

HR SERVICES

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

DPC has FTE cap of 90.00 positions.

The actual Full Time Equivalent (FTE) increased to 100.6 in March 2011 from an actual FTE of 94.0 in June 2010

The approved FTE for DPC is 97.0 in 2011 and was 97 in 2010. An increased from approved FTE of 85 in 2009.

The increase in approved FTE in 2010 include:

- 2 Port Service Workers
- 3 Marine Service Officers
- 1 Control Tower Officer
- 2 Marine Pilots
- 3 Administration staff
- 1 Executive Contract Officer

Actual FTE includes 4 staff on extended Leave and 1 casual recorded as an FTE of 1.0.

2. As of 30 March 2011, what is the current FTE staffing of the department, by level?

The actual Full Time Equivalent (FTE) increased to 100.6 in March 2011 from an actual FTE of 94.0 in June 2010

The approved FTE for DPC is 97.0. The approved FTE in 2010 was 97 increased from 85 in 2009.

Actual FTE includes 4 staff on extended Leave and 1 casual recorded as an FTE of 1.0.

DPC has increased its staffing since June 2010

Classification	Nominal FTE	Actual FTE
AO2	Admin Off 2	2.00
AO3	Admin Off 3	1.00
BM	Board Members	0.00
CTO	Control Tower	4.05
EO1C	Exec Off 1 Cntr	4.00
EO2C	Exec Off 2 Cntr	2.00
EO4C	Exec Off 4 Cntr	1.00
MPL1	Marine Pilot 1	4.00
MPL3	Marine Pilot 3	3.00
MPL4	Marine Pilot 4	2.00
MSG2	Security Guards	13.00
MSO1	Service Officer	5.00
MSO2	Service Officer	1.00
MSO2X	Service Officer	3.00
PAO1	Port AO1 5 Week	1.00

PAO2	Port AO2 5 Week	1.00
PAO3	Port AO3 5 Week	4.00
PAO3S	Port AO3 6 Week	0.00
PAO4	Port AO4 5 Week	3.00
PAO4S	Port AO4 6 Week	1.00
PAO5	Port AO5 5 Week	1.53
PAO6	Port AO6 5 Week	2.00
PAO7	Port AO7 5 Week	2.00
PAO7S	Port AO7 6 Week	1.00
PAO8	Port AO8 5 Week	2.00
PPO2	Port Prof 2 5 Week	1.00
PPO4S	Port Prof 4 6 Week	1.00
PSW1	Port Srv Worker 1	1.00
PSW2	Port Srv Worker 2	3.00
PSW3	Port Srv Worker 3	7.00
PSW4	Port Srv Worker 4	13.00
PSW5	Port Srv Worker 5	5.00
PSW7	Port Srv Worker 7	3.00
PSW8	Port Srv Worker 8	3.00
DPC Total		100.58

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

DPC has FTE at 30 March 2011 was 100.58. The FTE cap is 90.00

- DPC FTE cap was set below its approved establishment. The cap was set based on actual average FTE in the March quarter of 2010.
- Increases to the established positions had been approved but had not been recruited to at this time.
- This included two Marine Pilot positions. Recruitment to these roles has long lead times due to the majority of applicants being overseas and/or working at sea.
- A number of positions at DPC operate a 24/7 365 day a year roster and the Corporation can not provide services without ensuring all these positions are filled.
- The actual Full Time Equivalent (FTE) increased to 100.6 in March 2011 from an actual FTE of 94.0 in June 2010
- The approved FTE for DPC is 97.0. The approved FTE in 2010 was 97 increased from 85 in 2009.
- Actual FTE at 31 March 2011 includes 4 staff on extended Leave and 1 casual recorded as an FTE of 1.0.

4. How many permanent positions are there in your department?

97 plus 3 Board Members. This includes 90 permanent positions and 7 Executive Contract positions.

5. How many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?

DPC has actual FTE of 100.58 and Approved FTE of 97.00 (90 Permanent positions)

DPC has 71 positions filled nominally

DPC has 21 positions filled by Temporary Contract

- 3 Board members
- 1 LT workers compensation (not working)
- 8 Executive Contract (includes MPL4 on four year contract)
- 1 Casual Marine Pilot (employed for one week only)
- 2 Marine Pilots (on Temporary contract due to Visa restrictions)
- 2 Temporary MSG(due to staff on higher duties within DPC)
- 1 PSW8 (nominal position held by employee on long term sick leave)
- 1 PSW (nominal position recently vacated. Employee transferred to Apprenticeship)
- 2 PSW positions (Positions under review prior to permanent recruitment. Positions advertised May 2011)

DPC has 16 positions filled temporarily by Permanent staff

- 14 employees are Permanent DPC staff
- 2 employees are from other NTG agencies
- 2 employee on Temporary Higher Duties behind staff on Maternity Leave
- 1 employee on Temporary Higher Duties behind Leave without pay
- 1 employee on Temporary Higher Duties pending position undergoing JES review prior to advertising
- 3 employee on short term higher duties in temporary supernumerary positions
- 7 staff on Temporary Higher duties consequential to other staff on Higher Duties
- 2 supernumerary employees (one extended unpaid leave)

Please separate by permanent/temporary/acting by level:

