



Northern  
Territory  
Government

DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

# ANNUAL REPORT

## 2013 - 2014

This page is intentionally blank

## CONTENTS

Our report .....	2
Our Audience .....	3
Navigation and Printing .....	3
<b>INTRODUCTION AND OVERVIEW .....</b>	<b>5</b>
Our Ministers .....	6
The Year in Review: CEO's Message .....	7
Budget Paper 3 Output Groups .....	9
Strategic Planning Framework .....	10
The Department's Strategic Plan 2013-2016 .....	11
Enabling Legislation .....	12
Statutory Office Holders and Statutory Offices .....	13
Separation of Powers Doctrine .....	14
<b>CORPORATE GOVERNANCE .....</b>	<b>15</b>
The Governance Framework .....	16
The Executive Leadership Group .....	18
Business Planning .....	19
Subcommittees 2013-14 .....	19
Reviews, Audits and Evaluations .....	20
Information Act .....	22
<b>OUR PEOPLE .....</b>	<b>23</b>
<b>OUR PERFORMANCE .....</b>	<b>46</b>
Report on Performance .....	47
Legal Services .....	47
Court Support Services .....	55
Independent Offices .....	59
<b>LEGISLATIVE REPORTING .....</b>	<b>67</b>
<b>INSURANCE REPORTING .....</b>	<b>69</b>
<b>FINANCIAL OVERVIEW AND STATEMENTS .....</b>	<b>71</b>
Financial Statement Overview .....	72
Index of Notes to the Financial Statements .....	82
<b>SUPPLEMENTARY INFORMATION .....</b>	<b>113</b>
Appendix 1 .....	114
Appendix 2 .....	121
Appendix 3 .....	125
Appendix 4 .....	127
Appendix 5 .....	128

# HOW TO USE THIS REPORT

## OUR REPORT

This annual report accounts for the activities of the Department of the Attorney-General and Justice for 2013-14. The report aims to provide a comprehensive overview of the functions of the department as well as articulating the outcomes and highlights achieved during the year.

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

**PART 1** introduces readers to the Department of the Attorney-General and Justice with a review of the year from the Chief Executive Officer. It also provides a description of the portfolio, the strategic framework and the department's organisational structure.

**PART 2** details management and accountability processes, including corporate governance, financial management, human resource management, information and knowledge management.

**PART 3** identifies how we are investing in our people to achieve the department's goals. It also provides demographic and related information about our staff.

**PART 4** reports on how the department performed during the period, against its outcomes.

**PART 5** details our performance in administering our functions under the *Construction Contracts (Security of Payments) Act*.

**PART 6** outlines our insurance arrangements and reporting.

**PART 7** contains the audited financial statements for 2013-14.

**PART 8** comprises appendices that provide useful additional information and reports.

## OUR AUDIENCE

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

Our audience includes but is not limited to:

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

## NAVIGATION AND PRINTING

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

© Northern Territory Government

Northern Territory Department of the Attorney-General and Justice

GPO Box 1722

Darwin NT 0801

[www.nt.gov.au/justice](http://www.nt.gov.au/justice)

Published September 2014 by the Northern Territory Department of the Attorney-General and Justice

# LETTER TO THE MINISTERS

**The Hon John Elferink MLA**

Attorney-General and Minister for Justice  
Minister for Children and Families  
Parliament House  
DARWIN NT 0800

**The Hon Robyn Lambley MLA**

Minister for Health  
Parliament House  
DARWIN NT 0800

**The Hon Bess Nungarrayi Price MLA**

Minister for Statehood  
Parliament House  
DARWIN NT 0800

Dear Ministers

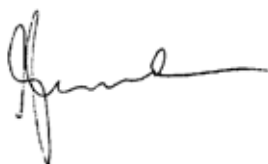
I am pleased to submit to you the 2013-14 annual report for the Department of the Attorney-General and Justice, in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 12 of the *Financial Management Act*.

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

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

Pursuant to section 131 of the *Information Act*, I advise that to the best of my knowledge and belief, the department has implemented processes to achieve compliance with the archives and records management provisions as prescribed in Part 9 of the *Information Act*.

Yours sincerely



**GREG SHANAHAN**  
CHIEF EXECUTIVE OFFICER  
29 September 2014

# INTRODUCTION AND OVERVIEW

---

## OUR MINISTERS

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

The following Ministers were responsible for the Department of the Attorney-General and Justice portfolio in 2013-14:



**Hon John Elferink MLA**

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



**Hon Robyn Lambley MLA**

Minister for Health



**Hon Bess Price MLA**

Minister for Statehood

## THE YEAR IN REVIEW: CEO'S MESSAGE

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

The priorities of the Government's legislative reform agenda delivered by the department include the introduction and commencement of the *Advance Personal Planning Act*, various amendments to the Criminal Code (including amendments to expand the offence of female genital mutilation, provide for the forfeiture and destruction of child abuse material and provide a presumption for joint trials in multiple sexual offence matters), various amendments to the *Misuse of Drugs Act* and the introduction of the Northern Territory Civil and Administrative Tribunal Bill.

The department has been the lead agency in the multi-agency Pillars of Justice Strategy, which has been driving reforms in five key areas – the streamlining of police procedures, reforming court sentencing, introducing youth justice intervention programs, correctional reform and increased victim support.

The department has also led the development of the Whole of Government Domestic and Family Violence Reduction Strategy 2014-2017 – Safety: Everyone's Right. The strategy is intended to reduce recidivism rates, increase the safety of women and their children, reduce rates of intergenerational transmission and establish systems that are sustainable and adaptable. The Commonwealth and Northern Territory governments have contributed \$6 million to fund the strategy and we are about to enter the implementation phase.

On more than one occasion over the years, the Northern Territory Law Reform Committee has recommended significant reforms to administrative decision making and appeal frameworks in the Northern Territory (NT). The reforms would be similar to those already enacted in most Australian jurisdictions. After consultations indicated broad stakeholder support for the reforms, the department developed a Bill for the creation of the NT Civil and Administrative Tribunal, which was introduced into parliament in May 2014. This initiative will be a key component of the Whole of Government strategy to reduce red tape.

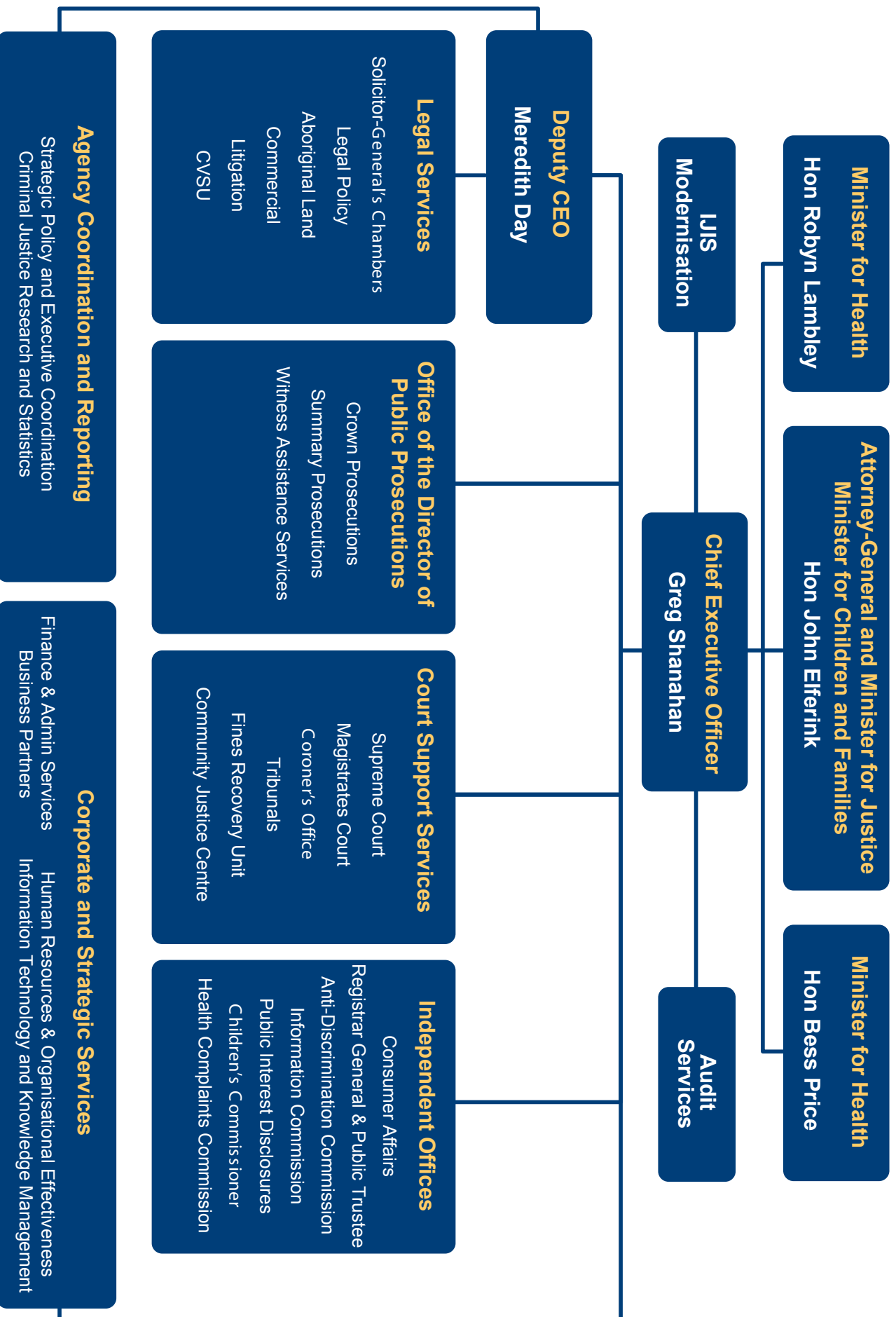
Another significant reform driven by the department was the development and implementation of the *Advance Personal Planning Act*. An Advance Personal Plan, also known as a 'living will', is a document that allows people to make decisions about their future health, financial and lifestyle preferences should they lose decision-making capacity as a result of age, illness, accident or other reason.

Achievements in other areas include the matter of Attorney-General (NT) v Emmerson being determined by the High Court of Australia on 10 April 2014, with the Court upholding the Attorney-General's appeal by a majority of 6:1. Law officers of the Solicitor for the Northern Territory ably and professionally represented both the Director of Public Prosecutions at intermediate Court levels and the Attorney-General at the High Court, while also instructing the Solicitor-General as counsel. The Emmerson case firmly establishes the constitutional legality of the Territory's criminal property forfeiture legislation, particularly in respect to the validity of forfeiture of property from persons declared as 'drug traffickers'.

Service improvements are expected to continue to be delivered to all stakeholders by the long-term Integrated Justice Information System modernisation project which is well underway.

On a personal level I was immensely proud of Tom Crosby receiving the Chief Minister's Medal for excellence in the Public Sector following more than 30 years of service to the department and former law departments. I am also very pleased that over the reporting period significant emphasis was put into understanding the development needs of the department and ensuring work health and safety systems and procedures were strengthened, further supporting dedicated and very committed staff in their pursuit of organisational priorities. I am confident that, in the year ahead, the department will continue to deliver services at the same high standard thanks to the professionalism and commitment of all staff.

# INTRODUCTION AND OVERVIEW



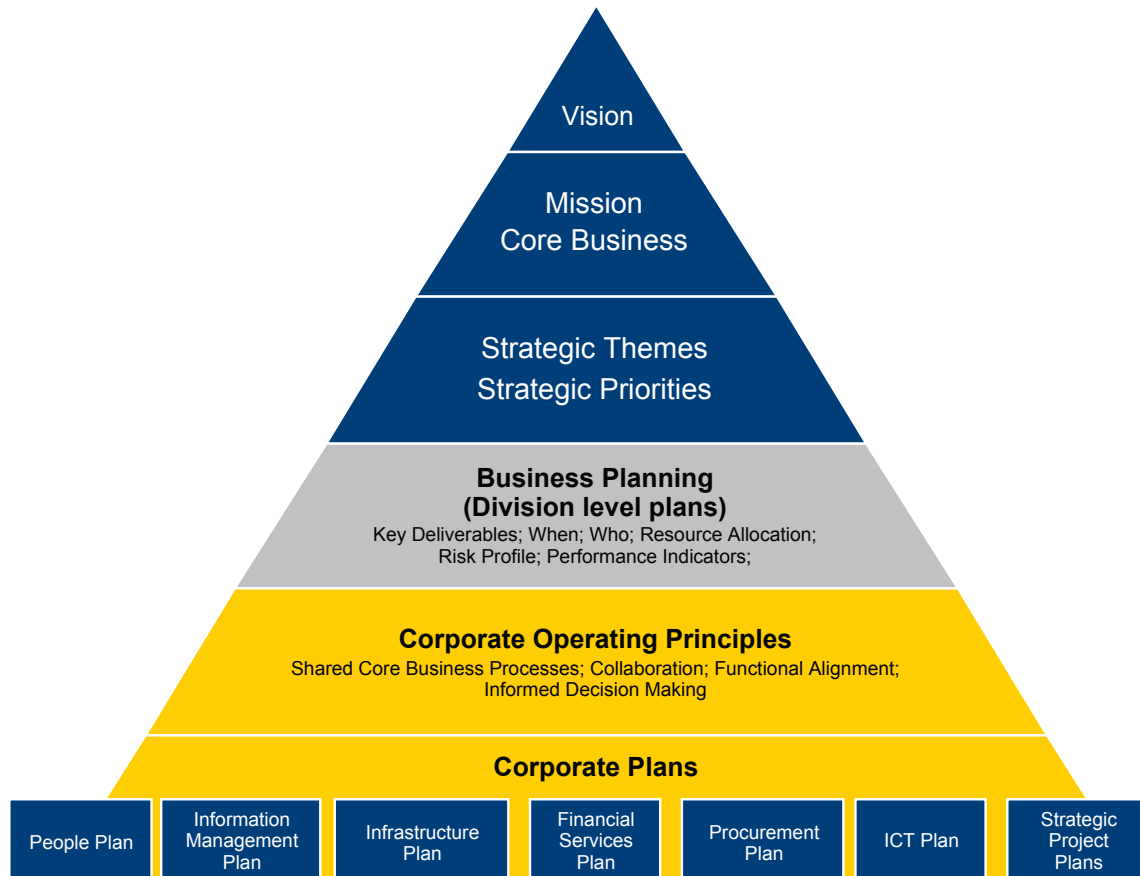
## BUDGET PAPER 3 OUTPUT GROUPS

Since the publishing of *Budget Paper No. 3* of 2012-13, the department has continued to refine the output structure to better reflect the department's operations and also to take into account all government changes. The outputs printed in *Budget Paper No 3* of 2013 -14 reflect the amalgamation of the legal services divisions of the department described as Legal Services, which now encompasses former outputs such as the Solicitor for the Northern Territory and Policy Coordination. Likewise, Crimes Victims Services Unit is now reported as a sub output of Legal Services rather than a division of the Solicitor for the Northern Territory. During the reporting period, changes to the Administrative Arrangements Order resulted in Statehood coming under the department from September 2013. Although there is no specific output, the department has provided advice from time to time on statehood policy matters over the course of the year to the Statehood Minister and the Chief Minister.

