

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Tollner to the Minister for Transport, in relation to the portfolio areas with Darwin Port Corporation.

Darwin Port Corporation

HR Questions

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

DPC has FTE cap of 100 positions.

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

DPC's FTE at 30 March 2012 was 100.23

Classification	Nominal FTE	Actual FTE
BM	Board Members	0.00
CTO	DPC Control Tower Officers	3.57
CTON	DPC Control Tower Officer No OT Bank	2.71
EO1C	Executive Officer 1 – Executive Contract	2.99
EO2C	Executive Officer 2 – Executive Contract	3.14
EO4C	Executive Officer 4 – Executive Contract	1.00
MPL1	DPC Marine Pilot 1	1.86
MPL2	DPC Marine Pilot 2	0.29
MPL4	DPC Marine Pilot 4	2.00
MPL5	DPC Marine Pilot 5	4.00
MSG	DPC Maritime Security Guards	7.26
MSG2	DPC Maritime Security Guards Level 2	1.69
MSGN	DPC Maritime Security Guards No OT Bank	2.19
MSO1	DPC Marine Service Officers Level 1 12 HR	0.43
MSO2	DPC Marine Service Officers Level 2 12 HR	5.57
MSO2X	DPC Marine Service Officers Level 2	0.29
MSO3	DPC Marine Service Officers Level 3 12 HR	4.29
PAO1	Port AO1 5 Week	0.73
PAO2	Port AO2 5 Week	1.00
PAO3	Port AO3 5 Week	4.84
PAO3S	Port AO3 6 Week	0.00
PAO4	Port AO4 5 Week	2.29
PAO4S	Port AO4 6 Week	1.14
PAO5	Port AO5 5 Week	3.09
PAO5S	Port AO5 6 Week	0.78

PAO6	Port AO6 5 Week	3.00
PAO6S	Port AO6 6 Week	0.39
PAO7	Port AO7 5 Week	1.42
PAO8	Port AO8 5 Week	0.86
PAO8S	Port AO8 6 Week	0.43
PEO1	Port Executive Officer 1 5 Week	0.43
PPO2	Port Prof 2 5 Week	0.43
PPO3	Port Prof 3 5 Week	0.57
PPO4S	Port Prof 4 6 Week	0.43
PSW1	Port Srv Worker 1	0.99
PSW2	Port Srv Worker 2	3.00
PSW3	Port Srv Worker 3	5.07
PSW4	Port Srv Worker 4	9.24
PSW5	Port Srv Worker 5	4.71
PSW7	Port Srv Worker 7	3.57
PSW8	Port Srv Worker 8	3.29
SAO1S	Senior Port Admin Officer 1 6 Weeks	0.14
SPAO1	Senior Port Admin Officer 1 5 Weeks	1.43
SPAO2	Senior Port admin Officer 2 5 Weeks	0.29
SPO2S	Senior Port Professional Officer 2 6 Week	0.57
SPSW3	DPC Service Worker 3 12 Hour	2.86
DPC Total		100.23

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

DPC's FTE at 30 March 2012 was 100.23 which is only slightly higher than the cap of 100.

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

DPC has 101 funded permanent positions.

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?

DPC has 66 positions filled nominally.

DPC has 33 positions filled by temporary contract.

DPC has 18 positions filled temporarily by permanent staff.

Please separate by permanent/temporary/acting by level:

