

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Attorney-General and Minister for Justice, Minister for Aboriginal Affairs, Minister for Treaty and Local Decision Making, Minister for Parks and Rangers – for all agencies falling under the Attorney-General's and Ministers' portfolios.

AGENCY ADMINISTRATION

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

The following information is provided for the Territory Wildlife Parks.

- (a) Please advise the number of staff employed in the following categories as at 31 March 2022:**

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
Total Full Time Equivalent	68.57	74	74	0
<i>Break-up:</i>				
1. Ongoing Full Time	56.22	57	57	0
2. Ongoing Part Time	2.86	4	4	0
3. Fixed Term Full Time	6.65	7	7	0
4. Fixed Term Part Time	0	0	0	0
5. Casual Contract	2.84	6	6	0
6. Executive Contract	0	0	0	0

- (b) Please provide, for each of the six categories above: the relevant position classifications and the number of staff employed against each classification.**

Category	Classification	FTE	Head Count (Actual)	NT-based	Located outside NT
Total Full Time Equivalent		68.57	74	74	0
<i>Break-up:</i>					
1. Ongoing Full Time	AO2	1.00	1	1	0
	AO4	2.00	2	2	0
	AO5	2.00	2	2	0
	P3	1.00	1	1	0
	PH2	1.00	1	1	0
	SAO2	2.00	2	2	0
	T1	15.72	16	16	0
	T1R	11.00	11	11	0
	T2	9.00	9	9	0
	T2R	4.00	4	4	0
	T3	4.50	5	5	0
	T3R	1.00	1	1	0
	T4R	1.00	1	1	0
	T5	1.00	1	1	0
Total		56.22	57	57	0
2. Ongoing Part Time	AO6	0.49	1	1	0
	PH2	0.87	1	1	0
	T1	0.60	1	1	0
	T2	0.90	1	1	0
Total		2.86	4	4	0
3. Fixed Term Full Time	T1	4.65	5	5	0
	T1R	1.00	1	1	0
	T2R	1.00	1	1	0
Total		6.65	7	7	0
4. Casual Contract	T1	2.30	5	5	0
	T2	0.54	1	1	0
Total		2.84	6	6	0
5. Executive Contract		0	0	0	0

(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 NT Government 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.

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

The Territory Wildlife Parks had no staff recruited for COVID-19 purposes during the period 1 July 2021 to 31 March 2022.

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

Category	Number
Resigned	12
Made Redundant	0
Terminated	0
Unattached	5
Classified Redeployee	0
Supernumerary	7
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.

Nil.

(b) Please advise how the Agency determines which staff fall under the category of Frontline.

Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

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?

21.

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

21.

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

Classification Level	Total Positions Advertised
Administrative Officer 5	2
Physical 2	1
Senior Administrative Officer 2	2
Technical 1	10
Technical 2	2
Technical 3	3
Technical 5	1
Total	21

(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?

Most NT Government agencies have implemented special measures arrangements across the whole agency or for some roles. 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.

Nil.

(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 Territory Wildlife Parks did not incur any expenditure on legal advice or related expenses during the period 1 July 2021 to 31 March 2022.

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

a) Purpose	b) Cost \$	c) Supplier	d) Territory Enterprise	e) Report tabled in LA	f) Outcomes or KPIs	g) Tenders / EOI invited
Alice Springs Desert Park Café Expressions of Interest	891	JKW Law Practice	Yes	No	Probity Report	No, Tier 1
Alice Springs Desert Park Café Expressions of Interest	1,973	JKW Law Practice	Yes	No	Probity Report	No, Tier 1

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:

Number in the NT	Number outside of the NT
1	-

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?

One Tier 4 public tender was advertised in the period 1 July 2021 to 31 March 2022.

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?

Nil.

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	Actual Classification Code	No of Positions
ADMINISTRATION SUPPORT OFFICER	AO3	1
VISITOR SERVICES OFFICER	AO4	1
SUPERVISOR VISITOR SERVICES	AO4	1
SUPERVISOR ADMIN (TWP)	AO5	1
SPECIALIST KEEPER BIRDS	T2R	1
SENIOR MAINTENANCE OFFICER	T3	1
NURSERY MANAGER	T3	1
SUPERVISOR TECHNICAL SRVS	T3	1
SNR KEEPER ANIMAL TRAINING	T3R	1
Total		9

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.**

Nil.

