

# OUR PEOPLE

---



## OUR PEOPLE SNAPSHOT



45% females and 55% males



**79%**

of our staff are ongoing (permanent) employees.

# 10+ years

**38%**

of our staff have more than 10 years of service with the NTPS

# 40+ years

**0.8%**

of our staff have more than 40 years of service with the NTPS

**68%**

of our staff are employed in the professional (38%) and technical (30%) streams.

Average age of staff:

**44 years**

(41 years female average, 46 male average)

45 employees work part-time and 29 other staff requested a flexible work arrangement



Water Resources is our largest division at 31%

**5.4%**

of our staff identify as Aboriginal

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

**299.6**

Our headcount of staff was

**335**

Our separation rate is

**25%**



# OUR PEOPLE

## OVERVIEW

Staff commitment and satisfaction are critical ingredients supporting our department’s strategic goals and objectives. An engaged, motivated workforce translates to productivity and ideas that help the department achieve its goals, so it is essential that we support and nurture our people.

The department’s Human Resource (HR) Services unit is dedicated to delivering best practice in HR management for all employees. We work alongside senior managers to support and encourage a positive workplace culture, which we achieve through a consistent advisory service and our suite of programs, policies and procedures.

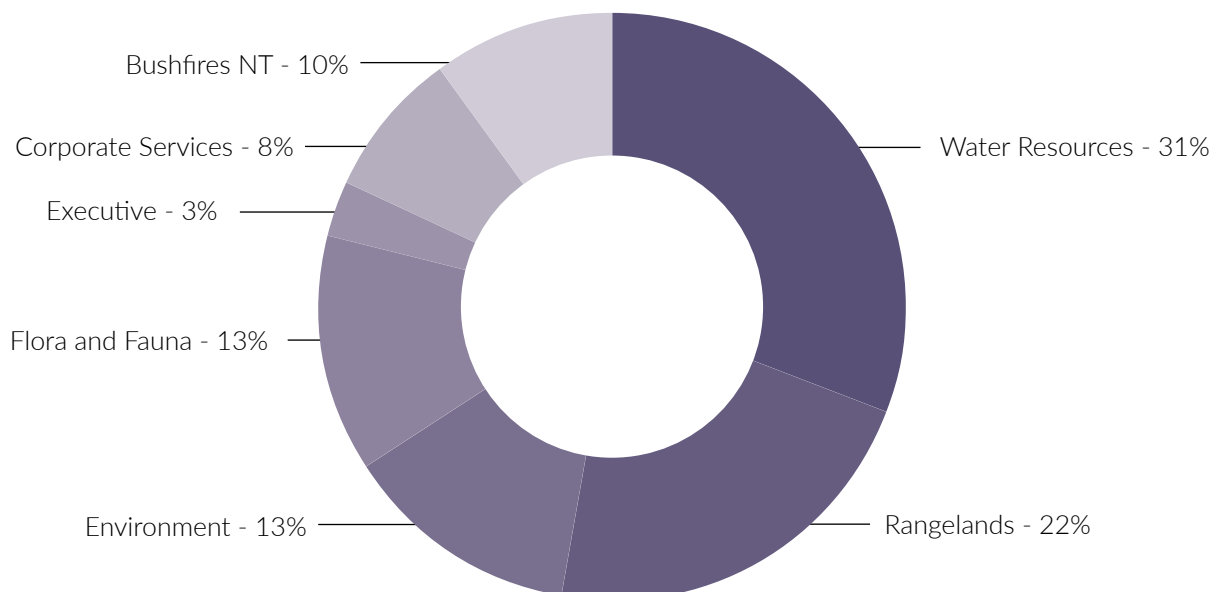
### Workforce profile

Our staff are highly enthusiastic and dedicated. There is a strong technical and professional commitment and a culture of tenure and stability.

