



Northern
Territory
Government

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

ANNUAL REPORT

2014 - 2015

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Our Report

This annual report accounts for the activities of the Department of the Attorney-General and Justice for 2014-15. The report aims to provide a comprehensive overview of the functions of the department as well as articulating the outcomes and highlights achieved during the year.

The Department of the Attorney-General and Justice has prepared this report in accordance with section 28 of the *Public Sector Employment and Management Act*, section 12 of the *Financial Management Act*, section 11 of the *Information Act* and the *Northern Territory Government Annual Report Policy* issued by the Department of the Chief Minister.

- PART 1** introduces readers to the Department of the Attorney-General and Justice with a review of the year from the Chief Executive Officer. It also provides a description of the portfolio, the strategic framework and the department's organisational structure.
- PART 2** highlights the department's achievements against its strategic drivers.
- PART 3** details management and accountability processes, including corporate governance, financial management, human resource management, information and knowledge management.
- PART 4** identifies how we are investing in our people to achieve the department's goals. It also provides demographic and related information about our staff.
- PART 5** reports on how the department performed during the period, against its key deliverables.
- PART 6** contains the agency's financial statements for 2014-15.
- PART 7** provides useful additional information and reports.

Our Audience

The Department of the Attorney-General and Justice Annual Report aims to inform parliament, Territorians and the community of our objectives and performance.

Our audience includes but is not limited to:

- our Ministers;
- 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.

Navigation and Printing

This annual report has been created for optimal viewing as an electronic, online document. It can be viewed online at www.nt.gov.au/justice.

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Northern Territory Department of the Attorney-General and Justice

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Published September 2015 by the Northern Territory Department of the Attorney-General and Justice

The Hon Adam Giles MLA
Chief Minister
Parliament House
DARWIN NT 0800

The Hon John Elferink MLA
Attorney-General and Minister for Justice
Minister for Children and Families
Minister for Health
Parliament House
DARWIN NT 0800

The Hon Bess Price MLA
Minister for Statehood
Parliament House
DARWIN NT 0800

Dear Ministers

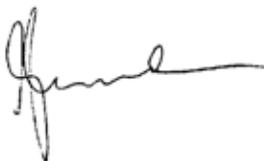
I am pleased to submit to you the 2014-15 annual report for the Department of the Attorney-General and Justice, in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 12 of the *Financial Management Act*.

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 department are kept and the employees under my control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and the Treasurer's Directions.
- b) Procedures within this department afford proper internal control, and current descriptions of such procedures were recorded in accordance with the requirements of the *Financial Management Act*.
- c) No indication of fraud, malpractice, material breach of legislation or delegation, major error in or omission from the accounts or records exists.
- d) In accordance with the *Financial Management Act*, the internal audit capacity was adequate and the results of the internal audits were reported to me.
- e) The financial statements included in this report have been prepared from proper accounts and records and are in accordance with appropriate Treasurer's Directions.
- f) All Employment Instructions issued by the Commissioner for Public Employment have been adhered to.

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*.

Yours sincerely



GREG SHANAHAN
CHIEF EXECUTIVE OFFICER
25 September 2015



Introduction and Overview

The department provides strategic law and legal policy services to government and delivers courts, tribunals, prosecutions, advocacy, mediation, complaint resolution and registration services.

Our Ministers

The Department of the Attorney-General and Justice reports to five ministerial portfolios. Although the department reports predominantly to the Attorney-General and Minister for Justice, the Office of the Parliamentary Counsel is responsible to the Chief Minister, the Children's Commission is responsible to the Minister for Children and Families, the Health and Community Services Complaints Commission is responsible to the Minister for Health, and the department provides advice for constitutional development to the Minister for Statehood.

The following Ministers were responsible for the Department of the Attorney-General and Justice portfolio in 2014-15:



Hon Adam Giles MLA

Chief Minister



Hon John Elferink MLA

Attorney-General and Minister
for Justice
Minister for Children and Families
Minister for Health



Hon Bess Price MLA

Minister for Statehood

The Year in Review: A Message from the CEO

I am pleased to present the Department of the Attorney-General and Justice Annual Report for 2014-15, outlining our activities and achievements over the past financial year.

Once again, the 2014-15 financial year has seen a significant policy focus in the Attorney-General's portfolio. Throughout the year, the Department of the Attorney-General and Justice has delivered on the Government's law reform agenda and provided important services to members of the public.

Some of the priorities of the Government's legislative reform agenda delivered over the past year included the introduction and commencement of the Justice Legislation Amendment (Summary Procedure) Bill, which amended the *Justices Act* and *Sentencing Act* to reform the way summary criminal matters are progressed through the Court of Summary Jurisdiction. Similarly, the new *Local Court Act* reformed the constitution and jurisdiction of the Local Court and the Court of Summary Jurisdiction, and rationalised the appointment and functions of judicial, quasi-judicial and non-judicial officers. A number of reforms to the *Bail Act* were also passed to ensure that bail is more difficult to obtain for repeat serious offenders, persons who repeatedly breach bail and persons who repeatedly breach domestic violence orders.



The department has continued to lead implementation of the multi-agency Pillars of Justice Strategy, which has been driving reforms in five key areas – the streamlining of police procedures, reforming court sentencing, introducing youth justice intervention programs, correctional reform and increased victim support. These five pillars are supported by the sixth pillar of statute reform, which involves the review or reform of 16 pieces of legislation. The strategy is largely complete, and the remaining outstanding and ongoing strategies will be advanced by the working group over the coming year.

The Northern Territory Civil and Administrative Tribunal is now operational, and offices have been established in Darwin and Alice Springs. The department continues to progress the transfer of jurisdictions from around 35 commissioners, tribunals, committees and boards to cut red tape and provide Territorians with a single, central, easy to use mechanism for civil and administrative appeals.

In late 2014 the Domestic Violence Directorate was established to lead implementation of the whole of government Domestic and Family Violence Reduction Strategy 2014-17: Safety is Everyone's Right. The Directorate facilitates collaboration between government and non-government organisations, and coordinates Local Reference Groups in Darwin, Katherine, Alice Springs and Tennant Creek to drive the strategy on the ground. At 30 June 2015 there were 92 agencies across the Territory signed up to receive electronic referrals through SupportLink, which enabled Northern Territory Police to refer 331 domestic violence victims to support services. The Commonwealth and Northern Territory governments have contributed \$6.07 million for the 2015-16 financial year, and we expect to see continued engagement, particularly in remote communities, to address and reduce domestic violence.

INTRODUCTION AND OVERVIEW

Also new to the department is the Office of the Parliamentary Counsel, which transferred from the Department of the Chief Minister under machinery of government changes in December 2014, bringing 12.80 FTE positions and a budget of \$2.064 million. This unit continues to provide important legislative drafting services to progress Parliament's legislative reform agenda.

During the year a review of our corporate services delivery model was undertaken, which ultimately resulted in the disbanding of the Business Partner teams and a return to a more traditional corporate services arrangement. With the restructure largely complete, the Corporate and Governance output group continues to deliver high-quality corporate services to the department, and will implement a range of measures to reduce red tape and streamline internal service delivery in the coming months.

A highlight was the commencement of construction of the new Supreme Court facility in Alice Springs, which is expected to be completed by June 2016. The department also continued to improve our court rooms, with upgraded videoconferencing equipment installed at a number of sites across the Territory.

The department continued to lead Project VERITAS, the replacement of the Integrated Justice Information System (IJIS). IJIS supports information associated with police apprehension, prosecution, courts, correctional services and fines recovery. With so many facets of the justice environment affected by this business critical system, it is important that all stakeholders across government work together to ensure the future incarnation of IJIS is robust, interactive, fit-for-purpose, and flexible enough to remain contemporary in the ever changing technological environment.

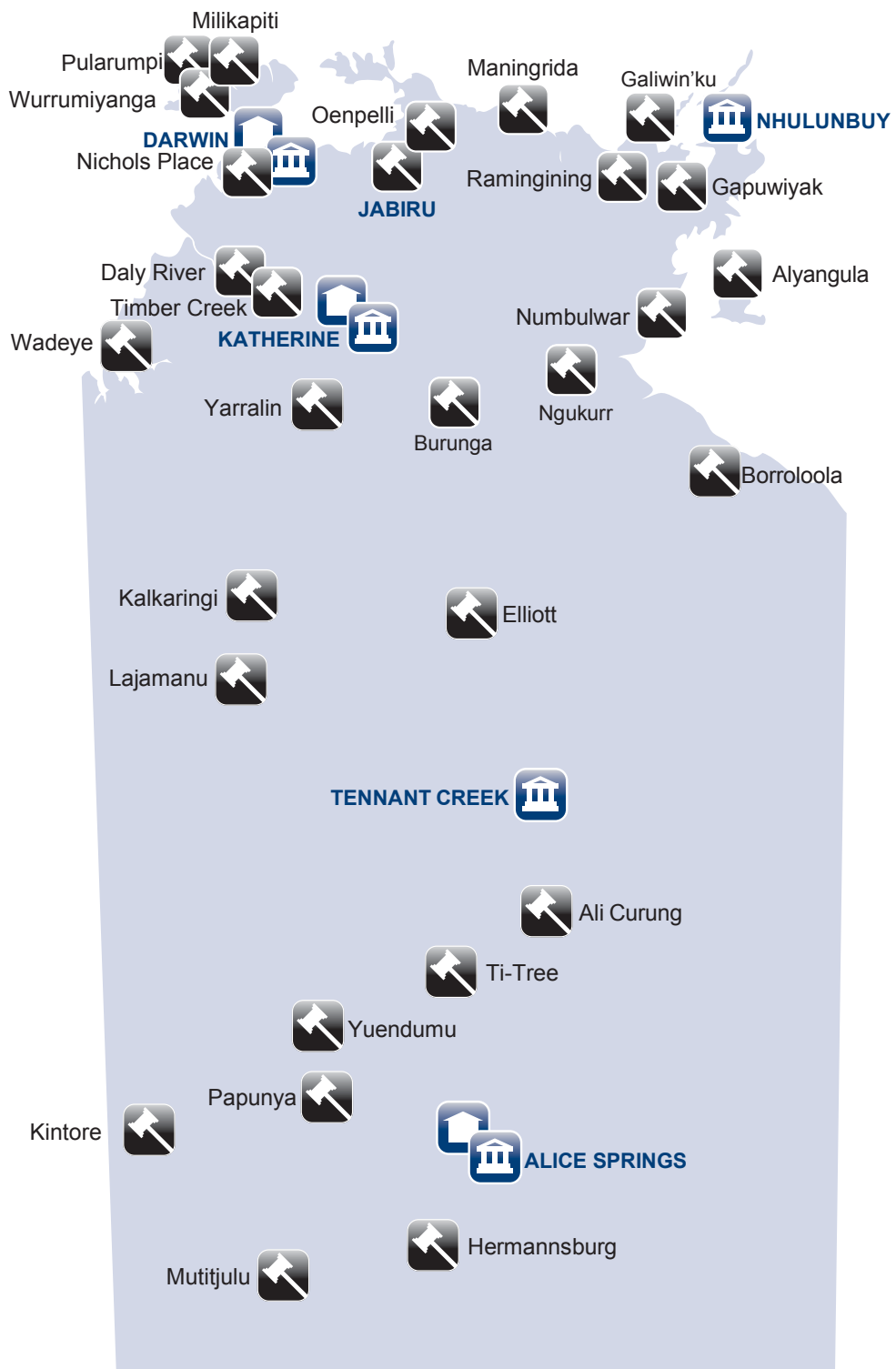
As a White Ribbon Ambassador, I am personally proud that the department has begun taking steps to gain accreditation as a White Ribbon Workplace. The White Ribbon initiative, which is a male-led movement working to end violence against women, closely aligns with our department's ethos, and particularly with the Safety is Everyone's Right strategy being delivered by the Domestic Violence Directorate. The department now has a White Ribbon Committee to take the lead through the accreditation process, and work will need to be done to develop internal policies and practices that promote a zero tolerance to violence.

Following the People Matter Survey conducted in 2014, a working group was established to assess the results of the survey, undertake consultation with staff and develop recommendations for improvements to people strategies in the department. At the time of publication, the working group will have delivered its report to the Executive Leadership Group, and I am committed to continue engaging with staff across the agency to drive improvements and ensure that our department remains an employer of choice.

I was also pleased to announce the appointment of Meredith Day as my Deputy Chief Executive Officer. Meredith has been acting in the role since January 2014, and I am confident her professionalism, energy and breadth of experience will further enhance the department's provision of high-quality legal services and help drive improvements across the wider department.

It has been a busy year for the department, with some significant achievements, and I look forward to continuing into the year ahead delivering services at the same high standard thanks to the professionalism and commitment of all staff.

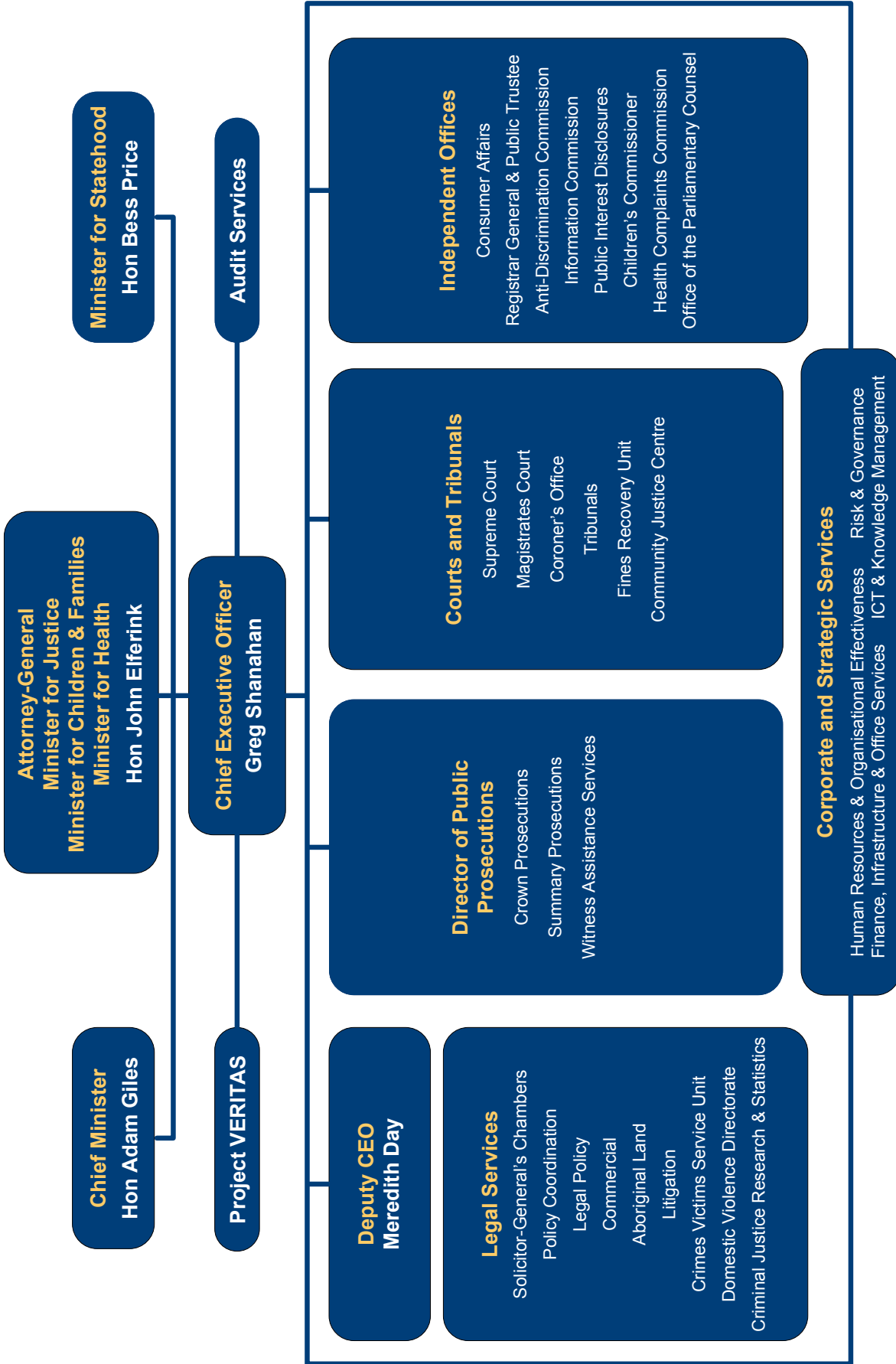
Locations in the NT



Budget Paper No. 3 Output Groups

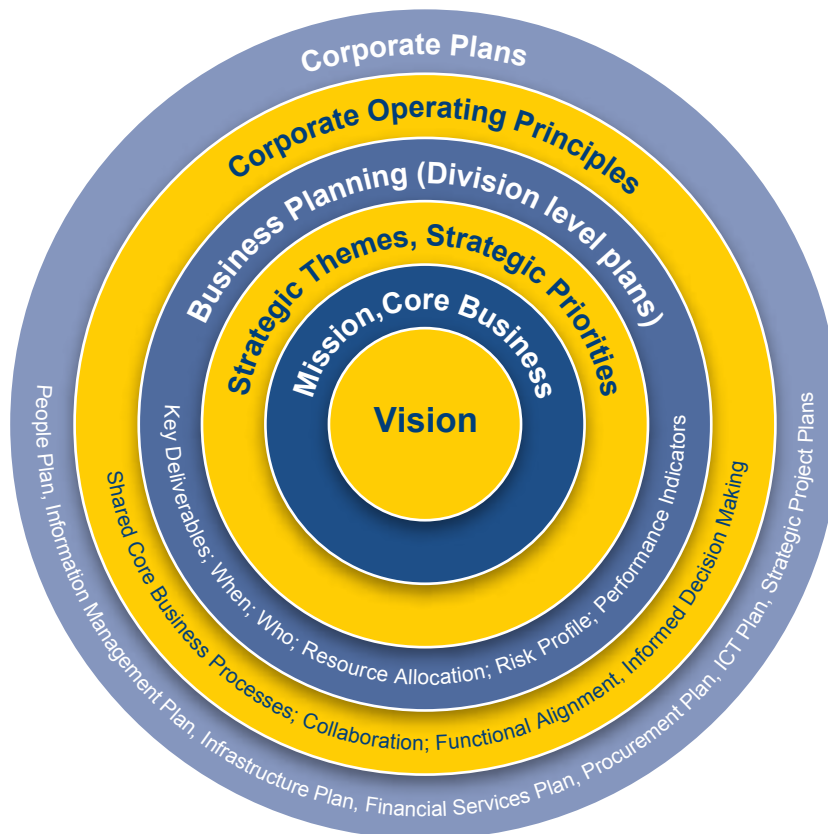
Since the publishing of *Budget Paper No. 3* of 2014-15, the department has continued to refine the output structure to better reflect the department's operations and also to take into account all of government changes. The most notable change is the addition of the Domestic Violence Directorate output, a division established to deliver the Northern Territory Domestic and Family Violence Reduction Strategy 2014-17: Safety is Everyone's Right. Additionally, during the reporting period, changes to the Administrative Arrangements Order resulted in the Office of the Parliamentary Counsel coming under the department from December 2014.

| Output Group | Outputs |
|---------------------------------|--|
| Legal Services | <ul style="list-style-type: none"> • Solicitor for the Northern Territory • Crime Victims Services Unit • Legal Policy |
| Court Support Services | <ul style="list-style-type: none"> • Higher Courts • Lower Courts and Tribunals • Fines Recovery Unit • Integrated Justice Information System |
| Director of Public Prosecutions | <ul style="list-style-type: none"> • Director of Public Prosecutions |
| Independent Offices | <ul style="list-style-type: none"> • Consumer Affairs • Anti-Discrimination Commission • Information and Public Interest Disclosures Commissioner • Registrar-General • Public Trustee • Health and Community Services Complaints Commission • Children's Commissioner • Office of the Parliamentary Counsel |
| Domestic Violence Directorate | <ul style="list-style-type: none"> • Domestic Violence Directorate |
| Corporate and Governance | <ul style="list-style-type: none"> • Corporate and Governance |



Strategic Planning Framework

The Department of the Attorney-General and Justice has developed a strategic planning framework to articulate the inter-relationship between the various elements of the 2013-2016 Strategic Plan, divisional business plans and the underpinning individual corporate plans which are guided by the corporate operating principles.



The Strategic Plan for the department articulates a vision of a fair and accessible legal system for the community, with the following three strategic drivers:

- Advise and support the Attorney-General as the First Law Officer.
- Provide a strong, responsive, contemporary justice system.
- Protect and promote the rights of victims of crime, the vulnerable and the disadvantaged.

Divisional business plans are structured to capture the divisional priorities which progress the department's strategic directions and identify success indicators. Statutory Offices have legislative functions which may not be articulated in the Strategic Plan, and activity associated with these functions is captured within the divisional business plans.

A range of corporate activities provide support across the various divisions of the department. These activities are delivered by adhering to five corporate operating principles (shared business standards, collaboration, reduced complexity, informed decision making and building of positive relationships).

The Department's Strategic Plan 2013-2016

Our Vision

A fair and accessible legal system for the community

Our Mission

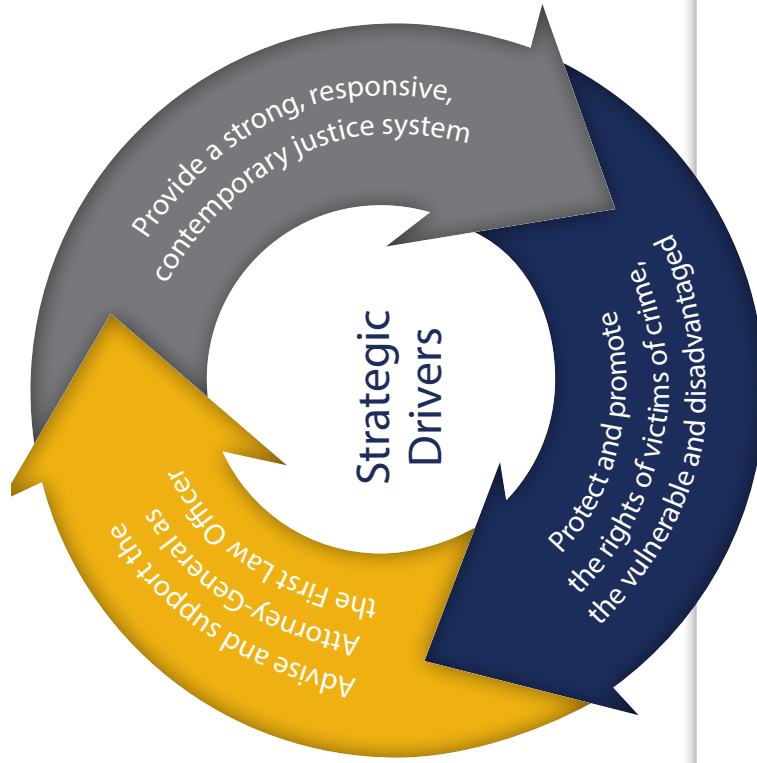
Provide strategic law and legal policy services to government and deliver courts, tribunals, prosecutions, advocacy, mediation, complaint resolution and registration services.

Our Core Business

- Provide legal services to government
- 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

Our Strategic Themes

- Work collaboratively and in partnership to inform quality advice
- Value a cohesive and united workforce
- Improve community understanding of the legal system, services and individual rights and obligations
- Deliver effective, timely and responsive services
- Drive operational and professional compliance
- Be responsive to the needs of clients and the community



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 directions.

ACCOUNTABILITY
Positively represent the Department and the Northern Territory Government



Strategic Outcomes and Achievements

Our vision is a fair and accessible legal
system for the community.

Strategic Outcomes and Achievements

Key Achievements

- Produced 16 Bills for introduction in the Legislative Assembly.
- Drafted 5975 pages of legislation.
- Progressed the Pillars of Justice strategy, including reform of summary criminal procedures, amendments to the Criminal Code and amendments to the *Bail Act*.
- Established the Northern Territory Civil and Administrative Tribunal and commenced hearing matters.
- Upgraded court facilities across the Northern Territory and began construction of a new Supreme Court building in Alice Springs.
- The *Local Court Act 2015* created a new Local Court with jurisdiction over criminal and civil matters.
- Improved the DPP's case management system with the capability to import data from police and the courts.
- The Commissioners advocated for the rights of the vulnerable and disadvantaged through media appearances, community engagement, comment on legislative reform, and input into national and local inquiries and investigations.
- Rolled out a new case management system to the independent offices to enable greater operational efficiency and flexibility.
- Implemented the Family Safety Framework in Alice Springs, Darwin, Katherine and Tennant Creek, under the Safety is Everyone's Right Strategy.

Legal Services

Advise and support the Attorney-General as the First Law Officer

Law Reform

The department has delivered on a number of priorities on the Government's legislative reform agenda, including the implementation of the *Advance Personal Planning Act 2014*, the commencement and implementation of the *Northern Territory Civil and Administrative Tribunal Act 2014* and the commencement of the Bail amendments, the passage of the *Justice Legislation Amendment (Summary Procedure) Act 2015* and the development of a Discussion Draft Fuel Price Disclosure Bill 2014 and progressing the development of Sex Offender Website legislation.

16 Bills were introduced in the Legislative Assembly by the Attorney-General during 2014-15.

The department progressed national reforms, including Residential Tenancies databases, introduction of the Statute Law Amendment (Directors' Liability) Bill 2015, commencement of the *Wills Amendment (International Wills) Act 2013*, and participated on various national working groups on the National Domestic Violence Order Scheme, drug precursors, bail, defamation, counter terrorism, national identity security, organised crime and unexplained wealth.

Additionally, the department supported the NT Law Reform Committee, which presented reports to the Attorney-General under its references on Perpetuities and on Tort Law Reform (personal injuries) and in its consideration under the current reference on the interactions between people with mental health issues and the justice system.

Consultation on Law Reform and Legislative Issues

As part of various reviews and consultation processes, publication of reports, issues papers or draft legislation were released, including:

- a Consultation Draft Local Court Bill 2014 (proposing reforms relating to the jurisdiction and procedures of the lower courts) and accompanying Discussion Paper and subsequent Report on consultation;
- a Report following consultation on amendments to the *Information Act* to provide for the sharing of personal information in the event of disasters inside or outside the Northern Territory;
- a Report on Consultation Outcomes on the review of the jurisdictional limit and legal representation in the *Small Claims Act*;
- a Discussion Paper on the Review of the *Community Justice Centre Act* inviting submissions on the Act, the Community Justice Centre and the Community Justice Centre Consultative Council and with public forums in September 2014 in Darwin and Alice Springs;
- a Consultation Draft Termination of Units Plans and Unit Titles Schemes Bill 2014;
- an Exposure Draft of the Bail Amendment Bill 2014 and accompanying Discussion Paper;

- a Discussion Draft Fuel Price Disclosure Bill 2014 (following the NT Fuel Price Summit, tabling of the Discussion Draft Bill in the Legislative Assembly and establishing a Parliamentary Committee to consider the Bill) which set out a framework for retailers in major centres to disclose their fuel costs and profits to the Commissioner for Consumer Affairs each month;
- a Consultation Draft Criminal Code Amendment (Sexual Offences) Bill 2014 and brief summary paper identifying the relationship between the offences in the draft Bill and those in the current Criminal Code and the Model Criminal Code;
- a Report providing data outcomes of 2010 Committals' law reform provided statistical information on the operation of the committals processes between 2011 and September 2014, suggesting that the main aim of the reforms (namely that the processes operate more efficiently) had been achieved;
- an Issues paper on the Development of a Central Bond Holding Scheme in the Northern Territory;
- an Issues paper on the review of the *Domestic and Family Violence Act* seeking submissions regarding possible improvements to the *Domestic and Family Violence Act*, its operation and its interaction with related Territory legislation such as the *Care and Protection of Children Act* and the Criminal Code of the Northern Territory;
- a Consultation Draft Bill and proposed risk management strategy regarding a proposal to amend section 19 of the *Evidence (National Uniform Legislation) Act* to ensure that a victim of an offence involving domestic violence is compellable as a witness and cannot object to giving evidence under section 18 of the *Evidence (National Uniform Legislation) Act*;
- consultation on the Justice and Other Legislation Amendment (Summary Procedure) Bill 2015; and
- a Report following consultation on the most appropriate edition of the American Medical Association's Guide to the Evaluation of Permanent Impairment, for assessing permanent impairment in the Northern Territory.

A number of general face-to-face consultation/information sessions on law reform and legislative issues were also conducted.

Legal Advice and Representation

The Solicitor for the Northern Territory (SFNT) continued to provide advice and opinions on the interpretation and application of Territory and Commonwealth laws, and legal issues and disputes.

SFNT also provided representing and instructing counsel to represent the Attorney-General in a number of proceedings in which the Attorney-General has intervened pursuant to section 17 of the *Crown Proceedings Act*.

Representatives from the department also appeared before the Fuel Price Disclosure Bill Scrutiny Committee and the 'Ice' Select Committee.

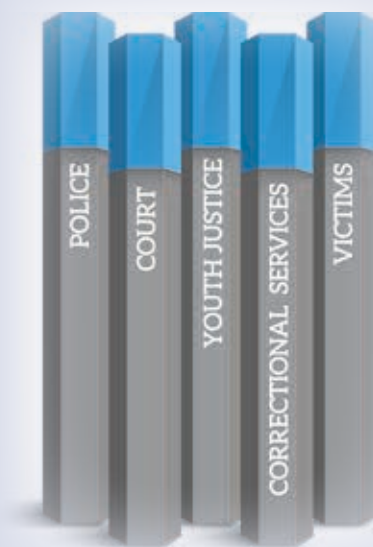
Law, Crime and Community Safety Council

Policy officers provided support to the Attorney-General at the inaugural Ministerial Council meeting of the Law, Crime and Community Safety Council (LCCSC) meeting held in Melbourne on 4 July 2014 and subsequent LCCSC meetings held in Geelong on 3 October 2014 and in Canberra on 22 May 2015.

Provide a strong, responsive, contemporary justice system

Pillars of Justice

The department continued to lead implementation of the Pillars of Justice strategy, the Government's criminal justice law reform package aimed at delivering strengthened and coordinated responses to target repeat offending, the rehabilitation of offenders, violent offending, alcohol-related crime and community safety. The department worked closely with the Department of Correctional Services and the Northern Territory Police to implement the 78 strategies identified under the five pillars of police powers reform, court law reform (Swift Justice), youth justice reform, corrections reform, and Victims First, supported by the sixth pillar of statutes reform.



In the reporting year, the department progressed reform of the *Bail Act* to ensure that bail is more difficult to obtain for repeat serious offenders, persons who repeatedly breach bail and persons who repeatedly breach domestic violence orders. A review of pre-hearing summary criminal procedures was also undertaken with a view to making pre-contest procedures more transparent and efficient, resulting in passage of the *Justice Legislation Amendment (Summary Procedure) Act 2015*.

