

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Tollner to the Minister for Lands and Planning, in relation to the portfolio areas within the Department of Lands and Planning

and

Mr Giles to the Minister for Transport, in relation to the portfolio areas within the Department of Lands and Planning

(Note all responses relate to the entire Department of Lands and Planning; separate responses for the individual Lands and Planning and Transport portfolios have not been provided).

Department of Lands and Planning

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

The staffing cap for DLP is 529 (includes DBS and excludes Land Development Corporation).

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

Classification	Classification Description	FTE
AO2	ADMIN OFF 2	36.07
AO3	ADMIN OFF 3	59.70
AO4	ADMIN OFF 4	69.35
AO5	ADMIN OFF 5	45.37
AO5R	ADMIN OFF 5 - RDO	9.16
AO6	ADMIN OFF 6	41.99
AO7	ADMIN OFF 7	24.19
SAO1	SNR ADMIN OFF 1	36.09
SAO2	SNR ADMIN OFF 2	14.08
EO2	EXEC OFF 2	2.29
EO1C	EXEC OFF 1 CONTRACT	14.81
EO2C	EXEC OFF 2 CONTRACT	9.00
EO3C	EXEC OFF 3 CONTRACT	2.57
EO4C	EXEC OFF 4 CONTRACT	1.00
EO6C	EXEC OFF 6 CONTRACT	1.43
GOVA2	AUTO APPRENTICE	1.00
GRADT	GRADU TRAINEES	11.54
TTO	TRAIN TECH OFF	1.86
WILS	WK INT LRN SCHP	0.00
P1	PROF 1	2.69

Classification	Classification Description	FTE
P2	PROF 2	6.44
P3	PROF 3	21.90
P4	PROF 4	0.00
SP1	SNR PROF OFF 1	18.28
SP2	SNR PROF OFF 2	8.50
PH3	PHYS 3	1.57
PH3R	PHYS 3 - RDO	42.49
T2	TECH 2	2.29
T3	TECH 3	31.24
T4	TECH 4	17.01
T5	TECH 5	6.43
T6	TECH 6	3.71
TOTAL		544.04

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

DLP's FTE figure is 544, which is 2.8 percent higher than the approved staffing cap and is 0.8 percent higher than the 2 percent allowable variance which equates to 540 FTE. The main areas of increase across the Department are:

- enhanced graduate employment program commencing January 2012
- additional staff to assist in implementation of national legislative reforms and Territory projects
- additional staff for transit safety responsibilities

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

DLP have a total of 608 funded permanent positions within the agency.

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

- Please separate by permanent/temporary/acting by level**

Permanent Employees Held In Nominal Positions	306
Permanent Employees Acting in Temporary Positions	145
Temporary Employment Contracts	44
Total	495

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO2	ADMIN OFF 2	15	0	1
AO3	ADMIN OFF 3	39	27	6
AO4	ADMIN OFF 4	42	19	5

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO5	ADMIN OFF 5	23	20	0
AO5R	ADMIN OFF 5 - RDO	6	3	1
AO6	ADMIN OFF 6	17	25	0
AO7	ADMIN OFF 7	8	12	0
SAO1	SNR ADMIN OFF 1	19	10	1
SAO2	SNR ADMIN OFF 2	7	3	4
EO2	EXEC OFF 2	0	1	0
EO1C	EXEC OFF 1 CONTRACT	0	0	6
EO2C	EXEC OFF 2 CONTRACT	0	0	7
EO3C	EXEC OFF 3 CONTRACT	0	0	3
EO4C	EXEC OFF 4 CONTRACT	0	0	1
EO6C	EXEC OFF 6 CONTRACT	0	0	1
GOVA2	AUTO APPRENTICE (MHRT)	0	0	0
GRADT	GRADU TRAINEES	0	0	0
TTO	TRAIN TECH OFF	0	0	2
WILS	WK INT LRN SCHP	0	0	0
P1	PROF 1	1	0	0
P2	PROF 2	5	2	0
P3	PROF 3	17	3	3
SP1	SNR PROF OFF 1	17	1	0
SP2	SNR PROF OFF 2	8	1	0
PH3	PHYS 3	0	0	0
PH3R	PHYS 3 - RDO	35	4	2
T2	TECH 2	2	2	1
T3	TECH 3	25	5	0
T4	TECH 4	12	5	0
T5	TECH 5	6	1	0
T6	TECH 6	2	1	0
TOTAL *		306	145	44

* Includes supernumary staff.

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

The turnover rate of staff is 39.14 percent which includes resignations, completion of temporary contract and transfers to other agencies. The rate of cessations is only 22.03 percent which relates to resignations and completion of temporary contracts.

