

**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY****WRITTEN QUESTION 153**

Mr Elferink

to

Minister for Public Employment

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In relation to the portfolio areas within the Office of the Commissioner of Public Employment would you kindly respond to the following questions by output group within each Department:

**HR Unit Questions:**

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

The Human resource function for this Department is performed by staff at the Department of the Chief Minister.

There are 6 human resources staff employed at the following levels:

ECO1 x1  
AO7 x1  
AO6 x1  
AO5 x1  
AO4 x1  
AO3 x1

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

0.4 x AO5 and 0.1 x AO4

- 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?**

No overpayments were recorded for this Agency

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

None. Charges for managing the payroll are notional.

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

Costs are agreed between agency managers on a case by case basis. Generally, the recruiting agency covers relocation costs. Transfer dates are agreed between the agencies and DBE payroll is notified of date of action.

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

Corporate services functions such as Human Resources, Office Services and Finance are performed by the Department of the Chief Minister on behalf of The Office of the Commissioner for Public Employment. The Office is invoiced a fixed amount of \$420,000 for these services.

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

Please refer to previous answer.

**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?**

DBE's Whole of Government Payroll Services manages non executive, and contract executive. DCM Human Resources manage Executive contract staff 0.4 x AO5

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

As at 30 April 2010, there have been no complaints in relation to workplace bullying and harassment.

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

As at 30 April 2010 \$12,760 has been spent on recruitment advertising.

Local	\$2006
Interstate	10390
Production	364
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Total	\$12760

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

Please refer to response in question 6

**12. What is the current state of employment in the Human resources department, that is, are all position 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?**

Please refer to response in question 6

**Relocation Costs:**

**13. In 2009, how much has been spent on relocation costs for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.**

As at 30<sup>th</sup> April 2010, there was \$3401 of expenditure for relocation costs for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances).

**14. Please provide a breakdown per business unit.**

Employee Relations removal and storage fees = \$3401

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

There isn't a specific budget for relocation costs as these are difficult to predict, however, these costs are captured as part of a broader budget for general administrative expenses

**Marketing:**

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

As at 30 April 2010, the Department spent \$41,570 on advertising and marketing

Advertising *	\$9,097
Marketing	\$32,473
Total	\$41,570

\*Advertising does not include tender and recruitment

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

2008/2009 OCEP Annual Report and 2008/2009 State of the Service Report	\$1,400
2009 NTPS Survey	1,455
Borrooloola Show Day	815
NT Public Sector Recognition Awards and Medals Programs	18,408
NTPS Indigenous Employment and Career Development Strategy 2009 - 2012	305
Office of the Commissioner for Public Employment Advertising 09/10	755
Past Commissioners Photos	1,761
PSMP 2010 Alice Springs Yearbook photos	409
PSMP 2010 Darwin Yearbook photos	1,109
Public Sector Management Program (PSMP) 2009/10	5,386
Review of the Public Sector Employment and Management Act	900
Unions NT 2010 Directory	5,510
Willing and Able Strategy	<u>3,357</u>
Total	<u>\$41,570</u>

**Worker Turnover:**

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

<b>Classification</b>	<b>Total FTE</b>
ADMINISTRATIVE OFFICERS AO1 – AO8	23.2
EXECUTIVE OFFICERS - EXECUTIVE CONTRACT OFFICERS	6
GRADUATE TRAINEES	1
SENIOR PRISON OFFICER	1
<b>TOTAL</b>	<b>31.2</b>

The column titled 'Total FTE' represents 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. Data is at Payday 20, 31 March, 2010. Regular FTE reporting to government is FTE based on a monthly average

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

As at Pay 20

Perm Staff Held in Nominal Posn	Perm Staff Not in Nominal Posn	(*)Temporary staff
17	9	16

The numbers represent 'Head Count' for both operative and in-operative staff and include Casuals, Board Members, Executive Contractors, Apprentices and Graduates but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

**Footnote:**

Perm Staff Held in Nominal Posn

Permanent staff working in their nominal position.

Perm Staff Not in Nominal Posn

Permanent staff working temporary transfers or that are not held against a nominal position.

