Annual Report
2009 -10
Office of the Commissioner for Public Employment

Annual Report 2009–10

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

It also provides the Northern Territory Legislative Assembly with an account of performance against the approved budget as published in the 2009–10 Budget Paper No. 3.

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

Published by the Office of the Commissioner for Public Employment.

© Northern Territory Government of Australia 2010

Apart from any use permitted under the Copyright Act, no part of this document may be reproduced without prior written permission from the Northern Territory Government through the Office of the Commissioner for Public Employment.

ISSN 978-0-9807286-9-9

Enquiries should be made to:
The Office of the Commissioner for Public Employment
GPO Box 4371
Darwin NT 0801

Telephone: 08 8999 4282
Facsimile: 08 8999 4148
Email: enquiries.ocpe@nt.gov.au
Web: www.nt.gov.au/ocpe
# Contents

Letter to the Minister .............................................. 4  
Commissioner’s Foreword ........................................... 6  

**Part 1 - About the Office of the Commissioner for Public Employment** ...................................................... 9  
Functions of the Commissioner ...................................... 10  
The OCPE’s Strategic Plan 2010–12 ....................................... 12  

**Part 2 - Performance Reporting** ........................................... 15  
Key Achievements 2009–10 ............................................. 16  
Output 1: Employee and Industrial Relations ......................... 17  
Output 2: Workforce Planning and Development ................. 30  
Output 3: Promotion, Disciplinary and Inability Appeals and Grievance Reviews 39  
Outputs 1-3: OCPE Central Australia .................................. 44  

**Part 3 - Agency Views on OCPE Performance** .................. 47  
Agency Views on OCPE Performance ................................ 48  

**Part 4 - Corporate Governance** .................................... 53  
Governance Framework ............................................. 54  

**Part 5 - Our People** .................................................. 65  
Workforce Management ............................................ 66  

**Part 6 - Financial Reporting** ......................................... 79  
Financial Statement Overview ..................................... 80  
Certification of the Financial Statements .......................... 84  
Financial Statements .............................................. 85  
Notes to the Financial Statements .................................. 89  

**Part 7 - Appendices** ................................................ 117  
Acronyms and Abbreviations ....................................... 118  
Boards and Committees on which the OCPE is Represented .... 119  
List of Figures .................................................... 120  
Feedback Form .................................................... 122  
How to Contact Us ................................................... 123
Letter to the Minister

Dr Christopher Burns, MLA
Minister for Public Employment
GPO Box 3146
DARWIN NT 0801

Dear Minister Burns

RE: THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT
2009–10 ANNUAL REPORT

In accordance with the provisions of the Public Sector Employment and Management Act, I submit the 2009–10 Annual Report on the activities and achievements of the Office of the Commissioner for Public Employment (OCPE).

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

(a) Proper records of all transactions affecting the OCPE are kept and the employees under my control observe the provisions of the Financial Management Act, the Financial Management Regulations and the Treasurer's Directions.

(b) Procedures within the OCPE afford proper internal control, and these procedures are recorded in the Accounting and Property Manual, which has been prepared in accordance with the requirements of the Financial Management Act.

(c) There is no indication of fraud, malpractice, major breach of legislation or delegation, major error in, or omission from, the accounts and records.

(d) The internal audit capacity available to the OCPE is adequate and the results of internal audits have been reported to me.

(e) The financial statement included in the annual report has been prepared from proper accounts and records and is in accordance with the Treasurer's Directions.

(f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.

(g) OCPE is working progressively towards compliance with the Information Act.

(h) Obligations under the Carers Recognition Act and NT Carers Charter have been satisfied.
It is a requirement of the Public Sector Employment and Management Act that you lay a copy of this report before the Legislative Assembly within six sitting days of you receiving it.

Yours sincerely

KEN SIMPSON
Commissioner for Public Employment

30 September 2010
The purpose of this report is to fulfil my statutory responsibility to report to the Minister for Public Employment on the activities of the Office of the Commissioner for Public Employment (OCPE) in 2009–10. The report is also designed to inform stakeholders on how well the OCPE has performed against its objectives, to summarise major achievements and to foreshadow some of the challenges and priorities that lie ahead.

The Focus of the OCPE in 2009–10

The focus of the OCPE in 2009–10 has been on:

1. Preparation for a heavy load of ENTERPRISE AGREEMENT negotiations from March 2010 that will stretch into 2011 and possibly 2012. No new agreements were required to be entered into in 2009–10 but at the time of preparing this report we are in negotiations for a new Northern Territory Public Sector (NTPS) General Agreement (Administrative, Technical, Professional, and Physical employees), with Power and Water Corporation employees, teachers, medical officers, and fire fighters. I have made offers to all groups that reflect the tight budget situation largely caused by the so called Global Financial Crisis and the resulting decline in GST and other revenue streams.

2. Progressing the NTPS REFORM AND REVITALISATION AGENDA. Highlights were:

   - The review of the Public Sector Employment and Management Act (PSEMA) has been completed and amendments should be introduced in the Legislative Assembly in early 2011, including an expanded definition of ‘merit’.
   - A Workforce Planning Framework is available to assist agency planning.
   - A new NTPS Indigenous Employment and Career Development Strategy is in place.
   - A new Willing and Able Strategy is in place to promote and support the employment of people with disability in the NTPS.
   - A new Capability Leadership Framework, which defines required skills and behaviours for all NTPS employees, is in place to assist both agencies and employees improve their performance.
   - The first whole of NTPS staff survey was completed, which provides valuable data on our strengths, and on areas where we need to improve in the eyes of our employees.

Work is still required to develop strategies on innovation, reward and recognition of quality work, and knowledge management.
Given the progress that has been made on the Reform and Revitalisation Agenda, it was timely in 2009–10 to review the OCPE Strategic Plan (please see page 12 of this report). The OCPE is moving out of ‘strategy development’ mode into a period of ‘strategy implementation’. I think this reflects the experience in a number of other agencies as well.

3. The on-going improvement in how we look at and manage MERIT in the NTPS. The definition of merit will change in the amendments to PSEMA to include the value that a person’s ‘diversity’ brings to the workplace. The myths around what merit means in a practical sense to the recruitment process are gradually being debunked; and the time it takes to determine merit based promotion appeals is at an all time low.

The Focus of the OCPE in 2010–11

The focus of the OCPE in 2010–11 will be on:

• Managing legislative changes to PSEMA. This will require complementary changes to the Commissioner’s Employment Instructions and a comprehensive education effort across the NTPS to ensure the changes are understood and implemented properly.
• A heavy workload of enterprise agreement negotiations.
• Embedding the implementation of a range of strategies on Indigenous employment, employment for those with disability, workforce planning, and capability/leadership development.
• A new important project to develop a diagnostic tool that can be used by agencies to assess the overall ‘health’ of the organisation and identify areas that need to be improved.

As I have done in each of my reports as Commissioner, I acknowledge the professionalism, commitment and energy that the staff of the OCPE bring to the important work we do. They should be in no doubt that not only what they do, but the way they conduct themselves is noted and appreciated not just by me but by other agency chief executives as well.

Ken Simpson
Commissioner for Public Employment

30 September 2010
About the Office of the Commissioner for Public Employment
Functions of the Commissioner

Estimated cost of service: $7.59M  
Actual cost of service: $7.01M  
Staffing: 31.04

Overview

The OCPE is a central agency within the NTPS with sector-wide responsibility for providing an effective employment framework for the management and development of the NTPS workforce.

The Commissioner for Public Employment is the Chief Executive and, under section 12 of PSEMA, is deemed to be the employer of all employees in the NTPS.

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

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

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

- coordinate training, education and development programs in conjunction with CEOs
- conduct or cause to be conducted inquiries and investigations into, and reviews of, the management practices of agencies
- consult with CEOs on the development of appropriate standards and programs of occupational health and safety
- assist CEOs in performing their functions relating to the management of their agencies
- perform other functions imposed by or under PSEMA or any other Act, or as directed by the Minister.

Administrative Arrangements Order

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

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

Acts

The Administrative Arrangements Order gives the OCPE responsibility for the following Acts:

- Annual Leave Act
- Long Service Leave Act
- Police Administration Act (Part III)
- Prisons (Arbitral Tribunal) Act
- Public Employment (Mobility) Act
- Public Holidays Act
- Public Sector Employment and Management Act
- Public Sector Employment and Management (Transition and Savings) Act
- Public Sector Employment (Interim Arrangements) Act

Key External Influences

Key external influences that affect the operations of OCPE are:

- community expectations and government policy on employment and workforce development initiatives – to acquit the government’s responsibility as the largest employer in the NT
- Australian Government industrial relations system and reform agenda (because the Northern Territory Self Government Act did not establish a Northern Territory industrial relations system)
- union activity, particularly in relation to the negotiation of enterprise agreements.
The Strategic Plan was updated during the year and now covers 2010–12. It drives the OCPE’s work program, and work must assist in achieving the desired outcomes listed in the plan.

Those outcomes and the strategies adopted to achieve them are:

**Outcome 1:**
The NTPS is positioned as an attractive employer

**Strategies:**
- Embed changes to the NTPS employment framework arising from the review of PSEMA.
- Negotiate and implement enterprise agreements in line with NT Government Wages Policy.
- Review and assess the competitiveness of NTPS employment and conditions.
- Ensure compliance of relevant NTPS legislation with the *Fair Work Act*.
- Develop and implement a framework for innovation, recognition and reward.
- Build IR/HR capacity and develop approaches to best practice management.
- Develop and embed a Capability and Leadership Framework for all NTPS classifications.

**Outcome 2:**
The NTPS workforce is capable and representative of the community it serves

**Strategies:**
- Support and embed a Workforce Planning Framework.
- Develop and implement a Knowledge Management Strategy.
- Review and implement a Career Development Strategy.
- Review and implement the Executive Leadership Development Strategy.
- Support and embed the Willing and Able Strategy.
- Monitor the health and performance of the NTPS including benchmarking.
Outcome 3: The NTPS workforce is cohesive, innovative and responsive to government

Strategies:

- Support the implementation of Territory 2030 and Working Future across the NTPS.
- Foster approaches for collaborative policy development and service delivery.
- Develop programs for increased networking, exchange and mobility.
- Improve performance management practices across the NTPS.
- Engage stakeholders in the application and embedding of NTPS values.
- Strengthen the understanding and application of the merit principle across the NTPS.
- Ensure fair and equitable mechanisms for the handling of complaints and appeals.
- Promote the need for all NTPS employees to be treated with respect.
Key Achievements 2009–10

- Conducted a review of the NTPS’s market position, which informed preparation for new enterprise agreement negotiations with teachers, doctors, Power and Water Corporation, and General NTPS employees.

- Ensured the new National Employment Standards contained in the *Fair Work Act 2009* were applied to NTPS employees by issuing a Commissioner’s Determination to cover existing agreements that did not comply.

- Completed the review of PSEMA, which will see a change to the definition of ‘merit’ to include ‘diversity’, the removal of much of the procedural detail and changed arrangements for appeals.

- Conducted an audit of the application of the Job Evaluation System (JES) in agencies, and conducted training for JES evaluators.

- Introduced a new NTPS Workforce Planning Framework so there is a common understanding of what workforce planning is, and to provide a methodology to guide agency workforce planning.

- Conducted the first whole-of-service staff attitude survey, and developed a range of initiatives in response to those issues that were raised across agencies.

- Introduced a new Willing and Able Strategy to improve the employment and retention of people with disability in the NTPS.

- Introduced a new Indigenous Employment and Career Development Strategy to improve the employment and retention of Indigenous people in the NTPS.

- Introduced the Capability and Leadership Framework across the NTPS. The Framework details capabilities and behaviours expected for each level in the NTPS and is a tool for both agencies and employees to improve performance.

- Lowered the average time taken to complete promotion appeals from 6.6 weeks to 5.2 weeks, and for grievances from 3.2 months to 2.7 months.

- Settlement of an Inter-Governmental Agreement with the Australian Government and the other states and the ACT that secures a strong consultative position for the Northern Territory on proposed amendments to the *Fair Work Act* (Commonwealth).
Output 1: Employee and Industrial Relations

Overview

The Employee Relations Division is responsible for developing and managing employment policies and providing employment services that ensure NTPS employees have appropriate remuneration and conditions of service, and that merit, equity and fairness and all legislative requirements are applied to the management of NTPS staff. The Employee Relations Division provides strategic public and private sector industrial relations advice and administers the Territory’s Long Service Leave and Public Holidays Acts.

Specific responsibilities include:

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

Strategic Public Sector and Private Sector Industrial Relations Policy and Management

Introduction

The Employee Relations Division is responsible for strategic public sector industrial relations policy and management. Activities in 2009–10 included:

- finalising and reporting on the new NTPS Wages Policy 2009–12
- providing policy and strategic industrial relations advice to the Minister and NT Government
- providing policy and strategic industrial relations advice and guidance to agency CEOs and senior management
- developing industrial relations capacity in the NTPS by providing general industrial relations guidance to agencies
• working with agencies to resolve industrial disputes
• ensuring that PSEMA and its subordinate legislation comply with the *Fair Work Act*
• co-ordinating and developing NT responses to cross-jurisdictional and specific NTPS industrial issues.

**Enterprise Agreements**

There were no enterprise agreements due for negotiation during the 2009–10 reporting period. A review of market position was conducted, which informed the development of parameters for new enterprise agreements for Teachers and Educators, Power and Water Corporation, and General NTPS employees. Negotiations for the agreements commenced in April 2010 with the agreements expiring in August 2010.

Although the enterprise agreement for medical officers expires in December 2010, the Employee Relations Division and Department of Health and Families conducted a series of meetings from February 2010 with the medical officers’ representatives in preparation for commencing formal bargaining for a new Medical Officers Agreement.

**Implement Certified and Enterprise Agreements**

A key objective of the NTPS Wages Policy 2009–2012 is for enterprise agreements to deliver increased efficiency, effectiveness, service outcomes and workplace reform across agencies. These outcomes are typically achieved through the implementation of workplace reforms or flexibilities, under the auspices of agreements, which benefit service delivery and enhance agency efficiencies.

The 2009–10 year differed from previous reporting years in that no enterprise agreements expired during the period. Coupled with a strategy to minimise the requirement in agreements for ongoing working parties and reviews, this meant that the Employee Relations Division was able to focus its energies on other significant projects such as the review of PSEMA; and developing the parameters and commencing negotiations for the Teachers and Educators, Power and Water Corporation and General employees enterprise agreements due to expire in August 2010. The implementation of outstanding commitments and reforms arising from the 2008–09 round of agreements also continued during 2009–10, although the bulk of this activity occurred at the agency level. Projects included:

- Ongoing discussions between the Department of Education and Training and the Australian Education Union regarding a replacement program for the Teacher of Exemplary Practice program and hours of work provisions for teachers.
- Introduction of a new staffing model for Prison Officers in the Department of Justice, which appears to be working satisfactorily although there are some matters still under consideration in the agency.
- Reviewing the hours of duty for Prison Officers in the Alice Springs Prison. The review and subsequent changes have resulted in staff savings and lower costs and is proving effective.
• A review of nursing resource consultant duties within hospitals by the Department of Health and Families and the Australian Nursing Federation.
• Completion of a review of fatigue management at the Darwin Port Corporation.
• Implementation of new shift arrangements for marine services staff at the Darwin Port Corporation.
• Implementation of agreements in accordance with the relevant enterprise Flexible Work Arrangements clause. Two agreements were entered into with employees of the Department of Health and Families for payment of allowances in lieu of shift penalties and an agreement to vary hours of work for an employee in another agency, and progress was made toward finalising two agreements with employees of the Department of Natural Resources, Environment, the Arts and Sport for payment of allowances in lieu of shift penalties.

Examples of disputes in which the Employee Relations Division was required to appear before an industrial tribunal include:
• unfair dismissal applications
• an adverse action claim
• a backpay claim
• conciliation of a matter regarding leave accruals for nurses.

Industrial and Employee Relations Developments
The Fair Work Act 2009 (Commonwealth), which commenced on 1 July introduced a new industrial relations legislative framework across most Australian workplaces, including the Northern Territory. The new agreement-making framework which gives focus to collective bargaining, ten National Employment Standards legislating for minimum conditions of employment for all employees, modern awards and a new industrial institution entitled Fair Work Australia with responsibility for overseeing the legislative framework. Implementation of the legislation was staged with the agreement-making changes coming into operation from 1 July 2009 and modern awards from 1 January 2010.
The immediate impact of the new legislative framework upon the NTPS was minimal. As current enterprise agreements were not due to expire until 2010–11 and negotiations not due to start until late in 2009–10, the agreement-making framework was yet to be tested in the NTPS. Early indications are that the new legislation requires the parties to formalise elements of the agreement-making process to a greater extent than was previously required under the former Workplace Relations Act.

The National Employment Standards commenced operation from 1 January 2010. In preparation for this the Employee Relations Division undertook a review of enterprise agreements to identify potential areas of non-compliance. In the main, NTPS terms and conditions of employment provide for employee entitlements more beneficial than the National Employment Standards; however, some small areas of difference were identified and after consultation with agencies and unions, the Commissioner for Public Employment issued Determination 6 of 2009 under PSEMA. The determination implements those aspects of the National Employment Standards not provided for within current enterprise agreements. This determination was complemented with information to agencies and a bulletin to employees on the new provisions.

