LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION 127

| Ms Purick | to | Minister for Public and Affordable Housing |
|-----------|----|--|
| | 10 | Minister for Fublic and Anoruable housing |

In relation to the portfolio areas within the Department of Housing, Local Government and Regional Services would you kindly respond to the following questions by output group within each Department:

ANSWER:

HR Unit Questions:

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

There are 10 established positions to provide HR functions within the Department.

| No of positions | Level |
|-----------------|-------|
| 1 | ECO1 |
| 1 | AO8 |
| 3 | AO7 |
| 2 | AO6 |
| 1 | AO6 |
| 1 | AO5 |
| 1 | AO3 |
| 10 | |

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

Whole of Government payroll services are provided by the Department of Business and Employment.

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?

Eight instances of errors occurred, mainly due to delays in notifying a payroll section of variations required.

4. What interdepartmental charges are applied to managing the payroll? Is there any differential cost for different position level, if so what are these differences in cost?

DBE Payroll Services are charged to agencies on a notional basis. There is no cost differential for position levels. The cost differentials are between commencements, terminations, manually processed transactions (PTR) (ie payroll

officer processing a transaction) and automatically processed pay transactions (PTR) (ie pay system processing a transaction).

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

The recruiting agency covers relocation costs. The recruiting agency covers salary from the agreed commencement date.

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

\$1.58 million

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

Personnel costs \$1.25 million.

\$330 000 administrative costs, including direct employee costs (phones, IT and stationery) and whole of agency workforce development initiatives (including travel).

8. Do the same staff 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?

Department of Business and Employment's Salary Packaging Unit manages executive contracts.

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

Two bullying and harassment complaints were received; one claim was determined to be unfounded and the other was resolved informally within the work unit.

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

For the period 1 July 2009 to 31 March 2010 the cost was \$127,461.

| Local Media | National Media | Production | Total |
|-------------|----------------|------------|---------|
| \$ | \$ | \$ | \$ |
| 24 469 | 98 296 | 4696 | 127 461 |

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

As at 31 March 2010, the attrition rate for the human resources area was 10 per cent.

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?

| Level | Occupancy Status | | | |
|-------|------------------------|--|--|--|
| ECO1 | Permanent | | | |
| AO8 | Permanent | | | |
| AO7 | 3 x Permanent | | | |
| AO6 | 1 permanent | | | |
| | 1 x vacant | | | |
| AO6 | 1 permanent | | | |
| AO5 | 1 permanent | | | |
| AO3 | Temporary since Oct 08 | | | |

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.

Refer Question 14.

14. Please provide a breakdown per business unit.

| | OUTPUT GROUP/ OUTPUT | I & ARE | STORSCE ET | AL ACT | ALLOWANCE | ET DN | PELOC, S. | A TO THE | Å Kp | TOTAL XPENSE |
|-----|---|---------|------------|--------|-----------|----------|-----------|----------|---------|-----------------|
| 1 | Territory Housing Services | \$ | 3,172 | \$ | 92,027 | | 852 | | 4,282 | \$ 100,333 |
| 1.1 | Urban Public Housing | \$ | - | \$ | 5,935 | <u> </u> | - | \$ | 81 | \$ 6,016 |
| 1.2 | Remote Indigenous Housing | \$ | 3,172 | \$ | 85,192 | \$ | 852 | \$ | 4,088 | \$ 93,304 |
| 1.3 | Government Employee Housing | \$ | - | \$ | 900 | \$ | - | \$ | - | \$ 900 |
| 1.4 | Indigenous Essential Services | \$ | - | \$ | - | \$ | - | \$ | 114 | \$ 114 |
| 2 | Local Government, Regional and Community Services | \$ | - | \$ | 8,393 | \$ | - | \$ | 491 | \$ 8,883 |
| 2.1 | Local Government | \$ | - | \$ | 7,393 | \$ | - | \$ | - | \$ 7,393 |
| 2.2 | Regional Development | \$ | - | \$ | 200 | \$ | - | \$ | - | \$ 200 |
| 2.3 | Interpreter and Translator Services | \$ | - | \$ | 800 | \$ | - | \$ | 491 | \$ 1,291 |
| 2.4 | Water Safety and Animal Welfare | \$ | - | \$ | - | \$ | - | \$ | - | |
| 3 | Indigenous Policy & Service Delivery Coordination | \$ | - | \$ | - | \$ | - | \$ | - | |
| 3.1 | Indigenous Policy and Service Delivery Coordination | \$ | - | \$ | - | \$ | - | \$ | - | |
| 4 | Across Agency - Executive and Corporate Services | \$ | 1,744 | \$ | 71,711 | \$ | 398 | \$ | 21,894 | \$ 95,746 |
| | TOTALS | \$ | 4,915 | \$ | 172,130 | \$ | 1,250 | \$ | 26,667 | \$ 204,962 |

