# Smbudsmannt

#### WRITTEN QUESTIONS 11th Assembly - 16/04/2010

### Ombudsman's Office – Output Groups ADMINISTRATIVE RESPONSIBILITY OF THE CHIEF MINISTER

#### QUESTION

In relation to your portfolio areas within the Ombudsman's Office would you kindly respond to the following questions by output group in the department?

1	How many personnel are employed to perform Human Resources functions within the Department? At what position level are they employed?
	The Department does not have a dedicated HR section.
	HR functions are performed by the Business Manager (A06) and make up approximately 20% of that position.
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 or allowances for members of the department? Can you please explain these instances?
	No overpayments recorded for this Agency.

	The cost differentials are between transaction) and automatically pro-	d to agencies on a notional basis. There is no co n commencements, terminations, manually proce pressed pay (PTR) transactions (ie pay system p elow table is Notional Charges issued to Agencie	ssed (PTR) rocessing a	transactions (ie payroll offi transaction).	, _
	31/3/2010:	ciow table is notional onalges issued to Agencie	STULF AYIU	r services during the period	u 01/07/2009 (ii
	Customer Name	Short Description	Т	otal Amount	
	Ombudsman & Health Complai	nts Commission - SLA Notional Billing Only			
		HR Systems Payroll Auto PTRs	\$ \$	5,405.00 585.00	
		Payroll Commencement Payroll Employees	\$ \$	1,560.00	
		Payroll Manual PTRs	э \$	2,428.96 1,390.00	
		Payroll Termination	\$	1,560.00	
	Grand Total		\$	12,928.96	
5	How are costs determined bet	ween departments in relation to payroll co	osts, inclu	ding transfers and relo	cation of staff?
		internal transfers, where there is a transfer to cruiting agency covers relocation costs. With is notified of date of action.			
6	What is the budget of the Hum	an Resources functional area of the Depa	rtment?	••••••••••••••••••••••••••••••••••••••	

	The components of the Ombudsman's bu for the 12 months ending 30/6/10 are deta	dget allocated to E ailed below :	mployee payments a	nd other employee related operational payment
	Employee Payments	Annual Budget (000's)	Actual 2009/10* (000's)	
	Salaries <sup>(+)</sup>	1351	1442	
	Payroll Tax	106	110	
	Fringe Benefits Tax	18	17	
	Higher Duties	30	37	
	Superannuation	147	153	
	Rec Leave	122	172	
	Leave Loading	13	17	
	Allowances	4	6	
	TOTAL	1791	1954	
	(*)Salaries figure also includes salary sacr employee p		s and other similar	
	Operational Costs	Annual Budget (000's)	Actual 2009/10* (000's)	
	Duty Fares & Accommodation	49	19	
	Training & Study	27	16	
	Travelling Allowance	5	9	
	TOTAL	81	44	
	*Fig	ures are actual to Ma	y 2010 and estimated f	or June 2010.
3				staff members? If not, how many in manage ge non-executive contract staff and what are
	DBE's Whole of Government Payroll S	ervices manages n	on executive, and co	ntract executive.

	Provided is total spend for the period, with publishi	ing costs for Inte	rnational, Lo	ocal, Nationa	I Publications	and ad	lvertisement
	production Costs:	•	,	•			
	Advertising Costs for 2009/2010 to 01/04/2010						
	DEPARTMENT NAME	International	Local	National	Production	Grand	I Total
	Ombudsman's Office		\$ 461			\$	461
11	What is the attrition rate of staff in the human res	ources area of	the departr	nent?	······································		· · · · · · · · · · · · · · · · · · ·
11	What is the attrition rate of staff in the human res N/A – No HR Area only one staff member who has						

enses in 2009/10
p d

16	How much was spent by the Department in 2009 on adver	tising and r	narketing programs (and up to 1 April 2010)
	The Department conducted one major advertising Campaig which came in on the 1 <sup>st</sup> July 2009 and new powers created	n this year to I under the a	o highlight legislative changes in the Ombudsman Act lot.
	A re-branding exercise was conducted at the same time.		
	After closing down the Alice Springs Office due to budgetan sessions in Alice Springs and 28 Regional Communities.	y restraints t	he office also conducted Access and Awareness
17	What was each of those programs and what was the cost	of each of t	hose programs?
17	A brief breakdown of Advertising & Marketing costs in 2009		
17	A brief breakdown of Advertising & Marketing costs in 2009/		
17			
17	A brief breakdown of Advertising & Marketing costs in 2009, Promotional Expenses	/20 F/yr is ou	
17	A brief breakdown of Advertising & Marketing costs in 2009/ Promotional Expenses TV Expenses - Airtime of Adverts	/20 F/yr is ou 17,060.00	

