

# Department of the Legislative Assembly

Committee: Estimates  
Paper No: 1-1 Date: 14/6/16  
Tabled By: Speaker  
Signed: [Signature]

## Global Questions – Estimates 2016

Mr Gunner to each Minister, with written questions for each agency and government authority the Minister is responsible for, for the financial year 2015/16:

### GOVERNMENT ADVERTISING

1. Please provide the costs of advertising and communications in 2015-16 in each agency / Authority.

- Provide a name / description of advertising campaigns run by your agencies / authorities and the costs associated with each campaign.
- Provide the details on the number and level of staff who are responsible for communications and advertising in your agencies / authorities.
- Has there been an increase in the number of staff and the level of staff responsible for communication and advertising in your agency from 2013-14 to 2015-16? If so, how many and at what additional cost?

Please provide the details and costs of all government advertising that contained either the image or voice of the Minister or Chief Minister or the name of the Chief Minister or Minister.

#### DLA's Answer:

- From 1 July 2015 to 31 March 2016, advertising costs were \$10,648.

#### Summary:

Business Unit	Amount GST Exclusive
Portrait of Senior Territorian Exhibition	\$5,209
Public Accounts Committee	
• Call for submission	\$2,465
Office of the Clerk	
• 2016 Sittings Dates	\$1,345
Parliamentary Education Total	\$1,262
This amount comprises:	
• 2016 Parliament Open Day	\$735
• Advertising in Top End Holiday Guide for 2016-2017)	\$527
Ice Select Committee	
• Ice Public Hearing	\$367
Total	\$10,648

## TENDERS AND CONSULTANCIES

2. For each agency / authority, please provide the costs and number of all consultancies undertaken by the agency.

- Please provide details for consultancies associated with communications.
- Please provide details of consultancies over \$100 000.
- Please provide details on consultancies that were conducted by interstate companies.

### DLA's Answer:

- From 1 July 2015 to 31 March 2016, two consultants were engaged at the total cost of \$1,877.

### Summary of consultancies used:

Name	Business Unit	Amount <i>GST Exclusive</i>
Employee Assistance Services Incorporated - Counselling	Business Support Services	\$493
Darwin Consultant Psychologists	Business Support Services	\$1,384
<b>Total</b>		<b>\$1,877</b>

3. Which consultants were not selected through competitive tendering and why?

N/A

4. For each agency / authority, how many Certificates of Exemption were issued in 2015-16?

### DLA's Answer:

In 2015-16 one certificate of exemption was issued

5. For each Certificate of Exemption:

- a. What is the description of the goods and services contracted?

Servicing agreement for Hansard software

- b. What is the value of the goods and services contracted?

\$32,282 (Tier 2)

- c. Why was the Certificate of Exemption required?

Certificate of Exemption to obtain one quote – Northern Territory Industry Capability Network confirmed there were no local companies who could provide service. System is proprietary.

## STAFFING

6. How many staff are in each agency / authority detailed by:

a. Full time equivalent

**DLA's Answer:** At Pay 20 on 23 March 2016, The Full Time Equivalent (FTE) was 96.97, which is a decrease of -0.99 for the same time in 2015.

Category	FTE	FTE
	2016	2015
Members of the Legislative Assembly	25.00	25.00
Electorate Office Staff	35.87	31.95
Department of the Legislative Assembly	32.00	35.00
Casual DLA Officers (Hansard and Education)	2.00	6.01
<b>TOTAL</b>	<b>96.97</b>	<b>97.96</b>

b. Permanent part time contract

**DLA's Answer:**

- DLA do not have any permanent part-time employees.
- DLA employ 59 people on fixed period contracts in electorate offices – of these 4 electorate officers job share so are part time and 31 electorate office assistants which are part time positions.

c. Temporary contract.

**DLA's Answer:**

- Temporary (fixed-term) contracts 59 for electorate offices, 2 for Speakers office, one for DLA during the period.

d. Frontline staff as FTE and as a percentage of the agency

**DLA's Answer:** All DLA's staff are classified as front staff.

e. FTE and percentage of identified Aboriginal and Torres Strait Islander staff in the agency.

**DLA's Answer:**

- As at pay 20 on 23 March 2016, the Department has two employees who are identified as Aboriginal and Torres Strait Islander.
- Of the funded establishment of 40 position, this equates to 5 %
- OCPE do not include Members or electorate officers in the indigenous count (metrics).

7. How many staff are ECO 1 level and above detailed by classification level.

**DLA's Answer:**

Three staff are ECO1 level and above, details are as follows.

- ECO1
- ECO3
- ECO5



8. How many staff resigned in 2015-16 to date and what is that as a percentage of the agencies total staff?

**DLA's Answer:**

- One DLA employee resigned, representing 2.5% of the agency's total staffing establishment of 40.