7. What is the rate per level?

Classification	Classification Description	Turnover Rate (%)
AO2	ADMIN OFF 2	135*
AO3	ADMIN OFF 3	37
AO4	ADMIN OFF 4	39
AO5	ADMIN OFF 5	23
AO5R	ADMIN OFF 5 - RDO	11
AO6	ADMIN OFF 6	27
AO7	ADMIN OFF 7	17
SAO1	SNR ADMIN OFF 1	12
SAO2	SNR ADMIN OFF 2	12
EO2	EXEC OFF 2	49
EO1C	EXEC OFF 1 CONTRACT	7
EO2C	EXEC OFF 2 CONTRACT	11
EO3C	EXEC OFF 3 CONTRACT	0
EO4C	EXEC OFF 4 CONTRACT	0
EO6C	EXEC OFF 6 CONTRACT	0
GOVA1	AUTO APPRENTICE (MHRT)	100*
GOVA2	AUTO APPRENTICE (MHRT) ADULT	0
GRADT	GRADU TRAINEES	21
TTO	TRAIN TECH OFF	0
WILS	WK INT LRN SCHP	0
P1	PROF 1	0
P2	PROF 2	14
P3	PROF 3	10
SP1	SNR PROF OFF 1	6
SP2	SNR PROF OFF 2	0
PH3	PHYS 3	0
PH3R	PHYS 3 - RDO	32
T2	TECH 2	42
T3	TECH 3	23
T4	TECH 4	25
T5	TECH 5	0
T6	TECH 6	0

* Explanation for high turnover rate

Classn	Classification Description	Explanation
A02	Administrative Officer 2	A02 is an entry level classification. These employees frequently apply for higher level positions soon after being employed.
GOVA1	Auto Apprentice (MHRT)	High turnover rate refers to one employee from a group of one who resigned from their position.

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

DLP currently has 113 vacant positions which can be attributed to the following:

- Staff are on Higher Duties Allowance (HDA) or Temporary Transfer (TT) and in the interest of managing FTE, the decision has been taken not to back fill the position
- Positions are in the process of JES or recruitment action
- Some positions are being left vacant as part of ongoing review of divisional organisation structure

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

The total days that funded positions have been vacant since 01 July 2011 is 17,120 days.

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

DLP have 187 staff employed on a temporary contract; 64 on casual contracts and 123 on other temporary contracts, including executive contract officers (ECOs).

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

Classification	Ext. x1	Ext. x2	Ext. X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Ext. X8	Ext. X9	Total
AO2	29	10	2	6	-	-	1	-	-	48
AO3	11	2	-	-	-	-	-	-	-	13
AO4	24	5	-	1	-	-	-	-	-	30
AO5	2	-	2	-	-	-	-	-	-	4
AO6	2	2	-	-	-	-	-	-	-	4
AO7	2	-	-	-	-	-	-	-	-	2
GRADT	1	-	-	-	-	-	-	-	-	1
P1	2	-	-	-	-	-	-	-	-	2
P3	1	-	-	-	-	-	-	-	-	1
PH3	4	2	-	-	-	-	-	-	-	6
SAO1	4	1	-	-	-	-	-	-	-	5
T3	1	1	-	-	-	-	-	-	-	2
TOTAL	83	23	4	7	-	-	1	-	-	118

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

70 DLP positions have been advertised by expression of interest. This comprises 49 advertised internally through development opportunity, 11 through the NTG website and 10 through both means.

13. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:
- Selection process commenced and
 - Selection process (including position advertising) not commenced

Selection process commenced: 1
 Selection process not commenced: 112

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

The average length of time taken for recruitment from advertising to successful applicant for DLP is 48.06 days.

Classification	Average Days to Fill
AO2	3.00
AO3	40.09
AO4	55.50
AO5	66.86
AO6	56.00
AO7	56.00
SAO1	66.63
SAO2	61.00
ECO2	31.00
TTO	51.00
P1	3.50
P2	49.33
P3	38.50
SP1	50.00
SP2	47.67
PH3	41.00
T2	36.00
T3	37.25
T4	61.00
TOTAL	48.06

15. In the period 01 July 2011 to 31 March 2012, what is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

Agency	NTG	Non NTG	Not Advised*	Total
Dept of Lands and Planning	53	13	31	97
TOTAL	53	13	31	97

* Relates to positions under six months not recorded by DBE.

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

At 31 March 2012, a total of 68 positions have been reclassified.

New Classification Level	New Classification	Reclassified Positions *	New Positions *	Same Classification *	Evaluated (with Agency for Approval)
AO3	ADMIN OFF 3	0	0	0	1
AO4	ADMIN OFF 4	1	1	0	2
AO5	ADMIN OFF 5	2	1	0	6
AO6	ADMIN OFF 6	3	2	0	7
AO7	ADMIN OFF 7	2	0	0	0
SAO1	SNR ADMIN OFF 1	2	2	6	5
SAO2	SNR ADMIN OFF 2	0	2	0	0
EO2	EXEC OFF 2	0	0	1	0
EO1C	EXEC OFF 1 CNTR	0	0	1	0
EO3C	EXEC OFF 3 CNTR	1	0	1	0
P2	PROF 2	1	0	0	0
P3	PROF 3	5	0	1	1
SP1	SR PROF OFF 1	3	0	3	0
T3	TECH 3	1	0	0	0
TBA		0	0	0	4
TOTAL		21	8	13	26**

* Jobs have been approved by delegate and action in PIPS.

** Includes 15 JAQs from one division, which is currently reviewing its structure

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

DLP have 38 permanent supernumerary unattached employees.

