



Responses from the Northern Territory Electoral Commission
to 77 Parliamentary Questions

JUNE 2010

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(i.e. 01/07/09 to 31/03/10).

Level (or class) is represented by the employees Actual (includes acting) level at the time of the reporting period, unless otherwise specified.

H:\NTEC\EXE\AD\Budget Estimate Hearings\2010\DBE Supporting Reports for the 77 Questions\Agency Answers - NT Electoral Commission - Shared Services - Written Questions and Answers.doc

Shared Services Data for Written Questions – NT Electoral Commission

The following pages and attached files contain the response from the Northern Territory Electoral Commission (NTEC) to 77 Parliamentary Written Questions recently lodged by the Opposition that required a reply from individual agencies.

The NTEC is a very small agency without a dedicated internal human resource unit. Its staff levels fluctuate markedly from time to time to cope with operational demands, especially in relation to the conduct of Legislative Assembly and local government elections and by-elections. Also, almost all of the agency's advertising is related to elections, is required by statute and is therefore non-discretionary. In this context, answers to some of the questions relating to human resources and advertising are not very instructive.

It should also be noted that the answers to some questions that were supplied directly by the Department of Business Employment from its records (e.g. length of service, staffing levels, attrition rates, etc.) do not exactly match related data provided by the NTEC from its internal records in response to other questions. These discrepancies, however, appear to be relatively immaterial in the broad context.

Note:

Current point in time data is as at 31/03/10.

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
1. How many personnel are employed to perform Human Resources functions within the agency? At what position level are they employed?	No FT position. Business Manager (AO6) and Deputy Electoral Commissioner (E01) undertake some HR functions.
2. How many personnel are employed to perform or assist in the Payroll functions within the agency? At what position level are they employed?	None, Whole of Government Payroll Services are provided by DBE.
3. How many instances have occurred where the agency has made errors in respect to payments to or allowances for members of the agency? Can you please explain these instances?	No overpayments recorded for this Agency
4. What Interdepartmental charges are applied to managing the payroll? Is there a differential in cost for position levels, and if so what are the differences in cost.	None, charges for managing the payroll are notional.
5. How are costs managed between agencies in relation to payroll costs, including transfers and relocation of staff.	Costs are agreed between agency managers on a case by case basis. Generally, the recruiting agency covers relocation costs. With regard to Transfer dates are agreed between the agencies and DBE payroll is notified of date of action.
6. What is the budget of the Human Resources functional area of the agency?	No separate HR unit. Absorbed in other roles.
7. What is the breakdown of the Human Resources budget to employee payments, travel, accommodation and training?	See Q6. Absorbed through existing resources in the Agency.
8. Do the same staffs manage executive contracts as manage non-executive staff members? If not, how many manage executive contracts and what are their position levels, and how many manage	DBE's Whole of Government Payroll Services manages non executive, and contract executive.

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
non-executive contract staff and what are their levels?	
9. How many complaints have been made in the agency in relation to workplace bullying and harassment?	None.
10. How much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?	No Activity Recorded
11. What is the attrition rate of staff in the Human Resources area of the agency?	Not applicable. See Q1
12. What is the current state of employment in the Human Resources area, that is, are all positions filled, if not are there any positions with staff on higher duties, if so how many, at what level and for how long, and are their positions vacant, if so how many, at what level and for how long?	Not applicable. See Q1
13. In 2009, 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 agency.	Nil.
14. Please provide a breakdown per business unit.	As per Q13
15. How much is budgeted for relocation and other appointment and termination expenses in 2009/10.	Nil. No specific allocation.

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
16. How much was spent by the agency in 2009 on advertising and marketing programs (and up to 1 April 2010).	\$31227.54 Includes council election and other organisation statutory advertising, TV enrolment program, CLP change of name
17. What was each of those programs and what was the cost of each of those programs?	See attached sheet. Refers to statutory responsibilities prescribed under the Northern Territory Electoral Act and the Local Government (Electoral) Regulations
18. As of 1 April 2010, what is the current staffing of the agency, by level?	Refer Attachment: Q18 Agency by Classn for FTE
19. How many of these positions were substantively filled and how many were filled by persons acting in positions or are temporary appointments?	Refer Attachment: Q19 WoG Staff posn Held Details
20. What was the rate of turnover of staff in the agency in 2009?	Refer Attachment: Q20 Agency Turnover Rates YTD
21. What is the rate per level?	Refer Attachment: Q21 Agency Turnover by Classn YTD
22. How many vacant positions are there in the agency as a whole?	One, now discontinued.
23. How long, in total days, have permanent positions been vacant in the agency?	Discontinued and undergoing restructure. New positions to be advertised in next reporting year.
24. In relation to all vacant positions, what is the breakdown of recruitment actions by: (a) selection process commenced; and (b) selection process (including position advertising) not commenced.	Undergoing restructure. Positions to be advertised in next reporting year.

