

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

## WRITTEN QUESTION

Mr Elferink to Chief Minister, in relation to the portfolio areas within the Ombudsman's Office.

Questions are asked of each Minister of their departments and are asked to be responded to by output group within each department.

**Chief Minister, in relation to the portfolio areas within the Ombudsman's Office – Generic Estimates Questions**

**#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011**

**HR Questions:**

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

FTE cap = 18

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

Ombudsman	
Classification	FTE
AO2	1.00
AO3	1.00
AO4	2.00
AO5	2.95
AO6	1.00
AO7	3.00
AQF3A	1.00
EO1C	1.00
EO2C	1.00
EO5C	1.00
Total OMB	14.95

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

Yes

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

Ombudsman = 17

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

- Please separate by permanent/temporary/acting by level

Classification	Perm/Nom	Perm/Temp	Temp
AO3	1		
AO4	2		
AO5	2	1	1
AO6	1		
AO7	3		
AQF3A			1
EO1C			1
EO2C			1
EO5C			1
Total	9	1	5

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

Turnover = 24.83%

7. What is the rate per level?

AO2	64.52%
AO3	103.82%
AO4	0%
AO5	0%
AO6	0%
AO7	18.14%
AQF3A	0%
EO1C	100%
EO2C	0%
EO5C	0%

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

2

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

AO5 Investigation officer – 2 years 4 months

AO3 records/Accounts officer – 4 days

AO7 Senior investigation officer – **6 Years**

AO7 Senior investigation officer – 182 days

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

6

11. In the period 30 March 2010 to 30 March 2011, how many temporary contracts have been extended, broken down by level and the number of times extended?

Classification	Times extended
AO5	1
EO1C	1

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

Nil

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

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

Two positions the selection process was not commenced

Three positions the selection process was commenced

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

AO7 – avg 41 days to fill

15. What is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

Existing NTG x1

General public x1

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

nil

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

Ombudsman	
AQF3A	1
AO5	1
EO1C	1

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

nil

19. How many have resigned?

During the period March 2010 – March 2011, two employees resigned

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

Classification	Avg stay (years)
AO3	1.13
AO4	3.97
AO5	23.5
AO6	1.62
AO7	1.55
AQF3A	0.14
EO1C	5.00
EO2C	7.23
EO5C	5.59

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

nil

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

- How many graduates started with the department

1

- How many have completed the year

nil

- How many how won nominal positions

nil

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

1- Left NTG at end of apprenticeship

23. In relation to Indigenous Employees, in 2010:

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

1

- What are the levels of their positions held?
- How many at each level?

Cannot answer without a breach of confidence.

- How many are tenured and at what level?

nil

- How many are temporary and at what levels?

1- Providing the level would identify the individual

- How many are acting up in positions and at what level?
- How many have completed the year?

1

- How many have left the NTG?

nil

24. In relation to NTPS staff as of 30 March 2011:

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

Classification	Rec leave (days)	LSL (mnths)
AO3	29.00	1.35
AO4	18.50	2.35
AO5	183.61	10.27
AO6	22.77	3.00
AO7	45.59	2.49
AQF3A	2.50	0.02
EO1C	39.92	0.87
EO2C	53.47	1.67
EO5C	29.92	1.65
<b>Total</b>	<b>425.28</b>	<b>23.67</b>

- What is the financial value of that leave?

**Rec leave \$174,638.92**  
**LSL \$185,409.08**  
**Total \$360,048.00**

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

Classification	Rec (days)	LSL (mnths)
AO3	29.00	1.35
AO4	11.00	1.55
AO5	84.52	8.70
AO6	22.77	3.00
AO7	29.09	1.12
AQF3A	2.50	0.02
EO1C	39.92	0.87
EO2C	53.47	1.67
EO5C	29.92	1.65

- What is the current total of sick leave entitlement of employees in the department?
- How many days sick leave were taken in 2010?

Total sick leave entitlements (weeks)	Total sick leave taken (days)
172.88	104.54

25. In relation to Contract (ECO1 and above) staff as of 30 March 2011:

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

Classification	Rec leave (days)	LSL (mnths)
EO1C	39.92	0.87
EO2C	53.47	1.67
EO5C	29.92	1.65

- What is the financial value of that leave?

<b>Rec</b>	<b>\$96233.79</b>
<b>LSL</b>	<b>\$76085.61</b>
<b>Total</b>	<b>\$172319.40</b>

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

Classification	Rec (days)	LSL (mnths)
EO1C	39.92	0.87
EO2C	53.47	1.67
EO5C	29.92	1.65

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

Total sick leave entitlements (weeks)
85.49

- How many days sick leave were taken in 2010, at each employee level?

