

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Tourism, Sport and Culture and for all portfolios under the Minister's responsibility

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2019-2020 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.

BUDGET

1. What efficiency dividend, budget improvement or savings measures has each Agency been asked to achieve in framing the 2019/20 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 2018, 31 December 2018 and as at 31 March 2019:
 - 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 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019 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 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
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 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 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 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
11. How many positions that had Special Measures applied, as referred to in the question 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 2018 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2018 as at 31 December 2018 and as at 31 March 2019.
13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2018. Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, 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 2019/20? If so, provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2018/19? 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 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019,

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 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending March 2019. 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 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019? 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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?

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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?

22. For each instance identified in the question above, 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 2019.

FOCUS GROUPS / POLLING / SURVEYS

24. Please detail expenditure during the period beginning 1 July 2018 and ending 31 March 2019 on opinion polls and focus groups, including costs and entities that conducted the work.
25. Please provide copies of the surveys identified in the question above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2018 and ending 31 March 2019.

COMMUNICATIONS AND MARKETING

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2018 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 2018 and ending 31 March 2019 broken down to:
- a) International travel
 - b) Interstate travel
 - c) Intrastate travel
28. 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.
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 2018 and ending 31 March 2019.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2018 and ending 31 March 2019. 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 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019.
32. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2018 and ending 31 December 2018 and in the period beginning 1 July 2018 and ending 31 March 2019.

Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2019/20 financial year?

33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

34. Provide expenditure details on media monitoring services for the period beginning 1 July 2018 and ending 31 March 2019 (including entities engaged and who utilises 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 2018 and ending 31 March 2019?
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 2018 and ending 31 March 2019.
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 2018 and ending 31 March 2019?
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 2018 and ending 31 March 2019?

41. How much Government owned or leased premises or office space is currently under-utilised (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 2018/19 financial year and whether any of these fees and charges was increased following the passage of the 2018/19 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2018 and ending 31 March 2019?

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

45. 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.

BOARDS / ADVISORY BODIES

46. Please detail all boards and advisory bodies in your Agency in 2018/19, 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 2018/19 financial year
- d) The itemised total cost incurred by the Board during the 2018/19 financial year
- e) The number of times the Board met during the period beginning 1 July 2018 and ending 31 March 2019

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2018/19 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 2018 and ending 31 March 2019.

49. Please detail the number of stress related matters and claims for the period beginning 1 July 2018 and ending 31 March 2019.

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 2018/19 financial year. What are the locations for which they are responsible?

Answers

BUDGET

1. Please refer to the Root and Branch Review of Government Programs:
https://treasury.nt.gov.au/_data/assets/pdf_file/0005/683834/Root-and-branch-review-for-web-new.pdf
- 2(a) The Museum and Art Gallery of the NT had staff employed in the following categories as at Pay Period 26 (27 June 2018) and Pay Period 19 (20 March 2019)

MAGNT – Staff	27 June 2018 (Pay 26)	20 March 2019 (Pay 19)
FTE	50.6	52.5
Permanent Part time	Nil	Nil
Contract (includes temporary and casual contract)	Nil	Nil.

- 2(b) A whole of government response to Question 2(b) will be provided by the Minister for Public Employment.
- 2(c) There were no frontline staff employed by the Museum and Art Gallery of the NT as at Pay 26 (27 June 2018) and Pay Period 19 (20 March 2019).
3. A whole of government response to Question 3 will be provided by the Minister for Public Employment.
- 4(a) A whole of government response to Question 3 will be provided by the Minister for Public Employment.
- 4(b) There were no executive or temporary contract staff employed by the Museum and Art Gallery of the NT as at Pay Period 26 (27 June 2018) and Pay Period 19 (20 March 2019).
- 4(c) A whole of government response to Question 4(c) will be provided by the Minister for Public Employment.
5. Museum and Art Gallery of the NT staff who ceased employment (resigned; redundant; terminated) or were demoted as a result of job evaluation/re-evaluation as at 30 June 2018 and 31 March 2019.

