

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Chief Minister:

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2018-19 Budget** to be answered. They can be answered from existing Agency data.

Note 2:

If there is to be a Whole of Government response to any of the questions, it would be appreciated that these are referred early to the Minister responsible to enable a response within the same timeframe as the remainder of the questions.

Further, early indication of the questions referred for a Whole of Government response would be appreciated.

BUDGET

1. What efficiency dividend has each Department and Agency been asked to achieve in framing the 2018-19 Budget? When was this direction given and what specific instructions were provided to achieve this result?

STAFFING

2. Please provide details for the following staffing questions as at 30 June 2017 and as at 31 March 2018:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff identified as Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).
 - c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).
3. What is the variance in FTE from 1 July 2017 to 31 March 2018?

4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018 how many staff:
 - a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated
6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
8. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
11. How many positions that had Special Measures applied, as referred to in question 21 above, had to be re-advertised due to the initial process not securing suitable candidates?
12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2017 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2017.

13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2017? Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2017 and ending 31 March 2018, 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 2018-19? If so, please provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2017-18? Provide details on:
- a) The matter(s) (designate which ones are finalised and which ones are ongoing)
 - b) The amount paid by matter
 - c) The amount paid to each outside legal firm or barrister engaged

PROCUREMENT / CONSULTANCIES

16. For the period beginning 1 July 2017 and ending 31 March 2018, please detail expenditure on each report and consultancy (excluding annual reports) that has 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
17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2017 and ending 31 March 2018. Please outline the tasks performed.
18. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?

19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2017 and ending 31 March 2018? Please detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2017 and ending 31 March 2018?
21. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2017 and ending 31 March 2018?
22. For each instance identified above in question 21, where a public quotation process was not undertaken, including for Certificates 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 quotation 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?
23. 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 2018.

FOCUS GROUPS / POLLING / SURVEYS

24. Please detail expenditure during the period beginning 1 July 2017 and ending 31 March 2018 on opinion polls and focus groups, including costs and entities that conducted the work.
25. Please provide copies of the surveys identified in question 35 above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2017 and ending 31 March 2018.

COMMUNICATIONS AND MARKETING

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2017 and ending 31 March 2018.

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 or similar?
- c) What was the total production cost, including, but not limited to, design, commissions, placement costs?
- d) Were tenders or expressions of interest called? If not, why not?

TRAVEL

27. 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 for the period beginning 1 July 2017 and ending 31 March 2018 broken down to:
 - a) International travel
 - b) Interstate travel
 - c) Intrastate travel
28. In the case of international travel identified in response to question 38 above, please provide the purpose, itinerary, persons and costs involved in each trip.
29. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period beginning 1 July 2017 and ending 31 March 2018.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2017 and ending 31 March 2018.
In relation to each occasion on which official hospitality was undertaken:
 - 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?

GRANTS AND DONATIONS

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2017 and ending 31 March 2018.

32. Please detail the funds used to distribute awards and sponsorships in the period beginning 1 July 2017 and ending 31 March 2018. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2018-19 financial year?
33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2017 and ending 31 March 2018, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

34. Please provide expenditure details on media monitoring services for the period beginning 1 July 2017 and ending 31 March 2018 (including entities engaged and who uses the service).

INFRASTRUCTURE PROJECTS

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2017 and ending 31 March 2018?
36. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?
37. Please provide details of newly committed projects for the period beginning 1 July 2017 and ending 31 March 2018.
38. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

GOVERNMENT LEASED BUILDINGS

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2017 and ending 31 March 2018?
40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2017 and ending 31 March 2018?
41. How much Government owned or leased premises or office space is currently underused (at less than 100 per cent occupied) or vacant?

FEES AND CHARGES

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2017-18 financial year and whether any of these fees and charges was increased following the passage of the 2017-18 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2017 and ending 31 March 2018?
44. What were the terms of reference or focus for each investigation?
45. 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.

BOARDS / ADVISORY BODIES

46. Please detail all boards and advisory bodies in your Agency in 2017-18, also providing the following information:
- a) The Terms of Reference
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2017-18 financial year
 - d) The itemised total cost incurred by the Board during the 2017-18 financial year
 - e) The number of times the Board met during the period beginning beginning 1 July 2017 and ending 31 March 2018

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2017-18 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

WORKPLACE HEALTH AND SAFETY

48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2017 and ending 31 March 2018.
49. Please detail the number of stress related matters and claims for the period beginning 1 July 2017 and ending 31 March 2018.

