

Answers to Written Question 146:

Department of Business and Employment – Output Groups: Mr Tollner to Minister for Business and Employment

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

8.2 staff provide HR services to DBE and its GBDs:

- EO1 – 50% x 1
- AO7 x 3
- AO6 x 2
- AO5 x 2
- AO4 70% x 1

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

Whole of Government Payroll Services are provided by DBE. There are 122 personnel employed to assist in the payroll functions. Below is the level split:

- AO2 – 7
- AO3 – 55
- AO4 – 42
- AO5 – 11
- AO6 – 4
- AO7 – 2 @ 50%
- AO8 – 1

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?

11

Overpayments are caused by breakdown in either an administrative process or human error.

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?

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DBE Payroll Services are charged to agencies on a notional basis. There is no cost differential for position levels. GBDs are charged under full cost recovery model

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

Generally, the recruiting agency covers relocation costs. Transfer dates are agreed between the agencies and leave liability transfers with the employee.

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

\$ 1 035 400

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

\$798 400 - Employee expenses

\$2 235 - Accommodation

\$1 814 - Official Duty fares

\$25 276 - Training

The balance of \$207 675 is comprised of operational costs e.g. IT and budget for DBE's Employee Assistance Program

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 Executive and non-executive contracts are manage through the standard Shared Services Arrangement for Government.

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

Four – Three disallowed 1 allowed

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

Total: \$42057.40 (inclusive of GBDs)

Local: \$21381.95

National: \$19482.55

Production: \$1192.90

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

Attrition rate of 24% (includes 2 employees on higher duties opportunities in other agencies).

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12. What is the current state of employment in the Human resources department, that is, are all position 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?

100% filled

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.

\$32,551

14. Please provide a breakdown per business unit.

Information Management Unit - \$265

Projects – Budgets - \$707

Procurement Professionals - \$31,579

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

No specific allocation for relocations. Expenses are covered within existing divisional budget allocations.

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

\$615 061

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

Area	Project	Description	Expenditure (\$) (as at 30 April 10)
Business and Industry Development	Mining Expo 2010	Mining industry exhibition held in conjunction with AGES conference in Alice Springs. Campaign included event coordination, localised advertising campaign and promotional materials.	468
	InvestNT	To develop and deliver a high end Investment website to attract and channel inventors and investees to the Northern Territory.	2 500
	Innovation Campaign	To promote the Northern Territory Government's support for research and innovation in the Territory including the promotion of the Research and Innovation Grants and the Charles Darwin Medal.	21 906
Defence Support	Defence Support	National advertising and promotions campaign recognising defence presence in	52 976

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Area	Project	Description	Expenditure (\$) (as at 30 April 10)
	Campaign	the Territory and the contribution it makes to the economy and community.	
Business Support	Business Upskills	Promotion of the Business Upskills workshops via print advertising campaign.	11 637
	ecoBiz NT	Local advertising campaign for ecoBiz NT via print, radio and television to engage business in free audits and to access the Government rebate.	30 639
	Getting Started in Business	Advertising campaign via local print media.	498
	October Business Month 2008	Promotion of October Business Month, via comprehensive advertising campaign and communications materials such as posters and wall planners.	81 032
	Territory Business Centres	Promotion of the Territory Business Centre via various show attendances and including the launch of smartforms.	6 384
	Government to Business Expo	To promote and encourage NT Businesses to attend the Government to Business Exhibition held in Darwin and Alice Springs.	75 392
	Business Support Campaign	To promote Northern Territory Government business support services, territory wide.	7 851
	Procurement Roadshow	To promote and encourage NT business participation in the procurement roadshow	4 345
Employment	Business and Skilled Migration	Promotional materials promoting business and skilled migration interstate and overseas including exhibition costs associated with international exhibition booths and displays.	5 351
	Jobs in the NT – (formerly Skilled Worker Campaign)	Comprehensive national marketing campaign to attract skilled workers to the NT including attendance at targeted exhibitions including, Bridgestone workers, Adelaide; Chamber of Commerce business exchange, Alice Springs; the National Careers Expo, Darwin; and Australian Hoteliers Association exhibition.	60 373
	Reinvent Your Career Expo	Targeted skilled worker attraction via attendance at the Reinvent Your Career exhibition held in Brisbane.	127 867
	Indigenous Training for Employment Program (ITEP)	Call for ITEP grant program nominations via advertising program within the Northern Territory.	760
Corporate	Show Circuit	Participation at the Northern Territories regional show circuit.	50 494
	Growing the Territory	Marketing collateral development and website maintenance, informing the public on opportunities designed to grow the economy through business and industry development.	1 960
Other	Various one-off minor	Various one-off minor internal and external communications.	72 628

