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APPENDIX 1

DCIS COSTING MODEL

In order to properly reflect the full costs to deliver agency services and allow reliable comparative analysis with other jurisdictions where corporate support costs are within the service delivery agency, DCIS is required to allocate its service costs to client agencies, GBDs and other supported entities. The DCIS costing model is based on measuring costs to deliver services for each client entity, with no internal charging or margins applied. For general government agencies DCIS costs are notionally allocated, where GBDs and other entities are required to pay for the cost of DCIS services used.

The following list reflects the DCIS costing model pre the substantial CSR3 and MOG changes that occurred in 2019-20 and consistent with prior year's reporting. For this first year, costs relating to the seven functional streams of Enterprise Corporate Services are being recorded as the total budget amounts transferred from agencies.

This approach is based on consideration that the budget amounts transferred would align to the costs to deliver the related functions for each agency.

Work is underway to develop an expanded costing model incorporating ECS functions. An interim model will be applied in 2020-21 while services and costs continue to be settled. Detailed examination of updated service segments and related costs will be undertaken during 2020-21 to build an updated and complete costing model to commence 2021-22.

Service	Cost Measure (monthly)	Costs
Across Government Contracts		
Across government contracts	Per full time employee	3.57
Contract Services		
Contract administration	Per contract issued	1 326.93
Full tender procurement	Per contract issued	5 985.50
Tier 2 quotations	Per quotation issued	113.71
Tier 3 quotations including awards	Per quotation and award issued	2 084.12
Tender management	Per tender issued	2 373.80
Corporate Reporting		
Human resource corporate reporting	Per full time employee	3.85
General ledger transaction reporting	Per general ledger transaction	0.18
Finance Services		
Payments through interface	Per interfaced payment transaction	0.35
Internet payments	Per internet payment transaction	56.62
Manual payments	Per manual payment transaction	16.98
EIMS	Per EIMS payment processed	9.80
Accounts receivable manual invoices	Per accounts receivable manual invoice processed	49.57
Accounts receivable electronic invoices	Per accounts receivable electronic invoice processed	21.24
Advance cheques/petty cash	Per advance cheque/petty cash transaction processed	23.40
Accounts receivable RTM receipts	Per electronic accounts receivable RTM receipt issued	8.26
Accounts receivable bank accounts	Per bank account reconciled	100.13
Manual receipt	Per manual receipt transaction	32.21
Manual ledger transfer	Per manual ledger transfer invoice processed	27.04
Credit card management	Per corporate credit card issued	34.48
Tax BAS/GST return	Per line per tax BAS/GST return	0.71
FBT return	Per line per tax FBT return	27.28

Payroll tax return	Per cost code per payroll tax return	8.78
Financial systems	Percentage data storage/usage	7 106.25
Asset disposals	Number of asset disposals	81.50
Asset additions	Number of new asset additions	92.13
Asset records maintenance	Number of assets in the asset register	5.48

Employment Services

Entry level recruitment	Number of entry-level administrative staff employed in billing month	6.67
Employment programs	Number of apprentices/trainees managed	679.53
Human resource system	Number of paid employees	30.97
Job evaluation services	Per position evaluated under JES system	186.33
Payroll services	Number of paid employees	14.86
Payroll manual transactions	Number of manual payroll transactions processed	13.36
Payroll auto transactions	Number of automatic payroll transactions processed	3.71
Employee commencements	Number of employee commencements processed	349.12
Payroll terminations	Number of employee cessations processed	290.44
Recruitment advertising	Per advertising request processed	280.74
Recruit temporary/nominal move	Per temporary or nominal move processed	20.28
Executive Contract Officers	Number of paid Executive Contract Officers	70.93

ICT Services

Security	Per ICT equipment	4.23
ICT contract management	Per ICT equipment	3.47

Property Management

Leased property management	Per square metre of leased building	1.17
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Records System Services

TRM administration	Per FTE	1.67
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APPENDIX II

AUDITS BY THE AUDITOR-GENERAL

For the year ended 30 June 2020

DCIS End of Year Review (Shared Services)

For the year ended 30 June 2019

AUDIT OBJECTIVE: To review the adequacy of selected aspects of end of financial year controls over accounting and material financial transactions performed by DCIS on behalf of NTG agencies. Audit coverage included samples from financial transactions and focused on:

- June journal entries
- end-of-year receipting
- prescribed ledger completion processes
- annual leave and long service leave data provided from the PIPS System

- trust accounts
- controls and processes applied by DCIS to capture year-end balances.

