This response incorporates the following portfolios:

* Natural Resources, Environment and Heritage
* Parks and Wildlife
* Sport and Recreation
* Arts and Museums
1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport what is the NTG FTE Cap for your Agency?**

The FTE cap for the Department of Natural Resources, Environment, The Arts and Sport (including the Territory Wildlife Parks) is 891 FTE.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport , at Pay day 20, 28 March 2011, what is the current quarterly average FTE staffing of the department, by level?**

The table below shows the current quarterly average FTE staffing levels at Pay 20:

| **Classification Level** | **Average FTE** |
| --- | --- |
| AO1 | 16.1  |
| AO2 | 33.6  |
| AO3 | 31.9  |
| AO4 | 47.5  |
| AO496 | 0.1  |
| AO5 | 38.7  |
| AO6 | 39.1  |
| AO7 | 29.7  |
| AQ3SC | 0.4  |
| EO1 | 0.3  |
| EO1C | 15.4  |
| EO2 | 1.0  |
| EO2C | 5.6  |
| EO3 | 0.3  |
| EO3C | 4.0  |
| EO6C | 1.0  |
| GRADT | 1.0  |
| HCL2 | 2.0  |
| HCL3 | 4.0  |
| ICS | 0.1  |
| P1 | 20.7  |
| P1R | 19.5  |
| P2 | 48.8  |
| P2R | 1.9  |
| P3 | 63.4  |
| PH2 | 6.1  |
| PH2R | 1.0  |
| PH3 | 2.2  |
| PH3R | 1.1  |
| PH4 | 1.0  |
| SAO1 | 25.1  |
| SAO2 | 17.0  |
| SBA | 0.6  |
| SP1 | 35.4  |
| SP2 | 4.8  |
| ST1 | 2.0  |
| T1 | 29.7  |
| T1R | 51.3  |
| T2 | 32.7  |
| T2R | 28.4  |
| T3 | 58.9  |
| T3R | 17.2  |
| T4 | 28.8  |
| T4R | 4.5  |
| T5 | 11.5  |
| T5R | 1.0  |
| T6 | 1.0  |
| TELB | 0.5  |
| TNCR | 14.5  |
| Total | 802.2  |

**3. In relation to the Department of Natural Resources, Environment, The Arts and Sport, is this figure in line with the NTG FTE Cap? If not, please explain.**

The quarterly average FTE staffing levels at Pay 20 is 802; this is 89 FTE below the FTE cap of 891.

**4. In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, how many funded permanent positions are there in your department?**

There are 978 permanent positions.

*Note: The reporting method for funded positions has changed since 2011 and therefore the figure is considerably different to what was reported in 2011 Estimates. If the same methodology was used in the 2011 report, the number of funded positions would have been 1147 positions.*

**5. In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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.**

| **Actual Classification** | **Classification Description** | **Permanent Employees Held in Nominal Positions** | **Permanent Employees Acting in Positions** | **Temporary Employment Contracts** |
| --- | --- | --- | --- | --- |
| EO6C | EXECUTIVE CONTRACT OFFICER 6 |   |   | 1 |
| EO3C | EXECUTIVE CONTRACT OFFICER 3 |   |   | 3 |
| EO3 | EXECUTIVE OFFICER 3 |   |   | 1 |
| EO2C | EXECUTIVE CONTRACT OFFICER 2 |   |   | 2 |
| EO2 | EXECUTIVE OFFICER 2 |   | 1 | 3 |
| EO1C | EXECUTIVE CONTRACT OFFICER 1 |   |   | 6 |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 13 | 1 | 8 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 13 | 2 | 3 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 15 | 9 | 1 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 24 | 7 | 4 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 22 | 9 | 1 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 30 | 7 | 7 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 29 | 3 | 4 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 23 | 6 | 4 |
| AO1 | ADMINISTRATIVE OFFICER 1 | 8 | 3 | 2 |
| SP2 | SENIOR PROFESSIONAL 2 | 4 |   |   |
| SP1 | SENIOR PROFESSIONAL 1 | 31 | 2 | 2 |
| P3 | PROFESSIONAL 3 | 51 | 10 | 6 |
| P2 | PROFESSIONAL 2 | 34 |   | 5 |
| P1 | PROFESSIONAL 1 | 29 | 5 | 1  |
| T6 | TECHNICAL 6 | 1 | 2 |   |
| T5 | TECHNICAL 5 | 12 | 11 |   |
| T4 | TECHNICAL 4 | 27 | 10 |   |
| T3 | TECHNICAL 3 | 57 | 3 | 8 |
| T2 | TECHNICAL 2 | 32 |   | 6 |
| T1 | TECHNICAL 1 | 62 |   | 5 |
| PH4 | PHYSICAL 4 | 1 |   |   |
| PH3 | PHYSICAL 3 | 3 | 1 |  1 |
| PH2 | PHYSICAL 2 | 2 |   |   |
| HCL3 | HEAD COACH LVL 3 |   |   | 4 |
| HCL2 | HEAD COACH LVL 2 |   |   | 1 |
| ST1 | SENIOR TEACHER 1 | 1 |   |   |
| **NRETAS Total** |  | **524** | **91** | **89** |

**6. In relation to the Department of Natural Resources, Environment, The Arts and Sport, in the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?**

The turnover rate was 34.62%.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, what is the rate per level?**

| **Actual Classification** | **Classification Description** | **Turnover Rate (%)** |
| --- | --- | --- |
| EO2 | EXECUTIVE OFFICER 2  | 131.03 |
| EO1C | EXECUTIVE CONTRACT OFFICER 1 | 12.82 |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 5.93 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 22.97 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 50.49 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 31.22 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 30.07 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 20.75 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 21.27 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 65.17 |
| AO1 | ADMINISTRATIVE OFFICER 1 | 111.21 |
| SBA | SCHOOL BASED APPRENTICE | 125.31 |
| TNCR | TRAINEE NON CLASSIFIED | 36.96 |
| SP2 | SENIOR PROFESSIONAL OFFICER 2 | 20.69 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 12.04 |
| P3 | PROFESSIONAL 3 | 18.28 |
| P2 | PROFESSIONAL 2 | 77.31 |
| P1 | PROFESSIONAL 1 | 58.62 |
| PH3 | PHYSICAL 3 | 313.78 |
| PH2 | PHYSICAL 2 | 15.17 |
| T5 | TECHINCAL 5 | 7.77 |
| T4 | TECHINCAL 4 | 13.74 |
| T3 | TECHNICAL 3 | 23.24 |
| T2 | TECHNICAL 2 | 39.98 |
| T1 | TECHNICAL 1 | 126.68 |
| TELB | THEATRICAL EMPLOYEE LEVEL B | 791.14 |
| **NRETAS Total** |  | **34.62%** |

High turnover values can indicate extreme turnover, but will more likely indicate part-time or short-term occupancy history that will reflect abnormally low FTE average.

Situations that may reflect an abnormally low FTE average include short-term casual employments for specific projects or tasks, or part-time arrangements where there are very few employees at that level.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, how many funded positions are vacant in the Agency?**

There are 224 nominal and vacant positions.

