

DEPARTMENT OF RESOURCES

OUTPUT GROUPS

MISCELLANEOUS QUESTIONS

ANSWERS

Human Resources Unit:

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

There are seven employees within the Human Resources (HR) function within the Department of Resources (DoR) as outlined below:

1 x EO1C	Director HR
2 x AO8	Senior HR Consultants
1 x AO6	HR Adviser
3 x AO5	HR Adviser*
1 x AO3	HR Support Officer

*1 x AO5 HR Adviser is currently on Maternity Leave with the position being temporarily backfilled.

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

Whole of Government Payroll Services are provided by the Department of Business and Employment (DBE).

- 3. How many instances have occurred where the department has made errors in respect to payments to or allowances for members of the department? Can you please explain these instances?**

There have not been any instances where DoR has made errors in respect to payments or allowances as the payroll function lies solely with DBE.

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

Payroll services are charged on a notional basis. There is no cost differential for position levels. The cost differentials are between commencements, terminations, manually processed transactions (PTR's) (i.e. payroll officer processing a transaction) and automatically processed pay transactions (i.e. pay system processing a transaction).

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The below information is Notional Charges issued to DoR for Payroll Services during the 2009-10 financial year to 31 March 2010:

Description	*RDPIFR	**DOR	TOTAL
HR Systems	\$102,982.50	\$42,636.25	\$145,618.75
Payroll Automatic PTR's	\$12,201.00	\$4,866.00	\$17,067.00
Payroll Commencements	\$12,480.00	\$7,800.00	\$20,280.00
Payroll Employees	\$46,279.44	\$19,160.36	\$65,439.80
Payroll Manual PTR's	\$18,590.00	\$6,680.00	\$25,270.00
Payroll Terminations	\$14,560.00	\$7,800.00	\$22,360.00
TOTAL	\$207,092.94	\$88,942.61	\$296,035.55

*Department of Regional Development, Primary Industry, Fisheries and Resources

**Department of Resources

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

Costs are agreed between Agency Managers on a case by case basis. Generally, the recruiting agency covers relocation costs. With regard to transfers, dates are agreed between agencies and DBE Payroll is notified of the date of action.

6. What is the budget of the HR functional area of the department?

The budget for the HR functional areas of DoR is \$719 000.

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

The breakdown of the HR budget is below:

Employee Payments	\$657 000
Travel	\$7400
Fares \$4100	
Accommodation \$2000	
Travel Allowance \$1300	
Training	\$1000

8. Do the same staffs manage executive contracts as manage non-executive staff members? If not, how many in manage executive contracts and what are their position levels, and how many manage non-executive contract staff and what are their levels?

DBE's whole of Government Payroll Services manages non-executive, and contract executive.

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

In the 2009-10 financial year to 31 March 2010, two complaints of workplace bullying and harassment were lodged.

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

Provided below is the total spent for the period 2009-10 to 31 March 2010, with publishing costs for international, local, national publications and advertisement production costs:

Agency	International	Local	National	Production	Total
RDPIFR*	\$0.00	\$15,900	\$42,177	\$3,519	\$61,596
DOR	\$0.00	\$352	\$16,999	\$0.00	\$17,351
TOTAL	\$0.00	\$16,252	\$59,176	\$3,519	\$78,947

*Department of Regional Development, Primary Industry, Fisheries and Resources

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

The staff in the HR unit has remained constant with all positions being nominally and actually filled for the entire year.

12. What is the current state of employment in the HR department, that is, are all position filled, if not are there any positions with staff on higher duties, if so how many, at what level and for how long, and are their positions vacant, if so how many, at what level and for how long?

All positions within the HR unit are permanently filled. However, one staff member is currently on maternity leave with the position being backfilled to cover the absence.

Relocation Costs:

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

In the 2009-10 financial year to 31 March 2010, relocation costs for DoR was a total of \$23 335.80.

14. Please provide a breakdown per business unit.

Relocation costs per business unit is noted below:

Corporate Management	800.00
Primary Industry	13 353.16
Executive	3259.82
Fisheries	1216.82
Minerals and Energy	4706.00
TOTAL	\$23 335.80

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

Relocation and other appointment and termination expenses are ad hoc payments and sporadic in nature.

Marketing:

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

Public notification **advertising** expenditure, relating mainly to the Primary Industry Agribusiness Strategy and Hendra Virus Livestock Restrictions; Fisheries Mud Crab Management Plan and Recreational Fishing Possession Limits; *Northern Territory Geothermal Energy Act*; Mining and Native Title statutory obligations; and Gazettal notices. **1 January 2009 to 31 March 2010 - \$340 552.**

Marketing and promotion expenditure, relating to promotion of the Northern Territory and DoR, and includes advertising, displays, marketing materials and promotional items. **1 January 2009 to 31 March 2010 - \$159 089.**

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

Public notification **advertising** expenditure from 1 January 2009 to 31 March 2010, relating mainly to the Primary Industry Agribusiness Strategy and Hendra Virus Livestock Restrictions; Fisheries Mud Crab Management Plan and Recreational Fishing Possession Limits; *Northern Territory Geothermal Energy Act*; Mining and Native Title statutory obligations; and Gazettal notices.