AUDIT OUTCOME: The agency's accounting and control procedures were found to be generally satisfactory. One matter was identified:

- process of managing variances and exceptions in year-end reports and reconciliations can be enhanced.

ACTION: Report has been enhanced for end of year processes.

DCIS End-of-year Review

For the year ended 30 June 2019

AUDIT OBJECTIVE: To assess the adequacy of selected aspects of end of financial year controls over reporting, accounting and material financial transactions and balances for DCIS with the primary purpose of providing support to the audit of the Treasurer's Annual Financial Statements (TAFS).

The review focused on the accrual accounting aspects of the 30 June 2019 financial data contained in the agency's Government Accounting System (GAS) general ledger and consolidated by the Department of Treasury and Finance into the TAFS.

AUDIT OUTCOME: The agency's accounting and control procedures were found to be generally satisfactory. One matter was identified:

- The accounting policy 'Accounting treatment for DCIS ICT Services for Agencies' relating to the balance of the ICT Clearing Account is non-compliant with Australian Accounting Standards.

ACTION: Accounting policy revised to ensure compliance with Australian Accounting Standards and Treasurer's Directions.

NT Fleet Financial Statement Audit

For the year ended 30 June 2019

AUDIT OBJECTIVE: To undertake sufficient audit procedures to enable an opinion on the financial statements of NT Fleet for the year ended 30 June 2019.

AUDIT OUTCOME: An unmodified audit opinion was issued on the financial statements of NT Fleet. No matters were identified during the audit.

ACTION: No action required.

Data Centre Services Financial Statement Audit

For the year ended 30 June 2019

AUDIT OBJECTIVE: To undertake sufficient audit procedures to enable an opinion on the financial statements of Data Centre Services for the year ended 30 June 2019.

AUDIT OUTCOME: An unmodified audit opinion was issued on the financial statements of DCS. No matters were identified during the audit.

ACTION: No action required.

Government Accounting System (GAS) Controls Audit

For the year ending 30 June 2020

AUDIT OBJECTIVE: To determine there is reasonable assurance that there are satisfactory internal controls for central maintenance of GAS and over the following financial services provided to agencies:

- ledger reconciliation
- financial reporting
- processing of accounts payable
- accounts receivable, including collection of public money and receipts to Operating Accounts
- advances and official bank accounts
- preparation of the NTG Business Activity Statement for Goods and Services Tax collected and paid

- grants management
- adequate and effective communication with agencies in respect of the functions performed for them.

AUDIT OUTCOME: Audit procedures performed revealed that generally there are satisfactory internal controls in respect of the central maintenance of GAS and over the financial services provided to agencies. One matter was identified:

- some instances of procedural deficiencies in relation to GAS related processes performed.

ACTION: Standard Operating Procedures have been updated.

NT Fleet Interim Financial Statement Audit 2019-20

AUDIT OBJECTIVE: To facilitate the end of financial year audit of NT Fleet's financial statements required by Section 10 of the *Financial Management Act 1995*; identify and examine any significant new issues impacting on the audit for this year; and, in accordance with Section 13 of the *Audit Act 1995*, address any control and compliance issues arising from an examination of the accounts and records.

AUDIT OUTCOME: The accounting and control procedures

examined during the audit were found to be generally satisfactory. One matter was identified:

- month end reconciliations were not signed as evidence of review or approval for Cash at Bank and Property, Plant and Equipment.

ACTION: Procedures updated to improve month end reconciliations.

IT Controls Environment Review

AUDIT OBJECTIVE: To understand, risk assess and test the internal control structure within the service-wide IT mainframe environment with particular reference to mainframe operations for GAS, PIPS, and the Payroll and Payment Management System (PAPMS).

The audit covered the design and implementation of IT general controls relating to GAS, PIPS and PAPMS including:

- business continuity planning
- administration of RACF security for GAS / PIPS / PAPMS environment
- configuration of key RACF security controls
- configuration of key CICS security settings
- user access privileges to sensitive GAS / PIPS / PAPMS payment gateway files.

