**No. 359**

**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

**WRITTEN QUESTION**

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

**Department of Business and Employment**

**HR Questions:**

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

794

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

|  |  |  |
| --- | --- | --- |
| **Classification** | **Description** | **FTE** |
| 3ACS | 3 ADM CORP SRVS | 2 |
| AO1 | Administration Officer 1 | 2 |
| AO2 | Administration Officer 2 | 132 |
| AO3 | Administration Officer 3 | 115 |
| AO4 | Administration Officer 4 | 135 |
| AO5 | Administration Officer 5 | 67 |
| AO6 | Administration Officer 6 | 108 |
| AO7 | Administration Officer 7 | 71 |
| AQ3SA | NTPS Adult Apprentice | 2 |
| AQ3SB | NTPS Adult Apprentice | 1 |
| AQF3A | NTPS Apprentice | 9 |
| AQF3B | NTPS Apprentice | 1 |
| AQF4A | NTPS Apprentice | 1 |
| ECO1 | Executive Contractor 1 | 29 |
| ECO2 | Executive Contractor 2 | 11 |
| ECO3 | Executive Contractor 3 | 1 |
| ECO4 | Executive Contractor 4 | 3 |
| ECO6 | Executive Contractor 6 | 1 |
| GRADT | Graduate Trainees | 8 |
| PH2 | Physical 2 | 1 |
| PH3 | Physical 3 | 1 |
| PH3R | Physical 3 – RDO | 1 |
| PW2R | Print WKR 2 RDO | 4 |
| PW3R | Print WKR 3 RDO | 1 |
| SAO1 | Senior Administration Officer 1 | 53 |
| SAO2 | Senior Administration Officer 2 | 18 |
| SP2 | Senior Professional 2 | 1 |
| T1 | Tech 1 | 2 |
| T1R | Tech 1 - RDO | 1 |
| T2 | Tech 2 | 2 |
| T2R | Tech 2 – RDO | 8 |
| T3 | Tech 3 | 5 |
| T3R | Tech 3 - RDO | 4 |
| T4 | Tech 4 | 2 |
| T5 | Tech 5 | 1 |
| T6R | Tech 6 - RDO | 1 |
| **TOTAL** |  | **805** |

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

* If not, please explain

No.

The Department of Business and Employment has budgeted positions which are not reflected in the FTE cap in the areas of payroll, procurement network, training and ICT services.

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

794

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

* Please separate by permanent/temporary/acting by level

Permanent Employees held in Nominal position 472

Permanent Employees acting in Temporary appointments 249

Temporary Contract Employees 168

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

28.28%

1. What is the rate per level?

|  |  |
| --- | --- |
| **Level** | **Rate (%)** |
| AO1 | 168.56 |
| AO2 | 57.06 |
| AO3 | 40.75 |
| AO4 | 24.08 |
| AO5 | 27.91 |
| AO6 | 18.66 |
| AO7 | 19.33 |
| EO1C | 7.62 |
| EO2C | 9.45 |
| EO3C | 68.97 |
| EO6C | 95.75 |
| GOVAM | 119.76 |
| SAO1 | 19.59 |
| SAO2 | 22.06 |
| SP1 | 333.33 |
| T2 | 36.50 |
| T3 | 20.41 |

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

83

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

17 114

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

170

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **1 Extt.** | **2 Extt.** | **3 Extt.** | **4 Extt.** | **5 Extt.** | **7 Ext.t** | **Total** |
| AO2 | 44 | 14 | 6 |  |  |  | 64 |
| AO3 | 16 | 11 | 4 | 1 |  | 1 | 33 |
| AO4 | 9 | 7 |  | 1 | 1 |  | 18 |
| AO5 | 13 | 1 |  | 1 |  |  | 15 |
| AO6 | 4 |  |  |  |  |  | 4 |
| AO7 | 3 | 1 |  |  |  |  | 4 |
| Apprentice | 1 |  |  |  |  |  | 1 |
| PH2 | 1 |  |  |  |  |  | 1 |
| SAO1 | 1 |  |  |  |  |  | 1 |
| T3 | 1 |  |  |  |  |  | 1 |
| **TOTALS** | **93** | **34** | **10** | **3** | **1** | **1** | **142** |