Gazettal notices	\$11 113
Corporate	\$5462
Primary Industry	\$7427
Fisheries	\$25 710
Minerals and Energy	\$290 840
Total	\$340 552

Marketing and promotion expenditure and major programs from 1 January 2009 to 31 March 2010. Expenditure relates to promotion of the Northern Territory and DoR, and includes advertising, displays, marketing materials and promotional items.

Corporate Total	\$76 607
Show circuit display	\$33 640
White Pages listing	\$9169
Promotional photographs	\$15 598
Primary Industry Total	\$23 166
Katherine Research Station Open Day	\$10 483
Indigenous Pastoral Program	\$2326
Veterinarian Act Public Forum	\$2144

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Fisheries Total	\$13 082
Recreational fishing limits	\$11 663
Mud Crab/Barra size stickers	\$3342
Minerals and Energy Total	\$46 234
Trade Show	\$13 935
Chinese delegations	\$12 509
China mining display	\$9519
Mining 2009 display	\$5673
Total	\$159 089

Worker Turnover:

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

As follows:

Class'n	Classification	Total FTE
AO1	ADMINISTRATIVE (ADMIN) OFFICER 1	3
AO2	ADMIN OFFICER 2	10.7
AO3	ADMIN OFFICER 3	41.8
AO4	ADMIN OFFICER 4	21.32
AO5	ADMIN OFFICER 5	29.9
AO6	ADMIN OFFICER 6	38.85
AO7	ADMIN OFFICER 7	26.6
AO8	ADMIN OFFICER 8	10.86
AQ3SA	NTPS ADULT APPRENTICESHIP AQF3 LEVEL A	1
AQ3SC	NTPS ADULT APPRENTICESHIP AQF3 LEVEL C	1
AQF3C	NTPS APPRENTICESHIP AQF3 LEVEL C	1
EO1	EXECUTIVE OFFICER 1	8
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	12
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	8.6
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	1
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	2
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	1
GRADT	GRADUATE TRAINEES	4
P1	PROFESSIONAL 1	14
P2	PROFESSIONAL 2	60.02
P3	PROFESSIONAL 3	34.73
P4	PROFESSIONAL 4	9.83
PH2	PHYSICAL 2	2.68
PH6R	PHYSICAL 6 - *RDO	1

Class'n	Classification (cont'd)	Total FTE
PH7R	PHYSICAL 7 - RDO	2
T1	TECHNICAL 1	12.79
T1R	TECHNICAL 1 - RDO	4
T2	TECHNICAL 2	19.78
T2R	TECHNICAL 2 - RDO	3
T3	TECHNICAL 3	40.39
T4	TECHNICAL 4	26.6
T5	TECHNICAL 5	4
TOTAL		457.45

*RDO = Rostered Day Off

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

Of these positions, 304 permanent staff work in their nominal positions. 83 permanent staff are on temporary transfers or are not held against a nominal position. There are currently 24.6 Executive contract officers and 95 temporary staff who are on employment contracts or are casuals, apprentices or graduates.

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

The rate of turnover of staff in the 2009-10 financial year was 27.98%.

21. What is the rate per level?

The turnover rate for each level during the 2009-10 financial year was as follows:

Classn	Classification Description	Turnover %
AO1	ADMIN OFFICER 1	128.02
AO2	ADMIN OFFICER 2	59.49
AO3	ADMIN OFFICER 3	37.80
AO4	ADMIN OFFICER 4	25.08
AO5	ADMIN OFFICER 5	25.32
AO6	ADMIN OFFICER 6	31.11
AO7	ADMIN OFFICER 7	17.85
AO8	ADMIN OFFICER 8	45.30
AQ3SA	NTPS ADULT APPRENTICESHIP AQF3 LEVEL A	0.00
AQ3SC	NTPS ADULT APPRENTICESHIP AQF3 LEVEL C	166.67
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	47.62
AQF3C	NTPS APPRENTICESHIP AQF3 LEVEL C	72.99
CSI	CASUAL SURVEY INTERVIEWER	339.62
EO1	EXECUTIVE OFFICER 1	24.87

Class'n (cont')	Classification Description (cont')	Turnover % (cont')
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	14.19
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	26.08
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	81.63
EO4C	EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT	0.00
EO6C	EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT	0.00
GRADT	GRADUATE TRAINEES	0.00
ICS	INDIGENOUS CADETSHIP SUPPORT NATIONAL INDIGENOUS CADETSHIP PROJECT	0.00
NICP		0.00
P1	PROFESSIONAL 1	14.30
P2	PROFESSIONAL 2	17.96
P3	PROFESSIONAL 3	12.05
P4	PROFESSIONAL 4	20.92
PH2	PHYSICAL 2	0.00
PH6R	PHYSICAL 6 - RDO	0.00
PH7R	PHYSICAL 7 - RDO	0.00
T1	TECHNICAL 1	94.92
T1R	TECHNICAL 1 - RDO	25.64
T2	TECHNICAL 2	50.51
T2R	TECHNICAL 2 - RDO	0.00
T3	TECHNICAL 3	25.40
T4	TECHNICAL 4	3.76
T4R	TECHNICAL 4 - RDO	0.00
T5	TECHNICAL 5	0.00
T5R	TECHNICAL 5 - RDO	95.00

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

A vacancy is considered to occur when job requirements have been reviewed, funding is available and an approval to fill is granted. In the 2009-10 financial year up to 31 March 2010, 82 vacant positions existed within DoR.

