

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES — STAFF —
ANNUAL LEAVE

1250. Hon Tjorn Sibma to the Leader of the House representing the Minister for Local Government:
- (1) What was the total value of the Department of Local Government, Sport and Cultural Industries' annual leave liability for all its employees as at 30 March 2018?
 - (2) As at 30 March 2018, how many of these staff had accrued annual leave balances of between:
 - (a) four – five weeks;
 - (b) five – six weeks;
 - (c) six – seven weeks;
 - (d) seven – eight weeks; and
 - (e) greater than eight weeks?
 - (3) As at 30 March 2018, what was the financial value of the department's liability for accrued annual leave balances of between:
 - (a) four – five weeks;
 - (b) five – six weeks;
 - (c) six – seven weeks;
 - (d) seven – eight weeks; and
 - (e) greater than eight weeks?
 - (4) For the 12 months preceding 30 March 2018, what management strategies had been implemented to reduce the incidence of excessive accrued annual leave balances, and what were the results of those efforts?

Hon Sue Ellery replied:

- (1) The total value of the Department of Local Government, Sport and Cultural Industries' annual leave liability for all its employees as at 30 March 2018 is \$4,773,529.
- (2) As at 30 March 2018, this level of staff had accrued annual leave balances of between:
 - (a) four – five weeks – 79
 - (b) five – six weeks – 47
 - (c) six – seven weeks – 33
 - (d) seven – eight weeks – 28
 - (e) greater than eight weeks – 38
- (3) As at 30 March 2018, the financial value of the department's liability for accrued annual leave balances of between:
 - (a) four – five weeks – \$661,443
 - (b) five – six weeks – \$516,755
 - (c) six – seven weeks – \$422,642
 - (d) seven – eight weeks – \$508,222
 - (e) greater than eight weeks – \$922,065
- (4) Similar requirements existed within the agencies before they amalgamated into the DLGSC. These include:

Managers were required to monitor their teams leave liability balances, including managing a staff leave roster to facilitate a planned approach to leave, manage workloads and ensure employees did not accrue excessive leave.

Directorates were required to develop a leave management plan to clear leave balances and prevent employees from accruing excessive leave.

Cashing out of leave was approved by the Corporate Executive.

Monthly leave liability reports were tabled at Corporate Executive meetings, including progress reports on each directorate related to the achievement of planned targets.

Human Resources provided each director with relevant information on employees within their directorates and their leave balances.

Employees with excessive leave balances are highlighted in the kiosk allowing line managers to view.

Leave liability was continually assessed against 2012 targets and overall levels show a reduction in total liability. This reduction has been assisted with the departure of staff who have taken severances.