

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, for all agencies falling under the Chief Minister's portfolio responsibilities:

#### AGENCY ADMINISTRATION

**Note 1:**

We have submitted similar questions to those below in past years prior to the Estimates Committee Hearings. Although it appears there will not be any Estimates Committee Hearings this year; we are submitting these questions in the interests of accountability and continuity, to enable the comparison of agency information across years.

**Note 2:**

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

**Note 3:**

My Office would be very grateful if the question could be inserted at the beginning of each answer.

#### STAFFING

1. Please provide details for the following staffing questions as at 30 June 2019, and as at 31 March 2020:
  - 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 who identify as Aboriginal and Torres Strait Islander as at 30 June 2019, as at 31 March 2020, and as a percentage of the Agency total employment as at 31 March 2020 (all classifications);
  - c) Please advise the number of frontline staff as FTE as at 31 March 2020 and as a percentage of the Agency total employment (all classifications).

**Answer:**

- 1(a) The Northern Territory Electoral Commission had staff employed in the following categories as at Pay Period 26 (26 June 2019) and Pay Period 19 (18 March 2020).

<b>NTEC - Staff</b>	<b>26 June 2019 (Pay 26)</b>	<b>18 March 2020 (Pay 19)</b>
FTE	10.00	8.00
Permanent Part-Time Contract	0.00	0.00
Contract	2.00	6.00

- 1(b) A whole-of-government response to Question 1(b) will be provided by the Minister for Public Employment.
- 1(c) Although many of the Northern Territory Electoral Commission roles interface directly with clients/ public, we do not distinguish these roles as 'frontline service' delivery.

**2. Please advise, in each category:**

- a) **The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2019 and as at 31 March 2020**
- b) **By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2019 and as at 31 March 2020**

**Answer:**

- 2(a) The Northern Territory Electoral Commission had staff on contracts employed in the following categories as at Pay Period 26 (26 June 2019) and Pay Period 19 (18 March 2020).

<b>NTEC - FTE</b>	<b>26 June 2019 (Pay 26)</b>	<b>18 March 2020 (Pay 19)</b>
Executive Contracts	1.00	1.00
Temporary Employment Contracts	1.00	4.00

- 2(b) Executive or temporary contract staff employed by the Northern Territory Electoral Commission as at Pay Period 26 (26 June 2019) and Pay Period 19 (18 March 2020).

See table over page.

<b>NTEC - Classification</b>	<b>26 June 2019 (Pay 26)</b>	<b>18 March 2020 (Pay 19)</b>
AO2	0.00	1.00
AO4	0.00	2.00
AO6	1.00	1.00
EO3C	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>5.00</b>

3. For the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020 how many staff:
- Resigned
  - Were made redundant
  - Were terminated

**Answer:**

3. Northern Territory Electoral Commission staff who ceased employment (resigned; redundant or terminated) as at 30 June 2019 and 31 March 2020.

<b>NTEC - Headcount</b>	<b>1 July 2018 – 30 June 2019</b>	<b>1 July 2019 - 31 March 2020</b>
Resigned	1	1
Redundant	0	0
Terminated	0	0

*Excludes employees on casual contracts*

4. How many staff were unattached or categorised as redeployees for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?

**Answer:**

4. Northern Territory Electoral Commission staff who were unattached or categorised as redeployees for the full financial year ending 30 June 2019 and for the period 1 July 2019 to 31 March 2020.

<b>NTEC - Headcount</b>	<b>1 July 2018 – 30 June 2019</b>	<b>1 July 2019 - 31 March 2020</b>
Unattached	0	0
Redeployee	0	0

5. **How many staff were categorised as supernumerary for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

**Answer:**

5. As at 31 March 2020, four additional staff are on temporary contract for the August election.

6. **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 2019 and for the period from 1 July 2019 to 31 March 2020?**

**Answer:**

6. No staff were engaged through employment agency arrangements for the Northern Territory Electoral Commission.

7. **How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

**Answer:**

7. Not applicable

8. **How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

**Answer:**

8. Nil as the Northern Territory Electoral Commission does not have an approved Special Measures plan.

9. **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?**

**Answer:**

9. Not applicable

**10. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2019. Of these, how many remain unresolved?**

**Answer:**

10. A whole-of-government response to question 10 will be provided by the Minister for Public Employment.

## **OUTSOURCING**

**11. For the period beginning 1 July 2019 and ending 31 March 2020, 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 2020/21? If so, provide details.**

