

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Tollner to Minister for Tourism

Tourism NT – Output Groups

In relation to your portfolio areas within Tourism NT would you kindly respond to the following questions by output group in each 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?

Answer

Three positions are dedicated to HR functions – an AO7, AO6 and AO4. There is also an EO1 Director position which oversees ICT and Information Management, in addition to HR.

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

Answer

Nil

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?

Answer

Nil

3. 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?

Answer

Nil

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

Answer

Payroll costs are determined based on the duties and responsibilities of the position. Relocation and transfer assistance is negotiated on a case by case basis

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

Answer

\$96,000

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

Answer

\$451,000 in personnel
\$5,500 in travel and accommodation
\$9,000 in training

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

Answer

DBE's whole of government Payroll Services manages non executive and contract executives.

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

Answer

Nil

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

Answer

\$62,263.
This figure cannot be broken down without more detail on what is requested.

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

Answer

One

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?

Answer

All three dedicated HR positions are permanently filled. One position has a temporary employee acting in it due to maternity leave.

Selection is underway for the EO1 Director role. The current occupant has been on HDA in the role for less than 12 months.

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.

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

14. Please provide a breakdown per business unit.

Answer

Breakdown of 2008/09 information would involve substantial effort and relevant staff have been fully occupied preparing material for the 2010 estimates. The answer to this question can be provided at a later date.

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

Answer

No significant variation from 2008-09.

Marketing:

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

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

Worker Turnover:

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

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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Answer

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

Answer

32 FTEs temporary employed (as at 10 June 2010).

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

Answer

Breakdown of 2008/09 information would involve substantial effort and relevant staff have been fully occupied preparing material for the 2010 estimates. The answer to this question can be provided at a later date.

21. What is the rate per level?

Answer

Breakdown of 2008/09 information would involve substantial effort and relevant staff have been fully occupied preparing material for the 2010 estimates. The answer to this question can be provided at a later date.

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

Answer
Eight.

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

Answer

PIPS is not able to produce a report which provides information on the total number of days all positions have been vacant over the financial year.

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

(a) selection process commenced; and

Answer

One of the abovementioned positions has a selection process commenced.

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

Answer

The remaining seven have not yet been advertised.

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

Answer

32

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

Answer

Four

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

Answer

Information for 2009-10 financial year indicate that five contracts have been extended, one three times, one twice and three on one occasion

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

Answer

Nil

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

Answer
N/A.

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

Answer
Six 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?

Answer
8 transfers in from existing public servants and 42 commencements from the general public.

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

Answer
Nil

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

Answer
One.

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

Answer
Nil

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

Answer
N/A

36. How many have resigned?

Answer
Nil

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

Answer
\$5,000

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

Answer
\$1,200

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

Answer
Overall staff length of stay figures are reported in Tourism NT's Annual Report.

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?

Answer
Tourism NT's EBA allows for a maximum of two years annual credit to be accumulated

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

Answer
Breakdown of information would involve substantial effort and relevant staff have been fully occupied preparing material for the 2010 estimates. The answer to this question can be provided at a later date.

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

(Answers to this question have been prepared based on Tourism NT staff, not only NTPS staff.)

(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;

Answer

For Tourism NT staff only:

- 109.2 months of long service leave accrued, equating \$796,465
- 2,107 days of recreation leave accrued, equating \$725,071.

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

Answer

Due to the low number of staff at some levels, providing a report to this level of detail would enable identification of accrued leave for some individual employees.

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

Answer

Staff have 1,388 weeks sick leave in total (includes TD).

(d) how many days sick leave were taken in 2009?

Answer

787 days sick leave were taken this financial year (includes TD).

43. In relation to Contract (ECO1 and above) staff as of 1 April 2010:

(a) what is the total amount of accrued leave in the department, broken down by long service leave and recreation leave? What is the financial value of that leave;

Answer

- 12.64 months of long service leave accrued, equating \$214,862.
- 246 days of recreation leave accrued, equating \$190,998.

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

Answer

Due to the low number of staff at some levels, providing a report to this level of detail would enable identification of accrued leave for some individual employees.

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

Answer

183 weeks.

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

Answer

Due to the low number of staff at some levels, providing a report to this level of detail would enable identification of accrued leave for some individual employees.

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

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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

Answer

Answering this question would unreasonably impinge on the privacy of employees.