A key aspect of the introduction of the Fair Work Act in 2009 nationally was the creation of the national workplace relations system for the private sector. With the exception of the territories and the state of Victoria who were already subject to the national system, all states agreed to refer their industrial relations powers, with respect to the private sector, to the Australian Government. This was given effect through the Fair Work Act and complementary state-based legislation. A consultative mechanism for workplace relations legislative matters has been established by way of the Inter-Governmental Agreement on a National Workplace Relations System for the Private Sector. The Northern Territory is a signatory to the agreement and is consulted on legislative proposals by the Australian Government.

A major initiative of the Australian Government was the introduction into the Federal Parliament of the Fair Work Amendment (Paid Parental Leave) Bill 2010 which will provide for paid parental leave for all working parents. Under the terms of the Inter-Governmental Agreement the Northern Territory was consulted by the Australian Government on the Bill with the final Bill introduced into the Federal Parliament on 12 May 2010. The anticipated start date for the new scheme is 1 January 2011.

Strategic Public Sector Human Resource Management Policy

Introduction

The Employee Relations Division provides strategic leadership and policy to NTPS agencies in human resource management to help them achieve government’s objectives.

Ministerial and Cabinet Advice

The Employee Relations Division provided strategic advice on employment relations matters to the Minister and Cabinet on a diverse range of topics including enterprise
agreement negotiations for teachers, public sector employees, Power and Water Corporation employees and medical officers, as well as national industrial relations issues such as the Workplace Relations Minister’s Council, award modernisation issues and ILO Conventions.

Ethical Standards

PSEMA provides a governance and accountability framework for all NTPS agencies and employees including CEOs and executive contract officers.

An essential component of the framework is the application of the Principles detailed in Part 2 of the Public Sector Employment and Management Regulations, being the principles of:

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

Employment Instruction Number 13 – Code of Conduct assists employees to meet their governance and accountability requirements. The code provides specific guidance on a range of ethical and moral issues that may impact on employees in the course of their employment and service to the community. Individual agencies may also issue their own specific code of conduct consistent with PSEMA.

Consistent with the employment framework the Commissioner for Public Employment, in accordance with his functions under PSEMA, is responsible for consulting with and advising CEOs on the development and application of appropriate human resource practices and procedures, and the application of public employment policies in accordance with PSEMA and relevant legislation.

Implementation of Legislation and Other Matters in the NTPS

Care and Protection of Children Act

The Care and Protection of Children Act 2007 establishes provisions to ensure individuals who pose an unacceptable risk of harm or exploitation to children (defined as a person less than 18 years of age) are prevented from contacting children through their employment. The implementation of the legislation in relation to applications and issuing of clearance notices was delayed, however, the Employee Relations Division continues to participate in preparing agencies for the introduction in 2010–11 of the clearance notices.

Public Interest Disclosure Act

(Whistleblower’s Legislation)

The Public Interest Disclosure Act came into effect from 31 July 2009 and provides for disclosure of improper conduct on the part of public officers and public bodies, including in the NTPS and by NTPS employees; and protects persons who make public interest disclosures from acts of reprisal. Disclosures can be made to the CEO of the agency or directly to the Commissioner for Public Interest Disclosures.

The Commissioner for Public Interest Disclosures can refer relevant matters for investigation to the Commissioner for Public Employment under section 15 ‘Special Powers
of Investigation’ of PSEMA. This power was invoked on three occasions during the reporting period.

**Remote Locality Working Conditions**

Employment arrangements in remote localities remained largely unchanged in 2009–10. However, improving remote locality working conditions continued to be a priority area of activity. The Employee Relations Division research project completed in 2009 identified a number of initiatives for remote and regional areas. After consultation with agencies a number of initiatives were included in the 2010 round of enterprise bargaining negotiations. Some of these initiatives seek to improve existing arrangements or extend current remote entitlements (e.g. satellite TV and internet services) to other groups of employees.

**Public Sector Consultative Council**

The Public Sector Consultative Council is established under PSEMA. Its function is to consider matters of general interest in relation to the public sector referred to it by the Commissioner for Public Employment and to report on these matters to the Commissioner. The council met twice in 2009–10, in November 2009 and May 2010. Matters considered included:

- the State of the Service Report
- reform and revitalisation strategy for the NTPS
- the *Care and Protection of Children Act*
- the *Fair Work Act*
- review of PSEMA
- the Indigenous Employment and Career Development Strategy
- the Willing and Able Strategy
- NTPS Capability and Leadership Framework
- professional issues
- attraction and retention of employees
- biennial Employee Survey
- work life balance initiatives
- the *Public Interest Disclosure Act*.

**Northern Territory Public Sector Employment Framework**

**Introduction**

Employment in the NTPS is regulated by PSEMA and subordinate legislation including:

- Regulations (machinery matters)
- By-laws (general employment conditions and entitlements)
- Employment Instructions (direction and guidance on practice and procedures relating to employment matters)
- Public Sector Instruments (delegations of the Commissioner’s powers in respect to employment matters arising from PSEMA)
- Determinations regarding employment matters permitted by PSEMA and issued by the Commissioner for Public Employment
- sector wide policies such as the NTPS Wages Policy and Advertising and Recruitment Policy.
Different classes of employees are also subject to their relevant enterprise agreements, which are negotiated in accordance with the *Fair Work Act* (Commonwealth).

The *Public Employment (Mobility)* Act enables mobility in employment between public employers within the meaning of the Act in the Northern Territory without loss of accrued conditions of employment.

PSEMA provides the Commissioner for Public Employment with a range of statutory powers.

**Review of the Public Sector Employment and Management Act**

A review of PSEMA was undertaken during the first half of 2009 as part of the NTPS Reform and Revitalisation package. The review was conducted by a review committee comprising an independent chair; the Commissioner for Public Employment, and a former regional director of the Community and Public Sector Union.

As well as considering a range of submissions from both the public and the private sector, unions and employees, the committee also considered reforms occurring in other Australian public sector jurisdictions as well as the impact of the *Fair Work Act*. In summary, the review committee determined there was general support for:

- broadening the merit principle to include diversity
- retaining the ‘single-employer model’
- relocating the Principles of Public Administration and Management, Human Resource Management and Conduct from the Regulations to PSEMA and reviewing them to ensure they remain contemporary
  - PSEMA to be heavy on principles and light on prescription
  - streamlining and review of inability, disciplinary and medical incapacity provisions
  - retaining appeal provisions ‘in-house’ with the ability to limit forum shopping by employees
  - a major review of subordinate legislation, particularly the Employment Instructions
  - more devolution of powers and functions to chief executives to ‘let the managers manage’ and decrease bureaucratic red-tape.

Many of the submissions raised issues related to the administrative application of the provisions of PSEMA and subordinate legislation, and matters related to details of the process.

Following tendering of the final report of the review committee to the Minister, Cabinet approved in December 2009 amending PSEMA based on the recommendations of the report. The drafting process commenced in March 2010 following further agency and union consultation and it is anticipated the amended *Public Sector Employment and Management Act* will be considered by Parliament in early 2011. The subordinate legislation is being reviewed concurrent with the drafting process.
Exercise of Statutory Powers

Approval of Selections without Advertising a Vacancy

All recruitment and selection processes must be undertaken in accordance with the merit principle and PSEMA. The merit principle ensures that all appointments, promotions or transfers are on the basis of, and only on the basis of, the capacity of the person to perform particular duties, having regard to the person’s knowledge, skills, qualifications and experience and the potential for future development of the person in employment in the public sector.

Under PSEMA, all duties to be performed in excess of six months must be advertised unless otherwise approved by the Commissioner for Public Employment. Where agencies seek the Commissioner for Public Employment’s approval to select a person without advertising, their submissions are assessed against a number of criteria to ensure the merit principle is upheld. During the 2009–10 reporting period, the OCPE received 130 requests to select without advertising, an increase of 67 in comparison to the 2008–09 reporting period. However it is noted that 65 of these requests were to finalise outcomes from the Technical Review arising from the NTPS 2008–2010 enterprise agreement. Of the total number, eight were not approved. In general, the main thrusts of the requests received were to:

- finalise outcomes from the review of technical officers arising from the abovementioned enterprise agreement
- enable agencies to appoint on an ongoing basis temporary employees who had been awaiting approval of applications for permanent residence in Australia at the time of their original offer of appointment
- enable agencies to offer appointments to skilled specialists for hard-to-recruit-to positions
- appoint apprentices and trainees who had successfully completed their apprenticeships or traineeships.

Determinations and Instruments

Under PSEMA the Commissioner for Public Employment has the power to determine terms and conditions of employment for individuals or classes of employees across the NTPS. Determinations issued during 2009–10 related to:

- review of Allowances such as camping allowance, relocation allowance and tool allowances
- implementation of National Employment Standards (Fair Work Act 2009) in the NTPS
- review of the Indigenous Cadetship Support Program
- responsibility, skills and market allowances
- recognition of previous employees for prior service
- recreation leave at half pay
- cash up of long service leave.
In the 2009–10 reporting period, the Commissioner for Public Employment also issued a Public Sector Instrument delegating his powers to CEOs to select without advertising Indigenous cadets upon successful completion of the Indigenous Cadetship Support Program.

**Industrial Relations and Employee Relations Advice**

**Advisory Services**

A major role of the Employee Relations Division is to provide specialist human resources and industrial relations consultancy services to agencies, employees and members of the public. This includes advising on conditions of service, recruitment and selection, reviews and appeals, industrial relations, job evaluation, redeployment and redundancy, discipline and inability matters, and interpreting the employment framework. During the 2009–10 financial year, the Employee Relations Division continued to provide this support to the human resource areas in agencies, as well as providing advice to enquiries from individual employees.

**Executive Contract of Employment Arrangements**

Executive Contract Officers (ECOs) in the NTPS are employed under contract for periods not exceeding four years. The use of contracts for executives provides flexibility in both employment and remuneration arrangements. These arrangements are balanced by an increased focus on performance and accountability, through formal annual performance reviews.

In 2009–10, Chief Executive Officer Performance Agreement guidelines and templates were amended to include reporting against the Territory 2030 priority targets, Working Future and NTPS Indigenous Employment.

The Northern Territory Government’s Greening the Fleet Strategy, which became effective on 1 July 2009, includes incentives to encourage ECOs to move to ‘green’ vehicles.

Access to hospital-based salary packaging provisions was extended to hospital-based ECOs.

The review of ECO contract terms and conditions of employment to reflect changes and contemporary practices is nearing completion, and it is expected that a final draft will be provided to agencies for comment in early 2011.

**Job Evaluation Policy and Training**

The Mercer Job Evaluation System (JES) is the primary method of determining the work value of jobs across the majority of employment streams within the NTPS. Those streams not covered by the Mercer JES have work values determined by competency or other arrangements as outlined in their applicable enterprise agreements.

The Employee Relations Division is responsible for the strategic administration of JES including policy and training issues and liaison with Mercer. The practical administration of JES, such as coordination of panels, collation and recording of results,
and coordination of the training courses, is undertaken by the Department of Business and Employment.

In the financial year 2009–10 the Employee Relations Division:

• Coordinated and conducted five job evaluation courses in Darwin (four courses) and Alice Springs (one course) resulting in 85 new evaluators being trained to assess the work value of jobs in the NTPS. Three ‘refresher’ courses were held, two in Darwin and one in Alice Springs, for evaluators who have not applied their skills for an extended period.

• Organised Mercer to conduct an annual audit in June 2009. It is expected the report will be available in August 2009.

In 2009–10 there were 1559 positions evaluated using JES.

Northern Territory Government Input to International Labour Organisation Matters

On behalf of the NT Government, the Employee Relations Division reports annually on Ratified and Unratified Conventions as specified by the ILO, through the Australian Department of Education, Employment and Workplace Relations, which administers all ILO matters nationally.

During this reporting period the Employee Relations Division reported on the following Unratified Conventions and recommendations:

• Income Security Recommendation, 1944 (No. 67)

• Medical Care Recommendation, 1944 (No. 69)

• Social Security (Minimum Standards) Convention, 1952 (No. 102)

• Employment Promotion and Protection against Unemployment Convention, 1988 (No. 168).

The Employee Relations Division also provided advice on arrangements in the NT in relation to Australia’s social security system and responded to the 2010 Article 19 Questionnaire on Social Security.

The Employee Relations Division reported on the measures the NT had taken to give effect to the following Ratified Conventions:

Article 22

• Convention 58, Minimum Age (Sea) Revised Convention (although this convention falls under the jurisdiction of the Commonwealth, it was included in the 2009–10 reporting requirements because the NT previously provided specific advice regarding its application)

• Convention 87, Freedom of Association and Protection of the Right to Organise, 1948

• Convention 98, Right to Organise and Collective Bargaining, 1949

• Convention 100, Equal Remuneration Convention, 1951

• Convention 111, Discrimination (Employment and Occupation), 1958

• Convention 135, Workers’ Representatives Convention, 1971

• Convention 158, Termination of Employment Convention, 1982.
In addition, the Employee Relations Division provided responses to specific requests and observations made by the Committee of Experts on:

- Convention 8, Unemployment Indemnity (Shipwreck) Convention, 1920
- Convention 92, Accommodation of Ships Crews (Revised), 1949
- Convention 100, Equal Remuneration Convention, 1951
- Convention 111, Discrimination (Employment and Occupation), 1958
- Convention 133, Accommodation of Crews (Supplementary Provisions), 1970
- Convention 135, Workers' Representatives Convention, 1971

The Employee Relations Division is working toward ratification in 2010 of the following conventions:

- Convention 186, Maritime Labour Convention, 1996
- Convention 175, Part-time Work, 1994
- Convention 162, Asbestos, 1986

**Workforce Statistics and Analysis**

The Employee Relations Division provides workforce statistics and analysis based on sector-wide personnel and pay information from a consolidated database system administered by the Department of Business and Employment. In cooperation with the Northern Territory Treasury, the Employee Relations Division provided advice to Cabinet on public sector staffing levels by Budget sub agency division and by occupational stream. The Employee Relations Division also completed other analysis for the information of government and other agencies as needed, including providing data and reporting in relation to the staffing cap, which will require continued monitoring and reporting to Cabinet. Various personnel data extractions and analyses were also done on an ad hoc basis.

The Employee Relations Division also processed additional requests for data from interstate jurisdictions and the Australian Government, and prepared data and provided options for the annual State of the Service Report.
Central Management of and Policy Development for Public Sector Redeployment and Redundancy

The Employee Relations Division manages redeployment and redundancy matters under PSEMA and enterprise agreements. Agencies are required to comply with the provisions of the redundancy and redeployment procedures under the relevant enterprise agreements.

In 2009–10 21 employees elected for voluntary retrenchment. Sixteen of the voluntary retrenchments occurred as a result of the transfer of services from the NTPS to alternative providers. There were no involuntary retrenchments.

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

The Employee Relations Division provides secretariat services to the Prison Officers’ Arbitral Tribunal and the Police Arbitral Tribunal as established under Northern Territory legislation. The tribunals carry out functions similar to Fair Work Australia.

Activities this year included the appointment of a new chairperson to the Prison Officers’ Arbitral Tribunal and one new matter notified to the Police Arbitral Tribunal during the reporting period. The Police Arbitral Tribunal continues to deal with a 2005–06 housing matter.

Labour Inspectorate

The Employee Relations Division undertakes a Labour Inspectorate role administering the Territory’s private sector Long Service Leave and Public Holidays Acts and providing advice to private sector employees and employers.

During the reporting period staff regularly responded to general enquiries relating to both Acts. Under the Long Service Leave Act the majority of enquiries were regarding employee entitlements to pro-rata long service before completion of 10 years continuous service, and the application of the Act to employee long service leave entitlements when transferring from interstate to the Northern Territory. The majority of enquires related to the Public Holidays Act were regarding the application of the Show Day public holidays to various towns in the regions.

During the reporting period staff investigated one alleged breach of the Long Service Leave Act, which was able to be resolved with the employer’s agreement. There were no alleged breaches of the Public Holidays Act investigated.

The 2012–15 public holidays will be finalised shortly, along with ensuring a decision is made regarding the Territory’s intention to declare an additional public holiday in 2011 in recognition of Easter Monday and Anzac Day falling on the same day.
Priorities for 2010–11

- Negotiate six new NTPS enterprise agreements in line with the NTPS Wages Policy (Teachers and Educators, General, Power and Water Corporation, Police, Fire Fighters and Medical Officers).
- Develop parameters and commence negotiations for six new enterprise agreements (Nurses, Prison Officers, Dentists, Darwin Port Corporation general employees, and Darwin Port Corporation Marine Pilots).
- Finalise and implement the review of PSEMA and subordinate legislation.
- Monitor and assess implications resulting from the Commonwealth’s new industrial relations legislation and develop and implement appropriate responses for both the public and private sectors.
- Oversee the implementation of the Commonwealth’s Paid Parental Leave Scheme in the NTPS.
- Finalise a review of ECO arrangements.
- Oversee the implementation of the clearance notices in the NTPS arising from the introduction of the Care and Protection of Children Act.
- Continue to deliver targeted Human Resource (HR)/Industrial Relations (IR) capacity training sessions to agencies.
- Coordinate the Northern Territory’s response to ratifying the ILO Maritime Labour Convention.
- Transfer Tourism NT staff to the NTPS (excluding Territory Discoveries).
- Support the Commissioner for Public Employment’s statutory powers by providing quality advice and sound recommendations.
Output 2: Workforce Planning and Development

Estimated cost of service: $3.80M
Actual cost of service: $3.42M
Staffing: 8.6

Overview
The Strategic Workforce Planning and Development Division is responsible for building capacity within the NTPS through preparation and implementation of appropriate workforce planning and development strategies. This includes the introduction and promotion of workforce planning methodologies in agencies, and the coordination of workforce development activities, such as executive leadership and management programs. Additionally, this output promotes equity and diversity in the NTPS, with a focus on increasing employment and career development opportunities for Indigenous people and people from under-represented groups.

