

**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

**WRITTEN QUESTION**

Mrs Finocchiaro to the Minister for Local Government, Minister for Central Australia Economic Reconstruction, Minister for Remote Housing and Town Camps, Minister for Indigenous Essential Services, Minister for Arts and Culture – for all agencies falling under the Ministers' portfolios.

**AGENCY ADMINISTRATION**

**Notes:**

The following questions can be answered from existing Agency data as at 31 March 2021. Please include a note if a response is affected by Machinery of Government changes following the General Election in August 2020.

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 be very grateful if these practices are continued.

**STAFFING**

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2021:

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**ANSWER**

The Minister for Territory Families and Urban Housing will answer Written Questions 1-38 and 41-44 in relation to the Department of Territory Families, Housing and Communities.

<b>Category</b>	<b>Number</b>
Total Full Time Equivalent	
<i>Break-up:</i>	
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.

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2. Please advise the number of staff held against the following categories as at 31 March 2021.

<b>Category</b>	<b>Number</b>
Resigned	
Made Redundant	
Terminated	
Unattached	
Classified Redeployee	
Supernumerary	

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2021

<b>Category</b>	<b>Number</b>
Aboriginal and Torres Strait Islander	

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2021 and as a percentage of the Agency total employment.

<b>Category</b>	<b>Number</b>	<b>%age of Total Staff</b>
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 employment agency arrangements, for what purpose, for what duration and at what

cost as at 31 March 2021. Please use the table format presented below for your response.

<b>Number Engaged</b>	<b>Purpose</b>	<b>Duration</b>	<b>Cost</b>

6. Please advise how many **locums** have been employed, for what purpose, for what duration and at what cost as at 31 March 2021. Please use the table format presented below for your response.

<b>Number Employed</b>	<b>Purpose</b>	<b>Duration</b>	<b>Cost</b>

7. (a) How many positions were advertised during the period 1 July 2020 to 31 March 2021?
- (b) Of the total number advertised above, how many positions had Special Measures applied?
- (c) Please break down the levels of positions that had Special Measures applied.

## **OUTSOURCING**

8. For the period 1 July 2020 to 31 March 2021, 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 2021/22? If so, provide details.

## **LEGAL EXPENSES**

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2020 to 31 March 2021? 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

## PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2020 to 31 March 2021, please detail expenditure on each report and consultancy (excluding annual reports) that have 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
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 2020 to 31 March 2021 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 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 1 July 2020 to 31 March 2021?
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 2020 to 31 March 2021?

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?

## **FOCUS GROUPS / POLLING / SURVEYS**

For the period 1 July 2020 to 31 March 2021:

16. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.
17. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their, form, the cost and what inducements were provided to incentivize participation.
18. Please provide copies of each survey and the results of each survey.

## **COMMUNICATIONS AND MARKETING**

19. Please detail expenditure on advertising and communications during the period 1 July 2020 to 31 March 2021.  
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, and television station or similar?
  - 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?

## **TRAVEL**

20. 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 2020 to 31 March 2021 broken down to:
  - a) International Travel
  - b) Interstate Travel
  - c) Intrastate Travel

21. 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.
22. 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 2020 to 31 March 2021.

### **HOSPITALITY / FUNCTIONS AND EVENTS**

23. Please provide full details of all official hospitality provided for the period 1 July 2020 to 31 March 2021.  
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, DONATIONS AND INCENTIVES**

24. Please detail expenditure on grants, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2020 to 31 March 2021.
25. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2020 to 31 March 2021.
26. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2021/22 financial year?
27. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2020 to 31 March 2021, including to which organisation and the services to be provided?

### **MEDIA MONITORING SERVICES**

28. Provide expenditure details on media monitoring services for the period 1 July 2020 to 31 March 2021 (including entities engaged and who utilises the service).

