

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Elferink to Chief Minister, in relation to the portfolio areas within the Northern Territory Electoral Commission.

Questions are asked of each Minister of their Agency's and are asked to be responded to by output group within each Agency.

Chief Minister, in relation to the portfolio areas within the Northern Territory Electoral Commission – Generic Estimates Questions

#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011

HR Questions:

1. What is the NTG FTE Cap for your Agency? **11 (Budget Papers).**
2. As of 30 March 2011, what is the current FTE staffing of the Agency, by level?

AO2	0.00
AO3	1.00
AO5	1.00
AO6	6.00
EO3C	1.00
SAO1	3.0
SAO2	1.00
Total	13.00

3. Is this figure in line with the NTG FTE Cap? **No.**
 - If not, please explain **Current on-going workload from by-elections, Power & Water EBA ballot, preparations for the Darwin office relocation and the NT redistribution required extra staff resources.**
4. How many permanent positions are there in your Agency? **12.**
5. How many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments? **All were nominally filled and none by persons acting or temporary.**
 - Please separate by permanent/temporary/acting by level

Classification	Permanent Employees in Nominal Positions	Permanent Employees Acting in Temp Positions	Temp Employment Contracts
AO2	0	0	15*
AO3	1	0	0
AO5	0	1	0
AO6	5	0	0
EO3C	0	0	1
SAO1	2	0	1
SAO2	1	0	0
Total	9	1	17

*Pool of AO2 temps on long term contracts in case of an electoral event.

6. What was the turnover rate of staff in the Agency in 2010? **0% amongst permanent FTE's.**
7. What is the rate per level? **0% amongst permanent and long term FTE's. Contract staff used for election purposes.**
8. How many vacant positions are there in the Agency as a whole?
1.
9. How long, in total days, have nominal positions been vacant in the Agency? **60 days (newly established position).**
10. How many staff are currently employed on a temporary contract?

Class	Casual	Temp	All
AO2	15	0	15
EO3C	0	1	1
SAO1	0	1	1
Total	15	2	17

NB. AO2 positions are 12 month contracts of a casual nature and only activated during electoral events.

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? **2 AO6 contracts, twice each, and 1 AO8 contract.**
12. In the period 30 March 2010 to 30 March 2011, how many positions have been advertised by "expression of interest"? **A general notice for casual election staff was released in June 2010.**
13. In relation to all vacant positions, what is the breakdown of recruitment actions by:
 - Selection process commenced and, **5 commenced.**
 - Selection process (including position advertising) not commenced **Nil.**

Classification	Recruitment Completed before 31 st March
AO6	4
AO8	1
Total	5

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

Classification	Average Days to Fill
AO6	71.00
AO8	56.00
Total	63.50

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? **Public: 3 and Existing: 2**

Classification	Existing	Public
AO6	1	3
AO8	1	0

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

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

18. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2010. **1.**

19. How many have resigned? **Nil.**

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

Classification	Average Length of Service in Years
AO3	6.87
AO5	1.42
AO6	0.17
EO3C	5.95
SAO1	4.51
SAO1	3.96

NB. AO5 and AO6 positions have been newly created.

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

Press Advertising	\$255.00
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22. In relation to Apprentices and Graduates, in 2010:

- How many graduates started with the Agency
- 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. In relation to Indigenous Employees, in 2010:

- How many employees do you have in your Agency that recognise themselves as indigenous? **1.**
- What are the levels of their positions held? **AO6.**
- How many at each level? **1.**
- How many are tenured and at what level? **1 x AO6.**
- How many are temporary and at what levels? **Nil.**
- How many are acting up in positions and at what level? **Nil.**
- How many have completed the year? **Nil.**
- How many have left the NTG? **Nil.**

24. In relation to NTPS staff as of 30 March 2011:

- What is the total amount of accrued leave in the Agency, broken down by level, long service leave and recreation leave **refer table a.**
- What is the financial value of that leave? **refer table a.**
- What is the highest individual amount of accrued leave at each position level? **refer table b.**
- What is the current total of sick leave entitlement of employees in the Agency? **refer table c.**
- How many days sick leave were taken in 2010? **refer table d.**

a)

Class	Accrued Long Service Leave (months)	Accrued Long Service Leave (\$value)	Accrued Recreation Leave (days)	Accrued Recreation Leave (\$value)
AO3	4.27	\$18,311.25	43.50	\$8,572.15
AO5	0.45	\$1,927.50	44.53	\$10,918.48
AO6	3.22	\$20,908.65	89.22	\$26,091.96
EO3C	4.22	\$79,872.21	40.92	\$35,589.58
SAO1	11.08	\$86,651.27	146.00	\$52,474.49
SAO2	1.17	\$10,589.68	43.50	\$18,036.51
Total	24.41	\$218,260.56	407.67	\$151,683.17

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	4.27	\$18,311.25	43.50	\$8,572.15
AO5	0.45	\$1,927.50	44.53	\$10,918.48
AO6	2.45	\$16,151.61	39.72	\$12,046.92
EO3C	4.22	\$79,872.21	40.92	\$35,589.58
SAO1	8.91	\$69,659.45	71.00	\$25,518.19
SAO2	1.17	\$10,589.68	43.50	\$18,036.51
Total	24.41	\$218,260.56	407.67	\$151,683.17

c)