It is important to note that NRETAS uses establishment management as a method to allow flexibility of staff rostering and job sharing for part time employees.  This will result in the reporting of vacant positions but does not create a situation where a vacant position necessarily needs to be filled.

Some positions are also vacant due to circumstances where the positions are used to fund casual employees who cannot be placed against a position number in the government payroll system.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, how long, in total days have funded positions been vacant since 1 July 2011?**

Specific data to answer this question is not available.

The Department currently fully expends appropriation for employee expenses.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Casual** | **Temporary** | **Honorary** | **Total** |
| **Natural Resources, Environment, The Arts and Sport** | **111** | **170** | **237** | **518** |

**Note: Temporary Employment Contracts**

Temporary staff include employees on temporary employment contracts, casuals, honorary (board members), executive Contracts, apprentices and graduates.

The numbers represent 'Head Count' for both operative and inoperative staff but excludes previous staff being paid workers compensation payments. Staff not employed full-time are counted as one in Head Count numbers.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Actual Classification** | **Classification Description** | **Ext. x1** | **Ext. x2** | **Ext. x3** | **Ext. x4** | **Ext. x5** | **Total** |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 1 | 1 |   |   |   | 2 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 1 |   |   |   |   | 1 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 3 | 3 | 1 |   |   | 7 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 3 |   |   |   |   | 3 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 6 | 5 |   |   |   | 11 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 4 | 1 | 1 |   | 1 | 7 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 7 | 5 | 1 | 1 |   | 14 |
| AO1 | ADMINISTRATIVE OFFICER 1 | 12 | 2 |   |   |   | 14 |
| AQF4C | NTPS ADULT APPRENTICESHIP AQF4C | 1 |   |   |   |   | 1 |
| P3 | PROFESSIONAL 3 | 10 | 1 |   |   |   | 9 |
| P2 | PROFESSIONAL 2 | 9 | 5 |   |   |   | 11 |
| P1 | PROFESSIONAL 1 | 4 |   |   |   |   | 3 |
| PH3 | PHYSICAL 3 | 1 | 1 |   |   |   | 2 |
| PH2 | PHYSICAL 2 | 4 | 5 | 3 |   |   | 12 |
| T5 | TECHNICAL 5 | 1 |   |   |   |   | 1 |
| T3 | TECHNICAL 3 | 4 |   |   |   |   | 4 |
| T2 | TECHNICAL 2 | 4 | 3 | 2 |   | 1 | 1 |
| T1 | TECHNICAL 1 | 17 | 3 | 4 | 1 | 1 | 26 |
| TELB | THEATRICAL EMPLOYEE LEVEL B | 7 |   |   |   |   | 7 |
| **NRETAS Total** |  | **99** | **35** | **12** | **2** | **3** | **151** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, in the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?**

23 positions have been advertised by “expression of interest”

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at 31 March 2012, in relation to all vacant positions, what is the breakdown of recruitment actions by;**
2. **Selection process commenced and**
3. **Selection process (including position advertising) not commenced.**

At 31 March 2012 selection process had commenced on 31 positions.

It is important to note that NRETAS uses establishment management as a method to allow flexibility of staff rostering and job sharing for part time employees.  This will result in the reporting of vacant positions but does not create a situation where a vacant position necessarily needs to be filled.

Some positions are also vacant due to circumstances where the positions are used to fund casual employees who cannot be placed against a position number in the government payroll system.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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?**

|  |  |  |
| --- | --- | --- |
| **Actual Classification** | **Classification Description** | **Average Days to Fill** |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 72.67 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 43.86 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 52.88 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 55.38 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 49.75 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 49.89 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 57.67 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 1.00 |
| HCL2/3 | HEAD COACH LEVEL 2/3 | 66.00 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 78.50 |
| P3 | PROFESSIONAL 3 | 77.67 |
| P2/3 | PROFESSIONAL 2/3 | 24.33 |
| P2 | PROFESSIONAL 2 | 52.00 |
| P1 | PROFESSIONAL 1 | 41.00 |
| PH3 | PHYSICAL 3 | 66.00 |
| T4 | TECHNICAL 4 | 76.50 |
| T3 | TECHNICAL 3 | 87.00 |
| T2 | TECHNICAL 2 | 44.33 |
| T1 | TECHNICAL 1 | 37.50 |
| **NRETAS Total** |  | **55.49** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **NTG Filled** | **Non NTG Filled** | **Total** |
| **NRETAS** | 49 | 25 | 74 |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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**

| **Position Classification** | **Classification Description** | **Down** | **Up** | **Total** |
| --- | --- | --- | --- | --- |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 |  | 1 | 1 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 |  | 3 | 3 |
| AO7 | ADMINISTRATIVE OFFICER 7 |  | 5 | 5 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 1 | 2 | 3 |
| AO5 | ADMINISTRATIVE OFFICER 5 |  | 2 | 2 |
| AO4 | ADMINISTRATIVE OFFICER 4 |  | 1 | 1 |
| AO3 | ADMINISTRATIVE OFFICER 3 |  | 1 | 1 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 |  | 1 | 1 |
| P2 | PROFESSIONAL 2 | 1 |  | 1 |
| T3 | TECHNICAL 3 |  | 1 | 1 |
| EO3 | EXECUTIVE OFFICER 3 |  | 1 | 1 |
| **NRETAS Total** |  | **2** | **18** | **20** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency. What levels are they?**

|  |  |  |
| --- | --- | --- |
| **Actual Classification** | **Classification Description** | **Total** |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 4 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 3 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 6 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 4 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 4 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 3 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 7 |
| AO1 | ADMINISTRATIVE OFFICER 1 | 1 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 1 |
| P3 | PROFESSIONAL 3 | 4 |
| P2 | PROFESSIONAL 2 | 12 |
| P1 | PROFESSIONAL 1 | 10 |
| T5 | TECHNICAL 5 | 2 |
| T3 | TECHNICAL 3 | 10 |
| T2 | TECHNICAL 2 | 5 |
| T1 | TECHNICAL 1 | 11 |
| PH2 | PHYSICAL 2 | 2 |
| **NRETAS Total** |  | **89** |

*Note This figure reflects permanent (ongoing) employees who are both nominally and actually unattached as at 28 March 2012.*

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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?**

8 employees have successfully gained nominal positions within the Agency or gained employment in another Agency.

This figure is reflective of ongoing unattached employees who gained a nominal position with NRETAS or another NTG Agency during the reportable period.

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, in the period 01 July 2011 to 31 March 2012, how many unattached employees resigned?**

12 unattached employees resigned during the period.