A number of amendments were made to the Criminal Code to ensure the Northern Territory's criminal offences and procedures are contemporary, including amendments relating to the presumption of joint trials in sexual offence cases. The Serious Sex Offender Referral Committee, established under the *Serious Sex Offender Act*, continued to meet regularly to assess qualifying offenders and determine whether an application should be referred to the Attorney-General.

The department is also currently reviewing policies regarding criminal procedure, including double jeopardy and second and subsequent appeals, and is developing options for reform of the *Victims of Crime Assistance Act*.

Summary Procedure Reform

Developed after extensive consultation, the *Justice Legislation Amendment (Summary Procedure) Act 2015* inserted new case management procedures into the *Justices Act* for summary criminal matters in the Court of Summary Jurisdiction and provided for sentencing indications, compliance measures and incentives to plead guilty early.

Criminal Code

Various amendments were made to the Criminal Code to allow the Supreme Court to finalise and dispose of summary charges when sentencing an offender for indictable offences, to provide a presumption for joint trials in multiple sexual offence matters, new offences for identity theft and dangerous driving during pursuit, and to provide the Court of Criminal Appeal with the power to remit matters back to the sentencing court for resentence upon a successful appeal.

Bail Reform

The *Bail Amendment Act 2015* made a number of amendments to reform the *Bail Act* to remove the neutral presumption and to add to the matters that are subject to the presumption against bail, including breach of a domestic violence order, and added to the matters that may be taken into account when considering granting bail.

Forfeiture of Criminal Property

The *Criminal Property Forfeiture Amendment Act 2014* clarified the operation of the crime-used property substitution declaration provisions following the decision of the *Director of Public Prosecutions v Green [2010] NTSC 16*.

Unit Plans and Unit Titles

The *Termination of Units Plans and Unit Title Schemes Act 2014* provided an additional mechanism for the termination of unit plans under the *Unit Titles Act* and the unit titles schemes under the Unit Titles Schemes.

Information Act

The *Information Amendment Act 2015* established a clear legal basis for the collection, use and disclosure of personal information in the event of a disaster or an emergency that might occur inside or outside the Territory.

Legal Advice and Representation

The department continued to provide quality legal advice to government agencies. The Legal Policy Unit of the SFNT advised on matters including drafting offence provisions, on conversion of offences so that they comply with the criminal responsibility principles in Part IIAA of the Criminal Code, on penalties and infringement notices, and on transferring jurisdiction to the Northern Territory Civil and Administrative Tribunal.

The SFNT provided a prosecution service on behalf of various Northern Territory agencies under the Animal Welfare legislation, *Waste Management and Pollution Control Act*, *Water Act*, *Mining*

Management Act, Liquor Act, Private Security Act, Crown Controllers, Security Firms and Security Officers Regulations, Parks and Wildlife legislation, Work Health legislation, Tobacco Control Act, Environmental and Pollution Control Act, Education Act, and Domestic and Family Violence Act.

Officers from the SFNT also represented the Chief Executive Officers of the Department of Correctional Services and Department of Health in relation to 'supervised persons' under Part IIA of the Criminal Code.

Protect and promote the rights of victims of crime, the vulnerable and disadvantaged

Sex Offenders Website

On 15 October 2014, the Attorney-General and Minister for Justice announced the Northern Territory will be the first jurisdiction in the country to introduce a publicly accessible sex offender register. The department worked with Northern Territory Police, Fire and Emergency Services and the Department of Correctional Services to progress development of the legislative framework that will underpin the sex offenders website.

Review of Vulnerable Witness Legislation

The department progressed development of proposals to amend legislation to implement the recommendations arising from the Report of the Review of Vulnerable Witness Legislation (Department of Justice, June 2011).

Funding for Legal Assistance Services

The 2014-15 funding agreement with the Northern Territory Legal Aid Commission was rolled over for a further year for the provision of legal aid services for Territorians, particularly those in the community who are disadvantaged.

The department also supported coordination across the Northern Territory legal and social services sector to implement the National Partnership Agreement on Legal Assistance Services, including through the hosting of jurisdictional forums in 2014-15, and ultimately facilitated the Northern Territory signing a new National Partnership Agreement on Legal Assistance Services 2015-2020.

Support for Victims

In June 2015, Victims of Crime Northern Territory signed a grant funding agreement for \$0.9 million per annum with the Northern Territory Government to begin the delivery of the Safe at Home program, which is designed to support victims or potential victims of residential property crime in the Northern Territory.

The Crime Victims Services Unit (CVSU) continued to work closely with Anglicare Northern Territory on the delivery of the Victims Counselling Scheme to provide crisis counselling, support and referrals to Northern Territory victims of crime and their families.

In June 2015 the CVSU introduced updated application forms that can be downloaded from the Internet, completed electronically and the content saved for ease of submission.

The CVSU also provided information sessions on the operation of the Victims Assistance Scheme and the Victims Register with legal assistance and law enforcement agencies across the Northern Territory.

Legal Advice and Representation

The SFNT provided advice and representation for the Chief Executive Officer of the Department of Children and Families in the conduct of child protection hearings in the family matters jurisdiction of the Local Court, and on appeals brought to the Supreme Court.

The SFNT also represented the Northern Territory Police in the Court of Summary Jurisdiction in respect of confirmation hearings for police domestic violence orders. During the past 12 months approximately 1150 new matters were dealt with.

In addition, the SFNT provided:

- Advice and representation in relation to applications under the *Volatile Substance Abuse Act*, *Child Protection (Offender Reporting and Registration) Act* and *Serious Sex Offenders Act*.
- Advice on the Territory's role and obligations in relation to the Royal Commission into Child Sexual Abuse.
- Advice and representation in respect of appeals brought from decisions of the Mandatory Alcohol Treatment Tribunal.
- Advice and representation in respect of Supreme Court proceedings brought in respect of Alcohol Protection Orders.
- Advice and assessors for the *Victims of Crimes Assistance Act*, representation in the Local Court in appeals from assessors' decisions and representation for recovery of debts from offenders.
- Advice and assistance to the Government Co-ordination team for Youth policy.

Other Achievements or Highlights

Solicitor for the Northern Territory – Litigation

The Litigation Division of the SFNT continued with enforcement of the *Criminal Property Forfeiture Act*. During the last 12 months, 13 matters were concluded in the Supreme Court and 22 matters in the Local Court, resulting in the forfeiture of approximately \$1,816,197. The total amount restrained during this period was \$5,471,386. A further 13 matters remain pending in the Supreme Court and 24 in the Local Court, with a property value of approximately \$3,123,196. This figure may vary from the actual dollar amount realised once the total amount of benefit is determined following the completion of criminal proceedings and/or property has been disposed of by the Public Trustee.

Additional key activities of the Litigation Division include:

- Provision of advice and representation for Chief Executive Officers and statutory officeholders in relation to disciplinary and inability proceedings under the *Public Sector Employment and Management Act*.

STRATEGIC OUTCOMES AND ACHIEVEMENTS

- Representation for the Commissioner for Public Employment and a number of NTPS Agencies in the Fair Work Commission and Federal Circuit Court in relation to proceedings under the *Fair Work Act 2009* (Cth).
- Representation for the Minister for Lands, Planning and the Environment in respect of a judicial review application in the Supreme Court challenging the validity of a review of the granting of a number of water licences under the *Water Act*.
- Provision of advice to the Department of Lands, Planning and the Environment in respect of a Supreme Court challenge to the issue of an exceptional development permit and related court proceedings under the *Planning Act*.
- Representation and advice for the Northern Territory in various coronial inquiries.
- Provision of advice and representation for the Department of Health in respect of medical negligence claims and proceedings.
- Representation for the Commissioner of Police, Department of Correctional Services and Department of the Attorney-General and Justice in claims for wrongful imprisonment.
- Provision of advice and representation in respect to a High Court challenge to the 'paperless arrest' scheme under the *Police Administration Act*.
- Building the capacity of NTPS agencies to investigate and run their own prosecutions by conducting training courses and shadowing prosecutions.
- Provision of advice and representation for the Department of Treasury and Finance in respect of an appeal under the *Taxation Administration Act*.
- Continuing representation of the Northern Territory and MacDonnell Shire Council in the Supreme Court in relation to a legal challenge to the validity of the 2008 Local Government reforms brought by members of the former Amoonguna Community Inc., and advice in respect to related matters.
- Provision of advice in respect of local government legislative reforms and de-amalgamation of super-shires.
- Provision of strategic legal advice and dedicated case management services (working with private lawyers) for the Department of Infrastructure and the Department of Housing in relation to several high-value and complex construction disputes.
- Provision of advice and representation for the Northern Territory Teacher Registration Board.
- Acting as a delegate of the Commissioner for Consumer Affairs in respect of applications under the Residential Building Disputes Regulations.

Solicitor for the Northern Territory - Commercial

The Commercial Division of the SFNT provided extensive legal, policy, commercial and strategic advice on whole of government and sensitive matters of a commercial nature, and generally assisted various agencies to carry on the commercial business of Government.

In particular, the SFNT drafted and negotiated complex documentation and advised in respect of the following major projects:

- Inpex Ichthys LNG Project – following execution of the Project Development Agreement, the SFNT continues to work on ancillary land tenure agreements and other associated agreements related to the LNG plant site to support the construction phase, which is now more than 50% completed.
- Marine Supply Base – the SFNT provided advice and draft contract documentation as required and is now advising on a range of issues related to this important infrastructure project.
- NT Secure Facilities Project (new prison) – the SFNT provides ongoing advice and is resolving contractual issues as the services phase is implemented.
- Land Release – the SFNT assisted the Department of Lands, Planning and the Environment in relation to a range of residential land releases including Katherine East, Zuccoli, Bayview and Berrimah Farm.
- Palmerston Regional Hospital – SFNT provides advice and assistance as required.
- Port of Darwin Project – the SFNT assists the Department of the Chief Minister in relation to aspects of the proposed long-term lease of the Port.
- North East Gas Inter-Connector – the SFNT assists the Department of the Chief Minister in relation to aspects of the proposed project.
- Darwin Waterfront – the SFNT is providing ongoing assistance to finalise Stage 2A.
- Palmerston Gateway – the SFNT has assisted with the commercial agreements with the developer around land tenure and road access.
- Project Sea Dragon – the SFNT provides assistance in relation to the commercial negotiations for the development of an aquaculture farm on Legune Station.

Solicitor for the Northern Territory – Aboriginal Land

The Aboriginal Land Division of the SFNT has continued to provide specialist legal services to Government as to the impact on, and obligations of, Government in respect of native title and Aboriginal land rights. The division engages in ongoing liaison with Government agencies and attends high-level policy meetings to ensure a whole of government approach to native title and Aboriginal land matters.

Significant matters within the reporting year include:

Resolution of claims made under the *Native Title Act 1993 (Cth)*

- Negotiations toward resolution of numerous pastoral estate claims in the Central and Northern Land Council regions.
- Native Title Consent Determinations – one consent determination was achieved during the reporting period and approximately 15 determinations are being progressed towards consent determinations in late 2015/early 2016.
- *Griffiths v Northern Territory* – Timber Creek native title compensation claim hearing with respect to issues of quantum.
- Jabiru native title claim – provided legal and strategic advice to Government with respect to resolution of the in-principle settlement agreement of this claim.
- Borroloola native title claims – instruct Counsel with respect to the hearing of these native title claims which will proceed as a test case for whether commercial rights to trade in natural resources can be recognised as a native title right over Crown land in the Northern Territory.
- Katherine native title claim – preparation of submissions on past and current tenure, public works and native title extinguishment in preparation for detailed settlement discussions.
- Negotiation of an Indigenous Land Use Agreement to resolve claims affecting the Town of Batchelor, and supported a successful strike-out application by a native title ILUA party against a competing claim.
- Brought an application to strike out seven competing, unregistered claims to the Town of Batchelor made by persons who have previously had their competing claim to the Town of Batchelor struck out. Judgment is reserved.
- Negotiation of an Indigenous Land Use Agreement for the enhancement and expansion of an international standard mountain bike trail network over Crown land in and around Alice Springs and subject to the determination of native title in *Hayes v Northern Territory*.

Resolution of Claims under the *Aboriginal Land Rights (Northern Territory) Act 1976 (Cth)*

- Anthony Lagoon Land Claim – provided assistance and advice regarding negotiated settlement of the claim. A formal offer of settlement of the claim was made to the claimants in June 2015.
- Cobourg Peninsula Land Claim – provision of assistance and advice regarding negotiated resolution of this claim. Draft legislation and park lease (pursuant to settlement principles determined in October 2014) were provided to the claimants for consideration in April 2015.
- Wangkangarru land claim – provision of assistance and advice regarding resolution of this claim pursuant to the land claim hearing process. This land claim was finally disposed of in February 2015 when Report No. 72 of the former Aboriginal Land Commissioner was published. The Commissioner was unable to make a finding as to traditional ownership of the claimed land and therefore did not recommend a grant of the claimed land.
- Wakaya/Alyawarre repeat land claim – provided assistance and advice regarding negotiated resolution of this claim. Agreement in principle regarding the terms of settlement was reached in late 2014. The parties are currently negotiating the Indigenous Land Use Agreement to give effect to the terms of settlement.
- Blue Mud Bay – ongoing provision of advice and assistance regarding negotiations with land council and other stakeholders to find practical and positive outcomes to issues arising from the decision of the High Court in *Northern Territory of Australia & Anor v Arnhem Land Aboriginal Land Trust & Ors*. The Aboriginal Land Division assisted the Department of Primary Industry and Fisheries to successfully negotiate six ‘region’ agreements with the Land Trust and the Northern Land Council by November 2014. Further, the Aboriginal Land Division assisted the Department of Lands, Planning and the Environment to successfully declare an ‘open areas declaration’ in the intertidal zone of the Tiwi Islands.
- ALRA claims to the intertidal zone – preparation and ongoing advice in relation to the priority claims to be scheduled for hearing by the Aboriginal Land Commissioner.
- Kenbi land claim – continued assistance and advice regarding settlement of the Kenbi land claim.
- Ban Ban Springs and Coomalie land claims – continued assistance and advice regarding settlement of these claims.

Major Projects

- Ongoing assistance and advice relating to land access and native title future act processes in relation to Project Sea Dragon on Legune Station, including legal advice regarding further proposed amendments to the non-pastoral use permit provisions of the *Pastoral Land Act*.
- Ord Development Task Force – ongoing advice to assist negotiations for the potential expansion of the Ord River irrigation district into the Northern Territory.

Assistance with the Development of Government Policy

- Preparation of the Northern Territory Government's submissions to the Australian Law Reform Commission's Issues Paper No. 45 'Review of the *Native Title Act 1993 (Cth)*' which led to the publication of the ALRC's *Connection to Country: Review of the Native Title Act 1993 (Cth)* (ALRC Report 126) tabled in the Commonwealth Parliament on 11 June 2015.
- Continued representation on the cross-jurisdictional Native Title Senior Officers Group with respect to issues arising under the *Native Title Act 1993 (Cth)*, including proposed technical amendments to the *Native Title Act 1993 (Cth)*.
- Continued participation in the Department of Lands, Planning and the Environment-chaired Native Title and Aboriginal Land Working Group and the CEO Working Group to assist in developing policy to resolve native title and Aboriginal land issues.
- As required, provision of legal, policy and strategic assistance to the Pursuing Economic Development on Indigenous Land (PEDIL) team established by the Department of the Chief Minister, following the Chief Minister's announcement at the October 2014 COAG meeting regarding an urgent investigation into land administration and economic opportunities on Indigenous land.
- Attendance and participation at the Native Title Ministers' meetings, including the COAG reform agenda.
- Provided legal and strategic advice with respect to streamlining *Native Title Act 1993* processes, including conditions precedent to agreeing consent determinations of native title and recognition of exclusive native title rights and interests on vacant Crown land.
- Provided input and advice to agencies on a number of Commonwealth initiatives which identify proposals for reform of the native title system, including:
 - the Department of Prime Minister and Cabinet's Indigenous Advancement Strategy, which supports activities such as effective agreement making under the *Native Title Act 1993 (Cth)* to generate sustainable economic and social benefits from native title rights and interests, and building capacity of native title corporations to assist in managing native title rights and interests to promote sustainable economic and social benefits and to meet their statutory obligations;
 - the Department of Prime Minister and Cabinet's release of the Forrest Review: Creating Parity, which recommended, amongst other things, land access payments be applied to the economic and social progress of native title groups to ensure intergenerational benefits and named applicants of native title agreements have fiduciary obligations to their native title group; and
 - the Commonwealth Government's release of its White Paper on Developing Northern Australia which identifies broad policy directions for northern Australia including efficient native title processes.

Court Support Services

Provide a strong, responsive, contemporary justice system

Improving Court Facilities

The department, in partnership with the Department of Corporate and Information Services and Department of Infrastructure, successfully commenced the process for the commission of a new Supreme Court facility at Alice Springs. Construction commenced during the year and is expected to be completed by June 2016.

After extensive negotiations, the department partnered with the Family Law Courts to successfully enable the co-location of the Family Court of Australia and Federal Circuit Court of Australia into the Supreme Court Building in Darwin. An agreement was also made for co-location of services in the Westpoint Building at Alice Springs.

Additionally, videoconferencing was upgraded in a number of sites across the Northern Territory and a new witness support room was created at the Supreme Court. A lease of commercial premises was executed in late June that will finally remove Youth Justice matters from the Magistrates Court in Darwin. The premises at the TCG Building in Mitchell Street, Darwin City are expected to be fully operational as a Youth Justice Court by the end of 2015.

Local Court Act

The *Local Court Act 2015* provides for the establishment of a new Local Court which will have jurisdiction over both criminal and civil matters, and increases the civil jurisdiction from \$100,000 to \$250,000. Under the new Act the title of 'magistrate' will be dispensed with and replaced with 'Judge' and a new office of Principal Registrar, responsible for the Court for the whole of the Northern Territory, will be created.

Fines Recovery

The Fines Recovery Unit (FRU) has reformed the recovery action surrounding outstanding fines owed to the Territory and part of the reform includes the development of new sanctions to come into effect during 2015-16. The new sanctions include a naming and shaming website and vehicle immobilisation, and the FRU's power to order cessation of business dealings with Government will be expanded to include individuals. Legislation concerning the new sanctions was introduced into the Legislative Assembly in June 2015 and is expected to be assented to in September 2015.

Additionally, the FRU partnered with the Department of Correctional Services to develop Community Work Order programs tailored to those with significant debt who were unable or unwilling to make payment. A number of fine defaulters were imprisoned as a result of not complying with Community Work Orders (CWOs). This program has been expanded and the FRU is working with the NT Police to issue CWOs to targeted defaulters identified in Police campaigns.

The FRU also partnered with the Department of Transport to develop an animation aimed at clients in remote communities highlighting the need to pay fines before they increase with each sanction applied.

An increase of \$3M in debt over the previous year's return was recovered by the FRU in 2014-15. This was a direct result of implementing a number of existing sanctions including Community Work Orders and Cessation of Business with the Motor Vehicle Registry for bodies corporate. These sanctions had not been applied extensively prior to this due to competing priorities.

Northern Territory Civil and Administrative Tribunal

The Northern Territory Civil and Administrative Tribunal (NTCAT) was established on 6 October 2014 with the commencement of the *Northern Territory Civil and Administrative Tribunal Act*. Offices have since been established in Darwin and Alice Springs, and NTCAT has begun hearing and determining matters.

Various conferral of jurisdiction Acts have commenced and the *Justice Legislation Amendment Bill 2015* further provided for enforcement measures for orders made by the NTCAT and clarified matters with respect to the review process.

On 1 January 2015, NTCAT commenced processing all residential tenancy applications as Delegates of the Commissioner of Tenancies, and on 1 June 2015, this jurisdiction was officially transferred to NTCAT.

Additionally, from 1 January 2015, applicants to the Victims Financial Assistance Scheme were able to apply for a review of a decision by NTCAT, a change from the previous requirement to file an appeal with the Local Court.

NTCAT assumed management responsibility for the Mental Health Review Tribunal on 1 January 2015. In 2014-15 the Mental Health Review Tribunal carried out 358 hearings (164 hearings after 1 January 2015).

Jurisdiction of Small Claims is expected to transfer to NTCAT when the *Local Court Act* commences in early 2016.

Project VERITAS (IJIS Modernisation)

Court Support Services worked closely with department and other agency representatives on Project VERITAS, the replacement of the Integrated Justice Information System (IJIS).



IJIS is the primary information tool for the justice environment in the Northern Territory. IJIS supports and reports on the business processes associated with police apprehension, prosecution, courts, correctional services and fines recovery. The system was developed in 1992 and is hosted on the Northern Territory Government's mainframe environment.

Significant challenges exist in maintaining the efficiency and effectiveness of this type of business model given that it is large and complex, straddles geographic, demographic and organisational boundaries, is built upon diverse but shared information requirements, and is delivered through multiple government agencies.

A Business Process Improvement review into the integrated justice environment made 15 major recommendations, particularly in the areas of business, process and information management. As a result a submission to Government was prepared seeking funds to 'modernise' the IJIS environment, which was approved.

In 2013 AGD commissioned the development of an Enterprise Architecture (EA). The EA provided the structural framework within which the modernisation of the justice environment could be planned and undertaken. A major project in the EA plan was the redesign of the business processes associated with IJIS.

As a result, the Business Operating Model project was initiated in October 2014 with the objective of streamlining the business processes and information flows within the whole justice environment including those of the Courts, Director of Public Prosecutions, Fines Recovery Unit, Police and Corrections.

Other achievements in the reporting year include:

- established program management and change management capability;
- developed a crime statistics data warehouse;
- developed a security governance framework and defined security requirements for the future system;
- delivered high priority reporting needs of the department; and
- redesigned and developed a business blueprint, solution architecture and business case, which was subsequently approved by the steering committee.

Project RHESSI

Court Support Services initiated what is now called Project RHESSI in January 2015. The project will enable videoconferencing from initially 40 regional and remote police stations into the Courts at Darwin, Alice Springs and Katherine, thereby negating the need for witnesses and defendants to be brought into town at considerable cost for court matters. Project RHESSI is expected to be completed in late 2015.

Community Justice Centre

The Community Justice Centre (CJC), together with 30 service providers, expanded the SupportLink client referral system to be accessible throughout the Territory following a successful pilot in Alice Springs. This project was led by Northern Territory Police to promote early intervention of conflict from escalation by referring clients to the CJC mediation services.

Director of Public Prosecutions

The following information presents a snapshot of the activities of the Director of Public Prosecutions (DPP) during 2014-15. The DPP also produces its own Annual Report, which is published on its website.

Provide a strong, responsive, contemporary justice system

Electronic Case Management

Historically, the DPP maintained a computerised Case Management system (CaseNET) to track and update files for matters with no interface to the Integrated Justice Information System (IJIS), which is updated by police and courts.

In May 2015 the DPP began to import data from IJIS. Data comprised mainly outcomes of matters conducted in the Magistrates Court and information entered by police relating to new matters. This was an exciting development as it was the first time that court and police data had been electronically imported into the DPP management system. The automated system updates outcomes from IJIS for both Summary and Crown matters across the Northern Territory.

The interface underpins the capability and capacity to process information of outcomes efficiently, dramatically reducing duplication of data entry. The integrity of the information is critical and updated information is transferred across from IJIS into CaseNET twice daily. Standard operating procedures will be developed in the first half of the 2015-16 financial year.

Independent Offices

The following information presents a snapshot of the activities of the Independent Offices during 2014-15. The Independent Offices, with the exception of the Office of the Registrar-General and the Office of the Parliamentary Counsel, also produce their own individual Annual Reports which are published on their respective websites.

Provide a strong, responsive, contemporary justice system

Legislative Drafting

The Office of the Parliamentary Counsel (OPC) continued to provide timely workable and legally defensible legislation. In the reporting year, 5975 pages of legislation were drafted, which included:

- 43 Government Bills introduced (1803 pages), including 2 Bills for national legislative schemes;
- 13 government committee stage amendments drafted (31 pages);
- 43 items of subordinate legislation settled (285 pages); and
- 826 statutory instruments settled (1348 pages).

OPC published 308 items on the Current Legislation Database, ensuring that legislation was made available to the public within set timeframes.

OPC also actively participated in the Australasian Parliamentary Counsel's Committee, including attending Committee meetings and IT forums, to ensure the Territory's interests are properly represented in relation to national legislative schemes.

Protect and promote the rights of victims of crime, the vulnerable and disadvantaged

Consumer Rights

NT Consumer Affairs continued to actively promote consumer rights and responsibilities to the vulnerable and disadvantaged, and to the wider community in relation to the legislation administered. The Commissioner conducted regular talk-back sessions on local radio to highlight consumer issues and to alert the public to the latest scams or other matters that may cause consumer detriment.

The NT Consumer Affairs Facebook page provided a popular medium to ensure the public were made aware of rogue traders, scams and other matters of interest. The *Be Smart Buy Smart* booklet developed in collaboration with the National Indigenous Consumer Strategy working group continued to be a popular resource for Indigenous communities to learn about consumer-related issues.

The jurisdiction of residential tenancy disputes was transferred to the Northern Territory Civil and Administrative Tribunal (NTCAT) on 1 June 2015, however NTCAT undertook management of tenancy hearings under delegation from the Commissioner from 1 January 2015. NT Consumer Affairs continues to provide advice to landlords, tenants and agents in relation to their rights and responsibilities under the *Residential Tenancies Act*. Residential tenancy enquiries comprised more than 50% of contacts to Consumer Affairs' offices.

Identity Information

Larrakia Nation and Tangentyere Council Searches

Births, Deaths and Marriages (BDM) continued to participate in the Itinerants Strategy, which is a joint government/community organisation initiative set up to address a range of issues concerning itinerants in the Darwin, Palmerston and Alice Springs regions.

Driver Education Program

BDM helped process applications for the Driver Education Program to facilitate the identification of indigenous participants and assist in discouraging re-offending of motor vehicle-related offences.

Correctional Services

BDM also provided assistance to youths from the Don Dale Juvenile Detention Unit and Prisoner Support Services at the Darwin Correctional Centre with obtaining birth certificates and change of name certificates for detainees and prisoners being released.

Estate Administration

The Public Trustee continued to effectively administer small and insolvent estates as a community service and appropriately manage the financial affairs and estates of incapacitated people when appointed under a Court Order.

Health and Community Services Complaints

The Health and Community Services Complaints Commission (HCSCC) has continued with community engagement activities with a view to increasing awareness of HCSCC services for vulnerable groups. This has included engaging with Aboriginal Legal Aid Groups, Multicultural Council NT, Integrated Disability Action (IdA) and National Disability Service (NDS). HCSCC also participated in the Happiness and Wellbeing Market for Disability Awareness Week.

Other achievements of the HCSCC include:

- advocated for comprehensive safeguards for the National Disability Insurance Scheme, including a complaint system;
- member of the Technical Advisory Panel for review of the National Safety and Quality Health Service Standards;
- contributed to the HCSC Commissioners' submission to the Review of the National Registration and Accreditation Scheme;

- developed a staged implementation plan to increase the proportion of complaints resolved at all stages of the complaint process – at enquiry level, in assessment and by conciliation; and
- conducted consultation with health and disability service providers to inform the development of complaints handling training.

Child Advocacy

The Office of the Children's Commissioner developed a number of submissions and provided input to others on policy issues that affect children in the Northern Territory. The Commissioner provided comment on key legislative reforms in the Northern Territory and provided some local context on broad wellbeing issues for several national inquiries.

In the reporting year the Commissioner had 27 Territory or national engagements with radio, print and television media. These related to issues such as children's wellbeing, child protection, sexual abuse, domestic violence, youth detention, education, abuse in out-of-home care and youth crime.

Case Management System (Resolve)

In late 2014 a new case management system was rolled out to Consumer Affairs, the Health and Community Services Complaints Commission, Office of the Children's Commissioner, Anti-Discrimination Commission, Office of the Information Commissioner and Public Interest Disclosures, and the Community Justice Centre. The new system, called Resolve, enables the effective management of cases and client interactions. Each office was given its own custom build of Resolve to allow for greater operational efficiency and flexibility. Initial training for the Resolve system took place in September 2014 with additional training occurring in June 2015.

Other Achievements or Highlights

Electronic Conveyancing

After a decade of development, the national electronic conveyancing project is gaining momentum. Limited transactions have already gone live in Victoria, New South Wales, Queensland and Western Australia. Over the next few years there will be staged introductions of functions, including transfers of ownership, mortgages, discharges of mortgage, caveats, priority notices and payment of stamp duty. Over this period the remaining states and the Northern Territory are expected to deploy the system.

Once fully deployed, the system is expected to largely remove the manual processes and paperwork associated with land transactions, and dispense with the necessity to attend at land registries for settlement, by allowing financial institutions and legal practitioners and conveyancers to perform the process on-line. It is asserted that there will be greater efficiencies and cost savings, particularly for the larger jurisdictions, with fewer errors and failures in land transactions.

South Australia has adopted the Northern Territory land registry software, ILIS, and is adapting it to be compatible for implementing the national electronic conveyancing system. This has provided an opportunity for the Northern Territory to benefit from that development work in a much more cost effective manner. The Northern Territory proposes to start development work in late 2016-17.

Domestic Violence Directorate

Protect and promote the rights of victims of crime, the vulnerable and disadvantaged

Family Safety Framework

A key component of Safety is Everyone's Right, Northern Territory Domestic and Family Violence Reduction Strategy 2014-2017, is the implementation of the Family Safety Framework. The Family Safety Framework focuses on protecting high-risk victims from further harm and homicide by coordinating a response across government and non-government agencies. Key aspects include a common risk assessment tool, information sharing and fortnightly Family Safety Meetings where agencies plan immediate actions for referred victims and jointly monitor safety improvements for each referral.



Family Safety Framework training

The Family Safety Framework has now been established in Alice Springs, Darwin, Katherine and Tennant Creek and meetings are held fortnightly in each of these locations. As at 30 June 2015, 257 high-risk victims have been referred to Family Safety Meetings and 1142 government and non-government staff across the Northern Territory have undertaken Family Safety Framework training.

Outreach Services

Another action item of Safety is Everyone's Right is the funding of specialist outreach services for victims of domestic and family violence in remote and very remote locations. Following application processes, the Alice Springs Women's Shelter, Tennant Creek Women's Refuge and Darwin Aboriginal and Islander Women's Shelter were contracted to deliver critical intervention outreach services in their respective regions. These grants aim to reduce the incidence and impact of domestic and family violence and strengthen the capacity of Indigenous individuals, families and communities to improve their own wellbeing and safety.

SupportLink

As at 30 June 2015, 92 agencies across the Northern Territory were signed up to receive electronic referrals through SupportLink, including 33 specialist domestic violence services. This enabled Northern Territory Police to refer 331 domestic violence victims to services in 2014-15, up from 256 in 2013-14.

Other Achievements or Highlights

Safety is Everyone's Right Reference Groups

Local Implementation Reference Groups for Safety is Everyone's Right have been established in Alice Springs, Darwin, Katherine and Tennant Creek to ensure local expertise informs the implementation of the Strategy. The groups include representatives from Northern Territory Government departments, Indigenous organisations and non-government organisations.

