

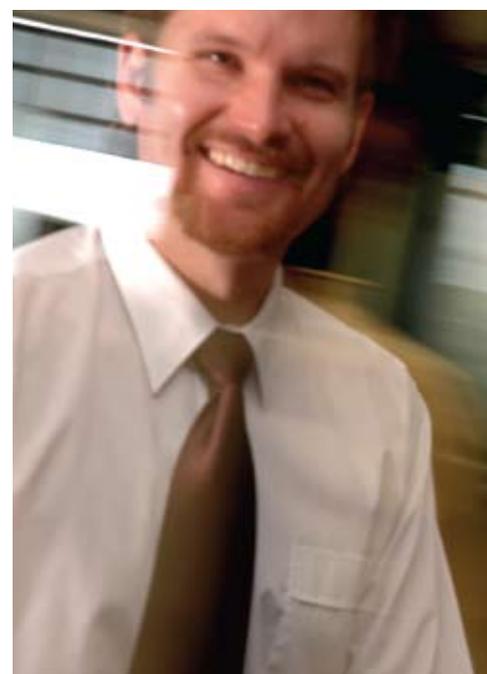


Northern
Territory
Government

OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

Annual Report

2007-08



Office of the Commissioner for Public Employment Annual Report 2007–08

Purpose of the report

The annual report highlights the Office of the Commissioner for Public Employment's key achievements against outcomes and assesses performance against outputs.

It also provides the Northern Territory Legislative Assembly with an account of performance against the approved budget as published in the *2007–08 Budget Paper No. 3*.

In addition, the Office of the Commissioner for Public Employment is responsible for giving an account of the performance of the Northern Territory Public Sector in the *State of the Service Report* (with Statistical Supplement) in a separate report.

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Letter to the Minister	4
Commissioner's Foreword	6
About the Office of the Commissioner for Public Employment	9
Functions of the Commissioner	10
The OCPE's Strategic Plan	12
Performance Reporting	13
Key Achievements 2007–08	14
Output 1 Employee and Industrial Relations	16
Output 2 Workforce Planning and Development	26
Output 3 Appeals and Reviews	32
Output 4 Northern Territory Workplace Advocate	36
Outputs 1-3 OCPE Central Australia	40
Corporate Governance	41
Governance Framework	42
Our People	51
Workforce Management	52
Financial Reporting	59
Financial Statement Overview	60
Certification of the Financial Statements	63
Notes to the Financial Statements	68
Appendices	91
Acronyms and Abbreviations	92
Boards and Committees on which the OCPE is Represented	93
List of Tables and Graphs	94
Feedback Form	95
How to Contact Us	96

Letter to the Minister

The Hon. Rob Knight MLA
Minister for Public Employment
GPO Box 3146
DARWIN NT 0801

Dear Minister Knight

**RE: THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT
2007–08 ANNUAL REPORT**

In accordance with the provisions of the *Public Sector Employment and Management Act*, I am pleased to submit the 2007–08 annual report on the activities and achievements of the Office of the Commissioner for Public Employment (OCPE).

Pursuant to the *Public Sector Employment and Management Act*, *Financial Management Act*, *Information Act* and *Carers Recognition Act*, I advise that to the best of my knowledge and belief:

- (a) Proper records of all transactions affecting the OCPE are kept and the employees under my control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and the Treasurer's Directions.
- (b) Procedures within the OCPE afford proper internal control, and these procedures are recorded in the Accounting and Property Manual, which has been prepared in accordance with the requirements of the *Financial Management Act*.
- (c) There is no indication of fraud, malpractice, major breach of legislation or delegation, major error in, or omission from, the accounts and records.
- (d) The internal audit capacity available to the OCPE is adequate and the results of internal audits have been reported to me.
- (e) The financial statement included in the annual report has been prepared from proper accounts and records and is in accordance with the Treasurer's Directions.
- (f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.
- (g) OCPE is working progressively towards compliance with the *Information Act*.
- (h) Obligations under the *Carers Recognition Act* and NT Carers Charter have been satisfied.

Under the Administrative Arrangements Order, the OCPE has principal responsibility for the administration of the *Construction Industry Long Service Leave and Benefits Act*. Under that Act, the board of NT Build holds specific responsibility for the day-to-day management of the scheme and provides advice and recommendations to you about the legislation.

NT Build is not a separate agency within the meaning of the *Financial Management Act* or the *Public Sector Employment and Management Act*.

As such, the staff of NT Build are employees of the OCPE who assist the NT Build Board under a full cost recovery arrangement between the NT Build Board and the OCPE.

As the NT Build Board is responsible for its own expenditure and financial reporting requirements, the board submits a separate report on the performance of the scheme to you annually.

Yours sincerely



KEN SIMPSON
Commissioner for Public Employment

30 September 2008

Commissioner's Foreword

The purpose of this report is to fulfil my statutory responsibility to report to the Minister for Public Employment on the activities of the Office of the Commissioner for Public Employment (OCPE) in 2007–08. The report is also designed to inform stakeholders on how well the OCPE has performed against its objectives, to summarise major achievements and to foreshadow some of the challenges and priorities that lie ahead.

Our focus for 2007–08 was dominated by:

- a heavy workload of enterprise agreement negotiations
 - During the year agreements were made with doctors, the general public sector (administrative, professional, technical, and physical employees) and Power and Water Corporation employees. Agreement in principle was reached with police and prison officers. Negotiations are ongoing with teachers, fire fighters, Darwin Port Corporation general employees, marine pilots, nurses and dentists.
- developing a suite of initiatives aimed at reforming and revitalising the NTPS
 - This includes a review of the *Public Sector Employment and Management Act* (PSEMA) and our policy setting, the development of a strategic human resource plan for the NTPS and a workforce planning framework, biennial staff satisfaction surveys, reviews of policies aimed at increasing numbers in the sector who come from disadvantaged groups in society, a

new executive leadership development strategy, and a program to promote public sector values and standards. The work has included advising government on the initiatives and developing the elements for implementation over the next couple of years.

- a new approach to promotion appeals, recruitment processes and grievances
 - The aim of the new approach is to improve observance of the 'merit' principle in selections and to debunk several good practice myths that have gained credence in the NTPS. It will also provide a greater focus on resolving grievances.

All these matters will continue to determine the agenda for the OCPE for 2008–09.

The NTPS, like the rest of the Australian community, must deal with skills shortages in many areas, in particular in front line services, such as education, health, policing, family and social services.

Our strategy is to ensure we offer pay and other conditions that make the NTPS attractive as an employer. This includes making all public sector groups among the best paid in Australia, in line with the government's wages policy.

Each element of the reform and revitalisation agenda aims to ensure we have public sector employees with the right mix of skills and values, at the right time and in the right place to provide advice to government and to deliver high quality services to the people of the NT.

One of the biggest challenges we faced during the year was performing a diverse range of demanding tasks while providing work-life balance for our staff. It is likely these pressures will continue into 2008–09.

It is important to note we operated within budget in 2007–08. I am confident in saying our staff are looking forward to the challenges of 2008–09 with enthusiasm. My thanks go to all of them for the considerable advances we made this year.



Ken Simpson
Commissioner for Public Employment

30 September 2008

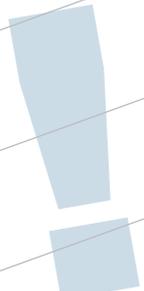


about the office

of the Commissioner
for Public Employment

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Functions of the Commissioner

Estimated cost of service: \$8 090 000

Actual cost of service: \$7 324 000

Staff: 39 full-time equivalent

Overview

The role of the Commissioner for Public Employment and the Office of the Commissioner for Public Employment (OCPE) is to provide leadership and assistance to the NT Government and its agencies in all matters to do with managing the government's workforce, and to promote best practice human resource management in the private sector.

The Commissioner for Public Employment is the chief executive officer and, under section 12 of the *Public Sector Employment and Management Act* (PSEMA), is deemed to be the employer of all employees in the Northern Territory Public Sector (NTPS).

Under section 13 of PSEMA, the OCPE fulfils the role of employer by establishing policy and practice frameworks for the management of all public sector employees. This is achieved through the defined functions of the Commissioner, which are to:

- determine the respective designations and other terms and conditions (including the remuneration) of employment for employees
- subject to PSEMA, promote, uphold and ensure adherence to the merit principle in the selection of persons as employees, and the promotion and transfer of employees
- determine practices and procedures relating to the recruitment and appointment of persons as employees, the promotion of employees and the employment, transfer, secondment, redeployment, discipline and termination of employment of employees and any other matters relating to human resource management
- consult with and advise chief executive officers (CEOs) in relation to the development and application of appropriate human resource practices and procedures in their agencies
- consult with CEOs in relation to the application of public employment policies in their agencies
- advise the Minister on, and monitor the implementation of, public employment policies
- develop uniform systems, standards and procedures for determining and allocating designations to employees in their agencies and assist CEOs in applying those systems, standards and procedures
- assist CEOs in evaluating the performance of employees employed in their agencies
- coordinate training, education and development programs in conjunction with CEOs

- conduct or cause to be conducted inquiries and investigations into, and reviews of, the management practices of agencies
- consult with CEOs on the development of appropriate standards and programs of occupational health and safety
- assist CEOs in performing their functions relating to the management of their agencies
- perform other functions imposed by or under the PSEMA or any other Act, or as directed by the Minister.
- *Public Sector Employment (Interim Arrangements) Act*
- *Public Employment (Mobility) Act*
- *Prisons (Arbitral Tribunal) Act*
- *Police Administration Act (Part III)*
- *Annual Leave Act*
- *Long Service Leave Act*
- *Public Holidays Act*
- *Construction Industry Long Service Leave and Benefits Act.*

Administrative Arrangements Order

The Administrative Arrangements Order gives the OCPE principal responsibility for the following areas of government administration:

- public sector
- industrial relations
- development and coordination of public and private employment strategies.

Acts

The OCPE is responsible for the following Acts:

- *Public Sector Employment and Management Act*
- *Public Sector Employment and Management Act (Transition and Savings)*

Key External Influences

Key external influences that affect the operations of OCPE are:

- community expectations and government policy on employment and workforce development initiatives – to acquit the government's responsibility as the largest employer in the NT
- Australian Government industrial relations system and reform agenda (because the *Northern Territory Self Government Act* did not establish a Northern Territory industrial relations system)
- union activity, particularly in relation to the negotiation of workplace agreements.

The OCPE's Strategic Plan

Our Vision

A skilled, unbiased and creative public sector that provides the highest quality service to the people of the Northern Territory.

Our Mission

Leading and coordinating the development of a skilled, committed and strategically aligned workforce to achieve quality innovative government services for the Northern Territory community.

We will do this through:

- collaborating with the NTPS chief executive officers and human resources managers to build a creative and innovative workforce, skilled to meet the needs of the future
- taking a leadership role in the identification of strategic shifts, trends and contemporary public sector workforce practice
- coordinating activity across agencies to ensure a whole-of-government approach.

The success of our workforce strategies relies on the NTPS commitment to actively being an employer of choice for our valued employees. It also requires all NTPS agencies to maintain a skilled public sector workforce that understands and is aligned to achieving agency goals and objectives.

Our Purpose

To ensure:

- Workplace arrangements are in place so the NT public sector (NTPS) provides quality advice to government and quality services to the community.
- The NTPS is seen as an attractive employer.
- The NTPS more closely reflects the NT community it serves.
- The NTPS workforce is treated fairly and has appropriate protections available to it.

Our Values

In dealing with our clients and stakeholders our actions are based on:

- respect and consideration
- ethical behaviour, professionalism and accountability
- fairness, equity and diversity
- encouragement and support for innovation
- continuous learning and sharing of knowledge.

The OCPE vision, mission statement, purpose, and values, along with our statutory responsibilities, are critical in defining and guiding our work.

performance reporting

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Key Achievements 2007–08

- Developed a reform and revitalisation package for the NTPS, which was approved by the government. The package includes:
 - a review of the *Public Sector Employment and Management Act*
 - the development of a strategic workforce plan for the NTPS
 - the development of a workforce planning framework and methodology
 - biennial staff satisfaction surveys
 - a review of policies aimed at increasing the number of Indigenous public sector employees, and those drawn from disadvantaged groups in the community
 - a new executive leadership development strategy
 - a program to promote public sector values and standards.
- Negotiated three workplace agreements within the NTPS Wages Policy. The agreements cover Power and Water Corporation staff, medical officers and general NTPS employees. In-principle agreement was reached on new agreements for police and prison officers with ballots to be completed in the 2008-09 financial year.
- Managed a 47 per cent increase in enquiries through the NT Workplace Advocate function.
- Developed and delivered Sustaining Remote Employees, a program tailored to improving leadership for NTPS remote employees
- Introduced new provisions covering parental leave, including paid paternity/partner's leave, compassionate leave, personal leave and recreation leave.
- Provided \$1 million of professional development assistance through the *NTPS Remote Workforce Development Strategy*.
- Managed the impact of the Australian Government's WorkChoices legislation on the NTPS and implemented changes to the employment framework as necessary.
- Hosted the biennial Commissioner's Awards for Equity and Diversity in partnership with the Institute of Public Administration Australia NT Division, and the Anti-Discrimination Commissioner.
- Introduced a comprehensive and expanded work-life balance package under the Northern Territory Public Sector 2008–2010 Union Collective Agreement including three significant initiatives: half-pay recreation leave, purchased leave scheme and extended leave scheme.
- Introduced and delivered a fast-track 12-month Public Sector Management Program.

- Developed a new incentives package for professional classification employees including increased professional development allowance, a revamped Professional Excellence Status Scheme and a Professional Recruitment and Retention Scheme that allows chief executive officers to address recruitment and retention issues affecting occupational groups at senior professional levels.
- Held free career planning workshops during the 2008 Youth Week.
- Developed a comprehensive draft discussion paper on key workforce issues that would arise from the outbreak of a human influenza pandemic.
- Hosted a whole-of-government forum entitled *Developing an NTPS Workforce Planning Framework*.
- Comprehensively revised and re-published a number of Job Evaluation System resources and support materials.
- Sponsored three NTPS employees to attend the Institute of Public Administration Australia national conference in Sydney.
- Developed an OH&S implementation plan to facilitate changes in the NTPS as the result of the new *Workplace Health and Safety Act*.
- Made submission to the Australian Fair Pay Commission's 2008 Minimum Wage Review, advocating a pay increase of up to \$20 per week for low paid workers.
- Partnered Northern Territory Government agencies, Department of Business, Economic and Regional Development and the Department of the Chief Minister, and the Australian Government Department of Education, Employment and Workplace Relations and Indigenous Business Australia, to engage consultants to conduct market research in remote communities. The research will identify strategies that support the aspirations of Indigenous Territorians in employment and business.

Output 1 – Employee and Industrial Relations

Estimated cost of service: \$3 392 000

Actual cost of service: \$3 552 000

Staff: 20 full-time equivalent

Overview

The Employee Relations unit is responsible for strategic leadership and advises government and NTPS agencies on human resource management and industrial relations to achieve government's objectives. Specific responsibilities include:

- strategic public sector industrial relations policy and management
- strategic public sector human resource management policy
- NTPS employment framework
- industrial relations and employee relations advice
- executive contract of employment arrangements
- job evaluation policy and training
- Northern Territory Government input to International Labour Organisation (ILO) matters
- workforce statistics and analysis
- central management of and policy development for public sector redeployment and redundancy
- secretariat services to the Prison Officers Arbitral Tribunal and the Police Arbitral Tribunal and administration of the *Police Administration Act (Part III)*.

Strategic Public Sector and Private Sector Industrial Relations Policy and Management

Introduction

OCPE is responsible for strategic public sector and private sector industrial relations policy and management. Activities in 2007–08 included:

- negotiating and implementing workplace agreements within the Northern Territory Government's Wages Policy
- providing strategic industrial relations advice to the Minister and NT Government
- providing strategic industrial relations advice and guidance to agency chief executive officers and senior management
- developing industrial relations capacity in the NTPS by providing general industrial relations guidance to agencies
- working with agencies to resolve industrial disputes
- ensuring that the *Public Sector Employment and Management Act* and its subordinate legislation comply with the *Workplace Relations Act*
- researching market competitiveness and coordinating and developing NT responses to cross-jurisdictional and specific NTPS industrial issues.

Workplace Agreements

Agreements Finalised in 2007–08

The following workplace agreements were finalised in 2007–08:

- *2007–2010 Power and Water Union Collective Agreement: Working Together to Meet the Challenge*
- *Northern Territory Public Sector 2008–2010 Union Collective Agreement*
- *Medical Officers (Northern Territory Public Sector) Workplace Agreement 2008–2010*

In addition, in-principle agreement was reached on new agreements for police and prison officers, with ballots to be completed in the coming financial year.