Output Group (Budget Paper No. 3)	Outputs (Budget Paper No. 3)
Legal Services	<ul style="list-style-type: none"> <li>• Solicitor for the Northern Territory</li> <li>• Crimes Victims Services Unit</li> <li>• Legal Policy</li> </ul>
Court Support Services	<ul style="list-style-type: none"> <li>• Higher Courts</li> <li>• Lower Courts and Tribunals</li> <li>• Fines Recovery Unit</li> <li>• Integrated Justice Information System</li> </ul>
Director of Public Prosecutions	<ul style="list-style-type: none"> <li>• Director of Public Prosecutions</li> </ul>
Independent Offices	<ul style="list-style-type: none"> <li>• Registrar-General</li> <li>• Public Trustee</li> <li>• Information Commissioner</li> <li>• Public Interest Disclosures</li> <li>• Consumer Affairs</li> <li>• Anti-Discrimination Commission</li> <li>• Children's Commissioner</li> <li>• Health and Community Services Complaints Commission</li> </ul>
Corporate and Governance	<ul style="list-style-type: none"> <li>• Corporate and Governance</li> </ul>

## STRATEGIC PLANNING FRAMEWORK

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



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

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

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

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

## THE DEPARTMENT'S STRATEGIC PLAN 2013-2016

### Our Vision

A fair and accessible legal system for the community

### Our Mission

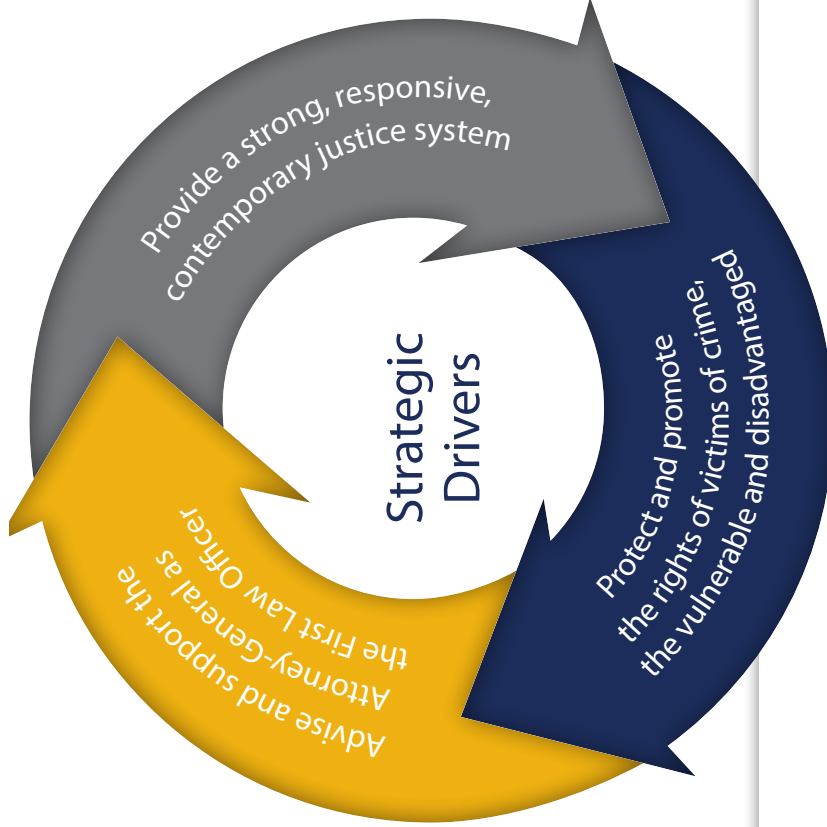
Provide strategic law and legal policy services to government and deliver courts, tribunals, prosecutions, advocacy, mediation, complaint resolution and registration services.

### Our Core Business

- Provide legal services to government
- Provide support for the government's legislative program
- Provide support to victims of crime
- Provide support to courts, tribunals and independent offices, to deliver dispute resolution services and protect the community's legal rights
- Coordinate research and statistical data to support justice related government policies

### Our Strategic Themes

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



### Our Values

**ETHICAL PRACTICE**  
Act openly, honestly, fairly and with accountability.

**IMPARTIALITY**  
Provide the Government with robust advice that is frank, honest, timely and based on the best available evidence.

**RESPECT**  
Provide services in a manner which respects others

**DIVERSITY**  
Listen to and value different backgrounds, perspectives and contributions.

**COMMITMENT TO SERVICE**  
Strive to achieve the Department's strategic directions.

**ACCOUNTABILITY**  
Positively represent the Department and the Northern Territory Government

## ENABLING LEGISLATION

The Administrative Arrangements Order of 3 February 2014 (the relevant order as at 30 June 2014) gave the Attorney-General and Minister for Justice, Minister for Health and Minister for Children and Families responsibility for administering more than 140 Acts of the Northern Territory through the Department of the Attorney-General and Justice. A full list of the legislation administered by the department in 2013-14 is at Appendix 1.

A list summarising the statutory bodies and boards for which the department was principally responsible is provided at Appendix 2.

Details of offices and office holders for which the department had financial responsibility are set out below.

## STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES

A number of statutory offices came under the umbrella of the Department of the Attorney-General and Justice in 2013-14 for the purposes of the *Public Sector Employment and Management Act* and the *Financial Management Act*.

The independent statutory offices are included in the department's output structure for the purposes of funding and reporting on performance against the approved agency budget. However, the department has no authority to direct statutory offices in the execution of their independent functions.

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

Statutory office holders included:

- the Solicitor-General, appointed pursuant to the *Law Officers Act*, who was a separate, independent source of legal advice for the Attorney-General;
- the Director of Public Prosecutions, who acted independently and reports separately to the Attorney-General pursuant to section 33 of the *Director of Public Prosecutions Act*;
- the Lands, Planning and Mining Tribunal Chairperson, who reports separately to the Attorney-General and Minister for Justice pursuant to section 38 of the *Lands, Planning and Mining Tribunal Act*;
- the President of the Mental Health Review Tribunal, who reports separately to the Attorney-General and Minister for Justice pursuant to section 140 of the *Mental Health and Related Services Act*;
- the Anti-Discrimination Commissioner, who reports separately to the Attorney-General and Minister for Justice pursuant to section 16 of the *Anti-Discrimination Act*;
- the Information Commissioner, who reports separately to the Attorney-General and Minister for Justice pursuant to section 98 of the *Information Act*;
- the Commissioner of Public Interest Disclosures, who reports separately to the Attorney-General and Minister for Justice pursuant to section 48 of the *Public Interest Disclosure Act*;
- the Commissioner of Consumer Affairs, who reports separately to the Attorney-General and Minister for Justice pursuant to section 12 of the *Consumer Affairs and Fair Trading Act*;
- the Public Trustee, who reports separately to the Attorney-General and Minister for Justice pursuant to section 18 of the *Public Trustee Act*;
- the Commissioner for Health and Community Services Complaints, who reports separately to the Minister for Health pursuant to section 19 of the *Health and Community Services Complaints Act*; and
- the Children's Commissioner, who reports separately to the Minister for Children and Families pursuant to section 43 of the *Childrens Commissioner Act*.

This list is not exhaustive.

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

## SEPARATION OF POWERS DOCTRINE

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

# CORPORATE GOVERNANCE

---

## THE GOVERNANCE FRAMEWORK

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

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

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

The department's governance framework is outlined below:



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

Elements of the department's system of governance included:

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

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

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

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

## THE EXECUTIVE LEADERSHIP GROUP

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

The role of the Executive Leadership Group is to:

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

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

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

The Executive Leadership Group also travelled to Alice Springs for a meeting. This visit was used as an opportunity for broader networking, sharing information and obtaining feedback from staff.

The members of the Executive Leadership Group were:

Chair:

- Chief Executive Officer, Greg Shanahan.

Members

- Deputy CEO, Meredith Day.
- Director of Public Prosecutions, Jack Karczewski.
- Director Corporate and Strategic Services, Alecia Brimson.
- Director Court Support Services, Chris Cox.
- A representative from the Independent Officers Group, Brenda Monaghan (current).

The Executive Leadership Group also meets as the Work Health Safety Steering Committee (in September, December, March and June) and as the Information Management Committee (in August, November, February and May).

## BUSINESS PLANNING

Business plans were developed for divisions for the 2013-14 period. The template used for this process included a strategic and operational risk assessment, and the alignment of the priorities with the Strategic Plan 2013-2016.

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

## SUBCOMMITTEES 2013-14

A number of subcommittees have been established to support specialist information or manage special projects, as determined by the Chief Executive Officer and the Executive Leadership Group. Information provided by subcommittees informs decision making by the CEO and the Executive Leadership Group.

Subcommittee	Members (as at 30 June 2014)	Objective	Meetings held 2013-14
Internal Audit Committee (IAC)	Jim Laouris, Deputy Public Trustee (Chair) Valerie Taylor, Internal Auditor (Secretary) Danielle Hutchinson, Court Support Services (Member) Tom McCrie, Solicitor for the Northern Territory (Member) Lilia Cercarelli, Office of the Director of Public Prosecutions (Member) Jason Finlay, Corporate and Strategic Services (Observer) Representative, Auditor General's Office (Observer)	The IAC provides an oversight role to assist the CEO and the Executive Leadership Group to fulfil its corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management, and internal and external audit functions.	Quarterly
Integrated Justice Information System (IJIS) Steering Committee	Greg Shanahan CEO, Department of the Attorney- General and Justice (Chair) Chris Cox, Director of Courts, Department of the Attorney-General and Justice (Member) Ken Middlebrook, Commissioner, NT Department of Correctional Services (Member) Paul Rajan, Executive Director Transport Services, Department of Transport (Member) Reece Kershaw, Deputy Commissioner Northern Territory Police Fire and Emergency Services (Member) Chris Hosking, Senior Director Commercial and Business Services, Department of Corporate and Information Services (Member) Timothy McMannus, Director Budget Development, Department of Treasury and Finance Victor De Silva, Chief Information Officer, Department of the Attorney-General and Justice (Secretariat)	To oversee, inform and guide the current and future directions and changes to IJIS to ensure it remains a strategic asset that supports the current and future information management needs across the justice continuum.	Quarterly on the following dates: 22 Aug 2013 24 Oct 2013 05 Dec 2013 20 Mar 2014

## REVIEWS, AUDITS AND EVALUATIONS

### INTERNAL AUDIT COMMITTEE

#### Role of the Committee

The Internal Audit Committee (IAC) provides an oversight role to assist the Chief Executive Officer and the Executive Leadership Group to fulfil their corporate governance responsibilities, particularly in relation to accountability arrangements, internal control, risk management, and internal and external audit functions.

The IAC's functions and responsibilities are to:

- monitor the adequacy of the internal control environment and related policies, practices and procedures;
- monitor corporate risk assessment and the adequacy of the internal controls established to manage identified risks;
- oversee the internal audit function, liaise with external auditors, and monitor the implementation of internal and external audit recommendations;
- review financial statements and other public accountability documents such as annual reports prior to approval by the accountable officer; and
- within the context of the committee's primary objective, undertake any other functions and activities as determined from time to time by the Chief Executive Officer.

The IAC has authority in relation to each of these functions across all areas of the department, including statutory offices.

### INTERNAL AUDIT COMMITTEE MEMBERSHIP

The IAC comprises:

- Jim Laouris, Northern Territory Civil and Administrative Tribunal (Chair).
- Tom McCrie, Lawyer, Solicitor for the Northern Territory (Member).
- Lilia Cercarelli, Business Manager, Director of Public Prosecutions (Member).
- Danielle Hutchison, Assistant Director, Court Support Services (Member).
- Jason Finlay, Director, Strategy and Organisational Reform (Member).
- Valerie Taylor, Internal Auditor (Secretary).

The Committee met four times during 2013-14 with meetings held in September 2013, December 2013, April 2014 and June 2014.

## REVIEWS AND AUDITS

Eighteen (18) audits/reviews were conducted by the department's Internal Audit Services, one internal audit was conducted by the Correctional Services Professional Standards Unit at the request of the department, and two audits were conducted by the Auditor-General's Office.

### Audits/Reviews conducted and reported in 2013-14 by Internal Audit Services

Audit	No. of Audits
Petty Cash and Counter Floats (Darwin and Alice Springs)	2
Emergency Procedures (Darwin and Alice Springs Courts)	3
Outside Employment	1
Entertainment and Hospitality	1
Study Assistance	1
Corporate Credit Cards	1
Grants – Compliance Audit	1
Defence Leave	1
Administration of the Office of the Public Trustee	1
Repatriation Travel	1
Court Exhibits (Darwin and Alice Springs)	3
Cabinet Information and Security Measures – Agency Compliance	2
	18

Audits conducted by the Auditor-General's Office:

- Office of the Public Trustee – Interim Financial Statements Audit
- Office of the Public Trustee – Compliance Audit, IT Support

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

A sample of audits conducted by the Auditor-General's Office and Audit Services is provided at Appendix 3.

## RISK MANAGEMENT

The audit committee is reliant upon the divisional business planning process to identify risks. Strategic business risk identification at the divisional level takes place during the annual business planning process. Risks, both long and short-term, are identified and assessed through this process. Reporting on business performance is undertaken quarterly, and includes a requirement for review and reporting against identified risks as well as assessment of emerging risks, the results of which may be referred to Audit Services.

## INFORMATION ACT

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

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

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

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

	2012-13	2013-14
Applications carried over from previous department		
To access personal information	4	1
To access government information	0	0
New applications to access personal information	4	4
New applications to access personal and government information	1	2
New applications to access government information	4	1
New applications to correct personal information	0	0
Total applications open	13	8
Requests withdrawn	0	0
Requests transferred to another agency	1	0
Responses completed within 30 day period	11	5
Responses completed exceeding 30 day period	1	1
Total applications finalised	12	6
Applications on hand at 30 June	1	2

# OUR PEOPLE

---

### OUR PEOPLE

All employees contribute to the success of the Department of the Attorney-General and Justice (the department) and without their dedication and commitment the department would not be able to achieve its vision for a fair and accessible legal system for the community. Our people have worked to consolidate and build upon the success within the department to achieve our strategic outcomes.

The department is focused on providing strategic law and legal policy services to Government and delivering courts, prosecutions, advocacy, complaint resolution and registration services in line with the values of the Northern Territory Public Sector (NTPS) and the department. In providing these services, a number of employees and work groups received recognition for their contributions to the NTPS and/or community. This is representative of the wider level of commitment and dedication of our people.

The department is committed to supporting the growth of our employees through human resource (HR) initiatives and workforce planning and development activities, which in turn makes a positive difference to the communities we serve. The Our People section highlights these initiatives and key individual and team achievements, and also the changes that have occurred over the reporting period.

