

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

FTE Cap is 31



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

FTE Staffing is 28.27 as at 30 March 2011

Classification	Classification Description	FTE
AO1	ADMIN OFFICER 1	0.00
AO3	ADMIN OFF 3	2.00
AO4	ADMIN OFF 4	1.95
AO6	ADMIN OFF 6	5.00
AO7	ADMIN OFF 7	9.02
BM	BOARD MEMBERS	0.00
EO1C	EXEC OFF 1 CNTR	3.80
EO2C	EXEC OFF 2 CNTR	1.50
EO4	EXEC OFFICER 4	0.00
EO5C	EXEC OFF 5 CNTR	1.00
GRADT	GRADU TRAINEES	1.00
SAO1	SNR ADMIN OFF 1	3.00
CPE Commissioner of Public Employment Total		28.27

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HR Unit Question

3. Is this figure in line with the NTG FTE Cap?

If not, please explain

ANSWER

Yes



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

36 permanent positions as at 30 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY
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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

Please separate by permanent/temporary/acting by level

ANSWER

As at 30 March 2011 STAFF (by headcount) consisted of:

Classification	Classification Description	Permanent Employees Held in Nominal Positions	Permanent Employees Acting in Temporary Positions	Temporary Employment Contracts
AO1	ADMIN OFFICER 1	0	1	0
AO3	ADMIN OFF 3	1	0	3
AO4	ADMIN OFF 4	1	1	0
AO5	ADMIN OFF 5	0	0	1
AO6	ADMIN OFF 6	5	1	0
AO7	ADMIN OFF 7	7	1	1
EO1C	EXEC OFF 1 CNTR	0	0	3
EO2C	EXEC OFF 2 CNTR	0	0	3
EO5C	EXEC OFF 5 CNTR	0	0	1
SAO1	SNR ADMIN OFF 1	3	0	0
Total		17	4	12

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

Turnover rate is 46.54% based on the period of 1 July 2010 to 31 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY
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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

7. What is the rate per level?

ANSWER

For period 1 July 2010 to 31 March 2011

Classification	Classification Description	Turnover Rate (%)
AO1	ADMINISTRATIVE OFFICER 1	0.00
AO2	ADMINISTRATIVE OFFICER 2	100.00
AO3	ADMINISTRATIVE OFFICER 3	50.19
AO4	ADMINISTRATIVE OFFICER 4	0.00
AO6	ADMINISTRATIVE OFFICER 6	23.18
AO7	ADMINISTRATIVE OFFICER 7	22.69
AO8	ADMINISTRATIVE OFFICER 8	72.41
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	0.00
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	0.00
EO4	EXECUTIVE OFFICER 4	0.00
EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	0.00
GRADT	GRADUATE TRAINEES	0.00
NEO1C	PWC EXECUTIVE OFFICER 1 EXEC CONTRACT	0.00
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	57.14
SPOR	SENIOR PRISON OFFICER	0.00

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

5 vacant positions as at 30 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY
WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

953 days

Note: days vacant calculated based on PIPS information from 1 July 2010 to 30 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

12 staff on temporary contract as at 30 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

ANSWER

Information based on period 1 July 2010 to 30 March 2011

Classification	Extended Once	Extended Twice	Extended X3	Total
AO3	2	-	1	3
AO4	1	-	-	1
AO5	2	-	-	2
AO7	1	1	-	2
CPE Commissioner of Public Employment	6	1	1	8

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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HR Unit Question

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

ANSWER

From 1 July 2010 to 30 March 2011, 4 positions advertised by expression of interest

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

Selection process commenced and

Selection process (including position advertising) not commenced

ANSWER

Breakdown of selection process commenced below for period 1 July 2010 to 31 March 2011

Classification	Recruitment Action Open at 31 March	Recruitment Action Completed before 31 March	Total
AO3	0	1	1
AO5	0	1	1
AO6	0	1	1
AO6, AO7	0	2	2
AO7	0	1	1
AO8	0	1	1
SAO1	0	2	2
	0	9	9

Vacant positions selection process not commenced for period 1 July 2010 to 31 March 2011:

2 x AO2
1 x AO7
1 x SAO1
1 x SAO2

Note:

This includes permanents and all temporary vacancies.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

Classification	Average Days to Fill
AO5	56.00
AO6	41.00
Office of the Commissioner for Public Employment	48.50

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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HR Unit Question

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?

