

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Tollner Minister for Business and Employment, in relation to the portfolio areas within the Department of Business and Employment.

Department of Business and Employment – Payroll Division

Payroll Division

1. From 01 July 2011 to 31 March 2012, how many payroll school in takes have been conducted?

Two

2. What is the total amount of employees who have gained permanent AO2 level for the same period through the payroll school?
 - Break down by gender

Total 22

3 male / 19 female

3. As at Payday 20, 28 March 2012, how many employees of the payroll in takes are still employed in payroll?
 - Break down by gender and level

Total 21

3 male (AO2)

18 female (16 x AO2, 5 x AO3)

4. From 01 July 2011 to 31 March 2012, how many employees of the payroll school have gained positions within other agencies?
 - Break down by gender and level

Nil.

5. From 01 July 2011 to 31 March 2012, how many employees of the payroll school have resigned from the NTG?
- Break down by gender and level

1 female (AO2)

6. From 01 July 2011 to 31 March 2012, what was the turnover rate within the payroll division?
- Break down by Darwin/Casuarina/Palmerston/ by gender and level?

19.7% - total turnover rate

Males 28% Females 18%

- AO1 0% turnover
- AO2 24% turnover
- AO3 24% turnover
- AO4 16% turnover
- AO5 25% turnover
- AO6 25% turnover
- AO7 0% turnover
- SAO1 0% turnover

Break down cannot be provided accurately by Pay Team location due to mobility between offices.

7. As at 31 March 2012 how many outstanding leave applications in PIPS had not been processed?
- Break down by agency eg – Health, Education etc
 - What was/is the oldest leave application?
 - Break down by level and application eg – recreation/long service/sick etc

As at 31 March 2012 there were 920 leave applications in PIPS to be processed.

An average of 5000 leave applications are received per week, equating to around 195 000 leave applications for this period.

- Break down by agency eg – Health, Education etc

329	Education of Training
169	Health
164	Power and Water Corporation
98	Police, Fire and Emergency Services
31	Housing, Local Government and Regional Services
31	Natural Resources, Environment, the Arts and Sport
30	Justice
26	Lands and Planning
11	Resources

5	Business and Employment
4	Ombudsman's Office
4	Treasury
4	Bachelor Institute of Indigenous Tertiary Education
3	Legislative Assembly
3	Construction and Infrastructure
3	Children and Families
2	Chief Minister
1	Electoral Commission
1	Aboriginal Areas Protection Authority
1	Darwin Port Corporation

- What was/is the oldest leave application?

Oldest leave form is an application for sick leave for 24 September 2010, which was received by Payroll Services for processing on 19 January 2012. This application was subsequently investigated and found to match a separate miscellaneous leave application for this employee, which had been approved and processed. The outstanding form has now been clarified, determined as a duplicate and deleted.

- Break down by level and application eg – recreation/long service/sick etc

623	Sick Leave
143	Recreation Leave
135	Miscellaneous Leave
19	Long Service Leave

Level	No.
PWC BAND 1 ADMIN CORPORATE SERVICES FT	6
PWC BAND 1 ADMIN CORPORATE SERVICES PT	11
PWC BAND 2 ADMIN CORPORATE SERVICES FT	4
PWC BAND 2 ADMIN CORPORATE SERVICES PT	2
PWC BAND 2 PROFESSIONAL	6
PWC BAND 3 ADMIN CORPORATE SERVICES FT	2
PWC BAND 4 PROFESSIONAL FT	2
PWC BAND 4 SENIOR MANAGER ADMIN	5
ACADEMIC LEVEL B	1
ABORIGINAL COMMUNITY POLICE FIRST CLASS	5
ABORIGINAL COMMUNITY POLICE	6
ABORIGINAL HEALTH WORKER - CLASS 3	2
ADMINISTRATIVE OFFICER 1	3
ADMINISTRATIVE OFFICER 2	108
ADMINISTRATIVE OFFICER 3	53
ADMINISTRATIVE OFFICER 4	82
ADMINISTRATIVE OFFICER 5	21
ADMINISTRATIVE OFFICER 6	18
ADMINISTRATIVE OFFICER 7	8
ASSISTANT TEACHER	68
CHIEF PRISON OFFICER	3