AUDIT OUTCOME: Two matters were identified:

- review and testing of the Disaster Recovery Plan had not been performed during the financial year for Corporate Systems
- no network redundancy exists between the Government Data Centre and Back-up Data Centre.

ACTION: Review of the Disaster Recovery Plan has commenced. Network redundancy finding reflects a timing issue with the audit occurring prior to commissioning of the Back-up Data Centre being completed.

PIPS Controls Compliance Audit

For the year ending 30 June 2020

AUDIT OBJECTIVE: To determine whether there is reasonable assurance that there are satisfactory internal controls for the PIPS payroll and leave recording functions provided to agencies and adequate and effective communication with agencies, including:

- payroll and leave information held on PIPS is accurate and reliable
- procedures deter and protect against fraud
- there is a process for prompt identification of overpayments and a process for recovery

- there is adequate and effective communication with agencies in respect of the functions performed for them.

AUDIT OUTCOME: The audit procedures performed showed generally satisfactory internal controls in relation to PIPS payroll and leave recording functions provided to agencies. One audit matter was identified:

- internal control procedures performed by Payroll and Employment Services could be enhanced.

ACTION: Employees continue to receive training and advice on process requirements and internal controls.

Agency Compliance Audit

For the year ended 30 June 2020

AUDIT OBJECTIVE: To examine selected aspects of the systems in use by DCIS as required in particular by Treasurer's Directions Part 3, Section 1, and Procurement Governance Policy and Procurement Rules, with the objective of obtaining reasonable assurance that those selected requirements were being achieved.

AUDIT OUTCOME: The accounting and control procedures examined provide reasonable assurance that the responsibilities of the Accountable Officer will be met if those systems continue to operate in the manner identified in the audit.

Two matters were identified:

- identified contingent liability value was omitted from the contingent liability register
- 9% of undisputed invoices were not processed within the required 20 days and 30 days periods.

ACTION: Contingent liability register updated. Processes have been reiterated to employees to enhance compliance. DCIS has achieved over 90% of invoices processed within new shorter timeframe.

DCIS - Core Clinical Systems Renewal Program

AUDIT OBJECTIVE: To perform a review of progress within phase 1 of the Program, including evaluating:

- achievement of project deliverables against plan and progress against planned milestones and budget
- risk and issue management
- adequacy of the approach used to complete the Design phase including the engagement model used for Department of

Health stakeholders to validate and confirm the detailed business requirements to inform the Solution Confirmation phase.

AUDIT OUTCOME: The review did not identify any significant matters that required addressing. No matters were identified.

ACTION: No action required.

NT Fleet – Fleet Business System

AUDIT OBJECTIVE: To assess the IT general computer controls and key application controls over the Fleet Business System in place at NT Fleet including interfaces between the Fleet Business System and other NT Government systems. The following areas were in scope:

- access management controls
- change management controls
- IT operations controls.

AUDIT OUTCOME: Two matters were identified:

- disaster recovery testing had not been performed during the financial year
- backups are not formally tested at a defined frequency.

ACTION: Review of disaster recovery actions is being undertaken, including establishing a frequency schedule.

DCIS – A Guide to Contract Management – Performance Management System Audit

AUDIT OBJECTIVE: To determine whether the performance management systems of the agency enable the agency to assess whether its objectives are being achieved economically, efficiently and effectively. To determine whether the performance management systems in place at the agency enable it to manage contracts in order to achieve its objectives economically, efficiently and effectively and assess adherence with the NTG *A Guide to Contract Management*.

AUDIT OUTCOME: Opportunities for improvements to DCIS systems and processes were identified. Eleven recommendations were made in relation to the following areas:

- Contract Management Framework and contract management plans
- contractor relationship management, performance monitoring and reporting

- panel contracts oversight
- contract management information system
- contract risk management and variations
- contract finalisation procedures including disengagement plan and lessons learned.

ACTION: DCIS maintains contracts with 245 contractors across over 40 different industry sectors, including substantial contract panels and contracts for use by agencies across government. The complexity of many of DCIS' contracts is not readily accommodated in the *Guide to Contract Management*. This is necessitating development of a Contract Management Framework for DCIS that sets out appropriate controls and processes, recognising the diversity of contracting models and requirements. The DCIS Contract Management Framework is under development and will be finalised in 2020-21.

