

Office of the Commissioner for Public Employment

Annual Report 2019-20



Acknowledgement

The Office of the Commissioner for Public Employment acknowledges the traditional custodians of the lands on which we work and gather, and their continuing connection to land and waters. We pay respects to Elders past, present and emerging.

We pay tribute to the diversity of First Nations peoples of Australia and their ongoing culture.

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The Honourable Paul Kirby MLA
Minister for Public Employment
GPO Box 3146
DARWIN NT 0801

Dear Minister Kirby

I am pleased to submit the 2019-20 annual report on the activities of the Office of the Commissioner for Public Employment (OCPE).

The report is in compliance with requirements of the *Public Sector Employment and Management Act 1993* (PSEMA) and the *Financial Management Act 1995* and the *Information Act 2002*. I advise that to the best of my knowledge and belief:

- a) Proper records of all the transactions affecting the agency are kept, and the employees under my control observe the provisions of the *Financial Management Act 1995*, the Financial Management Regulations and Treasurer's Directions.
- b) Procedures within the agency afford proper internal control, and these procedures are recorded in the Accounting and Property Manual, which accords with the requirements of the *Financial Management Act 1995*.
- 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 agency is adequate and the results of internal audits have been reported to me.
- e) The financial statements included in the annual report have been prepared from proper accounts and records and are in accordance with the Treasurer's Directions.
- f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.
- g) All public sector principles, contained in section 5 of PSEMA, have been upheld by OCPE during the financial year.
- h) The OCPE is working in compliance with section 131 of the *Information Act 2002*.

It is a requirement of the PSEMA that you lay a copy of this report before the Legislative Assembly within six sitting days of you receiving it.

Yours sincerely

Vicki Telfer PSM
Commissioner for Public Employment

September 2020

List of acronyms

AAO	Administrative Arrangements order
Aboriginal	Aboriginal and Torres Strait Islander
AECD	Aboriginal Employment and Career Development Division
AECDS	Aboriginal Employment and Career Development Strategy
CEO	Chief Executive Officer
CDB	Culturally Diverse Background
Commissioner	Commissioner for Public Employment
DCIS	Department of Corporate and Information Services
DCM	Department of the Chief Minister
DEP	Disability Employment Program
DTF	Department of Treasury and Finance
ECO	Executive Contract Officer
EEO	equal employment opportunity
ER	Employee Relations
FTE	Full-Time Equivalent
FWC	Fair Work Commission
HR	Human Resources
HUFI	Hands Up for Inclusion
ICT	information and communications technology
IGC	Information Governance Committee
KPI	Key Performance Indicator
LSL	Long Service Leave
NT	Northern Territory
NTG	Northern Territory Government
NTPS	Northern Territory Public Sector
OCPE	Office of the Commissioner for Public Employment
PSAB	Public Sector Appeal Board
PSEMA	<i>Public Sector Employment and Management Act 1993</i>
PSA&GR	Public Sector Appeals and Grievance Reviews
SWPD	Strategic Workforce Planning and Development Division
TAFS	Treasurers Annual Fiscal Statement
WHS	Work Health and Safety
VFT	Value For Territory

Purpose of the Report

The 2019-20 Annual Report of the OCPE has been prepared in order to comply with the Commissioner for Public Employment's (the Commissioner's) annual reporting requirements under section 18(2)(d) of the PSEMA, sections 11 and 13 of the *Financial Management Act 1995* and the *Information Act 2002*.

Its primary purpose is to report to the Minister for Public Employment on OCPE's performance in 2019-20 against approved budget outputs and performance measures. Other audiences include Cabinet, the community, other government agencies, OCPE staff and other stakeholders.

Pursuant to section 18(2)(d) of the PSEMA, the Commissioner must report to the Minister on those matters specified in section 28(2) PSEMA in so far as they relate to the Commissioner's Office within three months from the end of the financial year:

- functions and objectives of the agency
- legislation administered
- organisation overview, including number of employees of each designation and any variation in those numbers since the last report
- operations, initiatives and achievements relating to planning, efficiency, effectiveness, performance and service delivery to the community
- measures taken to ensure public sector principles were upheld
- management training and staff development programs
- occupational health and safety programs, and
- financial planning and performance of the Agency. The financial statements have been prepared in accordance with sections 11 and 13 of the *Financial Management Act 1995*.

The Commissioner is also required under section 18 (1) of PSEMA to provide a Report to the Minister within three months of the end of each financial year on human resource management in the public sector during that financial year. This is called the State of the Service Report and is published on the OCPE website after it is tabled in Parliament.

Commissioner's Foreword



As the Commissioner, I am proud to reflect on all we have achieved as the OCPE in the last year, particularly during the COVID-19 pandemic, in supporting the wider Northern Territory public sector (NTPS) to deliver services to our Territory community. Our work has both purpose and significant impact across a wide range of people.

In the last year we took the opportunity to revise our OCPE Strategic Plan. This refocus was important as we put energy and attention to delivering work arising from the 2019 Final Report of the Northern Territory's (NT's) Fiscal Strategy Panel 'A plan for budget repair'. It enables us to continue building on the great work already achieved and in developing strategies for where the sector will head in the future.

We set a very clear purpose for OCPE to lead, support and collaborate with agencies to build an agile, capable, engaged and diverse workforce that delivers government's priorities and provides high quality service to Territorians. We have defined six areas of focus to provide clarity for our sector-wide priorities:

- Delivering a five year strategic workforce plan
- Growing Aboriginal employment
- Strengthening leadership
- Increasing the focus on performance
- Identifying and nurturing talent
- Enabling contemporary and sustainable NTPS working arrangements

In future years I intend to report progress against these focus areas.

I am looking forward to OCPE developing a five year NTPS strategic workforce plan to enable us to build NTPS capability needed in the future. Through having employees with the right capability at the right time (and in the right locations) the NTPS will be well placed to support the Government in delivering its key policy priorities. The plan will be developed over the next year in consultation with agency Chief Executive

Officers (CEOs), their leadership teams and other key stakeholders.

A number of streams of work have been led by OCPE to respond to the 'A plan for budget repair' Report. This includes establishing a Strategic Workforce Board (SWB) to drive actions and initiatives that maximise NTPS workforce investments to improve workforce sustainability and capability. This will help improve the organisational performance of NTPS agencies.

The underpinning infrastructure of the public sector, the PSEMA, was reviewed in consultation with agencies and unions. This review pointed to a number of reforms that could lead to increased clarity. We look forward to progressing that work in 2020-21.

As the new Commissioner I commenced delegating some of my powers to CEOs so they can fulfil their responsibilities without needing to seek approval from my Office. As a start I gave responsibility to CEOs to make decisions about direct appointments and intend to delegate a further range of powers to them. I will be consulting on proposals over the next few months.

One of the highlights has been the actions taken to drive and co-ordinate agency efforts to deliver on the priority to reflect the diversity of the community served by the NTPS.

We further strengthened Aboriginal (Aboriginal and Torres Strait Islander) employment in the NTPS and increased the senior cohort of Aboriginal employees. We paid particular attention to our Special Measures program of work in the NTPS, including providing advice, education, training and a review function. In 2020-21 we will review the agencies' Special Measures plans and provide advice on implementing further actions.

The Aboriginal Employment and Career Development Strategy (AECDS) is in its final year of operation and the Aboriginal Employment and Career Development (AECD) team commenced evaluating its success. In the next year we will develop a new Strategy for the sector. For OCPE itself I am proud that 28% of our total workforce is Aboriginal and that one of our six executive contract officer roles is held by an Aboriginal employee.

Progress has been slow on building a sector workforce that is truly inclusive of people with a disability. In 2019-20 the CEOs Champions of Inclusion Committee, which is convened by me and comprising CEOs of the large operational agencies, recognised that further focus is needed by agencies if we are to improve performance in this area. I am pleased to report that within OCPE 6% of our workforce is comprised of people with a disability.

OCPE continues to drive the NTPS values of ethical practice, accountability, respect, commitment to service, diversity and impartiality across government through everything it does and delivered a number of training programs to that effect in 2019-20.

It would be peculiar to not mention the impact COVID-19 had on the work of this Office during this year. I am immensely proud of how the Office pulled together to deliver support and assistance to agencies as they managed through COVID-19. Behind the scenes, and from a standing start, OCPE developed guidance for managers and employees on employee arrangements as well as developing and publishing work-from-home material to support our workforce during the pandemic. This experience provided an ideal opportunity to build and promote contemporary work arrangements across the sector which, when implemented well, can deliver increased productivity and boost morale. For OCPE, the work we had already done to support a flexible work culture stood us in good stead as we shifted our own employees to working from home to be COVID safe. While work may have looked different to normal it meant we didn't lose a beat in providing support to the sector.

We also made time to celebrate success. We worked jointly with the Department of the Chief Minister (DCM) on the Chief Minister's Awards, which recognise the great work of public servants in the Territory, and held Recognition of Service Awards events in Alice Springs and Darwin to acknowledge the years of public service from many of our public sector employees. It was a delight to meet many of our long serving employees and hear their stories. We also celebrated our COVID-19 'Unsung heroes' – employees who did extraordinary things to support our community during COVID-19.

In addition to undertaking our public sector employer responsibilities, OCPE has responsibility for some

private sector matters including long service leave. In the last year we undertook a review of the *Long Service Leave Act 1981* and consulted about a portable long service leave scheme for the community sector.

2020-21 promises to be as busy as ever. As well as our very full 'business as usual' and the matters mentioned earlier, we will be undertaking a survey of all our Northern Territory government (NTG) employees – the *People Matter* perception survey – to gauge whole of sector and agency performance across a range of employee perception measures to focus continuous improvement strategies at agency and whole of sector levels. This enables us to work with agencies to improve employee engagement and compliance with public sector values and employment principles.

Seven enterprise agreements are due to expire in 2020 and significant thought and resources will be applied to re-making these agreements.

The work we do at OCPE is a huge team effort internally and is also reliant on great collaboration across the sector. I take this opportunity to acknowledge the dedicated staff of OCPE and thank them for their focus and drive across our wide scope of programs and projects and for always keeping our sector partners in mind. Your dedication to the provision of strategic advice and innovative reform has been crucial to the sector's overall successes during the financial year.

Thank you also to my CEO colleagues for their ongoing collaboration and assistance – this is vital to the success of OCPE's cross-sector functions.

I would also like to acknowledge and thank the other key stakeholders with whom we work including our shared corporate service partners, members of the SWB, the DCIS HR community, unions, the Fair Work Commission (FWC), and the now retired former Minister for Public Employment and his staff.



Vicki Telfer PSM
Commissioner for Public Employment

29 September 2020

About Us

Our Strategic Plan

Purpose

Lead, support and collaborate with agencies to build an agile, capable, engaged and diverse workforce that delivers government's priorities and provides high quality service to Territorians.

Focus Areas

- Deliver a five year strategic workforce plan
- Grow Aboriginal employment
- Strengthen leadership
- Increase focus on performance
- Identify and nurture talent
- Enable contemporary and sustainable NTPS working arrangements

Priorities

To achieve our focus areas, OCPE will:

- Design and deliver strategic workforce initiatives including leadership, management and workforce planning capability development.
- Lead, support and promote agency and employee engagement to implement the NTPS Aboriginal Employment and Career Development Strategy.
- Monitor the employment environment to develop innovative and sustainable contemporary NTPS employment frameworks.
- Foster an NTPS culture of customer focused, flexible and agile service delivery to Territorians.
- Deliver workforce planning, advice, review and training at a strategic whole of sector level to support agencies to build responsive workforces.



We work as one OCPE, optimising performance through internal collaboration and delivery of priorities.

