

DEPARTMENT OF
**THE ATTORNEY-GENERAL
AND JUSTICE**

ANNUAL
REPORT
2017–18

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THE ATTORNEY-GENERAL AND JUSTICE
2017–18 ANNUAL REPORT

The Department of the Attorney-General and Justice Annual Report provides a comprehensive overview to parliament, Territorians and the community, of our objectives and performance during the 2017–18 financial year.

OUR AUDIENCE

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

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

Letter to the minister

Dear Minister

I am pleased to submit to you the 2017–18 Annual Report for the Department of the Attorney-General and Justice, in accordance with Section 28 of the *Public Sector Employment and Management Act*, and Section 12 of the *Financial Management Act*.

Pursuant to my obligations under section 13 of the *Financial Management Act* and in accordance with Treasurer's Direction R2.1.6, I advise that to the best of my knowledge and belief:

- a) Proper records of all transactions affecting the agency are kept and that employees observe the provisions of the *Financial Management Act*, the Financial Management Regulations and Treasurer's Directions.
- b) Procedures within the agency afford proper internal control and a current description of such procedures is recorded in the accounting and property manual, which has been prepared in accordance with the requirements of the *Financial Management Act*.
- c) No indication of major breach of legislation or delegation, major error in or omission from the accounts and records exists.
- d) The department has prepared appropriate risk assessments and risk control plans to minimise the incidence of fraud, malpractice and other risks through appropriate prevention, detection, investigation and reporting mechanisms. Reasonable measures have also been taken to recover the proceeds of fraud or malpractice against the department.
- e) In accordance with the requirements of section 15 of the *Financial Management Act*, the internal audit capacity available to the agency is adequate and the results of internal audits have been reported to the accountable officer.
- f) The financial statements included in the annual report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions.
- g) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.

Yours sincerely



Meredith Day
Acting Chief Executive Officer
30 September 2018



1 Governance Framework



2 Our People



3 Output Reporting



4 Financial Statements



Message from Acting CEO	7
About the Department	9
Locations	11
Glossary	205

TABLE OF CONTENTS



The year in review: MESSAGE FROM THE ACTING CHIEF EXECUTIVE OFFICER

I am pleased to present the annual report for the Department of the Attorney-General and Justice (the department) for 2017-18, outlining our activities and achievements over the past financial year.

During the year, the department has continued to work on key reform areas while also delivering high quality operations in essential services. On 1 July 2017, the 'Justice Matters' Strategic Plan 2017-2020, was launched, outlining the department's key vision of promoting community safety through a fair and accessible justice system. It is pleasing to note that several elements of Justice Matters have already been achieved, including the reintroduction of the Banned Drinker Register, development of the legislation for the establishment of the Independent Commission Against Corruption (ICAC) and the substantial work done to support participation in the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Significant progress has also been made on measures to support victims of domestic violence, youth and other court users by Court Support Services. Renovations to the Local Court building in Alice Springs are in progress and will enable practice changes to help hold perpetrators of domestic violence to account while providing incentives and opportunities to change their behaviour and keeping victims safe and supported through the court process.

This project is complemented by a Territory-wide program to improve and expand video conferencing facilities in remote locations, and through the introduction of the Odyssey case management system,

OUR MINISTER

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

which has already gone live in the Northern Territory Civil and Administrative Tribunal and is in progress in the Supreme and Local Courts, which will further modernise and enhance support for court processes.

A key strategy to improve justice outcomes for Aboriginal people, is the development of the Northern Territory's first Aboriginal Justice Agreement (AJA). Consultation and planning work has continued during the reporting period with much valuable feedback received from Aboriginal community members and organisations. Consultations reveal strong support for a range of initiatives which may form part of the AJA including on-country alternatives to prison and a process for cultural engagement in court matters. Reductions in both Aboriginal victimisation and incarceration rates are anticipated long-term success indicators for the AJA, the first phase of which is due for completion in 2019.

As part of the lead up to the reintroduction of the Banned Drinker Register, the office of Births, Deaths and Marriages (BDM) provided free access to birth certificates for six months. BDM staff travelled to remote communities to provide live processing and on-the-spot birth certificates, and other services such as corrections to errors in records. The remote access program was extremely popular and demonstrated a high demand for the service. As a result, remote service delivery is now an ongoing part of BDM's operations, significantly increasing access to justice services for those living remotely and also enabling partnering opportunities, for example, with the driver education program.

Northern Territory Correctional Services (NTCS) works daily to rehabilitate prisoners and reduce recidivism rates and, despite facing some of the most difficult challenges of any part of the justice continuum, has reported considerable success in both custodial and community based services. Barkly Work Camp and Datjala Work Camp provide community reparations and innovative pathways for prisoners into employment. During the financial year, the work camps contributed a combined

total of approximately 35 000 hours of community work providing support for a wide range of community organisations, tourist facilities and events. The return of \$0.5 million to the Community Support Work Parties (CSWP) has supported continued delivery of these programs in Darwin and Alice Springs, contributing over 100 000 additional community service hours in activity such as pensioner yard maintenance and support for community organisations and events. In the wake of Cyclone Marcus, work parties provided essential assistance to the clean-up effort in Darwin at the request of the City of Darwin.

Northern Territory Community Corrections (NTCC) continues to deliver probation, parole and offender supervision across the Northern Territory. With a caseload of approximately 1300 offenders, NTCC practices graduated case management based on risk-need-responsivity principles, as well as attending to court assessments, parole reports, breach applications, circuit court attendance, electronic monitoring and stakeholder liaison. The COMMIT (Compliance Management or Incarceration in the Territory) program was expanded to parolees, with amendments to the *Parole Act* commencing in September 2017. Additional residential drug treatment beds have also been secured across three locations and a range of counselling and support services have been put in place to provide services to those on the COMMIT program.

A further significant achievement was the legislation and operational work necessary to re-establish the Liquor Commission, which commenced operations on 28 February 2018. Other work related to the Northern Territory Alcohol Harm Minimisation Action Plan 2018-2019 includes legislation to introduce a minimum unit price for liquor, and the rewrite of the *Liquor Act*. In addition to providing legal policy support for alcohol reform measures, considerable progress has been made on a range of other legislative policy projects including expungement of historical homosexual offence records, and assisting other agencies with legislation to improve

animal welfare and to implement recommendations of the Royal Commission into the Detention and Protection of Children in the Northern Territory.

I wish to acknowledge all staff for their hard work and dedication throughout the year. I am confident that in the year ahead, the department will continue to deliver the same high standard of services thanks to their outstanding professionalism and commitment.



Meredith Day

Acting Chief Executive Officer
30 September 2018

ABOUT THE DEPARTMENT

Vision

People feel safe and have confidence in the justice system.

Purpose

To protect people's rights and interests through the delivery of an integrated, fair and accessible justice system.

Core Business

The department delivers:

- strategic law and legal policy services to government
- custodial and community-based correctional services
- prosecution services
- court and tribunal support services
- a balanced policy and regulatory framework that supports industry, business and the community
- advice, education and information to business, workers and the public relating to legislative compliance and regulations
- support to independent integrity bodies
- registration services
- official statistics for the NT justice system.

Our Values

Ethical practice: Uphold the highest standards of practice and act ethically, honestly, fairly and with integrity in our dealings.

Impartiality: Be apolitical and provide robust, frank, honest, timely and evidence-based advice.

Respect: Respect all people and deliver services in a manner that demonstrates this commitment.

Diversity: Embrace the diversity of our community, and listen to and value different perspectives and contributions.

Commitment to service: Be professional, hardworking, effective, innovative and efficient and work collaboratively to achieve the best results.

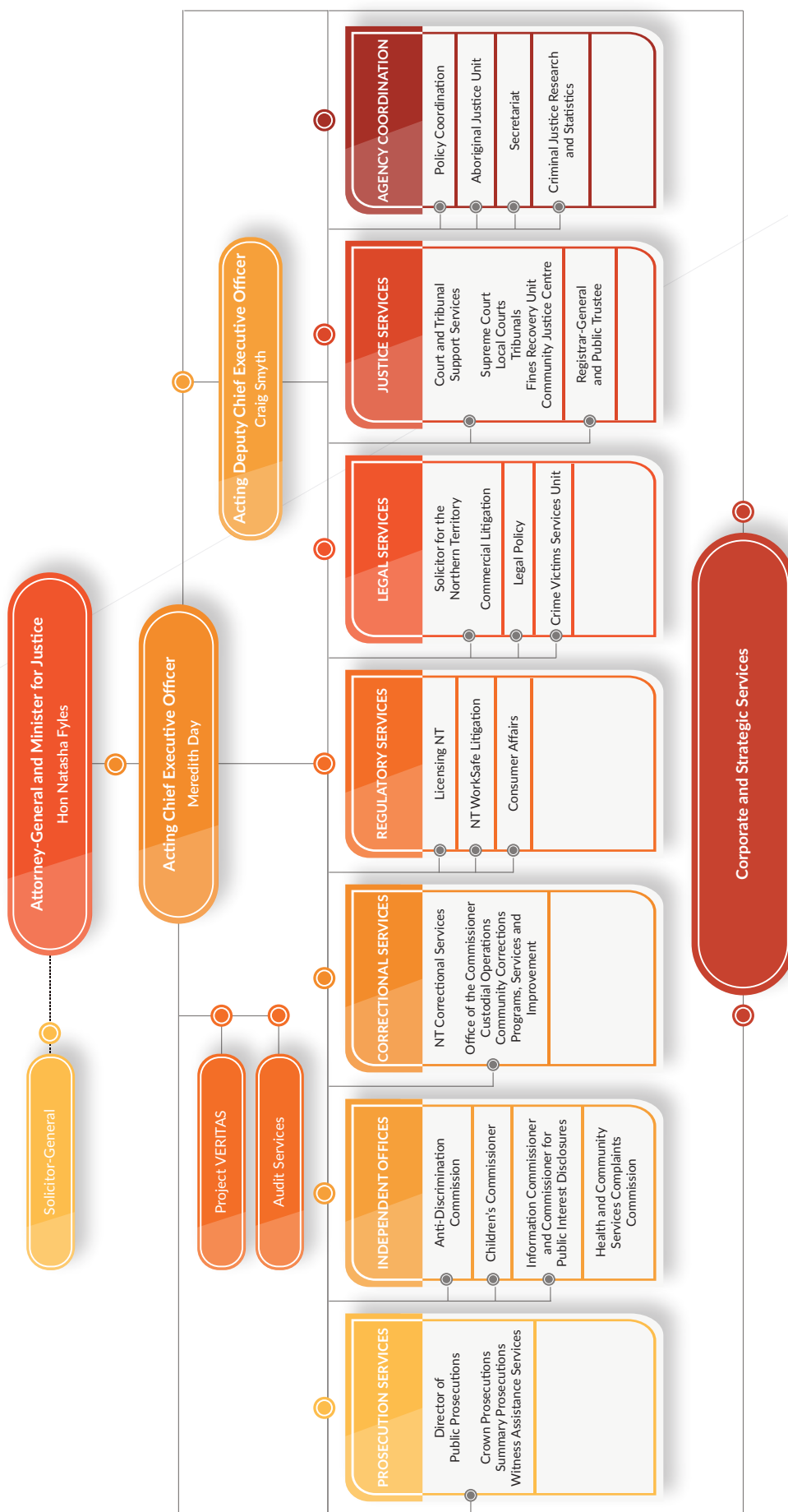
Accountability: Be transparent and accountable for our actions, delivering on our commitments in an appropriate manner using our resources effectively.

Budget Paper No. 3 Output Groups

The department supports the NT Government's objective of building safer, fairer and stronger communities through the following output groups as published in Budget Paper No. 3 of 2017-18

Output Group	Outputs
Legal Services	• Solicitor for the Northern Territory • Legal Policy • Crime Victims Services Unit • Criminal Justice Research and Statistics
Correctional Services	• Custodial Services • Community Corrections • Parole Board
Court and Tribunal Support Services	• Higher Courts • Lower Courts and Tribunals • Fines Recovery Unit • Integrated Justice Information System
Director of Public Prosecutions	• Director of Public Prosecutions
Independent Offices	• Consumer Affairs • Anti-Discrimination Commission • Information and Public Interest Disclosures Commission • Registrar-General • Public Trustee • Health and Community Services Complaints Commission • Children's Commissioner
Regulatory Services	• Licensing NT • NT WorkSafe
Corporate and Governance	• Corporate and Governance

ORGANISATION CHART





- The Department
- Courts
- Circuit Courts
- Licensing NT
- NT WorkSafe
- NT Correctional Services

LOCATIONS IN THE NT

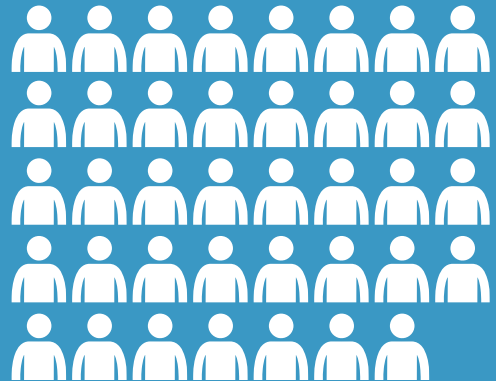
FAST FACTS	13
THE EXECUTIVE LEADERSHIP GROUP	16
HIGHLIGHTS 2017-2018	21
COMMITTEES	22
STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES	27
STATUTORY BOARDS AND BODIES	30
REVIEWS AND AUDITS	34
INFORMATION ACT	36
WORK HEALTH AND SAFETY	39
CORPORATE CITIZENSHIP	40
ENVIRONMENTAL MANAGEMENT	42
STRATEGIC PLAN	42

GOVERNANCE FRAMEWORK

GOVERNANCE



THE DEPARTMENT
SUPPORTS 39
STATUTORY
BOARDS
AND BODIES



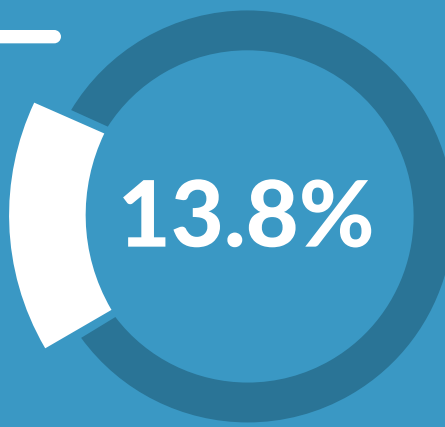
22 INTERNAL
AUDITS

**4** EXTERNAL
AUDITS
conducted in 2017-18



FREEDOM OF INFORMATION
APPLICATIONS WERE
FINALISED DURING THE
FINANCIAL YEAR

REDUCTION IN
WORK HEALTH AND
SAFETY INCIDENTS SINCE
2014-15



13.8%

FRAMEWORK

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

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



The principles of the framework are underpinned by the following:

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



THE EXECUTIVE LEADERSHIP GROUP

The purpose of the Executive Leadership Group is to deliver the priorities of government by:

- Leading the development and implementation of the department's strategic plan
- Initiating collaborative strategic reform
- Providing leadership in the coordination of intra and inter-agency activities that deliver the department's strategic objectives
- Providing leadership in the development of department frameworks and programs that underpin the department's strategic objectives
- Maintaining oversight of, and receiving regular written progress reports from, the working group of senior leaders on the status of priority reforms.



Meredith Day (Chair)

Acting Chief Executive Officer

Meredith has held executive and senior positions in the department since 2007. Her substantive role, since 2014, is Deputy CEO and she has been Acting CEO since March 2018. She holds a Bachelor of Laws and a Bachelor of Arts from the University of Adelaide and a Master of Laws from the University of Melbourne.

For much of her career Meredith worked as a lawyer, joining the Solicitor for the Northern Territory (SFNT) in 2005 where she held a number of roles including Director of the Litigation Division. Prior to becoming a public servant, Meredith was a solicitor in private practice, including seven years as a partner of a local firm, and a lecturer in law at Charles Darwin University.



Craig Smyth

Acting Deputy Chief Executive Officer

Craig graduated with a Bachelor of Laws with First Class Honours from the Northern Territory University (2002) and was awarded the University Medal and Attorney-General's Medal. Craig also holds a Bachelor of Science with Honours (Geology) from La Trobe University (1992).

Craig was admitted to practice in the Northern Territory in 2003 and is also on the register of practitioners of the High Court of Australia. Prior to his admission, Craig was Associate to Justice Angel of the Northern Territory Supreme Court and completed his articles of clerkship at Cridlands.

Craig commenced with the Litigation Division of the Solicitor for the Northern Territory (SFNT) in 2003 and was the Acting Director of the Litigation Division from December 2013 to 2015. Prior to this, Craig was the team leader of the Administrative, Government and Employment Law Team.

Over the years, Craig has spent time as the Acting Judicial Registrar of the Local Court and Work Health Court in Darwin and was also seconded to the Solicitor-General's Chambers for six months in 2012. Craig has been acting as the Deputy Chief Executive Officer since March 2018.



Jenni Daniel-Yee

Acting Executive Director, Legal Services

Jenni holds a Bachelor of Arts and Laws from the University of Adelaide (1983). She was admitted to practice in the Northern Territory in 1984, after completing her articles of clerkship with the (then) Department of Law, and worked for the Litigation Division for some 15 years. During that time, Jenni spent time as Acting Registrar of the Supreme Court, Acting Judicial Registrar with the Magistrates Court, with the Lands, Planning and Mining Tribunal, and the Department of Education. She commenced with Legal Policy in 1999 and, after spending varying periods as Acting Director, was appointed Director, Legal Policy in September 2015



Wojciech Jacek (Jack) Karczewski QC

Director, Public Prosecutions

Jack graduated from the University of Queensland with a Bachelor of Laws in May 1974. He was admitted to practice in Queensland as a Solicitor in December 1974 and as a Barrister and Solicitor of the Supreme Court of Papua New Guinea in April 1975. From April 1975 to October 1982, he was employed by the Papua New Guinea Government in the Public Prosecutor's Office as a Crown (later State) Prosecutor and was appointed a Senior State Prosecutor in December 1978. In October 1980 he was seconded to the Port Moresby City Council as its Principal Legal Officer and remained employed there until June 1983.

Jack commenced employment with the Prosecutions Division of the (then) 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 in the Attorney-General's department in December 1993 and was employed as a policy law officer until November 1997. He was the Acting Director of the Policy Division from March 1997 to September 1997.

Jack transferred back to the Office of the Director of Public Prosecutions (ODPP) in November 1997 and took up the position of Assistant Director, Darwin. He was appointed a Queen's Counsel in December 2001. Jack was appointed Deputy Director of the ODPP in June 1998, and Director of Public Prosecutions in February 2013.



Alecia Brimson

Executive Director, Corporate and Strategic Services

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

Alecia has held senior positions in the Australian Government, with responsibility over corporate and operational portfolios across northern Australia and is currently responsible for the Corporate and Strategic Services Division of the Department of Attorney-General and Justice.

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



Chris Cox

Executive Director, Courts and Tribunals

Chris has been Executive Director of Courts and Tribunals since 2012, after being Director of Courts from 2004–2012. Chris has a Bachelor of Laws from Charles Darwin University (2008) and a Graduate Diploma in Legal Practice from the Australian National University (2008). He is a Fellow of the Australian and New Zealand College of Notaries and is a Member of the Australasian Court Administrators Group.

Chris works closely with the Chief Justice of the Supreme Court, Chief Judge of the Local Court, President of the Northern Territory Civil and Administrative Tribunal (NTCAT), CEO and Deputy CEO of the department to deliver and improve court and tribunal services across the NT. Chris is assisted by a highly qualified and skilled senior leadership group.

Chris commenced as a junior clerk with the (then) Department of Law in Katherine in 1988. He has held many management positions in courts including Sheriff, Supreme Court Registrar and Principal Registrar of the Local Court and has worked in all court locations across the NT.





Stephen (Steve) Gelding

Executive Director, NT WorkSafe

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

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



Cindy Bravos

Director-General, Licensing NT

Cindy has held a number of senior public sector roles having served with both the Commonwealth and NT Public Sectors throughout Australia. Cindy holds qualifications in law, international relations, leadership, change management and languages. She was appointed the Director-General of Licensing on 1 October 2015.

The Director-General's portfolio is extremely diverse, ranging from the regulation of the liquor, private security and gaming industries through to the licensing of escort agencies and disposal of seized kava. In addition, the Director-General has been delegated the independent statutory powers of the Commissioner of Consumer Affairs in relation to the regulation of associations, motor vehicle dealers, pawnbrokers, second hand dealers and commercial and private agents.

► The Executive Leadership Group



Rob Steer

Acting Commissioner, NT Correctional Services

Rob joined Correctional Services in October 2012 and has been the Acting Commissioner of Correctional Services since 11 May 2018, having previously held the positions of Acting Deputy Commissioner and Director of Custodial Operations.

Rob commenced working in the correctional area in 1989 and brings a unique blend of public and private correctional management experience gained in a variety of correctional centres and regional and head office locations across four jurisdictions.

In 1990, Rob was responsible for establishing the first private sector operation within a correctional centre in Australasia, established prison industries in Mt Gambier in 1996 and over a seven-year period was involved in the construction, commissioning and operation of Port Phillip Prison in Victoria. In 2003 Rob was responsible for generating work opportunities for over 5 000 prisoners in Corrective Service Industries NSW. In 2007, Rob graduated from the Australian Institute of Police Management in Sydney where he received a Graduate Certificate in Applied Management. Rob also holds a Diploma of Export, and has undertaken post graduate studies in manufacturing management. Rob has been the President of the Correctional Industries Association of Australasia since 2010.



Jim Laouris

Registrar-General Public Trustee, Registrar-General's Office

Jim commenced as Deputy Public Trustee in 1997 and since that time has held a number of management and policy-based positions throughout government. These have included Deputy Registrar-General, Deputy Director Licensing, policy lawyer, Director of the Office of Multicultural Affairs, Registrar of the Northern Territory Civil and Administrative Tribunal and Director of the Local Court (North).

Jim was appointed as Registrar-General and Public Trustee in 2017 and has tertiary qualifications in law, public policy and management and project management.

HIGHLIGHTS 2017-2018

New Strategic Plan

The department's 'Justice Matters' Strategic Plan 2017-2020 was launched on 1 July 2017, setting out our vision and purpose, with clear action areas to ensure that people feel safe and have confidence in the justice system.

Implementing Alcohol Reforms

The department progressed several alcohol reform projects during the year, including:

- reintroducing the Banned Drinker Register on 1 September 2017
- developing legislation and undertaking operational work to re-establish the Liquor Commission on 28 February 2018
- developing legislation to introduce a minimum unit (floor) price for alcohol
- progressing the rewrite of the *Liquor Act*, which is ongoing.

Establishing an Independent Commission Against Corruption

Work continued during the year to progress legislation to establish an Independent Commission Against Corruption. The legislation was passed on 6 February 2018 and will commence in 2018-19.

Alice Springs Domestic Violence Court

Renovations to the Local Court building in Alice Springs are underway and once complete will help keep domestic and family violence victims safe and supported through the court process. The project is complemented by improvements being made to video conferencing facilities throughout the Northern Territory. Systems were installed this year in Lajamanu, Gapuwiyak, Nhulunbuy and Alyangula.

Implementing the Odyssey Case Management System

The department continued with a project to implement the Odyssey case management system in our courts and tribunals in 2017-18. The system will further modernise and enhance support for court processes and has now gone live in the Northern Territory Civil and Administrative Tribunal. It will soon be implemented in the Supreme and Local Courts.

Delivering Correctional Services across the Northern Territory

Despite facing some difficult challenges, Northern Territory Correctional Services (NTCS) has reported considerable success in both custodial and community-based services.

Developing the Aboriginal Justice Agreement

Consultation and planning work for the development of an Aboriginal Justice Agreement for the Northern Territory continued during the year, with valuable feedback received from Aboriginal community members and organisations. Anticipated long-term success indicators for the Aboriginal Justice Agreement include reductions in both Aboriginal victimisation and incarceration rates.

Providing Births, Deaths and Marriages Services in the Bush

Births, Deaths and Marriages (BDM) provided free access to birth certificates for six months during the year, as part of the project to reintroduce the Banned Drinker Register. Live processing, on-the-spot birth certificates in remote communities and other services such as corrections to errors in records were provided. Due to its success the program will be an ongoing part of BDM's operations, significantly increasing access to justice services for those living remotely.

COMMITTEES

Several committees and sub-committees have been set up within the department, or are led by the department, to support specialist information or manage special projects. The roles of the committees are defined in their terms of reference. The table below details agency-wide committees to 30 June 2018.

Committee	Role	Meetings held
Executive Management Group (EMG)		
Chair: Meredith Day, Acting CEO Members: Craig Smyth, Acting Deputy CEO Jenni Daniel-Yee, Acting Executive Director, Legal Services Rob Steer, Acting Commissioner, Correctional Services Cindy Bravos, Director-General Licensing Alecia Brimson, Executive Director, Corporate and Strategic Services	The EMG: Drives the minister's priorities for the Northern Territory Government, the department's strategic direction, performance and compliance. The EMG: 1. leads the strategic direction of the department 2. drives the department's achievement of the minister's priorities 3. provides advice to the CEO in determining the priority of projects and programs for the department 4. reviews and recommends the priority of divisional Budget Cabinet Submissions 5. reviews and recommends the priority of IT projects and systems recommended by the Information Management Committee to the Executive Leadership Group 6. forecasts the structure and drives the reshaping of the department beyond 2020 7. ensures an optimal environment is developed to support the achievement of departmental priorities.	38 meetings

► Committees

Committee	Date established	Role	Meetings held
Executive Leadership Group (ELG)			
Chair: Meredith Day, Acting CEO Members: Craig Smyth, Acting Deputy CEO Rob Steer, Acting Commissioner Correctional Services Jack Karczewski QC, Director of Public Prosecutions Cindy Bravos, Director-General of Licensing Alecia Brimson, Executive Director, Corporate and Strategic Services Chris Cox, Executive Director, Courts and Tribunals Stephen Gelding, Executive Director, NT WorkSafe Jenni Daniel-Yee, Acting Executive Director, Legal Services A representative from the Independent Officers Group	23/05/2017	The ELG: 1. leads the development and implementation of the department's strategic plan 2. initiates collaborative strategic reform 3. provides leadership in the coordination of intra and inter agency activities which deliver the department's strategic objectives 4. provides leadership in the development of department frameworks and programs that underpin the department's strategic objectives 5. maintains oversight of, and receives regular written progress reports from, the working group senior leaders on the progress of priority reforms.	12 meetings

Committee	Date established	Role	Meetings held
Audit and Risk Committee (ARC)			
Emily Clarke, Law Officer, SFNT (member from 1/5/2015) Members: Steve Wheelhouse, Director, Fines Recovery Unit Chris Wicks, Director, Regulatory Reform, NT Worksafe Steve Bartlett, Chief Financial Officer, Territory Generation Sanja Hill, Director, Corporate Support, Department of Treasury and Finance Secretary: Philip Anderson, Auditor Observers: Julie Crisp, Auditor-General or her nominee, Office of the Auditor-General (since 22/9/2014) Shelley Withers, Director, Governance and Risk (since 13/1/2016) Kyra Andrews, Acting Director, Correctional Services Professional Standards Unit (since 1/4/2018) Previous members: Shaun O'Brien, Acting Chief Financial Officer, Department of Education Sandra Otto, Deputy Commissioner, Consumer Affairs Vanessa Bates, Executive Officer to the Commissioner, Northern Territory Correctional Services Anna McGill, Director Innovation & Strategic Planning, Licensing NT Renata Blanch, Registrar, Northern Territory Civil and Administrative Tribunal Paul Usher, Deputy Director, Public Prosecutions Previous observers: David Fergusson, Director, Correctional Services Professional Standards Unit	01/04/2016	The ARC provides an oversight role to assist the CEO and the ELG fulfil their corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management and internal and external audit functions. The ARC: 1. monitors the adequacy of the internal control environment and related policies, practices and procedures 2. monitors corporate risk assessment and the adequacy of the internal controls established to manage identified risks 3. oversees the internal audit function, liaise with external auditors, and monitor the implementation of internal and external audit recommendations 4. reviews financial statements and other public accountability documents such as annual reports prior to approval by the Accountable Officer 5. undertakes any other functions and activities as determined from time to time by the CEO, within the context of the committee's primary objective. The ARC has authority for each of these functions across all areas of the department, including statutory offices.	4 meetings

Committee	Date established	Role	Meetings held
AGD WHS Committee			
Chair: Shelley Withers, Director, Governance and Risk Members: One nominee from each of the following location-based Health and Safety Committees: NT Correctional Services Anti-Discrimination Commission, Office of the Information Commissioner and Public Interest Disclosures – Darwin and Alice Springs Alice Springs and Tennant Creek Courts Children's Commissioner and Health and Community Services Complaints Commission (Darwin) Consumer Affairs and NT Civil and Administrative Tribunal – Darwin Westpoint Building – Alice Springs Corporate and Strategic Services – Darwin Old Admiralty Tower – Director of Public Prosecutions – Darwin and Alice Springs Nichols Place A – Darwin Nichols Place B – Darwin Supreme Court – Darwin Old Admiralty Tower – Legal Services Management – Darwin Darwin Correctional Precinct – Darwin Alice Springs Correctional Precinct – Alice Springs Supreme Court – Alice Springs Licensing NT – Darwin NT WorkSafe – Darwin	12/05/2016	The department's WHS Committee provides a forum for collaboration and consultation across the department on WHS matters. The WHS Committee plays a central role in monitoring and guiding WHS matters, ensuring the systematic achievement of WHS requirements and making recommendations to the ELG about the implementation and progression of WHS matters.	4 meetings

► Committees

Committee	Date established	Role	Meetings held
Information Management Committee			
Chair: Alecia Brimson, Executive, Director, Corporate and Strategic Services Members: Karen Weston, Chief Information Officer Rosanne Lague, Director Programs Services and Improvements, NT Correctional Services Jacqueline Dowling, Chief Finance Officer Shelley Withers, Director, Governance and Risk Chris Cox, Executive Director, Courts and Tribunals (rotating ELG member) John Sealy, Director, Gambling Systems Compliance (rotating senior divisional member) Observer: Philip Anderson, Auditor	29/03/2017	The Information Management Committee ensures the achievement of the department's business goals through appropriate information management and technology solutions by making recommendations to the senior executive on information strategies and projects. The Information Management Committee provides the overarching strategy and guidance framework for end-user computing, business systems and ICT infrastructure, policy, investment and technology use in the department. The Information Management Committee through the Chair provides advice and makes recommendations to the Executive Leadership Group within the scope of the responsibility of the committee.	5 meetings

STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES

A number of statutory offices came under the umbrella of the department in 2017–18 for the purposes of the *Public Sector Employment and Management Act* and the general and financial administration as per the Administration Arrangements Order.

The independent statutory offices are included in the department's output structure for funding and reporting

on performance against the approved agency budget. However, the department has no authority to direct statutory offices in the execution of their independent functions.

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

STATUTORY OFFICE HOLDERS

Appointment	Act
Analyst	<i>Kava Management Act</i>
Analyst	<i>Misuse of Drugs Act</i>
Anti-Discrimination Commissioner	<i>Anti-Discrimination Act</i>
Approved Representative	<i>Soccer Football Pools Act</i>
Assessors	<i>Victims of Crime Assistance Act</i>
Authorised Officer	<i>Electricity Reform Act</i>
Authorised Officer	<i>Kava Management Act</i>
Assessors	<i>Liquor Act</i>
Associate Judges	<i>Supreme Court Act</i>
Chair, Deputy Chair, Members	<i>Professional Standards Act</i>
Chief Inspector	<i>Radioactive Ores and Concentrates (Packaging and Transport) Act</i>
Chief Judge	<i>Local Court Act</i>
Children's Commissioner	<i>Children's Commissioner Act</i>
Commissioner for Health and Community Services Complaints	<i>Health and Community Services Complaints Act</i>
Commissioner for Public Interest Disclosures	<i>Public Interest Disclosures Act</i>
Commissioner of Business Tenancies	<i>Business Tenancies (Fair Dealings) Act</i>
Commissioner of Consumer Affairs	<i>Consumer Affairs and Fair Trading Act</i>
Commissioner of Correctional Services	<i>Correctional Services Act</i>
Commissioner for Oaths	<i>Oaths and Affidavits Act</i>
Commissioner of Tenancies	<i>Residential Tenancies Act</i>
Construction Contracts Registrar	<i>Construction Contracts (Security of Payments) Act</i>
Controller of Prices	<i>Price Exploitation Prevention Act</i>
Coroner	<i>Coroners Act</i>
Deputy Chief Judge	<i>Local Court Act</i>

STATUTORY OFFICE HOLDERS	
Appointment	Act
Deputy Coroner	Coroners Act
Deputy Registrars	Births, Deaths and Marriages Registration Act
Deputy Registrars-General	Registration Act
Deputy Registrar of Land, Business and Conveyancing Agents	Agents Licensing Act
Deputy Registrar of Mental Health Review Tribunal	Mental Health and Related Services Act
Deputy Director of Fines Recovery Unit	Fines and Penalties (Recovery) Act
Deputy Public Trustee of the NT	Public Trustee Act
Director-General of Licensing	Licensing (Director-General) Act
Director of Fines Recovery Unit	Fines and Penalties (Recovery) Act
Director of Public Prosecutions	Director of Public Prosecutions Act
Electricity Officer	Electricity Reform Act
Electricity Safety Regulator	Electricity Reform Act
Information Commissioner	Information Act
Inspectors	Liquor Act
Inspectors of Land, Business and Conveyancing Agents	Agents Licensing Act
Judicial Registrar	Local Court Act
Judges	Local Court Act
Judges	Supreme Court Act
Justice of the Peace	Justice of the Peace Act
Mediator	Return to Work Act
Official Visitors	Correctional Services Act
Other Officers of the Court	Work Health Administration Act
Public Trustee for the NT	Public Trustee Act
Registrar	Supreme Court Act
Registrar of Births, Deaths and Marriages	Births, Deaths and Marriages Registration Act
Registrar-General for the NT	Registration Act
Registrar of Land, Business and Conveyancing Agents	Agents Licensing Act
Registrar of Mental Health Review Tribunal	Mental Health and Related Services Act
Registrar of Northern Territory Civil and Administrative Tribunal	Northern Territory Civil and Administrative Tribunal Act
Registrar of Transferred Parole Orders	Parole Act
Schemes Supervisor	Unit Titles Schemes Act
Secretary of the Parole Board	Parole Act
Sheriff, Deputy Sheriffs, Bailiffs, and other officers of the Sheriff	Sheriff Act
Solicitor-General of the NT	Law Officers Act
Work Health Authority	Work Health Administration Act

APPOINTMENTS TO STATUTORY BOARDS AND COMMITTEES

Body	Act
Agents Licensing Board (Real Estate and Conveyancing)	<i>Agents Licensing Act</i>
Agents Licensing Fidelity Guarantee Fund of the Northern Territory	<i>Agents Licensing Act</i>
Alcohol Mandatory Treatment Tribunal (ceased September 2017)	<i>Alcohol Mandatory Treatment Act</i>
Architects Board	<i>Architects Act</i>
Building Practitioners Board	<i>Building Act</i>
Child Deaths Review and Prevention Committee	<i>Care and Protection of Children Act</i>
Community Benefit Committee	<i>Gaming Control Act</i>
Community Justice Consultative Council (Council dissolved as of 26 November 2017)	<i>Community Justice Centre Act</i>
Crime Victims Advisory Committee	<i>Victims of Crime Rights and Services Act</i>
Electrical Workers and Contractors Licensing Board	<i>Electrical Workers and Contractors Act</i>
Health and Community Services Complaints Review Committee	<i>Health and Community Services Complaints Act</i>
Legal Practitioners Admission Board of the NT	<i>Legal Profession Act</i>
Legal Practitioners Disciplinary Tribunal	<i>Legal Profession Act</i>
Legal Practitioners Funds Management Committee	<i>Legal Profession Act</i>
Mental Health Review Tribunal	<i>Mental Health and Related Services Act</i>
Northern Territory Civil and Administrative Tribunal	<i>Northern Territory Civil and Administrative Tribunal Act</i>
Northern Territory Law Reform Committee	<i>Established by Constitution</i>
Northern Territory Liquor Commission	<i>Liquor Commission Act 2018</i>
Northern Territory Legal Aid Commission	<i>Legal Aid Act</i>
Parole Board of the Northern Territory	<i>Parole Act</i>
Plumbers and Drainers Licensing Board	<i>Plumbers and Drainers Licensing Act</i>
Public Trustee Investment Board	<i>Public Trustee Act</i>
Racing Appeals Tribunal	<i>Racing and Betting Act</i>
Racing Commission	<i>Racing and Betting Act</i>
Scheme Monitoring Committee	<i>Return to Work Act</i>
Surveyors Board	<i>Licensed Surveyors Act</i>
Work, Health and Safety Advisory Council	<i>Work, Health and Safety (National Uniform Legislation) Act</i>
Workers' Rehabilitation and Compensation Advisory Council	<i>Return to Work Act</i>

The above lists are not exhaustive.

STATUTORY BOARDS AND BODIES

Agents Licensing Act

Agents Licensing Board (Real Estate and Conveyancing)

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

Agents Licensing Fidelity Guarantee Fund of the NT

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

Alcohol Mandatory Treatment Act

Alcohol Mandatory Treatment Tribunal (repealed September 2017)

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

Architects Act

Architects Board

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

Building Act

Building Practitioners Board

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

Care and Protection of Children Act

Child Deaths Review and Prevention Committee

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

Community Justice Centre Act

NT Community Justice Centre

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

Community Justice Consultative Council (Council dissolved as of 26 November 2017)

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

Consumer Affairs and Fair Trading Act

Tow Truck Operators Code of Practice Administering Authority

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

Electrical Workers and Contractors Act

Electrical Workers and Contractors Licensing Board

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

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

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

Gaming Control Act**Community Benefit Committee**

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

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

This committee is established pursuant to section 78 of the *Health and Community Services Complaints Act*. The functions of the committee are:

- (a) to review the conduct of a complaint to determine whether the procedures and processes for responding to the complaint were followed and, as it sees 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
- (c) to advise the commissioner and the minister, as appropriate, on the operation of this Act and the Regulations.

Health Practitioners Act**Health Professional Review Tribunal (no longer exists)**

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

Legal Aid Act**NT Legal Aid Commission**

The purpose of this commission is to manage the provision of legal aid services to the Northern Territory community.

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 NT

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

Legal Practitioners Disciplinary Tribunal

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

Legal Practitioners Funds Management Committee

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

Licensed Surveyors Act**Surveyors Board**

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

Liquor Commission Act 2018**Northern Territory Liquor Commission**

The purpose of this commission is to regulate liquor licensing in the Northern Territory under the *Liquor Commission Act* and the *Liquor Act*.

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

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

NT Civil and Administrative Tribunal Act**The 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 decisions referred under relevant Acts.

NT Correctional Industries Advisory Council

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

NT Law Reform Committee Act**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.

Parole Act**Parole Board of the Northern Territory**

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

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

The purpose of this board is to issue Advanced Tradesman Licences and Journeyman registration cards; and investigate complaints, and if necessary, take disciplinary action.

Professional Standards Act**Professional Standards Council**

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

Public Trustee Act**Public Trustee Investment Board**

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

Racing and Betting Act**Racing Commission**

The purpose of this commission is to regulate legalised betting and provide oversight of racing.

Racing Appeals Tribunal

The purpose of this tribunal is to hear and determine appeals against penalties imposed in disciplinary proceedings arising from, or in relation to, the conduct of greyhound and horse racing.

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

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

Return to Work Act

Nominal Insurer

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

Scheme Monitoring Committee

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

Workers' Rehabilitation and Compensation Advisory Council

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

Victims of Crime Rights and Services Act

Crime Victims Services Unit

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

Crime Victims Advisory Committee

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

Work Health and Safety (National Uniform Legislation) Act

Work Health and Safety Advisory Council

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

REVIEWS AND AUDITS

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

Audits/Reviews reported to the Audit and Risk Committee in 2017–18 by Audit Services

Audit/Review	No. of Audits
Petty Cash and Counter Floats (Darwin, Alice Springs, Tennant Creek and Nhulunbuy)	4
Alice Springs Correctional Centre Procurement	1
Travel Policy Compliance	1
Licensing NT – Grants	1
Crime Victims Services Unit Processes	1
Procurement – Value for Territory Assurance	1
Court Exhibits and Security – Alice Springs Local Court	1
Court Exhibits and Security – Alice Springs Supreme Court	1
Supreme Court Custodial Contract	1
Northern Territory Civil and Administrative Tribunal – Sessional Payments	1
Darwin Correctional Centre – Kitchen Inventory	1
Darwin Correctional Centre – Contract Management Costs	1
Credit Card Transactions Review	1
Public Trustee – Advice on Reporting Standards	1
NT Correctional Industries Revenue	1
Fraud Investigation	1
Financial Audit – Transactions at the Office of the Information Commissioner and Public Interest Disclosures	1
Procurement – General Compliance	1
Darwin Correctional Centre – Kitchen Stocktake Assurance	1
Total:	22

Audits reported by the Auditor-General's Office

Audit/Review
Department of the Attorney-General and Justice End of Year Review 2016–17
Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2017
Office of the Public Trustee – Interim Financial Statements Audit for the year ended 30 June 2018
Agency Compliance Audit
Licensing NT – Licensing and Compliance Systems
Salary Overpayments Review

REVIEWS AND AUDITS

The recommendations and agreed actions arising out of audits are monitored by Audit Services and the Audit and Risk Committee until acquitted or the risk is accepted by the risk owner. Internal audit planning by Audit Services is substantially based on divisional risk assessments and mitigation strategies.

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

Petty Cash and Counter Floats

Audits were conducted on petty cash and counter floats across the department to determine if procedures were being followed and to identify any vulnerability. No significant issues were reported.

Alice Springs Correctional Centre Procurement

Adherence to procurement policies and processes was audited. The most common issue was that regular transactions with some suppliers should have been treated as a higher value contract. Recommendations were made to change practices with increased training.

Travel Policy Compliance

Minor breaches of expense authorisation and private travel rules were identified, including an overpaid travel allowance which was repaid.

Licensing NT – Grants

A review of grants management processes was conducted with recommendations to document selection criteria for decision-making, other improved documentation and stricter rules for expenditure substantiation.

Crime Victims Services Unit Processes

Claims processes were reviewed with recommendations made to put some short-term measures in place until budgetary pressures ease. Longer-term recommendations include the establishment of a separate backlog resolution team and the investigation of claims management software options.

Procurement – Value for Territory Assurance

This audit reviewed compliance with 'Buy Local' procurement rules and was part of an NT Government-wide program requested by the Department of Trade, Business and Innovation for the Buy Local Industry Advocate. Tiers two to five were compliant, with further education and exemption applications for Tier one (under \$15 000) purchasing recommended.

Court Exhibits and Security – Alice Springs Local Court

This report recommended the delivery of training to improve court exhibits' recording and some security improvements.

Court Exhibits and Security – Alice Springs Supreme Court

This report made some security recommendations.

Darwin Supreme Court Custodial Contract

Compliance against contractual requirements of the contracted external security company was checked. The alignment of contractual responsibilities with operational manuals was recommended.

Northern Territory Civil and Administrative Tribunal – Sessional Payments

Processes for the payment of sessional tribunal members were reviewed. The formal documentation of policies and procedures was recommended to improve internal controls.

Darwin Correctional Centre – Kitchen Inventory

Inventory management was reviewed at the kitchen. Recommendations were based on management approach, security considerations, process documentation and the implementation of prior review recommendations.

Darwin Correctional Centre – Contract Management Costs

Accounting advice was provided to management on a commercial matter.

Credit Card Transactions Review

Card transactions were analysed and a failure to obtain pre-approval for some low value transactions was noted.

Public Trustee – Advice on Reporting Standards

Advice was provided on the accounting treatment of non-cash asset disclosure and reporting.

NT Correctional Industries Revenue

Sales to employees were reviewed. Findings include inconsistencies in product costing methods and use of unapproved policies and procedures. Recommendations include the need for formal policies and procedures including detailed and defensible costing practices.

Fraud Investigation

A fraud allegation was investigated and referred to the CEO, NT Police and the Auditor-General.

Expenses Audit – Office of the Information Commissioner and Public Interest Disclosures

A general review of expenditure was conducted, with no issues noted.

Procurement – General Compliance

Observations were made for process improvement in procurement activity.

Darwin Correctional Centre – Kitchen Stocktake Assurance

Stocktake spot-checking was conducted as recommended in the Darwin Correctional Centre – Kitchen Inventory audit.

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

End of Year Review 2016–17

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

Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2017

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

Public Trustee – Interim Financial Statement Audit for the Year ended 30 June 2018

This pre-year-end analysis was designed to provide added assurance for the final year-end audit. A recommendation to develop formalised financial processes was made.

Agency Compliance Audit for the Year Ended 30 June 2018

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

Licensing NT – Licensing and Compliance Systems

The audit made recommendations to tighten access control, business continuity planning and change management.

Salary Overpayment Review

Errors within the department and at centralised payroll processing were noted and repayment action taken.

