

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

ESTIMATES 2011

ANSWERS TO WRITTEN QUESTIONS

HR Questions:

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

104 (This figure includes Members of the Legislative Assembly and Electorate Officers)

2. As of 30 March 2011, what is the current FTE staffing of the department, by level?

103.22 (MLA's and Electorate Officers included)

Pay 20 FTE count	
AO2	4
AO3	4
AO4	10.68
AO5	33.85
AO6	8
AO7	3.84
SAO1	6
SAO2	2
T5	1
ECO1	1.85
ECO2	2
ECO5	1
MLA	25
Total	103.22

3. Is this figure in line with the NTG FTE Cap?
- If not, please explain

Yes.

4. How many permanent positions are there in your department?

40 (Not including MLA and Electorate Officers)

5. 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

28 Positions are filled nominally and 9 are held against the positions on temporary appointments and 3 are vacant.

Classification	Nominal	Acting	Vacant	Total
AO2	3	0	0	3
AO3	4	0	0	4
AO4	5	2	1	8
AO5	3	0	1	4
AO6	5	2	0	7
AO7	2	1	1	4
SAO1	3	0	0	3
SAO2	2	0	0	2
EO1C	0	2	0	2
EO2C	0	1	0	1
EO5C	0	1	0	1
T5	1	0	0	1
Totals	28	9	3	40

6. What was the turnover rate of staff in the Agency in 2010?

The turnover rate of staff in 2010 was 21.28% (not including Members, Electorate Officers or casuals)

7. What is the rate per level?

Rate per level		
AO2	1	2.13
AO4	3	6.38
AO5	0	-
AO6	2	4.26
AO7	1	2.13
AO8	2	4.26
ECO2	1	2.13

8. How many vacant positions are there in the Agency as a whole?

3 vacant positions.

9. How long, in total days, have nominal positions been vacant in the department?

For each of the vacant positions, the period vacant is 148 days, 725 and 788 days respectively. These positions are being considered in an Organisational Review of the Department which is expected to conclude at the end of June 2011.

10. How many staff are currently employed on a temporary contract?

7 employees on temporary contracts

11. In the period 30 March 2010 to 30 March 2011, how many temporary contracts have been extended, broken down by level and the number of times extended?

In the period 1 July 2010 to 31 March 2011, total number of contract extensions processed is 10.

Classification	Extended Once	Ext Twice	Ext X3	Ext X4	Ext X5	Ext X6	Ext X7	Ext X8	Ext X9	Total
AO3	1									
AO4	4	2	-	1	-	-	-	-	-	
AO6	1	1	-	-	-	-	-	-	-	
Total	6	3	0	1	0	0	0	0	0	10

12. In the period 30 March 2010 to 30 March 2011, how many positions have been advertised by "expression of interest"?

In the period 1 July 2010 to 31 March 2011, 5 positions have been advertised.

13. 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

Selection process has not commenced for 3 vacant positions, subject to the conclusion of the Organisational Review.

14. Per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

Average length of time is 36 days.

15. 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?

10 Public Servants and 4 filled by external applicants.

16. In 2010, how many positions have been reclassified in the department? What are the level of those positions?

1X EO1 position has been reclassified.

17. How many permanent supernumerary unattached employees do you have in your agency? What levels are they?

1X AO3 employee.

18. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2010.

Two unattached employees have gained nominal positions within the agency or gained employment in another agency.

19. How many have resigned?

One resigned.

20. What is the average length of stay of staff in the department? Please break this down by position level.

Classification	Average length of Service in Years
AO2	13.99
AO3	12.03
AO4	2.55
AO5	14.17
AO6	9.08
AO7	1.58
EO2C	1.31
EO5C	25.32
SAO1	10.05
SAO2	11.95
T5	4.24

21. How much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?

\$7189.00

International	Local	National/Fed	Production	Total
Nil	\$ 705	\$ 6,484		\$ 7,189

22. In relation to Apprentices and Graduates, in 2010:

- 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?

There are no graduates on any government wide graduate program, however, implementing an interim recommendation of the Organisational Review, the Department has a developmental position in the Office of the Clerk for a recent graduate in law or political science to be engaged as a Clerks Associate for a non renewable 12 month period. This position is occupied by a new graduate.