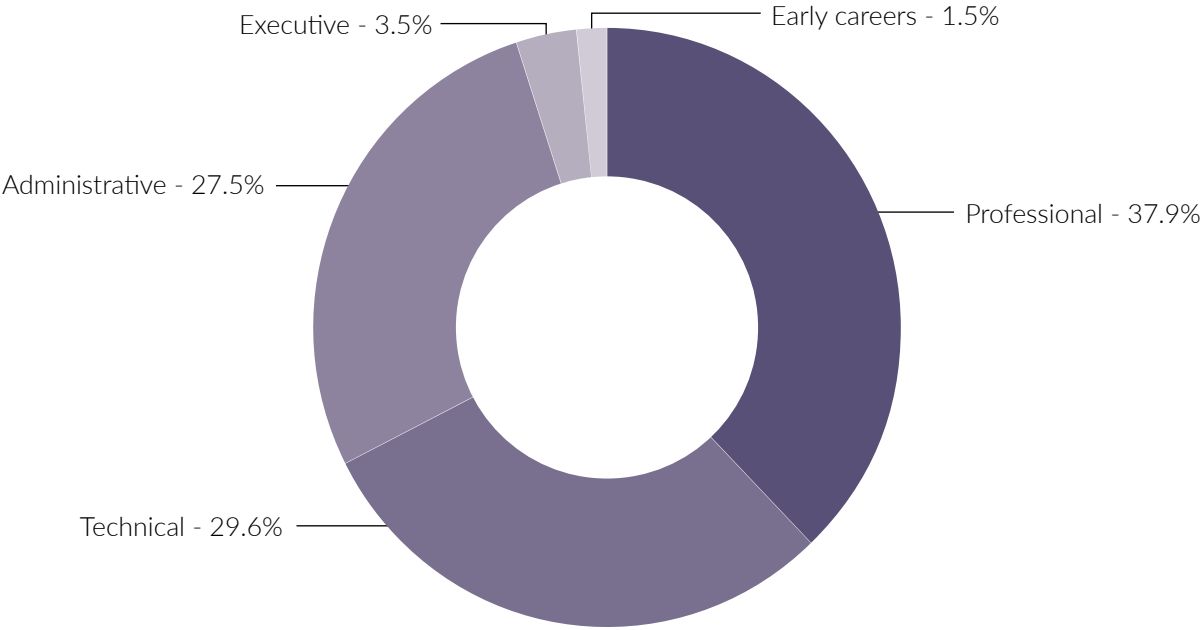
At year end, the department employed 335 people throughout the Territory, in the major centres of Alice Springs, Katherine, Tennant Creek, and Darwin.

### Employees by division

The Water Resources and Rangelands divisions make up 53 percent of our total staff, employing 31 percent and 22 percent respectively.



### Employees by stream

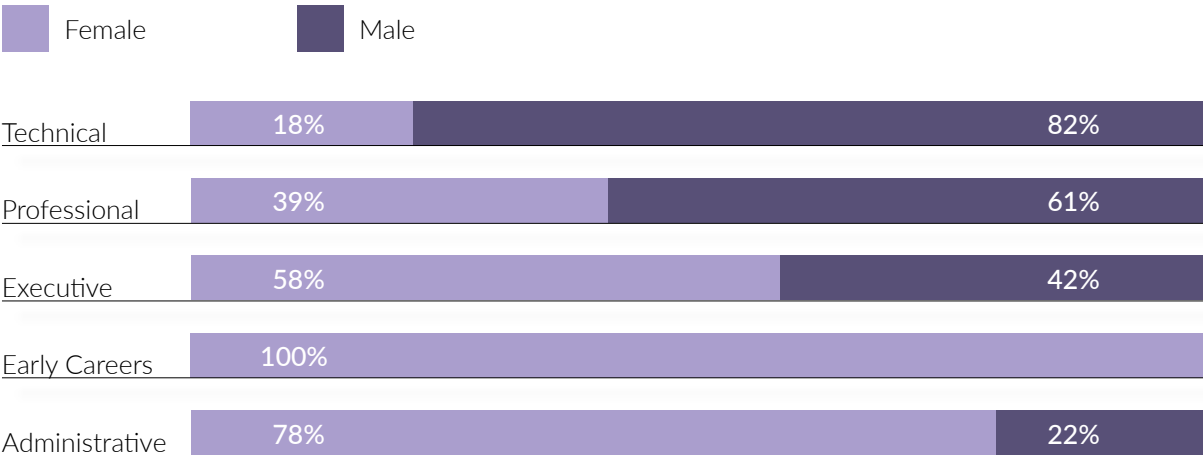


### Gender comparison

The department’s overall gender comparison has remained the same as the previous year.

Gender	2016-17	2017-18
Female	45%	45%
Male	55%	55%

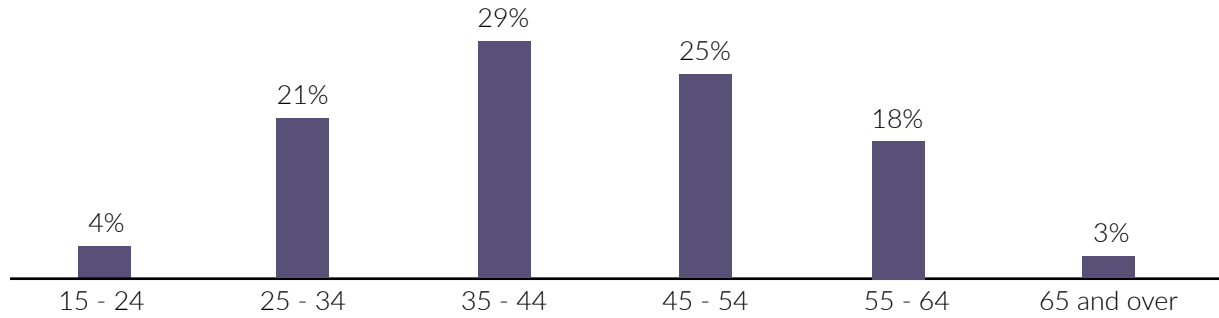
### Gender comparison by employment stream



