

Department of
**THE ATTORNEY-GENERAL
AND JUSTICE**

Annual Report

2018-19



Our 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 2018–19 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
- the wider public.

Letter to the Minister

Dear Minister

I am pleased to submit to you the 2018-19 Annual Report for the Department of the Attorney-General and Justice, in accordance with Section 28 of the *Public Sector Employment and Management Act 1993* and Section 12 of the *Financial Management Act 1995*.

Pursuant to my obligations under section 13 of the *Financial Management Act 1995* 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 under my control observe the provisions of the *Financial Management Act 1995*, the *Financial Management Regulations 1995* and Treasurer's Directions.
- b. Procedures within the agency afford proper internal control and a 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 1995*.
- c. No major breach of legislation or delegation, major error in or omission impacting the accounts and records exists.
- d. The department maintains 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 are also 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 1995*, 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



Greg Shanahan

Chief Executive Officer

30 September 2019

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OUR CEO

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

The year in review:

Message from the Chief Executive Officer

I am pleased to present the annual report for the Department of the Attorney-General and Justice (the department) for 2018-19, outlining our activities and achievements over the past financial year.

2018-19 was another year of significant reforms for the department and progress of other critical programs for government. It was pleasing to see that on my return from an unplanned period of absence the priorities for the department around the Aboriginal Justice Agreement, alcohol reforms, Correctional Services reform and significant legislative reforms around the *Anti-discrimination Act 1992*, amendments to the *Criminal Code and Justice Legislation Amendment Act 2018* have made real progress. These reforms position the department for more contemporary arrangements into the future. The successful progression of many of these in my absence is attributable to the outstanding efforts of Ms Meredith Day as Acting Chief Executive Officer.

During the year, Licensing NT continued to work alongside the Department of Health and the Alcohol Review Implementation Team to progress the alcohol reforms from the Riley Review. A significant milestone in the reform was the introduction of the draft Bill into the Legislative Assembly on 15 May 2019. The new legislation is intended to provide a strengthened framework for regulating the sale and supply of alcohol in the Northern Territory and will come into effect on 1 October 2019. Alongside this review has been the review of the regulatory operations of Licensing NT to better deliver these services in line with other regulatory platforms in the department. The end result of this will



be a restructured division better aligned with operations of Consumer Affairs and support for WorkSafe NT and this should be finalised in 2019.

The year has been a positive one for Northern Territory Correctional Services with the appointment of the new Commissioner, Mr Scott McNairn, in October 2018 and a new general manager for the Darwin Correctional Centre. This saw the departure of Mr Kevin Raby after a distinguished time with NT Correctional Services. Throughout the year NT Correctional Services worked tirelessly on the reform work for NT Correctional Services. This will see the implementation of a new Operating Philosophy, which will underpin an improvement in prisoner rehabilitation and education, as well as improved pathways for offenders once they leave the system. The reform work will continue into 2020 and beyond. It has been rewarding to see how genuine consultation has resulted in a relatively smooth process of reform to this point.

Consultation and negotiations with critical stakeholder groups continued throughout the year on the Aboriginal Justice Agreement; 69 consultations were held throughout the Northern Territory during the year. The Aboriginal Justice Agreement will be a significant piece of reform for the Northern Territory Government in working with Aboriginal people for improved local decision making and better on-country alternatives to prison with better, more culturally appropriate, court engagement and reduced re-offending. There is heightened enthusiasm from many stakeholder groups on the finalisation of this piece of reform and

arrangements are underway for the final consultation to occur later in 2019.

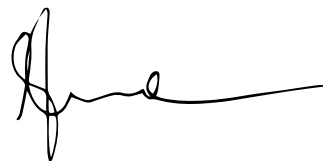
Significant progress was also made on measures to support victims of domestic violence, youth and other court users by Court Support Services. Renovations to the Local Court building in Alice Springs are expected to be completed later this year and will enable practice changes to help hold perpetrators of domestic violence to account. This also provides incentives and opportunities to change their behaviour and keeps victims safe and supported through the court process.

During the period, Mr Tim Lyons commenced work on the Best Practice Review of Work Health and Safety in the Northern Territory, which culminated in the acceptance of 23 of 27 of the recommendations. Those recommendations include a new offence of industrial manslaughter, formalisation of a new Investigations Unit within NT WorkSafe, strengthening enforceable undertakings and completion of the review of NT WorkSafe's decision-making and development process for publication of safety alerts following serious incidents. The reform is a significant investment in improving workplace safety in the Territory and the implementation of the recommendations will be undertaken over the next five years.

As a backdrop to this work, the Northern Territory Government accepted 68 of the 79 recommendations from the Fiscal Strategy Panel's final report, A Plan for Budget Repair, and for this department it will require both a medium and long-term look at the operations

of the department, as well as implementing the recommendations from the government's Root and Branch Review. In responding to this, I established a Change Steering Committee to oversee the reform for the department, including the government's further centralisation of some of the Corporate Services functions. While we have a lot to do and it will continue for some time, I am confident that with the goodwill of our employees and a desire to implement change respectfully, appropriately and in a considered way, the reform should complement our operations.

I also wish to acknowledge and thank all our employees for their commitment, dedication and hard work throughout the year. I would also like to thank Meredith Day, who in my absence continued to lead the department to the achievement of the government's priorities and responsibilities. Undoubtedly we have only been able to achieve these results due to the professionalism and enthusiasm of all our employees and for this I thank you.



Greg Shanahan
Chief Executive Officer

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.

Budget Paper No. 3 Output Groups

The department supports the Northern Territory Government's objective of building safer, fairer and stronger communities through the following output groups as published in Budget Paper No. 3 of 2018-19.

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.

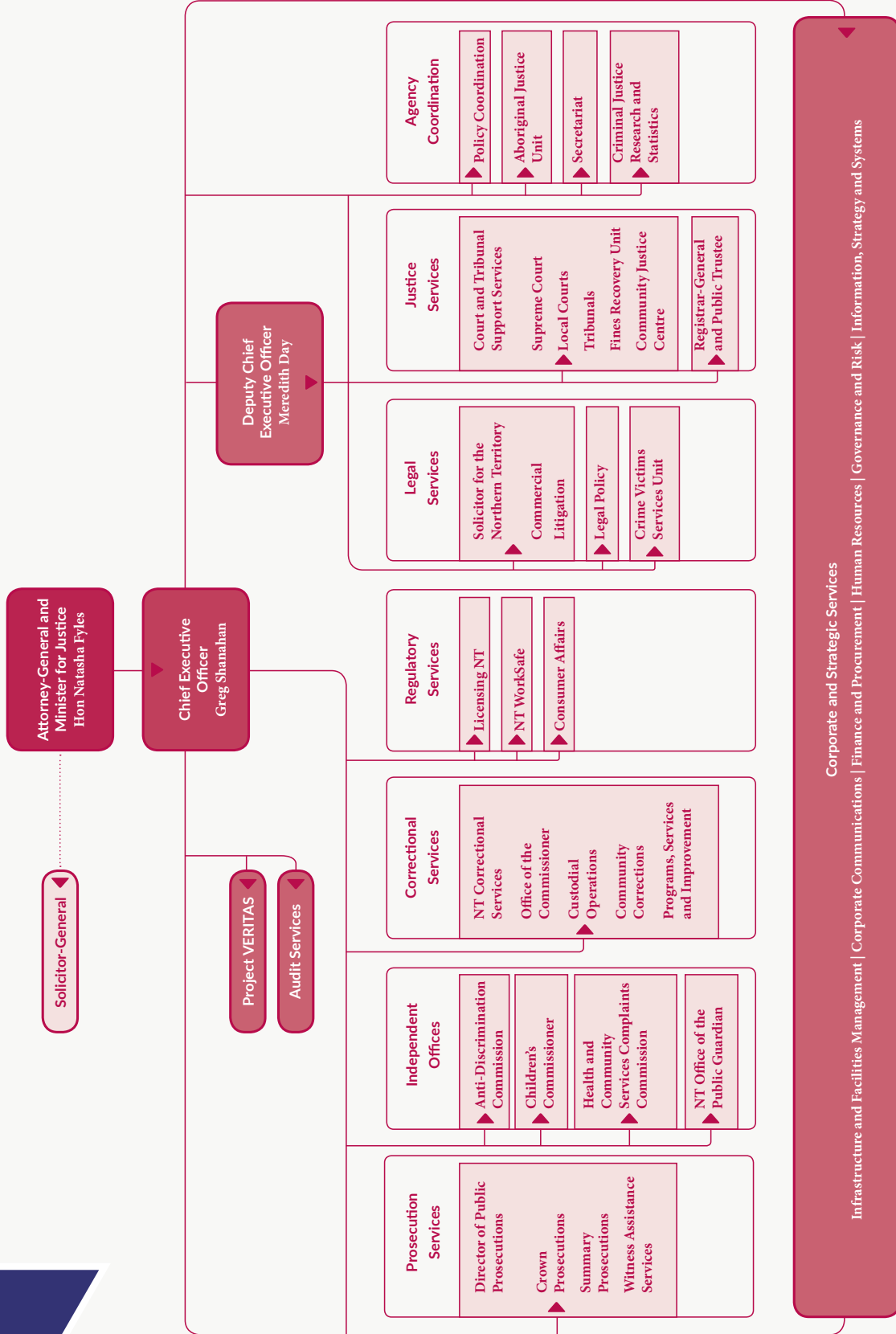
Accountability: Be transparent and accountable for our actions, delivering on our commitments in an appropriate manner, using our resources effectively.

Output Group	Locations
Legal Services	<ul style="list-style-type: none"> • Solicitor for the Northern Territory • Legal Policy • Crime Victims Services Unit • Criminal Justice Research and Statistics
Correctional Services	<ul style="list-style-type: none"> • Custodial Services • Community Corrections • Parole Board
Court and Tribunal Support Services	<ul style="list-style-type: none"> • Higher Courts • Lower Courts and Tribunals • Fines Recovery Unit • Integrated Justice Information System
Director of Public Prosecutions	<ul style="list-style-type: none"> • Director of Public Prosecutions
Independent Offices*	<ul style="list-style-type: none"> • Consumer Affairs • Anti-Discrimination Commission • Registrar-General • Public Trustee • Children's Commissioner • Office of the Public Guardian • Health and Community Services Complaints Commission
Regulatory Services	<ul style="list-style-type: none"> • Licensing NT • NT WorkSafe

*Note: the Office of Public Interest and Information Commission transferred out during the reporting period

Organisation Chart

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE



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.



Greg Shanahan (Chair)

Chief Executive Officer

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

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

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



Meredith Day

Deputy Chief Executive Officer

Ms Day has held executive and senior positions in the department since 2007. Since 2014, she has been the Deputy CEO, and between March 2018 and March 2019 was the acting CEO. 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, Ms Day worked as a lawyer, joining the Solicitor for the Northern Territory in 2005, where she held a number of roles, including Director of the Litigation Division. Prior to becoming a public servant, Ms Day 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 Executive Director, Legal Services

Mr Smyth graduated with a Bachelor of Laws with First Class Honours from the Northern Territory University in 2002 and was awarded the University Medal and Attorney-General's Medal. He also holds Bachelor of Science with Honours (Geology) from LaTrobe University (1992). Mr Smyth 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, Mr Smyth was Associate to Justice Angel of the Northern Territory Supreme Court and completed his articles of clerkship at Cridlands. Mr Smyth commenced with the Litigation Division of the Solicitor for the Northern Territory in 2003 and was the Acting Director of the Litigation Division from December 2013 until his permanent appointment in November 2015. Mr Smyth has been Acting Executive Director, Legal Services since 18 March 2019.

Prior to appointment as the Director of the Litigation Division, Mr Smyth was the team leader of the Administrative, Government and Employment Law Team. He also spent time as the Acting Judicial Registrar of the Local Court and Work Health Court in Darwin, was seconded to the Solicitor-General's Chambers for six months in 2012 and was acting Deputy Chief Executive Officer between March 2018 and March 2019.



Wojciech Jacek (Jack) Karczewski QC

Director, Public Prosecutions

Mr Karczewski QC 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.

Mr Karczewski QC commenced employment with the Prosecutions Division of the Northern Territory Department of Law in June 1984 and was admitted to practice as a Legal Practitioner of the Supreme Court of the Northern Territory in August 1984. He was appointed Senior Crown Prosecutor for the Northern Territory in September 1991. He transferred to the Policy Division 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.

Mr Karczewski QC 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. Mr Karczewski QC was appointed Deputy Director of the ODPP in June 1998 and Director of Public Prosecutions in February 2013.



Scott McNairn

Commissioner, NT Correctional Services

Mr McNairn has 33 years' experience in public and private sector corrections. He has worked in management positions in the UK, Australia and New Zealand. Mr McNairn came to Australia in January 2010, and governed two high-security prisons in Brisbane before being promoted to Deputy Director Operations and then Director of Prisons for Serco Asia Pacific. He left Serco in July 2017 to take up the appointment as General Manager Justice for the Downer Group Australia, developing a justice arm for the business.

In October 2018, Mr McNairn was appointed Commissioner for Northern Territory Correctional Services. Since his appointment, he has developed the largest prison reform agenda in Australia, which focuses on the development of new operating models. The new operating models will address the over-representation of Aboriginal offending and provide culturally appropriate programs to address the unique criminogenic needs of Aboriginal prisoners.

Mr McNairn graduated from Glasgow University with a Masters in Business Administration and has several additional management qualifications.



Alecia Brimson

Executive Director, Corporate and Strategic Services

Ms Brimson has spent over 30 years in the public sector working for the Australian and Northern Territory governments. She has held operational and corporate positions, and worked in most of the larger regions of the Northern Territory during her formative years in the NT Public Sector.

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

Ms Brimson 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

Mr Cox was appointed Director of Courts in 2004 and has been Executive Director of Courts and Tribunals since 2012. He has a Bachelor of Laws from Charles Darwin University (2008) and Graduate Diploma in Legal Practice from the Australian National University (2008). Mr Cox also holds appointment as an Acting Registrar of the Supreme Court and is a Notary Public. He is a Fellow of the Australian and New Zealand College of Notaries. Mr Cox commenced as a Court Assistant in Katherine in 1988 and has held a number of senior statutory positions, including Sheriff, Supreme Court Registrar and Principal Registrar of the Local Court.



Melissa Garde

Acting Executive Director, NT WorkSafe

Ms Garde has been employed with NT WorkSafe for 10 years, holding a range of roles, including being an authorised inspector prior to her appointment in 2013 as the Director of Permissioning and Advisory Services. In addition to holding a Certificate IV in Government Investigations and a Diploma in Occupational Health and Safety, Ms Garde has completed a Graduate Certificate in Business (Public Sector Management Program) with the Queensland University of Technology and completed a Professional Management Program through the University of Adelaide.

Ms Garde is appointed as the Work Health Authority, the Electrical Safety Regulator and Chief Inspector under the Radioactive Ores and Concentrates (Transport and Packaging) Act. She is also the Chair of the NT Workers' Rehabilitation and Compensation Scheme Monitoring Committee, and represents the Northern Territory on various national work health and safety forums.



Sally Ozolins

Acting Director-General, Licensing NT

Ms Ozolins graduated from the Northern Territory University with a Bachelor of Arts in 1997 and a Bachelor of Laws in 2001, commencing work in the Northern Territory Public Service in 2001 as an articled clerk with the then Attorney-General's Department. Upon admission to the Supreme Court of the Northern Territory, Ms Ozolins was employed in the office of the Director of Public Prosecutions, where she worked as a Crown Prosecutor and in various managerial roles until taking up the role of Deputy Director (Operations) at Licensing NT in 2016. She has also been employed in investigative and regulatory roles, including in relation to health practitioners and as the Deputy Coroner.

Ms Ozolins was appointed as Acting Director-General of Licensing in January 2019 and holds appointment as the Registrar of Land, Business and Conveyancing Agents.



Jim Laouris

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

Mr Laouris commenced as Deputy Public Trustee in 1997 and since then has held a number of management and policy-based positions throughout government, including 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).

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

Mr Gary Clements Commissioner for Consumer Affairs was also a member of the committee during 2018-19. Rotating with Mr Laouris during the year.

Committees

Several committees and sub-committees are established to manage, monitor and support special projects and specialist activities across the department or those led by the department. The terms of reference define the roles of the committees. The committees listed below form part of the agency-wide committees to 30 June 2019.

- Executive Management Group
- Executive Leadership Group
- Audit and Risk Committee
- Work Health and Safety Committee
- Information Management Committee
- Change Management Steering Group

Refer to appendices for further detail.

AGD Committees at work



Department Work and Health Committee Members - L-R Derryn Southwell, A/Director Governance and Risk; Mihali Taktikos, Governance Officer; Stephen Gelding, Director Occupational Licensing and Policy, Alexander Brynes Chief Officer Security Management; Carolyn Whyte, Director Criminal Justice Research and Statistics; Eloise Tentye, Office Manager



Audit and Risk Committee Members - L-R Emily Clarke, Solicitor for the Northern Territory; Yvonne Sundmark, Director Risk Management and Audit, Department of Health; Chris Wicks, Director Regulatory Reform, NT WorkSafe; Steve Bartlett, A/General Manager Commercial Territory Generation Absent; Steve Wheelhouse, Director Fines Recovery Unit

Statutory Office Holders And Statutory Offices

A number of statutory offices came under the umbrella of the department in 2018-19 for the purposes of the *Public Sector Employment and Management Act 1993* and the *Financial Management Act 1995*.

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 to Statutory Boards and Committees
- Statutory Boards and Bodies

Refer to *appendices* for further detail.

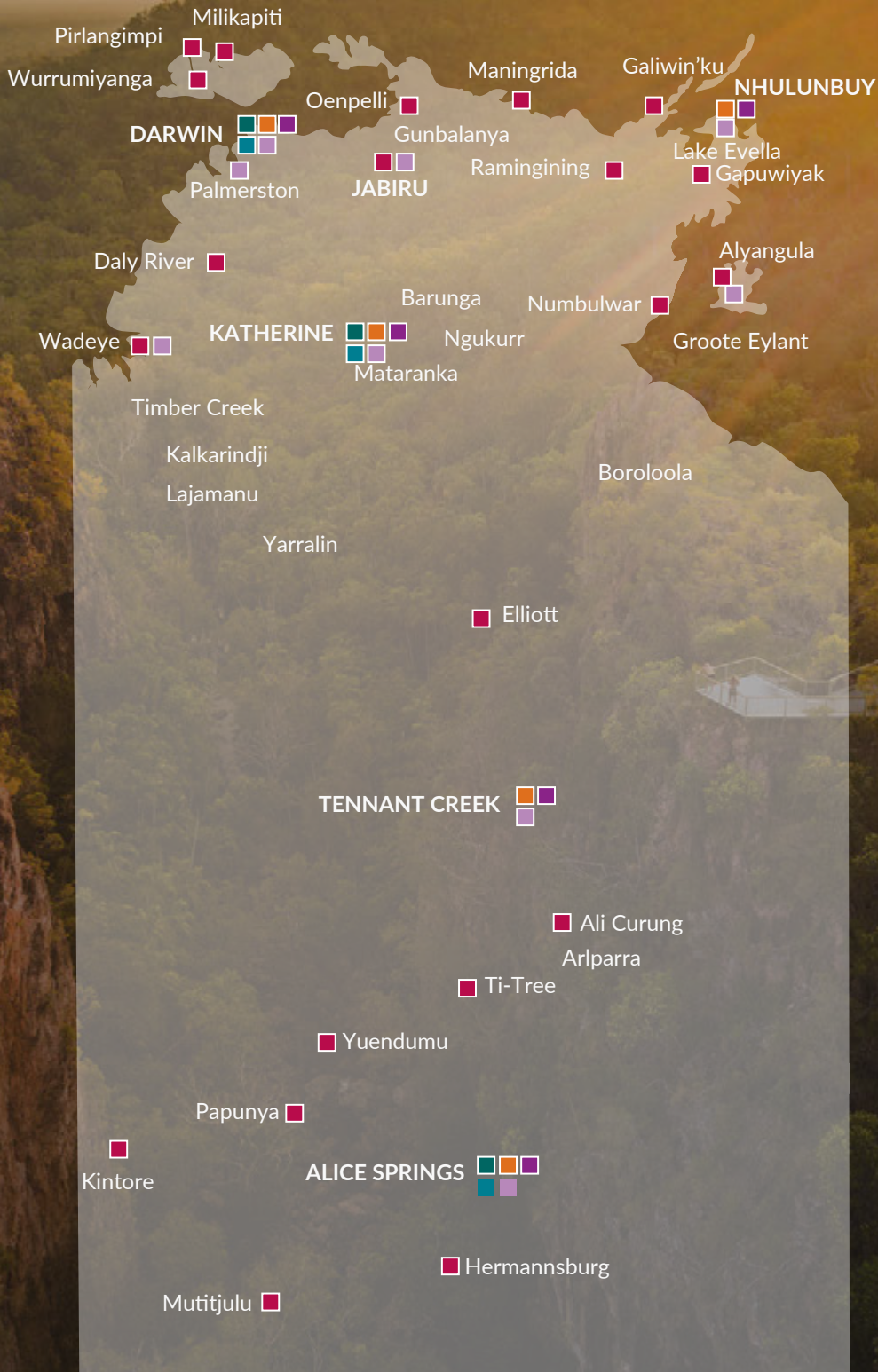


Change Management Steering Group monthly meeting



*L-R BACK ROW Marita Cabot, Licensing NT; Alecia Brimson, Corporate and Strategic Services; Wade Jensen, Corporate and Strategic Services; Craig Smyth, Legal Services; Melissa Garde, NT WorkSafe
L-R FRONT ROW Traci Keys, Independent Offices; Derryn Southwell, Corporate and Strategic Services; Meredith Day, Deputy Chief Executive Officer; Ros Lague, NT Correctional Services; Nadine Katariski, Corporate and Strategic Services*

Locations in the NT



- The Department
- Courts
- Circuit Courts
- Licensing NT
- NT Worksafe
- NT Correctional Service

LOCATIONS IN THE NT

▶ 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

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 23 with further information provided in the Output section of this report.

Strategic Issues for 2018-19

The following issues relating to Safer Communities and Trust were 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, reducing offending and recidivism, bail and sentencing, criminal procedure, vulnerable witnesses, victims of crime and employee safety.
- 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 the government's legislative agenda and crime prevention strategies.

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 Riley Review, and *Prostitution Regulation Act 1992*, and modernisation of the *Anti-Discrimination Act 1992*.
- Reforming the justice and correctional services system to reduce offending and provide alternative pathways through the system.

Highlights

Alcohol Harm Minimisation

On 22 August 2018, the Northern Territory Government passed amendments to the *Liquor Act 1978*, arising from the Alcohol Policy and Legislation Review, which commenced on 1 October 2018. These amendments introduced a requirement for all liquor retailers who operate in another state or territory and who want to sell alcohol into the Northern Territory to obtain an interstate retail licence, and the introduction of a minimum price for alcohol.

The introduction of a minimum price for alcohol, often referred to as the floor price, is the first harm minimisation initiative of its kind in Australia.

Establishment of the NT National Redress Coordination Team

The Department worked collaboratively with the Australian Government and other states and territories on the interjurisdictional committee to support the implementation of the National Redress Scheme for Institutional Child Sexual Abuse, and to support the Minister as a member of the National Redress Board which oversees the National Redress Scheme. The National Redress Scheme commenced on 1 July 2018 and operates nationally. The Northern Territory became a fully participating jurisdiction in the scheme in November 2018 and the Northern Territory's obligations under the Scheme are administered by the Crime Victims Services Unit through the NT Redress Coordination Team.

Implementation of the National Consumer Protection Framework

The National Consumer Protection Framework commenced on 26 November 2018 and is the major component of the Australian Government's response to the O'Farrell Review, a review into illegal offshore wagering by Australians. The National Consumer Protection Framework supports the desire to improve

the online wagering experience for Australians by ensuring a consistent national approach to wagering harm minimisation measures and to encourage Australians to bet with licensed Australian operators rather than overseas businesses.

Aboriginal Justice Agreement

Significant progress has been made on the Aboriginal Justice Agreement since 2017, with a draft being circulated for input and feedback in remote communities and with other key stakeholders throughout 2018 and early 2019. To date, 120 consultations have been undertaken across the NT with Aboriginal communities. The draft Agreement was presented to the Attorney-General and Minister for Justice on 21 May 2019 and is expected to be finalised, after further consultation with stakeholders, in late 2019.

Same-sex marriage and sex discrimination

Following Commonwealth amendments to the *Marriage Act 1961* to recognise any 'two people' have the freedom to marry, regardless of their sex or gender, numerous Northern Territory laws were amended to improve the legal recognition of sex and gender diverse Territorians. In particular, provisions catering for the registration of a change of sex were amended. The Bill, introduced in October 2018 and passed on 29 November 2018, commenced on 6 December 2018. Further consideration is underway on a related body of work aimed at improving the legal recognition of sex and gender diverse parents in Northern Territory laws.

Enhanced court facilities and services for victims

The department has enhanced support services to victims by improving access to the Community Justice Centre for people with a disability, and a more consistent, effective and timely resolution service.

Correctional Reforms

Correctional Services commenced a reform agenda and has significant achievements already. The agenda is to develop and implement a staffing model for the Alice Springs and Darwin correctional centres, and a new operational philosophy to ensure an efficient and effective correctional organisation. The reform is focusing on delivering services efficiently, ensuring that programs to reduce reoffending have maximum impact, and that prisoners commit to training and employment, and contribute to the community.

The new Operational Philosophy will enable Correctional Services to deliver safe and secure correctional centres, while fostering a healthy environment that provides real opportunities for prisoners to positively change their lives.

Providing alternative pathways to Prison

Barkly Work Camp and Datjala Work Camp provide community reparations and innovative pathways for prisoners into employment. During 2018-19, the work camps contributed a total of 18 938 hours of community work, providing support for a wide range of community organisations, tourist facilities and events.

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

During 2018-19, a new department people plan was approved, providing structure to workforce planning and employee development initiatives under three strategic themes: People (Organisational Capability), Place (Workforce Culture) and Possibility (Workforce Planning). The plan will be launched across the department in 2019-20.



Output Reporting

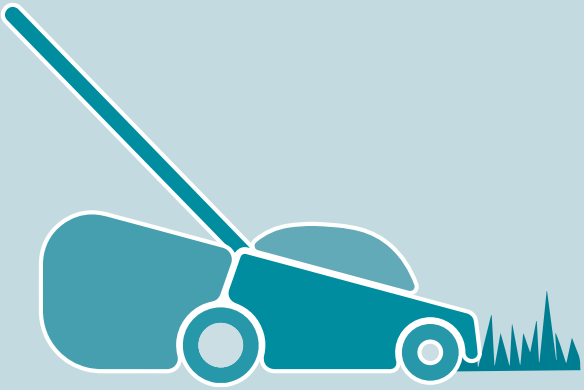
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Fast Facts



20,000+

consumer affairs actions
to assist Territorians



150,000+

hours of Prisoner work parties giving
back to Communities



97%

of Community Benefit
funding awarded

>90%



of Higher and Lower court
matters finalised within 6 months

Output Reporting

This section outlines the department's actual performance against the planned outcomes published in Budget Paper No. 3 for 2018–19. 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 2018–19 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 (SFNT), the Crime Victims Services Unit (CVSU), Legal Policy, the Aboriginal Justice Unit (AJU) and the Criminal Justice Research and Statistics (CJRS) Unit.

Legal Services Division (SFNT and Legal Policy)

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Chargeable lawyer hours	79 490	79 829			
Number of legal files/ matters	3000	2970	3229	3269	3808
Requests for legal services:					
Short advice matters	720	323	593	1146	785
Files opened:					
• provided by SFNT	2000	2010	2159	2226	2725
• domestic violence matters	1500	960	1070	1043	1083
• outsourced (NT Legal Service List)	160	373	408	494	629
• outsourced (ad hoc)	80	94	129	136	72
Legal services (solicitor hours)	90 000	103 581	99 409	104 531	93 114
Client satisfaction	85%	98%	91%	91%	88%

Solicitor for the Northern Territory

SFNT provides government with quality legal advice and representation.

Commercial Division

The Commercial Division provides strategic commercial legal advice to the whole of Government, including complex contract drafting and advice, procurement, land development, funding arrangements, major projects, infrastructure, mining and resources and aboriginal land and native title matters.

Day-to-day business of Government

As well as specific major matters, the Commercial Division provides daily legal assistance to the Northern Territory Government in facilitating government's general business needs. This includes drafting and advising on a multitude of contractual arrangements for government requirements, including consultancies, construction contracting, software licensing, and land dealings. The role of the Commercial Division is to facilitate such business, while at the same time ensuring government is adequately protected from risk. In the 2018-19 financial year, the Commercial Division handled approximately 350 individual new matters, in addition to hundreds of existing matters that had been opened in previous years and are ongoing.

Standard Grant Funding Agreement and GrantsNT

The Commercial Division worked in conjunction with Department of the Chief Minister and a whole-of-government working group to develop a standard funding agreement for use by all government agencies for recurrent grant funding. This project has been under way for almost three years. It is a large body of continuing work, which ties in with the development of the new GrantsNT software system for managing grants. The project included reviewing a large number of funding agreements already in use across government and working with government agencies, the not-for-profit sector and private law firms to create a standardised core set of terms and conditions for grant funded services and activities.

Timber Creek

The Timber Creek Native Title compensation claim (Mr A. Griffiths (deceased) and Lorraine Jones on behalf of the Ngaliwurru and Nugalali Peoples v Northern Territory of Australia) is the first case of its kind in Australia and a test case. The Commercial Division handled the matter from when it was first filed in 2011. It was an enormous matter, ultimately conducted by the Solicitor-General for the Northern Territory, Sonia Brownhill SC, on the instructions of SFNT. On 13 March 2019, the Full Court of the High Court of Australia delivered its decision on the matter, which was the first time the High Court had considered the issue of compensation for extinguishment of native title rights and interests. The High Court determined how compensation for extinguishment of native title rights and interests in the town of Timber Creek should be valued, and this decision will provide guidance across all Australian states and territories as to how these matters should be valued in the future. SFNT will continue to advise government and deal with claims for compensation in the Northern Territory as they arise.

Reforms to the NT Public Health System

The Commercial Division has significant involvement in the development and reform of the Northern Territory public health system. Legal work involves complex statutory interpretation and advice on corporate and accountability structures in the context of an integrated, multi-entity public health system, constituted by Northern Territory Government agencies, statutory corporations, non-profit organisations and private commercial enterprises. A number of key projects arising from this work include the NT Health reform program (strategy, clinical services, revenue optimisation, workforce, procurement and supply chain, travel management and grants); NT Health digital strategy, implementation and administration of the National Disability Insurance Scheme; NT Aboriginal Health Forum – Pathways to Community Control (complementing government's Local Decision Making Framework policy), establishment of NT Health Clinical Trials Coordination Unit and NT Health-wide clinical trials research governance.

Local Decision Making

The Commercial Division provides advice across government to various agencies relating to this project, including advice relating to the landmark Groote Archipelago Local Decision Making Agreement with Anindilyakwa Land Council, as well as a number of other arrangements across the Territory, designed to restore local decision making to remote communities.

Kenbi Aboriginal Land Claim

The Commercial Division continues to provide advice to government in respect of the Kenbi Aboriginal land claim, settled in 2016. A key part of the settlement was the Kenbi Indigenous Land Use Agreement (ILUA), which has been the subject of opposition through the National Native Title Tribunal and the Federal Court of Australia. As part of a judicial review challenge made to the Kenbi ILUA, on 20 May 2019 the Full Court of the Federal Court of Australia delivered judgment in *Northern Land Council v Quall*. While the appeal dealt with the certification purportedly done by the Northern Land Council (NLC) in respect of the Kenbi ILUA, the decision has broader implications because the Full Court held that the certification function of a native title representative body under the *Native Title Act 1993* (Cth), in respect of an application to register an ILUA, is not capable of being delegated. SFNT will continue working with the NLC to ensure the Kenbi ILUA gains registration and the Kenbi settlement can be implemented. SFNT will continue to advise on other issues related to the settlement as they arise.

Warren Park Rugby Stadium

The Commercial Division was heavily involved in the tenure arrangements for the new rugby stadium at Warren Park at Marrara, including providing advice and drafting all lease and other necessary documentation to secure tenure arrangements for the site.

Hydraulic Fracturing Inquiry

The Commercial Division is providing high-level legal and policy advice to all Northern Territory Government agencies in relation to the implementation of the recommendations of the Final Report of the Scientific Inquiry into Hydraulic Fracturing in the Northern Territory. This has included membership of the inter-agency working group and support to the implementation team based at the Department of the Chief Minister.

Major Projects

The Commercial Division is involved in providing advice to Government and preparing documentation for all major projects, which include the Darwin luxury hotel, the shiplift facility, Project Sea Dragon, the Chandler and Apirnta facilities, Arafura Resources Nolan's rare earths project, and seniors' lifestyle accommodation villages.

Native Title Claims

Four native title determinations were made by the Federal Court of Australia in the financial year 2018-19, including in relation to four long-standing native title claims: Jabiru, Larrimah Township Pastoral Lease, Pine Creek Township and Rainbow Valley Conservation Reserve. The Larrimah Township Pastoral Lease and Pine Creek Township determinations recognised the generic formulation of native title rights (first recognised in the *Town of Borroloola*), which included the right of native title holders to access and take for any purposes the resources of the areas. Justice Reeves commended the parties in the Rainbow Valley Conservation Reserve determination for the timely resolution of the claim. The application was filed on 28 June 2018 and the determination was made by consent of the parties on 7 May 2019.

Litigation Division

The Litigation Division provides legal advice and representation in a broad range of civil litigation related matters across Government, including in the areas of employment law, child protection, domestic violence, planning law, administrative law, criminal property forfeiture matters, prosecutions and coronials.

Civil Proceedings relating to the Royal Commission into the Detention and Protection of Children in the Northern Territory

Before and following the Royal Commission into the Detention and Protection of Children in the Northern Territory, a large number of civil proceedings were commenced against the Northern Territory, including several representative actions brought by group members in the Federal Court of Australia, claims by individuals in the Federal Court of Australia and in the Supreme Court and the Local Court of the Northern Territory. The first claims that proceeded to trial in the Supreme Court are now the subject of an appeal to the High Court of

Australia by the former detainees. Other claims that are anticipated, or have commenced, have led to the establishment of a dedicated team within the Litigation Division, known as the Youth Claims Team.

Work Health Authority v Outback Ballooning Pty Ltd

The High Court of Australia delivered judgment in *Work Health Authority v Outback Ballooning Pty Ltd* on 6 February 2019. In upholding the Work Health Authority's appeal by a 6-1 majority, the High Court found sections 19 and 32 of the Work Health and Safety (National Uniform Legislation) Act 2011 are not inconsistent with Commonwealth civil aviation laws, including the *Civil Aviation Act 1988 (Cth)*. Accordingly, the Work Health Authority is able to prosecute Outback Ballooning Pty Ltd in connection with the death of Ms Stephanie Bernoth. The prosecution proceedings have been reinstated and are progressing in the Alice Springs Local Court.

Northern Territory of Australia v Sangare

The High Court of Australia appeal was heard on 11 April 2019 in Brisbane in the matter of *Northern Territory of Australia v Sangare*, concerning whether the impecuniosity of a party is a basis for refusing to make a costs order against that party. The Solicitor-General appeared as counsel, instructed by lawyers from SFNT. The High Court reserved its decision.

Complaint made against the Territory to the Australian Human Rights Commission

During 2019, a significant complaint was raised against the Territory in the Australian Human Rights Commission on behalf of a number of Aboriginal residents of Wadeye alleging discriminatory conduct by the Territory under the *Racial Discrimination Act 1975 (Cth)*. The Litigation Division, are instructing the Solicitor-General's chambers in respect to a response, which is anticipated to be dealt with throughout 2019.

Legal Policy and Policy Coordination

The Legal Policy and Policy Coordination Units develop, review and implement legislative change, and advise the Attorney-General and the government on law and justice measures.

Legal Policy also provides support to other government agencies in implementing law and justice measures through the provision of advice and assistance during the development of legislation, particularly in relation to offences and penalties.

Liquor reforms in response to the Alcohol Policies and Legislation Review

The Northern Territory Alcohol Harm Minimisation Action Plan 2018-2019 responds to the recommendations of the final report of the Alcohol Policies and Legislation Review (Riley Review), which contained 219 recommendations aimed at reducing alcohol-related harm.

Legal Policy continued working 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 in implementing the legislative recommendations of the Riley Review.

In October 2018, the legislation providing for a floor price for alcohol commenced following debate and passage in August 2018 of the *Liquor Amendment (Repeal of Minimum Pricing) Act 2018*. The Northern Territory is the first jurisdiction in Australia to legislate for minimum unit pricing for liquor. The floor price was a key recommendation of the Riley Review as a harm-minimisation measure.

In March 2019, the *Liquor Amendment Act 2019* was passed. The Act clarified the point-of-sale intervention powers provided to the police in 2018, including ensuring that persons on the Banned Drinker Register are not able to purchase or procure liquor, and clarified the circumstances in which the powers may be exercised. It also enabled police undercover operations to support enforcement measures. The Act provided the Liquor Commission with power to conduct public hearings when considering a variation of licence.

Through a significant body of work, namely a rewrite of the *Liquor Act 1978*, the Liquor Bill 2019 was introduced into the Legislative Assembly in May 2019. The Bill responds to 64 of the Riley Review recommendations. Once commenced, it will provide a new legislative framework for the regulation of liquor and replace the *Liquor Act 1978*.

The Liquor Bill 2019 was developed through extensive consultation, including through a draft exposure Bill. The Liquor Bill 2019 also incorporates changes to police powers of seizure and forfeiture following a review of existing powers undertaken in response to recommendations of the Economic Policy Scrutiny Committee during consideration of the Liquor Amendment Bill 2018.

Work is continuing on developing regulations under the new *Liquor Act*.

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

Legal Policy is co-ordinating three projects to give effect to the recommendations of the Royal Commission into the Detention and Protection of Children in the Northern Territory. The Alice Springs Children's Court Reform project involves construction of a new multi-purpose courtroom modelled on the Darwin Children's Court as part of the refurbishment of the Local Court in Alice Springs. Implementation of the project has been guided through a project reference group consisting of local youth justice and child protection practitioners.

The second project relates to training for legal practitioners working in the Children's Court. The Inaugural Children's Court Practitioners Training Conference was successfully held on 28 and 29 March 2019 in Darwin and was attended by 74 attendees, including lawyers, educators, youth workers and police prosecutors from across the Northern Territory, and speakers from other Australian jurisdictions and New Zealand. The key areas of focus of the conference were trauma, Aboriginal cultural competence, child and adolescent development, adolescent mental health, and cognitive and communication deficits.

The final project focuses on engaging with the Parole Board, Territory Families, North Australian Aboriginal Justice Agency, NT Legal Aid Commission and the department's Aboriginal Justice Unit to

identify and improve areas of practice reform relevant to youths who are sentenced to a term of detention with a non-parole period.

National Redress Scheme

Administrative responsibility for the implementation and operation of the National Redress Scheme in the NT was allocated to the department. Legal Policy continues to assist with consideration of amendments to the scheme and rules. Following the commencement of the scheme in July 2018, Legal Policy assisted in finalising processes so that the NT could start taking part in the scheme in November 2018.

Administration of justice, court administration, and regulation of the legal profession

A *Local Court Amendment (Judicial Appointments) Act 2018* was passed on urgency to remedy a situation where it was suggested that the appointment of certain judges and acting judges of the Local Court was potentially non-compliant and ensured that any judicial acts and decisions made by those judges were validated to preserve public confidence in the Local Court. The Act clarified the process for appointments so that the issue would not arise again.

A *Justice Legislation Amendment Act 2018* was passed to amend various acts providing for appointment and retirement of statutory officers to increase the age of statutory retirement from 70 to 72 years of age. This enables judges with a wealth of experience to be retained on the bench.

The department also progressed the first significant update of the *Interpretation Act* in some time, with legislation passed in October 2018 that updated a range of out-dated provisions. These amendments will improve the clarity and accessibility of definitions used to interpret Northern Territory legislation.

Legislation, passed in August 2018, enables the Northern Territory to progress Australia's ratification of the Optional Protocol to the Convention Against Torture and Other Cruel, Inhuman or Degrading Punishment (OPCAT). The *Monitoring of Places of Detention (Optional Protocol to the Convention Against Torture) Act 2018* facilitates the relevant subcommittee of the United Nations obtaining appropriate access to places of detention, while ensuring that relevant legal privileges and immunities are in place for officials who provide information to assist the subcommittee in good faith.

