

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Chandler to: Minister for Natural Resources, Environment and Heritage; and
Minister for Parks and Wildlife

Department of Natural Resources, Environment, The Arts and Sport – Output Groups

In relation to your portfolio areas within the Department of Natural Resources, Environment, The Arts and Sport would you kindly respond to the following questions by output group in 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?
2. How many personnel are employed to perform or assist in the Payroll functions within the Department? At what position level are they employed?
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?
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?
5. How are costs determined between departments in relation to payroll costs, including transfers and relocation of staff?
6. What is the budget of the Human Resources functional area of the Department?
7. What is the breakdown of the Human Resources budget to employee payments, travel, accommodation and training?
8. Do the same staffs manage executive contracts as manage non-executive staff members? If not, how many in manage executive

contracts and what are their position levels, and how many manage non-executive contract staff and what are their levels?

9. How many complaints have been made in the Department 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?
11. What is the attrition rate of staff in the human resources area of the department?
12. What is the current state of employment in the Human resources department, that is, are all positions filled, if not are there any positions with staff on higher duties, if so how many, at what level and for how long, and are their positions vacant, if so how many, at what level and for how long?

Relocation Costs:

13. In 2009, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.
14. Please provide a breakdown per business unit.
15. How much is budgeted for relocation and other appointment and termination expenses in 2009/10.

Marketing:

16. How much was spent by the Department in 2009 on advertising and marketing programs (and up to 1 April 2010).
17. What was each of those programs and what was the cost of each of those programs?

Worker Turnover:

18. As of 1 April 2010, what is the current staffing of the department, by level?
19. How many of these positions were substantively filled and how many were filled by persons acting in positions or are temporary appointments?

20. What was the rate of turnover of staff in the department in 2009?
21. What is the rate per level?
22. How many vacant positions are there in the Department as a whole?
23. How long, in total days, have permanent positions been vacant in the department?
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.
25. How many staff are currently employed on a temporary contract?
26. In the period 1 January 2008 to 1 April 2010, how many positions have been advertised by "expression of interest"?
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?
28. How many times has the department sought permission from the Commissioner to extend a contract beyond a third extension?
29. If permission has been sought, what recruitment action has taken place?
30. Per position level, what is the average length of time taken for recruitment from advertising to successful applicant?
31. What is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?
32. In 2009, how many positions have been reclassified in the department? What are the level of those positions?
33. How many permanent unattached employees do you have in your agency? What levels are they?
34. How much has been spent on training and skilling unattached employees? What was the training provided?

35. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2009.
36. How many have resigned?
37. What is the average cost of recruiting staff to the department?
38. How much is allocated on average, 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.

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?
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?
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?
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?
- 44. How many people received workers compensation 2009, at what position level and geographic location and how long for each person?
- 45. As at today, how many workers are currently on workers compensation? At what level and is there an expected return date?
- 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?
- 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?
- 48. Do they still have nt 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?

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?
- 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?

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?

NTPS Code of Conduct:

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

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

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

55. How many reports resulted in formal disciplinary action?

Insurance:

56. How much was spent on insurance expenses in 2009, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

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?

Climate Change:

58. How many tonnes of CO2 did the department emit in 2009?
59. How many tonnes of CO2 did the department emit in 2008?
60. What programs and strategies were introduced to reduce CO2 emissions across the department in 2009?
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.

Vehicles:

62. How much was spent on vehicles by the Department in 2009?
63. How many vehicles does the Department have responsibility for?
64. What is the change, if any, in these vehicle numbers from 2008?
65. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?
66. How many vehicles are home garaged?
67. What is the policy in relation to home garaging vehicles?
68. What position levels have vehicles attached or are allowed to home garage?

Travel and Accommodation:

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

Utilities:

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

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

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

Advertising:

75. What is the department's budget for advertising for the 09/10 reporting year?
75. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?
76. What advertising campaigns have been undertaken or will be undertaken by the department in 2009/10?
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?

ANSWERS:

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

The Department of Natural Resources, Environment the Arts and Sport Human Resources work unit consists of 12.1 FTE's. The position levels are:

- 1 x EO1C – Director HR Services
- 1 x AO8 – Strategic Workforce Project Officer
- 2 x AO7 – Senior HR Consultant
- 3.1 x AO6 – HR Consultant (1 based in Alice Springs)
- 1 x AO5 – Early Careers Coordinator
- 1 x AO5 – HR Officer
- 1 x AO4 – HR Support Officer
- 1 x AO4 – Graduate
- 1 x AO3 – Administrative Assistant

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

No NRETAS HR Service staff are employed to perform or assist with the Payroll function of the Department. Whole of Government payroll services are provided by Department of Business and Employment (DBE).

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 these instances?

Processing payments and allowances is a function of DBE. DBE has advised that overpayments recorded for the Department for 2009-10 (to 1 April) was \$59 230, with \$16 919 already recovered.

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?

DBE Payroll Services are charged to agencies on a notional basis. There is no cost differential for position levels. A notional charge of \$676 060 is issued to NRETAS for 2009-10 (to 1 April 2010).

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

Costs between departments in relation to payroll, including transfers and relocating staff, are agreed between agency managers on a case by case basis. Generally, the recruiting agency covers relocation costs. With regard to transfer dates, these are agreed between the agencies and DBE payroll is notified of the date of action.

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

The budget of the Human Resources functional area in 2009-10 is \$1.804 million.

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

The breakdown of the Human Resources budget relating to employee payments and operational expenses is:

- employee payments - \$1.195 million
- operational - \$0.609 million

In 2009-10 (to 31 March) expenditure on travel was \$23 047; training \$266 112; and accommodation \$9 289.

8. Do the same staffs manage executive contracts as manage non-executive staff members? If not, how many in 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 executive and non-executive contract officers.

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

Four formal complaints of bullying and harassment were made to the Department's HR Services Unit during 2009-10 (to 31 March).

The Whole of Government Staff survey by OCPE, detailing NRETAS' responses reported that:

- 22% of the 481 respondents reported that they had been bullied and/or harassed in the workplace. That equates to 106 employees.
- Of the 106 employees, 64% (67) have reported formally verbally to someone of authority, and 21% (22) employees have reported formally in writing to someone of authority. Someone in Authority could be their Manager. 17 employees did nothing about it.
- 10% of those surveyed have used the organisation's grievance or dispute process. As this includes formal and informal approaches some of the above figures could have been dealt with informally

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

Portfolio	2009-10 (as at 31 March 2010) \$'000
Arts and Museums	10
Natural Resources, Environment and Heritage	32
Parks and Wildlife	14
Sport and Recreation	2
Environment Protection Authority	0
Corporate	5
Total	63

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

In the period of 1 July 2009 to 1 April 2010, the HR Services team had 1 AO2 Administrative Assistant resign to move interstate and 1 AO3 Personal Assistant transfer to another Department. This equates to an attrition rate of 16.5%.