DCIS – Managing Conflict of Interest - Survey

AUDIT OBJECTIVE: To undertake a survey of the controls and processes in place to manage conflicts of interest in selected Northern Territory Government agencies and analyse the responses to assess the extent to which these controls and processes are implemented and operating throughout the Northern Territory Government.

AUDIT OUTCOME: DCIS' conflicts of interest framework was assessed as 'Advanced' maturity. Five recommendations were made relating to raising awareness and education.

ACTION: DCIS is reviewing practices to continue ensuring staff are aware of their conflict of interest requirements.

Agency Audits transferred as part of Machinery of Government (MOG)

Two audits that commenced in other agencies related to functions that were transferred to DCIS as part of the Machinery of Government changes:

- SuperB system– Northern Territory Superannuation Office (DTF)
- PRONTO XI system and Integrated Offender Management System – Department of the Attorney-General and Justice.

The audit reports were issued to the originating agencies. DCIS will review the audit findings and address in-time the recommendations that relate to DCIS responsibilities.

APPENDIX III

INTERNAL AUDITS/REVIEWS

Over 2019-20 DCIS conducted 36 reviews, which is well above usual activity levels due to timing for scheduled audits of air services panel contractors. There were no internal audit reports

or findings advised by other agencies relating to the functions transferred to DCIS under MOG changes. The reviews focused on the following areas.

Cabinet Information Security

OBJECTIVE: Annual review of the department's Cabinet information to determine if there were any breaches in the reporting periods and what measures are in place to mitigate breaches.

FINDINGS: Review confirmed compliance.

ACTION: No action required.

Official Travel

OBJECTIVE: Assess department travel transactions for compliance with the NTG Travel Policy Framework, legislation and policies.

FINDINGS: TRIPS movement requisitions (MRs) for travel between 1 July 2018 and 30 June 2019 were reviewed. Compliance with the Travel Policy was generally satisfactory, with some instances of non-compliance identified:

- one same day travel MR from a sample of 26 was non-compliant with DCIS policy

- 7 of 26 MRs were not acquitted within 10 working days of return to the workplace
- inconsistencies with processes for taxi vouchers and NTG vehicle usage
- multiple documents, workflows, guides could be enhanced.

ACTIONS: Documentation is being reviewed and updated. Staff have been advised of process requirements.

Value for Territory Procurement Audit

OBJECTIVE: Assess compliance with the NTG Procurement Framework, including Value for Territory Assurance.

FINDINGS: The independent audit confirmed the department has a strong commitment to compliance and continuous improvement, including skilled individuals and robust processes for procurement, with some qualitative improvements still needed. Seven recommendations were identified including:

- two instances out of 79 were not fully compliant or had insufficient evidence to determine compliance
- two instances out of 50 Tier 1 purchases audited did not have evidence of ICNNT being consulted
- two instances out of 50 Tier 1 purchases audited did not have evidence that at least one Territory Enterprise had been invited to provide an offer

- five instances across Tiers 2 to 5 procurements where conflict of interest forms were not obtained from all assessment panel members
- one instance out of 9 Tier 5 procurements tested where no future tender opportunity was released
- instances noted where appropriate records were not maintained for the procurement activity
- one instance out of 15 contract management samples tested where the contract manager had not reported on local benefit commitments.

ACTIONS: DCIS will continue to invest in its procurement capability through further education and ongoing procurement process improvement. The Value for Territory audit report and DCIS' response were provided to the Buy Local Industry Advocate.

Corporate Credit Card Payments

OBJECTIVE: Assess whether DCIS, NT Fleet and DCS had effectively administered corporate credit cards and cab charge cards, including compliance with relevant legislation; Treasurer's Directions; NTG Credit Card Policy and Procedures Guidelines; and Accounting and Property Manual.

FINDINGS: Corporate credit card transactions from DCIS,

DCS and NT Fleet were sampled for 1 July 2018 to 30 June 2019. Several findings were identified:

- prior written approval was not provided for 7 out of 50 sampled transactions
- one sample out of 50 did not include consultation with ICNNT

- no checklist or SOP developed to assist the card verifier in their responsibilities
- non-compliance with DCIS cab charge procedure
- cab charge cardholder list has inconsistencies
- incorrect and inconsistent processes followed for expired and lapsed cards
- no evidence of random checks of accountable forms
- report in ECMS as to who has access to cab charge included people who have left DCIS.

