

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Mills to Minister for Public and Affordable Housing, in relation to the portfolio areas within the Department of Housing, Local Government and Regional Services.

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

Minister for Public and Affordable Housing, in relation to the portfolio areas within the Department of Housing, Local Government and Regional Services – Generic Estimates Questions.

#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011. All financial questions are taken to be 1 July 2010 to 31 March 2011.

ANSWERS:**Human Resources:****1. What is the NTG FTE Cap for your Agency?**

- The agency staffing cap is 633
 - 630 Department of Housing, Local Government and Regional Services
 - 3 NT Home Ownership

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

Classification	Classification Description	FTE
AI	ABRGNL INTRPRTR	35.12
AO1	ADMIN OFF 1	1.00
AO2	ADMIN OFF 2	46.61
AO3	ADMIN OFF 3	56.11
AO4	ADMIN OFF 4	79.40
AO5	ADMIN OFF 5	86.68
AO6	ADMIN OFF 6	86.52
AO7	ADMIN OFF 7	45.67
AQF3A	NTPS APPRENTICE	4.00
EO1C	EXEC OFF 1 CNTR	26.00
EO2C	EXEC OFF 2 CNTR	12.00
EO3C	EXEC OFF 3 CNTR	2.00
EO4C	EXEC OFF 4 CNTR	2.00
EO5C	EXEC OFF 5 CNTR	0.50
EO6C	EXEC OFF 6 CNTR	1.00
GRADT	GRADUATE TRAINEES	5.00
ICS	ICS	0.00
INTR	INTERPRETERS	10.87
P3	PROF 3	1.00
PH3	PHYS 3	4.29
SAO1	SNR ADMIN OFF 1	60.72
SAO2	SNR ADMIN OFF 2	16.80
T5	TECH 5	37.00
Total Department of Housing, Local Government and Regional Services		620.29

Note: The FTE numbers represent staff paid during a pay period on a full-time equivalent figure. FTE counts each staff member as a percentage of the pay received that fortnight (i.e. a staff member who receives 10 days wages is counted as "1", whilst a person who receives 4 days wages is counted as "0.4". The figures include staff employed on a Permanent, Temporary, Executive Contract and Casual basis and includes inoperative staff who where paid e.g. on long service leave. Agency Total FTE shown may vary from the monthly and quarterly FTE Averages report as it only calculates from a single pay period.

3. Is this figure in line with the NTG FTE Cap? - If not, please explain

Yes, this figure is in line with the agency's FTE Cap.

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

633 permanent positions.

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

Classn	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting Temporarily in Positions	Temporary Employment Contracts
AI	ABRGNL INTRPRTR	0	0	458
AO2	ADMIN OFF 2	19	3	25
AO3	ADMIN OFF 3	21	13	30
AO4	ADMIN OFF 4	46	29	13
AO5	ADMIN OFF 5	48	27	15
AO6	ADMIN OFF 6	50	25	20
AO7	ADMIN OFF 7	19	25	6
AQF3A	NTPS APPRENTICE	0	0	4
EO1C	EXEC OFF 1 CNTR	0	0	26
EO2C	EXEC OFF 2 CNTR	0	0	13
EO3C	EXEC OFF 3 CNTR	0	0	3
EO4C	EXEC OFF 4 CNTR	0	0	2
EO5C	EXEC OFF 5 CNTR	0	0	1
EO6C	EXEC OFF 6 CNTR	0	0	1
GRADT	GRADU TRAINEES	0	1	4
ICS	ICS	0	0	4
INTR	INTERPRETERS	0	0	178
P3	PROF 3	2	0	0
PH3	PHYS 3	0	0	8
SAO1	SNR ADMIN OFF 1	34	23	7
SAO2	SNR ADMIN OFF 2	8	13	1
SBA	SCHOOL BASE APP	0	0	1
T4	TECH 4	1	0	0
T5	TECH 5	26	4	6
T6	TECH 6	0	0	1
TOTAL		274	163	827

Note: Permanent staff held in nominal positions - Permanent staff working in their nominal position. Permanent staff acting in temporary positions - Permanent staff working temporary transfers or that are not held against a nominal position. temporary Employment Contracts - Temporary staff include staff on temporary employment contracts, casuals, executive contracts, apprentices and graduates.

The numbers represent 'Head Count' for both operative and in-operative staff but exclude previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

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

Between 1 July 2010 and 31 March 2011 the staff turnover rate was 33.33% within the Agency.

