

DEPARTMENT OF
THE ATTORNEY-GENERAL AND JUSTICE



2016-17 Annual Report

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE 2016–17 ANNUAL REPORT

The Department of the Attorney-General and Justice Annual Report provides a comprehensive overview to Parliament, Territorians and the community of our objectives and performance during the 2016-17 financial year.

The Department of the Attorney-General and Justice Annual Report aims to inform:

- our Minister
- Members of the Legislative Assembly
- our staff and future employees
- other government agencies at the Northern Territory, Australian and local government level
- community and non-government organisations, particularly those that deliver services in partnership with the department
- key industry bodies and
- the wider public.

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LETTER TO THE MINISTER

The Hon. Natasha Fyles MLA
Attorney-General and Minister for Justice
Minister for Health
Parliament House
DARWIN NT 0800

Dear Minister

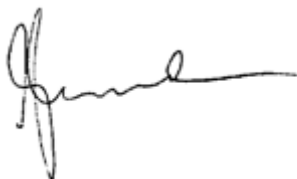
I am pleased to submit to you the 2016-17 Annual Report for the Department of the Attorney-General and Justice, in accordance with section 28 of the *Public Sector Employment and Management Act* and section 12 of the *Financial Management Act*.

Pursuant to my responsibilities as the Accountable Officer under section 13 of the *Financial Management Act*, I advise that to the best of my knowledge and belief:

- a) Proper records of all transactions affecting the Agency are kept and that employees under my control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and Treasurer's Directions.
- b) Procedures within the Agency afford proper internal control and a current description of such procedures is recorded in the accounting and property manual which has been prepared in accordance with the requirements of the *Financial Management Act*.
- c) No indication of fraud, malpractice, major breach of legislation or delegation, major error in or omission from the accounts and records exists.
- d) In accordance with the requirements of section 15 of the *Financial Management Act*, the internal audit capacity available to the Agency is adequate and the results of internal audits have been reported to me.
- e) The financial statements included in the Annual Report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions.
- f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.
- g) Pursuant to section 131 of the *Information Act*, I advise that to the best of my knowledge and belief, the department has implemented processes to achieve compliance with the archives and records management provisions as prescribed in Part 9 of the *Information Act*.

In accordance with the requirements of section 28 of the *Public Sector Employment and Management Act*, all public sector principles have been upheld.

Yours sincerely



Greg Shanahan
Chief Executive Officer
30 September 2017

OUR MINISTER

The Department of the Attorney-General and Justice (the department) reports to the Attorney-General and Minister for Justice.

THE YEAR IN REVIEW: MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



I am pleased to present the Annual Report for the Department of the Attorney-General and Justice (the department) for 2016-17, outlining our activities and achievements over the past financial year.

The department was formed following Machinery of Government (MoG) changes on 31 August 2016. The department now comprises the former Department of the Attorney-General and Justice (excluding the Family Responsibility Unit), the former department of NT Correctional Services (excluding Youth Justice and associated support staff), NT WorkSafe and Licensing NT (excluding the Alcohol Policy Unit). The MoG changes required internal structural modifications following the transfer of divisions to the new department. Necessary changes have been implemented to ensure the new agency can effectively deliver the priorities of government.

The government has a strong focus on the portfolio of the Attorney-General and Minister for Justice, and the department has advanced several projects to deliver the government's priorities. Of significance is the Justice Reform Framework, which the department is developing to effect fundamental reform of the justice system. The framework is an important project which will build multi-agency cooperation for solving entrenched problems that do not fit neatly into portfolio agencies and which impact from a justice system point of view.

Another important project is the Aboriginal Justice Agreement (the agreement), which has been led by the Aboriginal Justice Unit. The agreement, between Aboriginal Territorians and the Government, will set out matters which the parties will action to improve

the justice system as it delivers services to Aboriginal people in the NT. Such an agreement will be a first for the NT. The department has also produced an innovative model for a specialist domestic violence court in Alice Springs. The model provides a whole of court approach to domestic and family violence that focuses on victim safety and offender accountability. Victims will be supported by specialist staff who understand the dynamics of domestic and family violence. Victims will also have access to safe areas while on court premises.

A further area of focus has been the re-introduction of the Banned Drinker Register (BDR), as a means of reducing the supply of take-away alcohol in the community. The department is responsible for the implementation of the technology underpinning the BDR system in licensed premises, including the development of the underlying database and the installation of point of sale equipment, telecommunications infrastructure and software. The dedicated efforts of those involved saw the BDR 'go live' on 1 September 2017.

Major legislative projects have also been progressed. Legislation has been drafted to create the Independent Commission Against Corruption (ICAC) to investigate government corruption, and ensure integrity and transparency of government. Further, the department has convened a working group which has provided government with preliminary advice, recommendations and options in respect of amendments to the *Return to Work Act* (NT).

The department has also advanced several initiatives to reduce incarceration and recidivism. For example, custodial and non-custodial rehabilitation options, and the reform of mandatory sentencing.

In addition to the progression of government priorities, the department has also been heavily involved in the Royal Commission into the Protection and Detention of Children in the Northern Territory. The department established a taskforce within Northern Territory Correctional Services (NTCS) and a dedicated legal unit within Solicitor for the Northern Territory (SFNT) to assist the commission. Further, some staff have been called upon to provide evidence at the public hearings. This has been a particularly challenging time for those involved and I acknowledge the efforts of those who have assisted the Commission.

I wish to thank all staff for their hard work and dedication throughout 2016-17, particularly during the period of significant change. I am confident that in the year ahead, the department will continue to deliver services at the same high-standard which could not be achieved without the outstanding professionalism and commitment of all staff.

Greg Shanahan
Chief Executive Officer

CONTENTS



GOVERNANCE FRAMEWORK

5



OUR PEOPLE

35



OUTPUT REPORTING

53

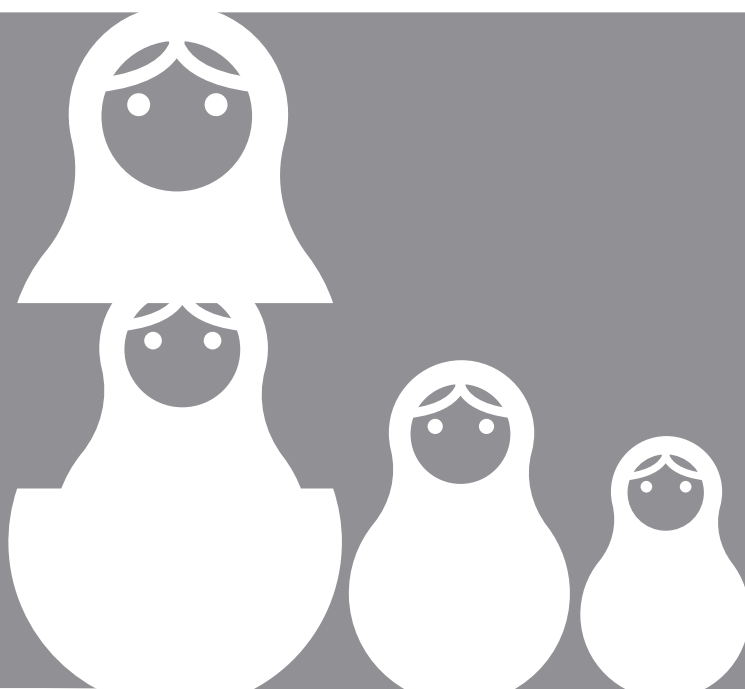


FINANCIAL STATEMENTS

91

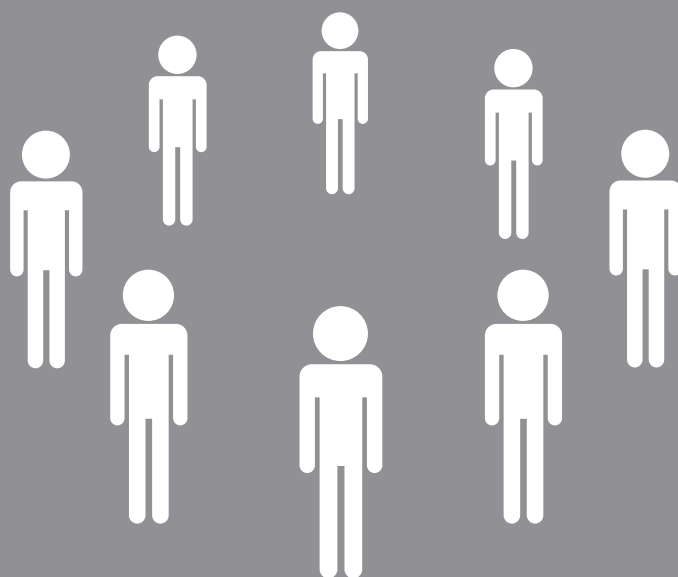
New department comprises

- former Department of the Attorney-General and Justice (excluding the Family Responsibility Program), NT Correctional Services (excluding Youth Justice and associated support staff), Licensing NT (excluding the Alcohol Policy Unit) and NT WorkSafe



Department workforce based in **11 different regional locations** across the Northern Territory

Organisation consists of eight functional areas and **6 Independent Offices**



Vision Statement

A fair and accessible legal system for the community.

Mission Statement

Provide strategic law and legal policy services to government and deliver courts, tribunals, prosecutions, advocacy, mediation, complaint resolution and registration services.

Core Business

The Administrative Arrangements Order issued on 12 September 2016 resulted in the creation of a new department. The new department delivers:

- strategic law and legal policy services to government
- custodial and community based correctional services
- prosecution services
- Court and Tribunal support services
- a balanced policy and regulatory framework that supports industry, business and the community
- advice, education and information to business, workers and the public relating to legislative compliance and regulations

- support to independent integrity bodies
- registration services
- official statistics for the NT justice system.

Our Values

Ethical practice: act openly, honestly, fairly and with accountability.

Impartiality: provide the government with robust advice that is frank, honest, timely and based on the best available evidence.

Respect: provide services in a manner which respects others.

Diversity: listen to and value different backgrounds, perspectives and contributions.

Commitment to service: strive to achieve the department's strategic direction.

Accountability: positively represent the department and the NT Government.

Budget Paper No. 3 Output Groups

The department supports the NT Government's objective of building safer, fairer and stronger communities through the following output groups as published in *Budget Paper No. 3 of 2016-17*¹.

Output Group	Outputs
Legal Policy	<ul style="list-style-type: none">• Bills introduced to Parliament
Solicitor for the Northern Territory	<ul style="list-style-type: none">• Number of legal files/matters
Crime Victims Services Unit	<ul style="list-style-type: none">• Victims of Crime Assistance Act applications received
Criminal Justice Research and Statistics Unit	<ul style="list-style-type: none">• Number of requests, briefings and reports delivered by the Criminal Justice Research and Statistics Unit
Court Support Services	
Higher Courts	<ul style="list-style-type: none">• Sitting Days – higher courts
Lower Courts and Tribunals	<ul style="list-style-type: none">• Sitting Days – lower courts• Sitting Days - circuit courts
Fines Recovery Unit	<ul style="list-style-type: none">• Enforcements Processed
Northern Territory Civil and Administrative Tribunal	<ul style="list-style-type: none">• Cases lodged
Integrated Justice Information System	<ul style="list-style-type: none">• Modernisation projects planned
Director of Public Prosecutions	
Director of Public Prosecutions	<ul style="list-style-type: none">• Number of new matters

¹ The Family Responsibility Program was transferred from the department to Territory Families.

Output Group	Outputs
Independent Offices	
Consumer Affairs	<ul style="list-style-type: none"> • Enquiries, complaints and compliance actions
Anti-Discrimination Commission	<ul style="list-style-type: none"> • Complaints conciliated
Information and Public Interest Disclosures Commissioner	<ul style="list-style-type: none"> • Inspections (panels and visitors) • Freedom of Information and privacy complaints handled • Public interest disclosures handled
Registrar-General	<ul style="list-style-type: none"> • Land Title and Birth, Deaths and Marriages registrations
Public Trustee	<ul style="list-style-type: none"> • Estates and trusts finalised
Health and Community Services Complaints Commission	<ul style="list-style-type: none"> • Enquiries and complaints received
Office of the Children's Commissioner	<ul style="list-style-type: none"> • Enquiries and complaints received
Office of the Parliamentary Counsel	<ul style="list-style-type: none"> • Pages of legislation drafted and pages reprinted
Community education and awareness delivered	<ul style="list-style-type: none"> • Community education and awareness delivered (sessions)
Corporate and Governance	
Corporate and Governance	<ul style="list-style-type: none"> • Turnover of department staff • Department accounts paid within 30 days • Internal audits conducted

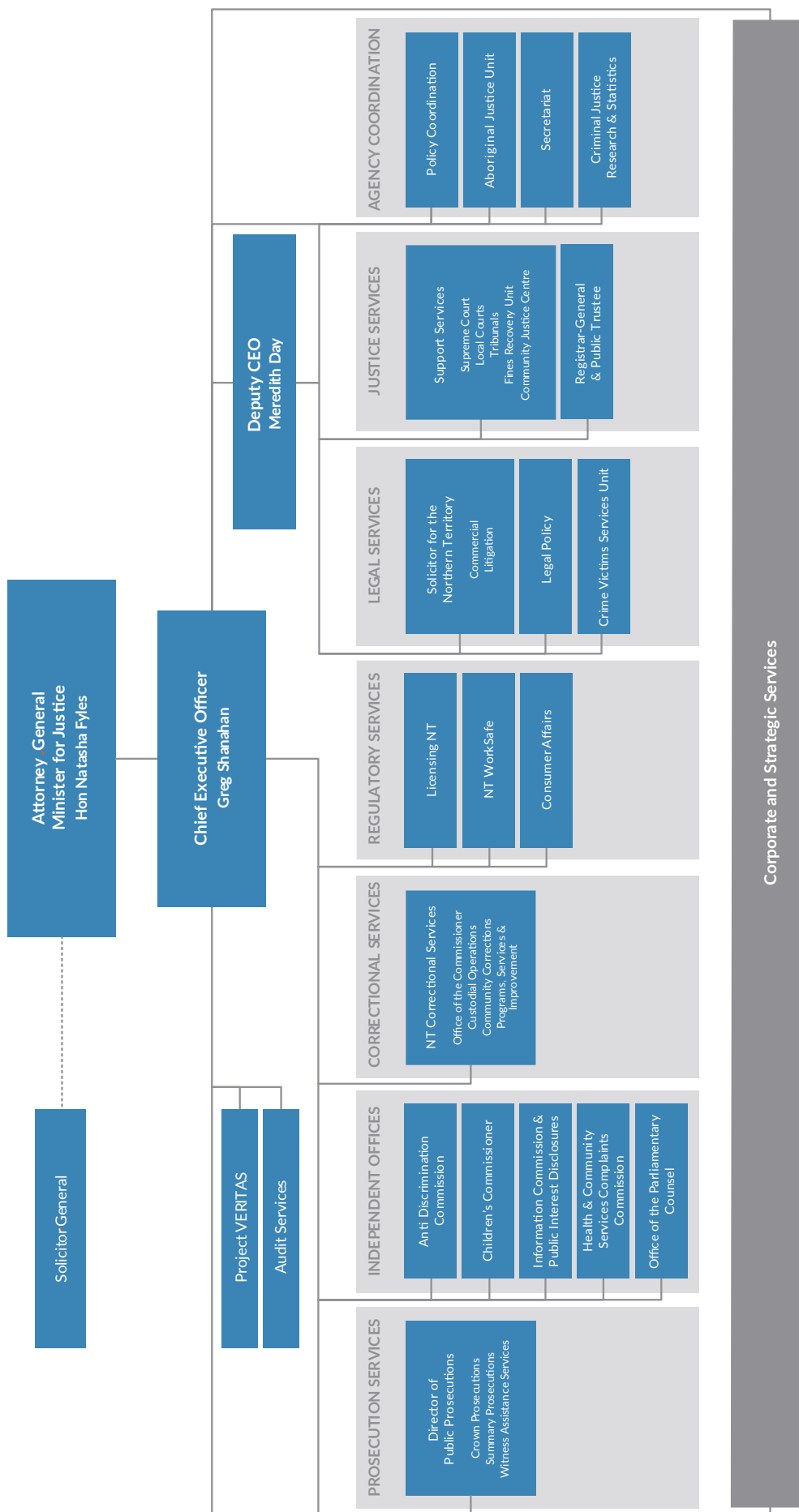
Further divisions forming part of the new agency included:

Output Group	Outputs
NT Correctional Services ¹	
Custodial Services	<ul style="list-style-type: none"> • Daily average number of prisoners • Expected peaks of beds required (average)
Education and Offender Programs	<ul style="list-style-type: none"> • Eligible prisoners participating in education • Eligible prisoners participating in offender programs
Correctional Industries and Employment	<ul style="list-style-type: none"> • Eligible prisoners participating in commercial employment • External revenue generated • Eligible prisoners participating in employment programs • Eligible prisoners participating in Sentenced to a Job • Eligible prisoners participating in volunteer employment • Eligible prisoners participating in paid employment
Community Corrections	<ul style="list-style-type: none"> • Daily average number of offenders under supervision: <ul style="list-style-type: none"> - adult - youth • Order Commencements: <ul style="list-style-type: none"> - adult - youth • Community Work Orders successfully completed • Number of community work hours
Parole Board	<ul style="list-style-type: none"> • Scheduled meetings • Number of parole matters considered
Policy and Regulatory Support ²	<ul style="list-style-type: none"> • Value of Community Benefit Funds (CBF) grants • Licences and authorities administered • Operational visits undertaken • Race meetings conducted in the Territory • Grant funding to Thoroughbred Racing • Grant funding to Darwin Greyhounds Association • Building practitioners registered
Licensing NT (excluding Alcohol Policy Unit)	
NT WorkSafe	<ul style="list-style-type: none"> • Completed workplace visits • Workers compensation mediations completed • Information session/education campaigns conducted • Licences issued • Enquiries

¹ Previously the Department of NT Correctional Services excluding Youth Justice and associated support staff.

² From the Department of Business.

ORGANISATION CHART



LOCATIONS IN THE NT

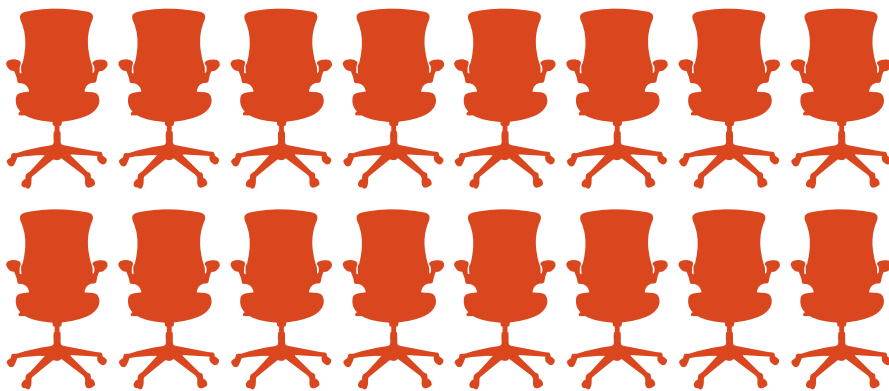


GOVERNANCE FRAMEWORK



FAST FACTS	6
THE EXECUTIVE LEADERSHIP GROUP	8
HIGHLIGHTS 2016-17	11
COMMITTEES	12
STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES	21
STATUTORY BOARDS AND BODIES	23
REVIEWS AND AUDITS	26
INFORMATION ACT	28
WORK HEALTH AND SAFETY	29
CORPORATE CITIZENSHIP	31
ENVIRONMENTAL MANAGEMENT	33
STRATEGIC PLAN	34
STRATEGIC ISSUES FOR 2017-18	34

184
Acts
administered



16
statutory
office
holders

Enacted
legislation
in 2016-17
= 11



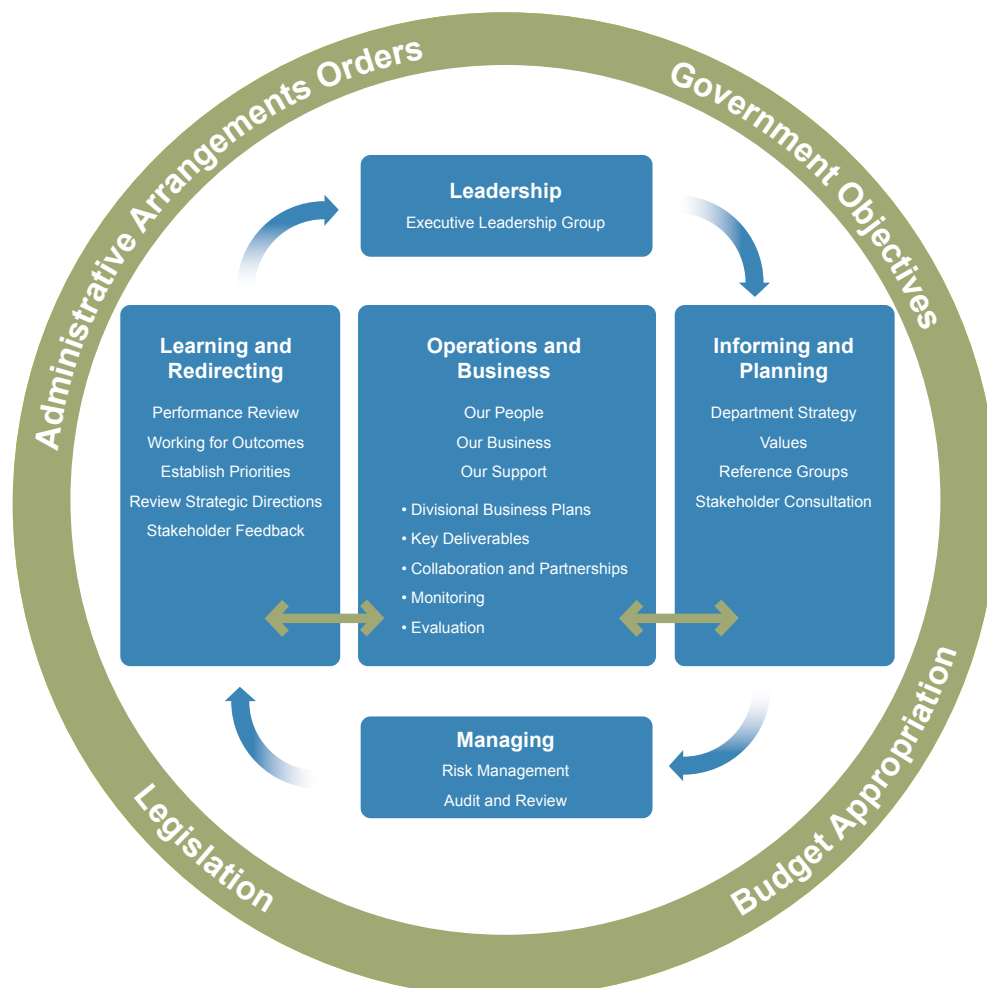
13%
reduction in
WHS incidents

Good governance allows the department to set its direction and manage its operations, to achieve expected outcomes and discharge its accountability obligations. The Governance Framework encompasses leadership, business and operational planning, risk assessment and mitigation, and managing and learning to support the department's people to achieve key deliverables. The diagram below shows the interconnectivity of these elements.

The department's governance arrangements and practices provide visibility of results, to the Executive Leadership Group (ELG), the NT Government (NTG), the Parliament and the community, and conform to applicable legislative and policy requirements as well as meeting public expectations of openness, transparency and integrity.

The principles of the framework are underpinned by the following.

- **Leadership:** achieving department-wide commitment to good governance and accountable decision making.
- **Informing and Planning:** acting impartially and ethically in accordance with the department's values and actively engaging in stakeholder consultation.
- **Managing:** being active stewards of public assets, being agile in managing the department's risks and ensuring procedures and processes are in place and monitored for compliance with legislation, regulations and policy.
- **Operations and Business:** maintaining clear roles and responsibilities and transparency around decisions, performance and the operations of the department.



THE EXECUTIVE LEADERSHIP GROUP

The purpose of the Executive Leadership Group is to deliver the priorities of Government, which is to:

- lead the development and implementation of the department's strategic plan
- initiate collaborative strategic reform
- provide leadership in the coordination of intra- and inter-agency activities which deliver the department's strategic objectives
- provide leadership in the development of department frameworks and programs that underpin the department's strategic objectives
- maintain oversight of, and receive regular written progress reports from the working group senior leaders on the progress of priority reforms.

Revised terms of reference were finalised on 23 May 2017 in line with the new structure of the department.

Greg Shanahan (Chair) Chief Executive Officer



Greg Shanahan holds a Bachelor of Economics from Flinders University and a Bachelor of Laws awarded by the University of Queensland. Greg started work in the department in 1996 as a commercial lawyer. He was appointed Registrar-General in September 1998 and Public Trustee for the NT in March 1999.

In 2002, Greg was appointed Executive Director of Court Support Services and was later appointed Deputy Chief Executive Officer of the Department of Justice.

Greg was appointed Chief Executive Officer (CEO) of the former Department of Justice in July 2006, and has been the CEO of the current department since its formation in September 2016.

Meredith Day Deputy CEO



Meredith Day has worked with the Solicitor for the NT (SFNT) since 2005 and was appointed Director of the Litigation Division in 2013. Prior to joining SFNT, Meredith worked as a solicitor in private practice, including seven years as a partner of a local firm, and as a lecturer in law at Charles Darwin University, where she lectured in torts and professional practice.

Meredith has represented clients in a wide variety of litigious matters over the years including workers' compensation, catastrophic injury claims, medical negligence and family and child protection law. Her current focus areas are employment and industrial relations, building and construction dispute resolution and administrative law. Meredith also has an interest in legal services management and served in various management roles during her time at SFNT.

Meredith acted as the Deputy CEO of the department from 2014 before being formally appointed in 2015.

Wojciech Jacek (Jack) Karczewski QC Director of Public Prosecutions



Jack Karczewski graduated from the University of Queensland with a Bachelor of Laws in May 1974. He was admitted to practice in Queensland as a Solicitor in December 1974, and as a Barrister and Solicitor of the Supreme Court of Papua New Guinea in April 1975.

From April 1975 to October 1982 he was employed by the Papua New Guinea Government in the Public Prosecutor's Office as a Crown (later State) Prosecutor and was appointed a Senior State Prosecutor in December 1978. In October 1980, he was seconded to the Port Moresby City Council as its Principal Legal Officer and remained there until June 1983.

Jack started employment with the Prosecutions Division of the former NT Department of Law in June 1984 and was admitted to practice as a Legal Practitioner of the Supreme Court of the Northern Territory in August 1984. He was appointed Senior Crown Prosecutor for the NT in September 1991. He transferred to the Policy Division, Attorney-General's Department, in December 1993 and was employed there as a policy law officer until November 1997. He was the acting Director of the Policy Division from March 1997 to September 1997.

Jack transferred back to the Office of the Director of Public Prosecutions (DPP) in November 1997 and took up the position of Assistant Director, Darwin. He was appointed Deputy Director in June 1998. Jack was appointed Queen's Counsel in December 2001.

In February 2013 Jack was appointed Director of Public Prosecutions.

Mark Payne Commissioner, NT Correctional Services



Mark Payne was appointed Commissioner of NT Correctional Services on 12 November 2015 following 32 years of service with NT Police.

Mark has served at executive levels within government since 2012 as NT Police Assistant Commissioner for portfolio areas that included Operations, Regional Operations, Darwin Metropolitan, Human Resources,

and Crime and Specialist service areas. He was also responsible for corporate management of both the Continuous Improvement and Innovation Reform portfolios. Mark's most recent appointment with NT Police was in the position of Deputy Commissioner from April 2015 until confirmation as Commissioner of Correctional Services in September 2016, after a period of acting in the role.

Mark holds a Master of Public Administration, a Graduate Certificate of Applied Management and a Graduate Certificate of Public Sector Management, is a graduate of the Australia and New Zealand School of Government Australian Institute of Police Management Police Leadership Program, the Melbourne Business School Advanced Management Program and the Leadership in Counter Terrorism Program.

Alecia Brimson Director Corporate and Strategic Services



Alecia Brimson has spent over 30 years in the public sector working in the Australian and NT governments. Alecia has held operational and corporate positions and spent time working in most of the larger regions of the NT during her formative years in the NT Public Service (NTPS).

Alecia has held senior positions in the Australian Government with responsibility over corporate and operational portfolios across Northern Australia and is currently responsible for the Corporate and Strategic Services division of the department.

Alecia holds a Bachelor of Business (Human Resource Management) with accredited development in conducting investigations and negotiations, and is a passionate advocate for developing a culture of strong performance and accountability in a corporate setting.

Chris Cox
Director Courts and Tribunals



Chris Cox started as a Court Assistant with the then Department of Law in Katherine in 1988. He has held several management positions in Courts including Sheriff, Supreme Court Registrar and Principal Registrar of the Local Court, and has worked in all court locations across the NT.

Chris works closely with the Chief Justice of the Supreme Court, Chief Judge of the Local Court and President of the Northern Territory Civil and Administrative Tribunal (NTCAT) to deliver and improve court and tribunal services across the NT.

Chris was appointed Director of Courts in 2004 and has been Director of Courts and Tribunals since 2012. Chris has a Bachelor of Laws from Charles Darwin University (2008) and Graduate Diploma in Legal Practice from the Australian National University (2008). He is a Fellow of the Australian and New Zealand College of Notaries.

Cindy Bravos
Director-General, Licensing NT



Cindy Bravos is the Director-General of Licensing for the NT. The Director-General's portfolio is diverse, ranging from the regulation of the liquor, private

security and gaming industries through to the licensing of escort agencies and disposal of seized kava. In addition, the Director-General has been delegated the independent statutory powers of the Commissioner of Consumer Affairs for the regulation of associations, motor vehicle dealers, pawnbrokers, second hand dealers and commercial and private agents. Cindy has held a number of senior public sector roles, having served with both Australian and NT governments. Cindy holds qualifications in law, international relations, leadership, change management and languages.

Stephen (Steve) Gelding
Executive Director, NT WorkSafe



Steve Gelding started in the NTPS as a Registered Nurse at Katherine Hospital in 1979. He has held a number of senior positions in the Department of Health including Nursing Director Katherine Hospital, Regional Director Katherine, General Manager Gove Hospital, General Manager Top End Mental Health Service, General Manager Top End Remote Health Service and Director Alcohol and Other Drugs Program. He has also served as Senior Adviser to three NT health ministers.

He commenced with NT WorkSafe in July 2013 as Senior Director and was appointed Executive Director in August 2014. Steve is appointed as the NT Work Health Authority, Electricity Safety Regulator and Chief Inspector under the *Radioactive Ores and Concentrates (Transport and Packaging) Act*. He is also the Chair of the NT Workers' Rehabilitation and Compensation Scheme Monitoring Committee. Steve is also an appointed Member of Safe Work Australia.

Jenni Daniel-Yee
Director Legal Policy, Solicitor for the NT



Jenni Daniel-Yee was admitted to practice in the NT in 1984, after completing her Articles of Clerkship with the then Department of Law, and worked for the Litigation Division. Over the years, Jenni also spent time as Acting Registrar of the Supreme Court, Acting Judicial Registrar with the Magistrates Courts, with the Lands Planning and Mining Tribunal and the Department of Education. Jenni commenced with Legal Policy in 1999 and after spending varying periods as Acting Director, was appointed Director Legal Policy, in 2015. Jenni holds a Bachelor of Arts and Laws from the University of Adelaide (1983).

Sally Sievers
Anti-Discrimination Commissioner



Sally Sievers has been a lawyer in the NT since 1988 and the Anti-Discrimination Commissioner and Principal Community Visitor (PCV) for the NT since January 2013.

Sally has practised both within government and in private practice, initially as a criminal lawyer for both NT and Commonwealth prosecution services. Sally has worked as health lawyer, primarily a litigator in medical negligence, coronial and Part IIA of the *Racial Discrimination Act* matters, as well as for health professional boards. Just prior to her appointment as

Commissioner, she completed several extended stints as a Relieving Magistrate.

In the last four years, Sally has focused the Commission's activities in the areas of race and disability discrimination and gender equality. In particular, she has focused on the impact of discrimination against women and families. To assist in this work, Commission staff have designed and presented workshops raising awareness about unconscious bias.

As PCV, Sally oversees a multi-disciplinary team that has a monitoring and advocacy role for the NT's most vulnerable people, who are detained in mental health and secure care facilities. The Community Visitor Program fulfils the objectives of the *Anti-Discrimination Act* as it aids in the day to day protection of equal opportunity for the most vulnerable groups in the NT.

Sally represents the Independent Offices Group at ELG on behalf of the Registrar-General and Public Trustee, Children's Commissioner, Commissioner of Community Affairs, Commissioner of Information and Public Interest Disclosures, Commissioner of Health and Community Services Complaints and Chief Parliamentary Counsel.

HIGHLIGHTS 2016-17

Enabling New Department

The creation of the new department required the prioritisation of corporate activity over a period of months. Management of the key timeframes was carried out by the Department of the Chief Minister in collaboration with nominees from each of the affected agencies. The department actively worked with the former NT Department of Correctional Services, Department of Business (now Department of Trade, Industry and Innovation) and Territory Families.

Activity across corporate areas involved 182 time-sensitive projects, including but not limited to:

- implementation of change management
- implementation of a new chart of accounts
- transfer of assets and ledger balances
- review of work processes and activity within divisions for compatibility with established corporate processes
- transfer of staff into the department
- restructuring of work teams, where appropriate

- transfer of costs relating to Information Communication Technology (ICT) service provision
- transfer of records and review of divisional structures, security and access control groups
- a shared data-set with the Department of Trade, Business and Innovation relating to activities undertaken by the Territory Business Centre, Licensing NT and NT WorkSafe
- review of all corporate policies and related procedures including the Finance and Accounting Manual to create a single version
- review of policy and governance frameworks to develop a suitable approach for the department
- revision of all internal committee terms of reference including the ELG
- revision of business plans for alignment with election commitments and priorities
- undertaking planning and review with all areas to ensure alignment of priorities with business and operational plans
- development of a strategic plan for the new department.

activities (including the Legislative Assembly and the Judiciary). The draft Bill was released for public consultation on 28 June 2017.

Liquor reforms, Banned Drinkers Register, licensing conditions and floor space restrictions

Legal Policy worked closely with the Department of Health, the lead agency for alcohol policy, in developing the *Alcohol Harm Reduction Bill 2017*. The Bill was introduced in the May 2017 sittings of the Legislative Assembly and debated and passed in the August Sittings for commencement on 1 September 2017.

COMMITTEES

Several committees and subcommittees have been set up within the department, or are led by the department to support specialist information or manage special projects. The roles of the committees are defined in their terms of reference. The schedule details committees to 30 June 2017.

Royal Commission into Child Protection and Youth Detention in the Northern Territory

During the period 1 July 2016 to 30 June 2017, the NTG through the SFNT and the Department of the Chief Minister (DCM), have been served with 201 Notices to Produce. During the period of 1 July 2016 and 30 June 2017, 113,103 documents have been produced to the Royal Commission in answer to various Notices to Produce. This equates to 1,377,525 pages. In addition, NTCS was served with 62 notices to produce resulting in them transferring more than 2.2 million hard copy pages of information.