INFORMATION ACT

The Information Act (the Act) provides 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 the department to publish information at least annually about:

- 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 department's website lists all information held by the department and is available to assist persons interested in making an application under the Act.

The table below provides an overview of applications received by the department under the Act in 2017–18.

Applications	
To access personal and government information	0
To access personal information	5
To access government information	1
New applications to access personal information	105
New applications to access personal and government information	2
New applications to access government information	22
New applications to correct personal information	0
Total applications open	135
Requests withdrawn	4
Requests transferred to another agency	4
Total applications finalised	111
Applications on hand at 30 June 2018	16

Additionally, NT Correctional Services (NTCS) operates an administrative access scheme, which gives past and current prisoners access to most of their records held by the department. The scheme does not operate under the Act. Requests made under the scheme are processed by the Information Coordinator within the Professional Standards Unit (PSU).

INFORMATION MANAGEMENT UNIT

Records and Information Management Reform

This year a suite of records and information policies, business rules and procedures and toolkit resources were finalised and implemented.

The department continues to move towards full implementation of Electronic Document Records Management (EDRM) using the NT Government's Territory Records Manager (TRM). The Legal Services division ceased using the Local Area Network (LAN) and implemented EDRM from 1 August 2017.

The Information Management Unit (IMU) within the Governance and Risk Branch of the Corporate and Strategic Services division developed an EDRM strategy in late 2017 to strengthen compliance, information sharing and to meet changing business needs. The EDRM strategy outlines a staged approach in refining file mapping and records management in business units, reviewing access and security, and enhancing staff capability in record keeping through targeted training.

One of the fundamental changes in record keeping practice will be the adoption of the NT Government's whole-of-government Business Classification Scheme (BCS) for records. The BCS was developed by the Department of Corporate and Information Services with the objective of modernising the names of functions, activities and subjects originally sourced from Keyword AAA Thesaurus, a universal record classification system used by governments across Australia. The new BCS is being mapped to the department's 46 retention and disposal schedules and cross-referenced with its electronic and paper records. The EDRM strategy is rolled out as mapping is verified by the department's work units. Through this process, the BCS is enabling a solid foundation of compliance, awareness and understanding by operational areas and a learned understanding of operational requirements by the IMU staff.

The IMU holds monthly forums focusing on the development and training of TRM Assist resources with all business units of the department. This forum has approximately 50 members and is the largest staff working group across the department. In addition, further training is also being provided in records and archives management to enable compliance with Part 9 of the Act and NT Government Records Management Standards.



Inspecting the extent of the mould damage

Disaster Recovery – permanent retention records

This year the department undertook a large disaster recovery project of permanent retention paper records. One hundred and twenty boxes of 30-year-old records had been moved to a central location in Darwin and stored in a secure room pending it being fitted out with shelving. When staff accessed the room prior to commencing the works, an air conditioning leak was found. This resulted in boxes of wet records that were deemed a potential biological health and safety hazard.

The IMU managed this biological hazard project and were required to source appropriate protective clothing and equipment. The NT Archives Service and the IMU assessed that 50 per cent of the records were affected by hazardous mould spores. The unaffected records were removed and contained in a dry room with high-efficiency particulate air (HEPA) filters and 24–7 air conditioning to safeguard them from further deterioration.



Linda Bell, Manager NT Archives Service and Shelley Withers, Director, Governance and Risk, removing records from mouldy boxes



Boxes in freezer for recovery

The affected records were split into two groups: those that were saturated with water and mouldy and those that were damp but not mouldy. The records that were wet with visible mould were assessed one box at a time, repacked into new boxes, sealed in plastic bags and placed in a commercial freezer. The process of freezing the records inhibits mould growth and renders the remaining mould spores dormant. These records were then freeze-dried, treated with gamma radiation and cleaned with HEPA-filtered vacuum cleaners by paper specialists. The records were returned to the department with minimal water marks and no traces of mould spores. Some photographs were unable to be recovered.

The damp but not mouldy records were removed from their water-damaged and collapsing boxes and laid out on trestle tables to dry out under fans and air conditioners.

This project is believed to be one of the most professionally-managed disaster recovery projects for records undertaken in the NT Government's history. The project was undertaken to fulfil sections 133 and 134 of the Act.

Access to internal information

The department's intranet site is used to promote changes in corporate policies, procedures and other matters across the department. News articles are promoted using banner advertisements on the site to ensure the communications reach as many staff as possible.

The department's intranet contains a wide range of corporate information about the structure, leadership, policies and procedures as well as operational areas within the department and the services they deliver, including a welcome to the department section for new staff with links to NT Government information and systems.

Access to information for Territorians

Information about NT Government departments is accessible by members of the public from **nt.gov.au**

Information about the services provided by the department is accessible from a subsidiary internet page **justice.nt.gov.au**

The information is grouped by independent offices, the Attorney-General and Justice, Correctional Services, Justice Services and Regulatory Services.

The department has an information statement available on this website:

justice.nt.gov.au/access-to-information

WORK HEALTH AND SAFETY

WHS Management

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

In line with this commitment, the department continued to implement our WHS Management System and related policies and procedures in 2017–18. WHS committees for specific buildings and workplaces regularly report to the agency-wide WHS Committee, which in turn reports to the CEO via the Executive Leadership Group. In 2017–18, the agency-wide WHS Committee met four times.

WHS Incidents

From 1 July 2017 to 30 June 2018, there was a total of 156 WHS incidents reported. Most incidents (71.8 per cent) occurred within Northern Territory Correctional Services (NTCS).

The most common type of incident, accounting for 19.2 per cent of reported incidents, was 'slips, trips and falls', which encompasses injuries resulting from instances such as slipping on a wet surface, tripping on a cord or old carpet, or falling on stairs. The majority (63.3 per cent) of these incidents occurred within NTCS.

The next most common type of incident was 'body stressing', defined as injuries or diseases resulting from stress placed on muscles, tendons, ligaments and bones. Sixty-eight per cent of these incidents occurred within NTCS, with the majority occurring during prison officer training.

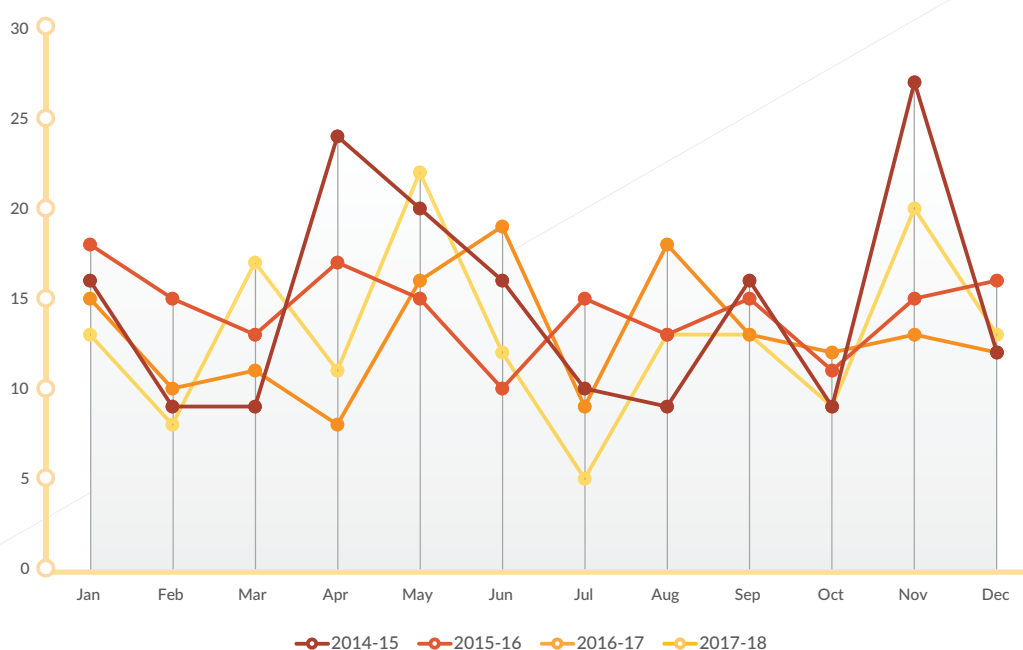
About 14 per cent of reported incidents recorded that no injury occurred. This included near-misses, exposure to violence, or environmental factors where no immediate injury was sustained.

The total number of incidents reported has declined by 2.5 per cent since last year, reducing from 160 in 2016–17 to 156 in 2017–18. This figure represents a 13.8 per cent reduction in incidents over the last four years, down from 181 in 2014–15. This is anecdotally attributed to an increase in WHS awareness across the department and specific focus within NTCS on risk mitigation, particularly in training and prisoner management.

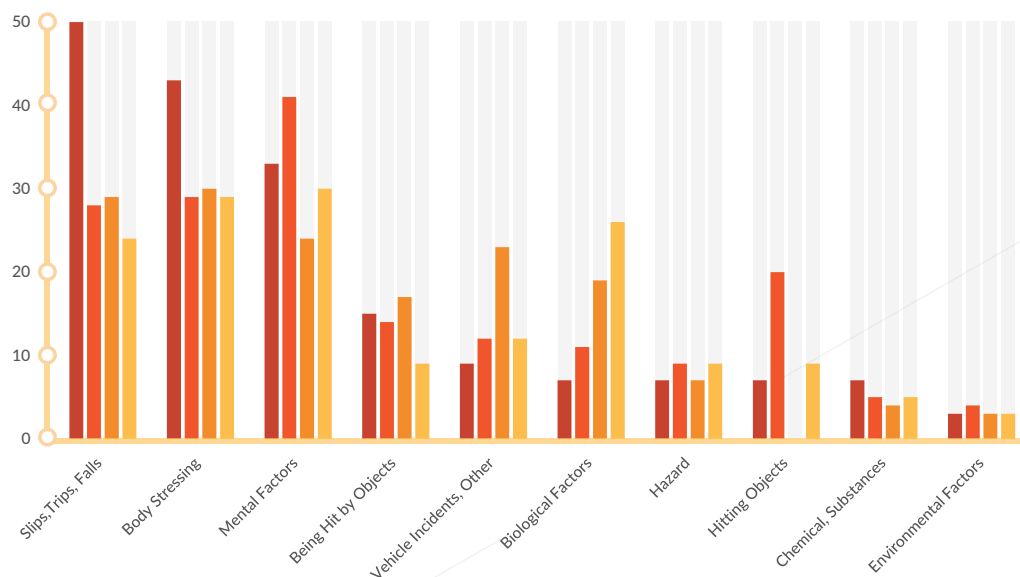
Notifiable incidents

One notifiable incident (as defined under section 35 of the WHS Act) was reported to NT WorkSafe during the reporting year. In March 2018, a corrections officer at Alice Springs Correctional Centre fainted and hit his head following a short indoor physical training session resulting in him being taken to Alice Springs Hospital.

Number of Incidents by Month



Number of Incidents by Mechanism Group



Source: BOXI report for period ending 30 June 2018

Tests were carried out and it was determined that the condition was caused by over-exertion and/or dehydration. The officer was cleared for work the next day. To ensure the continued safety of staff, a presentation on the importance of nutrition and hydration prior to and during exercise is now given to all recruits at the commencement of their training.

Workers Compensation

There were 22 new workers' compensation claims lodged in the reporting period, representing 14 per cent

of all incidents reported. This shows a 35 per cent reduction of new workers' compensation claims from last year's figure of 34.

The total amount paid in workers' compensation claims from 1 July 2017 to 30 June 2018 was \$1.65 million which includes all financial transactions processed in the period from new claims and ongoing claims from previous periods. In the last financial year, the total amount paid was \$1.89 million, representing a 13 per cent reduction in workers' compensation liabilities.

CORPORATE CITIZENSHIP

The department's ethos is one of good corporate citizenship. The department and our people are committed to delivering value to the community by:

- recognising that the department operates for the benefit of Territorians and the NT Government
- contributing to the long-term business climate of the NT, by operating in the public interest
- knowing and realising ethical standards
- partnering with other agencies and non-government organisations to work towards solving social, economic and psychological problems in society
- enabling legislative reform to achieve better outcomes

- fostering public policy positions that achieve mutually beneficial interests
- operating with a qualified, professional and stable workforce.

Examples are highlighted below:

Annual Prize for Outstanding Academic Achievement in Criminology

The Director of Public Prosecutions (DPP) actively supports the Charles Darwin University College of Business and Law by providing an annual prize for outstanding academic achievement.

CORPORATE CITIZENSHIP

The recipient of the 2017 academic year prize for Outstanding Academic Achievement in Criminology was Ms Kristal Laister-Hartmann. Ms Laister-Hartmann who is from South Australia provided the office with the following note:

“I am 22 years of age and reside in Port Augusta, South Australia. I have just completed my Bachelor of Laws degree externally at Charles Darwin University and am now beginning my Graduate Diploma of Legal Practice through the Australian National University.

I graduated from year 12 in 2013 and was voted valedictorian for that year. I was also selected to receive the Member for Stuart Medallion and the Dan Van Holst Pellekaan MP award for excellence. During Years 11 and 12 I was awarded a total of ten certificates for outstanding academic achievement.

Recently, I was the recipient of a College of Business and Law Prize giving award from Charles Darwin University. I was awarded the Director of Public Prosecutions prize for Outstanding Academic Achievement in Criminology.”

I aspire to practice in the areas of criminal law, family law, wills and estates, conveyancing and animal law, thus providing a true service to my local community, upholding the rights and expectations of society” “Once again, thank you for providing me with this opportunity.”

Australia’s Biggest Morning Tea

The Solicitor for the NT supports the Cancer Council and cancer research by hosting an impressive morning tea as part of Australia’s Biggest Morning Tea each year. By coming together to share a cup of tea and some tasty treats, attendees support those affected by cancer and raise vital funds to continue cancer research, prevention programs, and advocacy and support programs.

Shared Service Arrangements

The Criminal Justice Research and Statistics Unit operates as a shared service via a memorandum of understanding (MOU) with four agencies: the Department of the Attorney-General and Justice, Territory Families, NT Police, Fire and Emergency Services and the Department of Health. The unit has staff members from three of the four agencies and is hosted by the Department of the Attorney-General and Justice.

Operating as a shared service and using data from its partner agencies, means the unit is able to provide analyses and statistics from across the justice system. This promotes a greater understanding of the system than each agency could develop on their own with only their own data, and enables the analysis of movement of people throughout the system. The unit prepares statistics and reports on the justice system for government, internal departmental use, and for the public, including crime, courts, corrections, youth justice, and alcohol-related statistics.

Harmony Day



Corporate and Strategic Services: **Back Row** L-R Mihali Taktikos, Ruth Mkunu, Simone Donohue, Bunroth Thong
Front Row L-R Terri Mullet, Shelley Withers, Samantha Cubillo, Teri McKay, Kandarp Vyas

Harmony Day is held every year on 21 March and celebrates Australian multiculturalism. The day focuses on inclusiveness, respect and belonging for all Australians regardless of background. Harmony Day coincides with the United Nations International Day for the Elimination of Racial Discrimination, and is celebrated by the Corporate and Strategic Services division with a multi-cultural morning tea.

ENVIRONMENTAL MANAGEMENT

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

The department's guiding philosophy is to:

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

New Ways to Visualise Data

A picture paints a thousand words and multi-colour graphs are the backbone of communicating trends and changes in data. Producing regular printed statistics reports for meetings uses a significant amount of paper. A Criminal Justice Research and Statistics Unit staff member became skilled in a new software package enabling the production of dynamic charts within a monthly statistics document. We are working towards attendees being able to view and manipulate data on their own devices from a secure server, thus reducing the paper required to print substantial numbers of charts and allowing exploration of reasons for trends in the data during the meetings.

LED Lighting at Territory Courts

In 2017–18, planning commenced to replace lighting at the Supreme and Local Courts in Darwin. The new lighting will be significantly more energy-efficient than the previous.

Video conferencing and teleconferencing

When appropriate, department staff attend meetings via video conferencing or teleconferencing rather than undertake official travel. For example, members of the Criminal Justice Research and Statistics Unit (CJRSU) are involved in several national statistics working groups (crime statistics, criminal courts, and corrections statistics), as well as projects that may involve

researchers in various parts of the country.

When meetings are a day or less in duration, CJRSU members participate by video or teleconference, depending on availability. In 2017–18, CJRSU staff members participated in 16 meetings in this way.

Electronic Document Records Management

The department, through its EDRM strategy is progressing the adoption of 'less paper' offices supported through the use of information sharing and digital signature.



STRATEGIC PLAN

The department's vision in the 2017-2020 Justice Matters Strategic Plan is to ensure that people feel safe and have confidence in the justice system. The purpose of this plan is to protect people's rights and interests through delivery of an integrated, fair and accessible justice system.

The plan consists of seven interconnected priorities enabling the department to drive justice reform while contributing to whole-of-government strategies in partnership with other agencies.

Achievements to date are summarised on page 13 with further information provided in the Output section of this report. Summary reporting of strategic outcomes will be measured against the plan's success indicators in years two and three of the plan.

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

STRATEGIC PLAN 2017-2020

VISION

People feel safe and have confidence in the Justice System.

PURPOSE

To protect people's rights and interests through delivery of an integrated, fair and accessible Justice System.



VALUES

Our values underpin all we do and frame our behaviour:

- ETHICAL PRACTICE
- IMPARTIALITY
- RESPECT
- DIVERSITY
- COMMITMENT TO SERVICE
- ACCOUNTABILITY

www.justice.nt.gov.au



OUR WHOLE OF GOVERNMENT CONTRIBUTIONS

In partnership with other agencies deliver outcomes on the Government's priorities through:

- Working collaboratively with the Department of Health to address the causes of offending and implement a health based approach to Alcohol reform.
- Supporting the Government by ensuring significant Commonwealth and Territory undertakings are prioritised and resourced.
- Contributing to building trust with the community by establishing an Independent Commission against Corruption in the Northern Territory.
- Delivering reforms to the Justice and Correctional Services System to reduce offending, and provide alternative pathways through the system.
- Undertaking priority legislative reform that supports a healthy, responsible, safe and resilient community.
- Reforming employee safety to proactively educate and enforce work safety legislation across the business community.

OUR JUSTICE MATTERS STRATEGIES



STRENGTHENING THE JUSTICE SYSTEM

Lead the development of a Whole of Government Justice Reform Framework which will:

- Promote best practice in all aspects of the Justice System
- Ensure the needs of victims of crime are respected and addressed
- Enhance community safety by reducing reoffending rates
- Guide reforms to the Justice and Correctional Services Systems to support the reduction of Aboriginal rates of incarceration
- Deliver effective custodial and non-custodial rehabilitation, training, education and employment programs
- Increasing access to Justice Services in remote areas
- Explore innovative approaches in the delivery of justice services to Territorians



PROTECTING TERRITORIANS BY SUPPORTING SAFER COMMUNITIES

Protect and promote the rights of Territorians by addressing the causes of crime through:

- The reinstatement of the Banned Drinkers Register and supported programs
- Implementing the Alice Springs Local Court Pilot Project to improve responses to family and domestic violence
- Supporting the Royal Commission into the Protection and Detention of Children in the Northern Territory
- Providing support to victims of crime
- Providing timely responses to enquiries and complaints about the rights of Territorians
- Maximising awareness of services through education
- Identifying and investigating issues about the rights and responsibilities of Territorians
- Facilitating independent conciliation, mediation and advocacy services for Territorians
- Contributing to policy and standard setting



BALANCING THE REGULATORY ENVIRONMENT

Drive reform to influence and change community and social outcomes by:

- Implementing reforms that result from review of legislation that supports Territorians
- Reviewing policy and legislation to promote appropriate information sharing while protecting privacy
- Improving the Anti-Discrimination Act through review and amendment
- Reviewing the Racing and Betting Act to recommend amendments which effectively respond to industry issues and challenges
- Re-examining changes to workers' compensation legislation to achieve a fair balance
- Reviewing the Residential Tenancies Act to meet the needs of landlords and tenants



BUILDING COMMUNITY TRUST

Improve community trust by contributing to:

- Leading the establishment of an Independent Commission against Corruption in the Northern Territory
- Leading the collaborative development and negotiation process for the Aboriginal Justice Agreement



IMPROVING ABORIGINAL OUTCOMES

Make recommendation to the Northern Territory Government on how to improve the Justice System for Aboriginal Territorians by:

- Leading work to develop an Aboriginal Justice Agreement for the Territory
- Establishing an Aboriginal Justice Unit
- Enhancing cross-cultural understanding and communication
- Developing a collaboration model for local decision making through the involvement of Aboriginal community leaders in the Justice System
- Implementing the Correctional Services Aboriginal Strategy
- Enhancing Aboriginal consumer protection
- Increasing Aboriginal employment and development opportunities in the department



PARTNERING FOR IMPROVED JUSTICE OUTCOMES

Work collaboratively with community groups and other stakeholders to improve Justice outcomes including:

- Adopting a "Throughcare" integrated case management model for all prisoners
- Developing a Correctional Services Community Engagement Strategy
- Developing options to empower communities to make local decisions and reassert cultural authority in justice matters
- Developing community based strategies to identify and address the causes of offending
- Working in partnership with the Department of Health in reviewing and advising on options relating to the Liquor Act



DEVELOPING AND MAINTAINING A CAPABLE WORKFORCE

Strengthen the organisation's culture and capacity to engage with its stakeholders by:

- Developing a collaborative safe workplace culture of inclusion and trust across the department
- Striving for professional excellence that supports strong leadership and courage in all of our practices
- Being innovative, agile and receptive to change
- Being creative in developing new solutions to problems
- Upholding our values and behaving in a manner consistent with those values at all times
- Engaging with our teams and stakeholders to develop partnerships and relationships that support enhanced delivery of our priorities and services

STRATEGIC ISSUES FOR 2018-19

The following issues relating to Safer Communities and Trust have been identified for the 2018–19 financial year.

Safer communities

- Strengthening the justice system through promoting best practice and supporting the government's legislative reform agenda, including in the areas of alcohol harm minimisation, corruption, reducing offending and recidivism, bail and sentencing, criminal procedure, vulnerable witnesses, victims of crime and employee safety.
- Strengthening the justice system through the development of the Justice Reform Framework, which includes better integration of community expectations and local decision-making.
- Protecting Territorians through supporting priority reforms from the recommendations of the Royal Commission into the Protection and Detention of Children in the Northern Territory.
- Protecting Territorians by providing advocacy, awareness training and advice on issues that affect the rights of the vulnerable and disadvantaged across the range of justice services.
- Protecting Territorians by enhancing services and access to courts, including investing in better local court facilities in Alice Springs to improve responses to family and domestic violence.
- Balancing the regulatory environment by driving change to influence and improve community and social outcomes.
- Coordinating quality criminal justice research, statistics and analysis to support development, monitoring and evaluation of government's legislative agenda and crime prevention strategies.
- Coordinating government's integrated response to domestic and family violence to improve support and referral services for victims.

Trust

- Building community trust by leading the development, negotiation and implementation of the Aboriginal Justice Agreement to improve outcomes for Aboriginal people.
- Undertaking legislative reform, in partnership with agencies that deliver the government's priorities, and supporting a healthy, responsible, safe and resilient community through the implementation of the recommendations from the Alcohol Policies and Legislation Review Final Report, review of the *Racing and Betting Act* and *Prostitution Regulation Act*, and modernisation of the *Anti-Discrimination Act*.
- Reforming the justice and correctional services system to reduce offending and provide alternative pathways through the system.

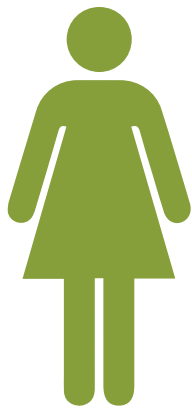


FAST FACTS
OVERVIEW
KEY ACHIEVEMENTS
WORKFORCE PROFILE – METRICS
WORKFORCE DEVELOPMENT
AWARDS AND MILESTONES
EMPLOYMENT INSTRUCTIONS
WELLBEING AND COMMUNITY INITIATIVES

47
48
49
50
60
64
71
73

OUR PEOPLE

OUR PEOPLE



51%

OF OUR
EMPLOYEES
ARE FEMALE

6.07%

OF EMPLOYEES IDENTIFY
AS HAVING A NON-ENGLISH
SPEAKING BACKGROUND



1464.97 FTE

AS AT JUNE 2018



IS THE
AVERAGE
AGE OF
EMPLOYEES

OVERVIEW

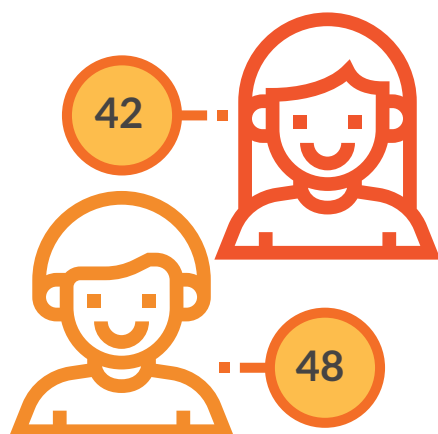
There were a number of new initiatives contributing to the achievement of government priorities delivered during 2017–18. The work was only possible due to the strong commitment, understanding and professionalism of the department's employees.

The Human Resources (HR) team provides quality advice and services to all divisions and clients from across multiple geographical locations as outlined in the map below. HR takes a primary role in the development of key workforce development initiatives, management of workers compensation and other case management activities.

This section highlights the department's initiatives towards nurturing our people's skills, and individual and team achievements.

Equal Employment Opportunity

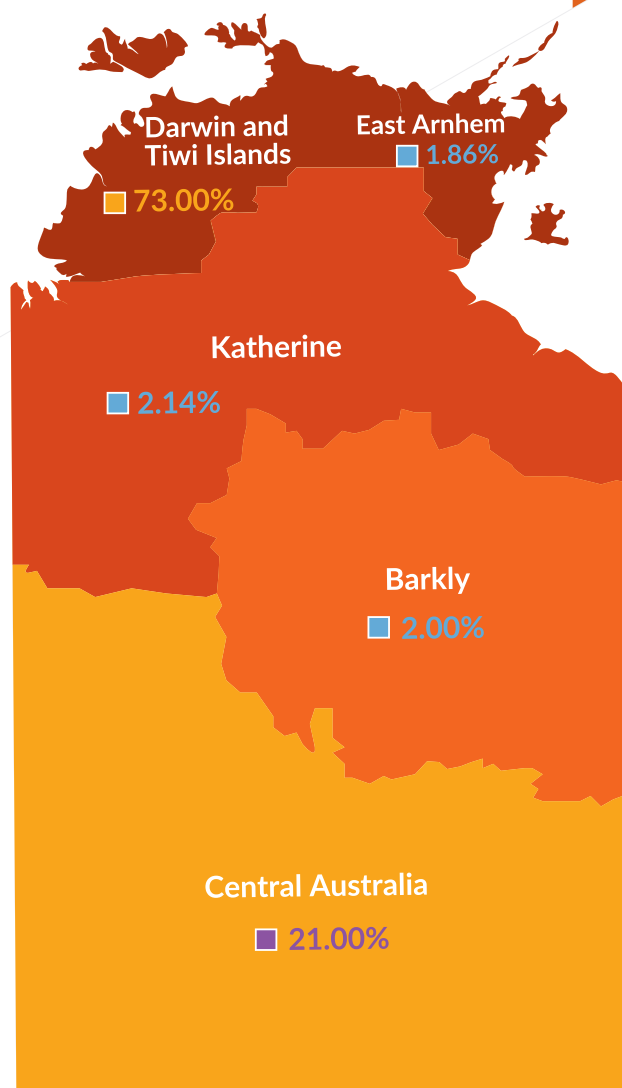
	2017	2018
Identify as having a disability	1%	1.30%
Identify as Aboriginal	10%	10%
Identify as having non-English speaking background	4%	6.07%



26% of the employees are 55 and above

¹FTE as at June 2017
1503.89

¹FTE as at June 2018
1464.97



DISTRIBUTION OF STAFF BY LOCATION:

- Darwin - 73.00%
- Central Australia - 21.00%
- Other Regions - 6.00%

- **Darwin** (Including Palmerston, Litchfield and Tiwi Islands)
- **East Arnhem**
- **Katherine** (Pine Creek to Elliott, including Lajamanu and Borroloola)
- **Barkly** (Including Beetaloo and Mallapunyah Springs Stations)
- **Central Australia** - Alice Springs (Barrow Creek to NT/SA border, including the Tanami)

¹One Full Time Equivalent (FTE) is based on an employee working full time hours at 38.00 hours for custodial officers and 36.45 for all other employment streams. An employee working part-time or casual hours is represented as a fraction of this.

KEY ACHIEVEMENTS

Employees from across the department have made significant achievements in education, training and meritorious recognition of their contribution to their profession, the public service or community.

Highlights this year include:

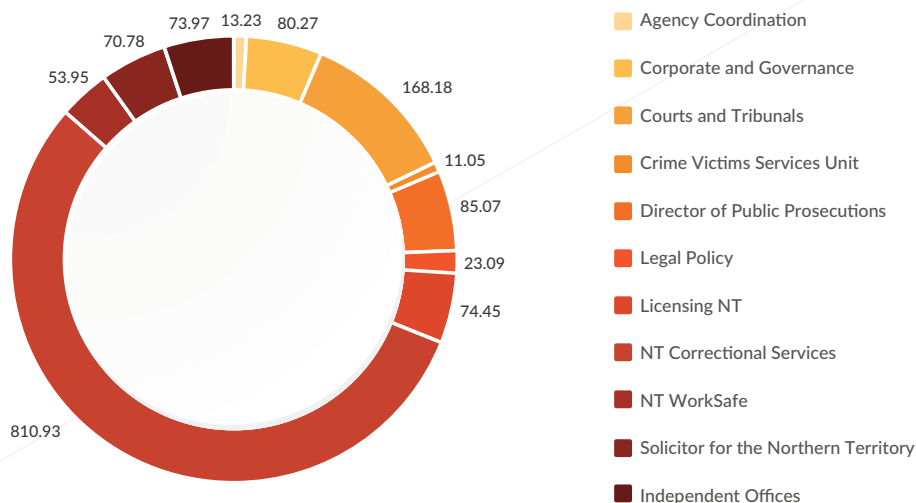
- Louise Blacker ACM, Alice Springs Regional Manager of Community Corrections, received the Northern Territory's first Australian Corrections Medal.
- Andrew Lucas, a Principal WorkSafe Inspector with NT WorkSafe, received a Chief Minister's Medal for a remote community work health and safety initiative.
- Micah Kickett, a law graduate with the Solicitor for the Northern Territory, was the proud recipient of the National Golden Gavel Award 2017.
- Kathryn Baumeister, a law officer with the Solicitor for the Northern Territory, was the recipient of the Donna Dreier Professional Development Award 2017.
- Greg Macdonald, a Senior Solicitor with the Solicitor for the Northern Territory, was appointed as a Local Court Judge.
- Lisa Tiernan, an administrative support officer with the Health and Community Services Complaints Commission (HCSCC), continued her success with ten-pin bowling and represented the Northern Territory at the national level.
- Doug Dreager, a Chief Industries Officer with NT Correctional Services, was awarded the Volunteer Firefighter of the Year award for Central Australia.
- Twenty-one employees completed the department's in-house First Line Managers Program, a Certificate IV in Leadership and Management.
- Five graduate law clerks successfully completed their Graduate Diploma in Legal Practice and were admitted into practice.
- Twenty-five trainee correctional officers completed their Certificate III in Correctional Practice.
- Nineteen correctional officers completed their Certificate IV in Correctional Practice.
- Jared O'Neill, a cadet with the Solicitor for the Northern Territory, was the recipient of the Work Integrated Learning Scholarship (WILS) Award.

WORKFORCE PROFILE - METRICS

Full Time Employees by Division

As at 30 June 2018, there were a total of 1464.97 full time employees (FTE) in the department, a reduction of 38.92 FTE compared to 30 June 2017. Northern Territory Correctional Services (NTCS) accounts for 55.35 per cent of the total FTE in the department compared to 56.5 per cent in 2017.

FTE by Division

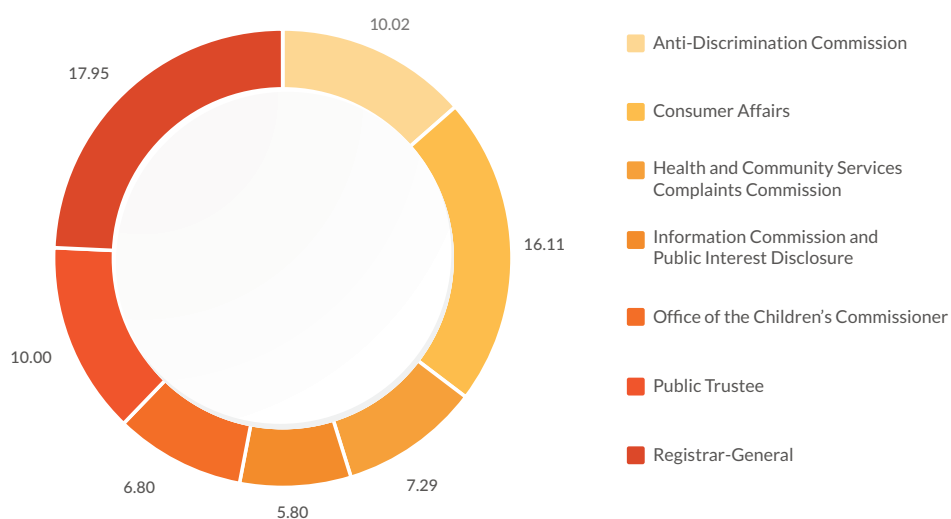


Independent Offices' Full Time Employees

As at 30 June 2018, there were eight independent offices in the department, noting that while the Director of Public Prosecutions (DPP) is an independent office, it is represented as a division and included in the FTE by division graph.

The total number of FTE within the remaining seven independent offices was 73.97, which accounted for 5.10 per cent of total FTE in the department.

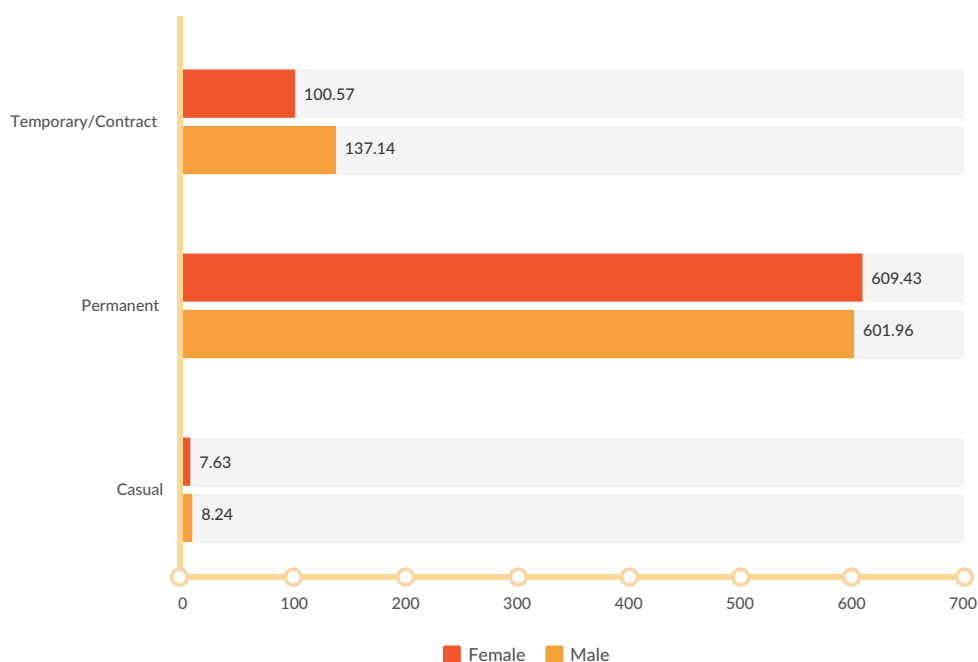
Independent Offices



Overall decreases in employment is consistent with the realignment of services for savings and efficiencies.

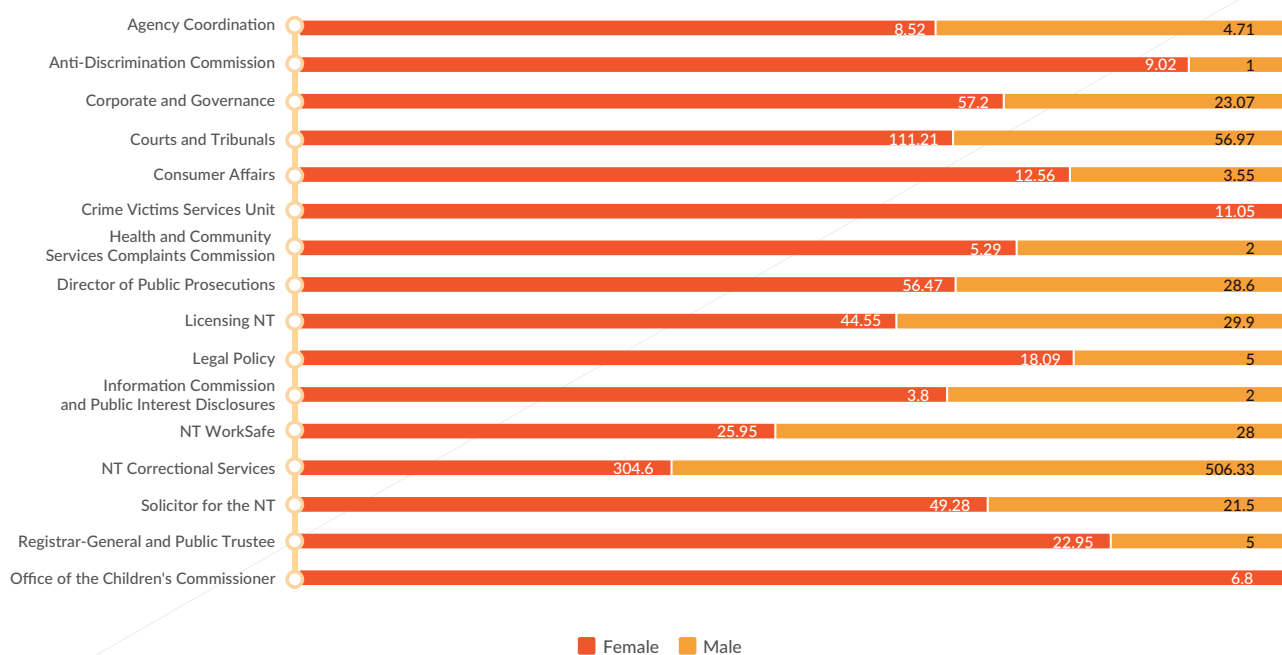
WORKFORCE PROFILE - METRICS

FTE numbers by Employment Type and Gender Comparison

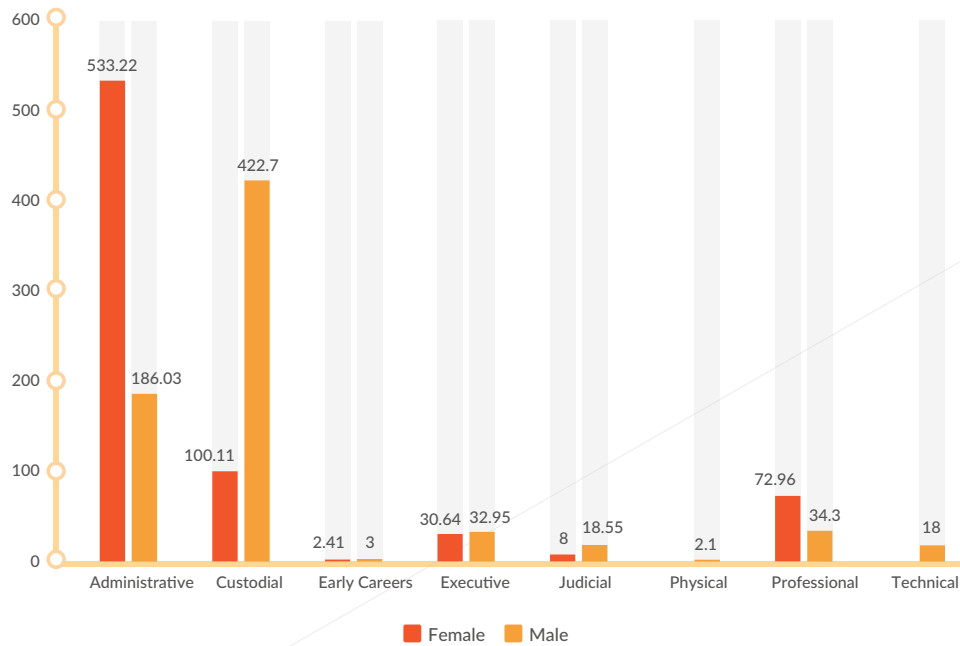


Overall decreases in employment type is consistent with the realignment of services for savings and efficiencies.

Gender Profile by Divisions



FTE by Employment Stream and Gender



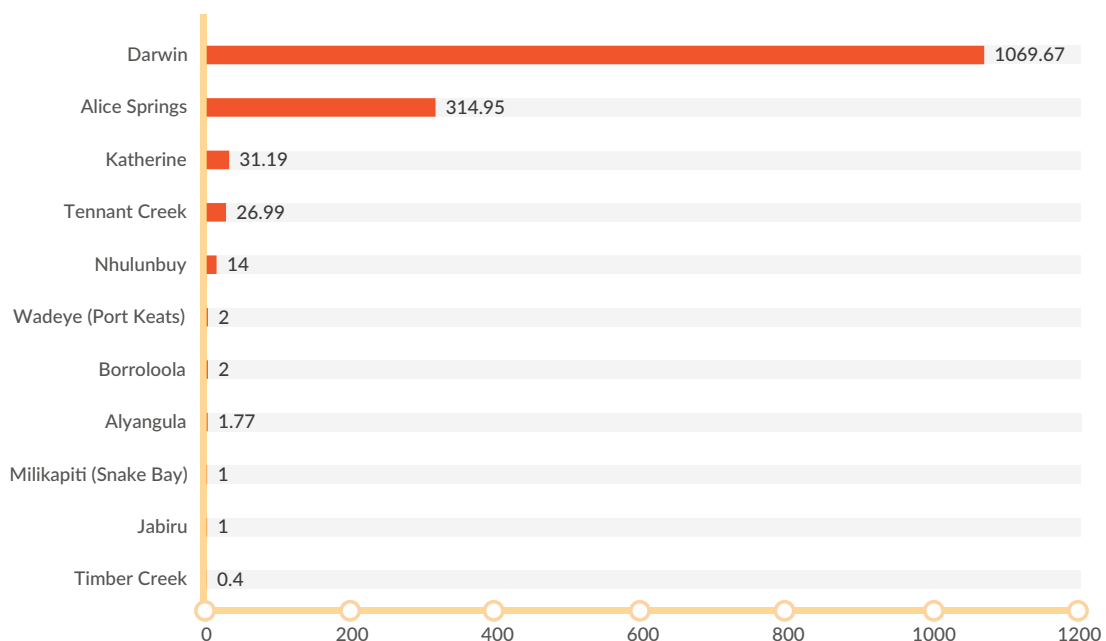
Variances within divisions are reflective of many occupation-specific norms, such as the higher percentage of males working in custodial institutions.

Full Time Employees by Employment Stream and Gender

As at 30 June 2018, gender distribution was 51 per cent female and 49 per cent male, this represents a one per cent variance compared to 2017, where females represented 52 per cent of the department. While there was a slight reduction in female representation overall, there was a five per cent increase in female representation in the executive stream.

The largest proportion of females in the department made up 65 per cent of the administrative stream and the largest proportion of males account for 76 per cent of the custodial stream.

