

**LEGISLATIVE ASSEMBLY WRITTEN QUESTIONS 222, 223 AND 243
DEPARTMENT OF JUSTICE – GENERIC ESTIMATES QUESTIONS**

The responses below are for all output groups within the Department of Justice and include the following portfolios:

- Justice and Attorney-General;
- Racing, Gaming, Licensing and Alcohol Strategy; and
- Correctional Services.

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

The DoJ FTE staffing cap for the 2010-11 financial year was 1273.

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

DESIGNATION		Staffing FTE as at 31 March 2011 PAY 20
AO2	Administrative Officer 2	48.48
AO3	Administrative Officer 3	124.92
AO3R	Administrative Officer 3 rostered shift	17.93
AO4	Administrative Officer 4	134.89
AO4R	Administrative Officer 4 rostered shift	3.50
AO5	Administrative Officer 5	78.73
AO6	Administrative Officer 6	93.38
AO7	Administrative Officer 7	46.35
SAO1(AO8)	Senior Administrative Officer 1	32.42
SAO2 (EO1)	Senior Administrative Officer 2	25.10
HDO	Home Detention Officer	0.41
CJ	Chief Justice	1.00
CMAG	Chief Magistrate	1.00
CORON	Coroner	1.00
DCMAG	Deputy Chief Magistrate	1.00
JUD	Judge	5.00
MAG	Magistrate	11.00
MOSC	Master of the Supreme Court	1.00
SOLG	Solicitor General	1.00
DPP	Director of Public Prosecutions	1.00
P1	Professional 1	14.25
P2	Professional 2	28.45
P3	Professional 3	25.12
SP1	Senior Professional 1	16.50
SP2	Senior Professional 2	20.30
LPE	Lecturer Prison Education	7.26
HLPE3	Head Lecturer Prison Education 3	1.00
CIO	Chief Industries Officer	14.00
CPO	Chief Prison Officer	29.00

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DESIGNATION		Staffing FTE as at 31 March 2011 PAY 20
CSP	Chief Superintendent	1.00
DSUP	Deputy Superintendent	5.00
POFC	Prison Officer First Class	80.54
POITR	Prison Officer In Training	77.23
POR	Prison Officer	159.47
SIOR	Senior Industries Officer	14.00
SPOR	Senior Prison Officer	51.40
EO1C	Executive Officer 1 Contract	39.60
EO2C	Executive Officer 2 Contract	17.00
EO3C	Executive Officer 3 Contract	10.60
EO4C	Executive Officer 4 Contract	2.00
EO6C	Executive Officer 6 Contract	1.00
T3	Technical 3	4.00
T4	Technical 4	5.40
T5	Technical 5	6.00
T6	Technical 6	4.00
AQ3SA	NTPS Apprentice (new code)	1.00
Department of Justice Total		1,264.23

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

The DoJ approved staffing cap for 2010-11 is 1,273. As at 31 March 2011 DoJ was under the FTE cap by 8.77.

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

There are 1,210 permanent positions in the current DoJ operational structure.

5. 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.

Of the 1,210 permanent positions in DoJ, the following is the breakdown of those positions that were nominally filled, filled by persons acting in positions or by temporary appointments.

DoJ Permanent Positions	Permanent Employees held in Nominal Positions	Permanent Employees acting in Temporary Positions	Temporary Employment Contracts
1,210	642	287	281

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It should be noted that a number of permanent positions in DoJ are filled using Executive Contract Officers and a range of positions require qualifications or training that is provided on-the-job prior to permanent appointment (ie prison officers in training). Following is a breakdown of the permanent positions in the current DoJ operational structure by designation.

Designation	Description	Permanent Positions
AO2	Administration Officer 2	43.00
AO3	Administration Officer 3	104.00
AO3R	Administration Officer 3 - Roster	28.00
AO4	Administration Officer 4	137.00
AO4R	Administration Officer 4 - Roster	5.00
AO5	Administration Officer 5	74.00
AO6	Administration Officer 6	79.00
AO7	Administration Officer 7	34.00
CIO	Chief Industries Officer	15.00
CJ	Chief Judge	1.00
CMAG	Chief Magistrate	1.00
CORON	Coroner	1.00
CPO	Chief Prison Officer	28.00
DPP	Director Public Prosecutions	1.00
DSUP	Deputy Superintendent	4.00
ECO1	Executive Contract Officer 1	33.00
ECO2	Executive Contract Officer 2	17.00
ECO2	Executive Contract Officer 2	3.00
ECO3	Executive Contract Officer 3	5.00
ECO3	Executive Contract Officer 3	1.00
ECO4	Executive Contract Officer 4	2.00
ECO6	Executive Contract Officer 6	1.00
HLPE3	Head Lecturer Prisoner Education 3	3.00
JUD	Judge	5.00
LPE	Lecturer Prisoner Education	13.00
MAG	Magistrate	12.00
MOSC	Master of Supreme Court	1.00
P1	Professional 1	22.00
P2	Professional 2	19.00
P3	Professional 3	29.00
POR	Prison Officer	198.00
POFCR	Prison Officer First Class	91.00
SIO	Senior Industries Officer	30.00
SOLG	Solicitor General	1.00
SPOR	Senior Prison Officer	55.00
SUPP	Superintendent	2.00
T3	Technical 3	7.00
T4	Technical 4	12.00
T5	Technical 5	7.00
T6	Technical 6	3.00

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Designation	Description	Permanent Positions
SAO1	Senior Administrative Officer 1	28.00
SAO2	Senior Administrative Officer 2	25.00
SP2	Senior Professional 2	14.00
SP1	Senior Professional 1	16.00
Totals		1,210.00

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

In the period 1 July 2010 to 31 March 2011 the turnover rate of staff in DoJ was 30.08%.

