

DEPARTMENT OF NATURAL RESOURCES, ENVIRONMENT, THE ARTS AND SPORT

Our People



Overview

The Agency’s Human Resource Services Unit has a responsibility for providing a People Management Framework supported by relevant policies and procedures to a diverse mix of technical, professional, physical and administrative employees. Working in a complex and challenging environment the Unit partners with all areas of the Agency to equip, inform and enable its leaders and managers to act effectively in current and future people matters which resource business requirements and outcomes.

The Unit also supports the Agency to build its capacity by facilitating a number of learning and development programs. This includes an active early careers program aimed at ‘growing our own’ to meet emerging business needs through the provision of entry level programs; such as apprenticeships, graduates and traineeships. As remote workers are often hard to attract and retain, initiatives and training aimed at sustaining remote employees is also provided.

As at 30 June 2012, the Agency employed 808.7 full time equivalent staff across the Territory.

Staff Snapshot as at 30 June 2012¹

Staff Numbers	Headcount	Percentage
Full time equivalent (FTE) staff ²	808.7	
Headcount	925	
Part time staff		
Permanent part time	64	6.9%
Temporary part time	13	1.4%
Casual	87	9.4%
Graduates, apprentices and cadets	28	2.9%
Demographics		
Male	445	48.1%
Female	480	51.9%
Indigenous employees	97	10.5%
Employees with a disability	16	1.7%
Employees from culturally diverse backgrounds	22	2.4%
Women in executive positions ³	11	1.2%

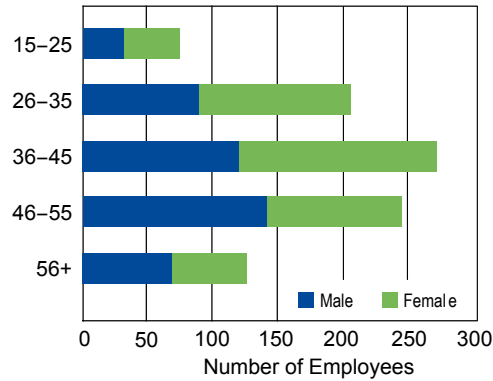
Source: Personnel Integrated Payroll System

1. Staff Snapshot is reflective of employees acting in positions within the Agency as at 30 June 2012.
2. Full time equivalent staff are staff who were paid as at 30 June 2012. This number does not include unpaid staff ie. staff on leave without pay.
3. Executive positions are those employees actually paid as Executive Officers and Executive Contract Officers.

Employee Profile

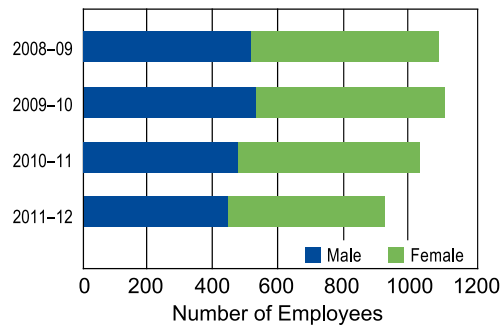
The following graphs detail the employee profile of the Agency:

Employees by Age



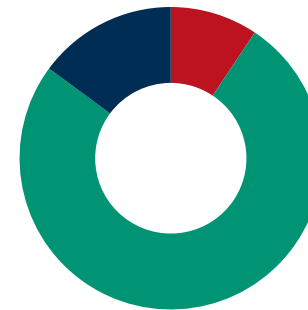
	2011-12	2010-11	2009-10	2008-09
Male	73	98	141	134
Female	207	160	266	277
Total	273	290	312	308
Male	246	263	274	257
Female	126	128	121	118

Employees by Gender



	2011-12	2010-11	2009-10	2008-09
Male	445	478	530	516
Female	480	561	584	578
Total	925	1 039	1 114	1 094

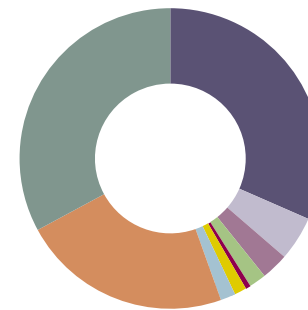
Employees by Status



2011-12		2010-11		2009-10		2008-09	
Male	Female	Male	Female	Male	Female	Male	Female
19	68	29	95	44	78	34	71
74	64	94	102	101	127	94	131
352	348	355	364	385	379	385	374

Casual Temporary Permanent

Employees by Stream Profile

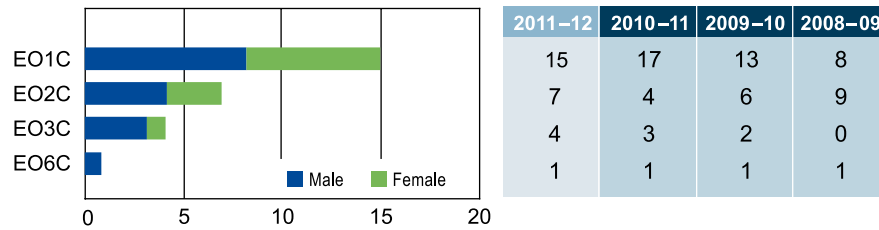


2011-12		2010-11		2009-10		2008-09	
Male	Female	Male	Female	Male	Female	Male	Female
55	237	63	276	59	286	55	288
24	20	15	22	N/A*	N/A*	N/A*	N/A*
16	11	18	10	27	18	24	14
216	88	219	100	264	118	259	121
13	4	21	6	24	13	15	15
109	100	130	128	144	139	147	131
7	8	7	8	7	4	8	3
4	1	3	2	4	2	3	2
1	11	2	9	1	4	4	5