FTE Distribution by Location



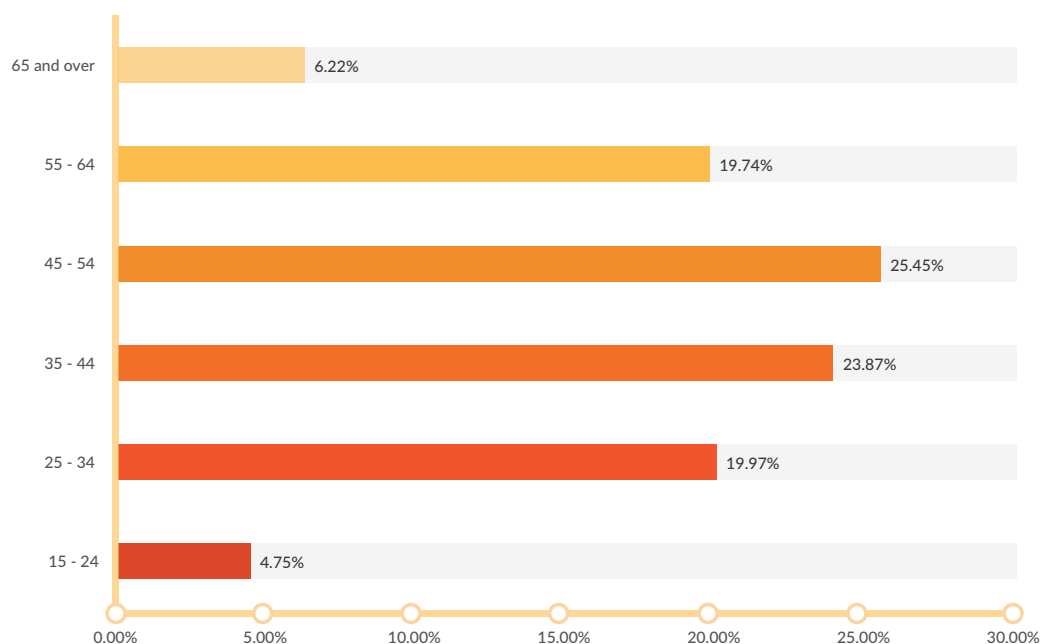
WORKFORCE PROFILE - METRICS

Age Demographics

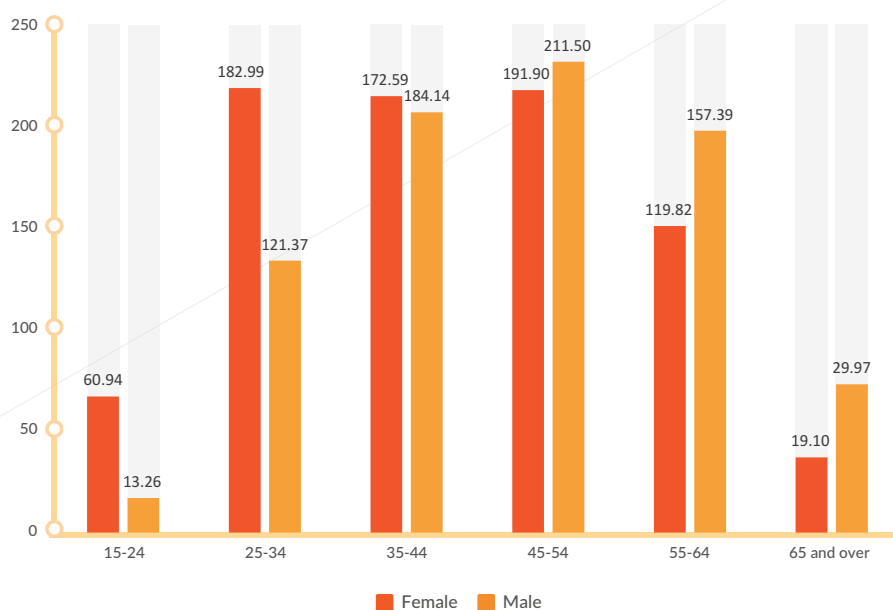
The median age for all employees across the department was 45 years, up from 43 years in 2017. The largest proportion of the workforce was in the 35 to 44 and 45 to 54 age brackets and represented 49 per cent of the department's employees. Across these age brackets there were one per cent more males than females. As compared to 2017, 26 per cent of employees reached the early retirement age of 55 years, an increase of five per cent.

In the younger age brackets of 15-24 and 25-34, there were 60 per cent more females than males. Of the 459 employees aged over 55, males accounted for 59 per cent and females 41 per cent.

FTE Percentage by Age Group



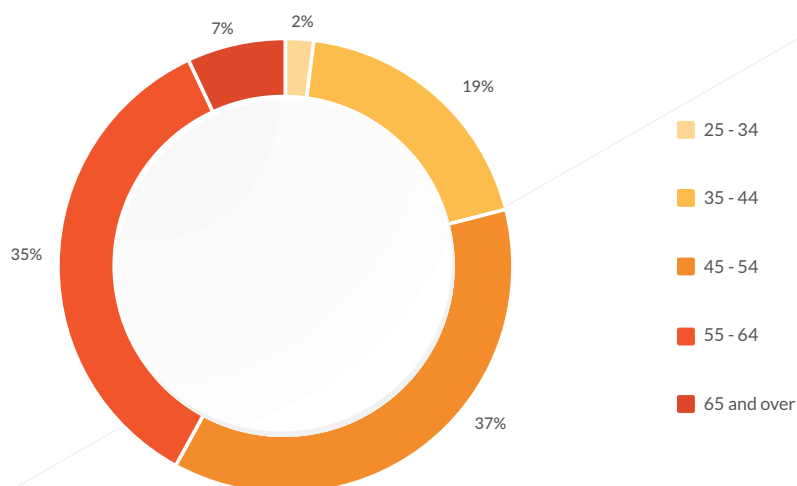
FTE by Age and Gender Profile



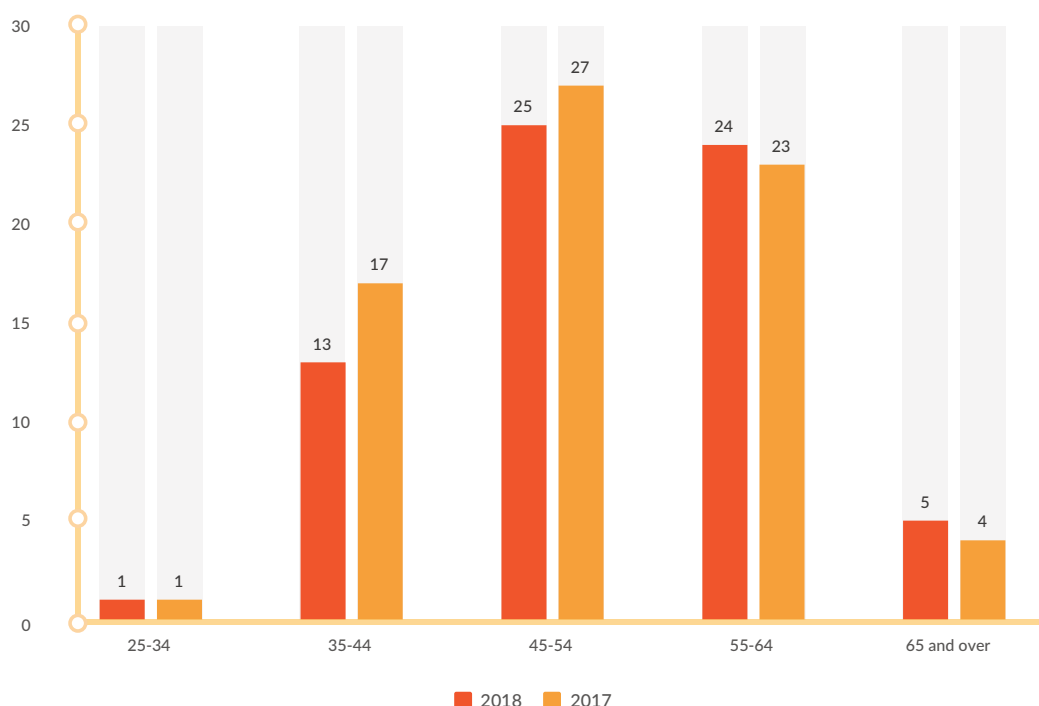
Executive Stream Age Profile

At 30 June 2018, there were 68 employees in the executive stream. 56 per cent were aged between 35 and 54, which was three per cent lower than the same age group overall in the department. Forty-three per cent reached the early retirement age of 55 years, which was 16 per cent higher than the same group overall in the department and an increase of five per cent on 2017. The median age of executives in 2018 was 53, an increase of 1 year compared to 2017.

Executive Stream Age Comparison in Percentage

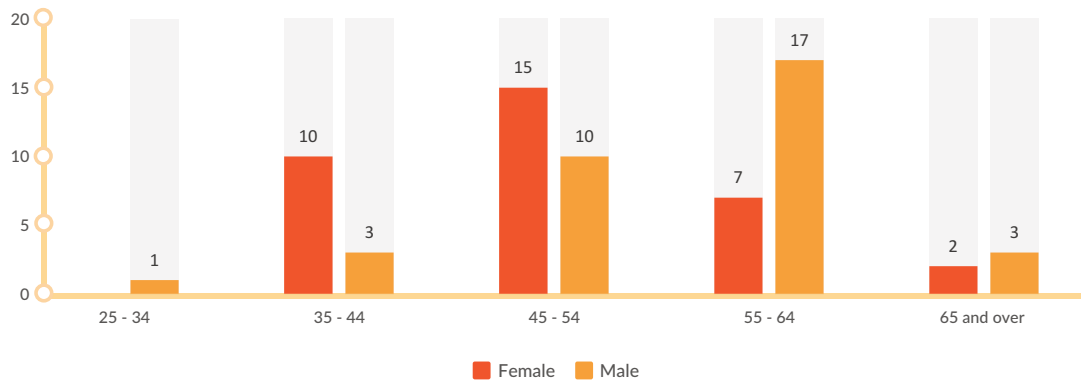


Executive Stream Age Comparison



WORKFORCE PROFILE - METRICS

Executive Stream Age and Gender Profile



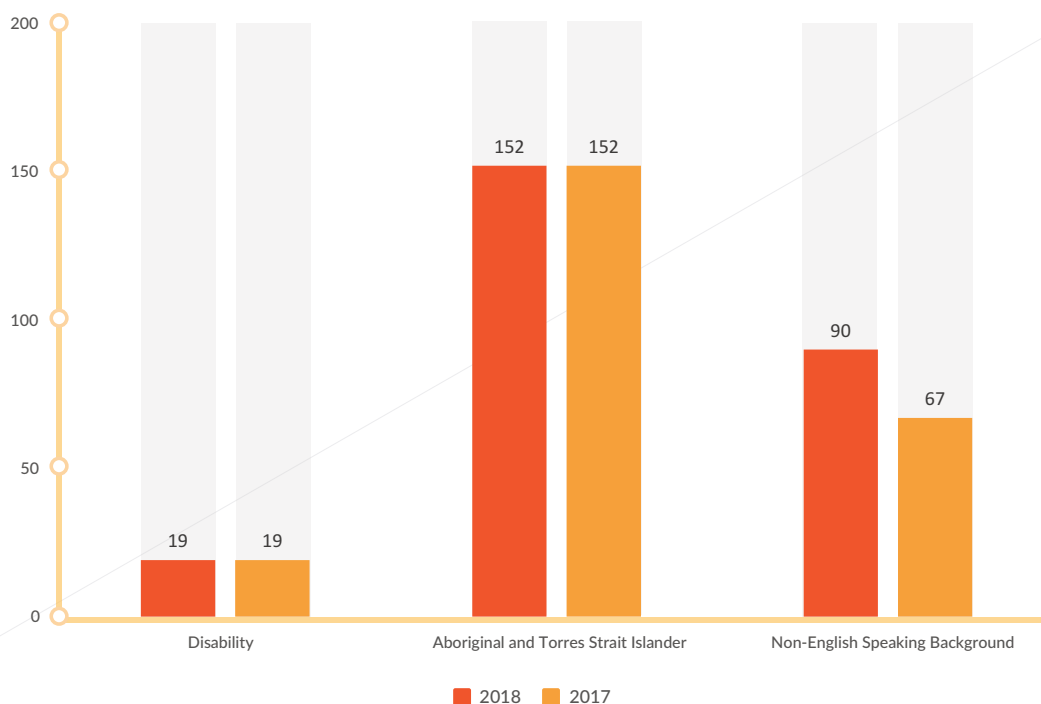
Equal Employment Opportunity

The department is committed to developing a diverse workforce that is reflective of the community and the clients we serve. Implementing equal employment initiatives is paramount to attracting and retaining a diverse workforce.

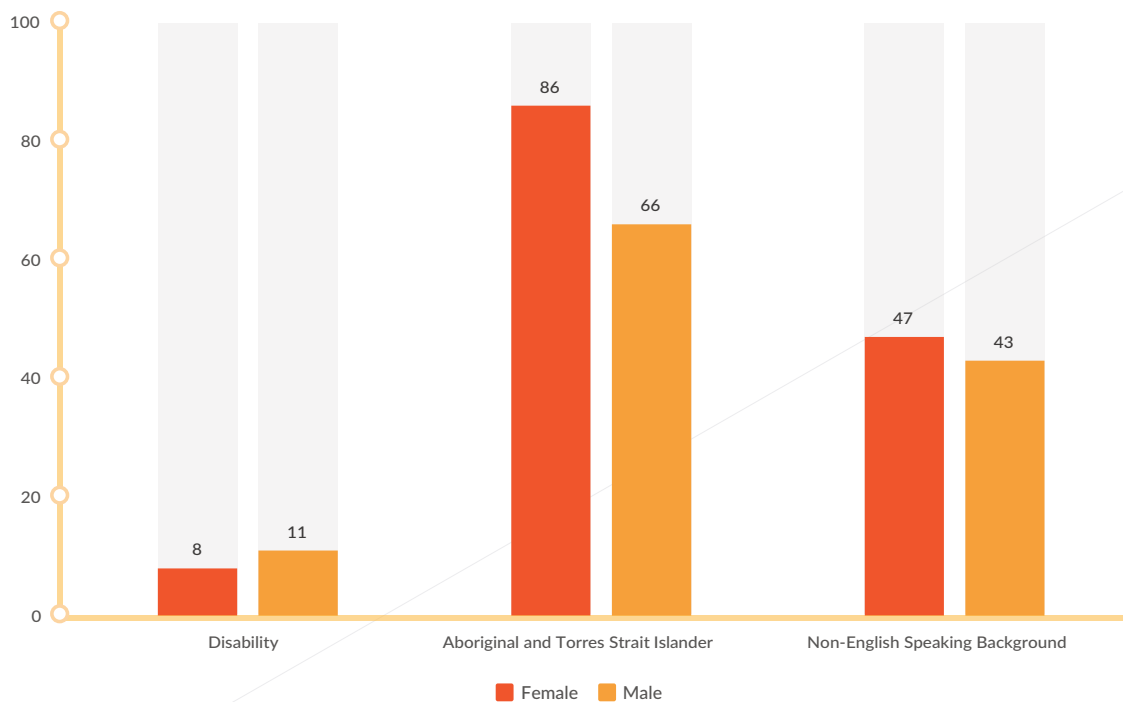
The Comparison of Equal Employment Opportunity (EEO) Group graphs represent employees who have self-identified as being part of one of the EEO groups. To measure our progress, all employees are encouraged annually to update their EEO status in MyHR.

The most notable increase in the EEO groups in comparison to last year's figures is the increase of employees who have self-identified as coming from a non-English speaking background, from 66 to 90. The number of employees who self-identified as Aboriginal remained at 152, with employees with a disability also remaining stable at 19.

Annual Comparison of EEO Group



EEO Group by Gender



Promoting Aboriginal Culture – NAIDOC week

Every year across the Northern Territory, communities and workplaces hold events to celebrate, share and learn more about Aboriginal and Torres Strait Islander culture and people. The department organised a range of NAIDOC events in July 2017 and employees were encouraged to attend seminars, cultural displays and the famous bush tucker lunch.

A Darwin Correctional Centre NAIDOC 2017 event involved employees with elders and representatives from Beswick, Kalkaringi and Groote Eylandt.



Elders and representatives from Beswick, Kalkaringi and Groote Eylandt: **Left to Right, Front Row** – Loretta Mick, Sam Ashley, Juanita Jones, Jonathon Nunuggmajbarr and Sylvia Inverway. **Back Row** – Michael Paddy, Paddy Doolack, Melissa Varfis, Jody Clarke, Jabani Lalara and Desmond Campbell.

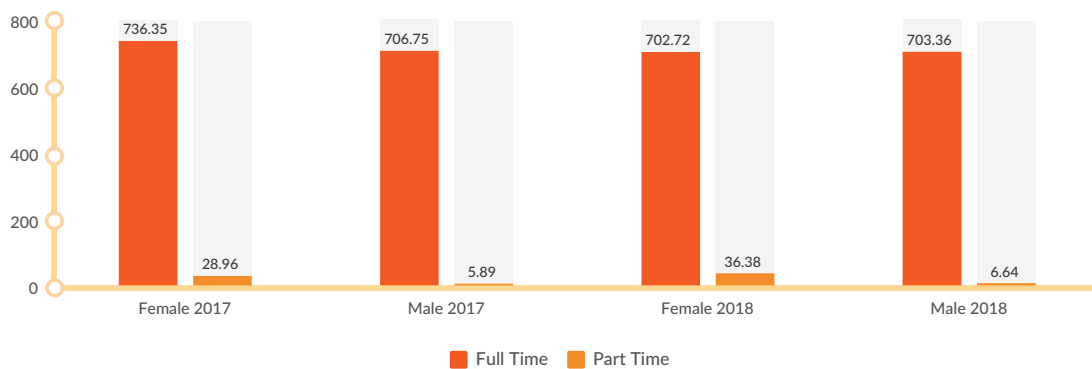
WORKFORCE PROFILE - METRICS

Work-Life Balance

The department introduced a new flexible work arrangements policy and procedure, to provide further guidance on the variety of arrangements available to employees and to assist with requests for formal flexible work agreements. All divisions offered some form of flexibility in working options to support employees, while balancing service delivery requirements. These ranged from formal, structured changes to hours, times or locations worked, to ad-hoc arrangements to support events and activities that arise from time-to-time for employees.

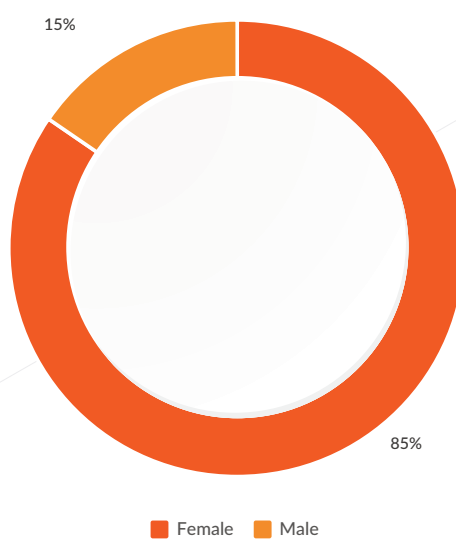
At 30 June 2018, 69 employees were part-time, of which 85 per cent were female and 15 per cent male. This represented an increase in both females and males accessing part-time arrangements compared to the same time in 2017.

FTE numbers by Status and Gender Comparison



This excludes 15.87 FTE casual employment arrangements.

Part Time Status by Gender

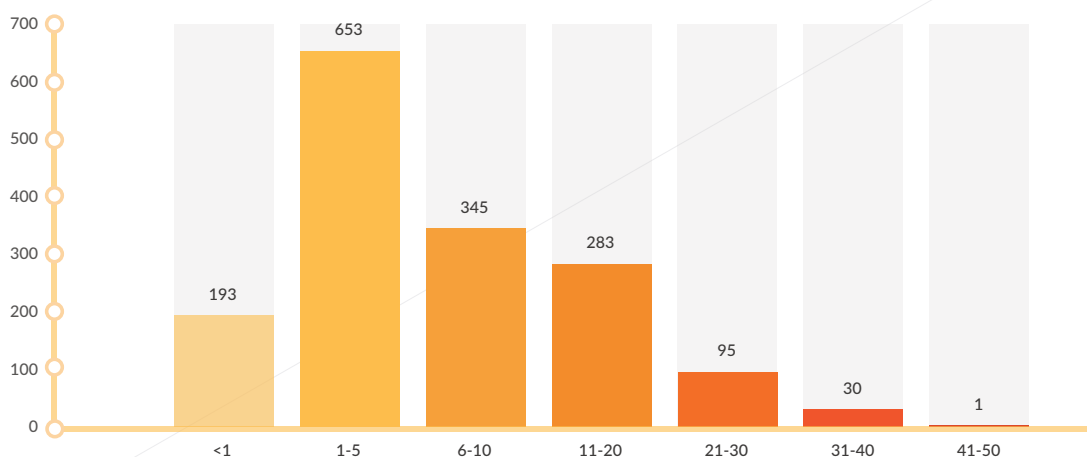


Recruitment, Separations and Retention

During the year, the department commencements totalled 349, and separations totalled 433, due to a composite of natural attrition, transfers to other NTPS departments and cessation for fixed term (temporary) arrangements. Staff turnover was 18.07 per cent and the retention rate for the year was 73 per cent, which is 4.58 per cent lower than the previous reporting period.

Realignment of services for savings and efficiencies has contributed to the increase in turnover and decrease in staffing levels.

Length of Service in NTPS



The figures in the table above are represented as a headcount.

Seventy-four per cent of our employees had less than 10 years of service in the NT Public Sector, which correlates with the department turnover rate and lower retention.

Aboriginal Employment and Career Development

During 2017–18 a new Aboriginal Reference Group (ARG) was formed to work in collaboration with Human Resources in the development of a new Aboriginal Employment and Career Development Plan (AECDP) for the department and to be actively involved in the development of plan initiatives. The ARG will also actively promote, support and monitor implementation. The development of the AECDP is well progressed, and is expected to be completed in the first quarter of 2018–19 with the implementation plan to follow in the second quarter.

The AECDP is underpinned by the NT Government's Aboriginal Employment and Career Development Strategy, and will support the department to attract, retain and develop Aboriginal employees to achieve employment targets and provide better employee representation of the community.

The overall NTPS 2017–18 Aboriginal employment target for the department was 10.3 per cent. This rate varies within each division due to occupational factors, with NT Correctional Services having a target of 11.1 per cent and the rest of the department 9.5 per cent.

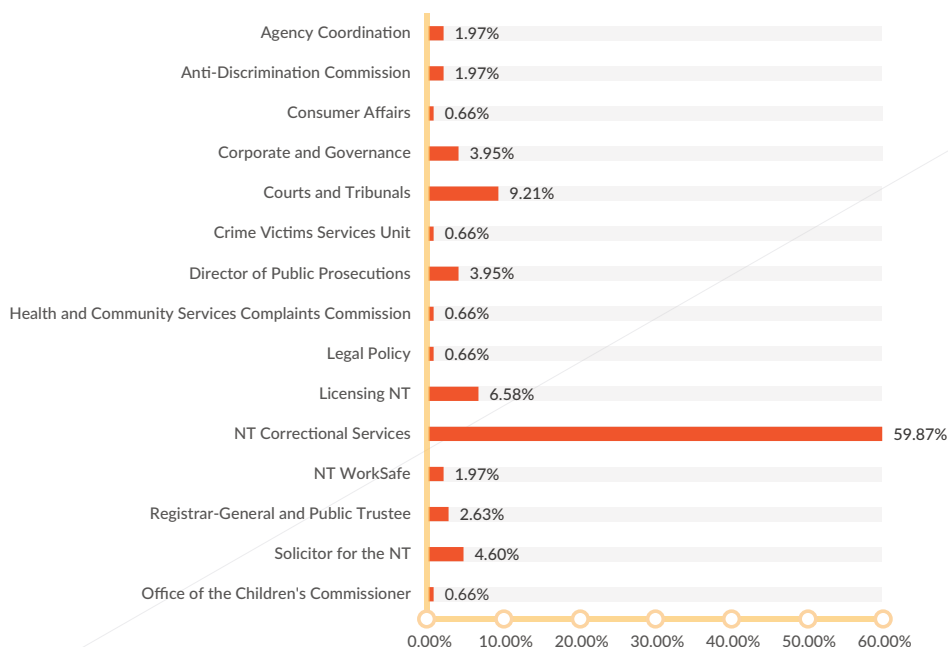
Based on the June 2018 Aboriginal data, the department achieved 10 per cent Aboriginal employment (152 employees), which is slightly less than the overall target. It is noted that this is the same number reported at the same time last year.

WORKFORCE PROFILE - METRICS



Margeret Friel, Director Aboriginal Strategy and Coordination, convening the Barkly/Central Elders Regional Forum

Aboriginal Representation by Division



WORKFORCE DEVELOPMENT

People Matter Survey

During 2017–18, an employee-driven People Matter Working Group formed to review the 2016 People Matter Survey results for the department, and was tasked to provide a report with recommendations for improvement on common themes across the department. The report provided three key recommendations to improve:

- supervisor and leader skills in change management
- the performance management framework
- support for mental health in the workplace.

Projects to address these issues started during the year and are due for completion later in 2018.

Divisions also developed local strategies and completed a range of activities to address division-specific issues. These included:

- Increasing communication on divisional matters and changes occurring across the department
- Setting up internal forums and platforms for employee feedback and suggestions
- Further training in appropriate workplace behaviours, grievance management, performance management, and recruitment and selection for both employees and supervisors
- Providing opportunities for employees to be involved with planning activities and improvements to procedures and practices.

People Plan

In recognition of feedback from employees who participated in the People Matter surveys, Human Resources consulted with employees across the department to develop a new People Plan. The plan will underpin work on an Inclusion and Diversity Strategy, and the Aboriginal Employment and Career Development Plan. The plan will also incorporate workforce planning requirements to address future employment challenges for the department such as its ageing workforce and recommendations from the People Matter Working Group. Consultation was completed in June 2018 and the new plan is expected to be approved in late 2018.

Policy Review

In line with the Public Sector Employment and Management Act and the department's policy framework, Human Resources policies and procedures were reviewed and updated during the year. Several were approved within the reporting period, including the Flexible Work Arrangements policy and procedure, Appropriate Workplace Behaviours policy, Internal Grievance policy and probation procedures. The remaining policies and procedures will be submitted for approval by the CEO later in 2018.

Orientation

Delivery of a new mixed-mode orientation program commenced during 2017–18. The program included face-to-face delivery from the Chief Executive Officer and senior managers across the department providing useful information about the divisions and specific deliverables under the strategic plan. Supplementing the face-to-face training, employees received a range of eLearning and online training materials relating to procurement, work health and safety, appropriate workplace behaviours and the NTPS code of conduct.

The initial orientation session was video recorded for editing and forming into an additional medium for access by remote employees and those who are unable to attend face-to-face orientation sessions.

Correctional Certification Programs

NT Correctional Services is a Registered Training Organisation and delivers a suite of certified training to employees. During 2017–18 the following employees successfully completed training through these programs:

- Twenty-five trainee Correctional Officers completed Certificate III in Correctional Practice
- Nineteen Correctional Officers completed Certificate IV in Correctional Practice
- Sixteen Probation and Parole Officers completed Certificate IV in Correctional Practice

WORKFORCE DEVELOPMENT

Learning and Development

To meet the dynamic requirements of our clients, the department is committed to building organisational capabilities through our people. This is achieved through a learning and development framework focused on building a flexible and highly-skilled workforce.

The department is committed to providing our people with avenues to develop their skills through learning and development opportunities, training and retraining, and mentoring and career planning. These include a range of training, forums and events supporting leadership, technical proficiency, diversity and appropriate behaviours. Employees from the department participated in key accredited programs throughout the year, including:

- Public Sector Management program
- Machinery of Government program
- Procurement and Contracting
- Work, Health and Safety
- Community Services programs
- Training and Assessment
- Government Investigations
- Leadership and Management programs
- Certificate III and IV in Correctional Practice
- Legal Qualifications – Bachelor of Laws, Master of Laws

Employees also participated in other non-accredited programs and information sessions, including:

- Performance Management
- Cross-Cultural Training
- NTPS Middle Managers program modules
- Challenging Unconscious Bias
- Effective Communication
- Work, Health and Safety
- Finance
- Merit Selection Training
- Government Systems Training
- IT training
- Legal training
- HR-related training
- Core Training for Correctional Officers
- Appropriate Workplace Behaviours
- Orientation
- Negotiation skills
- Emotional Intelligence
- Resilience Training

Customised training workshops focused also on performance management, recruitment and selection, and mental health and wellbeing were developed and delivered across the department during the year, as were a number of writing workshops designed to support the department's new corporate writing style guide.

LEADERSHIP DEVELOPMENT

First Line Managers Program

The department's 'in-house' first line managers leadership and management program was launched in 2016–17 and completed during the reporting period. Twenty-five participants from across all areas of the department commenced the program and twenty-one completed the program with four participants unable to complete the program due to relocation. A graduation was held in July 2018 with certificates issued confirming the attainment of the nationally recognised Certificate IV in Management and Leadership. The program, designed for existing or first-time managers, delivered practical and essential information in an interactive environment to enhance the capability of the department's future leaders.

Community Corrections Team Leader Development

Team Leaders in Community Corrections underwent skills and job knowledge surveys with outcomes aligned to coaching/classroom-based training in employee supervision, training, mentoring and performance management.

In March 2018, two external training providers delivered training to team leaders in Darwin and Alice Springs. The

first workshop included a two-day supervisors development program that incorporated moving from peer to manager to leader, and managing and maintaining a work team. It also included the GROW coaching model and participants completed the Myers-Briggs Type Indicator (MBTI) personality profile.

The second workshop was delivered over 1.5 days and included a performance management/performance conversations training course. This covered responsibilities to manage employees under employment legislation and also expectations under the Capability and Leadership Framework contextualised to the team leaders' work environment using departmental templates.

Senior Officers Promotional Course

The Senior Correctional Officers Promotional Course incorporates a Certificate IV in Correctional Practice, consisting of nine mandatory units. On successful completion of the program, officers are promoted to the rank of Correctional Officer First Class.



*First Line Managers Program – Graduates of 2018. **Front Row:** Jawed Khan, Claire Doyle, Sandy Lau, Maria Staunton. **Second Row:** Danielle Scrimgeour, Simone Donohue, Melanie Winteridge, Ellie Matarazzo, Enisa Zendeli. **Third Row:** Rachel Kennaway, Bebelyn Cabunsol, Nicole Festing, Natalie Butt, Tracey Mortimer. **Back Row:** Tamara Redding, James O'Brien, David Mauger, Andrew Lucas, Kelli Conn, Helen Casey. **Absent:** Cameron Retallick.*

EARLY CAREERS PROGRAMS

Early Career Expo

The department partnered with the Department of Corporate and Information Services Employment Programs division to prepare brochures about our early career programs for promotion at the NT Government Skills, Employment and Careers Expos in Alice Springs, Tennant Creek, Katherine, Darwin and Nhulunbuy during August 2017.

Graduate Development Program

In January 2018, four new law graduates commenced and five graduates who commenced in 2017 successfully completed their Graduate Diploma in Legal Practice and were admitted to practice. The 12-month graduate program provides exposure and experience for graduate clerks through work rotations to various legal areas of the department (Litigation, Commercial, Aboriginal Lands, Director of Public Prosecutions, and Legal Policy) and involvement in the wider NTPS graduate program.

Correctional Officer Traineeship

Trainee Correctional Officers undertake a 12-month traineeship which includes an initial period of classroom theory and practical activities, followed by a short period of work experience in the correctional centre with the remainder of the program spent in on-the-job training. During 2017–18, twenty-five officers successfully completed their traineeship, achieving a Certificate III in Correctional Practice.

Vacation Employment

During the 2017–18 semester breaks, the department employed eleven university students through the formal vacation employment program.

Aboriginal Programs

To support the early career transition of Aboriginal employees, the department continues to actively participate in a variety of Aboriginal employment programs, in particular:

- NTG Aboriginal Traineeship Program
 - One employee commenced this 12-month program with the Solicitor for the NT.
- Aboriginal Cadet Support Program
 - One Aboriginal cadet finalised their program and one cadet continued their program with support from the department during 2017–18.
- Graduate Development Program
 - One Aboriginal Law Graduate was employed by the department during the 2017–18 year.

Industrial Relations

The department coordinated the transfer of the Office of the Parliamentary Counsel to the Department of the Chief Minister in November 2017 and continues to have a relatively stable industrial environment, with no significant industrial relations issues during the year. The department is committed to working collaboratively with organisers and representatives, and provides opportunities for union site visits on request. The department also participates in forums with:

- Northern Territory Prison Officers Association
- Northern Territory Senior Prison Officers Association
- Community and Public Section Union
- United Voice

Human Resources provided advice to the CEO and Commissioner of Correctional Services on the negotiation of the new NTPS General Enterprise Agreement that was settled in January 2018 and continues to provide advice and support for negotiations for a new Correctional Officer Enterprise Agreement.

AWARDS AND MILESTONES



Louise Blacker ACM, recipient of the Australian Correctional Medal

Service recognised with Queen's Birthday honour

The Governor-General of the Commonwealth of Australia awards the medal for distinguished service by an operational member of an Australian state or territory civilian correctional service for adults.

Ms Louise Blacker ACM, the Regional Manager of the Community Corrections office in Alice Springs, has worked in the custodial and community corrections settings since 1988. She has now been recognised on the national stage, and Louise says she is honoured beyond words to be the inaugural recipient of this prestigious award.

“At each stage of my career I have been surrounded by wonderful people who have assisted me to shape and mould my work practices, which ultimately have led to being the recipient of this Award.” Ms Blacker says.

“I feel blessed and I genuinely believe the work Community Corrections does is of vital importance for the safety of our communities and each other, and each of us in our own way can contribute to providing a positive outcome for those we are working with.”

Ms Blacker started her career in various administrative roles in custodial and community corrections operations and became a probation and parole officer in 2004, and a senior probation and parole officer in 2007.

In 2008, she was appointed as the Indigenous Family Violence Offender Program Coordinator and was instrumental in forging closer bonds and relationships with elders and other Aboriginal community members.

Since 2010, Ms Blacker has been the Manager of Community Corrections, based in Alice Springs. The office provides supervision and offender services over an extremely large area of central Australia and she has been instrumental in the management of this office and the offenders it supervises. Her role includes taking a hands on role in case management of community based offenders and forging a close relationship with the Alice Springs Correctional Centre.

“She is highly regarded and has forged strong working relationships with local Aboriginal communities, non-governmental organisations and regional groups, and is well respected”, says Acting Commissioner for Correctional Services, Rob Steer.

“Being awarded the Australian Correctional Medal is fitting recognition of a career dedicated to offender management and to the people of the Northern Territory.”

AWARDS AND MILESTONES



Donna Dreier Professional Development Award

Kathryn Baumeister was the recipient of the annual Donna Dreier Professional Development Award for 2017–18.

Kathryn completed a Bachelor of Laws in 2013 with Honours. She completed a Graduate Diploma of Legal Practice in 2016 and was admitted as a legal practitioner in the Supreme Court of the NT. She also has a Bachelor of Development Studies, Certificate IV in Project Management and Certificate III in Government. Kathryn is currently completing a Masters of Legal Practice.

Kathryn joined the public service in February 2014 as a Graduate Officer with the Department for Communities and Social Inclusion in South Australia. She joined the Northern Territory Government in March 2015 and her first role in the Northern Territory was as a Project Support Officer within the team implementing the Safety is Everyone's Right strategy. This role gave Kathryn important insight into the complexity of the domestic violence issues facing the Northern Territory, and the many related social challenges. This knowledge has informed her subsequent work as a Graduate Clerk and Law Officer and influenced her decision to pursue legal roles that involve practicing domestic violence and child protection law. Since September 2016, Kathryn has worked as a Law Officer within the Litigation Division of the Solicitor for the Northern Territory.

Kathryn is a volunteer solicitor for the Top End Women's Legal Service and the Darwin Community Legal Service. She intends to use the award to continue her studies at the Masters level as well as taking up personal development opportunities to enhance her skills in areas of negotiation and advocacy.



Chief Minister's Medal

Andrew Lucas, a Senior Inspector based in Darwin with NT WorkSafe received a Chief Minister's Medal for his development of a 'Remote Community Work Health and Safety' initiative.

The initiative supports innovative work health and safety education programs tailored to the needs and priorities of the East Arnhem community. Andrew received his medal on 3 November 2017.

National Golden Gavel Award

Micah Kickett, a law graduate with the Solicitor for the Northern Territory, made the department proud after winning the National Golden Gavel Award. Micah became the first contestant from the NT to win the prestigious national public speaking prize for young lawyers, described in some quarters as the 'Eurovision of the legal profession'.

Micah graduated from the University of Western Australia with degrees in Arts and Law and was the recipient of a MADALAH (Making a Difference and Looking Ahead) scholarship, which supports Aboriginal students from remote and regional communities.



First Line Managers Program Testimonials

The department delivered an in-house Certificate IV in Leadership and Management for first line managers which was completed in April 2018. The course was well-received by participants.

Sandy Lau, Supervising Summary Prosecutor with the Director for Public Prosecutions (DPP), said:

“ I have been with the DPP on and off since 2008. I was really interested in this program because managing employees forms a large part of my role. Employee management is one of those challenging areas where you get thrown into it when you become more senior. I was really interested in learning some 'best practice approaches' to assist me with my role. I thought this program was really beneficial because it equips you with the skills to tackle real-life scenarios. It was also really nice to meet people from across all AGD divisions and learn about what they do and hear stories about what management is in their respective divisions.

The main challenge with doing this program is juggling work while physically being away from work and of course completing each month's homework. It really is worth it because I think it will make me a better manager and I can pass on my knowledge to others in a supervisory capacity and hopefully the result will be compounded.”



Acting Commissioner Rob Steer shakes hands with the outgoing Commissioner Mark Payne

Commissioner for Correctional Services 'Hands over the Reins'

On 11 May 2018, Commissioner for Correctional Services **Mark Payne** APM handed over the reins to Acting Commissioner Rob Steer. Commissioner Payne was appointed to the role in November 2015 and said that it was a privilege to work with all of the teams within Correctional Services, saying that “our people have worked extremely hard over the past few years to reduce reoffending and we are seeing positive results including a drop of 5.3 per cent in the rate of reoffending within two years in the Territory, when other jurisdictions were showing continuing increases.

Correctional Services has an important role in making the Territory a safer place by reducing reoffending. We work with prisoners to change their behaviours and attitudes especially in the areas of family violence. We do this with a range of programs that include education, job skills, training, therapy, counselling and initiatives such as the Elders Visiting Program that sees respected Aboriginal community members visiting prisoners, working with their families back home and maintaining contact after they are released.”

AWARDS AND MILESTONES



First Line Managers Program Testimonials

Tracey Mortimer, Team Leader, Palmerston Community Corrections, Northern Territory Correctional Services said:

“I nominated myself to participate in this program as I recognised it would be an excellent professional development opportunity and it didn't disappoint! The program was excellent and not only have I learnt so much about myself and how to be a better manager over the past 12 months, I've also obtained a better understanding of the organisation as whole. It was definitely a challenge juggling the program requirements with a busy work and family life, however it was all worth it in the end and I'm grateful for the opportunity.

I am now a more confident and competent Team Leader as a result of completing this program and I utilise the skills and knowledge learnt on a daily basis.”



Jared O'Neill recipient of the Workplace Integrated Learning Scholarship (WILS)

Work Integrated Learning Scholarship (WILS) Award scholarship

Each year, the Solicitor for the NT supports the Charles Darwin University Law Faculty with sponsorship for a Work Integrated Learning Scholarship (WILS) Award.

Jared O'Neill, a cadet with the Solicitor for the NT was the recipient of the 2017-18 WILS Award.



Sporting Superstar

Lisa Tiernan is an Administrative Support Officer with the Health and Community Services Complaints Commission, where she is well respected for her hard work and commitment to service.

Lisa, who has Down syndrome, also shines after hours, with her passion for ten-pin bowling seeing her represent the NT at a national level. Over the last few years she has won numerous medals and awards. She continues to represent the NT and was recently nominated for this year's Northern Territory Young Achiever Awards in recognition of her promotion of inclusivity and love of the game. Lisa was announced as one of four finalists in the Zip Print Sports category and won the People's Choice award, attracting the most community votes.



2017 Volunteer Firefighter of the Year for Central Australia

Doug Dreager is a Chief Industries Officer at the Alice Springs Correctional Centre and a committed volunteer firefighter. During the reporting period, Doug's achievements with the Volunteer Fire Service were recognised when he received the Volunteer Firefighter of the Year for Central Australia award.

This award recognises the skills, dedication, courage and professionalism of both career and volunteer firefighters alike.

AWARDS AND MILESTONES

Recognition of Service Milestones

In October 2017, the following employees were formally recognised at a function at Parliament House for achieving 30 to 40 years of service in the NTPS:

Employee who reached 40 years of service:

- John McLaren – Licensing NT

Employees who reached 35 years of service:

- Malcolm Bryant – Licensing NT
- Dean Wilson – NT Correctional Services

Employees who reached 30 years of service:

- Julia Priore – Licensing NT
- Christine West – Licensing NT
- Mark Payne – NT Correctional Services
- Carolyn Branford – NT Correctional Services
- Ian Paroz – NT Correctional Services
- Craig Murphy – NT Correctional Services

John McLaren – 40 Years' Service

John is currently employed in Licensing NT with a career in the NTPS spanning across a number of departments. He has been involved in or led many significant initiatives, including establishing the first Office of the Auditor-General for the Northern Territory. He was also responsible for developing a new *Local Government Act*, one of the biggest single pieces of NT legislation, creating the Local Government Grants Commission, and establishing the Municipality of Palmerston and the Shire of Litchfield.

As the Director of Organisational Strategy and Development within the former Department of Health and Community Services, he led the team that built and installed the first computerised hospital information system linking all Territory hospitals. Most recently, John was involved in rewriting the *Associations Act*.

Malcolm Bryant – 35 Years' Service

Malcolm is currently employed in Licensing NT and has worked in various roles in the NTPS. He worked in consumer protection roles relating to tenancy, price regulation and various licensing schemes. He has also been involved in the implementation of legislation for the licensing and regulation of motor vehicle dealers, travel agents, pawn brokers and second-hand dealers and security providers, as well as the development of management, administrative and compliance systems.

He played an active role in the joint investigations with the Trade Practices Commission into pyramid schemes, failure to disclose full price advertising, NT investigations into unlicensed motor vehicle dealing, misleading and deceptive conduct and door-to-door trading breaches. Notably, he secured the only conviction under the *Motor Vehicle Dealers Act* in November 1990.

Other achievements include holding the statutory appointment of Deputy Registrar of Land, Business and Conveyancing Agents for a number of years, ministerial appointment as a working group member to review tenancy law in 1990, and administration and subsequent liquidation of the Alice Springs Memorial Club in 2012.

Dean Wilson – 35 Years' Service

Dean joined Community Corrections in 1998 following a period in the Darwin Courts with the (then) Department of Justice. Since that time, he has worked in an operational capacity, progressing from Probation and Parole Officer to Probation and Parole Case Manager in 2011.

Throughout his career with Community Corrections he has displayed a willingness to relieve in remote and regional areas, having spent time in most regions and remote Aboriginal communities in the Top End. He made a particularly significant contribution to the support of Community Corrections programs on the Tiwi Islands, where he developed a close working relationship with Community Probation and Parole Officer, Luke Tipuamantumirri over more than a decade.

For the majority of his career, Dean has been dedicated to providing safe, secure and humane management of offenders under the care of NT Correctional Services. Dean is one of the most experienced Probation and Parole Officers in the Northern Territory and he is known for being generous with his time and expertise when coaching and mentoring less experienced employees.

Julia Priore – 30 Years' Service

Julia is currently employed by Licensing NT and was heavily involved in implementing the licensing schemes providing consumer protections from motor vehicle dealers, second-hand dealers and pawn brokers, commercial and private agents, and security providers.

More recently, she was involved in the development of the Licensing Online Registration Information System (LORIS) for liquor licensing, gaming machines and escorts. Julia's career has seen her work across a wide range of portfolios and she is best known for her outstanding customer service.

Christine West – 30 Years' Service

Christine's career in the NTPS has seen her work in a number of departments, most recently with Licensing NT, where she provided support services to the NT Architects Board and Electrical Workers and Contractors Board for a number of years. Her work is highly regarded and she is a well-respected and valued member of her team.

Mark Payne – 30 Years' Service

Mark was appointed as the Commissioner of Correctional Services on 12 November 2015, after 32 years of service with the Northern Territory Police. He served at executive levels within the NT Government since 2012. Mark's career has been dedicated to keeping Territorians safe, and until his retirement in May 2018, he directly contributed to community safety by reducing criminal offending through the rehabilitation of offenders.



Mark Payne receiving his recognition of 30 years of service from the Hon. Gerald McCarthy MLA

Carolyn Branford – 30 Years' Service

Carolyn's career has been dedicated to providing safe, secure and humane management of prisoners in the custody of NT Correctional Services. She commenced with Correctional Services in 1985 and has worked in various roles in correctional centres throughout her career. As one of the longest serving officers in the correctional centre, her dedication and experience are highly regarded and valued by her colleagues and managers alike.



Carolyn Branford receiving her recognition of service from the Hon. Gerald McCarthy MLA

Ian Paroz – 30 Years' Service

Ian commenced with the NTPS at Stokes Hill Power Station in 1984, before transferring to NT Correctional Services in April 1986. The majority of Ian's career has been focussed on the safe, secure and humane management of prisoners under the care of NT Correctional Services. Ian is highly regarded by his colleagues and managers alike, and well respected for his dedication and long-standing service.

Craig Murphy – 30 Years' Service

Craig commenced in the NTPS in 1983 and worked in various areas of Department of Health, including the Alice Springs Hospital, before moving to Correctional Services in 2004. During his time as a Correctional Officer at the Alice Springs Correctional Centre, he received two commendations for exemplary conduct in responding and assisting during incidents in 2005 and 2007. Craig moved to Tennant Creek to undertake duties at the Barkly Work Camp in March 2012, and was promoted to Senior Correctional Officer in March 2015. Craig's work has directly contributed to community safety and the engagement and rehabilitation of offenders.

EMPLOYMENT INSTRUCTIONS

The department regularly reviews its HR policies and procedures to ensure they remain contemporary and are consistent with the Employment Instructions made under the Public Sector Employment and Management Act (the PSEMA). In 2017-18 the department completed the process of updating a range of policies under the employment instructions.