Independent Commissioner Against Corruption

The Policy Coordination and Legal Policy divisions within Legal Services worked with the Office of Parliamentary Counsel (OPC) to develop legislation to establish the ICAC. The proposed law deals with the legislative recommendations of the Anti-Corruption, Integrity and Misconduct Commission Inquiry, tabled 27 June 2016, and will create a powerful anti-corruption body to investigate all levels of NTG

Committee	Appointed	Role	Meetings held
Executive Leadership Group (ELG)			
Chair: Greg Shanahan, CEO	All appointed on 02/05/2013	The ELG: Oversees the development and implementation of the department's strategic plan.	27/07/2016
Members: Meredith Day, Deputy CEO		Provides leadership in the coordination of intra and inter agency activities which deliver the department's strategic objectives.	31/08/2016
Jack Karczewski, Director Public Prosecutions		Provides leadership in the development of corporate frameworks which underpin the department's strategic objectives.	28/09/2016
Alecia Brimson, Director Corporate and Strategic Services		Develops the leadership and technical skills of our staff across the department.	26/10/2016
Chris Cox, Director Court Support Services			30/11/2016
A representative from the Independent Officers Group			14/12/2016
Chair: Greg Shanahan, CEO			25/01/2017
Members: Meredith Day, Deputy CEO	All appointed on 23/05/2017	The focus of the ELG is the development of our people and our supporting corporate frameworks in line with the department's strategic plan.	22/02/2017
Mark Payne, Commissioner of Correctional Services		Replaced by restructured leadership group from 23 May 2017 with revised terms of reference.	29/03/2017
Jack Karczewski, Director Public Prosecutions		ELG: Lead the development and implementation of the department's strategic plan	04/05/2017
Cindy Bravos, Director-General Licensing		Initiate collaborative strategic reform	
Alecia Brimson, Director Corporate and Strategic Services		Provide leadership in the coordination of intra and inter agency activities which deliver the department's strategic objectives	
Chris Cox, Director Courts and Tribunals		Provide leadership in the development of department frameworks and programs that underpin the department's strategic objectives	
Stephen Gelding, Director NT WorkSafe		Maintain oversight of, and received regular written progress reports from the working group senior leaders on the progress of priority reforms	
A representative from the Independent Officers Group			

Committee	Appointed	Role	Meetings held
Correctional Services Audit Committee			
Chair:			
Commissioner Mark Payne	13/10/2016	The Correctional Services Audit Committee's primary objective is to provide an oversight role to assist the Commissioner and the ELG in fulfilling their corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management and the internal and external audit functions.	14/07/2016
Vanessa Bates, Executive Officer to the Commissioner (Chair 1/7/16 to 13/10/16)	09/07/2013		13/10/2016
Members:	21/01/2015		15/12/2016
Rob Steer, Executive Director Custodial Operations	11/06/2013	This committee ceased on 15 December 2016.	
Ros Lague, Executive Director Corporate and Strategic Services	21/01/2015		
Tracy Luke, Executive Director Community Corrections	11/06/2013		
Tim McManus, Director Budget Development			
Financial Management Group Department of Treasury and Finance (External)	11/06/2013		
Dave Ferguson, Professional Standards Unit (Observer)	11/06/2013		
Secretariat, Organisational Performance Unit			

Committee	Appointed	Role	Meetings held
Audit and Risk Committee (ARC)			
Chair:			
Emily Clarke, Law Officer, SFNT (member from 1 May 2015)	01/04/2016	The ARC provides an oversight role to assist the CEO and the ELG fulfil their corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management and internal and external audit functions.	30/09/2016
			16/12/2016
			31/03/2017
			30/06/2017
Members:			
Shaun O'Brien, Acting Chief Financial Officer, Department of Education	06/06/2016	The ARC's functions and responsibilities are to: monitor the adequacy of the internal control environment and related policies, practices and procedures; monitor corporate risk assessment and the adequacy of the internal controls established to manage identified risks; oversee the internal audit function, liaise with external auditors, and monitor the implementation of internal and external audit recommendations; review financial statements and other public accountability documents such as annual reports prior to approval by the Accountable Officer; and within the context of the committee's primary objective, undertake any other functions and activities as determined from time to time by the CEO. The ARC has authority for each of these functions across all areas of the department, including statutory offices.	
Sandra Otto, Deputy Commissioner, Consumer Affairs	24/06/2015		
Steve Wheelhouse, Director Crime Victims Services Unit	01/04/2016		
Vanessa Bates, Executive Officer to the Commissioner, Northern Territory Correctional Services	01/01/2017		
Anna McGill, Senior Policy Adviser – Department of Health – Alcohol Policies and Legislation Review	01/01/2017		
Chris Wicks, Director of Regulatory Reform, NT WorkSafe	01/01/2017		
Renata Blanch, Registrar of the NT Civil and Administrative Tribunal	01/01/2017		
Paul Usher, Deputy Director – Director of Public Prosecutions	01/02/2017		
Secretary:			
Philip Anderson, Auditor	01/06/2015		
Observers:			
Julie Crisp, Auditor-General or her nominee, Office of the Auditor-General (since 22 September 2014)			
Shelley Withers, Director Governance and Risk (since 13 January 2016)			
David Fergusson, Director, Professional Standards Unit (since 1 January 2017)			
Prior members:			
Daniel McGregor, Sheriff of the Supreme Court			

Committee	Appointed	Role	Meetings held
Work Health and Safety (WHS) Steering Committee			
Chair:			
Greg Shanahan, CEO	23/10/2013	The role of the WHS Steering Committee is to ensure the department's safe work procedures are developed to the standards required by the WHS legislation and relevant codes of practice and industry standards, and are regularly reviewed.	27/07/2017
Members:			
Executive Leadership Group	23/10/2013		
Shelley Withers, Director Governance and Risk	13/01/2016	The committee provides advice and recommendations to the Executive Leadership Group to effectively manage the department's WHS compliance obligations.	
Rachel Kennaway, Acting Governance Officer (Secretariat)	02/02/2016		
		Replaced by AGD WHS Committee under changed governance structure from 27 July 2016.	

Committee	Appointed	Role	Meetings held
AGD WHS Committee			
Chair:			
Shelley Withers, Director Governance and Risk	12/05/2016	The department's WHS Committee provides a forum for collaboration and consultation across the department on WHS matters.	08/08/2016
			01/11/2016
			02/02/2017
			10/05/2017
Members:			
One nominee from each of the following location based Health and Safety Committees:		The WHS Committee plays a central role in monitoring and guiding WHS matters, ensuring the systematic achievement of WHS requirements and making recommendations to the ELG about the implementation and progression of WHS matters.	
NT Correctional Services	12/05/2016		
Anti-Discrimination Commission & Office of the Information Commissioner and Public Interest Disclosures – Darwin and Alice Springs			
Alice Springs & Tennant Creek Courts	12/05/2016		
Children's Commissioner & Health and Community Services Complaints Commission (Darwin)	12/05/2016		
Consumer Affairs & NT Civil and Administrative Tribunal - Darwin	12/05/2016		
Westpoint Building – Alice Springs	12/05/2016		
Corporate and Strategic Services - Darwin	12/05/2016		
Director of Public Prosecutions – Darwin and Alice Springs	12/05/2016		
Nichols Place – Darwin	12/05/2016		
Office of the Parliamentary Counsel - Darwin	12/05/2016		
Supreme Court – Darwin	12/05/2016		
Legal Services Management -Darwin	12/05/2016		
Darwin Correctional Precinct - Darwin	08/02/2017		
Alice Springs Correctional Precinct – Alice Springs	08/02/2017		
Community Corrections – All locations	08/02/2017		
Licensing NT – Darwin	08/02/2017		
NT WorkSafe – Darwin	01/02/2016		
Rachel Kennaway, Governance Officer	12/05/2016		

Committee	Appointed	Role	Meetings held
Information Management Committee			
Chair: Greg Shanahan, CEO	16/07/2013	The role of the Information Management Committee is to ensure the achievement of the department's business goals through appropriate information management and technology solutions by making recommendations to the senior executive on information strategies and projects.	28/09/2016
Members: ELG	16/07/2013		14/12/2016
Victor De Silva, Chief Information Officer	16/07/2013		29/03/2017
Chair: Alecia Brimson, Director Corporate and Strategic Services	All appointed 29/03/2017	Revised terms of reference with changed governance structure were adopted from 29 March 2017.	
Members: Victor de Silva, Chief Information Officer		----- The Information Management Committee provides the overarching strategy and guidance framework for End User Computing, Business Systems and ICT Infrastructure, policy, investment and technology use in the department.	
Rosanne Lague, Director Programs Services and Improvements, NT Correctional Services			
Jacqueline Dowling, Chief Finance Officer		The Information Management Committee through the Chair provides advice and makes recommendations to the Executive Leadership Group within the scope of the responsibility of the Committee.	
Shelley Withers, Director Governance and Risk			
Chris Cox, Director Courts and Tribunals			
John Sealy, Director Gambling Systems Compliance (rotating senior divisional member)			
Observer: Philip Anderson, Auditor			

Committee	Appointed	Role	Meetings held
Correctional Industries Advisory Councils (CIAC)			
Chair:			
Rob Steer, Director Custodial Operations NT Correctional Services	06/02/2013	The Correctional Industries Advisory Council of the NT (CIAC) is an integral part of the NT Correctional Industries (NTCI). The Council comprises of peak employer bodies, Unions NT, training organisations, Department of Trade, Business and Innovation, the Chamber of Commerce and community representatives. The Council has responsibility to monitor the development and operation of Correctional Industry programs to ensure that they function prudently and sensitively in parallel with private sector businesses. The role of CIAC ensures that NTCI do not adversely impact upon local businesses and in particular, community employment. The business opportunities that CIAC have supported are related to import replacement, new opportunities and opportunities where there was a shortage of skilled labour.	17/08/2016
Tim Cross, Deputy Director Industries and Employment NT Correctional Services	09/04/2014		26/10/2016
			14/12/2016
			15/02/2017
			12/04/2017
Melodie Bat, Batchelor Institute of Indigenous Tertiary Education	25/10/2016		14/06/2017
Robert Buttery, Vocational Education and Training (VET) Program Manager Charles Darwin University	06/02/2013		
Brent Campbell, Executive Officer International Trade NT Chamber of Commerce	26/10/2016		
Peter Donovan, Executive Director Motor Trades Association (NT)	12/06/2013		
Shenal Basnayake, CEO NT Farmers Association	21/10/2015		
Tom Ryan, Executive Officer NT Cattlemen's Association	22/10/2014		
Ray Wyatt, Transport Workers Union	15/02/2017		
Karen Lindsay, Director, Indigenous Workforce Participation, Business Engagement, Department of Trade, Business and Innovation	26/10/2016		

Committee	Appointed	Role	Meetings held
Correctional Industries Advisory Councils (CIAC)			
Alice Springs members:			
Rob Steer (Chair), Director Custodial Operations NTCS	06/02/2013		10/08/2016 19/10/2016
Bill Yan, General Manager Alice Springs Correctional Centre NTCS	05/02/2014		07/12/2016 08/02/2017
Tim Cross, Deputy Director Industries and Employment NTCS	16/04/2014		05/04/2017 07/06/2017
Keith Castle, Community representative	05/02/2014		
Kay Eade, Executive Officer Central Australian Region Chamber of Commerce	05/02/2014		
Grant Butler, Regional Training Officer Department of Trade, Business and Innovation	06/04/2016		
Damien Ryan, Mayor Alice Springs Town Council	05/02/2014		
Cathryn Hutton, Director Finance and Corporate Services Central Desert Shire Council	14/10/2014		
Jeff Macleod, CEO MacDonnell Shire	05/02/2014		
Joyce Taylor, Barkly Regional Council Tennant Creek	05/02/2014		
Scott Lovett, Department of Chief Minister Alice Springs	11/02/2016		
Miguel Ociones, United Voice	05/02/2014		
Martin Glass, Community representative	05/02/2014		
Steven Brouwer, Community representative	08/10/2014		
Peter Donovan, Executive Director Motor Trades Association (NT)	19/10/2016		

Footnote: The Project VERITAS Steering Committee has become a sub-committee of the NTG's Information Communications Technology (ICT) Governance Board. Membership consists of an independent Chair, CEOs and Chief Information Officers from NT Police and the department.

STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES

A number of statutory offices came under the umbrella of the department in 2016-17 for the purposes of the *Public Sector Employment and Management Act* and the *Financial Management Act*.

The independent statutory offices are included in the department's output structure for funding and reporting on performance against the approved agency

budget. However, the department has no authority to direct statutory offices in the execution of their independent functions.

It should be noted that the functions and independence of statutory offices are maintained by their respective Acts.

Statutory Office Holders	
Appointment	Act
Anti-Discrimination Commissioner	<i>Anti-Discrimination Act</i>
Chief Inspector	<i>Radioactive Ores and Concentrates (Packaging and Transport) Act</i>
Children's Commissioner	<i>Children's Commissioner Act</i>
Commissioner for Public Interest Disclosures	<i>Public Interest Disclosures Act</i>
Commissioner of Consumer Affairs	<i>Consumer Affairs and Fair Trading Act</i>
Commissioner for Health and Community Services Complaints	<i>Health and Community Services Complaints Act</i>
Director of Public Prosecutions	<i>Director of Public Prosecutions Act</i>
Electricity Safety Regulator	<i>Electricity Reform Act</i>
Information Commissioner	<i>Information Act</i>
Public Trustee for the NT	<i>Public Trustee Act</i>
Registrar of Births, Deaths and Marriages	<i>Births, Deaths and Marriages Registration Act</i>
Registrar-General for the NT	<i>Registration Act</i>
Solicitor-General of the NT	<i>Law Officers Act</i>
Commissioner of Correctional Services	<i>Correctional Services Act</i>
Work Health Authority	<i>Work Health Administration Act</i>
Director-General of Licensing	<i>Licensing (Director-General) Act</i>

Appointments to Statutory Boards and Committees (Chair, President, Registrar)		
Body	Appointment/s	Act
Alcohol Mandatory Treatment Tribunal	President, Registrar	<i>Alcohol Mandatory Treatment Act</i>
Child Deaths Review and Prevention Committee	Convenor	<i>Care and Protection of Children Act</i>
Community Justice Consultative Council	Council	<i>Community Justice Centre Act</i>
Construction Contracts	Registrar	<i>Construction Contracts (Security of Payments) Act</i>
Crime Victims Advisory Committee	Chairperson	<i>Victims of Crime Rights and Services Act</i>
Health and Community Services Complaints Review Committee	Chairperson	<i>Health and Community Services Complaints Act</i>
Legal Practitioners Admission Board of the NT	Chairperson	<i>Legal Profession Act</i>
Legal Practitioners Disciplinary Tribunal	Chairperson	<i>Legal Profession Act</i>
Legal Practitioners Funds Management Committee	Chairperson	<i>Legal Profession Act</i>
Mental Health Review Tribunal	President, Registrar	<i>Mental Health and Related Services Act</i>
NT Civil and Administrative Tribunal	President, Registrar	<i>NT Civil and Administrative Tribunal Act</i>
NT Law Reform Committee	President and Chairperson	<i>Established by Constitution</i>
Parole Board of the NT	Chairperson	<i>Parole Act</i>
Public Trustee Investment Board	Chairperson	<i>Public Trustee Act</i>
Scheme Monitoring Committee	Chairperson	<i>Return to Work Act</i>
Work, Health and Safety Advisory Council	Work Health Authority	<i>Work, Health and Safety (National Uniform Legislation) Act</i>
Workers Rehabilitation and Compensation Advisory Council	Work Health Authority	<i>Return to Work Act</i>

The above lists are not exhaustive.

STATUTORY BOARDS AND BODIES

Agents Licensing Act

Agents Licensing Board (Real Estate and Conveyancing)

The purpose of this Board is to administer legislation, and to consider applications and complaints relating to conveyancing, real estate and business agents and their representatives.

Agents Licensing Fidelity Guarantee Fund of the NT

The purpose of this Fund is to maintain and operate the moneys of the Fund comprising interest on licensed agent's trust accounts, licence and registration fees, interest on investments, and fines imposed by the Agents Licensing Board.

Alcohol Mandatory Treatment Act

Alcohol and Mandatory Treatment Tribunal

This Tribunal is established pursuant to section 102 of the *Alcohol Mandatory Treatment Act* and its primary function is to consider and decide applications made to it for mandatory treatment orders and income management orders.

Architects Act

Architects Board

The purpose of this Board is to register Architects, architectural companies and architectural partnership; maintain the registers of architects; conduct architect practice exams as part of the national system; and consider complaints in relation to registered architects.

Building Act

Building Practitioners Board

The purpose of this Board is to register building practitioners (builders, building certifiers, certifying plumbers and drainers, and certifying engineers); maintain a system of performance reporting on practitioners; monitor the compliance of practitioners in accordance with registration requirements; monitor the competence and profession conduct of practitioners; and conduct inquiries into the work and conduct of practitioners, and if necessary, take disciplinary action.

Care and Protection of Children Act

Child Deaths Review and Prevention Committee

The key functions of the Committee are set out in section 210 of the Act, which is to assist in prevention and reduction of child deaths in the NT by maintaining a Child Deaths Register, conducting or sponsoring research about child deaths, and developing policy to deal with child deaths, diseases and accidents.

Community Justice Centre Act

NT Community Justice Centre

The Centre is established pursuant to section 7 of the *Community Justice Centre Act*. The purpose of the Centre is to provide mediation services to the community and adjudicate construction contract payment disputes.

Community Justice Consultative Council

This Council is established pursuant to section 24 of the *Community Justice Centre Act*. The purpose of the Council is to make guidelines, deal with complaints and to make reports and recommendations to the Minister in relation to the operations of the Community Justice Centre.

Consumer Affairs and Fair Trading Act

Tow Truck Operators Code of Practice Administering Authority

This Authority is established pursuant to clause 5 of the Schedule to the Consumer Affairs and Fair Trading (Tow Truck Operators Code of Practice) Regulations. The Authority is responsible for monitoring compliance with the Code, declaring areas where rosters of tow truck operators may operate and establishing rosters for those areas, and determining disputes about fees for services.

Electrical Workers and Contractors Act

Electrical Workers and Contractors Licensing Board

The purpose of this Board is to register electrical workers; maintain the register of electrical workers; and conduct inquiries into the work and conduct of electrical workers, and if necessary take disciplinary action.

Fines and Penalties (Recovery) Act**Fines Recovery Unit**

This Unit is established as a registry of the Local Court pursuant to section 27 of the *Fines and Penalties (Recovery) Act*. The Unit is to collect fines and penalties, make time-to-pay, instalment or enforcement orders, take enforcement action against unpaid fines and write off penalties as appropriate.

Gaming Control Act**Community Benefit Committee**

The purpose of this Committee is to make recommendations to the Minister in relation to the disbursement from the Community Benefit Fund and monitor contributions that clubs with gaming machines make to the community.

Health and Community Services Complaints Act**Health and Community Services Complaints Review Committee**

This Committee is established pursuant to section 78 of the *Health and Community Services Complaints Act*. The functions of the Committee are: (a) to review the conduct of a complaint to determine whether the procedures and processes for responding to the complaint were followed and, as it thinks fit, to make recommendations to the Commissioner in respect of the conduct of the complaint; (b) to monitor the operation of this Act and make recommendations to the Commissioner in respect of any aspect of the procedures and processes for responding to complaints; and (c) to advise the Commissioner and the Minister, as appropriate, on the operation of this Act and the Regulations.

Health Practitioners Act**Health Professional Review Tribunal**

The Health Professional Review Tribunal must hear each matter for which it has functions under the Health Practitioner Regulation National Law (NT) (The National Law) as such the Tribunal hears matters referred and appeals from decisions by the Medical Board, Aboriginal and Torres Strait Islander Health Practice Board, Chinese Medicine Board, Dental Board, Medical Radiation Practice Board, Nursing and Midwifery Board, Occupational Therapy Board, Optometry Board, Osteopathy Board, Pharmacy Board, Physiotherapy Board, Podiatry Board and Psychology Board.

Legal Aid Act**NT Legal Aid Commission**

The purpose of this Commission is to manage the provision of Legal Aid services to the NT community.

Legal Profession Act**Council of the Law Society NT**

This Council is established pursuant to section 638 of the *Legal Profession Act*. The Council's purpose is to manage the functions of the Law Society NT.

Law Society NT

This Society is a body corporate established pursuant to section 635 of the *Legal Profession Act*. The Society's purpose is to control the affairs of the legal profession in the NT.

Legal Practitioners Admission Board of the NT

This Board is established pursuant to section 650 of the *Legal Profession Act*. The purpose of the Board is to report on applications for admission to practice as a legal practitioner.

Legal Practitioners Disciplinary Tribunal

This Tribunal is established pursuant to section 669 of the *Legal Profession Act*. The Tribunal hears complaints against legal practitioners in the NT.

Legal Practitioners Funds Management Committee

This Committee is a body corporate established by section 659 of the *Legal Profession Act*. The Committee administers the financial aspects of the legislations including management of the Legal Practitioners Fidelity Fund.

Licensed Surveyors Act**Surveyors Board**

The purpose of this Board is to maintain the Register of Licensed Surveyors; manage the processional training of graduates which leads to the licensing process. The Board provides reciprocal agreement between states and letters of competency for NT licensed surveyors; applies disciplinary action to licensed surveyors as appropriate; set Survey Practice Directions, and monitor and maintain them to current best practice, as well as the presentation of Survey Plan Drawing Standards; as soon as practicable after 1 January each year, publish in the Gazette, the name and address of each NT licensed surveyor as at that date.

Mental Health and Related Services Act**Mental Health Review Tribunal**

This Tribunal is established pursuant to section 118 of the *Mental Health and Related Services Act*. The purpose of the Tribunal is to review the involuntary admission and treatment of persons under the legislation.

NT Civil and Administrative Tribunal Act**The NT Civil and Administrative Tribunal**

The Tribunal is established pursuant to section 7 of the *Northern Territory Civil and Administrative Tribunal Act*. The purpose of the Tribunal is to review reviewable decisions referred under relevant acts.

NT Correctional Industries Advisory Council

The purpose of this council is to provide advice to assist with the implementation and development of prison industries in the NT

NT Law Reform Committee**NT Law Reform Committee**

This Committee is established by constitution (a non-statutory committee). Its purpose is to recommend law reform measures to the Attorney-General.

Parole Act**Parole Board of the NT**

The purpose of this Board is to make decisions relating to the release of prisoners to parole, including prisoners serving a life sentence for the crime of murder.

Plumbers and Drainers Licensing Act**Plumbers and Drainers Licensing Board**

The purpose of this Board is to issue Advance Tradesman Licence and Journeyman Licence cards; and investigate complaints, and if necessary, take disciplinary action.

Professional Standards Act**Professional Standards Council**

This Council is established pursuant to section 41 of the *Professional Standards Act*. The purpose of the Council is to provide advice on the legislation to the Minister and occupational associations, encourage and assist in the improvement of occupational standards and development of self-regulation, and monitor the compliance of occupational associations with the standards and their risk management strategies.

Public Trustee Act**Public Trustee Investment Board**

This Board is established and constituted pursuant to section 12 of the *Public Trustee Act*. The purpose of the Board is to control and authorise investment of money in the Common Fund of the Public Trustee.

Racing and Betting Act**Racing Commission**

The purpose of this Commission is to regulate legalised betting, provide control for racing and conduct or provide totalisator betting facilities.

Registration Act**Lands Titles Registration and General Registry Office**

This Office is established pursuant to section 4 of the *Registration Act*. It is the Office of the Registrar-General.

Return to Work Act**Nominal Insurer**

The purpose of this Insurer is to protect injured workers whose employer does not have workers compensation insurance, and to protect employers and injured workers where insurers default in the payment of compensation under workers compensation insurance.

Scheme Monitoring Committee

The purpose of this Committee is to monitor the viability and performance of the NT Workers Compensation Scheme, monitor premium rates offered for workers compensation in the NT and consider the report on the effectiveness of the premiums offered by insurers in encouraging safe working practices and in penalising employers who do not ensure the maintenance of safe working practices.

Workers Rehabilitation and Compensation Advisory Council

The purpose of this Council is to keep the operation of this Act under review; make recommendations to the Minister on possible improvements to the administration of this Act, or the statutory scheme for the rehabilitation and compensation on injured workers in the NT; carry out investigations, at the request of the Minister, into questions about the rehabilitation and compensation of injured workers and to report to the Minister on the results of the investigations; and, perform any other advisory functions relating to workers rehabilitation and compensation as Minister directs.

Victims of Crime Rights and Services Act

Crime Victims Services Unit

This Unit is established pursuant to section 5 of the *Victims of Crime Rights and Services Act*. The purpose of the Unit is to administer the financial assistance and counselling schemes, establish and operate the Victims Register, and provide information and services to the community.

Crime Victims Advisory Committee

This Committee is established pursuant to section 10 of the *Victims of Crime Rights and Services Act*. Its purpose is to advise the Minister on matters affecting the interests or rights of victims of crime.

Work Health and Safety (National Uniform Legislation) Act

Work Health and Safety Advisory Council

The purpose of this Council is to keep under review the operation of the Act; to make recommendations to the Minister on possible changes to: the administration of this Act; or standards of work health and safety in the NT; at the request of the Minister, to investigate and report to the Minister on matters relating to work health and safety; to perform any other advisory functions relating to work health and safety as the Minister directs.

REVIEWS AND AUDITS

Thirteen internal audits/reviews were conducted by AGD Audit Services in the reporting year and tabled at the Audit and Risk Committee. In addition, two audits were completed but not tabled and six more were underway at year end. Seven audits, reviews and assessments were conducted by the Auditor-General's Office.

Audits/Reviews reported to the Audit and Risk Committee in 2016-17 by Audit Services

Audit/Review	No. of Audits
Petty Cash and Counter Floats (Darwin and Katherine)	2
Supreme Court Custodial Contract	1
Office of the Parliamentary Counsel	1
Health and Community Services Complaints Commission	1
Project VERITAS – Master Data Management Tender – Probity Advice Part 2 of 2	1
Travel Policy Compliance	2
Information and Communications Technology – Governance Review v2	1
Cabinet Information Security	1
Land Titles Office Receivables	1
Director of Public Prosecutions – Process Review	1
Fraud questionnaire	1
Total:	13

Audits reported by the Auditor-General's Office

Audit/Review
Pre Machinery of Government changes – Department of the Attorney-General and Justice End of Year Review – 2015-16
Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2016
Office of the Public Trustee – Interim Financial Statements Audit for the year ended 30 June 2017
Compliance audit
Pre-Machinery of Government Changes – Department of Correctional Services End of Year Review 2015-16
Darwin Correctional Precinct – Contract Management Performance Review
Northern Territory Government Fraud Framework by Department Questionnaire Analysis

The recommendations and agreed actions arising out

of audits are monitored by Audit Services and the Audit and Risk Committee until acquitted.

Internal Audit planning by Audit Services is substantially based on divisional risk assessments and mitigation strategies.

The following is a summary of audits, reviews and assessments conducted by the Auditor-General's Office:

End of Year Review (Pre-Machinery of Government changes) 2015-16

An end-of-year review was conducted to assess the adequacy of selected end of financial year controls over reporting, accounting and material financial transactions and balances at the department with the primary purpose of providing support to the audit of the Treasurer's Annual Financial Statement (TAFS). No significant matters were raised.

Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2016

An audit was conducted to form an opinion on the financial statements. An unmodified audit opinion was issued.

Public Trustee – Interim Financial Statement Audit for the Year ended 30 June 2017

This is a pre-year end analysis designed to provide added assurance for the final year-end audit. A recommendation to review the report presentation to list asset classes was made, investigated and implemented.

Agency (Pre Machinery of Government changes) Compliance Audit for the Year Ended 30 June 2016

The audit examined the systems designed to ensure compliance with Treasury Directions. No significant issues were raised.

Department of Correctional Services (pre Machinery of Government changes) Compliance Audit for the Year Ended 30 June 2016.

The audit examined the systems designed to ensure compliance with Treasury Directions. Recommendations were made to improve accounting

controls and will be used as part in Audit Services audit planning and compliance checking by Corporate and Strategic Services.

Darwin Correctional Precinct – Contract Management Performance Review

Recommendations were made to strengthen existing contract management controls and agreed with.

Northern Territory Government Fraud Framework by Department Questionnaire Analysis

The Auditor-General assessed the Department as having a framework, like most other departments, that could be improved. Audit Services will be undertaking a review of the framework to recommend improvements in line with accepted better practice.

The following is a summary of audits conducted by Audit Services:

Petty Cash and Counter Floats

Audits were conducted on petty cash and counter floats across the department to determine if procedures were being followed and to identify any vulnerability. The audits found that transactions were conducted within the established departmental process.

Darwin Supreme Court Custodial Contract

This checked compliance against contractual requirements. The contract is held by an external security company. There were no significant issues.

Office of the Parliamentary Counsel

The report found some breaches of procurement tier requirements. The nature of the breaches is such that a CEO exemption could have been sought and likely approved given the highly specialised nature of the procurement.

Health and Community Services Complaints Commission

A need for improved documented expenditure pre-approval was identified and accepted.

Probity Advice – Project VERITAS – Tender for a Master Data Management System

Project VERITAS is designed to implement a replacement for the existing Integrated Justice Information System. Part of that process involves a Master Data Management System. Audit Services provided advice on continual compliance with good procurement governance throughout the tender.

Travel Policy Compliance

A new NTG air travel policy was issued on 1 July 2016 and the audit checked compliance with that policy. Some authorisation level breaches were reported although expenditure was appropriate.

Information and Communications Technology Governance Review

A review of the ICT Governance Framework checked departmental policies and procedures against NT whole of government requirements. No major issues arose and recommendations were made to ensure further alignment.

Cabinet Information and Security Measures

Audits were conducted to provide reasonable assurance that the department is complying with the security measures set out by the Department of the Chief Minister. The audits did not identify any significant issues and recommended that mobile device users be reminded to comply with email footnote requirements for Cabinet Documents. This requirement was subsequently communicated by the Department of the Chief Minister to all Departments.

Land Titles Office Receivables

Changes to processes and responsibilities were recommended after some bad debts arose.

Director of Public Prosecutions

Case file structures were reviewed and recommendations made to structure files so that case stages were more clearly identified.

Fraud questionnaire from Auditor-General response

The finding is listed under Auditor-General audits section above. A project by Audit Services to provide practical advice on the implementation of aspects of the report is planned for 2017/18.

INFORMATION ACT

The *Information Act* (the Act) commenced on 1 July 2003 and created a general right of access to government information held by the department, limited only in those circumstances where the disclosure of certain information would be contrary to the public interest. The Act also protects the privacy of personal information held by the department.

Section 11 of the Act requires a public sector organisation to report annually on

- the department's structure and functions
- the types of government information held by the department and whether that information may be accessed
- the procedures for obtaining access to government information or correcting personal information held by the department.

The department's website lists all information held by the department and is available to assist persons interested in making an application under the Act. The information provided in the table below is for the new department in 2016-17.

Applications carried over from previous year	2016-17
To access personal and government information	0
To access personal information	7
To access government information	0
New applications to access personal information	69
New applications to access personal and government information	6
New applications to access government information	41
New applications to correct personal information	0
Total applications open	123
Requests withdrawn	2
Requests transferred to another agency	9
Total applications finalised	117
Applications on hand at 30 June 2017	6

Additionally, NTCS runs an administrative access scheme, which gives past and current prisoners access to most of their records held by the department. The scheme does not operate under the Act.

Requests made under the scheme are processed by the Information Coordinator within the Professional Standards Unit (PSU).

Records Management

The department continues to progress the implementation of the NTG's records management system TRM. The Legal Services division is in the final stages of implementing Electronic Document Records Management using the NTG Records Management System TRM. Following the restructure of the Information Management Unit within Corporate and Strategic Services post-MoG the team has been focusing on the development of TRM Assist resources including training. Further training is also being provided in record and archives management to enable compliance with Part 9 of the *Information Act* and NTG records management standards.

WORK HEALTH AND SAFETY

WHS Management System Review

The department is committed to providing a safe and healthy working environment for all workers, volunteers and visitors who attend departmental premises, in accordance with the *Work Health and Safety (National Uniform Legislation) Act* (the WHS Act).

In line with that commitment, 2016-17 saw continuation of a review of the *WHS Management System* to ensure that it complies with legislation and continues to be effective.

The department changed significantly following the MoG changes, which led to further review of the department's WHS management needs. The department had become much larger and more complex in terms of the nature and level of WHS risk.

The review was completed in June 2017 and key outcomes included:

- approval of the revised *WHS Policy* and *WHS Management System* documents and roll out of a centralised management model across the department
- disbandment of the WHS Steering Committee and establishment of the across-department WHS Committee to monitor and guide

the ongoing implementation of the *WHS Management System* and ensure systematic achievement of WHS requirements

- development of a document outlining WHS accountability and responsibility for all staff and specifically at each level of management
- review of the WHS audit and evaluation mechanisms to ensure regular and robust compliance testing of WHS documentation and management within work areas
- development of new guidelines and procedures to aid managers and the 18 Health and Safety Committees in considering WHS matters and undertaking risk management activities.

WHS Incidents

From 1 July 2016 to 30 June 2017, there was a total of 160 WHS incidents reported. Most incidents (83 per cent) occurred within NTCS.

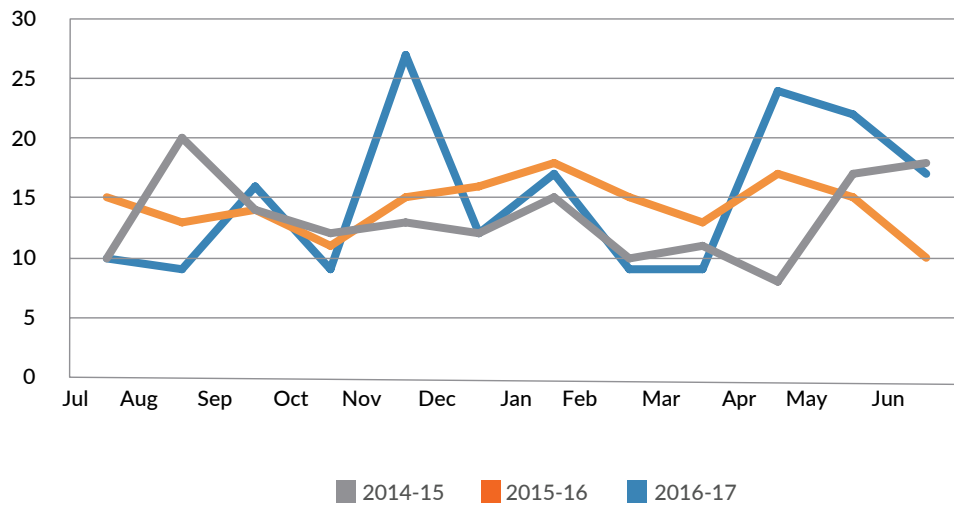
The most common type of incident, accounting for 19.4 per cent of reported incidents, was 'being hit by objects', which encompasses injuries resulting from an object or person hitting a person. Approximately half of these incidents were caused by a prisoner or detainee.

The next most common incident at 18.8 per cent of the total was 'body stressing', defined as injuries or diseases resulting from stress placed on muscles, tendons, ligaments and bones. Around one third of these incidents occurred during prisoner officer training.

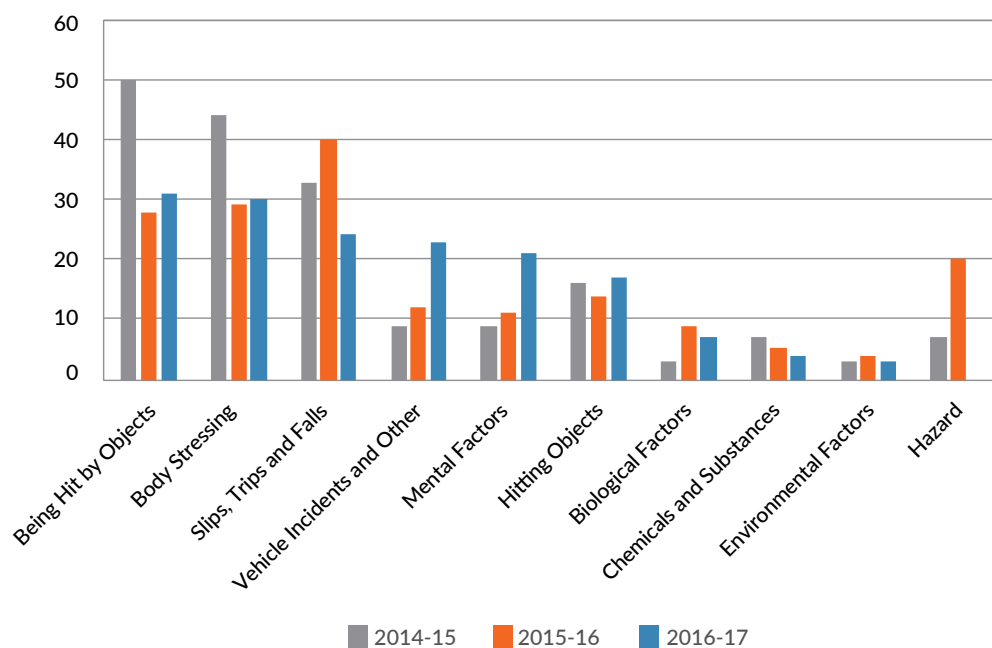
About nine per cent of reported incidents recorded that no injury occurred. This included near miss incidents, as well as exposure to violence or environmental factors where no immediate injury was sustained.

The total number of incidents reported has declined by 13 per cent during the last three years, reducing from 181 in 2014-15 to 160 in 2016-17. This is anecdotally attributed to an increase in WHS awareness across the department and specific focus within NTCS on risk mitigation, particularly in training and prisoner management.

Number of Incidents by Month



Number of Incidents by Mechanism Group



Source: BOXI report for period ending 30 June 2017

Notifiable incidents

Four notifiable incidents (as defined under section 35 of the *WHS Act*) were reported to NT WorkSafe during the reporting year:

- August 2016 – Darwin Correctional Centre: a Correctional Officer was assaulted by a prisoner resulting in injury and hospitalisation.
- September 2016 – Alice Springs Correctional Centre: a contracted electrician was replacing a light switch when a short-circuit occurred

and sparks were observed. Nil injury to staff or electrical contractor. Urgent minor works were undertaken to install new wiring and switches.

- January 2017 – Alice Springs Correctional Centre: a staff member was momentarily exposed to capsicum spray being used to assist in controlling a prisoner incident. The staff member attended the medical clinic and was advised to attend Alice Springs Hospital for a check-up.

Notifiable incident reported under duty of care

- March 2017 - Alice Springs Correctional Centre: a prisoner had a partial amputation of a finger while working on a surface planer. They were given first aid and taken to hospital. The prisoner had undertaken an induction on the equipment, and the worksite was cleared with no recommendations from NT WorkSafe.

Workers Compensation

There were 34 workers compensation claims lodged in the reporting period, representing 21 per cent of all incidents reported.

The total amount paid in workers compensation claims from 1 July 2016 to 30 June 2017 was approximately \$1.9 million, which includes all financial transactions processed in the period from new claims and ongoing claims from previous periods.

Access to internal information

The CEO regularly produces and circulates to all employees the CEO bulletin by email highlighting achievements across the department. The bulletin and other communication relating to changes in corporate policies, procedures or other matters are promoted using a banner advertisement on the department's intranet to ensure as broad a reach as possible for internal communication. AGD's intranet contains a wide range of corporate information relating to the structure, leadership, policies and procedures and operational areas within the department and the services they deliver, including a welcome to the department section for new staff and links to NTG information and systems.

Access to information for Territorians

Information about NTG departments is accessible by members of the public from nt.gov.au. Information about the services provided by AGD is accessible from a subsidiary internet page justice.nt.gov.au. The information is grouped by independent offices, the Attorney-General and Justice, Correctional Services, Justice Services and Regulatory Services. Stakeholders seeking to provide feedback on accessibility of information are encouraged to do so by using the feedback link.

CORPORATE CITIZENSHIP

The department's ethos is one of good corporate citizenship. The department and our people deliver value to society in several ways including:

- recognising that the department operates for the people of the NT and the NTG, for the positive interest of society
- contributing to the long-term business climate of the NT, by operating in the public interest
- knowing and realising ethical standards
- partnering with agencies and non-government organisations to work towards solving social, economic and psychological problems in society
- enabling legislative reform to achieve better outcomes
- fostering public policy positions that achieve mutually beneficial interests
- operating with a qualified, professional and stable workforce.

