

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Major projects and Territory Economic Reconstruction, Minister for Strategic Defence Relations – for all agencies falling under the Chief Minister’s, Treasurer’s and Minister’s portfolios.

AGENCY ADMINISTRATION

Notes:

The following questions can be answered from existing agency data as at 31 March 2022.

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 2022.

Category	FTE	Head count (actual)	NT-based	Located outside NT
1. Ongoing full time	6	6	6	0
2. Ongoing part time	0.2	0.2	0	0.2
3. Fixed term full time	3	3	3	0
4. Fixed term part time	0.5	0.5	0.5	0
5. Casual contract	0	14	13	1
6. Executive contract	1	1	1	0
Total	10.7	24.7	23.5	1.2

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 (actual)	NT-based	Located outside NT
1. Ongoing full time	AO4	1	1	1	0
	AO6	2	2	2	0
	SAO1	2	2	2	0
	SAO2	1	1	1	0
Total		6	6	6	0

Category	Classification	FTE	Head count (actual)	NT-based	Located outside NT
2. Ongoing part time	AO6	0.2	0.2	0	0.2
Total		0.2	0.2	0	0.2

Category	Classification	FTE	Head count (actual)	NT-based	Located outside NT
3. Fixed term full time	AO2	1	1	1	0
	AO4	1	1	1	0
	AO5	1	1	1	0
Total		3	3	3	0

Category	Classification	FTE	Head count (actual)	NT-based	Located outside NT
4. Fixed term part time	AO4	0.5	0.5	0.5	0
Total		0.5	0.5	0.5	0

Category	Classification	FTE	Head count (actual)	NT-based	Located outside NT
5. Casual contract	AO2	0	8	8	0
	AO3	0	2	2	0
	AO4	0	3	3	0
	SAO1	0	1	0	1
Total		0	14	13	1

Category	Classification	FTE	Head count (actual)	NT-based	Located outside NT
6. Executive contract	EO3C	1	1	1	0
Total		1	1	1	0

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

A small pool of casual staff are kept on contract in readiness for any by-elections or other electoral events that may come up.

(d) What is the total number of staff that have been recruited for COVID-19 purposes over the period?

Nil.

2. Please advise the number of staff held against the following categories as at 31 March 2022:

Category	Number
Resigned	0
Made Redundant	0
Terminated	0
Unattached	1
Classified Redeployee	0
Supernumerary	5
Total number terminated due to COVID mandate	0

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2022.

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 2022 and as a percentage of the agency total employment.

Category	Number	% of total staff
Frontline	0	0

(b) Please advise how the agency determines which staff fall under the category of frontline.

Although we interact with the public no staff are identified as frontline.

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 2022. Please use the table format presented below for your response.

Nil.

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2022. Please use the table format presented below for your response.

Nil.

7. **(a) How many positions were advertised during the period 1 July 2021 to 31 March 2022?**

Nil.

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

Not applicable.

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

Not applicable.

- (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?**

Not applicable.

OUTSOURCING

8. **(a) For the period 1 July 2021 to 31 March 2022, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the agency.**

As part of the 2021 Local Government Elections, some regional councils opted to trial a community voting option at existing council delivery centres which provided voting services using council staff. However these staff were not paid by the NTEC, rather they replaced casual election staff who would have been employed as part of a remote mobile voting team.

- (b) Is consideration being given to outsource, contract-out or privatise in financial year 2022/23? If so, provide details.**

No.

LEGAL EXPENSES

9. **What has been the expenditure on legal advice or related expenses for the period 1 July 2021 to 31 March 2022? Provide details on:**

- (a) The matter(s) (designate which are finalised and which ongoing)**

Legal advice pertaining to a Freedom of Information request.

(b) The amount paid by matter

\$6,875 for the one matter.

(c) The amount paid to each outside legal firm or barrister engaged

\$6,875 to Information Consultants Pty Ltd.

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2021 to 31 March 2022, 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

Development of a business case for replacement of the NTEC's election management system.

(b) Cost

\$23,655.50

(c) Person or entity engaged

Enterprise Project Services (DCDD).

(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)

Northern Territory.

(e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy

No report tabled.

(f) Outcomes or key performance indicators for the report or consultancy

Business case was completed.

(g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken.

Procurement was through DCDD ICT specialist panel contract.

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 2021 to 31 March 2022 as follows:

Nil.

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.

Not applicable

13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2021 to 31 March 2022?

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 2021 to 31 March 2022?

Not applicable.

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 2022.