### KEY ACHIEVEMENTS

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

- Tom Crosby was awarded the Chief Minister's Public Service Medal;
- James Gaykamangu was awarded the Top End NAIDOC Award;
- Community Justice Centre was awarded the Certificate of Merit at the 2013 Australian Crime and Violence Prevention Awards;
- A new Work Health and Safety framework was developed and implemented; and
- The Civilianisation of Police Prosecutions was completed.

### OUR PEOPLE PROFILE

#### Staff snapshot at 30 June 2014

- 450.60 full-time equivalent (FTE) employees compared with 432.39 in 2012-13.
- The average employee age is 41.45, relatively unchanged from 41.85 in 2012-13, and slightly lower than the NTPS average of 43.1.
- The proportion of women in our workforce increased to 68%, from 67% in 2012-13.
- Employees who identified as Indigenous comprise 4.7% of our workforce compared to 4.4% in 2012-13.
- 10% of employees work part-time or casual compared to 12.5% in 2012-13.
- Staff separation rate remains unchanged at 17%<sup>1</sup>.

<sup>1</sup> Staff separation rate reflects staff leaving the NT Government rather than transfers to other agencies, and is calculated using headcount, rather than FTE methodology. Due to Machinery of Government changes the separation rate for 2012-2013 is only for a six month period from 1 January 2013 to 30 June 2013.

## STAFFING NUMBERS AND COMPOSITION

### FTE numbers by classification as at 30 June 2014

Classification	Casual	Fixed Term	Ongoing	Grand Total
Administrative Officer 2	1.1	12.3	3	16.4
Administrative Officer 3	2.63	22.39	60.98	86
Administrative Officer 4		19.6	49.91	69.51
Administrative Officer 5		2.8	27.71	30.51
Administrative Officer 6		2.3	38.18	40.48
Administrative Officer 7		4.3	15.8	20.1
Senior Administrative Officer 1		0.8	21.8	22.6
Senior Administrative Officer 2			12.8	12.8
Professional 2		16	7.9	23.9
Professional 3		3.6	17.16	20.76
Senior Professional 1		1	12.61	13.61
Senior Professional 2		2	15	17
Executive Contract Officer 1		21.63		21.63
Executive Contract Officer 2		17		17
Executive Contract Officer 3		5		5
Executive Contract Officer 4		2		2
Executive Contract Officer 6		1		1
Director of Public Prosecutions			1	1
Solicitor General			1	1
Early Careers		6.8		6.8
Sub Total	3.73	140.52	284.85	429.1
Judiciary	0.5	1	20	21.5
<b>Grand Total</b>	<b>4.23</b>	<b>141.52</b>	<b>304.85</b>	<b>450.6</b>

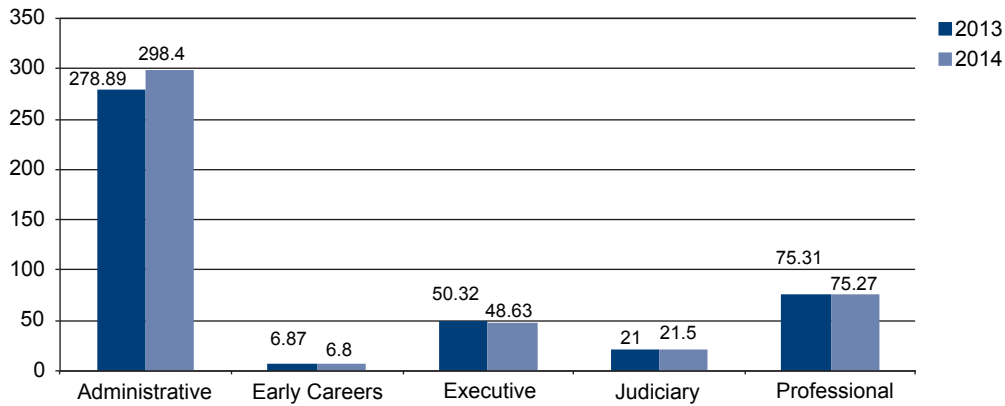
#### Notes:

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

The numbers of employees in each employment category remained relatively stable. Compared with 2012-13, the number of ongoing employees increased by 6.16%, and the number of fixed-term employees reduced by 3.83%.

# OUR PEOPLE

## FTE Numbers by Stream as at 30 June 2014



Notes:

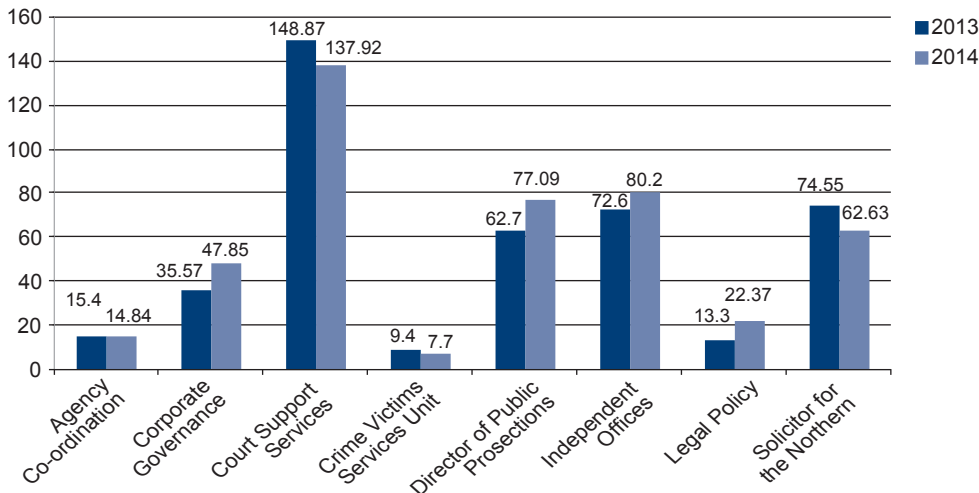
1. Senior legal professionals and the Director of Public Prosecutions are paid under the Executive stream.
2. 'Early Careers' includes graduates, apprentices and trainees.

Compared with 2012-13, the most significant changes were growth in administrative stream by 6.99% and the reduction in the executive stream by 3.23%.

## FTE Numbers by Division as at 30 June 2014

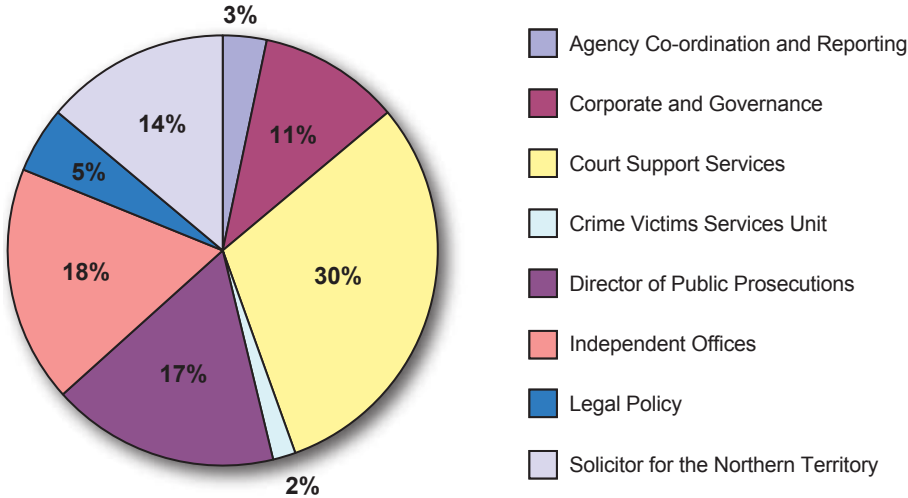
The department's FTE increased by 18.21 over 2012-13, which is attributed to implementation of the following Government initiatives;

- The Civilianisation of Police Prosecutions in the Director of Public Prosecutions, Darwin;
- The Domestic and Family Violence Reduction strategy in Legal Policy;
- Project work associated with the Civil and Administrative Appeals Tribunal in Legal Policy and Court Support Services;
- Expansion of the Community Visitor Program in the Anti-Discrimination Commission and the Residential Building Dispute function in Consumer Affairs; and
- The Stronger Communities project, Alice Springs in Legal Policy.



Notes: Corporate and Governance includes the Executive, Audit Services, Corporate and Strategic Services, the Business Partner Team and the Integrated Justice Information System (IJIS). IJIS staff transferred from Court Support Services during 2013-14. The Executive includes the Chief Executive and Deputy Chief Executive and support staff.

**FTE Staffing Percentage by Division as at 30 June 2014**

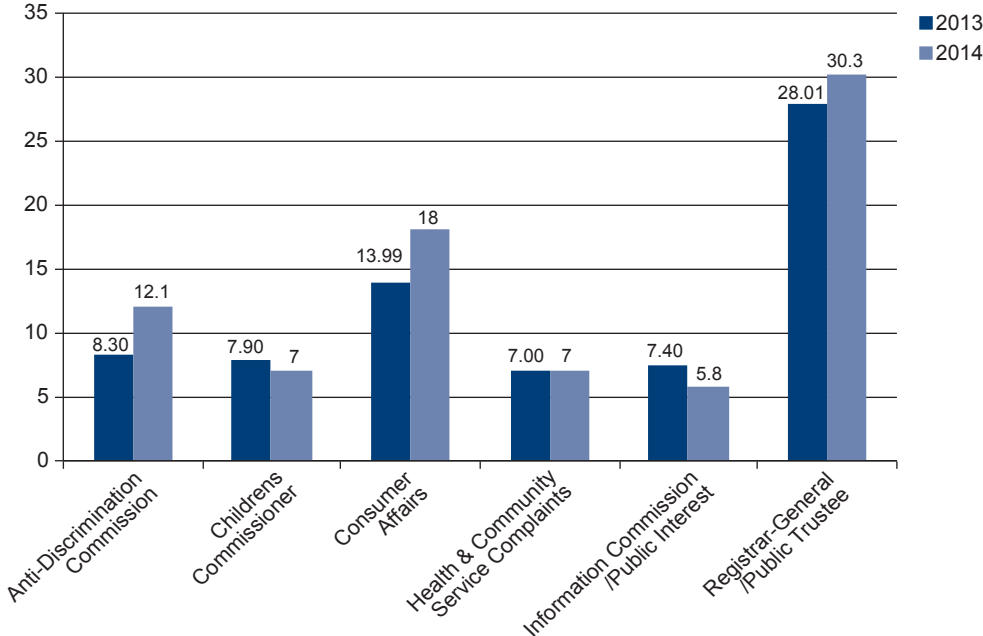


Variations to FTE staffing percentages for Divisions are due to internal restructuring and activities associated with Government initiatives (outlined above) compared to 2012-13.

Increases occurred in Corporate and Governance (3%), Legal Policy (2%), Director of Public Prosecutions (2%) and Independent Offices (1%).

Decreases occurred in Court Support Services (4%), Solicitor for the Northern Territory (3%) and Agency Co-ordination and Reporting (1%).

**FTE Staffing for Independent Offices as at 30 June 2014**

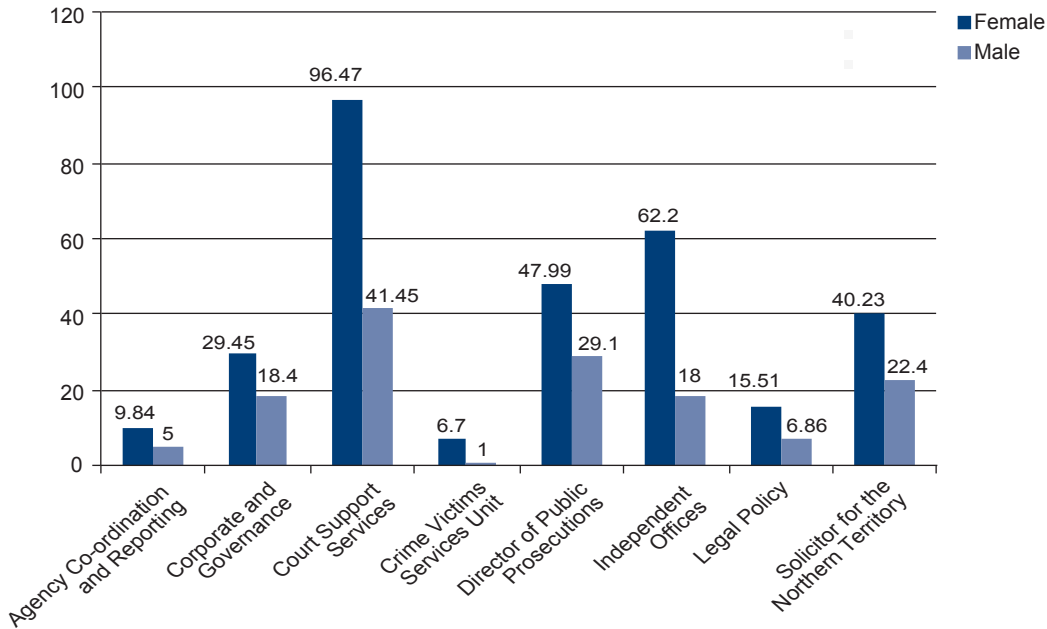


Note: While it is an independent office, the Director of Public Prosecutions is represented as a division and is not shown in this graph

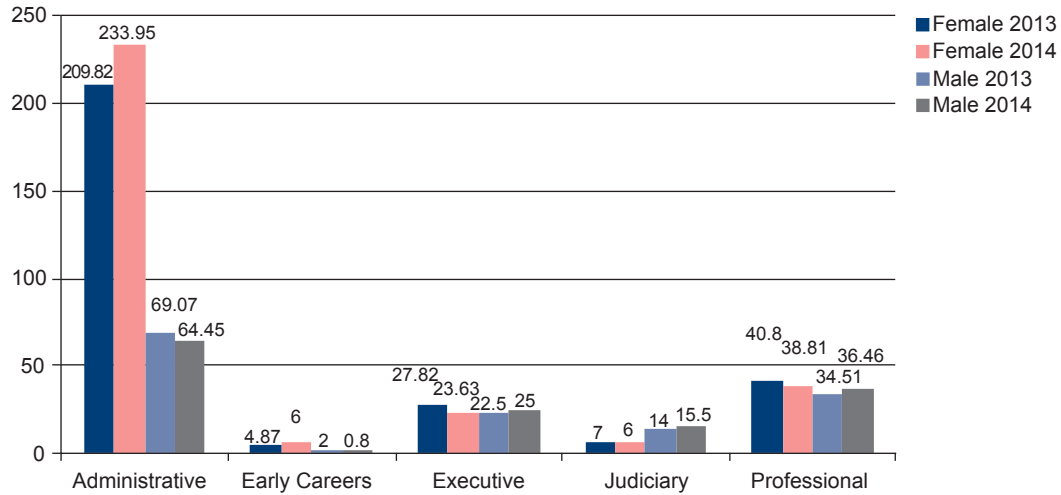
Increases in the FTE for the Anti-Discrimination Commission and Consumer Affairs are the result of the expansion of the Community Visitor Program and the Residential Building Dispute function respectively.