7. What is the rate per level?

A breakdown by classification is not a valid calculation of staff turnover in DoJ as there are a variety of employment arrangements including temporary contracts across DoJ.

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

As at 31 March 2011 there were 290 vacant positions recorded in PIPS for DoJ.

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

This data is not captured by DoJ and reporting data is not available from DBE. DoJ only captures data once a decision is made to recruit to the position. There is a nominal occupant not a nominal position.

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

There were 637 employees employed in DoJ on temporary contracts as at 31 March 2011.

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?

In the period 1 July 2010 to 31 March 2011 a total of 276 temporary contracts (from the total of 637) were extended within DoJ. Following is a table providing a breakdown by designation and number of extensions.

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Contract Extensions							
Designation	1	2	3	4	5	6	Total
AO1	-	1	-	-	-	-	1
AO2	41	13	9	5	-	-	68
AO3	49	15	10	4	-	1	79
AO4	27	8	3	1	1	-	40
AO5	4	3	1	-	-	-	8
AO6	7	2	1	-	-	-	10
AO7	3	1	1	-	-	-	5
AO8	3	-	-	-	-	-	3
EO1	2	-	1	-	-	-	3
HDO/Surveillance	1	-	-	-	-	-	1
LPE	9	-	-	-	-	-	9
P1	2	-	-	-	-	-	2
P2	7	1	-	-	-	-	8
P3	6	1	-	-	-	-	7
P4	10	-	-	-	-	-	10
PO	1	1	1	-	-	-	3
PO1	3	-	-	-	-	-	3
PO2	6	1	-	-	-	-	7
PO3	1	-	-	-	-	-	1
POIT	5	-	-	-	-	-	5
SAO1	2	-	-	-	-	-	2
SAO2	1	-	-	-	-	-	1
Total	190	47	27	10	1	1	276

12. In the period 30 March 2010 to 30 March 2011, how many positions have been advertised by “expression of interest”?

For the period 1 July 2010 to 31 March 2011 there have been 73 positions advertised by “expression of interest”.

13. 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.

The total number of recruitment actions undertaken for the period 1 July 2010 to 31 March 2011 is 306 of which 253 actions were completed and 53 actions are in progress.

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

For the period 1 July 2010 to 31 March 2011 the average length of time taken for recruitment, from advertising to successful applicant commencing in DoJ, by position level, was:

Designation	Average Days
Administrative Officer 3	62.67
Administrative Officer 4	60.71
Administrative Officer 5	70.33
Administrative Officer 6	67.31
Administrative Officer 7	96.00
Chief Prison Officer	98.50
Executive Contract Officer 1	72.00
Executive Contract Officer 2	76.00
Professional 1	61.00
Professional 1 / 2	56.00
Professional 2	86.00
Professional 3	66.00
Professional 4	118.50
Senior Administration Officer 1 (AO8)	51.66
Senior Administration Officer 2 (EO1)	63.50
Senior Prison Officer	101.00
Technical 3	41.00
Technical 4	26.00

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?

The number of positions that have been filled by the recruitment of an existing public servant is not known. Of the 253 recruitment actions completed by DoJ:

- 115 positions were filled by self identified public servants; and
- 138 were filled by the general public or public servants who did not voluntarily declare their status.

16. In 2010, how many positions have been reclassified in the department? What are the level of those positions?

A total of 44 positions have been reclassified through the Job Evaluation System (JES) between 1 July 2010 and 31 March 2011. Following is a breakdown by designation.

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Designation (Post Job Evaluation)	Reclassified Positions
ADMINISTRATION OFFICER 3	4
ADMINISTRATION OFFICER 4	5
ADMINISTRATION OFFICER 5	3
ADMINISTRATION OFFICER 6	10
ADMINISTRATION OFFICER 7	1
ADMINISTRATION OFFICER 8	1
EXECUTIVE OFFICER 1	1
EXECUTIVE OFFICER 2 CNTR	1
PROFESSIONAL 2	7
PROFESSIONAL 3	4
PROFESSIONAL 4	1
SENIOR PROFESSIONAL 2	1
TECHNICAL OFFICER 4	5
Total	44

17. How many permanent supernumerary unattached employees do you have in your agency? What levels are they?

As at 31 March 2011 DoJ had 50 permanent supernumerary unattached employees.

Permanent supernumerary unattached employees and current levels	
Designation	Number of Employees
AO2	2
AO3	5
AO4	13
AO5	2
AO6	7
AO7	4
P2	4
P3	3
Prison Officer	1
SAO1 (AO8)	2
SAO2 (EO1)	2
Senior Prison Officer	1
Technical 3	1
Technical 4	3
TOTAL	50

Note: There are eight employees on six year maternity leave, four employees are on long term transfers to other agencies and three staff on long term leave without pay.