REGIONAL OFFICES

50. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2017-18 financial year. What are the locations for which they are responsible?

ANSWERS – DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

1. A whole-of-government response to Question 1 will be provided by the Treasurer.
- 2a).

Question 2 - Staffing	Period 26 2016-17		Period 19 2017-18	
	Headcount	FTE	Headcount	FTE
DLA (full time equivalent)	37.00	37.00	38.00	38.00
DLA (contract)	3.00	3.00	3.00	3.00
Hansard Casuals	17.00	1.77	15.00	0.45
Education Casuals	3.00	0.10	3.00	0.10
Electorate Officer (full time equivalent)	27.00	24.75	33.00	28.10
Relief Elect Officer (casual)	48.00	1.91	62.00	4.22
Elect Officer Assist (part-time)	30.00	7.74	22.00	6.25
Totals	165	76.27	176.00	80.12

- 2b)

ATSI Staff	Period 19 2017-18	
	Headcount	FTE
Count	19	13
Percentage	10.73%	16.23%

2c)

The DLA employs electorate officers as frontline staff however they are on contract relating to the term of the Member.

DLA frontline staff therefore include: casual tour guides at Parliament House and electorate office staff.

2 c) Frontline FTE	Period 26 2016-17		Period 19 2017-18	
	Headcount	FTE	Headcount	FTE
% of Total	75.76%	48.31%	76.27%	48.83%

3.

Question 3 - FTE Variance	Q3 - VARIANCE	
Structure Description	Headcount	FTE
DLA (full time equivalent)	1.00	1.00
DLA (contract)	0.00	0.00
Hansard Casuals	-2.00	-1.32
Education Casuals	0.00	0.00
Electorate Officer (full time equivalent)	6.00	3.35
Relief Elect Officer (casual)	14.00	2.31
Elect Officer Assist (part-time)	-8.00	-1.49
Totals	11.00	3.85

4. a) and b)

The DLA have contracted staff due to the nature of employment of MLA electorate officers. The figures below include fractional arrangements to suit the member of the Legislative Assembly requirements in electorate offices

Casual Hansard and tour guides are also employed on casual contracts due to the ad hoc requirement for employees to support this function.

The Clerk, Deputy Clerk and First Clerk Assistant are Executive Contract Officers.

Q4 Contracts		
Structure Code	P26 - 2017	P 19 - 2018
Executive Contract Officer 5	1	1
Executive Contract Officer 3	1	1
Executive Contract Officer 1	1	1
AO5	118	112
AO4	17	21
AO3	0	1
AO2	0	1
TOTAL	138	138

4 c).

	Position Classn	Expected Separation Date
Clerk	ECO5	3/7/2021
Deputy Clerk	EO3C	29/9/2021
First Clerk Assistant	EO1C	7/11/2018

Structure Code	Structure Desc	Position Classn	No. of People	Expected Separation Date
1AAAB	Finance	AO6	1	4/01/2020
1AAB	Office of the Clerk	AO4	1	4/02/2019
1AABA	Office of Speak	AO4	1	30/09/2020
1AABB	Hansard	AO5	1	31/08/2018
1AABB	Hansard	SAO1	1	3/08/2018
1AABBA	Hansard Casuals	AO2	1	4/10/2018
1AABBA	Hansard Casuals	AO4	1	5/06/2018
1AABBA	Hansard Casuals	AO4	1	1/10/2018
1AABBA	Hansard Casuals	AO4	1	2/10/2018
1AABBA	Hansard Casuals	AO4	5	4/10/2018
1AABBA	Hansard Casuals	AO4	2	31/10/2018
1AABBA	Hansard Casuals	AO4	1	25/11/2018
1AABBA	Hansard Casuals	AO4	1	6/02/2019
1AABBA	Hansard Casuals	AO4	1	31/10/2019
1AABC	Table and Chamber	AO4	1	15/06/2018
1AABD	Parliamentary Comm	AO4	1	18/04/2018
1AABEA	Education Casual	AO4	1	12/06/2018
1AABEA	Education Casual	AO4	2	8/02/2019
1AABFA	Electorate Officer	AO5	3	31/08/2020
1AABFA	Electorate Officer	AO5	1	1/09/2020
1AABFA	Electorate Officer	AO5	1	15/09/2020
1AABFA	Electorate Officer	AO5	17	30/09/2020
1AABFB	Relief Elect Officer	AO5	1	10/05/2018
1AABFB	Relief Elect Officer	AO5	1	3/07/2018
1AABFB	Relief Elect Officer	AO5	1	16/09/2018