	Turnove As of 1 Ap	ril 2010, what is the current	staffing of	the department, by level?					
	- The col - FTE col 10 days - The figu	unts each staff member as a wages is counted as "1", wh ures includes staff employed o	ents staff paie percentage e ilst a person on a perman	d during a pay period on a full-time equivalent figure. of the pay received that fortnight. Ie a staff member wh who receives 4 days wages is counted as "0.4". ent, temporary, Executive Contract and Casual basis					
	- Data is	at Payday 20, 31 March, 20 State Description	10. Regula	r FTE reporting to government is FTE based on a r					
	5	Ombudsman	AO2	ADMINISTRATIVE OFFICER 2	Total FTE				
	5	Ombudsman	AO2 AO3	ADMINISTRATIVE OFFICER 2 ADMINISTRATIVE OFFICER 3					
	5	Ombudsman	AO4	ADMINISTRATIVE OFFICER 4	3				
	5	Ombudsman	AO5	ADMINISTRATIVE OFFICER 5	1.95				
	5	Ombudsman	AO6	ADMINISTRATIVE OFFICER 6	1.95				
	5	Ombudsman	AO7	ADMINISTRATIVE OFFICER 7	6				
	5	Ombudsman	AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A EXECUTIVE OFFICER 1 - EXECUTIVE	0.28				
	5	Ombudsman	EO1C	CONTRACT EXECUTIVE OFFICER 2 - EXECUTIVE	1				
	5	Ombudsman	EO2C	CONTRACT EXECUTIVE OFFICER 5 - EXECUTIVE	2				
	5	Ombudsman	EO5C	CONTRACT	1				
+ te	How many of these positions were substantively filled and how many were filled by persons acting in positions or are temporary appointments?								
	State Cod	e State Description		Perm Staff Perm Staff Not Held in in Nominal (*)Temporary Nominal Posn Posn staff					
	5	OMB Ombudsman	nannan din Sannis Colinias se <sup>199</sup> 5 de la	9 4 9					
				king in their nominal position. King temporary transfers or that are not held against a nomin	al position.				

20	Contracto Staff not e	e pers represent 'Head Count'	xecutive contra for both operati es but exclude ed as one in He		
	State Co	ode S	tate Name	Staff Turnover %	
	5	Ombudsman		33.5	
21	What is t	the rate per level?			
	State	State Description	Classn	Classification Description	Turnover %
	5	Ombudsman	AO2	ADMINISTRATIVE OFFICER 2	0.00
	5	Ombudsman	AO3	ADMINISTRATIVE OFFICER 3	36.10
	5	Ombudsman	AO4	ADMINISTRATIVE OFFICER 4	0.00
	5	Ombudsman	AO5	ADMINISTRATIVE OFFICER 5	50.76
	5	Ombudsman	AO6	ADMINISTRATIVE OFFICER 6	0.00
	5	Ombudsman	A07	ADMINISTRATIVE OFFICER 7	58.91
	5	Ombudsman	AQ3SA	NTPS ADULT APPRENTICESHIP AQF3 LEVEL A	0.00
	5	Ombudsman	AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	0.00
	5	Ombudsman	EO1	EXECUTIVE OFFICER 1	100.00
	5	Ombudsman	EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0.00
	5	Ombudsman	EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	0.00
	5	Ombudsman	EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	0.00
	5	Ombudsman	EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	0.00

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22	How many	/ vacant p	ositions are t	here in t	he Departmer	nt as a wi	nole?			
	Posn	Classn	Nomocc	Nom AGS	Actocc	Act AGS	Program	State	Structure	Structure Description
	2890	AO5	Vacant		Vacant		15101D	5	155A	Ombudsman O
	15337	A07	Vacant		Vacant		15201D	5	155A	Ombudsman O
23	How long,	, in total da	ays, have per	manent	positions bee	n vacant	in the depart	ment?		
	289	0 A	.05 V	acant 32´	Days					
	1533	37 A	.07 V	acant 363	3 Days					
24	In relation	to all vac	ant positions	, what is	the breakdov	vn of rec	ruitment actio	ons by:		
			s commence	-					·······	
		-	fill positions <b>s (including</b>	position	advertising) I	not comn	nenced	•		
	2 – No f	unding to fi	II positions pe	rmanentl	4					
25	How many	y staff are	currently em	ployed o	n a temporar	y contrac	t?			
	9 – As p	er Q19								
26	In the per	iod 1 Janu	ary 2008 to 1	April 20	10, how many	position	s have been	adverti	sed by "expre	ssion of interest"?
	Office of Ombuds	f the Ombu								