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

Sixteen unattached employees have been successfully placed in nominal positions between 1 July 2010 and 31 March 2011.

19. How many have resigned?

Five unattached officers have resigned between 1 July 2010 and 31 March 2011.

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

	Designation	Average length of Service in Years
AO2	ADMINISTRATIVE OFFICER 2	0.97
AO3	ADMINISTRATIVE OFFICER 3	2.70
AO3R	ADMINISTRATIVE OFFICER 3 - RDO	1.69
AO4	ADMINISTRATIVE OFFICER 4	3.47
AO4R	ADMINISTRATIVE OFFICER 4 - RDO	13.86
AO5	ADMINISTRATIVE OFFICER 5	5.23
AO6	ADMINISTRATIVE OFFICER 6	4.37
AO7	ADMINISTRATIVE OFFICER 7	4.82
AQF3A	NTPS APPRENTICESHIP AQF3 LEVEL A	1.12
CIO	CHIEF INDUSTRIES OFFICER	19.72
CPO	CHIEF PRISON OFFICER	17.39
DSUP	DEPUTY SUPERINTENDENT	21.10
EO1C	EXECUTIVE OFFICER 1 - EXECUTIVE CONTRACT	4.51
EO2	EXECUTIVE OFFICER 2	3.89
EO2C	EXECUTIVE OFFICER 2 - EXECUTIVE CONTRACT	4.03
EO3C	EXECUTIVE OFFICER 3 - EXECUTIVE CONTRACT	4.08
ICS	INDIGENOUS CADETSHIP SUPPORT	1.08
JUD	JUDGES	3.99
LPE	LECTURER PRISONER EDUCATION	4.81
MAG	MAGISTRATE	6.10
P1	PROFESSIONAL 1	1.50
P2	PROFESSIONAL 2	3.09
P3	PROFESSIONAL 3	3.65
POFCR	PRISON OFFICER 1ST CLASS	9.97
POITR	PRISON OFFICER IN TRAINING - RDO	0.45
POR	PRISON OFFICER	3.83
SAO1(AO8)	SENIOR ADMINISTRATIVE OFFICER 1	4.02

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	Designation	Average length of Service in Years
SAO2	SENIOR ADMINISTRATIVE OFFICER 2	5.44
SIOR	SENIOR INDUSTRIES OFFICER	6.59
SP1	SENIOR PROFESSIONAL OFFICER 1	4.66
SP2	SENIOR PROFESSIONAL OFFICER 2	4.13
SPOR	SENIOR PRISON OFFICER	11.13
T3	TECHNICAL 3	1.68
T4	TECHNICAL 4	2.41
T5	TECHNICAL 5	2.55
T6	TECHNICAL 6	8.74
POSITIONS GROUPED	NTPS APPRENTICE AQ3SA, CHIEF JUSTICE, CHIEF MAGISTRATE, TERRITORY CORONER, DIRECTOR PUBLIC PROSECUTIONS, EXECUTIVE OFFICER 4 - EXECUTIVE CONTRACT, EXECUTIVE OFFICER 6 - EXECUTIVE CONTRACT, HEAD LECTURER/MANAGER PRISONER ED LEV 3, MASTER OF THE SUPREME COURT, SOLICITOR GENERAL, AND SUPERINTENDENT – PRISONS.	Range from 0.14 to 17.55

*Average length of service is calculated as 'Total Days in agency' by Classn / 365 / number of staff per class with the 'Total Days in Agency' calculated by the difference in number of days from the employees start date in the agency and 31/03/11

Where the information requested would place in the public domain details attributable to an individual and therefore breach their privacy, the information has not been provided at the individual position level. In the interests of transparency, collated information for this group of positions is provided.

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

The total spent on advertising employee positions between 1 July 2010 and 31 March 2011 is \$133,263. No further breakdown is available.

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22. In relation to Apprentices and Graduates, in 2010:

- How many graduates started with the department;
- How many have completed the year;
- How many how won nominal positions;
- How many have left the NTG; and
- What was the length of time each stayed within the NTG before leaving?

ACTIVITY DESCRIPTION 1 July 2010 to 31 March 2011	APPRENTICES	GRADUATES
Started within DOJ	1	4
Completed the year	8	3
Won nominal positions	2	0
Won temporary positions	4	3
Left NTG	2	0
Length of time within NTG	12 months	N/A

In addition to the Apprentices and Graduates employed by DoJ, Prison Officers in Training are also employed, however, they have not been included above.

23. In relation to Indigenous Employees, in 2010:

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

There are 86 employees within DoJ that recognise themselves as Indigenous as at 31 March 2011.

- What are the levels of their positions held; and
- How many at each level?

Designation	Number of Employees at each level as at 31 March 2011
AO3	15
AO3R	2
AO4	7
AO4R	1
AO5	9
AO6	7
AO7	3
AQF3A	1
CIO	2
CPO	2
EOIC	2
ICS	2
P1	1
P2	1
P3	2

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Designation	Number of Employees at each level as at 31 March 2011
POFCR	7
POITR	3
POR	11
SAO2 (EO1)	2
SPOR	5
SUPP	1
TOTAL	86

- **How many are tenured and at what level?**

Nil Indigenous employees are tenured.