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
25. How many staff are currently employed on a temporary contract?	Refer Attachment: Q19 WoG Staff posn Held Details
26. In the period 1 January 2008 to 1 April 2010, how many positions have been advertised by "expression of interest"?	Agencies will need to address other means of advertising temporary vacancies.
27. In the period 1 January 2008 to 1 April 2010, how many temporary contracts have been extended, broken down by the number of times extended?	No Activity Recorded
28. How many times has the agency sought permission from the Commissioner to extend a contract beyond a third extension?	None
29. If permission has been sought, what recruitment action has taken place?	Not applicable
30. Per position level, what is the average length of time taken for recruitment from advertising to successful applicant?	No Activity Recorded
31. 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?	No Activity Recorded
32. In 2009, how many positions have been reclassified in the department? What are the level of those positions?	No Activity Recorded
33. How many permanent unattached employees do you have in your agency? What levels are they?	Refer Attachment: Q33 WoG Perm Unattached

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
34. How much has been spent on training and skilling unattached employees? What was the training provided?	Training was strategically integrated into operational expenditure in order for unattached employees to gain electoral industry experience. Development experience included procurement as part of whole of agency skilling, electoral skilling on mobile polling and Alice office management.
35. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2009.	None
36. How many have resigned?	None
37. What is the average cost of recruiting staff to the agency?	Small agency, limited recruitment and no relevant current financial data. Local recruitment not expensive. Sourcing from interstate would require an allocation.
38. How much is allocated on average, to each staff member for training and improvement?	\$1200
39. What is the average length of stay of staff in the department? Please break this down by position level.	Refer Attachment: Q39 WoG Length of Stay in Dept
40. What is the policy of the agency of carry over recreation leave, in particular, how many weeks are allowed to be carried over between years?	Depends on electoral cycle but reflects government policy of no more than 60 days RL. This may have to be flexible in an election year due to operational requirements.
41. As of 1 April 2010, how many staff have more than this amount carried over, and what is the cost of this leave being held?	One staff member exceeded the carry over and, following discussions with management, requested 2 weeks paid out leave - \$3400
42. In relation to NTPS staff as of 1 April 2010: (a) what is the total amount of accrued leave in the agency, broken down by long service leave and recreation leave. What is the financial value of that leave;	Refer Attachments: Q42(a) LSL Liab Sum Data (8198) Q42(a) Rec Liab Sum Data (8198) Q42(b) LSL Liab Max Ind Amt Q42(b) Rec Liab Max Ind Amt Q42© Agency Sick Leave Balance

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
(b) what is the highest individual amount of accrued leave at each position level; (c) what is the current total of sick leave entitlement of employees in the agency; and (d) how many days sick leave were taken in 2009?	Q42(d) Agency Sick Leave Utilised
43. In relation to Contract (ECO1 and above) staff as of 1 April 2010: (a) what is the total amount of accrued leave in the agency, broken down by long service leave and recreation leave? What is the financial value of that leave; (b) what is the highest individual amount of accrued leave at each employee level; (c) what is the current total of sick leave entitlement of employees in the agency; and (d) how many days sick leave were taken in 2009, at each employee level?	Refer Attachments: Q43(a) LSL Liab Exec Sum Data (8198) Q43(a) Rec Liab Exec Sum Data (8198) Q43(b) LSL Liab Exec Max Ind Amt Q43© Agency Exec Sick Leave Balance Q43(d) note: no Exec Sick Leave recorded during the reporting period.
44. How many people received workers compensation 2009, at what position level and geographic location and how long for each person?	None
45. As at today, how many workers are currently on workers compensation? At what level and is there an expected return date?	None

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
<p>(d) how many have left the NTG, and what was the time each stayed within the NTG before leaving; and (e) how much sick leave has been taken on average by graduates and apprentices?</p>	<p>49(c) 0 won nominal positions, as reporting period is within the 1st year of service.</p> <p>Reports include staff held against apprentice and graduate Job Classifications. Those recorded against other classifications within PIPS (e.g. AO4 / AO5) will not be shown.</p> <p>If there is no agency data for these questions (ie agency does not have graduates and apprentices, or none of ceased) , no attachments will be supplied for this question.</p>
<p>50. In relation to Indigenous Employees, in 2009: (a) how many employees do you have in your agency that recognise themselves as indigenous; (b) what are the levels of their positions held; (c) how many at each level; (d) how many are tenured and at what level; (e) how many are temporary and at what levels; (f) how many are acting up in positions and at what level; (g) how many have completed the year; (h) how many have left the NTG; and (i) how much sick leave was taken, on average?</p>	<p>0 employees have self declared as indigenous.</p>
<p>51. In regard to employee entitlements, for 2009: (a) In addition to salary how much was paid in employee allowances; (b) what are these allowances, to what</p>	<p>Refer Attachments: Q51(a) Allowance Payments YTD Q51(b) Allowance Payments by Classn Q51(c) Allowance Code with 9%</p>

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
level do they apply and what is the annual estimated cost; and (c) do these allowances attract the 9% Superannuation Guarantee Levy, and if so, which allowances?	Allowance data excludes Salary, Rec and LSL leave Agencies to address annual estimated cost.
52. How many credit cards have been issued to agency staff?	3
53. How many repayment transactions (and the value) for personal items and services are outstanding?	None
54. How many reports of the improper use of Information Technology have been made?	None
55. How many reports resulted in formal disciplinary action?	NA
56. How much was spent on insurance expenses in 2009, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?	None
57. What areas of the agency 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?	None