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
BM	BOARD MEMBERS	0	0	3
COMPO	COMPENSATION	0	0	1
CTO	CONTROL TOWER	5	2	0
E01C	EXEC OFF 1 CNTR	0	0	3
E02C	EXEC OFF 2 CNTR	0	0	3
E04C	EXEC OFF 4 CNTR	0	0	1
MPL1	MARINE PILOT 1	2	0	2
MPL3	MARINE PILOT 3	2	0	1
MPL4	MARINE PILOT 4	1	0	1
MSG2	SECURITY GUARDS	9	0	2
MS01	SERVICE OFFICER	4	0	0
MS02	SERVICE OFFICER	1	1	0
MS02X	SERVICE OFFICER	3	0	0
PA01	PORT A01 5 WEEK	1	0	0
PA02S	PORT A02 6 WEEK	0	1	0
PA03	PORT A03 5 WEEK	4	0	0
PA03S	PORT A03 6 WEEK	0	1	0
PA04	PORT A04 5 WEEK	2	1	0
PA04S	PORT A04 6 WEEK	0	2	0
PA05	PORT A05 5 WEEK	1	2	0
PA05S	PORT A05 6 WEEK	1	1	0
PA06	PORT A06 5 WEEK	2	0	0
PA07	PORT A07 5 WEEK	2	0	0
PA07S	PORT A07 6 WEEK	1	0	0
PA08	PORT A08 5 WEEK	2	0	0
PPO2	PORT PROF 2 5WK	1	0	0
PPO4S	PORT PROF 4 6WK	1	0	0
PSW1	PORT SRV WRKR 1	0	0	1
PSW2	PORT SRV WRKR 2	0	1	1
PSW3	PORT SRV WRKR 3	6	2	0
PSW4	PORT SRV WRKR 4	11	0	1
PSW5	PORT SRV WRKR 5	4	1	0
PSW7	PORT SRV WRKR 7	3	1	0
PSW8	PORT SRV WRKR 8	2	0	1
: Darwin Port Corporation Total		71	16	21

6. What was the turnover rate of staff in the Agency in 2010?

14.51%

7. What is the rate per level?

Turnover by level is high due to there being very few employees at each level.

Classification	Classification Description	Turnover Rate (%)
A02	ADMINISTRATIVE OFFICER 2	0.00
A03	ADMINISTRATIVE OFFICER 3	0.00
A04	ADMINISTRATIVE OFFICER 4	0.00
A06	ADMINISTRATIVE OFFICER 6	0.00
CTO	DPC CONTROL TOWER OFFICER	24.21
E01C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0.00
E02C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	57.52
E04C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.00
MPL1	DPC MARINE PILOT 1	0.00
MPL3	DPC MARINE PILOT 3	88.89
MPL4	DPC MARINE PILOT 4	0.00
MSG2	DPC MARITIME SECURITY GUARDS LEVEL 2	0.00
MS01	DPC MARINE SERVICE OFFICERS LEVEL 1 12HR	16.81
MS02	DPC MARINE SERVICE OFFICERS LEVEL 2 12HR	0.00
MS02X	DPC MARINE SERVICE OFFICER LEVEL 2	0.00
PA01	PORT ADMINISTRATION OFFICER 1 (5 WEEKS)	0.00
PA02	PORT ADMINISTRATION OFFICER 2 (5 WEEKS)	131.36
PA03	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	69.69
PA03S	PORT ADMINISTRATION OFFICER 3 (6 WEEKS)	0.00
PA04	PORT ADMINISTRATION OFFICER 4 (5 WEEKS)	0.00
PA04S	PORT ADMINISTRATION OFFICER 4 (6 WEEKS)	0.00
PA05	PORT ADMINISTRATION OFFICER 5 (5 WEEKS)	0.00
PA06	PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	0.00
PA07	PORT ADMINISTRATION OFFICER 7 (5 WEEKS)	0.00
PA07S	PORT ADMINISTRATION OFFICER 7 (6 WEEKS)	0.00
PA08	PORT ADMINISTRATION OFFICER 8 (5 WEEKS)	0.00
PPO2	PORT PROFESSIONAL OFFICER 2 (5 WEEKS)	0.00
PPO4S	PORT PROFESSIONAL OFFICER 4 (6 WEEKS)	0.00
PSW1	DPC SERVICE WORKER 1	0.00
PSW2	DPC SERVICE WORKER 2	57.45
PSW3	DPC SERVICE WORKER 3	15.32
PSW4	DPC SERVICE WORKER 4	0.00
PSW5	DPC SERVICE WORKER 5	0.00
PSW7	DPC SERVICE WORKER 7	0.00
PSW8	DPC SERVICE WORKER 8	0.00

Calculating Staff Turnover

Staff Turnover is a percentage that expresses the relative amount of staff exits - those leaving the agency - to the average number of FTE staff in the agency over the period.

It is calculated using the following formula:

$$\frac{\text{Cessations + transfers (exits)}}{\text{Average FTE for period}} \times 100 = \text{turnover \%}$$

Simple example:

A period has 1 resignation, 3 contract cessation and 5 employees transferred to another agency (total of 9 exits at this classification). Average FTE for this classification over this period was 36 for this agency.

$$\frac{4 \text{ Seps} + 5 \text{ Transfers}}{36 \text{ FTE}} \times 100 = 25\% \quad (\text{turnover for the period})$$

Complex Example:

A new classification 8888 spans 20 pay periods. The first 3 pays only have FTE recorded for 2 employees, the remainder have 1 employee. The calculated average for this classification for this period is 23/20 (23 FTE divided by 20 pays) = 1.15.

$$\frac{0 \text{ Seps} + 1 \text{ Transfers}}{1.15 \text{ FTE}} \times 100 = 86.96\% \quad (\text{turnover for the period})$$

High Turnover Percentage:

* High turnover values can indicate extreme turnover, but will more likely indicate part time or short term occupancy history that will reflect abnormally low FTE average.

Situations that may reflect an abnormally low FTE average include short term casual employments for specific projects or tasks, or part time arrangements where there very few employees at that level.

This will affect turnover at the classification level only; Agency calculations are statistically valid.