Ethical Practice • Accountability • Respect • Commitment to Service • Diversity • Impartiality

Functions of the Commissioner

The Commissioner has the following functions as defined in the PSEMA:

- (a) to determine the respective designations and other terms and conditions (including the remuneration) of employment for employees
- (b) to promote the upholding of the public sector principles
- (c) to determine practices and procedures relating to the recruitment and employment 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
- (d) to consult with and advise CEOs in relation to the development and application of appropriate human resource practices and procedures in their Agencies
- (e) to consult with CEOs in relation to the application of public employment policies in their Agencies
- (f) to advise the Minister on, and monitor the implementation of, public employment policies
- (g) to develop uniform systems, standards and procedures for the determination of designations and the allocation of designations to employees in their Agencies and assist CEOs in the application of those systems, standards and procedures
- (h) to assist as appropriate CEOs in evaluating the performance of employees employed in their Agencies
- (j) to coordinate training, education and development programs in conjunction with CEOs
- (k) to conduct or cause to be conducted inquiries and investigations into, and reviews of, the management practices of Agencies
- (m) to consult with CEOs on the development of appropriate standards and programs of occupational health and safety
- (n) to assist as appropriate CEOs in the performance of their functions relating to the management of their Agencies
- (p) such other functions as are imposed on him or her by or under this or any other Act, or as directed by the Minister

Our role

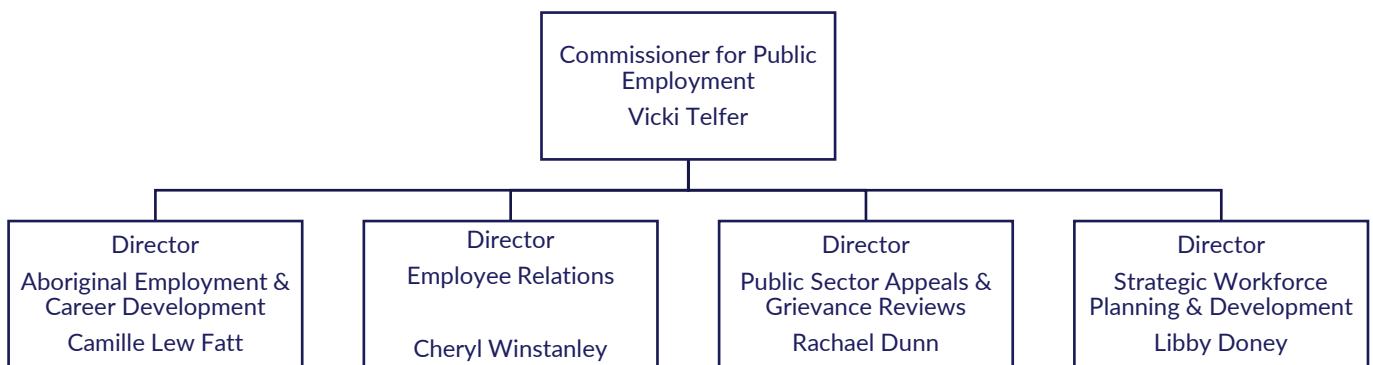
OCPE is responsible for public sector workforce management and development, and industrial relations.

The office supports the Commissioner's statutory employer role as defined in the PSEMA.

The Commissioner also provides strategic and policy advice to support the Minister for Public Employment in undertaking duties under the Act.

Organisation Structure

Office of the Commissioner for Public Employment



Output Performance Reporting



This section describes OCPE's performance against planned outcomes for 2019–20. Reporting on performance is against outputs identified in the May 2019 Budget Paper No 3.

In 2019-20 OCPE had two output groups: Employment Services, and Corporate and Governance. The outcome for the Employment Services Output Group is for 'a skilled, fair and creative public sector that provides the highest quality service to the Government and Territorians', with four output areas:

- Employee and Industrial Relations
- Workforce Planning and Development
- Public Sector Appeals and Grievance Reviews
- Aboriginal Employment and Career Development

The Outcome for the Corporate and Governance Output Group is to 'improve organisational performance through strategic and governance leadership and the provision of appropriate corporate functions' and it has two outputs:

- Corporate and Governance
- Shared Services Received

In 2019-20, OCPE operated to a Final Budget of \$7.6 million across all output groups with OCPE's reported total expenditure for the financial year of \$7.3 million. Further information regarding budget versus actual outcome can be found in Note 23 Budgetary Information of the Financial Statements section of this Annual Report.

The Budget movement and expenses by output for 2019-20 are outlined in the following table.

Budget movement and expenses by output

Output group / Output	2019-20 Published Budget \$000	2019-20 Final Budget \$000	2019-20 Actuals \$000	2019-20 % Actuals against Final Budget	Note
Employment services	5 967	5 785	5 422	-6%	
Employee and industrial relations	1 996	1 994	2 029		
Workforce planning and development*	2 404	2 371	2 045		
Public sector appeals and grievance reviews	629	612	623		
Aboriginal Employment and Career Development	1 040	808	725		
Corporate and governance	1 701	1 830	1 914	5%	
Corporate and governance	576	636	794		
Shared services received	1 125	1 194	1 120		
Agency total	7 668	7 615	7 336	-4%	

*Workforce planning and development output has been backcast to reflect new Aboriginal Employment and Career Development output.

The Budget decrease of \$0.1 million from the Original Published Budget of \$7.7 million in May 2019 to the Final Budget of \$7.6 million includes one-off revenue received in 2019-20 with corresponding expenditure, offset by one-off budget transfer from 2019-20 to 2020-21 largely due to delayed community consultation programs and training and development as a result of COVID-19.

Budget Paper No 3 sets out the 2019-20 key performance indicators for the Employment Services output group. For the purposes of this report, the key performance indicators and their results are contained within each output areas individual report.

For the 2019-20 customer satisfaction survey responses, OCPE sought feedback from the Minister's Office, and agencies and unions with whom the most significant interactions occurred throughout the year. Recipients were asked to rate their level of satisfaction (unsatisfied, partially satisfied, satisfied and highly satisfied) in relation to four key areas with regard to

each of the OCPE divisions: customer focus, communication, confidence and timeliness. Despite the limited response rate, the satisfaction ratings along with customer commentary identified improvements can occur across all areas of OCPE, particularly regarding the timeliness of advice. While some of our services were impacted by resourcing issues including in relation to COVID-19, during the 2020-21 financial year OCPE will be focussing on improving customer experience, to ensure our customers understand our services, decision making processes, and our timeframes.

Output Groups

Output Group – Employee and Industrial Relations

Reporting on performance is against outputs identified in the 2019-20 Budget Paper No 3. The specific outputs for this group of activities were:

- Develop and manage employment policies and provides employment services that ensure NTPS employees have appropriate remuneration and conditions of service.
- Merit, equity, fairness and all legislative requirements are applied to the management of NTPS staff.
- Provide strategic public and private industrial relations advice.
- Administer the Territory's *Long Service Leave Act 1981* and *Public Holidays Act 1981*.

Key performance Indicators

The 2019-20 Budget Paper No 3 lists the following key performance indicators (KPIs) for OCPE:

Employee and Industrial Relations	KPI 2019-20	Result 2019-20
Services provided to the satisfaction of the Minister, agency chief executives and other stakeholders	95%	79%
Services provided in a timeframe satisfactory to the Minister, agency chief executives and other stakeholders	95%	79%

Employee Relations Division

The Employee Relations (ER) Division is responsible for developing and managing NTPS employment terms and conditions under the *PSEMA*, the *Fair Work Act 2009* (Cth), and relevant enterprise agreements. ER represents the Employer in enterprise agreement negotiations and in the FWC.

ER is also responsible for providing strategic public and private sector industrial relations advice, and administering the *Long Service Leave Act 1981* and the *Public Holidays Act 1981*.

The ER Division achieved all of the key priorities set for 2019-20 with only the timing of some projects affected by OCPE's employment responsibilities arising during COVID-19.

Key projects under the recommendations from A Plan for Budget Repair report were successfully progressed with further work to continue in 2020-21.

Key achievements in 2019-20

- Finalised the ballot process and approval for new enterprise agreements to cover correctional officers and Aboriginal health practitioners
- Finalised the *Long Service Leave Act 1981* review
- Prepared a feasibility study of a portable LSL scheme in the NT community sector
- Finalised the initial review of the *PSEMA* in consultation with agencies and unions

- Supported the NTG's NTPS workforce sustainability initiatives through implementing voluntary redundancies and having caps on the numbers of full-time employees
- Responsive delivery of employment advice and practical application of measures for NTPS agencies and employees, undertaken in consultation with unions, in respect to the management of NTG applied COVID-19 measures in the NT
- Continued delivery of recommendations from A Plan for Budget Repair report (the Langoulant Report) including further consideration of PSEMA reforms and implementing a wage freeze for executives
- Advice to support agencies regarding workplace efficiencies and employer best practice on restructuring and major change
- Contributed to the development of the NTPS human resource and industrial relations capability
- Analysed and responded to federal workplace relations law changes
- Reviewed the Public Sector Employment and Management By laws to address technical issues and to update common conditions in line with NTPS enterprise agreements
- Increased the number of meetings with the Public Sector Consultative Council from two to three times per annum
- Reviewed and delegated a number of the Commissioner's powers relating to staff selections to CEOs, consistent with their responsibilities and functions under PSEMA to improve the efficiency of agency recruitment processes.
- Commenced reviewing Employment Instructions, Public Sector Instruments and related determinations in light of the PSEMA or policy review outcome

Priorities for 2020-21

- Preparing for bargaining rounds for the replacement of enterprise agreements expiring in 2021, and commencing negotiations for enterprise agreements in 2021
- Implement any approved changes arising from the *Long Service Leave Act 1981* review
- Finalise the feasibility review of a portable LSL scheme in the NT community sector
- Continue delivery of recommendations from A Plan for Budget Repair report including:
 - implementing identified improvements through modernising the broader NTPS employment framework and implementing recommendations for reform of PSEMA
 - simplifying the Public Sector Employment and Management employment instruments and related determinations in light of PSEMA or policy review outcomes
- Strengthening the customer service model to improve employee and industrial relations delivery for government, agencies and employees

Output Group – Workforce Planning and Development

Reporting on performance is against outputs identified in the 2019-20 Budget Paper No 3. The specific outputs for this group of activities were:

- Build workforce capability and capacity within the NTPS through development and implementation of workforce planning and development strategies and initiatives, including core capability and leadership development, and the promotion of equity and diversity throughout the NTPS.
- Develop and promote strategic workforce initiatives and professional development.
- Support agencies to improve Aboriginal employment outcomes and inclusion and diversity across the NTPS.

Key Performance Indicators

Workforce, Planning and Development	KPI 2019-20	Result 2019-20
Percentage of NTPS employees who identify as: Aboriginal (*The commitment is to increase the number of NTPS employees who identify as Aboriginal to 16% by 2020)	16.0%*	10.9%
Having a disability	1.5%	1.3%
NTPS employees completing OCPE leadership and capability development programs	400	693
Participant rating of satisfied or higher with OCPE development programs	95%	96%
Services provided to the satisfaction of the Minister, agency chief executives and other stakeholders	95%	77%

Aboriginal Employment and Career Development Division

The AECD Division is responsible for driving the implementation of the AECDS 2015-2020 across the NTPS. The AECDS highlights the government's commitment to Aboriginal employment with a range of programs and initiatives designed to increase and retain Aboriginal employees, develop capability at all levels and focus on whole of career development. The AECDS aims to work towards a global target of 16% Aboriginal employment and 10% participation in senior/executive levels.

The AECD Division achieved all but one of the key priorities set for 2019-20, which was the whole of government exit interview policy. The project was delayed due to the 2019 machinery of government changes. The project is set as a key priority for 2020-21 and 'stay' interviews will be used to better understand retention issues.

The 2020 Alice Springs NTPS Aboriginal employee forum and Aboriginal and Torres Strait Islander Employment Aspirations Program were cancelled due to COVID-19.