ANSWER

NTG	Non NTG
5	0

Note: period of report is 1 July 2010 to 30 March 2011

Note:

This includes permanent and temporary vacancies over 6 months only.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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HR Unit Question

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

ANSWER

1 position has been reclassified:
1x SAO2

Note: Information from BOXI report based on the period 1 July 2010 to 30 March 2011

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

3 unattached employees in the agency as at 30 March 2011

1 x AO1
2 x AO6

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

Nil

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HR Unit Question

19. How many have resigned?

ANSWER

Nil

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

See attached BOXI report. Information as at 30 March 2011





At Pay Day 20, 30 March 2011

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

Classn	Classification	Average length of Service in Years
AO1	ADMINISTRATIVE OFFICER 1	2.16
AO3	ADMINISTRATIVE OFFICER 3	1.04
AO4	ADMINISTRATIVE OFFICER 4	4.84
AO5	ADMINISTRATIVE OFFICER 5	1.39
AO6	ADMINISTRATIVE OFFICER 6	6.12
AO7	ADMINISTRATIVE OFFICER 7	4.05
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	5.79
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	6.26
EO5C	EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT	4.75
SAO1	SENIOR ADMINISTRATIVE OFFICER 1	1.39

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).

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$1,436 spent on Recruitment Advertising.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

22. In relation to Apprentices and Graduates, in 2010:

How many graduates started with the department

How many have completed the year

How many how won nominal positions

How many have left the NTG, and what was the length of time each stayed within the NTG before leaving?

ANSWER

One graduate commenced with OCPE and completed the program on 29 August 2010. Remained employed at OCPE until May 2011 and has now won a 12 month position at Power and Water.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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?

How many are tenured and at what level?

How many are temporary and at what levels?

How many are acting up in positions and at what level?

How many have completed the year?

How many have left the NTG?

ANSWER

Classification	Classification Description	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
AO6	ADMIN OFF 6	1	1	0	0
Total		1	1	0	0

1 employee completed the year, nil have left the NTG

Note:

Only staff that have voluntarily self identified themselves as being of Indigenous or Torres Strait Islander decent in the HR System are included in the report.

EEO information is collected for purposes of statistical reporting. Privacy legislation directs that no individuals are to be identified.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

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

ANSWER

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)
AO1	1.97	\$6,937.35	0.00	\$0.00	1.97
AO3	1.01	\$4,335.39	0.00	\$0.00	0.52
AO4	4.42	\$21,736.89	0.00	\$0.00	3.17
AO5	0.75	\$3,997.31	0.00	\$0.00	0.75
AO6	6.18	\$40,049.44	0.00	\$0.00	2.47
AO7	29.04	\$199,326.89	0.00	\$0.00	7.41
EO1C	3.45	\$47,024.17	3.45	\$47,024.17	1.55
EO2C	7.79	\$124,305.88	7.79	\$124,305.88	4.27
SAO1	9.82	\$76,756.16	0.00	\$0.00	5.07
TOTAL	64.43	\$524,469.48	11.24	\$171,330.05	27.18

Note: For privacy reasons where the numbers relate to a specific individual, they have been removed

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)
AO1	10.00	\$1,616.01	0.00	\$0.00	10.00
AO3	59.31	\$11,556.93	0.00	\$0.00	33.71
AO4	44.10	\$10,220.40	0.00	\$0.00	35.95
AO5	34.00	\$8,336.59	0.00	\$0.00	34.00
AO6	192.02	\$56,656.74	0.00	\$0.00	48.58
AO7	383.40	\$126,834.77	0.00	\$0.00	86.24
EO1C	79.13	\$54,484.52	79.13	\$54,484.52	38.35
EO2C	107.57	\$81,322.63	107.57	\$81,322.63	61.46
SAO1	99.80	\$35,868.38	0.00	\$0.00	36.56
TOTAL	1,009.32	\$386,896.97	186.70	\$135,807.15	384.84

Note: For privacy reasons where the numbers relate to a specific individual, they have been removed.