EQUIPMENT



Corporate Governance

Good governance is about people in the department being able to make decisions that are accountable, defensible, inclusive, responsive, effective and efficient.

The Governance Framework

Good governance is about the department being able to make decisions that are accountable, defensible, inclusive, responsive, effective and efficient. The department has achieved this by developing, monitoring and refining a governance framework which is known and understood by all employees and stakeholders.

It is also about ensuring that the department has the foundation to direct and control its resources and relate to its stakeholders. Good corporate governance is essential to making sure there is credibility and confidence in the public services we provide. It supports effective and ethical decision making and is based on:

- a balanced accountability framework which is formulated through clear communication and understanding across the department of roles and responsibilities;
- robust performance, and financial, risk and information management systems; and
- high standards of conduct (defined by our values).

The department’s governance framework is outlined below:



The department used a system of governance that allowed it to deliver business outcomes and meet its obligations with minimum risk.

Elements of the department's system of governance included:

- leadership and management;
- strategy development and planning;
- risk management and audit;
- delivering its strategy through its operations and business;
- reviewing its performance and redirecting its resources; and
- legislative and statutory compliance.

Primary responsibility for the department's strategic leadership and management rests with the Executive Leadership Group.

The Executive Leadership Group was scheduled to meet monthly and was informed and supported by the Internal Audit Committee in meeting the department's governance responsibilities.

A dedicated Chief Financial Officer was responsible for the department's financial governance and a dedicated Chief Information Officer was responsible for the governance of, and compliance with, the department's information systems.

The Executive Leadership Group

The Executive Leadership Group (ELG) provides oversight of the department within the strategic framework.

The role of the ELG is to:

- oversee the development and implementation of the department's strategic plan;
- provide leadership in the coordination of intra- and inter-agency activities which deliver the department's strategic objectives;
- provide leadership in the development of corporate frameworks that underpin the department's strategic objectives; and
- develop the leadership and technical skills of employees across the department.

The focus of the ELG is to ensure that the development of our people and our supporting corporate frameworks are in line with the department's Strategic Plan.

The ELG met monthly and all members were responsible for ensuring divisional staff were briefed on decisions.

In September 2014, the ELG also travelled to Alice Springs for a meeting. This visit was used as an opportunity for broader networking, sharing information and obtaining feedback from staff.

The ELG also meets quarterly as the Work Health and Safety Steering Committee and as the Information Management Committee.



Greg Shanahan (Chair)

Chief Executive Officer

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

Following a review of staffing arrangements in 2002, Greg was appointed Executive Director of Court Support Services and subsequently Deputy Chief Executive Officer, in addition to the aforementioned statutory positions.

Greg was appointed Chief Executive Officer of the Department of Justice in July 2006, and has been the Chief Executive Officer of the Department of the Attorney-General and Justice since September 2012.



Meredith Day

Deputy Chief Executive Officer

Meredith Day has worked with the Solicitor for the Northern Territory 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 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 welfare 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 has served in various management roles during her time at SFNT.

Meredith acted as the Deputy Chief Executive Officer of the Department of the Attorney-General and Justice from 2014 before being formally appointed in 2015.



Wojciech Jacek (Jack) Karczewski QC

Director, Public Prosecutions

Jack Karczewski graduated from the University of Queensland with a degree of 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 employed there until June 1983.

Jack commenced employment with the Prosecutions Division of the Northern Territory 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 Northern Territory 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 ODPP 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.



Alecia Brimson

Director Corporate and Strategic Services

Alecia has 25 years in the Public Sector working across both the Northern Territory and the Australian governments. Alecia has held operational and corporate positions and spent time working in most of the larger regions of the Northern Territory in her formative years in the NT Public Service.

Most recently 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 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 commenced as a Court Assistant with the then Department of Law in Katherine in 1988. He has held a number of management positions in Courts including Sheriff, Supreme Court Registrar and Principal Registrar of the Local Court.

Chris was appointed Director of Courts in 2004 and has been Director of Court Support Services 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.



Brenda Monaghan

Commissioner of Information and Public Interest Disclosures

Brenda Monaghan has lived in Darwin with her family since 1986. Before taking up her current appointment, Brenda had a varied career as a lawyer in private practice, a Judicial Registrar, a lecturer in law at NT University (now Charles Darwin University), Legal Member on the Northern Territory Licensing Commission and Executive Director, Licensing Regulation and Alcohol Strategy. Brenda took up her current role as Commissioner in February 2010 and is the first Public Interest Disclosures Commissioner in the NT.

Brenda represents the Independent Offices group on behalf of Gary Clements, Commissioner of Consumer Affairs; David Lisson, Registrar-General; Sally Seivers, Anti-Discrimination Commissioner; Colleen Gwynne, Children's Commissioner; and Stephen Dunham, Commissioner of Health and Community Services Complaints.

Business Planning

Business plans were developed for divisions for the 2014-15 period. The template used for this process included a strategic and operational risk assessment, and the alignment of the priorities with the Strategic Plan 2013-2016.

Particular emphasis for this cycle was placed on identifying the risks to achieving the departmental outcomes, as well as developing appropriate mitigation strategies and identifying and allocating the required resources for actions or activities.

Committees and Subcommittees 2014-15

A number of committees and subcommittees have been established within the department or are led by the department to support specialist information or manage special projects. The roles of the committees differ, with some set up to provide information to the Chief Executive Officer and the Executive Leadership Group to inform decision making, and others created to implement strategic initiatives and report to Government Ministers and Cabinet.

CORPORATE GOVERNANCE

| Subcommittee | Members (as at 30 June 2015) | Role | Meetings held 2014-15 |
|---|---|---|--|
| Audit and Risk Committee (ARC) | <p>Jim Laouris, Registrar, Northern Territory Civil and Administrative Tribunal (Chair);</p> <p>Lilia Cercarelli, Business Manager, Director of Public Prosecutions (Member);</p> <p>Emily Clarke, Law Officer, Solicitor for the Northern Territory (Member from 1 May 2015);</p> <p>Sandra Otto, Deputy Commissioner, Consumer Affairs (Member from 24 June 2015);</p> <p>Philip Anderson, Auditor (Secretary from 1 June 2015);</p> <p>Tom McCrie, Lawyer, Solicitor for the Northern Territory (Member until 1 June 2015);</p> <p>Danielle Hutchison, Assistant Director, Court Support Services (Member until 29 May 2015); and</p> <p>Valerie Taylor, Internal Auditor (Secretary until 31 May 2015).</p> | <p>The Audit and Risk Committee (ARC) provides an oversight role to assist the Chief Executive Officer and the Executive Leadership Group fulfil their corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management and internal and external audit functions.</p> <p>The ARC's functions and responsibilities are to:</p> <ul style="list-style-type: none"> 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 Chief Executive Officer. <p>The ARC has authority in relation to each of these functions across all areas of the department, including statutory offices.</p> | <p>The Committee met four times during 2014-15:</p> <ul style="list-style-type: none"> September 2014 December 2014 April 2015 June 2015 |
| Work Health and Safety Steering Committee | <p>Executive Leadership Group</p> <p>Amanda Gunn, Director Strategy and Organisational Reform (Secretary)</p> | <p>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. It also provides advice and recommendations to the Executive Leadership Group to ensure the department complies with its obligations under current WHS legislation.</p> | <p>The Committee met three times during 2014-15:</p> <ul style="list-style-type: none"> September 2014 December 2014 March 2015 |

| Subcommittee | Members (as at 30 June 2015) | Role | Meetings held 2014-15 |
|---|---|---|--|
| Information Management Committee | Executive Leadership Group Victor De Silva, Chief Information Officer (Secretary) | The role of the Information Management Committee is to ensure the achievement of the agency's business goals through appropriate information management and technology solutions by making recommendations to the senior executive on information strategies and projects. | The Committee met three times during 2014-15: November 2014 February 2015 June 2015 |
| Project VERITAS Steering Committee ¹ | Greg Shanahan, Chief Executive Officer, Department of the Attorney-General and Justice (Chair); Chris Cox, Director of Courts, Department of the Attorney-General and Justice (Member); Victor De Silva, Chief Information Officer, Department of the Attorney-General and Justice (Member); Ken Middlebrook, Commissioner, NT Department of Correctional Services (Member); Karen Weston, Chief Information Officer, NT Department of Correctional Services (Member); Mark Payne, Deputy Commissioner, NT Police, Fire and Emergency Services (Member); Peter Davies, Chief Information Officer, NT Police, Fire and Emergency Services (Member); Paul Rajan, Executive Director Transport Services, Department of Transport (Member); Chris Hosking, Deputy Chief Executive Officer, Department of Corporate and Information Services (Member); Timothy McMannus, Director Budget Development, Department of Treasury and Finance (Member); Lucy Barua, Manager Project VERITAS, Department of the Attorney-General and Justice (Briefer); and Amanda Fahey, Programme Administration Officer Project VERITAS, Department of the Attorney-General and Justice (Secretary). | The role of the steering committee is to oversee, inform and guide the current and future directions and changes to the Integrated Justice Information System (IJIS) to ensure it remains a strategic asset that supports the current and future information management needs across the justice continuum. | The Committee met three times during 2014-15 on the following dates: July 2014 October 2014 December 2014 |

1) Formerly known as the Integrated Justice Information System (IJIS) Steering Committee.

CORPORATE GOVERNANCE

| Subcommittee | Members (as at 30 June 2015) | Role | Meetings held 2014-15 |
|---|---|--|---|
| Domestic and Family Violence Reduction Strategy Cross-Agency Steering Committee | <p>Greg Shanahan, Chief Executive Officer, Department of the Attorney-General and Justice (Chair);</p> <p>Anne Bradford, Chief Executive Officer, Department of Children and Families (Member);</p> <p>Michael Chiodo, Chief Executive, Department of Local Government and Community Services Office of Aboriginal Affairs (Member);</p> <p>Jodie Ryan, Under Treasurer, Department of Treasury and Finance (Member);</p> <p>Len Notaras, Chief Executive Officer, Department of Health (Member);</p> <p>Reece Kershaw, Commissioner and Chief Executive Officer, Police, Fire and Emergency Services (Member);</p> <p>Leah Clifford, Chief Executive Officer, Department of Housing (Member);</p> <p>John Coleman, Chief Executive Officer, Department of the Chief Minister (Member);</p> <p>Ken Middlebrook, Commissioner, Department of Correctional Services (Member); and</p> <p>Ken Davies, Chief Executive, Department of Education (Member).</p> | <p>The role of the Domestic and Family Violence Reduction Strategy Cross-Agency Steering Committee is to provide high level guidance and direction to ensure an integrated response across the Northern Territory Government.</p> | <p>The committee met three times during 2014-15 on the following dates:</p> <p>August 2014</p> <p>November 2014</p> <p>May 2015</p> |
| Pillars of Justice Steering Committee | <p>Greg Shanahan, Chief Executive Officer, Department of the Attorney-General and Justice;</p> <p>Ken Middlebrook, Commissioner, Northern Territory Correctional Services; and</p> <p>Reece Kershaw, Commissioner, Northern Territory Police, Fire and Emergency Services.</p> | <p>The role of the Pillars of Justice Steering Committee is to:</p> <p>direct the multi-agency Pillars of Justice Working Group and answer queries from the working group on individual Pillars projects.</p> <p>approve the implementation reports that are provided to both the lead Minister and Cabinet; and</p> <p>provide the Minister with verbal updates on projects (when requested).</p> | <p>Nil</p> |

Reviews, Audits and Evaluations

Eight internal audits/reviews were conducted by the Department of the Attorney-General and Justice (AGD) Audit Services, one internal audit was conducted by the Correctional Services Professional Standards Unit at the request of AGD, and five audits, reviews and assessments were conducted by the Auditor General's Office.

Audits/Reviews reported in 2014-15 by AGD Audit Services

| Audit | No. of Audits |
|--|---------------|
| Petty Cash and Counter Floats (Darwin) | 2 |
| ICT – User Accounts – Applications | 2 |
| Review of the Electronic Invoice Management System (EIMS) | 1 |
| Entertainment and Hospitality Expenditure | 1 |
| Darwin Supreme Court Security and Custodial Contract (Correctional Services for AGD) | 1 |
| Corporate Credit Cards | 1 |
| Cabinet Information Security | 1 |
| TOTAL | 9 |

Audits reported by the Auditor General's Office:

- End of Year Review – 2013-14;
- Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2014;
- Purchasing Cards Assessment;
- Department of the Attorney-General and Justice – Compliance Audit; and
- Performance Management – Registrar General's Office.

The recommendations and agreed actions arising out of audits are monitored by Audit Services and the Audit and Risk Committee until acquitted.

A sample of audits conducted by the Auditor General's Office and AGD Audit Services is provided in the Supplementary Information chapter.

Risk Management

The Audit and Risk Committee is reliant upon the divisional business planning process to identify risks. Strategic business risk identification at the divisional level takes place during the annual business planning process. Risks, both long and short term, are identified and assessed through this process. Reporting on business performance is undertaken quarterly, which includes a requirement for review and reporting against identified risks as well as the assessment of emerging risks, the results of which may be referred to AGD Audit Services. From July 2015, Internal Audit planning by AGD Audit Services will be substantially based on divisional risk assessments and mitigation strategies.

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; and
- the procedures for obtaining access to government information or correcting personal information held by the department.

The Information Statement on 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.

| | 2013-14 | 2014-15 |
|--|---------|---------|
| Applications carried over from previous year | | |
| To access person and government information | 0 | 2 |
| To access personal information | 1 | 0 |
| To access government information | 0 | 0 |
| New applications to access personal information | 4 | 9 |
| New applications to access personal and government information | 2 | 2 |
| New applications to access government information | 1 | 7 |
| New applications to correct personal information | 0 | 0 |
| Total applications open | 8 | 20 |
| Requests withdrawn | 0 | 1 |
| Requests transferred to another agency | 0 | 0 |
| Responses completed within 30 day period | 5 | 9 |
| Responses completed exceeding 30 day period | 1 | 7 |
| Total applications finalised | 6 | 17 |
| Applications on hand at 30 June | 2 | 3 |

Work Health and Safety

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

The department's Work, Health and Safety (WHS) Framework comprises the WHS Policy and guidelines, activities related to prevention of an event, plans to respond to an event, and the supporting governance structure. The WHS Steering Committee and divisional Health and Safety Committees monitor, guide and oversee the implementation and progression of all WHS matters across the department to ensure that legislative obligations and policy objectives are met and maintained.

Hazard Identification and Risk Assessment

During 2014 the divisional Health and Safety Committees undertook Hazard Identification and Risk Assessment activities within their work areas to develop a Risk Register for the department. The register is monitored by the committees and appropriate action is taken to resolve or mitigate identified risks.

Cyclone Preparation Plan

The department's Cyclone Preparation Plan was launched in November 2014 and puts in place an overarching framework for communication and effective preparation in the event of a cyclone. Individual facilities are expected to maintain site-specific cyclone, emergency and business continuity plans to address individual operational needs.

Emergency Evacuations

In May 2015 an Emergency Evacuation Plan was finalised for the department's head office at Old Admiralty Towers in Darwin. The Evacuation Management Committee will have an ongoing oversight role to ensure the plan is updated and compliant with any changes to legislation or the Australian Standards, and to ensure that all responsible staff receive training. The plan will now be rolled out to other sites where AGD is the anchor tenant.

An emergency evacuation drill was conducted at Old Admiralty Towers in May 2015, which allowed wardens and other responsible staff to familiarise themselves with the procedure should a genuine emergency occur. A number of issues were identified during the drill which will be addressed in the coming months.

WHS Training

Standard fire warden training was conducted in February 2015. Further training on the Emergency Warning Intercom System (fire panel) and the Warden Intercom Phone system for the Emergency Control Organisation located in Old Admiralty Towers was conducted on 1 May 2015. First Aid Officers are trained on an 'as needs' basis.



Fire wardens Amanda Fahey and David Creeper reviewing evacuation procedures



Our People

Our people are highly skilled and dedicated to delivering quality services to government and the community.

Our People

People are central to the success of the Department of the Attorney-General and Justice achieving its vision for a fair and accessible legal system for the community.

The department has a diverse range of functions and responsibilities and its employees play a fundamental role in providing strategic legal advice and legal policy services to Government, drafting bills for members of the legislative assembly, delivering court services, prosecutions, advocacy, complaint resolution and registration services to the community.

The department's employees are located in Darwin, Katherine, Nhulunbuy, Tennant Creek and Alice Springs. Women make up the majority and as an employer we have an average age of 42. The department's workforce comprises law officers, prosecutors, policy officers, sheriff's officers, investigators, mediators, fair trading officers, and administrative and support staff.

The department is committed to building its capability to respond to the changing needs of government and the community it serves. The department's success is supported by an engaged and highly capable workforce able to respond and adapt to a changing operating environment. The department supports this through workforce management and workforce planning, recruitment, promotion and retention practices, induction and orientation, performance management, learning and development, and individual career planning. The Our People section highlights initiatives and key individual and team achievements, and also the changes that have occurred over the reporting period.

Our People Profile

Staff snapshot at 30 June 2015

- 476.99 full-time equivalent (FTE) employees compared with 450.60 in 2013-14.
- The average employee age is 41.72, relatively unchanged from 41.45 in 2013-14, and slightly lower than the NTPS average of 43.
- The proportion of women in our workforce increased to 71%, from 68% in 2013-14.
- Employees who identified as Indigenous comprise 5.5% of our workforce compared to 4.7% in 2013-14.
- 5.9% of employees work part-time or casual compared to 4.1% in 2013-14^{1 2}.
- Staff separation rate was 15.18%, compared to 17% in 2013-14³.

- 1) The percentage reported in the 2013-14 Annual Report was incorrectly recorded as 12.5% due to the inclusion of employees on flexible working arrangements.
- 2) Figures for 2014-15 reflect employees with an employment status of part-time or casual. It does not include employees on any other flexible working arrangement.
- 3) Staff separation rate reflects staff leaving the NT Government rather than transfers to other agencies, and is calculated using headcount, rather than FTE methodology.

Key Achievements

Employees at all levels have made significant achievements both individually and collectively across the department. These have included:

- Tom McCrie was the recipient of the Donna Drier award that recognises individuals who have demonstrated exceptional potential and professional excellence in the early years of their career;
- Three graduate law clerks successfully completed their Graduate Diploma in Legal Practice and were eligible to be admitted to practice;
- A White Ribbon Committee was formed in May 2015 as the department commenced participation in the White Ribbon Australia Workplace Accreditation Program;
- Three employees were selected to participate in the Future Leaders Network program;
- Forty employees were recognised for 10, 20 or 30 years' service milestones;
- The department formed a People Matter Working Group to respond to the results of the NTPS People Matter survey, consult with staff, and develop recommendations for improvements in people strategies;
- The strategic People Plan was endorsed by the Executive;
- Implementation of the simplified recruitment process, a whole of government initiative to streamline and improve the quality of selection processes; and
- Arrangements were finalised to engage two employees under the Disability Employment Program.

Staffing Numbers and Composition

FTE numbers by classification and employment type as at 30 June 2015

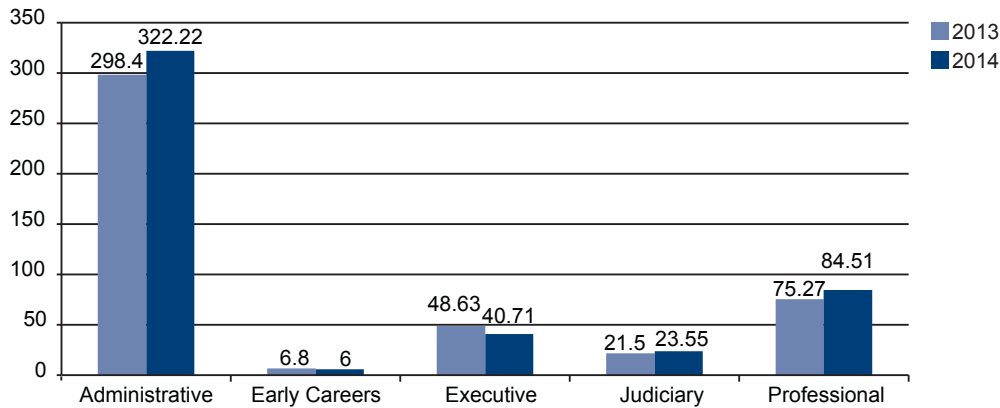
| Classification | Casual | Fixed Term | Ongoing | Total |
|---------------------------------|-------------|---------------|---------------|---------------|
| Administrative Officer 2 | 4.63 | 10.92 | 4.5 | 20.05 |
| Administrative Officer 3 | 4.48 | 27.49 | 58.83 | 90.8 |
| Administrative Officer 4 | | 18.9 | 58.75 | 77.65 |
| Administrative Officer 5 | | 2 | 29.97 | 31.97 |
| Administrative Officer 6 | | 4 | 32.95 | 36.95 |
| Administrative Officer 7 | | 7.65 | 21.55 | 29.2 |
| Senior Administrative Officer 1 | | 2 | 22.7 | 24.7 |
| Senior Administrative Officer 2 | | | 10.9 | 10.9 |
| Professional 1 | | 4 | | 4 |
| Professional 2 | | 5 | 18 | 23 |
| Professional 3 | | 4.6 | 16.1 | 20.7 |
| Senior Professional 1 | | 3 | 12.9 | 15.9 |
| Senior Professional 2 | | | 20.91 | 20.91 |
| Executive Contract Officer 1 | | 18.72 | | 18.72 |
| Executive Contract Officer 2 | | 14.5 | | 14.5 |
| Executive Contract Officer 3 | | 1.49 | | 1.49 |
| Executive Contract Officer 4 | | 2 | | 2 |
| Executive Contract Officer 5 | | 1 | | 1 |
| Executive Contract Officer 6 | | 1 | | 1 |
| Director of Public Prosecutions | | | 1 | 1 |
| Solicitor General | | | 1 | 1 |
| Early Careers | | 6 | | 6 |
| Sub Total | 9.11 | 134.27 | 310.06 | 453.44 |
| Judiciary | 0.55 | 4 | 19 | 23.55 |
| Grand Total | 9.66 | 138.27 | 329.06 | 476.99 |

Notes:

1. Members of the judiciary are statutory appointments and not public servants, however they are included here to reflect the public resources utilised for people in the department and delivery of Courts functions.
2. 'Early Careers' includes graduates, trainees and cadets.
3. One FTE is based on an employee working full-time hours per week (36.45). An employee working part-time or casual hours will be represented as a fraction of this.

Compared to 2013-14, the number of casual employees increased by 128%. This increase was due in part to coverage of leave absences and project work to process a backlog of client files and a records management system upgrade in the Director of Public Prosecutions. Otherwise, the numbers of employees in each employment category remained relatively stable. Compared with 2013-14, the number of ongoing employees increased by 7.94%, and the number of fixed term employees reduced by 2.29%.

FTE Numbers by Stream as at 30 June 2015



Notes:

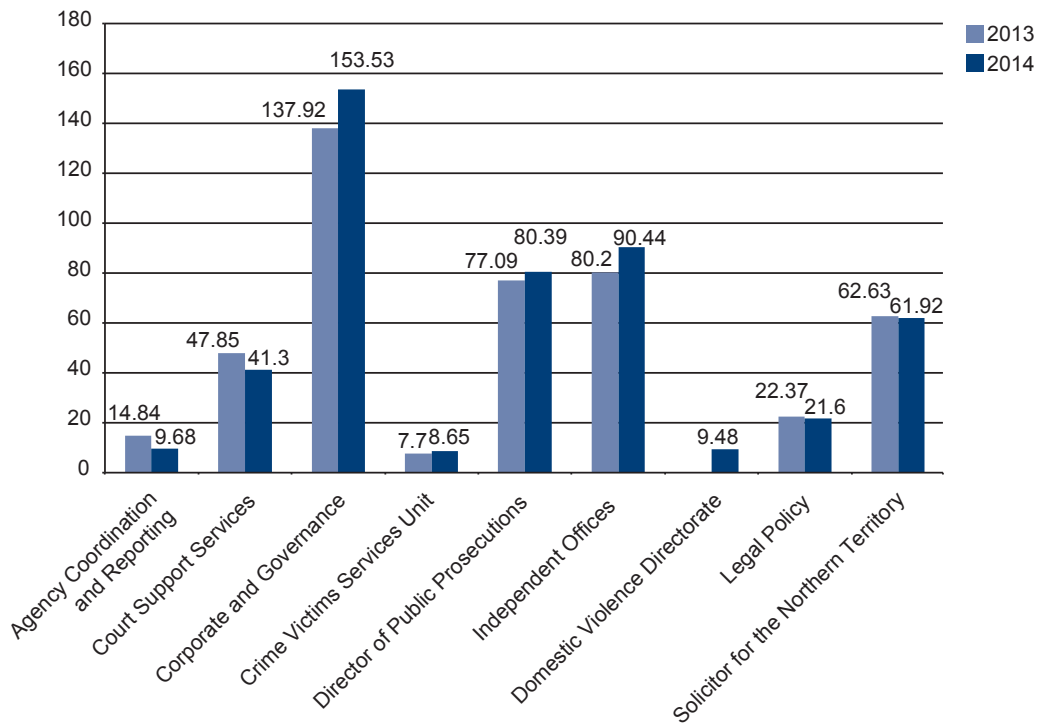
1. Senior legal professionals, including the Director of Public Prosecutions and Solicitor-General, are recorded under the Executive stream.
2. 'Early Careers' includes graduates, trainees and cadets.

Compared with 2013-14, the most significant changes were a reduction in the executive stream by 16.29%, and growth in the professional stream of 12.27% and in the administrative stream of 7.98%. The reduction in the executive stream reflects the filling of junior positions in order to recruit and develop internal talent as part of strengthening capability and improving succession planning.

FTE Numbers by Division as at 30 June 2015

The department's FTE increased by 26.39 over 2014-15, which is attributed to implementation of the following Government initiatives;

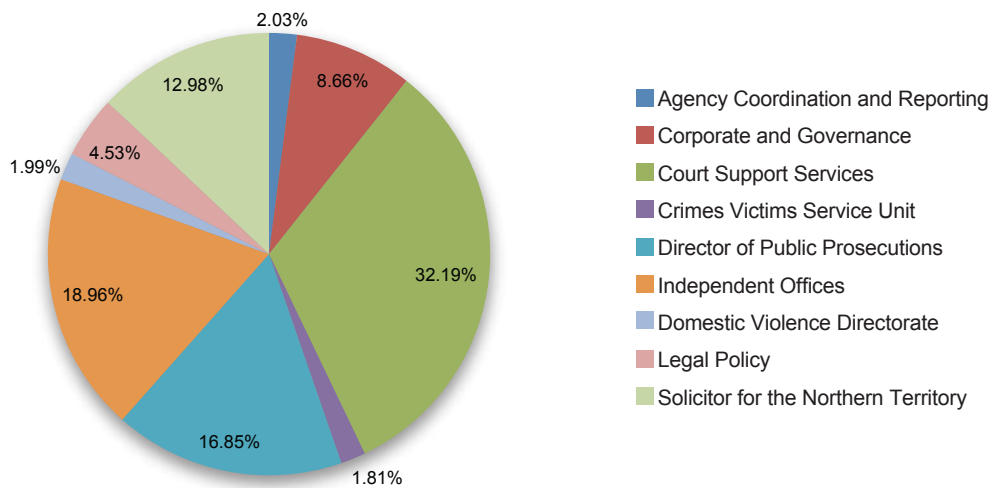
- the transfer of the Office of the Parliamentary Counsel from the Department of the Chief Minister;
- implementation of the Domestic and Family Violence Reduction strategy; and
- continued work associated with establishment of the Civil and Administrative Appeals Tribunal in Court Support Services.



Note:

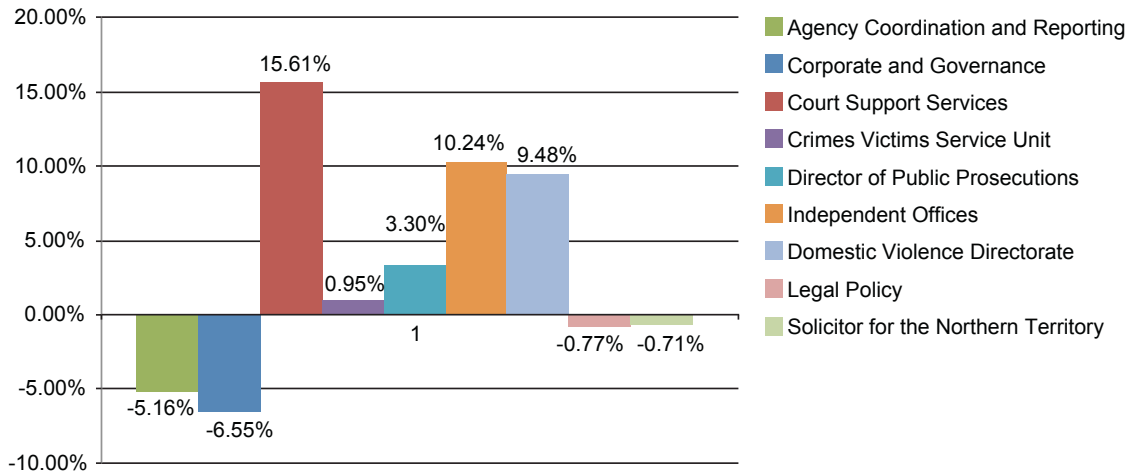
1. Corporate and Governance includes the Executive, Audit Services, Corporate and Strategic Services, the Business Partner Team and the Integrated Justice Information System (IJIS). The Executive includes the Chief Executive Officer and Deputy Chief Executive Officer and support staff.

FTE Staffing Percentage by Division as at 30 June 2015



Variations to FTE staffing percentages for divisions are due to internal restructuring and activities associated with Government initiatives (outlined above) compared to 2013-14.