## **INFRASTRUCTURE PROJECTS**

29. 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?
30. Please provide details of newly committed projects for the period 1 July 2020 to 31 March 2021.
31. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

## **GOVERNMENT LEASED BUILDINGS**

32. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2020 to 31 March 2021?
33. 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 2020 to 31 March 2021?
34. 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**

35. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2020/21 financial year and whether any of these fees and charges was increased following the passage of the 2020/21 financial year budget.

## **INTERNAL AUDITS**

36. How many internal audits and financial investigations were conducted in the period 1 July 2020 to 31 March 2021?
37. What were the terms of reference or focus for each investigation?
38. 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.

## BOARDS / ADVISORY BODIES

39. Please detail all boards and advisory bodies in your Agency in 2020/21, also providing the following information:
- The Terms of Reference, if changed from last year
  - The current members and when they were appointed
  - The total remuneration paid to each Board member during the 2020/21 financial year
  - The itemised total cost incurred by the Board during the 2020/21 financial year
40. The number of times the Board met during the period 1 July 2020 to 31 March 2021.

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## ANSWER

Name: <a href="#">CREATIVE INDUSTRIES SECTOR COVID-19 RECOVERY WORKING GROUP – first met July 2020 and ceased 30/11/2020 (nt.gov.au)</a>		
39 a)	TOR, if changed from last year	<p><b>BACKGROUND</b></p> <p>COVID-19's impact on the creative industries sector has been significant and has had a flow on effect across the community and the Territory, with the closure of businesses, theatres, entertainment centres, festivals and events, as well as loss of employment and revenue opportunities for artists, arts workers and arts organisations, freelance professionals and small businesses.</p> <p>The Northern Territory (NT) Government has provided targeted support through a number of programs, including the \$2 million Creative Industries Sector Immediate Response and Resilience Program for the arts and screen sectors, however the ability of artists, art workers and not-for-profit organisations to access other economic stimulus programs has been limited.</p> <p>The creative industries sector enhances visitor experiences and tourism offerings, as well as positively impacting liveability and the economic stability of the Territory. It is important that the sector has the opportunity to inform government of the impacts of COVID-19 and the support required to enable the recovery and sustainability of the sector. It is also important to consider planning, and to identify support measures should a second-wave occur in the Territory.</p>