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

ANSWER

452.79 weeks

How many days sick leave were taken in 2010?

ANSWER

208.95 days

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

What is the financial value of that leave?

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

ANSWER

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)
AO1	1.97	\$6,937.35	0.00	\$0.00	1.97
AO3	1.01	\$4,335.39	0.00	\$0.00	0.52
AO4	4.42	\$21,736.89	0.00	\$0.00	3.17
AO5	0.75	\$3,997.31	0.00	\$0.00	0.75
AO6	6.18	\$40,049.44	0.00	\$0.00	2.47
AO7	29.04	\$199,326.89	0.00	\$0.00	7.41
EO1C	3.45	\$47,024.17	3.45	\$47,024.17	1.55
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SAO1	9.82	\$76,756.16	0.00	\$0.00	5.07
TOTAL	64.43	\$524,469.48	11.24	\$171,330.05	27.18

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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)
AO1	10.00	\$1,616.01	0.00	\$0.00	10.00
AO3	59.31	\$11,556.93	0.00	\$0.00	33.71
AO4	44.10	\$10,220.40	0.00	\$0.00	35.95
AO5	34.00	\$8,336.59	0.00	\$0.00	34.00
AO6	192.02	\$56,656.74	0.00	\$0.00	48.58
AO7	383.40	\$126,834.77	0.00	\$0.00	86.24
EO1C	79.13	\$54,484.52	79.13	\$54,484.52	38.35
EO2C	107.57	\$81,322.63	107.57	\$81,322.63	61.46
SAO1	99.80	\$35,868.38	0.00	\$0.00	36.56
TOTAL	1,009.32	\$386,896.97	186.70	\$135,807.15	384.84

Note: For privacy reasons where the numbers relate to a specific individual, they have been removed.

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

ANSWER

In relation to Contract (ECO1 and above), 147.03 weeks

How many days sick leave were taken in 2010, at each employee level?

ANSWER

In relation to Contract (ECO1 and above)

Classification	Classification Description	No. of staff	Executive Contract Staff Days Sick Leave Taken
EO1C	Exec Off 1 CNTR	1	4.00
EO2C	Exec Off 2 CNTR	2	16.46
NEO1C	PWC Exec 1 CNT	1	1.00
			21.46

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

Break down by level and amount of leave

ANSWER

Classification	Classification Description	Number of Staff	Days
AO6	ADMIN OFF 6	1	8 Days
EO1C	EXEC OFF 1 CNTR	2	10 Days
CPE Commissioner of Public Employment Total		3	18 Days

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

Break down by level and amount of leave

ANSWER

Nil

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

Break down by level and the amount of leave taken

ANSWER

Nil



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

29. As at 30 March 2011 has 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

ANSWER

Nil

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

Nil

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

ANSWER

As at 1 July 2010 to 31 March 2011, 1 person received workers compensation at the AO7 level for 194 days (Darwin Region).

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

ANSWER

Yes

2 Employees (AO1 & AO6) on extended leave - Parental Leave Without Pay

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

33. 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?

ANSWER

- Refer to attached DBE report

The optimal age for retirement from the Commonwealth Superannuation Scheme (CSS) depends upon a number of factors such as:

- the amount a person contributes;
- a person's salary;
- a person's length of service;
- a person's choice of investment for their superannuation; and
- a person's age at retirement.

Accordingly the optimal age for retirement is an individual decision, which is dependant upon some or all of these factors

Under the CSS, a person can take an age retirement benefit if they cease employment after reaching their minimum retirement age (which is age 55 for most people). Commonwealth superannuation law places restrictions on when a person can access lump sum superannuation benefits. One of these restrictions is called the 'preservation age'. Generally, a person cannot access the lump sum superannuation benefit until they have reached their preservation age as follows:

Date of birth	Preservation age
Before 1 July 1960	55 years
1 July 1960 to 30 June 1961	56 years
1 July 1961 to 30 June 1962	57 years
1 July 1962 to 30 June 1963	58 years
1 July 1963 to 30 June 1964	59 years
After 30 June 1964	60 years

Lump sums subject to preservation must be rolled over until a person reaches their preservation age and retires permanently from the workforce. Lump sum benefits are not subject to preservation requirements if a person has reached their preservation age and has retired permanently from the workforce; or age 60. Preservation rules do not apply to CSS age retirement pensions. Once a person reaches the minimum retiring age, they can take their entire superannuation benefit as a pension.

