

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Department of Housing, Local Government and Regional Services and Aboriginal Areas Protection Authority – Generic Estimates Questions.

Mr Giles to MINISTER for Indigenous Development, in relation to the portfolio areas within the Department of Housing, Local Government and Regional Services and Aboriginal Areas Protection Authority.

**#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011.
All financial questions are taken to be 1 July 2010 to 31 March 2011.**

ANSWERS:

HR Questions:

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

The Agency's FTE Cap is 34.

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

Classification	Classification Description	FTE
AO2	ADMIN OFF 2	2.00
AO3	ADMIN OFF 3	2.00
AO4	ADMIN OFF 4	4.80
AO5	ADMIN OFF 5	3.00
AO6	ADMIN OFF 6	1.00
AO7	ADMIN OFF 7	2.00
BM	BOARD MEMBERS	0.00
EO2	EXEC OFF 2	1.00
EO3C	EXEC OFF 3 CNTR	1.00
P2	PROF 2	8.38
SAO2	SNR ADMIN OFF 2	1.00
SP1	SR PROF OFF 1	1.00
SP2	SR PROF OFF 2	1.00
T4	TECH 4	1.00
T5	TECH 5	1.00
T6	TECH 6	0.50
AAPA Aboriginal Protection Authority Total		30.68

Note:

The FTE numbers represent 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 (i.e. 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.

Agency Total FTE shown may vary from the monthly and quarterly FTE Averages report as it only calculates from a single pay period.

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

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

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

There are 27 permanent 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**

Classn	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO2	ADMIN OFF 2	0	0	6
AO3	ADMIN OFF 3	1	0	1
AO4	ADMIN OFF 4	2	2	0
AO5	ADMIN OFF 5	1	2	0
AO6	ADMIN OFF 6	0	0	1
AO7	ADMIN OFF 7	1	0	1
BM	BOARD MEMBER	0	0	13
EO2	EXEC OFF 2	1	0	0
EO3C	EXEC OFF 3 CNTR	0	0	1
P2	PROF OFF 2	1	1	8
SAO1	SNR ADMIN OFF 1	0	1	0
SAO2	SNR ADMIN OFF 2 CENTRE	1	0	0
SP1	SR PROF OFF 1	0	0	1

SP2	SR PROF OFF 2	1	0	0
T4	TECH 4	0	0	1
T6	TECH 6	1	1	0
AAPA Aboriginal Areas Protection Authority Total		10	7	33

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

24.72%.

7. What is the rate per level?

Classification	Classification Description	Turnover Rate (%)
AO2	ADMINISTRATIVE OFFICER 2	58.53
AO3	ADMINISTRATIVE OFFICER 3	0.00
AO4	ADMINISTRATIVE OFFICER 4	24.27
AO5	ADMINISTRATIVE OFFICER 5	0.00
AO7	ADMINISTRATIVE OFFICER 7	0.00
AO8	ADMINISTRATIVE OFFICER 8	0.00
EO1	EXECUTIVE OFFICER 1	0.00
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	0.00
INTR	INTERPRETERS	0.00
P1	PROFESSIONAL 1	0.00
P2	PROFESSIONAL 2	38.20
P3	PROFESSIONAL 3	100.00
PO1	PROFESSIONAL OFFICER 1	0.00
PO2	PROFESSIONAL OFFICER 2	0.00
PO3	PROFESSIONAL OFFICER 3	0.00
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	100.00
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	0.00
T3	TECHNICAL 3	0.00
T4	TECHNICAL 4	0.00
T5	TECHNICAL 5	0.00

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

Six.

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

1573 days.

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

30.

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?

Classification	Extended Once	Ext. Twice	Total
Administrative Officer AO2	2	2	2
Professional Officer P2	3		3
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		-	5

Note:

Data source is RMS (Recruitment Management System)

Where provided in the data employees are identified by AGS number. Where the AGS number is not available, name matching has been used. Where AGS or name matching does not align, the employee will be displayed as a separate records on the report.

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

Nil.

13. In relation to all vacant positions, what is the breakdown of recruitment actions by:

- Selection process commenced

Nil.

- Selection process (including position advertising) not commenced

Six.

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

Nil.

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?

Nil.

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

Two positions:
1xEO1
1xP3

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

1 x AO5

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

Nil.

19. How many have resigned?

Nil.