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

46

1. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:

* Selection process commenced and
* Selection process (including position advertising) not commenced

226 recruitment activities commenced

69 not yet commenced

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

|  |  |
| --- | --- |
| **Classification** | **Average Days to Fill** |
| AO3 | 51.00 |
| AO4 | 48.38 |
| AO5 | 57.00 |
| AO6 | 59.33 |
| AO7 | 54.57 |
| SAO1 | 68.14 |
| SAO2 | 59.75 |
| ECO2 | 41.00 |
| T3 | 36.00 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **NTG** | **Non NTG** | **Not Advised** | **Total** |
| 71 | 39 | 118 | 230 |

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

13 positions have been reclassified

|  |  |
| --- | --- |
| **Classification** | **Number** |
| AO4 | 1 |
| AO5 | 2 |
| AO6 | 3 |
| AO7 | 2 |
| EO2 | 1 |
| SAO1 | 3 |
| SAO2 | 1 |

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

|  |  |
| --- | --- |
| **Classification** | **Number** |
| AO1 | 1 |
| AO2 | 57 |
| AO3 | 7 |
| AO4 | 14 |
| AO5 | 6 |
| AO6 | 10 |
| AO7 | 8 |
| SAO1 | 10 |
| SAO2 | 2 |
| **Total** | **115** |

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

33

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

12

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

|  |  |
| --- | --- |
| **Classification** | **Av in years** |
| AO1 | 7.01 |
| AO2 | 1.70 |
| AO3 | 3.84 |
| AO4 | 5.39 |
| AO5 | 4.72 |
| AO6 | 4.87 |
| AO7 | 4.70 |
| AQ3SA | 0.51 |
| AQ3SB | 0.59 |
| AQF3A | 0.57 |
| AQF3B | 0.59 |
| AQF4A | 0.13 |
| EO1C | 5.70 |
| EO2 | 4.23 |
| EO2C | 6.16 |
| EO3C | 11.85 |
| EO4C | 4.85 |
| EO6C | 0.19 |
| GRADT | 0.60 |
| ICS | 3.12 |
| PH2 | 0.34 |
| PH3 | 0.34 |
| PH3R | 0.34 |
| PW2R | 11.80 |
| PW3R | 13.28 |
| SAO1 | 4.88 |
| SAO2 | 2.92 |
| SP2 | 3.62 |
| T1 | 7.39 |
| T1R | 13.28 |
| T2 | 5.44 |
| T2R | 7.99 |
| T3 | 7.70 |
| T3R | 11.82 |
| T4 | 6.81 |
| T5 | 9.47 |
| T6R | 13.28 |
| **Average** | **4.47** |

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

Total as at 31 March 2012 $82,615.28

* Local $47,639.25
* Interstate $34,976.03

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

* How many graduates started with the department

4 Graduates

12 Apprentices

* How many have completed the year

4 Graduates

12 Apprentices

* How many how won nominal positions

0 Graduates

1 Apprentice

* How many have left the NTG, and

Nil.

* What was the length of time each stayed within the NTG before leaving?

Not applicable.

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

* How many employees do you have in your department that recognise themselves as indigenous?

55

* 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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Total** | **Permanent** | **Temporary** | **Higher Duties** |
| AO2 | 13 | 10 | 3 | 1 |
| AO3 | 16 | 16 |  | 9 |
| AO4 | 9 | 9 |  | 6 |
| AO5 | 7 | 7 |  | 2 |
| AO6 | 4 | 4 |  |  |
| AO7 | 1 | 1 |  |  |
| AQ3SA | 1 |  | 1 |  |
| AQF3A | 2 |  | 2 |  |
| ICS | 1 |  | 1 |  |
| T2R | 1 | 1 |  |  |
| **TOTALS** | **55** | **48** | **7** | **18** |

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

13 Indigenous staff commenced in 2011

7 employed at 31 December 2011

6 had ceased employment with the NTG.