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	empic	oyment con	ndor an ang									
	Agency	Extended Once	Extended Twice	Extended x3	Extended x4	Extended x5	Extended x6	Extended x7	Extended x8	# Contracts affected	Total No. of Contract extension processed.	
	OMB	4								4	4	
}	How ma	any times I	has the dep	partment s	ought peri	mission fro	om the Co	mmissione	r to exten	d a contra	ct beyond a	a third
	extensio	on?				· · · · • • • • • • • • • • • • • • • •				<u> </u>		
	Nil											
	16	· · · · · · ·		1.4.1.4								
•	IT permi	ission has	neen solla	int what re	soriiithnoont							
			Seen Soug	inc, writer re	sciulaient		s taken pla					
			been boug	int, what it			s taken pla					
	N/A			int, what it			s taken pla	100 /			<u></u>	<u></u>
)					WR. 4	<u>, , , , , , , , , , , , , , , , , </u>			advertisir	a to succ	essful appli	icant?
)					WR. 4	<u>, , , , , , , , , , , , , , , , , </u>			advertisir	ng to succ	essful appli	icant?
)		ition level,			WR. 4	<u>, , , , , , , , , , , , , , , , , </u>	for recruit	tment from	advertisir			icant?
)	Per pos	ition level,	, what is th		WR. 4	<u>, , , , , , , , , , , , , , , , , </u>	for recruit		advertisir	ng to succ Average D 31.00		icant?
)	Per pos	sition level,	, what is th		WR. 4	<u>, , , , , , , , , , , , , , , , , </u>	for recruit	tment from	advertisir	Average D	lays	icant?
)	Per pos Agency Office of	s <b>ition level</b> , , f the Ombud	, what is th sman	e average	length of t	ime taken	for recruit	tment from signation AO6 AO7		Average D 31.00 36.00	lays	
)	Per pos	sition level, , f the Ombud e is based o	, what is th sman	e average	length of t	ime taken	for recruit	tment from signation AO6 AO7		Average D 31.00 36.00	lays	
)	Per pos	sition level, , f the Ombud e is based o	, what is th sman	e average	length of t	ime taken	for recruit	tment from signation AO6 AO7		Average D 31.00 36.00	lays	
	Per pos Agency Office of *Time on the	ition level, f the Ombud is based o NT Emplo	, what is th sman on number c oyment Opp	e average of working d	length of t	ime taken	for recruit	t <b>ment from</b> signation AO6 AO7 position, a	nd the gaze	Average D 31.00 36.00 etting of the	e successful	applica
)	Per pos	ition level, f the Ombud is based o NT Emplo	, what is th sman on number o oyment Opp er of positi	e average of working d	length of t	ime taken	for recruit	t <b>ment from</b> signation AO6 AO7 position, a	nd the gaze	Average D 31.00 36.00 etting of the	lays	applica
	Per pos	f the Ombud is based o NT Emplo	, what is th sman on number o oyment Opp er of positi	e average of working d	length of t	ime taken	for recruit	tment from AO6 AO7 position, a ent of an e	nd the gaze	Average D 31.00 36.00 etting of the blic serva	e successful	applica
	Per pos Agency Office of *Time on the What is from the	f the Ombud is based o NT Emplo	, what is th sman on number o oyment Opp er of positi	e average of working d	length of t	ime taken	for recruit	tment from signation AO6 AO7 position, a ent of an e	nd the gaze xisting put	Average D 31.00 36.00 etting of the blic serva	e successful nt, and how	applica many
	Per pos Agency Office of *Time on the What is from the Agency	f the Ombud is based o NT Emplo	, what is th sman on number c byment Opp er of positi bublic?	e average of working d	length of t	ime taken	for recruit	tment from AO6 AO7 position, a ent of an e	nd the gaze xisting put	Average D 31.00 36.00 etting of the blic serva	e successful	applica

