our people
Our people snapshot

- **M** 52% males
- **F** 48% females

- 76% of our staff are ongoing (permanent) employees

- 10+ years
  - 40% of our staff have more than 10 years of service with the NTPS

- 40+ years
  - 1.8% of our staff have more than 40 years of service with the NTPS

- 67% of our staff are employed in the professional (40%) and technical (27%) streams

- 21 employees work part-time and 42 other staff have a flexible work arrangement

- Average age of staff
  - 44 years
  - Female average — 41 years
  - Male average — 47 years

- Water Resources is our largest division

- 27% of our staff identify as Aboriginal

- 1.5% people with disability

- NESB 5.7% people have a non-English speaking background

- Our separation rate is 22%

- Our full-time equivalent staff numbers at 30 June 2018 were 303.6

- 332 Our headcount of staff
Our people

Overview

Our people are our most important asset. The department aims to attract and recruit the best available talent. We support, retain and develop our people to ensure they are capable and committed to achieving the department’s strategic objectives. We understand that an engaged and motivated workforce is more likely to be productive and invested in their work, resulting in us achieving our organisational outcomes.

The Human Resource (HR) Services team is dedicated to delivering best practice in HR management for all employees. We work collaboratively with senior managers to support and encourage a positive workplace culture. We achieve this by providing an accurate and timely advisory service, and through the provision of a range of policies, procedures, and training and support programs.

Workforce profile

Our staff are passionate and dedicated to providing valuable outcomes for the public. A total of 67% of the workforce are in technical and professional roles which demonstrates a high level of commitment to the relevant fields of expertise, essential to managing our natural resource assets sustainably and in the interests of Territorians.

As of 30 June 2019, the department employed 332 people throughout the Territory, in the major centres of Darwin, Katherine, Tennant Creek and Alice Springs.

Recruitment and retention

During 2018-19, the department advertised and filled 183 positions.

The turnover rate during the same period was 22%. This is equivalent to 64 employee separations from 295 established positions.

Length of service

In 2018-2019, 25 staff reached length of service milestones ranging between 10 to 50 years of service.

A total of 40% of our staff have more than 10 years of service within the NTPS.
Developing our workforce capacity and capability

The department continues to support managers to identify individual staff development needs through undertaking of performance agreements (the BOOST) and supports this with assessments against the Office of the Commissioner for Public Employment’s (OCPE) Capability and Leadership Framework.

The department has a suite of online essential training that has been developed to support all staff to better understand their obligations as public sector employees and the frameworks within which the department operates. We also promote and encourage attendance at training activities, including the suite of targeted leadership programs offered by OCPE.

Our culture

The department aims to inspire and support a workplace culture that is collaborative, respectful and accountable. We achieve this by:

- building and enhancing our strategic leadership capacity and capability across the agency
- having targeted development programs to nurture and grow talent
- providing a safe working environment and promoting safe practices in both office and field operations
- making ongoing improvements to business processes and streamlining internal systems

Gender comparison by employment stream

<table>
<thead>
<tr>
<th>Employment Stream</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early careers</td>
<td>86%</td>
<td>14%</td>
</tr>
<tr>
<td>Administrative</td>
<td>71%</td>
<td>29%</td>
</tr>
<tr>
<td>Professional</td>
<td>41%</td>
<td>59%</td>
</tr>
<tr>
<td>Technical</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>Executive</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>
Investment in our people

In 2018 there was a significant investment in upskilling of staff in the Certificate IV in Government Investigations to assist the department to manage its increased regulatory and compliance responsibilities. Approximately $50,000 was invested in delivering the Certificate IV program in 2019, despite this there was a decrease in training expenditure attributed to the reduced requirement for accredited training.

The department’s training expenditure comparison for the past 3 years is:

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training, study and other</td>
<td>$348,026</td>
<td>$327,878</td>
<td>$241,203</td>
</tr>
<tr>
<td>Conferences</td>
<td>$ 64,668</td>
<td>$ 36,913</td>
<td>$ 25,177</td>
</tr>
<tr>
<td>Total</td>
<td>$412,694</td>
<td>$364,791</td>
<td>$266,380</td>
</tr>
</tbody>
</table>

Studies assistance

The department supports employees gaining relevant professional and technical skills through higher education studies. We had 4 employees apply for study assistance during 2018-19 with total support provided of $6,939.