At Pay Day 20, 28 March 2012

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO7	ADMINISTRATIVE OFFICER 7	1	0	0
BM	BOARD MEMBERS	0	0	5
CTO	DPC CONTROL TOWER OFFICER	1	1	1
CTON	DPC CONTROL TOWER OFFICER NO OT BANK	3	0	1
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0	0	4
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	0	0	2
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0	0	1
MPL1	DPC MARINE PILOT 1	0	0	2
MPL2	DPC MARINE PILOT 2	1	0	0
MPL4	DPC MARINE PILOT 4	1	0	1
MPL5	DPC MARINE PILOT 5	3	0	1
MSG	DPC MARITIME SECURITY GUARDS	5	0	2
MSGN	DPC MARITIME SECURITY GUARDS NO OT BANK	4	0	0
MSO1	DPC MARINE SERVICE OFFICERS LEVEL 1 12HR	0	0	1
MSO2	DPC MARINE SERVICE OFFICERS LEVEL 2 12HR	4	1	1
MSO3	DPC MARINE SERVICE OFFICERS LEVEL 3 12HR	4	2	0
PAO1	PORT ADMINISTRATION OFFICER 1 (5 WEEKS)	1	0	0
PAO2	PORT ADMINISTRATION OFFICER 2 (5 WEEKS)	1	0	0
PAO3	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	3	1	2
PAO3S	PORT ADMINISTRATION OFFICER 3 (6 WEEKS)	0	1	0
PAO4	PORT ADMINISTRATION OFFICER 4 (5 WEEKS)	1	0	1
PAO4S	PORT ADMINISTRATION OFFICER 4 (6 WEEKS)	0	2	0
PAO5	PORT ADMINISTRATION OFFICER 5 (5 WEEKS)	1	2	1
PAO5S	PORT ADMINISTRATION OFFICER 5 (6 WEEKS)	0	1	0
PAO6	PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	2	1	0
PAO6S	PORT ADMINISTRATION OFFICER 6 (6 WEEKS)	1	0	0
PPO3	PORT PROFESSIONAL OFFICER 3 (5 WEEKS)	1	0	0
PSW1	DPC SERVICE WORKER 1	0	0	1
PSW2	DPC SERVICE WORKER 2	1	0	2
PSW3	DPC SERVICE WORKER 3	1	2	1
PSW4	DPC SERVICE WORKER 4	10	0	0
PSW5	DPC SERVICE WORKER 5	3	1	1
PSW7	DPC SERVICE WORKER 7	3	1	1
PSW8	DPC SERVICE WORKER 8	2	1	0
SPA01	SENIOR PORT ADMIN OFFICER 1 (5WEEKS)	2	1	1
SPO2S	SENIOR PORT PROFESSIONAL OFFICER 2 (6WK)	1	0	0
SPSW3	DPC SERVICE WORKER 3 - 12 HOUR SHIFT	5	0	0
Darwin Port Corporation		66	18	33

6. In the period 1 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?

DPC has turnover of 13.58%.

7. What is the rate per level?

At Pay Day 20, 28 March 2012

Classification	Classification Description	Turnover Rate (%)
AO3	ADMINISTRATIVE OFFICER 3	0.00
AO4	ADMINISTRATIVE OFFICER 4	0.00
AO7	ADMINISTRATIVE OFFICER 7	0.00
BM	BOARD MEMBERS	0.00
COMPO	COMPENSATION - FORMER EMPLOYEES	0.00
CTO	DPC CONTROL TOWER OFFICER	0.00
CTON	DPC CONTROL TOWER OFFICER NO OT BANK	21.05
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0.00
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	108.11
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.00
MPL1	DPC MARINE PILOT 1	62.80
MPL2	DPC MARINE PILOT 2	0.00
MPL3	DPC MARINE PILOT 3	50.00
MPL4	DPC MARINE PILOT 4	0.00
MPL5	DPC MARINE PILOT 5	24.89
MSG	DPC MARITIME SECURITY GUARDS	0.00
MSG2	DPC MARITIME SECURITY GUARDS LEVEL 2	0.00
MSGN	DPC MARITIME SECURITY GUARDS NO OT BANK	0.00
MS01	DPC MARINE SERVICE OFFICERS LEVEL 1 12HR	0.00
MS02	DPC MARINE SERVICE OFFICERS LEVEL 2 12HR	0.00
MS02X	DPC MARINE SERVICE OFFICER LEVEL 2	0.00
MS03	DPC MARINE SERVICE OFFICERS LEVEL 3 12HR	0.00
PA01	PORT ADMINISTRATION OFFICER 1 (5 WEEKS)	0.00
PA02	PORT ADMINISTRATION OFFICER 2 (5 WEEKS)	0.00
PA02S	PORT ADMINISTRATION OFFICER 2 (6 WEEKS)	0.00
PA03	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	23.27
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
PA05S	PORT ADMINISTRATION OFFICER 5 (6 WEEKS)	128.44