*Note: This total is reflective of the number of separations where the employee was nominally unattached at the time of separation. This figure includes permanent employees only; and excludes fixed term employees (temporary and casual and honorary) as these employment types do not hold a nominal position number.*

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, what is the average length of stay of staff in the department? Please break this down by position level.**

| **Actual Classification Code** | **Classification Description** | **Total** |
| --- | --- | --- |
| EO6C | EXECUTIVE CONTRACT OFFICER 6 | 6.75 |
| EO3C | EXECUTIVE CONTRACT OFFICER 3 | 3.74 |
| EO3 | EXECUTIVE OFFICER 3 | 6.75 |
| EO2C | EXECUTIVE CONTRACT OFFICER 2 | 3.28 |
| EO2 | EXECUTIVE OFFICER 2  | 6.75 |
| EO1C | EXECUTIVE CONTRACT OFFICER 1 | 4.52 |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 4.90 |
| SAO1 | SENIOR ADMINISTRATIVE OFFICER 1 | 4.14 |
| AO7 | ADMINISTRATIVE OFFICER 7 | 3.27 |
| AO6 | ADMINISTRATIVE OFFICER 6 | 3.49 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 3.11 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 3.22 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 3.68 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 3.06 |
| AO1 | ADMINISTRATIVE OFFICER 1 | 3.78 |
| GRADT | GRADUATE TRAINEES | 1.18 |
| AQ3SC | NTPS ADULT APPRENTICESHIP AQF3C | 0.38 |
| ICS | INDIGENOUS CADETSHIP SUPPORT | 0.93 |
| TNCR | TRAINEE NON CLASSIFIED | 1.76 |
| SP2 | SENIOR PROFESSIONAL OFFICER 2 | 6.05 |
| SP1 | SENIOR PROFESSIONAL OFFICER 1 | 5.00 |
| P3 | PROFESSIONAL 3 | 4.52 |
| P2 | PROFESSIONAL 2 | 4.56 |
| P1 | PROFESSIONAL 1 | 4.88 |
| T6 | TECHNICAL 6 | 6.75 |
| T5 | TECHNICAL 5 | 6.10 |
| T4 | TECHNICAL 4 | 6.09 |
| T3 | TECHNICAL 3 | 4.82 |
| T2 | TECHNICAL 2 | 4.28 |
| T1 | TECHNICAL 1 | 3.65 |
| PH4 | PHYSICAL 4 | 6.75 |
| PH3 | PHYSICAL 3 | 2.59 |
| PH2 | PHYSICAL 2 | 5.03 |
| HCL3 | HEAD COACH LEVEL 3 | 2.17 |
| HCL2 | HEAD COACH LEVEL 2 | 1.74 |
| ST1 | SENIOR TEACHER 1 | 3.21 |
| **NRETAS Total** |  | **4.14** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, in the period 01 July 2011 to 31 March 2012, how much has been spent on advertising employee positions, and can you provide a breakdown of these costs?**

|  |  |
| --- | --- |
| **Division** | **Total** |
| Arts and Culture |  22,102  |
| Biodiversity Conservation | 6,302  |
| Environment and Heritage |  10,109  |
| Executive and Corporate Support Services | 4,763  |
| Natural Resources |  12,366  |
| Parks and Wildlife |  13,684  |
| Sport, Venues and Indigenous Development | 1,726  |
| **NRETAS Total**  |  **71,052**  |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, in relation to Apprentices and Graduates, who commenced during the 2011 calendar year;**
2. **How many started with the department,**
3. **How many have completed the year,**
4. **How many have won nominal positions,**
5. **How many have left the NTG, and**
6. **What was the length of time each stayed within the NTG before leaving?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Group** | **Commenced with the Department** | **Commenced and still employed at 31 December 2011** | **Have won a nominal position** | **Commenced and Ceased an length of service** |
| **Apprentices** | 8 | 7 | 1 | 1 (6 months) |
| **Graduates** | 1 | 1 |  |  |
| **NRETAS TOTAL** | **9** | **8** | **1** | **1** |

*Note: The figures are reflective of employees who commenced their apprenticeship during the 2011 calendar year, not those who commenced employment during 2011 calendar year.*

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, in relation to Indigenous Employees, at Pay day 20, 28 March 2011, in relation to Indigenous Employees;**
2. **How many employees do you have in your department that recognise themselves as indigenous?**
3. **What are the levels of their positions held?**
4. **How many at each level?**
5. **How many are tenured and at what level?**
6. **How many are temporary and at what levels?**
7. **How many are acting up in positions and at what level?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actual Classification** | **Classification Description** | **All Indigenous Staff** | **Indigenous Ongoing Staff** | **Indigenous Fixed Term Staff** | **Indigenous Staff on HDA** |
| EO3C | EXEC CONTRACT OFFICER 3 | 1 |   | 1 |   |
| SAO1 | SENIOR ADMIN OFFICER 1 | 2 | 2 |   |   |
| AO7 | ADMINISTRATIVE OFFICER 7 | 1 | 1 |   |   |
| AO6 | ADMINISTRATIVE OFFICER 6 | 4 | 3 | 1 | 1 |
| AO5 | ADMINISTRATIVE OFFICER 5 | 6 | 5 | 1 | 4 |
| AO4 | ADMINISTRATIVE OFFICER 4 | 3 | 1 | 2 | 2 |
| AO3 | ADMINISTRATIVE OFFICER 3 | 4 | 3 | 1 | 1 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 2 | 1 | 1 |   |
| AO1 | ADMINISTRATIVE OFFICER 1 | 3 |   | 3 |   |
| AQ3SC | NTPS APPRENTICESHIP | 1 |   | 1 |   |
| ICS | INDIGENOUS CADET SUPPORT | 1 |   | 1 |   |
| HCL2 | HEAD COACH LEVEL 2 | 1 | 1 |   | 1 |
| P2 | PROFESSIONAL 2 | 1 |   | 1 |   |
| PH2 | PHYSICAL 2 | 1 |   | 1 |   |
| T5 | TECHINCAL 5 | 3 | 3 |   |   |
| T4 | TECHINCAL 4 | 3 | 3 |   | 1 |
| T3 | TECHNICAL 3 | 10 | 10 |   | 2 |
| T2 | TECHNICAL 2 | 10 | 9 | 1 | 3 |
| T1 | TECHNICAL 1 | 21 | 16 | 5 | 2 |
| TNCR | TRAINEE NON CLASSIFIED | 9 |   | 9 | 9 |
| **NRETAS Total** |  | **87** | **58** | **29** | **26** |

**In relation to Indigenous Employees who commenced with the NTG during the 2011 calendar year:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Indigenous Employees Commenced** | **Indigenous Staff commenced and still employed at 31 December** | **Indigenous Staff commenced and ceased** |
| **Natural Resources, Environment, The Arts and Sport** | **21** | **17** | **4** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, in relation to NTPS staff as at 31 March 2012;**
2. **What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?**
3. **What is the financial value of that leave?**
4. **What is the highest individual amount of accrued leave at each position level?**