Corporate training

The department offered a range of corporate training in 2018-19. A total of 307 attendances across a broad range of training programs was recorded.

Senior leaders forum 2019

On the 3 and 4 April 2019, 100 of our staff attended our annual Senior Leaders Forum. This annual event aims to bring the senior staff (AO7/P3/T6 classifications and above) of the agency together to network and encourage the sharing of information and learning.

This year’s theme was ‘compliance and regulation’ and was facilitated by John Merritt. The forum included speakers from across the department. The forum was opened by the Minister for Environment and Natural Resources, Minister Lawler (via video) and the department Chief Executive Officer (CEO). The forum also included a presentation by Ken Fleming, from the Office of the Independent Commissioner Against Corruption (ICAC), a ‘question and answer’ panel with the Executive Team and a regulators workshop to review the department’s various regulatory frameworks.

The overall feedback from the forum was positive with 86% of the feedback identifying the forum as either good or excellent.

Our staff achievements

Kiley Hanslow, from the Water Resource Division, graduated on 8 November 2018 with high distinctions and distinctions from the Public Sector Management Program (PSMP) as part of her Graduate Certificate in Business.

Kiley also won the graduate prize for the best workplace project in that cohort, which focused on innovative staffing solutions with minimal impact to budget. This included implementation of university placement, volunteer and school-based apprenticeship opportunities.
Employment programs

The department has continued to support early career development with 15 participants in programs over the 2018-19 period.

Graduate development program

The department’s graduate program offers a 1 or 2 year placement and is aimed at developing graduates’ skills, experience, knowledge and abilities to the level required for ongoing positions. The program combines on-the-job training with professional and personal development opportunities.

A total of 1 employee continued in the graduate program into the 2018-19 financial year.

Apprenticeships – school based trainees

These programs combine employment with structured learning to develop workplace skills and provide a nationally recognised qualification.

In 2018-19, the department supported 7 school-based apprentices.

Apprenticeships – full-time

The department also supported 5 full-time apprentices in the business field. We had 4 people complete their apprenticeships and 2 have remained employed within NTPS, 1 went on to gain employment with a Commonwealth Government agency, 1 went to the private sector, and another resigned.

Vacation employment

The vacation employment program gives students, undertaking degree studies for the first time at an Australian university, an opportunity to gain valuable work experience through paid placements during university breaks.

During 2018-19, the department supported 2 vacation employment students, who were placed in the Rangelands Division.

Volunteers

Additionally the department provides unpaid work placements to suit a variety of arrangements including school work experience, university placements, return to work placements and general work placements and volunteers.

Wellbeing

Work life balance

The department offers flexible working options, recognised as a valuable tool in achieving greater productivity and supporting employees to improve their balance between work and personal commitments. These arrangements provide support to staff, enabling them to adjust their working arrangements for an agreed period of time. This is due to a variety of circumstances such as returning from parental leave, to undertake responsibilities as a carer, and transition to retirement.

In 2018-19, the department supported 42 individual flexible work arrangements.

Employee assistance program

The department continued to promote the Employee Assistance Program (EAP) and facilitated 112 visits during 2018-19.

Flu vaccination program

The department again offered all staff influenza (flu) vaccinations. The program was well received with a total of 161 staff having the vaccination in Darwin, Palmerston, Katherine and Alice Springs in 2018-19.
Workplace health and safety (WHS)

The department is committed to providing and maintaining safe and healthy workplaces and ensuring compliance with the Work Health and Safety (National Uniform Legislation) Act 2011 and the Workers Rehabilitation and Compensation Act 2015.

Activities undertaken to implement the Work Health and Safety (WHS) legislation include:

- continual review of current policies, procedures and systems
- regular committee and workplace meetings
- staff trained for committees and fire warden duties
- training provided for field working staff, for example 4WD training

The Governance Board is the department’s WHS approving body and is supported by a WHS committee for each division.

