

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

77 WRITTEN QUESTIONS

Mr Giles to Minister for Construction

Department of Construction and Infrastructure – Output Groups

In relation to the portfolio areas within the Department of Construction and Infrastructure would you kindly respond to the following questions by output group within the Department:

HR Unit Questions:

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

DCI have 6 HR staff.

EO1 - Director HR

AO8 – Manager HR Operations

AO7 – Senior Consultant

AO6 – Consultant

AO6 – Early Careers Co-ordinator

AO4 – HR Support Officer.

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

None, Whole of Government Payroll Services are provided by DBE.

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

The following overpayments occurred for the 2009/2010 Financial Year.

Error source	Date Error occurred	No of Errors	Amount	Amount recovered	Outstanding Amount	Reasons Why
Recruitment	31/08/2009	1	\$5166	\$2964	\$2202	Incorrect processing of higher duties.
Payroll	17/02/2010	1	\$6518	0	\$6518	Overpayment of skills allowance, payment was not ceased on promotion to another role.
Payroll	9/7/2009	1	\$2527	\$500	\$2027	NTA allowance.
Payroll	15/6/2009	1	\$3594	0	\$3594	Incorrect processing of maternity leave.
Total		4	\$17805	\$3464	\$14341	

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?

The notional cost associated with DBE charges is 272,450.56 for 2009/2010 financial year. There is no cost differential for position levels.

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

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

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

Human Resources unit for the 2009/10 financial year is currently in the Construction Division structure; but as a result of the Agency (DPI) restructure announced on the 4 December 2009 and the creation of DCI it will be re-established in the Agency (DCI) structure for 2010/11.

Human Resources are funded within Corporate Services.

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

The Human Resources unit is newly established and a budget is still being developed under the new structure. Details on the breakdown of the budget are not yet available as budgets are only now being developed.

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

DBE's Whole of Government Payroll Services manages non executive, and contract executive.

The Department currently has one AO4 Officer that manages the administration of Executive Contracts as part of their responsibilities of the role.

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

In the 2009/10 financial year there were 5 reported complaints.

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

Information supplied by DBE. The dates they have reported on are 1 July 2009 to 1 April 2010.

DEPARTMENT NAME	International	Local	National	Production	Grand Total
Dept of Construction & Infrastructure		\$38,917.83		\$218.88	\$39,136.71
Construction Division		\$3,069.97	\$69,261.91	\$6,375.10	\$78,706.98
DCI + Construction		\$41,987.80	\$69,261.91	\$6,593.98	\$117,843.69

DCI is a newly created Department, as a result of the agency restructure announced on 4 December 2009. Agency restructures are effective from 1 July of the Financial Year they occur in.

Production costs – formatting of the advert (not for block ad).

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

As at 1 April 2010 the rate of attrition was zero.

12. What is the current state of employment in the Human Resources department, that is, are all positions filled, if not are there any positions with staff on higher duties, if so how many, at what level and for how long, and are their positions vacant, if so how many, at what level and for how long?

As at 1 April 2010 all positions are filled.

There are 2 individuals on HDA, 1 x AO8 and 1 x EO1 the JAQ's are progressing.

Relocation Costs:

13. In 2009, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

Construction Division for the period 1 July 2009 to 30 April has spent 338,621.61 on relocation costs.

Relocation Fares	18,157.65
Relocation Allowance	200.00
Removal and Storage	175,770.13
Relocation Expenses	144,493.83.

DCI for the period 1 July 2009 to 30 April has spent 2,690.67 on relocation costs.

Relocation Fares	231.58
Relocation Allowance	nil
Removal and Storage	1,550.00
Relocation Expenses	909.09.

DCI is a newly created Department, as a result of the agency restructure announced on 4 December 2009. Agency restructures are effective from 1 July of the Financial Year they occur in.

14. Please provide a breakdown per business unit.

CD

1 July 2009 – 30 April 2010.

Business Unit	Relocation Fares (368111)	Relocation Allowance (368311)	Removal and Storage (368211)	Relocation Expenses (368911)	TOTAL
Buildings Infrastructure Darwin	3,042.94	200.00	31,773.76	25,031.88	60,048.58
Roads Darwin	10,851.31		65,533.09	72,449.25	148,833.65
Design Darwin	1,153.64		39,128.96	29,758.57	70,041.17
Corporate	1,094.13		14,507.09	10,658.86	26,260.08
Alice Springs	1,082.38		2,830.75	3,097.26	7,010.39
Katherine	933.25		3,878.30	2,418.01	7,229.56
Nhulunbuy			18,118.18	1,080.00	19,198.18
Tennant Creek					-
TOTAL	18,157.65	200.00	175,770.13	144,493.83	338,621.61

DCI

Business Unit	Relocation Fares (368111)	Relocation Allowance (368311)	Removal and Storage (368211)	Relocation Expenses (368911)	TOTAL
Infrastructure	-	-		795.45	795.45
Corporate	231.58	-	200.00		431.58
Housing Capital Projects	-	-	1,350.00	113.64	1463.64
TOTAL	231.58	-	1,550.00	909.09	2,690.67

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

Construction Division budget for Relocation expenses in 2009/10 is 415,000.

