

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Minister for Small Business, Minister for Jobs and Training, Minister for Corporate and Digital Development, Minister for Public Employment, Minister for Veterans Affairs, Minister for Recreational Fishing – for all agencies falling under the Ministers' portfolios.

AGENCY ADMINISTRATION

Notes:

The following questions can be answered from existing Agency data as at 31 March 2022.

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 2022:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
1. Ongoing Full Time	17.00	17	17	0
2. Ongoing Part Time	3.61	5	5	0
3. Fixed Term Full Time	3.60	4	4	0
4. Fixed Term Part Time	0.60	1	1	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	5.00	5	5	0
Total	29.81	32	32	0

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

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	AO3	1.00	1	1	0
	AO4	2.00	2	2	0
	AO5	0.00	0	0	0

	AO6	1.00	1	1	0
	AO7	4.00	4	4	0
	SAO1	5.00	5	5	0
	SAO2	4.00	4	4	0
Total		17.00	17	17	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
2. Ongoing Part Time	AO4	0.91	1	1	0
	AO5	0.50	1	1	0
	AO7	0.60	1	1	0
	SAO1	1.60	2	2	0
Total		3.61	5	5	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
3. Fixed Term Full Time	AO4	1.00	1	1	0
	AO7	1.60	2	2	0
	GRADT	1.00	1	1	0
Total		3.60	4	4	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
4. Fixed Term Part Time	AO4	0.60	1	1	0
Total		0.60	1	1	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
5. Executive Contract	EO1C	1.00	1	1	0
	EO2C	3.00	3	3	0
	EO6C	1.00	1	1	0
Total		5.00	5	5	0

(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.

Paid Headcount = Headcount is the count of physical people, so a part-time person would count as one.

The NT Government provides opportunities for employees to balance the demands of work with the needs of family and general health and wellbeing. Flexible work practices are used in the Northern Territory Public Service to attract and retain employees. Flexible work arrangements can include flexibility in relation to an employee's hours of work, or mode of employment such as part-time, and leave.

(d) What is the total number of staff that have been recruited for COVID-19 purposes over the period?

Nil.

2. Please advise the number of staff held against the following categories as at 31 March 2022:

Category	Number
Resigned	4
Made Redundant	0
Terminated	0
Unattached	1
Classified Redeployee	0
Supernumerary	4
Total number terminated due to COVID mandate	0

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2022.

2538.

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2022 and as a percentage of the Agency total employment.

Nil.

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

Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

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 2022. 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 2022. Please use the table format presented below for your response.

Not Applicable.

7. (a) How many positions were advertised during the period 1 July 2021 to 31 March 2022?

14.

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

14.

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

Classification Level	Total Positions Advertised
Administrative Officer 3	1
Administrative Officer 4	3
Administrative Officer 7	1
Administrative Officer 7, Senior Administrative Officer 1	2
Senior Administrative Officer 1	4
Senior Administrative Officer 2	3
Total	14

(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?

Most NT Government agencies have implemented special measures arrangements across the whole agency or for some roles. The process for positions that are advertised with special measures is to consider special measures applicants first; if no special measures applicants apply, or no special measures applicants are considered suitable, recruitment panels may assess all other applicants' suitability for the role.

OUTSOURCING

8. (a) For the period 1 July 2021 to 31 March 2022, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.

Not Applicable.

(b) Is consideration being given to outsource, contract-out or privatise in financial year 2022/23? If so, provide details.

Not Applicable.

LEGAL EXPENSES

- 9. What has been the expenditure on legal advice or related expenses for the period 1 July 2021 to 31 March 2022? 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**

The answer to Question 9 is to be provided by the Department of the Chief Minister and Cabinet.

PROCUREMENT / CONSULTANCIES

- 10. For the period 1 July 2021 to 31 March 2022, 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**

The answer to Question 10 is to be provided by the Department of the Chief Minister and Cabinet.

- 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 2021 to 31 March 2022 as follows:**

The answer to Question 11 is to be provided by the Department of the Chief Minister and Cabinet.

- 12. For each of the contracts awarded to business entities with a principal place of business outside the Northern Territory, please advise the selection criteria on the applicable contract or tender.**

The answer to Question 12 is to be provided by the Department of the Chief Minister and Cabinet.

- 13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2021 to 31 March 2022?**

The answer to Question 13 is to be provided by the Department of the Chief Minister and Cabinet.

- 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 2021 to 31 March 2022?**

The answer to Question 14 is to be provided by the Department of the Chief Minister and Cabinet.

- 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?**

The answer to Question 15 is to be provided by the Department of the Chief Minister and Cabinet.