A new category for volunteer lawyers has been created through the Legal Profession Amendment Regulations 2019, to commence on 1 July 2019, to make it less of a financial burden for volunteers to provide their services to community legal centres. A volunteer legal practitioner is required to have a practising certificate and professional indemnity insurance to provide legal advice or legal services. Community legal centres do not have sufficient resources to pay for the practising certificates for legal practitioners who volunteer their time, and often the practitioners are not able to pay the fees themselves. It is hoped that the new category of restricted (volunteer lawyer) practising certificate, and the reduced annual fee, will remove the financial burden and encourage legal practitioners to continue to act as volunteers.

Criminal law

Legal Policy developed the *Criminal Code Amendment Act 2019*, which expanded the assaulting police offence to also apply to paramedics and other emergency workers. The Act also made an amendment to allow the violent act causing death offence to be an alternative verdict to murder or manslaughter. This Act was passed in March 2019 commencing on 24 April 2019. During the Bill's development, Legal Policy consulted industry stakeholders and sought input on the technical amendments to alternative verdicts.

In March 2019, the Criminal Code Further Amendment Bill 2019 was introduced and passed on urgency to rectify the Supreme Court's jurisdiction to hear historic child sexual assault matters. This Bill responded to the case of *R v Walker* [2019] NTSC 6, where it was ruled that the court no longer had the jurisdiction to hear historical charges of indecent assault, due to an inadvertent change in jurisdiction arising from amendments to a complex set of definitions that had evolved over time and governed the meaning of indictable offences and the court in which such offences could be heard. The definitions applied in an unexpected way to charges brought under old legislation, meaning that certain charges were, in effect and unintentionally, excluded from the jurisdiction of the Supreme Court and, therefore, unable to proceed. The Bill ensured that these matters could continue to be heard and also retrospectively validated the court's jurisdiction on matters that had already been decided.

Legal Policy has also provided substantial advice and assistance to the development of offence and enforcement provisions in the Environment Protection Bill 2019, various Bills amending the *Water Act 1992* and for other Bills progressed by other agencies.

Construction Contracts

Amendments to the *Construction Contracts (Security of Payments) Act 2004* were developed to improve the Act's operation. The Construction Contracts (Security of Payments) Legislation Amendment Bill 2019 was introduced in the Legislative Assembly in May 2019 following consultation with industry. The Bill seeks to strengthen and streamline the adjudication process and the enforcement of adjudication decisions.

Same-sex marriage and sex discrimination

The Commonwealth amendments to the *Marriage Act 1961 (Cth)* made in December 2017 required consequential amendments to be made to numerous Northern Territory laws to allow for the revised definition of marriage, which allowed 'two people' the freedom to marry, regardless of their sex or gender. The *Commonwealth's Sex Discrimination Act 1984* also provides protection against unlawful discrimination on the grounds of sex and gender identity or intersex status. This also involves amendment to numerous Northern Territory laws to improve the legal recognition of sex and gender diverse Territorians in addition to amendments to allow for marriage between 'two people' regardless of sex or gender.

Amendments were made through the *Births, Deaths and Marriages Registration and Other Legislation Amendment Act 2018* to give effect to the revised definition of marriage and to improve legal recognition of sex and gender diverse Territorians. In particular, provisions catering for the registration of a change of sex were amended. The Bill was introduced in October 2018, passed on 29 November 2018 and commenced on 6 December 2018. Further consideration is underway on a related body of work aimed at improving the legal recognition of sex and gender diverse parents in Northern Territory laws.

Crime Victims Services Unit

Assist the rehabilitation of victims of violent crime through the provision of financial assistance, management of the Victims' Register and other services including crisis counselling and support services, and assistance to victims and potential victims of residential property crime.

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Victims of Crime Assistance Act 2006 applications received	500	412	401	426	572
Number of people on the Victims Register	100	188	133	126	114

Review of victims of crime services

Legal Policy is undertaking a review of the legislative framework for services provided to victims of crime, in particular the *Victims of Crime Rights and Services Act 2006* and the *Victims of Crime Assistance Act 2006*.

During 2018-19, the Crime Victims Services Unit (CVSU) assisted Legal Policy with the consultation process, including by attending and speaking at public consultation sessions.

One of the main focuses for CVSU in 2018-19 has been on improving efficiencies in the delivery of its services, particularly the processing of applications for financial assistance for victims of violent crime.



L-R Alicia Smith, Applications team; Yvette Nicholls, Redress Team; Jacinta Fullick, Redress Team; Jeanette Parkin, Administration; Eleanor Harte, Administration; Trish Johnston, Applications Team; Mary-Anne Ryan, Victims Register; Ashlee Edwards Redress Team.

Strengthening the Justice System

Establishing the Northern Territory National Redress Coordination Team

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, the National Redress Scheme was established nationally and commenced on 1 July 2018. The scheme provides for three components of redress: a monetary payment of up to \$150,000; access to counselling and psychological services; and a direct personal response (apology) from the relevant institution.

On 16 November 2018, the NT Government formally began its participation in the National Redress Scheme with the Department being given responsibility for administering the Northern Territory Government's obligations under the Scheme. Accordingly, the NT Redress Coordination Team was established within the CVSU. This team is the single point of contact with the Scheme Operator (the Commonwealth) for all Northern Territory Government institutions, and receives and coordinates requests for information, supports eligible survivors in accessing apologies and coordinates counselling services for all eligible survivors living in the Territory.

The team has also developed a training program to support the operation of the scheme, including training modules covering trauma-informed care, vicarious trauma and understanding the impact of child sexual abuse. The program has been so successful that it is being expanded across the Department and to other relevant providers on a cost-recovery basis.

Aboriginal Justice Unit

The Aboriginal Justice Unit (AJU) leads the development of the Northern Territory's first Aboriginal Justice Agreement, a partnership between the NT Government and Aboriginal Territorians to improve justice outcomes for Aboriginal people. As part of this work, the AJU develops and delivers projects to improve justice responses and services to Aboriginal people.

Since its establishment in July 2017, the unit has worked towards the development of the first Aboriginal Justice Agreement for the Northern Territory. There are three aims of the Northern Territory Aboriginal Justice Agreement (NTAJA): to reduce reoffending and imprisonment rates of Aboriginal Territorians; to engage and support Aboriginal leaders; and to improve justice responses and services to Aboriginal Territorians.

In 2018-19, the unit continued its work on capturing content for the Agreement, conducting a further 69 consultations across the Territory with Aboriginal communities, government agencies and non-government organisations, bringing the total number of consultations for the draft NTAJA to 120. In October and November 2018, the AJU conducted two targeted stakeholder workshops involving academics, experts and practitioners from government and non-government agencies. The workshops produced important content, which the AJU subsequently incorporated into the draft Agreement.

As the NTAJA has progressed, the unit has continued to promote the public's awareness of the NTAJA. The unit distributed information about the Agreement at a number of events, including shows in Darwin, Alice Springs, Katherine and Tennant Creek, as well as the Supreme Court Open Day and the Garma Festival at Nhulunbuy. In June 2019, the Director of the AJU, Leanne Liddle, delivered a presentation on the NTAJA at the 15th Reintegration Puzzle Conference in Darwin, which attracted over 200 delegates from across Australia and overseas.

As the unit progresses the draft Agreement, a key deliverable of the AJU has been the establishment and modelling of two on-country Alternative to Custody facilities, which will assist in reducing Aboriginal incarceration and recidivism in the Territory. Participants will have access to tailored rehabilitation services that target the risk factors for criminal behaviour, as well as



Leanne Liddle, Director of Aboriginal Justice Unit at the Santa Teresa and Aputula Community Consult

assisting with employment and training opportunities. Members of the family unit, including partners, children and extended family members, will be engaged in the rehabilitation process. Both facilities are expected to commence operation in the 2020-21 financial year.

The AJU has continued to assist in the development and implementation of strategies aimed at improving justice services and outcomes for Aboriginal Territorians in the following projects:

- Increasing the number of Aboriginal Justices of the Peace and Commissioners for Oaths to support the aims of the NTAJA. As of June 2019, the Northern Territory has 211 registered Justices of the Peace, of which 17 are recorded as Aboriginal. It is hoped that this program will improve access to justice services and create leadership for Aboriginal Territorians.
- Continuing to improve Aboriginal Territorians' access to wills and advance personal plans by supporting the Registrar of Births, Deaths and Marriages in delivering its remote service delivery model in a culturally competent manner. Since November 2018, there has been an increase in the number of wills and advance personal plans that have been created and registered by Aboriginal clients with the Public Trustee.

Alcohol reform has also been a focus resulting in a joint project with AJU, and the Department of Health and the Department of Education. With the assistance of the North Australian Aboriginal Justice Agency, the project is delivering alcohol awareness in schools and to residents in remote Aboriginal communities.

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		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Criminal Justice Research requests, briefing and reports delivered	330	351	357	274	N/A

Supporting safer communities to protect Territorians

Banned Drinker Register Research and Statistics

The CJRSU produced monthly reports of individuals on the Banned Drinker Register (BDR) and BDR transactions. The monthly reports are published by the Department of Health. The unit also undertook a quantitative analysis of the first 12 months of data from the program as part of the externally-led BDR Outcome Evaluation (year 1). This included an analysis showing reduced alcohol-related contact with the justice system for those with high frequency contacts prior to the BDR. The unit 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 Territory and are often used as program indicators due to their stability, reliability and regional level detail. The unit releases new crime statistics each month on the NT Police, Fire and Emergency Services website under the Community Safety area.

Criminal Justice System Research and Statistics

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

These uses include:

- Statistics and analyses to support the development of legislation and policy, including the Aboriginal Justice Agreement, and the domestic violence court and children’s court initiatives;
- Statistics to support operational planning and monitoring, particularly for NT Correctional Services;
- Analyses to support correctional program review and evaluation, including the COMMIT program, the Family Violence program, and parole;
- 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; and
- 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.

Women of Worth program

The Criminal Justice Research and Statistics Unit, in conjunction with NT Correctional Services, is contributing a significant amount of time towards the evaluation of the Women of Worth program run by the Young Women’s Christian Association (YWCA). The unit has designed a database for the results, and begun preliminary statistical analyses of the data, which will involve a substantial amount of work by two senior staff members. This quantitative analysis will contribute to the evaluation, for which the YWCA has engaged an external evaluator.

NT Correctional Services

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

NTCS has commenced a reform agenda with significant achievements already completed, and this journey will continue through the development and implementation of a new operational philosophy and staffing model to ensure NTCS is an effective and efficient correctional organisation. The reform is focusing on delivering services efficiently, ensuring that programs to reduce reoffending have maximum impact, and that prisoners commit to training and employment, and contribute to the community.

The new Operational Philosophy will enable NTCS to deliver safe and secure correctional centres, while fostering a healthy environment that provides real opportunities for prisoners to positively change their lives.

NTCS Purpose and Direction Strategy

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

- 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 focused 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 Act 1983*.

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. Electronic monitoring is one of the dynamic security measures in place.

Supporting safer communities to protect Territorians

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

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Eligible prisoners engaged in employment programs	65%	52%	53%	69%	38%
Eligible prisoners engaged in education programs	75%	72%	NA	NA	NA
Eligible prisoners participating in offender treatment programs	75%	69%	71%	69%	75%

Prisoner Statistics

Over the last five years, the rate of prisoners returning to prison has been steadily declining, from 62.4% in 2012-13 to 55.9% in 2017-18. These rates are based on prisoners released in 2010-11 and 2015-16, respectively.

2018-19 Average number of prisoners per day is 1709, averages by location are:

DCC	ASCC	BWC	DWC
1054	567	51	37

	June 2019	June 2018	June 2017
Total adult prisoners in ASCC and DCC	1620	1634	1502
Aboriginal	1327	1357	1242
Non-Aboriginal	249	246	230
Foreign nationals	43	31	30
Men	1505	1520	1388
Women	114	114	114
Work camps (male)	94	114	104
Aboriginal	90	109	102
Non-Aboriginal	4	5	2
Total adult prisoners in ASCC, DCC and work camps	1713	1748	1606

Total adult prisoner population data is calculated using monthly daily averages rounded to the nearest whole number and may result in some variables with totals.

Escape and Abscond Data

	Secure (escape)	Open Perimeter	Open (Abscond)	Escapes under Escort	Total
2014-15	1	5	6	-	12
2015-16	-	10	6	2	18
2016-17	-	9	3	3	15
2017-18	1	14	5	1	21
2018-19	-	4	4	3	11

Escape and Abscond Information

Key Points

- 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.
- Absconds from the Alice Springs Secure Care Facility are not included as it is a Department of Health-managed facility.
- Absconds from the Elders Cottage Facility at Darwin Correctional Centre are not included as these persons are under a community supervision order under the *Serious Sex Offenders Act 2013*.
- When a prisoner has absconded from a low security facility, they are returned to high security classification 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.

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.

Absconds by prisoners are:

- While on unescorted leave; for example, 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, that is 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 work camps.

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 – for example, at least one-to-one escort to a funeral or medical appointment – and are classified as an open or secure escape on the basis of the security rating of the prisoner.

Australian Government Productivity Report on Government Services

The following data for NTCS for 2017-18 was released on 24 January 2019.

Time out of cells

The Australian Government Productivity Report on Government Services (RoGS) describes time out of cells as 'an indicator of government's objective of providing a safe, secure and humane custodial environment'. The Northern Territory had the third highest average time out of cell, in hours, of jurisdictions in Australia, further highlighting the commitment to providing a humane environment for prisoners with employment and training opportunities, and 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 prisoner time out of cells									
2017-18	7	10.7	8.6	11.3	8.4	8.4	8.4	9.4	9

Costs per prisoner per day

Cost per prisoner is defined as the average daily cost of providing corrective services per prisoner, including net operating expenditure for open and secure custody prisoners and capital costs. The RoGS report noted that while a low or decreasing cost is desirable in achieving efficient resource management, cost indicators are difficult to interpret in isolation; 'a low cost per prisoner, for example, can reflect less emphasis on providing prisoner programs to address the risk of reoffending'.

The report for 2017–18 noted that the total net operating expenditure and capital cost per prisoner per day for the Northern Territory was \$317.73. The average expenditure across the jurisdictions in Australia was \$301.55.

	NSW	VIC	QLD	WA	SA	TAS	ACT	NT	AUST
Total prisoner time out of cells									
2017–18	237.53	416.71	286.70	313.96	286.58	361.08	399.05	317.73	301.55

Official Visitors

All prisons and youth detention centres are inspected once a month by an Official Visitor, appointed by the Minister for Justice, for the purpose of inquiring into the treatment, behaviours and conditions at the centres.

- The majority of the complaints to the Official Visitor are of a minor nature and addressed by correctional centre staff on the day of the visit.
- Complaints of a more serious nature, such as systemic issues and those matters relating to misconduct or inappropriate behaviour on the part of staff, are directed for investigation to the General Manager of the relevant correctional centre, and monthly reporting to the Minister.
- Steps to educate prisoners regarding the role of the Official Visitor and to use internal mechanisms in the first instance, such as reporting minor issues to the sector officers, occur at correctional facilities.

The Barkly Work Camp has no Official Visitors after several unsuccessful recruitment campaigns to attract suitable applicants and recruitment is continuing. During the 2018-19 reporting period appointed Official Visitors remained unchanged with no new appointments or resignations.

	Darwin Correctional Centre	Alice Springs Correctional Centre	Datjala Work Camp	Barkly Work Camp
Total number of Official Visitors	3	2	2	0
Total number of visits for Official Visitors	10	10	9	0

Women in prison

The Northern Territory's Aboriginal female imprisonment rate was 379.1 prisoners per 100 000 adult female Aboriginal population for the March 2019 quarter. This is 24.9 per cent less than the Australia-wide rate for Aboriginal female imprisonment in the March 2019 quarter, and the second-lowest imprisonment rate for Aboriginal women in all Australian jurisdictions. While women prisoners make up only a small proportion of the Northern Territory's prison population, addressing their particular needs is still vital.

The Female Prisoner Representative Committee in the Alice Springs Correctional Centre (ASCC) continues to be an important forum for the female prisoners, as it focuses on reforms in ASCC. The Darwin Correctional Centre Female Prisoner Representative Committee has been operating since 2016.

As part of the cultural development for female offenders within the ASCC, an external Aboriginal female from the Central Australian Aboriginal Congress now forms part of the Cultural Advisory Group to provide wider community content.

At the ASCC, the Senior Correctional Officer assesses prisoners regarding any children, 'payback' or other concerns. Staff facilitate payback mediation to ensure the female's safety and manage cultural issues in conjunction with the Elders Visiting Program.

DCC has a Mothers with Babies facility, which assists the mother to develop and maintain a functional relationship with her child pending the mother's release. Continuing the bond between mother and child during imprisonment may reduce the likelihood of reoffending.

Alice Springs does not have a designated Mothers and Babies facility; however, accommodates babies with their mother in the Low Security Unit of the Women's Sector. A Child Care Plan is developed and reviewed relative to support and development needs of the mother and baby. Initiatives include the purchase of baby equipment and attendance at formal child care to benefit the baby's development.

The Women of Worth Program (WOW), funded by the Commonwealth and delivered by Young Women's Christian Association (YWCA) Darwin, provides six months pre and 12 months post-release support to

women involved in the justice system. The aim of the program is to support women to re-engage with the community and to reduce reoffending.

ASCC provides programs tailored to female prisoners needs and include life skills programs, such as the Kunga Case Management Program for Aboriginal prisoners, drug and alcohol programs, I-Talk, Quick Smart Literacy and Numeracy Program, White Card, first aid courses delivered by St John Ambulance, drink driving courses and individual counselling. Vocational education delivered through the Batchelor Institute of Indigenous Tertiary Education includes art education, which saw a number of women exhibit their artwork in an exhibition at the Araluen Cultural Centre.

A hairdressing salon established in the Alice Springs Female Industry Workshop has a local hairdresser attend every 6-8 weeks to provide services to the women.

Registered nurses at both correctional facilities target small groups of women to discuss healthy lifestyle choices, and make referrals to the Health and Recreation Team for an individualised fitness routine. Sport and recreation officers also deliver alternative activities to the female prisoners with a health promotion focus.

In March 2019, International Women's Day activities held for the first time, in H Block of the ASCC. The theme for the event was Because of Her, We Can. Female staff and invited guests mingled with the prisoners. Sport and recreation officers organised for the women's Australian Football League team, the Pinktails, to attend, show off their football skills and conduct a skills workshop. Sarah Carmody from the Pinktails was the guest speaker for the day.

The Pinktails returned to the ASCC Female Sector in April for Sexual Assault Awareness Month, and played a game with the women prisoners on the centre's oval. Outside providers also attended and provided inspiration and valuable assistance.

Women from the Elders Visiting Program continue to regularly visit the DCC and ASCC Women's Sector to meet Aboriginal female prisoners. The Elders were guests at the International Women's Day celebrations.

Mellor Project

Up to 15 female prisoners at DCC take part in a crocheting group, making blankets for patients in Darwin, including the Alan Walker Cancer Care Centre and palliative care facility in Alice Springs where 20 blankets were donated. Blankets have also been made for the Mothers and Babies Unit at DCC. Feedback from the prisoners indicates a high level of satisfaction and enjoyment in producing the blankets and giving back to the community. Ms Ruth Mellor, Senior Industries Officer, Female Industries, introduced the prisoners to crocheting and the program which the prisoners named the Mellor Project. During 2018-19, prisoners produced and donated 50 blankets.



Completed blanket

Female prisoners in employment during 2018-2019

Job Area	Darwin	Alice Springs	Grand Total
Industries	57	30	87
General hand paid/volunteer	5	4	9
Unemployed	18	17	35
Total	80	51	131

Visit from Parramatta Eels

On 14 February 2019, the National Rugby League (NRL) team, the Parramatta Eels, visited the Alice Springs Correctional Centre Cottages facility for a meet-and-greet and skills training session. The players put the prisoners through their paces with passing, co-ordination and kicking drills on the oval. Some prisoners showed natural talent and impressed the Parramatta Eels players and staff.



At the conclusion of the drills, the Parramatta Eels were presented with hand painted Boomerangs on behalf of the prisoners and ASCC.

The prisoners who took part in the session received posters and autographs from the players. The session ended with a photoshoot.



Parramatta Eels training with Alice Spring Correctional Centre Prisoners

The event provided the opportunity for positive engagement through sport and the Parramatta Eels involvement showed what level a person with talent can reach through commitment and constructive involvement.

Education and Offender Programs

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

Prison Employment Programs

The employment numbers have decreased during 2018-19 owing to a number of variables, including fewer employers involved in the Paid Employment Program, economic uncertainty for employers, priority given to the Transitional Accommodation Program, not enough prisoners with Open classification for external employment and a number of programs competing for the same eligible prisoners.

Prisoner employment programs for prisoners reflects the NTCS commitment to providing prisoners with meaningful vocational education and training which can lead to sustainable employment on release back to the community.

The employment programs:

- Provide vocational education and training to prisoners to assist in post-release opportunities
- Assist correctional centre management by providing purposeful industries, thereby eliminating destructive influences of boredom.
- Sex offenders, murderers, high-profile prisoners, prisoners not cleared by correctional intelligence to work offsite and prisoners who are medically unfit are ineligible to participate in the employment programs.
- Community safety is paramount and stringent assessments are conducted, taking into account the prisoner's behaviour, length of sentence, sentence type and completion of clinical programs before a prisoner is considered eligible for either a volunteer or paid employment position on the program.
- As at 30 June 2019, a total of 923 prisoners – from Alice Springs and Darwin correctional centres, and Barkly and Datjala work camps – were engaged in the Paid Employment Program, Volunteer Employment Program, Transitional Accommodation Program, Community Support Work Program and Facility Services. The total percentage of prisoners engaged was 52.47 per cent.

Number of prisoners who participated in paid and voluntary employment

Financial Year	Paid Employment	Voluntary Employment
2014-2015	313	393
2015-2016	355	392
2016-2017	347	392
2017-2018	342	388
2018-2019	251	388

Number of prisoners released into paid employment

Financial Year	Paid Employment
2014-2015	33
2015-2016	63
2016-2017	72
2017-2018	33
2018-2019	22

Contributions paid by prisoners on paid employment

Period	Board	Victims of Crime	Fines Recovery
2014-2015	\$368 266	\$115 777	\$96 051
2015-2016	\$639 068	\$129 176	\$145 662
2016-2017	\$787 658	\$119 717	\$130 878
2017-2018	\$739 555	\$118 050	\$98 230
2018-2019	\$486 957	\$81 745	\$90 451

Work Camps

The aim of the Datjala (DWC) and Barkly (BWC) work camps is to provide support to East Arnhem Land and Barkly regional communities through community reparation activities by prisoners. The work camps also provide services and opportunities for prisoners to reintegrate back into their community with new skills and employment. BWC and DWC are low-security work camps for male prisoners and can accommodate 74 and 50 prisoners respectively.

- As at 30 June 2019, there were 49 prisoners accommodated at the BWC and 46 prisoners at the DWC.
- The work camps place a strong emphasis on providing prisoners with work-ready skills and assist in sourcing paid employment in the local community. Skills development includes chainsaw, small motor maintenance, welding and metal fabrication, White Card and drivers' licences. DWC has introduced training for prisoners in traffic control and Stop Slow Bat, a qualification in high demand in remote areas.
- DWC achieved 300 successful prisoner training outcomes; and 175 gained Vocational Education and Training accredited qualifications during 2018-19.
- The work camps facilitate engagement with local businesses to provide employment opportunities for the prisoners.
- Employers requesting to take part in employment programs can apply for a prisoner to join their workforce, initially in the Voluntary Employment Program. If prisoners prove to be suitable for the position they are offered paid employment with that employer. BWC engages in reparation activities in the Barkly and surrounding regions.

This includes assisting with 34 local events, and general grounds maintenance to pensioners, churches, sporting groups and Barkly Regional Council, two National Trust NT sites, not-for-profit rodeos and campdraft events, and races.

- Barkly Work Camp partners with local organisations to assist with annual events, including Tennant Creek Show Society, Tennant Creek Race Club, Lions Club events, Country Women's Association events, Desert Harmony Festival, Barkly Regional Council-hosted events, such as Territory Day and Australia Day, Tennant Creek Women's Refuge, BushMob Aboriginal Corporation and golf club events.
- Datjala Work Camp community reparation activities include support for not-for-profit organisations events, such as the annual Rotary beach volleyball competition, Gove Peninsular Surf Club, Progressive Animal Welfare Society (PAWS), Arnhem Land Historical Society, Nhulunbuy Community Centre, Sports Fishing Club, Nhulunbuy BMX, Nhulunbuy Speedway, Gove Golf Club, Yirrkala Homelands School, Arafura Dance Association, Nhulunbuy High School, Cultural College and Nhulunbuy Childcare Centre.
- The work camp also partners with several Aboriginal organisations to provide support for projects such as Marine Debris Research with Dhimurru Aboriginal Corporation, the Homelands assistance program with Laynhapuy Aboriginal Corporation, and the annual Garma Festival with the Gumatj Aboriginal Corporation and Yothu Yindi Foundation. Prisoners also provide assistance to not-for-profit organisations, such as Anglicare with the circus workshop, the food van project, the Arnhem Land Historical Society and Nhulunbuy Walking Trails.

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.

Correctional Industries programs provide:

- Prisoners with vocational and employability skills.
- Assistance to correctional centre management by eliminating the negative and destructive influences of boredom through work and program activities.
- Income generated from correctional industries products offsets the cost of operations.
- Pathways to post-release for prisoners.
- The Northern Territory Correctional Industries (NTCI) operations include horticulture, metal fabrication, creative arts, cabinet/furniture making and textiles. The principal industries officer provides oversight to these operations.

Items manufactured can be sold at approved events, such as the Behind the Wire Art Exhibition, show circuit (Alice Springs, Tennant Creek, Katherine and Darwin), Tactile Art Exhibition, and Boat and Leisure Show.

Prior approval is sought to sell products, predominately at shows or events.

Show Events

Northern Territory Correctional Industries created jewellery boxes, garden stakes, chopping boards, buffalo horn artefacts, book marks, crab pots and many other items to be sold at shows and other events throughout 2018-19.

During 2018-19, NTCI took part in Behind the Wire Art Exhibition, Christmas Textile Art Fair, Alice Springs Show, Tennant Creek Show, Katherine Show, Darwin Show, and Darwin Boat and Leisure Show.



Snapshot: Number of prisoners employed in correctional industries activities as at 30 June 2019

Areas	Total
Block Workers	238
Community Support Work Party	122
Construction and Development	10
Cottage Facility	25
Creative Arts Department	15
External Employment (paid/voluntary)	99
Facilities Services	54
Goods Main store	11
Horticulture	43
Industries Bakery/Food Packing (Females)	16
Bakery (Males)	6
Industries Workshop (Females)	19
Industries Food Services kitchen	106
Industries Metal Work	41
Industries woodwork	47
Laundry	47
Textiles (Males)	10
Mechanical	2
Number Plate Factory	10
Pre-Release Work Village	2
Prisoners engaged on day	923
Total prison numbers on day of count	1732
Percentage engaged	53.29

Bottle openers made by prisoners as part of the Northern Territory Correctional Industries

Transitional Accommodation Program

The Northern Territory's Transitional Accommodation Project demonstrates a commitment by the NT and Australian governments to work more closely with Aboriginal Australians on the key priorities of accessing employment opportunities and making communities safer.

The project provides opportunities to increase skill sets and employability of some of the most disadvantaged Territorians.

As at 30 June 2019, 17 dwellings have been refurbished under the Transitional Accommodation Program.



Behind the wire exhibition



Offenders participating in the program to attain certification



Artworks created by prisoners from Darwin and Alice Springs Correctional Centres

Behind the Wire Art Exhibition

The annual Behind the Wire Art Exhibition was held at the Fannie Bay Gaol during the Darwin Festival from 9 August to 26 August 2018 with cooperation from the Museum and Art Gallery of the Northern Territory.

Artworks by prisoners from Darwin and Alice Springs correctional centres were on display and available for sale. Residents from Complex Behaviour Unit also displayed artworks.

Items from Northern Territory Correctional Industries, including wood tables, wood sculptures, bottle openers and book marks, were also for sale.



*Meredith Day, D/CEO, Attorney-General and Minister for Justice
Hon. Natasha Fyles, Leanne Liddle; Director Aboriginal Justice Unit; and Rob Steer; Deputy Commissioner, Northern Territory Correctional Services*

Community Support Work Program

The Community Support Work Program (CSWP) undertakes valuable community work in the Darwin, Tennant Creek, Nhulunbuy and Alice Springs areas. All programs 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.

The Barkly and Datjala work camps also provide mobile work camps for a number of events that require bump-in and bump-out assistance, including camp drafts and rodeos, plus council beautification tasks such as the clean-up of public areas and verge maintenance.

Darwin Correctional Centre provided bump-in and bump-out services for the Beer Can Regatta, Freds Pass Rural Show and Darwin Boat and Leisure Show, and the Darwin City Council clean-up following Territory Day fireworks.

Number of eligible pensioners receiving yard maintenance services from the Community Support Work Program 1 July 2018 to 30 June 2019

	Alice Springs Correctional Centre	Darwin Correctional Centre	Datjala Work Camp	Barkly Work Camp
No. of pensioners	264	402	-	33

*The Datjala Work Camp does not have a designated Community Support Work Program; therefore all tasks undertaken by work parties are counted as activities.

Community Support Work Program data (1 July 2018–30 June 2019)

Facility	Number of Work Parties		Total Number of Hours completed by the CSWP		Potential savings to the Community (\$)	
	2017-18 ¹	2018-19 ²	2017-18 ¹	2018-19 ²	2017-18 ¹	2018-19 ²
DCC	6	6	62 987	67 588	1 152 032	1 279 441
ASCC	5	5	40 353	58 411	738 056	1 105 720
BWC	4	4	29 809	18 938	545 207	358 496
DWC	CSWP provided as required		6663	7404	121 866	140 158
Total	15	15	139 812	152 341	2 557 161	2 883 815

1. The data is from 1 July 2017 to 30 June 2018. The \$ value is calculated at \$18.29/hr based on minimum adult wage for 2017-18.

2. The data is from 1 July 2018 to 30 June 2019. The \$ value is calculated at \$18.93/hr based on minimum adult wage for 2018-2019.

The Datjala Work Camp does not have daily CSWP quotas; however, a scope of works is undertaken for each community work service provided when requested by not-for-profit organisations, sporting groups, homelands and Aboriginal communities, including requests for setting up and dismantling of community events, assistance with ground maintenance, building bush shelters and larger projects working in partnership with Aboriginal organisations.

Programs, Services and Improvements

Programs, Services and Improvement (PSI) has the lead in developing, sourcing and delivering specific targeted interventions to address offending behaviour, provision of the adult prisoner education program and correctional training as a Registered Training Organisation.

Our professional specialised forensic clinicians are engaged to work with moderate to high-risk offenders in addressing their offences. Depending on the nature of the offence, this may be on a one-to-one basis or as part of a group. The higher the risk a prisoner poses to the community the more intensive the program will be.

Low-risk offenders often take part in psycho-educational programs or prosocial programs designed to increase capacity and awareness of offending, improving fundamental life skills and working as part of a team in group sessions.

2018-19

During 2018-19, Programs, Services and Improvement led the provision of offender programs and therapeutic services, prisoner training and education, and correctional staff learning and development, and conducted bulk recruitment and delivery of trainee correctional officer courses, as well as provided learning and development opportunities for experienced officers at the correctional centres, and the Memorandum of Understanding with the Department of Health.

In addition to the above, Programs Services and Improvement also provided support to NTCS with business planning and annual reporting in 2018, briefings for the new commissioner and the broader operational business support services.

Some of the strategic projects PSI delivered during the year were:

- program evaluations of four services provided to prisoners by external organisations that are funded through grants, and six NTCS-delivered offender programs;
- participation on the Correctional Services Administrator's Council National Forensic Disability working group;
- participation in the KPMG operational review;
- introduced the 3 Phase Model of Treatment: Phase 1 Pre-Assessment, Phase 2 Face to Face Group Program, Phase 3 Post-Assessment/Program Exit Report Writing;
- provision of consultations and advice to probation and parole officers for the case management of high-risk offenders in the community; and
- administration of *Serious Sex Offender Act 2013* applications to the Supreme Court.

Treatment Programs

Programs, Services and Improvement is responsible for developing, sourcing and delivering appropriate interventions that address one or more of the eight criminogenic factors, and 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.

Eligibility for treatment programs is determined by a clinical assessment, specialised forensic assessments and program requirements, with offenders prioritised by their earliest 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. Such individual interventions are usually undertaken with female prisoners.

Available treatment programs

Program	Facility	
	Alice Springs Correctional Centre	Darwin Correctional Centre
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 (AOD) Program	•	•
Safe and Strong AOD Program (facilitated by outside provider Drug and Alcohol Services Association)	•	
AOD (Department of Health, Prison In-Reach)		•
Sex Offender Treatment Programs/ Responsibility, Safety, Victims and Plans		•
Violent Offender Treatment Programs and VOTP-Moderate		•
RAGE Program – Recognising Anger, Gaining Empowerment		•

Sex offenders and high-risk violent offenders are transferred from Alice Springs Correctional Centre to Darwin Correctional Centre to participate in offence-based treatment programs.

In addition, outside service providers deliver a range of offence-related, psycho-education and prosocial engagement programs.

The 3-Phase Model of delivering Offence-Specific Treatment

During 2018-19, NTCS introduced a 3-Phase Model of Treatment with high/moderate high offence-specific programs of 170 hours. In essence, this model allows for the ‘true’ time and costs associated with delivering offence-specific treatment; for example:

- Phase 1 (25 hours) – comprehensive pre-treatment specialised assessments (up to four individual, two-hour sessions) and the development of a case formulation
- Phase 2 (120 hours) – Group-based treatment of 40 sessions, being three hours per session
- Phase 3 (25 hours) – Completion of comprehensive post-treatment specialised assessments (up to four individual, two-hour sessions), writing the program exit report, with recommendations, to throughcare coordinators to assist them in writing the client’s throughcare plan, and for the probation and parole officer.

Offence Specific Programs

Sex Offender Treatment Program

The Sex Offender Treatment Program (SOTP) is for those prisoners assessed as high/moderate high risk of future sexual offending. It provides participants with thinking skills to understand their offending patterns and then behavioural skills to control their risk of further sexual offending behaviour.

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

Responsibility, Safety, Victims, Plans program was developed by senior clinical staff within NTCS Offender Services and Programs in 2015. It 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 and responsivity principles, which include cultural responsiveness.

Violent Offender Treatment Programs

The Violent Offender Treatment Program (VOTP) are delivered for high/moderate high offenders and moderate offenders (VOTP-Mod) designed to meet the intervention needs of each classification and 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.

Recognising Anger and Gaining Empowerment Program

Recognising Anger and Gaining Empowerment Program (RAGE) is a high-intensity 170-hour program developed by the Offender Services and Programs Branch in 2016. It is 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. The modules target dynamic risk factors of those that are amenable to change.

Intensive Alcohol and Drugs Program

The Intensive Alcohol and Drugs Program combines traditional psycho-educational components with psycho-therapeutic treatment. Prisoners who clearly have a chronic alcohol or illicit drug problem are assessed for suitability to take part in the program.

Psycho-Educational Programs

Family Violence Program

The Family Violence Program (FVP) for male and female perpetrators teaches participants that family violence is a crime and 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 challenges attitudes and behaviour that allow violence and abuse to occur. The program runs as a five-day program in Darwin and Alice Springs correctional centres, as well as various remote communities throughout the Northern Territory.

In the period 1 July 2018 to 30 June 2019, NTCS delivered 49 programs in communities across the Northern Territory. There were 585 participants – 520 men and 65 women.

Safe Sober Strong Program

The Safe Sober Strong Program, developed by NTCS in late 2012, is a useful preparatory program for convicted offenders who will ultimately be required to undertake a treatment program once sentenced. It is a psycho-educational program suitable for sentenced and remand male and female prisoners.

The program is comprised of standalone modules that can be delivered in an open or closed group format. Participants can complete isolated program modules or all modules as required or available.

Women in Prison II

Northern Territory Corrections continues to provide three monthly updates to the Ombudsman in response to his report, Women in Prison II¹ (WIP II), and includes information affecting women prisoners at both centres.

The operational level Female Offender Management Working Group sits regularly to consider all aspects involving women prisoners and is assisted by the Female Prisoner Representative Committees in each centre. Recently the chair at DCC was changed to Ms Jessica Rees, Manager Offenders Services, to reflect a more female capacity of the working group. Membership of the group is being revisited to have more female representation. The terms of reference are being reviewed to ensure they remain relevant to meeting the needs of female prisoners.

¹ Ombudsman 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>

Prisoner Health

Northern Territory Department of Health provides health services to prisoners within the correctional facilities and prisoner health service provision is reported through the Department of Health. Within Northern Territory Correctional Services we facilitate access by prisoners to health services and support the operation of health services within the custodial centre. The Principal Health Advisor position within Northern Territory Correctional Services is a key liaison point between the two agencies, promotes the activities of health within the facilities, facilitates communications, planning and operations.

The Prisoner Health area had another busy year with further development of the Joint Health Plan between Northern Territory Correctional Services and the Department of Health. This plan is to focus on developing a shared strategic plan to guide the work across the two sectors with two areas of focus: overarching strategic goals and an operational plan to ensure all key health areas are managed and improved.

In July 2013, the NT became the first Australian correctional jurisdiction to introduce a complete ban on tobacco products in all correctional facilities as part of a comprehensive healthy lifestyle strategy. The main aim was to address the poor health of prisoners, using the prisoners' time in custody to promote healthier lifestyles. As the first correctional jurisdiction to implement a total tobacco ban in its correctional facilities, the NTCS will once again be able to contribute to the national research pool and debate by exploring if prisoners remain smoke-free when released, and if not, why not, enabling us to better understand what skills and supports we can offer.

Another area of continued development in the prisoner health area is the focus on improving prisoners' health by trying to extend the period of tobacco abstinence post-release from prison. As in all parts of Australia, prisoners in the majority of cases come from lower socio-economic backgrounds and, as such, have poorer health outcomes. While in custody, it is an opportunity to address some of these health concerns. The Healthy Lifestyles and Smokefree Prison Project allows prisoners the opportunity to focus on improving their health with the main aim being to reconnect them with community and culture through improved self-esteem and better connection to country.

Since implementation, there has been research devoted to attempting to extend the period of time a prisoner maintains abstinence post-release as initial research indicated that even with the best of intentions, prisoners relapse to smoking almost immediately.

In 2018, a Randomised Control Trial sponsored by NTCS, University of New South Wales and the National Drug and Alcohol Research Council was completed. This resulted in a research study: Brief intervention on smoking, nutrition, alcohol and physical (SNAP) inactivity for smoking relapse prevention after release from smokefree prisons: a study protocol for a multicentre, investigator-blinded, randomised controlled trial. Prisoners are an identified cohort in the NT Government's Tobacco Action Plan 2019-2023 as one of the priority populations in an attempt to understand relapse and to use prisoners to champion smoke-free in communities post-release.

References:

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3. Spaulding, A., Eldridge, G., Chico, C., Morisseau, N., Drobeniuc, A., Fils-Aime, R., . . . Dolan, K. (2018). Smoking in Correctional Settings Worldwide: Prevalence, Bans, and Interventions. *Epidemiologic Reviews*, 40(1), 82-95.

Prisoner Education and Training Programs

Lack of education and poor work history are two of the eight criminogenic factors that NTCS addresses through prisoner education and training.

The provision of Vocational Education and Training programs in adult custodial facilities as part of prisoner rehabilitation provides opportunities for prisoners to reduce their educational disadvantage, thereby increasing the likelihood of successful reintegration into the community and reducing the risk of reoffending.

The barriers for prisoners, particularly Aboriginal prisoners from remote communities, in completing education and training courses are limited education and employment experiences; language barriers; low levels of literacy and numeracy; and those serving short sentences of six months or less.

Participation rates for prisoners for the reporting period are:

Gender	Total participation
Female	223
Male	1146
Aboriginal status	
Yes	1093
No	276

Overall participation rates for the period 1-7-18 to 30-6-19 and is sourced from the Integrated Offender Management System.

Batchelor Institute of Indigenous Tertiary Education is engaged under a Service Level Agreement as the main provider for education at DCC and ASCC for the delivery of literacy and numeracy and trade-based VET courses. During the course of the agreement, there have been over 693 completed Batchelor Institute qualifications in Darwin and over 277 completed in Alice Springs. Of the total number of prisoners who completed at least one certificate in the reporting period, 784 were Aboriginal and/or Torres Strait Islander while 131 were female.

Higher Education / Vocational Education

The University of Southern Queensland external higher education learning solution is offered at ASCC and DCC. The university has sourced federal funding with the NTCS providing the day-to-day support for uploading assignments and provision of laptops to prisoners. As of 24 June 2019 there were 7 prisoners undertaking the USQ Tertiary Enabling Program.



