

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Minister for Infrastructure, Planning and Logistics, Minister for Renewables and Energy, Minister for Environment, Minister for Water Security, Minister for Climate Change, Minister for Essential Services – 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 2021. Please include a note if a response is affected by Machinery of Government changes following the General Election in August 2020.

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 be very grateful if these practices are continued.

STAFFING

1. (a) **Please advise the number of staff employed in the following categories as at 31 March 2021:**
 - (b) **Please provide, for each of the six categories above: the relevant position classifications and the number of staff employed against each classification.**
2. **Please advise the number of staff held against the following categories as at 31 March 2021.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 1 to 2 in relation to the Department of Industry, Tourism and Trade.

3. **Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2021**

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 2021 and as a percentage of the Agency total employment.

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

5. Please advise how many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost as at 31 March 2021. Please use the table format presented below for your response.

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 4 to 5 in relation to the Department of Industry, Tourism and Trade.

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2021. Please use the table format presented below for your response.

Not Applicable.

7. (a) How many positions were advertised during the period 1 July 2020 to 31 March 2021?

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

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

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 7 in relation to the Department of Industry, Tourism and Trade.

OUTSOURCING

8. For the period 1 July 2020 to 31 March 2021, 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 2021/22? If so, provide details.

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 8 in relation to the Department of Industry, Tourism and Trade.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2020 to 31 March 2021? 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

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 9 in relation to the Department of Industry, Tourism and Trade.

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2020 to 31 March 2021, 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
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 2020 to 31 March 2021 as follows:
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.
13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2020 to 31 March 2021?
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 2020 to 31 March 2021?
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 Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 10 to 15 in relation to the Department of Industry, Tourism and Trade.

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2020 to 31 March 2021:

- 16. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.**
- 17. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their, form, the cost and what inducements were provided to incentivize participation.**
- 18. Please provide copies of each survey and the results of each survey.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 16 to 18 in relation to the Department of Industry, Tourism and Trade.

COMMUNICATIONS AND MARKETING

- 19. Please detail expenditure on advertising and communications during the period 1 July 2020 to 31 March 2021.**
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?**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 19 in relation to the Department of Industry, Tourism and Trade.

TRAVEL

- 20. 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 2020 to 31 March 2021 broken down to:**
- a) International Travel**
 - b) Interstate Travel**
 - c) Intrastate Travel**
- 21. 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.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 20 to 21 in relation to the Department of Industry, Tourism and Trade.

- 22. 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 2020 to 31 March 2021.**

Not Applicable.

HOSPITALITY / FUNCTIONS AND EVENTS

- 23. Please provide full details of all official hospitality provided for the period 1 July 2020 to 31 March 2021.**
- 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 Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 23 in relation to the Department of Industry, Tourism and Trade.

GRANTS, DONATIONS AND INCENTIVES

- 24. Please detail expenditure on grants, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2020 to 31 March 2021.**
- 25. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2020 to 31 March 2021.**
- 26. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2021/22 financial year?**
- 27. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2020 to 31 March 2021, including to which organisation and the services to be provided?**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 24 to 27 in relation to the Department of Industry, Tourism and Trade.

MEDIA MONITORING SERVICES

- 28. Provide expenditure details on media monitoring services for the period 1 July 2020 to 31 March 2021 (including entities engaged and who utilises the service).**

A whole-of-government response to Question 28 will be provided by the Department of the Chief Minister and Cabinet.

INFRASTRUCTURE PROJECTS

- 29. 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?**

A whole-of-government response to Question 29 will be provided by the Department of Infrastructure, Planning and Logistics.

- 30. Please provide details of newly committed projects for the period 1 July 2020 to 31 March 2021.**

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

- 31. 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 31 will be provided by the Department of Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

- 32. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2020 to 31 March 2021?**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 32 in relation to the Department of Industry, Tourism and Trade.

- 33. 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 2020 to 31 March 2021?**

A whole-of-government response to Question 33 will be provided by the Department of Corporate and Digital Development.

- 34. 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 34 will be provided by the Department of Corporate and Digital Development

FEES AND CHARGES

- 35. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2020/21 financial year and whether any of these fees and charges was increased following the passage of the 2020/21 financial year budget.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 35 in relation to the Department of Industry, Tourism and Trade.

INTERNAL AUDITS

- 36. How many internal audits and financial investigations were conducted in the period 1 July 2020 to 31 March 2021?**

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

- 38. 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.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 36 to 38 in relation to the Department of Industry, Tourism and Trade.

BOARDS / ADVISORY BODIES

- 39. Please detail all boards and advisory bodies in your Agency in 2020/21, 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 2020/21 financial year**
 - d) The itemised total cost incurred by the Board during the 2020/21 financial year**

Not Applicable.

- 40. The number of times the Board met during the period 1 July 2020 to 31 March 2021.**

Not Applicable.

REVIEWS AND INQUIRIES

- 41. Details of all reviews and inquiries completed or commenced during the 2020/21 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**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Question 41 in relation to the Department of Industry, Tourism and Trade.

WORKPLACE HEALTH AND SAFETY

- 42. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2020 to 31 March 2021.**
- 43. Please detail the number of stress related matters and claims for the period 1 July 2020 to 31 March 2021.**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 42 to 43 in relation to the Department of Industry, Tourism and Trade.

REGIONAL OFFICES

- 44. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2020/21 financial year. What are the locations for which they are responsible?**

The Hon Paul Kirby MLA, Minister responsible for Small Business; Jobs and Training; Veterans Affairs; and Recreational Fishing will answer Written Questions 44 in relation to the Department of Industry, Tourism and Trade.