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

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

Recreation Leave

| **Level** | | **Accrued Leave (Days)** | | **Value $** | | **Highest Accrued Leave (Days)** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| AO1 | | 99.54 | | 16,145.87 | | 60.00 | |
| AO2 | | 1,786.30 | | 308,603.50 | | 117.00 | |
| AO3 | | 4,171.11 | | 824,880.70 | | 128.50 | |
| AO4 | | 5,604.24 | | 1,282,626.93 | | 127.50 | |
| AO5 | | 3,572.53 | | 918,944.54 | | 137.99 | |
| AO6 | | 4,806.21 | | 1,445,802.91 | | 126.50 | |
| AO7 | | 3,367.15 | | 1,164,566.77 | | 130.50 | |
| AQ3SA | | 26.15 | | 2,855.37 | | 10.50 | |
| AQ3SB | | 13.77 | | 1,432.80 | | 13.77 | |
| AQF3A | | 116.74 | | 8,067.71 | | 30.14 | |
| AQF3B | | 17.77 | | 1,621.01 | | 17.77 | |
| AQF4A | | 2.50 | | 137.50 | | 2.50 | |
| EO2 | | 69.04 | | 33,009.67 | | 69.04 | |
| GRADT | | 76.57 | | 16,109.40 | | 38.95 | |
| ICS | | 41.47 | | 2,679.24 | | 41.47 | |
| PH3 | | 65.48 | | 10,678.35 | | 65.48 | |
| PH3R | | 26.40 | | 4,210.14 | | 26.40 | |
| PW2R | | 127.10 | | 22,457.86 | | 51.64 | |
| PW3R | | 91.97 | | 17,768.88 | | 91.97 | |
| SAO1 | | 3,058.85 | | 1,163,090.82 | | 159.72 | |
| SAO2 | | 740.25 | | 313,099.36 | | 160.08 | |
| SP2 | | 42.76 | | 19,064.44 | | 42.76 | |
| T1 | | 200.62 | | 34,868.15 | | 108.02 | |
| T1R | | 35.45 | | 6,841.91 | | 35.45 | |
| T2 | | 58.17 | | 12,211.96 | | 40.87 | |
| T2R | | 289.72 | | 61,883.90 | | 75.70 | |
| T3 | | 228.70 | | 54,502.14 | | 58.50 | |
| T3R | | 325.37 | | 81,528.10 | | 98.32 | |
| T4 | | 107.89 | | 30,693.20 | | 58.93 | |
| T5 | | 32.04 | | 10,272.49 | | 32.04 | |
| T6R | | 90.16 | | 31,186.48 | | 90.16 | |
| **Total** | | **30,733.65** | | **7,901,842.10** | |  | |

