

ANSWER:**No. 326****1. What is the NTG FTE Cap for your Agency.**

- As at 31 March 2012, the agency staffing cap was 633
 - 630 Department of Housing, Local Government and Regional Services
 - 3 NT Home Ownership

2. At Pay day 20, 28 March 2012, what is the current FTE staffing of the department, by level.

Period 01 January 2012 to 31 March 2012

Classification	Classification Description	Financial Quarter 3 FTE
AI	ABORIGINAL INTERPRETER	33
AO2	ADMINISTRATIVE OFFICER 2	38
AO3	ADMINISTRATIVE OFFICER 3	61
AO4	ADMINISTRATIVE OFFICER 4	84
AO5	ADMINISTRATIVE OFFICER 5	82
AO6	ADMINISTRATIVE OFFICER 6	95
AO7	ADMINISTRATIVE OFFICER 7	56
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	3
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	25
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	14
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	4
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	2
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	1
GRADT	GRADUATE TRAINEES	2
INTR	INTERPRETERS	8
P3	PROFESSIONAL 3	2
PH3	PHYSICAL 3	4
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	57
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	22
T4	TECHNICAL 4	1
T5	TECHNICAL 5	37
T6	TECHNICAL 6	3
Total		636

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

- If not, please explain

Yes, within 2% variation.

4. At Pay day 20, 28 March 2012, how many funded permanent positions are there in your department.

633

5. At Pay day 20, 28 March 2012, 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
AI	ABORIGINAL INTERPRETER	0	0	494
AO2	ADMINISTRATIVE OFFICER 2	17	3	18
AO3	ADMINISTRATIVE OFFICER 3	32	9	39
AO4	ADMINISTRATIVE OFFICER 4	58	23	13
AO5	ADMINISTRATIVE OFFICER 5	57	13	19
AO6	ADMINISTRATIVE OFFICER 6	58	27	23
AO7	ADMINISTRATIVE OFFICER 7	37	21	6
AQF3A	NTPS APPRENTICESHIP	0	0	6
EO1C	EXECUTIVE OFFICER 1 – EXECUTIVE CONTRACT	0	0	28
EO2C	EXECUTIVE OFFICER 2	0	0	15
EO3C	EXECUTIVE OFFICER 3 – EXECUTIVE CONTRACT	0	0	3
EO4C	EXECUTIVE OFFICER 4 – EXECUTIVE CONTRACT	0	0	3
EO6C	EXECUTIVE OFFICER 6 – EXECUTIVE CONTRACT	0	0	1
GRADT	GRADUATE TRAINEES	0	0	2
ICS	INDIGENOUS CADETSHIP SUPPORT	0	0	1
INTR	INTERPRETERS	0	0	194
P3	PROFESSIONAL 3	1	1	0
PH3	PHYSICAL 3	0	0	7
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	39	18	6
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	10	10	3
T5	TECHNICAL 5	33	4	3
T6	TECHNICAL 6	2	1	0
Total		344	130	884

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. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency.

Between 1 July 2011 and 31 March 2012 the staff turnover rate was 26.85% within the Agency.

Staff Turnover is a percentage that expresses the relative amount of staff exits - those leaving the agency - to the average number of FTE staff in the agency over the period.

It is calculated using the following formula:

$$\frac{\text{Cessations + transfers (exits)}}{\text{Average FTE for period}} \times 100 = \text{turnover \%}$$

7. What is the rate per level.

Classification	Classification Description	Turnover Rate (%)
AI	ABORIGINAL INTERPRETER	21
AO2	ADMINISTRATIVE OFFICER 2	50
AO3	ADMINISTRATIVE OFFICER 3	50
AO4	ADMINISTRATIVE OFFICER 4	33
AO5	ADMINISTRATIVE OFFICER 5	21
AO6	ADMINISTRATIVE OFFICER 6	18
AO7	ADMINISTRATIVE OFFICER 7	20
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	34
EO1C	EXECUTIVE OFFICER 1 – EXECUTIVE CONTRACT	28
EO2C	EXECUTIVE OFFICER 2 – EXECUTIVE CONTRACT	15
EO3C	EXECUTIVE OFFICER 3 – EXECUTIVE CONTRACT	53
GRADT	GRADUATE TRAINEES	130
INTR*	INTERPRETERS	150
PH3	PHYSICAL 3	95
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	33
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	15
T5	TECHNICAL 5	14
Total		27

* Interpreters are on Temporary Employment contracts, therefore expiry of contracts occur regularly and are only renewed when required.

