**ANSWER: No.337**

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

FTE Cap is 31.

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

|  |  |  |
| --- | --- | --- |
| **Classification** | **Classification Description** | **FTE** |
| AO3 | ADMIN OFFICER 3 | 3 |
| AO4 | ADMIN OFFICER 4 | 1 |
| AO5 | ADMIN OFFICER 5 | 2 |
| AO6 | ADMIN OFFICER 6 | 2.6 |
| AO7 | ADMIN OFFICER 7 | 10.37 |
| SAO1 | SNR ADMIN OFF 1 | 4 |
| SAO2 | SNR ADMIN OFF 2 | 1 |
| EO1C | EXEC OFF 1 CNTR | 3.8 |
| EO2C | EXEC OFF 2 CNTR | 2 |
| EO5C | EXEC OFF 5 CONT | 0.5 |
| EO6C | EXEC OFF 6 CONT | 1 |
| **TOTAL** |  | **31.27** |

**Note**: This includes the former Commissioner who is on half-pay long service leave

(0.5 x ECO5) pending retirement.

**3. Is this figure in line with the NTG FTE Cap? If not, please explain.**

OCPE Staffing Cap is 31 and as at 28 March 2012 the FTE was 31.27.

The total of 31.27 includes the previous Commissioner who is on half-pay long service leave pending retirement.

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

There are 31 funded FTE.

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

Please separate by permanent/temporary/acting by level

There are:

|  |  |  |
| --- | --- | --- |
| 7.3 | FTE | ECO Contracts |
| 5.42 | FTE | Temporary Appointments |
| 18.55 | FTE | Ongoing Appointmetns |
| 31.27 | FTE | Total |

**Note**: This does not include Board Members.

Please refer table below for breakdown by level.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification** | | |  | **Classification Description** | | | | | | | | | | | | | | |  | **Permanent Employees Held in Nominal Positions** | | | | |  | **Permanent Employees Acting on HDA** | | | | | |  | **Temporary Employment Contracts** | | | | | | |  | |
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| AO3 | | |  | ADMINISTRATIVE OFFICER 3 | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 0 | | | |  | 3 | | | | |  |  |  | |
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| AO4 | | |  | ADMINISTRATIVE OFFICER 4 | | | | | | | | | | | | | | |  |  | 1 | |  |  |  |  |  | 0 | | | |  | 0 | | | | |  |  |  | |
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| AO5 | | |  | ADMINISTRATIVE OFFICER 5 | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 2 | | | |  | 0 | | | | |  |  |  | |
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| AO6 | | |  | ADMINISTRATIVE OFFICER 6 | | | | | | | | | | | | | | |  |  | 1 | |  |  |  |  |  | 1 | | | |  | 0.6 | | | | |  |  |  | |
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| AO7 | | |  | ADMINISTRATIVE OFFICER 7 | | | | | | | | | | | | | | |  |  | 5.7 | |  |  |  |  |  | 2.85 | | | |  | 1.82 | | | | |  |  |  | |
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| EO1C | | |  | EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 0 | | | |  | | 3.8 | | | |  |  |  | |
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| EO2C | | |  | EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 0 | | | |  | 2 | | | | |  |  |  | |
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| EO5C | | |  | EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 0 | | | |  | 0.5 | | | | |  |  |  | |
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| EO6C | | |  | EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT | | | | | | | | | | | | | | |  |  | 0 | |  |  |  |  |  | 0 | | | |  | 1 | | | | |  |  |  | |
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| SAO1 | | |  | SENIOR ADMINISTRATIVE OFFICER 1 | | | | | | | | | | | | | | |  |  | 4 | |  |  |  |  |  | 0 | | | |  | 0 | | | | |  |  |  | |
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| SAO2 | | |  | SENIOR ADMINISTRATIVE OFFICER 2 | | | | | | | | | | | | | | |  |  | 1 | |  |  |  |  |  | 1 | | | |  | 0 | | | | |  |  |  | |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **12.7** | |  |  |  |  |  | **5.85** | | | |  | **12.72** | | | | |  |  |  | |
| Total 31.27 FTE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

The turnover rate of staff in the Agency was 33.98%.

