

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, for all agencies falling under the Chief Minister's portfolio responsibilities:

AGENCY ADMINISTRATION **Department of the Legislative Assembly**

Note 1:

We have submitted similar questions to those below in past years prior to the Estimates Committee Hearings. Although it appears there will not be any Estimates Committee Hearings this year; we are submitting these questions in the interests of accountability and continuity, to enable the comparison of agency information across years.

Note 2:

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

Note 3:

My Office would be very grateful if the question could be inserted at the beginning of each answer.

STAFFING

1. **Please provide details for the following staffing questions as at 30 June 2019, and as at 31 March 2020:**
 - 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 who identify as Aboriginal and Torres Strait Islander as at 30 June 2019, as at 31 March 2020, and as a percentage of the Agency total employment as at 31 March 2020 (all classifications);**
 - c) **Please advise the number of frontline staff as FTE as at 31 March 2020 and as a percentage of the Agency total employment (all classifications).**

Answer:

1a)

Staffing	Period 26 2018-19	Period 19 2019-20
Full time	56.70	59.40
Part time	9.46	7.42
Contract (temporary and casual staff)	37.21	43.07

Includes electorate staff, but not Members of the Legislative Assembly.

1b)

A whole-of-government response to Question 1(b) will be provided by the Minister for Public Employment.

1c)

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

In the absence of a whole of Government definition for 'frontline staff', the frontline FTE percentage is based on electorate staff only and does not include DLA staff.

Frontline FTE	Period 19 2019-20
% of Agency Total	51.86%

2. Please advise, in each category:

- a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2019 and as at 31 March 2020**
- b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2019 and as at 31 March 2020**

Answer:

2a) and 2b)

Contracts		
Level	Period 26 2018-19	Period 19 2019-20
Executive Contract Officer 5	1	1
Executive Contract Officer 3	1	1
Executive Contract Officer 1	1	1
Senior Administration Officer 1	1	1

Administration Officer 7	1	2
Administration Officer 6	1	1
Administration Officer 5	24.24	25.42
Administration Officer 4	1	1.5
Administration Officer 2	1	0
TOTAL	32.24	33.92

Includes electorate staff, but not Members of the Legislative Assembly.

3. For the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020 how many staff:
- Resigned
 - Were made redundant
 - Were terminated

Answer:

3a), 3b) and 3c)

Cessations	2018-19	2019-20
Resigned	22	15
Were made redundant	0	0
Were terminated	2	4

Includes electorate staff, but not Members of the Legislative Assembly.

4. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?

Answer:

Question 4	2018-19	2019-20
Unattached	0	0
Redeployed	0	0

5. How many staff were categorised as supernumerary for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?

Answer:

Question 5 – Supernumerary Staff		
Description	Period 26 2018-19	Period 19 2019-20
Supernumerary staff	39.43	45.07

Includes electorate staff, but not Members of the Legislative Assembly.

- 6. 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 2019 and for the period from 1 July 2019 to 31 March 2020?**

Answer:

Nil.

- 7. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

Answer:

Not applicable.

- 8. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2019 and for the period from 1 July 2019 to 31 March 2020?**

Answer:

Nil.

- 9. 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?**

Answer:

Nil.

- 10. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2019. Of these, how many remain unresolved?**

Answer:

A whole-of-government response to Question 10 will be provided by the Minister for Public Employment.

OUTSOURCING

- 11. For the period beginning 1 July 2019 and ending 31 March 2020, 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 2020/21? If so, provide details.**

Answer:

Nil.

LEGAL EXPENSES

- 12. What has been the expenditure on legal advice or related expenses for the financial year 2019/20? 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:

Assembly Committees obtained advice from Professor Ned Aughterson and Ms Sally Gearin to assist them discharge their functions under Sessional Orders 13(4)(c)(iii) and (iv), and 14(2)(g) as follows:

Public Accounts Committees	\$4,861
Social Policy Scrutiny Committee	\$3,915
Economic Policy Scrutiny Committee	\$3,915

PROCUREMENT / CONSULTANCIES

- 13. For the period beginning 1 July 2019 and ending 31 March 2020, 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**

Answer:

Nil.

- 14. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2019 and ending 31 March 2020. Outline the tasks performed.**

Answer:

Nil.

- 15. 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?**

Answer:

Two.

- 1. Cleaning of Parliament House
- 2. Security of Parliament House and its Precinct

- 16. 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 2019 and ending 31 March 2020? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.**

Answer:

Nil.

- 17. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2019 and ending 31 March 2020?**

Answer:

Two.

- Tier 3: Cleaning of Parliament House
- Tier 4: Security of Parliament House and its Precinct

18. 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 2019 and ending 31 March 2020?

Answer:

Nil.

19. 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?

Answer:

Not Applicable.

20. 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 2020.