ACTIONS: Work is progressing on improving procedures, SOPS and checklists. Further education and awareness is being provided to corporate credit card and cab charge card holders.

ICT Enterprise Environment

OBJECTIVE: DCIS undertook three independent reviews of the security posture of the ICT enterprise environment in 2019-20. The reviews considered vulnerabilities and the status of implementation of cyber security mitigations.

FINDINGS: No significant adverse findings were identified.

ACTIONS: Activities required were undertaken.

Air Charter Audits 2019

OBJECTIVE: To assess aviation contractors on the NTG's aviation services panel contract for compliance with the Air Operations Specifications and CASA regulations.

FINDINGS: Audits of 29 air operators were undertaken and completed. There were 144 findings identified across the 29 audits in risk categories.

ACTIONS: Corrective actions have been completed by contractors for all findings.

APPENDIX IV

ACCOMMODATION COSTS FOR NON-GOVERNMENT ORGANISATIONS

Non-Government Organisation	Building	Supporting Agency	Cost (\$)
Adult Mental Health Team	Civic Plaza, Palmerston	Top End Health Services	140 000
Artback NT	Harbour View Plaza	Department of Tourism, Sport and Culture	71 500
Association of Independent Schools of the Northern Territory	NAB Building, Darwin	Department of Education	81 000
Association of Northern, Kimberley and Arnhem Aboriginal Artists	Harbour View Plaza	Department of Tourism, Sport and Culture	54 300
Australia Day Council	NAB Building, Darwin	Department of the Chief Minister	57 000
Autism NT	Goyder Centre, Palmerston	Department of Health	98 000
Bushmob	CfAT Building, Alice Springs	Department of Health	210 700
Camp Quality / CanTeen	82 Woods Street, Darwin	Department of Health	39 000
Cancer Council of the Northern Territory	Anangu House, Alice Springs	Department of Health	33 000
Cancer Council of the Northern Territory	Casi House, Casuarina	Department of Health	53 000
Cancer Council of the Northern Territory	Katherine Government Centre,	Department of Health	8 400
CREATE Foundation	Anangu House, Alice Springs	Territory Families	31 000
Darwin Aboriginal Art Fair	Harbour View Plaza	Department of Tourism, Sport and Culture	32 700
Darwin Festival	Harbour View Plaza	Department of Tourism, Sport and Culture	150 000
Darwin RSL	NAB Building, Darwin	Department of Corporate and Information Services	9 600
Darwin Visual Arts Association	Harbour View Plaza	Department of Tourism, Sport and Culture	77 000
Deaf NT Inc.	Casuarina Plaza	Department of Health	17 700
Duke of Edinburgh's Award NT Division	Goyder Centre, Palmerston	Department of Education	9 400
Genealogical Society of the Northern Territory Inc.	84 Smith Street, Darwin	Department of Tourism, Sport and Culture	46 000
Girls Academy	Goyder Centre, Palmerston	Department of Education	4 500
Good Beginnings	Randazzo Centre, Katherine	Territory Families	34 000

Keep Australia Beautiful Council Northern Territory	NAB Building, Darwin	Department of Infrastructure, Planning and Logistics	14 000
L'here Artepe Aboriginal Corporation	20 Parsons Street, Alice Springs	Department of the Chief Minister	38 400
Life Education	Goyder Centre, Palmerston	Department of Education	6 200
Multicultural Council of the Northern Territory Inc. and Multilingual Broadcasting Council Northern Territory Inc.	Malak Shopping Centre	Department of the Chief Minister	103 000
Multicultural Community Services of Central Australia Inc.	Youth and Community Centre, Alice Springs	Department of the Chief Minister	44 800
Music NT	Harbour View Plaza	Department of Tourism, Sport and Culture	59 000
Northern Territory Badminton Association Inc.	19 Albatross Street, Winnellie	Department of Tourism, Sport and Culture	165 400
Northern Territory Council of Government School Organisations	Ethos House, Casuarina	Department of Education	110 600
Disability Respite Centre	Randazzo Centre, Katherine	Department of Health	17 000
NT Writers' Centre	Harbour View Plaza	Department of Tourism, Sport and Culture	23 500
Off the Leash	Harbour View Plaza	Department of Tourism, Sport and Culture	26 000
Pensioners Workshop Association Inc.	48 Albatross St, Winnellie	Department of the Chief Minister	34 200
Red Cross	Tennant Creek Government Centre	Department of Infrastructure, Planning and Logistics	Nil
Red Cross Drop in Centre	Casuarina Recreation Centre	Department of Tourism, Sport and Culture	94 800
Tracks Dance Company	Harbour View Plaza	Department of Tourism, Sport and Culture	110 000
Top End Women's Legal Service Inc.	17 Lindsay Street, Darwin	Department of the Attorney-General and Justice	67 600
Industry Skills Advisory Council	The Avenue, Parap	Department of Trade, Business and Innovation	227 000
Victims of Crime NT Inc.	NAB Building, Darwin	Department of the Attorney-General and Justice	91 000
YMCA of the Top End	Satepak House, Palmerston	Department of Tourism, Sport and Culture	121 300
Total expenditure			2 611 600

