

Estimates Committee 2009 Questions Taken On Notice

(16/6/2009 to 19/6/2009)

Date: 17/06/2009 Output: Agency Specific
Sub Output: Whole of Government
Subject: Departmental forms - conversion to SMART forms - number of forms

From: Mr David Tollner to Dr Chris Burns
Department of Business and Employment

Question: **4-1**
How many forms are we talking about? Can we get a full breakdown of forms, what they are, type, and what they might be used for throughout the department?

Dr BURNS: This is both internally and externally?

Mr TOLLNER: All of them.

Answer:

Answered On:

Answer:

Details of forms for the Department of Business and Employment (DBE) are provided at Attachment A, which includes an indication of forms' usage and whether they are completed by NTG agencies, employees or external people/entities.

Forms for DBE's associated Government Business Divisions are also provided as follows:

- Data Centre Services – Attachment B;
- NT Fleet – Attachment C; and
- Government Printing Office – Attachment D.

The Land Development Corporation does not have any standard forms.

Notes

- Majority of DBE's forms are to meet shared services accountability requirements and are used within the NT Government.
- As the NT Government's shared service provider, DBE provides a wide range of corporate transactional and processing services for all agencies and employees. In this role, DBE is required to meet accountability and internal control requirements contained in NT legislation, including the Financial Management Act, Public Sector Employment and Management Act, and Procurement Act.
- DBE has a current project to cease the use of paper forms for leave and salary matters and to have all staff who have computer access to enter requests directly into myHR. This will eliminate the need for most public servants to use paper forms for leave and salary matters and will provide an improved service to staff.
- Around 16% of DBE forms are used by people/entities external to Government. The majority of these are used by businesses and people applying for employment with the NT Government.

- In addition to DBE forms, the Department administers a number of forms on behalf of other agencies and jurisdictions. For instance, Territory Business Centres coordinate and process business forms for the Department of Justice, Department of Planning and Infrastructure, and Department of Regional Development, Primary Industry, Fisheries and Resources. Additionally, in the shared services areas, superannuation and taxation forms are administered for forwarding to the Australian Taxation Office and superannuation funds.
- In July 2008, DBE commenced development of smart forms to reduce 'red tape' for businesses, under an agreement with the Commonwealth Department of Industry, Innovation, Science and Research. Smart forms have been developed for Skilled Migration Sponsorship and Investment Facilitation, all aspects of Business Affairs including registration, renewal, changes and cancellation and for Worksafe regulatory functions including; Dangerous Goods and Occupational Health and Safety licences. The smart forms service includes the facility to pre-fill forms and for on-line credit card payments.