## EMPLOYEE DEMOGRAPHICS

FTE Staffing Numbers by Division and Gender as at 30 June 2014



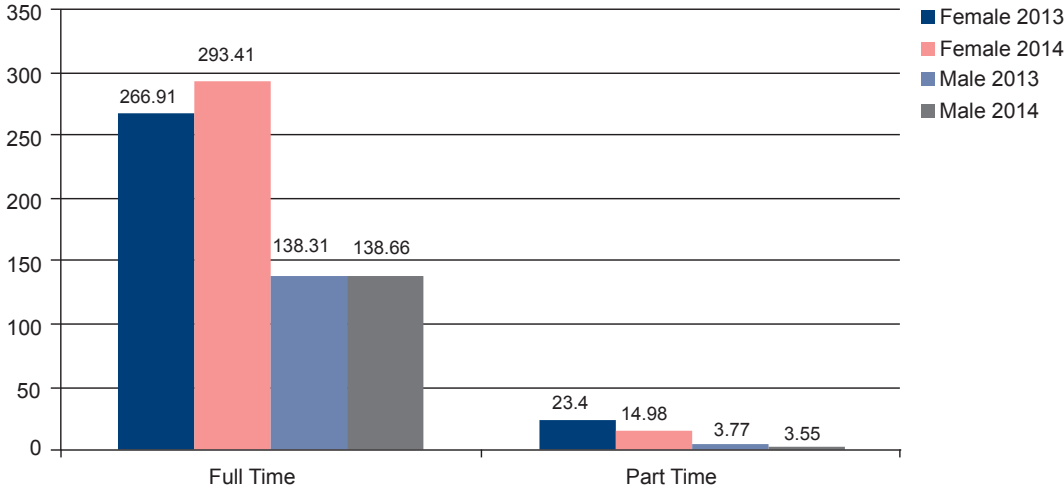
FTE Staffing Numbers by Stream and Gender Comparison as at 30 June 2014



Note: 'Early Careers' includes graduates, apprentices and trainees.

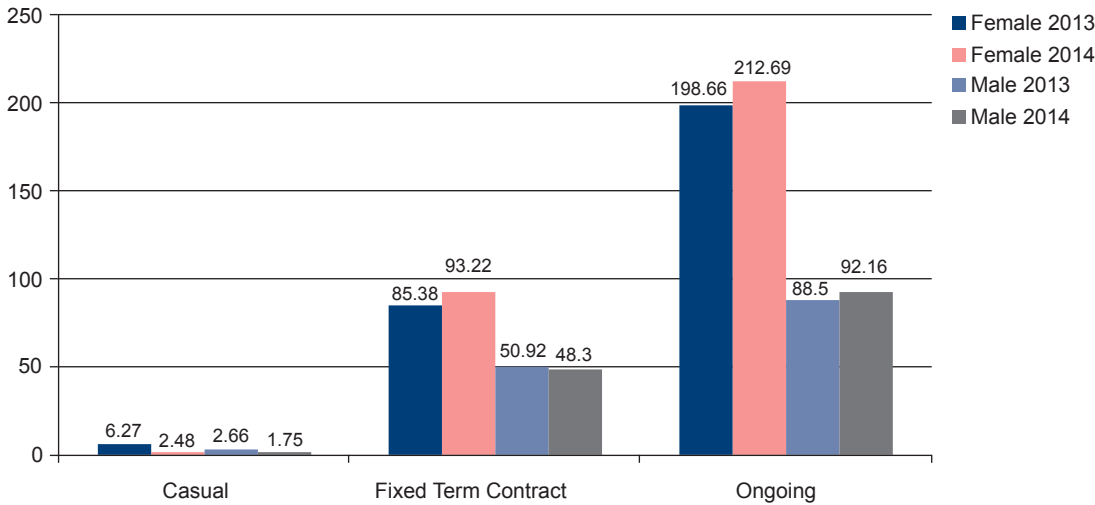
The most notable changes are the increase in female representation in the administrative stream by 11.50% and reduction in the executive and professional streams by 15.06% and 4.88% respectively.

**FTE numbers by Status and Gender Comparison as at 30 June 2014**



Females represent 68% of all full-time employees and 81% of part-time employees.

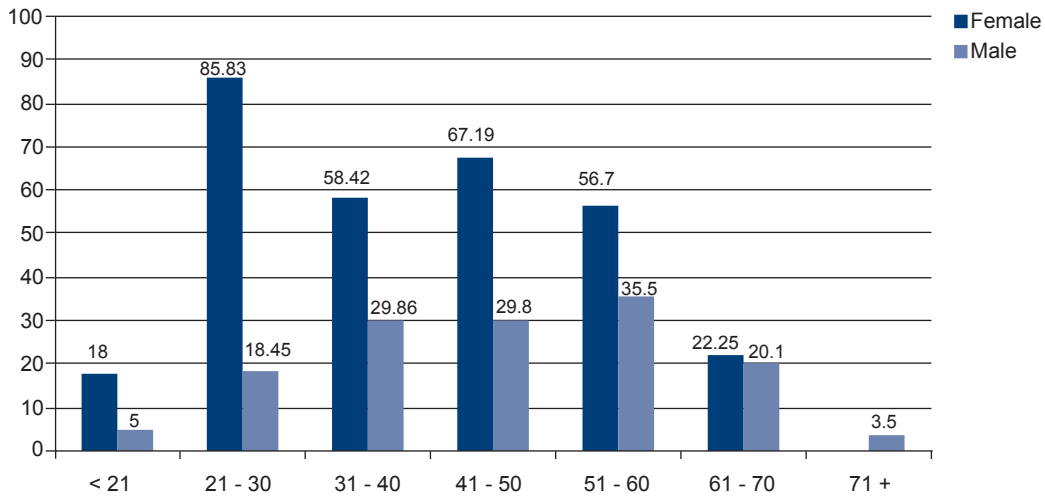
**FTE numbers by Employment Status and Gender Comparison as at 30 June 2014**



Increases in fixed-term contract and ongoing arrangements are proportional with the small overall FTE increase.

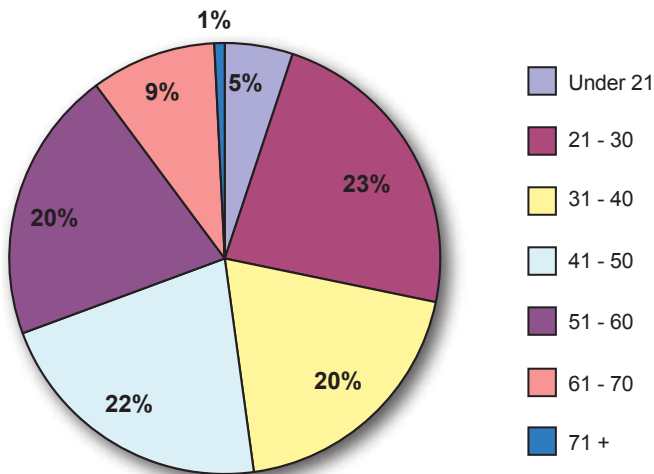
# OUR PEOPLE

## Staff Age Profile by Gender as at 30 June 2014



Note: The average age of departmental employees is 41.45; the average age of all NTPS employees is 43.1.

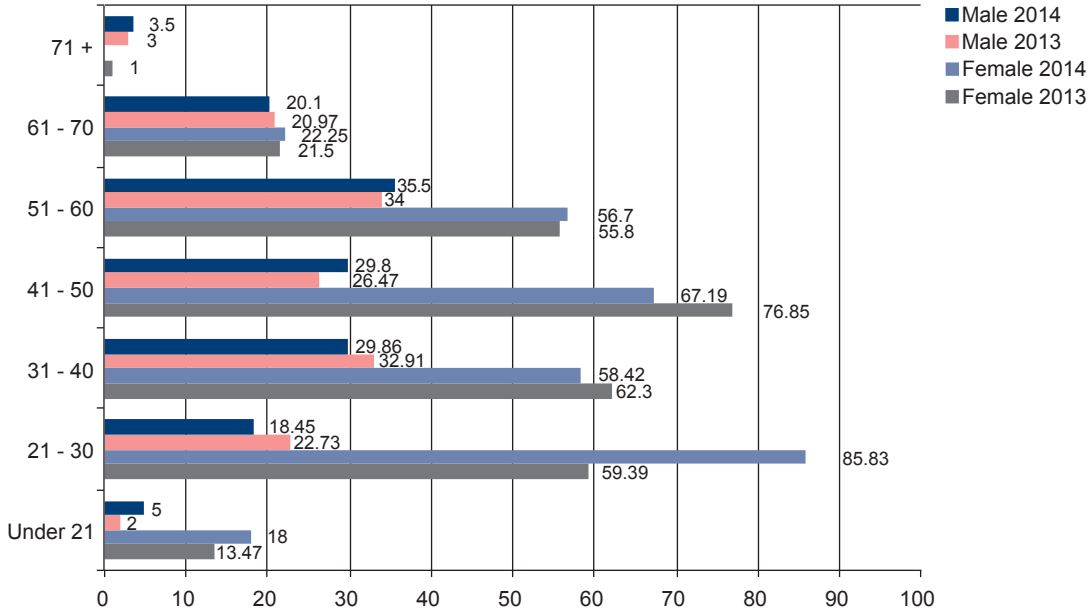
## Staff Age Profile Percentage as at 30 June 2014



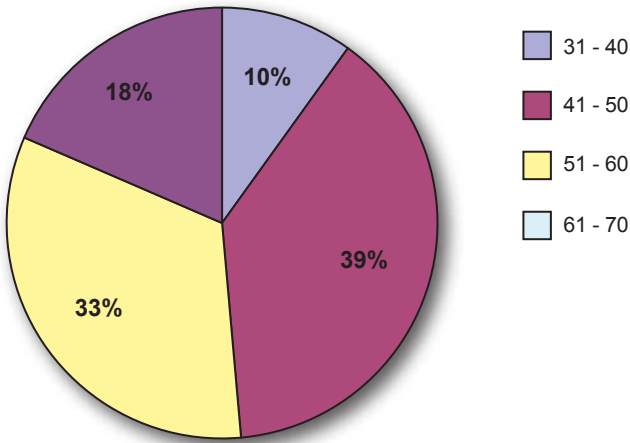
When compared with 2012-13:

- the percentage of the workforce over the age of 41 reduced by 4%.
- the most significant changes in the age profile were increases in employees aged under 21 (2%) and employees aged 21-30 (4%).
- The most significant decreases were: 31-40 (2%), 41-50 (2%), 51-60 (1%) and employees aged 61-70 (1%).

**Staff Age Profile by Gender Comparison as at 30 June 2013 v 30 June 2014**



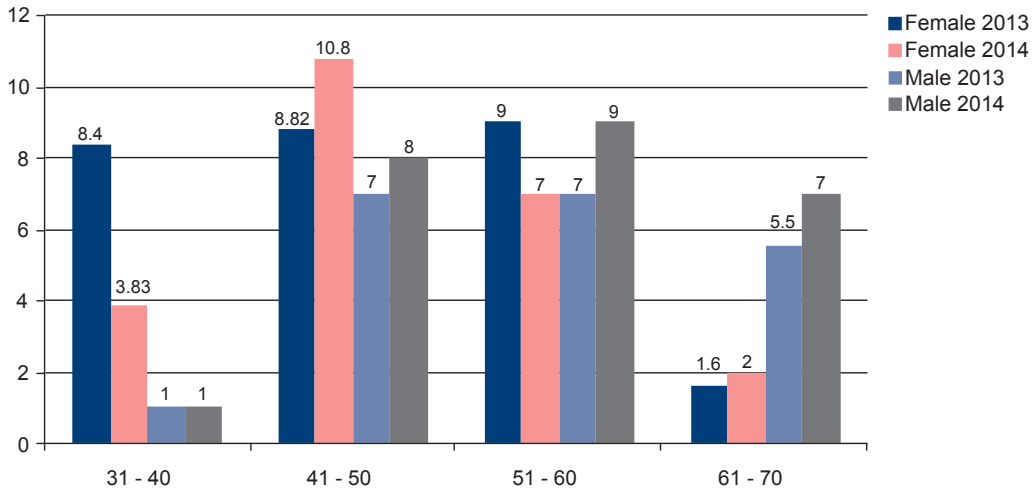
**Executive Stream Age Profile Percentage as at 30 June 2014**



The proportion of employees aged between 41-50 and 61-70 increased by 6% and 3% respectively compared to 2012-13. Notably, employees aged 31-40 decreased by 9%.

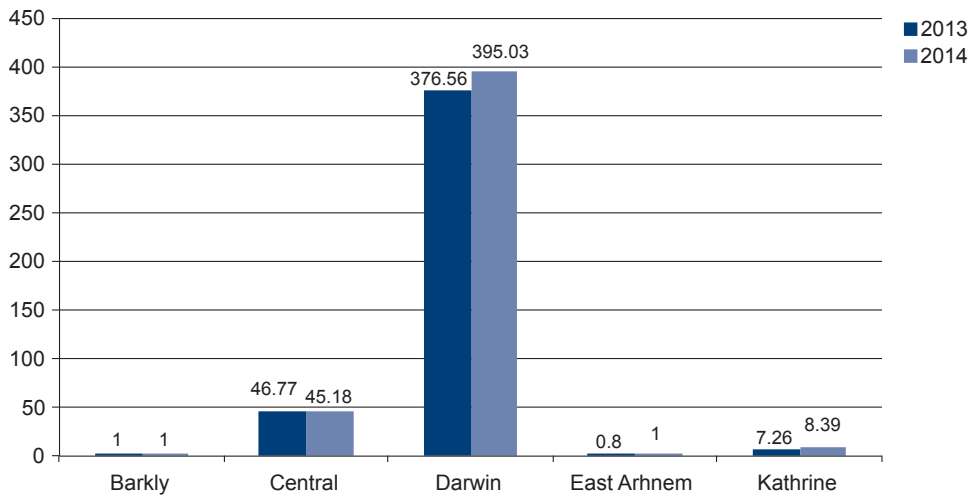
# OUR PEOPLE

## Executive Stream Age Profile by Gender Comparison as at 30 June 2014



When comparing the financial years, variances in the executive female cohort are more significant. This is attributed to the finalisation of the reduction of in-house lawyers. Executive age data is useful for the development of workforce planning tools such as succession planning to prepare for workforce turnover in this stream.

## Workforce Comparison by Region as at 30 June 2013 v 30 June 2014



Comparing variances by region highlights that the number of regional positions has remained stable and that departmental growth has occurred mainly in the Darwin region.

## ORGANISATIONAL CHANGES AND CHALLENGES

The department was relatively stable during the 2013-14 period with some minor expansion to accommodate a number of Government initiatives including the Civilianisation of Police Prosecutions in Darwin, the Domestic and Family Violence Reduction Strategy, project work associated with the Civil and Administrative Tribunal, expansion of the Community Visitor Program, the Residential Building Dispute function and the Stronger Communities project.

Consultation with employees and others affected by change during the year has occurred. The department has actively worked with employees affected by the restructuring changes that occurred in late 2012 and since and, as at 30 June 2014, the department had no employees who were potentially surplus.