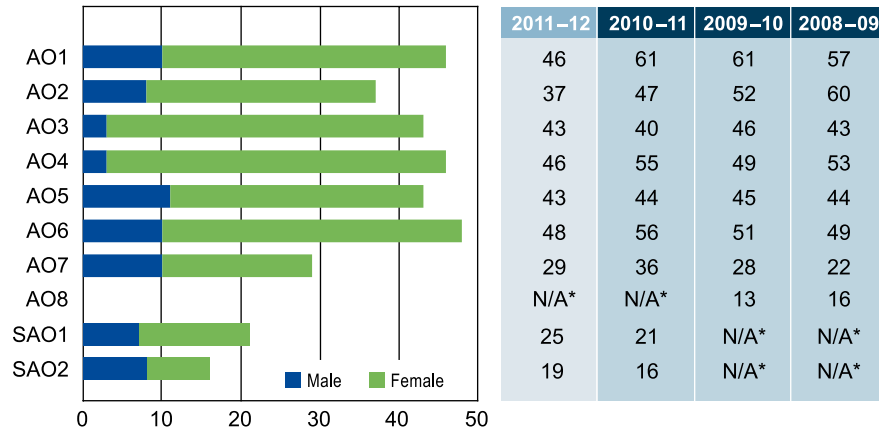
Administrative* Senior Administrative* Executive* Technical Grad/Trainee/Apprentice Professional Physical Head Coach Other

* In 2010-11 Administrative category AO8 and Executive category EO1 were reclassified and placed into the new Senior Administrative stream. There is no trend data for 2009-10 and 2008-09.

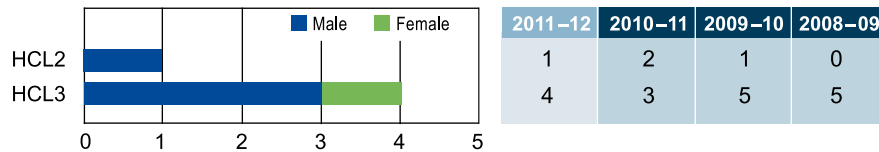
Employees by Stream – Executive



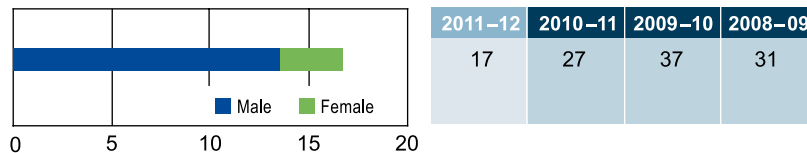
Employees by Stream – Administrative/Senior Administrative



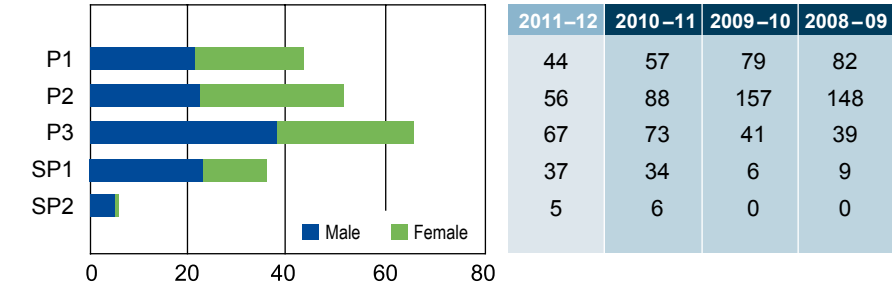
Employees by Stream – Head Coach



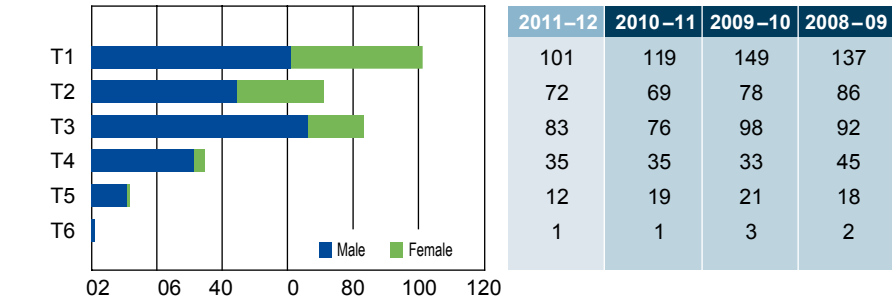
Employees by Stream – Graduate/Trainee/Apprentice