8. At Pay day 20, 28 March 2012, how many funded positions are vacant in the Agency.

There were 62 vacant positions as at 28 March 2012.

Note: A 'vacant' position is where no nominally or actually employee is held against the position and doesn't count absent employees. Agencies to decide whether positions defined in PIPS are genuine and funded Program code not available for vacant positions in the BOXI-HR data source, fix is in development.

9. How long, in total days, have funded positions been vacant since 01 July 2011.

Nominal vacancies are reviewed by relevant manager and senior executive who consider business unit requirements and priorities, opportunities to redesign or re-evaluate, whether job descriptions reflect the Capability and Leadership Framework and opportunities for people to act in the role. All vacancies are then considered by Placement Committee before proceeding to recruitment action.

10. At Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract.

Classn	Classification Description	Casual Staff	Temporary Staff	All Staff on Temporary Contract
AI	ABORIGINAL INTERPRETER	494	0	494
AO2	ADMINISTRATIVE OFFICER 2	1	17	18
AO3	ADMINISTRATIVE OFFICER 3	0	39	39
AO4	ADMINISTRATIVE OFFICER 4	0	13	13
AO5	ADMINISTRATIVE OFFICER 5	0	19	19
AO6	ADMINISTRATIVE OFFICER 6	1	22	23
AO7	ADMINISTRATIVE OFFICER 7	0	6	6
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	0	6	6
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0	28	28
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	0	17	15
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	0	3	3
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0	3	3
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	0	1	1
GRADT	GRADUATE TRAINEES	0	2	2
ICS	INDIGENOUS CADETSHIP SUPPORT	0	2	1
INTR	INTERPRETERS	194	0	194
PH3	PHYSICAL 3	7	0	7
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	0	6	6
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	0	3	3
T5	TECHNICAL 5	0	3	3
Total		697	190	884

Note: 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.

11. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended.

Recruitment Management System (RMS) Classification Code	Extended Once	Ext. Twice	Ext. X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Ext. X8	Ext. X9	Total
Aboriginal Interpreter	1	-	-	-	-	-	-	-	-	1
AO2	20	7	3	1	-	-	-	-	-	31
AO3	25	16	2	1	1	-	-	-	-	45
AO4	8	3	1	-	-	-	-	-	-	12
AO5	11	2	2	-	-	-	-	-	-	15
AO6	7	3	-	-	-	-	-	-	-	10
AO7	1	1	-	-	-	-	-	-	-	2
Apprentice AQF3A	1	-	-	-	-	-	-	-	-	1
PH3	6	1	-	-	-	-	-	-	-	7
SAO1	4	1	-	-	-	-	-	-	-	5
SAO2	1	1	-	-	-	-	-	-	-	2
T5	-	2	-	-	-	-	-	-	-	2
Total	85	37	8	2	1	-	-	-	-	133

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 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”.

There were 20 positions advertised by “expression of interest” (temporary less than 6 months) between 1 July 2011 to 31 March 2012.

13. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:

- **Selection process commenced/finalised**

Classification	Number of Selection Processes Commenced/finalised
AO2	17
AO3	29
AO4	24
AO5	31
AO6	40
AO6/AO7	1
AO7	22
AO7/SAO1	1
ECO1	1
ECO1/SAO2	1
ECO2	1
ECO3	1
P3	1
SAO1	28
SAO2	3
SAO2/ECO1	2
SP1	2
T5	10
T6	2
Total	217

14. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant.

Recruitment Management System(RMS) Classification Code	Average Days to Fill
AO2	1
AO3	53
AO4	60
AO5	40
AO6	58
AO6/AO7	71
AO7	67
SAO1	78
SAO2	74
SAO2/ECO1	53
T5	64
T6	96
Total	52

Note: Data source is from Recruitment Management System.

