

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Agency Administration

Mrs Finocchiaro to the Chief Minister for all agencies falling under the previous Ministry’s portfolio responsibilities, listed in Administrative Arrangements Order (No. 2) 2020.

AGENCY ADMINISTRATION

STAFFING

1. Please provide details for the following staffing questions as at 30 June 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 2020, and as a percentage of the Agency total employment as at 30 June 2020 (all classifications);
 - c) Please advise the number of frontline staff as FTE as at 30 June 2020 and as a percentage of the Agency total employment (all classifications).

Answer: Data as at Pay 26 (30 Jun 2020)

1(a):

	i) Full Time Equivalent	ii) Permanent part time	iii) Contract
2019/26	15.72	1.72	4

1(b): A whole-of-government response will be provided by the Office of the Commissioner for Public Employment.

1(c):

	Frontline FTE	Frontline FTE %
2019/26	12.62	80%

2. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2020
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2020

Answer: Data as at Pay 26 (30 Jun 2020)

Temporary Employees Excluding ECOs		Executive Contract Officers	
	201926		201926
AO4	1.00	EO2C	1.00
AO6	1.00	EO5C	1.00
Total	2.00	Total	2.00

3. For the full financial year ending 30 June 2020 how many staff:
 - a) Resigned
 - b) Were made redundant
 - c) Were terminated

Answer: Nil

4. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2020?

Answer: Nil

5. How many staff were categorized as supernumerary for the full financial year ending 30 June 2020?

Answer: Nil

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 2020?

Answer: Nil

7. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2020?

Answer: Not Applicable

8. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2020?

Answer: Nil – Special Measures not utilised

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: 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: Not Applicable

OUTSOURCING

11. For the period beginning 1 July 2019 and ending 30 June 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: Nil

LEGAL EXPENSES

12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? Provide details on:
- The matter(s) (designate which ones are finalised and which ones are ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

Answer:

Matter	Status	Amount (Excl GST)	Amount to Firm/ Barrister (Excl GST)
Background research for NTCAT proceedings related to Information Act (4 Matters)	Finalised	\$15,480	\$15,480 - Information Consultants Pty Ltd
Preparation and Appearance in NTCAT (2 Matters)	Finalised	\$585.45	\$585.45 - Matthew Littlejohn
Instrument to appoint Hearing Commissioner	Finalised	\$350	\$350 - Office of the Parliamentary Counsel
		\$16,415.45	

PROCUREMENT / CONSULTANCIES

13. For the period beginning 1 July 2019 and ending 30 June 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:
- Purpose
 - Cost
 - Person or entity engaged
 - 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)
 - Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - Outcomes or key performance indicators for the report or consultancy
 - Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

Answer: 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 30 June 2020. Outline the tasks performed.

Answer: 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: Nil contracts/Tenders undertaken/Awarded

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 30 June 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: Not Applicable

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 30 June 2020?

Answer: Not Applicable

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 30 June 2020?

Answer: Not Applicable

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: Not Applicable

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 30 June 2020.

Answer: 3 Corporate Credit Cards held

1x Business Manager	(SAO1)
1x Business Support Officer	(AO4)
1x Resolution Officer	(AO4)

FOCUS GROUPS / POLLING / SURVEYS

21. Please detail expenditure during the period beginning 1 July 2019 and ending 30 June 2020 on opinion polls and focus groups, including costs and entities that conducted the work.

Answer: 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 30 June 2020.

Answer: Nil

COMMUNICATIONS AND MARKETING

23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 30 June 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: Only advertising expenses incurred were related to Recruitment for the position of Ombudsman undertaken by Office of the Chief Minister with costs later on-charged to the Ombudsman's Office. Advertising placed through Atomic 212, Total cost \$12,387.80.

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 30 June 2020 broken down to:
- a) International travel
 - b) Interstate travel
 - c) Intrastate travel

Answer:

- a) Nil International travel undertaken.
- b) \$660.44 Interstate travel.*
- c) \$2517.63 Intrastate travel.*

*Reflects actual costs of trip undertaken during period, some fares were paid in the prior period.

An additional \$2,997.58 excl GST in travel charges was paid during the period (\$1,372.34 Interstate / \$1,625.24 Intrastate) that related to prior period travel invoiced by Corporate Travel Provider in this period.

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: Nil

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 30 June 2020.

Answer: Nil

HOSPITALITY / FUNCTIONS AND EVENTS

27. Please provide full details of all public service hospitality provided for the period beginning 1 July 2019 and ending 30 June 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: Total expenditure on all food and catering combined was \$112.38. This consisted of a number of small morning teas during community engagement and some within the office.

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 30 June 2020.

Answer: Nil

29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 30 June 2020. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2020/21 financial year?

Answer: Nil

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

Answer: Nil

MEDIA MONITORING SERVICES

31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 30 June 2020 (including entities engaged and who utilises the service).

Answer: 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: A whole-of-government response to Question 32 will be provided by the Department of Industry, Tourism and Trade.

33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 30 June 2020.

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

Answer: A whole-of-government response to Questions 33 and 34 will be provided by the Department of 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 30 June 2020?

Answer: \$4,007.25 paid during period. This includes paying for 2 tenancies during a relocation period.

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 30 June 2020?

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: A whole-of-government response to Questions 36 and 37 will be provided by the Department of Corporate and Digital Development.

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: Nil

INTERNAL AUDITS

39. How many internal audits and financial investigations were conducted in the period beginning 1 July 2019 and ending 30 June 2020?
40. What were the terms of reference or focus for each investigation?

Answer: In response to Questions 39 & 40, No specific internal investigations into financial management were carried out, only a regular internal audit schedule with no irregularities or evidence of fraud identified.

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: Not applicable

BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your Agency in 2019/20, also providing the following information:
- The Terms of Reference, if changed from last year
 - The current members and when they were appointed
 - The total remuneration paid to each Board member during the 2019/20 financial year
 - The itemised total cost incurred by the Board during the 2019/20 financial year
 - The number of times the Board met during the period beginning 1 July 2019 and ending 30 June 2020

Answer: Nil

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: Nil

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 30 June 2020.

Answer: Nil

45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 30 June 2020.

Answer: 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 2019/20 financial year. What are the locations for which they are responsible?

Answer: Nil