

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Agency Administration

Mrs Finocchiaro to the Chief Minister for all agencies falling under the previous Ministry's portfolio responsibilities, listed in Administrative Arrangements Order (No. 2) 2020, as follows:

Part 1

Agencies for Financial Management Act 1995 and Public Sector Employment and Management Act 1993

- Auditor-General's Office
- Department of Corporate and Information Services
- Department of Education
- Department of Environment and Natural Resources
- Department of Health
- Department of Infrastructure, Planning and Logistics
- Department of Local Government, Housing and Community Development
- Department of Primary Industry and Resources
- Department of the Attorney-General and Justice
- Department of the Chief Minister
- Department of the Legislative Assembly
- Department of Tourism, Sport and Culture
- Department of Trade, Business and Innovation
- Department of Treasury and Finance
- Land Development Corporation
- Northern Territory Electoral Commission
- Northern Territory Emergency Service
- Northern Territory Fire and Rescue Service
- Office of the Commissioner for Public Employment
- Office of the Independent Commissioner Against Corruption
- Ombudsman's Office
- Police Civil Employment Unit
- Territory Families

Part 2

Agencies for Financial Management Act 1995 only

- Aboriginal Areas Protection Authority
- Department of Local Government, Housing and Community Development – NT Home Ownership
- Northern Territory Police, Fire and Emergency Services
- Northern Territory Treasury Corporation

AGENCY ADMINISTRATION

Notes:

We submitted these questions and received responses as at 31 March 2020. Now that there have been significant machinery of government changes, in the interests of accountability and completeness, we are asking the same questions for a full year record of actuals.

We understand it will be easier for agencies to provide a full year response rather than just the final quarter.

If there is to be a whole of government response to any of the questions, it would be appreciated if these are referred early to the Minister responsible to enable a response within the same timeframe as the remainder of the questions.

My office would be very grateful if the question could be inserted at the beginning of each answer. Thank you for doing this last time.

STAFFING

1. Please provide details for the following staffing questions as at 30 June 2020:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2020, and as a percentage of the agency total employment as at 30 June 2020 (all classifications);
 - c) Please advise the number of frontline staff as FTE as at 30 June 2020 and as a percentage of the agency total employment (all classifications).

Answer:

- 1(a)** The Northern Territory Electoral Commission had staff employed in the following categories as at Pay Period 26 (26 June 2019) and Pay Period 26 (24 June 2020). The additional FTE staff relate to contract and casual staff for the 2020 Territory Election in August.

NTEC - Staff	26 June 2019 (Pay 26)	24 June 2020 (Pay 26)
FTE	10.00	19.04
Permanent Part-Time Contract	0.00	0.60
Contract	2.00	5.00

- 1(b)** A whole-of-government response to Question 1(b) will be provided by the Minister for Public Employment.

1(c) Although many of the Northern Territory Electoral Commission roles interface directly with clients/ public, we do not distinguish these roles as 'frontline service' delivery.

2. Please advise, in each category:
- the total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2020
 - by position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2020

Answer:

2(a) The Northern Territory Electoral Commission had staff on contracts employed in the following categories as at Pay Period 26 (26 June 2019) and Pay Period 26 (24 June 2020):

NTEC - FTE	26 June 2019 (Pay 26)	24 June 2020 (Pay 26)
Executive Contracts	1.00	1.00
Temporary Employment Contracts	1.00	4.00

3. For the full financial year ending 30 June 2020 how many staff:
- resigned
 - were made redundant
 - were terminated?

Answer:

3. Northern Territory Electoral Commission staff who ceased employment (resigned, redundant or terminated) as at 30 June 2019 and 30 June 2020:

NTEC - Headcount	1 July 2018 – 30 June 2019	1 July 2019 – 30 June 2020
Resigned	1	1
Redundant	0	0
Terminated	0	0

Excludes employees on casual contracts

4. How many staff were unattached or categorised as redeployees for the full financial year ending 30 June 2020?

Answer:

4. Northern Territory Electoral Commission staff who were unattached or categorised as redeployees for the full financial year ending 30 June 2019 and for the period 1 July 2019 to 30 June 2020:

NTEC - Headcount	1 July 2018 – 30 June 2019	1 July 2019 – 30 June 2020
Unattached	0	2
Redeployee	0	0

5. How many staff were categorised as supernumerary for the full financial year ending 30 June 2020?

Answer:

5. As at 30 June 2020:

FTE	Pay 26, 2020 (24 June 2020)
Supernumerary	5.60

6. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2020?