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

Classn	Classification	Average length of Service in Years
AO2	ADMINISTRATIVE OFFICER 2	1.32
AO3	ADMINISTRATIVE OFFICER 3	8.37
AO4	ADMINISTRATIVE OFFICER 4	2.08
AO5	ADMINISTRATIVE OFFICER 5	2.66
AO6	ADMINISTRATIVE OFFICER 6	2.27
AO7	ADMINISTRATIVE OFFICER 7	8.91
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	3.15
P2	PROFESSIONAL 2	6.56
P3	PROFESSIONAL 3	3.10
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1.56
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	7.34
T4	TECHNICAL 4	1.65
T5	TECHNICAL 5	3.69

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

Advertising - \$500

Fares – \$1000, 2 x Aurora Students (1 Alice and 1 Darwin).\

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

- How many graduates started with the department

Nil.

- How many have completed the year

Nil.

- How many have won nominal positions

Nil.

- How many have left the NTG, and what was the length of time each stayed within the NTG before leaving?

Nil.

23. In relation to Indigenous Employees, in 2010:

- How many employees do you have in your department that recognise themselves as indigenous?

Four.

- What are the levels of their positions held?

AO2, AO3, P1.

- How many at each level?

One x AO2, two x AO3, one x P1.

- How many are tenured and at what level?

Two x AO3.

- How many are temporary and at what levels?

Two = (one x AO2, one x P1).

- How many are acting up in positions and at what level?

Three = (two x AO4, one x P2).

- How many have completed the year?

One.

- How many have left the NTG?

One.

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

Classification	Q24 NTPS Staff Accrued Recreation Leave (Days)	Q24 NTPS Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
AO2	26.77	\$4,542.06	21.27
AO3	130.23	\$25,543.86	107.73
AO4	150.38	\$35,343.99	50.84
AO5	93.64	\$23,716.57	59.26
AO6	11.04	\$2,975.46	11.04
AO7	90.59	\$30,055.10	49.23
EO2	42.57	\$19,605.64	42.57
EO3C	8.08	\$6,395.98	8.08
P2	216.49	\$59,300.39	38.62
SAO1	45.68	\$16,417.84	45.68
SAO2	98.11	\$41,041.64	98.11
SP1	11.50	\$4,175.62	11.50
SP2	21.91	\$9,084.74	21.91
T4	22.50	\$6,166.78	22.50
T6	127.63	\$41,279.13	69.63
TOTAL	1,097.11	\$325,644.80	107.73

Classification	Q24 NTPS Staff Accrued Long Service Leave (Months)	Q24 NTPS Staff Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
AO2	0.89	\$3,329.19	0.77
AO3	7.87	\$33,619.13	7.40
AO4	7.67	\$36,336.77	3.57
AO5	9.36	\$49,885.86	5.26
AO6	1.94	\$12,679.21	1.82
AO7	5.72	\$39,732.85	4.27
EO2	2.90	\$26,136.25	2.90
EO3C	0.92	\$15,915.47	0.92
P2	10.55	\$50,358.73	4.37
SAO1	2.00	\$10,584.16	2.00
SAO2	4.00	\$36,370.00	4.00
SP1	0.72	\$5,044.85	0.72
SP2	2.82	\$21,317.68	2.82

T4	0.47	\$2,510.13	0.47
T6	4.69	\$30,166.59	2.67
TOTAL	62.52	\$373,986.87	7.40

Total=\$699,631-67

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

509.43 weeks.

- How many days sick leave were taken in 2010?

250.21 days.

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?

Long Service Leave=0.92 months
Recreation Leave =8.08 days

- What is the financial value of that leave?

Long Service Leave =\$15,915-47

Recreation=\$6,395-98

Total=\$22,311-45

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

Long Service Leave=0.92months

Recreation Leave=8.08days

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

6.67 weeks.

- How many days sick leave were taken in 2010, at each employee level?

Classification	Classification Description	Number of Staff	Q24 NTPS Staff Days Sick Leave Taken	Q25 Executive Contract Staff Days Sick Leave Taken
AO2	ADMIN OFF 2	4	28.04	
AO3	ADMIN OFF 3	3	27.63	
AO4	ADMIN OFF 4	5	30.20	
AO5	ADMIN OFF 5	3	21.73	
AO6	ADMIN OFF 6	1	39.50	
AO7	ADMIN OFF 7	4	6.93	
AO8	ADMIN OFF 8	1	1.32	
EO1	EXEC OFFICER 1	2	5.14	
EO4C	EXEC OFF 4 CNTR	1	1.00	1.00
P1	PROF 1	2	4.46	
P2	PROF 2	9	62.91	
P3	PROF 3	1	2.00	
T3	TECH 3	1	1.00	
T4	TECH 4	1	3.00	
T5	TECH 5	2	15.35	
Total AAPA Aboriginal Protection Authority		40	250.21	1.00

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 x AO4, \$2,325-43.