CONSTABLE FIRST CLASS	16
CONSTABLE	16
CLASSROOM TEACHER	45
PORT CORP EO1	5
EXECUTIVE OFFICER 2	1
EXECUTIVE OFFICER 3	1
EXECUTIVE CONTRACT MANAGER	1
EXECUTIVE CONTRACT PRINCIPAL 2	3
FIREFIGHTER QUALIFIED	1
HEAD LECTURER/MANAGER PRISONER EDUCATION 3	9
HOSPITAL MEDICAL OFFICER	1
LECTURER PRISONER EDUCATION	3
NURSE 1	3
NURSE 2	79
NURSE 3	17
NURSE 4	3
NURSE 5	2
PROFESSIONAL 1	3
PROFESSIONAL 2	9
PROFESSIONAL 3	4
PORT ADMINISTRATION OFFICER 6 (5 WEEKS)	1
POLICE AUXILIARY	6
PHYSICAL 2	13
PHYSICAL 3	18
PHYSICAL 4	2
PRISON OFFICER	5
PWC SENIOR TECHNICAL COORDINATOR	1
PWC TECHNICAL COORDINATOR	6
REGISTRAR	1
REMOTE SERGEANT	1
SENIOR ABORIGINAL COMMUNITY POLICE OFF	1
SENIOR ADMINISTRATIVE OFFICER 1	12
SENIOR ADMINISTRATIVE OFFICER 2	4
SPECIALIST CLINICIAN	2
SENIOR CONSTABLE FIRST CLASS	7
SENIOR CONSTABLE	23
SERGEANT	6
SENIOR PROFESSIONAL OFFICER 1	1
SENIOR PROFESSIONAL OFFICER 2	1
SENIOR POLICE AUXILIARY	6
SENIOR REGISTRAR	3
SENIOR RURAL MEDICAL PRACTITIONER	3
SENIOR SPECIALIST CLINICIAN	4
SENIOR SERGEANT	1
SENIOR SPECIALIST PUBLIC HEALTH MEDICINE	1
PWC SENIOR SERVICE WORKER 1	21
PWC SENIOR SERVICE WORKER 2	13
SENIOR TEACHER 1	14
SENIOR TEACHER 3	1
SUPERINTENDENT - POLICE	1

PWC SERVICE WORKER 2	4
PWC SERVICE WORKER 4	11
PWC SERVICE WORKER 4.5	18
PWC SERVICE WORKER 5	6
PWC SERVICE WORKER 5.5	9
PWC SERVICE WORKER 6	10
PWC SERVICE WORKER 6.5	11
PWC SERVICE WORKER 7	14
TECHNICAL 1	6
TECHNICAL 2	12
TRAINEE NON CLASSIFIED	1
PWC TECHNICAL SPECIALIST	1

8. As a result of leave applications not being processed on time, what was the financial implication of overpayments from 01 July 2011 to 31 March 2012?
- Break down by agency eg – Health, Education etc
 - Break down by level and amount of overpayment
 - How much of the overpayment has been recovered?
 - What steps have been taken to reduce the possibility of future overpayments?

Summary:

\$22149 Total overpaid amount due to leave applications not processed
 \$18,888 Amount recovered
 11 Overpayments from 195 000 leave applications processed (0.006%)

Break down by agency by level:

NT Police, Fire and Emergency Services

AO3 \$1510 Fully Recovered
 AO7 \$ 547 Fully Recovered
 SGT \$1274 \$900 Recovered

Department of Business and Employment

AO5 \$ 597 Fully Recovered

Department of Health

N1 \$3834 Fully Recovered
 AO5 \$1709 Fully Recovered
 N2 \$2477 \$1,362 Recovered
 N2 \$4121 \$3,053 Recovered

Department of Justice

SPO1 \$4192 Fully Recovered

Power and Water Corporation

3ACS \$ 821 \$117 Recovered

Department of Education and Training

AO2 \$1067 Fully Recovered

- **What steps have been taken to reduce the possibility of future overpayments?**

A dedicated leave processing team has been established.

KPI's have been set for leave processing and balances which have been achieved and maintained.

Additional system automation has been introduced, which is reducing manual processing of some leave types and a program of automation is ongoing.

9. What is the amount of overtime and meal allowance that has been paid to payroll staff for the period 01 July 2011 to 31 March 2012 to enable the whole of NTG to be paid on time?

- Break down by level and amount paid.

• Level	Meal Allowance	Overtime
• AO1	\$ 0	\$ 1,368
• AO2	\$ 307	\$ 14,837
• AO3	\$ 1,343	\$ 39,085
• AO4	\$ 2,718	\$ 87,457
• AO5	\$ 346	\$ 22,094
• AO6	\$ 383	\$ 20,053
• Apprentice	\$ 0	\$ 54