Replacement Agreements to be Negotiated and/or Finalised in 2008-09

The following workplace agreements will be re-negotiated in 2008–09:

- Northern Territory of Australia, *Police Administration Act, Consent Agreement 2005* (1250 employees)
- Darwin Port Corporation (NTPS) Union Collective Agreement 2006–08 (70 employees)
- Darwin Port Corporation Marine Pilots Agreement 2006 (4 employees)
- NTPS Dental Officers' Agreement (10 employees)

- NTPS Fire and Rescue Service 2004 Partnership Agreement (160 employees)
- NTPS 2005–2007 Teachers and Educators Certified Agreement (2900 employees)
- NTPS Nurses 2007 Workplace Agreement (2000 employees)
- Prison Officers (NTPS) 2004–2007 Certified Agreement (280 employees).

Implement Certified and Workplace Agreements

Workplace agreements and their predecessors, certified agreements, provide a framework for workplace reform and improving productivity, enabling agencies to respond to service and client demands and changing government priorities. They also provide a way to increase flexibility through negotiated changes to terms and conditions of employment.

Several reforms arising from workplace agreements were implemented in 2007–08, including:

- A comprehensive and expanded work-life balance package under the NTPS 2008–2010 Union Collective Agreement. The package includes significant work-life balance initiatives:
 - half-pay recreation leave, allowing employees to take twice the amount of recreation leave while receiving 50 per cent of normal salary

- purchased leave, allowing employees to purchase up to six weeks leave a year in addition to other forms of leave such as recreation and long service leave
- extended leave, allowing employees to receive 80 per cent of salary for four years so they may take one year of paid leave paid for through the funds accumulated from withheld salary.
- Reformed provisions covering parental leave, including paid paternity/partner's leave, compassionate leave, personal leave and recreation leave.
- A new incentives package for professional classification employees including:
 - an increased professional development allowance to assist employees to meet ongoing professional development expenses
 - a revamped Professional Excellence Status Scheme recognising employees who demonstrate excellence in their professional field
 - a Professional Recruitment and Retention Scheme that allows CEOs to address recruitment and retention issues affecting occupational groups at senior professional levels.
- Provisions in agreements that allow agencies and employees to negotiate work arrangements that achieve more efficient operations.

Industrial Representation and Dispute Resolution

Industrial disputes are generally resolved through direct negotiation between the union, the agency and the Commissioner.

If the dispute cannot be resolved at this level the matter may be referred to the Australian Industrial Relations Commission (AIRC), the Police Arbitral Tribunal or Prison Officer Arbitral Tribunal.

Examples of disputes that were resolved by direct negotiation, and without tribunal intervention, include issues in relation to:

- work value in the laboratories in the Department of Primary Industry, Fisheries and Mines
- the Central Sterilisation Department at Royal Darwin Hospital
- staffing levels in the kitchen at Royal Darwin Hospital.

Examples of disputes in which OCEP was required to appear before an industrial tribunal include:

- applications before the AIRC for ballots to undertake industrial action by NTPS teachers
- applications before the AIRC in relation to alleged unfair dismissals
- an application before the AIRC in relation to the payment of camping allowance to AMWU members
- an application before the AIRC in relation to occupational health and safety at Darwin Bus Service

- an application before the Police Arbitral Tribunal in relation to the payment of the housing allowance
- report-backs before the Police Arbitral Tribunal in relation to the standard of housing for police officers.

Industrial and Employee Relations Developments

The OCPE continues to monitor contemporary developments in industrial relations nationally. The legislative framework for industrial relations has been the subject of significant political and public debate nationally in recent years, particularly in relation to implementation of the former Australian Government's WorkChoices amendments to the *Workplace Relations Act*.

Further significant change in this area is expected in 2008–09 following the election of a new Australian Government in November 2007. The reforms have started with the passing of the *Workplace Relations Amendment (Transition to Forward with Fairness) Act 2008*, which commenced on 28 March 2008.

These amendments introduced significant changes to the workplace agreement process and set in place a framework for the introduction of modern awards. More comprehensive changes are timetabled for late 2008 with the expected introduction of a bill to replace the *Workplace Relations Act*.

The Northern Territory Government's response to the continual change to the *Workplace Relations Act* has increased the time spent on

industrial policy matters, including providing information and advice on NTPS employment.

Specifically, the OCPE has:

- modified internal procedures to satisfy the requirements of the *Workplace Relations Act*
- provided guidance to public sector human resource practitioners on the application of changes
- prepared joint state and NT Government submissions to individual tribunals
- analysed the *Workplace Relations Act* in relation to NTPS terms and conditions of employment and amended accordingly
- analysed the *Workplace Relations Act* in relation to public sector award conditions and agreement making processes.

The OCPE will do further work in these areas in 2008–09.

Strategic Public Sector Human Resource Management Policy

Introduction

The OCPE provides strategic leadership and policy to NTPS agencies in human resource management to help them achieve government's objectives.

Ethical Standards

The PSEMA provides a governance and accountability framework for all NTPS agencies and employees. Under PSEMA, the Commissioner for Public Employment

is responsible for consulting and advising chief executive officers on human resource practices and procedures in their agencies.

Essential components of the governance and accountability framework are detailed in Part 2 of the *Public Sector Employment and Management Regulations*. They include:

- principles of public administration and management
- principles of human resource management
- principles of conduct.

In recognition of the fact that NTPS employees are in a unique and demanding position of trust requiring the highest standards of behaviour, the Commissioner for Public Employment has issued *Employment Instruction No 13 – Code of Conduct*. The code provides specific guidance on a range of ethical and moral issues.

Individual agencies have the option of issuing their own specific code of conduct that is consistent with PSEMA and other legislation.

Guidance was provided to agencies in 2007 in the form of a sector-wide Conflict of Interest Policy and requirements for all chief executive officers to complete an annual declaration of their financial and other interests.

Occupational Health and Safety

Implementation of the *Workplace Health and Safety Act* in the NTPS

In December 2007, the Legislative Assembly enacted the *Workplace Health and Safety Act*. This Act combines the occupational health and

safety provisions from the *Work Health Act*, *Petroleum Act*, *Dangerous Goods Act* and the *Mining Management Act*.

OCPE is working with NT WorkSafe, the Department of Corporate and Information Services, agencies and trade unions to ensure that the new provisions of the *Workplace Health and Safety Act* are implemented in the NTPS.

This includes preparing bulletins for employees and drafting amendments to *Employment Instructions 12 (Occupational Health and Safety)* and *13 (Code of Conduct)*.

Pandemic Influenza Planning

The Northern Territory Pandemic Influenza Planning Committee, led by the departments of the Chief Minister, and Health and Community Services, has been established to co-ordinate planning for an influenza pandemic.

The OCPE chairs a sub-group of the committee to provide advice and guidance relating to public sector employment and industrial relations issues associated with a pandemic. The working group has developed a draft discussion paper on key workforce issues that would arise from such an outbreak and the OCPE has started consulting with agencies and the NTPS unions.

Remote Locality Working Conditions

The NTPS is a major employer of employees working in remote places including in the key areas of health and community services, education and policing. To recruit and retain

these employees it is critical that they receive appropriate levels of entitlements and opportunities.

Entitlements paid to employees working in remote localities are detailed in public sector workplace agreements, *Public Sector Employment and Management By-laws* and Commissioner's Determinations.

To assess the NTPS's competitiveness, the OCPPE has started a project to identify current recruitment and retention initiatives for remote and regional areas in the Northern Territory, Queensland, South Australia and Western Australia.

Work-Life Balance

The NTPS is committed to helping employees balance their work and life commitments.

Public sector workplace agreements, such as the *Northern Territory Public Sector 2008–2010 Union Collective Agreement* detail work and family initiatives available to employees. Conditions covered by the agreement include:

- flexible working arrangements
- home-based work
- job sharing
- part-time work
- career breaks
- part-year employment
- short-term absences for family and community responsibilities.

New conditions were introduced into many agreements as part of the negotiations during 2007–08. These included:

- paid paternity or partner's leave of five days on the birth of a child by the employee's spouse or partner
- option to use recreation leave at half pay
- purchase of additional leave and
- extended leave scheme.

Public Sector Consultative Council

The Public Sector Consultative Council is established under the *Public Sector Employment and Management Act*. Its function is to consider matters of general interest in relation to the public sector referred to it by the Commissioner and to report on these matters to the Commissioner.

The council met once in 2007–08, in February 2008. Matters considered included:

- the State of the Service Report
- equity, diversity and flexibility
- matters arising from workplace agreements
- grievance and promotion appeals
- reform and revitalisation strategy for the NTPS.

Northern Territory Public Sector Employment Framework

Introduction

The NTPS employment framework is made up of the legislation, policies and guidelines that establish the employment contract and regulate human resource administration and management for the public sector.

The framework comprises:

- workplace agreements made under the *Workplace Relations Act (Commonwealth)*
- the *Public Sector Employment and Management Act*
- subordinate legislation of the PSEMA including the regulations (machinery matters), by-laws (general employment conditions and entitlements), Employment Instructions (the means whereby the Commissioner gives directions and guidance on practices and procedures) and determinations (made by the Commissioner on matters permitted by the PSEMA)
- policies issued by the OCPE (for example the NTPS Wages Policy)
- the *Public Employment Mobility Act* (an Act to enable mobility in employment between certain areas of public employment in the Territory without loss of accrued conditions of employment).

The PSEMA was established in 1993 and has undergone a number of relatively minor amendments since then. The PSEMA and its subordinate legislation will be reviewed

in 2008–09 as part of the reform and revitalisation strategy and to ensure PSEMA remains contemporary.

Approval of Selections without Advertising a Vacancy

The merit principle is fundamental to the NT *Public Sector Employment and Management Act*.

The PSEMA provides for selection to a vacancy without advertising in special circumstances. Agencies apply for approval and their applications are assessed against a number of criteria to ensure that the principle of merit is upheld.

In 2007–08, the OCPE received 166 submissions from agencies requesting selection without advertising. Of these, 15 were not approved.

The continuing high number of requests (153 requests were received in 2006–07 compared to 53 in the previous reporting year) was due primarily to:

- agencies finalising the review and reclassification of technical and physical positions in accordance with Clause 54.2.2 of the *Northern Territory Public Sector 2004–2007 Certified Agreement* (40)
- the Department of Health and Community Services' review of positions in the Central Sterilisation Units at the Royal Darwin and Alice Springs hospitals (24)

- the finalisation of the review of the Nursing Structure in accordance with Clause 21.5 of the *Northern Territory Public Sector Nurses 2003–2006 Certified Agreement* (14)
- the Department of Employment, Education and Training implementing the *Closing the Gap of Indigenous Disadvantage Generational Plan of Action* (36).

Industrial Relations and Employee Relations Advice

Advisory Services

A major role of OCPE is to provide specialised human resources and industrial relations consultancy services to agencies, employees and members of the public. This includes interpreting the employment framework, conditions of service, recruitment and selection, reviews and appeals, industrial relations, job evaluation, redeployment and redundancy and discipline and inability matters.

Executive Contract of Employment Arrangements

In addition to the introduction of WorkChoices, there have been several changes to conditions for executive contract officers (ECOs) over recent years. Conditions such as remote entitlements, salary sacrifice into superannuation and work-life balance initiatives have been extended to ECOs.

It is expected that ECOs' terms and conditions will be reviewed in 2008–09 to reflect the changes and contemporary practices.

Job Evaluation Policy and Training

The Mercer Cullen Egan Dell Job Evaluation System (JES) is the primary method of assessing work value and job classification across the NTPS.

The OCPE is responsible for policy issues and training, including liaison with Mercer Consulting, and the Department of Corporate and Information Services (DCIS) is responsible for day-to-day operations, evaluation and data management.

Significant activities in 2007–08 include:

- five JES Evaluator training courses were conducted in Darwin, Katherine and Alice Springs, resulting in some additional 100 trained agency evaluators
- two additional trainers were fully accredited by Mercer, resulting in a total of six trainers now available in the NTPS
- four How to Write a JAQ courses were conducted
- approximately 1700 jobs were evaluated
- the annual Mercer JES Audit was completed in November 2007
- a number of JES publications were comprehensively revised and republished, including:
 - JES Information booklet
 - JES Information flyer
 - How to Write a JAQ booklet and
 - regular JES newsletters.

Northern Territory Government Input to International Labour Organisation Matters

The OCPE provides advice relating to the NT to the Australian Department of Education, Employment and Workplace Relations (DEEWR), which administers all International Labour Organisation (ILO) matters nationally.

In 2007–08 OCPE reported on:

Unratified Conventions

- Occupational Safety and Health Recommendation, 1981 (No.164)
- Protocol of 2002 to the Occupational Safety and Health Convention, 1981 (No.155).

Ratified Conventions

- C029 Forced Labour Convention, 1930 (No. 29)
- C081 Labour Inspection Convention, 1947 (No. 81)
- C105 Abolition of Forced Labour Convention, 1957 (No.105)
- C142 Human Resources Development Convention, 1975 (No.142) and
- C182 Worst Forms of Child Labour Convention, 1999 (No.182).

OCPE also provided comment on:

- the *ILO Declaration on Fundamental Principles and Rights at Work* (including the abolition of child labour)

- the possible ratification of the ILO Safety in the Use of Asbestos Convention, 1986 (No.162) and the Protocol of 2002 to the Occupational Safety and Health Convention, 1981 (No.155) (P155)
- the Work in Fishing Convention, 2007 and its associated recommendations (No. 199)
- briefs for the Australian Government delegation for the 97th session of the International Labour Conference held in June 2008 on:
 - reducing rural employment poverty
 - skills for improved productivity, employment growth and development
 - strengthening the ILO's capacity to assist its members' efforts to reach its objectives in the context of globalisation.

Workforce Statistics and Analysis

OCPE provides workforce statistics and analysis based on sector-wide personnel and pay information from a consolidated database system administered by DCIS.

In cooperation with the Northern Territory Treasury, the OCPE provided regular advice to Cabinet on public sector staffing levels by Budget sub agency division and by occupational stream. OCPE also completed other analyses for the information of government and other agencies, as needed.

Various personnel data extractions and analyses were also done on an ad hoc basis. These included tracking the Indigenous public

sector demographic to the numbers and costs associated with scenarios being considered in relation to specific workplace agreement negotiations.

The OCPE also processed additional requests for data from interstate jurisdictions and the Australian Government.

Central Management of and Policy Development for Public Sector Redeployment and Redundancy

The OCPE manages redeployment and redundancy matters in the NTPS.

Changes to the redeployment and redundancy provisions were made during the development of the NTPS 2008–2010 Union Collective Agreement to ensure compliance with the *Workplace Relations Act*.

In 2007–08, three employees elected for voluntary retrenchment. No involuntary retrenchments occurred.

Secretariat Services to the Prison Officers Arbitral Tribunal and the Police Arbitral Tribunal and Administration of the Police Administration Act (Part III)

The Prison Officers Arbitral Tribunal and Police Arbitral Tribunal are established under Northern Territory legislation and carry out functions similar to the Australian Industrial Relations Commission. OCPE staff have been appointed to provide a secretariat service to these tribunals.

No matter was referred to the Prison Officers Arbitral Tribunal in 2007–08.

One new case was referred to the Police Arbitral Tribunal. A long-standing and ongoing 2005–06 case continued, with a report-back hearing in Darwin, written report-back submissions and further directions in 2007–08.

Priorities for 2008–09

- Review the *Public Sector Employment and Management Act* and associated policies to ensure the NTPS legislative framework is contemporary.
- Review the NTPS Wages Policy.
- Negotiate new workplace agreements for nurses, teachers, prison officers, fire fighters, police, marine pilots, Darwin Port Corporation employees and dentists.
- Streamline conditions under the general NTPS agreement to achieve consistency where practical.
- Focus on innovative workplace reform to achieve productivity gains.
- Finalise the review of remote conditions in the Northern Territory, South Australia, Western Australia and Queensland.
- Review superannuation arrangements with NT Treasury, including transition to retirement.
- Monitor and respond to federal industrial changes that affect the NT.

Output 2 – Workforce Planning and Development

Estimated cost of service: \$3 763 000

Actual cost of service: \$2 885 000

Staff: 12 full-time equivalent

Overview

The Strategic Workforce Planning and Development unit is responsible for building capacity in the NTPS. This includes introducing and promoting workforce planning methodologies in agencies, coordinating workforce development activities including executive leadership and management, and promoting equity and diversity in the NTPS.

Workforce Planning

NTPS Strategic Workforce Plan

A Whole of Service Strategic Workforce Plan has been drafted to deal with modernisation of the service and the fundamentals under which it operates.

