**No. 362**

**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

**WRITTEN QUESTION**

Mr Westra van Holthe to the Minister for Tourism, in relation to the portfolio areas within the Tourism Department

**Tourism Department**

**HR Questions:**

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

Answer: 137 FTEs

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

Answer:

Table: Staffing numbers as at 28 March 2012 by classification

| **Classification** | **FTE total** |
| --- | --- |
| AO2 | 1.61 |
| AO3 | 2.39 |
| AO4 | 11.53 |
| AO5 | 16.64 |
| AO6 | 15.77 |
| AO7 | 12.97 |
| SAO1 | 7.76 |
| SAO2 | 7.80 |
| EO1C | 4.11 |
| EO2C | 1.43 |
| EO4C | 1 |
| EO6C | 1 |
| BM (Board Member) | 1 |
| NT Holiday Consultant | 8.57 |
| NTTC1 | 4.75 |
| NTTC2 | 9.77 |
| NTTC3 | 5.14 |
| NTTC4 | 0.64 |
| NTTC5 | 1.00 |
| **TOTAL** | **114.88** |

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

* If not, please explain

Answer: As at 28 March 2012 Tourism NT figures were below the FTE cap due to a focus by the CEO on reviewing staffing.

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

Answer: 100 for Tourism NT; 40 for Territory Discoveries. This reflects permanent positions not FTEs.

1. At Pay day 20, 28 March 2012, how many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?

* Please separate by permanent/temporary/acting by level

Answer:

Table: Positions filled nominally or by persons acting by classification (actual staff, not FTEs)

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Permanent employees held in nominal positions** | **Permanent employees acting in temporary positions** | **Temporary employment contracts** |
| AO2 | [2](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-0%26name%3DSumofNomFilled3%26drillname%3DAO2%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO2%255D')) | [0](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-0%26name%3DSumofTTHDA3%26drillname%3DAO2%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO2%255D')) | [1](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-0%26name%3DSumofTempAppoint3%26drillname%3DAO2%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO2%255D')) |
| AO3 | [0](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-1%26name%3DSumofNomFilled3%26drillname%3DAO3%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO3%255D')) | [1](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-1%26name%3DSumofTTHDA3%26drillname%3DAO3%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO3%255D')) | [1](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-1%26name%3DSumofTempAppoint3%26drillname%3DAO3%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO3%255D')) |
| AO4 | [8](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-2%26name%3DSumofNomFilled3%26drillname%3DAO4%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO4%255D')) | [6](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-2%26name%3DSumofTTHDA3%26drillname%3DAO4%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO4%255D')) | [4](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-2%26name%3DSumofTempAppoint3%26drillname%3DAO4%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO4%255D')) |
| AO5 | [10](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-3%26name%3DSumofNomFilled3%26drillname%3DAO5%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO5%255D')) | [4](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-3%26name%3DSumofTTHDA3%26drillname%3DAO5%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO5%255D')) | [3](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-3%26name%3DSumofTempAppoint3%26drillname%3DAO5%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO5%255D')) |
| AO6 | [12](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-4%26name%3DSumofNomFilled3%26drillname%3DAO6%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO6%255D')) | [7](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-4%26name%3DSumofTTHDA3%26drillname%3DAO6%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO6%255D')) | [1](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-4%26name%3DSumofTempAppoint3%26drillname%3DAO6%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO6%255D')) |
| AO7 | [6](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-5%26name%3DSumofNomFilled3%26drillname%3DAO7%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO7%255D')) | [4](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-5%26name%3DSumofTTHDA3%26drillname%3DAO7%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO7%255D')) | [3](javascript:bobj.event.publish('drilldown',%20'CrystalReportViewer',%20'brch%3D0-5%26name%3DSumofTempAppoint3%26drillname%3DAO7%26gnpath%3D%252FSTATE_LONG_DSC%255BTourism%2520NT%255D%252FActual_Classification_Cde%255BAO7%255D')) |
| SAO1 | 10 | 0 | 2 |
| SAO2 | 5 | 2 | 3 |
| EO1C | 0 | 0 | 4 |
| EO2C | 0 | 0 | 2 |
| EO4C | 0 | 0 | 1 |
| EO6C | 0 | 0 | 1 |
| BM | 0 | 0 | 3 |
| NTHC | 10 | 1 | 0 |
| NTTC1 | 3 | 0 | 3 |
| NTTC2 | 4 | 4 | 9 |
| NTTC3 | 3 | 2 | 0 |
| NTTC4 | 0 | 0 | 0 |
| NTTC5 | 0 | 1 | 0 |
| **Total** | **73** | **32** | **41** |

