



# LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

No. 216

## WRITTEN QUESTION

Ms Uibo to the Minister for Trade, Business and Asian Relations, Hon Robyn Cahill OAM MLA:

### Department of Trade, Business and Asian Relations Administration

#### STAFFING

1. (a) Please advise the number of staff employed in the following categories as of 31 March 2026:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
1. Ongoing Full Time				
2. Ongoing Part Time				
3. Fixed Term Full Time				
4. Fixed Term Part Time				
5. Casual Contract				
6. Executive Contract				

- (b) Please provide, **for each of the six categories above:** the relevant position classifications and the number of staff employed against each classification.
- (c) Where there is a difference between FTE and Headcount (Actual), please provide an explanation for the difference, including any reasons for the use of part-time and casual positions within the overall workforce profile.

2. Please advise the number of staff held against the following categories as of 31 March 2026:

Category	Number
Resigned	
Made Redundant	
Terminated	

Unattached	
Classified Redeployee	
Supernumerary	

3. Please advise the number of staff identifying as Aboriginal and Torres Strait Islander as of 31 March 2026.

Category	Number
Aboriginal and Torres Strait Islander	

4. (a) Please advise the number of Frontline staff as FTE as of 31 March 2026 and as a percentage of the Agency's total employment.

Category	Number	%age of Total Staff
Frontline		

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 of 31 March 2026. Please use the table format presented below for your response.

Number Engaged	Labour Hire / Employment Agency / Consultancy	Purpose	Duration	Cost

6. Please advise how many **locums** have been employed, for what purpose, duration, and at what cost as of 31 March 2026. Please use the table format presented below for your response.

Number Employed	Purpose	Duration	Cost

7. (a) How many positions were advertised during the period 1 July

2025 to 31 March 2026?

- (b) Of the total number advertised in 7(a), how many positions had Special Measures applied?
- (c) Please break down the levels of positions that had Special Measures applied.
- (d) How many positions that had Special Measures applied were not able to be filled against these requirements during this period and required contract or backfilling arrangements?

## **OUTSOURCING**

- 8. (a) For the period 1 July 2025 to 31 March 2026, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.
  
- (b) Is consideration being given to outsource, contract-out or privatise any functions in this Department in financial year 2026/27? If so, provide details.

## **LEGAL EXPENSES**

- 9. What has been the expenditure on legal advice or related expenses for the period 1 July 2025 to 31 March 2026? Provide details on:
  - a) The matter(s) (designate which are finalised and which are ongoing)
  - b) The amount paid by matter
  - c) The amount paid to each outside legal firm or barrister engaged

## **PROCUREMENT / CONSULTANCIES**

- 10. From 1 July 2025 to 31 March 2026, please detail expenditure on each report and consultancy (excluding annual reports) 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

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 2025 to 31 March 2026 as follows:

Number in the NT	Number outside of the NT

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

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2025 to 31 March 2026?

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 2025 to 31 March 2026?

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?

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 purchasing goods and/or services as of 31 March 2026?

17. For each contract awarded to a non-Territory enterprise:

- a) Was a Territory enterprise shortlisted? If not, why not?
- b) What weighting was given to local content?
- c) Did the procurement process include a local industry participation requirement?

18. What percentage of total procurement spend was awarded to:

- a) Interstate businesses
- b) International businesses

### **FOCUS GROUPS / POLLING / SURVEYS**

For the period 1 July 2025 to 31 March 2026:

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

20. 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.

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

### **COMMUNICATIONS AND MARKETING**

22. Please detail expenditure on advertising and communications during the period 1 July 2025 to 31 March 2026.

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 expenditures and media outlets.

## **TRAVEL**

23. 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 2025 to 31 March 2026 broken down to:

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

24. 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.

25. 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 2025 to 31 March 2026.

26. Please provide itemised details and costs of all travel undertaken by any Assistant Minister that was paid for by the Agency or authority, including travel on charters during the period 1 July 2025 to 31 March 2026.

## **HOSPITALITY / FUNCTIONS AND EVENTS**

27. Please provide full details of all official hospitality provided for the period 1 July 2025 to 31 March 2026

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?

