify which recipients are non-government organisations.

MEDIA MONITORING SERVICES

- 32. Provide expenditure details on media monitoring services for the period 1 July 2025 to 31 March 2026 (including entities engaged and who utilises the service).**

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

INFRASTRUCTURE PROJECTS

- 33. 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 33, 34 and 35 will be provided by the Department of Logistics and Infrastructure.

- 34. Please provide details of newly committed projects for the period 1 July 2025 to 31 March 2026.**

A whole-of-government response to Questions 33, 34 and 35 will be provided by the Department of Logistics and Infrastructure.

- 35. 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 Questions 33, 34 and 35 will be provided by the Department of Logistics and Infrastructure.

GOVERNMENT LEASED BUILDINGS

- 36. What is the total annual power bill of each Government building owned/leased/used by this Department for the period 1 July 2025 to 31 March 2026?**

Total power expense for 1 July 2025 to 31 March 2026 for the Department of Trade, Business and Asian Relations is as detailed below:

Building/Location	Power Bill Total (\$)
Aurora Building, Alice Springs	9,691
Charles Darwin Centre, Darwin	369
Darwin Corporate Park, Darwin	4,097
Development House, Darwin	46,678
Greenwell Building, Alice Springs	5,074

NT House, Darwin	34,048
19 Westal Street, Nhulunbuy	1,398
27 Thompson Street, Tennant Creek	2,396
Total	103,751

37. What is the total annual leased space of each Government building used by this Agency/authority and at what cost for the period 1 July 2025 to 31 March 2026?

A whole-of-government response to Question 37 will be provided by the Department of Corporate and Digital Development.

38. 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 38 will be provided by the Department of Corporate and Digital Development.

39. Please detail all expenditure for the period 1 July 2025 to 31 March 2026 incurred by the Agency on repairs, maintenance or replacement of assets as a direct result of:

- (a) Vandalism**
- (b) Theft**
- (c) Property damage associated with criminal activity**

A whole-of-government response to Question 39 will be provided by the Department of Logistics and Infrastructure and the Department of Housing, Local Government and Community Development.

40. For each instance:

- (a) Nature of damage**
- (b) Location/ region (table)**
- (c) Cost**

A whole-of-government response will be provided by the Department of Logistics and Infrastructure and the Department of Housing, Local Government and Community Development.

41. What preventative measures has the Agency implemented to reduce crime-related damage to assets?

A whole-of-government response will be provided by the Department of Logistics and Infrastructure and the Department of Housing, Local Government and Community Development.

FEES AND CHARGES

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2025/26 financial year and whether any of these fees and charges were increased following the 2026 budget.

The tables below detail the statutory or legislative fees and charges levied by the department during the period 1 July 2025 to 31 March 2026.

Agency Fees and Charges*	Revenue Raised (\$) Exclusive of GST
Criminal history name checks	14,329
General construction induction training card (white card)	96,181
General skilled visa nomination application fees	1,061,370
Traffic management card	10,920
Incorporated associations fee	39,825
Unit title scheme application fee	166
Agency Fees and Charges Total	1,222,791

* Excludes fees and charges collected from Territory Government entities

Fees and Charges received to Accountable Officer's Trust Accounts (AOTA)	Revenue Raised (\$) Exclusive of GST
Surveyor's Board	13,936
Fees and Charges received to AOTA Total	13,936

Income administered for the Central Holding Authority (CHA)	Revenue Raised (\$) Exclusive of GST
Fees and Regulatory Services	
Occupational, agents and other licences fees	2,230,461
Income administered for the CHA Total	2,230,461

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period 1 July 2025 to 31 March 2026?

Two internal audits were completed in the period 1 July 2025 to 31 March 2026.

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

Internal audit/investigation	Terms of Reference or focus
Private and Sensitive Information Management Review	Assess non-compliance with the privacy requirements addressed in the <i>Information Act 2002</i> .
Fraud and Corruption Control Framework Review	Assess the adequacy and effectiveness of the department's fraud and corruption control framework, and the extent to which existing controls operate as intended to mitigate fraud and corruption risks.

45. 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 fraud, anomalies or breaches of financial legislation or Northern Territory Government policy and procedures were exposed by the Internal Audit completed.

46. How many agencies have been referred to existing bodies, e.g. Integrity and Ethnics Commissioner/ Independent Commissioner Against Corruption (ICAC); and how?