Special Notes:

Machinery of Government changes impact on the above Staff Turnover rates. Transfers due to the creation of new Agencies or the movement of functional units between Agencies are included, and thus raise the calculated turnover rate. Staff Turnover is an 'apparent' measure based on activity totals and can not be used to derive Staff Retention.

Agency Staff Turnover includes transfers between Departments therefore this data can not be aggregated to derive Whole of

8. How many vacant positions are there in the Agency as a whole?

2

9. How long, in total days, have nominal positions been vacant in the department?

DPC small staffing requires that position be filled in a temporary capacity whilst they are nominally vacant.

DPC current reporting system does not allow it to fully identify the number of day's position are vacant.

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

DPC has 21 positions filled by Temporary Contract

- 3 Board Members
- 1 LT workers compensation (not working)
- 8 Executive Contract (includes MPL4 on four year contract)

- 1 Casual Marine Pilot (employed for one week only)
- 2 Marine Pilots (on Temporary contract due to Visa restrictions)
- 2 Temporary MSG (due to staff on higher duties within DPC)
- 1 PSW8 (nominal position held by employee on long term sick leave)
- 1 PSW (nominal position recently vacated. Employee transferred to Apprenticeship)
- 2 PSW positions (positions under review prior to permanent recruitment. Positions advertised May 2011).

11. In the period 30 March 2010 to 30 March 2011, how many temporary contracts have been extended, broken down by level and the number of times extended?

DPC have extended Temporary Contracts 9 times.

6 of contract extension in PSW1, PSW2 and PAO2 levels. These are DPC entry level positions. Contracts are consequential to short term vacancies created by staff on leave and temporary transfers.

1 employee has had 3 contract extensions. Two as a consequence of employees on Temporary transfers. The third extension was following resignation of another employee within group. Position advertised for permanent recruitment in May 2011.

Classification	Extended Once	Ext Twice	Ext X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Ext. X8	Ext. X9	Total
MSG2	1	-	1	-	-	-	-	-	-	2
PAO2	1	-	-	-	-	-	-	-	-	1
PSW1	-	1	-	-	-	-	-	-	-	1
PSW2	4	-	-	-	-	-	-	-	-	4
PSW4	-	1	-	-	-	-	-	-	-	1
DPC Darwin Port Corporation	6	2	1	-	-	-	-	-	-	9

Note:

Data source is RMS (Recruitment Management System)

Where provided in the data employees are identified by AGS number. Where the AGS number is not available, name matching has been used. Where AGS or name matching does not align, the employee will be displayed as a separate records on the report.

12. In the period 30 March 2010 to 30 March 2011, how many positions have been advertised by “expression of interest”?

For the period 1 July 2010 to 30 March 2011 1 position was advertised by “expression of interest”

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

2 Recruitment processes open at 31 March 2011. One Temporary and one Permanent. Both positions have been filled

2 Vacant positions at 31 March 2011 (One filled through recruitment process above. Second position advertised in May 2011)

Classification	Recruitment Action Open at 31 March	Recruitment Action Completed before 31 March	Total
CTO	0	1	1
MPL1,MPL2	0	2	2
MSO1	1	0	1
MSO2	1	0	1
PA03	0	4	4
PA06	0	1	1
PSW2	0	1	1
PSW3	0	2	2
PSW8	0	1	1
Darwin Port Corporation	2	12	14

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

Average of 61 days

Average has been distorted as a consequence of one position taking 101 days. This position was held up when an appeal was lodged against the vacating employee. This appeal was unresolved for a number of months.

Classification	Average Days to Fill
PA03	36.00
PA06	61.00
PSW3	81.00
PSW8	46.00
Darwin Port Corporation	61.00

Note:

Data source is from RMS; similar classification codes may be grouped separately as field is User Entered Text. Due to Administrative Arrangements Agencies may have previous and current data shown.

15. What is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

Agency	NTG	Non NTG	Not Advised	Total
Darwin Port Corporation	3	3	5	11
	3	3	5	11

Note:

Application Status is Successful or Successful Letter Required.

Data source is the NTG RMS (Recruitment Management System), and reflects the self declaration of the applicants at the time of recruitment. The RMS data is not reconciled against the HR Information System PIPS.

This report measures successful applicants, and caution is urged when reconciling against reports which measure the number of Recruitment actions:

- Results of EOI (temporary less than 6 months) recruitment actions are managed by the agency and results are not recorded in RMS; and
- A recruitment action may result in 0, 1 or many successful applicants

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

Three positions have been reclassified.

One position to a higher level. This Position moved from PAO2 to PAO3

Two positions levels were unchanged follow review.

Level of Position (Post Job Evaluation)		Reclassified Positions *	New Positions *	Same Classification *	Evaluated, with Agency for Approval
AO6	ADMIN OFF 6	0	0	1	0
EO20	EXEC OFF 2 CNTR	0	0	1	0
PA03	PORT AO3 5 WEEK	1	0	0	0
Total DPC Darwin Port Corporation		1	0	2	0

Note: Jobs evaluated prior to recent Enterprise agreements being implemented will show the prior Job Classification level.

* Jobs evaluation outcomes are approved by agency delegated officers and actioned in PIPS.

17. How many permanent supernumerary unattached employees do you have in your agency?

DPC has 3 unattached officer.

One on Six year Maternity leave

One on Extended LWOP

One on Extended temporary transfer in another NTG agency

What levels are they?

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

Nil unattached officers have gained nominal positions within the agency or another agency.

DPC has three unattached officers.

Two employees have become unattached during 2010/2011

The third officer is unattached on Six Year Maternity Leave

One of the unattached officers is seeking to gain nominal positions.

