

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### WRITTEN QUESTION

Mr Vowles to the Attorney-General and Minister for Justice; Public Employment; Children and Families; and **Correctional Services**

#### Ministerial Communications, Staffing and Certificates of Exemption

*Government agencies are currently preparing data for verification and inclusion in end of year financial statements. Once approved by Accountable Officers and audits have been completed, end of year financial data will be available in agency Annual Reports in accordance with the Public Sector Employment and Management Act and the Financial Management Act.*

*Financial information included in this WQON is to 31 March 2014 and is comparable with any financial information that was tabled during the Estimates Committee Hearings.*

1. For all departments, agencies and authorities you are responsible for, please detail as of 1 July 2013 and as of 1 July 2014:
  - a. total staffing numbers
  - b. total staffing numbers by FTE
  - c. a breakdown by classification and level
  - d. by classification and level, the number of permanent employees
  - e. by classification and level, the number temporary employees.

Total staffing numbers for Pay 26 of 2012-13 vs Pay 26 of 2013-14 by Paid Headcount and FTE

NTDCS Total Paid Headcount Pay 26 2012-13	NTDCS Total Paid Headcount Pay 26 2013-14	NTDCS Total FTE Pay 26 2012-13	NTDCS Total FTE Pay 26 2013-14
963.00	987.00	925.57	952.37

Total staffing numbers for Pay 26 of 2012-13 vs Pay 26 of 2013-14 by Designation

DESIGNATION	NTDCS Total FTE Pay 26 2012-13	NTDCS Total FTE Pay 26 2013-14
Administrative Officer 2	14.72	11.59
Administrative Officer 2 rostered shift	0.00	2.00
Administrative Officer 3	53.32	45.34
Administrative Officer 3 rostered shift	54.57	42.75
Administrative Officer 4	56.37	64.81

Administrative Officer 4 rostered shift	3.00	9.00
Administrative Officer 5	70.90	66.38
Administrative Officer 5 rostered shift	3.50	4.00
Administrative Officer 6	46.80	47.05
Administrative Officer 7	29.53	35.73
Senior Administrative Officer 1	17.22	22.76
Senior Administrative Officer 2	8.50	10.00
Chief Industries Officer	16.00	21.00
Chief Prison Officer	31.45	38.39
Chief Superintendent	1.00	1.00
Deputy Superintendent	5.00	9.00
Principal Industries Officer	1.00	2.00
Prison Officer First Class	86.26	71.34
Prison Officer In Training	79.03	49.93
Prison Officer	187.80	211.53
Senior Industries Officer	35.00	49.89
Senior Prison Officer	54.18	65.33
Superintendent	1.00	0.00
Executive Officer 1 Contract	10.00	10.00
Executive Officer 2 Contract	4.00	6.00
Executive Officer 5 Contract	1.00	1.00
Executive Officer 2	1.00	1.00
Home Detention Officer	10.96	12.45
Head Lecturer Prison Education 3	2.00	1.00
Lecturer Prison Education	10.46	7.38
Professional 2	8.00	9.82
Professional 3	8.50	7.00
Senior Professional 1	6.50	6.73
Senior Professional 2	1.00	1.00
Technical 4	4.00	6.17
Technical 6	2.00	2.00
<b>Total</b>	<b>925.57</b>	<b>952.37</b>

FTE permanent staffing numbers for Pay 26 of 2012-13 vs Pay 26 of 2013-14 by Designation

<b>DESIGNATION</b>	<b>Permanent FTE Pay 26 of 2012-13</b>	<b>Permanent FTE Pay 26 2013-14</b>
Administrative Officer 2	6.00	3.00
Administrative Officer 3	38.58	28.40
Administrative Officer 3 rostered shift	15.03	16.90
Administrative Officer 4	39.93	41.81

Administrative Officer 4 rostered shift	3.00	4.00
Administrative Officer 5	60.90	58.68
Administrative Officer 5 rostered shift	3.50	4.00
Administrative Officer 6	40.00	42.05
Administrative Officer 7	24.85	28.73
Senior Administrative Officer 1	15.22	19.76
Senior Administrative Officer 2	8.50	9.00
Chief Industries Officer	16.00	19.00
Chief Prison Officer	31.45	38.39
Chief Superintendent	1.00	1.00
Deputy Superintendent	5.00	9.00
Principal Industries Officer	1.00	2.00
Prison Officer First Class	86.26	71.34
Prison Officer In Training	3.24	1.91
Prison Officer	181.80	199.55
Senior Industries Officer	35.00	46.89
Senior Prison Officer	54.18	65.33
Executive Officer 1 Contract	0.00	0.00
Executive Officer 2 Contract	0.00	0.00
Executive Officer 5 Contract	0.00	0.00
Executive Officer 2	1.00	1.00
Home Detention Officer	0.00	0.00
Head Lecturer Prison Education 3	1.00	1.00
Lecturer Prison Education	7.46	6.28
Professional 2	7.00	9.82
Professional 3	7.50	5.00
Senior Professional 1	6.50	6.73
Senior Professional 2	1.00	1.00
Technical 4	2.00	3.00
Technical 6	2.00	2.00
<b>Total</b>	<b>705.90</b>	<b>746.57</b>