Batchelor Institute Accredited Short Courses completions for 2018-19

Course location	Completed	Incomplete	Open	Total
Darwin Correctional Centre				
Construction White Card	123			123
Forklift	19	4	26	49
First Aid	14	5	29	48
CERT II in Skills for Work and Vocational Pathways	31	9		40
FSK10113 Cert I in Access to Vocational Pathways	17	2	18	37
Work Safely at Heights	10		27	37
Elevated Work Platforms	4	6	26	36
Certificate I - Business	30			31
Safe Food Handling Skill Set - FH	25			25
Certificate I - Visual Arts - BIITE	19			19
Certificate II - Visual Arts - BUTE	3		15	18
Safe Food Handling Skill Set - FSS	12			12
Certificate 1 in Agrifoods operations	8			8
CertI in Engineering	7			7
Prepare and Serve EspressoCoffee	7			7
Certificate II in Cleaning operations	6			6
Darwin Correctional Centre Total	335	27	153	503
Alice Springs Correctional Centre				
Forklift	48			48
FSK10113 Cert I in Access to Vocational Pathways	35	4	5	44
First Aid	28		9	37
Certificate I - Visual Arts - BIITE	11	6	17	34
Construction White Card	22		10	33
Certificate II - Visual Arts - BUTE	5		7	13
Certificate I in Construction			9	10
Elevated Work Platforms	10			10
Work Safely at Heights	10			10
Certificate I in Construction - Construction	7			7
Safe Food Handling Skill Set - FH	4			4
Alice Springs Correctional Centre Total	180	10	57	250
Grand Total	515	37	210	765

QuickSmart Programs

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. Prisoners who do not meet the eligibility criteria to engage in accredited training courses have the option to follow this pathway. The participation and level completions are listed below:

Darwin Correctional Centre	Completed	Incomplete	Total
QuickSmart - Subtraction	23	26	54
QuickSmart - Addition	23	12	40
QuickSmart - Level 1 Words	21	8	29
QuickSmart - Level 2 Words	23	3	26
QuickSmart - Level 3 Words	15	11	26
QuickSmart - Essential Words	12	12	24
QuickSmart - Multiplication	8	8	16
QuickSmart - Division	5		5
Darwin Correctional Centre Total	140	80	220
Alice Springs Correctional Centre			
QuickSmart - Subtraction	7	16	23
QuickSmart - Addition	6	15	21
QuickSmart - Level 1 Words	7	12	19
QuickSmart - Level 2 Words	8	7	15
QuickSmart - Multiplication	11	3	14
QuickSmart - Level 3 Words	4	7	11
QuickSmart - Essential Words	2	8	10
QuickSmart - Division	6	1	7
Alice Springs Correctional Centre Total	51	69	120
Grand Total	191	149	340

Work Camps

Accredited short courses undertaken at Work Camps are sourced through local providers.

Course location	Completed		Open	Total
Datjala Work Camp Nhulumbuy				
Chainsaw operation	57			57
Outdoor Power Equipment servicing	52	2		54
Construction White Cam - Other	17			17
Welding	14	3		17
Construction White Cam	16			16
Total	156	5		161
Barkly Work Camp				
Construction White Cam - Other	39	3		42
Construction White Cam	23	3	2	28
Total	62	6	2	70
Grand Total	218	11	2	231

Notes for all prisoner education tables:

1. This data refers to course participation in the period 1 July 2018 to 30 June 2019 and is sourced from IOMS.
2. Accredited is defined as participation in accredited education and training courses under the Australian Qualifications Framework.
3. 'Open' covers courses that are still underway.


Improving Aboriginal Outcomes

Aboriginal Strategy and Coordination Unit

A principal issue confronting the Northern Territory is the continued over-representation of Aboriginal people in the criminal justice system, particularly in secure custodial facilities.

Aboriginal people represent approximately 30% of the NT population but comprise 85% of the adult prisoner population. The majority of Aboriginal people in prison are from remote communities, speak many Aboriginal languages, with English as a third or fourth language, and are culturally and linguistically diverse.

The Aboriginal Strategy and Coordination Unit is located within the NTCS Commissioner's Office to provide strategic direction and leadership through various governance groups, including the NTCS Senior Leadership Group, the Correctional Operations Group, and the Senior Management Team of Community Corrections. The unit 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 Corrections. The unit also contributes to the National Senior Indigenous Officers Working Group (SOIGW) on Aboriginal Affairs, a working group of the Correctional Services Administrators Committee. In September 2018 the Northern Territory was the host jurisdiction for the SOIWG in Alice Springs for a jurisdictional exchange and the transferring of the secretariat role to NT Correctional Services.

The unit is also responsible for building Aboriginal partnerships through community and stakeholder engagement. In February 2019, the NTCS Community Engagement Framework was approved, highlighting the importance of working with communities and key stakeholders in government and community.

Remote community engagement officers are responsible for the implementation of the Elders Visiting Program in collaboration with key stakeholders. They work closely with community groups, such as Kurdiji law and justice groups, Land Councils, mediation and justice groups, Aboriginal organisations, NGOs and shire councils to identify and establish further support for prisoners exiting prison and returning to remote communities.

Elders Visiting Program

While a prisoner is incarcerated, engagement officers work with prison and community corrections staff to organise Elders Visiting Program (EVP) visits in the correctional centres.

The program was launched in 2005, with Elders nominated through regional councils to visit prisoners in custody. It now includes 19 communities with over 50 Elders participating, and visiting prisoners in Darwin and Alice Springs correctional centres, and Barkly and Dajjala work camps.

Discussions with Groote Eylandt Elders and Anindilyakwa Land Council Community Support Program have led to all repatriation costs to be covered by the council for Groote prisoners returning home upon their release.

The Elders Visiting Program engages with Elders from Tiwi Islands, Groote Eylandt, Wadeye, Maningrida, Nhulunbuy, Beswick, Ngukurr, Borroloola, Katherine, Kalkaringi, Lajamanu, Willowra, Barkly region, Ali Curung, Ampilatwatja, Yuendumu, Hermannsburg, Paunya and Santa Teresa. The EVP is an important cultural link between Aboriginal prisoners and Northern Territory Correctional Services employees by advising them on cultural and community issues that may impact on a prisoner's behaviour or ability to address their offending behaviour.

Number of Prisoners accessing the Elders Visiting program by location and month 2018-19

Community	Location	Month	Numbers
2018			
Katherine, Beswick	DCC	AUGUST	45
Hermannsburg/Ntaria	ASCC	OCTOBER	18
Kalkaringi	DCC	OCTOBER	26
Yuendumu/Willowra	ASCC	OCTOBER	32
Wadeye, Maningrida	DCC	NOVEMBER	32
Barkly	ASCC	NOVEMBER	36
Katherine, Beswick, Borroloola	DCC	NOVEMBER	45
Yuendumu/Willowra	ASCC	NOVEMBER	45
2019			
Barkly	BWC	FEBRUARY	15
Groote Eylandt, Nhulunbuy, Maningrida	DCC	FEBRUARY	79
Tiwi Islands, Wadeye	DCC	FEBRUARY	66
Barkly	ASCC	FEBRUARY	33
Yuendumu/Willowra	ASCC	FEBRUARY	44
Kalkaringi	DCC	MARCH	36
Hermannsburg/Ntaria	ASCC	MARCH	15
Barkly	BWC	MARCH	20
Ali Curung & Ampilatwatja	ASCC	APRIL	34
Barkly	BWC	JUNE	15
Santa Teresa	ASCC	JUNE	18

Elders Visiting Program events for 2018-19

Community	Location	Month	Event
2018			
Barkly, Yuendumu/Willowra Hermannsburg	ASCC	JULY	NAIDOC
Kalkaringi, Groote Eylandt, Beswick	DCC	JULY	NAIDOC
Katherine	Katherine	AUGUST	Regional Forum
Central Barkly	Alice Springs	SEPTEMBER	Regional Forum
Saltwater/Gulf	Darwin	OCTOBER	Regional Forum
Hermannsburg/Ntaria	ASCC	NOVEMBER	Cultural Awareness Training to Trainee Correctional Officer's
Hermannsburg/Ntaria	Hermannsburg/Ntaria Community	NOVEMBER	Trainee Correctional Officer Community Visit
2019			
All regions	Darwin	MAY	EVP Annual Forum
Tiwi Islands, Groote Eylandt, Maningrida	DCC	MAY	Cultural Awareness Training to Trainee Correctional Officers
Katherine	Katherine	JUNE	Trainee Correctional Officer Community Visit



Elders Visiting Program Annual Forum held in Darwin



Central Barkly Regional Forum held in Alice Springs



Ali Curung first visit into Alice Springs Correctional Centre with Remote Community Engagement Officer Crystal Dixon



Katherine East West Regional Forum

Community Corrections

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

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Community Work Orders successfully completed	72%	79%	72%	71%	69%
Number of community work hours (hours)	30 000	27 020	27 643	29 760	31 325

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, and the 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.

 **Strengthening the Justice System**

Statutory Front Line Positions Reclassified

With the expansion of electronic monitoring and the introduction of specialised programs, the department recognised the increased complexity of the work undertaken by key operational staff. As a result, probation, parole officer and team leader positions were reclassified effective from 1 January 2019 to reflect the tasks and responsibilities required. Throughout this initiative, Community Corrections was pleased to receive the support of key stakeholders, including the CEO, Deputy CEO, the Commissioner for Correctional Services, the Commissioner for Public Employment, and the Community and Public Sector Union. The reclassifications are expected to have a positive impact on staff professional satisfaction and turnover rates.

Electronic Monitoring

Electronic monitoring allows Northern Territory Correctional Services to locate and track adult offenders on court or parole orders, prisoners, and persons subject to monitoring on bail. The program has expanded significantly since its commencement in 2014, with close to 300 NTCS clients monitored at any one time.

Community Corrections received funding to trial a more robust and more sustainable model for managing the electronic monitoring on-call requirements (2018-19 and 2019-20). An evening shift was introduced in October 2018. The officer is on duty from 3pm-1am and then remains on call to respond to any alerts received between 1am and the start of the next business day.

 **Improving Aboriginal outcomes**

Increase in Aboriginal-owned or supporting projects

To assist in increasing court orders completed by Aboriginal and Torres Strait Islander people, Aboriginal-run or supporting organisations in the Darwin regional and remote areas were approached and signed up as community work projects.

During this time, community work coordinators travelled within the Darwin area and remote communities to discuss with organisations and community elders the benefits of community work and how we can assist those who come before the court, while minimising recidivism.

The following organisations have since teamed up with Community Corrections as projects:

Merrepen Arts Centre. This is the first project in the Daly River area. Merrepen Arts has been enthusiastic to assist, giving potential opportunities for paid employment to reliable clients.

Yirrkala Store – Yirrkala community. Yirrkala store represents a great opportunity for those on Community Work Orders in the area. Located approximately 20 minutes' drive from the Nhulunbuy township, the store supports many offenders in the region to meet their order requirements.



St Vincent De Paul Society – Darwin area. One of the largest projects to be signed up, St Vincent De Paul assists women and children living in emergency housing, as well as providing homelessness support.

St Vincent De Paul also runs six op shops across the Darwin region and this provides a large variety of options for women on community work orders to meet their order requirements.

The Bakhita Centre, another St Vincent De Paul initiative, provides accommodation for single men and the opportunity to complete community work order requirements while living at the centre.

Partnering for Improved Justice Outcomes

Interagency work

Contemporary practice has seen focus shift to a more unified approach to case management, especially with victims and families who have significant contact with the system. This has seen the introduction of a number of initiatives. Community Corrections are part of both the Family Safety Framework and the Territory Families Crossover group, which are part of a focus on improving justice outcomes. These meetings enable information sharing and development of multi-agency case planning to ensure the best possible outcome. The target group is domestic violence victims and families at immediate risk that require assistance in the form of a multi-level government department approach.

Treatment and support services for offenders on the COMMIT program

The COMMIT Program is aimed at reducing both incarceration and recidivism rates by keeping offenders in the community under strict supervision, where they can engage with rehabilitative services and pro-social activities. It is available to offenders sentenced to a suspended sentence of imprisonment and prisoners released on parole.

In 2017-18, and continuing during the reporting period, Community Corrections received funding for the establishment of services to provide alcohol and other drug treatment and support to offenders on the COMMIT program.

Community Corrections advertised these grant opportunities for non-government organisations across the Northern Territory, working in collaboration with Department of Health to complete the assessment of funding applications. A total of seven services were funded, with varied commencement and end dates. The services operated throughout the 2018-19 calendar year.

These services have increased the range and number of alcohol and other drug treatment and support services, with dedicated services for COMMIT participants and other people under community-based supervision available in Darwin, Katherine, Alice Springs and Tennant Creek.

Increasing the number of beds in supported accommodation services for offenders and prisoners

Access to stable and supported accommodation is a significant factor in achieving successful reintegration of prisoners to the community on release. The Pre and Post Release Supported Accommodation Program was established in 2012 to address this need.

Community Corrections has established partnerships with non-government organisations to provide accessible housing and case management services to prisoners on release. During 2018-19, the Pre and Post Release Supported Accommodation Program was expanded in Alice Springs from three to four houses managed by Anglicare NT. A new service comprising of two houses was established in Darwin under the management of Mission Australia.

Community Corrections has the capacity to offer supported accommodation for up to 12 prisoners on release in Alice Springs and six prisoners on release in Darwin. This initiative has significantly improved the prospects of prisoners successfully reintegrating to the community.

Case study

ST has a significant history of substance misuse and associated offending. However, he has served an apprenticeship and is now a tradesman plasterer.

St Mary's Chapel in the Alice Springs suburb of Ross had significant damage to the ceiling. The Reverend Brian Jefferies of the Anglican Diocese

contacted Community Corrections and asked for help in carrying out substantial repairs to the ceiling sheets in this historic chapel. Funding for materials was provided by the Anglican Diocese and the Alice Springs Community Corrections Office completed the repairs through the Community Work Crew Project.

Repairs were completed to a high standard and the work crew will now paint the chapel.

While ST continued to experience difficulty complying with court orders, he successfully completed his Community Work Order of 50 hours and he has not come to notice for any further offending since the imposition of the order.

Community work has provided a vehicle for ST to make a significant contribution to the Alice Springs community.

Developing and Maintaining a Capable Workforce

Introduction of oral drug testing in Community Corrections

Community Corrections supervises offenders in the community who are subject to court or parole orders. Often orders will contain conditions requiring offenders to be tested for drug or alcohol use. Historically, Community Corrections outsourced the provision of drug testing to pathology services. In 2018, Community Corrections implemented onsite oral fluid testing to expand the locations, particularly remote, where offenders subject to testing could live. The ability to test onsite has provided greater efficiencies and improved practices across the NT.

The introduction of onsite testing was achieved through a comprehensive staff development project. All probation and parole staff undertook nationally accredited training in the collection of specimens for testing, in addition to revised policy and practice training, and guidance and support delivered locally.

Building community trust

Building awareness and education within the community

As part of the community work role, community work coordinators connect with individuals and organisations to build trust and awareness regarding the benefits and support Community Corrections provide. Community Corrections builds trust with local organisations through awareness and involvement in local initiatives.

In February 2019, Community Corrections staff attended the Darwin Community Arts dinner, supporting Dementia Australia and hosted by former Lord Mayor Katrina Fong Lim. The event was supported by the Casuarina Community Corrections Work Crew project in the setup of the night's event. Ms Fong Lim addressed the attendees and thanked NTCS for their assistance, explaining the benefits this had on the entire evening's event.

Community Corrections also visits remote communities to liaise with elders, individuals and organisations to promote community work. It is excellent for the community to see the direct benefits community work has for their region, in addition to allowing offenders to repay the community for their offending, and see the potential for future paid employment and opportunities for all.

Other Achievements/Highlights

West Arnhem Regional Council project signup

Councils in remote communities always have a huge impact on the area, often running many of the businesses within the community. West Arnhem Regional Council spans many areas, including Gunbalanya, Jabiru, Maningrida, Minjilang and Waruwi, and their outstations, and signed up during the year to participate in Community work projects.

Case study

SM successfully completed his order on 10 May 2019 without contravention, having commenced on 18 July 2014. All Palmerston Community Corrections Office staff say he was polite and respectful during every contact. In September 2018, he won an NT Aboriginal and Torres Strait Islander student of the year award as an apprentice with ConocoPhillips and Qube. He was then nominated for the Australian Training Awards and in November 2018 attended the award ceremony in Sydney. SM is working as a repairs assistant. He recently completed a Certificate III in Logistics and will soon commence a Certificate IV. Advice from his employer is that he is valued in the workplace. SM has four boys and says: "I'm trying hard to make a better life for them." On Thursday 9 May 2019, SM was presented with a certificate of achievement by his Probation and Parole Officer and quite a few staff members congratulated him. His supervisor, Natalie Symington, says: "SM is a reminder to us all of why we do the job we do."



Parole Board

The Parole Board of the Northern Territory is an independent statutory body established under section 3A of the *Parole Act 1971*. The board consists of 18 members, who act independently of political and bureaucratic influence to make decisions about the parole of prisoners in the best interests of the community, including the offender and the victim.

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

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Number of parole matters considered	1050	1344	985	938	N/A

Further information about the activities of Parole Board are detailed in Parole Board annual reports, which are available at <https://justice.nt.gov.au/attorney-general-and-justice/justice-publications/annual-reports>

Developing and Maintaining a Capable Workforce

Professional Standards Unit

The Professional Standards Unit 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:

	2018-2019	2017-2018	2016-2017	2015-2016
Alice Springs Correctional Centre	26	26	24	14
Darwin Correctional Centre	128	106	105	88
Other	1	3	0	0
Community Corrections	1	0	2	1
Formal Disciplinary Issues	14	23	31	47
Compliance Audits	47	51	51	136
Freedom of Information Requests	96	n/a	n/a	n/a

Correctional Services Staff Learning and Development

NTCS provides a centralised strategic and supportive learning environment dedicated to the development of its employees and recognises the importance of building and developing capabilities to meet current and future needs.

Learning and development programs are aligned with the department's strategic plan to support our people and contribute to a positive organisational culture through enhancing staff capability. Further details of programs and results are available in the Our People section.

Courts and Tribunal Support Services

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

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

Higher Courts

Courts and Tribunal Support Services provide processing and appropriate case-flow management for the higher courts, including the Supreme Court and courts of appeal.

Key Performance Indicator	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Cases lodged:					
- criminal	680	553	660	566	750
- civil	500	500	450	478	519
Sitting Days:					
- criminal	944	1077	1429 ²	1350	1335
- civil	800	888	1232	1150	1104
- civil	144	189	197	200	231
Finalisation of cases within 12 months:					
- criminal	90%	91%	97%	88%	94%
- civil	90%	90%	82%	85%	94%

²The 'actual' sitting days for the higher court 2017-18 reported inaccurately last year due to an administrative oversight. The table above reflects the corrected figures.

Partnering for Improved Justice

High Court Sittings

The High Court of Australia sat in Darwin for the first time from 4-6 September 2018. The sittings required extensive collaboration between the Commonwealth and Northern Territory court administration. The matter related to compensation provisions under the *Native Title Act 1993* (Cth,) which had never been tested in the High Court.



The High Court of Australia sitting in Darwin for the first time
Image Credit: ABC News.

¹ Incorporating Sheriff's Office

Other Achievements/Highlights

The Language and Law Conference

The Language and the Law Conference was held in Alice Springs from 5-7 April 2019 and was opened by the Attorney-General, Natasha Fyles. Speakers included High Court Justice Stephen Gageler; Dr Diana Eades, Adjunct Professor – Faculty of Humanities, Arts, Social Sciences and Education, School of Humanities, Arts, and Social Sciences, University of New England; Dr Michael Cooke, Director of NAATI; and Supreme Court and Local Court judges.



Law Week 2019

Lower Courts and Tribunals

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

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Criminal cases lodged:					
- major centres	12 000	10 941	11 096	12 176	12 567
- circuit courts	4000	3658	3839	3943	4309
Civil cases lodged	6000	5178	5204	5442	6880
Sitting days - all NT courts	2700	2483	2529	2653	2754
Sitting days - circuit courts only	400	386	392	400	416
Finalisation of cases within six months:					
- criminal	90%	83%	82%	84%	85%
- civil	90%	93%	95%	94%	92%
Finalisation of coronial cases within 12 months	60%	71%	69%	79%	70%

Strengthening the Justice System

Alice Springs Local Court Refit

The Alice Springs Local Court has operated throughout 2018-19 while a major renovation has been under way. Five courtrooms, with three completely redesigned, will be handed back in 2019, three on the ground and two on the first floor, with separate lift access for the public and persons in custody. The Building has undergone a complete security restructure and has implemented a safe space for all court users. Victims of domestic violence will have a separate entrance and waiting areas. One courtroom is specifically designed to allow victims complete visual separation from defendants and their families, at the choice of the victim. There is also a round table format Youth Justice and Multipurpose Courtroom, and better interview facilities for youth and adults in custody, among many other features that will improve the experience of all court users. Construction is due for completion in September 2019.

Family Law Pilot

The Family Law Pilot is a new approach to improve access to justice for court users encountering the child protection and family law jurisdictions in the NT. The Local Court of the Northern Territory will use their existing powers to make parenting orders under the *Family Law Act 1975 (Cth)* for families who have related care and protection of children matters. The aim is for families to obtain the most appropriate legal outcomes and orders for their unique circumstances, and prevent families moving backwards and forwards between different courts.

Protecting Territorians by Supporting Safer Communities

Opening of a new circuit court in Arlparra

The historic first sittings of the Local Court at Arlparra were conducted on 12 June 2019 before Judge McNamara.

Improving Aboriginal Outcomes

Community Peacemaking

In August 2018, the Community Justice Centre commenced a peacemaking training partnership with the Anindilyakwa Land Council to design, develop and implement a locally and culturally appropriate peacemaking process with the people of Umbakumba.

The partnership commenced with the design and presentation of a nationally recognised training program under the National Mediator Accreditation Standards. Following the initial delivery of training, the Community Justice Centre supported peacemakers with further discussions and proposed development opportunities to further their skills to begin the process of achieving National Mediator Accreditation.

In April 2019, the Umbakumba Peacemakers travelled to Canberra to participate in the National Mediation Conference. This was an opportunity to talk about their way of managing conflict for their community with a national and international audience.

Project Zola

Since May 2017, the Commonwealth and Northern Territory governments have agreed to trial video-conferencing facilities. As part of that agreement, video-conferencing facilities were established in six remote communities – Borroloola, Wadeye, Tennant Creek, Yuendumu, Alyangula and Lake Evella – and provide increased protection for vulnerable witnesses in civil and criminal court proceedings. Alyangula and Lake Evella were the latest sites to have video-conferencing facilities installed in early 2019.

Community Justice Centre

The Community Justice Centre (CJC) has been established by the Northern Territory Government to provide dispute resolution services that are effective, promote empowerment, integrity and are respectful of diversity.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Mediations	80	68	69	35	216
Presentations	28	19	27	9	23
Client satisfaction	85%	94%	85%	98%	91%
Community education and awareness session delivered	4	11	29	4	28

Other Achievements/Highlights

Preventative Dispute Resolution

In 2018-19, the Community Justice Centre focused on delivering more responsive and appropriate dispute resolution mechanisms for Territorians through a conflict analysis and coaching approach. The centre has sought to identify suitable matters that would typically be managed through the facilitative mediation process and instead apply a robust conflict coaching model to assist clients to self-determine appropriate ways to resolve their issues.

Following the design of a suitable coaching model, a seven-month trial was undertaken. It was observed that 9 percent of all incoming dispute management requests were able to be diverted to the new preventative coaching model, with all matters achieving a workable plan for resolution.

The new model has allowed the centre to deliver a high-quality dispute resolution mechanism that is more timely and cost-effective. In addition, the process has also produced a higher level of customer satisfaction, with 100 per cent of clients attesting to the process meeting their needs.

Northern Territory Civil and Administrative Tribunal

Northern Territory Civil and Administrative Tribunal (NTCAT) has jurisdiction over high-volume areas, including the *Residential Tenancies Act 1999*, *Small Claims Act 2016* and *Guardianship of Adults Act 2016*. NTCAT also has administrative responsibility for the Mental Health Review Tribunal under the *Mental Health and Related Services Act 1998*.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Cases lodged	2400	2785	2325	3479	1393
Cases finalised	1400	2202	1370	2204	918
Clearance rate	80%	90%	59%	64%	70%

The tribunal adopted the Odyssey Case Management System in December 2017 and continue to find this an invaluable case management tool. NTCAT is continuing to work with the Odyssey Project Team to 'go live' with e-filing in the 2019/20 financial year.

The Restoration of the Papunya Boards

A significant project during 2017 and 2018 was the restoration of the extremely valuable Papunya Boards, which have been hanging in the Alice Springs Law Courts since the building opened in 1980. The boards had been subjected to years of environmental damage. On the recommendation of the late Anita Angel, the boards were restored to their former glory by Cushla Hill, a senior paintings conservator with the Grimwade Centre for Cultural Materials Conservation at the University of Melbourne. The boards will be hung in an appropriate place in the newly refurbished court in late 2019.



Restoration of the Papunya Boards

Fines Recovery Unit

The Fines Recovery Unit (FRU) takes payments from those who pay their fine or penalty by the due date and undertakes enforcement and recovery action against those who do not pay by the due date.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Clearance Rate					
Fines and penalties paid in full	52 000	55 674	56 500	54 576	51 371
Fines and penalties clearance rate	80%	85%	79%	77%	79%
Enforcements processed:					
- court fines	12 000	7948	7636	8 868	12 540
- infringement penalties	36 000	28 591	33 782	34 549	35 477
Enforcements fully paid within 12 months:					
- court fines	15%	15%	16%	18%	20%
- infringement penalties	45%	48%	52%	52%	49%
Client satisfaction	85%	96%	93%	97%	95%

 **Improving Aboriginal outcomes**

Outreach service – Knuckey Lagoon Community

Fines Recovery Unit staff joined with Yilli Rreung Housing and representatives from Larrakia Nation, Territory Families, Centrelink, Births Deaths and Marriages and Consumer Affairs to support community information days held at Bagot Community, Yilli Rreung Berrimah, Knuckeys Lagoon Community and the Palmerston Indigenous Village (15 Mile). The information days were organised by Yilli Rreung Aboriginal Corporation to provide tenancy information to community residents. It also provided an opportunity for residents to talk face to face with service providers and to gain immediate access to services. FRU staff were able to assist community residents with fine payment plans as well as networking and building rapport with other service providers.

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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Modernisation projects planned	3	2	3	4	2
Availability of access to the IJIS environment	99%	99%	99%	99%	99%

One modernisation project deferred to align with budget availability, this was the implementation of the Odyssey Attorney Manager for the Office of the Director of Public Prosecutions.

Further information about the activities within CTSS is detailed on the department's website, available at <https://justice.nt.gov.au/attorney-general-and-justice/courts>

Director of Public Prosecutions

The Director of Public Prosecutions (DPP) delivers independent public prosecution services to the Northern Territory and provides witness and victim support services during the criminal justice process.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Number of new matters	9400	8998	9686	9214	9418
Finalisations:					
- Supreme Court pleas	450	389	418	426	483
- Supreme Court trials	60	55	64	69	55
- Supreme Court withdrawn	40	22	22	45	41
- Local Court hearings/pleas	7000	7037	6738	6483	6805
- Local Court withdrawn	800	585	841	814	463
- Appeals at all levels	60	83	59	63	84
Findings of guilt (including guilty pleas):					
- in Supreme Court	94%	98%	97%	96%	93%
- in Local Court	98%	97%	97%	97%	97%
Convictions after trial/hearing	97%	92%	97%	97%	97%
Witness Assistance Service clients	1730	1891	2216	1934	1923

DPP annual reports are available online:

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

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 1978*, 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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Total number of actions to assist Territorians	18 550	20 079	21 658	17 152	18 490
- Enquiries received	17 000	16 623	18 479	16 138	17 137
- Consumer and business actions	970	1401	1386	669	718
- Compliance actions	880	2055	1793	345	635

Improving Aboriginal Outcomes

Consumer Protection in Aboriginal Communities

Aboriginal people are some of the most vulnerable consumers in the Northern Territory. To assist this demographic, NTCA continues to deliver a broad range of activities to inform and empower Aboriginal consumers throughout the NT.

The NTCA outreach program included visitation to numerous communities, including Borroloola, Bulman, Beswick, Burunga, Manyallaluk, Ngukurr, Numbulwar and Mutitjulu, and other communities around Darwin, Alice Springs and Katherine. Community members are provided with educational material that clearly explain their consumer rights, including the ever-popular Do Not Knock stickers.

The Aboriginal consumer educational videos continue to be popular. The range of 10 videos are available in English and Yolngu Matha and can be viewed on the NTCA and Arnhem Land Progress Aboriginal Corporation (ALPA) YouTube channels. The videos have now been watched more than 194 000 times with the Yolngu Matha versions being viewed over 125 250 times.

 **Balancing the Regulatory Environment**

Regulation of MyFuel NT

NTCA regulates the MyFuel NT scheme throughout the Northern Territory. There are 206 registered fuel retailers in the NT. All registered fuel retailers are required to provide live updates of their fuel prices. The prices are updated online and for remote areas without internet the updated fuel price can be telephoned in for the NTCA staff to update.

Failure to update the prices can result in a price mismatch where the bowser price does not match the MyFuel NT web app price. Members of the public can lodge a Price Mismatch Report if they believe there is an error in the pricing or availability of fuel. As well as public input, regular compliance checks are conducted with outlets as far apart as Numbulwar, King Ash Bay, Kings Canyon, Yulara and Kulgera.

Fuel retailers found to be repeatedly non-compliant, even after contact from the Compliance Unit, which includes education and written warnings, are issued with an Infringement Notice. This year, six Infringement Notices were issued in relation to fuel retailers “offering a prescribed fuel for retail sale at a price other than the reported price”.

Consumer and Trader Engagement, 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 1999*. This year, 47 sessions were held with over 330 agents and private landlords assisted.

Trader visits are also undertaken across the NT providing advice in regard to the role of NTCA and the requirements of the Australian Consumer Law and other legislation. This year over 780 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.

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



Fuel Price Check at Curtain Springs

Anti-Discrimination and Community Visitor Program

The Anti-Discrimination Commission provides anti-discrimination education, training and public awareness to the private and community sectors, government and the general community. The commission also accepts, conciliates and evaluates complaints for referral to the NT Civil Administrative Tribunal.

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 1998*, and *Disability Services Act 1993*. The program also makes and monitors recommendations on systemic issues, such as interpreter use and seclusion reduction.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Community education and awareness delivered (sessions)	30	65	83	70	123
Complaints conciliated	50%	57%	60%	52%	62%
Public awareness/community-based events, development of educational resources and training (hours)	80	425	269	184	586
Complaints (includes complaints carried over)	200	171	154	217	236
Complaints closed within 8 months of receipt	50%	98%	100%	95%	86%
Community Visitor Program					
Issues resolved/referred	60%	60%	65%	N/A	N/A
Complaints and enquiries received	320	319	320	674	751
Visits (All)	156	163	169	357	402
Community Visitor Panel visits	6	6	6	8	N/A
Community Visitor inspections and visits	150	157	163	349	N/A
Contact made within one working day of request	100%	100%	99%	97%	97%

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

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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Records maintained	1 563 000	1 554 479	1 532 674	1 507 907	1 482 843
Land Title and Birth, Deaths and Marriages registrations	24 000	21 439	24 299	24 895	27 122
Searches	800 000	616 519	867 790	746 097	664 568
Client satisfaction	98%	99%	97%	98%	98%
Life event certificates issued within 24 hours	98%	97%	98%	98%	97%
Life events registered within 72 hours	99%	98%	99%	99%	99%
Land dealings and instruments registered within 48 hours	100%	100%	100%	100%	100%

Office of Births, Deaths and Marriages remote and regional circuit program

The Office of Births, Deaths and Marriages has continued its remote and regional circuit program, and has since its inception visited 43 remote/regional communities and issued 3088 certificates on the spot as at the end of June 2019.

Online Searching in the Land Titles Office

Online searching for the general public is in the final stages of testing and will be implemented by the end of 2019. This will enable the general public to search the Land Titles Register at home on their personal devices, including mobile phones, with payment made by credit cards.

Implementation of changes to sex/gender

Sex/gender legislative change making it easier for those changing sex/gender to register a new identity has been successfully implemented with the Births, Deaths and Marriages Register and associated requirements are operational.



Robyn Herbert receiving her certificate

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 2002*.

Transfer of financial management functions for represented persons under adult guardianship orders

The transfer to the Office of the Public Trustee of financial management functions for some represented persons, previously managed by the Office of the Public Guardian, commenced in the late period of the financial year (with all matters gradually to be transferred in 2019-20).

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Estates and trusts finalised	220	177	211	217	185
- Deceased estates finalised	120	100	107	97	103
- Trusts finalised	100	77	104	120	82
Deceased estates active	140	185	176	169	146
Finalised deceased estates:					
- within 12 months	65%	47%	55%	73%	84%
- within 24 months	85%	86%	89%	91%	95%
Trusts active	600	601	561	559	600
Wills prepared	200	209	228	206	228
Client satisfaction	90%	98%	97%	98%	96%

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>.

Children's Commissioner

The Children's Commissioner deals with complaints related to the *Children's Commissioner Act 2013*, monitors the administration of the *Care and Protection of Children Act 2007*, and promotes an understanding of the rights, interests and wellbeing of vulnerable children.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Complaints and enquiries handled	200	188 ¹	216	300	
Complaints and enquiries finalised	200	223	216	300	219
Complaints assessed within 28 days	100%	93%	93%	98%	98%
Community education and awareness delivered (sessions)	30	38	54	44	39

¹ Complaints and enquiries handled figures represent matters handled within 28 days per the Children's Commissioner Act 2013 Part 4, Division 2, Section 23(3).

The Children's Commissioner has made significant changes to the way enquiries and complaints were triaged and resolved in order to enhance outcomes for vulnerable children and reduce response timeframes for complaints to be resolved. The improvements to the triage process resulted in no complaints being undetermined at the end of this reporting period. The initial assessment of the enquiry improved so matters that were not within the Commissioner's jurisdiction or easily resolved directly with the service provider were not progressed to a complaint.

The Commissioner where possible resolved matters by seeking information directly from the service provider. A referral to the service provider for resolution takes at a minimum 42 days for the response to be received. In these cases resolutions were achieved within significantly shorter timeframes.

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

Office of the Public Guardian

The Office of the Public Guardian (OPG) provides guardianship information, advocacy, education, research, investigation and support to the Northern Territory community.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Individuals under adult guardianship	1084	1039	977	890	N/A
Aboriginal people under adult guardianship	543	598	548	543	N/A
Financial management orders to the Public Guardian	555	426	450	397	N/A

Transfer of Financial Administration

In November 2018, the Attorney-General and Minister for Justice and Minister for Health approved the transfer of financial administration of represented adults' estates from the Office of the Public Guardian to the Public Trustee.

This transfer brings the Northern Territory into line with other jurisdictions across Australia and is ensuring the separation of decision-making authority between financial management and personal matters where the Public Guardian is appointed.

The Office of the Public Guardian and the Public Trustee are working closely to ensure this function transitions seamlessly and to support represented adults' and their supporters through this change.

Translation of guardianship information

During 2018-19, as a commitment to embracing both diversity of ability and the Territory's culturally and linguistically diverse community, the Office of the Public Guardian embarked on a project to ensure guardianship information is accessible to all Territorians.

Throughout the year, the OPG worked closely with translation services to produce a series of fact sheets in Greek, Arabic, Italian, Swahili, Chinese, Thai and Vietnamese. These fact sheets are available on our website, adding to information already available in Auslan and English audio.

The initiative will continue with plans for information to be translated into relevant Aboriginal languages, as well as Easy English material for people with impaired capacity. This information has been designed to assist private guardians to fulfil their role and responsibilities. The Office of the Public Guardian is committed to developing community education material to inform all Territorians about guardianship in the Northern Territory.

Community Consultations and Non-Government Organisation Information Sessions

The Office of the Public Guardian undertook community consultations throughout regional and remote Northern Territory. These consultations provided an effective way of spreading the guardianship message and sharing information with represented adults, current and prospective guardians and members of the broader community. The consultations also helped strengthen relationships and partnerships with regional service providers.

The Office of the Public Guardian also provided information and education sessions to non-government organisations around guardianship issues. These valuable sessions provide an opportunity to increase community knowledge around guardianship and advance personal plans.

Further information about the activities of the Office of the Public Guardian is detailed in its annual report, available at <http://publicguardian.nt.gov.au/resources/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 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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Complaints and enquiries closed	96%	98%	102%	N/A	N/A
Enquiries and complaints received ¹	822	929	824	823	621
Enquiries and complaints closed	750	909	843	795	647
Complaints resolved within 180 days of receipt	85%	86%	76%	87%	83%

¹ Complaints and enquiries closed are as a proportion of complaints and enquiries received

High Quality Complaints Management

The number of matters received by the HCSCC has more than doubled since it became independent in 2010-11, while staffing numbers have remained static. The challenge has been to ensure that the increasing workload is managed while quality is maintained. In 2018-19, the HCSCC received 929 complaints and enquiries, and closed 909. This is an exceptional outcome. One mechanism for managing the workload has been to manage matters as informally as possible. In 2018-19, 77 per cent of all matters received were managed informally. This has been a key factor in the HCSCC's ability to continue to offer a high-quality complaints service.

Promote Capacity

The *Health and Community Services Complaints Act 1998* requires the HCSCC to encourage service users and service providers to resolve their complaints directly. As part of the multi-focus strategy to manage workload, the HCSCC is referring matters back to service providers and coaching service users and service providers as to how they can resolve matters directly.

HCSCC staff coach complainants on how to approach the service provider they are unhappy about to achieve the outcomes they are seeking. Coaching is also provided to service providers when they contact the HCSCC and when they provide a response to a formal complaint. In 2018-19, 27 percent of enquiry issues were referred back to the provider for direct resolution. This strategy empowers Territorians to manage complaints about health, disability or aged care services.

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

Regulatory Services

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 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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Community Benefit Funding used to benefit community	90%	97%	97%	N/A	N/A
Active licences administered	80%	97%	97%	N/A	N/A
Compliant liquor licensed premises	90%	99%	98%	N/A	N/A
Compliant Incorporated Associations	70%	64%	56% ¹	N/A	N/A

¹ The 'actual Compliant Incorporated Associations figure for 2017-18 reported inaccurately last year due to an administrative oversight. The table above reflects the corrected figures.

Protecting Territorians by Supporting Safer Communities

Alcohol Harm Minimisation

Licensing NT has been intrinsically involved in the planning and implementation of recommendations arising from the Alcohol Policy and Legislation Review. On 22 August 2018, the Northern Territory Government passed amendments to the *Liquor Act 1978*, which commenced on 1 October 2018. The amendments introduced a requirement for all liquor retailers who operate in another state or territory and who want to sell alcohol into the Northern Territory to obtain an interstate retail licence, and also introduced a minimum price for alcohol set at \$1.30 per standard drink.

Strategic communication material was developed including a significant range of communication material for display in retail outlets aimed at raising community awareness about how the floor price operated, including price posters and price counter cards, which were developed for licensees to use in identifying what the minimum price should be.

The strategic communication aimed to:

- Raise community awareness and improve understanding that the minimum floor price is a key reform under the Alcohol Harm Minimisation Action Plan to reduce at-risk and dependent drinking and its associated harms.
- Explain that the minimum floor price primarily affects the price of cask and fortified wines; the cost of beers and spirits remain largely unaffected.
- Establish that the minimum floor price is not a government tax; it is an initiative that will standardise alcohol prices to reflect the alcohol content in beverages.

Banned Drinker Register in Regional Areas

Following the Liquor Commission determination to provide 19 licensees in the Tennant Creek and Barkly region with a notice of licence variation for the conditions of their liquor licences, the Banned Drinker Register has been modified to accommodate the liquor licence variations. Modifications include:

The new take-away restrictions as follows:

No more than one of the following per person per day:

- 18 cans or stubbies of light beer (not more than 2.7% alcohol by volume); or
- 12 cans or stubbies of mid-strength beer (not more than 3.5% alcohol by volume); or
- 6 cans or stubbies of cider or full strength beer; or
- 6 cans or bottles of ready-to-drink mixes; or
- One bottle of fortified wine; or
- One bottle of green ginger wine; or
- Two x 750 ml bottles of wine; or
- One 750 ml bottle of spirits, unless one such bottle has been purchased within the previous 24 hours.

The sale of the following products is prohibited:

- wine or fortified wine in a container larger than 750ml
- beer in bottles of 750ml or larger (subject to Darwin Stubby Souvenir packs being sold at room temperature and in the presentation box provided, for consumption away from the premises)
- high-strength ready-to-drink mixes (not less than 7% alcohol by volume) in a container larger than 440ml

Licensing NT is developing an online training package to assist licensees and staff to access information in relation to the Banned Drinker Register obligations and requirements. Licensing NT officers continue to work closely with stakeholders.