In the 2016-17 financial year, the department participated in several community and fund-raising events.

Examples are highlighted below:



Australia's Biggest Morning Tea

On 25 May 2017, SFNT hosted an impressive morning tea for the Australia's Biggest Morning Tea event. Australia's Biggest Morning Tea provides an opportunity to come together, share a cup of tea and delicious food, and help those affected by cancer. The event supports the Cancer Council and raises vital funds for cancer research, prevention programs, and advocacy and support programs.



Katherine to Darwin Challenge 2016

In July 2016, SFNT Lawyer Simon Wiese was one of 28 participants in the Katherine to Darwin Challenge (K2DC) 2016, riding more than 300km to raise money for Total Recreation. Total Recreation is a community-based, non-profit organisation that creates opportunities for people with disabilities to participate in community sporting and recreation activities. Daniel McGregor (Court Support Services) is on the board of Total Recreation and was a member of the K2DC support crew, providing much needed assistance to the riders.

The team spent three days on the road between Katherine and Darwin. All 28 members of the team finished the ride and nobody was left behind. More than \$50,000 was raised for Total Recreation.



Supreme Court Open Day

The Supreme Court, Parliament House and Government House open their doors and provide an opportunity for the public to find out what goes on behind the scenes, with employees and the judiciary coordinating forums, tours, displays and conducting a mock trial.



Woody Weed Control Project

The Woody Weed Control Project is a collaborative project between the department, the Department of Infrastructure, Planning and Logistics and the Department of Environment and Natural Resources, which aims to manage woody weeds in the Katherine River corridor. The project involves the sharing of resources and expertise across the government agencies and a partnership with prisoners and community work offenders to rid a 50 kilometre length of the Katherine River corridor of woody weeds, particularly neem, yellow oleander and ornamental rubber vine.

Prisoners and community work offenders were meaningfully engaged in this project by NTCS. Training and support provided by the Department of Environment and Natural Resources has allowed the participants to develop new skills in the identification and management of weeds, and chemical handling, which better places participants for future employment.

The Woody Weed Control Project has seen positive outcomes for the community, environment and all agencies involved as the ongoing work has had a significant impact on the woody weed control. The project was recently nominated for a Territory Natural Resource Management Award.

Workplace Safety Meets Football

Football returned to Katherine on Friday 5 May 2017, as the annual NT WorkSafe Big Rivers Football League kicked off. The match of the round saw the reigning premiers Eastside Blues beat the newly re-formed Katherine South Crocs by 14 points to start their campaign for a historic fifth consecutive flag.

The Crocs, returning to the competition after a 10-year hiatus, are former competition powerhouses and the only club besides Eastside to win four flags in a row.



NT WorkSafe renewed its naming rights sponsorship of the league for 2017. Australian Football is an important part of community life in the Katherine region and the sponsorship is a way to raise awareness of work health and safety.

Workers' compensation data shows a large proportion of NT claims are made by men aged between 15 and 35. The message "injuries can happen off the field, work safe" will resonate with the players and wider community.



Head Office launch with 'NO MORE' Campaigner Charlie King, Commissioner Mark Payne and Greg Shanahan CEO

'NO MORE' Campaign Launch

A Memorandum of Understanding (MoU) between NTCS and CatholicCare NT was signed by Charlie King, founder of the NO MORE campaign and Mark Payne, Commissioner of Correctional Services. The MoU formalises the support by NTCS for the reduction of family and domestic violence in the NT. The NO MORE campaign is managed under the auspices of CatholicCare NT.

A significant number of the perpetrators of family and domestic violence are incarcerated in correctional facilities throughout the NT. The department and NTCS are committed to addressing offending behaviour with these perpetrators. The aim is to put the onus on men to stand up, take ownership of the problem and stop family violence.

The NO MORE campaign was rolled out in NTCS during June and July 2017, and included staff, prisoners and key stakeholders. Launches were held at Darwin and Alice Springs correctional centres, Barkly Work Camp and Datjala Work Camp, and at Palmerston, Casuarina, Katherine and Tennant Creek Community Corrections offices. The Commissioner for Correctional Services attended each launch with a representative from CatholicCare NT.

The NO MORE campaign is aligned to the *NTCS Purpose and Direction Strategy* to become the foundation of our approach to reducing harm in the community through our prisoner programs and service providers. Staff also play a significant role in promoting awareness against violence and can all contribute both in the work place and in their own social environments.

The department and NTCS aim to develop strategies to embed the NO MORE message into the day to day activities of prisoners and staff.

The CEO and Commissioner attended the head office launch in Darwin with Charlie King.

ENVIRONMENTAL MANAGEMENT

The department's shared values put ethical practice at the forefront of everything we do in acting responsibly to conserve our environment.

The department's guiding philosophy is to:

- ensure our people are aware about how they can reduce the consumption of energy and resources like stationery and paper
- access corporate policies, procedures and forms from the department's intranet
- maintain and enhance waste management strategies through reuse and recycling
- encourage the incorporation of energy-efficient measures in new buildings
- encourage the use of energy-efficient fleet vehicles
- minimise travel where alternative communication such as video or telephone conferencing can be used instead.

Courts and tribunals continue to participate in post-consumer recycling for imaging consumables, where end-of-life products are returned to the original manufacturer for reuse where possible, or turned into a range of new innovative products. In the reporting

period, the Supreme Court of Darwin contributed to diverting the equivalent of 275.35 swimming pools from landfill and the laying of 128km of road with the recycled resources.

The department participated in several meetings with other jurisdictions throughout the year and actively limited travel by facilitating teleconferences and videoconferences where appropriate. Attendance at conferences was also limited and structured, ensuring only select staff attended and presented as part of a personal development plan.

The department continues to consider opportunities to improve its energy efficiency through future building projects. The replacement of mechanical air conditioning plants at Darwin Supreme Court and Nichols Place, and the replacement of ageing air conditioning control systems and thermal plant reticulation in Darwin Supreme Court is expected to increase energy savings.

The Alice Springs Supreme Court was fitted with new energy efficient light-emitting diode (LED) lighting systems, which will save on power and heating costs.

Several projects are scheduled for 2017-18, including replacement of the sewage system at Barkly Work Camp, to dispose of effluent in a more environmental friendly and efficient manner.

Replacement of lighting systems will occur in the Darwin Supreme Court, Darwin Local Court and Alice Springs Correctional Centre in 2017-18. The incorporation of LED lighting systems will achieve a saving in power and heating costs.

Skype for Business is installed on all departmental computers and allows staff to communicate by voice, video and instant messaging over the internet including videoconferencing enabling timely low cost communication.

Additionally, multi-function device printers are defaulted to double sided black and white printing where possible.

STRATEGIC PLAN

After the MoG changes in September 2016, change management and strategic planning sessions were held to start bringing together divisions and business units and develop a plan to achieve government priorities. A *Strategic Plan* has been created for the period 1 July 2017 to 30 June 2020 and implementation began from July 2017.

STRATEGIC ISSUES FOR 2017-18

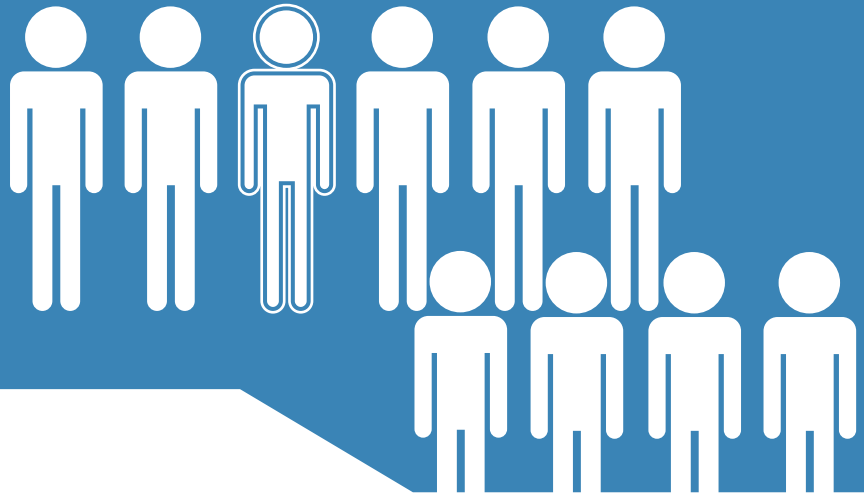
- Building Safer, Fairer and Stronger Communities.
- Providing expert legal and strategic advice and services to Government.
- Delivering better integration of services and interventions in custodial and community based Correctional Services.
- Establishing the Aboriginal Justice Agreement.
- Improving opportunities for Aboriginal people to access services within the justice system.
- Establishing a model to provide options for the role of traditional Aboriginal leadership into the local court systems in decision making processes.
- Supporting the government's legislative reform agenda including:
 - The creation of an ICAC
 - Reform the justice system to support reductions in incarceration and reoffending
 - The modernising and streamlining of licensing for liquor, racing, occupations and other licenses
- Ensuring the workers compensation scheme is fair and equitable.
- Working with the Department of Health and NT Police, Fire and Emergency Services in the reinstatement of the BDR.
- Ensuring equitable access to financial assistance and support for victims of crime.
- Supporting employers and workers to have safe workplaces.
- Enhancing access and services for courts and related services across the Territory.
- Driving reform of the IJIS.
- Coordinating quality criminal justice research, statistical information and analysis to support government's legislative agenda and crime reduction program.
- Providing advocacy, awareness training and advice to stakeholders on issues that affect the rights of the vulnerable and disadvantaged across the range of justice services.
- Providing systems to support protection of people's rights.
- Providing support to ensure criminal matters are dealt with efficiently throughout the criminal justice process.
- Providing an independent, professional and effective criminal prosecution service.
- Providing access to Bills being debated before the Legislative Assembly, as well as primary and delegated legislation after it is made.
- Developing and maintaining a capable workforce.

OUR PEOPLE

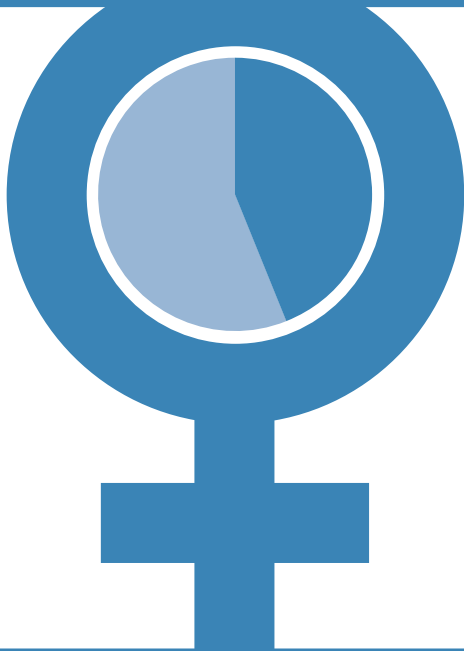


FAST FACTS	36
OVERVIEW	37
KEY ACHIEVEMENTS	38
DEMOGRAPHICS – METRICS	38
WORKFORCE DEVELOPMENT	44
AWARDS AND MILESTONES	47
EMPLOYMENT INSTRUCTIONS	51
WELLBEING AND COMMUNITY INITIATIVES	52

10% of staff
identified as
Aboriginal



44% of Executives
are **female**



1% identify as
having a **disability**



4% identified as
having **non-english**
speaking background

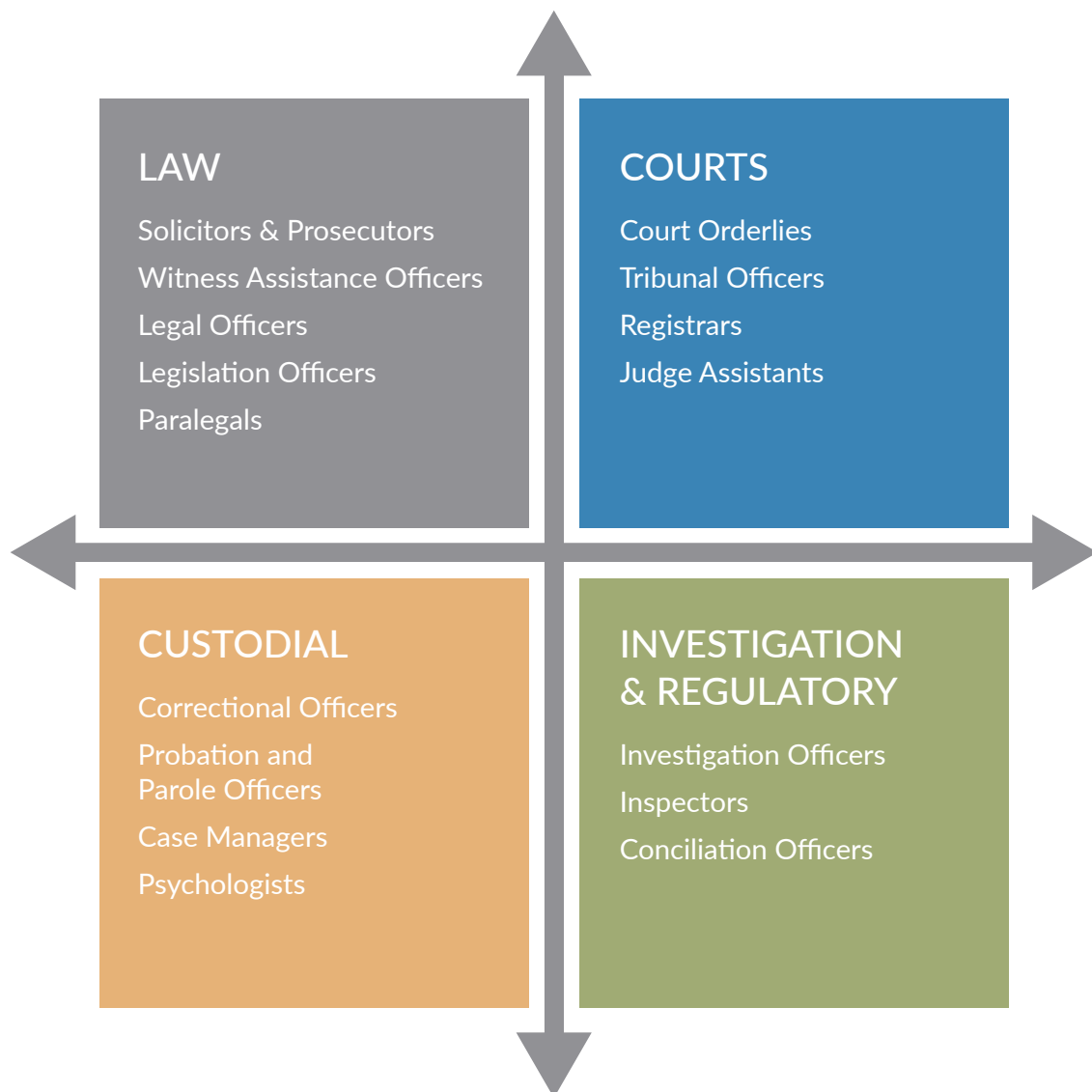


OVERVIEW

The amalgamation of NTCS, Licensing NT, and NT WorkSafe with the former Department of the Attorney-General and Justice resulted in the creation of a new department. The smooth transition and formation of this new department would not have been possible without the extremely high level of commitment, professionalism and understanding from all of our employees.

The department engages employees in a wide range of disciplines and professions which underpin the justice system. In addition to the administration and corporate support functions, advice and services are provided to a broad range of clients across multiple geographical locations to support those within the justice environment, for example:

Breakdown of Clients within department



KEY ACHIEVEMENTS

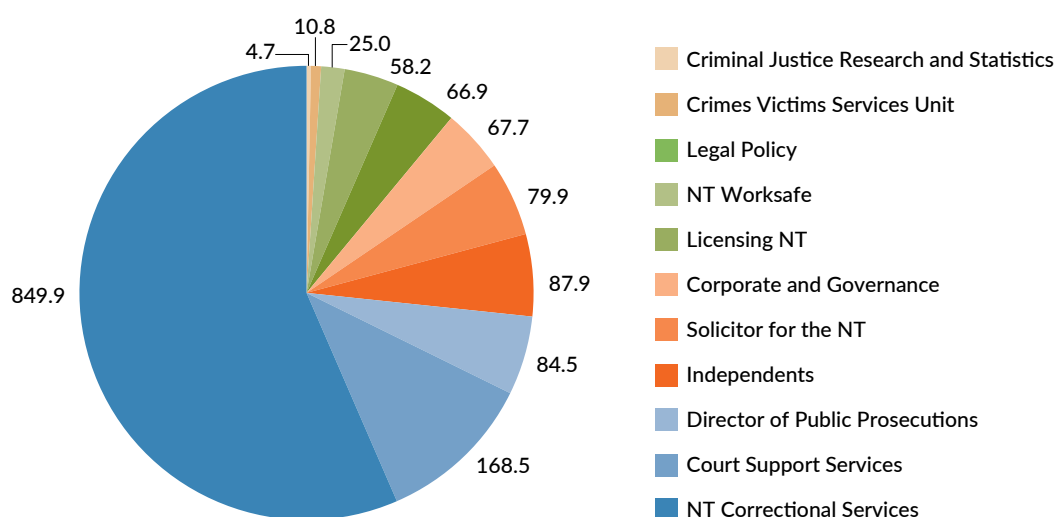
- New department established.
- The new department's Strategic Plan 2017-2020 developed.
- Mark Munnich employed as a Cadet in SFNT, received the NT Young Achiever of the Year award in April 2017.
- Six graduate law clerks successfully completed their Graduate Diploma in Legal Practice and were admitted to practice.
- Donna Dreier Professional Development Award 2016 – awarded to Nicole Festing who is Law Officer in the Commercial and Aboriginal Land Division.
- Kim McGregor, Licensing NT's Permit Officer based in Nhulunbuy, recently received the 2016 Nhulunbuy Chamber of Commerce's Individual Customer Service Award.
- Forty-four per cent female representation in the department's executive group.
- Sonia Brownhill was appointed as the new Solicitor-General in January 2017.
- Sarah McNamara was appointed as Judge of the Local Court of the NT in March 2017.
- Andrew Jones was appointed Chief Parliamentary Counsel in March 2017.
- Aboriginal employment increased to 152 employees, exceeding the target of 146 for 2016-17.
- Accredited First Line leadership and Management program launched.
- Seventy Trainee Correctional Officers completed Certificate III in Correctional Practice.
- Thirty-nine Correctional Officers completed Certificate IV in Correctional Practice.

DEMOGRAPHICS – METRICS

Full Time Employees by Division as at 30 June 2017

As at 30 June 2017, there were a total of 1503.89¹ Full Time Employees (FTE) in the department, with NTCS accounting for 56.5 per cent of the total FTE in the department.

FTE by Division



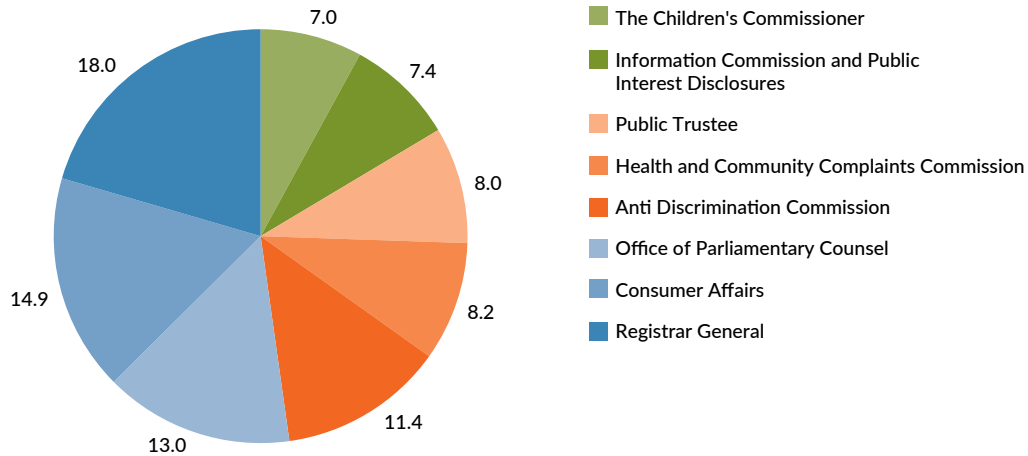
¹ FTE is based on an employee working full-time hours per week (36.45 hours). An employee working part time or casual hours will be represented as a fraction

OUR PEOPLE

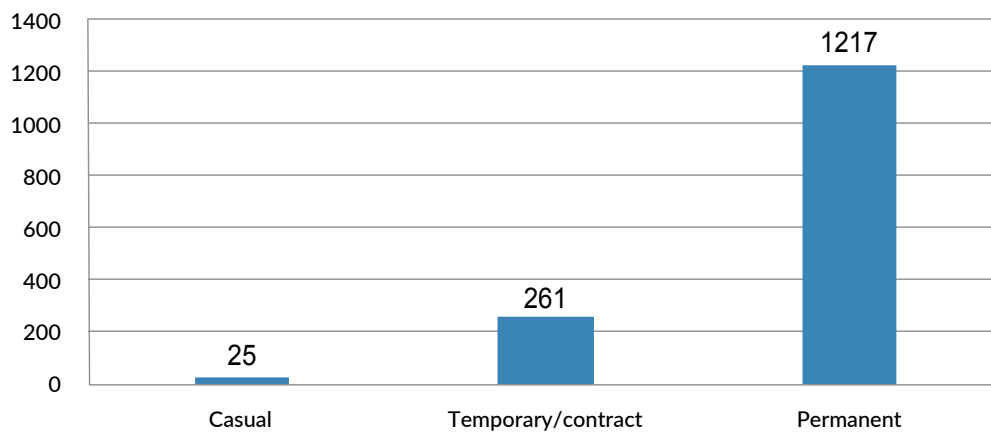
As at 30 June 2017, there were eight independent offices in the department, noting that while the Director of Public Prosecutions (DPP) is an Independent Office, it is represented as a division

and included in the graph above. The total number of FTE within the remaining seven Independent Offices was 88, which accounted for 5.8 per cent of total FTE in the department.

Independent Offices



FTE by Employment Type as at 30 June 2017



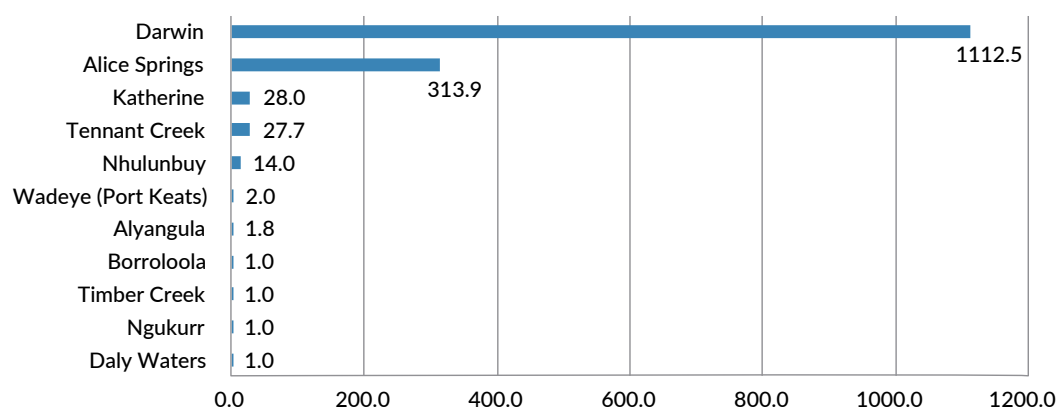
Geographical Locations

The department has 11 staff locations across the NT. The graph below highlights that 74 per cent of the workforce are in Darwin, 21 per cent in Alice Springs and the remaining 5 per cent are dispersed across regional locations.

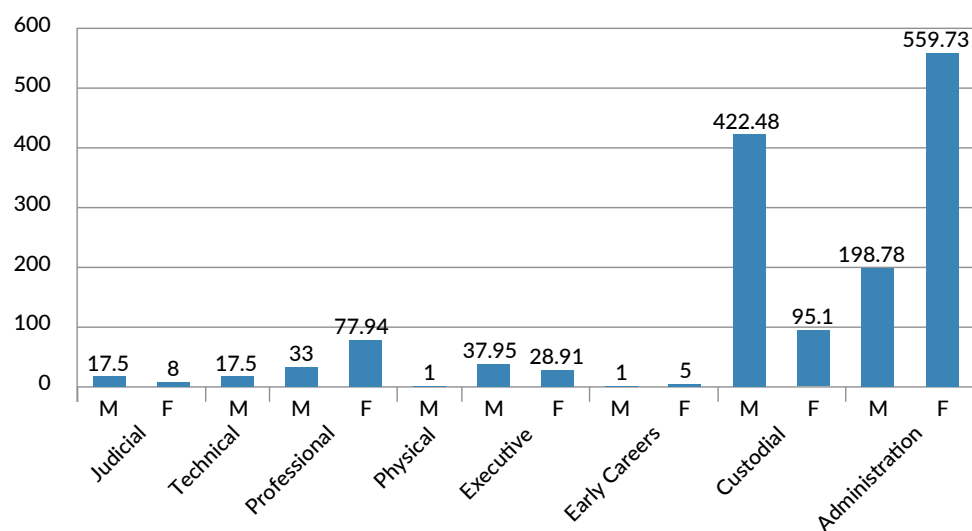
Full Time Employees by Classification and Gender

As at 30 June 2017, the department FTE breakdown by gender was 774.68 women and 729.21 men. Overall, women account for 52 per cent and men 48 per cent. The largest proportion of women make up 70 per cent of the administrative stream and the largest proportion of men account for 81 per cent of the custodial stream.

FTE Distribution by Location as at 30 June 2017



FTE Classification by Gender as at 30 June 2017



Age Demographics

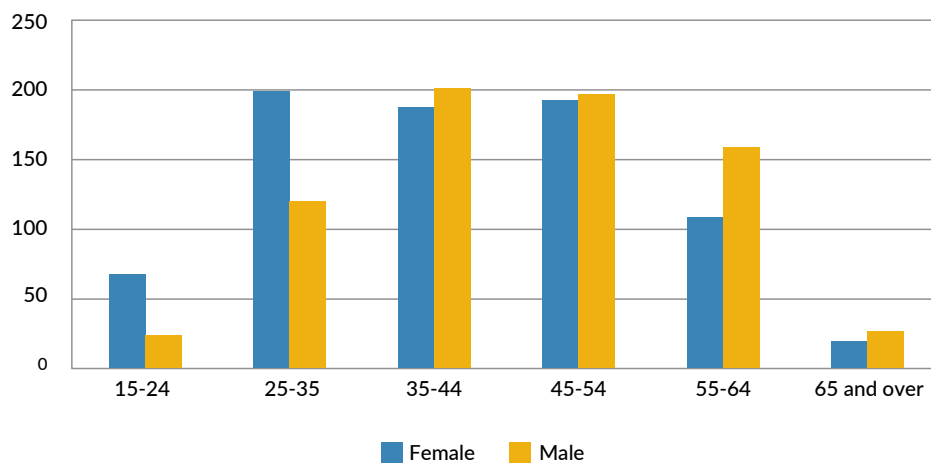
The median age for all employees across the department is 43 years. More than 50 per cent of the workforce are aged between 35 and 54. There are 312 employees who have reached early retirement at 55 years, which accounts for 21 per cent of the department's workforce.

There are 13 per cent more men than women in the department over the age of 35. In the younger age bracket of 15-34, there are 46 per cent more women than men. Of the 312 employees aged over 55, men account for 60 per cent and women 40 per cent.

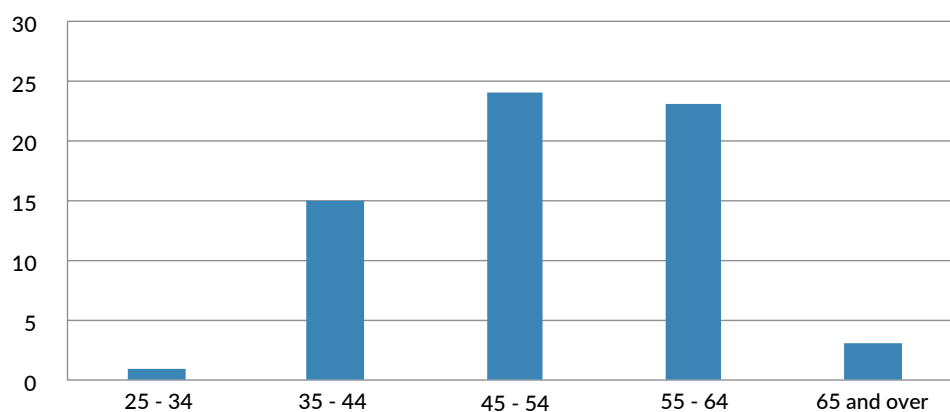
Executive Stream Age Profile 30 June 2017

There are 65.86 FTE within the executive stream in the department. Fifty-nine per cent are in the 35-54 age bracket, which is seven per cent higher than the same age group overall in the department. Thirty-eight per cent have reached the early retirement age of 55 years, which is 17 per cent higher than the same age group overall in the department. The median age of Executives is 52 years.

Employees by Age and Gender



Executive Stream Age Profile



Equal Employment Opportunity

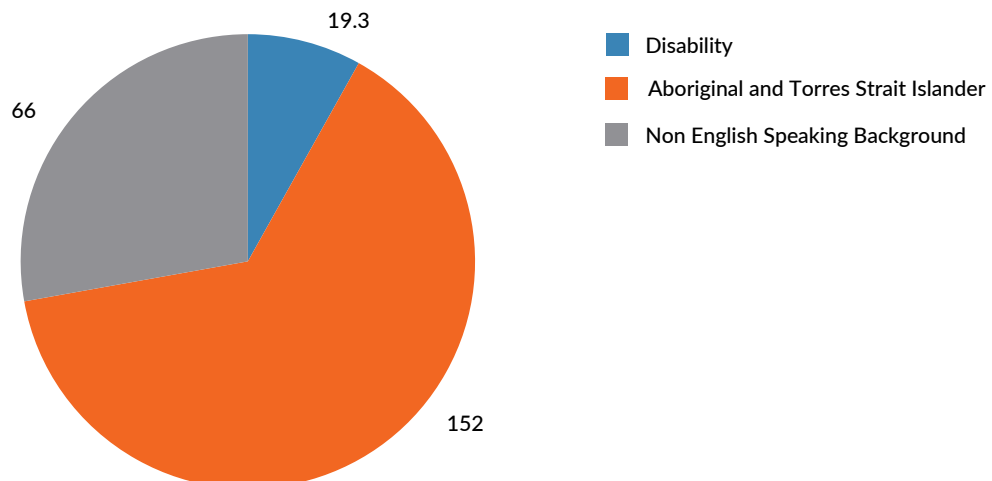
The department prides itself on having a diverse workforce and continues to promote equal employment opportunities to increase the diversity of employees from varying backgrounds. To be able to measure our success, we continually encourage employees to update their personal details in the MyHR system to enable accurate recording of diversity data. As at 30 June 2017, there were 152 employees who have self-identified as being Aboriginal, 66 employees who originate from a non-English speaking background and 19 employees identified as having a disability.

With a workforce comprising 52 per cent women, the department prides itself in progressing towards gender equality with 44 per cent of women being represented within the executive group.

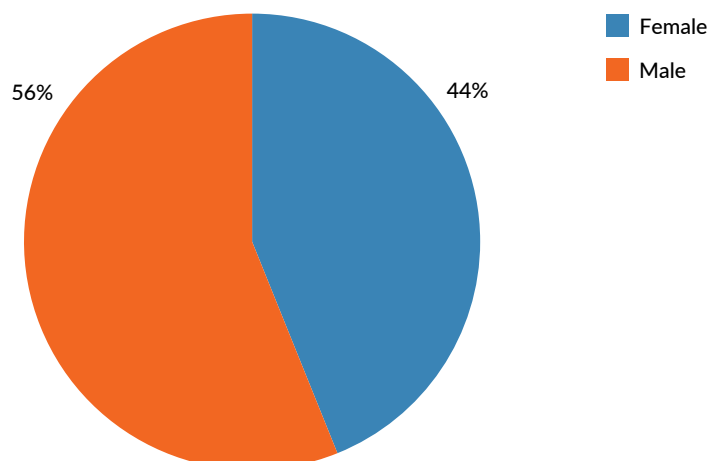
Length of Service in the Northern Territory Public Sector

Seventy-one per cent of the department's workforce have less than 10 year's service with the NT public sector and 29 per cent have more than 10 year's service.

EEO Group



Employees by Age and Gender



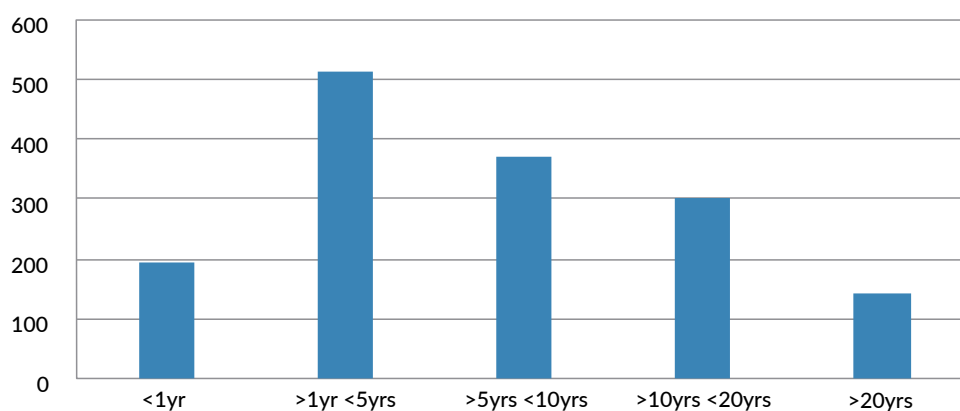
Work Life Balance

During 2016-17, 133 formal flexible working arrangements were approved. As at 30 June 2017, 59 employees were employed on a part time basis, of which 64 per cent were women and 36 per cent men. During the period, employees had access to a variety of flexible working options, such as flexible work hours (not centrally recorded), part-time work, job sharing, use of recreation leave at half pay and the ability to purchase additional leave.

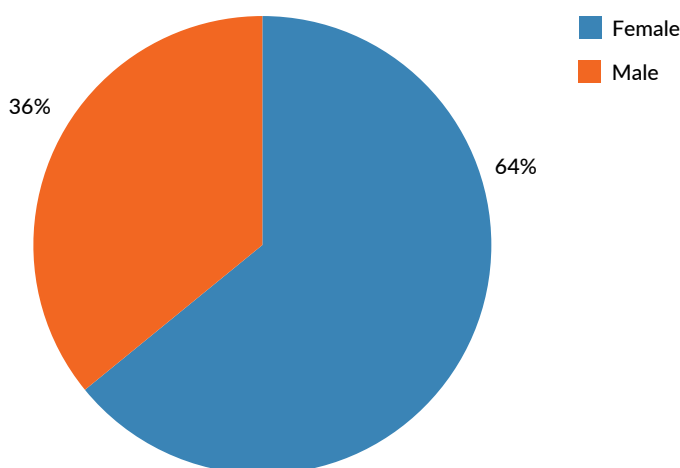
Recruitment, Retention and Separation

During 2016-17, a total of 351 employees were recruited to the department with a further 297 employees separating. With the formation of the new department in 2016, a significantly higher than normal number of transfers occurred, with 908 transferring in and 867 employees transferring out. The retention rate for the year was 77.58 per cent².

Length of Service in NTPS



Part Time Status by Gender



² Staff retention rate data was not available for the full financial year and calculations are based on data available following the formation of the new department, from 12 September 2016 to 30 June 2017.

Aboriginal Employment and Career Development

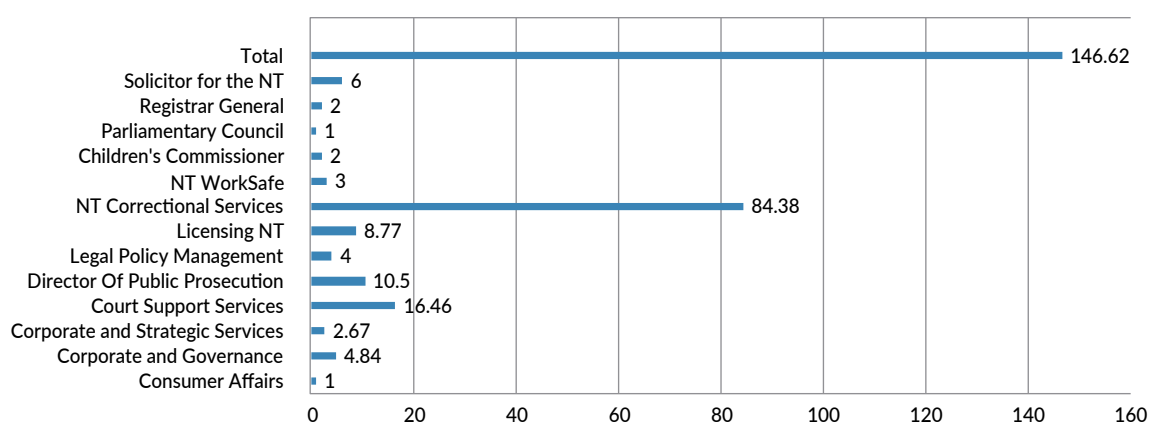
Within the NTG's *Aboriginal Employment and Career Development Strategy*, the department's target rate for Aboriginal employment for 2016-17 was 8.6 per cent (excluding NTCS). The target rate for NTCS was 9.9 per cent. In combining the two targets, overall the department needed to achieve 9.3 per cent Aboriginal employment. As at 30 June 2017 the department achieved 10 per cent Aboriginal employment with 147 Aboriginal employees. Fifty-eight per cent of Aboriginal employees work for NTCS.

