

OFFICE OF THE OMBUDSMAN FOR THE NT

RESPONSES TO WRITTEN QUESTION FROM LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY (No. 324)

HR Questions:

1. What is the NTG FTE Cap for your Agency.

The FTE Cap allocated to this Office is: 15

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

At 28 March the FTE of this Office is: 13.91

Level	FTE Number
AO3	1.86
AO4	2.14
AO5	1.95
AO6	1.00
AO7	3.96
ECO1	1.00
ECO2	1.00
ECO5	1.00

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

No, it is below.

- If not, please explain

We have been unable to fill vacant AO7 positions and have not employed a Trainee this year.

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

15

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.

14

- Please separate by permanent/temporary/acting by level

Level	Permanent/ Nominal	Permanent/ Acting	Temp Contracts
AO3	1		
AO4	2		1
AO5	1		1
AO6	1		
AO7	4		
ECO1			1
ECO2			1
ECO5			1
TOTAL	9	0	5

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

Rate was: 46.22%

7. What is the rate per level.

Level	Turnover %
AO2	0
AO3	0
AO4	116.50
AO5	0
AO6	0
AO7	53.81
ECO1	0
ECO2	0
ECO5	0
TOTAL	46.22

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

1

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

Position 15335 – 60 Days (Oct-Dec)
Position 2890 – whole period

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

Level	Number
AO4	1
AO5	1
ECO1	1
ECO2	1
ECO5	1

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.

Level	FTE Number
AO3	1

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

1

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

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

Level	Number Commenced	Number Not Commenced
AO7		1

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.

Level	Avg Days to Fill
AO4	36
AO7	26
TOTAL	29.33

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.

2 NTG, 2 External

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.

1 AO5 to AO7

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

Nil

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.

N/A

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

1

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.

Level	Number	Average Service
AO3	1	2.81
AO4	3	2.61
AO5	2	3.72
AO6	1	3.12
AO7	4	1.82
ECO1	1	1.95
ECO2	1	6.15
ECO5	1	6.59
TOTAL	14	3.04

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.

Position	Cost
Senior Investigation Officer (AO7)	\$ 172.08
Senior Investigation Officer (AO7)	\$ 215.68
Resolution Officer (AO4)	\$ 166.81
TOTAL:	\$ 554.57

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

- How many graduates started with the department
0
- How many have completed the year
0
- How many how won nominal positions
0
- How many have left the NTG, and
0
- What was the length of time each stayed within the NTG before leaving.
0

Trainee who commenced in 2011 is still with the department on a temporary contract pending permanent advertising of position.

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.
2
- What are the levels of their positions held
Unable to supply information as it may identify individuals
- How many at each level
1 each
- How many are tenured and at what level
1, Unable to supply further information as it may identify individuals
- How many are temporary and at what levels
1, Unable to supply further information as it may identify individuals
- How many are acting up in positions and at what level
0
- How many were still employed at 31/12/2011
2
- How many have left the NTG
0

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
- What is the financial value of that leave.
- What is the highest individual amount of accrued leave at each position level.
- What is the current total of sick leave entitlement of employees in the department.
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.

Recreation Leave:			
Level	Accrued (days)	Value	Highest Amt (days)
AO3	18.00	\$ 3,653.25	18
AO4	27.55	\$ 5,990.30	13.67
AO5	125.02	\$ 32,891.45	84.52
AO6	32.77	\$ 10,285.51	32.77
AO7	71.09	\$ 25,004.18	36.09
ECO1	52.83	\$ 36,175.01	52.83
ECO2	54.47	\$ 40,731.25	54.47
ECO5	24.92	\$ 13,492.24	24.92
TOTAL	406.64	\$ 181,219.08	-

