**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

**WRITTEN QUESTION 328**

Mr Mills to Chief Minister, in relation to the portfolio areas within the Department of the Chief Minister.

**Department of the Chief Minister**

**HR Questions:**

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

FTE Cap is 268 for the Department and Ministerial Offices.

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

As at 28 March 2011, FTE staffing for the Department and Ministerial is 269.36.

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **FTE** |
| AO1 | ADMIN OFFICER 1 | 3.08 |
| AO2 | ADMIN OFF 2 | 6.28 |
| AO3 | ADMIN OFF 3 | 13.80 |
| AO4 | ADMIN OFF 4 | 36.20 |
| AO5 | ADMIN OFF 5 | 22.31 |
| AO6 | ADMIN OFF 6 | 26.33 |
| AO7 | ADMIN OFF 7 | 26.89 |
| AQF3A | NTPS APPRENTICE | 2.00 |
| EO1C | EXEC OFF 1 CNTR | 32.92 |
| EO2C  EO2 | EXEC OFF 2 CNTR  EXEC OFF 2 | 12.00  2.00 |
| EO3C | EXEC OFF 3 CNTR | 4.50 |
| EO4C | EXEC OFF 4 CNTR | 3.00 |
| EO5C | EXEC OFF 5 CNTR | 2.00 |
| EO6C | EXEC OFF 6 CNTR | 2.00 |
| GRADT | GRADU TRAINEES | 1.00 |
| CD | CHIEF DRIVER | 1.00 |
| P2 | PROF 2 | 2.50 |
| PH3 | PHYS 3 | 0.53 |
| PH3R | PHYS 3 - RDO | 3.00 |
| PH4R | PHYS 4 - RDO | 1.00 |
| PH6R | PHYS 6 - RDO | 1.00 |
| PH7  SAO1 | PHYS 7  SNR ADMIN OFF 1 | 1.00  31.90 |
| SAO2 | SNR ADMIN OFF 2 | 19.12 |
| **Classification** | **Classification Description** | **FTE** |
| SP1 | SR PROF OFF 1 | 2.00 |
| SP2 | SR PROF OFF 2 | 2.00 |
| VIP | VIP DRIVER | 4.00 |
| T2 | TECH 2 | 2.00 |
| T3 | TECH 3 | 1.00 |
| T4 | TECH 4 | 1.00 |
| **Total** |  | **269.36** |

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

**- If not, please explain**

The Department’s FTE Cap is 268, as at 28 March 2012 the FTE was 269.36.

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

There are 158 permanent positions in the Department as at 30 March 2011.

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

**- Please separate by permanent/temporary/acting by level**

**DEPARTMENT**

In the Department as at 28 March 2012 there are:

* 87 permanent employees held in nominal positions
* 26 permanent employees acting in temporary positions
* 73 temporary employment contracts

Note: This includes Graduate Trainees, Apprentices, WILS (Workplace Integrated Learning Scholarship) and Casual employees who are all employed on temporary contracts that are not held against actual positions. Data extracted from BOXI report provided by DBE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Permanent Employees Held in Nominal Positions** | **Permanent Employees Acting in Temporary Positions** | **Temporary Employment Contracts** |
| AO1 | ADMIN OFF 1 | 2 | 1 | 0 |
| AO2 | ADMIN OFF 2 | 1 | 0 | 2 |
| AO3 | ADMIN OFF 3 | 5 | 1 | 5 |
| AO4 | ADMIN OFF 4 | 14 | 3 | 5 |
| AO5 | ADMIN OFF 5 | 10 | 2 | 3 |
| AO6 | ADMIN OFF 6 | 13 | 5 | 4 |
| AO7 | ADMIN OFF 7 | 9 | 7 | 7 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Permanent Employees Held in Nominal Positions** | **Permanent Employees Acting in Temporary Positions** | **Temporary Employment Contracts** |
| AQF3A | NTPS APPRENTICE | 0 | 0 | 2 |
| CD | CHIEF DRIVER | 1 | 0 | 0 |
| EO1C | EXEC OFF 1 CNTR | 0 | 0 | 17 |
| EO2C | EXEC OFF 2 CNTR | 0 | 0 | 11 |
| EO3C | EXEC OFF 3 CNTR | 0 | 0 | 5 |
| EO4C | EXEC OFF 4 CNTR | 0 | 0 | 3 |
| EO5C | EXEC OFF 5 CNTR | 0 | 0 | 2 |
| EO6C | EXEC OFF 6 CNTR | 0 | 0 | 1 |
| GRADT | GRADU TRAINEES | 0 | 0 | 1 |
| P2 | PROF 2 | 1 | 0 | 2 |
| PH3 | PHYS 3 | 1 | 0 | 0 |
| PH3R | PHYS 3 - RDO | 3 | 0 | 0 |
| PH4R | PHYS 4 - RDO | 1 | 0 | 0 |
| PH6R | PHYS 6 - RDO | 1 | 0 | 0 |
| PH7 | PHYS 7 | 0 | 1 | 0 |
| SAO1 | SNR ADMIN OFF 1 | 8 | 3 | 1 |
| SAO2 | SNR ADMIN OFF 2 | 7 | 2 | 0 |
| SP1 | SR PROF OFF 1 | 2 | 0 | 0 |
| SP2 | SR PROF OFF 2 | 2 | 0 | 0 |
| T2 | TECH 2 | 1 | 0 | 1 |
| T3 | TECH 3 | 1 | 0 | 0 |
| T4 | TECH 4 | 1 | 0 | 0 |
| VIPD | VIP DRIVER | 4 | 0 | 0 |
| WILS | WILS | 0 | 0 | 1 |
| **Department Total** | | **87** | **26** | **73** |

**MINISTERIAL**

* 30 permanent employees acting in temporary positions
* 75 temporary employment contracts

Note: Data extracted from BOXI report provided by DBE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Permanent Employees Held in Nominal Positions** | **Permanent Employees Acting in Temporary Positions** | **Temporary Employment Contracts** |
| AO1 | ADMIN OFFICER 1 | 0 | 0 | 1 |
| AO2 | ADMIN OFF 2 | 0 | 0 | 4 |
| AO3 | ADMIN OFF 3 | 0 | 0 | 4 |
| AO4 | ADMIN OFF 4 | 0 | 5 | 12 |
| AO5 | ADMIN OFF 5 | 0 | 3 | 5 |
| AO6 | ADMIN OFF 6 | 0 | 2 | 5 |
| AO7 | ADMIN OFF 7 | 0 | 4 | 3 |
| EO1C | EXEC OFF 1 CNTR | 0 | 3 | 14 |
| EO2 | EXEC OFF 2 | 0 | 1 | 1 |
| EO2C | EXEC OFF 2 CNTR | 0 | 0 | 1 |
| EO6C | EXEC OFF 6 CNTR | 0 | 0 | 1 |
| SAO1 | SNR ADMIN OFF 1 | 0 | 8 | 15 |
| SAO2 | SNR ADMIN OFF 2 | 0 | 4 | 9 |
| **Ministerial Staff Total** | | **0** | **30** | **75** |

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

The turnover rate of staff for the Department is 52.50% from 1 July 2011 to 28 March 2012.

