

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Minister for Small Business, Minister for Jobs and Training, Minister for Corporate and Digital Development, Minister for Public Employment, Minister for Veterans Affairs, Minister for Recreational Fishing – 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:

Category	Number
Total Full Time Equivalent	
<i>Break-up:</i>	
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.

- Please advise the number of staff held against the following categories as at 31 March 2021.

Category	Number
Resigned	
Made Redundant	
Terminated	
Unattached	
Classified Redeployee	
Supernumerary	

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

Category	Number
Aboriginal and Torres Strait Islander	

- (a) Please advise the number of Frontline staff as FTE as at 31 March 2021 and as a percentage of the Agency total employment.

Category	Number	%age of Total Staff
Frontline		

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

- 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.

Number Engaged	Purpose	Duration	Cost

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.

Number Employed	Purpose	Duration	Cost

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.

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.

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

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:

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 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 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?

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.

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?

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.
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.

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?

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?

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).

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?
30. Please provide details of newly committed projects for the period 1 July 2020 to 31 March 2021.
31. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

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

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.

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.

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

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

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.

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?