		<p><b>PURPOSE</b> Reporting to the Minister for Tourism, Sport and Culture, the Creative Industries Sector COVID-19 Recovery Working Group is being established to provide expert, strategic advice to inform the response and recovery of the creative industries sector, and to support the sustainability, health, well-being and growth of the sector.</p> <p><b>RESPONSIBILITIES</b> Representing the creative industries sector, and responsible to the NT Government, the Working Group will:</p> <ul style="list-style-type: none"> <li>• provide a forum between industry and government to provide strategic advice to inform industry recovery planning and implementation</li> <li>• represent the views and needs of the creative industries sector</li> <li>• identify current issues and challenges, including those the sector is likely to face during the recovery</li> <li>• provide advice on practical and pragmatic actions that can assist in the recovery of the sector, including online learning and tools</li> <li>• provide practical advice in the development of sector specific guidelines, protocols and recommendations.</li> </ul> <p><b>MEMBERSHIP</b> Membership of the Creative Industries Sector COVID-19 Recovery Working Group will be drawn from industry representative bodies, senior individual industry leaders and experts, and key public sector agencies. The Working Group will consist of up to 15 members (including a Chairperson) and will aim to include at least one each from the following creative industries subsectors:</p> <ul style="list-style-type: none"> <li>• Visual arts and craft</li> <li>• Screen, radio and broadcast</li> <li>• Performing arts</li> <li>• Music composition and publishing</li> <li>• Fashion</li> <li>• Libraries, archives and museums</li> <li>• Literature and print media</li> <li>• Advertising, festivals, architecture and digital design</li> <li>• NT business sector.</li> </ul>
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	<p>Members will be sourced through an Expression of Interest, with the application process managed by the Department of Tourism, Sport and Culture.</p> <p>In finalising membership, consideration will be given to ensuring a balance of strategic leadership across the subsectors being represented, as well as the range of experience and skills.</p> <p>The Minister for Tourism, Sport and Culture will appoint the membership of the Working Group.</p> <p>Members will be appointed until 30 November 2020, with the possibility of extension.</p> <p>Working Group members will be paid sitting fees in accordance with the Northern Territory <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i>, in line with the classification of a non-statutory body Class C3: Advisory and Review Bodies/Ministerial assistance. Sitting fees are currently \$304 per day (Chairperson) and \$228 per day (members).</p> <p>The Working Group may call on individuals or organisations, including interstate industry representatives, to assist with particular expertise in the subject matter under discussion.</p> <p><b>ROLE OF DEPARTMENT OF TOURISM, SPORT AND CULTURE</b></p> <p>The Department will perform secretariat duties for the committee including:</p> <ul style="list-style-type: none"> <li>• preparation of agendas, scheduling meetings and notifying members</li> <li>• circulation of reports, supporting information prior to each meeting</li> <li>• preparation of committee meeting documentation as required</li> <li>• taking minutes of the meeting</li> <li>• facilitating communications and engagement with the sector.</li> </ul> <p><b>MEETINGS</b></p> <p>Meetings will be held as regularly as required and agreed by the Chairperson and members of the Working Group, with the first meeting to be scheduled as soon as possible after membership is confirmed.</p> <p>A minimum of eight (8) members will be required to make quorum.</p> <p><b>REPORTING</b></p> <p>A meeting communique on the discussions and actions arising from meetings should be prepared by the Working Group and provided to the Minister for</p>
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		<p>Tourism, Sport and Culture following the holding of meetings.</p> <p>ACCOUNTABILITY The Working Group is a non-statutory body. The role and functions of the Working Group are advisory in nature.</p> <p>REVIEW OF THE TERMS OF REFERENCE Given the unfolding nature of the pandemic, the Terms of Reference may be amended following meetings of the Working Group and upon the agreement of the Minister.</p>
39 b)	The current members and when they were appointed	<p>Alastair Shields (Chair) (30/06/2020)</p> <p>Kevin Banbury (30/06/2020)</p> <p>Polly Banks (30/06/2020)</p> <p>Jo Best (30/06/2020)</p> <p>Andrew Hyde (30/06/2020)</p> <p>James Mangohig (30/06/2020)</p> <p>Djambawa Marawili AM (30/06/2020)</p> <p>Christina Davidson (30/06/2020)</p> <p>Kate Morrissey (30/06/2020)</p> <p>Angela O'Donnell (30/06/2020)</p> <p>Anna Savvas (30/06/2020)</p> <p>Mark Smith (30/06/2020)</p> <p>Frankie Snowdon (30/06/2020)</p> <p>Claire Summers (30/06/2020)</p> <p>Mary Jane Warfield (30/06/2020)</p>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$8,206
40	Number of times Board met between 1 July 2020 to 31 March 2021	Four times
Name: <a href="http://nt.gov.au">HERITAGE COUNCIL (nt.gov.au)</a>		
39 a)	TOR, if changed from last year	
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Mr Alan McGill AM (01/02/2021)</li> <li>• Dr Ilka Schacht (01/02/2021)</li> <li>• Mr Stephen Ashford (01/02/2021)</li> <li>• Mr Damien Ryan (01/02/2021)</li> <li>• Mr Randle Walker (01/02/2021)</li> </ul>