MAGNT – Number of Staff	27 June 2018 (Pay 26)	20 March 2019 (Pay 19)
Resigned	14	4
Demoted as a result of job evaluation or re-evaluation	Nil	Nil
Redundant	Nil	Nil
Terminated	Nil	Nil

**Includes employees on casual contract*

- 6-7. There were no Museum and Art Gallery of the NT staff who were unattached, categorized as redeployees or supernumerary as at Pay Period 26 (27 June 2018) and Pay Period 19 (20 March 2019).
8. No staff were engaged through an employment agency by the Museum and Art Gallery of the NT, for the full financial year ending 30 June 2018; or for the period 1 July 2018 to 31 March 2019.
9. No locums were employed by the Museum and Art Gallery for the full financial year ending 30 June 2018; or the period 1 July 2018 to 31 March 2019.
10. The Museum and Art Gallery applied Special Measures to one position for the full year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019.
11. One position had Special Measures applied by the Museum and Art Gallery of the NT, which had to be re-advertised due to the initial process not securing suitable candidates.
12. The Museum and Art Gallery of the NT who identified as Aboriginal and Torres Strait Islander as at Pay Period 26 (27 June 2018) and Pay Period 19 (20 March 2019).

MAGNT – Aboriginal and Torres Strait Islander (ATSI)	Number of staff
Staff who identified as ATSI as at 30 June 2018	2
Increase in staff who identified as ATSI since 1 July 2018 as at 20 March 2019	0

13. A whole of government response to Question 13 will be provided by the Minister for Public Employment.

OUTSOURCING

14. There has been no change to functions carried out by the Museum and Art Gallery of the NT between 1 July 2018 and 31 March 2019, and there is no consideration being given to outsourcing, contracting-out or privatising functions traditionally carried out by the entity in the 2019-20 financial year.

LEGAL EXPENSES

- 15(a)-(c). The Museum and Art Gallery of the Northern Territory had no expenditure on legal advice or related expenses for the financial year 2018/19.

PROCUREMENT / CONSULTANCIES

16. Expenditure on reports/consultancies (excluding annual reports) obtained outside the NTPS between 1 July 2018 to 31 March 2019 for the Museum and Art Gallery of the NT consisted of:

Vendors Name	Principal Business Address	Tabled in LA Yes/No	Purpose/ Outcomes	Tender or EOI invited Yes/No	Payments (as at 31/03/19) \$
Indigital Storytelling	Jabiru NT	No	Augmented Reality Project at Megafauna Central in Alice Springs	No.	\$40 000

17. The Museum and Art Gallery of the NT made no payments to Hawker Britton and/or associated entities for the period beginning 1 July 2018 and ending 31 March 2019, and is not expected to make any payments.
- 18-19. A whole of government response to Questions 18 and 19 will be provided by the Minister for Trade, Business and Innovation.
- 20-22. The Museum and Art Gallery of the NT did not undertake any Tier 3, Tier 4 or Tier 5 procurement activities for the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019.

23. As at 31 March 2019, the Museum and Art Gallery of the NT had no Corporate Credit Cards.

FOCUS GROUPS / POLLING / SURVEYS

- 24-25. For the period 1 July 2018 to 31 March 2019, the Museum and Art Gallery of the NT conducted no opinion polls or focus groups.

COMMUNICATIONS AND MARKETING

- 26(a)-(d). The Museum and Art Gallery of the NT spent a total of \$37 894 on advertising, marketing and communications for the period beginning 1 July 2018 to 31 March 2019, as follows:

Exhibition Advertisement	Purpose	Advertisement Placement	Placement Costs \$	Tenders or EOI Yes/No
<ul style="list-style-type: none"> • 2018 Telstra NATSIAA • Unruly Days • General MAGNT Communications • Exit Art • Spiders • Megafauna Central • Midawarr 	To deliver world-class exhibitions in the community, amplify exhibition awareness, increase visitation and profile artists.	<ul style="list-style-type: none"> • Art Monthly • Art Almanac • Art Collector • Art Guide • Off The Leash • Art Monthly • Arts Hub • Southern Cross Channel 7 • Deckchair Cinema • NT News • Territory Taste • Territory Q Magazine • Mix 104.9/ Hot 100 	\$37 894	Yes

TRAVEL

27. As at 31 March 2019, the Museum and Art Gallery incurred \$149 081 in travel costs for 2018-19 as follows:

MAGNT – Travel Destination	2018-19 (as at 31/3/19) \$
International	\$1844
Interstate	\$84 753
Intrastate	\$62 484
TOTAL	\$149 081

**Travel costs include travel for Board members.*

28. During the period 1 July 2018 to 31 March 2019, the Museum and Art Gallery undertook two international trips. As at 31 March 2019, \$1 844 had been expenses for international travel, comprising of:

Travel Dates	Traveller	Destination	Reason for Travel	Total travel cost to 31/3/19 \$
02/05/2018 – 13/05/2019	Merinda Campbell	Holland	Attend a three day digital photography conference	\$1472
18/11/2018 – 22/11/2018	Shaun Angeles	New Zealand	Attend a two day National Digital Forum	\$372*

**Trip funded externally*

29. The Museum and Art Gallery of the NT did not pay for any travel undertaken for the Minister for the period 1 July 2018 to 31 March 2019.