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

Refer Question 14.

Marketing:

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

Refer table below.

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

| SPECIFIC EVENT / ITEM | PRINT \$ | тv \$ | RADIO \$ | OTHER \$ | TOTAL \$ |
|---|-------------|----------|-------------|-------------|-------------|
| Urban Public Housing | 8 384 | - | - | - | 8 384 |
| Remote Indigenous Housing | 7 387 | - | - | 1 395 | 8 782 |
| Government Employee Housing | 194 | - | - | - | 194 |
| Local Government | 1 732 | - | - | - | 1 732 |
| Regional Development | 6 498 | - | 4 638 | - | 11 136 |
| Aboriginal Interpreter Service and Interpreting & Translating Services NT | 2 812 | 47 402 | 9 197 | - | 59 411 |
| Water Safety and Animal Welfare | 21 235 | 29 131 | 14 716 | 459 | 65 541 |
| NT Home Ownership GBD | 42 720 | 9 438 | 12 949 | - | 65 107 |
| Office Indigenous Policy and Remote Service Delivery | 1 904 | - | 4 340 | - | 6 244 |
| Central Services | 812 | - | - | 7 180 | 7 991 |
| Total | 93 678 | 85 971 | 45 840 | 9 034 | 234 522 |

Refer table below.

Worker Turnover:

| 18. | As of 1 April 2010, what is the curren | t staffing of the Department, by level? |
|-----|--|---|
| | | |

| Classn | Total Full Time Equivalent FTE |
|--------|---|
| AI | 46 |
| AO1 | 1 |
| AO2 | 53 |
| AO3 | 55 |
| AO4 | 91 |
| AO5 | 81 |
| AO6 | 91 |
| AO7 | 59 |
| AO8 | 58 |
| AQ3SA | 1 |
| AQF3A | 2 |
| EO1 | 20 |
| EO1C | 23 |
| EO2C | 15 |
| EO3C | 6 |
| EO5C | 0.5 |
| EO6C | 1 |
| GRADT | 5 |
| ICS | 1 |
| INTR | 12 |
| P3 | 2 |
| PH3 | 4 |
| PH3R | 1 |
| SBA | 1 |
| T5 | 24 |
| | 653.5 |

The column titled 'Total FTE' represents staff paid during a pay period on a full-time equivalent figure. The figures include staff employed on a permanent, temporary, Executive Contract and Casual basis Data is at Payday 20, 31 March, 2010.

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

| Permanent Staff | Permanent Staff | Temporary staff including Aboriginal Interpreters |
|-----------------|-----------------|---|
| Held in Nominal | on temporary | Temporary Contracts |
| Posn | transfer | Multilingual Interpreters |
| (head count) | (head count) | (head count) |
| 230 | 171 | Casual 413 Temporary Employment 239 Multilingual Interpreters & Board Members 165 |

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

Annual Turnover (cessations only)

| Jul 09 | Aug 09 | Sep 09 | Oct 09 | Nov 09 | Dec 09 | Jan 10 | Feb 10 | Mar 10 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 29% | 30% | 30% | 34% | 34% | 35% | 37% | 37% | 38% |