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
58. How many tonnes of CO2 did the agency emit in 2009?	6.7 (Fleet Vehicle component only)
59. How many tonnes of CO2 did the agency emit in 2008?	7.5 (Fleet Vehicle component only)
60. What programs and strategies were introduced to reduce CO2 emissions across the agency in 2009?	None. NTEC has <50 personnel. Staff are encouraged to turn off lighting, cooling, heating appliances. Agency follows FLEET's greening policy in relation to vehicles.
61. Has a target for agency CO2 emissions been set for the coming financial year? (a) If yes, what % reduction is that from 2009; and (b) If no, why has a target not been set.	7% (Fleet Vehicle component only)
62. How much was spent on vehicles by the agency in 2009?	\$43 041
63. How many vehicles does the agency have responsibility for?	3
64. What is the change, if any, in these vehicle numbers from 2008?	0
65. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?	83%
66. How many vehicles are home garaged?	1
67. What is the policy in relation to home garaging vehicles?	Same as government policy.
68. What position levels have vehicles attached or are allowed to home garage?	ECO3

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
69. How much was spent on travel in 2009, broken down by intrastate, interstate and international fares, accommodation and other expenses?	International \$Zero Intrastate \$7486 Interstate \$21 202 Accommodation \$14 846 TA \$9456 Note: this expenditure was incurred by agency personnel travelling inter and intra- Territory AND electoral officials engaged in NT field activities including polling. Rec leave fares \$8449
70. What was the cost of power and water to the agency in 2009?	\$16000
71. What is the projected cost for power and water to the agency in 2010?	\$20 000
72. List the public events/conferences/forums that were sponsored by the agency from 1 January 2009 to 1 April 2010 and what are projected for 2010/11?	None
73. What is the level of sponsorship provided in terms of financial support or in kind support?	NA
74. What is the agency's budget for advertising for the 09/10 reporting year?	\$10 000 is routinely allocated to the broadcast media for enrolment advertising in conjunction with the AEC. Statutory advertising was incurred for NT Electoral Act and Local Government (Electoral) Regulation purposes and was reimbursed by organisations requesting NTEC to undertake fee for service elections, including councils. Public awareness advertising incurred for councils was also reimbursed.

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response																				
<p>75. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?</p>	<p>NTEC year to date advertising expenditure on the enrolment program:</p> <table border="0"> <thead> <tr> <th>Advertising Medium</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Radio</td> <td>\$ -</td> </tr> <tr> <td>Television</td> <td>\$ 9 560.10</td> </tr> <tr> <td>Newspaper</td> <td>\$ -</td> </tr> <tr> <td>TOTAL:</td> <td>\$ 9 560.10</td> </tr> </tbody> </table> <p>NTEC year to date statutory notice and election advertising expenditure (excludes NTEC website costs):</p> <table border="0"> <thead> <tr> <th>Advertising Medium</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Newspaper</td> <td>\$ 13 223.79</td> </tr> <tr> <td>Radio</td> <td>\$ 8 003.75</td> </tr> <tr> <td>Television</td> <td>\$ -</td> </tr> <tr> <td>TOTAL:</td> <td>\$21 227.54</td> </tr> </tbody> </table>	Advertising Medium	Amount	Radio	\$ -	Television	\$ 9 560.10	Newspaper	\$ -	TOTAL:	\$ 9 560.10	Advertising Medium	Amount	Newspaper	\$ 13 223.79	Radio	\$ 8 003.75	Television	\$ -	TOTAL:	\$21 227.54
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<p>76. What advertising campaigns have been undertaken or will be undertaken by the agency in 2009/10?</p>	<p>See question 17. The following election advertising is also being undertaken from 2 April - 30 June 2010.</p> <table border="0"> <thead> <tr> <th>Campaign</th> <th>Date</th> <th>Audience</th> </tr> </thead> <tbody> <tr> <td>Litchfield Council Central Ward by-election</td> <td>May - June 2010</td> <td>Urban/Regional</td> </tr> <tr> <td>Coomalie Community Government Council by-elections</td> <td>May - June 2010</td> <td>Regional</td> </tr> <tr> <td>West Arnhem Gunbalanya Ward by-election</td> <td>May - June 2010</td> <td>Regional</td> </tr> <tr> <td>Polling official recruitment advertising</td> <td>June 2010</td> <td>Territory-wide</td> </tr> </tbody> </table>	Campaign	Date	Audience	Litchfield Council Central Ward by-election	May - June 2010	Urban/Regional	Coomalie Community Government Council by-elections	May - June 2010	Regional	West Arnhem Gunbalanya Ward by-election	May - June 2010	Regional	Polling official recruitment advertising	June 2010	Territory-wide					
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<p>77. In 2009 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?</p>	<p>1- sourced from NTG panel. Cost re organisation restructure exercise \$5920 Estimated cost re performance development - not >\$7000</p>																				

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Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
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17. What Was Each Of Those Programs And What Was The Cost Of Each Of Those Programs?

\$10 000 was contributed by the NTEC towards an annual enrolment drive campaign carried out in January February 2010. It was spent on Territory wide television advertising as a direct contribution towards joint promotional activity with the Australian Electoral Commission (AEC) promoting enrolment at the beginning of each year, when the Northern Territory traditionally experiences a large influx of new residents.

\$1543.34 was expended for statutory notices relating to political party registration.