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

Employment Instructions	Action 2017-18
No. 1 – Filling Vacancies	- All employees are required to attend the OCPE merit selection training 286 advertised vacancies were finalised 349 employees were recruited to the department 88 transfers into the department - Two promotion appeals relating to recruitment processes were lodged.
No. 2 – Probation	A new probation procedure was introduced during the year providing more guidance for employees and supervisors on supporting this process including monitoring and managing timeframes No employees were terminated for not fulfilling the requirements of their position during probation.
No. 3 – Natural Justice	Employees are provided with information on the principles of natural justice through induction and training, and through incorporation in: - Published documents on the Intranet such as the employee grievance procedures - Performance management discussions.
No. 4 – Employee Performance Management and Development Systems	- Training in the Individual Performance Review process and techniques for meaningful discussions provided across the department during 2017-18 - A project is currently progressing and due to complete early 2018-19 to revise tools and guides to support employees and supervisors undertake the performance management process.
No. 5 – Medical Examinations	Five employees were directed to attend independent medical examinations during the period.
No. 6 – Performance and Inability	- Five cases relating to performance and inability handled during the year - Four employees participated in a performance improvement plan - No appeals were lodged with OCPE.
No. 7 – Discipline	A new discipline policy and procedure introduced during the year and is available to all employees on the intranet. - A total of twenty-eight disciplinary matters were dealt with during the year resulting from inappropriate behaviour, breach of policy, breach of privacy, misuse of official facilities and resources, and submitting fraudulent medical certificates. - One discipline appeal was lodged with OCPE.

Employment Instructions	Action 2017–18
No. 8 – Internal Complaints and Section 59 Grievance Reviews	A new grievance policy and procedure introduced during the year and is available to all employees on the intranet. • Fourteen complaints were received throughout the year; five relate to inappropriate workplace behaviours • Six grievances were lodged with OCPE.
No. 9 – Employment Records	The department transitioned to HPE Contents Manager during the year with a large number of paper-based and electronic documents being transferred to fully electronic records. One request was lodged relating to HR records for employee information under the <i>Freedom of Information Act</i>.
No. 10 – EEO Programs	The department actively participates in the Disability Employment Program (DEP) with three participants and has supported further employment for one past participant. The department has: • 19 employees who have self-identified as having a disability • Two special measures plans for Aboriginal employees • Actively promoted unconscious bias and disability awareness training • 195 employees attended cross-cultural training.
No. 11 – Occupational Health and Safety	Refer to Section 1 – Governance Framework
No. 12 – Code of Conduct	The department introduced an eLearning module to support employees' understanding of the NTPS code of conduct during the year and incorporates information in the department induction checklists and 'Welcome to the Department' section on the intranet. • A review of the Conflict of Interest policy was completed during 2017–18 for introduction in 2018–19 • Specific policies/procedures are available to all employees on the intranet to further support code of conduct requirements: ◦ Conflict of Interest ◦ Acceptance of Gifts and Benefits ◦ Outside Employment.
No. 13 – Appropriate Workplace Behaviour	A new Appropriate Workplace Behaviour policy was introduced during the year and is available on the intranet for all employees to access. • Five complaints were received surrounding inappropriate behaviour.
No. 14 – Redeployment and Redundancy Procedures	All redeployment matters are considered by managers in consultation with HR. • No employees were formally declared as redeployees during the year • One employee was made redundant.
No. 15 – Special Measures Development of internal procedures with regards to the requirements of special measure programs.	In-house training is provided to divisions in recruitment processes including special measures. • The department has a specific special measures plan which provides for Aboriginal applicants to be given priority consideration before other applicants for AO1–AO3 advertised vacancies • Two positions are designated for Aboriginal Law Graduates in the Graduate Program • 61 Aboriginal employees were recruited during the year • 33% of 'vacancies over six months' advertised under special measures.

WELLBEING AND COMMUNITY INITIATIVES

Employees and work units across the department supported or initiated a range of wellbeing and community activities during the year including participation in the Indigenous Literacy Foundation book exchange 'the great book swap', couch surfing race for youth homelessness, the Barunga Festival, Seniors Day, Privacy Awareness Week, Law week, and hosting exchange students. Other activities included:

Mental Health Week

From 8–14 October 2017, the department undertook a range of activities to promote Mental Health Week with the theme of "Mental Health in the Workplace". The aim was to raise awareness and break down the stigma of mental health issues by providing lunch time learning sessions and delivering over 30 in-house information sessions to divisional employees during October and November 2017.

A barbecue lunch with guest speaker Stephen Gelding, Executive Director of NT WorkSafe, and the Acting Chief Executive Officer, Meredith Day, was held at

Bicentennial Park in Darwin, and a morning tea was held in Alice Springs. Mental Health Week provided the opportunity to create more awareness of issues, provide tools and information for employees on mental health issues and remind employees of services available under the department's Employee Assistance Programme (EAP).

Flu Vaccinations

Each year, the department provides the opportunity for all employees to participate in the annual flu vaccination program at no cost, at various locations across the Northern Territory.

Lunch Time Yoga

Darwin-based employees from across the department were invited to participate in 'Lunch Time Yoga', an initiative established by Mary Chalmers, Chair of the department's People Matter Working Group.



Recognising the 'R U OK' day with a staff barbeque. L-R Mark Payne, William Yan and Acting Commissioner Rob Steer.

A photograph of a hand reaching towards a pineapple growing on a pandanus plant. The background shows more of the same plants in a field. The image is overlaid with a purple and orange geometric design.

FAST FACTS	75
LEGAL SERVICES	76
NT CORRECTIONAL SERVICES	84
COURTS AND TRIBUNAL SUPPORT SERVICES	118
DIRECTOR OF PUBLIC PROSECUTIONS	127
INDEPENDENT OFFICES	128
REGULATORY SERVICES	136
CORPORATE AND GOVERNANCE	144

OUTPUT REPORTING

OUTPUT REPORTING



2ND LOWEST

NT ABORIGINAL FEMALE IMPRISONMENT
RATE IN AUSTRALIA, SINCE QUARTER 3

1265

BIRTH
CERTIFICATES



were issued by Births, Deaths
and Marriages in 17 remote
and regional communities



ONE THIRD OF WILLS
ELECTRONICALLY HELD
BY THE PUBLIC TRUSTEE

OVER THE LAST 5 YEARS



THE RATE OF
PRISONERS
RETURNING TO
PRISON IN THE NT
HAS DECLINED BY



5.3%

REPORTING

This section outlines the department's actual performance against the planned outcomes published in Budget Paper No. 3 for 2017–18. It includes the performance measures used to demonstrate the department's efficiency and effectiveness in achieving these outcomes.

In line with the financial reporting for the department, performance for 2017–18 is shown below.

LEGAL SERVICES

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

Legal Services Division (SFNT and Legal Policy)

Key Performance Indicator	Current Year		Previous Years		2014–15 Actual
	2017–18 Budget	2017–18 Actual	2016–17 Actual	2015–16 Actual	
Chargeable lawyer hours	79 490	76 187			
Number of legal files/ matters	3426	3229	3269	3808	4054
Requests for legal services:					
Short advice matters	720	593	1146	785	737
Files opened:					
Provided by SFNT	2200	2159	2226	2725	2434
Domestic violence matters	1100	1070	1043	1083	1153
Outsourced (NTLSL)	450	408	494	629	467
Outsourced (ad hoc)	80	129	136	72	
Legal Services (Solicitor Hours)	90 000	99 409	104 531	93 114	75 887
Client satisfaction	85%	91%	91%	88%	85%

Solicitor for the Northern Territory

SFNT provides government with quality legal advice and representation.

Commercial Division

Project Sea Dragon

The Commercial Division had significant involvement in the development of Project Sea Dragon. Project Sea Dragon has major project status and is a large-scale, integrated, land-based prawn aquaculture project designed to produce high-quality, year-round reliable prawn volumes for export markets. The Commercial Division's involvement included drafting a complex Project Development Agreement and providing advice on contractual, regulatory and native title issues, and advising on the Indigenous Land Use Agreement. The Commercial Division continues to provide advice and assistance to the project, and is a member of the Project Control Group.

Northern Gas Pipeline

The Commercial Division provided advice on contractual, regulatory and native title issues in relation to the Northern Gas Pipeline. The Commercial Division continues to be closely involved with this major project and is a member of the Approvals Oversight Group for the project.

Native Title Claims

Henbury and Pine Hill West native title consent determinations were delivered by Justice Reeves of the Federal Court on 19 and 20 June 2018. The Judge noted the excellent efforts of the parties and their legal representatives in resolving these claims less than two years after lodgement. This is in line with the requirements of the *Native Title Act* for negotiation and timely resolution of native title claims.

Hydraulic Fracturing Inquiry

The Commercial Division of SFNT is providing ongoing, high-level legal and policy advice to all NT Government agencies in relation to the implementation of the recommendations of the final report from the Independent Scientific Inquiry into Hydraulic Fracturing of Onshore Unconventional Reservoirs in the Northern Territory. This has included membership of the inter-agency working group and ongoing support to the implementation team based at the Department of the Chief Minister.

Tanami Gas Pipeline

Running for approximately 440km, the Tanami Gas Pipeline will carry gas from the Amadeus Gas Pipeline, which is approximately 180km north-west of Alice Springs, to power stations at the Newmont Tanami mining sites. During the reporting period, the Commercial Division advised the Department of Primary Industry and Resources (DPIR) and the Department of Infrastructure, Planning and Logistics (DIPL) on a range of issues relating to this project. Advice was provided on the Indigenous Land Use Agreement (*Native Title Act 1993*) pipeline permit and pipeline licence (*Energy Pipelines Act*) licence relating to supply of services (*Crown Lands Act*) and a deed dealing with arrangements where the pipeline intersects or crosses a road reserve. These instruments, inter alia, will enable the proponent Australian Gas Infrastructure Group to proceed with the Tanami Gas Pipeline project.

Litigation Division

Work Health Authority v Outback Ballooning Pty Ltd and Anor

Special leave to appeal to the High Court was granted in April 2018 in the matter of Work Health Authority v Outback Ballooning Pty Ltd & Anor. SFNT acts for the Work Health Authority in this constitutional law matter which involves the interpretation of Commonwealth civil aviation laws, and a determination of whether that legislation covers the field or whether NT work health and safety laws apply. The Commonwealth and a number of state Attorneys-General have been involved in the High Court appeal. The matter was ongoing as at 30 June 2018, with the appeal to the High Court listed for hearing in August 2018.

Claims by youths formerly in detention

During the reporting period, SFNT represented the NT in a number of civil proceedings brought by or on behalf of youths in, or formerly in, detention. There is overlap between the matters being examined in these proceedings and the Royal Commission into the Protection and Detention of Children in the Northern Territory. The first claims to proceed to trial were the subject of an appeal which was heard in August 2017. A further claim was settled out of court. Two further matters are proceeding in the Federal Court, one of which is a class action. A number of other claims have been made or are anticipated.

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

While public hearings of this Royal Commission had concluded by 1 July 2017 and the final report was delivered on 17 November 2017 (report date), work continued into the reporting period.

Notices to produce and documents reviewed

Between 1 July 2017 and the report date, a further 27 Notices to Produce were served on the NT Government bringing the total number over the life of the Royal Commission to 227¹.

Between 1 July 2017 and the report date a further 37 478 documents (which equates to 544 767 pages) were produced for the Royal Commission in answer to various Notices to Produce. Over the course of the Royal Commission, the NT Government provided a total of 139 144 documents (which equates to 1 605 345 pages) and over 300 hours of footage.

During 2018, work has continued to ensure that agencies were provided with copies of their records in the form that they were provided to the Royal Commission.

Notices of Adverse Material and Submissions in reply

Between 27 July 2017 and 31 October 2017, the Solicitor Assisting the Royal Commission served 87 Notices of Adverse Material on SFNT. These fell into two categories: those that addressed systemic issues identified by the Royal Commission in relation to either the youth justice or child protection systems and those that addressed the evidence given by vulnerable witnesses in relation to their contact with the youth justice and/or child protection systems.

The Notices of Adverse Material proposed findings that were supported by references to cited evidence. Given that the findings would influence reforms for the NT Government, it was important to ensure the proposed findings were accurate and based in fact. For that reason, SFNT through the Solicitor-General made substantial submissions responding to the Notices of Adverse Material. That work required a line by line review of the proposed findings and the evidence cited, to ensure that the commission had not overlooked relevant material or failed to seek evidence from relevant persons, when it ought to reasonably have done so. The 73 sets of submissions in response were the result of weeks of painstaking review, consultation with many of the witnesses and covered more than 1400 pages.

Witness statements and related responsive materials

Public hearings ended on 30 June 2017, but evidence continued to be provided after this, with a further three witness statements and 11 bundles of responsive documents being provided to the Royal Commission. The Solicitor-General provided a further three sets of submissions on subject areas on which the Royal Commission had heard evidence.

During its investigations throughout the Royal Commission, SFNT held conferences with more than 180 people from a number of agencies. Of those, 128 people committed to signing one or more statements which were then submitted to the Royal Commission. In total, 230 statements were provided, with some people providing a number of statements.

As part of the process of preparing submissions in response to the Notices of Adverse Material, many of these witnesses were contacted again by the SFNT team to assist in checking over their evidence and to ensure that they were aware of the potential findings.

Once the final date of the report was known, efforts were made to ensure that witnesses were aware of the date and the likely outcomes of the report.

Legal Policy and Policy Coordination

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

Animal Protection Bill 2018

Legal Policy has worked closely with the Department of Primary Industry and Resources (DPIR) over the past two years to develop the Animal Protection Bill 2018. The Bill builds upon the existing regulatory framework for animal welfare, strengthening existing policies and making governance more effective by clearly defining rights, risks and responsibilities for government, industry and the community. Legal Policy has provided extensive advice on offence, penalty and enforcement provisions

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

and has assisted DPIR in instructing the external drafter and the Office of the Parliamentary Counsel (OPC). The Bill was introduced in the February 2018 sittings of the Legislative Assembly, where it was then referred to the Social Policy Scrutiny Committee (SPSC) for inquiry. The SPSC report was tabled in the Legislative Assembly on 1 May 2018. The Bill is scheduled for debate in August 2018.

Expungement of Historical Convictions

Legal Policy worked with OPC to develop the Expungement of Historical Homosexual Offence Records Bill 2018 which was introduced and then passed in the Legislative Assembly on 8 May 2018. The policy development of the Bill was guided by the detailed analysis of issues and the recommendations in the Queensland Law Reform Commission 2016 Report 'Expunging criminal convictions for historical gay sex offences'. In developing the Bill, Legal Policy consulted with various stakeholders including the Anti-Discrimination Commissioner, the Information Commissioner, the Director of Public Prosecutions, the Northern Territory Civil and Administrative Tribunal, NT Police and the Human Rights Law Centre. The Bill establishes an administrative scheme through which persons who had been charged with or convicted of formerly criminalised offences, including buggery, can apply to the CEO of the Department of the Attorney-General and Justice to have the charge or conviction expunged. The department is currently working with service providers and stakeholders to finalise the application process and the process for annotation of expunged records, and it is anticipated that the scheme will be operational in the near future.

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

Prior to the final report of the Royal Commission into the Protection and Detention of Children in the Northern Territory, Legal Policy worked closely with Territory Families to develop the Youth Justice Legislation Amendment Bill 2017 to formalise the machinery of government changes in relation to youth justice and youth detention. The Bill, which was passed in the Legislative Assembly on 10 October 2017, separates the primary responsibility of youth justice and youth detention from adult corrections and provides a better policy platform to implement the recommendations of the Royal Commission.

Since the final report of the Royal Commission, Legal Policy and SFNT have continued to provide advice and legal assistance to the law reform team of Territory Families to develop the details of the reform agenda. The first stage of reform was implemented through the introduction and the subsequent passage of the Youth Justice Legislation Amendment Bill 2018 on 10 May 2018. This Bill focuses on the urgent reform in relation to the use of force, restraints, strip searches and separation in juvenile detention. Legal Policy will continue to support Territory Families in the subsequent stages of broader reform to give effect to the NT Government's commitment to implementing the recommendations of the Royal Commission.

Alcohol Harm Reduction Act

Legal Policy provided the Department of Health high-level support in the development and passage of the *Alcohol Harm Reduction Act*. The Act was passed in August 2017 and commenced on 1 September 2017 to coincide with the reintroduction of the Banned Drinker Register (BDR). The Act establishes Banned Drinker Orders, which are prohibitions enforced through the banned drinkers being recorded on the BDR. Legal Policy provided support to the department's ICT team during the BDR's commencement and implementation and provides ongoing support for technical requirements.

Alcohol Policies and Legislation Review

The final report of the Alcohol Policies and Legislation Review was released on 17 October 2017 which provide a suite of measures contained in 219 recommendations that have been adopted by the Northern Territory Government aimed at reducing alcohol-related harm.

Legal Policy has worked with the Alcohol Review Implementation Team of the Department of the Chief Minister, the Office of the Parliamentary Counsel, Licensing NT, the Department of Health and NT Police to implement a significant number of legislative recommendations since the Alcohol Policies and Legislation Review final report was published.

These include:

- Reinstatement of the Liquor Commission as the primary decision-maker under the *Liquor Act*.
- Introduction of a moratorium on takeaway liquor licenses for a period of five years.
- Introduction and commencement of the *Liquor Amendment (Point of Sale Intervention) Act*, which

provides powers to police and police auxiliaries to conduct point of sale interventions and obtain information from people purchasing liquor at outlets, to prevent illegal and secondary supply of alcohol. *The Point of Sale Intervention Act* also provides powers to the Commissioner of Police to suspend liquor licences in certain circumstances including when, a licensee or employee is being investigated for a breach of the *Liquor Act*, there is riotous conduct, or there is an emergency or natural disaster.

- The development of Australia's first minimum unit pricing legislation, which will require alcohol products in the Northern Territory to be sold for at least \$1.30 per standard drink. The Liquor Amendment (Minimum Pricing) Bill 2018 was introduced in the Legislative Assembly in May 2018 and is anticipated to be debated and commence later in 2018. Regulation relating to indexation of the floor price and data collection is expected to commence in 2019.

A further very significant body of work is underway with Legal Policy undertaking preparations for the rewrite of the *Liquor Act* with a draft exposure bill expected to be released for public consultation in 2019. The rewrite of the *Liquor Act* is expected to address a further 64 recommendations of the Alcohol Policies and Legislation Review.

National Redress Scheme

Legal Policy worked collaboratively with the Department of the Chief Minister, the Australian Government and other states and territories on an inter-jurisdictional committee to support and co-design the policy behind the National Redress Scheme for people who have experienced institutional child sexual abuse. The National Redress Scheme will commence on 1 July 2018 and will operate nationally.

The NT Government agreed to participate in the National Redress Scheme from 1 July 2018.

Administrative responsibility for the implementation and operation of the National Redress Scheme in the NT was allocated to the Department of the Attorney-General and Justice. Legal Policy assisted in the establishment of an operational unit, the NT Redress Coordination team, which is co-located with the Crimes Victims Services Unit. Legal Policy will continue to provide support to the NT Redress Minister, the Attorney-General, on the operation of the National Redress Scheme and under the governance arrangements for the scheme.

Independent Commissioner Against Corruption (ICAC)

The Policy Coordination and Legal Policy units continued to work with the Office of Parliamentary Counsel to deliver the legislation to establish an ICAC. The ICAC Bill was introduced in the Legislative Assembly in August 2017 and, after being scrutinised by the Social Policy Scrutiny Committee, passed in November with minor amendments. This Bill creates an anti-corruption body able to investigate corruption and misconduct across the NT Public Sector, including at the highest levels. A further Bill was introduced and passed in early 2018, which modernised offences in the Criminal Code relating to public sector corruption, and made consequential amendments of various Acts to give the ICAC the power to seek warrants, to use surveillance devices, intercept telecommunications, and make witness protection arrangements.

The first ICAC Commissioner, Mr Kenneth Fleming QC, has been appointed and it is anticipated that the ICAC will be fully operational later in 2018. The Department of the Chief Minister has responsibility for providing implementation support to Mr Fleming QC until the commencement of the legislation.

Crime Victims Services Unit

Review of victims of crime services

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

Key Performance Indicator	Current Year		Previous Years		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Victims of Crime Assistance Act applications received	500	401	426	572	539
Number of people on the Victims Register	100	133	126	114	115

Aboriginal Justice Unit

Since the launch in July 2017, the five-member team of the Aboriginal Justice Unit (AJU) has completed preliminary work leading to the development and content of the Aboriginal Justice Agreement (AJA) for the Northern Territory.

The four main aims of the Aboriginal Justice Agreement are:

- to reduce the rate of Aboriginal incarceration
- to reduce the rate of Aboriginal recidivism
- to engage and support leadership within the Aboriginal community
- to enable Aboriginal people to navigate and access the suite of services that exist within the justice portfolio.

This work included conducting over 50 consultations by the end of June 2018, with Aboriginal communities across the Northern Territory and other key government and Aboriginal NGO stakeholders.

From these community consultations, the AJU prepared scoping proposals for the delivery of two pilot 'Alternative to Prison' models in the Alice Springs and East Arnhem Land region that align with the intent of the

AJA while it is being developed. The scoping documents for these models were successful in securing Northern Territory Government funds to enable the two models to commence operation in late 2018-19.

The AJU coordinated and conducted a whole of government forum that will contribute to the development of the AJA. Resulting from the forum, a discussion paper has been developed that formalises contributions and commitments from participants representing NTG agencies to provide support to the Northern Territory AJA.

The interim governance structure for the AJA, is the AJA Reference Committee that represents 16 Aboriginal communities and NGO organisations, with 15 members who have met on six occasions. A workshop was also completed with this smaller group that provided critical information to feed into the draft AJA that is due by the end of this year.

The AJU promoted and increased public awareness and profile of the AJA by having a presence at all of the NT shows in 2017 and provided guest speaking presentations at a range of forums including the Reintegration Puzzle Conference in Hobart and to the United Nations Rapporteur on the rights of Indigenous peoples. Presentations that have been attended by the

CEO and Deputy CEO include Barunga, large gatherings at the joint land council meetings as well as attendance at often overlooked remote Aboriginal communities.

The AJU continues to work with the Department of Health in partnership with an Aboriginal NGO in five communities to build the capacity of remote Aboriginal communities to support decision-making and leadership on alcohol reform matters aligned with community safety. As part of this process, the project supports newly formed, or reinvigorated local law and justice groups that are gender-balanced and representative of the community. These groups will develop models to work with existing NT Police safety action committees to expand their skills and responsibilities with justice-related services in their communities.

During the year, a comprehensive whole-of-government response was coordinated by the AJU that addressed the Australian Law Reform Commission Terms of Reference for the National Inquiry into the Incarceration and Recidivism Rates of ATSI people.

The AJU continues to work on a regular basis closely with NGOs including the Salvation Army and Red Cross, with a focus on disadvantaged and homeless people on a range of justice matters, including providing access to services within the justice portfolio.

The AJU continues to develop and implement strategies to increase the number of Aboriginal Justices of the Peace and Commissioners for Oaths, as well as continuing to assist Aboriginal people to make wills by working closely with the Public Trustee, and the Births, Deaths and Marriages team within the department to deliver their remote service delivery model in a culturally competent, safe and secure process.

Criminal Justice Research and Statistics Unit

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

Key Performance Indicator	Current Year		Previous Years		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Criminal Justice Research requests, briefing and reports delivered	250	357	274	N/A	N/A



**Supporting safer communities
to protect Territorians**

Banned Drinker Register (BDR) Research and Statistics

The BDR was reintroduced to the NT in 2017, and the CJRSU was tasked with reporting information about alcohol transactions and persons on the BDR. The Unit produced weekly reports during the first months of implementation, moving to monthly reports from January 2018. The monthly reports are published by the Department of Health. The Unit also undertook a descriptive analysis of the first six months of data from the program as part of the externally-led BDR Process Evaluation. This included examples of how contact with the justice system is changing, in some cases, for individuals on the BDR. The CJRSU will continue its involvement in monitoring and evaluating the impacts of this program and in building broader evidence-based alcohol-related data.

Northern Territory Crime Statistics

The CJRSU has prepared and published the NT Crime Statistics since 2001. The crime statistics are an important resource for monitoring and evaluating the impact of social programs in the NT and are often used as program indicators due to their stability, reliability and regional level detail. The CJRSU releases new crime statistics each month on the NT Police, Fire and Emergency Services website under the Community Safety area.

Criminal Justice System Statistics

In addition to the BDR and NT Crime Statistics, the CJRSU prepares statistics about the NT criminal justice system for a variety of internal and external uses. These uses include:

- statistics to support the development of legislation and policy, including planning for the Aboriginal Justice Agreement
- statistics to support operational planning and monitoring, particularly for NT Correctional Services

- statistics for inclusion in national publications, such as the Productivity Commission's Report on Government Services and the Australian Bureau of Statistics' Corrective Services, Australia
- statistics about victims of crime, Correctional Services, and youth justice, for publication by the NT Police, the Department of the Attorney-General and Justice, and Territory Families.

OTHER ACHIEVEMENTS/HIGHLIGHTS

Youth Data Linkage Study Participation

The CJRSU extracted data from the Integrated Justice Information System (IJIS) for individuals who allegedly committed offences as youths from 1 January 1997 to 31 December 2017, as part of the department's commitment to supporting the Child Development and Education Research Partnership. This is an agreement between the NT Government (the departments of Education, Health, Territory Families and Attorney-General and Justice) and Menzies School of Health Research (Menzies). The data extract is subject to a set of specific counting rules defined by CJRSU and Menzies. A data cleansing process was conducted to ensure the data is robust and free of errors. CJRSU also supplied individual identity information to SA-NT DataLink, the organisation responsible for linking the datasets of the different departments. The final product is a comprehensive set of deidentified youth justice data for Menzies to conduct research into youth justice matters in the NT.

With the linked data, Menzies will undertake a program of research to identify risk factors for young people in contact with the justice system. This information will enable policy makers to develop early intervention programs to improve youth justice outcomes.

NT CORRECTIONAL SERVICES

NTCS supports safer communities to protect Territorians by reducing adult criminal offending through correctional intervention programs and services for people who have offended.

NTCS Purpose and Direction Strategy

The NTCS business planning and reform agenda is structured around five major NTCS priorities:

- 1 Expanding alternative custodial and community corrections opportunities.
- 2 Assisting offenders to address criminogenic needs that lead to reoffending.
- 3 Building partnerships through community and stakeholder engagement.
- 4 Innovation as a cornerstone of our services and workforce culture.
- 5 Developing our people through workforce planning and management.

NTCS supports safer communities to protect Territorians by:

- targeted and effective interventions to address offenders' risk and criminogenic needs
- monitoring offenders serving sentences in the community

- upgrading custodial facilities to make them more secure
- providing information to courts and the Parole Board to help with decision-making.

Custodial Services

Custodial Services provide a safe, secure and humane service that targets reoffending by addressing criminogenic needs through focussed programs, education and training.

NTCS operates two adult correctional centres: Darwin Correctional Centre (DCC) and Alice Springs Correctional Centre (ASCC). The correctional centres house all classifications of offenders, sentenced and on remand, and supervise people under Part IIA of the Criminal Code.

NTCS also operates the Barkly Work Camp (BWC) in Tennant Creek and the Datjala Work Camp (DWC) in Nhulunbuy. The work camps accommodate suitably assessed, open-rated, low-security male prisoners only, with electronic monitoring being one of the dynamic security measures in place.

Key Performance Indicator	Current Year		Previous Years		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Eligible prisoners engaged in education and employment programs	85%	53% ²	69%	38%	10%
Eligible prisoners participating in offender treatment programs	75%	71%	69%	75%	75%

²Refers to uptake by total prisoner population. Prisoners must meet eligibility criteria.

Recidivism rates

Over the last five years, the rate of prisoners returning to prison in the NT (male and female) has declined, from 62.4 per cent in 2012–13 to 57.1 per cent in 2016–17, which is a 5.3 per cent decrease.

Over the last several years, NTCS has focussed on programs and service delivery that address the criminogenic needs of offenders, particularly in the areas of offending behaviour, employment skills and addressing alcohol and other drugs misuse. The statistics show that this focus is achieving the desired results.

2017–18 Average Number of Prisoner Per Day: 1694

Darwin Correctional Centre	Alice Springs Correctional Centre	Barkly Work Camp	Datjala Work Camp
1004	582	67	41

Total adult prisoner population June comparisons

	June 2018	June 2017	June 2016
Total adult prisoners in ASCC and DCC	1634	1502	1586
Aboriginal	1357	1242	1318
Non-Aboriginal	246	230	232
Foreign Nationals	31	30	36
Men	1520	1388	1462
Women	114	114	124
Work Camps (all male)	114	104	89
Aboriginal	109	102	85
Non-Aboriginal	5	2	4
Total adult prisoners in ASCC, DCC and Work Camps	1748	1606	1675

Escape and Abscond data (All Centres)

	SECURE (Escape)	OPEN (Abscond)
2014–15	1	11
2015–16	2	16
2016–17	3	12
2017–18	2	19

Electronic monitoring is used as a dynamic security measure for prisoners accommodated at the Barkly Work Camp, Datjala Work Camp and for prisoners on General Leave Permits attending external rehabilitation programs (e.g. Venndale). This is a proven deterrent to prisoners absconding.

Key points

During 2017–18, terminology used about prisoner escapes and absconds was revised, and NTCS now uses the following:

The definitions of prisoner escapes are as follows:

- **Secure perimeter escapes** are escapes from within a secure prison facility/precinct regardless of whether or not there was a breach of physical barrier.
- **Open perimeter escapes** are escapes from within an open prison facility regardless of whether or not there was a breach of physical barrier.
- **Escapes under escort** occur either during a prison to prison, or prison to hospital transport/escort, or while the prisoner is under the direct supervision of a correctional officer (e.g. at least one-to-one escort to funder, medical appointment etc.) and are classified as an open or secure escape on the basis of the security rating of the prisoner.

During the reporting period, both escapes occurred under escort.

The definition of prisoner abscond is:

- while on unescorted leave, e.g. work release or day leave, including prisoners who fail to return or are found at unlawful locations
- while outside a prison facility under custodial supervision, e.g. from work parties or while participating in activities such as sporting events outside the perimeter, but not under direct one-to-one supervision
- from outside the perimeter of the centre, but within the centre precinct, or
- 'walk-offs' from the work camps.

When a prisoner escapes and is arrested by NT Police, they are taken to a Police Watch House, interviewed, charged with escaping lawful custody and remanded to appear in court to hear the offence of escape lawful custody.

Absconds from the Alice Springs Secure Care Facility are not included as it is managed by the Department of Health.

When a prisoner has absconded from a low security facility, they are returned to high security at a correctional centre for a determined period and during this time they are not given the same opportunities that they were afforded prior to absconding or escaping.

Australian Government Productivity Report on Government Services' (RoGS)

The following data for NTCS for 2016–17 was released between 23 January and 1 February 2018.

Time out-of-cells

RoGS describes time out-of-cells as 'an indicator of government's objective of providing a safe, secure and humane custodial environment'. The NT had the highest average time out-of-cell, in hours, of all jurisdictions in Australia, further highlighting NTCS' commitment to providing a humane environment where prisoners are given employment and training opportunities and given the opportunity to engage in programs to meet their criminogenic needs. The table below shows the average number of hours out-of-cells per day:

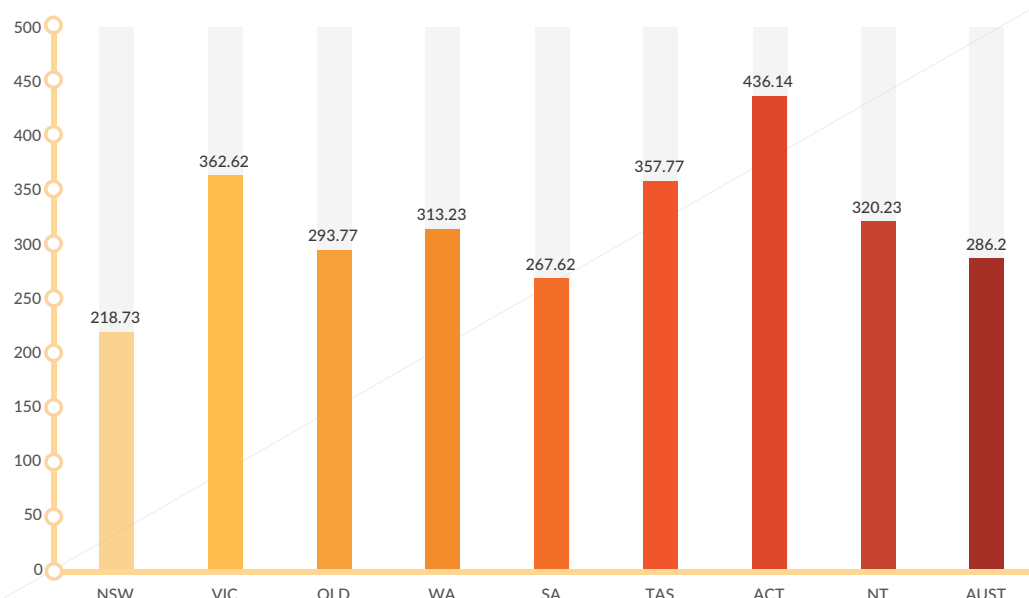
	NSW	VIC	QLD	WA	SA	TAS	ACT	NT	AUST
Total prison time out-of-cells									
2016-17	8.0	11.4	10.3	12.3	9.5	8.8	8.9	12.5	10.1

Costs per prisoner per day

'Cost per prisoner/offender' is defined as the average daily cost of providing corrective services per prisoner and per offender, reported separately from net operating expenditure and for capital costs per prisoner and offender and for secure and open custody for prisoners. The RoGS report noted that 'a low cost per prisoner, for example, can reflect less emphasis on providing prisoner programs to address the risk of reoffending'. The RoGS report for 2016–17 noted that the total net operating expenditure and capital cost per prisoner per day for the Northern Territory was \$320.23. The average expenditure across the jurisdictions in Australia was \$286.20.

NSW	VIC	QLD	WA	SA	TAS	ACT	NT	AUST
218.73	362.62	293.77	313.23	267.62	357.77	436.14	320.23	286.20

Cost Per Prisoner Per Day



Recurrent expenditure per prisoner per day, 2016–17

Official Visitors Program

Official visitors are appointed by the minister in accordance with the *Correctional Services Act*. Visits to adult correctional centres are held once a month and official visitors report to the minister about prisoner concerns, infrastructure issues and activities within the correctional facilities.

Most complaints made to official visitors are minor in nature and addressed by correctional centre staff on the day of the visit. More serious complaints, such as those relating to systemic issues, staff misconduct or inappropriate behaviour, are directed to the General Manager of the relevant correctional centre for further investigation, with follow up through the monthly report to the minister.

The role of the Official Visitor is part of the Trainee Correctional Officer course curriculum, and is delivered by the Official Visitor Program Coordinator.

Number of Official Visitors 2017–18

	Darwin Correctional Centre	Alice Springs Correctional Centre	Datjala Work Camp	Barkly Work Camp
Number of Official Visitors appointed	2	2	4	0
Number of Official Visitors resigned	0	1	1	0
Total number of Official Visitors	3	3	1	2
Total number of visits by Official Visitors	11	12	5	8

Women in Prison

The NT Aboriginal female imprisonment rate was 370.5 prisoners per 100 000 adult female Aboriginal population in the March quarter 2018. This is 27.1 per cent less than the Australia-wide rate for Aboriginal female imprisonment in the March quarter 2018, and the second lowest imprisonment rate for Aboriginal women in all Australian jurisdictions.

The female imprisonment rate in the NT for the March 2018 quarter rate was 29.2 per cent lower than for the same quarter in 2015. Women prisoners are only a small proportion of the NT prison population; however, this does not negate the importance of addressing their particular needs.

In response to the Ombudsman NT³ report *Women in Prison II*, a Women in Prison Strategic Action Plan has been developed outlining broad reform strategies, as well as an operational level work plan of the Female Offender Management Working Group (FOMWG) with revised terms of reference, and the development of a female offender policy document. The Ombudsman, in conjunction with the Commissioner for Correctional Services, conducted a site visit of the Alice Springs Correctional Centre (ASCC) on 13 February 2018 to

inspect the works and progress in general. The Ombudsman was satisfied with the advancements.

A Female Prisoner Representative Committee has been established at ASCC and will be an important tool for the FOMWG as they focus on reforms. The Darwin Correctional Centre (DCC) Female Prisoner Representative Committee continued to operate during the reporting period.

As part of the cultural development for female offenders within ASCC, an Aboriginal woman from the Central Australian Aboriginal Congress now forms part of the Cultural Advisory Group to provide broader community input. Building work, in the form of container accommodation, has commenced at ASCC in response to the overcrowding issues for female prisoners, and an 'At Risk' cell specifically for women has been established.

Templates have been developed for use between the health disciplines e.g. Forensic Mental Health, Aged and Disability and others, resulting in a consistent approach across both correctional centres for female prisoner referrals. The aim is to develop improved information sharing to better affect how female prisoners are triaged in the mental health space.

³Ombudsman NT, May 2017, Investigation Report: *Women in Prison II – Alice Springs Women's Correctional Facility* available at <http://www.ombudsman.nt.gov.au/publications/2017>.

OUTPUT REPORTING

DCC have a mothers and babies facility to assist mothers to develop and maintain a functional relationship with their child pending release from custody, seeking to continue the mother and child bond during imprisonment with the longer term objective to reduce the likelihood of reoffending.

ASCC does not have a designated mothers and babies facility, however babies can be kept with their mother in the women's sector. Initiatives include the purchase of baby equipment and attendance at formal child care to benefit the baby's development as well as a grassed area available for mothers and babies in the female sector. Additional improvements will be explored through the FOMWG.

At the ASCC, female prisoners are able to enrol in education programs, bible studies or, when available, legal clinics with Central Australian Women's Legal Services or programs from other service providers. Weekly education is delivered by Batchelor Institute of Indigenous Tertiary Education and the Safe, Sober, Strong program, delivered by the Prisoner Services Treatment Team.

There has been an increased focus on female employment within both custodial correctional facilities. Statistics as at 27 June 2018 show that just under 70 per cent of female prisoners were involved in some form of paid or voluntary employment.

Job area	Darwin	Alice Springs	Grand total
Industries	50	24	74
General Hand Paid/Volunteer	6		6
Unemployed	19	16	35
Total	75	40	115

Melbourne Demons help spread the 'No More' message to women in prison



NTCS has a Memorandum of Understanding with CatholicCare NT to implement the 'No More' message throughout NTCS, including staff and prisoners. During the reporting period, women prisoners at ASCC were visited by Melbourne Demons players and support staff from the Women's Australian Football League, as part of the 'No More' campaign. The visit included three Pinktails players from the Central Australian Football Club Women's team and their coach.

'No More' Ambassador, Mr Charlie King, was on hand to talk to women prisoners about the 'No More' campaign and to help empower them with a strong belief in themselves, stating that sport can be a conduit between constructive self-belief and acting positively in the community.

Demons players Erin Hoare, Anna Teague, Maddie Shevlin and Laura Duryea mingled with the prisoners and conducted a sports clinic. They also signed and donated a Melbourne Demons AFLW guernsey to Sport and Recreation, from the 2017 All Australian squad member Laura Duryea. The Demons appreciated the opportunity to visit and talk one-on-one with the female prisoners, with feedback received saying that hearing some of the stories of the prisoners was a truly humbling experience, and especially good for their players to appreciate some true examples of resilience.

A football painted by one of the ASCC artists was presented to Peter Jackson, Melbourne Demons Chief Executive Officer, at the 2018 AFL Indigenous Round launch at the Alice Springs Desert Park.

Education and Offender Programs

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

Prisoner Employment Programs

Poor engagement with school and work is one of the eight criminogenic factors that NTCS aims to address through our prisoner employment programs. Depending on the prisoners' security rating, there is a range of volunteer or paid employment suitable for offenders as part of their custodial sentence.

Number of prisoners who participated in paid and voluntary employment

Financial Year	Paid Employment	Voluntary Employment
2014-15	313	393
2015-16	355	392
2016-17	347	392
2017-18	342	388

Number of prisoners released into paid employment

Financial Year	Paid Employment
2014-15	33
2015-16	63
2016-17	72
2017-18	33

Contributions paid by prisoners on paid employment

Period	Board	Victims of Crime	Fines Recovery
2014-15	\$368 266	\$115 777	\$96 051
2015-16	\$639 068	\$129 176	\$145 662
2016-17	\$787 658	\$119 717	\$130 878
2017-18	\$739 555	\$118 050	\$98 230

Sentenced to a Job Program

Employment is a key element of successful reintegration, and unemployment is often an underlying factor associated with reoffending. Research indicates that when prisoners combine vocational education and training with 'real life' work opportunities linked to a job in the community, the likelihood of them returning to prison decreases significantly.

The Sentenced to a Job (STAJ) program provides prisoners with meaningful vocational education and training skills, which can lead to sustainable employment upon release. To mitigate community concern, sex offenders, murderers, high-profile prisoners, prisoners not cleared by correctional centre intelligence to work offsite, or prisoners that are medically unfit are ineligible to participate in the STAJ Program.

STAJ relies on the NTCS' holistic approach to reducing reoffending, to maintain a supply of work-ready prisoners with real job skills through Northern Territory Correctional Industries (NTCI). STAJ relies on the goodwill of employers to accept prisoners into their workplaces and a belief in the rehabilitative benefit of employment. Fostering and maintaining relationships with employers is a critical element of this program. Prisoners who participate in STAJ pay for board and lodging, victims of crime levy and fines recovery as part of the normalisation process.

Employers who want to participate in STAJ can apply for a prisoner to join their workforce via the Voluntary Employment Program. If a prisoner proves that they are suitable, they may then be offered paid employment with that employer.

Examples of skills gained by prisoners at the DCC horticulture section

The skills prisoners gained while working in the horticulture section include:

- listening and taking instructions
- working in a group or alone on various tasks
- team building
- operating line trimmers, push mowers, ride-on mowers, and landscape work to maintain the prison gardens and lawns
- maintaining and servicing small machinery and equipment
- operating a chainsaw, tractors, side-by-side buggies and a skid steer loader to maintain fire breaks and grow crops
- nursery work, including mixing potting mix and propagating plants by seed and cuttings, as well as fencing work
- laying irrigation and weeding crops
- fertilising crops in various ways, and spraying crops safely using chemicals to control pest and disease
- sandbagging for emergency services relating to community service work
- following work health and safety procedures, using personal protection equipment, identifying hazards, using correct manual handling techniques, and cleaning activities including keeping workplaces tidy.





Work Camps

The Datjala and Barkly Work Camps support East Arnhem Land and Barkly region communities through community reparation of prisoners. The work camps also provide services and opportunities for prisoners to reintegrate back into their community with new skills and employment. Both work camps are for male prisoners with Barkly Work Camp (BWC) accommodating 74 and Datjala Work Camp (DWC) accommodating 50.

Prisoners in the volunteer employment program are in training positions or being trialled for a paid employment program with an employer. Once a business decides to employ a prisoner, they are transferred to paid employment. Prisoners in paid employment are encouraged to allocate 30 per cent of their wages to fines recovery so that they can clear any outstanding debt. Clearing debt helps prisoners to access NT Housing and gain a driver's licence upon release. Prisoners in paid employment programs pay for board and lodging, and contribute five per cent of wages to the victims of crime levy.

Internal employment at BWC and DWC includes, but is not limited to, prisoners working as gardeners, kitchen workers and cooks, laundry workers, cleaners and ground maintenance staff.

DWC has two prisoners in internal employment working on the ablution block project on-site at DWC. Stage 1 of the project has been completed with nine prisoners participating throughout the five-month period. Stage 2 waterproofing was completed in May 2018 in preparation for tiling to commence.

BWC engages in reparation activities in the Barkly and surrounding regions, which includes beautification, event set up and dismantling, and assistance to local non-government and government organisations, including various churches and sporting groups. These include the Tennant Creek Show Society, Desert Harmony Festival, Barkly Australian Football League, Australia Day, Territory Day and the Barkly Regional Council. Reparation and construction works were also undertaken for the Parks and Wildlife Commission. The BWC also engages with CatholicCare in the delivery of the 'No More' family violence campaign.

In 2017–18, the BWC provided mobile work camps for the Daly Waters Rodeo and Camp Draft; Brunette



OUTPUT REPORTING

Downs Races, Rodeo and Camp Draft; Borroloola Rodeo; National Trust NT (Newcastle Waters Historic Precinct and Powell Creek Telegraph Station); Tennant Creek Rodeo and the Mataranka Camp Draft.

BWC is working collaboratively with Julalikari Aboriginal Corporation to establish horticulture programs with vocational training outcomes.

DWC conducts community support works through requests from not-for-profit organisations or community groups. Community events include the Rotary Volleyball Competition, Australia Day activities, Arafura Dance recitals, Nhulunbuy High School Formal, Women's Gift exchange and the town markets. Local organisations receiving regular assistance include: Nhulunbuy Surf Club, Nhulunbuy BMX, Nhulunbuy Sports Fishing Club, Nhulunbuy Golf Club, PAWS, Nhulunbuy Childcare Centre, Gove Historical Society and the Town Vision project.