DCI budget for Relocation and expenses in 2009/10 is 5,715.

Due to DCI being a newly created Agency its budget structure for 2009/10 is only for Infrastructure and Housing Capital projects.

Marketing:

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

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on 4 December 2009 which resulted in the restructure of the former DPI into DCI and DLP.

DCI

2010 (1 July 2009 - 30 April 2010)

Advertising	3,234
Marketing and Promotions	Nil

Construction Division

2010 (1 July 2009 - 30 April 2010)

Advertising	123,103
Marketing	139,636.

Please Note: Agency restructures are effective from 1 July of the Financial Year they occur in.

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

DCI did not run any advertising or marketing campaigns in the current financial year. The majority of our advertising and marketing expenditure was on statutory advertising relating to road conditions (Total: 33 686.97 as at 29 April 2010) and advice to the public on construction projects and the impact they may have e.g. changed traffic conditions.

The only promotional advertising we undertook was for Tiger Brennan Drive Open Day and the Construction Division Industry Forums in Darwin and Alice Springs.

Staffing Preamble:

- The Department is in a state of flux following the December 2009 changes and the Chief Executive transition.
- Construction Division needs to be staffed to service the delivery of projects, the massive increase in works in 2009/10 has impacted on capability of not only NT Government but also local contractors and consultants.
- A review is required (with an eye to future work loads) to determine both an appropriate structure and an appropriate level of staffing.
- Currently the Department is in the throws of finalising a strategic plan which will help determine how it should be staffed.

Worker Turnover:

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

The figures are as at 1 April 2010.

Level	Number
AO2	18
AO3	31
AO4	38
AO5	16
AO6	25
AO7	13
AO8	17
* AQF3A	2
EO1	17
EO1C	14
EO2C	9
EO3C	2
EO4C	2
ECO6	1
GRADT	5
* ICS	3
P1	4
P2	20
P3	16
P4	3
T1	7
T2	18
T3	38
T4	38
T5	76
T6	36
* WILS	5

* AQF = Australian Qualification Framework (Apprentice).

* ICS = Indigenous Cadetship Support.

* WILS = Works Integrated Learning Scholarship.

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

Numbers are presented in head count.

Perm Staff Held in Nominal Posn	Perm Staff Not in Nominal Posn	(*)Temporary staff
213	144	117

** Temporary Staff include staff on Temporary Employment Contracts, Casuals, Board Members, Executive Contractors, Apprentices and Graduates.*

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

Construction Division from 1 July 2009 to 3 December 2009 and Department of Construction and Infrastructure from 4 December 2009 to 1 April 2010 the rate of turnover was 20.34%.

21. What is the rate per level?

The table below has been provided by DBE. Construction Division from 1 July 2009 to 3 December 2009 and DCI from 4 December 2009 to 1 April 2010.

Classification	Turnover %
AO2	89.43
AO3	17.78
AO4	18.18
AO5	38.46
AO6	12.03
AO7	34.01
AO8	18.18
* AQF3A	111.11
EO1	7.32
EO1C	8.33
EO2C	0.00
EO3	0.00
EO4C	50.00
EO6C	0.00
* GRAD	0.00
P1	66.67
P2	33.33
P3	6.06
P4	100.00
T1	71.43
T2	28.14
T3	15.15
T4	15.54
T5	15.85
T6	0.00

* AQF3A = Australian Qualification Framework (Certificate III Apprentice).

* GRAD = Graduate Trainee.

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

As at 1 April 2010 there are 131 vacant positions, some are unbudgeted positions.

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

The total days permanent positions have been vacant in the department for Construction Division from 1 July 2009 to 3 December 2009 and for Department of Construction and Infrastructure from 4 December 2009 to 1 April 2010 is 12,679 days.

The average length a permanent position is vacant within the department is 248 days. The high figure is attributed to hard to fill positions in Technical and Professional streams.

24. In relation to all vacant positions, what is the break down of recruitment actions by:

a) Selection process commenced; and

As at 1 April 2010 46 selection processes commenced.

b) Selection process (including position advertising) not commenced.

85 vacant positions not commenced. Positions that are vacant are being reviewed.

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

DCI has 117 staff employed on Temporary Contracts as at 1 April 2010.

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

The total amount of Expression of Interest is 46.

	2009	2010	TOTAL
DCI	1	7	11
CD	35	-	35
TOTAL	36	7	46

This does not include internal development opportunities.