**Answer:**

11. Nil

## **LEGAL EXPENSES**

**12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? 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.**

**Answer:**

12(a) Nil

12(b) Nil

12(c) Nil

## **PROCUREMENT / CONSULTANCIES**

**13. For the period beginning 1 July 2019 and ending 31 March 2020, 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

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
In language How to Vote videos	\$8,042.50	Bellette	Darwin	No	Completed product of How to Vote videos in 14 languages	Nil
Undertake Compliance Review of Political Disclosure	\$11,935	BDO	Darwin	No	Independent verification that political parties have complied with disclosure requirements	Nil
Creation of educational Why Vote videos	\$14,090.91	Bigfat Productions	Darwin	No	Completed educational product aimed at remote communities	Nil
Development of two JAQs for roles within the Public Awareness team	\$3,120.00	McTaggart Consulting	Darwin	No	Finalised JAQs ready for submission to DCIS HR	Nil

**14. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2019 and ending 31 March 2020. Outline the tasks performed.**

**Answer:**

14. Nil

- 15. 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?**

**Answer:**

15. One tender awarded to Coleman's Printing Pty Ltd for the supply and delivery of ballot papers for the City of Darwin, Lyons Ward by-election. One tender awarded to Image Offset for the supply and delivery of ballot papers for the Johnston by-election. Both of the listed tenders are at a Tier 1 level.

- 16. 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 2019 and ending 31 March 2020? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.**

**Answer:**

16. Nil

- 17. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2019 and ending 31 March 2020?**

**Answer:**

17. No public quotations

- 18. 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 2019 and ending 31 March 2020?**

**Answer:**

18. One

- 19. 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?**

**Answer:**

19(a) Software provider for the electronic Legislative Assembly Polling Place System (eLAPPS)

19(b) \$134,938

19(c) Company that developed specialised software for ACT Electoral Commission for electronic mark off. Arrangement for NTEC to access software and pay marginal cost. Niche market and no service providers in the NT

19(d) Deputy Electoral Commissioner

19(e) Electoral Commissioner

- 20. 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 2020.**

**Answer:**

20. Total number of NTG Corporate Credit Cards as at 31 March 2020 = 5

Public Awareness Manager – SAO1

Senior Communications Officer – AO6

Senior Project Officer – AO6

Office Manager – AO4

Project Officer – elections – AO4

**FOCUS GROUPS / POLLING / SURVEYS**

- 21. Please detail expenditure during the period beginning 1 July 2019 and ending 31 March 2020 on opinion polls and focus groups, including costs and entities that conducted the work.**

**Answer:**

21. Nil

- 22. 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 2019 and ending 31 March 2020.

**Answer:**

22. Not applicable

## COMMUNICATIONS AND MARKETING

**23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 31 March 2020.**

**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, and television station or similar?**
- 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?**

**Answer:**

Table goes over page.

<b>23 (a)</b>	<b>23 (b)</b>	<b>23 (c)</b>	<b>23 (d)</b>
Redistribution	Gazette, various NT newspapers, Facebook boosts	\$4,509.53	No. Government contract rates used
Corporate advertising: Political Party registrations/name changes, NTEC education event promotion	Gazette, NT Newspaper, Facebook boosts	\$3,975.74	No. Government contract rates used
2020 Legislative Assembly election	GoTransit Media Group – bus wrapping advertising	\$1,582.45	No. The only available company with the sole contract for bus advertising in the NT
Johnston by-election	Newspaper and Facebook boosts	\$6,788.49	No. Government contract rates used
Lyons ward by-election	Newspaper and Facebook boosts	\$7,163.78	No. Government contract rates used

Regional council (various) by-election advertising	Newspaper statutory ads	\$3,577.20	No. Government contract rates used
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## TRAVEL

- 24. 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 2019 and ending 31 March 2020 broken down to:**
- a) International travel
  - b) Interstate travel
  - c) Intrastate travel

**Answer:**

- 24(a) \$0
- 24(b) \$26,149.64
- 24(c) \$17,925.66

- 25. 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.**

**Answer:**

- 25. Not applicable

- 26. 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 2019 and ending 31 March 2020.**