Note: Data extracted from BOXI report provided by DBE.

**7. What is the rate per level.**

For Department staff from 1 July 2011 to 31 March 2012:

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **Turnover Rate (%)** |
| AO1 | ADMINISTRATIVE OFFICER 1 | 234.83 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 317.66 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 120.82 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 66.57 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 36.24 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 31.66 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 36.33 |
| AQF3A | NTPS APPRENTICESHIP AQF3 LEVEL A | 173.63 |
| CD | CHIEF DRIVER | 0.00 |
| EO1C | EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT | 15.23 |
| EO2 | EXECUTIVE OFFICER 2 | 40.82 |
| **Classification** | **Classification Description** | **Turnover Rate (%)** |
| EO2C | EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT | 15.98 |
| EO3 | EXECUTIVE OFFICER 3 | 153.85 |
| EO3C | EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT | 23.67 |
| EO4C | EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT | 78.43 |
| EO5C | EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT | 0.00 |
| EO6C | EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT | 48.78 |
| GRADT | GRADUATE TRAINEES | 147.82 |
| ICS | INDIGENOUS CADETSHIP SUPPORT | 0.00 |
| P2 | PROFESSIONAL 2 | 0.00 |
| P3 | PROFESSIONAL 3 | 0.00 |
| PH2 | PHYSICAL 2 | 700.04 |
| PH2R | PHYSICAL 2 - RDO | 0.00 |
| PH3 | PHYSICAL 3 | 0.00 |
| PH3R | PHYSICAL 3 - RDO | 0.00 |
| PH4R | PHYSICAL 4 - RDO | 0.00 |
| PH5R | PHYSICAL 5 - RDO | 0.00 |
| PH6R | PHYSICAL 6 - RDO | 0.00 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 18.71 |
| SAO1S | SENIOR PORT ADMIN OFFICER 1 | 0.00 |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 34.71 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 0.00 |
| SP2 | SENIOR PROFESSIONAL OFFICER 2 | 40.00 |
| T2 | TECHNICAL 2 | 70.37 |
| T3 | TECHNICAL 3 | 0.00 |
| T4 | TECHNICAL 4 | 0.00 |
| VIPD | VIP DRIVER | 26.32 |
| WILS | WILS | 0.00 |
| **Department Total** | | **52.50** |

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

As at Pay day 20, 28 March 2012, 8 funded positions were vacant in the Agency.

Note: Data extracted from the PIPS database.

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

Funded positions have been vacant for 2047 total working days between 1 July 2011 and 31 March 2012.

Note: Data extracted from the PIPS database.

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

73 Departmental staff are employed on temporary contracts.

Note: Data extracted from BOXI report provided by DBE

**11. 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.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Extended Once** | **Ext. Twice** | **Ext. X3** | **Ext. X4** | **Ext. X5** | **Ext. X6** | **Ext. X7** | **Ext. X8** | **Ext. X9** | **Total** |
| AO1 | 1 | - | - | - | - | - | - | - | - | 1 |
| AO2 | 4 | - | 1 | - | - | - | - | - | - | 5 |
| AO3 | 4 | 2 | - | - | - | - | - | - | - | 6 |
| AO4 | 6 | 1 | - | - | - | - | - | - | - | 7 |
| AO5 | 1 | - | - | - | - | - | - | - | - | 1 |
| AO6 | 5 | - | 1 | - | - | - | - | - | - | 6 |
| AO7 | 1 | - | - | - | - | - | - | - | - | 1 |
| ICS | 1 | - | - | - | - | - | - | - | - | 1 |
| P2 | 1 | - | - | - | - | - | - | - | - | 1 |
| **Department Total** | **24** | **3** | **2** | **-** | **-** | **-** | **-** | **-** | **-** | **29** |

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

18 positions were advertised by “expression of interest” in the period 01 July 2011 to 31 March 2012.

Note: Data extracted from BOXI report provided by DBE.

**13. 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**

Of the 8 vacant positions at 31 March 2012:

* 3 have commenced selection process; and
* 5 have not commenced selection process.

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

Period 1 July 2011 to 31 March 2012 for the Department:

|  |  |
| --- | --- |
| **Classification** | **Average Days to Fill** |
| AO3 | 54.33 |
| AO4 | 58.88 |
| AO7 | 36.00 |
| ECO1 | 36.00 |
| SAO1 | 42.67 |
| SP2 | 61.00 |
| T2 | 61.00 |
| **Average for Department** | **53.11** |

Note: This does not include vacancies advertised by “expression of interest”. Data extracted from BOXI report provided by DBE.

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

For the Department, from 01 July to 31 March 2012:

* 11 positions were filled by recruitment of an existing public servant
* 9 positions were filled by the general public
* 2 staff did not disclose prior employment status

Note: This does not include vacancies advertised by “expression of interest”. Data extracted from BOXI report provided by DBE.

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

No positions were reclassified in the Department between 01 July 2011 and 31 March 2012.

Note: Data extracted from BOXI report provided by DBE.

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

There are 9 unattached employees in the Department as at 28 March 2012:

1 x AO3

3 x AO5

1 x AO6

2 x AO7

2 x SAO2

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

As at 31 March 2012:

* 1 unattached employee has gained a nominal position within the Agency;
* 1 unattached employee has gained a nominal position in another Agency;
* 3 unattached employees have gained employment with Ministerial; and
* 4 unattached employees have gained temporary employment in other Departments.

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

2 unattached employees have resigned during the period 01 July 2011 to 31 March 2012.

**20. 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.**

As at 28 May 2012 the average length of stay of Departmental staff is:

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **Average length of Service in Years** |
| AO1 | ADMINISTRATIVE OFFICER 1 | 8.85 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 0.23 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 0.92 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 2.97 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 6.17 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 5.44 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 2.96 |
| AQF3A | NTPS APPRENTICESHIP AQF3 LEVEL A | 0.13 |
| CD | CHIEF DRIVER | 24.96 |
| EO1C | EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT | 0.61 |
| EO2C | EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT | 0.5 |
| EO3C | EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT | 1.35 |
| EO4C | EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT | 0.5 |
| EO5C | EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT | 0.5 |
| EO6C | EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT | 0.5 |
| GRADT | GRADUATE TRAINEES | 0.17 |
| P2 | PROFESSIONAL 2 | 0.6 |
| PH3 | PHYSICAL 3 | 5.38 |

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **Average length of Service in Years** |
| PH3R | PHYSICAL 3 - RDO | 4.69 |
| PH4R | PHYSICAL 4 - RDO | 3.35 |
| PH6R | PHYSICAL 6 - RDO | 3.24 |
| PH7 | PHYSICAL 7 | 6.40 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 3.65 |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 2.85 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 3.12 |
| SP2 | SENIOR PROFESSIONAL OFFICER 2 | 4.58 |
| T2 | TECHNICAL 2 | 1.71 |
| T3 | TECHNICAL 3 | 17.01 |
| T4 | TECHNICAL 4 | 7.61 |
| VIPD | VIP DRIVER | 15.84 |

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

For the period 1 July 2011 to 31 March 2012 there was a total of $13,082 spent on recruitment advertising.

