

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Chandler to Minister for Education and Training, in relation to the portfolio areas within the Department of Education and Training.

Questions are asked of each Minister of their departments and are asked to be responded to by output group within each department.

Minister for Education and Training, in relation to the portfolio areas within the Department of Education and Training – Generic Estimates Questions

#Note: All HR Questions are as of Pay Cycle 20, 30 March 2011

ANSWERS:

All 2010-11 financial year questions use the time period 1 July 2010 to 31 March 2010.

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

4187 FTE

2. As of 30 March 2011, what is the current FTE staffing of the department, by level?

Quarterly average paid FTE: **4206**

The actual paid FTE by classification level for Pay 20 is below.

Classification Group	Total FTE
Administration Officer	1093.03
Assistant Teacher	186.02
Executive Contract Officer	51.13
Executive Contract Principal	77.5
Other Agency	3.9
Physical	103.35
Professional	41
Senior Administration Officer	48.5
Senior Teacher	486.87
Teacher	2252.55
Technical	4.7
Total	4,387.37

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

The increase in the number of short term Commonwealth and national partnership funded positions has resulted in an increase in paid FTE (without increased cost to the NT Government).

4. How many permanent positions are there in your department?

At 30 March 2011 - 4435

*This represents headcount and not Full Time Equivalents (FTE)

**Executive Contract Officers and Executive Contract Principals are not included in the number of employees on temporary employment contracts.

5. How many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?

At 30 March 2011

Nominally filled by permanent employees: 2503

Temporarily filled by permanent employees: 536

Filled by employees on temporary contracts: 1268

Please separate by permanent/temporary/acting by level

Classification Group	Number of Staff	Permanent Employees Held in Nominal Positions	Permanent Employees not in their Nominal Position	Temporary Employment Contracts
Administration Officer	1,123	617	183	323
Assistant Teacher	216	124	2	90
Executive Contract Officer	45			
Executive Contract Principal	83			
Physical	131	76	2	53
Principal	67	49	12	6
Professional	34	8	1	25
Senior Administration Officer	56	29	23	4
Senior Teacher	534	275	212	47
Teacher	2,121	1,322	100	699
Technical	5	3	1	1
Trainee and Apprentices	20			20
Total	4,435	2,503	536	1,268

198 CTs and STs have been offered permanency at the CT classification as part of the teacher permanency round. These offers were made after the above report was run.

Of the 212 STs who are permanent employees not in their nominal position, 85 were in office-based positions that cannot be nominally filled.

There are currently 257 externally funded positions. These positions are unable to be filled on a permanent basis. Please note that with positions that have dual funding, only the first funding source has been used to identify the funding source.

6. What was the turnover rate of staff in the Agency in 2010?

Time period: 1 July 2010 to 31 March 2011

Not including transfers between NTG agencies the turnover rate is 18%

Including transfers between NTG agencies the turnover rate is 22.92%. This is an expected turnover rate as it 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.
- Over half of the separations were due to the completion of temporary staff to back fill people on short-term leave. If this were taken into account, the percentage would be considerably lower again.

7. What is the rate per level?

Classification Group	Turnover Rate
Administration Officer	27.65%
Assistant Teacher	25.73%
Executive Contract Officer	16.92%
Executive Contract Principal	13.00%
Physical	57.71%
Professional	8.31%
Senior Administration Officer	17.40%
Senior Teacher	14.87%
Teacher	21.38%
Technical	73.69%
Trainee and Apprentices	50.58%
Total	22.92%

Source: DBE which uses the definition of turnover as (Separations + Agency transfers)/Average FTE

This report counts employment contracts rather than individual staff and includes separations due to completion of temporary contracts to back fill short-term leave (sick, long service, special remote study leave) and for the filling of temporary teaching vacancies.

It also includes casual contracts and workers’ compensation and board member separations.

8. How many vacant positions are there in the Agency as a whole?

538 as at 30 March 2011. Since then approximately 200 positions have been abolished.

DET has an internal establishment management process and closely monitors all vacancies. The 538 positions are technically vacant for various reasons, as summarised below:

Blocked Positions (281)

To manage the department's establishment, 281 positions have been blocked but have been included in the 538 vacant positions.

Each year prior to internal budget finalisation, all positions excess to requirements are identified and abolished. This exercise is currently underway. To date, approximately 200 of these blocked positions have been abolished.

