

## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### WRITTEN QUESTION

Mr Mills to Chief Minister, in relation to the portfolio areas within the Office of the Electoral Commission.

#### Office of the Electoral Commission

#### HR Questions:

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

11

2. At Pay day 20, 28 March 2012, what is the current FTE staffing of the department, by level.

Classification	Staffing #
A02	5.87
A03	3.92
A04	1.70
A05	2.07
A06	8.21
A07	2.51
PWSTC	0.14
SA01	5.86
SA02	0.43
EO3C	1.00
TOTAL	31.72

**NOTE:** Pay 20 includes casual/temporary electoral officers

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

No

- If not, please explain

Variation almost entirely attributable to temporary contract positions for the election period associated with the 2012 Local Government Elections. Funding for Local Government Elections is provided by individual councils.

4. At Pay day 20, 28 March 2012, how many funded permanent positions are there in your department.

12

5. At Pay day 20, 28 March 2012, how many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments.

- Please separate by permanent/temporary/acting by level

Classification	Permanent Employees in Nominal Positions	Permanent Employees Acting in Temp Positions	Temp Employment Contracts
A02	0	0	171
A03	0	0	74
A04	0	2	41
A05	0	2	5
A06	2	2	8
A07	0	0	4
SA01	2	2	3
SA02	0	0	1
EO3C	0	0	1
<b>TOTAL</b>	<b>4</b>	<b>8</b>	<b>308</b>

6. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency.

There was no turnover in relation to permanent FTE's.

All other engagements were of short duration for casual/temporary positions over the local government general election period.

7. What is the rate per level.

0% amongst permanent and long term FTE's.

**NOTE:** Figures in chart supplied by DBE. Staff turnover in this agency is heavily influenced by the hiring of casual/temporary staff to met emerging election demands.

Classification	Turnover Rate (%)
A02	702.77
A04	33.56
A06	53.11
SA01	42.55
SA02	109.09
TOTAL	100.84

8. At Pay day 20, 28 March 2012, how many funded positions are vacant in the Agency.

Nil

9. How long, in total days, have funded positions been vacant since 01 July 2011.

Nil

10. At Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract.

**NOTE:** Figures in chart supplied by DBE. Staff turnover in this agency is heavily influenced by the hiring of casual/temporary staff to meet emerging election demands.

Classification	Casual	Temp	All
A02.1	171	0	171
A03	72	2	74
A04	40	1	41
A05	3	2	5
A06	0	8	8
A07	0	4	4
SA01	0	3	3
SA02	0	1	1
EO3C	0	1	1
TOTAL	286	22	308

11. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended.

**NOTE:** Extensions to lower level positions are heavily influenced by the continual emergence and overlap of work associated with by-elections.

Classification	Temporary Contracts Extended	Number of Times Extended
AO2.1	16	13
AO2.2	6	2
AO3.1	1	0
AO6.4	1	1
SA01.1	2	1
TOTAL	26	17

12. In the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”.

All positions are filled from an agency register of past experienced polling officials and others who have responded to regular polling official recruitment campaigns.

13. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:

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

Nil

14. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant.

Nil

15. In the period 01 July 2011 to 31 March 2012, 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.

Nil

16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department. What are the levels of those positions.

Level of Position	Reclassified Positions	New Positions
SA01	0	1
TOTAL	0	1

17. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency. What levels are they.

Level of Position	Permanent Supernumerary Unattached Positions
AO6	1
TOTAL	1

18. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency.

Nil

19. In the period 01 July 2011 to 31 March 2012, how many unattached employees resigned.

Nil

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department. Please break this down by position level.

**NOTE:** Figures in chart supplied by DBE. Staff turnover in this agency is heavily influenced by the hiring of casual/temporary staff to met emerging election demands.

Classification	Number of Staff	Average Length of Service in Years
AO3	2	0.45
AO4	3	2.90
AO5	3	0.68
AO6	12	0.59
AO7	4	0.18
SA01	7	2.64
SA02	1	0.21
EO3C	1	6.96
TOTAL	33	1.36

21. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs.

	Amount
Advertising	\$162.50

22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:

- How many graduates started with the department
- How many have completed the year
- How many how won nominal positions
- How many have left the NTG, and
- What was the length of time each stayed within the NTG before leaving.

Nil

23. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:

- How many employees do you have in your department that recognise themselves as indigenous.
- 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.
- How many were still employed at 31/12/2011.
- How many have left the NTG.