Departmental $11,875

Ministerial $ 1,207

**22. 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.**

4 Graduates, 2 Apprentices and 1 Indigenous Cadet commenced within the Department in the 2011 calendar year.

3 Graduates, 1 Apprentice and the Indigenous Cadet completed the year with the Department. The fourth Graduate finished in early December.

Nil. However, the 2 Graduates remaining in the NT have fixed term (temporary) positions in the NTG, as does the Apprentice and Indigenous Cadet.

2 Graduates have left the NTG (both moved Interstate), 1 Apprentice left the NTG to study full time at Charles Darwin University (CDU).

The 2 Graduates who left the NTG completed their one year program and did not stay in the NTG following the program. The 1 Apprentice who left the NTG, completed seven months of the apprenticeship before leaving to study full time at CDU.

**23. 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.**

Breakdown of Department and Ministerial Indigenous employees as at 28 March 2012.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | **All Indigenous Staff** | **Indigenous Permanent Staff** | **Indigenous Temporary Staff** | **Indigenous Staff on HDA** |
| AO3 | ADMIN OFF 3 | 1 | 0 | 1 | 0 |
| AO4 | ADMIN OFF 4 | 6 | 3 | 3 | 1 |
| AO5 | ADMIN OFF 5 | 1 | 0 | 1 | 0 |
| SAO1 | SNR ADMIN OFF 1 | 1 | 0 | 1 | 0 |
| SAO2 | SNR ADMIN OFF 2 | 1 | 0 | 1 | 0 |
| **Total** |  | 10 | 3 | 7 | 1 |

|  |  |  |
| --- | --- | --- |
| **Indigenous Employees**  **commenced in 2011**  7 | **Indigenous Staff commenced in 2011 and still employed at 31/12/11**  3 | **Indigenous Staff commenced and ceased in 2011**  4 |

Note: Data extracted from PIPS and BOXI reports provided by DBE.

**24. 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.**

**- 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.**

At Pay Day 20, 28 March 2012:

**Long Service Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **NTPS Staff Accrued Long Service Leave (Months)** | **NTPS Staff Accrued Long Service Leave ($Value)** | **Highest Individual Amount Accrued (Months)** |
| AO1 | 5.81 | 15,708.50 | 2.87 |
| AO2 | 0.92 | 3,656.53 | 0.90 |
| AO3 | 3.87 | 16,264.06 | 1.30 |
| AO4 | 29.44 | 149,929.71 | 3.40 |
| AO5 | 22.21 | 129,010.77 | 5.65 |
| AO6 | 39.63 | 253,019.49 | 4.70 |
| AO7 | 48.78 | 330,719.93 | 5.65 |
| AQF3A | 0.04 | 95.06 | 0.02 |
| CD | 4.20 | 18,865.70 | 4.20 |
| GRADT | 0.05 | 257.97 | 0.05 |
| P2 | 4.02 | 24,141.97 | 3.62 |
| PH3 | 1.60 | 3,083.24 | 1.60 |
| PH3R | 4.19 | 16,173.45 | 2.20 |
| PH4R | 2.87 | 11,666.51 | 2.87 |
| PH6R | 0.95 | 4,313.07 | 0.95 |
| PH7 | 1.90 | 8,002.16 | 1.90 |
| SAO1 | 26.64 | 219,765.87 | 5.50 |
| SAO2 | 22.09 | 210,069.20 | 4.32 |
| SP1 | 4.72 | 35,656.86 | 3.67 |
| SP2 | 4.22 | 41,026.31 | 2.60 |
| T2 | 0.97 | 4,100.55 | 0.82 |
| T3 | 0.90 | 5,016.54 | 0.90 |
| T4 | 2.27 | 13,959.77 | 2.27 |
| VIPD | 12.47 | 43,948.29 | 6.97 |
| WILS | 0.05 | 172.20 | 0.05 |
| **Department Staff** | **244.81** | **$1,558,623.71** | **6.97** |

**Recreation Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **NTPS Staff Accrued Recreation Leave (Days)** | **NTPS Staff Accrued Recreation Leave ($Value)** | **Highest Individual Amount Accrued (Days)** |
| AO1 | 95.95 | 13,994.17 | 46.60 |
| AO2 | 13.83 | 2,486.50 | 11.33 |
| AO3 | 188.52 | 37,193.29 | 57.00 |
| AO4 | 715.64 | 167,146.83 | 81.09 |
| AO5 | 512.49 | 137,784.94 | 92.04 |
| AO6 | 734.02 | 223,980.75 | 70.35 |
| AO7 | 816.21 | 277,745.39 | 107.28 |
| AQF3A | 5.00 | 437.40 | 2.50 |
| CD | 65.54 | 20,597.92 | 65.54 |
| GRADT | 5.00 | 1,186.87 | 5.00 |
| P2 | 60.10 | 16,410.42 | 43.99 |
| PH3 | 41.00 | 3,679.14 | 41.00 |
| PH3R | 129.62 | 22,969.92 | 51.55 |
| PH4R | 62.08 | 11,589.53 | 62.08 |
| PH6R | 57.26 | 11,960.72 | 57.26 |
| PH7 | 47.87 | 10,412.99 | 47.87 |
| SAO1 | 504.13 | 193,775.63 | 71.30 |
| SAO2 | 346.99 | 152,284.50 | 90.88 |
| SP1 | 63.45 | 24,191.20 | 35.50 |
| SP2 | 65.18 | 29,059.96 | 37.13 |
| T2 | 64.58 | 12,472.19 | 49.11 |
| T3 | 34.48 | 8,762.17 | 34.48 |
| T4 | 32.50 | 9,174.84 | 32.50 |
| VIPD | 169.88 | 50,339.10 | 56.45 |
| WILS | 7.76 | 1,229.36 | 7.76 |
| **Department** | **4,839.08** | **1,440,865.73** | **107.28** |