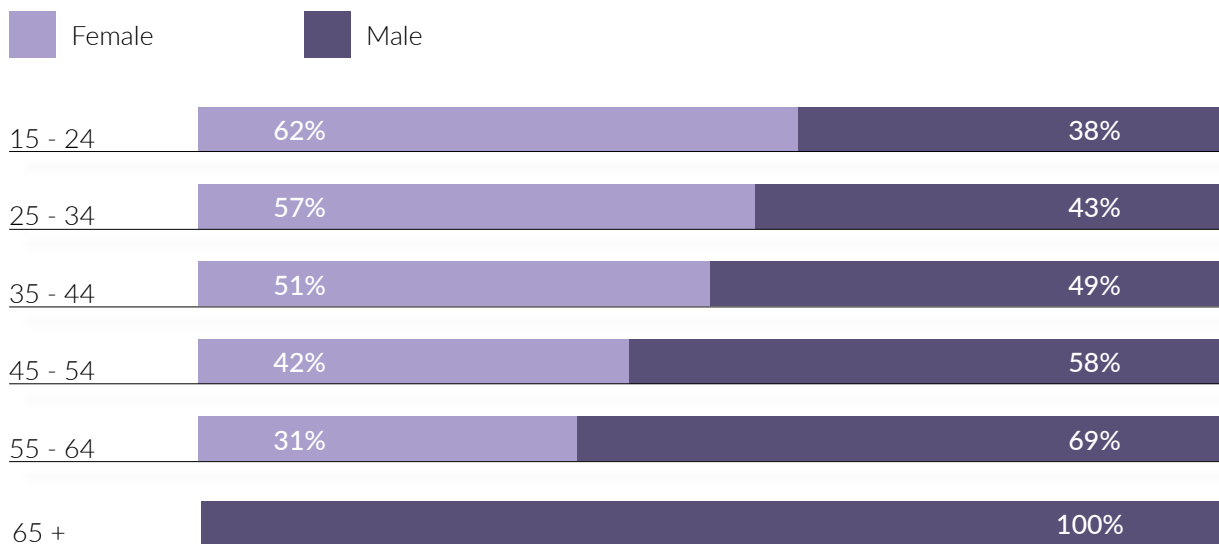
## Employees by age and gender

In considering ages of our staff in ten year brackets, most of our staff (29 percent) are aged between 35–44 years old and 54 percent of our total workforce is aged under 45 years old. The department employs more women in administrative, executive and early careers positions. The average age of female employees is 41 and the average age of male employees is 46.

### Age comparison at 30 June 2018



### Age by gender comparison at 30 June 2018



## Recruitment and retention

During 2017-18, 52 employees commenced NTPS employment with the department and 42 left the NT public sector (NTPS).

	2016-17	2017-18
Separations	52	42
Commencements	50	52

Source: Personnel information payroll system.

Note: Excludes board members and casual staff.

During the reporting period the department had 98 new staff (either commencements in the NTPS or transfers into the department from elsewhere in the NTPS) and 85 staff departed (either resignations or transfers out to other NTPS agencies). Our separation rate of ongoing and fixed period staff was 25.4 percent this is predominantly due to movement within the NTPS of our administrative staff as illustrated below.



### Separations of ongoing and fixed period staff across three employment streams

	Professional	Technical	Administrative
DENR separations only	11.8%	15.2%	11.9%
DENR separations and transfers to other NTPS agencies	18.1%	17.2%	44.6%

Source: Personnel information payroll system.  
 Note: Excludes casuals and transfers.

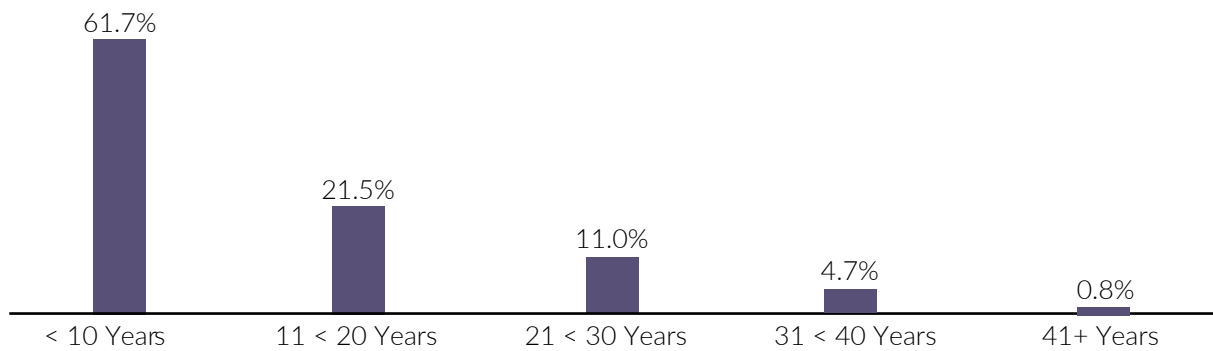
### Recruitment

In 2017-18 the department advertised 108 positions, with seven subsequently cancelled and 93 finalised during that period.