Classification	Classification Description	Turnover Rate (%)
PA06	PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	0.00
PA06S	PORT ADMINISTRATION OFFICER 6 (6 WEEKS)	0.00
PA07	PORT ADMINISTRATION OFFICER 7 (5 WEEKS)	132.31
PA07S	PORT ADMINISTRATION OFFICER 7 (6 WEEKS)	107.14
PA08	PORT ADMINISTRATION OFFICER 8 (5 WEEKS)	0.00
PA08S	PORT ADMINISTRATION OFFICER 8 (6 WEEKS)	0.00
PE01	PORT EXECUTIVE OFFICER 1 (5 WEEKS)	0.00
PPO2	PORT PROFESSIONAL OFFICER 2 (5 WEEKS)	0.00
PPO3	PORT PROFESSIONAL OFFICER 3 (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	0.00
PSW3	DPC SERVICE WORKER 3	16.13
PSW4	DPC SERVICE WORKER 4	29.41
PSW5	DPC SERVICE WORKER 5	0.00
PSW7	DPC SERVICE WORKER 7	0.00
PSW8	DPC SERVICE WORKER 8	31.25
SA01S	SENIOR PORT ADMIN OFFICER 1 (6 WEEKS)	100.00
SPA01	SENIOR PORT ADMIN OFFICER 1 (5WEEKS)	0.00
SPA02	SENIOR PORT ADMIN OFFICER 2 (5WEEKS)	0.00
SPO2S	SENIOR PORT PROFESSIONAL OFFICER 2 (6WK)	0.00
SPSW3	DPC SERVICE WORKER 3 - 12 HOUR SHIFT	0.00
Darwin Port Corporation		13.58

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

Number of vacant positions are 9.

9. How long, in total days, have funded positions been vacant in the department since 1 July 2011?

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

DPC has 33 position filled by people on temporary contracts

11. In the period 1 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended?

DPC have extended Temporary Contract 12 times.

Period 01 July 2011 to 31 March 2012

Recruitment Management System (RMS) Classification Code	Extended Once	Ext. Twice	Ext. X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Ext. X8	Ext. X9	Total
MSG2	3	-	-	-	-	-	-	-	-	3
MSO2	1	-	-	-	-	-	-	-	-	1
PA03	-	2	-	-	-	-	-	-	-	2
PA05	1	-	-	-	-	-	-	-	-	1
PSW1	-	-	1	-	-	-	-	-	-	1
PSW2	2	-	-	-	-	-	-	-	-	2
PSW7	1	-	-	-	-	-	-	-	-	1
PSW8	-	1	-	-	-	-	-	-	-	1
Total Darwin Port Corporation	8	3	1	-	-	-	-	-	-	12

12. In the period 1 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?

For the period 1 July 2011 to 31 March 2012 , one position was advertised by “expression of interest”

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

Selection processes were commenced during period 1 July 2011 to 28 March 2012

1 Recruitment processes open at 28 March 2012. Process was finalised in April 2012

2 Vacant positions were advertised in April 2012

All other selection processes were finalised

: Pay Day 20, 28 March 2012

Classification	Number of Selection Processes Commenced
CTO	4
EC01	1
EC02	2
MPL1	2
MSG2	1
MSO1	1
PA02	1
PA03	4
PA04	2
PA05	2
PA06	4
PA07	2
PSW3	1
PSW4	6
PSW5	2
PSW8	2
SPA02	1
Total Darwin Port Corporation	38

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?

Average days to complete selection processes is 34.24

Period 01 July 2011 to 31 March 2012

Recruitment Management System(RMS) Classification Code	Average Days to Fill
CTO	19.75
EC02	46.00
MPL1	1.00
MSG2	56.00
MS01	66.00
PA02	6.00
PA05	51.00
PA06	39.00
PA07	31.00
PSW3	41.00
PSW4	34.33
PSW5	48.50
PSW8	56.00
Total Darwin Port Corporation	34.24

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?

Ten Positions were filled by existing public servants

Fifteen Positions were filled by general public

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?

No positions have been reclassified.

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

Three supernumerary officers are permanently unattached.

What levels are they?

At Pay Day 20, 28 March 2012

Classification Code	Classification Description	Count
PA03	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	1
PA03S	PORT ADMINISTRATION OFFICER 3 (6 WEEKS)	1
PA04S	PORT ADMINISTRATION OFFICER 4 (6 WEEKS)	1
Darwin Port Corporation	Total	3

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 in 2010.

One unattached officer has gained a nominal position within DPC.

DPC has three remaining unattached officers.

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

No unattached employees have resigned during the period

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department?

The average length of service is 7.10 years

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?

A total of \$17,954 has been spent up to 31/03/12 on recruitment advertising

General Manager Port Development	2,053
General Manager Landside Operations	2,911
Chief Executive Officer	7,848
Marine Pilot	1,600
Accountant	165
Financial Accountant	156
OH&S Manager	156
Info and Records Manager	150
ICT Management Officer	155
Port Service Workers	358
Workshop Workers	2,011
Control Tower	152
Vessel Crew	152
Harbour Control Manager	87

\$17,954

**22. In relation to Apprentices and Graduates, in 2011:
How many graduates started with the department?**

DPC has employed one apprentice from 1 January 2011 to 31 December 2011.