15. In the period 01 July 2011 to 31 March 2012, 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.

Origin of Applicants	NTG	Non NTG	Not otherwise indicated	Total
Housing, Local Govt & Regional Services	78	32	51	161

Data source is the NTG RMS (Recruitment Management System), and reflects the self declaration of the applicants at the time of recruitment. The RMS data is not reconciled against the HR Information System PIPS.

This report measures successful applicants, and caution is urged when reconciling against reports which measure the number of Recruitment actions: Results of EOI (temporary less than 6 months) recruitment actions are managed by the agency and results are not recorded in RMS; and - A recruitment action may result in 0, 1 or many successful applicants.

16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department. What are the level of those positions.

Level of Position (Post Job Evaluation)	Reclassified Positions *
ADMIN OFFICER 4	1
ADMIN OFFICER 5	2
ADMIN OFFICER 7	5
SNR ADMIN OFFICER 1	1
SNR ADMIN OFFICER 2	1
TECH 6	1
Total	11

17. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency. What levels are they.

Classification Code	Classification Description	Count
AO6	ADMINISTRATIVE OFFICER 6	1
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	1
Total		3

18. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency.

22 employees.

19. In the period 01 July 2011 to 31 March 2012, how many unattached employees resigned.

Two unattached employees resigned.

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department. Please break this down by position level.

Classification Code	Classification Description	Average length of Service in Years
AO2	ADMINISTRATIVE OFFICER 2	2
AO3	ADMINISTRATIVE OFFICER 3	2
AO4	ADMINISTRATIVE OFFICER 4	3
AO5	ADMINISTRATIVE OFFICER 5	3
AO6	ADMINISTRATIVE OFFICER 6	3
AO7	ADMINISTRATIVE OFFICER 7	3
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	0
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	3
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	3
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	1
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	2
GRADT	GRADUATE TRAINEES	0
ICS	INDIGENOUS CADETSHIP SUPPORT	3
P3	PROFESSIONAL 3	2
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	3
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	3
T5	TECHNICAL 5	3
T6	TECHNICAL 6	4
Average		3

Note: 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. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs.

Expenditure Type	Amount \$
Interstate/National	23 149
Local	32 431
Total	55 580

22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:

- **How many graduates started with the department**
There were 8 apprentices and graduates employed between 1 January 2011 and 31 December 2011.
 - 3 x apprentices
 - 5 x graduates

- **How many have completed the year**
6 apprentices and graduates completed the year.
 - 2 x apprentices
 - 4 x graduates

- **How many have won nominal positions**
 - 1 apprentice won a nominal position.
 - 3 graduates won nominal positions.
- **How many have left the NTG, and**
 - 1 apprentice and 2 graduates left the NTPS
- **What was the length of time each stayed within the NTG before leaving.**
12 months

23. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:

- 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 were still employed at 31/12/2011.
- How many have left the NTG.

Classn	Classification Description	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA	Total Indigenous Staff
AO2	ADMIN OFFICER 2	5	4	0	9
AO3	ADMIN OFFICER 3	8	26	5	34
AO4	ADMIN OFFICER 4	17	1	1	18
AO5	ADMIN OFFICER 5	19	4	2	23
AO6	ADMIN OFFICER 6	15	6	6	21
AO7	ADMIN OFFICER 7	8	1	2	9
AQF3A	NTPS APPRENTICE	0	1	0	1
EO1C	EXEC OFFICER 1 CNTR	0	1	0	1
EO2C	EXEC OFFICER 2 CNTR	0	1	0	1
EO3C	EXEC OFFICER 3 CNTR	0	1	0	1
ICS	IND CADETP SUPP	0	2	0	2
SAO1	SNR ADMIN OFFICER 1	5	0	0	5
SAO2	SNR ADMIN OFFICER 2	2	0	0	2
T5	TECH 5	6	2	1	8
Total		85	50	17	135

Note: Only staff who have voluntarily self identified themselves as being of Indigenous or Torres Strait Islander decent in the HR System are included in the report. EEO information is collected for purposes of statistical reporting. Privacy legislation directs that no individuals are to be identified.