Executive Contract Officers, Board Members and Apprentice positions are truly temporary in nature. If these designations are excluded, 74% of Tourism NT positions were filled by permanently appointed staff and 26% filled by staff on temporary contract.

1. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?

Answer:

Table: Staff turnover

|  |  |
| --- | --- |
| 2007-08 actual | 26.5% |
| 2008-09 actual | 24.4% |
| 2009-10 actual | 35.0% |
| 2010-11 actual | 27.3% |
| 1 July 11 – 31 March 12 | 26.1% |

These figures reflects the proportion of resignations and retirements against average FTE staffing numbers and do not include casual cessations or staff employed on contract who leave at the conclusion of their contract, but does include redundancies.

1. What is the rate per level?

|  |  |
| --- | --- |
| **Classification** | **Turnover rate** |
| AO3 | 41.8% |
| AO4 | 34.7% |
| AO5 | 24.0% |
| AO6 | 12.7% |
| AO7 | 7.8% |
| SAO2 | 12.8% |
| EO1C | 24.3% |
| NTHC | 93.3% |
| NTTC1 | 63.2% |
| NTTC2 | 40.1% |
| NTTC3 | 19.5% |

Note: Turnover rate is calculated based on number of separations at each level divided by FTE numbers at each level from Q2.

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

Answer: 11 for Tourism NT; 9 for Territory Discoveries, several of which have subsequently been advertised.

1. How long, in total days, have funded positions been vacant since 01 July 2011?

Answer: This data is not readily available. Tourism NT strives to fill positions as quickly as possible when vacancies occur.

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

Answer: 40, which includes three Board members, one trainee and ten casual staff. Therefore, 26 temporary full-time or part-time contract staff, of which two are due to visa requirements. Tourism NT is committed to advertising permanent vacancies, however where staff are absent on maternity leave or on temporary promotion to another Agency, positions can only be filled on a temporary contract.

1. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended?

Answer:

Table: Recruitment Management System data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Classification** | **Extended x 1** | **Extended x 2** | **Extended x 3** | **Extended x 4** | **Total** |
| AO2 | 3 | 0 | 0 | 1 | 4 |
| AO3 | 1 | 0 | 0 | 0 | 1 |
| AO4 | 3 | 0 | 0 | 0 | 3 |
| AO5 | 4 | 0 | 0 | 0 | 4 |
| AO6 | 2 | 0 | 0 | 0 | 2 |
| AO7 | 2 | 1 | 0 | 0 | 3 |
| SAO1 | 1 | 0 | 0 | 0 | 1 |
| **Total** | **16** | **1** | **0** | **1** | **18** |

1. In the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?

Answer: Four positions.

1. At 31 March 2012, 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: As 31 March 2012 Tourism NT has 11 positions vacant, eight of which have been advertised and seven for which the selection process has commenced.

Territory has nine positions vacant, four of which are currently being recruited to.

1. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

Answer:

Table: Recruitment Management System data

|  |  |
| --- | --- |
| **Classification** | **Average days to fill** |
| AO3 | 46 |
| AO4 | 48.5 |
| AO5 | 48.5 |
| AO6 | 48.5 |
| AO7 | 68.5 |
| SAO1 | 68.5 |
| ECO1 | 41 |
| **Overall average** | **52.9** |

With the planned role out of eRecruit in the Agency it is anticipated selection processes will become shorter due to panel members being able to access applications as they are received.

1. In the period 01 July 2011 to 31 March 2012, what is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

Answer: Of applicants declaring this information on their applications, six existing public servants have been recruited by Tourism NT and eight positions have been filled from the general public.

1. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department? What are the level of those positions?

Answer: Following Tourism NT’s transfer to the NT Public Sector in August 2010, all positions in the Agency were required to be assessed under the Job Evaluation System. 37 positions were assessed from 1 July 2011 to 30 March 2012, of which seven have been evaluated within Tourism NT and are awaiting approval from the JES assessment panel. This is the first time Tourism NT positions have been formally evaluated using this methodology and some classification increases were anticipated.

10 positions have been reclassified:

* 1 x A02 up to AO3
* 1 x AO3 up to AO4
* 2 x AO4 up to AO5
* 5 x AO7 up to SAO1
* 1 x NTTC5 down to EOC3

18 positions evaluated remained at consistent levels.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Classification** | **Reclassified Positions** | **New Positions** | **Classification Confirmed** | **Awaiting approval from JES panel** |
| AO3 | 1 | 0 | 0 | 0 |
| AO4 | 1 | 0 | 3 | 1 |
| AO5 | 2 | 0 | 7 | 1 |
| AO6 | 0 | 1 | 1 | 1 |
| AO7 | 0 | 0 | 4 | 1 |
| SAO1 | 5 | 1 | 0 | 2 |
| SAO2 | 0 | 0 | 3 | 1 |
| EO3C | 1 | 0 | 0 | 0 |
| **Total JESsed** | **10** | **2** | **18** | **7** |

1. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency? What levels are they?

Answer:

|  |  |
| --- | --- |
| **Classification** | **Actual staff** |
| AO5 | 2 |
| AO7 | 2 |
| **TOTAL** | **4** |

1. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency?

Answer: This data is not available.

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

Answer: This data is not available.

1. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department? Please break this down by position level.

Answer:

|  |  |
| --- | --- |
| **Classification** | **Average length of service (years)** |
| AO2 | 3.62 |
| AO3 | 2.03 |
| AO4 | 2.68 |
| AO5 | 1.91 |
| AO6 | 2.41 |
| AO7 | 3.83 |
| SAO1 | 3.36 |
| SAO2 | 4.62 |
| ECO1 | 3.89 |
| ECO2 | 8.33 |
| ECO4 | 8.02 |
| ECO6 | 1.16 |
| NTHC | 2.08 |
| NTTC1 | 1.13 |
| NTTC2 | 2.87 |
| NTTC3 | 7.71 |
| NTTC5 | 13.53 |

Average length of service is derived from the current continuous period of service in Tourism NT divided by the total number of actual staff (not FTEs).

1. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?

$54,759 to 31 March 2012. Providing a breakdown of advertising costs into NT based versus interstate or online media would require substantial amounts of personnel time to reconcile; the majority of costs are associated with advertising in the *NT News.*

A breakdown by section is provided below.

|  |  |
| --- | --- |
| **Division** | **Amount** |
| Business Tourism | $2,040.24 |
| Corporate Services | $4,775.85 |
| Industry Development | $7,540.32 |
| Marketing and Communication | $18,772.67 |
| Destination Planning Management | $21,630.14 |
|  |  |
| Territory Discoveries | $13,411.57 |

1. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:

* 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 apprentice Holiday Consultant and no graduates.

The apprentice has been with the agency since Dec 11.

None have won a nominal position.

The apprentice is currently still with the Agency.

1. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:

* 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 were still employed at 31/12/2011?
* How many have left the NTG?

Answer:

Three employees have voluntarily identified themselves as being of Indigenous or Torres Strait Islander descent in the MyHR system.

Levels: 1 x AO4, 2 x NTTC1. All three positions are permanent.

One staff member is acting in a promotional position.

All have completed the year.

None have left the NTG.

1. In relation to NTPS staff as at 31 March 2012:

* What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave
* What is the financial value of that leave?
* What is the highest individual amount of accrued leave at each position level?