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

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|  | **Classification** | | | | | | |  | **Classification Description** | | | | | | | | | | |  |  | **Turnover Rate (%)** | | |  |  |  |  |
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|  | S | AO1 | | | | | | |  | ADMINISTRATIVE OFFICER 1 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | AO2 | | | | | | |  | ADMINISTRATIVE OFFICER 2 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | AO3 | | | | | | |  | ADMINISTRATIVE OFFICER 3 | | | | | | | | | | |  |  | 46.02 | |  |  |  |  |
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|  | S | AO4 | | | | | | |  | ADMINISTRATIVE OFFICER 4 | | | | | | | | | | |  |  | 65.06 | |  |  |  |  |
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|  | S | AO5 | | | | | | |  | ADMINISTRATIVE OFFICER 5 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | AO6 | | | | | | |  | ADMINISTRATIVE OFFICER 6 | | | | | | | | | | |  |  | 82.23 | |  |  |  |  |
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|  | S | AO7 | | | | | | |  | ADMINISTRATIVE OFFICER 7 | | | | | | | | | | |  |  | 43.59 | |  |  |  |  |
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|  | S | AQF3A | | | | | | |  | NTPS APPRENTICESHIP AQF3 LEVEL A | | | | | | | | | | |  |  | 111.64 | |  |  |  |  |
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|  | S | BM | | | | | | |  | BOARD MEMBERS | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | EO1C | | | | | | |  | EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | S | EO2 | | | | | | |  | EXECUTIVE OFFICER 2 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | EO2C | | | | | | |  | EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | S | EO4 | | | | | | |  | EXECUTIVE OFFICER 4 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | EO5C | | | | | | |  | EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | EO6C | | | | | | |  | EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | S | GRADT | | | | | | |  | GRADUATE TRAINEES | | | | | | | | | | |  |  | 100.00 | |  |  |  |  |
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|  | S | SAO1 | | | | | | |  | SENIOR ADMINISTRATIVE OFFICER 1 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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|  | S | SAO2 | | | | | | |  | SENIOR ADMINISTRATIVE OFFICER 2 | | | | | | | | | | |  |  | 0.00 | |  |  |  |  |
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**8. At pay day 20, 28 March 2012, how many funded positions are vacant in the Agency?**

No funded positions were vacant in the Agency.

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

Funded positions have been vacant for 350 total working days.

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

12.72 staff were employed on a temporary contract.

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recruitment Management System (RMS) Classification Code | | | Extended Once | Ext. Twice | Ext. X3 | Ext. X4 | Ext. X5 | Ext. X6 | Ext. X7 | Ext. X8 | Ext. X9 | Total |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO3 |  |  | 1 | 1 | - | - | - | - | - | - | - | 2 |
| AO6 |  |  | 1 | - | - | - | - | - | - | - | - | 1 |
| AO7 |  |  | 2 | - | - | - | - | - | - | - | - | 2 |
|  | | | 4 | 1 | - | - | - | - | - | - | - | 5 |
|  | | |  |  |  |  |  |  |  |  |  |  |

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

Nil.

**13. At 31 March 2012, in relation to all vacant positions, what is the breakdown of recruitment actions by selection process commenced and selection process (including position advertising) not commenced?**

There were no funded positions vacant.

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

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| Recruitment Management System(RMS) Classification Code | | | | | | | | | | | | | |  |  | Average Days to Fill | | | | | | | | |
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| AO5 | | | | | | | | | | | | | | |  | 46.00 | | | | | | | |  |
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| SAO1 | | | | | | | | | | | | | | |  | 51.00 | | | | | | | |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **48.50** | | | | | | | |  |

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

**NTG Non NTG**

2 0

**16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department?**

**What are the levels of those positions?**

No positions have been reclassified.

**17. At pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your Agency?**

**What levels are they?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification Code** | | | | | | | |  | **Classification Description** | | | | | | | | | | |  | **Count** | | | |
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| AO1 | | | | | | | |  | ADMINISTRATIVE OFFICER 1 | | | | | | | | | | | | 1 | | | |
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| AO6 | | | | | | | |  | ADMINISTRATIVE OFFICER 6 | | | | | | | | | | | | 1 | | | |
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Note: Both officers are on long term unpaid Maternity Leave.

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

Nil both employees were on long term unpaid Maternity Leave.

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

Nil.