As a consequence of the changes during 2012-13 the department established workforce planning initiatives as a priority for 2013-14. This was essential to identify the profile of the department, to identify and build future leadership capability, to identify new opportunities and risks, and to manage the challenging supply and demand of labour. The initiatives are designed to ensure the department has a suitably skilled workforce more representative of the community we serve. An analysis of leadership and critical positions, together with learning and development needs of the department, was undertaken during the reporting period and will culminate in the introduction of strategies to build employee and departmental capability in 2014-15.

The business partner model implemented during 2012-13 was subject to a 6-month review in 2013-14. This review indicated that, overall, the model was achieving its goal. In essence, the model introduced two business partner teams that provide an interface for divisions with respect to corporate assistance and support and is intended to ensure day-to-day corporate support is provided at the front end of the business, releasing divisional capacity to focus on front-line services.

The department continues to review all HR-related policies, procedures and instructional material on a regular basis to ensure that they remain contemporary and fit for purpose. In addition, the department is also participating in whole of government working parties established to improve efficiencies through the development of key whole of government corporate services policies and procedures.

## LEADING AND DEVELOPING OUR PEOPLE

### Highlights

- A Cross Cultural Awareness training schedule was developed and training was delivered to 111 employees in Darwin and Alice Springs;
- A learning and development toolkit was established for employees and supervisors on the department intranet;
- Four law clerks from the Graduate Development Program were admitted to practise law in the Northern Territory;
- Employees from the department have participated in eight different NTPS development programs;
- The department supported six applications for study assistance;

- The department revised performance management procedures and templates, developed an ongoing training schedule and actively promoted performance plans for employees and supervisors; and
- An extensive suite of HR procedures was developed to support the Business Partner Model to ensure provision of consistent and compliant support and advice.

The department commenced work on a learning and development plan, including a learning framework, to strengthen the capabilities of the department's workforce through clear linkages to meet the needs of the department now and into the future. Initial consultation on the mapping of leadership and critical positions was completed to identify capability gaps and support succession plans. Work on these initiatives will continue during 2014-15 to identify and mitigate people risks, analyse the supply and demand of skills, and outline planning and development activities to ensure the department continues to have a capable workforce delivering on its strategic outcomes.

### **Workforce Learning and Development**

Investing in our people is critical to our success and the department continued to actively promote development initiatives throughout the year. Employees and their supervisors were encouraged to use a variety of methods to develop workforce capability that suited individual learning styles and enabled enhanced performance in the workplace. Access to learning and development was provided through individual divisions supporting their employees with training specific to their business needs. This included attendance at conferences, mediation training, compliance programs, NTPS Leadership Programs and a range of on-the-job support programs. The department also supported professional memberships and professional allowances in accordance with Enterprise Agreements.

During the reporting period a new intranet site was developed and launched for the department. This included a review and updating of all HR content and the addition of a range of toolkits including my employment, learning and development, managers, employee assistance program, my safety, and recruitment.

Recognising the accessibility, efficiency and flexibility of online tools, research began into a range of online tools including on-line surveys, forms and information packages. Work will progress on these initiatives during 2014-15.

Six employees were supported with study assistance during 2013-14. This assistance supported tertiary qualifications including law, accounting and business.

### **NTPS Programs**

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

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

ANZSOG provides teaching programs for current and emerging public sector leaders to enhance the breadth and depth of policy, leadership and management skills needed

in today's public sector. These programs are delivered as part of the NTPS building leadership framework. Workshops and programs are actively promoted within the department.

## **Executive Master of Public Administration (EMPA)**

The program is a two-year part-time post-graduate degree under the ANZSOG program. The program aims to prepare emerging leaders for the demands and challenges of delivering value to the community, in an increasingly complex public service environment.

During 2013-14 the department supported one employee in this program.

## **Executive Leadership Program**

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

During 2013-14 the department supported three employees to participate in this program.

## **Public Sector Management Program**

The department continued to support participation in the Public Sector Management Program (PSMP). PSMP aims to enhance the existing knowledge, skills and attitudes, and behaviours of middle and senior managers and contributes to a certificate in Public Sector Management. Due to a review of the program, placements were not offered during 2014 and a new program will commence in 2015.

During the reporting period one employee graduated and one employee is currently undertaking the program and is due to graduate in 2014-15.

## **Future Leaders Program**

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

## **Discovery – Women as Leaders Program**

This program is a unique personal and professional development opportunity, designed for women to develop greater confidence, learn leadership skills and build valuable support and business networks. It provides participants with the opportunity to gain knowledge on contemporary leadership practices and change the way they view themselves and their career opportunities. Two employees from the department are participating in this program, which commenced in March.

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

The department conducted an analysis of its learning and development needs for 2014-15 and also commenced development work on a framework that will underpin learning activities for 2014-15 and onwards.

#### **Orientation Program**

A regular training schedule was established for the departmental Corporate Orientation Program which was delivered in Darwin and Alice Springs during 2013-14 to 31 employees. The program was reviewed during the reporting period to reflect changes in the department and better meet the needs of employees new to the department or NTPS. A new online welcome pack has been developed for employees to be launched during 2014-15. The corporate orientation and welcome pack are designed to complement work area induction programs.

#### **Recruitment and Selection Training**

The department has a regular training schedule in Darwin and Alice Springs to support the delivery of recruitment and selection training for all selection panel members. The workshop provides panel members with the necessary skills to successfully undertake a merit-based recruitment exercise and ensure the principles of natural justice and good human resource management practices are used. The workshop was attended by 29 employees during 2013-14. A review of the training package and toolkit commenced in 2013-14 and is due for completion in 2014-15.

#### **Individual Performance Review (IPR) Information Sessions**

The department has a regular training schedule in Darwin and Alice Springs to support the delivery of information sessions for employees and supervisors on our performance management system, the Individual Performance Review. Information sessions provide an overview of the performance management cycle including a guide to developing individual objectives and personal development plans, introduction to the NTPS Capability and Leadership framework, an overview of training and development options and an overview of the performance-based pay progression for senior classifications. Training was attended by 51 employees during 2013-14. A review of the training package and toolkit commenced in 2013-14 and is due for completion during 2014-15.

#### **Continuing Professional Development Program**

The Solicitor for the Northern Territory and the Office of the Director for Public Prosecutions run internal professional development programs for professional and administrative staff to ensure a skilled and professional workforce. The programs comprise a mix of internal and external speakers covering a variety of topics. The professional programs contribute to mandatory professional development requirements.

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

## Employment Programs

### Graduate Development Program

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

The department has an established 24-month program for law graduates through the NTPS Graduate Development Program, providing exposure and experience to clerks through extended rotations to various areas of the department. The program has been reviewed in 2013-14 and will run as a 12-month program from the 2014-15 intake. There are currently five law graduates placed within the department and four graduates were admitted to practise as legal practitioners in the Northern Territory during the reporting period.

A new 12-month Corporate Graduate program was launched in January 2014 with one graduate commencing and undertaking rotational placements in all corporate disciplines in the department.

### Aurora Native Title Internship

The Aurora Project aims to strengthen Indigenous organisations by supporting their staff and facilitating opportunities for all Australians to work in these organisations. The project aimed at improving educational outcomes for Indigenous Australians through a range of activities including internships and scholarships.

The department was able to support an internship placement within the Magistrates Court.

### Apprentice Program

The NTPS Apprentice Program is an entry-level recruitment program that aims to provide Territorians with an opportunity to gain a qualification through structured employment and training over a 12-month period in the NTPS.

One new apprentice commenced during the reporting period and is undertaking two rotations with Court Support Services, with the Community Justice Centre and the Supreme Court Registry.

### Vacation Employment

During the 2013-14 semester breaks the department employed 13 university students through the formal vacation employment program. The department also offers students employment to backfill short-term vacancies as they arise and summer clerkships are offered annually by the Solicitor for the Northern Territory. These opportunities aim to provide valuable workplace experience for students in a variety of occupations.

### Practicums

A practicum is a graduate level course, often in a specialised field of study, that is designed to give students supervised practical application of a previously or concurrently studied theory. The department provides opportunities to local students and supported two practicums for students undertaking studies during the reporting period. One student studying social work was placed in the Health and Community Service Complaints Commission and the other, studying law, was placed with Consumer Affairs.

## **HR Metrics – HR Online Reporting Tools**

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

## **PERFORMANCE MANAGEMENT**

The performance management system within the department is known as the Individual Performance Review (IPR). The system was reviewed to incorporate changes to the performance-based pay progression scheme for senior classifications and to refine instructions, forms and templates based on employee feedback during the reporting period.

All public sector employees have a legislative requirement to have a performance plan that feeds from the divisional business plan, providing a clear link from the department's strategic direction to individual efforts and responsibilities. Information sessions and online resources are provided to guide employees and supervisors through this important process.

## **RECOGNITION AND AWARDS**

### **Chief Minister's Public Service Medal**

Tom Crosby was a recipient of the Chief Minister's Public Service medal. He joined the Department of Law within a year of Self Government in February 1979. He remains one of the longest serving employees of what is now the Department of the Attorney-General and Justice, with more than 34 years of service in varying roles in a general services and infrastructure environment, and also looking after the Courts staff, including Judges.

Tom exemplifies the Northern Territory Public Sector values, particularly commitment to services, ethical practices, respect, accountability and impartiality.

### **Top End NAIDOC Award**

James Gaykamangu was the recipient of the 2013 Top End NAIDOC Elder Award, in recognition of his ability and commitment as an inspirational leader and role model to younger generations.

James has many years' service with the NTPS as an Indigenous Interpreter and continues to provide this service today. In addition to his interpreter role, James commenced with the department in 2008 and works as an Indigenous Court Liaison Officer in the Magistrates Court.

### **Australian Crime and Violence Prevention Awards**

The Community Justice Centre was awarded a certificate of merit for its 'Ponki' Mediator Training Project on the Tiwi Islands.

The project involved consulting, designing and delivering National Accredited Mediation training on the Tiwi Islands for the volunteer group known as the Ponki Mediators. The

aim of the project is to build capacity on the islands to reduce the risk of violent conflict and trauma through peace-making skills that provides a corresponding reduction in interaction with the criminal and civil justice system, health and child protection systems.

The Ponki Mediators resolve a wide variety of intra-family disputes and promote healing between families affected by serious, violent crime by facilitating victim-offender mediations in Berrimah Prison before release. This collaborative project provides culturally experienced trainers at no cost and is supported in-kind by local Aboriginal Legal Aid and NGOs.

## **Recognition of Service**

The department invested considerable effort in preparations to recognise employee service. Certificates, plaques and pins have been designed under the Recognition of Service policy and ceremonies are scheduled for Darwin and Alice Springs during 2014-15.

## **SFNT Donna Dreier Professional Development Award**

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

Emily Clarke was the deserving recipient in 2013-14. Emily commenced with the department in 2010, having completed a Bachelor of Arts majoring in Political Science and a Bachelor of Laws with first class honours. Since joining the department she has been involved in many complex health law issues and commercial matters. Emily plans to use the award to further her studies and develop practical guides and educational tools and resources to assist other junior lawyers in the department.

## **HEALTH, SAFETY AND WELLBEING**

Investment in our people's wellbeing contributes to department outcomes by supporting their ability to be fully engaged in their work, enjoy their work environment, feel safe and secure, and have a healthy work-life balance.

### **Work Health and Safety Framework**

A new WH&S framework specific to the department that ensured the systematic and consistent management of WH&S across all business divisions of the department was developed. The following have been developed and implemented during the reporting period:

- a new department WH&S Framework;
- a new hazard inspection and reporting system;
- new emergency signage and evacuation procedures for the Old Admiralty Towers building, with training and drills to occur in early 2014-15;
- A new Continuity Plan to deal with disruptions to business; and
- quarterly WH&S meetings of the Executive Leadership Group.

The department's Health, Safety and Wellbeing Policy, detailing options for accessing health, safety and wellbeing support and activities that promote a healthy lifestyle and work-life balance, is available to all employees. Strategies include information, support and advice for employees dealing with personal wellbeing challenges, as well as promoting services and resources that may enable employees to lead more active and healthy lives.

Below are some of the support and activities provided during 2013-14:

### **Employee Assistance Programs**

The department supports the use of the Employee Assistance Program (EAP). Information on EAP is incorporated into the Health, Safety and Wellbeing Policy and information is also available to employees during the orientation program. Promotional material is distributed to employee workplaces, and is available on the department's intranet information page, to help employees choose the most appropriate way to access support for confidential counselling and professional advice.

### **Flu Vaccinations**

In March 2014, all employees were provided with the opportunity to have a free flu vaccination, with 100 department employees electing to receive the vaccination.

### **Australia's Biggest Morning Tea**

Morning teas were held across the department on Thursday 22 May to help raise vital funds for cancer research, prevention and support services.

### **Jeans for Genes Day**

Gold coin donations were arranged within a number of divisions to support the Children's Medical Research Institute.

### **Christmas Charity**

Donations of canned pet food and toys were collected to support the RSPCA Darwin Regional Branch.

### **Just Walk Initiatives**

The Chief Justice led the way from the steps of the Supreme Court as part of the Law Society of the Northern Territory and the Heart Foundation's *Just Walk* initiative, aimed at promoting fitness, wellbeing and work-life balance and raising awareness for mental health issues in legal practice.

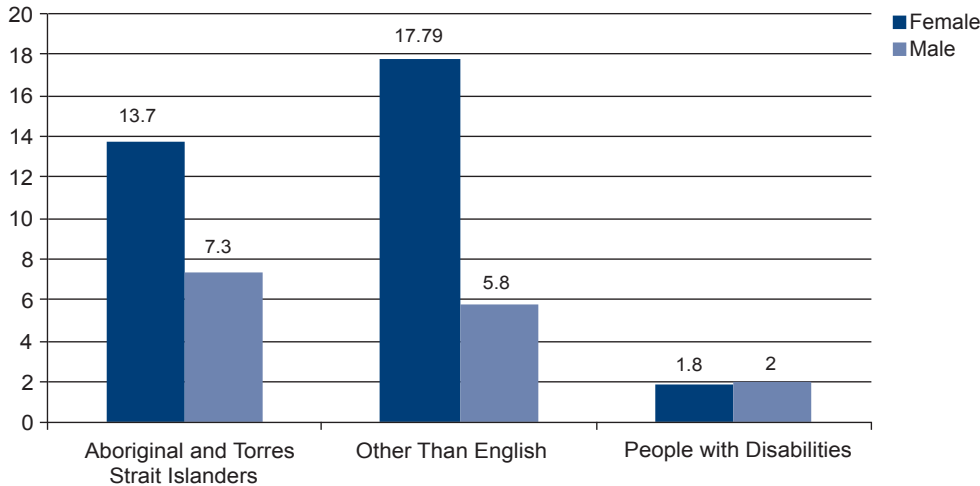
### **Guest Speakers – Training and Fitness**

The Solicitor for the Northern Territory arranged for a presentation on work-life balance and the importance of good physical and mental health at the annual SFNT Master class.

## EQUAL EMPLOYMENT OPPORTUNITIES AND DIVERSITY

All employees are encouraged to update their personal details on MyHR to enable accurate recording of diversity data, with an annual EEO census.