The following table illustrates the various CSS benefit options for a person:

Age at exit:	Options:
Under 55	<ol style="list-style-type: none"> 1. Preserve all benefits in the CSS until minimum retirement age (generally 55) is reached; or 2. take the member component as a lump sum; or 3. transfer entire benefit to another superannuation scheme.
55-59 (assumes a person has permanently retired and reached their preservation age)	<ol style="list-style-type: none"> 1. Maximum pension; or 2. maximum pension, plus a lump sum of productivity component; or 3. CPI-indexed pension plus a lump sum of member and productivity component; or 4. postpone all or part of the benefit (only available if a person is under 65 and not permanently retired).
60+	<ol style="list-style-type: none"> 1. Maximum pension; or 2. maximum pension, plus a lump sum of productivity component; or 3. CPI-indexed pension plus a lump sum of member and productivity component; or 4. postpone all or part of the benefit (only available if a person is under 65 and not permanently retired).



At Pay Day 20, 30 March 2011

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; how many are there; what are ages of those people; and what are their position levels in the public service?

Classification Code	Classification Description	Staff Age	Staff Numbers
AO6	ADMINISTRATIVE OFFICER 6	54	1
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	52	1
CPE Commissioner of Public Employment Total			2

Note:

Treasury are answering Commonwealth Super Liability on a whole of Government Basis

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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?

ANSWER

Classification	Classification Description	Employees Eligible for Airfares
AO6	ADMIN OFF 6	1
AO7	ADMIN OFF 7	3
CPE Commissioner of Public Employment Total		4

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.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

There have been no complaints made in relation to workplace bullying and harassment in the Department of the Chief Minister over the past twelve months.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011 there has been nil expenditure relating to Relocation expenses.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Question

37. Please provide a breakdown per business unit.

ANSWER

For the period 1 July 2010 to 31 March 2011 there has been nil expenditure relating to Relocation expenses.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

There is no budget specifically allocated for relocation and other appointment and termination expenses in 2010/11.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$61,912 spent on travel expenditure.

Type	Total
Intrastate	16,021
Interstate	15,269
Overseas	9,950
Client Travel	20,673
Total Travel	61,912

Type	Total
Accommodation	11,492
Airfares	19,019
Travel Allowance	10,728
Client Travel	20,673
Total Travel	61,912

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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to Commissioner for Public Employment

HR Unit Question

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

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$37,586 spent on vehicles which includes leasing, car rental, Cabcharge and fuel expenditure.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

The Office of the Commissioner for Public Employment is currently responsible for seven (7) vehicles.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

The number of vehicles increased by one (1) from 31 March 2010.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

83% of the passenger vehicles meet the emission standard of 5.5 out of 10.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

44. How many vehicles are home garaged?

ANSWER

Seven (7) of the vehicles are home garaged.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

ANSWER

Executive Contract Officers level 1 (ECO1) and above have a vehicle included in their employment agreement.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

As of 31 March 2011 there were a total of 5 Credit Card holders in OCPE.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

There are no outstanding repayments for transactions relating to personal items and services.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

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

ANSWER

There has been nil reports of improper use of Information Technology.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Question

49. How many reports resulted in formal disciplinary action?

ANSWER

There was no formal disciplinary action as no reports were made.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

HR Unit Question

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

(a) Break down by level

ANSWER

In line with the Office of the Commissioner for Public Employment's internal cyclone guidelines, particular staff are assigned with specific responsibilities at different stages of the response and recovery phases. Dependent on the size and nature of an emergency event, additional staff may also be assigned with specific duties to assist in whole of government or internal coordination activities.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Marketing Question

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

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$15,261 spent on advertising and marketing programs.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Marketing Question

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

ANSWER

Program	Cost
Public Sector Management Program (PSM) - Year book	1,458
Workforce Development - Brochures	1,200
Public Sector Rewards, Innovations and Development Program - Chief Ministers Awards for Excellence	8,626
Executive - union ads, death notices	3,976
Total	15,261

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Insurance Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011 OCPE was Self Insured.



