

# LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

## WRITTEN QUESTION

Mr Mills to Chief Minister, in relation to the portfolio areas within the Office of the Auditor General.

### Office of the Auditor-General

#### HR Questions:

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

The FTE cap for NTAGO is 4.0.

**2. At Pay day 20, 28 March 2011, what is the current quarterly average FTE staffing of the department, by level?**

As at 28/03/12, the current quarterly average FTE for NTAGO by level was:

Audits and Reviews Output:

Level	FTE
EO15C	1.00 FTE
EO1C	2.00 FTE
AO6	0.78 FTE
AO3	0.56 FTE
<b>Total</b>	<b>4.34 FTE</b>

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

The nominated staffing cap is 4.0 (rounded down from 4.2) for NTAGO based on a staffing compliment of 5 positions as per budget paper 3.

The agency has implemented flexible working practices for its employees. Peak operating periods (Dec/Jan and Jun/Jul) reflect a higher result as a consequence of all five positions operating on a full-time basis than at non-peak times.

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

The NTAGO has five funded positions. Two permanent administrative positions and three executive contract positions.

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.**

The NTAGO has two permanent, nominally filled administrative positions and three temporary ECO positions:

<b>Classification</b>	<b>Classification Description</b>	<b>Permanent Staff Held in Nominal Positions</b>	<b>Permanent Staff not in Nominal Positions</b>	<b>Temporary Staff</b>
AO3	Admin Off 3	1	0	0
AO6	Admin Off 6	1	0	0
EO1C 2	Exec Off 1 CNTR	0	0	2
EO5C 1	Exec Off 5 CNTR	0	0	1
<b>Total</b>		<b>2</b>	<b>0</b>	<b>3</b>

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

The NTAGO had a nil turnover rate.

7. **What was the rate per level?**

The NTAGO had a nil turnover rate per level.

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

The NTAGO had one vacancy at pay day 20.

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

NTAGO had a total of 25 days funded days vacant as at 28/03/12.

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

The NTAGO has three employees currently employed on temporary contracts.

11. **In the period 30 March 2011 to 30 March 2012, how many temporary contracts had been extended, broken down by level and the number of times extended?**

The NTAGO had no temporary contracts extended.

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

The NTAGO did not have any positions advertised by “expression of interest” during this period.

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

**a) Selection process commenced and,**

**b) Selection process (including position advertising) not commenced.**

a) During the reporting period, the NTAGO had one position vacancy that had a recruitment action by way of selection process commenced.

b) During the reporting period, the NTAGO had one position vacancy that had no recruitment action commenced against it.

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

During the reporting period, the NTAGO had one position become vacant. The vacancy commenced 27/02/12 and remained unfilled at 31/3/12.

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

During the reporting period, the NTAGO had one vacancy that remained unfilled as of the reporting date.

**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?**

There were no reclassification actions recorded for NTAGO in the reporting period.

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

As of pay date 20, one unattached permanent employee recorded for the NTAGO in the reporting period, commencing from 27/02/12.

**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.**

NTAGO had nil unattached employees gain nominal positions within the Agency.

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

During the reporting period, the NTAGO there were no resignations of unattached employees.

20. At Pay day 20, 28 March 2011, what is the average length of stay of staff in the department? Please break this down by position level?

Classn	Classification Description	Average Length of Service in Years
AO3	ADMINISTRATIVE OFFICER 3	3.84
AO6	ADMINISTRATIVE OFFICER 6	3.77
EO1C 2	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	13.30
EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	7.55

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?

The NTAGO had expenditure of \$186.00 (excl GST) for expenses that were incurred when advertising a position in the NT News on the 28/01/12.

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 have won nominal positions
  - How many have left the NTG, and
  - What was the length of time each stayed within the NTG before leaving?

The NTAGO had no Apprentices or Graduates during 2012.

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

The NTAGO had no employees in our department that recognised themselves as Indigenous Employees during the reporting period.