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?

The NRETAS HR Services work unit's current state of employment is:

Position 26115 – AO3 – Personal Assistant

This position is nominally filled by a permanent NTG employee on temporary transfer to another department (due to return in Dec 2011). This position is actually filled by an employee on temporary contract (since Feb 2010).

Position 22668 – AO4 – People and Learning Support Officer

This position is to be abolished (vacant since 2007).

Position 16308 – AO4 – HR Support Officer

This position is currently going through permanent recruitment action. At present, it is being filled by a permanent NTG employee on higher duties allowance (HDA) (since Feb 2010).

Position 24713 – AO6 – Early Careers Coordinator

This position is filled by a permanent employee on HDA (since May 2008) at the AO5 level. The nominal occupant had been acting in Pn 27356 until early May this year, and has now moved on temporary transfer to another Division (for 6 months).

Positions 18273 and 18271 – AO6 – HR Consultant

These positions are filled by permanent NRETAS employees. Pn 18271 is filled by a permanent full time employee. Pn 18273 is filled by 2 permanent part time employees (0.6 and 0.5 FTE)

Positions 18272, 27354 and 0563 – AO7 – Senior HR Consultant

Pn 18272 has been permanently filled since Nov 2006.

Pn 27354 is currently filled by a permanent NTG employee on HDA since Jan 2009. Recruitment action is currently being undertaken to fill this position.

Pn 0563 has been nominally filled since Feb 2007 however the employee has been acting on HDA in another division since Nov 2008.

Position 14874 – AO7 – Snr Project Officer

This position is to be abolished (vacant since 2006).

Position 11591 – AO8 – Manager HR & Legal Services

This position is surplus and will be abolished. (vacant since 2007)

Position 27356 – AO8 – Strategic Workforce Project Officer

This position has recently become vacant. There is current recruitment action to fill this position permanently.

Position 28804 – ECO1 – Director HR & Legal Services

This position is filled by an executive contract officer.

Supernumerary –AO5 – HR Officer

Position filled by permanent employee on HDA since Feb 2010. This is a newly identified role and will be formally created and filled.

Supernumerary – Graduate Trainee

Business Graduate trainee on temporary contract until Jan 2011.

- 13. In 2009, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department \$51 000 in 2009-10 to 31 March 2010.**

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

Relocation Costs by Portfolio *	2009-10 (as at 31 March 2010) \$'000
Arts and Museums	8
Natural Resources, Environment and Heritage	23
Parks and Wildlife	9
Sport and Recreation	7
Environment Protection Authority	2
Corporate	2
Total	51

* includes recruitment fares, removal and storage expenses, relocation allowance and recruitment expenses.

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

NRETAS does not allocate budget for relocation and other appointment and termination expenses. Payment of expenses are requested from managers and approved on a case by case basis.

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

The total spend for advertising and marketing in 2009-10 (to March 31) was \$0.832 million.

A breakdown of the funding source is as follows:

Funding Source	2009-10 (as at 31 March) \$'000
NTG Funded	782
Non NTG Funded	50
Total Media and Marketing	832

Breakdown as per portfolio

Portfolio	2009-10 (as at 31 March) \$'000
Arts and Museums	264
Natural Resources, Environment and Heritage	308
Parks and Wildlife	95
Sport and Recreation	42
Environment Protection Authority	4
Corporate	119
Agency Total	832

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

There were 25 major advertising programs in 2009-10 (to 31 March) totalling \$644 018. Attached is a list of the programs / projects valued at \$5,000 or above.

Natural Resource, Environment and Heritage

1	Gamba Grass Awareness Campaign	16,615	Printing CD Duplication Newspaper advertising
2	Energy Smart Rebate NT	35,879	Newspaper advertising Radio advertising Television advertising Printing
3	Rainwater Tank	9,082	Television

	Rebate		Radio Newspaper advertising Printing Photography
4	Weed Management Handbook	32,201	Printing DVD duplication Design
5	New Heritage Act 2009	8,390	Printing Newspaper advertising
6	Heritage Advisory Council- General Advertising	26,324	Newspaper advertising
7	Environmental Protection Agency- General Advertising	22,138	Newspaper advertising Online Noticeboard
8	Natural Resource Management -General Advertising	15,081	Newspaper advertising Signage Media Services
9	Biodiversity - General Advertising	11,091	Newspaper advertising Design
10	Darwin Harbour Advisory Committee – General Advertising	9,166	Newspaper advertising

Parks and Wildlife

11	Territory Eco-link	29,879	DVD Production Printing Banner
12	Be Crocwise	81,141	Printing Television advertising Radio advertising Newspaper advertising Marketing materials Market research
13	Parks and Wildlife - General Advertising	38,903	Newspaper advertising Printing
14	Marine Wildwatch	6,654	Newspaper advertising

Arts and Museums

15	26th Telstra Awards National Aboriginal and Torres Straight Islander Arts Award 2009 (Museum and Art Gallery of the NT)	104,003	Newspaper advertising Magazine advertising Website Billboard Signage Printing Television Production costs
16	Araluen Arts Centre - General Promotion and Marketing Exhibitions, Theatre	47,870	Newspaper advertising Flyers Brochures

	and Arthouse Cinema		Newspaper advertising Television advertising Cinema advertising Magazine advertising Printing
17	Araluen Development Plan	5,373	Printing Sticker production Newspaper advertising
18	Beautiful Beast Exhibition (Museum and Art Gallery of the NT)	14,025	Banners Magazine advertising Newspaper advertising Billboard Signage
19	Desert Mob Exhibition (Araluen)	43,380	Television advertising Newspaper advertising Brochure Poster Banner Printing Booklet production
20	Exit Art exhibition (Museum and Art Gallery of the NT)	17,553	Printing Newspaper advertising Magazine advertising
21	Museum and Art Galleries of the Northern Territory - General Advertising	21,807	Magazine advertising Newspaper advertising Outdoor advertising Brochure
22	Northern Territory Library – General Advertising	23,361	Newspaper advertising Magazine advertising Cinema advertising Printing Photography

Sport and Recreation

23	Grass Roots Grants (Sport and Recreation)	9,816	Newspaper advertising
24	Sport and Recreation - General Advertising	7,081	Newspaper advertising CD duplication Signage Printing

Other

25	Northern Territory Show Circuit	7,205	Display Panels General event costs Site fee Equipment hire
----	---------------------------------	-------	---

NOTE: There were a number of small programs valued below \$5,000 which make up the remainder of the marketing total costs.