32	In 2009,	, how many positions h	ave been reclassifie	d in the de	epartment? What are t	he levels of those pos	sitions?		
	1x	A07 to EC01 (23/1/2009)	)						
		E01 to EC02 (04/3/2009)							
		A03 to A04 (05/1/2009)							
00	Ellaur ma			k f	0.19/1 ( 1				
33		any permanent unattacl	ned employees do yo		your agency? what i	evels are they?			
				n i i		Unattached			
	State	State Description		Classn	Classn Description	Officer Numbers			
	5	OMB Ombudsman		AO3	ADMIN OFF 3	1			
	5	OMB Ombudsman		AO7	ADMIN OFF 7	2			
2 /	How much has been spent on training and skilling unattached employees? What was the training provided?								
34	Nil – J	All Unattached officers ar				<b>.</b>			
	Nil – J unexp How ma	All Unattached officers ar bected to return. any unattached employe	re on leave or been or	ı temporan	y transfer to another ag	ency for over 12 month	s and are		
	Nil – J unexp How ma	All Unattached officers ar bected to return.	re on leave or been or	ı temporan	y transfer to another ag	ency for over 12 month	s and are		
34 35	Nil – J unexp How ma in anoth	All Unattached officers ar bected to return. any unattached employe	e on leave or been or	ı temporan	y transfer to another ag	ency for over 12 month	s and are		
	Nil – A unexp How ma in anoth 1 – G	All Unattached officers ar bected to return. <b>any unattached employ</b> ler agency in 2009	e on leave or been or	ı temporan	y transfer to another ag	ency for over 12 month	s and are		
35	Nil – A unexp How ma in anoth 1 – G	All Unattached officers ar bected to return. any unattached employ her agency in 2009 ained employment in and	e on leave or been or	ı temporan	y transfer to another ag	ency for over 12 month	s and are		
35	Nil – J unexp How ma in anoth 1 – G How ma Nil	All Unattached officers ar bected to return. any unattached employ her agency in 2009 ained employment in and	re on leave or been or ees have successful other agency	temporary	y transfer to another ag	ency for over 12 month	s and are		
35	Nil – J unexp How ma in anoth 1 – G How ma Nil What is	All Unattached officers ar bected to return. any unattached employ er agency in 2009 ained employment in and any have resigned? the average cost of red	re on leave or been or ees have successful other agency cruiting staff to the d	i temporan Ily gained	y transfer to another ag nominal positions wit	ency for over 12 month	s and are		
35	Nil – A unexp How ma in anoth 1 – G How ma Nil What is Staff rec	All Unattached officers ar bected to return. any unattached employ er agency in 2009 ained employment in and any have resigned?	re on leave or been or ees have successful other agency cruiting staff to the d	i temporan Ily gained	y transfer to another ag nominal positions wit	ency for over 12 month	s and are		

38	How much	is allocated on average, to	each staff memb	er for training and improv	ement?
39	This ave In additio Office (V	aining and study budget is \$27 rages out to \$1,500 per staff r on 4 staff per year have places alue \$9,000.00) e average length of stay of s	nember per year. s in Certificate IV o	courses at CDU in return for	services to CDU by the Ombudsma
	State	State	Classn	Classification	Average Length Of Service in Years
	5	OMB Ombudsman	AO2	ADMIN OFF 2	0.00
	5	OMB Ombudsman	AO3	ADMIN OFF 3	0.00
	5	OMB Ombudsman	AO4	ADMIN OFF 4	2.50
	5	OMB Ombudsman	AO5	ADMIN OFF 5	1.00
	5	OMB Ombudsman	AO6	ADMIN OFF 6	1.00
	5	OMB Ombudsman	A07	ADMIN OFF 7	0.83
	5	OMB Ombudsman	AQF3A	NTPS APPRENTICE	1.00
	5	OMB Ombudsman	EO1	EXEC OFFICER 1	2.00
	5	OMB Ombudsman	EO2	EXEC OFF 2	4.00
I	1 1			EXEC OFF 2 CNTR	12.00
	5	OMB Ombudsman	EO2C	EXEC OFF 2 CNTR	12.00

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?								
	This is determined by the EBA and OCPE.								
	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 20	10:						
An excelosion of the		the total amount of accrued l financial value of that leave;		broken down by lor	ng service leave and recreati				
	Gas Org	Gas Org Description	LSL Leave Accrued Months	LSL Leave Accrued Entitleme					
	15	Ombudsman	58.7	\$374,17	26.01093203				
	Footnote:	Actual LSL values used for emp Pro-rata LSL values used for er Gas Org Description			Leave Bonus				
			<ul> <li>Provide state and the state of the state of</li></ul>	a na 2007 a sua na farangana na ang na pangana kana kang da 2008 a 2008 a s	nan na mananan ang kananan na mananan na mananan na mananan na manana na manana na manana na manana na manana m Manana manana na manan				
	15         Ombudsman         703.4         \$185,322.46         \$14,664.00								
	L								