23. In relation to Indigenous Employees, in 2010:

- 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 have completed the year?
 - How many have left the NTG?
- **Not including Members of the Assembly or Electorate Officers, the Department has three Indigenous employees who identify as indigenous;**
 - **1x AO3, 1XAO5, 1XAO6;**
 - **two employees are permanent with this Department and one with another agency on a temporary transfer; and**
 - **all have completed the year and remain with the Department.**

24. In relation to NTPS staff as of 30 March 2011:

- 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 in 2010?

25. In relation to Contract (ECO1 and above) staff as of 30 March 2011:

- 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 in 2010, at each employee level?

Answers to 24 & 25 are below:

24 & 25 (a, b ,c)

- **total long service leave accrued for all employees is 138.51 months;**
- **total long service for contract staff is 11.31 months;**
- **total value of long service leave for all employees is \$977,845.03;and**
- **total value for contract Staff is \$ 191,283.00;**
- **total recreation leave accrued for all employees is1703.34 days;**
- **total for contract staff is 112.02;**
- **total value of recreation leave for all employees is \$547,604.73;**
- **total value of contract staff is \$97,706.41; and**

24 & 25 (d)

- **total sick leave entitlements of all staff is 888.98 weeks**
- **total sick leave entitlement for contract staff is 140.92 weeks**

24 & 25 (e)

- **total days taken in sick leave for all employees is 398.58**
- **total sick taken in sick leave for contract staff is 21.32.**

Due to the small size of the department, break down regarding levels could identify individuals and will not be included to protect the privacy of individuals.

26. 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

One employee has utilised the cash out provision.

Due to the small size of the department, break down regarding levels could identify individuals and will not be included to protect the privacy of individuals.

27. 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

One employee has utilised the cash out provisions.

Due to the small size of the department, break down regarding levels could identify individuals and will not be included to protect the privacy of individuals.

28. As at 30 March 2011 has the CEO directed 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

The CEO has not directed any employee to take excess leave

29. As at 30 March 2011 has the CEO directed any employee under section 55.3 (a) Long Service Leave to take leave?

- Break down by level and the amount of leave

The CEO has not directed any employee to take excess leave

30. As at 30 March 2011 how many workers are currently on workers compensation? At what level and is there an expected return date?

3 Employees 1 x AO3, 1 x AO4 & 1 x former MLA

(MLA and Electorate Officers included in report)

- **AO3 claim has since been finalised and employee returned to work;**
- **AO4 claim has been finalised and employee has since separated from the NTPS**
- **former MLA claim has since been finalised.**

31. From 30 March 2010 – 30 March 2011 how many people received workers compensation in 2010, at what position level and geographic location and how long for each person?

- **In the period 1 July 2010 to 31 March 2011, 5 Employees received workers compensation;**
- **1 x AO3, 1 x AO4, 1 x AO5, 1 x AO8 & 1 x former MLA;**
- **all 5 were within the Darwin Urban location; and**
- **length of time for each person was as follows:**

Classification	Total number of days
AO3	2
AO4	0
AO5	32
AO8	0
Former MLA	431

MLAs and Electorate Officers are included in the report

32. From 30 March 2010 – 30 March 2011 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?

In the period 1 July 2010 to 31 March 2011

- **4 employees are on extended leave;**
- **1 X AO4, 2X AO5 & 1 X SAO1;**
- **2 Employees are on miscellaneous leave without pay;**
- **2 Employees are on sick leave; and**
- **all 4 employees remain on extended leave**

Electorate Officers are included in the report.

33. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service? If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?

4 employees are currently under the Commonwealth scheme.

Due to the small size of the department, break down regarding levels could identify individuals and will not be included to protect the privacy of individuals.

34. Do they still have 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?

Yes – 8 employees 1XAO2, 1X AO3, 2 X AO5, 2 X AO6 and 1 X SAO1 & 1XSAO2.

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

No complaints have been made.

36. From 30 March 2010 – 30 March 2011, 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.

\$30,494 in the period 1 July 2010 to 31 March 2011

37. Please provide a breakdown per business unit.

Committee Support	19,980
Office of the Clerk	338
Office of Statehood	10,176

38. How much is budgeted for relocation and other appointment and termination expenses in 2010/11.

Relocation expenses depend on whether recruitment action is required and the outcome of such action.

39. How much was spent on travel from March 2010 to March 2011, broken down by intrastate, interstate and international fares, accommodation and other expenses?

\$175,896 in the period 1 July 2010 to 31 March 2011 (Legislative Assembly staff only - Members Travel is tabled in the Assembly).