Answer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Accrued long service leave (months)** | **Accrued long service leave ($ value)** | **Highest individual amount accrued (months)** | **Accrued Recreation leave (days)** | **Accrued recreation leave ($ value)** | **Highest individual amount accrued (days)** |
| AO2 | 3.19 | $70,22.95 | 1.87 | 70.01 | $9,105.95 | 35.97 |
| AO3 | 1.62 | $32,15.88 | 1.50 | 23.71 | $4,834.81 | 15.12 |
| AO4 | 18.41 | $87,160.91 | 2.72 | 310.32 | $68,743.05 | 62.10 |
| AO5 | 12.34 | $68,996.64 | 3.20 | 345.81 | $89,123.35 | 101.73 |
| AO6 | 27.87 | $181,529.99 | 7.00 | 515.51 | $151,823.67 | 66.08 |
| AO7 | 15.92 | $115,130.14 | 4.82 | 257.53 | $88,533.40 | 66.49 |
| SAO1 | 12.74 | $104,774.69 | 2.42 | 339.72 | $150,870.71 | 99.00 |
| SAO2 | 19.32 | $151,820.78 | 4.50 | 306.15 | $126,594.27 | 77.75 |
| ECO1 | 4.75 | $72,621.82 | 2.55 | 123.35 | $86,230.90 | 49.18 |
| ECO2 | 3.70 | $63,086.31 | 3.15 | 30.30 | $23,925.70 | 23.47 |
| EC04 | 0 | $0 | na | 0 | $0 | na |
| ECO6 | 0.35 | $8,640.71 | 0.35 | -3.83 | $-4350.09 | -3.83 |
| NTHC | 6.35 | $24,785.95 | 2.50 | 190.17 | $34,672.28 | 52.79 |
| NTTC1 | 1.60 | $6,661.00 | 0.62 | 54.57 | $10,314.84 | 15.93 |
| NTTC2 | 8.91 | $39,773.50 | 2.00 | 226.32 | $48,348.71 | 42.25 |
| NTTC3 | 9.21 | $55,798.62 | 2.47 | 126.46 | $31,582.42 | 46.30 |
| NTTC5 | 2.55 | $104,774.69 | 2.42 | 4.94 | $3,038.53 | 4.94 |
| **Total** | **148.83** | **$1,085,555.75** |  | **$2,921.04** | **$923,392.50** |  |

* What is the current total of sick leave entitlement of employees in the department?
* How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

Answer:

| **Classification** | **Total sick leave entitlement (weeks)** | **Total sick leave taken (days)** |
| --- | --- | --- |
| AO2 | 18.93 | 17.98 |
| AO3 | 1.24 | 8.29 |
| AO4 | 94.27 | 64.48 |
| AO5 | 89.71 | 36.55 |
| AO6 | 216.20 | 59.98 |
| AO7 | 144.75 | 44.22 |
| SAO1 | 91.56 | 21.02 |
| SAO2 | 115.96 | 13.01 |
| ECO1 | 125.83 | 16.62 |
| ECO2 | 51.29 | 1.00 |
| ECO4 | 23.22 | 0.00 |
| ECO6 | 0.00 | 0.00 |
| NTHC | 25.74 | 83.81 |
| NTTC1 | 10.48 | 32.26 |
| NTTC2 | 54.47 | 59.77 |
| NTTC3 | 74.03 | 25.27 |
| NTTC4 | 0.00 | 0.00 |
| NTTC5 | 37.33 | 7.00 |
| **Total** | **1,175.01** | **491.26** |

1. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

* What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?
* What is the financial value of that leave?
* What is the highest individual amount of accrued leave at each employee level?
* What is the current total of sick leave entitlement of employees in the department?
* How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

Answer: Incorporated in tables for question 24.

1. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?

* Break down by level and amount of leave

Answer: One NTTC1 employee accessed this entitlement to cash in ten days leave.

1. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement?

* Break down by level and amount of leave

Answer: None.

1. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave?

* Break down by level and the amount of leave taken

Answer: No.

1. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave?

* Break down by level and the amount of leave

Answer: No.

1. At Pay day 20, 28 March 2012, how many workers were on workers compensation? At what level and is there an expected return date?

Answer: None.

1. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person?

Answer: Nil.

1. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?