		Current	Classification	Rec Accrued
Org	Gas Org Description	Classn	Description	in Days
15	Ombudsman	AO2	ADMIN OFF 2	21.5
15	Ombudsman	AO3	ADMIN OFF 3	44.0
15	Ombudsman	AO4	ADMIN OFF 4	16.0
15	Ombudsman	AO5	ADMIN OFF 5	58.5
15	Ombudsman	AO6	ADMIN OFF 6	43.6
15	Ombudsman	A07	ADMIN OFF 7	20.5
15	Ombudsman	AQF3A	NTPS APPRENTICE	22.2
15	Ombudsman	EO1C	EXEC OFF 1 CNTR	24.7
15	Ombudsman	EO2C	EXEC OFF 2 CNTR	41.5
15	Ombudsman	EO5C	EXEC OFF 5 CNTR	34.2
		The second s		
Gas Org	Gas Org Description	Current Classn	Classification Description	LSL Accrued in Months
15	Ombudsman	AO2	ADMIN OFF 2	0.22
15	Ombudsman Ombudsman	A02 A03	ADMIN OFF 3	1.05
15	Ombudsman	A03 A04	ADMIN OFF 3	1.25
15	Ombudsman Ombudsman	A04 A05	ADMIN OFF 5	
1				8.4
15 15	Ombudsman	AO6 AO7	ADMIN OFF 6	2.7
	Ombudsman	1	ADMIN OFF 7	1.9
15	Ombudsman	AQF3A	NTPS APPRENTICE	0.32
15	Ombudsman	EO1C	EXEC OFF 1 CNTR	0.7
15	Ombudsman	EO2C	EXEC OFF 2 CNTR	13.22
15	Ombudsman	EO5C	EXEC OFF 5 CNTR	1.35
(c) what is	the current total of sick leav	e enfitlement of	employees in the denart	ment: and
(0) 1111110			omployees in the deput	
State Code	State Description		Sick L Balance	eave In Weeks
5	Ombudsman	andal and special dependences of the second seco		202.83

	State Code	State Description		Sick Leave /s Taken					
	5	Ombudsman	1	64.38					
3	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 (b) What is the financial value of that leave;								
	GAS Org	Gas Org Description	Rec Leave Accrued Decima Days	Rec Leave Accrued Entitlement	Leave Bonus				
	15	Ombudsman	220	.4 \$100,962.69	\$0.00				
	Footnote:	If no previous credit has been enter							
	Gas	For employees who commenced aft	er this date, the comme	encement date is used in the 	e calculation.				
	North States and States		er this date, the comme	Encement date is used in the LSL Lea Accrued Enti	e calculation.				
	Gas Org 15 Footnote:	For employees who commenced aft Gas Org Description	er this date, the comme LSL Leave Accrued Months 31.9 <sup>2</sup> ees with greater than 1 byees with less than 10	C years of service	e calculation. ve tlement				
	Gas Org 15 Footnote:	For employees who commenced aft Gas Org Description Ombudsman Actual LSL values used for employ Pro-rata LSL values used for employ	er this date, the comme LSL Leave Accrued Months 31.9 <sup>2</sup> ees with greater than 1 byees with less than 10	C years of service	e calculation. ve tlement				
	Gas Org 15 Footnote: (b) what is	For employees who commenced aft Gas Org Description Ombudsman Actual LSL values used for employ Pro-rata LSL values used for employ the highest individual amount o Gas Org Description	er this date, the comme LSL Leave Accrued Months 31.9 <sup>2</sup> rees with greater than 1 byees with less than 10 f accrued leave at e Current Classn	Classification	e calculation. ve flement 262916.36				
	Gas Org 15 Footnote: (b) what is Org 15	For employees who commenced aft Gas Org Description Ombudsman Actual LSL values used for employ Pro-rata LSL values used for employ the highest individual amount o Gas Org Description Ombudsman	er this date, the comme LSL Leave Accrued Months 31.9 <sup>-</sup> ees with greater than 1 byees with less than 10 f accrued leave at e Current Classn E EO1C	Classification EXEC OFF 1 CNTR	e calculation. ve tlement 262916.36 Rec Accrued in Days 24.7				
	Gas Org 15 Footnote: (b) what is	For employees who commenced aft Gas Org Description Ombudsman Actual LSL values used for employ Pro-rata LSL values used for employ the highest individual amount o Gas Org Description	er this date, the comme LSL Leave Accrued Months 31.9 <sup>2</sup> rees with greater than 1 byees with less than 10 f accrued leave at e Current Classn	Classification	e calculation. ve flement 262916.36 Rec Accrued in Days				