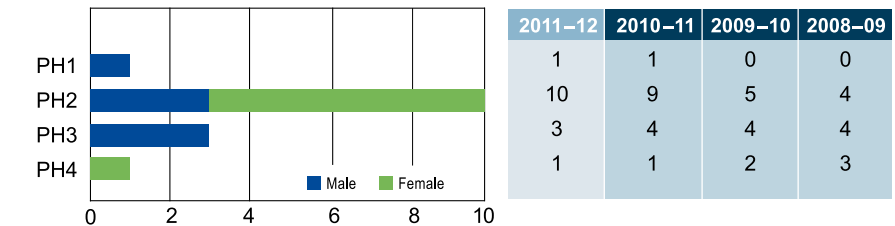
Employees by Stream – Professional



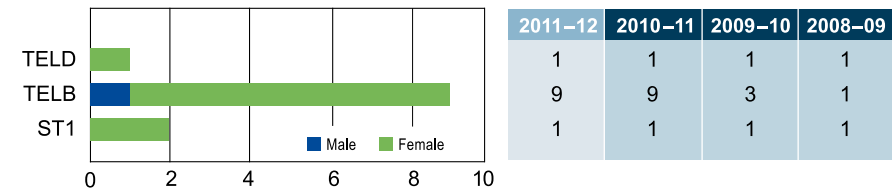
Employees by Stream – Technical



Employees by Stream – Physical



Employees by Stream – Other



* In 2010-11 Administrative category AO8 and Executive category EO1 were reclassified and placed into the new Senior Administrative stream. There is no trend data for 2009-10 and 2008-09.

Employee and Agency Achievements

In 2011–12 the Agency and its employees, through their work, have been recognised for Agency and individual awards, which is a reflection of their experience and expertise.

NT Ranger Awards

The following Agency employees were recognised in the inaugural Northern Territory Ranger Awards. More than 600 rangers across the Northern Territory were eligible to enter with more than 100 employed by this Agency.

Award	Winners and Finalists
Ranger of the Year 2012	Winner: Lincoln Wilson
Ranger of the Year – Top End Region	Winner: Lincoln Wilson Finalists: Andrew McMahan, Dean McAdam
Ranger of the Year – Barkly, Katherine and Victoria River Region	Winner: Andrew Peckham Finalist: Peter Ross, Troy Williams
Ranger of the Year – Central Australia Region	Finalist: Kelly Knights, Michael Rawnsley
Development and Training Award	Winner: Justin Paech Finalist: Dale Campbell
Minister’s Award for Outstanding Personal Achievement	Winner: Phil Cowan Finalists: Dean McAdam, Lincoln Wilson

2011 Chief Minister’s Awards for Excellence in the Public Sector

The Chief Minister’s Awards for Excellence in the Public Sector are the Territory Government’s centrepiece for showcasing the exceptional talent and energy in the Northern Territory Public Sector.

The workgroups below were recognised at the 2011–12 Awards.

Award	Winners and Finalists
Preserving our Environment and Natural Resources	Winner: Territory Eco-link Project - Parks and Wildlife Finalist: Be Crocwise - Education for Sustainability Unit and Communications and Media Unit, Corporate Services
Enriching our Society and Lifestyle	Finalist: Red Centre Way West Macs Discovery Centre- Education Sustainability Unit, Tourism and Visitor Services, Parks and Wildlife

Australasian Reporting Awards

The Agency was a silver award winner at the 2012 Australasian Reporting Awards for its 2010–11 Annual Report.

2011 Brolga Northern Territory Tourism Awards

The Northern Territory Library was Highly Commended under the Specialised Tourism Services category. This category recognises tourism businesses and organisations which enhance visitor experience and contribute to the tourism industry as a whole.

Keynote speaking opportunities

Glenn Wightman launched a highly successful and innovative art/science project at the Adelaide Botanical Gardens by iconic Australian and local artists from Blue Mud. This project celebrated the 150th anniversary of the publication of the famous book *On the origin of species* by Charles Darwin, which morphed into an examination of Djalkiri culture, art, science and magical plates. Glenn launched the first exhibition of the art produced during the project with local elder Josie Agius and famous artist, John Wolseley.

Ms Joanna Barrkman, Senior Curator South East Asian Art and Material Culture at the Museum and Gallery of the Northern Territory

(MAGNT) was invited to present at the Creative Industries Conference, hosted by the Directorate of Culture Timor-Leste. This provided the opportunity to showcase materials from the MAGNT South East Asian Collection.

Steve Rossingh, Executive Director, Sport, Venues and Indigenous Development delivered a Presentation on how international Games are coordinated and delivered with international countries (Arafura Games) to two Taiwanese Universities.

Ms Renate Johnny, Alice Springs Desert Park Guide was invited by the Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council (Aboriginal Corporation) to speak about her education and career journey at the Kungka (Young Aboriginal Women's) Career Conference.

Individual Awards

Simon Brown, Alice Springs Desert Park, Botany

Awarded most outstanding second year apprentice.

Liz Grylls, Northern Territory Institute of Sport

Completed her dissertation "The Development of a Structural Equation Model for Athletic Identity in Australian Adolescent Athletes" and is now a Dr of Philosophy.

Marcus Rosas and Fred Murphy, Indigenous Sport Unit

Graduated from the Kigaruk Indigenous Men's Leadership Development Program.

Equity, Diversity and Flexibility

The Agency meets and exceeds diversity targets set by the Territory Government with a workplace comprising of 97 Indigenous employees and 22 employees from culturally diverse backgrounds. The Agency continues to strive to improve diversity in its workforce with a priority of developing a professional workforce reflective of the Northern Territory’s diverse population.

Some examples of the Agency’s commitment to equal opportunity and the promotion of diversity within our organisation are presented below.