24. In relation to NTPS staff as at 31 March 2012:

- **What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave**

Department of Housing, Local Government and Regional Services		
Classification	Staff Accrued Long Service Leave (Months)	Staff Accrued Recreation Leave (Days)
AO2	3.25	565
AO3	32.16	1,527
AO4	72.41	2,993
AO5	86.19	2,567
AO6	141.85	3,357
AO7	106.16	2,348
AQF3A	3.25	30
GRADT	0	9
ICS	0	47
P3	5.11	135
SAO1	111.41	2,351
SAO2	47.55	966
T5	34.72	1,269
T6	0	156
Total	640.81	19,860

- **What is the financial value of that leave.**
Incorporated in table below.
- **What is the highest individual amount of accrued leave at each position level.**

Classification	Staff Accrued Long Service Leave (\$Value)	LSL - Highest Individual Amount Accrued (Months)	Staff Accrued Recreation Leave (\$Value)	Recreation Leave - Highest Individual Amount Accrued (Days)
AO2	10,850	3	99,813	51
AO3	139,436	7	298,518	86
AO4	369,667	6	682,425	105
AO5	492,398	6	673,170	82
AO6	914,092	10	996,295	109
AO7	743,413	12	806,342	101
AQF3A	0	0	2,124	18
GRADT	0	0	1,759	5
ICS	0	0	5	42
P3	38,871	2.69	46,931	104
SAO1	905,565	9.02	900,889	131
SAO2	437,909	8.15	425,339	88
T5	231,377	9.95	390,857	91
T6	0	0	51,737	84
Total	4,283,577	12	6,549,735	131

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

Classification	Classification Description	Number of Staff	Total Sick Leave Entitlements in weeks

AO2	ADMIN OFFICER 2	37	115
AO3	ADMIN OFFICER 3	83	264
AO4	ADMIN OFFICER 4	94	641
AO5	ADMIN OFFICER 5	89	583
AO6	ADMIN OFFICER 6	107	1,201
AO7	ADMIN OFFICER 7	64	926
AQF3A	NTPS APPRENTICE	6	10
GRADT	GRADU TRAINEES	2	0
ICS	IND CADETP SUPP	2	5
P3	PROF 3	3	79
SAO1	SNR ADMIN OFFICER 1	63	1,067
SAO2	SNR ADMIN OFFICER 2	24	467
T5	TECH 5	40	262
T6	TECH 6	3	25
Total		669	6,915

Calculating Total Sick Leave balance: Sick leave balance is calculated from the Employee Current sick leave balance (stored in whole Weeks, Hours and Minutes) and converted to a Week total based on Employee hours per week.

- **How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.**

Classification	Classification Description	Number of Staff	Staff Days Sick Leave Taken
AO2	ADMIN OFFICER 2	53	274
AO3	ADMIN OFFICER 3	80	502
AO4	ADMIN OFFICER 4	96	598
AO5	ADMIN OFFICER 5	92	744
AO6	ADMIN OFFICER 6	105	819
AO7	ADMIN OFFICER 7	67	421
AQF3A	NTPS APPRENTICE	5	17
GRADT	GRADU TRAINEES	3	7
P3	PROF 3	1	19
SAO1	SNR ADMIN OFFICER 1	55	375
SAO2	SNR ADMIN OFFICER 2	19	146
SP1	SR PROF OFFICER 1	2	35
T4	TECH 4	1	0
T5	TECH 5	32	291
T6	TECH 6	1	2
Total		612	4,250

25. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

- **What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave.**

Classification	Contract Staff Accrued Long Service Leave (Months)	Contract Staff Accrued Recreation Leave (Days)
EO1C	52	785
EO2C	41	478
EO3C	4	72
EO4C	6	131
EO6C	10	72
Total	112	1,537

- **What is the financial value of that leave.**

Incorporated in table below.