Class	Number of Staff	Total Sick Leave Entitlements in Weeks
AO3	1	25.27
AO5	1	18.52
AO6	5	48.40
EO3C	1	20.00
SAO1	3	83.15
SAO2	1	10.14
Total	12	205.48

d)

Class	Number of Staff	Total Staff Days Sick Leave Taken
AO5	1	7.60
AO6	4	15.60
AO8	2	15.00
EO1	1	1.00
Total	8	39.20

25. In relation to Contract (EO1 and above) staff as of 30 March 2011:

- What is the total amount of accrued leave in the Agency, broken down by level, long service leave and recreation leave? **refer table a.**
- What is the financial value of that leave? **refer table a.**
- What is the highest individual amount of accrued leave at each employee level? **refer table b.**
- What is the current total of sick leave entitlement of employees in the Agency? **refer table c.**
- How many days sick leave were taken in 2010, at each employee level? **refer table d.**

a)

Class	Accrued Long Service Leave (months)	Accrued Long Service Leave (\$value)	Accrued Recreation Leave (days)	Accrued Recreation Leave (\$value)
EO3C	4.22	\$79,872.21	40.92	\$35,589.58

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	4.22	\$79,872.21	40.92	\$35,589.58

c)

Class	Number of Staff	Total Sick Leave Entitlements in Weeks
EO3C	1	20.00

d)

Class	Number of Staff	Total Staff Days Sick Leave Taken
EO1	1	1.00

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

AO8	1	10 days
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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 **Nil.**

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?

- Break down by level and the amount of leave taken

AO8	1	10 days
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29. As at 30 March 2011 has the CEO directed any employee under section 55.3 (a) Long Service Leave to take leave?

- Break down by level and the amount of leave **No.**

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

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? **Nil.**

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? **Nil.**

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?

Classification	Staff Age	Staff Numbers
SAO1	57	1

Liability amount not provided.

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?

Classification	Employees Eligible for Airfares
SAO1	1

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

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 Agency. **Nil.**

37. Please provide a breakdown per business unit. **N/A.**

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

39. How much was spent on travel from 01 July 2010 to 31 March 2011, broken down by intrastate, interstate and international fares, accommodation and other expenses?

	Intra Territory Fares	Interstate Fares	Intra Territory Accom	Interstate Accom
Elections	\$1,566.12	\$140.00	\$3,166.59	\$0.00
Office	\$7,290.13	\$9,651.00	\$4,451.63	\$3,949.82
Total	\$8,856.25	\$9,791.00	\$7,618.22	\$3,949.82

	Intra Territory TA	Interstate TA
Elections	\$9,881.24	\$0.00
Office	\$2,025.30	\$3,061.58
Total	\$11,906.54	\$3,061.58

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

	Elections	Office	Total
Office Vehicle Operating Lease Expenses	\$0.00	\$28,808.80	\$28,808.80
Rental Vehicle & Cabcharge	\$2,173.93	\$2,088.09	\$4,262.02
Fuel	\$848.67	\$3,603.70	\$4,452.37
Vehicle Expenses - Other	\$0.00	\$4,435.92	\$4,435.92

41. How many vehicles does the Agency have responsibility for? **3.**

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

43. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide? **100%.**

44. How many vehicles are home garaged? **1.**

45. What position levels have vehicles attached or are allowed to home garage? **EO3C.**

46. How many credit cards have been issued to Agency staff? **3**

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

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

49. How many reports resulted in formal disciplinary action? **Nil.**

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

- Break down by level

EO3C	1
SAO2	1

Marketing:

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

	Election	Redist	Office
Print	\$27,897.49	\$3,552.32	\$1,938.31
Radio	\$6,752.85	\$0.00	\$0.00
TV	\$5,041.00	\$0.00	\$6,527.00
Total	\$39,691.34	\$3,552.32	\$8,465.31

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

Election	\$43,243.66	Election based notifications, awareness and promotion
Redistribution	\$3,552.32	NT redistribution of electoral boundaries
Office	\$8,465.31	Enrolment drives and awareness

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? **Nil.**

54. What areas of the Agency 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 Northern Territory Government applies 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.**

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

Climate Change:

56. How many tonnes of CO2 did the Agency emit in 2010? **7.60.**

57. What programs and strategies were introduced to reduce CO2 emissions across the Agency in 2010? **Participated in Earth Hour. Consideration also given to strategies associated with the establishment of the new office premises.**

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

- If yes, what % reduction is that from 2010. **2%.**
- If no, why has a target not been set.

Utilities:

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

NTEC	\$10,428.87
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60. What is the projected cost for power and water to the Agency in 2011-12?

NTEC	\$16,000.00
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Public Events:

61. List the public events/conferences/forums that were sponsored by the Agency from 1 January 2010 to 1 April 2011 and what are projected for 2011/12? **Nil.**

62. What is the level of sponsorship provided in terms of financial support or in kind support? **Councils are charged only NTEC marginal costs for their elections.**

Advertising:

63. What is the Agency's budget for advertising for the 10/11 reporting year? **\$10,000.**

64. How much is year to date expenditure? Please breakdown into newspaper, radio and TV? **Nil, please refer to questions 51 and 52 for electoral advertising.**

65. What advertising campaigns have been undertaken or will be undertaken by the Agency in 2010/11? **Enrolment and election advertising.**

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?

Intra-Territory	0	\$0.00
Interstate	1	\$3,450.00