### EEO Group by Gender as at 30 June 2014



Notes:

1. These figures include only self-identified individuals in the categories shown in the above chart.
2. These figures also only include employees who were paid in the pay period as at 30 June 2014.

There were only marginal variances from 2012-13 in identified equal employment groups. Female employees represent 68% of the department's workforce compared to 67% last year, Indigenous employee representation rose from 4.4% to 4.7%, employees from non-English speaking backgrounds increased from 3.1% to 5.3%, and employees with a disability increased from 0.7% to 0.9%.

The department provided a work placement opportunity for a person with a disability and is now exploring a longer term placement in line with the NTPS EmployAbility strategy.

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

- The Health and Community Services Complaints Commission hosted the 'Know Your Rights Diverseability Forum' for 'Disability Awareness Week' in Darwin, and had a stall at the Disability Awareness Week market. A Know Your Rights presentation was also given in Alice Springs for Seniors Week;
- Mental Health Week;
- International Women's Day;
- NAIDOC week, to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples;
- The Anti-Discrimination Commission gave training on a variety of topics such as understanding individual's rights and responsibilities with regard to anti-discrimination, harassment and bullying, preventing harassment and bullying for managers and supervisors, and training for contact officers; and
- Taste of Harmony day, to celebrate diversity in the workplace.

## COMPLIANCE WITH EMPLOYMENT INSTRUCTIONS

The department regularly reviews its HR policies and procedures to ensure they are fit for purpose and are consistent with the Employment Instructions made under the *Public Sector Employment and Management Act* (the Act). The department is also represented on whole of government working party groups established to develop generic policies and procedures for key areas.

### ***Employment Instruction 1 – Filling Vacancies***

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

- has developed extensive procedural guidelines for advertising, selection and appointment processes that are available on its intranet. A review commenced in 2013-14 to ensure this material remains compliant with merit principles and employment instructions and contemporary best practice approaches; and
- established a regular schedule of Intensive training in the principles and processes of recruitment and selection to ensure all department employees undertaking recruitment activities are adequately trained. Panel member training was undertaken by 29 employees during the reporting period.

### ***Employment Instruction 2 – Probation***

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

- developed a Probation Policy which is available for all staff and managers on the department's intranet website; and
- is a representative on the whole of government working party to develop a generic whole of sector probation policy and procedures.

### ***Employment Instruction 3 – Natural Justice***

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

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

### ***Employment Instruction 4 – Employee Performance Management and Development Systems***

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

- has developed and implemented a performance management system, called the Individual Performance Review (IPR);
- reviewed the program during 2013-14 to incorporate changes to the performance-based pay progression scheme for Senior Classifications and to refine instructions, forms and templates based on employee feedback;
- developed a policy and a comprehensive procedural toolkit;
- established a regular schedule of information sessions on the department's performance management system, including the Senior Classification performance-based pay increment; and
- is a representative on the whole of government working party to develop a generic whole of sector performance management policy and procedures.

### ***Employment Instruction 6 – Employee Performance and Inability***

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

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

### ***Employment Instruction 7 – Discipline***

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

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

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

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

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

### ***Employment Instruction 9 – Employee Records***

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

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

### ***Employment Instruction 10 – Equality of Employment Opportunity Programs***

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

- has reviewed the new NTPS EmployAbility strategy and is investigating employment opportunities under the Disability Employment Program;
- provides cross cultural awareness training for employees in Darwin and Alice Spring (during 2013-14, 111 employees attended this training, and further training is to be conducted during 2014-15);
- delivers appropriate workplace behaviour training to new staff at orientation. This includes discrimination in the workplace and the steps taken to prevent this; and
- is awaiting the outcome of the Commissioner for Public Employment's review of the NTPS Indigenous Employment and Career Development Strategy before proceeding to develop a departmental program.

### ***Employment Instruction 11 – Occupational Health and Safety Standards Programs***

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

Chief Executive Officers are also to develop programs that ensure employees and their representatives are consulted in the development and implementation of Occupational Health and Safety (OH&S) programs in the agency. In response, the department:

- developed and launched a new Work Health and Safety (WH&S) framework during 2013-14, and established a new steering committee and workplace committees across the department;
- includes WH&S in the department's orientation program to ensure new employees were aware of WH&S rights and responsibilities;

- developed induction guidelines, available on the intranet, that include specific WH&S matters relevant to the immediate work environment for managers to discuss with new employees;
- identified fire warden and first aid officers and relevant training;
- publishes periodic information on WH&S tips, issues and promotion of healthy lifestyle options;
- provides case managers for work-related injuries to ensure expedient rehabilitation and return to the workplace, where appropriate. Early intervention is a focus for the department to reduce the number of potential workers compensation claims; and
- promotes Employee Assistance Programs widely across the department to employees who may be experiencing work and non-work related difficulties.

### ***Employment Instruction 12 – Code of Conduct***

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

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

- provides information sessions on the Code of Conduct to new employees as part of orientation, with electronic copies made available on the intranet; and
- developed an Acceptance of Gifts and Benefits Policy which is available to all staff on the intranet.

### ***Employment Instruction 13 – Appropriate Workplace Behaviour***

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

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

# OUR PERFORMANCE

---

## REPORT ON PERFORMANCE

This section outlines the department's actual performance against the planned outcomes published in *Budget Paper No. 3* for 2013-14. It includes the performance measures used to demonstrate efficiency and effectiveness in achieving the outcomes.

It also includes the achievements and highlights, particularly as they relate to the department's strategic plan 2013-2016.

## LEGAL SERVICES

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

### SOLICITOR FOR THE NORTHERN TERRITORY (SFNT)

Provide Government with quality legal advice and representation.

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Legal services (solicitor hours)	75,753	84,126	63,000	83,510	91,244
Requests for legal services:					
Short advice matters <sup>1</sup>	1,560	1,341	1,560		
Files opened <sup>2</sup>					
provided by SFNT	1,700	1,952	1,700		
domestic violence matters <sup>3</sup>	700	658	1400		
outsourced	500	625	500		
Instructions outsourced <sup>4</sup>	NA	NA	NA	370	446
Client satisfaction	85%	93%	85%	96%	87%

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

# OUR PERFORMANCE

## Achievements/Highlights

Advice and opinions on the interpretation and application of Territory and Commonwealth laws, and legal issues and disputes.

Representing and instructing counsel to represent the Attorney-General in a number of proceedings in which the Attorney-General has intervened pursuant to s17 of the *Crown Proceedings Act*.

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

Representation for the Chief Executive Officers of the Department of Correctional Services and Department of Health in relation to 'supervised persons' under Part IIA of the *Criminal Code*.

Instructing the Solicitor-General in a High Court challenge to the *Criminal Property Forfeiture Act*.

Instructing the Solicitor-General in High Court special leave applications.

Provision of a prosecution service on behalf of various Territory agencies under the Animal Welfare legislation; *Liquor Act*; *Private Security Act*; Crowd Controllers, Security Firms and Security Officers Regulations; Parks and Wildlife legislation; Work Health legislation; *Tobacco Control Act*; *Environmental and Pollution Control Act*; and *Domestic and Family Violence Act*.

**Provide a strong, responsive, contemporary justice system**

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

Representation for the Northern Territory Police in the Court of Summary Jurisdiction in respect of confirmation hearings for police domestic violence orders.

Advice and representation in relation to applications under the *Volatile Substance Abuse Act*, *Child Protection (Offender Reporting and Registration) Act* and *Serious Sex Offenders Act*.

Advice on the Territory's role and obligations in relation to the Royal Commission into Child Sexual Abuse.

Advice and representation in respect of appeals brought to decisions of the Mandatory Alcohol Treatment Tribunal.

Advice and representation in respect of Supreme Court proceedings brought in respect of Alcohol Protection Orders.

Provision of advice and assessors for the *Victims of Crimes Assistance Act* and representation for recovery of debts from offenders.

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

## Achievements/Highlights

Advice and representation provided by the Litigation Division of the SFNT for Chief Executive Officers and statutory officeholders in relation to disciplinary and inability proceedings under the *Public Sector Employment and Management Act*.

Representation for the Attorney-General in respect of a judicial review application in the Supreme Court challenging the validity of Planning Regulations.

Representation for the Territory in various coronial inquiries.

Representation for the Commissioner for Public Employment and Commissioner for Police in the Fair Work Commission.

Representation for the Commissioner of Police, Corrections and Courts in claims for wrongful imprisonment.

Building the capacity of agencies to investigate and run their own prosecutions by conducting training courses and shadowing prosecutions.

Advice and representation for the Department of Health in respect of medical negligence claims and proceedings.

Advice and representation for the Department of Treasury and Finance in respect of an appeal under the *Taxation Administration Act*.

Advice and representation to the Department of Lands, Planning and Environment in respect of a Supreme Court challenge to the issue of an exceptional development permit.

Continuing representation of the Northern Territory and MacDonnell Shire Council in the Supreme Court in relation to a legal challenge to the validity of the 2008 Local Government reforms brought by members of the former Amoonguna Community Inc.

Advice in respect of Local Government legislative reforms and de-amalgamation of super-shires.

Provision of strategic legal advice and dedicated case management service (working with private lawyers) for the Department of Infrastructure, the Department of Housing and the Department of Corporate and Information Services in relation to several high value and complex construction disputes.

Advice and representation for the Northern Territory Teacher Registration Board.

Enforcement of the *Criminal Property Forfeiture Act* has successfully continued over the past 12 months. Some Supreme Court proceedings were stayed pending the outcome of the High Court of Australia appeal in *NTA v Emmerson*, which entailed a constitutional challenge to the validity of the Act. The appeal was resolved in favour of the Northern Territory in March 2014 and, as a result, stayed matters are now progressing.

## Other achievements or highlights

## Achievements/Highlights

Over the past 12 months, a total of five Supreme Court matters and five Local Court matters have been concluded relating to the forfeited property to the value of \$1,958,973. There are presently four Supreme Court matters and eight Local Court matters before the Courts involving restrained property to the value of approximately \$2,488,967.

Enforcement activities under the *Criminal Property Forfeiture Act* have made an ongoing significant contribution towards combating drug offending. The Northern Territory continues to be well regarded as an enforcement jurisdiction. Over the past 12 months, advice has been provided to both Queensland and Tasmania for the purposes of drafting their own unexplained wealth legislation. A presentation was given to the Tasmanian Office of the Director for Prosecutions and Tasmanian Police on investigative methodologies and presentation of cases before a Superior Court. A senior law officer represented the Northern Territory Commissioner of Police at the Expert Panel established by the Commonwealth Government concerning unexplained wealth proceedings.

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

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

Inpex Ichthys LNG Project – following execution of the Project Development Agreement, SFNT has continued to work on ancillary land tenure agreements and other associated agreements related to the LNG Plant site to support the construction phase, which is now 50% completed.

Marine Supply Base – the SFNT provides advice and drafts contract documentation as required and is now advising on a range of issues related to this important infrastructure project.

NT Secure Facilities Project (new prison) – SFNT provides ongoing advice and is assisting on the project as required. Construction is due for completion in mid 2014.

Darwin City Waterfront Redevelopment Stage 2 – SFNT provides ongoing advice and is resolving land tenure issues as development progresses.

Land Release – SFNT assists the Department of Lands, Planning and the Environment in relation to a range of residential land releases including Katherine East Stage 1, Sports House Development and Humpty Doo Industrial Estate, as well as the continuing development of Zuccoli.

Utilities Reform – advice as required in relation to the restructure of PWC.

Palmerston Regional Hospital.

## Other achievements or highlights

## Achievements/Highlights

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

Significant matters within the reporting year include:

Native Title Consent Determinations – 30 consent determinations were achieved during the reporting period and a further 20 determinations are being progressed towards consent determinations in 2015.

Kakadu land claims – an agreement was negotiated with the Director of National Parks, the Commonwealth and the Northern Land Council to add certain areas of outstanding *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) claims in Kakadu National Park to Schedule 1 of the Act.

Jabiru native title claim – continued negotiations with the Mirarr traditional owners, the Northern Land Council, the Commonwealth, the Director of National Parks and Energy Resources of Australia regarding the proposed 99 year lease of Jabiru to traditional owners and the grant of the town of Jabiru under the *Aboriginal Land Rights (Northern Territory) Act 1976*.

Ord Development Task Force – ongoing advice to assist negotiations for the potential expansion of the Ord River irrigation district into the Northern Territory.

Kenbi land claim – continued assistance and advice regarding settlement of the Kenbi land claim.

Blue Mud Bay – ongoing provision of advice and assistance regarding negotiations with land councils and other stakeholders to find practical and positive outcomes to issues arising from the decision of the High Court in *Northern Territory of Australia & Anor v Arnhem Land Aboriginal Land Trust & Ors*.

Preparation of the Northern Territory Government's submission to the Australian Law Reform Commission's Issues Paper No. 45 'Review of the Native Title Act 1993 (Cth)'.

Continued representation on the cross-jurisdictional Native Title Senior Officers Group with respect to issues arising under the *Native Title Act 1993* (Cth).

Instructing the Solicitor-General and Junior Counsel in a Special Case Stated before the Full Federal Court in *Congoo & Ors on behalf of the Bar Barrum People v State of Queensland & Ors* with respect to the operation of section 51 (xxxi) of the Constitution.

*Griffiths v Northern Territory* – continue to instruct the Solicitor-General and Junior Counsel with respect to stage 2 of the Timber Creek native title compensation claim with respect to issues of quantum.

Provided legal and strategic advice with respect to streamlining *Native Title Act 1993* processes.

## Other achievements or highlights

## LEGAL POLICY

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Bills introduced to Parliament	18	16	20	18	15
Cabinet comments completed within 5 working days	90%	88%	90%	88%	77%
Minister's satisfaction with: <sup>1</sup>					
- strategic policy and program advice	>5	5	>5	5	NA
- agreed timeframes and milestones met	>5	5	>5	4	NA

1. Measures range from rating of 1 = extremely dissatisfied through to 6 = extremely satisfied.

### Achievements/Highlights

Delivery of a number of priorities on the Government's legislative reform agenda, including the commencement of the *Advance Personal Planning Act 2014*, the development and introduction of the Northern Territory Civil and Administrative Tribunal Bill 2014 and progressing Bail reform.

Introduction of 16 Bills in the Legislative Assembly during 2013-14.

Support for the Attorney-General's attendance at a meeting of the Standing Council on Law and Justice held in Sydney from 10-11 October 2013.

Progress national reforms (including directors' liability, international wills and to provide for the various processes necessary for the ratification by the Commonwealth Government of the Optional Protocol to the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment).

Publication and release, as part of various consultation processes, of reports, issues papers or draft legislation, including:

- draft consultation on Monitoring of Places of Detention (Optional Protocol to the Convention Against Torture) (National Uniform Legislation) Bill 2013;
- draft Advance Personal Planning Bill 2013 and final report on outcomes from public consultation;
- Issues Paper on 'Legal Representation and Jurisdictional Limit in Small Claims';
- draft report on the review of the *Business Tenancies (Fair Dealings) Act*;
- Issues Paper and Final Consultation Report on issues arising from the legal basis on which governments can share personal information in the event of a local or non-local disaster or emergency situation
- draft report on the review of the Committals Reform – *Justice Legislation Amendment (Committals Reform) Act 2010*;
- draft report on the 'Reform of Summary Offences';

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

## Achievements/Highlights

- final reports on various issues arising under the *Unit Titles Act* and the *Unit Title Schemes Act*, including cancellation of schemes and enforcement provisions;
- draft Justice and Other Legislation Amendment (Summary Procedure) Bill 2014; and
- draft Local Court Bill 2014 (proposing reforms relating to the jurisdiction and procedures of the lower courts).