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Area	Project	Description	Expenditure (\$) (as at 30 April 10)
	communications		
TOTAL			615 061

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

Classification	Description	Actuals at 30 April 2010
ECO6	Executive Contractor 6	1
ECO4	Executive Contractor 4	2
ECO2	Executive Contractor 2	11
ECO1	Executive Contractor 1	24
EO1	Executive Officer 1	13
AO8	Administration Officer 8	60
AO7	Administration Officer 7	70
AO6	Administration Officer 6	82
AO5	Administration Officer 5	70
AO4	Administration Officer 4	143
AO3	Administration Officer 3	135
AO2	Administration Officer 2	85
AO1	Administration Officer 1	2
T6R	Technical 6 - RDO	1
T5	Technical 5	1
T4	Technical 4	2
T3R	Technical 3 - RDO	4
T3	Technical 3	8
T2R	Technical 2 - RDO	8
T2	Technical 2	3
T1R	Technical 1 - RDO	1
T1	Technical 1	2
PW3R	Print Worker 3 - RDO	1
PW2R	Print Worker 2 - RDO	4

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P4	Professional 4	1
P3	Professional 3	1
NTPSA	NTPS Apprentice	3
GRADT	Graduate	6
		744

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

53% - substantively filled

28% - permanent staff not in nominal position (includes HDA and temporary promotions)

19% - temporary contracts

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

27.07%

21. What is the rate per level?

Classification Description	Turnover %
ADMINISTRATIVE OFFICER 1	0.00
ADMINISTRATIVE OFFICER 2	62.68
ADMINISTRATIVE OFFICER 3	31.06
ADMINISTRATIVE OFFICER 4	24.04
ADMINISTRATIVE OFFICER 5	23.77
ADMINISTRATIVE OFFICER 6	31.06
ADMINISTRATIVE OFFICER 7	11.84
ADMINISTRATIVE OFFICER 8	9.40
NTPS ADULT APPRENTICESHIP AQF3 LEVEL A	162.14
NTPS APPRENTICESHIP AQF3 LEVEL A	36.73
EXECUTIVE OFFICER 1	25.57
EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	15.72
EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	17.17

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EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.00
EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	86.96
GRADUATE TRAINEES	40.04
PROFESSIONAL 3	0.00
PROFESSIONAL 4	0.00
PRINT WORKER 2 - RDO	34.69
PRINT WORKER 3 - RDO	0.00
TECHNICAL 1	0.00
TECHNICAL 1 - RDO	0.00
TECHNICAL 2	0.00
TECHNICAL 2 - RDO	13.04
TECHNICAL 3	0.00
TECHNICAL 3 - RDO	0.00
TECHNICAL 4	0.00
TECHNICAL 5	0.00
TECHNICAL 6 - RDO	0.00

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

13

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

A meaningful answer cannot be provided. Some positions are unfunded and may never be filled.

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.

(a) 5

(b) 8

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

155

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26. In the period 1 January 2008 to 1 April 2010, how many positions have been advertised by “expression of interest”?
62

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 x1: 66

Extended x2: 21

Extended x3: 18

Extended x4: 12

Extended x5: 6

Total: 123

Total No. of Extended Contracts. : 239

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

None

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?