DWC has recently partnered with Laynhapuy Homelands Aboriginal Corporation on a project to build frames for pit latrines for local homelands. The project will also include mobile work parties attending the homelands with the Laynhapuy crew to install the units and to provide grounds maintenance assistance. The program will provide positive access to the local Traditional Owners and will assist to identify opportunities for additional locations for the DWC Reconnect to Country program.

DWC partnered with Dhimurru Aboriginal Corporation on a project (Marine Debris Research) as a mobile work camp in 2017. Prisoners worked alongside rangers to complete the project and rangers provided cultural activities (bush tucker lessons, local sacred site visits etc.) during the afternoon and evenings. Additional projects have included the Latram River campsite project and the bush shelters at Nuwal (Yirrkala).

DWC is working with Miwatj Health Aboriginal Corporation through a care program for prisoners from the local area who are scheduled for release. Assistance requested includes contact with family, sourcing appropriate accommodation and connection with elders.

DWC has also started talks with Miwatj Employment and Participation to provide information sessions for

prisoners at DWC about their responsibilities under the Community Development Program and enrolling prisoners due for release in the local area.

DWC and BWC place a strong emphasis on providing skills development training for prisoners, to provide work-ready skills and help find paid employment opportunities in the local community. Skills development includes chainsaw, small motor maintenance, welding and fabrication, white card and driver's licence.

Programs to address offending behaviours are also delivered at DWC and BWC, including the Family Violence Program, Drink Driver Drug Education, Relationships Australia (Therapeutic Life Skills Program), alcohol and other drugs, Money Matters and parenting skills.

The officers-in-charge of DWC and BWC are involved in various community committees to represent NTCS and support local development and community safety. DWC and BWC have developed a Community Consultative Committee which meets quarterly to provide an avenue for community input and discussion into operations and community service projects.



Barkly prisoners tackle illegal dumping 18 April 2018

Known as the local rubbish warriors of the Tennant Creek and the Barkly region, prisoners at the Barkly Work Camp have been hard at work since mid-January 2018 clearing up illegal dumping sites following approaches from the Barkly Regional Council and teams from NT Police, Fire and Emergency Services (NTPFES).

So far, 158 prisoners have taken 93 loads of rubbish to the dump, equating to 50 tonnes. Rubbish consists mainly of general household rubbish, whitegoods, furniture, vehicle parts and commercial waste. The partnership with the local council and NTPFES was a great success and NTCS continues to monitor the identified hot spots. BWC sees this as an important part of the rehabilitation program because the prisoners learn many skills. It also helps to foster pride and self-confidence from making a positive contribution to the community and looking after country.

Datjala prisoners clean-up two tonnes of rubbish



Wauwuy (Cape Arnhem) where prisoners from the Datjala Work Camp worked with Dhimurru and Border Force staff collecting 2040kg of marine debris from a 3.5km stretch of beach.

For five Datjala prisoners and a Correctional Officer, the vast amount of rubbish floating in our oceans was obvious during an inspection of just a small part of the Northern Territory coastline. From 25–27 September 2017, prisoners and the Correctional Officer assisted Dhimurru Aboriginal Corporation in clearing 2.4 tonnes of rubbish that had washed up at Wauwuy (Cape Arnhem).

The area is of great cultural significance and a complex ecosystem that is home to six out of the world's seven marine sea turtles. Joined by Border Force and staff from Dhimurru, the clean-up cleared rubbish from 3.5km of the coastline. Dhimurru staff sorted and weighed the rubbish to help identify where it came from and monitor its environmental impact. Among all of the plastic waste, the collectors found 323 thongs and shoes, 10 children's toys and five gas cylinders.

DCC Community Support Work Program help clean up after Cyclone Marcus in 2018

The DCC Community Support Work Program (CSWP) assisted with the clean-up in Darwin after Cyclone Marcus, assisting the City of Darwin along with local Defence personnel and US Marines. During the first week, the fully supervised work parties cleared footpaths and roadways in Karama, Wanguri and Howard Springs. The priority during the second and subsequent weeks was the Nightcliff foreshore, Lee Point Road and the Jingili Water Gardens, assisting with clean-ups of pensioners' yards and fulfilling other contractual obligations.

Commissioner Mark Payne approved extended work hours for the work parties to help get the city and rural areas back in business, stating "eligible low security prisoners must earn the right to be part of these work parties." The work parties worked from 6am to 4pm during the week and from 6am to 2pm on Saturday.



Correctional Industries and Employment

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

NT Correctional Industries (NTCI) is structured to help prisoners break the cycle of offending by supporting prisoners to be 'work-ready'. A snapshot taken on 27 June 2018 shows that 572 prisoners were employed within NTCI and self-help services.

NTCS is developing and improving partnerships with private industries through a robust consultative process. The key message to private enterprises is 'partner with us to grow your businesses'. This is a clear reflection of NTCI's intention to work with local businesses to increase their capacity, rather than to be in direct competition. NTCI allows for many essential services to be delivered to the department in conjunction with prisoner skill development.

NTCI provides a work environment that endeavours to replicate the standards and performance levels expected in community workplaces. NTCI operations include, but are not limited to, the following industries:

- laundry
- horticulture
- food services (including bakery)
- metal fabrication
- creative arts
- cabinet/furniture making
- textiles.

Revenue is also generated through the sale of meals to external agencies, prisoner canteen, laundry services, metal products, timber products and produce from horticulture.

The National Pioneer Women's Hall of Fame in Alice Springs sells NTCI products through their retail area. In Darwin, artwork from all correctional centres and items from NTCI are displayed and sold at the annual 'Behind the Wire' Art Exhibition held at the old Fannie Bay Gaol.



NTCI uses the NT show circuit to showcase prisoner work and engage with the public about what can be achieved by prisoners engaged in correctional industries. NTCI is building strong public support with people now actively seeking out the NTCI stalls at every show. At the shows, NTCS staff received enquiries for quotes for products from industry sectors and for artworks.



Correctional Industries Advisory Council (CIAC)

The Correctional Industries Advisory Council (CIAC) is an integral part of the NTCI. The Council is comprised of peak employer bodies; training organisations; Department of Trade, Business and Innovation; the Chamber of Commerce and community representatives.

The Council has responsibility to monitor the development and operation of NTCI programs to ensure that they function prudently and sensitively in parallel with private sector businesses. The role of CIAC ensures that NTCI does not adversely impact upon local businesses and in particular, community employment. The business opportunities that CIAC has supported are related to import replacement, new opportunities and opportunities where there was a shortage of skilled labour.

The NT Industries Capability Network is also consulted by the NTCI when a potential work project is being considered to ascertain whether particular products are being produced locally.

The NT Skilled Occupation Priority List determines which skills would be most needed in the community and translates that into building viable partnerships with employers in those areas. NTCI attempts to mirror these skills in their operation to ensure prisoners obtain competencies which will be in high demand.

Six meetings of the advisory council were held in Darwin and five in Alice Springs during 2017–18.

Darwin Committee members	Appointed	Role
Rob Steer, Acting Commissioner, NTCS	6/2/2013	Chair
Tim Cross/Bill Carroll, General Manager, Industries and Employment NTCS	9/4/2014	Member
Julie Cunningham/Stephen Hagan, Batchelor Institute of Indigenous Tertiary Education	14/6/2017	Member
Robert Buttery, Charles Darwin University	6/2/2013	Member
Peter Donovan, Motor Trades Association (NT)	12/6/2013	Member
Greg Owen, NT Farmers Association	13/12/2017	Member
Tom Ryan, NT Cattlemen's Association	22/10/2014	Member
Karen Lindsay, Director, Indigenous Workforce Participation, Department of Trade, Business and Innovation	26/10/2016	Member
Jude Ellen, Community representative	20/4/2017	Member

Alice Springs Committee	Appointed	Role
Rob Steer, Acting Commissioner, NTCS	6/2/2013	Chair
Tim Cross/Bill Carroll, General Manager Industries and Employment NTCS	9/4/2014	Member
Keith Castle, community representative	5/2/2014	Member
Kay Eade, Chamber of Commerce	5/2/2014	Member
Grant Butler, Department of Trade, Business and Innovation	6/4/2016	Member
Damien Ryan, Mayor Alice Springs Town Council	5/2/2014	Member
Glendle Schrader, Central Desert Shire Council	14/10/2014	Member
Jeff MacLeod, MacDonnell Shire Council	5/2/2014	Member
Martin Glass, community representative	5/2/2014	Member
Steven Brouwer, community representative	8/10/2014	Member
Peter Donovan, Motor Trades Association (NT)	19/10/2016	Member
Evelyn Scraber, Batchelor Institute of Indigenous Tertiary Education	7/2/2018	Member

Custodial Community Support Work Program

The Community Support Work Program (CSWP) undertakes valuable community work activities with prisoners from the Darwin and Alice Springs Correctional Centres. The Datjala Work Camp and the Barkly Work Camp also have prisoner work parties who undertake community reparation work.

All CSWPs are mandated to provide reparation back to the community and undertake work that:

- is project based
- improves community infrastructure and assets
- adds value and complements other projects and initiatives already being undertaken by community volunteers
- is highly visible and used by the local community and tourists alike
- falls under the six main categories of heritage, environmental, recreation and tourism, community service, not-for-profit organisations and disaster relief.

Community Support Work Program 2017–18

Facility	Number of Work Parties	Total number of hours completed by the CSWP
Darwin Correctional Centre	6	62 987
Alice Springs Correctional Centre	5	40 353
Barkly Work Camp	3–4	29 809
Datjala Work Camp	CSWP provided as required	6663
TOTAL		139 812

Barkly Work Camp		
CatholicCare NT	Various churches	Pensioner residents (44)
Tennant Creek (TC) Senior Citizens	TC Show Society and Show Ground	TC Arts Centre
TC Telegraph Station	Northern Territory Country Women's Association	TC Hospital
Department of Infrastructure, Planning and Logistics	Department of Environment and Natural Resources	TC Fire Station
Department of Education	NT Emergency Services	Barkly Regional Council
St Vincent de Paul	Kraut Downs	Nyinkka Nyunyu Aboriginal Cultural Centre
Battery Hill Tourist Centre	TC RSL Club	TC Golf Club
TC Turf Club	TC Gun Club	TC Boxing Club
TC Bowling Club	TC Go Kart Club	TC Saddle Club
TC Lions Club	TC Rotary Club	TC Speedway Club
TC Barkly Australian Football League Association	TC Rodeo Association	TC High School
TC Primary School	Barkly Arts – Events as required	National Trust NT – Newcastle Waters Historic Township
TC Heritage Garden	Bonney Well/Attack Creek/ Renner Springs Historic sites	NAIDOC Celebrations
Desert Harmony Festival	Golden Hearts Awards	Australia Day Celebrations
Waitangi Day Celebrations	ANZAC Day Celebration	Borella Ride Inaugural Re-enactment
Daly Waters Rodeo and Camp Draft	Daly Waters Historic WWII Hangar and surrounds including Sturts tree	Brunette Downs Races, Rodeo and Camp Draft
Juno Youth Education Centre	Mataranka Rodeo	Borrooloola Rodeo
National Trust NT – Powell Creek Overland Telegraph Station	TC Telegraph Station	

Datjala Work Camp

Nhulunbuy Corporation Limited (NCL)	Town Lagoon - NCL	Galupa Community
CATS Club	Nhulunbuy BMX Club	Chief Ministers Office
Rotary	Nhulunbuy Motocross	Department of Trade, Business and Innovation
Ski Beach Community	Nhulunbuy Primary School	Arnhem Historical Society
Community Corrections	Arafura Dance Company	RSL
Woody Beach - NCL	Yirrikala Community	Middle Beach - NCL
Shady Beach - NCL	Nhulunbuy Community Garden	Gove Boat Club
Crocodile Beach - Gumatj	Wallaby Beach Community	Waste Management Centre - NCL
Surf Life Saving Club	Sacred Heart Catholic Parish	Laynhapuy Aboriginal Corporation
Nhulunbuy High School	Nhulunbuy PAWS	Nhulunbuy Lawn Bowls Club
Nhulunbuy Christian School	Miwatj Health Services	Nhulunbuy Neighbourhood Centre
Nhulunbuy Community Child Care Centre	RIO TINTO Refinery	Gumatj Aboriginal Corporation
Galupa Marngarr Suicide Prevention Group	Dhimurru Aboriginal Corp.	Yothu Yindi Foundation
Nhulunbuy Golf Club	Ski Beach Basketball Club	NT Emergency Services
Sobering Up Shelter	Hindle Oval - NCL	East Arnhem Regional Council
Women's Shelter	Nhulunbuy Fishing Club	Department of Housing and Community Development

Alice Springs (AS)

Darwin

Alice Springs Masters Games	Rubbish collection for 140 roads/thoroughfares/foreshores and boat ramps
Alice Springs Cricket Association	Fred's Pass Show
Dead Centre Bow hunters	Tracks Dance Inc
Living Waters School Alice Springs	Storm water drains
CARC Shooting Range	Territory Wildlife Park
Field Of Light Installation at Uluru	Pre-cyclone clean ups of Darwin and Palmerston
AS Inland Drag way	Royal Darwin Show Society
National Pioneer Women's Hall of Fame	Salvation Army
AS Netball Association	Darwin Girl Guides
AS Velodrome	NTAFL - NRL Marrara Stadium

Alice Springs (AS)

AS Shooting Complex
 Bradshaw Primary school
 Central Australian Football League
 AS Baseball Club
 AS Cricket Club
 Carols by Candlelight
 Amoonguna Health Centre
 Rural Fire Depot grounds (Ross Highway)
 Easter in Alice Mountain Bike Muster
 SWEL Mud Run
 Arunga Park Speedway
 Litter Patrol illegal dumping collection
 Pensioners residences
 Salvation Army
 Our Lady of the Sacred Heart Catholic College
 YMCA

Sadadeen Primary
 Acacia Hill Special School
 Alice Springs Model Aero Club
 Larapinta Primary School
 Alice Springs Kennel Club & Dog Sports Club
 R.S.P.C.A
 Red Centre BMX Club
 Remote Control Cars
 AS Turf Club
 Go-kart track grass cutting
 Old Timers Nursing Home
 Department of Infrastructure, Planning & Logistics
 Hamilton Downs Youth Camp
 Department of Housing and Community Development
 Gap Youth Centre
 Alice Springs Air Park
 Partjima Light Festival
 Central Australian Drag Racing Assoc. (CADRA)
 National Road Transport Hall Fame
 Alice Springs Town Council
 Adelaide Strikers Cricket Club
 Red Desert Dust Up



Darwin

Darwin Drags Association
 Hidden Valley V8s
 Juninga/Jade Garden/Tracy Lodge Aged Care
 Village Green Humpty Doo
 Scouts
 Darwin Orchid Spectacular
 Mindil Markets
 Keep Australia Beautiful Programs
 Darwin Boat Show
 Kids Christmas Party NT
 Bowls Clubs
 Legacy House
 Police Memorials
 Churches (various)
 Childcare Centres (various – after hours)
 Natural Disaster Support NTG
 Katherine Show
 Darwin Beer Can Regatta
 CASSA/Life Style
 Mission Australia
 Girl Guides
 Territory Accommodation Program

Breakdown of highlighted activities

Barkly Work Camp	
Organisation	Breakdown
Various churches	General yard maintenance and rubbish removal for five churches
Department of Infrastructure, Planning and Logistics	Rubbish roadside, clearing of drain spillways, whipper snipping/mowing of uncontracted public areas in the Barkly region (roadside stops etc.), vehicle detailing
Department of Environment and Natural Resources	Weed eradication (paid employment for six CSWP prisoners for duration of funded project)
Department of Education	General yard maintenance of local stores shed and surrounds
NT Emergency Services	Collection of illegally dumped rubbish in Tennant Creek and immediate surrounds
Barkly Regional Council	Daily maintenance of lanes and verges
Department of Housing and Community Development	40 pensioner properties

Datjala Work Camp	
Organisation	Breakdown
Department of the Chief Minister	Built Garma Festival stall (bush shelter)
Department of Trade, Business and Innovation	Set up marquees for business week
NT Emergency Services	Removed felled trees from compound
Department of Housing and Community Development	Relocated desks during office move

Darwin	
Organisation	Breakdown
Churches	General yard maintenance and rubbish removal at four churches
Childcare Centre – after hours	General yard maintenance and rubbish removal at one child care centre

Alice Springs

Organisation	Breakdown
Department of Infrastructure, Planning and Logistics	Slashing grass for firebreaks, collecting rubbish, cutting grass on lots and in and around the Todd River
Department of Housing and Community Development	Clearing yards, pressure washing walls on unit exteriors and removing rubbish
NT Police	Slashing grass

Programs, Services and Improvements

During 2017–18, Programs, Services and Improvement (PSI) delivered offender programs and treatment services, NTCS contracts and procurement, prisoner training and education, and staff learning and development. PSI conducted Trainee Correctional Officers courses as well as learning and development opportunities for experienced officers at the correctional centres. PSI also managed NTCS business and security systems (including the Integrated Offender Management System (IOMS) and PRONTO).

Additionally, PSI supported NTCS with business planning, annual reporting, grants management, operationally-specific human resources and financial business support services.

Treatment Programs

PSI is responsible for developing, sourcing and delivering appropriate interventions that address one or more of the eight criminogenic factors, applying the risk-need-responsivity principles to determine target cohorts and eligibility for treatment programs.

NTCS offer a range of treatment and psycho-educational programs to address offending behaviour. Programs are available to male and female prisoners with varying sentence lengths, with Safe, Sober, Strong programs also available to people on remand and Women of Worth to female prisoners at DCC.

Eligibility for treatment programs is determined by clinical assessments and program requirements, with offenders prioritised by their release dates. All of the programs are run in groups, although individual intervention is available to offenders who are not suitable for a group program.

Offence specific and offence related programs

Sex Offender Treatment Program

The Sex Offender Treatment Program (SOTP) uses up-to-date and well-recognised methods to address sexual offending behaviours. It provides prisoners with thinking skills to understand their offending patterns and then behavioural skills to control their risk of further sexual offending behaviour.

The SOTP requires prisoners to take responsibility for what they have done and to reflect on how their offending has impacted on their victims and society as a whole. During the program, prisoners develop a safety plan for the future and are helped to set goals for themselves to support them to function in a positive way when they leave prison.

Sex Offender Treatment Program/Responsibility, Safety, Victims, Plans Program

The Sex Offender Treatment Program/Responsibility, Safety, Victims, Plans program (SOTP/RSVP) is a low intensity program designed to meet the intervention needs of low and moderate-low risk sexual offenders.

The program adheres to the risk-need-responsivity principles, and this includes cultural responsiveness. The SOTP/RSVP is structured around 20 sessions typically delivered over three months. It includes modules that address problem areas empirically related to recidivism, as well as modules that provide psycho-education around sexuality, sexual health and healthy relationships. It uses treatment methods that have been shown to reduce recidivism, such as cognitive behavioural strategies. Such strategies have been adapted to meet the needs of an Aboriginal client group.

The SOTP/RSVP program modules explore issues from the prisoners' past and present, as well as looking forward toward the future. The ultimate aim of this program is for prisoners to complete the 20 modules and at the end of the program have a comprehensive plan that includes their goals, self-management strategies and outlines their access to supports once back in the community.

Violent Offender Treatment Program

The Violent Offender Treatment Program (VOTP) identifies and treats the underlying attitudes of a person who commits serious acts of physical violence, exhibits a willingness to inflict harm on others and has feelings of justification and an attitude of entitlement related to doing so.

Violent Offender Treatment Program - Moderate

The Violent Offender Treatment Program-Moderate (VOTP-Mod) is a low-intensity program designed to meet the intervention needs of low and moderate-low risk violent offenders. The VOTP-Mod is a shorter and less intensive program when compared with the VOTP and is structured around thirty-three sessions which are typically delivered over three months.

Recognising Anger and Gaining Empowerment Program (RAGE)

RAGE is a high-intensity program which runs for six months and is 144 hours long. It was designed to meet the needs of NT offenders who have been convicted of violent offences within family or kinship groups. The program is delivered in a closed-group manner. The program modules target dynamic risk factors, those that are amenable to change.

Intensive Alcohol and Drugs Program

The Intensive Alcohol and Drugs Program (IADP) combines traditional psycho-educational components with psycho-therapeutic treatment. Prisoners who clearly have a chronic alcohol or illicit drug problem will be assessed for suitability to participate in an IADP. The IADP is comprised of ten modules that cover awareness about drug and alcohol use, and also address treatment needs related to offending. This program is typically delivered over a three-month period.

Family Violence Program

The Family Violence Program (FVP) is delivered for both male and female perpetrators of family violence. This is a gazetted perpetrator program under section 78 of the *Sentencing Act*. Participants learn that family violence is a crime and is not acceptable. Their beliefs, attitudes and behaviour are challenged in a non-threatening manner and they learn to take responsibility for their thoughts, feelings and behaviour.

The FVP is a psycho-educational program based on cognitive behaviour therapy principles, but delivered in an experiential format (hands on activities and various community speakers for programs run in the community) rather than book learning and watching videos. The program runs as a five-day program in both the Darwin and Alice Springs Correctional Centres, as well as various remote communities throughout the Northern Territory.

Safe Sober Strong Program

The Safe, Sober, Strong Program (SSS) was developed by the Offender Services and Programs Branch in late 2012. It is suitable for both sentenced and remand male and female prisoners. The SSS is a psycho-educational offence-related program designed to be flexible to meet the needs of a wide range of offenders with varied sentence lengths.

The SSS Program uses a cognitive behavioural approach to increase client awareness of offending behaviour, and to provide strategies that enhance pro-social thinking and goal setting. The program includes modules that address problem areas empirically related to recidivism. It uses a range of treatment methods that have been shown to reduce recidivism.

Women of Worth Program and the YWCA

The Women of Worth (WoW) Program provides six months pre and post release support to female offenders on remand or scheduled for release within six months, released prisoners and those under community supervision orders. YWCA staff members provide a range of psycho-social education and accredited training programs to women prisoners at DCC two days per week.

The program also supports women in key transition areas of:

- reconnecting with children, family and community
- advocacy and referrals to a variety of service providers
- health and wellness
- crisis accommodation and long-term housing
- domestic and family violence support and referral
- education, training and employment pathways.

Each volunteer client receives individual case management support to plan for their upcoming release. Upon release, women receive up to 12 months intensive post-release support to assist with their reintegration back into the wider community.

Charles Darwin University evaluated the WoW program in November 2017, finding that of 84 participants, three had returned to prison for new offences, 12 were reimprisoned for breach of conditions, and 15 clients were awaiting release. These figures showed that 54 had not reoffended since their engagement with WoW.



This poem was written by a participant in the WoW Program at the Darwin Correctional Centre and is published here with the author's permission.

I BELIEVE I CAN!...Because of her.
 I was racking my brain, going insane
 'Because of her I can'...who the hell inspires me then I open my eyes...
 I didn't look very far.....
 Almost three years ago you walked into my life
 I was in jail and in and out of strife
 Anika you were just a member of the YWCA team
 The facilitator was mean
 I told you, you should be the boss
 Then the facilitator and leader you became from the meanie we lost
 At first you were unsure a little, unsteady on your feet
 Maybe you felt unsure of yourself a little, but I knew you could live up to the feat
 Anika you recruited a bloody awesome crew
 Yes, Monica, Rosie, Mona and the others along the way, I'm talking about you
 On the outside I thought my anxiety was going to eat me alive
 And that's when I saw you thrive
 You took my hand never letting go and said "Rocket, together we can"
 So together we sat down and came up with a plan
 Even when I wanted to give up and shake you free
 You only ever saw the good and potential...you believed in me
 You refused to put me in the too hard basket
 Even when I wanted to be in a casket
 It would have been so forgivable to let me slip through the gap
 But you fought for me, you were having none of that crap
 You go above and beyond anyone I've ever met
 You help me reach the goals you encouraged me to set
 Anika – **Women of Worth**, you have gained my trust for life
 I trust with your help outside these walls I can stay out of strife
 All you women have everlasting belief
 You ladies always listen to us, never give us grief
 None of you WoW women ever judge us by our crime
 You all believe as women our crime does not define
 YWCA, you guys have helped strengthen our bars into our shark cage
 You have even helped us gain a little control of our rage
 Cooking and healthy nutrition
 Was one of my personal favourite editions
 The list goes on
 You have never done us wrong
 You all helped us tune into teens
 You don't ever get enough accolades for all the work you do behind the scenes
 OMG all I can say is you're a god send
 That's not even the end
 What about the self-care
 You bought us all in to brighten our mood and share
 The alcohol and drug session
 For me was one of the best lessons
 Anika, you have gained my utmost trust, loyalty, love and respect and you I will never forget
 You're my light at the end of the tunnel
 All you belief, positivity, empowerment into the class you funnel
 You ladies never fail to brighten our day
 NOW HIT THE GOVERNMENT UP, YOU ALL NEED MORE PAY!
 So Monica, Mona, Rosie and most of all Anika,
 Because of you all and the Wow Program, **I BELIEVE I CAN!**

Thanks from the bottom of my heart "Rocket" Renae Bretherton 2018

Alice Springs Correctional Centre (ASCC) Programs

Programs available at Alice Springs Correctional Centre – noting sex offenders are transferred to Darwin Correctional Centre for treatment – include:

- Intensive Alcohol and Drug Program
- Safe, Sober, Strong Program
- Family Violence Program
- Individual Treatment Interventions (sex offenders, high-risk violent offenders)
- Alcohol and Other Drugs Program.

Throughcare Integrated Case Management

Throughcare Integrated Case Management (TICM) is the continuous, coordinated and integrated management of offenders from the offender's first point of contact with NTCS to their successful reintegration into the community and completion of their orders. TICM covers the full gamut of case management, sentence planning and reintegration modelling. The philosophy of TICM is to ensure that employability, education, cultural and reintegration needs of the person are met.

CASE STUDY:

Family Violence Program

The Family Violence Program (FVP) is a psychological educational program with clinical oversight delivered by the Family Violence Program, within the Programs, Services and Improvement Direction of NT Correctional Services. The program is delivered over a period of five days, and where possible, by two Family Violence Program Facilitators in consultation with local individuals, groups and agencies. The program:

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

CASE STUDY:

Developing the Recognising Anger Gaining Empowerment (RAGE) program

NTCS is leading the way in innovative approaches to offender treatment which have been developed by, and for, NT Aboriginal people. Offender Services and Programs have been working extensively with the Elders Visiting Program (EVP) to develop program content that is NT-specific and includes resources using various mediums. Elders walk the talk and have, through a series of workshops across the NT, contributed to the development of content including electronic media, film, flash cards, story boards, worksheets.

The RAGE program uses culture and strengths-based approaches to address the dynamic risk factors which underpin domestic and family violence in the NT. During the pilot the Chair of the EVP co-facilitated a component of the culture module of the treatment program. The inclusion of elders in the rolling out of programs serves many functions. First and foremost, it gives the message that family violence is not acceptable, cultural or inevitable, with elders being part of the movement towards respectful behaviours.

Skills development is a technique that focuses on respect in relationships and enhances cultural identity. NT Aboriginal languages have started to be incorporated into the program. The way that the program has been developed and rolled out is aimed at developing a consistent language between the offenders, their families and communities.

Community engagement is central to maintaining cultural identity and effective throughcare.

The three key elements of the RAGE program are the:

- elders from the EVP
- management staff of the Indigenous Strategy and Coordination Unit
- senior clinicians who develop treatment programs.

The message is about moving away from wrong way to right way behaviours and developing pathways out of the criminal justice system.



Taking on the roles of perpetrator, partner/victim, judge, police, and court officials at the NT Legal session with the group in a court setting regarding domestic violence orders, this group attended the Darwin FVP in March 2018

Family Violence Programs delivered 2017–18

A total of 50 programs were delivered across the Northern Territory during 2017–18, with 501 referrals made to the program and 348 successful completions.

Location	Number of sessions held	Number of Attendees	
		Male	Female
ASCC	1	8	0
Barkly Work Camp	1	16	0
Borroloola	2	10	9
Datjala Work Camp	1	16	0
DAIWS NGO	1	0	7
Darwin	2	11	3
Alice Springs	2	8	4
CAAAPU NGO	0	0	8
Tennant Creek	3	17	4
Casuarina	1	16	0
Ngukurr	1	7	0
Katherine	2	38	11
Yuendumu	1	7	0
Ntaria	1	3	0
Angurugu	2	8	6
Kalkaringi	1	0	6
Galiwin'ku	1	5	0
Gunbalanya	1	25	0
Lajamanu	1	7	0
Maningrida	1	4	0
Numbulwar	1	3	0
Palmerston	1	15	0
Venndale	2	66	0
TOTAL	30	290	58

Primary Health Care – Prison Health

NTCS works in partnership with the Department of Health (DoH) to provide health services in Darwin and Alice Springs Correctional Centres. DoH also provides regular health services to the two work camps. Health services are provided in prison by Top End Health Service and Central Australia Health Service (TEHS & CAHS) which are the regional service delivery arms of DoH. Prisoners are less healthy than the general population and they have higher rates of chronic and infectious diseases. (1,2) Correctional prisoner health clinics are uniquely placed to detect health problems, initiate care and promote health in a way that is unlikely to occur in the community, with important public health implications for the communities to which the prisoners return. (3) There is a strong relationship between NTCS and DoH and we are developing an improved understanding, excellent knowledge and evidence about how we can improve the health of Northern Territory prisoners.

Both Darwin and Alice Springs Correctional Centres have a prison-based health and recreation correctional team who provide sport and recreation opportunities to prisoners. If a prisoner is assessed by the Primary Health Care Clinic as having chronic disease and issues with weight management they are referred directly to the health and recreation officers for an individual program to be developed for them. The Northern Territory was the first jurisdiction in Australia to go smoke-free (4) and continues to promote health (5) through further smoke-free research partnerships with the University of NSW and National Drug and Alcohol Research Centre (NDARC). Another health initiative is annual menu reviews and vending machine reviews to encourage healthy eating.

Breast cancer screening for women prisoners

Female prisoners at DCC received free breast screening when the mobile BreastScreenNT big pink bus visited.



Staff of the mobile BreastScreenNT NT big pink bus and NTCS staff at Darwin Correctional Precinct

The visit from the BreastScreenNT big pink bus provides a valuable service for female prisoners and puts the focus on health, education and life skills programs that are central to our ongoing rehabilitation programs. The Primary Health Care team are continuously seeking ways to improve health services for prisoners and staff.

Healthy Eating Program for Prisoners

NTCS is committed to the ongoing health and wellbeing of prisoners in correctional centres. DoH, in partnership with NTCS, delivers prisoner health services including early intervention and improved preventative health and actions and strategies that encourage healthy lifestyle choices and support healthy eating. DoH dietitians and NTCS work together to ensure that prisoner meals meet energy intake requirements and provide healthier options to manage chronic health issues.

The provision of food services in correctional centres is a large-scale operation which is required to operate 365 days a year. Prisoners receive three meals a day, which equates to approximately 1.7 million meals per year. Prisoners may also buy additional food items from the Prisoner Buy List and vending machines to supplement their dietary intake.

NTCS has enhanced its Health Promoting policy by providing healthier food choices to prisoners for purchase and through promoting healthier eating patterns. A Food Services Working Group has been established, with membership from NTCS, DoH, Official Visitors, Chaplaincy and Elders Visiting Program to oversee a prisoner meal menu review and subsequent implementation of recommended changes to food options in vending machines and prisoner buy lists. Menu changes do not impact on the provision of any special religious or cultural meals that are provided. Correctional centres are also working with DoH to implement the 'Healthy Choices Made Easy' traffic light (i.e. red, yellow and green) food categorising system as recommended.

All prisoners are encouraged to be health conscious. Special diets are provided to women who are lactating or pregnant, prisoners with allergies, and those with chronic illnesses. NTCS also has a range of special medical diets for early renal failure, cardiac and diabetic conditions.

OUTPUT REPORTING

In consultation with health service providers, recent changes were made to the prisoner meal menus. These changes specifically address the issue of prisoners who have higher bodyweights and include:

- additional serve of grains by way of legumes being added to the meals
- fruit available in the blocks for mid-meal snacks, and
- an additional serve of cereal.

Prisoner Education and Training Programs

Lack of education and poor work history are one of eight criminogenic factors that NTCS addresses through prisoner education and training. The delivery of Vocational Education and Training (VET) programs in adult custodial facilities as part of prisoner rehabilitation gives prisoners the opportunity to reduce educational disadvantage, increase the likelihood of successful reintegration into the community and reduce the risk of reoffending.

The Batchelor Institute of Indigenous Tertiary Education (BIITE) is the main provider at DCC and ASCC for accredited literacy and numeracy and trade-based VET courses. Accredited is defined as participation in education and training courses provided under the Australian Qualifications Framework.

BIITE Accredited Short Courses completed in 2017–18

Correctional Centre	Course	Completed
ASCC		
	Food Handling	18
	White Card	56
	Licence to Operate Forklift	28
	Total	102
DCC		
	White Card	112
	Licence to Operate Forklift	37
	Operate Quad Bike	11
	Skid Steer Loader	11
	Tractor Operations	11
	Total	182
Total both sites		284

BIITE Accredited Certificate participation and completions in 2017–18

Correctional Centre	Course	Completed	Currently enrolled	Withdrawn	Total
ASCC					
	Cert I Access to Vocational Pathways	53	0	3	56
	Cert I Construction	12	0	3	15
	Cert I Engineering	6	0	1	7
	Cert I Visual Arts	12	0	29	41
	Cert II Visual Arts	3	0	4	7
	Cert II in Kitchen Operations	4	0	0	4
	Cert II Furniture Making	0	1	3	4
	Total	90	1	43	134
DCC					
	Cert I Access to Vocational Pathways	53	0	4	57
	Cert I Agrifoods	5	7	2	14
	Cert I Business	16	10	0	26
	Cert I Engineering	7	8	0	15
	Cert I Visual Arts	37	1	8	46
	Cert II Family Wellbeing	19	0	2	21
	Cert II Skills for Work and Vocational Pathways	0	0	2	2
	Cert II Health Support	2	5	0	7
	Total	139	31	18	188
Total both sites		229	32	61	322

QuickSmart participation and level completions

QuickSmart is a literacy and numeracy intervention program delivered at the DCC and the ASCC by the University of New England as a non-accredited educational intervention for prisoners who do not meet the eligibility criteria to engage in accredited training courses. The participation and level completions for the reporting period are listed below.

Correctional Centre	Type	Total participation	Level completions
ASCC	Students	60	51
	Prisoner Tutors	11	n/a
DCC	Students	182	192
	Prisoner Tutors	27	n/a
Total both sites	Students	242	243
	Prisoner Tutors	38	N/A

BIITE Accredited Short Courses completed in 2017–18

Correctional Centre	Course	Total
BWC	White Card ¹	24
	Money Matters	16
	Chainsaw Operations ¹	12
	Operate Small Plant and Equipment ¹	11
	Total	63
	Outdoor Power Equipment Servicing ¹	71
	Chainsaw Operations ¹	71
	Welding and Metal Fabrication ¹	16
	White Card ¹	30
DWC	Money Matters	45
	Total	233
Total both sites		311

Note: The work camp data refers to course participation in the period 1 July 2017 to 31 March 2018.

¹Accredited education and training courses under the Australian Qualifications Framework.

USQ participation rates

The University of Southern Queensland (USQ) external higher education learning solution is also offered in ASCC and DCC. This program was recently introduced into the BWC.

Correctional Centre	Course	Total ¹
ASCC	Unit Enrolments	17
	Course Headcount	10
DCC	Unit Enrolments	89
	Course Headcount	41
Total both sites	Unit Enrolments	106
	Course Headcount	51

Note: Due to the structure of the academic year and the USQ quality assurance process, participation rates for a financial year cannot be provided at the time of publication. The data provided refers to course participation for the period 1 July 2017 to 31 March 2018.

iTalk

NTCS has partnered with iTalk Studios to run a program which sees both male and female prisoners at ASCC creating verbal stories in the areas of food hygiene, behaviour change and aspects of the prisoner's lives. These stories have been translated into Central Australian Aboriginal languages such as Warlpiri, Eastern and Western Arrernte, and Luritja.



Improving Aboriginal Outcomes

Aboriginal Strategy and Coordination

During the reporting period, the Aboriginal Strategy and Coordination Unit (ASCU) provided strategic direction and leadership to NTCS. ASCU has input into strategy and policy development, as well as embedding policy into operational guidelines. A particular focus is on recognition of Aboriginal cultural values and wellbeing practices in NTCS. ASCU also contributes to the Corrective Services Administrators Council (CSAC) National Senior Officers Working Group on Aboriginal Affairs. Additionally, the group participates in the AGD Aboriginal Reference Group, and the NT Government's Senior Aboriginal Reference Group that focusses on Aboriginal employment and career development within the NT Public Sector. The ASCU is also responsible for building Aboriginal partnerships through community and stakeholder engagement.

Remote Community Engagement means building good relationships with communities and key stakeholders and giving them a say in how we go about our business, make decisions and deliver services. It supports our key business objectives of breaking the cycle of reoffending,

keeping the community safe and working in partnership with our key stakeholders.

Remote Community Engagement Officers (RCEO) are responsible for the implementation of the Elders Visiting Program through community engagement and in collaboration with key stakeholders. RCEOs work closely with community groups such as Kurdiji Law and Justice Groups, Mikan Advisory Group, mediation groups, Non-Government Organisations and shire councils to identify and establish further supports for prisoners exiting prison and returning to remote communities.

While a prisoner is incarcerated, RCEOs work with both prison and Community Corrections staff to organise and facilitate EVP visits into the correctional centres. This allows elders to meet with prisoners and support services within the correctional centres to discuss pre and post release options for the men and women who will be returning to community.

RCEOs are also responsible for promoting the Elders Visiting Program in remote communities and across the NT. In August 2017, this was done through participation in the Garma Festival held at Gulkula, approximately 35km from Nhulunbuy. Key program staff attended, as well as the Commissioner for Correctional Services,

Director Aboriginal Justice Unit, Director Aboriginal Strategy and Coordination, and elders from Borroloola, Beswick, Kalkaringi, Tiwi Islands and Hermannsburg. During the reporting period, RCEOs also supported the Aboriginal Justice Agreement team with community consultation on Groote Eylandt and at the Barunga Festival.

Elders Visiting Program (EVP)

The EVP engages elders from Tiwi Islands, Katherine, Groote Eylandt, Wadeye, Tennant Creek, Hermannsburg and Yuendumu. These seven regions were identified as having the greatest need correlating to the number of Aboriginal offenders in the Darwin and Alice Springs correctional centres. The EVP is an important cultural link between Aboriginal prisoners and NTCS employees by advising them on cultural and community issues that may impact on a prisoner's behaviour or ability to address their offending behaviour. The EVP includes 15 communities with over 45 elders participating in the Program.

Community	Location	Month	Numbers
Kalkaringi, Groote Eylandt, Beswick	DCC	July 2017	NAIDOC
Barkly, Yuendumu, Hermannsburg	ASCC	July 2017	NAIDOC
Katherine, Beswick	DCC	August 2017	45
Katherine Regional Forum	Katherine	August 2017	
Barkly	BWC	September 2017	11
Barkly/Central Forum	Alice Springs	September 2017	
Kalkaringi	DCC	October 2017	26
Saltwater/Gulf Forum	Darwin	October 2017	
Hermannsburg	ASCC	November 2017	29
Wadeye, Maningrida	DCC	November 2017	32
Katherine, Beswick, Borroloola	DCC	November 2017	44
Groote Eylandt, Tiwi Islands	DCC	February 2018	38
Barkly	BWC	February 2018	15
Hermannsburg	ASCC	March 2018	32
Barkly	ASCC	March 2018	52
Beswick, Ngukurr	DCC	March 2018	47
Yuendumu, Willowra	ASCC	April 2018	52
EVP Annual Forum	Darwin	May 2018	
Barkly	BWC	June 2018	11
Tiwi Islands, Nhulunbuy, Yuendumu	DCC	June 2018	39



Elders Visiting Program: L-R elders Desmond Campbell, Lisa Dhurrkay, Gabby Dhurrkay, Margeret Friel, Selma Gurruwiwi, Lena Gurruwiwi, Rachel Dhurrkay, Kevin Dhurrkay and Mark Payne

Community Corrections

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Community Work Orders successfully completed	68%	72%	71%	69%	69%
Number of community work hours	28 000	27 643	29 760	31 325	35 462

Community Corrections has five regional offices and three remote offices. There are also two single officer placements in Jabiru and Borroloola, which are counted as part of the Palmerston and Katherine regional office staffing structures.

Community Corrections supervision is founded on graduated case management, risk-need-responsivity principles. Staff are also involved in the preparation of court assessments, parole reports, breach applications, remote travel, circuit court attendance, electronic monitoring and stakeholder liaison.

The order types managed by Community Corrections are as follows:

- **Community Work Order (CWO):** an order where a person who commits an offence makes amends to the community by performing up to 480 hours of unpaid work. Orders can also be made in the case of a person defaulting on outstanding fines and debts to the Fines Recovery Unit.
- **Suspended Sentence of Imprisonment:** a sentence of imprisonment which is fully or partially suspended on agreement by the offender to abide by certain conditions for up to five years. Orders are only supervised if a condition of supervision is applied by the Court.
- **Parole:** an order made by the Parole Board releasing an eligible prisoner to supervision for the remainder of their sentence.
- **Community Custody Order (CCO):** a sentence of imprisonment of up to 12 months, served in the community, which involves intensive supervision and regular community work.
- **Home Detention:** an intensive order where the offender is put under detention in their home for up to 12 months instead of going to a correctional centre, enabling them to continue important activities such as employment, training and rehabilitation programs.
- **Bond:** an agreement by an offender to abide by certain conditions as a penalty for an offence. Orders are only supervised if a condition of supervision is applied by the court.

- **Community Based Order:** a structured approach to community-based rehabilitation for offenders not sentenced to a term of imprisonment which may include community work.
- **Administrative Home Detention (AHD):** an AHD permit may be issued by the Commissioner of Correctional Services after an eligible prisoner has served at least half of their custodial sentence.
- **Bail:** a pre-sentence obligation for an accused person which allows them to remain in the community prior to finalisation of their matters. Certain conditions of bail can be monitored by Community Corrections at the direction of the Court, typically by electronic monitoring and AOD testing.
- **Interim and Final Supervision Order:** serious sex offenders may be subject to a supervised order at the expiry of their term of imprisonment for up to five years.

Parole Board

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

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Number of parole matters considered	950	985	938	N/A	N/A

COMMIT and COMMIT Parole

COMMIT is a high-intensity supervision program aimed at reducing both incarceration and recidivism rates by keeping high risk offenders in the community under strict supervision, where they can engage with rehabilitative services and prosocial activities. It is a collaborative approach to offender management and behaviour change that involves the courts, Parole Board, correctional services, the police and legal agencies.

Amendments to the *Parole Act* came into effect in September 2017, allowing offenders released to parole to be formally subject to the sanctions regime known as COMMIT parole. This increases the options available to the board to deal with violations of parole conditions. There has been more than 60 parolees on COMMIT parole.

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

Swift: When a violation of a condition of a suspended sentence has been detected, the participant is directed to attend court as soon as possible and a short sanction

is immediately imposed. In the case of a parole order, the Chair of the Parole Board must be notified as soon as possible and a sanction order will be issued.

Certain: A sanctions matrix acts as a guide for the sanctions to be imposed for conditional violations with respect to the COMMIT sentencing and COMMIT parole programs. This means that participants, probation and parole officers, legal counsel as well as family are aware that all violations will result in a pre-determined sanction within a specified range, so the consequences of a bad decision are known and predictable.

Fair (or Proportionate): The sanctions are perceived to be fair and reasonable.

Grant funding has been awarded to a range of organisations across the NT to provide alcohol and drug treatment services to COMMIT participants including residential treatment beds, a non-residential drug program as well as counselling and psychologist services across the major centres and some remote areas of Central Australia.

COMMIT Sentencing

Total placed on program since commencement: 105

Date supervision commences	Current	Revoked	Successfully completed	Total
2015		3	3	5
2016	11	10	10	33
2017	26	9	9	41
2018	23			23
Total	60	22	22	102

Sentencing Court	Current	Revoked	Successfully completed	Total
Supreme Court	47	7	12	66
Local Court	16	15	8	39
Total	63	22	20	105

Reasons orders revoked

Reoffending	15
Conditional	5
Other	2

COMMIT Parole

Total placed on program since commencement: 67

Currently on parole	45
Awaiting release	7
Revoked	12
Revoked prior to release	3

Community Work

Community work orders are predominantly reparative, requiring offenders to complete unpaid work at approved projects, most of which are within the not-for-profit sector. Community work can be imposed through a stand-alone community work order or be coupled with

intensive rehabilitative orders such as the community custody and community-based orders. Occasionally, community work orders are issued through the Fines Recovery Unit for people who are in default of their fine payments. This group undertakes community work in the same manner as if they had been sentenced to do so by court.

While the primary purpose of community work is to give offenders an opportunity to make amends through unpaid work, there is also the potential for offenders to acquire new skills. These new skills may be practical skills or obtained through self-improvement courses. Legislation defines projects as 'rehabilitative projects, work or both' thereby enabling staff to be innovative in their approach when matching offenders with suitable projects.