Answer:

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Number of staff** | **Leave type** | **Returned** |
| AO4 | 1 | Maternity leave without pay | No |
| AO5 | 2 | 2 leave without pay | No |
| SAO1 | 1 | Maternity leave without pay | No |
| NTHC | 2 | 1 maternity leave half pay, 1 maternity leave without pay | No |
| NTTC2 | 2 | 1 maternity leave half pay, 1 maternity leave without pay | No |
| NTTC3 | 1 | Long service leave | No |
| **Total** | **9** |  |  |

1. At Pay day 20, 28 March 2012, were there any NTPS public servants who were employed in the 80’s and eligible for return flight to Adelaide every 2 years? How many and at what level?

Answer: No.

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

Answer: None.

**In relation to each output group within the Department**

1. From 01 July 2011 to 31 March 2012, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

Answer:

|  |  |
| --- | --- |
| **Output Group** | **Cost** |
| Marketing | $5 289 |
| Destination Development | $2 450 |
| **Tourism NT Total** | **$7 739** |
|  |  |
| Holiday Centre | $3 883 |
| **Territory Discoveries Total** | **$3 883** |

1. Please provide a breakdown per business unit.

Answer:

|  |  |
| --- | --- |
| **Business unit** | **Cost** |
| E-Enabling | $600 |
| PR & Media Administration | $4 414 |
| Business Development | $275 |
| Aviation Operations | $682 |
| Investment Attraction | $1 768 |
| **Tourism NT Total** | **$7 739** |
|  |  |
| Holiday Centre | $3 883 |
| **Territory Discoveries Total** | **$1 942** |

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

Answer: Tourism NT $69 350; Territory Discoveries $33 000 (includes advertising).

1. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses?

Table: Travel expenditure by Tourism NT

|  | **2010-11**  **(as at 31 March 11)** | **2011-12**  **(as at 31 March 12)** | **Variation** |
| --- | --- | --- | --- |
| **Domestic** |  |  |  |
| Intra-territory |  |  |  |
| Accommodation | 34 146 | 45 479 | 11 333 |
| Fares | 71 350 | 72 958 | 1 608 |
| Travelling allowance | 14 386 | 35 761 | 21 375 |
| **Intra-territory sub-total** | **119 882** | **154 198** | **34 316** |
| Interstate |  |  |  |
| Accommodation | 54 878 | 59 258 | 4 380 |
| Fares | 153 104 | 147 500 | -5 604 |
| Travelling allowance | 13 814 | 36 200 | 22 386 |
| **Interstate sub-total** | **221 796** | **242 958** | **21 162** |
| Other |  |  |  |
| Air, bus and boat charter | 0 | 1 423 | 1 423 |
| Employee allowance for use of vehicle | 0 | 0 | 0 |
| **Other sub-total** | **0** | **1 423** | **1 423** |
| **Domestic total** | **341 678** | **398 579** | **56 901** |
| **International** |  |  |  |
| Accommodation | 14 246 | 23 906 | 9 660 |
| Fares | 45 560 | 75 953 | 30 393 |
| Travelling allowance | 2 993 | 9 512 | 6 519 |
| **International total** | **62 799** | **109 371** | **46 572** |
| **TOTAL** | **$404 477** | **$507 950** | **$103 473** |

Table: Travel expenditure by Territory Discoveries

|  | **2010-11**  **(as at 31 March 11)** | **2011-12**  **(as at 31 March 12)** | **Variation** |
| --- | --- | --- | --- |
| **Domestic** |  |  |  |
| Intra-territory |  |  |  |
| Accommodation | 1 503 | 4 888 | 3 385 |
| Fares | 2 408 | 6 805 | 4 397 |
| Travelling allowance | 2 027 | 6 658 | 4 631 |
| **Intra-territory sub-total** | **5 938** | **18 351** | **12 413** |
| Interstate |  |  |  |
| Accommodation | 9 296 | 13 641 | 4 345 |
| Fares | 17 867 | 16 196 | -1 671 |
| Travelling allowance | 6 926 | 9 929 | 3 003 |
| **Interstate sub-total** | **34 089** | **39 766** | **5 677** |
| **Domestic total** | **40 027** | **58 117** | **18 090** |
| **International** |  |  |  |
| Accommodation | 478 | 0 | -478 |
| Fares | 492 | 0 | -492 |
| Travelling allowance | 112 | 0 | 112 |
| **International total** | **1 082** | **0** | **-1 082** |
| **Other** |  |  |  |
| Air, bus and boat charter | 0 | 0 | 0 |
| Employee allowance for use of vehicle | 928 | 0 | -928 |
| **Other total** | **928** | **0** | **-928** |
| **TOTAL** | **$42 037** | **$58 117** | **$16 080** |

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

Answer: Tourism NT $191 975; Territory Discoveries $34 327.