- 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 2022.**

# Cards held	Position Title	Level
1	Executive Assistant	AO4
1	Grievance and Training Manager, Public Sector Appeals and Grievance Reviews	SAO1
1	Advisor, Aboriginal Employment and Career Development	AO7

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2021 to 31 March 2022:

- 17. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.**

The answer to Question 17 is to be provided by the Department of the Chief Minister and Cabinet.

- 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.**

The answer to Question 18 is to be provided by the Department of the Chief Minister and Cabinet.

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

The answer to Question 19 is to be provided by the Department of the Chief Minister and Cabinet.

COMMUNICATIONS AND MARKETING

20. Please detail expenditure on advertising and communications during the period 1 July 2021 to 31 March 2022.

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.**

The answer to Question 20 is to be provided by the Department of the Chief Minister and Cabinet.

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 2021 to 31 March 2022 broken down to:

- (a) International Travel**
- (b) Interstate Travel**
- (c) Intrastate Travel**

The answer to Question 21 is to be provided by the Department of the Chief Minister and Cabinet.

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.

Nil.

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 2021 to 31 March 2022.

Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

- 24. Please provide full details of all official hospitality provided for the period 1 July 2021 to 31 March 2022. 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?**

The answer to Question 24 is to be provided by the Department of the Chief Minister and Cabinet.

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 2021 to 31 March 2022, including agency budget totals to administer such programs.**

The answer to Question 25 is to be provided by the Department of the Chief Minister and Cabinet.

- 26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2021 to 31 March 2022, and to what activities. Please list details of any contract periods as part of any arrangement.**

The answer to Question 26 is to be provided by the Department of the Chief Minister and Cabinet.

- 27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2022/23 financial year?**

The answer to Question 27 is to be provided by the Department of the Chief Minister and Cabinet.

- 28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2021 to 31 March 2022, including to which organisation and the services to be provided?**

The answer to Question 28 is to be provided by the Department of the Chief Minister and Cabinet.

MEDIA MONITORING SERVICES

- 29. Provide expenditure details on media monitoring services for the period 1 July 2021 to 31 March 2022 (including entities engaged and who utilises the service).**

A whole-of-government response to Question 29 will be provided by the Department of the Chief Minister and Cabinet.

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?**

A whole-of-government response to Question 30 will be provided by the Department of Infrastructure, Planning and Logistics.

- 31. Please provide details of newly committed projects for the period 1 July 2021 to 31 March 2022.**

A whole-of-government response to Question 31 will be provided by the Department of Infrastructure, Planning and Logistics.

- 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 Question 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 2021 to 31 March 2022?**

Response to Question 33 will be provided by the Department of the Chief Minister and Cabinet.

- 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 2021 to 31 March 2022?**

A whole-of-government response to Question 34 will be provided by the Department of Corporate and Digital Development.

- 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 Question 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 2021/22 financial year and whether any of these fees and charges were increased following the passage of the 2021/22 financial year budget.**

Response to Question 36 will be provided by the Department of the Chief Minister and Cabinet.

INTERNAL AUDITS

- 37. How many internal audits and financial investigations were conducted in the period 1 July 2021 to 31 March 2022?**

Three.

- 38. What were the terms of reference or focus for each investigation?**

Internal audit/investigation	Terms of Reference or focus
Security of information, data and records	Review of policies, processes and systems around security of information and data and consideration of communications to staff on best practice information security to identify opportunities for awareness raising and improved controls.
Procurement Framework	Test compliance with procurement framework. Confirm that previously identified non-compliances have been adequately addressed. Identification of opportunities for improvement in compliance with agency specific procurement controls.
Anti-Fraud and corruption framework	Identification of policies, procedures and systems that govern management of fraud and corruption and consider the effectiveness and adequacy of the policies and procedures including controls described in the policies and procedures, and identify opportunities for improvement.

- 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.**

Audits undertaken have not identified any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures.

- 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.

Agencies would not be privy to details of referrals made to Independent Statutory Officers.