\$ 19 684.20 was incurred as additional election advertising expenditure and is reported on an election by election expenditure basis, as follows:

Organisation	Ward (if applicable)	Advertising Costs (Radio, Newspaper, TV etc) \$
Victoria-Daly	Daguragu	1 064.91
Victoria-Daly	Thamarrurr/Pindi Pindi	
National Trust	N/A	441.00
West Arnhem	Barrah	402.18
Roper Gulf	Yugul Mangi	2 070.00
West Arnhem	Gunbalanya	521.22
Central Desert	Anmatjere	4 053.20
Central Desert	Southern Tanami	
Roper Gulf	Nyirrangulung	3 641.95
West Arnhem	Kakadu	521.22
West Arnhem	Maningrida	
West Arnhem	Maningrida	521.22
East Arnhem	Gumurr Gatjirrk	704.20
Darwin City Council	Chan	5 784.16

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Q18 Agency Total FTE Numbers by Classn at 31 March 2010

- Total FTE:**
- The column titled 'Total FTE' represents staff paid during a pay period on a full-time equivalent figure.
 - FTE counts each staff member as a percentage of the pay received that fortnight. Ie a staff member who receives 10 days wages is counted as "1", whilst a person who receives 4 days wages is counted as "0.4".
 - The figures includes staff employed on a permanent, temporary, Executive Contract and Casual basis
 - Data is at Payday 20, 31 March, 2010. Regular FTE reporting to government is FTE based on a monthly average.

State Id	State Description	Classn	Classification	Total FTE
}	NTEC NT Electoral Commission	AO3	ADMINISTRATIVE OFFICER 3	1
}	NTEC NT Electoral Commission	AO6	ADMINISTRATIVE OFFICER 6	3
}	NTEC NT Electoral Commission	AO8	ADMINISTRATIVE OFFICER 8	4
}	NTEC NT Electoral Commission	EO1	EXECUTIVE OFFICER 1	1
}	NTEC NT Electoral Commission	EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1

Q19 Agency Head Count Numbers by Position Details at 31 March 2010

State Code	State Description	Perm Staff Held in Nominal Posn	Perm Staff Not in Nominal Posn	(*)Temporary staff
}	NTEC NT Electoral Commission	3	3	24

Footnote:

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

Perm Staff Not in Nominal Posn Permanent staff working temporary transfers or that are not held against a nominal position.

(*)Temporary Staff Temporary staff include staff on temporary employment contracts, casuals, board members, executive contractors, apprentices and graduates.

The numbers represent 'Head Count' for both operative and in-operative staff and include Casuals, Board Members, Executive Contractors, Apprentices and Graduates but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

Q20 Agency Staff Turnover Rate for period 01 July 2009 to 31 March 2010

State Code	State Name	Staff Turnover %
}	NTEC NT Electoral Commission	141.08

Q21 Agency Staff Turnover Rate by Classification for 01 July 2009 to 31 March 2010

State	State Description	Classn	Classification Description	Turnover %
}	NTEC NT Electoral Commission	AO1	ADMINISTRATIVE OFFICER 1	247.93
}	NTEC NT Electoral Commission	AO2	ADMINISTRATIVE OFFICER 2	3846.15
}	NTEC NT Electoral Commission	AO3	ADMINISTRATIVE OFFICER 3	268.82
}	NTEC NT Electoral Commission	AO4	ADMINISTRATIVE OFFICER 4	0.00
}	NTEC NT Electoral Commission	AO5	ADMINISTRATIVE OFFICER 5	200.00
}	NTEC NT Electoral Commission	AO6	ADMINISTRATIVE OFFICER 6	62.50
}	NTEC NT Electoral Commission	AO7	ADMINISTRATIVE OFFICER 7	0.00
}	NTEC NT Electoral Commission	AO8	ADMINISTRATIVE OFFICER 8	0.00
}	NTEC NT Electoral Commission	EO1	EXECUTIVE OFFICER 1	0.00
}	NTEC NT Electoral Commission	EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	0.00

Q33 Agency Permanent Unattached Staff Numbers by Classification at 31 March 2010

The "Number of Unattached Officers" is based on 'Head Count' for both operative and in-operative staff.
Staff not employed full-time are counted as "1".

State	State Description	Classn	Classn Description	Unattached Officer Numbers
}	NTEC NT Electoral Commission	AO6	ADMIN OFF 6	1

Q39 Average Length of Service within an Agency by Classification at 31 March 2010

The "Average Length of Service" calculation is derived from the total number of staff divided by the current continuous period of service in the current Agency.

State Id	State	Classn	Classification	Average Length Of Service in Years
}	NTEC NT Electoral Commission	AO3	ADMIN OFF 3	5.00
}	NTEC NT Electoral Commission	AO5	ADMIN OFF 5	1.00
}	NTEC NT Electoral Commission	AO6	ADMIN OFF 6	0.00
}	NTEC NT Electoral Commission	AO8	ADMIN OFF 8	2.75
}	NTEC NT Electoral Commission	EO1	EXEC OFFICER 1	2.00
}	NTEC NT Electoral Commission	EO3C	EXEC OFF 3 CNTR	4.00

Q42(a) Long Service Leave Liability Details at 31 March 2010

Gas Org	Gas Org Description	LSL Leave Accrued Months	LSL Leave Accrued Entitlement
12	NT Electoral Commission	20.9	\$181,387.00

Footnote: Actual LSL values used for employees with greater than 10 years of service
 Pro-rata LSL values used for employees with less than 10 years of service

Q42(a) Recreation Leave Liability Details at 31 March 2010

GAS Org	Gas Org Description	Rec Leave Accrued Decimal Days	Rec Leave Accrued Entitlement	Leave Bonus
12	NT Electoral Commission	347.1	\$124,047.18	\$7,670.00

Footnote: If no previous credit has been entered, then pro-rata recreation leave will calculate from 1 January last.
For employees who commenced after this date, the commencement date is used in the calculation.