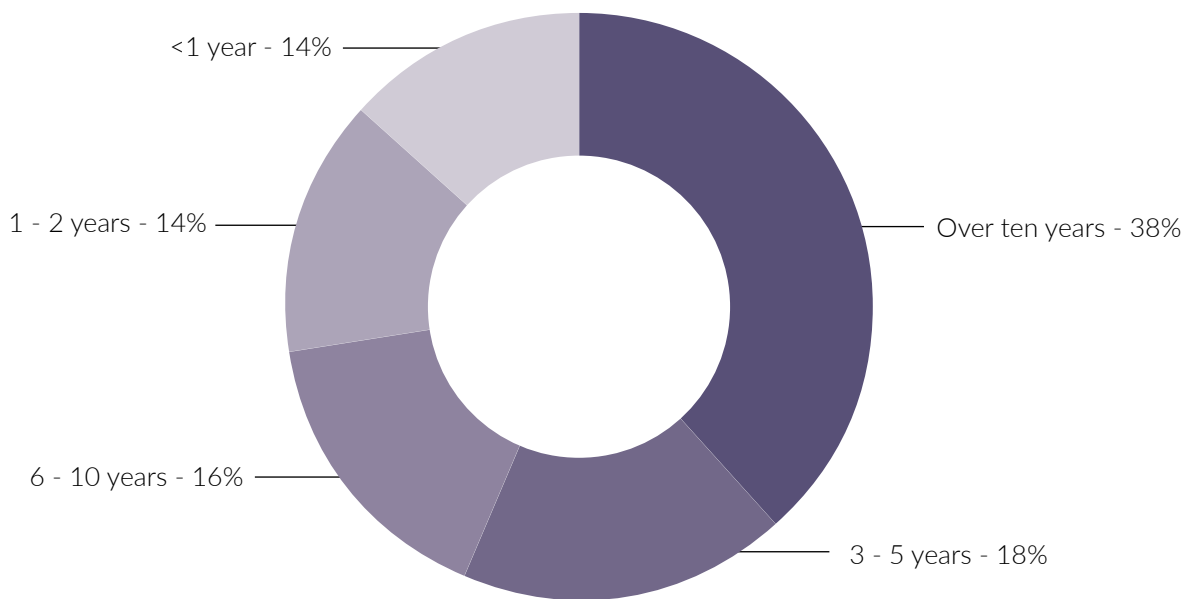
The average time from the close of advertising to the selection process being complete was 48 days which is just outside the NTPS's ideal timeframe of 42 days.

### Retention

38 percent of our staff have more than 10 years of service within the NTPS.



Of the 62 percent of staff who have ten years or less service, a significant proportion (28 percent) have less than two years service with the NTPS.



## DEPARTMENTAL MILESTONES

The department recognises the milestones of employees who have worked continuously in the NT Public Sector for 10, 20, 30 and 40 years. Our policy complements the NT Government Recognising Service Milestones policy.

In 2017-18, the milestones recipients were:

### 35 years of service

- John Whatley

### 30 years of service

- Mary Hardy
- David Hardy

### 20 years of service

- Alaric Fisher
- Damian Milne
- Neil Smit
- Burt Lukitsch
- Tania Moloney
- Rossimah Sinordin
- Sean Lawrie
- Ben Blyton

### 10 years of service

- Simon Ward
- Lou Elliott
- Francis Wait
- Max Rittner
- Christine Platell
- Troy Munckton

## DEVELOPING OUR WORKFORCE CAPACITY AND CAPABILITY

Building a skilled and capable workforce that will meet the department's needs as it matures and faces future challenges is important. We will achieve this by building programs and initiatives tailored to our business needs, now and into the future.

The department continues to support individual staff development needs through performance agreements. We promote our in-house training calendar, encourage staff to participate in early career programs and the Office of the Commissioner for Public Employment's suite of targeted leadership programs.

### Our culture

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

- Building our 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.

### Diversity

The department is committed to the principles of inclusion, equity and diversity to ensure our workforce represents the broader Northern Territory community. We are committed to attracting new people from diverse backgrounds and building the capacity and capability of our existing people. We are committed to change as our priorities and our people progress.

We recognise our diversity and are proud that our people are from different backgrounds, circumstances and life stages.

Here is a glance at our equal employment opportunity profile.

