

1. What is the NTG FTE Cap for your Agency?

4,416

2. At Pay day 20, 28 March 2012, what is the current FTE staffing of the department, by level?

4547.54

3. Is this figure in line with the NTG FTE Cap?**- If not, please explain**

Yes. The FTE number for Pay 20 is for a single point in time, the FTE Cap is a Quarterly Average, the Average FTE for DET for the quarter from January 2012 to March 2012 is 4,401 and is within the FTE Cap target.

4. At Pay day 20, 28 March 2012, how many funded permanent positions are there in your department?

At 28 March 2012 – 4,270

*The 'funded permanent positions' are those with ongoing NT Government funding (i.e. excludes Commonwealth and other temporarily funded positions). The number of positions or headcount is reported (not Full Time Equivalents (FTE) as in the previous question). This number is higher than the FTE as not all positions are 1.0 FTE.

5. **At Pay day 20, 28 March 2012, how many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?**

- **Please separate by permanent/temporary/acting by level**

At 28 March 2012

Nominally filled by permanent employees: 2,397

Temporarily filled by permanent employees: 577

Filled by employees on temporary contracts: 1,296

Classification Group	Number of Staff	Permanent Employees Held in Nominal Positions	Permanent Employees not in their Nominal Position	Temporary Employment Contracts
Administration Officer	1,082	622	161	299
Assistant Teacher	187	114	2	71
Executive Contract Officer	41			41
Executive Contract Principal	83			83
Executive Officer	2		2	
Physical	119	72	1	46
Principal	87	48	32	7
Professional	38	7	9	22
Senior Teacher	500	251	198	51
Teacher	2,107	1,280	172	655
Technical	3	3		
Trainee and Apprentices	21			21
Total	4,270	2,397	577	1,296

200 teachers have been offered permanency as part of the teacher permanency round. Teachers are offered permanency in April and September. The high number of teaching staff (teachers and senior teachers) included as unattached employees in this report is due to analysis occurring just before the April 2012 permanency round was undertaken. These teachers are made permanent to the agency and remain unattached until nominal positions are identified for placement.

Of the 198 STs who are permanent employees not in their nominal position, 71 were in office-based positions that cannot be nominally filled.

The 41 Executive Contract Officer and 83 Executive Contract Principal positions are included in the 'funded permanent positions' as their funding is ongoing. These positions are all Temporary Employment Contracts as they cannot be filled nominally.

6. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?

Time period: 1 July 2011 to 31 March 2012

Using individual employee separations and interagency transfers, the turnover rate is 18.43%.

This turnover rate includes:

- DET's commitment to EBA outcomes for remote staff and teacher transfers
- Separations of employees on short-term contracts backfilling those on sick, long service and study leave.

7. What is the rate per level?

Using Individual Employees

Classification Group	Turnover Rate
Administration Officer	27.56%
Assistant Teacher	25.14%
Executive Contract Officer	17.86%
Executive Contract Principal	6.82%
Physical	45.92%
Principal	2.66%
Professional	35.25%
Senior Administration Officer	15.21%
Senior Teacher	4.82%
Teacher	16.34%
Technical	17.21%
Trainee and Apprentices	36.69%
Total	18.42%

Source: Separations – DET, Transfers and Average FTE – DBE

Uses DBE definition of turnover as (Separations + Agency transfers)/Average FTE

8. At Pay day 20, 28 March 2012, how many funded positions are vacant in the Agency?

As at 18 March 2012, there were 569 positions vacant.

The Department of Business and Employment provided number of vacancies (i.e. 569) included 290 positions that were blocked, abolished or under review.

DET has an internal establishment management process and closely monitors all vacancies. The 279 positions were vacant for various reasons.

Reason	Number of Positions
Filled since date report generated	157
Recruitment currently underway	40
Recruitment to be organised in the near future	38
No suitable applicants, may be readvertised	19
Actual occupant on Higher Duties	18
Position advertised	6
Position vacant. Housing restriction	1
Total	279

9. How long, in total days, have funded positions been vacant since 01 July 2011?

Due to system limitations, the department is unable to extract this data.

10. At Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract?

At Pay day 20, 28 March 2012 – 1873*

*200 teachers have been offered permanency but are yet to be attached to a permanent position. Teachers are offered permanency in April and September but it can take some months to attach them to a position.

