

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Chief Minister for all portfolios under the Chief Minister's responsibility

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2019-2020 Budget** to be answered. They can be answered from existing Agency data.

Note 2:

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

BUDGET

1. What efficiency dividend, budget improvement or savings measures has each Agency been asked to achieve in framing the 2019/20 Budget? When was this direction given and what specific instructions were provided to achieve this result?

STAFFING

2. Please provide details for the following staffing questions as at 30 June 2018, 31 December 2018 and as at 31 March 2019:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff identified as Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).
 - c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).

3. What is the variance in FTE from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019 how many staff:
 - a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated
6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and for the period from 1 July 2018 to 31 March 2019?
8. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2018?
9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?
10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2018 and for the period from 1 July 2018 to 31 December 2018 and from 1 July 2018 to 31 March 2019?

11. How many positions that had Special Measures applied, as referred to in the question above, had to be re-advertised due to the initial process not securing suitable candidates?
12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2018 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2018 as at 31 December 2018 and as at 31 March 2019.
13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2018. Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, 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 2019/20? If so, provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2018/19? 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

PROCUREMENT / CONSULTANCIES

16. For the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, please detail expenditure on each report and consultancy (excluding annual reports) that has 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
17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending March 2019. Outline the tasks performed.
 18. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?
 19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
 20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?
 21. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019?
 22. For each instance identified in the question above, where a public quotation process was not undertaken, including for Certificates 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 quotation 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?
 23. 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 2019.

FOCUS GROUPS / POLLING / SURVEYS

24. Please detail expenditure during the period beginning 1 July 2018 and ending 31 March 2019 on opinion polls and focus groups, including costs and entities that conducted the work.
25. Please provide copies of the surveys identified in the question above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period beginning 1 July 2018 and ending 31 March 2019.

COMMUNICATIONS AND MARKETING

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2018 and ending 31 March 2018.
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 or similar?
 - c) What was the total production cost, including, but not limited to, design, commissions, placement costs?
 - d) Were tenders or expressions of interest called? If not, why not?

TRAVEL

27. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority for the period beginning 1 July 2018 and ending 31 March 2019 broken down to:
 - a) International travel
 - b) Interstate travel
 - c) Intrastate travel
28. 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.
29. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period beginning 1 July 2018 and ending 31 March 2019.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2018 and ending 31 March 2019.
- In relation to each occasion on which official hospitality was undertaken:
- a) What was the purpose of the hospitality?
 - b) How many guests attended?
 - c) How many Ministers attended?
 - d) How many Ministerial staff attended?
 - e) How many MLAs attended?
 - f) How many Public Sector employees attended?
 - g) What was the total cost incurred?

GRANTS AND DONATIONS

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2018 and ending 31 December 2018 and during the period beginning 1 July 2018 and ending 31 March 2019.
32. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2018 and ending 31 December 2018 and in the period beginning 1 July 2018 and ending 31 March 2019. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2019/20 financial year?
33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2018 and ending 31 December 2018 and for the period beginning 1 July 2018 and ending 31 March 2019, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

34. Provide expenditure details on media monitoring services for the period beginning 1 July 2018 and ending 31 March 2019 (including entities engaged and who utilises the service).

INFRASTRUCTURE PROJECTS

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2018 and ending 31 March 2019?

36. 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?
37. Please provide details of newly committed projects for the period beginning 1 July 2018 and ending 31 March 2019.
38. 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

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2018 and ending 31 March 2019?
40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2018 and ending 31 March 2019?
41. 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

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2018/19 financial year and whether any of these fees and charges was increased following the passage of the 2018/19 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2018 and ending 31 March 2019?
44. What were the terms of reference or focus for each investigation?
45. 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

46. Please detail all boards and advisory bodies in your Agency in 2018/19, also providing the following information:
- a) The Terms of Reference
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2018/19 financial year
 - d) The itemised total cost incurred by the Board during the 2018/19 financial year
 - e) The number of times the Board met during the period beginning 1 July 2018 and ending 31 March 2019

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2018/19 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

48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2018 and ending 31 March 2019.
49. Please detail the number of stress related matters and claims for the period beginning 1 July 2018 and ending 31 March 2019.

REGIONAL OFFICES

50. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2018/19 financial year. What are the locations for which they are responsible?

ANSWERS – DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

1. Whole of Government efficiencies, page 1 *Root and Branch Review*, released April 2019.

2a)

	Period 26 2017-18		Period 19 2018-19	
Category	Headcount	FTE	Headcount	FTE
Full time equivalent	72	65.82	72	65.47
Contract (part time)	20	4.4	19	4.85
Contract (full time)	3.00	3.00	3.00	3.00

- Figure includes DLA and electorate office staff. Excludes casual contracts.

- 2b) A whole of government response will be provided by the Minister for Public Employment.

- 2c) Electorate officers are employed under the *Contracts Act 1978* as frontline staff for a term aligned with or determined by the Member.