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

Portfolio	Arts and Museums	Natural Resources, Environment and Heritage	Parks and Wildlife	Sport and Recreation	Environment Protection Agency	Corporate Support	Total
Classification							
AO1	17.2	0.0					17.2
AO2	23.0	4.5	2.0			6.4	35.9
AO3	14.2	9.1	2.6	3.0		6.2	35.2
AO4	11.5	12.5	3.5	4.0		11.2	42.7
AO5	9.5	5.5	2.0	11.0	1.0	13.0	42.0
AO6	15.8	11.5	3.0	2.8	1.0	9.3	43.4
AO7	5.0	5.8		6.0	0.8	5.9	23.5
AO8	2.0	4.6	1.0	1.0		4.0	12.6
AQF3A						1.0	1.0
AQF3C		1.0	1.0				2.0
EO1	4.0	6.0	2.0	2.0		2.8	16.8
EO1C	1.0	5.0	2.0	1.0		3.0	12.0
EO2	1.0						1.0
EO2C	2.0	2.0	1.0	1.0	1.0	1.0	8.0
EO3C	1.0						1.0
EO6C						1.0	1.0
GRADT						3.0	3.0
HCL2				1.0			1.0
HCL3				4.0			4.0
P1	12.6	15.5	5.0	1.0			34.1
P1R			31.1				31.1
P2	22.7	86.1	11.3	5.0		2.8	127.8
P2R			3.9				3.9
P3	8.9	20.3	3.0	1.0			33.2
P4		6.0				1.0	7.0
PH2	1.2	0.0	1.0			1.0	3.2
PH2R	1.0						1.0
PH3	1.0			1.0			2.0
PH3R			2.0				2.0
PH4	1.0						1.0
SBA						0.2	0.2
ST1	0.6						0.6
T1	3.0	4.7	19.6			2.3	29.7
T1R			26.0				26.0
T2	2.0	23.2	4.4				29.6
T2R		1.0	20.5				21.5
T3	8.2	50.0	7.2				65.4
T3R			14.0				14.0
T4	2.0	21.6	2.0				25.6
T4R			6.0				6.0
T5	1.0	7.9	6.5			1.0	16.4
T5R			2.0				2.0
T6		1.0					1.0
TELB	1.3						1.3
TELD	0.1						0.1
TNCR			4.0			19.7	23.7
	173.7	304.8	189.6	44.8	3.8	95.8	812.5

On 1 April 2010, NRETAS had 812 FTE's at the following classification levels:

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 1 April 2010 the Department (NRETAS and TWP) had 501 staff who were substantively filling positions and 493 staff who were either acting in positions or on temporary appointment. Note these are individuals, not FTE's.

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

The turnover rate of staff in the Department (NRETAS and TWP) was 28.11%

21. What is the rate per level?

The turnover rate for the Department (NRETAS and TWP) per level is:

Classn	Classification Description	Turnover %
AO1	ADMINISTRATIVE OFFICER 1	97.93
AO2	ADMINISTRATIVE OFFICER 2	76.08
AO3	ADMINISTRATIVE OFFICER 3	20.24
AO4	ADMINISTRATIVE OFFICER 4	32.59
AO5	ADMINISTRATIVE OFFICER 5	21.21
AO6	ADMINISTRATIVE OFFICER 6	21.78
AO7	ADMINISTRATIVE OFFICER 7	40.71
AO8	ADMINISTRATIVE OFFICER 8	6.73
AQF3C	NTPS APPRENTICESHIP AQF3 LEVEL C	Data removed
EO1	EXECUTIVE OFFICER 1	10.85
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	25.48
GRADT	GRADUATE TRAINEES	25.74
HCL3	HEAD COACH LEVEL 3	Data removed
P1	PROFESSIONAL 1	14.19
P1R	PROF 1 - RDO (DUAL BANDING RANGER)	9.13
P2	PROFESSIONAL 2	9.00
P3	PROFESSIONAL 3	18.76
P4	PROFESSIONAL 4	25.32
PH1	PHYSICAL 1	333.33
PH2	PHYSICAL 2	114.20
PH2R	PHYSICAL 2 - RDO	Data removed
PH4	PHYSICAL 4	Data removed
SBA	SCHOOL BASED APPRENTICE	Data removed
T1	TECHNICAL 1	75.14
T1R	TECHNICAL 1 - RDO	22.73
T2	TECHNICAL 2	34.88
T2R	TECHNICAL 2 - RDO	11.14
T3	TECHNICAL 3	20.93
T3R	TECHNICAL 3 - RDO	12.58
T4	TECHNICAL 4	13.15
TNCR	TRAINEE NON CLASSIFIED - RDO	37.36

For privacy purposes, data has been removed for positions with less than 1 FTE.

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

The Department has a total of 219 vacant positions listed in PIPs however the assessment of positions within the Agency against those recorded in PIPs has not been completed. It is expected that a large number of these positions will be deleted as the number has been impacted as a result of NRETAS evolution from other Agencies over a number of years.

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

Before a vacant position is advertised, delegated officers evaluate funding availability and priorities of the business unit. Once the need to fill has been established, the Department's positions are filled in approximately 60 days. There are exceptions - such as positions that need to be redesigned, are difficult to recruit to, or have external funding requirements that can extend the time a position is vacant beyond the average.

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.

The selection process has commenced for 27 positions for permanent appointment, and 26 positions for temporary appointment.

No selection process has commenced for remaining 166 positions recorded in PIPs. It is expected that a large number of these positions will be deleted as the number has been impacted as a result of NRETAS evolution from other Agencies over a number of years.

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

As at 1 April 2010, the NRETAS had a total of 224 staff employed on temporary contract.

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

In the period 1 January 2008 to 1 April 2010 NRETAS advertised a total of 129 positions as "expression of interest" (i.e. short term temporary vacancies or development opportunities).

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?

In the period 1 January 2008 to 1 April 2010, the following numbers of contracts have been extended by one or more times within the Department.

No. of times extended	1	2	3	4	5	6	7	No. Contracts affected	Total No. of Contract extension processed.
No. of contract extensions processed	121	46	28	6	2	1	1	205	344

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

The Department has not sought the Commissioner's permission to extend contracts during 2009-10 (to 31 March).

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

The Department has not sought the Commissioner's permission to extend contracts during 2009-10 (to 31 March).

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

Per position level, the average time taken for the Department to fill vacancies is as follows (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
AO1	36.00
AO3	40.17
AO4	55.09
AO5	47.67
AO6	51.00
AO7	54.75
AO8	41.00
ECO1	61.00
ECO3	71.00
EO1/ECO1	71.00
HC2/HC3	71.00
P1	46.00
P1/T1	86.00
P2	54.75
P3	53.50
P4	121.00
PH2	46.00
T1	47.00
T2	51.00
T2/P1	111.00
T3	52.43
T4	41.00

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?

The following data represents the numbers of recruitment actions by the Department that have been filled by either existing public servants or from the general public. The reporting source is based on a voluntary declaration by the applicant when making an application for a position. Information is collected in

advertised recruitment actions for permanent and temporary staff, not including Expression of Interest. The totals represent recruitment actioned during the period 1 July 2009 to 31 March 2010.