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

Of the 82 vacant positions, 34 were permanent, and were vacant for an average of 61.65 days.

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

(a) selection process commenced; and

(b) selection process (including position)?

Of the 82 vacant positions the selection process was commenced for all of them, as at the 31 March.

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

There are currently 24.6 Executive contract officers and 95 staff employed on a temporary contract.

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

During the above period, 71 positions were advertised by ‘expression of interest’.

27. In the period 1 January 2008 to 1 April 2010, how many temporary contracts have been extended, broken down by the number of times extended?

In the above period, 108 contract extensions were processed, affecting a total of 80 contracts. These are broken down by the number of times extended as follows:

Total No. of extensions	Contracts affected	Extended x1	Extended x2	Extended x3	Extended x4
108	80	57	19	3	1

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

Public Sector Instrument 15 allows the CEO to renew on more than one occasion all classifications of employees in accordance with section 34(5) of the *Public Sector Employment and Management Act* (PSEMA) and subject to specified conditions. This reduces the requirement to seek permission from the Commissioner to extend a contract beyond a third extension. No requests have been submitted to the Commissioner on the basis of a third contract extension.

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

Not applicable for this reporting period.

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

Broken down into position level, the average length of time taken for recruitment from advertising to successful applicant for the 2009-10 financial year to 31 March 2010 was as follows:

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

Dept Name	Designation	Average Days
RDPIFR	AO3	31.00
	AO4	52.67
	AO5	41.00
	AO6	63.50
	AO7	61.00
	AO8	61.00
	ECO2	42.25
	ECO3	56.00
	EO1, ECO1	61.00
	P1	46.00
	P1,P2	58.50
	P2	43.50
	P3	71.00
	P4	56.00
	T1	46.00
	T2	51.00
	T3	62.67
T5	76.00	
DOR	AO4	61.00
	AO5	48.50
	AO6	53.50
	EO1, ECO1	56.00
	P2	46.00
	P3	46.00
	P4	56.00
T1	46.00	

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

During this period 63 positions were filled. They are broken down as follows:

Externally Recruited:	15
NTG Employee	34
<u>Not Declared</u>	<u>14</u>
Total	63

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

In the 2009-10 financial year to 31 March 2010, 26 positions were reclassified. The levels of these positions are as follows on next page:

No. of Positions	Classification
1	AO2
3	AO4
4	AO7
3	AO8
3	EO1
1	P1
No. of Positions	Classification (Cont'd)
1	P3
4	P4
23	Total

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

During the 2009-10 financial year to 31 March 2010, there was a total of 32 permanent unattached employees. Of these 32, 12 employees are on long term leave and one is on secondment.

Class'n	Classification Description	Unattached Officer Numbers
AO1	ADMIN OFFICER 1	1
AO2	ADMIN OFFICER 2	1
AO3	ADMIN OFFICER 3	3
AO4	ADMIN OFFICER 4	4
AO5	ADMIN OFFICER 5	2
AO6	ADMIN OFFICER 6	1
AO7	ADMIN OFFICER 7	3
AO8	ADMIN OFFICER 8	2
P2	PROFESSIONAL 2	3
P3	PROFESSIONAL 3	5
P4	PROFESSIONAL 4	1
T1	TECHNICAL 1	1
T3	TECHNICAL 3	3
T4	TECHNICAL 4	1
	TOTAL	32

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

In the 2009-10 financial year to 31 March 2010, \$3042 was spent on various training courses providing training, and skilling unattached employees.

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

In the 2009-10 financial year to 31 March 2010, one unattached officer secured employment within the private sector.

36. How many have resigned?

In the 2009-10 financial year to 31 March 2010, one unattached officer resigned.

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

The average cost of recruiting staff to DoR is \$1269 per position.

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

In the 2009-10 financial year to 31 March 2010, \$787.69 was allocated on average to each staff member for training and development, with a total training and study expenses budget being \$371 000. DoR has an Organisational Development budget for Corporate Training initiatives to the value of \$549 000. The Apprentice/Graduate program and Indigenous Cadetships are included in this initiative. In addition to formal training, there is informal mentoring and on-the-job training provided across the agency.