| **Actual 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)** |
| --- | --- | --- | --- | --- | --- | --- |
| EO6C | 2 | 53,079 | 2 | 22 | 25,370 | 22 |
| EO3C | 9 | 151,855 | 4 | 42 | 34,057 | 24 |
| EO3 |  | 4,837 |  | 44 | 30,012 | 44 |
| EO2C | 12 | 190,792 | 4 | 213 | 159,687 | 61 |
| EO2 | 4 | 37,065 | 4 | 102 | 40,053 | 102 |
| EO1C | 41 | 611,692 | 11 | 499 | 329,958 | 79 |
| SAO2 | 51 | 484,011 | 11 | 826 | 365,872 | 153 |
| SAO1 | 68 | 554,170 | 12 | 1,022 | 390,217 | 124 |
| AO7 | 68 | 478,652 | 6 | 1,129 | 378,520 | 94 |
| AO6 | 84 | 512,492 | 7 | 1,321 | 386,127 | 90 |
| AO5 | 77 | 426,674 | 10 | 1,463 | 381,188 | 173 |
| AO4 | 95 | 463,609 | 10 | 1,695 | 392,989 | 86 |
| AO3 | 64 | 274,479 | 8 | 1,306 | 253,020 | 80 |
| AO2 | 77 | 292,215 | 12 | 1,015 | 175,097 | 106 |
| AO1 | 20 | 61,624 | 4 | 458 | 74,378 | 78 |
| GRADT |  | 1,458 |  | 6 | 1,078 | 6 |
| AQ3SC |  | 341 |  | 11 | 1,126 | 11 |
| ICS |  |  |  | 9 | 1 | 9 |
| TNCR | 7 | 13,130 | 1 | 294 | 38,533 | 47 |
| SP2 | 15 | 146,514 | 8 | 187 | 83,879 | 92 |
| SP1 | 99 | 816,082 | 7 | 1,710 | 622,805 | 101 |
| P3 | 130 | 900,211 | 7 | 2,772 | 876,503 | 129 |
| P2 | 102 | 646,470 | 5 | 2,485 | 662,543 | 131 |
| P1 | 83 | 442,213 | 6 | 2,222 | 557,531 | 137 |
| T6 | 3 | 21,753 | 3 | 149 | 51,755 | 149 |
| T5 | 57 | 388,338 | 9 | 976 | 308,677 | 362 |
| T4 | 85 | 509,483 | 7 | 1,658 | 461,421 | 124 |
| T3 | 180 | 947,299 | 10 | 3,791 | 856,193 | 118 |
| T2 | 95 | 423,151 | 5 | 2,557 | 523,463 | 140 |
| T1 | 98 | 373,421 | 4 | 3,286 | 576,042 | 142 |
| PH4 | 1 | 4,128 | 1 | 43 | 7,433 | 43 |
| PH3 | 4 | 14,214 | 4 | 129 | 21,686 | 102 |
| PH2 | 11 | 34,018 | 5 | 320 | 39,769 | 129 |
| HCL3 | 5 | 38,421 | 4 | 115 | 38,288 | 45 |
| HCL2 | 1 | 7,360 | 1 | 43 | 13,205 | 27 |
| ST1 | 4 | 29,983 | 3 | 69 | 25,291 | 67 |
| **NRETAS Total** | **1,652** | **10,355,238** | **12** | **33,989** | **9,183,768** | **362** |

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

| **Actual Classification** | **Total Sick Leave Entitlement (Weeks)** | **Total Sick Leave Taken (Days)** |
| --- | --- | --- |
| EO6C | 19 | 1 |
| EO3C | 68 | 6 |
| EO3 | 15 |  |
| EO2C | 98 | 2 |
| EO2 | 30 | 12 |
| EO1C | 418 | 11 |
| SAO2 | 462 | 120 |
| SAO1 | 732 | 131 |
| AO7 | 579 | 289 |
| AO6 | 630 | 331 |
| AO5 | 539 | 201 |
| AO4 | 610 | 271 |
| AO3 | 397 | 259 |
| AO2 | 371 | 340 |
| AO1 | 125 | 52 |
| GRADT | 1 | 10 |
| AQF3A |  | 1 |
| ICS |  |  |
| TNCR | 33 | 64 |
| SP2 | 174 | 22 |
| SP1 | 990 | 210 |
| P4 |  | 1 |
| P3 | 1,381 | 294 |
| P2 | 1,340 | 227 |
| P1 | 877 | 210 |
| T6 | 61 | 9 |
| T5 | 590 | 81 |
| T4 | 1,093 | 151 |
| T3 | 1,667 | 573 |
| T2 | 914 | 286 |
| T1 | 734 | 440 |
| PH4 | 8 | 9 |
| PH3 | 84 | 9 |
| PH2 | 87 | 9 |
| HCL3 | 25 | 18 |
| HCL2 | 3 |  |
| ST1 | 17 | 28 |
| **NRETAS Total** | **15,172** | **4,680** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, In relation to Contract (ECO1 and above) staff at 31 March 2012;**
2. **What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?**
3. **What is the financial value of that leave?**
4. **What is the highest individual amount of accrued leave at each employee level?**

| **Actual 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)** |
| --- | --- | --- | --- | --- | --- | --- |
| EO6C | 2 | 53,079 | 2 | 22 | 25,370 | 22 |
| EO3C | 9 | 151,855 | 4 | 42 | 34,057 | 24 |
| EO2C | 12 | 190,792 | 4 | 213 | 159,687 | 61 |
| EO1C | 41 | 611,692 | 11 | 499 | 329,958 | 79 |
| **NRETAS Total** | **2** | **53,079** | **2** | **776** | **549,072** | **79** |

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

|  |  |  |
| --- | --- | --- |
| **Actual Classification** | **Total Sick Leave Entitlement (Weeks)** | **Total Sick Leave Taken (Days)** |
| EO6C | 19 | 1 |
| EO3C | 68 | 6 |
| EO2C | 98 | 2 |
| EO1C | 418 | 11 |
| **NRETAS Total** | **603** | **20** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Actual Classification** | **Classification Description** | **Number of Employees** | **Total ($)** |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 2 | 1 |  8,615  |
| AO7 | ADMINISTRATIVE OFFICER 7 | 1 |  3,281  |
| AO6 | ADMINISTRATIVE OFFICER 6 | 2 |  15,804  |
| AO4 | ADMINISTRATIVE OFFICER 4 | 2 |  9,535  |
| SP1 | SENIOR PROFESSIONAL 1 | 2 |  17,399  |
| P3 | PROFESSIONAL 3 | 1 |  3,817  |
| P1 | PROFESSIONAL 1 | 1 |  4,773  |
| PH2 | PHYSICAL 2 | 3 |  9,507  |
| T3 | TECHNICAL 3 | 5 |  18,815  |
| T2 | TECHNICAL 2 | 2 |  7,471  |
| T1 | TECHNICAL 1 | 1 |  6,978  |
| **NRETAS Total** |  | **21** |  **105,995**  |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Actual Classification** | **Classification Description** | **Number of Employees** | **Total ($)** |
| T3 | TECHNICAL 3 | 1 | 5,284 |
| **NRETAS Total** |  | 1 | 5,284 |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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 amount of leave taken.**

|  |  |
| --- | --- |
| **Agency** | **Total** |
| **Natural Resources, Environment, The Arts and Sport** | **0** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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 amount of leave taken.**

|  |  |
| --- | --- |
| **Agency** | **Total** |
| **Natural Resources, Environment, The Arts and Sport** | **0** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, how many workers were on workers compensation? At what level and is there an expected return date.**

| **Classification** | **Classification Description** | **Employees on Workers Compensation** | **Expected Return Date** |
| --- | --- | --- | --- |
| T3 | TECHNICAL 3 |  1 | 16/04/2012 |
| VOLUNTEER | VOLUNTEER |  1 | 17/04/2012 |
| **NRETAS Total** |  |  2 |  |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, 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?**