Recruitment Underway (118)

91 positions were vacant as at 30 March 2011 because recruitment action was being finalised.

Vacant (139)

The remaining 139 positions were vacant as at 30 March 2011 for one or more of the following reasons no suitable applicants, reclassification of positions and positions filled on rotation.

9. How long, in total days, have nominal positions been vacant in the department?

Unable to extract this data.

10. How many staff are currently employed on a temporary contract?

At 30 March 2011 – 1565*

*198 CTs and STs have been offered permanency at the CT classification as part of teacher permanency round. These offers were made after the above report was generated.

There are currently 257 externally funded positions. Because of the nature of the positions they are unable to be filled on a permanent basis.

If the 198 teachers offered permanency and the 257 externally funded positions were removed the number of employees on temporary contracts would decrease to **1110**.

11. In the period 30 March 2010 to 30 March 2011, how many temporary contracts have been extended, broken down by level and the number of times extended?

Time period: 1 July 2010 to 31 March 2011

1226

Classification	Extended Once	Ext. Twice	Ext. X3	Ext. X4	Ext. X5	Ext. X6	Ext. X7	Total
Administration Officer	258	87	36	16	6	2	0	405
Assistant Teacher	97	14	2	0	0	0	0	113
Classroom Teacher	434	97	19	6	0	0	0	556
Physical	35	4	4	1	1	1	1*	47
Principal Non-Contract	1	0	0	0	0	0	0	1
Professional	12	5	0	0	0	0	0	17
Senior Administration Officer	11	0	0	0	0	0	0	11
Senior Teacher	47	19	4	2	1	0	0	73
Technical	0	1	1	0	0	0	0	2
Trainee and Apprentices	1	0	0	0	0	0	0	1
Total	896	227	66	25	8	3	1	1226

*Physical who was extended 7 times is backfilling a worker's compensation person. Some of the extensions for this person are for only one week.

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 a 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 30 March 2010 to 30 March 2011, how many positions have been advertised by “expression of interest”?

Time period: 1 July 2010 to 31 March 2011

416

To ensure a quality field of applicants and a transparent and equitable 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 NTG 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. In relation to all vacant positions, what is the breakdown of recruitment actions by:

- Selection process commenced

Time period: 1 July 2010 to 31 March 2011

Recruitment actions commenced: 1010

- Selection process (including position advertising) not commenced

At 31 March 2011

Recruitment actions open: 91

Recruitment actions not commenced: unable to determine

14. Per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

Time period: 1 July 2010 to 31 March 2011

48.94 days

Classification	Average Days to Fill
AO3	49.86
AO4	45.25
AO5	46.00
AO6	46.56
AO7	64.70
AO8	49.33
ECO1	43.50
ECO2	30.00
ECO3	106.00
ECP1	42.67
ECP1A	41.00
ECP2	36.00
ECP3	51.00
EO1	49.75
ET9C	36.00
P2	48.50
P3	31.00
PH2	36.56
PH3	31.00
PO2	31.00
PO3	53.50
SAO1	38.50
ST1	49.33

Classification	Average Days to Fill
ST2	46.58
ST3	61.94
ST4	45.17
T3	41.00
Total	48.94

15. 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 2010 to 31 March 2011

NT Government employees: 320

General public: 52

Not Advised: 73

16. In 2010, how many positions have been reclassified in the department?

Time period: 1 July 2010 to 31 March 2011

22

What are the level of those positions?

Level of Position (Post Job Evaluation)	Reclassified Positions
Administration Officer	11
Executive Contract Officer	3
Executive Contract Principal	1
Professional	1
Senior Administration Officer	2
Senior Teacher	1
Teaching Principal	3
Total	22

17. How many permanent supernumerary unattached employees do you have in your agency?

At 30 March 2011

429*

*Permanent unattached employees are those with an Employee Status of Permanent (P) and a nominal position of Unattached (i.e. nominal position number = 0). In DET, supernumerary employees can be either permanent or temporary.

Of the 429, 251 were identified either as no longer being employees or being on long- term leave.

Includes 59 Special Education Support Officer – positions upgraded from AO3 to AO4 – section 30 (1)(b) transfers approved by Commissioner for Public Employment after 31 March 2011.

Of the 119 remaining, many are teachers who have been offered permanency but not yet attached to a permanent position. Teachers are offered permanency in April and September but it may take some months to attach them to a position.

What levels are they?