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

47. 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 AND ADVISORY BODIES

Agents Licensing Board

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Robert Bradshaw (Chair)	18/10/2023
<i>Alternate:</i> Mr Alister Lindsay	18/10/2023
Ms Lea Aitken	10/07/2013
<i>Alternate:</i> Mr Greg Troughton	15/12/2025

Ms Carol Need	30/08/2015
<i>Alternate:</i> Mr Michael Bongiorno	01/09/2021
Ms Naomi Irvine	07/01/2025
<i>Alternate:</i> Ms Susan Carmody	08/12/2021
Ms Kerri-Ann Laurence	30/04/2025
<i>Alternate:</i> Mr Andrew Gray	30/04/2025
Mr Jake Quinlivan Departmental Member	30/04/2025
<i>Alternate:</i> Ms Wendy Pritchard	30/04/2025
Ms Amanda Nobbs-Carcuro Registrar (Ex-officio)	11/03/2024
Ms Marita Cabot Deputy Registrar (Ex-officio)	11/11/2019
Mr Kevin Kadirgamar Deputy Registrar (Ex-officio)	03/06/2025
Ms Vakina Stefanidakis Deputy Registrar (Ex-officio)	15/08/2024

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

4 Board Meetings and 12 Inquiry Board meetings.

Agents Licensing Fidelity Guarantee Fund of the NT

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Robert Bradshaw (Chair)	18/10/2023
<i>Alternate:</i> Mr Alister Lindsay	18/10/2023
Mr Seth Chin	28/10/2025
<i>Alternate:</i> Ms Emma Mansfield	28/10/2025
Mr Stuart Reid	18/03/2026
<i>Alternate:</i> Mr Craig Graham	18/03/2026
Ms Vanessa Sutcliffe	13/11/2019
<i>Alternate:</i> Mr Jamie Wilson	30/04/2025
Ms Amanda Nobbs-Carcuro Registrar (Ex-officio)	11/03/2024
Ms Marita Cabot Deputy Registrar (Ex-officio)	11/11/2019
Ms Vakina Stefanidakis Deputy Registrar (Ex-officio)	15/08/2024

Mr Kevin Kadirgamar Deputy Registrar (Ex-officio)	03/06/2025
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49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

3 times.

Building Practitioners Board

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Ms Natasha Bertinazzi (Chair)	11/02/2021
Mr Christopher Lovewell (Deputy Chair)	13/10/2022
Ms Maria Savvas	27/09/2019
Mr Robert Bradshaw	07/11/2025
Mr John Maclean	13/10/2022
Ms Elisha Harris	02/06/2023
Mr James Eadie	23/04/2024
Mr Michael Sitzler	23/04/2024
Mr Gregory Thompson	23/04/2024

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

9 Board meetings and 4 Inquiry Board meetings.

NT Build

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Michael Martin OAM (Chair)	26/05/2015
Mr David Hayes	22/12/2020
Ms Kelly Ralston	26/02/2024

Ms Andrea Moriarty	06/06/2024
Mr Michael Milatos	26/05/2015
Ms Angela Tomazos	15/06/2025
Mr Theo Tsikouris	15/06/2025

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

5 normally scheduled Board Meetings, 3 Finance Risk and Audit Committee Meetings and 10 Out-of-Session Meetings.

Northern Territory Architects Board

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Steven Huntingford	13/11/2024
Mr Leslie Walker	15/08/2018
Mr Rosario Finocchiaro	15/08/1995
Ms Jill Huck	15/08/2018
Mr Trevor Dalton	20/11/2025

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

4 times.

Northern Territory Fuel Emergency Advisory Committee

48. a) Terms of Reference if changed since the election:

Refer to Appendix i.

b) Current members and when they were appointed:

Name	Appointed
Mr Jake Quinlivan (Chair)	07/08/2025
Mr Paul Birch	11/03/2021
Major Martin Deckert	11/03/2021
Mr Shane Harrison	07/08/2025
Ms Mez Korbetis	15/12/2020
Mrs Rebecca McKenzie	07/08/2025

Mr David Moore	07/08/2025
Mr Robert Porter	07/08/2025
Mr David Power	07/08/2025
Chief Officer Wayne Snell	07/08/2025
Mr Tim Steele	11/03/2021

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

2 times.

Plumbers And Drainers Licensing Board

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Brett South (Chair)	25/05/2023
Mr Christopher Cooke (Dep Chair)	11/12/2019
Mr Lachlan Marr	06/01/2026
Ms Trena Gibsone	01/12/2023
Ms Rebecca Newman	29/05/2025

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

6 times.

Procurement Appeals Board

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Ms Hayley Richards (Chair) (CEO DTBAR)	01/07/2025
Mr Luccio Cercarelli (CEO CM&C)	01/07/2025

Mr Tim McManus (Under Treasurer)	01/07/2025
Ms Leonique Swart (A/CEO AGD)	01/07/2025

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

18 times.

Surveyors Board of the NT

48. a) Terms of Reference if changed since the election:

N/A

b) Current members and when they were appointed:

Name	Appointed
Mr Robert Sarib (Chair)	February 2000
Mr Andrew Smith	23/02/2026
Mr Garry West	23/02/2026
Mr Simon Lewis	23/02/2026
Mr Daniel Reimers	23/02/2026

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

6 times.