DPC employed no graduates.

23. At Pay day 20, 28 March 2012, in relation to Indigenous Employees, in 2011:

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?

Five staff recognise themselves as indigenous.

At Pay Day 20, 28 March 2012

Classification	Classification Description	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
CTO	CONTROL TOWER	1	1	0	0
PSW2	PORT SRV WRKR 2	2	1	1	0
PSW4	PORT SRV WRKR 4	1	1	0	0
PSW7	PORT SRV WRKR 7	1	1	0	1
Darwin Port Corporation	Total	5	4	1	1

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

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?

DPC employees have 204.20 months (\$1.580 Mill) accrued Long Service leave.
 DPC employees have 4,331.33 days (\$1.633 Mill) accrued recreation leave

At Pay Day 20, 28 March 2012

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)
A07	4.17	\$1,449.61	0.00	\$0.00	4.17
CTO	137.67	\$52,542.30	0.00	\$0.00	71.60
CTON	91.83	\$33,944.52	0.00	\$0.00	56.63
EO1C	108.93	\$74,589.33	108.93	\$74,589.33	64.50
EO2C	12.67	\$9,901.78	12.67	\$9,901.78	9.42
EO4C	40.46	\$40,240.41	40.46	\$40,240.41	40.46
MPL1	7.15	\$5,846.51	0.00	\$0.00	5.07
MPL2	0.17	\$130.00	0.00	\$0.00	0.17
MPL4	76.73	\$65,338.67	0.00	\$0.00	45.22
MPL5	225.85	\$211,272.66	0.00	\$0.00	134.03
MSG	415.35	\$149,849.40	0.00	\$0.00	136.00
MSGN	215.34	\$75,320.12	0.00	\$0.00	81.27
MSO1	4.80	\$1,639.47	0.00	\$0.00	4.80
MSO2	281.15	\$97,598.97	0.00	\$0.00	113.49
MSO3	364.87	\$134,474.99	0.00	\$0.00	108.14
PAO1	70.57	\$6,385.40	0.00	\$0.00	70.57
PAO2	34.52	\$6,829.89	0.00	\$0.00	34.52
PAO3	80.36	\$16,759.11	0.00	\$0.00	32.84
PAO3S	-2.43	-\$512.53	0.00	\$0.00	-2.43
PAO4	37.61	\$9,053.92	0.00	\$0.00	33.44
PAO4S	53.00	\$12,283.37	0.00	\$0.00	47.60
PAO5	164.44	\$45,372.12	0.00	\$0.00	71.13
PAO5S	42.14	\$11,720.43	0.00	\$0.00	42.14
PAO6	157.97	\$47,727.70	0.00	\$0.00	99.74
PAO6S	6.26	\$1,827.79	0.00	\$0.00	6.26
PPO3	40.25	\$14,266.94	0.00	\$0.00	40.25
PSW1	-1.40	-\$279.96	0.00	\$0.00	-1.40
PSW2	41.83	\$8,982.65	0.00	\$0.00	19.11
PSW3	137.59	\$32,391.94	0.00	\$0.00	60.83
PSW4	403.61	\$106,439.25	0.00	\$0.00	106.24
PSW5	263.92	\$76,084.98	0.00	\$0.00	91.31
PSW7	247.52	\$73,844.27	0.00	\$0.00	70.04
PSW8	156.75	\$51,502.13	0.00	\$0.00	73.17
SPA01	124.44	\$48,837.63	0.00	\$0.00	62.23
SPO2S	52.54	\$23,329.37	0.00	\$0.00	52.54
SPSW3	232.70	\$86,510.34	0.00	\$0.00	85.05
Darwin Port Corporation	4,331.33	\$1,633,495.48	162.06	\$124,731.52	136.00

