

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Minister for Health, Minister for Alcohol Policy, Minister for Major Projects and Minister for Defence – for all agencies falling under the Chief Minister's and Ministers' portfolios.

AGENCY ADMINISTRATION

Notes:

- The following questions can be answered from existing Agency data as at 31 March 2023.
- 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 appreciate these practices being continued.

STAFFING

1.a) Please advise the number of staff employed in the following categories as at 31 March 2023:

These answers exclude staff within the Office of the Speaker and Electorate Offices.

Category	FTE	Head Count (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	24.45	25	25	0
2. Ongoing Part Time	0.00	0	0	0
3. Fixed Term Full Time	2.00	2	2	0
4. Fixed Term Part Time	0.60	1	1	0
5. Casual Contract	1.27	4	4	0
6. Executive Contract	3.00	3	3	0
Total	31.32	35	35	0

1.b) Please provide, for each of the six categories above:

The relevant position classifications and the number of staff employed against each classification.

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
1. Ongoing Full Time	AO2	1.00	1	1	0
	AO3	2.00	2	2	0
	AO4	7.95	8	8	0
	AO5	2.00	2	2	0
	AO6	2.50	3	3	0
	AO7	2.00	2	2	0
	SAO1	3.00	3	3	0
	SAO2	4.00	4	4	0
Total		24.45	25	25	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
2. Ongoing Part Time		0	0	0	0
Total		0	0	0	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
3. Fixed Term Full Time	AO4	1.00	1	1	0
	AO5	1.00	1	1	0
Total		2.00	2	2	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
4. Fixed Term Part Time	AO6	0.60	1	1	0
Total		0.60	1	1	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
5. Casual	AO4	1.27	4	4	0
Total		1.27	4	4	0

Category	Classification	FTE	Head Count (Paid)	NT-based	Located outside NT
6. Executive Contract	EO1C	1.00	1	1	0
	EO3C	1.00	1	1	0
	EO5C	1.00	1	1	0
Total		3.00	3	3	0

1.c) Where there is a difference between FTE and Headcount (Actual), please provide an explanation for the difference, including any reasons for use of part-time and casual positions within the overall workforce profile.

Full Time Equivalent (FTE) = the proportion of an employee's salary payment to that of an equivalent full-time employee in any given fortnight.

Paid Headcount = Headcount is the count of physical people, so a part-time person would count as one.

The NT Government provides opportunities for employees to balance the demands of work with the needs of family and general health and wellbeing. Flexible work practices are used in the Northern Territory Public Service to attract and retain employees. Flexible work arrangements can include flexibility in relation to an employee's hours of work, or mode of employment such as part-time, and leave.

The DLA maintains a casual team to support the production of Hansard during sittings.

2. Please advise the number of staff held against the following categories as at 31 March 2023:

Category	Number
Resigned	10
Made Redundant	0
Terminated	0
Unattached	0
Classified Redeployee	0
Supernumerary	3

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2023.

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 2023 and as a percentage of the Agency total employment.

Cannot provide a response.

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

Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

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 at 31 March 2023. Please use the table format presented below for your response.**

None were engaged as at 31 March 2023.

6. **Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2023. Please use the table format presented below for your response.**

Not applicable.

7. **(a) How many positions were advertised during the period 1 July 2022 to 31 March 2023?**

Answer to 7a	1 July 2022 to 31 March 2023
Positions advertised	10

(b) Of the total number advertised in 7(a), how many positions had Special Measures applied?

Answer to 7b	1 July 2022 to 31 March 2023
Positions advertised with Special Measures applied	10

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

Classification Level	Total Positions Advertised
Administrative Officer 3	1
Administrative Officer 4	2
Administrative Officer 5	1
Administrative Officer 6	3
Administrative Officer 7	1
Senior Administrative Officer 1	1

Senior Administrative Officer 2	1
Total	10

(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?

The DLA has implemented special measures arrangements for Aboriginal applicants across the whole agency for all vacancies greater than 6 months.

The process for positions that are advertised with special measures is to consider special measures applicants first; if no special measures applicants apply, or no special measures applicants are considered suitable, recruitment panels may assess all other applicants' suitability for the role.

OUTSOURCING

- 8. (a) For the period 1 July 2022 to 31 March 2023, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.**

None.

- (b) Is consideration being given to outsource, contract-out or privatise in financial year 2023/24? If so, provide details.**

None.