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

Classification	Contract Staff Accrued Long Service Leave (\$Value)	LSL - Highest Individual Amount Accrued (Months)	Contract Staff Accrued Recreation Leave (\$Value)	Recreation Leave - Highest Individual Amount Accrued (Days)
EO1C	779,511	9	541,711	70
EO2C	664,998	8	361,945	67
EO3C	71,134	4	59,560	45
EO4C	113,484	6	119,710	63
EO6C	267,899	10	90,604	72
Total	1,897,025	10	1,173,530	131

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

Classification	Number of Staff	Total Sick Leave Entitlements in weeks
EO1C	28	565
EO2C	17	443
EO3C	3	103
EO4C	3	63
EO6C	1	96
Total	52	1,271

- **How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.**

Classification	Classification Description	Number of Staff	Staff Days Sick Leave Taken
EO1C	EXEC OFF 1 CNTR	17	66
EO2C	EXEC OFF 2 CNTR	11	69

EO3C	EXEC OFF 3 CNTR	3	9
Total		31	144

26. In the period 01 July 2011 to 31 March 2012, 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	Classification Description	Number of Staff	Amount (\$)
NTPS EBA			
AO2	ADMIN OFFICER 2	1	1,715
AO4	ADMIN OFFICER 4	7	19,085
AO5	ADMIN OFFICER 5	1	7,223
AO6	ADMIN OFFICER 6	6	22,388
AO7	ADMIN OFFICER 7	2	10,341
SAO1	SNR ADMIN OFFICER 1	6	54,307
SAO2	SNR ADMIN OFFICER 2	1	3,877
T5	TECH 5	1	3,169
SUB-TOTAL (NTPS EBA)		25	122,104
Other Agreements (Excl. NTPS EBA)			
EO1C	EXEC OFFICER 1 CNTR	1	13,695
SUB-TOTAL (Other Agreements (Excl. NTPS EBA))		1	13,695
TOTAL		26	135,799

27. In the period 01 July 2011 to 31 March 2012, 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

Classification	Classification Description	Number of Staff	Amount (\$)
NTPS EBA			
AO7	ADMIN OFFICER 7	1	10,061
TOTAL		1	10,061

28. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave.

No.

29. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave.

No

30. At Pay day 20, 28 March 2012, how many workers were on workers compensation. At what level and is there an expected return date.

Classification	Classification Description	Number of Staff	Expected to Return	Expected return not applicable
AO2	ADMIN OFFICER 2	1	1	
AO3	ADMIN OFFICER 3	2	1	1x Ceased
AO4	ADMIN OFFICER 4	1	1	
AO6	ADMIN OFFICER 6	1	1	
COMPO	COMPENSATION	2	2	
EO2C	EXEC OFFICER 2 CNTR	1	1	
SAO1	SNR ADMIN OFFICER 1	1	-	1x Ceased
SAO2	SNR ADMIN OFFICER 2	1	-	1x No lost time
TOTAL		10	7	3

31. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person.

Classn	Classification Description	Region	Number of Days
AO2	ADMIN OFFICER 2	Darwin Urban	187
AO2	ADMIN OFFICER 2	Darwin Urban	62
AO3	ADMIN OFFICER 3	Alice Springs Urban	104
AO3	ADMIN OFFICER 3	Darwin Urban	101
AO6	ADMIN OFFICER 6	Alice Springs Urban	187
AO6	ADMIN OFFICER 6	Gove Urban	187
AO7	ADMIN OFFICER 7	Gove Urban	187
COMPO	COMPENSATION	Darwin Urban	187
COMPO	COMPENSATION	Darwin Urban	187
SAO2	SNR ADMIN OFFICER 2	Darwin Urban	187
Total number of people			10

32. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason.

Classn	Classification Description	Sick	Compo	LSL	Miscellaneous		Total Staff
					Paid	Unpaid	
AO2	ADMINISTRATIVE OFFICER 2	-	-	-	-	1	1
AO3	ADMINISTRATIVE OFFICER 3	-	-	-	-	5	5
AO4	ADMINISTRATIVE OFFICER 4	-	-	-	-	6	6
AO5	ADMINISTRATIVE OFFICER 5	-	-	-	-	5	5
AO6	ADMINISTRATIVE OFFICER 6	-	-	-	1	4	5
AO7	ADMINISTRATIVE OFFICER 7	-	-	1	1	3	5
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	-	-	-	-	1	1
EO2C	EXECUTIVE OFFICER 2 -	-	-	-	-	1	1

	EXECUTIVE CONTRACT						
P3	PROFESSIONAL 3	-	-	-	-	1	1
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	-	-	1	-	1	2
T5	TECHNICAL 5	1	-	-	-	-	1
TOTAL		1	-	2	2	28	33

Note: Report can only be answered at point in time, ie. who was on extended leave on 30 March 2011. Leave awaiting approval or awaiting processing are not included in this report. Miscellaneous leave includes (but is not limited to) Maternity, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types.