At Pay Day 20, 28 March 2012

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)
A07	0.05	\$377.80	0.00	\$0.00	0.05
CTO	3.52	\$28,493.59	0.00	\$0.00	1.95
CTON	11.98	\$96,617.73	0.00	\$0.00	7.26
EO1C	5.09	\$75,906.69	5.09	\$75,906.69	3.37
EO2C	0.49	\$8,545.96	0.49	\$8,545.96	0.42
EO4C	1.12	\$24,319.59	1.12	\$24,319.59	1.12
MPL1	0.07	\$1,331.49	0.00	\$0.00	0.05
MPL2	0.10	\$1,634.03	0.00	\$0.00	0.10
MPL4	3.38	\$64,989.84	0.00	\$0.00	2.46
MPL5	7.15	\$145,324.25	0.00	\$0.00	5.35
MSG	14.34	\$112,503.87	0.00	\$0.00	7.87
MSGN	6.72	\$51,191.66	0.00	\$0.00	3.32
MS01	0.05	\$371.20	0.00	\$0.00	0.05
MS02	6.33	\$41,534.02	0.00	\$0.00	2.35
MS03	6.53	\$52,084.25	0.00	\$0.00	2.42
PA01	1.57	\$3,119.28	0.00	\$0.00	1.57
PA02	4.40	\$18,923.70	0.00	\$0.00	4.40
PA03	2.44	\$11,144.63	0.00	\$0.00	1.25
PA03S	1.85	\$8,485.64	0.00	\$0.00	1.85
PA04	1.45	\$7,528.08	0.00	\$0.00	1.40
PA04S	2.04	\$9,492.58	0.00	\$0.00	1.77
PA05	3.55	\$20,090.79	0.00	\$0.00	2.22
PA05S	0.77	\$6,257.09	0.00	\$0.00	0.77
PA06	5.52	\$35,665.70	0.00	\$0.00	2.50
PA06S	0.92	\$5,874.75	0.00	\$0.00	0.92
PPO3	1.62	\$12,519.67	0.00	\$0.00	1.62
PSW1	0.27	\$1,195.33	0.00	\$0.00	0.27
PSW2	0.82	\$3,856.76	0.00	\$0.00	0.37
PSW3	3.69	\$18,512.59	0.00	\$0.00	1.45
PSW4	23.95	\$133,202.03	0.00	\$0.00	8.12
PSW5	26.32	\$164,759.00	0.00	\$0.00	9.62
PSW7	13.00	\$83,244.50	0.00	\$0.00	7.81
PSW8	21.39	\$150,812.61	0.00	\$0.00	11.37
SPA01	11.19	\$90,304.23	0.00	\$0.00	4.37
SPO2S	3.50	\$33,780.25	0.00	\$0.00	3.50
SPSW3	7.02	\$56,972.40	0.00	\$0.00	3.40
Darwin Port Corporation	204.20	\$1,580,967.58	6.70	\$108,772.24	11.37

25. In relation to Contract (ECO1 and above) staff as of 30 March 2012:

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

DPC executive contract employees have 6.70 months (\$0.109 Mill) accrued Long Service leave.
DPC executive contract employees have 162.06 days (\$0.125 Mill) accrued recreation leave.

Breakdown is shown in the tables above.

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
AO7	ADMIN OFF 7	1	2.80	-
CTO	CONTROL TOWER	2	40.81	-
CTON	CONTROL TOWER	5	84.11	-
EO1C	EXEC OFF 1 CNTR	4	36.93	36.93
EO2C	EXEC OFF 2 CNTR	2	2.50	2.50
EO4C	EXEC OFF 4 CNTR	1	9.75	9.75
MPL1	MARINE PILOT 1	2	0.79	-
MPL2	MARINE PILOT 2	1	3.00	-
MPL4	MARINE PILOT 4	2	19.60	-
MPL5	MARINE PILOT 5	4	59.29	-
MSG	SECURITY GUARDS	7	122.63	-
MSGN	SECURITY GUARDS	4	75.46	-
MSO1	SERVICE OFFICER	1	0.40	-
MSO2	SERVICE OFFICER	5	49.28	-
MSO3	SERVICE OFFICER	7	99.97	-
PAO1	PORT AO1 5 WEEK	1	8.81	-
PAO2	PORT AO2 5 WEEK	1	10.62	-
PAO3	PORT AO3 5 WEEK	6	22.14	-
PAO3S	PORT AO3 6 WEEK	1	3.00	-
PAO4	PORT AO4 5 WEEK	2	31.93	-
PAO4S	PORT AO4 6 WEEK	2	15.83	-
PAO5	PORT AO5 5 WEEK	4	41.87	-
PAO5S	PORT AO5 6 WEEK	1	26.51	-
PAO6	PORT AO6 5 WEEK	3	22.28	-
PAO6S	PORT AO6 6 WEEK	1	24.23	-
PPO3	PORT PROF 3 5WK	1	12.20	-
PSW1	PORT SRV WRKR 1	1	-	-
PSW2	PORT SRV WRKR 2	3	6.83	-
PSW3	PORT SRV WRKR 3	3	6.28	-
PSW4	PORT SRV WRKR 4	11	123.25	-
PSW5	PORT SRV WRKR 5	5	209.24	-
PSW7	PORT SRV WRKR 7	5	98.91	-
PSW8	PORT SRV WRKR 8	3	107.65	-
SPAO1	SR PORT AD1-5WK	4	76.90	-
SPO2S	SR PORT PROF2-6	1	35.40	-
SPSW3	SHIFT PORT SRV3	5	61.02	-
TOTAL (Darwin Port Corporation)		112	1,552.26	49.19

How many days sick leave were taken between 01 July 2011 and 31 March 2012?