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

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

Amendments were made to the Criminal Code to:

- expand the offence of female genital mutilation;
- provide for the forfeiture and destruction of child abuse material;
- require an accused person to submit to a psychiatric or other medical examination;
- require a report to Police where death or serious harm is caused in a vehicle accident;
- provide a presumption for joint trials in multiple sexual offence matters; and
- establish new offences for identity theft.

Amendments were made to the *Misuse of Drugs Act* to:

- increase the categorisation of methamphetamine from Schedule 2 to Schedule 1 of the Act;
- remove duplication and inconsistencies;
- strengthen the regulation making powers of the Act; and
- strengthen the sentencing guidelines for supplying a dangerous drug in an Indigenous community.

**Provide a strong, responsive, contemporary justice system**

Commencement of the *Serious Sex Offenders Act 2013* (which provides for the continued detention or supervised release of serious sex offenders who are deemed to be such a serious danger to the community that continued management by detention or supervision of the offender is warranted after they have served their original sentence).

Introduction, commencement and implementation of the *Advance Personal Planning Act 2014*, including the presentation of many information sessions on the new legislation.

Publication of two consultation reports in relation to recorded statement protections for vulnerable witnesses and directions during sexual assault trials regarding the timing of a complaint.

Development of the Northern Territory Domestic and Family Violence Reduction Strategy – Safety Every One’s Right, after a thorough consultation process with domestic and family violence stakeholders. This will enable the Government to meet its commitment to implement the National Plan to Reduce Violence Against Women and Children 2010-2022.

Jointly led, with the Department of Children and Families, the implementation of the \$3.26m Alice Springs Integrated Response to Domestic and Family Violence project. Achievements to date include:

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

# OUR PERFORMANCE

## Achievements/Highlights

- implementation of the Family Safety Framework;
- introduction of a Family and Domestic Violence Victim Safety and Support Service at the Alice Springs Court;
- development of a best practice men's behaviour change program;
- development of a project framework for educating young people about respectful relationships; and
- development of a community engagement strategy and a project evaluation, which will be conducted over 2014 and 2015.

Rolled over the 2013-14 funding agreement for a further year (2014-15) with the Northern Territory Legal Aid Commission for the provision of legal aid services for Territorians, particularly those in the community who are disadvantaged.

Supported coordination across the Northern Territory legal and social services sector to implement the National Partnership Agreement on Legal Assistance Services, including through the hosting of jurisdictional fora in 2013-14.

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

## CRIME VICTIMS SERVICES UNIT

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
<i>Victims of Crime Assistance Act applications</i>	525	442	525	497	510
Number of people on Victims Register <sup>1</sup>	90	122	90	96	74

1. The number of people on the Victims Register increases as new people are added, but also reduces as people are removed (usually because the offender has been released from prison and/or is no longer under the supervision of Corrections).

## Achievements/Highlights

The Crime Victims Services Unit worked in partnership with a range of government and non-government legal, medical, counselling and law enforcement service providers to provide financial assistance to victims of crime and their families who suffered financial loss or injury as a result of a violent act in the Northern Territory.

The Northern Territory Victims Register worked closely with the Department of Correctional Services and the Northern Territory Parole Board to provide regular advice to people on the register about the offender for whom they are registered. The information provided to registered persons related to the offender's conditions of sentence, parole and/or other supervision by the Department of Correctional Services.

The Crime Victims Services Unit was an active referral partner agency in the Northern Territory Police trial of the SupportLink project in Alice Springs. SupportLink is a partnership model to strengthen referral relationships between police, government and non-government services.

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

## COURT SUPPORT SERVICES

### Outcomes

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

### Outputs

- Higher Courts
- Lower Courts and Tribunals
- Fines Recovery Unit
- Integrated Justice Information System

## HIGHER COURTS

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Cases lodged					
- Criminal	500	505	500	511	510
- Civil	500	508	500	497	488
Sitting days					
- Criminal	1,000	1,053	1,000	977	979
- Civil	250	198	250	236	263
Finalisation of cases within 12 months					
- Criminal	90%	96%	90%	95%	94%
- Civil	85%	92%	85%	90%	89%

## LOWER COURTS AND TRIBUNALS

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

# OUR PERFORMANCE

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
<b>Criminal cases lodged</b>					
- Major centre courts	11,500	14,130	11,500	13,352	10,450
- Circuit courts	3,500	4,626	3,500	4,153	3,078
Civil cases lodged	6,500	7,233	6,500	7,037	6,781
Sitting days <sup>1</sup>	2,600	2,617	2,600	2,961	3,166
Circuit court days	390	381	390	372	372
<b>Finalisation of cases within 6 months</b>					
- Criminal	80%	84%	80%	77%	63%
- Civil	85%	86%	85%	81%	82%
Finalisation of coronial cases within 12 months	60%	44%	60%	42%	
Community Justice Centre mediations	150	142	150	153	151
Community Justice Centre presentations	30	33	30	35	29
Community Justice Centre client satisfaction	85%	92%	85%	92%	92%

1. 2013-14 data includes magistrate sitting time only. Earlier collections include registrar sitting days

## Fines Recovery Unit

Processes and collects court fines and infringement penalties.

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Fines and penalties paid in full	60,000	50,487	60,000	57,666	51,540
Fine and penalty clearance rate <sup>1</sup>	85%	74%	85%	80%	80%
<b>Enforcements issued:</b>					
- Court fines	11,500	11,138	11,500	11,715	8,470
- Infringement penalties	24,000	32,814	24,000	26,090	23,230
<b>Enforcements fully paid within 12 months</b>					
- Court fines	35%	26%	35%	33%	32%
- Infringements penalties	65%	59%	65%	62%	63%
Client satisfaction <sup>2</sup>	85%	91%	85%	94%	94%

1. Fines and penalties paid in full during the period corresponding to the date of issue.

2. Clients include court registries, lawyers, infringement-issuing agencies (including police) and fine defaulters.

## Integrated Justice Information System

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Modernisation projects planned <sup>1</sup>	3	3	6	NA	NA
Stakeholder satisfaction with IJIS modernisation projects	80%	Not Measured <sup>1</sup>	80%	NA	NA
Availability of access to the IJIS environment	99%	98.82	99%	NA	NA

1. As the IJIS modernisation project meets initial milestones, additional projects can commence.

## Achievements/Highlights

The Justice Data Warehouse has been updated to the latest software and re-branded to the Justice Reporting System.

FRU announcement of additional enforcement sanctions and tougher penalties for fine defaulters.

Development is underway on a Business Recovery Plan to assist with managing events, such as this year's March blackout, in the future.

FRU & CJC Business Plans produced.

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

Video-conferencing was installed into Court 4 at Alice Springs, so all four courts there now have the facility.

The PADS system at Nichols Place was changed from one rolling screen at the entrance, to four static screens.

Additional video-conferencing facilities were installed at Nhulunbuy, Alyangula, Nichols Place (two systems) and Alice Springs and Court Support Services is looking at ways to increase the use of video-conferencing across the Territory.

Consistency projects are underway, with Registrars and staff members working on gathering materials relating to specific topics to bring policies and procedures up to date, with a view to creating standardised fact sheets to assist with common client enquiries.

The Australian and New Zealand Fines Recovery Group (ANZFERG) Conference for 2013 was held in Sydney from 22-23 October 2013 and attended by an agency representative who found it a valuable resource that can be used by the NT FRU to aid in cost-effective recommendations and decisions in the business of fines recovery.

**Provide a strong, responsive, contemporary justice system**

The Community Justice Centre, along with 30 service providers in Alice Springs, joined the formal 6 month trial of the SupportLink project led by Northern Territory Police. This project aims to deliver targeted referral and diversion to appropriate support services and provides a single referral gateway to targeted services for people who require assistance such as early intervention of conflict through mediation services through the CJC.

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

## DIRECTOR OF PUBLIC PROSECUTIONS

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

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
New matters <sup>1</sup>	6,800	8,180	8,400	1,906	2,021
Finalisations:					
- Supreme Court pleas <sup>2</sup>	280	275	300	341	397
- Supreme Court trials	50	43	50	53	49
- Supreme Court withdrawn	50	25	50	45	43
- Not committed to Supreme Court	10	0	10	0	1
- Summary hearings/pleas <sup>1</sup>	3,900	4,372	6,400	972	959
- Summary withdrawn <sup>1</sup>	400	504	480	249	234
- Appeals at all levels	75	56	75	62	68
Witness Assistance Service clients <sup>3</sup>	1,450	1643	1,450	1,822	1,493
Duty prosecutors days <sup>4</sup>	800	787	650	886	1,097
Findings of guilt (including guilty pleas) in Supreme Court	90%	94%	90%	94%	95%
Findings of guilt (including guilty pleas) in Court of Summary Jurisdiction	90%	94%	90%	89%	91%
Convictions after trial or hearing	90%	95%	90%	90%	91%
Filing of indictments within 28 days of committal	65%	71%	65%	57%	75%
Supreme Court matters withdrawn less than 28 days before a trial was to commence	65%	53%	65%	69%	63%

1. Increases reflect civilianisation of police prosecutions in Darwin effective from 2 December 2013.
2. Increasing number of indictable offences being prosecuted in the Supreme Court.
3. Additional witnesses are being engaged by the Witness Assistance Service to assist through the criminal justice process.
4. Duty prosecutor days have reduced with the civilianisation of police prosecutions in Darwin. Duty prosecutor days are now predominantly provided in Alice Springs and Katherine.

### Achievements/Highlights

The civilianisation of police prosecutions function in Darwin from the Northern Territory Police to the Director of Public Prosecutions was concluded during the reporting period. This transfer resulted in additional funding and resources transferring to the department.

**Provide a strong, responsive, contemporary justice system**

## INDEPENDENT OFFICES

An equitable society in which a person's legal rights and property interests are protected.

### Outputs

- Consumer Affairs
- Anti-Discrimination Commission
- Information Commissioner
- Public Interest Disclosures
- Registrar-General
- Public Trustee
- Health and Community Services Complaints Commission
- Children's Commissioner

## CONSUMER AFFAIRS

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Enquiries received	22,000	20,597	22,000	20,996	17,847
Consumer and Business actions <sup>1</sup>	500	616	650	647	474
Compliance actions <sup>1</sup>	300	366	320	265	77
Tenancy applications	1,000	1,001	1,000	957	760

1. Reflects demand trends for consumer affairs services from consumers, traders and landlords.

### Achievements/Highlights

NT Consumer Affairs has formed a partnership with the Arnhem Land Progress Aboriginal Corporation to help provide an outlet for resource material to be disturbed to remote areas. Information stands have been set up in the community stores and contain information fact sheets and booklets relating to Consumer Affairs. An information booklet, 'Be Smart – Buy Smart' which was developed as national project with the other state and territory regulators specifically for indigenous people, has been distributed for NTCA by the Corporation. A 'Say No to Phone Scams' poster was also developed through this partnership to help encourage consumers to say no and hang up on scam phone calls.

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

Demands on the NT Consumer Affairs Office in Darwin and Alice Springs remain high with a slight decrease in contact by consumers, traders, tenants and landlords and other stakeholders. There has been an increase of 4.5% in the number of Residential Tenancy Applications received from the 2012-13 financial year. The Call Centre provides advice on a range of matters relating to legislation administered by NT Consumer Affairs that include tenancy matters, consumer complaints, residential building disputes and other general information in relation to our legislation.

**Other achievements or highlights**

## ANTI-DISCRIMINATION COMMISSION

Provide anti-discrimination education, training and public awareness to the private sector, Government and the general community. Accept, investigate and conciliate complaints, and conduct public hearings in respect of anti-discrimination matters.

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Public awareness / community-based events, development of educational resources and training (hours)	80	91	80	176	623
Complaints (includes complaints carried over)	200	253	200	279	NA
Complaints conciliated	50%	60%	40%	78%	NA
Complaints closed within 8 months of receipt	50%	81%	40%	72%	NA
Community Visitor Program					
Complaints and enquiries received <sup>1</sup>	480	766	550	NA	NA
Panel inspections <sup>2</sup>	8	7	10	5	9
Community visitor inspections <sup>3</sup>	125	263	200	NA	NA
Contact within 1 working day of request	98%	100%	100%	99%	91%

Explanation:

1. Complaints and enquiries have significantly increased and this can be attributed to the new expanded role in the Alcohol Mandatory Treatment (AMT).
2. Three panels did not occur – two AMT, as the Community Visitor Program did not start until December 2013, and one panel for Disability has not occurred in 2014.
3. Community inspections have increased, again due to the expanded role in AMT and increased agency visits in Central Australia.

### Achievements/Highlights

Provided input into the development of the Northern Territory Civil and Administrative Tribunal.

Commented on the Correctional Services Bill and related Bills.

Advised on urgent procedural reforms to the ADA.

Provided a timely and considered response to formal discrimination complaints.

Provided free information to the public and business community on rights and obligations under the ADA.

Provided an avenue to conciliate discrimination disputes.

Heard and determined complaints of discrimination under the ADA.

Continued to evolve and be a role model for other service providers on ways to provide an accessible service.

Engaged with the broader community via social media to broadcast or comment on contemporary issues relating to discrimination.

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

## Achievements/Highlights

Public announcements made highlighting local issues relating to the office.

Participated in disability events:

- Disability Awareness Week (2-8 September 2013), including an information stall at Raintree Park
- International People with a Disability Day speech
- Attendance at NDIS forums
- Mental Health Awareness – Speech (11 October 2013)

Participated in International Women's Day:

- International Women's Day Breakfast held in partnership with the Northern Territory Women Lawyers Association
- Attendance and participation in the International Women's Day march, including a speech by the Anti-Discrimination Commissioner – Sally Sievers
- Media release and interviews by the Anti-Discrimination Commissioner.
- Attendance at the YWCA lunch

Provided education and public information about rights and obligations under the *ADA*.

Developed a new simplified website to ensure greater access to information on rights and obligations under the *ADA* and how to engage with the Commission.

Provided input into the Supporting Working Parents Report from the Federal Sex Discrimination Commissioner, Elizabeth Broderick.

Provided input into the development of education reforms in the Northern Territory.

CVP participated in and made submission to the team which reviewed the *Alcohol Mandatory Treatment Act*.

The Advocate represented 102 people before the Alcohol Mandatory Treatment Tribunal in both Darwin and Alice Springs.

CVP made a submission to the Northern Territory Suicide Prevention Strategic Action Plan 2014-2016.

CVP contributed to the NT Mental Health Coalition Structure Review (NT Mental Health peak body).

Provided training about the CVP role, rights and obligations under the *Mental Health Related Services Act*, the *Disability Services Act* and the *Alcohol Mandatory Treatment Act*.