DLA frontline staff include: Education and Hansard casuals at Parliament House and electorate office staff.

	Period 26 2017-18		Period 19 2018-19	
2c) Frontline FTE	Headcount	FTE	Headcount	FTE
% of Total	69.23%	47.44%	79.38%	49.12%

3. A whole of government response will be provided by the Minister for Public Employment.

- 4a) A whole of government response will be provided by the Minister for Public Employment.

4b)

Level	Period 26 2017-18	Period 19 2018-19
Executive Contract Officer 5	1	1
Executive Contract Officer 3	1	1
Executive Contract Officer 1	1	1
Senior Administration Officer 1	2	1
Administration Officer 7	0	2
Administration Officer 6	1	2
Administration Officer 5	116	127
Administration Officer 4	21	14
Administration Officer 3	0	1
Administration Officer 2	4	8
TOTAL	147	158

- A number of the AO4 and AO2 positions relate to electorate staff and casual DLA tour guides and Hansard contract.
- The other administration levels relate to positions that have fixed term funding or are recruited to for a fixed-term period.

4c) A whole of government response will be provided by the Minister for Public Employment.

5.

Question 5	Period 19 2018-19
Resigned	18
Demoted	0
Redundancy	0
Termination	0

- 13 resignations were received by people on fixed term or casual contracts in electorate offices.

6. Nil

7.

Supernumerary	Period 26 2017-18	Period 19 2018-19
Total	149	159

- This figure includes all electorate office staff and casual Hansard and Parliamentary Education staff.

8. Nil.

9. Not Applicable.
10. Nil.
11. Nil.
12. As at 30 June 2018, 22 people identified as Aboriginal and Torres Strait Islander. This increased by one person at pay period 19 on 21 March 2019.
13. A whole of government response will be provided by the Minister for Public Employment.
14. Nil.
15. \$11,536 was expended by Committees on legal advice relating to Bills.
16. Nil.
17. Nil.
18. A whole of government response will be provided by the Minister for Business and Innovation.
19. A whole of government response will be provided by the Minister for Business and Innovation.
20. Nil.
21. Nil.
22. Not Applicable.

23. 15.

	Position Title	Level
1	Clerk	ECO5
2	Deputy Clerk	ECO3
3	First Clerk Assistant	ECO1
4	Clerk Assistant Chamber	SAO2
5	Executive Officer	AO6
6	Executive Secretary	AO6
7	Finance Officer	AO4
8	Travel Officer	AO4
9	Administration/ Research Officer	AO4
10	Security Supervisor	AO4
11	Education Promotions Officer	AO4
12	Functions Officer	AO4
13	Clerk's Associate	AO4
14	Building and Property Management Assistant	AO3
15	Office Services Assistant	AO3

24. Nil.

25. Not Applicable.

26.

Purpose	Vendor	Cost	Tender
Committee public forum	Katherine Times	\$170	N/A
Commonwealth Week and Parliament House Open Day	Facebook	\$40	N/A
Brochure and digital marketing	Tourism Top End	\$318	N/A

27 a). \$20 381.99 total expenditure for international travel.

27 b). \$18 319.99 total expenditure for interstate travel.

27 c). \$32 389.19 total expenditure for intrastate travel.

28.

Travel from	Travel to	Traveller	Destination	Reason	Total Cost
7/07/18	15/07/18	Clerk / CE	New Zealand	Attend 49th Presiding Officers and Clerks Conference	\$6,671.49
27/07/18	6/08/18	Clerk / CE	United States of America	Attend National Conference for State Legislatures	\$13,710.50

29. Nil.

30. Nil.

31. Nil.

32. Nil.

33. Nil.

34. Nil.

35. A whole of government response will be provided by the Minister for Infrastructure, Planning and Logistics.

36. A whole of government response will be provided by the Minister for Trade and Major Projects.

37. A whole of government response will be provided by the Minister for Infrastructure, Planning and Logistics.

38. A whole of government response will be provided by the Minister for Infrastructure, Planning and Logistics.

39. Total: \$693,258
Parliament House \$560,113
Electorate and Liaison Offices (26) \$113,145

40. A whole of government response will be provided by the Minister for Corporate and Information Services.

41. A whole of government response will be provided by the Minister for Corporate and Information Services.

42. Nil.

43. Two.

44.

Internal audit/investigation	Focus
Value for Territory Audit Audit of purchases	To ensure compliance with Procurement Rules and the Buy Local Policy
Audit of purchases	To ensure prior approval was obtained in accordance with the <i>Financial Management Act 1995</i> and Treasurer's Directions.

45. Nil.

46. Nil.

47. Nil.

48.

Incident type	Number	Cost
Body Stressing	1	0
Slips, Trips and Falls	1	0

Two incidents reported were minor and did not cause injury that required medical intervention.

49. Nil.

50. Nil.