Indigenous Leadership Development Program Kigaruk

Two employees Marcus Rosas from Katherine and Fred Murphy from Darwin graduated from the Office of the Commissioner for Public Employment operated Indigenous Leadership Development Program Kigaruk.

Kigaruk is a Kungarakan language word, meaning “adult male”. Kigaruk is a unique personal and professional development program for Indigenous men employed in the Northern Territory. It is designed to provide an opportunity for participants to gain the knowledge and skills necessary to increase their effectiveness in their current position and to improve their career progression. The participants were awarded a Diploma of Management (Policy Development).

Average Age

The average age of Agency staff is 42 years, which is similar to the average age of 43 years for the rest of the Northern Territory Public Sector.

Age Range	Male (Headcount)	Female (Headcount)	Total	% of Total
15–25	29	44	73	8%
26–35	88	119	207	22%
36–45	119	154	273	29%
46–55	141	105	246	27%
56+	68	58	126	14%
Total	445	480	925	100%

Source: Personnel Integrated Payroll System

Women In Leadership

Women are strongly represented in the Agency’s Executive Leadership Team (ELT) comprising 33 per cent of the team totalling 480 employees. The ELT consists of Executive Directors and Directors of the Agency’s key business areas, and supports the Chief Executive in providing high level management and advice.

Worklife Balance Initiatives

There are a range of initiatives implemented by the Agency, providing staff with opportunities to more effectively balance work commitments with family, community and cultural responsibilities, interests and obligations.

In 2011–12, the Agency had 77 part time ongoing and fixed term (temporary) employees. This equates to 8.3 per cent of all ongoing and fixed term (temporary) employees.

Stream	Male	Female	Total Part Time	% Of Employees
Administrative	1	34	35	3.8%
Physical	1	1	2	0.2%
Professional	5	21	26	2.8%
Technical	3	11	14	1.5%
Total	10	67	77	8.3%

Source: Personnel Integrated Payroll System

Indigenous Employment and Career Development Strategy

The Agency is committed to improving Indigenous career outcomes and has previously set targets for the total number of Indigenous employees. In March 2011, the Executive Leadership Team endorsed the Agency’s *Indigenous Employment and Career Development Strategy* and set a target of 14 per cent of its employees identifying as Indigenous by the end of 2012. Since January 2011 the Agency has increased its Indigenous employment from 8.4 per cent to 10.49 per cent.

The target of 14 per cent, plus retaining the Agency’s current workforce, will be achieved through a range of strategies developed in consultation with Indigenous members of the workforce through the Indigenous Employment Leadership Group.

Work areas within the Agency are actively trying to increase Indigenous employment and retain current Indigenous employees.

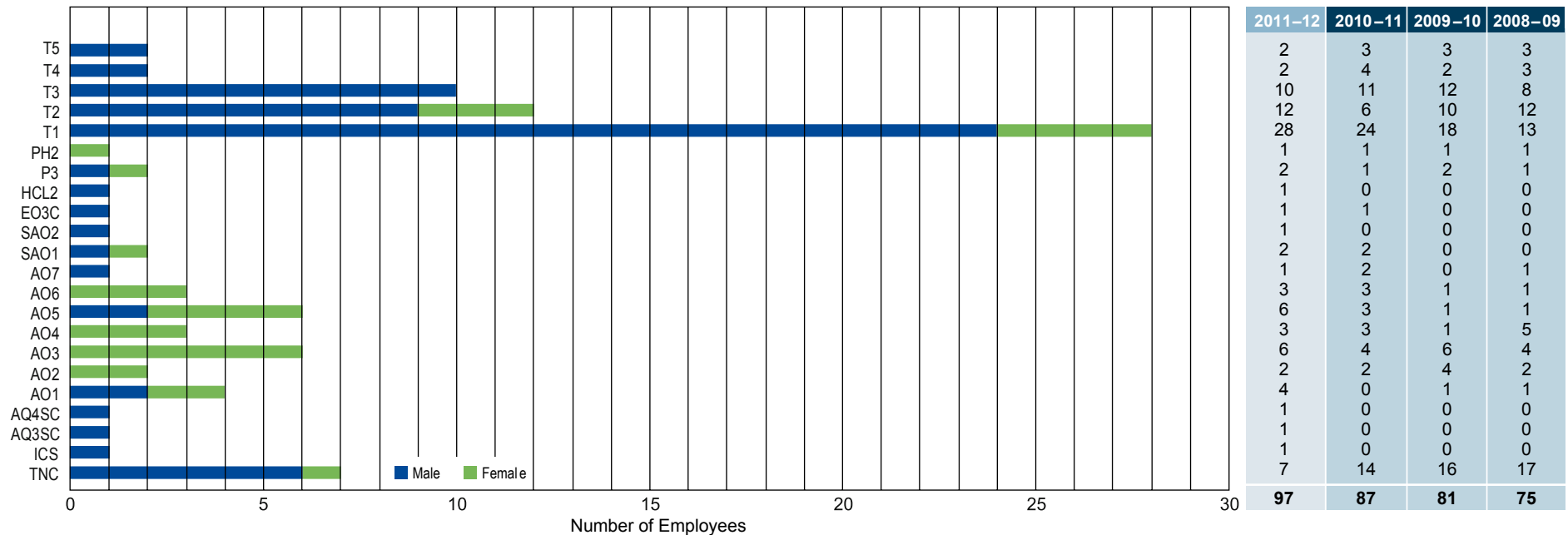
An example of this is through the development of work areas’ Indigenous employment action plans.