Territory Growth Initiative Investment Committee

48. a) Terms of Reference if changed since the election:

Refer to **Appendix ii.**

b) Current members and when they were appointed:

Name	Appointed
Mr William Reeks	07/06/2019
Mr Robert Annis-Brown	20/02/2026
Mr Craig Doyle	20/02/2026
Mr Lachlan Drew	07/06/2019
Ms Renee Long	20/02/2026
Mr Brad Welsh	20/02/2026

49. The number of times the board met during the period 1 July 2025 to 31 March 2026:

2 times.

REVIEWS AND INQUIRIES

50. Details of all reviews and inquiries complete or commenced since 1 July 2025, 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 person 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.

51. Please provide a comprehensive list of all:

- a) Policies.**
- b) Procedures.**
- c) Guidelines.**
- d) Discussion papers.**
- e) Briefing papers.**
- f) Reports.**
- g) Reviews.**
- h) Media releases.**
- i) Internal communications intended for external publication.**
- j) Submission to Federal Parliamentary Inquiries by Independent Agencies.**
- k) Response to reviews and inquiries.**

Issued or updated between 1 July 2025 to 31 March 2026.

Reports, findings and associated materials arising from official government reviews and inquiries, where appropriate are made publicly available. Such material is typically published on relevant agency websites, subject to applicable legislative, policy and confidentiality requirements.

52. For each document listed:

- a) **Date of issue.**
- b) **Whether publicly released.**
- c) **If not Publicly release, why not.**

Reports, findings and associated materials arising from official government reviews and inquiries, where appropriate are made publicly available. Such material is typically published on relevant agency websites, subject to applicable legislative, policy and confidentiality requirements.

WORKPLACE HEALTH AND SAFETY

53. Please provide the number, nature and cost of reportable safety issues for the periods 1 July 2025 to 31 March 2026.

- There were nil notifiable incidents reported to NT WorkSafe under section 35 of the *Work Health and Safety (National Uniform Legislation) Act 2011*
- There were 28 total reported incidents that led to or could have led to a physical or psychological injury, illness or disease, or where property and/or equipment was damaged.

54. Please detail the number of stress-related matters and claims for the periods 1 July 2025 to 31 March 2026.

There were nil new mental stress claims that were lodged under the *Return to Work Act 1986*.

REGIONAL OFFICES

55. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staffing, their functions and outcomes since 1 July 2025. What are the locations for which they are responsible?

Staff located in regional offices provide dedicated workforce, small business and economic development services across the Territory.

Location/Region	Head Count Mar-26	Total salary expenditure	Functions
Tennant Creek/Barkly	3	\$172,453	<ul style="list-style-type: none">• Provide dedicated workforce, small business and economic development services across the Territory.
Katherine/Big Rivers	5	\$415,177	<ul style="list-style-type: none">• Provide dedicated workforce, small business and economic development services across the Territory.

Alice Springs/Central Australia	12	\$911,115	<ul style="list-style-type: none"> • Provide dedicated workforce, small business and economic development services across the Territory. • Undertake occupational and industry licensing and registration and compliance activities
Nhulunbuy/East Arnhem	3	\$267,664	<ul style="list-style-type: none"> • Provide dedicated workforce, small business and economic development services across the Territory.
Total	23	1,766,409	

CONFLICTS OF INTEREST

56. What Policies and Procedures are to identify, declare and manage conflicts of interest in:

- (a) Procurement processes.
- (b) Grant allocation processes.

All NT Government employees and officers are bound by the NT Public Sector Code of Conduct, established under the NT *Public Sector Employment and Management Act 1993*.

Employment Instruction 12 provides the Code of Conduct for the Northern Public Sector (Clause 5.4. Conflict of Interest) https://ntgcentral.nt.gov.au/_data/assets/pdf_file/0003/742593/code-of-conduct-for-the-northern-territory-public-sec.pdf.

57. How many conflicts of interest were declared in the period 1 July 2025 to 31 March 2026 in:

- (a) Procurement.
- (b) Grants program.

All NT Government employees and officers are bound by the NT Public Sector Code of Conduct, established under the NT *Public Sector Employment and Management Act 1993*.

Employment Instruction 12 provides the Code of Conduct for the Northern Public Sector (Clause 5.4. Conflict of Interest) https://ntgcentral.nt.gov.au/_data/assets/pdf_file/0003/742593/code-of-conduct-for-the-northern-territory-public-sec.pdf.

58. For each declared conflict of interest:

- (a) What mitigation measures were implemented?**
- (b) Was the mitigation excluded from decision making?**

All NT Government employees and officers are bound by the NT Public Sector Code of Conduct, established under the NT *Public Sector Employment and Management Act 1993*.