External Recruit	NTG Employee	Not Declared	Total
45	61	48	154

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

In 2009-10 (to 31 March) the Department assessed the following numbers of positions through the Job Evaluation System (JES):

Position Level	No JES'd
AO3	2
AO4	6
AO5	2
AO6	2
EO1	1
EO3	1
P3	1

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

As at 31 March 2010, the Department had a total of 95 unattached employees. Their levels are:

Classn	No of Officers
AO1	2
AO2	6
AO3	4
AO4	7
AO6	3
AO7	1
AO8	2
EO1	1
GRADT	1
P1	16
P2	9
P2R	2

PH2	3
PH3	1
T1	16
T2	11
T3	7
T4	1
T5	2

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

In 2008-09 the Department spent a total of \$1.127M on training and skilling employees. The data available is not able to separate training specifically allocated to unattached officers.

The Department supports a number of corporate training initiatives such as Code of Conduct, Agency Induction, Cross Cultural Awareness and Anti-Discrimination training. Employees' individual training requirements may be met through the provision of studies assistance, and training and development requirements identified through the performance enhancement system.

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

In 2009-10 (to 31 March) 21 unattached employees successfully gained nominal positions within the Department or gained employment in another department.

36. How many have resigned?

There has been a total of 46 staff submit their resignation from NRETAS in 2009-10 (to 31 March).

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

The average cost of recruiting staff in 2009-10 is \$1141 per position advertised.

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

In 2008-09 the Department spent a total of \$1.127M on training and skilling employees, equating to approximately \$1400 per person.

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

The average length of stay of staff in the Department, broken down by level, is as follows:

Classn	Average Length Of Service in Years
AO1	2.27
AO2	1.61
AO3	1.89

AO4	1.68
AO5	1.65
AO6	2.07
AO7	1.95
AO8	2.25
EO1	3.16
EO1C	2.17
EO2	Data removed
EO2C	2.00
EO3C	Data removed
EO6C	Data removed
GRADT	1.75
HCL2	Data removed
HCL3	0.67
P1	1.80
P1R	3.29
P2	2.60
P2R	4.00
P3	2.91
P4	3.63
PH2	1.60
PH3	2.50
PH3R	4.00
PH4	Data removed
T1	1.71
T1R	2.08
T2	2.39
T2R	3.19
T3	3.04
T3R	3.09
T4	3.13
T4R	3.50
T5	3.53
T5R	4.00
T6	Data removed
TNCR	0.76

For privacy purposes, data has been removed for positions with less than 1 FTE.

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?

The Agency is guided by the Union Collective Agreement 2008-2010 and relevant By-laws of the *Public Sector Employment and Management Act* on the carryover of leave.

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?

Not applicable. Please refer to the collective agreement.

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) The value of long service leave is not accrued by NRETAS but by the Central Holding Authority. The amount of long service leave as at 1 April 2010 is 1 708 months (\$9.36 million). The total amount of recreation leave as at 1 April 2010 is 34 227 days (\$8.395 million).

(b) The highest amount of long service leave at 1 April 2010 at each position level is:

Current Classification	Long Service Leave Accrued in Months
AO1	3.05
AO2	11.35
AO3	5.82
AO4	10.47
AO5	8.97
AO6	6.75
AO7	4.97
AO8	3.47
AQF3C	Data removed
EO1	9.93
EO1C	9.9
EO2	Data removed
EO2C	4.25
EO3C	Data removed
EO6C	Data removed
GRADT	1.32
HCL2	Data removed
HCL3	3.1
P1	4.99
P1R	3.9
P2	5.9
P2R	3.07
P3	6.12
P4	7.6
PH2	4.62
PH2R	Data removed
PH3	2.32
PH3R	12.02
PH4	Data removed
ST1	Data removed

T1	2.97
T1R	3.33
T2	5.1
T2R	10.3
T3	9.92
T3R	3.42
T4	10.25
T4R	4.52
T5	11.55
T5R	5.67
T6	Data removed
TNCR	0.92

For privacy purposes, data has been removed for positions with less than 1 FTE.

(b) The highest amount of recreation leave for NRETAS staff at 1 April 2010 for each position level is:

Current Classification	Recreation Leave Accrued in Days
AO1	102.5
AO2	73.4
AO3	83.5
AO4	97.6
AO5	133.0
AO6	99.0
AO7	83.5
AO8	199.7
AQF3C	Data removed
EO1	125.5
EO1C	85.4
EO2	Data removed
EO2C	47.6
EO3C	Data removed
EO6C	Data removed
GRADT	48.7
HCL2	Data removed
HCL3	18.0
P1	72.9
P1R	114.6
P1T	-0.7
P2	111.5
P2R	79.5
P3	86.3
P4	85.9
PH2	53.7
PH2R	Data removed

PH3	55.5
PH3R	118.4
PH4	Data removed
ST1	Data removed
T1	59.2
T1R	103.5
T2	119.5
T2R	102.6
T3	102.0
T3R	76.1
T4	164.5
T4R	77.0
T5	342.0
T5R	95.9
T6	Data removed
TNCR	67.5

For privacy purposes, data has been removed for positions with less than 1 FTE.

(c) sick leave entitlements for the Agency (NRETAS and TWP) as at 1 April 2010 is 16 482 weeks.

(d) A total of 5 237 days sick leave were utilised across the Agency (NRETAS and TWP) in 2009-10 to 31 March 2010.

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) The value of long service leave is not accrued by the Agency but by the Central Holding Authority. The amount of long service leave as at 1 April 2010 is 54 months, \$805 158. The total amount of recreation leave as at 1 April 2010 is 669 days, \$453 462.

(b) The highest amount of long service leave for NRETAS employees at 1 April 2010 at each position level is:

Current Classification	Long Service Leave Accrued in Months
EO1C	9.9
EO2C	4.25
EO3C	Data removed
EO6C	Data removed

For privacy purposes, data has been removed for positions with less than 1 FTE.

The highest amount of recreation leave at 1 April 2010 at each position level is:

Current Classification	Recreation Leave Accrued in Days
EO1C	85.4
EO2C	47.6
EO3C	Data removed
EO6C	Data removed

For privacy purposes, data has been removed for positions with less than 1 FTE.

(c) Sick leave entitlements for contract staff across the Agency (NRETAS and TWP) at 1 April 2010 is 491 weeks.

(d) In 2009-10 as at 31 March 2010, 3.46 sick days were taken by the Agency (NRETAS and TWP) at the ECO1 level, and 24.51 at the ECO2 level.

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

The position level and geographic location for each person who received workers compensation in 2009-10 (to 31 March) is as follows:-

Designation	Lost time days in reporting period	North Region	Katherine Region	South Region
AO1	0	1		
AO2	0	1		
AO3	2	1		
AO5	55	1		
AO7	0	1		
Apprentice	0	1		
EO2C	41	1		
P1R	0	1	1	2
P2	3	3	1	1
P3	226	3		
P4	0	1		
T1	467	13		1
T2	20	5	2	
T3	27	6	2	
T4	0		1	
T5	13			1
Volunteer	0	1		
52 Claims	854	40	7	5

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

On 24 May 2010 three employees (two at the T1 level and one at the A05 level) are currently on workers compensation with an expected graded return to work.