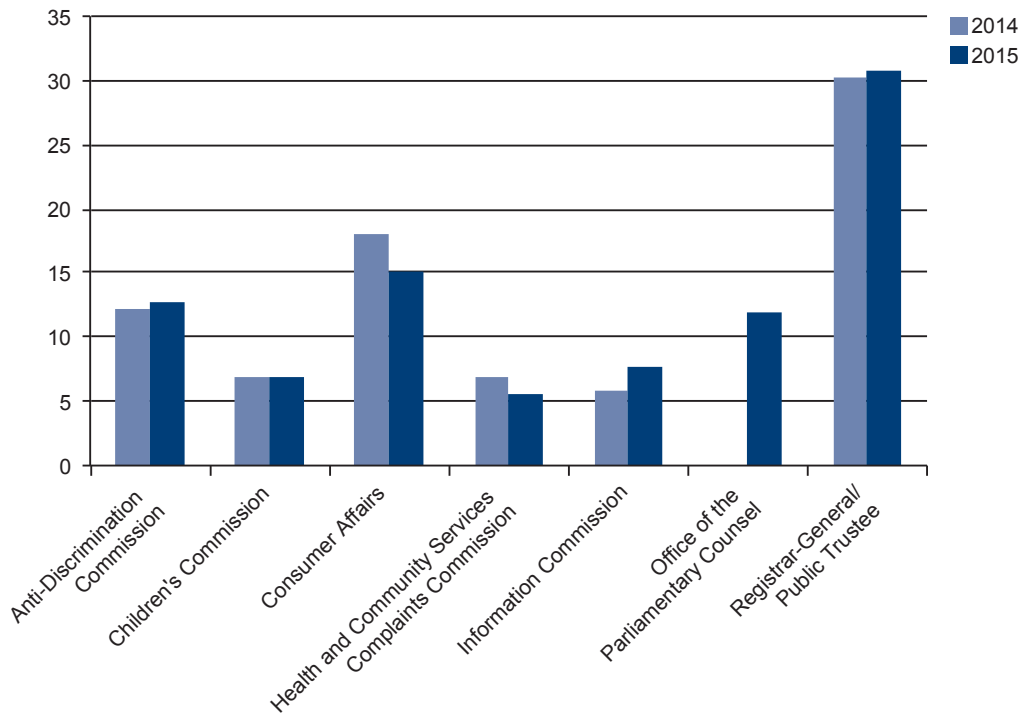
Percentage Change in FTE Staffing by Division as at 30 June 2015



Note:

1. Comparisons for Domestic Violence Directorate are not available as it was not reported on as a separate division in 2013-14

FTE Staffing for Independent Offices as at 30 June 2015



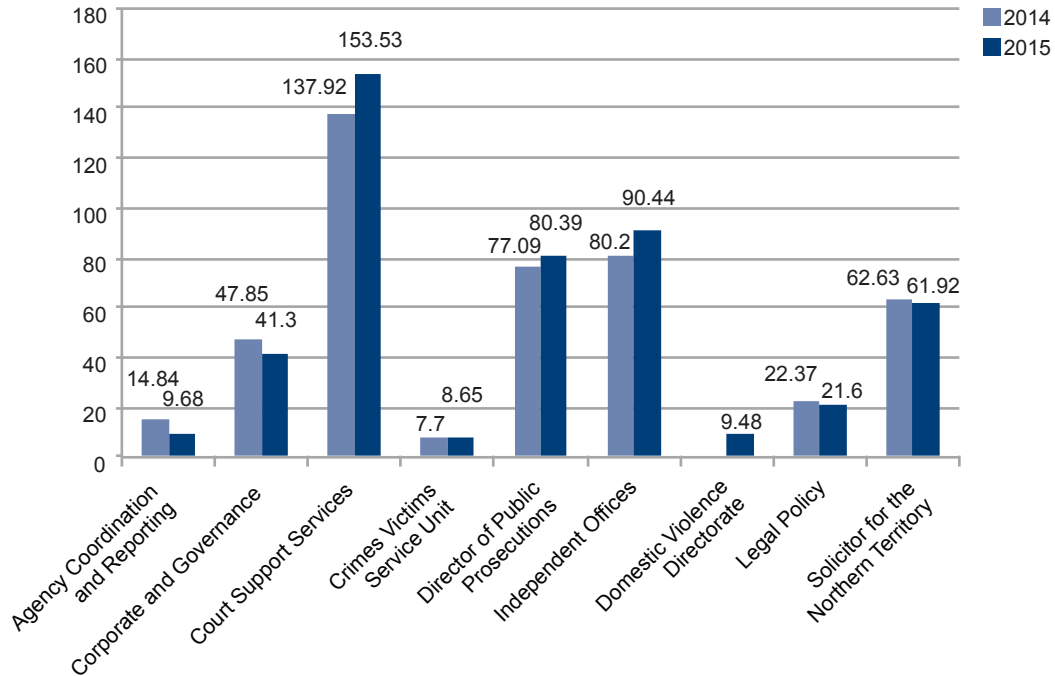
Note:

1. While it is an independent office, the Director of Public Prosecutions is represented as a division and is not shown in this graph

The transfer of the Office of the Parliamentary Counsel to the department represents the largest growth in FTE among the independent offices.

Employee Demographics

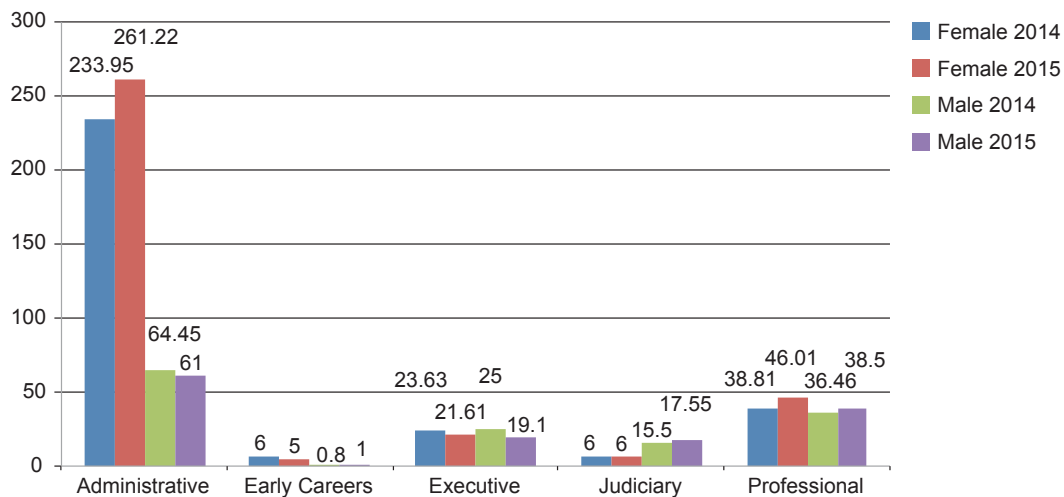
FTE Staffing Numbers by Division and Gender as at 30 June 2015



Note:

- Domestic Violence Directorate was previously a part of Legal Policy.

FTE Staffing Numbers by Stream and Gender Comparison as at 30 June 2015



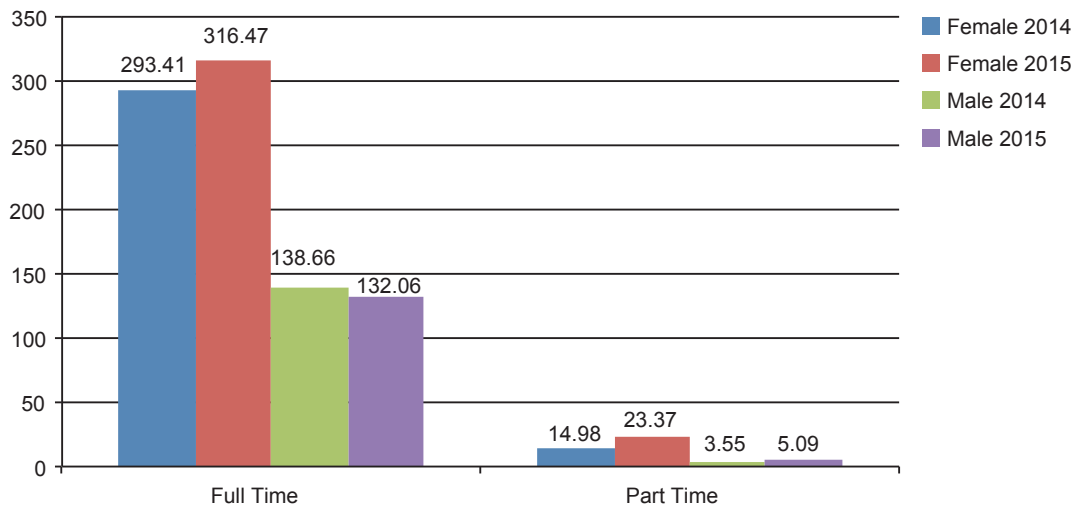
Notes:

- Senior legal professionals, including the Director of Public Prosecutions and Solicitor-General, are recorded under the Executive stream.
- 'Early Careers' includes graduates, trainees and cadets.

The most notable changes are the increase in female representation in the administrative stream by 11.65% and an increase in female representation in the professional stream by 18.55%. The increase in the professional stream was largely due to the transfer of the Office of the Parliamentary Counsel to the department.

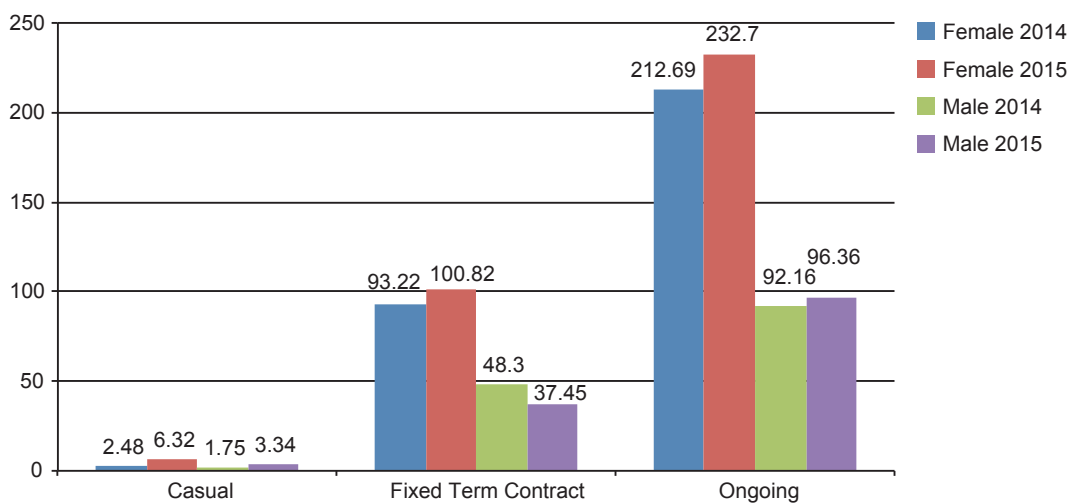
For males, there was a reduction in male representation in the executive stream of 23.6% and an increase in male representation in the judiciary of 12%. The reduction in the executive stream was mainly due to staff turnover with some positions filled at lower classifications.

FTE numbers by Status and Gender Comparison as at 30 June 2015



Females represent 71% of all full-time employees and 82% of part-time employees. There was a marginal increase in the number of males participating in part-time employment.

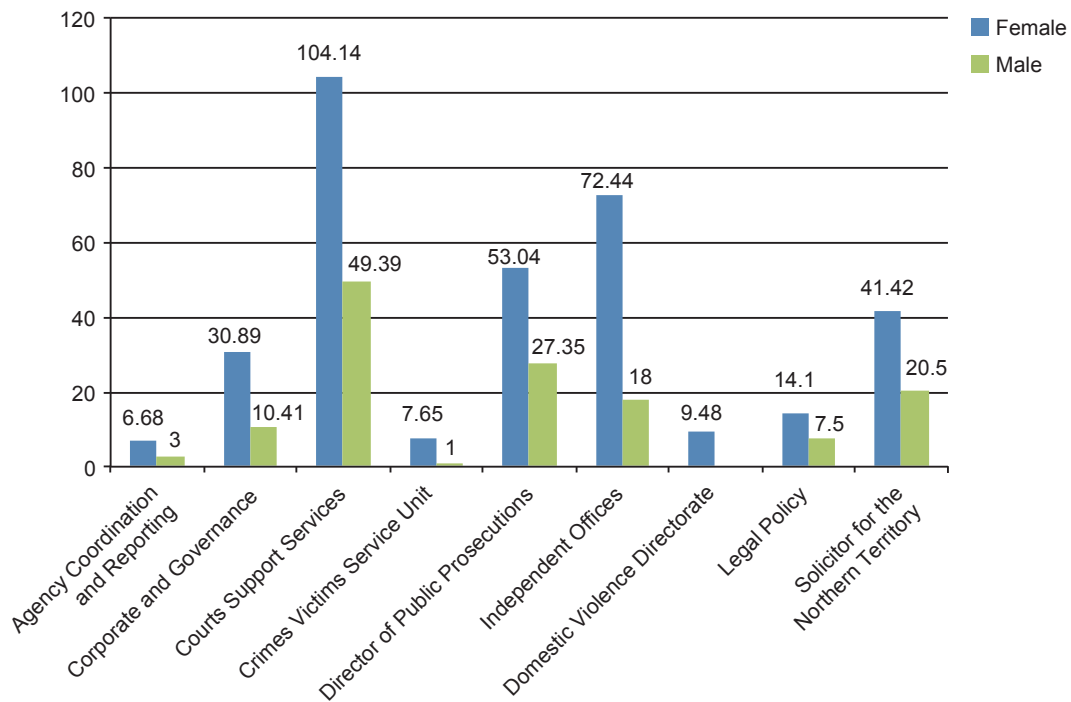
FTE numbers by Employment Status and Gender Comparison as at 30 June 2015



The number of female employees increased in each employment category compared to the 2014 figures. Male employees decreased in the Fixed Term Contract and Ongoing employment categories compared to 2014.

Compared to 2014, the number of casual and ongoing employees increased and the number of fixed term contract employees fell. The decline in fixed term employees can be attributed to a reduction within the Director of Public Prosecutions due to ongoing recruitment following finalisation of the office’s structure and the filling of junior positions.

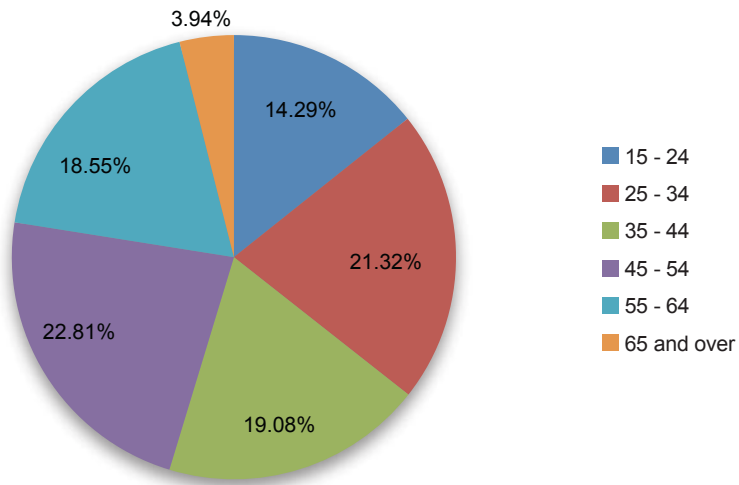
Staff Age Profile by Gender Comparison as at 30 June 2015



Notes:

1. The average age of departmental employees is 41.72; the average age of all NTPS employees is 43.
2. Previously NTPS age data was grouped and reported as follows <21, 21-30, 31-40, 41-50, 51-60, 61-70 and 70+

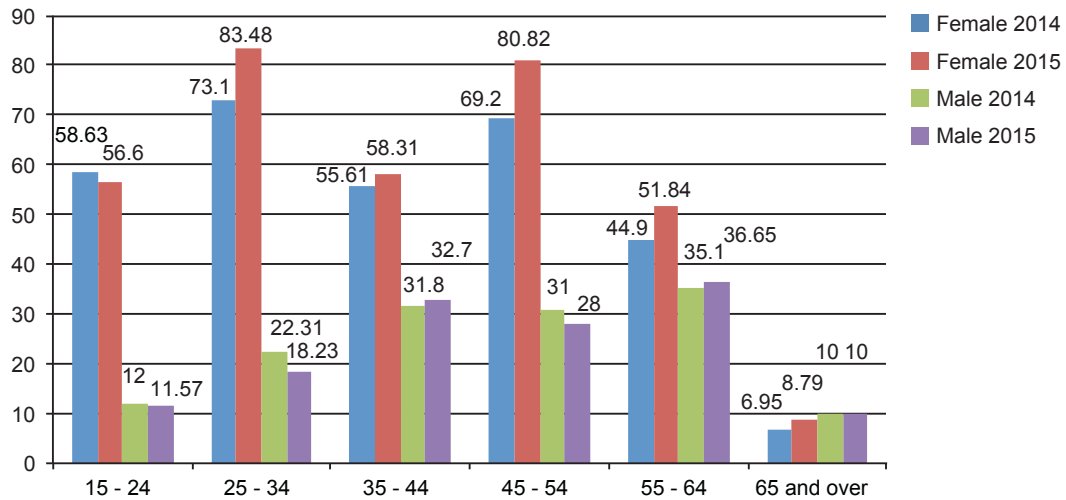
Staff Age Profile Percentage as at 30 June 2015



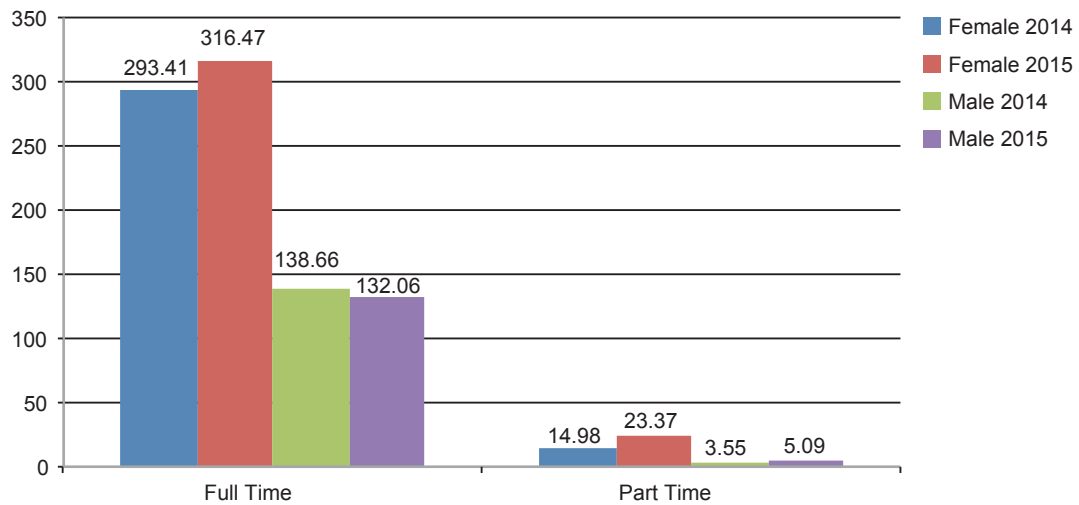
The median age of employees is 42 and the department has more females than males in all age groups except 65 and over. Compared to 2014:

- there are fewer males and females aged 15-24;
- the number of females increased and the number of males decreased in the 25-34 and 45-54 age groups;
- the numbers of both females and males grew in the 35-44 and 55-64 age groups;
- in the 65 and over group, females increased and the number of males remained the same;
- employees aged up to and including 44, grew by 2.94%; and
- employees aged 45 and over grew by 9.61%;

Staff Age Profile by Gender Comparison as at 30 June 2014 v. 30 June 2015



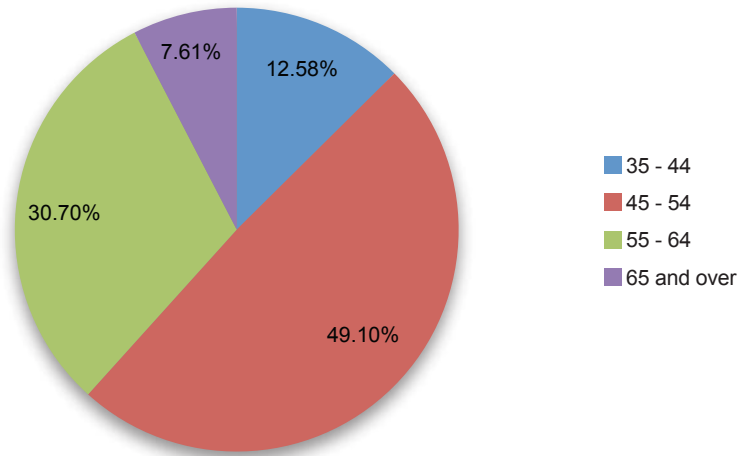
Staff Employment Type and Gender Comparison as at 30 June 2015



Note:

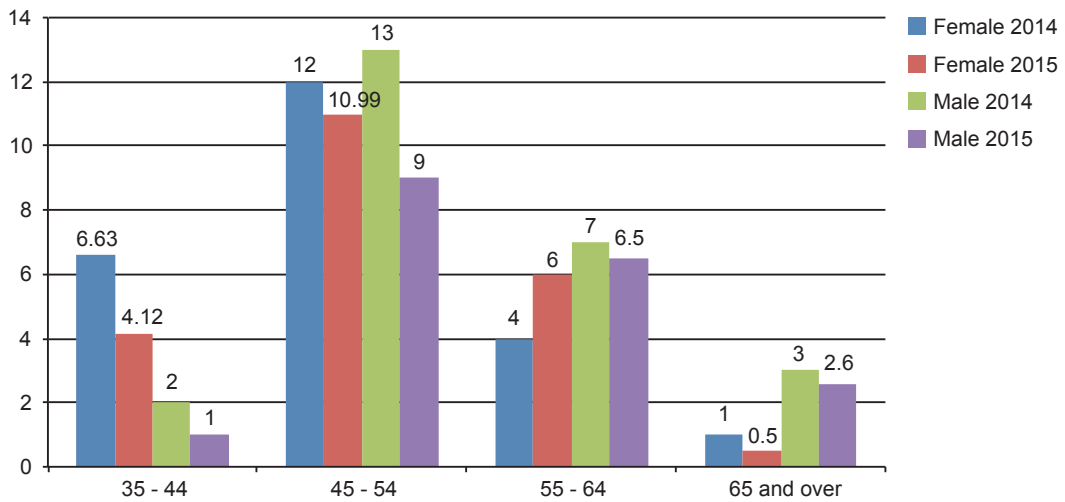
1. Senior legal professionals, including the Director of Public Prosecutions and Solicitor-General, are recorded under the Executive stream.

Executive Stream Age Profile Percentage as at 30 June 2015



Compared to the figures for 2013-14, the proportion of employees aged 35-44 fell by 41% and those aged 45-54 fell by 17%; executive stream employees aged 55-64 rose by 25% and employees aged 65 and over fell by 23%.

Executive Stream Age Profile by Gender Comparison as at 30 June 2015



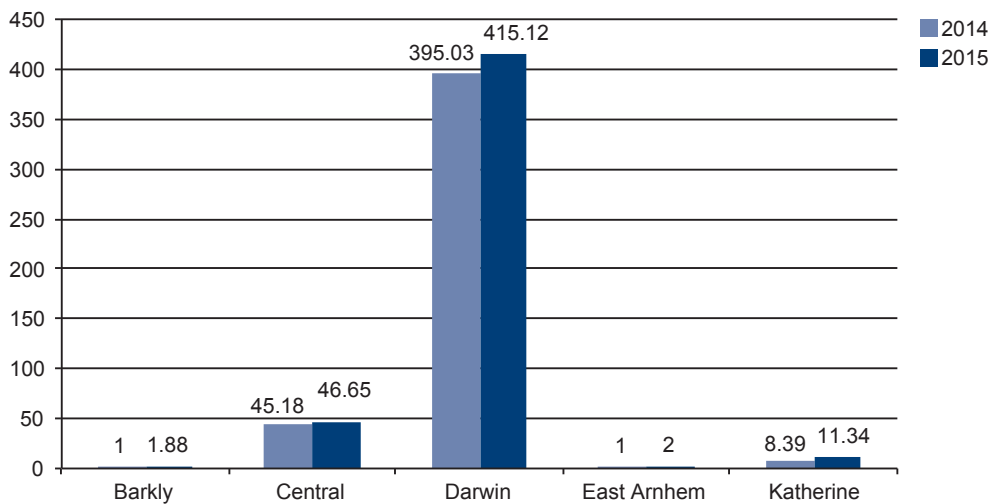
Note:

1. Senior legal professionals, including the Director of Public Prosecutions and Solicitor-General are recorded under the Executive stream.

Compared to the last financial year, the figures for male and female executives in the 35-44, 45-54 and 65 and over age groups have decreased. The figure for females in the 55-64 group has increased while for males it has fallen. The majority of executive employees are in the 45-54 age group (2013-14: 50% and 2014-15: 49%), followed by the 55-64 age group (2013-14: 23% and 2014-15: 31%). The percentage figure of executives in the 35-44 age group has fallen to 13%.

Executive age data is useful for the development of workforce planning tools such as succession planning to prepare for workforce turnover in this stream.

Workforce Comparison by Region as at 30 June 2014 v 30 June 2015



There has been a small growth in FTE numbers in all regions. In most regions, growth has been contributed to by the Domestic Violence Directorate and Court Support Services. In Darwin, the growth has been contributed to by the Northern Territory Civil and Administrative Tribunal and Office of the Parliamentary Counsel.

Organisational Changes and Challenges

The department was relatively stable during the 2014-15 period with some minor expansion to accommodate a number of Government initiatives including the transfer of the Office of the Parliamentary Counsel from the Department of the Chief Minister and establishment of the Civil and Administrative Tribunal.

The Domestic Violence Directorate was established as an output during the reporting period, having previously been a part of Legal Policy. The Directorate provides leadership and support for the Government's Domestic and Family Violence Reduction Strategy that is jointly funded by the Australian and Northern Territory governments.

The department finalised a major piece of its people planning initiatives with the completion of the department's People Plan, which will be launched in 2015-16. The plan builds future leadership capability, new opportunities and identifies risks to ensure the department has a suitably skilled workforce to meet the needs of Government and the community we serve.

The business partner model implemented during 2012-13 underwent a final external review in 2014-15 to assess whether the model was delivering services as expected. The review indicated that, overall, a return to a more centralised corporate services model was strongly supported. The resultant organisational change included consultation with affected employees and the Community and Public Sector Union. The majority of the organisational changes are expected to be in place early in the 2015-16 financial year.

The Chief Minister launched a number of initiatives during 2014-15 to help attract, retain and develop talented people in the NTPS. The department has been supporting the development and implementation of these initiatives.

In relation to the simplified recruitment initiative, the Office of the Commissioner for Public Employment launched a whole of Northern Territory Public Sector Recruitment and Selection Policy. To inform the department of the impact of the changes a number of briefing sessions were held for employees in Darwin and Alice Springs. In light of these changes, the department review of its training package and toolkit and is now scheduled for completion in 2015-16.

Two law graduate positions for Indigenous Australians were created during 2014-15 through an approved special measures plan as part of the department's commitment to increase Indigenous employment.

In 2014-15, three employees were selected as part of the Future Leaders Network initiative. The two year program commenced in 2015-16 and targets AO7 to SAO2 (or equivalent) level employees and provides opportunities for high-performing potential leaders who aspire to furthering their leadership careers in the NTPS. The department will support leadership opportunities for its participants as part of the program.

The department has proposed internal red tape reduction initiatives such as providing greater autonomy to business units to manage recruitment activities directly with the Department of Corporate and Information Systems. These changes will be introduced during 2015-16, with an appropriate framework to support employees undertaking recruitment actions.

Values

During 2014-15, the department adopted the NTPS Values after having contextualised the values to support its strategic plan workforce and operating environment. Information about the department's values is made available to employees via the intranet and as part of the orientation program.

People Matter Survey

The department participated in the 2014 People Matter survey conducted across the Northern Territory Public Sector, and achieved a 66% return rate. The survey allows staff to provide their feedback on the culture and working conditions in the department. Although previous surveys were slightly different, the themes surveyed were much the same, allowing for 'best match' comparisons to be made in a number of areas.

The 2014 survey results highlight areas for strengthening and include:

- change management and employee consultation;
- resolving issues fairly;
- access to flexible working and work-life balance arrangements;
- accessing development opportunities; and
- job satisfaction and engagement.

To assess the results and respond, the department established:

- a central People Matter Working Group, which is representative of employees from across the department; and
- for each division, a working group to consider any other issues specific to that division.

The department's Strategic Human Resource Plan, The People Plan, will support improvements aligned with the survey and workforce planning initiatives.

Strategic Human Resource Planning

The department completed its first Strategic Human Resource Plan in the reporting period. The plan will be launched in the 2015-16 financial year and provides a framework to build a highly skilled, sustainable and diverse workforce that meets current and future service delivery needs for both government and the Northern Territory community.

HR Metrics – HR Online Reporting Tools

The department continues to refine HR metrics as the NTPS datasets are developed and/or enhanced. A monthly metrics report is provided to the Executive Leadership Group on a range of contemporary HR indicators to better inform decision-making and workforce-planning activities.

Leading and Developing Our People

Highlights

- A 'Welcome to the Department' intranet page was launched to engage employees joining the department and provide them with information at their desktop about the department and the Northern Territory Public Sector which can complement workplace inductions and the department's orientation.
- The department provided monthly updates on learning and development opportunities and resources for employees, supervisors and managers.
- Employees from the department participated in nine different NTPS development programs.
- The department supported 13 applications for study assistance.
- The department developed and delivered an information session to support supervisors and managers to improve employee performance.
- The department continued work on a learning and development plan, including a learning framework, to strengthen the capabilities of the department's workforce by identifying and mitigating people risks, analysing the supply and demand of skills, and outlining planning and development activities to ensure the department continues to have a capable workforce delivering on its strategic outcomes.

Workforce Learning and Development

The department is committed to providing learning and development opportunities to our employees and recognises that investment in training and performance development is critical to providing professional and efficient services across the department.

The department aims to make learning accessible and highly relevant for employees regardless of their role or work location. Employees and their supervisors were encouraged to use a variety of methods to develop workforce capability that suited individual learning styles and enhanced performance in the workplace. To achieve this, the department regularly promotes opportunities for participation in training programs and events, leadership programs, a wide range of operational training courses, and courses run by registered training organisations that deliver qualifications.

Access to learning and development is provided through individual divisions supporting their employees with training specific to their business needs. This included attendance at conferences, mediation training, compliance programs, NTPS Leadership Programs and a range of on-the-job support programs. The department also supported professional memberships and professional allowances in accordance with Enterprise Agreements. It also coordinates a range of training events as they arise or are identified as providing a suitable training opportunity.

Thirteen employees were supported with study assistance during 2014-15. This assistance supported tertiary qualifications including law, information systems and business.

Each year an employee of the department is offered an opportunity to spend 12 months working as the Executive Officer to the Chief Executive Officer. The role is offered as an 'at level' transfer targeted at the AO6-SAO1/P3-SP1 designation and provides a unique opportunity for the successful applicant to:

- enhance key skills;
- experience first-hand the workings of Government; and
- obtain a full appreciation of what the department does.

NTPS Programs

NTPS-wide leadership programs are designed to enhance capabilities to build a contemporary public sector with high-quality leadership, and employee participation is targeted and supported by the department. The following programs are coordinated by the Office of the Commissioner for Public Employment.

The Australia and New Zealand School of Government (ANZSOG) Programs

ANZSOG provides teaching programs for current and emerging public sector leaders to enhance the breadth and depth of policy, leadership and management skills needed in today's public sector. These programs are delivered as part of the NTPS building leadership framework. Workshops and programs are actively promoted within the department.

Delivering Better Outcomes

ANZOG's two-day workshop on Innovation in the Public Sector equipped participants with tools to develop and implement strategies to foster innovation in their department. The department supported one employee to attend this workshop.