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 x AO4, \$1,475-12.

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?

No.

- Break down by level and the amount of leave taken

N/A.

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

No.

- Break down by level and the amount of leave

Nil.

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

Nil.

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?

Nil.

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?

Two = 1 x T6-Maternity Leave, 1 x AO4 Sick/Recreation Leave (Vehicle Accident)

Are there any still on extended leave?

One until 04/11/11 – Maternity Leave.

33. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability?

Treasury to answer.

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?

The Authority does not have an optimal retirement age for any of its employees.

If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?

N/A.

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?

Yes.

How many and at what level?

Six = one x A03, two x AO4, one x AO5, one x AO7 and one x P2.

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

Nil.

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.

\$20,800.

37. Please provide a breakdown per business unit.

Regional Office \$15000

Research Section: \$5800.

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

\$22,000.

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?

Q39 - Travel Expenses			
Group	Std	Description	YTD @

				31/03/11
		Classificati on		
Airfares	Intrastate	364111	Intra Territory Airfares	\$32,191
		364511	Air Bus & Boat Charter	\$21,411
		367211	Airfares - Board	\$20,989
		341111	Consultants Fees NT	\$8,480
	Interstate	364211	Interstate Airfares	\$3,396
		341911	Consultants Fees Other	\$7,001
	Overseas Recruitme nt	n/a	Nil	\$0
		366211	Recruitment Airfares	\$1,049
Total				\$94,517
Accommodatio n	Intrastate	371924	Accom Intra Territory - Pro.Development	\$418
		367411	Accommodation	\$9,336
		341111	Consultants Fees NT	\$2,313
		Interstate	331111	InterTerritory Accommodation
		331211	Interstate Accommodation	\$0
		371925	Accom Interstate	\$2,081
		341911	Consultants Fees Other	\$9,541
	Overseas Recruitme nt	n/a	Nil	\$0
Total				\$50,013
Travel Allowance	Intrastate	373111	Intra Territory TA	\$22,660
	Interstate	373211	Interstate TA	\$980
	Overseas	n/a	Nil	\$0
	Total			
Training Fares	Intrastate	371911	Intra Territory Airfares - Pro.Development	\$1,469
		371912	Interstate - Pro.Development	\$6,181
	Overseas	n/a	Nil	\$0
	Total			
Total Costs				\$168,170

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

\$214000

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

10 plus two-wheel trailer.

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

One.

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

100%.

44. How many vehicles are home garaged?

Three.

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

One x EO3C, two x SAO2.

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

16.

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

Nil.

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

Nil.

49. How many reports resulted in formal disciplinary action?

Nil.

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

- Break down by level

One x SAO2, one x AO4, one x AO7.

Marketing:

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

\$13,000.

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

\$7000 – Mining the Territory

\$1500 – Print AAPA Brochure.

\$300 – Resources week.

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?

\$5500 – General property insurance.

\$6000 – Motor vehicle insurance.

\$31000 – Workers compensation insurance.

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?

All areas of major risk are insured by the AAPA. The insurance is arranged through AON and is due for renewal on the 1st July of each year. General property insurance attracts a threshold for each item insured.

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

Refer to Q54.

Climate Change:

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

51.

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

Replacement of vehicles – all on road vehicles replaced with vehicles which are considered “Green”. Unfortunately the AAPA requires the off road vehicles to be suitable for the harsh conditions in the NT.

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

2%.

- If yes, what % reduction is that from 2010.

- If no, why has a target not been set.

Utilities:

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

\$13200.

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

\$22000 – The AAPA recently relocated its Darwin office to a much larger premises.

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?

Nil.

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

\$250 – Children’s Christmas Party.

Advertising:

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

\$2000.

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

\$300 – Newspapers

\$850 – Entry of AAPA in AGD and Yellow pages.

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

Nil.

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?

20 NT = \$235108

12 INTER = \$130375

Total = 32 \$365483