Employment Instruction 12 provides the Code of Conduct for the Northern Public Sector (Clause 5.4. Conflict of Interest) https://ntgcentral.nt.gov.au/data/assets/pdf_file/0003/742593/code-of-conduct-for-the-northern-territory-public-sec.pdf.

59. Were any breached of conflict-of- interest policies identified? If so:

- (a) Provide details.**
- (b) What actions were taken?**

All NT Government employees and officers are bound by the NT Public Sector Code of Conduct, established under the NT *Public Sector Employment and Management Act 1993*.

Employment Instruction 12 provides the Code of Conduct for the Northern Public Sector (Clause 5.4. Conflict of Interest) https://ntgcentral.nt.gov.au/data/assets/pdf_file/0003/742593/code-of-conduct-for-the-northern-territory-public-sec.pdf.

60. Are conflict-of-interest declarations independently audited or reviewed? If so, by whom? Please provide copies of any conflict of-interest guidelines, policies or training materials used by the Agency.

Each agency is responsible for managing and reviewing declared conflicts of interest in accordance with the agency's own conflict of interest policy.

OPERATIONAL SAVINGS

61. Please identify all savings measures implemented by the Agency to contribute to the Government's \$20 million per annum, per agency operational savings target, including:

- (a) Description of each measure**
- (b) Estimated savings**
- (c) Actual savings achieved to date**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

62. Please identify any reductions in:

- (a) Staffing**
- (b) Programs**
- (c) Service delivery resulting from these savings measures.**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

63. What impact assessments were undertaken prior to implementing these savings?

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

64. Have any services been reduced, delayed or discontinued as a result of these savings measures? If so, provide details.

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

65. What reductions have been made in the following categories:

- (a) Consultancies**
- (b) Travel**
- (c) Communications and marketing**
- (d) Other discretionary spending**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

66. Please quantify how much has been saved in each of the above categories.

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

- 67. Please provide any internal reports or advice identifying service delivery risks within the Agency for 2025–26.**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

- 68. Please identify any programs or services where demand exceeded available funding or capacity.**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

- 69. Please provide details of any projects or programs delayed due to budget constraints or resourcing issues.**

The Department of Trade, Business and Asian Relations' contribution to the \$20 million whole-of-government savings equated to 1.7% of its internally funded operational budget (excluding non-cash items) and applied as an efficiency dividend across the agency consistent with usual parameters applied at each budget.

COST PRESSURES

- 70. What specific programs, policies or initiatives, for the period 1 July 2025 to 31 March 2026 has the Agency implemented or contributed to in the reporting period to reduce cost of living pressures for Territorians? Please detail:**

- (a) Target cohort**
- (b) Budget allocation**
- (c) Measurable outcomes or KPIs**

Nil.

- 71. Has the Agency undertaken any modelling or analysis of cost-of-living pressures relevant to its portfolio? If so:**

- (a) Please provide copies**
- (b) What policy changes have resulted?**
- (c) Cost of modelling**

Nil.

- 72. Please identify any fees, charges or cost-recovery mechanisms administered by the Agency that have increased since 1 July 2025, including:**
- (a) Amount of increase**
 - (b) Rationale**
 - (c) Estimated impact on households/businesses**

The agency reviews its fees and charges register every year as per legislative requirements and in-line with CPI and revenue unit increase.

- 73. What steps has the Agency taken to ensure government services delivered by the Agency are accessible and affordable, particularly in remote and regional areas?**

The agency supports accessible services in regional and remote areas through place-based delivery, regional staff and Territory Business Advisors who provide free business advice, referrals, and support through face-to-face, phone and online channels. This reduces the need for businesses to travel to major centres and assists small businesses, Aboriginal enterprises and regional employers access business support, grants, workforce programs, training pathways and other government support.

- 74. Has the Agency reviewed any programs or services to reduce out-of-pocket costs for users? If so, provide details and outcomes.**

Nil.

- 75. Please quantify any savings to households or businesses that have resulted from Agency initiatives since 1 July 2025.**

Nil.

- 76. What additional costs has the Agency incurred during the period 1 July 2025 to 31 March 2026 as a result of increases in fuel prices? Please detail:**

- (a) Total additional expenditure attributable to fuel price increases.**
- (b) Impact on operational budgets (including service delivery, logistics, and regional operations).**
- (c) Any mitigation strategies implemented to manage these increased costs.**

This info is not readily available and could only be compiled with substantial administrative effort. Providing a response would result in an undue diversion of resources from service delivery functions.

- 77. What additional costs has the Agency incurred during the period 1 July 2025 to 31 March 2026 as a result of increases in airfares? Please detail:**
- (a) Total additional expenditure attributable to airfare increases.**
 - (b) Impact on travel requirements, including any reduction, deferral or substitution of travel.**
 - (c) Any changes to service delivery, stakeholder engagement or program implementation as a result.**

There is no data readily available to report on the additional costs incurred as a result of the airfare increase as this is not tracked separately.