Workforce Planning

Workforce Planning Framework
A key component of the initiatives described under the NTPS Reform and Revitalisation agenda is to develop a whole-of-service workforce planning framework and methodology. This aims to have a common understanding across the NTPS on what workforce planning is, and a methodology available to agencies as a guide to their own workforce planning.

The framework and methodology entitled *Making Workforce Planning Work in the NT Public Sector* has now been completed and was approved by Cabinet in 2009.

Although some agencies are well advanced in their workforce planning activities, completion of the framework and methodology is a first step in workforce planning capacity building at a sector wide level. It is anticipated that this process will take approximately 18 months before it becomes an integral part of agency business processes.

Biennial Staff Surveys
As part of the NTPS Reform and Revisitation agenda, Cabinet approved the introduction of biennial whole-of-sector staff surveys to assist the NTPS to gauge employees’ satisfaction with their work and agency performance, and to highlight areas for improvement.

The survey was conducted in all agencies during July and August 2009. All employees (approximately 18,000) covered by PSEMA were invited to participate in the survey. The participation rate was 25%, which compares favourably with rates from similar surveys conducted in other jurisdictions.

The results of the survey, the *NTPS Employee Survey Report 2009*, were distributed electronically to all NTPS employees on 5 January 2010.

A high level Whole-of-Sector Results Response Plan was developed to address all areas identified in the *NTPS Employee Survey Report 2009* as opportunities for improvement.

The next biennial staff survey will be held in 2011.
Willing and Able Strategy

The Willing and Able Strategy 2009–2012 – A strategy for the employment of people with disability in the Northern Territory Public Sector was approved by Cabinet and was subsequently presented to agencies in October 2009. The purpose of the Strategy is to increase attraction and retention, and improve career enhancement opportunities for people with disability in the NTPS, enabling the workforce to reflect the diversity of the community it serves. There are four key focus areas of the Willing and Able Strategy – Attraction and Retention; Communication; Leadership and Career Development and Accessibility in the Workplace.

To encourage the participation of people with disability in leadership and career development opportunities, the OCPE offers to sponsor a participant on the Public Sector Management Program and Discovery – Women as Leaders Program. Other key activities undertaken during the year include the refresh of the Equity and Diversity website to contain contemporary workforce information, including ‘disability in the workplace’, celebration of International Day of People with Disability on 3 December 2010 and conducting an Equal Employment Opportunity Census Day in June 2010.

An additional category, Improving Opportunities for People with Disability, was introduced to the 2009 Chief Minister’s Awards for Excellence in the Public Sector to recognise outstanding leadership and achievements that promote an inclusive and supportive work environment for people with disability. Four nominations were received and the winner was Food Services at the Royal Darwin Hospital, Department of Health and Families, with their initiative ‘Nurturing People with Disability in the Workplace – A Team Approach’.

As part of the review of PSEMA work continued on the amendment to the definition of merit to include the value of diversity a person from an equal employment opportunity group brings to the workplace.

All agencies contribute annually to a levy for the Project Employment Scheme. These funds are managed by the OCPE and are used to reimburse the direct wage costs to agencies for the employment of people with intellectual and/or learning disabilities. During the year, 12 participants have been employed in a range of agencies under the Project Employment Scheme. Since the commencement of this scheme, over 55 participants have been offered employment opportunities, and of this group 28 continue to work in the NTPS.

Northern Territory Public Sector Indigenous Employment and Career Development Strategy

The Northern Territory Public Sector Indigenous Employment and Career Development Strategy 2010–2012 (IECDS) has been developed in consultation with public sector stakeholders. Cabinet approved the Strategy in March 2010.

The NTPS strives to be a public sector that reflects the diverse community it serves through sector-wide strategies, programs and initiatives. The principal aim of the strategy
is to increase Indigenous public sector employment, improve Indigenous economic participation and work towards a workforce profile that reflects the Territory’s Indigenous working age population share. The strategy also complements and aligns to priorities and targets set out by the Australian and Northern Territory Governments for Indigenous Territorians.

In addition to providing intent and direction, the strategy has a sector-wide implementation plan that details initiatives under the key focus areas of Workplace Environment, Attraction, Retention and Communication to improve Indigenous employment outcomes in the NTPS.

Since the strategy has been released and within this reporting period, the following key actions have been completed:

- whole-of-sector Protocols for acknowledgment and Welcome to Country
- identification of agency Indigenous Employment and Career Development champions and coordinators
- reinvigorated Lookrukin Indigenous Women’s Leadership Development Program.

**2009 Chief Minister’s Public Sector Medals**

As part of the Northern Territory Government’s commitment to rewarding excellence in the NTPS, the inaugural Chief Minister’s Public Sector Medals were held as part of the 2009 Chief Minister’s Awards for Excellence in the Public Sector. Five employees received the prestigious medal for their outstanding and meritorious public service.

**Winners**

- Noelene Swanson, Department of Health and Families
- Shane Houston, Department of Health and Families
- Kenneth Grattan, former Department of Planning and Infrastructure
- Naomi Bonson, Department of Education and Training
- David Lines, Northern Territory Police, Fire and Emergency Services

**2009 Chief Minister’s Awards for Excellence in the Public Sector**

The 2009 Chief Minister’s Awards for Excellence in the Public Sector formally recognised and rewarded work teams’ excellence in the NTPS. Across the six categories, the awards acknowledged significant initiatives that make a positive difference to the public sector and to Territory communities.

A total of 42 submissions were received and distributed across the six categories.
Cross-Government Collaboration
The award recognises outstanding performance and achievements that promote cross-government cooperation and partnership initiatives in the Northern Territory.

Winner
Agency: Department of the Chief Minister/Office of the Commissioner for Public Employment
Team: Department of the Chief Minister, Charles Darwin University and Office of the Commissioner for Public Employment
Initiative: Machinery of Government – Governance, Institutions and Policy Workshops: Turning a collaborative idea into reality

Engagement with the Community
The award recognises outstanding performance and achievements that promote highly effective engagement of government with the community.

Winner
Agency: Department of Education and Training
Team: CDEP Transition Programme Team, 47 Remote Government Schools
Initiative: CDEP Transition Programme

Improving Outcomes for Indigenous Territorians
The award recognises outstanding performance and achievements that support the socio-economic wellbeing of Indigenous Territorians.

Winner
Agency: Department of Health and Families
Team: Preventable Chronic Disease Program, NT Renal Services, Remote Health Branch
Initiative: I’m OK Project: Improving the management of chronic kidney disease in remote Indigenous communities

Strengthening Regional and Remote NT
The award recognises outstanding performance and achievements that promote thriving regional and remote communities.

Winner
Agency: Department of Health and Families
Team: Health Development Branch, Remote Health Branch, Well Women’s Cancer Screening
Initiative: Well Women’s Screening
Building a Skilled Workforce

The award recognises outstanding performance and achievements that promote a diverse, skilled and sustainable public sector workforce.

**Winner**
Agency: Northern Territory Treasury
Team: Human Resources Unit
Initiative: Treasury’s Graduate Development and Early Careers Programs

Improving Outcomes for People with Disability

The award recognises outstanding leadership and achievements that promote an inclusive and supportive work environment for people with disability.

**Winner**
Agency: Department of Health and Families
Team: Division of Acute Care, Royal Darwin Hospital Operational Support Branch, Food Services
Initiative: Nurturing People with Disability in the Workplace – A Team Approach!

Building Human Resource and Industrial Relations Capacity in the NTPS

The OCPE hosts HR forums on a quarterly basis to build capacity of NTPS human resource practitioners and business managers. The forums are designed to develop human resource and industrial relations capacity by sharing an understanding on contemporary issues and initiatives impacting on the NTPS.

The OCPE also co-sponsors the Chair of Governance and the Professor of Human Resources under the Charles Darwin University and Northern Territory Government partnership agreement. Under the auspice of this Partnership Agreement, representatives from the OCPE, the Department of the Chief Minister and Charles Darwin University worked in collaboration to design the Machinery of Government training package. This training package won the Cross Government Collaboration category of the 2009 Chief Minister’s Award for Excellence in the Public Sector.

Timor-Leste Internship Scheme

The *Timor-Leste Civil Service Capacity Building Internship Scheme*, including a Memorandum of Cooperation between the two governments was formalised during the first half of 2009. Under this Scheme four Timor-Leste officials commenced work experience in workforce development in the NTPS on 27 June 2009 with placements ending on 21 August 2009.

The NTPS will have a further three officials from the Timor-Leste Civil Service. The OCPE host investigated a number of options for the future of the scheme and is working with the Timor-Leste Civil Service Commission to develop a proposal for future partnership opportunities.
Year 10 Work Experience for Remote Indigenous Boarders

The OCPE successfully completed its first NTPS Work Experience Program in Alice Springs with Yirara College during May 2010. The Work Experience Program follows on from the success of an earlier program in the Top End for remote Indigenous boarders in late 2008 and further placements in 2009.

This represents an excellent opportunity for the NTPS, as it has been recognised that access to work experience for Indigenous students from remote communities is fundamental for a number of goals for agencies in relation to their IECDS.

The Yirara College students who participated in this one-week program were all remote Indigenous students from Marlinja, Elliott, Mungoobada (Robinson River), Minyerri (Hodgson Downs) and Ltyentye Apurte (Santa Teresa). During this reporting period, the OCPE coordinated placements in Darwin and Alice Springs for 12 remote Indigenous boarding school students.

It is intended that this work experience program will guide the creation of a work experience ‘tool kit’ to assist agencies provide opportunities to Year 10 students in other regions in the near future.

Workforce Development

Northern Territory Government and Charles Darwin University Partnership Agreement

The OCPE continues to sponsor the Chair of Governance through the Northern Territory Government and Charles Darwin University Partnership Agreement. The position provides leadership in research and consultancy and, in partnership with the NTPS, guides the further development of programs in governance and public sector management to meet emerging workforce needs. The OCPE also continued to support the Professor of Human Resources. This role supports the NTPS in developing strategic workforce development capability.

The OCPE, the Department of the Chief Minister and Charles Darwin University worked together to develop the Machinery of Governance training package. Two courses were designed and delivered during the reporting year. The four-day Machinery of Government: Governance, Institutions and Policy was an introductory course providing attendees with a better understanding of the framework within which the NT Government operates and the key processes and institutions of government. The shorter, one day, program Machinery of Government: Selected Governance Perspectives provided an overview on the framework within which the NT Government operates and key processes of government.

Executive Leadership Development Strategy

Stages one and two of the Executive Leadership Development Strategy ‘Making it Happen’ implementation plan were undertaken in early 2009. Under this activity senior managers from some agencies participated in a 360 degree feedback program.

A collective analysis of the strengths and development needs for Executive Feeder Groups and Executive Groups was provided...
to chief executives in September 2009 together with agency-specific reports.

In collaboration with agencies, work has commenced to develop options to address the leadership capability gaps identified through the 360 degree feedback program.

Capability and Leadership Framework
A working party was established in July 2009, comprising representatives from Northern Territory Treasury and the Departments of Health and Families; Natural Resources, Environment, the Arts and Sport and the former Planning and Infrastructure, to develop the NTPS Capability and Leadership Framework. The working party recommended adoption of the Queensland Public Service Capability and Leadership Framework, which is based on the Australian Public Service Integrated Leadership System, which commenced in 2004.

The Capability and Leadership Framework provides a common language to support consistent whole-of-sector capability development for the public sector and is designed to ensure leadership capabilities and behaviours exist to meet the challenges for the future. It consists of five core capabilities: shapes strategic thinking, achieves results, cultivates productive working relationships, exemplifies personal drive and integrity, and communicates with influence. The Capability and Leadership Framework also enables employee to identify key capabilities required of them in their current role, and helps identify areas of growth for future career development.

Implementation of the Capability and Leadership Framework into agencies is to commence in July 2010.

Remote Workforce Development Strategy
The Remote Workforce Development Strategy was launched in November 2003 and provides $1 million annually towards the professional development of remote employees, improving NTPS service delivery and, by extension, fostering improved outcomes in remote locations. The strategy is a whole-of-government approach to addressing the challenges of distance, isolation and cost in providing support and development opportunities.

Remote Workforce Development (RWD) is a unique workforce development initiative to ‘improve equity of access to training and development opportunities for remote Northern Territory Government employees’. Its implementation is managed by the OCPE.

Over 800 remote employees across the Northern Territory received RWD funding to attend professional development activities this financial year.

Examples of supported activities include:

- one NTPS employee from a remote area attended the Discovery - Women as Leaders Program in Darwin
- two remote NTPS employees are attending the Public Sector Management Program in Alice Springs
- 65 Department of Education and Training remote employees attended the Surviving and Thriving in NT Schools Conference
• professional development workshops were held in remote communities across the Northern Territory for 100 remote Department of Health and Families staff on Young People and Self Harming Behaviour
• 57 remote Department of Health and Families employees attended Remote Recruitment and Selection Training
• eight remote NT Police, Fire and Emergency Services employees attended a coxswains course
• 13 remote Department of Natural Resources, Environment, the Arts and Sport employees attended a Sustaining Remote Employees Workshop.

During the reporting year, the OCPE hosted two ANZSOG breakfast seminars. Professor Paul ’t Hart spoke on the topic ‘Leadership in Times of Crisis’ and Dr George Argurous discussed ‘Cost Benefit Analysis or Multi-Criteria Analysis - Competing or Complementary Approaches to Decision Making’.

Public Sector Management Program
The OCPE continues to host the national Public Sector Management Program targeting AO6–AO8 leaders across the three tiers of government. The Public Sector Management Program aims to deliver practical management education and development.

The Public Sector Management Program is nationally accredited at the Graduate Certificate level qualification. In October 2009, 18 graduates received a Graduate Certificate of Public Sector Management from Flinders University, South Australia. Of this graduating cohort, 67 per cent were women.

The NTTPS has delivered the Public Sector Management Program since 1993 and, since then, there have been 601 graduates.

During the reporting year, the Public Sector Management Program was offered in Darwin and Alice Springs attracting a total of 44 participants, of which 13 per cent identified as being Indigenous.

Lookrukrin - Indigenous Women’s Leadership Development Program
One of the key focus areas of the Northern Territory Public Sector Indigenous Employment and Career Development
Strategy 2010—012, is to reinvigorate the Lookrukin - Indigenous Women’s Leadership Development Program. Lookrukin has been specifically designed to offer Indigenous women in the NTPS an opportunity to gain the knowledge and skills to build capacity in their current position and to develop their potential and career progression. Participants will undertake a Diploma of Management at Charles Darwin University.

Twenty Indigenous women have been accepted on this program with 17 from the NTPS, two from Charles Darwin University and one from the Australian Government.

Discovery – Women as Leaders Program

Discovery - Women as Leaders Program is a 15-day intensive leadership program and is a unique personal and professional development opportunity for women. The program is designed to increase the number of women in leadership roles across the NTPS. It is offered twice a year to women in the public sector in Darwin and Alice Springs and is well supported.

This year, a total of 40 women attended the programs, bringing the total number of participants since 2001 to 200.

Priorities for 2010–11

Continue the implementation of the initiatives identified in the Reform and Revitalisation agenda including:

- the NTPS Capability and Leadership Framework.
- the workforce planning capacity building program in agencies based around *Making Workforce Planning Work in the NT Public Sector*
- developing options to address the executive leadership capability gaps identified through the 360 degree feedback program
- finalising the NTPS Reward and Recognition Framework.
- finalising the NTPS Innovation Framework
- develop a Performance Improvement Framework for use across the NTPS
- the high level actions contained in the *NTPS Employee Survey 2009 Report – Whole of Sector Results Response Plan*
- developing a Knowledge Management Framework.
Performance Reporting

Output 3: Promotion, Disciplinary and Inability Appeals and Grievance Reviews

Overview
The Promotion Appeals & Grievance Reviews Division has two main functions:

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

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

Key Achievements 2009–10

- 58 promotion appeals completed
- 127 s59 grievances handled (108 finalised)
- seven disciplinary appeals handled (6 completed)
- three inability appeals handled (3 completed)
- continued utilising a flexible approach to grievance handling processes, concentrating on achieving timely outcomes, and resolution through negotiation and mediation where possible
- continued education in the area of merit-selection processes through education and training, including promotion of the OCPE Merit Selection Good Practice Guidelines.