	GasiOrg	Gas Org Descripti		Current assn	<ul> <li>Classification</li> <li>Description</li> </ul>	LSL Accrued in Months	
	15	Ombudsman		EO1C	EXEC OFF 1 CNTR	0.7	
	15	Ombudsman		EO2C	EXEC OFF 2 CNTR	13.22	
1	15	Ombudsman		EO5C	EXEC OFF 5 CNTR	1.35	
	(c) what i	s the current total of	sick leave entitle	ment of emp	loyees in the department;	and	••
	State Code	State Descript	ion		Sick Leav Balance in W		
	5	Ombudsman				115.47	
	Footnote			·	ro-rata entitlement after las	t credit	
		nany days sick leave		19, at each er	nployee level?		Sick Leave Days Taken
	(d) how r		were taken in 200	19, at each er Classifica	nployee level?		Leave
	(d) how r	nany days sick leave	were taken in 200 Classification	9, at each er Classifica EXECUTI	nployee level?	VE CONTRACT	Leave Days Taken
	(d) how r State 5 5 How man each pers	nany days sick leave State Description Ombudsman Ombudsman y people received wo	were taken in 200 Classification EO2C EO5C orkers compensat	9, at each er Classifica EXECUTI EXECUTI ion 2009, at v	nployee level? ation Description VE OFFICER 2 - EXECUTI VE OFFICER 5 - EXECUTI what position level and ge	VE CONTRACT VE CONTRACT	Leave Days Taken 12.00 3.00
ł 5	(d) how r State 5 5 How man each pers Nil leave fo 1 Minor Cla	State Description Ombudsman Ombudsman Ombudsman y people received wo on? or workers compensati aim – A05 Darwin Tota	were taken in 200 Classification EO2C EO5C orkers compensat	9, at each er Classifica EXECUTI EXECUTI ion 2009, at v	nployee level? ation Description VE OFFICER 2 - EXECUTI VE OFFICER 5 - EXECUTI what position level and ge	VE CONTRACT VE CONTRACT	Leave Days Taken 12.00 3.00

	State Id	State	Classn	Classification	Sick	Compo	LSL	Misc		Total
					di The form			Paid	Unpaid	Staff
	5	OMB Ombudsman	AO3	ADMIN OFF 3				a nati na nanani na na nati ta kangkan yan ta na kanaka	1	1
	5	OMB Ombudsman	A07	ADMIN OFF 7		]	1			1
47	Do you ha are the opt and what a	ve any personnel und imal retirement ages f ire their position level hat level and what are	er the old C or such stat s in the pub	ff based on supera lic service? If ther	ypes. Derannua annuatic	n benefit	me an definiti	ons, what a	t is the lia	bility? W f those p
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49	In relation to Ap	prentices and Graduates, in 20	009:						
	(a) how many gr	raduates started with the depa	rtment;						
	Nil Graduates (only 1 Apprentice every year)								
	(b) how many have completed the year;								
	(c) how many ho	ow won nominal positions;							
		ave left the NTG, and what was				re leaving; and			
	(e) how much si	ick leave has been taken on av	erage by graduates	and apprent	ices?				
	The "Average Si Number of Staff	ick Days Per Person" calculation	is derived from the T	otal Sick Lea	W	vided by the			
		ick Days Per Person" calculation	is derived from the T Number of Staff	otal Sick Lea	W	vided by the Average Sick Days Per Person			
	Number of Staff		Number	Number	ve Days div Total Sick Leave	Average Sick Days			

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50	In relation to Indigenous Employees, in 2009:						
·····	(a) how many employees do you have in your department that recognise themselves as indigenous;						
	State State Description Staff						
	5 OMB Ombudsman 3						
	(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;						
	It has not been broken into levels due to privacy concerns         State       State Description       Permanent       Temporary       Total Staff         5       OMB Ombudsman       2       1       3         (f) how many are acting up in positions and at what level;						
	Nil						
	(g) how many have completed the year;						
	All						
	(h) how many have left the NTG; and						
	Nil						
	(i) how much sick leave was taken, on average?						
	Elect not to respond – inappropriate question to ask						