27. In the period 1st January 2008 to 1st April 2010, how many temporary contracts have been extended, broken down by the number of times extended?

Reports were not available back to 1 January 2008.

From 4 December 2009 to 1 April 2010 DCI has extended 37 contracts once and 5 contracts have been extended twice. A total of 42 contract extensions.

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

None.

Note: Public Sector Instrument No. 15 Approval to Renew Period of Employment (27 October 2008) approves the CEO of an Agency to renew the period of employment referred to in section 34 (1) of the Act on more than 1 occasion, subject to the conditions outlined in the Instrument.

As at 1 April 2010 the CEO approved 7 contracts beyond the third extension.

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

None.

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

The overall average time taken to recruit is 6 weeks.

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?

From 4 December 2009 to 1 April 2010, a total of 65 positions have been filled.

Of this number:

- 2 were external recruits,
- 45 were NTG employees and
- 18 did not declare. *Please note: The DBE reporting source is based on a voluntary declaration by the applicant when applying for a job.*

Prior to 4 December 2009 Construction Division data is recorded as DPI.

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

Due to the Cabinet approved agency restructure, the data below represents information for Construction Division from 1 July 2009 to 3 December 2010 and Department of Construction and Infrastructure from 4 December 2010 to 1 April 2010.

139 positions were reclassified.

# of reclass	Classn from - to
3	AO2 – AO3
1	AO2 - AO4
5	AO3 - AO4
1	AO6 - AO7
1	AO7 - AO8
1	AO8 - EO1
2	EO1 - EO2
1	EO2 - EO4
3	T2 - T3
7	T3 - T4
85	T4 - T5
27	T5 - T6
1	T6 - EO1
1	T6 - EO1

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

As at 1 April 2010 DCI currently has 66 unattached officers.

Please Note: The "Number of Unattached Officers" is based on 'Head Count' for both operative and in-operative staff. Staff not employed full-time are counted as "1".

State	State Description	Classn	Classn Description	Unattached Officer Numbers
T	DCI Construction & Infrastructure	AO2	ADMIN OFF 2	6
T	DCI Construction & Infrastructure	AO3	ADMIN OFF 3	5
T	DCI Construction & Infrastructure	AO4	ADMIN OFF 4	7
T	DCI Construction & Infrastructure	AO5	ADMIN OFF 5	3
T	DCI Construction & Infrastructure	AO6	ADMIN OFF 6	4
T	DCI Construction & Infrastructure	AO8	ADMIN OFF 8	2
T	DCI Construction & Infrastructure	P2	PROF 2	1
T	DCI Construction & Infrastructure	P3	PROF 3	3
T	DCI Construction & Infrastructure	T2	TECH 2	5
T	DCI Construction & Infrastructure	T3	TECH 3	1
T	DCI Construction & Infrastructure	T4	TECH 4	16
T	DCI Construction & Infrastructure	T5	TECH 5	7
T	DCI Construction & Infrastructure	T6	TECH 6	6

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

Unattached officers are provided on average \$300 per person per annum on training and skilling. Skills gaps are identified through the PDP process and training organised accordingly.

Approximately \$17,500 has been spent on training unattached officers for the period 4 December 2009 to 1 April 2010 within DCI.

Primary areas of training included:

- Dealing effectively with unacceptable employee behaviour
- Construction Industry Induction (White Card Training)
- Access Introduction
- Access Power user
- Sidra Inspection Workshop
- Workzone Traffic Management
- WZZ Traffic Control
- Traffic Supervisor
- Excel Introduction
- 4WD Training programme
- Management Development Toolkit
- Managing Employee Performance
- Machinery of Government
- Governance Perspectives
- Unsealed roads workshop
- Front Desk Superstar
- Microsoft Access
- Word Introduction

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

As at 1 April 2010 there were 66 unattached officers, of which 8 employees have gained permanent employment in the NTPS.

36. How many have resigned?

As at 1 April 2010, none of the 66 unattached officers had advised of their resignation.

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

\$2069 per person. This figure includes recruitment advertising, recruitment fares, removals and storage and relocation allowance.

\$1740 per person. This figure is for recruitment advertising only.

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

Training is assessed on an individual and work unit basis. Indicative training allocation per FTE for DCI, based on internal budgets per actual FTE's as at 30 April 2010, is \$2,611.

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

The average length of stay is 4 years. This response is for DCI including CD staff as at 1 April 2010, the average length of stay is shown in the table provided by DBE).