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:

$\text{Cessations + transfers (exits)} \times 100 = \text{turnover \%}$

Average FTE for period

7. What is the rate per level?

Between 1 July 2010 and 31 March 2011

Classn	Classification Description	Turnover Rate (%)
AI	ABORIGINAL INTERPRETER	32.24
AO1	ADMINISTRATIVE OFFICER 1	170.07
AO2	ADMINISTRATIVE OFFICER 2	35.91
AO3	ADMINISTRATIVE OFFICER 3	61.79
AO4	ADMINISTRATIVE OFFICER 4	23.68
AO5	ADMINISTRATIVE OFFICER 5	26.05
AO6	ADMINISTRATIVE OFFICER 6	22.42
AO7	ADMINISTRATIVE OFFICER 7	37.02
AO8	ADMINISTRATIVE OFFICER 8	33.13
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	117.51
EO1	EXECUTIVE OFFICER 1	61.91
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	12.98
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	28.06
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	48.78
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.00
EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	0.00
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	0.00
GRADT	GRADUATE TRAINEES	56.66
ICS	INDIGENOUS CADETSHIP SUPPORT	0.00
INTR	INTERPRETERS	52.03
P3	PROFESSIONAL 3	0.00
PH3	PHYSICAL 3	196.46
PO3	PROFESSIONAL OFFICER 3	0.00
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	6.31
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	14.05
T5	TECHNICAL 5	6.10
T6	TECHNICAL 6	0.00

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

There were 45 vacant positions as at 30 March 2011.

Note: A position is counted as 'vacant' where no employee is held nominally or actually against the position.

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

Nominal vacancies are reviewed by relevant manager and senior executive who consider business unit requirements and priorities, opportunities to redesign or re-evaluate, whether job descriptions reflect the Capability and Leadership Framework and opportunities for people to act in the role. All vacancies are then considered by Placement Committee before proceeding to recruitment action.

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

Classification	Classification Description	Casual Staff	Temporary Staff	All Staff on Temporary Contract
AI	ABRGNL INTRPRTR	458	0	458
AO2	ADMIN OFF 2	0	25	25
AO3	ADMIN OFF 3	0	30	30
AO4	ADMIN OFF 4	0	13	13
AO5	ADMIN OFF 5	0	15	15
AO6	ADMIN OFF 6	2	18	20
AO7	ADMIN OFF 7	0	6	6
AQF3A	NTPS APPRENTICE	0	4	4
EO1C	EXEC OFF 1 CNTR	0	26	26
EO2C	EXEC OFF 2 CNTR	0	13	13
EO3C	EXEC OFF 3 CNTR	0	3	3
EO4C	EXEC OFF 4 CNTR	0	2	2
EO5C	EXEC OFF 5 CNTR	0	1	1
EO6C	EXEC OFF 6 CNTR	0	1	1
GRADT	GRADU TRAINEES	0	4	4
ICS	ICS	0	4	4
INTR	INTERPRETERS	178	0	178
PH3	PHYS 3	8	0	8
SAO1	SNR ADMIN OFF 1	0	7	7
SAO2	SNR ADMIN OFF 2	0	1	1
SBA	SCHOOL BASE APP	1	0	1
T5	TECH 5	0	6	6
T6	TECH 6	0	1	1
TOTAL		647	180	827

Temporary Employment Contracts - Temporary staff include staff on temporary employment contracts, casuals, honorary (board members), executive Contracts, apprentices and graduates. The numbers represent 'Head Count' for both operative and in-operative staff but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

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?

Period 1 July to 30 March 2011

Classn	Ext. x1	Ext x2	Ext. x3	Ext x4	Ext. x5	Ext. x6	Total
AI	1	-	-	-	-	-	1
AO2	27	8	9	5	-	1	50
AO3	26	13	6	1	-	-	46
AO4	14	9	-	3	-	-	26
AO5	9	7	5	1	-	-	22
AO6	12	4	9	1	-	-	26
AO7	3	1	2	-	-	-	6
AO8	3	3	1	-	-	-	7
EO1	1	-	1	-	-	-	2
PH3	3	5	-	-	-	-	8
SAO1	4	-	-	-	-	-	4
T5	6	1	1	-	-	-	8
	109	51	34	11	-	1	206

Note: Data source is RMS (Recruitment Management System).

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

There were 30 positions advertised by "expression of interest" (temporary less than 6 months) between 1 July 2010 to 30 March 2011.

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

- Selection process commenced

Classification	Recruitment action completed before 31 March 2011
AO2	5
AO3	18
AO4	33
AO5	25
AO6	27
AO7	22
AO7/SAO1	1
ECO1	2
ECO2	7
ECO3	1
EO1	4
EO1,ECO1	2
P3	1
P4	1
PO3	1
SAO1	20
SAO1,SAO2	1
SAO2/ECO1	2
T4	1
T5	8
TOTAL	182

- Selection process (including position advertising) not commenced

Classification	Recruitment action open as at 31 March 2011 (Not yet finalised)
AO2	2
AO3	4
AO4	2
AO5	9
AO6	4
AO7	7
ECO1	1
ECO2	1
P3	1
SAO1	8
SAO2	2
T4	1
T5	5
TOTAL	47

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

Classification	Average Days to Fill (weeks)
AO3	8
AO4	6
AO5	4
AO6	5
AO7	6
ECO2	5
ECO3	
ECO1	
SAO1	6
SAO2	7
T5	7
Total	6

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?