| **Classification** | **Classification Description** | **Employees on Workers Compensation** |
| --- | --- | --- |
| SAO2 | SENIOR ADMINISTRATIVE OFFICER 3 | 1 |
| AO2 | ADMINISTRATIVE OFFICER 2 | 1 |
| P2 | PROFESSIONAL 2 | 2 |
| P1 | PROFESSIONAL 1 | 1 |
| T4 | TECHNICAL 4 | 1 |
| T3 | TECHNICAL 3 | 3 |
| T2 | TECHNICAL 2 | 1 |
| T1 | TECHNICAL 1 | 2 |
| COMPO | COMPENSATION EMPLOYEE | 1 |
| **NRETAS Total** |  |  13 |

| **Geographic Location** | **Number of Employees receiving workers compensation** |
| --- | --- |
| NORTHERN | 6 |
| KATHERINE | 2 |
| SOUTHERN | 5 |
| **NRETAS TOTAL** | 13 |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks at what level, and for what reason?**

| **Actual Classification** | **Classification Description** | **Compo** | **LSL** | **Sick** | **Miscellaneous** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Paid** | **Unpaid** |
| **SAO2** | SNR ADMINISTRATIVE OFFICER 2 |  | 1 |  |  |  | **1** |
| **SAO1** | SNR ADMINISTRATIVE OFFICER 1 |  | 1 |  |  | 1 | **2** |
| **AO7** | ADMINISTRATIVE OFFICER 7 |  |  |  | 1 | 1 | **2** |
| **AO6** | ADMINISTRATIVE OFFICER 6 |  |  |  |  | 4 | **4** |
| **AO5** | ADMINISTRATIVE OFFICER 5 |  | 1 |  |  | 4 | **5** |
| **AO4** | ADMINISTRATIVE OFFICER 4 |  |  |  |  | 2 | **2** |
| **AO3** | ADMINISTRATIVE OFFICER 3 |  | 1 |  |  | 2 | **3** |
| **AO2** | ADMINISTRATIVE OFFICER 2 |  |  |  |  | 2 | **2** |
| **SP1** | SNR PROFESSIONAL OFFICER 1 |  |  |  | 1 | 2 | **3** |
| **P3** | PROFESSIONAL 3 |  | 1 |  |  | 3 | **4** |
| **P2** | PROFESSIONAL 2 |  |  |  | 1 | 6 | **7** |
| **P1** | PROFESSIONAL 1 |  |  |  |  | 3 | **3** |
| **T3** | TECHNICAL 3 |  |  |  |  | 6 | **6** |
| **T2** | TECHNICAL 2 |  |  | 1 |  | 3 | **4** |
| **T1** | TECHNICAL 1 |  |  |  |  | 1 | **1** |
| **ICS** | INDIGENOUS CADETSHIP SUPPORT |  |  |  |  | 1 | **1** |
| **P1R** | PROFESSIONAL 1 - RDO |  | 2 |  |  | 3 | **5** |
| **T1R** | TECHNICAL 1 - RDO | 1 |  |  | 1 | 4 | **6** |
| **T2R** | TECHNICAL 2 - RDO |  | 1 |  |  | 1 | **2** |
| **T4R** | TECHNICAL 4 - RDO |  |  |  |  | 1 | **1** |
| **TNCR** | TRAINEE NON CLASSIFIED - RDO |  |  |  |  | 1 | **1** |
| **Total** |  | **1** | **8** | **1** | **4** | **51** | **65** |

*Note: The information providing the reason for leave is not available.*

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, at Pay day 20, 28 March 2011, 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.**

| **Actual Classification** | **Classification Description** | **Total** |
| --- | --- | --- |
| **SAO2** | SENIOR ADMINISTRATIVE OFFICER 2 | 4 |
| **SAO1** | SENIOR ADMINISTRATIVE OFFICER 1 | 6 |
| **AO7** | ADMINISTRATIVE OFFICER 7 | 7 |
| **AO6** | ADMINISTRATIVE OFFICER 6 | 8 |
| **AO5** | ADMINISTRATIVE OFFICER 5 | 2 |
| **AO4** | ADMINISTRATIVE OFFICER 4 | 4 |
| **AO3** | ADMINISTRATIVE OFFICER 3 | 4 |
| **AO2** | ADMINISTRATIVE OFFICER 2 | 6 |
| **SP2** | SENIOR PROFESSIONAL OFFICER 2 | 2 |
| **SP1** | SENIOR PROFESSIONAL OFFICER 1 | 1 |
| **P3** | PROFESSIONAL 3 | 2 |
| **P2** | PROFESSIONAL 2 | 2 |
| **P1** | PROFESSIONAL 1 | 2 |
| **T6** | TECHNICAL 6 | 1 |
| **T5** | TECHNICAL 5 | 7 |
| **T4** | TECHNICAL 4 | 8 |
| **T3** | TECHNICAL 3 | 10 |
| **T2** | TECHNICAL 2 | 2 |
| **T1** | TECHNICAL 1 | 1 |
| **PH3** | PHYSICAL 3 | 1 |
| **NRETAS Total** |  | **80** |

1. **In relation to the Department of Natural Resources, Environment, The Arts and Sport, how any complaints have been made in the Department in relation to workplace bullying and harassment?**

|  |  |
| --- | --- |
| **Agency** | **Total** |
| **Natural Resources, Environment, The Arts and Sport** | **1** |

1. **In relation to each output group within the Department of Natural Resources, Environment, The Arts and Sport, from 1 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.**

|  |  |
| --- | --- |
| **Relocation Costs by Output Group\*** | **2011-12 (as at 31 March 2012)$'000** |
| Arts and Culture | 12 |
| Environment and Heritage | 4 |
| Natural Resources | 2 |
| Protected Areas and Conservation | 7 |
| Sport and Recreation | 14 |
| Territory Wildlife Parks | 3 |
| **Total**  | **42** |

Includes recruitment fares, removal and storage expenses, relocation and recruitment expenses

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

Expenditure for relocation (1 July 2011 to 31 March 2012) is $42,000

|  |  |
| --- | --- |
| **Relocation Costs by Portfolio**  | **2011-12 (as at 31 March 2012)$'000** |
| Arts and Museums | 12 |
| Natural Resources, Environment and Heritage | 6 |
| Parks and Wildlife | 7 |
| Sport and Recreation | 14 |
| Environment Protection Authority | 0 |
| Corporate | 0 |
| Territory Wildlife Parks | 3 |
| **Total**  | **42** |

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

The Agency does not allocate budget for relocation and other appointment and termination expenses.  Payment of expenses are requested from managers and approved on a case by case basis. Total expenditure for appointment and termination expenses are monitored against prior year trends.