Long Service Leave

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Accrued Leave (Months)** | **Value $** | **Highest Accrued Leave (Months)** |
| AO1 | 3.88 | 9,766.20 | 1.42 |
| AO2 | 72.56 | 281,065.28 | 5.32 |
| AO3 | 190.74 | 807,493.44 | 8.95 |
| AO4 | 274.37 | 1,355,674.52 | 9.12 |
| AO5 | 209.25 | 1,141,281.73 | 10.85 |
| AO6 | 238.05 | 1,539,993.40 | 11.22 |
| AO7 | 200.87 | 1,469,157.01 | 9.78 |
| AQ3SA | 0.47 | 1,126.36 | 0.17 |
| AQ3SB | 0.17 | 395.67 | 0.17 |
| AQF3A | 1.34 | 2,138.60 | 0.35 |
| AQF3B | 0.17 | 346.90 | 0.17 |
| AQF4A | 0.02 | 29.88 | 0.02 |
| EO2 | 4.92 | 40,023.83 | 4.92 |
| GRADT | 1.29 | 5,933.14 | 0.45 |
| ICS | 0.57 | 807.39 | 0.57 |
| PH2 | 0.20 | 339.58 | 0.20 |
| PH3 | 0.77 | 2,747.11 | 0.77 |
| PH3R | 0.25 | 866.47 | 0.25 |
| PW2R | 11.41 | 43,976.85 | 6.22 |
| PW3R | 3.83 | 16,097.62 | 3.83 |
| SAO1 | 196.59 | 1,592,878.80 | 13.27 |
| SAO2 | 32.76 | 298,849.85 | 5.35 |
| SP2 | 4.12 | 39,976.75 | 4.12 |
| T1 | 5.02 | 19,312.96 | 3.67 |
| T1R | 4.75 | 19,928.22 | 4.75 |
| T2 | 9.47 | 44,338.08 | 9.30 |
| T2R | 17.80 | 83,457.21 | 4.67 |
| T3 | 13.39 | 69,888.65 | 4.34 |
| T3R | 17.83 | 97,211.57 | 5.30 |
| T4 | 8.95 | 55,394.10 | 7.98 |
| T5 | 2.82 | 19,684.60 | 2.82 |
| T6R | 6.72 | 50,564.71 | 6.72 |
| **Total** | **1,693.52** | **9,110,746.48** |  |

Sick Leave

|  |  |  |
| --- | --- | --- |
| **Level** | **Total Amount Weeks** | **Days Taken** |
| AO1 | 22.68 | 14.00 |
| AO2 | 315.43 | 578.10 |
| AO3 | 1,200.74 | 1,402.72 |
| AO4 | 1,715.70 | 1,295.43 |
| AO5 | 1,242.07 | 605.34 |
| AO6 | 1,981.31 | 730.68 |
| AO7 | 1,600.83 | 525.13 |
| AQ3SA | 4.08 | 16.02 |
| AQ3SB | 1.00 | 5.00 |
| AQF3A | 8.99 | 49.64 |
| AQF3B | 0.40 | Nil |
| AQF4A | Nil | Nil |
| EO2 | 23.25 | 6.00 |
| GRADT | 8.53 | 12.46 |
| GOVAM | Nil | 4.92 |
| ICS | 4.40 | Nil |
| PH2 | 1.21 | 3.00 |
| PH3 | 8.21 | Nil |
| PH3R | 1.53 | 6.00 |
| PW2R | 65.01 | 28.63 |
| PW3R | 36.98 | 7.66 |
| SAO1 | 1,544.78 | 613.72 |
| SAO2 | 421.88 | 168.94 |
| SP2 | 56.29 | 3.00 |
| T1 | 65.40 | 5.59 |
| T1R | 46.76 | 19.10 |
| T2 | 47.71 | 7.02 |
| T2R | 87.80 | 103.19 |
| T3 | 60.91 | 68.46 |
| T3R | 225.03 | 13.61 |
| T4 | 76.06 | 5.30 |
| T5 | 14.43 | 5.00 |
| T6R | 88.39 | 23.71 |
| **Total** | **10,977.78** | **6,327.37** |

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

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

Recreation Leave

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Accrued leave**  **Days** | **$** | **Highest Accrued Leave (days)** |
| EO1C | 912.28 | 623,503.14 | 109.83 |
| EO2C | 327.20 | 245,790.43 | 58.12 |
| EO3C | 30.25 | 24,662.76 | 30.25 |
| EO4C | 167.70 | 153,607.54 | 97.66 |
| EO6C | 4.17 | 4,736.26 | 4.17 |
| **Total** | **1,441.60** | **1,052,300.13** |  |

Long Service Leave

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Accrued leave Months** | **$** | **Highest Accrued Leave (months)** |
| EO1C | 98.62 | 1,460,863.52 | 8.05 |
| EO2C | 44.02 | 720,411.39 | 11.35 |
| EO3C | 3.60 | 63,799.50 | 3.60 |
| EO4C | 11.88 | 231,303.75 | 6.07 |
| EO6C | 0.05 | 1,234.38 | 0.05 |