		<ul style="list-style-type: none"> <li>• Mr Robert Pocock (01/02/2021)</li> <li>• Mr Tom Pauling AO QC (01/02/2021)</li> <li>• Ms Grace Foulds (01/02/2021)</li> <li>• Ms Kathryn Moir (01/02/2021)</li> <li>• Ms Rachel Perkins (01/02/2021)</li> <li>• Ms Seraphine Bray (01/02/2021)</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$34,184
40	Number of times Board met between 1 July 2020 to 31 March 2021	Three times
Name: <a href="#">LIBRARY &amp; ARCHIVES NT ABORIGINAL ADVISORY GROUP</a>		
39 a)	TOR, if changed from last year	<p><b>1. BACKGROUND</b></p> <p>The Aboriginal Advisory Group (Advisory Group) was originally established as a specific advisory group to provide feedback on the implementation and operation of the <i>Protocol for Access to Northern Territory Government Records by Aboriginal People Researching their families</i> (Protocol). The Protocol was originally developed in October 1997 to assist Aboriginal people (or their accredited agents) researching their families to access the Northern Territory (NT) Government (NTG) records. The Protocol provides for a collaborative approach to this issue. Signatories to the Protocol include the NTG, NT Stolen Generations Combined Reference Groups, KARU Aboriginal and Torres Strait Islander Child Care Agency and the Central Australian Aboriginal Child Care Agency (CAACCA). The Advisory Group was previously coordinated by the NT Archives Service (NTAS). In September 2019, the NTAS merged with the NT Library to create a new branch, Library and Archives NT (LANT). LANT has a wide range of collections and programs of relevance to Aboriginal people, in addition to facilitating access to NTG records.</p> <p><b>2. PURPOSE</b></p> <p>The purpose of the Advisory Group is to:</p> <ul style="list-style-type: none"> <li>• facilitate the provision of access to records for Aboriginal people (or their accredited agents) primarily engaged in Stolen Generations research, in line with the Protocol;</li> </ul>

- facilitate the accreditation of Stolen Generations researchers under the Protocol; and
- provide advice to LANT, the Department of Tourism, Sport and Culture (Department) on other matters relating to LANT Aboriginal collections, services and programs.

### 3. MEMBERSHIP

The Advisory Group will consist of:

- two representatives from Link-Up organisations (one representative from NT Stolen Generations Aboriginal Corporation in Darwin and one representative from the Central Australian Aboriginal Advisory Congress in Alice Springs);
- two community members (one from the Top End and one from Central Australia); and
- two representatives from the Northern Territory Public Sector, including at least one representative from LANT.

### 4. NOMINATION AND APPOINTMENT PROCESS

Nominations for the community membership positions on the Advisory Group will be sought through advertisements and on the Departmental website. Key stakeholders and organisations may also be invited to nominate a representative.

Nominations for the community membership positions will be by an Expression of Interest (EoI). EoIs must demonstrate the contribution that the nominee can make to the Advisory Group, including but not limited to:

- a commitment to assisting Aboriginal people affected by historic policies of separation;
- required skills, expertise, knowledge or experience in Aboriginal history, with a specific focus on Stolen Generations matters;
- an understanding of the issues, policies and process required to facilitate the provision of access to records to Aboriginal people, for research purposes;
- demonstrated ability to work with, and represent, a diverse stakeholders with a range of values, interests, backgrounds and expertise;
- ability to facilitate and promote the dissemination of information to stakeholders; and
- ability to commit the required time to the Advisory Group to fulfil its purpose.

Representatives from Link-up will be nominated by the Link-Up organisations. Representatives from the NTG

will be selected via internal administrative processes. Recommendations for the membership positions and the position of Chairperson for the Advisory Group will be submitted by the Chief Executive Officer (CEO), to the Minister for Tourism, Sport and Culture for selection and appointment.

## 5. ROLES

The role of the Advisory Group is to:

- provide advice to LANT on the operation and review of the Protocol;
- provide advice to LANT on programs and services affecting Aboriginal people; and
- assist in the dissemination of information relating to LANT services to Aboriginal people to the community.

The role of the Chairperson of the Advisory Group is to:

- advise members of their roles and responsibilities as members;
- conduct meetings to foster effective consideration of issues referred to or raised by the group;
- set meeting dates, location and agendas for meetings;
- ensure accurate reporting of the advice and recommendations of the group is provided to the CEO and the Minister annually, or upon request; and
- nominate an alternate Chairperson in the event that the Chairperson elect cannot attend a meeting.