Classification Group	Supernumerary Positions
Administration Officer	111
Assistant Teacher	7
Other Agency	1
Physical	2
Senior Administration Officer	8
Senior Teacher	70
Teacher	230
Total	429

18. How many unattached employees have successfully gained nominal positions within the agency or gained employment in another agency in 2010.

Since 30 May 2010

90

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

19. How many have resigned?

Since 30 May 2010

49*

*This number includes 4 employees who gained a nominal position within DET and later resigned.

20. What is the average length of stay of staff in the department? Please break this down by position level.

At 30 March 2011

7.2 years

Please break this down by position level

Classification Group	Average Length of Service (years)
Administration Officer	5.97
Assistant Teacher	5.16
Executive Contract Officer	6.56
Executive Contract Principal	17.87
Physical	5.27
Principal Non-Contract	8.13
Professional	2.49
Senior Administration Officer	6.15
Senior Teacher	11.90
Teacher	6.70
Technical	2.77
Trainee and Apprentices	1.50
Total	7.20

*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).

21. How much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?

Time period: 1 July 2010 to 31 March 2011

A greater proportion of this cost can be attributed to advertising campaigns for teaching staff and other school-based staff.

Expenditure Type	Amount
Interstate/National	\$88,710.42
Local	\$9,203.02
Total	\$97,913.44*

*Does not include marketing campaigns run by the department

22. In relation to Apprentices and Graduates, in 2010:
- How many graduates started with the department

Time period: 1 January 2010 to 31 December 2010

18

- How many have completed the year

16

All 16 apprentices and graduates who completed the year are continuing with the department

- **How many won nominal positions**

None. Of the 16, one apprentice has won a temporary position with Student Services and the rest are continuing their apprenticeships and graduate programs with the department

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

2

23. In relation to Indigenous Employees, in 2010:

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

At 30 March 2011

553 self identified as being Indigenous

Currently 11.5% of DET employees identify as Indigenous, this is 3.3% above the NTG average.

- **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?**

See table below

- **How many have completed the year?**

Of the 134 employees who commenced in 2010, 89 remained employed with DET as at 31 December 2010

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

46

Classification Group	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
Administration Officer	167	108	59	28
Assistant Teacher	196	117	79	9
Executive Contract Officer	2	0	2	0
Executive Contract Principal	1	0	1	0
Physical	23	12	11	2
Professional	2	1	1	0
Senior Administration Officer	8	7	1	2
Senior Teacher	26	22	4	10
Teacher	84	60	24	10
Teaching Principal	3	3	0	0
Technical	1	0	1	0

Classification Group	All Indigenous Staff	Indigenous Permanent Staff	Indigenous Temporary Staff	Indigenous Staff on HDA
Trainee and Apprentices	40	2	38	2
Total	553	332	221	63

Note: The above numbers use information on all employees who identify as Indigenous. Question 5 only includes identified permanent positions.

Care must be taken when comparing this information with Q5 as this question reports the number of employees in AT positions who have identified as Indigenous in PIPS. Whereas, Q5 reports the actual number of AT positions.

24. In relation to NTPS staff as of 30 March 2011:

- **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?**
- **What is the current total of sick leave entitlement of employees in the department?**
- **How many days sick leave were taken in 2010?**

At 30 March 2011

Long Service Leave

Classification	Accrued Long Service Leave (Months)	Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
Administration Officer	1,887.53	\$8,549,941.50	10.00
Assistant Teacher	357.32	\$1,111,235.30	6.12
Executive Contract Officer	130.76	\$2,089,743.70	10.45
Executive Contract Principal	257.12	\$3,430,116.00	11.60
Physical	154.1	\$496,949.39	7.42
Principal Non-Contract	4.22	\$36,373.16	2.72
Professional	38.93	\$279,031.78	5.25
Senior Administration Officer	178.09	\$1,380,606.7	9.20
Senior Teacher	1,559.25	\$12,068,766.00	8.90
Teacher	3,228.93	\$21,279,843.00	9.50
Teaching Principal	131.6	\$1,018,342.50	6.35
Technical	1.64	\$7,254.55	0.50
Trainee and Apprentices	22.44	\$57,028.87	2.25
Total	7,951.93	\$51,805,232.00	