WORKFORCE DEVELOPMENT

People Matter Survey 2016

In 2016, 65 per cent of employees within the department participated in the People Matter Survey. Within the three core focus areas, the highest positive results (strengths) and least positive results (areas for improvement) are outlined in the table below:

Aboriginal and Torres Strait Islander FTE by Division



Note: Data is based on employees who have elected to be identified as Aboriginal or Torres Strait Islander.

People Matter Survey 2016

Focus Area	Highest Positive Response (Strengths)	Least Positive Responses (Areas for Improvement)
Public Sector Values	Commitment to Service	Accountability
PSEMA Principles	EEO and Administration Management Principles	Merit Principle
Supporting Measures	Role Clarity	Leading Change

The Human Resources team are working with individual divisions to develop local strategies on their specific areas for improvement. A working group will be established in 2017-18 to develop recommendations for improvement on the common themes across the department.

Correctional Certification Programs

NTCS is a Registered Training Organisation and delivers a suite of certified training to employees. During 2016-17 the following staff successfully completed the following:

- seventy Trainee Correctional Officers completed Certificate III in Correctional Practice (34 per cent increase on the previous year)
- thirty-nine Correctional Officers completed Certificate IV in Correctional Practice (200% increase on the previous year).

Hands Up for Inclusion

In May 2017, the NTPS Inclusion and Diversity initiative was launched within the department. The department recognises it must strive for greater inclusion and diversity to ensure the people who work in the department are representative of the communities we serve. This campaign is designed to support cultural change, as the department works to address challenges such as our ageing workforce and develop significantly more diverse teams. The department currently participates and supports existing NTPS programs that promote inclusion and diversity, namely Special Measures policy, cross-cultural training, Aboriginal employment programs, mentoring programs and the Lookrukin and Kigaruk programs. More recently, staff have been encouraged to attend the new training programs in Disability Confidence Training and Challenging Unconscious Bias.

Learning and Development

The department encourages a range of training, forums and events supporting leadership, technical proficiency. The department also focuses on promoting diversity and appropriate behaviours, and promotes upcoming events in the monthly Corporate Update electronic newsletter and online Learning and Development pages. Employees from the department participated in several key NTPS public sector programs throughout the year, including those set out in the table below.

Course	No. of Participants
Mentor Training	9
Indigenous Mentor Training	2
Cross Cultural Training	195
Challenging Unconscious Bias	3
Machinery of Government Program	5
Future Leaders Program	5
The 2016 Women's Leadership Symposium	8
Lookrukin and Kigaruk Indigenous Leadership Program	1
National Youth Week – Capability and Leadership Framework	5
Performance Management	7
Public Sector Management Program	4
Practical Public Policy Design in the NTPS	7

In addition to the programs outlined above, employees also attended various training events in:

- Effective communication
- WHS
- Merit Selection
- Government Systems
- Information and Communications Technology
- Legal Services
- Human Resources
- Correctional Officer promotional courses and core skills
- Probation and Parole Officer duties
- Procurement
- Finance
- Records Management

A customised training workshop focusing on Resilience was developed for employees who work in stressful environments. This training was delivered by an external provider and 46 employees attended. Resilience training was also provided to support employees who were involved in the Royal Commission into the Protection and Detention of Children in the Northern Territory.



First Line Managers Leadership Program Attendees

Leadership Development

First Line Managers Leadership Program

The department launched an in-house leadership development program during the year. Twenty-five participants from across the department secured places in the First Line Leadership and Management Program, which started in March 2017. The 12-month program was part of the department's Leadership Strategy in the *People Plan* and offers nationally recognised qualifications through a Certificate IV in Management and Leadership, which was contextualised for the department. The program was designed for existing or first-time managers, delivering practical and essential information in an interactive environment to enhance the capability of the department's future leaders.

Early Careers Programs

Graduate Development Program

The 12-month graduate program provides exposure and experience for graduate clerks through work rotations to various legal areas of the department (Litigation, Commercial, Aboriginal Lands, DPP, Office of the Parliamentary Counsel and Legal Policy) and involvement in the wider NTPS graduate program. Six graduates who started in 2016 successfully completed their Graduate Diploma in Legal Practice and were admitted to practice. At the start of 2017, five new law graduates commenced.

Correctional Officer Traineeship

Trainee Correctional Officers undertake a 12-month traineeship, which includes an initial period of classroom theory and practical activities, followed by a short period of work experience in the correctional centre. The rest of the program is on the job training. During 2016-17, 70 Officers completed their traineeship, achieving a Certificate III in Correctional Practice.

Vacation Employment

During the 2016-17 university semester breaks, the department employed 11 university students through the formal vacation employment program.

Aboriginal Programs

The department continues to actively participate in a variety of Aboriginal programs, in particular supporting the early career transition to employment for Aboriginal employees.

- **NTPS Aboriginal Employment Program (Darwin Entry Level)**
- Three employees were engaged by NTCS, Licensing NT and Court Support Services in this program during the year achieving a Certificate II in Business.

- **NT Government Aboriginal Traineeship Program**
 - In 2016-17, two employees started this 12-month program with the SFNT and Registrar-General.
- **Aboriginal Cadet Support Program**
 - Two Aboriginal Cadets were supported while studying at university during the 2016-17 period.
- **Graduate Development Program**
 - One Aboriginal Law Graduate was employed in this 12-month program in January 2017.

Industrial Relations

The department works in a relatively stable industrial environment and there were no significant industrial relations issues for the department during the financial year. The department works collaboratively with organisers and representatives from:

- NT Prison Officers Association
- NT Senior Prison Officers Association
- Community and Public Section Union
- United Voice.

The successful transfer of over 1800 employees affected by the MoG changes was completed with active collaboration from these unions.

The department worked with the relevant unions on the changes arising from the formation of the department in late 2016, as well as a change management plan. The NTCS Human Resources team also meet with the unions regularly to maintain close working relationships.

Christmas Closedown

Many parts of the department closed over the Christmas period in 2016 which enabled employees to take time off and help manage the department's recreation leave liability.

AWARDS AND MILESTONES

Chamber of Commerce Individual Customer Service Award

Kim McGregor, Licensing NT's Permit Officer based in Nhulunbuy, received the 2016 Nhulunbuy Chamber of Commerce's Individual Customer Service Award.

Kim has been based in Nhulunbuy for about three years and is responsible for the administration of liquor permits across the East Arnhem region. Kim meets regularly with key stakeholders to ensure prompt and efficient service for liquor permits.

Kim also provides services to tourists who need a liquor permit when visiting the region. The tourists often arrive at irregular hours and Kim ensures that the tourism industry is well supported. Kim may have up to 40 people at once seeking a permit.

Cadet Awarded NT Young Achiever of The Year Award

In April 2017, Mark Munnich received the NT Young Achiever of the Year award and the Minister for Territory Families Excellence in Youth Leadership Award. The Awards acknowledge and promote the achievements and contributions of young Territorians under the age of 30 years.

Mark is completing a Bachelor of Laws and currently works as a Cadet in SFNT. He is an ambassador for the Office of Indigenous Student Support and he volunteers with the Bilata Indigenous Legal Pathways Program. Mark is a member of the Winkiku Indigenous Lawyers Association, and Treasurer of the NT AIDS and Hepatitis Council. In addition, he is the youngest board member of the Danila Dilba Health Service.

CDU School of Law Practical Advocacy Prize

Each year, the DPP supports the Charles Darwin University Law Faculty with sponsorship through the School of Law Faculty. The recipient of the 2016-17 DPP Prize for Outstanding Academic Achievement in Practical Advocacy was awarded to Ms Samantha Hicks.



L to R: Jenna Dennison, Nicole Byrnes, Robert Pocock and Emily Clarke

Future Leaders Network

On 20 May 2017, the Office of the Commissioner for Public Employment (OCPE) hosted a graduation event for participants of the Future Leaders Network (FLN). The department had four participants in the program: Jenna Dennison; Robert Pocock; Nicole Byrnes; and Emily Clarke. Each successfully completed the course requirements. The FLN was launched in 2015 to accelerate the development of exceptional employees to promote engagement amongst young NTPS employees through the provision of appropriate and rewarding challenges; and build capacity for the anticipated future workforce needs of the NTPS.

The FLN is a two-year course, which requires participants to complete workplace activities and face-to-face workshops and training. Participants drafted reports on issues specific to the NTPS, presented to CEOs and participated in debates. Several training modules were also completed, including the Future Leaders' Program and the MoG course.



Greg Shanahan CEO and Nicole Festing

The Donna Dreier Professional Development Award

Nicole Festing was the recipient of the Donna Dreier Award for 2016-17. She completed her schooling at Kormilda College in 2009 and holds a Bachelor of Laws and a Bachelor of International Relations from Bond University, conferred in 2014. She was admitted to practice by the Supreme Court of the NT in July 2015.

Nicole commenced with SFNT in the Graduate Program in January 2015, where she engaged in placements with the DPP and the Commercial and Aboriginal Land divisions. In October 2015, she secured a position as a Law Officer in the Commercial Division, where she is currently working across both commercial and Aboriginal land matters. Nicole is a volunteer solicitor for the Top End Women's Legal Service and is currently enrolled in a postgraduate degree at Australian National University. She intends to use the Award to continue her studies at the Masters level, as well as taking up personal development opportunities to enhance her skills in the areas of negotiation.



Volunteer of the Year Award – St Johns Ambulance

For tireless dedication and service, Maria Vescan, Executive Assistant to the Chief Judge Local Court, was awarded Volunteer of the Year for St Johns Ambulance in November 2016.



Peter Talbot with the Hon. Nicole Manison MLA congratulating him for 35 years of service



The Hon. Gerald McCarthy MLA congratulating Mark Nayda on 30 years of service

Recognition of Service Milestones

In October 2016, the following employees were formally recognised at a function in Parliament House for achieving 30 to 35 years of service in the NTPS:

Employees who reached 30 years of service:

- Leslie Wiseman – Parliamentary Counsel
- Damien Clarke – NT Correctional Services
- Mark Nayda – NT Correctional Services
- Harold Macauley – NT Correctional Services.

Employees who reached 35 years of service:

- Lilia Cercarelli – Department of Public Prosecutions.
- Peter Talbot – NT Correctional Services.

Damien Clarke – 30 Years Recognition – My Story

I joined Correctional Services in 1986 and worked as a Custodial Officer for two years before working as Acting Senior Prison Officer and Acting Chief Industries Officer doing fencing and working with stock and horticulture at Beatrice Hill Prison. We worked with the Department of Primary Industries on the eradication of Mimosa on the Adelaide River flood plains till the prison closed in 1990. I then worked at Gunn Point Prison Farm from 1990 – 1995 where I worked as Prison Officer and was promoted to Chief Industries Officer of the piggery and poultry section.

In 1995 I transferred back to Darwin Prison where I worked in horticulture before moving to the Community Work Program taking prisoners out working in the community doing pensioners' yards.

I then moved to the carpentry workshop as Chief Industries Officer of Carpentry until we transferred to this new prison Darwin Correctional Centre here at Holtze. There have been many changes over the years in particular in the improvement in Education and training and rehabilitation programs. The highlights have been many and something different happens each day which makes my day really interesting.

Mark Nayda – 30 Years Recognition – My Story

I came to Darwin from Adelaide in 1980 for a holiday and never left. In 1981 I joined the NT Electrical Commission in their grounds maintenance area where I worked until joining NTCS in April 1986. I initially commenced at Darwin Prison, Berrimah for a short time before taking up my posting at Gunn Point Prison Farm where I worked until July 1993. I got married in 1993 and returned to Darwin Prison that year. The highlights for me were being promoted to Chief Prison Officer in 2000; acting as Deputy Superintendent of the Living Skills Unit at Darwin Prison; being one of the first officers to attend the Brush Farm Correctional Academy in New South Wales and achieving my Diploma in Correctional Administration; and receiving my recognition for 30 year milestone in the NTPS. I am now in my thirty-second year with NTCS and have seen a lot of changes over the years both good and not so good, but one thing I have learnt is change is inevitable in life and you can either embrace it or fight it; the choice is yours. Initially I joined the NTPS for job security but over the years it has become a lot more than that and I hope to be able to keep doing it for a bit longer yet.



The Hon. Gerald McCarthy MLA congratulating Leslie Wiseman on 30 years of service



Recruit Squad 9/81 "Macca" McDonald receiving his 35 year award at the 80/16 graduation from Commissioner Mark Payne

Harold Macauley – 30 Years Recognition – My Story

I joined the NTPS in my early 20s in 1996 as a Probationary Prison Officer. I have only ever worked in Correctional Services. A few highlights of my career was working in the old Alice Springs Gaol in 1991 and when I worked for three months in a mobile work camp at Simpsons Gap. Our work party constructed parts of the Larapinta Trail. Another great highlight was working in the Community Service Work Party at Berrimah Prison where we mowed lawns and fixed gardens for the disabled and pensioners. I've met a lot of fantastic people in my time and am proud to be part of the NTPS.

Leslie Wiseman – 30 Years Recognition – My Story

I commenced my NTPS career in 1986 as a library technician trainee with the Department of Mines and Energy. I transferred to the Department of Law as a library technician in 1987 and I developed a "love" of legislation! My primary role was to maintain the legislation collections in the law libraries.

In 1999, I joined the Office of the Parliamentary Counsel/Department of the Chief Minister as the Manager, Legislation Services Unit. I still work in that position today. My love of legislation continues as I am responsible for proofreading draft legislation and maintaining the legislation website. I've developed a reputation in the Office of Parliamentary Council as being an ogre with regards to the stylistic requirements of draft legislation, but that is what I'm here for. I've been fortunate to see the evolution of plain English drafting and the implementation of the new legislation website which was launched in December 2016.

Macca McDonald – 35 Years Recognition – My story

I started my career after completing training in Darwin in 1981, and returned to Alice Springs to take up the Prison Officer role at Her Majesty's Gaol and Labour Camp. In 1986, I was promoted to the Senior Prison Officer role and subsequently the Chief Prison Officer role in 1992.

In 1996, I completed the Governor's Course at the NSW Corrective Services Academy and won the Acting Superintendent role of what is now known as old Alice Springs Gaol. I went on to lead the decommissioning team prior to being appointed Deputy Superintendent at the new Alice Springs Correctional Centre.

I have seen and experienced many changes over the years particularly the evolution of technology. One of my most memorable experiences came when I received a letter from an ex-prisoner's mother, thanking me for the positive change she had seen in her daughter upon her return back home.

After 36 years of dedicated service I retired on 3 March 2017, and I appreciate the support and acknowledgement from the department.

EMPLOYMENT INSTRUCTIONS

The department regularly reviews its HR policies and procedures to ensure they remain contemporary and are consistent with the Employment Instructions made under the *Public Sector Employment and Management Act* (the PSEMA).

The department is in the final stages of updating required policies under employment instructions and they will be completed in 2017-18.

The following information is provided to demonstrate the department's compliance with the Employment Instructions.

Employment Instructions	Action 2016-17
No. 1 – Filling Vacancies Development of procedures to fill vacancies consistent with the Act, subordinate legislation and any relevant award or enterprise agreement.	All staff are required to attend the OCPE merit selection training 237 advertised vacancies were finalised 351 employees were recruited to the department Three promotion appeals relating to recruitment processes were lodged
No. 2 – Probation Development of probation procedure consistent with the Act, subordinate legislation and any relevant award or enterprise agreement.	The probation policy is available on the Intranet and is currently under review Managers monitor the probationary timeframes through regular BOXI-HR reports 12 employees had their probation extended to 12 months 129 of employees had their probation confirmed during the year Four employees did not fulfil the requirements of their position during probation resulting in their employment being terminated
No. 3 – Natural Justice The principles of natural justice are to be observed in all dealings with employees.	Employees are provided with information on their rights and seeking a review of any decisions affecting them through: Published documents on the intranet Induction and training Performance management discussions Employee grievance procedure located on the department intranet
No. 4 – Employee Performance Management and Development Systems Develop and implement employee performance management system and procedures consistent with the Act, subordinator legislation and any relevant award or enterprise agreement.	The <i>Individual performance review</i> handbook was updated in June and loaded on to the intranet for access to all staff Training developed and implemented June 2017 for the annual Individual Performance Review process
No. 5 – Medical Examinations Requiring employees to attend a medical examination in accordance with the Act and Employment Instruction No. 3.	Three employees were directed to attend independent medical examinations during the period
No. 6 – Performance and Inability Employee performance and inability procedures consistent with the Act, subordinate legislation and any relevant award or enterprise agreement.	The department handled seven cases relating to performance and inability during the year One employee participated in a performance improvement plan Five appeals were lodged with OCPE
No. 7 – Discipline Development of discipline procedures consistent with the Act, subordinate legislation and any relevant award or enterprise agreement.	A number of disciplinary matters were dealt with during the year from inappropriate use of social media, breach of policy, absent without leave, failure to disclose an offence against the law and submitting fraudulent medical certificates
No. 8 – Internal Complaints and Sect 59 Grievance Reviews Development of internal employee grievance procedures consistent with the Act, subordinate legislation and any relevant award or enterprise agreement.	The <i>Grievance</i> policy and procedure is available to all staff on the intranet 29 complaints were received throughout the year Four grievances were lodged with OCPE
No. 9 – Employment Records Responsibility for keeping employees' employment records in accordance with PSEMA and compliance with the <i>Information Act</i> .	One request was lodged relating to HR records for employee information under the <i>Freedom of Information Act</i>

Employment Instructions	Action 2016-17
<p>No. 10 – EEO Programs</p> <p>Development of programs consistent with PSEMA, <i>Anti-Discrimination Act</i>, subordinate legislation and any relevant award or enterprise agreement.</p>	<p>19 employed with a disability, of which four were recruited in 2016-17</p> <p>Two special-measures plans to recruit employees were approved by OCPE</p> <p>One employee was employed under a Disability Employment Program</p> <p>195 employees attended cross cultural training</p>
<p>No. 11 – Occupational Health and Safety</p> <p>Development of occupational health and safety standards and programs in accordance with the Act.</p>	<p>Refer to WHS policy</p>
<p>No. 12 Code of Conduct</p> <p>The level of conduct expected of a Public Sector Officer as defined in the Act.</p>	<p>The Code of Conduct is covered in the 'Welcome to the Department' on the Intranet</p> <p>Specific policies/procedures have been developed and these are also available on the intranet:</p> <p>Conflict of Interest</p> <p>Acceptance of Gifts and Benefits</p> <p>Outside Employment</p> <p>Managers are also required to discuss the Code of conduct as part of the standard induction checklist</p>
<p>No. 13 – Appropriate Workplace Behaviour</p> <p>Development of policies and procedures to foster a culture which supports appropriate behaviour and dealing with inappropriate behaviour.</p>	<p>There is an Appropriate Workplace Behaviour Policy on the intranet for all staff to access</p> <p>Six complaints were received surrounding inappropriate behaviour</p>
<p>No. 14 – Redeployment and Redundancy Procedures</p> <p>Employees understanding their rights and obligations in a redeployment or redundancy situation.</p>	<p>All managers consult with the HR unit on all redeployment matters</p> <p>Two employees were formally declared as redeployees during the year</p> <p>One employee was made redundant and one employee is on temporary transfer to another department</p>
<p>No. 15 – Special Measures</p> <p>Development of internal procedures with regards to the requirements of special measure programs.</p>	<p>The department has a specific NTPS Special Measures Plan which provides for Aboriginal applicants to be given priority consideration before other applicants for AO1-AO3 advertised vacancies</p> <p>Two positions are designated for Aboriginal law graduates in the Graduate Program</p> <p>43 Aboriginal employees were recruited during the year</p>

WELLBEING AND COMMUNITY INITIATIVES

RU OK? Day

In August 2016, the department hosted a barbeque lunch at Bicentennial Park in support of the national charity RU OK? Day. RU OK? Day is an important campaign which aims to prevent suicide. Many people suffer in silence and RU OK? Day reminds us to create a more connected world by having regular, meaningful conversations with those around us. Staff were reminded of the importance of initiatives such as RUOK? Day and the department's Employee Assistance Program (EAP).



Greg Shanahan CEO with Meredith Day, Deputy CEO and Colleen Gwynne, Children's Commissioner

Flu Vaccinations

Each year, the department invites all staff to participate in the free flu vaccination program at various locations in the NT.

OUTPUT REPORTING



FAST FACTS	54
LEGAL SERVICES	55
NT CORRECTIONAL SERVICES	60
COURTS AND TRIBUNAL SUPPORT SERVICES	74
INDEPENDENT OFFICES	80
REGULATORY SERVICES	86
CORPORATE AND GOVERNANCE	90



1,060,578

pages produced by
Legal Services for
Royal Commission

463 prisoners
graduated through
the Prisoner
Education
programs
(as of April 2017)



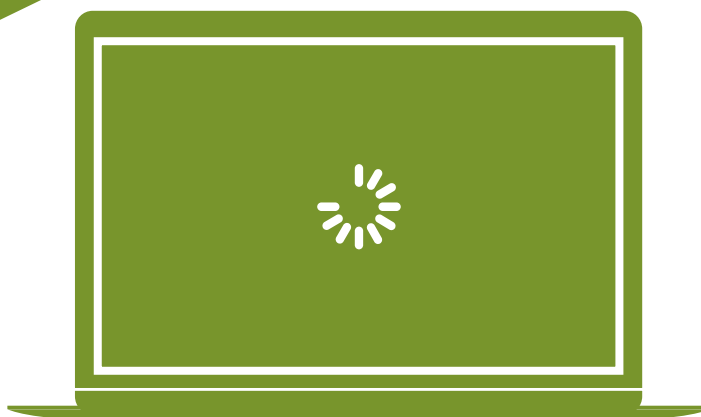
29,760

NTCS Community
work hours



938

parole matters
considered



This section outlines the department's actual performance against the planned outcomes published in *Budget Paper No. 3* for 2016-17. It includes the performance measures used to demonstrate the department's efficiency and effectiveness in achieving these outcomes.

In line with the financial reporting for the new department, performance for 2016-17 is shown below.

LEGAL SERVICES

The Legal Services output group delivers quality legal advice, representation and policy development to government through the SFNT, the Crime Victims Services Unit, Legal Policy and the Criminal Justice Research and Statistics Unit.

Solicitor for The Northern Territory

SFNT provides government with quality legal advice and representation.

Core Clinical Systems Renewal Program

In 2016-17, the Commercial Division of SFNT worked with external legal advisers to assist in developing the tender process, draft the contract and conduct negotiations, for a highly complex two-phase tender to deliver the new core clinical system for the Department of Health.

The Core Clinical Systems Renewal Program (CCSRP) is funded by the NT Government for \$259 million over five years. The CCSR will create a jurisdiction-wide

single integrated client-centric health electronic record system for the Department of Health.

The tender assessment process was separated across multiple panels, involving 64 participants, with SFNT participating on the legal and commercial risk sub-panel.

A major milestone was achieved in June 2017 with the preferred tenderer for the CCSR being announced jointly by the Minister for Health and Minister for Corporate and Information Services as InterSystems Australia Pty Ltd.

NT Infrastructure Development Fund

The Commercial Division of SFNT worked with external advisors to draft complex documentation to establish the NT Infrastructure and Development Fund (NTIDF).

The NTIDF is the first of its kind in Australia. The NTIDF's objective is to invest in a diversified portfolio of infrastructure assets that will generate attractive risk-adjusted returns for all investors and support the long term economic growth and development of the NT.

The NTIDF operates at arm's length from government and is governed by an independent board made up of an Independent Chair, three Independent Directors and one representative from the NT Department of Treasury and Finance.

An Independent Investment Manager has been appointed by the NTIDF to invest and manage each portfolio of assets of the NTIDF on behalf of the NTIDF.

The NTG has committed \$200 million in the NTIDF and aims to attract a further \$800 million of investment

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Number of legal files/ matters	4,363	3,269 ¹	3,808	4,054	NA
Requests for legal services:					
Short advice matters	720	1,146	785	737	1,341
Files opened					
- provided by SFNT	2,200	2,226	2,725	2,434	1,952
- domestic violence matters	1,100	1,043	1,083	1,153	658
- outsourced (NTLSL)	450	494	629	467	625
- outsourced (ad hoc)	80	136	72		
Legal Services (Solicitor Hours)	90,000	104,531	93,114	75,887	84,126
Client satisfaction	85%	91%	88%	85%	93%

1 Includes files opened by the SFNT and department including policy and DV files. Does not include practice management or outsourced files.

from the Commonwealth Government, Australian superannuation funds and Australian and international institutional investors.

Dan Murphy's

During 2016-2017, the NT defended a challenge to the *Liquor Regulations* brought in the Federal Court by Woolworths Ltd. The challenge relates to a proposal to open a Dan Murphy's liquor store having a public browsing and purchasing area exceeding 400m². The litigation was ongoing as at 30 June 2017.

Amoonguna (Ellis v CLC)

During 2016-17, SFNT represented the NTG and Indigenous Essential Services Pty Ltd (IES), as respondents in a judicial review application in the Federal Court brought about by two traditional owners of Amoonguna and an incorporated entity Indigenous Community Links. The applicants challenged a decision of the Central Land Council to direct the grant of leases over Amoonguna Aboriginal Land Trust land to various parties, including the Territory and IES. The trial was heard before Mortimer J in Alice Springs in late June 2017 and a decision has been reserved.

Aboriginal Justice Unit

The Aboriginal Justice Unit (AJU) established an Aboriginal Justice Agreement Reference Committee as the governance body to provide general guidance and advice on the development of the Aboriginal Justice Agreement (the agreement). AJU is working closely with the Aboriginal Justice Agreement Reference Committee by providing secretarial support to guide and monitor the agreement deliverables, the extensive and productive community consultations, and to validate the content of the agreement. The Reference Committee comprises 15 representatives from 14 Non-Government Organisations (NGOs). Each NGO provides services to Aboriginal people in justice and related areas, including law, social services, research, academia, and the health sector.

The AJU has also taken a leading role in establishing a model to provide options for the role of traditional leadership into the local court systems in decision making processes. The model's aim is to reduce rates of incarceration and recidivism, progress the development of an Aboriginal and Torres Strait Islander (ATSI) issues road map, and reassert local power and recognised cultural authority in legal matters.

The AJU started the scoping of four cultural engagement centres aimed at reducing incarceration and recidivism rates in the NT. The centres will provide Aboriginal people, who have had negative contact with the criminal justice system, with important opportunities to access rehabilitation programs, training and work experience with involvement from their family unit and extended family.

The AJU secured funding for Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council (NPYWC) and Jesuit Social Services with the assistance with the Department of Health, to deliver two community programs.

One program upskills local community members and relevant NGOs so that Aboriginal people can resolve disputes for community members within communities before they come to the attention of police and/or result in negative contact with the criminal justice system. The second program upskills Aboriginal people to provide drug and alcohol rehabilitation, and mediation and conflict resolution services in remote communities.

This training enables Aboriginal people, with a focus on community Elders as well as new and emerging leaders, to participate in youth justice group conferences. These two programs will provide training to up to 200 participants.

The AJU also works with Foodbank and NTG agencies to target prisoners released from prison and police custody and ensure access to food supplies upon release.

Royal Commission into the Protection and Detention of Children in the Northern Territory

From 1 July 2016 to 30 June 2017, the NTG through the SFNT the Department of the Chief Minister, was served with 201 Notices to Produce¹. As at 30 June 2017, 24 Notices were still in draft form and 177 had been finalised and served.

Notices to Produce and Documents Reviewed

From 1 July 2016 to 30 June 2017, 113,103 documents were given to the Royal Commission in response to Notices to Produce. This equates to 1,377,525 pages. Additionally, over 300 pieces of closed circuit television and other footage has been produced, which exceeds 300 hours of viewing time.

- Notices in final form: 177
- Notices in draft form: 23 (some will never be finalised)
- Total documents in Ringtail: 521,020 (pages 4,437,665)
- Reviewed: 140,881 (pages 1,658,306)
- Produced: 101,666 (pages 1,060,578)

Responsive Materials – Documentary

Responsive materials include cross examination notes where a vulnerable witness was to be cross examined by counsel assisting the Royal Commission and explanatory notes where a vulnerable witness was not to be cross examined and chronologies and responsive bundles. In each case, the work involved preparing a word document to explain or act as an aide memoir to the bundle of supporting documents.

- Cross Examination Notes: 23
- Explanatory notes: 22
- Responsive Bundles: 40
- Chronologies: for 4 separate vulnerable witnesses
- Formal legal submissions were provided on 21 occasions on different aspects of the Commission's work.

Witness statements

During its investigations, SFNT held conferences with more than 180 people from a number of agencies. Of those, 128 people committed to signing one or more statements which were then submitted to the Royal Commission. In total 227 statements were provided, with some people giving multiple statements.

Of the total statements served, 87 were in response

to a direct request for a statement on a topic by the Solicitors Assisting the Royal Commission. There were 47 direct requests made by the Solicitors Assisting, each with many parts and sub-topics.

The Solicitors Assisting served 62 adverse allegation notices or letters, relating to the evidence of both of vulnerable and non-vulnerable witnesses. In all, more than 251 adverse allegations were raised in those letters, some very specific factual issues, others more general or systemic in nature.

A total of 107 statements were provided in response to these adverse allegations. The balance of the statements was prepared proactively.

Days of hearings

There was a total of 48 hearing days held over nine weeks.

At least one member of the three-member counsel team was in attendance on each hearing day. For all but the last week of the hearings, at least one member of the SFNT team appeared as an instructing solicitor each day. Depending on the number of witnesses to give evidence, a further one or two solicitors might also be in attendance in the hearing room or surrounds to provide legal and logistical support.

For the hearings held in Alice Springs in March 2017, two lawyers and an administrative assistant travelled from Darwin to Alice Springs to help with arrangements and instruct at the hearings. A Senior Lawyer was in attendance for the day before and the first day of those hearings. For the subsequent hearings in Alice Springs in May 2017, two lawyers and an Administrative Assistant again travelled from Darwin to Alice Springs to assist with arrangements and instruct at the hearings. In addition, a Senior Lawyer was in attendance all week, for the later part appearing as counsel. A Senior Lawyer was also in attendance for the day before and the first two days of those hearings.

Topics	Dates	Location	Weeks	Days
Detention	11–13 October 2016 5–14 December 2016 13–17 March 2017 20–31 March 2017	Darwin Darwin Alice Springs Darwin	3.5 Weeks	21 Days
Voller	19–21 April 2017	Darwin	0.5 Week	3 Days
Middlebrook/Elferink	24–28 April 2017	Darwin	1 Week	4 Days
Pre- and Post- Care	8–12 May 2017	Darwin	1 Week	5 Days
Child Protection	29 May–2 June 2017 19–23 June 2017	Alice Springs Darwin	2 Weeks	10 Days
Alternatives	26–30 June 2017	Darwin	1 Week	5 Days

1 Documents have not been produced under all Notices listed because either the agency had nothing to produce, they are still in draft, or they have been subject to discussions with the Royal Commission which resulted in non-production.

Legal Policy

Legal Policy develops, reviews and implements legislative change, and advises the Attorney-General and the government on law and justice measures.

Legal Policy has been working on government election commitments, such as work on or supporting liquor reforms (BDR, licensing conditions and floor space restrictions), support to Department of Health on reform of pregnancy termination laws, and work to prepare the ICAC.

Other government commitments include reviewing the *Anti-Discrimination Act* and the Victims of Crime services and implementing recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

Liquor reforms (Banned Drinkers Register, licensing conditions and floor space restrictions)

Legal Policy worked closely with the Department of Health, the lead agency for alcohol policy, to develop the *Alcohol Harm Reduction Bill* in 2017. The Bill was introduced in the May 2017 sittings of the Legislative Assembly and debated and passed in the August sittings, for commencement on 1 September 2017. The Bill establishes a system of alcohol prohibitions enabling NT Police and the BDR to issue Banned Drinker Orders to adults who are misusing alcohol. This then places the banned person onto the BDR, established under s31A of the *Liquor Act*, for a set period of time. The Bill supports the re-establishment of the BDR, which was an election commitment of the government.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Bills introduced to Parliament	18	12 ¹	15	16	16
Cabinet comments completed within 5 working days	90%	95%	89%	90%	88%
Ministers satisfaction with:					
- strategic policy and program advice	≥ 5	n/a	5	5	5
- agreed timeframes and milestones met	≥ 5	n/a	4	4	4

Independent Commission Against Corruption

The Policy Coordination and Legal Policy divisions worked with the OPC to develop legislation to establish an ICAC. The proposed law deals with the legislative recommendations of the Anti-Corruption, Integrity and Misconduct Commission Inquiry, tabled 27 June 2016, and will create a powerful anti-corruption body to investigate all levels of NTG activities (including the Legislative Assembly and the Judiciary). The draft Bill was released for public consultation on 28 June 2017. After the Bill is introduced into the Legislative Assembly, the department will continue to help with any review or amendment of the legislation, while responsibility for implementing the Bill will sit with the Department of the Chief Minister.

It is anticipated that the Bill will be introduced and passed in 2017, and ICAC will be operational in the first half of 2018.

Other liquor reforms that Legal Policy have been involved in were the *Liquor Amendment Act 2017*, to clarify that a store licence holder cannot vary the conditions or type of licence to permit trading on a Sunday (which commenced 30 November 2016), and the *Liquor Legislation Amendment Act 2017* to limit the floor area in which the public can browse for and purchase liquor to a maximum of 400m², which commenced on 27 June 2017.

Department of Health on reform of pregnancy termination laws

Legal Policy helped the Department of Health draft the *Termination of Pregnancy Law Reform Act 2017* and the Termination of Pregnancy Law Reform Regulations 2017. They provided legal advice about offence provisions and helped the Department of Health instruct the OPC and achieve the desired policy outcomes within a short timeframe.

1 Election held in August 2016; therefore no sittings in the first quarter.

Review of the Anti-Discrimination Act

Legal Policy has started a review of the *Anti-Discrimination Act* (the Act). The Act has not been comprehensively reviewed since it commenced on 1 August 1993. Discrimination law is an evolving area of practice and the law needs to keep pace with contemporary standards and expectations. Some of the issues to be considered in the review are: modernising gender and sexuality protections and language in line with the *Sex Discrimination Act 1984* (Cth); introducing new protections under the Act such as domestic violence, homelessness and lawful sexual activity; including specific anti-vilification laws prohibiting offensive conduct on the basis of race, disability, sexuality, religious belief and gender identity or intersex status; and, introducing a representative complaints model that enables organisations to bring complaints about acts of systemic discrimination on behalf of groups who may be limited in their ability to bring an individual complaint.

Bills introduced: Domestic Violence Orders (Mutual Recognition) (National Uniform Legislation) Bill: 26.10.16; Classification of Publications, Films and Games Amendment Bill: 27.10.16; Statute Law Revision Bill: 27.10.16; Liquor Amendment Bill 2016; JLA (Australian Crime Commission) Bill 2016; Criminal Code Amendment (Mental Impairment & Unfitness to be tried) Bill 2016; Criminal Code Amendment (Body-worn Video and Domestic Violence evidence) Bill 2016; Bail Amendment Bill 2017; Limitation Amendment (Child Abuse) Bill 2017; Parole Amendment Bill 2017; Liquor Legislation Amendment Bill 2017 ; Supreme Court Amendment (Associate Judges) Bill 2017.

Review of victims of crime services

Legal Policy is undertaking a review of the framework of services provided to victims of crime, in particular the legislative basis for this framework in the *Victims of Crime Rights and Services Act* and the *Victims of Crime Assistance Act*.

Recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse

Legal Policy is working on several projects to implement the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse's 2015 report on Redress and Civil Litigation. To implement the Royal Commission's recommendations on limitation periods, Legal Policy worked with the OPC to develop the *Limitation Amendment (Child Abuse) Act 2017* which commenced in June 2017. Legal Policy is also working with the DCM on a multi-jurisdictional working group considering participation in a Commonwealth-led national redress scheme, and is developing options for consideration by government to implement the Royal Commission's recommendations on civil litigation reforms.

Crime Victims Services Unit

Review of victims of crime services

Legal Policy is undertaking a review of the framework of services provided to victims of crime, in particular the legislative basis for this framework in the *Victims of Crime Rights and Services Act* and the *Victims of Crime Assistance Act*.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Victims of Crime Assistance Act applications received	1,250	1,077 ¹	572	539	442
Number of people on the Victims Register	100	126	114	115	122

1 More new applications were received by the end of the reporting period than estimated before the reporting period began.

Criminal Justice Research and Statistics Unit

The Criminal Justice Research and Statistics Unit is a shared service between this department, the Department of Health, Territory Families and NT Police. The unit analyses information from across the criminal justice system and provides joined up statistics and analysis in ways that would not be possible if each agency was to limit themselves to their own staff and data.

Continuous Improvement Program

The Continuous Improvement Program is part of a reform agenda that started in late 2015, which led to the 2016 Hamburger Review report, and is now part of the broader justice reform agenda. The program aims to drive reform through the strategic priorities identified in the *Purpose and Direction Strategy*, while incorporating improvement recommendations from departmental reviews and audits.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Number of requests, briefings and reports delivered by the Criminal Justice Research and Statistics Unit	125	274 ¹	NA	NA	NA

NT CORRECTIONAL SERVICES

NTCS plays an important role in keeping our communities safe by reducing criminal offending through the rehabilitation of offenders.

NTCS Purpose and Direction Strategy 2016-2020

Building on the strategic planning by NTCS, the *NTCS Purpose and Direction Strategy 2016-2020* was launched in 2016. The NTCS business planning and reform agenda is structured around five strategic priorities:

- expanding alternative custodial and community corrections opportunities
- assisting offenders to address criminogenic needs that lead to re-offending
- building partnerships through community and stakeholder engagement
- innovation as a cornerstone of our services and workplace culture
- developing our people through workforce planning and management.

The program addresses the corrections reform program through five key project areas: alternatives to custody with a focus on community-based interventions, recidivism reduction, Aboriginal engagement, business innovation and workforce development.

The program established the Corrections Reform Advisory Group, to ensure relevant government agencies and representatives from non-government organisations are engaged and contribute to the discussion to achieve effective results.