## 6. TERMS OF APPOINTMENT

All Council members must adhere to the NTG Board Handbook which supports the work of all NTG Boards and Committees. The NTG Board Handbook provides practical advice to Board members in relation to their duties and responsibilities, the legislation that affects them, and their relationship with Government and other stakeholders. Members of the Advisory Group will be appointed for a three year term. Members of the Advisory Group are not remunerated.

## 7. OPERATING ARRANGEMENTS

The Advisory Group will meet twice per annum, once in Darwin and once in Alice Springs. Teleconference facilities will be provided. Out of session meetings may be convened by the Chairperson, or upon request by Advisory Group members. The Department will provide Secretariat support to the Advisory Group and will

		<p>assist the Chairperson to organise meetings, prepare agendas and record and distribute minutes. Representatives from Link-Up organisations or the NTG may nominate an alternate to attend meetings in their place if they are unable to attend a part or the whole meeting. The alternate has the same participating and voting rights as the member for the duration of the meeting. A meeting quorum shall comprise half the members of the Advisory Group, including at least two non NTG representatives. Members shall declare conflicts of interest and inform the Chairperson immediately if a matter comes before the Advisory Group that may have a personal or financial interest. Each member of the Advisory Group can request, via the Chairperson, to invite a non-member to attend meetings as observers or spokespersons on specific matters.</p> <p><b>8. REPORTING</b> The Advisory Group is required to annually report to the CEO, the Department and the Minister, or as required.</p> <p><b>9. IMPLEMENTATION AND REVIEW</b> This Terms of Reference is effective until June 2023. A periodic review of the Terms of Reference must be undertaken.</p>
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Mr Patrick Gregory (06/12/2020)</li> <li>• Dr Darryl Cronin (06/12/2020)</li> <li>• Mr Glenn Clarke (06/12/2020)</li> <li>• Ms Maisie Austin (06/12/2020)</li> <li>• Ms Margaret Furber (06/12/2020)</li> <li>• Ms Rebecca Craven (06/12/2020)</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$0
40	Number of times Board met between 1 July 2020 to 31 March 2021	One time
Name: <a href="#">LIBRARY AND ARCHIVES NT COMMUNITY REFERENCE GROUP</a>		
39 a)	TOR, if changed from last year	<p><b>1.0 BACKGROUND</b> Library and Archives NT (LANT) was formed in September 2019 as a result of the amalgamation of the Northern Territory Library (NTL) and the Northern Territory Archives</p>