BOARDS / ADVISORY BODIES

- 41. Please detail all boards and advisory bodies in your Agency in 2021/22, 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 2021/22 financial year**
 - (d) The itemised total cost incurred by the Board during the 2021/22 financial year**

Public Sector Consultative Council

- a) Nil change.
- b) Current Members:

NTPS REPRESENTATIVES		
Chairperson	Vicki Telfer	Commissioner for Public Employment
Agency Nominated Representatives		
Office of the Commissioner for Public Employment	Cheryl Winstanley	Agency Nominated
Office of the Commissioner for Public Employment	Camille Lew Fatt	Agency Nominated
Office of the Commissioner for Public Employment	Libby Doney	Agency Nominated
Office of the Commissioner for Public Employment	Rachael Dunn	Agency Nominated
Department of Corporate and Digital Development	Shirley Wilkshire	Agency Nominated
Department of Corporate and Information Services	Gerry Greene	Agency Nominated
Department of Corporate and Information Services	Johanna Stieber	Agency Nominated
Secretary	Megan Townsend	Agency Nominated
Union Representatives		
Community and Public Sector Union	Kay Densley	Union Nominated
United Workers Union	Erina Early	Union Nominated
Australian Education Union	Jarvis Ryan	Union Nominated

Australian Nursing and Midwifery Federation	Cath Hatcher	Union Nominated
Australian Education Union	Mick McCarthy	Union Nominated
Electrical Trades Union	David Hayes	Union Nominated
Australian Manufacturing Workers Union	Lloyd Pumpa	Union Nominated

c) Nil.

d) Nil.

Correctional Officers' Arbitral Tribunal

a) Nil change.

b) Current Members:

Tribunal Position	Member Name	Appointed
Chairperson	Commissioner Paula Spencer	3 July 2017
Minister's Nominee	Vacant	
Available Elected Member	Robert Miller	16 May 2019
Secretary to the Tribunal	Natalie Kelada/Mark Hathaway	24 November 2021

c) Nil.

d) Nil.

Police Arbitral Tribunal

a) Nil change.

b) Current members:

Tribunal Position	Member Name	Appointed
Chairperson	Deputy President Ingrid Asbury	11 May 2022 (Reappointed)
Minister's Nominee	Vacant	
Police Association's Nominee	Mr Ray Murphy	15 July 2020
Deputy of the Chairperson	Commissioner Paula Spencer	15 July 2020
Deputy of the Minister's Nominee	Allan McGill	11 May 2022 (Reappointed)
Deputy of the Police Association's Nominee	Vacant	
Secretary to the Tribunal	Natalie Kelada/Mark Hathaway	24 November 2021

c) Nil.

d) Nil.

Public Sector Appeals Boards

a) Nil change.

b) Current Members:

Tribunal Position	Member Name	Appointed
Chairperson, nominated by the Commissioner for Public Employment	Varies for each board	n/a
Member nominated by the relevant agency CEO	Varies for each board	n/a
Member nominated by the prescribed employee organisation	Varies for each board	n/a

c) Nil.

d) Nil.

Strategic Workforce Board

a) Nil Change

b) Current Members:

Strategic Workforce Board Member and Position Title	Agency	Appointed
Vicki Telfer, CEO and Commissioner for Public Employment	Office of the Commissioner for Public Employment (Chair)	October 2019
Nicole Hurwood, Deputy Chief Executive Officer	Territory Families	October 2019
Catherine Weber, Deputy Under Treasurer	Department of Treasury and Finance	October 2019
Lisa Watson, Deputy Chief Executive Corporate Services	Department of Corporate and Digital Development	March 2021
Karen Vohland, Executive Director Strategic Communications and Engagement	Department of Chief Minister and Cabinet	March 2021
Bill Esteves, Senior Director NT Worksafe	Department of Attorney-General and Justice	March 2021
Tracy Clark, Executive Director Strategy and Partnerships	Department of Industry Tourism and Trade	March 2021
Jasmin Aldenhoven, Executive Director, Agency Operations	Department of Education	March 2021
Strategic Workforce Planning and Development Division	Office of the Commissioner for Public Employment (Secretariat)	October 2019

c) Nil

d) Nil

42. The number of times the Board met during the period 1 July 2021 to 31 March 2022.

- Public Sector Consultative Council - 2
- Correctional Officers' Arbitral Tribunal – 0
- The Police Arbitral Tribunal – 0
- Public Sector Appeals Board – 12
- The Strategic Workforce Board – 3

REVIEWS AND INQUIRIES

43. Details of all reviews and inquiries completed or commenced during the 2021/22 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 2021 to 31 March 2022.

Nil.

45. Please detail the number of stress related matters and claims for the period 1 July 2021 to 31 March 2022.

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 2021/22 financial year. What are the locations for which they are responsible?

Location	FTE	Headcount
Greater Darwin	29.81	32
Total	29.81	32

WRITTEN QUESTIONS

47. How many written questions has the agency answered in the period 1 July 2021 to 31 March 2022? Please provide WQ reference numbers.

Written Question details for the requested period are publicly available on the NTG Parliament website: <https://parliament.nt.gov.au/business/written-questions>.