

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Territory Development, Minister for Defence Industries, Minister for Industry and Trade, Minister for Major Projects – for all agencies falling under the Chief Minister’s, Treasurer’s and Ministers’ portfolios.

AGENCY ADMINISTRATION

Notes:

- The following questions can be answered from existing Agency data as at 31 March 2024.
- 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 2024:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
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.
- (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.

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

1 (a)

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
1. Ongoing Full Time	27.00	27	27	0
2. Ongoing Part Time	0.53	1	1	0
3. Fixed Term Full Time	2.00	2	2	0
4. Fixed Term Part Time	0.00	0	0	0
5. Casual Contract	0.01	1	1	0
6. Executive Contract	2.00	2	2	0
Total	31.54	33	33	0

1(b)

Category	Classification	FTE
1. Ongoing Full Time	AO2	1.00
	AO3	2.00
	AO4	6.00
	AO5	2.00
	AO6	4.00
	AO7	2.00
	P2	1.00
	SAO1	4.00
	SAO2	6.00
	Total	

Category	Classification	FTE
2. Ongoing Part Time	AO6	0.38
Total		0.38

Category	Classification	FTE
3. Fixed Term Full Time	AO4	1.00
	AO6	1.00
Total		2.00

Category	Classification	FTE
4. Fixed Term Part Time	N/A	0.00
Total		0.00

Category	Classification	FTE
5. Casual	AO4	0.01
Total		0.01

Category	Classification	FTE
6. Executive Contract	EO3C	1.00
	EO5C	1.00
Total		2.00

1(c)

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 Northern Territory 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 2024:

Category	Number
Resigned	2
Made Redundant	0
Terminated	1
Unattached	1
Classified Redeployee	0
Supernumerary	4

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2024.

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 2024 and as a percentage of the Agency total employment.

Category	Number	%age of Total Staff
Frontline	2	6%

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

The Department of Treasury and Finance classify the Department of the Legislative Assembly (DLA) as a Support/Central agency. The majority of staff provide support to Members of the Legislative Assembly, occupants of Parliament House and Electorate Office staff.

Two DLA staff are involved in Community Engagement and Education so are considered front line.

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 2024. Please use the table format presented below for your response.

Number Engaged	Labour Hire / Employment Agency / Consultancy	Purpose	Duration	Cost
2	Deloitte	Assisting with financial reporting support.	3 July 2023 to 28 July 2023	\$13,635

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2024. Please use the table format presented below for your response.

Not applicable.

7. (a) How many positions were advertised during the period 1 July 2023 to 31 March 2024?

7.

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

7.

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

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

- (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?

Nil.

OUTSOURCING

8. (a) For the period 1 July 2023 to 31 March 2024, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.
- (b) Is consideration being given to outsource, contract-out or privatise in financial year 2024/25? If so, provide details.

Nil.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2023 to 31 March 2024? Provide details on:
- The matter(s) (designate which are finalised and which ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

The Department produced legal expenses totalling \$59,724.85 comprising of:

- Hunt & Hunt NT regarding employment advice totalling \$1,456 (finalised).
- Hall & Wilcox regarding Fixed Term Contract Advice totalling \$19,064 (finalised).
- Professor Ned Aughterson assisted the Assembly review subordinate legislation for the Legal and Constitutional Affairs Committee at a cost totalling \$7,250 (ongoing).
- HWL Ebsworth Lawyers regarding the Parliament House café lease agreement totalling \$2,670 (finalised).
- Clayton UTZ regarding Fringe Benefit Tax advice for the administration of Members' Entitlements totalling of \$16,460 (finalised).

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2023 to 31 March 2024, 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

- a) 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.
- b) \$88,039.10
- c) NOUS Group.
- d) Yes.
- e) No.
- f) Organisational Review report provided to the Department of the Legislative Assembly and Strategic Plan adopted and published by the Department of the Legislative Assembly.
- g) 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 2023 to 31 March 2024 as follows:

Nil.

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.

Nil.

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2023 to 31 March 2024?

Nil.

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 2023 to 31 March 2024?

Nil.

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:
- What is the description of the goods and services contracted?
 - What is the value of the goods and services contracted?
 - What was the reason for not using the public tender process or for requiring a Certificate of Exemption?
 - Who recommended the course of action in c) above?
 - Who approved the course of action in c) above?

Nil.

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 2024.

As at 31 March 2024 there were 7 credit card holders in the Department of the Legislative Assembly.

Position Title	Actual Classification Code
Business Services Officer	AO3
Business Services Officer	AO3
Education Promotions Officer	AO4
Functions Officer	AO4
Finance Officer	AO4
Travel and Vehicles Officer	AO4
Building & Property Maintenance Officer	AO4

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2023 to 31 March 2024:

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

Nil.

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.

Nil.

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

Not Applicable.

COMMUNICATIONS AND MARKETING

20. Please detail expenditure on advertising and communications during the period 1 July 2023 to 31 March 2024.

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.