	% of DENR employees
Aboriginal people	5.4%
People with a disability	1.6%
Non-English speaking background	3.5%



## Learning Management System

The department has a learning management system (LMS) to improve the administration and management of our training programs. The system automates processes, such as promoting programs, nominations and registration workflows, participant onboarding and confirmation. The LMS also has a reporting function that generates flow-on benefits to end users across the department. The system allows for online/self-paced learning along with face-to-face internal corporate and external training programs.

There were 974 records created during the 2017-18 period and there have been 10 924 records created in the system for staff since its implementation in 2015.

The department's training expenditure comparison for the past three years:

	2015-16	2016-17	2017-18
Training, study and other	337 054	348 026	327 878
Conferences	59 860	64 668	36 913
<b>Total \$</b>	<b>396 914</b>	<b>412 694</b>	<b>364 791</b>

## STAFF ACHIEVEMENT

Bushfires NT staff Joshua Fischer, Miranda Seib, Lee Humphris, Maggie Towers, Steele Davies, Troy Munckton and Christine McDonough also completed the nationally accredited Certificate IV in Government Investigations.

Bushfires NT staff Steele Davies, Damien Roebuck, Christine Platell, Jonathan Diment, Peter Shepherd, and Tom Collins completed Australasian Interagency Incident Management System (AIIMS) Level 2 Incident Controller Training.

## Senior Leaders Forum 2018

On 27 and 28 March, 95 of our staff attended our annual Senior Leaders Forum. This is an event in which staff at AO7/P3/T6 classifications and above are invited to come together for networking, information sharing and professional development. This year's theme was 'Influence and collaboration' and included speakers from across the department, as well as the following guest presenters: Jodie Ryan, CEO of the Department of the Chief Minister and Jane MacMaster from Ponder. The second day also included a Question and Answer panel with the executive team.

Our divisional presentations included:

- What are threatened species? – Simon Ward, Flora and Fauna.
- Aboriginal Carbon Strategy – Ken Baulch, Bushfires NT.
- Directions in Environmental Impact Assessments (EIA) – Lisa Bradley, Environment and Maria Wauchope, Rangelands.
- Illegal Dumping – Case studies, control measures and collaboration – Patrick Doran and Simon Gummer, Environment.
- The Secret Life of Weeds: Emergencies, Enforcements and Eradication – Roni Opden and Chris Collins, Rangelands.
- Land and Water Program 2014-2018 – Jason Hill, Rangelands and Des Yin Foo, Water Resources.
- Groundwater in the Darwin Rural area – Community engagement with Chooks – Simon Cruickshank, Water Resources.
- Human Resources - Upcoming initiatives – Michelle Murray, Corporate Services.
- Managing threatened species: an example from central Australia – Catherine Nano, Flora and Fauna.
- Mapping the Future – Robyn Delaney, Executive.



## NORTHERN TERRITORY PUBLIC SECTOR (NTPS) PEOPLE MATTER SURVEY

During 2017-18 the agency continued to implement actions as a result of feedback gathered during workshops held in early 2017. A summary of key feedback and actions taken to date are outlined below:

In the people matter workshops, staff said...	We have listened and taken action...
<ul style="list-style-type: none"> <li>• There was a lack of consistency in recruitment practices across divisions.</li> <li>• There was a lack of transparency of employment opportunities – sometimes staff are not advised of vacancies.</li> </ul>	<p>A recruitment and selection policy was approved which applies to all vacancies of duration six months and under. This policy requires all vacancies which span more than three months and up to six months to be advertised via expression of interest (EOI) internally at a minimum. There are some exceptions listed in the policy such as contract extensions for staff initially recruited under an advertised merit selection process.</p> <p>EOIs are now circulated via broadcast email to all of the department.</p> <p>A job evaluation policy was approved which formalises requirements for position creations and the advertising of positions prior to a Job Evaluation System (JES) process being complete.</p>
<ul style="list-style-type: none"> <li>• There were feelings of distrust around complaint management processes in the NT public sector.</li> <li>• There was confusion around avenues that are available to raise workplace concerns.</li> <li>• Processes are harmful to complainants.</li> </ul>	<p>A project team was formed to review our complaint handling process and associated documentation. The team comprised: Keith Ferdinands and Plaxy Purich from Rangelands, Kiley Hanslow from Water Resources and Michael Richardson and Ellen Robinson/Nicole Carter from Corporate Services. Governance Board have considered recommendations from the group and requested further alternations prior to endorsing new complaints management documentation.</p>
<ul style="list-style-type: none"> <li>• “a thank you would be nice”.</li> <li>• There is a lack of recognition for work.</li> </ul>	<p>A review team was formed to evaluate our existing reward and recognition program. The review team consisted of: Alison Watters and Christine Tylor from Environment, Jo Pridham and Rachel Groom from Flora and Fauna, Yvette Wilkes from Rangelands, Peter Shepherd from Bushfires NT, Deborah Mullins from Water Resources and Rachael Wright and Ellen Robinson/Nicole Carter from Corporate Services. Several surveys were developed to gather feedback from staff which then informed recommendations to Governance Board which were endorsed. The associated policy and materials finalised for Governance Board approval and launch in August 2018.</p>
<ul style="list-style-type: none"> <li>• Communication skills could be improved.</li> </ul>	<p>‘The emotionally intelligent communicator’ training was offered with 49 staff attending.</p>
<ul style="list-style-type: none"> <li>• General view that HR staff were not accessible.</li> </ul>	<p>The HR team has implemented visits to worksites in which a HR team member works out of a division’s worksite for two hours to enable staff to pop in for a meet and greet and to ask any questions. 17 visits were held over the reporting period, in addition two regional visits to Alice Springs and Katherine.</p>
<ul style="list-style-type: none"> <li>• The performance management system in place was clunky and rigid.</li> <li>• Staff did not feel conversations were valued.</li> <li>• The electronic form was not valued.</li> </ul>	<p>The previous electronic system was retired and new program launched – Building Our Own Staff Talent (BOOST). A key element of the program is the flexible scheduling of meetings to suit operational requirements.</p>