## **GRANTS, SPONSORSHIPS, DONATIONS AND INCENTIVES**

- 28. Please detail expenditure on grants, sponsorships, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2025 to 31 March 2026, including agency budget totals to administer such programs.
- 29. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2025 to 31 March 2026, and to what activities. Please list details of any contract periods as part of any arrangement.
- 30. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2026/27 financial year?
- 31. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2025 to 31 March 2026, including to which organisation and the services to be provided?

## **MEDIA MONITORING SERVICES**

- 32. Provide expenditure details on media monitoring services for the period 1 July 2025 to 31 March 2026 (including entities engaged and who utilises the service).

## **INFRASTRUCTURE PROJECTS**

- 33. 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?
- 34. Please provide details of newly committed projects for the period 1 July 2025 to 31 March 2026.
- 35. Please provide details of contracts awarded to interstate firms, the

purpose of the contract, the cost, and why a territory firm was not chosen.

## **GOVERNMENT LEASED BUILDINGS**

36. What is the total annual power bill of each Government building owned/leased/used by this Department for the period 1 July 2025 to 31 March 2026?

37. What is the total annual leased space of each Government building used by this Agency/authority and at what cost for the period 1 July 2025 to 31 March 2026?

38. How much Government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?

39. Please detail all expenditure for the period 1 July 2025 to 31 March 2026 incurred by the Agency on repairs, maintenance or replacement of assets as a direct result of:

- a) Vandalism
- b) Theft
- c) Property damage associated with criminal activity

40. For each instance:

- a) Nature of damage
- b) Location/ region (table)
- c) Cost

41. What preventative measures has the Agency implemented to reduce crime-related damage to assets?

## **FEES AND CHARGES**

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2025/26 financial year and whether any of these fees and charges were increased following the 2026 budget.

## **INTERNAL AUDITS**

43. How many internal audits and financial investigations were conducted in the period 1 July 2025 to 31 March 2026?
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.
46. How many agencies have been referred to existing bodies, e.g. Integrity and Ethics Commissioner /Independent Commission Against Corruption (ICAC), and how?
47. How many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.

#### **BOARDS / ADVISORY BODIES**

48. Please detail all boards and advisory bodies in your Agency in 2025/26, also providing the following information:
- a) The Terms of Reference, if changed since the election.
  - b) The current members and when they were appointed
49. The number of times the Board met during the period 1 July 2025 to 31 March 2026.

#### **REVIEWS AND INQUIRIES**

50. Details of all reviews and inquiries completed or commenced since 1 July 2025, 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

51. Please provide a comprehensive list of all:

- a) Policies.
- b) Procedures.
- c) Guidelines.
- d) Discussion papers.
- e) Briefing papers.
- f) Reports.
- g) Reviews.
- h) Media releases.
- i) Internal communications intended for external publication.
- j) Submissions to Federal Parliamentary Inquiries and other inquiries by Independent Agencies.
- k) Responses to reviews and inquiries

issued or updated between 1 July 2025 to 31 March 2026.

52. For each document listed:

- a) Date of issue.
- b) Whether publicly released.
- c) If not publicly released, why not.

## **WORKPLACE HEALTH AND SAFETY**

53. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2025 to 31 March 2026.

54. Please detail the number of stress-related matters and claims for the period 1 July 2025 to 31 March 2026.

## **REGIONAL OFFICES**

55. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved since 1 July 2025. What are the locations for which they are responsible?

## **CONFLICTS OF INTEREST**

56. What policies and procedures are in place to identify, declare and manage conflicts of interest in:

- a) Procurement processes

b) Grant allocation processes

57. How many conflicts of interest were declared in the period 1 July 2025 to 31 March 2026 in:

- a) Procurement.
- b) Grants programs.

58. For each declared conflict of interest:

- a) What mitigation measures were implemented?
- b) Was the individual excluded from decision-making?

59. Were any breaches of conflict-of-interest policies identified? If so:

- a) Provide details.
- b) What actions were taken?

60. Are conflict-of-interest declarations independently audited or reviewed? If so, by whom? Please provide copies of any conflict-of-interest guidelines, policies or training materials used by the Agency.

## **OPERATIONAL SAVINGS**

61. Please identify all savings measures implemented by the Agency to contribute to the Government's \$20 million per annum, per agency operational savings target, including:

- a) Description of each measure
- b) Estimated savings
- c) Actual savings achieved to date

62. Please identify any reductions in:

- a) Staffing
- b) Programs
- c) Service delivery resulting from these savings measures.