51	In regar	d to employee en	titlements,	for 2009:								
	(a) In ac	ldition to salary h	now much w	as paid in employe	e allowance	es;						
	State	5 Ombu	Description dsman			Total Allowances including Salary \$29,270.97						
	(b) what	Footnote: Excludes Salary, Rec and LSL leave (b) what are these allowances, to what level do they apply and what is the annual estimated cost; and										
	State	State Name	Allow Code	Allowance Desc	Classn	Classification Description	Total Amount					
	5	Ombudsman	ALW002	NT Allowance	AO4	ADMINISTRATIVE OFFICER 4	\$1,177.93					
	5	Ombudsman	ALW002	NT Allowance	AO7	ADMINISTRATIVE OFFICER 7	\$3,115.70					
	5	Ombudsman	ALW002	NT Allowance	EO1	EXECUTIVE OFFICER 1	\$73.62					
	5	Ombudsman	ALW117	First Aid Allowance First Aid	AO5	ADMINISTRATIVE OFFICER 5	\$409.28					
	5.	Ombudsman	ALW117	Allowance Sitting Fee with	EO1	EXECUTIVE OFFICER 1	\$19.92					
	5	Ombudsman	ALW634	SG Higher Duties	BM	BOARD MEMBERS	\$213.33					
	5	Ombudsman	HDA001	Allow Higher Duties	AO2	ADMINISTRATIVE OFFICER 2	\$1,929.02					
	5	Ombudsman	HDA001	Allow Higher Duties	AO3	ADMINISTRATIVE OFFICER 3	\$2,071.21					
	5	Ombudsman	HDA001	Allow Higher Duties	AO4	ADMINISTRATIVE OFFICER 4	\$276.82					
	5	Ombudsman	HDA001	Allow Higher Duties	AO6	ADMINISTRATIVE OFFICER 6	\$1,863.09					
	5	Ombudsman	HDA001	Allow Higher Duties	A07	ADMINISTRATIVE OFFICER 7	\$146.54					
	5	Ombudsman	HDA001	Allow Higher Duties	EO1	EXECUTIVE OFFICER 1	\$2,506.19					
	5	Ombudsman	HDA001	Allow Higher Duties	EO2	EXECUTIVE OFFICER 2 EXECUTIVE OFFICER 2 -	\$1,077.00					
	5	Ombudsman	HDA001	Allow	EO2C	EXECUTIVE CONTRACT	\$892.01					

				Higher Duties		EXECUTIVE OFFICER 3 -	
	5	Ombudsman	HDA001	Allow	EO3C	EXECUTIVE CONTRACT	\$954.34
	5	Ombudsman	LVB001	Leave Bonus	AO3	ADMINISTRATIVE OFFICER 3	\$1,023.34
	5	Ombudsman	LVB001	Leave Bonus Leave Bonus	AO6	ADMINISTRATIVE OFFICER 6	\$1,128.00
	5	Ombudsman	LVB002	Taxed Leave Bonus	AO4	ADMINISTRATIVE OFFICER 4	\$1,042.30
	5	Ombudsman	LVB002	Taxed Leave Bonus	AO5	ADMINISTRATIVE OFFICER 5	\$1,097.00
	5	Ombudsman	LVB002	Taxed Leave Bonus	AO7	ADMINISTRATIVE OFFICER 7 NTPS APPRENTICESHIP AQF3	\$3,139.09
	5	Ombudsman	LVB002	Taxed Pro Rata Leave	AQF3A	LEVEL A	\$328.13
	5	Ombudsman	LVB005	Bonus Pro Rata Leave	99999	UPTAKE	\$731.33
	5	Ombudsman	LVB005	Bonus *Pro Rata	A07	ADMINISTRATIVE OFFICER 7 EXECUTIVE OFFICER 1 -	\$658.00
	5	Ombudsman	LVB005	Leave Bonus *Pro Rata	EO1C	EXECUTIVE CONTRACT EXECUTIVE OFFICER 2 -	*\$1,645.50
	5	Ombudsman	LVB005	Leave Bonus	EO2C	EXECUTIVE CONTRACT	*\$1,674.58
	5	Ombudsman	PNL300	ОТ	AO3	ADMINISTRATIVE OFFICER 3	\$77.70
			*Ac	crued while permane	nt, ECO's d	o not get a leave bonus	· · · · · · · · · · · · · · · · · · ·
(c)	do a	llowances these	attract the 9	% Superannuation	Guarantee	Levy, and if so, which allowances?	
Δ	U W 1	1701 First Ai	d - Senior				

NTPS	Code of Conduct:
52	How many credit cards have been issued to department staff?
	3 in total
53	How many repayment transactions (and the value) for personal items and services are outstanding?
	Nil – No personal transactions have been make on Corporate Cards
54	How many reports of the improper use of Information Technology have been made?
	NI
55	How many reports resulted in formal disciplinary action?
	N/A