Time is based on number of working days between the advertising of a position, and the gazetting of the successful applicant on the NT Employment opportunities website.

Designation	Average Days
AO3	51.00
AO4	56.50
AO5	51.63
AO6	56.56
AO7	55.29
AO8	71.00
ECO2	36.00
EO1	51.00

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P4	66.00
T3	41.00

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?

Internal applicants – 54%
 External applicants – 23%
 Not declared – 25%

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

2009/10 to 30 April 2010 – 18 positions were reviewed under the job evaluation system

6 positions remained at the same level - A03, AO7x2, AO6x2, AO4,

3 positions were evaluated at a lower classification level.

AO5 to an AO4

AO6 to an AO5

AO8 to an AO7

9 positions were evaluated at a higher classification level (including 2 Data Centre Services positions)

AO3 to AO4

AO4 to AO5

AO5 to AO6

AO6 to AO7 x 2

AO7 to AO8 x 2

P2 to P4

ECO1 to ECO2

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

AO1 1
 AO2 11
 AO3 14
 AO4 8
 AO5 5
 AO6 7
 AO7 5

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AO8 7
 EO1 1
 T2 1
 Total 60

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

As unattached officers are placed at level a majority of training is undertaken on the job as it is job specific.

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

27

36. How many have resigned?

None

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

\$230 per person

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

No specific allocation for training and improvement. Expenses are covered within existing divisional budget allocations.

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

Classification	Average Length Of Service in Years
ADMIN OFFICER 1	4.67
ADMIN OFF 2	2.18
ADMIN OFF 3	3.35
ADMIN OFF 4	4.37
ADMIN OFF 5	3.51
ADMIN OFF 6	4.89
ADMIN OFF 7	3.89

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ADMIN OFF 8	3.46
EXEC OFFICER 1	2.59
EXEC OFF 1 CNTR	5.25
EXEC OFF 2 CNTR	4.64
EXEC OFF 4 CNTR	5.00
EXEC OFF 6 CNTR	2.00
NTPS AUTO APPRE	2.00
GRADU TRAINEES	0.33
PROF 3	1.00
PRINT WKR 2 RDO	9.25
PRINT WKR 3 RDO	11.00
TECH 1	5.00
TECH 1 - RDO	11.00
TECH 2	4.50
TECH 2 - RDO	9.50
TECH 3	3.67
TECH 3 - RDO	7.80
TECH 4	4.50
TECH 5	7.00
TECH 6 - RDO	11.00

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?

There is no maximum amount of leave employees can carry over. DBE reports on employees that have not taken recreation leave for 12 months and an appropriate break is negotiated.

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?

N/A

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

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- (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;
- (b) what is the highest individual amount of accrued leave at each position level;
- (c) what is the current total of sick leave entitlement of employees in the department; and
- (d) how many days sick leave were taken in 2009?

(a)	LSL - Months	LSL - Entitlement	Rec Leave - Decimal Days	Rec Leave - Entitlement
NT Fleet	83.2	\$432,217.60	1468.3	\$326,694.64
GPO	96.3	\$449,475.81	1566.5	\$338,612.43
DCS	169.7	\$727,591.25	3056.9	\$648,791.13
DBE	1281.1	\$8,050,949.26	23438.9	\$6,319,585.49

(b)
LSL (in months)

	AO1	AO2	AO3	AO4	AO5	AO6	AO7	AO8	EO1	EO1C	EO2C	EO4C	EO6C	GOV AM	GRAD T	T1	T2	T3	T4	T5	T6	PW2 R	PW3 R
NT Fleet		3.67	4	0.42	2.72	2.42	1.8	4.62	6.47					0.62		3.07	8.9	6.27	7.38	2.22			
GPO			4.35	6.42		1.6			0.32						0.05	4.17	4.07	4.7			6.12	5.62	3.23
DCS		1.35	3.06	3.3	3.05	7.8	1.85	2			10.75				0.52								
DBE	1.46	5.35	8.35	8.52	10.25	12.15	9.23	12.67	12.37	7.45	6.5	3.67	11.6		0.05								