19. How many have resigned?

Nil unattached officers has resigned.

20. What is the average length of stay of staff in the department?

Classn	Classification	Average length of Service in Years
CTO	DPC CONTROL TOWER OFFICER	14.47
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	2.58
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	0.45
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	3.88
MPL1	DPC MARINE PILOT 1	0.97
MPL3	DPC MARINE PILOT 3	6.21
MPL4	DPC MARINE PILOT 4	9.19
MSG2	DPC MARITIME SECURITY GUARDS LEVEL 2	8.34
MSO1	DPC MARINE SERVICE OFFICERS LEVEL 1 12HR	1.11
MSO2	DPC MARINE SERVICE OFFICERS LEVEL 2 12HR	7.08
MSO2X	DPC MARINE SERVICE OFFICER LEVEL 2	14.26
PAO1	PORT ADMINISTRATION OFFICER 1 (5 WEEKS)	4.32
PAO2	PORT ADMINISTRATION OFFICER 2 (5 WEEKS)	2.65
PAO3	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	1.20
PAO3S	PORT ADMINISTRATION OFFICER 3 (6 WEEKS)	10.58
PAO4	PORT ADMINISTRATION OFFICER 4 (5 WEEKS)	3.25
PAO4S	PORT ADMINISTRATION OFFICER 4 (6 WEEKS)	4.21
PAO5	PORT ADMINISTRATION OFFICER 5 (5 WEEKS)	1.30
PAO6	PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	1.09
PAO7	PORT ADMINISTRATION OFFICER 7 (5 WEEKS)	2.88
PAO7S	PORT ADMINISTRATION OFFICER 7 (6 WEEKS)	15.76
PAO8	PORT ADMINISTRATION OFFICER 8 (5 WEEKS)	2.39
PPO2	PORT PROFESSIONAL OFFICER 2 (5 WEEKS)	4.48
PPO4S	PORT PROFESSIONAL OFFICER 4 (6 WEEKS)	10.75
PSW1	DPC SERVICE WORKER 1	1.54
PSW2	DPC SERVICE WORKER 2	3.30
PSW3	DPC SERVICE WORKER 3	2.43
PSW4	DPC SERVICE WORKER 4	10.01
PSW5	DPC SERVICE WORKER 5	20.52
PSW7	DPC SERVICE WORKER 7	10.96
PSW8	DPC SERVICE WORKER 8	22.89

The "Average length of Service" calculation is derived from the current continuous period of service in the current Agency divided by the total number of staff (Head Count).

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

A total of \$6,025 has been spent up to 31/3/11 on recruitment advertising

Expenditure Type	Amount
General Manager Port Development	5,347
Port Service Workers	\$265
Control Tower Officers	\$150
Shipping Scheduler	\$133
Assistant to GMMS and HM	\$130
	\$6,025

**22. In relation to Apprentices and Graduates, in 2010:
How many graduates started with the department?**

Classification	Count
Graduate	0
Apprentice	0

DPC Electrician Harry Bliss completed his Apprenticeship in 2009 and in May 2010 was awarded the GTNT Apprentice of the Year. Harry was also a finalist in the NT Apprentice of the year.

DPC has only two Professional positions in its Established FTE

23. In relation to Indigenous Employees, in 2010:

How many employees do you have in your department that recognise themselves as indigenous? What are the levels of their positions held? How many at each level?

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

What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave? What is the financial value of that leave?

25. In relation to Contract (ECO1 and above) staff as of 30 March 2011:

What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?

Classification	Q24 NTPS Staff Accrued Recreation Leave (Days)	Q24 NTPS Staff Accrued Recreation Leave (\$Value)	Q25 Contract Staff Accrued Recreation Leave (Days)	Q25 Contract Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
CTO	335.50	\$124,012.48	0.00	\$0.00	75.85
EO1C	73.61	\$48,937.42	73.61	\$48,937.42	44.50
EO2C	44.85	\$32,934.11	44.85	\$32,934.11	30.46
EO4C	34.83	\$35,241.91	34.83	\$35,241.91	34.83
MPL1	84.52	\$60,236.26	0.00	\$0.00	25.22
MPL3	187.34	\$155,207.51	0.00	\$0.00	152.34
MPL4	111.04	\$100,753.15	0.00	\$0.00	88.53
MSG2	587.02	\$203,177.12	0.00	\$0.00	144.00
MSO1	129.97	\$37,820.65	0.00	\$0.00	38.79
MSO2	165.47	\$54,720.00	0.00	\$0.00	87.89
MSO2X	209.09	\$72,481.48	0.00	\$0.00	93.14
PAO1	29.64	\$4,899.54	0.00	\$0.00	29.64
PAO2S	28.60	\$5,343.17	0.00	\$0.00	28.60
PAO3	36.57	\$7,444.10	0.00	\$0.00	21.90
PAO3S	-2.43	-\$497.61	0.00	\$0.00	-2.43
PAO4	104.00	\$23,962.65	0.00	\$0.00	60.92
PAO4S	28.12	\$6,232.82	0.00	\$0.00	24.09
PAO5	126.89	\$31,169.78	0.00	\$0.00	72.53
PAO5S	57.48	\$15,024.30	0.00	\$0.00	33.54
PAO6	88.98	\$25,369.89	0.00	\$0.00	77.74
PAO7	148.87	\$51,183.85	0.00	\$0.00	117.42
PAO7S	41.13	\$13,997.91	0.00	\$0.00	41.13
PAO8	111.37	\$41,239.68	0.00	\$0.00	63.23
PPO2	21.25	\$7,202.87	0.00	\$0.00	21.25
PPO4S	60.54	\$25,273.38	0.00	\$0.00	60.54
PSW1	28.10	\$5,455.97	0.00	\$0.00	28.10
PSW2	68.28	\$14,117.90	0.00	\$0.00	60.25
PSW3	260.57	\$77,918.97	0.00	\$0.00	76.25
PSW4	443.54	\$113,112.20	0.00	\$0.00	96.24

PSW5	295.92	\$80,818.38	0.00	\$0.00	93.31
PSW7	208.23	\$61,063.28	0.00	\$0.00	63.38
PSW8	191.93	\$59,422.51	0.00	\$0.00	117.37
TOTAL	4,340.83	\$1,595,277.63	153.29	\$117,113.44	152.34

What is the highest individual amount of accrued leave at each position level?