Interested parties are being consulted and the plan will be presented to the government for endorsement later in 2008–09.

In essence, the draft plan sets down the work program for the next couple of years to ensure the NTPS is structured appropriately and can continue to provide advice and services, particularly in an era of skills shortages.

The plan highlights the need to:

- Review the *Public Sector Employment and Management Act*, Regulations, by-laws, Employment Instructions and Code of Conduct.

- Review policies and procedures, as necessary, flowing from the review of PSEMA.
- Review delegations from the Commissioner to agency CEOs.
- Develop a knowledge management strategy.
- Review the current Wages Policy.
- Review recruitment and retention strategies.
- Develop a workforce planning framework and methodology.
- Develop an innovation, recognition and reward strategy and guidelines.
- Introduce career mapping.
- Introduce biennial staff satisfaction surveys.
- Review strategies aimed at increasing the number of Indigenous people and those from disadvantaged groups employed in the NTPS.
- Implement a new Executive Leadership Development Strategy.
- Join the Australia and New Zealand School of Government (ANZOG).
- Develop human relations and industrial relations capability.
- Promote appropriate standards and values.

Work will be completed progressively over the next couple of years.

Northern Territory Government and Charles Darwin University Partnership Agreement

OCPE continues its partnership agreement between Charles Darwin University (CDU) and the Northern Territory Government, and maintains its funding towards the Chair in Governance. The position provides leadership in research and consultancy and, in partnership with the NTPS, guides the further development of programs in governance and public sector management to meet emerging workforce needs.

OCPE also continued to support a Chair of Human Resources. The support is provided based on the Chair being able to help develop strategic human resource management at all levels and to enhance capacity in the NTPS.

Willing and Able

Willing and Able – a strategy for the employment of people with disabilities in the NTPS aims to significantly improve employment and advancement opportunities for people with a disability in the NTPS. In late 2007 the disAbility Action Network (dAN), a network of NTPS employees with a disability or special needs, completed a review of the strategy.

Since the strategy was introduced, employment of people with a disability in the NTPS has increased from 1.3 per cent (188 people) in 2003 to 2 per cent (360 people) in 2008.

NTPS Indigenous Employment and Career Development Strategy

The OCPE coordinates the *NTPS Indigenous Employment and Career Development Strategy* across NT Government agencies as a way to increase diversity in the public sector.

Since the strategy was launched, the proportion of people employed in NTPS agencies who identify as Indigenous has increased. In November 2002 there were 725 Indigenous officers (4.6 per cent), compared with 1380 (7.8 per cent) in May 2008.

Charles Darwin University was engaged to evaluate the strategy, and a new strategy will be put to government in 2008–09 after consultation.

Career Mapping

The Career Mapping initiative aims to give NTPS employees skills in managing their careers. The initiative will develop a whole-of-government approach to career development and management, encourage self-management of careers and have the potential to articulate pathways to a range of careers in the NTPS.

In National Youth Week, 60 young NTPS employees from Darwin, Nhulunbuy, Tennant Creek and Alice Springs gained knowledge in reaching career goals, individual career plans and career profiles to match their interests and occupations.

Further Creating Career Success Clinics have been held in Darwin and Alice Springs, attended by about 80 NTPS employees.

Commissioner's Equity and Diversity Awards

The Commissioner's Awards for Equity and Diversity are hosted every two years by the OCPE in partnership with the Institute of Public Administration Australia NT Division and the Anti-Discrimination Commissioner.

The awards highlight successful programs that help to achieve an equitable and diverse public sector that is representative of the Northern Territory community at all levels of employment and enables employees to combine work, life and family responsibilities.

The awards were established in 1999 and are now held on alternate years with the Chief Minister's Awards for Excellence in the Public Sector.

The 2007 awards had three categories, Open, Regional and Special, and attracted 12 nominations from five agencies. The Special Category was in recognition for initiatives designed to improve the employment and career opportunities for people with disabilities in the NT Public Sector.

Open Category

Winner

Indigenous Leaders' Network Forum
Department of Employment, Education and Training

Commendation

Indigenous Apprentice Program
Department of Primary Industry, Fisheries and Mines

Commendation

More Indigenous Teachers in DEET
Department of Employment, Education, and Training

Regional Category

Winner

Indigenous Policing Development Division – Yidiyu Initiative
Northern Territory Police, Fire and Emergency Services

Commendation

Using the Apprenticeship Program to Promote Opportunities for Youth with Disabilities
Department of Natural Resources, Environment and the Arts

Commendation

Aboriginal Health Workers Apprenticeship Scheme
Department of Health and Community Services

Special Category

Winner

Using the Apprenticeship Program to Promote Opportunities for Youth with Disabilities
Department of Natural Resources, Environment and the Arts

Human Resource Forums

The OCPE coordinates human resource forums quarterly for NTPS human resource practitioners and others. The forums are designed to develop human resource and industrial relations capability by sharing an understanding of current issues and initiatives impacting on the NTPS.

Workforce Development

Executive Leadership and Management Programs

Cabinet approved the *NTPS Executive Leadership Development Strategy 2008–2012* with the NTPS Executive Leadership Capabilities forming the basis of the development outcomes.

The strategy is a sector-wide approach to building executive leadership skills from within NTPS ranks. The aim is to build a pool of employees who are suitably qualified, experienced and skilled leaders and managers to take up the mantle of executive and leadership roles in the future.

Executive Leadership Programs

The Australia and New Zealand School of Government was established by a consortium of Australian and New Zealand governments, universities and business schools focussing on developing the future generation of public sector leaders. The programs focus on the critical elements of public policy, administration and management. The Northern Territory Government and Charles Darwin University membership to ANZSOG

commits two executives annually in the Executive Masters in Public Administration, and one executive annually for the Executive Fellows Program.

Executive Coaching

In early 2008, the NTPS Executive Coaching Panel Contract was amended to include access to 360-degree feedback services and one-on-one executive coaching, which improve the quality and accuracy of feedback agencies and individuals receive.

Public Sector Management Program

The OCPE is the host agency for the national Public Sector Management (PSM) Program. The PSM Program is a joint venture between the Australian, State and Territory governments to deliver first class public sector management training and offers a graduate certificate from one of four leading Australian universities. Two programs commenced in Darwin in 2007 with 41 people enrolled in a fast tracked program whereby participants complete the program in 12 months instead of 18.

Discovery—Women as Leaders Program

The Discovery—Women as Leaders Program is a 15-day intensive leadership program providing a unique personal and professional development opportunity for women. Participants can learn about contemporary leadership practices and change the way they view themselves and their career opportunities.

The program is designed to increase the number of women in leadership roles across the NTPS, and provides individuals and organisations with immediate and long term learning opportunities. It is offered twice a year, in Darwin and Alice Springs, and is well supported, with 21 participants on each program in 2007–08.

Peering into Mentoring

The OCPE continues to work towards developing a mentoring framework that supports work agencies are currently doing in this area. The initial stages of this framework involved a number of Peering into Mentoring workshops.

Workshops were held for groups such as young NTPS employees at the A05 to A07 levels; disAbility Action Network group members; and an open workshop for all NTPS employees. Overall 32 people have participated.

Remote Workforce Development

The *Remote Workforce Development Strategy* provides \$1 million a year towards the professional development of remote employees and was launched in November 2003. The strategy is a whole-of-government approach to improving links between agencies and addressing the challenges of distance, isolation and cost in providing support and development opportunities.

Sustaining Remote Employees

An innovative leadership development program, Sustaining Remote Employees, was designed for remote employees in line with the recommendations from the evaluation of the *Remote Workforce Development Strategy*. The program has been designed for remote based managers to develop their abilities to manage in their unique context. Five workshops have now been held across the Territory and over 80 remote NTPS employees have attended.

Scholarships

In 2007–08 Remote Workforce Scholarships worth \$125 000 were awarded to 42 remote employees, from Alice Springs (3), Barkly (7), East Arnhem (19), Katherine Region (3) and Top End Remote (6).

Special scholarships were also awarded to remote employees so they could take part in leadership development programs such as the Public Sector Management Program (1), and the Discovery—Women as Leaders Program (2 in Alice Springs) and (1 in Darwin).

Grants in 2007–08

Two grants were awarded to the Northern Territory Police, Fire and Emergency Services to deliver professional development projects for remote employees. The grants, worth \$40 000 each, were for delivering:

- Remote Communities Drugs, Alcohol and Substance Abuse Project
- Community Wellbeing Workshop.

Priorities for 2008–09

- Finalise the NTPS Strategic Workforce Plan.
- Introduce a workforce planning framework and methodology.
- Introduce an innovation, recognition and reward framework.
- Promote public sector values and standards.
- Improve employment opportunities in the NTPS for Indigenous people and those from disadvantaged groups.
- Conduct the biennial staff survey.

Output 3 – Appeals and Reviews

Estimated cost of service: \$564 000

Actual cost of service: \$665 000

Staff: 3 full-time equivalent

Overview

The Promotion Appeals & Grievance Reviews unit has two responsibilities:

- Conduct promotion, disciplinary and inability appeals in accordance with sections 55 through 58 of PSEMA.
- Provide employees with independent and impartial review of agency actions and decisions through the grievance review process set out in section 59 of PSEMA.

The unit's objective is to ensure merit, equity and fairness prevail in public sector management through effective, impartial and independent grievance review and appeal mechanisms.

Key Achievements 2007–08

- 78 promotion appeals completed.
- 84 section 59 grievances handled (62 finalised).
- 6 disciplinary appeals handled.
- Adopted a more flexible approach to handling employee grievances, which is already achieving faster resolution and substantially more negotiated outcomes.
- Embarked on a campaign to improve government merit selection processes through education and training.

- Developed and implemented new practices in the handling of promotion appeals, with increased emphasis on providing a transparent process and comprehensive reasons for decisions.
- Assumed responsibility for handling of disciplinary and inability appeals with a view to achieving more consistency in process and to developing a useful body of decision precedents.

Appeals in 2007–08

Promotion, disciplinary and inability appeal boards operate as independent bodies, located for administrative purposes within the Promotion Appeals & Grievance Reviews unit of the OCPE.

Promotion Appeals

Promotion appeals are conducted in accordance with Sections 55 and 56 of PSEMA and Regulations 9, 10, 11 and 12 of the Public Sector Employment Regulations.

Promotion appeals can only be made by existing employees, in situations where the selection is a promotion for both the appellant and the provisional promotee. The only ground of appeal is that the appellant has superior merit to the provisional promotee.

The board can make only one of three decisions: allow the appeal, disallow the appeal, or direct the agency to re-advertise the vacancy.

Promotion Appeals Statistics

Table 1 – Number and Percentage of NTPS Promotions Appealed

Year	Promotions	Promotion Appeals	%
2002–03	930	35	3.8%
2003–04	1031	29	2.8%
2004–05	1215	100	8.2%
2005–06	1158	36	3.1%
2006–07	1255	54	4.3%
2007–08	1365	72	5.2%

The figures for 2004–05 do not include 46 protective appeals handled in 2004–05, but do include 2 bulk selection processes resulting in multiple appeals. The figures for 2006–07 and for 2007–08 do not include the 20 protective appeals handled in 2006–07 or the 1671 protective appeals handled in 2007–08.

In 2007–08, the average time from receipt of a promotion appeal to completion was

8.5 weeks. Since 1 January 2008, the average time has been 4.9 weeks.

Table 2 – Summary of Promotion Appeals Statistics

	2002–03	2003–04	2004–05	2005–06	2006–07	2007–08
Appeals carried over	27	3	4	7	1	9
Appeals received	35	29	146	36	54	72
Total handled	62	32	50	43	55	81
Finalised	59	28	143	42	46	78
Allowed	1	2	1	1	3	1
Disallowed	34	16	47	27	16	29
Readvertised	0	0	2	1	0	12
Withdrawn	11	5	38	8	4	15
Vacated (Cancelled)	13	5	55	5	23	21
On hand at end of period	3	4	7	1	9	3

The figures for 2006–07 and for 2007–08 do not include the 20 protective appeals handled in 2006–07 or the 1671 protective appeals handled in 2007–08.

From 1 July 2007 to 6 December 2007, a total of 1671 'protective' appeals were lodged, mainly in relation to 6 bulk selection processes. This was an unusual number of protective appeals (in previous years the more usual number was approximately 20 to 30). This class of appeal was an artificial one created to deal with situations where there were multiple promotees, one

of whom might lose a promotion due to a successful appeal. In such cases all of the promotees were advised by the PA&GR to lodge appeals against all of the other promotees. None of the 1671 protective appeals proceeded and, as of 31 May 2008, all of them have been vacated.

From 2008–09 Protective Appeals will no longer be a part of the Promotion Appeals procedures as the situation can be dealt with through the Commissioner's power to allow an out of time appeal, should that prove necessary.

Disciplinary and Inability Appeals

Disciplinary and inability appeals are conducted in accordance with sections 57 and 58 of PSEMA and Regulations 13 to 18.

In 2007–08 there were 6 disciplinary appeals handled: 1 was partially allowed, 2 were withdrawn, 1 was vacated and 2 remain on hand. There were no inability appeals.

Section 59 Grievance Reviews of Treatment In Employment 2007–08

Pursuant to section 59 of PSEMA, employees aggrieved by their treatment in employment may request the Commissioner to review the action, intended action, or decision that concerns them.

In 2007–08, a total of 84 grievance reviews were conducted, compared with 79 in the previous year. The most common issues raised in grievances are:

- selection processes
- application of procedures and policies
- bullying and harassment
- application of conditions of service
- management practices
- personal conflicts
- termination of probationary employment.

The unit has implemented new processes that take a more flexible approach, concentrating, when possible, on achieving resolution

through discussion and mediation. This is achieving positive results. For example, in the previous year 1 grievance was resolved by mediation, compared with 13 this year.

Section 59 stipulates that the Commissioner shall conduct a review within 3 months of receiving a grievance however, in the past, timeliness in finalising reviews was of concern. In 2006–07 the average time taken to finalise a section 59 grievance review was 5.5 months, substantially over the 3 month statutory requirement. This has improved in 2007–08 and the average time taken to resolve grievances has reduced to 3.5 months.

Section 59 Grievance Reviews Statistics

Table 3 – Outcomes of Section 59 Grievance Reviews

Decisions	2006–07	2007–08
Agency action confirmed	27	16
Resolved within the agency	3	13
Resolved by Mediation	1	13
Agency directed to take/refrain from taking action	13	10
Declined to review	2	6
Withdrawn	11	4
On hand at the end of the period	22	22
Total handled	79	84

Table 4 – Reasons for Section 59 Grievance Reviews

Reasons	2007–08
Selection processes	19
Application of procedures and policies	18
Bullying and harassment	16
Application of conditions of service	15
Management action or decision	11
Personal conflicts within the workplace	4
Termination of probationary employment	1
Total handled	84

2007–08 is the first year that the reasons for grievances have been included in these statistics and so there are no figures to report from previous financial years.

Priorities for 2008–09

- Improve NTPS selection processes to address practices such as over-reliance on written applications and interview performance.
- Debunk a range of recruitment myths that exist around how the merit principle should be applied.
- Implement new arrangements which will be required after the intended change to the definition of merit to allow for consideration of the value diversity brings to the workplace. This will require an education and training program, publication of information material, and development of sector-wide selection policies and practices.

Output 4 – Northern Territory Workplace Advocate

Estimated cost of service: \$371 000

Actual cost of service: \$222 000

Staff: 1 full-time equivalent

Overview

The Northern Territory Workplace Advocate provides advice, information and assistance to Territory workers, employers and government on rights, obligations and developments in workplace relations matters promoting fair and productive workplaces in the Territory.

Workplace Advocate Activities

The Workplace Advocate role was created on 2 May 2006 for an initial 12 months and has since been extended to December 2008, at which time the need for it to continue will be reviewed.

Industrial Relations Advice

The WorkChoices amendments to the Australian Government's *Workplace Relations Act*, and subsequent amendments introduced in March 2008 through the transition to Forward with Fairness policy, will see significant reforms to the industrial relations system and impact on the private sector.

While transitional industrial relations legislation was enacted as the first step in bringing to an end the WorkChoices legislation, the new system will not be fully operational until 1 January 2010.

The Workplace Advocate provides a private sector policy advice resource to the Northern Territory Government by:

- representing the Northern Territory Government at inter-governmental meetings
- providing analysis and advice on developments in industrial relations
- providing advice to Northern Territory Government agencies that deal with private sector employment.

