

Answers to Written Questions: 11th Assembly**08/04/2011**

232. Department of Business and Employment – Generic Estimates Questions
Mr Mills to MINISTER for Business and Employment, in relation to the portfolio areas within the Department of Business and Employment.

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

741

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

Classification	Classification Description	FTE
AO1	ADMIN OFFICER 1	4.22
AO2	ADMIN OFFICER 2	88.73
AO3	ADMIN OFFICER 3	128.97
AO4	ADMIN OFFICER 4	130.58
AO5	ADMIN OFFICER 5	77.18
AO6	ADMIN OFFICER 6	87.32
AO7	ADMIN OFFICER 7	79.89
AQ3SA	NTPS ADULT APPR	1.00
AQF3A	NTPS APPRENTICE	2.97
EO1C	EXEC OFF 1 CNTR	24.82
EO2C	EXEC OFF 2 CNTR	9.85
EO3C	EXEC OFF 3 CNTR	2.00
EO4C	EXEC OFF 4 CNTR	1.00
EO6C	EXEC OFF 6 CNTR	1.00
GOVAM	NTPS AUTO APPRE	1.00
GRADT	GRADU TRAINEES	5.00
PW2R	PRINT WKR 2 RDO	3.53
PW3R	PRINT WKR 3 RDO	1.00
SAO1	SNR ADMIN OFF 1	57.6
SAO2	SNR ADMIN OFF 2	16.00
SP1	SR PROF OFF 1	1.00

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Classification	Classification Description	FTE
SP2	SR PROF OFF 2	1.00
T1	TECH 1	2.00
T1R	TECH 1 - RDO	1.00
T2	TECH 2	4.00
T2R	TECH 2 - RDO	6.00
T3	TECH 3	4.00
T3R	TECH 3 - RDO	5.00
T4	TECH 4	2.00
T5	TECH 5	1.00
T6R	TECH 6 - RDO	1.00
DBE Total		751.66

3. Is this figure in line with the NTG FTE Cap?

- If not, please explain.

No.

Average FTE for the three pays in March 2011 was 741, however, the last pay included temporary HR staff.

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

757

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.

Permanent Employees held in Nominal position	437
Permanent Employees acting in Temporary appointments	240
Temporary Contract Employees	165

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

26.32%

7. What is the rate per level?

Classification	Turn Over
AO1	61.80%
AO2	72.07%
AO3	33.80%
AO4	16.94%
AO5	27.65%
AO6	22.64%
AO7	5.51%
AO8	9.01%
AQF3 (Business Apprentice)	40.65%
EO1	6.89%
EO1C	13.31%
EO2C	18.18%
EO3C	0%
EO4C	50%
EO6C	0%
GOVAM (Automotive Apprentice)	0%
GRADT	58.60%
ICS (Indigenous Cadet)	0%
P2	0%
P3	0%
P4	0%
PW2R	0%
PW3R	0%
SAO1	1.79%
SAO2	12.41%
SP1	0%
SP2	0%
T1	0%
T1R	0%
T2	0%
T2R	0%
T3	23.53%

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Classification	Turn Over
T3R	0%
T4	0%
T5	0%
T6R	0%

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

46 Positions

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

13 599 Days

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

165

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	Ext 1	Ext 2	Ext 3	Ext 4	Ext 5	Total
A02	33	18	9	5	2	67
A03	20	11	2	7		40
A04	10	6	3	1		20
A05	7	3		1		11
A06	2	3				5
A07	3	2	1	1		7
A08		1				1
SA01	1					1
Totals	76	44	15	15	2	152

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

37

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

- Selection process commenced and
- Selection process (including position advertising) not commenced.

177 selection processes commenced

45 vacancies where selection processes not commenced

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

Classification	Average Days to Fill
AO3	50.38
AO4	59.50
AO5	48.73
AO6	51.00
AO7	63.00
AO8	72.88
ECO1	91.00
ECO1/EO1	96.00
ECO3	16.00
ECO4	26.00
EO1	56.00
SAO2	56.00
T2	46.00

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?