56	How much was spent on insurance expenses in 2009, further broken down by worker and employee insurances, physical
50	plant and equipment insurances and other insurances?
	Motor Vehicle Insurance: \$1815.02
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?
	The Agency holds a commercial insurance policy with TIO to cover the two contracted fleet vehicles. The Policy details are outlined below:
	Type of Fleet: Government Departments Geographical Limits: Over 800km Radius from Depot
	Number of Units:2Maximum Any One Unit: \$30000Maximum Any One Rig: \$30000Maximum Value at Depot:\$60000Total Sum Insured:\$60000Third Party Liability:\$5000000
	Clauses: Windscreen cover (Sedans, Station Wagon, Utility & 41W)
	If your vehicle is a Sedan, Station Wagon, Utility or 4W] and your windscreen is damaged, you may claim a maximum of: * two windscreen repairs without any payment of any excess, and * one windscreen replacement without any payment of any excess - The benefit applies for each 12 month period of insurance and is limited to the front windscreen only. We will not affect your no claim bonus entitlement.
	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 traveling greater than 1,000 kms from "home base" subject to an excess of \$ 1,000 plus Age/Inexperience Excess where applicable.

Clima	te Change:
58	How many tonnes of CO2 did the department emit in 2009?
	Emissions from NT Fleet vehicles for this period was 2.5
	Building CO2 Emission information is not available for this agency.
59	How many tonnes of CO2 did the department emit in 2008?
	Emissions from NT Fleet vehicles for this period was 5.5
	Building CO2 Emission information is not available for this agency.
60	What programs and strategies were introduced to reduce CO2 emissions across the department in 2009?
	The Ombudsman's office has adopted whole of Government strategies to reduce carbon emissions under its control during 2008- 09.
61	Has a target for departmental CO2 emissions been set for the coming financial year -
	No - The Ombudsman's Office is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions form the Territory Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020. However no agency specific target has been set.
	As Building emissions data is not available for this agency it is difficult to set targets on building emissions.
······	(a) If yes, what % reduction is that from 2009; and (b) 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 in 2009-2010. Reduction since March 2009 for 2 cars has been 19% nonetheless.

Vehic	les:
62	How much was spent on vehicles by the Department in 2009?
	\$27,474.00 YTD
63	How many vehicles does the Department have responsibility for?
	2
64	What is the change, if any, in these vehicle numbers from 2008?
	Nil Change
65	What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?
	100%
66	How many vehicles are home garaged?
	Both vehicles held by the Department are Executive contract Vehicles so are permanently home garaged.
67	What is the policy in relation to home garaging vehicles?
	As all vehicles are Exec Contract vehicles home garaging policy is mandated as part of individual contracts and is permitted under standard contract terms.
68	What position levels have vehicles attached or are allowed to home garage?
	The office has 4 staff at the Exec contract level who are entitled to private plated (home garaged) vehicles.
	1x EC05 – Home garages 2x EC02 – 1x Home garages 1X EC01
	Note: 2 Staff (One EC02 and an EC01) have not insisted on their right to a vehicle, as the agency has insufficient funds to supply them.

## Travel and Accommodation:

	Intra territory	Interstate	International**	Total	
Official Duty Fares	\$ 1,897.37	\$ 8,134.11	\$ 501.29	\$ 10,532.77	
Accommodation	\$ 2,105.28	\$ 3,863.09	\$ 711.95	\$ 6,680.32	
Travel Allowance	\$ 2,303.09	\$ 3,188.97	\$ 3,250.00	\$ 8,742.06	
Total	\$ 6,305.74	\$ 15,186.17	\$ 4,463.24	\$ 25,955.15	

Utiliti	es:
70	What was the cost of power and water to the department in 2009?
	2008/09 - \$3637.24
71	What is the projected cost for power and water to the department in 2010?
	2009/10 - \$4500.00 approx

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?
	Contribution to two national research projects commissioned by all Australian Ombudsman.
73	What is the level of sponsorship provided in terms of financial support or in kind support?
	\$4,000 – University of Sydney \$5,000 – NSW Ombudsman

r <b>tising:</b> see Q's 16-17			
What is the department's budget for advertising for the 09/10 reporting year?			
see Q's 16-17			
How much is year to date expenditure? Please breakdown into newspaper, radio and TV?			
see Q's 16-17			
What advertising campaigns have been undertaken or will be undertaken by the department in 2009/10?			
see Q's 16-17			

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?
	3 Medical Opinions for HCSCC All Interstate
	Value: \$3,000approx