Public Advice

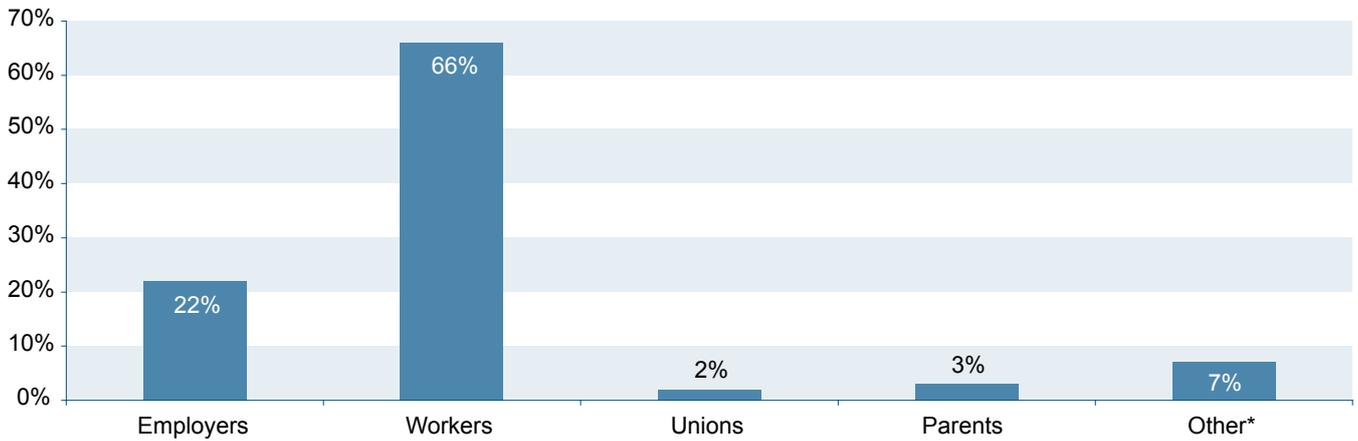
The Workplace Advocate operates a 1300 telephone line to give Territorians easy-to-access advice on their workplace and employment rights and responsibilities. The Workplace Advocate also undertakes a labour inspectorate role, administering the Territory's private sector *Long Service Leave Act*, *Annual Leave Act* and *Public Holidays Act*.

In 2007–08, the Workplace Advocate dealt with a total of 566 enquiries. This was a 47 per cent increase compared with the 385 matters dealt with in 2006–07. Of these enquiries, 152 related to the labour inspectorate role but none led to prosecution.

The Workplace Advocate also made submission to the Australian Fair Pay Commission's 2008 Minimum Wage Review, advocating a pay increase of up to \$20 per week for low-paid workers.

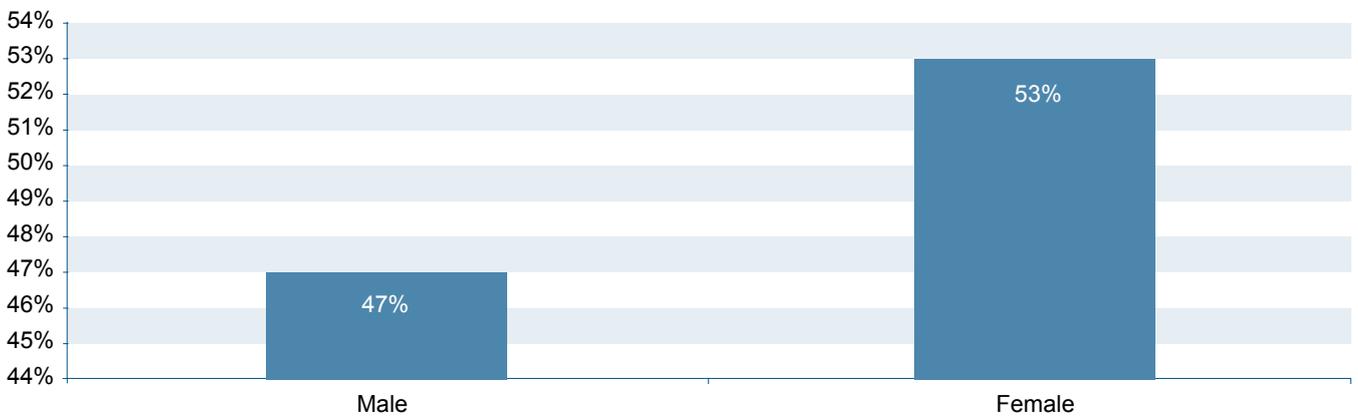
Statistical Highlights

Graph 1 – 2007–08 Workplace Advocate Enquiries by Whom

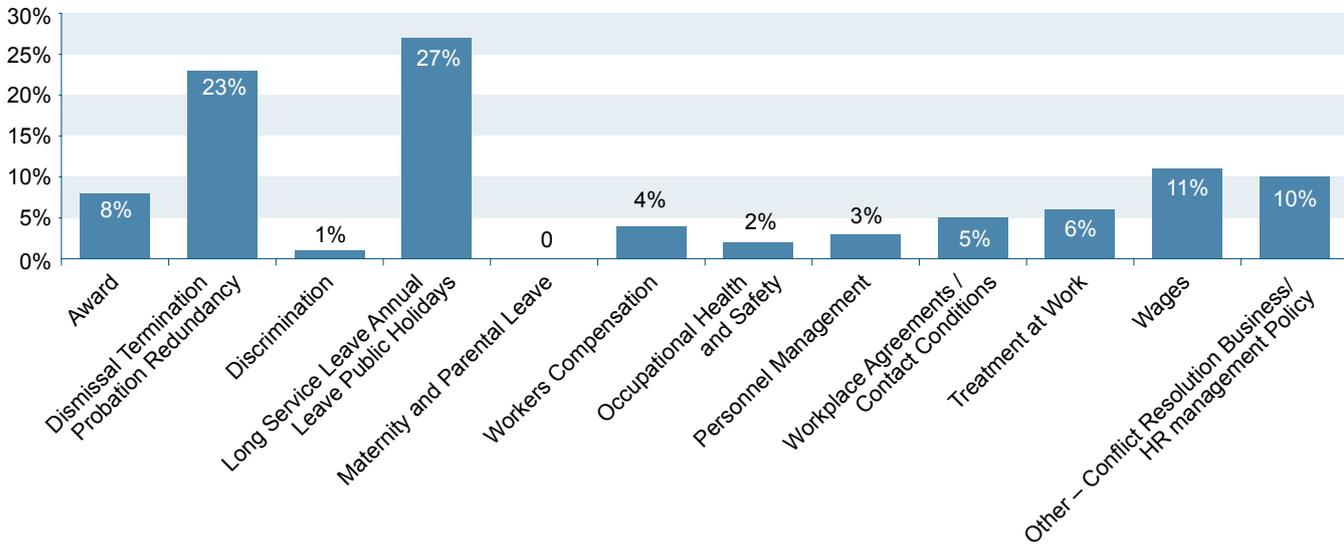


* A friend, relative, work colleague or legal representative.

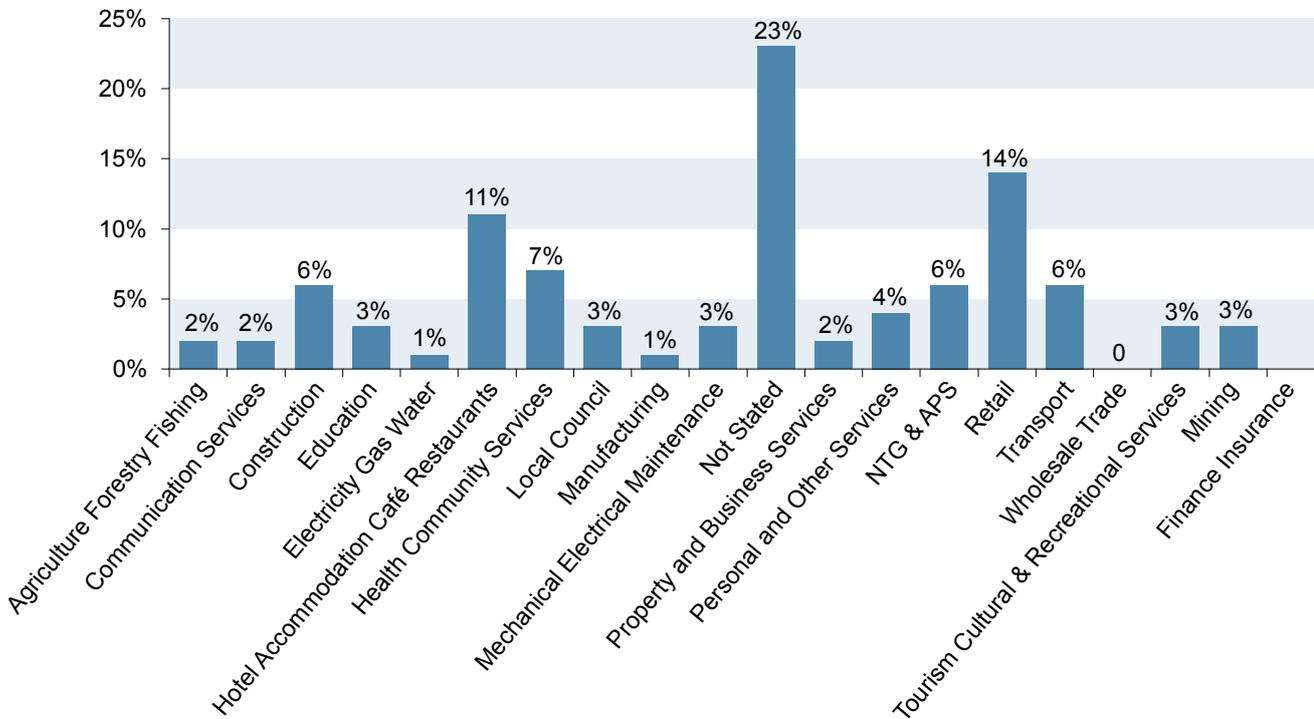
Graph 2 – 2007–08 Workplace Advocate Enquiries by Gender



Graph 3 – 2007–08 Workplace Advocate Enquiries by Type



Graph 4 – 2007–08 Workplace Advocate Enquiries by Industry



Priorities for 2008–09

- Provide advice to the government on implementing the Australian Government's Forward with Fairness policy as it applies to the private sector.
- Provide advice to private sector employers and employees on workplace rights, obligations and developments in workplace relations matters.

Outputs 1-3 – OCPE Central Australia

Staff: 1 full-time equivalent

Overview

The Central Australian office consists of a Central Australian senior consultant who represents the Commissioner and all of OCPE's business units in the southern region.

Priorities for 2008–09

- Focus on regional centre and remote visits, including promoting initiatives and policies, such as the *Remote Workforce Development Strategy* and the *Indigenous Employment and Career Development Strategy*.
- Continue work to identify specific regional and remote workforce issues that need addressing.

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Governance Framework

Overview

The OCPE corporate governance framework aims to ensure the efficient use of resources, compliance with statutory and other external requirements, and sound administrative and financial management practice.

Corporate governance practices include:

- identifying and planning strategies for delivering the OCPE outputs and sector-wide obligations
- monitoring the delivery of outputs and across-government responsibilities
- monitoring the effectiveness of the OCPE's use of resources, based on budgeting, financial and other reporting mechanisms
- developing and implementing risk management strategies.

Primary responsibility for the management and strategic leadership of the OCPE rests with the OCPE's Executive Management Team.

Corporate Services

Under a shared services arrangement, the Department of the Chief Minister provides the full range of corporate services to the OCPE on a fee-for-service basis, including:

- financial management
- procurement services
- records and information management
- human resources
- marketing and communications
- corporate governance
- information technology
- travel
- office services.

Since the merger of administration functions, the Corporate Services Division in the Department of the Chief Minister has reviewed processes and developed common procedures to ensure the efficient delivery of services to both agencies.

The chief financial officer is a member of the OCPE Executive Management Team and, along with the executive director of Corporate Services, represents the Commissioner on inter-agency coordination and corporate governance matters.

Organisational Structure

The OCPE consists of seven business units (as shown below) that deliver outputs as contained in *NT Budget Paper No.3*.

The diagram shows the high-level management and operational structure at 30 June 2008.

Commissioner for Public Employment Ken Simpson						
Director ER Brian Mappas	Director SWP&D Danielle Cross	Director PA&GR Terry Lisson	NT Build Registrar Theo Tsikouris	Workplace Advocate Theo Tsikouris	Senior Consultant Central Australia Erika Sauzier	Executive Director Corporate Services Teresa Hart
<i>Budget Output 1</i>	<i>Budget Output 2</i>	<i>Budget Output 3</i>	<i>Non-budget Entity</i>	<i>Budget Output 4</i>	<i>Budget Outputs 1-3</i>	
<ul style="list-style-type: none"> Strategic public and private sector industrial relations Strategic HR policy and advice NT employment framework Executive contract of employment arrangements Administration for Commissioner's statutory powers Central management of redeployment and redundancy Job evaluation policy and training International Labour Organisation Workforce statistics and analysis Prison Officers and Police Tribunal secretariat Public sector employment Whole of industry workforce policy coordination 	<ul style="list-style-type: none"> Leadership development programs Organisational reviews Human resource development, policy and advice Capability and succession planning Indigenous Employment and Career Development Strategy Research Whole of industry workforce policy coordination Equity and diversity 	<ul style="list-style-type: none"> Promotion, disciplinary and inability appeals Section 59 grievance reviews Discipline/ Inability Appeal Board secretariat 	<ul style="list-style-type: none"> Portable long service leave scheme for the NT construction industry 	<ul style="list-style-type: none"> Advice to private sector employers and employees Labour inspectorate 	<ul style="list-style-type: none"> Strategic HR advice Regional redeployment and redundancy function Promotion appeals and grievances reviews Labour inspectorate Assist in implementing government policies Industrial relations Public sector employment Whole of industry workforce policy coordination 	<ul style="list-style-type: none"> Human resource services Financial and budget management Office services Records and information management Information technology Websites Communications and marketing Media

Executive Management Team

Purpose

The Executive Management Team's purpose is to ensure the highest standards of integrity, ethical behaviour, transparency and accountability. The team has a critical role in ensuring effective performance and accountability by:

- ensuring the OCPE has clearly established goals and objectives
- ensuring strategies for achieving those goals and objectives were appropriate and understood by management and staff
- identifying, analysing and mitigating risks to the OCPE
- monitoring quality control systems and, where necessary, implementing corrective action to improve systems and performance
- operating as an audit committee for the OCPE when required.

Executive Management Team decisions are conveyed to staff at staff meetings. These staff meetings were conducted at whole of office and business unit levels. The minutes were published on the intranet page and are accessible to all staff.



*Back Row: Karl Dyason, Theo Tsikouris, Brian Mappas, Danielle Cross
Front Row: Erika Sauzier, Ken Simpson, Terry Lisson*

Membership

Executive Management Team members at 30 June 2008 were:

Ken Simpson

Commissioner for Public Employment

Ken has been Commissioner since 1 July 2006. He has had broad policy and operational experience in Northern Territory Government agencies since arriving in Darwin in 1976. He has held senior positions in the Department of the Chief Minister (deputy chief executive), Department of Employment, Education and Training (deputy chief executive and acting chief executive), Department of Corporate and Information Services (deputy chief executive), Department of Health (assistant secretary) and the then Department of Transport and Works (director). He has also acted as the NT's auditor-general. He holds a Bachelor of Commerce Degree (Queensland) and a Graduate Diploma in Executive Public Service Management (Charles Darwin University).

Brian Mappas

Director Employee Relations

Brian joined the OCPE in 1996 following over 10 years in employee relations in the Department of Employment, Education and Training. He has extensive senior experience in industrial relations and human resource management. He holds a Bachelor of Business (majoring in management) and an Associate Degree in Legal Studies.

Danielle Cross

Director Strategic Workforce Planning and Development

Danielle has held this position since December 2006. She has wide public sector experience, particularly in training, development and change management. She has worked in the Department of the Chief Minister; Department of Infrastructure, Planning and Environment; Department of Employment, Education and Training; and Department of Corporate and Information Services. She holds a Bachelor of Education, Diploma of Education (Adult Education) and a Graduate Certificate in Public Sector Leadership.

Terry Lisson

Director Promotion Appeals & Grievance Reviews

Terry joined the OCPE in January 2008, coming from the position of director of Conciliation, Policy and Law at the NT Anti-Discrimination Commission, where she had worked for the previous six years. She holds a Bachelor of Arts (Honours Psychology) degree and a Bachelor of Laws and, in addition to many years working as a practising lawyer, has extensive training and experience in complaint handling, conflict resolution, conciliation and mediation.

Theo Tsikouris

Workplace Advocate

Theo joined the OCPE in 1989 after five years with the Northern Territory Chamber of Commerce and Industry, specialising in industrial relations matters. He was the director of Employee Relations from 1997 to 2005, representing the OCPE and the NTPS in most major matters before the Australian Industrial Relations Commission and local tribunals. Theo also acted as the Commissioner for Public Employment on numerous occasions.