NTG	Non NTG	Not Advised	Total
79	73	37	189

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

5 positions were reclassified

- 1 x AO4
- 1 x AO5
- 1 x AO8
- 1 x EO1
- 1 x ECO3

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

Classification	No. of Unattached Officers
AO1	1
AO2	65
AO3	10
AO4	7
AO5	4
AO6	7
AO7	11
SAO1	8
SAO2	2
T2	1
Total	116

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

33 have gained a permanent position within DBE

5 have gained a permanent position in other agencies

19. How many have resigned?

14

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

Classification	Years Service
AO1	6.01
AO2	1.79
AO3	4.17
AO4	5.11
AO5	4.03
AO6	5.49
AO7	4.64
AQF3 (Business Apprentice)	0.29
EO1C	5.30
EO2	1.16
EO2C	5.40
EO3C	10.84
EO4C	4.57
EO6C	3.73
GOVAM (Automotive Apprentice)	3.13
GRADT	0.45
ICS (Indigenous Cadet)	2.12
PW2R	10.80
PW3R	12.27
SAO1	4.33
SAO2	3.90
SP1	2.06
SP2	2.62
T1	6.38
T1R	12.27
T2	5.79
T2R	11.25
T3	6.72
T3R	10.29
T4	5.81
T5	8.47
T6R	12.27

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

Total as at 31 March 2011 = \$57 376.88

- Local = \$28 538.89
- National = \$28 837.99

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

- How many graduates started with the department?

- How many have completed the year

- How many how won nominal positions

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

Apprentices started with the department?

- 1 Business Apprentice, in the Katherine Region

How many have completed the year?

- 6 out of 7 Business Apprentices (2009 intake) completed their apprenticeship with DBE in 2010

How many won nominal positions?

- Of 2009 intake:
 - 1 in Tennant Creek
 - 1 went on to the Indigenous Cadetship Support Program

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

Number	Length of Service
1	15 months
1	3 months

Graduates 2010:

Graduates started with the department?

- 4 (2 in Accounting, 1 in Information Technology/Business, 1 in Policy/Business)

How many have completed the year?

- 2 from the 2008 intake completed the Graduate Development Program in 2010 (1 in Information Technology and 1 in Accounting)

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How many won nominal positions?

- Of 2008 Graduate intake:
1 Graduate (Information Technology)

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

Number	Length of Service
1	12 months

23. In relation to Indigenous Employees, in 2010:

- *How many employees do you have in your department that recognise themselves as indigenous?*
- *What are the levels of their positions held?*
- *How many at each level?*
- *How many are tenured and at what level?*
- *How many are temporary and at what levels?*
- *How many are acting up in positions and at what level?*
- *How many have completed the year?*
- *How many have left the NTG?*

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

- 58

What are the levels of their positions held?

- A02, A03, A04, A05, A06, ICS, SA01, T2R

How many at each level?

Level	Number
A02	25
A03	16
A04	7
A05	6
A06	1
ICS	1 (Indigenous Cadet)
SA01	1
T2R	1
Total	58

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How many are tenured and at what level?

Level	Number
AO2	24
AO3	16
AO4	7
AO5	6
AO6	1
SAO1	1
T2R	1
Total	56

How many are temporary and at what levels?

Level	Number
AO2	1
ICS	1 (Indigenous Cadet)
Total	2

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

Level	Number
AO3	4
AO4	2
AO5	2
Total	8

How many have completed the year?

- 18 individuals commenced in 2010.
- 15 were still employed at the end of 2010.

How many have left the NTG?

- 3

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?**
- **What is the financial value of that leave?**
- **What is the highest individual amount of accrued leave at each position level?**
- **What is the current total of sick leave entitlement of employees in the department?**
- **How many days sick leave were taken in 2010?**

Recreation Leave

Classification	Accrued Leave (Days)	Value of Accrued Leave	Highest Accrued Leave (Days)
AO1	80.08	\$12 547.81	43.00
AO2	1435.37	\$239 669.81	138.50
AO3	4645.27	\$894 712.43	115.50
AO4	4952.51	\$1 111 859.11	109.04
AO5	3203.34	\$804 379.98	130.99
AO6	3948.57	\$1 150 786.84	124.54
AO7	3174.89	\$1 048 487.19	114.73
AQF3 (apprentice)	22.50	\$2071.03	12.50
GOVAM (Automotive Apprentice)	49.50	\$9480.11	49.50
GRADT	63.61	\$12 788.95	25.12
ICS (Indigenous Cadet)	11.47	\$741.22	11.47
PW2R	154.83	\$19 517.48	86.88
PW3R	102.30	\$19 204.76	102.30
SAO1	2802.28	\$1 008 992.36	144.72
SAO2	868.10	\$360 662.18	131.08
SP1	30.54	\$11 042.43	30.54
SP2	51.76	\$21 460.76	51.76
T1	164.64	\$27 287.33	84.63
T1R	40.93	\$7676.17	40.93
T2	227.79	\$46 978.59	121.50
T2R	166.30	\$35 140.50	65.72
T3	143.62	\$34 909.72	59.41