Air Fares			Accommodation			Other expenses
Intra-territory Fares	Interstate Fares	International Fares	Intra-territory Accommodation	Interstate Accommodation	International Accommodation	Other expenses
78,285	14,781	0	31,211	4,840	0	46,779

40. How much was spent on vehicles by the Department from March 2010 to March 2011?

\$592,944 in the period 1 July 2010 to 31 March 2011

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

30. (23 of which are allocated to Members of the Assembly)

42. What is the change, if any, in these vehicle numbers from 2009?

-1

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

93%

44. How many vehicles are home garaged?

30

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

Position classification
MLA
ECO5
ECO2
ECO1
SAO2

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

27

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

No such transactions were undertaken.

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

0.

49. How many reports resulted in formal disciplinary action?

0.

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

In line with the Department's internal cyclone guidelines, particular staff are assigned with specific responsibilities at different stages of the response and recovery phases. Dependent on the size and nature of an emergency event, additional staff may also be assigned with specific duties to assist in whole of government or internal coordination activities.

Marketing:

51. How much was spent by the Department in 2010 on advertising and marketing programs (and up to 1 April 2011).

\$143,448

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

ADVERTISING

Office of the Speaker

\$679 Opening of 2011 Parliament

\$1,822 Death notices

Portrait of a Senior Territorian

\$680 Call for entries

Parliamentary Relations and Education Unit

\$1,080 Promotion of Parliament House to tourists

\$387 Commonwealth week

\$1,599 Public tours

Council of Territory Cooperation

\$2,476 Public Hearings

Office of Statehood

\$67,022 Promotion of Information Forums

MARKETING

Alice Springs Sittings

Banners and signage

\$2,772

Office of Statehood

Promotion of Information Forums

\$37,331

Parliamentary Services

Broadcast of Parliamentary Sittings for the period through arrangements with Territory FM

\$27,600

Insurance:

53. How much was spent on insurance expenses in 2010, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

Other insurance: \$509 (includes Member and Electorate Officer expenditure)

54. 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?

The Department is self insured in line with whole of government policy

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

The Department is self insured in line with whole of government policy

Climate Change:

56. How many tonnes of CO2 did the department emit in 2010?

3,116 tonnes of CO2 (this includes Parliament House and Electorate Offices)

57. What programs and strategies were introduced to reduce CO2 emissions across the department in 2010?

- **Installation of 180 LED light fittings**
- **installation of a magnetic drive air conditioning chiller**
- **Expansion of Building Management System to capture more energy savings**

58. Has a target for departmental CO2 emissions been set for the coming financial year.

- If yes, what % reduction is that from 2010.
- If no, why has a target not been set.

The Legislative Assembly has set a 10% reduction target of CO2 emissions for the year 2011/2012

Utilities:

59. What was the cost of power and water to the department in 2010?

\$647,525

60. What is the projected cost for power and water to the department in 2011?

\$653,000

Public Events:

61. List the public events/conferences/forums that were sponsored by the department from 1 January 2010 to 1 April 2011 and what are projected for 2011/12?

SSC – Statehood Steering Committee

- **During calendar year 2010, the SSC undertook extensive public forums called information road show forums throughout the Northern Territory.**

ANTICIPATED FOR 2011-12

Constitutional Convention

- **Proposed for 21-29 April 2012. The Constitutional Convention will support delegates and panellists to attend.**

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

The Statehood information road show forums were funded separately through a specific budget allocation.

Advertising:

63. What is the department's budget for advertising for the 10/11 reporting year?

\$237,000 (Including promotion of Statehood Forums).

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

YTD Expenditure: \$75,745

\$51,202 = Newspaper

\$7,236 = Television

\$12,923 = Radio

\$4,384 = Other

65. What advertising campaigns have been undertaken or will be undertaken by the department in 2010/11?

ADVERTISING

Office of the Speaker

Opening of 2011 Parliament

Death notices

Portrait of a Senior Territorian

Call for entries

Parliamentary Relations and Education Unit

Promotion of Parliament House to tourists

Commonwealth week

Public tours

Council of Territory Cooperation

Public Hearings

Office of Statehood

Promotion of Information Forums

66. In 2010 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?

No of Consultancies: 4

NT consultants: 3

Cost: \$10,020

Interstate Consultants: 1

Cost: \$68,684 (paid to Urbis under a tender process to deliver the Statehood Forums)