EO1C	3 Days
EO2C	1 Day
EO5C	9 Days

26. How many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?

- Break down by level and amount of leave

AO3 – 10 days

AO6 – 19 days

27. How many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement?

- Break down by level and amount of leave

nil

28. As at 30 March 2011 has the CEO directed any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave?

- Break down by level and the amount of leave taken

nil

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

- Break down by level and the amount of leave

nil

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

nil

31. From 30 March 2010 – 30 March 2011 how many people received workers compensation in 2010, at what position level and geographic location and how long for each person?

Payment of medical expenses for one employee  
AO5 - Darwin

32. From 30 March 2010 – 30 March 2011 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?

Classification	Leave type	Still on leave?
AO3	Maternity Leave	Yes
AO6	Maternity Leave	Yes
AO7	Maternity Leave	Yes

33. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service? If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?

nil

34. Do they still have NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?

AO5 x1

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

nil

36. From 30 March 2010 – 30 March 2011, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

nil

37. Please provide a breakdown per business unit.

nil

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

Nil?

39. How much was spent on travel from March 2010 to March 2011, broken down by intrastate, interstate and international fares, accommodation and other expenses?

	OMB
Intrastate fares	-
Interstate fares	\$2387.63
International fares	\$982.29
Accommodation	\$1427.59
Travel allowance	\$1065.90

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

Total expenditure on vehicles including insurance, lease expenses, fuel, car parking and repair costs

\$22,848.48

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

2

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

nil

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

100%

44. How many vehicles are home garaged?

2

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

EO1C  
EO5C

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

3

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

Credit cards are not used for personal expenses

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

nil

49. How many reports resulted in formal disciplinary action?

nil

50. How many staff are considered 'Essential' in your Agency, for the purposes of an Emergency eg- Cyclone  
- Break down by level

nil

**Marketing:**

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

nil

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

nil

**Insurance:**

53. How much was spent on insurance expenses in 2010, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

Motor vehicle insurance - \$825

54. What areas of the department are self-insured? What areas are commercially insured? If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any thresholds under which insurance is not provided or any payments on item replacement?

The Agency holds a commercial insurance policy with TIO to cover contracted fleet vehicles.

The policy is renewed annually on 1 July; it covers two vehicles. The policy details are outlined below.

Type of Fleet: Government Departments

Geographical Limits: Over 800km Radius from Depot

Number of Units: 2

Maximum Any One Unit: \$30000

Maximum Any One Rig: \$30000

Maximum Value at Depot: \$60000

Total Sum Insured: \$60000

Third Party Liability: \$5000000

Clauses: Windscreen cover (Sedans, Station Wagon, Utility & 4WD)

Renewal terms 2006-2007

Comprehensive \$675.00 per unit (+ GST & Stamp duty)

Minimum premium in respect of vehicles added for short term \$337.50 per vehicle or pro rate, whichever is the greater Excess in respect of vehicles travelling greater than 1,000 kms from "home base" subject to an excess of \$1,000 plus Age/Inexperience Excess where applicable.

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

Enquiries indicate such insurance is not available at an affordable price.

### **Climate Change:**

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

10.4 tonnes

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

Cabinet Decision 3733

- Establish annual agency fleet emission target as part of an NT Fleet target to reduce emissions by 20% over 5 years.
- Introduce minimum greenhouse emission ratings of 5.5 for passenger vehicles and 3.5 for light commercial vehicles. To be reviewed after 2 years.
- Introduction of functional requirement categories with agencies having to justify requests for vehicles outside the NT Fleet recommended list.
- Introduce incentives for Executive Contractors to select more fuel efficient vehicles appropriate to level which would be cost neutral to Government.
- Option to present to cabinet revised emission standards for years 3 to 5.
- Progress report to be provided to cabinet in 12 months.

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

- If yes, what % reduction is that from 2010.
- If no, why has a target not been set.

No target had 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:**

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

\$4427.46

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

est. \$3946.41

**Public Events:**

61. List the public events/conferences/forums that were sponsored by the department from 1 January 2010 to 1 April 2011 and what are projected for 2011/12?

nil

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

nil

**Advertising:**

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

\$6000

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

As at 31<sup>st</sup> May 2011 – Darwin Life Magazine - \$2791.04

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

Not yet decided

66. In 2010 how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

nil

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