In January 2006 Theo was appointed as the registrar for the NT Build portable long service leave scheme. In December 2006 Theo was appointed to the Police Arbitral Tribunal, for three years, as the Minister for Public Employment's nominee. In August 2007 Theo was also appointed as the Northern Territory Workplace Advocate, a role he continues to concurrently fulfil with that of NT Build.

Erika Sauzier

Senior Consultant Central Australia

Erika has been with the OCPE for nine years. She joined the NTPS in 1985, working her way up from a management cadet to her current position. She has held a range of positions in the personnel and human resources field during her career. She holds an Associate Diploma in Public Administration and is undertaking study towards a Bachelor of Psychology (Charles Sturt University).

Karl Dyason

Director Finance and Procurement

Karl has worked in the NTPS for three years as the chief finance officer for the Department of the Chief Minister. Prior to that he worked for the Australian Government and in the private sector. He moved to Darwin six years ago to take up the position of business manager for the Office of the Supervising Scientist, part of the Department of Environment and Heritage. He has worked for the Attorney-General's Department as financial accountant and management accountant. He has a Bachelor of Commerce from the University of Canberra and is an associate member of the CPA.

Retired Executive Management Team Member

Lee Berryman

Lee joined the NTPS in 1996 and was appointed to the position of director of Promotions Appeal and Review in April 1997. Lee's early career comprised 17 years in human resource management and human resource development in the Commonwealth Public Service. She has been the alternate chairperson of the NTGPASS Investment and Review Board (2002–2007) and is a Fellow of the Australian Institute of Company Directors. Lee was honoured as the Northern Territory Rural Woman of the Year for 2004.

We would like to acknowledge the work undertaken by Lee as the director of Promotion Appeals & Grievance Reviews from April 1997 to December 2007.

Co-location of Northern Territory Workplace Advocate and NT Build

Following the resignation of the Northern Territory Workplace Advocate in July 2007, the ongoing role of the Workplace Advocate was reviewed. The review highlighted that the Workplace Advocate and NT Build functions have a private sector focus and share common stakeholders.

Through a shared cost arrangement agreed between the Commissioner and the NT Build board, Theo Tsikouris was appointed as the Northern Territory Workplace Advocate in August 2007, a role he continues to concurrently fulfil with that of the NT Build registrar. This resulted in the NTWA function being physically relocated to the NT Build office, providing a shopfront readily accessible to private sector workers and located in Charlton Court, Woolner.

Risk Management

Following the development of the 2008–2011 strategic plan, the Executive Management Team reviewed and updated the OCPE Risk Management Plan. This will lead to the development of a comprehensive internal audit plan for 2008–09. The plan and quality assurance within the OCPE will focus on progress against strategic objectives and the adequacy of internal controls.

Community Engagement

As a central agency, the OCPE develops frameworks to support the government's social and economic policies and seeks the views of public sector employees and other stakeholders as part of the development process.

In June 2004, the OCPE developed its *Community Engagement Framework*. The OCPE community includes all employees of the NTPS and their representatives. OCPE may also engage with a range of other stakeholders, including unions, tertiary institutions, community organisations and Northern Territory businesses and their employees.

Reducing Energy Consumption

OCPE introduced the following initiatives to reduce energy consumption:

- established a replacement program of standalone equipment with multifunctional devices and power saving functions
- increased the use of energy efficient vehicles
- participated in Earth Hour
- encouraged staff to be more conscious about energy consumption.

Improving Communication Across the OCPE

Effective internal communications are important to the OCPE. Listed below are some initiatives that enhance communication.

Executive Information Coordinators' Group

The Executive Information Coordinators' Group, made up of personal and executive assistants from each business unit in OCPE and DCM, plays a role in ensuring business units have access to appropriate information, streamlining and standardising procedures, identifying areas for improvement and action and building a multi-skilled succession environment.

Business Unit Meetings

Business unit directors held regular meetings to provide information and receive feedback on OCPE issues as well as meetings on specific issues as the need arose.

Meetings with Commissioner

The Commissioner held informal meetings with all staff throughout the year as needed. This provided a chance to engage with staff in an informal environment, discuss achievements and vision for the OCPE and discuss how each staff member and business unit contributes towards meeting these goals.

Internet and Intranet

The OCPE internet and intranet sites provide timely and relevant information.

In 2007–08 the internet site was rebuilt to incorporate the new Northern Territory Government branding. This included capitalising on new technology to make the site more dynamic and user friendly.

Sharing Information

The OCPE has a strong corporate commitment to sharing information and management encourages staff members to adopt this collaborative approach to work.

Circulation of Minutes and Reports

Executive Management Team supports the dissemination of minutes and notes throughout the OCPE for the information of staff. Minutes and Coordination Committee reports are posted on the intranet.

Boards and Committees

In support of its core business, the OCPE is represented on many national and Northern Territory boards and committees. A full list is in the Appendix, page 93.

Improving Communication with Clients and Stakeholders

New Territory Newsletter

New Territory is an online newsletter designed for Northern Territory Government employees living and working in remote areas. It provides information on initiatives relevant to remote staff. The newsletter is published on the OCPE website and sent out to remote employees.

Information Management

Information Technology

OCPE operates within the standard Northern Territory Government information technology environment subscribing to outsourced services for desktop, messaging, telecommunications and mainframe applications.

In support of OCPE, the Department of the Chief Minister Corporate Services Division has:

- developed a software management policy to be made available in 2008–09, that aims to provide a controlled software environment and reduce costs
- developed an email management policy for 2008–09, that will introduce a limit on the size of mail accounts
- commenced a review of corporate templates
- commenced a review of the OCPE ICT Strategic Plan.

Information Act

The Northern Territory of Australia *Information Act*, which commenced on 1 July 2003, affects the way NTPS organisations collect, use and store government and personal information as it brings together the related issues of freedom of information (FOI), privacy, records and archives management.

In most cases, employees can obtain their own employment related information held by the OCPE more quickly under the *Public Sector Employment and Management Act*, rather than applying for access under the Information Act. More information is at www.ocpe.nt.gov.au/foi.

The policies and procedures have been designed to assist people in accessing information and to request corrections to personal information.

Applications under the Information Act

In 2007–08 the agency received seven information access requests, one for access to government information, five for personal

information and one for a combination of government and personal information as outlined in the following table:

Table 5 – Applications Under the Information Act

Applications under the Information Act	2005–06	2006–07	2007–08
Open applications carried forward from previous year	1	0	0
Requests to access government information	3	1	1
Requests to access personal information	0	1	5
Requests to access government/personal information	0	0	1
Requests withdrawn	0	0	0
Requests transferred in full	0	1	0
Requests completed within 30 days	0	0	3
Requests taking more than 30 days to complete	4	1	4
Open applications at end of year	0	0	0

Privacy

The *Information Act* establishes 10 Information Privacy Principles to govern the collection, use, storage and management of personal information by Northern Territory Government agencies.

There were no privacy breaches reported in 2007–08.

Records Management

The *Information Act* requires NTPS agencies to manage records in compliance with the Northern Territory Government records management standards.

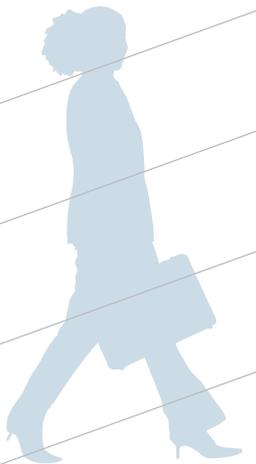
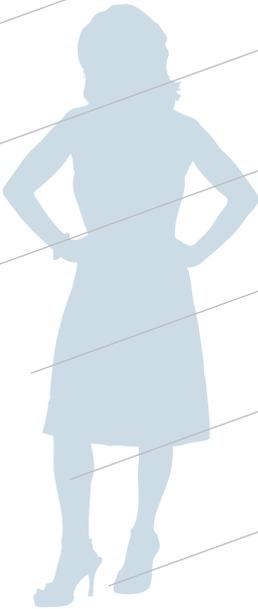
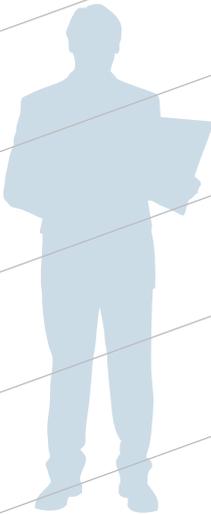
OCPE continues to work towards full compliance. A review of current records management practices against the standards will be conducted in 2008–09.

An updated TRIM training program for all users is being developed and will be delivered throughout 2008–09.

Priorities for 2008–09

- Convert to Microsoft Outlook/Exchange as the preferred whole-of-government messaging system.
- Implement the new Standard Operating Environment.
- Implement the Distributed File System.
- Convert to version 6.2 of the Tower Records and Information Management system.

our
people



Workforce Management



Overview

The OCPE is committed to establishing and maintaining a leading edge, strategic approach to human resource management. The OCPE endeavours to provide the highest standards of human resource management practices, embraces continuous improvement, lifelong learning and work-life balance, and ensures all employees contribute to the development of the OCPE.

Challenges in 2007–08

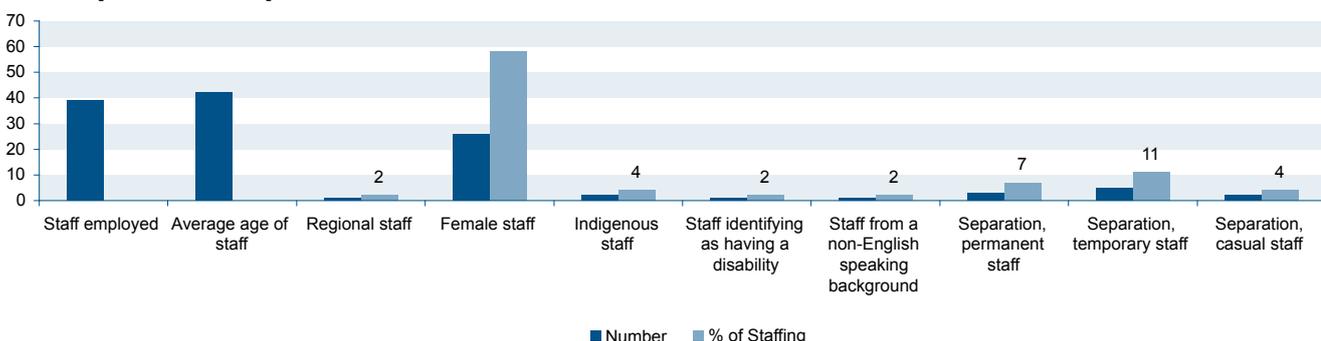
A key challenge for 2007–08 was to ensure the OCPE was able to source appropriately skilled people. Several experienced and

talented staff were promoted or transferred to other opportunities in the public sector. This is positive in that the OCPE continues to be a breeding ground for high-quality industrial and employee relations, and workforce planning and development officers, whose skills can be used to the benefit of the NTPS as a whole. It also creates a problem in identifying replacements. The OCPE has been able to attract staff from other agencies, a union and, in one instance, under a secondment arrangement with the Victorian Public Sector.

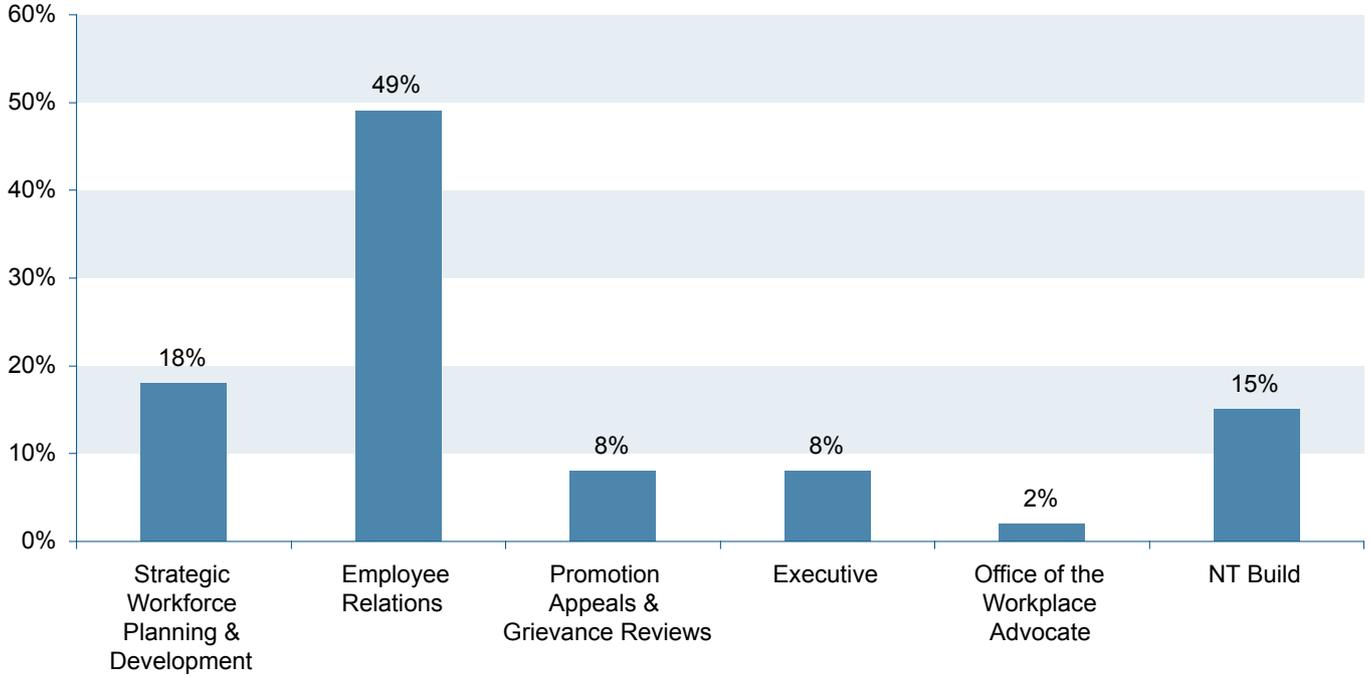
There is also a focus on developing our staff through in-house training and experience, and external opportunities.