(\*)Temporary Staff

Temporary staff include staff on temporary employment contracts, casuals, board members, executive contractors, apprentices and graduates.

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

Staff Turnover %
25.55

**21. What is the rate per level?**

Classn	Turnover %
AO1 - AO8	21.17
EO1 - EO5C	32.00
AQ3SA	0.00
GRADT	0.00
SPOR	0.00

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

As at the 31<sup>st</sup> May 2010 there were 4 vacant positions

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

From the 1 July 2009 to 30 April 2010, a variety of permanent positions in the Department have been vacant for a total of 735 days.

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

**(a) selection process commenced; and**

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

As at 31<sup>st</sup> May 2010

(a) 3 positions have had recruitment action commenced.

(b) recruitment process is yet to commence with 1 position

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

As at 31 May 2010, 9 staff were employed on a temporary contract (including executive contract officers).

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

11 positions have been advertised by “expression of interest”

**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?**

Extended Once	No. of Contracts affected	Total No. of Contract extension processed
3	3	3

**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 response to previous question

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

Time is based on number of working days between the advertising of a position, and the gazetting of the successful applicant on the NT Employment Opportunities website.

Designation	Average Days
AO6	76.00
AO7	31.00
ECO1,EO1	61.00

**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?**

External Recruit	NTG Employee	Not Declared	Total
1	3		4

Note: The reporting source is based on a voluntary declaration by the applicant when applying for a job. Information is collected in advertised recruitment actions for permanent and temporary staff, not including Expression of Interest recruitment.  
This report represents recruitment actioned during period of 01/07/2009 to 31/03/2010.

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

One A06 and one A05 position were reclassified.

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

As at 31 May there are 2 unattached employees. Levels are AO1 x 1, AO6 x 1

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

There are no costs for training and skilling unattached employees as both are on 6 years maternity leave

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

No unattached employees have successfully gained nominal positions within the agency or gained employment in another agency as at 30 April 2010.

**36. How many have resigned?**

As at 30 April 2010, no unattached employees have resigned.

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

As at 30 April 2010, 4 people have been recruited at an average cost of \$4,073

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

On average \$421 has been allocated to each staff member for training and improvement.

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

<b>Classn</b>	<b>Classification</b>	<b>Average Length Of Service in Years</b>
AO1	ADMIN OFFICER 1	1.00
AO2	ADMIN OFF 2	0.00
AO3	ADMIN OFF 3	1.75
AO4	ADMIN OFF 4	4.00
AO5	ADMIN OFF 5	0.00
AO6	ADMIN OFF 6	4.60
AO7	ADMIN OFF 7	3.00
AO8	ADMIN OFF 8	7.20
EO1C	EXEC OFF 1 CNTR	3.67
EO2C	EXEC OFF 2 CNTR	7.50
EO5C	EXEC OFF 5 CNTR	3.00
ICS	ICS	3.00
SPOR	SEN PRISON OFF	1.00
	<b>TOTAL AVERAGE</b>	<b>3.06</b>

**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?**

As of 1 April 2010, there were 5 employees with leave totalling \$103,236.53.



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;
- (b) what is the highest individual amount of accrued leave at each position level;
- (c) what is the current total of sick leave entitlement of employees in the department; and
- (d) how many days sick leave were taken in 2009?

(a)

LSL Leave Accrued Months	LSL Leave Accrued Entitlement
84.4	\$763,818.41

Rec Leave Accrued Decimal Days	Rec Leave Accrued Entitlement
1277.6	\$489,340.46

(b)

Classification Description	LSL Accrued in Months
AO1 – AO8	23.94
EO1	3.7
ECO1 – ECO6	16.56
GRADU TRAINEES	0.45
ICS	0.67
SEN PRISON OFF	1.03

Classification Description	Rec Accrued in Days
AO1 – AO8	281.4
EO1	47.5
ECO1 – ECO6	184.5
GRADU TRAINEES	30.0
ICS	10.0
SEN PRISON OFF	27.1

(c)

<b>Sick Leave Balance in Weeks</b>
622.75

(d)

<b>Total Sick Leave Days Taken</b>
138.93

**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;
- (b) what is the highest individual amount of accrued leave at each employee level;
- (c) what is the current total of sick leave entitlement of employees in the department; and
- (d) how many days sick leave were taken in 2009, at each employee level?