Of these unattached employees:

- Seven are currently on a temporary transfer with another agency
- Seven are currently on extended leave i.e maternity leave or LWOP
- Three are required to re-apply for their nominal position due to changes to their classification

Classification Code	Classification Description	Count
AO2	ADMIN OFF 2	2
AO3	ADMIN OFF 3	3
AO4	ADMIN OFF 4	11
AO5	ADMIN OFF 5	5
AO5R	ADMIN OFF 5 - RDO	2
AO6	ADMIN OFF 6	3
SAO1	SNR ADMIN OFF 1	4
SAO2	SNR ADMIN OFF 2	2

Classification Code	Classification Description	Count
P1	PROF 1	2
T3	TECH 3	1
T4	TECH 4	1
T5	TECH 5	1
T6	TECH 6	1
TOTAL		38

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

During the period 01 July 2011 to 31 March 2012, 12 unattached employees have successfully gained nominal positions within DLP and four unattached employees have successfully gained nominal positions with another agency.

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

During the period 01 July 2011 to 31 March 2012, six unattached employees have resigned.

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

DLP was established on 4 December 2009. Therefore, while the average length of stay of staff in DLP is 1.76 years, this does not reflect the average length of time employees have been employed in the previous forms of the Department or in the NTG.

Classification Code	Classification Description	Number of Staff	Average length of Service in Years
AO2	ADMIN OFF 2	28	1.19
AO3	ADMIN OFF 3	68	1.56
AO4	ADMIN OFF 4	75	1.66
AO5	ADMIN OFF 5	49	1.83
AO5R	ADMIN OFF 5 - RDO	9	1.72
AO6	ADMIN OFF 6	45	1.96
AO7	ADMIN OFF 7	27	1.77
SAO1	SNR ADMIN OFF 1	42	1.86
SAO2	SNR ADMIN OFF 2	14	2.22
EO2	EXEC OFF 2	2	1.58
EO1C	EXEC OFF 1 CONTRACT	17	1.92
EO2C	EXEC OFF 2 CONTRACT	9	2.02
EO3C	EXEC OFF 3 CONTRACT	3	2.32
EO4C	EXEC OFF 4 CONTRACT	1	2.07
EO6C	EXEC OFF 6 CONTRACT	1	2.32

Classification Code	Classification Description	Number of Staff	Average length of Service in Years
GOVA2	AUTO APPRENTICE (MHRT) ADULT	1	2.32
GRADT	GRADU TRAINEES	14	0.26
TTO	TRAIN TECH OFF	2	1.19
P1	PROF 1	4	1.45
P2	PROF 2	7	1.70
P3	PROF 3	25	1.90
SP1	SNR PROF OFF 1	18	2.10
SP2	SNR PROF OFF 2	9	1.88
PH3	PHYS 3	1	2.32
PH3R	PHYS 3 - RDO	43	1.75
T2	TECH 2	3	2.32
T3	TECH 3	28	2.03
T4	TECH 4	17	2.03
T5	TECH 5	7	2.21
T6	TECH 6	4	2.32
Average Total		573	1.76

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

Advertising	Land Services	Strategic Planning	Transport	Business Services	Total
Intra Territory	\$19,611.47	\$ 606.60	\$ 30,305.86	\$ 1,720.83	\$ 52,244.76
Interstate	\$ 0.00	\$ 0.00	\$ 1,036.55	\$ 746.73	\$ 1,783.28
TOTAL	\$19,611.47	\$ 606.60	\$ 31,342.41	\$ 2,467.56	\$ 54,028.04

Summary Points:

An additional \$7760.48 of bulk block advertising for recruitment has been identified by DBE to be on-charged to DLP. The amount relates to costs incurred as at 31 March 2012 but has not hit the ledger. The amount would bring total recruitment advertising costs for DLP as at 31 March 2012 to **\$61,788.52**. DBE advised that they could not split the additional costs across the outputs.

22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:
- How many graduates started with the department
 - How many have completed the year
 - How many how won nominal positions
 - How many have left the NTG, and
 - What was the length of time each stayed within the NTG before leaving?

22.a, b, c

Classification	Commenced with the department in 2011	Commenced and still employed at 31 December 2011	Have won a nominal position	Commenced and ceased in 2011
Graduates	9	8	1	0
Total	9	8	1	0

22.d, e

Employees Separated	Commencement Date	Separated Date	Length of Service
Employee 1	31/01/2011	30/01/2012	12 months
Employee 2	31/01/2011	30/01/2012	12 months

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

- 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 were still employed at 31/12/2011?
- h) How many have left the NTG?

