

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

## WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Major Projects and Territory Economic Reconstruction, Minister for Strategic Defence Relations – for all agencies falling under the Chief Minister’s, Treasurer’s and Minister’s portfolios.

## AGENCY ADMINISTRATION

## Notes:

The following questions can be answered from existing Agency data as at 31 March 2022.

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 be very grateful if these practices are continued.

## STAFFING

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2022:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
Total Full Time Equivalent	28.71	29	29	0
<i>Break-up:</i>				
1. Ongoing Full Time	25			
2. Ongoing Part Time	0.71			
3. Fixed Term Full Time	2			
4. Fixed Term Part Time	-			
5. Casual Contract	-			
6. Executive Contract	1			

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

<b>Classification</b>	<b>FTE</b>	<b>Category</b>
AO3	1	Ongoing Full Time
AO5	2	Ongoing Full Time
AO5	0.71	Ongoing Part time
AO6	3	Ongoing Full Time
AO6	1	Fixed Term Full Time
AO7	11	Ongoing Full Time
AO7	1	Fixed Term Full Time
SAO1	3	Ongoing Full Time
SAO2	4	Ongoing Full Time
SP2	1	Ongoing Full Time
ICAC	1	Executive Contract
<b>Total</b>	<b>28.71</b>	

**(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.**

FTE = the proportion of an employee's salary payment to that of an equivalent full-time employee in any given fortnight.

Paid Headcount = Headcount is the count of physical people, so a part-time person would count as one.

The NT Government provides opportunities for employees to balance the demands of work with the needs of family and general health and wellbeing. Flexible work practices are used in the Northern Territory Public Service to attract and retain employees. Flexible work arrangements can include flexibility in relation to an employee's hours of work, or mode of employment such as part-time, and leave.

**(d) What is the total number of staff that have been recruited for COVID-19 purposes over the period?**

There were no staff recruited by the Office of the Independent Commissioner Against Corruption (OICAC) for COVID-19 purposes.

**2. Please advise the number of staff held against the following categories as at 31 March 2022.**

<b>Category</b>	<b>Number</b>
Resigned	5
Made Redundant	-
Terminated	-
Unattached	-
Classified Redeployee	-
Supernumerary	2
Total number terminated due to COVID mandate	-

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2022.

Category	Number
Aboriginal and Torres Strait Islander	1

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2022 and as a percentage of the Agency total employment.

Category	Number	% of Total Staff
Frontline	0	0

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

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

5. Please advise how many staff have been engaged through labour hire, employment agency arrangements and/or consultancy contracts, for what purpose, for what duration and at what cost as at 31 March 2022. Please use the table format presented below for your response.

For the period 1 July 2021 to 31 March 2022, the OICAC had no staff members engaged through labour hire, employment agency arrangements and/or consultancy contracts.

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2022. Please use the table format presented below for your response.

Not applicable to the OICAC.

7. (a) How many positions were advertised during the period 1 July 2021 to 31 March 2022?

The OICAC advertised 11 positions for the period 1 July 2021 to 31 March 2022.

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

Six of the 11 positions advertised had Special Measures applied. The OICAC's Special Measures Plan was approved in December 2021 and applies to all advertised positions.

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

Category	Number
Administrative Officer 6	1
Administrative Officer 7	2
Senior Administrative Officer 1	1
Senior Professional Officer 1	2
<b>Total</b>	<b>6</b>

**(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. For the period 1 July 2021 to 31 March 2022, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.**

**Is consideration being given to outsource, contract-out or privatise in financial year 2022/23? If so, provide details.**

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

It is anticipated that investigative, legal and audit services will continue to be outsourced as required in the 2022/23 financial year and within available budget.

## **LEGAL EXPENSES**

**9. What has been the expenditure on legal advice or related expenses for the period 1 July 2021 to 31 March 2022? Provide details on:**

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

**b) The amount paid by matter**

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

a) & b)

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

c) For the reasons mentioned above, the following information are disclosed in response to the amount paid to each outside legal firm or barrister engaged.