**Answer:**

- 26. Not applicable

## **HOSPITALITY / FUNCTIONS AND EVENTS**

- 27. Please provide full details of all public service hospitality provided for the period beginning 1 July 2019 and ending 31 March 2020. 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?**

**Answer:**

27. Not applicable

## **GRANTS AND DONATIONS**

- 28. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2019 and ending 31 March 2020.**

**Answer:**

28. Nil

- 29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 31 March 2020. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2020/21 financial year?**

**Answer:**

29. Nil

- 30. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2019 and ending 31 March 2020, including to which organisation and the services to be provided?**

**Answer:**

30. Nil

### **MEDIA MONITORING SERVICES**

**31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 31 March 2020 (including entities engaged and who utilises the service).**

**Answer:**

31. Nil

### **INFRASTRUCTURE PROJECTS**

**32. 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?**

**Answer:**

32. Nil

**33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 31 March 2020.**

**Answer:**

33. A whole-of-government response to Question 33 will be provided by the Minister for Infrastructure, Planning and Logistics.

**34. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.**

**Answer:**

34. A whole-of-government response to Question 34 will be provided by the Minister for Infrastructure, Planning and Logistics.

## **GOVERNMENT LEASED BUILDINGS**

- 35. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2019 and ending 31 March 2020?**

**Answer:**

35. \$6,895.83

- 36. 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 2019 and ending 31 March 2020?**

**Answer:**

36. A whole-of-government response to Question 36 will be provided by the Minister for Corporate and Information Services.

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

**Answer:**

37. A whole-of-government response to Question 37 will be provided by the Minister for Corporate and Information Services.

## **FEES AND CHARGES**

- 38. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2019/20 financial year and whether any of these fees and charges was increased following the passage of the 2019/20 financial year budget.**

**Answer:**

38. Political party registration fee - \$1000  
Political party name change - \$1000  
Nomination fees Johnston by-election - \$3500 (nomination fees for LA elections increased from \$200 to \$500 per nomination from 1 January 2020)

Total revenue raised - \$3000 (\$2500 in nomination fees reimbursed to candidates who reached quota in Johnston by-election).

## **INTERNAL AUDITS**

**39. How many internal audits and financial investigations were conducted in the period beginning 1 July 2019 and ending 31 March 2020?**

**Answer:**

39. Nil

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

**Answer:**

40. Not applicable

**41. 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.**

**Answer:**

41. Not applicable

## **BOARDS / ADVISORY BODIES**

**42. Please detail all boards and advisory bodies in your Agency in 2019/20, 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 2019/20 financial year**
- d) The itemised total cost incurred by the Board during the 2019/20 financial year**
- e) The number of times the Board met during the period beginning 1 July 2019 and ending 31 March 2020**

**Answer:**

**42(a)** 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.

**42(b)** Members of the 2019 Redistribution Committee: Electoral Commissioner, Mr Iain Loganathan; Surveyor-General, Mr Rob Sarib; Auditor-General, Ms Julie Crisp; appointed member Chair, Trevor Riley (4 February 2019).

**42(c)** All members except the Chair are full time NTPS employees. The Chair's remuneration is determined by the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* that governs the setting of remuneration and other entitlements for members of statutory bodies.

**42(d)** The only cost is the Chair's remuneration of \$8,120.81 for the 2019/20 year.

**42(e)** Two meetings held at the NTEC office (the Redistribution Committee was dissolved on 4 September 2019).

## **REVIEWS AND INQUIRIES**

**43. Details of all reviews and inquiries completed or commenced during the 2019/20 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**

**Answer:**

43. Not applicable

## **WORKPLACE HEALTH AND SAFETY**

**44. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2019 and ending 31 March 2020.**

**Answer:**

44. There were no reportable incidents during the relevant period.

**45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 31 March 2020.**

**Answer:**

45. Stress incidents for the period: 1                      Stress claims for the period: 1

## **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 2019/20 financial year. What are the locations for which they are responsible?**

**Answer:**

**46.** One AO6 staff member was previously co-located within the Dept. of Local Government, Housing and Community Development office in Alice Springs and was responsible for the delivery of electoral services and enrolment programs for the Central Australia region. That staff member resigned from the agency in March 2020 and the position has not been replaced. Total salary for that officer in this financial year \$62,975.98.