21. What is the rate per level?

| Classn | Turnover % |
|--------|---------------|
| AI | 14 |
| AO1 | 100 |
| AO2 | 85 |
| AO3 | 38 |
| AO4 | 31 |
| AO5 | 28 |
| AO6 | 24 |
| AO7 | 31 |
| AO8 | 23 |
| AQ3SA | 0 |
| AQF3A | 134 |
| EO1 | 34 |
| ECO1 | 23 |
| ECO2 | 21 |
| ECO3 | 0 |
| ECO5C | 0 |
| ECO6C | 0 |
| GRADT | 54 |
| ICS | 0 |
| INTR | 17 |
| NICP | 0 |
| P3 | 0 |
| P4 | 70 |
| PH3 | 28 |
| PH3R | 0 |
| SBA | 0 |
| T4 | 0 |
| T5 | 20 |
| T6 | 103 |

Calculating Staff Turnover

Staff Turnover is a percentage that expresses the relative amount of staff exits - those leaving the agency - to the average number of FTE staff in the agency over the period. It is calculated using the following formula:

 Cessations + transfers
 turnover

 (exits)
 x 100 =
 %

 Average FTE for period
 %

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

60 nominally vacant established positions.

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

Approximately three months on average (usually filled on temporary basis while permanent recruitment takes place).

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

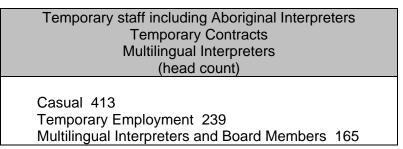
(a) Selection process commenced; and

181 positions advertised for period 1 July 2009 – 31 March 2010 (permanent and temporary).

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

Vacant positions that need to be filled are all in train.

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



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

118

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?

Information available only for the period of 2009 – 2010.

Number of contracts by number of extensions for 01/07/2009 to 01/04/2010. Figures include temporary employment contract arrangements and casual employees.

| Exten One | | Extended Twice | Extended Three times | Extended Four times | Extended Five Times | Extended Six Times | Number of Contracts extended |
|--------------|---|-------------------|----------------------------|---------------------------|---------------------------|-----------------------|------------------------------------|
| 45 | 1 | 64 | 10 | 6 | 1 | 1 | 533 |

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

Public Sector Instrument 15 allows the CEO to renew on more than one occasion all classifications of employees in accordance with section 34(5) of the *Public Sector Employment and Management* Act (PSEMA) and subject to specified conditions. This reduces the requirement to seek permission from the Commissioner to extend a contract beyond a third extension. No requests have been submitted to the Commissioner on the basis of a third contract extension.

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

See above.

| Designation | Average Days |
|-------------|--------------|
| AO3 | 36 |
| AO4 | 75 |
| AO5 | 64 |
| AO6 | 55 |
| AO7 | 51 |
| AO8 | 61 |
| ECO2 | 91 |
| EO1 | 66 |
| T5 | 41 |

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

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?

Recruitment actioned during the period of 01/07/2009 to 31/03/2010 (for permanent vacancies)

| External Recruit | NTG Employee | Not Declared | Total |
|---------------------|-----------------|-----------------|-------|
| 16 | 30 | 32 | 78 |

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

21 positions have been reclassified in 2009. The original positions are:

1 x ECO2

4 x ECO1

- 4 x AO6
- 1 x AO5
- 2 x AO4
- 1 x AO3
- 2 x AO2
- 3 x AO1
- 1x T6
- 2 x T5

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

| Classification | Unattached Officer Numbers |
|----------------|-------------------------------|
| AO2 | 7 |
| AO3 | 3 |
| AO4 | 6 |
| AO5 | 6 |
| AO6 | 2 |
| AO7 | 1 |
| AO8 | 4 |
| EO1 | 1 |
| T5 | 1 |
| Total | 31 |

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

Training is provided and skilling opportunities are offered by placement in best fit positions in the agency.

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

Data is not readily available. Tracking system is being refined for 2009-10 financial year.

36. How many have resigned?

Refer question 35.

37. What is the average cost of recruiting staff to the Department? \$1400

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

There is no allocation per staff member, however capacity for professional development is included in each program's budget.