Rec (in days)

	AO1	AO2	AO3	AO4	AO5	AO6	AO7	AO8	EO1	EO1C	EO2C	EO4C	EO6C	GOVA M	GRAD T	T1	T2	T3	T4	T5	T6	PW2 R	PW3 R
NT Fleet		209.2	61.7	17.5	90.7	40.3	45.8	45.5	72.2					36.5	9.5	77.6	104.5	55.4	33.4	38.0			
GPO			53.8	79.2		46.6				6.8					5.0	65.7	67.4	134.7			71.8	46.7	111.8

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DCS		78.0	32.5	77.6	52.1	103.1	106.5	65.9			20.0				38.5								
DBE	15.2	103.8	98.5	107.5	114.0	119.2	108.0	157.5	113.5	87.8	49.8	99.7	39.3		5.0								

(c) 12132.56 weeks

(d) 6922.67 days

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;

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

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

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

(a)

	LSL Leave Accrued Months	LSL Leave Accrued Entitlement	Rec Leave Accrued Decimal Days	Rec Leave Accrued Entitlement
GPO	0.32	4559.5	6.8	\$4,377.28
DCS	32.25	156372.18	60.0	\$14,097.61
DBE	116.37	1813358.82	1187.0	\$835,829.53

(b)

LSL months	EO1C	EO2C	EO4C	EO6C
GPO	0.32			
DCS		10.75		
DBE	7.45	6.5	3.67	11.6
Rec Days				
GPO	6.8			
DCS		20.0		

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DBE	87.8	49.8	99.7	39.3
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(c) 1268.31 weeks

(d)

Classification	Sick Leave Days Taken
DBE - EO1C	117.16
DBE - EO2C	61.62
DBE - EO4C	10.00

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

Position Level	Location	Period
AO8	Darwin	12 months
AO8	Darwin	12 months
AO3	Darwin	12 months
AO2	Darwin	12 months
AO5	Darwin	6.5 months

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

Two employees are absent on workers compensation (AO8 and AO2). There is no estimated return to work for either worker at this stage.

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?

Classn	Sick	Compo	LSL	Miscellaneous		Total
				Paid	Unpaid	
A02				2	1	3
A03		1	1	4	8	14
A04	1		5	8	5	18

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A05		1	2	4	4	11
A06	2		2	1	5	8
A07				1	2	3
A08	2	1	1	2		4
E01				1		1
PW2R					1	1
T2	1					0

This table represents employees on extended leave as at 31/03/10

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.

48. Do they still have NT 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?

<i>Classn</i>	<i>Total</i>
A02	6
A03	18
A04	27
A05	7
A06	14
A07	14
A08	13
E01	3
PW2R	1
PW3R	1
T1	1
T2	4
T3	3

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T4	1
T6	1
total	116

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

- (a) how many graduates started with the department;
 (b) how many have completed the year;
 (c) how many how won nominal positions;
 (d) how many have left the NTG, and what was the time each stayed within the NTG before leaving; and
 (e) how much sick leave has been taken on average by graduates and apprentices?

- (a) 3
 (b) 3
 (c) 1
 (d) 0
 e) graduates 7.5 days, apprentices 7 days

50. In relation to Indigenous Employees, in 2009:

- (a) how many employees do you have in your department that recognise themselves as indigenous;
 (b) what are the levels of their positions held;
 (c) how many at each level;
 (d) how many are tenured and at what level;
 (e) how many are temporary and at what levels;
 (f) how many are acting up in positions and at what level;
 (g) how many have completed the year;
 (h) how many have left the NTG; and
 (i) how much sick leave was taken, on average?

- (a) 33
 (b) The levels of their positions are mostly between the (A02, A03, A04 level) however there are some at the A05, A06, A07, and one at T2R
 (c) A02 level – 6, A03 level -12, A04 level -7, A05 level- 4, A06 level -2, A07 level- 1, T2R level -1.