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 2010, 69 employees of the Agency (NRETAS and TWP) were on extended leave for a period of longer than three weeks, excluding recreation leave. Data is not available to count the total number of employees on extended leave for the 2009 period.

Classification	Sick	Compo	LSL	Miscellaneous		Total Staff
				Paid	Unpaid	
AO2	1			2	1	3
AO3			1	2		3
AO4			1	1	2	4
AO5				1	1	2
AO6	1			2	2	4
AO7				1	1	2
EO2C	1					1
GRADT					1	1
P1				2	4	6
P1R	2			1	3	4
P2			2	1	9	12
P2R					2	2
P3					1	1
PH4 (data removed)						
T1					1	1
T1R		2	1	1	2	6
T2					1	1
T2R				1		1
T3	1		2	1	3	6
T3R					3	3
T4					1	1
T4R					1	1
T5			3		1	4

For privacy purposes, data has been removed for positions with less than 1 FTE.

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?

NT Treasury will be providing information on the Commonwealth Superannuation scheme question on a whole of government basis considering sufficient disaggregated information is not available at an agency level to answer the question.

48. Do they still have NT 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?

103 employees of the Agency (NRETAS and TWP) are eligible for a return flight to Adelaide every two years. The breakdown of classifications are as follows:

Classn	Total
AO2	6
AO3	4
AO4	4
AO5	4
AO6	7
AO7	7
AO8	2
EO1	2
P1	3
P2	10
P3	1
P4	2
PH3	2
T1	2
T2	5
T3	19
T4	10
T5	12
	Data removed
	103

For privacy purposes, data has been removed for positions with less than 1 FTE.

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) 15 apprentices and 3 school based apprentices started with the Department in 2009-10 (to 31 March).

No graduates started in 2009-10 (to 31 March) and 1 graduate from a previous intake resigned with two weeks remaining on her contract.

Apprentices

Discipline	Number appointed	Locations
Diploma Conservation and Land Management	1	Natural Resources Division
Certificate IV Conservation and Land Management	2	Natural Resources Division
	4	Parks and Wildlife
Certificate III Conservation and Land Management	7	Natural Resources Division
	1	Parks and Wildlife

School Based Apprentices

Discipline	Number appointed	Locations
Certificate II Conservation and Land Management	1	Parks and Wildlife
Certificate II Business	2	Arts and Culture

b) 15 apprentices completed the year. 1 Graduate studying the Bachelor of Environmental Science (who commenced in 2008-09) resigned from the NT Government.

c) 1 apprentice has won a nominal position as a Ranger with Parks and Wildlife. No graduates have been appointed as none have completed their training.

d) 1 graduate and 4 apprentices have left the Northern Territory Government, our graduate stayed for 2 years and the apprentices stayed for an average of 6.4 months before leaving; and

e) On average, graduates took 3.8 days per person and apprentices 0.75 days per person of their sick leave entitlements.

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) NRETAS has 81 employees who self identified as Indigenous as at 31 March 2010.

b) & c) the breakdown by level, and number of employees at each level is as follows:

Classn	Total Staff
AO1	1
AO2	2
AO3	6
AO4	2

AO5	1
AO6	1
AQF3C	2
EO2C	1
GRADT	1
P1R	1
P2	1
PH2	1
T1	16
T2	12
T3	11
T4	2
T5	3
TNCR	17
TOTAL	81

d) & e) 49 of the Department's Indigenous employees are permanent and 32 are temporary. The numbers at each level are as follows:

Classn	Permanent	Temporary
AO1		1
AO2	2	
AO3	3	3
AO4	2	
AO5	1	
AO6	1	
AQF3C		2
EO2C		1
GRADT	1	
P1R	1	
P2	1	
PH2		1
T1	1	3

T1R	11	1
T2	5	1
T2R	6	
T3	6	1
T3R	4	
T4	2	
T5	2	1
TNCR		17
TOTALS	49	32

f) 38 of NRETAS' Indigenous employees were on higher duties allowance at 19 February 2010 (this is the most up to date data available to us at the time of reporting). The numbers at each level are as follows:

Classn	No of Employees
AO3	3
AO4	3
AO5	1
AQ3SC	1
AQF3A	1
AQF3B	1
EO2C	1
T1	7
T2	3
T3R	2
T5	2
TNCR	13
TOTAL	38

g) 62 of the Department's Indigenous employees who were employed at the beginning of the reporting period have completed 2009 -10 to 31 March 2010.

h) 9 of the Department's Indigenous employees have left the NTG in the 2009 -10 to 31 March 2010.

i) The government considers it inappropriate to ask about sick leave usage based on person's ethnicity.

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) In addition to salary employees have been paid \$3.9 million in employee allowances in 2009-10 (to 31 March 2010).

(b) Allowances may be paid to staff of any level. allowances paid to employees in 2009-10 (to 31 March) are:-

Allowance Description	Total
Additional Allowance	14
ByLaw 32 Medium Car Without Passengers less than 5000km	14,460
Dirty Money Allowance	2,248
EBA Fares – NTPS	82,079
Estate Payments	-2,291
First Aid Allowance	50,129
Flying Allowance	211
Higher Duties Allowance	1,094,771
Industry Allowance	2,155
Leave Bonus	315,676
Leave Bonus Estate	1,646
Leave Bonus Taxed	266,051
Living Allowance	6,060
Meal Allowance	946
NICP Book Allowance	500
NT Allowance	134,290
On-Call Allowance	61,730
Over Time	417,116
Other Taxable Allowance	10,709
Overtime in Lieu	103,299
Penalty Payment in Lieu of Leave Bonus	39,264
Perishable Allowance	5,039
Pro Rata Leave Bonus	97,403
Professional Excellence	1,098
Relocation Allowance without Dependants	6,927
Relocation Allowance with Dependants	7,152
Remote Electricity	19,350
Shiftduty	1,026,994
Sitting Allowance	540
Sitting Fee for Board Members with Superannuation Guarantee	131,777
Supervisory Allowance	2,152
2009-10 year to date.	3,899,494

(c) The following Allowances across the NT Government attract the 9% Superannuation Guarantee levy

Allow Code	Allowance Description	Allow Code	Allowance Description
ADM01701	Rental Allowance - Prison Officers	ALW15101	Teacher of Exemplary Practice L1
ALW11715	DPC First Aid Allowance	ALW55102	PWC Extra Duty Cat B (GP1)
ALW00201	NTA Vrbl-Super	ALW16301	TIC Pre School 2 or More Teachers
ALW00202	NTA Depnt-Super	ALW16401	Teacher Special Class/School
ALW00401	Overtime In Lieu (DETFREE)	ALW17201	34% Allowance