Demographics

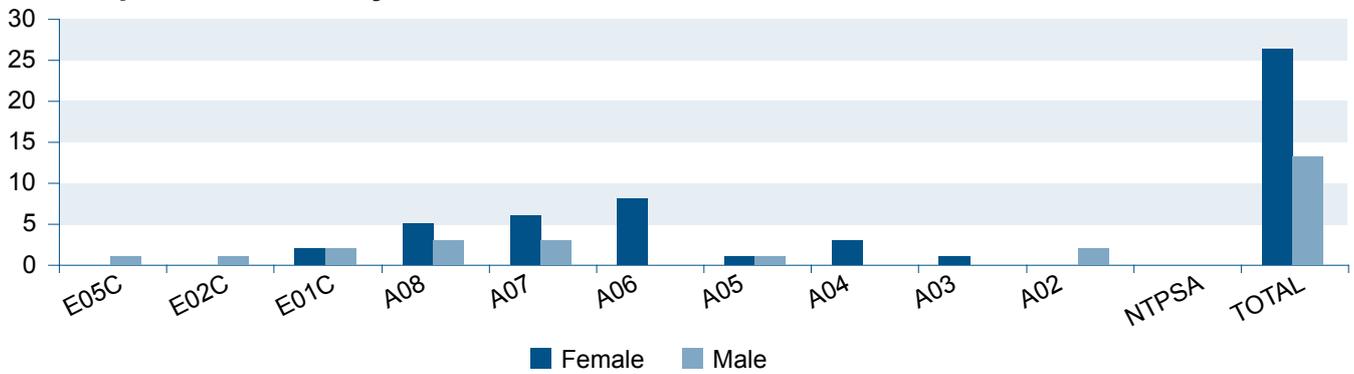
Graph 5 – Snapshot at 30 June 2008



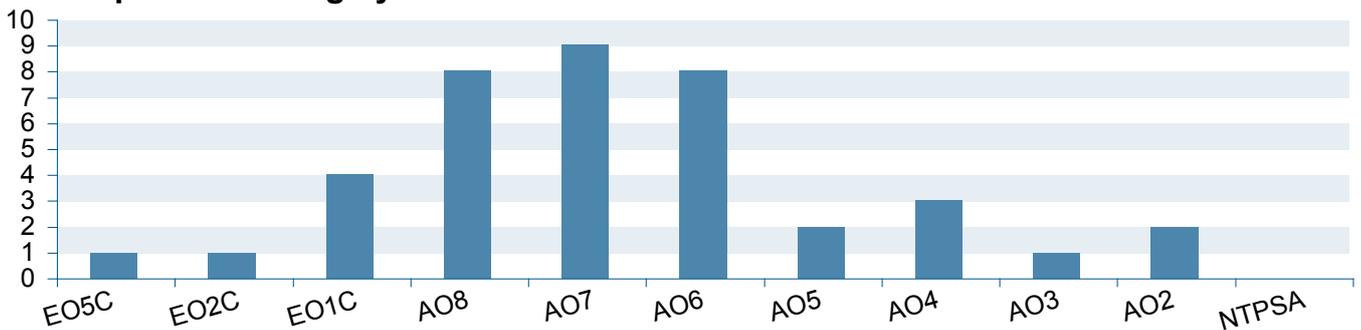
Graph 6 – Position Allocations Across the OCPE



Graph 7 – Gender by Classification



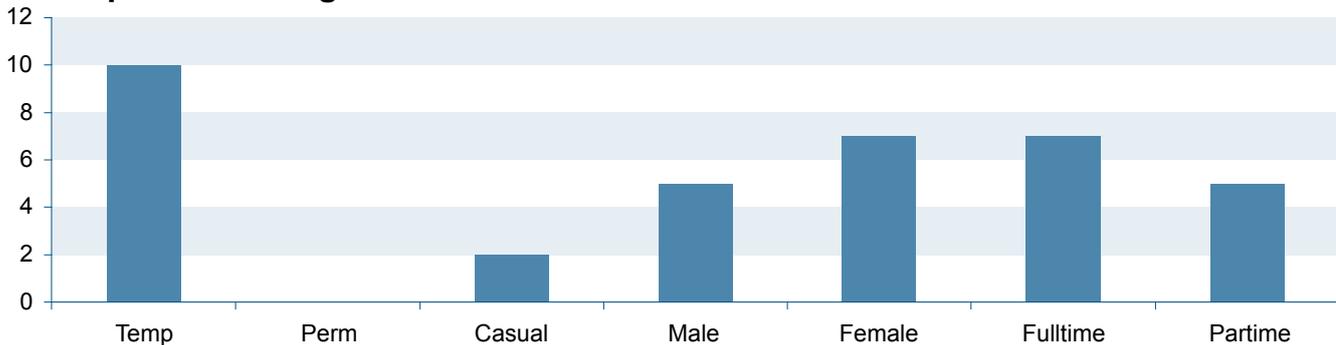
Graph 8 – Staffing by Classification



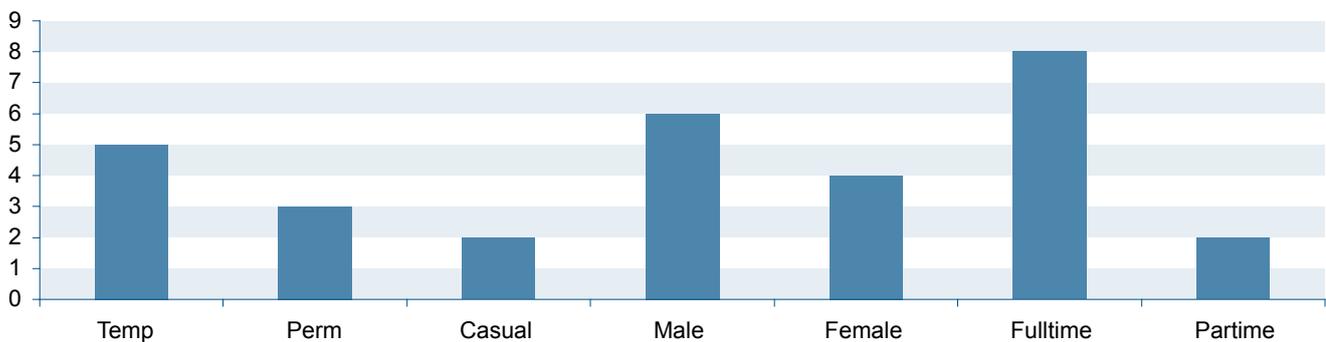
Recruitment

In 2007–08, 12 employees commenced with OCPE and 10 employees separated, with a staff turnover of 27.36 per cent.

Graph 9 – Staffing Profile of New Commencements



Graph 10 – Staffing Profile of Separations

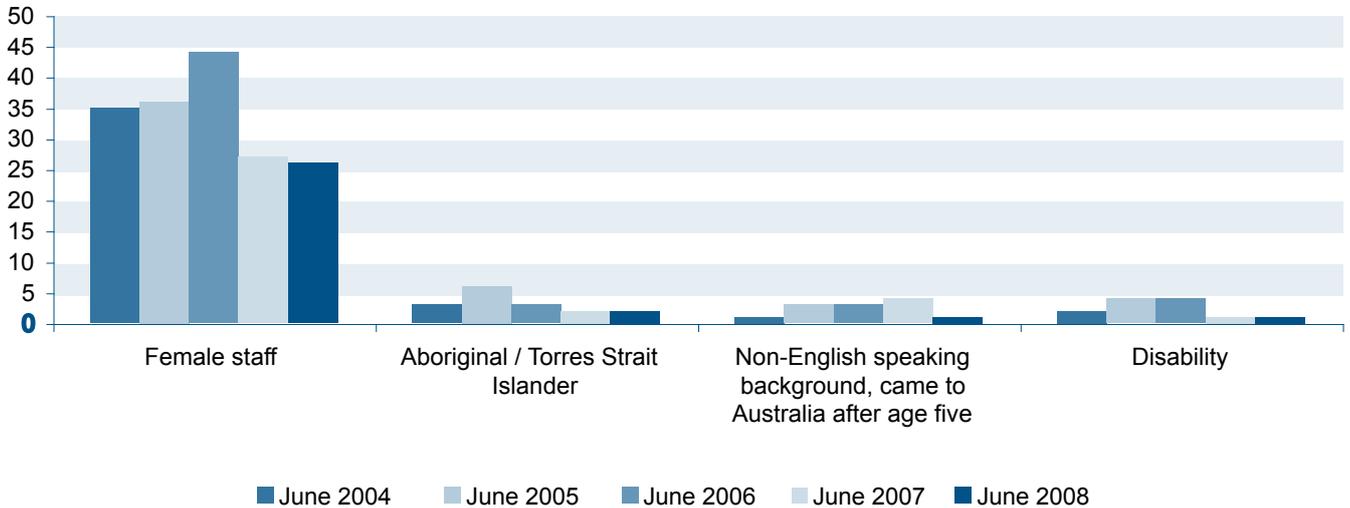


Equity and Diversity

The OCPE implemented a number of equal opportunity initiatives and strategies in 2007–08. To facilitate its commitment to increasing the number of Indigenous employees in the NTPS, the OCPE took part in the National Indigenous Cadetship Program and facilitated two secondments/temporary transfers into the OCPE in 2007–08.

The OCPE recognises that employees with disability may have special requirements and uses flexible practices to ensure equity and diversity in the workforce. The OCPE has supported one permanent employee with disability to develop through higher duties, study and placements in other agencies to gain experience and further their career opportunities.

Graph 11 – Staff Equity and Diversity Trend



*June 2005 figures include two cadets completing the National Indigenous Cadetship Program.
June 2008 figures include one cadet completing the National Indigenous Cadetship Program.*

Flexible Working Practices and Work-life Balance

The OCPE strongly promotes work-life balance as part of its corporate culture and has supported a number of family friendly and flexible arrangements to help achieve this balance.

Flexible arrangements have included supporting staff who requested a move from full-time to part-time work and investigating possible job share options. Support has also been provided to staff wanting to develop their skills in the private sector and Australian Government and support was provided for two employees undertaking home-based work.

Learning and Development

Induction Program

OCPE facilitates an extensive induction for all new staff in collaboration with DCIS and human resources that covers all aspects of employment conditions, policies and procedures. The Department of the Chief Minister’s Human Resources Unit provides staff with human resource advice and services. A local Indigenous consultant provided a cross-cultural awareness session in conjunction with the induction program. There is an open invitation to all staff to attend sessions, which are held on a quarterly basis. The induction process is being reviewed in 2008–09.

Early Career and Employment Development Programs

As part of OCPE's recruitment and retention strategy, it participates in the Early Career Programs such as the Graduate Development Program, NTPS Apprenticeship Program and the National Indigenous Cadetship Program.

OCPE used the DCIS Entry Level Recruitment Program to employ administrative and reception relief staff in 2007–08 with a total of four employees.

National Indigenous Cadetship Program

OCPE continued to participate in the National Indigenous Cadetship Program, sponsoring a female student studying a Bachelor of Arts at the University of Melbourne. She completed a 12 week work placement in Strategic Workforce Planning and Development and will be supported throughout her four-year program to graduate in 2010.

Staff Training and Development

A total of \$28 159.13 was spent on training, including study assistance, in 2007–08. The OCPE supported several staff to attend training and professional development activities, including conferences and workshops to keep up-to-date on contemporary human resources and workforce development issues.

Training activities included:

- leadership development
 - Public Sector Management Program
 - Springboard for Women
- strategic and contemporary human resources
 - Staff Selection Panel Training
 - Managing Change in the Workplace
 - Industrial Relations Society NT Lunch and Learn Sessions:
 - Unlawful Termination and Industrial Relations in the Federal Magistrates Court
 - Changes to NT Work Health Legislation
- information technology and technical skills
 - Microsoft Word and Microsoft Excel courses
 - Writing for the Web workshop
 - Tower Records Information Management (TRIM) basic training .

Conferences, seminars and forums attended locally and interstate included:

- Institute of Public Administration Australia National Conference
- Australian Workplace Relations Summit
- Industrial Relations Society (NT) Seminar
- National Public Sector Appeals Conference
- Australian Human Resources Institute HR Week Conference
- Australian Human Resources Institute National Convention 2008

- The Australian Women and Leadership Forum: The Leadership Voice
- Superannuation and Retirement.

Study Assistance

Employees are encouraged and supported to apply for study assistance. This may include financial support through reimbursement of fees, study expenses, and time away from work to attend lectures and exams.

In 2007–08 staff undertook study in the following fields:

- Diploma of Business – Human Resources
- Bachelor of Psychology
- Bachelor of Social Science.

Performance Management

Performance Enhancement and Development

Performance reviews were conducted to identify future training, development, and study needs. OCPE continues to facilitate development opportunities through higher duties and placements in other business units or agencies to broaden employees' experience.

Reviews and Inability or Discipline Appeals

In this financial year no grievances or appeals were lodged under PSEMA, and there were no complaints of inappropriate workplace behaviours.

Occupational Health and Safety

Overview

The OCPE is committed to the health and safety of its employees. During 2007–08 the OCPE continued to support and encourage participation in wellbeing programs and social corporate sporting events.

Annual health and wellbeing workshops were conducted in 2007–08 with staff participating in the Seven Habits of Fit and Healthy People, the Crook Back Clinic, and Work/Life Balance workshops conducted by Miller Health Solutions.

Occupational Health and Safety Committee

The OCPE Occupational Health and Safety (OH&S) Committee meets quarterly, and in 2007–08 the committee continued to represent staff and management in the area of OH&S.

An OCPE employee relations representative briefed the committee on the new *Workplace Health and Safety Act* and its implications for OCPE. In 2008–09 the committee will incorporate the requirements of the *Workplace Health and Safety Act* into the OCPE OH&S Policy.

The chief fire warden for Harbour View Plaza is an OCPE employee who coordinated two fire evacuation drills for the building in 2007–08. Two sessions of informal training for fire wardens were also undertaken.

Employee Assistance Program

OCPE used two Employee Assistance Program (EAP) providers in 2007–08.

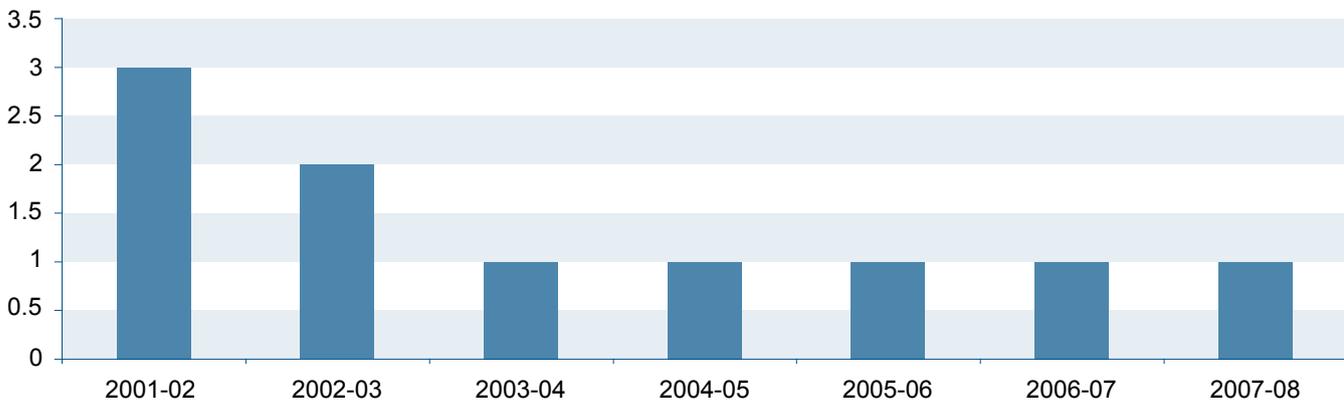
Ten staff used the services of EAP contractors. They included self-referrals and referrals by supervisors or managers, co-worker and family members.

Accident/Incident Reports

There was one accident/incident reported by employees, as shown in the following table.

A workstation assessment was conducted for an OCPE member who had a broken arm. All recommendations were implemented and monitoring is continuing.

Graph 12 – Incident/Accident Reports (bruises, cuts, falls etc)



Workers Compensation Claims

There was one workers compensation claim in 2007–08.

Annual Influenza Vaccination Program

Nine staff members were vaccinated against influenza in 2007–08, a decrease of three compared with 2006–07.

financial reporting

%

\$

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Financial Statement Overview

For the Year Ended 30 June 2008

Overview

The 2007–08 financial statements and notes for the Office of the Commissioner for Public Employment have been prepared on an accrual basis and are consistent with the adoption of the Australian equivalent to the International Financial Reporting Standards (IFRS). The statements provide information on the financial performance, balance sheet and cash flow of the OCPE for the financial year ended 30 June 2008.

Financial Performance Overview Statement of Financial Performance

For the year ended 30 June 2008, the OCPE recorded a surplus of \$615 000. The surplus is the result of a number of factors but is primarily due to difficulties in recruiting key staff which, in turn, has led to delays in the delivery of some programs, including Workforce Development programs.

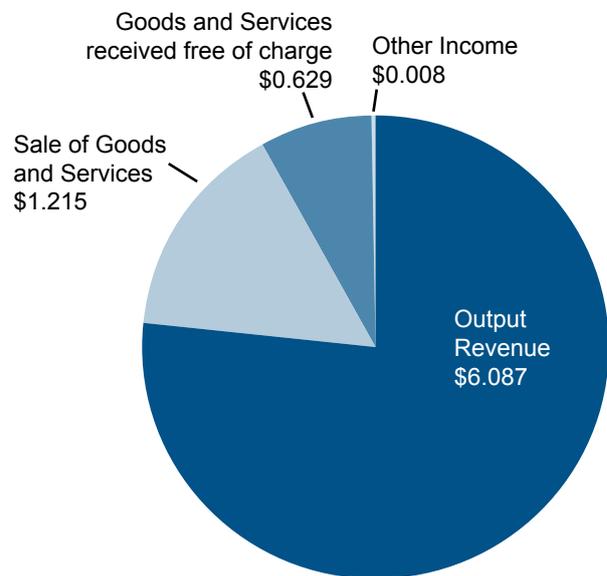
Financial Performance Overview

	2007–08	2006–07	Variance
Revenue	7 939	8 240	(301)
Expenses	7 324	7 965	(641)
Surplus	615	275	340

Revenue

Operating revenue decreased by \$301 000, compared to the previous financial year. The major contributors to the decrease were \$128 000 in goods and services received free of charge, \$110 000 in output revenue and \$68 000 in sales of goods and services.