- **How many are temporary and at what levels?**

26 Indigenous employees are on temporary contracts.

Designation	Number of Employees at level
AO3	7
AO3R	1
AO4	1
AO5	4
AO7	2
AQF3A	1
EOIC	2
ICS	2
P1	1
P3	1
POITR	3
SUPP	1
TOTAL	26

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- How many are acting up in positions and at what level?

Designation	Indigenous Staff on H.D.A. as at 31 March 2011
ADMIN OFF 2	2
ADMIN OFF 3	1
ADMIN OFF 4	1
ADMIN OFF 6	2
ADMIN OFF 7	1
NTPS APPRENTICE (NEW CODE)	1
EXEC OFF 3 CNTR	1
PROF 2	1
PRISON OFF 1ST	1
SEN PRISON OFF	1
TOTAL	12

- How many have completed the year?

19 Indigenous employees commenced between 1 July 2010 and 31 March 2011 of which 11 are still employed.

- How many have left the NTG?

Eight Indigenous employees commenced and ceased in 2010.

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; and
- What is the financial value of that leave?

The total amount of accrued leave (Recreation Leave and Long Service Leave), and the financial value of that leave, in relation to all employees in DoJ as at 31 March 2011 are detailed below. Where an individual employee could be identified information has been grouped to preserve privacy.

Designation	DOJ Employee Accrued Recreation Leave (Days)	DOJ Employee Accrued Long Service Leave (Months)
AO2	434.99	16.78
AO3	2,684.83	120.44
AO3R	241.31	10.92
AO4	4,635.34	207.23
AO4R	263.76	9.68
AO5	3,248.39	150.20
AO6	3,738.28	204.28

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Designation	DOJ Employee Accrued Recreation Leave (Days)	DoJ Employee Accrued Long Service Leave (Months)
AO7	1,724.26	92.82
SAO1 (AO8)	1,220.38	84.66
SAO2 (EO1)	1,057.15	60.35
AQF3A	21.80	0.32
CIO	1,250.68	75.69
CPO	2,303.56	102.98
CSP	95.46	2.73
DSUP	370.78	22.88
EO1C	1,085.94	79.42
EO2C	347.18	29.42
EO3C	388.04	34.37
LPE	326.37	12.73
ICS	25.51	0.30
JUD	0.00	11.61
MAG	412.29	24.19
P1	166.26	4.04
P2	731.68	30.85
P3	936.64	46.21
POFCR	5,384.75	212.91
POITR	855.39	14.09
POR	7,861.99	187.26
SIOR	905.63	31.44
SP1	797.84	42.07
SP2	897.87	41.84
SPOR	3,438.79	160.26
T3	83.58	1.64
T4	165.16	10.24
T5	286.07	12.27
T6	206.20	10.87
Positions grouped		
AQ3SA, CJ, CMAG, CORON, DCMAG, DPP, EO4C, ECO6, HLPE3, MOSC, SOLG.	284.27	26.65
TOTAL HOURS/MONTHS	48,878.40	2,186.64
Total Financial Value of Leave	\$14,812,263.77	\$15,602,503.39

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- What is the highest individual amount of accrued leave at each position level?

Designation	Highest Individual Amount Accrued (Days) Recreation Leave	Highest Individual Amount Accrued (Months) Long Service Leave
AO2	64.01	7.10
AO3	114.50	8.15
AO3R	67.18	2.67
AO4	99.50	10.82
AO4R	61.38	3.85
AO5	117.50	7.22
AO6	109.52	7.00
AO7	125.05	8.70
AO8	42.45	1.62
AQF3A	21.80	0.32
CIO	142.96	12.73
CPO	150.40	9.96
CSP	95.46	2.73
DSUP	112.47	8.00
EO1C	57.39	6.50
EO2C	79.37	6.11
EO3C	56.11	7.09
ICS	25.51	0.30
JUD	0	5.92
LPE	70.62	2.45
MAG	83.50	4.20
P1	54.00	1.17
P2	58.41	3.40
P3	100.96	6.58
POFCR	142.41	9.13
POITR	64.89	4.20
POR	134.29	6.46
SAO1	105.86	8.30
SAO2	83.60	4.80
SIOR	96.89	4.96
SP1	100.00	9.05
SP2	124.50	4.15
SPOR	144.34	6.70
T3	38.00	1.00
T4	42.42	3.45

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Designation	Highest Individual Amount Accrued (Days) Recreation Leave	Highest Individual Amount Accrued (Months) Long Service Leave
T5	73.59	6.02
T6	94.00	3.47
AQ3SA, CJ, CMAG, CORON, DCMAG, DPP, EO4C, ECO6, HLPE3, MOSC, SOLG.	63.50	6.27
Highest Individual	150.40	12.73

- **What is the current total of sick leave entitlement of employees in the department?**

The total accrued sick leave entitlements of employees in DoJ is 13,911.53 weeks.

- **How many days sick leave were taken in 2010?**

The total number of sick leave days taken by employees between 1 July 2010 and 31 March 2011 in DoJ is 7,933.52.