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification Code** | | | | |  | **Classification Description** | | | | | | | | | |  | **Number of Staff** | | | | | | | |  | **Average length of Service in Years** | | |
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| AO1 | | | | |  | ADMINISTRATIVE OFFICER 1 | | | | | | | | | | | 1 | | | | | | | |  | 3.16 | | |
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| AO3 | | | | |  | ADMINISTRATIVE OFFICER 3 | | | | | | | | | | | 3 | | | | | | | |  | 0.45 | | |
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| AO4 | | | | |  | ADMINISTRATIVE OFFICER 4 | | | | | | | | | | | 1 | | | | | | | |  | 0.81 | | |
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| AO5 | | | | |  | ADMINISTRATIVE OFFICER 5 | | | | | | | | | | | 2 | | | | | | | |  | 0.62 | | |
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| AO6 | | | | |  | ADMINISTRATIVE OFFICER 6 | | | | | | | | | | | 4 | | | | | | | |  | 7.32 | | |
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| AO7 | | | | |  | ADMINISTRATIVE OFFICER 7 | | | | | | | | | | | 12 | | | | | | | |  | 4.42 | | |
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| EO1C | | | | |  | EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT | | | | | | | | | | | 4 | | | | | | | |  | 4.75 | | |
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| EO2C | | | | |  | EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT | | | | | | | | | | | 2 | | | | | | | |  | 8.78 | | |
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| EO5C | | | | |  | EXECUTIVE OFFICER 5 - EXECUTIVE CONTRACT | | | | | | | | | | | 1 | | | | | | | |  | 5.75 | | |
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| EO6C | | | | |  | EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT | | | | | | | | | | | 1 | | | | | | | |  | 0.53 | | |
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| SAO1 | | | | |  | SENIOR ADMINISTRATIVE OFFICER 1 | | | | | | | | | | | 4 | | | | | | | |  | 2.19 | | |
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| SAO2 | | | | |  | SENIOR ADMINISTRATIVE OFFICER 2 | | | | | | | | | | | 2 | | | | | | | |  | 0.39 | | |
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|  | | | | | | | | | | | |  | **Total** | | |  | **37** | | | | | | | |  | **3.82** | | |
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**21. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?**

There was a total of $15,840 spent on recruitment advertising.

This amount includes the advertising of Chief Executive positions where costs are recoverable from other Agencies.

**22. In relation to Apprentices and Graduates, in 2011:**

**How many graduates started with the department?**

**How many have completed the year?**

**How many how won nominal positions?**

**How many have left the NTG, and what was the length of time each stayed**

**within the NTG before leaving?**

One Graduate commenced within the Department in the 2011 calendar year, for the period 1 July to 16 September 2011.

One Apprentice commenced within the Department in the 2011 calendar year, for the period 8 August to 30 November 2011.

The Graduate finished early December and the Apprentice completed the year.

Nil.

The Graduate left the Northern Territory Government for employment interstate and the Apprentice secured a position with Northern Territory Police, Fire and Emergency Services.

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

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

**What are the levels of their positions held?**

**How many at each level?**

**How many are tenured and at what level?**

**How many are temporary and at what levels?**

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

**How many have completed the year?**

**How many have left the NTG?**

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| **Classification** | | | | | | | |  | **Classification Description** | | | | | | | | | | | **All Indigenous Staff** | | | | | **Indigenous Permanent Staff** | | | | **Indigenous Temporary Staff** | | | | | **Indigenous Staff on HDA** | | | | | |
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| AO3 | | | | | | | |  | ADMIN OFF 3 | | | | | | | | | | | 1 | | | | | 0 | | | | 1 | | | | | 0 | | | | | |
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| AO7 | | | | | | | |  | ADMIN OFF 7 | | | | | | | | | | | 2 | | | | | 2 | | | | 0 | | | | | 1 | | | | | |
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| SAO1 | | | | | | | |  | SNR ADMIN OFF 1 | | | | | | | | | | | 1 | | | | | 1 | | | | 0 | | | | | 0 | | | | | |
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**24. In relation to NTPS staff as of 30 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 in 2011?**