In partnership with the Department of Health, the department Corporate Communications team developed a strategic awareness campaign targeting rural and remote communities, and addressing the emerging issues.

Audio and visual communications were developed and broadcast in relevant languages to remote communities across the Territory. In total, communications were developed in 18 of the Territory's languages, including English.

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 NTG 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 report of the Alcohol Legislation and Policy Review.

Implementation of the National Consumer Protection Framework

The National Consumer Protection Framework (NCPF) which commenced on 26 November 2018 following endorsement from for all State and Territory Governments, is the major component of the Australian Government's response to the O'Farrell Review, a review into illegal offshore wagering by Australians. The crux of the response is the desire to improve the online wagering experience for Australians by ensuring a consistent national approach to wagering harm minimisation measures and to encourage Australians to bet with licensed Australian operators rather than overseas businesses.

The principles and measures that comprise the framework are to be rolled out through a phased approach.

To implement the agreed policy commitments of Commonwealth, state and territory governments with respect to the NCPF for online wagering in Australia, the NT Racing Commission approved the Code of Practice for Responsible Service of Online Gambling 2019.

Balancing the regulatory environment

Licensed Motor Vehicle Dealers

There are 82 licensed motor vehicle dealers in the Northern Territory.

The 2019 audit of compliance and inspections is underway. Licensing NT officers work with dealers in addressing minor compliance issues in relation to suspended, non-operating and non-compliant dealers.

Associations

There are 1612 associations in the NT. Licensing NT has been working to improve governance and accountability of associations and is aiming to conduct free information and training sessions for incorporated associations and other members of the public in the coming year. Training and information sessions are to be conducted in conjunction with the Department of Trade Business and Innovation and the Department of Tourism, Sport and Culture to increase awareness of obligations in relation to the conduct of associations and requirements when seeking or receiving government grants.

Racing and Betting Act 1983 Review

The Department has undertaken a review of the *Racing and Betting Act 1983* with the assistance of an external consultant, with the terms of reference providing a broad remit to develop recommendations to ensure a regulatory framework that is robust and meets future needs of the industry and the Territory.

Developing and Maintaining a Capable Workforce

Licensing NT officers continue to be cross-trained in the varied portfolios for which Licensing NT has responsibility or oversight, providing 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 expeditiously and effectively.

Building community trust

Northern Territory Liquor Commission

The Liquor Commission was established on 28 February 2018 following commencement of the *Liquor Commission Act 2018*.

The commission is supported by Licensing NT, which receives and investigates permit and license applications, and complaints, monitors licensed venues, enforces liquor laws and compiles data and information for reporting requirements. Licensing and Compliance officers regularly appear before the commission in public hearing matters.

The commission was referred 196 applications during the 2018-19 period and 128 applications went to hearing.

Applications referred to the Liquor Commission

Type	Section of Liquor Act 2018	Number referred
Application for liquor licence	s.26(1)	26
Application for special licence	s.58	68
Application for material alterations	s. 119(2)	24
Application for transfer of licence	s.41	10
Application for variation of conditions of licence	s.32A(1)	56
Complaints	s.69(1)	9
Application for substitute of premises	s.46A	3

Northern Territory Racing Commission

The Racing Commission is established under section 6 of the *Racing and Betting Act 1983* (the act). The key functions of the Commission include the licensing and regulation of bookmakers, including sports bookmakers; the determination of betting disputes; the control and development of greyhound racing; and investigations into matters relating to racing in the Northern Territory.

The commission is supported by Licensing NT by investigating complaints, monitoring compliance with licence conditions of sports bookmakers and betting exchange operators, and providing administrative support during and after meetings.

There are 22 licensed wagering operators in the NT – 21 sports bookmakers and one bet exchange operator.

The new membership was appointed on 6 July 2018 for a three year period and includes a new chairperson, three new members and a previously appointed member. A further membership appointment made in August 2018 brings the total appointed members of the Commission to five.

Other Achievements/Highlights

Liquor Implementation and Regulatory Review Reform

Work has commenced on the implementation of the alcohol reforms as a result of the Liquor Bill 2019 and a broader organisational review of regulatory services, including the functions and resources of Licensing NT, NT Consumer Affairs and NT Work Safe.

Community Benefit Fund

Following a significant increase in revenue to the Community Benefit Fund (CBF) as a result of Territory casinos contributing to the fund from 2015, a review of the CBF was undertaken to ensure the best outcomes are being achieved for Territorians. The review resulted in significant changes to the grant programs and the way they are assessed.

New categories of funding, such as Major Community Events, were introduced and allowed for funding over a maximum three-year period. The maximum application for major community organisation grants was increased to \$250,000 and the assessment period was reduced from three months to two months. The maximum minor grant increased to \$15,000, multiple different purposes were permitted on the one application, and the assessment period reduced from three months to 28 days. The round structure for minor grants was also removed and applications can be lodged at any time. The assessment and recommendation for minor grants shifted from the Community Benefit Committee to the Director-General of Licensing.

Legislative changes to *Gaming Control Act 1993* were passed in August 2018 and a Territory-wide promotion of the Community Benefit Fund was undertaken, visiting Darwin, Palmerston, Katherine, Tennant Creek, Alice Springs and Nhulunbuy. In 2018-19, just under \$12 million in grants was distributed through the CBF.

NT WorkSafe

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

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Number of site inspections	6000	3684	4448	N/A	N/A
Completed workplace visits	6000	3684	4448	6399	6016
Workers compensation incident ratio	9:1000	8.3:1000	9: 1000	N/A	N/A
Workers compensation mediations completed	300	408	351	301	400
Information session/education campaigns conducted	200	266	240	240	271
Licences issued	9500	9282	10 088	12 620	13 185
Enquiries	28 000	35 752	31 947	31 950	29 433

Balancing the regulatory environment

Contribute to the national review of the model Work Health and Safety (National Uniform Legislation) laws

During development of the model Work Health and Safety legislation (WHS laws), the former Workplace Relations Ministers' Council agreed to review the content and operation of the model at least once every five years after commencement. In 2016, jurisdictional ministers responsible for work health and safety agreed to defer the first review until 2018.

The review was undertaken by Ms Marie Boland with the final report released in February 2019. The review found that the model WHS laws are, for the most part, working as intended, but they are still settling. The report recommends a commitment to harmonisation with the non-harmonised states (Victoria and Western Australia) urged to adopt the model legislation.

The report contains 34 recommendations with many of the recommendations intended to enhance consistent application and enforcement of the model WHS laws across jurisdictions, to remove complexity where possible and to provide a clear pathway for duty holders through the three tiers of the model WHS act, model

WHS regulations and model codes. The report also contains recommendations relevant to penalties and legal proceedings where there is a breach of the model WHS laws.

The recommendations will be considered during 2019-20.

NT Worksafe Review

The review by Mr Tim Lyons of NT WorkSafe was released in January 2019. The Best Practice Review of Workplace Health and Safety in the Northern Territory made 27 recommendations broadly covering the following areas:

- inspectorate activity and capabilities
- investigations, prosecutions and enforceable undertakings
- new offences and increased penalties.

The government has reviewed and accepted 23 of 27 recommendations from the report to be implemented over the next five years.

Respirable Crystalline Silica Regulatory Compliance Campaign.

Respirable crystalline silica (RCS) is an identified hazardous chemical in the Work Health and Safety (National Uniform Legislation) Regulations 2011, which places specific obligations on persons conducting a business or undertaking to ensure a safe work environment for workers at risk of exposure to hazardous chemicals. These obligations include providing regular health monitoring to workers who may be at significant risk of exposure to RCS.

Following a recent increase in the number of silicosis diagnoses across Australia, a large body of work relating to dust diseases has commenced as a priority by all jurisdictions.

In the Northern Territory, NT WorkSafe developed a local compliance campaign targeting workplaces with an identified risk of silica exposure, such as manufacturers and providers of engineered stone benchtops. NT WorkSafe identified over 30 businesses across the Northern Territory that may have a medium-to-high risk of worker exposure.

The campaign commenced in mid-May 2019 with letters sent out to businesses prior to workplace visits by NT WorkSafe Inspectors. While it is expected that the campaign will be completed by late 2019, 25 workplaces have been visited at the time of reporting and only four Improvement Notices have needed to be issued.

A range of guidance material was developed to support the campaign, including a checklist to help business owners and managers, and a guide for medical practitioners, which recommends that any patients presenting for a health assessment be immediately sent to either the Royal Darwin Hospital, Alice Springs Hospital or a specialist. This campaign also includes a new web page providing additional guidance and other resources about silica at: worksafe.nt.gov.au/SafetyAndPreventions/Pages/silica.aspx

Continuation of the Small Business Safety Program

NT WorkSafe continued to support small business owners to manage their own health and safety through the Small Business Safety Program.

The program is available to all small businesses throughout the Northern Territory, with services provided by telephone, email or face-to-face where possible. The program is confidential and provided at no cost to the business.

In 2018-19, Small Business Safety Advisors assisted 188 businesses, including not-for-profit organisations, in Darwin, Katherine and Alice Springs.

The advisors also represent the Northern Territory on the Heads of Workplace Safety Authorities (HWSA) Small Business Network. Their role is to share information and identify appropriate small business initiatives and programs.

In May 2019, the advisors hosted a HWSA Small Business Network meeting in Darwin with representatives from Queensland, New South Wales, Victoria, Tasmania and Safe Work Australia attending.

Continuation of the Young Workers Program

In 2018-19, 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:

Institution	Number of Information Sessions
Charles Darwin University	4
Casuarina Senior College	8
Department of Education	1
Katherine High School	1
Good Shepherd Lutheran College	1
Palmerston College	2
Yirara College	1

NT WorkSafe also participated in the Careers Expo held in Darwin, Katherine, Gove, Tennant Creek and Alice Springs from 13-25 August 2018. This was an opportunity for NT WorkSafe to reach young people entering the workforce with approximately 862 attendees across all events.

NT WorkSafe's Young Workers animated video on work, health and safety in the workplace has been published on NT WorkSafe's website.

Corporate and Governance

The Corporate and Governance group delivers a range of corporate and governance functions to support the agency's operations, including 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.

	Current Year		Previous Years		
	2018-19 Budget	2018-19 Actual	2017-18 Actual	2016-17 Actual	2015-16 Actual
Turnover of department staff	18%	13.97%	18.07%	11.63%	14%
Department accounts paid within 30 days	80%	88%	91%	84%	81%
Internal audits conducted	20	14 ¹	22	13	18

¹ Audits performed during the year were of higher complexity than budgeted.

Restructuring of Corporate and Strategic Services

Following announcements in April 2019 that a range of corporate functions across departments of the NT Public Service would be centralised to an enterprise model, the Corporate and Strategic Services unit have been liaising with the Department of Corporate and Information Services (DCIS) and the Department of Infrastructure Planning and Logistics (DIPL). Human resources, procurement services, fleet management, web management, information and communication technology and information management (records) services, employees and functions will transfer to DCIS and infrastructure services functions and employees to DIPL. All transfers will take effect from 1 July 2019. An internal review of the residual functions of corporate and strategic services is expected to occur in the new financial year.

Governance

The department's Governance Framework on page 117 supports the departments strategic objectives to deliver outcomes for Territorians, demonstrating the alignment of our structure, planning, risk management, decision-making, management and reporting with our corporate, legislative and regulatory requirements. Corporate and Strategic Services actively works 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 employees in ensuring the department is compliant in the delivery of its legislated and regulated requirements.

The Governance Framework was reviewed during 2018-19, to provide better linkages for employees to the tools that the department uses to do this. Approval and implementation of the new framework is expected early in the new financial year.

The department's annual business planning cycle requires every division to develop a strategic business plan that allows for monitoring and evaluation of performance. Key deliverables incorporate activities to achieve legislative, strategic and operational requirements, and include 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 that 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, mitigating further controls and regularly reviewing mitigation strategies.

The strategic risk register is developed as part of the strategic planning process, identifying and mitigating high-level risks that could influence the ability to implement the strategic plan. Review of the strategic risk register occurs quarterly by the relevant risk owners and is 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 quarterly for the Executive Leadership Group to review and endorse mitigation strategies.

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 2018-19, we strengthened our risk management approach by:

- developing a department priority projects share point site for better oversight of projects and risks
- 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 risk registers, ensuring that they are effective and up to date.
- developing risk mitigation reports for division reporting

Corporate Communications

The Corporate Communications team provide strategy, tactics and messaging for internal and public facing communications. This includes identifying communication needs from division business plans and aligning them to the department's strategic goals and values.

In 2018-2019, key projects included:

- Northern Territory Correctional Services reforms
- Banned Drinker Register
- Alcohol Harm Minimisation – Minimum floor price

Information, Strategy and Systems

The Information, Strategy and Systems branch manages the department's Information, Communications and Technology 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 investigations.

During 2018-19, 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 by a number of ICT enabled initiatives.

Notable achievements include:

- completing a department ICT strategic 10-year plan
- finalising the department ICT Governance Framework
- providing continued support for the prisoner electronic monitoring solution and the digital parole board application
- continuing management and support for the Integrated Justice Information System (IJIS) system
- continuing work on migration of systems as part of a Northern Territory Government 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.

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, infringements, administering the Vehicle Booking System and the Fleet Business System.

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.

Notable projects undertaken by the business unit in 2018-19:

- Review of fleet management processes to strengthen procedures and ensure the appropriate management of vehicles and associated assets.
- Review of localised building security procedures to provide more suitable risk management measures.
- Facilitation of the upgrade works to the Alice Springs Court House to reflect modern-day requirements while providing culturally appropriate and inclusive spaces for stakeholders and clients. Completions of works expected by September 2019.
- Upgrade of existing lighting within the Darwin Supreme Court and Darwin Local Courts, from conventional lighting to compatible modern LED lighting. This project will provide energy efficiencies. This has been a staged approach with works scheduled for completion in November 2019.
- Upgrade of reception and foyer of the Darwin Local Court to provide a more operationally sound and functional environment for employees, clients and stakeholders.
- Upgrade of the reception area of Births, Deaths and Marriages to facilitate improved safety features for employees and increase client serviceability.

During the reporting period, Infrastructure and Facilities Management worked on approximately 75 projects relating to the capital works program.

Procurement

The department receives procurement support and advice from the Contracts and Procurement Unit with oversight from the Chief Financial Officer. The team also provides mentoring and Contract Management advice for key staff within the department with Procurement Services DCIS providing back up support and advice.

Audit Services are responsible for conducting procurement audits and reviews, including delivery of the Value for Territory Assurance Program.

The Department uses the Agency Procurement Requisition Online system to record tier 2 to tier 5 procurement activities, with supporting information stored in Territory Records Manager and whole-of-government finance systems. The department has also commenced a staged implementation for the Contrax system.

The key supply markets that we use are:

- Meat, poultry, smallgoods, dry goods, frozen products and dairy, bread
- Information and communications technology (ICT) services
- Specialist training services
- Building materials
- Cleaning services
- Library subscriptions
- Maintenance services and supplies
- Undertaking services
- Real estate and conveyancing services
- Electronic monitoring services
- Security services
- Legal services
- Electricity services
- Transcription services
- Consultancies
- Clothing
- Accounting
- Expert witnesses
- Art supplies, training aids
- Professional educational development

The Department procures in accordance with the NTG procurement rules to ensure that we obtain value for money and maximise local benefits and Aboriginal participation. The department also provides Buy Local compliance reports to our Executive Leadership Group to increase oversight and accountability.

The majority of goods and services procured are widely available in the Northern Territory but there are some specialist services or goods only available outside of the Northern Territory.

Fast Facts

57



employees reached service milestones in the Northern Territory Public Sector



46%

of Executive Stream employees are female



Mental Health and Wellbeing plan launched

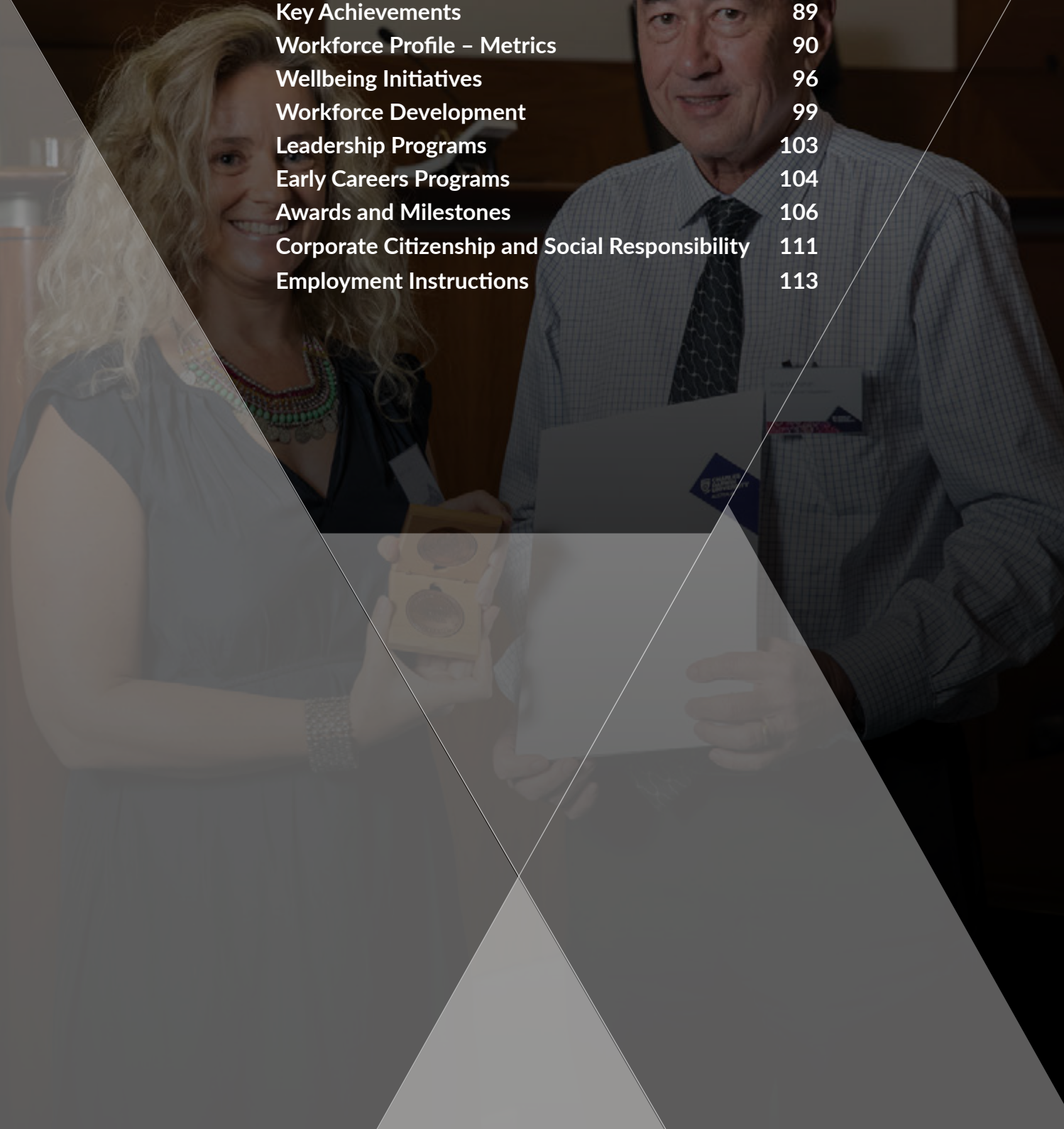
82%



Employee Retention Rate

Our People

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Overview

The department's employees are its most valuable asset. To support delivery of the department priorities, the focus was on building and maintaining a workforce with strong leadership capabilities and the ability to engage effectively across teams.

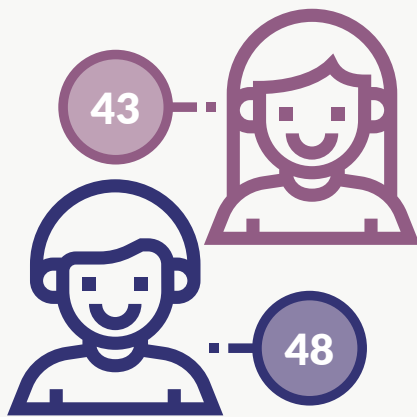
The Human Resources team provides quality advice and services to all divisions and clients from across many locations. HR takes a primary role in the development of key workforce development initiatives, management of workers' compensation and other case management activities.

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

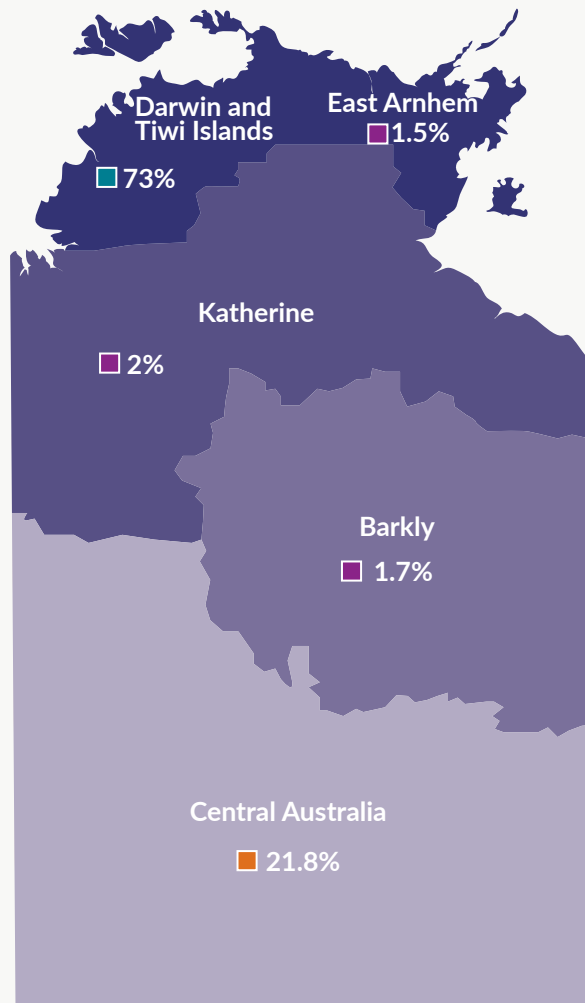
Equal Employment Opportunity

	2018	2019
Identify as having a disability	1.3%	1.2%
Identify as Aboriginal	10%	9.5%
Culturally diverse background	6.1%	5%

Average Age



Full-time Equivalent (FTE)



Distribution of employees by location:

- Darwin 73%
- Central Australia 21.8%
- Other regions 5.2%

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)

Note: One full-time equivalent is based on an employee working full-time hours at 38 hours per week for custodial officers and 36.45 hours per week for all other employment streams. An employee working part-time or casual hours is represented by a fraction of this.

Key Achievements

- Births, Deaths and Marriages were a finalist in the 2018 Chief Minister's Awards for Excellence in the Public Service on 2 November in the Strengthening Government Integrity and Public Administration category.
- One hundred and eleven officers recognised on National Corrections Day.
- Three employees successfully completed the Public Sector Management Program, undertaking a Graduate Certificate in Business (Public Sector Management) through the Queensland University of Technology in 2018.
- Four graduate law clerks successfully completed their Graduate Diploma in Legal Practice and were admitted into practice.
- Lachlan Peattie, a law officer working at the Solicitor-General's Chambers, was the recipient of the Donna Dreier Award for 2018.
- Kirsten Chapman, Deputy Director of the Crimes Victims Support Unit, was the recipient of the Attorney-General's Medal for Law.
- Forty seven trainee correctional officers completed their Certificate III in Correctional Practice.
- Thirteen correctional officers completed their Certificate IV in Correctional Practice.
- Nine community corrections officers completed their Certificate IV in Correctional Practice.
- Fifty seven employees reached service milestones in the Northern Territory Public Sector.
- John Sealy, manager gambling systems with Licensing NT, awarded life membership of the Darwin Basketball Association for outstanding service to the association.



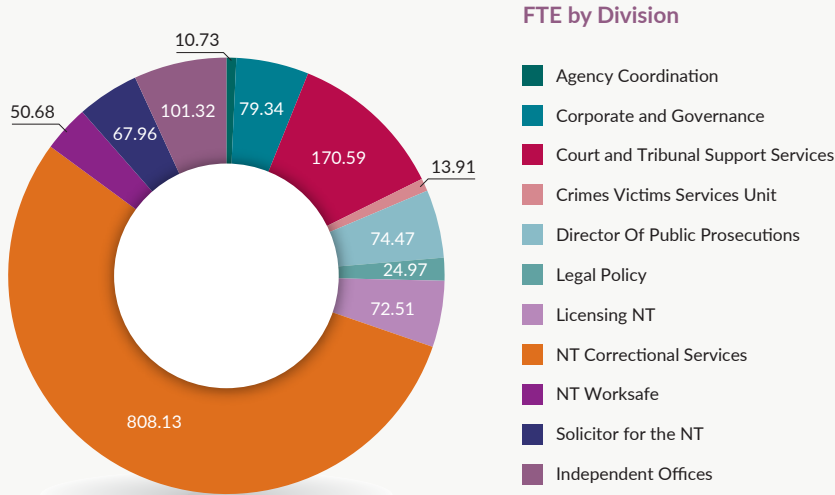
Corporate and Strategic Services celebrating Harmony Day with a Morning Tea

Workforce Profile – Metrics

FTE by division

As at 30 June 2019, total department FTE was 1474.61, an increase of 9.64 compared with 30 June 2018 (1464.97). This increase was due largely to the inward transfer of the Office of the Public Guardian (26.42).

Northern Territory Correctional Services accounts for 54.8 per cent of the total FTE in the department, a slight reduction from 55.35 per cent in 2018.

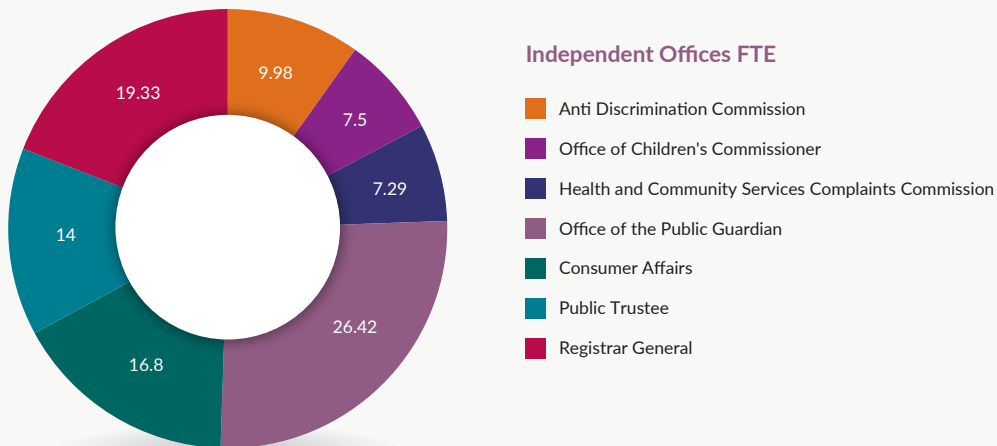


Independent Offices FTE

As at 30 June 2019, there were eight independent offices in the department; while the Director of Public Prosecutions is an independent office, it is represented as a division and included in the FTE by division graph.

The Information Commission and Public Interest Disclosure office transferred out of the department during the year and the Office of the Public Guardian transferred in.

Independent Offices FTE represent 6 per cent of the total FTE in the department, an increase of 1 per cent from last year. The increase is primarily due to the inward transfer of the Office of the Public Guardian. One FTE in Health and Community Services Complaints Commission is a shared resource with the Office of the Children’s Commission (administrative support role).



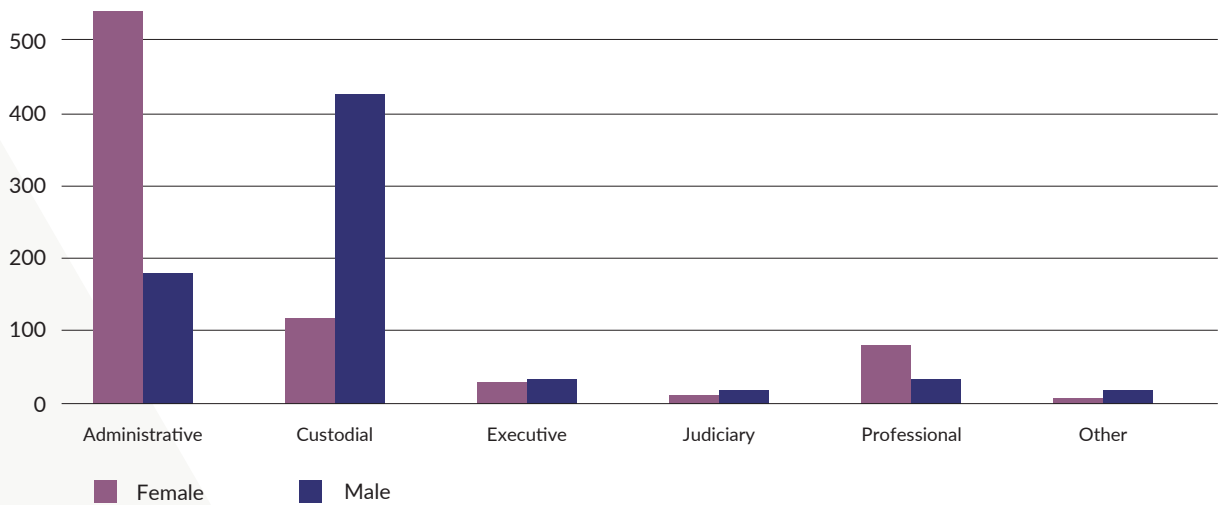
FTE Gender Information

As at 30 June 2019, gender distribution was 53 per cent female and 47 per cent male. In 2018, women made up 51 per cent of the department employees.

Females in the department made up 75 per cent of the administrative stream and males account for 79 per cent of the custodial stream.

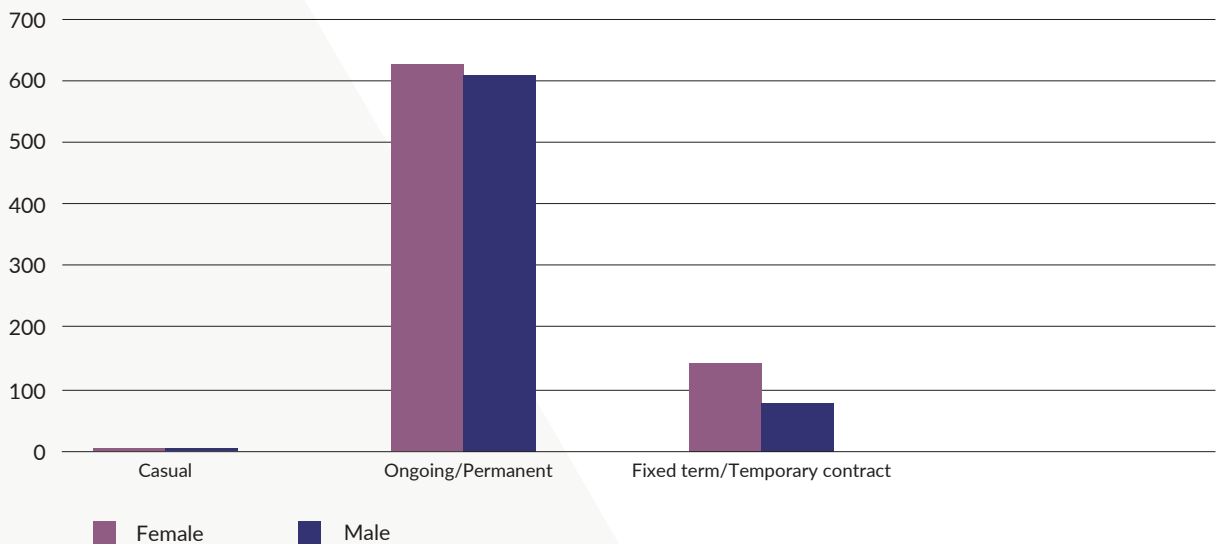
In the executive stream, 46 per cent are women and 54 per cent men.

FTE by Employment Stream and Gender

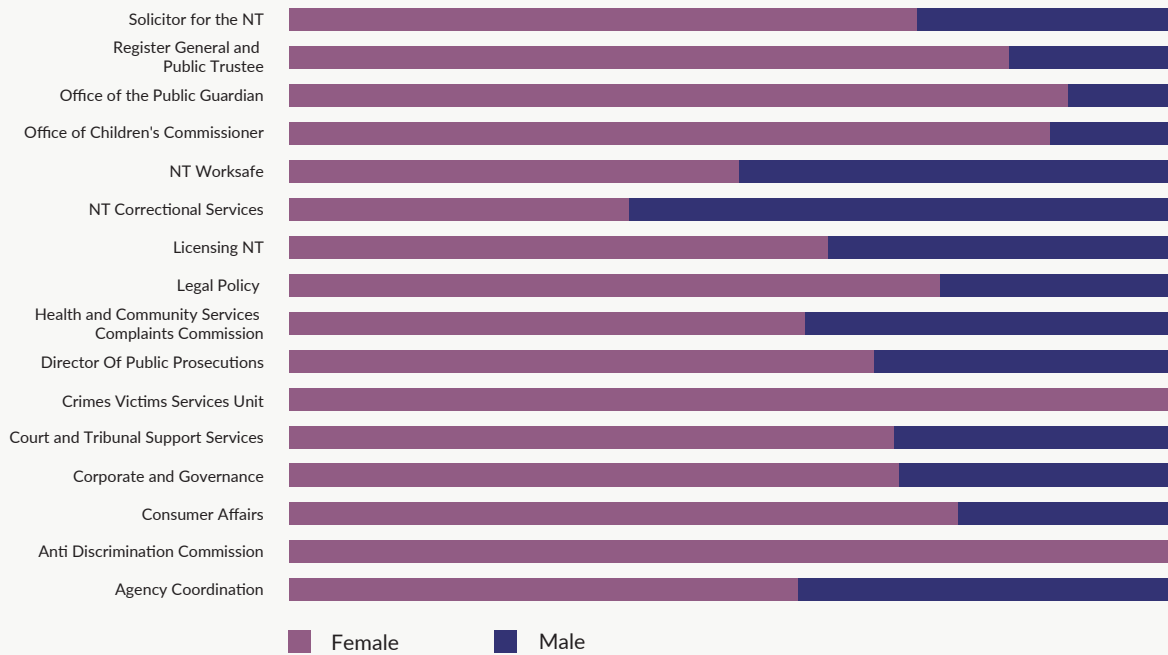


Other includes early careers, technical and physical streams.

FTE by Employment Type and Gender



Gender by Division



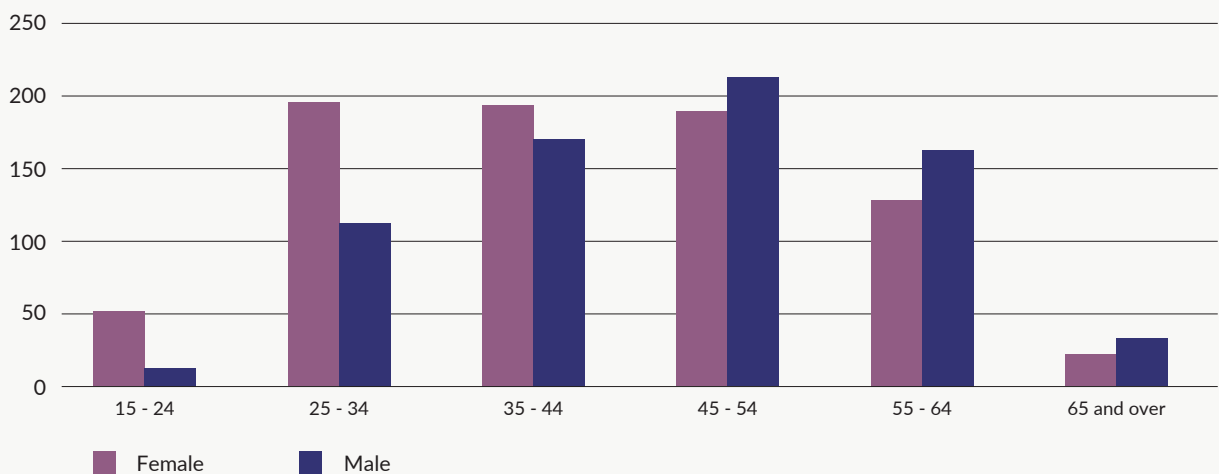
Age Demographics

The average age for all employees across the department was 45 years, the same as in 2018 and up from 43 in 2017. The largest proportion of the workforce was in the 45-54 age bracket and represented 27 per cent of the department's employees. Across this age bracket, there was 6.6 per cent more females than males.

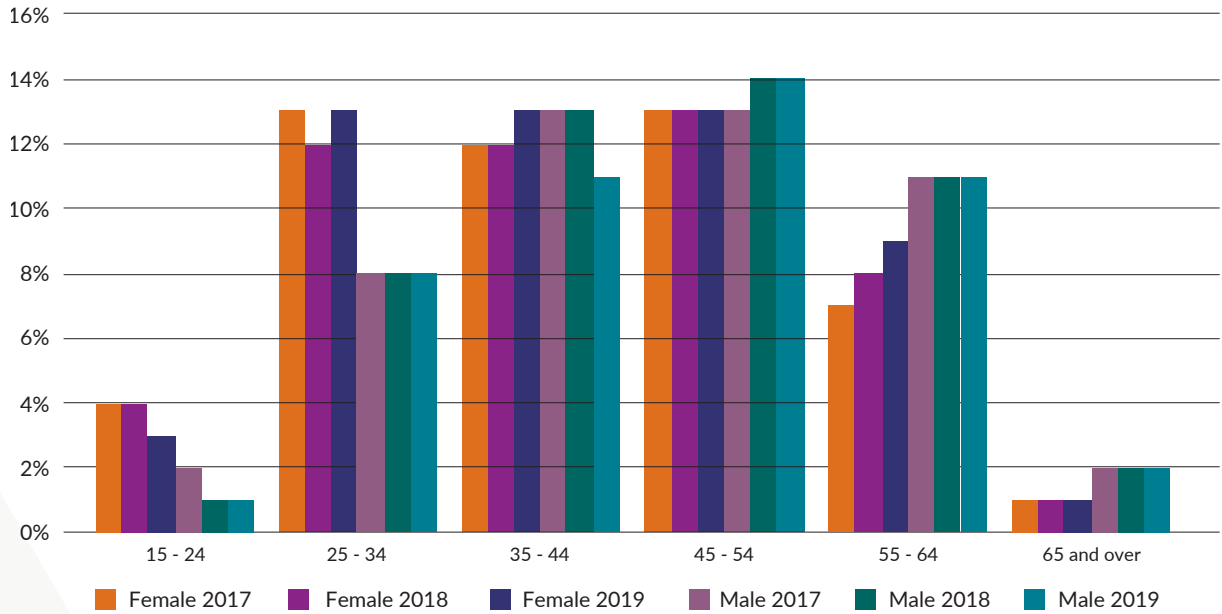
Twenty three per cent of employees are aged 55 or over, with males accounting for 56 per cent and females 44 per cent.

In the younger age brackets of 15-24 and 25-34, there were 32.8 per cent more females than males, reflecting the number of females in administrative stream roles.

FTE by Age and Gender



Age and Gender Comparison table



FTE Distribution by Location

The department has employees based in Darwin, Alice Springs, Katherine, Jabiru, Nhulunbuy, Alyangula, Borroloola, Tennant Creek, Wadeye and other regional areas. Employees regularly travel to remote towns to undertake a range of activities, including the Circuit Court program, community probation and parole functions, guardianship work, licensing and WorkSafe functions.