APPENDIX V

GIFTED AND LOANED VEHICLES

Gifted Vehicles	\$ (GST Inc)
Helping People Achieve Incorporated	44 910
Sub Total	44 910
Loaned Vehicles	\$ (GST Inc)
Britt Guy, NT Travelling Film Festival, Creative Accomplice	2 375
Bush Bands Program	6 397
Corrugated Iron Youth Arts	2 772
Darwin Aboriginal Art Fair	3 200
Darwin Festival	94 151
Darwin Pro Tour Tennis Events	4 352
Incite Arts - Unbroken Land, Alice Springs	484
National Indigenous Music Awards	2 512
National Indigenous Tennis Carnival	825
Scouts NT	10 552
SIDS and Kids	5 734
The Redback and Run Larapinta Stage Race	5 708
Titjimbab	10 578
Tracks Dance	770
Yothu Yindi Foundation for Garma Festival	43 502
Sub Total	193 912
Total value of gifted and loaned vehicles	238 822

APPENDIX VI

DCIS GOVERNANCE COMMITTEES

Audit Committee

Membership as at 30 June 2020

Chair: **Bridgitte Bellenger**, Senior Executive Director, Department of the Chief Minister | **Andrew Baylis**, Director Economics Analysis, Department of Treasury and Finance. | **Lisa Watson**, Chief Operating Officer | **Rex Schoolmeester**, Chief Financial Officer (Ex-Officio) | **Kevin Thomas**, Director Governance and Assurance (Ex-Officio) | **Stacey Henderson**, Director Application Services, Corporate Systems | **Michael Smid**, Director Finance Services |

Secretariat: **Jo Vanderpoll**, Senior Manager Governance

2019-20 Activity:

The committee met on 7 occasions during 2019-20

Business Plan achievements:

- Reviewed and recommended updates the Committee's Terms of Reference.
- Reviewed and endorsed Financial Statements for DCIS and the two GBDs.
- Monitored audit issues and business unit actions to address and resolve.
- NTAGO attended a committee meeting

Risk Management Committee

Membership as at 30 June 2020

Chair: **Lisa Watson**, Chief Operating Officer | **Kevin Thomas**, Director Governance and Assurance (Ex-Officio) | **Tracey McMenamin**, Senior Director Workforce Relations | **David Keirs**, Senior Director Procurement Services | **John Weippert**, Digital Portfolio Coordinator | **Bronwyn Lo**, Director Project Services | **Lou-anne Duncan**, Director Property Leasing | **Sandra Papandonakis**, Director Employment Services | **Greg Moo**, Senior Director Digital Strategy | **Sonia Peters**, Director Cyber Strategy | **Caroline Lewis-Driver**, Program Director |

Secretariat: **Jo Vanderpoll**, Senior Manager Governance

2019-20 Activity

The committee met on 6 occasions during 2019-20

Business Plan achievements:

- Terms of Reference reviewed and updated.
- Revised and updated the department's Strategic Risk Register.
- Reviewed audit outcomes to identify risks.

Communications Governance Committee

Membership as at 30 June 2020

Chair **Jude Florance**, Director Executive Services | **Peta Preo**, Senior Director Business Connections | **Gail Humble**, Senior Director Workforce Development | **Stacey Henderson**, Director Application Systems | **Ron Saint**, Manager Regions | **Helen Perry**, Director Digital Communications | **Paul Gooding**, Senior Director Enterprise Project Services.