Nil

24. In relation to NTPS staff as at 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave  
Refer to Table A
- What is the financial value of that leave.  
Refer to Table A
- What is the highest individual amount of accrued leave at each position level.  
Refer to Table B
- What is the current total of sick leave entitlement of employees in the department.  
Refer to Table C
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level.  
Refer to Table D

Table A

Class	Accrued Long Service Leave (months)	Accrued Long Service Leave (\$value)	Accrued Recreation Leave (days)	Accrued Recreation Leave (\$value)
AO3	0.25	\$1,022	27.00	\$5,078
AO4	7.19	\$33,926	104.05	\$23,062
AO5	4.40	\$19,695	114.41	\$35,369
AO6	7.33	\$36,264	173.69	\$47,931
AO7	0.14	\$1,153	25.00	\$5,304
SAO1	15.53	\$123,442	250.25	\$90,790
SAO2	0.05	\$485	5.00	\$2,229
<b>TOTAL</b>	<b>34.89</b>	<b>\$215,987</b>	<b>699.40</b>	<b>\$209,763</b>

Table B

Class	Highest Individual Accrued LSL (months)	Highest Individual Accrued LSL (\$value)	Highest Individual Accrued Rec Leave (days)	Highest Individual Accrued Rec Leave (\$value)
AO3	0.15	\$613	15.80	\$2,972
AO4	4.57	\$20,184	51.50	\$10,969
AO5	3.75	\$16,544	58.53	\$14,732
AO6	2.97	\$18,673	48.72	\$15,220
AO7	0.05	\$288	5.00	\$1,324
SAO1	9.21	\$74,163	69.00	\$25,543
SAO2	0.05	\$485	5.00	\$2,229
<b>Highest</b>	<b>9.21</b>	<b>\$74,163</b>	<b>69.00</b>	<b>\$25,543</b>

Table C

Class	Number of Staff	Total Sick Leave Entitlements in Weeks
AO3	2	0.20
AO4	3	34.69
AO5	3	24.11
AO6	12	55.68
AO7	4	1.61
SAO1	7	103.88
SAO2	1	0.40
<b>TOTAL</b>	<b>32</b>	<b>220.57</b>

Table D

Class	Number of Staff	Total Staff Days Sick Leave Taken
A02	1	2.00
A03	2	3.00
A04	1	4.00
A05	2	6.00
A06	2	4.73
A07	1	7.00
SA01	3	3.78
SA02	1	2.00
<b>TOTAL</b>	<b>13</b>	<b>32.51</b>

25. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave. Refer to Table A
- What is the financial value of that leave. Refer to Table A
- What is the highest individual amount of accrued leave at each employee level. Refer to Table B
- What is the current total of sick leave entitlement of employees in the department. Refer to Table C
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level. Refer to Table C

Table A

Class	Accrued Long Service Leave (months)	Accrued Long Service Leave (\$value)	Accrued Recreation Leave (days)	Accrued Recreation Leave (\$value)
EO3C	4.52	\$88,110	53.92	\$48,303

Table B

Class	Highest Individual Accrued LSL (months)	Highest Individual Accrued LSL (\$value)	Highest Individual Accrued Rec Leave (days)	Highest Individual Accrued Rec Leave (\$value)
EO3C	4.52	\$88,110	53.92	\$48,303

Table C

Class	Number of Staff	Total Sick Leave Entitlements in Weeks	Total Staff Days Sick Leave Taken
EO3C	1	23.00	Nil



26. In the period 01 July 2011 to 31 March 2012, 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

Nil

27. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement.

- Break down by level and amount of leave

Nil

28. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave.

- Break down by level and the amount of leave taken

No

29. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave.

- Break down by level and the amount of leave

No

30. At Pay day 20, 28 March 2012, how many workers were on workers compensation. At what level and is there an expected return date.

Nil

31. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person.

Nil

32. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason.

Nil

33. At Pay day 20, 28 March 2012, were there any 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.

Classification	Employees Eligible for Airfares
A04	1
SA01	1
TOTAL	2

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

Nil

**In relation to each output group within the Department**

35. From 01 July 2011 to 31 March 2012, 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.

Reimbursed Airfares	Relocation Allowance
\$6,678.14	\$6,902.00

All election related costs

36. Please provide a breakdown per business unit.

All cost associated with the Election Unit.

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12.

Nil

38. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses.