Long Service Leave

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|  | **Classification** | | | | | | | | |  | **Q24 NTPS Staff Accrued Long Service Leave (Months)** | | | |  | **Q24 NTPS Staff Accrued Long Service Leave ($Value)** | | |  |  | **Highest Individual Amount Accrued (Months)** | | | | | |
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|  | AO1 | | | | | | | | |  | 1.97 | | | |  | $7,145.55 | | |  |  | 1.97 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO3 | | | | | | | | |  | 1.09 | | | |  | $4,602.04 | | |  |  | 0.77 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO4 | | | | | | | | |  | 0.65 | | | |  | $3,065.02 | | |  |  | 0.65 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO5 | | | | | | | | |  | 3.67 | | | |  | $18,402.21 | | |  |  | 2.47 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO6 | | | | | | | | |  | 3.99 | | | |  | $24,338.86 | | |  |  | 2.75 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO7 | | | | | | | | |  | 25.08 | | | |  | $178,381.26 | | |  |  | 7.71 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | SAO1 | | | | | | | | |  | 14.72 | | | |  | $124,071.75 | | |  |  | 5.37 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | SAO2 | | | | | | | | |  | 2.02 | | | |  | $18,797.90 | | |  |  | 2.02 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | | | | | | | | |  | **53.19** | | | |  | **$378,804.59** | | |  |  | **7.71** | | | | | |
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Recreation Leave

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|  | **Classification** | | | | | | |  | **Q24 NTPS Staff Accrued Recreation Leave (Days)** | | | | |  | **Q24 NTPS Staff Accrued Recreation Leave ($Value)** | | | |  | **Highest Individual Amount Accrued (Days)** | | | | | |
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|  | AO1 | | | | | | |  | 10.00 | | | | |  | $1,664.51 | | | |  | 10.00 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO3 | | | | | | |  | 47.47 | | | | |  | $9,321.17 | | | |  | 21.01 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO4 | | | | | | |  | 26.75 | | | | |  | $5,802.99 | | | |  | 26.75 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO5 | | | | | | |  | 60.66 | | | | |  | $16,487.33 | | | |  | 30.66 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO6 | | | | | | |  | 89.42 | | | | |  | $26,923.18 | | | |  | 36.00 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO7 | | | | | | |  | 378.47 | | | | |  | $130,947.80 | | | |  | 64.53 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | SAO1 | | | | | | |  | 159.86 | | | | |  | $61,686.86 | | | |  | 52.10 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | SAO2 | | | | | | |  | 28.09 | | | | |  | $11,998.21 | | | |  | 28.09 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | | | | | | |  | **800.71** | | | | |  | **$265,540.99** | | | |  | **64.53** | | | | | |
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Sick Leave

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| **Classification** | |  | **Classification Description** | | | | | | |  | **Number of Staff** | | |  | **Q24(d) Total Sick Leave Entitlements in weeks** | | | |
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| AO1 | |  | ADMIN OFFICER 1 | | | | | | |  | 1 | | |  | 6.00 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO3 | |  | ADMIN OFF 3 | | | | | | |  | 3 | | |  | 4.41 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO4 | |  | ADMIN OFF 4 | | | | | | |  | 1 | | |  | 5.46 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO5 | |  | ADMIN OFF 5 | | | | | | |  | 2 | | |  | 26.00 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO6 | |  | ADMIN OFF 6 | | | | | | |  | 3 | | |  | 9.47 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO7 | |  | ADMIN OFF 7 | | | | | | |  | 12 | | |  | 181.89 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SAO1 | |  | SNR ADMIN OFF 1 | | | | | | |  | 4 | | |  | 71.75 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SAO2 | |  | SNR ADMIN OFF 2 | | | | | | |  | 1 | | |  | 14.13 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | **27** | | |  | **323.12** | | | |

Sick Leave Taken

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification** | |  | **Classification Description** | | | | | | | |  | **Number of Staff** | | | | |  | **Q24 NTPS Staff Days Sick Leave Taken** | | | | | | |
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| AO3 | |  | ADMIN OFF 3 | | | | | | | |  | 3 | | | | |  | 7.00 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO4 | |  | ADMIN OFF 4 | | | | | | | |  | 1 | | | | |  | 4.0 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO5 | |  | ADMIN OFF 5 | | | | | | | |  | 2 | | | | |  | 6.92 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO6 | |  | ADMIN OFF 6 | | | | | | | |  | 3 | | | | |  | 15.46 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO7 | |  | ADMIN OFF 7 | | | | | | | |  | 11 | | | | |  | 56.02 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SAO1 | |  | SNR ADMIN OFF 1 | | | | | | | |  | 4 | | | | |  | 12.31 | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SAO2 | |  | SNR ADMIN OFF 2 | | | | | | | |  | 1 | | | | |  | 6.05 | | | | | | |
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|  | | | | | | | | | | |  | **25** | | | | |  | **107.76** | | | | | | |