The *Indigenous Employment and Career Development Strategy* has a key focus area to retain Indigenous employees. To assist this, a range of actions focussed on understanding, then developing and supporting career aspirations and opportunities within all areas of the Agency is occurring.

Employees self identified as Aboriginal or Torres Strait Islander

The Agency is undertaking a range of focus groups around the theme of career intentions that can assist in identifying and matching levels of aspirations and career intentions of its Indigenous employees as well as workplace satisfaction. The focus groups also meets the commitment of the *Indigenous Employment and Career Development Strategy* to provide opportunity for Indigenous employees to have input into policy and decision making impacting on Indigenous employment and career development at all levels.

Employees self identified as Aboriginal or Torres Strait Islander



Source: Personnel Integrated Payroll System

Learning and Professional Development

The purpose of learning and development activities is to ensure the Agency has the organisational capability to respond to current and future business challenges and to build a culture of high performance and capability. The Agency actively encourages the professional development of its employees to ensure they are adequately equipped to carry out their responsibilities.

The Agency has a two-pronged approach for learning and development, where business units are responsible for facilitating employee access to operational training and development focused on core business needs. The Human Resource Services Unit also facilitates a number of learning and development activities. The corporate training activities are in addition to core business learning and development and are aimed at strengthening corporate capabilities to build a more efficient and effective workforce.

Learning and Professional Development Expenditure

The Agency strongly supports the need to develop professional staff. The Agency provides information on its Intranet for employees on how to access the Professional Development Allowance. Employees were encouraged to attend conferences, seminars and workshops on a range of topics relevant to their profession.

Learning and Development Expenditure	2011–12 Agency	2010–11 Agency	2009–10 Agency	2008–09 Agency
Total employees (actual headcount number)	925	1 039	1 114	1 094
Total learning and development expenditure	\$1 042 201	\$1 133 868	\$854 296	\$1 162 176
Total employee expenditure ¹	\$73 223 000	\$75 014 513	\$66 202 210	\$69 705 170
Learning and development costs as a percentage of employee expenditure	0.87%	1.51%	1.29%	1.67%
Training expenditure per employee	\$1 126	\$1 091	\$767	\$1 062

Source: Personnel Integrated Payroll System and Government Accounting System

1. Includes Trainees' expenditure.

Corporate Training

Ongoing learning, development and education opportunities were offered to all employees. The Agency's commitment to learning and professional development saw an increase in expenditure from approximately \$1 091 per person in 2010–11 to \$1 126 per person in 2011–12.

In 2011–12 the Agency established, continued to support and promote a range of learning and development activities covering areas such as:

- Corporate Induction
- Code of Conduct
- Cross Cultural Awareness
- Recruitment and Selection Training
- Appropriate workplace behaviours
- Developing personal resilience
- Work Health and Safety Incident Investigation
- Ensure a safe workplace
- Workshops on key changes to Work Health and Safety Legislation
- Careflight
- Machinery of Government
- Advanced Government Decision Making
- Navigator for men

The Agency also strongly supported the Office of the Commissioner for Public Employment with representation on its leadership programs including:

- Kigaruk – Indigenous men's leadership development program
- Public Sector Management Program
- Executive Leaders Program
- Australia and New Zealand School of Government – Strategies for Organisational Transition

Induction Program

The Induction Program provides an overview of the Agency's responsibilities and strategic objectives, as well as providing an introduction of key contacts such as payroll and records management. The program has been revised and now includes a revised Work Health and Safety and Performance Enhancement System session. Employees are also provided information on their accountability and responsibilities under the *Public Sector Employment and Management Act* and the *Work Health and Safety Act (2011)*.

Eight face-to-face induction programs were conducted in 2011–12 in Darwin, Katherine and Alice Springs for 74 employees.

New employees are provided a 'Welcome Pack' at induction that contains information relating to conditions of service, key contacts and a checklist for supervisors to ensure appropriate site specific workplace inductions are conducted.

Code of Conduct

This program was designed to enhance employees' knowledge of ethical business practices and to provide practical strategies for dealing with situations that arise at work. This workshop draws on the Northern Territory Public Sector Principles and Code of Conduct, as set out in regulations under *Public Sector Employment and Management Act*. The Code of Conduct document sets out the conduct expected of all Northern Territory Public Service employees and the values they are obliged to uphold. The Code of Conduct Workshop is delivered in conjunction with the Induction Program to ensure all new employees participate.

Staff use of Social Media Policy

The Executive Leadership Team approved a *Staff use of Social Media Policy* which establishes a standard for Agency employees making decisions when using Social Media.

The policy sets out Agency expectations in relation to the use of Social Media and to prevent any reputable damage from occurring. It applies to all Agency employees including management and staff. Contractors and volunteers are also expected to abide by this policy.

Cross Cultural Awareness

The objective of the program is to develop the capability to effectively deliver outcomes for Indigenous Territorians and to remove structural or institutional barriers that are based on cultural differences.

The Cross Cultural Awareness program was delivered in addition to the Induction Program and available as a program for existing employees.