Classification	Q24 NTPS Staff Accrued Long Service Leave (Months)	Q24 NTPS Staff Accrued Long Service Leave (\$Value)	Q25 Contract Staff Accrued Long Service Leave (Months)	Q25 Contract Staff Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
CTO	21.22	\$168,812.72	0.00	\$0.00	6.96
EO1C	4.12	\$59,606.93	4.12	\$59,606.93	3.07
EO2C	1.04	\$15,591.71	1.04	\$15,591.71	0.82
EO4C	1.15	\$25,292.14	1.15	\$25,292.14	1.15
MPL1	1.12	\$17,405.12	0.00	\$0.00	0.62
MPL3	3.70	\$66,630.52	0.00	\$0.00	3.10
MPL4	5.50	\$108,478.33	0.00	\$0.00	5.05
MSG2	19.08	\$143,742.18	0.00	\$0.00	7.57
MSO1	1.26	\$8,064.16	0.00	\$0.00	0.32
MSO2	4.15	\$28,139.81	0.00	\$0.00	2.10
MSO2X	5.67	\$42,799.36	0.00	\$0.00	2.97
PAO1	1.27	\$4,581.50	0.00	\$0.00	1.27
PAO2S	4.10	\$16,020.06	0.00	\$0.00	4.10
PAO3	1.12	\$5,054.86	0.00	\$0.00	0.95
PAO3S	1.85	\$8,238.51	0.00	\$0.00	1.85
PAO4	4.32	\$20,620.16	0.00	\$0.00	1.92
PAO4S	0.27	\$1,497.32	0.00	\$0.00	0.27
PAO5	6.78	\$36,442.40	0.00	\$0.00	3.80
PAO5S	1.44	\$6,933.36	0.00	\$0.00	0.77
PAO6	6.10	\$40,698.22	0.00	\$0.00	3.90
PAO7	4.74	\$35,487.97	0.00	\$0.00	3.87
PAO7S	9.20	\$68,055.46	0.00	\$0.00	9.20
PAO8	6.82	\$54,932.71	0.00	\$0.00	4.07
PPO2	1.32	\$9,761.82	0.00	\$0.00	1.32
PPO4S	3.20	\$29,037.06	0.00	\$0.00	3.20
PSW1	0.45	\$1,899.03	0.00	\$0.00	0.45
PSW2	1.94	\$8,770.51	0.00	\$0.00	1.87
PSW3	5.68	\$27,540.54	0.00	\$0.00	1.37
PSW4	23.60	\$126,210.99	0.00	\$0.00	7.80
PSW5	26.84	\$159,791.98	0.00	\$0.00	9.32
PSW7	11.12	\$69,394.70	0.00	\$0.00	7.51
PSW8	19.24	\$129,652.64	0.00	\$0.00	11.07
TOTAL	209.41	\$1,545,184.78	6.31	\$100,490.78	11.07

What is the current total of sick leave entitlement of employees in the department?

Classification	Classification Description	Number of Staff	Q24(d) Total Sick Leave Entitlements in weeks	Q25 (d) Executive Contract Staff Sick Leave Entitlements in weeks
CTO	CONTROL TOWER	7	197.82	
EO1C	EXEC OFF 1 CNTR	3	30.00	30.00
EO2C	EXEC OFF 2 CNTR	3	6.39	6.39
EO4C	EXEC OFF 4 CNTR	1	5.20	5.20
MPL1	MARINE PILOT 1	4	12.80	
MPL3	MARINE PILOT 3	2	26.20	
MPL4	MARINE PILOT 4	2	47.08	
MSG2	SECURITY GUARDS	11	184.71	
MSO1	SERVICE OFFICER	4	15.59	
MSO2	SERVICE OFFICER	2	26.55	
MSO2X	SERVICE OFFICER	3	64.37	
PA01	PORT A01 5 WEEK	1	2.83	
PA02S	PORT A02 6 WEEK	1	10.82	
PA03	PORT A03 5 WEEK	4	11.74	
PA03S	PORT A03 6 WEEK	1	3.00	
PA04	PORT A04 5 WEEK	3	49.79	
PA04S	PORT A04 6 WEEK	2	18.71	
PA05	PORT A05 5 WEEK	3	33.22	
PA05S	PORT A05 6 WEEK	2	25.75	
PA06	PORT A06 5 WEEK	2	34.03	
PA07	PORT A07 5 WEEK	2	33.58	
PA07S	PORT A07 6 WEEK	1	22.32	
PA08	PORT A08 5 WEEK	2	49.41	
PPO2	PORT PROF 2.5WK	1	14.20	
PPO4S	PORT PROF 4.6WK	1	32.40	
PSW1	PORT SRV WRKR 1	1	4.00	
PSW2	PORT SRV WRKR 2	2	17.40	
PSW3	PORT SRV WRKR 3	8	26.31	
PSW4	PORT SRV WRKR 4	12	105.71	
PSW5	PORT SRV WRKR 5	5	213.64	
PSW7	PORT SRV WRKR 7	4	88.93	
PSW8	PORT SRV WRKR 8	3	107.63	
Total DPC Darwin Port Corporation		103	1,522.15	41.59