Sick Leave

Total sick leave balance (weeks) = 1604.25

|  |  |
| --- | --- |
| **Level** | **Sick Leave Taken (Days)** |
| EO1C | 101.10 |
| EO2C | 33.74 |
| EO3C | 1.00 |
| EO4C | 3.00 |
| EO6C | 1.00 |
| **Total** | **139.84** |

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

* Break down by level and amount of leave

|  |  |  |
| --- | --- | --- |
| **Level** | **No. employees** | **Days cashed out** |
| AO3 | 4 | 54 |
| AO4 | 3 | 37 |
| AO5 | 2 | 20 |
| AO6 | 3 | 90 |
| AO7 | 5 | 40 |
| SAO1 | 1 | 15 |
| **Total** | **18** | **256** |

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

* Break down by level and amount of leave

|  |  |  |
| --- | --- | --- |
| **Level** | **No. of Employees** | **Days** |
| AO4 | 1 | 15 |
| AO6 | 1 | 7 |
| **Total** | **2** | **22** |

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

* Break down by level and the amount of leave taken

No.

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

* Break down by level and the amount of leave

No.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **No. of staff** | **Returned to work** | **Not expected to return** |
| AO2 | 2 | 1 | 1 |
| AO3 | 5 | 2 | 3 |
| AO6 | 1 | 1 | 0 |
| SAO1 | 2 |  | 2 |
| **Total** | **10** | **4** | **6** |

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

14 employees received workers compensation

|  |  |  |
| --- | --- | --- |
| **Level** | **Location** | **Number of Days** |
| AO2 | Darwin | 38 |
| AO2 | Darwin | 275 |
| AO2 | Darwin | 146 |
| AO3 | Darwin | 275 |
| AO3 | Darwin | 275 |
| AO3 | Darwin | 148 |
| AO3 | Darwin | 139 |
| AO3 | Darwin | 275 |
| AO3 | Darwin | 252 |
| AO3 | Darwin | 275 |
| AO6 | Darwin | 275 |
| AO7 | Darwin | 161 |
| SAO1 | Darwin | 275 |
| SAO1 | Darwin | 275 |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Sick** | **LSL** | **Misc with Pay** | **Misc without Pay** | **Parental Paid** | **Parental Without Pay** | **Total** |
| AO2 |  |  | 1 | 1 | 1 | 1 | 4 |
| AO3 | 1 | 2 |  | 6 | 2 | 5 | 16 |
| AO4 |  | 1 | 1 | 7 | 3 | 4 | 16 |
| AO5 |  | 2 |  | 1 | 1 | 2 | 6 |
| AO6 |  |  |  | 4 |  | 4 | 8 |
| AO7 |  | 1 |  |  |  | 3 | 4 |
| AQ3SA |  |  |  | 1 |  |  | 1 |
| AQF3A |  |  |  |  |  | 1 | 1 |
| ICS |  |  |  | 1 |  |  | 1 |
| SAO1 |  |  |  | 1 | 1 | 2 | 4 |
| **Total** | **1** | **6** | **2** | **22** | **8** | **22** | **61** |

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

|  |  |
| --- | --- |
| **Classification** | **Number of Employees** |
| AO2 | 4 |
| AO3 | 15 |
| AO4 | 17 |
| AO5 | 11 |
| AO6 | 18 |
| AO7 | 15 |
| PW2R | 1 |
| PW3R | 1 |
| SAO1 | 10 |
| SAO2 | 3 |
| T1R | 1 |
| T2 | 1 |
| T2R | 2 |
| T3 | 1 |
| T3R | 2 |
| T4 | 1 |
| T6R | 1 |
| Total | 104 |