1AABFB	Relief Elect Officer	AO5	1	17/10/2018
1AABFB	Relief Elect Officer	AO5	1	22/10/2018
1AABFB	Relief Elect Officer	AO5	1	17/11/2018
1AABFB	Relief Elect Officer	AO5	1	10/12/2018
1AABFB	Relief Elect Officer	AO5	1	31/12/2018
1AABFB	Relief Elect Officer	AO5	1	1/01/2019
1AABFB	Relief Elect Officer	AO5	1	3/01/2019
1AABFB	Relief Elect Officer	AO5	1	14/01/2019
1AABFB	Relief Elect Officer	AO5	1	12/02/2019
1AABFB	Relief Elect Officer	AO5	2	18/02/2019
1AABFB	Relief Elect Officer	AO5	1	20/02/2019
1AABFB	Relief Elect Officer	AO5	1	15/03/2019
1AABFB	Relief Elect Officer	AO5	1	8/02/2020
1AABFB	Relief Elect Officer	AO5	1	31/07/2020
1AABFB	Relief Elect Officer	AO5	2	31/08/2020
1AABFB	Relief Elect Officer	AO5	1	1/09/2020
1AABFB	Relief Elect Officer	AO5	1	20/09/2020
1AABFB	Relief Elect Officer	AO5	42	30/09/2020
1AABFC	Elect Officer Assist	AO5	1	31/08/2018
1AABFC	Elect Officer Assist	AO5	1	31/12/2018
1AABFC	Elect Officer Assist	AO5	1	28/01/2019
1AABFC	Elect Officer Assist	AO5	1	8/02/2020
1AABFC	Elect Officer Assist	AO5	1	30/08/2020
1AABFC	Elect Officer Assist	AO5	11	30/09/2020
1AABFD	Liaison Officer	AO5	1	1/07/2018
1AABFD	Liaison Officer	AO5	1	9/07/2018
1AABFD	Liaison Officer	AO5	2	31/12/2018
1AABFD	Liaison Officer	AO5	1	31/08/2020
1AABFD	Liaison Officer	AO5	3	30/09/2020
1AABG	Strat & Buss Sup Ser	AO3	1	25/05/2018
1AABG	Strat & Buss Sup Ser	AO4	1	31/05/2018

5.

Q5		
Structure Code	P26 - 2017	P 19 - 2018
Resigned (DLA)	0	2
Resigned (Electorate)	17	18
Demoted	0	0
Redundancy	0	0
Termination	0	0

6.

	2017	2018
Unattached	0	1
Redeployed	0	0

7.

Q5 Supn Staff		
Structure Code	P26 - 2017	P 19 - 2018
DLA	3	5
Education Casuals	3	3
Hansard Casuals	17	13
Elect Officer Assist	25	20
Electorate Officer	27	28
Liaison Officer	5	7
Relief Elect Officer	48	64
Grand Total	128	140

8. Nil.

9. Not applicable.

10. Nil.

11. Nil.

12.

ATSI Staff	P26 - 2017	P 19 - 2018
Count	13	13

13 Nil.

14 Nil.

15.

Matter	Firm	Cost	Status
Employment Law	Roussos Legal	\$16,579	Ongoing
Professional advice to the Parliament	Tom Anders (Barrister)	\$2,200	Finalised
Public Account Committee	Ned Aughterson (Barrister)	\$6,815	Ongoing
Subordinate Legislation & Publications Committee	Ned Aughterson (Barrister)	\$1,015	Ongoing
Professional advice to the Parliament	Bret Walker	\$10,000	Finalised
TOTAL		\$36,609	

16.
 - a) End of financial year reporting
 - b) \$14,976 (total Cost)
 - c) KPMG Darwin
 - d) KPMG Australia
 - e) Not applicable
 - f) Financial reporting completed
 - g) Tier 1 procurement. Selection assessed on capacity to undertake the review and cost
17. Nil.
18. A whole-of-government response will be provided by the Minister for Trade, Business and Innovation.
19. A whole-of-government response will be provided by the Minister for Trade, Business and Innovation.
20. Nil.
21. Nil.
- 23.

