

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Giles to Minister for Indigenous Development

**Department of Housing, Local Government and Regional
Services and Aboriginal Areas Protection Authority – Output
Groups**

In relation to the portfolio areas within the Department of Chief Minister and Aboriginal Areas Protection Authority would you kindly respond to the following questions by output group within each Department:

The answers to questions below (in bold) relate to the Aboriginal Areas Protection Authority

The “portfolio areas within the Department of Chief Minister“ referred to in the Questions are now part of the Department of Housing, Local Government and Regional Services.

Answers to questions as they relate to the Indigenous Development component of that Agency will be addressed by Minister Burns as the senior minister for that Department within his answer to Written Question 127.

1. How many personnel are employed to perform Human Resources functions within the Department? At what position level are they employed?

1 at AO4 level.

2. How many personnel are employed to perform or assist in the Payroll functions within the Department? At what position level are they employed?

Nil: all done by Department of Business and Employment.

3. How many instances have occurred where the department has made errors in respect to payments to or allowances for members of the department? Can you please explain these instances?

**1 x Termination – Recovery action arranged by DBE
2 x Incorrect HDA payments – rectified.**

4. What interdepartmental charges are applied to managing the payroll? Is there a differential in cost for different position levels, if so what are these differences in cost?

Notional billing:	HR Systems	\$9286.25
	Payroll Auto PTRs	\$1023.00
	Payroll Commandeer	\$4420.00
	Payroll employees	\$4173.16
	Payroll manual PTRs	\$2550.00
	Payroll termination	\$3640.00
	Total	\$25092.41

5. How are costs determined between departments in relation to payroll costs, including transfers and relocation of staff?

Costs are agreed between agencies managers on a case by case basis. Generally, the recruiting agency covers relocation costs. With regard to transfer dates are agreed between agencies and DBE payroll is notified of date of action.

6. What is the budget of the Human Resources functional area of the Department?

The Authority being so small does not allocate its budget down to the sections.

7. What is the breakdown of the Human Resources budget to employee payments, travel, accommodation and training?

The Authority being so small does not allocate its budget down to the sections.

8. Do the same staffs manage executive contracts as manage non-executive staff members? If not, how many in manage executive contracts and what are their position levels, and how many manage non-executive contract staff and what are their levels?

All managed by the HR Officer.

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

Nil.

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

Advertising	\$7364.63
Recruitment Fares	\$4131.10
Removal and Storage expense	\$15206.55
Relocation Allowance	\$98.70
Accommodation	\$3319.36
Recruitment expenses other	\$7099.49
Total	\$37219.83

11. What is the attrition rate of staff in the human resources area of the department?

Nil.

12. What is the current state of employment in the Human resources department, 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?

1 employed, nil positions vacant.

Relocation Costs:

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 Department.

\$29,900.

14. Please provide a breakdown per business unit.

The relocation costs relate to the Research Section

15. How much is budgeted for relocation and other appointment and termination expenses in 2009/10.

The Authority being so small does not allocate its budget down to this level.

Marketing:

16. How much was spent by the Department in 2009 on advertising and marketing programs (and up to 1 April 2010).

\$5,300.

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

Promotional banners for the Authority	\$1700
New business cards, letterhead and with compliment slips.	
Commemoration of 30 years of Sacred Site protection in the NT.	\$2700
Advertising in a National Directory	\$700
Death Notices	\$200
Total	\$5300

Worker Turnover:

18. As of 1 April 2010, what is the current staffing of the department, by level?

ECO3	1
EO2	1
AO8	2
P3	2
AO7	2
T6	1
P2	7.38
T4	1
P1	.8
T3	1
AO5	2
AO4	6
AO3	1
AO2	3
Casual AO2	1

19. How many of these positions were substantively filled and how many were filled by persons acting in positions or are temporary appointments?

Positions where staff on HDA	5
Temporary appointments (Including the CEO)	15
Secondment from another Government agency.	1

20. What was the rate of turnover of staff in the department in 2009?

40.62%

21. What is the rate per level?

As per attached table Q21.

22. How many vacant positions are there in the Department as a whole?

Data supplied by Department of Business and Employment (DBE) indicates 5 vacant positions.