Classification	Average Length Of Service in Years
ADMIN OFF 2	1.35
ADMIN OFF 3	3.45
ADMIN OFF 4	3.47
ADMIN OFF 5	5.56
ADMIN OFF 6	4.52
ADMIN OFF 7	0.75
ADMIN OFF 8	8.55
* AQF3A	0.00
EXEC OFFICER 1	4.24
EXEC OFF 1 CNTR	7.15
EXEC OFF 2	6.25
EXEC OFF 2 CNTR	11.50
EXEC OFF 3	0.00
EXEC OFF 3 CNTR	0.00
EXEC OFF 4 CNTR	3.00
GRADU TRAINEES	0.20
* ICS	2.33
PROF 1	1.00
PROF 2	2.14
PROF 3	10.56
PROF 4	8.33
TECH 1	0.00
TECH 2	1.00
TECH 3	4.73
TECH 4	5.69
TECH 5	6.04
TECH 6	8.33
* WILS	1.00

* AQF = Australian Qualification Framework (Apprentice).

* ICS = Indigenous Cadetship Support.

* WILS = Works Integrated Learning Scholarship.

Leave Liabilities:

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

Recreation leave is managed in accordance with the Northern Territory Public Sector 2008-2010 Union Collective Agreement.

41. As of 1st April 2010, how many staff have more than this amount carried over, and what is the cost of this leave being held?

Not applicable. Please refer to the 2008-2010 Union Collective Agreement.

42. In relation to NTPS staff as of 1st 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?

The current amount of accrued long service leave as of 1st April 2010 is 157 months with a financial value of \$4,867,388.

The current amount of accrued recreation leave as of 1st April 2010 is 122 months with a financial value of \$848, 655.

b) What is the highest individual amount of accrued leave at each position level?

The figures below are current as at 1 April 2010 for DCI, including CD and report the total amount of accrued leave at each position level.

Long Service Leave (tables provided by DBE).

Classification Description	LSL Accrued in Months
ADMIN OFF 2	1.72
ADMIN OFF 3	9.62
ADMIN OFF 4	6.4
ADMIN OFF 5	7.7
ADMIN OFF 6	13.99
ADMIN OFF 7	6.84
ADMIN OFF 8	15.45
EXEC OFF 1 CNTR	12.01
EXEC OFF 2 CNTR	8.41
EXEC OFF 3 CNTR	0.42
EXEC OFF 4 CNTR	1.85
EXEC OFFICER 1	11.65
EXEC OFFICER 3	1.9
GRADU TRAINEES	0.55
* ICS	0.92
* AQF3A	0.04
PROF 1	1.07
PROF 2	3.77
PROF 3	5.88
PROF 4	5.5
TECH 1	0.92
TECH 2	2
TECH 3	7.97
TECH 4	8.65
TECH 5	9.82
TECH 6	12.2
* WILS	0.25

* AQF = Australian Qualification Framework (Apprentice).

* ICS = Indigenous Cadetship Support.

* WILS = Works Integrated Learning Scholarship.

Recreation Leave (Tables provided by DBE).

Classification Description	Rec Accrued in Days
ADMIN OFF 2	146.1
ADMIN OFF 3	176
ADMIN OFF 4	182.5
ADMIN OFF 5	202.5
ADMIN OFF 6	210.3
ADMIN OFF 7	137.7
ADMIN OFF 8	212.5
EXEC OFF 1 CNTR	115.5
EXEC OFF 2	88.5
EXEC OFF 2 CNTR	126.4
EXEC OFF 3	31.1
EXEC OFF 3 CNTR	52.5
EXEC OFF 4 CNTR	84.6
EXEC OFF 6 CNTR	22.3
EXEC OFFICER 1	198
* ICS	38.0
* AQF3A	5.0
* NTPS AUTO APPRE	20.5
* GRAD TRAIN	29.0
PROF 1	71
PROF 2	151.8
PROF 3	160
PROF 4	165.2
* TRAIN TECH OFF	32.5
TECH 1	13.2
TECH 2	103.9
TECH 3	142.4
TECH 4	259.8
TECH 5	235.4
TECH 6	214.1
* WILS	34.0

* AQF = Australian Qualification Framework (Apprentice).

* ICS = Indigenous Cadetship Support.

* WILS = Works Integrated Learning Scholarship.

* NTPS AUTO APPRE = Heavy Vehicle Mechanical Apprenticeship.

* GRAD TRAIN = Graduate Trainee.

* TRAIN TECH OFF = Trainee Technical Officer.

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

As at 1st April 2010 there are 6390 weeks.

The average per person is 13.5 weeks (this has been calculated by using the current headcount of 469).

d) How many days sick leave were taken in 2009?

DCI/CD 2968 days during the period from 1 July 2009 – 1 April 2010.

43. In relation to Contract (ECO1 and above) staff as of 1st 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;

The total amount of Long Service Leave for DCI ECO1's and above is 62 months with a financial value of \$896,329.19.

The total amount of Recreation Leave for DCI ECO1's and above is 1472 days, with a financial value of \$1,036,234.60.

