

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

STAFFING

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2021:
 - (b) Please provide, **for each of the six categories above:** the relevant position classifications and the number of staff employed against each classification.

Answer:

1. (a)

Category	No. of full time equivalent
1. Ongoing Full Time	8.00
2. Ongoing Part Time	0.00
3. Fixed Term Full Time	2.00
4. Fixed Term Part Time	0.00
5. Casual Contract	1.03
6. Executive Contract	1.00
Total	12.03

1. (b)

Category	Classification	No. of full time equivalent
1. Ongoing Full Time	AO4	2.00
	AO6	3.00
	AO7	1.00
	SAO1	1.00
	SAO2	1.00
Total		8.00

Category	Classification	No. of full time equivalent
2. Ongoing Part Time		0
Total		0

Category	Classification	No. of full time equivalent
3. Fixed Term Full Time	AO2	1.00
	AO4	1.00
Total		2.00

Category	Classification	No. of full time equivalent
4. Fixed Term Part Time		0
Total		0

Category	Classification	No. of full time equivalent
5. Casual Contract	AO2	0.03
	AO3	0.03
	AO4	0.97
Total		1.03

Category	Classification	No. of full time equivalent
6. Executive Contract	EO3C	1.00
Total		1.00

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

Answer:

Category	Number
Resigned	1
Made Redundant	0
Terminated	0
Unattached	2
Classified Redeployee	0
Supernumerary	4

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

Category	Number
Aboriginal and Torres Strait Islander	

Answer:

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 2021 and as a percentage of the agency total employment.

(b) Please advise how the agency determines which staff fall under the category of frontline.

Answer:

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

(b) Not applicable.

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.

Answer:

Nil.

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.

Answer:

Not applicable.

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.

Answer:

(a) One.

(b) Nil.

(c) Not applicable.

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.

Answer:

Nil for the period 1 July 2020 to 31 March 2021.

In 2021/22 the agency will be negotiating service level agreements with regional councils for the 2021 local government elections in August.

There is no cost to the NTEC for these outsourced arrangements.

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:
- a) The matter(s) (designate which ones are finalised and which ones are ongoing)
 - b) The amount paid by matter
 - c) The amount paid to each outside legal firm or barrister engaged

Answer:

- (a) Postal votes for the division of Barkly at the 2020 Territory Election finalised.
- (b) \$2,795 (gst excl).
- (c) \$2,795 (gst excl).

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:
- 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

Answer:

a) Purpose	b) Cost (exclusive)	c) Person or entity engaged	d) Principal place of business	e) Report tabled in Legislative Assembly	f) Outcomes or key performance indicators	g) Tenders or EOIs invited
Ongoing specialised election software, hosting support for eLAPPS (electronic Legislative Assembly Polling Place System)	\$14,000	F1 Solutions	Turner, ACT	No	Continue to provide and host secure eLAPPS software, along with support to the NTEC for election events	No
Review of financial disclosure and compliance by the candidates of the 2020 Territory Election	\$48,600	M Cardellini, P.G Maher, D.A On, C.J Sciacca and C Taziwa trading as BDO (NT)	Darwin	No	Review & provide recommendations on compliance of political parties and candidates relating to financial disclosure for the 2020 Territory Election	Selected invitation
Review of financial disclosure & compliance by the candidates for the Johnston by-election	\$13,600	M Cardellini, P.G Maher, D.A On, C.J Sciacca and C Taziwa trading as BDO (NT)	Darwin	No	Review & provide recommendations on compliance of political parties and candidates relating to financial disclosure for the 2020 Johnston by-election	No
NTEC staff strategic planning workshop	\$9,800	Dr Tina Lambert	Darwin	No	Conduct background research, design & deliver strategic planning workshop resulting in the key deliverable of	No

					providing the agency with a draft strategic plan with the full participation of all staff.	
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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:

Answer:

Number in the NT	Number outside of the NT
4	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.

Answer:

Contract	Business entity	Address	Selection criteria
19-0851	F1 Solutions	Level 1, 103 Northbourne Ave, Turner ACT 2612	Only supplier of electoral software for electronic certified lists

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?

Answer:

Nil.

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?

Answer:

One.

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?

Answer:

- (a) Consultancy – Review of financial disclosure and compliance of the candidates of the 2020 Territory Election.
- (b) \$48,600 (gst excl.).
- (c) Limited suppliers due to technical requirements.
- (d) Iain Loganathan, Electoral Commissioner.
- (e) Sarbesh Chitrakar, Enterprise Corporate Services, DCDD.

