

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Territory Development, Minister for Defence Industries, Minister for Industry and Trade, Minister for Major Projects – for all agencies falling under the Chief Minister’s, Treasurer’s and Ministers’ portfolios.

AGENCY ADMINISTRATION

Notes:

- The following questions can be answered from existing agency data as at 31 March 2024.
- 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 2024:

Category	FTE	Head count (actual)	NT-based	Located outside NT
1. Ongoing full time	10.00	10	10	0
2. Ongoing part time	0.50	1	1	0
3. Fixed term full time	3.00	3	3	0
4. Fixed term part time	0.80	1	1	0
5. Casual contract	1.04	4	4	0
6. Executive contract	1.00	1	1	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
1. Ongoing full time	AO3	1.00
	AO4	1.00
	AO5	1.00
	AO6	2.00
	AO7	1.00
	SAO1	3.00
	EO2	1.00
Total		10

Category	Classification	FTE
2. Ongoing part time	AO5	0.50
Total		0.50

Category	Classification	FTE
3. Fixed term full time	AO3	1.00
	AO5	1.00
	AO7	1.00
Total		3.00

Category	Classification	FTE
4. Fixed term part time	AO3	0.80
Total		0.80

Category	Classification	FTE
5. Casual	AO2	0.92
	AO4	0.12
Total		1.04

Category	Classification	FTE
6. Executive contract	EO3C	1.00
Total		1.00

- (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.**

The NT Electoral Commission provides flexible work practices including provision of part time work options and flexible workplace arrangements.

A pool of casual staff is kept on contract in readiness for any by-elections or other electoral events that may arise. Pay period 20 (pay day 28 March 2024), included 4 casual staff who support the delivery of education sessions.

- 2. Please advise the number of staff held against the following categories as at 31 March 2024:**

Category	Number
Resigned	1
Made redundant	0
Terminated	0
Unattached	4
Classified redeployee	0
Supernumerary	15

- 3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2024.**

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 2024 and as a percentage of the agency total employment.**

Category	Number	%age of total staff
Frontline	0	0

- (b) Please advise how the agency determines which staff fall under the category of frontline.**

Although many of our roles interact directly with clients/public, the NTEC does 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 2024. 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 2024. Please use the table format presented below for your response.**

Not applicable.

7. (a) **How many positions were advertised during the period 1 July 2023 to 31 March 2024?**

7(a)	1 July 2023 to 31 March 2024
Positions advertised	5

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

7(b)	1 July 2023 to 31 March 2024
Positions advertised with Special Measures applied	0

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

No positions advertised 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?**

Not applicable.

OUTSOURCING

8. (a) **For the period 1 July 2023 to 31 March 2024, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the agency.**

None.

- (b) **Is consideration being given to outsource, contract-out or privatise in financial year 2024/25? If so, provide details.**

No, although arrangements may be made with regional councils for the 2025 Local Government Elections, and any by-elections where council staff are authorised to support local government elections.

LEGAL EXPENSES

- 9. What has been the expenditure on legal advice or related expenses for the period 1 July 2023 to 31 March 2024? 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**
- (a) Commercial lease renewal for the NTEC storage unit (finalised 4 April 2024).
- (b) \$4,710 to 31 March 2024.
- (c) \$4,710 to JKW Law Practice.

PROCUREMENT / CONSULTANCIES

- 10. For the period 1 July 2023 to 31 March 2024, 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**

a) Purpose	b) Cost (exclusive)	c) Person or entity engaged	d) Principal place of business	e) Report tabled in Legislative Assembly	f) Outcomes or key performance indicators	g) Tenders or EOIs invited
Recruitment scribing and consultancy service	\$3,997	Beilby Downing Teal Pty Ltd	Darwin	No	Achieved efficiencies in recruitment process	No
Recruitment scribing and consultancy service	\$6,136	La Broz Trading Group Pty Ltd	Darwin	No	Achieved efficiencies in recruitment process	No
Creative brief for a communication engagement & marketing campaign for the 2024 Territory Election	\$23,810	Going North Pty Ltd	Darwin	No	Development of a creative campaign to raise awareness and promote the 2024 Territory Election	Yes
Procure secure bags/satchels for the secure transfer of live material 2024 Territory Election	\$31,310	Sewlex Manufacturing Pty Ltd. Trading as Security4Transit	Dandenong South, Victoria	No	Design, produce and deliver secure bags for the 2024 Territory Election	Yes

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 2023 to 31 March 2024 as follows:

Number in the NT	Number outside of the NT
3	1

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.