Q42(b) Long Service Leave Liability Highest Accrued Amount by Classification at 31-03-10

Gas Org	Gas Org Description	Current Classn	Classification Description	LSL Accrued in Months
12	NT Electoral Commission	AO3	ADMIN OFF 3	3.97
12	NT Electoral Commission	AO6	ADMIN OFF 6	0.35
12	NT Electoral Commission	AO8	ADMIN OFF 8	8.61
12	NT Electoral Commission	EO1	EXEC OFFICER 1	0.87
12	NT Electoral Commission	EO3C	EXEC OFF 3 CNTR	3.92

Q42(b) Recreation Leave Liability Highest Accrued Individual Amount by Classification at 31-03-10

Org	Gas Org Description	Current Classn	Classification Description	Rec Accrued in Days
12	NT Electoral Commission	AO3	ADMIN OFF 3	31.5
12	NT Electoral Commission	AO6	ADMIN OFF 6	22.0
12	NT Electoral Commission	AO8	ADMIN OFF 8	71.7
12	NT Electoral Commission	EO1	EXEC OFFICER 1	30.5
12	NT Electoral Commission	EO3C	EXEC OFF 3 CNTR	25.9

Q42(c) Agency Sick Leave Entitlements Balance at 31 March 2010

State Code	State Description	Sick Leave Balance in Weeks
}	NTEC NT Electoral Commission	143.99

Footnote: Individual sick leave balance does not include pro-rata entitlement after last credit

Q42(d) Sick Leave Days Taken Between 1 July 2009 to 31 March 2010

State Code	State Description	Total Sick Leave Days Taken
}	NTEC NT Electoral Commission	82.10

43
Q42(a) Executive Contractor Long Service Leave Liability Details at 31 March 2010

Gas Org	Gas Org Description	LSL Leave Accrued Months	LSL Leave Accrued Entitlement
12	NT Electoral Commission	3.92	68802.96

Footnote: Actual LSL values used for employees with greater than 10 years of service
 Pro-rata LSL values used for employees with less than 10 years of service

43
Q42(a) Executive Contractor Recreation Leave Liability Details at 31 March 2010

GAS Org	Gas Org Description	Rec Leave Accrued Decimal Days	Rec Leave Accrued Entitlement	Leave Bonus
12	NT Electoral Commission	25.9	\$20,903.58	\$0.00

Footnote: If no previous credit has been entered, then pro-rata recreation leave will calculate from 1 January last.
 For employees who commenced after this date, the commencement date is used in the calculation.

43
 Q42(b) Executive Contractor Long Service Liability Highest Accrued Amount by Classification at 31-03-10

Gas.Org	Gas.Org.Description	Current Classn	Classification Description	LSL Accrued in Months
12	NT Electoral Commission	EO3C	EXEC OFF 3 CNTR	3.92

43
 Q42(b) Executive Contractor Rec Leave Liability Highest Accrued Individual Amount by Classn at 31-03-10

Org	Gas Org Description	Current Classn	Classification Description	Rec Accrued in Days
12	NT Electoral Commission	EO3C	EXEC OFF 3 CNTR	25.9

Footnote: If no previous credit has been entered, then pro-rata recreation leave will calculate from 1 January last.
 For employees who commenced after this date, the commencement date is used in the calculation.

Q43(c) Executive Contractor Sick Leave Entitlements Balance at 31 March 2010

State Code	State Description	Sick Leave Balance in Weeks
}	NTEC NT Electoral Commission	17.00

Footnote: Individual sick leave balance does not include pro-rata entitlement after last credit

Q46 Number of Staff on Extended Leave Longer Than 3 Weeks at 31 March 2010

Leave awaiting approval or awaiting processing are not included in this report

Miscellaneous leave includes (but is not limited to) Maternity Leave, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types

State Id	State	Classn	Classification	Sick	Compo	LSL	Miscellaneous		Total Staff
							Paid	Unpaid	
	No Data found for this Agency								

Q47 Agency Total CSS Contributors by Classn & Age at 31 March 2010

State Id	State Description	Classn	Classification	Staff Age	Staff Numbers
}	NTEC NT Electoral Commission	AO8	ADMIN OFF 8	56	1

Question 48. Do they still have NT 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?

State Description	Classn	Total
NTEC NT Elect Commis	A08	1
NTEC NT Elect Commis Total		1

**Q49(a) Apprentice and Graduate Staff Commenced
1 July 2009 to 31 March 2010**

State	State Description	Group	Number of Staff
	No Data found for this Agency		

Numbers listed cover all Apprentices and Graduates that use the following classifications. It does not cover any Graduates or Apprentices that may be recorded against other classifications within PIPS (e.g. AO4 / AO5).