The administrative burden to provide a detailed answer to this question has been determined to be excessive.

COMPLAINTS

- 78. Number of complaints received about Agency services, broken down by category, complainant (internal or external and outcome.**

The primary vehicle for service delivery for the agency is through the Territory Business Centres and our Territory Business Advisors.

In 2025-26 the Territory Business Centre received one formal complaint which has been resolved. The complainant was internal to government.

Two formal complaints were received relating to the agency's role in occupational licencing. Both have been resolved.

Complaints are sometimes received by the agency on other matters, for example migration processing timeframes. Migration is the responsibility of the Commonwealth Government, and these complaints are referred to the Commonwealth.

OTHER EXPENDITURE

- 79. Please provide details for the period 1 July 2025 to 31 March 2026 on the following matters:**
- (a) Whether the Agency or Ministerial Offices utilise artificial intelligence or other digital services to enhance or promote social media or public communications, including:**
 - (a) The name and purpose of each service used.**
 - (b) Total expenditure on such services.**

Microsoft Copilot is endorsed as the preferred generative AI tool for use within the NT Government. The NT Government version of Copilot operates entirely within its secure digital environment, ensuring that information entered is not exposed to the internet.

All use of AI must comply with the acceptable use of digital resources policy, the code of conduct and align with the [AI ethics principles](#) outlined in the [AI assurance framework](#). Refer NTGCentral – Artificial intelligence policy.

- (b) All paid subscriptions held by the Agency, including:**
 - (a) Type and purpose (e.g. software, data services, publications, memberships).**
 - (b) Total cost of each subscription.**
 - (c) Whether each subscription has been reviewed for cost efficiency or ongoing necessity.**

Microsoft Copilot is endorsed as the preferred generative AI tool for use within the NT Government. The NT Government version of Copilot operates entirely within its secure digital environment, ensuring that information entered is not exposed to the internet.

All use of AI must comply with the acceptable use of digital resources policy, the code of conduct and align with the [AI ethics principles](#) outlined in the [AI assurance framework](#). Refer NTGCentral – Artificial intelligence policy.

- (c) Expenditure on the production of Government materials in Aboriginal languages and culturally and linguistically diverse (CALD) languages, including:**
 - (a) Languages materials were produced in.**
 - (b) Total cost.**

A whole-of-government response will be provided by the Department of Housing, Local Government and Community Development.

- (d) The number of instances where non-government organisations or private entities have assisted the Agency.**

A whole-of-government response will be provided by the Department of Housing, Local Government and Community Development.

- (e) The number of consultations, engagements or community meetings that were cancelled, rescheduled or postponed due to the unavailability of interpreters, including the language required.**

A whole-of-government response will be provided by the Department of Housing, Local Government and Community Development.

- (f) Reimbursements made to staff, including:**
 - (a) Total value of reimbursements (including fuel and work related purchases).**
 - (b) The types of expenses reimbursed.**
 - (c) Average processing time for reimbursement.**

All reimbursements made to NT Public Sector staff are for official

government purposes are subject to approval by an authorised financial delegate.

Reimbursements are made in accordance with relevant legislative requirements, financial management frameworks and agency policies, and include expenses incurred in the course of performing official duties, such as approved work-related purchases and fuel expenses.

Processing of reimbursements occurs in-line with established financial procedures and internal controls to ensure appropriate oversight and accountability.

(g) Heritage-listed buildings under the Agency's responsibility that have received, or are scheduled to receive, repairs or maintenance, including:

- (a) Description of works undertaken or planned.**
- (b) Total costs.**

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

(h) Expenditure associated with Government-hosted or Government-attended events, including:

- (a) Traffic management and control costs.**
- (b) Policing, security or crowd control costs.**
- (c) Any mitigation strategies implemented to manage these increased costs.**

A whole-of-government response will be provided by the Department of Tourism and Hospitality.

MEDIA ENQUIRIES

80. Please detail all media enquiries received by the Agency during the period 1 July 2025 to 31 March 2026, including:

- (a) The date each enquiry was received.**
- (b) The media outlet or individual making the enquiry.**
- (c) The subject matter of the enquiry.**
- (d) The date a response was provided.**

The administrative effort required to respond is excessive and would result in undue diversion of resources from service delivery.

81. For each enquiry where no response was provided, please detail the reasons why no response was issued.

The administrative effort required to respond is excessive and would result in undue diversion of resources from service delivery.

82. For each enquiry where a response was provided, please provide a copy of the response.

The administrative effort required to respond is excessive and would result in undue diversion of resources from service delivery.