229 temporary contract employees are in externally funded positions.

169 temporary contract employees are in internally funded positions which are not able to be filled on a permanent basis because of their nature. These positions include:

Classification Group	Number of Staff
Board Member	8
Executive Contract Officer	44
Executive Contract	90
Principal	
Trainee and Apprentices	27
Total	169

Accounting for the 200 teachers offered permanency, the 229 externally funded positions and 169 internally funded positions were removed, the number of employees on temporary contracts would decrease to **1275**.

11. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended?

Time period: 1 July 2011 to 31 March 2012

1,233

Classification Group	Extended Once	Ext. Twice	Ext. X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Total
Administration Officer	281	93	36	16	5	1	1	433
Assistant Teacher	92	26	1	0	0	0	0	119
Other	1	0	0	0	0	0	0	1
Physical	39	7	3	1	0	0	0	50
Principal	4	1	0	0	0	0	0	5
Professional	14	9	1	0	0	0	0	24
Senior Administration Officer	7	1	1	0	0	0	0	9
Senior Teacher	36	8	0	0	0	0	0	44
Teacher	467	71	5	2	1	0	0	546
Technical	1	1	0	0	0	0	0	2
Total	942	217	47	19	6	1	1	1,233

There are various scenarios that lead to extension of contracts including:

- The permanent occupants of positions undertaking higher duties in another position causing temporary officers to be extended
- Classroom teachers are offered permanency in April and September each year.
- Employees cannot be placed in an externally funded position permanently
- Employees backfilling while someone is on workers compensation or extended sick leave
- Backfilling while employees are on short term leave
- Employees who are being backfilled unexpectedly extending their leave.
- Physicals are usually casual contracts short term backfill for less than 3 weeks
- Permanent employees undertaking paid study leave.

12. In the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?

Time period: 1 July 2011 to 31 March 2012

342

To ensure a quality field of applicants and a transparent and equitable selection process DET adheres to the requirement that vacancies of less than 6 months be advertised via EOI. Vacancies greater than 6 months are required for advertising in NT Government vacancies Employment Opportunities website.

Expressions of interest are called for a variety of reasons including backfilling employees on short term leave and for positions that are only funded for a short period of time.

13. At 31 March 2012, In relation to all vacant positions, what is the breakdown of recruitment actions by:

- Selection process commenced and
- Selection process (including position advertising) not commenced

- Selection process commenced

For period 1 July 2011 to 31 March 2012

Recruitment actions commenced: 1045

- Selection process (including position advertising) not commenced

Unable to extract this information.

14. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

Time period: 1 July 2011 to 31 March 2012

45.27 days

Classification	Average Days to Fill
AO2	1.00
AO3	44.17
AO4	46.15
AO5	44.61
AO6	52.32
AO7	48.69
AT1	1.00
ECO2	48.50
ECO3	41.00
ECO5	26.00
ECP2	66.00*
ECPL2	31.71
ECPL3	36.00
ECPL5	26.00
P2	46.00
P3	58.50
PH2	25.17
SAO1	53.33
SAO2	51.56
SP1	33.00
ST1	44.83
ST2	42.00
ST3	57.67
ST4	56.50
T2	26.00
T3	36.00
TP1	61.00
TP2	29.00
Average	45.27**

* ECP2 average days to fill is for two positions only of which one of them took 86 days.

** The reported figures for average days to fill are affected by various circumstances for individual positions. These can include recruitment processes being significantly delayed for hard to fill positions, relocation times and appeal periods.

15. In the period 01 July 2011 to 31 March 2012, what is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

Time period: 1 July 2011 to 31 March 2012

NT Government employees: 245

General public: 52

Applicant did not advise: 99

16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department? What are the level of those positions?

Time period: 1 July 2011 to 31 March 2012

43 or 0.09% of total FTE

What are the levels of those positions?

Level of Position (Post Job Evaluation)	Reclassified Positions
Administration Officer	16
Executive Contract Officer	3
Executive Contract Principal	1
Professional	13
Senior Administration Officer	1
Senior Teacher	9
Total	43

17. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency? What levels are they?

At Pay day 20, 28 March 2012

96

What levels are they?