Classification	Classification Description	Number of Staff	Q24 NTPS Staff Days Sick Leave Taken	Q25 Executive Contract Staff Days Sick Leave Taken
CTO	CONTROL TOWER	4	83.00	-
CTON	CONTROL TOWER	2	30.00	-
EO1C	EXEC OFF 1 CNTR	2	7.36	7.36
EO2C	EXEC OFF 2 CNTR	1	0.50	0.50
MPL3	MARINE PILOT 3	1	68.25	-
MPL4	MARINE PILOT 4	1	6.88	-
MPL5	MARINE PILOT 5	2	2.82	-
MSG	SECURITY GUARDS	9	48.50	-
MSGN	SECURITY GUARDS	1	3.00	-
MSO2	SERVICE OFFICER	6	18.19	-
MSO3	SERVICE OFFICER	6	15.88	-
PAO1	PORT AO1 5 WEEK	1	5.88	-
PAO2	PORT AO2 5 WEEK	1	14.70	-
PAO3	PORT AO3 5 WEEK	4	16.58	-
PAO4	PORT AO4 5 WEEK	3	27.98	-
PAO5	PORT AO5 5 WEEK	5	43.25	-
PAO5S	PORT AO5 6 WEEK	1	3.51	-
PAO6	PORT AO6 5 WEEK	4	31.81	-
PAO7	PORT AO7 5 WEEK	3	5.58	-
PAO7S	PORT AO7 6 WEEK	1	51.49	-
PAO8	PORT AO8 5 WEEK	2	7.46	-
PPO2	PORT PROF 2 5WK	1	23.75	-
PSW1	PORT SRV WRKR 1	1	12.82	-
PSW2	PORT SRV WRKR 2	2	23.01	-
PSW3	PORT SRV WRKR 3	5	14.03	-
PSW4	PORT SRV WRKR 4	10	55.48	-
PSW5	PORT SRV WRKR 5	4	14.09	-
PSW7	PORT SRV WRKR 7	4	16.59	-
PSW8	PORT SRV WRKR 8	3	92.92	-
SPAO1	SR PORT AD1-5WK	1	0.94	-
SPSW3	SHIFT PORT SRV3	1	-	-
TOTAL (Darwin Port Corporation)		92	746.25	7.86

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? Breakdown by level and amount of leave.

Class	No of staff (no of payments)	Hours
MSG	3(4)	240
MSG2	1	48
PSW3	1(2)	75
PSW7	1(2)	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? Breakdown by level and amount of leave.

Class	No of staff (no of payments)	Days
PAO5	1(2)	9

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.

No staff have been directed to take leave during this period.

29. During the period 01 July 2011 to 31 March 2012 did the CEO directed any employee under section 55.3 (a) Long Service Leave to take leave? Break down by level and the amount of leave taken.

No staff have been directed to take leave during this period.

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?

DPC had one employee absent from work on workers compensation at 31 March 2012

The worker is a PSW3 and is expected to return to work in May 2012.

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?

For the period 1 July 2011 to 31 March 2012 DPC had 6 employees who received workers compensation benefits

Level	No of employees	Location	No of days
PSW4	3	Darwin	3
PSW7	1	Darwin	0
PSW2	1	Darwin	1
PSW3	1	Darwin	20

32. At Pay day, 28 March 2012, 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?

At 28 March 2012 DPC had nine employees on extended leave.