Operating Revenue \$M



Expenditure

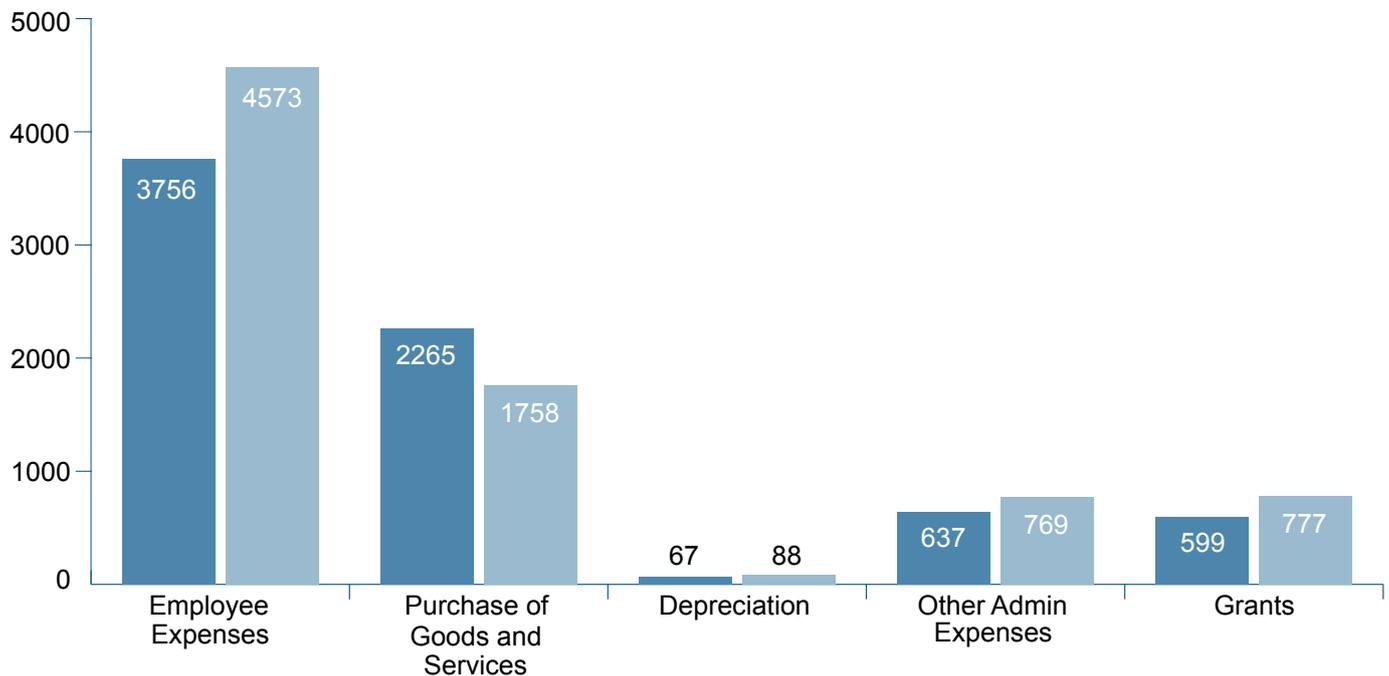
Compared with the previous year, personnel expenditure has decreased by \$817 000.

This is due to the transfer of the corporate services function and associated staff to the Department of the Chief Minister as well as vacant positions in the OCPE.

The purchase of goods and services has increased compared with the previous year by \$507 000. This is mainly due to

the cost of corporate services provided by the Department of the Chief Minister being charged to expenses (\$420 000), increases in expenditure for the *Willing and Able Strategy* (\$50 000), scholarships and grants (\$30 000) and the Indigenous Development Initiative (\$20 000). This has been partially offset by decreases in goods and services received free of charge (\$135 000) and grant expenses (\$178 000).

Expenditure Comparison 2007 vs 2008 \$'000



Balance Sheet

At 30 June 2008, OCPE's assets have increased to \$939 000. This is largely due to cash at bank balance increasing to \$668 000 compared to \$173 000 at the end of the previous year and an increase in the value of Property, Plant and Equipment by \$50 000.

Balance Sheet

	2007-08	2006-07	Variance
Assets	939	328	611
Liabilities	(819)	(942)	(123)
Equity	(120)	(613)	493

Current liabilities have decreased by \$174 000 compared with the previous year. Major decreases were in payables (\$142 000) and employee liabilities (\$59 000). Non-current liabilities have increased by \$51 000, mainly in the areas of employee liabilities.

The increase in assets and decrease in liabilities has resulted in a more favourable net equity result of \$120 000.

Statement of Cash Flow

The Statement of Cash Flow reports on total cash payments and receipts made during the financial year. Overall the OCPE increased its cash held by \$494 000 from the previous financial year to \$668 000. The overall increase is due to net cash from operating activities.

Statement of Cash Flow

	2007-08	2006-07
Cash at start of year	173	(198)
Net movement	494	371
Cash at end of year	668	173

Statement of Changes in Equity

The Statement of Changes in Equity reports on movements in equity balances during the year. Equity increased from a negative balance of \$613 000 to a positive balance of \$120 000. This is due to the surplus or the year of \$615 000 and an equity injection of \$118 000 for fit-out works in the office.

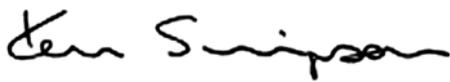
Certification of the Financial Statements

We certify that the attached financial statements for the Office of the Commissioner for Public Employment have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and Treasurer's Directions.

We further state that the information set out in the Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow

Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2008 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Ken Simpson
Commissioner for Public Employment
26 August 2008



Karl Dyason
Chief Finance Officer
26 August 2008

Office of the Commissioner for Public Employment
Operating Statement
 For the year ended 30 June 2008

	NOTE	2008	2007
		\$'000	\$'000
INCOME			
Output Revenue		6 087	6 197
Sales of Goods and Services		1 215	1 284
Interest Revenue			
Goods and Services Received Free of Charge	4	629	764
Other Income		8	(4)
TOTAL INCOME	3	<u>7 939</u>	<u>8 240</u>
EXPENSES			
Employee Expenses		3 756	4 573
<i>Administrative Expenses</i>			
Purchases of Goods and Services	6	2 265	1 758
Repairs and Maintenance		6	5
Loss on Disposal of Assets	5	2	-
Depreciation and Amortisation	9	67	88
Other Administrative Expenses		629	764
<i>Grants and Subsidies Expenses</i>			
Current		599	777
Capital			
Interest Expenses			
TOTAL EXPENSES	3	<u>7 324</u>	<u>7 965</u>
NET SURPLUS/(DEFICIT)	13	<u>615</u>	<u>275</u>

The Operating Statement is to be read in conjunction with the notes to the financial statements.

Office of the Commissioner for Public Employment

Balance Sheet

For the year ended 30 June 2008

	NOTE	2008 \$'000	2007 \$'000
ASSETS			
Current Assets			
Cash and Deposits	7	668	173
Receivables	8	155	88
Other Assets			
Total Current Assets		822	261
Non-current Assets			
Receivables			
Advances and Investments			
Property, Plant and Equipment	9	117	67
Total Non-current Assets		117	67
TOTAL ASSETS		939	328
LIABILITIES			
Current Liabilities			
Deposits Held			
Payables	10	(100)	(242)
Provisions	11	(428)	(487)
Other Liabilities	12	(45)	(18)
Total Current Liabilities		(573)	(747)
Non-current Liabilities			
Borrowings and Advances			
Provisions	11	(246)	(195)
Total Non-current Liabilities		(246)	(195)
TOTAL LIABILITIES		(819)	(942)
NET ASSETS		120	(613)
EQUITY			
Capital	13	164	(282)
Reserves			
Accumulated Funds		(284)	(331)
TOTAL EQUITY		(120)	(613)

The Balance Sheet is to be read in conjunction with the notes to the financial statements.

Office of the Commissioner for Public Employment
Statement of Changes in Equity
 For the year ended 30 June 2008

	NOTE	2008 \$'000	2007 \$'000
BALANCE OF EQUITY AT 1 JULY	13	<u>(613)</u>	<u>(889)</u>
Capital	13		
Balance at 1 July		<u>(282)</u>	<u>(282)</u>
Equity Injections		118	-
Balance at 30 June		<u>(164)</u>	<u>(282)</u>
Accumulated Funds	13		
Balance at 1 July		<u>(331)</u>	<u>(607)</u>
Changes in Accounting Policies			
Correction of Prior Period Errors			
Surplus/(Deficit) for the Period		615	275
Gains/(Losses) Recognised Directly in Equity		-	-
Balance at 30 June		<u>284</u>	<u>(331)</u>
BALANCE OF EQUITY AT 30 JUNE		<u>120</u>	<u>(613)</u>
Total Income and Expense Recognised Directly to Equity			

This Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.

Office of the Commissioner for Public Employment

Cash Flow Statement

For the year ended 30 June 2008

	NOTE	2008 \$'000 (Outflows) / Inflows	2007 \$'000 (Outflows) / Inflows
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Taxes Received			
<i>Grants and Subsidies Received</i>			
Current			
Capital			
Output Revenue Received		6 087	6 197
Receipts from Sales of Goods and Services		1 352	1 442
Interest Received			
Total Operating Receipts		7 439	7 639
Operating Payments			
Payments to Employees		(3 756)	(4 458)
Payments for Goods and Services		(2 589)	(2 033)
<i>Grants and Subsidies Paid</i>			
Current		(599)	(777)
Capital			
Total Operating Payments		(6 944)	(7 268)
Net Cash from/(Used in) Operating Activities	14	494	371
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Investing Receipts</i>			
Total Investing Receipts			
<i>Investing Payments</i>			
Total Investing Payments		-	-
Net Cash from/(Used in) Investing Activities		-	-
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Financing Receipts</i>			
Total Financing Receipts		-	-
<i>Financing Payments</i>			
Total Financing Payments		-	-
Net Cash from/(Used in) Financing Activities		-	-
Net Increase/(Decrease) in Cash Held		494	371
Cash at Beginning of Financial Year		173	(198)
CASH AT END OF FINANCIAL YEAR	7	668	173

The Cash Flow Statement is to be read in conjunction with the notes to the financial statements.

Notes to the Financial Statements

For the year ended 30 June 2008

Index of Notes to the Financial Statements

1. Objectives and Funding
2. Statement of Significant Accounting Policies
3. Operating Statement by Output Group

INCOME

4. Goods and Services Received Free of Charge
5. Gain on Disposal of Assets

EXPENSES

6. Purchases of Goods and Services

ASSETS

7. Cash and Deposits
8. Receivables
9. Property, Plant and Equipment

LIABILITIES

10. Payables
11. Provisions
12. Other Liabilities

EQUITY

13. Equity

OTHER DISCLOSURES

14. Notes to the Cash Flow Statement
15. Financial Instruments
16. Commitments
17. Contingent Liabilities and Contingent Assets
18. Events Subsequent to Balance Date
19. Write-offs, Postponements and Waivers
20. Schedule of Territory Items

1. Objectives and Funding

The Office of the Commissioner for Public Employment's mission is to lead and coordinate the development of a skilled and strategically aligned workforce to achieve quality innovative government services for the Northern Territory community.

This will be achieved through:

- collaborating with the Northern Territory Public Sector chief executive officers and human resource managers to build a creative and innovative workforce, skilled to meet the needs of the future
- taking a leadership role in the identification of strategic shifts, trend and contemporary public sector workforce practice
- coordinating across agencies to ensure an integrated whole-of-government approach.

The OCPE is predominantly funded by parliamentary appropriation. The financial statements encompass all funds through which the OCPE controls resources to carry out its functions.

2. Statement of Significant Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and related Treasurer's Directions. The *Financial Management Act* requires the Office of the Commissioner for Public Employment to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements is to include:

- (i) a Certification of the Financial Statements
- (ii) an Operating Statement
- (iii) a Balance Sheet
- (iv) a Statement of Changes in Equity
- (v) a Cash Flow Statement
- (vi) applicable explanatory notes to the financial statements.

The form of agency financial statements is consistent with the accrual budget format and the requirements of Australian Accounting Standards, including AASB 101 and AASB 107. The format also requires additional disclosures specific to Territory Government entities.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when cash is paid out or received. As part of the preparation of the financial statements, all intra-agency transactions and balances have been eliminated.

Except where stated, the financial statements have also been prepared in accordance with the historical cost convention.

(b) Agency and Territory Items

The financial statements of the Office of the Commissioner for Public Employment include income, expenses, assets, liabilities and equity over which the Office of the Commissioner for Public Employment has control (agency items). Certain items, while managed by the agency, are controlled and recorded by the Territory rather than the agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the government's ownership interest in government-controlled entities.

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the government and managed by agencies on behalf of the government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items and, as such, these items are not included in the agency's financial statements. However, as the agency is accountable for certain Territory items managed on behalf of government, these items have been separately disclosed in note 20 – Schedule of Territory Items.

(c) Comparatives

Where necessary, comparative information for 2006–07 has been reclassified to provide consistency with current year disclosures.

(d) Presentation and Rounding of Amounts

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest \$1000, with amounts of \$500 or less being rounded down to zero.

(e) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2007–08 as a result of management decisions.

(f) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis. The GST components of cash flows arising from investing and financing activities that are recoverable from, or payable to, the ATO are classified as operating cash flows. Commitments and contingencies are disclosed net of the amount of GST recoverable or payable unless otherwise specified.

(g) Income Recognition

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of Goods and Services Tax (GST). Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

Output Revenue

Output revenue represents government funding for agency operations and is calculated as the net cost of agency outputs after taking into account funding from agency income. The net cost of agency outputs for Output Appropriation purposes does not include any allowance for major non-cash costs such as depreciation.

Revenue in respect of this funding is recognised in the period in which the agency gains control of the funds.

Grants and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Sale of Goods

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when control of the goods passes to the customer and specified conditions associated with the sale have been satisfied.

Rendering of Services

Revenue from rendering services is recognised on a stage of completion basis.

Interest Revenue

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

Goods and Services Received Free of Charge

Goods and services received free of charge are recognised as revenue when a fair value can be reliably determined and the resource would have been purchased if it had not been donated. Use of the resource is recognised as an expense.

Disposal of Assets

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal. Refer also to note 5.

Contributions of Assets

Contributions of assets and contributions to assist in the acquisition of assets, being non-reciprocal transfers, are recognised, unless otherwise determined by government, as gains when the agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

(h) Repairs and Maintenance Expenses

Funding is received for repairs and maintenance works associated with agency assets as part of Output Revenue. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

(i) Interest Expenses

Interest expenses include interest and finance lease charges. Interest expenses are expensed in the period in which they are incurred.

(j) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner.

(k) Receivables

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses.

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an ageing schedule in note 8. Reconciliation of changes in the allowance accounts is also presented.

Accounts receivable are generally settled within 30 days and other receivables within 30 days.

(l) Property, Plant and Equipment***Acquisitions***

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$5000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$5000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

Complex Assets

Major items of plant and equipment comprising a number of components that have different useful lives are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent Additional Costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (Work in Progress)

As part of Financial Management Framework, the Department of Planning and Infrastructure is responsible for managing general government capital works projects on a whole-of-government basis. Therefore appropriation for capital works is provided directly to the Department of Planning and Infrastructure and the cost of construction work in progress is recognised as an asset of that department. Once completed, capital works assets are transferred to the agency.

Revaluations

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land
- buildings
- infrastructure assets
- heritage and cultural assets
- biological assets
- intangibles.

Fair value is the amount for which an asset could be exchanged, or liability settled, between knowledgeable, willing parties in an arms length transaction. Other classes of non-current assets are not subject to revaluation and are measured at cost.

The unique nature of some of the heritage and cultural assets may preclude reliable measurement. Such assets have not been recognised in the financial statements.

Depreciation and Amortisation

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives.

Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

The estimated useful lives for each class of asset are in accordance with the Treasurer's Directions and are determined as follows:

	2008	2007
Plant and Equipment	5 Years	5 Years

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

Assets Held for Sale

Assets held for sale consist of those assets which management has determined are available for immediate sale in their present condition, and their sale is highly probably within the next twelve months.

These assets are measured at the lower of the asset's carrying amount and fair value less costs to sell. These assets are not depreciated. Non-current assets held for sale have been recognised on the face of the financial statements as current assets.

Impairment of Assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Operating Statement unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the Asset Revaluation Reserve for that class of asset to the extent that an available balance exists in the Asset Revaluation Reserve.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the Asset Revaluation Reserve.

(m) Leased Assets

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

Finance Leases

Finance leases are capitalised. A leased asset and a lease liability equal to the present value of the minimum lease payments are recognised at the inception of the lease.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating Leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

(n) Payables

Liabilities for accounts payable and other amounts payable are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

(o) Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries and recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due

after twelve months of the reporting date are measured at present value, calculated using the government long-term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements
- other types of employee benefits.

As part of the Financial Management Framework, the Central Holding Authority assumes the long service leave liabilities of government agencies, including the Office of the Commissioner for Public Employment and as such no long service leave liability is recognised in agency financial statements.

(p) Superannuation

Employees' superannuation entitlements are provided through the:

- NT Government and Public Authorities Superannuation Scheme (NTGPASS)
- Commonwealth Superannuation Scheme (CSS)
- non-government employee nominated schemes for those employees commencing on or after 10 August 1999.