Classification Group	Supernumerary Positions
Administration Officer	39
Assistant Teacher	1
Other	1
Physical	1
Professional	1
Senior Administration Officer	5
Senior Teacher	42
Teacher	6
Total	96

Unattached officers are generally those on extended leave (e.g. 6-year maternity, leave without pay) or those who are acting in higher duties for extended periods of time.

18. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency?

Of the unattached employees at 31 March 2011, the number who gained nominal positions during 1 July 2011 to 31 March 2012 is

119

The number who gained nominal positions in another agency is not known.

19. In the period 01 July 2011 to 31 March 2012, how many unattached employees resigned?

Of the unattached employees at 31 March 2011, the number who resigned during 1 July 2011 to 31 March 2012 is

27*

The number who moved to another agency and then resigned is not known.

*This number includes 16 employees who gained a nominal position within DET and later resigned.

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department? Please break this down by position level.

At Pay day 20, 28 March 2012

7.09 years

Please break this down by position level

Classification Group	Average Length of Service (years)
Administration Officer	5.66
Assistant Teacher	5.42
Executive Contract Officer	8.38
Executive Contract Principal	17.41
Executive Officer	10.81**
Physical	5.27
Principal	9.16
Professional	3.03
Senior Administration Officer	6.50
Senior Teacher	11.99
Teacher	6.58
Technical	1.47
Trainee and Apprentices	1.15
Average	7.09

*The "Average length of Service" calculation is derived from the current continuous period of service in the current Agency divided by the total number of staff (Head Count).

** 2 staff under Executive officer classification group

21. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?

Time period: 1 July 2011 to 31 March 2012

Total \$115,554.37

22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:

- How many graduates started with the department

During the reporting time period of 1 January 2011 to 31 December 2011: 31 apprentices and graduates commenced with the department (27 apprentices and 4 graduates).

* These figures do not include commencements from previous years who are still participating in their programs.

- How many have completed the year

29 (at 31 December 2011)

- How many won nominal positions

5 apprentices and graduates are currently on higher duties and the rest are continuing with their program with the department.

Apprentices and graduates are employed in special position classifications and are supported during their programs. All graduates are required to apply for merit-based selection against advertised positions to secure permanent employment by the end of their program. Most gain positions during or at the end of their placement.

- How many have left the NTG, and what was the length of time each stayed within the NTG before leaving?

There were 2 apprentices who left NT Government.

Length of stay for each – 8.4 and 10.3 months.

23. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:

- **How many employees do you have in your department that recognise themselves as indigenous?**

662*

- **What are the levels of their positions held? How many at each level? How many are tenured and at what level? How many are temporary and at what levels? How many are acting up in positions and at what level?**

Classification Group	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
Administration Officer	182	102	80	29
Assistant Teacher	278	136	142	0
Executive Contract Officer	3	0	3	1
Executive Contract Principal	2	0	2	0
Physical	25	10	15	2
Principal	6	6	0	1
Professional	1	1	0	0
Senior Administration Officer	10	8	2	3
Senior Teacher	26	21	5	12
Teacher	94	68	26	6
Trainee and Apprentices	35	2	33	11
Grand Total	662	354	308	65

- **How many were still employed at 31/12/2011?**

Of the 164 employees who commenced in 2011, 118 remained employed with DET as at 31 December 2011

- **How many have left the NTG?**

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* Counts all employees in Indigenous specific PIPS employment classifications, as well as employees who have identified as Indigenous. This reporting methodology is used in the NT Government State of the Service report, and to a new national Indigenous reporting definition (not yet formally adopted, but is) agreed in principle by federal and state jurisdictions.

24. In relation to NTPS staff as at 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave
- What is the financial value of that leave?
- What is the highest individual amount of accrued leave at each position level?