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

Answer: Tourism NT 16; Territory Discoveries 3.

1. What is the change, if any, in these vehicle numbers from the previous year?

Answer: Nil.

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

Answer: Tourism NT 93%; Territory Discoveries 100%.

Tourism NT has one vehicle which does not meet the 5.5 standard, which is due for replacement soon. The above figure represents a portion of passenger vehicles and does not include light commercial vehicles.

1. How many vehicles are home garaged?

Answer: Tourism NT 10 (63%); Territory Discoveries 3 (100%).

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

Answer: Tourism NT: the following positions are allowed to home garage:

* 1 x ECO6
* 2 x ECO2
* 4 x ECO1
* 1 x SAO2
* 2 x AO5.

Territory Discoveries:

* Business Development Executive QLD
* Business Development Executive NSW
* Business Development Executive VIC.

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

Answer: Tourism NT 64; Territory Discoveries 10.

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

Answer: There are no transactions outstanding for personal items/ services.

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

Answer: None.

1. How many reports resulted in formal disciplinary action?

Answer: Not applicable.

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

* Break down by level

Answer: Tourism NT has an Emergency Response Group comprising of three key staff (ECO1, SAO2 and AO6). In line with Tourism NT’s internal guidelines other staff may be assigned responsibilities at different stages of response and recovery dependent on the size and nature of the emergency event.

**Marketing:**

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

Answer: Marketing is a core function of Tourism NT and is reflected as the cost of the Marketing Output: estimated at $31.750 million in 2011-12 (page 197 of the 2012-13 BP3).

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

Answer: Given marketing is a core function of the Agency, the question needs to be more specific to enable an answer.

**Insurance:**

1. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

Answer:

Table: Tourism NT Insurance Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Provider** | **Due for renewal** | **Cost** |
| Public liability insurance | AON Insurance | 30 June 2012 | $24 475 |
| Broker’s fee | AON Insurance | N/A | $11 000 |
| Worker’s compensation insurance for employees who reside interstate | AON Insurance | 30 June 2012 | $5 528 |
| Travel insurance for overseas travel | AON Insurance | 30 June 2012 | $4 164 |
| Personal accident insurance for non-employees | AON Insurance | 30 June 2012 | $519 |
| **TOTAL** | **GST exclusive** |  | **$45 686** |

Table: Territory Discoveries Insurance Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Provider** | **Due for renewal** | **Cost** |
| Public liability insurance | AON Insurance | 30 June 2012 | $11 461 |
| Worker’s compensation insurance | AON Insurance | 30 June 2012 | $22 875 |
| Vehicle insurance | AON Insurance | 30 June 2012 | $2 203 |
| **TOTAL** | **GST exclusive** |  | **$36 539** |

1. 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:

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 in the northern territory, public liability and professional indemnity related liabilities.

With the Treasurer’s approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated. With the exception of workers compensation cover, government businesses and corporations, such as Territory Discoveries, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.

There is no threshold under which insurance is not provided or payment on item replacement.

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

Answer:

The Territory does not purchase reinsurance 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.

Any whole of government insurance policy related questions should be referred to the Treasurer.

**Climate Change:**

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

Answer:

Fleet related CO2 for the 12 months to 31 March 2012 was 38 tonnes for Tourism NT; 10 tonnes for Territory Discoveries.

Building CO2 emissions for 2010-11 was 181 tonnes CO2 equivalent for Tourism NT.