Answer:

6. No staff were engaged through employment agency arrangements for the Northern Territory Electoral Commission.

7. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2020?

Answer:

7. Not applicable

8. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2020?

Answer:

8. Nil

9. How many positions that had Special Measures applied, as referred to in the question above, had to be re-advertised due to the initial process not securing suitable candidates?

Answer:

9. Not applicable

10. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2019. Of these, how many remain unresolved?

Answer:

10. A whole-of-government response to question 10 will be provided by the Minister for Public Employment.

OUTSOURCING

11. For the period beginning 1 July 2019 and ending 30 June 2020, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the agency. Is consideration being given to outsource, contract-out or privatise in financial year 2020/21? If so, provide details.

Answer:

11. Nil

LEGAL EXPENSES

12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? Provide details on:
- The matter(s) (designate which ones are finalised and which ones are ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

Answer:

12. The Solicitor General for the NT provides legal advice to the Northern Territory Electoral Commission.

- Nil
- Nil
- Nil

PROCUREMENT / CONSULTANCIES

13. For the period beginning 1 July 2019 and ending 30 June 2020, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:
- purpose
 - cost
 - person or entity engaged
 - 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)
 - whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - outcomes or key performance indicators for the report or consultancy
 - whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken.

Answer:

13.

a) Purpose	b) Cost (exclusive)	c) Person or entity engaged	d) Principal place of business	e) Report tabled in Legislative	f) Outcomes or key performance indicators	g) Tenders or EOIs invited
Update branding and apply colour changes to 14 x 'how to vote' videos and make 1 x training module (includes design, edits, animation)	\$3,500	Bellette	Alice Springs	No	Completed product of updated 'how to vote' videos in 14 Aboriginal languages and new training module	Nil
Phase 1: Update TV/radio ads for the 2020 Territory Election - scripts, includes TV ads, radio ads, social media videos	\$4,542	Bellette	Alice Springs	No	Completed products for TV/radio ads for the 2020 Territory Election	Nil
Update TV/radio/social media ads	\$6,905	Bellette	Alice Springs	No	Completed updates to	Nil

for <i>Your Voice, Your Community</i> program and phase 2 for TV/radio ads for 2020 Territory Election					products for TV/radio ads for the YVYC program and 2020 Territory Election	
Stage 1 and stage 2 voice over, CAD and IMD adjustment (voice creative and send out)	\$4,262	Bellette	Alice Springs	No	Completed products for Stage 1 and Stage 2 voice over, CAD and IMD adjustment for 2020 Territory Election	Nil
Undertake compliance review of political disclosure	\$11,935	BDO	Darwin	No	Independent verification that political parties have complied with disclosure requirements	Nil
Creation of educational 'Why Vote' videos	\$14,090	Bigfat Productions	Darwin	No	Completed educational product aimed at remote communities	Nil
Development of two JAQs for roles within the Public Awareness team	\$3,120	McTaggart Consulting	Darwin	No	Finalised JAQs ready for submission to DCIS HR	Nil
Production for phase 1 and 2 TV/radio ads (in top end Aboriginal languages) for the 2020 Territory Election	\$13,455	Aboriginal Broadcasting Australia	Darwin	No	Completed products for phase 1 and 2 TV/radio ads (in Aboriginal languages) for the 2020 Territory Election	Nil
Production for phase 1 and 2 TV/radio ads (in Central Australian Aboriginal languages) for the 2020 Territory Election	\$5,500	Central Australian Aboriginal Media Association	Alice Springs	No	Completed products for phase 1 and 2 TV/radio ads (in Central Australian Aboriginal languages) for the 2020 Territory Election	Nil

14. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2019 and ending 30 June 2020. Outline the tasks performed.