Position Title	Actual Classification Code	No of positions
Manager, Public Awareness	SAO1	1
Senior project officer	AO6	1 (0.2)
Electoral services officer	AO6	2
Project officer	AO4	1
Office manager	AO4	1
Total		6

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2021 to 31 March 2022:

- 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.**

Not applicable.

- 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 2021 to 31 March 2022.**

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.**

a) Purpose	b) Entity engaged	c) Cost (exclusive)	d) Tenders or EOIs invited	e) Separate arrangements
Press advertising for: <ul style="list-style-type: none"> • 2021 Local Government Elections, • Daly By-election • Coomalie (Batchelor Township Ward) By-election 	News Pty Ltd	\$14,009	No NTG contract	No
Press advertising for: 2021 Local Government Elections	ACM Rural Press (under News Pty Ltd)	\$889	No NTG contract	No
Press advertising for: 2021 Local Government Elections	Tennant and District Times	\$1,063	No NTG contract	No
TV advertising for: 2021 Local Government Elections	Atomic Search Pty Ltd	\$28,540	No NTG contract	No
Radio advertising for: 2021 Local Government Elections	Atomic Search Pty Ltd	\$31,343	No NTG contract	No
Creative content production as part of public awareness campaign for the 2021 Local Government Elections	Bellette Media	\$18,792	No NTG contract	No
In-language advertising production for radio, television and social media for: <ul style="list-style-type: none"> • 2021 Local Government Elections • Daly By-election: 	Aboriginal Broadcasting Australia	\$21,050	No NTG contract	No

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 2021 to 31 March 2022 broken down to:

(a) International travel

Nil.

(b) interstate travel

\$15,707 - travel expenditure related interstate electoral specialists to assist with the 2021 Local Government Elections.

(c) intrastate travel

\$136,188 - intrastate travel costs associated with the provision of voting services for the 2021 Local Government Elections, the Division of Daly By-election and the Coomalie (Batchelor Township Ward) By-election.

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.

Not applicable.

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 2021 to 31 March 2022.

Not applicable.

HOSPITALITY / FUNCTIONS AND EVENTS

- 24. Please provide full details of all official hospitality provided for the period 1 July 2021 to 31 March 2022.**
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?**

Nil.

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 2021 to 31 March 2022, 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 2021 to 31 March 2022, 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 2022/23 financial year?**

Nil.

- 28. Please detail the amounts paid on grants, donations and incentives to non-government organisations for the period 1 July 2021 to 31 March 2022, 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 2021 to 31 March 2022 (including entities engaged and who utilises the service).**

Nil.

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 2021 to 31 March 2022.**

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 2021 to 31 March 2022?**

\$4,340.

- 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 2021 to 31 March 2022?**

A whole-of-government response to Question 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 Question 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 2021/22 financial year and whether any of these fees and charges were increased following the passage of the 2021/22 financial year budget.**

The only statutory or legislative fees and charges for the NTEC are for the registration of political parties and political party name changes, and nomination deposit fees for Legislative Assembly elections.

No registrations or requests for political party name changes were received in the 2021/22 financial year budget, therefore the revenue raised is \$0.

The Division of Daly By-Election had 4 candidates who paid the \$500 nomination deposit fee, however 3 candidates had their deposit fees returned

as they reached the required threshold of first preference votes. Therefore the revenue raised was \$500.

There were no increases in statutory or legislative fees and charges following the passage of the 2021/22 financial year budget.

INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 1 July 2021 to 31 March 2022?

2 internal audits conducted. No financial investigations.

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

Value for Territory audit for the period 1 January 2021 to 31 December 2021 submitted to the Buy Local Industry Advocate.

Cabinet Information Security Measures review for the period February 2021 to January 2022.

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 2021/22, 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 2021/22 financial year**
 - (d) The itemised total cost incurred by the Board during the 2021/22 financial year**

Not applicable.

42. The number of times the Board met during the period 1 July 2021 to 31 March 2022.

Not applicable.

REVIEWS AND INQUIRIES

43. Details of all reviews and inquiries completed or commenced during the 2021/22 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**

Not applicable.

WORKPLACE HEALTH AND SAFETY

44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2021 to 31 March 2022.

None.

45. Please detail the number of stress related matters and claims for the period 1 July 2021 to 31 March 2022.

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 2021/22 financial year. What are the locations for which they are responsible?

The NTEC has no regional offices however, temporary offices were established in Alice Springs, Katherine and Tennant Creek for the purpose of conducting the 2021 Local Government Elections.

WRITTEN QUESTIONS

47. How many written questions has the agency answered in the period 1 July 2021 to 31 March 2022? Please provide WQ reference numbers.

Written Question details for the requested period are publicly available on the NTG Parliament website: <https://parliament.nt.gov.au/business/written-questions>.