- \$774.55 for condolence notices published in the NT News.
- \$13,149 for the production of Virtual Tour of Parliament House by WICKSEES.
- \$50 for hosting an Exhibit at the NT Professional Learning Conference 2023.
- \$2,700 for the ANZACATT 2024 Welcome Function at Parliament House.
- \$1,450 for the 2024 Opening of Parliament.
- \$1,500 for the installation and dismantling of Christmas tree.

This procurement fell within Tier 1.

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 2023 to 31 March 2024 broken down to:

- a) International Travel
- b) Interstate Travel
- c) Intrastate Travel

- a) International Travel - \$10,958
- b) Interstate Travel - \$26,075
- c) Intrastate Travel - \$7,172

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 from date	Travel to date	Traveller	Destination	Reason for Travel	Total Travel Cost to 31/03/2024
1 July 2023	8 July 2023	The Clerk	Solomon Islands	Attend the 52 nd Presiding Officers & Clerks Conference	\$10,958

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 2023 to 31 March 2024.

Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 1 July 2023 to 31 March 2024.

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?**

- \$4,098 to host the World Pharmacist Day Cocktail function.
- \$2,341 to host the Chinese Chamber of Commerce NT of Australia Christmas function.
- \$218 for the courtesy call with the Minister of Presidency of the Council of Ministers of Timor-Leste.
- \$3,105 for the Speaker's Christmas function for Members and staff.
- \$1,634 for the Welcome of the new religious leader into the NT Parliament.
- \$2609 for the Condolence Motion Morning Tea for the late Dr Ella Stack.
- \$8,092 to host the Duke of Edinburgh NT Awards Ceremony.
- \$37 for refreshments for a visit from Japanese Delegates.
- \$45 for refreshments for a visit from UAE's Ambassador.
- \$147 to host a delegation from Taiwan.
- \$147 for a visit from Greece's Ambassador.
- \$57 to host former Speaker of the Legislative Assembly.
- \$1,231 for the Condolence Motion Morning Tea for the late Mr Lawrence Costa MLA.
- \$344 to host Timorese Diplomats attending Pilot Program – English Language Training.
- \$87 for the Farewell of the Consul for the Republic of Indonesia.
- \$109 to host the visit of Sweden's Ambassador.
- \$272 to host the visit of UK's Minister (Anne-Marie Trevelyan MP).
- \$123 to for the courtesy call with the Consul General of Vietnam to Perth.
- \$573 for the catering for DLA Strategic Plan 2024-2028 for DLA staff.
- \$460 for Legal and Constitutional Affairs catering.
- \$127 for House Committee catering.
- \$2,577 to host the Australia and New Zealand Association of Clerks-At-The-Table Professional Development Seminar 2024, nearly all funded by registration fees from delegates.

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 2023 to 31 March 2024, including agency budget totals to administer such programs.**

Nil.

- 26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2023 to 31 March 2024, and to what activities. Please list details of any contract periods as part of any arrangement.**

Nil.

- 27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2024/25 financial year?**

Nil.

- 28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2023 to 31 March 2024, including to which organisation and the services to be provided?**

Nil.

MEDIA MONITORING SERVICES

- 29. Provide expenditure details on media monitoring services for the period 1 July 2023 to 31 March 2024 (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 Questions 30 to 32 will be provided by the Department of Infrastructure, Planning and Logistics.

- 31. Please provide details of newly committed projects for the period 1 July 2023 to 31 March 2024.**

A whole-of-government response to Questions 30 to 32 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 Questions 30 to 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 2023 to 31 March 2024?**

- Parliament House electricity for the period was \$678,227.
- Electorate Offices' electricity for the period was \$95,464.

- 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 2023 to 31 March 2024?**

A whole-of-government response to Questions 34 and 35 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 34 and 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 2023/24 financial year and whether any of these fees and charges were increased following the passage of the 2023/24 financial year budget.**

Nil.

INTERNAL AUDITS

- 37. How many internal audits and financial investigations were conducted in the period 1 July 2023 to 31 March 2024?**

The department's Audit and Risk Management Committee was restructured during the period, interrupting the internal audit program. At the end of the period tender assessments for internal audit services were in progress.

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

Nil.

- 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.**

Nil.

- 40. How many agencies have been referred to existing bodies e.g. 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 2023/24, 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 2023/24 financial year**
 - d) The itemised total cost incurred by the Board during the 2023/24 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 2023 to 31 March 2024.**

Not applicable.

REVIEWS AND INQUIRIES

- 43. Details of all reviews and inquiries completed or commenced during the 2023/24 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**

Nil.

WORKPLACE HEALTH AND SAFETY

44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2023 to 31 March 2024.

For the period 1 July 2023 to 31 March 2024, there were:

- no notifiable incidents reported to NT WorkSafe under section 35 of the *Work Health and Safety (National Uniform Legislation) Act 2011*
- 2 reported incidents that led to or could have led to a physical or psychological injury, illness or disease, or where property and/or equipment was damaged. These were both slip and falls that did not require medical attention or cost the department.

45. Please detail the number of stress related matters and claims for the period 1 July 2023 to 31 March 2024.

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 2023/24 financial year. What are the locations for which they are responsible?

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