Key achievements in 2019-20

- Implemented strategies to increase Aboriginal employment rates from 10.6% in June 2019 to 10.9% in June 2020
- Worked with NTPS CEOs to increase Aboriginal representation in senior/executive roles from 5.6% in June 2019 to 5.9% in June 2020
- Developed and implemented the NTPS Aboriginal Employee Mentor Program with 32 mentee's commencing the 12 month program in November 2019
- Hosted the annual NTPS Aboriginal employee forum in Darwin in November 2019 with 86 attendees from Darwin, Katherine, Alice Springs, Daly River, Maningrida, Ngukurr, Peppimenarti and Tennant Creek

Priorities for 2020-21

- Complete the AECDS 2015-2020 evaluation report
- Develop the next AECDS 2021-2025
- Expand the NTPS Aboriginal Employee Mentor Program to the regions
- Develop 'stay interview' project (to understand what makes a difference to Aboriginal employees continuing in a workplace) as a retention tool
- Develop NTPS Aboriginal Cadetship Program in partnership with DCIS
- Continue to host annual NTPS Aboriginal employee forums
- Continue to provide guidance and support to agencies in the development and promotion of programs and initiatives to increase Aboriginal employment across the NTPS
- Continue to meet and support the Champions of Inclusion and Senior Aboriginal Reference Groups

Strategic Workforce and Planning and Development Division

The Strategic Workforce Planning and Development (SWPD) Division's role is to build workforce capability within the NTPS through the development and implementation of strategic workforce planning, and development policies, strategies, and initiatives.

Progress was made on all SWPD 2019-20 priorities, however timelines for all were impacted to some degree by the requirements of responding to COVID-19. Specifically, the mid-point evaluation of the *EmployAbility Strategy* has been rescheduled to the first quarter 2021. Work commenced on all other priorities, and two were finalised – implementation of recommendations from A Plan for Budget Repair report, and review of the NTPS Capability and Leadership Framework.

Key achievements in 2019-20

- Delivered recommendations from A Plan for Budget Repair report: implemented the SWB; job families pilot project; and actions to address the hollowing out of policy, technical and administrative core capabilities
- Delivered 35 leadership and capability programs, with 693 participants
- Ongoing implementation of inclusion and diversity workplace culture change initiatives and the *EmployAbility Strategy 2018-2022*:
 - Addition of disability employment matters to the remit of the CEO Champions of Inclusion network, and implementation of a NTPS self-nominated employee Disability Reference Group who report to the Champions of Inclusion

- There were 15 Disability Employment Program (DEP) participants, including three employees undertaking NTPS traineeships, in 2019/20. Of these, four have secured further employment with the NTPS upon completion of their DEP contract and seven are continuing on to a second year on the program
- The NTPS's Hands Up for Inclusion - HUFU Week received a Highly Commended award for the category "Excellence in Strategy that improves Access and Inclusion" at the 2019 NT National Disability and Inclusion Awards
- Diversity definitions updated across all recruitment, selection and human resources management systems
- Delivered HUFU Week with over 500 participants registering to attend events across the NT, including online events
- Developed a comprehensive website and suite of online resources to support work-from-home arrangements
- Delivered the COVID-19 NTPS Unsung Heroes project: over 60 nominees interviewed with stories written and published to show-case their work
- Delivered the annual Recognition of Service Milestone events in Darwin and Alice Springs. With 129 long serving employees receiving recognition

Priorities for 2020-21

- Develop and implement a five year NTPS Workforce Strategy
- Continue implementation of 'A Plan for Budget Repair' projects: standardised roles and recruitment practices for common positions; pilot project to measure extent and proficiency of selected core capabilities
- Deliver the 2021 NTPS People Matter employee perceptions survey
- Implement an executive leader development framework and development options, and an Aboriginal leadership development pathway and program
- Mid-point outcome evaluation of the EmployAbility Strategy 2018-2022, and develop the 2021-22 implementation plan
- Deliver culture change initiatives and programs to improve NTPS inclusion and diversity work practices, including a NTPS diversity census
- Deliver high-value core capability and leadership development programs, based on agreed critical capabilities, which will be required by the sector

Output Group - Public Sector Appeals and Grievance Reviews

Reporting on performance is against outputs identified in the 2019-20 Budget Paper No 3. The specific outputs for this group of activities were:

- Conduct promotion, disciplinary and inability appeals pursuant to PSEMA.
- Provide employees with independent review of agency actions and decisions through the grievance review process.
- Provide agencies with strategic advice, assistance, education and a review function in relation to special measures recruitment.
- Develop and implement uniform NTPS recruitment and selection policy and procedures, including the provision of strategic advice, training and education on merit-based selection.

Key performance Indicators

The 2019-20 Budget Paper No 3 lists the following key performance indicators (KPIs) for OCPE:

Public Sector Appeals and Grievance Reviews	KPI 2019-20	Result 2019-20
Services provided to the satisfaction of the Minister, agency chief executives and other stakeholders	85%	83%
Grievance reviews finalised within three months	90%	95%
Promotion Appeals finalised within six weeks	90%	90%
Disciplinary and inability appeals finalised within three months	90%	50%*
Special measures reviews of unsuitable findings finalised within five days	98%	98%

*The KPIs were met as set out above, with the exception of discipline and inability appeals; with one taking longer than the prescribed 3 months due to its complexity and involvement of external solicitors.

Public Sector Appeals and Grievance Reviews Division

Public Sector Appeals and Grievance Reviews (PSA&GR) has four main functions:

- conduct promotion, disciplinary, and inability appeals pursuant to sections 59A to 59G of PSEMA
- provide employees with an independent and impartial review of agency actions, inactions and decisions through the grievance review process set out in section 59 of the PSEMA
- provide advice, assistance and education to agencies in the implementation and operation of Special Measures recruitment plans to promote equality of employment opportunity
- develop, administer, and provide education on NTPS Merit Selection policy and procedures

PSA&GR objective is to enable merit, equity, and fairness to prevail in the NTPS through effective, impartial and independent delivery of its four functions.

In relation to its 2019-20 key priorities, PSA&GR met all of its objectives with the exception of one, which was impacted by COVID-19 due to the inability to meet with stakeholders to finalise the review of Simplified Recruitment.

Key achievements in 2019-20

- Consulted with relevant stakeholders regarding amendments to appeal provisions of the PSEMA to occur in conjunction with the review of the Act currently underway
- Continued to provide high quality advice, education, and training in relation to Merit Selection and Special Measures and continue to provide timely, high quality appeal and grievance handling services for the NTPS
- Continued to administer and monitor Special Measures in the NTPS, including providing advice, education, training and a review function
- Reviewed 83 section 59 grievances in the 2019-20 financial year

Priorities for 2020-21

- Finalise consultations regarding amendments to appeal provisions of the PSEMA in conjunction with the review of the Act
- Review of Special Measures plans in the NTPS to ensure they are contemporary and fit for purposes; and increased engagement with our Aboriginal workforce to ensure accessible pathways for promotion
- Upgrade eLearning modules for Merit Selection and Special Measures
- Improve online materials to provide current, relevant and accessible information to stakeholders

Summary of Disciplinary and Inability Appeal Outcomes 2019-20

Appeal Board Outcomes	Discipline	Inability
Affirm the decision of the CEO	3	0
Vary the decision	0	0
Set aside the decision of the CEO and replace with the PSAB decision	1	0
Settled	0	0
Withdrawn	0	1
Set aside the decision of the CEO	0	
Set aside the decision and return the matter to the CEO for reconsideration	0	0
Appeal still on foot	2	0
Total handled	6	1

Summary of Promotion Appeal Outcomes 2019-20

Promotion Appeal Board Outcomes	2019-20
Varied by promoting Appellant (Allowed)	1
Decision Affirmed (Promotion Upheld)	23
Set aside and returned to be redone	4
Withdrawn	11
Vacated (promotion cancelled)	0
On hand at end of period	1
Total handled	40

Reasons for section 59 PSEMA Grievance Reviews 2019-20

Reasons	2019-20
Management action or decision	20
Selection decision	34
Application of procedures and policies	1
Application of conditions of service	2
Agency handling of bullying	4
Termination of probationary employment	2
Termination of Executive Contract	0
Bullying	4
Review of a disciplinary/inability decision	3
Unfair treatment	11
Other (non-NTPS complaints)	3
Total handled	84

Outcomes of section 59 Grievance Reviews 2019-20

Outcomes	2019-20
Agency directed to take/refrain from taking action	1
Agency action confirmed	22
Agency action confirmed with comment from the Commissioner	0
Resolved through PSA&GR involvement	30
Being handled by the agency	3
Declined to review (e.g. no jurisdiction, non-employee)	4
Withdrawn	4
On hand at the end of the period	20
Total handled	84

Output Group – Corporate and Governance

Output: Shared Services Received

Shared corporate and governance services received from the DCM include financial services, business services and corporate governance support. Notional charges are applied to these services. These services are received free of charge.

Other corporate services are provided by the Department of Corporate and Information Services

(DCIS). These include human resource management, information and communication technology, and records management.

Primary responsibility for the governance of OCPE rests with the OCPE Management Board and three sub-committees provide advice to the Commissioner through the Management Board.

Our People



Overview

Employee commitment, engagement, and satisfaction are integral to achieving OCPE's operational outcomes. OCPE is committed to a strategic approach to build the capability of our people and focuses on:

- building a flexible and highly professional workforce
- workforce management and workforce planning strategies
- best practice recruitment, promotion, and retention strategies
- employee engagement
- performance management and career planning, and
- targeted learning and development opportunities

Our Values

The NTPS Values give us a shared understanding of appropriate behaviours in the workplace and how we should interact with others in our everyday work. These values underpin how we work in delivering services to Territorians, promote collaboration and professionalism, and guide us in achieving our best performance and setting common expectations across the NTPS for all employees.

Our values are:

- commitment to service
- ethical practice
- respect
- accountability
- impartiality
- diversity

Public Sector Principles

Part 1A (sections 5A-5F) of the PSEMA lists the general principles underlying this legislation. These principles need to be upheld by the Commissioner, agencies, CEOs, and employees of the NTPS.

In 2019-20, OCPE implemented processes to ensure all of the prescribed principles were observed.

The below table provides information on OCPE's observance of these principles.

Public Sector Principle	Action in 2019-20
Administration Management Principle (PSEMA Section 5B)	OCPE provided effective, efficient and appropriate services to the community and government, ensuring appropriate use of public resources while working cooperatively and responsively carrying out our functions objectively, impartially and with integrity
Human Resource Management Principle (PSEMA Section 5C)	Workplace diversity and equity is upheld and provides everyone equal opportunity to make the most of their talents and abilities in the workplace. Our workplace environment ensures that our employees are treated fairly, reasonably and in a non-discriminatory way
Merit Principle (PSEMA Section 5D)	OCPE appointments are based on the principles of merit. Employees are capable and competent to perform their duties; having the knowledge, skills, experience, and qualifications required to be successful in their role and having consideration of their potential for future development.
Equality of Employment Opportunity Principle (PSEMA Section 5E)	Implementation of affirmative special measures policy and identifying designated positions has enabled OCPE to eliminate unlawful discrimination while promoting diversity among its workforce.
Performance and Conduct Principle (PSEMA Section 5F)	OCPE champions NTPS values, treating the workforce fairly, equitably, and with proper courtesy and consideration. OCPE officers avoid actual or apparent conflicts of interest and ensure personal conduct does not adversely affect their performance or that of other public sector officers while performing their duties objectively, impartially, professionally and to the best of their ability with integrity.

Staffing Profile

Staff Snapshot as at 30 June 2020

As at June 2020, OCPE had a headcount of 36 employees (equating to 31.44 FTE), compared with 35 employees (equating to 32.07FTE) as at 30 June 2019. The headcount includes two school based trainees and one graduate trainee. The below table provides a comprehensive comparison of classifications and FTE from June 2019 to June 2020.

	June 2019	June 2020
Paid Classification	FTE	FTE
EO6C	1	1
EO2C	3	3
EO1C	2	2
SAO2	4	3
SAO1	8.6	8.6
AO7	4.8	4
AO6	1.37	1.86
AO5	1.8	1
AO4	3.5	3.98
AO3	1	1
GRADUATE TRAINEE	1	1
SCHOOL BASED APPRENTICE	0	1
TOTAL	32.07	31.44

Equal Employment Opportunity

Diverse Workplace

OCPE strives to reflect a gender balanced and diverse workplace. The below table shows the staff equity and diversity statistics at 30 June 2020.