Period 1 July 2010 to 30 March 2011

Agency	NTG	Non NTG	Not Advised	Total
Department of Housing, Local Government and Regional Services	84	20	78	182

Note: Data source is the NTG RMS (Recruitment Management System), and reflects the self declaration of the applicants at the time of recruitment.

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

Period 1 July 2010 to 30 March 2011

Level of Position (Post Job Evaluation)	Reclassified Positions (*)	New Positions (*)	Same Classification
AO2 ADMIN OFF 2	1	2	1
AO3 ADMIN OFF 3		25	5
AO4 ADMIN OFF 4	6	4	5
AO5 ADMIN OFF 5	4	25	3
AO6 ADMIN OFF 6	2	27	1
AO7 ADMIN OFF 7	1	14	1
AO8 ADMIN OFF 8	1	10	
EO1 EXEC OFFICER 1		6	1
EO1C EXEC OFF 1 CNTR		2	
EO2C EXEC OFF 2 CNTR	1	3	
P3/T6		1	
SAO1 SNR ADMIN OFF 1	1	4	
SAO2 SNR ADMIN OFF 2			
T5 TECH 5		10	1
TOTAL	17	133	18

Note: Jobs evaluated prior to recent Enterprise agreements being implemented will show the prior Job Classification level.
* Jobs evaluation outcomes are approved by agency delegated officers and actioned in PIPS.

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

As at 30 March 2011

Classification	Classification Name	Count
AO2	ADMIN OFF 2	3
AO3	ADMIN OFF 3	3
AO4	ADMIN OFF 4	8
AO5	ADMIN OFF 5	6
AO6	ADMIN OFF 6	8
AO7	ADMIN OFF 7	2
SAO1	SNR ADMIN OFF 1	1
SAO2	SNR ADMIN OFF 2	1
T5	TECH 5	0
TOTAL		32

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

10

19. How many have resigned?

1

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

As at 30 March 2011

Classn	Classification Name	Average Length of Service in Years
AO2	ADMINISTRATIVE OFFICER 2	1.96
AO3	ADMINISTRATIVE OFFICER 3	1.63
AO4	ADMINISTRATIVE OFFICER 4	3.05
AO5	ADMINISTRATIVE OFFICER 5	3.11
AO6	ADMINISTRATIVE OFFICER 6	3.51
AO7	ADMINISTRATIVE OFFICER 7	3.19
AO8	ADMINISTRATIVE OFFICER 8	0.62
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	0.43
EO1	EXECUTIVE OFFICER 1	3.12
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	4.13
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	3.31
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1.59
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.95
EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	1.32
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	1.32
GRADT	GRADUATE TRAINEES	0.56
ICS	INDIGENOUS CADETSHIP SUPPORT	2.58
P3	PROFESSIONAL 3	2.09
P4	PROFESSIONAL 4	1.67
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	3.54
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	2.54
T5	TECHNICAL 5	1.95

Note: The "average length of service" calculation is derived from the current continuous period of service in the current agency divided by the total number of staff (Head Count).

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

Period 1 July 2010 to 30 March 2011

Expenditure Type	Amount \$
Interstate/National	55 059
Local	6 355
Total	61 414

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

- How many graduates started with the department

There were 8 apprentices and graduates employed between 1 January 2010 and 31 December 2010.

- 3 x apprentices
- 5 x graduates

- How many have completed the year

Five apprentices and graduates completed the year.

- 2 x apprentices
- 3 x graduates

- How many have won nominal positions

- 2 apprentices won nominal positions.
- 3 graduates were offered employment within the agency.

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

1 graduate resigned after 4 months, relocating interstate for family reasons.

1 graduate did not complete the program after 12 months.

1 apprentice did not complete the program.

23. In relation to Indigenous Employees, in 2010:

As at 30 March 2011

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

Total number of 126 have self identified as Indigenous or Torres Strait Islander employees.

- What are the levels of their positions held?

- How many at each level?

- How many are tenured and at what level?

- How many are temporary and at what levels?

- How many are acting up in positions and at what level?

Classn	Classification Description	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
AO2	ADMIN OFF 2	12	8	4	1
AO3	ADMIN OFF 3	19	7	12	5
AO4	ADMIN OFF 4	19	17	2	4
AO5	ADMIN OFF 5	27	22	5	5
AO6	ADMIN OFF 6	19	14	5	4
AO7	ADMIN OFF 7	8	7	1	4
AQF3A	NTPS APPRENTICE	1	0	1	0
EO1C	EXEC OFF 1 CNTR	1	0	1	0
EO2C	EXEC OFF 2 CNTR	1	0	1	0
GRADT	GRADU TRAINEES	1	1	0	1
ICS	ICS	4	0	4	0
SAO1	SNR ADMIN OFF 1	6	6	0	3
SAO2	SNR ADMIN OFF 2	2	2	0	0
T5	TECH 5	6	5	1	1
TOTAL		126	89	37	28

Note: Only staff that have voluntarily self identified themselves as being of Indigenous or Torres Strait Islander decent in the HR System are included in the report. EEO information is collected for purposes of statistical reporting. Privacy legislation directs that no individuals are to be identified.