9. How many staff were made redundant in 2015-16? How many were terminated?

**DLA's Answer:** Nil

**AGENCY TRAVEL**

10. **Please note – there will be separate questions sent to the Department of Chief Minister.** These questions apply to all other agencies and Government authorities the Minister is responsible for.

Please provide the total cost of travel in each agency and authority broken down into:

- a. International
- b. Interstate
- c. Intrastate.

In the case of international travel please provide the itinerary, persons and costs involved in each international trip.

**DLA's Answer:**

- 30 travel requisitions were processed between 1 July 2015 and 31 March 2016.
- One trip was cancelled and rescheduled to a later date
- 12 trips were undertaken by electorate officers for the purpose of training. All of these were intra-territory travel.
- 17 trips were undertaken by DLA staff.
- Three trips were international, four trips were interstate and 22 trips were intra-territory.
- The international trips were:
- The Clerk accompanying the Speaker to the Commonwealth Parliamentary Association conference in London.
- The Clerk attending The Australia and New Zealand Association of Clerks-at-the-Table conference in Wellington New Zealand.
- The Parliamentary Education Services Manager attending the Australian Parliamentary Educator's Conference in New Zealand.
- All DLA staff travel is managed through the NT Government TRIPs system and appropriate prior approvals were obtained during the period.
- 22 trips were booked through FCM the approved DLA travel management company.
- One trip was a trip booked pursuant to Speaker's Determination DLA14 of 2015 to mirror the Speaker's official travel and was done internally on-line by the Department, without using a travel agent. In order to mirror the Speaker's travel this was required at the time. With appropriate notice, official travel by staff accompanying the Speaker will be booked using the travel agent allocated to the DLA.

- Three trips for Electorate Officers were booked by HelloWorld.
- Seven trips contained no air travel (vehicle only).

Description	2015-16 Expense July 2015 to March 2016 \$
Travel Fares	45,875
Accommodation	28,724
Allowances and Other Expenses	13,241
<b>Total</b>	<b>87,840</b>

11. **Please note- separate questions will be sent to the Department of Chief Minister.** Please provide details and costs of all travel undertaken by the Minister that was paid for by the agency or authority, including travel on charters.

## HOSPITALITY

12. Provide details and costs of all hospitality expenditure in the agency or authority undertaken. Please indicate which events were held on behalf of the Minister or at events which the Minister attended.

### DLA's Answer:

Total cost for Speaker's Hospitality from 1 July 2015 to 31 March 2016 was **\$58,975.25** in this period there were **30 functions** held, while this is fewer than the last period for estimates they catered to a larger number of people.

With respect to invitation lists, consideration is given to the type of function and guests are invited accordingly. Leader of the Opposition is invited along with the relevant shadow portfolio Member. The Chief Minister and relevant Government Ministers are invited along with the relevant elected Member.

Then there are industry stakeholders connected with the type of function along with relevant members of the public, e.g. With the Portrait of a Senior Territorian Art Award, seniors from all electorates that were reasonably able to attend were invited. In cases where external groups organise the functions such as the Somerville Christmas Party that has been held in Parliament House for a number of years, the guest list is determined by the organisation.

### Large functions

- Construction Reception
- Vietnam Veteran's Reception
- Portrait of a Senior Territorian Art Award Reception
- Somerville Community Christmas Carols
- Speaker's Christmas Party
- Reception for the Delegates to the Patriots National AGM
- Opening of Parliament Children & Adults Morning Tea
- Electorate Officers High Tea with Madam Speaker
- Know Your assembly Reception in Alice Springs
- Birthday Lunch for Darwin Legacy War Widows



- Speaker's Welcome Reception for the Commonwealth Youth Parliament Delegates
- Speaker's Welcome Reception for the CPA Regional Conference Delegates
- Reception for Southern districts Cricket Club to thank volunteers and sponsors
- Speaker's Dinner with Media Representatives
- Speaker's Dinner with Members of the Legal fraternity
- Speaker's Dinner with the Niue Delegation
- Speaker's Dinner with CWP members

### Smaller Receptions

- Opening of Parliament
- Morning Tea with the Reverend Ian McDonald and others
- Morning Tea for the Girraween students
- Women in Engineering Reception
- Pre Build Up Ball drinks in Speaker's Suite
- Pre CYP Dinner drinks in Speaker's Suite
- Pre-Dinner drinks with Mentors for CYP in Speaker's Suite
- Pre CPA Conference Dinner drinks in Speaker's Suite
- Build Up Ball Cheque Presentation
- Morning Tea with the Palmy Plumes
- Afternoon Tea with Darwin Sea Scouts
- Morning Tea with Middle Point students

### Courtesy Calls

- Susan Chang Huan Soon – Chairman for Sabah

There were a further 38 meetings/briefings in Madam Speaker's Suite.

## **BOARDS AND ADVISORY BODIES**

13. Please detail all boards and advisory bodies in your agencies.

**DLA's Answer:** Apart from internal arrangement such as the Department Internal Audit Committee and Board of Management, there are no such bodies.