	2019		2020	
People who identify as:	Headcount (35)	% of workforce	Headcount (36)	% of workforce
Female	28	80	32	89
Male	7	20	4	11
Aboriginal	8	23	10	28
CDB	0	0	0	0
Disability	2	6	2	6

Disability Action Plan

OCPE's goal is to attract, support and retain the best staff we can. In 2020-21 we are committed to implementing further actions as part of our Disability Action Plan to, if they have a disability, provide those staff with the support they need to feel as much a part of our Agency as any other staff member while contributing and developing to their full potential.

Aboriginal Employment and Career Development

OCPE drives the employment and career development for the NTPS, including Aboriginal employment. At the end of 2019-20, Aboriginal staff represented 28% of OCPE's workforce, an increase of 5% compared with the previous financial year. The OCPE target for Aboriginal representation is 16.7%. OCPE continues to maintain Aboriginal representation through initiatives such as:

- utilising the special measure 'Priority Consideration and Preference in Selection' to all OCPE advertised positions
- identifying and addressing barriers to career development and progression, and
- providing leadership development opportunities to existing Aboriginal employees

Flexible Work Arrangements

OCPE recognises and acknowledges the importance of providing employees with the flexibility and assistance they need to successfully balance their professional work life with their personal commitments.

Flexible working arrangements were negotiated including:

- 7 employees who worked part-time
- 7 employees who worked Compressed hours
- 20 employee have Work From Home arrangements
- 5 employees with TOIL arrangements

Performance Management

The process of giving and receiving feedback and identifying learning and development needs is an essential element of achieving outstanding performance and ensuring OCPE's goals and objectives are effectively achieved.

Performance feedback is provided to all OCPE employees on a regular basis and 97% of employees had a formal performance agreement in place.

Professional Learning and Development Framework

In 2019-20, OCPE invested \$26,317 in conferences, structured learning opportunities, facilitators' fees, training and development (including study assistance) and leadership programs for its employees.

OCPE supports relevant professional development and training for employees that will benefit OCPE and the NTPS. The aim is to increase productivity, improve performance, and enhance job satisfaction and career opportunities.

Health and Wellbeing

OCPE is committed to the health and wellbeing of all employees and offered activities and initiatives such as the employee assistance program, ergonomic assessments, and financial information seminars on topics such as superannuation and salary sacrificing. OCPE also promoted discounted health insurance and employees participated in the flu vaccination program and raised social club funds that went towards Christmas party celebrations. The below table shows the health and wellbeing initiatives accessed by employees in 2019-20.

Health and Wellbeing initiatives

Initiative	Number accessed
Employee Assistance Program	14
Ergonomic Assessments	1
Flu Vaccinations	16

Employment Instructions

Under PSEMA, Employment Instructions provide direction to agencies on human resource management matters. OCPE complied with its obligations under each Employment Instruction throughout 2019-20.

Governance

Boards and Committees

Management Board

The Management Board has a critical role in ensuring effective performance and accountability by:

- monitoring quality control systems and, where necessary, implementing corrective action to improve systems and performance including monthly updates on the following topics:
 - Budgets and Finance
 - Human Resources Activity
 - Information and Records Management
 - Governance and Risk
 - Workplace Health and Safety
 - ICT and website updates

Management Board decisions are conveyed at staff meetings, conducted at whole of office and business division levels.

The board met ten times during 2019-20.

Members	Role	Job Title
Vicki Telfer	Chair	Commissioner for Public Employment
Libby Doney	Member	Director, Strategic Workforce and Planning
Cheryl Winstanley	Member	Director Employee Relations
Camille Lew Fatt	Member	Director Aboriginal Employment and Career Development
Rachael Dunn	Member	Director Public Sector Appeals and Grievance Review
Kerryn Batten	Member	Director Governance, Information and Reporting
Robert Csar	Member	Director Corporate Services / Chief Financial Officer
Peta Preo	Member	Senior Director Business Directions
Wayne Sanderson	Member	Commissioner's Representative for Central Australia
Megan Townsend	Member	Senior Manager Projects and Coordination
Lisa Pratt	Secretariat	Executive Assistant

Strategic Workforce Board

The NTPS SWB has been established to drive actions and initiatives that maximise NTPS workforce investments as a means to improve workforce sustainability and capability.

The SWB was established as a recommendation from the NTG's *A Plan for Budget Repair Report* (released in April 2019). However, the life of the SWB extends beyond the recommendation to provide the NTPS with a future focused, whole of sector approach to managing strategic workforce risks.

The SWB Oversees and directs initiatives related to:

- Future Workforce
- Strategic Focus
- Core capability Development
- Workforce Reporting
- Communication Initiatives

The board met 4 times during 2019-20.

Members	Role	Department	Job Title
Vicki Telfer	Chair	Office of the Commissioner for Public Employment	Commissioner for Public Employment
Catherine Stoddart	Member	Department of Health	Chief Executive Officer
Nicole Hurwood	Member	Territory Families	Deputy Chief Executive, Organisational Services
Catherine Weber	Member	Department of Treasury and Finance	Deputy Under Treasurer
Maria Mohr	Member	Department of the Chief Minister	Deputy Chief Executive Officer
Gail Humble	Member	Department of Corporate and Information Services	Senior Director, Enterprise and Corporate Services
Sibylle Brautigam	Member	Department of Trade, Business and Innovation	Deputy Chief Executive
Lorraine Cowra	Member	Department of Primary Industry and Resources	Executive Director, Economic Recovery
Strategic Workforce Planning and Development Division	Secretariat	Office of the Commissioner for Public Employment	OCPE Division

Audit and Risk Management Committee

The OCPE has a joint Audit and Risk Management Committee (ARMC) with the Department of Treasury and Finance (DTF) and the DCM.

The ARMC provides independent and objective advice to the CEOs on the effectiveness of the departments' risk, control and compliance frameworks, and their financial reporting responsibilities.

The ARMC is responsible for:

- monitoring risk management and the adequacy of the internal controls established to manage risks
- monitoring the adequacy of the departments' internal control environment including the adequacy of policies, practices and procedures

- reviewing financial statements and other public accountability documents
- monitoring the internal audit function
- monitoring the NT Auditor-General's audit program where it relates to OCPE, DTF and DCM
- commenting on the state of organisational governance within the scope of the ARMC's Charter, and
- undertaking any other functions determined by the CEOs, within the context of the ARMC's purpose
- monitoring development and implementation of the risk management framework
- oversight of the audit and assurance program and outcomes, including reviewing various audit and compliance reports (as detailed below) and monitoring management's implementation of related recommendations
- monitoring the gifts and benefits registers, quarterly financial summary reports and employee excess leave reports, and
- high level review of the annual report document and examination of the annual financial statements as reviewed by the Auditor-General's Office

Key outcomes from meetings included:

- recommending the audit and assurance program 2019-20 to the OCPE Management Board and the Commissioner

The Committee met five times during 2019-20.

External and Internal Audit

The following audits and reviews were conducted in 2019-20:

Audit or Review	Objective	Outcome
Value for Territory (VFT) annual assurance program	To test OCPE's compliance with the obligations set out under the Value for Territory assurance program, which arise from the <i>Procurement Act 1995</i> , Procurement Regulations, Procurement Governance Policy and Rules and the Buy Local Plan.	Four tier 1 transactions were identified as non-compliant in relation to procurement approvals and delegation requirements. No tier 2 to tier 5 category procurements were undertaken in 2019-20. During the review it was noted there were deficiencies in record keeping practices and contract management. This is being addressed by an overarching program of work to improve procurement and contract controls.

OCPE is subject to the Northern Territory Auditor-General's audit program under the powers and responsibilities established by the *Audit Act 1995*. In 2019-20, the Auditor-General selected OCPE for the following audits and reviews:

Audit or Review	Objective	Outcome
Agency compliance audit	To ensure that the internal control systems operating within the agency includes certain necessary features	No significant matters were raised
End of Year review for the year ending 30 June 2020	To assess the adequacy of selected aspects of controls over reporting, accounting and material financial transactions and balances with the primary purpose of providing support to the audit of the Treasurer's Annual Financial Statement (TAFS)	The review found no significant matters and the Agency's accounting and control procedures were found to be generally satisfactory

DCM/DTF/OCPE Information Communication and Technology (ICT) Governance Committee

The Information and Communications Technology (ICT) Governance Committee (IGC) provides strategic direction for OCPE's use of information and technology. Under shared services arrangements, the OCPE has a joint IGC with DCM and DTF, which met

twice during 2019-20. The IGC is also the interdepartmental liaison point for whole-of-government ICT initiatives, particularly where those initiatives relate to the work of DCM, OCPE or DTF.

Workplace Health and Safety Committee

DCM, OCPE and DTF are committed to a workplace that fosters behaviour aimed at the prevention of injury, illness or death to our employees, contractors and visiting workers; and have a combined Work Health and Safety (WHS) Committee established under share services arrangement.

The WHS Committee has governance oversight of WHS obligations under the *Workplace Health and Safety (National Uniform Legislation) Act 2011*, including:

- advising CEOs on the establishment, maintenance and monitoring of programs, measures and procedures in the workplace relating to the health and safety of employees. In 2020 this included response to the COVID-19 pandemic

- development and oversight of a detailed risk register which facilitates focus on areas that most need attention
- developing and maintaining a WHS management system incorporating policies and programs in accordance with relevant legislation

The committee met four times during 2019-20.

In May 2020, the three agencies completed a WHS Framework Gap Analysis to support their compliance with WHS legislative requirements. The findings of the gap analysis will inform the review and development of WHS policies, procedures and guidelines, as well as WHS training and compliance activities.

Boards and committees on which OCPE is represented

National

- Public Service Commissioners' Conference
- National Public Sector Industrial Relations (Directors) group
- Senior Officials Group
- Interjurisdictional Workforce Data Analytics Committee

Northern Territory

- CEO Coordination Committee
- CEO Champions of Inclusion Committee
- Audit and Risk Management Committee (DCM, OCPE and DTF)
- Strategic Workforce Board
- Executive Remuneration Review Panel
- Information Governance Committee
- Northern Territory Emergency Management Council
- CFO Forum (a shared service representative attends on OCPE's behalf)
- DCM/DTF/OCPE Information Communication and Technology Governance Committee
- Public Sector Consultative Council

Legislation Administered

As per the Administrative Arrangements Order (AAO) 2020 for OCPE.

- *Annual Leave Act 1981*
- *Correctional Officers Arbitral Tribunal Act 1950*
- *Long Service Leave Act 1981*
- *Police Administration Act 1978 (Part III)*
- *Public Employment (Mobility) Act 1989*
- *Public Holidays Act 1981*
- *Public Employment (Mobility) Act 1989*
- *Public Sector Employment and Management Act 1993*

Financial Performance

Financial Statement Overview

For the year ended 30 June 2020

The 2019-20 financial statements for OCPE have been prepared on an accrual basis in accordance with the NT's financial management framework and Australian Accounting Standards. The agency's financial performance in 2019-20 and comparative financial information for 2018-19 are reported in four

financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

Details of the agency's performance by output group are provided at Note 3 of the financial statements.

BUDGET

The agency's final budget income for 2019-20 was \$7.61 million, a decrease from the original 2019-20 budget of \$7.67 million. The agency's total expense budget was \$7.62 million, a decrease from the original 2019-20 budget of \$7.67 million.

Comparisons to the original published budget are included in Note 23. Where comparisons to budget have been made in this overview, it reflects the final budget.