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

The tables below represent the accrued Long Service Leave and Recreation Leave for Executive Contract Officers. The data provided is for Construction Division from 1 July 2009 to 3 December 2009 and the Department of Construction and Infrastructure from 4 December 2009 to 1 April 2010.

Long Service Leave:

Level	LSL Accrued in Months
Construction Division	01/07/09 – 03/12/09
EO1C	2.11
EO2C	2.65
EO3C	0.42
DCI	04/12/09 – 01/04/10
EO1C	9.9
EO2C	5.76
EO4C	1.85

Recreation Leave:

Level	Rec Accrued in Days
Construction Division	01/07/09 – 03/12/09
EO1C	59.6
EO2C	56.1
EO3C	52.5
EO4C	34.7
EO6C	22.3
DCI	04/12/09 – 01/04/10
EO1C	55.9
EO2C	70.3
EO4C	50.0

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

Total sick leave entitlement for all ECO1 and above DCI employees combined is: 618 weeks.

Total sick leave entitlement for all ECO1 and above employees, per person is on average 14 Weeks.

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

The tables below represent the total amount of sick leave taken for Executive Contract Officers. The data provided is for Construction Division from 1 July 2009 to 3 December 2009 and the Department of Construction and Infrastructure from 4 December 2009 to 1 April 2010.

Classification	Classification Description	Sick Leave Days Taken
EO1C	Executive Officer 1 – Executive Contract	65.99
EO2C	Executive Officer 2 – Executive Contract	24.05
EO3C	Executive Officer 3 – Executive Contract	15.00
EO4C	Executive Officer 4 – Executive Contract	2.68
EO6C	Executive Officer 6 – Executive Contract	2.00

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

5 staff lodged Workers Compensation claims from 1 July 2009 to 1 April 2010.

Region	Level/Classn	Period of Claim
Darwin	T2	5mths – closed
Darwin	AO3	2mths – closed
Gove	AO3	2 mths - ongoing
Gove	AO3	7 mths - ongoing
Darwin	T3	2 mths - ongoing

2 x cases are closed and 3 are ongoing.

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

As at 1 April 2010 there are 6 current open workers compensation cases (from previous years) - 3 are estimated to close within 3 months; 1 in mediation period and 2 are ongoing.

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 still any on extended leave?

As at 1 April 2010:

- There was 29 staff on extended leave longer than 3 weeks as at the 1 April 2010.
- Two employees were on LSL
- Four employees were on Misc Leave
- Twenty-three employees were on unpaid leave.

Details are provided in the below table.

Note from DBE: Due to the way data is recorded and reported in PIPS, DBE can report on staff on extended leave as at 1 April 2010 but not leave for the financial period 2009-10.

State	Classn	Classification	LSL	Miscellaneous		Total Staff
				Paid	Unpaid	
DCI Construction & Infrastructure	AO2	ADMIN OFF 2			5	5
DCI Construction & Infrastructure	AO3	ADMIN OFF 3		1	2	3
DCI Construction & Infrastructure	AO5	ADMIN OFF 5	1		2	3
DCI Construction & Infrastructure	AO6	ADMIN OFF 6		1		1
DCI Construction & Infrastructure	AO8	ADMIN OFF 8			1	1
DCI Construction & Infrastructure	EO1	EXEC OFFICER	1	1		1
DCI Construction & Infrastructure	ICS	ICS			2	2
DCI Construction & Infrastructure	P3	PROF 3	1			1
DCI Construction & Infrastructure	T2	TECH 2			1	1
DCI Construction & Infrastructure	T3	TECH 3			1	1
DCI Construction & Infrastructure	T4	TECH 4			1	1
DCI Construction & Infrastructure	T5	TECH 5		1	3	4
DCI Construction & Infrastructure	WILS	WILS			5	5
TOTAL						29

47. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optional 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 a return flight to Adelaide every two years? How many and at what level?

As at 1 April 2010, the total number of staff still entitled to airfares is 47.

Classification	Total
AO3	2
AO4	3
AO5	1
AO6	3
AO8	5
EO1	4
EO3	1
P3	4
T3	4
T4	5
T5	9
T6	6

Entry Level Recruitment:

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

a) How many graduates started with the department;

Graduates - 4 were recruited in 2009 for the 2010 Graduate Program and were transferred to DCI from DPI with the departmental split.

Apprentices – in 2009, 2 apprentices were employed within the Construction Division. In 2010, 3 Apprentices have been recruited to the Department of Construction and Infrastructure (2 Darwin and 1 Alice Springs).

b) How many have completed the year;

Graduates - the 4 graduate employees that were recruited in 2009 completed the year and remain on the program in 2010.