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

Answer:

Whole-of-Government initiatives for 2011-12 are:

* Establish annual agency fleet emission target as part of an NT Fleet target to reduce emissions by 20% over five years.
* Introduce minimum greenhouse emission ratings of 5.5 for passenger vehicles and 3.5 for light commercial vehicles. To be reviewed after two years.
* Introduction of functional requirement categories with agencies having to justify requests for vehicles outside the NT Fleet recommended list.
* Introduce incentives for Executive Contractors to select more fuel efficient vehicles appropriate to level which would be cost neutral to Government.
* Option to present to Cabinet revised emission standards for years 3 to 5.

Tourism NT’s New Vehicle Policy was adopted in March 2010 and goes beyond the minimum requirements of the NT Government’s *Greening the Fleet Strategy*. Key elements include:

* ECO vehicles replaced after the policy took effect must have a greenhouse rating of seven or more.
* Other vehicles in Tourism NT’s fleet are required to have a minimum 7.5 greenhouse rating, with only exception being for specific purpose vehicles such as 4WDs for bush work.

1. Has a target for departmental CO2 emissions been set for the coming financial year?

* If yes, what % reduction is that from the previous year?
* If no, why has a target not been set?

Answer: As a result of Tourism NT’s vehicle policy, which goes beyond the minimum requirements of the NT Government’s *Greening the Fleet Strategy,* the agency has significantly outperformed the current target established for fleet related CO2 production, delivering a result of 28% below target and exceeding the overall target established across the NT Government (20%) two years ahead of schedule.

A target has been set for Territory Discoveries of an 18% emissions reduction in   
2012-13, which is a 2% reduction on the current year.

The Northern Territory Government does not set targets in relation to CO2 emissions from buildings. Instead, the NTG sets energy intensity (gigajoules per square metre) reduction targets.  The 2009 NTG Climate Change Policy sets a reduction target of 33% in building energy intensity by 2020 from the 2004-05 base year.

**Utilities:**

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

Answer:

Due to co-location with DBE in Development House, Tourism NT does not pay for power for its Darwin Office. Power for its Sydney Office is paid as part of the lease costs for the building. Tourism NT does contribute to electricity in Katherine for its one employee and the cost from 1 July 2011 until 31 March 2012 was $522.

Tourism NT and Territory Discoveries do not pay costs for water or sewerage.  These are paid as part of the lease costs for the building.

From 1 July 2011 to 31 March 2012, Territory Discoveries paid $42 236 for power. This included the entire Peter Sitzler Building in Alice Springs and its Brisbane Office until it closed in September 2011.

1. What is the projected cost for power and water to the department for the 2012-2013 financial year?

Answer:

Territory Discoveries’ estimate for 2012-13 is expected to be approx $50 000

**Public Events:**

1. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year?

Answer:

Table: Conferences Sponsored in 2011-12

| **Details** | **Region** | **Value** |
| --- | --- | --- |
| Pacific Asia Indigenous Tourism Conference sponsorship | National | $30 000 |
| Savannah Guide School 2011 sponsorship | Top End | $5 500 |

Table: Estimated Public Events Sponsorship 2011-12

| **Details** | **In-Kind** | **Value** |
| --- | --- | --- |
| NT Brolga Awards (total NTG investment, not all “sponsorship”) |  | $177 000 |
| Darwin Festival | $25 000 | $35 000 |
| Alice Desert Festival | $25 000 | $13 700 |
| Beanie Festival |  | $7980 |
| Camel Cup | $9000 | $3000 |
| Mountain Bike Enduro race |  | $8100 |
| Desert Harmony Festival | $2000 | $6000 |
| Barthulha Festival |  | $5000 |
| Tiwi Islands Milimika Festival |  | $5000 |

$100 000 has been budgeted in 2012-13 for sponsorship of public events based on an application process (two rounds per year: January and June). Applications will be assessed and approved based on Tourism NT’s Marketing and Promotional Sponsorship Program guidelines.

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

Answer: Response incorporated into detail provided at question 60.

**Advertising:**

1. What is the department’s budget for advertising for the 2011-2012 financial year?

Answer: Advertising is one of the five major modes of marketing communications which Tourism NT uses to promote the Northern Territory as a tourism destination to consumers. Total domestic media spend in 2011-12 is estimated at $5.9 million.