Secretariat: **Rebecca Forrest**, Manager Corporate Communications

2019-20 Activity

The committee met on 6 occasions during 2019-20.

Business Plan achievements:

- Developed annual department communications plan
- Reviewed Service Statements, with further work required and provided input to the Service Framework refresh.
- Continued progressing recommendations from the Auditor-General's lighthouse review.
- Participated as a Reference Group to the NTG Central upgrade project.

Finance Governance Committee

Membership as at 30 June 2020

Chair [Kathleen Robinson](#), Chief Executive | [Chris Hosking](#), Deputy Chief Executive | [Rex Schoolmeester](#), Chief Financial Officer (Ex-Officio) | [Greg Connors](#), Senior Director ICT Services | [Paul Gooding](#), Senior Director Enterprise Project Services

Secretariat: [David Mu](#), Budgets and Finance Manager

2019-20 Activity

The committee met on 12 occasions during 2019-20.

Business Plan achievements:

- Reviewed the 2018-19 financial statements for DCIS, NT Fleet and DCS.
- Oversaw development of 2019-20 Budget and reviewed the output structure for 2020-21 Budget.
- Implemented new accounting standard for leases – AAB16 Leases and development of accounting policy for ICT Services.
- Monitored agency expenditure against budget over the year.

Procurement Governance Committee

Membership as at 30 June 2020

Chair [Kathleen Robinson](#), Chief Executive | [Chris Hosking](#), Deputy Chief Executive | [Lisa Watson](#), Chief Operating Officer | [David Keirs](#), Senior Director Procurement Services (Ex-Officio) | [Sam Vulcano](#), Director Procurement Services (Ex-Officio) | [David Bryan](#), Senior Director NT Property Management | [Kathleen Gray](#), Director Contract Services | [Greg Connors](#), Senior Director ICT Services

Secretariat: [Carmel Williams](#), Procurement Unit

2019-20 Activity

The committee met on 49 occasions during 2019-20.

Business Plan achievements:

- Contributed to and finalised the DCIS Annual Procurement Management Plan 2019-20.
- Initiating actions to address key findings from the Value for Territory and compliance audits.
- Endorsed the central procurement records policy and procedures.
- Provided input to NTG procurement reform developments.

Workforce Management Committee

Membership as at 30 June 2020

Chair **Sarah Temple**, Senior Director Reform Office | **Rex Schoolmeester**, Chief Financial Officer | **Toni Blair**, Senior Director Business Connections | **Julie Cargill**, Director DCIS HR Services (Ex-Officio) | **Jodie Wheeler**, Director HR | **Michael Smid**, Director Finance Services | **Ron Saint**, Regional Manager

Secretariat: HR Services

2019-20 Activity

The committee met on 92 occasions and held 8 out of session meetings during 2019-20. This total includes both the previous Human Resource Governance (HRGC) and Workforce Management committees (WMC) where the department maintained two committees over the CSR3 transition period.

The WMC continued to monitor all DCIS recruitment in line with FTE and Budget requirements.

Business Plan achievements:

- HRGC merged with WMC in June 2020.

- WMC request form and procedures updated on the DCIS staff site to reflect the new committee arrangements.
- The combined committees reviewed 1394 HR requests during 2019-20 covering filling vacancies, extending contracts, higher duties allowances and job evaluations.
- Employment arrangements for staff transferred to DCIS through CSR3 needed to be considered and in many cases continued while new functions and teams were being established.

Work Health and Safety Committee

Membership as at 30 June 2020

Chair **Lisa Watson**, Chief Operating Officer | **Sarah Temple**, Senior Director Reform Office | **Vicki Highland**, Senior Director Information Management | **Julie Cargill**, Director DCIS HR Services (Ex-Officio) | **Terrence Flynn**, Director Procurement and Commercial Leasing | **Wayne Sanderson**, Director Regions

Secretariat: **Theo Iliou**, WHS Coordinator

2019-20 Activity

The committee met on 8 occasions during 2019-20.

Business Plan achievements:

- Progressed audit of Building Committees membership across all DCIS workplaces.

- Conducted a series of building walkthroughs as part of the DCIS COVID-19 Response Plan, to confirm workplaces are meeting the COVID-19 safety guidelines.
- Reviewed and submitted the WHS risk register to RMC.

