

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
DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

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:

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	21	21	21	0
2. Ongoing Part Time	2.3	4	2	0
3. Fixed Term Full Time	6	6	5	0
4. Fixed Term Part Time	0	0	0	0
5. Casual Contract	0	0	0	0
6. Executive Contract	2	2	2	0
Total	29.3	31	31	0

Please provide, for each of the six categories above:

- (b) the relevant position classifications and the number of staff employed against each classification.

Category	Classification	FTE	Head Count (Paid)	NT-based
1. Ongoing Full Time	AO2	1	1	1
	AO3	1	1	1
	AO4	7	7	7
	AO5	1	1	1
	AO6	3	3	3
	AO7	3	3	3

Category	Classification	FTE	Head Count (Paid)	NT-based
	SAO1	1	1	1
	SAO2	4	4	4
Total		21	21	21
2. Ongoing Part Time	AO2	0.6	1	1
	AO4	0.7	1	1
	AO5	0.5	1	1
	SAO1	0.5	1	1
Total		2.3	4	4
3. Fixed Term Full Time	AO4	1	1	1
	AO5	1	1	1
	AO6	1	1	1
	SAO2	1	1	1
Total		4	4	4
4. Fixed Term Part Time		0	0	0
Total		0	0	0
5. Casual		0	0	0
Total		0	0	0
6. Executive Contract	EO3C	1	1	1
	EO5C	1	1	1
Total		2	2	2

(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 Department of the Legislative Assembly 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.

While not paid on 31 March 2022, the DLA maintains a casual team to support the production of Hansard during Sittings.

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

None.

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

Category	Number
Resigned	6
Made Redundant	0
Terminated	0
Unattached	1
Classified Redeployee	0
Supernumerary	1
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	%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 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 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.

Not applicable.

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

Nine.

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

Seven.

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

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

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 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.

None.

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

The Department's total legal expenses from 1 July 2021 to 31 March 2022 was \$10,850.

\$5,220 was expended by Legal and Constitutional Affairs Committees on legal advice provided by Professor Ned Aughterson relating to review of subordinate legislation.

\$5,471 was expended by the Department to seek advice from Sparke Helmore Lawyers relating to Members and Accompanying Persons' Allowance as per Remuneration Tribunal Determination (RTD) No. 1 of 2021.

The Department spent \$159 to serve an exclusion notice to a member of the public to be excluded from the Parliamentary Precinct from 16 March 2022 to 16 March 2023 provided by Top End Bailiff & Collection Services.

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**
 - (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**

None.

- 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:**

None.

- 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?**

None.

- 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?**

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 2022.

Position title	Classification	No of positions
Functions Officer	AO4	1
Building and Property Maintenance Assistant	AO4	1
Business Services Officer	AO4	1
Clerk's Executive Administrator	AO6	1
Education Promotions Officer	AO4	1
Finance Officer	AO4	1
Business Support Assistant	AO3	1
Senior Finance Officer	AO6	1
Total		8

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.

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.

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 total of \$473 was spent on marketing and promotion comprising of advertisements for Clerk Associate and Procedural Support positions.

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**
- (b) Interstate Travel**
- (c) Intrastate Travel**

Answers regarding official travel do not include travel undertaken by Members using Remuneration Tribunal Determination entitlements or by staff in the Office of the Speaker or Electorate Offices.

- (a) None.**
- (b) None.**
- (c) Three employees travelled to Central Australia to support a Public Accounts Committee inquiry at a cost of \$9,165.41.**

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.

None.

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?**

- \$31 for ACT Clerk visit
- \$1,720 for Speaker Christmas barbecue dinner for Members and Electorate Officers
- \$1,144 for condolence morning tea
- \$243 for the Commonwealth Women Parliamentarians (CWP) NT Branch Members Networking Function
- \$1,265 for DLA staff morning tea
- \$207 for Top End Mustangs afternoon tea
- \$520 for Speaker's NT Youth Round Table function
- \$1,263 for Senior Territorians function
- \$8 for Office of the Clerk meeting refreshments
- \$169 for House Committee catering
- \$120 for Privileges Committee catering
- \$70 for Standing Orders Committee catering
- \$719 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 2021 to 31 March 2022, 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 2021 to 31 March 2022, 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 2022/23 financial year?**

None.

- 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?**

None.

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).**

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 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?**

\$687,184.

- 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.**

None.

INTERNAL AUDITS

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

The DLA has an Internal Audit Committee which determines a schedule of internal audits covering a range of subject areas such as informal audits of travel, purchases, contracts, records management and the annual Value for Territory audit. The Committee meets four times a year on average and implements recommendations to improve processes across the DLA. The Committee's internal audits conducted between 1 July 2021 and 31 March 2021 have not found major breaches, making only small process based recommendations which have been accepted.

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

Please see response to Question 37.

- 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.**

None.

- 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**

None.

- 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**

None.

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.**

The DLA has a shared responsibility for Work Health and Safety with Members for Electorate Office staff. This answer contains incidents relating to Electorate Office staff.

Open Claims as of 31 March 2022	Claims Expenses from 1 July 2021
3	\$71,736.50

New Claims by Mechanism of Injury	
Falls, trips and slips of a person	1
Vehicle incidents and other	1
Total	2

- 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?**

All DLA staff are located in Parliament House, Darwin.

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>.