Graduates: GRADT

Apprentices: AQF3A, AQ3SA, SBA, AQF3B, AQ3SB, SBA02, AQF3C, AQ3SC, AQF4A, AQ4SA, GOVAM, AQF4B, AQ4SB, GOVA1, AQF4C, AQ4SC, GOVA2

**Q49(b) Apprentice and Graduate Staff Who Completed Period From
1 July 2009 To 31 March 2010**

State	State Description	Group	Number of Staff
	No Data found for this Agency		

Numbers listed cover all Apprentices and Graduates that use the following classifications. It does not cover any Graduates or Apprentices that may be recorded against other classifications within PIPS (e.g. AO4 / AO5).

Graduates: GRADT

Apprentices: AQF3A, AQ3SA, SBA, AQF3B, AQ3SB, SBA02, AQF3C, AQ3SC, AQF4A, AQ4SA,
GOVAM, AQF4B, AQ4SB, GOVA1, AQF4C, AQ4SC, GOVA2

Shared Services Data for Written Questions – NT Electoral Commission

Question	Response
<p>46. In 2009 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?</p>	<p>Refer Attachment: Q46 WoG Leave GT 3 Weeks</p> <p>Due to the way data is recorded and reported, DBE can report on staff on extended leave as at 31/03/10 but not leave over 2009-10 at this time.</p>
<p>47. 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?</p>	<p>Refer Attachment: Q47 WoG CSS by Classn & Age</p>
<p>48. Do they still have NT 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?</p>	<p>Refer Attachment: Q48 Airfare entitlements</p>
<p>49. In relation to Apprentices and Graduates, in 2009: (a) how many graduates started with the department; (b) how many have completed the year; (c) how many how won nominal positions;</p>	<p>Refer Attachments: Q49(a) Agency App & Grad Comms Q49(b) Agency App & Grad Completed Q49(d) Q49(d) Agency App & Grad Ceased YTD.xls Q49(e) Agency App & Grad Sick Leave</p>

Note:

Current point in time data is as at 31/03/10.

Period data where period is unspecified or expressed as '2009' is provided for the 2009-10 financial year to 31/03/10 (i.e. 01/07/09 to 31/03/10).

Level (or classn) is represented by the employees Actual (includes acting) level at the time of the reporting period, unless otherwise specified.

X

Q50 Self Identified Indigenous Permanent Staff Acting at an Actual Level Different to their Nominal Level at 31 March 2010

State	State Description	Actual Classn	Classification Description	Number of Staff
	No Data found for this Agency			

X

**Q50(i) Self Identified Indigenous Employees Sick Leave Average
For 01 July 2009 to 31 March 2010**

The "Average Sick Days Per Person" calculation is derived from the Total Sick Leave Days divided by the Number of Staff

State	State Description	Number of Staff	Total Sick Leave Days	Average Sick Days Per Person
	No Data found for this Agency			

Q51(a) Allowance Payments for 1 July 2009 to 31 March 2010

State Code	State Description	Total Allowances including Salary
}	NTEC NT Electoral Commission	\$19,721.45

Footnote: Excludes Salary, Rec and LSL leave

Q51(b) Allowance Payments by Classification for 1 July 2009 to 31 March 2010

State	State Name	Allow Code	Allowance Desc	Classn	Classification Description	Total Amount
}	NTEC NT Electoral Commission	HDA001	Higher Duties Allow	AO4	ADMINISTRATIVE OFFICER 4	\$574.16
}	NTEC NT Electoral Commission	HDA001	Higher Duties Allow	AO8	ADMINISTRATIVE OFFICER 8	\$4,356.93
}	NTEC NT Electoral Commission	HDA001	Higher Duties Allow	EO1	EXECUTIVE OFFICER 1	\$3,717.86
}	NTEC NT Electoral Commission	LVB001	Leave Bonus	AO1	ADMINISTRATIVE OFFICER 1	\$61.58
}	NTEC NT Electoral Commission	LVB001	Leave Bonus	AO3	ADMINISTRATIVE OFFICER 3	\$975.17
}	NTEC NT Electoral Commission	LVB001	Leave Bonus	AO5	ADMINISTRATIVE OFFICER 5	\$1,097.00
}	NTEC NT Electoral Commission	LVB002	Leave Bonus Taxed	AO6	ADMINISTRATIVE OFFICER 6	\$1,034.00
}	NTEC NT Electoral Commission	LVB002	Leave Bonus Taxed	AO7	ADMINISTRATIVE OFFICER 7	\$1,097.00
}	NTEC NT Electoral Commission	LVB002	Leave Bonus Taxed	AO8	ADMINISTRATIVE OFFICER 8	\$2,225.00
}	NTEC NT Electoral Commission	LVB002	Leave Bonus Taxed	EO1	EXECUTIVE OFFICER 1	\$1,097.00
}	NTEC NT Electoral Commission	LVB005	Pro Rata Leave Bonus	AO1	ADMINISTRATIVE OFFICER 1	\$82.11
}	NTEC NT Electoral Commission	LVB005	Pro Rata Leave Bonus	AO3	ADMINISTRATIVE OFFICER 3	\$978.90
}	NTEC NT Electoral Commission	LVB005	Pro Rata Leave Bonus	AO4	ADMINISTRATIVE OFFICER 4	\$548.50
}	NTEC NT Electoral Commission	LVB005	Pro Rata Leave Bonus	AO6	ADMINISTRATIVE OFFICER 6	\$1,496.25
}	NTEC NT Electoral Commission	PNL300	OT	AO2	ADMINISTRATIVE OFFICER 2	\$209.13
}	NTEC NT Electoral Commission	PNL300	OT	AO5	ADMINISTRATIVE OFFICER 5	\$71.99
}	NTEC NT Electoral Commission	PNL300	OT	AO6	ADMINISTRATIVE OFFICER 6	\$98.87