Answer:

14. Nil

15. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?

Answer:

15. There were 12 contracts/consultancies awarded to Territory businesses for works including creative design, auditing, ballot paper printing, auditing of financial disclosure returns and human resource services.

16. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2019 and ending 30 June 2020? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.

Answer:

16. There are two contracts with software companies which also have contracts with the ACT Electoral Commission for the provision of online certified lists and electronic voting. The ACT Electoral Commission contract enables other Commissions to use their systems with the NTEC only paying for the marginal cost of necessary software changes and operational costs. This is specialised electoral software with no service providers in the NT.

17. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2019 and ending 30 June 2020?

Answer:

17. There were no Tier 3, Tier 4 or Tier 5 procurement activities.

18. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2019 and ending 30 June 2020?

Answer:

18. None

19. For each instance identified in the question above, where a public quotation process was not undertaken, including for Certificates 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 quotation 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?

Answer:

19.

- Software provider for the electronic Legislative Assembly Polling Place System (eLAPPS)
- \$134,938
- Same company that developed this specialised electoral software for the ACT (allows for the electronic mark off of electors). The ACT Electoral Commission contract enables other Commissions to use their systems with the NTEC only paying for the marginal cost of necessary software changes and operational costs. This is a niche market with no service providers in the NT.
- Deputy Electoral Commissioner
- Electoral Commissioner

20. 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 30 June 2020.

Answer:

20. Total number of NTG Corporate Credit Cards as at 30 June 2020 = 6:

Position title	Position level
Public Awareness Manager	SAO1
Senior Communications Officer	AO6
Senior Project Officer	AO6
Senior Project Officer	AO6
Project Officer – elections	AO6
Office Manager	AO4

FOCUS GROUPS / POLLING / SURVEYS

21. Please detail expenditure during the period beginning 1 July 2019 and ending 30 June 2020 on opinion polls and focus groups, including costs and entities that conducted the work.

Answer:

21. Nil

22. Please provide copies of the surveys identified in the question above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

22. Not applicable

COMMUNICATIONS AND MARKETING

23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 30 June 2020.

For each advertisement for which an expense was incurred:

- What was the purpose / description of the advertisement?
- Who was the advertisement placed with, i.e. media outlet, newspaper, and television station or similar?
- What was the total production cost, including, but not limited to, design, commissions, and placement costs?
- Were tenders or expressions of interest called? If not, why not?

Answer:

23 (a)	23 (b)	23 (c)	23 (d)
Redistribution	Gazette, various NT newspapers, Facebook boosts	\$4,509	No. Government contract rates used
Corporate advertising: Political party registrations/name changes, NTEC education event promotion	Gazette, various NT newspapers, Facebook boosts	\$3,975	No. Government contract rates used

2020 Territory Election	Gazette, various NT newspapers, TV and radio ads, Facebook boosts, GoTransit Media Group (bus wrapping) ads	\$85,538	No. Government contract rates used. GoTransit Media Group has the sole contract for bus advertising in the NT
Johnston by-election	Newspaper and Facebook boosts	\$6,788	No. Government contract rates used
Lyons ward by-election	Newspaper and Facebook boosts	\$7,163	No. Government contract rates used
Regional council by-elections advertising	Various newspaper statutory ads	\$3,577	No. Government contract rates used

TRAVEL

24. 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 for the period beginning 1 July 2019 and ending 30 June 2020 broken down to:
- international travel
 - interstate travel
 - intrastate travel

Answer:

24.

- \$0
- \$43,256.24
- \$24,058.56

25. 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.

Answer:

25. Not applicable

26. Please provide itemised details and itemisation of costs of all travel undertaken by the minister that was paid for by the agency or authority, including travel on charters during the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

26. Not applicable

HOSPITALITY / FUNCTIONS AND EVENTS

27. Please provide full details of all public service hospitality provided for the period beginning 1 July 2019 and ending 30 June 2020.

In relation to each occasion on which official hospitality was undertaken:

- 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?