1. **In relation to each output group within the Department of Natural Resources, Environment, The Arts and Sport, 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?**

Agency Travel expenditure from 1 July 2011 to 31 March 2012 is $2.925 million

|  |  |  |
| --- | --- | --- |
| **Output Group** | **Travel Expense** | **2011-12 as at 31 March $'000** |
| Arts and Culture | Territory Fares | 108  |
|   | Interstate Fares | 29  |
|   | Overseas Fares | 2  |
|   | Accommodation | 78  |
|   | All other travel expenses | 88  |
| **Arts and Culture Total** |  | **305**  |
| Environment and Heritage | Territory Fares | 61  |
|   | Interstate Fares | 26  |
|   | Accommodation | 24  |
|   | All other travel expenses | 29  |
| **Environment and Heritage Total** |  | **140**  |
| Sport and Recreation | Territory Fares | 31  |
|   | Interstate Fares | 22  |
|   | Overseas Fares | 10  |
|   | Accommodation | 33  |
|   | All other travel expenses | 59  |
| **Sport and Recreation Total** |  | **155**  |
| Protected Areas and Conservation  | Territory Fares | 378  |
|   | Interstate Fares | 30  |
|   | Overseas Fares | 2  |
|   | Accommodation | 94  |
|   | All other travel expenses | 301  |
| **Protected Areas and Conservation Total** |  | **805**  |
| Natural Resources | Territory Fares | 899  |
|   | Interstate Fares | 41  |
|   | Overseas Fares | 3  |
|   | Accommodation | 217  |
|   | All other travel expenses | 337  |
| **Natural Resources Total** |  | **1 497**  |
| Territory Wildlife Parks | Territory Fares | 6  |
|   | Interstate Fares | 5  |
|   | Accommodation | 5  |
|   | All other travel expenses | 7  |
| **Territory Wildlife Parks Total** |  | **23**  |
| **Total Travel** |  | **2 925**  |

1. **In relation to each output group within the Department of Natural Resources, Environment, The Arts and Sport, how much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012?**

Agency Motor vehicle expenditure for 1 July 2011 to 31 March 2012 is $6.376 million

|  |  |
| --- | --- |
| **Vehicle Expenses by Output** | **2011-12(as at 31 March)$’000** |
| Arts and Culture | 304 |
| Environment and Heritage | 80 |
| Natural Resources | 2 588 |
| Protected Areas and Conservation | 2 917 |
| Sports and Recreation | 123 |
| Territory Wildlife Parks | 364 |
| **Total Travel** | **6 376** |

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

At 31 March 2012 the Department is responsible for 260 vehicles
(excluding trailers / quads / heavy machinery).

|  |  |
| --- | --- |
| 4 cylinder | 142 |
| 6 cylinder and above | 118 |
| **TOTAL** | **260** |
|  |  |
| Passenger vehicles (non hybrid) | 36 |
| Passenger vehicles (hybrid) | 6 |
| Passenger vehicles (electric) | 1 |
| Passenger vehicles (all wheel drive) | 10 |
| Four wheel drive passenger | 35 |
| Four wheel drive utes | 148 |
| Two wheel drive utes | 24 |
| **TOTAL** | **260** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicles** | **At 31 March 2011** | **At 31 March 2012** | **Variance** |
| **TOTAL** | 276 | 260 | (16) |

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

111 (43%) Agency fleet vehicles have a green rating of 5.5 or higher.

Please note that the remaining 149 vehicles are light commercial vehicles with a rating of 3.5 or higher as required under the Greening the Fleet Policy.

1. **How many vehicles are home garaged?**

As at 31 March 2012, a total of 33 vehicles are permanently home garaged.

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

Executive Contract Officers are entitled to home garage vehicles. Vehicles attached to any position level which are not Executive Contract Officer level may be permanently home garaged if authorised by the CE.

|  |  |
| --- | --- |
|  | **TOTAL** |
| ECO6 | 1 |
| ECO3 | 4 |
| ECO2 | 4 |
|  ECO1 | 14 |
| SAO2 | 7 |
| SP1/2 | 3 |
| **TOTAL** | **33** |

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, how many credit cards have been issued to department staff?**

The Agency had a total of 309 cards as at 31 March 2012.

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

No personal items are purchased on credit cards so no amounts are outstanding.

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, how many reports of the improper use of Information Technology have been made?**

There have been no reports of improper use of ICT during the reporting period.

1. **How many reports resulted in formal disciplinary action?**

N/A.

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, how many staff are considered ‘Essential’ in your Agency, for the purposes of an Emergency eg- Cyclone? Break down by level.**

In line with the Department’s internal emergency or cyclone guidelines, staff may be assigned with specific responsibilities at different stages. 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.

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, from 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs?**

The total spent on advertising and marketing from 1 July 2011 until 31 March 2012 was $1,176 million.

|  |  |
| --- | --- |
| **Advertising and Marketing by Output Group** | **2011-12(as at 31 March)$’000** |
| Arts and Culture | 346 |
| Environment and Heritage | 424 |
| Natural Resources | 113 |
| Protected Areas and Conservation | 153 |
| Sports and Recreation | 82 |
| Territory Wildlife Parks | 58 |
| **Total Agency** | **1 176** |

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

There were 25 major advertising and marketing programs for the period 1July 2011 until 31 March 2012 totalling $863,506. Attached is a list of the programs / projects valued at $5,000 or above.

|  |  |
| --- | --- |
| **Program by Output** | **2011-12 Expenditure (as at 31 March)**  |
| **Arts and Culture** |  |
| 1. Araluen Cultural Precinct | 6 272  |
| 2. Araluen Arts Centre general advertising3. Defence of Darwin | 41 88737 681  |
| 4. Desert Mob Exhibition (Araluen) | 8 085  |
|  5. Museums and Art Galleries of Northern Territory (MAGNT) general advertising | 33 927  |
| 6. National Aboriginal and Torres Strait Islander Art Award  | 61 281  |
| **Arts and Culture Total** | **189 133**  |
| **Environment and Heritage** |  |
| 7. Ban the Bag - Plastic Bag Ban | 91 453  |
| 8. Cash for Containers awareness | 265 421  |
| 9. Energy Smart | 19 342  |
| 10. Heritage Advisory Council general advertising | 13 746  |
| 11. NT Show Circuit | 6 062  |
| **Environment and Heritage Total** | **396 024**  |
| **Natural Resources** |  |
| 12. Bore Water Testing | 17 190  |
| 13. Bushfire Awareness | 50 463  |
| 14. Weeds Branch Material | 19 933  |
| **Natural Resources Total** | **87 586**  |
| **Protected Areas and Conservation** |  |
| 15. Casuarina Coastal Reserve | 21 805  |
| 16. Feral Animals | 20 775  |
| 17. Living with Crocodiles - BE CROCWISE | 44 288  |
| 18. Ranger recruitment | 16 844  |
| 19. Waterfowl Hunting Season | 5 000  |
| **Protected Areas and Conservation Total** | **108 712**  |
| **Sports and Recreation** |  |
| 20. Arafura Games | 10 845  |
| 21. Indigenous Employment Strategy | 8 402  |
| 22. Palmerston Sport Facilities | 21 970  |
| 23. Sports Policy One  | 18 847  |
| **Sports and Recreation Total** | **60 064**  |
| **Territory Wildlife Parks** |  |
| 24. Territory Wildlife Park | 14,630 |
| 25. Alice Springs Desert Park | 7,357 |
| **Territory Wildlife Parks Total** | **21,987** |
| **Agency Total** | **863 506**  |

NOTE: There were a number of small programs valued below $5,000 which make up the remainder of the marketing total costs.

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.**

Insurances expenses for 01 July 2011 to 31 March 2012 was $94 922.