23.a), b), c), d), e) f)

Classification	Classification Description	Permanent	Temporary	Total Staff	Indigenous Staff on HDA
AO2	ADMIN OFF 2	4	0	4	0
AO3	ADMIN OFF 3	2	1	3	1
AO4	ADMIN OFF 4	2	0	2	1

Classification	Classification Description	Permanent	Temporary	Total Staff	Indigenous Staff on HDA
AO5	ADMIN OFF 5	1	0	1	1
AO6	ADMIN OFF 6	1	0	1	1
SAO2	SNR ADMIN OFF 2	1	0	1	1
TOTAL		11	1	12	5

23.g), h)

DLP	Employees Commenced	Indigenous Staff commenced and still employed at 31 December	Indigenous Staff commenced and ceased
TOTAL	7	5	2

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

- a) What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave
- b) What is the financial value of that leave?
- c) What is the highest individual amount of accrued leave at each position level?
- d) What is the current total of sick leave entitlement of employees in the department?
- e) How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

24.a), b), c) – Long Service Leave – DLP staff

Classification	Accrued Long Service Leave (Months)	Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
AO2	20.34	78,337	5.47
AO3	71.58	302,675	5.07
AO4	110.92	538,779	4.00
AO5	82.26	440,406	4.75
AO5R	10.46	61,093	3.20
AO6	113.1	711,704	12.22
AO7	54.93	365,337	5.32
SAO1	96.3	744,161	6.90
SAO2	45.76	412,969	9.00
EO2	9.79	93,613	5.89
EO1C	52.2	801,464	12.67
EO2C	41.87	668,317	9.56
EO3C	9.77	170,482	5.10
EO4C	1.35	27,043	1.35
EO6C	7.4	216,617	7.40
GOVA2	0.92	3,227	0.92
GRADT	1.04	4,486	0.35
TTO	0.92	3,323	0.92
P1	2	9,685	0.95
P2	10.01	56,193	3.92
P3	30.82	222,972	5.67
SP1	37.06	313,307	11.30
SP2	23.29	226,622	5.65
PH3	2.1	7,444	2.10
PH3R	60.97	218,627	7.60
T2	3.14	13,330	1.50
T3	46.99	248,383	9.78
T4	57.96	349,910	12.07
T5	34.21	233,831	11.65
T6	12.04	86,980	6.82
TOTAL	1051.5	7,631,316	12.67

24.a), b), c) – Recreation Leave – DLP staff

Classification	Accrued Recreation Leave (Days)	Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
AO2	491.59	85,723	78.00
AO3	1761.39	340,713	85.78
AO4	2278.30	517,596	106.50
AO5	1746.99	455,474	86.16
AO5R	330.11	88,911	63.83
AO6	1775.96	528,448	117.20
AO7	941.61	317,607	82.50
SAO1	1540.61	581,938	151.50
SAO2	788.07	346,796	120.64
EO2	82.79	39,430	42.16

Classification	Accrued Recreation Leave (Days)	Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
EO1C	461.39	321,494	69.42
EO2C	179.58	135,503	48.63
EO3C	74.65	60,861	63.51
EO4C	34.18	31,304	34.18
EO6C	10.88	14,653	10.88
GOVA2	34.36	5,589	34.36
GRADT	92.38	18,092	24.00
TTO	24.96	4,126	24.96
P1	49.08	10,954	21.04
P2	191.23	50,425	45.02
P3	626.35	216,787	77.00
SP1	702.16	271,604	101.50
SP2	443.14	205,408	112.55
PH3	12.00	1,957	12.00
PH3R	1718.55	281,774	137.19
T2	89.92	17,693	48.50
T3	1071.34	258,310	67.50
T4	867.05	238,189	95.50
T5	409.78	128,840	107.19
T6	160.20	54,291	45.74
TOTAL	18990.58	5,630,491	151.50

24.d) What is the current total of sick leave entitlement of employees in the department?

Classification	Classification Description	Number of Staff	Total Sick Leave Entitlements in weeks
AO2	ADMIN OFF 2	28	79.11
AO3	ADMIN OFF 3	68	329.25
AO4	ADMIN OFF 4	75	660.51
AO5	ADMIN OFF 5	49	692.16
AO5R	ADMIN OFF 5 RDO	9	25.25
AO6	ADMIN OFF 6	45	801.88
AO7	ADMIN OFF 7	27	425.14
SAO1	SNR ADMIN OFF 1	42	799.36
SAO2	SNR ADMIN OFF 2	14	454.92
EO2	EXEC OFF 2	2	109.34
EO1C	EXEC OFF 1 CNTR	17	516.26
EO2C	EXEC OFF 2 CNTR	9	461.11
EO3C	EXEC OFF 3 CNTR	3	83.42
EO4C	EXEC OFF 4 CNTR	1	63.72
EO6C	EXEC OFF 6 CNTR	1	72.65
GOVA2	AUTO APPRENTICE	1	4.38
GRADT	GRADU TRAINEES	14	7.52
TTO	TRAIN TECH OFF	2	1.45
P1	PROF 1	4	12.81
P2	PROF 2	7	69.39
P3	PROF 3	24	342.90

Classification	Classification Description	Number of Staff	Total Sick Leave Entitlements in weeks
SP1	SR PROF OFF 1	19	482.31
SP2	SR PROF OFF 2	9	179.72
PH3	PHYS 3	1	16.84
PH3R	PHYS 3 - RDO	43	281.77
T2	TECH 2	3	17.21
T3	TECH 3	28	276.76
T4	TECH 4	16	411.06
T5	TECH 5	8	315.86
T6	TECH 6	4	149.94
TOTAL		573	8,144.00