Appeals in 2009–10

Promotion, Disciplinary and Inability Appeal Boards operate as independent bodies, located for administrative purposes within the Promotion Appeals & Grievance Reviews Division of the OCPE.

Promotion Appeals

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

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

The Board can make only one of three decisions: allow the appeal; disallow the appeal; or direct the agency to readvertise the vacancy.
Promotion Appeals Statistics

Figure 1 – Number and Percentage of NTPS Promotions Appealed

<table>
<thead>
<tr>
<th>Year</th>
<th>Promotions</th>
<th>Promotion Appeals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002–03</td>
<td>930</td>
<td>35</td>
<td>3.8%</td>
</tr>
<tr>
<td>2003–04</td>
<td>1031</td>
<td>29</td>
<td>2.8%</td>
</tr>
<tr>
<td>2004–05</td>
<td>1215</td>
<td>100</td>
<td>8.2%</td>
</tr>
<tr>
<td>2005–06</td>
<td>1158</td>
<td>36</td>
<td>3.1%</td>
</tr>
<tr>
<td>2006–07</td>
<td>1255</td>
<td>54</td>
<td>4.3%</td>
</tr>
<tr>
<td>2007–08</td>
<td>1365</td>
<td>72</td>
<td>5.3%</td>
</tr>
<tr>
<td>2008–09</td>
<td>1532</td>
<td>58</td>
<td>3.8%</td>
</tr>
<tr>
<td>2009–10</td>
<td>1365</td>
<td>47</td>
<td>3.4%</td>
</tr>
</tbody>
</table>

Promotion Appeals Timeliness

The division’s target for completion of promotion appeals is six weeks from receipt to decision. In 2007–08, the average time from receipt of a promotion appeal to completion was 8.5 weeks. This time frame lowered to 6.6 weeks in 2008–09 and in 2009–10 lowered again to 5.2 weeks.

Figure 2 – Summary of Promotion Appeals Statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals carried over</td>
<td>4</td>
<td>7</td>
<td>1</td>
<td>9</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Appeals received</td>
<td>146</td>
<td>36</td>
<td>54</td>
<td>72</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>Total handled</td>
<td>150</td>
<td>43</td>
<td>55</td>
<td>81</td>
<td>58</td>
<td>47</td>
</tr>
<tr>
<td>Finalised</td>
<td>143</td>
<td>42</td>
<td>46</td>
<td>78</td>
<td>56</td>
<td>47</td>
</tr>
<tr>
<td>Allowed</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Disallowed</td>
<td>47</td>
<td>27</td>
<td>16</td>
<td>29</td>
<td>30</td>
<td>37</td>
</tr>
<tr>
<td>Readvertised</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>12</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>38</td>
<td>8</td>
<td>4</td>
<td>15</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Vacated (Cancelled)</td>
<td>55</td>
<td>5</td>
<td>23</td>
<td>21</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>On hand at end of period</td>
<td>7</td>
<td>1</td>
<td>9</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Disciplinary and Inability Appeals

- Disciplinary and inability appeals are conducted in accordance with sections 57 and 58 of PSEMA and Regulations 13 to 18. The chair is appointed by the Minister and the other two members are nominated by the Commissioner and the relevant union.

- In 2009–10 there were six disciplinary appeals completed: two disallowed (upholding CEO’s decisions to terminate employment); one allowed (directing that the decision to transfer to other duties be rescinded and the employee returned to former position); one settled by agreement between the parties; one withdrawn; one vacated when the employee resigned.

- In 2009–10 there were three Inability appeals: two disallowed (upholding CEO’s decisions to terminate employment); one settled by agreement between the parties.

Section 59 Grievance Reviews of Treatment in Employment 2009–10

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

In 2009–10 a total of 127 grievance reviews were handled, compared with 113 in the previous year and 84 in 2007–08.

The most common issues raised in grievances in 2009–10 were, in order of prevalence:

- management action or decision
- merit-selection processes
- application of procedures and policies
- application of conditions of service
- agency handling of bullying and harassment complaints
- termination on probation
- bullying and harassment.

The grievance review unit utilises a flexible, outcome-focused approach to handling grievances, concentrating, when possible, on achieving resolution through discussion, negotiation and mediation. This is achieving positive results. For example, in only eight instances has it been necessary for the Commissioner to specifically direct an agency to change their original action or decision.

Section 59 stipulates that the Commissioner shall conduct a review within three months of receiving a grievance or such longer period as in his opinion the circumstances require. In the past, timeliness in finalising grievance reviews was much greater than three months.

In 2006–07 the average time taken to finalise a section 59 grievance review was 5.5 months, substantially over the three month statutory requirement. This improved in 2007–08 to 3.5 months and in 2008-09 to 3.2 months. In 2009–10 the average time taken to finalise grievances has reduced to 2.7 months.

Looking at timeliness by individual grievances rather than average, of 103 new grievances received in 2009–10, only 20 took longer than 3 months to finalise. This means that 81PER cent of grievances were finalised within the statutory time frame.
Section 59 Grievance Reviews Statistics

Figure 3 – Outcomes of Section 59 Grievance Reviews

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency directed to take / refrain from taking action</td>
<td>13</td>
<td>10</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Agency action confirmed</td>
<td>27</td>
<td>16</td>
<td>23</td>
<td>31</td>
</tr>
<tr>
<td>Agency action confirmed with comment from the Commissioner</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>8</td>
</tr>
<tr>
<td>Resolved through PA&amp;GR involvement</td>
<td>n/a</td>
<td>n/a</td>
<td>17</td>
<td>29</td>
</tr>
<tr>
<td>Resolved within the agency</td>
<td>3</td>
<td>13</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Resolved by mediation</td>
<td>1</td>
<td>13</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Declined to review (e.g. out of time, no jurisdiction, non-employee)</td>
<td>2</td>
<td>6</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>Withdrawed</td>
<td>11</td>
<td>4</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>On hand at the end of the period</td>
<td>22</td>
<td>22</td>
<td>24</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total handled</strong></td>
<td><strong>79</strong></td>
<td><strong>84</strong></td>
<td><strong>113</strong></td>
<td><strong>127</strong></td>
</tr>
</tbody>
</table>

Figure 4 – Reasons for Section 59 Grievance Reviews

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Management action or decision</td>
<td>11</td>
<td>45</td>
<td>46</td>
</tr>
<tr>
<td>Selection processes</td>
<td>19</td>
<td>26</td>
<td>43</td>
</tr>
<tr>
<td>Application of procedures and policies</td>
<td>18</td>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>Application of conditions of service</td>
<td>15</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Agency handling of bullying and harassment</td>
<td>16</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Termination of probationary employment</td>
<td>1</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Bullying and harassment</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total handled</strong></td>
<td><strong>84</strong></td>
<td><strong>113</strong></td>
<td><strong>127</strong></td>
</tr>
</tbody>
</table>

2007–08 was the first year that the reasons for grievances were recorded and so there are no figures to report from prior financial years.
Priorities for 2010–11

- Implement and provide education and training about changes to grievance review processes following the commencement of the new PSEMA.

- Provide education and training in relation to the amendments to the PSEMA definition of merit to include equal employment opportunity diversity as one of the components of merit.

- Implement and provide education about changes to appeal processes under the new PSEMA, including the change to a single NTPS Appeal Panel with a Chair appointed by the Commissioner for Public Employment.

- Commence publication of a newsletter from the PA&GR Division.

- Run a workshop on handling workplace conflict.
 Outputs 1–3: OCPE Central Australia

Overview

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

Agency-wide Representation

- Assisted in the implementation of government policy initiatives.
- Represented the OCPE on the Barkly Regional Co-ordination Committee, the Alice Springs Executive Co-ordination Committee and the Alice Springs Regional Co-ordination Committee
  - provided briefings on new initiatives, policies, etc.
- Chaired the Strategic Workforce Issues Action Group (Regional HR Managers Group)
  - provided enterprise bargaining briefings
  - provided of briefings on new initiatives, policies, etc
  - discussed various HR/ER/IR issues.
- Managed Alice Springs Office.
- Represented the OCPE on various other committees and networks.

Employee Relations

- Provided Employee Relations advice to both managers and employees, including those in remote localities.
- Labour Inspectorate, that is administered the Northern Territory’s private sector Long Service Leave Act and Public Holidays Act.
- Participated on JES evaluation panels as the OCPE representative.
- Represented the OCPE on reviews of work content statements (Physical grades) against the relevant Award definitions.
- Worked with agencies to resolve employee disagreements.

Strategic Workforce Planning and Development

- Promoted of Strategic Workforce Planning and Development policies and initiatives in the region, especially the Willing and Able Strategy 2009–2012.
- Conducted the Discovery – Women as Leaders program for the third year in Alice Springs. Twenty-one participants completed the program.
- Successfully completed the first one-week NTG Work Experience Program in Alice Springs with Yirara College, 31 May – 4 June.
• Nineteen participants commenced the 2009 Alice Springs Public Sector Management Program; the last intake was in 2004.

• Participated in the Barkly and Alice Springs Careers Expos.

Promotion Appeals and Grievance Reviews

• Provided advice and assistance to managers and employees.

Priorities for 2010–11

• Focus on regional centre and remote visits, including promoting initiatives and policies, such as the *NTPS Indigenous Employment and Career Development Strategy*.

• Continue to identify specific regional and remote workforce issues that need addressing.

• Continue to grow the NTG Work Experience Program in Alice Springs.
Agency Views on OCPE Performance
Agency Views on OCPE Performance

For the 2009–10 reporting period the OCPE sought feedback from agencies on its Output Performance Measures, as set out in *NT Budget Paper No. 3*:

- Employee and Industrial Relations
- Workforce Planning and Development
- Promotion, Disciplinary and Inability Appeals and Grievance Reviews.

The responsibilities for each Output are specified in *NT Budget Paper No. 3*.

Performance Measures

Agencies were given the opportunity to comment on:

- their level of satisfaction with the service provided to their agency
- their level of satisfaction with the timeframes in which services were provided to their agency
- how the service and timeframes could be improved.

Agency Evaluated Performance

Feedback was received from all agencies from which the information was requested. Of these 19 agencies:

- a total of 82 per cent of agencies indicated that they were 'satisfied' or 'very satisfied' with the services provided to their agency
- a total of 81 per cent of agencies indicated that they were 'satisfied' or 'very satisfied' with the timeframes in which the services were provided to their agency.

The results are detailed in the following graphs.
Employee and Industrial Relations

**Figure 5 – Agency Level of Satisfaction with the Services Provided – Employee and Industrial Relations**

- Not Satisfied: 0% (2008-09), 15.8% (2009-10), 0% (2009-10)
- Partly Satisfied: 5 (2008-09), 3 (2009-10), 64.7% (2009-10)
- Satisfied: 29.4% (2008-09), 11 (2009-10), 79.8% (2009-10)
- Very Satisfied: 5.9% (2008-09), 3% (2009-10), 0% (2009-10)

**Figure 6 – Agency Level of Satisfaction with the Timeframes in which Services were Provided – Employee and Industrial Relations**

- Not Satisfied: 0% (2008-09), 0% (2009-10), 0% (2009-10)
- Partly Satisfied: 47.1% (2008-09), 8 (2009-10), 21% (2009-10)
- Satisfied: 47.1% (2008-09), 8 (2009-10), 68% (2009-10)
- Very Satisfied: 5.9% (2008-09), 11% (2009-10), 2 (2009-10)
Workforce Planning and Development

Figure 7 – Agency Level of Satisfaction with the Services Provided – Workforce Planning and Development

- Not Satisfied: 0% (2008-09), 0% (2009-10)
- Partly Satisfied: 50% (2008-09), 4% (2009-10)
- Satisfied: 68.4% (2008-09), 13% (2009-10)
- Very Satisfied: 0% (2008-09), 0% (2009-10)

Figure 8 – Agency Level of Satisfaction with the Timeframes in which Services were Provided – Workforce Planning and Development

- Not Satisfied: 0% (2008-09), 0% (2009-10)
- Partly Satisfied: 41.2% (2008-09), 21% (2009-10)
- Satisfied: 58.8% (2008-09), 10% (2009-10)
- Very Satisfied: 0% (2008-09), 0% (2009-10)
Promotion, Disciplinary and Inability Appeals and Grievance Reviews

**Figure 9** – Agency Level of Satisfaction with the Services Provided – Promotion, Disciplinary and Inability Appeals and Grievance Reviews

**Figure 10** – Agency Level of Satisfaction with the Timeframes in which Services were Provided – Grievance Reviews Finalised within 3 Months
Figure 11 – Agency Level of Satisfaction with the Timeframes in which Services were Provided – Promotion Appeals Finalised within 6 Weeks

- Not Satisfied: 2 (0% 20%), 0 (0% 20%), 9 (75% 60%), 1 (8.3% 20%), 10 (20%
- Partly Satisfied: 0 (0% 0%), 2 (0% 20%), 6 (50% 60%), 2 (12.5% 33%),
- Satisfied: 2 (0% 20%), 2 (0% 20%), 6 (50% 60%), 2 (12.5% 33%),
- Very Satisfied: 2 (0% 20%), 6 (50% 60%), 2 (12.5% 33%),
- Services Utilised: 2 (0% 20%), 2 (0% 20%), 6 (50% 60%), 2 (12.5% 33%),

Figure 12 – Agency Level of Satisfaction with the Timeframes in which Services were Provided – Disciplinary and Inability Appeals Finalised within 5 Months

- Not Satisfied: 2 (0% 0%), 0 (0% 0%), 5 (62.5% 50%), 1 (12.5% 33%), 6 (33%
- Partly Satisfied: 3 (25% 33%), 1 (17% 25%),
- Satisfied: 3 (100% 100%),
- Very Satisfied: 1 (100% 100%),
- Services Utilised: 6 (33% 66%)
Corporate Governance
Governance Framework

Overview

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

OCPE’s governance framework covers the set of responsibilities and practices, policies and procedures exercised to provide strategic direction, ensure objectives are achieved, manage risks and use resources responsibly and with accountability.

It is about both performance and conformance, and also encompasses the important role of leadership in ensuring that sound governance practices are applied within OCPE and across the NTPS.

Primary responsibility for the governance of the OCPE rests with the OCPE Executive Management Team.

Corporate Services

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

- human resources
- financial and budget management
- procurement services
- communications and marketing
- travel
- office services

- records and information management
- information technology
- corporate governance.

The DCM Executive Director of Corporate Services is a member of the OCPE Executive Management Team and represents the Commissioner for Public Employment on inter-agency coordination and corporate governance forums. The DCM Chief Finance Officer also attends OCPE Executive Management Team meetings.
Organisational Structure

The OCPE consists of five business divisions (as shown below) that deliver outputs as contained in *NT Budget Paper No.3*. Figure 13 shows the high-level management and operational structure as at 30 June 2010.

**Figure 13 – Organisational Structure**

<table>
<thead>
<tr>
<th>Commissioner for Public Employment</th>
<th>Ken Simpson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director Employee Relations</strong></td>
<td><strong>Director SWP&amp;D</strong> Jenny Stephensen</td>
</tr>
<tr>
<td><strong>Budget Output 1</strong></td>
<td><strong>Budget Output 2</strong></td>
</tr>
<tr>
<td>Strategic public and private sector industrial relations</td>
<td>Leadership development programs</td>
</tr>
<tr>
<td>Strategic HR policy and advice</td>
<td>Human resource development, policy and advice</td>
</tr>
<tr>
<td>NT employment framework</td>
<td>Capability and succession planning</td>
</tr>
<tr>
<td>Executive contract of employment arrangements</td>
<td><em>Indigenous Employment and Career Development Strategy</em></td>
</tr>
<tr>
<td>Administration for Commissioner’s statutory powers</td>
<td>Research</td>
</tr>
<tr>
<td>Central management of redeployment and redundancy</td>
<td>Whole of industry workforce policy coordination</td>
</tr>
<tr>
<td>Job evaluation policy and training</td>
<td></td>
</tr>
<tr>
<td>International Labour Organisation</td>
<td></td>
</tr>
<tr>
<td>Workforce statistics and analysis</td>
<td></td>
</tr>
</tbody>
</table>
Executive Management Team

Purpose

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

- ensuring the OCPE has clearly established goals and objectives
- ensuring strategies for achieving those goals and objectives are appropriate and understood by management and staff
- monitoring quality control systems and, where necessary, implementing corrective action to improve systems and performance.

Executive Management Team decisions are conveyed to staff at staff meetings, which are conducted at whole-of-office and business division levels.

Circulation of Minutes and Reports

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

Executive Management Team members at 30 June 2010 were:

**Ken Simpson**  
Commissioner for Public Employment  
Ken has been Commissioner since 1 July 2006. He has had broad policy and operational experience in Northern Territory Government agencies since arriving in Darwin in 1976. He has held senior positions in the Department of the Chief Minister (Deputy Chief Executive), Department of Employment, Education and Training (Deputy Chief Executive and Acting Chief Executive), Department of Corporate and Information Services (Deputy Chief Executive), Department of Health (Assistant Secretary) and the then Department of Transport and Works (Director). He has also acted as the NT’s Auditor-General. He holds a Bachelor of Commerce (Queensland) and a Graduate Diploma in Executive Public Service Management (Charles Darwin University).