Apprentices – the 2 apprentice recruited in 2009 both completed the apprenticeship with Construction Division.

c) How many won nominal positions;

Graduates - None to date, this is the first year since the agency restructure. These Graduates are due to complete at the end of 2010.

Apprentices – 1 apprentice who completed an apprenticeship in 2009 won a temporary contract with Construction Division. One apprentice relocated interstate.

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

Graduates - All are currently with NTG.

Apprentices – Of the 2009 apprentices 1 left the NTG on the completion of her 12 month apprenticeship.

e) How much sick leave has been taken on average by graduates and apprentices?

Graduates – The Graduates have not utilised any sick leave since their transfer to DCI from DPI on 29 January 2010 to 1 April 2010.

Apprentices – Contract dates from 7 January 09 to 13 December 09 - Average number of sick days for the 2 Apprentices who worked within the Construction Division in 2009 was 3.5 days.

The average number of sick days for the 2010 apprentices is 3 days.

50. In relation to Indigenous Employees, in 2009:

For the following questions, the data captured for current employees at 28 April 2010 as Admin Arrangements transfers not actioned until April 2010.

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

9 Staff recognise themselves as Indigenous within DCI.

b) What are the levels of their positions held;

Classification	Total
AO4	1
AO6	1
AO8	1
T2	1
T3	3
T4	1
T5	1

c) How many at each level;

Classification	Total
AO4	1
AO6	1
AO8	1
T2	1
T3	3
T4	1
T5	1

d) How many are tenured and at what level;

Number of Permanent Indigenous Employees = 9

e) How many are temporary and at what levels;

Number of Temporary Indigenous Employees = 0

f) How many are acting up in positions and at what level;

2 are acting on higher duties at T4 & A04 levels.

g) How many have completed the year;

All 9 Indigenous employees are still currently employed and have not left the NTG.

h) How many have left the NTG; and

All 9 Indigenous employees are still currently employed and have not left the NTG.

i) How much sick leave was taken on average?

The Government considers it inappropriate to ask about sick leave usage based on a person's ethnicity.

Allowances:

51. In regard to employee entitlements, for 2009:

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

DBE were unable to provide this information and advised the agencies to provide an estimated cost.

The total estimated cost of allowances as at 1 April 2010 for DCI, including CD is \$251,988.00.

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

The type of allowances include: NT Allowance, First Aid allowance, On Call, Perishable allowance, Remote Electricity Subsidy Special Category and Study Allowance – NICP.

The estimated annual cost is \$298,595.96 for 2009-2010 financial year, for DCI including CD.

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

Allowances were paid in accordance with PSEMA requirements.

NTPS Code of Conduct:

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

8 credit cards have been issued to **DCI** Staff as at 30 April 2010.

36 credit cards have been issued to **CD** Staff as at 30 April 2010.

Total for the Department – 44.

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

There are no outstanding items as at 30 April 2010.

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

There have been 2 requests for investigation in regards to improper use of IT however no formal reports have been made.

55. How many reports resulted in formal disciplinary action?

None.

Insurance:

56. How much was spent on insurance expenses in 2009, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on the 4th December 2009 which resulted in the restructure of the former DPI into DCI and DLP.

Below is also the expenditure for 2010 financial year as at 30 April 2010.

DCI

2010 (1 July 2009 - 30 April 2010)

Insurance expense total	Nil
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Construction Division

2010 (1 July 2009 - 30 April 2010)

Insurance expense total	393,174.58
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Public Liability insurance	4,400.00
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Workers compensation	388,764.58
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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 it is 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?

DCI falls under NTG self insurance as per Treasurer's Direction R2.1.

CD being a Government Business Division is not covered by NTG self insurance as per Treasurer's Direction R2.1. CD pay a workers compensation premium to the parent Agency (DCI). For other non- employee related insurance CD self insures unless the event poses an increased risk for the Division and then commercial insurance is engaged.

Areas that CD has engaged commercial insurance are for public events such as the Tiger Brennan Open Day and the CD Industry Forum.

Climate Change:

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 this period 1 April 2009 to 31 March 2010 was:

(Fleet Vehicle component only)

Org 60 **DCI**: 20.5 Tonnes.

Org 61 **Construction Division**: 975.3 Tonnes.

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

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on the 4th December 2009 which resulted in the restructure of the former DPI into DCI and DLP. Therefore the below refers to the former DPI.

In 2007-08 the Department of Planning & Infrastructure preliminary building energy consumption was 7,863 Giga Joules corresponding to 1,555 tonnes of greenhouse gas emissions.

In 2008-09 Department of Planning & Infrastructure preliminary building energy consumption was 9,107 Giga Joules corresponding to 1,883 tonnes of greenhouse gas emissions. This increase is due to an increased use of accommodation in three floors of the Chan Building. In prior years the Chan Building use has been limited to one off day use for various exhibitions or conferences. In contrast, in 2008-09 the Chan has been utilised by this Department for the Asset Management System replacement project and by the Department of Local Government and Housing for the as a decanting facility while renovating the usual office accommodation.