Footnote: Excludes Salary, Rec and LSL leave

Q51(c) Allowances Attracting 9% Superannuation Guarantee Levy F/Y 2009/10

Allow Code	Allowance Description	Allow Code	Allowance Description
ADM01701	Rental Allowance - Prison Officers	ALW15101	Teacher of Exemplary Practice L1
ALW00201	NTA Vrbl-Super	ALW16301	TIC Pre School 2 or More Teachers
ALW00202	NTA Depnt-Super	ALW16401	Teacher Special Class/School
ALW00401	Overtime In Lieu (DETFREE)	ALW17201	34% Allowance
ALW00403	Overtime In Lieu 20% Allowance	ALW18701	Responsibility Allowance (25%)
ALW00406	Overtime in Lieu	ALW18702	Responsibility Allowance (25%) OIC
ALW00407	Overtime In Lieu 10% Allowance	ALW18801	Teacher of Exemplary Practice L2
ALW00408	Overtime in Lieu 15% Allowance	ALW18901	Teacher of Exemplary Practice L3
ALW00410	Overtime in Lieu Legislative Assembly	ALW22001	EBA Fares - NTPS
ALW04701	TIC Pre School 1 Teacher	ALW22201	15% Consolidated Allowance
ALW04801	Clothing Allowance Northern Command	ALW22301	20% Consolidated Allowance
ALW04802	Clothing Allowance Southern Command	ALW22302	Consolidated Allowance - 20%
ALW04803	Juvenile Plain Clothes Allowance	ALW22401	Housing Allowance
ALW05204	Ward 9	ALW23801	NTCS Special Salary Maintenance
ALW05208	25% Consolidated Allowance	ALW28501	Skills & Qualification Allowance (PoI)
ALW05212	Other Taxable Allowance	ALW30401	A Class PIO
ALW05213	Electorate Secretary Overtime In Lieu	ALW31701	Salary Maintenance
ALW05216	Skills Allowance	ALW31702	All Purpose Allowance (Govt House Staff)
ALW05218	Additional Allowance - Specialist Clinic	ALW35701	Shift Allowance (In Lieu) - PWC
ALW05219	Team Manager Allowance	ALW38101	3.1 % Leave Option
ALW05228	Market Allowance Det 1002 of 2002	ALW42601	Consolidated Disability Allowance
ALW05301	Leading Hand (2-10 Employees) HEMWU CMW	ALW42701	Technical Consolidated Disability Allow
ALW05306	Leading Hand (2-10 Employees) GEMWU	ALW43801	I.T. Allowance
ALW05308	Leading Hand (Over 20 Employees) GEMWU	ALW46001	Fornightly Sessional Payments
ALW05401	On Call Allowance (Super)	ALW48503	Special Allowance A/S Correctional Cent.
ALW05405	On Call Allowance (Super) Precalculated	ALW48601	Chief Pilot Allowance - Det 1060
ALW05407	On Call Allowance (NTPS)	ALW49602	Market Allow - Det 1043 of 2002
ALW05701	Industry Allowance (Super) CMW	ALW49603	PWC Market Allowance 14%
ALW07203	Flying Allowance (Police)	ALW49604	PWC Market Allowance 17%
ALW09701	Tool Allowance - PWC	ALW49801	Night Shift Allowance - Police only
ALW11701	First Aid - Senior	ALW51401	Assist. Teacher in Charge of Homeland Cen
ALW11702	First Aid - Refresher Certificate	ALW54901	All Purpose - Super
ALW11703	Advanced First Aid Certificate	ALW54902	Market Allowance - Super
ALW11705	First Aid - Power Water Corporation	ALW54903	Salary Maintenance - Super
ALW11707	First Aid - Senior Adv Industries	ALW54904	Responsibility - Super
ALW11710	First Aid - Education	ALW54905	Skills Allowance - Super
ALW11712	NT Fire Service Advanced First Aid	ALW55101	PWC Extra Duty Cat A (GP1)
ALW11715	DPC First Aid Allowance	ALW55102	PWC Extra Duty Cat B (GP1)

