

# OUR PEOPLE



# OUR PEOPLE SNAPSHOT

M

52% males

F

48% females



81%

of our staff are ongoing (permanent) employees

Average age of staff

45 years

female average – 43 years

male average – 47 years

32 employees work part-time and 87 other staff have a flexible work arrangement



10+ years

41%

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

28%



Water Resources is our largest division

4%

of our staff identify as Aboriginal

40+ years

1.7%

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

Our full-time equivalent staff numbers at 30 June 2020 were

281.76

303

Our headcount of staff

67%

of our staff are employed in the professional (41%) and technical (26%) streams

Our separation rate is

25%



1.6%

people with disability

NESB 6.2%

people have a non-English speaking background

## 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.

## 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 environmental protection and managing our natural resource assets sustainably and in the interests of Territorians.

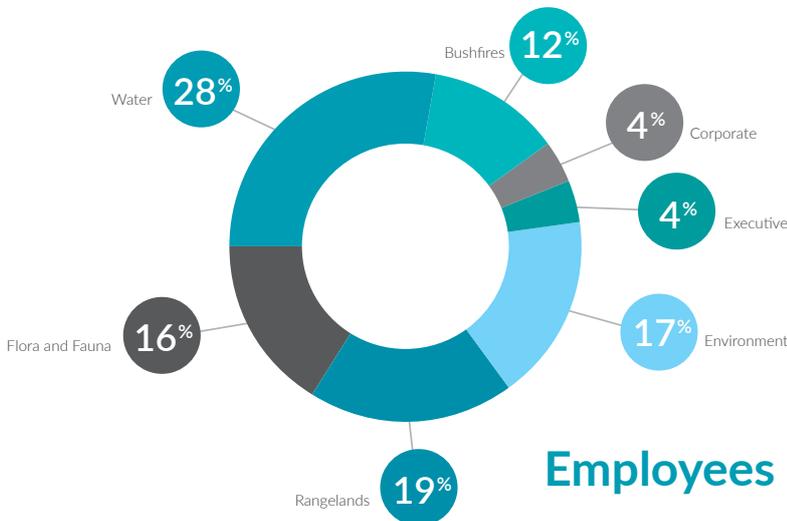
As of 30 June 2020, the department employed 303 people throughout the Territory, in the major centres of Darwin, Katherine, Tennant Creek and Alice Springs.

## RECRUITMENT AND RETENTION

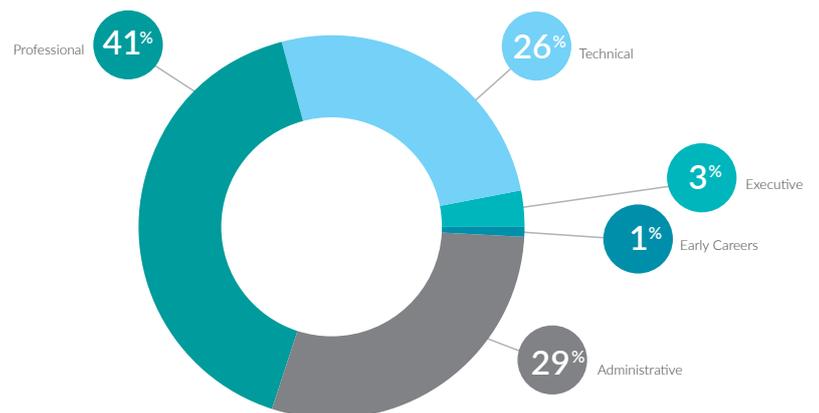
During 2019-20, the department advertised and filled 174 positions.

The turnover rate during the same period was 25%. This is equivalent to 68 employee separations from 275 established positions.

## Employees by division



## Employees by stream



# 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

## Investment in our people

While the department's training expenditure has been trending downwards, the drop between 2018-19 and 2019-20 reflects the impact of COVID-19 restrictions on staff's ability to attend training.

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

	2017-18	2018-19	2019-20
Training, study and other	\$327,878	\$241,203	\$187,763
Conferences	\$36,913	\$25,177	\$17,613
<b>Total</b>	<b>\$364,791</b>	<b>\$266,380</b>	<b>\$205,376</b>

## 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 2019-20 with total support provided of \$7,262.

## Senior leaders forum 2020

Cancelled due to COVID-19.



OUR STAFF  
ACHIEVEMENTS

Steele Davies from Bushfires NT and Angela Estbergs from Rangelands, graduated on 12 September 2019 from the Public Sector Management Program (PSMP) as part of the Graduate Certificate in Business.

## EMPLOYMENT PROGRAMS

The department has continued to support early career development with 8 participants in programs over the 2019-20 period.

### Apprenticeships – school based trainees

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

In 2019-20, the department supported 7 school-based apprentices.

### Apprenticeships – full-time

The department also supported 1 full-time apprentice in the business field. We had 5 people complete their apprenticeships during 2019-20 and 2 have remained employed within NTPS, 1 went on to gain employment with a Commonwealth Government agency, 2 went to the private sector.

### 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 care giver, and transition to retirement.

In 2019-20, the department supported 87 individual flexible work arrangements.

### Employee assistance program

The department continued to promote the Employee Assistance Program (EAP) and facilitated 137 visits during 2019-20.

### Flu vaccination program

The department again offered all staff influenza (flu) vaccinations. The program was well received with a total of 170 staff having the vaccination in Darwin, Palmerston, Katherine and Alice Springs in 2019-20.