		<p>Service (NTAS) – both branches within the Community Participation, Sport and the Arts Division, Department of Tourism, Sport and Culture (DTSC). The primary rationale for merging the two branches was to improve public services by bringing together existing expertise, collections, systems and facilities. LANT is responsible for collecting, preserving, providing access to and promoting the history and documentary heritage of the Northern Territory. LANT collections include NT Government archives, books, newspapers, photographs, maps, magazines, ephemera, websites, letters, diaries, community and organisational records, and oral histories. LANT also provides other archival services to the NT Government; develops public library services to meet the needs of the Territory’s diverse communities in partnership with local governments; and delivers a Parliamentary Library Service for members and staff of the Legislative Assembly.</p> <p><b>2.0 PURPOSE</b> The purpose of the LANT Community Reference Group (the Reference Group) is to:</p> <ul style="list-style-type: none"> <li>• promote and support the work of LANT</li> <li>• provide feedback to LANT on its development, direction and service provision.</li> </ul> <p><b>3.0 MEMBERSHIP</b> The Reference Group will consist of:</p> <ul style="list-style-type: none"> <li>• a Chairperson – recommendations for this position will be submitted by the CEO, DTSC (from Senior Director LANT) to the Minister for Tourism, Sport and Culture (the Minister) for selection and appointment</li> <li>• eight community representatives - appointed on the basis of an Expression of Interest (EOI) process</li> <li>• the Senior Director of LANT.</li> </ul> <p><b>4.0 NOMINATION AND APPOINTMENT PROCESS</b> Nominations for the Reference Group will be sought through EOI advertisements in the NT News and on the Departmental website. Key stakeholders and organisations may also be invited, where appropriate, to nominate a representative. Each EOI must demonstrate the contribution that the nominee can make to the Reference Group including but not limited to:</p> <ul style="list-style-type: none"> <li>• interest in the work of LANT</li> <li>• recognised experience and knowledge relevant to the work of LANT</li> </ul>
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		<ul style="list-style-type: none"> <li>• ability and willingness to raise community awareness of LANT</li> <li>• demonstrated ability to work with a diverse group of people with differing values, interests, backgrounds and expertise. Reference Group members will be selected based on eligibility criteria. A diverse membership base will be selected (including gender balance), as far as practicable. Members will be appointed by the Minister, based on recommendation by the Chief Executive Officer, DTSC. The Minister may nominate an observer to attend meetings of the Reference Group at any time. Other observers and/or guests may be invited to attend meetings with the prior approval of the Chair.</li> </ul> <p><b>5.0 ROLES</b></p> <p>The role of a Reference Group member is to:</p> <ul style="list-style-type: none"> <li>• promote and support the work of LANT</li> <li>• provide advice to LANT on its development and direction</li> <li>• share information and opportunities collaboration with stakeholders and the community</li> <li>• assist in the dissemination of information to the community.</li> </ul> <p>The role of the Chairperson of the Reference Group is to:</p> <ul style="list-style-type: none"> <li>• advise members of their roles and responsibilities</li> <li>• conduct meetings to foster effective consideration of issues referred to or raised by the Reference Group</li> <li>• liaise with the Senior Director, LANT to set meeting dates and agendas for meetings</li> <li>• ensure accurate reporting of the advice and recommendations of the Reference Group is provided to the CEO and Minister annually, or upon request</li> <li>• nominate an alternate Chairperson in the event that the Chairperson elect cannot attend a meeting.</li> </ul> <p><b>6.0 TERMS OF APPOINTMENT</b></p> <p>Members must adhere to the NT Government Boards Handbook, which supports the work of all NTG Boards and Committees. Members will be appointed by the Minister for a three-year term. Members of the Reference Group are not remunerated. If members do</p>
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		<p>not attend three consecutive meetings, they may have their membership reviewed.</p> <p><b>7.0 OPERATING ARRANGEMENTS</b>  The Reference Group will meet quarterly (four times per annum). A meeting quorum shall comprise half the members of the Reference Group. Members shall declare conflicts of interest and inform the Chairperson immediately if a matter comes before the Reference Group in which they may have a personal or financial interest. Each member of the Reference Group can request, via the Chairperson, to invite a non-member to attend meetings as observers or spokespersons having regard to the matters under discussion. DTSC will provide Secretariat support to the Reference Group and will assist the Chairperson to organise meetings, prepare agendas and record and distribute minutes.</p> <p><b>8.0 REPORTING</b>  The Reference Group will report annually to the CEO and the Minister, or as required.</p> <p><b>9.0 IMPLEMENTATION AND REVIEW</b>  This Terms of Reference is effective until June 2023. A periodic review of the Terms of Reference must be undertaken by the Senior Director, LANT. Revisions to the TOR for the Reference Group require approval by the CEO.</p>
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Ms Sally Thomas AC (19/05/2020)</li> <li>• Mr Eugene Blom (19/05/2020)</li> <li>• Mr Andrew King (19/05/2020)</li> <li>• Mr Costa Karaolias (19/05/2020)</li> <li>• Mr Patrick Gregory (19/05/2020)</li> <li>• Mr Steve Hawkins (19/05/2020)</li> <li>• Ms Anna Lucas (19/05/2020)</li> <li>• Ms Joy Cardona (19/05/2020)</li> <li>• Ms Judy Boland AM (19/05/2020)</li> <li>• Ms Kim Scott (19/05/2020)</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$0
40	Number of times Board met between 1 July 2020 to 31 March 2021	Three times