Recreation Leave

Classification	Accrued Recreation Leave (Days)	Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
Administration Officer	25,547.80	\$5,790,225.00	156.82
Assistant Teacher	1,777.34	\$276,215.65	49.54
Executive Contract Officer	1,474.23	\$1,093,940.02	65.21
Executive Contract Principal	2,782.63	\$1,726,912.15	140.06
Physical	4,331.95	\$625,371.57	137.76
Principal Non-Contract	30.84	\$13,094.49	10.50
Professional	957.36	\$309,924.44	73.00
Senior Administration Officer	3,024.95	\$1,135,109.98	129.18
Senior Teacher	12,868.38	\$4,855,483.47	127.04
Teacher	26,481.70	\$7,982,141.67	187.50
Teaching Principal	889.99	\$336,665.08	100.50
Technical	82.40	\$17,132.77	25.00
Trainee and Apprentices	873.53	\$103,242.40	79.50
Total	81,123.09	\$24,265,458.69	

Sick Leave

Classification	Total Sick Leave Entitlements (Weeks)	Total Sick Leave Taken (Days)
Administration Officer	12,217.38	8,731.10
Assistant Teacher	2,157.24	1,411.02
Executive Contract Officer	1,360.77	304.07
Executive Contract Principal	3,363.81	360.16
Physical	1,243.51	5.73
Principal Non-Contract	33.73	822.81
Professional	268.85	180.79
Senior Administration Officer	1,514.06	733.50
Senior Teacher	14,708.09	4,799.39
Teacher	27,022.60	12,409.67
Teaching Principal	1,153.16	142.05
Technical	55.20	17.00
Trainee and Apprentices	113.35	107.01
Total	65,211.78	30,024.30

25. In relation to Contract (ECO1 and above) staff as of 30 March 2011:
- 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 in 2010, at each employee level?

At 30 March 2011

Classification	Contract Staff Accrued Long Service Leave (Months)	Contract Staff Accrued Long Service Leave (\$Value)	Highest Individual Amount Accrued (Months)
ECP1	43.96	\$582,117.44	5.45
ECP1A	4.07	\$50,430.16	4.07
ECP2	64.32	\$879,964.08	8.35
ECP3	20.64	\$289,640.67	6.00
ECPL2	70.65	\$875,990.19	6.65
ECPL3	6.59	\$86,805.66	3.87
ECPL4	32.57	\$448,887.74	11.60
ECPL5	0.00	\$0.00	7.77
EO1C	56.25	\$813,722.75	10.45
EO2C	49.30	\$776,488.51	9.87
EO3C	13.81	\$241,811.20	5.77
EO4C	10.85	\$241,198.33	9.60
EO6C	0.55	\$16,522.91	0.55
TOTAL	373.56	\$5,303,579.64	

Classification	Contract Staff Accrued Recreation Leave (Days)	Contract Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
ECP1	587.27	\$357,749.03	80.87
ECP1A	10.25	\$5,835.86	10.25
ECP2	767.29	\$482,263.87	140.06
ECP3	251.30	\$163,483.27	59.95
ECPL2	753.03	\$444,926.97	113.21
ECPL3	49.07	\$30,574.38	32.17
ECPL4	307.56	\$202,582.30	67.06
ECPL5	0.00	\$0.00	43.73
EO1C	620.39	\$412,520.89	54.04
EO2C	546.01	\$399,461.98	63.89
EO3C	184.65	\$153,330.71	54.47

Classification	Contract Staff Accrued Recreation Leave (Days)	Contract Staff Accrued Recreation Leave (\$Value)	Highest Individual Amount Accrued (Days)
EO4C	106.99	\$106,249.35	65.21
EO6C	16.19	\$22,377.09	16.19
TOTAL	4,199.99	\$2,781,355.70	140.06

Classification	Number of Staff	Executive Contract Staff Sick Leave Entitlements in weeks
ECP1	15	801.30
ECP1A	1	30.77
ECP2	19	848.52
ECP3	8	201.51
ECPL2	28	899.62
ECPL3	3	106.47
ECPL4	8	349.39
ECPL5	2	126.24
EO1C	22	628.22
EO2C	19	492.41
EO3C	10	188.80
EO4C	2	44.85
EO6C	1	6.50
Total	138	4,724.59

Classification	Number of Staff	Executive Contract Staff - Sick Leave Taken (Days)
ECP1A	17	81.55
ECP2	17	114.41
ECP3	7	26.65
ECPL2	22	84.13
ECPL3	2	3.00
ECPL4	3	3.00
EO1	18	
EO1C	20	243.58*
EO2C	13	51.70
EO3C	4	7.00
EO4C	1	0.25
EO6C	1	1.54
ST8C	1	1.00
Total	126	664.23

*The total number of days of sick leave taken in each category can be significantly increased by individual staff with serious illness. For example, the 244 days of sick leave taken by EO1C employees was mostly due to three employees who had 84, 80 and 48 days of sick leave respectively.