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

Classn	Classification Description	NTPS Staff Accrued Long Service Leave (Months)	NTPS Staff Accrued Recreation Leave (Days)
AO2	ADMIN OFF 2	26.09	794.70
AO3	ADMIN OFF 3	51.55	1,324.91
AO4	ADMIN OFF 4	126.79	3,138.72
AO5	ADMIN OFF 5	122.09	2,474.39
AO6	ADMIN OFF 6	179.45	3,223.29
AO7	ADMIN OFF 7	97.27	1,687.01
AO8	ADMIN OFF 8	0.57	37.04
AQF3A	NTPS APPRENTICE	0.43	19.00
GRADT	GRADU TRAINEES	0.77	44.50
ICS	ICS	1.62	101.13
P3	PROF 3	3.51	34.54
SAO1	SNR ADMIN OFF1	141.89	2,604.02
SAO2	SNR ADMIN OFF2	54.91	893.94
T4	TECH 4	1.65	23.50
T5	TECH 5	45.82	1,084.17
T6	TECH 6	0.47	25.50
TOTAL		854.88	17,510.36

Classn	Classification Description	Number of NTPS Staff	NTPS Staff Days Sick Leave Taken
AO1	ADMIN OFFICER 1	1	3.13
AO2	ADMIN OFF 2	68	358.42
AO3	ADMIN OFF 3	57	383.59
AO4	ADMIN OFF 4	105	683.89
AO5	ADMIN OFF 5	88	635.96
AO6	ADMIN OFF 6	92	634.59
AO7	ADMIN OFF 7	55	428.03
AO8	ADMIN OFF 8	55	271.54
AQ3SA	NTPS ADULT APPR	2	3.46
AQF3A	NTPS APPRENTICE	3	9.54
GRADT	GRADU TRAINEES	6	23.18
P3	PROF 3	1	2.00
PH3R	PHYS 3 - RDO	1	0.88
POITR	PRISON OFF IT R	1	2.50
SAO1	SNR ADMIN OFF 1	23	55.09
SAO2	SNR ADMIN OFF 2	31	158.83
T2	TECH 2	1	10.54
T4	TECH 4	1	3.00
T5	TECH 5	24	135.82
Total		615	3,803.99

- What is the financial value of the leave?

Incorporated in table below.

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

Classn	NTPS Staff Accrued Long Service Leave (\$)	LSL - Highest Individual Amount Accrued (months)	NTPS Staff Accrued Recreation Leave (\$)	Recreation Leave - Highest Individual Amount Accrued (days)
AO2	97 526	1.88	133 399	67.77
AO3	208 488	7.49	250 997	75.50
AO4	601 423	11.20	87 684	118.79
AO5	651 941	5.75	628 051	104.50
AO6	1 111 626	9.92	932 230	130.96
AO7	659 471	12.17	556 316	118.54
AO8	3 981	0.57	13 314	37.04
AQF3A	657	0.37	1 277	11.50
GRADT	3 192	0.60	8 425	27.00
P3	26 537	2.39	11 991	31.13
SAO1	1 036 288	10.62	913 913	119.55
SAO2	474 694	7.85	401 251	89.45
T4	9 830	1.65	6 483	23.50
T5	279 676	9.95	317 162	107.89
T6	3 189	0.47	8 554	25.50
TOTAL	5 168 519		4 271 047	

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

As at 30 March 2011

Classn	Classification Description	Total NTPS Staff Sick Leave Entitlements (weeks)
AO2	ADMIN OFF 2	195.66
AO3	ADMIN OFF 3	213.25
AO4	ADMIN OFF 4	714.54
AO5	ADMIN OFF 5	604.74
AO6	ADMIN OFF 6	985.88
AO7	ADMIN OFF 7	799.58
AO8	ADMIN OFF 8	4.19
AQF3A	NTPS APPRENTICE	3.98
GRADT	GRADU TRAINEE	4.01
ICS	ICS	4.29
P3	PROF 3	68.81
SAO1	SNR ADMIN OFF 1	1 285.19
SAO2	SNR ADMIN OFF 2	427.97
T4	TECH 4	4.21
T5	TECH 5	275.06
T6	TECH 6	0.40
TOTAL		5 591.77

Note: Individual sick leave balance does not include pro-rata entitlement after last credit

- How many sick leave were taken in 2010?