Note:

Individual sick leave balance does not include pro-rata entitlement after last credit

Calculating Total Sick Leave balance

Sick leave balance is calculated from the Employee Current sick leave balance (stored in whole Weeks, Hours and Minutes) and converted to a Week total based on Employee hours per week. It is calculated using the following formula:

$$\text{Current Balance in Wks} + \frac{\text{Current Balance in Hrs} + (\text{Current Balance in Mins} / 60)}{\text{Weekly Hours}} = \text{Total Balance in Weeks}$$

Example:

In this period an Employee has a current sick leave bonus of 2 Weeks, 18 Hours and 14 Minutes. The Employee's Weekly Hours is 36.45

$$2 + \frac{18 + (14/60)}{36.45} = 2.50 \text{ Weeks}$$

How many days sick leave were taken in 2010?

Classification	Classification Description	Number of Staff	Q24 NTPS Staff Days Sick Leave Taken	Q25 Executive Contract Staff Days Sick Leave Taken
AO4	ADMIN OFF 4	1	3.00	
AO5	ADMIN OFF 5	1	1.46	
AO6	ADMIN OFF 6	1	7.75	
CTO	CONTROL TOWER	4	15.00	
EO1C	EXEC OFF 1 CNTR	2	3.87	3.87
EO2C	EXEC OFF 2 CNTR	1	1.84	1.84
EO4C	EXEC OFF 4 CNTR	1	5.00	5.00
MPL3	MARINE PILOT 3	1	45.00	
MSG2	SECURITY GUARDS	10	26.50	
MSO1	SERVICE OFFICER	5	32.51	
MSO2	SERVICE OFFICER	1	3.82	
MSO2X	SERVICE OFFICER	4	17.27	
PAO1	PORT AO1 5 WEEK	1	1.94	
PAO2	PORT AO2 5 WEEK	1	3.07	
PAO3	PORT AO3 5 WEEK	3	16.28	
PAO4	PORT AO4 5 WEEK	2	6.18	
PAO4S	PORT AO4 6 WEEK	2	21.55	
PAO5	PORT AO5 5 WEEK	3	50.79	
PAO6	PORT AO6 5 WEEK	2	4.76	
PAO7	PORT AO7 5 WEEK	3	26.22	
PAO7S	PORT AO7 6 WEEK	1	58.37	
PAO8	PORT AO8 5 WEEK	2	2.82	
PPO4S	PORT PROF 4 6WK	1	2.81	
PSW1	PORT SRV WRKR 1	1	6.58	
PSW2	PORT SRV WRKR 2	2	7.51	
PSW3	PORT SRV WRKR 3	4	22.07	
PSW4	PORT SRV WRKR 4	12	124.48	
PSW5	PORT SRV WRKR 5	4	16.83	
PSW7	PORT SRV WRKR 7	3	9.27	
PSW8	PORT SRV WRKR 8	2	174.51	
Total DPC Darwin Port Corporation		81	719.06	10.71

26. How many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?

DPC has a separate Enterprise Agreement and therefore does not apply.

27. How many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement?

DPC has a separate Enterprise Agreement and therefore does not apply.

28. As at 30 March 2011 has the CEO directed any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave?

DPC has a separate Enterprise Agreement and therefore does not apply.

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

DPC has a separate Enterprise Agreement and therefore does not apply.

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

At 30 March 2011 had one employee (PSW2) on Workers Compensation who was not fit for Duty.

The Workers Compensation Claim is for a non-current employee and is being disputed by DPC insurer via the Work Health Court.

DPC had one other employee (PSW3) on a Return to Work plan on light duties for an ongoing workers compensation claim.

31. From 30 March 2010 – 30 March 2011 how many people received workers compensation in 2010, at what position level and geographic location and how long for each person?

DPC had 14 Workers Compensation Claims during the year ended 31 March 2011.

Position Level	Lost time (days)	Location	Other information
PSW3	21	Darwin	
PSW4	2	Darwin	
PAO1	8	Darwin	
PSW4	0	Darwin	
PSW4	0	Darwin	
PSW5	1	Darwin	
PSW2	136	Darwin	Disputed claim
PSW2	0	Darwin	
PSW4	0	Darwin	
PSW2	0	Darwin	
PSW3	0	Darwin	

PSW4	0	Darwin	
MPL1	0	Darwin	
PSW7	0	Darwin	

The Workers Compensation Claim with 136 Lost time day is for a non-current employee and is being disputed by DPC's insurer via the Work Health Court.

DPC has one other employee (PSW3) on a Return to Work plan on light duties for an ongoing workers compensation claim.

Workers compensation claims with no lost time are principally for claims where medical treatment was required for injuries not affecting the employees ability to continue to work.

32. From 30 March 2010 – 30 March 2011 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?

Are there any still on extended leave?

Classification	Classification Description	Sick	Compo	LSL	Miscellaneous		Total Staff
					Paid	Unpaid	
CTO	CONTROL TOWER	0	0	2	0	0	2
MPL3	MARINE PILOT 3	1	0	0	0	0	1
MSO2X	SERVICE OFFICER	0	0	0	0	1	1
PAO3S	PORT A03 6 WEEK	0	0	0	0	1	1
PAO4S	PORT A04 6 WEEK	0	0	0	0	1	1
PSW8	PORT SRV WRKR 8	1	0	0	0	0	1
		<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>3</u>	<u>7</u>

Note:

Report can only be answered at point in time, ie. who was on extended leave on 30 March 2011.