**24. In relation to NTPS staff as of 30 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?

NTPS - Long Service Leave:

<b>Classification</b>	<b>Accrued Long Service Leave (Months)</b>	<b>Accrued Long Service Leave (\$ Value)</b>	<b>Highest Individual Amount Accrued (Months)</b>
<b>AO3</b>	2.10	\$7,411.77	2.10
<b>AO6</b>	2.65	\$18,080.50	2.65
<b>Total</b>	<b>4.75</b>	<b>\$25,492.27</b>	<b>4.75</b>

NTPS - Recreation Leave:

<b>Classification</b>	<b>Accrued Recreation Leave (Days)</b>	<b>Accrued Recreation Leave (\$ Value)</b>	<b>Highest Individual Amount Accrued (Days)</b>
<b>AO3</b>	57.13	\$11,594.64	57.13
<b>AO6</b>	11.37	\$3,569.55	11.37
<b>Total</b>	<b>68.50</b>	<b>\$15,164.19</b>	<b>68.50</b>

NTPS - Sick Leave:

<b>Classification</b>	<b>No of staff</b>	<b>Total Sick Leave Ent in weeks</b>	<b>Sick Leave Taken in days</b>
<b>AO3</b>	1	6.82	12.66
<b>AO6</b>	1	6.82	5.46
<b>Total</b>	<b>2</b>	<b>13.64</b>	<b>18.12</b>

**25. In relation to Contract (ECO1 and above) staff as of 30 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 in 2010, at each employee level?

ECO - Long Service Leave:

<b>Classification</b>	<b>Accrued Long Service Leave (Months)</b>	<b>Accrued Long Service Leave (\$ Value)</b>	<b>Highest Individual Amount Accrued (Months)</b>
<b>EO1C 2</b>	3.45	\$51,348.64	2.30
<b>EO5C</b>	2.25	\$41,734.06	2.25
<b>Total</b>	<b>5.70</b>	<b>\$85,807.06</b>	<b>4.55</b>

ECO - Recreation Leave:

<b>Classification</b>	<b>Accrued Recreation Leave (Days)</b>	<b>Accrued Recreation Leave (\$ Value)</b>	<b>Highest Individual Amount Accrued (Days)</b>
<b>EO1C 2</b>	61.08	\$41,822.90	48.53
<b>EO5C</b>	47.50	\$51,693.21	47.50
<b>Total</b>	<b>121.12</b>	<b>\$94,618.38</b>	<b>96.03</b>

ECO - Sick Leave:

<b>Classification</b>	<b>No of staff</b>	<b>Total Sick Leave Ent in weeks</b>	<b>Sick Leave Taken</b>
<b>EO1C 2</b>	2	40.26	6.32
<b>EO5C</b>	1	20.49	0.59
<b>Total</b>	<b>3</b>	<b>60.75</b>	<b>6.91</b>

- 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

The NTAGO had no employees during the reporting period who utilised section 52.8 Cash out of Leave entitlement.

- 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

The NTAGO had no employees during the reporting period who utilised section 55.3(b) Long Service Leave provision.

**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**

The NTAGO had no employees during the reporting period, who were directed under section 52.7 Excess Leave provision, to take any of their leave entitlement.

**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 taken**

The NTAGO had no employees during the reporting period, who were directed under section 55.3(a) Long Service Leave provision, to take any their leave entitlement.

**30. At Pay day 20, 28 March 2011, how many workers were on workers compensation? At what level and is there an expected return date?**

The NTAGO had no employees during the reporting period, who were on workers compensation.

**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?**

The NTAGO had no employees during the reporting period who received workers compensation.

**32. At Pay day 20, 28 March 2011, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?**

The NTAGO had one employee at pay day 20, on leave greater than 3 weeks. That Officer had relinquished her position with NTAGO, effective 27/02/12 to go on miscellaneous leave without pay.

**33. At Pay day 20, 28 March 2011, 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?**

There were no employees of the NTAGO in the reporting period who were eligible for the return flights to Adelaide.

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

There were no complaints made within the NTAGO in relation to workplace bullying or harassment.

- 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?**

During the reporting period, no funds were allocated or spent from the NTAGO budget, towards commencement or termination relocation costs.

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

During the reporting period, no funds were allocated or spent from the NTAGO budget, towards commencement or termination relocation costs.