FTE Distribution by Location

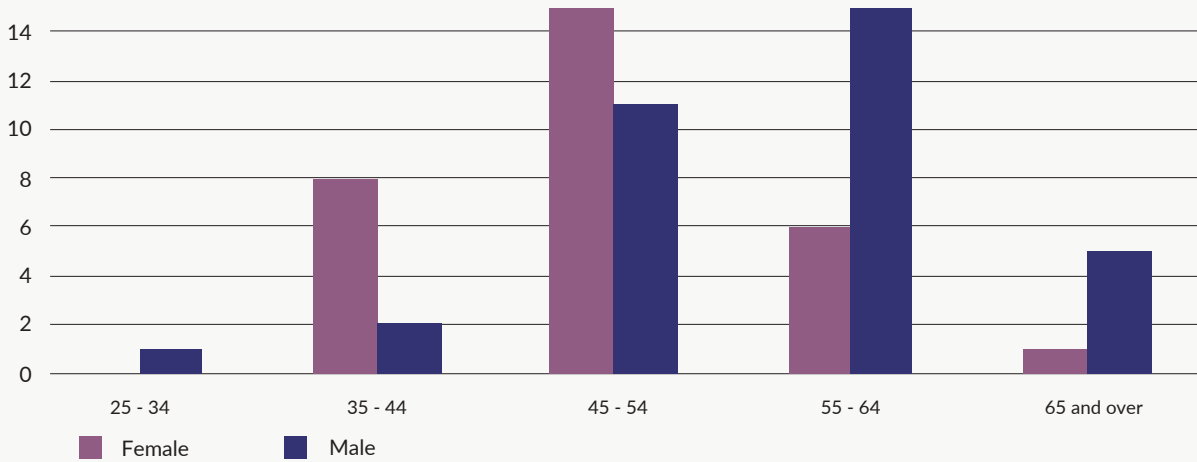
Location	FTE Distribution
Darwin	1075.75
Alice Springs	321.15
Katherine	28.33
Tennant Creek	25.73
Nhulunbuy	15.65
Alyangula	2
Borroloola	2
Wadeye (Port Keats)	2
Jabiru	1
Milikapiti (Snake Bay)	1

Executive Stream

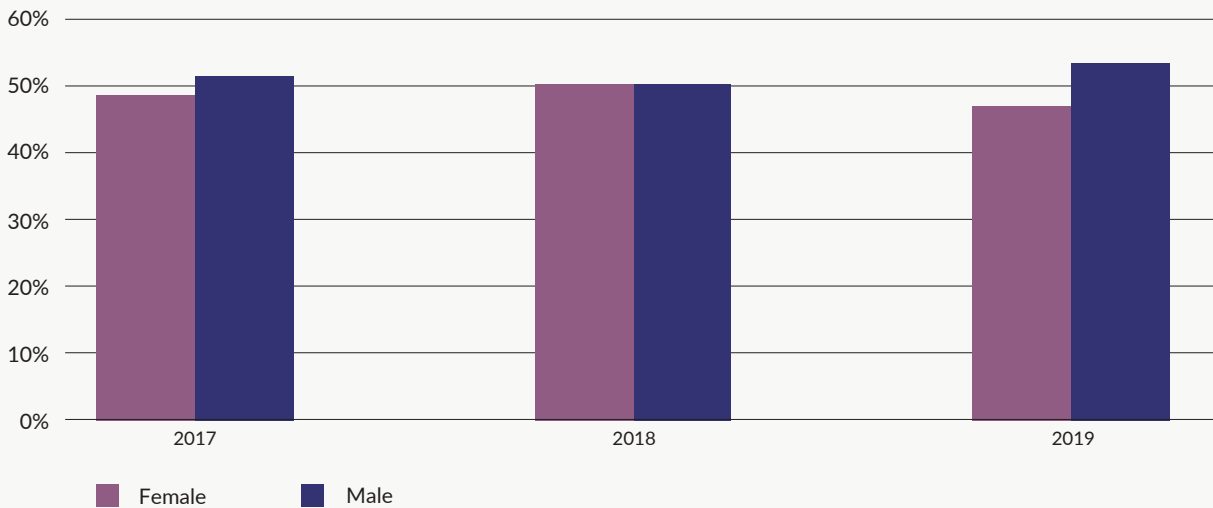
As at 30 June 2019, there were 64 employees in the executive stream, down from 68 in 2018 and 72 in 2017. Forty two per cent were over 55 compared with 23 per cent in the department.

In the executive stream, there was 46 per cent females and 54 per cent males, compared with 50 per cent females and 50 per cent males in 2018.

Executive by Age and Gender



Executive Stream Gender Comparison

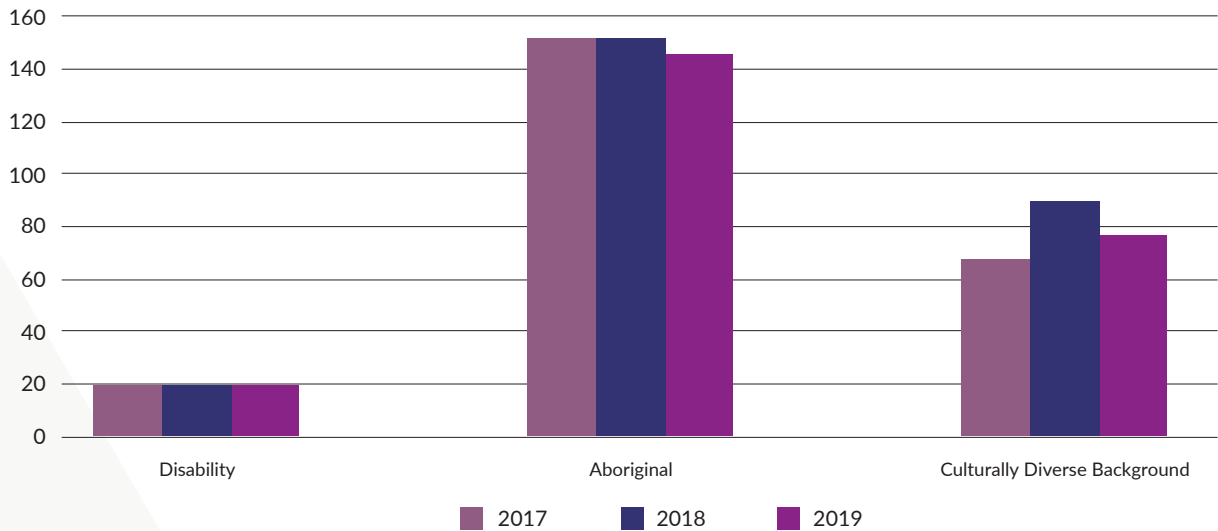


Equal Employment Opportunity

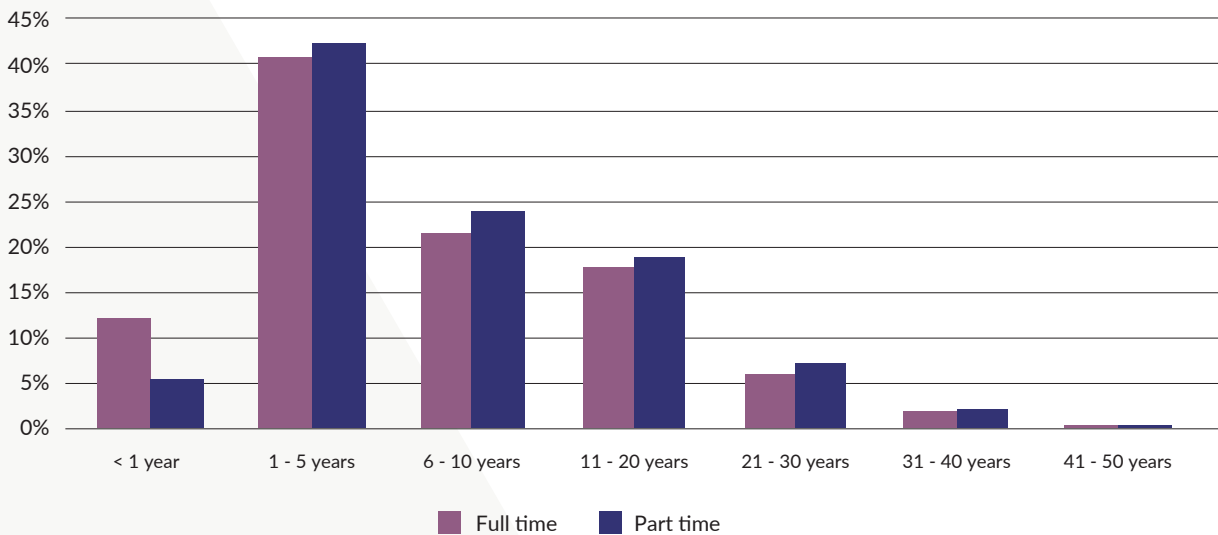
The department has successfully participated in the NTPS Disability Employment Scheme and has a Special Measures Plan giving priority recruitment consideration to Aboriginal applicants.

The Equal Employment Opportunity (EEO) table details employees who have self-identified as being part of one of the EEO groups.

Comparison of EEO Groups



Length of Service Comparison



Headcount is used to derive length of service data.

Recruitment, Separations and Retention

The separation rate for ongoing and fixed period employees was 22 per cent and the overall retention rate was 82 per cent, an improvement of 9 per cent from last year.

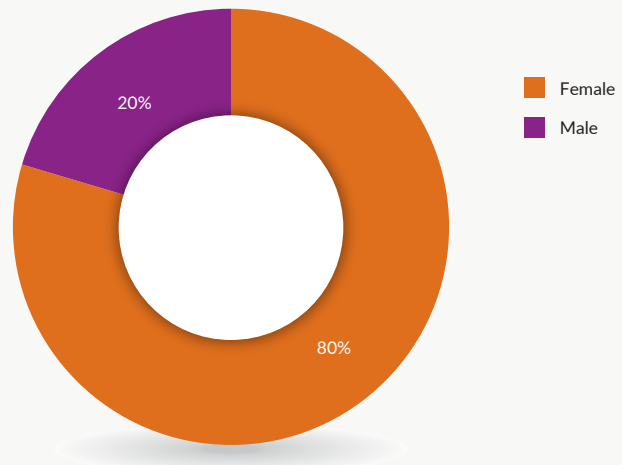
Seventy two percent of our employees had less than 10 years of service in the NTPS, 19 per cent had 11-20 years of service and 9 per cent had more than 20 years of service.

Work-life balance

The department supports work-life balance through the use of flexible work arrangements, with all divisions offering some form of flexibility in working arrangements to support employees while balancing service delivery requirements.

There has been an increase of part-time employees in 2018 compared with 2017 and again in 2019 compared with 2018. Females and males using part-time employment opportunities have increased over the past two years.

Part-time Status by Gender



Wellbeing Initiatives

Mental Health and Wellbeing plan finalised

Following on from the 2016 People Matters Survey and in consultation with employees, the department developed a Mental Health and Wellbeing Plan, which was finalised in December 2018.

The plan incorporates action to protect, promote and support employees, managers and supervisors. Resources have been developed and placed on the employee intranet site, with links to many additional resources available in the community, including Beyond Blue and the Black Dog Institute.

To support mental health in the workplace, several employees across the department have become Mental Health and Wellbeing champions. They will be at the forefront of the department's activities to reduce stigma and increase awareness of mental health in the workplace.

The Mental Health and Wellbeing plan includes targeted training and workshops for employees and supervisors. Michael O'Hanlon from Beyond Blue presented to managers in Alice Springs and Darwin in October 2019. He provided tips on how to support employees in their team who may be experiencing a mental health condition, what signs to look out for, how to have a conversation and taking care of their own mental health as a manager.

In November 2018, the department offered vicarious trauma training to interested employees, who in their work roles may be exposed to traumatic material. The training, designed to help employees develop strategies to maintain wellbeing, included understanding what the signs are if someone is experiencing vicarious trauma, learning different coping strategies and how to support others.

Connector training with Mates in Construction

Twenty one NT WorkSafe employees attended this training, provided by a charity dedicated to reducing the high level of suicide among Australian construction workers. The Connector training focuses on recognising when someone in your workplace may need a hand and learning simple steps to help keep them safe and connect them to sources of assistance.

Four employees advanced their training further by attending Advanced Suicide Intervention Skills Training, which equips participants with simple skills to listen to the concerns of a person contemplating suicide and respond to them appropriately, with the object of reaching a 'contract' or a 'safe plan' for them.

Mental Health Week 8-13 October 2019

Mental Health week was celebrated in the department, with daily Lunch'n'learn talks in a range of locations. On Friday 12 October 2018, employees celebrated Odd Socks Day, a mental health initiative reminding people that anyone, at any time, can have an odd day.



NT WorkSafe, Mental Health Week



Odd Socks Day - Mental Health Week

RUOK day

RUOK day was celebrated on 13 September 2018. The department is committed to developing and maintaining a capable workforce and developing a collaborative safe workplace culture of inclusion and trust across the department. Employees were encouraged to have an RUOK conversation with work colleagues to help strengthen and demonstrate that commitment.



Licensing NT, R U OK Day



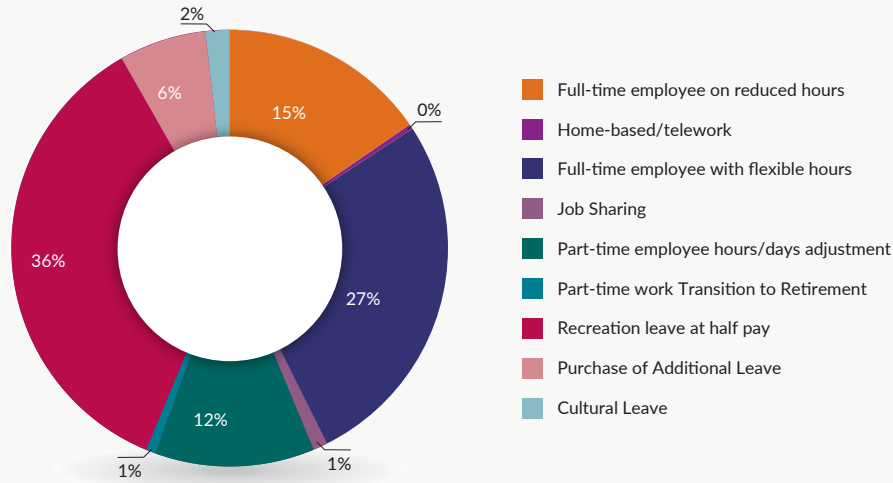
Human Resources Department - R U OK Day



Katherine Community Corrections, Mental Health Week - R U OK Day

Flexible Working Arrangements

Flexible working arrangements assist employees in achieving work-life balance and improve the attraction and retention of employees. Arrangements include compressed hours, part-time work arrangements, cultural leave and recreation leave at half pay.



Christmas Closedown

In December 2018, the majority of the department took part in a Christmas closedown in accordance with the NTPS 2017-2021 Enterprise Agreement. One of the benefits of having a Christmas closedown is the opportunity for employees to have a period of rest and respite in the knowledge that other employees are also on leave, reducing the likelihood of a build-up of essential tasks requiring their immediate attention on their return to work.

Flu Vaccination Program

This is an initiative to help employees remain healthy and reduce the impact of seasonal flu in the workplace and community with the department offering employees the opportunity to receive the Quadrivalent Influenza Vaccine (Flu) vaccination free of charge. A vaccinator attended various workplaces to administer the vaccine

Employee Assistance Program

Employees can access up to three free sessions with any of the six contracted external providers. Services include professional and confidential counselling for personal and workplace relationships, addictions counselling, mediation and management coaching.



Mihali Taktikos, Governance Officer getting his annual flu shot

Workforce Development

People Matter Survey

The 2018 pulse survey was held across the NT Public Sector from 10–23 September 2018. The shorter pulse survey focused on the key indices of Individual Performance and Capability, Organisational Change, Employee Satisfaction and Employee Engagement.

Overall results were consistent with the previous survey undertaken in 2016, recommending improvements in supervisor and leadership skills in change management, performance management and feedback, and mental health and wellbeing.

Analysis of the results were presented to senior division employees for them to present to divisional employees and incorporate actions into their business planning.

Following the 2016 survey, three interlinked priority areas were identified across the department: performance management, change management and mental health. To effect real change, practical solutions, incorporating awareness raising, education and supporting tools, were developed for each priority area. The documents and concepts were then circulated for staff feedback. The final documents and updated web pages, inclusive of the staff feedback, were made available to all employees in the second half of 2018.

In support of the survey results, training workshops on appropriate workplace behaviours, grievance management and performance management were delivered across the department during 2018-19.

People Plan

In 2018, a new People Plan was developed with consideration of the People Matters survey results in 2016 and 2018, changed department profile since 2016 and consultation with employees from all levels and divisions. The plan, endorsed by the Executive Leadership Group in 2019, is awaiting finalising of graphics and the formal launch.

The plan provides structure to the workforce planning and employee development initiatives across the department and features three outcome areas: People (Organisational Capability), Place (Workforce Culture) and Possibility (Workforce Planning).

Implementation of some recommendations under the plan have been completed during 2018-19, including the development of department health and wellbeing initiatives, new tools to support employees in performance management and change management and an Aboriginal Employment Career Development Plan. Other components, including an Inclusion and Diversity Strategy, are still under development.

Policy Review

In line with the *Public Sector Employment and Management Act 1993* and the department's policy framework, a number of HR policies and procedures were reviewed during the year. Updates were made to reflect changes to policy and instructions, and new templates were developed, to improve clarity and incorporate staff feedback.

Several were approved within the reporting period, including Appropriate Workplace Behaviour, Flexible Work Arrangements, Internal Grievance Handling Policy and Procedure, Study Assistance Policy, Recognition of Service Milestones Policy, Child Related Employment Policy and Probation Procedure.

Orientation

A mixed mode orientation program is conducted for employees joining the department. The program includes presentations by the Chief Executive Officer and Division Directors, who provide an overview of their division's core functions and priorities under the strategic plan.

The face-to-face presentations are supplemented by a range of eLearning modules relating to procurement, work health and safety, appropriate workplace behaviours and the NTPS Code of Conduct.

A specific orientation program is conducted for uniformed officers in NT Correctional Services.

Aboriginal Employment and Career Development

The Chief Executive approved the Aboriginal Employment and Career Development Plan in March 2019. The plan was developed in collaboration with the Aboriginal Reference Group, which was established in 2017-18, and aims to increase the attraction, retention and development of Aboriginal employees. The plan includes an increase in the number of Aboriginal employees working in the department, an increase in the participation of Aboriginal employees in leadership and development programs, and an increase in the representation of Aboriginal employees on department committees and decision-making bodies.

The plan is moving into the implementation stage.

Aboriginal Employment

The department continues to have a Special Measures Plan to give priority recruitment consideration to Aboriginal applicants for all positions at the AO1-AO3 levels and all other positions where appropriate. In addition, the department has several legal graduate positions that are specifically for Aboriginal applicants, with one Aboriginal law graduate employed in the Graduate Development Program during 2018 under the approved Special Measures Plan.

One Aboriginal law student is supported while studying at university through a Work Integrated Learning Scholarship. This included a 12-week work placement, which the student took during 2018-2019.

The department's Aboriginal employment target for the 2018-19 financial year was 11.3 percent. Based on June 2019 data, the department achieved 9.5 percent Aboriginal employment (145 employees), which is disappointingly less than the overall target.

Aboriginal Reference Group



Top to Bottom: Margeret Friel, Director Aboriginal Strategy and Coordination; Desmond Campbell, Senior Executive Officer; Lynette Liddle, Community Probation and Parole Officer; Pamela Morris, Witness Assistance Coordinator and Troy VanDerPoll, Project Manager

Success Stories

Zebriella Smith

Zebriella Smith is an Aboriginal employee who commenced her career with the NTPS in September 2016 through the Early Careers Trainee program. She worked at Births, Deaths and Marriages while undertaking a Certificate III in Business during her traineeship.

From March 2017, Zebriella worked at the AO2 level as a cashier and a registration officer, increasing her skills and experience. In her role as registration officer, she had the opportunity to travel with a colleague to deliver Births, Deaths and Marriages services to Territorians living in remote communities.

Zebriella continued her learning and development, working in a fast-paced environment, learning how to provide a high level of customer service and how to interpret and apply legislation and policies. In March 2018, she was promoted to an AO3 registration officer position with Births, Deaths and Marriages.

Kiarna Murray

Kiarna Murray, a conciliation officer with Health and Community Services Complaints Commission (HCSCC), presented on Aboriginal and Torres Strait Islander issues at the Australian Guardianship and Administration Annual Conference in Canberra in 2019. She presented a keynote session focused on Indigenous Engagement and the development by HCSCC of Talk Up materials, which aim to build the capacity of Aboriginal Territorians to make a complaint about disability services.

Kiarna spoke to 350 people attending the conference about cultural understandings that help engagement with Aboriginal people in the Territory. This was the first time that Aboriginal and Torres Strait Islander issues were discussed at an Australian Guardianship and Administration Council conference. Feedback following the conference was overwhelmingly that this session was useful and interesting.



Kiarna Murray, Conciliation Officer

NAIDOC Week

NAIDOC Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. The week is celebrated not just in Aboriginal communities, and the department encourages employee participation in events. NAIDOC Week, was celebrated in July 2018, with women the focus of celebrations and reflected in the 2018 theme *Because of Her, We Can.*

A range of events were held across the regions, arranged by government department workplaces, local councils, and Aboriginal communities, and were attended by department employees, the department also arranged an official opening with a Larrakia Welcome to Country, a bush tucker talk, Aboriginal films and an open day at Barkly Work Camp.



Learning and Development

Building a workforce that is highly effective and meets the needs of the department means a skilled, capable and motivated workforce is a priority.

The department supports individual employees' development needs identified through the Individual Performance Review process. Support is provided to access the NTPS programs, including leadership development programs from the Office of the Commissioner for Public Employment, and training for Correctional employees through the Northern Territory Correctional Services Staff Learning and Development Centre and Community Corrections Professional Development and Standards unit.

Employees across the department participated in a range of training sessions and workshops, including the following accredited programs:

- Certificate IV in Government Investigations
- Certificate III in Correctional Practice
- Certificate IV in Correctional Practice
- Certificate III in Business
- Legal Qualifications – Graduate Diploma Legal Practice, Master of Legal Practice, Bachelor of Laws, Graduate Certificate in Criminology and Criminal Justice

- Master of Social Work
- Graduate Certificate in Finance
- Drug Testing
- First Aid

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

- Mental Health and Wellbeing in the Workplace
- Positive Workplace Culture and Appropriate Workplace Behaviour
- Unconscious Bias Training
- Working with Family Violence
- Four Wheel Drive Training
- Breath Testing
- Opinion Writing and Opinion Searching
- Work Health and Safety
- Cross Cultural Training
- IT Training
- HR related Training
- Procurement Training
- Finance
- Social Awareness and Community Engagement
- Leadership

NTCS Core Training

NTCS Staff Learning and Development Centre also provides a range of core training to NTCS officers to ensure skills are maintained and align with NTPS legislative requirements.

Core Training Courses	DCC	ASCC
De-escalate, Control and Restraint (DCR)	134	68
Alcotest	223	69
First Attack Fire/Self-Contained Breathing Apparatus (SCBA) and Urinalysis	88	73
Chemical Agents (CS)	145	90
Provide First Aid (Accredited External Delivery)	55	39
Provide Advanced Resuscitation (Accredited External Delivery)	131	97
Milikapiti (Snake Bay)	1	
TOTAL	776	436

Correctional Certificate Programs

NT Correctional Services is a Registered Training Organisation and delivers a suite of certificated training to employees through the NTCS Staff Learning and Development Centre (SLDC). During 2018-19:

- Forty seven trainee correctional officers completed Certificate III in Correctional Practice
- Thirteen correctional officers completed Certificate IV in Correctional Practice
- Nine probation and parole officers completed Certificate IV in Correctional Practice.

Community Corrections eLearning Courses

Community Corrections provides a comprehensive 12-week core training program for all new probation and parole officers. The workforce is dispersed across the jurisdiction, which makes employee training resources intensive. During the reporting period, Community Corrections commenced work to develop online courses, which employees can undertake regardless of location. The online courses should be available for users on the myLearning site later this year.

Leadership Programs

Public Sector Management Program

Three employees, Emily Collard, Shevaun Palmer and Bridget Davey, successfully completed the Public Sector Management Program, undertaking a Graduate Certificate in Business (Public Sector Management) through the Queensland University of Technology in 2018. A graduation ceremony was held in Darwin in November 2018.

Five employees are undertaking the Public Sector Management Program qualification in the 2018-19 year.



L-R Stephen Gelding, Emily Collard, Meredith Day, Deputy CEO, Shevaun Palmer and Chris Wicks.

Managers Coaching Workshop

Five employees attended a Managers Coaching workshop in Alice Springs in November 2018. This workshop was designed to assist employees knit together existing skills into a consistent and coherent approach when coaching their employees. It included information on understanding coaching and performance expectations and shaping behaviour.

Senior Officers Promotional Course (NT Corrections)

The Senior Correctional Officers Promotional Course incorporates a Certificate IV in Correctional Practice. Correctional officers are required to successfully complete nine mandatory units of competency to complete the Senior Promotional Course and are then awarded the rank of correctional officer first class. Officers then have the option to complete the remaining modules and receive their Certificate IV in Correctional Practice.

During 2018-19, thirteen officers completed the Senior Officers Promotional Course.

Early Careers Programs

Graduate Development Program

Solicitor for the NT has been participating in the NTPS Graduate Program since 2010. The program provides exposure and experience for graduate clerks through work rotations to various legal areas of the department, including Litigation, Commercial, Director of Public Prosecutions and Legal Policy, while undertaking a Graduate Diploma in Legal Practice during the 12-month placement.

The program has been successful and is part of the department's succession planning initiatives for junior lawyers.

Four graduates who commenced in 2018 successfully completed their Graduate Diploma in Legal Practice and were admitted to practice. Five new graduates are undertaking the 12-month graduate program in 2019.

Correctional Officer Traineeships

Trainee Correctional Officers undertake a 12-month traineeship, which includes an intensive eight-week, off-the-job training course, followed by three weeks of on-the-job training. During this program, recruits



L to R - 2019 Graduates -Tisha Tejaya, Luke McLaughlin, Lang Williamson, Yasmin Osborne, Taylah Cramp

are required to establish and maintain an appropriate level of fitness, and demonstrate an understanding of correctional centre practice and procedures, including undertaking the fully-funded Certificate III in Correctional Practice. The remainder of the program is spent in on-the-job training.

During 2018-19, 47 officers successfully completed their traineeship, achieving a Certificate III in Correctional Practice.



Trainee Correctional Officer, Gemma Izod and Commissioner Scott McNair

Probation and Parole Officers Training

All new probation and parole officers undergo a 10-week training and induction program, which involves a mix of classroom-based learning and on-the-job practical experience. Officers undertake a Certificate IV in Correctional Practice over the first 12 months of their employment.

In 2018-19, nine officers completed this training.

Vacation Employment

During the 2018-19 semester breaks, the department employed eight university students through the formal vacation employment program. This program provides an opportunity for students to gain some practical paid work experience while they are undertaking their studies.

School-Based Trainees

One school-based trainee completed her Certificate III in Business and Northern Territory Certificate of Education and Training during 2018-19, and secured employment with the department.

Disability Employment Program

The department participated in the Disability Employment Program, which aims to increase the attraction and retention of people with a disability. Four people were employed under the program, with one resigning to undertake study, two completing the program and one continuing on the program. One has continued employment with the department on a fixed-period contract.

Lisa Tiernan

Lisa Tiernan, who was born with Down syndrome, commenced with the Health and Community Services Complaints Commission in 2015, initially for four hours per week, funded through the Disability Employment Program. She now has employment with Health and Community Services Complaints Commission for three mornings a week.

Lisa has acquired numerous new skills throughout her employment, enabling her to undertake the data entry of the complaints received by the commission with a high degree of accuracy. She is also involved in work conferences, expos and workshops, and is particularly adept at promoting the commission's message to people with a disability.

Lisa is an indispensable part of the small team at work. She learns continually and enthusiastically, and provides important life training to those around her.



Lisa Tiernan, Administration Support Officer

Industrial Relations

In June 2018, the Government directed the NTCS to develop new robust operating models for the Darwin and Alice Springs correctional centres. Consultants from KPMG worked with NTCS and consulted key stakeholders. This process has included local employee reference groups in Darwin and Alice Springs, and regular information and feedback to employees from the Commissioner for Correctional Services. Operating model options have been finalised and are being considered by the government with a decision expected early in 2020.

Negotiations for a new Correctional Officer Enterprise Agreement continue. In-principle agreement was reached in December 2018 pending the Community and Public Sector unions' further consideration of the government's decision on the operating models above. Staff engaged in protected industrial action in Darwin and Alice Springs correctional centres prior to the in-principle agreement.

The union requested a number of workload reviews during the reporting period, including non-custodial officers in the Darwin Correctional Centre, non-custodial officers in Alice Springs Correctional Centre, NT WorkSafe and Community Corrections. The reviews for NT WorkSafe and Community Corrections have been resolved and the Darwin Correctional Centre and Alice Springs Correctional Centre reviews continue.

During 2018-19, a number of change management processes were implemented across the department, including the upgrading of probation and parole officer positions, review of prison support officer positions, restructuring of Corporate Services across the department, and the restructuring of Licensing NT and Consumer Affairs.

Machinery of Government changes resulted in the transfer of the Information Commission and Public Interest Disclosure employees to the Ombudsman's Office and to the new Office of the Independent Commissioner Against Corruption in 2018. The Office of the Public Guardian transferred in from the Department of Health in March 2019.

Actions are in progress to transfer a number of corporate employees to an Enterprise Service model with the Department of Corporate and Information Services and the Department of Infrastructure, Planning and Logistics to be effective from 1 July 2019.

Awards and Milestones

Chief Minister's Finalist – Births Deaths and Marriages

Births, Deaths and Marriages was a finalist in the 2018 Chief Minister's Awards for Excellence in the Public Service on 2 November in the Strengthening Government Integrity and Public Administration category.

The project involved developing a technological solution to allow live processing and issuing of certificates on the spot to enable Territorians living in remote and regional communities to access birth certificates and other legal family documents.

During the three-month pilot program, the team visited 17 remote and regional communities, issuing 1265 birth certificates and 33 Aboriginal population record certificates, along with processing 347 name change applications, all the while ensuring team members observed cultural sensitivities.

Feedback from the program was overwhelmingly positive, and it has been approved as a permanent program.



Births Deaths and Marriages Finalists L- R Sharon Johnson, Irini Parimeros, Wendy Endenburg, Siau Fa Jong, Cassandra Hazelbane

National Corrections Day Graduation and Recognition of Milestones Ceremony

National Corrections Day is an opportunity for all jurisdictions around Australia to come together to recognise their colleagues, share experiences and celebrate their achievements. It provides an opportunity to promote the positive programs being undertaken at NT correctional facilities and to recognise and acknowledge the valuable contributions each employee makes on a daily basis.

National Corrections Day was celebrated on Friday 18 January 2019, with events taking place in each correctional facility and office.

In Darwin, the Member for Brennan, Tony Sievers, opened the ceremony and the Member for Braitling, Dale Wakefield, in Alice Springs. Many family and friends attended the ceremony, which was followed by a family event, including food and drinks, activities, displays and a tour of each correctional centre.

National Corrections Day Graduation and Recognition of Milestones Ceremonies recognised the following categories:

- First Clasp to the National Medal for 25 years' service – 2 recipients
- National Medal for Recognition of Service (15 years) – 12 recipients
- Recognition of Service Milestones (20 years) – 6 recipients
- Recognition of Service Milestone (10 years) – 18 recipients
- Educational Accomplishments – 4 recipients
- Certificate IV in Correctional Practice – 29 recipients
- Senior Correctional Officer Program – 13 recipients
- Certificate III in Correctional Practice – 12 recipients
- Elders Recognition of Service – 5 recipients
- Commissioner Commendations – 10 recipients



The Member for Brennan, Mr Tony Sievers MLA and Commissioner Scott McNair



Correctional Officer Coverdale, Commissioner Scott McNair and A/General Manager Mark Kruit



Correctional Officer First Class Rahman and Senior Corrections Officer Khan

Recognition – NTPS Service Milestones

Every year eligible employees who reach service milestones are recognised for their service to the Northern Territory Public Sector. In 2018, 57 departmental employees were recognised:

2 employees with 40 years of service

4 employees with 30 years of service

13 employees with 20 years of service

38 employees with 10 years of service

The NTPS arranges a ministerially hosted function annually for employees who have achieved more than 20 years service. Two employees chose to have their service formally recognised at the function. Chris Cox (30 years) and Michael Barritt (30 years) were recognised at Parliament House in Darwin on 4 October 2018.



Christopher Cox – 30 years

Chris commenced his career with the NTPS in May 1988 in an entry level position in the Magistrates Courts in Katherine. He worked in various roles as a support officer, administrator and manager to Sheriff of the NT and various director roles, leading to his role of executive director of Court Support Services, which he was appointed to in 2012. Chris also holds appointment as an acting registrar of the Supreme Court and is a notary public. Chris is a part of the Executive Leadership Group.

Robin Smith – 30 years

Robin started his career with the Power and Water Authority in August 1987 as an electrical fitter/mechanic in Tennant Creek. In 1995, he transferred to Darwin and worked as an electrical inspector at the Ben Hammond complex. In 2009, he moved to his role at NT WorkSafe as the principal electrical safety officer.



Michael Barritt – 30 years

Since commencing as a trainee at the Parks and Wildlife Library in 1987, Michael has made a significant contribution to the NTPS. He moved into a role at the Alice Springs Herbarium where he engaged in a variety of tasks, including botanical surveys across the Territory and the editing of the Checklist of the Flora of the NT.

He then worked as a ranger at Edith Falls (Nitmiluk National Park), Darwin region Park and Reserves, Nitmiluk National Park and West MacDonnell National Park. His work in the development of the Junior Ranger programs in Alice Springs and Darwin helped educate the younger generation in the importance of environmental protection. He launched and managed the highly successful Parks and Wildlife Facebook page in 2010.

In 2015, Michael took on the role of managing community engagement at the Museum and Art Gallery of the Northern Territory. This role included the development of social media and the oversight of customer service employees. He is the education and information officer for NT Consumer Affairs, managing all facets of outreach, education and social media.

Attorney-General's Medal for Law

The medal is awarded to the Charles Darwin University law graduate who, in the opinion of the college staff, is the most outstanding graduate in the preceding academic year. It was awarded to Kirsten Chapman in June 2019.

Kirsten has been working with the department since 2008 and completed her bachelor degree part-time, while working with the Solicitor for the Northern Territory and the Crime Victims Services Unit, where she is now the deputy director.

Kirsten is involved in helping to administer the Victims of Crime Assistance Act 2006 and the financial assistance scheme for victims. The knowledge she has gained from her degree has proven to be valuable in the workplace.

Kirsten is now focusing on finalising her Graduate Diploma in Legal Practice with a view to gaining admission to practice.

The Donna Dreier Professional Development Award

Lachlan Peattie was the recipient of the Donna Dreier Award for 2018-2019. He completed his Bachelor of Economics and Laws with First Class Honours in 2014 and Graduate Diploma of Legal Practice (Distinction) in April 2015, both at the Australian National University.

Lachlan worked as an associate to Justice Southwood for a year and in January 2016 commenced as a lawyer with the Solicitor for the Northern Territory, spending time in Commercial and Litigation divisions, and is now on secondment to the Solicitor-General's Chambers. Since starting at the Solicitor-General's Chambers, he has appeared as junior counsel to the Solicitor-General in appellant and trial proceedings and has had opportunity to appear in the High Court of Australia, Full Court of the Federal Court, Federal Court, Court of Criminal Appeal and Supreme Court, either unled or as junior counsel to the Solicitor-General.

Lachlan is a volunteer solicitor for the Darwin Community Legal Service. He has graduated as an officer from the Royal Military College, Duntroon, and is a violinist in the Darwin Symphony Orchestra.

Lachlan intends to use his award prize monies to attend the Australian Constitutional Law Conference and to complete an Accredited Mediation and Advocacy course.



Kirsten Chapman receiving the Attorney-General's Medal for Law from Greg Shanahan, Chief Executive Officer

Harvard College Massachusetts

Rebecca Plummer, principal registrar and director of the Local Courts (North), completed two executive education topics at Harvard College in Massachusetts. The topics were run by the John F Kennedy School of Government and Leadership in the areas of Economic Growth and Data and Analytics for public policy, programs and reform. Each course contained approximately 70 participants from around the globe, chosen by a number of pre-entry assessments and a demonstration of more than 10 years commitment to public improvement and a position in executive leadership.



Harvard College in Massachusetts



Team Leader Tamara Redding receiving her Certificate IV in Leadership and Management from then A/CEO Meredith Day

Tamara Redding

Community Corrections continually supports staff to undertake nationally accredited qualifications. Tamara Redding, a team leader based in Katherine, completed a Certificate IV in Leadership and Management in 2018. Tamara confidently leads her colleagues in case management practices and was able to represent the department during an interstate conference, Justice Reinvestment -- Building Communities Not Prisons Forum, in Canberra.



Bintang Daly, Analyst

Bintang Daly

Bintang Daly is an employee of the Health and Community Services Complaints Commission. He finished his secondary education in Nhulunbuy and undertook tertiary study at the University of Adelaide. Bintang is the president of the Northern Territory chapter of the Australia Indonesia Youth Association. He represented the Northern Territory in a national leadership planning weekend run by the association in Sydney in September 2018. During the weekend, young people from across Australia addressed various youth issues and discussed exciting initiatives to better connect young Indonesians and Australians to each other and to Australia-Indonesia related opportunities.

Outstanding Service to Basketball

John Sealy, manager gambling systems at Licensing NT, was awarded life membership of the Darwin Basketball Association (DBA) for outstanding service to the association.

During a board member/president tenure from 2004-2010, John was instrumental in achieving significant outcomes for the association including:

- Retention of the DBA's crown lease in perpetuity;
- Elimination of debt in excess of \$430,000;
- Construction of administration and canteen facilities;
- Implementation of the association's inaugural internet-based player and competition management system;
- Tours for junior and senior DBA teams to Brunei, Singapore, China, Vietnam and Indonesia, including junior exhibition games at the 2010 World Expo in Shanghai, China, upon invitation from the Chief Minister's Department;
- Hosting of national under-14 club championships and Northern Territory championships; and
- Establishing a partnership with School Sport NT to facilitate primary and high school events at the DBA Stadium.

Corporate Citizenship and Social Responsibility

Katherine Justice Reinvestment Program

The Criminal Justice Research and Statistics Unit provided the Katherine Justice Reinvestment Program team with a substantial amount of data relating to youth and young persons involved in the NT criminal justice system. The dataset involved historical information over a five-year period on persons charged, persons finalised in court, and persons managed by NT Correctional Services and Territory Families. It is expected that this information will form a baseline for the program team to monitor the success of justice-related initiatives for youth and young people in Katherine.

Couch Surfing

The Children's Commissioner, Colleen Gwynne, participated in Anglicare NT's Couch Surfing Races event at Civic Park in April 2019, shining a light on youth homelessness in the Territory. The races celebrate the resilience of young people affected by homelessness on National Youth Homelessness Matters Day.



Colleen Gwynne, Children's Commissioner – taking part in Anglicare NT's Couch Surfing Races

Drought Appeal for Farmers

In August 2018, Community Corrections offices across the Northern Territory held fundraiser events for Drought Relief for Australian Farmers. A morning tea was held in each office with everyone taking part in dressing up as farmers for the cause. The offices raised a combined \$3640 with Coles matching dollar for dollar – that’s a staggering \$7280.



Community Corrections Drought Relief Fundraisers

Global Corporate Challenge

The Virgin Pulse Global Challenge is a health and wellbeing event, involving teams of seven signing up to compete with thousands of other teams globally. The global challenge is a 100-day virtual journey around the world. The focus of the challenge is for participants to build sustainable habits associated with increased activity, nutrition, sleep and psychological wellbeing. The teams track their daily activity and work towards a daily target of 10,000 steps, unlocking new locations as they make their virtual journey around the world.

Fifteen teams have registered to participate in the challenge, which commenced on 22 May 2019 and runs until 29 August 2019.

Arafura Games

The Arafura Games is held every two years and is an inclusive multi-sport, week-long event where athletes with a disability compete in the same program as able-bodied athletes. It attracts competitors from around the world and volunteers are vital to the success of the games. Dee-Ann Vahlberg, with the Criminal Justice Research and Statistics unit, volunteered her services to support the 2019 Arafura Games.

Venndale – Football boot donation

Community Corrections clients participating in the Venndale residential rehabilitation program have the opportunity to play Australian Rules Football with the Royal Australian Airforce Tindal Magpies club. However, many of the clients cannot take part because they don’t have football boots. Probation and parole officer Kayla Walliss works with the Venndale clients and goes there once a week to meet them. During her visits she has been actively promoting sport as a prosocial activity, especially since Venndale has partnered with the RAAF Tindal Magpie Australian Football League club. This is seen as a positive relationship and one that the Venndale clients can use to feel part of a team and “feel normal”, as one of the clients said.

Clients are reliant on Centrelink entitlements, of which the majority goes to Venndale for their program. With money an issue, the luxury of purchasing football boots is sometimes out of reach to the clients so they are reliant on second-hand pairs of boots or cannot play if they do not have any.

Kayla and her husband Ray donated 10 pairs of football boots to Venndale to overcome this issue. The donation of the boots is an extremely generous act; one which has seen several Venndale offenders benefit and that in turn has seen a positive change in their behaviour and feeling of self-worth.

Employment Instructions

Under the *Public sector Employment and Management Act 1993*, Employment Instructions provide direction to departments on human resource management matters. The department's performance against each Employment Instruction is detailed below.