Leave awaiting approval or awaiting processing are not included in this report.

Miscellaneous leave includes (but is not limited to) Maternity, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types.

33. Do you have any personnel under the old Commonwealth superannuation scheme and if so what is the liability?

Note Treasury are answering Commonwealth Super Liability on a whole of Government basis.

Classification Code	Classification Description	Staff Age	Staff Numbers
CTO	DPC CONTROL TOWER OFFICER	48	1
PAO2S	PORT ADMINISTRATION OFFICER 2 (6 WEEKS)	59	1
PSW7	DPC SERVICE WORKER 7	61	1
PSW8	DPC SERVICE WORKER 8	60	1

DPC Darwin Port Corporation Total

4

34. Do they still have NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?

Classification	Classification Description	Employees Eligible for Airfares
CTO	CONTROL TOWER	1
MSG2	SECURITY GUARDS	2
MSO2X	SERVICE OFFICER	1
PA02	PORT A02 5 WEEK	1
PA04	PORT A04 5 WEEK	1
PA07S	PORT A07 6 WEEK	1
PSW4	PORT SRV WRKR 4	2
PSW5	PORT SRV WRKR 5	3
PSW7	PORT SRV WRKR 7	1
PSW8	PORT SRV WRKR 8	2
DPC Darwin Port Corporation Total		15

Note:

Eligible employees are determined by employee commencement date plus subsequent changes to conditions of service. The report includes employees whose airfares are deferred for reasons of leave-without-pay or workers compensation.

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

DPC has had two Workplace Bullying and Harassment Claims.

One complaint resulted in formal process and action under PSEMA.

The second complaint resulted in formal disciplinary action and ongoing mediation.

36. From 30 March 2010 – 30 March 2011, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

\$100,578 has been spent to date on relocation costs for commencement of employment and either completion or termination of employment.

37. Please provide a breakdown per business unit.

79% Navigation and Pilotage
21% Corporate Services

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

DPC does not budget for these expenses.

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

	2010-2011 ACTUAL
Domestic	
<u>Intra-Territory</u>	
Accommodation	0
Fares	216
Other	0
Intra-Territory sub-total	216
<u>Interstate</u>	
Accommodation	14,624
Fares	52,754
Other	21,036
Interstate sub-total	88,414
International	
Accommodation	2,090
Fares	3,841
Other	3,020
International total	8,951
TOTAL	97,581

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

\$314,948 NT Fleet Lease Payments
 \$102,062 Fuel and other motor vehicles expenses

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

28

42. What is the change, if any, in these vehicles numbers from 2009?

An increase of 3 from March 2010

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

93%

44. How many vehicles are home garaged?

15

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

ECO1-4 (contract vehicles)
MPL1-4
PPO4
PSW7
PSW8

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

28

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

Nil

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

One

49. How many reports resulted in formal disciplinary action?

One

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

20

Title	Level
Port Management Group	ECO1 x 4
Harbourmaster	ECO2
Security Supervisor	PSW7
Maritime Security Guards	MSG2 x 2
Control Tower Officers	CTO
Cargo Supervisor	PSW8
PSW Supervisor	PSW5
Senior Mechanic	PSW5
Senior Electrician	PSW5
Duty Pilot	MPL3
Pilot Boat Master	MSO2
Pilot Boat Masters (off duty)	MSO2
Lockmaster	PSW7
OHS Manager	PAO7
Environmental Officer	PP02

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

\$135,983

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

Advertising	\$29,739
PR Marketing Consultants	\$50,193
Marketing & Promotion Other	<u>\$56,051</u>
Total	\$135,983

53. How much was spent on insurance expenses in 2010, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

Type of Insurance	Insurer	Total
Industrial Special Risk Insurance	Insure London & Associated Marine	\$630,765
General Insurance		\$42,479
Engineering Insurance	Vero Insurance Ltd	\$2,448
Business Travel Insurance	Ace Insurance Ltd	\$1,389
Public Liability Insurance	Associated Marine	\$64,935
Workers Compensation Insurance	Allianz	\$133,975
Total		\$875,991

54. What areas of the department are self-insured?

What areas are commercially insured?

If there are areas that are commercially insured:

Who provides this insurance;

When is it due for renewal; and

What is the cost of this insurance provision; and

Does it attract any thresholds under which insurance is not provided or any payments on item replacement?

The Corporation is self insured in its Property, plant and equipment used in its Community Service Obligation activities; these are assets at Frances Bay, Mooring Basin, Fisherman's Wharf, Hornibrooks Wharf area, Fort Hill Wharf and Stokes Hill Wharf.

All other areas are commercially insured.

See question 53 for Insurer for each type

Insurance period is from 1 April to 31 March each year

Yes there are thresholds/excess for each claim which is set at different levels for each insurance class.

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

The DPC budgets according to the cost of insurance premium provided by the insurers each year.

56. How many tonnes of CO2 did the department emit in 2010?

Emissions from NT Fleet vehicles for 2010-11 105.50

57. What programs and strategies were introduced to reduce CO2 emissions across the department in 2010?

- Establish annual agency fleet emission target as part of an NT Fleet target to reduce emissions by 20% over five years.
- Introduce 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 agencies having to justify requests for vehicles outside the NT Fleet recommended list.
- Introduce incentives for Executive Contractors to select more fuel efficient vehicles appropriate to level which would be cost neutral to Government.

58. Has a target for departmental CO2 emissions been set for the coming financial year. If yes, what % reduction is that from 2010. If no, why has a target not been set.