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

In the 2009-10 financial year to 31 March 2010, the average length of stay of staff in the department broken down by position level was as follows:

Class'n	Classification	Average Length of Service in Years
AO1	ADMIN OFFICER 1	0.33
AO2	ADMIN OFFICER 2	1.91
AO3	ADMIN OFFICER 3	4.67
AO4	ADMIN OFFICER 4	4.05
AO5	ADMIN OFFICER 5	4.85
AO6	ADMIN OFFICER 6	5.20
AO7	ADMIN OFFICER 7	6.61
AO8	ADMIN OFFICER 8	3.82
AQ3SA	NTPS ADULT APPRENTICE	0.00
AQ3SC	NTPS ADULT APPRENTICE	0.00
AQF3A	NTPS APPRENTICE	0.00
AQF3C	NTPS APPRENTICE	0.00
EO1	EXECUTIVE OFFICER 1	8.75
EO1C	EXECUTIVE OFFICER 1 CONTRACT	6.67
EO2C	EXECUTIVE OFFICER 2 CONTRACT	3.50
EO4C	EXECUTIVE OFFICER 4 CONTRACT	5.50
EO6C	EXECUTIVE OFFICER 6 CONTRACT	2.50

Class'n (cont'd)	Classification	Average Length of Service in Years
GRADT	GRADUDATE TRAINEES	0.50
ICS	INDIGENOUS CADETSHIP SUPPORT	3.33
P1	PROFESSIONAL 1	3.84
P2	PROFESSIONAL 2	8.07
P3	PROFESSIONAL 3	9.05
P4	PROFESSIONAL 4	15.18
PH2	PHYSICAL 2	6.67
PH6R	PHYSICAL 6 - RDO	44.00
PH7R	PHYSICAL 7 - RDO	16.00
T1	TECHNICAL 1	1.00
T1R	TECHNICAL 1 - RDO	14.25
T2	TECHNICAL 2	5.26
T2R	TECHNICAL 2 - RDO	29.33
T3	TECHNICAL 3	9.72
T4	TECHNICAL 4	18.85
T5	TECHNICAL 5	11.50
T5R	TECHNICAL 5 - RDO	5.00

Leave Liabilities

40. What is the policy of the department of carry over recreation leave, in particular, how many weeks are allowed to be carried over between years?

Recreation leave is managed in accordance with the NTPS 2008–2010 Union Collective Agreement.

41. As of 1 April 2010, how many staff have more than this amount carried over, and what is the cost of this leave being held?

Not applicable. Recreation leave is managed in accordance with the NTPS 2008–2010 Union Collective Agreement.

42. In relation to NTPS staff as of 1 April 2010:

(a) what is the total amount of accrued leave in the department, broken down by long service leave and recreation leave. What is the financial value of that leave;

(b) what is the highest individual amount of accrued leave at each position level;

(c) what is the current total of sick leave entitlement of employees in the department; and

(d) how many days sick leave were taken in 2009?

(a) the total amount of accrued leave in DoR, broken down by long service and recreation leave and the financial value of the leave as at 1 April 2010 is as follows on next page:

Leave Type	Accrued Entitlement	Financial Value
Long Service Leave	1123.8 months	\$6,702,065.90
Recreation Leave	19896.1 days	\$5,598,497.29
Total Value of Accrued Entitlement		\$12,300,563.19

- (b) to protect individual privacy the highest individual amount of accrued leave at each position level is provided by employment stream as at 1 April 2010 as follows:

Stream	RL Accrued in Days	LSL Accrued in Months
AO1 - AO8	108.4	12.92
AQ3SA – AQF3A	23.5	0.25
EO1 - ECO6	63.0	10.75
GRADT	14.0	0.35
ICS	31.0	0.8
P1 - P4	169.5	10.87
PH2 – PH7R	97.6	4.55
T1 – T5R	144.5	11.55

- (c) as at 1 April 2010, the total sick leave entitlement for DoR was 10442.58 weeks.
(d) a total of 3153.23 sick leave days were taken in the 2009-10 financial year up to the 31 March 2010.

43. In relation to Contract (ECO1 and above) staff as of 1 April 2010:

- (a) what is the total amount of accrued leave in the department, broken down by long service leave and recreation leave? What is the financial value of that leave;
(b) what is the highest individual amount of accrued leave at each employee level;
(c) what is the current total of sick leave entitlement of employees in the department; and
(d) how many days sick leave were taken in 2009, at each employee level?

- (a) the total amount of accrued leave for ECO1 and above employees in DoR, broken down by long service and recreation leave, and the financial value is as follows:

Leave Type	Accrued Entitlement	Financial Value
Long Service Leave	84.35 Months	\$1,277,187.74
Recreation Leave	801.1 Days	\$558,837.49
Total Value of Accrued Entitlement		\$1,836,025.23

- (b) refer to 42(b) above for the highest individual amounts of ECO accrued leave.
(c) as at the 1 April 2010 the total sick leave entitlement accrued for ECO1 staff and above was 819.04 weeks.
(d) to protect individual privacy, the total days of sick leave taken by ECO levels in the 2009-10 financial year up to 31 March 2010 is provided with the amount taken by all ECOs, being 19.44 days.

44. How many people received workers compensation 2009, at what position level and geographic location and how long for each person?
 In the 2009-10 financial year up to 31 March 2010, 17 staff were in receipt of workers compensation* as detailed in the below table:

Level	Location	Time Lost
P3	Alice Springs – Urban	0
T1	Darwin – Remote	12
AO2	Darwin – Urban	0
AO3	Darwin – Urban	0
AO5	Darwin – Urban	0
T1	Darwin – Urban	22
T2	Darwin – Urban	0
T3	Darwin – Urban	7
T3	Darwin – Urban	0
T3	Darwin – Urban	1
T3	Darwin – Urban	0
T4	Darwin – Urban	0
T1	Katherine – Remote	6
T3	Katherine – Remote	5
T4	Katherine – Urban	0
T4	Katherine – Urban	3
T4	Tennant Creek – Urban	64

* "on compensation" or "receiving compensation" has been interpreted to include anyone who is in receipt of monetary benefits at any time during the period.