**25. In relation to Contract (ECO1 and above) staff as of 30 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 in 2011, at each employee level?**

Long Service Leave

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|  | **Classification** | | | | | | | | | **Q25 Contract Staff Accrued Long Service Leave (Months)** | | | |  | **Q25 Contract Staff Accrued Long Service Leave ($Value)** | | | | | |  | **Highest Individual Amount Accrued (Months)** | | | | | |
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|  | EO1C | | | | | | | | | 7.37 | | | |  | $106,289.33 | | | | | |  | 3.02 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO2C | | | | | | | | | 5.64 | | | |  | $97,210.18 | | | | | |  | 4.57 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO5C | | | | | | | | | 8.42 | | | |  | $207,994.29 | | | | | |  | 8.42 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO6C | | | | | | | | | 12.20 | | | |  | $309,477.40 | | | | | |  | 12.20 | | | | | |
| S | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total** | | | | | | | | | **33.63** | | | |  | **$720,971.20** | | | | | |  | **12.20** | | | | | |
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Recreation Leave

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|  | **Classification** | | | | | | |  | **Q25 Contract Staff Accrued Recreation Leave (Days)** | | | | | |  | **Q25 Contract Staff Accrued Recreation Leave ($Value)** | | | | | |  | **Highest Individual Amount Accrued (Days)** | | | | | |
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|  | EO1C | | | | | | |  | 98.40 | | | | | |  | $69,313.91 | | | | | |  | 38.35 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO2C | | | | | | |  | 112.74 | | | | | |  | $88,494.47 | | | | | |  | 77.46 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO5C | | | | | | |  | 92.99 | | | | | |  | $105,613.42 | | | | | |  | 92.99 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | EO6C | | | | | | |  | 42.35 | | | | | |  | $49,421.31 | | | | | |  | 42.35 | | | | | |
| S | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **TOTAL** | | | | | | |  | **346.47** | | | | | |  | **$312,843.11** | | | | | |  | **92.99** | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Sick Leave

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| **Classification** | |  | **Classification Description** | | | | | | | | | |  | **Number of Staff** | | | |  | **Q25 (d)  Executive Contract Staff Sick Leave Entitlements in weeks** | | | | |
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|  |  |  |  | | |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |
| EO1C | |  | EXEC OFF 1 CNTR | | | | | | | | |  | | 4 | | |  | | 75.02 | | | | |
|  |  |  |  | | |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |
| EO2C | |  | EXEC OFF 2 CNTR | | | | | | | | |  | | 2 | | |  | | 85.61 | | | | |
|  |  |  |  | | |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |
| EO5C | |  | EXEC OFF 5 CNTR | | | | | | | | |  | | 1 | | |  | | 98.30 | | | | |
|  |  |  |  | | |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |
| EO6C | |  | EXEC OFF 6 CNTR | | | | | | | | |  | | 1 | | |  | | 114.39 | | | | |
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| **TOTAL** |  | | |  |  |  |  |  |  |  |  | |  | **8** | | |  | | **373.33** | | | | |

Sick Leave Taken

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| **Classification** | |  | **Classification Description** | | | | | | | |  | **Number of Staff** | | | | |  | **Q25 Executive Contract Staff Days Sick Leave Taken** | | | | |
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| EO1C | |  | EXEC OFF 1 CNTR | | | | | | | |  | 2 | | | | |  | 12.00 | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EO2C | |  | EXEC OFF 2 CNTR | | | | | | | |  | 1 | | | | |  | 4.00 | | | | |
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| **TOTAL** | | | | | | | | | | |  | **3** | | | | |  | **16.00** | | | | |