Under Section 17 of the *Northern Territory Aboriginal Sacred Sites Act*, the Aboriginal Areas Protection Authority is the employer of all staff (except the Chief Executive Officer). The Authority determines whether or not positions are filled on a permanent or temporary contract basis, depending on demand. Increased demand over the last two years has seen the Authority ensure that the roles and the positions have been filled as necessary.

The DBE data reflects positions that are vacant - not roles that have been filled according to demand. Currently there are no vacant employee roles in the Authority.

23. How long, in total days, have permanent positions been vacant in the department?

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Data supplied by Department of Business and Employment (DBE) indicates 5 vacant positions. Currently there are no vacant employee roles in the Authority.

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.

Under Section 17 of the *Northern Territory Aboriginal Sacred Sites Act*, the Aboriginal Areas Protection Authority is the employer of all staff (except the Chief Executive Officer). The Authority determines whether or not positions are filled on a permanent or temporary contract basis, depending on demand. Increased demand over the last two years has seen the Authority ensure that the roles and the positions have been filled as necessary.

Currently there are no recruitment actions in progress.

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

15 (Including the CEO).

26. In the period 1 January 2008 to 1 April 2010, how many positions have been advertised by “expression of interest”?

2

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?

Extended once	5
Extended twice	3
Extended x 3	1
Total	9

28. How many times has the department sought permission from the Commissioner to extend a contract beyond a third extension?

Under Section 17 of the *Northern Territory Aboriginal Sacred Sites Act*, the Aboriginal Areas Protection Authority is the employer of all staff (except the Chief Executive Officer). The Authority determines whether or not positions are filled on a permanent or temporary contract basis, depending on demand. The Authority is not required to seek permission from the Commissioner.

29. If permission has been sought, what recruitment action has taken place?

N/A

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

Designation	AO5	61 days
	P2	51 days

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?

See attached table Q31.

32. In 2009, how many positions have been reclassified in the department? What are the level of those positions?

See attached table Q32.

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

Nil

34. How much has been spent on training and skilling unattached employees? What was the training provided?

Nil

35. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2009.

Nil

36. How many have resigned?

Nil

37. What is the average cost of recruiting staff to the department?

\$10 000

38. How much is allocated on average, to each staff member for training and improvement?

\$900 per year.

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

See attached table Q39.

Leave Liabilities:

40. What is the policy of the department of carry over recreation leave, in particular, how many weeks are allowed to be carried over between years?

Under Section 17 of the *Northern Territory Aboriginal Sacred Sites Act*, the Aboriginal Areas Protection Authority is the employer of all staff (except the Chief Executive Officer). The Authority follows the collective agreement of 2008 -2010, which states:

“Excess leave” Where an employee has available recreation leave in excess of 60 days (or 90 days in the case of a compulsory transferee), the CEO may on giving of two months notice, direct an employee to take up to one quarter of the total available recreation leave.

This policy is managed within 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?

5 staff; \$99,700

42. In relation to NTPS staff as of 1 April 2010:

- (a) what is the total amount of accrued leave in the department, broken down by long service leave and recreation leave. What is the financial value of that leave;

See attached table Q42(a).

- (b) what is the highest individual amount of accrued leave at each position level;

See attached table Q42(b).

- (c) what is the current total of sick leave entitlement of employees in the department; and

462.37 days at 31 March 2010.

- (d) how many days sick leave were taken in 2009?

316.18 days till 31 March 2010.

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 department, broken down by long service leave and recreation leave? What is the financial value of that leave;

At 31 March 2010:

**Recreation Leave: 7.1 days; \$5,441.16 accrued entitlement
Long Service Leave: 0.62 months; \$10,440.46 accrued entitlement**

- (b) what is the highest individual amount of accrued leave at each employee level;

As per response Q 43(a)

- (c) what is the current total of sick leave entitlement of employees in the department; and

5.07 weeks.

- (d) how many days sick leave were taken in 2009, at each employee level?

1.66 days.

44. How many people received workers compensation 2009, at what position level and geographic location and how long for each person?

Nil

45. As at today, how many workers are currently on workers compensation? At what level and is there an expected return date?

Nil

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?

1. To break this down by position and reason would unreasonably impinge on the privacy of individuals. Nil on extended leave at present.

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?