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; and**
- **What is the financial value of that leave?**

The total amount of accrued leave (Recreation Leave and Long Service Leave), and the financial value of that leave, in relation to Executive Contract Officers in DoJ as at 31 March 2011 are detailed below. Where an individual employee could be identified information has been grouped to preserve privacy.

Designation	Executive Officer Contract Accrued Recreation Leave (Days)	Executive Officer Contract Accrued Long Service Leave (Months)
EO1C	1,085.94	79.42
EO2C	347.18	29.42
EO3C	388.04	34.37
EO4C and EO6C	92.64	8.00
TOTAL	1,913.79	151.21
Total Financial Value of Leave	\$1,383,418.58	\$2,385,009.19

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- **What is the highest individual amount of accrued leave at each employee level?**

The highest individual amount of accrued leave at each Executive Contract Officer level is 79.37 for Recreation Leave and 7.09 for Long Service Leave. Where an individual employee could be identified information has been grouped to preserve privacy.

Designation	Highest Individual Amount Accrued (Days)	Highest Individual Amount Accrued (Months)
	Recreation Leave	Long Service Leave
EO1C	57.39	6.5
EO2C	79.37	6.11
EO3C	56.11	7.09
EO4C and EO6C	37.93	6.27
Highest Individual	79.37	7.09

- **What is the current total of sick leave entitlement of employees in the department?**

The total sick leave entitlements of Executive Contract Officers in DoJ is 1,694.38 weeks.

- **How many days sick leave were taken in 2010, at each employee level?**

The total number of sick leave days taken by Executive Contract Officers in DoJ is 450.54. Where an individual employee could be identified information has been grouped to preserve privacy.

Designation	No of Sick Leave days taken
EXECUTIVE OFFICER 1 CONTRACT	123.31
EXECUTIVE OFFICER 2	41.16
EXECUTIVE OFFICER 2 CONTRACT	224.39
EXECUTIVE OFFICER 3 CONTRACT	55.41
EXECUTIVE OFFICER 4 AND 6 CONTRACTS	6.27
TOTAL	450.54

- 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.**

47 Employees have utilised section 52.8 Cash-out of Leave (Recreation Leave). Where an individual employees financial benefit could be identified information has been grouped to preserve privacy. Following is a breakdown by designation.

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Designation	Classification Description	Number of Staff	Amount (\$)
AO2	ADMIN OFF 2	2	1,694.63
AO3	ADMIN OFF 3	3	3,908.65
AO3R	ADMIN OFF 3-RDO	2	4,076.82
AO4	ADMIN OFF 4	7	10,479.53
AO5	ADMIN OFF 5	6	15,350.68
AO6	ADMIN OFF 6 & 7	10	22,276.16
SAO1 (AO8) / SAO2 (EO1)	SENIOR ADMIN OFF 1 & 2	2	7,328.39
CIO	CHIEF INDUS OFF	2	3,381.19
CPO	CHIEF PRIS OFF	4	9,045.98
EO1C/EO6	EXEC OFF 1 & 6 CONTRACT	2	17,846.91
P1	PROF 1	2	4,267.62
P2/P4	PROF 2 / PROF 4	2	23,410.82
T6	TECH 6	3	6,765.16
Total		47	129,832.54

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.

Nil employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement within DoJ.

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.

As at 31 March 2011 the CEO has not directed any employee under section 52.7 of the NTPS 2010-2013 Enterprise Agreement or under the Prison Officers (NTPS) 2008-2011 Union Collective Agreement to take excess annual leave.

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.

As at 31 March 2011 the CEO has not directed any employee under section 55.3 of the NTPS 2010-2013 Enterprise Agreement or under the Prison Officers (NTPS) 2008-2011 Union Collective Agreement to take excess long service leave.

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

As at 31 March 2011 DoJ had 48 employees on workers compensation. DoJ is unable to provide expected return dates for each employee, however, a breakdown of employees by level, including the number of employees expected to return to work, is detailed below.

Designation	Number of Staff	No of Employees Expected to Return to Work
ADMINISTRATIVE OFFICER 2	1	0
ADMINISTRATIVE OFFICER 3	5	3
ADMINISTRATIVE OFFICER 3 - RDO	3	1
ADMINISTRATIVE OFFICER 4	6	4
ADMINISTRATIVE OFFICER 5	2	1
ADMINISTRATIVE OFFICER 6	3	3
ADMINISTRATIVE OFFICER 7	1	1
CHIEF INDUSTRY OFFICER	1	0
COMPENSATION*	3	1
CHIEF PRISON OFFICER	2	2
EXECUTIVE OFFICER 1 CONTRACT	1	0
MAGISTRATE	1	0
PROFESSIONAL 3	1	0
PRISON OFFICER 1ST	4	3
PRISON OFFICER IN TRAINING	1	1
PRISON OFFICER	8	7
SENIOR ADMINISTRATIVE OFFICER 1	1	1
SENIOR INDUSTRY OFFICER	1	1
SENIOR PROFESSIONAL OFFICER 1	1	1
SENIOR PRISON OFFICER	1	1
TECHNICAL 4	1	0
TOTAL	48	31

*Compensation classification is used for ex employees.

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?

From 1 July 2010 to 31 March 2011 60 employees received workers compensation. Following is a breakdown by designation.