## EMPLOYMENT PROGRAMS

The department has continued to support early careers programs across most divisions with 18 participants in programs over the 2017-18 period.

The programs include:

### Graduate development program

The department's graduate program offers a one or two 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.

One graduate completed the program and one graduate commenced this financial year. Both graduates were employed within Rangelands. On completion of the graduate program graduate's have gained employment within the department.

### Apprenticeships – school based trainees

These programs combine employment with structured learning to develop workplace skills and provide a nationally recognised qualification. In 2017-18, the department supported five school- based apprentices.

- Started
  - 3 Darwin
    - 2 - Corporate Services
    - 1 - Water Resources
  - 1 Alice Springs - Executive
- Completed
  - 1 Darwin – Corporate Services

### Apprenticeships – full time

The department also supported two full-time apprentices in the fields of conservation and land management and business. One completed their apprenticeship and has remained employed within NTPS, and another resigned.

### Vacation employment

The vacation employment program gives students currently 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 2017-18, the department supported six vacation employment students. One in Environment and five in the Rangelands division.

### Volunteers

Additionally the department provides unpaid work placements to suit a variety of arrangements outlined below:

- University work placements
  - 2 Water Resources – CDU
  - 2 Flora and Fauna
- School
  - 1 Water Resources
  - 1 Corporate Services
- Return to work placements
  - 1 Rangelands
- General work placements/volunteers
  - 1 Rangelands
  - 20 Flora and Fauna

## CAPABILITY BUILDING

### Corporate training

The department offered the following corporate training courses in 2017-18:

Course	Number of participants
BOOST Information Session	138
Creating wealth – Financial Information Session	10
Cross Cultural Awareness Training	42
Code of Conduct	31
Combat Bullying	19
Official Travel Training	142
Information Technology information sessions	1
Procurement, Purchasing and Credit Cards Information session	149
Records Manager – Level 1	15
Writing workshop – Punctuation Unpacked	23
Writing workshop – Writing in Plain English	24
Gallagher Bassett Workers Compensation Information Session	21
Managing your money – Financial Information Session	8
Retirement reality - Financial Information Session	3
Salary sacrifice - Financial Information Session	10
Sampling for Investigations Training	15
The Emotionally Intelligent Communicator	49
<b>TOTAL</b>	<b>700</b>

### Studies assistance

The department supports employees gaining relevant professional and technical skills through higher education studies. Twelve employees applied for study assistance during 2017-18 with total support provided of \$22 642.

These employees were undertaking studies from Certificates to Masters degree programs. The financial assistance equates to an average of \$1 887 per person.

Studies include;

- Bachelor of Accounting,
- Bachelor of Environmental Science,
- Bachelor of Business,
- Certificate IV in Government Investigations,
- Certificate IV in Accounting,
- Graduate Certificate in Agriculture,
- Graduate Certificate Spatial Science, and
- Masters in Economic and Regional Development.



### STAFF ACHIEVEMENT

Jo Challis and Yu-Chun Chou from the Water Resources Division, completed the national accredited certificate IV in Government (Investigation).

The course is designed for those within environmental regulatory agencies who are required to investigate breaches of Legislation, regulations and government policy.

## STAFF RECOGNITION AND ACHIEVEMENTS

The department's Recognition and Reward Scheme recognises the efforts of employees through presentation of an achievement award. Individuals or teams can be nominated for outstanding contributions that support the department's values, strategic goals and objectives.