At 31 March 2012

Long Service Leave

Classification	Accrued Long Service Leave (Months)	Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
Administration Officer	1,889.78	\$8,828,164.60	9.15
Assistant Teacher	374.68	\$1,209,316.71	6.42
Executive Contract Officer	136.52	\$2,259,600.76	10.17
Executive Contract Principal	279.28	\$3,834,297.05	11.9
Executive Officer	7.47	\$62,858.80	4.02
Physical Principal	153.63	\$504,530.05	7.72
Professional	182.15	\$1,483,817.73	6.32
Senior Administration Officer	59.64	\$445,899.47	5.55
Senior Teacher	208.75	\$1,696,165.47	9.5
Teacher	1,530.50	\$12,152,282.63	9.2
Technical	3,318.39	\$22,715,292.79	9.5
Trainee and Apprentices	1.72	\$8,140.53	0.65
Total	8,159.87	\$55,236,760.06	2.55

A full audit of long service leave balances was undertaken and anomalies have been identified and are being corrected.

Recreation Leave

Classification	Accrued Recreation Leave (Days)	Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
Administration Officer	25,569.65	\$6,008,474.81	139.50
Assistant Teacher	1,674.92	\$281,004.29	47.11
Executive Contract Officer	1,425.14	\$1,112,613.47	74.75
Executive Contract Principal	2,647.98	\$1,683,575.12	115.02
Executive Officer	176.68	\$83,819.62	133.18
Physical	4,548.64	\$665,531.89	140.00
Principal	1,329.82	\$539,729.76	100.50
Professional	1,360.20	\$471,025.69	116.50
Senior Administration Officer	3,790.83	\$1,499,675.12	111.13
Senior Teacher	13,087.69	\$5,084,238.70	127.50
Teacher	29,559.94	\$9,267,351.19	217.50
Technical	80.69	\$18,020.16	30.54
Trainee and Apprentices	788.18	\$95,707.02	42.50
Total	86,040.38	\$26,810,766.84	

- **What is the current total of sick leave entitlement of employees in the department?**
- **How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?**

Sick Leave

Classification	Total Sick Leave Entitlements (Weeks)	Total Sick Leave Taken (Days)
Administration Officer	12,685.60	7,359.00
Assistant Teacher	2,416.49	1,316.61
Executive Contract Officer	1,335.49	322.40
Executive Contract Principal	3,419.04	459.42
Executive Officer	62.78	1.00
Other		10.19
Physical	1,255.32	585.09
Principal	1,882.56	378.46
Professional	386.44	363.93
Senior Administration Officer	1,769.41	676.14
Senior Teacher	14,867.51	4,375.36
Teacher	27,185.04	11,932.07
Technical	17.02	26.00
Trainee and Apprentices	108.39	125.83
Total	67,391.11	27,931.50

25. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

- What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?
- What is the financial value of that leave?
- What is the highest individual amount of accrued leave at each employee level?
- What is the current total of sick leave entitlement of employees in the department?
- How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

At 31 March 2012

Long Service Leave

Classification	Contract Staff Accrued Long Service Leave (Months)	Contract Staff Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
ECP1	47.18	\$643,431.53	5.55
ECP2	41.42	\$584,085.72	7.75
ECP3	13.44	\$194,983.51	5.22
ECPL2	111.19	\$1,466,380.40	7.35
ECPL3	24.13	\$335,016.14	8.47
ECPL4	31.35	\$445,947.93	11.9
ECPL5	10.57	\$164,451.82	8.07
EO1C	40.3	\$601,596.64	7.03
EO2C	73.16	\$1,173,643.04	10.17
EO3C	8.79	\$160,612.54	2.61
EO4C	13.4	\$296,673.49	9.9
EO6C	0.87	\$27,075.05	0.87
Total	415.8	\$6,093,897.81	

Employees who were aged 45 years or over at 7 March 1999 or had 20 years or more of service at 7 March 1996 are not required to utilise their long service leave within 3 years of accrual.

Recreation Leave

Classification	Contract Staff Accrued Recreation Leave (Days)	Contract Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
ECP1	521.36	\$326,980.85	81.68
ECP2	495.40	\$320,818.26	71.06
ECP3	244.08	\$164,104.82	65.95
ECPL2	838.23	\$507,572.41	115.02
ECPL3	260.01	\$166,883.78	68.81
ECPL4	259.36	\$176,084.30	66.06
ECPL5	29.53	\$21,130.70	15.56
EO1C	376.12	\$258,411.35	50.80
EO2C	715.22	\$539,301.75	74.75
EO3C	157.63	\$131,999.23	31.83
EO4C	158.57	\$157,848.12	61.21
EO6C	17.60	\$25,053.02	17.60
Total	4,073.13	\$2,796,188.59	

