

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

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

AGENCY ADMINISTRATION

Notes:

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

STAFFING

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

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

(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
Ongoing Full Time	SAO1	1
	AO3	1
Executive Contract	ECO1	2
	ECO5	1

(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 nominal holder of the SAO1 position was on recreation leave at half pay as at 31 March 2023 and is currently on planned leave without pay to the end of July 2023 (6 months leave in total). The role has been temporarily backfilled for the 6-month period.

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

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

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

Category	Number
Aboriginal and Torres Strait Islander	Nil

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	Nil	n/a

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

The NT Auditor-General's Office determines frontline staff as those who directly interact with the general public on a daily basis, such as police officers, teachers, medical staff etc.

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.

The NTAGO had no staff engaged through employment agency arrangements for the period 1 July 2022 to 31 March 2023.

Number Engaged	Labour Hire / Employment Agency / Consultancy	Purpose	Duration	Cost
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.

The NTAGO had no locums employed as at 31 March 2023.

Number Employed	Purpose	Duration	Cost
Nil			

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

Two positions were advertised between 1 July 2022 and 31 March 2023.
 1 temporary 6 month contract to back fill SAO1
 1 fulltime AO3

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

One position had Special Measures applied

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

AO3 – ongoing position

(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?

No Special Measures applicants were found suitable.

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.

The NTAGO had no instances of outsourced, contracted out or privatised functions that have traditionally been carried out by the Agency.

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

No consideration has been given to outsourcing, contracting out or privatising in the future, any functions that have traditionally been carried out by the Agency.

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:

a) The matter(s) (designate which are finalised and which ongoing)

b) The amount paid by matter

c) The amount paid to each outside legal firm or barrister engaged

The NTAGO had no expenditure on legal advice or related expenses for the period 1 July 2022 to 31 March 2023.

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:
- Purpose
 - Cost
 - Person or entity engaged
 - Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
 - Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - Outcomes or key performance indicators for the report or consultancy
 - Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

The NTAGO has outsourced the majority of audit tasks since the Office was established in 1982. Outsourcing costs related to the delivery of audit services are classified as consultancy costs. There was one contract for the panel of audit service providers during the period 1 July 2022 and 31 March 2023, which came into effect from 2 January 2021 for a 36 month period comprising six Darwin based audit firms.

Authorised Auditor fees*	3,313,221.00
Total Consultancy expenditure	3,313,221.00

*The breakdown of Authorised Auditors fees per audit firm as follows:

Audit Firm	1 July 2022 to 31 March 2023
BDO Audit (NT)	907,470.96
Deloitte	418,472.93
KPMG	621,601.69
Lowrys	216,339.02
Merit Partners	867,166.82
TDH Chartered Accountants	282,169.58
Total	3,313,221.00

- 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:**

The NTAGO had no contracts awarded from the period 1 July 2022 to 31 March 2023.

Number in the NT	Number outside of the NT
0	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
N/A			

Not applicable. The NTAGO had no contracts awarded to business entities outside of the Northern Territory during the period 1 July 2022 to 31 March 2023.

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

Not applicable. The NTAGO had no procurement activities during the period 1 July 2022 to 31 March 2023.

- 14. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public tender process during the period 1 July 2022 to 31 March 2023?**

Not applicable. The NTAGO had no procurement activities during the period 1 July 2022 to 31 March 2023.

- 15. For each instance identified in the question above, where a public quotation process was not undertaken, including for those with a Certificate of Exemption:**

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

Not applicable. The NTAGO had no procurement activities during the period 1 July 2022 to 31 March 2023.

- 16. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2023.**

No of CCC	Position Title	Position Level
1	Manager Finance & Corporate Services	SAO1
1	Acting Manager Finance & Corporate Services`	SAO1
2	Total	

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.**

Not applicable. The NTAGO had no expenditure on opinion polls or focus groups during the period 1 July 2022 to 31 March 2023.

- 18. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their form, the cost and the inducements that were provided to incentivise participation.**

Not applicable. The NTAGO had no expenditure on opinion polls or focus groups during the period 1 July 2022 to 31 March 2023.

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

Not applicable. The NTAGO had no expenditure on opinion polls or focus groups during the period 1 July 2022 to 31 March 2023. Audited entities and Authorised Audit firms are surveyed for performance evaluation and operational improvement purposes. These surveys are designed and generated in-house and have no direct cost associated with them.