LEGAL EXPENSES

- 9. What has been the expenditure on legal advice or related expenses for the period 1 July 2022 to 31 March 2023? Provide details on:**
- a) The matter(s) (designate which are finalised and which ongoing)**
 - b) The amount paid by matter**
 - c) The amount paid to each outside legal firm or barrister engaged**

The Department procured legal expenses totalling \$40,070 comprising of:

- Hunt & Hunt NT regarding employment advice totalling \$19,770 (finalised).
- JKW Law Practice regarding probity advice for procurement activities \$1,909 (finalised).

- Professor Ned Aughterson assisted the Assembly review subordinate legislation for the Legal and Constitutional Affairs Committee at a cost totalling \$7,033 (ongoing).
- HWL Ebsworth Lawyers regarding probity advice for the Parliament House catering agreement totalling \$7,928 (ongoing).
- Top End Bailiff & Collection Services for issuing trespass notices at a cost totalling \$408 (finalised).
- \$3,023 paid for legal services on security-related matters (finalised).

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2022 to 31 March 2023, please detail expenditure on each report and consultancy (excluding annual reports) that have 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.**

APRO Reference: 23-0008

- Request for Services Under Panel Contract AGC21-0265 - Provision Of An Organisational Review To Develop A Strategic Plan And Undertake A Capability Review For The Department Of Legislative Assembly.
- \$242,110.00
- NOUS Group
- Yes
- Consultancy Ongoing
- Ongoing
- Tenders invited under panel contract for professional advisory services.

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 2022 to 31 March 2023 as follows:

Number in the NT	Number outside of the NT
1	0

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.

No data to report.

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2022 to 31 March 2023?

Tier	No. of Procurement Activities
Tier 3	0
Tier 4	1
Tier 5	0
Total	1

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 2022 to 31 March 2023?

None.

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?

Not applicable.

- 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 the purchase of goods and/or services as at 31 March 2023.**

At 31 March 2023 there were 8 credit card holders in the Department of the Legislative Assembly.

Position title	Classification
PROCEDURAL SUPPORT MANAGER	AO6
ADMIN/RESEARCH OFFICER	AO4
EDUCATION PROMOTIONS OFFICER	AO4
FUNCTIONS OFFICER	AO4
BUSINESS SERVICES OFFICER	AO4
OFFICE SERVICES ASSISTANT	AO3
HR / ADMINISTRATIVE OFFICER	AO3
FINANCE OFFICER	AO4

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2022 to 31 March 2023:

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

None.

- 18. 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.**

None.

- 19. Please provide copies of each survey and the results of each survey.**

None.

COMMUNICATIONS AND MARKETING

- 20. Please detail expenditure on advertising and communications during the period 1 July 2022 to 31 March 2023.**

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 expenditure and media outlet.**

- \$1,023 for condolence notices published in the NT News.
- \$1,134 for updating Members photos on display in Parliament House.
- \$2,950 for the 2023 Opening of Parliament.
- \$916 advertising for positions for the Clerk's Associate and Executive Assistant.

TRAVEL

- 21. 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 2022 to 31 March 2023 broken down to:**

- a) International Travel - \$14,451**
- b) Interstate Travel - \$34,563**
- c) Intrastate Travel - \$15,699**

22. 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.

Travel start date	Traveller	Destination	Reason for Travel	Total Travel Cost to 31/03/2023
1 November 2022	1 st Clerk Assistant	Niue	CPA Small Branches Regional Initiative – Twinning Parliament	\$11,084*
24 January 2023	Acting Editor of Debates	Wellington, New Zealand	Australasian Pacific Hansard Editors Association conference.	\$3,367

**The Commonwealth Parliamentary Association (CPA) refunded the department \$7,837 the 1st Clerk Assistant's travel relating to flights and accommodation as part of the Small Branches Regional Initiative Fund. This is not reflected in the above table.*

23. 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 2022 to 31 March 2023.

None.

HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 1 July 2022 to 31 March 2023.

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?

- \$4,536 for the 2023 Opening of Parliament
- \$158 for annual EO Forum catering
- \$109 for the Speaker to attend Presiding Officers and Clerks Conference excursion
- \$152 for Members of the Niue Legislative Assembly

- \$24 for refreshments for a visit from Australia's Ambassador to the Holy See
- \$793 to host the Chamber of Commerce
- \$2,747 for the Speaker's Christmas function for Members and DLA staff
- \$125 for a Speakers community meeting
- \$1,448 for Meet the Speaker functions
- \$7,760 for condolence motion morning teas (Gulpilil, Wilson and Ah Kit)
- \$615 to host the Youth Round Table
- \$663 for the Speaker to host Engineers Australia
- \$3,093 to host the Dinah Beach Cruising Yacht Association
- \$472 to host the CEOs of the Duke of Edinburgh Award
- \$56 for refreshments while hosting the Motor Trades Association
- \$209 for catering for NT Cricket
- \$2,012 to host Religions for Peace
- \$304 for a Unity meeting with the Speaker
- \$223 to host a delegation from Vietnam
- \$586 for a function for delegates from Shop, Distributive and Allied Employees Association (SDA)
- \$108 to host former Members of the Legislative Assembly (Nicholas Dondas and Neil Bell)
- \$14 for Speakers refreshments while attending an external meeting
- \$410 for House Committee catering
- \$132 for Privileges Committee catering
- \$1,494 for Public Account Committees catering