Sick Leave

Classification	Executive Contract Staff Sick Leave Entitlements in weeks	Executive Contract Staff - Sick Leave Taken (Days)
ECP1	811.55	-
ECP2	554.77	106.61
ECP3	84.08	7
ECPL2	1,270.57	262.38
ECPL3	275.93	53.97
ECPL4	304.93	29.46
ECPL5	117.19	-
EO1C	454.79	134.44
EO2C	708.23	91.5
EO3C	61.61	93
EO4C	102.18	3.46
EO6C	8.70	-
Total	4,754.53	781.82*

*The total number of days of sick leave taken in each category can be significantly increased by individual staff with serious illness.

26. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement?

- Break down by level and amount of leave

Time Period: 1 July 2011 – 31 March 2012

22

Classification	Number of Staff	Amount of Leave
AO2	4	\$7,441.79
AO3	1	\$1,764.73
AO4	4	\$15,828.75
AO5	1	\$2,693.95
AO7	3	\$24,127.30
PH3R	1	\$1,424.94
PH4R	1	\$3,452.93
SAO1	7	\$12,939.85
Total	22	\$69,674.24

Other Agreements (Excl. NTPS EBA)

Classification	Number of Staff	Amount of Leave
CT	1	\$5,125.71
ECP3	1	\$17,564.94
ECPL2	2	\$69,473.86
ST1	2	\$6,637.45
Total	6	\$98,801.96

27. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement?

- Break down by level and amount of leave

No employees have used cash out leave from NTPS EBA.

Other Agreements (EXCL. NTPS EBA)

Classification	Number of Staff	Amount of Leave (Days)
ECP3	1	\$41,007.45
ECPL2	1	\$13,119.37
ST1	1	\$1,464.75
TOTAL	3	\$55,591.57

28. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave?

- Break down by level and the amount of leave taken

None. The department takes the management of excess leave seriously. Statements of employees with excess accrued leave are regularly issued to section heads enabling them to take proactive management actions.

29. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave?

- Break down by level and the amount of leave

The department takes the management of excess leave seriously. Statements of employees with excess accrued leave are regularly issued to section heads enabling them to take proactive management actions.

30. At Pay day 20, 28 March 2012, how many workers were on workers compensation? At what level and is there an expected return date?

At Pay day 20, 28 March 2012

Classification	Number of Staff	Expected to Return
Administration Officer	16	11
Compensation	4	2
Executive Officer	1	1
Physical	9	7
Principal	1	1
Professional	1	1
Senior Administration Officer	2	2
Senior Teacher	9	7
Teacher	36	30
Total	79	62

Each employee on workers compensation is individually case managed to achieve the earliest possible return to work. Return dates cannot be predicted as they are dependent on the circumstances of each claim.

31. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person?

During 1 July 2011 to 31 March 2012, 142 employees, received workers compensation.

Classification	Number of Employees	Number of Days
Administration Officer	31	4525
Assistant Teacher	1	152
Compensation	4	748
Executive Contract Officer	1	187
Executive Officer	1	187
Physical	12	1726
Principal	1	187
Professional	2	374
Senior Administration Officer	4	748
Senior Teacher	26	4325
Teacher	57	8467
Trainee and Apprentices	2	374
Total	142	22000

The compensation classification is used for employees with accepted claims whose salaries are being met through the workers compensation fund.

Region	Number of Employees	Number of Days
Alice Springs Remote	11	1906
Alice Springs Urban	19	2970
Darwin Remote	8	1008
Darwin Urban	54	8994
Gove Remote	8	1154
Gove Urban	2	153
Katherine Remote	10	1610
Katherine Urban	9	1325
Palmerston Urban	17	2312
Tennant Creek Remote	2	374
Tennant Creek Urban	2	194
Total	142*	22000

*This includes long term claims where the individual is no longer an employee

32. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?