COMMUNICATIONS AND MARKETING

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

For each advertisement for which an expense was incurred:

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

Not applicable. The NTAGO did not have any expenditure on advertising and communications during the period 1 July 2022 to 31 March 2023.

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

Not applicable. The NTAGO had no expenditure on international travel during the period 1 July 2022 to 31 March 2023.

b) Interstate Travel

Travel to IMPACT conference hosted by the Australasian Council of Auditors-General

Category	Amount
Accommodation	472.73
Travel Fares	806.04
Total	1,278.77

c) Intrastate Travel

Not applicable. The NTAGO had no expenditure on intrastate travel during the period 1 July 2022 to 31 March 2023.

- 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. The NTAGO had no expenditure on international travel during the period 1 July 2022 to 31 March 2023.

- 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. The NTAGO had no expenditure on Ministerial travel during the period 1 July 2022 to 31 March 2023.

HOSPITALITY / FUNCTIONS AND EVENTS

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

In relation to each occasion where official hospitality was provided:

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

Not applicable. The NTAGO has not provided any official hospitality during the period 1 July 2022 to 31 March 2023.

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.**

Not applicable. The NTAGO has not paid any grants, donations or incentives during the period 1 July 2022 to 31 March 2023.

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

Not applicable. The NTAGO has not provided funds for awards or sponsorship during the period 1 July 2022 to 31 March 2023.

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

Not applicable. The NTAGO has not provided funds for awards or sponsorship during the period 1 July 2022 to 31 March 2023, and has no anticipated expenditure for 2023/24 financial year.

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

Not applicable. The NTAGO has not paid any grants, donations or incentives to non-Government organisations during the period 1 July 2022 to 31 March 2023.

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).**

The NTAGO does not undertake media monitoring and does not use any across government media monitoring services managed by other Northern Territory Government entities.

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?**

Nil.

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

Nil.

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

Nil.

GOVERNMENT LEASED BUILDINGS

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

The NTAGO's power expenditure for the period beginning 1 July 2022 to 31 March 2023 was \$1,526.

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

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

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

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

FEES AND CHARGES

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

As at 31 March 2023 the NTAGO had recoverable audit costs for the audits of statutory entities and audits not directly related to the audit of the Public Account of \$1,635,024. This revenue is classified as sales of goods and services in the Office's Budget papers. The NTAGO had no non-audit related statutory or legislative fees and charges. Accordingly, there has been no increase to fees and charges following the passage of the 2022/23 financial year budget.

INTERNAL AUDITS

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

The NTAGO did not conduct any internal audits or financial investigations in the period 1 July 2022 to 31 March 2023.

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

Not applicable. There were no internal audits or financial investigations in the period 1 July 2022 to 31 March 2023.

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.

Not applicable. There were no internal audits or financial investigations in the period 1 July 2022 to 31 March 2023 and there were no instances of fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures identified.

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 number of matters have been referred to the Auditor-General from various parties, Where these matters are within the mandate of the *Audit Act 1995*, and are material to the Public Account, they are considered for inclusion in the audit program and the results from the audits, if undertaken, are reported in the Auditor-General's reports to the Legislative Assembly. No matters have been referred under sections 14 and 28 of the *Audit Act 1995*. Matters referred under the *Public Information Act 2010* are reviewed and reported in the Auditor-General's reports to the Legislative Assembly. One matter has been referred subsequent to 31 March 2023.

BOARDS / ADVISORY BODIES

- 41. Please detail all boards and advisory bodies in your Agency in 2022/23, also providing the following information:**
- a) The Terms of Reference, if changed from last year**
 - b) The current members and when they were appointed**
 - c) The total remuneration paid to each Board member during the 2022/23 financial year**
 - d) The itemised total cost incurred by the Board during the 2022/23 financial year**

Not applicable. The NTAGO does not have any boards or advisory bodies.

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

Not applicable. The NTAGO does not have any boards or advisory bodies.

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**

There were no reviews and inquiries undertaken during the 2022/23 financial year-to-date.

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.**

The NTAGO had no reportable safety issues for the period 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.**

The NTAGO had no stress related matters or claims for the period 1 July 2022 to 31 March 2023.

REGIONAL OFFICES

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

The NTAGO has no regional offices across the Territory.