- 26. 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

At 30 March 2011

20

Classification	Number of Staff	Amount of Leave (Days)
AO2	3	30
AO3	1	10
AO4	3	58*
AO5	5	50
AO6	4	40
AO7	2	20
ECP1	1	10
PH4R	1	10
Total	20	228

*The number of leave days for AO4 employees includes an employee who cashed out 43 days.

- 27. 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

None

- 28. As at 30 March 2011 has the CEO directed 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

- 29. As at 30 March 2011 has the CEO directed any employee under section 55.3 (a) Long Service Leave to take leave?**
 - Break down by level and the amount of leave

None

- 30. As at 30 March 2011 how many workers are currently on workers compensation? At what level and is there an expected return date?**

At 30 March 2011

Classification	Number of Staff	Return
Administration Officer	17	16
Assistant Teacher	1	1
Compensation	19	9
Executive Contract Officer	1	1
Executive Contract Principal	1	1
Physical	6	5
Principal Non-Contract	1	0
Professional	2	1
Senior Administration Officer	5	5
Senior Teacher	21	18
Teacher	55	38
Trainee and Apprentices	1	1
Total	130	96

31. From 30 March 2010 – 30 March 2011 how many people received workers compensation in 2010, at what position level and geographic location and how long for each person?

During 1 July 2010 to 31 March 2011, 205 people, or 4% of all employees, received workers compensation

Classification	Number of Employees	Number of Days
Administration Officer	30	3607
Assistant Teacher	1	32
Compensation	22	4232
Executive Contract Officer	1	55
Executive Contract Principal	2	388
Physical	11	1343
Principal Non-Contract	4	665
Professional	2	218
Senior Administration Officer	5	275
Senior Teacher	26	3884
Teacher	99	14728
Trainee and Apprentices	1	37
Unidentified	1	194
Total	205	29658

Region	Number of Employees	Number of Days
Alice Springs Remote	18	2979
Alice Springs Urban	20	3182
Darwin Remote	15	1640
Darwin Urban	72	10421
Gove Remote	20	2860

Gove Urban	2	375
Katherine Remote	8	1429
Katherine Urban	19	2158
Palmerston Urban	25	3650
Tennant Creek Remote	3	582
Tennant Creek Urban	3	382
Total	205*	29658

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

- 32. From 30 March 2010 – 30 March 2011 how many workers are or were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason? Are there any still on extended leave?**

At 30 March 2011

Classification Group	Sick	Compo	LSL	Misc (paid)	Misc (unpaid)	Total
Administration Officer	11	0	10	15	38	74
Assistant Teacher	1	0	1	10	12	24
Compensation	0	5	0	0	0	5
Executive Contract Officer	0	0	0	1	2	3
Executive Contract Principal	0	0	4	3	0	7
Physical	0	2	0	1	1	4
Principal Non-Contract	2	0	0	7	2	11
Professional	0	0	0	0	2	2
Senior Administration Officer	1	0	0	0	6	7
Senior Teacher	6	0	14	14	34	68
Teacher	17	10	31	56	143	257
Technical	0	0	1	0	0	1
Trainee and Apprentices	0	0	0	0	7	7
Total	38	17	61	107	247	470

- 33. Do you have any personnel under the old Commonwealth superannuation scheme and if so, what is the liability? What are the optimal retirement ages for such staff based on superannuation benefit definitions, what are ages of those people, and what are their position levels in the public service? If there are nurses, teachers or police in the CSS, how many are there, at what level and what are their ages?**

At 30 March 2011

108 eligible staff – includes 80 teaching staff

Age range: 45 to 73

Classification Group	Staff Number
Administration Officer	15
Assistant Teacher	1
Executive Contract Officer	2
Executive Contract Principal	7
Physical	3

Senior Administration Officer	1
Senior Teacher	26
Teacher	53
Total	108

- 34. Do they still have NTPS public servants who were employed in the 80s and eligible for return flight to Adelaide every 2 years? How many and at what level?**

At 30 March 2011

417

Classification	Employees Eligible for Airmiles
Administration Officer	60
Assistant Teacher	5
Physical	5
Principal Non-Contract	2
Professional	1
Senior Administration Officer	9
Senior Teacher	139
Teacher	195
Technical	1
Total	417

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

40 instances of alleged bullying and harassment, none of these led to formal discipline action under section 49 of the PSEMA.