At Pay day 20, 28 March 2012

Classification Group	Sick	Compo	LSL	Misc (paid)	Misc (unpaid)	Total
Administration Officer	4	1	15	7	57	84
Assistant Teacher	1	0	0	5	17	23
Compensation	0	3	0	0	0	3
Executive Contract Officer	0	0	0	1	0	1
Executive Contract Principal	2	0	2	1	1	6
Physical	2	3	0	0	4	9
Principal	2	0	2	2	8	14
Professional	0	0	0	0	1	1
Senior Administration Officer	1	0	2	0	2	5
Senior Teacher	6	2	10	13	30	61
Teacher	12	5	33	33	193	276
Trainee and Apprentices	0	0	0	0	7	7
Total	30	14	64	62	320	490

Miscellaneous leave includes maternity, parental, LWOP, secondment and special remote study leave.

33. **At Pay day 20, 28 March 2012, were there any NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?**

At Pay day 20, 28 March 2012

379

Classification	Employees Eligible for Airfares
Administration Officer	50
Assistant Teacher	4
Physical	5
Principal	4
Professional	1
Senior Administration Officer	13
Senior Teacher	133
Teacher	169
Total	379

34. **How many complaints have been made in the Department in relation to workplace bullying and harassment?**

Fifteen (15) instances of alleged bullying and harassment. None of these led to formal discipline action under section 49 of the *Public Sector Employment and Management Act*.

In relation to each output group within the Department

35. **From 01 July 2011 to 31 March 2012, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.**

Expenses from 1 July 2011 to 31 March 2012 = \$3,173,328.84

36. Please provide a breakdown per business unit.

Expenses by Division as at 31 March 2012:

Division	Recruitment Expenses \$'000	Relocation Expenses \$'000	Total \$'000
Corporate Services	\$139	\$14	\$153
Public School Education and Training Operations	\$1,393	\$1,572	\$2,965
Teach Remote	\$28	\$1	\$29
Teacher Registration Board	\$19		\$19
Transforming Indigenous Education	\$7		\$7
Totals	\$1,586	\$1,587	\$3,173

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12.

2011/12 budget:

	\$'000
Relocation Expenses	\$1,014
Recruitment Expenses	\$1,387
Total	\$2,401

Note: A number of business units do not record budget data to this level of detail – budget for this expenditure instead forms part of the business unit's overall operational funding.

38. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses?

Accommodation	\$874,162
Client Travel	\$3,579
Official Duty Fares	\$2,469,987
Recruitment	\$240,642
Regulatory/Advisory Boards/Committees	\$16,664
Relocation	\$74,538
Training and Study	\$80,742
Travelling Allowance	\$1,034,699
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	\$4,795,014

<u>Accommodation</u>	
Intra Territory Accommodation	\$742,472
Interstate Accommodation	\$127,147
Overseas Accommodation	\$4,543
	<hr/>
	\$874,162

<u>Client Travel</u>	
Client Travel	\$3,579

<u>Official Duty Fares</u>	
Intra Territory Fares	\$1,553,435
Interstate Fares	\$482,366
Overseas Fares	\$18,908
Medical Fares	\$901
Air Bus And Boat Charter	\$414,377
	<hr/>
	\$2,469,987

<u>Recruitment</u>	
Recruitment Fares	\$218,581
Intra Territory Accommodation	\$15,327
Interstate Accommodation	\$6,734
	<hr/>
	\$240,642

<u>Regulatory/Advisory Boards/Committees</u>	
Air fares	\$7,590
Accommodation	\$9,073
	<hr/>
	\$16,664

<u>Relocation</u>	
Relocation Fares	\$68,134
Intra Territory Accommodation	\$6,148
Interstate Accommodation	\$256
	<hr/>
	\$74,538

<u>Training and Study</u>	
Training & Study Accommodation	\$39,861
Training & Study Travelling Allowance	\$22,767

Training & Study Fares	\$18,115
	<u>\$80,742</u>
<u>Travelling Allowance</u>	
Intra Territory Travelling Allowance	\$938,959
Interstate Travelling Allowance	\$93,842
Overseas Travelling Allowance	\$1,899
	<u>\$1,034,699</u>

39. How much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012?

Expenditure on vehicles from 1 July 2011 to 31 March 2012 = \$5,891,984.

40. How many vehicles does the Department have responsibility for?

395

41. What is the change, if any, in these vehicle numbers from the previous year?

The fleet has increased by 33 vehicles.

42. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?