**Brian Mappas**  
Director Employee Relations  
Brian joined the OCPE in 1996 following more than ten years experience in employee relations in the Department of Employment, Education and Training. Other NT departments Brian has worked for include Treasury, Community Services, and Primary Industries and Fisheries. He has extensive senior experience in industrial relations and human resource management and holds a Bachelor of Business (majoring in management) and an Associate Degree in Legal Studies.

**Jenny Stephensen**  
Director Strategic Workforce Planning and Development  
Jenny has worked in government both federal and state for over 25 years. With a Bachelor of Science and a Masters in Organisational Development and Training, her background is in workforce capability and workforce planning. She returned to OCPE in 2010 after a four year gap that saw her working on a secondment to the Alberta Public Service in Canada followed by a stint in the Department of Health and Families as Director Strategic Workforce Planning. She has also worked in Timor-Leste on a project to develop a Strategic Workforce Plan for the Civil Service.

**Terry Lisson**  
Director Promotion Appeals & Grievance Reviews  
Terry joined the OCPE in January 2008, coming from the position of Director of Conciliation, Policy and Law at the NT Anti-Discrimination Commission, where she had worked for the previous six years. She holds a Bachelor of Arts (Honours Psychology) and a Bachelor of Laws and, in addition to many years working as a practising lawyer, has extensive training and experience in complaint handling, conflict resolution, conciliation and mediation.
Erika Sauzier
Senior Consultant Central Australia
Erika has been with the OCPE for ten years. She joined the NTPS in 1985, working her way up from a management cadet to her current position. She has held a range of positions in the personnel and human resources field during her career. She holds an Associate Diploma in Public Administration and is undertaking study towards a Bachelor of Psychology (Charles Sturt University).

Shaun Hardy
Executive Director Corporate Services
Shaun joined the Department of the Chief Minister in 2008 following a short term with the Power and Water Corporation. He has worked in the Australian Public Sector for 20 years including management roles in governance and program management in the Department of Parliamentary Services and the Australian Bureau of Statistics. He holds a Master of Public Administration and a Graduate Diploma in Human Resource Management.

Community Engagement
As a central agency, the OCPE develops frameworks to support the government’s social and economic policies and seeks the views of public sector employees and other stakeholders as part of the development process. In June 2005, the OCPE developed its Community Engagement Framework. The OCPE community includes all employees of the NTPS and their representatives. OCPE may also engage with a range of other stakeholders, including unions, tertiary institutions, community organisations and Northern Territory businesses and their employees.

Audit and Risk Management Committee
The OCPE Audit and Risk Management Committee was established in 2008-09 and meets on a quarterly basis. The Committee comprises a subset of the OCPE Executive Management Team members, includes an external representative and reports to the Commissioner for Public Employment.

The functions and responsibilities of the committee are to:

- monitor the adequacy of the OCPE’s internal control environment including risk management and related policies, practices and procedures
- oversee the internal audit functions, liaise with external auditors and monitor the implementation of internal and external audit recommendations
- undertake any other functions and activities that the committee considers relevant to its primary objective.

Occupational Health and Safety Committee
The OCPE OH&S Committee met quarterly throughout the 2009–10 financial year. The committee consists of representatives from each division in OCPE as well as its Alice Springs Office.
Achievements in this reporting period have been:

- conducting a hazard audit for Harbour View Plaza
- purchasing and replenishment of first aid kits
- ensuring training for first aid officers – one employee undertook first aid training during the reporting period
- recommending fire warden training as appropriate
- updating safety signage in Harbour View Plaza
- ensuring material data safety sheets are available in OCPE workplaces
- updating the OCPE cyclone preparedness plan.

The functions and responsibilities of the committee include:

- ensuring the effectiveness of the information and communications technology system
- overseeing better practice information and records management
- developing improved knowledge management practices.

Improving Communication within the OCPE

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

Business Division Meetings

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

Executive Information Coordinators’ Group

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

During 2009–10, Executive Information Coordinators were provided with information sessions in the areas of procurement,
accounts payable, travel, freedom of information, postage and freight, records, ePASS, TRIM 6.2.4 upgrade and information technology.

**OCPE Corporate Matters Newsletter**
The ‘Corporate Matters’ newsletter, initiated in the 2008–09 financial year, continued to provide employees with regular information in relation to financial services, human resources, information services, office services, and relevant contacts.

**Sharing Information**
The OCPE has a strong corporate commitment to sharing information and staff are encouraged to adopt this collaborative approach to work. The Executive Management Team supports the dissemination of minutes and notes throughout the OCPE for the information of staff. Executive Management Team minutes and Coordination Committee reports are posted on the intranet.

In response to the OCPE results from the *NTPS Employee Survey 2009*, in particular on how a more open and inclusive culture could be promoted, it was suggested that the Commissioner for Public Employment, via periodic emails to all staff, provide an insight into how the role of Commissioner is undertaken. Staff members were also invited to provide feedback to the Commissioner.

**Boards and Committees**
In support of its core business, the OCPE is represented on many national and Northern Territory boards and committees. A full list is provided in the Appendices, page 117.

**Improving Communication with Clients and Stakeholders**
Effective external communication is vital to the OCPE. Following are the key methods of external communication maintained.

**Human Resources Forum**
The OCPE hosts a HR forum on a regular basis for HR and non-HR practitioners to gain a better understanding of current issues and initiatives. HR forums cover a range of topics presented by the OCPE, NTPS agencies and external stakeholders.

**Internet and Intranet**
The OCPE internet and intranet sites provide timely and relevant information across the NTPS and to broader stakeholders. The sites are user friendly, providing ready access to the latest updates, news and features and links to programs, policies and legislation.

**Annual Insurance Reporting Requirements**
In accordance with the Treasurer’s Directions relating to Risk Management – Insurable Risk Framework (Section R2.1 Insurance Arrangements), the OCPE is required to report insurance related information in its annual report.

As part of its risk mitigation strategy the OCPE has developed a strategic risk assessment based on its strategic goals. This is reviewed by the OCPE’s Executive Management Team regularly.

The OCPE is able to provide the following information for the financial year ended 30 June 2010.
Self Insurance Claims

Figure 14 – Motor Vehicle Claims

<table>
<thead>
<tr>
<th></th>
<th>2007–08</th>
<th>2008–09</th>
<th>2009–10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims as at 30 June*</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Value of Claims</td>
<td>$0</td>
<td>$1 482</td>
<td>$2 297</td>
</tr>
<tr>
<td>Average Claim</td>
<td>$0</td>
<td>$1 482</td>
<td>$2 297</td>
</tr>
</tbody>
</table>

*All Motor Vehicle claims relate to accident repairs for NT Fleet Vehicles.

Figure 15 – Worker Compensation Claims

<table>
<thead>
<tr>
<th></th>
<th>2007–08</th>
<th>2008–09</th>
<th>2009–10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims as at 1 July</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>New claims</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Claims resolved</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Claims as at 30 June</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cost of new claims</td>
<td>$2 215</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Current financial year claims</td>
<td>$2 302</td>
<td>$13 167</td>
<td>$5 453</td>
</tr>
<tr>
<td>Average new claim costs</td>
<td>$2 215</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Medical Insurance

A $100 medical insurance premium was paid during the 2009–10 year.

Information and Office Services

Energy Management

In line with the NTG Energy Smart Sustainable Workplaces Initiatives, it is OCPE practice to:

- Maintain a replacement program of standalone equipment with multifunctional devices and power saving functions.
- Employ a ‘greening the fleet’ strategy by increasing the use of energy efficient vehicles in accordance with NT Fleet policy.
- Recycle drum cartridges, paper and cardboard.
- Promote and encourage participation in Earth Hour.
- Encourage staff to be more conscious about energy consumption and turning off power.

Further initiatives under consideration for 2010–11 include the:

- establishment of a Recycling Centre
- circulation of monthly tips
- installation of sensor lighting, dual flush toilets, boiling water unit, flow regulators on basins, air conditioner isolators
Office of the Commissioner for Public Employment

Annual Report 2009–10

• development of environmental policies covering the use of recycled photocopier paper, double-sided printing, tracked changes, biodegradable products
• reduction of on-site storage of stationery.

In addition, DCM is forming an Energy Management Committee with membership comprised of both DCM and OCPE representatives. The committee’s primary role will be to identify, implement and promote green initiatives within both agencies and to provide advice on energy saving, recycling and green initiatives in accordance with the Northern Territory Government Climate Change Policy.

In fulfilling this role, the committee's responsibilities include the identification of new green initiatives, monitoring energy usage and recycling levels within NT House and Harbour View Plaza and working collaboratively with staff and relevant external stakeholders as required.

Information Technology

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

In support of OCPE, the DCM Corporate Services Division has:

• Developed two major policies covering both agencies, these being:
  - a consolidated Information and Communication Technology (ICT) policy, covering all areas of ICT – that is, desktop and mobile phones, desktop computers, laptops, home equipment, software, templates, emails, epass, records management, sharepoint and telepresence.
• Reviewed and updated the ICT Strategic Plan in line with new contractual arrangements.
• Reviewed the process for revoking access to business drives, TRIM, vehicles, and equipment and agency premises.
• Reviewed and updated the software register to assist with the tracking of software.
• Established a software library to house copies of software purchased for the divisions.
• Developed an ICT Stocktake template for use by business divisions.

Official Travel

In support of OCPE, the DCM Corporate Services Division will enter all travel transactions to a newly converted SQL database that interfaces to the Government Accounting System. This will provide improved reporting, timeliness and accuracy and will be finalised early in the new financial year.

In addition, a review of the travel policy and associated forms has commenced and will also be finalised early in the new year.
• In conjunction with the Department of Business and Employment, monitored/managed:
  - the roll out of the retrofit (part of the transformation project) 2009
  - the implementation of the Distributed File System Replication (DFSR – centralised data storage for security of data).

Records Management
The Information Act requires NTPS agencies to manage records in compliance with the Northern Territory Government records management standards. The OCPE continues to work towards full compliance and undertook improvements to records management practices and a TRIM training program during 2009–10. Improvements were made to records management practices, particularly in the areas of file titling and records disposal.

The TRIM 6.2.4 upgrade was implemented during the year, in line with the Department of Business and Employment implementation timetable across the NTG. This upgrade required a complete clean up of the TRIM and NTG FOI databases to ensure all records were successfully converted, as well as the provision of procedure manuals and training.

Preparations commenced for a proposed implementation of Electronic Document Records Management during 2010–11.

Freedom of Information
The Northern Territory of Australia Information Act affects the way NTPS organisations collect, use and store government and personal information as it brings together the related issues of freedom of information (FOI), privacy, and records and archives management. In most cases, employees can obtain their own employment related information held by the OCPE more quickly under PSEMA, rather than applying for access under the Information Act. More information is available at <www.ocpe.nt.gov.au/foi>. The policies and procedures have been designed to assist people in accessing information and to request corrections to personal information.

Staff awareness of the provisions of the Information Act has been raised by attendance at training provided by Information Consultants Pty Ltd and arranged by DCM, on the provisions of the Information Act.

In addition, the FOI Procedure Manual was finalised and is available on the DCM intranet site. Information is also published in the OCPE Corporate Matters newsletter.

The NTG FOI dataset, used by all agencies to record and report FOI requests and administered by DCM, was reviewed in line with all agencies’ requirements and training on the use of the dataset was provided to all agencies.
Applications under the Information Act

In 2009–10 the OCPE received no information access requests.

An outstanding complaint, relating to requests for information submitted by an applicant several years ago, was resolved by the Office of the Information Commissioner and has now been closed.

Privacy

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

There were no privacy breaches reported in 2009–10.

Priorities for 2010-11

• Finalise processes within the security audit function, recently established, to ensure only authorised access to division records and directories.
• Work closely with the Department of Construction and Infrastructure in progressing the continued contribution to environmentally positive initiatives.
• Procure a waste-management and recycling service for the OCPE.
• Revise and update the travel policy, international travel diary and travel forms.
• Commence using the GAS/Travel interface and the new database, SQL.
• Implement EDRM.
• Implement Office 2007.
Workforce Management

Overview

The OCPE is a central agency within the NTPS with sector-wide responsibility for providing an effective employment framework for the management and development of the NTPS workforce.

OCPE employees come from a range of diverse and professional backgrounds and remain committed to upholding the best practice human resource management.

The OCPE has a strong commitment to all its employees and ensures the continued support of learning and development activities, with an emphasis on building skills and knowledge to meet the challenges of their work environment. The OCPE encourages flexible working arrangements to ensure work life balance is achieved for staff.

The OCPE is supported by the Department of the Chief Minister HR unit, which is responsible for:

- development and implementation of agency human resource management policies
- provision of early intervention and case management services to employees and managers
- provision of recruitment advice and administration
- identification of advice relating to core corporate business training and development requirements
- strategic human resource planning.
- coordination within OCPE of whole of government strategies such as entry level employment programs
- ensuring the Chief Executive’s accountability within OCPE’s human resources management practice is in line with PSEMA and subordinate legislation.
To ensure compliance with employment instructions several corporate policies were reviewed by the HR unit, endorsed by the OCPE Executive Management team and made available to OCPE employees via the staff intranet during the reporting period. The following policy statements were revised:

- disclosure of interests and
- membership of a professional organisation.

Demographics

At 30 June 2010 the OCPE employed 31.04 full-time equivalent employees. This compared with 33.75 on 30 June 2009.

Figure 16 – Snapshot at 30 June 2010
Figure 17 – Position Allocations Across OCPE

Figure 18 – Staffing by Age
Figure 19 – Staffing by Classification

Figure 20 – Gender by Classification
Recruitment

Staffing Profile of New Commencements

Eleven employees commenced with OCPE during the reporting period. Of these, all were full-time, nine were female and two male, nine were temporary, one permanent and one casual.

Figure 21 – Staffing Profile of New Commencements

Staffing Profile of Separations

Twelve employees separated from OCPE during the reporting period. Of these, all were full-time, ten were female and two male, and seven were temporary and five being permanent.

Figure 22 – Staffing Profile of Separations
**Workforce Planning**

During the reporting period the OCPE commenced the development of its Workforce Plan for 2010–2012, which will align the needs of the agency with its workforce. Building and maintaining the capability of the OCPE’s workforce at a time when skilled people are in demand is a complex challenge, but with challenge comes opportunity and the OCPE Strategic Workforce Plan will focus on four key areas:

1. Strong data, evidence and analysis systems
2. Recruitment, attraction and retention of talent
3. Building a learning organisation
4. Happy and healthy work environment.

This plan is a statement of commitment about who we are as an employer and what we strive to be.

**The NTPS Capability and Leadership Framework (CLF)**

The CLF provides a common language to support consistent whole-of-sector capability development for the public sector and is designed to ensure leadership capabilities and behaviours exist to meet the challenges for the future.

The CLF describes the behaviour expected of public sector employees from entry level to the Chief Executive. It ensures leadership capabilities and behaviours exist to meet the challenges of the future.

**NTPS Survey**

A key element of the Reform and Revitalisation Agenda for the NTPS was the *NTPS Employee Survey 2009*, conducted in July/August 2009 to obtain employee opinions on work practices and workplace culture.

In the OCPE, 32 employees responded to the survey, which gave a response rate of 91 per cent.

The results of the survey indicated potential for improvement in the fair internal review system. The OCPE conducted a workshop with all staff to review and discuss this and other areas, which resulted in a plan being developed to improve our systems and give confidence to our employees.

From the workshop a report was prepared and discussed at the OCPE’s Executive Management Team meeting with a plan to be implemented in 2010–11.

**Equity and Diversity**

The OCPE is committed to giving all employees access to training opportunities, fair working conditions and opportunities for promotion.

The OCPE recognises that the Northern Territory is one of the most culturally diverse communities in Australia and is moving towards creating a more diverse workplace through incorporating the *NTPS Indigenous Employment and Career Development Strategy 2010–2012* and the *Willing and Able Strategy 2009–12*.
Equal Employment Opportunity Plan

An Equal Employment Opportunity (EEO) plan is being developed and is due to be implemented in the 2010–11 financial year. The plan has been developed to promote and maintain a fair and equal working environment where all employees have the opportunity to genuinely and effectively be afforded employment and training opportunities free from any real or perceived discriminatory practices regarding race, gender, age, impairment, marital status, religious or political beliefs or other non-merit related considerations.

The plan will ensure that the OCPE improves the career progression of Indigenous and disabled employees through yearly performance reviews and the provision of skills advancement training. EEO will be incorporated into the OCPE’s:

- business planning
- workforce strategies
- executive contract officer’s performance reviews
- leadership training programs.

NAIDOC Week

OCPE encouraged all employees to celebrate NAIDOC week, which was held from 7 – 11 July 2009.

Employees participated by attending activities such as a mid morning bush tucker/medicine walk at Casuarina Reserve; BBQ lunch at East Point; and gaining information from the Larrakia Rangers on the trees and plants of the East Point area. The Rangers also gave a demonstration on different weaving techniques and stripping and dyeing of plant fibres. Employees were invited to participate in weaving a pandanus bracelet.