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

Break down by level and amount of leave

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification** | | |  | **Classification Description** | | | | | | | |  | | | | **Number of Staff** | | | | | |  | **Amount** | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **NTPS EBA** | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | AO5 | |  | ADMIN OFF 5 | | | | | | | |  | | | | 1 | | | | | |  | 4,162.43 | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | AO6 | |  | ADMIN OFF 6 | | | | | | | |  | | | | 1 | | | | | |  | 1,680.02 | | | | | |  |
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|  | **TOTAL** | | | | | | | | | | | | | | |  | **2** | | | | | | | **5,842.45** | | | | | |

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **AGS** | **Classn** | | | **Classification Description** | | | | | | **Leave Type** | | | | | | **Leave From** | | | | |  | | **Leave To** | | | | | | **Leave Days** | | | | |
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| 75869819 | AO1 | | | ADMIN OFF1 | | | | | | Misc(9904) -Parental 6yr W/O Pay | | | | | | 03/08/2009 | | | | |  | | 27/04/2015 | | | | | | 1,044 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  |  | | | | | | | | |  | | |  |  |  | | |  | |  |  |  |  | |  | |
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| 81964847 | AO4 | | | ADMIN OFF 4 | | | | | | Misc(0601) -Mat Mand With Pay | | | | | | 23/01/2012 | | | | |  | | 27/04/2012 | | | | | | 66 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | | | |  |  |  |  | | |  | |  |  |  |  | |  | |
| 81063731 | AO6 | | | ADMIN OFF 6 | | | | | | Misc(9904) -Parental 6yr W/O Pay | | | | | | 01/01/2011 | | | | |  | | 17/12/2014 | | | | | | 1,012 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  |  | | | | | | | | |  | | |  |  |  | | |  | |  |  |  |  | |  | |
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| 81052805 | AO7 | | | ADMIN OFF 7 | | | | | | Misc(9809) -Rec Leave H/ Pay NTCAS | | | | | | 26/01/2012 | | | | |  | | 04/04/2012 | | | | | | 50 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  |  | | | | | | | | |  | | |  |  |  | | |  | |  |  |  |  | |  | |
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| 82042342 | AO7 | | | ADMIN OFF 7 | | | | | | Misc(0602) -Mat Mand Half Pay | | | | | | 26/03/2012 | | | | |  | | 29/06/2012 | | | | | | 70 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  | Misc(9901) -Mat Mand Half Pay | | | | | | | | | 02/07/2012 | | | | | |  | | | 05/10/2012 | | | | | 70 | |
| 30958009 | EO5C | | | EXEC OFF 5 CNTR | | | | | | Long Service Leave | | | | | | 15/11/2011 | | | | |  | | 14/08/2013 | | | | | | 462 | | | | |
|  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | | | |  |  |  |  | | |  | |  |  |  |  | |  | |
| **TOTAL** | | **6** | | | |  |  |  |  | |  |  |  |  |  | |  |  |  |  | | | |  |  |  |  | | |  | |  |  |  |  | |  | |

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

**How many and at what level?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | |  | **Classification Description** | | | | | | | | | |  | **Employees Eligible for Airfares** | | | | |
|  |  |
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| AO6 | |  | ADMINISTRATIVE OFFICER 6 | | | | | | | | | |  | 1 | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AO7 | |  | ADMINISTRATIVE OFFICER 7 | | | | | | | | | |  | 2 | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | **Total** | | | | | | | | | |  | **3** | | | | |

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

Nil.

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

For the period 1 July 2011 to 31 March 2012 there was a total of $947 spent on relocation expenses, these include Recruitment Expenses Other and Relocation Fares.

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

**Employee Relations**

Recruitment Expenses Other $405

Relocation Fares $542

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

There is no budget specifically allocated for relocation and other appointment and termination expenses in 2011/12.

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

For the period 1 July 2011 to 31 March 2012 there was a total of $59,792 spent on travel expenditure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel Category** | **Intrastate** | **Interstate** | **Overseas** | **Total** |
| *Accommodation* | 2,141 | 4,905 | 16,106 | **23,152** |
| *Airfares* | 4,155 | 16,489 | 4,352 | **24,996** |
| *Travel Allowance* | 2,476 | 3,203 | 5,965 | **11,644** |
| **Grand Total** | **8,772** | **24,597** | **26,423** | **59,792** |

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

For the period 1 July 2011 to 31 March 2012 there was a total of $53,068 spent on vehicles which includes leasing, car rental, cabcharge and fuel expenditure.