Cross Cultural Awareness assisted participants to develop:

- Awareness of one's own cultural worldview;
- Attitude towards cultural differences;
- Knowledge of different cultural practices and worldviews; and
- Cross cultural skills.

Recruitment – Getting the best out of recruitment

The Agency offered updated recruitment training through 2011–12. This was reviewed to provide updated information due to the changes of the *Public Sector Employment and Management Act*. Two sessions were delivered in Darwin and one session in Alice Springs area with a total of 32 attendees. Feedback has been strongly supportive of the new training. The training focused on questioning interviewees and referees to 'get the best out of recruitment'. Further sessions will be offered in 2012–13.

Navigator

In November 2011 the Navigator for Men program was conducted in collaboration with the Territory Government’s Department of Housing, Local Government and Regional Services. The program is held over four days with eight staff from the Agency attending.

The program enables men to share and explore life experiences and challenges with other men. This sharing enables them to develop new perspectives, expectations, beliefs and behaviours; and to build self-confidence, connectiveness and value. The course also enables them to take personal control over their work/life and their interactions. It inspires men to have a more positive perspective about themselves and to develop new ways of seeing and responding to the day-to-day challenges they experience in the world in which they walk. The feedback from the participants was excellent.

Appropriate Workplace Behaviours

The Appropriate Workplace Behaviours training pilot program was delivered in all regions.

The purpose of this pilot program was ensuring staff have a strong understanding of appropriate workplace behaviours and to provide a consistent message to staff; in line with the Agency’s Strategic Objectives.

The course covered Agency expectations in the workplace and included:

- Employees must at all times behave in a way that upholds Northern Territory Public Sector Principles of conduct;
- That it is the responsibility of all employees to prevent and eliminate bullying, harassment and inappropriate behaviours which adversely affect the work environment;
- That all staff behave in a respectful manner when dealing with other employees or clients; and
- That staff value diversity.

Advanced Government Decision Making

Government and Ministerial decision making is becoming increasingly complex. This program aimed at assisting employees who are involved in making decisions or involved in providing advice to Ministers or senior decision makers. Two full day workshops were delivered in Darwin during 2011–12 with 56 employees attending.

Remote Workforce Development

As at 30 June 2012 there were 317 Agency employees including casual, temporary, part time and full time employees working in remote and regional locations.

The Agency is committed to providing remote staff with access to development opportunities to enable them to strengthen their ability to provide quality services throughout the Territory.

We acknowledge the importance of ongoing professional development for all employees. Living in a remote locality poses unique challenges in accessing training and development opportunities such as isolation and distance from major population and training centres.

The Agency funded positions at conferences, training and specific workshops that support and enhance career and personal development.

Agency Staff in Regional and Remote Locations

Location	Staff	Location	Staff	Location	Staff
Adelaide River	1	Katherine	45	Tennant Creek	4
Alice Springs	199	Keep River	4	Timber Creek	4
Arltunga	2	Kings Canyon	3	Wildman River	1
Barunga (Bamyili)	1	Maningrida	1	Woolanng-Litchfield	2
Batchelor	13	Mataranka	4	Yirrkala	1
Borroloola	2	Nathan River	3	Trephina Gorge	2
Bullita	3	Nhulunbuy	9	Wildman	2
Cobourg	3	Ormiston Gorge	5		
Finke River Gorge	2	Owen Springs	1		

Source: Personnel Integrated Payroll System

Studies Assistance

Eleven employees accessed Studies Assistance during 2011–12 to undertake studies ranging from certificates to masters programs. The Agency supports employees gaining relevant professional and technical skills through higher education studies. Of the eleven employees, nine employees received financial assistance, equating to an average rate of \$1 318 per employee.

Areas of study supported by the agency in 2011–12 included:

- Certificate III in Business Administration;
- Masters in Wildlife Management in Habitat Faculty of Science;
- Graduate Diploma Indigenous Policy Development;
- Bachelor of Computer Science;
- Graduate Certificate of Museum Studies;
- Bachelor of Communications;
- Bachelor of Commerce;
- CPA Program;
- Bachelor of Business;
- Bachelor of Environmental Management; and
- CPA Professional Level.

Development Programs

The Agency continues to strengthen its investment in growing and supporting our own employees through on-the-job-training activities ranging from apprenticeships to the graduate program. These programs are essential in building a skilled, sustainable and capable workforce and developing the Agency's future leaders.

The Agency also participates in career expos such as the Adopt a School forum in partnership between the Territory Government's Department of Business Employment and Palmerston Senior College.

The aim of the Adopt a School forum is to build links between students, teachers, the broader community and the Agency, through activities that will increase career development opportunities for young Territorians in the public and private sectors.

Agencies are invited to participate in the forum where students attend to seek information on career opportunities within the Agency. Employees from the Agency's Human Resources Services Unit, Museum and Art Gallery of the Northern Territory, Sport Venues and Indigenous Development and Parks and Wildlife divisions attended the forum this year where approximately 60 students attended.

Apprenticeship Program

The Apprenticeship Program is a one or three year program dependant on the type of apprenticeship being undertaken. The Australian Apprenticeships initiative offers Territorians an opportunity to gain a nationally recognised trade-level qualification through structured training combined with practical work experience. Once completed, the qualification can lead to continued employment or further training or education.