Q51(c) Allowances Attracting 9% Superannuation Guarantee Levy F/Y 2009/10

Allow Code	Allowance Description	Allow Code	Allowance Description
ALW55103	PWC Extra Duty Cat C (GP1)	ALW63701	On Call Allowance - PFES
ALW55104	PWC Extra Duty Cat D (GP1)	ALW65001	Shift Responsibility Allowance
ALW55105	PWC Extra Duty Cat E (GP1)	ALW65501	Skills Allowance - Ian Doddrell
ALW55106	PWC Extra Duty Cat F (GP1)	ALW65701	TNT Incentive Bonus
ALW55401	PWC Extra Duty Call Out 1 (GP2)	ALW66401	Aerial Medical Service Composite
ALW55402	PWC Extra Duty Call Out 2 (GP2)	ALW67001	ISSA General
ALW55403	PWC Extra Duty Call Out 3 (GP2)	ALW67101	ISSA Trade Assistant
ALW56001	Exemplary Practice 1 (N1)	ALW67204	ISSA Trade Apprentice 4th Year
ALW56002	Exemplary Practice 1 (N2)	ALW67701	SERVICE COORDINATOR ALLOWANCE
ALW56003	Exemplary Practice 2 (N2)	ALW67801	HV FIELD OPERATOR ALLOW
ALW57901	Post Grad Qual N1	ALW77701	Retention Allowance- Dr Prosper Abusah
ALW57902	Post Grad Qual N2 3%	ALW77702	Retention Allowance- Dr Marcus Tabart
ALW57903	Post Grad Qual N2 3.5%	ALW77901	Practitioner Allowance - PHS MA SRMP
ALW57904	Post Grad Qual N2 4.5%	ALW78001	Specialist Private Practice Allow Cat B
ALW58101	Nursing Resource Consultant Review Allow	ALW78301	Rural Medical Officer Attraction Allow
ALW58301	NTTC Vehicle Allowance	ALW79301	COMPOSITE ALLOWANCE DISABILITY & SACS
ALW60201	CT Scanner Allowance	ALW79601	STAND-BY ALLOWANCE
ALW61101	In Lieu of Private Practice	ALW80001	Second Roster Allowance
ALW61301	Flexibility Allowance	ALW80401	RIA Special Cat Single Rate
ALW61801	Remote Electricity Sub Special	ALW80402	RIA Cat 1 Single Rate
ALW61802	Remote Electricity Sub Cat 1	ALW80403	RIA Cat 2 Single Rate
ALW61803	Remote Electricity Sub Cat 2	ALW80404	RIA Cat 3 Single Rate
ALW61804	Remote Electricity Sub Cat 3	ALW80405	RIA Special Cat w/Dependants
ALW61805	Remote Electricity Sub Special Depend	ALW80406	RIA Cat 1 w/Dependants
ALW61806	Remote Electricity Sub Cat 1 Depend	ALW80407	RIA Cat 2 w/Dependants
ALW61807	Remote Electricity Sub Cat 2 Depend	ALW80408	RIA Cat 3 w/Dependants
ALW61808	Remote Electricity Sub Cat 3 Depend	ALW80501	P1 Radiographer Market Allowance
ALW62201	Police Remote Electricity Subsidy	ALW80502	P2-P4 Radiographer Market Allowance
ALW62205	Police Remote Elect Sub Spec Dependant	ALW80601	Private Practice Allowance-SeniorDentist
ALW62206	Police Remote Elect Cat1 Dependant	ALW80602	Private Practice Allowance-DM/RDM
ALW62601	Executive Assistant Allowance	ALW80603	Private Practice Allowance-RSM/SDM
ALW63201	General Duties Allowance	ALW80604	Private Practice Allowance-CDM/PDA
ALW63203	General Duties - Isolated Policing Cat A	ALW80901	Urban Search & Rescue Tech Category 2
ALW63204	General Duties - Isolated Policing Cat B	ALW81001	GP Proceduralists Gove & Katherine Hospi
ALW63301	Instructor Allow CertIV 1 yr	ALW81101	Professional Excellence Status
ALW63302	Instructor Allowance CertIV 1-2 years	ALW81201	Midwifery Composite Allowance
ALW63303	Instructor Alw Cert IV over 2 years	ALW81501	DPC Market Trade Allowance
ALW63501	Tutor Allowance		

**Northern Territory Electoral Commission (NTEC) Response to Written Questions
58 – 61 (Climate Change)**

Question 58. How many tonnes of CO₂ did the agency emit in 2009?

The Northern Territory Government has committed to become carbon neutral by 2018 under the *Northern Territory Climate Change Policy*. Under this target, whole of government systems to account for greenhouse gas emissions according to recognised international greenhouse accounting standards will be progressively rolled out over the next eight years for Government processes.

Currently, the Northern Territory Government reports against building energy consumption use by Government agencies with more than 50 full time equivalent staff members, and for vehicle emissions from NT Fleet vehicles.

As the NTEC's FTE count is less than 50, the Department of Lands and Planning does not hold building energy and emissions data.

Emissions from NT Fleet vehicles for this period was 6.7 tonnes.

Question 59. How many tonnes of CO₂ did the agency emit in 2008?

As the NTEC's FTE count is less than 50, the Department of Lands and Planning does not hold building energy and emissions data.

Emissions from NT Fleet vehicles for this period was 7.5 tonnes.

Question 60. What programs and strategies were introduced to reduce CO₂ emissions across the agency in 2009?

As the NTEC's FTE count is less than 50, the Department of Lands and Planning does not hold building energy and emissions data.

Question 61. Has a target for agency CO₂ emissions been set for the coming financial year?

- (a) If yes, what % reduction is that from 2009; and
(b) If no, why has a target not been set.**

NTEC is working towards the reduction target set in the Northern Territory Government Energy Smart Buildings Policy for the 2010-11 financial year.

That target is a 10% reduction in energy usage per square metre across the agency's building portfolio compared to a 2004-05 baseline.

In addition, the NTEC is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the Territory Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020.