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(d) A02 level – 5, A03 level -9, A04 level -7, A05 level- 4, A06 level -2, A07 level- 1, T2R level -1.

(e) A02 – 1 person, A03 level – 3 persons

(f) 0

(g) 33

(h) 0

(i) Not applicable

51. In regard to employee entitlements, for 2009:

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

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

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

Q51(a) \$2 781 344

Q51(b) and (c) Allowances paid in DBE. Annual estimated cost \$3.6 million

Allowance	Level	Attract 9% Super Y/N
NT Allowance	all levels excluding Executive Contract Officers	Y
Leading Hand Allowance	all levels Technical and Physical	Y
On-Call	all levels	Y
First Aid	all levels	Y
Dirty Money Allowance	all levels within Technical and Physical	N
EBA Fares	all levels	N
Living Allowance	Indigenous Cadetship Support (ICS)	N
Perishable Allowance	all levels	N
All Purpose S	Skills Allowance applicable to individual officers based on determination	Y
Remote Electricity	all levels	Y
By Law 32 Med w/o Pass	all levels	N
Higher Duties Allowance	all levels	N
Leave Bonus/Pro Rata Leave	all levels (with exception Executive	N

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Bonus/Leave Bonus Taxed	Contract Officers and Casuals)	
Gross Lump Sum Payment	all Levels	N
Meal Allowance	all levels	N
Overtime	All levels up to AO6 or equivalent	N
Shift Duty	all levels	N
Pen Pay in Lieu of Leave Loading	all levels	N

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

54

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?

7

55. How many reports resulted in formal disciplinary action?

All 7 incidents were managed through the discipline process.

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?

DBE - The Department self insures under the NTG self insurance provisions and has no commercial policies of insurance.

DCS – Total premium cost of insurance cover taken out during 2009-10 was \$49 239

Insurable Risk	Cover	Explanation	Insurer	Cost 09-10	Renewal date
Workers Compensation	Yes	Risk determined unacceptable - commercial policy obtained.	QBE Insurance (Aust) Ltd	\$39 375	30/6/2010
Public Liability	Yes	Risk determined unacceptable - commercial policy obtained.	CGU Insurance Ltd	See note #	14/10/2010
Property and machinery damage – break-in, theft and fire etc	Yes Chan Data Centre assets	Risk determined unacceptable - commercial policy obtained.	CGU Insurance Ltd	\$9 446	14/10/2010
Buildings	No	Buildings owned and self insured by	N/A	N/A	N/A

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		NTG			
Motor vehicles (used by GBD)	Yes	Third party policy obtained.	CGU Insurance Ltd	\$418	14/10/2010
Product liability	Yes	Risk determined unacceptable - commercial policy obtained.	CGU Insurance Ltd	See note #	14/10/2010
Theft and fraud by staff member	No	Self-insured – not deemed to be significant risk.			

Premium of \$9 446 is for a single policy for property damage, product liability and public liability

NT Fleet - Total premium cost of insurance cover taken out during 2009-10 was \$235 953

Insurable Risk	Cover	Explanation	Insurer	Cost 09-10	Renewal Date
Workers Compensation	Yes	Risk determined to be unacceptable - commercial policy obtained.	QBE Insurance (Australia) Ltd	\$61 861	23/03/2011
Broad-form Liability (Public Liability)	Yes	Risk determined to be unacceptable - commercial policy obtained.	TIO Insurance	\$1 231	23/09/2010
Motor vehicles located in the Top End damaged by a natural disaster and theft	Yes	Risk determined to be unacceptable - commercial policy obtained.	TIO Insurance	\$172 861	08/12/2010
Buildings	No	Buildings owned by NTG and covered under self insurance.	N/A	N/A	N/A
Motor vehicles (used by GBD)	No	Self insured – not deemed to be a significant risk.			
Product liability	No	Self insured – not deemed to be a significant risk.			
Theft and fraud by staff member	No	Self-insured – not deemed to be significant risk.			