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Workers Compensation Paid in the 2010-11 Financial Year (Up to 31 March 2011)	
Designation	Number of Employees
ADMINISTRATIVE OFFICER 2	1
ADMINISTRATIVE OFFICER 3	8
ADMINISTRATIVE OFFICER 4	8
ADMINISTRATIVE OFFICER 5	2
ADMINISTRATIVE OFFICER 6	3
ADMINISTRATIVE OFFICER 7	2
CHIEF INDUSTRY OFFICER	2
EX EMPLOYEES	5
CHIEF PRISON OFFICER	2
EXECUTIVE OFFICER 1 CONTRACT	1
MAGISTRATE	1
PROFESSIONAL 3	1
PRISON OFFICER 1ST	5
PRISON OFFICER IN TRAINING	1
PRISON OFFICER	10
SENIOR ADMINISTRATIVE OFFICER 1	2
SENIOR INDUSTRIES OFFICER	1
SENIOR PROFESSIONAL OFFICER 1	1
SENIOR PRISON OFFICER	1
TECHNICAL 3	1
TECHNICAL 4	1
TECHNICAL 6	1
TOTAL	60

Workers Compensation by Region	
Darwin	Alice Springs
47	13

Number of employees on Workers Compensation for less than 12 months	Number of Employees on Workers Compensation for 12 months
31	29

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?

As at 31 March 2011 there were 54 people who were on sick or extended leave (excluding recreation leave) longer than 3 weeks.

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Note this information can only be provided for a point in time, ie. who was on extended leave on 30 March 2011. Leave awaiting approval or awaiting processing are not included in this report. Miscellaneous leave includes (but is not limited to) Maternity, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types.

Designation	Sick	Compo	LSL	Miscellaneous		Total Staff
				Paid	Unpaid	
ADMINISTRATIVE OFFICER 2	0	0	0	0	1	1
ADMINISTRATIVE OFFICER 3	0	0	1	0	5	6
ADMINISTRATIVE OFFICER 3-RDO	0	0	0	0	4	4
ADMINISTRATIVE OFFICER 4	0	0	2	1	5	8
ADMINISTRATIVE OFFICER 5	0	0	1	0	0	1
ADMINISTRATIVE OFFICER 6	2	0	1	0	3	6
ADMINISTRATIVE OFFICER 7	0	0	0	0	1	1
CHIEF PRISON OFFICER	0	0	1	0	0	1
EXECUTIVE OFFICER 1 CONTRACT	0	0	1	1	2	4
EXECUTIVE OFFICER 2 CONTRACT	1	0	0	0	0	1
EXECUTIVE OFFICER 3 CONTRACT	0	0	1	0	0	1
LECTURER PRISON	0	0	0	0	1	1
PROFESSIONAL 1	0	0	0	0	1	1
PROFESSIONAL 2	1	0	0	1	0	2
PROFESSIONAL 3	0	0	0	0	2	2
PRISON OFFICER 1ST CLASS	0	0	1	0	0	1
PRISON OFFICER	0	1	0	0	1	2
SENIOR PROFESSIONAL OFFICER 1	0	0	0	1	1	2
SENIOR PROFESSIONAL OFFICER 2	0	0	0	0	2	2
SENIOR PRISON OFFICER	0	0	4	0	1	5
TECHNICAL 3	0	0	0	0	1	1
TECHNICAL 6	0	0	1	0	0	1
	4	1	14	4	31	54

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?

DoJ has 29 employees under the old Commonwealth Superannuation Scheme. There is insufficient disaggregate information available at the departmental level to detail the liability. NT Treasury are answering Commonwealth Superannuation liability on a whole of Government basis.

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34. Do they still have 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?

DoJ has 69 NTPS employees who were employed in the 80's and eligible for return flight to Adelaide every 2 years, as detailed below:

	Designation	Employees Eligible for Airfares
AO2	ADMINISTRATIVE OFFICER 2	1
AO3	ADMINISTRATIVE OFFICER 3	4
A04	ADMINISTRATIVE OFFICER 4	11
AO5	ADMINISTRATIVE OFFICER 5	7
AO6	ADMINISTRATIVE OFFICER 6	10
AO7	ADMINISTRATIVE OFFICER 7	3
CPO	CHIEF PRISON OFFICER	6
DSUP	DEPUTY SUPERINTENDENT	3
P3	PROFESSIONAL 3	3
POFCR	PRISON OFFICER 1ST CLASS	4
POR	PRISON OFFICER	2
SAO1	SENIOR ADMIN OFFICER 1	5
SAO2	SENIOR ADMIN OFFICER 2	7
SIOR	SENIOR INDUST OFFICER 2	1
SPOR	SENIOR PRISON OFFICER	2
TOTAL		69

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

Three complaints that have been made to DoJ in relation to workplace bullying and harassment from 1 July 2010 to 31 March 2011.

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.