COMPREHENSIVE OPERATING STATEMENT

Figure 1 - Financial Performance

Summary	2019-20 Final Budget	2019-20 Actual (a)	2018-19 Actual (b)	Movement (a-b)
	\$M	\$M	\$M	\$M
Operating Income	7.61	7.31	7.42	(0.11)
Operating Expenses	7.62	7.34	7.81	(0.47)
Net Surplus/(Deficit)	(0.01)	(0.03)	(0.39)	0.36

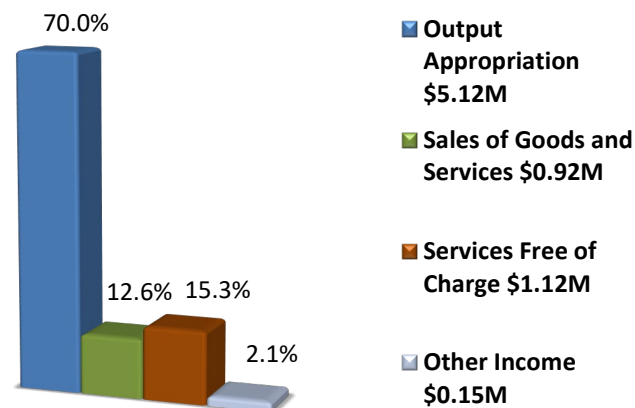
The Operating Statement provides information on the financial performance of the agency during the year. For the year ended 30 June 2020, the agency recorded a deficit of \$0.03 million.

Operating Income

The agency's primary source of funding is output appropriation (\$5.12 million in 2019-20), which makes up 70 per cent of total agency income. The agency also received income from sales of goods and services of \$0.92 million for the EmployAbility Strategy program levy and delivery and facilitation of Northern Territory Government Workforce Leadership and Capability Development programs including the Future Leaders Program and Executive Leadership Programs. Other income recognised by the agency includes notional goods and services received from the DCIS and DCM.

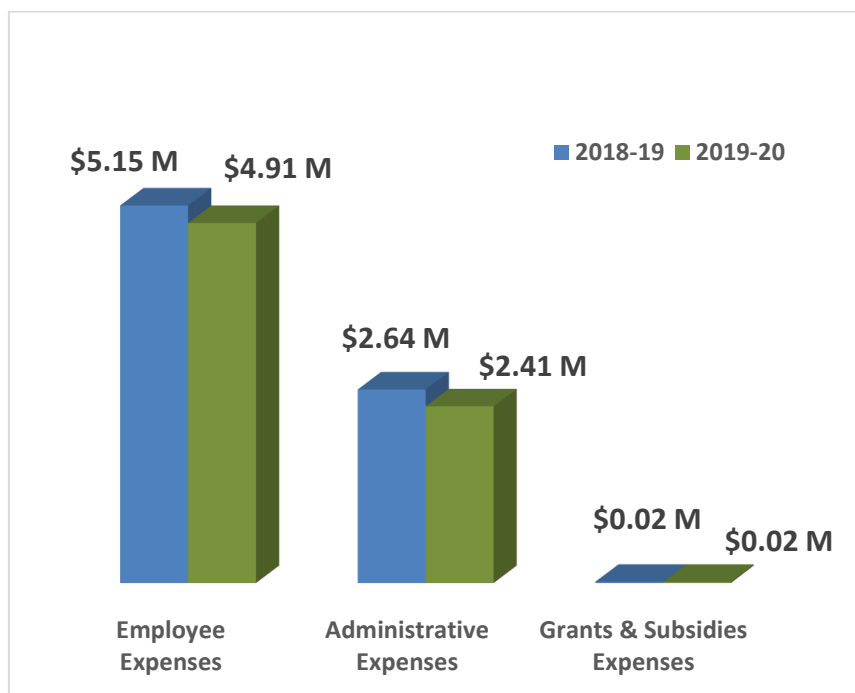
Total income decreased by \$0.11 million in 2019-20 to \$7.31 million compared to 2018-19 of

\$7.42 million. The decrease in funding is predominantly due to the transfer of budget to DCM formalising Corporate Services integration between the agencies and transfer of budget from 2019-20 to 2020-21 for delayed community consultation programs as a result of COVID-19 (\$0.61 million) and reduced sales of goods and services during COVID-19 emergency of capability development training programs from NTG agencies (\$0.06 million); offset by the increase in recognition of DCM notional shared services received (\$0.42 million) and other revenue recovered from NTG agencies (\$0.14 million).

Figure 2 – 2019-20 Source of income

Operating Expenses

The agency's expenses are recognised in three primary categories; employee, administrative and grants. In 2019-20, 66.92 per cent of total expenditure was related to employees, 32.85 per cent to administrative expenditure and 0.23 per cent to grant expenditure.

Figure 3 – 2019-20 Expenditure Comparison (\$M)

In 2019-20 the agency incurred personnel expenses of \$4.91 million, a decrease of \$0.24 million from 2018-19 of \$5.15 million predominantly due to the number of enterprise bargaining agreement negotiations undertaken in 2018-19.

Administrative expenses in 2019-20 decreased by \$0.23 million to \$2.41 million is due to reduced uptake during COVID-19 emergency of capability development training programs from NTG agencies.

BALANCE SHEET

Figure 4 - Balance Sheet

Summary	2019-20	2018-19	Movement
	\$M	\$M	\$M
Assets	3.59	3.51	0.08
Liabilities	0.72	0.62	0.10
Equity	2.86	2.89	(0.03)

During the 2019-20 financial year the agency's total assets increased by \$0.08 million from \$3.51 million to \$3.59 million. The increase predominantly relates to the increase in cash balances.

STATEMENT OF CHANGES IN EQUITY

Figure 5 - Statement of Changes in Equity

Summary	2019-20	2018-19	Movement
	\$M	\$M	\$M
Balance 1 July	2.89	3.28	(0.39)
Accumulated Funds	(0.03)	(0.39)	0.36
Reserves			
Capital			
Balance 30 June	2.86	2.89	(0.03)

The Statement of Changes in Equity reports on movements in equity balances during the year.

Total equity in 2019-20 decreased by \$0.03 million predominantly due to the net effect of the increase in cash balances offset by the increase in liabilities from 2018-19.

CASH FLOW STATEMENT

Figure 6 - Cash Flow Statement

Summary	2019-20	2018-19	Movement
	\$M	\$M	\$M
Balance 1 July	3.36	3.98	(0.62)
Receipts	6.29	6.81	(0.52)
Payments	(6.17)	(7.43)	1.26
Cash at End of Financial Year	3.48	3.36	0.12

The Cash Flow Statement reports on total cash payments and receipts made during the financial year.

Decrease in receipts and payments in 2019-20 from 2018-19 is due to the movement explained above in income and expenditure.

Certification of Financial Statements

We certify that the attached financial statements for the Office of the Commissioner for Public Employment have been prepared based on proper accounts and records in accordance with the prescribed format, the *Financial Management Act 1995* and Treasurer's Directions.

We further state that the information set out in the comprehensive 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 2020 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.



Accountable Officer

Vicki Telfer PSM

28 August 2020



Chief Financial Officer

Robert Csar

28 August 2020

Financial Reports and Tables

Comprehensive Operating Statement for the year ended 30 June 2020

	Note	2020	2019
		\$000	\$000
INCOME			
Appropriation			
Output	4b	5 116	5 730
Commonwealth			
Sales of goods and services	4c	920	982
Goods and services received free of charge	5	1 120	706
Other income	4d	154	5
TOTAL INCOME	3	7 311	7 422
EXPENSES			
Employee expenses		4 910	5 152
Administrative expenses			
Purchases of goods and services	6	1 288	1 932
Repairs and maintenance			1
Depreciation and amortisation	11	3	3
Other administrative expenses ¹		1 120	706
Grants and subsidies expenses			
Current		15	17
Capital		-	-
TOTAL EXPENSES	3	7 336	7 810
NET SURPLUS/(DEFICIT)		(25)	(388)
OTHER COMPREHENSIVE INCOME			
Items that will not be reclassified to net surplus/deficit			
Changes in accounting policies			
Correction of prior period errors			
Changes in asset revaluation surplus			
TOTAL OTHER COMPREHENSIVE INCOME			
COMPREHENSIVE RESULT		(25)	(388)

¹ Includes DCIS service charges, DIPL repairs and maintenance service charges and DCM services provided free to charge.

The comprehensive operating statement is to be read in conjunction with the notes to the financial statements.

Balance Sheet as at 30 June 2020

	Note	2020	2019
		\$000	\$000
ASSETS			
Current assets			
Cash and deposits	8	3 477	3 356
Receivables	10	19	37
Prepayments		89	112
Total current assets		3 585	3 506
Non-current assets			
Property, plant and equipment	11	-	3
Total non-current assets		-	3
TOTAL ASSETS		3 585	3 508
LIABILITIES			
Current liabilities			
Payables	13	93	73
Provisions	15	628	546
Total current liabilities		721	620
Non-current liabilities			
Provisions	15	-	-
Total non-current liabilities		-	-
TOTAL LIABILITIES		721	620
NET ASSETS		2 864	2 889
EQUITY			
Capital		58	58
Accumulated funds		2 806	2 831
TOTAL EQUITY		2 864	2 889

The balance sheet is to be read in conjunction with the notes to the financial statements.

Statement of Changes in Equity for the year ended 30 June 2020

	Note	Equity at 1 July	Comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June
		\$000	\$000	\$000	\$000
2019-20					
Accumulated funds		2 831	(25)	-	2 806
Changes in accounting policy		-	-	-	-
Correction of prior period errors		-	-	-	-
		2 831	(25)	-	2 806
Capital – transactions with owners					
Equity injections					
Capital appropriation		861	-	-	861
Equity transfers in		1 067	-	-	1 067
Other equity injections		1 411	-	-	1 411
Equity withdrawals					
Capital withdrawal		(2 984)	-	-	(2 984)
Equity transfers out		(297)	-	-	(297)
		58	-	-	58
Total equity at end of financial year		2 889	(25)	-	2 864
2018-19					
Accumulated funds		3 219	(388)	-	2 831
Changes in accounting policy		-	-	-	-
Correction of prior period errors		-	-	-	-
		3 219	(388)	-	2 831
Capital – transactions with owners					
Equity injections					
Capital appropriation		861	-	-	861
Equity transfers in		1 067	-	-	1 067
Other equity injections		1 411	-	-	1 411
Equity withdrawals					
Capital withdrawal		(2 984)	-	-	(2 984)
Equity transfers out		(297)	-	-	(297)
		58	-	-	58
Total equity at end of financial year		3 277	(388)	-	2 889

The statement of changes in equity is to be read in conjunction with the notes to the financial statements.

Cash Flow Statement for the year ended 30 June 2020

	Note	2020	2019
		\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating receipts			
Appropriation			
Output		5 116	5 730
Commonwealth			-
Receipts from sales of goods and services		1 173	1 082
Total operating receipts		6 289	6 812
Operating payments			
Payments to employees		(4 797)	(5 209)
Payments for goods and services		(1 356)	(2 203)
Grants and subsidies paid			
Current		(15)	(17)
Capital			-
Total operating payments		(6 168)	(7 429)
Net cash from/(used in) operating activities	9	120	(617)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing receipts		-	-
Total investing receipts		-	-
Investing payments		-	-
Total investing payments		-	-
Net cash from/(used in) investing activities		-	-
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing receipts		-	-
Total financing receipts		-	-
Financing payments		-	-
Total financing payments		-	-
Net cash from/(used in) financing activities	9	-	-
Net increase/(decrease) in cash held		120	(617)
Cash at beginning of financial year		3 356	3 973
CASH AT END OF FINANCIAL YEAR	8	3 477	3 356

The cash flow statement is to be read in conjunction with the notes to the financial statements.