Royal Commission Task Force

The Royal Commission into the Protection and Detention of Children in the Northern Territory was announced on 28 July 2016. The then Department of Correctional Services immediately formed a task force with three senior staff and a Commander by 2 August 2016.

Nineteen additional staff were recruited to process the predominantly paper files for the Royal Commission, this workforce was augmented by employees from other agencies.

In total, NTCS responded to 62 Notices to Produce, with many sub-parts, along with 29 requests for statements, four of which were from the Commissioner for Correctional Services and totalled more than 500 pages with 440 annexures of more than 15,000 pages. Fifty statements were also given by current or former

¹ Increase due to MOG changes, the Royal Commission and government's legislative change program, the number of requests, briefings and reports delivered was greater than originally forecast.

staff and the task force provided responses to 33 adverse statements which had been supplied to the Royal Commission.

The task force compiled 12 chronologies including details of every event/incident in each youth detainee's time while in detention. One chronology was 210 pages long, with an additional 10,350 pages of attachments and 46 closed circuit television files.

The task force also helped other areas/agencies to produce material for the Royal Commission, including Courts Administration, the DPP and Territory Families.

In summary the task force:

- located, received, processed, scanned, compressed and electronically transferred more than 2.2 million hard-copy pages with at times three industrial scanners operating 12 hours per day (this figure does not include scanning done for other agencies)
- located, compressed and transferred 55,000 electronic files
- compiled a master register of 19,000 hours of video and audio files relating to youth custody
- provided 293 video and audio files to the Royal Commission, which totalled 270 hours of video/ audio.

Custodial Services

Custodial Services provide a safe, secure and humane custodial service including rehabilitation and care of adult prisoners.

Primary Health Care - Prison Health

Prisoners are generally less healthy than the rest of the population and have higher rates of chronic and infectious diseases.¹ Prisoner health clinics are uniquely placed to detect health problems, start care and promote health in a way that is unlikely to occur in the community, with important public health implications for the communities to which the prisoners return.²

Health services are provided in prisons by the Top End Health Service and the Central Australia Health Service, which are divisions of the Department of Health. There is a strong relationship between NTCS and the Department of Health and we are developing an improved understanding, knowledge and evidence about how we can improve the health of NT prisoners. This population often exhibits many concurrent health conditions and have some of the highest levels of chronic disease in Australia.

The Department of Health works to supply onsite primary health care services, with onsite allied health, specialist visiting services and telehealth expanding to improve access to care for inmates.

NTCS works collaboratively with the Department of Health to promote and enhance health and wellbeing. Each correctional services facility has a health and recreation team and they work with prisoners individually and in groups through sporting pursuits, to encourage healthy lifestyles.

The NT was the first jurisdiction in Australia to go smoke-free³ and continues to promote health⁴ through further smoke-free research partnerships with the University of NSW and the National Drug and Alcohol Research Centre, yearly menu reviews and encouraging healthy eating programs.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Daily average number of prisoners	1,758	1,639	1,664	1,599	1,501
Expected peaks of beds required (average)	1,862	1,725	1,767	1,696	1,582

1 Fazel S, Baillargeon J. The health of prisoners. Lancet 2011; 377: 956-965.

2 Plueckhahn, T Kinner, S Sutherland, G Butler, T. Are some more equal than other? Challenging the basis for prisoner exclusion from Medicare. MJA. 2015 203 (9) pg. 359 – 361.

3 NTCS Organisational Policy Framework, Smokefree Policy v2, May 2016.

4 NTCS Organisational policy framework, Health Promoting Prisons v1, September 2015.

Official Visitors Program

Official Visitors are appointed by the Attorney-General and Minister under the *Correctional Services Act*. Visits to adult correctional centres are facilitated once a month in accordance with the Act. Official Visitors provide a report to the Minister detailing prisoner or detainee concerns, infrastructure issues and activities within the correctional and facilities. Appointment as an Official Visitor is open to adult members of the public who are of excellent character, have a respected standing in the community and do not have a significant criminal history. An Official Visitor is appointed for three years and is eligible for consideration for re-appointment at the end of the appointment period.

The program's main objective is to maintain public confidence in correctional facilities and the management of prisoners in those facilities. It provides the Minister with an independent opinion of the treatment, behaviour and conditions of prisoners in accordance with part 2.3 of *Correctional Services Act*.

In 2016-17, most complaints to Official Visitors were of a minor nature and were addressed at the correctional centre or detention centre on the day of the visit.

Complaints of a more serious nature, such as those providing evidence of misconduct or inappropriate behaviour by staff, are generally directed to the General Manager of the relevant correctional centre for further investigation, and followed up through the monthly report to the Minister.



Drug Detection Dog vehicle search at Alice Springs Correctional Centre

Drug Dog Detection Units

The Drug Dog Detection Units (DDDU) at Darwin Correctional Precinct and Alice Springs Correctional Centre are part of the Security Group. They maintain security and provide safety at the correctional centres for staff, prisoners, visitors and the community. Both the dogs and the dog handlers undergo training prior to being deployed.

The dogs provide a major deterrent both physically and psychologically to anyone considering trafficking drugs within the prison system. The dogs are used to detect drugs and contraband on prison property.

The DDDU also undertake activities at the Datjala and Barkly Work Camps.

During 2016-17, the DDDU undertook 1,798 prisoner searches and 1,416 visitor searches.

Official Visitors	Darwin Correctional Centre	Alice Springs Correctional Centre	Datjala Work Camp	Barkly Work Camp
Number of Official Visitors appointed	2	1	0	0
Number of Official Visitors resigned	1	0	0	0
Total Number of Official Visitors	3	3	1	2
Total Number of visits by Official Visitors	10 ¹	11	10 ²	12

1 Owing to Official Visitor extended holidays, unwell, school holidays, some months were not able to be covered by an Official Visitor. This is being rectified by appointing additional Official Visitors to ensure that each month can be covered.

2 Datjala Work Camp has only one Official Visitor following a robust recruitment campaign in Nhulunbuy over a number of months. Owing to emergency personal leave from work the DWC Official Visitor was unable to cover the DWC on two occasions.

Dog Squad activity

	Alice Springs	Darwin	Total
Total areas searched	313	242	555
Visitors searched	603	1353	1956
Prisoners searched	926	872	1798
Vehicles searched	77	83	160
Indications	27	1	28
Seizures	19	2	21
Patrols	224	245	469
Escorts	3	1	4
Codes	6	14	20

Facilities

From 1 July 2016 to 30 June 2017, there have been 15 prisoner absconds/escapes from Northern Territory adult correctional facilities and all escapees returned.

Location	Number of escapees	Number of escape incidents	Number of escapees returned
Darwin Correctional Centre	4	4	4
Alice Springs Correctional Centre	8	8	8
Barkly Work Camp	0	0	0
Datjala Work Camp	3	1	3

Since February 2016, all prisoners at the Datjala Work Camp are fitted with electronic monitoring devices.

Education and Offender Programs

Education and Offender Programs provide targeted and relevant educational and training opportunities to adult prisoners.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Eligible prisoners participating in education	40%	69% ¹	38.28%	10%	13%
Eligible prisoners participating in offender programs	75%	69%	75%	75%	56%

¹ Increased participation.

Prisoner Education

The provision of Vocational Education and Training (VET) programs in adult custodial facilities allows prisoners to reduce their educational disadvantage and increase their chances of successful reintegration into the community. It also reduces the risk of reoffending.

Several non-accredited education programs are also provided to prisoners in addition to the VET courses.

The barriers for prisoners in completing education and training courses are:

- limited education and employment experiences
- language barriers
- low levels of literacy and numeracy
- those serving short sentences of six months or less.

The Batchelor Institute of Indigenous Tertiary Education (BIITE) has been engaged under a Service Level Agreement as the main provider of VET courses at the Darwin Correctional Centre and the Alice Springs Correctional Centre from 2015 to 2022.

Education under this agreement is delivered either by BIITE lecturers or NTCS Industry Officers under BIITE as the Registered Training Organisation.

Education courses delivered over the reporting period at the Darwin Correctional Centre and the Alice Springs Correctional Centre include:

- Foundation Skills (Literacy and Numeracy)
- Engineering
- Health Support Service
- Kitchen Operations
- Agrifood
- Visual Arts
- Furniture Making
- Construction
- Food Processing
- White Card.

Some of these courses are due to finish during the 2017-18 reporting period, and some new industry-based qualifications will be introduced.

With just four graduates in the 2012 pilot year, the program now has 463 graduates who have achieved qualifications as of April 2017.



General Manager Darwin Correctional Centre Superintendent Kevin Raby convenes the prisoner graduation ceremony at Batchelor Institute

The agreement does not include the Barkly Work Camp and Datjala Work Camp, who source and deliver education and training to prisoners through local service providers.

The courses delivered over the reporting period in the work camps include:

- White Card
- Drink, Drug, Driver Education (Back on Track)
- Chainsaw Operations
- Small Machines
- Forklift
- Certificate II in Hospitality
- Money Matters.

QuickSmart is a literacy and numeracy intervention program delivered at the Darwin and Alice Springs correctional centres by the University of New England. This is a non-accredited educational intervention, where prisoners who do not meet the eligibility criteria for accredited training courses can follow this pathway instead.

The University of Southern Queensland (USQ) external higher education learning solution was introduced in 2016-17 in the Darwin and Alice Springs correctional centres. USQ has sourced federal funding to provide this, with NTCS providing support such as uploading assignments and providing prisoner access to laptops.

Presentation ceremonies were held at the Darwin and Alice Springs correctional centres in April 2017. There were 65 graduates in attendance at the Darwin

Correctional Centre and 27 graduates at the Alice Springs Correctional Centre.

Another 45 prisoners completed courses from both centres including prisoners who were not in attendance.

Additionally, at Alice Springs there were 14 completions in the iTalk program and 16 completions in the Drive Safe NT/Back on Track Program, while presentations were also made in Darwin to prisoners who participated in the Step Forward program run by Somerville.

By the end of 2016, there was a 141 per cent increase from previous years on students obtaining educational certificates.



L to R: Ros Lague NTCS Director Programs, Services and Improvements; General Manager DCC Superintendent Kevin Raby, the Hon. Natasha Fyles Minister for Justice, Dr Stephen Hagan, Dr Melodie Bat, Dr Rajesh Koppula, Ms Laura Callaghan and Mr Michael Wildman

Family Violence Program

The Family Violence Program is a psychological educational program delivered by the NT Programs, Services and Improvements Directorate. The program is delivered over five days by two facilitators in consultation with local individuals, groups and agencies.

The program:

- reinforces that family violence is a crime and is not acceptable
- challenges attitudes and behaviours that allow violence and abuse to occur
- develops capacity to accept responsibility for violence committed
- allows offenders to remain in community while learning and practising skills and strategies to reduce violent behaviour.

Evaluation outcomes

At the end of the program, attendee feedback is collected by program facilitators. Because some attendees have low English literacy levels, this is normally completed as an interactive activity as a group. Responses are recorded in a program facilitator report and individual attendee feedback is sourced where possible through a program feedback form.

Information gathered from participant feedback forms

Feedback about what participants learnt:

- different types of violence
- cycle of violence
- the different types of Domestic Violence Orders (North Australia Aboriginal Family Violence Legal Service talk)
- strategies to prevent anger turning into violence
- effects of family violence and creating a respectful relationship (relationship tree)
- what alcohol can do to people's lives and respect
- about the value of good communication.

Feedback about what were the 'not so good parts' about the program:

- 'Nothing everything was great'
- 'Managing anger and jealousy was hard on the first day'
- 'Everything was good in the program to learn more and each other'
- 'Everything was good to me about the program'
- 'Bringing up bad stuff that happened before and how much you drank'
- 'I enjoy this program'.

Family Violence Programs delivered 2016-17

Fifty programs were delivered across the NT during 2016-17. Of 501 referrals made to the program, 434 participants completed it successfully.

Location	Number of Sessions Held	Number of Attendees	
		Male	Female
ASCC	1	9	
Barkly work camp	5	53	
Datjala work camp	3	30	
Darwin	2	16	
Alice Springs	3		12
Tennant Creek	3	21	6
Ngukurr	1	7	
Katherine	4	26	11
Yuendumu	2	16	
Ntaria	2	3	6
Wurrumiyanga	1	3	
Angurugu	2	16	
Kalkarindji	2	9	12
Council for Aboriginal Alcohol Program Services	1		4
Galiwinku	1	7	
Gapuwiyak	1	5	
Gunbalanya	2	8	
Lajamanu	2	8	
Maningrida	1	5	
Numbulwar	1	6	
Pirlangimpi	1	1	
Venndale	3	66	
Wadeye	5	45	15
TOTAL	50	368	66

Case Study

Working Towards a Safe Wadeye Community

Article provided by Denise Messiter, Manager of the Wadeye Safe House, 22 November 2016.

November 2016 brought much excitement for the Wadeye Safe House. In partnership with Catholic Care and NTCS, the Wadeye Safe House hosted the first Wadeye Women's Family Violence Program.

Moogie Patu, a Walpiri woman who works for NTCS in Darwin, facilitated the program. She also facilitated the Wadeye Men's Family Violence Program, which meant she could ensure the five-day Women's program was relevant to the needs of Wadeye. As an example, Moogie covered how family violence affects the self, family and community. This included exploring the different faces of family violence and the ways to lessen the impacts of financial, emotional, physical, psychological, sexual, spiritual and verbal abuse.

Six women graduated and were presented with their certificates on the last day. This was a great outcome for the community as now Wadeye has six more women to champion a community free of family and domestic violence.



Back row L to R: Majella Dungul, Christina Weekend, Mavis Pultchen with Moogie Patu Correctional Services Program Facilitator
Front row L to R: Tameka Hunter with baby Jasmine Hunter, Rachel Bowers and Angela Ninnal, in Wadeye

Local resident Jasmine was a star participant. Her presence brought home just how significant it is to work towards a safe Wadeye community, one in which all women and children are free from the fear and debilitating impacts of family and domestic violence, which crosses and affects all races and cultures.

Elders Visiting Program visits 2016-17

The Elders Visiting Program operates in the Darwin Correctional Centre, Alice Springs Correctional Centre, Barkly Work Camp and Datjala Work Camp to engage with prisoners from their communities. The program involves Aboriginal Elders travelling from remote communities to correctional centres to meet with prisoners. This helps them to maintain links with community and culture, and discuss reintegration pathways with prisoners.

The program also provides an important cultural link between Aboriginal prisoners and NTCS staff by advising them on cultural and community issues that may influence a prisoner's behaviour or their ability to address their offending behaviour.

Elders Visiting Program participation per community

Community	Male Elders	Female Elders
Tiwi Islands	2	2
Katherine Region	2	2
Groote Eylandt	2	
Hermannsburg	1	1
Barkly Region	4	6
Lajamanu	4	3
Kalkarindji	2	1
Yuendumu/Willowra	6	8
East Arnhem region	1	1
Ngukurr	1	1
Beswick	2	1
Borroloola	2	3
Wadeye	1	1

Number of visits to correctional facilities by Elders from 1 July 2016 to 30 June 2017

Correctional Facility	Month	Elders Community	No. of Prisoners *Y – Youth*	
			Male	Female
Darwin Correctional Centre	July 2016	NAIDOC Elders Visting Program Visit	N/A	N/A
	August 2016	Kalkarindji/Lajamanu	37	14
	September 2016	Tiwi Islands	23	N/A
	October 2016	Katherine, Beswick, Ngukurr Lajamanu	23	8
	November 2016	Kalkarindji Groote Eylandt	26	6
Darwin Correctional Centre Video link into Datjala Work Camp	February 2017	Groote Eylandt	23	8 + 5 (Y)
	March 2017	Kalkarindji	23	8 + 6 (Y)
		Katherine, Ngukurr and Beswick	23	8 + 6 (Y)
	May 2017	EVP Annual Forum visit – Barkly, Yuendumu, Hermannsburg, Willowra	31	8
	June 2017	Borrooloola	22	2
Alice Springs Correctional Centre	July 2017	NAIDOC – Kalkarindji, Beswick and Groote Eylandt	N/A	N/A
	July 2016	NAIDOC Elders Visitor Program visit – Yuendumu, Barkly and Hermannsburg	N/A	N/A
	August 2016	Barkly	72	13
	November 2016	Hermannsburg Yuendumu	23	4+12(Y)
			47	1+11(Y)
	December 2016	Barkly	42	2+17(Y)
	February 2017	Yuendumu/Willowra	17	N/A
	March 2017	Hermannsburg Barkly	35	4
			24	4
Barkly Work Camp	June 2017	Yuendumu and Willowra	35	3
	July 2017	NAIDOC – Yuendumu, Barkly and Hermannsburg	N/A	N/A
Barkly/Central Regional Forum	July 2016	NAIDOC EVP Visit – Barkly	N/A	N/A
	August 2016	Barkly	12	N/A
Katherine East West Regional Forum	September 2016	Yuendumu, Barkly and Hermannsburg	N/A	N/A
	October 2016	Barkly	15	N/A
Katherine East West Regional Forum	August 2017	Cancelled – Due to MoG Changes and unavailability of Elders	N/A	N/A
Saltwater/Gulf Regional Forum	October 2016	Tiwi Islands, Wadeye, Groote Eylandt	N/A	N/A
EVP Annual Forum	May 2017	All communities represented	N/A	N/A

Statistics for NAIDOC week visits are not available as these are not structured visits. Elders meet with all prisoners through the NAIDOC activities at the correctional centres and participate in activities with prisoners and staff.



Back row L to R: Michael Bunduck, Pirrawayingi Puruntatameri, Mary Dunn
Front row L to R: Annalisa Warlpinni, Margaret Perdjert, Juanita Jones



Jimmy Wavehill at the Elders Visiting Program

Elders Visiting Program Highlights for 2016-17

- Borroloola and Wadeye facilitated their first visit into Darwin Correctional Centre in 2016-17.
- 50th Anniversary for 'Wave Hill Walk Off' August 2016 – Kalkarindji artist attended Darwin Correctional Centre and presented a painting to the Centre.
- Kalkarindji, Beswick, Groote Eylandt, Borroloola and Tiwi continued working with Offender Programs and Services on the Recognising Anger and Gaining Empowerment (RAGE) program providing cultural input and assisting with voice overs.
- Lajamanu Elders and Community Corrections are working collaboratively towards an alternative sentencing option for their community.
- Lajamanu Elders working with the circuit court judge to actively engage within the court process when circuit court is sitting in Lajamanu.
- In December 2016, the Commissioner and four Directors attended Tiwi Islands for a weekend of cultural awareness immersion facilitated by EVP Elder Pirrawayingi Puruntatameri.

On 9 July 2016, Barkly Work Camp held its fourth open day, with the local member the Hon. Gerald McCarthy MLA, Deputy Commissioner Rob Steer and General Manager Kevin Raby attending, with members from the Elders Visiting Program, Official Visitor Carl Moiri and 100 local residents.

A Welcome to Country ceremony was performed by

Francine McCarthy and a reading of the NAIDOC song lines was performed by local Correctional Officer, Lauchlan Lake and Torres Strait Islander prisoner, Aaron Gibuma.

Staff at Barkly Work Camp conducted tours of the facility throughout the day with CAAMA radio broadcasting live, interviewing people from around the Barkly region.

With local band WMC and the Barkly Boys playing live, prisoners cooked lunch for the visitors and showcased their new kitchen skills by making beef stew, kangaroo kebabs and a sausage sizzle.

The Alice Springs Correctional Centre show trailer was also on display, showcasing items made by prisoners through the NT Correctional Industries section.

Datjala Work Camp Community Consultative Committee

The Datjala Work Camp Community Consultative Committee (the Committee) consists of 11 community members who participate in quarterly meetings. Members give NTCS advice about current and emerging issues from a community perspective, and explain the needs of the local community. Advice is provided about various projects, security concerns and economic development initiatives. The Committee forms part of the camp's community strategy, with members sharing information they receive through meetings and email updates to key stakeholders and community members.

Committee members represent a wide cross-section of the Nhulunbuy population, including government, the private sector and local Aboriginal organisations.

Correctional Industries and Employment

Correctional Industries and Employment give targeted and relevant employment opportunities to adult prisoners through the establishment and growth of prisoner industries.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Eligible prisoners participating in commercial employment	80%	67% ¹	545	354	NA
External revenue generated	\$2.2M	\$3,914,597 ²	\$4.135M	\$3.1M	\$1.4M
Eligible prisoners participating in employment programs	85%	59% ³	56%	48%	64%
Eligible prisoners participating in Sentenced to a Job	45%	52% ⁴	85	74	52
Eligible prisoners participating in volunteer employment	15%	55% ⁵	54	108	49
Eligible prisoners participating in paid employment	30%	43% ⁶	355	16	NA

Behind the Wire – Darwin August 2016

The 2016 Behind the Wire exhibition was held at



One Mob Different Country perform at the Behind the Wire Opening, Fannie Bay Gaol, 2016



Behind the Wire opening night

Fannie Bay Gaol as part of the Darwin Festival. The annual exhibit features paintings by prisoners in the Darwin Correctional Centre and items made through the NT Correctional Industries program.

Tim Cross, Director Industries and Employment, said that the art program provides prisoners with a very good opportunity to express themselves, and that it was not

only important for reflection and healing, but for creating pathways to jobs on release. Behind the Wire showcases works from Territory prisoners and it also raised more than \$12,500 through sales to the public in 2016.

- 1 Decrease offset by increases in participation in Sentenced to a Job, volunteer and paid employment eligibility and classification status.
- 2 Gross sales of goods and services to external entities and other NTG agencies of \$3,126,939 and \$787,658 in prisoner board and lodging.
- 3 Participation down against target, however those participating in Sentenced to a Job exceeded the projected target.
- 4 Direct correlation to eligible prisoners participating in employment programs.
- 5 Increased participation.
- 6 Increased participation.



Participants making plans

Correctional Industries prisoners from the Alice Springs Correctional Centre pooled their skills to deliver another successful commercial contract, in partnership with the Classic Outback Trial Rally. Boomerang trophies, made from recycled pine cargo pallets, were cut and finished by prisoners in the Furniture Industry Program before being painted by prisoners in Creative Arts and the Cultural Precinct. Finishers of the rally were presented with Mulga trophies, with the timber harvested, dried and laser etched by Creative Arts.



Correctional Industries designed and built the podium featuring the 1985 Porsche 911 Carrera of James Calvert-Jones and Ben Hardy, now available to rent through Correctional Industries for motorsport and vehicle sales events



A selection of the furniture made

Community Work

Pallet project makes impact on community workers.

Katherine Community Corrections introduced the pallet project in 2016, to provide youth with community work hours. The project allows youth to learn new skills and be creative in their work, and both are important ingredients in fostering engagement with community work orders. David Gaston, the Katherine Community Work Supervisor, implemented the project, in which re-usable timber from discarded pallets is salvaged and then used to make outdoor furniture and other items, such as jewellery boxes.

The Kalano Community Association Inc, Katherine High School and local businesses have all helped make the project sustainable.

Participants making plans and a selection of the furniture made

The finished items are donated to community groups or sold, with proceeds donated to a worthy cause.

Community Corrections

Community Corrections provide assessment, monitoring and supervision services to community-based adult and youth offenders to ensure compliance with orders issued by the courts and the Parole Board.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Daily average number of offenders under supervision:					
- adult	1,220	1,236	1,161	1,154	1,327
- youth	175	166 ¹	154	186	207
Order Commencements:					
- adult	1,675	1,781	1,731	1,519	1,482
- youth	360	278 ²	320	283	265
Community Work Orders successfully completed	68%	71%	69%	69%	68%
Number of community work hours	28,000	29,760	31,325	35,462	31,719

Parole Board

The Parole Board of the Northern Territory (the Board) is an independent statutory body established under section 3A of the *Parole Act*. The Board consists of 18 members who act independently of political and bureaucratic influence to make decisions about the parole of prisoners in the best interests of the community, including the offender and the victim.

Board members are supported by the Secretariat and operational and administrative staff within NTCS.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Scheduled meetings	28	28	24	NA	NA
Number of parole matters considered	950	938	NA	NA	NA

No Body No Parole – Amendments to the Parole Act

On 5 August 2016 amendments to the *Parole Act* came into effect to include provisions that preclude the granting of parole for prisoners convicted of murder unless the Board is satisfied that the prisoner has cooperated satisfactorily in the investigation of the offence to identify the location, or last known location, of the remains of the victim.

The amendment brings the NT in line with other jurisdictions in Australia who have introduced similar legislation.

COMMIT and a sanction-based model of parole for the NT

In 2016, Cabinet approved the drafting of amendments to the *Parole Act* to afford the Board increased options in dealing with parole violations in a swift, certain and proportionate manner, assisting parolees in successfully completing parole.

On 14 August 2015, Judge Steven Alm, Circuit Court Judge from Hawaii, met with members of the Board and senior staff from across the former Department of Correctional Services to present the Hawaii's Opportunity Probation with Enforcement (HOPE) program.

1 [This is a note for the 2 youth indicators] Management and responsibility of youth transferred to Territory Families during the reporting period pending legislative reform.
2 Youth indicator.

The HOPE program is an intensive supervision program that aims to reduce crime and drug use while saving money spent on incarceration and prison costs. It provides the Hawaiian Parole Authority and courts with the ability to return offenders to prison for short periods of time in the case of minor breaches without having to completely restore the order. All those involved in the sentencing process consider the sanctions to be fair and proportionate.

The results of the HOPE program demonstrate that a swift and consistent response to probation violations reduces the likelihood of the offender breaching or reoffending in the future.

Following Judge Alm's presentation, the courts and NTCS developed the Compliance Management or Incarceration in the Territory (COMMIT) Program and implemented a 12-month trial for offenders on suspended sentences in Darwin and Alice Springs.

The COMMIT Program is based on the principles of swift, certain and fair justice, as outlined below:

- **Swift** – The offender attends court (or is arrested and brought before the court) within 72 hours after the breach is known and a sanction is immediately imposed by the court (generally two-seven days in custody).
- **Certain** – Offenders, probation and parole officers, legal counsel, as well as family are aware that a breach will result in a sanction in accordance with a sanction matrix. At the time that the offender is sentenced, the court warns the offender in open court about the importance of compliance and the certainty of the consequences for noncompliance. The warning emphasises that the offender must

take personal responsibility and be accountable for the offender's behaviour in the community. The probationer is told that everyone in the court room wants the probationer to succeed.

- **Fair (or Proportionate)** – The sanctions are perceived to be fair and reasonable by everyone involved in the sentencing process.

The COMMIT trial has been running since July 2016 and has been showing promising results.

On behalf of the Board, NTCS made submissions to Government that the swift, certain and fair justice model should be made available to parolees. This will give the Board increased options when dealing with violations of parole conditions.

Currently, the Board has the following options to deal with non-compliant parolees:

1. a warning letter
2. a further and final warning letter
3. revoke parole.

The amendments are expected to be passed by Parliament in August 2017.

Community Support Work Program for 1 July 2016 to 30 June 2017

The Community Support Work Program has been in place since 1986, and provides valuable community work outside the Darwin and Alice Springs Correctional Centres and the Barkly Work Camp.

While the Datjala Work Camp does not have a designated program, prisoners undertake community work with non-government organisations and sporting groups and help to organise special events.

Facility	Number of Work Parties	Total Number of Hours completed by the CSWP	Potential savings to the Community ¹
Darwin Correctional Centre	6	63,806	\$1,129,366
Alice Springs Correctional Centre	5	47,187	\$835,210
Barkly Work Camp	3-4	26,740	\$473,298
Datjala Work Camp	CSWP provided as required	9,105	\$161,159

¹ The value is calculated at \$17.70/hr based on minimum adult wage for 2016-17.

Community Based Youth Supervision Model

Building on the previous year's efforts, Community Corrections has continued to implement positive changes, finalising the Community Based Youth Supervision Model (CBYSM). This project has been transferred to Territory Families.

CBYSM training and resources are shared with other statutory services to support collaborative case planning and holistic offender management. CBYSM portfolios aim to provide a consistent and integrated response to the various youth justice and interagency forums.

Evidence-based practice workshops underpin the implementation of the CBYSM and the way in which probation and parole services are delivered with young offenders.

Other CBYSM training includes references to youth justice legislative and national standards, criminogenic risk and needs assessment and case planning tools, and the Changing Habits and Reaching Targets (CHART) program for structured supervision.

CHART is designed to help young people re-examine their motivations and re-evaluate the potential consequences of their actions, develop problem solving and consequential thinking skills, and understand the values and beliefs that underpin their offending behaviour. Several young offenders are now participating in the CHART program, and some have already successfully completed the core components of CHART and had their community-based orders finalised.

Transition of youth on community-based orders to Territory Families

NTCS has supported the drafting of a Bill to amend the *Youth Justice Act* and associated legislation to transfer the responsibility for youth justice and youth detention functions to Territory Families. NTCS has further supported the transfer of these functions to Territory Families by providing budget for personnel, and training and policy resources. The transfer will be finalised following passing of changes to the *Youth Justice Act* and other legislation.

COURTS AND TRIBUNAL SUPPORT SERVICES

The Courts and Tribunal Support Services (CTSS) group delivers support services to the Judicial Officers of the Supreme Court¹, Local Court, Coroner's Office, tribunals, Fines Recovery Unit and the Community Justice Centre in carrying out their judicial, quasi-judicial and administrative functions.

By virtue of the doctrine of the separation of powers, the judiciary is independent of the executive arm of government. Judges exercise their powers independently and are not employees of the department or the wider NTPS.

Higher Courts

CTSS provides processing and appropriate case-flow management for the higher courts, including the Supreme Court and courts of appeal.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Cases lodged:					
- criminal	680	566	750	670	505
- civil	550	478	519	583	508
Sitting Days:	1,200	1,350	1,335	1,209	1,251
- criminal	1,000	1,150	1,104	989	1,053
- civil	200	200	231	220	198
Finalisation of cases within 12 months:					
- criminal	90%	88%	94%	97%	96%
- civil	85%	85%	94%	94%	92%

1 Incorporating Sheriff's Office.



The new Alice Springs Supreme Court

Opening of the new Alice Springs Supreme Court and Commercial Centre

On 5 May 2017, the new Alice Springs Supreme Court and Commercial Centre was officially opened by the Chief Minister. The building was constructed by developer 19 Parsons St Pty Ltd as a lease-back arrangement to the NT. The building has six levels including two mezzanine floors and two floors of non-NT Government commercial space. The building has two court rooms, jury rooms, a mediation centre, registry, holding cells and judges' chambers. Construction began in January 2015. The Court held an open day for the Alice Springs public to inspect the building on 6 May 2017.



Official opening of the Alice Springs Supreme Court

Creation of a new Jury Court in the Supreme Court Building, Darwin

Judges asked for a fifth jury court room for Darwin, because they were prevented from conducting some jury trials due to a lack of facilities. Work began on remodelling Court 10 in the 2016-17 financial year. The remodelling is now complete and Court 10 has been fitted with a jury box, jury room, prisoner dock

and holding cell. The facility has been used a number of times since the remodelling was finished. The Judges are pleased that there is now capacity within the Supreme Court to run up to five jury trials at the same time.

Implementation of new Security System in Supreme Court Building, Darwin

After recommendations by an independent security review, steps were taken to implement a new security system in the Darwin Supreme Court. Improvements to the security system include installing extra CCTV cameras, replacing the old swipe-card access system with a new system, and implementing a key register and key lock box.

Implementation of Capability and Development Strategies

It was identified that staff resourcing within courts frequently operates on a reactive basis and is subject to high attrition rates. The staff rotational strategy was applied to the Local Court to address the inability to manage recreation leave periods, deal with Local Court requirements and assist in the accountable usage of casual employees. The strategy has increased staff capability through training.

Continued Implementation of Indigenous Employment and Career Development Strategy

Following the establishment of the Indigenous Employment and Career Development Strategy (IECDP) 2015-20, courts and tribunals have continued to apply the *Special measures guidelines* to all vacancies that are deemed appropriate. The strategy aims to increase Aboriginal employment and give preference to Aboriginal Australians where appropriate.

Review and Implementation of Uniform Policy for Court Staff

A review of the Uniform Policy across all NT courts was finalised in September 2016. The review resulted in a refreshed look, compliance with NTG branding standards and financial efficiencies.

Lower Courts and Tribunals

CTSS provides processing and appropriate case-flow management for the lower courts, tribunals and other statutory offices.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Criminal cases lodged:					
- major centres	12,500	12,176	12,567	13,277	14,130
- circuit courts	4,000	3,943	4,309	4,363	4,626
Civil cases lodged	7,000	5,442 ¹	6,880	7,134	7,233
Sitting Days - all NT Courts	2,700	2,653	2,754	2,675	2,617
Sitting days - circuit courts only	390	400	416	387	381
Finalisation of cases within 6 months:					
- criminal	80%	84%	85%	82%	84%
- civil	85%	94%	92%	84%	86%
Finalisation of coronial cases within 12 months	60%	79%	70%	62%	44%
Community Justice Centre					
Mediations	180	35 ²	216	143	142
Presentations	30	9 ³	23	31	33
Client satisfaction	85%	98%	91%	89%	92%
Community education and awareness delivered (sessions)	30	4	28	31	NA
NT CAT - Cases lodged	4,500	3,479	1,393	825	NA
Cases Finalised	4,500	2,204	918	NA	NA
Clearance Rate	90%	64%	70%	NA	NA

Implementation of International Framework for Court Excellence

The International Framework for Court Excellence is a quality management system designed to help courts improve their performance. Significant progress has been made to design and implement the framework for the Local Court. Strategies and actions have been implemented aimed at improving and strengthening court planning and policies, court resources, court leadership and management, court proceedings and processes client needs and satisfaction, affordable and accessible services and public trust and confidence.

Transfer of Adult Guardianship jurisdiction

The new *Guardianship of Adults Act* and the amended *Advance Personal Planning Act* commenced on 28 July 2016.

There are five matter types dealt with by the NTCAT in the guardianship jurisdiction:

- applying for a guardianship order
- applying to register an interstate guardianship order
- applying to vary, revoke or reassess a guardianship order
- applying for specific order under the *Guardianship of Adults Act* (including under sections 33, 34 and 35)
- applying for a consent decision about proposed health care action.

All hearings in the guardianship jurisdiction are closed to the public with only the applicant, interested persons, the relevant person and legal representatives (if any) being able to attend.

The NTCAT has adopted a 'hands-on' approach to the case management of matters in the guardianship jurisdiction. In the 2017-18 year, effort will be directed towards the ongoing refinement and improvement of systems and processes in this jurisdiction in consultation with key stakeholders, including the Office of the Public Guardian.

¹ During the reporting period small claims transferred to NTCAT. Target will be revised in future reporting.

² Changed business model.

Project Odyssey

NTG has partnered with Tyler Technologies Australia Pty Ltd to implement Odyssey, a uniform judicial management system across all courts and tribunals.

Odyssey is a case management system including native document management, financial management, electronic lodgement of cases, and a public web portal to support information exchange.

Odyssey provides a platform to standardise the way data is captured across courts and tribunals, and enables staff to more efficiently and consistently report on court and tribunal information. Odyssey is user friendly, captures real-time information, and allows the public to directly file cases, which cuts red tape for both users and staff.

Odyssey for NTCAT is expected to go live in December 2017. The project teams will engage with the Local and Supreme Courts in early-2018 to begin their phase of the project.

Project Zola

Project Zola is a joint initiative between the NT and Australian governments under the Women's Safety Package. The aim is to install video-conferencing equipment in remote courtrooms and police stations to allow witnesses, particularly vulnerable witnesses involved in domestic violence matters, to

give evidence in court proceedings without leaving their community. During 2016-17, equipment was installed at Tennant Creek and Yuendumu and court matters will be able to use these facilities in 2017-18. Additional works were needed for network accessibility at Borroloola and installation was scheduled for July 2017. Wadeye has the same capability and is fully operational. This project will be expanded with a further three to four locations earmarked for implementation in 2017-18.

Provision of Restorative Justice Training

A review of Community Justice Centre (CJC) priorities identified a need to increase the number of available conference convenors who are trained to conduct a Restorative Conference between youth offenders, their victims and relevant support people for both sides under section 84 of the *Youth Justice Act*. Terry O'Connell of Real Justice Australia was engaged to deliver a three-days of training to CJC Sessional Mediators, Officers from the Youth Justice Division of NT Police, Fire and Emergency Services and service providers. All 17 participants were deemed competent after training.

Fines Recovery Unit

The Fines Recovery Unit (FRU) processes and collects court fines and infringement penalties.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Fines and penalties paid in full	52,000	54,576	51,371	50,043	50,487
Fines and penalties clearance rate	80%	77%	79%	78%	74%
Enforcements processed:	48,000	43,417	48,017	43,686	NA
- court fines	12,000	8,868 ¹	12,540	12,308	11,138
- infringement penalties	36,000	34,549	35,477	31,378	32,814
Enforcements fully paid within 12 months:					
- court fines	15%	18%	20%	20%	26%
- infringement penalties	45%	52%	49%	51%	59%
Client satisfaction	85%	97%	95%	91%	91%

1 Greater proportion of fines paid prior to being enforced.

Implementation of Fines Recovery Unit Initiatives

The FRU as a registry of the Local Court has jurisdiction to impose sanctions on fine defaulters who fail to honour their payment agreements or do not make any attempt to address their debt incurred through monetary court orders or infringement penalties. Sanctions imposed on individuals have proven very effective with an increase in fine defaulters entering into payment agreements to pay off their debts in instalments.

Integrated Justices Information System

CTSS administers the Integrated Justice Information System (IJIS) to support and assist reporting on justice business processes associated with police apprehension, prosecution, courts, correctional services and fines recovery.

The Department continues to progress a program of work to replace the ageing Integrated Justice Information System (IJIS).

Activities completed in the financial year (2016-17) included:

- Implementation of a system to manage people and organisation (party) information within the justice system
- Procurement of an Integrated Case Management System to enable the progression of matters before the Courts
- A proof-of concept using the Odyssey Case Manager for Residential Tenancies for the NT Civil and Administrative Tribunal.