From 1 July 2010 to 31 March 2011 the following has been spent on relocation costs for commencement, completion or termination of employment:

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Relocation cost for commencement, completion or termination of employment	
Category breakdown	2010-11 data as at 31/03/2011 \$,000
Relocation Fares	18
Removal and Storage	64
Relocation Allowance	16
Other	2
Department of Justice Total	100

37. Please provide a breakdown per business unit.

Relocation cost for commencement, completion or termination of employment	
DIVISION	2010-11 data as at 31/03/2011 \$,000
Solicitor for the NT	5
Court Support Services	17
Registrar-General / Public Trustee	0
Health and Community Services Complaints Commission	0
Office of the Information Commissioner	0
Public Interest Disclosures	0
Consumer Affairs	0
Anti-Discrimination Commission	8
Children's Commissioner	0
Office of the Director of Public Prosecutions	15
Correctional Services	31
Policy Coordination	7
Licensing, Regulation and Alcohol Strategy	17
WorkSafe	0
DoJ Sub Total	100
Corporate Management	0
Department of Justice Total	100

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

At the commencement of the 2010-11 financial year the full year budget allocated for relocation and other appointment and termination expenses was:

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- Relocation Expenses – \$73,000;
- Recruitment / Appointment costs – \$326,000; and
- Termination expenses – Nil.

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?

From 1 July 2010 to 31 March 2011.

Travel Expenditure	2010-11 YTD Actual as at 31 March 2011 \$000
Intra Territory fares	799
Interstate fares	345
Overseas fares	42
Medical fares	2
Air, bus and boat charter	163
Allowance for use of employee motor vehicle	0
Intra Territory accommodation	458
Interstate accommodation	90
Overseas accommodation	9
Intra Territory travel allowance	485
Interstate travel allowance	71
Overseas travel allowance	9
Advisory boards	34
Prisoner repatriation/client travel	212
Recruitment	10
Relocation	21
Training	271
Overseas Training	2
Witness travel	435
TOTAL	3,458

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

For the period 1 July 2010 to 31 March 2011 DoJ spent \$2,546,475.40 on Vehicle Lease Costs and \$391,483.04 on Vehicle Fuel Costs.

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

At 31 March 2011 DoJ had responsibility for 281 vehicles in total.

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

There has been a decrease of five (5) vehicles from 286 to 281.

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

88% of the light passenger vehicles meet the minimum 5.5 greenhouse rating. This is an increase of 10% from 2009-10.

The 12% of light passenger vehicles that do not meet the minimum 5.5 greenhouse rating are older vehicles acquired prior to the introduction of the Government’s Greening the Fleet Strategy. These will be replaced in accordance with NT Fleet’s vehicle replacement program.

NT Fleet defines light vehicles as: “Vehicles that have a carrying capacity of one tonne and below”.

44. How many vehicles are home garaged?

One hundred and thirty four (134) vehicles.

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

The following levels have vehicles attached or are allowed to home garage a vehicle:

Position	Home Garage
Judicial Officers (CSIO)	23
ECO1 to ECO6 Executive Contract Officers	71
SAO2 Executive Officers	5
AO6 Licensing Inspectors (LRAS)	7
T3 – T5 and AO6 Workplace Safety Officers (NTWS)	18
AO3 – AO5 Probation Parole Officers (NTCS)	6
T4 – T6 ASCC /DCC Security Systems Manager/Technician (NTCS)	2
AO3 Court Bailiff, Courts (CSIO)	1
AO7 Regional Officer, Community Justice Policy (PC)	1
TOTAL	134

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

One hundred and twenty two (122) departmental staff have been issued with a corporate credit card as at 31 March 2011.

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

The DoJ Corporate Credit Card Policy states that there is to be no personal use of corporate credit cards. There are no outstanding transactions for personal items/services.

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

As at 31 March 2011 there have been nine investigations relating to inappropriate use of computers.

49. How many reports resulted in formal disciplinary action?

Nine Correctional Service employees were cautioned.

50. How many staff are considered 'Essential' in your Agency, for the purposes of an Emergency eg- Cyclone. Break down by level.

DoJ performs a diverse range of functions, some of which are required to continue to be performed during emergencies, for example custodial services within the Northern Territory Correctional Services area. DoJ does not currently have positions specified as essential, however various positions are assigned responsibilities, before, during and after an emergency such as a cyclone. Dependent on the size and nature of an emergency event, additional staff may also be assigned with specific duties to assist in whole of government or internal coordination activities or support to the community. DoJ will consider the need to classify positions as essential when it reviews its emergency response plan.

Marketing:

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

From 1 July 2010 to 31 March 2011 \$1,158,000 has been spent on marketing and promotional activity which includes advertising.

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

\$743,000 was spent on major advertising and marketing programs as follows:

Enough is Enough – phase I	\$521,763
Grog Running	\$136,786
Championship Moves	\$65,000
School Liaison Project	\$22,000

The remaining \$415,000 was spent on one-off DoJ advertisements including signage design, removal and installation (e.g., alcohol free area); and radio, newspaper and magazine advertising placement in publications.

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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?

DoJ has spent \$1,189.49 on insurance expenses. Of this, \$272.73 relates to the DOJ Self Insurance Scheme for Darwin Correctional Centre, \$91.76 relates to travel insurance for Community Corrections, and \$825.00 relates to motor vehicle insurance for the Health and Community Services Complaints Commission.

Category	2010-11 YTD As at 31 March 2011
Self insurance scheme	273
General	92
Motor vehicle	825
Personal accident	0
Professional indemnity	0
Public liability	0
Workers compensation	0
Workers compensation on-costs	0
TOTAL*	1,190

*Total rounded up to nearest thousand.