FTE Temporary staffing numbers for Pay 26 of 2012-13 vs Pay 26 of 2013-14 by Designation

<b>DESIGNATION</b>	<b>Temp contract FTE Pay 26 2012-13</b>	<b>Temp contract FTE Pay 26 2013-14</b>	<b>Casual staff FTE Pay 26 2012-13</b>	<b>Casual staff FTE Pay 26 2012-13</b>
Administrative Officer 2	7.00	8.59	1.72	0.00
Administrative Officer 2 rostered shift		2.00		
Administrative Officer 3	13.80	16.94	0.94	

Administrative Officer 3 rostered shift	22.63	10.00	16.91	15.85
Administrative Officer 4	16.44	23.00		
Administrative Officer 4 rostered shift	0.00	5.00		
Administrative Officer 5	10.00	7.70		
Administrative Officer 5 rostered shift				
Administrative Officer 6	6.80	4.50		0.50
Administrative Officer 7	4.68	7.00		
Senior Administrative Officer 1	2.00	3.00		
Senior Administrative Officer 2		1.00		
Chief Industries Officer		2.00		
Chief Prison Officer				
Chief Superintendent				
Deputy Superintendent				
Principal Industries Officer				
Prison Officer First Class				
Prison Officer In Training	75.79	48.02		
Prison Officer	6.00	11.98		
Senior Industries Officer		3.00		
Senior Prison Officer				
Superintendent	1.00			
Executive Officer 1 Contract	10.00	10.00		
Executive Officer 2 Contract	4.00	6.00		
Executive Officer 5 Contract	1.00	1.00		
Home Detention Officer			10.96	12.45
Head Lecturer Prison Education 3	1.00			
Lecturer Prison Education	3.00	1.10		
Professional 2	1.00			
Professional 3	1.00	2.00		
Senior Professional 1				
Senior Professional 2				
Technical 4	2.00	2.00		1.17
Technical 6				
<b>Total</b>	<b>189.14</b>	<b>175.83</b>	<b>30.53</b>	<b>29.97</b>

### Key Points

Total Paid Headcount (part a) refers to the number of employees who were being paid during the pay period and has been used to calculate these figures.

The FTE (full-time equivalent) calculation is based on the salary actually paid for the fortnight (FTE gross salary). One FTE is based on an employee working full time hours (36.75).

An employee working part time or on leave with half pay will be represented as a fraction of this. An employee on leave without pay will not be included in this calculation.

All data is based on Pay 26 of 2012-13 and Pay 26 of 2013-14.

A permanent staff member is one employed on an ongoing basis within the NTPS. This may include employees on temporary transfers to the department from another NTPS agency where they hold a permanent position.

A temporary staff member is one employed on a fixed period contract in the NTPS, or one working on a casual working arrangement (as and when required).

2. Have you or any of your Ministerial Staff engaged in formal or informal communications with L and B MacFarlane (or their representatives) concerning any matter in relation to a water extraction license? If so:
  - a. Which Ministers and Ministerial Advisers have engaged in the communications?
  - b. What was the substance of the communications?
  - c. When did the communications take place?

Answer Question 2

Neither I nor any of my Ministerial Staff have engaged in formal or informal communications with L and B MacFarlane (or their representatives) concerning any matter in relation to a water extraction license.

3. Have you or any of your Ministerial staff engaged in formal or informal communications with Peter Maley (or his representatives) concerning any matter in relation to a water extraction license? If so:
  - a. Which Ministers and Ministerial Advisers have engaged in the communications?
  - b. What was the substance of the communications?
  - c. When did the communications take place?

Answer Question 3

Neither I nor any of my Ministerial Staff have engaged in formal or informal communications with Peter Maley (or his representatives) concerning any matter in relation to a water extraction license.

4. For each Government Agency and Authority how many Certificates of Exemption were issued in 2013/14? For each 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. Why was the Certificate of Exemption required?
  - d. Who recommended the Certificate of Exemption?

e. Who approved the Certificate of exemption?

f. Who was awarded the contract?

One Certificate of Exemption was issued between 1 July 2013 and 31 March 2014 for procurement activities undertaken by the Department of Correctional Services.

For the Certificate of Exemption (C of E) approved between 1 July 2013 and 31 March 2014:

- a. The description of the goods and services contracted was “Supply of (Pronto) software including ongoing support, maintenance and upgrades for a period of 36 months”;
  - b. The value of the goods and services contracted is: \$736,644.00;
  - c. The C of E was required as Pronto is a proprietary software package, was the product of choice as it is recognised as ‘best of breed’, is used and proven in other correctional centres in other jurisdictions, and was required for the new Darwin Correctional Precinct to provide prisoner money management and complete inventory and commercial financial management for Correctional Industries;
  - d. Ken Middlebrook, Commissioner, Northern Territory Correctional Services recommended the C of E; and
  - e. The Hon. John Elferink, Minister for Correctional Services, approved the C of E.
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