2%

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

Power	\$784,999
Less: Amount on charged	<u>\$475,159</u>
Net Cost	\$309,840
Water & Sewerage	\$308,098
Less: Amount on charged	<u>\$88,522</u>
Net Cost	\$219,577
TOTAL Net cost	\$529,417

60. What is the projected cost for power and water to the department in 2011?

Power	\$1,041,000
Less: Amount on charged	<u>\$866,000</u>
	\$175,000
Water & Sewerage	\$428,000
Less: Amount on charged	<u>\$180,000</u>
	\$248,000

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

The DPC considers its sponsorships as a case by case basis but generally supports Port or Maritime related industries and related initiatives of its customers.

Events/Conferences/Forums sponsored by DPC from 1 January 2010 - 1 April 2011

NTLEA Sponsorship - NTLEA Golf Day 2010
Lanyard & Name Badge Sponsorship – NT Major Projects Conference 2010
Chamber of Commerce - Golf Day
Darwin Festival Sponsorship
NT Seafood 2011 Industry Awards Sponsorship
Dinah Beach Cruising Yacht Association - Wet Season Series Race Sponsorship
Informa Austral Regional Ports 2010 Event Sponsorship
Informa Austral Project Cargo Award Sponsorship
DPC Golf Day – Port Welfare Committee
Chamber of Commerce – Chief Minister’s NT Export & Industry Awards 2010

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

Total financial support in sponsorship for the period 1 January 2010 to a 1 April 2011 totals to \$70,632.

1 in kind support was provided to the Darwin Harbour Clean-Up Day with the release of DPC staff and the loading of equipment.

63. What is the department’s budget for advertising for the 10/11 reporting year?

\$120,000

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

Advertising	Total YTD April 2011
Newspaper	\$8,866
Magazine	\$57,206
TV	\$479
Internet	\$960
Total	\$67,511

- Nil Radio advertising
- Note the above excludes Recruitment Advertising

65. What advertising campaigns have been undertaken or will be undertaken by the department in 2010/11?

No advertising campaigns have been undertaken or will be undertaken by the Corporation in 2010/11.

PROGRAM MANAGEMENT / FINANCIAL SERVICES

66. In 2010 how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

Period 01/07/10 to 31/05/11

NT Consultants		Services Provided	Value
1	Sinclair Knight	Modify Gangway Drawing Titles & Reissue to DPC	450
2	Bell Gabbert Associates	3D Modelling of SHW & Environments	10,727
3	KPMG	Probity Audit – SHW Management, Security & Cleaning Maintenance Tender	4,680
4	Herron Todd White Darwin	Annual Validation – Crustaceans Restaurant	700
5	Gail Humble	Conduct Client Survey	5,640
6	Peter & Sheila Forrest	Research Naming of Road at Darwin Business Park	743
7	Dept of The Chief Minister	Contribution to MBS Consultant Costs	671,000
8	R.B Halstead	Valuation Survey of Matthew Flinders & John Grice	1,286
9	Fred Marrone	Rental Valuation of Graham Baileys Fuel Site at Fisherman’s Wharf	1,181
10	Fred Marrone	Rental Valuation for TR Stock Pilling Site at EAW	1,300
11	Advanced Training	Ship Loader Training Material Development	7,200
12	Earl James & Associates	EA Port GIS Solution Fees	2,196
13	Earl James & Associates	Prepare Plans Related to Marine Supply Base	2,040
14	Earl James & Associates	Prepare of Easement Plan & Survey to Locate Services EAW	810
15	Tecon Australia	Building Permit Fee	250
16	Gen Air Pty Ltd	Engineering Fees – Site Measurement, Calculations & Certification	900
		TOTAL NT CONSULTANTS	711,103

Interstate Consultant		Services Provided	Value
1	Braemar Seascope	Provision of Ongoing Freight Market Forecasting for 2011	2,500
2	Australian Strategic Solutions	Capacity Analysis Project	10,573
3	Coffey Natural	DPC Environmental Management System Development	42,490
4	The Consultancy Bureau	Review Pilot Salaries And Conditions Discuss Enterprise Issues	4,200
5	The Consultancy Bureau	Review DPC Act & BY-Laws	58,487
6	The Consultancy Bureau	Review Pilot Salaries and Conditions Discuss Enterprise Issues	4,200
7	Ernst & Young	Tax Advice Deductibility of Feasibility Studies & Prepare Income Tax	6,952
	Ernst & Young	Services for Period Ended 30/09/10 – Tax Effect Accounting	8,755
	Ernst & Young	Advice on Deductibility of All Tides & Vessels	4,500
	Ernst & Young	Income Tax Return 2009/2010	5,706
8	AON - Perth	Insurance Valuation Review	1,500
9	Australian Strategic Solutions	Business Case for VTS Project	1,072
10	Australian Strategic Solutions	Analysis of Port Pricing Enquiry	17,730
11	Safety & Risk Services	ERP Folders & Response Books	1,136
12	Safety & Risk Services	Final ERP Manual QA	3,902
13	Safety & Risk Services	Emergency Response Planning Support	20,814
14	AMPI Darwin	Pilotage Safety Management Review	5,810
15	Stuart Proctor	Pilotage Consultancy Services	2,612
16	IXSurvey Australia	Annual Re-survey of East Arm Berths	13,090
17	XSurvey Australia	Darwin Port Tide Levels & GPS Relationship	13,090
18	Ferriby Group of Companies Pty Ltd	Bridge Resource Management Audit	5,158
19	AJ Auditing Services	QA Surveillance Audit	1,325
20	AJ Auditing Services	Proportion of Expenses Associated with May 2010 Audit	353
21	AJ Auditing Services	QA Surveillance Audit	1,759
		TOTAL INTERSTATE CONSULTANTS	237,714
		TOTAL NT & INTERSTATE CONSULTANTS	948,817