Answer:

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

FOCUS GROUPS / POLLING / SURVEYS

21. Please detail expenditure during the period beginning 1 July 2019 and ending 31 March 2020 on opinion polls and focus groups, including costs and entities that conducted the work.

Answer:

Nil.

22. 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 2019 and ending 31 March 2020.

Answer:

Nil.

COMMUNICATIONS AND MARKETING

23. Please detail expenditure on advertising and communications during the period beginning 1 July 2019 and ending 31 March 2020.
For each advertisement for which an expense was incurred:
- What was the purpose / description of the advertisement?
 - Who was the advertisement placed with, i.e. media outlet, newspaper, and television station or similar?
 - What was the total production cost, including, but not limited to, design, commissions, and placement costs?
 - Were tenders or expressions of interest called? If not, why not?

Answer:

Advertising

Parliament House Open Day	\$591
Condolences	\$1,463

Communications

Postage	\$1,019
Departmental phones	\$7,983
Network charges – Paid to DCIS	\$25,910

TRAVEL

- 24. 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 2019 and ending 31 March 2020 broken down to:**
- a) International travel**
 - b) Interstate travel**
 - c) Intrastate travel**

Answer:

- 24a) \$4 196.92
- 24b) \$26 427.78
- 24c) \$6 797.80

- 25. 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:

Travel from date	Travel to date	Traveller	Destination	Reason for travel	Total travel cost
1/02/20	5/02/20	Michael Tatham	New Zealand	Inaugural Australia and New Zealand Parliamentary Human Resources Forum	\$4,196.92

- 26. 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 2019 and ending 31 March 2020.**

Answer:

Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

27. Please provide full details of all public service hospitality provided for the period beginning 1 July 2019 and ending 31 March 2020. 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?

Answer:

Electorate Officers Forum	\$419
Estimates Committee	\$325
Economic Policy Scrutiny Committee	\$370
Social Policy Scrutiny Committee	\$220
Public Account Committee	\$265
Standing Order Committee	\$325
House Committee	\$479
Parliament House Open Day	\$222

GRANTS AND DONATIONS

28. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2019 and ending 31 March 2020.

Answer:

Nil.

29. Please detail the funds utilised to distribute awards and sponsorships in the period beginning 1 July 2019 and ending 31 March 2020. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2020/21 financial year?

Answer:

Nil.

- 30. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2019 and ending 31 March 2020, including to which organisation and the services to be provided?**

Answer:

Nil.

MEDIA MONITORING SERVICES

- 31. Provide expenditure details on media monitoring services for the period beginning 1 July 2019 and ending 31 March 2020 (including entities engaged and who utilises the service).**

Answer:

Nil.

INFRASTRUCTURE PROJECTS

- 32. 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 32 will be provided by the Minister for Trade and Major Projects.

- 33. Please provide details of newly committed projects for the period beginning 1 July 2019 and ending 31 March 2020.**

Answer:

A whole-of-government response to Question 33 will be provided by the Minister for Trade and Major Projects.

- 34. 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 34 will be provided by the Minister for Trade and Major Projects.

GOVERNMENT LEASED BUILDINGS

35. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2019 and ending 31 March 2020?

Answer:

Total	\$677,183
Parliament House	\$582,495
Electorate and Liaison Offices (26)	\$94,688

36. 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 2019 and ending 31 March 2020?

Answer:

A whole-of-government response to Question 36 will be provided by the Minister for Corporate and Information Services.

37. 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 37 will be provided by the Minister for Corporate and Information Services.

FEES AND CHARGES

38. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2019/20 financial year and whether any of these fees and charges was increased following the passage of the 2019/20 financial year budget.

Answer:

Nil.

INTERNAL AUDITS

39. How many internal audits and financial investigations were conducted in the period beginning 1 July 2019 and ending 31 March 2020?

Answer:

Two.

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

Answer:

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.

41. 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

- 42. Please detail all boards and advisory bodies in your Agency in 2019/20, 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 2019/20 financial year**
 - d) The itemised total cost incurred by the Board during the 2019/20 financial year**
 - e) The number of times the Board met during the period beginning 1 July 2019 and ending 31 March 2020**

Answer:

Nil.

REVIEWS AND INQUIRIES

- 43. Details of all reviews and inquiries completed or commenced during the 2019/20 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:

Nil.

WORKPLACE HEALTH AND SAFETY

- 44. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2019 and ending 31 March 2020.**

Answer:

Incident Type	Number	Cost (\$)
Body Stressing	1	380
Slips, Trips and Falls	4	0
Allergic Response	3	0

- 45. Please detail the number of stress related matters and claims for the period beginning 1 July 2019 and ending 31 March 2020.**

Answer:

Nil.

REGIONAL OFFICES

- 46. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2019/20 financial year. What are the locations for which they are responsible?**

Answer:

Nil.