33. At Pay day 20, 28 March 2012, were there any 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.

Classn	Classification Description	Employees Eligible for Airfares
AO2	ADMINISTRATIVE OFFICER 2	1
AO3	ADMINISTRATIVE OFFICER 3	1
AO4	ADMINISTRATIVE OFFICER 4	4
AO5	ADMINISTRATIVE OFFICER 5	7
AO6	ADMINISTRATIVE OFFICER 6	5
AO7	ADMINISTRATIVE OFFICER 7	4
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	11
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	4
T5	TECHNICAL 5	1
Total		38

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

In relation to each output group within the Department

5 complaints.

35. From 01 July 2011 to 31 March 2012, 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.

\$90 384

36. Please provide a breakdown per business unit.

Business unit	Expenditure (\$)
Territory Housing Services	18 699
Executive and Corporate Services	71 685
Total	90 384

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12.

Refer to question 36.

38. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses.

Travel expenditure for the Department in 2011-12 to 31 March 2012:

Description	Expenditure \$
Intrastate Fares	1 267 847
Interstate Fares	258 322
International Fares	0
Accommodation	498 698
Other Expenses	638 094
TOTAL	2 662 961

Travel expenditure for NT Home Ownership in 2011-12 to 31 March 2012:

Description	Expenditure \$
Intrastate Fares	3 821
Interstate Fares	2 251
International Fares	0
Accommodation	7 827
Other Expenses	1 861
TOTAL	15 760

39. How much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012.

In 2011-12, to 31 March 2012, \$2 461 949 was spent on vehicles.

40. How many vehicles does the Department have responsibility for.

In 2011-12 as at 31 March 2012, the Department had responsibility for 176 vehicles.

41. What is the change, if any, in these vehicle numbers from the previous year.

This is a net increase of 6 vehicles since last year. Additional functions to the agency include Public Housing Safety Unit and Remote Infrastructure Program Office.

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

81% (144) of the Department's vehicles meet or exceed the emission standard of 5.5 in the Commonwealth Green Vehicle Guide.

43. How many vehicles are home garaged.

As at 31 March 2012, eight vehicles are home garaged by non-executive contract officers.

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

Executive Contract Officer positions are entitled to home garaging. Permanent home garaging is allocated on operational needs only and is reviewed each 12 months.

45. How many credit cards have been issued to department staff.

As at 31 March 2012, 23 credit cards were issued to departmental staff.

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

For the year ended 31 March 2012, there were no transactions for personal items and/or services.

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

One

48. How many reports resulted in formal disciplinary action.

Nil

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

The Agency has implemented recommendations from the Office of the Commissioner for Public Employment, identifying "Key Government Employees" for the purpose of emergencies. The number of "Key Government Employees" vary from region to region and depend on the type of emergency. All senior executives are considered essential for emergency purposes and decision making including identifying essential operational staff according to the location and circumstances of the emergency, i.e. flooding in Central Australia, Tennant Creek, Big Rivers Region, or cyclones in Darwin and Nhulunbuy. Each region has disaster preparedness plans in place, identifying essential staff in each case.

Representatives attending Counter Disaster meetings assess the need for essential staff in response to the circumstances presented. In the regional areas our Regional Executive Directors act as Regional Coordinators on behalf of the Department of the Chief Minister and provide a leadership role in response to events.

Some operational services can be backed up by other regional centres, such as overflow Territory Housing Call Centre services being provided by Alice Springs as well as Darwin if the Darwin operation becomes overloaded. The call centre is also essential during an event.