Executive Leadership Program

The program is designed to develop executive level abilities to contribute positively in delivering economic, social and governance responsibilities for all Territorians. It provides an opportunity for executives in the NTPS to increase their strategic awareness, build strong executive networks and develop a whole of government perspective. The program is aimed at the SAO2 (or equivalent) and above.

During 2014-15 the department supported three employees to participate in this program.

Public Sector Management Program

The department continued to support participation in the Public Sector Management Program (PSMP) in 2014. PSMP is designed to enhance the existing knowledge, skills, attitudes, and behaviours of middle and senior managers and articulates to a certificate in Public Sector Management.

During the reporting period one departmental employee graduated and one employee commenced the program.

Future Leaders Program

This program is targeted at AO7 to SAO2 (or equivalent) level employees and provides opportunities for high-performing potential leaders who aspire to further their leadership careers in the NTPS through a series of workshops. Four employees from the department attended this program.

Future Leaders Network Program

This initiative was launched in 2014-15 to attract and retain talented young people. Three employees, two from Darwin and one from Alice Springs, were selected to participate in the program commencing in 2015-16.

Lookrukin Indigenous Women's Leadership Development Program

The Lookrukin program is designed to provide Aboriginal and Torres Strait Islander women in the Northern Territory Public Sector with the knowledge and skills necessary to win promotions based on merit, and to increase their effectiveness in their current positions. One employee is participating in this program.

Tools and Skills for Policy Practitioners

This two-day workshop covered topics such as improving analysis, navigating the policy environment and distinguishing the elements of good policy and learning from policy failure. One employee attended this workshop.

Performance Management in the NTPS

Two employees attended this one-day course that explained the performance management framework in the NTPS and the process of giving and receiving feedback.

The University of Adelaide Professional Management Program

Three employees are participating in the Professional Management Program aimed at enabling technically capable middle and senior managers to develop management skills such as leading and managing people, financial management, operational excellence and strategic management.

Institute of Public Administration Australia

The Institute of Public Administration Australia (IPAA) aims to promote good governance, encourage excellence in the provision of public services in Australia and contribute to the development of public policy. The department continues to support employee engagement with IPAA and 14 employees, including senior executives, attended two IPAA events.

Complaint Handling

A number of employees participated in two workshops facilitated by the NT Ombudsman's Office and delivered by the NSW Ombudsman's Office. One workshop was for frontline complaint handlers and the other was for their managers. The workshops were aimed at increasing participants' understanding of the complaint handling process and developing skills and strategies to deal effectively with complaints and resolve issues.

Department of the Attorney-General and Justice Learning and Development Programs

The department conducted an analysis of its learning and development needs for 2014-15 and also commenced development work on a framework that will underpin learning activities for 2014-15 and onwards. Learning and development opportunities are predominantly offered in Darwin and Alice Springs. Training in Alice Springs is offered once or twice a year, depending on demand.

Cross Cultural Awareness Training

Cross Cultural Awareness training was delivered to 78 employees in Darwin. The course aims to assist employees in their:

- understanding of the influence of culture on the beliefs, values and behaviours of diverse groups of people;
- acceptance of the differences in people and display of a non-judgmental attitude to ensure successful communication across different cultural groups; and
- understanding of the breadth of Aboriginal culture in the Northern Territory.

Orientation Program

During the reporting period a new 'Welcome to the Department' intranet webpage was launched. The page makes immediately available to employees, regardless of their work location, information about the department and public sector employment terms and conditions.

This is complemented by employee attendance at a scheduled orientation session. The session includes a welcome from the Chief Executive Officer and an overview of the department by the Executive Leadership Group. Important topics such as Appropriate Workplace Behaviour, the Code of Conduct and Health, Safety and Wellbeing are covered. The orientation session was attended by 41 employees in the financial year.

The overall program is designed to assist the process of orienting, training, socialising and retaining a new or returning employee during their first few months of employment.

Recruitment and Selection Training

The department has a regular training schedule for delivery of recruitment and selection training for selection panel members. The workshop provides panel members with the necessary skills to successfully undertake a merit-based recruitment exercise and ensure the principles of natural justice and good human resource management practices are applied. The workshop was attended by 53 employees during 2014-15.

With the launch of the whole of Northern Territory Public Sector Recruitment and Selection Policy by the Office of the Commissioner for Public Employment (OCPE), briefing sessions were held for employees in Darwin and Alice Springs. A further 64 employees attended the simplified merit selection training delivered by OCPE.

Individual Performance Review (IPR) Information Sessions

The department offers regular information sessions for employees and supervisors on the performance management system, the Individual Performance Review. Information sessions provide an overview of the performance management cycle including a guide to developing individual objectives and personal development plans, introduction to the NTPS Capability and Leadership framework, an overview of training and development options and an overview of the performance-based pay progression for senior classifications. Training was attended by 20 employees during 2014-15.

Improving Employee Performance

This workshop was developed to help supervisors and managers promote good employee performance in the workplace and address underperformance when it occurs. The pilot was first delivered in the second half of the reporting period and 10 employees participated. The workshop will form part of the department's regular training schedule in 2015-16.

Continuing Professional Development Program

The Solicitor for the Northern Territory and the Director of Public Prosecutions run internal professional development programs for professional and administrative staff to ensure a skilled and professional workforce. Other Independent Offices and Divisions such as the Office of the Parliamentary Counsel and Legal Policy can also participate in these continuing professional development programs. The programs comprise a mix of internal and external speakers covering a variety of topics. The professional programs contribute to mandatory professional development requirements.

Divisions and Independent Offices have established newsletters, information sessions, master classes and guest speakers to provide professional development support and staff engagement.

Mental Health Awareness

In conjunction with an Employee Assistance Program service provider, the department developed and piloted Emotional Resilience workshops for employees within the department's legal services divisions during the year. The workshops were delivered by the Employee Assistance Program service provider. Over 80 employees attended sessions in Darwin and Alice Springs which offered a basic introduction into developing better resilience to distress. The department continues to promote the services offered by Employee Assistance Program providers and other workshops delivered by a range of providers on mental health issues through the department's orientation program and recognised staff communication channels, such as emails and intranet updates.

Early Career Programs

Graduate Development Program

This program provides university graduates with the opportunity to begin their career with the NTPS in an environment that continues their professional training within a supervised workplace.



SFNT graduate program participants (L-R) Fiona McBride, Stewart Bryson, Nicole Festing, Emily Baxter

The 12-month program provides exposure and experience for graduate clerks through work rotations to various areas of the department (Litigation, Commercial, Aboriginal Lands, Director of Public Prosecutions, Office of the Parliamentary Counsel and Legal Policy) and involvement in the wider NTPS graduate program. There are currently four law graduates placed within the department and three graduates were admitted to practice as legal practitioners in the Northern Territory during the reporting period.

The selected applicant for the 2014 Corporate Graduate program successfully completed the program and secured ongoing employment in the department.

Indigenous Cadet Support Program

Two Indigenous university students studying law commenced in the Indigenous Cadet Support Program during 2014-15. The program is a Commonwealth Government initiative offering cadetships to Aboriginal and Torres Strait Islander people to improve the professional prospects of Indigenous Australians. The cadetship involves students working in the department during semester breaks as part of the on-the-job component of the program.



Indigenous cadets (L) Daniel Hamilton (R) Daniel Tedcastle

Vacation Employment

During the 2014-15 semester breaks the department employed five university students through the formal vacation employment program. It also offers students employment to backfill short-term vacancies as they arise and summer clerkships are offered annually by the Solicitor for the Northern Territory. These opportunities aim to provide valuable workplace experience for students in a variety of occupations. They also offer a valuable opportunity to expose students to the work of the department and develop relationships that foster potential future employees, managers and leaders.

Work Integrated Learning Scholarship

The Work Integrated Learning Scholarship (WILS) is a whole of government program which enables students enrolled in relevant full-time studies at Charles Darwin University to apply for a scholarship. The department supports one scholarship holder with paid placements for up to 12 weeks per year.

Performance Management

Effective performance management is critical to sustaining and improving employee engagement, meeting organisational goals and objectives, managing employee performance and maintaining a positive organisational culture. The performance management system within the department is known as the Individual Performance Review (IPR). The IPR provides a framework to assist managers and supervisors undertake effective performance management.

All public sector employees have a legislative requirement to have a performance plan that:

- creates a link between an individual's work and the department's strategic and operational objectives;
- recognises employees for their work performance and achievements; and
- identifies and supports the learning and development needs of employees.

Information sessions and online resources are provided to guide employees and supervisors through this important process.



Recognition of Service ceremonies in Darwin and Alice Springs



Recognition And Awards

Recognition of Service

During the reporting period the department publicly recognised 39 employees with service milestones of 10, 20 and 30+ years of service in the Northern Territory Public Sector. The Attorney-General and Minister for Justice, the Honourable John Elferink, MLA made the presentations to employees and celebrated the value of public service to the community, highlighting the contribution of public service and recognising the work of public servants.

SFNT Donna Dreier Professional Development Award

The Solicitor for the Northern Territory provides an annual professional development award to recognise and reward the achievement of individuals who have demonstrated exceptional potential and professional excellence in the early years of their career. One award is offered each year to law officers within the graduate clerk to Professional 3 range. The successful applicant receives a benefit to undertake an accredited professional development opportunity.

Tom McCrie was the recipient in 2014-15. Tom commenced with the Solicitor for the Northern Territory Graduate Clerk Program in January 2010 and was admitted to practice in July 2010. Tom has provided legal advice to most NT Government agencies as well as statutory entities and government business divisions. Tom is also the co-ordinator for the Procurement and Government Contracting Focus Group and has presented in-house Continuing Professional Development (CPD) seminars. Tom volunteers with Darwin Community Legal Service and the Environmental Defenders Office, tutors ANU graduate law students and is a committee member of the Alternative Law Journal. He intends to use the award toward a Masters in Law through the University of Melbourne and then would like to share the knowledge gained with colleagues by preparing fact sheets or providing CPD presentations on relevant subjects.

Health, Safety and Wellbeing

The department is committed to the health, safety and wellbeing of its employees. It has established a Work, Health and Safety (WHS) steering committee at the executive level and similar committees for each division of the department.

Services are provided to manage employee health, safety and wellbeing, as well as providing direct support to employees whose health and wellbeing is impacted in the course of their work for the department. These services are promoted during the department's orientation program and are regularly promoted through recognised staff communication channels, such as emails and intranet updates.

During the reporting period, the department introduced an online Welcome to the Department intranet page for new employees. It includes Health, Safety and Wellbeing information. The department's orientation program provides information about Appropriate Workplace Behaviour, the Employee Assistance Program and work-life balance. The program enables new employees to familiarise themselves with their health, safety and wellbeing responsibilities and the department's policies.

White Ribbon Workplace

The department commenced participation in the White Ribbon Australia Workplace Accreditation Program. This program recognises workplaces that are taking steps to prevent and respond to violence against women, and aims to empower employees to challenge violence against women. The department's participation in this program demonstrates its commitment to maintaining a workplace where women can feel safe and supported. It also reaffirms the department's zero tolerance for violence.

A White Ribbon Committee was formed in May 2015. The committee has staff members from across the department and an equal number of male and female representatives. The committee is responsible for raising awareness of White Ribbon and meeting the program's accreditation criteria over a 14-month period.

The committee's first action was to distribute a staff survey to gauge existing levels of awareness and focus points for the program. The committee is now in the process of planning White Ribbon events for staff in Darwin and Alice Springs.

Members of the department participated in the 2014 White Ribbon march in Darwin to deliver a powerful message to all Territorians that violence against women must stop.



Employee Assistance Programs

The department supports the use of the Employee Assistance Program (EAP). Information on EAP is available on the department's intranet and information is also available to employees during the orientation program. Posters and other information from EAP providers are distributed periodically throughout the department.

Flu Vaccinations

In March 2015, all employees were provided with the opportunity to have a free flu vaccination, with 210 employees electing to receive the vaccination.

Early intervention and workers compensation

The department provides rehabilitation and return to work case management for employees with work-related injuries to ensure expedient rehabilitation and return to the workplace, where appropriate. The department actively utilises early intervention to support employees and reduce the number of potential workers compensation claims.

Flexible work arrangements

The department offers a range of flexible work arrangements for employees. Opportunities vary across the department due to the operational needs of each work unit. Employees and managers work together to ensure an arrangement does not adversely impact other employees or those accessing our services, and that employees using flexible working arrangements have access to the same training, development, information and meetings as other employees in the work unit.

Christmas Charity

This year the department supported Foodbank Northern Territory and Dawn House. Donations from employees of food, toiletries and Christmas products were collected and delivered to each organisation.

Australia's Biggest Morning Tea

Morning teas were held across the department on Thursday 28 May 2015 to help raise vital funds for cancer research, prevention and support services.

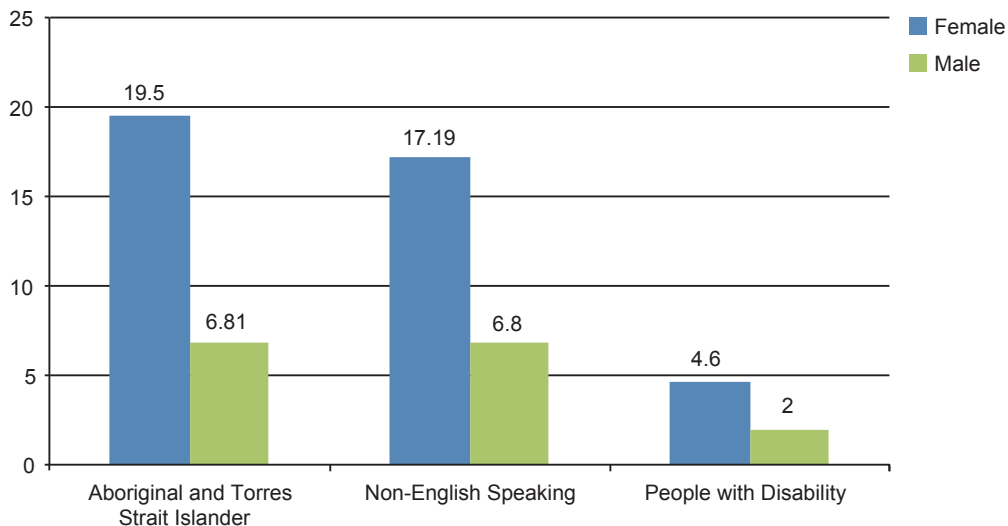
Jeans for Genes Day

Fund raising was arranged in a number of divisions to support the Children's Medical Research Institute.

Equal Employment Opportunities and Diversity

The department aims to attract people from various equal opportunity backgrounds (EEO) to assist it to better understand and meet the needs of its clients and reflect the community we serve. All employees are encouraged to update their personal details on MyHR to enable accurate recording of diversity data, with an annual EEO census in June.

EEO Group by Gender as at 30 June 2014



Notes:

1. These figures include only self-identified individuals in the categories shown in the above chart.
2. These figures also only include employees who were paid in the pay period as at 30 June 2015.

The department experienced increases from 2013-14 in numbers of employees in most identified employment groups. Female employees represent 71% of the department’s workforce compared to 68% last year, Indigenous employee representation rose from 4.7% to 5.5%, employees from non-English speaking backgrounds were relatively stable at 5% (5.3% in 2013-14), and employees with disability increased from 0.9% to 1.38%.

During the reporting period two law graduate positions were designated for Indigenous Australians under a special measures plan approved by the Commissioner for Public Employment.

The department commenced a two-year work placement for a person with a disability under the NTPS EmployAbility strategy.

The department encourages a range of training, forums and events supporting diversity and appropriate behaviours, and incorporates upcoming events in the monthly *HR Updates* newsletter, such as:

- Various training courses on building resilience and emotional intelligence;
- Mental Health Week, International Women’s Day and Harmony Day;
- The beyondblue and Chamber of Commerce NT business breakfast to promote mentally healthy workplaces;
- Employee attendance at training for managers of employees with disability and information sessions about the Disability Employment Program;

- Promotion of events such as the Smashing the Glass Ceiling forum series which is a joint initiative by the NT Division of the Institute of Public Administration (IPAA) and the Office of Women's Advancement;
- NAIDOC week, to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples;
- Promotion of Anti-Discrimination Commission training on a variety of topics including understanding individual's rights and responsibilities with regard to anti-discrimination, harassment and bullying, preventing harassment and bullying for managers and supervisors, and training for contact officers; and
- Participation in two NTPS pilot programs – 'Indigenous Mentoring' and 'Improve management of performance conversations' for managers and supervisors of Indigenous employees.

Compliance with Employment Instructions

The department regularly reviews its Human Resource policies and procedures to ensure they are fit for purpose and are consistent with the Employment Instructions made under the *Public Sector Employment and Management Act* (the Act). Human Resource practitioners participated in the NTPS Human Resources and Industrial Relations Capacity Building program, which develops the knowledge and skills of practitioners to support appropriate application of NTPS legislation, strategies and policies. The department is also represented on whole of government working party groups established to develop generic policies and procedures for key areas.

Employment Instruction 1 – Filling Vacancies

This Instruction requires agencies to develop procedures for filling vacancies consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement. In response, the department:

- maintains extensive procedural guidelines for advertising, selection and appointment processes that are available on its intranet;
- reviewed the material following the introduction of the Government's Simplified Recruitment initiative and provided additional briefings and training for employees;
- has an approved special measures plan to apply to two law graduate positions designated for Indigenous applicants only;
- submitted a special measures plan to promote equality of opportunity for Indigenous Australians when advertising relevant vacancies, to the Commissioner for Public Employment;
- issued a labour-hire policy regarding the engagement of workers who are directly employed by a company (which then 'on-hires' them, through a commercial contract with the department, to perform services for the department); and
- continues to deliver a regular schedule of intensive training in the principles and processes of recruitment and selection to ensure all department employees undertaking recruitment activities are adequately trained. Panel member training was undertaken by 53 employees during the reporting period.

Employment Instruction 2 – Probation

This instruction requires Chief Executive Officers to develop a probation procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement. In response, the department:

- developed a Probation Policy which is available for all staff and managers on the department's intranet website;
- provides regular orientation programs and has a Welcome to the Department intranet page, developed in 2014-15, to support the onboarding of employees on probation;
- is a representative on the whole of government working party to develop a generic whole of sector probation policy and procedures; and
- is reviewing induction guidelines for supervisors due for completion in 2015-16.

Employment Instruction 3 – Natural Justice

This instruction specifies that a person who may be adversely affected by an impending decision must be afforded natural justice before a final decision is made. In the department:

- the principles of natural justice are observed and reinforced through the HR consultancy framework; and
- the principle of natural justice is written into all relevant policies and procedures and is included in all relevant training and information sessions.

Employment Instruction 4 – Employee Performance Management and Development Systems

This instruction requires Chief Executive Officers to develop and implement an employee performance management and development procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement. In response, the department:

- has developed and implemented a performance management system, called the Individual Performance Review (IPR);
- reviewed the program during 2014-15 to refine instructions, forms and templates based on employee feedback;
- continues to offer a regular schedule of information sessions on the department's performance management system, including the Senior Classification performance-based pay increment; and
- is a representative on the whole of government working party to develop a generic whole of sector performance management policy and procedures.

Employment Instruction 6 – Employee Performance and Inability

This instruction sets out rules for undertaking an employee performance and inability process in accordance with the Act and provides that Chief Executive Officers may establish agency policy and/or procedures. In response, the department:

- developed an Improving Employee Performance workshop for managers and supervisors as an early intervention resource;

- developed a manager's toolkit that is available on the department's intranet, and provides guidance on managing employee performance; and
- established guidance and support mechanisms for managers and employees with advice from HR consultants.

Employment Instruction 7 – Discipline

This instruction sets out rules for undertaking an employee disciplinary process in accordance with the Act and provides that Chief Executive Officers may establish agency policy and/or procedures. In response, the department:

- developed a Discipline Policy which is available on the intranet and can be accessed by all staff; and
- established guidance and support mechanisms for managers and employees through advice from HR consultants.

Employment Instruction 8 – Internal Agency Complaints and Section 59 Grievance Reviews

This instrument requires Chief Executive Officers to develop an internal employee grievance handling policy and procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement. In response, the department:

- developed a Review of Treatment in Employment Policy, process flowchart, supporting information and forms that are available on the intranet and can be accessed by all staff;
- promotes sound workplace practices through HR;
- delivers workshops encouraging appropriate workplace behaviour as part of the orientation program, and separately as required; and
- supports mediation and conflict coaching as effective early intervention tools.

Employment Instruction 9 – Employee Records

The Commissioner has delegated the responsibility for keeping records to each Chief Executive Officer. In addition to the requirements of the Act and its subordinate legislation, a Chief Executive Officer must comply with the requirements of the *Information Act* (NT) regarding correction, collection and handling of personal information contained in an employee's employment record. In response, the department:

- has an arrangement with the Department of Corporate and Information Services to secure, maintain and store its personnel information;
- has procedures in place that limit access to employment records, Boxi HR reporting data and the Personnel Information and Payroll Service (PIPS) information to authorised persons; and
- conducts a biannual audit of PIPS access to ensure compliance.

Employment Instruction 10 – Equality of Employment Opportunity Programs

This Instruction requires Chief Executive Officers to develop an Equality of Employment Opportunity Program consistent with the Act, its subordinate legislation, the *Anti-Discrimination Act* and any relevant award or enterprise agreement. In response, the department:

- provides cross cultural awareness training for employees in Darwin and Alice Spring (during 2014-15, 78 employees attended this training);
- delivers appropriate workplace behaviour training to new staff at orientation. This includes discrimination in the workplace and the steps taken to prevent this;
- participates as a member of the Indigenous Employment and Career Development Strategy reference group;
- is developing an Indigenous Employment and Career Development plan to support implementation of the strategy;
- has designated two graduate law clerks positions for Indigenous Australians;
- designated two court officer positions to the Indigenous Employment Program, a pre-employment program to attract Indigenous jobseekers, to commence in 2014-15;
- is researching the possibility of recruiting members of remote communities as court officers during circuit court sittings; and
- has commenced development of an Equality of Employment Opportunity policy for the department.

Employment Instruction 11 – Occupational Health and Safety Standards Programs

This instruction requires Chief Executive Officers to ensure the application in their agency of appropriate occupational health and safety standards and programs. Chief Executive Officers are also required to provide information on agency work health and safety (WHS) programs in their annual report.

Chief Executive Officers are also to develop programs that ensure employees and their representatives are consulted in the development and implementation of WHS programs in the agency. In response, the department:

- has in place a steering committee and workplace committees across the department;
- includes WHS in the department's orientation program to ensure new employees are aware of WHS rights and responsibilities;
- developed induction guidelines, available on the intranet, that include specific WHS matters relevant to the immediate work environment for managers to discuss with new employees;
- identified fire warden and first aid officers and provided relevant training;
- released a First Aid Allowance guideline available to employees on the department's intranet;
- undertook reviews of emergency management procedures and desktop exercises and drills to test those procedures;

- developed a remote travel and work guideline for employees to be released in early 2015-16;
- publishes periodic information on WHS tips, issues and promotion of healthy lifestyle options;
- provides case managers for work-related injuries to ensure expedient rehabilitation and return to the workplace, where appropriate. Early intervention is a focus for the department to reduce the number of potential workers compensation claims;
- delivered Emotional Resilience workshops to more than 80 employees in the legal service divisions of the department; and
- promotes Employee Assistance Programs widely across the department to employees who may be experiencing work and non-work related difficulties.

Employment Instruction 12 – Code of Conduct

This Instruction provides that Chief Executive Officers may issue an agency-specific code of conduct which is consistent with the Act, its associated subordinate legislation, this code and any other relevant legislation.

Chief Executive Officers may also issue agency guidelines/policy regarding the acceptance of gifts and benefits by public sector officers, consistent with the code. In response, the department:

- provides information sessions on the Code of Conduct to new employees as part of orientation, with electronic copies made available on the intranet via the Welcome to the Department intranet page;
- reminds employees annually to review any outside employment or conflicts of interest and to inform the CEO accordingly; and
- maintains an Acceptance of Gifts and Benefits Policy and developed and released a Conflict of Interest Policy which is available to all staff on the intranet.

Employment Instruction 13 – Appropriate Workplace Behaviour

This Instruction requires Chief Executive Officers to develop and implement an agency policy and procedure to foster appropriate workplace behaviour and a culture of respect, and to deal effectively with inappropriate behaviour and bullying as defined in the Instruction. The policy and procedure are to be consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement. In response, the department:

- maintains an Appropriate Workplace Behaviour Policy that is available on the intranet for all employees to access;
- provides Appropriate Workplace Behaviour training as part of the department's employee orientation program; and
- provides training to divisions as and when required.

Employment Instruction 15 – Special Measures

This instruction sets out the requirements for the Commissioner’s approval of all special measure programs, plans and arrangements, and specific conditions for Special Measures Recruitment and Selection plans. In response, the department:

- has designated two Indigenous law graduate positions for Indigenous Australians under an approved special measures plan;
- has submitted a special measures plan to the Commissioner for the filling of appropriate vacancies in the department by Indigenous Australians;
- has engaged an employee under the NTPS EmployAbility strategy and the Disability Employment Program; and
- supports two Indigenous tertiary education students participating in the Indigenous Cadetship Support program.



Our Performance

The department's performance is measured against key deliverables which are a snapshot of our core business.

Report on Performance

This section outlines the department's actual performance against the planned outcomes published in *Budget Paper No. 3* for 2014-15. It includes the performance measures used to demonstrate efficiency and effectiveness in achieving the outcomes.

The department has consolidated and significantly reduced the number of performance indicators reported in *Budget Paper No. 3* for 2015-16. Those indicators that appear in *Budget Paper No. 3* for 2015-16 have been back cast for 2014-15 and are shaded in cream in the following tables. The '2014-15 estimate' column shows 'NA' for those measures which are not in *Budget Paper No. 3* for 2015-16.

Legal Services

Deliver quality legal advice, representation and policy development to government.

Solicitor for the Northern Territory (SFNT)

Provide government with quality legal advice and representation.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Number of legal files/matters ¹ | 4,363 | 4,054 | 4,363 | NA | NA |
| Legal services (solicitor hours) | NA | 75,887 | NA | 84,126 | 83,510 |
| Requests for legal services: | | | | | |
| Short advice matters ² | NA | 737 | | 1,341 | |
| Files opened ³ | | | | | |
| - provided by SFNT | NA | 2,434 | NA | 1,952 | NA |
| - domestic violence matters ⁴ | NA | 1,153 | NA | 658 | NA |
| - outsourced | NA | 467 | | 625 | |
| Instructions outsourced ⁵ | NA | NA | NA | NA | 370 |
| Client satisfaction | NA | 85% | NA | 93% | 96% |

- 1) New measure introduced in 2014-15.
- 2) Requests for legal services not requiring a matter-specific file to be opened.
- 3) Requests for complex legal services where a matter-specific file is created.
- 4) SFNT took carriage of domestic violence applications on behalf of police in January 2014.
- 5) This key deliverable is now reported under Files Opened.

Crime Victims Services Unit

Assist in the rehabilitation of victims of violent crime through the provision of financial assistance, counselling and other support, including management of the Victims Register.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| <i>Victims of Crime Assistance Act applications</i> | 480 | 539 | 480 | 442 | 497 |
| Number of people on Victims Register ¹ | NA | 115 | 90 | 122 | 96 |

- 1) The number of people on the Victims Register is a point in time measurement as people are added to or removed from the Register conversely as relevant offenders are sentenced to or discharged from prison.

Legal Policy

Develop, review and implement legislative change, and advise the Attorney-General and the Government on law and justice measures.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|-----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Bills introduced to Parliament | 20 | 16 ¹ | 20 | 16 | 18 |
| Cabinet comments completed within 5 working days | NA | 90% | 90% | 88% | 88% |
| Minister's satisfaction ² with: | | | | | |
| - Strategic policy and program advice | NA | 5 | ≥5 | 5 | 5 |
| - agreed timeframes and milestones met | NA | 4 | ≥5 | 5 | 4 |

- 1) This figure does not include the Fuel Price Disclosure Bill 2014 tabled in the October 2014 Sittings of the Legislative Assembly.
 2) Measures range from rating of 1 = extremely dissatisfied through to 6 = extremely satisfied

Court Support Services

Effective judicial support and penalty recovery services to enable delivery of justice to the community by the courts and tribunals of the Northern Territory.

Higher Courts

Processing and appropriate case-flow management for the higher courts including the Supreme Court and courts of appeal.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|--------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Cases lodged | | | | | |
| - Criminal | NA | 670 | 600 | 505 | 511 |
| - Civil | NA | 583 | 550 | 508 | 497 |
| Sitting days | 1,200 | 1,209 | 1,220 ¹ | 1,251 | 1,213 |
| - Criminal | NA | 989 | 1,000 | 1,053 | 977 |
| - Civil | NA | 220 | 220 | 198 | 236 |
| Finalisation of cases within 12 months | | | | | |
| - Criminal | NA | 97% | 90% | 96% | 95% |
| - Civil | NA | 94% | 90% | 92% | 90% |

1) Reported as a collective measure from 2014-15.

Lower Courts and Tribunals

Processing and appropriate case-flow management for the lower courts, tribunals or other statutory offices. Includes the Community Justice Centre (CJC), which provides free mediation services and public awareness functions to help people resolve their own disputes.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Criminal cases lodged | | | | | |
| - Major centre courts | NA | 13,277 | 12,500 | 14,130 | 13,352 |
| - Circuit courts | NA | 4,363 | 4,000 | 4,626 | 4,153 |
| Civil cases lodged | NA | 7,134 | 7,000 | 7,233 | 7,037 |
| Sitting days | 2,700 | 2,675 | 2,700 | 2,617 | 2,961 |
| Circuit court days | 390 | 387 | 390 | 381 | 372 |
| Finalisation of cases within 6 months | | | | | |
| - Criminal | NA | 82% | 80% | 84% | 77% |
| - Civil | NA | 84% | 85% | 86% | 81% |
| Finalisation of coronial cases within 12 months | NA | 62% | 60% | 44% | 42% |
| Community Justice Centre mediations | NA | 143 | 140 | 142 | 153 |
| Community Justice Centre presentations | NA | 31 | 30 | 33 | 35 |
| Community Justice Centre client satisfaction | NA | 89% | 85% | 92% | 92% |
| Community education and awareness delivered (hours) ^{1,2} | 106 | 163 | 114 | NA | NA |

- 1) Combined measure for Independent Offices. The Community Justice Centre delivered 31 sessions (134 actual hours) in 2014-15.
- 2) This key deliverable was incorrectly described as hours in BP3 2015-16. The 2015-16 estimate should therefore have been 106 sessions. The 2014-15 actual of 163 sessions corresponds to 418 hours delivered by the relevant Independent Offices. The discrepancy between the estimated and actual figures is due to the consolidation of the measure which was previously recorded differently by each Independent Office.

