



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

No. 24

WRITTEN QUESTION

Ms Uibo to the Minister for Trade, Business and Asian Relations:

Department of Trade, Business and Asian Relations Administration

STAFFING

1. (a) Please advise the number of staff employed in the following categories as of 9 December 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 the use of part-time and casual positions within the overall workforce profile.

2. Please advise the number of staff held against the following categories as of 9 December 2024:

Category	Number
Resigned	
Made Redundant	
Terminated	
Unattached	

Classified Redeployee	
Supernumerary	

3. Please advise the number of staff identifying as Aboriginal and Torres Strait Islander as of 9 December 2024.

Category	Number
Aboriginal and Torres Strait Islander	

4. (a) Please advise the number of Frontline staff as FTE as of 9 December 2024 and as a percentage of the Agency's total employment.

Category	Number	%age of Total Staff
Frontline		

(b) Please advise how the Agency determines which staff fall under the category of 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 of 9 December 2024. Please use the table format presented below for your response.

Number Engaged	Labour Hire / Employment Agency / Consultancy	Purpose	Duration	Cost

6. Please advise how many **locums** have been employed, for what purpose, duration, and at what cost as of 9 December 2024. 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 24 August 2024 to 9 December 2024?
- (b) Of the total number advertised in 7(a), how many positions had Special Measures applied?
- (c) Please break down the levels of positions that had Special Measures applied.
- (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?

OUTSOURCING

8. (a) For the period 24 August 2024 to 9 December 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 2025/26? If so, provide details.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 24 August 2024 to 9 December 2024? Provide details on:
 - a) The matter(s) (designate which are finalised and which are ongoing)
 - b) The amount paid by matter
 - c) The amount paid to each outside legal firm or barrister engaged

PROCUREMENT / CONSULTANCIES

10. From 24 August 2024 to 9 December 2024, please detail expenditure on each report and consultancy (excluding annual reports) 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 24 August 2024 to 9 December 2024 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 of 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 24 August 2024 to 9 December 2024?

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 24 August 2024 to 9 December 2024?

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?

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 purchasing goods and/or services as of 9 December 2024.

FOCUS GROUPS / POLLING / SURVEYS

For the period 24 August 2024 to 9 December 2024:

17. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.
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.
19. Please provide copies of each survey and the results of each survey.

COMMUNICATIONS AND MARKETING

20. Please detail expenditure on advertising and communications during the period 24 August 2024 to 9 December 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 expenditures and media outlets.

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 24 August 2024 to 9 December 2024 broken down to:
 - a) International Travel
 - b) Interstate Travel

c) Intrastate Travel

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.

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 24 August 2024 to 9 December 2024.

HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 24 August 2024 to 9 December 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?

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 24 August 2024 to 9 December 2024, including agency budget totals to administer such programs.

26. Please detail the funds utilised to distribute awards and sponsorships in the period 24 August 2024 to 9 December 2024, and to what activities. Please list details of any contract periods as part of any arrangement.

27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2025/26 financial year?

28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 24 August 2024 to 9 December 2024, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

29. Provide expenditure details on media monitoring services for the period 24 August 2024 to 9 December 2024 (including entities engaged and who utilises the service).

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?

31. Please provide details of newly committed projects for the period 24 August 2024 to 9 December 2024.

32. Please provide details of contracts awarded to interstate firms, the purpose of the contract, the cost, and why a territory firm was not chosen.

GOVERNMENT LEASED BUILDINGS

33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 24 August 2024 to 9 December 2024?

34. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period 24 August 2024 to 9 December 2024?

35. 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

36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2024/25 financial year and whether any of these fees and charges were increased following the 2024 election.

INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 24 August 2024 to 9 December 2024?
38. What were the terms of reference or focus for each investigation?
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.
40. How many agencies have been referred to existing bodies, e.g. Auditor- General/Independent Commission Against Corruption (ICAC), and how?
41. How many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.

BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your Agency in 2024/25, also providing the following information:
- a) The Terms of Reference, if changed since the election.
 - b) The current members and when they were appointed
43. The number of times the Board met during the period 24 August 2024 to 9 December 2024.

REVIEWS AND INQUIRIES

44. Details of all reviews and inquiries completed or commenced since 24 August 2024, 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

45. Please provide the number, nature and cost of reportable safety issues for the period 24 August 2024 to 9 December 2024.

46. Please detail the number of stress-related matters and claims for the period 24 August 2024 to 9 December 2024.

REGIONAL OFFICES

47. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved since 24 August 2024. What are the locations for which they are responsible?