ANSWER: No. 335

**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 Principal | 90 |
| 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** | **ExtendedOnce** | **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 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 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 includes16 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?**

49

\* 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 | 153.63 | $504,530.05 | 7.72 |
| Principal | 182.15 | $1,483,817.73 | 6.32 |
| Professional | 59.64 | $445,899.47 | 5.55 |
| Senior Administration Officer | 208.75 | $1,696,165.47 | 9.5 |
| Senior Teacher | 1,530.50 | $12,152,282.63 | 9.2 |
| Teacher | 3,318.39 | $22,715,292.79 | 9.5 |
| Technical | 1.72 | $8,140.53 | 0.65 |
| Trainee and Apprentices | 17.36 | $36,393.47 | 2.55 |
| **Total** | **8,159.87** | **$55,236,760.06** |  |

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\*** |

\*Thetotal 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 |
|  | $4,795,014 |
|  |  |
| Accommodation |  |
| Intra Territory Accommodation | $742,472 |
| Interstate Accommodation | $127,147 |
| Overseas Accommodation | $4,543 |
|  | $874,162 |
|  |  |
| Client Travel |  |
| Client Travel | $3,579 |
|  |  |
| Official Duty Fares |  |
| Intra Territory Fares | $1,553,435 |
| Interstate Fares | $482,366 |
| Overseas Fares | $18,908 |
| Medical Fares | $901 |
| Air Bus And Boat Charter | $414,377 |
|  | $2,469,987 |
|  |  |
| Recruitment |  |
| Recruitment Fares | $218,581 |
| Intra Territory Accommodation | $15,327 |
| Interstate Accommodation | $6,734 |
|  | $240,642 |
|  |  |
| Regulatory/Advisory Boards/Committees |  |
| Air fares | $7,590 |
| Accommodation | $9,073 |
|  | $16,664 |
|  |  |
| Relocation |  |
| Relocation Fares | $68,134 |
| Intra Territory Accommodation | $6,148 |
| Interstate Accommodation | $256 |
|  | $74,538 |
|  |  |
|  |  |
| Training and Study |  |
| Training & Study Accommodation | $39,861 |
| Training & Study Travelling Allowance | $22,767 |
| Training & Study Fares | $18,115 |
|  | $80,742 |
|  |  |
| Travelling Allowance |  |
| Intra Territory Travelling Allowance | $938,959 |
| Interstate Travelling Allowance | $93,842 |
| Overseas Travelling Allowance | $1,899 |
|  | $1,034,699 |

**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 betters 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 |
|  | $591,816 |

**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.