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

Answer:

Table: Estimated 2011-12 Domestic Media Spend by Medium

|  |  |
| --- | --- |
| **Medium** | **AUD** |
| Television | $1 840 832 |
| Radio | $166 558 |
| Print (Magazines/ press) | $1 067 299 |
| Out of Home (Outdoor) | $483 030 |
| Cinema | $169 615 |
| Internet | $2 134 858 |
| Other | $87 802 |
|  | **$5 949 994** |

1. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year?

Answer: Tourism NT undertakes numerous individual advertising campaigns each year across Australia and international markets, for leisure, business tourism and policy development purposes. For 2011-12 domestic leisure tourism advertising campaigns included (but were not limited to):

* Red Centre destination campaign and partner campaign
* Elevate Alice Springs campaign and partner campaign
* Moonlight Cinema Red Centre extension campaign
* Kakadu destination campaign and partner campaign
* Darwin Top End destination campaign
* Darwin Mix It Up campaign
* Darwin Just Got Closer Virgin Australia campaign
* Darwin partner campaign
* Darwin Lonely Planet – announcement print campaign
* Darwin Lonely Planet – PR/ Media campaign
* Darwin Lonely Planet – event activation campaigns
* Bombing of Darwin campaign
* Kakadu Kids Fly Free campaign
* Catch a Kakadu Cab campaign
* NT Games campaign
* National Geographic TV advertising campaign
* National Geographic – Aussie August campaign
* Festivals campaign and partner campaign
* 100 Years of the NT campaign
* Paddy Pallin campaign
* Hat Yak – phase 1 and phase 2
* Monthly search marketing campaign – domestic
* Nova drive campaign and multi-partner drive campaign
* Gay and lesbian campaign
* Youth campaign
* Fishing campaign

International campaigns included:

* North American Consortia marketing campaign
* American Airlines campaign
* Outside Magazine/ Aspire Down Under campaign (North America)
* American Airlines campaign phase 2
* KISS FM-phase 3 (UK)
* TLNA WHM UK campaign
* Work different (UK)
* Sweden campaign
* Tourism Vic / SQ campaign (UK)
* Joint SQ/ TA campaign (UK)
* Chinese New Year campaign (China)
* Cooperative campaign with Utour/ CYTS (China)
* Hong Kong charter campaign
* Joint SQ/ TA campaign (China)
* My Adventure Journey (Singapore)
* Best of Northern Territory (Singapore)
* Silk Air FaceBook competition (Singapore)
* Uluru and Hamilton Island Joint seminar (Japan)
* JTB/ TA Coop campaign (Japan)
* Australie Tours/ Le Figaor.fr (France)
* TA working holiday maker campaign (France)
* The Big Break working holiday maker campaign (France)
* Joint SQ/ TA campaign (Germany)
* Tchiebo/ Boomerang Reisen (Germany)
* MINI campaign (Germany)
* SQ cooperative trade advertorials (Germany)
* Mair Dumont campaign (Germany)
* TA working holiday maker campaign (Germany)
* TNLAO joint campaign (Italy)
* TA DAP honeymoon campaign (Italy)

Business tourism campaigns were undertaken promoting Alice Springs, Darwin and the Northern Territory generally. Advertising was also undertaken to promote regional workshops being held as part of the development of the new tourism industry strategic plan.

This information excludes Territory Discoveries and cooperative advertising with NT tourism operators.

1. From 01 July 2011 to 31 March 2012, how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

Answer:

Table: Tourism NT Consultancy Contracts over $15 000 awarded 1 July 2011 – 31 March 2012

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Description** | **Award Details** | **Cost** |
| 11-0370 | Development of Strategic Plan. | Earthcheck Pty Ltd  Trading as EC3 Global  Brisbane Qld | $187 468 |
| 11-0358 | NT Convention Centres Ambassador Program | Queensland Conventions and Incentives  Brisbane, QLD | $16 500 |
|  | **TOTAL** | **2 PROJECTS** | **$203 968** |

No consultancy contracts over $15 000 were awarded by Territory Discoveries during the 2011-12 year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_