Name: <a href="http://nt.gov.au">MUSEUM AND ART GALLERY BOARD (nt.gov.au)</a>		
39 a)	TOR, if changed from last year	
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Hon. Clare Martin (appointed 01/09/2018)</li> <li>• Dr Wendy Ludwig (appointed 15/03/2021)</li> <li>• Hon Dr Tricia Kavanagh (appointed 01/07/2017)</li> <li>• Mr Allan Garraway (appointed 05/08/2016)</li> <li>• Mr Andrew Hopper (appointed 15/03/2021)</li> <li>• Mr James Paspaley (appointed 01/09/2018)</li> <li>• Mr Philip Watkins (appointed 01/09/2018)</li> <li>• Dr Stephen Morton (appointed 15/11/2018)</li> <li>• Ms Franchesca Cubillo (appointed 01/09/2018)</li> <li>• Professor Barry Judd (appointed 15/03/2021)</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$23,537
40	Number of times Board met between 1 July 2020 to 31 March 2021	Four times
Name: <a href="http://nt.gov.au">NT ARTS GRANTS PANEL</a>		
39 a)	TOR, if changed from last year	
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Mr Richard Starr</li> <li>• Mr James Mangohig</li> <li>• Mr Jonathon Saunders</li> <li>• Mr Kamahi Djordon King</li> <li>• Mr Morris Stuart</li> <li>• Mr Phillip Eaton</li> <li>• Mr Sean Pardy</li> <li>• Mr Warren H Williams</li> <li>• Mrs Amy Hetherington</li> <li>• Ms Adelaide Wood</li> <li>• Ms Amina McConvell</li> <li>• Ms Belinda Carlson</li> <li>• Ms Clare Armitage</li> <li>• Ms Elliat Rich</li> <li>• Ms Frankie Snowdon</li> <li>• Ms Gaia Osborne</li> <li>• Ms Leah Sanderson</li> </ul>

		<ul style="list-style-type: none"> <li>• Ms Marlene Chisholm</li> <li>• Ms Mary Anne Butler</li> <li>• Ms Polly Banks</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$8,642
40	Number of times Board met between 1 July 2020 to 31 March 2021	Creative Fellowships Panel x 1 Arts Projects Panel x 2 COVID Recovery Grant Panel x 1 Arts Industry Development Panel x 1 Regional Museums Grant Support program x 1
Name: <a href="#">NT HISTORY GRANTS COMMITTEE</a>		
39 a)	TOR, if changed from last year	
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Dr David Bridgman</li> <li>• Mr Jared Archibald</li> <li>• Ms Judy Boland AM</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$0
40	Number of times Board met between 1 July 2020 to 31 March 2021	One time
Name: <a href="#">STREHLOW RESEARCH CENTRE BOARD</a>		
39 a)	TOR, if changed from last year	
39 b)	The current members and when they were appointed	<ul style="list-style-type: none"> <li>• Mr Michael Liddle (appointed 01/01/2019)</li> <li>• Mr Cleophas (Lofty) Katakarinja (appointed 29/10/2018)</li> <li>• Mr Douglas Multa (appointed 28/04/2020)</li> <li>• Mr Michael Sitzler (appointed 01/01/2019)</li> <li>• Mr Phillip Gordon (appointed 27/03/2014)</li> </ul>
39 c)	The <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i> governs the setting of remuneration and other entitlements for members of statutory bodies	
39 d)	Total only of each Board's costs to 31 March 2021.	\$2,512

40	Number of times Board met between 1 July 2020 to 31 March 2021	Two times
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## REVIEWS AND INQUIRIES

41. Details of all reviews and inquiries completed or commenced during the 2020/21 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

## WORKPLACE HEALTH AND SAFETY

42. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2020 to 31 March 2021.
43. Please detail the number of stress related matters and claims for the period 1 July 2020 to 31 March 2021.

## REGIONAL OFFICES

44. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2020/21 financial year. What are the locations for which they are responsible?