Index of notes to the Financial Statements

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 2. Statement of significant accounting policies
 3. Comprehensive operating statement by output group
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 - 4b. Appropriation
 - 4c. Sales of goods and services
 - 4d. Other income
 5. Goods and services received free of charge
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6. Purchases of goods and services
 7. Write-offs, postponements, waivers, gifts and ex gratia payments
- Assets**
8. Cash and deposits
 9. Cash flow reconciliation
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 14. Borrowings and advances
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17. Fair value measurement
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 19. Related parties
 20. Contingent liabilities and contingent assets
 21. Events subsequent to balance date
 22. Schedule of administered Territory items
 23. Budgetary information

Notes to the financial statements for the year ended 30 June 2020

1. Objectives and funding

The primary role of the OCPE is to support the Commissioner's statutory employer role as defined in PSEMA. The Commissioner is also required to provide strategic and policy advice to support the Minister for Public Employment in achieving the Minister's duties under PSEMA. The OCPE has principal responsibility to government in the areas of public sector management and industrial relations. The OCPE identifies emerging issues and provides a strategic focus for developing a dynamic, highly skilled and motivated public sector.

Key functional responsibilities are:

- providing sound and timely advice to government on all aspects of human resource and industrial relations issues affecting the NTPS
- supporting CEOs and agencies to develop and implement relevant human resource management policies and practices
- representing the interests of the NTG in workplace negotiations and tribunal hearings as the statutory employer
- coordinating sector-wide executive and leadership development programs
- resolving employee grievances through appropriate review and appeal mechanisms and;
- developing and implementing contemporary workforce management practices that position the NTPS as an employer of choice, and ensuring it is well placed to contribute to the social and economic development of the Territory

Additional information in relation to OCPE and its principal activities may be found earlier in this annual report. OCPE is predominantly funded by, and is dependent on, the receipt of NTG output appropriations. However, it also generates revenue from the delivery of public sector management and development programs on a user pays basis to other NTPS agencies. The financial statements encompass all funds through which OCPE controls resources to carry on its functions and deliver outputs. For reporting purposes, outputs delivered by OCPE are summarised into several output groups. Note 3 provides summary financial information in the form of a Comprehensive Operating Statement by output group.

2. Statement of significant accounting policies

a) Statement of compliance

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act 1995* and related Treasurer's Directions. The *Financial Management Act 1995* requires the agency to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements should include:

- (i) a certification of the financial statements
- (ii) a comprehensive operating statement
- (iii) a balance sheet
- (iv) a statement of changes in equity
- (v) a cash flow statement and
- (vi) applicable explanatory notes to the financial statements

b) Basis of accounting

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.

The form of the agency financial statements is also consistent with the requirements of Australian accounting standards. The effects of all relevant new and revised standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated.

Standards and interpretations effective from 2019-20

AASB 15 Revenue from contracts with a customer / AASB 1058 Income for not-for-profit entities

AASB 15 Revenue from contracts with customers and AASB 1058 Income for not-for-profit entities are not expected to have a material impact on financial statements of the agency.

AASB 16 Leases

The agency has intra-governmental leases or subleases in the general government sector only and applies the intra-governmental leases recognition exemption as per the Treasurer's Direction – Leases.

AASB 2016-8 Amendments to Australian accounting standards – Australian implementation guidance for not-for-profit entities (AASB 9 Financial instruments)

AASB 2016-8 is effective for the first time in 2019-20 and will require non-contractual receivables arising from statutory requirements to apply the initial recognition and measurement requirements of AASB 9. The requirements of AASB 2016-8 are largely consistent with existing recognition and measurement practices of the agency and is therefore not expected to have a material impact.

Several other amending standards and AASB interpretations have been issued that apply to the current reporting periods, but are considered to have no impact on public sector reporting.

Standards and interpretations issued but not yet effective

No Australian accounting standards have been early adopted for 2019-20.

Several other amending standards and AASB interpretations have been issued that apply to future reporting periods but are considered to have limited impact on public sector reporting.

c) Reporting entity

The financial statements cover the Department as an individual reporting entity.

The OCPE is a NT department established under the *Interpretation Act 1978* and AAO.

The principal place of business of the Department is:

Level 10 Charles Darwin Centre, 19 The Mall,
Darwin NT 0800

d) Agency and Territory items

The financial statements of agency include income, expenses, assets, liabilities and equity over which the agency 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 22 – Schedule of administered Territory items.

e) Comparatives

Where necessary, comparative information for the 2018-19 financial year has been reclassified to provide consistency with current year disclosures.

f) 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 thousand dollars, with amounts of \$500 or less being rounded down to zero. Figures in the financial statements and notes may not equate due to rounding.

g) Changes in accounting policies

There have been no changes to accounting policies adopted in 2019-20 as a result of management decisions.

h) Accounting judgments and estimates

The preparation of the financial report requires the making of judgments and estimates that affect the recognised amounts of assets, liabilities, revenues and expenses and the disclosure of contingent liabilities. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgments about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgments and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements.

i) 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, which 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.

j) 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 1995* 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 provides additional information in relation to contributions by, and distributions to, government.

3. Comprehensive operating statement by output group

		Employment Services		Corporate and Governance		Total	
	Note	2020	2019	2020	2019	2020	2019
		\$000	\$000	\$000	\$000	\$000	\$000
INCOME							
Grants and subsidies revenue							
Current		-	-	-	-	-	-
Appropriation							
Output		4 570	4 749	546	981	5 116	5 730
Sales of goods and services		907	968	13	14	920	982
Goods and services received free of charge	5	-	-	1 120	706	1 120	706
Other income		15	-	139	4	154	4
TOTAL INCOME		5 492	5 717	1 818	1 705	7 311	7 422
EXPENSES							
Employee expenses		4 398	4 646	512	505	4 910	5 151
Administrative expenses							
Purchases of goods and services	6	1 006	1 372	282	560	1 288	1 932
Repairs and maintenance		-	-		1		1
Depreciation and amortisation	11	3	3		-	3	3
Other administrative expenses ¹		-	-	1 120	706	1 120	706
Grants and subsidies expenses							
Current		15	17		-	15	17
TOTAL EXPENSES		5 422	6 038	1 914	1 772	7 336	7 810
NET (DEFICIT)/SURPLUS		70	(321)	(96)	(67)	(25)	(388)
OTHER COMPREHENSIVE INCOME							
Items that will not be reclassified to net surplus/deficit							
Changes in accounting policies		-	-	-	-	-	-
Correction of prior period errors		-	-	-	-	-	-
Changes in asset revaluation surplus		-	-	-	-	-	-
TOTAL OTHER COMPREHENSIVE INCOME		-	-	-	-	-	-
COMPREHENSIVE RESULT		70	(321)	(96)	(67)	(25)	(388)

¹ Includes DCIS service charges, DIPL repairs and maintenance service charges and DCM services provided free of charge.

Income

Income encompasses both revenue and gains.

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

4. Revenue

a) Grants and subsidies revenue

Grants revenue is recognised at fair value exclusive of the amount of GST. Until 30 June 2019, grant revenue and other non-reciprocal contributions were recognised as revenue when the agency obtains control over the asset comprising the contribution, which was normally obtained on receipt.

From 1 July 2019, where a grant agreement is enforceable and has sufficiently specific performance obligations for the agency to transfer goods or services to the grantor or a third party beneficiary, the transaction is accounted for under AASB 15. In this case, revenue is initially deferred as a contract liability when received in advance and recognised as or when the performance obligations are satisfied. The agency has adopted a low value contract threshold of \$50 000 excluding GST and recognises revenue from contracts with a low value, upfront on receipt of income.

A financing component for consideration is only recognised if it is significant to the contract and the period between the transfer of goods and services and receipt of consideration is more than one year. For the 2019-20 reporting period, there were no adjustments for the effects of a significant financing component.

Where grant agreements do not meet criteria above, it is accounted for under AASB 1058 and income is recognised on receipt of funding except for capital grants revenue received for the purchase or construction of non-financial assets to be controlled by the agency. Capital grants with enforceable contracts and sufficiently specific obligations are recognised as an unearned revenue liability when received and subsequently recognised progressively as revenue as or when the agency satisfies its obligations under the agreement. Where a non-financial asset is purchased, revenue is recognised at the point in time the asset is acquired and control transfers to the agency.

Grant revenue, passed on from a Territory Government-controlled entity with the exception of the Central Holding Authority, is recognised upfront on receipt, irrespective of which revenue accounting standard it may fall under in accordance with the Treasurer's Direction on income

There were no adjustments from adoption of AASB 15 and AASB 1058 for grants revenue.

b) Appropriation

	2020			2019
	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	
Output	-	5 116	5 116	5 730
Total appropriation	-	5 116	5 116	5 730

Output appropriation is the operating payment to each agency for the outputs they provide as specified in the *Appropriation Act*. It does not include any allowance for major non-cash costs such as depreciation. The treatment of output appropriations remains the same after adopting AASB 15 and AASB 1058, because they do not have sufficiently specific performance obligations.

c) Sales of goods and services

	2020		2019	
	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	
Sales of goods and services	-	920	920	982
Total sales of goods and services	-	920	920	982

Rendering of services

Until 30 June 2019, revenue from rendering services was recognised by reference to the stage of completion of the contract. From 1 July 2019, revenue from rendering of services is recognised when the agency satisfies the performance

obligation by transferring the promised services. The agency provides a number of capability development training programs throughout the financial year mainly to the NTG employees of other agencies. The agency typically satisfies its performance obligations when the specific training is delivered on the specific date.

d) Other income

	2020		2019	
	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	
Other income	-	154	154	5
Total other income	-	154	154	5

5. Goods and services received free of charge

	2020	2019
	\$000	\$000
Corporate and information services ¹	697	706
Shared corporate services ²	420	-
Repairs and maintenance ³	3	-
	1 120	706

¹DCIS service charges

²DCM shared services

³DIPL repairs & maintenance service charges

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature. From 1 July 2019, repairs and maintenance expenses and associated employee costs were centralised under the Department of Infrastructure, Planning and Logistics as part of a machinery of

government change and now forms part of goods and services free of charge of the agency.

In addition, from 1 July 2019, corporate services staff and functions were centralised under DCIS as part of a machinery of government change and now forms part of goods and services free of charge of the agency.

The agency also receives shared corporate services from DCM under shared services arrangement.

6. Purchases of goods and services

	2020	2019
	\$000	\$000
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and services expenses:		
Consultants ¹	19	192
Advertising ²	3	-
Marketing and promotion ³	7	35
Document production	8	12
Legal expenses ⁴	-	-
Recruitment ⁵	143	5
Training and study	26	45
Official duty fares	29	53
Travelling allowance	9	19
Property Management	32	35
Information technology charges and communications	230	232
Agent Service Arrangements ⁶	620 ⁷	1 095
Other	162	209
	1 288	1 932

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.

⁶ Includes training program costs to providers & disability employment program payments to NTG agencies

⁷ Recognition of DCM shared services provided in 2019-20. Refer to Note 5.

Purchases of goods and services generally represent the day-to-day running costs incurred in normal operations, including supplies and service costs recognised in the reporting period in which they are incurred.

7. Write-offs, postponements, waiver, gifts and ex gratia payments

The agency had no write-offs, postponements, waivers, gifts or ex gratia payments in 2019-20 and 2018-19.

8. Cash and deposits

	2020	2019
	\$000	\$000
Cash at bank	3 477	3 356
	3 477	3 356

For the purposes of the balance sheet and the cash flow statement, cash includes cash on hand and cash at bank.

9. Cash flow reconciliation

a) Reconciliation of cash

The total of agency 'Cash and deposits' of \$3.477 million 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

	2020	2019
	\$000	\$000
Net surplus/deficit	(25)	(388)
<i>Non-cash items:</i>		
Depreciation and amortisation	3	3
<i>Changes in assets and liabilities:</i>		
Decrease/(increase) in receivables	19	(8)
Decrease/(increase) in prepayments	23	(24)
(Decrease)/increase in payables	19	(142)
(Decrease)/increase in provision for employee benefits	75	(51)
(Decrease)/increase in other provisions	6	(6)
Net cash from operating activities	120	(617)

b) Reconciliation of liabilities arising from financing activities

The agency did not have any liabilities arising from financing activities during 2019-20 or 2018-19.

c) Non-cash financing and investing activities

The agency did not have any non-cash financing and investing activities during 2019-20 or 2018-19.