**Sick Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Total Sick Leave Entitlements in weeks** |
| AO1 | ADMIN OFFICER 1 | 3 | 50.34 |
| AO2 | ADMIN OFF 2 | 3 | 0.81 |
| AO3 | ADMIN OFF 3 | 11 | 21.25 |
| AO4 | ADMIN OFF 4 | 22 | 208.86 |
| AO5 | ADMIN OFF 5 | 15 | 251.29 |
| AO6 | ADMIN OFF 6 | 22 | 356.58 |
| AO7 | ADMIN OFF 7 | 23 | 471.46 |
| AQF3A | NTPS APPRENTICE | 2 | 2.65 |
| CD | CHIEF DRIVER | 1 | 66.00 |
| GRADT | GRADU TRAINEES | 1 | 0.20 |
| P2 | PROF 2 | 3 | 6.38 |
| PH3 | PHYS 3 | 1 | 11.00 |
| PH3R | PHYS 3 - RDO | 3 | 15.29 |
| PH4R | PHYS 4 - RDO | 1 | 14.20 |
| PH6R | PHYS 6 - RDO | 1 | 5.00 |
| PH7 | PHYS 7 | 1 | 14.76 |
| SAO1 | SNR ADMIN OFF 1 | 12 | 241.82 |
| SAO2 | SNR ADMIN OFF 2 | 8 | 209.42 |
| SP1 | SR PROF OFF 1 | 2 | 35.37 |
| SP2 | SR PROF OFF 2 | 2 | 52.84 |
| T2 | TECH 2 | 2 | 7.62 |
| T3 | TECH 3 | 1 | 35.02 |
| T4 | TECH 4 | 1 | 23.92 |
| VIPD | VIP DRIVER | 4 | 144.52 |
| WILS | WK INT LRN SCHP | 1 | 1.05 |
| **TOTAL (Department of the Chief Minister)** | | **146** | **2,247.65** |

**Sick Leave Taken – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **NTPS Staff Days Sick Leave Taken** |
| AO1 | ADMIN OFFICER 1 | 3 | 13.90 |
| AO2 | ADMIN OFF 2 | 4 | 7.59 |
| AO3 | ADMIN OFF 3 | 17 | 76.89 |
| AO4 | ADMIN OFF 4 | 26 | 169.86 |
| AO5 | ADMIN OFF 5 | 14 | 55.02 |
| AO6 | ADMIN OFF 6 | 22 | 86.75 |
| AO7 | ADMIN OFF 7 | 16 | 84.00 |
| AQF3A | NTPS APPRENTICE | 4 | 16.02 |
| EO3 | EXEC OFF 3 | 1 | 27.59 |
| GRADT | GRADU TRAINEES | 2 | 12.00 |
| P2 | PROF 2 | 2 | 5.00 |
| PH2R | PHYS 2 - RDO | 2 | 22.60 |
| PH3 | PHYS 3 | 1 | 8.00 |
| PH3R | PHYS 3 - RDO | 2 | 10.57 |
| PH4R | PHYS 4 - RDO | 1 | 11.63 |
| PH5R | PHYS 5 - RDO | 1 | 2.31 |
| PH6R | PHYS 6 - RDO | 1 | 6.00 |
| PH7 | PHYS 7 | 1 | 0.34 |
| SAO1 | SNR ADMIN OFF 1 | 12 | 74.59 |
| SAO2 | SNR ADMIN OFF 2 | 7 | 32.56 |
| SP1 | SR PROF OFF 1 | 2 | 1.34 |
| SP2 | SR PROF OFF 2 | 3 | 9.00 |
| T2 | TECH 2 | 1 | 3.13 |
| T3 | TECH 3 | 1 | 2.00 |
| **Department Staff** | | **146** | **738.69** |

**Long Service Leave – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **NTPS Staff Accrued Long Service Leave (Months)** | **NTPS Staff Accrued Long Service Leave ($Value)** | **Highest Individual Amount Accrued (Months)** |
| AO1 | 0.05 | 90.00 | 0.05 |
| AO2 | 0.20 | 732.77 | 0.10 |
| AO3 | 0.22 | 929.80 | 0.12 |
| AO4 | 27.63 | 137,575.47 | 3.10 |
| AO5 | 14.09 | 78,273.37 | 3.22 |
| AO6 | 17.13 | 88,536.60 | 10.30 |
| AO7 | 18.23 | 110,690.13 | 8.57 |
| EO2 | 3.20 | 24,793.63 | 2.73 |
| EO3 | 0.65 | 4,361.95 | 0.65 |
| SAO1 | 32.45 | 223,226.88 | 4.67 |
| SAO2 | 33.45 | 275,941.89 | 9.98 |
| **Ministerial Staff** | **147.30** | **945,152.49** | **10.30** |

**Recreation Leave – Ministerial**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **NTPS Staff Accrued Recreation Leave (Days)** | **NTPS Staff Accrued Recreation Leave ($Value)** | | | | **Highest Individual Amount Accrued (Days)** |
|
|
|
| AO1 | 0.00 |  |  |  |  | 0.00 |
| AO2 | 17.54 | 2,956.75 | | | | 7.54 |
| AO3 | 19.26 | 3,667.37 | | | | 12.32 |
| AO4 | 583.81 | 137,926.65 | | | | 91.69 |
| AO5 | 240.73 | 62,950.26 | | | | 57.91 |
| AO6 | 205.72 | 61,118.79 | | | | 103.50 |
| AO7 | 246.94 | 84,478.36 | | | | 95.00 |
| EO2 | 66.04 | 38,183.92 | | | | 50.73 |
| EO3 | -9.00 | -4,572.68 | | | | -9.00 |
| SAO1 | 799.17 | 311,345.04 | | | | 124.47 |
| SAO2 | 691.81 | 306,135.48 | | | | 109.50 |
| **Ministerial Staff** | **2,862.02** | **1,004,189.94** | | | | **124.47** |

**Sick Leave – Ministerial**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | | **Number of Staff** | **Total Sick Leave Entitlements in weeks** |
|
|
|
| AO1 | ADMIN OFFICER 1 | | 1 | 0.74 |
| AO2 | ADMIN OFF 2 | | 3 | 0.86 |
| AO3 | ADMIN OFF 3 | | 3 | 1.51 |
| AO4 | ADMIN OFF 4 | | 17 | 142.84 |
| AO5 | ADMIN OFF 5 | | 9 | 80.67 |
| AO6 | ADMIN OFF 6 | | 7 | 108.88 |
| AO7 | ADMIN OFF 7 | | 7 | 108.06 |
| EO2 | EXEC OFF 2 | | 2 | 39.13 |
| EO3 | EXEC OFF 3 | | 1 | 33.88 |
| SAO1 | SNR ADMIN OFF 1 | | 23 | 254.28 |
| SAO2 | SNR ADMIN OFF 2 | | 13 | 312.00 |
| **Ministerial Staff** | | **86** | | **1,082.86** |

**Sick Leave Taken – Ministerial**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Classification Description** | | **Number of Staff** | **NTPS Staff Days Sick Leave Taken** | | |
|
|
|
| AO1 | ADMIN OFFICER 1 | | 1 | 2.00 | | |
| AO2 | ADMIN OFF 2 | | 5 | 20.22 | | |
| AO3 | ADMIN OFF 3 | | 6 | 30.16 | | |
| AO4 | ADMIN OFF 4 | | 15 | 152.87 | | |
| AO5 | ADMIN OFF 5 | | 7 | 60.20 | | |
| AO6 | ADMIN OFF 6 | | 5 | 12.91 | | |
| AO7 | ADMIN OFF 7 | | 4 | 18.85 | | |
| EO2 | EXEC OFF 2 | | 1 | 1.46 | | |
| SAO1 | SNR ADMIN OFF 1 | | 7 | 66.59 | | |
| SAO2 | SNR ADMIN OFF 2 | | 6 | 22.46 | | |
| **Ministerial Staff** | | **57** | | | **387.72** |