This includes:

* TWP Public Liability Insurance $17 850
* TWP Workers Compensation Insurance $63 552
* Travel Insurance $4 509
* Voluntary Workers Insurance $7 984
* The Chan Contemporary Art Space MIS Business Insurance $1 027
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.**

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.

As at 31 March 2012 the areas covered by commercial insurance are:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Type of Insurance | Provider | Renewal Month 2011-12 | Total Premium | Excess |
| 1 | TWP Workers Compensation Insurance | NTG | n/a | $74 127 | n/a |
| 2 | TWP Public Liability Insurance | AON Risk Services Australia Limited | June | $22 331 | Each and every Claim:Property Damage: $1000Underground Services: $1000Fixed Property: $1000 |
| 3 | TWP Personal Accident Insurance for Volunteers | AON Risk Services Australia Limited | September | $1 082 | 7 days |
| 4 | Overseas Travel Insurance | ACE Insurance Limited | November | $2 786 | As per schedule of benefits. Schedule of benefits lists the following Excesses:Medical Expenses: $50Cancellation/Curtailment Expenses: $50Continuous Bed Confinement: Max 100 daysSum insured: $50Baggage/Business Property (Excess nil, Limit $2,000)Electronic Equipment: $250Money/Travel Documents: $50 |
| 5 | Arafura Games Volunteers Insurance | AON Risk Services Limited | Ends April 12, not due for renewal until next financial year | $6 815 (9 months) | $50 Medical Expenses |
| 5 | Marine Transit Insurance | Vero National Marine | June | $3 962 | Within Australia: $250Overseas: $2500 |
| 6 | Personal Accident insurance for volunteers NT Library | TIO | December | $675 | 7 days |
| 7 | Personal Accident Insurance MAGNT | ACE Insurance Limited | June | $715 | 7 days |

1. **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.

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

The Agency has recorded building energy emissions for 2010-11 of 9 712 tonnes and vehicle energy emissions for 2011-12 (to 31 March) of 947 tonnes.

Building energy emissions for 2011-12 are not yet available.

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

Strategies over the 2011-12 financial year include:

Implementation of a Strategic Energy Management Plan (SEMP)

* In 2011, NRETAS developed a strategic energy management plan to assist the Department achieve the energy and energy related greenhouse emission reduction targets set out under the Climate Change Policy.
* Actions under the SEMP during 2011-12:
	+ Management approval of an Agency wide energy policy
	+ An Energy Manager designated within the agency for the development and implementation of an Energy Management System in line with international standards ISO50001
	+ An Energy Committee with representatives from each Division formed to review and oversee the implementation of the Energy Management System
	+ Commenced a prioritised energy survey program aimed at identifying energy efficiency related infrastructure works and changes to operational practices in agency buildings

Reducing building energy use by increasing the efficiency of infrastructure

* NRETAS submitted Government Energy Efficiency Program (GEEP) funding application for energy efficiency projects valued at $74 500:
* $38 220 GEEP project to install energy efficient lighting including to office and display areas of the Museum and Art Gallery of the NT.
* $36 280 GEEP project to install energy efficient lighting to displays at the Araluen Arts Centre in Alice Springs.
* NRETAS has been actively engaged with the Department of Construction and Infrastructure and the Department of Lands and Planning to identify energy efficiency projects and development opportunities.
* NRETAS has received DCI funding through the Research and Development Program to:
	+ Undertake a post project analysis of an installed solar PV system and assess the feasibility of other alternative renewable energy systems at ranger stations.
	+ Investigate the potential for Integrated Building Photovoltaic systems for the Maritime Museum roof.
* NRETAS has received DLP funding through the NTG Energy Smart Buildings Program to:
	+ Conduct energy audits at the Nitmiluk National Park and the Territory Wildlife Park.
	+ Develop an air conditioning energy efficiency master plan for the MAGNT site.

Reducing energy use by vehicles

* Continued use of the online Vehicle Booking System to create pooling opportunities. During 2010-11 the online vehicle booking system developed by NT Fleet, was implemented across the Agency leading to improved accessibility of vehicles.
* Increased access to vehicles creates opportunities for fleet number reductions and allows staff to limit the use of 4WDs to those tasks that require a heavy duty vehicle.
* Decrease in total vehicle holdings by 35 from 31 March 2009 to 31 March 2012.
* When replacing vehicles the agency requires:
	+ - selection of the greenest possible vehicle which will meet operational requirements
		- justification of four wheel drive selections, including completing a checklist setting out the vehicle specifications required to perform duties
		- compliance with minimum greenhouse gas emission ratings
		- compliance with the Functional Categories Policy which provides guidelines for efficient vehicle selection;
		- consideration of diesel motors rather than petrol when selecting vehicles in the light commercial categories, as generally they produce less greenhouse gas emissions
* Continued promotion of cost neutral incentives for Executive Contractor Officers to select level appropriate vehicles which are more fuel efficient.
* NRETAS conducted a hot desk trial to reduce staff travel between meetings in Darwin and Palmerston. The trial concluded on 31 March and the results of the trial will be used to establish formalised procedures for staff to access these resources.
* NRETAS has been working with NT Fleet to identify alternative transport options for travel within the Territory Wildlife Park. An electric golf buggy style vehicle which will have lower life cycle operating costs and emissions has been identified as a replacement option for some of the Park’s 2WD utilities.

Reducing waste

* NRETAS implemented a bin-it-right policy across the agency to help eliminate any recyclable office waste going to land fill.
	+ The policy involved the removal of office desk bins to encourage staff to use the recycling facilities provided.
	+ Office based waste that NRETAS currently recycles includes paper and paper based products, plastics, glass, tin, and printer cartridges.
* With the introduction of the cash-for-containers legislation NRETAS is actively encouraging its staff to take advantage of the program by setting up collection bins and donating the funds raised to their favourite charity.
1. **Has a target for departmental CO2 emissions been set for the coming financial year?**
2. **If yes, what % reduction is that from the previous year?**
3. **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 (gigajoules per square metre) by 2020 from the 2004/05 base year.

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

The Agency’s Power and Water expenditure for 2011-12 (1 July 2011 to 31 March 2012) was $2.48 million.

|  |  |
| --- | --- |
| **Power and Water by Output Group** | **2011-12** **(as at 31 March) $’000** |
| Arts and Culture | 1,188  |
| Environment and Heritage | 17 |
| Natural Resources | 108  |
| Protected Areas and Conservation | 432  |
| Sports and Recreation | 372  |
| Territory Wildlife Parks | 364 |
| **Total Agency** | **2,481** |

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, 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 for 2012-13 (1 July 2012 to 30 June 2013) is
$3.550 million.

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?**

Government sponsorship is defined as “the provision of funds or in-kind services in exchange for sponsorship rights to events, conferences forums”.

There was $57,000 worth of financial sponsorships from 1 July 2011 to 31 March 2012. In-kind and financial sponsorships over $1,000 are listed below.