<b>Supplier</b>	<b>Location</b>	<b>\$ Value (GST exclusive)</b>
Assurex Escrow Pty Ltd	Interstate	1 080
Benjamin Doyle QC	Interstate	12 816
Clayton Utz (Darwin)	NT	4 198
Hutton McCarthy	NT	79 424
Mary Chalmers Barrister	NT	4 400
<b>Total</b>		<b>101 918</b>

## **PROCUREMENT / CONSULTANCIES**

10. **For the period 1 July 2021 to 31 March 2022, please detail expenditure on each report and consultancy (excluding annual reports) that have been obtained from outside the NTPS. For each report/consultancy detail:**
- a) **Purpose**
  - b) **Cost**
  - c) **Person or entity engaged**
  - d) **Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)**
  - e) **Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy**
  - f) **Outcomes or key performance indicators for the report or consultancy**
  - g) **Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken**

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

The office's total consultancy expenditure for the period beginning 1 July 2021 to 31 March 2022 was \$432 901.

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

Purpose	Cost \$ (GST exclusive)	Person or entity engaged	Principal Place of Business
Consultant services for OICAC's risk appetite statement	6 477	Hill Professional Services	NT
Consultant services as an independent chair for OICAC's Audit Risk and Compliance Committee	1 918	Iain Summers	NT
Internal workplace investigation	805	CJ Consulting HR Solutions Pty Ltd	NT
Transcribing services	7 463	Tamara Stenhouse	NT
Transcribing services	1 755	Type Transcripts Pty Ltd	QLD
Section 23 Audit or Review	29 478	Bentleys SA	SA
Investigative Consultant Services	25 560	GAT Risk Management	NT
Investigative Consultant Services	295 987	Contractor	NT
Investigative Consultant Services	6 608	Willoughby & Associates Pty Ltd	NT
Investigative Consultant Services	56 850	Women That Work	NT
<b>Total</b>	<b>432 901</b>		

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 2021 to 31 March 2022 as follows:

Number in the NT	Number outside of the NT
0	1

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

12. For each of the contracts awarded to business entities with a principal place of business outside the Northern Territory, please advise the selection criteria on the applicable contract or tender.

The one contract awarded outside the Northern Territory during the period 1 July 2021 to 31 March 2022 is exempt from the *Procurement Act 1995* and relates to audit or review services under the *ICAC Act*.

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2021 to 31 March 2022?

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2021 to 31 March 2022.

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 2021 to 31 March 2022?

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2021 to 31 March 2022.

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

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

There were no Tier 3, Tier 4 or Tier 5 procurement activities undertaken during the period 1 July 2021 to 31 March 2022.

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 2022.

Credit Card Holder's Position Title	Position Classification	Number of Cards
Corporate Services Assistant	AO3	1
Assessments Support Officer	AO5	1
Executive Assistant	AO5	1
Investigation Support Officer	AO5	1
<b>Total</b>		<b>4</b>

## FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2021 to 31 March 2022:

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

The OICAC did not conduct opinion polls and focus groups during the period 1 July 2021 to 31 March 2022.

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

Not applicable as per response provided to Question 17.

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

Not applicable as per response provided to Question 17.

**COMMUNICATIONS AND MARKETING**

**20. Please detail expenditure on advertising and communications during the period 1 July 2021 to 31 March 2022.**

**For each advertisement for which an expense was incurred:**

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

a) to c)

The OICAC incurred a total of \$1,059 in communications and marketing expenditure.

<b>Purpose/Description</b>	<b>Provider</b>	<b>Cost \$ (GST exclusive)</b>
Email newsletter software for media release	Campaign Monitor Pty Ltd	195
Assistance with hosting an online corruption red flags webinar	Dreamedia Events Pty Ltd	864
<b>Total</b>		<b>1 059</b>

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

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

**TRAVEL**

**21. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority during the period 1 July 2021 to 31 March 2022 broken down to:**

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

a) For the period 1 July 2021 to 31 March 2022, the OICAC undertook no international travel.



b)

<b>Interstate travel expenses</b>	<b>Official travel (\$) (GST Exclusive)</b>	<b>Client travel (\$) (GST Exclusive)</b>	<b>Total (\$) (GST Exclusive)</b>
Accommodation	273	4 394	4 666
Travel fares	2 231	1 920	4 150
<b>Total</b>	<b>2 504</b>	<b>6 314</b>	<b>8 816</b>

c)

<b>Intrastate travel expenses</b>	<b>Official travel (\$) (GST Exclusive)</b>	<b>Client travel (\$) (GST Exclusive)</b>	<b>Total (\$) (GST Exclusive)</b>
Accommodation	827	-	827
Car hire and taxi fares	1 105	-	1 105
Travel allowance	342	-	342
Travel fares	1 316	-	1 316
<b>Total</b>	<b>3 590</b>	<b>-</b>	<b>3 590</b>

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

**22. In the case of international travel identified in response to the question above, please provide the purpose, itinerary, persons and costs involved in each trip.**

Not applicable.