Northern Territory Fuel Emergency Advisory Committee

Terms of Reference



Northern Territory Fuel Emergency Advisory Committee

Document title	Northern Territory Fuel Emergency Advisory Committee
Contact details	Department of Trade, Business and Asian Relations
Approved by	Northern Territory Fuel Emergency Advisory Committee
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Version	Date	Author	Changes made
1.0	December 2020	Rebecca Smith	Initial version
2.0	February 2021	Scott Perry	Edits accepted, due for review March 2021
3.0	April 2021	Scott Perry	Updates, changes accepted
4.0	March 2022	Scott Perry	Updates
5.0	2025	Jake Quinlivan	Revision

Acronyms	Full form
CM&C	Department of Chief Minister & Cabinet
DTBAR	Department of Trade, Business and Asian Relations
EMU	Emergency Management Unit
FEAC	Fuel Emergency Advisory Committee
NOSEC	National Oil Supplies Emergency Committee
NT	Northern Territory
SEMSC	Security and Emergency Management Sub-committee of Cabinets
ToR	Terms of Reference

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1. Introduction

1.1. Purpose

The ToR outlines the scope of the FEAC, defines the roles and responsibilities of the FEAC members, and establishes procedures for the governance of the FEAC.

1.2. Context

FEAC is a non-statutory emergency management committee with responsibility for developing a coordinated response to liquid fuel crises in the NT. Liquid fuel crises may be caused by a local, national or international disruption to fuel supply.

The FEAC provides advice to the responsible Minister for the effective management of liquid fuel emergencies under the *Essential Goods and Services Act 1981* (NT) (the Act). FEAC membership is required to be managed in accordance with Cabinet database protocols.

2. Roles and Responsibilities

2.1 Role

The role of FEAC includes the following functions:

- Prepare the NT Liquid Fuel Emergency Plan and review for effectiveness annually, including post-exercise or event;
- Conduct preparedness activities; planning and exercising in preparation for a potential, imminent or existing fuel shortage within the NT;
- Provide advice to the Minister responsible for the Act for a significant liquid fuel disruption, whether imminent or actual; and
- Provide specialist advice to the Territory Emergency Management Council when requested.

2.2 Responsibilities of the Committee – Northern Territory

Through its individual and collective membership, the FEAC will:

- a) Individual members to advise the Chair when they are aware of any perceived, potential or actual supply disruptions or constraints;
- b) Maintain an overview of the liquid fuel supply environment, including the supply and demand outlook, in anticipation of potential supply disruption;
- c) Provide advice across a range of demand restraint measures to reduce bulk and retail sales;
- d) As required, determine allocations to essential and high priority users, and issue appropriate directions to fuel suppliers to make such allocations;
- e) Monitor both liquid fuel industry activities and effectiveness of demand restraint measures;
- f) Liaise with the liquid fuels industry, the Commonwealth Government (i.e. Department of Defence) and others as required.

2.3 Responsibilities of the Committee – Nationally

Through its individual or collective membership, the FEAC will:

- a) Support the NOSEC emergency arrangements including biannual national exercises and review of arrangements, where necessary;
- b) Through the Chair, participate in regular and extraordinary NOSEC meetings;
- c) Provide support to NOSEC where there is a national fuel shortage; and
- d) Implement the relevant sections of the National Liquid Fuel Emergency Response Plan within the NT.

3. Governance Model

Although the FEAC is a non-statutory committee, it's governance is in line with existing NT and Commonwealth legislation, as well as agreements, policy and plans.

3.1 Legislative authority

- *Essential Goods and Services Act 1981* (NT)
- *Liquid Fuel Emergency Act 1984* (Cth)
- *Liquid Fuel Emergency Guidelines 2019* (Cth)

3.2 Non-legislative instruments

- NT Liquid Fuel Emergency Plan¹
- National Liquid Fuel Emergency Response Plan²
- Instruments for Ministerial Delegation

4. Membership

FEAC will comprise of representatives from government agencies, non-government organisations and the wholesale and retail liquid fuel sector. Members are expected to contribute as subject matter experts in the liquid fuel industry, emergency arrangements or public communications to meet jurisdictional need.

Members are appointed by the Chief Executive Officer, Department of Chief Minister and Cabinet (CM&C) with the Chair elected by the Committee. Membership terms are ongoing.

Members may resign from the Committee by providing written notice to the Chair.

4.1 Members

The committee will comprise representatives from:

¹ Provides guidance and outlines the arrangements for managing a liquid fuel emergency to prevent or minimise the disruptive effects of a liquid fuel shortage.

² Reinforces established industry and market strategies for returning Australia to normal fuel supply levels and includes a communication plan designed to support the successful management of any liquid fuel emergency.

Commonwealth Government

- Australian Defence Force

NT Government

- NT Fire and Emergency Services
- NT Police
- Department of Trade, Business and Asian Relations
- Department of Corporate and Digital Development
- Power and Water Corporation
- Territory Generation

Industry Representatives

- Darwin International Airport (Airport Development group)
- Darwin Port

Liquid Fuels - Bulk Storage

- Vopak Darwin

Members which maintain a role with FEAC must inform Secretariat when vacating their role.