	Intra Territory Airfares	Interstate Airfares	Intra Territory Accom	Interstate Accom	Intra Territory Travel Allowance	Interstate Travel Allowance
Elections	Nil	\$5,788	\$36,922	Nil	\$27,096	Nil
Office	\$6,110	\$6,016	\$15,054	\$1,991	\$3,993	\$2,703
<b>Total</b>	<b>\$6,110</b>	<b>\$11,804</b>	<b>\$51,976</b>	<b>\$1,991</b>	<b>\$31,089</b>	<b>\$2,703</b>

39. How much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012.

	Office	Elections	Total
Office Vehicle Operating Lease Expenses	\$32,890	Nil	\$32,890
Rental Vehicle and Cabcharge	\$12,060	\$269	\$12,329
Fuel	\$4,322	\$330	\$4,652
Vehicle Expenses - Other	\$5,847	Nil	\$5,847

**NOTE:** Election vehicle costs for Local Government General Election were processed after 31 March 2012.

40. How many vehicles does the Department have responsibility for.

3

41. What is the change, if any, in these vehicle numbers from the previous year.

Nil

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

100%

43. How many vehicles are home garaged.

1

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

ECO3

45. How many credit cards have been issued to department staff.

3

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

Nil

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

Nil

48. How many reports resulted in formal disciplinary action.

Nil

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

- Break down by level

EO3C	1
SAO1	4

4 x SAO1's known in cyclone plan as Key Government Employees

**Marketing:**

50. From 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs.

	Office	Elections	Total
TV	\$10,987	Nil	\$10,987
Radio	\$11,613	Nil	\$11,613
Press	\$10,668	\$3,490	\$14,158
Displays	\$32,166	\$22,838	\$55,004
Exhibitions	\$214	Nil	\$214
Marketing and Promotion	\$6,284	\$6,825	\$13,109
Total	\$71,932	\$33,153	\$105,085

**NOTE:** The vast majority of advertising costs related to statutory responsibilities in the conduct of an election.

51. What was each of those programs and what was the cost of each of those programs.

Program	Total
Quality Rolls 2012	\$44,242
Corporate Expenses	\$25,414
Election Expenses	\$17,238
Show Circuit	\$10,236
Redistribution	\$1,425
<b>Total</b>	<b>\$98,555</b>

**NOTE:** The vast majority of advertising costs related to statutory responsibilities in the conduct of an election.

**Insurance:**

52. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances.

Nil

53. 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.

NTEC complies with the NTG self insurance arrangements.

- The Northern Territory Government applies a 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.
- With the Treasurer's approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated.
- With the exception of workers compensation cover, government businesses and corporations, such as the Power and Water Corporation, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.

- 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.
- Any whole of government insurance policy related questions should be referred to the Treasurer.

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

Nil

- Treasurer's Advance is available to agencies in the event disaster costs exceed budget during the year.
- 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.
- Any whole of government insurance policy related questions should be referred to the Treasurer.

**Climate Change:**

55. From 01 July 2011 to 31 March 2012, how many tonnes of CO2 did the department emit.

10.00

56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO2 emissions across the department.

Implementation of a new strategy to reduce landfill by auditing existing stock of cardboard equipment and future proofing new acquisitions by extending the usable life of the equipment to incorporate more electoral events.

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

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

2%

**Utilities:**

58. From 01 July 2011 to 31 March 2012, what was the cost of power and water to the department.

\$19,532.66

59. What is the projected cost for power and water to the department for the 2012-2013 financial year.

\$36,000.00

**Public Events:**

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year.

Nil

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

No sponsorship has been provided by the NTEC.

NOTE: NTEC only charges councils its marginal costs for conducting local government elections.

**Advertising:**

62. What is the department's budget for advertising for the 2011-2012 financial year.

\$20,000.00 for its own program. Further funds are provided by clients (e.g. councils) and spent by the NTEC in connection with emerging election public awareness campaigns.

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

	Office	Elections	Total
TV	\$10,986	Nil	\$10,986
Radio	\$11,613	Nil	\$11,613
Press	\$10,667	\$3,490	\$14,157
<b>Total</b>	<b>\$33,266</b>	<b>\$3,490</b>	<b>\$36,756</b>

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year.

Ongoing awareness activities undertaken in support of elections and enrolment include:

- Attending all regional Territory shows
- Staging enrolment stalls at major shopping centres.
- Enrolment stimulation and election service programs utilising newspapers, posters, targeted mail campaigns as well as concurrent radio and TV advertising campaign.

65. From 01 July 2011 to 31 March 2012, 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.

1 x NT Firm (Nicole Wheeler Interior Design) - \$1,950.00

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