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?

No areas were commercially insured as at 31 March 2011.

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

- 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.
- With the exception of workers compensation cover, government businesses and corporations, such as the Power and Water

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Corporation, are excluded from the self insurance framework, and are required to purchase appropriate commercial insurance cover.

- 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.
- The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.
- Any whole of government insurance policy related questions should be referred to the Treasurer.

Climate Change:

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

DoJ emitted:

- 862.80 tonnes from the DoJ Fleet; and
- 7,920 tonnes from DoJ Buildings.

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

- A consultant from Environ commenced an Environmental Management System for DoJ on 7 December 2009. The Environmental management Plan is now under review. The implementation phase will begin in 2011-12.
- DoJ has received \$490,000 in funding through the Government Energy Efficiency Program to undertake an energy efficiency lighting project in the Nichols Place Court House. The works for this project are currently underway.
- The DoJ Green Fleet Policy directs departmental vehicles used for operational purposes be selected from the range of vehicles with the lowest greenhouse emissions available at the time of supply.
- DoJ undertook a waste audit between December 2010 and February 2011 to establish baseline information for the introduction of the Environmental Management System and to populate the electronic reporting system.

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- DoJ has invested in a Carbonview program to provide electronic reporting of its environmental performance and to inform the Environmental Management System on introduction.
- DoJ participated in Earth Hour.
- The Solicitor for the Northern Territory division (SFNT) has an active green team known as 'Green Justice' committed to implementing better environmental practices.
- DoJ is in the process of implementing a number of videoconferencing systems across its facilities, in an endeavour to reduce the requirements for travel and thereby reduce greenhouse emissions.
- DoJ continues to monitor office paper consumption and publish trend data by division.

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.

The target for CO2 emissions for Fleet Vehicles in 2010-11 is 2%.

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The Energy Smart Building Policy, which has previously set targets for each financial year, expires on 30 June 2011. The overarching NT Climate Change Policy which sets a 33% cross Government reduction by 2020 from the 2004 baseline will continue to be adhered to until the Energy Smart Building Policy is replaced. Please refer to the DLP Sustainability Unit for further information.

Utilities:

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

The cost of power and water for DoJ for the 2009-10 financial year was \$2.645M.

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

The projected cost for power and water for DoJ for the period 1 July 2010 to 31 March 2011 (and extrapolated to 30 June 2011) is \$2.601M.

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?

The public events/conferences/forums that were sponsored by DoJ for the period 1 July 2010 to 31 March 2011, planned to 30 June 2011 and projected for 2011-12 are:

1 July 2010 to 31 March 2011:	
Darwin Community Legal Service – Human Rights Award	\$500
Law Society – Golden Gavel	\$150
Safety Institute of Australia, NT OHS Conference	\$6,750
Minister's Awards for Excellence 2011 – Minister's Award for Responsible Service of Alcohol (more than 50 employees)	\$6,000

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Projected from 1 April to 30 June 2011	
NT Human Rights Education Commission Committee	\$1,000
Privacy Awareness Week	\$1,000
Charles Darwin University Student Prizes (the Attorney-General's Medal, the Director of Public Prosecutions Prize for Practical Advocacy, Solicitor General's Prize for Constitutional Law, and the Solicitor for the Northern Territory Prize for Introduction to Public Law.	\$1,150
'As Eyes See It' art exhibition in collaboration with the Victorian Guardian, Create and NAPCAN	\$3,150
National Conference for the Children's Commissioner and Guardians (States and Territory)	\$3,600
Correctional Services Advisory Council Conference	\$6,600
Projected for 2011-12	
Safety Institute of Australia Darwin Conference	\$6,750

The information above was provided by the Divisions of DoJ.

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

For the period 1 July 2010 to 31 March 2011 the level of sponsorship provided in terms of financial support or in kind support is estimated at \$13,400.

A further \$8,950 is expected to be provided up to 30 June 2011.

Advertising:

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

Advertising is interpreted as marketing advertising.

At the commencement of the 2010-11 financial year the full year budget allocated for marketing advertising was \$757,000.

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

As at 31 March 2011 the breakdown is as follows:

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Radio	\$115,763
Television	\$283,543
Newspaper	\$257,579
*Other	\$82,011
TOTAL	\$ 738,896

*Other advertising includes: magazines, online and outdoor (banners).

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

- Enough is Enough – phase I
- Enough is Enough – phase II
- Grog Running
- Championship Moves
- Homecomings campaign (National OHS Harmonisation)

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?

Three marketing, advertising and promotion consultancies were let by DoJ in the 2010-11 financial year. To end March 2011 the value of those consultancies was:

Consultancy	Campaign		Spend to 31/03/2011
Sprout	Enough is Enough – phase 1	Producing the advertising creative	\$64,288
Sprout	Grog Running	Producing the advertising creative	\$136,786
INTRA-TERRITORY			\$201,074
McGregor Tan	Championship Moves	Implementing and managing market research	\$27,700
INTERSTATE			\$27,700
*TOTAL			\$228,774

It is estimated that DoJ will spend \$590,334 on intra-territory and interstate consultancies to 30 June 2011.

* This expenditure is reflected against the standard classifications of consultants, and marketing and promotion “other”.