From 1 July 2010 to 30 March 2011

Classn	Classification Description	Number of NTPS Staff	NTPS Staff Days Sick Leave Taken
AO1	ADMIN OFFICER 1	1	3.13
AO2	ADMIN OFF 2	68	358.42
AO3	ADMIN OFF 3	57	383.59
AO4	ADMIN OFF 4	105	683.89
AO5	ADMIN OFF 5	88	635.96
AO6	ADMIN OFF 6	92	634.59
AO7	ADMIN OFF 7	55	428.03
AO8	ADMIN OFF 8	55	271.54
AQ3SA	NTPS ADULT APPR	2	3.46
AQF3A	NTPS APPRENTICE	3	9.54
GRADT	GRADU TRAINEES	6	23.18
P3	PROF 3	1	2.00
PH3R	PHYS 3 - RDO	1	0.88
POITR	PRISON OFF IT R	1	2.50
SAO1	SNR ADMIN OFF 1	23	55.09
SAO2	SNR ADMIN OFF 2	31	158.83
T2	TECH 2	1	10.54
T4	TECH 4	1	3.00
T5	TECH 5	24	135.82
Total		615	3,803.99

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**

As at 30 March 2011

Classn	Classification Description	ECO Staff Accrued Long Service Leave (months)	ECO Staff Accrued Recreation Leave (days)
EO1C	EXEC OFF 1 CNTR	64.92	815.93
EO2C	EXEC OFF 2 CNTR	40.87	454.26
EO3C	EXEC OFF 3 CNTR	5.67	103.82
EO4C	EXEC OFF 4 CNTR	5.57	68.63
EO5C	EXEC OFF 5 CNTR	0.55	45.83
EO6C	EXEC OFF 6 CNTR	9.45	70.86
TOTAL		127.03	1 559.32

- **What is the financial value of the leave?**

Incorporated in table below.

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

As at 30 March 2011

Classn	Classification Description	ECO Staff Accrued Long Service Leave (\$)	LSL - Highest Individual Amount Accrued (months)	ECO Staff Accrued Recreation Leave (\$)	Recreation Leave - Highest Individual Amount Accrued (days)
EO1C	EXEC OFF 1 CNTR	947 234	8.80	544 669	64.81
EO2C	EXEC OFF 2 CNTR	637 727	8.30	334 298	77.17
EO3C	EXEC OFF 3 CNTR	92 622	3.52	82 179	50.24
EO4C	EXEC OFF 4 CNTR	107 762	5.40	61 029	57.64
EO5C	EXEC OFF 5 CNTR	6 080	0.55	23 308	45.83
EO6C	EXEC OFF 6 CNTR	251 449	9.45	86 741	70.86
TOTAL		2 042 874		1 132 224	

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

As at 30 March 2011

Classn	Classification Description	Number of Contract Staff	Total Contract Staff Sick Leave Entitlements in weeks
EO1C	EXEC OFF 1 CNTR	26	618.76
EO2C	EXEC OFF 2 CNTR	13	387.07
EO3C	EXEC OFF 3 CNTR	3	51.56
EO4C	EXEC OFF 4 CNTR	2	47.26
EO5C	EXEC OFF 5 CNTR	1	3.00
EO6C	EXEC OFF 6 CNTR	1	90.34
TOTAL		46	1197.99

- **How many sick leave were taken in 2010?**

From 1 July 2010 to 30 March 2011

Classn	Classification Description	Number of NTPS Staff	NTPS Staff Days Sick Leave Taken
EO1C	EXEC OFF 1 CNTR	10	178.81
EO2C	EXEC OFF 2 CNTR	9	112.16
EO3C	EXEC OFF 3 CNTR	3	5.54
EO6C	EXEC OFF 6 CNTR	1	1.00
Total		23	297.51

Note: Individual sick leave balance does not include pro-rata entitlement after last credit

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

Classification	Classification Description	Number of Staff	Days
AO2	ADMIN OFF 2	1	10
AO3	ADMIN OFF 3	1	10
AO4	ADMIN OFF 4	3	27
AO5	ADMIN OFF 5	3	26
AO6	ADMIN OFF 6	2	18
SAO1	ADMIN OFF 8	2	31
SAO2	EXEC OFFICER 1	1	10
EO2C	EXEC OFF 2 CNTR	2	10
T5	TECH 5	1	10
TOTAL		16	152

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

Classification	Classification Description	Number of Staff	Days
EO1	EXEC OFFICER 1	1	26
TOTAL		1	26

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?

No

- Break down by level and the amount of leave taken

Not applicable

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

No

- Break down by level and the amount of leave

Not applicable

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

Classn	Classification Description	Number of Staff	Expected to Return
AO2	ADMIN OFF 2	2	2
AO4	ADMIN OFF 4	1	1
AO5	ADMIN OFF 5	4	4
AO6	ADMIN OFF 6	3	3
AO7	ADMIN OFF 7	1	0
COMPO	COMPENSATION	1	0
T5	TECH 5	2	2
TOTAL		14	12

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?