4.2 Chair and Coordination

FEAC is chaired by the General Manager – Business and Regions in the DTBAR . The Chair sets the agenda, presides over meetings and provides secretariat support.

The EMU plays a key coordinating role in the operation of FEAC, representing the NT on NOSEC, the committee responsible for national oil emergency measures and liaison with the International Energy Agency on matters of oil allocation in an international emergency.

4.3 Proxies

Members may delegate meeting attendances and duties to a proxy, where necessary. The proxy must possess the appropriate level of authority to act on behalf of the member.

5. Meeting Administration

FEAC will meet at least once a year and on occurrence to conduct preparedness activities and respond to any issues that have the potential to impact the supply of liquid fuel in the NT.

- Advance notice of each meeting, including the date, time and location will be issued to each member at the earliest possible time by the secretariat.
- The secretariat will aim to circulate an agenda and supporting documents at least five business days prior to the meeting.
- Members are to advise the Chair in writing at least five business days before the meeting of an intent to raise an issue unless circumstances do not allow.

- Formal minutes will be taken and will include an action summary list. These will be distributed to all members within five business days after the meeting.

The chair and a majority of members comprise a quorum for meetings.

6. Review

The FEAC ToR and Liquid Fuel Emergency Plan will be reviewed annually and updated when required.

7. Confidentiality

FEAC is often required to manage sensitive security and commercial-in-confidence information. FEAC members are responsible for ensuring that all sensitive information, whether verbal or written, remains secure.

FEAC members may consult where appropriate to ensure a comprehensive consideration of FEAC matters. However, members are responsible for ensuring the security of sensitive information throughout any consultation process.

**TERRITORY GROWTH INITIATIVE
INVESTMENT COMMITTEE
TERMS OF REFERENCE**

October 2025

Territory Growth Initiative Investment Committee Terms of Reference BACKGROUND

On 9 July 2025, the Minister for Trade, Business and Asian Relations approved the launch of the Territory Growth Initiative (TGI), replacing the Local Jobs Fund (LJF). The LJF, established in 2018, had in-turn been a replacement for the NT Infrastructure Development Fund.

The TGI has been designed to align with the Northern Territory Government's "Rebuilding the Economy: Northern Territory Economic Strategy 2025", focussing on:

- Outpacing the nation by growing faster than elsewhere in Australia,
- Playing to the Territory's strengths by focussing on key sectors with high growth potential, and
- Benefitting all Territorians by ensuring growth generates real opportunities and boosts capacity to fund essential services.

The TGI is comprised of the following products:

- Collaborative Investment Program, consisting of:
 - Concessional loans to de-risk project opportunities, bring forward private investment, deliver projects to final investment and enable projects of long-term potential, and
 - Equity investment in high potential and innovative ventures to secure funding, accelerate business development and growth into national and global markets. Equity participation will provide a government supported response to achieving the appropriate mix between debt and equity for projects seeking external capital funding.
- Territory Infrastructure Loans to support the development and enabling of infrastructure, employment, and economic growth, as well as improve outcomes for Aboriginal Territorians. The Northern Australia Infrastructure Facility (NAIF) has lent \$50 million to the Northern Territory Government, who has in-turn contributed \$16.67 million, with these funds to be on-lent to eligible applicants on a 75%-25% basis.
- Paspalis Co-Investment Fund, a co-investment with the Paspalis Innovation Investment Fund, to target high-growth potential start-ups that operate in global deep-tech sectors. The Investment Committee will not be asked to consider applications under this product, however, may be asked to assess other potential co-investment partnerships.

Portfolio and individual transaction caps may be placed on each product. The term of the current Investment Committee expires on 30 November 2027.

Participation in businesses and projects will be premised upon the existence of privately sourced co-contributions (in cash) in all transactions.

INVESTMENT CONTEXT

Objective

The objective of the TGI is to support economic transformational projects and assist high growth potential Territory businesses to increase exports of goods and services both interstate and/or overseas, or substantially increase local jobs and outputs to local markets.

This is expected to increase the long-term productive capacity of the Territory economy, create long term jobs and economic growth, and meet long term economic infrastructure priorities in regional economies.

The TGI is expected to support Territory businesses and projects:

- become investment ready,
- leverage private sector investment and reach financial close.
- 'crowd in' private finance,
- bridge the gap between feasibility and bankability,
- develop growth opportunities, particularly in regional areas,
- focus upon export earning (national and international) or import substitution,
- contribute to Gross State Product impact (direct and indirect),
- deliver for Australia through investment in priority sectors including energy, defence, agriculture, mining, and tourism,
- connect the Territory, and
- build a bigger, better workforce.

