

# LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

## WRITTEN QUESTION

Mr Giles to the Minister for Indigenous Policy, in relation to the portfolio areas with the Aboriginal Areas Protection Authority.

### Aboriginal Areas Protection Authority

#### HR Questions:

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

Answer: 34

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

Answer:

Period 01 January 2012 to 31 March 2012

Classification	Classification Description	Financial Quarter 3 FTE
AO2	ADMINISTRATIVE OFFICER 2	1.83
AO3	ADMINISTRATIVE OFFICER 3	1.86
AO4	ADMINISTRATIVE OFFICER 4	0.75
AO5	ADMINISTRATIVE OFFICER 5	3.10
AO6	ADMINISTRATIVE OFFICER 6	1.75
AO7	ADMINISTRATIVE OFFICER 7	2.29
BM	BOARD MEMBERS	0.00
EO2	EXECUTIVE OFFICER 2	0.43
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1.29
P1	PROFESSIONAL 1	0.43
P2	PROFESSIONAL 2	9.62
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1.00
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	1.57
SP1	SENIOR PROFESSIONAL OFFICER 1	1.00
SP2	SENIOR PROFESSIONAL OFFICER 2	1.14
T4	TECHNICAL 4	0.50
T5	TECHNICAL 5	0.35
T6	TECHNICAL 6	0.56
<b>Aboriginal Areas Protection Authority Total</b>		<b>29.47</b>

This report calculates the agency FTE average for Financial quarter 3.

Monthly averages, "Payday Point in time" and "RAW" FTE data is available in the BOXI-HR HR-004 - Full Time Equivalent report, for 2010, 2011 and 2012 financial years.

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

- If not, please explain

Answer: Yes, this figure is in line with the Agency's FTE Cap.

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

Answer: 29

**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

Answer:

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO2	ADMINISTRATIVE OFFICER 2	2	0	3
AO3	ADMINISTRATIVE OFFICER 3	1	1	0
AO4	ADMINISTRATIVE OFFICER 4	1	1	0
AO5	ADMINISTRATIVE OFFICER 5	1	2	0
AO6	ADMINISTRATIVE OFFICER 6	0	1	1
AO7	ADMINISTRATIVE OFFICER 7	1	0	2
BM	BOARD MEMBERS	0	0	12
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	0	0	1
P1	PROFESSIONAL 1	0	0	1
P2	PROFESSIONAL 2	1	0	8
P3	PROFESSIONAL 3	1	0	0
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1	1	0
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	2	0	0
SP1	SENIOR PROFESSIONAL OFFICER 1	0	0	2
T4	TECHNICAL 4	0	0	1
T5	TECHNICAL 5	1	0	0
T6	TECHNICAL 6	0	1	0
<b>Aboriginal Areas Protection Authority</b>		<b>12</b>	<b>7</b>	<b>31</b>

**Note:**

Perm Staff Held in Nominal Positions                      Permanent staff working in their nominal position.

Perm Staff Acting in Temporary Positions                      Permanent staff working temporary transfers or that are not held against a nominal position.

Temporary Employment Contracts                      Temporary staff include staff on temporary employment contracts, casuals, honorary (board members), executive Contracts, apprentices and graduates.

The numbers represent 'Head Count' for both operative and in-operative staff but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

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

Answer: 42.85%

**7. What is the rate per level.**

Answer:

Classification	Classification Description	Turnover Rate (%)
AO2	ADMINISTRATIVE OFFICER 2	316.56 *
AO3	ADMINISTRATIVE OFFICER 3	51.28
AO4	ADMINISTRATIVE OFFICER 4	114.12
AO5	ADMINISTRATIVE OFFICER 5	0.00
AO6	ADMINISTRATIVE OFFICER 6	71.15
AO7	ADMINISTRATIVE OFFICER 7	56.88
EO2	EXECUTIVE OFFICER 2	0.00
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	87.72
P1	PROFESSIONAL 1	0.00
P2	PROFESSIONAL 2	20.34
P3	PROFESSIONAL 3	0.00
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	0.00
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	0.00
SP1	SENIOR PROFESSIONAL OFFICER 1	0.00
SP2	SENIOR PROFESSIONAL OFFICER 2	0.00
T4	TECHNICAL 4	190.48
T5	TECHNICAL 5	0.00
T6	TECHNICAL 6	0.00