ALW00403	Overtime In Lieu 20% Allowance	ALW18701	Responsibility Allowance (25%)
W55103	PWC Extra Duty Cat C (GP1)	ALW63701	On Call Allowance - PFES
ALW00406	Overtime in Lieu	ALW18702	Responsibility Allowance (25%) OIC
ALW00407	Overtime in Lieu 10% Allowance	ALW18801	Teacher of Exemplary Practice L2
ALW00408	Overtime in Lieu 15% Allowance	ALW18901	Teacher of Exemplary Practice L3
ALW00410	Overtime in Lieu Legislative Assembly	ALW22001	EBA Fares - NTPS
ALW04701	TIC Pre School 1 Teacher	ALW22201	15% Consolidated Allowance
ALW04801	Clothing Allowance Northern Command	ALW22301	20% Consolidated Allowance
ALW04802	Clothing Allowance Southern Command	ALW22302	Consolidated Allowance - 20%
ALW04803	Juvenile Plain Clothes Allowance	ALW22401	Housing Allowance
ALW05204	Ward 9	ALW23801	NTCS Special Salary Maintenance
ALW05208	25% Consolidated Allowance	ALW28501	Skills & Qualification Allowance (Pol)
ALW05212	Other Taxable Allowance	ALW30401	A Class PIO
ALW05213	Electorate Secretary Overtime In Lieu	ALW31701	Salary Maintenance
ALW05216	Skills Allowance	ALW31702	All Purpose Allowance (Govt House Staff)
ALW05218	Additional Allowance - Specialist Clinic	ALW35701	Shift Allowance (In Lieu) - PWC
ALW05219	Team Manager Allowance	ALW38101	3.1 % Leave Option
ALW05228	Market Allowance Det 1002 of 2002 Leading Hand (2-10 Employees) HEMWU	ALW42601	Consolidated Disability Allowance
ALW05301	CMW	ALW42701	Technical Consolidated Disability Allow
ALW05306	Leading Hand (2-10 Employees) GEMWU	ALW43801	I.T. Allowance
ALW05308	Leading Hand (Over 20 Employees) GEMWU	ALW46001	Fortnightly Sessional Payments
ALW05401	On Call Allowance (Super)	ALW48503	Special Allowance A/S Correctional Cent.
ALW05405	On Call Allowance (Super) Recalculated	ALW48601	Chief Pilot Allowance - Det 1060
ALW05407	On Call Allowance (NTPS)	ALW49602	Market Allow - Det 1043 of 2002
ALW05701	Industry Allowance (Super) CMW	ALW49603	PWC Market Allowance 14%
ALW07203	Flying Allowance (Police)	ALW49604	PWC Market Allowance 17%
ALW09701	Tool Allowance - PWC	ALW49801	Night Shift Allowance - Police only
ALW11701	First Aid - Senior	ALW51401	Assist. Teacher in Charge of Homeland Cen
ALW11702	First Aid - Refresher Certificate	ALW54901	All Purpose - Super
ALW11703	Advanced First Aid Certificate	ALW54902	Market Allowance - Super
ALW11705	First Aid - Power Water Corporation	ALW54903	Salary Maintenance - Super
ALW11707	First Aid - Senior Adv Industries	ALW54904	Responsibility - Super
ALW11710	First Aid - Education	ALW54905	Skills Allowance - Super
ALW11712	NT Fire Service Advanced First Aid	ALW55101	PWC Extra Duty Cat A (GP1)

ALW55104	PWC Extra Duty Cat D (GP1)	ALW65001	Shift Responsibility Allowance
ALW55105	PWC Extra Duty Cat E (GP1)	ALW65501	Skills Allowance - Ian Doddrell
ALW55106	PWC Extra Duty Cat F (GP1)	ALW65701	TNT Incentive Bonus
ALW55401	PWC Extra Duty Call Out 1 (GP2)	ALW66401	Aerial Medical Service Composite
ALW55402	PWC Extra Duty Call Out 2 (GP2)	ALW67001	ISSA General
ALW55403	PWC Extra Duty Call Out 3 (GP2)	ALW67101	ISSA Trade Assistant
ALW56001	Exemplary Practice 1 (N1)	ALW67204	ISSA Trade Apprentice 4th Year
ALW56002	Exemplary Practice 1 (N2)	ALW67701	SERVICE COORDINATOR ALLOWANCE
ALW56003	Exemplary Practice 2 (N2)	ALW67801	HV FIELD OPERATOR ALLOW
ALW57901	Post Grad Qual N1	ALW77701	Retention Allowance- Dr Prosper Abusah
ALW57902	Post Grad Qual N2 3%	ALW77702	Retention Allowance- Dr Marcus Tabart
ALW57903	Post Grad Qual N2 3.5%	ALW77901	Practitioner Allowance - PHS MA SRMP
ALW57904	Post Grad Qual N2 4.5%	ALW78001	Specialist Private Practice Allow Cat B
ALW58101	Nursing Resource Consultant Review Allow	ALW78301	Rural Medical Officer Attraction Allow
ALW58301	NTTC Vehicle Allowance	ALW79301	COMPOSITE ALLOWANCE DISABILITY & SACS
ALW60201	CT Scanner Allowance	ALW79601	STAND-BY ALLOWANCE
ALW61101	In Lieu of Private Practice	ALW80001	Second Roster Allowance
ALW61301	Flexibility Allowance	ALW80401	RIA Special Cat Single Rate
ALW61801	Remote Electricity Sub Special	ALW80402	RIA Cat 1 Single Rate
ALW61802	Remote Electricity Sub Cat 1	ALW80403	RIA Cat 2 Single Rate
ALW61803	Remote Electricity Sub Cat 2	ALW80404	RIA Cat 3 Single Rate
ALW61804	Remote Electricity Sub Cat 3	ALW80405	RIA Special Cat w/Dependants
ALW61805	Remote Electricity Sub Special Depend	ALW80406	RIA Cat 1 w/Dependants
ALW61806	Remote Electricity Sub Cat 1 Depend	ALW80407	RIA Cat 2 w/Dependants
ALW61807	Remote Electricity Sub Cat 2 Depend	ALW80408	RIA Cat 3 w/Dependants
ALW61808	Remote Electricity Sub Cat 3 Depend	ALW80501	P1 Radiographer Market Allowance
ALW62201	Police Remote Electricity Subsidy	ALW80502	P2-P4 Radiographer Market Allowance
ALW62205	Police Remote Elect Sub Spec Dependant	ALW80601	Private Practice Allowance-SeniorDentist
ALW62206	Police Remote Elect Cat1 Dependant	ALW80602	Private Practice Allowance-DM/RDM
ALW62601	Executive Assistant Allowance	ALW80603	Private Practice Allowance-RSM/SDM
ALW63201	General Duties Allowance	ALW80604	Private Practice Allowance-CDM/PDA
ALW63203	General Duties - Isolated Policing Cat A	ALW80901	Urban Search & Rescue Tech Category 2
ALW63204	General Duties - Isolated Policing Cat B	ALW81001	GP Proceduralists Gove & Katherine Hospi
ALW63301	Instructor Allow CertIV 1 yr	ALW81101	Professional Excellence Status
ALW63302	Instructor Allowance CertIV 1-2 years	ALW81201	Midwifery Composite Allowance
ALW63303	Instructor Alw Cert IV over 2 years	ALW81501	DPC Market Trade Allowance
ALW63501	Tutor Allowance		

52. How many credit cards have been issued to department staff?
The Agency had 364 Corporate Credit Cards (CCC) as at 1 May 2010.