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

The "Average Length of Service" calculation is derived from the total number of staff divided by the current continuous period of service in the current Agency.

| Classn | Average Length Of Service in Years |
|--------|---|
| AO1 | 7 |
| AO2 | 1.2 |
| AO3 | 1 |
| AO4 | 2 |
| AO5 | 2. |
| AO6 | 2.4 |
| AO7 | 2 |
| AO8 | 2.7 |
| AQ3SA | 0. |
| AQF3A | 0.3 |
| EO1 | 2. |
| EO1C | 2. |
| EO2C | 1 |
| EO3C | 2 |
| EO5C | 0 |
| EO6C | 0 |
| GRADT | 0 |
| ICS | 1.6 |
| P3 | 0.5 |
| PH3R | 2 |
| T4 | 0.5 |
| T5 | 0.6 |

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 (UCA) provisions as follows:

UCA Clause 45.7 Excess Leave – Where an employee has available recreation leave in excess of 60 days or 90 days in the case of a compulsory transferee the CEO may on giving a minimum of two months notice direct the employee to take up to one quarter of the total available recreation leave. Our policy is to remind managers twice a year of the rec leave liability.

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?

51 employees have in excess of 60 days accrued recreation leave at a cost of \$1.33 million.

- 42. In relation to NTPS 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;

| Long Service Leave Accrued Recreation Leave Accrue | | Accrued | |
|--|-------------|-------------|-------------|
| 939 days | \$6,436,817 | 18,743 days | \$5,801,869 |

(b) Highest accrued Long Service and Recreation Leave Liability

| Current Classn | Long Service Leave Accrued in Months | Rec Accrued in Days | |
|-------------------|--|------------------------|--|
| AO1 – AO8 | 62.9 | 718 | |
| AQ3SA | 02.0 | 2 | |
| AQF3A | 0.3 | 20 | |
| EO1 | 8.5 | 77 | |
| ECO1 – ECO6 | 26.3 | 261 | |
| GRADT | 0 | 0 | |
| ICS | 1.2 | 52 | |
| P3 | 2.9 | 29 | |
| PH3R | 0.6 | 29 | |
| T4 – T5 | 9.6 | 99 | |

(c) What is the current total of sick leave entitlement of employees in the Department: and

6935 weeks - sick leave balance

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

4316 days

- 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;

| LSL Accrued (Mths) | LSL Accrued (\$) | Rec Leave Accrued (days) | Rec Leave Accrued (\$) |
|--------------------------|---------------------|-----------------------------|---------------------------|
| 110 | 1 681 660 | 1 408 | 988 000 |

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

| Classification Description | LSL Accrued (Mths) | Rec Leave Accrued (days) |
|-------------------------------|--------------------|-----------------------------|
| ECO1 – ECO6 | 26.28 | 259.6 |

(c) What is the current total of sick leave entitlement of employees in the Department; and how many days sick leave were taken in 2009, at each employee level?

1113 weeks.

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

| | Sick Leave |
|----------------|------------|
| | Days |
| Classification | Taken |
| ECO1 – ECO6 | 118 |

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

| Location | Level | Time in days |
|---------------------|----------|-----------------|
| Alice Springs Urban | AO2 x 1 | 0 |
| Alice Springs Orban | Phy3 x 1 | 115 |
| | AO2 x 2 | 3 |
| | AO4 x 1 | 0 |
| Darwin Urban | AO5 x 1 | 0 |
| | AO6 x 2 | 6 |
| | T5 | 6 |

Workers Compensation for the period 1 July 2009 – 31 March 2010

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

As 31 March 2010 number of workers currently on workers compensation, level and expected return date.

| Level | Expected return to work |
|-------|---------------------------------|
| AO2 | returned |
| AO4 | returned (on restricted duties) |
| AO4 | returned |
| AO5 | return date to be determined |
| AO5 | returned (on restricted duties) |
| AO8 | returned |
| T5 | returned |

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?

| Class'n | Sick | Compo | LSL | Misc. | | Total |
|-----------|------|-------|-----|-------|--------|-------|
| | | | | Paid | Unpaid | Staff |
| AO1 - AO8 | 6 | 1 | 2 | 7 | 9 | 19 |
| ICS | 0 | 0 | 0 | 0 | 1 | 1 |

Miscellaneous leave includes (but is not limited to) Maternity Leave, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types

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?