NT Treasury will be providing an answer to this question on a whole of government basis considering sufficient disaggregated information is not available at an agency level to answer the question.

1 x AO4, 55 years; 1 x AO7, 51 years

48. Do they still have Northern Territory 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?

5 employees total; 1 each at AO3, AO4, AO5, AO7, P2

Entry Level Recruitment:

49. In relation to Apprentices and Graduates, in 2009:

- (a) how many graduates started with the department;

Nil

- (b) how many have completed the year;

N/A

- (c) how many how won nominal positions;

N/A

- (d) how many have left the NTG, and what was the time each stayed within the NTG before leaving; and

N/A

- (e) how much sick leave has been taken on average by graduates and apprentices?

N/A

50. In relation to Indigenous Employees, in 2009:

- (a) how many employees do you have in your department that recognise themselves as Indigenous;

3

- (b) what are the levels of their positions held;

To break this down by position would unreasonably impinge on the privacy of individuals.

- (c) how many at each level;

To break this down by position would unreasonably impinge on the privacy of individuals.

- (d) how many are tenured and at what level;

2 ; To break this down by position would unreasonably impinge on the privacy of individuals.

- (e) how many are temporary and at what levels;

1; To break this down by position would unreasonably impinge on the privacy of individuals.

- (f) how many are acting up in positions and at what level;

2; To break this down by position would unreasonably impinge on the privacy of individuals.

- (g) how many have completed the year;

All

- (h) how many have left the NTG; and

Nil

- (i) how much sick leave was taken, on average?

It is inappropriate to ask about a person's sick leave useage based on a person's ethnicity. In addition, given the size of the staff sample, to break this down would unreasonably impinge on the privacy of individuals be a breach of privacy.

Allowances:

51. In regard to employee entitlements, for 2009:

- (a) In addition to salary how much was paid in employee allowances;

\$90,167.74. This is inclusive of sitting fees, as determined by the Remuneration Tribunal, paid to the Board members of the Authority.

- (b) what are these allowances, to what level do they apply and what is the annual estimated cost; and

These allowances were paid in accordance with the PSEMA and Remuneration Tribunal requirements. To break this down would unreasonably impinge on the privacy of individuals.

- (c) do allowances these attract the 9% Superannuation Guarantee Levy, and if so, which allowances?

**ALW62601 Executive Assistance Allowance
ALW11701 First Aid - Senior**

NTPS Code of Conduct:

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

13

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

Nil

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

Nil

55. How many reports resulted in formal disciplinary action?

N/A

Insurance:

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?

Motor Vehicle Insurance	\$6528.30
Special Contingency	\$3513.61
Workers Compensation	\$39182.00
General Property	\$1826.01
Total	\$51049.92

57. 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?

See response to Q56 for commercial insurance. Insurance provided by AON Insurance Brokers. Renewal 1 July; See Q56 for costs. Standard vehicle excess and item replacement thresholds.

Climate Change:

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

46.9 tonnes (Fleet Vehicle component only).

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

55.1 tonnes (Fleet Vehicle component only).

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

Ongoing staff awareness regarding use of electrical appliances and air conditioning (after hours); leasing of vehicles wherever possible under the emission standard of 5.5 and where other vehicles are required for operational standards, leasing of four wheel drives with best possible emission standards, balanced with operational requirements.

61. Has a target for departmental 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.

With regard to the Energy Smart Building's Policy, the Authority has less than 50 FTE's and is excluded from the policy. New accommodation for the Authority will meet relevant Government policy – Green Buildings.

Vehicles:

62. How much was spent on vehicles by the Department in 2009?

\$193,700.00

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

Ten. One of these vehicles is a temporary requirement due to the need for the Authority to have two separate offices in Darwin to meet workload and staffing demand whilst awaiting new accommodation.

64. What is the change, if any, in these vehicle numbers from 2008?

1 (this vehicle is a temporary requirement due to the need for the Authority to have two separate offices in Darwin to meet workload and staffing demand whilst awaiting new accommodation)

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

**Due to the nature of the Authority's business, there is a clear requirement for four wheel drive vehicles within the Authority's fleet.
30% of the Authority's current vehicles meet the emission standard of 5.5 out of 10.**

66. How many vehicles are home garaged?

Three vehicles are currently home garaged. One of these vehicles is a temporary requirement due to the need for the Authority to have two separate offices in Darwin to meet workload and staffing demand whilst awaiting new accommodation.