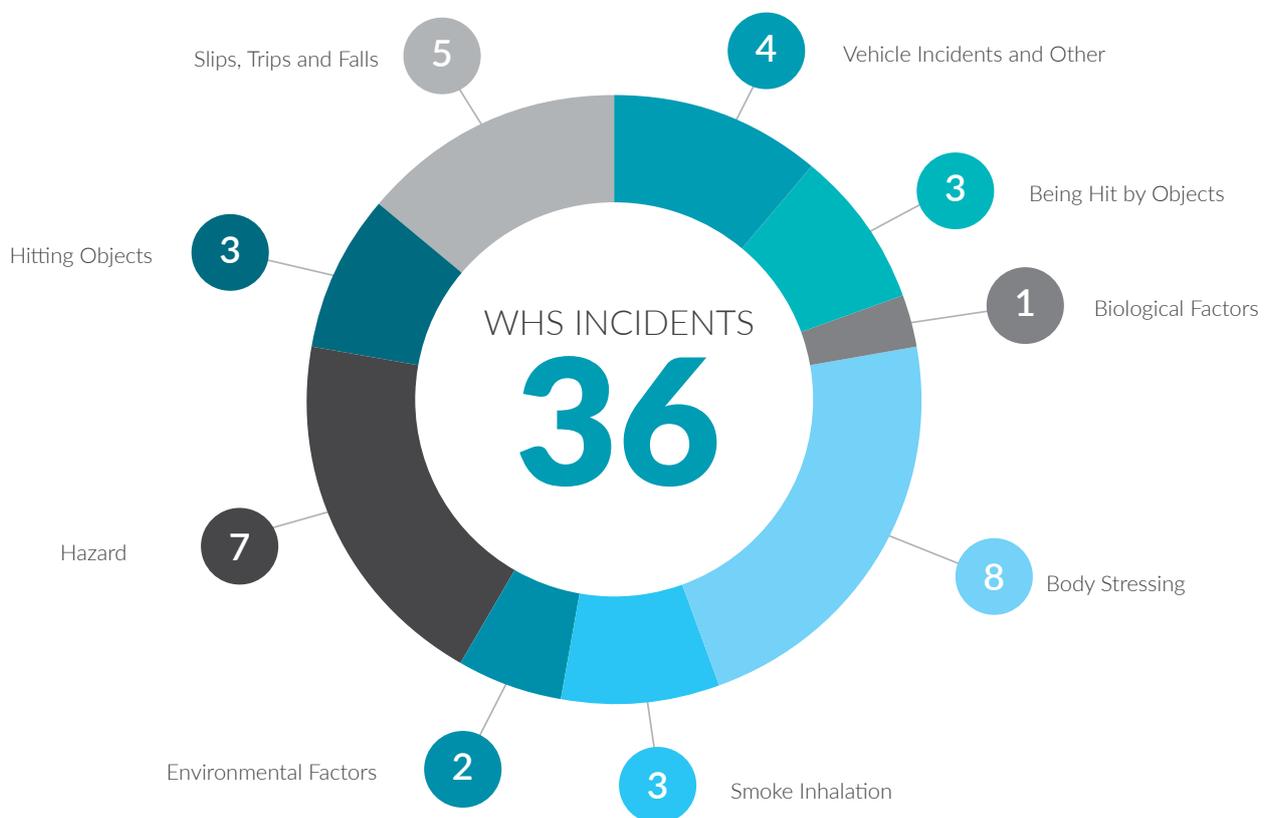
## WORKPLACE HEALTH AND SAFETY (WHS)

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.



# 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 (EI) is reported below.

EMPLOYMENT INSTRUCTION	ACTION
1 Filling vacancies	Recruitment and establishment procedures are available on the intranet. Completion of the online Merit Selection Training is a requirement for all staff who take part in the selection process.
2 Probation	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. Probation is monitored on a regular basis and managers are advised of upcoming probation due dates to ensure timely compliance. In 2019-20 no staff were terminated during the probation process.
3 Natural justice	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.
4 Employee management	The department has a performance management system called Building Our Own Staff Talent (BOOST). A total of 35% of staff had records of performance discussions being held in 2019-20,
5 Medical examinations	Advice is provided to managers as required by HR consultants. There were no medical incapacity cases in 2019-20.
6 Performance and inability	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. There were no formal performance improvement processes undertaken in 2019-20.
7 Discipline	The discipline employment instruction and associated guidelines are available from the department's intranet. HR Services works closely with managers to ensure processes are followed correctly and natural justice is provided. There was 1 section 49 disciplinary action undertaken in 2019-20.
8 Internal agency complaints and section 59 grievance reviews	There is significant documentation on the department's intranet in relation to resolving complaints and the formal grievance process. In 2019-20 there were 1 internal complaints and 1 section 59 grievance lodged with the Office of the Commissioner for Public Employment.
9 Employment records	The Department of Corporate and Information Services (DCIS) stores 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 department's Director Human Resources (HR). A total of 1 request to access employee information was lodged under the Information Act 2002 in 2019-20.
10 Equality of employment opportunity programs	The department adheres to the principles of the NTPS EmployAbility Strategy. The department has a Diversity Policy which is available on the staff intranet.



EMPLOYMENT INSTRUCTION	ACTION
11 Occupational health and safety programs	The department has divisional work health and safety (WHS) committees to ensure compliance. Details in relation to WHS activities and claims are provided on page 42.
12 Code of conduct	The code of conduct is available on the department's intranet site and is reinforced by the activities of HR Services. The code of conduct is available online and is covered as part of the mandatory training program for new staff.
13 Appropriate workplace behaviours	There is significant documentation available on the intranet site about addressing inappropriate behaviour in the workplace, including bullying.
14 Redeployment and redundancy procedures	The department adheres to the current redeployment and redundancy provisions. A total of 3 staff members received a voluntary redundancy during 2019-20.
15 Special measures	The department does not have a special measures plan in place, however does have a Diversity Policy which supports increasing employment opportunities for people from all Equality of Employment Opportunity (EEO) groups.