Fines Recovery Unit

Process and collect court fines and infringement penalties.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Fines and penalties paid in full ¹ | NA | 50,043 | 50,000 | 50,487 | 57,666 |
| Fine and penalty clearance rate ² | NA | 78% | 85% | 74% | 80% |
| Enforcements Processed ³ | 42,000 | 43,686 | 42,000 | NA | NA |
| - Court fines | NA | 12,308 | 12,000 | 11,138 | 11,715 |
| - Infringement penalties | NA | 31,378 | 30,000 | 32,814 | 26,090 |
| Enforcements fully paid within 12 months: ⁴ | | | | | |
| - Court fines | NA | 20% | 30% | 26% | 33% |
| - Infringements penalties | NA | 51% | 60% | 59% | 62% |
| Client satisfaction ⁵ | NA | 91% | 85% | 91% | 94% |

- 1) As the number and amount of fines and penalties issued increases, less will be able to be paid in full and more will be entered into time to pay arrangements.
- 2) Fines and penalties paid in full during the period corresponding to the date of issue.
- 3) Reported as a collective measure from 2014-15. Enforcements Processed reports the total enforcements issued for both fines and penalties
- 4) All the debts of the defaulter are combined into a single time to pay agreement with the oldest being paid off first resulting in a decreasing number of new debts that will be paid off within 12 months.
- 5) Clients include court registries, lawyers, infringement-issuing agencies (including Police) and fine defaulters.

Northern Territory Civil Administrative Tribunal

Provide dispute resolution services and review decisions of quasi-judicial bodies.

| Key deliverables | Current Year | | Targets | Previous Years | |
|------------------|------------------|------------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Cases lodged | 480 | 825 ¹ | 2,600 | NA | NA |

- 1) NTCAT became operational on 6 October 2014 and assumed management of the Mental Health Review Tribunal from 1 January 2015. NTCAT processed and determined 592 residential tenancy disputes under the delegation of the Commissioner of Tenancies, 218 Mental Health Review Tribunal matters and 15 NTCAT matters.

Integrated Justice Information System

The integrated Justice Information System (IJIS) is the primary information tool for the justice environment in the Northern Territory, supporting and aiding reporting on justice business processes associated with police apprehension, prosecution, courts, correctional services and fines recovery.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Modernisation projects planned | 8 | 10 | 5 | 3 | NA |
| Stakeholder satisfaction with IJIS modernisation projects | NA | 80% | 80% | Not Measured | NA |
| Availability of access to the IJIS environment | NA | 99% | 99% | 98.8% | NA |

Director of Public Prosecutions

Provide an independent public prosecution service for the Territory, and witness and victim support services throughout the criminal justice process through the Witness Assistance Service.

Director of Public Prosecutions

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

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| New matters ¹ | 9,400 | 8,551 | 9,400 | 8,180 | 1,906 |
| Finalisations: | | | | | |
| - Supreme Court pleas ² | NA | 436 | 450 | 275 | 341 |
| - Supreme Court trials | NA | 57 | 60 | 43 | 53 |
| - Supreme Court withdrawn ³ | NA | 36 | 40 | 25 | 45 |
| - Not committed to Supreme Court | NA | 1 | 0 | 0 | 0 |
| - Summary hearings/pleas ¹ | NA | 6,450 | 7,000 | 4,372 | 972 |
| - Summary withdrawn ¹ | NA | 728 | 800 | 504 | 249 |
| - Appeals at all levels | NA | 62 | 60 | 56 | 62 |
| Witness Assistance Service clients | NA | 1,717 | 1,730 | 1,643 | 1,822 |
| Duty prosecutors days | NA | 1,036 | NA | 787 | 886 |
| Findings of guilt (including guilty pleas) in Supreme Court | NA | 93% | 94% | 94% | 94% |
| Findings of guilt (including guilty pleas) in Court of Summary Jurisdiction | NA | 98% | 98% | 94% | 89% |
| Convictions after trial or hearing | NA | 97% | 97% | 95% | 90% |
| Filing of indictments within 28 days of committal | NA | 55% | 63% | 71% | 57% |
| Supreme Court matters withdrawn less than 28 days before a trial was to commence | NA | 50% | 52% | 53% | 69% |

1) The Estimate was increased as a result of civilianisation of police prosecutions in Darwin effective from 2 December 2013.

2) Increasing number of indictable offences being prosecuted in the Supreme Court.

3) Includes Nolle Prosequi and section 297A certificates.

4) Duty prosecutor days are now predominantly provided in Alice Springs and Katherine.

Independent Offices

An equitable society in which a person's legal rights and property interests are protected and written laws are available to the public.

Consumer Affairs

Provide a regulatory framework where the community is informed on consumer rights and responsibilities, and responsible business conduct is promoted.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|---------------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Enquiries, complaints and compliance actions ¹ | 24,000 | 20,098 | 23,000 | NA | NA |
| Enquiries received | NA | 19,113 ² | 22,000 | 20,597 | 20,996 |
| Consumer and Business actions | NA | 532 | 650 | 616 | 647 |
| Compliance actions | NA | 453 | 400 | 366 | 265 |
| Tenancy applications | NA | 850 ³ | NA ⁴ | 1,001 | 957 |

- 1) New measure introduced in 2014-15.
- 2) The long term vacancy of the Education and Indigenous Liaison Officer role has impacted the Consumer Business Actions and Enquiries received.
- 3) The vacancy rate has increased which anecdotally can be attributed to Property Managers and Landlords being more willing to conciliate disputes before they escalate to an Application in an effort to keep their tenants.
- 4) Consumer Affairs no longer receives tenancy applications as they are now processed by the Northern Territory Civil and Administrative Tribunal.

Anti-Discrimination Commission

Provide 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.

Auspice the Community Visitor Program that monitors services provided under the legislation set out below. Provide complaint and advocacy services for people receiving treatment under the *Mental Health and Related Services Act*, the *Disability Services Act* and the *Alcohol Mandatory Treatment Act*.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|------------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Public awareness / community-based events, development of educational resources and training (hours) | NA | 145 ¹ | 80 | 91 | 176 |
| Complaints (includes complaints carried over) | NA | 238 | 200 | 253 | 279 |
| Complaints conciliated | 50% | 65% | 40% | 60% | 78% |
| Complaints closed within 8 months of receipt | NA | 82% | 40% | 81% | 72% |
| Community Visitor Program | | | | | |
| Complaints and enquiries received | NA | 581 | 550 | 766 | NA |
| Panel inspections ⁴ | | 9 | | 7 | 5 |
| Community visitor inspections ⁴ | 210 | 238 | 210 | 263 | NA |
| Contact within 1 working day of request | NA | 99% | 100% | 100% | 99% |
| Community education and awareness delivered (hours) ^{2,3} | 106 | 163 | 114 | NA | NA |

- 1) The training requirements of organisations increased in 2014-15.
- 2) Combined measure for Independent Offices. The Anti-Discrimination Commission delivered 61 sessions (145 actual hours) in 2014-15, as per the first key deliverable in the above table.
- 3) This key deliverable was incorrectly described as hours in BP3 2015-16. The 2015-16 estimate should therefore have been 106 sessions. The 2014-15 actual of 163 sessions corresponds to 418 hours delivered by the relevant Independent Offices. The discrepancy between the estimated and actual figures is due to the consolidation of the measure which was previously recorded differently by each Independent Office.
- 4) Measure combined in 2014-15.

Information and Public Interest Disclosures Commission

Provide advice and promote knowledge about freedom of information (FOI) and privacy rights within government and the community. Investigates and resolve complaints about FOI and privacy matters and related applications.

Investigate public interest disclosures and ensure any improper conduct is appropriately dealt with. Protect persons who make public interest disclosures from acts of reprisal. Promote awareness of the legislation.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Complaints (includes complaints carried over) | | | | | |
| - FOI | NA | 37 | 20 | 30 | 21 |
| - Privacy | NA | 13 | 6 | 6 | 7 |
| Complaints finalised | | | | | |
| - FOI | 19 ¹ | 15 | 19 ¹ | 11 | 13 |
| - Privacy | | 8 | | 4 | 4 |
| Awareness and training | | | | | |
| - Presentations | NA | 19 | 20 | 18 | 14 |
| - Participants | NA | 289 | 250 | 245 | 318 |
| Training - participant satisfaction | NA | 81% | 80% | 76% | 83% |
| FOI and privacy hours (advice and audits) ² | NA | 460 | 650 | 386 | 247 |
| Public interest disclosures | 55 | 50 | 60 | 65 | 66 |
| Awareness and training: | | | | | |
| - Presentations | NA | 14 | 10 | 7 | 9 |
| - Participants | NA | 260 | 400 | 219 | 189 |
| Participant satisfaction | NA | 96% | 90% | 100% | 92.6% |
| Disclosures resolved or investigation reports presented to responsible authority within 6 months ³ | NA | 56% | 70% | 50% | 62.9% |
| Community education and awareness delivered (hours) ^{4,5} | 106 | 163 | 114 | NA | NA |

- 1) Measure combined in 2014-15.
- 2) This target is difficult to achieve in times when complaint numbers are high. If complaint numbers continue to remain high, this measure will be reviewed and reduced.
- 3) The lower than expected actual figure is largely due to a concerted effort to prioritise completion of more lengthy and complex investigations that took longer than six months to complete.
- 4) Combined measure for Independent Offices. The Office of the Information and Public Interest Disclosures Commissioner delivered 33 sessions (62.5 actual hours) in 2014-15.
- 5) This key deliverable was incorrectly described as hours in BP3 2015-16. The 2015-16 estimate should therefore have been 106 sessions. The 2014-15 actual of 163 sessions corresponds to 418 hours delivered by the relevant Independent Offices. The discrepancy between the estimated and actual figures is due to the consolidation of the measure which was previously recorded differently by each Independent Office.

Registrar-General

Register dealings with land and other property, powers of attorney, advance personal plans, births, deaths, marriages and changes of name and sex.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|---------------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Records maintained | NA | 1.29M | 1.30M | 1.25M | 1.22M |
| Registrations | 32,000 | 34,993 | 32,000 | 34,736 ¹ | 33,082 |
| Searches | NA | 651,627 | 600,000 | 690,626 | 722,966 |
| Client satisfaction | NA | 97% | 95% | 97% | 96% |
| Life event certificates issued within 24 hours | NA | 97% | 95% | 98% | 98% |
| Life events registered within 72 hours | NA | 99% | 95% | 99% | 99% |
| Land dealings and instruments registered within 48 hours | NA | 100% | 97% | 100% | 100% |

- 1) This figure was incorrectly reported as 34,252 in the Department of the Attorney-General and Justice Annual Report 2013-14.

Public Trustee

Provide advance personal plan and will registry, will making, trustee and estate administration services. Manage restrained and forfeited property under the *Criminal Property Forfeiture Act*.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Estates and Trusts finalised ¹ | 240 | 252 | 240 | 239 | 226 |
| Deceased estates active | NA | 122 | 130 | 127 | 139 |
| Deceased estates finalised ² | NA | 141 | 140 | 146 | 132 |
| Finalise deceased estates: | | | | | |
| - within 12 months | NA | 70% | 65% | 70% | 59% |
| - within 24 months | NA | 89% | 85% | 90% | 86% |
| Trusts active | NA | 624 | 630 | 663 | 665 |
| Trusts finalised ² | NA | 111 | 100 | 93 | 94 |
| Wills prepared | NA | 299 | 275 | 263 | 311 |
| Client satisfaction | NA | 95% | 90% | 94% | 94% |

- 1) New measure introduced in 2014-15.
 2) Replaced with combined measure – refer footnote 1

Health and Community Services Complaints Commission

Resolve complaints between users and providers of health and community services in the Territory, recommend improvements in the standard and quality of service delivery, and encourage an awareness of the rights and responsibilities of users and providers of health and community services.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Complaints ¹ | 560 | 608 | 550 | 667 | 522 |
| Inquiries and complaints closed | NA | 618 | 550 | 598 | 460 |
| Complaints resolved within 180 days of receipt | NA | 84% | >80% | 74% | 80% |

1) New measure introduced in 2014-15. Formerly reported as 'Inquiries and complaints received'.

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*, for monitoring the administration of the *Care and Protection of Children Act* as it relates to vulnerable children, and for promoting an understanding about the rights, interests and wellbeing of vulnerable children.

| Key deliverables | Current Year | | Targets | Previous Years | |
|--|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Approaches received | NA | 202 | 180 | 177 | 110 |
| Public education sessions | NA | 38 | 30 | 24 | 18 |
| Complaints dealt with | 120 | 124 | 120 | 78 | NA |
| Complaints assessed within 28 days | NA | 83% | >80% | 71% | NA |
| Community education and awareness delivered (hours) ^{1,2} | 106 | 163 | 114 | NA | NA |

1) Combined measure for Independent Offices. The Children's Commissioner delivered 38 sessions (76 actual hours) in 2014-15.

2) This key deliverable was incorrectly described as hours in BP3 2015-16. The 2015-16 estimate should therefore have been 106 sessions. The 2014-15 actual of 163 sessions corresponds to 418 hours delivered by the relevant Independent Offices. The discrepancy between the estimated and actual figures is due to the consolidation of the measure which was previously recorded differently by each Independent Office.

Office of the Parliamentary Counsel

Provide 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. Participate in the Australian Parliamentary Counsel's Committee in relation to national uniform legislation, manage the publication of legislation and contribute to the publication of Government Gazettes, to meet government and community needs.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Pages of legislation drafted and pages reprinted ¹ | 7,000 | 9,651 | 7,000 | 9,251 | 2,480 |

1) New measure introduced in 2014-15.

Domestic Violence Directorate

Improved support and referral services for victims of domestic and family violence.

Domestic Violence Directorate

Work collaboratively across government agencies and non-government organisations to address the negative impact of service fragmentation for vulnerable people.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Number of non-government organisations engaged in integrated service delivery | 30 | 35 | 30 | NA | NA |

Corporate and Governance

Provide a range of corporate and governance services to support the agency's functions.

| Key deliverables | Current Year | | Targets | Previous Years | |
|---|------------------|----------------|------------------|----------------|----------------|
| | 2014-15 Estimate | 2014-15 Actual | 2015-16 Estimate | 2013-14 Actual | 2012-13 Actual |
| Client satisfaction with advice and support | NA | 4.4 | NA | 4.3 | NA |
| Turnover of department staff | 17% | 15.18% | 15% | 17% | NA |
| Department accounts paid within 30 days | 80% | 79% | 80% | 86% | NA |
| Internal audits conducted | 15 | 9 ¹ | 18 | 18 | NA |

1) In 2014-15 there was a re-organisation of the auditor role that led to it being physically located with Corrections although independent of them; this allows for an exchange of skills where required. A consequent recruitment and realignment of the internal audit focus to a risk based approach reduced the time available for audits.



Financial Overview and Statements

The department has a robust financial management framework that supports its business objectives.

Department of the Attorney-General and Justice

Financial Statement Overview

For the year ended 30 June 2015

Financial performance

The 2014–15 budget and financial statements for the Department of the Attorney-General and Justice (the ‘agency’) 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 agency 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 agency’s performance by output group are provided at Note 3 to the financial statements. The agency’s performance against the published budget is provided at Note 23 to the financial statements. The general performance of outputs is further addressed in the “Our Performance” section of the annual report.

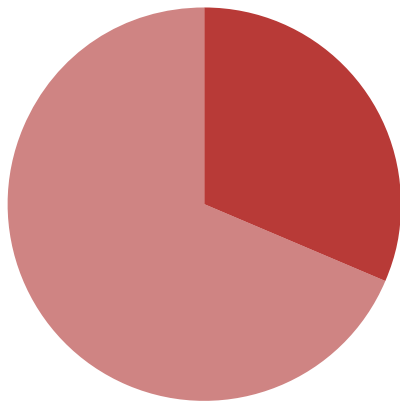
The Agency promotes a fair and accessible legal system through delivering strategic legal, and justice policy advice to the Northern Territory Government, and independent court prosecution, registration and advocacy services to the community. In 2014-15 the agency assumed responsibility for the Office of Parliamentary Counsel, transferring under a machinery of government change from the Department of the Chief Minister. In addition the agency saw in the first year of operation for the Domestic Violence Directorate which is working collaboratively across government agencies and non-government organisations to ensure improved support and referral services for victims of family domestic violence.

Net result for the year

The net result for the year was a deficit of \$7.1 million, only marginally above the published budgeted deficit of \$6.96 million, and a \$2.9 million improvement against the final approved budget. The main contributors to the improved result against the final approved budget were the higher than expected revenue from the sale of goods and services and once-off savings in employee costs associated with internal restructuring and recruitment action.

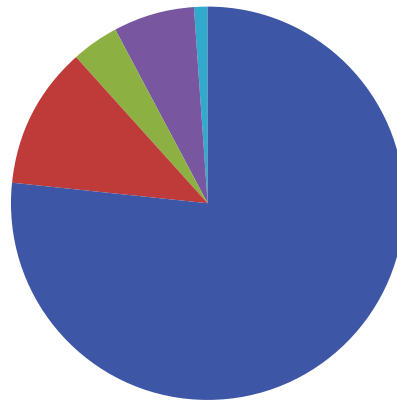
| | Published Budget (May 2014) \$'000 | Final Approved Budget \$'000 | Financial Performance \$'000 |
|-------------------------|---------------------------------------|---------------------------------|---------------------------------|
| Operating Income | 96.8 | 104.4 | 106.4 |
| Employee costs | 57.6 | 62.7 | 58.3 |
| Administrative expenses | 37.7 | 40.1 | 42.2 |
| Grants expenses | 8.5 | 11.7 | 13.0 |
| Total Expenses | 103.8 | 114.5 | 113.4 |
| Net Result | -6.96 | -10.0 | -7.1 |

**Sales of Goods and Services
Income by Output Group**



■ Court Support Services
■ Independent Offices -
 Registrar-General / Public Trustee

Operating Income by Category



■ Sale of Goods and Services
■ Goods and Services Free of Charge
■ Output Appropriation
■ Other Income
■ Grants

Operating Income

The agency recorded total income of \$106.4 million of which:

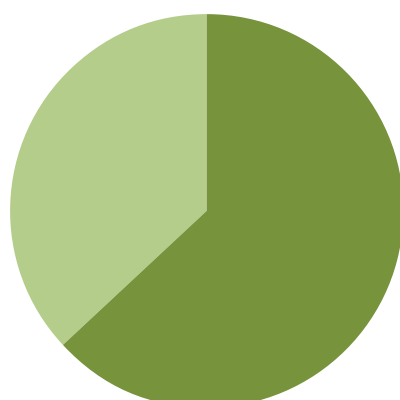
- output appropriation represented 76.5% (\$81.4 million) which was utilised to fund legal services (25%), court support services (38%), public prosecution services (12%), the domestic violence directorate (4%), independent offices (13%) and corporate and governance (8%).
- sale of goods and services contributed 11.6% (\$12.4 million). Significant sources related to records searches and application fees (\$2.9 million), Land Titles Office lodgements (\$2.72 million), fines and penalties enforcement fees and related charges (\$2.6 million), Public Trustee fees, commissions and other charges (\$1.4 million), court fees and related charges (\$1.28 million).
- goods and services received free of charge made up 6.6% (\$6.97 million). This notional revenue reflects information technology, procurement and payroll services provided by the Department of Corporate and Information Services is offset by notional expenditure to the same value.

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

FINANCIAL OVERVIEW AND STATEMENTS

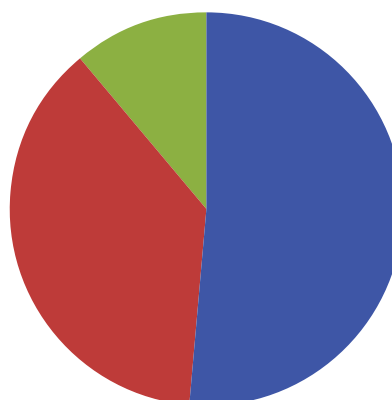
For the year ended 30 June 2015

Grant Expenditure by Output Group



■ Legal Services
■ Domestic Violence Directorate

Expenses by Category



■ Employee Costs
■ Administrative Expenses
■ Grants

Expenses

Total expenses finished within the final approved budget. The \$11.8 million increase in expenditure over the prior year is predominantly due to the:

- \$4.7 million increase in employee costs, reflecting the 26.3 increase in FTE. The main contributors:
 - the transfer of the Office of the Parliamentary Counsel from the Department of the Chief Minister;
 - implementation of the Domestic and Family Violence Reduction strategy; and
 - continued work associated with establishment of the Civil and Administrative Appeals Tribunal in Court Support Services.
- \$5.5 million in additional grant expenditure the majority of which is attributed to the implementation of grant programs under the Domestic and Family Violence Reduction Strategy.

Balance Sheet

The impact of land and building revaluations has had the effect of maintaining the assets at 2014-15 levels. Land valuations fell by \$5.97 million and building valuations rose by \$11.99 million, a net increase of \$6.02 million.

| | 2012-13 \$M | 2013-14 \$M | 2014-15 \$M |
|-----------|----------------|----------------|----------------|
| Assets | 233 | 238 | 238 |
| Liability | 12 | 11 | 11 |
| Equity | 221 | 227 | 227 |

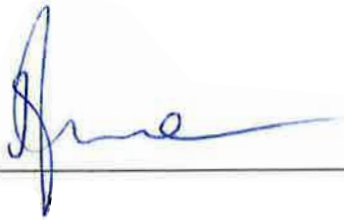
Overall the Agency continues to maintain sufficient assets to cover its liabilities.

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 2015 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
Accountable Officer
Chief Executive Officer
August 2015



Jacqueline Dowling
Chief Finance Officer
August 2015

FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2015

Department of the Attorney-General and Justice

Comprehensive Operating Statement

For the year ended 30 June 2015

| | Note | 2015 \$000 | 2014 \$000 |
|---|------|----------------|----------------|
| INCOME | | | |
| Grants and subsidies revenue | | | |
| Current | | 1 386 | 7 087 |
| Appropriation | | | |
| Output | | 81 418 | 75 445 |
| Sales of goods and services | | 12 371 | 11 434 |
| Goods and services received free of charge | 4 | 6 977 | 6 756 |
| Other income | | 4 238 | 3 958 |
| TOTAL INCOME | 3 | 106 389 | 104 680 |
| EXPENSES | | | |
| Employee expenses | | 58 311 | 53 619 |
| Administrative expenses | | | |
| Purchases of goods and services | 5 | 26 693 | 25 434 |
| Repairs and maintenance | | 2 385 | 2 586 |
| Depreciation and amortisation | 8, 9 | 5 996 | 5 744 |
| Other administrative expenses ¹ | | 7 072 | 6 839 |
| Grants and subsidies expenses | | | |
| Current | | 12 985 | 7 401 |
| TOTAL EXPENSES | 3 | 113 441 | 101 623 |
| NET SURPLUS/(DEFICIT) | | (7 052) | 3 057 |
| OTHER COMPREHENSIVE INCOME | | | |
| Items that will not be reclassified to net surplus/deficit | | | |
| Changes in asset revaluation surplus | | 6 021 | |
| Transfers from reserves | | (440) | (29) |
| TOTAL OTHER COMPREHENSIVE INCOME | | 5 581 | (29) |
| COMPREHENSIVE RESULT | | (1 471) | 3 028 |

1. Includes DCIS services free of charge

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

Department of the Attorney-General and Justice

Balance Sheet

As at 30 June 2015

| | Note | 2015 \$000 | 2014 \$000 |
|--------------------------------------|-------|----------------|----------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and deposits | 6 | 9 108 | 10 829 |
| Receivables | 7 | 1 168 | 784 |
| Prepayments | | 593 | 518 |
| Other assets | | | (4) |
| Total Current Assets | | 10 869 | 12 126 |
| Non-Current Assets | | | |
| Property, plant and equipment | 8, 10 | 226 833 | 226 086 |
| Heritage and cultural assets | 9, 10 | 634 | 642 |
| Total Non-Current Assets | | 227 467 | 226 728 |
| TOTAL ASSETS | | 238 336 | 238 854 |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Deposits held | 13 | 922 | 761 |
| Payables | 11 | 3 124 | 3 517 |
| Provisions | 12 | 5 761 | 5 294 |
| Total Current Liabilities | | 9 807 | 9 573 |
| Non-Current Liabilities | | | |
| Provisions | 12 | 1 555 | 1 777 |
| Total Non-Current Liabilities | | 1 555 | 1 777 |
| TOTAL LIABILITIES | | 11 362 | 11 350 |
| NET ASSETS | | 226 974 | 227 505 |
| EQUITY | | | |
| Capital | | 63 698 | 62 758 |
| Asset Revaluation Reserve | 14 | 172 806 | 166 785 |
| Accumulated funds | | (9 530) | (2 038) |
| TOTAL EQUITY | | 226 974 | 227 505 |

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

Department of the Attorney-General and Justice

Statement of Changes in Equity

For the year ended 30 June 2015

| Note | Equity at 1 July \$000 | Comprehensive result \$000 | Transactions with owners in their capacity as owners \$000 | Equity at 30 June \$000 |
|---|------------------------------|----------------------------------|---|-------------------------------|
| 2014-15 | | | | |
| Accumulated Funds ¹ | (2 010) | (7 052) | | (9 061) |
| Transfers from reserves | (29) | (440) | | (469) |
| | (2 038) | (7 492) | | (9 530) |
| Reserves | | | | |
| Asset Revaluation Reserve 14 | 166 785 | 6 021 | | 172 806 |
| | 166 785 | 6 021 | | 172 806 |
| Capital – Transactions with Owners | | | | |
| Opening balance | 62 758 | | | 62 758 |
| Equity injections | | | | |
| Capital appropriation | | | 55 | 55 |
| Equity transfers in | | | 1 109 | 1 109 |
| Other equity injections | | | | |
| Equity withdrawals | | | | |
| Capital withdrawal | | | (223) | (223) |
| | 62 758 | | 940 | 63 698 |
| Total Equity at End of Financial Year ² | 227 505 | (1 471) | 940 | 226 974 |
| 2013-14 | | | | |
| Accumulated Funds | (5 066) | 3 057 | | (2 010) |
| Transfers from reserves | | (29) | | (29) |
| | (5 066) | 3 028 | | (2 038) |
| Reserves | | | | |
| Asset revaluation reserve 14 | 166 785 | | | 166 785 |
| | 166 785 | | | 166 785 |
| Capital – Transactions with Owners | | | | |
| Opening balance | 59 405 | | | 59 405 |
| Equity injections | | | | |
| Equity transfers in | | | 3 353 | 3 353 |
| Other equity injections | | | | |
| Equity withdrawals | | | | |
| Capital withdrawal | | | | |
| | 59 405 | | 3 353 | 62 758 |
| Total Equity at End of Financial Year | 221 124 | 3 028 | 3 353 | 227 505 |

1) Net Surplus/(Deficit) from the Comprehensive Operating Statement.

2) Rounding discrepancy, refer to note 2 (e)

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

Department of the Attorney-General and Justice

Cash Flow Statement

For the year ended 30 June 2015

| | Note | 2015 \$000 | 2014 \$000 |
|---|------|------------------|-----------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Operating Receipts | | | |
| Grants and subsidies received | | | |
| Current | | 1 386 | 7 087 |
| Appropriation | | | |
| Output | | 81 418 | 75 445 |
| Receipts from sales of goods and services | | 19 338 | 17 936 |
| Total Operating Receipts | | 102 141 | 100 468 |
| Operating Payments | | | |
| Payments to employees | | (57 843) | (53 732) |
| Payments for goods and services | | (32 682) | (31 162) |
| Grants and subsidies paid | | | |
| Current | | (12 985) | (7 401) |
| Total Operating Payments | | (103 510) | (92 295) |
| Net Cash From/(Used in) Operating Activities | 15 | (1 368) | 8 173 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Investing Payments | | | |
| Purchases of assets | | (345) | (24) |
| Advances and investing payments | | | |
| Total Investing Payments | | (345) | (24) |
| Net Cash From/(Used in) Investing Activities | | (345) | (24) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Financing Receipts | | | |
| Deposits received | | 161 | (61) |
| Equity injections | | | |
| Capital appropriation | | 55 | |
| Total Financing Receipts | | 216 | (61) |
| Financing Payments | | | |
| Equity withdrawals | | (223) | |
| Total Financing Payments | | (223) | |
| Net Cash From/(Used in) Financing Activities | | (7) | (61) |
| Net increase/(decrease) in cash held | | (1 721) | 8 088 |
| Cash at beginning of financial year | | 10 829 | 2 741 |
| CASH AT END OF FINANCIAL YEAR | 6 | 9 108 | 10 829 |

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

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1. OBJECTIVES AND FUNDING

The Department of the Attorney-General and Justice provides strategic law and legal policy services to government and delivers courts, prosecutions, advocacy, compliant resolution and registration services.

The agency's core business is to:

- Provide quality legal advice, representation and policy development to government
- 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.

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 2014-15 the agency highlighted 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.
- **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.
- **Domestic Violence Directorate:** works collaboratively across government agencies and nongovernment organisations to address the negative impact of service fragmentation for vulnerable people to ensure improved support and referral services for victims of domestic and family violence.
- **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** Provide 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
Provide advice and promote knowledge about freedom of information (FOI) and privacy rights within government and the community. Investigate and resolve complaints about FOI and privacy matters and related applications. Investigate public interest disclosures and ensure that any improper conduct is appropriately dealt with. Protect persons who make public interest disclosures from acts of reprisal. Promote awareness about the legislation.
- Registrar General
Register dealings with land and other property, powers of attorney, births, deaths, marriages and changes of name and sex. Public Trustee Provide will registry, will making, trustee and estate administration services. Manage restrained and forfeited property under the *Criminal Property Forfeiture Act*.
- Health and Community Services Complaints Commission
Resolve complaints between users and providers of health and community services in the Territory, recommend improvements in the standard and quality of service delivery, and encourage 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
Provide 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. Participate in the Australian Parliamentary Counsel's Committee in relation to national uniform legislation, manage the publication of legislation and contribute to the publication of Government Gazettes, to meet government and community needs.
- 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 agency and its principal activities may be found in the "Our Performance" section of the Annual Report.

Note 3 provides summary financial information in the form of a Comprehensive Operating Statement by output group.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

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:

- (a) a Certification of the Financial Statements;
- (b) a Comprehensive Operating Statement;
- (c) a Balance Sheet;
- (d) a Statement of Changes in Equity;
- (e) a Cash Flow Statement; and
- (f) applicable explanatory notes to the financial statements.

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 Standards and Interpretations and their impacts are:

AASB 10 Consolidated Financial Statements, AASB 2013-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities

AASB 10 requires a parent to present consolidated financial statements as those of a single economic entity, replacing the requirements previously contained in AASB 127 *Consolidated and Separate Financial Statements*. The standard does not impact the financial statements.

AASB 11 Joint Arrangements

AASB 11 replaces AASB 131 *Interests in Joint Ventures*. It requires a party to a joint arrangement to determine the type of joint arrangement in which it is involved by assessing its rights and obligations, and then account for those rights and obligations in accordance with that type of joint arrangement. The standard does not impact the financial statements.