(a)

<b>LSL Leave Accrued Months</b>	<b>LSL Leave Accrued Entitlement</b>
17.86	\$350,176.56

<b>Rec Leave Accrued Decimal Days</b>	<b>Rec Leave Accrued Entitlement</b>
204.7	\$174,540.87

(b) Long Service Leave

<b>Classn</b>	<b>LSL Accrued in Months</b>
ECO1 – ECO6	16.56

Recreation Leave

Classn	Rec Accrued in Days
ECO1 – ECO6	184.5

(c)

Sick Leave Balance in Weeks
211.91

(d)

Classification Description	Sick Leave Days Taken
EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	4.00

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

As at 30 April 2010, one AO7 in Darwin has put in a workers' compensation claim. The case is under consideration. The employee is currently working.

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

See previous answer.

**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?**

As at 31 March the following staff were on continuous periods of leave > 3 weeks

Classn	Sick	Compo	LSL	Miscellaneous Paid	Unpaid	Total Staff
AO1 – AO8	0	0	2	1	2	5

Leave awaiting approval or awaiting processing are not included in this report  
 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?**

The Office of the Commissioner for Public Employment has 2 personnel under the old Commonwealth scheme.

Northern Territory Treasury will be providing an answer to the liability related to the Commonwealth superannuation scheme.

The question of optimal retirement ages for individual staff is a matter for each member having regard to their particular financial and personal circumstances

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

Classn	Total
AO6	1
AO7	3
AO8	2
	6

**Entry Level Recruitment:**

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

- (a) how many graduates started with the department;**
- (b) how many have completed the year;**
- (c) how many how won nominal positions;**
- (d) how many have left the NTG, and what was the time each stayed within the NTG before leaving; and**
- (e) how much sick leave has been taken on average by graduates and apprentices?**

- (a) One graduate transferred from DBE for a 6 month placement.
- (b) N/A
- (c) N/A
- (d) N/A

(e)

	<b>Number of Staff</b>	<b>Total Sick Leave Days</b>	<b>Average Sick Days Per Person</b>
Graduates	1	2.46	2.46

**50. In relation to Indigenous Employees, in 2009:**

- (a) how many employees do you have in your department that recognise themselves as Indigenous;**
- (b) what are the levels of their positions held;**
- (c) how many at each level;**
- (d) how many are tenured and at what level;**
- (e) how many are temporary and at what levels;**
- (f) how many are acting up in positions and at what level;**
- (g) how many have completed the year;**
- (h) how many have left the NTG; and**
- (i) how much sick leave was taken, on average?**

- (a) 2
- (b) AO2 and AO6
- (c) 1x AO2, 1 x AO6
- (d) 1 x Indigenous Cadet program, AO6 is a permanent officer
- (e) N/A
- (f) N/A
- (g) 2
- (h) 1
- (i) 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;**
- (b) what are these allowances, to what level do they apply and what is the annual estimated cost; and**

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

(a)

<b>Total Allowances including Salary</b>
\$78,733.72

Footnote: Excludes Salary, Rec and LSL leave

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

(c) NT Allowance, First Aid Allowance and Sitting Fee with SG,

#### **NTPS Code of Conduct:**

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

As at 30<sup>th</sup> April 2010, OCPE has 12 credit cards, 6 of these cards are held with Corporate Services in the Department of the Chief Minister.

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

As at 30<sup>th</sup> April 2010, there were no transactions

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

As at 30<sup>th</sup> April 2010, there were no reports of improper use of information technology.

**55. How many reports resulted in formal disciplinary action?**

As at the 30<sup>th</sup> April 2010, there were no reports resulting 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?**

No insurance expenses in 2009.