Long Service Leave:			
Level	Accrued (mths)	Value	Highest Amt (mths)
AO3	1.65	\$ 7,279.52	1.65
AO4	2.29	\$ 11,176.41	1.85
AO5	11.77	\$ 67,632.43	9.00
AO6	0.93	\$ 6,367.75	0.93
AO7	2.42	\$ 17,935.54	1.10
ECO1	1.17	\$ 17,488.30	1.17
ECO2	1.97	\$ 32,103.46	1.97
ECO5	2.30	\$ 53,134.02	2.30
TOTAL	24.50	\$213,117.43	-

Sick Leave Balances:	
Level	Accrued (wks)
AO3	3.26
AO4	15.23
AO5	92.36
AO6	20.87
AO7	19.25
ECO1	63.97
ECO2	18.12
ECO5	3.60
TOTAL	236.67

Sick Leave Taken:	
Level	Taken (days)
AQF3A	1.46
AO2	1.73
AO3	24.26
AO4	7.17
AO5	39.00
AO6	7.00
AO7	19.75
ECO1	7.00
ECO2	1.00
ECO5	32.00
TOTAL	140.37

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.
- What is the financial value of that leave.
- What is the highest individual amount of accrued leave at each employee level.
- What is the current total of sick leave entitlement of employees in the department.
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.

See tables at Q24

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

Level	Staff	Amount
AO6	2	\$15,484.93

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

Nil

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.

- Break down by level and the amount of leave taken

Nil

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.

- Break down by level and the amount of leave

1, AO5 instructed to take 3 Months

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.

Nil

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.

Nil

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.

Nil

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.

Level	Staff
AO5	1

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

Nil

In relation to each output group within the Department

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.

Nil

36. Please provide a breakdown per business unit.

N/A

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

Nil

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.

Item	Intrastate	Interstate	Overseas	TOTAL
Duty Fares	\$1,682.17	\$6,032.08	\$3,896.88	\$11,611.13
Accommodation	\$286.06	\$2,576.36	\$1,317.40	\$4,179.83
Travel Allowance	\$291.92	\$2,591.53	\$2,000.00	\$4,883.45
TOTALS	\$2,260.15	\$11,199.97	\$7,214.28	\$20,674.41

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

Item	Amount
Operating Lease Expenses	\$19,789.65
Hire Charges	\$1,652.33
Fuel	\$2,626.44
Other Vehicle Expenses	\$4,688.17
ECO Contributions	-\$9,407.51
TOTALS	\$19,349.08

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

2

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

Nil

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

100%

43. How many vehicles are home garaged.

2

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

ECO1 and above.

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

2

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

Nil

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

Nil

48. How many reports resulted in formal disciplinary action.

N/A

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

- Break down by level

Nil

Marketing:

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

\$545.46

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

General public awareness through Darwin Life Magazine advertising - \$545.46

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.

Motor Vehicle Insurance: \$1,850 (paid June 2011)
(Correction to 2010-11 reporting: \$1,815 - paid July 2010)

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

With the Treasurer's approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated, the agency has previously sought this approval to hold commercial vehicle insurance.

Insurance has been procured through the Territory Insurance Office (TIO) to cover contracted 2 fleet vehicles. It is renewed annually on the 1st July. No minimum claim threshold – however excess applies as below:

- \$400-\$500.00 standard (\$400 Polo, \$500 Tiguan)
- \$950 Age (driver under 21)
- \$350 Age/Inexperience (driver 21-24 or over 25 & Provisional)

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

The Territory does not purchase insurance 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.

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

The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011. Any whole of government insurance policy related questions should be referred to the Treasurer.

Climate Change:

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

7 Tonnes

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

Nil Agency specific.

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 target has been set by NT Fleet as timing of replacement schedule for 2 cars does not allow for reductions.

As building emissions data is not available for this Agency it is difficult to set targets on building emissions.

Utilities:

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

\$2,687

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

\$3950

Public Events:

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year.

Nil

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

N/A

Advertising:

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

\$3,500.00

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

See questions and answers 50 and 51

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

Nil currently proposed.

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.

1 Consultancy (NT Firm) value \$6,600