GRANTS, SPONSORSHIPS, DONATIONS AND INCENTIVES

- 25. Please detail expenditure on grants, sponsorships, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2022 to 31 March 2023, including agency budget totals to administer such programs.**

None.

- 26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2022 to 31 March 2023, and to what activities. Please list details of any contract periods as part of any arrangement.**

None.

- 27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2023/24 financial year?**

None.

- 28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2022 to 31 March 2023, including to which organisation and the services to be provided?**

None.

MEDIA MONITORING SERVICES

- 29. Provide expenditure details on media monitoring services for the period 1 July 2022 to 31 March 2023 (including entities engaged and who utilises the service).**

A whole-of-government response to Question 29 will be provided by the Department of the Chief Minister and Cabinet.

INFRASTRUCTURE PROJECTS

- 30. 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?**

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

- 31. Please provide details of newly committed projects for the period 1 July 2022 to 31 March 2023.**

A whole-of-government response to Question 31 will be provided by the Department of Infrastructure, Planning and Logistics.

- 32. 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 32 will be provided by the Department of Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

- 33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2022 to 31 March 2023?**

- Parliament House electricity for the period was \$604,159
 - Electorate Offices' electricity for the period was \$87,216
- Total = \$691,375

34. 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 2022 to 31 March 2023?

A whole-of-government response to Questions 34 will be provided by the Department of Corporate and Digital Development.

35. 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 Questions 35 will be provided by the Department of Corporate and Digital Development.

FEES AND CHARGES

36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2022/23 financial year and whether any of these fees and charges were increased following the passage of the 2022/23 financial year budget.

None.

INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 1 July 2022 to 31 March 2023?

The DLA's Audit Committee determined a schedule of internal audits covering identified compliance risks, such as Members and staff travel, purchases and contract management. During the relevant period one set of 12 such audits were conducted. These audits resulted in a range of minor administrative changes. No major issues were identified.

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

Internal audits were conducted regarding the Accounting and Property Manual, the mobile and tablet register, Cabcharge use, Member's travel, staff travel, records management, purchases, petty cash, venue hire, and the security, cleaning and landscaping contracts.

- 39. 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.**

The DLA's internal audits did not expose any fraud, anomalies, or notable breaches of financial legislation or Northern Territory Government policy and procedures.

- 40. How many agencies have been referred to existing bodies eg Auditor-General/Independent Commission Against Corruption (ICAC) and how many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.**

Agencies would not be privy to details of referrals made to Independent Statutory Officers.

BOARDS / ADVISORY BODIES

- 41. Please detail all boards and advisory bodies in your Agency in 2022/23, 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 2022/23 financial year**
 - d) The itemised total cost incurred by the Board during the 2022/23 financial year**

The DLA has no boards or advisory bodies to report.

- 42. The number of times the Board met during the period 1 July 2022 to 31 March 2023.**

Not applicable.

REVIEWS AND INQUIRIES

- 43. Details of all reviews and inquiries completed or commenced during the 2022/23 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**

In January 2023 the DLA sought offers under the Northern Territory Government's panel contract for Professional Advisory Services for an Organisational Review to Develop a Strategic Plan and Undertake a Capability Review for the Department of the Legislative Assembly.

Quotes were assessed by a 3 person tender review panel and the contract awarded to Nous Group Pty Ltd.

The cost of the contract was \$242,110. The review is expected to be completed in July 2023.

WORKPLACE HEALTH AND SAFETY

- 44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2022 to 31 March 2023.**

For employees of the DLA, two reportable safety issues were recorded for the period. They did not incur any cost.

For Members of the Legislative Assembly, two safety issues were reported to the Clerk. No cost was incurred.

For contractors, one reportable safety issue was recorded. No cost was incurred.

An Electorate Office employee was injured in the course of their duties on 19 August 2022. Costs of \$730 were incurred by the DLA for this incident.

The nature of all incidents is confidential.

- 45. Please detail the number of stress related matters and claims for the period 1 July 2022 to 31 March 2023.**

None.

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 2022/23 financial year. What are the locations for which they are responsible?**

The DLA did not have any staff located in regional offices.