No. 363

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Westra van Holthe to the Minister for Correctional Services, in relation to the portfolio areas within the Department of Justice

Correctional Services, in relation to the portfolio areas within the Department of Justice

HR Questions:

1. What is the NTG FTE Cap for your Agency?

2. At Pay day 20, 28 March 2012, what is the current FTE staffing of the department, by level?

3. Is this figure in line with the NTG FTE Cap?

   - If not, please explain

4. At Pay day 20, 28 March 2012, how many funded permanent positions are there in your department?

5. At Pay day 20, 28 March 2012, how many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?

   - Please separate by permanent/temporary/acting by level

6. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?

7. What is the rate per level?

8. At Pay day 20, 28 March 2012, how many funded positions are vacant in the Agency?

9. How long, in total days, have funded positions been vacant since 01 July 2011?

10. At Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract?

11. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended?

12. In the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?

13. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:

    - Selection process commenced and
    - Selection process (including position advertising) not commenced

14. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

15. In the period 01 July 2011 to 31 March 2012, what is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department? What are the level of those positions?

17. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency? What levels are they?

18. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency?

19. In the period 01 July 2011 to 31 March 2012, how many unattached employees resigned?

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department? Please break this down by position level.

21. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?

22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:

    - How many graduates started with the department
    - How many have completed the year
    - How many how won nominal positions
    - How many have left the NTG, and

- What was the length of time each stayed within the NTG before leaving?

23. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:

- How many employees do you have in your department that recognise themselves as indigenous?
- What are the levels of their positions held?
- How many at each level?
- How many are tenured and at what level?
- How many are temporary and at what levels?
- How many are acting up in positions and at what level?
- How many were still employed at 31/12/2011?
- How many have left the NTG?

24. In relation to NTPS staff as at 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave
- What is the financial value of that leave?
- What is the highest individual amount of accrued leave at each position level?
- What is the current total of sick leave entitlement of employees in the department?
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

25. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?
- What is the financial value of that leave?
- What is the highest individual amount of accrued leave at each employee level?
- What is the current total of sick leave entitlement of employees in the department?
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

26. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?
    - Break down by level and amount of leave

27. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement?
    - Break down by level and amount of leave

28. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave?
    - Break down by level and the amount of leave taken

29. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave?
    - Break down by level and the amount of leave

30. At Pay day 20, 28 March 2012, how many workers were on workers compensation? At what level and is there an expected return date?

31. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person?

32. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?

33. At Pay day 20, 28 March 2012, were there any NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?

34. How many complaints have been made in the Department in relation to workplace bullying and harassment?

In relation to each output group within the Department

35. From 01 July 2011 to 31 March 2012, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

36. Please provide a breakdown per business unit.

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12.

38. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses?

39. How much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012?

40. How many vehicles does the Department have responsibility for?

41. What is the change, if any, in these vehicle numbers from the previous year?

42. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?

43. How many vehicles are home garaged?

44. What position levels have vehicles attached or are allowed to home garage?

45. How many credit cards have been issued to department staff?

46. How many repayment transactions (and the value) for personal items and services are outstanding?

47. How many reports of the improper use of Information Technology have been made?

48. How many reports resulted in formal disciplinary action?

49. How many staff are considered 'Essential' in your Agency, for the purposes of an Emergency eg- Cyclone

    - Break down by level

Marketing:

50. From 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs?

51. What was each of those programs and what was the cost of each of those programs?

Insurance:

52. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

53. What areas of the department are self-insured? What areas are commercially insured? If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any

thresholds under which insurance is not provided or any payments on item replacement?

54. What provision has been made for disaster or major catastrophe insurance?

Climate Change:

55. From 01 July 2011 to 31 March 2012, how many tonnes of CO2 did the department emit?

56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO2 emissions across the department?

57. Has a target for departmental CO2 emissions been set for the coming financial year?
    - If yes, what % reduction is that from the previous year?
    - If no, why has a target not been set?

Utilities:

58. From 01 July 2011 to 31 March 2012, what was the cost of power and water to the department?

59. What is the projected cost for power and water to the department for the 2012-2013 financial year?

Public Events:

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year?

61. What is the level of sponsorship provided in terms of financial support or in kind support?

Advertising:

62. What is the department's budget for advertising for the 2011-2012 financial year?

63. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year?

65. From 01 July 2011 to 31 March 2012, how many consultancies were let in the year, at what cost, how many were NT firms and how many

interstate and what was the value of those intra-territory and those interstate?

ANSWER:

This question requires a significant amount of effort by the agency to produce an answer that would provide the detail requested.

The Department of Justice is involved in a lot of work in preparing for Estimates Committee hearings and in doing so will be collating information similar to that which has been requested.

The answers to these questions will be provided prior to Estimates commencing as part of agencies' preparation for Estimates.