- 36. From 30 March 2010 – 30 March 2011, 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.**

Total recruitment and relocation expenses from 1 July 2010 to 31 March 2011:
\$1,571,875.82

37. Please provide a breakdown per business unit.

Total recruitment and relocation expenses by business unit from 1 July 2010 to 31 March 2011:

Division	Branch	Total
School Education and Training Operations	Arnhem Palmerston and Rural Regions	\$543,800.45
	Central Australia Regions	\$489,872.46
	Darwin and Katherine Regions	\$369,084.55
	Literacy and Numeracy Taskforce	\$9,021.30
	Office of School Education and Training Operations	\$132.13
	Participation and Pathways	\$1,546.14
	Remote Teaching Service	\$10,682.99
	School Education and Early Childhood Services	\$86,631.73
	School Operations Performance and Review	\$4,760.00
	Schools Resources	\$0.00
	The Centre for School Leadership, Learning and Development	\$7,133.75
	School Education and Training Operations Total	
Training and Higher Education	Training & Higher Education	\$1,071.16
	Office of Tertiary, Corporate and Portfolio Services	\$24,400.04
Training and Higher Education Total		\$25,471.20
Corporate Services	Finance	\$17,398.78
	Human Resources	\$858.00
	Information Services	\$289.99
	Planning and Infrastructure	\$436.84
	Performance and Data Management	\$149.72
	Strategic Policy and Projects	\$650.30
	Strategic Projects	\$2,211.39
	Internal Communication Media and Marketing	\$443.44
	Ministerial Liaison and Executive Service Unit	\$264.01
	Office of the Chief Executive	\$622.46
	Community Engagement	\$141.16
	Office of Transforming Indigenous Education	\$273.03
Corporate Services Total		\$23,739.12
Grand Total		\$1,571,875.82

38. How much is budgeted for relocation and other appointment and termination expenses in 2010/11.

Total budgeted for relocation and other appointment and termination expenses in 2010/11 (1 July 2010 to 30 June 2011): \$3, 988.397

39. How much was spent on travel from March 2010 to March 2011, broken down by intrastate, interstate and international fares, accommodation and other expenses?

Total spent of travel from 1 July 2010 to 31 March 2011:

	<u>Total</u>
Accommodation	\$956,954.26
Client Travel	\$5,851.77
Official Duty Fares	\$2,243,911.42
Recruitment	\$283,650.07
Regulatory/Advisory Boards/Committees	\$16,143.93
Relocation	\$155,055.29
Training and Study	\$91,848.85
Travelling Allowance	\$978,705.30
	<u>\$4,732,120.89</u>

Accommodation

Intra Territory Accommodation	\$836,620.40
Interstate Accommodation	\$119,606.47
Overseas Accommodation	\$727.39
	<u>\$956,954.26</u>

Client Travel

Client Travel	\$5,851.77
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Official Duty Fares

Intra Territory Fares	\$1,213,995.34
Interstate Fares	\$483,991.52
Overseas Fares	\$10,368.13
Medical Fares	\$7,308.75
Air Bus And Boat Charter	\$526,079.56
Allow For Use Of Employee's MV	\$2,168.12
	<u>\$2,243,911.42</u>

Recruitment

Recruitment Fares	\$271,531.16
Intra Territory Accommodation	\$9,896.55
Interstate Accommodation	\$2,222.36
	<u>\$283,650.07</u>

<u>Regulatory/Advisory Boards/Committees</u>	
Air fares	\$12,447.27
Accommodation	\$3,696.66
	<u>\$16,143.93</u>
<u>Relocation</u>	
Intra Territory Accommodation	\$3,519.07
Interstate Accommodation	\$116.36
Relocation Fares	\$151,419.86
	<u>\$155,055.29</u>
<u>Training and Study</u>	
Accommodation	\$66,569.87
Fares	\$25,278.98
	<u>\$91,848.85</u>
<u>Travelling Allowance</u>	
Intra Territory Travelling Allowance	\$887,671.68
Interstate Travelling Allowance	\$90,361.02
Overseas Travelling Allowance	\$672.60
	<u>\$978,705.30</u>

40. How much was spent on vehicles by the Department from March 2010 to March 2011?

Expenditure on vehicles from 1 July 2010 to 31 March 2011: \$5,308,733.54.