AASB 12 Disclosure of Interests in other Entities, AASB 2013-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities

AASB 12 requires the extensive disclosure of information that enables users of financial

statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on its financial position, financial performance and cash flows. The standard does not impact the financial statements.

AASB 1031 Materiality (2013), AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments, AASB 2014-1 Amendments to Australian Accounting Standards (Part C – Materiality)

Revised AASB 1031 is an interim standard that cross-references to other standards and the *Framework for the Preparation and Presentation of Financial Statements* that contain guidance on materiality. The standard does not impact the financial statements.

AASB 1055 Budgetary Reporting

AASB 1055 sets out budgetary reporting requirements for not-for-profit entities within the General Government Sector. The required disclosures comprise a separate note accompanying the financial statements (Note 23 refers).

AASB 2012-3 Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]

The standard addresses inconsistencies in current practice when applying the offsetting criteria in AASB 132 *Financial Instruments: Presentation*. The standard does not impact the financial statements.

AASB 2013-3 Amendments to AASB 136 – Recoverable Amount Disclosures for NonFinancial Assets

The amendments to AASB 136 *Impairment of Assets* address the disclosure of information about the recoverable amount of impaired assets if that amount is based on fair value less costs of disposal. The standard does not impact the financial statements.

AASB 2014-1 Amendments to Australian Accounting Standards (Part A – Annual Improvements 2010-2012 and 2011-2013 Cycles)

Part A of the standard makes amendments to various Australian Accounting Standards (AASB 2, 3, 8, 9, 13, 116, 119, 124, 137, 138, 139, 140 & 1052 and Interpretation 129) arising from the issuance by IASB of *IFRSs Annual Improvements to IFRS 2010-2012 Cycle* and *Annual Improvements to IFRSs 2011-2013 Cycle*. The standard does not impact the financial statements.

b) Australian Accounting Standards and Interpretations Issued but not yet Effective

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

| Standard/Interpretation | Summary | Effective for annual reporting periods beginning on or after | Impact on financial statements |
|---|--|--|---|
| AASB 9 <i>Financial Instruments</i> (Dec 2014), AASB 2014-1 <i>Amendments to Australian Accounting Standards (Part E – Financial Instruments)</i> , AASB 2014-7 <i>Amendments to Australian Accounting Standards arising from AASB 9 (Dec 2014)</i> | The final version of AASB 9 brings together the classification and measurement, impairment and hedge accounting phases of the IASB's project to replace AASB 139 <i>Financial Instruments: Recognition and Measurement</i> . This version adds a new expected loss impairment model and limited amendments to classification and measurement for financial assets. | 1 Jan 2018 | Minimal impact. |
| AASB 15 <i>Revenue from Contracts with Customers</i> , AASB 2014-5 <i>Amendments to Australian Accounting Standards arising from AASB 15</i> | AASB 15 outlines a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. It replaces several Standards and Interpretations, including AASB 111 <i>Construction Contracts</i> , AASB 118 <i>Revenue</i> , Interpretation 15 <i>Agreements for the Construction of Real Estate</i> , and Interpretation 18 <i>Transfers of Assets from Customers</i> . | 1 Jan 2017 | The agency has some contractual fee based arrangements in place but on present information the impact of this change is expected to be minimal. |
| AASB 2014-4 <i>Amendments to Australian Accounting Standards – Clarification of Acceptable Methods of Depreciation and Amortisation [AASB 116 & 138]</i> | Amends AASB 116 <i>Property, Plant and Equipment</i> and AASB 138 <i>Intangible Assets</i> to provide additional guidance on how the depreciation or amortisation of property, plant and equipment and intangible assets should be calculated. | 1 Jan 2016 | These changes are not expected to impact the agency's financial statements. |
| AASB 2015-1 <i>Amendments to Australian Accounting Standards – Annual Improvements to Australian Accounting Standards 2012-2014 Cycle [AASB 1, 2, 3, 5, 7, 11, 110, 119, 121, 133, 134, 137 & 140]</i> | Amends a number of pronouncements as a result of the IASB's 2012-2014 annual improvements cycle. | 1 Jan 2016 | These changes are not expected to impact the agency's financial statements |
| AASB 2015-2 <i>Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101 [AASB 7, 101, 134 & 1049]</i> | Includes narrow-focus amendments to address concerns about existing presentation and disclosure requirements, and to ensure entities are able to use judgement when applying a standard in determining what information to disclose. | 1 Jan 2016 | Minimal impact |
| AASB 2015-6 <i>Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]</i> | Extends the scope of AASB 124 <i>Related Party Disclosures</i> to not-for-profit public sector entities. | 1 July 2016 | The future impacts of this change are still being evaluated but on present information are expected to be minimal. |

c) Agency and Territory Items

The financial statements of the Department of the Attorney-General and Justice include income, expenses, assets, liabilities and equity over which the Department of the Attorney-General and Justice 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.

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 22 – Schedule of Administered Territory Items.

d) Comparatives

Where necessary, comparative information for the 2013-14 financial year has been reclassified to provide consistency with current year disclosures.

e) 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.

f) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2014-15 as a result of management decisions.

g) 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. Notes that include significant judgments and estimates are:

- Employee Benefits – Note 2(s) and Note 12: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.
- Allowance for Impairment Losses – Note 2(n), Note 7: Receivables and Note 16: Financial Instruments. The allowance represents debts that are likely to be uncollectible and are considered doubtful. Debtors are grouped according to their aging profile and history of previous financial difficulties.
- Depreciation and Amortisation – Note 2(k), Note 8: Property, Plant and Equipment, and Note 9.

h) 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.

i) Income Recognition

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; and
- 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.

Interest Revenue

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset. The agency does not receive interest revenue.

Goods and Services Received Free of Charge

Goods and services received free of charge are recognised as revenue when a fair value can be reliably determined and the resource would have been purchased if it had not been donated. Use of the resource is recognised as an expense.

Disposal of Assets

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

Contributions of Assets

Contributions of assets and contributions to assist in the acquisition of assets, being nonreciprocal transfers, are recognised, unless otherwise determined by Government, as gains when the agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

j) Repairs and Maintenance Expense

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

k) 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:

| | 2015 | 2014 |
|------------------------|--------------|--------------|
| Buildings | 50-100 Years | 50-100 years |
| Computer Hardware | 3-6 years | 3-6 years |
| Furniture and Fittings | 10 years | 10 years |
| Library Equipment | 2-5 years | 2-5 years |
| Office Equipment | 5-10 years | 5-10 years |
| Power Generators | 5-10 years | 5-10 years |

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

l) Interest Expense

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

m) Cash and Deposits

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 20.

n) Receivables

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 16 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.

o) Property, Plant and Equipment

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 all 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.

p) 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;
- infrastructure assets;
- heritage and cultural assets;
- biological assets; and
- intangibles.

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

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. 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. Additional information in relation to the asset revaluation surplus is provided at Note 14.

q) 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.

r) Payables

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.

s) 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; and
- 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 of the Attorney-General and Justice and as such no long service leave liability is recognised in agency financial statements.

t) 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.

u) 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.

v) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17. Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

w) 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 assets and liabilities are recognised on the Balance Sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits; receivables; deposits held; and payables.

In the normal course of activities the agency's financial instruments are not exposed to interest rate risk, foreign exchange risk, credit risk, price risk or liquidity risk.

Note 16 provides additional information on financial instruments.

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; and
- available-for-sale financial assets.

Financial liabilities are classified into the following categories:

- financial liabilities at fair value through profit or loss (FVTPL); and
- 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.

The Department of the Attorney-General and Justice holds no financial instruments in this category.

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.

The Department of the Attorney-General and Justices holds no financial instruments in this category.

Loans and Receivables

For details refer to Note 2 (n).

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.

The Department of the Attorney-General and Justice holds no financial instruments in this category.

Financial Liabilities at Amortised Cost

Amortised cost is calculated using the effective interest method.

Derivatives

Derivatives are initially recognised at fair value on the date a derivative contract is entered in to and are subsequently re-measured 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.

The Department of the Attorney-General and Justice holds no financial instruments in this category.

Netting of Swap Transactions

Agencies, 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.

Presently, the Department of the Attorney-General and Justice has no instruments of this type.

x) Fair Value Measurement

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use. The highest and best use takes into account the use of the asset that is physically possible, legally permissible and financially feasible.

When measuring fair value, the valuation techniques used maximise the use of relevant observable inputs and minimise the use of unobservable inputs. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

Observable inputs are publicly available data that are relevant to the characteristics of the assets/liabilities being valued. Observable inputs used by the agency include, but are not limited to, published sales data for land and general office buildings.

Unobservable inputs are data, assumptions and judgments that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Such inputs include internal agency adjustments to observable data to take account of particular and potentially unique characteristics/functionality of assets/liabilities and assessments of physical condition and remaining useful life.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy based on the inputs used:

Level 1 – inputs are quoted prices in active markets for identical assets or liabilities;

Level 2 – inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and

Level 3 – inputs are unobservable.

| | 2015 \$000 | 2014 \$000 |
|--|---------------|---------------|
| 4. GOODS AND SERVICES RECEIVED FREE OF CHARGE | | |
| Corporate and information services | 6 977 | 6 756 |
| | 6 977 | 6 756 |
| 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⁾ | 30 | 7 |
| Communications | 1 068 | 1 134 |
| Consultants ⁽²⁾ | 2 793 | 2 740 |
| Document production | 150 | 108 |
| Information technology | 5 271 | 4 542 |
| Legal and regulatory services ⁽⁴⁾ | 5 886 | 5 936 |
| Library Services | 792 | 768 |
| Marketing and Promotion | 159 | 199 |
| Motor Vehicle Expenses | 880 | 950 |
| Official duty fares | 802 | 706 |
| Other goods and services | 3 960 | 3 766 |
| Property Maintenance | 3 392 | 3 115 |
| Recruitment Expenses ⁽⁵⁾ | 149 | 191 |
| Training and study expenses | 476 | 471 |
| Travel expenses | 885 | 802 |
| | 26 693 | 25 434 |

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

2) Includes marketing, promotion and IT consultants

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

4) Includes legal fees, claim and settlement costs.

5) Includes recruitment-related advertising costs.

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

| | 2015 \$000 | 2014 \$000 |
|---------------------------------------|---------------|---------------|
| 6. CASH AND DEPOSITS | | |
| Cash on hand | 9 | 9 |
| Cash at bank | 9 099 | 10 820 |
| | 9 108 | 10 829 |
| 7. RECEIVABLES | | |
| Current | | |
| Accounts receivable | 649 | 645 |
| Less: Allowance for impairment losses | (253) | (191) |
| | 396 | 454 |
| GST receivables | 773 | 330 |
| | 773 | 330 |
| Total Receivables | 1 169 | 784 |

| | 2015 \$000 | 2014 \$000 |
|---|----------------|----------------|
| 8. PROPERTY, PLANT AND EQUIPMENT | | |
| Land | | |
| At fair value | 44 200 | 50 170 |
| | 44 200 | 50 170 |
| Buildings | | |
| At fair value | 282 894 | 265 593 |
| Less: Accumulated depreciation | (103 996) | (95 269) |
| | 178 898 | 170 324 |
| Construction (Work in Progress) | | |
| At capitalised cost | 88 | |
| | 88 | |
| Plant and Equipment | | |
| At fair value | 16,439 | 15,969 |
| Less: Accumulated depreciation | (12 745) | (10 377) |
| Less: Impairment loss | (47) | |
| | 3 647 | 5 592 |
| Total Property, Plant and Equipment ¹ | 226 833 | 226 088 |

Property, Plant and Equipment Valuations

The latest revaluation of land and buildings was as at 30 June 2015 and was independently conducted. The valuer was Colliers International. Refer to Note 12: Fair Value Measurement of Non-Financial Assets for additional disclosures.

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2015. As a result of this review \$0.047 million of impairment losses were recognised against Plant and Equipment. Impairment losses were charged to expenses.

1) Rounding discrepancy, refer to note 2 (e)

8. PROPERTY, PLANT AND EQUIPMENT (continued)

Reconciliations of the carrying amount of property, plant and equipment at the beginning and end of 2014-15 and 2013-14 are set out below:

2015 Property, Plant and Equipment Reconciliations

| | Land \$000 | Buildings \$000 | Plant and Equipment \$000 | Construction Work in progress \$000 | Total \$000 |
|---|---------------|--------------------|---------------------------------|---|----------------|
| Carrying Amount as at 1 July 2014 | 50 170 | 170 324 | 5 592 | | 226 087 |
| Additions | | | 345 | | 345 |
| Disposals | | | | | |
| Depreciation | | (3 908) | (2 079) | | (5 987) |
| Additions/(Disposals) from administrative restructuring | | | | | |
| Additions/(Disposals) from asset transfers | | 489 | 278 | 88 | 855 |
| Revaluation increments/ (decrements) | (5 970) | 11 991 | | | 6 021 |
| Impairment losses | | | (47) | | (47) |
| Other movements - Transfers from Reserves | | 3 | (443) | | (440) |
| Carrying Amount as at 30 June 2015 ¹ | 44 200 | 178 899 | 3 647 | 88 | 226 834 |

2014 Property, Plant and Equipment Reconciliations

| | Land \$000 | Buildings \$000 | Plant and Equipment \$000 | Construction Work in progress \$000 | Total \$000 |
|---|---------------|--------------------|---------------------------------|---|----------------|
| Carrying Amount as at 1 July 2013 | 50 170 | 171 599 | 6 590 | | 228 360 |
| Disposals | | | | | |
| Depreciation | | (3 883) | (1 853) | | (5 736) |
| Additions/(Disposals) from administrative restructuring | | | | | |
| Additions/(Disposals) from asset transfers | | 2 608 | 831 | | 3 439 |
| Revaluation increments/ (decrements) | | | | | |
| Impairment losses | | | | | |
| Other movements - Transfers from reserves | | | | | |
| Carrying Amount as at 30 June 2014 | 50 170 | 170 324 | 5 593 | | 7 |

1) Rounding discrepancy, refer to note 2 (e)

| | 2015 \$000 | 2014 \$000 |
|---|---------------|---------------|
| 9. HERITAGE AND CULTURAL ASSETS | | |
| Carrying amount | | |
| At valuation | 828 | 828 |
| Less: Accumulated depreciation | (195) | (186) |
| Written down value – 30 June | 634 | 642 |
| Reconciliation of movements | | |
| Carrying amount at 1 July | 642 | 650 |
| Additions | | |
| Disposals | | |
| Depreciation | (8) | (8) |
| Additions/(Disposals) from administrative restructuring | | |
| Additions/(Disposals) from asset transfers | | |
| Revaluation increments/(decrements) | | |
| Impairment losses | | |
| Impairment losses reversed | | |
| Other movements | | |
| Carrying amount as at 30 June | 634 | 642 |

Heritage and Cultural Assets Valuation

Heritage and cultural assets are valued at original cost. No impairments have been recorded against these assets during the year. These assets are scheduled for independent valuation in 2017-18.

Refer to Note 10: Fair Value Measurement of Non-Financial Assets for additional disclosures.

10. 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 provided in the table below. There were no transfers between Level 1 and Levels 2 or 3 during 2014-15.

| | Level 1 \$000 | Level 2 \$000 | Level 3 \$000 | Total Fair Value \$000 |
|-------------------------------------|------------------|------------------|------------------|---------------------------|
| 2014-15 | | | | |
| Asset Classes | | | | |
| Land (Note 8) | | | 44 200 | 44 200 |
| Buildings (Note 8) | | | 178 898 | 178 898 |
| Plant and Equipment (Note 8) | | | 3 647 | 3 647 |
| Other non-financial assets (Note 9) | | | 634 | 634 |
| Total | | | 227 379 | 227 379 |
| 2013-14 | | | | |
| Asset Classes | | | | |
| Land (Note 8) | | | 50 170 | 50 170 |
| Buildings (Note 8) | | | 170 324 | 170 324 |
| Plant and Equipment (Note 8) | | | 5 592 | 5 592 |
| Other non-financial assets (Note 9) | | | 642 | 642 |
| Total | | | 226 728 | 226 728 |

(b) Valuation Techniques and Inputs

There were no changes in valuation techniques from 2013-14 to 2014-15. Valuation techniques used to measure fair value in 2014-15 are:

| | Level 2 Techniques | Level 3 Techniques |
|------------------------------------|-----------------------|-----------------------|
| Asset Classes^(a) | | |
| Land | | Cost approach |
| Buildings | | Cost approach |
| Plant and Equipment | | Cost approach |
| Other non-financial assets | | Cost approach |

Colliers International provided valuations for the land and buildings assets as at 30 June 2015. Level 3 fair values of specialised buildings were determined by computing their depreciated replacement costs because an active market does not exist for such facilities. The depreciated replacement cost was based on replacement with a new or modern equivalent asset. The replacement costs were determined using a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. The valuer also considered actual costs for recent construction projects of specialised buildings within the NT alongside the valuer's own knowledge and exposure to construction projects and building costs. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records and observations of the current condition of the facilities. Level 3 fair values for land assets were based on the inherent characteristics of the properties, the overall size, scale and location of the sites, zoning and land use options, and prevailing market conditions.

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

(c) Additional Information for Level 3 Fair Value Measurements

(i) Reconciliation of Recurring Level 3 Fair Value Measurements

| | Land \$000 | Buildings \$000 | Plant and Equipment \$000 | Other non-financial assets \$000 | Total \$000 |
|---|---------------|--------------------|---------------------------------|---|----------------|
| 2014-15 | | | | | |
| Fair value as at 1 July 2014 | 50 170 | 170 324 | 5 592 | 642 | 226 728 |
| Additions | | 608 | 904 | | 1 512 |
| Disposals | | (119) | (280) | | (399) |
| Transfers from Level 2 | | | | | |
| Transfers to Level 2 | | | | | |
| Depreciation | | (3 908) | (2 080) | (8) | (5 996) |
| Gains/losses recognised in net surplus/deficit | | | (47) | | (47) |
| Gains/losses recognised in other comprehensive income | (5 970) | 11 993 | (443) | | 5 581 |
| Fair value as at 30 June 2015 ¹ | 44 200 | 178 898 | 3 646 | 634 | 227 379 |

Unrealised gains/losses recognised in net surplus/deficit for assets held at the end of the reporting period

| | Land \$000 | Buildings \$000 | Plant and Equipment \$000 | Other non-financial assets \$000 | Total \$000 |
|---|---------------|--------------------|---------------------------------|---|----------------|
| 2013-14 | | | | | |
| Fair value as at 1 July 2013 | 50,170 | 171,599 | 6,867 | 650 | 229,286 |
| Additions | | 2,608 | 578 | | 3,186 |
| Disposals | | | | | |
| Transfers from Level 2 | | | | | |
| Transfers to Level 2 | | | | | |
| Depreciation | | (3,883) | (1,853) | (8) | (5,744) |
| Gains/losses recognised in net surplus/deficit | | | | | |
| Gains/losses recognised in other comprehensive income | | | | | |
| Fair value as at 30 June 2014 | 50,170 | 170,324 | 5,592 | 642 | 226,728 |

Unrealised gains/losses recognised in net surplus/deficit for assets held at the end of the reporting period

1) Rounding discrepancy, refer to note 2(e)

10. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS (continued)

(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.

11. PAYABLES

| | 2015 \$000 | 2014 \$000 |
|------------------------|---------------|---------------|
| Accounts payable | 353 | 908 |
| Accrued salaries | 1 602 | 1 373 |
| Other accrued expenses | 1 169 | 1 236 |
| Total Payables | 3 124 | 3 517 |

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

| | 2015 \$000 | 2014 \$000 |
|----------------------------------|---------------|---------------|
| 12. PROVISIONS | | |
| Current | | |
| <i>Employee benefits</i> | | |
| Recreation leave | 4 014 | 3 700 |
| Leave loading | 647 | 592 |
| Other employee benefits | 42 | 28 |
| | 4 703 | 4 320 |
| <i>Other current provisions</i> | | |
| Fringe Benefits Tax | 148 | 125 |
| Payroll Tax | 432 | 411 |
| Superannuation | 477 | 437 |
| | 1 057 | 974 |
| | 5 760 | 5 294 |
| Non-Current | | |
| <i>Employee benefits</i> | | |
| Recreation Leave | 1 555 | 1 777 |
| Total Provisions | 7 315 | 7 071 |
| <i>Fringe Benefits Tax</i> | | |
| Balance as at 1 July | 125 | 85 |
| Additional provisions recognised | 609 | 762 |
| Reductions arising from payments | (586) | (721) |
| Balance as at 30 June | 148 | 125 |
| <i>Payroll Tax</i> | | |
| Balance as at 1 July | 411 | 537 |
| Additional provisions recognised | 686 | 575 |
| Reductions arising from payments | (665) | (701) |
| Balance as at 30 June | 432 | 411 |
| <i>Superannuation</i> | | |
| Balance as at 1 July | 437 | 603 |
| Additional provisions recognised | 511 | 618 |
| Reductions arising from payments | (470) | (784) |
| Balance as at 30 June | 478 | 437 |

The Agency employed 476.99 full time equivalent employees as at 30 June 2015 (450.6 full time equivalent employees as at 30 June 2014).

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

| | 2015 \$000 | 2014 \$000 |
|--|----------------|----------------|
| 13. OTHER LIABILITIES | | |
| Current | | |
| <i>Deposits Held – Trust and Clearing Monies</i> | 922 | 761 |
| Total Other Liabilities | 922 | 761 |
| | | |
| 14. RESERVES | | |
| Asset Revaluation Surplus | | |
| <i>(i) Nature and purpose of the asset revaluation surplus</i> | | |
| 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. | | |
| <i>(ii) Movements in the asset revaluation surplus</i> | | |
| Balance as at 1 July | 166 785 | 166 785 |
| Increment/(Decrement) – land | (5 970) | |
| Increment/(Decrement) – buildings | 11 991 | |
| Balance as at 30 June | 172 806 | 166 785 |

15. NOTES TO THE CASH FLOW STATEMENT

2015
\$000

2014
\$000

Reconciliation of Cash

The total of agency 'Cash and deposits' of \$9.108 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) | (7 052) | 3 057 |
| <i>Non-cash items:</i> | | |
| Depreciation and amortisation | 5 996 | 5 744 |
| Asset write-offs/write-downs | 47 | |
| Other Asset Expenses | | 2 |
| R&M Minor New Works – non-cash | 254 | 159 |
| <i>Changes in assets and liabilities:</i> | | |
| Decrease/(Increase) in receivables | (384) | (154) |
| Decrease/(Increase) in prepayments | (75) | (42) |
| Decrease/(Increase) in other assets | (4) | 4 |
| (Decrease)/Increase in payables | (394) | (292) |
| (Decrease)/Increase in provision for employee benefits | 160 | (54) |
| (Decrease)/Increase in other provisions | 84 | (251) |
| Net Cash from Operating Activities | (1 368) | 8 173 |

16. 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 and payables. The Department of the Attorney-General and Justice has limited exposure to financial risks as discussed below.

(a) Categorisation of Financial Instruments

The carrying amounts of the agency's financial assets and liabilities by category are disclosed in the table below.

| | 2015 \$000 | 2014 \$000 |
|------------------------------|---------------|---------------|
| Financial Assets | | |
| Cash and deposits | 9 108 | 10 829 |
| Loans and receivables | 395 | 454 |
| | 9 503 | 11 283 |
| Financial Liabilities | | |
| Amortised Cost | | |
| Deposits held | 922 | 761 |
| Payables | 1 522 | 2 144 |
| | 2 444 | 2 905 |

(b) 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.

16. FINANCIAL INSTRUMENTS (continued)

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 |
|---|----------------------------------|---|-----------------------------|
| 2014-15 | | | |
| Not overdue | 18 | | 18 |
| Overdue for less than 30 days | | | |
| Overdue for 30 to 60 days | 1 | | 1 |
| Overdue for more than 60 days | 175 | 175 | 0 |
| Total | 194 | 175 | 19 |
| Reconciliation of the Allowance for Impairment Losses | | | |
| Opening | | 149 | |
| Written off during the year | | | |
| Recovered during the year | | | |
| Increase/(Decrease) in allowance recognised in profit or loss | | 26 | |
| Total | | 175 | |
| 2013-14 | | | |
| Not overdue | 56 | | 56 |
| Overdue for less than 30 days | 3 | | 3 |
| Overdue for 30 to 60 days | | | |
| Overdue for more than 60 days | 151 | 149 | 2 |
| Total | 210 | 149 | 61 |
| Reconciliation of the Allowance for Impairment Losses | | | |
| Opening | | 61 | |
| Written off during the year | | | |
| Recovered during the year | | | |
| Increase/(Decrease) in allowance recognised in profit or loss | | 88 | |
| Total | | 149 | |

16. FINANCIAL INSTRUMENTS (continued)

| External Receivables | Aging of Receivables \$000 | Aging of Impaired Receivables \$000 | Net Receivables \$000 |
|-------------------------------|-------------------------------|--|--------------------------|
| 2014-15 | | | |
| Not overdue | 315 | | 315 |
| Overdue for less than 30 days | 38 | | 38 |
| Overdue for 30 to 60 days | 17 | | 17 |
| Overdue for more than 60 days | 85 | 78 | 7 |
| Total | 455 | 78 | 377 |

Reconciliation of the Allowance for Impairment Losses

| | |
|---|-----------|
| Opening | 42 |
| Written off during the year | (1) |
| Recovered during the year | |
| Increase/(Decrease) in allowance recognised in profit or loss | 37 |
| Total | 78 |

2013-14

| | | | |
|-------------------------------|------------|-----------|------------|
| Not overdue | 339 | | 339 |
| Overdue for less than 30 days | 42 | | 42 |
| Overdue for 30 to 60 days | 9 | 5 | 4 |
| Overdue for more than 60 days | 45 | 37 | 8 |
| Total | 435 | 42 | 393 |

Reconciliation of the Allowance for Impairment Losses

| | |
|---|-----------|
| Opening | 49 |
| Written off during the year | |
| Recovered during the year | |
| Increase/(Decrease) in allowance recognised in profit or loss | (7) |
| Total | 42 |

(c) 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 of the Attorney-General and Justice is appropriated by the Northern Territory Government and has budget approved access to certain of its own-source income. The Department of the Attorney-General and Justice manages its budgeted funds to ensure that it has sufficient resources to meet payments due.

The following tables detail the agency's remaining contractual maturity for its financial assets and liabilities.

2015 Maturity analysis for financial assets and liabilities

| | Variable Interest Rate | | | Fixed Interest Rate | | | Non Interest Bearing \$000 | Total \$000 | Weighted Average Interest Rate % |
|------------------------------------|------------------------|--------------------|-------------------------|------------------------|--------------------|-------------------------|----------------------------|--------------|----------------------------------|
| | Less than a Year \$000 | 1 to 5 Years \$000 | More than 5 Years \$000 | Less than a Year \$000 | 1 to 5 Years \$000 | More than 5 Years \$000 | | | |
| Assets | | | | | | | | | |
| Cash and deposits | | | | | | | 9 108 | 9 108 | |
| Receivables | | | | | | | 396 | 396 | |
| Total Financial Assets | | | | | | | 9 504 | 9 504 | |
| Liabilities | | | | | | | | | |
| Deposits held | | | | | | | 922 | 922 | |
| Payables | | | | | | | 1 522 | 1 522 | |
| Total Financial Liabilities | | | | | | | 2 444 | 2 444 | |

2014 Maturity analysis for financial assets and liabilities

| | Variable Interest Rate | | | Fixed Interest Rate | | | Non Interest Bearing \$000 | Total \$000 | Weighted Average Interest Rate % |
|------------------------------------|------------------------|--------------------|-------------------------|------------------------|--------------------|-------------------------|----------------------------|---------------|----------------------------------|
| | Less than a Year \$000 | 1 to 5 Years \$000 | More than 5 Years \$000 | Less than a Year \$000 | 1 to 5 Years \$000 | More than 5 Years \$000 | | | |
| Assets | | | | | | | | | |
| Cash and deposits | | | | | | | 10 829 | 10 829 | |
| Receivables | | | | | | | 454 | 454 | |
| Total Financial Assets | | | | | | | 11 283 | 11 283 | |
| Liabilities | | | | | | | | | |
| Deposits held | | | | | | | 761 | 761 | |
| Payables | | | | | | | 2 144 | 2 144 | |
| Total Financial Liabilities | | | | | | | 2 905 | 2 905 | |

(d) 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.

(i) Interest Rate Risk

The Department of the Attorney-General and Justice is not exposed to interest rate risk as agency financial assets and financial liabilities are noninterest bearing.

(ii) Price Risk

The Department of the Attorney-General and Justice is not exposed to price risk as the Department of the Attorney-General and Justice does not hold units in trusts.

(iii) Currency Risk

The Department of the Attorney-General and Justice is not exposed to currency risk as the Department of the Attorney-General and Justice does not hold borrowings denominated in foreign currencies and has no significant transactional currency exposures arising from purchases in a foreign currency.

(e) Net Fair Value

The Department of the Attorney-General and Justice's financial instruments consist of cash, deposits, receivables and payables, the fair value of which approximates their carrying amount, which is also their amortised cost.

The Department of the Attorney-General and Justice does not hold any derivative financial instruments or any financial assets and liabilities whose fair value is measured other than at amortised cost.

17. COMMITMENTS

Operating Lease Commitments

The agency leases property under non-cancellable operating leases expiring from 3 to 4 years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

| | 2015 | | 2014 | |
|---|-------------------|-------------------|-------------------|-------------------|
| | Internal \$000 | External \$000 | Internal \$000 | External \$000 |
| Within one year | | 15 | | 36 |
| Later than one year and not later than five years | | 79 | | 191 |
| Later than five years | | | | |
| | | 94 | | 227 |

18. 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 of the Attorney-General and Justice maintains a register of contingent liabilities. Indemnities and guarantees require assessment and approval by either the Accountable Officer or the Treasurer, 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 even 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 offenders 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.

19. 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.

20. 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 2014 | Receipts | Payments | Closing Balance 30 June 2015 |
|------------------------|--------------------------------|----------|----------|---------------------------------|
| Litigants trust monies | 0 | 12 | 12 | 0 |
| Solicitor Trust Monies | 101 | 84 | 177 | 8 |
| Cash bail | 211 | 369 | 340 | 240 |
| Civil Court matters | 22 | 125 | 130 | 17 |
| Criminal Court matters | 38 | 635 | 492 | 181 |
| Professional Standards | 36 | 18 | 23 | 31 |
| Security deposits | 300 | 624 | 621 | 303 |
| Unclaimed money | 5 | 21 | 16 | 10 |
| | 713 | 1 888 | 1 810 | 791 |

21. WRITE-OFFS, POSTPONEMENTS, WAIVERS, GIFTS AND EX GRATIA PAYMENTS

| | Agency | | Agency | |
|--|---------------|------------------|---------------|------------------|
| | 2015 \$000 | No. of Trans. | 2014 \$000 | No. of Trans. |
| Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i> | | | | |
| Represented by: | | | | |
| Amounts written off, postponed and waived by Delegates | | | | |
| Irrecoverable amounts payable to the Territory or an agency written off ¹ | 1 | 1 | | |
| Losses or deficiencies of money written off ¹ | 1 | 2 | | |
| Public property written off | | | | |
| Waiver or postponement of right to receive or recover money or property | | | | |
| Total Written Off, Postponed and Waived by Delegates | 1 | 3 | | |

1. Rounding error, refer note 2 (e) - amounts reported in these categories for 2014-15 were marginally above \$500 in each case.