Risk Appetite Statement

The Risk Appetite Statement provides the context for the level and type of risk that the Territory is willing to accept in pursuit of the objectives of the TGI.

The Risk Appetite Statement recognises the Government's TGI objectives and the role the TGI is expected to play in project financing. In this regard, the Risk Appetite Statement confirms that some level of concessionality will be necessary to enable project proponents to crowd-in private finance and take projects to investment readiness.

INVESTMENT COMMITTEE FUNCTION AND ROLE

The TGI Investment Committee will provide advice and make recommendations to the Northern Territory Government in relation to TGI applications. It will not make decisions as to whether TGI support will be granted to individual applicants, the latter being the responsibility of the Chief Executive Officer of the Department of Trade, Business and Asian Relations (DTBAR), the relevant Minister or Cabinet as relevant.

Against the background of this advisory role, the TGI Investment Committee will:

1. provide ad hoc guidance and advice as requested to DTBAR to assist the DTBAR assessment of TGI applications; and
2. will make a recommendation in relation to each and every TGI application received by the Northern Territory to the DTBAR Chief Executive Officer, Minister and

Cabinet (as relevant), following consideration of the assessment prepared by DTBAR. Recommendations made by the Investment Committee will be made against the context of the objectives of the TGI and the Risk Appetite Statement.

The Investment Committee may, in its absolute discretion consider other factors, which it deems appropriate. Where consideration has been given to other factors, the Investment Committee's recommendation must clearly outline these other factors, the rationale for consideration of these other factors and how consideration of these other factors has changed the recommendation it would otherwise have made had these other factors not been recognised.

GOVERNANCE STRUCTURE Authority

The Investment Committee is independent and the Northern Territory Government relies on the skills and expertise of the Investment Committee in making recommendations on TGI applications.

The Minister for Trade, Business and Asian Relations appoints the Investment Committee.

Membership

The Investment Committee comprises persons with experience and expertise in corporate and business financing, equity and debt markets, economics, commerce and the law, and with a mix of representation from the Northern Territory and nationally.

Membership is at the discretion of the Minister for Trade, Business and Asian Relations, and may change from time to time depending on the need for members with knowledge of and experience in specific fields.

Term of Membership

Membership is for a term from appointment to 30 November 2027.

Resignation

A member may resign by providing the Minister for Trade, Business and Asian Relations or the Secretariat notification in writing.

Chairperson

The Minister for Trade, Business and Asian Relations will appoint the Chairperson of the Investment Committee.

The Investment Committee will also appoint a Deputy Chairperson to fulfil the role of the Chairperson in the Chairperson's absence.

MEETING PROCEDURES Meeting Schedule

The Investment Committee will meet at least monthly or more or less frequently as determined by the Chairperson of the Investment Committee.

The Minister for Trade, Business and Asian Relations may call ad hoc meetings with the Investment Committee.

Procedure

Meetings are to be chaired by the Chairperson. Where the Chairperson is unavailable, the Deputy Chairperson will step into the role of chairperson.

Secretariat Support

The Department of Trade, Business and Asian Relations will provide secretariat support to the Investment Committee.

Secretariat will support the Investment Committee as required, including through:

- organising meetings (arranging venues, refreshments and notifying members);
- formalising agendas and working papers;
- distributing agendas and working papers to member;
- recording and circulating meeting minutes; and
- drafting Investment Committee recommendations.

CONFIDENTIALITY

The Investment Committee will have access to highly sensitive and confidential information. All members must:

- use sensitive and confidential information obtained through receipt of information and conduct of meetings only for the purposes of the Investment Committee.
- Not seek to gain advantage or cause disadvantage through inappropriate use of sensitive and confidential information; and
- Not disclose sensitive or confidential information unless authorised by the CEO of DTBAR or the Minister for Trade, Business and Asian Relations, or as required to do so by law.

CONFLICT OF INTEREST

All members will need to adhere to, and sign a Private Interest Declaration form, and be required subsequently to declare any potential conflict, which arise from time to time. There is a continuing disclosure obligation placed on Investment Committee members.

CODE OF CONDUCT

Members of the Investment Committee will observe the following standards when dealing with Investment Committee-related matters:

- a) Members should avoid any situation in which the private interests of themselves or of their immediate family, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their Investment Committee role and responsibilities.
- b) Members should not use information obtained in the course of official duties to directly or indirectly gain a pecuniary or other advantage for themselves or for any other person.
- c) Members should not solicit or accept from any person any remuneration or benefit for the discharge of information not available to the public.
- d) Members should not solicit or accept any benefit, advantage or promise of further advantage, whether for themselves, their immediate family or any business concern or trust with which they are associated from persons who are in, or seek to be in, any contractual or special relationship with government.
- e) Members must take care to maintain the integrity and security of documents or information provided to them as members of the Committee. This includes protecting the integrity of electronic documents on mobile devices and laptops.