

Office of the
Commissioner for Public Employment

	2004-05 Estimate	2005-06 Budget
	\$000	\$000
Output Group		
Public Employment	9 324	8 426
Total Operating Expenses	9 324	8 426
Output Appropriation	6 531	5 830
Capital Appropriation	250	

2005-06 Staffing: 52

Agency Profile

The primary role of the Office of the Commissioner for Public Employment is to support the Commissioner for Public Employment's statutory role, as defined in the *Public Sector Employment and Management Act*. The Commissioner is required to provide strategic and policy advice to support the Minister in undertaking the Minister's duties under the Act.

The office identifies emerging issues and provides a strategic focus for collaborative partnerships with chief executives on developing a dynamic, highly skilled and motivated public sector.

The office has principal responsibility to Government in the areas of public sector management and industrial relations.

Roles and functions of the office are to:

- provide sound and timely advice to Government on all aspects of human resource issues affecting the sector;
- support chief executive officers and their agencies to develop relevant human resource management policies and practices;
- advise chief executive officers on the implementation of policies and practices;
- represent the interests of the Northern Territory Government in workplace negotiations and tribunal hearings as the statutory employer;
- coordinate sector-wide training and development programs;
- resolve employee grievances through appropriate review and appeal mechanisms; and
- provide leadership and guidance in the above matters across the sector.

Strategic issues facing the agency in 2005-06 include:

- developing initiatives, in partnership with agencies and Government, that focus on developing their own people and introducing contemporary workforce management practices that position the Northern Territory Public Service (NTPS) as 'an employer of choice' and ensure that the NTPS is best placed to contribute to the social and economic development of the Territory;
- negotiating new public sector enterprise bargaining agreements in accordance with Government strategic directions and budget limitations;

- implementing the Office of the Commissioner for Public Employment's Strategic Plan 2005-08 and further progressing investment by stakeholders during the consultation and development phase;
- implementing and evaluating policies and practices that emphasise equity, diversity and the achievement of work/life balance; and
- developing, implementing and monitoring strategies to improve employment and career development outcomes for Indigenous people in the NTPS.

Budget Highlights

- Ongoing implementation of the NTPS Remote Workforce Strategy. This strategy facilitates cross-agency resource sharing to deliver training and developmental opportunities for remote NTPS employees, thereby having a positive impact on recruitment and retention, particularly in the target areas of health and education.
- Introduction of Building a Stronger NTPS: A Blueprint for the Future, an evidence-based strategic workforce planning and management framework for the public sector. The aim of the blueprint is to develop a dynamic and integrated public sector, which is responsive to the demands of the 21st century, committed to innovation and service excellence and, above all, values people. By adopting a whole of government approach, it seeks to ensure that all NTPS staff have a quality working life and a mutually satisfactory experience when they enter into an employment contract with any one of the Northern Territory Government agencies.
- A key component of the blueprint is an NTPS sector-wide newsletter to improve communication between the NTPS as an employer and NTPS staff. The newsletter will provide information on current issues, the latest news across the sector and contacts.
- Implementation of the new Women in Leadership and Management Policy, through the development of innovative pilot programs designed to address cultural barriers, particularly those related to work and family, and issues of equity and effectiveness, in order to increase the participation of women in management.
- Establishment, under the Willing and Able Strategy, of a specialised recruitment agency for people with disabilities in the NTPS. The agency will provide an information and advice service for people with disabilities seeking employment in the NTPS, for selection panel members and potential employers needing assistance.
- Introduction of a work/life balance policy for NTPS staff recognising the need to find greater balance between the needs of the workplace and employees' personal lives. This will assist in creating a more effective and productive NTPS and provide agencies with an opportunity to exercise greater flexibility in employment arrangements. A work/life balance pilot program is being implemented in the departments of the Chief Minister, Employment, Education and Training and Health and Community Services.
- Ongoing implementation of the Indigenous Employment and Career Development Strategy, which has already increased the proportion of Indigenous employees in the NTPS from 4.6 per cent in 2002 to 6.2 per cent in 2005.

- Establishment of NT Build as the scheme for entitlements to long service leave and benefits for construction workers. The scheme recognises the circumstances of the construction industry, allows portability between other states and territories, and is funded by a levy on construction work.
- Finalisation of the NTPS definition of workplace bullying and implementation of a sector-wide anti-bullying strategy.
- Development of protocols and provision of training for inclusion of conciliation as an integral part of the grievance review process.
- Continued improvements to the human resource and industrial relations management capability within the NTPS.
- Development and implementation of a sector-wide strategy to ensure leadership growth within the NTPS and address emerging succession management issues.

Outputs and Performance

Output Group/Output	2004-05 Estimate	2005-06 Budget	Variation
	\$000	\$000	\$000
Public Employment	9 324	8 426	- 898
Employment Framework	3 058	2 634	- 424
Workforce Development	5 134	4 849	- 285
Government Policy Advice	1 132	943	- 189
Total Operating Expenses	9 324	8 426	- 898

Key Variations

- Additional funding of \$0.12 million ongoing from 2005-06 for the Building a Stronger NTPS strategy, specifically the provision of an NTPS wide newsletter and implementation of the Chief Minister's Awards for Excellence and Innovation in Public Sector Management and Service Delivery.
- Costs for the Employment Framework and Government Policy Advice outputs reduce in 2005-06 due to funding of \$0.65 million for one-off set up costs for NT Build in 2004-05.
- The reduction in the Workforce Development output can be attributed to the transfer of the Emerging Leaders Program to the Department of Employment, Education and Training in 2005-06.

Output Group: Public Employment

Develop and implement employment strategies with internal and external stakeholders that include the effective and efficient management of appeals, reviews of employee treatment, workforce management and workforce planning policies.