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Classification	Accrued Leave (Days)	Value of Accrued Leave	Highest Accrued Leave (Days)
T3R	445.92	\$105 004.28	146.06
T4	118.91	\$32 351.56	71.93
T5	27.04	\$8244.84	27.04
T6R	63.08	\$21 189.88	63.08
Total	26 995.17	\$7 047 187.32	146.06

Long Service Leave

Classification	Accrued Leave (Months)	Value of accrued leave	Highest Accrued leave (Months)
AO1	3.00	\$7314.53	1.12
AO2	56.07	\$208 205.05	4.00
AO3	238.94	\$985 351.70	8.65
AO4	230.28	\$1 109 288.51	8.82
AO5	173.94	\$910 223.23	9.20
AO6	220.32	\$1 340 273.02	10.92
AO7	178.76	1 260 719.81	9.53
AQF3 (apprentice)	0.21	\$450.14	0.12
GOVAM (Automotive Apprentice)	0.92	\$3765.10	0.92
GRADT	0.75	\$3290.41	0.35
ICS (Indigenous Cadet)	0.62	\$877.60	0.62
PW2R	13.24	\$38 656.25	5.92
PW3R	3.53	\$14 417.63	3.53
SAO1	165.10	\$1 262 599.74	12.97
SAO2	51.59	\$438 440.39	9.30
SP1	0.60	\$4715.04	0.60
SP2	3.82	\$34 472.81	3.82
T1	4.42	\$16 195.41	3.37
T1R	4.47	\$18 242.33	4.47
T2	11.07	\$49 127.70	9.00
T2R	14.77	\$68 370.77	4.37
T3	10.57	\$55 960.35	6.57

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Classification	Accrued Leave (Months)	Value of accrued leave	Highest Accrued leave (Months)
T3R	21.73	\$109 980.51	5.00
T4	8.35	\$50 025.51	7.68
T5	2.52	\$16 732.11	2.52
T6R	6.42	\$46 916.95	6.42
Total	1426.01	\$8 054 612.60	12.97

Sick Leave

	Sick Leave Balance (Weeks)	Sick Leave Taken (Days)
Total	10 771.46	6027.16

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?**
- **What is the financial value of that leave?**
- **What is the highest individual amount of accrued leave at each employee level?**
- **What is the current total of sick leave entitlement of employees in the department?**
- **How many days sick leave were taken in 2010, at each employee level?**

Recreation Leave

Classification	Accrued Leave (Days)	Value of accrued leave	Highest Accrued leave (Days)
EO1C	647.40	\$433 696.36	104.83
EO2C	402.68	\$290 851.08	56.17
EO3C	79.31	\$65 165.15	61.06
EO4C	102.66	\$91 294.99	102.66
EO6C	26.35	\$29 853.02	26.35
Total	1258.40	\$910 860.60	104.83

Long Service Leave

Classification	Accrued Leave (Months)	Value of accrued leave	Highest Accrued leave (Months)
EO1C	65.55	\$952 944.30	7.75
EO2C	50.28	\$780 241.69	11.05

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EO3C	7.65	\$135 320.22	4.35
EO4C	3.97	\$76 834.76	3.97
EO6C	11.90	\$293 075.18	11.90
Total	1 258.40	\$2 238 416.15	11.90

Total sick leave balance (weeks) = 1468.24

Sick Leave taken by level

Classification	Sick Leave Taken (Days)
EO1C	42.77
EO2C	42.24
EO3C	0.00
EO4C	5.46
EO6C	0.00
Total	90.47

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.

Classification	No. of Employees	Days Cashed In
A02	3	171
A03	10	90
A04	8	88
A05	3	25
A06	1	5
A07	4	75
A08	3	30
EO1C	1	7
PW2R	1	5
PW3R	1	10
T3R	3	30
T6R	2	20

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**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.**

Nil

**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?
- Break down by level and the amount of leave taken.**

1 advised to take Recreation Leave

- AO2 - 151 days

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

- Break down by level and the amount of leave.