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

No personal items are purchased on Corporate credit cards so no amounts are outstanding.

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

One report in 2009-10.

55. How many reports resulted in formal disciplinary action?

None.

56. How much was spent on insurance expenses in 2009, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

The cost of Insurance premiums for 2009-10 year (to 31 March) is \$8 491 (2008-09 \$32 187). This includes transit insurance for artworks \$4 086, overseas travel insurance \$3 722 and personal accident insurance for volunteers \$683.

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?

Generally the Whole of Government is self insured. Where commercial insurance was taken out in 2009-10 the provider was Marsh.

Overseas travel insurance is due for renewal in November. The excess threshold is \$nil, with the exception of \$50 for baggage and \$250 for electronic equipment.

Transit insurance is due for renewal in June. The excess threshold is \$250 for domestic and \$2500 for overseas transit.

Personal accident insurance for volunteers is due in September. The excess threshold is \$nil.

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

Building energy consumption data for 2009-10 is not currently available across Government. NRETAS motor vehicle carbon emissions are down 10% over this time last year at 1159 tonnes to 31 March 2010.

In 2008-09 The Department of Natural Resources Environment The Arts and Sport preliminary building energy consumption was 45 484 giga joules corresponding to 9169 tonnes of greenhouse gas emissions. This is a 10% reduction over the prior year.

Greenhouse gas emissions from the Departments fleet totalled 1739 tonnes. Information previously released by the Department from a consultancy report overstated greenhouse gas emissions for 2008-09 at 39 195 tonnes. This was due to a formulation error where an annual figure was incorrectly classified as a quarterly figure, effectively overstating emissions four-fold. The consultant has since issued a formal apology to the Department for this error.

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

In 2007-08 The Department of Natural Resources Environment The Arts and Sport (incorporating Territory Wildlife Parks) preliminary building energy consumption was 52 904 giga joules corresponding to 10 225 tonnes of greenhouse gas emissions.

Greenhouse gas emissions from the Departments fleet totalled 1765 tonnes.

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

Strategies to Reduce Energy Use in Buildings

- Museum and Art Gallery of the Northern Territory (MAGNT)
Lighting trial in the Cyclone Tracy exhibit:
 - \$9000 Government Energy Efficiency Program funding to implement the trial
 - The trial reduced the lighting energy consumption in the Cyclone Tracy Exhibit by 40%New energy efficient lighting for MAGNT based on the trial in 2009-10:
 - \$65 380 funding approved through the Government Energy Efficiency Program for implementation in 2010Museum chillers:
 - \$1.3 million for a new generator building/container and generator set.
 - The new plant room extensions are complete
 - The new generator has been installed and commissioned
 - The chillers have been located in the new extensions
 - The old chillers will remain in situ until the new chillers have been commissioned and proved their reliability. The pipe work and valving has been designed to quickly revert to the old chiller should a failure render both new chillers inoperable
 - The new chillers are variable speed with magnetic bearings and we expect a reduction in the chiller operating cost of between 10% to 20%
- Araluen Arts Centre Solar Air-conditioning
 - Project planning and design has been completed and currently waiting on the Australian Government funding announcement to progress to the building stage.
 - Estimated Greenhouse gas emissions reduction provided by DCI is 195,00kg of CO2 per year, which is 195 tonnes per year. This equates to 3900 tonnes over 20 years.
- Remote Ranger Stations Smart Meter Installation
 - \$132 700 funding through the Government Energy Efficiency Program to install smart meters on all remote Ranger stations
 - \$300 000 to put a hybrid power system into Watarrka for 2010-11 (battery storage and photovoltaic/solar generation capacity)

Motor Vehicles

The Agency is actively

- Selecting more fuel efficient vehicles;
- Making greater use of the Functional Categories Policy which prescribes considerations to be taken into account when selecting a vehicle. The policy is currently being reviewed to make it more prescriptive;

- Considering SUV's as an alternative to medium 4x4's which in turn should be considered as an alternative to heavy duty 4x4's;
- Selecting diesel motors rather than petrol when selecting vehicles in the light commercial categories, as generally they produce less greenhouse gas emissions;
- Replacing as a priority those vehicles with greenhouse ratings lower than Greening the Fleet Strategy requirements; and
- Implementing use of the online Vehicle Booking System across the Agency to increase pooling opportunities.

Procurement

- To facilitate a greener approach to procurement, the Agency has incorporated Environmental Impact as a mandatory assessment criterion for the procurement of goods and services in excess of \$50 001. Environmental Impact as a criterion will be given a minimum weighting of five per cent in the assessment criteria.
- Greater understanding and awareness of the procurement principle Environmental protection which will increase resource recovery by considering products with higher renewed, recycled or reused content and products with higher reusability or recyclable. This will impart incentive and leadership to business, industry and the public in promoting the use of 'environmentally friendly' supplies and reduce the impact on the environment.

Information Communication Technology (ICT)

- All ICT equipment purchases must be specified on their ability to meet environmental performance, energy efficiency and sensitive materials standards set out in the International Gold Standard EPEAT (Electronic Product Environment Assessment Tool); ensuring minimal damage caused by ICT equipment use and operation.
- NRETAS conforms to the NTG scheme to gift unsubscribed equipment to needy and eligible community organisations.
- NRETAS has installed Video Conferencing equipment in major regional centres to reduce the need for air travel within the Agency. This equipment is also utilised by other Agencies when required.
- Automatic locking of computers to screen saver after 15 minutes of idle time.
- Redeveloped NRETAS Maps to a more user friendly map systems thereby reducing the printing of large scale maps by up to 90%.
- Force through Group ICT Policies the use of double sided, black printing as the default setting for print jobs.
- Mandate the use of 100% recycled paper for all printing devices.
- Implement printer cartridge recovery and re-use strategy to reduce landfill, conserve valuable natural resources and minimise the carbon footprint of new cartridge manufacture.

- NRETAS invests heavily in an Electronic Document Management System for management of government records leading towards a paperless office.
- Consolidate servers in multi storeyed buildings and reduce the number of server rooms required and the minimisation of Air Conditioning and power consumption.