The Agency supported 26 apprentices in the 2011–12 undertaking a range of study, including:

- Certificate III level in Conservation and Land Management;
- Tourism (Guiding);
- Horticulture and Captive Animals (Zoology); and
- Certificate III in Business.

There were five apprentices that successfully completed the program. In 2011–12 the Agency employed one new school-based Indigenous apprentice, and four new apprentices.

Graduate Development Program

The Graduate Development Program is a two year placement and is available to recent graduates with tertiary qualifications. The program is an on-the-job that combines general work tasks and a range of project work.

Graduates are exposed to our corporate environment to broaden their knowledge and experience as well as equipping them to become future leaders and managers.

One graduate was engaged by the Agency during 2011–12, and is still currently participating in the program.

Indigenous Cadetship Support Program

The Indigenous Cadetship Support Program is part of the Australian Government's *Indigenous Economic Development Strategy* aimed at increasing opportunities for Indigenous people to gain professional qualifications combined with work experience.

Cadets receive a study allowance, book allowance and paid for placements during their semester breaks.

One cadet was engaged by the Agency during 2011–12 and is still currently participating in the program.

Public Sector Management Program

The Public Sector Management Program, a joint venture between Australian, State and Territory Governments, equips middle to senior managers to meet challenges by providing them with the knowledge and abilities required to become effective public sector leaders.

In 2011–12 the Agency sponsored four employees attending the University of Adelaide's Professional Management Program.

Of the two employees that enrolled in 2010–11 two graduated in 2011–12 receiving a Graduate Certificate in Public Administration from Flinders University.

Leadership Development Forums

As part of the Agency's commitment to supporting and developing employees, a range of capability building programs were offered to employees across the Agency.

The Agency continued Leadership Development throughout 2011–12 with an all staff forum being held in November 2011 titled *Connecting with the Community* aimed at developing and strengthening the Department's commitment to engaging with the Community. Presentations on effective community engagement and relationships that have been developed through delivery of the Agency's programs were also discussed at the forum. Over 180 employees from across all regions attended and feedback was well received.

An Agency Senior Managers' Forum was held in March which focused on building a shared understanding on the Agency context of working in partnership with the community.

Guest speakers gave insightful presentations both from a government and an external organisation perspective.

Industrial Relations

There were two industrial relation claims lodged against the Agency by an employee during 2011–12. One of these was discontinued at the request of the employee and the other was resolved at conciliation.

The Agency makes it a practice to keep relevant Unions informed of matters that may affect its members.

Work Health and Safety

The Agency has focussed on actively implementing the new Work Health and Safety (WHS) legislation. It has done this by ensuring its safety framework is operating effectively, providing identified training to the Steering and Divisional Safety committees and improving safety knowledge, incident reporting and general safety awareness.

In 2011–12, as part of the Agency's commitment to a safe and healthy work place, the following actions occurred:

- Senior Management reinforced their commitment to develop a robust safety culture by taking an active role on both the Steering and Divisional Committees and promoted the WHS Management Plan to Safety Committees.
- The WHS officer attended Safety Committee meetings in work areas across the Agency to discuss and develop knowledge around compliance to the Legislation and the Agency WHS Management Plan.
- All committees met monthly as part of a proactive approach to the implementation of the elements within the Safety Management Plan.
- The WHS Officer actively focussed on developing processes to support the safety frame work particularly those aimed at improving the committees' knowledge and effectiveness.
- The WHS Officer commenced compiling all WHS training into a corporate database in conjunction with the Human Resources Development Advisor with a view to streamline the training reporting process.
- Collectively, the Agency placed a greater emphasis on reporting and recording hazards, incident and near misses.

- Divisions within the Agency actively participated in Safe Work Australia Week under the theme “NRETAS – An organisation focussed on safety”. Workplace meetings, morning teas, notice boards and tool box talks were utilised to raise the awareness of health and safety in the workplace. The ‘Take 10@10 Strategy’ focused on identifying and reporting hazards in the workplace was implemented in the Agency. During Safe Work Australia Week, the Hazard Incident Reporting Online (HIRO) system was also launched.
- An external provider conducted a field safety audit of Biodiversity Conservation and Parks and Wildlife.
- The Executive Leadership Team allocated a Senior Manager as a WHS Project Officer to oversee the implementation and key changes to the WHS Legislation within the Agency.
- An implementation plan was developed by the WHS Project Officer and WHS Consultant to address the recommendations of the field safety audit.
- Attended Harmonisation Information sessions for Senior Managers, Supervisors and safety committee representatives and advertised the NT Work Safe video presentation across the Agency.
- Committee members participated in training in Safety Committee Fundamentals, Incident Investigation, and Hazard and Risk Assessment as part of our skills and knowledge building approach.
- Incident investigation training was delivered by an external provider focussing on high incidence areas.