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

362

42. What is the change, if any, in the vehicle numbers from 2009?

Increase of 31 vehicles.

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

The NTG Greening the Fleet Strategy applies a green rating of 5.5 out of 10 to passenger vehicles – 88% of the department's passenger fleet vehicles meets this target.

44. How many vehicles are home garaged?

228

45. 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.

Non-Contract Principals and Non-Contract Officers may be allocated a vehicle at the discretion of the Chief Executive.

Home garaging of official vehicles may be granted at the discretion of the Chief Executive or Delegate for:

- Officers relieving Executive Contract Officers or Non-Contract Executive Officers who have a vehicle allocation;
- Officers who have approved departmental activities that are undertaken regularly outside normal working hours;
- Officers who undertake houseparent duties in a departmental student resident facility;
- Officers who are senior departmental representatives in a community/town outside of major urban centers; or
- Where there is no secure departmental parking available for pool vehicles.

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

65

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

None

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

Time period: 1 July 2010 to 31 March 2011

4

49. How many reports resulted in formal disciplinary action?

Time period: 1 July 2010 to 31 March 2011

None

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

200 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:

- 153 school principals/teaching principals, 7 executive schools, 10 emergency management committee, 20 corporate staff and 10 various.

Marketing:

51. How much was spent by the Department in 2010 on advertising and marketing programs (and up to 1 April 2011).

Total expenditure on Advertising and Marketing Programs between 1 July 2010 and 31 March 2011 was \$565,702

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

An overview of the major campaigns and their expenses from 1 July 2010 and 31 March 2011 is indicated below:

- **Teacher and Principal Recruitment - \$200k** for the recruitment of suitably qualified teachers and principals for urban and remote Territory schools (including the Remote Teaching Service campaign).
- **Every Child Every Day Campaign - \$26k** to continue to inform parents of their responsibility and raise awareness of compulsory school attendance across the NT.
- **Smart Schools Awards - \$77k** to celebrate and recognise the achievements of government schools. Note: the marketing component of this figure is \$18k, the rest of the figure relates to administration expenses.
- **World Teachers Day - \$13k** to celebrate teachers and acknowledge recipients of Teacher Excellence Awards.
- **NT Training Awards - \$27k** to recognise excellence in apprentices, employers and training providers in the Northern Territory.
- **Careers Expo - \$5k** to promote various career options available to Territory students and the wider community.
- **Electronic Student Profiles Campaign - \$6k** to promote the new ESP system and build awareness of the benefits for parents, students and teachers.
- **Classmate - \$69k** NT News educational and topical stories which promote literacy and computing skills in the classroom.

- **Show Circuit (2010) - A Smart Territory - \$149k** display at regional shows throughout the Territory.
- **Families as First Teachers - \$8,900** supporting families to assist their child's learning in the early years.

Insurance:

53. How much was spent on insurance expenses in 2010, 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 2011:

General Insurance	\$4,770
Personal Accident Insurance *	\$15,787
Public Liability Insurance *	\$36,028
Workers Compensation Insurance *	\$669,918
	\$726,503

* The Treasurer has 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.

54. 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?

In accordance with the Treasurer's Direction, the Department is covered by self-insurance provisions, with the following exceptions:

- 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.

The Treasurer has 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.

There is a 7 day excess on the Personal Accident for voluntary workers.

This insurance will expire 30 June 2011 and is provided by TIO. The cost of premiums for 2010/11 is estimated to be \$925 000.

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

The department operates within the Treasurer's Directions which provide:

“As a general principle, an Agency subject to the Financial Management Act as prescribed in the Administrative Arrangements Order will self-insure its risks and meet costs as they emerge, unless a net benefit can be demonstrated to warrant the purchase of commercial insurance cover.”