Business Unit	Position/Function/Team
Executive	Chief Executive
	Deputy CE Strategic Policy and Governance
	Deputy CE Territory Housing Programs and Performance
	Deputy Chief Executive Capital Works, Infrastructure and Remote Infrastructure Program
	Senior Executive Director Local Government, Regional and Community Service
	Executive Director Corporate Services
	Director HR
	Director Office of the Chief Executive
	DHLGRS Cyclone Planning Team
Housing	All REDs and Deputies
	Darwin Region Housing Directors
	Maintenance Superintendent
	*Maintenance and property staff
	*Call Centre staff, including Big Rivers and Central Australia regions
	All EDs Remote Housing
LGRS	All Darwin Directors
	**AIS/ITNT
	**Animal Welfare Inspectors
	All regions:
	Outstations Group
	Community Development Officers
	Managers, Local Government, Regional Development and IEDOs
SDCU	ED SDCU
	Director Implementation
	All Area Managers

* Depend on location of event as to which regional staff are required to remain.

**Staff are prepared to be on standby.

Marketing:

50. From 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs.

Refer Question 51.

51. What was each of those programs and what was the cost of each of those programs.

As at 31 March 2012

OUTPUT GROUP / OUTPUT	ADVERTISING \$	PUBLICATIONS \$	MARKETING AND PUBLIC RELATIONS \$	TOTAL \$
Across Agency - Executive and Corporate Services	48 878	31 934	394 728	475 540
1. Territory Housing Services	54 183	70 066	131 160	255 409
Urban Public and Affordable Housing	8 302	21 943	51 737	81 982
Remote Public Housing	45 881	48 123	79 423	173 427
Government Employee Housing	nil	nil	nil	nil
2. Local Government, Regional and Community Services	68 560	35 487	92 426	196 473
Local Government	13 177	8 723	6 847	28 747
Regional Development	1 699	10 536	60 934	73 169
Interpreter and Translator Services	2 339	2 396	8 247	12 982
Water Safety and Animal Welfare	51 345	13 832	16 398	81 575
3. Indigenous Policy and Remote Services Coordination	15 995	12 995	2 134	31 124
Indigenous Policy	nil	nil	nil	nil
Indigenous Essential Services	nil	nil	nil	nil
Remote Service Delivery Coordination	15 995	12 995	2 134	31 124
Remote Infrastructure Coordination	nil	nil	nil	nil
DHLGRS TOTAL	187 616	80 416	489 288	958 546
NT Home Ownership	144 789	1 120	23 013	168 922
AGENCY TOTAL	332 405	81 536	512 301	1 127 468

Insurance:**52. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances.**

The amount spent on insurance expenses for the period 1 July 2011 to 31 March 2012 was \$62 000 and was for public liability insurance.

53. 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 does hold a public liability insurance policy with Aon Risk Services Australia for the period 3 July 2011 to 3 July 2012 which is reviewed annually prior to renewal in July. The policy covers public housing and is limited to occupiers and property owners' liability only. The cost of the policy is \$62 000.
- The insurance provision threshold is \$1000 (policy excess), which is met by the department.
- Public liability is limited to \$40 million for any one occurrence and includes liability for tenants' property held in storage, with a limit of \$100 000 for any one loss.

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

- Treasurer's Advance is available to agencies in the event disaster costs exceed budget during the year.
- 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.

Climate Change:

55. From 01 July 2011 to 31 March 2012, how many tonnes of CO2 did the department emit.

In 2010-11, the Department's building energy usage was 5071 gigajoules (GJ) which corresponds to 1090 tonnes of carbon dioxide equivalent (CO2-e) greenhouse gas emissions.

As at 31 March, the Department exceeded its vehicle emissions reduction target of 16 per cent; achieving a 19 per cent reduction since 2009-10. The average CO2 production per month is 48 tonnes.

56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO2 emissions across the department.

The Department has initiated and continued a number of strategies to reduce its carbon emissions during 2011-12 including:

- Office amalgamations to achieve higher occupancy ratios in agency office accommodation and more efficient use of lighting and air-conditioning;
- Continued to implement the Territory Government's Greening the Fleet strategy.
- Working with the lessors of office accommodation to improve building energy efficiencies, such as upgrading air conditioning, re-tinting windows and improving after hours lighting systems to reduce power consumption;
- Using double-sided printing as a default setting on printers and photocopiers to reduce paper consumption; and
- Recycling printer cartridges, waste paper and mobile phones.