People are considered not to be "on compensation" on successful return to previous employment or completion of a proscribed course of treatment. This factor is often difficult to determine statistically, therefore only time for which compensation was paid is included in Time on Compensation (Time). This time is based on days (five) per week. Those people with no time loss are usually "on compensation" for a shorter time or returned to work, even if on partial/restricted duties.

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

As at 31 March 2010, there were 26 employees on workers compensation. Please refer to the below table:

Level	Expected Return to Work
T1	Already returned
T1	Already returned
T1	Already returned
T1	Already returned
T2	No lost time
T2	No lost time
T2	Already returned (on restricted duties)
T3	No lost time
T3	Already returned
T3	Already returned
T3	Already returned (on restricted duties)
T3	Already returned (on restricted duties)
T3	No lost time
T3	Already returned
T3	Already returned (on restricted duties)
T3	Deceased (paying benefits to dependants)

Level (cont'd)	Expected Return to Work
T4	Already returned
T4	No lost time
T4	Already returned (on restricted duties)
T4	Already returned
T4	No lost time
T4	No lost time
T4	Already returned (on restricted duties)
T4	Already returned
T4	No lost time
P3	Retired

46. In 2009 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?

In the 2009-10 financial year up to 31 March 2010, 30 employees were on extended leave (excluding recreation leave) for longer than three weeks (all 30 employees were currently on leave as at 31 March 2010) at the following levels:

Class'n	Classification	Sick	Compo	LSL	Misc Paid	*Misc Unpaid	Total Staff
AO4	ADMIN OFFICER 4					1	1
AO5	ADMIN OFFICER 5			1	2		3
AO6	ADMIN OFFICER 6	2			3	1	6
AO7	ADMIN OFFICER 7			1			1
ICS	INDIGENOUS CADETSHIP SUPPORT					2	2
P1	PROFESSIONAL 1				1	1	2
P2	PROFESSIONAL 2			1		4	5
P3	PROFESSIONAL 3	1			1	2	4
T4	TECHNICAL 4			1	1		2
EO2C	EXECUTIVE OFFICER 2 CONTRACT				1		1
	TOTAL	3	0	5	11	11	30

*Misc Paid Leave includes recreation and maternity leave ½ pay

47. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service? If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?

There are currently 26 employees who are members of the Commonwealth Superannuation Scheme as follows over page:

Classification	Staff Age	Staff Numbers
ADMIN OFFICER 3	43	2
ADMIN OFFICER 3	61	1
ADMIN OFFICER 5	66	1
ADMIN OFFICER 6	45	1
ADMIN OFFICER 6	62	1
ADMIN OFFICER 8	63	1
EXECUTIVE OFFICER 1 CONTRACT	52	1
PROFESSIONAL 2	51	1
PROFESSIONAL 2	52	1
PROFESSIONAL 2	60	1
PROFESSIONAL 3	52	1
PROFESSIONAL 3	69	1
PROFESSIONAL 4	65	1
PROFESSIONAL 4	66	1
PROFESSIONAL 4	68	2
PHYSICAL 6 - RDO	59	1
TECHNICAL 1 - RDO	61	1
TECHNICAL 2 - RDO	52	1
TECHNICAL 3	54	1
TECHNICAL 3	62	1
TECHNICAL 4	54	1
TECHNICAL 4	55	1
TECHNICAL 4	56	1
TECHNICAL 4	64	1

Northern Territory Treasury will be providing an answer to this question on a whole of government basis considering sufficient disaggregated information is not available at an agency level to answer the question.

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

As at 31 March 2010, 80 employees were eligible for a return flight to Adelaide every two years. The levels of these employees are as follows over page:

Classification	Number of Employees
AO3	5
AO4	1
AO5	2
AO6	8
AO7	7
AO8	3
EO1	1
P1	1
P2	6
P3	7

Classification (cont'd)	Number of Employees
P4	7
PH6	1
PH7	1
T2	2
T3	11
T4	13
T5	1

Entry Level Recruitment:

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

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

In relation to apprentices and graduates, up to 31 March 2010:

- a) five apprentices and two graduates started with DoR. Note: Apprentice intakes occur in February and August annually.
- b) of these, two apprentices and two graduates completed the year.
- c) in 2009 no apprentices or graduates won nominal positions.
- d) two Apprentices left the NTG, one apprentice staying for eight months; with the other being employed for two months.
- e) the average sick days taken by apprentices was 9.20 days and graduates was 2.00 days.

50. In relation to Indigenous Employees, in 2009:

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

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

Allowances:

51. In regard to employee entitlements, for 2009:

- a) In addition to salary how much was paid in employee allowances;
- b) what are these allowances, to what level do they apply and what is the annual estimated cost; and
- c) do allowances these attract the 9% Superannuation Guarantee Levy, and if so, which allowances?

