

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

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

Questions are asked of each Minister of their departments and are asked to be responded to by output group within each department.

Minister for Business and Employment, in relation to the portfolio areas within the Department of Business and Employment – Generic Estimates Questions

#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011

HR Questions:

1. What is the NTG FTE Cap for your Agency?
2. As of 30 March 2011, what is the current FTE staffing of the department, by level?
3. Is this figure in line with the NTG FTE Cap?
 - If not, please explain
4. How many permanent positions are there in your department?
5. 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
6. What was the turnover rate of staff in the Agency in 2010?
7. What is the rate per level?
8. How many vacant positions are there in the Agency as a whole?
9. How long, in total days, have nominal positions been vacant in the department?
10. How many staff are currently employed on a temporary contract?

11. In the period 30 March 2010 to 30 March 2011, how many temporary contracts have been extended, broken down by level and the number of times extended?
12. In the period 30 March 2010 to 30 March 2011, how many positions have been advertised by “expression of interest”?
13. 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
14. Per position level, what is the average length of time taken for recruitment from advertising to successful applicant?
15. 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?
16. In 2010, how many positions have been reclassified in the department? What are the level of those positions?
17. How many permanent supernumerary unattached employees do you have in your agency? What levels are they?
18. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2010.
19. How many have resigned?
20. What is the average length of stay of staff in the department? Please break this down by position level.
21. How much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?
22. In relation to Apprentices and Graduates, in 2010:
 - 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?
23. In relation to Indigenous Employees, in 2010:

- 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?

24. In relation to NTPS staff as of 30 March 2011:

- 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 2010?

25. In relation to Contract (ECO1 and above) staff as of 30 March 2011:

- 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 2010, at each employee level?

26. 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

27. 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

28. As at 30 March 2011 has the CEO directed 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

29. As at 30 March 2011 has the CEO directed any employee under section 55.3 (a) Long Service Leave to take leave?
 - Break down by level and the amount of leave
30. As at 30 March 2011 how many workers are currently on workers compensation? At what level and is there an expected return date?
31. From 30 March 2010 – 30 March 2011 how many people received workers compensation in 2010, at what position level and geographic location and how long for each person?
32. From 30 March 2010 – 30 March 2011 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?
33. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service? If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?
34. Do they still have 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?
35. How many complaints have been made in the Department in relation to workplace bullying and harassment?
36. From 30 March 2010 – 30 March 2011, 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.
37. Please provide a breakdown per business unit.
38. How much is budgeted for relocation and other appointment and termination expenses in 2010/11.
39. How much was spent on travel from March 2010 to March 2011, broken down by intrastate, interstate and international fares, accommodation and other expenses?
40. How much was spent on vehicles by the Department from March 2010 to March 2011?
41. How many vehicles does the Department have responsibility for?

42. What is the change, if any, in these vehicle numbers from 2009?
43. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?
44. How many vehicles are home garaged?
45. What position levels have vehicles attached or are allowed to home garage?
46. How many credit cards have been issued to department staff?
47. How many repayment transactions (and the value) for personal items and services are outstanding?
48. How many reports of the improper use of Information Technology have been made?
49. How many reports resulted in formal disciplinary action?
50. How many staff are considered 'Essential' in your Agency, for the purposes of an Emergency eg- Cyclone
 - Break down by level

Marketing:

51. How much was spent by the Department in 2010 on advertising and marketing programs (and up to 1 April 2011).
52. What was each of those programs and what was the cost of each of those programs?

Insurance:

53. How much was spent on insurance expenses in 2010, further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?
54. 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?
55. What provision has been made for disaster or major catastrophe insurance?

Climate Change:

56. How many tonnes of CO2 did the department emit in 2010?
57. What programs and strategies were introduced to reduce CO2 emissions across the department in 2010?
58. Has a target for departmental CO2 emissions been set for the coming financial year.
- If yes, what % reduction is that from 2010.
 - If no, why has a target not been set.

Utilities:

59. What was the cost of power and water to the department in 2010?
60. What is the projected cost for power and water to the department in 2011?

Public Events:

61. List the public events/conferences/forums that were sponsored by the department from 1 January 2010 to 1 April 2011 and what are projected for 2011/12?
62. What is the level of sponsorship provided in terms of financial support or in kind support?

Advertising:

63. What is the department's budget for advertising for the 10/11 reporting year?
64. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?
65. What advertising campaigns have been undertaken or will be undertaken by the department in 2010/11?
66. In 2010 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?

Please note – The below questions were originally submitted however they were dropped off on transmission to the Cabinet Office and thus to the minister.

Payroll Division

67. How many payroll school in takes have been conducted from March 2010 - March 2011?
 68. What is the total amount of employees who have gained permanent AO2 level for the Break down by gender and level for the same period through the payroll school?
 - Break down by gender
 69. As at 30 March 2011 how many employees of the payroll in takes are still employed in payroll?
 - Break down by gender and level
 70. How many employees of the payroll school have gained positions within other agencies?
 - Break down by gender and level
 71. How many employees of the payroll school have resigned from the NTG?
 - Break down by gender and level
 72. What is the turnover rate within the payroll division?
 - Break down by Darwin/Casuarina/Palmerston/ by gender and level?
 73. As at 30 March 2011 how many outstanding leave applications in PIPS had not been processed?
 - Break down by agency eg – Health, Education etc
 - What was/is the oldest leave application?
 - Break down by level and application eg – recreation/long service/sick leave etc
 74. As a result of leave applications not being processed on time, what was the financial implication of overpayments from March 2010 – March 2011?
 - Break down by agency eg – Health, Education etc
 - Break down by level and amount of overpayment
 - How much of the overpayment has been recovered?
 - What steps have been taken to reduce the possibility of future overpayments?
 75. What is the amount of overtime and meal allowance that has been paid to payroll staff for the period March 2010 – March 2011 to enable the whole of NTG to be paid on time?
 - Break down by level and amount paid
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