During 2017-18, a total of 20 employees, including seven individuals and three teams received a monthly staff achievement award through the scheme. The achievement award has several nomination categories:

- Demonstration of Public Sector Values – Commitment to Service, Ethical Practice, Respect, Accountability, Impartiality and Diversity.
- Development of initiatives which enhance processes and procedures that drive performance improvement and efficiency in the department.
- Quality of job performance and motivation that supports the department's strategic objectives and strategies.
- Quality leadership, team collaboration or individual performance.

The achievement awards this year were presented to:

### Individual achievements

Tammy Smart	Rangelands	Quality leadership, team collaboration or individual performance.	August 2017
Yusuke Fukuda	Flora and Fauna	Development of initiatives which enhance processes and procedures that drive performance improvement and efficiency in the department.	August 2017
Rachel Groom	Flora and Fauna	Quality leadership, team collaboration or individual performance.	August 2017
Ryan Clifton	Water Resources	Quality leadership, team collaboration or individual performance.	November 2017
Robbie Henderson	Water Resources	Quality of job performance and motivation that supports the Department's strategic objectives and strategies.	December 2017
Diane Napier	Rangelands	Quality leadership, team collaboration or individual performance.	January 2018
Lisa Williams	Bushfires NT	Quality leadership, team collaboration or individual performance.	April 2018

### Team achievements

Monica Richly, Andrea Ruske, Cynthia Loganathan and Chantelle O'Connor	Corporate Services	Quality of job performance and motivation that supports the department's strategic objectives and strategies. Aboriginal Ranger Grants Project.	September 2017
Alaric Fisher & Sally Heaton	Flora and Fauna	Demonstration of Public Sector Values.	October 2017
Environmental Assessments Team	Environment	Quality of job performance and motivation that supports the department's strategic objectives and strategies.	November 2017



## STAFF ACHIEVEMENT

### Caroline Green awarded the 2017 Chief Minister's Medal

Caroline Green, Geospatial Information Officer, Katherine Water Resources Division was one of nine public servants to receive a Chief Minister's medal.

Caroline consistently displays outstanding and commendable service, by synthesising complex spatial information into easy to use, practical products to assist with the development of sustainable land use decisions for the Territory.

She adapts and embraces new technologies and is recognised as the 'geospatial steward'. Caroline identifies opportunities for innovation; developing solutions to simplify and automate processes, and provides exceptional quality control to over 200 departmental spatial and mapping datasets.

Many of her innovations are being applied to an increasing range of departmental programs and are enhancing the ability of customers to access and 'self-assess' the information required to make on-ground decisions.

## 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 to enable them to adjust their working arrangements for an agreed period of time due to a variety of circumstances such as: returning from parental leave, to undertake carer responsibilities, and transition to retirement.

In 2017-18, the department supported 74 flexible work arrangements.

### Employee assistance program

The department continued to promote the Employee Assistance Program (EAP), which gives employees and their families access to a confidential counselling service at no cost to themselves. Appointments can be made to discuss any situations that are impacting on individuals, whether they be work related or otherwise. The EAP also provides support to managers in relation to workplace issues.

Employees who accessed the EAP program in 2017-18.

	2017-18
Employees or their family member who accessed the service (number of individuals)	55
Number of visits provided	112

### Flu vaccination program

The department once again offered all staff the 2018 influenza (flu) vaccinations program. The program was well received with a total of 139 staff having the vaccination in Darwin, Palmerston, Katherine and Alice Springs.

### Christmas shutdown

In 2017, the department participated in a Christmas shutdown period in accordance with the NTPS 2013-17 Enterprise Agreement. The close down period between Christmas and New Year gave employees an opportunity to take leave while the department was closed.



## WORKPLACE HEALTH AND SAFETY

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* and the *Workers Rehabilitation and Compensation Act*.

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

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

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

	2015	2016	2017
<b>Mechanism</b>	<b>-16</b>	<b>-17</b>	<b>-18</b>
Being hit by objects	5	5	3
Biological factors	-	-	1
Body stressing	5	3	2
Chemicals and substances	4	3	1
Environmental factors	3	3	-
Hazard	8	-	2
Hitting objects	3	5	1
Mental factors	-	1	-
Slips, trips and falls	2	8	3
Sound and pressure	-	-	1
Vehicle incidents and other	8	11	4
<b>Total</b>	<b>38</b>	<b>39</b>	<b>18</b>

### Workers compensation claims summary

Total number of open claims at 1 July 2017	6
Total number of reopened claims over the reporting period	2
Total number of claims closed over the reporting period	9
Total number of new claims received and outcome (accepted, deferred, disputed)	3 (2 accepted, 1 disputed)
Total number of open claims as at 30 June 2018	3



## STAFF ACHIEVEMENT

### Samantha Tocknell - Presented at Territory Young Achiever Awards

Samantha Tocknell presented as a Semi Finalist in the ConocoPhillips Environment Award, at the 2018 Northern Territory Young Achiever Awards Presentation ceremony held at Skycity Darwin on Friday 13 April 2018. Over 500 guests were in attendance at the Gala Event.