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

- If yes, what % reduction is that from the previous year.
- If no, why has a target not been set.

No.

The Department is committed to the reduction of emissions with the programs and strategies set out in question 56.

Utilities:

58. From 01 July 2011 to 31 March 2012, what was the cost of power and water to the department.

The cost of power for office accommodation to 31 March 2012 was \$426 000. There is no water cost for office accommodation.

59. What is the projected cost for power and water to the department for the 2012-2013 financial year.

The projected 2012-13 power cost for office accommodation is \$701 000.

Public Events:

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department.

As at 31 March 2012

T2030 Housing Conference

Smart Schools Awards

Australasian Housing Institute

National Affordable Housing Agreement Conference

Housing Industry Association Awards

Master Builders Awards

Engineering Excellence Awards

Long Walk Women's Luncheon

Public Housing Garden Competition

Indigenous Economic Development Forum

Futures Forums

MCI Australia Ltd

Jobs Australia: Indigenous Forces At Work Conference

2011 Youth Business Award

Batchelor Institute of Indigenous Tertiary Education - Special Achievement Awards 2011

Water Safety Week

Animal Awareness Week

Pet Picnic

HOMESTART NT Seminars

What are projected for the 2012-2013 financial year.

Smart Schools Awards

Australasian Housing Institute

NAHA Conference

HIA Awards

Master Builders Awards

Engineering Excellence Awards

Public Housing Garden Competition

Futures Forums

Water Safety Week

Pet Picnic

HOMESTART NT Seminars

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

As at 31 March 2012

Description	\$
T2030 Housing Conference	299 214
Smart Schools Awards	20 100
Australasian Housing Institute	10 000
NAHA Conference	13 000
HIA Awards	7 100
Master Builders Awards	19 799
Engineering Excellence Awards	5 000
Long Walk Women's Luncheon	5 000
Public Housing Garden Competition	30 886
Indigenous Economic Development Forum	21 692
Futures Forums	2 515
MCI Australia Ltd	12 000
Jobs Australia IFAW Conference	9 091
2011 Youth Business Award	1 000
BIITE - Special Achievement Awards 2011	728
Water Safety Week	27 624
Animal Awareness Week	11 288
Pet Picnic	282
HOMESTART NT Seminars	95 367

Advertising:

62. What is the department's budget for advertising for the 2011-2012 financial year.

\$200 000.

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

As at 31 March 2012

SPECIFIC EVENT / ITEM	PRINT \$	TV \$	RADIO \$	OTHER \$	TOTAL \$
Across Agency - Executive and Corporate Services	47 051	nil	nil	1 827	48 878
1. Territory Housing Services	25 132	nil	29 051	nil	54 183
Urban Public and Affordable Housing	8 302	nil	nil	nil	8 302
Remote Public Housing	16 830	nil	29 051	nil	45 881
2. Local Government, Regional and Community Services	29 641	20 440	18 246	232	68 559
Local Government	5 077	nil	8 100	nil	13 177
Regional Development	1 699	nil	nil	nil	1 699
Interpreter and Translator Services	951	nil	1 155	232	2 338
Water Safety and Animal Welfare	21 914	20 440	8 991	nil	51 345
3. Indigenous Policy and Remote Services Coordination	3 652	nil	948	11 395	15 995
DHLGRS TOTAL	105 476	20 440	48 245	13 454	187 615
4. NT Home Ownership	14 405	22 821	49 578	14 334	101 138
AGENCY TOTAL	119 881	43 261	97 823	27 788	288 753

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year.

As at 31 March 2012

Working Future

Housing the Territory

HOMESTART NT

Johnston Ballots

Local Government Elections

Don't Play in Pipes and Drains

Water Safety Week

Public housing garden competition

31 March 2012 – 30 June 2012

Working Future – Achievements to date

Visiting Town Soon

Housing the Territory

HOMESTART NT

65. From 01 July 2011 to 31 March 2012, 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.

As at 31 March 2012, the Department let 85 communications-related consultancies at a cost of \$223 697. All consultancies were Territory firms.

As at 31 March 2012, NT Home Ownership let six communications-related consultancies at a cost of \$18 800. All consultancies were Territory firms.