**Note:**

**High Turnover Percentage:**

\* High turnover values can indicate extreme turnover, but will more likely indicate part time or short term occupancy history that will reflect abnormally low FTE average.

Situations that may reflect an abnormally low FTE average include short term casual employments for specific projects or tasks, or part time arrangements where there very few employees at that level.

This will affect turnover at the classification level only; Agency calculations are statistically valid.

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

Answer: Six

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

Answer: Between 01<sup>st</sup> July 2011 to 28<sup>th</sup> March 2012

- PN17825=28 days
- PN17827=222 days
- PN17809=12 days
- PN17828=27 days
- PN17815=271 days
- PN17823=271 days

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

Answer: 32

**Note:**

Temporary Employment Contracts

Temporary staff include staff on temporary employment contracts, casuals, honorary (board members), executive Contracts, apprentices and graduates.

The numbers represent 'Head Count' for both operative and in-operative staff but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

**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.**

Answer:

Classification	Classification Description	Extended Once	Extended Twice	Totals
AO2	Administration Officer 2	1	1	2
AO6	Administration Officer 6	1	~	1
AO7	Administration Officer 7	~	1	1
P1	Professional 1	1	~	1
<b>Totals</b>		<b>3</b>	<b>2</b>	<b>5</b>

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

Answer: One

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

- **Selection process commenced; and**

Answer: Three

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

Answer: Six

**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.**

Answer: 70.5 days

**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.**

Answer: One

Note: Refers to recruitment action that is publicly advertised through DBE.

**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.**

Answer: 1 x AO5

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

Answer:  
1 x AO5  
1 x SAO1

**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.**

Answer: Nil.

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

Answer: Nil.

**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.**

Answer:

Classification Code	Classification Description	Number of Staff	Average length of Service in Years
AO2	ADMINISTRATIVE OFFICER 2	2	0.35
AO3	ADMINISTRATIVE OFFICER 3	1	1.95
AO4	ADMINISTRATIVE OFFICER 4	2	14.30
AO5	ADMINISTRATIVE OFFICER 5	4	12.06
AO6	ADMINISTRATIVE OFFICER 6	2	1.86
AO7	ADMINISTRATIVE OFFICER 7	2	7.15
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1	4.16
P1	PROFESSIONAL 1	1	0.13
P2	PROFESSIONAL 2	8	6.28
P3	PROFESSIONAL 3	1	6.41
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1	2.56
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	2	8.34
SP1	SENIOR PROFESSIONAL OFFICER 1	2	3.58
T4	TECHNICAL 4	1	2.66
T6	TECHNICAL 6	1	6.69
<b>Aboriginal Areas Protection Authority</b>		<b>Total</b>	<b>31</b>
			<b>5.23</b>

**Note:** The "Average Length of Service" calculation is derived from the current continuous period of service in the current Agency divided by the total number of staff (Head Count).

**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.**

Answer: \$342.54

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

- **How many graduates started with the department**  
Answer: Nil.
- **How many have completed the year**  
Answer: Nil.
- **How many how won nominal positions**  
Answer: Nil.
- **How many have left the NTG, and**  
Answer: Nil.
- **What was the length of time each stayed within the NTG before leaving.**  
Answer: Nil.