Contract	Business entity	Address	Selection criteria
23-1065	Sewlex Manufacturing Pty Ltd – Trading as Security4Transit	6 Columbia Ct, Dandenong South, VIC 3175	<ul style="list-style-type: none"> • Scope specific • Capacity • Compatibility with required TEBCO security seals (election material security equipment)

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2023 to 31 March 2024?

Tier	No. of procurement activities
Tier 3	0
Tier 4	0
Tier 5	0
Total	0

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 2023 to 31 March 2024?

Tier	No. of procurement activities
Tier 3	0
Tier 4	0
Tier 5	0
Total	0

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?**

a) to e) Not applicable.

- 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 2024.**

At 31 March 2024 there were 6 credit card holders in the Northern Territory Electoral Commission.

Position title	Actual classification code
PROJECT OFFICER	AO3
PROJECT OFFICER	AO3
OFFICE MANAGER	AO5
SENIOR PROJECT OFFICER	AO6
SENIOR PROJECT OFFICER	AO6
MANAGER PUBLIC AWARENESS	SAO1

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2023 to 31 March 2024:

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

Nil.

- 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.**

Not applicable.

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

Not applicable.

COMMUNICATIONS AND MARKETING

20. Please detail expenditure on advertising and communications during the period 1 July 2023 to 31 March 2024.

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) Purpose	b) Entity engaged	c) Cost (exclusive)	d) Tenders or EOIs invited	e) Separate arrangements
Press advertising for: <ul style="list-style-type: none"> • East Arnhem Regional Council, Gumurr Marthakal Ward by-election • East Arnhem Regional Council, Birr Rawarrang Ward by-election • Belyuen Community Government Council by-election • City of Darwin, Lyons Ward by-election • Katherine Town Council by-election • West Arnhem Regional Council, Kakadu Ward by-election • Roper Gulf Regional Council, Never Never Ward by-election • Tiwi Islands Regional Council, Bathurst Island Ward by-election • Tiwi Islands Regional Council, Pirlangimpi Ward by-election 	News Pty Ltd	\$13,250	No – NTG contract	No

<ul style="list-style-type: none"> • Victoria Daly Regional Council, Timber Creek Ward by-election • West Daly Regional Council, Thamarrurr Pindi Pindi Ward by-election • Cancellation of political party – Shooters and Fishers NT • 2023 NT Electoral Boundary Redistribution 				
Press advertising for: <ul style="list-style-type: none"> • 2023 NT Electoral Boundary Redistribution 	Alice Springs News	\$540	No – NTG contract	No
Press advertising for: <ul style="list-style-type: none"> • 2023 NT Electoral Boundary Redistribution 	Tennant Creek News	\$764	No – NTG contract	No
Press advertising for: <ul style="list-style-type: none"> • 2023 NT Electoral Boundary Redistribution • Katherine Town Council by-election 	Katherine Times	\$2,462		
Press advertising for: <ul style="list-style-type: none"> • 2023 NT Electoral Boundary Redistribution 	Atomic Search Pty Ltd	\$1,446	No – NTG contract	No
Radio advertising for: <ul style="list-style-type: none"> • Katherine Town Council by-election • City of Darwin, Lyons Ward by-election • MacDonnell Regional Council, Luritja Pintubi & Rodinga Ward by-elections 	Atomic Search Pty Ltd	\$5,868	No – NTG contract	No
Print and distribution via Australia Post of flyers promoting elections: <ul style="list-style-type: none"> • Katherine Town Council by-election 	Colemans	\$1,870	No – NTG contract	No
LinkedIn advertising for: <ul style="list-style-type: none"> • City of Darwin, Lyons Ward by-election (boost post) • Casual educator staff recruitment (boost post) 	Linkedin	\$45	No	No

<p>SMSs and emails to stakeholders/electors to promote awareness of:</p> <ul style="list-style-type: none"> • City of Darwin, Lyons Ward by-election • West Arnhem Regional Council, Kakadu Ward by-election • Roper Gulf Regional Council, Never Never Ward by-election • Belyuen Community Government Council by-election • 2024 Territory Election advertising package • 2023 NT Electoral Boundary Redistribution 	Vision6	\$16,494	No	No
<p>Facebook boosts and advertising for:</p> <ul style="list-style-type: none"> • Katherine Town Council by-election • Belyuen Community Government Council by-election • Victoria Daly Regional Council, Timber Creek Ward by-election • City of Darwin, Lyons Ward by-election • Tiwi Land Council, Pirlangimpi by-election • West Arnhem Regional Council, Kakadu Ward by-election • Roper Gulf Regional Council, Never Never Ward by-election • Casual educator staff recruitment 	Meta (Facebook)	\$1,952	No	No

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 2023 to 31 March 2024 broken down to:

- a) International travel
- b) Interstate travel
- c) Intrastate travel

a) \$4,367

b) \$3,985

c) \$54,930 – costs and expenses of conducting local government elections, including costs incurred by the Electoral Commission, are payable by the relevant council. Deposit payments for accommodation for electoral specialist staff to support the 2024 Territory Election are included in this figure.