- 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.**

Not applicable.

- 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) Purpose / Description	b) Placement medium	c) Cost
ASDP Caravanning Australia Magazine	Print	1,273
ASDP 2021/22 Hotel Compendium Magazine	Print	2,255
ASDP Café Concessionaire Expression of Interest	Newspaper	430
ASDP Channel 7	Television	1,000
ASDP Explore the Red Centre	Print	593
ASDP Monthly Campaign	Television	12,600
ASDP Australian Directory of School Activities, Excursions and Accommodation	Web / Multimedia	750
ASDP School Holidays	Print	500
ASDP White Pages	Print	320
ASDP Recruitment Advertising	Web	986
TWP Explore the Red Centre	Print	690
TWP Holiday Guide	Print	2,632
TWP School Holidays	Print / Web / Multimedia	4,277

Total spend for the TWPS is \$28,306 for the period 1 July 2021 to 31 March 2022.

d) No tenders or expressions of interest were called as either suppliers were under Across Government Contracts or were Tier 1 procurements.

e) The following expenditure was incurred with suppliers outside of the current across government contract, totalling \$26,570:

Media Outlet	Description	Cost
Absolute Media & Marketing	ASDP Explore the Red Centre	593
Broome Kimberley & Beyond Pty Ltd	ASDP School Holidays	500
Executive Media Pty Ltd	ASDP Caravanning Australia Magazine	1,273
Imparja Television Pty Ltd	ASDP Monthly Campaign	12,600
John Batman Group	ASDP 2021/22 Hotel Compendium Magazine	2,255
Southern Cross Austereo Pty Ltd	ASDP Channel 7	1,000
Tourism Top End	TWP Holiday Guide	2,632
	TWP School Holidays	3,527
Tourist Information Distributors Australia	TWP Explore the Red Centre	690
Walsh Media Services	ASDP Australian Directory of School Activities, Excursions and Accommodation	750
	TWP School Holidays	750

The advertising placements that have been procured directly with advertising outlets is a legacy item and moving forward a new process has been put in place to book advertising through Atomic.

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

Expense Type	2021-22 to 31 March 2022 \$
a) International Travel	-
b) Interstate Travel	-
c) Intrastate Travel	4,485
TOTAL	4,485

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.

Not applicable.

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?

Nil.

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.

Nil.

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.

Nil.

27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2022/23 financial year?

Nil.

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?

The Territory Wildlife Parks did not pay any grants, donations, or incentives to non-Government organisations for the period 1 July 2021 to 31 March 2022.

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 utilise 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?

\$363,513.

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.

Actual revenue for each specific fee and charge is not captured.

Total goods and services revenue, including statutory/legislative fees and charges for the Territory Wildlife Parks for the period of 1 July 2021 to 31 March 2022, was \$1.4 million. The fees and charges for the Territory Wildlife Parks is \$37.00 Single Entry per adult and \$18.50 Single Entry per child 5-16 years.

INTERNAL AUDITS

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

Nil.

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

Not applicable.

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.

Not applicable.

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**

Nil.

REVIEWS AND INQUIRIES

42. 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

Nil.

WORKPLACE HEALTH AND SAFETY

43. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2021 to 31 March 2022.

Nil.

44. Please detail the number of stress related matters and claims for the period 1 July 2021 to 31 March 2022.

Nil.

REGIONAL OFFICES

45. 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?

Regional Office	# of Staff ¹	Functions/ Outcomes achieved	2021-22 Cost to 31 March 2022 ² \$'000
Alice Springs	43	Manage, maintain, and monitor the habitats and animals located at the Alice Springs Desert Park to ensure that the deliverables of the Alice Springs Desert Park are met.	2,616
Total	43		2,616

¹ The number of staff represent the headcount of staff working at the Regional Office.

² The cost represents the employee salary related costs. The administrative effort required to provide other expenditure and outcomes has been determined to be excessive and would result in undue diversion of resources from service delivery.

WRITTEN QUESTIONS

46. 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>.