**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.**  
Answer: Two
- **What are the levels of their positions held.**  
Answer: AO5
- **How many at each level.**  
Answer: Two x AO5
- **How many are tenured and at what level.**  
Answer: Two = (One x AO5, One x AO3)

- **How many are temporary and at what levels.**  
Answer: Nil.
- **How many are acting up in positions and at what level.**  
Answer: One x AO5
- **How many were still employed at 31/12/2011.**  
Answer: Two
- **How many have left the NTG.**  
Answer: Nil.

**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.**

Answer:

Recreation Leave

Classification	Q24 NTPS Staff Accrued Recreation Leave (Days)	Q24 NTPS Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
AO2	16.89	\$2,846.85	9.39
AO3	22.50	\$4,397.03	22.50
AO4	73.28	\$16,508.31	45.00
AO5	85.78	\$22,178.33	30.28
AO6	17.05	\$5,104.13	17.05
AO7	119.68	\$40,802.98	63.00
EO3C	2.08	\$1,779.61	2.08
P1	1.50	\$313.68	1.50
P2	218.73	\$61,757.01	36.50
P3	17.91	\$7,649.03	17.91
SAO1	48.13	\$17,819.43	48.13
SAO2	142.77	\$64,021.08	99.66
SP1	61.09	\$23,814.58	35.59
T4	19.59	\$5,530.48	19.59
T6	-14.37	-\$4,839.36	-14.37
<b>Aboriginal Areas Protection Authority</b>	<b>832.61</b>	<b>\$269,683.17</b>	<b>99.66</b>

Long Service Leave (LSL)

Classification	Q24 NTPS Staff Accrued Long Service Leave (Months)	Q24 NTPS Staff Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
AO2	0.14	\$549.58	0.07
AO3	0.77	\$2,971.09	0.77
AO4	4.42	\$12,121.66	3.22
AO5	10.40	\$56,188.75	3.90
AO6	1.20	\$5,419.26	0.80
AO7	6.69	\$49,647.37	4.57
EO3C	1.22	\$22,781.32	1.22
P1	0.02	\$113.63	0.02
P2	11.98	\$59,778.49	4.67
P3	2.69	\$20,920.46	2.69
SAO1	2.30	\$18,507.33	2.30
SAO2	6.00	\$58,491.99	4.30
SP1	2.09	\$14,219.89	1.07
T4	0.77	\$4,218.32	0.77
T6	2.82	\$11,756.37	2.82
<b>Aboriginal Areas Protection Authority</b>	<b>53.51</b>	<b>\$337,685.51</b>	<b>4.67</b>

TOTAL financial value of Recreation Leave & LSL = \$607,368-68

- What is the current total of sick leave entitlement of employees in the department.

Answer: 439.59 weeks

- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.

Classification	Number of Staff	Q24 NTPS Staff Days Sick Leave Taken
AO2	2	8.67
AO3	2	7.51
AO4	4	34.06
AO5	2	58.46
AO6	3	16.91
AO7	2	6.00
EO4C	1	1.00
P2	9	26.68
P3	1	6.03
SAO1	1	14.92
SAO2	2	15.59
T4	1	2.00
T5	1	1.73
<b>TOTAL =</b>	<b>31</b>	<b>199.56</b>

**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.

Answer: Recreation Leave = 2.08 days;  
Long Service Leave (LSL) = 1.22 months

- What is the financial value of that leave.

Answer: Recreation Leave = \$1,779.61  
Long Service Leave (LSL) = \$22,781.32

- What is the highest individual amount of accrued leave at each employee level.

Answer: Recreation Leave = 2.08 days;  
Long Service Leave (LSL) = 1.22 months

- What is the current total of sick leave entitlement of employees in the department.

Answer: 9.07 weeks

- **How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.**

Answer: 1 day

**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**

Answer: One x T4, \$4,799.15

**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**

Answer: Nil.

**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.**

Answer: No.

- **Break down by level and the amount of leave taken**

Answer: N/A

**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.**

Answer: No.

- **Break down by level and the amount of leave.**

Answer: N/A

**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.**

Answer: Nil.

