

Office of the Commissioner for Public Employment

	2008-09 Estimate	2009-10 Budget
	\$000	\$000
Output Group		
Employment Services	7 525	10 169
Total Expenses	7 525	10 169
Appropriation		
Output	6 180	7 364
Capital		
Commonwealth		

2009-10 Staffing: 38

Agency Profile

The Office of the Commissioner for Public Employment has principal responsibility to Government in the areas of public sector management and industrial relations.

The office supports the Commissioner for Public Employment's statutory employer role as defined in the *Public Sector Employment and Management Act*. The Commissioner is also required to provide strategic and policy advice to support the Minister in undertaking his duties under the Act.

The office identifies emerging issues and provides a strategic focus for developing a dynamic, highly skilled and motivated public sector.

Key functional responsibilities are:

- providing sound and timely advice to Government on all aspects of human resource and industrial relations issues affecting the Northern Territory Public Sector (NTPS);
- providing sound and timely advice to Government on private sector industrial relations issues;
- 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; and
- developing and implementing contemporary workforce management practices that position the NTPS as an employer of choice, and ensuring it is well placed to contribute to the social and economic development of the Territory.

Strategic issues facing the agency in 2009-10 include:

- negotiating new NTPS workplace agreements in line with the NTPS Wages Policy;
- finalising a review of the *Public Sector Employment and Management Act* and subordinate legislation;
- implementing the NTPS Reform and Revitalisation agenda;
- implementing and evaluating policies and practices that emphasise equity, diversity and the achievement of work life balance;
- developing, implementing and monitoring strategies to improve employment and career development outcomes for Indigenous people in the NTPS; and
- monitoring and assessing implications of the Commonwealth's new industrial relations legislation and developing and implementing appropriate responses for both the public and private sectors.

Budget Highlights

- Reviewing the *Public Sector Employment and Management Act* and subordinate legislation to ensure they represent contemporary practice.
- Ongoing implementation of the NTPS Remote Workforce Strategy.
- Developing measures to improve the human resource and industrial relations management capability within the NTPS.
- Developing and implementing a workforce planning framework that improves the quality, range and timeliness of employee data and better assists agencies with workforce planning and development.
- Developing and implementing the revised Indigenous Employment and Career Development Strategy 2009-12.
- Developing and implementing a scholarship program to support Northern Territory Government employees undertaking specialist training or academic studies to further their careers within the NTPS.
- Developing and implementing the whole of government Graduate Recruitment and Career Development program.
- Implementing the Chief Minister's Public Sector Medal scheme, recognising high performing employees for their innovation and service to the community.
- Reviewing recruitment and retention initiatives to ensure the NTPS remains an employer of choice.

Outputs and Performance

Output Group/Output	2008-09	2009-10	Variation
	Estimate	Budget	
	\$000	\$000	\$000
Employment Services	7 525	10 169	2 644
Employee and Industrial Relations	3 164	3 063	- 101
Workforce Planning and Development	3 701	6 464	2 763
Promotion, Disciplinary and Inability Appeals and Grievance Reviews	660	642	- 18
Total Expenses	7 525	10 169	2 644

Key Variations

The increase to the Workforce Planning and Development output is due to an additional \$2.5 million to develop and implement the layered scholarship and graduate recruitment and career development programs.

Output Group: Employment Services

Develop and implement strategies to improve workforce planning, development and management of staff, the management of appeals and reviews of employee treatment within the NTPS, and the promotion of fair and productive workplace practices in the Territory.

The outcome is a skilled, unbiased and creative public sector and a private sector with improved human resource management practices.

Employee and Industrial Relations

Develop and manage employment policies and provide 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. Provide strategic public and private industrial relations advice and administer the Territory's Recreation Leave and Public Holiday Acts.

Performance Measures		2008-09 Estimate	2009-10 Budget
<i>Quantity</i>	Capacity to provide policy advice and employment services	\$3.16M	\$3.06M
<i>Quality</i>	Services provided to the satisfaction of the Minister and agency Chief Executives	95%	95%
<i>Timeliness</i>	Services provided in a timeframe satisfactory to the Minister and agency Chief Executives	95%	95%

Workforce Planning and Development

Build 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, the coordination of workforce development activities including executive leadership and management, and the promotion of equity and diversity in the NTPS, including the employment across the public sector of an increased number of Indigenous people and people from disadvantaged groups within the community.