10. Receivables

	2020	2019
	\$000	\$000
Current		
Accounts receivable	11	23
Less: loss allowance	-	-
	11	23
GST receivables	8	14
Other receivables	-	-
	8	14
Total receivables	19	37

Receivables are initially recognised when the agency becomes a party to the contractual provisions of the instrument and are measured at

fair value less any directly attributable transaction costs. Receivables include contract receivables,

accounts receivable, accrued contract revenue and other receivables.

Receivables are subsequently measured at amortised cost using the effective interest method, less any impairments.

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

The loss allowance reflects lifetime expected credit losses and represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful.

Credit risk exposure of receivables

Receivables are monitored on an ongoing basis to ensure exposure to bad debts is not significant. The entity applies the simplified approach to measuring expected credit losses. This approach recognises a loss allowance based on lifetime expected credit

losses for all accounts receivables, contracts receivables and accrued contract revenue.

To measure expected credit losses, receivables have been grouped based on shared risk characteristics and days past due.

The expected loss rates are based on historical observed loss rates, adjusted to reflect current and forward-looking information.

In accordance with the provisions of the FMA, receivables are written-off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery includes a failure to make contractual payments for a period greater than 90 days past due.

COVID-19 had no material effect on the agency's credit risk exposure.

There is no loss allowance for internal or external receivables during 2019-20 or 2018-19.

Reconciliation of Loss allowance for receivables

	2020				2019			
	Gross receivables	Loss rate	Expected credit losses	Net receivables	Gross receivables	Loss rate	Expected credit losses	Net receivables
	\$000	%	\$000	\$000	\$000	%	\$000	\$000
Internal receivables								
Not overdue	10	-	-	10	15	-	-	15
Overdue for less than 30 days	-	-	-	-	-	-	-	-
Overdue for 30 to 60 days	-	-	-	-	-	-	-	-
Overdue for more than 60 days	-	-	-	-	-	-	-	-
Total internal receivables	10	-	-	10	15	-	-	15
External receivables								
Not overdue	1	-	-	1	8	-	-	8
Overdue for less than 30 days	-	-	-	-	-	-	-	-
Overdue for 30 to 60 days	-	-	-	-	-	-	-	-
Overdue for more than 60 days	-	-	-	-	-	-	-	-
Total external receivables	1	-	-	1	8	-	-	8

Total amounts disclosed exclude statutory amounts

Prepayments

Prepayments represent payments in advance of receipt of goods and services or that part of expenditure made in one accounting period covering a term extending beyond that period.

11. Property, plant and equipment

a) Total property, plant and equipment

	2020	2019
	\$000	\$000
Plant and equipment		
At fair value	32	32
Less: accumulated depreciation	(32)	(29)
	-	3

2020 Property, plant and equipment reconciliations

The agency owns all its assets and there is no right-of-use assets. A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2019-20 is set out below:

	Plant and Equipment	Total
	\$000	\$000
Carrying amount as at 1 July 2019	3	3
Additions	-	-
Disposals	-	-
Depreciation expense – asset owned	(3)	(3)
Carrying amount as at 30 June 2020	-	-

2019 Property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2018-19 is set out below:

	Plant and Equipment	Total
	\$000	\$000
Carrying amount as at 1 July 2018	5	5
Additions	-	-
Disposals	-	-
Depreciation expense	(3)	(3)
Carrying amount as at 30 June 2019	3	3

Acquisitions

Property, plant and equipment are initially recognised at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other accounting standards.

All items of property, plant and equipment with a cost or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 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.

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 separately depreciated over their expected useful lives.

Revaluations and impairment

Revaluation of assets

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

- land
- buildings

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

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 or whenever there is indication of impairment. 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 current replacement cost and fair value less costs to sell.

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

	2020	2019
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.

12. Agency as a lessee

Intra-governmental leases

The agency applies the intra-governmental leases recognition exemption as per the Treasurer's Direction – Leases and recognise these as an expense on a straight-line basis over the lease term. These largely relate to the lease of motor vehicles from NT Fleet as real charges. Leases of

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 comprehensive operating statement. They are disclosed as an expense 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 surplus for that class of asset to the extent an available balance exists in the asset revaluation surplus.

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 comprehensive 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 surplus.

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2020. No impairment adjustments were required as a result of this review.

Depreciation and amortisation expense

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.

commercial properties for office accommodation (notional charges) are centralised with the DCIS. Consequently all lease liabilities and right-of-use assets relating to these arrangements are recognised by DCIS and not disclosed within these financial statements.

13. Payables

	2020	2019
	\$000	\$000
Accounts payable	-	2
Accrued expenses	93	72
Total payables	93	73

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 20 days from receipt of valid invoices under \$1 million or 30 days for invoices over \$1 million.

14. Borrowings and advances

The agency had no borrowings and advances.

Lease liabilities

Future minimum lease payments under non-cancellable leases not recorded as liability are as follows:

	2020		2019	
	Internal	External	Internal	External
	\$000	\$000	\$000	\$000
Within one year	34	-	37	-
Later than one year and not later than five years	44	-	58	-
Later than five years	-	-	-	-
	78	-	95	-

15. Provisions

	2020	2019
	\$000	\$000
Current		
<i>Employee benefits</i>		
Recreation leave and airfares	500	425
Leave loading	48	47
	548	473
<i>Other current provisions</i>		
Fringe Benefit Tax	9	10
Payroll Tax	34	28
Superannuation	36	35
	79	73
Total current	628	546
Non-current	-	-
Total provisions	628	546
Reconciliations of provisions		
Fringe benefit tax		
Balance as at 1 July	10	11
Additional provisions recognised	9	45
Reductions arising from payments	(10)	(45)
Balance as at 30 June	9	10
Payroll tax		
Balance as at 1 July	28	30
Additional provisions recognised	34	28
Reductions arising from payments	(28)	(30)
Balance as at 30 June	34	28
Superannuation		
Balance as at 1 July	35	38
Additional provisions recognised	36	35
Reductions arising from payments	(35)	(38)
Balance as at 30 June	36	35

The agency employed 30.28 FTE employees as at 30 June 2020 (32.07 FTE employees as at 30 June 2019).

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, 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 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 OCPE and therefore no long service leave liability is recognised in agency financial statements.

Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS)
- Commonwealth Superannuation Scheme (CSS)
- or 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 therefore not recognised in agency financial statements.

16. Commitments

Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured. The agency did not have any operating lease commitments satisfying eligibility

criteria under AASB 16 Leases to be recognised as a lease liability on the balance sheet.

Disclosures in relation to capital and other commitments are detailed below

	2020		2019	
	Internal	External	Internal	External
	\$000	\$000	\$000	\$000
(i) Capital expenditure commitments				
Capital expenditure commitments primarily related to the construction of property, plant and equipment. Capital expenditure commitments contracted for at balance date but not recognised as liabilities are payable as follows:				
Within one year	-	-	-	-
Later than one year and not later than five years	-	-	-	-
Later than five years	-	-	-	-
	-	-	-	-
(ii) Other expenditure commitments				
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:				
Within one year	34	293	37 ^(a)	235
Later than one year and not later than five years	44	-	58 ^(a)	58
Later than five years	-	-	-	-
	78	293	95	293

^(a)Amount restated to include only those intragovernmental leases where real charges are paid.

17. Fair value measurement

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use. The highest and best use takes into account the use of the asset that is physically possible, legally permissible and financially feasible.

When measuring fair value, the valuation techniques used maximise the use of relevant observable inputs and minimise the use of unobservable inputs. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

Observable inputs are publicly available data relevant to the characteristics of the assets/liabilities being valued. Observable inputs used by the agency include, but are not limited to, published sales data for land and general office buildings.

Unobservable inputs are data, assumptions and judgments not available publicly but relevant to the characteristics of the assets/liabilities being valued. Such inputs include internal agency adjustments to observable data to take account of particular and potentially unique characteristics/functionality of

assets/liabilities and assessments of physical condition and remaining useful life.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy based on the inputs used:

Level 1 – inputs are quoted prices in active markets for identical assets or liabilities

Level 2 – inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly

Level 3 – inputs are unobservable.

The fair value of financial instruments is determined on the following basis:

- the fair value of cash, deposits, advances, receivables and payables approximates their carrying amount, which is also their amortised cost
- the fair value of derivative financial instruments are derived using current market yields and exchange rates appropriate to the instrument
- the fair value of other monetary financial assets and liabilities is based on discounting to present value the expected future cash flows by applying current market interest rates for assets and liabilities with similar risk profiles.

a) Fair value hierarchy

The agency does not recognise any financial assets or liabilities at fair value as these are recognised at amortised cost. The carrying amounts of these financial assets and liabilities approximates their fair value.

The table below presents non-financial assets recognised at fair value in the balance sheet categorised by levels of inputs used to compute fair value.

	Level 1		Level 2		Level 3		Total Fair Value	
	2020	2019	2020	2019	2020	2019	2020	2019
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Assets								
Plant & equipment (Note 11)	-	-	-	-	-	3	-	3
Total assets	-	-	-	-	-	3	-	3

There were no transfers between Level 1 and Levels 2 or 3 during 2019-20.

b) Valuation techniques and inputs

Valuation techniques used to measure fair value in 2019-20 are:

	Level 2	Level 3
	techniques	techniques
Asset classes		
Plant & equipment (Note 11)		Cost approach

There were no changes in valuation techniques from 2018-19 to 2019-20.

Level 2 fair values of land and buildings are based on market evidence of sales price per square metre of comparable land and buildings.

Level 3 fair values of specialised buildings and infrastructure were determined by computing their current replacement costs because an active market

does not exist for such facilities. The current replacement cost was based on a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records of the current condition of the facilities.

c) Additional information for level 3 fair value measurements

(i) Reconciliation of recurring level 3 fair value measurements of non-financial assets

	Plant and equipment
	\$000
2020	
Fair value as at 1 July 2019	3
Depreciation	(3)
Fair value as at 30 June 2020	-
2019	
Fair value as at 1 July 2018	5
Depreciation	(3)
Fair value as at 30 June 2019	3

(ii) Sensitivity analysis

Plant and equipment –unobservable inputs used in computing the fair value of plant and equipment include the historical cost and the consumed economic benefit. Given the number of agency

plant and equipment, it is not practical to compute a relevant summary measure for the unobservable inputs. In respect of sensitivity of fair value to changes in input value, a higher historical cost results in a higher fair value and greater consumption of economic benefit lowers fair value.

18. 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 assets and liabilities are recognised on the balance sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits; receivables and payables.

Due to the nature of operating activities, certain financial assets and financial liabilities arise under statutory obligations rather than a contract. Such financial assets and liabilities do not meet the definition of financial instruments as per AASB 132 Financial Instruments: Presentation. These include

statutory receivables arising from taxes including GST and penalties.

The agency has limited exposure to financial risks as discussed below.

Exposure to interest rate risk, foreign exchange risk, credit risk, price risk and liquidity risk arise in the normal course of activities. The Territory Government's investments, loans and placements, and borrowings are predominantly managed through the NTTC adopting strategies to minimise the risk. Derivative financial arrangements are also utilised to manage financial risks inherent in the management of these financial instruments. These arrangements include swaps, forward interest rate agreements and other hedging instruments to manage fluctuations in interest or exchange rates.

a) Categories of financial instruments

The carrying amounts of the agency's financial assets and liabilities by category are disclosed in the table below.

Fair value through profit or loss					
	Mandatorily at fair value	Designated at fair value	Amortised cost	Fair value through other comprehensive income	Total
	\$000	\$000	\$000	\$000	\$000
2020					
Cash and deposits	-	-	3 477	-	3 477
Receivables ¹	-	-	11	-	11
Total financial assets	-	-	3 488	-	3 488
Payables ¹	-	-	-	-	-
Total financial liabilities	-	-	-	-	-
2019					
Cash and deposits	-	-	3 356	-	3 356
Receivables ¹	-	-	23	-	23
Total financial assets	-	-	3 379	-	3 379
Payables ^{1,2}	-	-	(2)	-	(2)
Total financial liabilities	-	-	(2)	-	(2)

¹Total amounts disclosed here exclude statutory amounts and accrued contract revenue

² Restated to exclude accrued expenses

Categories of financial instruments

The agency's financial instruments are classified in accordance with AASB 9.