Answer:

27. Nil

GRANTS AND DONATIONS

28. Please detail expenditure on grants and donations paid by your agency (including the recipient of each grant) during the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

28. Nil

29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 30 June 2020. Indicate which awards and sponsorships were managed by regional offices. What is anticipated for the 2020/21 financial year?

Answer:

29. Nil

30. Please detail the amounts paid on grants to non-government organisations for the period beginning 1 July 2019 and ending 30 June 2020, including to which organisation and the services to be provided?

Answer:

30. Nil

MEDIA MONITORING SERVICES

31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 30 June 2020 (including entities engaged and who utilises the service).

Answer:

31. Nil

INFRASTRUCTURE PROJECTS

32. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?

Answer:

32. Not applicable

33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

33. A whole-of-government response to Question 33 will be provided by the Minister for Infrastructure, Planning and Logistics.

34. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

Answer:

34. A whole-of-government response to Question 34 will be provided by the Minister for Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

35. What is the total annual power bill of each government building owned/leased/used by each department for the period beginning 1 July 2019 and ending 30 June 2020?

Answer:

35. \$10,236

36. What is the total annual leased space of each government building used by each agency/authority and at what cost for the period beginning 1 July 2019 and ending 30 June 2020?

Answer:

36. A whole-of-government response to Question 36 will be provided by the Minister for Corporate and Digital Development

37. How much government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?

Answer:

37. A whole-of-government response to Question 37 will be provided by the Minister for Corporate and Digital Development

FEES AND CHARGES

38. Please detail the statutory or legislative fees and charges levied by your agency/authority, the revenue raised in the 2019/20 financial year and whether any of these fees and charges was increased following the passage of the 2019/20 financial year budget.

Answer:

38. Fees levied:

Political party registration fee: \$1,000

Political party name change: \$1,000

Nomination fee for Legislative Assembly elections and by-elections: \$500 per nomination (increased from \$200 by legislative amendment and effective from 1 January 2020).

Revenue raised in 2019/20:

Total revenue raised through fees and changes was \$3,000

(Revenue raised from nomination fees for the Johnston by-election was \$3,500 however \$2,500 of this was reimbursed to those candidates who reached quota.)

INTERNAL AUDITS

39. How many internal audits and financial investigations were conducted in the period beginning 1 July 2019 and ending 30 June 2020?

Answer:

39. Nil

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

Answer:

40. Not applicable

41. Please provide detail of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

Answer:

41. Not applicable

BOARDS / ADVISORY BODIES

42. Please detail all boards and advisory bodies in your agency in 2019/20, 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 2019/20 financial year
 - d) the itemised total cost incurred by the board during the 2019/20 financial year
 - e) the number of times the board met during the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

42. There was one board/advisory body in 2019/20: the Redistribution Committee
- a) The boundaries of each electoral division are reviewed and changed, if necessary, so that the number of electors in each division are as near to equal as practicable.
 - b) Electoral Commissioner: Mr Iain Loganathan
Surveyor-General: Mr Rob Sarib
Auditor-General: Ms Julie Crisp
Appointed member and Chair: Trevor Riley (4 February 2019)
 - c) All members except the Chair are full time NTPS employees and not paid further remuneration.
 - d) There were no other costs incurred by the board other than the Chair's remuneration.

- e) Two meetings (the Redistribution Committee was dissolved on 4 September 2019).

REVIEWS AND INQUIRIES

43. Details of all reviews and inquiries completed or commenced during the 2019/20 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?

Answer:

43. Not applicable

WORKPLACE HEALTH AND SAFETY

44. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

44. There were no reportable incidents during the relevant period.

45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 30 June 2020.

Answer:

45.

Agency Total	01/07/2019 – 30/06/2020
New mental stress claims received	1

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 2019/20 financial year. What are the locations for which they are responsible?

Answer:

46. One AO6 staff member was co-located with the Department of Local Government, Housing and Community Development office in Alice Springs and was responsible for the delivery of electoral services and enrolment programs for the Central Australia region. That staff member resigned from the agency in March 2020 and the position has not been replaced.

A temporary office was established in Alice Springs in June for the 2020 Territory Election.