- Five employees on Leave without pay
- Three on maternity leave (including one employee on six year maternity leave
- One employee on extended leave

Classification	Classification Description	Sick	Compo	LSL	Miscellaneous		Total Staff
					Paid	Unpaid	
CTON	DPC CONTROL TOWER OFFICER NO OT BANK	1	-	-	-	-	1
MSO2	DPC MARINE SERVICE OFFICERS LEVEL 2 12HR	-	-	-	-	1	1
PAO3	PORT ADMINISTRATION OFFICER 3 (5 WEEKS)	-	-	-	-	1	1
PAO3S	PORT ADMINISTRATION OFFICER 3 (6 WEEKS)	-	-	-	-	1	1
PAO4S	PORT ADMINISTRATION OFFICER 4 (6 WEEKS)	-	-	-	-	1	1
PAO6	PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	-	-	-	1	-	1
PAO6S	PORT ADMINISTRATION OFFICER 6 (6 WEEKS)	-	-	-	-	1	1
PSW3	DPC SERVICE WORKER 3	-	-	-	-	1	1
PSW7	DPC SERVICE WORKER 7	-	-	-	-	1	1
TOTAL (Darwin Port Corporation)		1	-	-	1	7	9

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?

Fourteen employees were eligible for return airfares to Adelaide.

Classification	Classification Description	Employees Eligible for Airfares
CTON	DPC CONTROL TOWER OFFICER NO OT BANK	1
MSG	DPC MARITIME SECURITY GUARDS	1
MSGN	DPC MARITIME SECURITY GUARDS NO OT BANK	1
MSO3	DPC MARINE SERVICE OFFICERS LEVEL 3 12HR	1
PAO2	PORT ADMINISTRATION OFFICER 2 (5 WEEKS)	1
PAO4	PORT ADMINISTRATION OFFICER 4 (5 WEEKS)	1
PSW4	DPC SERVICE WORKER 4	2
PSW5	DPC SERVICE WORKER 5	3
PSW7	DPC SERVICE WORKER 7	1
PSW8	DPC SERVICE WORKER 8	2
Total for Darwin Port Corporation		14

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

DPC has had 2 Workplace Bullying and Harassment Claims.

35. From 1 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.

Allowances	6,129.00
Recruitment Fares	17,828.95
Removal and Storage Expenses	21,463.63
Recruitment Expenses - Other	<u>1,554.55</u>
Total	\$46,976.13

36. Please provide a breakdown per business unit.

100% Navigation and Pilotage

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12.

Nil. The expense if required to be incurred is managed within the Operational Expense budget.

38. How much was spent on travel from 1 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses?

	2011-12 YTD 31/03/12
Domestic	
<u>Intra-Territory</u>	
Accommodation	691
Fares	2,718
Travelling allowance	0
Intra-Territory sub-total	3,409
<u>Interstate</u>	
Accommodation	24,701
Fares	79,688
Travelling allowance	10,510
Interstate sub-total	114,899
Domestic total	118,308
International	
Accommodation	834
Fares	4,330
Travelling allowance	(57)
International total	5,107
TOTAL	123,415

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

\$296,097 NT Fleet Lease Payments
\$105,842 Fuel and Other MV expenses

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

30

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

An increase of 2 from 2011.

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

93%

43. How many vehicles are home garaged?

20 vehicle are home garaged.

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

- 9 vehicles are for Marine Pilots
- 6 vehicles are for Executive Contract Officers
- 1 vehicle for Senior Professional Officer 2
- 3 vehicles for Port Service Worker 7
- 1 vehicle for Port Service Worker 8

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

36.

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

Nil.

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

One.

48. How many reports resulted in formal disciplinary action?

One.

The case related to unauthorised procurement of IT equipment, essentially for personal use. The employee was required to pay the cost of equipment. This matter was addressed in a disciplinary process.

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

DPC has set the following Key staff for Cyclone Emergency during the final stages of cyclone preparation.

Pilot Boat Master and Crew x 2
Port Service Workers x 4
Cargo Staff
Senior Electrician
Electrician
All Duty pilots
Control Tower officer
Maritime Security Guard
Lockmaster

Additionally the Incident Management Team is composed of relevant Executive Management Team members.

DPC has Cyclone and Emergency Management Plans and procedures which set out all requirements for staff relevant to the type of Emergency requirements.

MARKETING

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

\$149,775

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

Advertising	\$82,618
PR Marketing Consultants	\$30,542
Marketing & Promotion Other	<u>\$36,615</u>
Total	\$149,775

INSURANCE

52. From 01 July 2011 to 31 March 2012, 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 & Allianz	\$750,835
General Insurance	AON & Chubb	\$38,890
Engineering Insurance	Vero Insurance Ltd	\$2,802
Business Travel Insurance	Ace Insurance Ltd	\$1,206
Motor Vehicle Insurance	Lumley-Vertex	\$13,017
Marine Hull Insurance	Associated Marine	\$7,279
Public Liability Insurance	Associated Marine	\$74,676
Workers Compensation Insurance	QBE	\$250,330
Total		\$1,139,035

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 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.