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.

Answer:

Nil undertaken.

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 incentivise participation.

Answer:

Not applicable

18. Please provide copies of each survey and the results of each survey.

Answer:

Not applicable.

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?

Answer:

a) Purpose	b) Entity engaged	c) Cost (exclusive)	d) Tenders or EOIs invited
2020 Territory Election: Production of creative development for live reads and scripts in language	Aboriginal Broadcasting Australia (now First Nations Media)	\$10,000	No
2020 Territory Election: Television advertising across all Territory channels: Channels 7, 9, 10, Imparja, ICTV, ABA	Atomic212 Group	\$43,290	No NTG contract D17-0375
2020 Territory Election: Radio advertising across Territory stations: Hot 100, Mix104.9, CAAMA, TEABBA, ABA, Yolnu, SunFM, 8HA, Territory FM	Atomic212 Group	\$39,971	No NTG contract D17-0375
2020 Territory Election: Press advertising across the Territory, includes digital press: NewsXtend, NT News, Centralian Advocate, Tennant District Times, Katherine Times	Atomic212 Group	\$32,466	No NTG Contract D17-0375
2020 Territory Election: Online social media advertising & ad hoc promotional opportunities across various social media platforms: Facebook, Instagram, Messenger & Audience network	Atomic212 Group	\$54,497	No NTG Contract D17-0375
2020 Territory Election: Creative development of radio & TV advertising	Bellette media	\$4,385	No

2020 Territory Election: Creative development for in language scripts & live reads for remote voting	CAAMA Productions	\$10,375	No
2020 Territory Election: Delivery of live reads on air for remote voting.	CAAMA Productions	\$1,320	No

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

Answer:

- (a) \$0.
- (b) \$45,495 (Interstate electoral specialists for NT LA election).
- (c) \$194,506 (Remote voting services).

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.

Answer:

Not applicable.

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.

Answer:

Not applicable.

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?

Answer:

Nil.

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.

Answer:

Nil.

25. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2020 to 31 March 2021.

Answer:

Nil.

26. Indicate which awards and sponsorships were managed by regional offices. What is anticipated for the 2021/22 financial year?

Answer:

Nil.

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?

Answer:

Nil.

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).

Answer:

A whole-of-government response to Question 28 will be provided by the Department of the Chief Minister and Cabinet.

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?

Answer:

A whole-of-government response to Question 29 will be provided by the Department of Infrastructure, Planning and Logistics.

30. Please provide details of newly committed projects for the period 1 July 2020 to 31 March 2021.

Answer:

A whole-of-government response to Question 30 will be provided by the Department of Infrastructure, Planning and Logistics.

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

Answer:

A whole-of-government response to Question 31 will be provided by the Department of Infrastructure, Planning and Logistics.

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?

Answer:

\$5,547

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?

Answer:

A whole-of-government response to Question 33 will be provided by the Department of Corporate and Digital Development.

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

Answer:

A whole-of-government response to Question 34 will be provided by the Department of Corporate and Digital Development.

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.

Answer:

15,462 apparent non-voters were sent infringement notices following the 2020 Territory Election with a total of 1,269 admitting liability and paying the \$25 expiation fee.

The revenue raised totaled \$31,725.

There were no increases in fees and charges following the passage of the 2020/21 financial year.

INTERNAL AUDITS

36. How many internal audits and financial investigations were conducted in the period 1 July 2020 to 31 March 2021?

Answer:

One internal audit, conducted in April 2021.

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

Answer:

Value for Territory audit for the period 1 January 2020 – 31 December 2020 submitted to the NT Buy Local Industry Advocate.

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.

Answer:

Nil.

BOARDS / ADVISORY BODIES

39. Please detail all boards and advisory bodies in your agency in 2020/21, 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 2020/21 financial year
- d) The itemised total cost incurred by the board during the 2020/21 financial year

Answer:

Not applicable.

40. The number of times the board met during the period 1 July 2020 to 31 March 2021.

Answer:

Not applicable.

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

Answer:

Not applicable.

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.

Answer:

Not applicable.

43. Please detail the number of stress related matters and claims for the period 1 July 2020 to 31 March 2021.

Answer:

Not applicable.

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?

Answer:

The NT Electoral Commission has no regional offices however, temporary offices were established in Alice Springs, Katherine, Tennant Creek and Nhulunbuy for the purpose of conducting the 2020 Territory Election.