GPO – Total premium cost of insurance cover for 2009-10 was \$58 161.

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Insurable Risk	Cover	Explanation	Insurer	Cost	Renewal date
Workers Compensation	Yes	Risk determined unacceptable - commercial policy obtained.	Territory Insurance Office	\$28 195	14/1/2011
Public Liability	Yes	Tailored special industrial risks - commercial policy	Oamps Insurance Brokers Ltd	\$5 450 See note#	31/5/2010
Property damage	Yes	Tailored special industrial risks - commercial policy	Oamps Insurance Brokers Ltd	\$22 450	18/6/2010
Buildings	No	Buildings owned and self insured by NTG.	N/A	N/A	N/A
Motor vehicles (used by GBD)	Yes	Risk determined unacceptable – commercial policies obtained.	Oamps Insurance Brokers Ltd	\$2 066	27/2/2011
Product liability	Yes	Tailored special industrial risks - commercial policy.	Oamps Insurance Brokers Ltd	See note #	31/5/2010

Note# Product and public liability insurance in a single policy with a cost of \$5 450

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?

DBE line agency is self insured and does not take out commercial insurance. The GBDs (GPO, NT Fleet and DCS) take out commercial insurance where appropriate. Refer to above.

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

The Northern Territory Government has committed to become carbon neutral by 2018 under the Northern Territory Climate Change Policy. Under this target, whole of government systems to account for greenhouse gas emissions according to recognised international greenhouse accounting standards will be progressively rolled out over the next eight years for Government processes.

Currently, the Northern Territory Government reports against building energy consumption use by Government agencies with more than 50 full time equivalent staff members, and for vehicle emissions from NT Fleet vehicles.

Emissions from NT Fleet vehicles for 9 months of this period was:

NT Fleet: 14.4

GPO: 9.2

DCS: 6.0

DBE: 177.9

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

In 2007-08 DBE preliminary building energy consumption was 23939 giga joules corresponding to 5002 tonnes of greenhouse gas emissions.

In 2008-09 DBE preliminary building energy consumption was 23282 giga joules corresponding to 5122 tonnes of greenhouse gas emissions.

Greenhouse emissions are calculated on the formula provided by the Commonwealth and includes an emissions co-efficient. In the 2008-09 year, the production of electricity was less carbon efficient.

Emissions from NT Fleet vehicles for 9 months of this period was:

NT Fleet: 29.8

GPO: 8.9

DCS: 8.6

DBE: 182.9

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

DBE has initiated a number of strategies to reduce its carbon emissions during 2008-09 including:

- The following initiatives are encouraged across all departmental buildings and locations:
 - defaulting department computers to double-sided and black and white printing
 - paper recycling bins installed across business units
 - toner and ink cartridge recycling bins in place throughout the department
 - utilising intranet and internet to publish large documents
 - changing behaviours to switch off lights and computers when not in use
 - review and rationalise the department's fleet where possible
 - active participation in Earth Hour
 - encouraging all staff to switch off all electrical equipment when not in use
 - building lights and air-conditioning pre-timed to switch off after office hours and operate on a two-hour timer for outside hours use
 - timers installed on photocopiers and hot water heaters to reduce after hours use of electricity
 - introduction of zone lighting controls in certain buildings.
 - Participation in Earth Hour

As the Shared Services provider the department is also charged with leading and developing various initiatives and activities designed to reduce and improve better environmental practices across government for government leased buildings, the government fleet, IT, procurement and printing.

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- Green Fleet Strategy
- Server virtualisation
- ecoBiz NT
- working with ICT service providers to reduce carbon emissions associated with services delivered under outsourced contracts

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.

DBE is working towards the reduction target set in the Northern Territory Government Energy Smart Buildings Policy for the 2010-11 financial year.

That target is a 10% reduction in energy usage per square metre across the department's building portfolio compared to a 2004-05 baseline.

In addition, DBE is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the Territory Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020.