In relation to employee entitlements for 2009:

- a) in addition to salary, \$1 339 218.23 was paid in employee allowances.
- b) the allowances and to which level they were paid to is shown in the below table. The annual estimated cost: $\$1\,339\,218.23 / 9 \times 12 =$
\$1 785 624.31.
- c) some of the allowances attract the 9% Superannuation Guarantee Levy as per the below table:

Allowance	Classification	2009 \$TOTAL
NT Allowance <i>Counts for Super</i>	AO1–AO8, Apprentice, EO1 P1–P4, PH6R–PH7R, T1–T5	\$79,305.70
Flying Allowance	P3	\$234.17
Other Taxable <i>Counts for Super</i>	P2–P4, PH6R–PH7R, T5R, T2	\$3,257.37
On-Call Allowance <i>Counts for Super</i>	P1–P3, T3	\$3,786.80
First Aid Allowance <i>Counts for Super</i>	AO2–AO7, P3, T1–T3	\$6,998.41
Toxic Material Allowance	AO2–AO3, P1–P2, T1–T4	\$13,275.85
Relocation Allowance	AO7, EO2C, GRADT, P2–P3, T3–T4	\$14,822.14
EBA Fares <i>Counts for Super</i>	AO3–AO8, P1–P2, T1–T4	\$56,911.94
Living Allowance	AO2, ICS	\$17,400.00
All Purpose Allowance <i>Counts for Super</i>	P1–P3	\$9,780.16
Remote Electricity Subsidy <i>Counts for Super</i>	AO3–AO8, P1, T3–T4	\$7,664.54
Book Allowance	ICS	\$2,000.00
Sitting Fees	Board of Management	\$2,580.00
Skills Allowance <i>Counts for Super</i>	T4	\$3,833.80
Kilometre Allowance	CSI, T1	\$6,270.82
Higher Duties Allowance <i>Counts for Super</i>	AO1–AO8, Apprentice, EO1–EO6, ICS, P1–P4, T1–T5R	\$457,469.13
Leave Loading (Bonus)	AO1–AO8, Apprentice, EO1, P1– P4, PH2, T1–T5	\$411,728.03
Meal Allowance	AO3, P2, T2–T4	\$730.00
Overtime	AO3–AO7, Apprentice, CSI, P1–P4, T1–T5	\$222,027.52
Shift Duty Allowance <i>Counts for Super</i>	AO4, CSI, P2–P4, T1–T3	\$19,141.85

NTPS Code of Conduct:

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

There were 179 corporate credit cards (CCC) issued to DoR officers as at 31 March 2010.

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

There were no outstanding transactions relating to the use of CCCs to pay for personal items and services as at 31 March 2010.

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

There were no reports of the improper use of Information Technology (IT) during the period 1 July 2009 to 31 March 2010.

54. How many reports resulted in formal disciplinary action?

No formal disciplinary action was necessary, as there was no reported improper use of IT during the above period.

Insurance:

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

From 1 July 2009 to 31 March 2010 \$3743.39 was spent on insurance expenses made up of:

Worker and employee insurances	Nil
Physical plant and equipment insurances	Nil
Other insurances	\$3743.39

56. 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?

All areas of DoR are self-insured except for the following commercial policies:

Corporate policy for overseas travel insurance (Covermore Insurance) - \$953.05

Travel and baggage insurance for official travel - four trips (QBE) - \$36.36

Broadform public liability bodily injury/property damage for volunteers (TIO) \$2753.98

Total - \$3743.39

The Covermore travel insurance policy is due for renewal in November 2010. The four QBE domestic travel insurance policies are valid only for the trip. The TIO Broadform and personal accident policies are due for renewal in July 2010. (continued over page)

The nature of the overseas travel insurance is such that the policy extends over a broad range of cover, all with varying level of benefits or exclusions thresholds, ranging inter alia from hospital incidentals, loss of income, disability, accidental death, luggage allowance to travel delay and the likes. It is therefore impractical to detail a full listing of specific thresholds.

For Broadform insurance, the limit of indemnity is \$5 million on any one occurrence during the policy period. The property damage excess is \$500. For Personal accident insurance, the accident excess is seven days with policy aggregate limit for any one event of \$750 000 and sum insured for weekly benefit accident of \$500, capital benefits of \$50 000 and paramedical of \$1000.

Climate Change:

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

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

Currently, the NTG reports against building energy consumption use by government agencies with more than 50 full time equivalent staff members, and for vehicle emissions from Northern Territory Fleet vehicles.

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

In 2007-08, DoR's preliminary building energy consumption was 18 114 gigajoules corresponding to 3716 tonnes of greenhouse gas emissions. In 2008-09, DoR's preliminary building energy consumption was 18 282 gigajoules corresponding to 3920 tonnes of greenhouse gas emissions. However, compared to the 2004-05 base year of 21 130 gigajoules and 4255 tonnes of greenhouse gas emissions, it represented a 13.5% and 7.9% reduction respectively.

Note that the greenhouse coefficients which determine that amount of greenhouse gas emissions associated with energy used are reviewed and updated regularly by the Commonwealth Government. Changes in the coefficient have resulted in a reduction in energy usage and greenhouse gas emissions since the 2004-05 baseline.