24.e) How many sick days leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

Classification	Classification Description	Number of Staff	NTPS Staff Days Sick Leave Taken
AO2	ADMIN OFF 2	29	182.92
AO3	ADMIN OFF 3	81	457.92
AO4	ADMIN OFF 4	82	503.44
AO4R	ADMIN OFF 4-RDO	2	17.92
AO5	ADMIN OFF 5	57	309.81
AO5R	ADMIN OFF 5 RDO	8	60.03
AO6	ADMIN OFF 6	51	270.23
AO7	ADMIN OFF 7	20	88.35
SAO1	SNR ADMIN OFF 1	37	144.64
SAO2	SNR ADMIN OFF 2	10	46.29
EO1C	EXEC OFF 1 CNTR	8	94.19
EO2C	EXEC OFF 2 CNTR	7	23.52
EO3C	EXEC OFF 3 CNTR	4	9.00
EO4C	EXEC OFF 4 CNTR	1	2.46
EO6C	EXEC OFF 6 CNTR	1	14.46
GOVA2	AUTO APPRENTICE	1	15.84
GRADT	GRADU TRAINEES	7	17.80
TTO	TRAIN TECH OFF	1	15.47
P1	PROF 1	1	11.00
P2	PROF 2	7	24.20
P3	PROF 3	20	91.44
SP1	SR PROF OFF 1	14	57.87
SP2	SR PROF OFF 2	8	64.46
PH3R	PHYS 3 - RDO	41	264.04
T2	TECH 2	4	19.20
T3	TECH 3	31	214.26
T4	TECH 4	17	118.90
T5	TECH 5	8	108.46
T6	TECH 6	5	54.87
1ACS	1 ADM CRP SVS	1	7.52
2ACS	2 ADM CORP SRVS	1	1.55
2ACSP	2 ADM CORP SRVS	1	3.00
TOTAL		566	3,315.06

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

Classification	Accrued Long Service Leave (Months)	Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
EO1C	52.20	\$801,464.11	12.67
EO2C	41.87	\$668,317.22	9.56
EO3C	9.77	\$170,482.41	5.10
EO4C	1.35	\$27,042.96	1.35
EO6C	7.40	\$216,616.50	7.40
TOTAL	112.59	\$1,883,923.20	12.67

- a) What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?
- b) What is the financial value of that leave?
- c) What is the highest individual amount of accrued leave at each employee level?
- d) What is the current total of sick leave entitlement of employees in the department?
- e) How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

25.a), b), c) – Recreation Leave – Executive Contract Officer

Classification	Accrued Recreation Leave (Days)	Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
EO1C	461.39	\$321,493.72	69.42
EO2C	179.58	\$135,502.55	48.63
EO3C	74.65	\$60,860.76	63.51
EO4C	34.18	\$31,303.60	34.18
EO6C	10.88	\$14,652.88	10.88
TOTAL	760.67	563,813.51	69.42

25.d) What is the current total of sick leave entitlement of employees in the department?

Classification	Classification Description	Number of Staff	Executive Contract Staff Sick Leave Entitlements in weeks
EO1C	EXEC OFF 1 CNTR	17	516.26
EO2C	EXEC OFF 2 CNTR	9	461.11
EO3C	EXEC OFF 3 CNTR	3	83.42
EO4C	EXEC OFF 4 CNTR	1	63.72
EO6C	EXEC OFF 6 CNTR	1	72.65
TOTAL		31	1,197.16

25.e) How many sick days leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

Classification	Classification Description	Number of Staff	Executive Contract Staff Days Sick Leave Taken
EO1C	EXEC OFF 1 CNTR	8	94.19
EO2C	EXEC OFF 2 CNTR	7	23.52
EO3C	EXEC OFF 3 CNTR	4	9.00
EO4C	EXEC OFF 4 CNTR	1	2.46
EO6C	EXEC OFF 6 CNTR	1	14.46
TOTAL		21	143.63

26. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?

- Break down by level and amount of leave

Classification	Classification Description	Number of Staff	Amount (\$)
AO3	ADMIN OFF 3	1	2,029.73
AO4	ADMIN OFF 4	2	7,562.11
AO6	ADMIN OFF 6	4	34,455.83
AO7	ADMIN OFF 7	1	3,306.29
SAO1	SNR ADMIN OFF 1	1	3,784.64
SAO2	SNR ADMIN OFF 2	1	6,461.31
P3	PROF 3	2	12,217.59
PH3R	PHYS 3 - RDO	10	19,555.92
T4	TECH 4	1	2,823.03
T5	TECH 5	1	3,168.92
T6	TECH 6	1	3,422.38
TOTAL		25	98,787.75

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

- Break down by level and amount of leave

One DLP employee has utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2012-2013 Enterprise Agreement.

Classification	Classification Description	Number of Staff	Amount (\$)
AO5	ADMIN OFF 5	1	4,042.90
TOTAL		1	4,042.90

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

- **Break down by level and the amount of leave taken**

The Chief Executive of DLP has not directed any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave, however leave balances are being monitored and arrangements to use leave is being prohibited.