**25. 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.**

At Payday 20, 28 March 2012:

**Long Service Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Contract Staff Accrued Long Service Leave (Months)** | **Contract Staff Accrued Long Service Leave ($Value)** | **Highest Individual Amount Accrued (Months)** |
|
|
|
| EO1C | 65.65 | 941,884.19 | 12.02 |
| EO2C | 24.63 | 424,707.19 | 5.81 |
| EO3C | 17.06 | 299,045.62 | 5.35 |
| EO4C | 8.99 | 185,599.77 | 4.67 |
| EO5C | 7.29 | 161,821.35 | 6.87 |
| EO6C | 5.89 | 230,783.30 | 5.89 |
| **Department ECO’s** | **129.51** | **2,243,841.42** | **12.02** |

**Recreation Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Contract Staff Accrued Recreation Leave (Days)** | **Contract Staff Accrued Recreation Leave ($Value)** | **Highest Individual Amount Accrued (Days)** |
|
|
|
| EO1C | 734.06 | $470,482.27 | 110.44 |
| EO2C | 297.77 | $233,208.25 | 61.95 |
| EO3C | 235.89 | $196,017.31 | 78.40 |
| EO4C | 111.44 | $108,051.02 | 59.79 |
| EO5C | 114.79 | $118,925.92 | 88.99 |
| EO6C | 90.18 | $162,511.51 | 90.18 |
| **Department ECO's** | **1,584.13** | **$1,289,196.28** | **110.44** |

**Sick Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Executive Contract Staff Sick Leave Entitlements in weeks** |
|
|
|
| EO1C | EXEC OFF 1 CNTR | 17 | 620.97 |
| EO2C | EXEC OFF 2 CNTR | 11 | 243.67 |
| EO3C | EXEC OFF 3 CNTR | 5 | 117.32 |
| EO4C | EXEC OFF 4 CNTR | 3 | 119.18 |
| EO5C | EXEC OFF 5 CNTR | 2 | 83.91 |
| EO6C | EXEC OFF 6 CNTR | 1 | 94.87 |
| **Department ECO's** | | **39** | **1,279.91** |

**Sick Leave Taken – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Executive Contract Staff Sick Leave Entitlements in weeks** |
|
|
|
| EO1C | EXEC OFF 1 CNTR | 10 | 104.92 |
| EO2C | EXEC OFF 2 CNTR | 7 | 23.18 |
| EO3C | EXEC OFF 3 CNTR | 3 | 126.18 |
| EO4C | EXEC OFF 4 CNTR | 3 | 15.32 |
| EO5C | EXEC OFF 5 CNTR | 2 | 9.48 |
| EO6C | EXEC OFF 6 CNTR | 1 | 1.46 |
| **Department ECO's** | | **26** | **280.54** |

**Long Service Leave – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Contract Staff Accrued Long Service Leave (Months)** | **Contract Staff Accrued Long Service Leave ($Value)** | **Highest Individual Amount Accrued (Months)** |
|
|
|
| EO1C | 43.35 | $606,485.87 | 7.45 |
| EO2C | 4.07 | $68,630.47 | 4.07 |
| EO6C | 5.65 | $139,485.78 | 5.65 |
| **Ministerial ECO's** | **53.07** | **$814,602.12** | **7.45** |

**Recreation Leave – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Contract Staff Accrued Recreation Leave (Days)** | **Contract Staff Accrued Recreation Leave ($Value)** | **Highest Individual Amount Accrued (Days)** |
|
|
|
| EO1C | 708.92 | $518,312.39 | 115.22 |
| EO2C | 29.84 | $23,121.41 | 29.84 |
| EO6C | 13.68 | $15,542.61 | 13.68 |
| **Ministerial ECO's** | **752.44** | **$556,976.41** | **115.22** |

**Sick Leave – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Executive Contract Staff Sick Leave Entitlements in weeks** |
|
|
|
| EO1C | EXEC OFF 1 CNTR | 17 | 327.61 |
| EO2C | EXEC OFF 2 CNTR | 1 | 22.66 |
| EO6C | EXEC OFF 6 CNTR | 1 | 102.27 |
| **Ministerial ECO's** | | **19** | **452.53** |

**Sick Leave Taken – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Executive Contract Staff Days Sick Leave Taken** |
|
|
|
| EO1C | EXEC OFF 1 CNTR | 9 | 25.54 |
| **Ministerial ECO’s** | | **9** | **25.54** |

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

**- Break down by level and amount of leave**

**Cash Out Recreation Leave – Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Leave Days** |
|
|
| AO4 | ADMIN OFF 4 | 2 | 30 |
| AO5 | ADMIN OFF 5 | 1 | 30 |
| AO6 | ADMIN OFF 6 | 5 | 50 |
| SAO1 | SENIOR ADMIN OFF 1 | 1 | 40 |
| SAO2 | SENIOR ADMIN OFF 2 | 1 | 20 |
| ECO2 | EXEC OFF 2 CNTR | 2 | 40 |
| **Total** | | 13 | **210** |

**Cash Out Recreation Leave – Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Leave Days** |
|
|
| AO4 | ADMIN OFF 4 | 1 | 10 |
| AO6 | ADMIN OFF 6 | 1 | 20 |
| SAO1 | SENIOR ADMIN OFF 1 | 1 | 10 |
| SAO2 | SENIOR ADMIN OFF 2 | 1 | 10 |
| EO1C | EXEC OFF 1 CNTR | 2 | 30 |
| SAO2 | SENIOR ADMIN OFF 2 | 1 | 20 |
| **Total** | | 7 | **100** |

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

**- Break down by level and amount of leave**

2 Employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010 – 2013 Enterprise Agreement.

**Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Leave** |
|
|
| SAO1 | SENIOR ADMIN OFF 1 | 1 | 1 Mth 28 Days |
| **Department Staff** | | 1 | **1 Mth 28 Days** |

**Ministerial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Classification Description** | **Number of Staff** | **Leave** |
|
|
| EO2 | EXEC OFF 2 | 1 | 3 Mths |
| **Department Staff** | | 1 | **3 Mths** |

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

**- Break down by level and the amount of leave taken**

Nil

**29. 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**

Nil

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

1 at AO6 level and expected to return on 2 August 2012.

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

Nil received workers compensation.