WHS incidents

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>being hit by objects</td>
<td>4</td>
</tr>
<tr>
<td>biological factors</td>
<td>2</td>
</tr>
<tr>
<td>body stressing</td>
<td>6</td>
</tr>
<tr>
<td>chemicals and substances</td>
<td>1</td>
</tr>
<tr>
<td>environmental factors</td>
<td>3</td>
</tr>
<tr>
<td>hazard</td>
<td>33</td>
</tr>
<tr>
<td>vehicle incidents and other</td>
<td>3</td>
</tr>
<tr>
<td>slips, trips and falls</td>
<td>3</td>
</tr>
<tr>
<td>hitting objects</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 38 incidents

Workers compensation claims summary

In 2018-19, 4 new workers compensation claims were submitted. There were 3 carry over claims from the previous year, and 2 reopened claims during this period. There were 6 claims closed and as at 30 June 2019, 3 claims remained open.

Our staff achievements

Under sponsorship of the Commonwealth Scientific and Industrial Research Organisation (CSIRO) and National committee on Soil and Terrain, Kaitlyn Andrews from the Land Assessment Branch, was one of 10 Australian representatives selected to attend the 2019 Pedometrics Conference in Guelph, Canada.

Kaitlyn presented the department’s first digital soil mapping project in the Roper River valley.

The presentation, titled ‘Developing digital soil mapping methodologies for remote areas of the Northern Territory, Australia’ was very well received as a practical application of new soil modelling methodologies.

Kaitlyn Andrews in Canada
Legislative compliance

Employment instructions

Under the Public Sector Employment and Management Act (PSEMA) 1993, Employment Instructions provide direction to agencies on human resource management matters. The department’s performance against each Employment Instruction (EI) is reported below.

<table>
<thead>
<tr>
<th>EI</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Filling vacancies</td>
</tr>
<tr>
<td>2</td>
<td>Probation</td>
</tr>
<tr>
<td>3</td>
<td>Natural justice</td>
</tr>
<tr>
<td>4</td>
<td>Employee management</td>
</tr>
<tr>
<td>5</td>
<td>Medical examinations</td>
</tr>
<tr>
<td>6</td>
<td>Performance and inability</td>
</tr>
<tr>
<td>7</td>
<td>Discipline</td>
</tr>
<tr>
<td>8</td>
<td>Internal agency complaints and section 59 grievance reviews</td>
</tr>
<tr>
<td>9</td>
<td>Employment records</td>
</tr>
<tr>
<td>EI</td>
<td>Action</td>
</tr>
<tr>
<td>----</td>
<td>--------</td>
</tr>
<tr>
<td>10</td>
<td>Equality of employment opportunity programs</td>
</tr>
<tr>
<td>11</td>
<td>Occupational health and safety programs</td>
</tr>
<tr>
<td>12</td>
<td>Code of conduct</td>
</tr>
<tr>
<td>13</td>
<td>Appropriate workplace behaviours</td>
</tr>
<tr>
<td>14</td>
<td>Redeployment and redundancy procedures</td>
</tr>
<tr>
<td>15</td>
<td>Special measures</td>
</tr>
</tbody>
</table>
Our staff achievements

A total of 6 Bushfires NT staff undertook the national competency in aerial firefighting safety course in Batchelor. After completing the course, Lee Humphris and Micheal Carter had the opportunity to travel to South Australia to gain the Air Observer national qualifications with the South Australia Country Fire Services (CFS). Michael stayed for a further 2 week rotation with the CFS to undertake the role of Air Attack under supervision.

In March 2019, 2 Bushfires NT staff members were deployed to Victoria to assist with bushfire efforts. Lee Gleeson from the Alice Springs office undertook the role of Air Operations Manager on 2 deployments a week at a time. The other staff member was Christine Platell from the Batchelor team who had the opportunity to undertake a variety of Incident Management roles. This included Public Information, Resources, Facility, Welfare, Fire behaviour, Heavy machinery, Safety, Communications, Operations, Air

Operations and Situation Officer. The highlight for Christine was accompanying the Air Attack Supervisor for the day over mountainous terrain — very different from the country around Batchelor.