Incident Reporting

Hazards and Incidents Reported

Top Five Injury Areas	2011–12	2010–11	2009–10
Hazards reported	6	3	0
Incidents reported	85	69	75
Total Hazards and Incidents Reported	91	72	75

Source: Figtree

Notifiable Incidents

Notifiable Incidents	2011–12	2010–11
Notifiable incidents reported	13	17
Total incidents reported	85	69
Per cent of total incidents reported	15%	24%

Source: HR Services - Work Health and Safety Team

Top Five Mechanism Areas of Injury

Top Five Mechanism Areas	2011–12	2010–11	2009–10
Muscular stress	8	8	9
Being hit by objects	7	8	9
Muscular stress involving lifting	6	7	11
Falls on the same level	6	8	4
Repetitive movement strain	5	7	N/A*
Chemicals and substances	N/A*	N/A*	10
Total of top five mechanism area	32	38	43

Source: Figtree

* N/A appears when the item did not appear in the top 5 mechanism areas of injury

Work Health and Safety Programs

Health and wellbeing

As part of the Agency’s commitments to employees’ health and well-being the ‘Live Fit Work Well’ program was run as a pilot in the Darwin region. The program was individually modelled to benefit our employees in order to improve the fitness, health and the work life balance of participants. Some of the features of the program included:

- Team workshops covering a variety of topics such as lifestyle strategies, fitness, cause and effect, lifestyle solutions and developing a life management program;
- Completion of Extended-DISC (EDISC) behavioural Profile; and
- Individual coaching sessions to map strategies for future health and wellbeing improvements.

Employee Assistance Program

The Agency’s Employee Assistance Program (EAP) is a professional, confidential counselling service available to staff and family members offering support on work related issues or personal concerns. The service also provides career counselling, and training and development.

In 2011–12 the EAP service continued to be offered with the Agency spending approximately \$62 800 on services for employees.

Workers’ Compensation

The table below provides workers’ compensation data for 2011–12.

Workers’ Compensation Claims	2011–12
Number of claims as at 1 July 2011	31
Number of new claims	34
Number of claims resolved	6
Number of re-opened claims	33
Number of claims as at 30 June 2012	38
Total Expenditure	\$1 914 516.44*

Source: Figtree

* Expenditure comprises of a permanent impairment payment and expenses relating to a claim from 2010–11

Employment Instructions

Employment Instruction	Action
Number 1 – Filling Vacancies	<p>Recruitment and establishment policies are available on the staff intranet.</p> <p>Human Resources Consultants continue to provide advice on recruitment and selection processes.</p> <p>32 employees across the Territory attended Recruitment and Selection Workshops.</p>
Number 2 – Probation	<p>The Human Resources Services Unit provided regular advice to senior management on the status of employee probations.</p> <p>Information about the probation process is available on the Agency's Intranet. New employees are directed to the site on their commencement.</p> <p>The probationary policy is currently being revised and will be available to all staff on the intranet.</p> <p>Seven employees received an extension of probation period in 2011–12.</p>
Number 3 – Natural Justice	<p>The principles of natural justice are applied to all dealings with employees.</p>
Number 4 – Employee Performance Management and Development Systems	<p>The Performance Enhancement System is in place for all employees and managers to utilise and have performance and development discussions.</p> <p>The electronic Performance Enhancement System is currently under development to replace the paper based system.</p>
Number 5 – Medical Examinations	<p>Advice is provided to Managers as required by the Human Resource Services Unit.</p> <p>In 2011–12 two medical incapacity cases were commenced. One of these was finalised and the other will be carried forward to 2012–13.</p>
Number 6 – Performance and Inability	<p>There were no inability cases during 2011–12.</p> <p>Required information was provided to the Commissioner for Public Employment.</p>
Number 7 – Discipline	<p>Six Section 49 disciplinary actions took place in 2011–12, two were carried forward from 2010–11. Four have been finalised and two will be carried forward to 2012–13.</p>

Employment Instruction	Action
Number 8 – Internal Agency Complaints and Section 59 Grievance Reviews	<p>There have been nine grievances in this reporting period, five of these were internal grievances which were dealt with in-house, three were referred from the Commissioner's Office but matters were dealt with at an informal level and one grievance came through the Anti-Discrimination Commission which was dismissed due to insufficient prima facie evidence.</p> <p>Four of these grievances have been finalised in 2011–12 and five will be carried forward in 2012–13.</p> <p>The grievance policy is currently under review and will be available once completed for all staff to refer to.</p>
Number 9 – Employee Records	<p>All personnel files are securely maintained by the Territory Government's Department of Business and Employment on behalf of the Agency. Access to personnel files and the Personnel Integrated Payroll System database is restricted to an 'in-confidence' level.</p>
Number 10 – Equality of Employment Opportunity Programs	<p>Equal Opportunity policies are available on the Agency's Intranet. The Human Resources Unit focussed its efforts on communicating the importance to new employees of having their correct data details in the Personnel Integrated Payroll System through emails to employees and the Chief Executive's regular newsletter.</p> <p>Details of the Agency's programs and initiatives are provided earlier in the relevant section of this report.</p>
Number 11 – Occupational Health and Safety Standards Programs	<p>The Agency held information sessions for senior management and members of safety committees to communicate the key legislative changes of the national uniform <i>Work Health and Safety Act</i> effective 1 January 2012.</p> <p>Regular communication of legislative changes was provided to employees through the Chief Executive's regular newsletter and the Agency Intranet.</p> <p>The senior management due diligence online training has been commenced which is expected to be rolled out to the Agency during 2012–13.</p> <p>All Health and Safety programs have been revised to deliver messages reflecting the new legislative requirements.</p>
Number 12 – Code of Conduct	<p>The Code of Conduct is available to all employees on the Intranet and has been reinforced through our Human Resources Consultants' activities.</p> <p>Specific workshops on the Code of Conduct have been held throughout the Territory during 2011–12.</p>