Cyber Security Committee

Membership as at 30 June 2020

Chair **Kathleen Robinson**, Chief Executive | **Chris Hosking**, Deputy Chief Executive | **Ewan Perrin**, Executive Director ODG | **Donald Young**, Digital Portfolio Coordinator | **Garry Russell**, Senior Director Corporate Systems | **Doug Cooke**, Senior Director Digital Policy and Telecommunications | **Garey Neenan**, Director Data Strategy | **Sonia Peters**, Director Cyber Strategy (Ex-Officio) | **Greg Connors**, Senior Director ICT Services | **Adam Smith**, Director Cyber Security | **Scott Thomson**, Senior Director Data Centre Services

Secretariat: **Sonia Peters**, Director Cyber Strategy

2019-20 Activity

The committee met on 7 occasions during 2019-20

Business Plan achievements:

- Regular review of the cyber security posture across the NTG ICT enterprise environment

- Monitored security projects activity
- Oversight of the Cyber Security Awareness Program
- Considered and endorsed cyber security and related ICT policies and procedures

Digital Projects Steering Committee

Chair **Chris Hosking**, Deputy Chief Executive | **Kathleen Robinson**, Chief Executive | **Lisa Watson**, Chief Operating Officer | **Ian Pollock**, Senior Director Data Services | **Donald Young**, Digital Portfolio Coordinator | **Satpinder Daroch**, Digital Portfolio Coordinator | **Bronwyn Lo**, Director Project Services | **Garry Russell**, Senior Director Corporate Systems | **Joshua Gooding**, Director ICT Enterprise Architecture | **Bob Creek**, Director Enterprise Project Services | **Paul Gooding**, Senior Director Enterprise Project Services | **Caroline Lewis-Driver**, Program Director | **Grace Waugh**, Director Governance

Secretariat: Enterprise Project Services

The committee met 22 times during 2019-20.

Business Plan achievements:

- Revised the Committee Terms of Reference in June 2020.
- Actively reviewed the status of all programs and projects each fortnight.
- Oversaw development of improved Project Management Framework.
- Merged ECS projects transitioned from agencies into reporting processes and under committee oversight.

Digital and Data Advisory Committee

Chair **Ewan Perrin**, Executive Director ODG | **Lisa Watson**, Chief Operating Officer | **Zoe Malone**, Senior Director Business Connections | **Ian Pollock**, Senior Director Data Services | **Donald Young**, Digital Portfolio Coordinator | **Satpinder Daroch**, Digital Portfolio Coordinator | **Alex Evans**, Director Service Delivery | **Greg Moo**, Senior Director Digital Strategy | **Doug Cooke**, Senior Director Digital Policy and Telecommunications | **Garey Neenan**, Director Data Strategy | **Helen Perry**, Director Digital Communications | **Greg Connors**, Senior Director, ICT Services |

Secretariat: **Elizabeth Hill**, Digital Policy Officer

The committee met on 6 occasions during 2019-20

Business Plan achievements:

- Established new committee with initial focus on transitioning digital and data functions into DCIS.
- Developed the committee's Terms of Reference
- Considered and endorsed digital policies and standards submitted for review.

APPENDIX VII

ICT Governance Board Membership

as at 30 June 2020

Mr Alister Trier, Chief Executive, Department of Primary Industry and Resources (Chair) | **Mr David Braines-Mead**, Deputy Chief Executive, Department of Health | **Ms Sybille Brautigam**, Deputy Chief Executive, Department of Trade, Business and Innovation | **Ms Joanne Townsend**, Chief Executive, Department of Environment and Natural Resources | **Ms Maria Mohr**, Deputy Chief Executive, Department of the Chief Minister | **Mr Chris Hosking**, Deputy Chief Executive, DCIS (Security Leadership Group Chair) | **Ms Nicole Hurwood**, Deputy Chief Executive, Territory Families | **Mr John Harrison**, General Manager, Department of Infrastructure, Planning and Logistics | **Mr Ewan Perrin**, Executive Director, Office of Digital Government (Digital and Data Advisory Group Chair)

Secretariat services are provided by the Office of Digital Government, DCIS.

2019-20 Activity

The committee met on 11 occasions during 2019-20.

The IGB maintained a watching brief over 21 major agency ICT projects.

Commissioned and actioned five independent project assurance reviews.