Emissions from NT Fleet vehicles for this period 1 April 2008 to 31 March 2009 was:

Org 60 **DPI**: 309.8 Tonnes.

Org 61 **Construction Division**: 913.2 Tonnes.

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

The Department of Construction & Infrastructure has initiated a number of strategies to reduce its carbon emissions including:

2009/2010

- Lease negotiation of Highway House increase from the current 4 NABERS star rating to a 4.5 star rating.
- Installation of new air conditioning chillers in the Chan Building.
- Staff Energy Awareness campaigns.

2010/2011

- Staff Awareness campaigns.
- Review the Greatorex building.

61. Has a target for your departmental CO2 emissions been set for the coming financial year –

a) If yes, what % reduction is that from 2009; and

The Department of Construction & Infrastructure 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, the Department of Construction & Infrastructure 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. The initial whole of government target has been set by NT Fleet at 7% per annum for the 2009/10 and 2010/11 Financial Year.

(Fleet Vehicle component only)

The NT Fleet forecast reduction for the period ending 30 June 2010 for DCI (including GBD) has been predicted at 2%; below are the actual achieved as at 31 March 2010:

- **DCI** – due to being a new department there has been no opportunity to reduce CO2 emissions.
- **Construction Division** - achieved 1.6%. CD will be implementing strategies in consultation with NT Fleet to align the department with projected targets.

b) If no, why has a target not been set?

N/A.

Vehicles:

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

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on the 4th December 2009 which resulted in the restructure of the former DPI into DCI and DLP.

Below is also the expenditure for 2010 financial year as at 30 April 2010.

DCI

2010 (1 July 2009 - 30 April 2010)

Motor Vehicle total	53,890.65
Operating lease expenses	36,105.97
Hire Charges	4,965.25
Fuel	8,820.83
Other	3,998.60

Construction Division

2010 (1 July 2009 - 30 April 2010)

Motor Vehicle total	2,462,080.94
Operating lease expenses	1,580,898.60
Hire Charges	51,863.35
Fuel	560,974.49
Other	268,344.50

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

DCI has 8 vehicles that it is responsible for.

Construction Division has 178 vehicles that it is responsible for.

Total for the Department – 186.

64. What is the charge, if any, in these vehicles numbers from 2008?

DCI

The change from the 2008/09 financial year to as at 30 April 2010 is an additional 2 vehicles for DCI as a result of the Housing Capital Projects group transferring as per the Administrative Arrangement Orders announced on the 4 December 2009.

Construction Division

The change from the 2008/09 financial year to as at 30 April 2010 is an additional 20 vehicles for CD which 10 of these were utilities and is directly linked to the increase program requirements. Other increases are due to both Executive Contract Officers additions due to both increases in project related personnel and the result of the Administrative Arrangement Orders announced on the 4 December 2009.

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

Total for the Department – 64.5%.

DCI has 33% of vehicles that meet the emission standard of 5.5 under the Commonwealth Government’s Green Vehicle Guide.

Construction Division has 66% of vehicles that meet the emission standard of 5.5 under the Commonwealth Government’s Green Vehicle Guide.

66. How many vehicles are home garaged?

Total for the Department 164.

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

DCI as it is newly created abides by the former DPI Policy for Vehicle Management. The home garaging treatment is outlined in this policy and available to all staff on the DCI Intranet.

The policy in section 3 “Approval to Home Garage” states:

Where there is a requirement to conduct departmental activities outside normal working hours, approval is required for home garaging. Before home garaging can occur, the ‘request to home garage vehicle’ form must be completed and signed by a delegated officer.

Delegated approval is as follows:

<i>Chief Executive:</i>	<i>Permanent home garaging As and when required home garaging</i>
<i>Executive Director:</i>	<i>Periods in excess of 2 weeks for temporary home garaging</i>
<i>Director/Regional Manager:</i>	<i>One night – 2 weeks for temporary home garaging</i>

Officers have a responsibility to ensure that the vehicle is secured at all times.

Home garaging is a reportable fringe benefit. Financial Services coordinate fringe benefit returns each quarter and will seek details quarterly of home garaged vehicles (Refer 5.3.2).

Officers driving private plated vehicles who are proceeding on leave should ensure that employees acting in their position and home garaging the vehicle maintain details to enable the completion a fringe benefit tax return. Reference should be made to Sections 1 and 5 of this policy.

It is important that all home garaged vehicles are made available for official use by departmental officers during normal working hours.