Insurance period is from 1 April to 31 March each year

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

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

The Corporation has commercial insurance cover for disaster and major catastrophe.

CLIMATE CHANGE

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

Total calculated greenhouse gas emission is 3391 Tonnes CO2- equivalent (CO2-e).

(The reported CO2-e for DPC in NTG Energy Smart Buildings Policy CO2-e for 2010-2011 was 775 CO2-e. This relates to DPC offices only).

This includes :

- All Electricity use;
- Vehicle Fleet Fuel Consumption;
- LPG (Forklifts);
- Bulk Diesel for Incinerator, Workshop and Pilot Boat.

Does not deduct electricity used by and on charged to port tenants/users.

56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO2 emissions across the department in 2010?

The new under construction pilot boat uses about half as much fuel as the current pilot boat. This would save approximately 225 Tonnes CO2-e for the period 1/7/2011 to 31/3/2012.

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.

Greening the Fleet

The Corporation 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.

Building Energy Efficiency

The targets in the NT Government Energy Smart Buildings Policy have now been superseded by the 2009 NTG Climate Change Policy, which sets a reduction target of

33% in building energy intensity (gigajoules per square metre) by 2020 from the 2004/05 base year.

UTILITIES

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

Power	\$737,106
Less: Amount on charged	\$435,572
Net Cost	\$301,534
Water & Sewerage	\$339,680
Less: Amount on charged	\$111,291
Net Cost	\$228,389
TOTAL Net cost	\$529,923

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

Power	\$1,041,000
Less: Amount on charged	\$650,000
Net Cost	\$391,000
Water & Sewerage	\$455,000
Less: Amount on charged	\$180,000
Net Cost	\$275,000
TOTAL Net cost	\$666,000

PUBLIC EVENTS

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department and what are projected for 2012/13?

Events/Conferences/Forums sponsored by DPC
NTLEA Sponsorship - NTLEA Golf Day 2010
Distinctive Pro 300 Navy Lanyards Conference Sponsorship
Chamber of Commerce - Golf Day
Expotrade Australia Lanyard & Name Badge Sponsorship
Frontline Australia Ball
Dinah Beach Cruising Yacht Association - Wet Season Series Race Sponsorship
Speaker Sponsorship for SIA OH&S Conference
DPC Golf Day – Port Welfare Committee
Chamber of Commerce – Chief Minister’s NT Export & Industry Awards 2011

The DPC considers its sponsorships on a case by case basis but generally will support Port or Maritime related industries and related industries of its customers.

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

Total financial support in sponsorship for the period was \$30,780, no in kind support has been provided.

ADVERTISING

62. What is the department’s budget for advertising for the 11/12 reporting year?

\$100,000

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

Advertising	Total YTD March 2012
Newspaper	\$22,276
Magazine	\$35,954
TV	\$16,680
Total	\$74,910

Nil Radio advertising

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011/12?

No advertising campaigns have been undertaken or will be undertaken by the Corporation in 2011/12.

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?

NT Consultants		Value
1	AECOM	5,098
2	AON	17,000
3	Associated Advertising & Promotions	25,346
4	Auto Training	9,300
5	AVO	1,000
6	Bell Gabbert Associates	8,182
7	Earl James & Associates	2,750
8	M-Line Supplies	500
9	Fred Marrone	3,800
10	Herron Todd White	4,200
11	Michaels Warren Munday	3,000
12	Natasha Hellen Consultancies	14,400
13	Peter Wingrave	2,625

14	Quanxi Pty Ltd	5,220
15	Rider Levett Bucknell	2,800
16	SKM	13,212
17	The Consultancy Bureau	50,639
18	Total Safety Solutions	1,250
	Territory Consultants Total	170,122

Interstate Consultant		Value
1	ISRM Pty Ltd	75,642
2	Andec Fire System	12,331
3	Cardno Pty Ltd	57,047
4	Ernst & Young	19,909
5	Ferriby Group	1,600
6	Hatch Associate	27,273
7	Heather Baker-Goldsmith Safety Solutions	3,000
8	IX Survey Australia	15,745
9	Noetic Infrastructure	19,973
10	Technology One	27,596
11	The Consultancy Bureau	2,046
12	Thompson Clarke	29,518
	Interstate Consultants Total	291,680
	NT and Interstate Consultants Total	461,802