67. What is the policy in relation to home garaging vehicles?

Home garaging is permitted where vehicles are available for Executive Officer and Executive Contract Officer staff; where secure parking is unavailable; and on an irregular basis for operational requirements.

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

ECO3; EO1; AO8 (temporary home garaging for security reasons).

Travel and Accommodation:

69. How much was spent on travel in 2009, broken down by intrastate, interstate and international fares, accommodation and other expenses?

<u>Airfares:</u>	Intrastate	\$24837
	Interstate	\$240
	Overseas	\$Nil
	Recruitment	\$2767

<u>Accommodation:</u>	Intrastate	\$16627
	Interstate	\$327
	Overseas	\$Nil
	Recruitment	\$3319

<u>Travel Allowance:</u>	Intrastate	\$19070
	Interstate	\$701
	Overseas	\$Nil
	Recruitment	\$98

<u>Training Fares:</u>	Intrastate	\$50
	Interstate	\$380

Utilities:

70. What was the cost of power and water to the department in 2009?

Power & Water **\$10200**

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

Classification	Classification Description	Turnover %
AO2	ADMINISTRATIVE OFFICER 2	193.36
AO3	ADMINISTRATIVE OFFICER 3	71.43
AO4	ADMINISTRATIVE OFFICER 4	17.30
AO5	ADMINISTRATIVE OFFICER 5	0.00
AO6	ADMINISTRATIVE OFFICER 6	0.00
AO7	ADMINISTRATIVE OFFICER 7	0.00
AO8	ADMINISTRATIVE OFFICER 8	0.00
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	0.00
EO2	EXECUTIVE OFFICER 2	0.00
EO3	EXECUTIVE OFFICER 3	0.00
EO3C	EXECUTIVE OFFICER 3 – EXECUTIVE CONTRACT	0.00
P1	PROFESSIONAL 1	131.36
P2	PROFESSIONAL 2	26.72
P3	PROFESSIONAL 3	0.00
P4	PROFESSIONAL 4	0.00
T3	TECHNICAL 3	0.00
T4	TECHNICAL 4	90.91
T5	TECHNICAL 5	0.00
T6	TECHNICAL 6	0.00

Breakdown of Total Recruited:	
Private	12
Other Government Agency	1
Other NT Government Agency	4
AAPA Internal	2
	19

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

Position	Average Length of Service in Years
AO2	0.50
AO3	6.00
AO4	4.33
AO5	0.50
AO6	1.00
AO7	9.00
AO8	12.00
EO1	5.00
EO3C	2.00
P1	0.50
P2	5.80
P3	1.50
T3	0.00
T4	0.00
T5	4.00

AAPA REPORT Position Classification change 2009		
Job Title	New Classification	Status
Executive Assistant	AO4	Up
Registrar	AO6	Up
Senior Land Information Officer	T4	Up
Manager Technical Section	T5	Up
Assistant Registrar	AO3	Down

Q42(A) Recreation and Long Service Leave Liability Details at 31 March 2010

	Accrued Decimal Days	Accrued Entitlement	Leave Bonus
Recreation Leave	986.6	\$278,513.11	\$30,042.00

	Accrued Decimal Days	Accrued Entitlement	Leave Bonus
Long Service Leave	58.2	\$330,597.25	

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

**Q42(B) Recreation and Long Service Leave Highest Accrued Individual
 Amount by Classification at 31 March 2010**

Recreation Leave

Current Classification	Rec Accrued in Days
AO2	16.7
AO4	77.7
AO5	61.3
AO7	66.9
AO8	73.1
EO2	31.7
EO3C	7.1
P1	6.0
P2	38.6
P3	16.9
T3	7.5
T4	66.0
T6	53.1

Long Service Leave

Current Classification	LSL Accrued in Months
AO2	0.47
AO4	7.1
AO5	4.96
AO7	3.97
AO8	3.72
EO2	2.6
EO3C	0.62
P1	0.27
P2	4.07
P3	2.52
T3	0.17
T4	1.75
T6	2.42

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

ABORIGINAL AREAS PROTECTION AUTHORITY

OUTPUT GROUP: Protection of Sacred Sites

Custodian Payments as at the 31st May 2010.