1. 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**

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

$27,535

1. Please provide a breakdown per business unit.

ICT Services $10,501

Business and Industry Development $16,387

NT Fleet $603

Government Printing Office $45

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

Nil budget allocated, any costs are to be borne from standard operational budgets.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Travel**  **DBE (including GBD’s)** | **Intra Territory** | **Interstate** | **Overseas** | **Total** |
|  | **$** | **$** | **$** | **$** |
| **Official Duty Fares** | 182 773 | 125 319 | 90 277 | 398 639 |
| **Accommodation** | 108 758 | 62 753 | 23 834 | 195 345 |
| **Travel Allowance** | 71 417 | 34 826 | 10 896 | 117 139 |
| **Total as at 31 Mar 2012** | **362 948** | **222 898** | **125 007** | **710 853** |

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

Motor vehicle costs: $737,109 (combined lease payments, fuel and maintenance).

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

Total: 74

* Department of Business and Employment 66
* NT Fleet 3
* Government Printing Office 3
* Data Centre Services 2

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

+14

Includes vehicles transferred from the Department of Education and Training

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

72 of 74 (97%) vehicles meet the emission standard.

1. How many vehicles are home garaged?

51

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

|  |  |
| --- | --- |
| Classification | # |
| AO7 | 1 |
| T3 | 1 |
| T4 | 1 |
| SAO1 | 2 |
| SAO2 | 11 |
| E02 | 1 |
| EO1C | 19 |
| EO2C | 10 |
| EO3C | 1 |
| EO4C | 3 |
| EO6C | 1 |
|  | 51 |

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

48

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

Nil.

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

Nil.

1. How many reports resulted in formal disciplinary action?

Nil.

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

* Break down by level

The Department of Business and Employment (including Government Business Divisions) have a range of plans and procedures for emergency preparation and recovery, which include identified committee and response group structures to manage responses to emergency incidents.

Staffing required during or post incidents will depend on the type and location of the emergency, their ability to travel to work safely and any priority services at that time.

**Marketing:**

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

$569 063

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

|  |  |
| --- | --- |
| Program | Cost |
| InvestNT | $11,423 |
| Gearing up local business for major projects campaign including seminars | $50,865 |
| Research & Innovation Campaign | $34,436 |
| Defence Support Campaign | $35,926 |
| Chief Ministers Anzac Spirit Study Tour Award | $1,282 |
| Business Upskills | $20,098 |
| ecoBiz NT | $18,679 |
| October Business Month | $92,558 |
| Business Support Campaign | $4,782 |
| Procurement Liaison | $2,171 |
| Jobs in the NT – (formerly Skilled Worker Campaign) | $172,890 |
| Employment Strategy | $12,793 |
| NT Training Awards | $31,929 |
| Careers Expo | $7,868 |
| Training initiatives | $24,540 |
| Show Circuit | $10,601 |
| Various one-off minor communications | $33,422 |

**Insurance:**

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

Costs of insurance for the financial year 2011–12 as at 31 March 2012.

* Department of Business and Employment – Nil.
* Data Centre Services:
  + Workers compensation $16,852.95
  + Motor Vehicles $1,333.41
  + Property damage, product liability and public liability $12,080.32
* Government Printing Office:
  + Workers Compensation $24,999
  + Motor vehicles $2,208
  + Property damage, product liability and public liability $28,538
* NT Fleet:
  + Workers compensation $62,918
  + Motor vehicles $222,159
  + Public Liability $1,301

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 Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities. The Department of Business and Employment is included under the Government’s self insurance policy.

Data Centre Services, Government Printing Office and NT Fleet are excluded from the Government’s self insurance policy, accordingly commercial insurance policies for a number of insurable risks have been obtained. Buildings occupied by Data Centre Services, Government Printing Office and NT Fleet are owned by the Northern Territory Government and are self insured under the Government’s self insurance policy. Details of commercial insurance obtained by the GBDs is provided in the tables below.