Interim Green Fleet targets have been set for NTPS at 7% for 2009-10.

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

\$625,603 (combined lease payments, fuel and maintenance)

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

DBE: 56

NT Fleet: 5

GPO: 3

DCS: 2

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

DBE: -2

NT Fleet: -1

GPO: 0

DCS: 0

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

79%

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66. How many vehicles are home garaged?

52 permanent and 14 short term – totalling 98 days.

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

- EO1 and ECO1 staff levels and above are entitled to permanent home garaging of a vehicle under their relevant employment agreements (CE can approve on discretion private use of vehicle and approved passengers – this would be considered on a case by case basis)
- Short term home garaging requires the approval of either the CE or his authorised delegate e.g. Executive Director/Director of the Division (reason should justify benefit for the work unit)
- All home garaging incurs fringe benefits tax
- It is the responsibility of each individual to complete quarterly odometer forms whether it be for short term or permanent home garaging.
- Executive Contract Officers are entitled to unlimited private use of their vehicle, the exception to this is that the NTG fuel card cannot be used to purchase fuel outside of the Northern Territories borders.
- Non contract executives are restricted to reasonable private use of their vehicles.
- Non executives home garaged vehicles are to be used only for official purposes unless otherwise approved by the Chief Executive.
- The vehicle is to be made available for official use by department officers during normal working days, is to be kept clean and serviced at recommended intervals and that smoking is not permitted in the vehicle.
- Vehicle custodians are responsible for the vehicle being secured at all times.

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

EC01 and EO1 and above, ie Director level and above

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

Whole of DBE Staff Travel	Intra Territory	Interstate	Overseas	Total
Official Duty Fares	117 779	116 176	13 906	247 861
Accommodation	68 147	50 673	17 552	136 372
Travel Allowance	50 025	27 144	5 902	83 071
Total as at 30 April 2010	235 951	193 993	37 360	467 304

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

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09/10 Actuals at 30 April 2010

DBE	\$401,258
Fleet	\$31,872
GPO	\$167,548
DCS	\$463,589
Total	\$1 064 268

71. What is the projected cost for power and water to the department in 2010?

DBE	\$481,510.15
Fleet	\$38,247.16
GPO	\$201,057.60
DCS	\$556,307.10
Total	\$1,277,122.01

72. List the public events/conferences/forums that were sponsored by the department from 1 January 2009 to 1 April 2010 and what are projected for 2010/11?

Event/conference/forum name	2008/09 financial sponsorship (1.01.09 – 30.06.09)	2009/10 financial sponsorship	2010/11 committed financial sponsorship	Sponsorship arrangements – to be paid in 2009/10 or 2010/11 once terms and conditions are met.
2009 Business Awards, Casuarina Senior College Council Inc		\$400		
Australian Hotels Association – NT branch		\$10,000		
Australian Industry Defence Network NT		\$9000		
Australian Institute Company of Directors			\$5000	\$5000
Australian Institute of Project Management	\$4000			\$4000
Australian Small Business Champions Awards				\$9000
Chamber of Commerce - East Arnhem		\$2500		
Chamber of Commerce NT - Regional Expos (Business Exchange)	\$12,000			\$14,000

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Channel 9 Golf Day*		\$18,000	\$18,000	
Charles Darwin Uni - Bachelor of Business	\$600			\$600
Cooperative Research Centres Association Conference		\$25,000		
Defence Support – Defence Family Days		\$7300	\$7300	
Engineers Australia – Northern Division	\$5000			
Global Eco Asia-Pacific Tourism Conference 2009	\$6875			
Master Builders Association NT		\$10,000		
Northern Territory Young Achiever Awards		\$9000	\$9,000	
Palmerston Regional Business Association	\$35,000			\$30,000
Reinvent Your Career Expo		\$19,990		
Rivers Region Youth Development Services Inc, Industry and Careers Breakfast		\$2727		
Rural Area Business Group	\$6000	\$6000	\$6000	
Territory Construction Association	\$10,000			
Youth Business Awards		\$5000		
TOTAL	\$79,475	\$124,917	\$45,300.00	\$62,600

*Channel 9 Sponsorship - Sponsorship value is provided in equivalent TV advertising air time – available to all Government agencies. This component makes up one part of an advertising campaign across all television commercial providers.