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.

Travel from date	Travel to date	Traveller	Destination	Reason for travel	Total travel cost to 31/03/2024
10 October 2023	15 October 2023	Deputy Electoral Commissioner	New Zealand	Participation in the 2023 New Zealand General Election – Election Visitor Program. Chief Minister approval memorandum ref: 2023/3075-NFK	\$4,367

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 2023 to 31 March 2024.

Not applicable.

HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 1 July 2023 to 31 March 2024.

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?**

a) to g) Not applicable.

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 2023 to 31 March 2024, including agency budget totals to administer such programs.

Nil.

26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2023 to 31 March 2024, and to what activities. Please list details of any contract periods as part of any arrangement.

Nil.

27. Indicate which awards and sponsorships were managed by regional offices. What is anticipated for the 2024/25 financial year?

Nil.

28. Please detail the amounts paid on grants, donations and incentives to non-government organisations for the period 1 July 2023 to 31 March 2024, including to which organisation and the services to be provided?

Nil.

MEDIA MONITORING SERVICES

- 29. Provide expenditure details on media monitoring services for the period 1 July 2023 to 31 March 2024 (including entities engaged and who utilises the service).**

A whole-of-government response to Question 29 will be provided by the Department of 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 Questions 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 2023 to 31 March 2024.**

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 2023 to 31 March 2024?**

\$4,748

- 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 2023 to 31 March 2024?**

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 2023/24 financial year and whether any of these fees and charges were increased following the passage of the 2023/24 financial year budget.

The only statutory or legislative fees and charges for the NTEC are for the registration of political parties and political party name changes, and nomination deposit fees for Legislative Assembly elections.

No registrations or requests for political party name changes were received in the 2023/24 financial year budget.

No Legislative Assembly by-elections were held in the 2023/24 financial year budget.

There were no increases in statutory or legislative fees and charges following the passage of the 2023/24 financial year budget.

INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 1 July 2023 to 31 March 2024?

One internal audit conducted.

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

Internal audit/investigation	Terms of reference or focus
Value for Territory audit	To ensure compliance by the NT Electoral Commission with the 'buy local' principles by industry and value for Territory is considered in all aspects of government contracting and Territory local business

- 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.**

Nil

- 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.**

The NT Electoral Commission is not aware of any referrals made to the Auditor-General or Independent Commission Against Corruption.

BOARDS / ADVISORY BODIES

- 41. Please detail all boards and advisory bodies in your agency in 2023/24, 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 2023/24 financial year**
- d) The itemised total cost incurred by the board during the 2023/24 financial year.**

a) 2023 NT Electoral Boundary Redistribution Committee – the boundaries of each division are reviewed and changed, if necessary, so that the number of electors in each division are as near to equal as practicable. No change in terms of reference since the 2019 redistribution.

b) Electoral Commissioner, Iain Loganathan
Surveyor-General, Robert Sarib
Auditor-General, Julie Crisp
Appointed member, Chair Trevor Riley appointed 5 January 2023.

c) All members with the exception of the Chair are full time NTPS employees. The *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* governs the setting of remuneration and other entitlements for members of statutory bodies

d) \$4,790.10

42. The number of times the Board met during the period 1 July 2023 to 31 March 2024.

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REVIEWS AND INQUIRIES

43. Details of all reviews and inquiries completed or commenced during the 2023/24 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?**

a) to g) Not applicable.

WORKPLACE HEALTH AND SAFETY

44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2023 to 31 March 2024.

For the period 1 July 2023 to 31 March 2024, there were:

- no notifiable incidents reported to NT WorkSafe under section 35 of the *Work Health and Safety (National Uniform Legislation) Act 2011*
- One reported incident that led to or could have led to a physical or psychological injury, illness or disease, or where property and/or equipment was damaged.

A staff member tripped and had a minor fall, no serious injuries were sustained, there were nil associated costs and the incident was recorded in Figtree.

45. Please detail the number of stress related matters and claims for the period 1 July 2023 to 31 March 2024.

There were no stress related matters and claims during the reporting period of 1 July 2023 to 31 March 2024.

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 2023/24 financial year. What are the locations for which they are responsible?**

The NTEC has no regional offices however, temporary offices are established and resourced as required to support elections and by-elections.