No

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

9 are currently on Workers Compensation

Classification	No. of staff	Expected to return
AO2	1	1
AO3	3	3
AO6	1	1
AO7	1	1
SAO1	2	1
ECO2	1	1

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?

14 individual employees received Workers Compensation

Classification	Region	Number of Days
AO2	Darwin Urban	143
AO2	Palmerston Urban	106
AO2	Darwin Urban	194
AO3	Darwin Urban	142

Classification	Region	Number of Days
A03	Darwin Urban	61
A03	Darwin Urban	64
A03	Darwin Urban	88
A03	Darwin Urban	121
A03	Palmerston Urban	194
A04	Darwin Urban	194
A05	Darwin Urban	107
A05	Darwin Urban	194
A06	Darwin Urban	194
A07	Darwin Urban	130
SA01	Darwin Urban	194
SA01	Darwin Urban	194
ECO2	Darwin Urban	194

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? Are there any still on extended leave?

Salary Level	Sick	Compo	LSL	Misc With Pay	Misc without Pay	No. still on leave
A02					5	5
A03		2	1		11	14
A04			1	2	9	12
A05	1		1		3	4
A06			2	1	6	9
A07	1			1	6	8
EO1C	1					1
EO2C	1					1
SA01					3	3
SA02			1			1
T2			1			1
T2R					1	1

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33. 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?

Classification	Age	No. of Staff
AO2	63	1
AO3	46	1
AO3	52	1
AO3	67	1
AO3	73	1
AO4	49	1
AO4	50	1
AO4	52	1
AO4	62	1
AO5	46	1
AO5	49	1
AO5	52	1
AO5	55	1
AO7	43	1
AO7	48	1
AO7	53	1
AO7	54	1
AO7	59	1
EO2C	56	1
PW2R	51	1
SAO1	54	2
SAO1	62	1
SAO2	45	1
SAO2	49	1
SAO2	55	1
SAO2	62	1
T1R	53	1

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Classification	Age	No. of Staff
T2	69	1
T3	63	1
T6R	52	1
Total		31

The optimal retirement age depends on a number of factors around the employee's financial situation. There is no mandatory retirement age.

Liability will be answered by Treasury for Whole of Government

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? How many and at what level?

Classification	Number of eligible employees
AO2	3
AO3	20
AO4	20
AO5	8
AO6	15
AO7	15
PW2R	1
PW3R	1
SAO1	8
SAO2	7
T1R	1
T2	2
T2R	1
T3	1
T3R	3
T4	1
T6R	1
Total	108

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

1

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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.

Total as at 31 March 2011 = \$11 988

37. Please provide a breakdown per business unit.

Corporate Reporting = \$296
 ICT Policy & Strategy = \$2081
 Internal Corporate Support = \$874
 Government Printing Office = \$8737

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

Nil budget as expenditure is adhoc and usually minimal.

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?

Staff Travel DBE (including GBD's)	Intra Territory	Interstate	Overseas	Total
	\$	\$	\$	\$
Official Duty Fares	130 765	109 112	33 767	273 644
Accommodation	62 754	57 564	11 957	132 275
Travel Allowance	45 935	31 986	6878	84 799
Total as at 31 Mar 2011	239 454	198 662	52 602	490 718

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

\$542 414 (combined lease payments, fuel and maintenance)

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

Total: 60

- DBE: 50
- NT Fleet: 5
- GPO: 3
- DCS: 2

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

DBE: -5

- NT Fleet: 0
- GPO: 0
- DCS: 0

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

55 of 60 (92%) vehicles meet the emission standard.

Note: The 5 vehicles below the standard were purchased prior to the Greening the Fleet Strategy and are in the process of being replaced.

44. How many vehicles are home garaged?

52

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

Classification	#
T3R	1
T4	2
T5	1
A07	2
SAO1	2
SAO2	8
EO1C	22
EO2C	10
EO3C	2

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Classification	#
EO4C	1
EO6C	1
	52

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

50 as at 31 March 2011.

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

Nil as at 31 March 2011.

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

The Department had nil reports of improper use of information technology during 2010-11 (as at 31 March 2011).