The Northern Territory Government Energy Smart Buildings Policy sets an energy intensity reduction target of 10% for the 2010-11 financial year. DoR is continuing to implement energy conservation measures and achieve the reduction target.

Emission from fleet vehicles for 2008 was 718.9 tonnes of greenhouse gas.

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

DoR has initiated a number of strategies to reduce its carbon emissions during 2008-09 including:

- down-sizing of the number one (main) generator at Douglas Daly to work in synergy with the new electrical switchboard that was replaced in 2009-10
- in consultation with the Departments of Construction and Infrastructure, and Lands and Planning (Sustainability unit), consider expanding the new air-condition chiller system at BAL/John England building to incorporate Virology and Vet Lab air-conditioning air handlers
- ongoing replacement of room air-conditioners with contemporary inverter split systems air-conditioners
- ongoing house-keeping and education.

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

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

b) If no, why has a target not been set.

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

That target is a 10% reduction in energy usage per square metre across the department's building portfolio compared to a 2004-05 baseline.

(continued over page)

In addition, DoR is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the Territory Government's passenger and light commercial fleet by 20% by 2014 and 50% by 2020. For 2009, DoR's target for CO2 on motor vehicles is a 4% reduction. Individual agency targets have been set based on opportunity for greenhouse gas reduction from the agency's vehicle replacement program.

Vehicles:

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

DoR's expenditure on vehicles covering the period 1 July 2009 to 31 March 2010 totalled \$1 777 738 (GST exclusive).

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

DoR is responsible for 129 Light Commercial and Passenger Vehicles and 19 Heavy Vehicles, Plant and Equipment as at 31 March 2010.

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

As at 31 March 2010, the number of vehicles in DoR had reduced by 21 over the previous year.

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

As at 31 March 2010, 67% of DoR's vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide. This measure is only applied to the 129 Light Commercial and Passenger Vehicles as no base data is available from the Green Vehicle Guide for DoR's 19 Heavy Vehicles.

66. How many vehicles are home garaged?

The number of DoR Fleet vehicles which have approval for home garaging, subject to an annual review, is 26. This excludes 22 Executive Contract Officer (ECO) vehicles that are home garaged as part of the executive contract.

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

Home garaging is covered under DoR's Vehicle Management Policy and Procedures (VMPP). The VMPP provides that "*Home garaging will be considered where it can be demonstrated the position (not staff member) can justify improved operational effectiveness to meet core business activities.*" Only the Chief Executive (CE) can approve permanent home garaging which is reviewed annually on 31 March to coincide with the Fringe Benefits Tax year.

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

Fleet vehicles approved for home garaging are not linked to any specific position levels, but rather are attached to positions on a case by case basis subject to an annual review and approval by the CE as outlined in Questions 66 and 67.

Travel and Accommodation:

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

Travel expenditure for the period 1 July 2009 to 31 March 2010 are as follows:

INTRA-TERRITORY	Accommodation	Fares	*Other costs	Total
1 July 2009 to 31 March 2010	\$138 143.37	\$146 986.10	\$224 672.39	\$509 801.86
INTERSTATE	Accommodation	Fares	*Other costs	Total
1 July 2009 to 31 March 2010	\$86 039.32	\$206 933.31	\$68 319.74	\$361 292.37
OVERSEAS	Accommodation	Fares	*Other costs	Total
1 July 2009 to 31 March 2010	\$33 192.55	\$85 205.96	\$23 239.60	\$141 638.11

TOTAL TRAVEL	Accommodation	Fares	*Other costs	Total
1 July 2009 to 31 March 2010	\$257 375.24	\$439 125.37	\$316 231.73	\$1 012 732.34

**Other costs include travelling allowance, visas; air, bus and boat charters.*

Utilities:

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

For the period 1 July 2009 to 31 March 2010, DoR's cost of power was \$642 324 and water was \$31 408.

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

Power cost for the financial year commencing 1 July 2010 is expected to increase by 5% as per the announcement made by the Treasurer in April 2009. Against this increase will be some cost reductions attributable to the agency implementing energy saving initiatives identified through building audits and funded through Works Programming appropriations, combined with an on-going education program, and reminders to turn off lights and equipment at the end of the day.

As with power, water cost is similarly set to increase in line with the announcement made by the Treasurer in April 2009 of 20% annually for each of the three years commencing 1 July 2009.

Public Events:

72. List the public events/conferences/forums that were sponsored by the department from 1 January 2009 to 1 April 2010 and what are projected for 2010-11?

Answer incorporated with Question 73.

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

Note: all amounts are GST inclusive.

1. Sponsorship – Pine Creek Goldrush Festival 2009 for \$1000 held in late June 2009. DoR will be sponsoring this year's Goldrush Festival for \$1000 in June 2010.
2. Sponsorship – Charles Darwin University Best 2nd Year Geographic Information Systems (GIS) student award for \$250 paid in May 2009. DoR will be supporting the award again in 2010.