Employees also put paint to canvas with words representing what culture means to them.

Equal Employment Opportunity Census Day

An Equal Employment Opportunity Census Day was held on Friday 3 June 2010 and all employees were encouraged to ensure that their personal information and EEO data held in the payroll system was up to date and accurate. The majority of staff updated their EEO details.

Disability Day

A key initiative of the Willing and Able Strategy is to celebrate International Day of People with Disability. The day recognises the achievements, contributions and abilities of people with disability.

Human Resources hosted a morning tea with a gold coin donation for attendance plus a raffle, with these activities raising over $500, which was donated to the Variety Club – The Children’s Charity NT.
Flexible Working Arrangements

The OCPE strongly promotes work-life balance and currently supports a number of family friendly and flexible working arrangements to ensure employees achieve this balance.

The flexible working arrangements that are currently in place accommodate employees who have requested to move from full-time to part-time employment.

During the reporting period three employees have undertaken part-time arrangements.

Induction Program

The induction program covers all aspects of employment conditions, the functioning purpose of OCPE, and internal policies and procedures. Sessions are held as required.

The induction process is also assisted by the OCPE Welcome Pack for new employees, which provides valuable insight into OCPE, and other orientation information.

Learning and Development

The OCPE continues its commitment to employee development by supporting and encouraging further development and training.

A training calendar is developed annually, which offers all employees a variety of courses to attend. In 2009–10 it consisted of Machinery of Government, Selection Panel Training, Job Evaluation System, Positive Workplace Awareness, Tools of Communication, Microsoft Word, Excel, PowerPoint and Cross Cultural Training.

In 2009–10 the OCPE’s expenditure on training activities was $40,523 including study assistance.
Training and study activities consisted of:

- 2009 Leadership Conference
- Team Management Profile Accreditation
- 16th Annual Public Sector Conference
- Changing Public Sector Climate
- Freedom of Information
- Machinery of Government
- Cross Cultural Training
- Emotions in the Workplace
- Job Evaluation System
- Conflict Resolution
- Advocacy Training
- Advanced Communication
- Pay Equity Seminar
- Human Resources & The Law
- Pay Equity Seminar
- 12th Annual Employment Law Intensive
- Australian Human Resource Institute Conference
- Industrial Relations Society Convention
- First Aid Training

Four employees were supported with study assistance during the reporting period, in the following areas:

- Bachelor of Psychology
- Bachelor of Social Science
- Bachelor of Humanitarian and Community Studies
- Diploma in Human Resource Management.

**Early Career Programs**

The OCPE currently participates in Early Career programs which include the Graduate Development Program, Indigenous Cadetship Support Program and Vacation Employment Program.

**Indigenous Cadetship Support Program**

In committing to increase the number of Indigenous employees in the wider NTPS in line with the Indigenous Employment and Career Development Strategy, the OCPE continued its sponsorship of a female National Indigenous Cadet for the reporting period. The Cadet is studying a Bachelor of Arts at the University of Melbourne.

**Graduate Development Program**

The Graduate Development Program provides recent university graduates with work experiences and challenges to develop new generations of employees whose ideas, ambition and leadership potential will help shape the future of the NTPS.
The OCPE has a graduate currently placed in the Employee Relations Division who holds a Batchelor of Business and is due to finish the program in January 2011.

‘The Graduate Program allowed me to gain experience in several different work units which made it easier for me to choose the right career path. Whilst on the program, I was lucky enough to have been involved in exciting projects such as the Enterprise Agreement negotiations and the government-wide ICT tender.’

**Vacation Employment Program**

The Vacation Employment Program provides students currently undertaking full-time degree studies for the first time with the opportunity to gain workplace experience in the NTPS. These opportunities are valuable for both the NTPS and the student.

Vacation employment students are employed during university breaks. During the reporting period one student undertook vacation employment with the Strategic Workforce Planning and Development Division during the Christmas break.

---

**Reward & Recognition**

*Presentation by the Chief Minister of the 2009 Chief Minister’s Award for Excellence in the Public Sector, Cross-Government Collaboration Category.*

The Machinery of Government Training Course developed by a partnership of the OCPE, the Department of the Chief Minister, and Charles Darwin University won the Cross-Government Collaboration Category of the 2009 Chief Minister’s Awards for Excellence in the Public Sector.

The training course is about the structures and processes of the NT Government, designed specifically for NTPS employees.
Staff Achievements

- Mark Hathaway received a Masters of Industrial Relations.
- Camille Marshall was the successful recipient of a $15 000 National Australia Bank scholarship to undertake a Certificate IV in Indigenous Leadership.
  - The certificate assists to prepare aspiring Indigenous leaders to assume leadership positions within Indigenous community organisations, government departments or corporations. Ms Marshall graduated during the year.
  - Ms Marshall also attended the Indigenous Policy Conference in Cairns as a participant of the Indigenous Leadership Program.

Reviews and Inability or Discipline Appeals

There was one grievance lodged in the reporting period.

Early Intervention

The OCPE utilises early intervention where appropriate. During the reporting period:

- Four ergonomic workstation assessments were undertaken and a number of recommendations were made of which all have been implemented.
- Five employees participated in the flu vaccination program.
- A Women’s Cancer Screening information session was held, in August 2009, promoting breast and cervical screening. Its purpose was to support and encourage the increase in women’s participation in breast and cervical screening with the focus on prevention of cervical cancer and how to detect breast cancer early so treatment is more likely to be successful.
- Office massages were introduced to assist with the well-being of employees and will continue to be offered on a regular basis.

Employee Assistance Program

The Employee Assistance Program (EAP) provides a free professional and confidential counselling service for employees and their immediate family members.

Six employees utilised the EAP service during the financial year. These included self referrals, referrals by supervisors or managers, co-workers and friends.
Incidents
There was one incident in 2009–10, which was reported as a cut.

Figure 24 – Number of Accidents/Incidents

Worker Compensation
There were no new worker compensation claims during the 2009–10 reporting period.

Figure 25 – Worker Compensation Claims

<table>
<thead>
<tr>
<th>Worker Compensation Claims</th>
<th>2008–09</th>
<th>2009–10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims as at 1 July</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>New claims</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Claims resolved</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Claims as at 30 June</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cost of new claims</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Current financial year costs</td>
<td>$13,167.23</td>
<td>$5,452.83</td>
</tr>
<tr>
<td>Average new claim costs</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
National Youth Week

The OCPE participated in National Youth Week, which was held from 10 to 18 April 2010. The event was aimed at youth between the ages of 16 and 25 and the theme was ‘Live it Now’.

A Youth Leadership Program was also held, targeting youth as potential leaders, as well as a two day workshop in ‘Apply First Aid’.

Priorities for 2010-11

- Learning and development
- Implementation of the Workforce Plan developed in 2009-10.
- Development and implementation of a Capability and Leadership Framework Plan
Financial Statement Overview

For the year ended 30 June 2010

Overview

The 2009–10 Financial Statements and notes for the Office of the Commissioner for Public Employment (the ‘agency’) have been prepared on an accrual basis and are consistent with the adoption of the Australian equivalent to the International Financial Reporting Standards. The statements provide information on the operating statement, balance sheet, statement of changes in equity and cash flow statement of the agency for the financial year ended 30 June 2010.

Operating Statement

The Operating Statement provides information on the financial performance of the agency during the year. The surplus or deficit for the year is calculated by subtracting the expense items from the revenue items.

The table below shows the OCPE financial performance for the past three years:

Figure 26 - Financial Performance

<table>
<thead>
<tr>
<th></th>
<th>2007–08 ($’000)</th>
<th>2008–09 ($’000)</th>
<th>2009–10 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>7 939</td>
<td>7 413</td>
<td>8 888</td>
</tr>
<tr>
<td>Expenses</td>
<td>7 324</td>
<td>7 271</td>
<td>7 008</td>
</tr>
<tr>
<td>Surplus</td>
<td>615</td>
<td>142</td>
<td>1 880</td>
</tr>
</tbody>
</table>
Revenue

The agency was funded primarily through Northern Territory Parliamentary Appropriation ($6,166,000). Other revenue is derived via the Sale of Goods and Services ($2,127,000). The agency also recognises notional revenue for Services Received Free of Charge through the Department of Business and Employment such as Information Technology, Procurement and Payroll services. This revenue is off-set by notional expenditure to the same value.

Total Income increased by $1,475,000 to $8,888,000. The majority of the increase is in Goods and Services Revenue up by $1,463,000 to $2,127,000. $1,247,000 of the increase is due to the Public Sector Rewards, Innovation and Development program (PSRID).

Figure 27 – Sources of Revenue
Expenses

The agency’s expenses are recognised in three primary categories employee, administrative and grants. In 2009–10 48 per cent of expenditure was related to employees, 37 per cent to administrative and the balance (15 per cent) to grants.

**Figure 28 - Expenses**

![Chart showing expenses]

**Employee Expenses**

*Personnel Expenses* decreased by $328,000 to $3,353,000, due to a number of positions not being filled.

**Administrative Expenses**

*Purchase of Goods and Services* decreased by $62,000 to $1,920,000. There are increases and decreases in various cost categories. The main movements have been: agent service arrangements (decrease by $122,000), consultants (down by $589,000), and training and study expenses, which include training provided to other agencies (up by $93,000). See also Note 6 of the financial statements.

Other administrative expenses are up by $39,000 to $589,000 are primarily notional charges for *Services Received Free of Charge* from the Department of Business and Employment.

**Grants Expenses**

The *Grants Expenses* increased slightly by $40,000 in 2009–10 from $1,016,000 to $1,056,000.

**Surplus**

For the year ended 30 June 2010, the Office of the Commissioner for Public Employment recorded a *Surplus* of $1,880,000. The improved result over the estimated budget *Surplus* of $1,221,000 is predominantly due to a decrease in *Employee Expenditure* combined with revenue received for the PSRID (PSRID program has been deferred to the 2010–11 financial year and as a consequence no expenditure was incurred in 2009–10).
**Balance Sheet**

The Balance Sheet provides a summary of the agency’s total *Assets* and its *Liabilities*.

**Assets**

During the 2009–10 year the agency’s *Total Assets* increased from $1,382,000 to $3,215,000. The majority of the increase is due to an increase in the *Cash and Deposits*, from $1,190,000 to $3,031,000. Again this is as a result of the PSRID revenue mentioned earlier.

**Liabilities**

*Total Liabilities* have decreased by $65,000, to $886,000 due to decreases in *Payables* and *Employee Provisions*.

**Figure 29 – Balance Sheet**

<table>
<thead>
<tr>
<th></th>
<th>2007–08 ($’000)</th>
<th>2008–09 ($’000)</th>
<th>2009–10 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>939</td>
<td>1 382</td>
<td>3 215</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td>(819)</td>
<td>(951)</td>
<td>(886)</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td>120</td>
<td>431</td>
<td>2 329</td>
</tr>
</tbody>
</table>

**Statement of Changes in Equity**

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

*Total Equity* increased by $1,898,000, from $431,000 in 2008–09 to $2,329,000 in 2009–10. This is due to the *Operating Surplus* of $1,880,000 and a minor *Equity transfer* of $17,000.

**Cash Flow Statement**

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

Overall the Office of the Commissioner for Public Employment increased its *Cash and Deposits* held by $1,841,000 from the previous financial year to $3,031,000. The increase is principally due to the delayed expenditure relating to the PSRID program.

**Figure 30 – Cash Flows**

<table>
<thead>
<tr>
<th></th>
<th>2007–08 ($’000)</th>
<th>2008–09 ($’000)</th>
<th>2009–10 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at beginning of Year</td>
<td>174</td>
<td>668</td>
<td>1 190</td>
</tr>
<tr>
<td>Net Movement</td>
<td>494</td>
<td>522</td>
<td>1 841</td>
</tr>
<tr>
<td>Cash at End of Year</td>
<td>668</td>
<td>1 190</td>
<td>3 031</td>
</tr>
</tbody>
</table>
Certification of the Financial Statements

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

We further state that the information set out in the 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 2010 and the financial position on that date.

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

KEN SIMPSON
Commissioner for Public Employment
31 August 2010

PHIL VIVIAN
Chief Finance Officer
31 August 2010
### Office of the Commissioner for Public Employment

#### Comprehensive Operating Statements

For the year ended 30 June 2010

<table>
<thead>
<tr>
<th>INCOME</th>
<th>NOTE</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation</td>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Output</td>
<td></td>
<td>6 166</td>
<td>6 180</td>
</tr>
<tr>
<td>Sales of Goods and Services</td>
<td>4</td>
<td>2 127</td>
<td>664</td>
</tr>
<tr>
<td>Goods and Services Received Free of Charge</td>
<td>5</td>
<td>589</td>
<td>550</td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td>6</td>
<td>19</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>3</td>
<td>8 888</td>
<td>7 413</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td></td>
<td>3 353</td>
<td>3 681</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases of Goods and Services</td>
<td>6</td>
<td>1 920</td>
<td>1 982</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td></td>
<td>58</td>
<td>14</td>
</tr>
<tr>
<td>Depreciation and Amortisation</td>
<td>9</td>
<td>31</td>
<td>27</td>
</tr>
<tr>
<td>Other Administrative Expenses</td>
<td></td>
<td>589</td>
<td>550</td>
</tr>
<tr>
<td>Grants and Subsidies Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
<td>1 056</td>
<td>1 016</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES (1)</strong></td>
<td>3</td>
<td>7 008</td>
<td>7 271</td>
</tr>
</tbody>
</table>

| **NET SURPLUS/(DEFICIT)**   |      | 1 880  | 142    |

| OTHER COMPREHENSIVE INCOME  |      |        |        |
| Components of Other Comprehensive Income |    | -      | -      |
| Changes in Accounting Policies |    | -      | -      |
| Correction of Prior Period Errors |    | -      | -      |
| **TOTAL OTHER COMPREHENSIVE INCOME** | | 1 880  | 142    |

| COMPREHENSIVE RESULT        |      | 1 880  | 142    |

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

(1) Rounding discrepancy, refer to note 1 (e).
Office of the Commissioner for Public Employment  

Comprehensive Operating Statements  

For the year ended 30 June 2010

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Deposits</td>
<td>7</td>
<td>3,031</td>
</tr>
<tr>
<td>Receivables</td>
<td>8</td>
<td>31</td>
</tr>
<tr>
<td>Prepayments</td>
<td>74</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>3,135</td>
<td>1,289</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment</td>
<td>9</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>80</td>
<td>94</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong> (1)</td>
<td>3,215</td>
<td>1,382</td>
</tr>
</tbody>
</table>

| **LIABILITIES**        |      |      |
| **Current Liabilities**|      |      |
| Payables               | 10   | (246)| (270) |
| Provisions             | 11   | (425)| (430) |
| **Total Current Liabilities** (1) | (671)| (699)|
| **Non-Current Liabilities** |      |      |
| Provisions             | 11   | (215)| (251) |
| **Total Non-Current Liabilities** | (215)| (251)|
| **TOTAL LIABILITIES**  | (886)| (951)|
| **NET ASSETS** (1)     | 2,329| 431  |

| **EQUITY**             |      |      |
| Capital                |      | (22) | (5)   |
| Accumulated Funds      |      | (2,306)| (426)|
| **TOTAL EQUITY** (1)   | 2,329| 431  |

*The Balance Sheet is to be read in conjunction with the notes to the financial statements.*  
(1) Rounding discrepancy, refer to note 1 (e).
## Office of the Commissioner for Public Employment

### Statement of Changes in Equity

For the year ended 30 June 2010

<table>
<thead>
<tr>
<th></th>
<th>Equity at 1 July 2009</th>
<th>Comprehensive result</th>
<th>Transactions with owners in their capacity as owners</th>
<th>Equity at 30 June 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td><strong>2009–10</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Funds</td>
<td>426</td>
<td>1 880</td>
<td>-</td>
<td>2 306</td>
</tr>
<tr>
<td></td>
<td><strong>426</strong></td>
<td><strong>1 880</strong></td>
<td><strong>-</strong></td>
<td><strong>2 306</strong></td>
</tr>
</tbody>
</table>

**Capital - Transactions with Owners**  
5  

**Equity Injections**

- Capital Appropriation
- Equity Transfers In
- Other Equity Injections
- Specific Purpose Payments
- National Partnership Payments
- Commonwealth - Capital

**Equity Withdrawals**

- Capital Withdrawal
- Equity Transfers Out

5  

**Total Equity at End of Financial Year (1)**  
431  

1 880  

17  

**2008–09**

<table>
<thead>
<tr>
<th></th>
<th>Equity at 1 July 2009</th>
<th>Comprehensive result</th>
<th>Transactions with owners in their capacity as owners</th>
<th>Equity at 30 June 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Funds</td>
<td>284</td>
<td>142</td>
<td>-</td>
<td>426</td>
</tr>
<tr>
<td></td>
<td><strong>284</strong></td>
<td><strong>142</strong></td>
<td><strong>-</strong></td>
<td><strong>426</strong></td>
</tr>
</tbody>
</table>

**Capital - Transactions with Owners**  
(164)  

**Equity Injections**

- Capital Appropriation
- Equity Transfers In
- Other Equity Injections

**Equity Withdrawals**

- Capital Withdrawal
- Equity Transfers Out

(164)  