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

- **Break down by level and the amount of leave**

The Chief Executive of DLP has not directed any employee under section 55.3 (a) Long Service Leave to be taken, however leave balances are being monitored and arrangements to use leave is being prohibited.

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

DLP has a total of five employees who are currently on workers compensation.

Classification	Classification Description	Number of Staff	Expected to Return Date
AO2	ADMIN OFF 2	1	Already Returned
AO4	ADMIN OFF 4	1	Restricted Duties - No Lost Time
AO4	ADMIN OFF 4	1	Already Returned
AO4R	ADMIN OFF 4-RDO	1	Already Returned
T3	TECH 3	1	Already Returned
TOTAL		5	

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

Eight people received workers compensation in 2012.

Classification	Classification Description	Region	Number of Days
AO2	ADMIN OFF 2	Darwin	187
AO3	ADMIN OFF 3	Darwin	187
AO3	ADMIN OFF 3	Darwin	187
AO4R	ADMIN OFF 4-RDO	Darwin	157
PH3R	PHYS 3 - RDO	Darwin	187
PH3R	PHYS 3 - RDO	Darwin	187
PH3R	PHYS 3 - RDO	Darwin	116
T3	TECH 3	Darwin	105

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

Classification	Classification Description	Sick	Compo	LSL	Misc. Paid	Misc. Unpaid	Total Staff
AO2	ADMIN OFF 2	-	-	-	-	3	3
AO3	ADMIN OFF 3	-	-	-	-	1	1
AO4	ADMIN OFF 4	-	-	-	1	1	2
AO5	ADMIN OFF 5	-	-	-	1	1	2
AO5R	ADMIN OFF 5 - RDO	1	-	-	-	-	1
AO6	ADMIN OFF 6	-	-	1	-	1	2
AO7	ADMIN OFF 7	-	-	-	-	1	1
SAO1	SNR ADMIN OFF 1	-	-	-	-	2	2
SAO2	SNR ADMIN OFF 2	-	-	-	1	-	1
EO2C	EXEC OFF 2 CONTRACT	-	-	1	-	-	1
P3	PROF 3	-	-	-	-	1	1
SP2	SNR PROF OFF 2	1	-	-	-	-	1
T3	TECH 3	-	-	-	-	1	1
T6	TECH 6	1	-	-	-	-	1
TOTAL		3	-	2	3	12	20

33. At Pay day 20, 28 March 2012, were there any NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?

DLP currently has 43 NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every two years.

Classification	Classification Description	Employees Eligible for Airfares
AO2	ADMIN OFF 2	1
AO3	ADMIN OFF 3	1
AO4	ADMIN OFF 4	4
AO5	ADMIN OFF 5	3
AO6	ADMIN OFF 6	5
AO7	ADMIN OFF 7	2
SAO1	SNR ADMIN OFF 1	5
SAO2	SNR ADMIN OFF 2	3
EO2	EXEC OFF 2	1
P3	PROF 3	1
SP1	SNR PROF OFF 1	4
SP2	SNR PROF OFF 2	1

Classification	Classification Description	Employees Eligible for Airfares
PH3R	PHYS 3 - RDO	1
T3	TECH 3	2
T4	TECH 4	4
T5	TECH 5	3
T6	TECH 6	2
TOTAL		43

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

DLP has received no complaints in relation to workplace bullying and harassment.

35. From 01 July 2011 to 31 March 2012, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department?

DLP has spent a total of \$57 795 on relocation costs and DBS have spent nil.

36. Please provide a breakdown per business unit?

Removal & Storage Expenses	Land Services	Planning	Transport	Business Services	NT Build	TOTAL
Intra Territory	\$14					\$14
Interstate				\$10 037		\$10 037
TOTAL	\$14			\$10 037		\$10 051
Relocation Allowance	Land Services	Planning	Transport	Business Services	NT Build	TOTAL
Intra Territory			\$268			\$268
Interstate	\$1 440					\$1 440
TOTAL	\$1 440		\$268			\$1 708
Relocation Expenses	Land Services	Planning	Transport	Business Services	NT Build	TOTAL
Relocation Fares	\$1 611	\$921		\$2 092		\$4 624
Relocation Allowance						
Removal & Storage	\$2 627	\$90	\$5 662	\$195		\$8 574
Relocation Expenses Other	\$19 024	\$5 736	\$8 078			\$32 838
TOTAL	\$23 263	\$6 746	\$13 740	\$2 287		\$46 036
TOTAL RELOCATION EXPENSES	\$24 717	\$6 746	\$14 008	\$12 324		\$57 795

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

There is \$22 000 budgeted for relocation expenditure.