Employment Instructions	Action
No. 1 – Filling vacancies	<ul style="list-style-type: none"> • 194 advertised vacancies were finalised. • Two promotion appeals relating to recruitment processes lodged. • Two grievances regarding the selection process were lodged.
No. 2 – Probation	<ul style="list-style-type: none"> • The department has a probation procedure consistent with legislation on our internet site. Managers monitor probationary reports and timeframes. • One employee was terminated during the probation process. • One grievance regarding termination of probationary period was lodged.
No. 3 – Natural justice	<ul style="list-style-type: none"> • The principles of natural justice are available to all employees. Natural justice is adhered to in all dealings with employees and reflected appropriately in internal policies and procedures.
No. 4 – Employee performance management and development systems	<ul style="list-style-type: none"> • The department's annual Individual Performance Review (IPR) process integrates the department's planning framework and objectives with employees' work priorities and the department's strategic plan.
No. 5 – Medical examinations	<ul style="list-style-type: none"> • Five employees were directed to attend independent medical examinations during 2018-19.
No. 6 – Performance and inability	<ul style="list-style-type: none"> • New resources, including tips for performance conversations, giving feedback and guidelines, were launched for employees and managers this year. • There were four cases relating to inability during the year. • Two employees participated in a performance improvement plan.
No. 7 – Discipline	<ul style="list-style-type: none"> • Thirteen disciplinary matters were finalised during the year. Reasons included failure to uphold the performance and conduct principles and disregarding lawful directions. One discipline appeal was lodged.
No. 8 – Internal complaints and Section 59 grievance reviews	<ul style="list-style-type: none"> • Thirty six complaints were received throughout the year. • Nineteen relate to inappropriate behaviour.

Employment Instructions	Action (continued)
No. 9 – Employment records	<ul style="list-style-type: none"> The Department of Corporate and Information Services (DCIS) store employment records on personnel files. The department complies with the DCIS policy regarding access to these files. Regular training is provided to employees regarding requirements to manage records electronically.
No. 10 – EEO programs	<ul style="list-style-type: none"> The department actively participates in the Disability Employment Program and has two Special Measures Plans for Aboriginal employees.
No. 11 – Occupational health and safety	<ul style="list-style-type: none"> Refer to the governance section
No. 12 – Code of conduct	<ul style="list-style-type: none"> New employees are made aware of the Code of Conduct through their appointment documents and the induction process. Policies on conflict of interest, acceptance of gifts and benefits and outside employment are available on the intranet site.
No. 13 - Appropriate workplace behaviour	<ul style="list-style-type: none"> The updated Appropriate Workplace Behaviour policy is available on the intranet site. In-house training sessions of Appropriate Workplace Behaviour were provided to employees in 2018-19.
No. 14 - Redeployment and redundancy procedures	<ul style="list-style-type: none"> The department adheres to the redeployment and redundancy provisions. One employee was made redundant.
No. 15 – Special Measures Development of internal procedures with regards to the requirements of special measure programs.	<ul style="list-style-type: none"> 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.

Governance

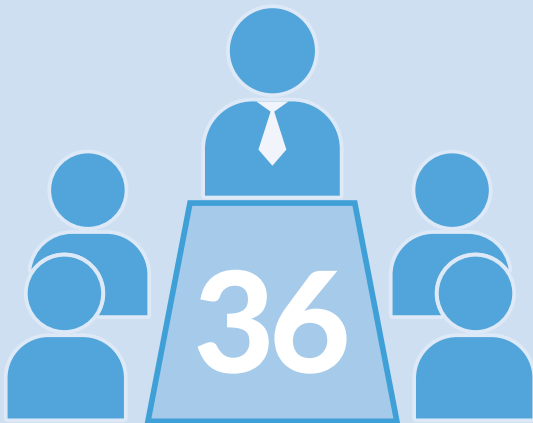
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Fast Facts

186

Acts administered during the year



36 Statutory Boards
and Bodies supported
by the department



Freedom of information
applications finalised



6.6%

Reduction in workers
compensation claims
expenses

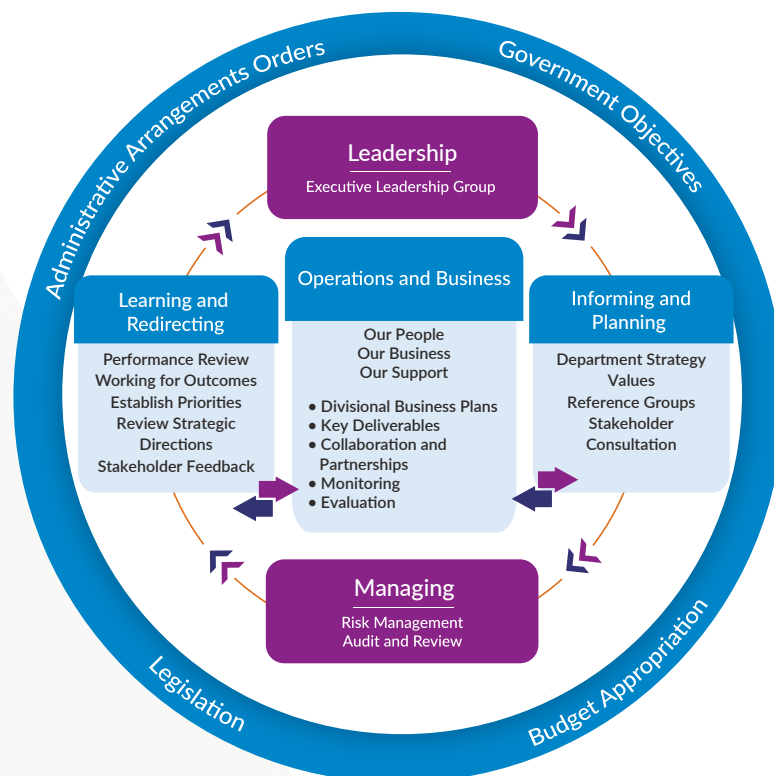
Governance Framework

Our governance practices set the direction and guide the management and control of department activities to achieve required outcomes through the department's strategies, policies, procedures and allocation of resources and responsibilities.

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.

Transparent governance arrangements and practices provide the Executive Leadership Group, the Executive Management Group, Northern Territory Government, Parliament and the community, with visibility of the department's performance and confidence in conformance with applicable legislative and policy requirements, as well as meeting public expectations of openness, transparency and the integrity of our services.

In 2018-19, the Governance and Risk branch undertook a review of the department governance framework and presented a revised framework to the Executive Leadership Group. Final approval and implementation of the framework will occur in the first quarter of 2019-20. The revised framework will provide a new graphic representation and provide employees with stronger links to practical governance tools and resources available.



The principles of the framework are underpinned by the following:

- **Leadership:** achieving department-wide commitment to good governance and accountable decision-making.
- **Informing and planning:** acting impartially and ethically in accordance with the department's values and actively engaging in stakeholder consultation.
- **Learning and redirecting:** monitoring and reviewing performance and results to establish priorities.
- **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.

Reviews and Audits

Audit Services conducted 14 internal audits or reviews during 2018-19 and tabled these to the Audit and Risk Committee. In addition, a further three were underway at the end of the reporting period. The Auditor-General's Office conducted five audits, reviews and assessments during the reporting period.

Audits/Reviews reported to the Audit and Risk Committee in 2018-19 by Audit Services

Audit/Review	No. of Audits
Official travel audit	1
General compliance: Children's Commissioner	1
Crime Victims Support Unit: Payment issues	1
Cabinet Information Security	2
Darwin Correctional Centre: Kitchen stocktake assurance	1
Fines Recovery Unit: Process Risk review	1
Public Trustee: Process Review	1
Darwin and Alice Springs Correctional Centres: Prisoner moneys	1
Vehicle Fleet audit	1
General compliance: Consumer Affairs Commission	1
General Compliance: Anti-Discrimination Commission	1
Procurement - Value for Territory for Buy-Local Advocate	1
Consulting: advice and quote request for accounting services	1
Total:	14

Audits reported by the Auditor-General's Office

Audit/Review
Department of the Attorney-General and Justice End of Year Review 2017-18
Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2018
Office of the Public Trustee - Interim Financial Statements Audit for the year ended 30 June 2019
Agency Compliance Audit
Program Veritas and IJIS

Audit Services and the Audit and Risk Committee monitor the recommendations and agreed actions arising out of audits until acquitted or the risk accepted by the risk owner.

Divisional risk assessments and mitigation strategies substantially inform the internal audit planning by Audit Services.

Information Act 2002

The *Information Act 2002* 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, at least annually, information 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 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 2018-19.

Applications	
To access personal and non-personal information	0
To access personal information	11
To access non-personal information	5
New applications to access personal information	96
New applications to access personal and non-personal information	6
New applications to access non-personal information	20
New applications to correct personal information	0
Total applications open	138
Requests withdrawn	2
Requests transferred to another agency	0
Total applications finalised	119
Applications on hand at 30 June 2019	17

Additionally, NT Correctional Services 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. The information coordinator within the Professional Standards Unit processes requests made under the scheme.

Information Management Unit

The Information Management Unit is responsible for ensuring the modernisation and compliance of statutory, regulatory, privacy and policy obligations for department wide information and records management. The unit is responsible to provide specialist advice, training and delivery of efficient and effective information and records management services in accordance with statutory and business requirements.

Information Management Unit



The Information Management team L-R Jenna Hutt, Client Operations Manager; Kandarp Vyas, Client Operations Officer; Ashleen Whitford, Operations Officer. Absent Annette Cupo, Information Manager

Records and Information Management Reform

The department continues to progress the implementation and use of the Northern Territory Government's electronic Records Management System Territory Records Manager (TRM) to strengthen compliance, information sharing and to meet changing business needs.

The department's Electronic Document and Record Management Strategy guides implementation of reforms outlining 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.

As part of the department's transition to an electronic workplace, the department is working to remove physical file usage and ensure electronic files become the standard form of file creation. The aim is also for internal documents to be emailed using the TRM record reference link, and standard use of digital signatures/initials to endorse/approve documents electronically.

The Information Management Unit continues to develop and hold quarterly forums focusing on the development and training of TRM Assist resources from all business units of the department. This forum has approximately 50 members and is the largest working group across the department. The forums cover a wide range of topics and super-user specific training that the TRM Assists can disseminate back to their business units. The Department TRM Assists have the opportunity to attend the Department of Corporate and Information Services TRM User Forums learning more about the background projects DCIS conduct on behalf of all agencies. Training in records

and archives management to enable compliance with Part 9 of the *Information Act 2002* and NT Government Records management standards is also available to all employees.

Use of electronic TRM has increased significantly since 2017, when 70 per cent of employees could not use electronic TRM. As at 30 June 2019, 90 percent of staff are using electronic TRM with 230 employees trained during the reporting period.

Auto Emailer Add In to Territory Records Manager

The department continues to analyse opportunities to enhance electronic functionality and the add-on TRM auto emailer function, linking TRM to MS Outlook, has been deployed to the department. This function is streamlining processes further and simplifying workflows.

Business Classification Scheme

The implementation of the Business Classification Scheme (BCS) has been one of the major projects for the department during 2018-19. The scheme identifies activities carried out by various departments and determines the set of terms and conventions applied by all of government to classify, title and retrieve information. This change has introduced standardised TRM Classification Terms when titling records. The BCS generates consistency in the description of information reducing ambiguity and duplication. During the reporting period, the BCS successfully mapped to the department's 49 retention and disposal schedules and cross-referenced with the electronic and paper records. This project is in post-implementation review phase with additional subjects requested as required.

Work Health And Safety

Work Health and Safety Management

The department prioritises 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 2011*.

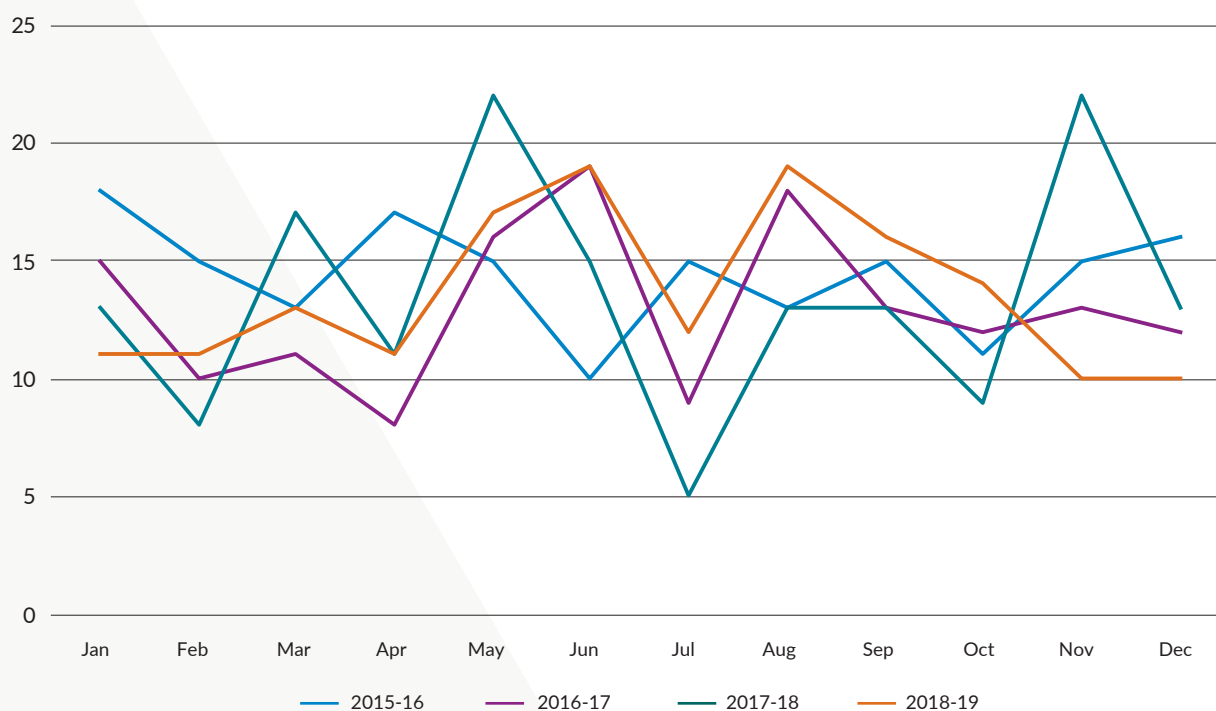
In line with this commitment, the department continued to implement our Work Health and Safety Management System and related policies and procedures in 2018-19. WHS committees for specific buildings and workplaces regularly report to the department-wide WHS Committee, which in turn reports to the CEO via the Executive Leadership Group. In 2018-19, the department-wide WHS Committee met four times.

Work Health and Safety Incidents

In the 2018-19 financial year, the total number of Work Health and Safety incidents reported was 163. This is an increase of 4.5 per cent over last year.

The average age of an injured worker in the department is 50 years and NT Correctional Services have the highest number of claims and incidents in the department, accounting for 81 per cent of new claims and 83 per cent of reported incidents.

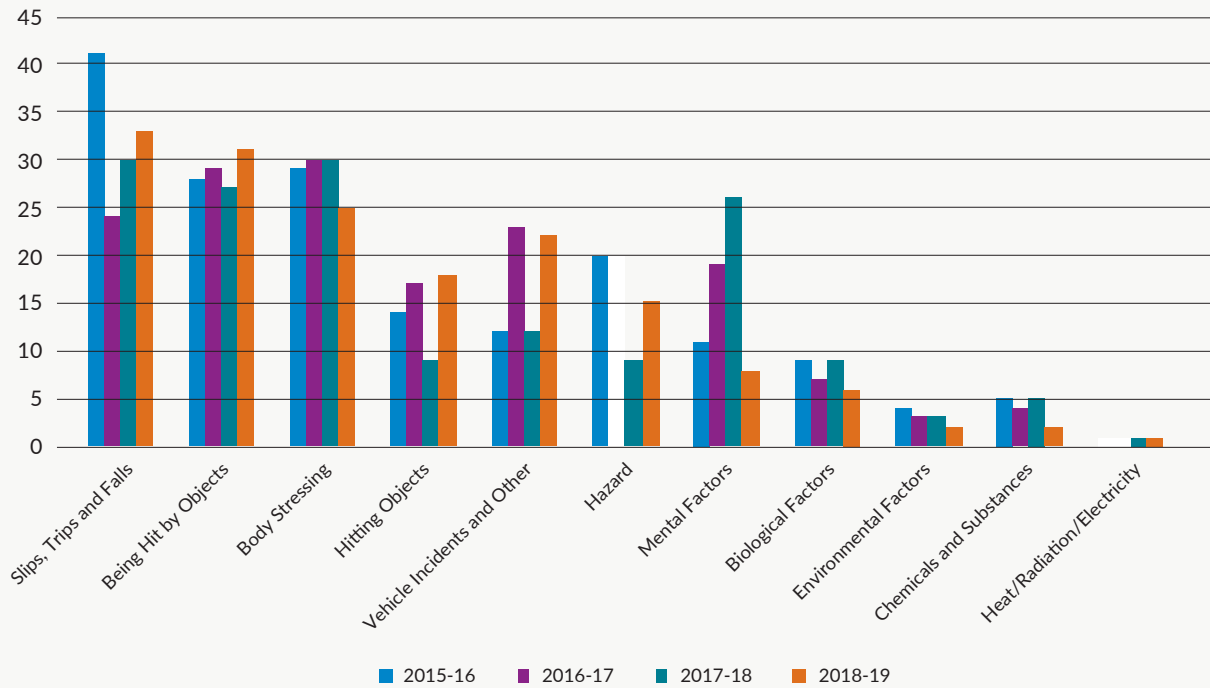
Number of Incidents by month



The most common type of incident, accounting for 20.2 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 next most common type of incident at 19 per cent was 'being hit by object', defined as injuries resulting from the action of an object hitting the person and includes accidental or deliberate push/assault by a person.

Number of Incidents by Mechanism Group



Notifiable incidents

One notifiable incident, as defined under section 35 of the *Work Health and Safety (National Uniform Legislation) Act 2011*, was reported to NT WorkSafe during 2018-19. The incident occurred at the Alice Springs Correctional Centre in March when a triple chaser CS gas canister exploded on a correctional officer's vest without warning. The correctional officer suffered burns to the chest and hand, and was flown to Adelaide for treatment. The employee is now back at work part-time.

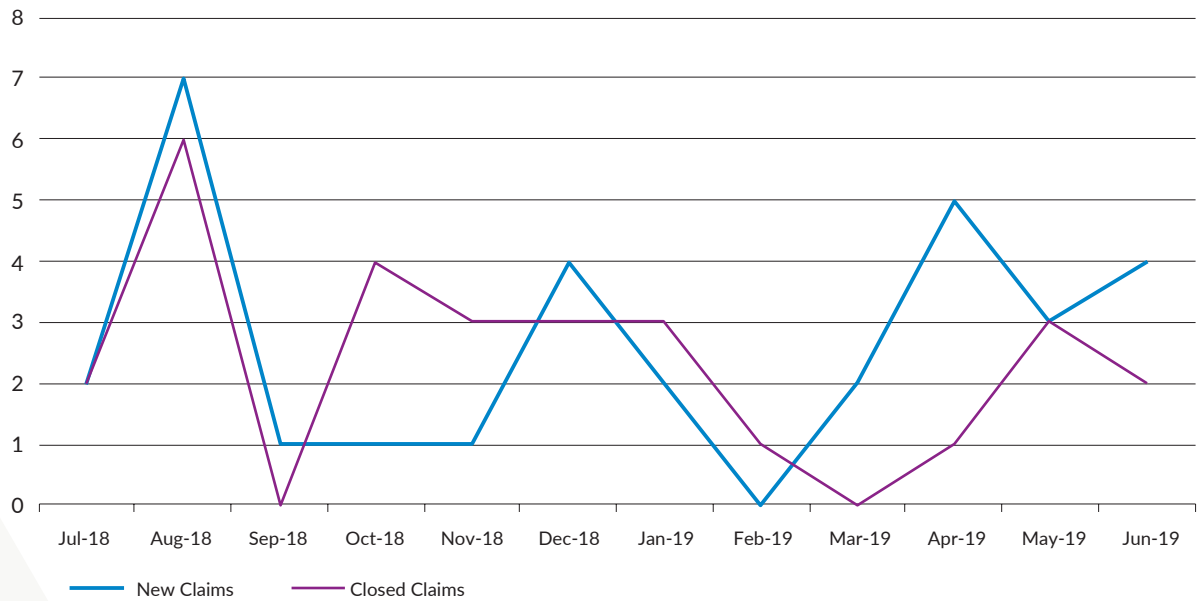
Resulting from the incident, instructions were issued for the immediate removal of chemical munitions and new procedures were implemented to ensure there was no personal carriage of chemical munitions. A further assessment identified 10 procedural improvements. All 10 recommendations were implemented within 2018-19, including assessment of all personal equipment used by response personnel and a serviceability register for all chemical munitions.

Workers' Compensation

At the beginning of 2018-19, 31 claims remained open from previous periods and during the year, 32 new workers' compensation claims were lodged and 28 claims closed. At 30 June 2019, 35 claims remain open.

The total amount paid in workers' compensation claims during 2018-19 was \$1.54 million, which includes all financial transactions processed in the period from new claims and claims from previous periods. This is a 6.6 percent reduction in workers' compensation claims expenses from the 2017-18 figure of \$1.65 million.

Breakdown of new claims and closed claims per month.



¹ This data is sourced by Department of Treasury and Finance from Gallagher Bassett, the Government workers' compensation provider.

The department continues to implement strategies to ensure the safety of all employees and reduce injuries and accidents. Actions this year included:

- Yearly refresher training conducted for all correctional officers in de-escalation techniques to manage violent offenders and incidents that occur with prisoners to minimise injuries
- A communication strategy to educate prison officers in behaviours to reduce prisoner violence was developed
- All custodial and non-custodial employees made aware of the appropriate and approved footwear to be worn to ensure slips and falls are minimised
- Continued delivery of training in appropriate workplace behaviours, inclusive of Code of Conduct
- Promotion of training available through the Northern Territory Government workers' compensation provider, Gallagher Bassett, across the workers' compensation spectrum, including critical incident management, conflict management, return to work, and preventing and responding to bullying in the workplace
- A comprehensive Work Health and Safety Induction checklist process updated for all new department employees, including an online Manual Handling module to reduce body stressing
- Monitoring of incidents by work health and safety committees.

NT Correctional Services also obtained agreement for the Department for Correctional Services (South Australia) to undertake a work health and safety assessment of Darwin and Alice Springs correctional centres. This was completed in early 2019.

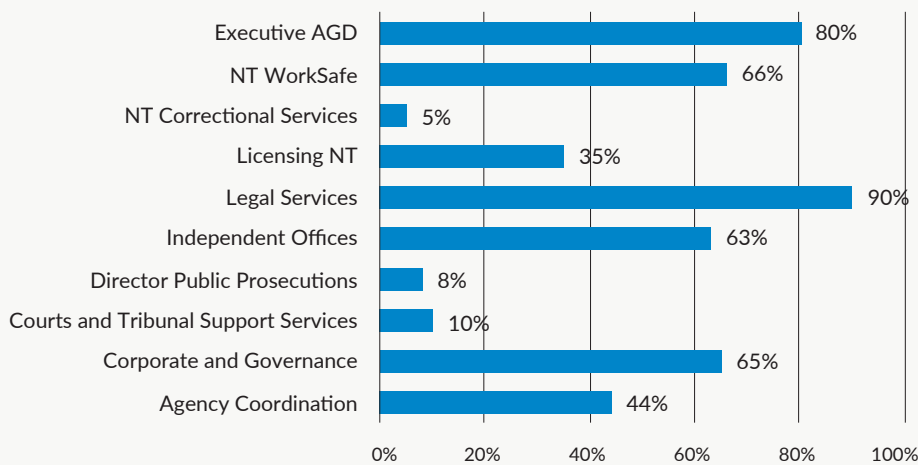
The assessment identified a number of risk areas requiring improvement. Allocation of resourcing to develop, monitor and maintain the policies and practices required to mitigate identified risks across all correctional centres and work camps is to occur in 2019-20.

Environmental Management

Paperless Office

The department is committed to reducing paper usage through the Electronic Document and Record Management reform agenda and all divisions and commissions have commenced or completed transitioning to the Territory Record Manager (TRM) environment.

The Northern Territory Civil and Administrative Tribunal is also focusing on the quality of information recorded in the Odyssey system as it prepares to go paperless in the near future.



Reducing Carbon Emissions

Where appropriate, staff are encouraged to use video or telephone conferencing to attend meetings and provide the facilities for others to attend department meetings as alternatives to vehicle and airline intrastate and interstate travel. The use of Skype for business and other digital technology is also encouraged. The use of digital technology is cost effective and environmentally friendly.

Installation of video-conferencing equipment in court facilities continues and upgraded sites include Borroloola, Wadeye, Tennant Creek, Yuendumu, Alyangula and Lake Evella.

Staff in the Criminal Justice Research and Statistics Unit have also embraced the technology, participating in 14 inter-jurisdictional tele or video-conferences during 2018-19. The majority of these were for participation in statistical and/or data related groups involving policy and

statistics staff, including the National Statistics working groups, the National Outcome Standards for Perpetrator Interventions group, the national Elder Abuse data working group, and the National Crime Statistics Advisory Group. Participation in this way ensures the Northern Territory has a voice in these forums, even when not able to meet in person.

Criminal Justice Research and Statistics also hosted a national face-to-face meeting of the National Corrective Services Statistics working group in Darwin in March 2019 and provided a tele-conference option for individuals unable to attend in person.

Light Emitting Diode Lighting

Programmed works continue to replace lighting in Northern Territory court facilities with energy efficient, eco-friendly LED lights.

Financial Statements

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Fast Facts

\$391.3m

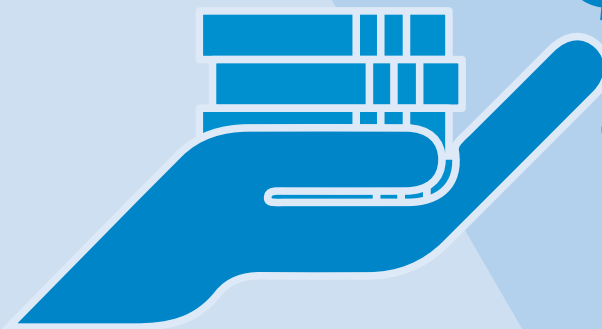
Total income of Agency in 2018-19



Output Appropriation
represented

84.2%

of total
agency
income



\$46.3m

Grant payments
made during the year

Financial Statements Overview for the Year Ended 30 June 2019

Financial Performance

The 2018-19 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.

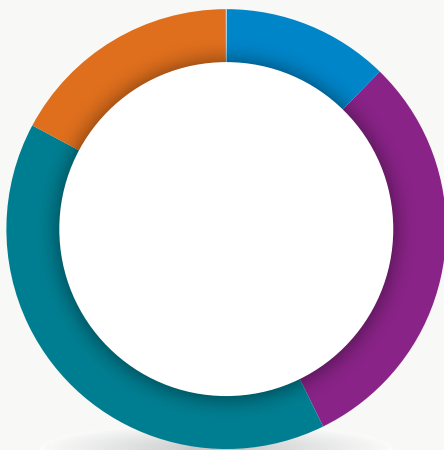
Net result for the year

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 \$25.72 million, against the originally published BP3 budgeted deficit of \$18.43 million, and a final approved budget deficit of \$20.59 million. The net result for the year includes book entries, the most significant of these being depreciation and goods services received free of charge. Excluding the net of these items, (\$18.87 million), the underlying result for the Department is a deficit of \$6.85 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 27 to the financial statements.

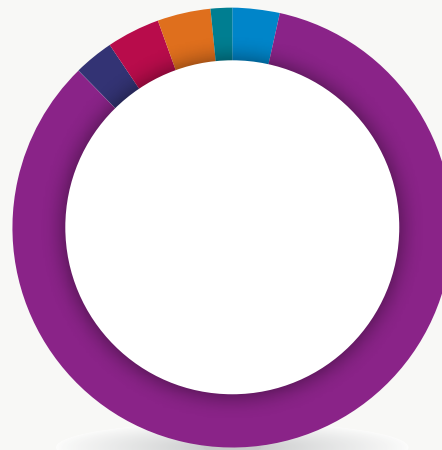
Income

Sales of Goods and Services - Key Contributors



- Correctional Services
- Court & Tribunal Support Services
- Independent Offices
- Regulatory Services

Operating Income by Category



- Taxation Revenue
- Output Appropriation and Grants
- Commonwealth Appropriation
- Sales of Goods & Services
- Goods & Services Free of Charge
- Other Income

The agency recorded total income of \$391.3 million of which:

- Output appropriation represented 84.2% (\$329.63 million) which was utilised to fund legal services (9.8%), correctional services (57.9%), court support services (11.7%), public prosecution services (3.7%), independent offices (2.9%), regulatory services (10.4%) and corporate and governance (3.6%).
- Commonwealth appropriation represents 2.9% (\$11.44 million) of agency income. National Partnerships on Legal Assistance Services and Northern Territory Remote Aboriginal Investment, represent the bulk of this amount (\$10.58 million).
- Sales of goods and services contributed 3.9% (\$15.28 million). Significant sources related to Registrar General searches and application fees (\$0.86 million), Land Titles Office lodgements, searches and fees (\$3.56 million), fines and penalties enforcement fees and related charges (\$3 million), Public Trustee fees, commissions and other charges (\$1.42 million), court fees and related charges (\$1.53 million), insurance contributions to NT WorkSafe (\$2.55 million), and NT Correctional Services revenue associated with prison industries and purchases by prisoners (\$1.87 million).
- Goods and services received free of charge made up 3.9 % (\$15.26 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.

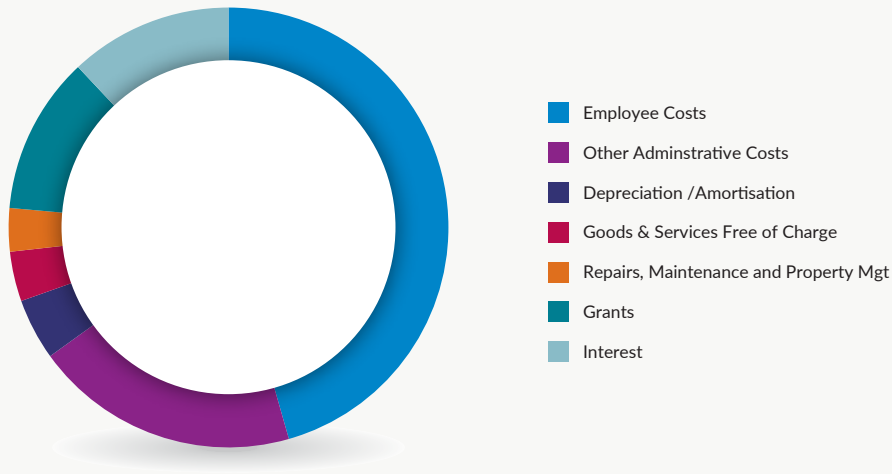
A breakdown of operating income by output group is provided at Note 3.

Expenses

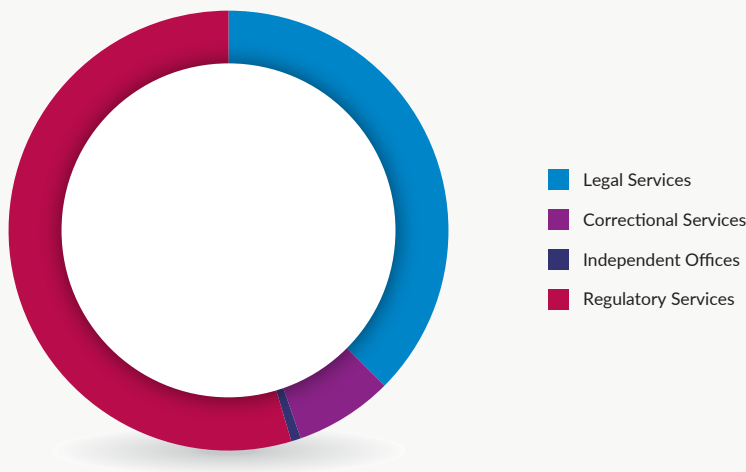
The Department recorded expenditure of \$417.07 million. The expenditure result reflects the impact of non discretionary, extraordinary, and activity driven costs. To the extent possible these additional costs were addressed through the application of expenditure measures across the Department, but were further offset by a Treasurer's advance of \$5.66 million. The Department's end of year expenditure result was \$2.16 million higher than the final adjusted budget, which incorporated the Treasurer's advance and other approved budget adjustments throughout the year totalling \$30.4 million.

- Employee costs: the result finished \$8.3 million above the final approved budget with most of this amount associated with custodial operations employee salary costs, and overtime costs associated with demand for medical and court escorts.
- Purchase of Goods and Services: this category of expense finished lower than the final approved budget by \$0.93 million largely associated with costs of sales to prisoners.
- Grants expenditure: finished the year lower than budgeted, reflecting the impact of the timing of awarded Community Benefit Fund payments.

Expenses by Category



Grant Expenditure by Output Group



Balance Sheet

- The balance of cash and deposits is on a par with the prior year and incorporates the excess of operating payments over operating receipts for the year, the net impact of machinery of government transfers, and an equity injection at year end.
- The increase in Receivables compared with the previous year reflects June 2019 invoicing to the Department of Local Government, Housing and Community Development in relation to works undertaken in relation to the NT Correctional Services Transitional Accommodation Program, and invoicing for GST recoveries associated with the Darwin Correctional Facility Public Private Partnership.


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 1995* 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 2019 and the financial position on that date.

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



Greg Shanahan
Chief Executive Officer

30 August 2019



Jacqueline Dowling
Chief Finance Officer

30 August 2019

Comprehensive Operating Statement for the year ended 30 June 2019

	Note	2019	2018
		\$000	\$000
INCOME			
Taxation revenue		12 432	11 968
Grants and subsidies revenue			
Current		1 119	1 061
Appropriation			
Output		329 626	320 695
Commonwealth		11 445	8 545
Sales of goods and services		15 285	16 819
Goods and services received free of charge	4	15 264	14 958
Gain on disposal of assets	5	9	-
Other income		6 169	7 048
TOTAL INCOME	3	391 349	381 094
EXPENSES			
Employee expenses		190 067	181 031
Administrative expenses			
Purchases of goods and services	6	91 312	92 495
Repairs and maintenance		3 346	4 496
Depreciation and amortisation	12, 13	18 867	18 054
Other administrative expenses ¹		15 127	14 905
Grants and subsidies expenses			
Current		48 333	46 354
Interest expenses	15	50 017	50 052
TOTAL EXPENSES	3	417 069	407 387
NET SURPLUS/(DEFICIT)		(25 720)	(26 293)
OTHER COMPREHENSIVE INCOME			
Items that will not be reclassified to net surplus/deficit			
Transfer from reserves			(1 259)
Changes in asset revaluation surplus			1 259
TOTAL OTHER COMPREHENSIVE INCOME			-
COMPREHENSIVE RESULT		(25 720)	(26 293)

¹ Includes DCIS service charges.

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

Balance Sheet as at 30 June 2019

	Note	2019	2018
		\$000	\$000
ASSETS			
Current assets			
Cash and deposits	8	8 935	8 897
Receivables	10	4 088	2 293
Inventories	11	1 313	1 318
Prepayments		209	704
Total current assets		14 545	13 212
Non-current assets			
Property, plant and equipment	12, 20	773 240	785 835
Heritage and cultural assets	13, 20	597	605
Total non-current assets		773 837	786 440
TOTAL ASSETS		788 382	799 652
LIABILITIES			
Current liabilities			
Deposits held	17	2 018	3 941
Payables	14	26 855	23 640
Borrowings and advances	15	5 039	4 588
Provisions	16	27 210	26 153
Total current liabilities		61 122	58 322
Non-current liabilities			
Borrowings and advances	15	498 277	503 316
Provisions	16	36	36
Total non-current liabilities		498 313	503 352
TOTAL LIABILITIES		559 435	561 674
NET ASSETS		228 946	237 978
EQUITY			
Capital		292 032	275 344
Asset revaluation reserve	19	200 682	200 682
Accumulated funds		(263 768)	(238 048)
TOTAL EQUITY		228 946	237 978

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 2019

	Note	Equity at 1 July	Comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June
		\$000	\$000	\$000	
2018-19					
Accumulated funds		(238 048)	(25 720)		(263 768)
Transfers from reserves					
		(238 048)	(25 720)		(263 768)
Reserves					
Asset revaluation reserve	19	200 682			200 682
		200 682			200 682
Capital – transactions with owners		275 344			275 344
Equity injections					
Capital appropriation				5 036	5 036
Equity transfers in				6 601	6 601
Other equity injections				5 101	5 101
Equity withdrawals					
Capital withdrawal				(50)	(50)
Equity transfers out					
		275 344		16 688	292 032
Total equity at end of financial year		237 978	(25 720)	16 688	228 946
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	19	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

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 2019

	Note	2019	2018
		\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating receipts			
Taxes received		12 432	11 968
Grants and subsidies received			
Current		1 119	1 061
Appropriation			
Output		329 626	320 695
Commonwealth		11 445	8 545
Receipts from sales of goods and services		34 268	39 690
Total operating receipts		388 890	381 959
Operating payments			
Payments to employees		(186 868)	(183 599)
Payments for goods and services		(107 298)	(111 318)
Grants and subsidies paid			
Current		(48 333)	(46 355)
Interest paid		(50 123)	(50 186)
Total operating payments		(392 622)	(391 458)
Net cash from/(used in) operating activities	9	(3 732)	(9 499)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing payments			
Purchases of assets		194	(2 171)
Total investing payments		194	(2 171)
Net cash from/(used in) investing activities		194	(2 171)
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing receipts			
Deposits received		(1 923)	
Equity injections			
Capital appropriation		5 036	4 635
Other equity injections		5 102	3 822
Total financing receipts		8 215	8 457
Financing payments			
Repayment of borrowings			
Finance lease payments		(4 588)	(363)
Equity withdrawals		(50)	(5 499)
Total financing payments		(4 638)	(5 863)
Net cash from/(used in) financing activities	9	3 577	2 595
Net increase/(decrease) in cash held		38	(9 075)
Cash at beginning of financial year		8 897	17 972
CASH AT END OF FINANCIAL YEAR	8	8 935	8 897

The Balance Sheet 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
5. Gain on disposal of assets

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6. Purchases of goods and services
7. Write-offs, postponements, waivers, gifts and ex gratia Payments

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19. Reserves

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20. Fair value measurement
21. Financial instruments
22. Related parties
23. Contingent liabilities and contingent assets
24. Events subsequent to balance date
25. Trust monies
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27. Budgetary information
28. Budgetary information: Administered Territory items

Notes to the financial statements for the year ended 30 June 2019

1. Objectives and funding

The Department provides strategic law and legal policy services to Government and delivers courts, custodial and community-based programs, prosecutions, regulatory, advocacy, guardianship, complaint resolution and registration services.

The department's core business is to:

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

The department is predominantly funded by, and is dependent on, the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs. During 2018-19 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 cooperatively 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:
 - **Consumer Affairs:** Provides a regulatory framework where the community is informed on consumer rights and responsibilities, and responsible business conduct is promoted.

Notes to the financial statements for the year ended 30 June 2019

- **Anti-Discrimination Commission:** Provides anti-discrimination education, training and public awareness to the private sector, government and the general community. Accept, investigate and conciliate complaints, and conduct public hearings in respect of anti-discrimination matters. Provide complaint and advocacy services for people receiving treatment under the *Mental Health and Related Services Act 1998*, through the Community Visitor Program (CVP) and the *Disability Services Act 1993*.
- **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, manages restrained and forfeited property under the *Criminal Property Forfeiture Act 2002*.
- **Health and Community Services Complaints Commission:** Resolves complaints between users and providers of health and community services in the Territory, recommends improvements in the standard and quality of service delivery, and encourages an awareness of the rights and responsibilities of users and providers of health services and community services.
- **Children's Commissioner:** The Northern Territory Children's Commissioner is responsible for dealing with complaints related to the required services to vulnerable children in accordance with provisions contained in the *Children's Commissioner Act 2013*, to monitor the administration of the *Care and Protection of Children Act 2007*, so far as it relates to vulnerable children, and to promote an understanding about the rights, interests and wellbeing of vulnerable children.
- **Office of the Public Guardian:** The Office of the Public Guardian is responsible for providing contemporary, best practice guardianship services. The Office promotes the rights of Territorians with impaired capacity through strong and effective individual and systems advocacy, and provides information to the community and stakeholders about guardianship and related issues.
- **Regulatory Services** – consisting:
 - **Licensing NT:** Administers the Territory's licensing regimes. Licensing NT's activities also include minimisation of potential harms to the community through targeted compliance activity in gaming, liquor, racing, consumer and trading environments. Licensing NT also provides funding support for gambling-related research, amelioration programs and community non-profit group projects.
 - **NT WorkSafe:** Provides advice, education and information to business, workers and the public relating to legislative compliance and regulations.
 - **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 "Output Reporting" 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.