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Insurance Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011 OCPE was Self Insured and there were no areas Commercially Insured.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Insurance Question

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

ANSWER

The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.

The Territory does not purchase re-insurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Climate Change Question

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

ANSWER

The Department emitted 19.2 tonnes of CO2 in 2010 from its vehicle fleet.

The Department is unable to report building energy related CO2 emissions as it is located in a multi tenanted building without separate metering. Negotiations are underway to enable separate metering of each tenancy.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**WRITTEN QUESTION**

Mr Terry Mills

to Commissioner for Public Employment

Climate Change Question

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

ANSWER

The Office of the Commissioner for Public Employment put in practice the following programs and strategies:

- A replacement program of standalone equipment with multifunctional devices and power saving functions
- Compliance with the 'Greening the Fleet' strategy by increasing the use of energy efficient vehicles in accordance with NT Fleet policy
- Recycling of drum cartridges, paper and cardboard
- Promotion of and encourages participation in Earth Hour
- Encourages staff to be more conscious about energy consumption and turning off power

Further initiatives under consideration for the new year include the:

- Establishment of a Recycling Centre, which would be marketed appropriately
- Circulation of monthly tips
- Installation of sensor lighting, dual flush toilets, boiling water unit, flow regulators on basins, air conditioner isolators
- Development of environmental policies covering the use of recycled photocopier paper, double sided printing, tracked changes, biodegradable products
- Reduction of on-site storage of stationery

In addition, the Department of the Chief Minister is forming an Energy Management Committee with membership comprised of both DCM and OCPE representatives. The Committee's primary role will be to identify, implement and promote green initiatives within both agencies and to provide advice on energy saving, recycling and green initiatives in accordance with the Northern Territory Government Climate Change Policy.

In fulfilling this role, the Committee's responsibilities include the identification of new green initiatives, monitoring energy usage and recycling levels within NT House and Harbour View Plaza and working collaboratively with staff and relevant external stakeholders as required.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Climate Change Question

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.

ANSWER

The Department is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from passenger and light commercial fleet by 20% by 2014. A target to reduce the Co2 emissions from the fleet by 2% has been set for 2011.

The Department is working towards the reduction target set in the Northern Territory Government Energy Smart Buildings Policy. The target is a 10% reduction in energy usage per square metre across the department's building portfolio compared to a 2004-05 baseline.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Utilities Question

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

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$34,084 spent on power and water for the department.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Utilities Question

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

ANSWER

The projected cost for power and water to the OCPE for the 2010/11 Financial Year is \$45,445.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Public Events Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011 the following public events/conferences/forums were sponsored:

- SWP&D Administration - Sponsorship 2010 IPAA National Conference.
- Executive - Sponsorship of 2010 Annual Convention "A Fair Go For All" (Industrial Relations Society).

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Public Events Question

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

ANSWER

For the period 1 July 2010 to 31 March 2011 there was a total of \$8,000 spent on public events/conferences/forums.

- SWP&D Administration - Sponsorship 2010 IPAA National Conference (\$5,000)
- Executive - Sponsorship of 2010 Annual Convention "A Fair Go For All" (Industrial Relations Society) (\$3,000).

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Advertising Question

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

ANSWER

Advertising is a component of Marketing and Promotions. The budget for this area is allocated at the higher level rather than at the advertising level. The total budget for Marketing and Promotions in the 2010/11 Financial Year is \$14,000.

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Advertising Question

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

ANSWER

As at 31 March 2011

Marketing and Promotions

Newspaper	\$1,146
Radio	\$0
Television	\$0
Magazines/Journals	\$2,830

Other

Advertising	\$57
Recruitment Advertising	\$1,436
Total	\$5,469

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Advertising Question

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

ANSWER

There were no advertising campaigns undertaken by the department for the period 1 July 2010 to 31 March 2011. However, \$1,493 was expended on individual advertisement (mainly recruitment).

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Terry Mills

to Commissioner for Public Employment

Advertising Question

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?

ANSWER

For the period 1 July 2010 to 31 March 2011, seven consultancies were let.

The total expenditure on these consultancies was \$49,861.

1 was awarded to a local Territory firm with a value of \$13,500.

6 were awarded to interstate firms with a value of \$36,361.