**32. 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.**

**Department**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Classification**  **Description** | **Sick** | **Compo** | **LSL** | **Miscellaneous** | | | **Total**  **Staff** |
| **Paid** |  | **Unpaid** |
| AO4 | ADMIN OFFICER 4 | - | - | - | - |  | 1 | 1 |
| AO6 | ADMIN OFFICER 6 | - | - | - | - |  | 2 | 2 |
| AO7 | ADMIN OFFICER 7 | - | - | 1 | - |  | 1 | 2 |
| EO3C | EXEC OFF 3 - CNTR | 1 | - | - | - |  | - | 1 |
| P2 | PROFESSIONAL 2 | - | - | - | - |  | 1 | 1 |
| SAO1 | SENIOR ADMIN OFF 1 | - | - | 1 | - |  | 1 | 2 |
| SAO2 | SENIOR ADMIN OFF 2 | - | - | - | - |  | 1 | 1 |
| WILS | WILS | - | - | - | - |  | 1 | 1 |
| **Department Staff** | | **1** | **-** | **2** | **-** |  | **8** | **11** |

**Ministerial**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Classification**  **Description** | **Sick** | **Compo** | **LSL** | **Miscellaneous** | | | **Total**  **Staff** |
| **Paid** |  | **Unpaid** |
| AO5 | ADMIN OFFICER 5 | - | - | - | - |  | 1 | 1 |
| AO6 | ADMIN OFFICER 6 | - | - | - | - |  | 1 | 1 |
| EO3 | EXEC OFF 3 | - | - | - | - |  | 1 | 1 |
| SAO1 | SENIOR ADMIN OFF 1 | - | - | - | - |  | 1 | 1 |
| **Ministerial Staff** | | **-** | **-** | **-** | **-** |  | **4** | **4** |

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

**Department**

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **Employees Eligible for Airfares** |
|
| AO3 | ADMINISTRATIVE OFFICER 3 | 1 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 1 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 3 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 3 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 2 |
| PH2R | PHYSICAL 2 - RDO | 1 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 1 |
| **Department** |  | **12** |

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

Nil

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

**35. 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.**

For the period 1 July 2011 to 31 March 2012 there was a total of $45,128 spent on relocation expenses, with the following breakup:

Recruitment Fares $ 9,657

Removal and Storage $23,769

Relocation Allowance $ 7,312

Recruitment Accommodation $ 2,034

Recruitment Expenses Other $ 2,356

**36. Please provide a breakdown per business unit.**

|  |  |
| --- | --- |
| **Social Policy** |  |
| Recruitment Expenses Other | $ 1,595 |
|  |  |
| **Asian Relations** |  |
| Recruitment Expenses Other | $ 41 |
|  |  |
| **Government Ministry** |  |
| Recruitment Fares | $ 5,168 |
| Relocation Allowance | $ 684 |
| Recruitment Accommodation | $ 2,958 |
| Removal and Storage Expense | $10,040 |
|  |  |
| **Leader of the Opposition** |  |
| Removal and Storage | $ 9,296 |
| Recruitment Fares | $ 3,365 |
|  |  |
| **Parliamentary Counsel** |  |
| Recruitment Fares | $ 544 |
| Relocation Allowance | $ 4,354 |
| Recruitment Expenses Other | $ 720 |
|  |  |
| **Agency Overhead** |  |
| **Southern Region** |  |
| Recruitment Accommodation | $ 1,350 |
|  |  |
| **Human Resources** |  |
| Recruitment Fares | $ 580 |
| Removal and Storage | $ 4,433 |

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

A total budget for relocation and other appointment and termination expenses for 2011/12 is $75,000.

**38. 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.**

For the period 1 July 2011 to 31 March 2012 there was a total of $1,925,294 spent on travel expenditure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel Category** | **Intrastate** | **Interstate** | **Overseas** | **Total** |
| *Accommodation* | 91,588 | 149,072 | 113,108 | **353,768** |
| *Airfares* | 460,226 | 525,168 | 473,783 | **1,459,177** |
| *Travel Allowance* | 70,792 | 26,159 | 15,398 | **112,349** |
| **Total** | **622,606** | **700,399** | **602,289** | **1,925,294** |

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

For the period 1 July 2011 to 31 March 2012 there was a total of $973,213 spent on vehicles which includes leasing, car rental, cabcharge and fuel expenditure.

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

As at 31 March 2012 the Department of the Chief Minister has responsibility for 98 vehicles.

**41. What is the change, if any, in these vehicle numbers from the previous year.**

From 31 March 2011, the Department of the Chief Minister increased its vehicle fleet by 7.

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

92% of the Department of the Chief Minister’s passenger vehicle fleet meet the 5.5 out of 10 emission standard.

**43. How many vehicles are home garaged.**

88 vehicles are home garaged.

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

All Executive Contract Officers have a vehicle as part of their employment contract. Non Executive Contract Officers may be allocated a vehicle based on business needs, subject to the approval of the Chief Executive for Departmental Staff and the Chief of Staff for Ministerial Staff.

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

|  |  |
| --- | --- |
| **Output Group** | **Number of Cards** |
| Policy Advice and Public Sector Coordination | 5 |
| Territory Development | 14 |
| Government Business Support | 17 |
| Community Support | 0 |
| Corporate Support | 13 |
| **Total** | **49** |

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

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

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

Nil.

**48. How many reports resulted in formal disciplinary action.**

Nil.

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

**- Break down by level**

Due to the Department of the Chief Minister’s role, there are a number of officers that are assigned with responsibility for whole of government support and coordination in the event of an emergency.   In line with the Department’s internal cyclone guidelines, particular staff are also 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.  For an emergency event such as a cyclone, ten staff drawn from Strategic Communications (4), the Security and Emergency Recovery Unit (4), the Deputy and Chief Executives are considered essential during the emergency response phase.  This may increase further during a protracted, complex emergency recovery.

**Marketing:**

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

For the period 1 July 2010 to 31 March 2011 there was a total spend of $1,406,205 on advertising and marketing, with $455,507 spent on four major advertising programs.

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

Supporting Territorians $ 163,363

Secure NT $ 66,345

Buy Territory $ 222,120

Alice Springs Community Action Plan $ 3,679

Other DCM advertising and marketing activities $ 950,698

**Total $1,406,205**

**Insurance:**

**52. 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.**

For the period of 1 July 2011 to 31 March 2012 there was a total of $3,816 spent on employee insurance and $3,786 spent on other insurance.

**53. What areas of the department are self-insured. What areas are commercially insured. If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any thresholds under which insurance is not provided or any payments on item replacement.**

The NT 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.

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 the Power and Water Corporation, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.

The Northern Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Northern 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 Northern Territory’s control and where commercial insurance is not readily available or affordable.

The Northern 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.

The Department of the Chief Minister has the following insurance exceptions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance Type** | **Cost**  **$** | **Area Insured** | **Insured with** | **Renewal** |
| Health Insurance | 3,786 | Indonesian Customs Officers (not NTG employees) | Bupa and MBF | 6 months cover per secondment |
| Overseas Travel Insurance | 3,816 | Whole of Department | Marsh Pty Ltd | 30 June 2012 |

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

Treasurer’s Advance is available to agencies in the event disaster costs exceed budget during the year.