The NT Government Greening the Fleet Strategy applies a green rating of 5.5 out of 10 to passenger vehicles – 93% of the department's passenger vehicle fleet meets or better this standard.

Of the passenger vehicles added to the fleet this year, 100% meet or better this standard.

43. How many vehicles are home garaged?

170 vehicles are home garaged.

44. What position levels have vehicles attached or are allowed to home garage?

Positions that have vehicle allocations attached:

- Executive Contract Officers – ECO1 and above;
- Executive Contract Principals – ECP1 and above.

Outside of these positions, home garaging of official vehicles may be granted at the discretion of the Chief Executive or delegate.

45. How many credit cards have been issued to department staff?

There are currently 60 credit cards issued to DET staff.

46. How many repayment transactions (and the value) for personal items and services are outstanding?

Nil

47. How many reports of the improper use of Information Technology have been made?

One.

48. How many reports resulted in formal disciplinary action?

Nil

49. How many staff are considered 'Essential' in your Agency, for the purposes of an Emergency eg- Cyclone

- **Break down by level**

196 staff

- **Break down by level**

While each event differs in the number of essential personnel required, DET has identified the following as the minimum current identified personnel and levels:

- 170 school principals, group school principals and teaching principals, 8 executives from Public School Education and Training Operations division, 10 emergency management committee, 8 additional corporate staff.

50. From 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs?

	\$
Advertising	546,536
Recruitment Advertising	492,584
Marketing and Promotion	162,037
TOTAL	1,201,157

Advertising includes advertising design and placement costs across all mediums (TV, radio, print).

Recruitment Advertising is for placement of job position vacancies.

Marketing and Promotion includes marketing collateral design, media monitoring and annual report design and layout.

51. What was each of those programs and what was the cost of each of those programs?

The main advertising and marketing programs from 1 July 2011 to 31 March 2012 included:

- **Teacher and Principal Recruitment - \$282 000** for the recruitment of suitably qualified teachers and principals for urban and remote Territory schools (including Teaching in the Territory and Teach Remote).
- **Every Child, Every Day Campaign - \$63 000** to continue to inform parents of their responsibility and raise awareness of compulsory school attendance across the NT.
- **School Matters - \$27 000** NT News educational and topical stories which promote literacy and computing skills in the classroom aimed at Year 7-9 students.
- **Families as First Teachers - \$60 000** supporting families to assist their child's learning in the early years.
- **Scholarships - \$73 000** to promote teaching scholarships and other workforce development support for future teachers in the Northern Territory.
- **Back to School Payment - \$40 000** to inform parents about the availability of a Back to School payment to assist with costs involved in students returning to school.

These figures include administration and event costs (all figures are rounded).

52. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?

Total insurance expenses from 1 July to 31 March 2012:

General Insurance	\$2,660
Personal Accident Insurance *	\$22,155
Public Liability Insurance *	\$79,318
Workers Compensation Insurance*	\$487,683
	<u>\$591,816</u>

53. What areas of the department are self-insured? What areas are commercially insured? If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any thresholds under which insurance is not provided or any payments on item replacement?

The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.

With the Treasurer's approval, agencies may procure commercial insurance cover where a net benefit can be demonstrated.

The Treasurer previously granted standing approval for the department to obtain commercial insurance on behalf of school councils for their employees and volunteers covering Workers' Compensation, Public Liability, and Personal Accident for voluntary workers.

As of 1 January 2012, NT Government self-insurance arrangements were approved by the Treasurer to be extended to school councils in lieu of previous commercial arrangements.

In accordance with the Treasurer's Direction, the following exceptions may be covered by commercial insurance:

- Officers Travelling Overseas;
- Contractors and Consultants acting on behalf of the agency.

The need for commercial insurance in respect of these risks is considered on a case by case basis in accordance with the provisions of the Treasurer's Direction.

54. What provision has been made for disaster or major catastrophe insurance?

Treasurer's Advance is available to agencies in the event disaster costs exceed budget during the year.

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget

for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

Any whole of government insurance policy related questions should be referred to the Treasurer.

55. From 01 July 2011 to 31 March 2012, how many tonnes of CO2 did the department emit?

The DET 2010/11 Greenhouse Gas Emissions (Tco2-e) was 32 584.