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

(q) Contributions by and Distributions to Government

The agency may receive contributions from government where the government is acting as owner of the agency. Conversely, the agency may make distributions to government. In accordance with the *Financial Management Act* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, government. These designated contributions and distributions are treated by the agency as adjustments to equity.

The Statement of Changes in Equity and note 13 provide additional information in relation to contributions by, and distributions to, government.

(r) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at note 16 and are consistent with the requirements contained in AASB 101, AASB 116 and AASB 117.

Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

3. Operating Statement by Output Group

	Note	Employee and Industrial Relations		Workforce Planning and Development		Promotion, Disciplinary and Inability Appeals and Grievance Reviews		Northern Territory Workplace Advocate		Total	
		2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INCOME											
Current Grants and Subsidies Revenue		2 951	3 099	2 399	2 213	553	590	184	295	6 087	6 197
Output Revenue		589	642	479	458	110	122	37	61	1 215	1 283
Sales of Goods and Services		3	(2)	3	(1)	2	(1)	-	-	8	(4)
Other Agency Revenue											
Miscellaneous Revenue		305	382	248	273	57	73	19	36	629	764
Goods and Services Received Free of Charge	4										
TOTAL INCOME	3	3 848	4 121	3 129	2 943	722	784	240	392	7 939	8 240
EXPENSES											
Employee Expenses		1 821	2 287	1 480	1 633	341	435	114	218	3 756	4 573
<i>Administrative Expenses</i>											
Purchases of Goods and Services	6	1 098	879	892	628	206	167	69	84	2 265	1 758
Repairs and Maintenance		3	3	2	2	1	-			6	5
Depreciation and Amortisation	10	33	44	26	32	6	8	2	4	67	88
Loss on Disposal of Assets	5	1		1						2	
Other Administrative Expenses		305	382	248	273	57	73	19	36	629	764
<i>Grants and Subsidies Expenses</i>											
Current		291	388	236	277	54	75	18	37	599	777
TOTAL EXPENSES		3 552	3 983	2 885	2 845	665	758	222	379	7 324	7 965
NET SURPLUS/(DEFICIT)	15	296	138	244	98	57	26	18	13	615	275

This Operating Statement by Output Group is to be read in conjunction with the notes to the financial statements

	2008	2007
	\$'000	\$'000
4. Goods and Services Received Free of Charge		
Corporate and Information Services	(629)	(764)
	<u>(629)</u>	<u>(764)</u>
5. Loss on Disposal of Assets		
Net proceeds from the disposal of non-current assets		
Less: Carrying value of non-current assets disposed	(2)	-
Loss on the disposal of non-current assets	<u>(2)</u>	<u>-</u>
6. Purchases of Goods and Services		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and Services Expenses:		
Consultants ⁽¹⁾	371	337
Advertising ⁽²⁾	4	5
Marketing and Promotion ⁽³⁾	3	36
Document Production	46	39
Legal Expenses ⁽⁴⁾	19	19
Recruitment ⁽⁵⁾	22	25
Training and Study	67	114
Official Duty Fares	42	86
Travelling Allowance	9	14

(1) Includes marketing, promotion and IT consultants.

(2) Does not include recruitment advertising or marketing and promotion advertising.

(3) Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

(4) Includes legal fees, claim and settlement costs.

(5) Includes recruitment related advertising costs.

	2008	2007
	\$'000	\$'000
7. Cash and Deposits		
Cash on Hand	1	1
Cash at Bank	667	172
On Call or Short-term Deposits		
	<u>668</u>	<u>173</u>
8. Receivables		
Current		
Accounts Receivable	66	56
Less: Allowance for Impairment Losses	-	-
	<u>66</u>	<u>56</u>
Interest Receivables		
GST Receivables	21	31
Other Receivables	68	-
	<u>89</u>	<u>31</u>
Total Receivables	<u>155</u>	<u>88</u>
Aging of Receivables		
Not Overdue	91	85
Overdue for less than 30 Days	64	-
Overdue for 30 to 60 Days	-	-
Overdue for more than 60 Days	-	3
Total Receivables	<u>155</u>	<u>88</u>

	2008	2007
	\$'000	\$'000
9. Property, Plant and Equipment		
Land		
At Fair Value		
Buildings		
At Fair Value	106	106
Less: Accumulated Depreciation	(106)	(75)
	<u>-</u>	<u>31</u>
Construction (Work in Progress)		
At Capitalised Cost	-	17
	-	17
Plant and Equipment		
At Cost	238	121
Less: Accumulated Depreciation	(122)	(101)
	<u>117</u>	<u>20</u>
Total Property, Plant and Equipment	<u>117</u>	<u>67</u>

Property, Plant and Equipment Valuations

The fair value of these assets was determined based on any existing restrictions on asset use. Where reliable market values were not available, the fair value of agency assets was based on their depreciated replacement cost.

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2008. No impairment adjustments were required as a result of this review.

9. Property, Plant and Equipment (Continued)

Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the start and end of 2007–08 is set out below:

	Buildings \$'000	Construction (Work in Progress) \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount as at 1 July 2007	31	17	20	68
Additions				
Disposals			(2)	(2)
Depreciation and Amortisation	(31)		(36)	(67)
Additions/(Disposals) from Administrative Restructuring				
Additions/(Disposals) from Asset Transfers		(17)	135	118
Revaluation Increments/(Decrements)				
Impairment Losses				
Impairment Losses Reversed				
Other Movements				
Carrying Amount as at 30 June 2008	0	0	117	117

9. Property, Plant and Equipment (Continued)

	Buildings \$'000	Construction (Work in Progress) \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount as at 1 July 2006	84	17	55	156
Additions				
Disposals				
Depreciation and Amortisation	(53)	-	(35)	(88)
Additions/(Disposals) from Administrative Restructuring				
Additions/(Disposals) from Asset Transfers				
Revaluation Increments/(Decrements)				
Impairment Losses				
Impairment Losses Reversed				
Other Movements				
Carrying Amount as at 30 June 2007	31	17	20	68

10. Payables

	2008 \$'000	2007 \$'000
Accounts Payable	(61)	(28)
Accrued Expenses	(39)	(214)
Other Payables		
	<u>(100)</u>	<u>(242)</u>

	2008	2007
	\$'000	\$'000
11. Provisions		
Current		
<i>Employee Benefits</i>		
Recreation Leave	(314)	(356)
Leave Loading	(35)	(48)
Other Employee Benefits	(18)	(18)
 <i>Other Current Provisions</i>		
Other Provisions	(61)	(64)
	<u>(428)</u>	<u>(487)</u>
 Non-current		
<i>Employee Benefits</i>		
Recreation Leave	(246)	(195)
	<u>(246)</u>	<u>(195)</u>
Total Provisions	<u>(674)</u>	<u>(682)</u>
 Reconciliations of Provisions		
 Recreation Leave Balance as at 1 July 2007	(356)	(365)
Additional Provisions Recognised	(260)	(455)
Reductions Arising from Payments	302	464
 Balance as at 30 June 2008	<u>(314)</u>	<u>(356)</u>
 Recreation Leave Loading Balance as at 1 July 2007	(48)	(54)
Additional Provisions Recognised	(13)	(30)
Reductions Arising from Payments	26	36
 Balance as at 30 June 2008	<u>(35)</u>	<u>(48)</u>
 Airfares Balance as at 1 July 2007	(18)	(35)
Reduction in Provisions Recognised	-	17
Reductions Arising from Payments	-	-
 Balance as at 30 June 2008	<u>(18)</u>	<u>(18)</u>

	2008	2007
	\$'000	\$'000
11. Provisions (Continued)		
Non-current Recreation Leave Balance as at 1 July 2007	(195)	(123)
Additional Provisions Recognised	(51)	(72)
Reductions Arising from Payments	-	
Balance as at 30 June 2008	<u>(246)</u>	<u>(195)</u>

The agency employed 36.55 full-time equivalent employees as at 30 June 2008 (42.7 employees as at 30 June 2007).

12. Other Liabilities

Current

Unearned Revenue	(45)	(18)
	<u>(45)</u>	<u>(18)</u>

13. Equity

Equity represents the net deficiency in the Office of the Commissioner for Public Employment liabilities over net assets. This deficiency in liabilities over assets is recorded in the Central Holding Authority as described in note 2(b).

Capital

Balance as at 1 July	(282)	(282)
<i>Equity Injections</i>		
Capital Appropriation		
Equity Transfers In	118	-
<i>Equity Withdrawals</i>		
Capital Withdrawal	-	-
Equity Transfers Out	-	-
Balance as at 30 June	<u>(164)</u>	<u>(282)</u>

Accumulated Funds

Balance as at 1 July	(331)	(607)
Surplus/(Deficit) for the Period	615	275
Changes in Accounting Policies	-	-
Correction of Prior Period Errors	-	-
Balance as at 30 June	<u>284</u>	<u>(331)</u>

	2008	2007
	\$'000	\$'000

14. Notes to the Cash Flow Statement

Reconciliation of Cash

The total of agency Cash and Deposits of \$615 recorded in the Balance Sheet is consistent with that recorded as 'cash' in the Cash Flow Statement.

Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities

Net Surplus/(Deficit)	615	275
<i>Non-cash Items:</i>		
Depreciation and Amortisation	67	88
Asset Write-offs/Write-downs		
Asset Donations/Gifts		
(Gain)/Loss on Disposal of Assets	2	
<i>Changes in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	(67)	(1)
Decrease/(Increase) in Inventories	-	58
Decrease/(Increase) in Prepayments		
Decrease/(Increase) in Other Assets		
(Decrease)/Increase in Payables	(142)	(97)
(Decrease)/Increase in Provision for Employee Benefits	(4)	40
(Decrease)/Increase in Other Provisions	(3)	19
(Decrease)/Increase in Other Liabilities	27	(11)
Net Cash from Operating Activities	494	371

15. Financial Instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Office of the Commissioner for Public Employment include cash and deposits, receivables, payables and finance leases. The Office of the Commissioner for Public Employment has limited exposure to financial risks as discussed below.

(a) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to government, the agency has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the agency's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

(b) Liquidity Risk

Liquidity risk is the risk that the agency will not be able to meet its financial obligations as they fall due. The agency's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

(c) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. The primary market risk that the agency may be exposed to is interest rate risk. The Office of the Commissioner for Public Employment is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing.

(d) Net Fair Value

The carrying amount of financial assets and financial liabilities recorded in the financial statements approximates their respective net fair values. Where differences exist, these are not material.

(e) Interest Rate Risk

The Office of the Commissioner for Public Employment is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing.

15. Financial Instruments (Continued)

	Weighted Average interest rate %	Variable Interest \$'000	Fixed Interest Maturity			Non- Interest Bearing \$'000	Total \$'000
			Under 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000		
2008 Financial Assets							
Cash and Deposits						668	668
Receivables						155	155
Total Financial Assets:						822	822
Financial Liabilities							
Payables						(100)	(100)
Total Financial Liabilities:						(100)	(100)
Net Financial Assets/(Liabilities):						722	722

	Weighted Average interest rate %	Variable Interest \$'000	Fixed Interest Maturity			Non- Interest Bearing \$'000	Total \$'000
			Under 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000		
2007 Financial Assets							
Cash and Deposits						173	173
Receivables						88	88
Total Financial Assets:						261	261
Financial Liabilities							
Payables						(242)	(242)
Total Financial Liabilities:						(242)	(242)
Net Financial Assets/(Liabilities):						19	19

	2008	2007
	\$'000	\$'000

16. Commitments

(iii) Operating Lease Commitments

The agency leases property under non-cancellable operating leases expiring from nil to three years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

Within one year	8	38
Later than one year and not later than five years	27	99
Later than five years	<u>35</u>	<u>137</u>

17. Contingent Liabilities and Contingent Assets

a) Contingent liabilities

The Office of the Commissioner for Public Employment maintains a register of Contingent Liabilities. Information is received and updated annually for the inclusion for the whole-of-government report if applicable. The contingent liabilities are not reported in the agency's financial statements as they are not quantifiable.

b) Contingent assets

The Office of the Commissioner for Public Employment has no contingent assets as at 30 June 2008 or 2007.

18. Events Subsequent to Balance Date

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in, these financial statements.

19. Write-offs, Postponements and Waivers

There were no write-offs, postponements or waivers for the year ended 30 June 2008.

20. Schedule of Territory Items

The Office of the Commissioner for Public Employment did not have any Territory items.

appendices

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Acronyms and Abbreviations

AIRC	Australian Industrial Relations Commission	NTWA	Northern Territory Workplace Advocate
ATO	Australian Taxation Office	OCPE	Office of the Commissioner for Public Employment
CEO	Chief Executive Officer	OH&S	Occupational Health and Safety
CSS	Commonwealth Superannuation Scheme	PA&GR	Promotion Appeals & Grievance Reviews
dAN	disAbility Action Network	PSEMA	Public Sector Employment and Management Act
DCIS	Department of Corporate and Information Services	PSM	Public Sector Management
DCM	Department of the Chief Minister	SWP&D	Strategic Workforce Planning and Development
DEEWR	Department of Education, Employment and Workplace Relations	TRIM	Tower Records Information Management
DEET	Department of Employment, Education and Training		
EAP	Employee Assistance Program		
ECO	Executive Contract Officer		
ER	Employment Relations		
FOI	Freedom of Information		
GST	Goods and Services Tax		
HR	Human Resource		
IFRS	International Financial Reporting Standards		
ILO	International Labour Organisation		
JAQ	Job Analysis Questionnaire		
JES	Job Evaluation System		
NTGPASS	Northern Territory Government and Public Authorities Superannuation Scheme		
NTPS	Northern Territory Public Sector		

Boards and Committees on which the OCPE is Represented

- Workplace Relations Ministerial Council – High Level Officers Advisory Group
- Inter-jurisdictional Commissioners' Conference
- Public Sector Industrial Relations Directors Forum
- NTPS Co-ordination Committee
- Executive Remuneration Review Panel
- Chief Executives Taskforce on Indigenous Affairs
- Inter-Departmental Committee for Indigenous Economic Development
- Public Sector Consultative Council
- Power and Water Corporation Remuneration and Organisation Committee
- BIITE (NTG Partnership Peak Group)
- Batchelor Institute of Indigenous Tertiary Education (BIITE) HR Committee
- Government Skills Australia Public Sector Jurisdictional Reference Group
- International Labour Organisation Technical Officers Forum
- Senior HR Officers Forum
- Public Sector Management Program Local Group
- Remote Workforce Development Committee
- Alice Springs Regional Coordination Committee
- Barkly Regional Coordination Committee
- Strategic Workforce Issues Action Group (Alice Springs HR Group)
- Desert Knowledge Australia – Inter-Regional Network
- Central Australia Educators and Training Providers Network
- Government Officers Accounting Committee

List of Tables and Graphs

Tables

Table 1 – Number and Percentage of NTPS Promotions Appealed	33
Table 2 – Summary of Promotion Appeals Statistics	33
Table 3 – Outcomes of Section 59 Grievance Reviews	34
Table 4 – Reasons for Section 59 Grievance Reviews	35
Table 5 – Applications Under the Information Act	50

Graphs

Graph 1 – 2007–08 Workplace Advocate Enquiries by Whom	37
Graph 2 – 2007–08 Workplace Advocate Enquiries by Gender	37
Graph 3 – 2007–08 Workplace Advocate Enquiries by Type	38
Graph 4 – 2007–08 Workplace Advocate Enquiries by Industry	38
Graph 5 – Snapshot at 30 June 2008	52
Graph 6 – Position Allocations Across the OCPE	53
Graph 7 – Gender by Classification	53
Graph 8 – Staffing by Classification	53
Graph 9 – Staffing Profile of New Commencements	54
Graph 10 – Staffing Profile of Separations	54
Graph 11 – Staff Equity and Diversity Trend	55
Graph 12 – Incident/Accident Reports (bruises, cuts, falls etc)	58

Feedback Form

We welcome your feedback on the Office of the Commissioner for Public Employment Annual Report 2007–08. Your comments and

suggestions will be used in the development of future reports.

Please tick the relevant box to indicate how you rate the report.

	Excellent	Good	Satisfactory	Poor
Overall impression				
Presentation and design				
Easy to read and understand				
Content/information				

Which areas of the report were most useful?

.....

Does the report contain the information you required?

Yes No

How do you think the report could be improved?

.....

If no, please list suggested information to be included in future reports.

.....

Please indicate where you are from:

- NT Government
- Education or research institution
- Community member or organisation
- Australian Government
- Industry
- Other State or Territory government
- Private sector

Please return your completed feedback sheet either by email, post, or fax to:

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