**Total Equity at End of Financial Year**  
120  

142  

169  

431

---

This Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.  
(1) Rounding discrepancy, refer to note 1 (e).
Office of the Commissioner for Public Employment  
Cash Flow Statement  
For the year ended 30 June 2010

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH FLOWS FROM OPERATING ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output</td>
<td>6 166</td>
<td>6 180</td>
</tr>
<tr>
<td>Receipts From Sales of Goods And Services</td>
<td>2 352</td>
<td>834</td>
</tr>
<tr>
<td><strong>Total Operating Receipts</strong></td>
<td><strong>8 518</strong></td>
<td><strong>7 014</strong></td>
</tr>
<tr>
<td>Operating Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to Employees</td>
<td>(3 381)</td>
<td>(3 669)</td>
</tr>
<tr>
<td>Payments for Goods and Services</td>
<td>(2 239)</td>
<td>(1 968)</td>
</tr>
<tr>
<td>Grants and Subsidies Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>(1 056)</td>
<td>(1 016)</td>
</tr>
<tr>
<td><strong>Total Operating Payments</strong></td>
<td><strong>(6 677)</strong></td>
<td><strong>(6 653)</strong></td>
</tr>
<tr>
<td>Net Cash From/(Used In) Operating Activities</td>
<td>12</td>
<td>1 841</td>
</tr>
<tr>
<td>CASH FLOWS FROM INVESTING ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investing Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Asset Sales</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Investing Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investing Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases of Assets</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Investing Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Cash From/(Used In) Investing Activities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CASH FLOWS FROM FINANCING ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity Injections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Appropriation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Equity Injections</td>
<td>-</td>
<td>161</td>
</tr>
<tr>
<td><strong>Total Financing Receipts</strong></td>
<td>-</td>
<td>161</td>
</tr>
<tr>
<td>Financing Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity Withdrawals</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Financing Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Cash From/(Used In) Financing Activities</td>
<td>-</td>
<td>161</td>
</tr>
<tr>
<td>Net Increase/(Decrease) in Cash Held</td>
<td>1 841</td>
<td>522</td>
</tr>
<tr>
<td>Cash at Beginning of Financial Year</td>
<td>1 190</td>
<td>668</td>
</tr>
<tr>
<td><strong>CASH AT END OF FINANCIAL YEAR</strong></td>
<td><strong>7</strong></td>
<td><strong>3 031</strong></td>
</tr>
</tbody>
</table>

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

(1) Rounding discrepancy, refer to note 1 (e).
Office of the Commissioner for Public Employment

Notes to the Financial Statements

For the year ended 30 June 2010

Index of Explanatory Notes to the Financial Statements

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>LIABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objectives and Funding</td>
<td>10. Payables</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCOME</th>
<th>OTHER DISCLOSURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Goods and Services Received Free of Charge</td>
<td>14. Commitments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Purchases of Goods and Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Cash and Deposits</td>
<td></td>
</tr>
<tr>
<td>8. Receivables</td>
<td></td>
</tr>
<tr>
<td>9. Property, Plant and Equipment</td>
<td></td>
</tr>
</tbody>
</table>
1. **OBJECTIVES AND FUNDING**

The primary role of the Office of the Commissioner for Public Employment is to support the Commissioner for Public Employment’s statutory employer role as defined in PSEMA. The Commissioner is also required to provide strategic and policy advice to support the Minister 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 issues affecting the
- supporting chief executive officers and agencies to develop and implement relevant human resource management policies and practices
- representing the interests of the Northern Territory Government 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
- 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 the Office of the Commissioner for Public Employment and its principal activities may be found in the Annual Report.

The Agency is predominantly funded by, and is dependent on the receipt of parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs. For reporting purposes, outputs delivered by the agency are summarised into several Output Groups. Note 3 provides summary financial information in the form of a Comprehensive Operating Statement by Output Group. Information about the Output Groups can be found in the Annual Report.

The OCPE is predominantly funded by parliamentary appropriation. The financial statements encompass all funds through which the agency controls resources to carry out its functions.
2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

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

The 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’s 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. The Standards and Interpretations and their impacts are:

AASB 101 Presentation of Financial Statements (September 2007),
AASB 2007–8 Amendments to Australian Accounting Standards arising from AASB 101,
AASB 2007–10 Further Amendments to Australian Accounting Standards arising from AASB 101.

The Standard has been revised and introduces a number of terminology changes as well as changes to the structure of the Comprehensive Operating Statement and Statement of Changes in Equity. Other Comprehensive Income is now disclosed in the Comprehensive Operating Statement and the Statement of Changes in Equity discloses owner changes in equity separately from non-owner changes in equity.

AASB 2009–2 Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments.
The Standard amends AASB 7 Financial Instruments: Disclosures to require enhanced disclosures about fair value measurements. It establishes a three-level hierarchy for making fair value measurements, requiring those financial
instruments measured at fair value in the Balance Sheet to be categorised into levels.


The Standards make editorial amendments to a range of Australian Accounting Standards and Interpretations. AASB 2009–6 also makes additional amendments as a consequence of the issuance of a revised AASB 101 Presentation of Financial Statements (September 2007). These Standards do not impact the Financial Statements.

b) Australian Accounting Standards and Interpretations Issued but not yet Effective

At the date of authorisation of the financial statements a number of Standards and Interpretations were in issue but not yet effective. There are no impacts on the financial statements.

c) Agency and Territory Items

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

Central Holding Authority

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

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

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

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency’s financial statements. However, as the agency is accountable for certain Territory items managed on behalf of government, these items have been separately disclosed in Note 9 – Schedule of Territory Items.
d) **Comparatives**
Where necessary, comparative information for the 2008–09 financial year has been reclassified to provide consistency with current year disclosures.

**e) 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. This can on occasion cause slight anomalies in financial statements subtotals.

**f) Changes in Accounting Policies**
There have been no changes to accounting policies adopted in 2009–10 as a result of management decisions.

**g) Accounting Judgements and Estimates**
The preparation of the financial report requires the making of judgements 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 of making the judgements 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.

Judgements and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgements and estimates are:

- **Employee Benefits** – Note 2(u) and Note 10: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate government bond rate, estimates of future salary and wage levels and employee periods of service.
- **Contingent Liabilities** – Note 5: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year government bond rate.
- **Doubtful Debts** – Note 2(n), 8: Receivables & 13: Financial Instruments.
- **Depreciation and Amortisation** – Note 2(k), Note 9: Property, Plant and Equipment.
h) 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.

i) Income Recognition
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.

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

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

Appropriation
Output Appropriation is the operating payment to each agency for the outputs they provide and is calculated as the net cost of agency outputs after taking into account funding from agency income. It does not include any allowance for major non-cash costs such as depreciation.

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Special Purpose Payments and National Partnership Payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by Treasury on behalf of the Central Holding Authority and then on-passed to the relevant agencies as Commonwealth Appropriation.

Revenue in respect of appropriations is recognised in the period in which the agency gains control of the funds.
Sale of Goods
Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer
- the agency retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold
- the amount of revenue can be reliably measured
- it is probable that the economic benefits associated with the transaction will flow to the agency
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services
Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured
- it is probable that the economic benefits associated with the transaction will flow to the entity
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

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

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

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

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

j) Repairs and Maintenance Expenses
Funding is received for repairs and maintenance works associated with agency assets as part of Output Revenue. Costs associated with repairs and maintenance works on Agency assets are expensed as incurred.
k) Depreciation and Amortisation Expenses

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>50 Years</td>
<td>50 Years</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>5 Years</td>
<td>5 Years</td>
</tr>
</tbody>
</table>

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

l) Interest Expenses

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

m) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash.

n) Receivables

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

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 13 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

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

o) Property, Plant and Equipment Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than $5,000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the $5,000 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.

Complex Assets

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

**Subsequent Additional Costs**

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

**Construction (Work in Progress)**

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

**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 that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- Land
- Buildings
- Infrastructure Assets.

Fair value is the amount for which an asset could be exchanged, or liability settled, between knowledgeable, willing parties in an arms-length transaction.

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

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

**Impairment of Assets**

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

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

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

**q) Assets Held for Sale**

Assets held for sale consist of those assets that management has determined are available for immediate sale in their present condition, and their sale is highly probably within the next 12 months.

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

**r) Leased Assets**

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

**Finance Leases**

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

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

The Office of the Commissioner for Public Employment does not have finance leases.

**Operating Leases**

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

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

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

t) **Employee Benefits**

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries and recreation leave and other employee benefit liabilities that fall due within 12 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 12 months of the reporting date are measured at present value, calculated using the government long term bond rate.

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

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

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

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

u) **Superannuation**

Employees’ superannuation entitlements are provided through the:

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

v) **Contributions by and Distributions to Government**

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

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

w) Commitments
Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 14. This is consistent with the requirements contained in AASB 101, AASB 116 and AASB 117.

Commitments are those contracted as at 30 June 2010 where the amount of the future commitment can be reliably measured.
### 3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT

<table>
<thead>
<tr>
<th>Note</th>
<th>Employee &amp; Industrial Relations</th>
<th>Workforce Planning &amp; Development</th>
<th>Promotion, Disciplinary and Inability Appeals &amp; Grievance Reviews</th>
<th>Northern Territory Workplace Advocate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010 $'000</td>
<td>2009 $'000</td>
<td>2010 $'000</td>
<td>2009 $'000</td>
<td>2010 $'000</td>
</tr>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INCOME**

- **Appropriation**
  - **Output**
    - 2010: 2 849
    - 2009: 2 628
  - **Sales of Goods and Services**
    - 2010: 2 715
    - 2009: 2 729
    - 2010: 602
    - 2009: 547
    - 2010: 76
    - 2009: 6
    - 2010: 66
    - 2009: 66
  - **Goods and Services Received Free of Charge**
    - 2010: 339
    - 2009: 244
    - 2010: 71
    - 2009: 45
    - 2010: 17
    - 2009: 17
    - 2010: 589
    - 2009: 550
- **Other Income**
  - 2010: 3
  - 2009: 1
- **TOTAL INCOME**
  - 2010: 3 191
  - 2009: 2 873
  - 2010: 5 022
  - 2009: 3 655
  - 2010: 671
  - 2009: 592
  - 2010: 293
  - 2009: 8 888
  - 2010: 7 413

**EXPENSES**

- **Employee Expenses**
  - 2010: 1 908
  - 2009: 1 971
  - 2010: 447
  - 2009: 389
  - 2010: 117
  - 2009: 3 353
  - 2010: 3 681
- **Administrative Expenses**
  - **Purchases of Goods and Services**
    - 2010: 609
    - 2009: 589
    - 2010: 1 164
    - 2009: 1 145
    - 2010: 147
    - 2009: 114
    - 2010: 134
    - 2009: 1 920
    - 2010: 1 982
  - **Repairs and Maintenance**
    - 2010: 33
    - 2009: 7
    - 2010: 18
    - 2009: 6
    - 2010: 7
    - 2009: 1
  - **Depreciation and Amortisation**
    - 2010: 17
    - 2009: 11
    - 2010: 10
    - 2009: 13
    - 2010: 4
    - 2009: 2
    - 2010: 1
    - 2009: 58
    - 2010: 14
  - **Other Administrative Expenses (1)**
    - 2010: 338
    - 2009: 244
    - 2010: 180
    - 2009: 244
    - 2010: 71
    - 2009: 45
    - 2010: 17
    - 2009: 589
    - 2010: 550
- **Grants and Subsidies Expenses**
  - **Current**
    - 2010: 2
    - 2009: 53
    - 2010: 1 054
    - 2009: 941
    - 2010: -
    - 2009: 10
    - 2010: -
    - 2009: 12
  - 2010: 1 056
  - 2009: 1 016
- **TOTAL EXPENSES**
  - 2010: 2 907
  - 2009: 2 876
  - 2010: 3 425
  - 2009: 3 553
  - 2010: 677
  - 2009: 560
  - 2010: 281
  - 2009: 7 008
  - 2010: 7 271
- **NET SURPLUS/(DEFICIT)** (2)
  - 2010: 284
  - 2009: (3)
  - 2010: 1 598
  - 2009: 102
  - 2010: (3)
  - 2009: 32
  - 2010: 12
  - 2009: 1 880
  - 2010: 142
- **OTHER COMPREHENSIVE INCOME**
  - 2010: -
  - 2009: -
  - 2010: -
  - 2009: -
  - 2010: -
  - 2009: -
  - 2010: -
  - 2009: -
- **COMPREHENSIVE RESULT**
  - 2010: 284
  - 2009: (3)
  - 2010: 1 598
  - 2009: 102
  - 2010: (3)
  - 2009: 32
  - 2010: -
  - 2009: 12
  - 2010: 1 880
  - 2009: 142

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

1 Includes DBE service charges. 2 Rounding discrepancy refer to note 1 (e).
### 4. GOODS AND SERVICES REVENUE

<table>
<thead>
<tr>
<th>Program</th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Sector Management Program</td>
<td>283</td>
<td>184</td>
</tr>
<tr>
<td>Indigenous Workforce Development</td>
<td>92</td>
<td>-</td>
</tr>
<tr>
<td>Willing and Able Strategy</td>
<td>349</td>
<td>349</td>
</tr>
<tr>
<td>Discovery Program</td>
<td>135</td>
<td>111</td>
</tr>
<tr>
<td>Public Sector Rewards and Innovation Development Program</td>
<td>1247</td>
<td>-</td>
</tr>
<tr>
<td>Chief Ministers Awards</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2 127</strong></td>
<td><strong>664</strong></td>
</tr>
</tbody>
</table>

### 5. GOODS AND SERVICES RECEIVED FREE OF CHARGE

<table>
<thead>
<tr>
<th>Source</th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Business and Employment</td>
<td>(589)</td>
<td>(550)</td>
</tr>
</tbody>
</table>

**Total**                                    **(589)** | **(550)**
6. PURCHASES OF GOODS AND SERVICES

The net surplus/(deficit) has been arrived at after charging the following expenses:

**Goods and Services Expenses:**

<table>
<thead>
<tr>
<th>Item</th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants (1)</td>
<td>302</td>
<td>360</td>
</tr>
<tr>
<td>Advertising (2)</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td>Marketing and Promotion (3)</td>
<td>43</td>
<td>26</td>
</tr>
<tr>
<td>Document Production</td>
<td>73</td>
<td>33</td>
</tr>
<tr>
<td>Legal Expenses (4)</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Recruitment (5)</td>
<td>18</td>
<td>45</td>
</tr>
<tr>
<td>Training and Study (6)</td>
<td>193</td>
<td>100</td>
</tr>
<tr>
<td>Official Duty Fares</td>
<td>34</td>
<td>50</td>
</tr>
<tr>
<td>Travelling Allowance</td>
<td>21</td>
<td>10</td>
</tr>
<tr>
<td>Property Costs</td>
<td>119</td>
<td>113</td>
</tr>
<tr>
<td>Information Technology</td>
<td>215</td>
<td>217</td>
</tr>
<tr>
<td>Agent Service Arrangements</td>
<td>572</td>
<td>694</td>
</tr>
<tr>
<td>Motor Vehicle Expenses</td>
<td>60</td>
<td>64</td>
</tr>
<tr>
<td>Other Charges</td>
<td>270</td>
<td>262</td>
</tr>
</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th></th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 920</td>
<td>1 982</td>
</tr>
</tbody>
</table>

(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 provided to other agencies.
## CASH AND DEPOSITS

<table>
<thead>
<tr>
<th>Description</th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>3 030</td>
<td>1 189</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3 031</strong></td>
<td><strong>1 190</strong></td>
</tr>
</tbody>
</table>

## RECEIVABLES

### Current

<table>
<thead>
<tr>
<th>Description</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>10</td>
<td>74</td>
</tr>
<tr>
<td>GST Receivables</td>
<td>21</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Receivables</strong></td>
<td><strong>31</strong></td>
<td><strong>99</strong></td>
</tr>
</tbody>
</table>
9. PROPERTY, PLANT AND EQUIPMENT

<table>
<thead>
<tr>
<th></th>
<th>2010 $'000</th>
<th>2009 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Fair Value</td>
<td>106</td>
<td>106</td>
</tr>
<tr>
<td>Less: Accumulated Depreciation</td>
<td>(106)</td>
<td>(106)</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Fair Value</td>
<td>265</td>
<td>243</td>
</tr>
<tr>
<td>Less: Accumulated Depreciation</td>
<td>(185)</td>
<td>(149)</td>
</tr>
<tr>
<td></td>
<td>80</td>
<td>94</td>
</tr>
<tr>
<td>Total Property, Plant and Equipment</td>
<td>80</td>
<td>94</td>
</tr>
</tbody>
</table>

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

Impairment of Property, Plant and Equipment
The agency’s property, plant and equipment assets are valued at original cost. No impairment have been recorded against these assets during the year.
9. PROPERTY, PLANT AND EQUIPMENT  (Continued)

2010 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2009–10 is set out below:

<table>
<thead>
<tr>
<th></th>
<th>Buildings $'000</th>
<th>Plant &amp; Equipment $'000</th>
<th>Total $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carrying Amount as at 1 July 2009</strong></td>
<td>0</td>
<td>94</td>
<td>94</td>
</tr>
<tr>
<td><strong>Additions</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Disposals</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>(31)</td>
<td>(31)</td>
</tr>
<tr>
<td>Additions/(Disposals) from Administrative Restructuring</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Additions/(Disposals) from Asset Transfers</td>
<td>-</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td><strong>Carrying Amount as at 30 June 2010</strong></td>
<td>0</td>
<td>80</td>
<td>80</td>
</tr>
</tbody>
</table>
9. PROPERTY, PLANT AND EQUIPMENT (Continued)

2009 Property, Plant and Equipment Reconciliations
A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2008–09 is set out below:

<table>
<thead>
<tr>
<th></th>
<th>Buildings</th>
<th>Plant &amp; Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

Carrying Amount as at 1 July 2008
0
117
117

Additions
Disposals
Depreciation
(27)
(27)
Additions/(Disposals) from Administrative Restructuring
Additions/(Disposals) from Asset Transfers
5
5

Carrying Amount as at 30 June 2009 (1)
0
94
94

(1) Rounding discrepancy, refer to note 1 (e).