14. Please indicate Boards and advisory bodies where the Chair and / or members attract remuneration.

**DLA's Answer:** N/A

15. Please list the total cost of each Board and advisory bodies in your agencies.

**DLA's Answer:** N/A

16. Please detail how often each board or advisory body met in 2015-16.

**DLA's Answer:** N/A

17. Please list membership of those boards and amounts paid to members in 2015-2016

**DLA's Answer:** N/A

## FEES AND CHARGES

18. Detail the statutory or legislative fees and charges levied by your agency / authority, the revenue raised and whether any of these fees or charges were increased in Budget 2016.

### DLA's Answer:

- From 1 July 2015 until 31 March 2016, there were a total of 434 functions held in Parliament House, one function less than the past year.
- 107 functions attracted revenue of \$53,804.
- The Speaker waived 60 function fees amounting to \$21,698.
- 267 bookings were functions or events that automatically do not attract booking fees such as meetings, events or training held by the Department of the Legislative Assembly.

### Government

Customer	Number of Functions	Amount Received No GST \$
Ministerial	57	\$15,833
Protocol	11	\$2,251
NTG Agencies	10	\$9,301
Library	3	\$1,095
<b>Total Government</b>	<b>81</b>	<b>\$28,480</b>

### External

Customer	Number of Functions	Amount Received GST Inc. \$
External Functions	21	\$19,113
Karen Sheldon	2	\$2,276
Weddings	3	\$3,935
<b>Total External</b>	<b>26</b>	<b>\$25,324</b>

<b>Grand Total</b>	<b>107</b>	<b>\$53,804</b>
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Number of Events Waived	Amount Waived Inc. GST
60	\$21,698.00

## INTERNAL AUDITS

19. How many internal audits and financial investigations were conducted in each agency in 2015/16

**DLA's Answer:** There are 29 internal audits conducted.

Audit Title	Description
Cab Charge	Sample cabcharge vouchers usage by departmental staff to obtain assurance whether usage is compliant with the cabcharge policy.
Purchases	Check for prior approval on all purchases submitted through the Electronic Invoice Management System and Corporate Credit Card System
Cleaning contract	Random spot checks for adherence to specified conditions of contract
Work Health Safety	Review and update Work Health Safety Management System
Members Travel	Audit completed travel to check for compliance with the RTD and Financial Management practices
Electorate Office Lease	Meet with NTPM in DCIS to review matters relating to electorate and liaison office leases
Infrastructure Projects	Meet with DOI for a program control meeting to review ongoing and upcoming infrastructure projects
Security contract	Random spot checks for adherence to specified conditions of contract
Security Guidelines	Review and Update
Landscaping contract	Random spot checks for adherence to specified conditions of contract
Long Service and Recreation leave Balances	Monitor staff with excess leave credits to ensure entitlement is being used.
Chief Warden Building Audit	Chief Warden Building Inspection



<b>Audit Title</b>	<b>Description</b>
Assets in Electorate Offices including: Furniture Telephone lines (VOIP) NTG ICT Resources	Monitor DLA purchased furniture and assets in Electorate Offices.
Uniforms	Uniform stock review
Petty Cash	Random spot checks to ensure the sum of petty cash held and claim forms equal the petty cash float.
Annual 50% Key Audit	Audit Key Watch & Paperwork
50% Access Pass Audit	Audit Access Pass Database
100% Access Pass Audit	Audit Access Pass Database
Electorate Office Security - Annual visits	Security Check
Review building emergency guidelines	review and update emergency guidelines
Review Cyclone Plan	review and update
Attractive and Portable Items	Stocktake of attractive and portable items
Speakers Determinations	Update of Speakers Determinations
Parking permit audit	Review and Update
Warden Lists	Request / confirm volunteer wardens
Annual building evacuation exercise	Exercise evacuation procedures
Accounting and Property Manual	Review and update of Accounting and Property Manual to ensure compliance with relevant legislations
Annual 100% Key Audit	Audit Key Watch & Paperwork
Secretariat/Ministerial Liaison Unit Compliance Assessment	Complete form relating to the treatment of Cabinet Documentation provided by DCM
Speaker's Back of House Tour	Speaker inspecting Parliament House precinct

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

**DLA's Answer:**

There was no investigation

21. 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.

**DLA's Answer:**

There was no fraud, anomalies, breaches.

## **LEGAL COSTS**

22. Please detail the cost in 2015-16 of legal services provided by private legal firms to each agency and authority for which you are responsible.

**DLA's Answer:**

There were no costs incurred for legal services.

## **NGO FUNDING**

23. Would you please advise what grant, program, project and operational funding will be provided to non-government and external organisations, including contractors, this financial year and what funding will be provided in 2016-17.

**DLA's Answer:**

N/A