The Northern Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Northern Territory makes provision in the Budget for disaster related events, complemented by the NDRRA with the Commonwealth to provide assistance for natural disaster events that are outside of the Northern Territory’s control and where commercial insurance is not readily available or affordable.

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

**Climate Change:**

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

**Greening the Fleet**

The Department’ s vehicle fleet emitted 293 tonnes of CO2 from 1 July 2011 to 31 March 2012.

**Building Energy Efficiency**

For 2010-11 the Department’s preliminary building energy consumption was 2,819 giga joules corresponding to 606 tonnes of CO2 emissions. The building energy consumption figures are calculated by the Department of Lands and Planning using methodology from the Australian Government’s Department of Climate Change. The methodology comes from the Online System for Comprehensive Active Reporting (OSCAR).

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

The Department of the Chief Minister has either introduced or continued the following programs and strategies to reduce CO2 emissions:

1. Worked with the building owner to upgrade air-conditioning and lighting at NT House.
2. Worked with employees to minimise after-hours usage of air-conditioning and lighting.
3. Maintained the Department’s Sustainability Committee, which raises awareness of energy usage and sustainability issues within the Department.
4. Continued the expansion of waste recycling with co-mingled recycling bins placed on each level of NT House.
5. Encouraged employees to adopt energy efficient practices with green hints and tips circulated in visible areas within NT House and via the Department’s intranet.
6. Continued the rationalisation of standalone printers, faxes and photocopiers, including greater use of multi-function devices.
7. Encouraged Executive Contract Officers to select fuel efficient vehicles appropriate to their level, in line with the whole of government Greening the Fleet strategy.
8. Coordinated the whole of government TelePresence facility, a national secure videoconferencing network, which reduces interstate travel and greenhouse emissions, with the assistance of the Australian Government.
9. Commenced a pilot of the whole of government introduction of Lync 2010, a desktop communication and videoconferencing system, to further reduce employee travel.
10. Participated in Earth Hour 2012.

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

**- If yes, what % reduction is that from the previous year?**

**- If no, why has a target not been set?**

**Greening the Fleet**

The Department is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the NT Government’s passenger and light commercial fleet by 20% by 2014 and 50% by 2020.

**Building Energy Efficiency**

The targets in the NT Government Energy Smart Buildings Policy have now been superseded by the 2009 NTG Climate Change Policy, which sets a reduction target of 33% in building energy intensity by 2020 from the 2004/05 base year.

**Utilities:**

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

For the period 1 July 2011 to 31 March 2012 there was a total of $180,473 spent on power and water for the department:

Electricity $134,050

Water/Sewerage $ 45,839

TOTAL $180,473

Actual power figures are only reflecting eight months of the year to date costs, this is due to March invoices not being accrued.

**59. What is the projected cost for power and water to the department for the 2012‑2013 financial year.**

The projected cost for power and water to the department for the 2012-13 financial year (ie 12 months) is approximately $274,830.