Further information about activities within CTSS is detailed in the justice.nt.gov.au/publications/annual-reports

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Modernisation projects planned	3	4	2	10	3
Stakeholder satisfaction with IJIS modernisation projects	80%	80%	80%	80%	Not Measured
Availability of access to the IJIS environment	99%	99%	99%	99%	98.8%

DIRECTOR OF PUBLIC PROSECUTIONS

The DPP delivers independent Public Prosecution services to the NT and provides witness and victim support services during the criminal justice process.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Number of new matters	9,400	9,214	9,418	8,551	8,180
Finalisations:					
- Supreme Court pleas	450	426	483	436	275
- Supreme Court trials	60	69	55	57	43
- Supreme Court withdrawn	40	45	41	36	25
- Not committed to Supreme Court	0	0	0	1	0
- Local Court hearings/pleas	7,000	6,483	6,805	6,450	4,372
- Local Court withdrawn	800	814	463	728	504
- Appeals at all levels	60	63	84	62	56
Findings of guilt (including guilty pleas):					
- in Supreme Court	94%	96%	93%	93%	94%
- in Local Court	97%	97%	97%	97%	95%
Convictions after trial / hearing	97%	97%	97%	97%	95%
Witness Assistance Service clients	1,730	1,934	1,923	1,717	1,643

Amalgamation of registries

In December 2016, the DPP amalgamated both the Crown and Summary registries. The combined registry provides the DPP with a structured information management unit, and efficiencies in work processes, and staff development.

The new structure allows for multi-skilling, succession planning and professional development, building team relationships and promotes an environment of knowledge sharing.

Provision of administrative support to summary prosecutors in Alice Springs and Katherine

In May 2015, the DPP deployed the Casenet system allowing for summary matters to be recorded. The same system was used in Darwin, Katherine and Alice Springs. As a consequence, the DPP was able to align summary work process and practices. This has provided summary prosecutors with uniform work practices and mobility of skills to seamlessly transfer or work in all three major centres using the same system. The DPP is now able to record workloads in areas that have not been civilianised.

Summary Prosecutions in Alice Springs and Katherine is made up of uniformed police officers and civilian lawyers. These offices have not been civilianised. Police are responsible for all bail and arrest matters and direction hearings. Civilian lawyers employed by DPP conduct summary hearings.

From October 2016, DPP Professional Assistants in Alice Springs started providing civilian Summary Prosecutors with administrative support. The administrative support includes creating hearing files in Casenet, preparing briefs, updating diaries, and liaising with the Office of the Information Commissioner (OIC) police on individual matters.

On 1 June 2017, administrative assistance was given to the civilian Summary Prosecutor in the DPP Katherine Office. However administrative assistance in the Katherine Office does not include preparing briefs. This responsibility remains with Police. The Police administrative responsibilities and delegations in both the Alice Springs Office and Katherine Office have not been changed.

KPMG independent review

In November 2015, the CEO approved funding for an independent review of the DPP. The contract was awarded to KPMG at the end of April 2016. The report produced by KPMG was to provide a current state analysis of the DPP's resources, systems and processes, and identify opportunities for change or improvement.

KPMG engaged with staff to discuss:

- duties performed, including systems and processes used
- views on the current effectiveness and efficiency of DPP's service delivery
- challenges experienced and the root cause of those challenges
- suggestions for improvement in the way the DPP operates.

Stakeholder engagement involved a mix of one-on-one consultations and facilitated focus groups with employees and representatives from Summary Prosecutions, Crown Prosecutions, Witness Assistance Services and Administrative Support.

The final report was delivered on 7 November 2016 and shared with staff on 14 November 2016. An implementation plan was developed in consultation with staff, and a working group has been established to make recommendations regarding implementation.

INDEPENDENT OFFICES

The Independent Offices work to ensure an equitable society in which a person's legal rights and property interests are protected and written laws are available to the public.

In accordance with the Administrative Arrangements Order the department is responsible for the application of the *Public Sector Employment and Management Act* and *Financial Management Act* for the Independent Offices. Accordingly, the general and financial management of independent offices is reported in the department's Annual Report. Please note that detailed information about the operational activities of independent offices is available in their annual reports.

Consumer Affairs

Northern Territory Consumer Affairs (NTCA) provides a regulatory framework where the community is informed about consumer rights and responsibilities, and responsible business conduct is promoted.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Enquiries, complaints and compliance actions	21,250	17,152 ¹	18,490	20,098	21,579
- Enquiries received	20,000	16,138 ²	17,137	19,113	20,597
- Consumer and business actions	650	669	718	532	616
- Compliance actions	600	345 ³	635	453	366

1 Reduced as a result of targeted education campaigns on social media.

2 Changing focus from physical contacts to increased use of social media and associated educational activities.

3 Significant refocus of resources towards MyFuel NT system development.

A Residential Building Dispute service which is responsive and in line with legislative requirements

The department's Residential Building Permit (RBD) functions saw an increase in demand over the past year, with 17 applications received. These applications sought assistance to conciliate between the applicant (consumer) and builder or asked for a decision from the Commissioner about residential building construction defects.

Many of these matters were complex and it took a long time to gather evidence, find technical details and either conciliate the matter or issue binding orders.

Aboriginal Consumer Awareness

This financial year we developed eight educational videos focussed on Aboriginal consumers. The project developed in conjunction with and produced by the Arnhem Land Progress Aboriginal Corporation (ALPA) involved employment of aboriginal film and sound crew and actors in Ramingining, and Maningrida.

The videos use humour and real life examples to present important messages about consumer rights and scams and in both Yolngu Matha and English languages.

The videos have been broadcast on the Aboriginal Broadcasting Australia channels, shown in ALPA stores in 17 locations, highlighted through ALPA's website, newsletter and YouTube channel and on the NT Consumer Affairs website, Facebook page and YouTube channel.

Residential Tenancy Advice and Guidance

NTCA provides advice and guidance to tenants, landlords and agents about the *Residential Tenancies Act*. Part of its role is to educate and inform Territorians about this legislation. Across the year, 42 real estate agents and six private landlords were given information and training about their rights and responsibilities under the *Residential Tenancies Act*.

Further information about the activities of NTCA is detailed in the Commissioner's Annual Report, available at consumeraffairs.nt.gov.au

Anti-Discrimination Commission and Community Visitor Program

The Anti-Discrimination Commission (ADC) provides anti-discrimination education, training and public awareness to the private and community sectors, government and the general community. The ADC also accepts, conciliates and evaluates complaints, and conducts public hearings for anti-discrimination complaints. Complaints received after 1 July 2015 were heard by the NTCAT.

The ADC is working closely with Legal Policy on the modernisation of the *Anti-Discrimination Act*. A discussion paper has been prepared and public consultation will begin in late 2017.

The Community Visitor Program (CVP) provides monitoring, complaint resolution and advocacy services for people detained and receiving care under the *Mental Health and Related Services Act*, *Disability Services Act* and *Mandatory Alcohol Treatment Act*.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Anti-Discrimination Commission					
Public awareness/community-based events, development of educational resources and training (hours)	80	184 ¹	586	145	91
Community education and awareness delivered (sessions)	30	70	123	61	NA
Complaints (includes complaints carried over)	200	217	236	238	253
Complaints conciliated	40%	52%	62%	65%	60%
Complaints closed within 8 months of receipt	40%	95%	86%	82%	81%
Community Visitor Program					
Complaints and enquiries received	550	674	751	581	766
Inspections (panels and visitors)	260	357 ²	402	247	270
Panel inspections	10	8	n/a	9	7
Community visitor inspections	250	349	n/a	238	263
Contact within 1 working day of request	100%	97%	97%	99%	100%

1 Higher than predicted due to increased demand for training.

2 Increase due to additional effort and review on reducing restrictive practices.

Education and Awareness

In 2016-17 the ADC undertook 184 hours of public education and training, customised training resource development and information sessions with the community and organisations. This work was achieved using internal resources, external agency funding, and external training consultants.

A new Challenging Unconscious Bias workshop was developed and formal training provided to a large number of NTG agencies.

Complaint Resolution

The ADC finalised 52 per cent of complaints in 2016-17, exceeding its target of 40 per cent.

Key Activities

The ADC contributed significantly to the proposals and discussion paper for the modernisation of the *Anti-Discrimination Act*.

Community Visitor Program

In 2016-17 the CVP made 357 panel and visitor inspections and responded to 674 complaints and enquiries. Of clients who requested contact, 97 per cent were contacted by the next working day.

The use of advocacy services by those detained in the specialist disability facilities in the NT has increased significantly in this year. The CVP considers this to be due to sustained focus with community visitors using interpreters and established relationships with clients in these facilities.

Information about the activities of the ADC and CVP are detailed their annual reports.

Further information about the activities of ADC and CVP are detailed in the Commissioner's annual reports, available at adc.nt.gov.au and cvp.nt.gov.au

Information Commissioner and Commissioner for Public Interest Disclosures

The Information Commissioner provides advice and promotes knowledge about freedom of information (FOI) and privacy rights within government and the community, and investigates and resolves complaints about FOI and privacy matters.

The Commissioner also investigates public interest disclosures and ensures that any improper conduct is appropriately dealt with, and that those persons who make public interest disclosures or assist in the investigation are protected from acts of reprisal.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
FOI and privacy complaints handled	26	48 ¹	57	NA	NA
- FOI	20	35 ¹	46	37	30
- privacy	6	12	11	13	6
Complaints finalised within 12 months:	19	28	36	NA	NA
- FOI	20	19	30	13	11
- privacy	4	9	6	8	4
Awareness and training:					
- presentations	20	10	27	19	18
- participants	250	321	446	289	245
Training participant satisfaction	80%	82%	78%	81%	76%
FOI and privacy hours (advices and audits)	650	464	708	463	386
Public interest disclosures handled	60	46 ²	67	50	65
Awareness and training:					
- presentations	10	6 ²	10	14	7
- participants	400	261 ²	260	260	219
Participant satisfaction	90%	96%	96%	96%	100%
Disclosures resolved or investigation reports presented to responsible authority within 6 months	70%	69%	76%	56%	50%
Community education and awareness delivered (sessions)	30	16	37	33	NA

1 Increase from complaints carried over from 2015-16.

2 Reduced number as staff deployed to manage increased complaints.

Further information about the activities of the Information Commission and Public Interest Disclosures Commission are detailed in the Commissioner's annual reports, available at infocomm.nt.gov.au and blowthewhistle.nt.gov.au

Registrar-General

The Office of the Registrar-General registers dealings with land and other property, powers of attorney, births, deaths, marriages and changes of name and sex.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Records maintained	1,324,000	5,994,791	1,482,843	1,291,356	1,255,982
Land Title and Birth, Deaths and Marriages registrations	28,000	24,895 ¹	27,122	34,993	34,736
Searches	600,000	746,097	664,568	651,627	690,626
Client satisfaction	95%	98%	98%	97%	97%
Life event certificates issued within 24 hours	95%	98%	97%	97%	98%
Life events registered within 72 hours	95%	99%	99%	99%	99%
Land dealings and instruments registered within 48 hours	97%	100%	100%	100%	100%
Records maintained	1,324,000	5,994,791	1,482,843	1,291,356	1,255,982
Land Title and Birth, Deaths and Marriages registrations	28,000	24,895	27,122	34,993	34,736

Titles registry

The land registry system is being upgraded to enable the implementation of electronic conveyancing in late 2018-19. Work is almost finished on upgrading the systems, which will enable the NTG to achieve savings when E-Conveyancing is introduced. The benefit of participating in this nation-wide reform initiated by the Council of Australian Governments (COAG) include efficiencies from processing less paperwork and removing the need for financial institutions, legal practitioners and conveyancers to attend land registries for settlement.

Births, Deaths and Marriages registry

Births, Deaths and Marriages (BDM) is participating in the Better Approach to Change of Name Processes in Australia under the *National Identity Security Strategy*.

BDM has upgraded its computer system PROMADIS to directly link with the Document Verification Service to check identity documents for applications for certificates and changes of name. The BDM office has also aligned its change of name processes with other jurisdictions where possible.

Life events registry

The BDM registry is recognised as the industry leader in Australia in contemporary registration processes for Aboriginal people. This year, we continued to support Aboriginal organisations with proof of identity documents by providing access to the register and conducting searches to determine identity. This year the registry exceeded its customer satisfaction target in delivery of services by providing timely and accurate searches and registrations.

¹ Decrease attributed to reduction in Land Titles Office lodgements.

Public Trustee

The Office of the Public Trustee provides Will-making and registry, trustee and estate administration services, and manages restrained and forfeited property under the *Criminal Property Forfeiture Act*.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Estates and trusts finalised	220	217	185	252	239
- Deceased estates finalised	130	97	103	141	146
- Trusts finalised	90	120 ¹	82	111	93
Deceased estates active	125	169	146	122	127
Finalised deceased estates:					
- within 12 months	65%	73%	84%	70%	70%
- within 24 months	85%	91%	95%	89%	90%
Trusts active	620	559	600	624	663
Wills prepared	275	206 ²	228	299	263
Client satisfaction	90%	98%	96%	95%	94%

Estate management

During 2016-17 the Office of the Public Trustee finalised the administration of 97 deceased estates, either as an executor appointed by a Will or as administrator of last resort. The estate administration services provided by the Public Trustee ensure that the affairs of a deceased person, even where the estate is small or insolvent, are dealt with in a professional, respectful and timely manner.

The high-level of service delivered by the Office of the Public Trustee has resulted in client satisfaction exceeding its target for five years in a row.

Trust management

The Public Trustee supports vulnerable and disadvantaged members of the community by managing the financial affairs and estates of minor and incapacitated people when appointed under court order. There are currently 559 trusts managed by the Public Trustee. The Public Trustee has continued to ensure that the funds held are invested to maximize the benefit to the Public Trustee clients and to meet the requirements of prudential standards.

Further information about the activities of the Public Trustee is detailed in its Annual Report, available at justice.nt.gov.au/publications/annual-reports

¹ Finalisation of these types of files is dependent on the maturity date of the trust.

² Noticeable drop in demand for the service with reduction in appointment engagement.

Health and Community Services Complaints Commission

The Health and Community Services Complaints Commission (HCSCC) contributes to high-quality, responsive, person-centred health, disability and aged care services. It does this by resolving complaints between users and providers of health and community services, recommending improvements to the standard and quality of service delivery, and encouraging awareness of the rights and responsibilities of users and providers of health and community services.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Enquiries and complaints received	550	823	621	608	667
Enquiries and complaints closed	550	795	647	618	598
Complaints resolved within 180 days of receipt	80%	87%	83%	84%	74%

Further information about the activities of the HCSCC is detailed in the Commissioner's annual report, available at hcsc.nt.gov.au

Children's Commissioner

The Children's Commissioner deals with complaints related to the *Children's Commissioner Act*, monitors the administration of the *Care and Protection of Children Act*, and promotes an understanding of the rights, interests and wellbeing of vulnerable children.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Enquiries and complaints received	240	302 ¹	231	202	177
Complaints and Enquiries Finalised	200	300	219	NA	NA
Complaints assessed within 28 days	100%	98%	98%	83%	71%
Community education and awareness delivered (sessions)	30	44	39	38	NA

Further information about the activities of the Children's Commissioner is detailed in the Commissioner's Annual Report, available at occ.nt.gov.au

The Children's Commissioner is required to report annually on the NT Child Death Review and Prevention Committee. A copy of that report is also available on the above website.

1 Increase attributed to the Royal Commission into the Protection of Children and Youth in Detention in the Northern Territory.

Office of the Parliamentary Counsel

The OPC provides legislative drafting services and advice about Bills for Acts, amendments to Bills before the Legislative Assembly, subordinate legislation and miscellaneous statutory instruments for the NTG and members of the Legislative Assembly.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Pages of legislation drafted and pages reprinted	7,000	2,954 ¹	8,057	9,651	9,251

Legislative drafting

The OPC provided legislative drafting services to the Government and to individual members of the Legislative Assembly (including opposition and independent members). To this end, the OPC provided timely and effective legislation within given timeframes. The OPC participated in the Australasian Parliamentary Counsel's Committee to ensure the NT's interests were represented in relation to national legislative schemes.

of new legislation required with shifting priorities and urgent instructions in several matters. The challenge was met and the new Government's first legislative program was delivered, and private members' requirements were also met.

The OPC made legislation available to the public within publishing timeframes. This included 209 items published on the legislation website.

The OPC also participated in activities of the Australasian Parliamentary Counsel's Committee, including attending Committee meetings and the annual IT forum.

Publishing services

The OPC publishes electronic copies of Bills, Acts, subordinate legislation and reprints on the NT legislation website within OPC's publishing timeframes and produces the NTG Gazette.

Provided timely and effective legislation

The OPC drafted 2954 pages of legislation within given timeframes.

This included:

- 23 Government Bills introduced (340 pages)
- 2 government consideration in detail stage amendments drafted (2 pages)
- 45 items of subordinate legislation settled (471 pages)
- 768 statutory instruments settled (1412 pages).

The first half of the 2016-17 year was particularly challenging, given that it was in the first session of the new Government. There was substantial amount

REGULATORY SERVICES

Regulatory Services provides a balanced policy and regulatory framework that supports industry, business and community needs.

Licensing NT (excluding Alcohol Policy Unit)

Licensing NT administers the NT's licensing regimes for a range of gaming, liquor, racing, consumer and trading activities. Licensing NT aims to minimise potential harms to the community through targeted compliance activity of high risk areas in a range of liquor, gambling, racing, consumer and trading environments and administration of funding support for gambling-related research, amelioration programs and community projects.

¹ The number of pages is less than the target, as output is aligned to the electoral cycle and the number and scope of government legislative proposals. These do not align with financial year reporting.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Value of Community Benefit Fund (CBF) grants	\$11.04M	\$9.96M ¹	\$8.033M	\$1.871M	\$2.843M
Licences and authorities administered	25,500	19,000 ²	30,202	25,154	26,110
Operational visits undertaken	600	1,864 ³	1,164	1,251	1,500
Race meetings conducted in the Territory	126	125	125	125	130
Grant funding to Thoroughbred Racing	\$14.7M	\$10.463M ⁴	\$14.475M	\$14.747M	\$14.747M
Grant funding to Darwin Greyhounds Association	\$0.8M	\$0.422M ⁵	\$0.57M	\$0.685M	\$0.8M
Building practitioners registered	3,000	1,150 ⁶	2,599	2,423	1,824

Licensing Compliance System

Licensing NT has deployed an online licensing portal that streamlines licensing application and renewal processes and makes for a faster, easier and more transparent system for licensees, government and the public.

The new web-based system enables holders of licences and registrations to lodge applications and make payments online via credit card or BPAY without having to use paper forms. New applicants can also complete the application process online.

The online registration portal is being delivered in stages. The first group to benefit are licensed property agents, including auctioneers, and commercial and private agents. This will be followed by licensed security providers, then access will be extended to other licensed businesses and occupations.

The project has replaced receipting systems for Territory Business Centres. A significant benefit of this is the implementation of direct-entry file processing for multiple recipient agencies. This functionality eliminates current complications experienced with reconciling funds through journals and depositing funds into Trust accounts.

Community Benefit Fund

The Community Benefit Fund finalised three rounds of small and major community organisation grants in 2016-17. In these rounds, 249 major grant applications were received requesting a total of \$23.2 million and 358 small grant applications requesting \$2.5 million were received. From these rounds, 59 major grants worth \$3.8 million and 190 small grants worth \$1.3 million have been approved.

Operation Soteria

In May 2017, Licensing NT conducted a liquor compliance operation, Operation Soteria. The operation involved 22 Licensing NT personnel and was conducted over a two-week period.

Licensing NT conducted compliance visits throughout the NT, focusing on a high-visibility presence particularly at peak periods and at varying times throughout the day and night.

The operation was successful, with general feedback from members of the public and licensees being supportive of the overt approach. During the operation, five compliance issues were identified and are being investigated.

1 Relates to timing issues between financial years.

2 Figure includes varying licence periods, and some are perpetual.

3 Premises may be visited multiple times.

4 The value of the agreement at the beginning of period including funds sourced from UBET was \$14.7M. The funding agreement was restored post-election to \$17.887M and the NTG paid \$10.463, 390 to meet financial obligations of the agreement.

5 The value of the agreement at the beginning of period including funds sourced from UBET was \$800,000. The grants paid were \$422,000 to meet the financial obligations of the agreement.

6 Registration renewals occur biennially.

Dormant Liquor and Gaming Machine Licences

Several liquor and gaming machine licences have remained dormant as a result of premises closing or no longer operating their gaming machines. Action was taken during the financial year to address this.

As a result of this action, several liquor licences have been cancelled, three surrendered and two are the subject of transfer applications to prospective new licensees.

These activities are designed to provide certainty as to the number of actual licences being operated in the NT and the number of gaming machines approved for use.

Red Tape Reduction Strategy

On 1 July 2016, licence term options of one, three or five years were introduced for the following:

- wholesaler of liquor registration
- auctioneer licence
- property agent licence (real estate agents, business agents, conveyancing agents)
- tobacco retail licence.

On 1 July 2016, commercial and private agents were provided the option of either a three-year or five-year licence term.

These reforms were in line with the NTG's *Red Tape Reduction Strategy*, which requires extension of licence and permit terms as a way of reducing paperwork and the number of contacts needed with government.

NT WorkSafe

NT WorkSafe provides advice and information to businesses, workers and the public relating to legislative compliance and regulations.

Establishment of the Small Business Safety Program

NT WorkSafe implemented a Small Business Safety Program, designed to help small businesses to understand and comply with their WHS processes. The program is confidential, free-of-charge and allows business owners to consult with Small Business Safety Advisors to assist them to take a systematic approach to managing WHS in their workplace. The program has been promoted through social media and articles published in the NT News and Centralian Advocate.

Delivered Remote Work Health and Safety Program

NT WorkSafe delivered its Remote WHS program in Nhulunbuy and North East Arnhem Land. NT WorkSafe used a local Yirrkala film company (the Mulka Project) to produce two videos. The first video was shown nationally as part of the Safe Work Australia Virtual Seminar Series in October 2016. The second video was developed to highlight the importance of identifying hazards and risks encountered in daily life as well as in the workplace. This video is in Aboriginal language with English subtitles.

NT WorkSafe inspectors delivered presentations to local high schools and participants in the Ralpa training program in the Gove region. NT WorkSafe also travelled to other remote communities including Gan Gan, Boruwuy and Gapuwiyak delivering presentations to schools and workers.

NT WorkSafe has also focused on working with Miwatj Employment and Participation, a Work for the Dole program identifying key personnel to train and mentor on work health and safety.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Completed workplace visits	6,000	6,399	6,016	5,947	5,795
Workers compensation mediations completed	300	301	400	302	301
Information session/education campaigns conducted	200	2401	271	157	51
Licences issued	9,500	12,620 ²	13,185	11,184	8,710
Enquiries	28,000	31,950 ¹	29,433	28,205	31,058

¹ Number increased as a result of the small business safety program operating for 1 year.

² Number of workers increased and renewal of 5 years licenses.

Establishment of Young Workers Program

NT WorkSafe delivers a Young Workers Program and holds information sessions with young workers at education facilities such as Charles Darwin University, Palmerston Senior College, St John's Catholic College, Jabiru Area School and Taminmin College. The sessions include information on WHS for workplace parties; which includes employers' and workers' rights and responsibilities, duty of care, incident notification, consultation, and WHS at workplaces. NT WorkSafe Electrical Inspectors also held information sessions for electrical apprentices at Charles Darwin University.

A Young Worker Safety Toolkit was developed to help employers, supervisors, influencers and trainers engage with young people about WHS.

Commenced modernisation of NT WorkSafe's business systems

Following on from the NT WorkSafe Business Systems Options Paper, a business analyst was engaged to undertake a number of projects recommended in the Paper. The projects included the following:

- identifying the scope and methodology for data cleansing of NT WorkSafe's major business systems
- developing a plan for the separation of business system data into separate databases
- designing business system improvements.

National consistent approach to four key areas within existing jurisdictional explosives legislation

In 2012, the Council of Australian Governments asked Ministers responsible for WHS (WHS ministers) to progress national consistency in explosives regulation. The preferred option agreed by WHS ministers was the development of nationally consistent approaches in four key areas within existing jurisdictional explosives legislation. These four reform areas are the definition of explosives, the authorisation process, notification process and the licensing framework.

NT WorkSafe is represented on the Strategic Issues Group on Explosives and has provided written comments on all four reform areas. It is intended that WHS ministers will be given the final policy proposals, in January 2018. WHS ministers will be asked to note the proposal and provide in-principle agreement to consider these for implementation in their jurisdictions.

NT Injury Management e-Learning Program

In consultation with insurance companies, NT WorkSafe has designed an e-Learning training program which includes information on the following:

- the NT Workers' Compensation Scheme
- Claims Management
- Injury Management
- Return to Work processes
- Communication and Dispute Resolution.

Once completed, the program will be made available to insurance company staff, self-insurers, government employees and other stakeholders to improve consistency in case management and to improve outcomes for injured workers.

The tender to develop and host the program was awarded to the Personal Injury Education Foundation (PIEF) on 13 April 2017 for the next three years.

CORPORATE AND GOVERNANCE

The Corporate and Governance group delivers a range of corporate and governance functions to support the agency's operations, including secretariat, financial, human resource management, information and communication technology, governance and risk services.

Key Performance Indicator	Current Year		Previous Years		
	2016-17 Budget	2016-17 Actual	2015-16 Actual	2014-15 Actual	2013-14 Actual
Client satisfaction with advice and support	> 5	4.1	4.8	4.4	4.3
Turnover of department staff	11.25%	11.63% ¹	14%	15%	17%
Department accounts paid within 30 days	80%	84%	81%	79%	86%
Internal audits conducted	20	13 ²	18	9	18

¹ Indicator revised to down from 15% to 11.25% in Q4 in line with NTPS practices as data only available for Q2-4.

² At 30 June, a further 2 completed audits were pending tabling at the Audit and Risk Committee and an additional 6 were in progress.

FINANCIAL OVERVIEW AND STATEMENTS



FAST FACTS	92
FINANCIAL STATEMENT OVERVIEW	93
INDEX OF NOTES TO THE FINANCIAL STATEMENTS	101
NON-FINANCIAL COMPLIANCE REPORTING	136
ACTS ADMINISTERED	138
LEGISLATION ENACTED	142
REGULATIONS COMMENCED	142

The agency recorded
total income of
\$368.1 million



Output appropriation
represented
73.5% of total
agency income

\$41.1 million
grant payments made
during the year



FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2017

Financial Performance

The 2016-17 budget and financial statements for the department of the Attorney-General and Justice (the Department) have been prepared on an accrual basis and provide information in respect of the financial operations, balance sheet, changes in equity and cash flow of the Department for the year.

Budgets and performance are established by output, ensuring that resource allocation decisions are directed towards achieving the results intended by Government. Details of the Department's performance by output group are provided at Note 3 to the financial statements. The general performance of outputs is further addressed in the "Output Reporting" section of the annual report.

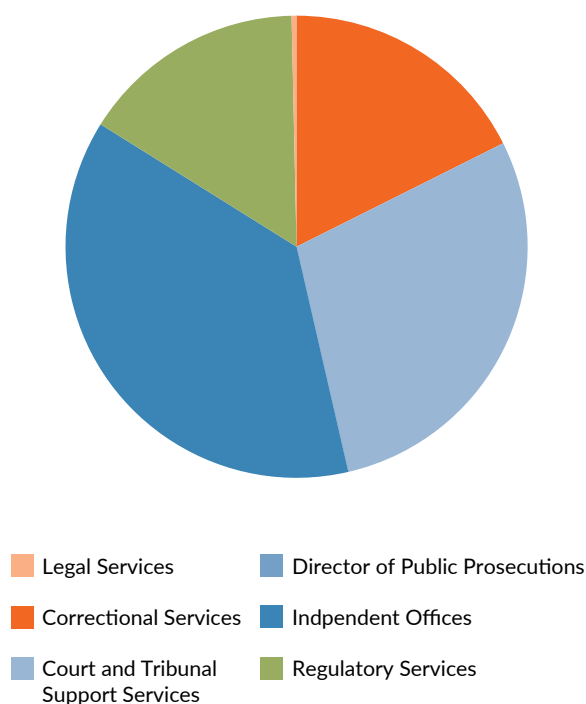
It is usually the practice to include in the financial statements a comparison of the end of year result to the opening budget. During the reporting period however, the Department was significantly impacted by administrative restructuring as part of Machinery of Government changes initiated in September 2016. This restructuring involved wide scale transfer of functions into and out of the Department. Because of these changes it was not administratively practical to have attempted to recast an opening budget covering all transferred functions.

The Mid-Year budget, published in November 2016, reflects the initial effects of this administrative restructuring. Accordingly, the Department, within its discretion, chose this published budget as the point of comparison as it affords more meaningful evaluation of end of year results.

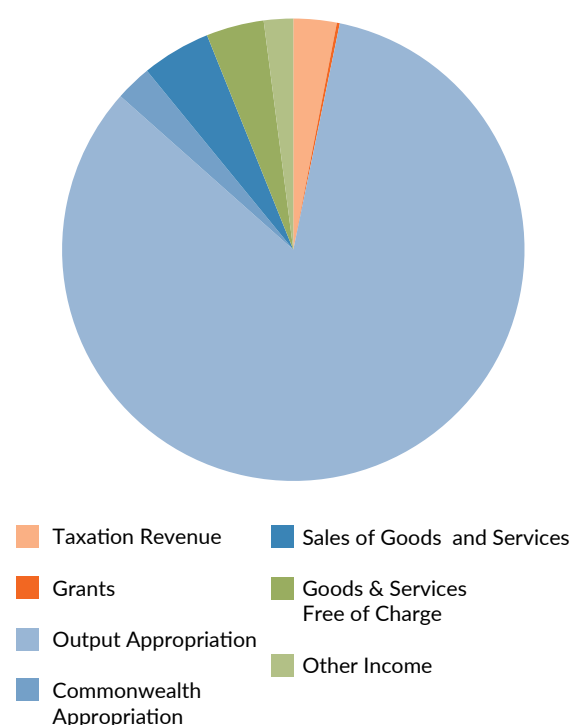
Net result for the year

The Department performed to a published operating deficit for the year. Implicit in this is a draw down on the Department's accumulated funds. The net result for the year was a deficit of \$23.5 million. The deficit includes book entries, the most significant of these being depreciation and goods services received free of charge. Excluding the net of these items (\$17.78 million) the underlying result for the Department is a deficit of \$5.7 million.

Sales of Goods and Services by Output Group



Operating Income by Category



This net result was significantly better than the published Mid-Year budgeted deficit. The key contributors to this result are discussed briefly below. The Department's performance in full against the Mid-Year budget, is provided at Note 26 to the financial statements.

Operating Income

The agency recorded total income of \$368.1 million of which:

- Output appropriation represented 73.5% (\$306.7 million) which was utilised to fund Legal Services (9.9%), Correctional Services (60.4%), Court Support Services (11.6%), Public Prosecution Services (3.8%), Independent Offices (1.6%), Regulatory Services (9.2%) and Corporate and Governance (3.5%).
- Commonwealth appropriation for the National Partnership Agreement for Legal Assistance Services contributed 2.5%.
- Sales of goods and services contributed 4.8% (\$17.7 million). Significant sources related to Registrar-General searches and application fees (\$0.88 million), Land Titles Office lodgements, searches and fees (\$4.285 million), fines and penalties enforcement fees and related charges (\$3.59 million), Public Trustee fees, commissions and other charges (\$1.26 million), court fees and related charges (\$1.52 million).
- Goods and services received free of charge made up 4.0% (\$14.8 million). This notional revenue reflects information technology, procurement and payroll services provided by the Department of Corporate and Information Services and is offset by notional expenditure to the same value.

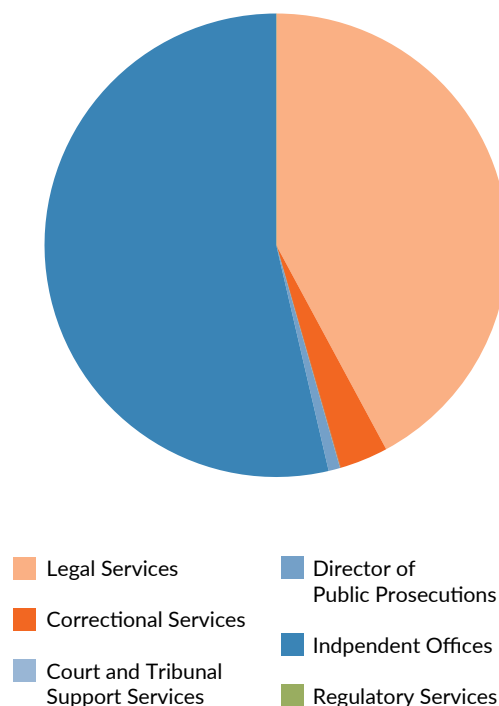
A breakdown of operating income by output group is provided at Note 3.

Operating Expenses

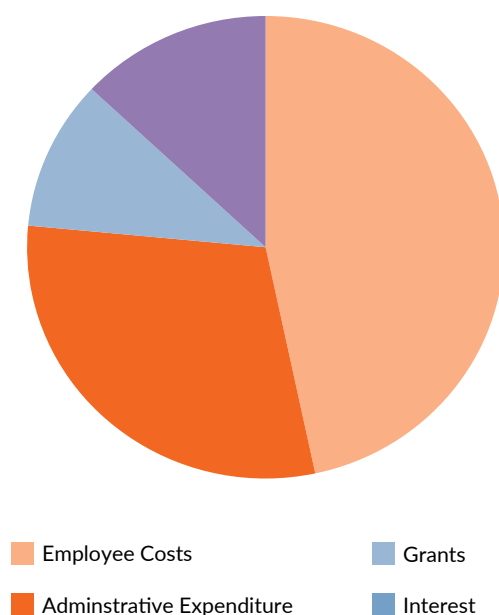
The Department recorded expenditure of \$391.6 million. The expenditure result reflects the impact of nondiscretionary costs which were absorbed through the application of expenditure measures across the Department where possible.

- Employee costs: the result finished above budget largely associated with custodial operations employee overtime costs associated with demand for medical and court escorts, and workers compensation.
- Purchase of Goods and Services: the result includes Royal Commission related costs.
- Grants expenditure: reflects the impact of election commitment related additional grants to the racing sector, offset by under budget lottery rebates payments and awarded Community

Grant Expenditure by Output Group



Expenses by Category



Benefit Fund grants not paid prior to 30 June.

- Depreciation: The budget for depreciation and amortisation expenses includes amount relating to assets subsequently transferred out of the Department as part of the administrative restructure. Lower actual depreciation expenses reflect the Department's assets holdings and so improved the expenditure result for the year.

BALANCE SHEET

	2016-17 \$M
<i>Assets</i>	822
<i>Liabilities</i>	569
<i>Equity</i>	253

- The increase in cash is primarily due to the receipt of Treasurer's Advance funding of \$5.07 million combined with the impact of the delay in the planned payment grants from the Community Benefit Fund.
- Overall the Agency continues to maintain sufficient assets to cover its liabilities.

CERTIFICATION OF THE FINANCIAL STATEMENTS

DEPARTMENT of the ATTORNEY-GENERAL & JUSTICE FINANCIAL REPORT

CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the Department of the Attorney-General and Justice have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and *Treasurer's Directions*.

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2017 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Greg Shanahan
Chief Executive Officer

30 August 2017



Jacqueline Dowling
Chief Finance Officer

30 August 2017

COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2017

	Note	2017 \$000
INCOME		
Taxation revenue		11 117
Grants and subsidies revenue		
Current		767
Appropriation		
Output		306 729
Commonwealth		9 314
Sales of goods and services		17 757
Goods and services received free of charge	4	14 863
Other income		7 546
TOTAL INCOME	3	368 093
EXPENSES		
Employee expenses		182 733
Administrative expenses		
Purchases of goods and services	5	79 478
Repairs and maintenance		4 580
Depreciation and amortisation	10, 11	17 782
Other administrative expenses ⁴⁵		14 992
Grants and subsidies expenses		
Current		41 106
Interest expenses	20	50 952
TOTAL EXPENSES	3	391 623
NET SURPLUS/(DEFICIT)		(23 529)
OTHER COMPREHENSIVE INCOME		
Items that will not be reclassified to net surplus/deficit		
Changes in asset revaluation surplus due to administrative restructuring		122 104
Changes in asset revaluation surplus due to administrative restructuring		(22 775)
TOTAL OTHER COMPREHENSIVE INCOME		99 329
COMPREHENSIVE RESULT		75 800

The Comprehensive Operating Statement is to be read in conjunction with the notes to the financial statements.

BALANCE SHEET
As at 30 June 2017

	Note	2017 \$000
ASSETS		
Current Assets		
Cash and deposits	7	17 972
Receivables	8	2 337
Inventories	9	1 264
Prepayments		853
Total Current Assets		22 425
Non-Current Assets		
Property, plant and equipment	10, 12	799 400
Heritage and cultural assets	11, 12	613
Total Non-Current Assets		800 012
TOTAL ASSETS		822 438
LIABILITIES		
Current Liabilities		
Deposits held		4 304
Payables	13	21 836
Borrowings and advances	14	4 028
Provisions	15	29 388
Total Current Liabilities		59 557
Non-Current Liabilities		
Borrowings and advances	14	509 375
Provisions	15	38
Total Non-Current Liabilities		509 413
TOTAL LIABILITIES		568 970
NET ASSETS		253 468
EQUITY		
Capital		264 541
Asset Revaluation Reserve	18	199 423
Accumulated funds		(210 496)
TOTAL EQUITY		253 468

The Balance Sheet is to be read in conjunction with the notes to the financial statements.

STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2017

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2016-17					
Accumulated Funds		(164 192)	(23 529)		(187 721)
Correction of prior period errors					
Transfers from reserves			(22 775)		(22 775)
		(164 192)	(46 304)		(210 496)
Reserves					
Asset revaluation reserve	18	77 319	122 104		199 423
		77 319	122 104		199 423
Capital – Transactions with Owners					
Equity injections		175 176			175 176
Capital appropriation				8 119	36 466
Equity transfers in				256 825	451 103
Other equity injections				8 158	38 440
Equity withdrawals					
Capital withdrawal				(12 290)	(19 513)
Equity transfers out				(171 447)	(241 955)
		175 176		89 365	264 541
Total Equity at End of Financial Year		88 304	75 800	89 365	253 468

The Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.

CASH FLOW STATEMENT
For the year ended 30 June 2017

	Note	2017 \$000
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating Receipts		
Taxes received		11 117
Grants and subsidies received		
Current		767
Appropriation		
Output		306 729
Commonwealth		9 314
Receipts from sales of goods and services		35 793
Total Operating Receipts		363 720
Operating Payments		
Payments to employees		(172 646)
Payments for goods and services		(93 661)
Grants and subsidies paid		
Current		(41 105)
Interest paid		(51 040)
Total Operating Payments		(358 452)
Net Cash From/(Used in) Operating Activities	19	5 269
CASH FLOWS FROM INVESTING ACTIVITIES		
Investing Payments		
Purchases of assets		(1 619)
Total Investing Payments		(1 619)
Net Cash From/(Used in) Investing Activities		(1 619)
CASH FLOWS FROM FINANCING ACTIVITIES		
Financing Receipts		
Deposits received		3 201
Equity injections		
Capital appropriation		8 119
Other equity injections		8 158
Total Financing Receipts		19 478
Financing Payments		
Finance lease payments		(2 706)
Equity withdrawals		(12 290)
Total Financing Payments		(14 996)
Net Cash From/(Used in) Financing Activities		4 482
Net increase/(decrease) in cash held		8 132
Cash at beginning of financial year		9 840
CASH AT END OF FINANCIAL YEAR	7	17 972

The Cash Flow Statement is to be read in conjunction with the notes to the financial statements.

INDEX OF NOTES TO THE FINANCIAL STATEMENTS

Note

1. Objectives and Funding
2. Statement of Significant Accounting Policies
3. Comprehensive Operating Statement by Output Group

INCOME

4. Goods and Services Received Free of Charge

EXPENSES

5. Purchases of Goods and Services
6. Write-offs, Postponements, Waivers, Gifts and Ex Gratia Payments

ASSETS

7. Cash and Deposits
8. Receivables
9. Inventories
10. Property, Plant and Equipment
11. Heritage and Cultural Assets
12. Fair Value Measurement of Non-Financial Assets

LIABILITIES

13. Payables
14. Borrowings and Advances
15. Provisions
16. Other Liabilities
17. Commitments

EQUITY

18. Reserves

OTHER DISCLOSURES

19. Notes to the Cash Flow Statement
20. Financial Instruments
21. Related Parties
22. Contingent Liabilities and Contingent Assets
23. Events Subsequent to Balance Date
24. Accountable Officer's Trust Account
25. Schedule of Administered Territory Items
26. Budgetary Information

1. OBJECTIVES AND FUNDING

The Department of the Attorney-General and Justice (the Department) provides strategic law and legal policy services to government and delivers courts, custodial and community based programs, prosecutions, regulatory, advocacy, complaint resolution and registration services.

The Department's core business is to:

- Provide quality legal advice, representation and policy development to government
- Provide custodial and community-based programs, services and interventions for people who have offended or are at risk of offending, or need assistance to live cooperatively and effectively in the community
- Provide support for the government's legislative program
- Provide support to victims of crime
- Provide support to courts, tribunals and independent offices to deliver dispute resolution services and protect the community's legal rights
- Coordinate research and statistical data to support justice related government policies
- Provide regulatory operations to support gambling, liquor, racing and other industries
- Deliver Territory-wide regulation of workforce health and safety, dangerous goods, electrical safety and managing the Territory's workers compensation and rehabilitation framework

The Department is predominantly funded by, and is dependent on, the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs. During 2016-17 the Department consisted of the following output groups:

- Legal Services: provides civil litigation, commercial and native title legal services to Government, manages the outsourcing of selected legal services and administers the scheme that provides financial support to victims of crime. In addition, the output group also provides strategic legal and social policy advice to Government and monitors and coordinates the implementation of related Government policies and research.
- Custodial services contributes to community safety by providing custodial and community-based programs, services and interventions for people who have offended or are at risk of offending, or need assistance to live cooperatively and effectively in the community
- Court Support Services: provides administrative support services to enable courts and tribunals to administer justice for the community including registry and processing of case documents, support for trials and hearings, fines recovery and mediation services.
- Director of Public Prosecutions: provides an independent public prosecution service for the Territory, and witness and victim support services throughout the criminal justice process through the Witness Assistance Service.
- Independent Offices - consisting:
 - Consumer Affairs: Provides a regulatory framework where the community is informed on consumer rights and responsibilities, and responsible business conduct is promoted.
 - Anti-Discrimination Commission: Provides anti-discrimination education, training and public awareness to the private sector, government and the general community. Accept, investigate and conciliate complaints, and conduct public hearings in respect of anti-discrimination matters. Provide complaint and advocacy services for people receiving treatment under the *Mental Health and Related Services Act*, through the Community Visitor Program (CVP) and the *Disability Services Act*.
 - Information and Public Interest Disclosures Commission: Provides advice and promotes knowledge about freedom of information (FOI) and privacy rights within government and the community. Investigates and resolves complaints about FOI and privacy matters and related applications. Investigates public interest disclosures and ensures that any improper conduct is appropriately dealt with. Protects persons who make public interest disclosures from acts of reprisal. Promotes awareness about the legislation.
 - Registrar General and Public Trustee: Registers dealings with land and other

property, powers of attorney, births, deaths, marriages and changes of name and sex. Public Trustee provides will registry, will making, trustee and estate administration services. Manages restrained and forfeited property under the *Criminal Property Forfeiture Act*.

- Health and Community Services Complaints Commission: Resolves complaints between users and providers of health and community services in the Territory, recommends improvements in the standard and quality of service delivery, and encourages an awareness of the rights and responsibilities of users and providers of health services and community services.
- Children's Commissioner: The Northern Territory Children's Commissioner is responsible for dealing with complaints related to the required services to vulnerable children in accordance with provisions contained in the *Children's Commissioner Act 2013*, to monitor the administration of the *Care and Protection of Children Act 2007*, so far as it relates to vulnerable children, and to promote an understanding about the rights, interests and wellbeing of vulnerable children.
- Office of Parliamentary Counsel: Provides legislative drafting services and advice about Bills for Acts, committee stage amendments, subordinate legislation and miscellaneous statutory instruments for government and members of the Legislative Assembly. Participates in the Australian Parliamentary Counsel's Committee in relation to national uniform legislation, manages the publication of legislation and contribute to the publication of Government Gazettes, to meet government and community needs.
- Regulatory Services – consisting:
 - Licensing NT which administers the Territory's licensing regimes. Licensing NT's activities also include minimisation of potential harms to the community in relation to a range of gaming, liquor, racing, consumer and trading activities. Licensing NT also provides funding support for

gambling-related research, amelioration programs and community non-profit group projects.

- NT WorkSafe is responsible for assisting businesses and workers understand their obligations under work health and safety, dangerous goods, electrical safety, and rehabilitation and workers compensation in the Northern Territory. NT WorkSafe works with Territory businesses and workers by: setting the safety standards to ensure that businesses and workers meet their responsibilities under the law; explaining and interpreting laws and standards and by providing businesses and workers with guidance materials.
- Corporate and Governance: provides a range of corporate and governance functions to support the agency's operations, including secretariat, financial, human resource management, information and communication technology, governance and risk services.

Additional information in relation to the Department and its principal activities may be found in the "Our Performance" section of the Annual Report. A summary of financial information in the form of a Comprehensive Operating Statement by output group is provided at Note 3.

a) Machinery of Government Changes

Transfers In

Details of Transfer: Transfer all functions except Domestic Violence Directorate and Family Responsibility Centre from former Department of Attorney General and Justice

Basis of Transfer: Administrative Arrangements Order 12 September 2016

Date of Transfer: Effective from 1 July 2016

The assets and liabilities transferred as a result of this change were as follows:

Assets	\$000
Cash	3 262
Receivables	1 086
Prepayments	695
Property, Plant and Equipment	226 495
	231 538
Liabilities	
Deposits Held	1 910
Payables	2 874
Provisions	8 460
	13 245
Net Assets	218 293

Details of Transfer Licensing NT and NT WorkSafe units transferred from the former Department of Business

Basis of Transfer: Administrative Arrangements Order 12 September 2016

Date of Transfer: Effective from 1 July 2016

The assets and liabilities transferred as a result of this change were as follows:

Assets	\$000
Cash	9 289
Receivables	3
Prepayments	46
Property, Plant and Equipment	956
	10 294
Liabilities	
Deposits Held	3 759
Payables	150
Provisions	1 788
	5 697
Net Assets	4 597

Transfers Out

Details of Transfer: Youth Justice Function transferred to Territory Families

Basis of Transfer: Administrative Arrangements Order 12 September 2016

Date of Transfer: Effective from 1 July 2016

The assets and liabilities transferred as a result of this change were as follows:

Assets	\$000
Cash	1
Receivables	14
Prepayments	12
Property, Plant and Equipment	48 709
	<u>48 736</u>
Liabilities	
Payables	205
Provisions	894
	<u>1 099</u>
Net Assets	<u>47 637</u>

Details of Transfer: Domestic Violence Directorate and Family Responsibility Centre transferred to Territory Families

Basis of Transfer: Administrative Arrangements Order 12 September 2016

Date of Transfer: Effective from 1 July 2016

The assets and liabilities transferred as a result of this change were as follows:

Assets	\$000
Prepayments	1
	<u>1</u>
Liabilities	
Payables	257
Provisions	236
	<u>492</u>
Net Assets	<u>(491)</u>

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

c) Statement of Compliance

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and related Treasurer's Directions. The *Financial Management Act* requires the Department of the Attorney-General and Justice to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements is to include:

- (i) a Certification of the Financial Statements
- (ii) a Comprehensive Operating Statement;
- (iii) a Balance Sheet
- (iv) a Statement of Changes in Equity
- (v) a Cash Flow Statement
- (vi) applicable explanatory notes to the financial statements.

d) Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when cash is paid out or received. As part of the preparation of the financial statements, all intraagency transactions and balances have been eliminated.

Except where stated, the financial statements have also been prepared in accordance with the historical cost convention.

The form of the agency financial statements is also consistent with the requirements of Australian Accounting Standards. The effects of all relevant new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated.

The following new and revised accounting standards and interpretations were effective for the first time in 2016-17:

AASB 124 Related Party Disclosures

This standard applies to not-for-profit sector for the

first time in 2016-17. The accounting standard requires disclosures about the remuneration of key management personnel, transactions with related parties, and relationships between parent and controlled entities. For any such transactions, disclosures will include the nature of the related party relationship, as well as information about those transactions' terms/conditions and amounts, any guarantees given/received, outstanding receivables/payables, commitments, and any receivables where collection has been assessed as being doubtful.

Several other amending standards and AASB interpretations have been issued that apply to the current reporting periods, but are considered to have no impact on public sector reporting.

At the date of authorisation of the financial statements, the following standards and interpretations were in issue but are not yet effective and are expected to have a potential impact on future reporting periods:

AASB 16 Leases

AASB 16 Leases is effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in these financial statements for the first time in 2019-20. When the standard is effective it will supersede AASB 117 Leases and requires the majority of leases to be recognised on the balance sheet.

For lessees with operating leases, a right-of-use asset will now come onto the balance sheet together with a lease liability for all leases with a term of more than 12 months, unless the underlying assets are of low value. The Comprehensive Operating Statement will no longer report operating lease rental payments, instead a depreciation expense will be recognised relating to the right-to-use asset and interest expense relating to the lease liability.

While for lessors, the finance and operating lease distinction remains largely unchanged. For finance leases, the lessor recognises a receivable equal to the net investment in the lease. Lease receipts from operating leases are recognised as income either on a straight-line basis or another systematic basis where appropriate.

AASB 1058 Income for not-for-profit entities and AASB 15 Revenue from contracts with customers

AASB 1058 Income for Not-for-Profit Entities and AASB 15 Revenue with Contracts with Customers are

effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in these financial statements for the first time in 2019-20.

Under the new AASB 1058 Income for Not-for-Profit Entities, revenue from grants and donations will be recognised when any associated performance obligation to provide goods or services is satisfied, and not immediately upon receipt as currently occurs. Consequently, more liabilities will be recognised in the balance sheet after adoption of this standard.

AASB 1058 clarifies and simplifies income-recognition requirements that apply to not-for-profit entities in conjunction with AASB 15 Revenue from Contracts with Customers.

While the full impacts are yet to be determined, potential impacts identified include:

- Grants received to construct or acquire a non-financial asset will be recognised as a liability, and subsequently recognised as revenue as the performance obligations under the grant are satisfied. At present, such grants are recognised as revenue on receipt.
- Grants with an enforceable agreement and sufficiently specific performance obligations will be recognised as revenue progressively as the associated performance obligations are satisfied. At present, such grants are recognised as revenue on receipt.
- Grants that have an enforceable agreement but no specific performance obligations but have restrictions on the timing of expenditure will also continue to be recognised on receipt as time restriction on the use of funds is not sufficiently specific to create a performance obligation.
- Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled.

Several other amending standards and AASB interpretations have been issued that apply to future reporting periods, but are considered to have limited impact on future financial reporting.

e) Reporting Entity

The financial statements cover the Department as an individual reporting entity.

The *Department of the Attorney-General & Justice* ("the Department") is a Northern Territory department established under the *Interpretation Act Administrative Arrangements Order*.

The principal place of business of the Department is: *Old Admiralty Tower, 68 The Esplanade, Darwin, NT, 0800*.

f) Agency and Territory Items

The financial statements of the Department include income, expenses, assets, liabilities and equity over which the Department has control (Agency items). Certain items, while managed by the agency, are controlled and recorded by the Territory rather than the agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

g) Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the Government's ownership interest in Government-controlled entities.

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the Government and managed by agencies on behalf of the Government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements. However, as the agency is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 25 – Schedule of Administered Territory Items.

h) Comparatives

Due to the significant agency restructure resulting from the Machinery of Government changes, comparative information for the 2015-16 year is not available. A summary of the assets and liabilities transferred as a result of these changes is summarised in Note 1 – Objectives and Funding.

i) Presentation and Rounding of Amounts

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero. Figures in the financial statements and notes may not equate due to rounding.

j) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2016-17 as a result of management decisions.

k) Accounting Judgments and Estimates

The preparation of the financial report requires the making of judgments and estimates that affect the recognised amounts of assets, liabilities, revenues and expenses and the disclosure of contingent liabilities. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgments about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgments and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements.

l) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to, the ATO are classified as operating cash flows. Commitments and contingencies are disclosed net of the amount of GST recoverable or payable unless otherwise specified.

m) Contributions by and Distributions to Government

The agency may receive contributions from Government where the Government is acting as owner of the agency. Conversely, the agency may make distributions to Government. In accordance with the *Financial Management Act* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, Government. These designated contributions and distributions are treated by the agency as adjustments to equity.

The Statement of Changes in Equity provides additional information in relation to contributions by, and distributions to, Government.

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

Note	Legal Services 2017 \$'000	Correctional Services 2017 \$'000	Court & Tribunal Support Services 2017 \$'000	Director of Public Prosecutions 2017 \$'000	Independent Offices 2017 \$'000	Regulatory Services 2017 \$'000	Corporate 2017 \$'000	Total 2017 \$'000
INCOME								
Taxation revenue						11 117		11 117
Grants and subsidies revenue								
Current							434	767
Appropriation								
Output	30 511	185 231	35 530	11 636	4 862	28 359	10 600	306 729
Commonwealth	9 019	295						9 314
Sales of goods and services		3 127	5 113		6 656	2 801	61	17 757
Goods and services received free of charge	4	5 192	966	891	760	3 587	828	14 863
Other income	3 468	2 127	701		500	554	196	7 546
TOTAL INCOME	45 637	195 972	42 309	12 527	13 111	46 418	12 119	368 093
EXPENSES								
Employee expenses	16 204	101 006	23 751	9 758	10 783	14 797	6 433	182 733
Administrative expenses								
Purchases of goods and services	5	44 805	16 972	3 105	2 403	4 682	1 133	79 478
Repairs and maintenance	12	1 598	2 849	59	16	13	33	4 580
Depreciation and amortisation	11, 12	12 822	4 672	45	107	29	108	17 782
Other administrative expenses ¹	2 639	5 192	966	891	760	3 587	957	14 992
Grants and subsidies expenses								
Current	17 319	1 409			333	22 045		41 106
Interest expenses		50 952						50 952
TOTAL EXPENSES	42 551	217 784	49 210	13 858	14 401	45 155	8 665	391 623
NET SURPLUS/(DEFICIT)	3 086	(21 811)	(6 900)	(1 331)	(1 290)	1 263	3 454	(23 529)
OTHER COMPREHENSIVE INCOME								
Items that will not be reclassified to net surplus/deficit								
Changes in asset revaluation surplus							(122 104)	(122 104)
Transfers from reserves							22 775	22 775
TOTAL OTHER COMPREHENSIVE INCOME							(99 329)	(99 329)
COMPREHENSIVE RESULT	3 086	(21 811)	(6 900)	(1 331)	(1 290)	1 263	102 783	75 800

This Comprehensive Operating Statement by Output Group is to be read in conjunction with the notes to the financial statements Includes DCIS service charges

¹ Includes DCIS service charges

Income

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of GST. Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

Grants and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt.

Contributions are recognised at their fair value.

Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Appropriation

Output appropriation is the operating payment to each agency for the outputs they provide and is calculated as the net cost of agency outputs after taking into account funding from agency income. It does not include any allowance for major non-cash costs such as depreciation.

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Specific Purpose Payments (SPPs) and National Partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance on behalf of the Central Holding Authority and then onpassed to the relevant agencies as Commonwealth appropriation.

Revenue in respect of appropriations is recognised in the period in which the agency gains control of the funds.

Sale of Goods

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer
- the agency retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold
- the amount of revenue can be reliably measured
- it is probable that the economic benefits associated with the transaction will flow to the agency
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from rendering services is recognised by reference to the stage of completion of the contract.

The revenue is recognised when:

the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and

it is probable that the economic benefits associated with the transaction will flow to the entity.

2017
\$000

4. GOODS AND SERVICES RECEIVED FREE OF CHARGE

Corporate and information services	14 863
	<u>14 863</u>

5. PURCHASES OF GOODS AND SERVICES

The net surplus/(deficit) has been arrived at after charging the following expenses:

Goods and services expenses:

Advertising ¹	27
Agent Service Arrangements	10 434
Boards & Committees	991
Communications	2 615
Consultants ²	7 859
Document production	206
Equipment Expenses	1 409
Food	5 819
Information Technology Expenses	14 415
Legal expenses ³	5 741
Library Services	827
Marketing and promotion ⁴	789
Medical & Dental Services	698
Motor Vehicle Expenses	3 710
Official duty fares	1 901
Other Goods & Services	9 078
Property Maintenance	4 244
Recruitment ⁵	292
Training and study	1 428
Travelling allowance	899
Utilities	6 097
	<u>79 478</u>

¹ Does not include recruitment, advertising or marketing and promotion advertising.

² Includes marketing, promotion and IT consultants.

³ Includes legal fees, claim and settlement costs.

⁴ Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

⁵ Includes recruitment-related advertising costs.

Repairs and Maintenance Expense

Funding is received for repairs and maintenance works associated with agency assets as part of output appropriation. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

Interest Expense

Interest expenses include interest and finance lease charges. Interest expenses are expensed in the period in which they are incurred.

		Agency	
		2017 \$000	No. of Trans
6.	WRITE-OFFS, POSTPONEMENTS, WAIVERS, GIFTS AND EX GRATIA PAYMENTS		
<i>The net surplus/(deficit) has been arrived at after charging the following expenses:</i>			
Write-offs, Postponements and Waivers under the Financial Management Act			
Represented by:			
	Losses or deficiencies of money written off	3	4
	Total Written Off, Postponed and Waived by Delegates	3	4
	Ex Gratia Payments Under the Financial Management Act	115	2

2017
\$000

7. CASH AND DEPOSITS

Cash on hand	58
Cash at bank	17 913
On call or short-term deposits	-
	17 972

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 24.

8. RECEIVABLES

Current

Accounts receivable	3 230
Less: Allowance for impairment losses	(875)
	2 355
Interest receivables	-
GST receivables	(212)
Other receivables	194
Total Receivables	2 337

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses. The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 20 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented. The terms of accounts receivable and other receivables generally require settlement within 30 days.

Prepayments

Prepayments represent payments in advance of receipt of goods and services or that part of expenditure made in one accounting period covering a term extending beyond that period.

2017
\$000

9. INVENTORIES

Inventories Held for Distribution

At cost	1 264
At current replacement cost	-
Total Inventories	1 264

Inventories include assets held either for sale (general inventories) or for distribution at no or nominal consideration in the ordinary course of business operations. General inventories are valued at the lower of cost and net realisable value, while those held for distribution are carried at the lower of cost and current replacement cost. Cost of inventories includes all costs associated with bringing the inventories to their present location and condition. When inventories are acquired at no or nominal consideration, the cost will be the current replacement cost at date of acquisition. The cost of inventories are assigned using a mixture of first-in, first out or weighted average cost formula or using specific identification of their individual costs. Inventory held for distribution is regularly assessed for obsolescence and loss.

10. PROPERTY, PLANT AND EQUIPMENT

Land

At fair value	55 200
---------------	--------

Leased Land

At fair value	19
Less: Accumulated depreciation	(9)
	9

Buildings

At capitalised cost	373 957
Less: Accumulated amortisation	(135 597)
	238 360

Leased Buildings

At capitalised cost	521 305
Less: Accumulated amortisation	(27 279)
	494 026

Construction (Work in Progress)

At capitalised cost	216
---------------------	-----

Plant and Equipment

At fair value	30 853
Less: Accumulated depreciation	(20 582)
	10 271

Computer Software

At fair value	1 294
Less: Accumulated depreciation	-
	1 294

Computer Hardware

At fair value	214
Less: Accumulated depreciation	(214)
	-

Transport Equipment

At fair value	155
Less: Accumulated depreciation	(132)
	23

Total Property, Plant and Equipment	799 400
--	----------------

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2017 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2016-17 is set out below:

	Land \$'000	Leased Land \$'000	Buildings \$'000	Leased Buildings \$'000	Infrastructure \$'000	Construction (Work in Progress) \$'000	Plant and Equipment \$'000	Computer Software \$'000	Transport Equipment \$'000	Total \$'000
Carrying Amount as at 1 July 2016	33 400	11	87 792	504 452	5	123	6 006	-	28	631 816
Additions			306				811	502		1 619
Disposals										
Depreciation		(2)	(5 590)	(10 426)			(1 747)	-	(5)	(17 770)
Additions/(Disposals) from administrative restructuring	27 770		155 848			93	5 201	793		189 704
Revaluation increments/(decrements)	(5 970)		5		(5)					(5 970)
Carrying Amount as at 30 June 2017	55 200	9	238 360	494 026	-	216	10 271	1 294	23	799 400

2017
\$000

11. HERITAGE AND CULTURAL ASSETS

Carrying amount

At valuation	828
Less: Accumulated depreciation	(215)
Written down value – 30 June	613

Reconciliation of movements

Carrying amount at 1 July	-
Depreciation	(13)
Additions/(Disposals) from administrative restructuring	625
Carrying amount as at 30 June	613

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition. The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

Complex Assets

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent Additional Costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (Work in Progress)

As part of the financial management framework, the Department of Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for most agency capital works is provided directly to the Department of Infrastructure and the cost of construction work in progress is recognised as an asset of that Department. Once completed, capital works assets are transferred to the agency.

Revaluations and Impairment

Revaluation of Assets

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land
- buildings
- heritage and cultural assets.

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value. Land and buildings held by the Department of the Attorney-General and Justice (excluding those from the former Department of Corrections) were last independently revalued as at 30 June 2015; the valuer was Colliers International. Land held by the former Department of Corrections was last independently revalued as at 30 June 2014; the valuer was Opteon. Buildings held by the former Department of Corrections were last revalued as at 30 June 2016; the valuer was Colliers International. Heritage and cultural assets are valued at their original cost and are scheduled for independent valuation in 2017-18.

Refer to Note 12: Fair Value Measurement of Non-Financial Assets for additional disclosures.

Impairment of Assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis or whenever there is indication of impairment. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus for that class of asset to the extent that an available balance exists in the asset revaluation surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus.

Note 18 provides additional information in relation to the asset revaluation surplus. Agency property, plant and equipment assets were assessed for impairment as at 30 June 2017. No impairment adjustments were required as a result of this review.

Depreciation and Amortisation Expense

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives. Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

The estimated useful lives for each class of asset are in accordance with the Treasurer's Directions and are determined as follows:

	2017
Public Buildings	50 -100 years
Portable Buildings	10-20 years
Catering Equipment	5-15 years
Computer Hardware	3-6 years
Furniture and Fittings	10 years
Laundry Equipment	5-15 years
Library Equipment	2-5 years
Office Equipment	5-15 years
Power Generators	5-15 years
Security Systems	5-15 years
Communication Equipment	5-15 years

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

Assets Held for Sale

Assets and disposal groups are classified as held for sale if their carrying amount will be recovered through a sale transaction or a grant agreement rather than continuing use. Assets held for sale consist of those assets that management has determined are available for immediate sale or granting in their present condition and their sale is highly probably within one year from the date of classification. These assets are measured at the lower of the asset's carrying amount and fair value less costs to sell. These assets are not depreciated. Non-current assets held for sale have been recognised on the face of the financial statements as current assets.

Leased Assets

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

Finance Leases

Finance leases are capitalised. A lease asset and lease liability equal to the lower of the fair value of the leased property and present value of the minimum lease payments, each determined at the inception of the lease, are recognised. Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating Leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

12. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

a) Fair Value Hierarchy

Fair values of non-financial assets categorised by levels of inputs used to compute fair value are:

	Level 1 \$000	Level 2 \$000	Level 3 \$000	Total Fair Value \$000
2016-17 Asset Classes^(a)				
Land (Note 10)			55 200	55 200
Buildings (Note 10)			238 360	238 360
Plant & Equipment (Note 10)			10 271	10 271
Computer Software			1 294	1 294
Transport Equipment			23	23
Heritage & Cultural Assets			613	613
Total			305 761	305 761

There were no transfers between Level 1 and Levels 2 or 3 during 2016-17.

b) Valuation Techniques and Inputs

Valuation techniques used to measure fair value in 2016-17 are:

	Level 2 Techniques	Level 3 Techniques
Asset Classes		
Land (Note 10)		Cost Approach
Buildings (Note 10)		Cost Approach
Plant & Equipment (Note 10)		Cost Approach
Computer Software		Cost Approach
Transport Equipment		Cost Approach
Heritage & Cultural Assets		Cost Approach

There were no changes in valuation techniques from 2015-16 to 2016-17.

c) Additional Information for Level 3 Fair Value Measurements

(i) Reconciliation of Recurring Level 3 Fair Value Measurements

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

	Land	Buildings	Infrastructure	Plant & Equipment	Computer Software	Transport Equipment	Other non-financial assets	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2016-17								
Fair value as at 1 July 2016	33 400	87 792	5	6 006		28		127 230
Additions		306		811	502			1 619
Disposals								
Additions/(Disposals) from administrative restructuring	27 770	155 848		5 201	793		625	190 236
Depreciation		(5 590)		(1 747)		(5)	(13)	(7 355)
Gains/losses recognised in net surplus/deficit								
Gains/losses recognised in other comprehensive income	(5 970)	5	(5)					(5 970)
Fair value as at 30 June 2017	55 200	238 360	-	10 271	1 294	23	613	305 761

(ii) Sensitivity analysis

Specialised buildings – The fair values of these assets are sensitive to movements in the value of inputs to the estimation of replacement cost and changes in the useful life of each building – significant increases/decreases in the estimated replacement cost or significant increases/decreases in useful life, raises/lowers fair value.

Land – Unobservable inputs used in computing the fair value of land include the last revaluation for each relevant plot of land. In respect of sensitivity of fair value to changes in input value, the land prices are subject to changes in prevailing market conditions, however, given the restricted use of the land, no observable market can be determined.

Plant, equipment, computer and transport equipment include – Unobservable inputs used in computing the fair value of plant and equipment, include the historical cost and estimated useful life for each asset. Given number and use of the agency's plant, equipment, is not practical to compute a relevant summary measure for the unobservable inputs.

The sensitivity of fair value to changes in input values is largely associated with estimated useful life (consumption of economic benefits). The risk of significant changes in the estimated useful life of plant and equipment assets is low.

2017
\$000

13. PAYABLES

Accounts payable	1 996
Accrued expenses	7 135
Interest payable	12 706
Total Payables	21 836

Liabilities for accounts payable and other amounts payable are carried at cost, which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

14. BORROWINGS AND ADVANCES**Current**

Loans and advances	-
Finance lease liabilities	4 028
	<u>4 028</u>

Non-Current

Loans and advances	-
Finance lease liabilities	509 375
	<u>509 375</u>
Total Borrowings and Advances	513 404

	2017 \$000
15. PROVISIONS	
Current	
<i>Employee benefits</i>	
Recreation leave	21 574
Leave loading	4 320
Other employee benefits	62
	<u>25 956</u>
<i>Other current provisions</i>	
Fringe benefits tax	300
Payroll tax	1 490
Superannuation	1 642
	<u>3 432</u>
	<u>29 388</u>
Non-Current	
Other non-current provisions	38
	<u>38</u>
Total Provisions	<u><u>29 426</u></u>

The Agency employed 1503.89 employees as at 30 June 2017

Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the Government long-term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements
- other types of employee benefits.

As part of the financial management framework, the Central Holding Authority assumes the long service leave liabilities of Government agencies, including the Department and as such no long service leave liability is recognised in agency financial statements.

2017
\$000

16. OTHER LIABILITIES

Current

Deposits held – Trust & clearing monies	4 304
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Total Other Liabilities	4 304
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Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS);
- Commonwealth Superannuation Scheme (CSS); or
- non-government employee-nominated schemes for those employees commencing on or after 10 August 1999.

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee-nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

17. COMMITMENTS

Disclosures in relation to capital and other commitments, including lease commitments. Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

2017
External

(i) Operating Lease Commitments

The agency leases property under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

Within one year	5
Later than one year and not later than five years	-
Later than five years	-
	<u>5</u>

(ii) Operating Lease Commitments

The agency leases property under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

Within one year	1 872
Later than one year and not later than five years	-
Later than five years	-
	<u>1 872</u>

2017
\$000

18. RESERVES

Asset Revaluation Surplus

(i) Nature and purpose of the asset revaluation surplus

The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.

(ii) Movements in the asset revaluation surplus

Balance as at 1 July	77 319
Increment/(Decrement) – administrative restructuring	122 104
Balance as at 30 June	199 423

19. NOTES TO THE CASH FLOW STATEMENT

Reconciliation of Cash

The total of agency 'Cash and deposits' of \$17.972 million recorded in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.

Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities

Net Surplus/(Deficit)	(23 529)
<i>Non-cash items:</i>	
Depreciation and amortisation	17 782
R&M - Minor New Work Non Cash	347
<i>Changes in assets and liabilities:</i>	
Decrease/(Increase) in receivables	(1 619)
Decrease/(Increase) in inventories	(70)
Decrease/(Increase) in prepayments	(805)
(Decrease)/Increase in payables	4 020
(Decrease)/Increase in provision for employee benefits	8 674
(Decrease)/Increase in other provisions	468
Net Cash from Operating Activities	5 269

20. FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Department of the Attorney-General and Justice include cash and deposits, receivables, payables and finance leases. The Department has limited exposure to financial risks as discussed below.

d) Categorisation of Financial Instruments

The carrying amounts of the agency's financial assets and liabilities by category are disclosed in the table below.

2016-17 Categorisation of Financial Instruments

	Fair value through profit or loss		Held to maturity investments	Financial assets - Loans and receivables	Financial assets - available for sale	Financial Liabilities- amortised cost	Total
	Held for trading	Designated at fair value					
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Cash and deposits				17 972			17 972
Receivables ¹				2 355			2 355
Advances							
Total Financial Assets				20 327			20 327
Deposits held ¹						3 750	3 750
Payables ¹						19 234	19 234
Finance Lease Liabilities						513 404	513 404
Total Financial Liabilities						536 387	536 387

1.Total amounts disclosed here exclude statutory amounts

Classification of Financial Instruments

AASB 7 Financial Instruments: Disclosures requires financial instruments to be classified and disclosed within specific categories depending on their nature and purpose.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss
- held-to-maturity investments
- loans and receivables
- available-for-sale financial assets.

Financial liabilities are classified into the following categories:

- financial liabilities at fair value through profit or loss (FVTPL)
- financial liabilities at amortised cost.

Financial Assets or Financial Liabilities at Fair Value through Profit or Loss

Financial instruments are classified as at FVTPL when the instrument is either held for trading or is designated as at FVTPL.

An instrument is classified as held for trading if it is:

- acquired or incurred principally for the purpose of selling or repurchasing it in the near term with an intention of making a profit
- part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short-term profit-taking
- a derivative that is not a financial guarantee contract or a designated and effective hedging instrument.

A financial instrument may be designated as at FVTPL upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise
- the instrument forms part of a group of financial instruments, which is managed and its performance is evaluated on a fair value basis, in accordance with a documented risk management or investment strategy, and information about the grouping is provided internally on that basis
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 Financial Instruments: Recognition and Measurement permits the contract to be designated as at FVTPL.
- Financial liabilities at fair value through profit or loss include deposits held excluding statutory deposits, accounts payable and accrued expenses. Financial assets at fair value through profit or loss include short-term securities and bonds.

Held-to-Maturity Investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the entity has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market other than those held for trading and available for sale. Loans and receivables exclude statutory receivables.

Available-for-Sale Financial Assets

Available-for-sale financial assets are those non-derivative financial assets, principally equity securities that are designated as available-for-sale or are not classified as any of the three preceding categories. After initial recognition available-for-sale securities are measured at fair value with gains or losses being recognised as a separate component of equity until the investment is derecognised or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported in equity is recognised in the Comprehensive Operating Statement.

Financial Liabilities at Amortised Cost

Financial instrument liabilities measured at amortised cost include all advances received, finance lease liabilities and borrowings. Amortised cost is calculated using the effective interest method.

Derivatives

The agency enters into a variety of derivative financial instruments to manage its exposure to interest rate risk. The agency does not speculate on trading of derivatives.

Derivatives are initially recognised at fair value on the date a derivative contract is entered in to and are subsequently remeasured at their fair value at each reporting date. The resulting gain or loss is recognised in the Comprehensive Operating Statement immediately unless the derivative is designated and qualifies as an effective hedging instrument, in which event, the timing of the recognition in the Comprehensive Operating Statement depends on the nature of the hedge relationship. Application of hedge accounting will only be available where specific designation and effectiveness criteria are satisfied.

Netting of Swap Transactions

The agency, from time to time, may facilitate certain structured finance arrangements, where a legally recognised right to set-off financial assets and liabilities exists, and the Territory intends to settle on a net basis. Where these arrangements occur, the revenues and expenses are offset and the net amount is recognised in the Comprehensive Operating Statement.

a) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the agency has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the agency's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

Internal Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2016-17			
Not overdue	12		12
Overdue for less than 30 days	1		1
Overdue for 30 to 60 days	1		1
Overdue for more than 60 days	1		1
Total	15		15

External Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2016-17			
Not overdue	1 888		1 888
Overdue for less than 30 days	178		179
Overdue for 30 to 60 days	13	1	12
Overdue for more than 60 days	908	873	35
Total	2 988	874	2 114

Reconciliation of the Allowance for Impairment Losses

Reconciliation of Allowance for Impairment Losses	578
Opening	
Increase/(Decrease) – administrative restructuring	170
Increase/(Decrease in allowance recognised in the profit and loss	125
Total	873

Liquidity Risk

Liquidity risk is the risk that the agency will not be able to meet its financial obligations as they fall due. The agency's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

The Department is appropriated by the Northern Territory Government and has budget approved access to certain of its own source income. The Department manages its budgeted funds to ensure that it has sufficient resources to meet payments due.

2017 Maturity analysis for financial assets and liabilities

	Variable Interest Rate			Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
	Less than a Year	1 to 5 Years	More than 5 Years	Less than a Year	1 to 5 Years	More than 5 Years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							17 972	17 972	
Receivables							2 355	2 355	
Total Financial Assets							20 327	20 327	
Liabilities									
Deposits held							3 750	3 750	
Payables							19 234	19 234	
Finance lease liabilities				4 029	20 704	488 671	-	513 404	
Total Financial Liabilities				4 029	20 704	488 671	22 983	536 387	

a) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

b) Interest Rate Risk

The Department is not exposed to interest rate risk as agency financial assets and financial liabilities, with the exception of finance leases are noninterest bearing. Finance lease arrangements are established on a fixed interest rate and as such do not expose the Department to interest rate risk.

c) Price Risk

The Department is not exposed to price risk as the Department does not hold units in unit trusts.

d) Currency Risk

The Department is not exposed to currency risk as the Department does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

e) Net Fair Value

The Department's financial instruments consist of cash, deposits, receivables and payables the fair value of which approximates the carrying amount, which is also their amortised cost.

The Department does not hold any derivative financial instruments or any other financial assets or liabilities whose fair value is measured other than at amortised cost or where fair value disclosure is required.