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

Total departmental vehicles home garaged 164. (156 CD & 8 DCI)

- Technical staff that home garage work on a rotation system based on work requirement needs.
- EO1 with private plated vehicles at the discretion of the CEO
- Executive Contact Officers.
- Darwin based vehicles there is a requirement to home garage fleet due to no secure overnight car park.
- Home garaged vehicles in some instances are rotated.

Travel and Accommodation:

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

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on 4 December 2009 which resulted in the restructure of the former DPI into DCI and DLP.

Below is also the expenditure for 2010 financial year as at 30 April 2010.

DCI (Including CD)

2010 (1 July 2009 - 30 April 2010)

Travel & Accommodation	1,105,424
Intra Territory Fares	283,842.18
Interstate Fares	62,077.98
Air Bus and Boat charter	205,533.77
Intra Territory Accom	250,858.54
Intra territory travel allowance	255,788.14
Inter territory travel allowance	13,658.27
Interstate Accom	29,994.58
Overseas Accom	<u>840.90</u>
Total	<u>2,208,018.36</u>

Utilities:

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

DCI is a newly created Agency as a result of the Administrative Arrangement orders announced on the 4th December 2009 which resulted in the restructure of the former DPI into DCI and DLP.

DCI (Including CD)

2010 (1 July 2009 - 30 April 2010)

Power 304,212.20

Water 104,293.36

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

The projected cost for power and water for the department for the full 2010 financial year has been calculated by pro rata for the last two months of the financial year based on actual expenditure as at 30 April 2010.

DCI it is projected to incur 178,300 for power and 94,800 for water costs.

CD it is projected to incur 186,700 for power and 30,400 for water costs.

Year to date actual as at the 30 April 2010 are:

DCI

2010 (1 July 2009 - 30 April 2010)

Power 304,212.20

Water 104,293.36

Public events:

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

Question 72 is answered in conjunction with Question 73.

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

Since 2009, DCI (prior to 4 December – Construction Division) has sponsored:

Palmerston Regional Business Association	Palmerston Regional Business Association Golf Day – Hole sponsorship.	August 2009	150.00
Territory Construction Association	NTG Sponsorship of the 2009 Excellence in Building Awards – Minister Lawrie.	September 2009	15 000.00
Territory Construction Association	Bronze sponsorship of the Excellence in Building Awards.	September 2009	3500.00
Agentur (Event organiser)	Silver Partnership of the Indigenous Economic Development Forum 2009.	6&7 October 2009	11 000.00
AIPM Darwin	Silver sponsorship of the Australian Institute of Project Management NT Awards.	September 2009	2000.00
CCFNT	Civil Contractors Federation NT Training Awards 2009 – Indigenous Training Award.	June 2009	500.00
TOTAL:			32 150.00

In 2010, DCI has committed sponsorship as follows:

Australian Institute of Architects.	Annual Awards 2010	June 2010	5000.00
Australian Institute of Project Management.	Annual Awards 2010	October 2010	2000.00
National Australian Institute of Project Management Conference to be held in Darwin 2010.	National Awards	October 2010	4000.00
Engineers Australia.	2010 Supporter	2010	5000.00
Civil Contractors Federation NT	2010 Earth Awards and 2010 Training Awards	June 2010	5000 – Earth Awards 750.00 – Indigenous Employment and Training Award.
Master Builders NT	2010 Excellence in Building and Construction Awards – sponsorship by Minister McCarthy for pre-dinner drinks event.	August 2010	15 000.00
NT Shelter	Sponsorship of Community Housing Federation of Australia event to be held in Darwin. Provided by way of a grant in conjunction with Treasury and Dept of Local Government, Housing and Regional Services.	2010	5000.00
TOTAL:			41 750.00

Advertising:

74. What is the department's budget for advertising for the 09/10 reporting year?

DCI advertising budget nil

CD advertising budget 282,000 (advertising and marketing & promotions)

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

The department does not operate under a set advertising budget. Instead, advertising requirements are managed within the overall Corporate Communications budget and expenditure is committed as required.

The breakdown is as follows:

DCI

2010 (1 July 2009 - 30 April 2010)

Total newspaper, radio & TV	3,233.93
Newspaper	2,033.93
Magazines/ journals	1,200.00

Construction Division

2010 (1 July 2009 - 30 April 2010)

Total newspaper, radio & TV	123,103.56
Newspaper	100,466.29
Radio	21,087.27
Television	400.00
Other	1,150.00

Total for the Department – 126,337.49.

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

The department did not run any advertising campaigns in the current financial year and at this stage, does not plan to.

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?

Corporate Communications:

In 2009 DCI did not award any consultancies that were for advertising only. However, we did award the following:

1. McGregor Tan Research 10 010.00 to create and manage Construction Division's Client Survey
2. Michels Warren Munday 27 647.30 as at 4 May to provide communications support for the Tiger Brennan Drive Stage 2 project

Both companies are registered locally with NTICN.