Classn	Classification Description	Region	Number of Days
AO2	ADMIN OFF 2	Darwin Urban	194
AO2	ADMIN OFF 2	Darwin Urban	45
AO4	ADMIN OFF 4	Darwin Urban	194
AO5	ADMIN OFF 5	Darwin Urban	183
AO5	ADMIN OFF 5	Darwin Urban	107
AO5	ADMIN OFF 5	Darwin Urban	194
AO6	ADMIN OFF 6	Alice Springs Urban	151
AO6	ADMIN OFF 6	Darwin Urban	194
AO6	ADMIN OFF 6	Gove Urban	115
AO7	ADMIN OFF 7	Gove Urban	83
COMPO	COMPENSATION	Alice Springs Urban	194
COMPO	COMPENSATION	Darwin Urban	166
SAO2	SNR ADMIN OFF 2	Darwin Urban	194
T5	TECH 5	Darwin Urban	87
T5	TECH 5	Darwin Urban	194
Unidentified		Darwin Urban	194

Classification descriptions: UPTAKE : refers to employees from prior to PIPS implementation in 1993.

Unidentified : Figtree does not record a classification code for this claim. This may be a data quality issue in Figtree, or a claim incurred by the NTG for a person who is not an NTG employee.

Note: ays based on actual working days or max available (194 days).

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?

Classn	Classification Description	Sick	Compo	LSL	Miscellaneous Paid	Miscellaneous Unpaid	Total Staff
AO2	ADMIN OFF 2	0	0	1	0	0	1
AO3	ADMIN OFF 3	0	0	0	0	3	3
AO4	ADMIN OFF 4	0	0	0	1	2	3
AO5	ADMIN OFF 5	0	1	0	0	3	4
AO6	ADMIN OFF 6	0	0	0	1	4	5
AO7	ADMIN OFF 7	0	0	0	0	2	2
EO1C	EXEC OFF 1 CNTR	0	0	0	0	1	1
ICS	ICS	0	0	0	0	2	2
P3	PROF 3	0	0	0	0	1	1
SAO1	SNR ADMIN OFF 1	0	0	2	0	3	5
T4	TECH 4	0	0	0	0	1	1
TOTAL		0	1	3	2	22	28

Note: Report can only be answered at point in time, ie. who was on extended leave on 30 March 2011. Leave awaiting approval or awaiting processing are not included in this report. Miscellaneous leave includes (but is not limited to) Maternity, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types.

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?

Classn	Classification Description	Staff Age	Staff Numbers
AO2	ADMINISTRATIVE OFFICER 2	42	1
AO2	ADMINISTRATIVE OFFICER 2	72	1
AO3	ADMINISTRATIVE OFFICER 3	52	1
AO4	ADMINISTRATIVE OFFICER 4	67	1
AO6	ADMINISTRATIVE OFFICER 6	54	1
AO6	ADMINISTRATIVE OFFICER 6	61	1
AO6	ADMINISTRATIVE OFFICER 6	70	1
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	44	1
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	54	1
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	54	2
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	66	1
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	46	1
T5	TECHNICAL 5	55	1
TOTAL			14

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?

Classn	Classification Description	Employees Eligible for Airfares
AO2	ADMIN OFF 2	2
AO3	ADMIN OFF 3	1
AO4	ADMIN OFF 4	5
AO5	ADMIN OFF 5	5
AO6	ADMIN OFF 6	6
AO7	ADMIN OFF 7	4
EO2	EXEC OFF 2	1
SAO1	SNR ADMIN OFF 1	12
SAO2	SNR ADMIN OFF 2	4
T5	TECH 5	1
TOTAL		41

Note: Eligible employees are determined by employee commencement date plus subsequent changes to conditions of service. The report includes employees whose airfares are deferred for reasons of leave-without-pay or workers compensation.

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

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.

Refer question 37.

37. Please provide a breakdown per business unit.

Relocation (recruitment) expenditure for commencement of employment in 2010-11 to 31 March 2011:

OUTPUT GROUP/ OUTPUT		RECRUITMENT RELOCATION EXPENSE
1	Territory Housing Services	\$31 335
1.1	Urban Public Housing	-
1.2	Remote Indigenous Housing	\$31 335
1.3	Government Employee Housing	-
1.4	Indigenous Essential Services	-
2	Local Government, Regional and Community Services	-
2.1	Local Government	-
2.2	Regional Development	-
2.3	Interpreter and Translator Services	-
2.4	Water Safety and Animal Welfare	-
3	Indigenous Policy and Service Delivery Coordination	-
3.1	Indigenous Policy and Service Delivery Coordination	-
4	Across Agency - Executive and Corporate Services	\$1 730
DHLGRS TOTAL		\$33 065
NT Home Ownership		-

Relocation expenditure for completion/termination of employment in 2010-11 to 31 March 2011:

OUTPUT GROUP/ OUTPUT		RELOCATION EXPENSE
1	Territory Housing Services	\$4 580
1.1	Urban Public Housing	-
1.2	Remote Indigenous Housing	\$4 580
1.3	Government Employee Housing	-
1.4	Indigenous Essential Services	-
2	Local Government, Regional and Community Services	\$1 226
2.1	Local Government	-
2.2	Regional Development	\$1 226
2.3	Interpreter and Translator Services	-
2.4	Water Safety and Animal Welfare	-
3	Indigenous Policy and Service Delivery Coordination	
3.1	Indigenous Policy and Service Delivery Coordination	-
4	Across Agency - Executive and Corporate Services	\$21 495
DHLGRS TOTAL		\$27 301
NT Home Ownership		-

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

Refer question 37.