**57. What areas of the department are self-insured? What areas are commercially insured? If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any thresholds under which insurance is not provided or any payments on item replacement?**

The Department is self insured

**Climate Change:**

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

The Office of the Commissioner for Public Employment emitted 201 tonnes related to building energy use and 16.9 tonnes for the fleet vehicle component.

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

The Office of the Commissioner for Public Employment emitted 222 tonnes related to building energy use and 16.8 tonnes for the fleet vehicle component.

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

The Office of the Commissioner for Public Employment has initiated a number of strategies to reduce carbon emissions during 2008-09 including:

Continued rationalisation of standalone printers, faxes and photocopiers and greater use of multi-function devices with built in energy efficiency functionality.

The whole of Government *Greening the Fleet* policy was introduced from 1 July 2009 with an aim of achieving a 20% reduction in emissions from the fleet over the next five years. The allocation of vehicles is in accordance with this policy.

The Department was an active participant in Earth Hour 2010.

Employees are continually encouraged to adopt more energy efficient practices such as turning off lights in areas when not occupied, minimising use of after-hours air-conditioning and completely shutting down computers at the end of the working day.

These initiatives are all ongoing.

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

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

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

The Northern Territory Government has committed to become carbon neutral by 2018 under the *Northern Territory Climate Change Policy*. Under this target, whole of government systems to account for greenhouse gas emissions according to recognised international greenhouse accounting standards will be progressively rolled out over the next eight years for Government processes.

OCPE is working towards the 10% reduction target set in the Northern Territory Government Energy Smart Buildings Policy for the 2010-11 financial year.

In addition, OCPE is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the Territory Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020.

**Vehicles:**

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

As at 30 April 2010, the total expenditure on motor vehicles and associated costs was \$50,994.42

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

As at 30<sup>th</sup> April 2010, OCPE has 6 vehicles

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

No change

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

The figure given by NT Fleet is 50%

**66. How many vehicles are home garaged?**

6 vehicles are home garaged.

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

In accordance with the OCPE MOTOR VEHICLES ENTITLEMENT AND USE POLICY as at May 2010, non Executive Contract Officers require written approval from the Commissioner for Public Employment, based on a business case, to home garage a vehicle.

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

All Executive Contract Officers and one AO8



## Travel and Accommodation:

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

As at 30<sup>th</sup> April 2010:

Intra Territory Fares	\$13,371
Interstate Fares	17,318
Intrastate Accommodation	3,750
Interstate Accommodation	2,847
Overseas Accommodation	542
Travelling allowance Intra territory	17,440
Travelling allowance Interstate	<u>2,060</u>
TOTAL	<u>\$57,328</u>

\*The above amounts report on OCPD staff travel costs for Accommodation, Airfare and Travelling Allowance costs only. They do not include Vehicle Hire, and other minor travelling expenses.

## Utilities:

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

As at 30<sup>th</sup> April 2010, power and water costs were \$54,799.

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

The projected cost for power and water for the department is \$65,760.

## 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?

The Office of the Commissioner for Public employment sponsored the Industrial Relations Society of the Northern Territory (IRSNT) as a Gold Sponsor for their Annual Convention in 2009 for the amount of \$3,000.

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

Please see previous answer.

**Advertising:**

**75. What is the department's budget for advertising for the 09/10 reporting year?**

Advertising is a component of Marketing and Promotions. Budget is allocated at the Marketing and Promotions level. The Office of the Commissioner for Public Employment's Marketing and Promotions budget for the 2009-10 year is \$64,000. Other advertising is budgeted for non Marketing and Promotions activities such as recruitment and tender advertising.

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

Total Advertising as at 30<sup>th</sup> April 2010:

Marketing and Promotions	
Advertising General	271
Advertising Newspapers	7,640
Advertising Magazines / Journals	340
Advertising Outdoors	1,117
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	9,368
Other Advertising	
Advertising Recruitment	12,760
	<hr/>
Total	22,128

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

There were no advertising campaigns undertake or expected to be undertaken by this department in the 2009/10 year.

**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 the 30<sup>th</sup> April 2010 there were two service contracts:

Intra- Territory Service Contracts		Interstate Service Contracts	
Number	Cost	Number	Cost
2	\$3,384.20	0	\$0