In 2017-18, over 27 600 hours of unpaid work have been invested into the wider community representing a significant contribution to a large number of organisations who depend on this assistance. The slight decrease compared to previous years can be largely attributed to supervision of youths being transferred to Territory Families in early 2018. The majority of community workers are assigned to community

organisations but some are placed with the work crews that operate from Darwin, Katherine and Alice Springs. Crews are supervised by Community Corrections staff with significant technical trade backgrounds capable of providing skills training in light construction and house repairs.

Alcohol and Other Drugs

Alcohol and other drugs (AOD) use is a recognised criminogenic risk factor; as such, access to treatment services is important in rehabilitation and reducing recidivism. During the reporting period, NTCS administered grant funding to non-government organisations for the delivery of AOD treatment for correctional services clients.

NTCS has partnered with Kalano Community Association (Kalano) to provide 15 AOD treatment beds at the Venndale facility south of Katherine. These beds are specifically allocated to correctional services clients. Prisoners are released to attend the AOD rehabilitation program on general leave permits and are jointly supervised by the Darwin Correctional Centre and Community Corrections officers.

NTCS has established a positive relationship with the Association of Alcohol and other Drug Agencies of the Northern Territory (AADANT). NTCS meets regularly with AADANT to identify best practice approaches to collaborative integrated case management and share information about NTCS initiatives.

NTCS also works with Venndale to ensure that clients referred to the program receive the best possible interventions to address their criminogenic needs and that protective factors are strengthened during their treatment.

CASE STUDY:

Supporting offenders through residential rehabilitation

Probation and parole officers (PPO) supervise offenders who are undertaking residential rehabilitation to help them develop skills to stay sober and reduce AOD misuse. For many offenders this is a daunting experience and it is often the PPO, through the use of motivational interviewing skills and problem solving, that is able to keep the offender engaged with the program.

Many people who go through the criminal justice system in the Northern Territory have AOD misuse issues which are associated with their offending behaviour.

The Courts and Parole Board regularly require people to undertake a residential rehabilitation program. These programs provide a safe place for people to address their addictions and they are supported through structured living environments with strict rules around alcohol and drug use, participation in group programs to identify triggers and behaviours associated with their addictions, individual support and referrals for other needs, and planning for life post-program.

Probation and parole officers are responsible for identifying services most appropriate to the needs of the offender and undertaking referrals to secure a bed. Prior to entry, the PPO works with the offender to increase their motivation to undertake the program. The PPO works closely with rehabilitation staff to ensure a consistent and shared case management focus with the client.

While the offender is undergoing treatment, PPOs assist with plans such as accommodation, employment and further counselling, where identified as a need. PPOs engage in structured supervision to assist with promoting behaviour change and addressing problematic attitudes. PPOs work with these offenders to build up support networks which are usually family and friends. This is all part of the risk-need-responsivity (RNR) case management model used by Community Corrections.



CAAAPU meeting with people on community corrections orders



Developing and Maintaining a Capable Workforce

Professional Standards Unit

The Professional Standards Unit (PSU) provides a central referral point for allegations or incidents of fraud, complaints and compliance audit services. The unit conducts preliminary investigations into reported fraudulent behaviours and refers matters for external investigation as necessary

Complaints and formal disciplinary issues

	2014-2015	2015-2016	2016-2017	2017-2018
Alice Springs Correctional Centre	30	14	24	26
Darwin Correctional Centre	193	88	105	106
Other	5	0	0	3
Community Corrections	0	1	2	0
Formal Disciplinary Issues	42	47	31	23
Compliance Audits	126	136	51	51

COURTS AND TRIBUNAL SUPPORT SERVICES

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

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



Developing and Maintaining a Capable Workforce

Staff resourcing across courts and tribunals continues to be reactive and is subject to high attrition rates. Ongoing recruitment and the introduction of capability and development strategies continues.



Improving Aboriginal Outcomes

Special Measures guidelines continue to be applied to all vacancies that are deemed appropriate.

OTHER ACHIEVEMENTS/HIGHLIGHTS

Project Odyssey

The NT Government has partnered with Tyler Technologies Australia to implement Odyssey, a uniform judicial management system across all courts and tribunals.

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

¹ Incorporating Sheriff's Office.

OUTPUT REPORTING

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

Configuration of Project Odyssey has commenced for the lower and higher courts and a number of key court

staff have moved from their nominal positions, to work as subject matter experts on the configuration aspects of the project.

Law Week

Law Week was held in May 2018, with events in Darwin, Katherine and Alice Springs to mark the occasion. The first Territory-wide involvement in Law Week was a great success, with positive public feedback.



Ceremonial Sitting during Law Week



Law Week in Darwin

Higher Courts

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Case lodged:					
Criminal	680	660	566	750	670
Civil	550	450	478	519	583
Sitting Days	1200	1428	1350	1335	1209
Criminal	1000	1192	1150	1104	989
Civil	200	196	200	231	220
Finalisation of cases within 12 months:					
Criminal	90%	97%	88%	94%	97%
Civil	85%	82%	85%	94%	94%



Darwin Supreme Court

On 22 November 2017, Justice Vince Luppino was appointed as the Associate Justice of the Supreme Court. Prior to 22 November 2017, this office was called Master of the Supreme Court. The Associate Judge is a member of the court and performs such duties as are assigned by an Act, or the rules or an order of a Judge. The Associate Judge may also exercise the powers of, and perform the duties of, the Registrar or other officers of the court.

Lower Courts and Tribunals

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

Royal Commission into Protection and Detention of Children

The Royal Commission into the Protection and Detention of Children in the Northern Territory occupied Court 11 of the Supreme Court Building and Chambers for a number of months and finalised their report and recommendations in November 2017.

OTHER ACHIEVEMENTS/HIGHLIGHTS

A number of minor repairs and maintenance works have been carried out including recarpeting and painting the Sheriff's Office and the Jury Muster Room. Kitchenettes and bathrooms throughout the Supreme Court building have also been renovated. The Practitioners Room was also refurbished. The cherished Dingo on the wall remains.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Criminal cases lodged:					
Major centres	12 500	11 096	112 176	12 567	13 277
Circuit courts	4000	3839	3943	4309	4363
Civil cases lodged	7000	5204	5442	6880	7134
Sitting days - all NT Courts	2700	2529	2653	2754	2675
Sitting days - circuit courts only	390	392	400	416	387
Finalisation of cases within 6 months:					
Criminal	80%	82%	84%	85%	82%
Civil	85%	95%	94%	92%	84%
Finalisation of coronial cases within 12 months	60%	69%	79%	70%	62%

Project Zola

Project Zola is a joint initiative between the NT and Australian Governments under the Women's Safety Package.

The NT Government in partnership with the Australian Government is committed to enabling witnesses, particularly vulnerable witnesses, to give evidence in court proceedings from their local communities in remote parts of the NT.

The aim of Project Zola is to implement video conferencing facilities in agreed remote Northern Territory locations to provide witnesses with the ability to give evidence in Court without leaving their community or having to face the defendant's family and friends in the court and surrounds.

Stage 1, covering Borroloola, Tennant Creek and Yuendumu is complete, with Stage 2 for Nhulunbuy, Alyangula, Lajamanu and Gapuwiyak being progressed.

Lower Courts – Northern



Improving Aboriginal Outcomes

The Lower Courts are making a significant contribution to work to develop an Aboriginal Justice Agreement for the Northern Territory by partnering with the Aboriginal Justice Unit for policy and project management plans for Indigenous Community Court (ICC) reinstatement

We are committed to enhancing cross-cultural understanding and communication of the courts system through:

- conducting court officer communication seminars.
- providing the court greeting in language.
- ensuring correct pronunciation of names.



Protecting Territorians by Supporting Safer Communities

An upgrade of the Local Court website is underway to improve public accessibility to information. A complaints and feedback section will be incorporated into the website. The Local Court website is due to go live following IJIS integration.



Partnering for Improved Justice Outcomes

Courts staff have attended the Justice Reinvestment (JR) Forums and will assist in the Menzies JR research that is being driven by the Katherine Justice Reinvestment Committee, looking at implementing community change and support networks to lower the need for crime enforcement and custodial detention.



Developing and Maintaining a Capable Workforce

Special Measures guidelines continue to be applied to all vacancies that are deemed appropriate, providing positive aboriginal role models for court users. The 'Complain up, inspire down' model has been adopted with management to prioritise culture and increase retention. WHS, Fire warden and First Aid training has been provided to all staff, along with the development of an Emergency Response Plan to upskill staff and ensure the safety of the court. Reinstatement of the annual Registrars Conference in order to prioritise the skills of management and Territory-wide staff consistency.

OTHER ACHIEVEMENTS/HIGHLIGHTS

Darwin Open Day

The Darwin Local Court Open day was a popular event, with hundreds of people learning about the courts, touring the buildings and enjoying a free hotdog and coffee. The inaugural Local Court Open Day was held as part of Law Week, giving the public a chance to interact with legal institutions and to see the buildings that otherwise may seem quite confronting. The event which was run in conjunction with open days held at the Local Courts in Alice Springs and Katherine were hugely successful. The community enjoyed the opportunity to view the building including the cells and participate in a sentencing forum where they learned what judges take into account when dispensing justice.

Katherine Open Day

The Katherine Local Court Open Day included a mock trial and the chance to see artworks painted in the cells at the courthouse, a new initiative that was completed recently. The event was attended by scores of people, who also had the opportunity to meet many groups who help deliver an integrated, fair and accessible justice system.

School tours are now being conducted and work experience students are being placed with the Darwin Local Court. A security and foyer upgrade to the Darwin Local Court is currently underway.

Lower Courts – Southern

The Alice Springs Local Court has commenced a multi-million-dollar upgrade of its facilities, in preparation for a therapeutic approach to domestic violence being implemented in the court.

The renovation will create separate entrances and waiting areas for victims and vulnerable witnesses. It will also create a specialised domestic violence courtroom that will allow better separation for protected persons from defendants as well as better spaces for service providers to work with all parties affected by domestic violence at the court.

Community Justice Centre

The new design has been developed by local architect Sue Dugdale and Associates and is being built by Northern Territory construction firm Scope Building NT, following extensive consultation with all relevant

stakeholders. The new design will substantially improve the accessibility of the court for people with disabilities, as the current design has had almost no change since the court was built in 1980. Construction is due to be completed at the end of 2018.

These physical changes and the therapeutic approach to domestic violence will improve victims' experiences of the court process after experiencing domestic violence, and are aimed at improving offender accountability and behavioural change. Domestic violence features in the majority of matters heard by the Alice Springs Local Court.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Mediations	180	69	35	216	143
Presentations	30	27	9	23	31
Client satisfaction	85%	85%	98%	91%	89%
Community education and awareness session delivered	30	29	4	28	31

Alternative dispute resolution services

A full-service renewal was prioritised for the Community Justice Centre (CJC) in mid-2017 following the identification of a range of issues impacting on the centre's ability to achieve mandated and strategic outcomes.

Throughout the 2017-18 reporting period, the CJC has worked closely with a specialised pool of practitioners to develop a more consistent, effective and timely dispute resolution service. This effort has resulted in an improved rate of agreement exceeding 88 per cent. The CJC continues to support the work of courts and tribunals

with changes being implemented for the provision of mediation conferences in Personal Violence Restraining Order matters. A significant turnaround has been achieved with the rate of agreement increasing from 55 per cent in 2015-16 to 90 per cent in 2017-18.

OTHER ACHIEVEMENTS/HIGHLIGHTS

The Community Justice Centre moved to larger premises located at Casuarina in June 2018. This new location represents an opportunity for the centre to support people in the community to engage in alternative dispute resolution processes away from the more formal justice system.

Northern Territory Civil and Administrative Tribunal (NTCAT)

NTCAT has jurisdiction over high-volume areas including the *Residential Tenancies Act*, *Small Claims Act*, and *Guardianship of Adults Act*. NTCAT has also managed the administrative and quasi-judicial responsibilities of the Mental Health Review Tribunal under the *Mental Health and Related Services Act* since early 2015, despite no formal transfer taking place.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Cases lodged	1306	2325	3479	1393	825
Cases Finalised	1724	1370	2204	918	N/A
Clearance Rate	90%	59%	64%	70%	N/A

Cases commenced in NTCAT via jurisdiction – data from 1 July 2017 to 30 June 2018 using both IJS and Odyssey (Event Listing Report) data

Key point: 2325 cases were commenced in NTCAT for the reporting period with the highest volume jurisdictions being guardianship (232), residential tenancies (590), and small claims (1451).

Act of Parliament	1st Q (1 July-30 Sep)*	2nd Q (1 Oct-31 Dec)**	3rd Q (1 Jan-31 Mar)	4th Q (1 Apr-30 June)	TOTAL FOR REPORTING PERIOD
<i>Alcohol Harm Reduction Act</i>	0	0	1	0	1
<i>Anti-Discrimination Act</i>	2	2	1	0	5
<i>Building Act</i>	0	1	0	0	1
<i>Caravan Parks Act</i>	1	1	0	0	2
<i>Fences Act</i>	1	1	2	2	6
<i>Guardianship of Adults Act</i>	53	53	57	69	232
<i>Health Practitioner Regulation (National Uniform Legislation) Act</i>	0	2	3	3	8
<i>Liquor Act</i>	0	0	1	0	1
<i>Local Government Act</i>	6	2	0	0	8
<i>Mineral Titles Act</i>	0	1	0	0	1
<i>Native Title Act</i>	1	0	0	0	1

Act of Parliament	1st Q (1 July-30 Sep)*	2nd Q (1 Oct-31 Dec)**	3rd Q (1 Jan-31 Mar)	4th Q (1 Apr-30 June)	TOTAL FOR REPORTING PERIOD
<i>Planning Act</i>	1	0	0	3	3
<i>Residential Tenancies Act</i>	133	112	174	171	590
<i>Small Claims Act</i> ***	84	245	361	761	1451
<i>Unit Title Act</i>	0	1	3	2	6
<i>Unit Title Schemes Act</i>	0	0	1	0	1
<i>Victims of Crime Assistance Act</i>	2	0	1	4	7
TOTAL	284	421	605	1015	2325

* IJIS data

** IJIS data from 1 October 2017 to 30 November 2017

*** Increase in *Small Claims Act* matters reflects filing of City of Darwin rates matters

Cases commenced in NTCAT via location of applicant – data from 1 December 2017 using both IJIS and Odyssey (Event Listing Report) data

Key point: Of the 2325 cases commenced in NTCAT for the reporting period, the highest number of applicants resided in Darwin (1992), followed by Alice Springs (245), Katherine (40), Tennant Creek (26), remote communities (19), and Nhulunbuy (3).

Location	1st Q (1 July-30 Sep)*	2nd Q (1 Oct-31 Dec)**	3rd Q (1 Jan-31 Mar)	4th Q (1 Apr-30 June)	TOTAL FOR REPORTING PERIOD
Darwin	218	354	486	934	1992
Alice Springs	43	57	94	51	245
Katherine	13	2	12	13	40
Tennant Creek	10	4	3	9	26
Nhulunbuy	0	1	1	1	3
Remote Location	0	3	9	7	19
TOTAL	284	421	605	1015	2325

On 4 December 2017, NTCAT went 'live' with Odyssey, the software package intended to replace IJIS as the case management system for the Northern Territory courts and tribunals. The introduction of the system has streamlined NTCAT's back-office management of cases and created enhanced reporting capacity. When the introduction of the Odyssey portal rolls out, electronic storage of case materials will be available with access given to tribunal officers, members and parties to proceedings. This is critical to support NTCAT in moving towards paperless management of its cases and to achieve a greater degree of automation in case management.

In December 2017, NTCAT called for expressions of interests for the appointment of ordinary members to sit on a sessional basis in both Darwin and Alice Springs. Existing ordinary members whose appointments are due

to expire at various times in 2018 were also asked to submit an expression of interest. This process resulted in the appointment and reappointment of 24 sessional ordinary members, who, along with the full-time members (President, Senior Member and Alice Springs Member) can be called upon to constitute the tribunal as needed across the full range of its jurisdictions.

Proposed amendments to the *NTCAT Act* are currently before the Legislative Assembly for consideration. If passed, this will allow a decision to be made against a party who has not responded to an application for the recovery of a debt (default decision) and create an expectation that a successful party can recover costs associated with the hearing of the matter. The amendments will address common complaints currently raised in relation to NTCAT proceedings.

Fines Recovery Unit

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Clearance Rate					
Fines and penalties paid in full	52 000	56 500	54 576	51 371	50 043
Fines and penalties clearance rate	80%	79%	77%	79%	78%
Enforcements processed:	48 000	41 418	43 417	48 017	43 686
Court fines	12 000	7636	8868	12 540	12 308
Infringement penalties	36 000	33 782	34 549	35 477	31 378
Enforcements fully paid within 12 months:					
Court fines	15%	16%	18%	20%	20%
Infringement penalties	45%	52%	52%	49%	51%
Client Satisfaction with FRU Services:					
Client satisfaction	85%	93%	97%	95%	91%

The FRU as a registry of the Local Court has jurisdiction to impose sanctions on fine defaulters who fail to honour their payment agreements, or do not make any attempt to address their debt incurred through monetary court orders or infringement penalties.

Sanctions imposed on individuals have continued to prove effective in encouraging fine defaulters to enter into payment agreements to pay off their debts in instalments or in full.

Staff resourcing across FRU continues to be challenged by staff movements with recruitment ongoing. Special Measures guidelines continue to be applied to all vacancies that are deemed appropriate.

Integrated Justice Information System

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Modernisation projects planned	3	3	4	2	10
Availability of access to the IJIS environment	99%	99%	99%	99%	99%

More information about activities within CTSS is detailed in their annual reports:

<https://justice.nt.gov.au/publications/annual-reports>.



Training with Shannon Atkins and Ashley Phelan - Manager Specialised Clinical Services Queensland Corrective Services

DIRECTOR OF PUBLIC PROSECUTIONS

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Number of new matters	9400	9686	9400	9400	9400
Finalisations:					
Supreme Court pleas	450	418	426	483	436
Supreme Court trials	60	64	69	55	57
Supreme Court withdrawn ¹	40	22	45	41	36
Local Court hearings/pleas	7000	6738	6483	6805	6450
Local Court withdrawn	800	841	814	463	728
Appeals at all levels	60	59	63	84	62
Findings of guilt (including guilty pleas):					
Supreme Court	94%	97%	96%	93%	93%
Local Court	98%	97%	97%	97%	97%
Convictions after trial / hearing	97%	97%	97%	97%	97%
Witness Assistance Service clients ²	1730	2216	1934	1934	1717

Director of Public Prosecutions annual reports are available online:

<https://justice.nt.gov.au/attorney-general-and-justice/justice-publications/annual-reports>

¹Continual review of matters by prosecutors before the committal phase has resulted in a decrease in the number of matters withdrawn at the Supreme Court phase.

²Increase in the number of Witness Assistance Service (WAS) clients was due to an additional 0.50 position provided to WAS for 12 months.

INDEPENDENT OFFICES

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

In accordance with the Administrative Arrangements Order issued under the *Interpretation Act* (NT), the department is responsible for general and financial administration of the independent offices. Accordingly, the general and financial management of independent offices is reported in the department's annual report. Please note that detailed information about the operational activities of independent offices is available in their individual annual reports.

Consumer Affairs

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Total number of actions to assist Territorians	21 500	21 658	17 152	18 490	20 098
Enquiries received	20 000	18 479	16 138	17 137	19 113
Consumer and business actions	1000	1386	669	718	532
Compliance actions	500	1793	345	635	453



Balancing the regulatory environment

MyFuelNT

NTCA staff were involved in the development of the MyFuelNT web application to inform Northern Territory consumers about current fuel prices, to increase competition, and influence fuel pricing across the Northern Territory.

The Consumer Affairs and Fair Trading (Fuel Retailers) Regulations commenced on 1 November 2017 requiring all fuel retailers throughout the Northern Territory to provide real time fuel prices to NTCA through the web app. There are 194 fuel retailers registered for the scheme, which is 100 per cent of known NT fuel retailers.

A broad range of awareness activities has resulted in the MyFuelNT website having more than 20 000 users while the NTCA Facebook post had over 33 000 views, and the promotional video had over 8000 views.

Consumer and Trader advice and guidance

NTCA provides free advice and guidance across the 12 pieces of legislation administered, with over 20 000 contacts undertaken between staff, consumers and traders over the past year.

Regular information sessions are undertaken with real estate agents and private landlords to inform them of their rights and responsibilities under the *Residential Tenancies Act*. This year, 49 sessions were held with over 230 agents and private landlords assisted.

Trader visits are also undertaken across the Northern Territory providing advice in regard to the role of NTCA and the requirements of the Australian Consumer Law and other legislation. This year almost 900 businesses were visited. The program includes visits to the electorate offices of all Members of the Legislative Assembly to provide advice on the role of NTCA.



Improving Aboriginal outcomes

Aboriginal Community Awareness

NTCA continues to deliver a broad range of activities to inform and empower Aboriginal consumers throughout the Northern Territory. This includes an outreach program visiting many remote and regional communities.

Our Aboriginal consumer educational videos continue to be popular with the range of videos in Yolgnu Matha and English being viewed more than 125 000 times through the NTCA and the Arnhem Land Progress Aboriginal Corporation's (ALPA) YouTube channels. The videos also continue to be aired by Aboriginal Broadcasting Australia's television channels.

Further information about the activities of NTCA is detailed in the commissioner's annual report, available at www.consumeraffairs.nt.gov.au

Anti-Discrimination and Community Visitor Program

The Anti-Discrimination Commission (ADC) provides anti-discrimination education, training and public awareness to the private and community sectors, government and the general community. The ADC also accepts, conciliates and evaluates complaints for referral to NTCAT.

The ADC has worked closely with Legal Policy on the modernisation of the *Anti-Discrimination Act* (ADA) throughout 2017–18. ADC attended numerous public consultations which were held throughout the Northern Territory to inform people about the modernisation of the ADA, also providing expert submission on the proposed reform.

The Community Visitor Program (CVP) provides monitoring, complaint resolution and advocacy services for people detained and receiving care under the *Mental Health and Related Services Act*, and *Disability Services Act*. The CVP also makes and monitors recommendations on systemic issues such as interpreter use and seclusion reduction.



One Mob Dancers showing support for No More campaign.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Community education and awareness delivered (sessions)	30	83	70	123	61
Complaints conciliated	40%	60%	52%	62%	65%
Public awareness/community-based events, development of educational resources and training (hours)	80	269	184	586	145
Complaints (includes complaints carried over)	200	154	217	236	238
Complaints closed within 8 months of receipt	40%	100%	95%	86%	82%
Community Visitor Program					
Issues resolved/referred	56%	65%	N/A	N/A	N/A
Complaints and enquiries received	550	320	674	751	581
Visits (All)	260	169	357	402	247
CV Panel Visits	10	6	8	N/A	9
Community Visitor Inspections and Visits	250	163	349	N/A	238
Contact made within 1 working day of request	100%	99%	97%	97%	99%

Education and Awareness

In 2017-18 the ADC undertook 269 hours of public education and training, customised training resource development and information sessions for the community and local organisations. This work was achieved as a result of the use of internal resources, external agency funding, and the engagement of external training consultants.

Complaint Resolution

The ADC finalised 100% of complaints within 8 months in 2017-18, well exceeding its target of 40%.

Key Activities

The ADC provided expert assistance during Territory wide consultation for the modernisation of the *Anti-Discrimination Act*.

OUTPUT REPORTING

The ADC participated in 40 consultations and travelled to Katherine, Nhulunbuy, Alice Springs and Tennant Creek.

Community Visitor Program

In 2017–18, the CVP made 150 visits to mental health in-patient and disability residential facilities. A further six panel visits, eight visits to mental health treatment agencies, including four seclusion register inspections occurred with a focus on systemic trends in treatment and care. The number of visits, complaints and enquiries decreased partly in this year due to the *Alcohol Mandatory Treatment Act* being repealed on 1 September 2017.

The CVP improved its focus this year on inspections of community-based mental health teams 'approved treatment agencies'. Eight visits to mental health treatment agencies were completed and detailed reports with findings and recommendations were provided to the Top End and Central Australia Mental Health Services.

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

Information Commissioner

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

Key Performance Indicator	Current Year		Previous Year		
	2017–18 Budget	2017–18 Actual	2016–17 Actual	2015–16 Actual	2014–15 Actual
FOI and privacy complaints handled	26	426	48	57	N/A
FOI	20	31	35	46	37
Privacy	6	10	12	11	13
Complaints finalised:	19	25	28	36	N/A
FOI	15	20	19	30	13
Privacy	4	5	9	6	8
Awareness and training:					
Presentations	10	18	10	27	19
Participants	400	347	321	446	289
Training participant satisfaction	80%	83%	82%	78%	81%
FOI and privacy hours (advices and audits)	650	943	464	708	463

Further information about the activities of the Information Commissioner are detailed in the annual report, available at <https://infocomm.nt.gov.au/>

Commissioner for Public Interest Disclosures

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Public interest disclosures handled	60	47	46	67	50
Awareness and training:					
Presentations	10	6	6	10	14
Participants	400	307	261	260	260
Participant satisfaction	90%	95%	96%	96%	96%
Disclosures resolved or investigation reports presented to responsible authority within 6 months	70%	77%	69%	76%	56%

Further information about the activities of the Commissioner for Public Interest Disclosures are detailed in the annual report, available at <https://blowthewhistle.nt.gov.au/>

Registrar-General

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Records maintained	1 535 000	1 532 674	1 507 907	1 482 843	1 291 356
Land Title and Birth, Deaths and Marriages registrations	24 000	24 299	24 895	27 122	34 993
Searches	800 000	867 790	746 097	664 568	651 627
Client satisfaction	98%	97%	98%	98%	97%
Life event certificates issued within 24 hours	98%	98%	98%	98%	97%
Life events registered within 72 hours	99%	99%	99%	98%	97%
Land dealings and instruments registered within 48 hours	100%	100%	100%	100%	100%

Births, Deaths and Marriages Remote and Regional Circuit Program

During 2017-18 the Office of the Registrar-General successfully implemented the Office of Births, Deaths and Marriages remote and regional circuit pilot project. There were 17 visits to remote and regional communities conducted over a three-month period with 1265 free birth certificates issued on the spot.

E-Conveyancing National Project

The Office of the Registrar-General participated in the national forum including the procurement and implementation (including data cleanse and conversion) of changes to the Integrated Land Information System.

Same Sex Marriage Law Reform

The same sex marriage legislative change was successfully implemented, with the marriage register and associated requirements operational.

Public Trustee

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Estates and trusts finalised	220	220	217	185	252
Deceased estates finalised	120	107	97	103	141
Trusts finalised	100	104	120	82	111
Deceased estates active	140	176	169	146	122
Finalised deceased estates:					
Within 12 months	65%	55%	73%	84%	70%
Within 24 months	85%	89%	91%	95%	89%
Trusts active	60	561	559	600	624
Wills prepared	200	228	206	228	229
Client satisfaction	90%	97%	98%	96%	95%

Wills, Estates and Trustee Services

The Public Trustee has continued to maintain high customer satisfaction ratings across its wills, estate and trustee service business.

Independent Review

An independent review of the Public Trustee's funds investment strategy and compliance with prudential framework was carried out by Jana Investment Advisers. The review found that the investment arrangements comply with the prudent person principle as set out in the *Trustee Act*.

The Criminal Property Forfeiture Act

The Public Trustee realised \$556 000 in property forfeited under the *Criminal Property Forfeiture Act* which goes to the Northern Territory Government.

Further information about the activities of the Public Trustee is detailed in its annual report, available at <https://justice.nt.gov.au/publications/annual-reports>

Health and Community Services Complaints Commission

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Complaints and enquiries closed	96%	102%	N/A	N/A	N/A
Enquiries and complaints received	822	824	823	621	608
Enquiries and complaints closed	750	843	795	647	618
Complaints resolved within 180 days of receipt	80%	76%	87%	83%	84%

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

Children's Commissioner

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Complaints and enquiries handled	260	216	200		
Enquiries and complaints received	260	234	302	231	202
Complaints and enquiries finalised	260	216	300	219	N/A
Complaints assessed within 28 days	100%	93%	98%	98%	83%
Community education and awareness delivered (sessions)	30	54	44	39	38

Further information about the activities of the Children's Commissioner is detailed in the commissioner's annual report, available at www.occ.nt.gov.au

REGULATORY SERVICES

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

Licensing NT

Licensing NT administers the Northern Territory's licensing regimes for a range of gambling, liquor, racing, building-related occupations, and consumer and trading activities. Licensing NT aims to minimise potential harms to the community through a systematic, risk-based program of compliance monitoring activities in order to enable available resources to be targeted to higher priority risks. Licensing NT administers funding support for gambling-related research, amelioration programs and community projects. Additionally, Licensing NT provides secretarial, administrative and investigative support to the statutory and delegated functions of the Director-General of Licensing, as well as several statutory commissions and boards including the Liquor Commission, the Racing Commission and the Agents Licensing Board.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Community Benefit Funding used to benefit community	90%	97%	N/A	N/A	N/A
Active licences administered	80%	91%	N/A	N/A	N/A
Compliant liquor licensed premises	90%	98%	N/A	N/A	N/A
Compliant incorporated Associations	70%	63%	N/A	N/A	N/A



Protecting Territorians by Supporting Safer Communities

Banned Drinker Register

Licensing NT was significantly involved in the development and implementation of the Banned Drinker Register (BDR) and was responsible for the roll-out of technical and system infrastructure in 197 takeaway liquor venues across the Northern Territory, including the installation of 289 scanning devices to ensure that the BDR operated effectively. Licensing NT officers worked closely with departmental information and communications technology officers to ensure that equipment was installed and functional by 1 September 2017, and that liquor licensees received training and assistance in operating the scanners and other equipment in line with BDR requirements.

Licensing NT officers also worked closely with stakeholders and officers from the department's Information Systems and Strategy unit to develop and implement a BDR mobile scanning application. This was installed on 53 mobile devices in 30 venues across the Northern Territory with a view to mitigating interruptions to business processes.

Liquor Restrictions in Tennant Creek

Following the allegation of a serious violent and sexual offence being committed against a two-year old child in Tennant Creek in February 2018, significant concerns were raised in relation to the link between public health and safety, and the supply of alcohol in the town and in surrounding areas.

On 27 February 2018, the Director-General of Licensing determined that it was in the public interest to significantly limit the supply of takeaway alcohol available in Tennant Creek. In accordance with the power and authority under section 48A of the *Liquor Act*, (the Act) the Director-General imposed additional licence conditions on the six liquor licensed premises at Tennant Creek with authority to sell takeaway liquor for a period of seven days from 28 February 2018. A number of liquor licensed premises in the wider Barkly region also voluntarily implemented the same restrictions. Following further consultation with the community and examination of available data, on 6 March 2018 the Director-General extended the restrictions on the sale of takeaway alcohol for a further seven days, which expired on the 13 March 2018.

On 13 March 2018, the Attorney-General and Minister for Justice exercised power in accordance with section 33AA of the Act to impose conditions on the same six licenced premises at Tennant Creek. The conditions imposed were identical to those imposed by the Director-General, extending the restrictions from 13 March 2018 until 13 June 2018.

Further, on 7 March 2018, the Liquor Commission determined to undertake a review of the liquor restrictions at Tennant Creek with a view to considering whether permanent variation to relevant licences ought to be made on its own initiative. Following a period of community consultation and receipt of submissions by affected licensees, on 12 June 2018 the commission determined to vary 19 licences by restricting both the availability and type of takeaway liquor that can be purchased in the Tennant Creek and Barkly regions. The Commission has undertaken to conduct a review of the operation of the restrictions in six months' time.



Partnering for Improved Justice Outcomes

Alcohol Harm Minimisation Working Group

Following the commencement of the Banned Drinker Register, the Director-General of Licensing and officers from Licensing NT have continued to work with other divisions of the department and NT Government agencies to progress alcohol harm minimisation initiatives.

Licensing NT officers are actively involved in various multi-division and multi-agency working groups to implement recommendations made in the final report of the Alcohol Policies and Legislation Review.



Balancing the regulatory environment

Licensed Motor Vehicle Dealers

Between February 2018 and 30 June 2018, Licensing NT completed compliance inspections of all but two of the 87 licensed motor vehicle dealers (LMVDs) across the Northern Territory. Inspections revealed various non-compliance issues which related primarily to inaccurate or missing entries from Dealer's Registers, LMVD signage and failures to properly display authority to trade.

Licensing NT officers worked with dealers in addressing minor compliance issues and by 30 June 2018, 52 LMVDs were compliant, three were reported as non-compliant, and other licences were identified to be not trading. Action in relation to suspended, non-operating and non-compliant dealers is ongoing.

Associations

Licensing NT conducted free information and training sessions for incorporated associations and other members of the public, with over 160 attending sessions conducted in Darwin, Palmerston, Alice Springs, Katherine and Nhulunbuy. Training and information sessions were also attended in conjunction with Sport and Recreation, a division within the Department of Tourism and Culture, to increase awareness of obligations in relation to the conduct of associations, and requirements when seeking or receiving government grants.



Developing and Maintaining a Capable Workforce

Licensing NT continues to improve its capacity and capability through staff training and development across multiple and varied portfolios. Officers are encouraged and provided opportunities to learn and grow into new roles, and to participate in initiatives which encourage the advancement of skills and exposure to new experiences. Licensing NT officers are trained in the varied and various portfolios for which Licensing NT has responsibility or oversight, to ensure adaptability and flexibility in providing services to the public. Many officers exercise delegations of boards, commissions or offices across a wide variety of portfolios, ensuring that services are provided quickly and effectively.



Building community trust

Liquor Commission

The Liquor Commission was established on 28 February 2018 following commencement of the *Liquor Commission Act*. The Liquor Commission is an independent statutory authority with extensive powers to regulate liquor licensing in the Northern Territory. It is the primary decision-maker in regards to liquor licence applications and in hearing and determining complaints under the *Liquor Act*. Licensing NT supports the commission by investigating complaints, monitoring licensed venues, enforcing liquor laws and compiling reporting requirements.

OTHER ACHIEVEMENTS/HIGHLIGHTS

Licensing Compliance System (LCS)

Finalisation of the Licensing NT online licensing portal was achieved this year with all portfolios relating to gambling, liquor, racing, and consumer and trading activities, coming online by 30 April 2018. The LCS streamlines licensing application and renewal processes making for a faster, easier and more transparent system for licensees, government and the public.

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

The project also delivered a replacement receipting system for Territory Business Centres which included the implementation of direct entry file processing for multiple recipient agencies. This eliminates complications experienced with reconciling funds through journals and depositing of funds into trust accounts.

Over 400 hours of training with developers in the use and administration of the LCS, and upskilling of Licensing NT officers has resulted in increased capability of divisional staff. Licensing NT officers have also provided training and support to staff at the Territory Business Centre in relation to the LCS to ensure shared knowledge and a consistent high-standard of service is provided to clients.

Community Benefit Fund

The Community Benefit Fund conducted two rounds of small and major community organisation grants in 2017–18. In these rounds 264 major grant applications were received requesting a total of \$24.935 million and 313 small grant applications requesting \$2.213 million were received. Ninety-six major grants worth \$7.253 million and 201 small grants worth \$1.336 million were considered for endorsement by the Attorney-General and Minister for Justice.

A review of the Community Benefit Fund has been undertaken with a view to improving access to the fund and timeliness of application assessment.



Senior Compliance Officer Prue Chellis inspecting Licensed Motor Vehicle Dealers

NT WorkSafe

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

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Number of site inspections	6000	4448*	N/A	N/A	N/A
Completed workplace visits	6000	4448*	6399	6016	5947
Workers compensation incident ratio (incidents per 100 workplaces)	9:1000	9:1000	N/A	N/A	N/A
Workers compensation mediations completed	300	351	301	400	302
Information session/education campaigns conducted	200	240	240	271	157
Licences issued	9500	10 088	12 620	13 185	11 184
Enquiries	28 000	31 947	31 950	29 433	28 205

*The decrease in site inspections and workplace visits is due to parental leave, temporary transfers (to other agencies and internally) and leave without pay. Positions were unable to be filled due to applicants not being suitable as an outcome of the recruitment process. The decrease was also due to an increase in investigations and prosecutions.



Contribution to national review of the model Work, Health and Safety (NUL) legislation

During development of the model WHS legislation (which was adopted and commenced in the Northern Territory on 1 January 2012) an agreement was made to review the content and operation of the model at least once every five years. In 2016, jurisdictional ministers responsible for WHS agreed to defer the first review until 2018 due, in part, to the legislation not having been in place for the full five years in some jurisdictions, leaving gaps in available data and evidence needed to conduct a thorough review.

The review is evidence-based and will propose actions that may be taken to improve the model WHS laws, or identify areas of the model WHS laws that require further assessment and analysis following the review.

A Northern Territory submission to the 2018 review of the model WHS laws was approved by Cabinet. The submission acknowledges the significant effort made towards harmonisation of WHS laws since 2008 and identifies the opportunity to negotiate a new Inter-Governmental Agreement. The submission also made these recommendations for further review:

- That a full review of the structure and content of the model WHS Regulations be conducted.
- That the boundaries between general public health and safety, and workplace health and safety be better articulated and clarified in the model WHS laws.
- That the evidentiary status of approved model Codes of Practice, versus national or jurisdictional guides be examined.

Continuation of Small Business Safety Program

NT WorkSafe continues to support small business owners to manage their own health and safety through the Small Business Safety Program. Small Business Safety Advisors (the advisors) provide tailored and practical advice to businesses, based on the industry, size, risk and complexity of the workplace.

The program is delivered throughout the Northern Territory, with services provided via telephone, email or face-to-face where possible. The program is confidential and is provided at no cost to the business.

In 2017–18, the advisors assisted 146 businesses (including not-for-profit organisations) in Darwin, Katherine, Nhulunbuy and Alice Springs. The program is funded by insurer contributions required under the *Return to Work Act* and provides two fixed-term positions to support the development and continued delivery of this program.

The advisors developed a range of short, educational videos for small business owners, including a video to promote the program. The videos provide businesses with brief, easy to understand information about how to meet their work health and safety duties and are available on the NT WorkSafe website and YouTube.

The advisors also represent the Northern Territory on the Heads of Workplace Safety Authorities Small Business Network (the SBN), whose role is to share information and identify appropriate small business initiatives and programs. The ultimate aim of the SBN is to build small business work health and safety capability, while recognising the need to reduce red tape for small business owners.

Continuation of Remote Work, Health and Safety Program

In 2017–18, NT WorkSafe continued its Remote Work, Health and Safety Program. The program was nominated for the 2017 Chief Minister's Awards under the 'Excellence in Partnering' category and the Senior WorkSafe Inspector who drove the project was awarded a Chief Minister's Medal on 3 November 2017.

NT WorkSafe also commenced initial consultation with remote Aboriginal community organisations in Alice Springs in January 2018 and met with stakeholders at the Central Land Council's 2018 Ranger Camp, at Hamilton Downs Youth Camp on 20 and 21 March 2018.

NT WorkSafe began mentoring a Yolngu Safety Champion in February 2018, in both north-east Arnhem Land and in Darwin.

NT WorkSafe have also identified stakeholders in Katherine and surrounding districts through their sponsorship of the Big Rivers Football League. Initial consultation and networking commenced in Ngukurr and surrounding districts in May 2018.

Continuation of Young Worker Program

Young workers aged between 16 and 24 years are a high-risk work group entering the workplace with limited skills and experience in industry. Workers' compensation statistics show that approximately 250 young workers are injured each year in the Northern Territory. Young workers are entering the workforce without sufficient knowledge of work health and safety rights and responsibilities, and without an adequate understanding of hazard identification and the risk assessment process. NT WorkSafe's program is designed to help educate and empower young workers to be safe and proactive at work.

In 2017–18, NT WorkSafe continued to conduct information sessions with young workers at educational institutes. The sessions covered work health and safety topics such as rights and responsibilities of employers and workers, duty of care, incident notification and consultation. Information sessions conducted included:

- Charles Darwin University (8 sessions)
- Taminmin College (6 sessions)
- Casuarina Senior College (12 sessions)
- BCA National Training Group (1 session)
- YouthWorX (1 session)
- Milikapiti School (1 session)
- Tiwi Islands Regional Council – Milikapiti (1 session)
- Palmerston Senior College (3 sessions)
- Henbury School (1 session)
- Housing Industry Association (2 sessions).

NT WorkSafe participated in the 2017 Careers Expo held from 31 August to 1 September 2017 in Darwin, Katherine, Gove, Tennant Creek and Alice Springs. This was an opportunity for NT WorkSafe to reach young people entering the workforce with approximately 6165 attendees.

NT WorkSafe also developed a young workers animated video on work, health and safety in the workplace that has been published on NT WorkSafe's website.

Northern Territory Injury Management eLearning Program

In consultation with insurance companies, NT WorkSafe designed an eLearning training program that covers the NT Workers' Compensation Scheme, claims management, injury management, return to work, communication and dispute resolution. The program will be made available to insurance company staff, self-insurers, government employees and other stakeholders, to improve consistency in case management and to improve outcomes for injured workers. The development is funded from the contribution to the Northern Territory made by insurers under the *Return to Work Act*.

NT WorkSafe created content with 13 topics on the return to work legislation, representing over 4 hours of online training. There are an additional 25 topics on claims management and return to work, representing another 13 hours of online study.

The course was launched on 23 March 2018. For the first six months, the course will be restricted to insurers, self-insurers (including the NT Government's claims manager), NT WorkSafe staff and mediators. The training program will then be opened up to anyone who is interested — for example, union officials, lawyers, rehabilitation providers and insurance brokers — for a fee.



NT WorkSafe Educational Videos

Educational videos produced by NT WorkSafe impart key information on the return to work legislation. The available videos include:

- Returning to work – guide for workers
- What are my entitlements – guide for workers
- Aboriginal workers – workers compensation
- Returning to work – guide for employers
- Workers' compensation insurance – guide for employers
- Workers' compensation – guide for brokers
- Dispute resolution
- Case conference
- Role of the rehabilitation provider
- Fitness for work medical certificate – information for doctors
- General information for doctors.

The video titled 'Aboriginal Workers – Workers' Compensation' was translated into four Aboriginal languages: Yolngu Matha, Warlpiri, Kriol and Eastern and Central Arrernte. The videos are available on the NT WorkSafe website and YouTube.



CORPORATE AND GOVERNANCE

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

Audit Services performs the department's internal audit function and reports directly to the CEO. Its KPIs are reported here as it forms part of the department's overall governance framework. Audits performed during the year were of higher complexity than budgeted.

Key Performance Indicator	Current Year		Previous Year		
	2017-18 Budget	2017-18 Actual	2016-17 Actual	2015-16 Actual	2014-15 Actual
Turnover of Department Staff	18%	18.07%	11.63%	14%	15%
Department accounts paid within 30 days	80%	91%	84%	81%	18
Internal audits conducted	35	22	13	18	9

Restructuring of Corporate and Strategic Services

The hybrid model used in the delivery of corporate services in the department was reviewed during the year. The findings identified operational effectiveness and performance would be improved with the centralisation of the Information Communication Technology function and the adoption of a business support unit model within Correctional Services. In May and June 2018 this strategy was implemented. Now all divisions, business units and independent offices are supported by Corporate and Strategic Services in the delivery of financial, human resource management, information communication and technology, governance and risk, corporate communications, infrastructure and facilities management services and advice.

Governance

The department's Governance Framework on page 14 outlines the interconnectedness of the department's leadership, planning, managing, learning, and operations in the delivery of outcomes for Territorians. Corporate and Strategic Services actively works with and engages with divisions and business units to ensure the department's strategies and operations meet the priorities of the government. Part of this governance ensures that we work within the frameworks, policy and directives of the NTG and have robust policy and guidelines to assist staff in ensuring the department is compliant in the delivery of its legislated and regulated requirements. The tools that the department use to do this include Delegations Manual; Policy Framework; Governance Framework; Policy Register; Risk Policy, registers and toolkit; Information Management policies and business rules and Writing Style Guide.

Every division develops, monitors and measures its performance through its annual business plan, which incorporates deliverables to meet legislative, strategic and operational requirements, key performance indicators, procurement, and risk assessment and management. 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 positive relationships.

Statutory offices have legislative functions which may not be articulated in the plan, and activity associated with these functions is captured within their business plans.

Risk Management

The department identifies and mitigates key risks that could affect our ability to achieve our objectives. Our accounting and property manual and risk management policy detail how we manage risk at strategic and operational levels, by developing and monitoring risk registers, delivering further controls and regularly reviewing mitigation strategies.

The strategic risk register is developed as part of the strategic planning process and identifies and mitigates high-level risks that could influence our ability to implement the strategic plan. The strategic risk register is reviewed quarterly by the relevant risk owners and endorsed by the Executive Leadership Group. Employees within the department manage operational risks by identifying and mitigating risks that are aligned to their business and project plans. Registers with risks rated 'high' and above, are reviewed at least quarterly by the risk owner and submitted to the relevant senior executive to endorse. A register of all departmental risks rated 'high' and above is tabled at least once annually, for the Executive Leadership Group to review and endorse.