Travel

- In 2008-09 Carbon offset and Airline emissions procedures were introduced. Staff are required to offset their travel emissions when booking flights.
- The Agency has initiated an automatic carbon offsite option for flight bookings in the government travel system (TRIPS).

Green Group

- The Green Group is an internal group of interested members who are committed to making some changes in their workplace and reducing their impact on the environment in the workplace.
- Members of the Green Group voluntarily undertook a pilot project at Darwin Plaza to improve lighting in their workplace and reduce energy use. This was supported and funding was approved to implement the changes required.
- Green Group members and other Agency staff participated in and promoted Earth Hour, Ride to work day and held a Green Morning Tea.
- Representatives also attended regular meetings on the Sustainable Workplace Initiatives.

Dedicated Sustainability Officer

- The Agency is committed to reducing carbon emissions and in May 2010 the Executive Leadership Group endorsed the reallocation of funds within the Agency to recruit a dedicated sustainability officer in 2010-11.

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?

Yes. There is no data for 2009-10 at this point in time; however the Agency is working to achieve a further reduction in emissions from buildings to bring the reduction over three years in 2010-11 to a total of 15%.

It is also working to reduce emissions from vehicles to bring the reduction over three years in 2010-11 to a total of 20%.

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

In 2009-10 (to 31 March) leasing costs for vehicles (excluding trailers and heavy machinery) was \$2.797 million.

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

Currently the Department is responsible for 262 vehicles (excluding trailers/quads/heavy machinery).

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

The fleet has reduced by 7 vehicles from 2008-09 to 2009-10.

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

83 vehicles (32% of the fleet) have a green rating of 5.5 or higher. As vehicle leases expire the Department is moving to replace vehicles with a rating lower than 3.5.

66. How many vehicles are home garaged?

As at 31 March 2010, a total of 45 vehicles are home garaged.

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

Home garaging is available where there is a requirement to conduct departmental activities outside normal working hours and CE approval has been granted. All home garaged vehicles must be made available for official use by Agency officers during normal working hours. Except for vehicles issued to Executive Contract Officers, fleet vehicles are not to be used for private purposes. The Custodian of a home garaged vehicle is to return the vehicle to the workplace when he/she is on recreation leave, sick leave, or long service leave for longer than 2 day duration. Officers have a responsibility to ensure that the vehicle is secured at all times, and kept in a clean condition inside and out. Appropriate records must be kept for FBT purposes e.g. tax compliant logbooks and quarterly odometer reading forms.

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

Executive Contract Officers are entitled to home garage vehicles. Vehicles attached to any position level which are not Executive Contract Officer level may be home garaged if authorised by the CE.

	4 cylinder	6+ cylinder	TOTAL AVERAGE
ECO6	1		1
ECO3	2		2
ECO2	4		4
ECO1	7		7
EO2	2		2
EO1	10	1	11
AO8	3		3
AO6/7	2		2
AO4/5	3		3
P3/4	4		4
P1/2	2	1	3
T5		1	1
T3		2	2

TOTAL	40	5	45
--------------	-----------	----------	-----------

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

Travel Expenses	2009-10 (as at 31 March 2010) \$'000
Territory Fares	243
Interstate Fares	183
Overseas Fares	12
Accommodation	294
All other travel expenses	1 320
Total Travel	2 052

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

\$2.8 million

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

\$3.2 million

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?

Refer to answer 73.

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

Government sponsorship is defined as "the provision of funds or in-kind services in exchange for sponsorship rights to events, conferences forums".

There were \$16 500 worth of financial sponsorships and \$1 494 in-kind services sponsored from 1 January 2009 to 1 April 2010. The list of the in-kind and financial sponsorships are as follows:

EVENTS SPONSORED IN 2009

	Sponsorship Type	Sponsorship Value (\$)
Arts and Museums		
Public event – Darwin Symphony Orchestra concert series x 3 session	In-Kind	Venue hire to the value of \$498 GST incl/per session
Australian International Documentary Conference (AIDC)	Financial	6,000

Parks and Wildlife		
Linking Landscapes Summit 2009	Financial	5,000
Natural Resources, Environment and Heritage		
Australian Society for Limnology Conference 2009	Financial	2,500
Barbara Singer CDU Scholarship	Financial	3,000

PROJECTED EVENTS FOR 2011

Natural Resources, Environment and Heritage		
Earth Hour 2011	Financial	25,000
Barbara Singer Scholarship	Financial	3,000
Arts and Museums		
Public event – Darwin Symphony Orchestra concert series	In-Kind	Venue hire to the value of 498 GST incl/per session

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

Refer to question 75.

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

Expenditure for 2009-10 (to 31 March) is \$285 000.

Medium	\$'000
Print	22
Newspaper	149
Television	104
Statutory Notices	1
Radio	8
Other	1
TOTAL	285

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

Campaigns are defined as marketing projects which utilise two or more mediums, (ie; newspaper and radio advertising).

There were 18 Campaigns undertaken in 2009-10 (to March 2010). They are listed below:

Natural Resources, Environment and Heritage
--

1	Energy Smart Rebate
2	Environment Grants call for applications
3	Rainwater Tank Rebate
4	Northern Territory Landcare awards
Sport and Recreation	
5	Consultation on Sport and Recreation Policy
Parks and Wildlife	
6	Be Crocwise awareness and education campaign
Arts and Museums	
7	Arts Grants guidelines call for applications
8	26th Telstra Nation Aboriginal and Torres Strait Islander Art Awards (Museum and Art Gallery of the NT) exhibition, competition entry.
9	Australian Opera: Madame Butterfly - Theatre Production (Araluen Arts Centre)
10	Araluen Arts Centre Program Launch
11	Shellie Morris in Concert - Theatre Production (Araluen Arts Centre)
12	Taming of the Shrew - Theatre Production (Araluen Arts Centre)
13	Tarnished - Theatre Production (Araluen Arts Centre)
14	The Fastest Boy in the World - Theatre Production (Araluen)
15	Beautiful Beasts (Museum and Art Gallery of the NT) exhibition
16	Araluen Cultural Precinct theatre/cinema/community activities advertising
17	Desert Mob Exhibition (Araluen Arts Centre)
18	Araluen Development Plan consultation

Campaigns due to run in 2010-11 include, but are not limited to:

Parks and Wildlife
Be Crocwise education and awareness campaign
Natural Resources, Environment, and Heritage
Rainwater Tank Rebate
Energy Smart Rebate NT
Cash for Containers
Northern Territory Landcare Awards
Bushfire firebreak campaign

Plastic Bag Ban
Arts and Museums
Arts Grants guidelines call for applications
26th Telstra Nation Aboriginal and Torres Strait Islander Art Awards (Museum and Art Gallery of the NT) exhibition, competition entry.
Araluen activities TBC

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?

2008-09	Number Let	Value \$'000
NT Firms	34	732
Inter-state	23	524
Total	57	1256

Note: NTG funded consultancies \$662 000, externally funded consultancies \$594 000