3. Northern Territory Institute of Public Administration Australian \$1100.
 4. Minerals Council NT Annual Dinner \$3025.
 5. Science Schools Foundation \$1050.
 6. Royal Agricultural Society Northern Territory Incorporated (Darwin Show) 2009. Approved financial sponsorship of \$3080 to support the 'Export Cattle' and 'Junior Judging' events. The same amount will be paid for 2010.
 7. Northern Territory Cattlemen's Association (NTCA) Annual Conference 2009 and 2010. Financial sponsorship of \$5500 per conference. It is anticipated that the same level of sponsorship will be provided in 2011.
 8. Centralian Beef Breeders Association. Approved financial sponsorship of \$1100 paid January 2010 to support the purchase of trophies for various cattle events at the Alice Springs Show July 2010. Sponsorship for 2011 may be considered subject to applications received and available funds.
 9. Australian Bureau of Agricultural and Resource Economics (ABARE) Regional Outlook Conference held in October each year \$1100 paid in 2009 for conference participant.
 10. Primary Industries Business Information day held 19 March 2010 in Katherine. Estimated in-kind salary and on-costs approximately \$30 000 and actual operational costs \$6000. Another information day will be held in 2011.
 11. Primary Industries also has a display at all the annual Northern Territory Shows.
 12. Australian Mango Industry Association (AMIA) sponsorship for the 7th Australian Mango Conference held in Cairns May 2009. Financial sponsorship of \$4000.
 13. NTCA 'Calves in the School program' excursion for Alawa Primary School children to Douglas Daly Research Farm. Financial sponsorship of \$1000. Sponsorship may be provided in 2011 if the program continues.
 14. Approved support to the Australian Entomological Society's 40th Annual General Meeting and Scientific Conference 25-28 September 2009, in-kind support from Entomologists approximately \$2500.
-
15. Annual Seafood Industry Awards \$3850.
 16. Top End Fishing Festival \$2000.
 17. Women in Agriculture \$1100.

Projected for 2010-11

- Approved support to the AMIA Conference May 2011. In kind support of 0.4FTE (approximately \$40 000) from Plant Industries division staff.
- The Asian Conference of Plant Pathology and Australian Plant Pathology Society Conference. Approved financial sponsorship of \$10 000 and in-kind support equivalent of 1.0FTE (approximately \$95 000).
- Possible sponsorship of the 2011 Northern Australian Beef Update Conference to be held in Darwin, August 2011. Level of sponsorship yet to be determined.
- Possible sponsorship to the Freds Pass Show to support the 'Rural Young Achiever' event

- Possible sponsorship to the Royal Agricultural Society Northern Territory Inc (Darwin Show) Export Cattle' and 'Junior Judging' events.
- Possible sponsorship to the ABARE Regional Outlook Conference held October each year, alternates between regional centres.
- Approved support to the National Termite Diagnostic Training Workshop (November 2010) funded by the Commonwealth Department of Agriculture, Fisheries and Forestry, but with in-kind support of approximately two weeks of Entomologists' time to organise and run the workshop approximately \$7600.

Advertising:

74. What is the department's budget for advertising for the 2009-10 reporting year?

Public notification **advertising** budget, relating mainly to DoR's statutory obligations and Gazettal notices. **2009-10 Budget - \$141 950.**

Marketing and promotion advertising budget, relating to promotion of the Northern Territory and DoR. **2009-10 Budget - \$28 200.**

Total advertising budget. **2009-10 Budget - \$170 150.**

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

Advertising expenditure from 1 July 2009 to 31 March 2010:

1 July 2009 to 31 March 2010	Public notification advertising	Marketing and promotions advertising	Total advertising
Newspaper ads	\$190 170	\$7860	\$198 030
Television ads	\$0	\$0	\$0
Radio ads	\$0	\$0	\$0
Total Expenditure	\$190 170	\$7860	\$198 030
NTG Gazette notices	\$8630	\$0	\$8630
Magazine ads	\$5518	\$932	\$6450
Outdoors (banners)	\$0	\$1727	\$1727

Mining Titles notices	\$11 139	\$0	\$11 139
Grand Total	\$215 456	\$10 520	\$225 976

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

Advertising campaigns undertaken by the department in 2009-10.

Corporate (HR) - Apprentice Recruitment	\$5441
Corporate - Career Expo	\$695
Primary Industry - Agribusiness Strategy	\$6443
Primary Industry - Veterinarian Act Review Forums	\$2144
Primary Industry - Managing Biosecurity Risks	\$1295
Primary Industry - Supporting the Cattle Industry	\$1120
Primary Industry - Katherine Research Station Open Day	\$885
Primary Industry - Hendra Virus	\$865
Fisheries - Possession Limits	\$14 851
Fisheries - Darwin Aquaculture Centre Indigenous Project	\$1420
Fisheries - Northern Territory 2010 Tide Book	\$1364
Fisheries - Commercial Fishing Closures	\$1144
Fisheries - Barramundi Fisheries Management	\$893
Fisheries - Mud Crab Management Plan	\$592
Misc ads (<\$500 each):	\$2369
Total	\$41 518

77. In 2009 how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

Consultancies let and value (GST exclusive) for the period 1 July 2009 to 31 March 2010:

Total Expenditure	Intra-Territory		Interstate		Total	
	Number	Cost	Number	Cost	Number	Cost
1 July 2009 to 31 March 2010	17	\$174 000	17	\$617 000	34	\$791 000