HOSPITALITY / FUNCTIONS AND EVENTS

30. The Museum and Art Gallery of the NT did not undertake public service hospitality for the period beginning 1 July 2018 and ending 31 March 2019.

GRANTS AND DONATIONS

31. The Museum and Art Gallery of the NT did not pay any grants or donations during the period beginning 1 July 2018 and ending

31 December 2018 and during the period 1 July 2018 and ending 31 March 2019.

- 32-33. The Museum and Art Gallery of the NT did not utilise funds to distribute awards and sponsorships in the period beginning 1 July 2018 and ending 31 December 2018 and the period beginning 1 July 2018 and ending 31 March 2019.

MEDIA MONITORING SERVICES

34. The cost for Whole of Government media monitoring is paid by the Department of the Chief Minister.

The Museum and Art Gallery of the NT paid \$37 850 per annum to Meltwater for the period 1 July 2018 to 31 March 2019 for specific media monitoring services

INFRASTRUCTURE PROJECTS

35. A whole of government response to Question 35 will be provided by the Minister for Infrastructure, Planning and Logistics.
36. A whole of government response to Question 36 will be provided by the Minister for Trade, Business and Innovation.
- 37-38. A whole of government response to Question 35 will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

39. Power costs for the Museum and Art Gallery of the NT from 1 July 2018 to 31 March 2019 totaled \$590 173.

MAGNT – Address of Power Supply	2018-19 (as at 31/3/19) \$
Museum and Art Gallery at Bullocky Point	\$523 964
Fannie Bay Gaol	\$2 888
Museum of Central Australia	\$50 453
Megafauna Central	\$7 670
McMinn Street	\$5 198
TOTAL	\$590 173

40-41. A whole of government response to Questions 40 and 41 will be provided by the Minister for Corporate and Information Services.

FEES AND CHARGES

42. The Museum and Art Gallery of the NT did not have statutory or legislative fees and charges levied for the period 1 July 2018 to 31 March 2019.

INTERNAL AUDITS

43-45. The Museum and Art Gallery of the NT did not conduct any internal audits and financial investigations in the period beginning 1 July 2018 and ending 31 March 2019.

BOARDS / ADVISORY BODIES

46. The Museum and Art Gallery of the NT's Board for the 2018-19 financial year (as at 31 March 2019) is as follows:

MAGNT – Board/ Advisory Bodies	Current Members and date of appointment	Terms of Reference	Total cost incurred (1/7/18 to 31/3/19)	Number of times met (1/7/18 to 31/3/19)	Statutory Body (Yes/No)
MAGNT Board	Tricia Kavanagh (1/7/17) Michael Sitzler (1/7/14) Allan Garraway (5/8/16) Franchesca Cubillo (1/9/18) Clare Martin (Chair) (1/9/18) Stephen Morton (15/11/18) James Paspaley (1/9/18) Philip Watkins (1/9/18)	No. However there is a statement of intent.	\$27 694	4	
Strehlow Research Centre Board	Mr Edward Rontji (6/3/17) Mr Michael Sitzler (1/1/16) Mr Cleophas Katakarinja (29/10/18) Mr Michael Liddle (1/1/16) Mr Philip Gordon (20/3/14) Prof Barry Judd (24/1/18)	No.	\$4 901	2	Yes

REVIEWS AND INQUIRIES

47(a)-(g). The Museum and Art Gallery of the NT did not conduct any reviews or inquiries during the period 1 July 2018 to 31 March 2019.

WORKPLACE HEALTH AND SAFETY

48. The Museum and Art Gallery of the NT had no reportable safety issues for the period 1 July 2018 to 31 March 2019.
49. The Museum and Art Gallery of the NT had no stress related matters or claims for the period beginning 1 July 2018 and ending 31 March 2019.

REGIONAL OFFICES

50. The Museum and Art Gallery of the NT (MAGNT) have 13 staff located in Alice Springs, who operate both the Museum of Central Australia and the Megafauna Central at a cost of \$656 547. Staff include a manger, paleontologists, curator, researcher, engagement officer and visitor engagement staff.