Financial assets are classified under the following categories:

- amortised cost
- FVOCI (fair value through other comprehensive income)
- FVTPL (fair value through profit and loss)

Financial liabilities are classified under the following categories:

- amortised cost
- FVTPL

These classification are based on the agency's business model for managing the financial assets and the contractual terms of the cash flows. Where assets are measured at fair value, gains and losses will either be recorded in profit or loss, or other comprehensive income.

Financial instruments are reclassified when and only when the agency's business model for managing those assets changes.

Financial assets with embedded derivatives are considered in their entirety when determining whether their cash flows are solely payment of principal and interest.

Financial assets at amortised cost

Financial assets are classified at amortised cost when they are held by the agency to collect the contractual cash flows and the contractual cash flows are solely payments of principal and interest.

These assets are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less impairment. The agency's financial assets categorised at amortised cost include receivables.

Financial assets at fair value through other comprehensive income

Financial assets are classified at fair value through other comprehensive income when they are held by the agency to both collect contractual cash flows and sell the financial assets, and the contractual cash flows are solely payments of principal and interest.

These assets are initially and subsequently recognised at fair value. Changes in the fair value are recognised in other comprehensive income, except for the recognition of impairment gains or

losses and interest income which are recognised in the operating result in the comprehensive operating statement. When financial assets are derecognised, the cumulative gain or loss previously recognised in other comprehensive income is reclassified from equity to the comprehensive operating statement.

For equity instruments elected to be categorised at FVOCI, changes in fair value recognised in other comprehensive income are not reclassified to profit or loss on derecognition of the asset. Dividends from such instruments continue to be recognised in the comprehensive operating statement as other income when the agency's right to receive payments is established.

The agency does not have any financial assets under this category.

Financial assets at fair value through profit or loss

Financial assets are classified at FVTPL where they do not meet the criteria for amortised cost or FVOCI. These assets are initially and subsequently recognised at fair value with gains or losses recognised in the net result for the year.

The agency's financial assets categorised at FVTPL include investments in managed unit trusts and certain debt instruments. Unrealised gains in relation to these investments are recognised in other economic flows in the comprehensive operating statement, however realised gains are recognised in the net result.

The agency does not have any financial assets under this category.

Financial liabilities at amortised cost

Financial liabilities at amortised cost are measured at amortised cost using the effective interest rate method. The agency's financial liabilities categorised at amortised cost include all accounts payable.

Financial liabilities at fair value through profit or loss

Financial liabilities are classified at FVTPL when the liabilities are either held for trading or designated as FVTPL. Financial liabilities classified at FVTPL are initially and subsequently measured at fair value with gains or losses recognised in the net result for the year.

For financial liabilities designated at FVTPL, changes in the fair value of the liability attributable to changes in the agency's credit risk are

recognised in other comprehensive income, while remaining changes in the fair value are recognised in the net result.

The agency does not have any financial liabilities under this category.

Derivatives

The agency may enter into a variety of derivative financial instruments to manage its exposure to interest rate risk. The agency does not speculate on trading of derivatives.

Derivatives are initially recognised at fair value on the date a derivative contract is entered in to and are subsequently remeasured at their fair value at each reporting date. The resulting gain or loss is recognised in the comprehensive operating statement immediately unless the derivative is designated and qualifies as an effective hedging instrument, in which event, the timing of the recognition in the comprehensive operating statement depends on the nature of the hedge relationship. Application of hedge accounting will only be available where specific designation and effectiveness criteria are satisfied. The agency is not impacted by these transactions.

Netting of swap transactions

The agency, from time to time, may facilitate certain structured finance arrangements, where a legally recognised right to set-off financial assets and liabilities exists, and the Territory intends to settle on a net basis. Where these arrangements occur, the revenues and expenses are offset and the net amount is recognised in the comprehensive operating statement. The agency is not impacted by these transactions.

The following tables detail the agency's remaining contractual maturity for its financial liabilities, calculated based on undiscounted cash flows at reporting date.

2020 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
Liabilities					
Payables	-	-	-	-	-
Total financial liabilities	-	-	-	-	-

b) 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.

Credit risk relating to receivables is disclosed in Note 10.

c) Liquidity risk

Liquidity risk is the risk 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 it will always have sufficient funds to meet its liabilities when they fall due. This is achieved by ensuring minimum levels of cash are held in the agency bank account to meet various current employee and supplier liabilities. The agency's exposure to liquidity risk is minimal. Cash injections are available from the Central Holding Authority in the event of one-off extraordinary expenditure items arise that deplete cash to levels that compromise the agency's ability to meet its financial obligations.

2019 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
Liabilities					
Payables	2	2	-	-	2
Total financial liabilities	2	2	-	-	2

d) Market risk

Market risk is the risk the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

(i) Interest rate risk

The agency is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing or have a fixed interest rate.

(ii) Price risk

The agency is not exposed to price risk as the agency does not hold units in unit trusts.

(iii) Currency risk

The agency is not exposed to currency risk as the agency does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

19. Related parties

i) Related parties

OCPE is a government administrative entity and is wholly owned and controlled by the Territory Government. Related parties of the department include:

- the portfolio minister and key management personnel (KMP) because they have authority

and responsibility for planning, directing and controlling the activities of the department directly

- close family members of the portfolio minister or KMP including spouses, children and dependants
- all public sector entities that are controlled and consolidated into the whole of government financial statements
- any entities controlled or jointly controlled by KMP's or the portfolio minister, or controlled or jointly controlled by their close family members.

ii) Key management personnel (KMP)

Key management personnel of the OCPE are those persons having authority and responsibility for planning, directing and controlling the activities of the agency. These include the Minister for Public Employment, the Commissioner and the 4 members of the executive team as listed on page ten (10).

iii) Remuneration of key management personnel

The details below excludes the salaries and other benefits of Minister for Public Employment as the minister's remunerations and allowances are payable by the Department of the Legislative Assembly and consequently disclosed within the Treasurer's annual financial statements.

The aggregate compensation of key management personnel of the agency is set out below:

	2020	2019
	\$000	\$000
Short-term benefits	1 133	1 213
Post-employment benefits	89	98
Long-term benefits	-	-
Termination benefits	-	-
Total	1 222	1 311

iv) Related party transactions:

Transactions with Northern Territory Government-controlled entities

The department's primary ongoing source of funding is received from the Central Holding Authority in the form of output and capital

appropriation and on-passed Commonwealth national partnership and specific-purpose payments.

The following table provides quantitative information about related party transactions entered into during the year with all other NTG-controlled entities.

2020

Related party	Revenue from related parties	Payments to related parties	Amounts owed by related parties	Amounts owed to related parties
	\$000	\$000	\$000	\$000
All NTG Government departments	1 965	1 349	3	34
Subsidiaries	211	268	7	-

2019

Related party	Revenue from related parties	Payments to related parties	Amounts owed by related parties	Amounts owed to related parties
	\$000	\$000	\$000	\$000
All NTG Government departments	1 477	1 503	9	28
Subsidiaries	159	210	6	2

The department's transactions with government entities are not individually significant.

Other related party transactions are as follows:

Given the breadth and depth of Territory Government activities, related parties will transact with the Territory public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. There are no other related party transactions in excess of \$10 000 or on non-standard terms and conditions that may be reported.

20. Contingent liabilities and contingent assets

a) Contingent liabilities

The agency had no contingent liabilities as at 30 June 2020 or 30 June 2019.

b) Contingent assets

The agency had no contingent assets as at 30 June 2020 or 30 June 2019.

21. 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.

22. Schedule of administered Territory items

The agency does not have any Territory items (refer Note 2(d)).

23. Budgetary information

	2019-20	2019-20		
	Actual	Original		
Comprehensive operating statement		budget	Variance	Note
	\$000	\$000	\$000	
INCOME				
Appropriation				
Output	5 116	5 744	(628)	1,2
Sales of goods and services	920	1 218	(298)	3
Goods and services received free of charge	1 120	705	415	4
Other income	154	-	154	
TOTAL INCOME	7 311	7 667	(356)	
EXPENSES				
Employee expenses	4 910	4 809	101	
Administrative expenses				
Purchases of goods and services	1 288	2 135	(847)	1,2,3
Repairs and maintenance	-	10	(10)	
Depreciation and amortisation	3	1	2	
Other administrative expenses	1 120	705	415	4
Grants and subsidies expenses				
Current	15	8	7	
Capital	-	-	-	
TOTAL EXPENSES	7 336	7 668	(332)	
NET SURPLUS/(DEFICIT)	(25)	(1)	(24)	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/deficit				
Changes in accounting policies	-	-	-	
Correction of prior period errors	-	-	-	
Changes in asset revaluation surplus	-	-	-	
TOTAL OTHER COMPREHENSIVE INCOME	-	-	-	
COMPREHENSIVE RESULT	(25)	(1)	(24)	

Notes:

1. Decrease due to transfer of budget to DCM formalising Corporate Services integration between DCM and OCPE.
2. Decrease due to transfer of budget from 2019-20 to 2020-21 for delayed community consultation programs as a result of COVID-19.
3. Decrease due to reduced uptake during COVID-19 emergency of capability development training programs from NTG agencies resulting in corresponding reduced expenditure.
4. Increase recognising DCM shared services received free of charge.

	2019-20	2019-20		
	Actual	Original		
Balance Sheet		budget	Variance	Note
	\$000	\$000	\$000	
ASSETS				
Current assets				
Cash and deposits	3 477	3 857	(380)	1
Receivables	19	29	(10)	
Prepayments	89	88	1	
Total current assets	3 585	3 974	(389)	
Non-current assets				
Property, plant and equipment	-	2	(2)	
Total non-current assets	-	2	(2)	
TOTAL ASSETS	3 585	3 976	(391)	
LIABILITIES				
Current liabilities				
Payables	93	216	(123)	
Provisions	628	603	25	
Total current liabilities	721	819	(98)	
Non-current liabilities				
Borrowings and advances	-	-	-	
Provisions	-	-	-	
Other liabilities	-	-	-	
Total non-current liabilities	-	-	-	
TOTAL LIABILITIES	721	819	(98)	
NET ASSETS	2 864	3 157	(293)	
EQUITY				
Capital	58	58	-	
Reserves				
Accumulated funds	2 806	3 099	(293)	
TOTAL EQUITY	2 864	3 157	(293)	

Notes:

1. Decrease due to timing of payables and employee entitlements

	2019-20	2019-20		
	Actual	Original		
Cash flow statement		budget	Variance	Note
	\$000	\$000	\$000	
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Appropriation				
Output	5 116	5 744	(628)	1,2
Commonwealth				
Receipts from sales of goods and services	1 173	1 218	(45)	
Total operating receipts	6 289	6 962	(673)	
Operating payments				
Payments to employees	4 797	4 809	(12)	
Payments for goods and services	1 356	2 145	(789)	1,2
Current	15	8	7	
Total operating payments	6 168	6 962	(794)	
Net cash from/(used in) operating activities	120	-	121	
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing receipts	-	-	-	
Total investing receipts	-	-	-	
Investing payments	-	-	-	
Total investing payments	-	-	-	
Net cash from/(used in) investing activities	-	-	-	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts	-	-	-	
Total financing receipts	-	-	-	
Financing payments	-	-	-	
Total financing payments	-	-	-	
Net cash from/(used in) financing activities	-	-	-	
Net increase/(decrease) in cash held	120	-	121	
Cash at beginning of financial year	3 356	3 857	(501)	
CASH AT END OF FINANCIAL YEAR	3 477	3 857	(380)	

Notes:

1. Decrease due to transfer of budget to DCM formalising Corporate Services integration between DCM and OCPE.
2. Decrease due to transfer of budget from 2019-20 to 2020-21 for delayed community consultation programs as a result of COVID-19.

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