Performance Measures		2008-09 Estimate	2009-10 Budget
<i>Quantity</i>	Percentage of:		
	– Indigenous employees in the NTPS	8.2%	10%
	– Employees with disabilities in the NTPS	3%	4%
	– Women in executive positions in the NTPS	38%	40%
	Number of participants in the executive leadership programs ¹	80	90
<i>Quality</i>	Services provided to the satisfaction of the Minister and agency Chief Executives	95%	95%
<i>Timeliness</i>	Services provided in a timeframe satisfactory to the Minister and agency Chief Executives	95%	95%

¹ Includes Public Sector Management and Leadership and Change Management programs.

Promotion, Disciplinary and Inability Appeals and Grievance Reviews

Provide employees with the opportunity to seek independent and impartial consideration of actions or decisions by agencies, through promotion, disciplinary and inability appeals and reviews of decisions affecting employees, including termination of employment, conditions of service, selection processes and unfair treatment in the workplace.

Performance Measures		2008-09 Estimate	2009-10 Budget
<i>Quantity</i>	Number of:		
	– grievance reviews	120	120
	– promotion appeals	60	60
	– disciplinary appeals	6	5
	– inability appeals	3	2
<i>Quality</i>	Services provided to the satisfaction of the Minister and agency Chief Executives and other stakeholders	85%	85%
<i>Timeliness</i>	Grievance reviews finalised within 3 months	90%	90%
	Promotion appeals finalised within 6 weeks	90%	90%
	Disciplinary and inability appeals finalised within 5 months	90%	90%

Operating Statement

	2008-09 Estimate	2009-10 Budget
	\$000	\$000
INCOME		
Taxation revenue		
Grants and subsidies revenue		
Current		
Capital		
Appropriation		
Output	6 180	7 364
Commonwealth		
Sales of goods and services	755	2 215
Interest revenue		
Goods and services received free of charge	563	563
Gain(+)/loss(-) on disposal of assets		
Other revenue		
TOTAL INCOME	7 498	10 142
EXPENSES		
Employee expenses	3 776	3 891
Administrative expenses		
Purchases of goods and services	2 279	4 998
Repairs and maintenance	76	6
Depreciation and amortisation	27	27
Services free of charge	563	563
Other administrative expenses		
Grants and subsidies expenses		
Current	804	684
Capital		
Community service obligations		
Interest expenses		
TOTAL EXPENSES	7 525	10 169
NET SURPLUS(+)/DEFICIT(-)	- 27	- 27

Balance Sheet

	2008-09 Estimate	2009-10 Budget
	\$000	\$000
ASSETS		
Cash and deposits	755	755
Receivables	153	153
Prepayments		
Inventories		
Advances and investments		
Property, plant and equipment	89	62
Other assets		
TOTAL ASSETS	997	970
LIABILITIES		
Deposits held		
Creditors and accruals	98	98
Borrowings and advances		
Provisions	597	597
Other liabilities	45	45
TOTAL LIABILITIES	740	740
NET ASSETS	257	230
EQUITY		
Capital		
Opening balance	- 164	
Equity injections/withdrawals	164	
Reserves		
Accumulated funds		
Opening balance	284	257
Current year surplus(+)/deficit(-)	- 27	- 27
Accounting policy changes and corrections		
TOTAL EQUITY	257	230

Cash Flow Statement

	2008-09 Estimate	2009-10 Budget
	\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating receipts		
Taxes received		
Grants and subsidies received		
Current		
Capital		
Appropriation		
Output	6 180	7 364
Commonwealth		
Other agency receipts from sales of goods and services	755	2 215
Interest received		
Total operating receipts	6 935	9 579
Operating payments		
Payments to employees	3 853	3 891
Payments for goods and services	2 355	5 004
Grants and subsidies paid		
Current	804	684
Capital		
Community service obligations		
Interest paid		
Total operating payments	7 012	9 579
NET CASH FROM OPERATING ACTIVITIES	- 77	
CASH FLOWS FROM INVESTING ACTIVITIES		
Investing receipts		
Proceeds from asset sales		
Repayment of advances		
Sales of investments		
Total investing receipts		
Investing payments		
Purchases of assets		
Advances and investing payments		
Total investing payments		
NET CASH FROM INVESTING ACTIVITIES		
CASH FLOWS FROM FINANCING ACTIVITIES		
Financing receipts		
Proceeds of borrowings		
Deposits received		
Appropriation		
Capital		
Commonwealth		
Equity injections	164	
Total financing receipts	164	
Financing payments		
Repayment of borrowings		
Finance lease payments		
Equity withdrawals		
Total financing payments		
NET CASH FROM FINANCING ACTIVITIES	164	
Net increase(+)/decrease(-) in cash held	87	
Cash at beginning of financial year	668	755
CASH AT END OF FINANCIAL YEAR	755	755