**23. Please provide itemised details and costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period 1 July 2021 to 31 March 2022.**

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

## **HOSPITALITY / FUNCTIONS AND EVENTS**

**24. Please provide full details of all official hospitality provided for the period 1 July 2021 to 31 March 2022.**

**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?**

The total hospitality expenditure was \$1,157. The OICAC had no public service hospitality provided for the period 1 July 2021 to 31 March 2022.

## **GRANTS, 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 2021 to 31 March 2022, including agency budget totals to administer such programs.**

Nil.

- 26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2021 to 31 March 2022, and to what activities. Please list details of any contract periods as part of any arrangement.**

Not applicable.

- 27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2022/23 financial year?**

Not applicable.

- 28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2021 to 31 March 2022, including to which organisation and the services to be provided?**

Not applicable.

## **MEDIA MONITORING SERVICES**

- 29. Provide expenditure details on media monitoring services for the period 1 July 2021 to 31 March 2022 (including entities engaged and who utilises the service).**

A whole-of-government response to Question 29 will be provided by the Department of the Chief Minister and Cabinet.

## **INFRASTRUCTURE PROJECTS**

- 30. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia or Northern Australia Infrastructure Facility (NAIF) to be considered for the Infrastructure Priority List?**

- 31. Please provide details of newly committed projects for the period 1 July 2021 to 31 March 2022.**

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

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

## GOVERNMENT LEASED BUILDINGS

33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2021 to 31 March 2022?

\$10,785.

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 2021 to 31 March 2022?

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

A whole-of-government response to Questions 34 and 35 will be provided by the Department of Corporate and Digital Development.

## FEES AND CHARGES

36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2021/22 financial year and whether any of these fees and charges was increased following the passage of the 2021/22 financial year budget.

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

## INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 1 July 2021 to 31 March 2022?

One.

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

Internal audit/investigation	Terms of Reference or focus
Value for Territory Audit	Evaluation of agency compliance with the procurement framework for the transactions incurred in the period 1 January 2021 to 31 December 2021

39. Please provide detail of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

No identified breaches.

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.

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

## **BOARDS / ADVISORY BODIES**

- 41. Please detail all boards and advisory bodies in your Agency in 2021/22, 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 2021/22 financial year**
  - d) The itemised total cost incurred by the Board during the 2021/22 financial year**

Not applicable.

- 42. The number of times the Board met during the period 1 July 2021 to 31 March 2022.**

Not applicable.

## **REVIEWS AND INQUIRIES**

- 43. Details of all reviews and inquiries completed or commenced during the 2021/22 financial year, also providing the following information:**
- a) The Terms of Reference**
  - b) The criteria for selection of all panel members**
  - c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry**
  - d) The cost of the review/inquiry**
  - e) How the information was/is accumulated to contribute to the review/inquiry**
  - f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly**
  - g) If not completed when this is expected**

The OICAC had no reviews and inquiries completed or commenced during the 2021/22 financial year, beyond those the Commissioner is empowered to conduct under the *ICAC Act*.

## **WORKPLACE HEALTH AND SAFETY**

- 44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2021 to 31 March 2022.**

Five. One was reportable to NT Worksafe and was addressed and resolved in a timely matter.

- 45. Please detail the number of stress related matters and claims for the period 1 July 2021 to 31 March 2022.**

Nil.

## **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 2021/22 financial year. What are the locations for which they are responsible?**

The OICAC has no regional offices.

## **WRITTEN QUESTIONS**

- 47. How many written questions has the agency answered in the period 1 July 2021 to 31 March 2022? Please provide WQ reference numbers.**

Written Question details for the requested period are publicly available on the NTG Parliament website: <https://parliament.nt.gov.au/business/written-questions>.