46. In 2009 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?

Answer

As at 31/3/10 8 staff were on leave extending beyond three weeks, comprising:

- One AO7 on long service leave.
- One AO4 on leave without pay following maternity leave
- One NTHC on leave without pay as not entitled to maternity leave.
- 3 NTTC2s on leave without pay and one NTTC2 on maternity leave.
- 1 NTTC 4 on long service leave.

(Note that due to the way data is recorded and reported, PIPS is only able to produce reports of extended leave at a particular point in time, not spanning the whole financial year).

47. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service?

If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?

Answer

One staff member. Providing this information about an individual would be inappropriate.

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

Answer
N/A.

Entry Level Recruitment:

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

- (a) how many graduates started with the department;
- (b) how many have completed the year;
- (c) how many how won nominal positions;
- (d) how many have left the NTG, and what was the time each stayed within the NTG before leaving; and

Answer

For parts a) through d), Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

- (e) how much sick leave has been taken on average by graduates and apprentices?

Answer

Four days

50. In relation to Indigenous Employees, in 2009:

- (a) how many employees do you have in your department that recognise themselves as indigenous;

Answer

2 - based on the Tourism NT 2008/09 Annual Report

- (b) what are the levels of their positions held;
- (c) how many at each level;

- (d) how many are tenured and at what level;
- (e) how many are temporary and at what levels;
- (f) how many are acting up in positions and at what level;
- (g) how many have completed the year;
- (h) how many have left the NTG; and
- (i) how much sick leave was taken, on average?

Answer

The Government considers it inappropriate to provide answers to the above questions (b) through (i) 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;

Answer

\$440,585

- (b) what are these allowances, to what level do they apply and what is the annual estimated cost; and
- (c) do allowances these attract the 9% Superannuation Guarantee Levy, and if so, which allowances?

Answer

Levels able to claim particular allowances depend on the specifics of the allowance. Breakdown of 2008/09 information would involve substantial effort and relevant staff have been fully occupied preparing material for the 2010 estimates. The answer to this question can be provided at a later date.

NTPS Code of Conduct:

- 52. How many credit cards have been issued to department staff?
- 53. How many repayment transactions (and the value) for personal items and services are outstanding?
- 54. How many reports of the improper use of Information Technology have been made?

55. How many reports resulted in formal disciplinary action?

Answer

For questions 52 through 55 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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?

Answer

Tourism NT spent \$42,257 on insurance in 2009-10 and TD spent \$55,020.

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?

Answer

The Agency is commercially insured for: Public Liability, Business Travel, Interstate Workers Compensation and Motor Vehicles (for TD only). Everything else is self-insured. Tourism NT takes the insurance out for both Tourism NT and TD, and TD reimburses Tourism NT in accordance with the GBD Guidelines.

There are various excesses on the PLI, Business and MV Policies that you would normally expect in policies of these types and they range from \$50 to \$20,000.

All commercial insurance policies expire 30 June 2010.

Climate Change:

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

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

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

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

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

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

Answer

For questions 58 through 61 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

Vehicles:

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

Answer

\$244,077 (for the period 1/7/2009 – 31/3/2010).

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

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

Answer

For questions 63 and 64 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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

Answer

As at 10 June 2010, for Tourism NT 8 out of 18 vehicles (ie 44%). An internal policy states that all replacement vehicles (including ECOs) must have an emission standard of at least 7.

TD 100% (ie 3 out of 3 vehicles).

66. How many vehicles are home garaged?

Answer

Tourism NT 14
TD 3.

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

Answer

Written approval from the CE is required if not part of employment contract.

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

Answer

Tourism NT: 1 X ECO6, 1 X ECO4, 1 X ECO2, 6 X ECO1,
1 X EO1, 2 X AO8, 1 X AO4, 1 X AO5

TD: 3

Travel and Accommodation:

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

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

Utilities:

70. What was the cost of power and water to the department in 2009?
71. What is the projected cost for power and water to the department in 2010?

Answer

For questions 70 and 71 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

Public Events:

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

Answer

For questions 72 and 73 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

Advertising:

74. What is the department's budget for advertising for the 09/10 reporting year?
75. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?

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

Answer

For questions 74 through 76 - Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.

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?

Answer

Details are included in the 2008/09 estimates papers provided to the Opposition as part of a recent FOI request.