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

As at 31 March 2012 the Office of the Commissioner for Public Employment has responsibility for 9 vehicles.

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

From 31 March 2011, the Office of the Commissioner for Public Employment increased its vehicle fleet by two (2).

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

89% of the Office of the Commissioner for Public Employment passenger vehicle fleet meet the 5.5 out of 10 emission standard.

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

Nine (9) vehicles are home garaged.

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

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

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

|  |  |
| --- | --- |
| **Output Group** | **Number of Cards** |
| Employment Services | 4 |
| Internal Support (Inputs) | 5 |
| **Total** | **9** |

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

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

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

Nil.

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

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

**49. How many staff are considered ‘Essential’ in your Agency for the purposes of an Emergency, eg. Cyclone – breakdown by level?**

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

**Marketing:**

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

For the period 01 July 2011 to 31 March 2012 there was a total of $21,387 spent on advertising and marketing programs.

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

|  |  |
| --- | --- |
| **PROGRAM** | **COST** |
| 2011 Chief Minister's Awards for Excellence | 14,963 |
| Annual Report and State of the Service Report | 86 |
| Northern Territory Public Service Survey | 3,460 |
| Executive - Unions NT ad, photography services | 2,878 |
| **TOTAL** | **$21,387** |

**Insurance:**

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

There was a total of $274 spent on other insurance.

**53. What areas of the department are self-insured?**

**What areas are commercially insured?**

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

The 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.

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

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

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

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

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

The 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.

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

**Climate Change:**

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

The Department’s vehicle fleet emitted 22 tonnes of CO2 for the twelve (12) month period ending 31 March 2012.

The Office of the Commissioner for Public Employment occupies part of two out of six floors at Harbour View Plaza, as the building is multi tenanted and without separate metering, CO2 emissions for the department only are not available.

However, the total for 2011/12 for Harbour View Plaza’s preliminary building energy consumption was 1,101 giga joules corresponding to 237 tonnes of CO2 emissions. The building energy consumption figures are calculated by the Department of Lands and Planning using methodology from the Australian Government’s Department of Climate Change. The methodology comes from the Online System for Comprehensive Active Reporting (OSCAR).

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

The Office of the Commissioner for Public Employment has either introduced or continued the following programs and strategies to reduce CO2 emissions:

1. Worked with the building owner to upgrade air-conditioning and lighting at Harbour View Plaza.

2. Worked with employees to minimise after-hours usage of air-conditioning and lighting.

3. Maintained the Department’s Sustainability Committee, which raises awareness of energy usage and sustainability issues within the Department.

4. Continued the expansion of waste recycling with co-mingled recycling bins placed on each level of Harbour View Plaza.

5. Encouraged employees to adopt energy efficient practices with green hints and tips circulated in visible areas within Harbour View Plaza.

6. Continued the rationalisation of standalone printers, faxes and photocopiers, including greater use of multi-function devices.

7. Encouraged Executive Contract Officers to select fuel efficient vehicles appropriate to their level, in line with the whole of government Greening the Fleet strategy.

8. Participated in Earth Hour 2012.

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

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

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

The department is working towards the reduction target set in the Northern Territory Greening the Fleet Strategy that aims to reduce emissions from the Territory Government’s passenger and light commercial fleet by 20% by 2014 and 50% by 2010.

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

**Utilities:**

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

There was a total of $31,640 spent on power for the department. No expenditure for water has been incurred.

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

The projected cost for power to the department for the 2012-13 financial year (ie 12 months) is approximately $60,340.

**Public Events:**

**60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-13 financial year.**

There were no public events/conferences/forums that were sponsored by the department.

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

There were no public events/conferences/forums that were sponsored by the department.

**Advertising:**

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

Advertising is a component of Marketing and Promotions. The budget for this area is allocated at the higher level rather than at the advertising level. The total budget for Marketing and Promotions in the 2011/12 Financial Year is $74,000.

**63. How much is year to date expenditure?**

**Please breakdown into newspaper, radio and TV?**

Total of $4,850 was spent on Advertising, breakup as follows:

Radio $2,100

Magazines/Journals $2,750

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

There were no and will be no advertising campaigns undertaken by the department for the 2011/12 financial year.

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

There were no new consultancies let for Advertising.