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?

Travel expenditure for the Department in 2010-11 to 31 March 2011:

Description	Expenditure \$
Intrastate fares	934 944
Interstate fares	162 442
International fares	-
Accommodation	669 606
Other	1 003 020
TOTAL	2 770 012

Travel expenditure for NT Home Ownership in 2010-11 to 31 March 2011:

Description	Expenditure \$
Intrastate fares	2 726
Interstate fares	606
International fares	-
Accommodation	916
Other	4 343
TOTAL	8 591

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

In 2010-11 to 31 March 2011, \$2 377 808 was spent on vehicles.

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

As at 31 March 2011, the Department had responsibility for 170 vehicles.

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

In 2010-11 to 31 March 2011, there was a reduction of six vehicles in the Department's fleet.

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

52 per cent of the Department's 170 vehicles meet the emission standard of 5.5 out of 10 or greater under the Commonwealth Government's Green Vehicle Guide.

44. How many vehicles are home garaged?

As at 31 March 2011, nine vehicles were home garaged by non-executive contract officers.

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

There are no non-executive contract positions with a vehicle attached.

In 2010-11, the Department reviewed home garaging arrangements and is in the process of further reducing the number of approved long-term arrangements. Ad hoc approvals for short-term home garaging (1 – 14 nights) are managed on a case by case basis.

As at 31 March 2011, staff at the AO6 through to SAO2 levels home garaged vehicles.

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

As at 31 March 2011, 24 credit cards were issued to departmental staff.

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

In 2010-11 to 31 March 2011, there were no transactions for personal items and services.

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

3

49. How many reports resulted in formal disciplinary action?

1

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

The number of essential staff vary from region to region and depend on the type of emergency. All senior executives are considered essential for emergency purposes and decision making including identifying essential operational staff according to the location and circumstances of the emergency, i.e. flooding in Central Australia, Tennant Creek, Big Rivers Region, or cyclones in Darwin and Nhulunbuy. Each region has disaster preparedness plans in place, identifying essential staff in each case.

Representatives attending Counter Disaster meetings assess the need for essential staff in response to the circumstances presented. In the regional areas our Regional Executive Directors act as Regional Coordinators on behalf of the Department of the Chief Minister and provide a leadership role in response to events.

Some operational services can be backed up by other regional centres, such as overflow Territory Housing Call Centre services being provided by Alice Springs as well as Darwin if the Darwin operation becomes overloaded. The call centre is also essential during an event.

Marketing:

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

Refer question 52.

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

Advertising and marketing programs expenditure for 2010-11 to 31 March 2011:

OUTPUT GROUP / OUTPUT	Advertising	Publications	Marketing and Public Relations	TOTAL
Territory Housing Services	\$114 275	\$16 707	\$112 224	\$243 206
Urban Housing	\$2 613	\$3 614	\$61 110	\$67 337
Remote Housing	\$111 662	\$11 565	\$51 114	\$174 341
Government Employee Housing		\$1 528		\$1 528
Local Government, Regional and Community Services	\$42 360	\$12 322	\$41 573	\$96 255
Regional Development	\$1 545		\$10 709	\$12 254
Local Government	\$12 604	\$1 122	\$13 752	\$27 478
Aboriginal Interpreter Service	\$394	\$110	\$3 665	\$4 169
Interpreter and Translating Services NT	\$3 138		\$740	\$3 878
Water Safety	\$19 515	\$10 745	\$11 677	\$41 937
Animal Welfare	\$5 164	\$345	\$1 030	\$6 539
Indigenous Policy and Service Delivery Coordination	\$25 862	\$59 800	\$64 444	\$150 106
Across Agency - Executive and Corporate Services	\$8 157	\$3 885	\$135 228	\$147 270
TOTAL DHLGRS	\$190 654	\$92 714	\$353 469	\$636 837
NT Home Ownership	\$111 751	\$294	\$13 884	\$125 929

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?

In 2010-11 to 31 March 2011, \$55 500 was spent on public liability insurance.

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 department is covered by the Northern Territory Government's self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.
- The department however, holds a public liability insurance policy with Anon Risk Services Australia which is reviewed prior to renewal in July each year. The policy covers public housing and is limited to occupiers and property owners' liability only.
- The insurance provision threshold is \$1000 (policy excess), which is met by the department.
- 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.

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

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.