63. What impact assessments were undertaken prior to implementing these savings?

64. Have any services been reduced, delayed or discontinued as a result of these savings measures? If so, provide details.

65. What reductions have been made in the following categories:

- a) Consultancies
- b) Travel
- c) Communications and marketing
- d) Other discretionary spending

66. Please quantify how much has been saved in each of the above categories.

67. Please provide any internal reports or advice identifying service delivery risks within the Agency for 2025–26.

68. Please identify any programs or services where demand exceeded available funding or capacity.

69. Please provide details of any projects or programs delayed due to budget constraints or resourcing issues.

## **COST PRESSURES**

70. What specific programs, policies or initiatives, for the period 1 July 2025 to 31 March 2026 has the Agency implemented or contributed to in the reporting period to reduce cost of living pressures for Territorians? Please detail:

- a) Target cohort
- b) Budget allocation
- c) Measurable outcomes or KPIs

71. Has the Agency undertaken any modelling or analysis of cost-of-living pressures relevant to its portfolio? If so:

- a) Please provide copies
- b) What policy changes have resulted?
- c) Cost of modelling

72. Please identify any fees, charges or cost-recovery mechanisms administered by the Agency that have increased since 1 July 2025, including:

- a) Amount of increase
- b) Rationale
- c) Estimated impact on households/businesses

73. What steps has the Agency taken to ensure government services delivered by the Agency are accessible and affordable, particularly in remote and regional areas?
74. Has the Agency reviewed any programs or services to reduce out-of-pocket costs for users? If so, provide details and outcomes.
75. Please quantify any savings to households or businesses that have resulted from Agency initiatives since 1 July 2025.
76. What additional costs has the Agency incurred during the period 1 July 2025 to 31 March 2026 as a result of increases in fuel prices? Please detail:
- a) Total additional expenditure attributable to fuel price increases.
  - b) Impact on operational budgets (including service delivery, logistics, and regional operations).
  - c) Any mitigation strategies implemented to manage these increased costs.
77. What additional costs has the Agency incurred during the period 1 July 2025 to 31 March 2026 as a result of increases in airfares? Please detail:
- a) Total additional expenditure attributable to airfare increases.
  - b) Impact on travel requirements, including any reduction, deferral or substitution of travel.
  - c) Any changes to service delivery, stakeholder engagement or program implementation as a result.

## **COMPLAINTS**

78. Number of complaints received about Agency services, broken down by category, complainant (internal or external) and outcome.

## **OTHER EXPENDITURE**

79. Please provide details for the period 1 July 2025 to 31 March 2026 on the following matters:
- a) Whether the Agency or Ministerial Offices utilise artificial intelligence or other digital services to enhance or promote social media or public communications, including:
    - a) The name and purpose of each service used.

b) Total expenditure on such services.

b) All paid subscriptions held by the Agency, including:

- a) Type and purpose (e.g. software, data services, publications, memberships).
- b) Total cost of each subscription.
- c) Whether each subscription has been reviewed for cost efficiency or ongoing necessity.

c) Expenditure on the production of Government materials in Aboriginal languages and culturally and linguistically diverse (CALD) languages, including:

- a) Languages materials were produced in.
- b) Total cost.

d) The number of instances where non-government organisations or private entities have assisted the Agency.

e) The number of consultations, engagements or community meetings that were cancelled, rescheduled or postponed due to the unavailability of interpreters, including the language required.

f) Reimbursements made to staff, including:

- a) Total value of reimbursements (including fuel and work-related purchases).
- b) The types of expenses reimbursed.
- c) Average processing time for reimbursement.

g) Heritage-listed buildings under the Agency's responsibility that have received, or are scheduled to receive, repairs or maintenance, including:

- a) Description of works undertaken or planned.
- b) Total cost.

h) Expenditure associated with Government-hosted or Government-attended events, including:

- a) Traffic management and control costs.
- b) Policing, security or crowd control costs.

## **MEDIA ENQUIRIES**

80. Please detail all media enquiries received by the Agency during the period 1 July 2025 to 31 March 2026, including:

- a) The date each enquiry was received.
- b) The media outlet or individual making the enquiry.
- c) The subject matter of the enquiry.
- d) The date a response was provided

81. For each enquiry where no response was provided, please detail the reasons why no response was issued.

82. For each enquiry where a response was provided, please provide a copy of the response.