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

Department of Lands and Planning Travel Expenses as at 31 March 2012						
OFFICIAL DUTY FARES	LANDS	PLANNING	TRANSPORT	CORPORATE	STATUTORY BODY	TOTAL
Intra Territory Fares	29 221	42 873	82 138	15 954	0	170 186
Interstate Fares	27 073	26 547	71 155	13 643	0	138 418
Overseas Fares	1 576	633	2 957	0	0	5 167
Air Bus and Boat Charter	42	0	1 212	2 000	0	3 254
TOTAL OFFICIAL DUTY FARE	57 912	70 052	157 463	31 597	0	317 024
ACCOMMODATION	LANDS	PLANNING	TRANSPORT	CORPORATE	STATUTORY BODY	TOTAL
Intra Territory	25 212	11 449	65 968	17 388	0	120 017
Interstate	15 621	7 688	36 359	4 735	0	64 403
Overseas	821	1 076	1 539	0	0	3 436
TOTAL ACCOMMODATION	41 654	20 213	103 866	22 124	0	187 856
TRAVELLING ALLOWANCE	LANDS	PLANNING	TRANSPORT	CORPORATE	STATUTORY BODY	TOTAL
Inter Territory	27 748	5 188	59 943	15 619	0	108 498
Interstate	11 275	4 482	23 682	1 606	0	41 046
Overseas	630	268	214	668	0	1 779
TOTAL TRAVELLING ALLOWANCE	39 652	9 938	83 839	17 894	0	151 323
TOTAL TRAVEL EXPENSES	139 218	100 203	345 168	71 615	0	656 204
Summary Points:						
Travel Approvals/ delegation						
Approval for Travel is within the Agency's HR Delegations as per below;						
HR Delegation		Official Travel				
36.1 (a)	Authorise travel involving the payment of Travelling Allowance					
	Intra	Program Manager/ Branch Head/ Regional Manager				
	Interstate	General Manager/Executive Director				
	Overseas	Minister				

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

DLP spent \$902 265.33 on vehicles from 1 July 2011 to 31 March 2012, which includes hire charges and ECO motor vehicle contributions.

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

DLP has responsibility for 73 vehicles.

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

Two vehicles were added to the previous year.

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

93 percent of these vehicles meet the emission standard.

43. How many vehicles are home garaged?

47 vehicles are permanently home garaged.

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

EO1, EC01, SA01, SP1 and above are allowed have home garaged or are allowed to home garage vehicles.

45. How many Credit Cards have been issued to the Department?

DLP had 54 credit cards issued and DBS had three issued.

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

Nil for DLP and DBS.

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

No employees were asked to explain their actions regarding inappropriate use of the internet.

48. How many reports resulted in formal disciplinary action?

There were nil actions required as a result of formal disciplinary action.

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

Depending on the size and nature of the event, and the time of year, there are a number of officers that are assigned with responsibility for support and coordination of tasks to ensure the Department is able to perform its core business functions in the event of an emergency. Particular staff are also assigned with specific responsibilities at different stages of the response and recovery phases. Additional staff may also be assigned with specific duties to assist in whole of government or internal coordination activities.

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

DLP spent \$861 844 on advertising and marketing programs.

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

Key campaigns undertaken by divisions in current 2011/12 financial year:

Strategic Planning Division:

- Weddell \$ 62 115
- Storm Surge Mapping \$ 19 330

• Greater Darwin Plan	\$ 22 436
• East Arm Wharf Expansion Project	\$ 15 088
• Infrastructure/Transport Strategy Launch	\$ 10 242

Transport Division:

• School Based Education	\$ 28 199
• Road Safety Message - Heavy Vehicles	\$ 18 258
• Road Safety Christmas Campaign 2011	\$ 27 501
• Road Safety-Visitor Education General	\$ 29 537
• Road Safety-General Comm. Education	\$ 154 783
• Road Rules	\$ 12 266
• Indigenous Road Safety Advertising	\$ 15 834
• Drive Safe NT- Remote	\$ 7 399
• Back to School 2012	\$ 15 013
• Special Events Buses	\$ 9 697
• Humpty Doo Park and Ride Launch	\$ 4 587
• Coolalinga Park & Ride Launch	\$ 12 306
• Starlight Special Bus Service	\$ 5 844
• Drive Safe NT – Urban	\$ 47 676

Lands Division:

• RBI and Consumer Package Info Sessions	\$ 16 274
• Relocation of DLP from Cavenagh House	\$ 13 100
• Consumer Guide for Building and Renovating in the NT	\$ 5 370
• Short Stay Accommodation Village	\$ 7 768
• Greening our Streets	\$ 1 988

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

DLP

Q52 & 53 : Insurance Expenses						
Department of Lands and Planning						
Insurance Expenses as at 31 March 2012						
Q52						
INSURANCE EXPENSES	LANDS	PLANNING	TRANSPORT	CORPORATE	STATUTORY BODY	TOTAL
General Insurance	15	18	9			42
Public Liability Insurance	1 320	1 400	755			3 475
TOTAL INSURANCE EXPENSES	1 335	1 418	764			3 517
Q53						
Summary Points:						
Self-insured are:	- Motor Vehicle					
	- Workers Compensation					
	- Office Building Risks					
Commercially Insured:	- Public Liability Insurance					
Location	- Old Town Hall Ruins					
Insurance Provided by:	- Territory Insurance Office					
Renewal Date:	- November 2012					

DBS

Q52 & 53 : Insurance Expenses	
Darwin Bus Service	
Insurance Expenses at 31 March 2012	
Q52	
INSURANCE EXPENSES	TOTAL
Motor Vehicle Insurance (354300)	29 123
-----	-----
-----	-----
TOTAL INSURANCE EXPENSES	29 123
Q53	
Summary Points:	
Motor Vehicle	
<i>Commercially Insured:</i>	- Public Liability - Third Party Property Damage
Insurance Provided by:	- Aon Risk Services Australia Limited
Renewal Date:	- March 2013
Insurance Expenses as at 31 March 2012	

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

- The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.
- With the Treasurer's approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated.
- With the exception of workers compensation cover, government businesses and corporations, such as the Power and Water Corporation, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.
- The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.
- The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.