Power $212,000

Water $ 62,830

TOTAL $274,830

**Public Events:**

**60. 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 2012-13 financial year.**

|  |  |  |
| --- | --- | --- |
| **Grant Recipient** | **Purpose** | **Amount**  **$** |
| Liberian Community in the Northern Territory Inc | Flag Day Celebration | 1,500 |
| Filipino Australian Association of the NT | 2011 Barrio Fiesta | 15,000 |
| Greek Orthodox Community of Northern Australia Inc | Greek Glenti | 40,000 |
| Latino NT Association Inc | Assistance for event | 6,000 |
| United Nations Association of Australia Northern Territory | Unity Short Films Festival | 1,050 |
| Africa Australia Friendship Association | 2011 Annual Dinner | 4,200 |
| Balai Indonesia Inc | Persona Indonesia | 17,000 |
| Mabuhay Multicultural Association Inc | Philippine Independence Day Celebration 2011 | 2,000 |
| Indian Cultural Society Inc | Shayari/Gazal Night | 2,000 |
| Indian Cultural Society Inc | Diwali | 6,000 |
| Multicultural Council of the NT | Top End Nepali Concert | 1,200 |
| Buddhist Society of the NT Inc | End of Rains | 2,000 |
| Australia Indonesian Cultural Centre | Indonesian Cultural Evening | 5,000 |
| Congolese Community in NT Inc | Independence Day | 1,800 |
| Congolese Community in NT Inc | Congolese Festival | 3,000 |
| Congolese Community in NT Inc | New Year Celebrations 2012 | 1,000 |
| Multicultural Council of the NT | Recon Dinner/Dance | 2,000 |
| Multicultural Council of the NT | Polish Music Recital | 1,500 |
| Indian Cultural Society Inc | India on Mindil 2012 | 40,000 |
| United Nations Association of Australia Northern Territory | Human Rights Day Breakfast | 500 |
| Millner Primary School Council | Harmony Day | 1,000 |
| Sri Lanka Australia Friendship Association | Harmony Day | 800 |
| Nhulunbuy High School | Harmony Day | 1,000 |
| Latino NT Association Inc | 2012 Carnival Party | 5,000 |
| Fiji Association of the NT | Fiji Day 2012 | 4,500 |
| Fiji Association of the NT | Harmony Day | 1,000 |
| Fiji Association of the NT | Fijis Hot7s | 1,000 |
| Corrugated Iron Youth Arts | Cultural Performance - Project Sahows in the Banyan | 3,000 |
| Dravidians United Inc | Bollywood Bling Din | 1,500 |
| Multicultural Community Services of Central Australia Inc | Harmony Day | 1,000 |
| **Grant Recipient** | **Purpose** | **Amount**  **$** |
| The Italian Sports and Social Club Inc | Harmony Day | 1,000 |
| Australian Japanese Association of NT Inc | Harmony Day | 1,000 |
| Darwin Community Arts Inc | Harmony Day | 4,000 |
| Latino NT Association Inc | Darwin Waterfront Soiree | 1,000 |
| Jingili Primary School Council Inc | Harmony Day | 800 |
| Humpty Doo Primary School Council Inc | Harmony Day | 800 |
| Rince Na H'Eireann Darwin Irish Dance Association Inc | Harmony Day Soiree | 500 |
| Sanderson Middle School Council Inc | Harmony Day | 800 |
| Australia Indonesian Cultural Centre | Harmony Day Food and Culture Festival | 1,000 |
| Congolese Community in NT Inc | Harmony Day | 1,000 |
| Balai Bahasa Indonesia Australia | Story Telling and a Film Festival | 900 |
| Balai Indonesia Inc | Harmony Day | 2,000 |
| Arid Lands Environment Centre | Harmony Day | 1,000 |
| Multicultural Council of the NT | Harmony Day | 533 |
| Palmerston Senior College | Harmony Day | 1,000 |
| Nemarluk School Council | Harmony Day | 800 |
| Nakara School Council Inc | Harmony Day | 800 |
| Gray School Council Inc | Harmony Day | 700 |
| Batchelor Area School Council Inc | Harmony Day | 800 |
| Wulagi School Council | Harmony Day | 800 |
| Multicultural Council of the NT | Harmony Day | 780 |
| Moil Primary School Council | Harmony Day | 800 |
| Fiji Association of the NT | Linguistic Awards Assistance | 7,500 |
| Department of Housing, Local Government and Regional Services | A Balanced Housing Market Conference 2010 | 10,000 |
| Football Federation | Timor Cup Soccer | 9,799 |
| Chamber of Commerce NT | National Export Awards | 6,596 |
| South Australian Motor Sport Board | 2011 World Solar Car Challenge | 150,000 |
| Darwin Patchworkers and Quilters Inc | 2011 Quilt Exhibition | 2,000 |
| Dinah Beach Cruising Yacht Association Inc | Darwin to Ambon Race July 2011 | 10,000 |
| Special Children's Christmas Party | Special Children’s Xmas 2011 | 5,000 |
| Nixon's X-ing Campdraft Association | Nixon’s X-ing Campdraft 2011 | 2,000 |
| Total Recreation | 5Th 2011 Dance Celebrities Ball | 3,000 |
| Council for Aboriginal Alcohol Program Service Inc | NAIDOC 3-10 July Gold Sponsor | 10,000 |
| Henley-On-Todd Incorporated | Henley on Todd Regatta 2011 | 5,000 |
| Darwin Lions Beer Can Regatta Association Inc | Beer Can Regatta | 12,500 |
| Adelaide River Show Society | Camp Draft 2011 | 3,000 |
| Rotary Club of Stuart Alice Springs | Assistance Staging Territory Dinner | 2,000 |
| Rotary Club of Darwin North | Sponsorship 2011 Rodeo | 25,000 |
| IPAA Young Professionals | IPAA Young Professionals Network | 2,000 |
| Christmas in Darwin Association | Carols by Candlelight Christmas | 8,000 |
| Darwin Greyhound Association | Sponsorship | 2,727 |
| Cruising Yacht Association NT | Darwin to Dili Yacht Race | 10,000 |
| Starlight Children's Foundation Australia | Sponsorship 2012 Darwin Star Ball | 5,000 |
| Returned & Services League of Australia (South Australia Branch) | Anzac Day Ceremonies | 5,000 |
| Darwin City Council | 70th Anniversary Bombing of Darwin | 100,000 |
| Portuguese Timorese Association | Timor Cup | 5,000 |
| Yuliana Pascoe | Yuliana in Concert | 1,000 |
| United Nations Youth Association NT | 2011 Youth Conference | 2,000 |
| Rotary Club of Darwin Inc | Australian Golfing Fellowship of Rotarians Tournament | 5,000 |
| Media Entertainment and Arts Alliance | 2011 NT Media Awards | 4,000 |
| Fred’s Pass Management Board | Fred’s Pass Show | 25,000 |
| **Grant Recipient** | **Purpose** | **Amount**  **$** |
| Guide Dogs | Quiz Night | 1,000 |
| Menzies School of Health Research | Rioli Fund Annual Dinner 2012 | 5,000 |
| Alice Springs Town Council | Family Picnic 100 Years | 4,000 |
| Darwin Festival Association Inc | 100 Portraits of 100 Territorians | 22,300 |
| Top End Aboriginal Bush Broadcasting Association | Outbush Pitchas - Film Tour | 4,921 |
| Royal Agricultural Society of the NT Inc | 60Th Royal Show String Band | 5,000 |
| Tiwi Islands Shire Council | 100 Years at Nguiu Celebration | 5,000 |
| Desert Sport Foundation | Sports History Expo | 5,000 |
| Darwin Chorale | NT Anthem Performance | 10,000 |
| Berry Springs Recreation Reserve Inc | Mango Festival 311011 | 1,898 |
| Australia Day Council | Australia Day Regional Grant | 39,000 |
| Agentur Pty Ltd | 5th Indigenous Economic Development Forum | 15,000 |
| Department of Housing, Local Government and Regional Services | A Balanced Housing Market Conference 2010 | 10,000 |
| Various recipients | Alice Springs Community Action Plan - Youth Summer Holiday Program | 33,857 |
| NT Major Events Company | Support of annual major events including V8 Supercars, Bass In The Grass, Alice Springs Masters Games, Australian Superbikes | 3,976,000 |
| **TOTAL** |  | **4,771,461.00** |

Projection for 2012/13 - It would be expected that a similar number of public events/conferences/forums will be funded in 2012/13.

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

The level of sponsorship provided in terms of financial support or in kind support is provided is question 60.

**Advertising:**

**62. What is the department’s budget for advertising for the 2011-2012 financial year.**

Advertising is a component of both Marketing and Promotion, Tenders and Recruitment. The total budget for Advertising for 2011/12 is $825,000.

|  |  |
| --- | --- |
| Marketing and Promotion | $728,000 |
| Tenders | $ 41,000 |
| Recruitment | $ 56,000 |
| **TOTAL** | **$825,000** |

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

Total of $546,660 was spent on Advertising, breakup as follows:

Newspapers $140,306

Radio $ 69,726

Television $245,835

Other $ 90,793

**Advertising:**

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

An advertising campaign can be defined as something that utilises two or more advertising mediums.

The following advertising campaigns have been undertaken or will be undertaken during the 2011/12 financial year:

* Supporting Territorians – TV, radio, web and print
* Secure NT – radio, web and print
* Buy Territory – TV, radio, web and print
* Alice Springs Community Action Plan – print (second stage)

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

For the period from 1 July 2011 to 31 March 2012 there were no new consultancies issued for advertising.

There are 8 service contracts issued relating to Advertising and Marketing and Promotion during the period 1 July 2011 to 31 March 2012, all were local suppliers (intra-territory):

|  |  |  |
| --- | --- | --- |
| **Project** | **Supplier** | **Total Spend to 31/3/12**  **$** |
| Territory Quarterly Magazine | ADZU | 5,930 |
|  | Jojogoose | 23,418 |
|  | Ms Samantha McCue | 7,512 |
| Office of the Chief Ministers Website | Community Engine | 5,100 |
| 3D animation Television Commercial, future growth of Darwin and Palmerston | TV Works | 59,808 |
|  |  |
| Development of marketing Campaign - Supporting Territory Families Campaign | Sprout Creative (NT) | 44,792 |
| Development and Consolidation of the Northern Territory Government Brand Strategy. | Michel Warren Munday | 111,180 |
| Alice Springs Community Action Plan Consultations | Michael Warren Munday | $63,660 |

As at 31 March 2012 there were two consultancies let for marketing related work.

* **Alice Springs Community Action Plan Consultations**

Michels Warren Munday – NT Firm

Value: $63,660

* **NTG Branding and Consolidation Project**

Michels Warren Munday – NT Firm

Value: $111,180