10. PAYABLES

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>186</td>
<td>30</td>
</tr>
<tr>
<td>Accrued Expenses</td>
<td>60</td>
<td>240</td>
</tr>
<tr>
<td>Total Payables</td>
<td>246</td>
<td>270</td>
</tr>
</tbody>
</table>
## 11. PROVISIONS

### Current

**Employee Benefits**
- **Recreation Leave**
  - 2010: $301,000
  - 2009: $298,000
- **Leave Loading**
  - 2010: $29,000
  - 2009: $34,000
- **Other Employee Benefits**
  - 2010: $22,000
  - 2009: $29,000

**Other Current Provisions**
- **Fringe Benefits Tax**
  - 2010: $12,000
  - 2009: $9,000
- **Payroll Tax**
  - 2010: $37,000
  - 2009: $38,000
- **Superannuation**
  - 2010: $24,000
  - 2009: $23,000

**Total Current Provisions**
- 2010: $425,000
- 2009: $430,000

### Non-Current

**Employee Benefits**
- **Recreation Leave**
  - 2010: $215,000
  - 2009: $251,000

**Total Non-Current Provisions**
- 2010: $215,000
- 2009: $251,000

**Total Provisions**
- 2010: $640,000
- 2009: $681,000

### Reconciliations of Provisions

**Recreation Leave Balance as at 1 July 2009**
- 2010: $298,000
- Additional Provisions Recognised: $392,000
- Reductions Arising from Payments: $(389,000)
- **Balance as at 30 June 2010**
  - 2010: $301,000

**Recreation Leave Loading Balance as at 1 July 2009**
- 2010: $34,000
- Additional Provisions Recognised: $41,000
- Reductions Arising from Payments: $(46,000)
- **Balance as at 30 June 2010**
  - 2010: $29,000

**Airfares Balance as at 1 July 2009**
- 2010: $29,000
- Additional Provisions Recognised: $22,000
- Reductions Arising from Payments: $(29,000)
- **Balance as at 30 June 2010**
  - 2010: $22,000
11. Reconciliations of Provisions (Continued)

<table>
<thead>
<tr>
<th>Category</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefits Tax as at 1 July 2009</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Additional Provisions Recognised</td>
<td>140</td>
<td>79</td>
</tr>
<tr>
<td>Reductions Arising from Payments</td>
<td>(137)</td>
<td>(79)</td>
</tr>
<tr>
<td>Balance as at 30 June 2010</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Payroll Tax as at 1 July 2009</td>
<td>38</td>
<td>38</td>
</tr>
<tr>
<td>Additional Provisions Recognised</td>
<td>38</td>
<td>38</td>
</tr>
<tr>
<td>Reductions Arising from Payments</td>
<td>(39)</td>
<td>(38)</td>
</tr>
<tr>
<td>Balance as at 30 June 2010</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td>Superannuation as at 1 July 2009</td>
<td>23</td>
<td>14</td>
</tr>
<tr>
<td>Additional Provisions Recognised</td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>Reductions Arising from Payments</td>
<td>(12)</td>
<td>(3)</td>
</tr>
<tr>
<td>Balance as at 30 June 2010</td>
<td>24</td>
<td>23</td>
</tr>
<tr>
<td>Total Other Current Provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>73</td>
<td>70</td>
</tr>
<tr>
<td>Non Current Recreation Leave Balance as at 1 July 2009</td>
<td>251</td>
<td>246</td>
</tr>
<tr>
<td>Additional Provisions Recognised</td>
<td>78</td>
<td>60</td>
</tr>
<tr>
<td>Reductions Arising from Payments</td>
<td>(114)</td>
<td>(55)</td>
</tr>
<tr>
<td>Balance as at 30 June 2010</td>
<td>215</td>
<td>251</td>
</tr>
<tr>
<td>Total Provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>640</td>
<td>681</td>
</tr>
</tbody>
</table>

The agency's full time equivalent staffing (FTE) as at 30 June 2010 was 32 (36.55 FTE as at 30 June 2009).
12. NOTES TO THE CASH FLOW STATEMENT

Reconciliation of Cash

The total of the agency’s Cash and Deposits of $3,031,000 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

<table>
<thead>
<tr>
<th>Net Surplus/(Deficit)</th>
<th>1,880</th>
<th>142</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Cash Items:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation and Amortisation</td>
<td>31</td>
<td>27</td>
</tr>
<tr>
<td>Repairs and Maintenance – minor new works – non cash</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td><strong>Changes in Assets and Liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease/(Increase) in Receivables</td>
<td>68</td>
<td>56</td>
</tr>
<tr>
<td>Decrease/(Increase) in Prepayments</td>
<td>(74)</td>
<td>-</td>
</tr>
<tr>
<td>(Decrease)/Increase in Payables</td>
<td>(24)</td>
<td>170</td>
</tr>
<tr>
<td>(Decrease)/Increase in Provision for Employee Benefits</td>
<td>(43)</td>
<td>(2)</td>
</tr>
<tr>
<td>(Decrease)/Increase in Other Provisions</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>(Decrease)/Increase in Other Liabilities</td>
<td>-</td>
<td>(45)</td>
</tr>
<tr>
<td><strong>Net Cash From Operating Activities</strong></td>
<td>1,841</td>
<td>361</td>
</tr>
</tbody>
</table>
13. **FINANCIAL INSTRUMENTS**

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

**(a) Categorisation of Financial Instruments**

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

<table>
<thead>
<tr>
<th>Category</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>Financial Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and deposits</td>
<td>3 031</td>
<td>1 190</td>
</tr>
<tr>
<td>Loans and receivables</td>
<td>31</td>
<td>99</td>
</tr>
<tr>
<td>Payables</td>
<td>(246)</td>
<td>(270)</td>
</tr>
</tbody>
</table>
13. FINANCIAL INSTRUMENTS  (Continued)

(b) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with entities external to government, the agency has adopted a policy of only dealing with credit worthy entities 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.

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

<table>
<thead>
<tr>
<th></th>
<th>Aging of Receivables</th>
<th>Aging of Impaired Receivables</th>
<th>Net Receivables</th>
</tr>
</thead>
<tbody>
<tr>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td></td>
</tr>
<tr>
<td>2009–10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Overdue</td>
<td>26</td>
<td>-</td>
<td>26</td>
</tr>
<tr>
<td>Overdue for less than 30 Days</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overdue for 30 to 60 Days</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overdue for more than 60 Days</td>
<td>5</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
<td>-</td>
<td>31</td>
</tr>
<tr>
<td>2008–09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Overdue</td>
<td>99</td>
<td>-</td>
<td>99</td>
</tr>
<tr>
<td>Overdue for less than 30 Days</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overdue for 30 to 60 Days</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overdue for more than 60 Days</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>99</td>
<td>-</td>
<td>99</td>
</tr>
</tbody>
</table>
13. FINANCIAL INSTRUMENTS (Continued)

(c) Liquidity risk

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

### 2010 Maturity analysis for financial assets & liabilities

<table>
<thead>
<tr>
<th>Fixed Interest Rate</th>
<th>Variable Interest</th>
<th>Less than a Year</th>
<th>1 to 5 Years</th>
<th>More than 5 Years</th>
<th>Non Interest Bearing</th>
<th>Total</th>
<th>Weighted Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>%</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and deposits</td>
<td>3 031</td>
<td>3 031</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>31</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Financial Assets:</strong></td>
<td><strong>3 062</strong></td>
<td><strong>3 062</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>(246)</td>
<td>(246)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Financial Liabilities:</strong></td>
<td><strong>(246)</strong></td>
<td><strong>(246)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2009 Maturity analysis for financial assets & liabilities

<table>
<thead>
<tr>
<th>Fixed Interest Rate</th>
<th>Variable Interest</th>
<th>Less than a Year</th>
<th>1 to 5 Years</th>
<th>More than 5 Years</th>
<th>Non Interest Bearing</th>
<th>Total</th>
<th>Weighted Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>%</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and deposits</td>
<td>1 190</td>
<td>1 190</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>99</td>
<td>99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Financial Assets:</strong></td>
<td><strong>1 289</strong></td>
<td><strong>1 289</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>(270)</td>
<td>(270)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Financial Liabilities:</strong></td>
<td><strong>(270)</strong></td>
<td><strong>(270)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. **FINANCIAL INSTRUMENTS**  (Continued)

**(d) Market Risk**

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk. The primary market risk that the agency may be exposed to is interest rate risk.

i) **Interest Rate Risk**

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

ii) **Price Risk**

The Office of the Commissioner for Public Employment is not exposed to price risk as the agency does not hold units in unit trusts.

iii) **Currency Risk**

The Office of the Commissioner for Public Employment 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.

**(e) Net Fair Value**

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

14. **COMMITMENTS**

**(i) Operating Lease Commitments**

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>$’000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within one year</td>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>Later than one year and not later than five years</td>
<td>39</td>
<td>18</td>
</tr>
<tr>
<td>Later than five years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Total: 56} \]

\[ \text{Total: 26} \]

**Note:** The information above includes the agency’s commitments to entities external to the NTG.
15. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

a) Contingent liabilities
The Office of the Commissioner of Public Employment has no known and quantifiable contingent liabilities.

b) Contingent assets
The Office of the Commissioner for Public Employment has no known contingent assets as at 30 June 2010.

16. 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.

17. WRITE-OFFS, POSTPONEMENTS AND WAIVERS
There were no write-offs, postponements or waivers for the year ended 30 June 2010.

18. SCHEDULE OF TERRITORY ITEMS
The Office of the Commissioner for Public Employment did not have any Territory items see Note 2 (c).
Appendices
## Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZSOG</td>
<td>Australia and New Zealand School of Government</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CLF</td>
<td>Capability and Leadership Framework</td>
</tr>
<tr>
<td>DCM</td>
<td>Department of the Chief Minister</td>
</tr>
<tr>
<td>DFSR</td>
<td>Distributed File System Replication</td>
</tr>
<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>ECO</td>
<td>Executive Contract Officer</td>
</tr>
<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
</tr>
<tr>
<td>FOI</td>
<td>Freedom of Information</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resource</td>
</tr>
<tr>
<td>ICT</td>
<td>Information and Communication Technology</td>
</tr>
<tr>
<td>ILC</td>
<td>International Labour Conference</td>
</tr>
<tr>
<td>ILO</td>
<td>International Labour Organisation</td>
</tr>
<tr>
<td>IR</td>
<td>Industrial Relations</td>
</tr>
<tr>
<td>JES</td>
<td>Job Evaluation System</td>
</tr>
<tr>
<td>NTPS</td>
<td>Northern Territory Public Sector</td>
</tr>
<tr>
<td>OCPE</td>
<td>Office of the Commissioner for Public Employment</td>
</tr>
<tr>
<td>PSEMA</td>
<td>Public Sector Employment and Management Act</td>
</tr>
<tr>
<td>RWD</td>
<td>Remote Workforce Development</td>
</tr>
</tbody>
</table>
Boards and Committees on which the OCPE is Represented

- NTPS Co-ordination Committee
- Chief Executives Taskforce on Indigenous Affairs
- Public Sector Consultative Council
- Power and Water Corporation Remuneration and Organisation Committee
- Executive Remuneration Review Panel
- Workplace Relations Ministerial Council – Senior Officials
- Interdepartmental Committee on Corporate Taxation and Superannuation
- Public Service Commissioners’ Conference
- International Labour Organisation Technical Officers’ Forum
- Chief Finance Officers’ Forum
- Public Sector Industrial Relations Directors’ Forum
- Government Skills Australia Public Sector Jurisdictional Reference Group
- Interdepartmental Committee for Indigenous Economic Development
- Public Sector Management Program Board of Management
- Indigenous Employment and Career Development Coordinators’ Network
- Inter-jurisdictional Working Group on Survey Design and Analysis
- Australia and New Zealand School of Government (ANZSO) Board of Directors – Territory Representative
- NTG Information Management Committee
- Information Officers’ User Forum
- Records Management and Property Management Group
- TRIM User Forum, Records Management of Australasia
- NTG Information Management Committee Records Management Sub-Committee
- Records and NTG Storage Forum
- Government Office Accommodation Committee
- Government Office Accommodation Committee Reference Group
- NTPS Statistical Liaison Committee
- National High Level Officials Group
- Finance Managers Forum
- Alice Springs Regional Coordination Committee
- Barkly Regional Coordination Committee
- Strategic Workforce Issues Action Group (Alice Springs HR Group)
- Desert Knowledge Australia – Inter-Regional Network
- Central Australia Educators’ and Training Providers’ Network
- Alice Springs Communications, Media and Marketing Group
List of Figures

Figure 1 Number and Percentage of NTPS Promotions Appealed 40
Figure 2 Summary of Promotion Appeals Statistics 40
Figure 3 Outcomes of Section 59 Grievance Reviews 42
Figure 4 Reasons for Section 59 Grievance Reviews 42
Figure 5 Agency Level of Satisfaction with the Services Provided Employee and Industrial Relations 49
Figure 6 Agency Level of Satisfaction with the Timeframes in which Services were Provided Employee and Industrial Relations 49
Figure 7 Agency Level of Satisfaction with the Services Provided Workforce Planning and Development 50
Figure 8 Agency Level of Satisfaction with the Timeframes in which Services were Provided Workforce Planning and Development 50
Figure 9 Agency Level of Satisfaction with the Services Provided Promotion, Disciplinary and Inability Appeals and Grievance Reviews 51
Figure 10 Agency Level of Satisfaction with the Timeframes in which Services were Provided Grievance Reviews Finalised within 3 Months 51
Figure 11 Agency Level of Satisfaction with the Timeframes in which Services were Provided Promotion Appeals Finalised within 6 Weeks 52
Figure 12 Agency Level of Satisfaction with the Timeframes in which Services were Provided Disciplinary and Inability Appeals Finalised within 5 Months 52
Figure 13 Organisational Structure 55
Figure 14 Motor Vehicle Claims 61
Figure 15 Worker’s Compensation Claims 61
Figure 16 Snapshot at 30 June 2010 67
Figure 17 Position Allocations Across OCPE 68
Figure 18  Staffing by Age  68
Figure 19  Staffing by Classification  69
Figure 20  Gender by Classification  69
Figure 21  Staffing Profile of New Commencements  70
Figure 22  Staffing Profile of Separations  70
Figure 23  Staff Equity and Diversity Trend  73
Figure 24  Number of Accidents/Incidents  77
Figure 25  Worker's Compensation Claims  77
Figure 26  Financial Performance  80
Figure 27  Sources of Revenue  81
Figure 28  Expenses  82
Figure 29  Balance Sheet  83
Figure 30  Cash Flows  83
We welcome your feedback on the Office of the Commissioner for Public Employment Annual Report 2009–10. Your comments and suggestions will be used in the development of future reports.

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

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall impression</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation and design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easy to read and understand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content/information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Which areas of the report were most useful?

........................................................................
........................................................................
........................................................................

How do you think the report could be improved?

........................................................................
........................................................................
........................................................................

Does the report contain the information you required?

☐ Yes  ☐ No

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

........................................................................
........................................................................
........................................................................

Please indicate where you are from:

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

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

Email: enquiries.cope@nt.gov.au
Post: GPO Box 4371, DARWIN  NT  0801
Facsimile:  08 8999 4148
How to Contact Us

Office of the Commissioner for Public Employment

Top End
Ground and 4th Floors, Harbour View Plaza
8 McMinn Street
(cnr Bennett and McMinn Streets)
Darwin  NT  0800
GPO Box 4371
Darwin  NT  0801
Telephone: 08 8999 4282
Facsimile: 08 8999 4148
Email: enquiries.ocpe@nt.gov.au
Web: www.nt.gov.au/ocpe

Central Australia
Ground Floor, Centrepoint Building
Cnr Gregory Tce and Hartley St,
Alice Springs  NT  0870
PO Box 8574
Alice Springs  NT  0871
Telephone: 08 8951 5785
Facsimile: 08 8951 5788
Email: enquiries.ocpe@nt.gov.au
Web: www.nt.gov.au/ocpe