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

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

- Treasurer's Advance is available to agencies in the event disaster costs exceed budget during the year.
- The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.
- Any whole of government insurance policy related questions should be referred to the Treasurer.

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

DLP emitted 252 tonnes of CO₂ from its vehicle fleet.

Energy consumption and CO₂ emission data for buildings is collated at the end of each financial year as required under the NTG Energy Smart Buildings Policy. DLP's data collection system is not set up for interim reporting and it is not possible to include building emissions relevant to the current financial year. Therefore the data below provides a comparison between 2009/10 and 2010/11.

Building Energy Usage (giga joules)		Building Greenhouse Gas Emissions (tonnes CO ₂ -e)	
2009-10	2010-11	2009-10	2010-11
6,109	5,858	1,344	1,259

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

Fleet

The following policy initiatives are in place to assist with reducing CO₂ emissions in Government fleet vehicles:

- setting of annual agency fleet emission targets as part of an NT Fleet target to reduce emissions by 20 percent over five years;
- introduction of minimum greenhouse emission ratings of 5.5 for passenger vehicles and 3.5 for light commercial vehicles (to be reviewed after two years);
- introduction of functional requirement categories with DLP having to justify requests for vehicles outside of the NT Fleet recommended list; and
- introduction of incentives for Executive Contractors to select more fuel efficient vehicles appropriate to a level that is cost neutral to Government.

Building Works

- Ethos House – Energy efficient lighting upgrade and occupancy sensors;
- Darwin Bus – After hours air-conditioning management for transit offices;
- MVR Goyder Road – Air-conditioning CO₂ controls.

General

- Reformation of the Green Team in September 2011 and the introduction of DLP's PaperSmart Policy.
- Formation of NT TravelSmart and development of travel plans for DLP buildings
- Development of Sustainability Guidelines for Arnhemica Building

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

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

The Department is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the NT Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020. The CO₂ reduction target for DLP fleet cars has been set at 2 percent for 2012-13.

The targets in the NT Government Energy Smart Buildings Policy has now been superseded by the 2009 NTG Climate Change Policy, which sets a reduction target of 33 percent in building energy intensity by 2020 from the 2004/05 base year.

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

From 1 July 2011 to 31 March 2012 DLP spent \$246 027 on power and water and DBS spent \$29 809.

59. What is the projected cost for power and water to the department for the 2012-13 financial year?

The projected cost for Power and Water for DLP for the 2012-13 financial year is \$360 184 and for DBS is \$43 640.

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department.

DLP provided the following corporate sponsorships:

- | | |
|---|----------|
| • Urban Development Institute of Australia Dinner | \$5000 |
| • Engineers Excellence Awards | \$7500 |
| • Life be In It – Corporate Challenge | \$255 |
| • Northern Territory Seafood Industry Awards | \$1200 |
| • Darwin Boat and Leisure Show | \$10 000 |
| • National Trust of Australia–Goyders Day | \$9090 |
| • Surveying & Spatial Sciences Institute | |

Total: \$33 045

What are projected for the 2012-2013 financial year?

The projected corporate sponsorship for the 2012-13 financial year will include:

- Urban Development Institute of Australia Dinner
- Engineers Excellence Awards
- Northern Territory Seafood Industry Awards
- Darwin Boat and Leisure Show

- National Trust of Australia–Goyders Day
Surveying & Spatial Sciences Institute

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

The level of sponsorship provided by DLP was in terms of financial support.

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

The total budget for advertising for 2011/12 is \$442 411 (including Statutory Notices).

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

Newspaper Placement	\$ 177 706
Radio Placement	\$ 30 869
Television Placement	\$ Nil
TOTAL	\$ 208 575

These totals do not include magazine and online advertising.

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

Strategic Planning Division:

- Weddell
- Storm Surge Mapping
- Greater Darwin Plan
- East Arm Wharf Expansion Project
- Infrastructure/Transport Strategy Launch

Transport Division:

- School Based Education
- Road Safety Message - Heavy Vehicles
- Road Safety Christmas Campaign 2011
- Road Safety-Visitor Education General
- Road Safety-General Comm. Education
- Road Rules
- Indigenous Road Safety Advertising
- Drive Safe NT- Remote
- Back to School 2012
- Special Events Buses

65. From 01 July 2011 to 31 March 2012, how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

	No.	Value (\$)
Local NT	25	\$1,600,020.75
Interstate	15	\$807,780.10
Total awarded	40	\$2,407,800.85