ACCOUNT	DESCRIPTION	LOCATION	AMOUNT
Consultants - NT	Custodians	Darwin	\$47 000
Consultants – NT	Custodians – Field Supplies	Darwin	\$23 000
Consultants – NT	Custodians	Alice Springs	\$51 000
Consultants – NT	Custodians – Field Supplies	Alice Springs	\$6 000

*Note: A custodian is defined under our Act as: "an aboriginal who, by Aboriginal tradition, has responsibility for that site". Section 42 of our Act states "Before exercising a power under this Act in respect of a sacred site, the Authority or the Minister, as the case may be, shall take into account the wishes of Aboriginals relating to the extent to which the sacred site should be protected." Thus the Act requires that custodians be consulted over matters in which a decision must be made on a sacred site. The Act also requires specifically that custodians be consulted in relation to site registration (Section 27(2)) and certificate applications (Section 19F) and makes provision for a meeting to be arranged between custodians and a certificate applicant at the request of that applicant (Section 19L). Such consultations can use up a lot of custodians' time and involve them in field visits. They are remunerated, albeit a nominal fee for performing the functions required under the Act (as are staff, consultants and Board members).

Refreshments are provided for most consultations and meetings as, is regularly the case in meetings held in the Northern Territory public service. Work Health Safety concerns would be raised if the Authority took people out bush without stocking the vehicle with adequate food and drink. It is also a very important (and relatively cheap) public relations exercise, given that custodians could simply advise they are not prepared to accompany the Authority member if they found endless consultations and bush trips tiresome. The Authority would have difficulty in carrying out its core function without the support of major stakeholders.

ABORIGINAL AREAS PROTECTION AUTHORITY

OUTPUT GROUP: Protection of Sacred Sites

Consultants as at the 31st May 2010.

ACCOUNT	SERVICE	CONSULTANT	REGION	AMOUNT
Consultant Interstate	Authority Certificate (A/C)	David Raftery	Alice Springs	\$6 820
	A/C	Anthony Gatti	Alice Springs	\$11 440
	A/C	Anna Meltzer	Alice Springs	\$12 000
	A/C	Anna Meltzer	Alice Springs	\$20 000
	A/C	Anthony Gatti	Alice Springs	\$10 560
	Registration	Jeffery Stead	Alice Springs	\$15 400
	A/C	Anthony Gatti	Alice Springs	\$12 320
	A/C	Anthony Gatti	Alice Springs	\$16 720
	A/C	Kevin Murphy	Alice Springs	\$40 000
	Research Projects	Sarah Dunlop	Darwin	\$23 000
	A/C	Frank McKeon	Alice Springs	\$10 500
	A/C	Kevin Murphy	Darwin	\$8 100
	A/C	Anna Meltzer	Alice Springs	\$11 200
	A/C	Frank McKeon	Alice Springs	\$9 900
	A/C	Kevin Murphy	Darwin	\$20 000
	A/C	Frank McKeon	Alice Springs	\$13 500
	A/C	Bill Kruse	Alice Springs	\$11 700
	A/C	John Cook	Alice Springs	\$17 000
	AAPA Business Rules – Research	Sarah Dunlop	Darwin	\$4 800
	A/C	Anthony Gatti	Alice Springs	\$13 200
	Film project	Delphine Morris	Darwin	\$2 100
	A/C	Delphine Morris	Darwin	\$10 800
			Total	\$301 060

ACCOUNT	SERVICE	CONSULTANT	REGION	AMOUNT
Consultants NT	Authority Certificate (A/C)	John Dymock	Darwin	\$15 400
	A/C	John Dymock	Darwin	\$3 500
	A/C	John Dymock	Darwin	\$11 200
	A/C	John Dymock	Darwin	\$9 800
	A/C	John Dymock	Darwin	\$4 900
	Booklet	Samantha Wells	Darwin	\$22 100
	Registration	Bruce Birch	Darwin	\$2 400
	A/C	Bentley James	Darwin	\$13 000
	Strategic Planning and Database planning	Bill Grimster	Darwin	\$7 500
	A/C	Sally Hodson	Darwin	\$11 000
			Total	\$100 800