Our risk management approach is documented in our risk management policy and toolkit. These documents align with international standard ISO 31000 Risk Management, and enable the department to achieve our vision: people feel safe and have confidence in the justice system.

In 2017–18, we strengthened our risk management approach by:

- reviewing our risk management policy and toolkit, to ensure that they are appropriate and contemporary
- ensuring that managers and employees understand their roles and responsibilities in identifying and managing risks
- consulting with senior management to regularly review our risk registers, ensuring that they are effective and up to date.

Information Strategy and Systems

The Information, Strategy and Systems branch manages the department's Information, Communications and Technology (ICT) infrastructure, data and communications network, business systems and lifecycle management of the department's ICT asset fleet. It assists divisions and business units with matters relating to ICT security and ICT investigations.

During 2017–18 the Information, Strategy and Systems division supported the department's goals of protecting Territorians by supporting safer communities, improving justice outcomes, and maintaining a capable workforce via a number of ICT enabled initiatives.

Notable achievements include:

- facilitated the implementation of the Banned Drinker Register across the Northern Territory and provide ongoing support
- provided continued support for the prisoner electronic monitoring solution and the digital parole board application
- implemented and supported the award-winning digital music solution and continued support for the prisoner purchasing system
- completed the procurement process to establish infrastructure and support for the Integrated Offender Management System (IOMS)
- undertook security systems upgrades within correctional facilities
- continued management and support for the Integrated Justice Information System (IJIS) system
- Commenced a major ICT infrastructure relocation project to the new government data centre to support the government's vision of maintaining and developing a contemporary digital capable and effective workforce.



Karen Weston, Chief Information Officer and Acting Commissioner, Rob Steer with the 2018 Music Solutions Award



AGD ICT Music Solutions Awards

Infrastructure and Facilities Management

Infrastructure and Facilities Management services include a broad range of activities to support the department's business units across the Northern Territory. This includes providing high-level support and advice on matters concerning the capital works program (capital works, minor new works, and repairs and maintenance); property management for lease renewals or requests for new tenancy leases; and fleet vehicle administration services including replacement of vehicles, accident reports, fuel cards and infringements as well as administering the Vehicle Booking System (VBS) and the Fleet Business System (FBS).

During the reporting period, Infrastructure and Facilities Management worked on approximately 100 projects relating to the capital works program.

The business unit also provides advice about office fit-outs and asset disposals, and supports large-scale office relocations. Additionally, the unit is responsible for security infrastructure and building access, as well as building maintenance for the Old Admiralty Tower and Heritage buildings in Darwin.

Procurement

The Chief Finance Officer provides oversight of the department's procurement activities; however, Audit Services are responsible for conducting procurement audits and reviews, including delivery of the Value for Territory Assurance Program.

The department receives significant procurement support and advice from Procurement NT within the Department of Trade, Business and Innovation, and Contracts and Procurement Services in the Department of Corporate and Information Services. We also have a dedicated internal procurement unit to manage NT Correctional Services activities.

We use the Agency Procurement Requisition Online (APRO) system to record procurement activity, with supporting information stored in Territory Records Manager (TRM) and whole-of-government finance systems.

The key supply markets that we use are:

- food, drinks and other supplies for correctional facilities
- information and communications technology (ICT) services
- security services
- legal services
- electricity services
- transcription services.

These goods and services are widely available in the Northern Territory but some specialist services can only be procured outside of the Northern Territory. We carefully monitor market conditions to ensure that we obtain value for money and maximise local benefits and Aboriginal participation. We also provide quarterly Buy Local compliance reports to our Executive Leadership Group, to increase oversight and accountability.



FAST FACTS	149
FINANCIAL STATEMENTS OVERVIEW	150
INDEX OF NOTES TO THE FINANCIAL STATEMENTS	158
NON-FINANCIAL COMPLIANCE REPORTING	196
LEGISLATIVE REPORTING	198
ACTS ADMINISTERED	199
LEGISLATION ENACTED	203
REGULATIONS COMMENCED	204

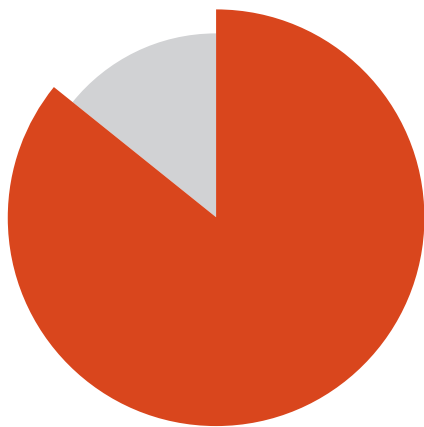
FINANCIAL STATEMENTS

FINANCIAL STATEMENTS



\$381.1 million

TOTAL INCOME OF AGENCY IN 2017–18



Output appropriation
represented

84.2%

of total agency income



**\$46.3
million**

GRANT PAYMENTS MADE
DURING THE YEAR

FINANCIAL STATEMENTS OVERVIEW

For the year ended 30 June 2018

Financial performance

The 2017-18 budget and financial statements for the Department of the Attorney-General and Justice (the department) have been prepared on an accrual basis and provide information about the financial operations, balance sheet, changes in equity and cash flow of the department for the year.

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

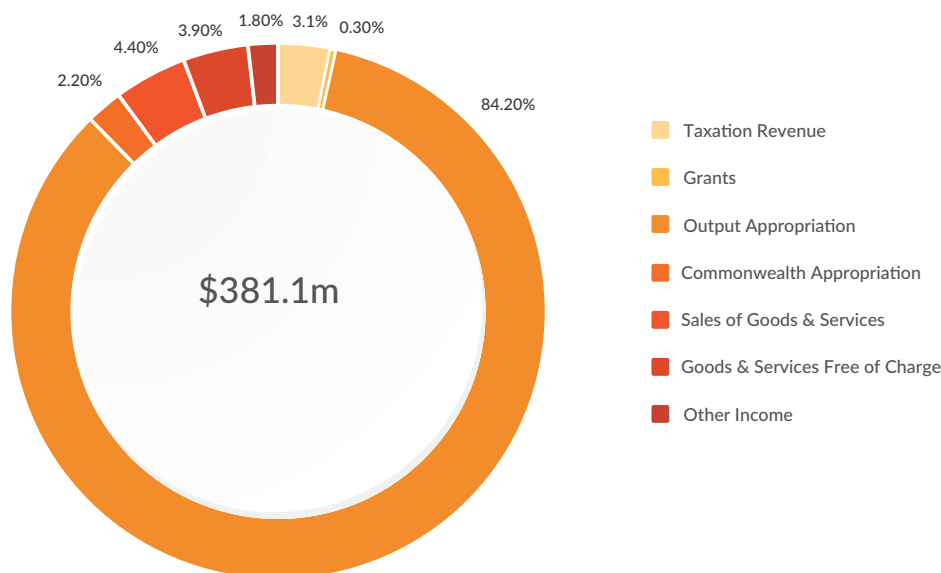
Net result for the year

The department performed to a published operating deficit for the year. Implicit in this is a draw down on the department's accumulated funds. The net result for the year was a deficit of \$26.29 million. While the resulting deficit was greater than the originally published BP3 budgeted deficit of \$19.16 million it was within the final approved budget deficit of \$26.5 million. The deficit includes book entries, the most significant of these being depreciation and goods and services received free of charge. Excluding the net of these items, (\$18.05 million), the underlying result for the department is a deficit of \$8.24 million.

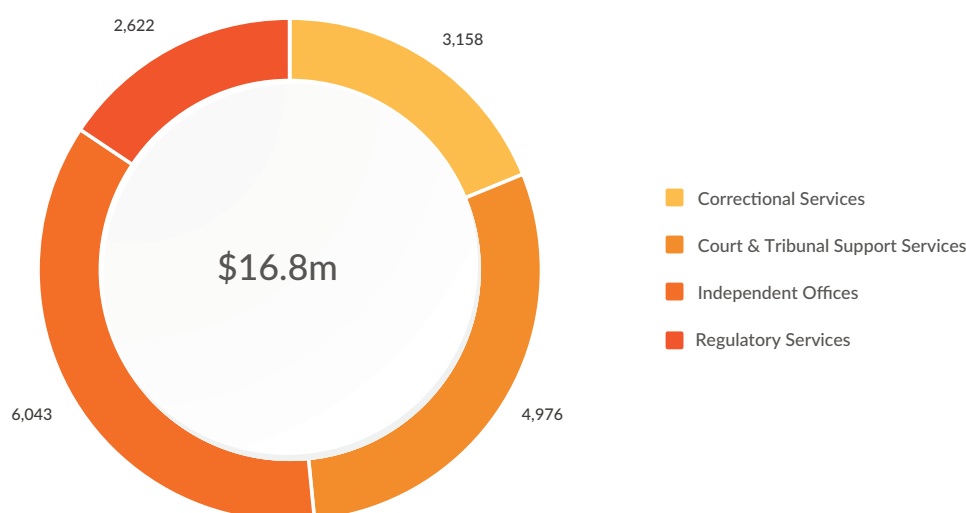
The key contributors to this result are discussed briefly below. The department's performance in full against the BP3 budget is provided at Note 26 to the financial statements.

Income

Income by Category



Sales of Goods and Services by Output Group



The agency recorded total income of \$381.1 million of which:

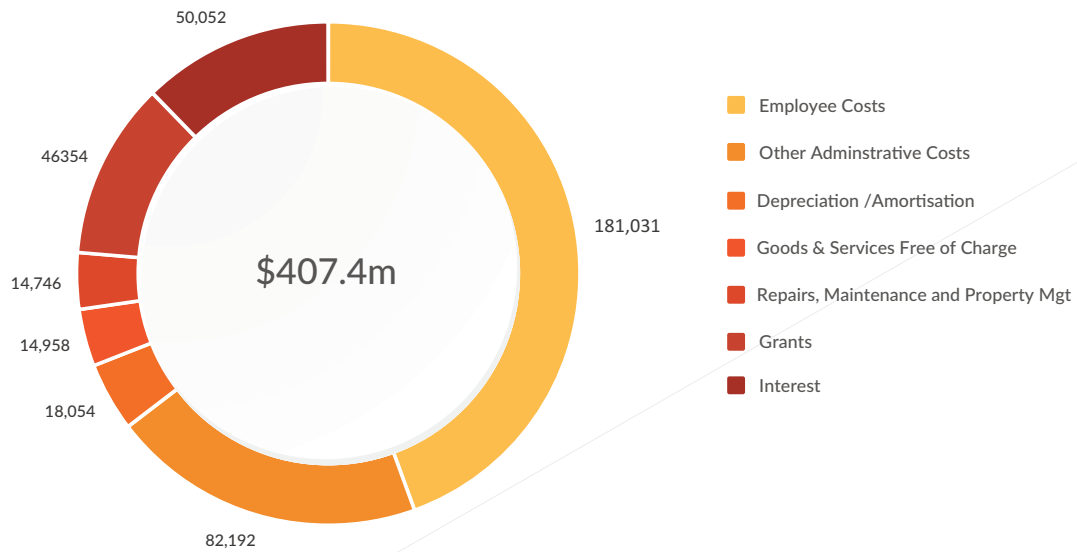
- Output appropriation represented 84.2% (\$320.69 million) which was utilised to fund legal services (9.9%), correctional services (58.6%), court support services (11.9%), public prosecution services (3.7%), independent offices (1.6%), regulatory services (10.6%) and corporate and governance (3.7%).
- Commonwealth appropriation for the National Partnership agreement for Legal Assistance Services contributed 2.2% (\$8.5 million).
- Sales of goods and services contributed 4.4% (\$16.82 million). Significant sources of this related to Registrar General searches and application fees (\$0.53 million); Land Titles Office lodgements, searches and fees (\$4.04 million); fines and penalties, enforcement fees and related charges (\$3.45 million); Public Trustee fees, commissions and other charges (\$1.37 million); court fees and related charges (\$1.52 million) and insurance contributions to NT WorkSafe (\$2.53 million).
- Goods and services received free of charge made up 4% (\$14.95 million). This notional revenue reflects information technology, procurement and payroll services provided by the Department of Corporate and Information Services and is offset by notional expenditure to the same value.

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

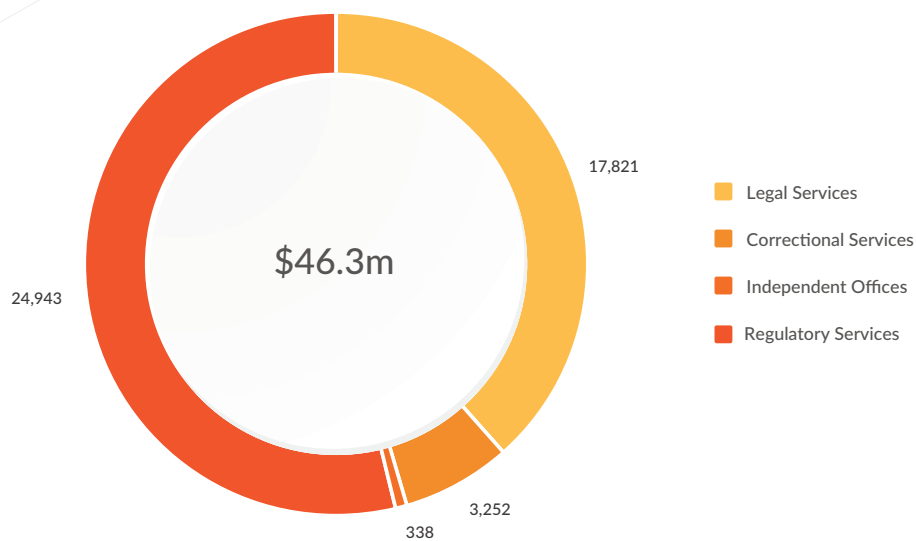
Expenses

- The department recorded expenditure of \$407.38 million. The expenditure result reflects the impact of non discretionary costs, which were absorbed through the application of expenditure measures across the department where possible.
- Employee costs: the result finished above budget largely due to custodial operations employee overtime costs associated with demand for medical and court escorts.
- Purchase of goods and services: includes the impact in NT Correctional Services of overspends for prisoner-related expenditure, with prisoner numbers the key driver. In addition, this includes the impact of Workers' Compensation insurance costs associated with the transition to the new whole-of-government arrangements.
- Grants expenditure: reflects the impact of the timing of awarded Community Benefit Fund payments combined with additional grants paid to the NT Legal Aid Commission for expensive cases and Thoroughbred Racing of the Northern Territory in line with the operation of the funding agreement.

Expenses by Category



Grant Costs by Output Group



Balance Sheet

- The decrease in cash compared to the prior year reflects the overall agency full year result. Revenue for the year was under budget while expenditure exceeded budget overall.
- Overall the agency continues to maintain sufficient assets to cover its liabilities.

CERTIFICATION OF THE FINANCIAL STATEMENTS

DEPARTMENT OF THE ATTORNEY GENERAL AND JUSTICE

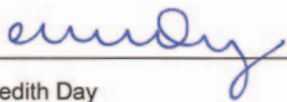
FINANCIAL REPORT

CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the Department of the Attorney-General and Justice have been prepared based on 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 2018 and the financial position on that date.

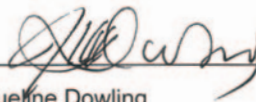
At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Meredith Day

Acting Chief Executive Officer

30 August 2018



Jacqueline Dowling

Chief Finance Officer

30 August 2018

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COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2018

	Note	2018 \$000	2017 \$000
INCOME			
Taxation revenue		11 968	11 117
Grants and subsidies revenue			
Current		1 061	767
Appropriation			
Output		320 695	306 729
Commonwealth		8 545	9 314
Sales of goods and services		16 819	17 757
Goods and services received free of charge	4	14 958	14 863
Other income		7 048	7 546
TOTAL INCOME	3	381 094	368 093
EXPENSES			
Employee expenses		181 031	182 733
Administrative expenses			
Purchases of goods and services	5	92 495	79 478
Repairs and maintenance		4 496	4 580
Depreciation and amortisation	10, 11	18 054	17 782
Other administrative expenses ¹		14 905	14 992
Grants and subsidies expenses			
Current		46 354	41 106
Interest expenses	14	50 052	50 952
TOTAL EXPENSES	3	407 387	391 623
NET SURPLUS/(DEFICIT)		(26 293)	(23 529)
OTHER COMPREHENSIVE INCOME			
Items that will not be reclassified to net surplus/deficit			
Changes in asset revaluation surplus		1 259	
Transfer from reserves		(1 259)	
Changes in asset revaluation surplus due to administrative restructuring			122 104
Changes in reserves due to administrative restructuring			(22 775)
TOTAL OTHER COMPREHENSIVE INCOME		-	99 329
COMPREHENSIVE RESULT		(26 293)	75 800

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

¹Includes DCIS service charges.

BALANCE SHEET

As at 30 June 2018

	Note	2018 \$000	2017 \$000
ASSETS			
Current assets			
Cash and deposits	7	8 897	17 972
Receivables	8	2 293	2 337
Inventories	9	1 318	1 264
Prepayments		704	853
Total current assets		13 212	22 425
Non-current assets			
Property, plant and equipment	10, 12	785 835	799 400
Heritage and cultural assets	11, 12	605	613
Total non-current assets		786 440	800 012
TOTAL ASSETS		799 652	822 438
LIABILITIES			
Current liabilities			
Deposits held		3 941	4 304
Payables	13	23 640	21 836
Borrowings and advances	14	4 588	4 028
Provisions	15	26 153	29 388
Total current liabilities		58 322	59 557
Non-current liabilities			
Borrowings and advances	14	503 316	509 375
Provisions	15	36	38
Total non-current liabilities		503 352	509 413
TOTAL LIABILITIES		561 674	568 970
NET ASSETS		237 978	253 468
EQUITY			
Capital		275 344	264 541
Asset revaluation reserve	18	200 682	199 423
Accumulated funds		(238 048)	(210 496)
TOTAL EQUITY		237 978	253 468

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

STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2018

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2017-18					
Accumulated funds		(210 496)	(26 293)		(236 789)
Transfers from reserves			(1 259)		(1 259)
		(210 496)	(27 552)		(238 048)
Reserves					
Asset revaluation reserve	18	199 423	1 259		200 682
		199 423	1 259		200 682
Capital – transactions with owners		264 541			264 541
Equity injections					
Capital appropriation				4 635	4 635
Equity transfers in				2 375	2 375
Other equity injections				3 822	3 822
Equity withdrawals					
Capital withdrawal					
Equity transfers out				(29)	(29)
		264 541		10 803	275 344
Total equity at end of financial year		253 468	(26 293)	10 803	237 978
2016-17					
Accumulated funds		(164 192)	(23 529)		(187 721)
Transfers from reserves			(22 775)		(22 775)
		(164 192)	(46 304)		(210 496)
Reserves					
Asset Revaluation Reserve	18	77 319	122 104		199 423
		77 319	122 104		199 423
Capital – transactions with owners		175 176			175 176
Equity injections					
Capital appropriation				8 119	8 119
Equity transfers in				256 825	256 825
Other equity injections				8 158	8 158
Equity withdrawals					
Capital withdrawal				(12 290)	(12 290)
Equity transfers out				(171 447)	(171 447)
		175 176		89 365	264 541
Total equity at end of financial year		88 304	75 800	89 365	253 468

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

CASH FLOW STATEMENT

For the year ended 30 June 2018

	Note	2018 \$000	2017 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating receipts			
Taxes received		11 968	11 117
Grants and subsidies received			
Current		1 061	767
Appropriation			
Output		320 695	306 729
Commonwealth		8 545	9 314
Receipts from sales of goods and services		39 690	35 793
Total operating receipts		381 959	363 720
Operating payments			
Payments to employees		(183 599)	(172 646)
Payments for goods and services		(111,318)	(93 661)
Grants and subsidies paid			
Current		(46 355)	(41 105)
Interest paid		(50 186)	(51 040)
Total operating payments		(391 458)	(358 452)
Net cash from/(used in) operating activities	19	(9 499)	5 269
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing payments			
Purchases of assets		(2 171)	(1 619)
Total investing payments		(2 171)	(1 619)
Net cash from/(used in) investing activities		(2 171)	(1 619)
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing receipts			
Deposits received			3 201
Equity injections			
Capital appropriation		4 635	8 119
Other equity injections		3 822	8 158
Total financing receipts		8 457	19 478
Financing payments			
Deposits repaid		(363)	
Finance lease payments		(5 499)	(2 706)
Equity withdrawals			(12 290)
Total financing payments		(5 863)	(14 996)
Net cash from/(used in) financing activities		2 595	4 482
Net increase/(decrease) in cash held		(9 075)	8 132
Cash at beginning of financial year		17 972	9 840
CASH AT END OF FINANCIAL YEAR	7	8 897	17 972

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

INDEX OF NOTES TO THE FINANCIAL STATEMENTS

Note

1. Objectives and funding
2. Statement of significant accounting policies
3. Comprehensive operating statement by output group

INCOME

4. Goods and services received free of charge

EXPENSES

5. Purchases of goods and services
6. Write-offs, postponements, waivers, gifts and ex gratia payments

ASSETS

7. Cash and deposits
8. Receivables
9. Inventories
10. Property, plant and equipment
11. Heritage and cultural assets
12. Fair value measurement of non-financial assets

LIABILITIES

13. Payables
14. Borrowings and advances
15. Provisions
16. Other liabilities
17. Commitments

EQUITY

18. Reserves

OTHER DISCLOSURES

19. Notes to the cash flow statement
20. Financial instruments
21. Related parties
22. Contingent liabilities and contingent assets
23. Events subsequent to balance date
24. Trust monies
25. Schedule of administered Territory items
26. Budgetary information
27. Budgetary information: administered Territory items



NOTES TO THE FINANCIAL STATEMENTS

1. OBJECTIVES AND FUNDING

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

The department's core business is to:

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

The department is predominantly funded by, and is dependent on, the receipt of parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs. During 2017-18 the department consisted of the following output groups:

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

FINANCIAL STATEMENTS

- Health and Community Services Complaints Commission - resolves complaints between users and providers of health and community services in the Territory, recommends improvements in the standard and quality of service delivery, and encourages 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 required services for 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*, as it relates to vulnerable children, and to promote an understanding of the rights, interests and wellbeing of vulnerable children.
- Corporate and Governance - provides a range of corporate and governance functions to support the agency's operations, including secretariat, financial, human resource management, information and communication technology, governance and risk services.

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

Regulatory services, consisting of:

- Licensing NT - administers the Territory's licensing regimes. Licensing NT's activities also include minimisation of potential harms to the community in relation to a range of gaming, liquor, racing, consumer and trading activities, including the operation of the Banned Drinker Register. Licensing NT also provides funding support for gambling-related research, amelioration programs and community non-profit group projects.
- NT WorkSafe - responsible for assisting businesses and workers understand their obligations under work health and safety, dangerous goods, electrical safety, and rehabilitation and workers' compensation in the Northern Territory. NT WorkSafe works with Territory businesses and workers by: setting the safety standards to ensure that businesses and workers meet their responsibilities under the law, explaining and interpreting laws and standards, and by providing businesses and workers with guidance materials.



FINANCIAL STATEMENTS

Transfers out

Details of transfer:	Office of the Parliamentary Counsel transferred to the Department of the Chief Minister
Basis of transfer:	Administrative Arrangements Order 6 November 2017
Date of transfer:	Effective from 1 July 2017

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

Assets	\$000
Prepayments	157
Property, plant and equipment	15
	172
Liabilities	
Payables	186
Provisions	193
	379
Net assets	(207)

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Statement of compliance

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

- (i) a certification of the financial statements;
- (ii) a comprehensive operating statement;
- (iii) a balance sheet;
- (iv) a statement of changes in equity;
- (v) a cash flow statement; and
- (vi) applicable explanatory notes to the financial statements.

b) Basis of accounting

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

the preparation of the financial statements, all intra-agency 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.

Standards and interpretations effective from 2017–18

The following new and revised accounting standards and interpretations were effective for the first time in 2017–18:

AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative:

Amendments to AASB 107

This standard applies to the not-for-profit sector for the first time in 2016–17. The accounting amendment AASB 2016-2 requires the disclosure of information that enable users of financial statements to evaluate changes in liabilities arising from financing activities. This disclosure is illustrated in Note 19(b).

FINANCIAL STATEMENTS

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

Standards and interpretations issued but not yet effective

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

AASB 16 Leases

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

For lessees with operating leases, a right-of-use asset will now be included in the balance sheet together with a lease liability for all leases with a term of 12 months or more, unless the underlying assets are of low value. The comprehensive operating statement will no longer report operating lease rental payments. Instead a depreciation expense will be recognised relating to the right-to-use asset and interest expense relating to the lease liability.

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

The department has no operating leases currently that will require recognition in 2019–20 in accordance with AASB 16 Leases.

AASB 1058 Income for not-for-profit entities and AASB 15 Revenue from Contracts with Customers

AASB 1058 Income for Not-for-Profit Entities and AASB 15 Revenue from Contracts with Customers are effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in the department's financial statements for the first time in 2019–20.

Under the new AASB 1058 Income for Not-for-Profit Entities, revenue from grants and donations will be recognised when any associated performance obligation to provide goods or services is satisfied, and not immediately upon receipt as currently occurs.

Consequently, more liabilities will be recognised in the balance sheet after adoption of this standard.

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

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

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

AASB 1059 Service Concession Arrangements: Grantors

AASB 1059 Service Concession Arrangements: Grantors is effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in the department's financial statements for the first time in 2019–20.

AASB 1059 addresses the accounting for arrangements that involve an operator providing public services related to a service concession asset on behalf of a public sector grantor for a specified period of time and managing at least some of those services.



FINANCIAL STATEMENTS

Where a transaction meets the definition of a service concession arrangement, a service concession asset and liability will be recognised on the balance sheet and valued in accordance with the new standard.

The Territory's public-private partnership arrangements are currently under review to determine the applicability of AASB 1059 and the full impact of the new standard.

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

c) Reporting entity

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

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

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

d) Agency and Territory items

The financial statements of the department include income, expenses, assets, liabilities and equity over which the department has control (agency items). Certain items, while managed by the department, are controlled and recorded by the Territory rather than the department (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 department is accountable for certain Territory items managed on behalf of government, these items have been separately disclosed in Note 25–Schedule of Administered Territory Items.

e) Comparatives

Where necessary, comparative information for the 2017–18 financial year has been reclassified to provide consistency with current year disclosures.

f) Presentation and rounding of amounts

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

g) Changes in accounting policies

There have been no changes to accounting policies adopted in 2017–18 as a result of management decisions.

h) Accounting judgements and estimates

The preparation of the financial report requires the making of judgements 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 judgements 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.

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

FINANCIAL STATEMENTS

i) **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.

j) **Contributions by and distributions to government**

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

The statement of changes in equity provides additional information in relation to contributions by, and distributions to, government.



3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

		Legal Services		Correctional Services		Court & Tribunal Support Services	
	Note	2018 \$000	2017 \$000	2018 \$000	2017 \$000	2018 \$000	2017 \$000
INCOME							
Taxation revenue							
Grants and subsidies revenue							
Current		448					
Appropriation							
Output		31 705	30 511	188 030	185 231	38 109	35 530
Commonwealth		7 876	9 019	295	295	375	
Sales of goods and services		2		3 158	3 127	4 976	5 113
Goods and services received free of charge	4						
Other income		3 642	3 468	1 719	2 127	652	701
TOTAL INCOME		43 672	42 998	193 202	190 780	44 112	41 343
EXPENSES							
Employee expenses		16 709	16 204	96 379	101 006	24 940	23 751
Administrative expenses							
Purchases of goods and services	5	6 924	6 377	50 690	44 805	17 612	16 972
Repairs and maintenance	10, 11	11	12	1 851	1 598	2 483	2 849
Depreciation and amortisation		1		13 160	12 822	4 580	4 672
Other administrative expenses ¹							
Grants and subsidies expenses							
Current	14	17 821	17 319	3 252	1 409		
Interest expenses				50 052	50 952		
TOTAL EXPENSES		41 467	39 912	215 384	212 592	49 614	48 244
NET SURPLUS/(DEFICIT)		2 205	3 086	(22 182)	(21 811)	(5 503)	(6 900)
OTHER COMPREHENSIVE INCOME							
Items that will not be reclassified to net surplus/deficit							
Changes in asset revaluation surplus							
Transfers from reserves							
TOTAL OTHER COMPREHENSIVE INCOME							
COMPREHENSIVE RESULT		2 205	3 086	(22 182)	(21 811)	(5 503)	(6 900)

This Comprehensive Operating Statement by output group is to be read in conjunction with the notes to the financial statements

¹ Includes DCIS service charges

Director of Public Prosecutions		Independent Offices		Regulatory Services		Corporate		Total	
2018 \$000	2017 \$000	2018 \$000	2017 \$000	2018 \$000	2017 \$000	2018 \$000	2017 \$000	2018 \$000	2017 \$000
				11 968	11 117			11 968	11 117
		613	333				434	1 061	767
11 970	11 636	5 212	4 862	33 822	28 359	11 847	10 600	320 695	306 729
								8 545	9 314
		6 043	6 656	2 622	2 801	18	61	16 819	17 757
						14 958	14 863	14 958	14 863
		360	500	459	554	216	196	7 048	7 546
11 970	11 636	12 228	12 351	48 872	42 831	27 039	26 153	381 094	368 093
9 982	9 758	8 759	10 783	14 808	14 797	9 452	6 433	181 031	182 733
3 229	3 105	2 131	2 403	8 537	4 682	3 373	1 133	92 495	79 478
108	59	14	16	5	13	25	33	4 496	4 580
48	45	118	107	29	29	117	108	18 054	17 782
						14 905	14 992	14 905	14 992
		338	333	24 943	22 045			46 354	41 106
								50 052	50 952
13 368	12 967	11 360	13 641	48 322	41 568	27 872	22 700	407 387	391 623
(1 398)	(1 331)	868	(1 290)	550	1 263	(833)	3 454	(26 293)	(23 529)
						1 259	(122 104)	1 259	(122 104)
						(1 259)	22 775	(1 259)	22 775
							(99 329)		(99 329)
(1 398)	(1 331)	868	(1 290)	550	1 263	(833)	102 783	(26 293)	75 800

FINANCIAL STATEMENTS

Income

Income encompasses both revenue and gains.

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

Grants and other contributions

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

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

Appropriation

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

Commonwealth appropriation follows from the intergovernmental agreement on federal financial relations, resulting in specific purpose payments (SPPs) and national partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance on behalf of the Central Holding Authority and then passed on to the relevant agencies as Commonwealth appropriation.

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

Sale of goods

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

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

Rendering of services

Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured
- it is probable that the economic benefits associated with the transaction will flow to the entity.

1

2

3

4

4. GOODS AND SERVICES RECEIVED FREE OF CHARGE

	2018	2017
	\$000	\$000
Corporate and information services	14 958	14 863
	14 958	14 863

5. PURCHASES OF GOODS AND SERVICES

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

Goods and services expenses:		
Advertising ²	85	27
Agent service arrangements	13 880	10 434
Accommodation	1 165	1 067
Boards & committees	909	991
Communications	2 903	2 615
Consultants ¹	7 553	7 859
Document production	427	206
Equipment expenses	919	1 409
Food	5 755	5 819
Information technology expenses	17 887	14 415
Insurance premiums ⁶	3 067	2
Legal expenses ⁴	6 542	5 741
Library services	721	827
Marketing and promotion ³	403	789
Medical & dental services	237	698
Motor vehicle expenses	3 833	3 710
Official duty fares	1 905	1 901
Other goods & services	11 681	8 009
Property maintenance	3 918	4 244
Recruitment ⁵	264	292
Training and study	1 069	1 428
Travelling allowance	1 041	899
Utilities	6 331	6 097
	92 495	79 478

¹Includes marketing, promotion and IT consultants.

²Does not include recruitment, advertising or marketing and promotion advertising.

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

⁴Includes legal fees, claim and settlement costs.

⁵Includes recruitment-related advertising costs.

⁶Includes workers compensation premium costs.

Repairs and maintenance expense

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

Interest expense

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

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

	Agency		Agency	
	2018	No. of	2017	No. of
	\$000	trans.	\$000	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	25	51		
• Losses or deficiencies of money written off	2	5	3	5
Total written off, postponed and waived by delegates	27	56	3	4
Amounts written off, postponed and waived by the Treasurer				
• Irrecoverable amounts payable to the Territory or an agency written off	14	1	14	
Total written off, postponed and waived by the Treasurer	14	1	14	
Ex gratia payments under the <i>Financial Management Act</i>	4	1	115	2

7. CASH AND DEPOSITS

	2018	2017
	\$000	\$000
Cash on hand	50	58
Cash at bank	8 847	17 913
	8 897	17 971

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 Trust Accounts are ultimately payable to the beneficial owner – refer also to Note 24.

8. RECEIVABLES

	2018	2017
	\$000	\$000
Current		
Accounts receivable	1 340	3 230
Less: allowance for impairment losses	(781)	(875)
	559	2 355
GST receivables	1 692	(212)
Other receivables	42	194
	1 734	(18)
Total receivables	2 293	2 337

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses. The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an ageing schedule under credit risk in Note 20 – financial instruments. Reconciliation of changes in the allowance accounts is also presented. The terms of accounts receivable and other receivables generally require settlement within 30 days.

Prepayments

Prepayments represent payments in advance of receipt of goods and services or that part of expenditure made in one accounting period covering a term extending beyond that period.

9. INVENTORIES

	2018	2017
	\$000	\$000
Inventories held for distribution		
At cost	1 318	1 264
Total inventories	1 318	1 264

Inventories include assets held for distribution at no or nominal consideration in the ordinary course of business operations.

Inventories held for distribution are carried at the lower of cost and current replacement cost. Cost of inventories includes all costs associated with bringing the inventories to their present location and condition. When inventories are acquired at no or nominal consideration, the cost will be the current replacement cost at date of acquisition.

The cost of inventories are assigned using a mixture of first in, first out or weighted average cost formula or using specific identification of their individual costs.

Inventory held for distribution is regularly assessed for obsolescence and loss.

10. PROPERTY, PLANT AND EQUIPMENT

	2018	2017
	\$000	\$000
Land		
At fair value	55 200	55 200
Leased land		
At capitalised cost	19	19
Less: accumulated depreciation	(11)	(9)
	8	9
Buildings		
At fair value	375 990	373 957
Less: accumulated depreciation	(141 403)	(135 597)
	234 587	238 360
Leased buildings		
At capitalised cost	521 305	521 305
Less: accumulated depreciation	(37 705)	(27 279)
	483 600	494 026
Construction (work in progress)		
At capitalised cost		216
Plant and equipment		
At fair value	32 015	30 853
Less: accumulated depreciation	(22 143)	(20 582)
	9 872	10 271
Computer software		
At fair value	2 347	1 294
Less: accumulated depreciation	(122)	
	2 225	1 294
Computer hardware		
At fair value	489	214
Less: accumulated depreciation	(269)	(214)
	220	-
Transport equipment		
At fair value	282	155
Less: accumulated depreciation	(158)	(132)
	124	23
Total property, plant and equipment	785 835	799 400

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2018 property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2016–17 is set out below:

	Land \$000	Leased Land \$000	Buildings \$000	Leased Buildings \$000	Work in Progress \$000	Plant and Equipment \$000	Computer Software \$000	Computer Hardware \$000	Transport Equipment \$000	Total \$000
Carrying amount as at 1 July 2017	55 200	9	238 360	494 026	216	10 271	1 294		23	799 400
Additions			231			1 173	441	275	127	2 247
Depreciation		(2)	(5 806)	(10 474)		(1 561)	(122)	(55)	(26)	(18 046)
Additions/(Disposals) from administrative restructuring			1 802		(93)	(11)	612			2 310
Other movements				48	(123)					(75)
Carrying amount as at 30 June 2018	55 200	8	234 587	483 600	-	9 872	2 224	220	124	785 835

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2017 property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2016–17 is set out below:

	Land \$000	Leased Land \$000	Buildings \$000	Leased Buildings \$000	Work in Progress \$000	Plant and Equipment \$000	Computer Software \$000	Computer Hardware \$000	Transport Equipment \$000	Total \$000
Carrying amount as at 1 July 2016	33 400	11	87 792	504 452	123	6 006			28	631 816
Additions			306			811	502			1 619
Depreciation		(2)	(5 590)	(10 426)		(1 747)			(5)	(17 770)
Additions/(Disposals) from administrative restructuring	27 770		155 848		93	5 201	793			189 704
Revaluation increments/ (decrements)	(5 970)		5							(5 970)
Carrying amount as at 30 June 2017	55 200	9	238 360	494 026	216	10 271	1 294	-	23	799 400

11. HERITAGE AND CULTURAL ASSETS

	2018	2017
	\$000	\$000
Carrying amount		
At valuation	828	828
Less: accumulated depreciation	(223)	(215)
Written down value as at 30 June	605	613
Reconciliation of movements		
Carrying amount at 1 July	613	
Depreciation	(8)	(13)
Additions/disposals from administrative restructuring		625
Carrying amount as at 30 June	605	613

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

Complex assets

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent additional costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (work in progress)

As part of the financial management framework, the Department of Infrastructure, Planning and Logistics is responsible for managing general government capital works projects on a whole-of-government basis. Therefore appropriation for most capital works is provided directly to the Department of Infrastructure,

Planning and Logistics and the cost of construction work in progress is recognised as an asset of that department. Once completed, capital works assets are transferred to the agency.

Revaluations and impairment**Revaluation of assets**

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land
- buildings
- heritage and cultural assets.

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

Land and buildings held by the Department of the Attorney-General and Justice (excluding those from the former Department of Corrections) were last independently revalued as at 30 June 2015; the valuer was Colliers International.

Land held by the former Department of Corrections was last independently revalued as at 30 June 2014; the valuer was Opteon. Buildings held by the former Department of Corrections were last revalued as at 30 June 2016; the valuer was Colliers International.

Heritage and cultural assets are valued at their original cost and are now scheduled for independent valuation in 2018–19.

Refer to Note 12 – Fair Value Measurement of Non-Financial Assets for additional disclosures.

FINANCIAL STATEMENTS

Impairment of assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis or whenever there is indication of impairment. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus for that class of asset to the extent that an available balance exists in the asset revaluation surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus.

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:



	2018	2017
Public buildings	50-100 years	50-100 years
Portable buildings	10-20 years	10-20 years
Catering equipment	5-15 years	5-15 years
Computer hardware	3-6 years	3-6 years
Furniture and fittings	10 years	10 years
Laundry equipment	5-15 years	5-15 years
Library equipment	2-5 years	2-5 years
Office equipment	5-15 years	5-15 years
Power generators	5-15 years	5-15 years
Security systems	5-15 years	5-15 years
Communication equipment	5-15 years	5-15 years

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

FINANCIAL STATEMENTS

Assets held for sale

Assets and disposal groups are classified as held for sale if their carrying amount will be recovered through a sale transaction or a grant agreement rather than continuing use. Assets held for sale consist of those assets that management has determined are available for immediate sale or granting in their present condition and their sale is highly probable within one year from the date of classification.

These assets are measured at the lower of the asset's carrying amount and fair value less costs to sell. These assets are not depreciated. Non-current assets held for sale have been recognised on the face of the financial statements as current assets.

Leased assets

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset, are classified as finance leases. Other leases are classified as operating leases.

Finance leases

Finance leases are capitalised. A lease asset and lease liability equal to the lower of the fair value of the leased property and present value of the minimum lease payments, each determined at the inception of the lease, are recognised.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives should be recognised as a deduction of the lease expenses over the term of the lease.

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12. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS**a) Fair value hierarchy**

Fair values of non-financial assets categorised by levels of inputs used to compute fair value are:

	Level 1	Level 2	Level 3	Total fair value
	\$000	\$000	\$000	\$000
2017-18				
Asset classes				
Land (Note 10)			55 200	55 200
Buildings (Note 10)			234 586	234 586
Plant & equipment (Note 10)			9 873	9 873
Computer software			2 224	2 224
Computer hardware			220	220
Transport equipment			124	124
Heritage & cultural assets (Note 11)			604	604
Total			302 831	302 831
2016-17				
Asset classes				
Land (Note 10)			55 200	55 200
Buildings (Note 10)			238 360	238 360
Plant & equipment (Note 10)			10 271	10 271
Computer software			1 294	1 294
Transport equipment			23	23
Heritage & cultural assets (Note 11)			613	613
Total			305 761	305 761

There were no transfers between Level 1 and Levels 2 or 3 during 2017-18.

b) Valuation techniques and inputs

Valuation techniques used to measure fair value in 2017-18 are:

	Level 2	Level 3
	techniques	techniques
Asset classes		
Land (Note 10)		Cost approach
Buildings (Note 10)		Cost approach
Plant & equipment (Note 10)		Cost approach
Computer software		Cost approach
Computer hardware		Cost approach
Transport equipment		Cost approach
Heritage & cultural assets (Note 11)		Cost approach

There were no changes in valuation techniques from 2016-17 to 2017-18.

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

c) Additional information for level 3 fair value measurements

(i) Reconciliation of recurring level 3 fair value measurements

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Software \$000	Computer Hardware \$000	Transport Equipment \$000	Other non-financial assets \$000	Total \$000
2017-18									
Fair value as at 1 July 2017	55 200	238 360		10 271	1 294		23	613	305 761
Additions		231		1 173	441		127		2 247
Additions/(Disposals) from administrative restructuring		1 802		(11)	612				2 403
Depreciation		(5 807)		(1 561)	(122)	(55)	(26)	(8)	(7 578)
Fair value as at 30 June 2018	55 200	234 587	-	9 872	2 224	220	124	605	302 833
2016-17									
Fair value as at 1 July 2016	33 400	87 792	5	6 006			28		127 230
Additions		306		811	502				1 619
Additions/(Disposals) from administrative restructuring		155 848		5 201	793		(5)	625	190 236
Depreciation	27 770	(5 590)		(1 747)	-			(13)	(7 355)
Gains/losses recognised in other comprehensive income	(5 970)	5	(5)						(5 970)
Fair value as at 30 June 2017	55 200	238 360	-	10 271	1 294	-	23	613	305 761

12. 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 – 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 and equipment, it 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.

13. PAYABLES

	2018	2017
	\$000	\$000
Accounts payable	7 127	1 996
Accrued expenses	3 943	7 135
Interest payable	12 570	12 706
Total payables	23 640	21 836

Liabilities for accounts payable and other amounts payable are carried at cost, which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

14. BORROWINGS AND ADVANCES

Current		
Finance lease liabilities	4 588	4 028
	4 588	4 028
Non-current		
Finance lease liabilities	503 316	509 375
	503 316	509 375
Total borrowings and advances	507 904	513 403

(a) Interest on finance leases	2018	2017
	\$000	\$000
For PPP arrangements	50 051	50 951
For non-PPP arrangement	1	1
	50 052	50 952

15. PROVISIONS

Current	2018	2017
	\$000	\$000
<i>Employee benefits</i>		
Recreation leave	21 138	21 574
Leave loading	1 605	4 320
Other employee benefits	150	62
	22 893	25 956
<i>Other current provisions</i>		
Fringe benefits tax	280	300
Payroll tax	1 350	1490
Superannuation	1 630	1642
	3 260	3 432
	26 153	29 388
Non-current		
<i>Other non-current provisions</i>	36	38
	36	38
Total Provisions	26 189	29 426

The Agency employed 1464.97 employees as at 30 June 2018 (1503.89 employees as at 30 June 2017).

Employee benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the government long-term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements, 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.

16. OTHER LIABILITIES

	2018	2017
	\$000	\$000
Current		
Deposits held – trust & clearing monies	3 941	4 304
Total other liabilities	3 941	4 304

Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS);
- Commonwealth Superannuation Scheme (CSS); or
- Non-government employee nominated schemes for those employees commencing on or after 10 August 1999.

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee-nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

17. COMMITMENTS

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

(i) Operating lease commitments

The agency leases property under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

	2018	2017
	External	External
	\$000	\$000
Within one year		5
Later than one year and not later than five years		
Later than five years		
	-	5

(ii) Other expenditure commitments

Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:

	2018	2017
	\$000	\$000
Within one year	1 987	1 872
Later than one year and not later than five years		
Later than five years		
	1 987	1 872

18. RESERVES**Asset revaluation surplus**(i) *Nature and purpose of the asset revaluation surplus*

The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.