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 e.g.- Cyclone

- Break down by level.

The Department of Business and Employment (including Government Business Divisions) have a range of plans and procedures for emergency preparation and recovery, which include identified committee and response group structures to manage responses to emergency incidents.

Staffing required during or post incidents will depend on the type and location of the emergency, their ability to travel to work safely and any priority services at that time.

Marketing Questions:

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

The Department of Business and Employment spent \$695 155 from 1 July 2010 to 1 April 2011.

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

The advertising and marketing programs conducted by the Department of Business and Employment from 1 July 2010 to 1 April 2011 included:

InvestNT:	\$20 324
Industry Development – INPEX and other major projects:	\$14 944
Innovation Campaign:	\$38 203
Defence Support Campaign:	\$151 769
Chief Ministers Anzac Spirit Study Tour:	\$5200
Business Upskills:	\$18 352
ecoBiz NT:	\$23 316
Getting Started in Business:	\$1980
October Business Month:	\$68 845
Territory Business Centres:	\$8387
Business Support Campaign:	\$9135
Procurement Roadshow:	\$2348
Business and Skilled Migration:	\$59 706
Jobs in the NT – (formerly Skilled Worker Campaign):	\$77 637
Show Circuit:	\$58 412
Various one-off communications:	\$120 754

Insurance Questions:**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?**

Costs of insurance for the financial year 2010–11 as at 30 March 2011.

- Department of Business and Employment – Nil.
- Data Centre Services:
 - Workers compensation – \$18 266
 - Motor vehicles – \$1285
 - Property damage, product liability and public liability – \$9089
- Government Printing Office:
 - Workers compensation – \$20 227
 - Motor vehicles – \$1982

- NT Fleet:
 - Workers compensation – \$41 885
 - Motor vehicles – \$134 163
 - Public Liability – \$882

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?

The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities. The Department of Business and Employment is included under the Government's self insurance policy.

Data Centre Services, Government Printing Office and NT Fleet are excluded from the Government's self insurance policy, accordingly commercial insurance policies for a number of insurable risks have been obtained. Buildings occupied by Data Centre Services, Government Printing Office and NT Fleet are owned by the Northern Territory Government and are self insured under the Government's self insurance policy. Details of commercial insurance obtained by the GBDs is provided in the tables below.

Data Centre Services

Insurable Risk	Insurer	Cost on Policy*	Renewal date	Excess on claims
Workers Compensation	QBE Insurance (Aust) Ltd	\$18 266	30/06/2011	Nil
Property damage, public liability and product liability.	CGU Insurance Ltd	\$9089	14/10/2011	Property damage: \$200 per claim except cyclone where it is \$10 000 and earthquake or volcanic eruption where it is \$20 000.
Motor vehicles (used by GBD).	CGU Insurance Ltd	\$876	14/10/2011	\$300 per claim

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NT Fleet

Insurable Risk	Insurer	Cost on Policy*	Renewal Date	Excess on claims
Workers Compensation	TIO	\$61 686	23/03/2012	Nil
Broad-form Liability (Public Liability)	TIO	\$1239	30/09/2011	\$500 per claim
Motor vehicles located in Top End damaged by a natural disaster	TIO	\$106 656	30/06/2011	\$1000 per claim

Government Printing Office

Insurable Risk	Insurer	Cost on Policy*	Renewal date	Excess on claims
Workers Compensation	TIO	\$24 148	14/01/2012	Nil
Public and Product Liability	Zurich Australian Insurance Limited	\$5292	18/06/2011	\$250 per claim
Property damage	Zurich Australian Insurance Limited	\$21 643	18/06/2011	\$2500 per claim
Motor vehicles (used by GBD)	TIO	\$2162	27/02/2012	\$300 per claim

Note* - All costs are the total premium cost detailed on the relevant policy and are GST exclusive.

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

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

As Government Business Divisions are excluded from the Government's self insurance policy, NT Fleet has obtained commercial insurance for the fleet in case of a natural disaster.

Government Printing Office has obtained commercial insurance for property damage and motor vehicles which includes natural disasters.

Data Centre Services has obtained commercial insurance for property damage (mainframe) and motor vehicles which includes natural disasters.