Position Title	Position Level
Clerk	ECO5
Deputy Clerk	ECO3
First Clerk Assistant	ECO1
Executive Officer	AO6
Executive Secretary	AO6
Acting Manager Records & ICT	AO5
Education Programs Coordinator	AO5
ICT & Business Support Manager	AO5
Finance Officer	AO4
Travel Officer	AO4
Administration/ Research Officer	AO4
Security Supervisor	AO4
Education Promotions Officer	AO4
Functions Officer	AO4
Clerk's Associate	AO4
Building and Property Management Assistant	AO3
Office Services Assistant	AO3
Administrative Officer	AO3

24 and 25.

The DLA undertake an annual survey of Members satisfaction at no cost to the agency.

Members are surveyed against seven specific questions relating to Budget Paper 3 and performance measures which are reported against annually.

26. The DLA published a post sitting advertisement in the NT news at a cost of \$1,409.28 (GST inclusive).

A Call for Submissions for the Social Policy Scrutiny Committee's inquiry into the ICAC Bill in the in NT News, Katherine Times, Tennant and District Times, and Centralian Advocate at a cost of \$2,402.76.

Notices in the NT News advising of the time for condolence motions for Dr G Yunupingu and Mr Yami Lester at a total cost of \$1,051.27.

Tourism Top End membership has cost \$318.18.

The promotion of Facebook posts regarding Commonwealth Youth Parliament, the Assembly Open Day, and the ICAC Bill inquiry totaled \$88.76.

The email subscription service for committees has cost \$72.

Tenders or expressions of interest were not called for either because it was tier 1 procurement and, where relevant, there is an all of government advertising agreement.

27.

Travel Type	No of Trips	Official Allowance	Accom	Travel Fare	Other Expense	Total Amount
International	2	1,736.45	3,475.34	13,957.98	3,243.36	22,413.13
Interstate	9	3,132.92	6,921.36	12,753.80	2,357.68	25,165.76
Intrastate	16	4,413.76	9,055.64	7,736.34	1,539.55	22,745.29
TOTAL	27	9,283.13	19,452.34	34,448.12	7,140.59	70,324.18

28.

Traveller	Official Allowance	Accom	Travel Fare	Other	Total	Itinerary / Reason
Clerk	443.49	844.06	5,357.60	2,903.09	9,548.24	Bangladesh to attend the Society of Clerks at the Table (SOCAT)
Deputy Clerk	1,292.96	2,631.28	8,600.38	340.27	12,864.89	London to attend 2017 Westminster Seminar on Parliamentary Practice and Procedure

29. N/A.
30. Nil.
31. Nil.
32. Nil.
33. Nil.
34. Nil.
35. A whole-of-government response will be provided by the Minister for Infrastructure, Planning and Logistics.
36. A whole-of-government response will be provided by the Minister for Trade, Business and Innovation.
37. A whole-of-government response will be provided by the Minister for Infrastructure, Planning and Logistics
38. A whole-of-government response will be provided by the Minister for Infrastructure, Planning and Logistics.
39. \$707,470
40. A whole-of-government response will be provided by the Minister for Corporate and Information Services.
41. A whole-of-government response will be provided by the Minister for Corporate and Information Services.
42. Nil.
43. The DLA audit committee meet quarterly, chaired by the Deputy Clerk. Membership includes an external representative, three other senior staff (on a rotational basis), and the Chief Financial Officer as an observer.

The Audit Committee monitors compliance and audit activity through a forward calendar, reviewed on a monthly basis by the department's Board of Management and quarterly by the Audit Committee.

The DLA maintains a comprehensive risk management framework through its Strategic Risk Assessment document, focusing on goals contained in the Strategic Plan 2016-2020.

Identified risks are managed and reported to the Department's Audit Committee (meet quarterly) and Board of Management (meets monthly) depending upon the level of risk.

44. Refer to answer 43.

45. Nil.

46. Nil.

47. Nil. The DLA supported a number of inquiries conducted by the Legislative Assembly but did not conduct, and was not responsible for, any inquiries on its own behalf.

48. Nil.

49. Nil.

50. Electorate offices in regional areas include:

Alice Springs

Araluen
Braitling
Namatjira
Stuart

Katherine

Arnhem
Katherine
Stuart Liaison

Tennant Creek

Barkly

Nhulunbuy

Nhulunbuy (Gove)

Tiwi Islands

Arafura (Liaison)

Staff in Regional Offices		
Region	FTE	YTD Expenditure
Alice Springs	5.72	\$433,361
Tennant Creek	2.08	\$150,006
Katherine	5.19	\$341,220
Nhulunbuy	1.52	\$113,727
Tiwi Is.	1	\$35,635
TOTAL	15.51	\$1,073,948