(ii) *Movements in the asset revaluation surplus*

	2018 \$000	2017 \$000
Balance as at 1 July	199 423	77 319
Increment/Decrement – administrative restructuring		122 104
Transfer – accumulated funds	1 259	
Balance as at 30 June	200 682	199 423

19. NOTES TO THE CASH FLOW STATEMENT**(a) Reconciliation of cash**

The total of agency 'cash and deposits' of \$8.897 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

	2018 \$000	2017 \$000
Net surplus/deficit	(26 293)	(23 529)
<i>Non-cash items:</i>		
Depreciation and amortisation	18 054	17 782
R&M - Minor New Work Non Cash	36	347
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	44	(1 619)
Decrease/(Increase) in inventories	(55)	(70)
Decrease/(Increase) in prepayments	149	(805)
(Decrease)/Increase in payables	1,804	4 020
(Decrease)/Increase in provision for employee benefits	(3 063)	8 674
(Decrease)/Increase in other provisions	(174)	468
Net cash from operating activities	(9 499)	5 269

(b) Reconciliation of liabilities arising from financing activities 2017–18

	Cash Flows					Non Cash / Operating Activities				
	1 July \$000	Appropriation \$000	Equity injection/ (withdrawal) \$000	Finance lease receipts/ (payments) \$000	Deposits held receipts/ (payments) \$000	Total cash flows \$000	Other equity- related changes \$000	Operating activities \$000	Total cash flows \$000	30 June \$000
Deposits held	4 303				(362)	(362)		(3 237)	-	3 941
Provisions	29 426									26 189
Borrowings and Advances	513 403			(5 499)		(5 499)				507 904
Equity Injections/ Withdrawals		4 635	3 822			8 457	2 346	2 346	2 346	
Total	488 280	4 635	3 822	(5 499)	(362)	2 596	2 346	(891)	2 346	485 656

20. FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Department of the Attorney-General and Justice include cash and deposits, receivables, payables and finance leases. The department has limited exposure to financial risks as discussed below.

a) Categorisation of financial instruments

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

2017–18 Categorisation of financial instruments

Fair value through profit or loss							
	Held for trading	Designated at fair value	Held to maturity investments	Financial assets - loans and receivables	Financial assets - available for sale	Financial liabilities - amortised cost	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Cash and deposits				8 897			8 897
Receivables ¹				559			559
Total financial assets	-	-	-	9 456	-	-	9 456
Deposits held ¹						3 941	3 941
Payables ¹						22 025	22 025
Finance lease liabilities						507 904	507 904
Total financial liabilities	-	-	-	-	-	533 870	533 870

¹Total amounts disclosed here exclude statutory amounts

2016–17 Categorisation of financial instruments

Fair value through profit or loss							
	Held for trading	Designated at fair value	Held to maturity investments	Financial assets - loans and receivables	Financial assets - available for sale	Financial liabilities - amortised cost	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Cash and deposits				17 972			17 972
Receivables ¹				2 355			2 355
Total financial assets	-	-	-	20 327	-	-	20 327
Deposits held ¹						3 750	3 750
Payables ¹						19 234	19 234
Finance lease liabilities						513 404	513 404
Total financial liabilities	-	-	-	-	-	536 388	536 388

¹Total amounts disclosed here exclude statutory amounts.

20. FINANCIAL INSTRUMENTS (continued)**Classification of financial instruments**

AASB 7 Financial Instruments: Disclosures requires financial instruments to be classified and disclosed within specific categories depending on their nature and purpose.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss
- held-to-maturity investments
- loans and receivables
- available-for-sale financial assets.

Financial liabilities are classified into the following categories:

- financial liabilities at fair value through profit or loss (FVTPL)
- financial liabilities at amortised cost.

Financial assets or financial liabilities at fair value through profit or loss

Financial instruments are classified as at FVTPL when the instrument is either held for trading or is designated as at FVTPL.

An instrument is classified as held for trading if it is:

- acquired or incurred principally for the purpose of selling or repurchasing it in the near term with an intention of making a profit
- part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short-term profit-taking, or
- a derivative that is not a financial guarantee contract or a designated and effective hedging instrument.

A financial instrument may be designated as at FVTPL upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise
- the instrument forms part of a group of financial instruments, which is managed and its performance is evaluated on a fair value basis, in accordance

with a documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or

- it forms part of a contract containing one or more embedded derivatives, and AASB 139 Financial Instruments: Recognition and Measurement permits the contract to be designated as at FVTPL.

Financial liabilities at fair value through profit or loss include deposits held excluding statutory deposits, accounts payable and accrued expenses. Financial assets at fair value through profit or loss include short-term securities and bonds.

Held-to-maturity investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the entity has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market other than those held for trading and available for sale. Loans and receivables exclude statutory receivables.

Available-for-sale financial assets

Available-for-sale financial assets are those non-derivative financial assets, principally equity securities that are designated as available-for-sale or are not classified as any of the three preceding categories. After initial recognition available-for-sale securities are measured at fair value with gains or losses being recognised as a separate component of equity until the investment is derecognised or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported in equity is recognised in the comprehensive operating statement.

Financial liabilities at amortised cost

Financial instrument liabilities measured at amortised cost include all advances received, finance lease liabilities and borrowings. Amortised cost is calculated using the effective interest method.

20. FINANCIAL INSTRUMENTS (continued)**Derivatives**

The agency enters into a variety of derivative financial instruments to manage its exposure to interest rate risk. The agency does not speculate on trading of derivatives.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured at their fair value at each reporting date. The resulting gain or loss is recognised in the comprehensive operating statement immediately unless the derivative is designated and qualifies as an effective hedging instrument, in which event, the timing of the recognition in the comprehensive operating statement depends on the nature of the hedge relationship. Application of hedge accounting will only be available where specific designation and effectiveness criteria are satisfied.

Netting of swap transactions

The agency, from time to time, may facilitate certain structured finance arrangements, where a legally recognised right to set-off financial assets and liabilities exists, and the Territory intends to settle on a net basis. Where these arrangements occur, the revenues and expenses are offset and the net amount is recognised in the comprehensive operating statement.

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.

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and ageing analysis of receivables is presented below.

Internal receivables	Ageing of receivables \$000	Ageing of impaired receivables \$000	Net receivables \$000
2017-18			
Not overdue	39		39
Overdue for less than 30 days	5		5
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total	44	-	44
2016-17			
Not overdue	12		12
Overdue for less than 30 days	1		1
Overdue for 30 to 60 days	1		1
Overdue for more than 60 days	1		1
Total	15	-	15

20. FINANCIAL INSTRUMENTS (continued)

External receivables	Ageing of receivables \$000	Ageing of impaired receivables \$000	Net receivables \$000
2017-18			
Not overdue	376		376
Overdue for less than 30 days	43		43
Overdue for 30 to 60 days	94		94
Overdue for more than 60 days	783	781	2
Total	1 296	781	515
Reconciliation of the allowance for impairment losses			
Opening		874	
Written off during the year		(41)	
Recovered during the year			
Increase/decrease in allowance recognised in profit or loss		(52)	
Total		781	
2016-17			
Not overdue	1 888		1 888
Overdue for less than 30 days	178		178
Overdue for 30 to 60 days	13	1	12
Overdue for more than 60 days	908	873	35
Total	2 987	874	2 113
Reconciliation of the allowance for impairment losses			
Opening		578	
Written off during the year			
Increase/decrease administrative restructuring		171	
Increase/decrease in allowance recognised in profit or loss		125	
Total		874	

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 is appropriated by the Northern Territory Government and has budge-approved access to its own source income. The department manages its budgeted funds to ensure that it has sufficient resources to meet payments due.

20. FINANCIAL INSTRUMENTS (continued)

2018 Maturity analysis for financial assets and liabilities

	Variable interest rate			Fixed interest rate			Non-interest bearing	Total	Weighted average %
	Less than a year	1 to 5 years	More than 5 years	Less than a year	1 to 5 years	More than 5 years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							8 897	8 897	
Receivables							559	559	
Total financial assets							9 456	9 456	
Liabilities									
Deposits held							3 941	3 941	
Payables							22 025	22 025	
Finance lease liabilities				4 588	23 332	479 985		507 904	
Total financial liabilities				4 588	23 332	479 985	25 966	533 870	

2017 Maturity analysis for financial assets and liabilities

	Variable interest rate			Fixed interest rate			Non-interest bearing	Total	Weighted average %
	Less than a year	1 to 5 years	More than 5 years	Less than a year	1 to 5 years	More than 5 years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							17 972	17 972	
Receivables							2 355	2 355	
Total financial assets							20 327	20 327	
Liabilities									
Deposits held							3 750	3 750	
Payables							19 234	19 234	
Finance lease liabilities				4 029	20 704	488 671		513 404	
Total financial liabilities				4 029	20 704	488 671	22 983	536 387	

a) Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

b) Interest rate risk

The department is not exposed to interest rate risk as agency financial assets and financial liabilities, with the exception of finance leases are non interest bearing. Finance lease arrangements are established on a fixed interest rate and as such do not expose the department to interest rate risk.

c) Price risk

The department is not exposed to price risk as the department does not hold units in unit trusts.

d) Currency risk

The department is not exposed to currency risk as the department does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

e) Net fair value

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

The department does not hold any derivative financial instruments or any other financial assets or liabilities whose fair value is measured other than at amortised cost or where fair value disclosure is required.

21. RELATED PARTIES**i) Related parties**

The Department of the Attorney-General and Justice is a government administrative entity and is wholly owned and controlled by the Territory government. Related parties of the department include:

- the portfolio minister and key management personnel (KMP) because they have authority and responsibility for planning, directing and controlling the activities of the department directly; and
- spouses, children and dependents who are close family members of the portfolio minister or KMP; and
- all public sector entities that are controlled and consolidated into the whole-of-government financial statements; and
- any entities controlled or jointly controlled by KMPs or the portfolio minister or controlled or jointly controlled by their close family members.

ii) Key management personnel (KMP)

Key management personnel of the Department of the Attorney-General and Justice are those persons having authority and responsibility for planning, directing and controlling the activities of the department. These include the Attorney-General and Minister for Justice, the Chief Executive Officer and the members of the executive team.

iii) Remuneration of key management personnel

The details below excludes the salaries and other benefits of the Attorney-General and Minister for Justice as the minister's remunerations and allowances are payable by the Department of the Legislative Assembly and consequently disclosed within the Treasurer's Annual Financial Statements.

The aggregate compensation of key management personnel of the department is set out below:

	2018	2017
Remuneration – key management personnel	\$000	\$000
Short-term benefits	2 928	2 905
Long-term benefits	286	350
Termination benefits	152	35
Total	3 366	3 290

21. RELATED PARTIES (continued)**iv) Related party transactions:****Transactions with Northern Territory Government controlled entities**

The department's primary ongoing source of funding is received from the Central Holding Authority in the form of output and capital appropriation and on-passed Commonwealth national partnership and specific purpose payments. The total of this funding received in the 2017–18 year is \$329.24 million. (2016–17: \$316.04 million).

The following table provides quantitative information about related party transactions entered into during the year with all other Northern Territory Government controlled entities.

Related party	Revenue from related parties	Payments to related parties	Amounts owed to related parties	Amounts owed to related parties
	2018 \$000	2018 \$000	2018 \$000	2018 \$000
All NTG Government departments	16 509	51 430	26	1 238

Related party	Revenue from related parties	Payments to related parties	Amounts owed to related parties	Amounts owed to related parties
	2017 \$000	2017 \$000	2017 \$000	2017 \$000
All NTG Government departments	15 953	45 945	265	2 593

The department's transactions with other government entities included the following significant transactions. The department's transactions with other government entities not specified below are not individually significant.

21. RELATED PARTIES (continued)

Related party	Nature	Revenue from related parties		Payments to related parties	
		2018 \$000	2017 \$000	2018 \$000	2017 \$000
Department of Corporate & Information Services	Free of charge revenue & services; provision of IT related services	14 958	14 863	20 042	18 738
Northern Territory Legal Aid Commission	Grants paid including the pass-on of Commonwealth funding received under a national partnership agreement			13 921	13 742
NT Fleet	Provision, repair and maintenance of leased motor vehicles			3 257	2 863
Data Centre Services	Provision of IT related services			3 164	2 554
BIITE	Provision of education and training within NT Correctional Services			1 871	1 416
Jacana Energy	Supply of electricity			5 130	5 118
		14 958	14 863	47 385	44 431

Other related party transactions:

Given the breadth and depth of Territory government activities, related parties will transact with the Territory public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. No other related party transactions in excess of \$10 000 have occurred during the reporting year. However due to retirements and absences, declarations were not received from all KMP.

22. CONTINGENT LIABILITIES AND CONTINGENT ASSETS**a) Contingent liabilities**

The Department of the Attorney-General and Justice has entered into a number of contracts or agreements with private and public organisations. These contracts and agreements include terms and conditions requiring the agency to provide either a guarantee or indemnity to the beneficiaries.

The department maintains a register of contingent liabilities. Indemnities and guarantees require assessment and approval by either the Accountable Officer or the 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 event of a material nature has occurred that would crystallise identified contingent liabilities.

b) Contingent assets

Under the *Crimes (Victims Assistance) Act*, the Territory is entitled to recover from an offender monies equal to the amount of assistance, costs and disbursements paid to the victim under the Act. However, due to the offenders being imprisoned for lengthy terms, being declared bankrupt or unable to be located, it is probable that significant proportions of the amounts owed are uncollectible.

Therefore any contingent assets cannot be reliably quantified.

23. EVENTS SUBSEQUENT TO BALANCE DATE

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in these financial statements.

24. TRUST MONIES

In accordance with section 7 of the *Financial Management Act* and section 161 of the *Correctional Services Act*, trust accounts have 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 2017	Receipts	Payments	Closing balance 30 June 2018
Cash bail	402	332	(256)	478
Unclaimed monies	104	16	(15)	105
Civil Court matters	2	49	(47)	4
Criminal Court matters	103	442	(424)	121
Prisoner monies	1 159	1 264	(1 218)	1 205
Security deposits	306	710	(979)	37
Professional standards	21	6	(9)	18
Solicitor trust monies	1,895	389	(545)	1 739
Electronic gaming machine application levy	100			100
Surveyor's board	64	14	(13)	65
	4 156	3 222	(3 506)	3 872

25. SCHEDULE OF ADMINISTERED TERRITORY ITEMS

The following Territory items are managed by the Department of the Attorney-General & Justice on behalf of the government and are recorded in the Central Holding Authority (refer Note 2(d)).

	2018 \$000	2017 \$000
TERRITORY INCOME AND EXPENSES		
Income		
Other income	25 161	28 292
Total income	25 161	28 292
Expenses		
Other administrative expenses	25 161	28 292
Total expenses	25 161	28 292
Territory income less expenses	-	-

26. BUDGETARY INFORMATION

Comprehensive Operating Statement	2017-18 Actual	2017-18 Original budget	Variance	Note
	\$000	\$000	\$000	
INCOME				
Taxation revenue	11 968	11 593	375	
Grants and subsidies revenue				
Current	1 061	786	275	
Appropriation				
Output	320 695	306 714	13 981	1
Commonwealth	8 545	8 404	141	
Sales of goods and services	16 819	17 975	(1 156)	2
Goods and services received free of charge	14 958	14 340	618	
Other income	7 048	6 337	711	
TOTAL INCOME	381 094	366 149	14 945	
EXPENSES				
Employee expenses	181 031	174 108	6 923	3
Administrative expenses				
Purchases of goods and services	92 495	78 481	14 014	4
Repairs and maintenance	4 496	6 505	(2 009)	5
Depreciation and amortisation	18 054	18 139	(85)	
Other administrative expenses	14 905	1 340	565	
Grants and subsidies expenses			-	
Current	46 354	43 117	3 237	6
Capital	-	47	(47)	
Interest expenses	50 052	50 576	(524)	
TOTAL EXPENSES	407 387	385 313	22 074	
NET SURPLUS/(DEFICIT)	(26 293)	(19 164)	(7 129)	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/deficit				
Changes in asset revaluation surplus	1 259		1 259	
Transfer from reserves	(1 259)		(1 259)	
TOTAL OTHER COMPREHENSIVE INCOME	-	-	-	
COMPREHENSIVE RESULT	(26 293)	(19 164)	(7 129)	

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$5 million

- 1 Reflects additional one-off appropriation of \$10 million plus Treasurer's Advance of \$5.05 million
- 2 Reduced Land Titles Office lodgements resulting from a downward trend in land transaction activities, and lower than anticipated Prison Industries sales as associated effort was directed toward establishing the Transitional Accommodation Program.
- 3 Employee expenses exceeded budget for the period primarily reflecting overspends in Correctional Services overtime with escorts, sick leave and vacancies being the main drivers. This is offset by a favourable end of year adjustment to leave provisions, mainly due to the write-back of a provision for leave loading related to correctional officers that was not required.

26. BUDGETARY INFORMATION (continued)

4. Purchases of goods and services also exceeded budget. Key overspends were in the following areas:
- NT Correctional Services overspends for prisoner-related expenditure, contract food, consumables, motor vehicle expenses, IT charges, official/client travel and property management, with prisoner numbers the key driver
 - Workers' Compensation insurance costs, associated with the transition to the new whole-of-government arrangements, being only partially funded
 - Activity-led witness and legal costs incurred by the Director of Public Prosecutions.
5. Repairs and maintenance expenditure was underspent for the year due to longer than anticipated lead times for programmed projects across courts, the Alice Springs Correctional Centre and the Barkly Work Camp.
6. Reflects the impact of additional legal assistance and racing sector grant payments, offset by awarded Community Benefit Fund grants not paid prior to 30 June.

	2017-18 Actual	2017-18 Original budget	Variance	Note
Balance Sheet				
	\$000	\$000	\$000	
ASSETS				
Cash and deposits	8 897	11 309	(2 412)	1
Receivables	2 293	1 804	489	
Inventories	1 318	1 194	124	
Prepayments	704	732	(28)	
Total current assets	13 212	15 039	(1 827)	
Non-current assets				
Receivables				
Property, plant and equipment	785 835	787 196	(1 361)	
Heritage and cultural assets	605		605	
Total non-current assets	786 440	787 196	(756)	
TOTAL ASSETS	799 652	802 235	(2 583)	
LIABILITIES				
Current liabilities				
Deposits held	3 941	3 010	931	
Payables	23 640	21 686	1 954	
Borrowings and advances	4 588	5 302	(714)	
Provisions	26 153	27 613	(1 460)	2
Total current liabilities	58 322	57 611	11	
Non-current liabilities				
Borrowings and advances	503 316	503 316	-	
Provisions	36		36	
Total non-current liabilities	503 352	503 316	36	
TOTAL LIABILITIES	561 674	560 927	747	
NET ASSETS	237 978	241 308	(3 330)	

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$5 million or where multiple significant variances have occurred.

- 1 Closing cash is lower than budgeted and reflects the overall agency full year result. Revenue for the year was under budget while expenditure exceeded budget overall.
- 2 The reduction in provisions relates to the write-back of an overprovision for leave loading. A provision was previously taken up for correctional officers however, due to their EBA, they do not accrue this entitlement and instead receive payment of a consolidated allowance each pay period. The over-provision was identified during 2017-18 and has now been written back.

26. BUDGETARY INFORMATION (continued)

Cash Flow Statement	2017-18 Actual	2017-18 Original budget	Variance	Note
	\$000	\$000	\$000	
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Taxes received	11 968	11 593	375	
Grants and subsidies received			-	
Current	1,061	786	275	
Appropriation			-	
Output	320 695	306 714	13 981	
Commonwealth	8 545	8 404	141	1
Receipts from sales of goods and services	39 690	24 312	15 378	
Total operating receipts	381 959	351 809	30 150	2
Operating payments				
Payments to employees	(183 599)	(174 108)	(9 491)	
Payments for goods and services	(111 318)	(84 037)	(27 281)	3
Grants and subsidies paid			-	4
Current	(46 355)	(43 117)	(3 238)	
Capital		(47)	47	5
Interest paid	(50 186)	(50 673)	487	
Total operating payments	(391 458)	(351 982)	(39 476)	
Net cash from/(used in) operating activities	(9 499)	(173)	(9 326)	
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing payments				
Purchases of assets	(2 171)	(556)	(1 615)	
Total investing payments	(2 171)	(556)	(1 615)	
Net cash from/(used in) investing activities	(2 171)	(556)	(1 615)	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Equity injections				
Capital appropriation	4 635	4 485	150	
Other equity injections	3 822		3 822	
Total financing receipts	8 457	4 485	3 972	
Financing payments				
Repayment of borrowings	(363)		(363)	
Finance lease payments	(5 499)	(3 928)	(1 572)	
Total financing payments	(5 863)	(3 928)	(1 935)	
Net cash from/(used in) financing activities	2 595	557	2 037	
Net increase/(decrease) in cash held	(9 075)	(172)	(8 904)	
Cash at beginning of financial year	17 972	11 481	6 491	
CASH AT END OF FINANCIAL YEAR	8 897	11 309	(2 413)	

26. BUDGETARY INFORMATION (continued)**Notes:**

The following note descriptions relate to variances greater than 10 per cent or \$5 million or where multiple significant variances have occurred.

- 1 Reflects additional one-off appropriation of \$10 million plus Treasurer's Advance of \$5.05 million
- 2 Variance predominately explained by GST receivable balances for which no budget is provided, reduced Land Titles Office lodgements resulting from a downward trend in land transaction activities, and lower than anticipated Prison Industries sales as associated effort was directed toward establishing the Transitional Accommodation Program.
- 3 Employee expenses exceeded budget for the period primarily reflecting overspends in Correctional Services overtime with escorts, sick leave and vacancies being the main drivers.
- 4 Purchases of goods and services also exceeded budget. Key overspends were in the following areas:
 - NT Correctional Services overspends for prisoner-related expenditure, contract food, consumables, motor vehicle expenses, IT charges, official/client travel and property management, with prisoner numbers the key driver.
 - Workers' Compensation insurance costs, associated with the transition to the new whole of government arrangements, being only partially funded.
 - Activity-led witness and legal costs incurred by the Director of Public Prosecutions.
- 5 The variance also includes GST payable balances for which no budget is provided.
- 6 Reflects the impact of additional legal assistance and racing sector grant payments, offset by awarded Community Benefit Fund grants not paid prior to 30 June.

27. BUDGETARY INFORMATION: ADMINISTERED TERRITORY ITEMS

In addition to the specific departmental operations which are included in the financial statements, the department administers or manages other activities and resources on behalf of the Territory such as fines, penalties and fees from regulatory services. The department does not gain control over assets arising from these collections, consequently no income is recognised in the department's financial statements. The transactions relating to these activities are reported as administered items in this note.

A summary of activity is shown below:

Administered Territory Items	2017-18 Actual	2017-18 Original budget	Variance	Note
	\$000	\$000	\$000	
TERRITORY INCOME AND EXPENSES				
Income				
Fees from regulatory services		1 731	(1 731)	
Other income	25 161	14 246	10 915	1
Total income	25 161	15 977	9 184	
Expenses				
Other administrative expenses	25 161	15 977	9 184	
Total expenses	25 161	15 977	9 184	1
Territory income less expenses	-	-	-	

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$5 million or where multiple significant variances have occurred.

- 1 The variance relates in part to budget adjustments associated with Machinery of Government changes and the alignment of revenues. These adjustments were processed in the final budget round for the year.

NON-FINANCIAL COMPLIANCE REPORTING

Insurance Reporting

Reporting on insurance activities is a requirement pursuant to Treasurer's Direction M2.1 Insurance Arrangements.

In accordance with Northern Territory Government policy, the department self-insures for risk exposures under the categories of workers' compensation, property and assets, public liability and indemnities. Where insurable risk events occur, the department meets these costs as they fall due.

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

NON-FINANCIAL COMPLIANCE REPORTING (continued)

Self-Insurance Risk	Total Value of Claims (\$)	Number of Claims	Average Cost of Claims (\$)
Workers Compensation¹			
2017-18 ²	1 527 283	53	28 817
2016-17	1 893 775	82	23 095
Property and Assets – Buildings			
2017-18	165 017	5	33 003
2016-17	9 717	5	1 943
Property and Assets – Vehicles			
2017-18	129 792	59	2 199
2016-17	124 725	79	1 579
Property and Assets – Clothing Damage			
2017-18	961	2	481
2016-17	Nil	Nil	Nil

Commercial Insurance	2017-18		2016-17	
	Premiums (\$)	Claims (\$)	Premiums (\$)	Claims (\$)
Professional Indemnity	1 240	NIL	1 178	NIL
Travel Insurance	55	NIL	398	NIL
Total	1 295	NIL	1 576	NIL

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

²NTG agencies now pay a self-insurance scheme premium for Workers' Compensation. The cost of actual claims are not recorded in the agency's financial records.

LEGISLATIVE REPORTING

CONSTRUCTION CONTRACTS (SECURITY OF PAYMENTS) ACT

Section 63 of the *Construction Contracts (Security of Payments) Act* (the Act) requires the relevant CEO to provide a report on the operation and effectiveness of the Act for the year. The Act provides a speedy dispute resolution mechanism for building disputes. The process permits disputes to be resolved on an interim basis pending any further action before the courts. These interim resolutions permit construction contracts to proceed, with monies being paid, subject to the reservation of the right to proceed in court. The Act is administered by the department through the Legal Policy unit.

Some statistics concerning the operation of the Act, are:

Adjudicator registrations

	Adjudicator registration numbers	
	Annual registration numbers	Total number registered ¹
2014–15	4	47
2015–16	8	55
2016–17	11	66
2017–18	5	71

Applications and determinations

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
2014–15	34	20	14	3 ²
2015–16	24 ³	13	8	0
2016–17	17	14 ⁴	6 ⁴	3
2017–18	28 ⁵	17	9	3 ⁶

¹The total numbers registered are the totals from (and including) the 2008-09 year (when the Act commenced)

²One 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.

³Three applications made in the 2015–16 financial year were not determined by 30 June 2016 and were determined in the following year.

⁴Two applications were made for the same payment dispute. The first application was withdrawn, and the second was dismissed on the grounds that there was no valid payment claim.

⁵This includes two applications that were not determined following a court order declaring that the adjudicator could not make simultaneous determinations without the consent of all the parties. The Applications were deemed to be dismissed and the applicant then reapplied to have the disputes adjudicated and separate adjudicators were appointed. That meant there were four applications but only 2 decisions made (one determination and one dismissal).

⁶One of these matters was the decision on ancillary orders following a decision made in the previous financial year (see *Inpex Operations Australia Pty Ltd & Anor v JKC Australia LNG Pty Ltd & Anor* [2017] NTSC 45, and *Inpex Operations Australia Pty Ltd & Anor v JKC Australia LNG Pty Ltd & Anor* (No.2) [2017] NTSC 61). Another was the successful appeal against a decision made in the previous year (see *JKC Australia LNG Pty Ltd & Anor v Inpex Operations Australia Pty Ltd & Anor* [2-18] NTCA 6).

Adjudicator registrations

Year	No of (known) invoices	Total fees charged	Average fee	Total fee as a percentage of total amount awarded for the year
2014-15	27	\$328 189.85	\$12 155.18	1.07%
2015-16	21	\$150 565.16	\$7169.77	0.33%
2016-17	20	\$429 292.88	\$21 464.64	0.35%
2017-18	24	\$767 307.87	\$31 971.16	5.34%
TOTAL¹	157	\$2 254 064.42	\$14 357.10	0.89%

¹Totals are the total amounts since the Act commenced in 2008-09

ACTS ADMINISTERED

The Administrative Arrangements Order dated 26 June 2018 gave the Attorney-General and Minister for Justice the responsibility for administering 186 Acts of the NT through AGD.

Attorney-General and Justice

Absconding Debtors Act

Absconding Debtors Regulations

Accommodation Providers Act

Administration and Probate Act

Administration and Probate Regulations

Advance Personal Planning Act

Advance Personal Planning Regulations

Age of Majority Act

Agents Licensing Act

Agents Licensing Regulations

Amendments Incorporation Act

Anglican Church of Australia Act

Anti-Discrimination Act

Anti-Discrimination Regulations

Architects Act

Architects Regulations

Associations Act

Associations (Model Constitution) Regulations

Association Regulations

Auctioneers Act

Auctioneers Act Repeal Act

Australian Crime Commission (NT) Act

Australian Crime Commission (NT) Regulations

Bail Act

Bail Regulations

Births, Deaths and Marriages Registration Act

Births, Deaths and Marriages Registration Regulations

Building Act (provisions relating to the regulation and licensing of occupations)

Business Names (National Uniform Legislation) Implementation Act

Business Names (National Uniform Legislation) Request Act

Business Tenancies (Fair Dealings) Act

Business Tenancies (Fair Dealings) Regulations

Caravan Parks Act

Caravan Parks Regulations

Care and Protection of Children Act (Part 3.3)

Catholic Church in the NT Act

Children's Commissioner Act

Choice of Law (Limitation Periods) Act

Classification of Publications, Films and Computer Games Act

Classification of Publications, Films and Computer Games Regulations

Commercial and Private Agents Licensing Act

Commercial and Private Agents Licensing Regulations

Commercial Arbitration (National Uniform Legislation) Act

Commission of Inquiry (Deaths in Custody) Act

Community Justice Centre Act

Companies (Trustees and Personal Representatives) Act

Companies (Unclaimed Assets and Moneys) Act

Compensation (Fatal Injuries) Act

Construction Contracts (Security of Payments) Act

Construction Contracts (Security of Payments) Regulations

<i>Consumer Affairs and Fair Trading Act</i>	<i>Domestic and Family Violence Regulations</i>
<i>Consumer Affairs and Fair Trading (Infringement Notice Offences) Regulations</i>	<i>Domicile Act</i>
<i>Consumer Affairs and Fair Trading (Motor Vehicle Dealers) Regulations</i>	<i>Electrical Workers and Contractors Act</i>
<i>Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand Dealers) Regulations</i>	<i>Electrical Workers and Contractors Regulations</i>
<i>Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand Dealers) Regulations</i>	<i>Electrical Reform Act (provisions about safety regulation)</i>
<i>Consumer Affairs and Fair Trading (Tow Truck Operators Code of Practice) Regulations</i>	<i>Electronic Conveyancing (National Uniform Legislation) Act</i>
<i>Consumer Affairs and Fair Trading (Trading Stamps) Regulations</i>	<i>Electronic Transactions (NT) Act</i>
<i>Consumer Credit (National Uniform Legislation) Implementation Act</i>	<i>Electronic Transactions (NT) Regulations</i>
<i>Contracts Act</i>	<i>Encroachment of Buildings Act</i>
<i>Co-operatives (National Uniform Legislation) Act</i>	<i>Evidence Act</i>
<i>Co-operatives (National Uniform Legislation)</i>	<i>Evidence Regulations</i>
<i>Coroners Act</i>	<i>Evidence (National Uniform Legislation) Act</i>
<i>Coroners Regulations</i>	<i>Evidence (National Uniform Legislation) Regulations</i>
<i>Corporations (Financial Services Reform Amendments) Act</i>	<i>Family Provision Act</i>
<i>Corporations (NT Request) Act</i>	<i>Fences Act</i>
<i>Corporations Reform (NT) Act</i>	<i>Financial Sector Reform (NT) Act</i>
<i>Corporations Law Rules</i>	<i>Financial Transaction Reports Act</i>
<i>Correctional Services Act</i>	<i>Fines and Penalties (Recovery) Act</i>
<i>Correctional Services Regulations</i>	<i>Fines and Penalties (Recovery) Regulations</i>
<i>Court Security Act</i>	<i>Gaming Control Act (except provisions about taxes and levies)</i>
<i>Court Security Regulations</i>	<i>Gaming Control (Gaming Machines) Regulation</i>
<i>Courts and Administrative Tribunals (Immunities) Act</i>	<i>Gaming Control (Internet Gaming) Regulation</i>
<i>Crimes at Sea Act</i>	<i>Gaming Control (Licensing) Regulation</i>
<i>Criminal Code Act</i>	<i>Gaming Control (Reviewable Decisions) Regulation</i>
<i>Criminal Investigation (Extra-territorial Offences) Act</i>	<i>Gaming Control (Taxes and Levies) Regulation</i>
<i>Criminal Investigation (Extra-territorial Offences) Regulations</i>	<i>Gaming Machine Act (except Part 8)</i>
<i>Criminal Property Forfeiture Act</i>	<i>Gaming Machine Regulations</i>
<i>Criminal Property Forfeiture Regulations</i>	<i>Gaming machine Rules</i>
<i>Criminal Records (Spent Convictions) Act</i>	<i>Health and Community Services Complaints Act</i>
<i>Criminal Records (Spent Convictions) Regulations</i>	<i>Health and Community Services Complaints Regulation</i>
<i>Cross-border Justice Act</i>	<i>Health Practitioners Act (Part 3)</i>
<i>Cross-border Justice Regulations</i>	<i>Information Act (except Part 9)</i>
<i>Crown Proceedings Act</i>	<i>Information Regulations</i>
<i>Crown Proceedings Regulations</i>	<i>International Transfer of Prisoners (NT) Act</i>
<i>Cullen Bay Marina Act</i>	<i>Juries Act</i>
<i>Cullen Bay Marina Regulations</i>	<i>Juries Regulations</i>
<i>Dangerous Goods Act</i>	<i>Jurisdiction of Courts (Cross-Vesting) Act</i>
<i>Dangerous Good Regulations</i>	<i>Justices of the Peace Act</i>
<i>De Facto Relationships Act</i>	<i>Kava Management Act</i>
<i>De Facto Relationships (NT Request) Act</i>	<i>Kava Management Regulations</i>
<i>Defamation Act</i>	<i>Lake Bennett (Land Title) Act</i>
<i>Director of Public Prosecutions Act</i>	<i>Land Title Act</i>
<i>Domestic and Family Violence Act</i>	<i>Land Title Regulations</i>
	<i>Law of Property Act</i>
	<i>Law Officers Act</i>
	<i>Law Reform (Miscellaneous Provisions) Act</i>

FINANCIAL STATEMENTS

Legal Aid Act

Legal Aid Regulations

Legal Profession Act

Legal Practitioners Disciplinary Tribunal Rules

Legal Profession Admission Rules

Legal Profession Regulations

Rules of Professional Conduct and Practice

Licensed Surveyors Act (provisions relating to the regulation and licensing of occupations)

Licensing (Director General) Act

Limitation Act

Liquor Act

Liquor Regulations

Liquor Commission Act

Local Court Act

Local Court (Adoption Of Children) Rules

Local Court (Civil Jurisdiction) Rules

Local Court (Criminal Jurisdiction) Regulations

Local Court (General) Rules

Local Court Regulations

Local Court (Civil Procedure) Act

Local Court (Criminal Procedure) Act

Married Persons (Equality of Status) Act

Mental Health and Related Services Act (Part 15)

Misuse of Drugs Act

Misuse of Drugs Regulations

Mutual Recognition (NT) Act

Northern Territory Civil and Administrative Tribunal Act

Northern Territory Civil and Administrative Tribunal Regulations

Northern Territory Civil and Administrative Tribunal Rules

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

Parole Act

Parole Orders (Transfer) 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

Personal Violence Restraining Orders Act

Plumbers and Drainers Licensing Act (provisions relating to the regulation and licensing of occupations)

Plumbers and Drainers Licensing (Validation) Act

Powers of Attorney Act

Powers of Attorney Regulations

Presbyterian Church (NT) Property Trust Act

Price Exploitation Prevention Act

Printers and Newspapers Act

Prisoners (Interstate Transfer) Act

Prisoners (Interstate Transfer) Regulations

Private Security Act

Private Security (Crowd Controllers) Regulations

Private Security (Miscellaneous Matters) Regulations

Private Security (Security Firms) Regulations

Private Security (Security Officers) Regulations

Professional Standards Act

Professional Standards Regulations

Proportionate Liability Act

Prostitution Regulation Act

Prostitution Regulations

Public Interest Disclosure Act

Public Interest Disclosure Regulations

Public Notaries Act

Public Seal Act

Public Trustee Act

Public Trustee Regulations

Racing and Betting Act (except Part IV, Division 5)

Greyhound Racing Rules

Racing and Betting Regulations

Totalisator Rules

Radioactive Ores and Concentrates (Packaging and Transport) Act

Radioactive Ores and Concentrates (Packaging and Transport) Regulations

Real Property (Unit Titles) Act

Real Property (Unit Titles) Regulations

Registration Act

Registration Regulations

Residential Tenancies Act

Residential Tenancies Regulations

Retirement Villages Act

Retirement Villages Regulations

Return to Work Act

1

2

3

4

Return to Work Regulations
Rights of the Terminally Ill Act
 Rights of the Terminally Ill Regulations
Sale of Goods Act
Sale of Goods (Vienna Convention) Act
Sale of NT TAB Act
Salvation Army (NT) Property Trust Act
Sea-Carriage Documents Act
Sentencing Act
 Sentencing Regulations
Sentencing (Crime of Murder) and Parole Reform 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
Soccer Football Pools Act (except provisions about duties)
 Pools Rules
 Rules of Authorised Lotteries
 Soccer Football Pools Regulations
Sources of the Law Act
Standard Time Act
Status of Children Act
 Status of Children Regulations
Statute Law Revision (Registration of Instruments) Act
Summary Offences Act
 Summary Offences Regulations
Supreme Court Act
 Supreme Court (Absconding Debtors) Rules
 Supreme Court (Senior Counsel) Rules
 Supreme Court Regulations
 Supreme Court Rules
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
 Termination of Units Plans and Unit Title Schemes Regulations
Terrorism (NT) Request Act
The Commercial Bank of Australia Limited (Merger) Act
The Commercial Banking Company of Sydney Limited (Merger) Act
Tobacco Control Act (provisions about smoking in liquor licensed premises, licensing and enforcement)

Totalisator Licensing and Regulation Act (except provisions about wagering tax)
 Totalisator Licensing and Regulation (Arbitration) Regulations
 Totalisator Licensing and Regulation (Wagering) Rules
 Totalisator Licensing and Regulation Regulations
Transport of Dangerous Goods by Road and rail (National Uniform Legislation) Act
 Transport of Dangerous Goods by Road and rail (National Uniform Legislation) Regulations
Trans-Tasman Mutual recognition 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 (Management Modules) Regulations
 Unit Titles Regulations
Uniting Church in Australia Act
Unlawful Betting 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 (NT) Act
Work Health Administration Act
Work Health and Safety (National Uniform Legislation) Act
 Work Health and Safety (National Uniform Legislation) Regulations
 Work Health Court Rules
Youth Justice Act (Part 4)



LEGISLATION ENACTED

The following legislation developed by the department was enacted in 2017-18.

Act No.	Legislation	Date of Assent
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13th Assembly 2017

17	<i>Parole Amendment Act</i>	30/08/2017
18	<i>Supreme Court Amendment (Associate Judges) Act 2017</i>	05/09/2017
21	<i>Criminal Code Amendment (Dangerous Navigation of Vessels) Act 2017</i>	08/11/2017
22	<i>Misuse of Drugs Amendment Act 2017</i>	30/11/2017
23	<i>Independent Commissioner Against Corruption Act 2017</i>	08/12/2017
24	<i>Liquor Amendment Act 2017</i>	08/12/2017

13th Assembly 2018

2	<i>Liquor Legislation Amendment (Licensing) Act 2018</i>	16/02/2018
1	<i>Liquor Commission Act 2018</i>	16/02/2018
3	<i>Independent Commissioner Against Corruption (Consequential and Related Amendments) Act 2018</i>	21/02/2018
7	<i>Evidence (National Uniform Legislation) Amendment (Journalist Privilege) Act 2018</i>	19/04/2018
6	<i>Criminal Code Amendment (Intimate Images) Act 2018</i>	19/04/2018
8	<i>Expungement of Historical Homosexual Offence Records Act 2018</i>	23/05/2018
11	<i>Residential Tenancies Amendment Act 2018</i>	23/05/2018
10	<i>Statute Law Revision Act 2018</i>	23/05/2018
9	<i>Liquor Amendment (Point of Sale Intervention) Act 2018</i>	23/05/2018

REGULATIONS COMMENCED

The following regulations developed by the department commenced in 2017-18.

Act No.	Legislation	Date of Commencement
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13th Assembly 2017

19	<i>Work Health and Safety (National Uniform Legislation) Amendment Regulations 2017</i>	01/07/2017
25	<i>Liquor Amendment Regulations 2017</i>	26/07/2017
29	<i>Liquor Amendment (General Policy Direction) Regulations 2017</i>	27/10/2017
28	<i>Consumer Affairs and Fair Trading (Fuel Retailers) Regulations</i>	01/11/2017
33	<i>Domestic and Family Violence Amendment Regulations 2017</i>	25/11/2017 (r 2, s 2 Domestic and Family Violence (Recognition of Domestic Violence Orders) (National Uniform Law) Amendment Act 2017 (Act No. 2, 2017) and Gaz S86, 24/11/2017)
39	<i>Gaming Machine Amendment Regulations 2017</i>	29/11/2017
38	<i>Gaming Control (Community Gaming) Amendment Regulations 2017</i>	29/11/2017
37	<i>Private Security Legislation Amendment Regulations 2017</i>	29/11/2017
36	<i>Racing and Betting Amendment Regulations 2017</i>	29/11/2017

13th Assembly 2018

2	<i>Liquor Amendment (Supervision Orders) Regulations 2018</i>	31/01/2018
7	<i>Dangerous Goods Amendment Regulations 2018</i>	11/04/2018

GLOSSARY

ABC	Australian Broadcasting Corporation
ADC	Anti-Discrimination Commission
AGD	Department of the Attorney-General and Justice
AIDS	Acquired Immune Deficiency Syndrome
AJA	Aboriginal Justice Agreement
AJU	Aboriginal Justice Unit
ALPA	Arnhem Land Progress Aboriginal Corporation
ARC	Audit and Risk Committee
ASCC	Alice Springs Correctional Centre
ATSI	Aboriginal and Torres Strait Islander
BCS	Business Classification Scheme
BDM	Births, Deaths and Marriages
BDR	Banned Drinker Register
BIITE	Batchelor Institute of Indigenous Tertiary Education
BWC	Barkly Work Camp
CAAMA	Central Australian Aboriginal Media Association
CAHS	Central Australia Health Service
CBYSM	Community Based Youth Supervision Model
CC	Community Corrections
CCO	Chief Correctional Officer
CCSRP	Core Clinical Systems Renewal Program
CCTV	Closed Circuit Television
CDU	Charles Darwin University
CEO	Chief Executive Officer
CHART	Changing Habits and Reaching Targets
CIAC	Correctional Industries Advisory Council
CJC	Community Justice Centre
CJRSU	Criminal Justice Research and Statistics Unit
CO	Custodial Officer
COAG	Council of Australian Governments
CPD	Continuing Professional Development
CPE	Commissioner for Public Employment
CPSU	Community and Public Sector Union
CSP	Community Support Program
CTSS	Court and Tribunal Support Services
CVP	Community Visitor Program
CVSU	Crime Victims Services Unit
CWO	Community Work Order
DCC	Darwin Correctional Centre

DCP	Darwin Correctional Precinct (includes operations outside the DCC perimeter fence)
DOH	Department of Health
DPP	Director of Public Prosecutions
DV	Domestic Violence
DWC	Datjala Work Camp
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
ELG	Executive Leadership Group
EM	Electronic Monitoring
EVP	Elders Visiting Program
FOI	Freedom of Information
FRU	Fines Recovery Unit
FTE	Full Time Employee
FVP	Family Violence Program
GM	General Manager
HCSCC	Health and Community Services Complaints Commission
HR	Human Resources
ICAC	Independent Commission Against Corruption
ICT	Information and Communications Technology
IECD	Indigenous Employment and Career Development (Program, Strategy)
IEP	Indigenous Employment Program
IJIS	Integrated Justice Information System
IOMS	Integrated Offender Management System
IMC	Information Management Committee
IPR	Individual Performance Review
IRG	Indigenous Reference Group
LED	Light Emitting Diode
MEP	Miwatj Employment and Participation
MLA	Member of the Northern Territory Legislative Assembly
MOU	Memorandum of Understanding
NDARC	National Drug and Alcohol Research Centre
NGO	Non-Government Organisation
NT	Northern Territory
NTCA	Northern Territory Consumer Affairs
NTCAT	Northern Territory Civil and Administrative Tribunal
NTCI	Northern Territory Correctional Industries
NTCS	Northern Territory Correctional Services
NTG	Northern Territory Government
NTIDF	Northern Territory Infrastructure Development Fund
NTPS	Northern Territory Public Sector
OCPE	Office of the Commissioner for Public Employment
OPC	Office of the Parliamentary Counsel





OVP	Official Visitors Program
PCR	Post-Consumer Recycling
PCV	Principal Community Visitor
PEP	Paid Employment Program
PIEF	Personal Injury Education Foundation
PHC	Primary Health Care
PIO	Principal Industries Officer
PPCM	Probation and Parole Case Manager
PPO	Probation and Parole Officer
PROMIS	Police Real-time Online Management Information System
PSEMA	Public Sector Employment and Management Act
PSU	Professional Standards Unit
RAGE	Recognising Anger and Gaining Empowerment
RBD	Residential Building Dispute
SCO	Senior Correctional Officer
SFNT	Solicitor for the Northern Territory
SIO	Senior Industries Officer
SLA	Service Level Agreement
SLDU	Staff Learning and Development Unit
SMT	Sentence Management Team
SOTP	Sex Offender Treatment Program
SPSC	Social Policy Scrutiny Committee
SS	Shift Supervisor
TAFS	Treasurer's Annual Financial Statement
TCO	Trainee Correctional Officer
TEHS	Top End Health Service
TOR	Terms of Reference
TWC	Tangentyere Women's Committee
USQ	University of Southern Queensland
VEP	Volunteer Employment Program
VET	Vocational Education and Training
VOTP	Violent Offender Treatment Program
WAS	Witness Assistance Services
WHS	Work Health and Safety
WILS	Work Integrated Learning Scholarship

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