Notes to the financial statements for the year ended 30 June 2019

a) Machinery of government changes

Transfers in

Details of transfer: Office of Public Guardian from the Department of Health

Basis of transfer: Administrative Arrangements Order 27 February 2019

Date of transfer: Effective from 1 July 2018

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

Assets	\$000
Cash	(2 885)
	(2 885)
Net assets	(2 885)

Transfers out

Details of transfer: Information and Public Interest Disclosures Commission to the Office of the Ombudsman and to the Independent Commissioner Against Corruption

Basis of transfer: Administrative Arrangements Order 30 November 2018

Date of transfer: Effective from 1 July 2018

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

Assets	\$000
Cash	347
	347
Liabilities	
Provisions	112
	112
Net assets	235

Notes to the financial statements for the year ended 30 June 2019

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 1995* and related Treasurer's Directions. *The Financial Management Act 1995* 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 2018-19

AASB 9 Financial Instruments

The agency applied AASB 9 for the first time in 2018-19. AASB 9 Financial Instruments replaces AASB 139 Financial Instruments: Recognition and Measurement for annual periods beginning on or after 1 January 2018. The agency has not restated the comparative information, which continues to be reported under AASB 139. Where applicable, differences arising from the adoption of AASB 9 have been recognised directly in accumulated funds and other components of equity. The nature and effect of the changes as a result of adoption of this new accounting standard are described below.

Classification and measurement

Financial instruments have been reclassified into one of three measurement bases – amortised cost, fair value through other comprehensive income (FVOCI) and fair value through profit or loss (FVTPL). The classification of these instruments is based on the Agency's business model for managing the financial assets and the contractual terms of the cash flows.

The classification and measurement requirements of AASB 9 did not have a significant impact to the agency. The following are the changes in the classification of the financial assets:

- Debt instruments comprise receivables. These assets were classified as Receivables as at 30 June 2018 under AASB 139 and were measured at amortised cost. As these assets are held to collect contractual cash flows that are solely payments of principal and interest, they continue to be measured at amortised cost from 1 July 2018.

The agency has not designated any financial liabilities as at fair value through profit or loss. There are no changes in classification and measurement for the agency's financial liabilities.

In summary, upon the adoption of AASB 9, the agency had the following reclassifications as at 1 July 2018:

Notes to the financial statements for the year ended 30 June 2019

AASB 139 categories	Balances at 30 June 2018	AASB 9 categories Balances at 1 July 2018			
		Fair value through profit or loss		Amortised cost	Fair value through OCI
		Mandatorily at fair value	Designated at fair value		
	\$000	\$000	\$000	\$000	\$000
Loans and receivables					
Receivables	2 355			2 355	
	2 355			2 355	

Impairment

The adoption of AASB 9 requires the loss allowance to be measured using a forward-looking expected credit loss (ECL) approach, replacing AASB 139's incurred loss approach. AASB 9 also requires a loss allowance to be recognised for all debt instruments other than those held at fair value through profit or loss.

There have been no changes to impairment losses following the adoption of AASB 9.

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

No Australian accounting standards have been early adopted for 2018-19.

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 an 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 for the first time in 2019-20 financial statements. When effective, the standard will supersede AASB 117 Leases and require 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, amortisation expense will be recognised relating to the right-of-use asset and interest expense relating to the lease liability.

The right-of-use asset will be amortised generally on a straight-line basis while the lease liability will reduce to reflect lease payments made and increase to reflect the interest on the liability. Consistent with methodology applied to other long-term liabilities, the lease liability is discounted using the Territory bond rates. As the lease term progresses, the carrying amount of the asset (cost less accumulated amortisation) is likely to reduce more quickly than the liability, resulting in a lower net asset in the earlier stages of the lease arrangement.

The modified retrospective approach has been elected to transition to the new lease standard. This approach does not require restatement of comparative years and the cumulative impact is accounted for as an equal adjustment to the right-of-use asset and lease liabilities, thus, having no impact in agency's net assets at initial adoption.

For lessors, the finance and operating lease distinction remains largely unchanged.

Notes to the financial statements for the year ended 30 June 2019

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 not-for-profit entities for annual reporting periods beginning on or after 1 January 2019 and will be reported for the first time in 2019-20 financial statements.

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

Under AASB 15, revenue from agreements which are enforceable, have sufficiently specific performance obligations and transfer goods or services to the customer or third-party beneficiary will be recognised when or as performance obligations are satisfied, and not immediately upon receipt as currently occurs. Consequently, more liabilities will be recognised in the balance sheet after adoption of this standard.

Where a transaction does not meet the criteria above or is classified as a donation transaction, revenue will be accounted for in accordance with AASB 1058.

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 will continue to be recognised as revenue on receipt.

The modified retrospective approach has been elected to transition to the new revenue standards. This approach does not require restatement of comparative year with the cumulative impact adjusted to the opening accumulated funds.

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 1978* and 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 agency, are controlled and recorded by the Territory rather than the agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

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

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

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or

Notes to the financial statements for the year ended 30 June 2019

effective to assign to individual agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements. However, as the agency is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 26 – 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 2018-19 as a result of management decisions.

h) Accounting judgments and estimates

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

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

period of the revision and future periods if the revision affects both current and future periods.

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

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 1995* 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.

Notes to the financial statements for the year ended 30 June 2019

3. Comprehensive operating statement by output group

	Note	Legal Services		Correctional Services		Court & Tribunal Support Services	
	Note	2019 \$000	2018 \$000	2019 \$000	2018 \$000	2019 \$000	2018 \$000
INCOME							
Taxation revenue							
Grants and subsidies revenue							
Current		176	448			500	
Appropriation							
Output		32 181	31 705	190 850	188 030	38 680	38 109
Commonwealth		8 020	7 876	295	295	26	375
Sales of goods and services		5	2	1 876	3 158	4 658	4 976
Goods and services received free of charge	4						
Other income		3 332	3 642	1 515	1 719	360	652
TOTAL INCOME		43 714	43 672	194 545	193 202	44 224	44 112
EXPENSES							
Employee expenses		16 368	16 709	99 247	96 379	26 731	24 940
Administrative expenses							
Purchases of goods and services	6	8 755	6 924	50 729	50 690	18 035	17 612
Repairs and maintenance		12	11	1 659	1 851	1 545	2 483
Depreciation and amortisation	12,13	1	1	13 578	13 160	4 729	4 580
Other administrative expenses ¹				(136)			
Grants and subsidies expenses							
Current		18 106	17 821	3 486	3 252		
Interest expenses	15			50 017	50 052		
TOTAL EXPENSES		43 243	41 467	218 581	215 384	51 040	49 614
NET SURPLUS/(DEFICIT)		471	2 205	(24 036)	(22 182)	(6 816)	(5 503)
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		471	2 205	(24 036)	(22 182)	(6 816)	(5 503)

¹ Includes DCIS service charges.

This Comprehensive Operating Statement by output group is to be read in conjunction with the notes to the financial statements.

Director of Public Prosecutions		Independent Offices		Regulatory Services		Corporate		Total	
2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
		12 432	11 968			12 432	11 968		
		443	613					1 119	1 061
12 150	11 970	9 412	5 212	34 328	33 822	12 025	11 847	329 626	320 695
				3 104				11 445	8 545
		6 129	6 043	2 624	2 622	(5)	18	15 285	16 819
						15 264	14 958	15 264	14 958
5		410	360	377	459	169	216	6 169	7 048
12 155	11 970	16 394	12 228	52 865	48 872	27 453	27 039	391 349	381 094
9 272	9 982	12 884	8 759	15 271	14 808	10 293	9 452	190 067	181 031
2 968	3 229	2 367	2 131	5 879	8 537	2 579	3 373	91 312	92 495
17	108	12	14	78	5	23	25	3 346	4 496
26	48	44	118	283	29	205	117	18 867	18 054
		(1)		53		15 211	14 905	15 127	14 905
		343	338	26 397	24 943			48 333	46 354
								50 017	50 052
12 283	13 368	15 650	11 360	47 961	48 322	28 311	27 872	417 069	407 387
(128)	(1 398)	744	868	4 904	550	(833)	(833)	(25 719)	(26 293)
							1 259		1 259
							(1 259)		(1 259)
(128)	(1 398)	744	868	4 904	550	(833)	(833)	(25 719)	(26 293)

3. Comprehensive operating statement by output group (continued)

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 and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of services

Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured and
- it is probable that the economic benefits associated with the transaction will flow to the entity.

4. Goods and services received free of charge

	2019	2018
	\$'000	\$'000
Corporate and information services	15 264	14 958
	15 264	14 958

5. Gain on disposal of assets

Proceeds from sale of minor assets	9	-
Total gain on disposal of assets	9	-

6. Purchases of goods and services

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

Goods and services expenses:

Advertising ⁽²⁾	39	85
Agent Service Arrangements	14 956	13 880
Communications	2 576	2 903
Consultants ⁽¹⁾	6 549	7 553
Document production	289	427
Food	6 225	5 755
Information Technology Expenses	15 595	17 887
Insurance Premiums ⁽⁶⁾	2 947	3 067
Legal expenses ⁽⁴⁾	9 150	6 542
Marketing and promotion ⁽³⁾	356	403
Motor Vehicle Expenses	3 760	3 833
Official duty fares	1 690	1 905
Property Maintenance	3 939	3 918
Recruitment ⁽⁵⁾	311	264
Training and study	1 064	1 069
Travelling allowance	1 015	1 041
Utilities	5 985	6 331
Other goods and services	14 866	15 632
	91 312	92 495

⁽¹⁾ Includes marketing, promotion and IT consultants.

⁽²⁾ Does not include recruitment, advertising or marketing and promotion advertising.

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

⁽⁴⁾ Includes legal fees, claim and settlement costs.

⁽⁵⁾ Includes recruitment-related advertising costs.

⁽⁶⁾ Includes 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.

7. Write-offs, postponements, waivers, gifts and ex gratia payments

	Agency		Agency	
	2019	No. of Trans.	2018	No. of Trans.
	\$000		\$000	
Write-offs, postponements and waivers under the Financial Management Act 1995				
Represented by:				
• Irrecoverable amounts payable to the Territory or an agency written off			25	51
Losses or deficiencies of money written off ⁽¹⁾		1	2	5
Total written off, postponed and waived by delegates		1	27	56
<i>Amounts written off, postponed and waived by the Treasurer</i>				
• Irrecoverable amounts payable to the Territory or an agency written off	277	1	14	1
Total written off, postponed and waived by the Treasurer	277	1	14	1
Gifts under the Financial Management Act 1995		3		1
Ex gratia payments under the Financial Management Act 1995	2	1	4	1

1. In 2019, one loss or deficiency of money totalling \$7.70 was written off.

8. Cash and deposits

	2019	2018
	\$000	\$000
Cash on hand	51	50
Cash at bank	8 884	8 847
	8 935	8 897

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 25.

9. Cash flow reconciliation

	2019	2018
	\$000	\$000
a) Reconciliation of cash		
The total of agency 'Cash and deposits' of \$8.935 million recorded in the balance sheet is consistent with that recorded as 'Cash' in the cash flow statement.		
Reconciliation of net surplus/deficit to net cash from operating activities		
Net surplus/deficit	(25 720)	(26 293)
<i>Non-cash items:</i>		
Depreciation and amortisation	18 867	18 054
R&M - Minor New Work Non Cash	143	36
<i>Changes in assets and liabilities:</i>		
Decrease/increase in receivables	(1 795)	44
Decrease/increase in inventories	5	(55)
Decrease/increase in prepayments	496	149
Decrease/increase in payables	3 214	1 804
Decrease/increase in provision for employee benefits	920	(3 063)
Decrease/increase in other provisions	137	(174)
Net cash from operating activities	(3 732)	(9 499)

b) Reconciliation of liabilities arising from financing activities

	2018-19					Cash Flows		Other		
	1 July	Appropriation	Equity Injection/ (Withdrawals)	Finance lease	Deposits Held receipts/ (payments)	Total cash flows	Other	Total other	30 June	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Deposits held	3 941				(1 923)	(1 923)			2 018	
Provisions	26 189					-	1 057	1 057	27 246	
Borrowings	507 904			(4 588)		(4 588)			503 316	
Equity Injections/ Withdrawals		5 036	5 052			10 088	6 600	6 600	16 688	
Total	538 034	5 036	5 052	(4 588)	(1 923)	3 578	7 657	7 657	549 269	

2017-18	Cash Flows					Other			
	1 July	Appropriation	Equity Injection/ (Withdrawals)	Finance lease	Deposits Held receipts/ (payments)	Total cash flows	Other	Total other	30 June
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Deposits held	4 303				(362)	(362)			3 941
Provisions	29 426					-	(3 237)	(3 237)	26 189
Borrowings	513 403			(5 499)		(5 499)			507 904
Equity Injections/ Withdrawals		4 635	3 822			8 457	2 346	2 346	10 803
Total	547 132	4 635	3 822	(5 499)	(362)	2 596	(891)	(891)	548 837

10. Receivables

	2019	2018
	\$000	\$000
Current		
Accounts receivable	2 718	1 340
Less: Loss allowance	(369)	(781)
	2 350	559
GST receivables	1 718	1 692
Other receivables	20	42
	1 738	1 734
Total receivables	4 088	2 293

Receivables include accounts and other receivables and are recognised at fair value less any loss allowance.

Accounts receivable are generally settled within 30 days and other receivables within 30 days.

The loss allowance reflects lifetime expected credit losses and represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful.

Credit risk exposure of receivables

Receivables are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. The entity applies the AASB 9 simplified approach to measuring expected credit losses. This approach recognises a loss allowance based on lifetime expected credit losses for all accounts receivables. To measure expected credit losses, receivables have been grouped based on shared risk characteristics and days past due.

The expected loss rates are based on historical observed loss rates, adjusted to reflect current and forward-looking information, including macroeconomic factors on.

In accordance with the provisions of the *Financial Management Act 1995*, receivables are written-off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery includes a failure to make contractual payments for a period greater than 90 days past due.

Credit risk for the comparative year is assessed under AASB 139 and is based on objective evidence of impairment.

The loss allowance for receivables as at the reporting date is disclosed below.

Internal receivables	2019			2018			Net receivables
	Gross receivables	Loss rate	Expected credit losses	Aging of receivables	Impairment allowance	Net receivables	
	\$000	%	\$000	\$000	\$000	\$000	\$000
Not overdue	763			39			39
Overdue for less than 30 days	-			5			5
Overdue for 30 to 60 days	-			-			-
Overdue for more than 60 days	-			-			-
Total internal receivables	763			44			44

	2019			2018			
External receivables	Gross receivables	Loss rate	Expected credit losses	Net receivables	Aging of receivables	Impairment allowance	Net receivables
Not overdue	1 626	8	123	1 503	376		376
Overdue for less than 30 days	71	2	1	70	43		43
Overdue for 30 to 60 days	9	-	-	9	94		94
Overdue for more than 60 days	250	98	245	5	783	781	2
Total external receivables	763	100	369	763	1 296	781	515

Total amounts disclosed exclude statutory amounts.

Reconciliation of loss allowance for receivables

	2019	2018
	\$000	\$000
External receivables		
Opening balance	781	874
Adjustment on adoption of AASB 9	-	-
Adjusted opening balance	781	874
Written off during the year	(276)	(41)
Recovered during the year		
Increase/decrease in allowance recognised in profit or loss	(136)	(52)
Total external receivables	369	781

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.

11. Inventories

	2019	2018
	\$000	\$000
Inventories held for distribution		
At cost	1 313	1 318
Total inventories	1 313	1 318

Inventories include assets held for distribution at no or nominal consideration in the ordinary course of business operations.

Inventories held for distribution are valued 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 is 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.

12. Property, plant and equipment

	2019	2018
	\$000	\$000
Land		
At fair value	55 200	55 200
Leased Land		
At fair value	19	19
Less: accumulated depreciation	(13)	(11)
	6	8
Buildings		
At fair value	377 368	375 990
Less: accumulated depreciation	(147 286)	(141 403)
	230 082	234 586
Leased buildings		
At capitalised cost	521 305	521 305
Less: accumulated depreciation	(48 131)	(37 705)
	473 174	483 600
Construction (work in progress)		
At capitalised cost	5 231	-
Plant and equipment		
At fair value	31 724	32 015
Less: accumulated depreciation	(24 292)	(22 143)
	7 432	9 872
Computer Software		
At fair value	2 293	2 347
Less: accumulated depreciation	(441)	(122)
	1 852	2 225
Computer Hardware		
At fair value	489	489
Less: accumulated depreciation	(324)	(269)
	165	220
Transport equipment		
At fair value	328	282
Less: accumulated depreciation	(230)	(158)
	99	220
Total Property, Plant and Equipment	773 240	785 835

12. Property, plant and equipment continued

2019 Property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2018-19 is set out below:

	Land	Leased Land	Buildings	Leased Buildings	Work in Progress	Plant and equipment	Computer Software	Computer Hardware	Transport Equipment	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount as at 1 July 2018	55 200	8	234 586	483 600	-	9 872	2 224	220	124	785 835
Additions					221	(421)	6			(194)
Disposals										
Depreciation		(2)	(5 882)	(10 426)		(2 149)	(319)	(55)	(25)	(18 858)
Additions/disposals from asset transfers			1 378		5 010	130	(60)			6 457
Carrying amount as at 30 June 2019	55 200	6	230 082	473 174	5 231	7 432	1 852	165	99	773 240

12. 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 2017-18 is set out below:

	Land	Leased Land	Buildings	Leased Buildings	Work in Progress	Plant and equipment	Computer Software	Computer Hardware	Transport Equipment	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$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
Disposals										
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
Additions/disposals from asset transfers										
Other movements				48	(123)					(75)
Carrying amount as at 30 June 2018	55 200	8	234 587	483 600	-	9 872	2 225	220	124	785 835

12. Property, plant and equipment continued

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.

Refer to Note 20: Fair Value Measurement of Non-Financial Assets for additional disclosures.

Impairment of assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis or whenever there is indication of impairment. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's current 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.

12. Property, plant and equipment continued

Impairment losses are recognised in the comprehensive operating statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus for that class of asset to the extent that an available balance exists in the asset revaluation surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the comprehensive operating statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Note 19 provides additional information in relation to the asset revaluation surplus.

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2019. No impairment adjustments were required as a result of this review.

Depreciation and amortisation expense

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives.

Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

The estimated useful lives for each class of asset are in accordance with the Treasurer's Directions and are determined as follows:

	2019	2018
	\$000	\$000
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.

13. Heritage and cultural assets

	2019	2018
	\$000	\$000
Carrying amount		
At valuation	828	828
Less: Accumulated depreciation	(232)	(223)
Written down value – 30 June	596	605
Reconciliation of movements		
Carrying amount at 1 July	605	613
Depreciation	(8)	(8)
Carrying amount as at 30 June	596	605

Heritage and cultural assets valuation

Heritage and cultural assets are valued at their original cost and are now scheduled for independent valuation.

Impairment of heritage and cultural assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2019. No impairment adjustments were required as a result of this review.

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.

14. Payables

	2019	2018
	\$000	\$000
Accounts payable	8 465	7 127
Accrued expenses	5 926	3 943
Interest payable	12 463	12 570
Total payables	26 855	23 640

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

15. Borrowings and advances

	2019	2018
	\$000	\$000
Current		
Finance lease liabilities	5 039	4 588
	5 039	4 588
Non-current		
Finance lease liabilities	498 277	503 316
	498 277	503 316
Total borrowings and advances	503 316	507 904

16. Provisions

	2019	2018
	\$000	\$000
Current		
<i>Employee benefits</i>		
Recreation leave	22 063	21 138
Leave loading	1 615	1 605
Other employee benefits	137	150
	23 814	22 893
<i>Other current provisions</i>		
Fringe benefits tax	270	280
Payroll tax	1 468	1 350
Superannuation	1 658	1 630
	3 396	3 260
	27 210	26 153
Non-current		
<i>Other non-current provisions</i>	36	36
	36	36
Total provisions	27 246	26 189

The Agency employed 1474.61 FTE as at 30 June 2019 (1464.97 FTE as at 30 June 2018).

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 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.

17. Other liabilities

	2019	2018
	\$000	\$000
Current		
Deposits Held – trust and clearing monies	2 018	3 941
Total other liabilities	2 018	3 941

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.

18. 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.

	2019 External	2018 External
	\$000	\$000
i) Other expenditure commitments		
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:		
Within one year	1 125	1 987
Later than one year and not later than five years		
Later than five years		
Total other expenditure commitments	1 125	1 987

19. 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.

	Land		Buildings		Total	
	2019	2018	2019	2018	2019	2018
	\$000	\$000	\$000	\$000	\$000	\$000
(ii) Movements in the asset revaluation surplus						
Balance as at 1 July	47 180	47 180	153 502	152 243	200 682	199 423
Transfers to accumulated funds				1 259		1 259
Balance as at 30 June	47 180	47 180	153 502	153 502	200 682	200 682

20. Fair value measurement

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

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

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

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

Unobservable inputs are data, assumptions and judgments that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Such inputs include internal agency adjustments to observable data to take account of particular and

potentially unique characteristics/functionality of assets/liabilities and assessments of physical condition and remaining useful life.

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

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

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

Level 3 – inputs are unobservable.

The fair value of financial instruments is determined on the following basis:

- the fair value of cash, deposits, advances, receivables and payables approximates their carrying amount, which is also their amortised cost
- the fair value of derivative financial instruments are derived using current market yields and exchange rates appropriate to the instrument and
- the fair value of other monetary financial assets and liabilities is based on discounting to present value the expected future cash flows by applying current market interest rates for assets and liabilities with similar risk profiles.

20. Fair value measurement continued

a) Fair value hierarchy

The agency does not recognise any financial assets or liabilities at fair value as these are recognised at amortised cost. The carrying amounts of these financial assets and liabilities approximates their fair value.

The table below presents non-financial assets recognised at fair value in the balance sheet categorised by levels of inputs used to compute fair value.

	Level 1		Level 2		Level 3		Total fair value	
	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Assets								
Land					55 200	55 200	55 200	55 200
Buildings					230 082	234 586	230 082	234 586
Plant & equipment					7 432	9 873	7 432	9 873
Computer software					1 852	2 224	1 852	2 224
Computer hardware					165	220	165	220
Transport Equipment					99	120	99	120
Heritage & cultural assets					596	604	596	604
Total assets					295 426	302 827	295 426	302 827

There were no transfers between Level 1 and Levels 2 or 3 during 2018-19.

b) Valuation techniques and inputs

Valuation techniques used to measure fair value in 2018-19 are:

	Level 2 techniques	Level 3 techniques
Asset classes		
Land		Cost approach
Buildings		Cost approach
Plant & equipment		Cost approach
Computer software		Cost approach
Computer hardware		Cost approach
Transport Equipment		Cost approach
Heritage & cultural assets		Cost approach

There were no changes in valuation techniques from 2017-18 to 2018-19.

20. Fair value measurement continued

- a) Additional information for level 3 fair value measurements
 (i) Reconciliation of recurring level 3 fair value measurements of non-financial assets

	Land	Buildings	Plant & Equipment	Computer Software	Computer Hardware	Transport Equipment	Other Non-Financial Assets	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
2018-19								
Fair value as at 1 July 2018	55 200	234 586	9 872	2 225	220	124	605	302 832
Additions		1 378	(291)	(60)				1 033
Disposals								
Depreciation		(5 882)	(2 149)	(319)	(55)	(25)	(8)	(8 439)
Fair value as at 30 June 2019	55 200	230 082	7 432	1 853	165	99	597	295 426
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	275	127		2 247
Disposals								
Additions & disposals from administrative restructuring		1 802	(11)	612				2 403
Depreciation		(5 807)	(1 561)	(122)	(55)	(26)	(8)	(7 579)
Fair value as at 30 June 2018	55 200	234 587	9 872	2 225	220	124	605	302 832

21. Financial instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

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

Due to the nature of operating activities, certain financial assets and financial liabilities arise under statutory obligations rather than a contract. Such financial assets and liabilities do not meet the definition of financial instruments as per AASB 132 Financial Instruments: Presentation. These include statutory receivables arising from taxes including GST and penalties.

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

a) Categories of financial instruments

2018-19 Categories of financial instruments

Fair value through profit or loss

	Mandatorily at fair value	Designated at fair value	Amortised cost	Fair value through other comprehensive income	Total
	\$000	\$000	\$000	\$000	\$000
Cash and deposits			8 935		8 935
Receivables ¹			2 350		2 350
Total financial assets			11 285		11 285
Deposits held ¹			2 018		2 018
Payables ¹			26 855		26 855
Finance lease liabilities			503 316		503 316
Total financial liabilities			532 189		532 189

1. Total amounts disclosed here exclude statutory amounts

2017-18 Categories 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			
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

1. Total amounts disclosed here exclude statutory amounts

Classification of financial instruments from 1 July 2018

From 1 July 2018, the agency classifies its financial assets in the following measurement categories:

- those to be measured subsequently at fair value (either through other comprehensive income (OCI) or through profit or loss), and
- those to be measured at amortised cost.

The classification depends on the agency's business model for managing the financial assets and the contractual terms of the cash flows.

For assets measured at fair value, gains and losses will either be recorded in profit or loss or OCI. For investments in equity instruments that are not held for trading, the agency has made an irrevocable election at the time of initial recognition to account for the equity investment at fair value through other comprehensive income (FVOCI).

The agency reclassifies debt investments when and only when its business model for managing those assets changes.

At initial recognition, the agency measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss (FVTPL), transaction costs that are directly attributable to the acquisition of the financial asset. Transaction costs of financial assets carried at FVTPL are expensed in profit or loss.

Financial assets with embedded derivatives are considered in their entirety when determining whether their cash flows are solely payment of principal and interest.

Debt instruments

Subsequent measurement of debt instruments depends on the agency's business model for managing the asset and the cash flow characteristics of the asset. There are three measurement categories into which the agency classifies its debt instruments:

- *Amortised cost:* Assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest are measured at amortised cost. Interest income from these financial assets is calculated using the effective interest rate method. Any gain or loss arising on derecognition is recognised directly in profit or loss and presented in other gains/(losses).
- *FVOCI:* Assets that are held for collection of

contractual cash flows and for selling the financial assets, where the assets' cash flows represent solely payments of principal and interest, are measured at FVOCI. Movements in the carrying amount are taken through OCI, except for the recognition of impairment gains or losses and interest income which are recognised in profit or loss. When the financial asset is derecognised, the cumulative gain or loss previously recognised in OCI is reclassified from equity to profit or loss and recognised in other gains/(losses). Interest income from these financial assets is calculated using the effective interest rate method.

- *FVTPL:* Assets that do not meet the criteria for amortised cost or FVOCI are measured at FVTPL. A gain or loss on a debt investment that is subsequently measured at FVTPL is recognised in profit or loss and presented net within other gains/(losses) in the period in which it arises.

Changes in the fair value of financial assets at FVTPL are recognised in other gains/(losses) in the statement of profit or loss as applicable.

Financial liabilities are classified into the following categories either at FVTPL or at amortised cost. The classification and measurement of financial liabilities under AASB 9 is substantially the same as in AASB 139, except where an entity designates financial liabilities at FVTPL. For such liabilities, the fair value changes of liabilities designated at FVTPL are presented as follows:

- the fair value changes attributable to changes in the liability's credit risk are recognised in OCI; and
- the remaining changes in the fair value are recognised in profit or loss.

Classification of financial instruments until 30 June 2018

The agency has elected not to restate comparative information. As a result, the comparative information provided continues to be accounted for in accordance with AASB 139.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss
- held-to-maturity investments
- loans and receivables and
- available-for-sale financial assets.
- Financial liabilities are classified into the

following categories:

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

Financial assets or financial liabilities at fair value through profit or loss

Financial instruments are classified as at FVTPL when the instrument is either held for trading or is designated as at FVTPL. Financial instruments classified as at FVTPL are initially and subsequently measured at fair value. Gains or losses on these assets are recognised in the net result for the year.

Held-to-maturity investments

Held-to-maturity investments are 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. 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. Loans and receivables are measured initially at fair value and subsequently at amortised cost using the effective interest rate method less impairment.

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. Available-for-sale financial assets are initially measured at fair value plus transaction costs and subsequently at fair value. Gains or losses are 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 liabilities at amortised cost are measured include all advances received, finance lease liabilities and borrowings. Amortised cost is calculated using the effective interest method.

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.

Credit risk relating to receivables is disclosed in note 10.

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 funds to meet its liabilities when they fall due. This is achieved by ensuring that minimum levels of cash are held in the Agency bank account to meet various current employee and supplier liabilities. The agency's exposure to liquidity risk is minimal. Cash injections are available from the Central Holding Authority in the event that one-off extraordinary expenditure items arise that deplete cash to levels that compromise the agency's ability to meet its financial obligations.

The following tables detail the agency's remaining contractual maturity for its financial liabilities, calculated based on undiscounted cash flows at reporting date. The undiscounted cash flows in these tables differ from the amounts included in the balance sheet which are based on discounted cash flows.

21. Financial instruments continued

2019 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years cost	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
Liabilities					
Deposits held	2 018	2 018			2 018
Payables	26 855	26 855			26 855
Finance lease liabilities	503 316	5 039	33 673	464 604	503 316
Total financial liabilities	532 189	5 039	33 673	464 604	532 189

2018 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years cost	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
Liabilities					
Deposits held	3 941	3 941			3 941
Payables	22 025	22 025			22 025
Finance lease liabilities	507 905	4 588	23 332	479 985	507 905
Total financial liabilities	533 871	4 588	23 332	479 985	533 871

d) Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

(i) Interest rate risk

The department 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.

(ii) Price risk

The department is not exposed to price risk as the department does not hold units in unit trusts.

(iii) 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.

22. 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
- close family members of the portfolio minister or KMP including spouses, children and dependants; 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 KMP's or the portfolio minister or controlled or jointly controlled by their close family members.

ii) Key management personnel (KMP)

Key management personnel of the Department of the Attorney-General and Justice are those persons having authority and responsibility for planning, directing and controlling the activities of the Department. These include the Attorney-General and Minister for Justice, the Chief Executive Officer and the members of the executive team

iii) Remuneration of key management personnel

The details below exclude 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:

Remuneration – Key Management Personnel

	2018-19	2017-18
Short-term benefits	\$000	\$000
Long-term benefits	1 560	2 928
Termination benefits	-	152
Total	1 715	3 366

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 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 by related parties	Amounts owed to related parties
	\$000	\$000	\$000	\$000
2019				
All NTG Government departments	16 344	49 828	774	759
2018				
All NTG Government departments	16 509	51 430	26	1 238

The department's transactions with other government entities included the following significant transactions. The departments' transactions with other government entities not specified below are not individually significant.

Related party	Nature	Revenue from related parties		Payments to related parties	
		2018-19	2017-18	2018-19	2017-18
		\$000	\$000	\$000	\$000
Department of Corporate & Information Services	Free of Charge revenue & services; provision of IT related services	15 264	14 958	19 648	20 042
Northern Territory Legal Aid Commission	Grants paid including the pass on of Commonwealth Funding received under a national partnership agreement			13 418	13 921
NT Fleet	Provision, repair and maintenance of leased motor vehicles			3 337	3 257
Data Centre Services	Provision of IT related services			3 408	3 164
BIITE	Provision of education and training within NT Corrections			1 618	1 871
Jacana Energy	Supply of electricity			4 310	5 130
		15 264	14 958	45 739	47 385

22. Related Parties continued

Other related party transactions are as follows:

Given the breadth and depth of Territory Government activities, related parties will transact with the Territory Public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. No other related party transactions in excess of \$10,000 have occurred during the reporting year. However due to resignation, a declaration was not received from one KMP.

23. 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, the Department has recorded a contingent liability that pertains to an anticipated guarantee of a business loan facility. The contingent liability cannot be reliably valued at this time, but on information available is thought to be limited to not more than \$3.5 million.

b) Contingent assets

Under the *Victims of Crime Assistance Act 2006*, the Territory is entitled to recover from an offender's 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.

24. 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.

25. Trust monies

In accordance with section 7 of the *Financial Management Act 1995* and section 161 of the *Correctional Services Act 2014* 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 2018	Receipts	Payments	Closing balance 30 June 2019
Cash Bail	478	356	(406)	428
Unclaimed Monies	105	27	(18)	114
Civil Court matters	4	58	(46)	16
Criminal Court Matters	121	780	(816)	85
Prisoner monies	1 205	6 975	(7 109)	1 071
Security deposits	37	718	(715)	40
Professional Standards	18	7	(6)	19
Solicitor Trust Monies	1 739	-	(1 739)	-
Electronic Gaming Machine Application Levy	100	-	-	100
Surveyor's Board	65	15	(17)	63
	3 872	8 936	(10 872)	1 936

26. Schedule of administered Territory items

The following Territory items are managed by the Department of the Attorney-General and Justice on behalf of the Government and are recorded in the Central Holding Authority (refer Note 2(d)).

	2018-19	2017-18
	\$000	\$000
TERRITORY INCOME AND EXPENSES		
Income		
Fees from regulatory services	5 041	4 224
Other income	18 386	20 938
Total income	23 427	25 161
Expenses		
Other administrative expenses	23 427	25 161
Total expenses	23 427	25 161
Territory income less expenses	-	-

27. Budgetary information

Related party	2018-19 Actual	2018-19 Original budget	Variance	Note
	\$000	\$000	\$000	\$000
INCOME				
Taxation revenue	12 432	12 173	259	
Grants and subsidies revenue				
Current	1 119	519	600	
Appropriation				
Output	329 626	305 206	24 420	1
Commonwealth	11 445	9 617	1 828	
Sales of goods and services	15 285	18 114	(2 829)	2
Goods and services received free of charge	15 264	15 006	258	
Gain on disposal of assets	9	-	9	
Other income	6 169	5 456	713	
TOTAL INCOME	391 349	366 091	25 258	
EXPENSES				
Employee expenses	190 067	170 881	19 186	3
Administrative expenses				
Purchases of goods and services	91 312	79 185	12 128	4
Repairs and maintenance	3 346	3 975	(629)	
Depreciation and amortisation	18 867	18 202	665	
Other administrative expenses	15 127	15 006	121	
Grants and subsidies expenses				
Current	48 333	47 253	1 080	
Interest expenses	50 017	50 016	1	
TOTAL EXPENSES	417 069	384 518	32 551	5
NET SURPLUS/(DEFICIT)	(25 720)	(18 427)	(7 293)	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus / deficit	-	-	-	
TOTAL OTHER COMPREHENSIVE INCOME	-	-	-	
COMPREHENSIVE RESULT	(25 720)	(18 427)	(7 293)	

27. 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 appropriation (\$15 million), Treasurer's Advance for once-off unforeseen costs (\$5.6 million) and the transfer of the Office of the Public Guardian from the Department of Health (\$4.1 million).
2. Reduced Land Titles Office lodgements resulting from a downward trend in land transaction activities, reduced prisoner purchases, and lower than anticipated prison industries related sales as associated effort continued to be directed toward establishing the Transitional Accommodation Program.
3. Excluding the favourable impact of additional appropriation, 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:
 - Full year expenditure for the Office of the Public Guardian that transferred in from the Department of Health. Budget was transferred in the final budget round.
 - Expenditure related to the payment of legal settlements that were subsequently funded by Treasurer's Advance in June 2019.
 - NT Correctional Services overspends for prisoner related expenditure, contract food and consumables with prisoner numbers the key drivers. This overspend was offset in part by the additional appropriation received in the final budget round.
 - Demand-driven overspends for Court operations. These overspends included security at the Supreme Court and Local Court; custodial security and transcription costs, primarily at the Supreme Court; library services and IT related costs. This overspend was offset in part by the additional appropriation received in the final budget round.
 - Expenditure by the Director of Public Prosecutions on witness and legal costs for Crown, Summary and Sexual Assault prosecutions. This overspend was offset in part by the additional appropriation received in the final budget round.
5. Taking into account approved budget adjustments totalling \$30.4 million (e.g. for machinery of government transfers, external funding received, additional appropriation, Treasurer's Advance, and approved access to cash balances), which are not reflected in the original budget, the Department's end of year expenditure result was \$2.2 million higher than the final adjusted budget. This reflects unforeseen activity driven costs.

27. Budgetary information continued

	2018-19 Actual	2018-19 Original budget	Variance	Note
	\$000	\$000	\$000	\$000
ASSETS				
Current assets				
Cash and deposits	8 935	12 517	(3 582)	1
Receivables	4 088	2 336	1 752	2
Inventories	1 313	1 264	49	
Prepayments	209	853	(644)	
Total current assets	14 545	16 970	(2 425)	
Non-current assets				
Property, plant and equipment	773 240	767 593	5 647	3
Heritage and cultural assets	597		596	
Total non-current assets	773 837	767 593	6 244	
TOTAL ASSETS	788 382	784 563	3 819	
LIABILITIES				
Current liabilities				
Deposits held	2 018	4 304	(2 286)	4
Payables	26 855	23 987	2 868	
Borrowings and advances	5 039	5 039	-	
Provisions	27 210	29 426	(2 216)	
Total current liabilities	61 122	62 756	(1 634)	
Non-current liabilities				
Borrowings and advances	498 277	498 281	(4)	
Provisions	36		36	
Total non-current liabilities	498 313	498 281	32	
TOTAL LIABILITIES	559 435	561 037	(1 602)	
NET ASSETS	228 946	223 526	5 420	

27. 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. Closing cash is lower than budgeted and reflects the overall agency result. Revenue for the year was under budget while expenditure exceeded budget overall.
2. Receivables were higher than budgeted reflecting interagency invoicing to transfer capital costs associated with the NT Correctional Services Transitional Accommodation Program, and the return of goods and services tax associated with the operation of the Darwin Correctional Facility public private partnership.
3. The variation reflects the difference in timing of capital expenditure and includes the transfer from the Department of Infrastructure, Planning and Logistics of fitout costs on the new Alice Springs Supreme Court.
4. Reflects a reduction in the funds held in the Supreme Court Litigants Fund and the Solicitor for the Northern Territory Trust Account.

Cash Flow Statement	2018-19 Actual	2018-19 Original budget	Variance	Note
	\$000	\$000	\$000	
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Taxes received	12 432	12 173	259	
Grants and subsidies received				
Current	1 119	519	600	
Appropriation				
Output	329 626	305 206	24 420	1
Commonwealth	11 445	9 617	1 828	
Receipts from sales of goods and services	34 268	23 570	10 698	2
Total operating receipts	388 890	351 085	37 805	
Operating payments				
Payments to employees	(186 868)	(170 881)	(15 987)	3
Payments for goods and services	(107 298)	(82 778)	(24 520)	4,5
Grants and subsidies paid				
Current	(48 333)	(47 253)	(1 080)	
Interest paid	(50 123)	(50 123)	-	
Total operating payments	(392 622)	(351 035)	(41 587)	
Net cash from/(used in) operating activities	(3 732)	50	(3 782)	
Investing payments				
Purchases of assets	194	(556)	750	
Total investing payments	194	(556)	750	
Net cash from/(used in) investing activities	194	(556)	750	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Deposits received	(1 923)		(1 923)	
Equity injections				
Capital appropriation	5 036	5 036	-	
Other equity injections	5 102		5 101	
Total financing receipts	8 215	5 036	3 179	
Financing payments				
Finance lease payments	(4 588)	(4 586)	(2)	
Equity withdrawals	(50)		(50)	
Total financing payments	(4 638)	(4 586)	(52)	
Net cash from/(used in) financing activities	3 577	450	3 127	
Net increase/(decrease) in cash held	38	(56)	95	
Cash at beginning of financial year	8 897	12 573	(3 676)	
CASH AT END OF FINANCIAL YEAR	8 935	12 517	(3 582)	

27. 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 appropriation (\$15 million), Treasurer's Advance for once-off unforeseen costs (\$5.6 million) and the transfer of the Office of the Public Guardian from the Department of Health (\$4.1 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, lower prisoner purchases, and lower than anticipated prison industries sales as associated effort continued to be directed toward 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:
 - Full year expenditure for the Office of the Public Guardian that transferred in from the Department of Health. Budget was transferred in the final budget round.
 - Expenditure related to the payment of legal settlements (\$3.4 million) that was subsequently funded by Treasurer's Advance in June 2019.
 - NT Correctional Services overspends for prisoner related expenditure, contract food and consumables with prisoner numbers the key drivers. This overspend was offset in part by the additional appropriation received in the final budget round.
 - Demand-driven overspends for Court operations. These overspends included security at the Supreme Court and Local Court; custodial security and transcription costs, primarily at the Supreme Court; library services and IT related costs. This overspend was offset in part by the additional appropriation received in the final budget round.
 - Expenditure by the Director of Public Prosecutions on witness and legal costs for Crown, Summary and Sexual Assault prosecutions. This overspend was offset in part by the additional appropriation received in the final budget round.
5. The variance also includes GST payable balances for which no budget is provided.