56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO2 emissions across the department?

The DET Strategic Plan includes a sustainable asset strategy where resourcing and infrastructure will be aligned to equitable and strategic priorities including DET's targets for energy use reduction and ecological sustainable development.

DET has achieved a building energy intensity decrease in 2010-11 of 12.24 per cent from the 2004-05 baseline year. A dedicated Sustainability Project Officer coupled with strong support from the whole of government Sustainability Unit within the Department of Lands and Planning has provided a strategic focus to exceed the target to reduce energy intensity by 10 per cent by the end of 2010-11.

Strategies have included:

- The Energy Smart Schools Program was a key initiative to meet the NT Government Energy Smart Buildings Policy of a 10 per cent reduction in energy intensity by all agencies by 2010-11. DET actual energy intensity decrease was 12.24 per cent from the 2004-05 baseline year.
- \$1.8 million of funding from the Government Energy Efficiency Program was invested in 2011-12 across 44 NT schools for lighting upgrades. The Schools Energy Efficient Lighting project, funded at \$1.7 million, is expected to save annually 3507 gigajoules in energy; \$226 225 in energy and maintenance costs; and 775 tonnes of greenhouse gas (CO2-e). This is equivalent of removing 172 cars of the road per year.
- \$3.6 million of Commonwealth Government funding will be invested in 2011/12 and 2012/13 as part of the National Solar Schools Program for the installation of rooftop solar photovoltaic systems across 78 schools.
- \$3.6 million of Building the Education Revolution funding was invested in solar photovoltaic installations across 14 schools in 2011.

57. Has a target for departmental CO2 emissions been set for the coming financial year?

- **If yes, what % reduction is that from the previous year?**
- **If no, why has a target not been set?**

The NT Government does not set targets in relation to CO2 emissions from buildings. Instead, the NT Government sets energy intensity (gigajoules per square metre) reduction targets. The 2009 NT Government Climate Change Policy sets a reduction target of 33 per cent in building energy intensity by 2020 from the 2004/05 base year.

58 From 01 July 2011 to 31 March 2012, what was the cost of power and water to the department?

Cost of power, water and sewerage from 1 July 2011 to 31 March 2012 = \$684 753.*

*Does not include expenses that are paid by school councils funded by essential services grants to schools.

59. What is the projected cost for power and water to the department for the 2012-2013 financial year?

Projected expenditure 1 July 2012 to 30 June 2013: \$861 000*

*Projection incorporates published projected tariff increase for the period and efficiency dividend.

60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year?

Unable to report comprehensively on programs that aren't coordinated by the department as sponsorship funding is released as grants.

DET-coordinated events from 1 July 2011 to 31 March 2012 included:

- Exit Art
- Battle of the School Bands
- NT Board of Studies
- Smart Schools Awards
- Student Services Conference
- World Teachers Day
- Youth Business Awards
- National Remote Teachers Conference

61. What is the level of sponsorship provided in terms of financial support or in kind support?

The estimated level of financial and in-kind sponsorship from 1 July to 31 March 2011:

\$672 246

62. What is the department's budget for advertising for the 2011-2012 financial year?

The department's advertising budget, including recruitment and marketing advertising, is \$1,274,000 for the 2011-12 financial year.

63. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?

Expenditure as at 31 March 2012 breakdown is:

	\$
Newspaper	416,939
Radio	26,340
Television	67,617
Other advertising ¹	35,641
Recruitment Advertising	492,584
TOTAL	1,039,120

1. Other advertising includes magazines and online.

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year?

- **Teacher and Principal Recruitment** - for the recruitment of suitably qualified teachers and principals for urban and remote Territory schools (including Teaching in the Territory and Teach Remote).
- **Every Child, Every Day Campaign** - to continue to inform parents of their responsibility and raise awareness of compulsory school attendance across the NT.
- **School Matters** - NT News educational and topical stories which promote literacy and computing skills in the classroom aimed at Year 7-9 students.
- **Scholarships** - to promote teaching scholarships and other workforce development support for future teachers in the Northern Territory.
- **Back to School Payment** - to inform parents about the availability of a Back to School payment to assist with costs involved in students returning to school.

65. From 01 July 2011 to 31 March 2012, how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

There were no consultancies for advertising.