**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.**

Answer: Nil.

**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.**

Answer: Two = 1 x AO5 (personal leave), 1 x AO4 (Leave without Pay – LWOP)

**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.**

Answer: Four = 1 x AO4, 1 x AO5, 1 x AO7, 1 x P2

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

Answer: Nil.

**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.**

Answer: \$2,568.75

**36. Please provide a breakdown per business unit.**

Answer: \$2,568.75 expenditure for whole agency.

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

Answer: \$10,500.00

**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.**

Answer:

Accommodation Totals:

INTRA-TERRITORY	INTERSTATE	INTERNATIONAL
\$62498.24	\$10430.44	\$0

Airfares Totals:

INTRA-TERRITORY	INTERSTATE	INTERNATIONAL
\$73321.02	\$19642.81	\$0

Travelling Allowance Totals:

INTRA – TERRITORY	INTERSTATE	INTERNATIONAL
\$27684.37	\$4455.81	\$0

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

Answer: \$201,000.00

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

Answer: 10 vehicles

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

Answer: Nil.

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

Answer: 40%

Due to operational requirements of the Agency's core business (to consult in remote locations) the Agency has a crucial requirement for specialist 4WD and long distance vehicles. The Agency maintains, across its Darwin and Alice Springs offices, six such field vehicles. In addition the Agency maintains two dual purpose vehicles suitable for light field work and two office based vehicles, all rated green under the Territory Government's Greening the Fleet strategy.

**43. How many vehicles are home garaged.**

Answer: Three = 1 x ECO3, 2 x SAO2

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

Answer: Three = 1 x ECO3, 2 x SAO2

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

Answer: 17

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

Answer: Nil.

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

Answer: One

**48. How many reports resulted in formal disciplinary action.**

Answer: One

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

- **Break down by level**

Answer: There are a number of officers that are assigned with responsibility for whole of government support and coordination in the event of an emergency.

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

**Marketing:**

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

Answer: \$29,600.00

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

Answer:

\$17,500.00 – Raising awareness of sacred sites (advertising and exhibiting at conferences and forums);

\$12,100.00 – Engaging with Indigenous youth about sacred sites.

**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.**

Answer:

\$3,124.00 – General Property Insurance

\$7,064.00 – Motor Vehicle Insurance

\$26,045.00 – Workers Compensation Insurance

**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.**

Answer: All areas of major risk are insured by the AAPA. The insurance is due for renewal on the 01<sup>st</sup> July annually. General property insurance attracts a threshold for each item insured.

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

Answer: Refer to Q53.

**Climate Change:**

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

Answer: 9 months to 31/03/12 = 54 tonnes.

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

Answer: A number of strategies have been implemented and/or continued by the Authority to reduce its carbon footprint, including:

Implementation of improved systems for working with and archiving documents in an electronic environment leading to significant reduction in paper usage and future reduction in physical storage requirements;

Ongoing commitment to recycling printer cartridges and paper;

Ongoing practice of default double-sided printing for printers and photocopiers to save paper;

Continued maintenance of energy efficient systems and devices, including motion sensor controlled lighting, printers and whitegoods implemented in the previous financial year for the new Darwin office space; and

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

Yes, in addition to continuing the strategies outlined in question 56 the Agency is committed to implementing further energy efficiencies to existing airconditioning.

**Utilities:**

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

Answer: \$21,441.00

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

Answer: \$29,159.00

**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?**

Answer: Nil.

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

Answer: \$250.00 – Children's Christmas Party;  
\$150.00 – Lifeline Charity.

**Advertising:**

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

Answer: \$2,000.00

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

Answer: \$300.00 - Newspaper  
\$700.00 - Entry of AAPA in AGD  
\$50.00 - Yellow Pages

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

Answer: Nil.

**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: 21 NT = \$343,574.99  
17 INTERSTATE = \$125,655.91  
Total = \$469,230.90