28. 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.

Administered Territory Items	2018-19 Actual	2018-19 Original budget	Variance	Note
	\$000	\$000	\$000	
TERRITORY INCOME AND EXPENSES				
Income				
Fees from regulatory services	5 041	3 035	2 006	1
Other income	18 386	17 441	945	1
Total income	23 427	20 476	2 951	
Expenses				
Other administrative expenses	23 427	20 476	2 951	1
Total expenses	23 427	20 476	2 951	
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 higher than budgeted licence and registration fee revenue in particular for architect registration and racing licensing. The variance also includes unclaimed monies for which not budget is provided.



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Legislative Reporting

Construction Contracts (Security Of Payments) Act 2004

Section 63 of the *Construction Contracts (Security of Payments) Act 2004* 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 department, through the Legal Policy unit, administers this Act.

Some statistics concerning the operation of the Act are:

	Adjudicator registration numbers	
	Annual registration numbers	Total number registered since 2014-15
2014-15	4	47
2015-16	8	55
2016-17	11	66
2017-18	5	71
2018-19	1	72

Applications and Registrations

Year	No of (known) invoices	Total fees charged	Average fee	Award total	Total fees as a percentage of total amount awarded
2014-15	27	\$328,189.85	\$12,155.18	\$30,622,746.72	1.07%
2015-16	21	\$150,565.16	\$7,169.77	\$45,891,038.34	0.33%
2016-17	20	\$429,292.88	\$21,464.64	\$121,558,559.47	0.35%
2017-18	24	\$767,307.87	\$31,971.16	\$17,341,818.58	4.42%
2018-19	29	\$1,183,778.38	\$40,819.94	\$162,140,648.47	0.73%
Totals	188	\$3,438,842.80	\$18,291.72	\$417,349,556.23	0.82%

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 ¹
2015-16	24 ²	13	8	0
2016-17	17	14	6 ³	3
2017-18	28 ⁴	17	9	3 ⁵
2018-19	34	22	7	1

¹ One matter was the subject of three applications and another was the subject of two. One of the Court actions was an unsuccessful appeal against an earlier Supreme Court decision.

² Three applications made in the 15/16 financial year were not determined by 30 June 2016 and were determined in the following year.

³ Two 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.

⁴ This 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).

⁵ One of these matters was a 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).



DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

10 YEARS

Certificate OF RECOGNITION

PROUDLY PRESENTED TO

Mehdiur Rahman

In recognition of 10 years of dedicated service to the Northern Territory Public Sector and the people of the Northern Territory

Mandy

Mandy O'Connell
Acting Chief Executive Officer

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

20 YEARS

Certificate OF RECOGNITION

PROUDLY PRESENTED TO

Javed Khan

In recognition of 20 years of dedicated service to the Northern Territory Public Sector and the people of the Northern Territory

Mandy

Mandy O'Connell
Acting Chief Executive Officer

NORTHERN TERRITORY GOVERNMENT

Appendices

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 2019.

Committee	Date established	Role	Meetings held
Executive Management Group (EMG)			
<p>Chair: Greg Shanahan, CEO</p> <p>Members: Meredith Day, Deputy CEO</p> <p>Alecia Brimson, Executive Director, Corporate and Strategic Services</p>	<p>2017</p>	<p>The EMG:</p> <p>Drives the minister's priorities for the Northern Territory Government, the department's strategic direction, performance and compliance.</p> <p>The EMG:</p> <ol style="list-style-type: none"> 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 information technology 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. 	<p>29 meetings</p>

Committee	Date established	Role	Meetings held
Executive Leadership Group (ELG)			
<p>Chair: Greg Shanahan, CEO</p> <p>Members: Meredith Day, Deputy CEO</p> <p>Scott McNair, Commissioner, Correctional Services</p> <p>Jack Karczewski QC, Director of Public Prosecutions</p> <p>Sally Ozolins, Acting Director-General of Licensing</p> <p>Alecia Brimson, Executive Director, Corporate and Strategic Services</p> <p>Chris Cox, Executive Director, Courts and Tribunals</p> <p>Mel Garde, A/Executive Director, NT WorkSafe</p> <p>Craig Smyth, A/Executive Director, Legal Services</p> <p>A representative from the Independent Officers Group</p>	23-05-2017	<p>The ELG:</p> <ol style="list-style-type: none"> 1. leading the development and implementation of the department's strategic plan 2. initiating collaborative strategic reform 3. providing leadership in the coordination of intra and inter-agency activities that deliver the department's strategic objectives 4. providing leadership in the development of department frameworks and programs that underpin the department's strategic objectives 	12 meetings

Committee	Date established	Role	Meetings held
Audit and Risk Committee (ARC)			
<p>Chair: Emily Clarke, Law Officer, Solicitor for the Northern Territory (member from 01-05-2015)</p> <p>Members: Steve Wheelhouse, Director, Fines Recovery Unit</p> <p>Chris Wicks, Director, Regulatory Reform, NT Worksafe</p> <p>Steve Bartlett, Acting GM Commercial , Territory Generation</p> <p>Yvonne Sundmark, Director-Risk Management and Audit, NT Department of Health (since 01-02-2019)</p> <p>Secretary: Philip Anderson, Manager-Audit Services</p> <p>Observers: Julie Crisp, Auditor-General or her nominee, Office of the Auditor-General (since 22-09-2014)</p> <p>Derryn Southwell, Acting Director –Governance and Risk (since 01-12-2018)</p> <p>David Fergusson, Director – Correctional Services Professional Standards Unit (since 01-12-2018)</p> <p>Previous members: Sanja Hill, Director, Corporate Support- Department of Treasury and Finance (until 17-01-2019)</p> <p>Previous observers: Shelley Withers, Director-Governance and Risk (until 30-11-2018)</p> <p>Kyra Andrews, Acting Director- Correctional Services Professional Standards Unit (until 01-12-2018)</p>	<p>01-09-2004</p>	<p>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.</p> <p>The ARC:</p> <ol style="list-style-type: none"> 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, liaises with external auditors, and monitors 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 <p>The ARC has authority for each of these functions across all areas of the department, including statutory offices where not excluded by legislation.</p>	<p>5 meetings</p>

Committee	Date established	Role	Meetings held
Department Work Health and Safety Committee			
<p>Chair: Derryn Southwell, Acting Director, Governance and Risk</p> <p>Members: One nominee from each of the following location-based Health and Safety Committees:</p> <ul style="list-style-type: none"> NT Correctional Services Anti-Discrimination Commission, 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 	<p>12-05-2016</p>	<p>The department's WHS Committee provides a forum for collaboration and consultation across the department on WHS matters</p> <p>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.</p>	<p>4 meetings</p>

Committee	Date established	Role	Meetings held
Information Management Committee			
<p>Chair: Alecia Brimson, Executive, Director, Corporate and Strategic Services</p> <p>Members: Karen Weston, Chief Information Officer</p> <p>Rosanne Lague, Director Programs Services and Improvements, NT Correctional Services</p> <p>Jacqueline Dowling, Chief Finance Officer</p> <p>Chris Cox, Executive Director, Courts and Tribunals (rotating ELG member)</p> <p>John Sealy, Director, Gambling Systems Compliance (rotating senior divisional member)</p> <p>Geraldine Capp (Director, Corporate Communications)</p> <p>Helene Delahunty, Director – Infrastructure, Information and Security</p> <p>Observer: Philip Anderson, Manager-Audit Services</p> <p>Past Members: Shelley Withers Director, Governance and Risk (until 30 November 2018)</p>	<p>29-03-2017</p>	<p>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.</p> <p>-----</p> <p>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.</p> <p>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.</p>	<p>3 meetings</p>



Committee	Date established	Role	Meetings held
Change Management Steering Group			
<p>Chair: Greg Shanahan, Chief Executive Officer</p> <p>Members: Meredith Day, Deputy Chief Executive Officer, Alecia Brimson, Executive Director, Corporate and Strategic Services, Ros Lague, Director Programs Services and Improvements, NT Correctional Services, Craig Smyth, Acting Executive Director Legal Services, Traci Keys, Director, Anti-Discrimination Commission -Independent Offices, Melissa Garde, Acting Executive Director, NT WorkSafe, Marita Cabot, Manager Licensing Occupational. Licensing NT, Nadine Katarski, Infrastructure and Property Officer -Corporate and Strategic Services, Mihali Taktikos, Governance Officer - Corporate and Strategic Services, Wade Jensen, Manager Business and Security Systems - Corporate and Strategic Services, Lucas Hemsley, Community and Public Sector Union (CPSU) Representative, Erina Early, United Voice Representative</p> <p>Secretariat: Derryn Southwell, Acting Director, Governance and Risk - Corporate and Strategic Services</p> <p>Previous Members: Sally Ozolins, Acting Director General, Licensing NT</p>	26-04-2019	<p>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.</p> <hr/> <p>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.</p> <p>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.</p>	5 meetings

Statutory Office Holders and Statutory Offices

A number of statutory offices came under the umbrella of the department in 2018-2019 for the purposes of the *Public Sector Employment and Management Act 1993* and the *Financial Management Act 1995*.

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.

The functions and independence of statutory offices are maintained by their respective Acts.

A number of department employees also hold authority to execute statutory functions under various Acts.

Statutory Office Holders

Appointment	Act
Advisors to the Committee	<i>Care and Protection of Children Act 2007</i>
Analyst	<i>Kava Management Act 1998</i>
Analyst	<i>Misuse of Drugs Act 1990</i>
Anti-Discrimination Commissioner	<i>Anti-Discrimination Act 1992</i>
Approved Representative	<i>Soccer Football Pools Act 1978</i>
Assessors	<i>Victims of Crime Assistance Act 2006</i>
Authorised Officer	<i>Electricity Reform Act 200</i>
Authorised Officer	<i>Kava Management Act 1998</i>
Assessors	<i>Liquor Act 1978</i>
Associate Judges	<i>Supreme Court Act 1979</i>
Chairperson, Deputy Chairperson, Members, Deputy Members	<i>Professional Standards Act 2004</i>
Chairperson, Deputy Chairperson, Members,	<i>Classification of Publications, Films and Computer Games Act 1985</i>
Chief Inspector	<i>Radioactive Ores and Concentrates (Packaging and Transport) Act 1980</i>
Chief Judge	<i>Local Court Act 2015</i>
Children's Commissioner	<i>Children's Commissioner Act 2013</i>
Commissioner for Health and Community Services Complaints	<i>Health and Community Services Complaints Act 1998</i>
Commissioner for Public Interest Disclosures	<i>Public Interest Disclosures Act 2008 (Repealed by the Independent Commissioner Against Corruption Act 2017, which commenced on 30/11/2018), now a separate agency</i>
Commissioner of Business Tenancies	<i>Business Tenancies (Fair Dealings) Act 2003</i>
Commissioner of Consumer Affairs	<i>Consumer Affairs and Fair Trading Act 1990</i>
Commissioner of Correctional Services	<i>Correctional Services Act 2014</i>
Commissioner for Oaths	<i>Oaths, Affidavits and Declarations Act 2010</i>
Commissioner of Tenancies	<i>Residential Tenancies Act 1999</i>
Construction Contracts Registrar	<i>Construction Contracts (Security of Payments) Act 2004</i>
Controller of Prices	<i>Price Exploitation Prevention Act 1949</i>

Coroner	<i>Coroners Act 1993</i>
Deputy Chief Judge	<i>Local Court Act 2015</i>
Deputy Commissioner	<i>Consumer Affairs and Fair Trading Act 1990</i>
Deputy Coroner	<i>Coroners Act 1993</i>
Deputy Registrars	<i>Births, Deaths and Marriages Registration Act 1996</i>
Deputy Registrars-General	<i>Registration Act 1927</i>
Deputy Registrar of Land, Business and Conveyancing Agents	<i>Agents Licensing Act 1979</i>
Deputy Registrar of Mental Health Review Tribunal	<i>Mental Health and Related Services Act 1998</i>
Deputy Director of Fines Recovery Unit	<i>Fines and Penalties (Recovery) Act 2001</i>
Deputy Public Trustee of the NT	<i>Public Trustee Act 1979</i>
Director-General of Licensing	<i>Licensing (Director-General) Act 2014</i>
Director of Fines Recovery Unit	<i>Fines and Penalties (Recovery) Act 2001</i>
Director of Public Prosecutions	<i>Director of Public Prosecutions Act 1990</i>
Electricity Officer	<i>Electricity Reform Act 2000</i>
Electricity Safety Regulator	<i>Electricity Reform Act 2000</i>
Information Commissioner	<i>Information Act 2002, now part of the Ombudsman's Office</i>
Inspectors	<i>Liquor Act 1978</i>
Inspectors of Land, Business and Conveyancing Agents	<i>Agents Licensing Act 1979</i>
Judicial Registrar	<i>Local Court Act 2015</i>
Judges	<i>Local Court Act 2015</i>
Judges	<i>Supreme Court Act 1979</i>
Justice of the Peace	<i>Justices of the Peace Act 1991</i>
Mediator	<i>Return to Work Act 1986</i>
Official Visitors	<i>Correctional Services Act 2014</i>
Other officers of the Court	<i>Work Health Administration Act 2011</i>
Public Guardian	<i>Guardianship of Adults Act 2016</i>
Public Trustee for the NT	<i>Public Trustee Act 1979</i>
Registrar	<i>Supreme Court Act 1979</i>
Registrar	<i>Youth Justice Act 2005</i>
Registrar of Births, Deaths and Marriages	<i>Births, Deaths and Marriages Registration Act 1996</i>
Registrar-General for the NT	<i>Registration Act 1927</i>
Registrar of Land, Business and Conveyancing Agents	<i>Agents Licensing Act 1979</i>
Registrar of Mental Health Review Tribunal	<i>Mental Health and Related Services Act 1998</i>
Registrar of Northern Territory Civil and Administrative Tribunal	<i>Northern Territory Civil and Administrative Tribunal 2014</i>
Registrar of Transferred Parole Orders	<i>Parole Orders (Transfer) Act 1981</i>
Schemes Supervisor	<i>Unit Title Schemes Act 2009</i>
Secretary of the Parole Board	<i>Parole Act 1971</i>
Sheriff, Deputy Sheriffs, Bailiffs, and other officers of the Sheriff	<i>Sheriff Act 1962</i>
Solicitor-General of the NT	<i>Law Officers Act 1978</i>
Work Health Authority	<i>Work Health Administration Act 2011</i>

Statutory Boards and Bodies

Agents Licensing Act 1979

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 agents' trust accounts, licence and registration fees, interest on investments, and fines imposed by the Agents Licensing Board.

Architects Act 1963

Architects Board

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

Building Act 1993

Building Practitioners Board

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

Care and Protection of Children Act 2007

Child Deaths Review and Prevention Committee

The key functions of the committee are set out in section 210 of the *Care and Protection of Children Act 2007*, which is to assist in prevention and reduction of child deaths in the Northern Territory by maintaining a Child Deaths Register, conducting or sponsoring research about child deaths, and developing policy to deal with child deaths, diseases and accidents.

Community Justice Centre Act 2005

NT Community Justice Centre

The centre is established pursuant to section 7 of the *Community Justice Centre Act 2005*. The purpose of the centre is to provide mediation services to the community and adjudicate construction contract payment disputes.

Consumer Affairs and Fair Trading Act 1990

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 1996*. 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 1978

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 2001

Fines Recovery Unit

The unit is established pursuant to section 27 of the *Fines and Penalties (Recovery) Act 2001*. The functions of the FRU are the receipt and collection of fines and penalties, the making of orders for additional time to pay or payment by instalments, the making of enforcement orders where payment is not made, the taking of enforcement action against fine defaulters who have not paid through the application of sanctions and the writing-off of outstanding fines and penalties according to the Ministerial Guidelines.

Gaming Control Act 1993

Community Benefit Committee

The purpose of this committee is to consider applications for major grants from the Community Benefit Fund and to make recommendations to the minister in relation to these applications.

Health and Community Services Complaints Act 1998

Health and Community Services Complaints Review Committee

This committee is established pursuant to section 78 of the *Health and Community Services Complaints Act 1998*. The functions of the committee are: (a) to review the conduct of a complaint to determine whether the procedures and processes for responding to the complaint were followed and, as it thinks fit, to make recommendations to the commissioner in respect of the conduct of the complaint; (b) to monitor the operation of this act and make recommendations to the commissioner in respect of any aspect of the procedures and processes for responding to complaints; and (c) to advise the commissioner and the minister, as appropriate, on the operation of this act and the regulations.

Legal Aid Act 1990**Northern Territory Legal Aid Commission**

The Legal Aid Commission is an independent statutory body corporate. The purpose of this commission is to manage the provision of Legal Aid services to the Northern Territory community.

Legal Profession Act 2006**Council of the Law Society Northern Territory**

This council is established pursuant to section 638 of the *Legal Profession Act 2006*. 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 2006*. The society's purpose is to control the affairs of the legal profession in the Northern Territory.

Legal Practitioners Admission Board of the Northern Territory

This board is established pursuant to section 650 of the *Legal Profession Act 2006*. 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 2006*. The tribunal hears complaints against legal practitioners in the NT.

Legal Practitioners Funds Management Committee

Statutory body corporate established under section 659 *Legal Profession Act 2006*. The committee is under a statutory obligation to: manage the Legal Practitioners Fidelity Fund established under section 385 *Legal Profession Act 2006*; and advise the Attorney General on payments from the Fidelity Fund to maintain various legal profession bodies, community legal centres, and public purposes.

Licensed Surveyors Act 1983**Surveyors Board**

The purpose of this board is to maintain the Register of Licensed Surveyors; manage the professional training of graduates which leads to the licensing process. The board provides reciprocal agreement between states and letters of competency for Northern Territory licensed surveyors; applies disciplinary action to licensed surveyors as appropriate; set Survey Practice Directions, and monitors and maintain them to 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 2018* and the *Liquor Act 1978*.

Mental Health and Related Services Act 1998**Mental Health Review Tribunal**

The objectives of the tribunal are:

To conduct hearings within legislative time-frames

To maximise access to the tribunal across the Northern Territory

To provide quality services to patients and stakeholders by conducting hearings in an informal, respectful, atmosphere, ensuring full effect is given to patients' rights under the *Mental Health and Related Services Act 1998* to legal representation, ensuring that patient rights are met in regard to accessing records and reports that are before the tribunal, ensuring the attendance at hearings of patients the subject of the review wherever practicable, facilitating the attendance of family and other support persons at tribunal hearings (where this is the patient's wish), ensuring full effect is given to patients' rights under the act to the provision of interpreter services where necessary, ensuring confidentiality of tribunal proceedings, ensuring fair and equitable hearings and compliance with the principles of natural justice

To maintain a productive, cooperative working relationship with Mental Health Services, patients' legal representatives and other stakeholders, particularly in the context of pre-hearing procedures and arrangements on hearing days

To raise levels of awareness about the tribunal and its operations.

Northern Territory Civil and Administrative Tribunal Act 2014**Northern Territory Civil and Administrative Tribunal**

The tribunal is established pursuant to section 7 of the *Northern Territory Civil and Administrative Tribunal Act 2014*. The purpose of the tribunal is to review reviewable decisions referred under relevant acts.

Northern Territory Correctional Industries Advisory Council

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

Northern Territory Law Reform Committee**Northern Territory Law Reform Committee**

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

Parole Act 1971**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 Drainer Licensing Act 1983**Plumbers and Drainers Licensing Board**

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

Professional Standards Act 2004**Professional Standards Council**

This council is established pursuant to section 41 of the *Professional Standards Act 2004*. 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 1979**Public Trustee Investment Board**

This board is established and constituted pursuant to section 12 of the *Public Trustee Act 1979*. 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 1983**Racing Commission**

The key functions of the commission include licensing and regulating bookmakers including sports bookmakers; resolving betting disputes; controlling and developing greyhound racing; and investigating matters relating to racing in the Northern Territory.

Racing Appeals Tribunal

The purpose of this tribunal is to hear and determine appeals over a certain threshold against penalties imposed arising from, or in relation to, the conduct of greyhound, trotting and horse racing in the Northern Territory.

Registration Act 1927**Lands Titles Registration and General Registry Office**

This office is established pursuant to section 4 of the *Registration Act 1927*. It is the office of the Registrar-General.

Return to Work Act 1986**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 Northern Territory, and consider the report on the effectiveness of the premiums offered by insurers in encouraging safe working practices and in penalising employers who do not ensure the maintenance of safe working practices.

Workers Rehabilitation and Compensation Advisory Council

The purpose of this council is to keep the operation of the *Return to Work Act 1986* 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 Northern Territory; carry out investigations, at the request of the minister, into questions about the rehabilitation and compensation of injured workers and to report to the minister on the results of the investigations; and, perform any other advisory functions relating to workers rehabilitation and compensation as minister directs.

Victims of Crime Rights and Services Act 2006**Crime Victims Services Unit**

This unit is established pursuant to section 5 of the *Victims of Crime Rights and Services Act 2006*. 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 2006*. 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 2011**Work Health and Safety Advisory Council**

The purpose of this council is to keep under review the operation of the *Work Health and Safety (National Uniform Legislation) Act 2011*; 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, to investigate and report to the minister on matters relating to work health and safety; to perform any other advisory functions relating to work health and safety as the minister directs.

Acts Administered

The Administrative Arrangements Order, dated 27 February 2019, gave the Attorney-General and Minister for Justice responsibility for administering 186 acts of the Northern Territory, and the Minister for Health responsibility for administering one act of the Northern Territory through the Department of the Attorney-General and Justice.

Act/Regulations

Attorney-General and Justice

Absconding Debtors Act 1978

Absconding Debtors Regulations 1980

Accommodation Providers Act 1981

Administration and Probate Act 1969

Administration and Probate Regulations 1983

Advance Personal Planning Act 2013

Advance Personal Planning Regulations 2014

Age of Majority Act 1974

Agents Licensing Act 1979

Agents Licensing Regulations 1979

Anglican Church of Australia Act 1975

Anti-Discrimination Act 1992

Anti-Discrimination Regulations 1994

Architects Act 1963

Architects Regulations 1965

Associations Act 2003

Associations (Model Constitution) Regulations 2004

Associations Regulations 2004

Auctioneers Act 1935

Auctioneers Act Repeal Act 2002

Australian Crime Commission (Northern Territory) Act 2005

Australian Crime Commission (Northern Territory) Regulations 2005

Bail Act 1982

Bail Regulations 1983

Births, Deaths and Marriages Registration Act 1996

Births, Deaths and Marriages Registration Regulations 1996

Building Act 1993 (provisions relating to the regulation and licensing of occupations)

Business Names (National Uniform Legislation) Implementation Act 2012

Business Names (National Uniform

Legislation) Request Act 2011

Business Tenancies (Fair Dealings) Act 2003

Business Tenancies (Fair Dealings) Regulations 2004

Caravan Parks Act 2012

Caravan Parks Regulations 2012

Care and Protection of Children Act 2007 (Part 3.3)

Catholic Church in the Northern Territory Act 1979

Children's Commissioner Act 2013

Choice of Law (Limitation Periods) Act 1994

Classification of Publications, Films and Computer Games Act 1985

Classification of Publications, Films and Computer Games Regulations 1985

Commercial and Private Agents Licensing Act 1979

Commercial and Private Agents Licensing Regulations 2001

Commercial Arbitration (National Uniform Legislation) Act 2011

Commission of Inquiry (Deaths in Custody) Act 1987

Community Justice Centre Act 2005

Companies (Trustees and Personal Representatives) Act 1981

Companies (Unclaimed Assets and Moneys) Act 1963

Compensation (Fatal Injuries) Act 1974

Construction Contracts (Security of Payments) Act 2004

Construction Contracts (Security of Payments) Regulations 2005

Consumer Affairs and Fair Trading Act 1990

Consumer Affairs and Fair Trading (Fuel Retailers) Regulations 2017

Consumer Affairs and Fair Trading (Infringement Notice Offences) Regulations 2012

Consumer Affairs and Fair Trading (Motor Vehicle Dealers) Regulations 1992

Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand Dealers) Regulations 1998

Consumer Affairs and Fair Trading (Tow Truck Operators Code of Practice) Regulations 1996
 Consumer Affairs and Fair Trading (Trading Stamps) Regulations 2002
 Consumer Credit (National Uniform Legislation) Implementation Act 2010
 Contracts Act 1978
 Co-operatives (National Uniform Legislation) Act 2015
 Co-operatives (National Uniform Legislation) Regulations 2015
 Coroners Act 1993
 Coroners Regulations 1994
 Corporations (Financial Services Reform Amendments) Act 2002
 Corporations (Northern Territory Request) Act 2001
 Corporations Reform (Northern Territory) Act 2001
 Corporations Law Rules 2000
 Correctional Services Act 2014
 Correctional Services Regulations 2014
 Court Security Act 1998
 Court Security Regulations 1998
 Courts and Administrative Tribunals (Immunities) Act 2008
 Crimes at Sea Act 2000
 Criminal Code Act 1983
 Criminal Investigation (Extra-territorial Offences) Act 1985
 Criminal Investigation (Extra-territorial Offences) Regulations 1987
 Criminal Property Forfeiture Act 2002
 Criminal Property Forfeiture Regulations 2003
 Criminal Records (Spent Convictions) Act 1992
 Criminal Records (Spent Convictions) Regulations 1993
 Cross-border Justice Act 2009
 Cross-border Justice Regulations 2009
 Crown Proceedings Act 1993
 Crown Proceedings Regulations 1993
 Cullen Bay Marina Act 1992
 Cullen Bay Marina Regulations 1993
 Dangerous Goods Act 1998
 Dangerous Good Regulations 1985
 De Facto Relationships Act 1991
 De Facto Relationships (Northern Territory Request) Act 2003
 Defamation Act 2006
 Director of Public Prosecutions Act 1990
 Domestic and Family Violence Act 2007
 Domestic and Family Violence Regulations 2008
 Domicile Act 1979
 Electrical Workers and Contractors Act 1978
 Electrical Workers and Contractors Regulations 1984
 Electrical Reform Act 2000 (provisions about safety regulation)
 Electronic Conveyancing (National Uniform Legislation) Act 2013
 Electronic Transactions (Northern Territory) Act 2000
 Electronic Transactions (Northern Territory) Regulations 2001
 Encroachment of Buildings Act 1982
 Evidence Act 1939
 Evidence Regulations 2012
 Evidence (National Uniform Legislation) Act 2011
 Evidence (National Uniform Legislation) Regulations 2012
 Expungement of Historical Homosexual Offence Records Act 2018
 Family Provision Act 1970
 Fences Act 1972
 Financial Sector Reform (Northern Territory) Act 1999
 Financial Transaction Reports Act 1992
 Fines and Penalties (Recovery) Act 2001
 Fines and Penalties (Recovery) Regulations 2001
 Gaming Control Act 1993 (except provisions about taxes and levies)
 Gaming Control (Community Gaming) Regulations 2006
 Gaming Control (Gaming Machines) Regulations 1995
 Gaming Control (Internet Gaming) Regulations 1998
 Gaming Control (Licensing) Regulations 1995
 Gaming Control (Reviewable Decisions) Regulations 2014
 Gaming Control (Taxes and Levies) Regulations 2015
 Gaming Machine Act 1995 (except Part 8)
 Gaming Machine Regulations 1995
 Guardianship of Adults Act 2016

Guardianship of Adults Regulations 2016
 Health and Community Services Complaints Act 1998
 Health and Community Services
 Complaints Regulations 1998
 Health Practitioners Act 2004 (Part 3)
 Information Act 2002 (except Parts 6, 7 and 9)
 Information Regulations 2003
 International Transfer of Prisoners
 (Northern Territory) Act 2000
 Juries Act 1962
 Juries Regulations 1983
 Jurisdiction of Courts (Cross-Vesting) Act 1987
 Justices of the Peace Act 1991
 Kava Management Act 1998
 Kava Management Regulations 1998
 Lake Bennett (Land Title) Act 2005
 Land Title Act 2000
 Land Title Regulations 2000
 Law of Property Act 2000
 Law Officers Act 1978
 Law Reform (Miscellaneous Provisions) Act 1956
 Legal Profession Act 2006
 Legal Practitioners Disciplinary Tribunal Rules 2011
 Legal Profession Admission Rules 2007
 Legal Profession Regulations 2007
 Rules of Professional Conduct and Practice 2005
 Licensed Surveyors Act 1983 (provisions relating
 to the regulation and licensing of occupations)
 Licensing (Director-General) Act 2014
 Limitation Act 1981
 Liquor Act 1978
 Liquor Regulations 1981
 Liquor Commission Act 2018
 Local Court Act 2015
 Local Court (Adoption Of Children) Rules 1994
 Local Court (Civil Jurisdiction) Rules 1998
 Local Court (Criminal Jurisdiction) Rules 1929
 Local Court (Criminal Procedure) Regulations 2016
 Local Court (General) Rules 2016
 Local Court Regulations 2016
 Local Court (Civil Procedure) Act 1998
 Local Court (Criminal Procedure) Act 1929
 Married Persons (Equality of Status) Act 1989
 Mental Health and Related Services Act 1998 (Part 15)
 Misuse of Drugs Act 1990
 Misuse of Drugs Regulations 1990
 Monetary Units Act 2018
 Monitoring of Places of Detention (Optional Protocol
 to the Convention Against Torture) Act 2018
 Mutual Recognition (Northern Territory) Act 1992
 Northern Territory Civil and Administrative
 Tribunal Act 2014
 Northern Territory Civil and Administrative
 Tribunal Regulations 2014
 Northern Territory Civil and Administrative
 Tribunal Rules 2016
 Northern Territory Civil and Administrative Tribunal
 (Conferral of Jurisdiction for Native Title Matters) Act 2014
 Oaths, Affidavits and Declarations Act 2010
 Observance of Law Act 1921
 Off-shore Waters (Application of Territory Laws) Act 1985
 Parole Act 1971
 Parole Orders (Transfer) Act 1981
 Partnership Act 1997
 Penalty Units Act 2009
 Penalty Units Regulations 2010
 Personal Injuries (Civil Claims) Act 2003
 Personal Injuries (Liabilities and Damages) Act 2003
 Personal Injuries (Liabilities and Damages) Regulations 2003
 Personal Property Securities (National Uniform
 Legislation) Implementation Act 2010
 Personal Violence Restraining Orders Act 2016
 Plumbers and Drainers Licensing Act 1983 (provisions
 relating to the regulation and licensing of occupations)
 Plumbers and Drainers Licensing (Validation) Act 1990
 Powers of Attorney Act 1980
 Powers of Attorney Regulations 1982
 Presbyterian Church (Northern Territory)
 Property Trust Act 1986

- Price Exploitation Prevention Act 1949
- Printers and Newspapers Act 1984
- Prisoners (Interstate Transfer) Act 1983
- Prisoners (Interstate Transfer) Regulations 1984
- Private Security Act 1995
- Private Security (Crowd Controllers) Regulations 1996
- Private Security (Miscellaneous Matters) Regulations 2006
- Private Security (Security Firms) Regulations 1998
- Private Security (Security Officers) Regulations 1998
- Professional Standards Act 2004
- Professional Standards Regulations 2007
- Proportionate Liability Act 2005
- Prostitution Regulation Act 1992
- Prostitution Regulations 1992
- Public Notaries Act 1992
- Public Seal Act 1954
- Public Trustee Act 1979
- Public Trustee Regulations 1979
- Racing and Betting Act 1983 (except Part IV, Division 5)
- Greyhound Racing Rules 1981
- Racing and Betting Regulations 1984
- Totalisator Rules 1979
- Radioactive Ores and Concentrates (Packaging and Transport) Act 1980
- Radioactive Ores and Concentrates (Packaging and Transport) Regulations 1980
- Real Property (Unit Titles) Act 1975
- Real Property (Unit Titles) Regulations 1987
- Registration Act 1927
- Registration Regulations 2009
- Residential Tenancies Act 1999
- Residential Tenancies Regulations 2000
- Retirement Villages Act 1995
- Retirement Villages Regulations 1995
- Return to Work Act 1986
- Return to Work Regulations 1986
- Rights of the Terminally Ill Act 1995
- Rights of the Terminally Ill Regulations 1996
- Sale of Goods Act 1972
- Sale of Goods (Vienna Convention) Act 1987
- Sale of NT TAB Act 2000
- Salvation Army (Northern Territory) Property Trust Act 1976
- Sea-Carriage Documents Act 1998
- Sentencing Act 1995
- Sentencing Regulations 1996
- Sentencing (Crime of Murder) and Parole Reform Act 2003
- Serious Crime Control Act 2009
- Serious Crime Control Regulations 2011
- Serious Sex Offenders Act 2013
- Sexual Offences (Evidence and Procedure) Act 1983
- Sheriff Act 1962
- Sheriff Regulations 1967
- Small Claims Act 2016
- Soccer Football Pools Act 1978 (except provisions about duties)
- Pools Rules 2005
- Rules of Authorised Lotteries
- Soccer Football Pools Regulations 1985
- Sources of the Law Act 1985
- Standard Time Act 2005
- Status of Children Act 1978
- Status of Children Regulations 1996
- Statute Law Revision (Registration of Instruments) Act 1991
- Summary Offences Act 1923
- Summary Offences Regulations 1994
- Supreme Court Act 1979
- Supreme Court (Absconding Debtors) Rules 1980
- Supreme Court (Senior Counsel) Rules 2007
- Supreme Court Regulations 1985
- Supreme Court Rules 1987
- Supreme Court (Judges Long Leave Payments) Act 1980
- Supreme Court (Judges Pensions) Act 1980
- Supreme Court (Rules of Procedure) Act 1987
- Surveillance Devices Act 2007
- Surveillance Devices Regulations 2008
- Termination of Units Plans and Unit Title Schemes Act 2014
- Termination of Units Plans and Unit Title Schemes Regulations 2014

Terrorism (Northern Territory) Request Act 2003
The Commercial Bank of Australia Limited (Merger) Act 1982
The Commercial Banking Company of Sydney Limited (Merger) Act 1982
Tobacco Control Act 2002 (provisions about smoking in liquor licensed premises, licensing and enforcement)
Totalisator Licensing and Regulation Act 2000 (except provisions about wagering tax)
Totalisator Licensing and Regulation (Arbitration) Regulations 2000
Totalisator Licensing and Regulation (Wagering) Rules 2011
Totalisator Licensing and Regulation Regulations 2000
Transport of Dangerous Goods by Road and Rail (National Uniform Legislation) Act 2010
Transport of Dangerous Goods by Road and rail (National Uniform Legislation) Regulations 2011
Trans-Tasman Mutual recognition Act 1998
Trespass Act 1987
Trustee Act 1983
Unauthorized Documents Act 1969
Uncollected Goods Act 2004
Uncollected Goods Regulations 2004
Unit Title Schemes Act 2009
Unit Title Schemes (General Provisions and Transitional Matters) Regulations 2009
Unit Title Schemes (Management Modules) Regulations 2009
Unit Titles Act 1975
Unit Titles (Management Modules) Regulations 2009
Unit Titles Regulations 2002
Uniting Church in Australia Act 1977
Unlawful Betting Act 1989
Validation (Native Title) Act 1994
Vexatious Proceedings Act 2006
Victims of Crime Assistance Act 2006
Victims of Crime Assistance Regulations 2007
Victims of Crime Rights and Services Act 2006
Victims of Crime Rights and Services Regulations 2010
Warehousemen's Liens Act 1969
Wills Act 2000
Witness Protection (Northern Territory) Act 2002
Work Health Administration Act 2011
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Work Health Court Rules 1999
Youth Justice Act 2005 (Part 4)

Legislation Enacted

The following legislation developed by the department was enacted in 2018-19.

Act No.	Legislation	Date of Assent
13th Assembly 2018		
15	<i>Gaming Control Amendment Act 2018</i>	17/08/2018
16	<i>Liquor Amendment (Minimum Pricing) Act 2018</i>	27/08/2018
17	<i>Monetary Units Act 2018</i>	06/09/2018
18	<i>Monitoring of Places of Detention (Optional Protocol to the Convention Against Torture) Act 2018</i>	06/09/2018
21	<i>Domestic and Family Violence Amendment (Information Sharing) Act 2018</i>	08/11/2018
22	<i>Interpretation Legislation Amendment Act 2018</i>	08/11/2018
23	<i>Local Court Amendment (Judicial Appointments) Act 2018</i>	08/11/2018
24	<i>Northern Territory Civil and Administrative Tribunal Amendment Act 2018</i>	08/11/2018
30	<i>Births, Deaths and Marriages Registration and Other Legislation Act 2018</i>	05/12/2018
13th Assembly 2019		
1	<i>Justice Legislation Amendment Act 2019</i>	22/02/2019
5	<i>Liquor Amendment Act 2019</i>	26/03/2019
6	<i>Agents and Land Legislation Amendment Act 2019</i>	28/03/2019
9	<i>Criminal Code Amendment Act 2019</i>	28/03/2019
10	<i>Criminal Code Further Amendment Act 2019</i>	28/03/2019
13	<i>Licensed Surveyors Amendment Act 2019</i>	09/04/2019

Regulations Commenced

The following regulations developed by the department commenced in 2018-19.

Act No.	Legislation	Date of Assent
13th Assembly 2018		
19	<i>Racing and Betting Amendment Regulations 2018</i>	25/07/2018
23	<i>Local Court Amendment Regulations 2018</i>	05/12/2018
13th Assembly 2019		
1	<i>Fines and Penalties (Recovery) Amendment Regulations 2019</i>	06/03/2019
8	<i>Juries Amendment Regulations 2019</i>	01/07/2019
9	<i>Penalty Units Amendment Regulations 2019</i>	01/07/2019

Glossary

The following regulations developed by the department commenced in 2018-19.

ABC	Australian Broadcasting Corporation	IT	Information Technology
ADC	Anti-Discrimination Commission	KPMG	Klynveld Peat Marwick Goerdeler
AGD	Department of the Attorney-General and Justice	KPI	Key Performance Indicator
AJU	Aboriginal Justice Unit	LED	Light Emitting Diode
ALPA	Arnhem Land Progress Aboriginal Corporation	MLA	Member of the Northern Territory Legislative Assembly
AOD	Alcohol and Other Drugs Program	NAIDOC	National Aboriginal and Islander Day Observance Committee
ARC	Audit and Risk Committee	NCPF	National Consumer Protection Framework
ASCC	Alice Springs Correctional Centre	NGO	Non-Government Organisation
BCS	Business Classification Scheme	NLC	Northern Land Council
BDR	Banned Drinker Register	NNTT	National Native Title Tribunal
BIITE	Batchelor Institute of Indigenous Tertiary Education	NRL	National Rugby League
BWC	Barkly Work Camp	NT	Northern Territory
CBF	Community Benefit Fund	NTAJA	Northern Territory Aboriginal Justice Agreement
CEO	Chief Executive Officer	NTCA	Northern Territory Consumer Affairs
CJRSU	Criminal Justice Research and Statistics Unit	NTCAT	Northern Territory Civil and Administrative Tribunal
CMSG	Change Management Steering Group	NTCI	Northern Territory Correctional Industries
CPSU	Community and Public Sector Union	NTCS	Northern Territory Correctional Services
CTSS	Court and Tribunal Support Services	NTG	Northern Territory Government
CVP	Community Visitor Program	NTPS	Northern Territory Public Sector
CVSU	Crime Victims Services Unit	ODPP	Office of the Director of Public Prosecutions
CSWP	Community Support Work Program	OPG	Office of the Public Guardian
DCC	Darwin Correctional Centre	OPCAT	Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Punishment
DCIS	Department of Corporate and Information Services	PAWS	Progressive Animal Welfare Society
DIPL	Department of Infrastructure Planning and Logistics	PPO	Probation and Parole Officer
DPP	Director of Public Prosecutions	PSI	Programs, Services and Improvement
DWC	Datjala Work Camp	PSU	Professional Standards Unit
EEO	Equal Employment Opportunity	QC	Queen's Counsel
ELG	Executive Leadership Group	RAGE	Recognising Anger and Gaining Empowerment
EMG	Executive Management Group	RCS	Respirable crystalline silica
EVP	Elders Visiting Program	RoGS	(Australian Government Productivity) Report on Government Services
FRU	Fines Recovery Unit	SFNT	Solicitor for the Northern Territory
FTE	Full Time Employee	SOIGW	National Senior Indigenous Officers Working Group
FVP	Family Violence Program	SOTP	Sex Offender Treatment Program
GM	General Manager	TRM	Territory Record Manager
HCSCC	Health and Community Services Complaints Commission	VET	Vocational Education and Training
HR	Human Resources	VOTP	Violent Offender Treatment Program
HWSA	Heads of Workplace Safety Authorities	WHS	Work Health and Safety
ICT	Information and Communications Technology	WOW	Women of Worth Program
IJIS	Integrated Justice Information System	YWCA	Young Women's Christian Association
ILUA	Indigenous Land Use Agreement		
IOMS	Integrated Offender Management System		
IPR	Individual Performance Review		

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