The outcome is a skilled, unbiased and creative public sector.

Employment Framework

Develop and manage employment policies and provide employment services that ensure merit, equity and fairness and the application of legislative requirements. This includes the effective, efficient and unbiased management of appeals and reviews of employee treatment, occupational health and safety matters, employee conduct, redeployment, industrial claims and disputes and executive employment.

Performance Measures		2004-05 Estimate	2005-06 Estimate
<i>Quantity</i>	Employment-related services finalised	475	475
	Industrial claims and disputes negotiated, including enterprise bargaining agreements	80	80
	Reviews of employee treatment, appeals and complaints resolved ¹	177	119
<i>Quality</i>	Services provided in accordance with agreed standards	95%	95%
	Clients who report high level of satisfaction with service	95%	95%
	Reviews of employee treatment and appeals provided with due diligence as determined by established standards	90%	95%
<i>Timeliness</i>	Employment-related services provided within agreed timeframes	90%	90%
	Reviews of employee treatment, appeals and complaints resolved within agreed timeframes	90%	90%

¹ 2004-05 estimate increased over original budget projection as a result of the resolution of 58 prison officer appeals.

Workforce Development

Build capability within the NTPS through the formulation, implementation and evaluation of policy and strategies that facilitate better practice in relation to effective organisational development, workforce management and planning, cultural change, Indigenous employment and workplace diversity within the NTPS. Design and coordinate executive and leadership development activities for the NTPS.

Performance Measures		2004-05 Estimate	2005-06 Estimate
<i>Quantity</i>	Programs, workshops and workforce development events	21	28
	Reports and submissions which focus on workforce policy and strategy development, implementation and/or review	17	21
	Remote workforce development initiatives:		
	- administration	\$0.28M	\$0.34M
	- grants	\$0.45M	\$0.38M
	- scholarships	\$0.27M	\$0.28M
<i>Quality</i>	Programs, workshops and events delivered according to established standards	95%	95%
	Reports completed in accordance with agreed standards	95%	95%
	Remote workforce development initiatives approved in accordance with agreed standards	95%	95%
<i>Timeliness</i>	Projects delivered within agreed timeframes	90%	90%

Government Policy Advice

Strategic and operational advice to Government, chief executive officers and Territory employees on a range of employment and workforce practices, policies and industrial relations matters.

Performance Measures		2004-05 Estimate	2005-06 Estimate
<i>Quantity</i>	Capacity to provide policy advice	\$1.09M	\$0.94M
<i>Quality</i>	Service in accordance with standards	90%	90%
<i>Timeliness</i>	Advice provided within agreed timeframes	90%	90%

Statement of Financial Performance

	2004-05 Estimate	2005-06 Budget
	\$000	\$000
OPERATING REVENUE		
Taxation revenue		
Grants and subsidies		
Current		
Capital		
Sales of goods and services		
Output revenue	6 531	5 830
Other agency revenue	1 726	1 785
Interest revenue		
Miscellaneous revenue	2	2
Goods and services received free of charge	809	809
Profit/loss on disposal of assets		
TOTAL OPERATING REVENUE	9 068	8 426
OPERATING EXPENSES		
Employee expenses	4 035	3 995
Administrative expenses		
Purchases of goods and services	3 625	2 849
Repairs and maintenance	10	8
Depreciation and amortisation		
DCIS services free of charge	809	809
Other administrative expenses		
Grants and subsidies		
Current	845	765
Capital		
Community service obligations		
Interest expense		
TOTAL OPERATING EXPENSES	9 324	8 426
NET OPERATING SURPLUS	- 256	

Statement of Financial Position

	2004-05 Estimate	2005-06 Budget
	\$000	\$000
ASSETS		
Cash and deposits	366	366
Receivables	69	69
Prepayments	2	2
Inventories		
Advances and investments		
Land and improvements		
Plant and equipment	357	357
Other assets		
TOTAL ASSETS	794	794
LIABILITIES		
Deposits held		
Creditors and accruals	621	621
Borrowings and advances		
Provisions	503	503
Other liabilities		
TOTAL LIABILITIES	1 124	1 124
NET ASSETS	- 330	- 330
EQUITY		
Capital		
Opening balance	1 072	573
Equity injections/withdrawals	- 499	
Reserves		
Accumulated funds		
Opening balance	- 647	- 903
Current year surplus(+)/deficit(-)	- 256	
TOTAL EQUITY	- 330	- 330

Statement of Cash Flows

	2004-05 Estimate	2005-06 Budget
	\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating receipts		
Taxes received		
Grants and subsidies received		
Current		
Capital		
Receipts from sales of goods and services		
Output revenue received	6 531	5 830
Other agency receipts	1 728	1 787
Interest received		
Total operating receipts	8 259	7 617
Operating payments		
Payments to employees	4 035	3 995
Payments for goods and services	3 635	2 857
Grants and subsidies paid		
Current	845	765
Capital		
Community service obligations		
Interest paid		
Total operating payments	8 515	7 617
NET CASH FROM OPERATING ACTIVITIES	- 256	
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	250	
Advances and investing payments		
Total investing payments	250	
NET CASH FROM INVESTING ACTIVITIES	- 250	
CASH FLOWS FROM FINANCING ACTIVITIES		
Financing receipts		
Proceeds of borrowings		
Deposits received		
Equity injections		
Capital appropriation	250	
Other equity injections		
Total financing receipts	250	
Financing payments		
Repayment of borrowings		
Finance lease payments		
Equity withdrawals	749	
Total financing payments	749	
NET CASH FROM FINANCING ACTIVITIES	- 499	
Net increase in cash held	-1 005	
Cash at beginning of financial year	1 371	366
CASH AT END OF FINANCIAL YEAR	366	366