| Classn | Classification | Staff Age | Staff Numbers |
|--------|-----------------|--------------|------------------|
| AO2 | ADMIN OFF 2 | 41 | 1 |
| AO2 | ADMIN OFF 2 | 71 | 1 |
| AO3 | ADMIN OFF 3 | 51 | 1 |
| AO4 | ADMIN OFF 4 | 66 | 1 |
| AO6 | ADMIN OFF 6 | 53 | 1 |
| AO6 | ADMIN OFF 6 | 60 | 1 |
| AO6 | ADMIN OFF 6 | 63 | 1 |
| AO6 | ADMIN OFF 6 | 69 | 1 |
| AO7 | ADMIN OFF 7 | 65 | 1 |
| AO8 | ADMIN OFF 8 | 53 | 2 |
| EO1 | EXEC OFFICER 1 | 45 | 1 |
| ECO1 | EXEC OFF 1 CNTR | 43 | 1 |
| ECO6 | EXEC OFF 6 CNTR | 53 | 1 |
| T5 | TECH 5 | 54 | 1 |
| | | | |

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

| Classification | Total |
|----------------|-------|
| AO2 | 2 |
| AO3 | 1 |
| AO4 | 4 |
| AO5 AO6 | 7 |
| AO6 | 7 |
| AO7 | 4 |
| AO8 | 10 |
| EO1 | 5 |
| Т5 | 1 |
| | 41 |

Entry Level Recruitment:

- 49. In relation to Apprentices and Graduates, in 2009:
 - (a) How many graduates started with the Department;Five graduates, four apprentices.
 - (b) How many have completed the year;Five graduates, four apprentices.
 - (c) How many have won nominal positions;

Five graduates and two apprentices were retained.

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

Two apprentices have left the NTG. One person stayed for 4.3 months and the other stayed 2.1 months.

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

The "Average Sick Days Per Person" calculation is derived from the Total Sick Leave Days divided by the Number of Staff

| Number of Staff | Number of Staff | Total Sick Leave Days | Average Sick Days Per Person |
|--------------------|--------------------|-----------------------------|------------------------------------|
| Apprentices | 4 | 11.31 | 2.26 |
| Graduates | 5 | 0 | 0 |

50. In relation to Indigenous Employees, in 2009:

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

123 or 19.2% of the agency's actual employees of the agency's workforce self identify as Indigenous;

(b) What are the levels of their positions held;

| DESIGNATION | | | TOTAL |
|----------------------|------|------|-------|
| | Perm | Temp | |
| AO1 – AO8 | 69 | 38 | 107 |
| EO1 | 3 | | 3 |
| ECO1 – ECO6 | | 2 | 2 |
| INDIGENOUS CADETSHIP | | 6 | 6 |
| APPRENTICE | | 2 | 2 |
| TECHNICAL 5 | 1 | 2 | 3 |
| TOTAL | 73 | 50 | 123 |

(c) How many at each level;

See table above.

(d) How many are tenured and at what level;

See table above.

(e) How many are temporary and at what levels; See table above.

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

Higher duties breakdown

| Actual Classn | Number of Staff |
|------------------|--------------------|
| AO3 | 2 |
| AO4 | 3 |
| AO5 | 7 |
| AO6 | 2 |
| AO7 | 3 |
| AO8 | 3 |
| EO1 | 3 |
| T5 | 1 |

(g) How many have completed the year;

Tenure is addressed in above table.

(h) How many have left the NTG; and

41 Indigenous employees have left the NTG

(i) How much sick leave was taken, on average?

The NT 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; \$367,515

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

These allowances were paid in accordance with the PSEMA requirements. To break this down by position would be a breach of privacy.

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

| Allowance Description | |
|----------------------------|--|
| On Call Allowance | |
| First Aid | |
| Market Allowance | |
| Remote Electricity Subsidy | |
| NT Allowance | |
| Sitting Fees | |

NTPS Code of Conduct:

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

There are 33 credit cards issued to agency.

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

As at 30 April 2010, there were 390 outstanding transactions, with none for personal items.

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

Three reports.

55. How many reports resulted in formal disciplinary action?

Two resulted in formal disciplinary action.

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?