Climate Change:

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

Building emissions:

In 2009-10, the Department's building energy usage was 4066 gigajoules which corresponds to 852 tonnes of greenhouse gas emissions.

Vehicle emissions:

The Department is currently in the second year of the five year Territory Government 20 per cent vehicle emission reduction strategy. A target of seven per cent under the strategy was set for 2010-11 and at this stage the department has achieved a 13 per cent reduction.

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

The Department has initiated and continued a number of strategies to reduce its carbon emissions during 2010-11 including:

- Office amalgamations to achieve higher occupancy ratios in agency office accommodation and more efficient use of lighting and air-conditioning;
- Implementing the Territory Government's Green Fleet policy and meeting an annual vehicle emission reduction target of seven per cent;
- Working with the lessors of office accommodation to provide environment friendly accommodation, such as upgrading air conditioning, re-tinting windows and improving after hours lighting systems to reduce power consumption;
- Introducing double-sided printing as a default across the majority of printers and photocopiers to reduce paper consumption; and
- Recycling printer cartridges, waste paper and mobile phones.

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

No.

(a) If yes, what % reduction is that from 2010; and

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

The Department continues to build on the reduction of emissions achieved in the past with the programs and strategies set out in question 57.

Utilities:

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

The cost of power for office accommodation to 31 March 2011 was \$433 000. There is no water cost for office accommodation.

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

The projected 2011-12 power cost for office accommodation is \$587 000. This projection incorporates the price increase of 2.8% for electricity charges by PowerWater.

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?

Public events, conferences and forums sponsored in 2010-11 to 31 March 2011:

SPECIFIC EVENT / ITEM	Event / Sponsorship	Amount \$	Anticipated 2011-12 Sponsorship
Territory Housing Services		63 993	
Urban Housing	Christmas Cakes and Cards for Seniors	35 706	√
	Public Housing Garden Competition	17 160	√
	Engineers Australia Awards sponsorship	141	
	2nd National Affordable Exchange Conference sponsorship	5 000	
Remote Housing	Christmas Cakes and Cards for Seniors	5 986	√
Local Government, Regional and Community Services		42 210	
Regional Development	Indigenous Economic Development Forum	1 975	√
	Ngukurr Futures Forum	10 117	
Water Safety	Water Safety Week	24 652	√
Animal Welfare	Animal Awareness Week	5 103	√
	Darwin Pet Expo	363	√
Office of Indigenous Policy and Service Delivery Coordination		1 740	
	World Indigenous Women's Wellness Conference	1 740	
Across Agency - Executive and Corporate Services		74 399	
	NT Show Circuit	60 961	√
	Naidoc Week	343	√
	Master Builders Awards sponsorship	1 136	√
	Engineers Australia Awards sponsorship	5 000	√
	Housing Industry Association sponsorship	6 959	√
TOTAL DHLGRS		182 342	

SPECIFIC EVENT / ITEM	Event / Sponsorship	Amount \$	Anticipated 2011-12 Sponsorship
NT Home Ownership			
	HOMESTART NT Seminars	44 387	√
	Bellamack and Johnston Seminars	12 740	
	Bellamack Homefirst	52 846	
TOTAL NT Home Ownership		109 973	

In 2011-12, sponsorship will continue for the items marked with a tick (√) in the tables above, along with the Territory 2030 Balanced Housing Market conference, and Territory 2030 Working Future Forums in Territory Growth Towns.

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

Refer question 61.

Advertising:

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

Refer question 64.

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

Advertising expenditure for the Department in 2010-11 to 31 March 2011:

Description	Expenditure \$
Print	33 477
Television	58 921
Radio	87 614
Other	10 643
Total	190 655

Advertising expenditure for NT Home Ownership in 2010-11 to 31 March 2011:

Description	Expenditure \$
Print	29 613
Television	41 739
Radio	29 876
Other	10 523
Total	111 751

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

In 2010-11 to 31 March 2011, the following advertising campaigns were undertaken by the Department:

- Remote Housing Good Tenancy
- Remote Housing Rent
- Don't Play in Pipes and Drains
- Water Safety Week
- Animal Awareness Week
- Working Future Local Implementation Plans

In 2010-11 to 31 March 2011, the following advertising campaigns were undertaken by NT Home Ownership:

- Housing the Territory
- Johnston and Bellamack Ballots
- HOMESTART NT

From 31 March 2011 to 30 June 2011, the following advertising campaigns will be undertaken:

- Housing the Territory
- HOMESTART NT
- Ridges Estate Ballots
- Johnston Ballots (following stage)
- Animal Awareness Week
- Water Safety Week
- Don't Play in Pipes and Drains

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?

As at 31 March 2011, the Department let 51 communications-related consultancies at a cost of \$208 961. All consultancies were Territory firms.

As at 31 March 2011, NT Home Ownership let seven communications-related consultancies at a cost of \$11 136. All consultancies were Territory firms.