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

During the reporting period, no funds were allocated or spent from the NTAGO budget, towards commencement or termination costs.

- 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?**

During the reporting period, the following costs were spent on travel related activities:

01/07/11 to 31/03/12	Total Travel Expenses
<b>Intrastate</b>	\$ 0.00
<b>Interstate</b>	\$ 9,103.04
<b>International</b>	\$ 0.00
<b>Accommodation</b>	\$ 2,778.77
<b>Other</b>	\$ 144.99
<b>Total</b>	<b>\$12,171.79</b>

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

Motor vehicle costs, broken down by category of cost, for NTAGO for the reporting period where as follows:

01/07/11 to 31/03/12	Motor Vehicle Costs
Operating Lease	\$18,736.20
Fuel	\$ 2,616.93
ECO Contribution	-\$10,109.48
Other	\$ 5,805.00
<b>Total Motor Vehicle Costs</b>	<b>\$17,048.65</b>



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

The NTAGO has responsibility for two vehicles:-.

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

There was no change for the NTAGO during the reporting period.

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

There was no change for the NTAGO during 30/03/10 and 30/03/12 – 100%

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

The NTAGO home garaged both of its fleet vehicles during the reporting period:

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

An EO1C and an EO5C of the NTAGO had vehicles that were home garaged during the reporting period.

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

There is only one card allocated to the NTAGO.

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

There were no repayment transactions outstanding for personal items or services.

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

There were no reports of improper usage of Information Technology for the NTAGO.

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

There were no reports of improper usage of Information Technology for the NTAGO, therefore, no disciplinary action was pursued.

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

- Breakdown by level.

The NTAGO considers none of its employees as 'essential' in the event of an emergency.

## Marketing

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

The NTAGO did not have any advertising or marketing programs during the reporting period, and accordingly there was no expenditure against these items.

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

There were no advertising and marketing expenses in 2010 for the NTAGO.

## 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?**

There were no insurance expenses in the reporting period for the NTAGO.

**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?**

The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.

With the Treasurer's approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated.

With the exception of workers compensation cover, government businesses and corporations, such as the Power and Water Corporation, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.

Any whole of government insurance policy related questions should be referred to the Treasurer.

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

Treasurer's Advance is available to agencies in the event disaster costs exceed budget during the year.

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

Any whole of government insurance policy related questions should be referred to the Treasurer.

**Climate Change**

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

NTAGO calculates that approximately 11.644 tonnes were emitted for this reporting period:

Type	CO2
Fleet	8.000
Electricity	3.644
Total	11.644

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

The NTAGO has no set target for departmental reduction of CO2 emissions. However, it adopts energy saving devices and procedures wherever possible:

- Devices on power save options,
- All tenancy lights have been replaced to LED's, and
- Un-occupied rooms always have their lights turned off.
- Limitation on the use of motor vehicles

**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?

The NTAGO has no set target for departmental reduction of CO2 emissions for the coming financial year, as the Department has implemented as many strategies as possible and does not have latitude to effort any others.

However, the strategies shown in 56 are applied to achieve reductions of costs.

## Utilities

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

The NTAGO's power and water costs for the reporting period:

<b>01/07/11 to 31/03/12</b>	<b>Power Costs</b>
<b>Power and Water</b>	\$1,451.52
Total Power and Water costs	<b>\$1,451.52</b>

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

The NTAGO's projected power and water costs for the reporting period:

<b>2012/2013</b>	<b>Projected Power Costs</b>
<b>Power and Water</b>	\$1,992.00
Projected Power and Water costs	<b>\$1,992.00</b>

## 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?**

The NTAGO did not provide any sponsorship in the reporting period and has nil projections for this category in 2012/13.

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

The NTAGO did not provide any sponsorship in the reporting period.

## Advertising

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

The NTAGO had no expenditure budget for advertising in the 11/12 financial year.

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

The NTAGO had no expenditure for advertising in any of the specified categories for the 11/12 year.

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

The NTAGO had no advertising campaigns planned in any of the specified categories for the 11/12 year.

**65. From 01 July 2011 to 31 March 2012, how many consultancies were let, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?**

The NTAGO had had no advertising consultancies let for the 11/12 year.