**Data Centre Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurable Risk** | **Insurer** | **Cost on Policy\*** | **Renewal date** | **Excess on claims** |
| Workers Compensation | Allianz Australia | $16 852 | 30/06/2012 | Nil |
| Property damage, public liability and product liability. | CGU Insurance Ltd | $12 080 | 14/10/2012 | Property damage: $200 each & every claim except earthquake & Cyclone $10 000 except for Earthquake or Malicious Damage losses. |
| Motor vehicles (used by GBD). | CGU Insurance Ltd | $1 333 | 14/10/2012 | $300 per claim |

**NT Fleet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurable Risk** | **Insurer** | **Cost on Policy\*** | **Renewal Date** | **Excess on claims** |
| Workers Compensation | TIO | $62 918 | 23/03/2013 | Nil |
| Broad-form Liability (Public Liability) | TIO | $1 301 | 30/09/2012 | $500 per claim |
| Motor vehicles located in Top End damaged by a natural disaster | OAMPS Insurance Brokers Ltd | $222 159 | 30/06/2012 | $1000 per claim |

**Government Printing Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurable Risk** | **Insurer** | **Cost on Policy\*** | **Renewal date** | **Excess on claims** |
| Workers Compensation | TIO | $24 ,999 | 14/01/2013 | Nil |
| Public and Product Liability | Zurich Australian Insurance Limited | $5,641 | 18/06/2012 | $250 per claim |
| Property damage | Zurich Australian Insurance Limited | $22,897 | 18/06/2012 | $500 employee personal property  $20,000 Named Cyclone  $2500 per claim |
| Motor vehicles (used by GBD) | TIO | $2,208 | 27/02/2013 | $400 per claim |

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

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

As Government Business Divisions are excluded from the Government’s self insurance policy, NT Fleet has obtained commercial insurance for the fleet in case of a natural disaster.

Government Printing Office has obtained commercial insurance for property damage and motor vehicles which includes natural disasters.

Data Centre Services has obtained commercial insurance for property damage (mainframe) and motor vehicles which includes natural disasters.

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

**Climate Change:**

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

5693 tonnes

* Vehicles – 179
* Buildings - 5514

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

All pool vehicles are minimum 7.5 Green Vehicle rated

Exec Contractor vehicles comply with minimum Green Vehicle rating

Take up of the green vehicle incentive rebate is actively marketed and encouraged to ECO staff

All vehicle replacements are reviewed and centrally approved to ensure compliance with Green Fleet targets.

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

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

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.

**Utilities:**

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

$1,229,393

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

$1.7 million

**Public Events:**

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

2011-12 Financial Year

* Australian Hotels Association Gold Plate Awards
* Australian Industry Defence Network NT
* Big Boys Toys Expo
* Engineers Australia Northern Division
* Master Builders Association NT
* Northern Territory Young Achiever Awards
* Youth Business Awards
* Business and Professional Women – Darwin Division
* Katherine and District Show Society
* Palmerston Regional Business Association

As at 31 March 2012 DBE did not have any sponsorship commitments in place for 2012-13.

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

Australian Hotels Association Gold Plate Awards $10 000

Australian Industry Defence Network NT $5 000

Big Boys Toys Expo $3 334

Engineers Australia Northern Division $5 000

Master Builders Association NT $11 364

Northern Territory Young Achiever Awards $11 000

Youth Business Awards $5 000

Business and Professional Women – Darwin Division $7 000

Katherine and District Show Society $10 000

Palmerston Regional Business Association $40 000

**Advertising:**

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

$200 000

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

Print – $131 629

Radio – $25 611

TV – $18 526

Total – $175 766

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

InvestNT

Gearing up local business for major projects campaign including seminars

Research & Innovation Campaign

Chief Ministers Anzac Spirit Study Tour Award

Defence Support Campaign

Business Upskills

ecoBiz NT

October Business Month

Promotion of Business Support programs

Procurement Liaison

Jobs in the NT – (formerly Skilled Worker Campaign)

Employment Strategy

NT Training Awards

Careers Expo

Training initiatives

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

From 01 July 2011 to 31 March 2012 one marketing consultancy was let to an NT contractor - $5062.50.

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