22. SCHEDULE OF ADMINISTERED TERRITORY ITEMS

The following Territory items are managed by the Agency on behalf of the Government and are recorded in the Central Holding Authority (refer Note 2(c)).

| | 2015 \$000 | 2014 \$000 |
|---------------------------------------|---------------|---------------|
| TERRITORY INCOME AND EXPENSES | | |
| Income | | |
| Other income | 14 392 | 13 146 |
| Total Income | 14 392 | 13 146 |
| Expenses | | |
| Other administrative expenses | 14 392 | 13 146 |
| Total Expenses | 14 392 | 13 146 |
| Territory Income less Expenses | - | - |

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

23. BUDGETARY INFORMATION

| Comprehensive Operating Statement | 2014-15 Actual \$000 | 2014-15 Original Budget \$000 | Variance \$000 | Note |
|---|----------------------------|--|-------------------|------|
| INCOME | | | | |
| Grants and subsidies revenue | | | | |
| Current | 1 386 | 749 | 637 | |
| Appropriation | | | | |
| Output | 81 418 | 76 326 | 5 092 | 1 |
| Sales of goods and services | 12 371 | 9 395 | 2 976 | 2 |
| Goods and services received free of charge | 6 977 | 6 533 | 444 | |
| Other income | 4 238 | 3 811 | 427 | |
| TOTAL INCOME | 106 390 | 96 814 | 9 576 | |
| EXPENSES | | | | |
| Employee expenses | 58 311 | 57 576 | 735 | |
| Administrative expenses | | | | |
| Purchases of goods and services | 26 693 | 23 001 | 3 692 | 3 |
| Repairs and maintenance | 2 385 | 2 259 | 126 | |
| Depreciation and amortisation | 5 996 | 5 879 | 117 | |
| Other administrative expenses | 7 072 | 6 533 | 539 | |
| Grants and subsidies expenses | | | | |
| Current | 12 985 | 8 521 | 4 464 | 4 |
| TOTAL EXPENSES | 113 441 | 103 769 | 9 672 | |
| NET SURPLUS/(DEFICIT) ⁽ⁱ⁾ | (7 052) | (6 955) | (97) | |
| OTHER COMPREHENSIVE INCOME | | | | |
| Items that will not be reclassified to net surplus/deficit | | | | |
| Changes in asset revaluation surplus | 6 021 | 0 | 6 021 | 5 |
| Transfers from reserves | (440) | 0 | (440) | |
| TOTAL OTHER COMPREHENSIVE INCOME | 5 581 | | 5 581 | |
| COMPREHENSIVE RESULT | (1 471) | (6 955) | 5 484 | |

(i) Rounding discrepancy, refer note 2(e)

23. BUDGETARY INFORMATION (continued)

Notes: Comprehensive Operating Statement

The following note descriptions relate to significant variances, or where multiple significant variances have occurred.

- 1) Variance relates to budget adjustments associated with the machinery of government transfer of the Office of Parliamentary Counsel (\$2.3M), appropriation transfer for the Domestic and Family Violence Strategy, special appropriation received for Judges and Magistrates entitlements and funding from the Department of Health for the Community Visitor Program, net of an appropriation transfer to the Department of Corporate and Information Services for the new Alice Springs Supreme Court premises lease costs.
- 2) Increased agency revenue reflects increased activity associated with Registrar-General services and higher than anticipated collections of fees charged for fines and penalties recovery services (\$1.1M).
- 3) Legislative reform aimed at streamlining and refocussing assistance to victims of crime was delayed and planned reductions associated program costs were not realised - \$0.8M. Additional legal expenses were incurred reflecting increased court activity over the period (\$2M).
- 4) New grant programs commenced under the Domestic and Family Violence Strategy and amended funding arrangements to the NT Legal Aid Commission.
- 5) The variance reflects adjustments for the revaluation of land and building assets as at 30 June.

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

23. BUDGETARY INFORMATION (continued)

| Balance Sheet | 2014-15 Actual \$000 | 2014-15 Original Budget \$000 | Variance \$000 | Note |
|--------------------------------------|----------------------------|--|-------------------|------|
| ASSETS | | | | |
| Current assets | | | | |
| Cash and deposits | 9 108 | 1 486 | 7 622 | 1 |
| Receivables | 1 168 | 631 | 537 | |
| Prepayments | 593 | 476 | 117 | |
| Total current assets | 10 869 | 2 593 | 8 276 | |
| Non-current assets | | | | |
| Property, plant and equipment | 226 833 | 219 090 | 7 743 | 2 |
| Heritage and cultural assets | 634 | 650 | (16) | |
| Total non-current assets | 227 467 | 219 740 | 7 727 | |
| TOTAL ASSETS | 238 336 | 222 333 | 16 003 | |
| LIABILITIES | | | | |
| Current liabilities | | | | |
| Deposits held | 922 | 821 | 101 | |
| Payables | 3 124 | 3 810 | (686) | |
| Provisions | 5 761 | 5 519 | (49) | |
| Total current liabilities | 9 807 | 10 150 | (343) | |
| Non-current liabilities | | | | |
| Provisions | 1 555 | 1 859 | (304) | |
| Total non-current liabilities | 1 555 | 1 859 | (304) | |
| TOTAL LIABILITIES | 11 362 | 12 009 | (647) | |
| NET ASSETS | 226 974 | 210 324 | 16 650 | |
| EQUITY | | | | |
| Capital | 63 698 | 61 562 | 2 136 | |
| Reserves | 172 806 | 166 785 | 6 021 | 1 |
| Accumulated funds | (9 530) | (18 023) | 8 493 | |
| TOTAL EQUITY | 226 974 | 210 324 | 16 650 | |

Notes:

The following note descriptions relate to variances greater than 10 per cent or (\$1M), or where multiple significant variances have occurred.

1. The variance in cash and deposits, largely reflects additional from budget adjustments explained in note 1 to the comprehensive income statement above.
2. Property, plant and equipment is higher than anticipated predominantly due to the impact of revaluation of land and buildings (\$6.02M).

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

23. BUDGETARY INFORMATION (continued)

| Cash Flow Statement | 2014-15 Actual \$000 | 2014-15 Original Budget \$000 | Variance \$000 | Note |
|---|----------------------------|--|-------------------|------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | |
| Operating receipts | | | | |
| Grants and subsidies received | | | | |
| Current | 1 386 | 749 | 637 | |
| Appropriation | | | | |
| Output | 81 418 | 76 326 | 5 092 | 1 |
| Commonwealth | | | | |
| Receipts from sales of goods and services | 19 337 | 13 206 | 6 131 | 2 |
| Total operating receipts | 102 141 | 90 281 | 11 860 | |
| Operating payments | | | | |
| Payments to employees | (57 843) | (57 576) | (267) | |
| Payments for goods and services | (32 682) | (25 260) | (7 422) | 3 |
| Grants and subsidies paid | | | | |
| Current | (12 985) | (8 521) | (4 464) | 4 |
| Total operating payments | (103 510) | (91 357) | (12 153) | |
| Net cash from/(used in) operating activities | (1 369) | (1 076) | (293) | |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | |
| Investing payments | | | | |
| Purchases of assets | (345) | | (345) | |
| Total investing payments | (345) | | (345) | |
| Net cash from/(used in) investing activities | (345) | | (345) | |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | |
| Financing receipts | | | | |
| Deposits received | 161 | | 161 | |
| Equity injections | | | | |
| Capital appropriation | 55 | | 55 | |
| Total financing receipts | 216 | | 216 | |
| Financing payments | | | | |
| Equity withdrawals | (223) | | (223) | |
| Total financing payments | (223) | | (223) | |
| Net cash from/(used in) financing activities | (7) | | (7) | |
| Net increase/(decrease) in cash held | (1 721) | (1 076) | (645) | |
| Cash at beginning of financial year | 10 829 | 2 562 | 8 267 | |
| CASH AT END OF FINANCIAL YEAR | 9 108 | 1 486 | 7 622 | |

FINANCIAL OVERVIEW AND STATEMENTS

Notes to the Financial Statements for the year ended 30 June 2015

23. BUDGETARY INFORMATION (continued)

Notes: Cash Flow Statement

The following note descriptions relate to variances greater than 10 per cent or \$1M, or where multiple significant variances have occurred.

1. Increased appropriation associated largely with Commonwealth and Northern Territory contribution to the Domestic and Family Violence Reduction Strategy.
2. Variance predominantly explained by GST receivable balances, for which no budget is provided (\$2.7M), increased Registrar-General fee collections (\$1.7M), increased court fees and fees on enforcement of fines and penalties (\$0.38M).
3. Increased legal services costs largely relating to Court Support Services, DPP and payments to victims of crime (\$2M). The variance also includes GST payable balances, for which no budget is provided (\$3.1M), additional spend (\$1.9M) associated with other budget adjustments including transfer of the Office of Parliamentary Counsel from the Department of the Chief Minister, approved access to own source revenue, transfer between years of funds for the Alice Springs Integrated response to Family and Domestic Violence.
4. New grant programs commenced under the Domestic and Family Violence Strategy (\$3.6M) and amended funding arrangements to the NT Legal Aid Commission (\$1.2M).

| Administered Territory Items | 2014-15 Actual \$000 | 2014-15 Original Budget \$000 | Variance \$000 | Note |
|--|----------------------------|--|-------------------|------|
| TERRITORY INCOME AND EXPENSES | | | | |
| Income | | | | |
| Taxation revenue | | | | |
| Grants and subsidies revenue | | | | |
| Current | | | | |
| Capital | | | | |
| Fees from regulatory services | | | | |
| Royalties and rents | | | | |
| Other income | 14 392 | 18 045 | (3 653) | 1 |
| Total income | 14 392 | 18 045 | (3 653) | |
| Expenses | | | | |
| Central Holding Authority income transferred | | | | |
| Doubtful debts | | | | |
| Bad debts | | | | |
| Other administrative expenses | 14 392 | 18045 | (3 653) | 1 |
| Total expenses | 14 392 | 18 045 | (3 653) | |
| Territory income less expenses | - | - | - | |

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$1 million or where multiple significant variances have occurred.

1. While fines and penalties recoveries improved over the prior year, planned enhancement to fines and penalties enforcement measures and changes required to access strengthened government wide debt recovery arrangements are still in progress limiting further planned improvements.

Supplementary Information

Acts Administered

The Administrative Arrangements Order of 10 March 2015 (the relevant order as at 30 June 2015) gave the Attorney-General and Minister for Justice, Minister for Health and Minister for Children and Families responsibility for administering more than 140 Acts of the Northern Territory through the Department of the Attorney-General and Justice.

Act/Regulations

Parliamentary Counsel and Legislative Drafting

Amendments Incorporation Act

Interpretation Act

Act/Regulations

Health

Health and Community Services Complaints Act

Health and Community Services Complaints Regulations

Act/Regulations

Child Protection

Care and Protection of Children Act (Part 3.3)

Children's Commissioner Act 2013

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

Aged and Infirm Persons' Property Act

Alcohol Mandatory Treatment Act (Part 6)

Anglican Church of Australia Act

Anti-Discrimination Act

Anti-Discrimination Regulations

- Australian Crime Commission (Northern Territory) Act*
Australian Crime Commission (Northern Territory) Regulations
- Bail Act*
Bail Regulations
- Births, Deaths and Marriages Registration Act*
Births, Deaths and Marriages Registration Regulations
- Business Tenancies (Fair Dealings) Act*
Business Tenancies (Fair Dealings) Regulations
- Caravan Parks Act*
Caravan Parks Regulations
- Catholic Church in the Northern Territory Act*
- Choice of Law (Limitation Periods) Act*
- Classification of Publications, Films and Computer Games Act*
Classification of Publications, Films and Computer Games 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*
- Coroners Act*
Coroners Regulations
- Corporations (Financial Services Reform Amendments) Act*
- Corporations (Northern Territory Request) Act*
- Corporations Reform (Northern Territory) Act*
Corporations Law Rules
- 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

Criminal Records (Spent Convictions) Act

Criminal Records (Spent Convictions) Regulations

Cross-border Justice Act

Cross-border Justice Regulations

Crown Proceedings Act

Crown Proceedings Regulations

Cullen Bay Marina Act

Cullen Bay Marina Regulations

De Facto Relationships Act

De Facto Relationships (Northern Territory Request) Act

Defamation Act 2006

Director of Public Prosecutions Act

Domestic and Family Violence Act

Domestic and Family Violence Regulations

Domicile Act

Electronic Conveyancing (National Uniform Legislation) Act

Electronic Transactions (Northern Territory) Act

Electronic Transactions (Northern Territory) Regulations

Encroachment of Buildings Act

Evidence Act

Evidence Regulations

Evidence (National Uniform Legislation) Act

Evidence (National Uniform Legislation) Regulations

Family Provision Act

Fences Act

Financial Sector Reform (Northern Territory) Act

Financial Transaction Reports Act

Fines and Penalties (Recovery) Act

Fines and Penalties (Recovery) Regulations

Health Practitioners Act (Part 3)

Information Act (except Part 9)

Information Regulations

Juries Act

Juries Regulations

Jurisdiction of Courts (Cross-Vesting) Act

Justices Act

Justices Regulations

Justices Rules

Justices of the Peace Act

Lake Bennett (Land Title) Act

Land Title Act

Land Title Regulations

Law of Property Act

Law Officers Act

Law Reform (Miscellaneous Provisions) Act

Legal Profession Act

Legal Profession Regulations

Legal Profession Admission Rules

Rules of Professional Conduct and Practice

Limitation Act

Local Court Act

Crimes (Victims Assistance) Rules

Local Court Regulations

Local Court Rules

Local Court (Adoption of Children) Rules

Magistrates Act

Married Persons (Equality of Status) Act

Mental Health and Related Services Act (Part 15)

Misuse of Drugs Act

Misuse of Drugs Regulations

Northern Territory Civil and Administrative Tribunal Act

Northern Territory Civil and Administrative Tribunal Regulations

Northern Territory Civil and Administrative Tribunal (Conferral of Jurisdiction for Native Title Matters) Act

Oaths, Affidavits and Declarations Act

Observance of Law Act

Off-shore Waters (Application of Territory Laws) Act

Partnership Act

Penalty Units Act

Penalty Units Regulations

Personal Injuries (Civil Claims) Act

Personal Injuries (Liabilities and Damages) Act

Personal Injuries (Liabilities and Damages) Regulations

Personal Property Securities (National Uniform Legislation) Implementation Act

Powers of Attorney Act

Powers of Attorney Regulations

Presbyterian Church (Northern Territory) Property Trust Act

Price Exploitation Prevention Act

Printers and Newspapers Act

Professional Standards Act

Professional Standards Regulations

Proportionate Liability Act

Public Interest Disclosure Act

Public Interest Disclosure Regulations

Public Notaries Act

Public Seal Act 1954

Public Trustee Act

Public Trustee Regulations

Real Property (Unit Titles) Act

Real Property (Unit Titles) Regulations

Records of Depositions Act

Records of Depositions Regulations

Registration Act

Registration Regulations

Residential Tenancies Act

Residential Tenancies Regulations

Retirement Villages Act

Retirement Villages Regulations

Rights of the Terminally Ill Act

Rights of the Terminally Ill Regulations

Sale of Goods Act

Sale of Goods (Vienna Convention) Act

Salvation Army (Northern Territory) Property Trust Act
Sea-Carriage Documents Act 1998
Sentencing Act
 Sentencing Regulations
Sentencing (Crime of Murder) and Parole Reform Act
Sentencing of Juveniles (Miscellaneous Provisions) Act
Serious Crime Control Act
 Serious Crime Control Regulations
Serious Sex Offenders Act
Sexual Offences (Evidence and Procedure) Act
Sheriff Act
 Sheriff Regulations
Small Claims Act
 Small Claims Regulations
 Small Claims Rules
Sources of the Law Act 1985
Standard Time Act 2005
Status of Children Act
 Status of Children Regulations
Statute Law Revision (Registration of Instruments) Act 1991
Summary Offences Act
 Summary Offences Regulations
Supreme Court Act
 Supreme Court Regulations
 Supreme Court Rules
 Supreme Court (Absconding Debtors) Rules
 Supreme Court (Senior Counsel) Rules 2007
Supreme Court (Judges Long Leave Payments) Act
Supreme Court (Judges Pensions) Act
Supreme Court (Rules of Procedure) Act
Surveillance Devices Act
 Surveillance Devices Regulations
Termination of Units Plans and Unit Title Schemes Act 2014
 Termination of Units Plans and Unit Title Schemes Regulations
Terrorism (Northern Territory) Request Act 2003
The Commercial Bank of Australia Limited (Merger) Act
The Commercial Banking Company of Sydney Limited (Merger) Act
Trespass Act

Trustee Act

Unauthorised Documents Act

Uncollected Goods Act

Uncollected Goods Regulations

Unit Title Schemes Act

Unit Title Schemes (General Provisions and Transitional Matters) Regulations

Unit Title Schemes (Management Modules) Regulations

Unit Titles Act

Unit Titles Regulations

Unit Titles (Management Modules) Regulations

Uniting Church in Australia Act

Validation (Native Title) Act

Vexatious Proceedings Act

Victims of Crime Assistance Act

Victims of Crime Assistance Regulations

Victims of Crime Rights and Services Act

Victims of Crime Rights and Services Regulations

Warehousemen's Liens Act

Wills Act

Witness Protection (Northern Territory) Act

Youth Justice Act (Part 4)

Statutory Office Holders and Statutory Offices

A number of statutory offices came under the umbrella of the Department of the Attorney-General and Justice in 2014-15 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 the purposes of 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 included:

- the Solicitor-General, appointed pursuant to the *Law Officers Act*, who was a separate, independent source of legal advice for the Attorney-General;
- the Director of Public Prosecutions, who acted independently and reports separately to the Attorney-General pursuant to section 33 of the *Director of Public Prosecutions Act*;
- the President of the Mental Health Review Tribunal, who reports separately to the Attorney-General and Minister for Justice pursuant to section 140 of the *Mental Health and Related Services Act*;
- the Anti-Discrimination Commissioner, who reports separately to the Attorney-General and Minister for Justice pursuant to section 16 of the *Anti-Discrimination Act*;
- the Information Commissioner, who reports separately to the Attorney-General and Minister for Justice pursuant to section 98 of the *Information Act*;
- the Commissioner of Public Interest Disclosures, who reports separately to the Attorney-General and Minister for Justice pursuant to section 48 of the *Public Interest Disclosure Act*;
- the Commissioner of Consumer Affairs, who reports separately to the Attorney-General and Minister for Justice pursuant to section 12 of the *Consumer Affairs and Fair Trading Act*;
- the Public Trustee, who reports separately to the Attorney-General and Minister for Justice pursuant to section 18 of the *Public Trustee Act*;
- the Commissioner of Health and Community Services Complaints, who reports separately to the Minister for Health pursuant to section 19 of the *Health and Community Services Complaints Act*; and
- the Children's Commissioner, who reports separately to the Minister for Child Protection pursuant to section 43 of the *Children's Commissioner Act 2013*.

This list is not exhaustive.

The Registrar-General, who was appointed pursuant to the *Registration Act*, and the Registrar of Births, Deaths and Marriages, who was appointed pursuant to the *Births, Deaths and Marriages Registration Act*, are also referred to in this report.

Statutory Bodies and Boards

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.

Care and Protection of Children Act

Child Deaths Review and Prevention Committee

The key objectives 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 Northern Territory by maintaining a Child Deaths Register, conducting or sponsoring research about child deaths, and developing policy to deal with child deaths, diseases and accidents.

Classification of Publications, Films and Computer Games Act

Publications and Films Review Board

This Board is established pursuant to section 7 of the *Classification of Publications, Films and Computer Games Act*. The purpose of the Board is to report on the administration of the legislation, provide advice and to act as censor if required.

Community Justice Centre Act

Northern Territory 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.

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.

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

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.

Legal Profession Act**Council of the Law Society Northern Territory**

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 Northern Territory.

Law Society Northern Territory

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 Northern Territory.

Legal Practitioners Admission Board of the Northern Territory

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 Northern Territory.

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.

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.

Northern Territory Civil and Administrative Tribunal Act

The Northern Territory 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.

Northern Territory Law Reform Committee

Northern Territory 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.

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.

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 and Deputy Registrar-General.

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.

Separation of Powers Doctrine

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

Legislative Reporting – Construction Contracts

Section 63 of the *Construction Contracts (Security of Payments) Act* (the Act) requires the relevant Chief Executive Officer 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. Mr Guy Riley holds the position of Construction Contracts Registrar.

Some statistics concerning the operation of the Act, since its commencement on 1 August 2006, are:

| Year (to 30 June) | Number of applications | Determinations | Withdrawals/Rejections of applications (e.g. for being made out of time) | Court actions resulting from determinations |
|-------------------|------------------------|-----------------|--|---|
| 2005-06 | 1 | 1 | 0 | 0 |
| 2006-07 | 9 | 7 | 2 | 1 |
| 2007-08 | 14 ¹ | 10 | 5 | 2 |
| 2008-09 | 20 | 15 ² | 5 | 2 |
| 2009-10 | 19 | 15 ² | 4 | 2 ³ |
| 2010-11 | 11 ⁴ | 5 | 5 | 1 ³ |
| 2011-12 | 3 ⁵ | 3 ⁵ | 0 | 1 ⁵ |
| 2012-13 | 8 | 6 | 2 | 0 |
| 2013-14 | 18 | 13 | 5 | 3 |
| 2014-15 | 34 | 20 | 14 | 3 ⁶ |

Notes

- 1) In 2007-08 there was one more determination than application because the adjudicator rejected the application for a lack of jurisdiction, but the matter went to the local Court where the Magistrate took a different view and referred the matter back to the adjudicator. As a result there was a rejection and a determination for the same application.
- 2) One of the determinations was subsequently overturned in the Courts on the basis that the adjudicator did not have the jurisdiction to make a determination (and therefore should have rejected the application).
- 3) One of the Court actions was a successful appeal against a decision of the Supreme Court made during the previous financial year.
- 4) One application was deemed to be dismissed because the adjudicator failed to make a determination within the required time.
- 5) One matter was determined twice – the original determination being set aside as the application was found by the Supreme Court to have been made before there was a dispute on foot (see Department of Construction and Infrastructure v Urban and Rural Contracting Pty Ltd and Anor [2012] NTSC 22). The applicant then reapplied and the adjudicator made the same determination.
- 6) One matter was the subject of three applications and another was the subject of two. One of the Court actions was an unsuccessful appeal against an earlier Supreme Court decision.

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 | <p>Work Health and Safety (WHS) framework, policy, committees and procedures are in place to identify and manage workplace risks.</p> <p>An early intervention programme is in place directed at supporting staff and management to address work related issues and reducing hazards and claims.</p> <p>The Department promotes access to the Northern Territory Public Sector’s Employee Assistance Programme</p> <p>Agency values are promoted to create positive work place.</p> <p>Job specific training, support and induction are provided to staff.</p> |
| Property and Assets | <p>Capital, minor new works and repairs and maintenance programmes are in place and managed by the Department of Infrastructure.</p> <p>Electrical test and tag on Department premises at regular intervals</p> <p>Vehicle repairs and maintenance and replacement programmes are in place and managed by the Department of Corporate and Information Services, NT Fleet.</p> |
| Public Liability | <p>Site security protocols and practices.</p> |
| Indemnity | <p>Northern Territory Government standard terms and conditions of contract are applied wherever possible.</p> <p>Internal guidelines are used to assist staff to determine the suitability of entering into funding agreements and contracts containing indemnity clauses.</p> <p>The Department’s legal advisers review contracts containing indemnity clauses as part of the approval process.</p> <p>The approval process for Indemnity in accordance with <i>Financial Management Act</i> and Treasurer’s Direction G2.5 is observed. The process includes legal advice and risk assessment.</p> <p>A register is maintained to record and assist the monitoring of contracts/deeds/ agreements that contain indemnities.</p> |

| Self-Insurance Risk | Total Value of Claims (\$) | Number of Claims | Average Cost of Claims (\$) |
|--|-------------------------------|---------------------|--------------------------------|
| Workers Compensation | | | |
| 2013-14 ¹ | 27 896 | 8 | 3 457 |
| 2014-15 ¹ | 51 497 | 7 | 7 356 |
| Property and Assets – Buildings | | | |
| 2013-14 | 6 000 | 1 | 6 000 |
| 2014-15 | - | - | - |
| Property and Assets – Vehicles | | | |
| 2013-14 | 35 210 | 21 | 1 676 |
| 2014-15 | 17 194 | 12 | 1 433 |

| Commercial Insurance | 2014-15 | | 2013-14 | |
|--|---------------|-------------|----------------|-------------|
| | Premiums (\$) | Claims (\$) | Premiums (\$) | Claims (\$) |
| Professional Indemnity | 990.00 | - | 1040.55 | - |
| Travel Insurance | - | - | 12.27 | - |
| Motor Vehicle Insurance - Short Term Hire Vehicle | - | - | 35.11 | - |
| Total | 990.00 | - | 1087.93 | - |

1. The number of claims shown represents both new and existing claims.

Legislation Enacted

The following legislation developed by the department was enacted in 2014-15.

| Legislation | Date Of Assent |
|--|----------------|
| <i>Local Court Act 2015</i> | 22/5/2015 |
| <i>Justice Legislation Amendment Act 2015</i> | 22/5/2015 |
| <i>Bail Amendment Act 2014</i> | 25/3/2015 |
| <i>Termination of Units Plans and Unit Titles Schemes Act 2014</i> | 8/12/2014 |
| <i>Information Amendment Act 2014</i> | 25/3/2015 |
| <i>Criminal Code Amendment (Remission for Resentencing) Act 2014</i> | 25/3/2015 |
| <i>Statute Law Revision Act 2014</i> | 13/11/2014 |
| <i>Northern Territory Civil and Administrative (Conferral of Jurisdiction for Native Title Matters) Act 2014</i> | 13/11/2014 |
| <i>Northern Territory Civil and Administrative (Conferral of Jurisdiction Amendments) (No. 2) Act 2014</i> | 13/11/2014 |
| <i>Criminal Property Forfeiture Amendment Act 2014</i> | 13/11/2014 |
| <i>Criminal Code Amendment (Dangerous Driving During Pursuit) Act 2014</i> | 18/9/2014 |
| <i>Northern Territory Civil and Administrative Tribunal (Conferral of Jurisdiction Amendments) Act 2014</i> | 13/11/2014 |
| <i>Northern Territory Civil and Administrative Tribunal Act 2014</i> | 4/9/2014 |

Regulations Commenced

The following regulations developed by the department commenced in 2014-15.

| Regulations | Date Of Commencement |
|---|----------------------|
| <i>Criminal Property Forfeiture Amendment Regulations 2015</i> | 29/4/2015 |
| <i>Registration Amendment Regulations (No. 3) 2014</i> | 2/1/2015 |
| <i>Termination of Units Plans and Unit Title Scheme Regulations</i> | 2/1/2015 |
| <i>Land Title Amendment Regulations 2014</i> | 2/1/2015 |
| <i>Unit Title Schemes (Management Modules) Amendment Regulations 2014</i> | 2/1/2015 |
| <i>Northern Territory Civil and Administrative Tribunal Regulations</i> | 19/11/2014 |
| <i>Court Security Amendment Regulations 2014</i> | 19/11/2014 |
| <i>Local Court Amendment Rules 2014</i> | 13/8/2014 |
| <i>Sentencing Amendment (Identity Crime) Regulations 2014</i> | 1/7/2014 |
| <i>Sentencing Amendment Regulations 2014</i> | 1/7/2014 |
| <i>Registration Amendment Regulations (No. 2) 2014</i> | 1/7/2014 |
| <i>Penalty Units Amendment Regulations 2014</i> | 1/7/2014 |

Audits and Reviews

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

End of Year Review – 2013-14

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 material weaknesses in controls were identified during the review and the accounting and control procedures examined in relation to end of year financial processing were found to be generally satisfactory.

Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2014

An audit was conducted to form an opinion on the financial statements. There were no matters arising from the audit that required any specific attention.

Purchasing Cards Assessment

The objective of the assessment was to examine transactions using purchasing cards that were undertaken by AGD between 1 January 2014 and 31 July 2014 in order to identify transactions that displayed unusual characteristics or characteristics that might suggest the existence of fraud, or other irregularities, and to provide information about those transactions to the agency's management to review and follow up. This was done and no issues arose.

Agency Compliance Audit for the Year Ended 30 June 2015

The audit examined the systems designed to ensure compliance with Treasury directions including those related to procurement. The accounting and control procedures were found to provide reasonable assurance that they worked properly. Some observations relating to hospitality expenses and transaction approvals were raised and guidelines to reinforce requirements addressed. Issues relating to supplier selection were noted and initiatives started to ensure adherence to relevant guidelines. Recommendations were also made to change the way in which Internal Audit was structured and these have been implemented.

Performance Management – Registrar General

The audit concentrated on the performance management systems related to the strategic goal of "coordinating quality criminal justice research and statistical information and analysis to support government's legislative reform program." The conclusion was that the agency had developed and implemented a system and made a number of minor recommendations that have been accepted by management.

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

Petty Cash and Counter Floats

An audit was conducted on petty cash and counter floats across the department to determine procedures were being followed and to identify any vulnerability. The audit found that all transactions were conducted within the established departmental process. A need for staff training and updated training materials was identified and actioned.

Darwin Supreme Court and Custodial Contract

An audit was conducted by NT Correctional Services for AGD and checked compliance with contractual requirements. The contract is held by an external security company. It was noted that although some outstanding issues from a prior audit had not been rectified, most of the requirements are being met.

ICT User Accounts – Applications

Audits were conducted on access to the Government Accounting (GAS) and the ePass systems to provide assurance that access was limited to current employees only. A small number of low-risk discrepancies were found and recommendations accepted to review them.

Entertainment and Hospitality

An audit was conducted to examine entertainment and hospitality expenses across the department and assess compliance with the financial delegations and departmental guidelines. The audit findings identified some procedural issues. The department has actioned all recommendations.

Corporate Credit Cards

An audit was conducted to establish the level of compliance with the legislation and departmental guidelines. The audit findings identified minor procedural deficiencies. The department has actioned all recommendations.

Review of the Electronic Invoice Management System (EIMS)

A review was undertaken to measure compliance with relevant processes, procedures and policies. Issues were detected with expense approval documentation, and delegation rules were amended accordingly. Recommendations were also made to improve user training and guidance material developed.

Cabinet Information and Security Measures

Audits were conducted to provide reasonable assurance that the department is complying with the new security measures set out by the Department of the Chief Minister. The audit did not identify any significant issues.

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