The amount spent on Insurance in 2009-10 as at 30 April 2010 was \$58,000 for public liability only.

- 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?
 - The Northern Territory Government is generally self insured.
 - The Department holds a public liability insurance policy which is reviewed every 12 months. The public liability insurance covers public housing and is limited to office occupiers and property owner's liability only.
 - The insurance provision threshold is \$1000 (policy excess) under which the agency meets the cost.
 - Public Liability is limited to \$40 million for any one occurrence and includes liability for tenants' property held in storage, with a limit of \$100,000 for any one loss.

Climate Change:

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

- In 2008-09 the Department's preliminary building energy consumption was 3 527 giga joules corresponding to 776 tonnes of greenhouse gas emissions.
- Emissions from this Agency's NT Fleet vehicles for the period until the 1 April 2009 are on target to achieve an 11.8% reduction against an annual target of 7 per cent
- 59. How many tonnes of CO2 did the department emit in 2008?
 - In 2007-08 the Department of Housing, Local Government and Regional Services preliminary building energy consumption was 3,638 giga joules corresponding to 760 tonnes of greenhouse gas emissions.
- 60. What programs and strategies were introduced to reduce CO2 emissions across the department in 2009?

- The Department has initiated a number of strategies to reduce its carbon emissions during 2008-09 including:
- Office amalgamations to achieve higher occupancy ratios in Agency office accommodation;
- Increased recycling of office waste; and
- Commitment to NTG Green Fleet policy and an annual vehicle emission reduction target of 7 per cent.

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

That target is a 10% reduction in energy usage per square metre across the department's building portfolio compared to a 2004-05 baseline.

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

Not applicable

Vehicles:

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

As at 30 April 2010, the Department spent \$2.307m on vehicles.

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

The Department has responsibility for 176 vehicles.

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

This is an increase of 28 vehicles from 2008-09.

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

88 vehicles, (50% of the fleet) meet the minimum greenhouse rating (5.5 for passenger vehicles) in line with the Northern Territory Government's Greening the Fleet Policy.

66. How many vehicles are home garaged?

56 vehicles are home garaged.

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

- All Executive Contract Officers (ECOs) are entitled to full private use of their vehicles as part of their employment packages.
- All other agency officers must obtain Chief Executive permission to home garage a vehicle, for any length of time based on business need and with limited use arrangements.

68. What position levels have vehicles attached or are allowed to home garage? AO6 through to EO1.

Travel and Accommodation:

69. How much was spent on travel in 2009?

\$2,476,544 as at 30 April 2010 for the 2009-10 Financial Year.

Utilities

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

The cost of power for office accommodation to 30 April 2010 was \$332 000.

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

The projected 2010-11 power cost for office accommodation is \$419,000. This projection incorporates the price increase of 5% for electricity charges by Power and Water.

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?

| HOMESTART NT Information Seminars | \$ 409 |
|---------------------------------------|-----------|
| Career Expo | \$ 3,512 |
| Garma Festival | \$ 2,768 |
| Indigenous Economic Development Forum | \$ 1,519 |
| Show Circuit | \$ 57,284 |
| Indigenous Music Expo | \$ 5,223 |
| World Animal Day | \$ 3,531 |
| Animal Awareness Week | \$ 2,656 |
| Pet Expo | \$ 100 |
| Water Safety Week | \$ 7,367 |
| TOTAL as at 30 April 2010 | \$ 84,369 |

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

Total sponsorship as at 30 April 2010 is \$40,602

Advertising:

74. What is the Department's budget for advertising for the 09-10 reporting year?

\$270,000

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

Total as at 30 April 2010.

| Total | \$234 525 |
|------------|-----------|
| Other | \$9 034 |
| Radio | \$45 840 |
| Television | \$85 971 |
| Print | \$93 679 |

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

Housing the Territory, Working Future, AIS Recruitment Campaign, Water Safety Awareness, Don't Play in Pipes and Drains, Animal Welfare Awareness

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?

As at 30 April 2010:

- Total Consultancies let 75
- Total cost \$ 10,821,520
- 50 NT Firms: \$ 4,495,638
- 25 Interstate: \$ 6,325,882