**EVENTS SPONSORED IN 2011-12**

|  |  |
| --- | --- |
| **Sponsorship - Financial Type** | **Total** |
| **Arts and Culture** |  |
| Australian International Documentary Conference (AIDC) | 6 000  |
| Northern Territory Literary Awards contribution | 1 200  |
| ***Arts and Culture Total*** | **7 200**  |
| **Environment and Heritage** |  |
| Australasian Environmental Law Enforcement and Regulators network – AELERT conference | 15 000  |
| Barbara Singer CDU Scholarship | 3 000  |
| Earth Hour 2012 | 25 000  |
| ***Environment and Heritage Total*** | **43 000** |
| **Protected Areas and Conservation**  |  |
| Savannah Guides sponsorship for field trip to Litchfield Park | 1 500  |
| Savannah Guides sponsorship for field trip to Mount Bundy | 1 455  |
| ***Protected Areas and Conservation Total*** | **2,955**  |
| **Sports and Recreation** |  |
| Co-Sponsorship for NT BIG BOYS TOYS 2011-12 | 3 333  |
| ***Sports and Recreation Total*** | **3 333**  |
| **Sponsorship – In kind Type** | **Total** |
| **Territory Wildlife Parks** |  |
| Passes given to various organisations and community groups | 3 666 |
| ***Territory Wildlife Parks Total*** | ***3 666*** |

NOTE: There were a number of small sponsorships valued below $1,000 which make up the remainder of financial sponsorship activities.

**PROJECTED EVENTS FOR 2012-13 ($)**

|  |  |  |
| --- | --- | --- |
|  | **Sponsorship Type** | **Sponsorship Value ($)** |

|  |
| --- |
| **Arts and Culture** |
| Australian International Documentary Conference (AIDC) | Financial | 6 000 |
| **Natural Resources, Environment and Heritage** |  |  |
| Earth Hour 2013 | Financial | 25 000 |
| Barbara Singer Scholarship | Financial | 3 000 |
| **Territory Wildlife Parks** |  |  |
| Passes given to various organisations and community groups | In-kind | 5 000 |

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, What is the level of sponsorship provided in terms of financial support or in kind support?**

Refer to Question 60.

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, what is the department’s budget for advertising for the 2011-2012 financial year?**

Refer to Question 63

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport how much is year to date expenditure Please breakdown into newspaper, radio and TV?**

Agency advertising expenditure for 2011-12 (1 July 2011 to 31 March 2012) is $741 000

|  |  |
| --- | --- |
| **Medium by Output** | **2011-12** **as at 31 March****$'000** |
| Advertising Other | 75  |
| Newspaper Advertising | 97  |
| Radio Advertising | 8  |
| TV Advertising | 23  |
| **Arts and Culture Total** | **203**  |
| Advertising Other | 2  |
| Newspaper Advertising | 170  |
| Radio Advertising | 53  |
| TV Advertising | 69  |
| **Environment and Heritage Total** | **294**  |
| Advertising Other | 4  |
| Newspaper Advertising | 41  |
| Radio Advertising | 22  |
| TV Advertising | 1  |
| **Natural Resources Total** | **68**  |
| Advertising Other | 6  |
| Newspaper Advertising | 83  |
| Radio Advertising | 6  |
| TV Advertising | 19  |
| **Protected Areas and Conservation Total** | **114**  |
| Advertising Other | 5  |
| Newspaper Advertising | 10  |
| TV Advertising | 11  |
| **Sport and Recreation Total** | **26**  |
| Advertising Other | 26 |
| Newspaper Advertising | 2 |
| Radio Advertising | 4 |
| TV Advertising | 4 |
| **Territory Wildlife Parks Total** | **36** |
| **Total Advertising Expenditure** | **741** |

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, what advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year?**

Campaigns are defined as marketing projects which utilise two or more mediums, (ie; newspaper and radio advertising).

There were 26 Campaigns undertaken from 1 July 2011 to 31 March 2012. They are listed below:

|  |  |
| --- | --- |
| **Natural Resources, Environment and Heritage** |  |
|  1 | Energy Smart Rebate NT | Television, Print, Radio |
|  2 | Cash for Containers | Television, Print, Radio, Mailout |
|  3 | Plastic Bag Ban | Television, Print, Radio, Signage |
|  4 | Bushfire Firebreak Campaign  | Print, Television, Radio, Mailout |
| 5 | Bore Water Testing | Print, Radio, Mailout |

|  |  |
| --- | --- |
| **Parks and Wildlife** |  |
|  6 | Living with Crocodiles - BE CROCWISE | Print, Television, Radio |
|  7 | School Holidays - Territory Wildlife Park  | Television, Radio |
|  8 | Brand awareness - Territory Wildlife Park  | Print, Television, Radio |
| 9 | Desert in the Park - Alice Springs Desert Park | Print, Television, Radio |
| 10 | 12 Days of Christmas - Alice Springs Desert Park | Television, Print, Radio |
| 11 | Desert Mob – Alice Springs Desert Park | Print, TV |
| 12 | NAIDOC Week – Alice Springs Desert Park | Print, Radio |
| 13 | Astronomy Night - Alice Springs Desert Park | Print, Radio |
| 14 | Ranger of the Year Awards 2012 | Print, Radio |
| 15 | Limmen National Park and Limmen Bight Marine Park community consultation | Print, Radio |
| 16 | Casuarina Coastal Reserve Advisory Committee Survey | Print, Radio, Mailout |
| 17 | Leanyer Recreation Park upgrades | Print, Mailout |

|  |  |
| --- | --- |
| **Arts and Museums** |  |
| 18 | Telstra National Aboriginal and Torres Strait Islander Art Awards exhibition 2011-12 | Television, Print |
|  19 | Bangarra Dance Theatre’s Mathinna - Araluen Art Centre | Print, Television |
|  20 | Desert Mob - Araluen Art Centre | Print, Television |
|  21 | Paton Theatre’s Happiest Show on Earth - Araluen Art Centre | Print, Radio |
|  25 | Rainbow End - Araluen Art Centre | Print, Television |
| 23 | NT Literary Awards  | Television, Print, Radio |
| 24 | Defence of Darwin Experience | Print, Radio |

**Sport and Recreation**

|  |  |  |
| --- | --- | --- |
| 25 | NRL Premiership Match | Print, Television, Radio |
| 26 | Palmerston Sport Facilities and Water Park | Print, Mailout |

1. **In relation to each output group in the Department of Natural Resources, Environment, The Arts and Sport, 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.**

Marketing and Promotions expenditure from 1 July 2011 to 31 March 2012 was $52,000.

Five consultancies were let in the period from 1 July 2011 to 31 March 2012.

Three were Interstate firms ($50,000) and two NT firms ($2,000).

|  |  |  |  |
| --- | --- | --- | --- |
| **Output Group** | **Vendor Name** | **NT Firm/ Interstate Firm** | **2011-12 as at 31 March $'000** |
| Arts and Culture | B Rossingh Consulting Services | NT Firm | 2 |
| Sport and Recreation | Dolphin Software PTY Ltd | NT Firm | <1 |
| Natural Resources | The Australian Institute Of Marine Science | Interstate Firm | 45 |
| Protected Areas and Conservation | Ross J Bryan | **I**nterstate Firm | 3 |
| Sports and Recreation | Dr Phil Hamdorf | Interstate Firm | 2 |
| **Marketing & Promotions Consultancies Total** |  | **52** |