

## 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 (paid)	NT-based	Located outside NT
1. Ongoing Full Time	12	12	12	0
2. Ongoing Part Time	1.86	3	2	1
3. Fixed Term Full Time	2	2	2	0
4. Fixed Term Part Time	0.22	1	1	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	2	2	2	0
<b>TOTAL</b>	<b>18.08</b>	<b>20</b>	<b>19</b>	<b>1</b>

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

Category (Head Count)	AO4	AO5	AO6	AO7	SAO1	SAO2	TOTAL
1. Ongoing Full Time	1	1	1	4	4	1	12
2. Ongoing Part Time	2					1	3
3. Fixed Term Full Time			1	1			2
4. Fixed Term Part Time					1		1
5. Casual Contract							
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>18</b>

Category	ECO2	ECO5
6. Executive Contract	1	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.**

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

Headcount = Headcount is the count of physical people paid during the period, so a part-time person would count as one, someone on LWOP would not be included.

All arrangements where staff are part time are due to staff having requested and subsequently been approved part time arrangements as part of flexible working agreements.

NOTE: Data as at Pay 20 of 2022-23.

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

Category	Number
Resigned/retired during period	3
Made Redundant during period	
Terminated during period	
Unattached	
Classified Redeployee	
Supernumerary	2

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

A whole-of-government response to Question 3 will be provided by the Office of the Commissioner for Public Employment.

**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	14.38	79.54%

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

Staff who have substantial contact with the public are considered frontline. The Ombudsman and Business Support staff are excluded.

**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.**

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.**

Nil.

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

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

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

**(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?**

7(a) Positions advertised = 2  
 7(b)(c)(d) Special Measures not utilised.

## 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.

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

Nil.

## 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

Matter	Status	Amount (Excl GST)	Amount to Firm/ Barrister (Excl GST)
Legal assistance for Judicial Commission	Ongoing	\$16,363.64	E Bennett \$5,000 N Mutton \$11,363.64
Mediation for Information Commissioner Complaints	Ongoing	\$10,500	J Ingrames \$10,500
<b>TOTAL</b>		<b>\$26,863.64</b>	

## 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:

- 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

Nil.

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:**
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.**
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?**
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?**
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?**

Answer: Q11 – 15:

Nil contracts/Tenders undertaken/Awarded. Legal expenses noted in Question 9 were procured through SFNT.

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.**

At 31 March 2023 there were 3 credit card holders in the Ombudsman's Office.

Business Manager	SAO1
Senior Business Support Officer	AO6
Resolution Officer	AO4

## **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.**

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

Q17 – 19: Nil

## **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.**

A total of \$354 was spent.

This was made up of \$305 to attend 1 expo and \$49 to purchase images for use in Annual Report.

## **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**

Nil

- b) **Interstate Travel**

Total of \$4,611.38 for Interstate travel, comprising of:

\$4,235.29	Airfares
\$ 345.28	Travel Allowance
\$ 30.81	Corporate Travel Provider Fees

### **c) Intrastate Travel**

Total of \$5,576.06 for intrastate travel, comprising of:

\$2,204.09	Airfares
\$2,024.24	Accommodation
\$ 638.40	Travel Allowance
\$ 430.37	Car Hire / Taxi Fares / Parking
\$ 278.96	Corporate Travel Provider Fees

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.**
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.**

Q22 - 23: Nil

### **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?**

Total combined expenditure on all food and catering was \$63.21. This consisted of basic supplies for morning teas within the office during training and business planning activities.

### **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.**
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.**

27. **Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 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?**

Q25 - 28: Nil.

#### **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).**

Nil.

#### **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 2022 to 31 March 2023.**
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 2022 to 31 March 2023?**  
  
\$2,433.93
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?**



- 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 2022/23 financial year and whether any of these fees and charges were increased following the passage of the 2022/23 financial year budget.**

Nil.

#### **INTERNAL AUDITS**

- 37. How many internal audits and financial investigations were conducted in the period 1 July 2022 to 31 March 2023?**
- 38. What were the terms of reference or focus for each investigation?**
- 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.**

Q37 - 39: No specific internal investigations into financial management audits were carried out, only a regular internal audit schedule with no irregularities or evidence of fraud 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.**

No referrals have been made to the Auditor-General or ICAC as an outcome of internal audit processes within the Ombudsman's Office.

#### **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**

a) Judicial Commission established under Judicial Commission Act 2020

b) Members are as shown below\*:

Member	Date of Appointment
Chief Justice Michael Grant	Ex-officio
Chief Judge Elizabeth Morris	Ex-officio
President of NTCAT Mark O'Reilly	Ex-officio
President of Law Society NT Richard Henschke	Ex-officio
Community member Mr Sabaratnam Prathapan	16-Aug-21

\*Commission may be differently constituted from time to time for different complaints.

c)/d): The direct Employee and Operational expenses for the Ombudsman's Office attributable to the Judicial Commission as at the 31st March were \$286,981. This figure includes sitting fees and legal expenses but does not include office overheads or any apportionment of costs for Business Support Unit staffing.

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

There were 12 meetings of the Judicial Commission prior to 31 March 2023.

**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**

Nil.

## **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.**
  
- 45. Please detail the number of stress related matters and claims for the period 1 July 2022 to 31 March 2023.**

Q44-45 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 2022/23 financial year. What are the locations for which they are responsible?**

Nil.