Samantha has worked with the Environment Division since September 2017 in the role of Environmental Officer, during this time she has facilitated the environmental regulation of major industries in the NT; including the pearling and aquaculture industry, transport and disposal of hazardous waste materials and recycling and re-use of containers and plastic bags. Samantha has worked closely with clients to develop practical and environmentally sustainable outcomes for the Northern Territory.

Prior to joining the NT Government, Samantha was a research scientist and extension officer with the NT Horticulture industry. She worked closely with the NT Cucurbit and Mango industries to develop and implement ecological sustainable farming practices, including integrated pest management and wise water use. Samantha was on the Food Futures Committee who organised a national (award winning) conference for industry, researchers and investors to discuss issues and develop future farming strategies. Samantha is a driven and dedicated young woman who is committed to delivering environmental outcomes for the Northern Territory.

## LEGISLATIVE COMPLIANCE

### Employment instructions

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

Employment Instruction	Action
Number 1 – Filling vacancies	<p>Recruitment and establishment procedures are available on the staff intranet. A policy was launched to provide guidance on filling vacancies under six months.</p> <p>In 2017-18 the department advertised 108 (ongoing and fixed period) positions, with seven of these subsequently cancelled. The department had 98 staff commence/transfer in to the agency. Three promotion appeals were lodged for the period, with the original selection decisions being upheld.</p>
Number 2 – Probation	<p>The department has a probation procedure consistent with legislation on our intranet site. New employees are advised of the probation process during induction and given information about their responsibilities.</p> <p>Probation is monitored on a regular basis and managers are advised of upcoming probation due dates to ensure timely compliance.</p> <p>No staff were terminated during the probation process.</p>
Number 3 – Natural justice	<p>The principles of natural justice are communicated to all employees. Natural justice is adhered to in all dealings with employees and reflected appropriately in internal policies and procedures.</p>
Number 4 – Employee performance management and development systems	<p>The department launched a new performance management system during the reporting period titled: Building Our Own Staff Talent (BOOST). Training sessions were held with 138 staff attending. 51 percent of staff had records of performance discussions being held. Participation is expected to increase in 2018-19.</p>
Number 5 – Medical examinations	<p>Advice is provided to managers as required by HR Consultants. There were no medical incapacity cases in 2017-18.</p>
Number 6 – Performance and inability	<p>The performance and inability guidelines are available from the department's intranet. HR Services supports managers dealing with under-performance issues and helps managers and staff to improve performance.</p> <p>There were two formal performance improvement cases initiated in 2017-18.</p>
Number 7 – Discipline	<p>The discipline employment instruction and associated guidelines are available from the department's intranet. HR staff work closely with managers to ensure processes are followed correctly and natural justice is provided.</p> <p>There were no section 49 disciplinary actions in 2017-18.</p>

Employment Instruction	Action
Number 8 – Internal agency complaints and section 59 grievance reviews	<p>There is significant information on the department's intranet in relation to resolving complaints and the formal grievance process.</p> <p>In 2017-18 there were three internal complaints received and one section 59 grievance lodged with the Office of the Commissioner for Public Employment. The section 59 grievance was closed in August 2018.</p>
Number 9 – Employment records	<p>The Department of Corporate and Information Services (DCIS) store employment records on personnel files. The department complies with the DCIS policy regarding access to these files. Any requests to access employee records are made through the Director, Human Resources.</p> <p>No requests were lodged for employee information under the <i>Information Act</i> in 2017-18.</p>
Number 10 – Equality of employment opportunity programs	<p>The department adheres to the principles of the NTPS EmployAbility Strategy.</p> <p>The department has a Diversity policy which is available on the staff intranet.</p>
Number 11 – Occupational health and safety programs	<p>The department has divisional Work Health and Safety (WHS) Committees to ensure WHS compliance. Details in relation to WHS activities and claims are provided in the annual report.</p>
Number 12 – Code of conduct	<p>The Code of Conduct is available on the department's intranet site and is reinforced by the activities of the Human Resources team. The Code of Conduct is also covered through the corporate induction, which is mandatory for new staff.</p> <p>Additionally HR facilitate regular workshops on the Code of Conduct which were attended by 31 staff in 2017-18.</p>
Number 13 – Appropriate workplace behaviours	<p>There is significant documentation available on the intranet site about addressing inappropriate behaviour in the workplace, including bullying. Additionally 19 staff attended Combat Bullying training during 2017-18.</p>
Number 14 – Redeployment and redundancy procedures	<p>The department adheres to the current redeployment and redundancy provisions.</p> <p>One staff member received a voluntary retrenchment during 2017-18.</p> <p>The department's only redeployee was placed in an ongoing role during 2017-18.</p>
Number 15 – Special measures	<p>The department does not have a special measures plan in place, however does have clear targets to meet for increasing Aboriginal employment.</p>