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

Climate Change Questions:

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

Buildings: 5236

Vehicles: 184.6

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

- Virtual Server technology – allows multiple servers to be run on one piece of hardware thus reducing unit costs and overall carbon emissions from power and cooling compared to multiple stand-alone servers. DCS currently operating 325 virtual servers
- Data Storage consolidation – data storage units have been merged into a single storage pool which has reduced the number of physical storage units and the overall amount of power required to provide storage.

Fleet vehicles:

- All DBE pool vehicles are minimum 7.5 Green Vehicle rated
- All DBE Exec Contractor vehicles comply with minimum 5.5 Green Vehicle rating

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- Take up of the green vehicle incentive rebate is actively marketed and encouraged to ECO staff
- All vehicle replacements are reviewed and centrally approved to ensure compliance with Green Fleet targets.

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

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

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

A 4% reduction of CO2 emissions has been set for DBE vehicles for the 2011-12 financial year.

Utilities Questions:

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

\$1 314 345 (2009–10)

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

\$1 412 000 (2010–11)

Public Events Questions:

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?

List of sponsored events 1 Jul 2010 – April 2011:

Australian Hotels Association NT branch (annual conference)	Sep 2010
Australian Industry Defence Network NT (awards night)	Sep 2010
Chamber of Commerce NT (NT Summit 2011)	Mar 2011
Darwin Life and Home (Expo)	Apr 2011
Defence Support (Defence Family Days DWN, KTH) & Defence Support - Operation Homefront (Community event)	Mar 2011
Engineers Australia – Northern Division (2010 Engineering Excellence Awards)	July 2010
Youth Business Awards (Charles Darwin University Youth Business Awards)	Late 2010

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Projected for 2011-12:

- Australian Hotels Association NT branch (annual conference)
- Australian Industry Defence Network NT (awards night)
- Australian Institute Company of Directors - (assist with various functions throughout the year)
- Australian Institute of Project Management – (Australian Institute of Project Management Awards Night)
- Chamber of Commerce NT Regional Expos (Business Exchange)
- Chamber of Commerce NT (NT Summit 2012)
- Charles Darwin Uni (Bachelor of Business Awards)
- Cooperative Research Centres Association (Conference)
- Engineers Australia – Northern Division (2011 Engineering Excellence Awards)
- Northern Territory Young Achiever (Awards)
- Rural Area Business Group (various programs throughout the year including AGM)

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

Level of financial support 1 Jul 2010 – 1 Apr 2011:

Australian Hotels Association – NT branch	\$10 000
Australian Industry Defence Network NT	\$14 000
Chamber of Commerce NT – NT Summit 2011	\$4000
Darwin Life and Home Expo	\$9150
Defence Support – Defence Family Days (DWN, KTH)	\$10 000
Defence Support – Operation Homefront	\$6000
Engineers Australia – Northern Division	\$5000
Youth Business Awards	\$5000

Projected for 2011/12

Australian Hotels Association – NT branch	\$10 000
Australian Industry Defence Network NT	\$14 000
Australian Institute Company of Directors	\$5 000
Australian Institute of Project Management	\$4 000
Chamber of Commerce NT – Regional Expos (Business Exchange)	\$14 000
Chamber of Commerce NT – NT Summit 2012	\$4000
Charles Darwin Uni – Bachelor of Business Award	\$600
Cooperative Research Centres Association Conference	\$22 727
Engineers Australia – Northern Division	\$5000

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Northern Territory Young Achiever Awards	\$11 000
Rural Area Business Group	\$6000

Advertising Questions:

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

The 2010/11 budget for Department of Business and Employment advertising is \$115 000.

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

Year to date advertising expenditure (1 July 2010 – 1 April 2011)

- Newspaper = \$91 690
- Radio = \$9527
- TV = \$7894
- Total = \$109 111

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

Advertising campaigns undertaken in 2010/11

InvestNT

Industry Development promotion including INPEX and other major projects

Innovation Campaign - Research and Innovation Awards

Defence Support Campaign

Chief Ministers Anzac Spirit Study Tour

Business Upskills

ecoBiz NT

Getting Started in Business

October Business Month

Business Support Campaign

Procurement Roadshow

Jobs in the NT – Territory Worker Database

Advertising campaigns that will be undertaken in 2010/11

Research and Innovation Awards 2011

Defence and Industry Conference

Business Support Campaign

Business Upskills

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?

There were no advertising consultancies during 2010-11.

