LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

STANDING COMMITTEE ON ECONOMIC DEVELOPMENT AND TOURISM
JEREMY HANSON MLA (CHAIR), SUZANNE ORR MLA (DEPUTY CHAIR), MICHAEL PETTERSSON MLA

Inquiry into referred 2017–18 Annual and Financial Reports
QUESTION ON NOTICE

Mr Alistair Coe MLA: To ask the Minister for Government Services and Procurement

Ref: Chief Minister, Treasury and Economic Development Directorate: Annual Report 2017-18: Volume 1, Procurement ACT, Output 9.3 Goods and Services Procurement, page 119

In relation to: Notifiable Invoices Register

1. What policies or guidelines are in place regarding the uploading of invoices and the use of the Notifiable Invoices Register?

2. Who is responsible for ensuring all contracts are uploaded and details are accurate on the Notifiable Invoices Register?

3. After paying an invoice, how many days do ACT Government entities have to upload the relevant information into the Notifiable Invoices Register?

4. Is the failure to upload a notifiable invoice on the Notifiable Invoices Register a breach of the *Government Procurement Act 2001*; and how is that handled by the ACT Government?

5. What internal audits or procedures are undertaken to track compliance across directorates on the Notifiable Invoices Register?

6. How many times have notifiable invoices (i) failed to be uploaded; or (ii) been uploaded outside policy timeframes during 2017-18; and 2018-19 to date?

7. Why is the date an invoice was received not included for all invoices on the Notifiable Invoices Register?

Mr Alistair Coe MLA
14 November 2018

MS STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

1) The Notifiable Invoice Register is available at https://www.procurement.act.gov.au/about/act-government-notifiable-invoices-register and https://www.data.act.gov.au/Government-and-Transparency/Notifiable-Invoices-Register/kzmf-7uhp. Both sites contain the Register and guidance about the Register, including, for example, what is a notifiable invoice, what information about notifiable invoices is published, and how notifiable invoices are published. Process and guidance information is provided monthly to agencies when they are asked to supply their notifiable invoice information for Procurement ACT.

2) Directors-General and Chief Executives are responsible for providing information about notifiable invoices to the Under Treasurer, and Procurement ACT is responsible for loading notifiable invoices onto the Notifiable Invoice Register on a monthly basis.

   Section 42D of the *Government Procurement Act 2001* provides for this process:

   42D Public access to material on notifiable invoices register
   1) The Director-General must ensure, as far as practicable, that a copy of the information mentioned in section 42C (1) for a notifiable invoice is accessible on a website approved by the Director-General:
      (a) at all times; and
      (b) for at least 2 years.
   2) Access must be provided without charge by the Territory.

3) Pursuant to section 42E of the *Government Procurement Act 2001*, the responsible entity for a notifiable invoice is required to provide information about the notifiable invoice to the Under Treasurer for entry into the Register within 21 days after the month the invoice was paid.

4) Where a notifiable invoice has not been uploaded to the Notifiable Invoice Register within the required time frame, the Register can be updated or corrected (section 42B(3)).

5) Directors-General are responsible for ensuring notification is provided to the Under Treasurer in relation to a notifiable invoice. Approximately 380,000 invoices are paid across ACT Government per year. Procurement ACT has undertaken checks from time to time but does not undertake formal auditing of notifiable invoices on the Register.

6) Based on information provided to Procurement ACT, all notifiable invoices received from Directorates were uploaded within the 21 day requirement during 2017-18 and 2018-19 to-date.

7) The requirement to include the date an invoice was received in the Notifiable Invoice Register only came into effect from July 2017 reporting. As such some historical invoices do not include that information.

Approved for circulation to the Standing Committee on Economic Development and Tourism

Signature: Date:

By the Minister for Government Services and Procurement, Rachel Stephen-Smith MLA