Climate Change:

56. How many tonnes of CO₂ did the department emit in 2010?

Total 2009-10 DET CO₂ 35,932 tonnes

57. What programs and strategies were introduced to reduce CO₂ emissions across the department in 2010?

- DET Strategic Plan and Policy.
- The Energy Smart Schools Program was a key initiative in reducing DET's energy consumption to meet the NTG Energy Smart Buildings Policy of a 10% reduction in energy intensity by all agencies by 2010-11. It targeted 60 schools and provided technical, educational and motivational advice to help develop and implement energy management plans.
- \$1.8 million of funding from the Government Energy Efficiency Program will be invested in 2011-12 across 44 NT schools.
- \$1.4 million of Commonwealth Government funding will be invested in 2011/12 as part of the National Solar Schools Program for the installation of rooftop solar photovoltaic systems across 36 schools.
- \$3.5 million of Building the Education Revolution funding committed to solar photovoltaic installations across 14 schools in 2011.
- The Schools Environmental Tracking System is an online web-tool that allows all government schools to measure their energy savings and the corresponding reduction in greenhouse gas emissions.
- A Green Schools Portal is being developed with schools (via Sharepoint) for schools to support a school-based sustainability network for sharing skills and knowledge.
- An annual Student Sustainability Summit is being supported by DET to help inform, inspire and motivate both students and teachers through the sharing of sustainability programs, skills and knowledge between themselves and experts.

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

- **If yes, what % reduction is that from 2010**
- **If no, why has a target not been set**

In line with NTG Energy Smart Building energy intensity targets, for 2010-11 DET have a target of 10% energy efficiency improvements based on the 2004-05 baseline.

In 2011-12 there is a large volume of new buildings coming into operation in NT schools as a result of the infrastructure investment through the Building the Education Revolution program. This includes many air-conditioned facilities such as classrooms and libraries. The major challenge for DET is to mitigate the impact by maintaining emissions intensity, which DET is aiming to do by offsetting impending increases through the efficiency measures currently being planned and undertaken.

From 2012, DET will be moving towards the NTG 2020 target of one-third improvement in energy efficiency based on 2004 baseline through ongoing commitment to and strengthening of the strategic programs for energy management.

Utilities:

59. What was the cost of power and water to the department in 2010?

Cost of power, water and sewerage for 2010 (1 July 2010 to 31 March 2011)
= \$870 245.16*

*Does not include essential services grants to schools

60. What is the projected cost for power and water to the department in 2011?

Projected cost of power, water and sewerage for 2011 (1 July 2010 to 31 March 2011)
= \$910 627.00

Public Events:

61. List the public events/conferences/forums that were sponsored by the department from 1 January 2010 to 1 April 2011 and what are projected for 2011/12?

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

DET coordinated events from 1 July 2010 to 31 Mar 2011 included:

- Careers Expo
- NT Training Awards
- Government School Leaders' Conference
- NT Board of Studies Awards
- Exit Art
- World Skills
- Battle of the School Bands
- Try a Trade
- Education Week
- Smart Schools Awards

- World Teachers Day
- Youth Business Awards
- Future Jobs Forum

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

Total sponsorship expenses from 1 July to 31 March 2011:

\$587,948

Advertising:

63. What is the department's budget for advertising for the 10/11 reporting year?

\$2,449,914*

* Figure includes relocation expenses. Refer to question 51 for the expenditure relevant for recruitment advertising.

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

The year to date expenditure (1 July 2010 to 31 March 2011) for advertising: \$545,952.

Newspaper Advertising	\$ 270,158
Radio Advertising	\$ 32,565
Television Advertising	\$ 5,761
Other (Magazine and Online)	\$ 23,345
Recruitment Advertising	\$ 214 123

65. What advertising campaigns have been undertaken or will be undertaken by the department in 2010/11?

- **Every Child Every Day Campaign** – to inform parents of their responsibility and raise awareness of compulsory school attendance across the NT.
- **Teacher Recruitment Campaign** – to raise awareness of teaching opportunities and the recruitment of suitably qualified teachers for urban and remote Territory schools.
- **NT Training Awards** – to recognise excellence in apprentices, employers and training providers in the Northern Territory.
- **Careers Expo** – to promote various career options available to Territory students and the wider community.
- **World Teachers Day** – to celebrate teachers, launch awards and acknowledge recipients of Teacher Awards.
- **School Matters (formerly Classmate)** – NT News educational and topical stories which promote literacy and computing skills in the classroom.
- **Families and First Teachers** – supporting families to assist their child's learning in the early years.

- **Smart Schools Award** – launch of awards celebrating and recognising the achievements of government schools.
- **Remote Teaching Service** – to recruit, develop and recognise quality teachers to work in our most challenging remote indigenous schools.

66. In 2010 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