67. How many payroll school in takes have been conducted from March 2010 - March 2011?

Four

68. What is the total amount of employees who have gained permanent AO2 level for the Break down by gender and level for the same period through the payroll school?

- Break down by gender

4 Male (3 Indigenous) 43 females (20 Indigenous)

69. As at 30 March 2011 how many employees of the payroll in takes are still employed in payroll?

- Break down by gender and level

4 Males (4 AO2)

34 Females (28 AO2, 6 AO3)

70. How many employees of the payroll school have gained positions within other agencies?

- Break down by gender and level

1 female (AO2) to Department of Children and Families

2 females (AO2) internally within DBE

71. How many employees of the payroll school have resigned from the NTG?

- Break down by gender and level

6 females (AO2)

**72. What is the turnover rate within the payroll division?
- Break down by Darwin/Casuarina/Palmerston/ by gender and level?**

- AO2 – 9% Turnover 66% Female 34% Male
- AO3 - 15% Turnover 80% Female 20% Male
- AO4 – 6% Turnover 100% Female
- AO5 – 21% Turnover 100% female

The payroll presence in Darwin city was distributed between Palmerston and Casuarina offices in December 2009. Due to this change mid reporting period and mobility between offices it is not possible to get accurate turnover statistics by offices.

73. As at 30 March 2011 how many outstanding leave applications in PIPS had not been processed?

- Break down by agency e.g. – Health, Education etc.

- What was/is the oldest leave application?

- Break down by level and application e.g. – recreation/long service/sick leave etc.

- At 30 March 2011 there was 3775 outstanding leave applications relating to current period or earlier.
- This represents 1% of total leave transactions processed and around 3 days of average volume of leave forms received.
- 1484 pre-dated applications pending for leave in the future were available for processing.

Breakdown by Agency at 30 March 2011:

Dept of Health – 1530

Dept of Education and Training – 502

Police, Fire and Emergency Services – 464

Power and Water Corporation – 207

Dept of Justice – 235

Dept of Business and Employment – 156

Dept of Housing, Local Govt and Regional Services – 143

Dept of Lands and Planning – 111

Dept of Natural Resources, Environment, The Arts and Sport – 91

Dept of Children and Families – 113

Dept of Resources – 63

Dept of Construction and Infrastructure – 49

NT Treasury - 34

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Tourism NT – 20
Dept of the Chief Minister – 16
Aboriginal Areas Protection Authority – 9
Auditor-General’s Office – 1
Dept of the Legislative Assembly – 10
Darwin Port Corporation – 8
Office of the Commissioner for Public Employment - 4
Land Development Corporation – 5
Ombudsman’s Office – 3
NT Electoral Commission – 1

Breakdown by leave type at 30 March 2011

Sick Leave - 2539
Recreation Leave – 649
Miscellaneous Leave – 579
Long Service Leave – 8

Management decisions by agencies can influence numbers of leave forms and processing requirements. By way of example Police, Fire and Emergency Services (PFES) recently required its staff to advise hours in a comments field on their leave forms and also required Payroll to reject any forms without hours recorded. This affected the number of PFES leave forms with a number needing to be double-handled. Additionally, PFES recently conducted a leave amnesty to encourage its staff to provide all outstanding leave forms. Again this affected the number of leave forms and the age profile with some old forms lodged.

Oldest leave form is a sick leave application for 11 January 2010 for a Senior Constable. This leave form was lodged by the employee on 4 April 2011.

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74. As a result of leave applications not being processed on time, what was the financial implication of overpayments from March 2010 – March 2011?

- Break down by agency eg – Health, Education etc
- Break down by level and amount of overpayment
- How much of the overpayment has been recovered?
- What steps have been taken to reduce the possibility of future overpayments?

It is believed there are very few overpayments due to leave applications not being processed on time during this period. A central database primarily for Fringe Benefits Tax data and recovery purposes indicates there may be some cases and the database is currently being interrogated to identify the exact number.

75. What is the amount of overtime and meal allowance that has been paid to payroll staff for the period March 2010 – March 2011 to enable the whole of NTG to be paid on time?

- Break down by level and amount paid

Level	Meal Allowance	Overtime
A02	\$842	\$23 215
A03	\$1314	\$36 583
A04	\$2286	\$74 474
A05	\$281	\$17 599
A06	\$398	\$16 026

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