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

Refer to above table for financial information. The department did not provide any in kind sponsorship.

75. What is the department’s budget for advertising for the 09/10 reporting year?

\$141 672

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

Print - \$87 982

TV - \$17 445

Radio - \$36 245

A further \$89 616 of advertising (including national advertising expenditure) between 1 May to 30 June 2010 has been committed.

76. What advertising campaigns have been undertaken or will be undertaken by the department in 2009/10?

The following table includes all advertising, promotions and publications undertaken by the department in 2009/10 to 30 April 10.

Area	Project	Description	Expenditure (\$) (as at 30 April 10)
Business and Industry Development	Mining Expo 2010	Mining industry exhibition held in conjunction with AGES conference in Alice Springs. Campaign included event coordination, localised advertising campaign and promotional materials.	468
	InvestNT	To develop and deliver a high end Investment website to attract and channel inventors and investees to the Northern Territory.	2 500
	Innovation Campaign	To promote the Northern Territory Government's support for research and innovation in the Territory including the promotion of the Research and Innovation Grants and the Charles Darwin Medal.	21 906
Defence Support	Defence Support Campaign	National advertising and promotions campaign recognising defence presence in the Territory and the contribution it makes to the economy and community.	52 976
Business Support	Business Upskills	Promotion of the Business Upskills workshops via print advertising campaign.	11 637
	ecoBiz NT	Local advertising campaign for ecoBiz NT via print, radio and television to engage business in free audits and to access the Government rebate.	30 639
	Getting Started in Business	Advertising campaign via local print media.	498
	October Business Month 2008	Promotion of October Business Month, via comprehensive advertising campaign and communications materials such as posters and wall planners.	81 032
	Territory Business Centres	Promotion of the Territory Business Centre via various show attendances and including the launch of smartforms.	6 384
	Government to Business Expo	To promote and encourage NT Businesses to attend the	75 392

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Area	Project	Description	Expenditure (\$) (as at 30 April 10)
		Government to Business Exhibition held in Darwin and Alice Springs.	
	Business Support Campaign	To promote Northern Territory Government business support services, territory wide.	7 851
	Procurement Roadshow	To promote and encourage NT business participation in the procurement roadshow	4 345
Employment	Business and Skilled Migration	Promotional materials promoting business and skilled migration interstate and overseas including exhibition costs associated with international exhibition booths and displays.	5 351
	Jobs in the NT – (formerly Skilled Worker Campaign)	Comprehensive national marketing campaign to attract skilled workers to the NT including attendance at targeted exhibitions including, Bridgestone workers, Adelaide; Chamber of Commerce business exchange, Alice Springs; the National Careers Expo, Darwin; and Australian Hoteliers Association exhibition.	60 373
	Reinvent Your Career Expo	Targeted skilled worker attraction via attendance at the Reinvent Your Career exhibition held in Brisbane.	127 867
	Indigenous Training for Employment Program (ITEP)	Call for ITEP grant program nominations via advertising program within the Northern Territory.	760
Corporate	Show Circuit	Participation at the Northern Territories regional show circuit.	50 494
	Growing the Territory	Marketing collateral development and website maintenance, informing the public on opportunities designed to grow the economy through business and industry development.	1 960
Other	Various one-off minor communications	Various one-off minor internal and external communications.	72 628
TOTAL			615 061

77. In 2009 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?

TOTAL SPEND	368,942.89
TOTAL CONSULTANCIES	68,942.89

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LOCAL CONSULTANTS	8,969.39
NO OF LOCAL CONSULTANTS	10
NON-LOCAL CONSULTANTS	89,973.50
NO OF NON-LOCAL CONSULTANTS	11

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