21. RELATED PARTIES

i) Related Parties

The Department of the Attorney-General and Justice is a government administrative entity and is wholly owned and controlled by the Territory Government. Related parties of the department include:

- the Portfolio Minister and key management personnel (KMP) because they have authority and responsibility for planning, directing and controlling the activities of the department directly
- spouses, children and dependents who are close family members of the Portfolio Minister or KMP
- all public sector entities that are controlled and consolidated into the whole of government financial statements
- any entities controlled or jointly controlled by KMP's or the Portfolio Minister or controlled or jointly controlled by their close family members.

ii) Key Management Personnel (KMP)

Key management personnel of the Department of the Attorney-General and Justice are those persons having authority and responsibility for planning, directing and controlling the activities of the Department. These include the Attorney-General and Minister for Justice, the Chief Executive Officer and the members of the executive team.

iii) Remuneration of Key Management Personnel

The details below excludes the salaries and other benefits of the Attorney-General and Minister for Justice as the Minister's remunerations and allowances are payable by the Department of the Legislative Assembly and consequently disclosed within the Treasurer's Annual Financial Statements. The aggregate compensation of key management personnel of the Department is set out below:

	2017 \$000
Short-term benefits	2 905
Long-term benefits	350
Termination benefits	35
Total	<u>3 290</u>

iv) Related party transactions:

Transactions with Northern Territory Government controlled entities

The departments' primary ongoing source of funding is received from the Central Holding Authority in the form of output and capital appropriation and on-passed Commonwealth national partnership and specific purpose payments. The total of this funding received in the 2016-17 year is \$316.04 million.

21. RELATED PARTIES (continued)

The following table provides quantitative information about related party transactions entered into during the year with all other Northern Territory Government controlled entities.

Related Party	Revenue from related parties 2016-17 \$000	Payments to related parties 2016-17 \$000	Amounts owed by related parties 2016-17 \$000	Amounts owed to related parties 2016-17 \$000
All NTG Government departments	15 953	45 945	265	2 593

The department's transactions with other government entities included the following significant transactions. The departments' transactions with other government entities not specified below are not individually significant.

Related Party	Nature	Revenue from related parties 2016-17 \$000	Payments to related parties 2016-17 \$000
Department of Corporate & Information Services	Free of Charge revenue & services; provision of IT related services	14 863	18 738
Northern Territory Legal Aid Commission	Grants paid including the pass on of Commonwealth Funding received under a national partnership agreement		13 742
NT Fleet	Provision, repair and maintenance of leased motor vehicles		2 863
Data Centre Services	Provision of IT related services		2 554
BiiTE	Provision of education and training within NT Corrections		1 416
Jacana Energy	Supply of electricity		5 118
		14 863	44 431

Other related party transactions are as follows:

Given the breadth and depth of Territory Government activities, related parties will transact with the Territory Public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. No other related party transactions in excess of \$10,000 have occurred during the reporting year. However, due to timeframe limitations combined with overseas absences, responses were not received from two KMP.

22. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

a) Contingent Liabilities

The Department of the Attorney-General and Justice has entered into a number of contracts or agreements with private and public organisations. These contracts and agreements include terms and conditions requiring the agency to provide either a guarantee or indemnity to the beneficiaries.

The Department maintains a register of contingent liabilities. Indemnities and guarantees require assessment and approval by either the Accountable Officer or the Treasury, with Ministerial endorsement. Contingent liabilities are not accounted for on the agency's financial statement as they cannot be quantified and the likelihood of occurrence is uncertain, but considered low.

As at the date of the report, no transaction or event of a material nature has occurred that would crystallise identified contingent liabilities.

b) Contingent Assets

Under the *Crimes (Victims Assistance) Act*, the Territory is entitled to recover from an offender monies equal to the amount of assistance, costs and disbursements paid to the victim under the Act. However, due to the offenders being imprisoned for lengthy terms, being declared bankrupt or unable to be located, it is probable that significant proportions of the amounts owed are uncollectible.

Therefore any contingent assets cannot be reliably quantified.

23. EVENTS SUBSEQUENT TO BALANCE DATE

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in these financial statements.

24. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

In accordance with section 7 of the *Financial Management Act*, an Accountable Officer's Trust Account has been established for the receipt of money to be held in trust. A summary of activity is shown below:

Nature of Trust Money	Opening Balance 1 July 2016	Receipts	Payments	Closing Balance 30 June 2017
Cash Bail	349	480	(428)	402
Unclaimed Monies	88	29	(13)	104
Civil Court matters	16	71	(85)	2
Criminal Court matters	82	753	(732)	103
Prisoner monies ^(a)	1 102	10 528	(10 471)	1,159
Security deposits	304	687	(684)	306
Professional Standards	26	6	(11)	21
Solicitor Trust Monies	949	4 935	(3 989)	1 895
Electronic Gaming Machine Application Levy	3 626	825	(4 351)	100
Surveyor's Board	67	1	(5)	64
	6 609	18 317	(20 770)	4 157

(a) Prisoner monies are a trust established and operated under section 161 of the Correctional Services Act.

25. SCHEDULE OF ADMINISTERED TERRITORY ITEMS

The following Territory items are managed by the Department on behalf of the Government and are recorded in the Central Holding Authority (refer Note 2(c)).

	2017 \$000
TERRITORY INCOME AND EXPENSES	
Income	
Other income	28 292
Total Income	28 292
Expenses	
Other administrative expenses	28 292
Total Expenses	28 292
Territory Income less Expenses	-

26. BUDGETARY INFORMATION

As a result of the Machinery of Government Changes, budgeted amounts in this note correspond to those presented in the 2016-17 Mid-Year Budget (November 2016), classified on a basis that is consistent with the presentation and classification adopted in the corresponding financial statement.

Comprehensive Operating Statement	2016-17 Actual \$000	2016-17 Budget \$000	Variance \$000	Note
INCOME				
Taxation revenue	11 117	11 461	(344)	
Grants and subsidies revenue				
Current	767	767		
Appropriation				
Output	306 729	299 001	7 728	1
Commonwealth	9 314	8 995	319	
Sales of goods and services	17 757	17 725	32	
Goods and services received free of charge	14 863	13 680	1 183	
Gain on disposal of assets				
Other income	7 546	6 564	982	
TOTAL INCOME	368 093	358 193	9 900	
EXPENSES				
Employee expenses	182 733	175 407	(7 326)	2
Administrative expenses				
Purchases of goods and services	79 478	72 160	(7 318)	3
Repairs and maintenance	4 580	4 605	25	
Depreciation and amortisation	17 782	27 598	9 816	4
Other administrative expenses	14 992	13 680	(1 312)	
Grants and subsidies expenses				
Current	41 106	45 793	4 687	5
Capital		46	46	
Interest expenses	50 952	50 952		
TOTAL EXPENSES	391 623	390 241	1 382	
NET SURPLUS/(DEFICIT)	(23 529)	(32 048)	8 519	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/deficit				
Changes in asset revaluation surplus	122 104		122 104	6
Transfers from reserves	(22 775)		(22 775)	
TOTAL OTHER COMPREHENSIVE INCOME	99 329	-	99 329	
COMPREHENSIVE RESULT	75 800	(32 048)	107 848	

Notes:

The following note descriptions relate to variances at or above the greatest of 10 per cent or \$5 million, or where multiple significant variances have occurred:

1. Reflects the impact of the receipt of Treasurer's Advance funding of \$5.07m.
2. Variance largely associated with custodial operations employee overtime costs associated with demand for prisoner medical and court escorts, and workers compensation.
3. Includes expenditure related to obligations on the Department under the Royal Commission.

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

4. This variance relates to final budget round adjustments to the depreciation budget following the Machinery of Government changes, combined with the impact of changes in the timing of capital expenditure; primarily related to security and IT projects.
5. Reflects additional election commitment related grant payments to the racing sector, offset by under budget lottery rebates payments and awarded Community Benefit Fund grants not paid prior to 30 June.

Balance Sheet	2017 Actual \$000	2017 Budget \$000	Variance \$000	Note
ASSETS				
Current assets				
Cash and deposits	17 972	11 309	6 663	1
Receivables	2 337	1 804	533	
Inventories	1 264	1 194	70	
Prepayments	853	732	121	
Total current assets	22 425	15 039	7 386	
Non-current assets				
Property, plant and equipment	799 400	788 767	10 633	2
Intangibles				
Heritage and cultural assets	613		613	
Total non-current assets	800 012	788 767	11,245	
TOTAL ASSETS	822 438	803 806	18 632	
LIABILITIES				
Current liabilities				
Deposits held	4 304	3 010	1 294	
Payables	21 836	20 834	1 002	
Borrowings and advances	4 028	3 171	857	
Provisions	29 388	27 613	1 775	
Total current liabilities	59 557	54 628	4 929	
Non-current liabilities				
Borrowings and advances	509 375	509 375	-	
Provisions	38		38	
Total non-current liabilities	509 413	509 375	38	
TOTAL LIABILITIES	568 970	564 003	4 967	
NET ASSETS	253 468	239 803	13 665	

Notes:

The following note descriptions relate to variances at or above the greatest of 10 per cent or \$5 million or where multiple significant variances have occurred.

1. Cash is higher than budget predominately reflecting the residual impacts of a Treasurer's Advance (\$5.07M) received prior to year-end, under budget lottery rebates payments and awarded Community Benefit Fund grants not paid prior to 30 June, together with changes in the timing in capital expenditure primarily related to security and IT projects.
2. Additional budget final budget round adjustments following the Machinery of Government changes, combined with the impact of changes in the timing of capital expenditure; primarily related to security and IT projects.

Cash Flow Statement	2017 Actual \$'000	2017 Budget \$'000	Variance \$'000	Note
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Taxes received	11 117	11 461	(344)	
Grants and subsidies received				
Current	767	767	-	
Appropriation				
Output	306 729	299 001	7 728	1
Commonwealth	9 314	8 995	319	
Receipts from sales of goods and services	35 793	34 013	1 780	
Total operating receipts	363 720	354 237	9,483	
Operating payments				
Payments to employees	(172 646)	(167 895)	(4 751)	2
Payments for goods and services	(93 661)	(85 337)	(8 324)	3
Grants and subsidies paid				
Current	(41 105)	(45 793)	4 688	4
Capital		(46)	46	
Interest paid	(51 040)	(51 040)	(0)	
Total operating payments	(358 452)	(350 111)	(8 341)	
Net cash from/(used in) operating activities	5 269	4 126	1 143	
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing payments				
Purchases of assets	(1 619)	(5 868)	4 249	5
Total investing payments	(1 619)	(5 868)	4 249	
Net cash from/(used in) investing activities	(1 619)	(5 868)	4 249	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Deposits received	3 202	1 908	1 294	
Equity injections				
Capital appropriation	8 119	8 319	(200)	
Other equity injections	8 158	5 528	2 630	
Total financing receipts	19 478	15 755	3 723	
Financing payments				
Finance lease payments	(2 706)	(3 563)	857	
Equity withdrawals	(12 290)	(8,981)	(3 309)	
Total financing payments	(14 996)	(12 544)	(2 452)	
Net cash from/(used in) financing activities	4 482	3 211	1 271	
Net increase/(decrease) in cash held	8 132	1 469	6 663	5
Cash at beginning of financial year	9 840	9 840	-	
CASH AT END OF FINANCIAL YEAR	17 972	11 309	6 663	

Notes:

The following note descriptions relate to variances at or above the greatest of 10 per cent or \$5 million, or where multiple significant variances have occurred.

1. Variance reflects the receipt of the Treasurer's Advance (\$5.07M) prior to year-end.
2. Variance largely associated with custodial operations employee overtime costs associated with demand for medical and court escorts, and workers compensation
3. Includes expenditure related to obligations on the Department under the Royal Commission
4. Reflects the impact of additional election commitment related racing sector grant payments, offset by under budget lottery rebates payments and awarded Community Benefit Fund grants not paid prior to 30 June
5. Reflects change

Administered Territory Items

In addition to the specific departmental operations which are included in the financial statements, the Department administers or manages other activities and resources on behalf of the Territory such as fines, penalties and fees from regulatory services. The Department does not gain control over assets arising from these collections, consequently no income is recognised in the Departments financial statements. The transactions relating to these activities are reported as administered items in this note.

Administered Territory Items	2016-17 Actual \$000	2016-17 Budget \$000	Variance \$000	Note
TERRITORY INCOME AND EXPENSES				
INCOME				
Fees from regulatory services		1 731	(1 731)	
Other income	28 292	14 246	14 046	1
Total income	28 292	15 977	12 315	
EXPENSES				
Other administrative expenses	28 292	15 977	(12 315)	1
TOTAL EXPENSES	28 292	15 977	(12 315)	
TERRITORY INCOME LESS EXPENSES	-	-	-	

Notes:

The following note descriptions relate to variances at or above the greatest of 10 per cent or \$5 million, or where multiple significant variances have occurred.

1. This variance relates in part to a budget adjustment associated with Machinery of Government changes and a budget adjustment related to a once off fee associated with a change to the cap for the number of registered gaming machines. Both adjustments were not processed until after the Mid-Year report.

NON-FINANCIAL COMPLIANCE REPORTING

Insurance Reporting

Reporting on insurance activities is a requirement pursuant to Treasurer's Direction M2.1 Insurance Arrangements.

In accordance with Northern Territory Government policy, the department self-insures for risk exposures under the categories of workers' compensation, property and assets, public liability and indemnities. Where insurable risk events occur, the Department meets these costs as they fall due.

Classification	Mitigation Strategies
Workers Compensation	<ul style="list-style-type: none"> • Work Health and Safety (WHS) framework, policy, committees and procedures are in place to identify and manage workplace risks. • An early intervention programme is in place directed at supporting staff and management to address work related issues and reducing hazards and claims. • The Department promotes access to the Northern Territory Public Sector's Employee Assistance Programme. • Agency values are promoted to create positive work place. • Job specific training, support and induction are provided to staff.
Property and Assets	<ul style="list-style-type: none"> • Capital, minor new works and repairs and maintenance programmes are in place and managed by the Department of Infrastructure. • Electrical test and tag on Department premises at regular intervals. • Vehicle repairs and maintenance and replacement programmes are in place and managed by the Department of Corporate and Information Services, NT Fleet.
Public Liability	<ul style="list-style-type: none"> • Site security protocols and practices.
Indemnity	<ul style="list-style-type: none"> • Northern Territory Government standard terms and conditions of contract are applied wherever possible. • Internal guidelines are used to assist staff to determine the suitability of entering into funding agreements and contracts containing indemnity clauses. • The Department's legal advisers review contracts containing indemnity clauses as part of the approval process. • The approval process for indemnities and guarantees in accordance with <i>Financial Management Act</i> and Treasurer's Direction G2.5 is observed. The process includes legal advice and risk assessment. • A register is maintained to record and assist the monitoring of contracts/deeds/agreements that contain indemnities.

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

Self-Insurance Risk	Total Value of Claims (\$)	Number of Claims	Average Cost of Claims (\$)
Workers Compensation			
2016-17 ¹	1 893 775	82	\$23 095
Property and Assets – Buildings			
2016-17	9 717	5	1 943
Property and Assets – Vehicles			
2016-17	124 725	79	1 579

Commercial Insurance	Premiums (\$)	2016-17 Claims (\$)
Professional Indemnity	1 178	Nil
Travel Insurance	398	Nil
Total	1 576	Nil

1. The number of claims shown represents both new and existing claims.

Legislative Reporting – Construction Contracts (Security of Payments) Act

Section 63 of the *Construction Contracts (Security of Payments) Act* (the Act) requires the relevant CEO to provide a report on the operation and effectiveness of the Act for the year. The Act provides a speedy dispute resolution mechanism for building disputes. The process permits disputes to be resolved on an interim basis pending any further action before the courts. These interim resolutions permit construction contracts to proceed, with monies being paid, subject to the reservation of the right to proceed in court. The Act is administered by the department through Legal Policy.

Some statistics concerning the operation of the Act, since its commencement on 1 August 2006, are:

Adjudicator registrations

	Adjudicator registration numbers	
	Annual registration numbers	Total number registered
2005/06	15	15
2006/07	4	19
2007/08	1	20
2008/09	4	24
2009/10	3	27
2010/11	2	29
2011/12	0	29
2012/13	10	39
2013/14	4	43
2014/15	4	47
2015/16	8	55
2016/17	11	66

Applications and determinations

Year (to 30 June)	Number of applications	Determinations	Withdrawals/ Rejections of applications	Court actions resulting from determinations
2005/2006	1	1	0	0
2006/2007	9	7	2	1
2007/2008	14 ⁴⁷	10	5	2
2008/2009	20	15 ²	5	2
2009/2010	19	15 ⁴⁸	4	2 ⁴⁹
2010/2011	11 ⁵⁰	5	5	1 ³
2011/2012	3 ⁵¹	3 ⁵	0	1 ⁵
2012/2013	8	6	2	0
2013/2014	18	13	5	3
2014/2015	34	20	14	3 ⁵²
2015/2016	24 ⁵³	13	8	0
2016/2017	16	14 ⁷	5 ⁵⁴	3

ACTS ADMINISTERED

The Administrative Arrangements Order dated 12 September 2016 gave the Attorney-General and Minister for Justice responsibility for administering 184 Acts of the NT through AGD.

Act/Regulations Attorney-General and Justice

Absconding Debtors Act

Absconding Debtors Regulations

Accommodation Providers Act

Administration and Probate Act

Administration and Probate Regulations

Advance Personal Planning Act

Advance Personal Planning Regulations

Age of Majority Act

Agents Licensing Act

Agent's Licensing Regulations

Alcohol Mandatory Treatment Act (Part 6)

Amendments Incorporation Act

Anglican Church of Australia Act

Anti-Discrimination Act

Anti-Discrimination Regulations

Architects Act

Architects Regulations

Associations Act

Associations (Model Constitution) Regulations

Association Regulations

Auctioneers Act

Auctioneers Act Repeal Act

Australian Crime Commission (NT) Act

Australian Crime Commission (NT) Regulations

Bail Act

Bail Regulations

Births, Deaths and Marriages Registration Act

Births, Deaths and Marriages Registration Regulations

Building Act (provisions relating to the regulation and licensing of occupations)

Business Names (National Uniform Legislation) Implementation Act

Business Names (National Uniform Legislation) Request Act

Business Tenancies (Fair Dealings) Act

Business Tenancies (Fair Dealings) Regulations

Caravan Parks Act

Caravan Parks Regulations

Care and Protection of Children Act (Part 3.3)

Catholic Church in the NT Act

Children's Commissioner Act

Choice of Law (Limitation Periods) Act

Classification of Publications, Films and Computer Games Act

Classification of Publications, Films and Computer Games Regulations

Commercial and Private Agents Licensing Act

Commercial and Private Agents Licensing Regulations

Commercial Arbitration (National Uniform Legislation) Act

Commission of Inquiry (Deaths in Custody) Act

Community Justice Centre Act

Companies (Trustees and Personal Representatives) Act

Companies (Unclaimed Assets and Moneys) Act

Compensation (Fatal Injuries) Act

Construction Contracts (Security of Payments) Act

Construction Contracts (Security of Payments) Regulations

Consumer Affairs and Fair Trading Act (except Parts 3, 10, 11 and 14)

Consumer Affairs and Fair Trading (Infringement Notice Offences) Regulations

Consumer Affairs and Fair Trading (Motor Vehicle Dealers) Regulations

Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand Dealers) Regulations

Consumer Affairs and Fair Trading (Tow Truck Operators Code of Practice) Regulations

Consumer Affairs and Fair Trading (Trading Stamps) Regulations

Consumer Credit (National Uniform Legislation) Implementation Act

Contracts Act

Co-operatives (National Uniform Legislation) Act

Co-operatives (National Uniform Legislation)

Coroners Act

Coroners Regulations

Corporations (Financial Services Reform Amendments) Act

Corporations (NT Request) Act

Corporations Reform (NT) Act

Corporations Law Rules

Correctional Services Act

Correctional Services Regulations

Court Security Act

Court Security Regulations

Courts and Administrative Tribunals (Immunities) Act

Crimes at Sea Act

Criminal Code Act

Criminal Investigation (Extra-territorial Offences) Act

Criminal Investigation (Extra-territorial Offences) Regulations

Criminal Property Forfeiture Act

Criminal Property Forfeiture Regulations

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

<i>Criminal Records (Spent Convictions) Act</i>	<i>Information Act (except Part 9)</i>
<i>Criminal Records (Spent Convictions) Regulations</i>	<i>Information Regulations</i>
<i>Cross-border Justice Act</i>	<i>International Transfer of Prisoners (NT) Act</i>
<i>Cross-border Justice Regulations</i>	<i>Interpretation Act</i>
<i>Crown Proceedings Act</i>	<i>Juries Act</i>
<i>Crown Proceedings Regulations</i>	<i>Juries Regulations</i>
<i>Cullen Bay Marina Act</i>	<i>Jurisdiction of Courts (Cross-Vesting) Act</i>
<i>Cullen Bay Marina Regulations</i>	<i>Justices of the Peace Act</i>
<i>Dangerous Goods Act</i>	<i>Kava Management Act</i>
<i>Dangerous Good Regulations</i>	<i>Kava Management Regulations</i>
<i>De Facto Relationships Act</i>	<i>Lake Bennett (Land Title) Act</i>
<i>De Facto Relationships (NT Request) Act</i>	<i>Land Title Act</i>
<i>Defamation Act</i>	<i>Land Title Regulations</i>
<i>Director of Public Prosecutions Act</i>	<i>Law of Property Act</i>
<i>Domestic and Family Violence Act</i>	<i>Law Officers Act</i>
<i>Domestic and Family Violence Regulations</i>	<i>Law Reform (Miscellaneous Provisions) Act</i>
<i>Domicile Act</i>	<i>Legal Aid Act</i>
<i>Electrical Workers and Contractors Act</i>	<i>Legal Aid Regulations</i>
<i>Electrical Workers and Contractors Regulations</i>	<i>Legal Profession Act</i>
<i>Electrical Reform Act (provisions about safety regulation)</i>	<i>Legal Practitioners Disciplinary Tribunal Rules</i>
<i>Electronic Conveyancing (National Uniform Legislation) Act</i>	<i>Legal Profession Admission Rules</i>
<i>Electronic Transactions (NT) Act</i>	<i>Legal Profession Regulations</i>
<i>Electronic Transactions (NT) Regulations</i>	<i>Rules of Professional Conduct and Practice</i>
<i>Encroachment of Buildings Act</i>	<i>Licensed Surveyors Act (provisions relating to the regulation and licensing of occupations)</i>
<i>Evidence Act</i>	<i>Licensing (Director General) Act</i>
<i>Evidence Regulations</i>	<i>Limitation Act</i>
<i>Evidence (National Uniform Legislation) Act</i>	<i>Liquor Act</i>
<i>Evidence (National Uniform Legislation) Regulations</i>	<i>Liquor Regulations</i>
<i>Family Provision Act</i>	<i>Local Court Act</i>
<i>Fences Act</i>	<i>Local Court (Adoption Of Children) Rules</i>
<i>Financial Sector Reform (NT) Act</i>	<i>Local Court (Civil Jurisdiction) Rules</i>
<i>Financial Transaction Reports Act</i>	<i>Local Court (Criminal Procedure) Regulations</i>
<i>Fines and Penalties (Recovery) Act</i>	<i>Local Court (General) Rules</i>
<i>Fines and Penalties (Recovery) Regulations</i>	<i>Local Court Regulations</i>
<i>Gaming Control Act (except provisions about taxes and levies)</i>	<i>Local Court (Civil Procedure) Act</i>
<i>Gaming Control (Gaming Machines) Regulation</i>	<i>Local Court (Criminal Procedure) Act</i>
<i>Gaming Control (Internet Machines) Regulation</i>	<i>Married Persons (Equality of Status) Act</i>
<i>Gaming Control (Licensing) Regulation</i>	<i>Mental Health and Related Services Act (Part 15)</i>
<i>Gaming Control (Reviewable Decisions) Regulation</i>	<i>Misuse of Drugs Act</i>
<i>Gaming Control (Taxes and Levies) Regulation</i>	<i>Misuse of Drugs Regulations</i>
<i>Gaming Machine Act (except Part 8)</i>	<i>Mutual Recognition (NT) Act</i>
<i>Gaming Machine Regulations</i>	<i>NT Civil and Administrative Tribunal Act</i>
<i>Gaming machine Rules</i>	<i>NT Civil and Administrative Tribunal Regulations</i>
<i>Health and Community Services Complaints Act</i>	<i>NT Civil and Administrative Tribunal Rules</i>
<i>Health and Community Services Complaints Regulation</i>	<i>NT Civil and Administrative Tribunal (Conferral of Jurisdiction for Native Title Matters) Act</i>
<i>Health Practitioners Act (Part 3)</i>	<i>Oaths, Affidavits and Declarations Act</i>

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

<i>Observance of Law Act</i>	<i>Registration Act</i>
<i>Off-shore Waters (Application of Territory Laws) Act</i>	Registration Regulations
<i>Parole Act</i>	<i>Residential Tenancies Act</i>
<i>Parole Orders (Transfer) Act</i>	Residential Tenancies Regulations
<i>Partnership Act</i>	<i>Retirement Villages Act</i>
<i>Penalty Units Act</i>	Retirement Villages Regulations
Penalty Units Regulations	<i>Return to Work Act</i>
Personal Injuries (Civil Claims) Act	Return to Work Regulations
<i>Personal Injuries (Liabilities and Damages) Act</i>	<i>Rights of the Terminally Ill Act</i>
Personal Injuries (Liabilities and Damages) Regulations	Rights of the Terminally Ill Regulations
<i>Personal Property Securities (National Uniform Legislation) Implementation Act</i>	Sale of Goods Act
<i>Personal Violence Restraining Orders Act</i>	<i>Sale of Goods (Vienna Convention) Act</i>
Plumbers and Drainers Licensing Act (provisions relating to the regulation and licensing of occupations)	<i>Sale of NT TAB Act</i>
<i>Plumbers and Drainers Licensing (Validation) Act</i>	<i>Salvation Army (NT) Property Trust Act</i>
<i>Powers of Attorney Act</i>	<i>Sea-Carriage Documents Act</i>
Powers of Attorney Regulations	<i>Sentencing Act</i>
<i>Presbyterian Church (NT) Property Trust Act</i>	Sentencing Regulations
<i>Price Exploitation Prevention Act</i>	Sentencing (Crime of Murder) and Parole Reform Act
<i>Printers and Newspapers Act</i>	<i>Serious Crime Control Act</i>
<i>Prisoners (Interstate Transfer) Act</i>	Serious Crime Control Regulations
Prisoners (Interstate Transfer) Regulations	<i>Serious Sex Offenders Act</i>
<i>Private Security Act</i>	Sexual Offences (Evidence and Procedure) Act
Private Security (Crowd Controllers) Regulations	<i>Sheriff Act</i>
Private Security (Miscellaneous Matters) Regulations	Sheriff Regulations
Private Security (Security Firms) Regulations	<i>Small Claims Act</i>
Private Security (Security Officers) Regulations	<i>Soccer Football Pools Act (except provisions about duties)</i>
<i>Professional Standards Act</i>	Pool Rules
Professional Standards Regulations	Rules of Authorised Lotteries
<i>Proportionate Liability Act</i>	Soccer Football Pools Regulation
<i>Prostitution Regulations Act</i>	<i>Sources of the Law Act</i>
Prostitution Regulations	<i>Standard Time Act</i>
<i>Public Interest Disclosure Act</i>	<i>Status of Children Act</i>
Public Interest Disclosure Regulations	Status of Children Regulations
<i>Public Notaries Act</i>	<i>Statute Law Revision (Registration of Instruments) Act</i>
<i>Public Seal Act</i>	<i>Summary Offences Act</i>
<i>Public Trustee Act</i>	Summary Offences Regulations
Public Trustee Regulations	<i>Supreme Court Act</i>
<i>Racing and Betting Act (except Part IV, Division 5)</i>	Supreme Court (Absconding Debtors) Rules
Greyhound Racing Rules	Supreme Court (Senior Counsel) Rules
Racing and Betting Regulations	Supreme Court Regulations
Totalisator Rules	Supreme Court Rules
<i>Radioactive Ores and Concentrates (Packaging and Transport) Act</i>	<i>Supreme Court (Judges Long Leave Payments) Act</i>
Radioactive Ores and Concentrates (Packaging and Transport) Regulations	<i>Supreme Court (Judges Pensions) Act</i>
<i>Real Property (Unit Titles) Act</i>	<i>Supreme Court (Rules of Procedure) Act</i>
Real Property (Unit Titles) Regulations	<i>Surveillance Devices Act</i>
	Surveillance Devices Regulations
	<i>Termination of Units Plans and Unit Title Schemes Act</i>
	Termination of Units Plans and Unit Title Schemes Regulations

FINANCIAL OVERVIEW AND STATEMENTS

For the Year Ended 30 June 2017

<i>Terrorism (NT) Request Act</i>
<i>The Commercial Bank of Australia Limited (Merger) Act</i>
<i>The Commercial Banking Company of Sydney Limited (Merger) Act</i>
<i>Tobacco Control Act (provisions about smoking in liquor licensed premises, licensing and enforcement)</i>
<i>Totalisator Licensing and Regulation Act (except provisions about wagering tax)</i>
Totalisator Licensing and Regulation (Arbitration) Regulations
Totalisator Licensing and Regulation (Wagering) Rules
Totalisator Licensing and Regulation Rules
<i>Transport of Dangerous Goods by Road and rail (National Uniform Legislation) Act</i>
Transport of Dangerous Goods by Road and rail (National Uniform Legislation) Regulations
<i>Trans-Tasman Mutual recognition Act</i>
<i>Trespass Act</i>
<i>Trustee Act</i>
<i>Unauthorised Documents Act</i>
<i>Uncollected Goods Act</i>
Uncollected Goods Regulations
<i>Unit Title Schemes Act</i>
Unit Title Schemes (General Provisions and Transitional Matters) Regulations
Unit Title Schemes (Management Modules) Regulations
<i>Unit Titles Act</i>
Unit Titles (Management Modules) Regulations
Unit Titles Regulations
<i>Uniting Church in Australia Act</i>
<i>Unlawful Betting Act</i>
<i>Validation (Native Title) Act</i>
<i>Vexatious Proceedings Act</i>
<i>Victims of Crime Assistance Act</i>
Victims of Crime Assistance Regulations
<i>Victims of Crime Rights and Services Act</i>
Victims of Crime Rights and Services Regulations
<i>Warehousemen's Liens Act</i>
<i>Wills Act</i>
<i>Witness Protection (NT) Act</i>
<i>Work Health and Safety (National Uniform Legislation) Act</i>
Work Health and Safety (National Uniform Legislation) Regulations
Work Health Court Rules
<i>Youth Justice Act (Part 4)</i>

LEGISLATION ENACTED

The following legislation developed by the department was enacted in 2016-17.

Serial No.	Legislation	Date of Assent
12TH ASSEMBLY		
28	<i>Parole Amendment Act 2016</i>	13/07/2016
13TH ASSEMBLY		
14	<i>Liquor Legislation Amendment Act 2017</i>	27/06/2017
10	<i>Limitation Amendment (Child Abuse) Act 2017</i>	31/05/2017
9	<i>Justice and Other Legislation Amendment (Australian Crime Commission) Act 2017</i>	31/05/2017
8	<i>Criminal Code Amendment (Mental Impairment and Unfitness to be Tried) Act 2017</i>	31/05/2017
6	<i>Justice Legislation Amendment (Body-worn Video and Domestic Violence Evidence) Act 2017</i>	05/04/2017
5	<i>Bail Amendment Act 2017</i>	17/03/2017
4	<i>Statute Law Revision Act 2017</i>	10/03/2017
2	<i>Domestic and Family Violence (Recognition of Domestic Violence Orders) (National Uniform Law) Amendment Act 2017</i>	10/03/2017
1	<i>Classification of Publications, Films and Computer Games Amendment Act 2017</i>	10/03/2017
32	<i>Liquor Amendment Act 2016</i>	07/12/2016

REGULATIONS COMMENCED

The following regulations developed by the department commenced in 2015-16.

No.	Regulations	Date of commencement
12TH ASSEMBLY		
39	<i>NT Civil and Administrative Tribunal Amendment Regulations 2016</i>	22/08/2016
35	<i>Supreme Court Amendment Rules 2016</i>	13/07/2016
29	<i>Administration and Probate Amendment Regulations 2016</i>	01/07/2016
28	<i>Local Court Amendment Regulations 2016</i>	01/07/2016
27	<i>Penalty Units Amendment Regulations 2016 (see regulation 2)</i>	01/07/2016
26	<i>Return to Work Amendment Regulations 2016</i>	01/07/2016
13TH ASSEMBLY		
25	<i>Liquor Amendment Regulations 2017</i>	26/07/2017
24	<i>Local Court (Civil Jurisdiction) Amendment Rules 2017</i>	12/07/2017
23	<i>Supreme Court Amendment (Costs) Rules 2017</i>	12/07/2017
19	<i>Work Health and Safety (National Uniform Legislation) Amendment Regulations 2017</i>	01/07/2017
9	<i>Business Tenancies (Fair Dealings) Amendment Regulations 2017</i>	24/05/2017
8	<i>Corporations Law Amendment Rules 2017</i>	26/04/2017
6	<i>Juries Amendment Regulations 2017</i>	12/04/2017
5	<i>Supreme Court (Senior Counsel) Amendment Rules 2017</i>	29/03/2017
45	<i>Local Court (General) Amendment Rules 2016</i>	23/12/2016
43	<i>Liquor Amendment Regulations 2016</i>	20/12/2016
42	<i>NT Civil and Administrative Tribunal Amendment Rules 2016</i>	23/11/2016
41	<i>Gaming Machine Amendment (Aggregate Number of Gaming Machines) Regulations 2016</i>	14/11/2016

GLOSSARY

ABC	Australian Broadcasting Corporation
ADC	Anti-Discrimination Commission
AGD	Department of the Attorney-General and Justice
AIDS	Acquired Immune Deficiency Syndrome
ALPA	Arnhem Land Aboriginal Progress Corporation
ARC	Audit and Risk Committee
ASCC	Alice Springs Correctional Centre
ATSI	Aboriginal and Torres Strait Islander
BDM	Births, Deaths and Marriages
BIITE	Batchelor Institute of Indigenous Tertiary Education
BWC	Barkly Work Camp
CAAMA	Central Australian Aboriginal Media Association
CAHS	Central Australian Health Service
CBYSM	Community Based Youth Supervision Model
CC	Community Corrections
CCO	Chief Correctional Officer
CCSRP	Core Clinical Systems Renewal Program
CCTV	Closed Circuit Television
CDU	Charles Darwin University
CEO	Chief Executive Officer
CHARTS	Changing Habits and Reaching Targets
CIAC	Correctional Industries Advisory Council
CJC	Community Justice Centre
CO	Custodial Officer
COAG	Council of Australian Governments
CPD	Continued Professional Development
CPE	Commissioner for Public Employment
CPSU	Community and Public Sector Union
CSP	Community Support Program
CTSS	Court and Tribunal Support Services
CVP	Community Visitor Program
CVSU	Crime Victims Services Unit
CWO	Community Work Order
DCC	Darwin Correctional Centre
DCP	Darwin Correctional Precinct (includes operations outside the DCC perimeter fence)
DOH	Department of Health
DPP	Director of Public Prosecutions
DWC	Datjala Work Camp
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
ELG	Executive Leadership Group
EM	Electronic Monitoring
EVP	Elders Visiting Program
FOI	Freedom of Information
FRU	Fines Recovery Unit
FTE	Full Time Employee
FVP	Family Violence Program
GM	General Manager
HCSCC	Health and Community Services Complaints Commission
HR	Human Resources
ICAC	Independent Commission Against Corruption
ICT	Information Communication Technology
IECD	Indigenous Employment and Career Development (Program, Strategy)

IEP	Indigenous Employment Program
IJIS	Integrated Justice Information System
IOMS	Integrated Offender Management System
IMC	Information management Committee
IPR	Individual Performance Review
IRG	Indigenous Reference Group
LED	Light Emitting Diode
MEP	Miwatj Employment and Participation
MLA	Member of the Northern Territory Legislative Assembly
NDARC	National Drug and Alcohol Centre
NGO	Non-Government Organisation
NT	Northern Territory
NTCA	Northern Territory Consumer Affairs
NTCAT	Northern Territory Civil and Administrative Tribunal
NTCI	Northern Territory Correctional Industries
NTCS	Northern Territory Correctional Services
NTG	Northern Territory Government
NTIDF	Northern Territory Infrastructure Development Fund
NTPS	Northern Territory Public Sector
OCPE	Office of the Commissioner for Public Employment
OPC	Office of the Parliamentary Counsel
OVP	Official Visitors Program
PCR	Post-Consumer Recycling
PCV	Principal Community Visitor
PEP	Paid Employment Program
PIEF	Personal Injury Education Foundation
PHC	Primary Health Care
PIO	Principal Industries Officer
PPCM	Probation and Parole Case Manager
PPO	Probation and Parole Officer
PROMIS	Police Real-time Online Management Information System
PSEMA	Public Sector Employment and Management Act
PSU	Professional Standards Unit
RAGE	Recognising Anger and Gaining Empowerment
RBD	Residential Building Dispute
SCO	Senior Correctional Officer
SFNT	Solicitor for the Northern Territory
SIO	Senior Industries Officer
SLA	Service Level Agreement
SLDU	Staff Learning and Development Unit
SMT	Sentence Management Team
SOTP	Sex Offender Treatment Program
SS	Shift Supervisor
TAFS	Treasurer's Annual Financial Statement
TCO	Trainee Correctional Officer
TEHS	Top End Health Service
TWC	Tangentyere Women's Committee
USQ	University of Southern Queensland
VEP	Volunteer Employment Program
VET	Vocational Education and Training
VOTP	Violent Offender Treatment Program
WAS	Witness Assistance Services
WHS	Work Health and Safety
WILS	Work Integrated Learning Scholarship