20 Year Anniversary (1 August 2013) of the Anti-Discrimination Commission.

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

## INFORMATION AND PUBLIC INTEREST DISCLOSURES COMMISSION

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

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Complaints (includes complaints carried over)					
- FOI	20	30	20	21	24
- Privacy	6	6	6	7	7
Complaints finalised					
- FOI	15	11	15	13	12
- Privacy	4	4	4	4	5
Awareness and training					
Presentations	20	18	20	14	17
Participants	250	245	250	318	312
Training - participant satisfaction	80%	76%	80%	83%	85%
FOI and privacy hours (advice and audits)	650	386	650	247	650
Public interest disclosures <sup>1</sup>	60	65	60	66	70
Awareness and training: <sup>2</sup>					
Presentations	10	7	10	9	11
Participants	400	219	400	189	456
Participant satisfaction <sup>3</sup>	90%	100%	90%	92.6%	91%
Disclosures resolved or investigation reports presented to responsible authority within 6 months <sup>4</sup>	70%	50%	70%	62.9%	68%

1. Includes all disclosures whether or not ultimately assessed as falling within the Act, including matters carried over from the previous year.
2. Lower participation numbers in 2013-14 with many public officers having been trained in previous years.
3. Relates to face-to-face training satisfaction.
4. Disclosures resolved include matters completed with or without full investigation or referred to the appropriate investigating body. Section 31 of the *Public Disclosures Act* provides that the Commissioner must report investigation findings to the responsible authority and may make recommendations for action.

## Achievements/Highlights

Success in obtaining recurrent funding for PID of \$0.3m to enable the permanent appointment of two investigation officers to investigate public interest disclosures.

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

Participation in many public and professional forums including Privacy Awareness Week and the hosting of regular training sessions for public officers about FOI, privacy and improper conduct concerns in public sector organisations.

**Other achievements or highlights**

Continued success in working with responsible authorities to investigate improper conduct and to implement recommendations made by the Commissioner.

The launch of a privacy audit of four large public sector organisations to audit their compliance with the Information Privacy Principles and to assist them in addressing identified issues.

## REGISTRAR-GENERAL

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Records maintained <sup>1</sup>	1.24M	1.25M	1.26M	1.22M	1.19M
Registrations	32,000	34,252	32,000	33,082	33,362
Searches	700,000	690,626	700,000	722,966	905,049
Client satisfaction	95%	97%	95%	96%	98%
Life event certificates issued within 24 hours	95%	98%	95%	98%	98%
Life events registered within 72 hours	95%	99%	95%	99%	99%
Land dealings and instruments registered within 48 hours	97%	100%	97%	100%	100%

1. Records maintained in the Land Titles, General Registry, Births, Deaths, Marriages, Change of Name, Adoptions and Minister of Religion registers.

## Achievements/Highlights

Provided briefings to the Minister on issues as they arose.

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

Entered into additional arrangements to provide identity information, birth certificates and changes of name to facilitate programs designed to assist Indigenous Territorians.

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

Progress made towards implementation of Electronic Conveyancing in the Northern Territory in late 2015 or early 2016.

**Other achievements or highlights**

## PUBLIC TRUSTEE

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Deceased estates active	140	127	140	139	142
Deceased estates finalised	140	146	140	132	110
<b>Finalise deceased estates:</b>					
- within 12 months	65%	70%	65%	59%	70%
- within 24 months	85%	90%	85%	86%	89%
Trusts active	660	663	660	665	660
Trusts finalised	100	93	100	94	100
Wills prepared	250	263	250	311	250
Client satisfaction	90%	94%	90%	94%	90%

### Achievements/Highlights

Provided briefings to the Minister on issues as they arose

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

Assisted with the policy development and implementation of the Advance Personal Planning legislation and information materials and established a Register of Advance Personal Plans for the purposes of safekeeping and search by persons with a proper interest.

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

Reviewed workplace safety and risk management plans.

**Other achievements or highlights**

## HEALTH AND COMMUNITY SERVICES COMPLAINTS COMMISSION

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Inquiries and complaints received	600	667	550	522	559
Inquiries and complaints closed	550	598	500	460	485
Complaints resolved within 180 days of receipt	>80%	74%	>80%	80%	78%

### Achievements/Highlights

There was a significant increase in the number of people using HCSCC services in 2013-14, with the total number of complaints and enquiries up by 145 on the previous year.

More complaints are being resolved between the parties through conciliation.

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

The HCSCC has developed an electronic survey which allows it to receive timely, direct feedback on the services it provides.

The Commission has continued to participate in a wide variety of public and professional fora in 2013-14, giving presentations to legal organisations, local government, registration boards, disability and health providers and others.

**Other achievements or highlights**

## CHILDREN'S COMMISSIONER

The Northern Territory Children's Commissioner is responsible for dealing with complaints related to the required services to vulnerable children in accordance with provisions contained in the *Children's Commissioner Act*, for monitoring the administration of the *Care and Protection of Children Act* as it relates to vulnerable children, and for promoting an understanding about the rights, interests and wellbeing of vulnerable children.

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Approaches received	180	177	160	110	119
Number of referrals	18	18	NA	21	11
Complaints investigated	25	34	NA	47	95
Public awareness and educations programs	28	24	24	18	27
Complaints dealt with <sup>1</sup>	75	78	75	NA	NA
Complaints assessed within 28 days <sup>1</sup>	80%	71%	80%	NA	NA

1. New measure. Reflects the full scope of complaint assessment options that provide a broader measure of complaints activity, replacing previous referral and complaint measures.

### Achievements/Highlights

The Commissioner participates in events and activities that promote and inform public discussion about the rights, interests and wellbeing of 'vulnerable' children.

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

On 1 January 2014, the *Children's Commissioner Act* commenced, which separated the statutory framework of the Commissioner from the principal child protection legislation (the *Care and Protection of Children Act*) and changed some of the Commissioner's functions and role.

**Other achievements or highlights**

The introduction of resolution powers has allowed for matters to be dealt with in a more expedient and timely manner.

## CORPORATE AND GOVERNANCE

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

Key deliverables	Current Year		Targets	Previous Years	
	2013-14 Estimate	2013-14 Actual	2014-15 Estimate	2012-13 Actual	2011-12 Actual
Client satisfaction with advice and support <sup>1</sup>	≥ 5	4.3	≥ 5	NA	NA
Turnover of department staff	15%	17%	15%	NA	NA
Department accounts paid within 30 days	80%	86%	80%	NA	NA
Internal audits conducted	20	18	20	NA	NA

1. Measures range from rating of 1 = extremely dissatisfied through to 6 = extremely satisfied. Clients are the non-corporate divisions within the agency.

# LEGISLATIVE REPORTING

---

## LEGISLATIVE REPORTING

Section 63 of the *Construction Contracts (Security of Payments) Act* (the Act) requires the relevant Chief Executive Officer to provide a report on the operation and effectiveness of the Act for the year. The Act provides a speedy dispute resolution mechanism for building disputes. The process permits disputes to be resolved on an interim basis pending any further action before the courts. These interim resolutions permit construction contracts to proceed, with monies being paid, subject to the reservation of the right to proceed in court. The Act is administered by the department through Legal Policy. Mr Guy Riley holds the position of Construction Contracts Registrar.

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

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

Notes:

1. In 2007-08 there was one more determination than application because the adjudicator rejected the application for a lack of jurisdiction, but the matter went to the local Court where the Magistrate took a different view and referred the matter back to the adjudicator. As a result there was a rejection and a determination for the same application.
2. One of the determinations was subsequently overturned in the Courts on the basis that the adjudicator did not have the jurisdiction to make a determination (and therefore should have rejected the application).
3. One of the Court actions was a successful appeal against a decision of the Supreme Court made during the previous financial year.
4. One application was deemed to be dismissed because the adjudicator failed to make a determination within the required time.
5. One matter was determined twice – the original determination being set aside as the application was found by the Supreme Court to have been made before there was no dispute on foot (see *Department of Construction and Infrastructure v Urban and Rural Contracting Pty Ltd and Anor* [2012] NTSC 22). The applicant then reapplied and the adjudicator made the same determination.

# INSURANCE REPORTING

---

# INSURANCE REPORTING

## INSURANCE REPORTING

Reporting on insurance activities is a requirement pursuant to Treasurer's Direction M2.1 Insurance Arrangements.

In accordance with Northern Territory Government policy, the department self insures for risk exposures under the categories of workers compensation, property and assets, public liability and indemnities. Where insurable risk events occur, the department meets these costs as they fall due.

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

Self-Insurance Risk	Total Value of Claims (\$)	Number of Claims	Average Cost of Claims (\$)
<b>Workers Compensation</b>			
2012-13	38,473		
2013-14	27,896		
<b>Property and Assets – Buildings</b>			
2012-13	-	-	-
2013-14	6,000	1	6,000
<b>Property and Assets – Vehicles</b>			
2012-13	47,140	20	2,357
2013-14	35,210	21	1,676

Commercial Insurance	2013-14		2012-13	
	Premiums (\$)	Claims (\$)	Premiums (\$)	Claims (\$)
Professional Indemnity	1,040.55	-	1,273.00	-
Travel Insurance	12.27	-	0.00	-
Motor Vehicle Insurance – Short Term Hire Vehicle	35.11	-	0.00	-
<b>Total</b>	<b>1,087.93</b>	<b>-</b>	<b>1,273.00</b>	<b>-</b>

# FINANCIAL OVERVIEW AND STATEMENTS

---

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## FINANCIAL STATEMENT OVERVIEW

### For the Year Ended 30 June 2014

The Department of the Attorney-General and Justice promotes a fair and accessible legal system through delivering strategic legal, and justice policy advice to the Northern Territory Government, and independent court prosecution, registration and advocacy services to the community.

In 2013-14, the Department of the Attorney-General and Justice entered the second year of operation following the re-establishment from the former Department of Justice. During the year, it achieved financial performance improvements which are presented in four statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Change in Equity, and Cash Flow Statement.

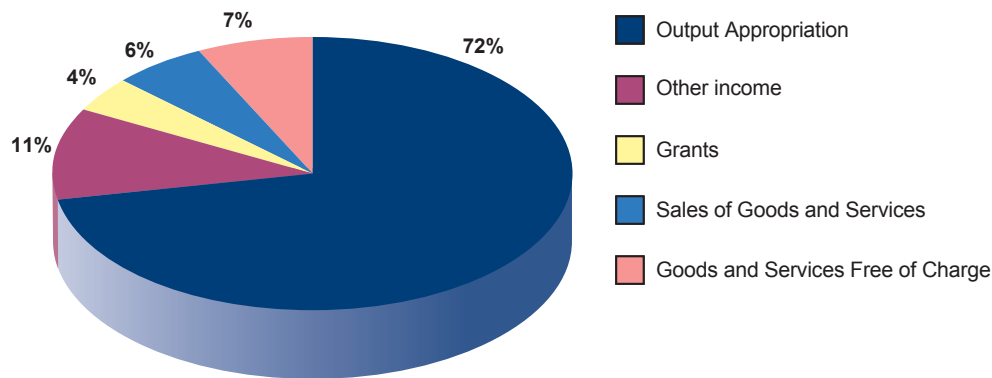
Key results for the year were:

- An operating surplus of \$3 million.
- Cash of \$11 million.
- Net equity \$227 million.

The net operating result was primarily driven by above budget grant revenue and fees from regulatory services. Below budgeted expenditure also contributed to the improved operating result.

	2012-13 Actual \$'000	2013-14 Original Budget \$'000	2013-14 Revised Budget \$'000	2013-14 Actual \$'000	Variance to Revised Budget %
Operating Income	100,483	89,536	96,528	104,680	8.4%
Operating Expenses	105,549	94,678	102,530	101,623	(0.9)%
Net Surplus/(Deficit)	(5,066)	(5,142)	(6,002)	3,057	

## OPERATING INCOME



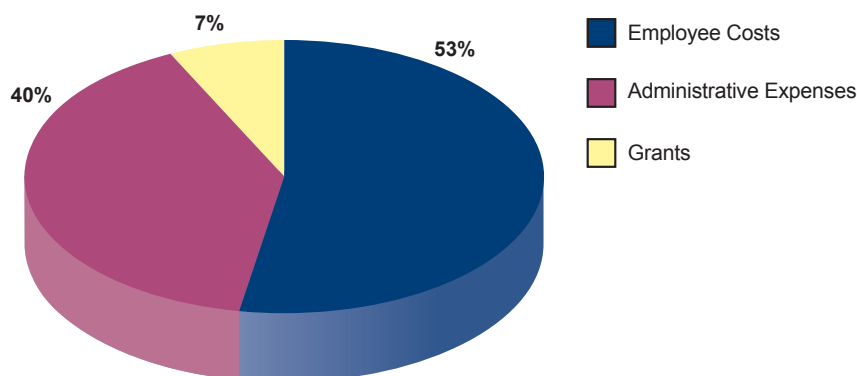
The Department of the Attorney-General and Justice recorded total income of \$104.6 million comprising:

- Output appropriation (\$75 million), applied to legal services (31%), court support services (44%), public prosecution services (13%), and the operation of independent offices (12%).
- Sale of goods and services (\$11 million): The main contributors being increased collections of land title lodgement fees, search fees for land titles, births, deaths and marriages, and Fines Recovery Unit fees.
- Goods and services received free of charge (\$7 million). This notional revenue recognises goods and services provided free of charge by the Department of Corporate and Information Services. This notional income is offset by notional expenditure to the same value.
- Grants (\$7 million). Grants revenue includes newly awarded Commonwealth funding for the implementation of the Northern Territory's Domestic and Family Violence Reduction Strategy expected to commence in 2014-15.
- Other revenue of \$4 million. Increased crime victim assistance levy receipts contributed significantly, noting that levy rates were increased substantially in February 2013.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## OPERATING EXPENSES



In delivering new and on-going initiatives, the Department of the Attorney-General and Justice incurred \$101.6 million in costs. Total expenses tracked within budget and fell compared with 2012-13 reflecting the discontinuation of programs associated with identified savings measures.

- The majority of the expenses (53% or \$54 million) were allocated to employee costs. At year-end the Department of the Attorney-General and Justice reported 450.60 full time equivalent employees. The progressive introduction of new initiatives over the year account for the 18.21 additional FTE compared with 2012-13. Overall, employee costs fell compared with 2012-13. This cost reduction is explained by cessation of programs predominantly in the Court Support Services and Legal Services output groups associated with budgeted savings measures.
- Administrative costs accounted for (40% or \$41 million) of total expenses. The increase in this category of cost is attributable to increased DCIS free of charge expenses for property management reflecting the resolution of charging arrangements associated with machinery of government changes that established the Department of the Attorney-General and Justice in 2012-13.
- Grants accounted for (7% or \$7 million) of the Department of the Attorney-General and Justice's expenses. The discontinuation of the Community Justice Policy Community Grants program accounts for the reduction in spend compared with 2012-13.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## BALANCE SHEET

During 2013-14 the Department of the Attorney-General and Justice's net equity increased by 2.7% (from \$221 to \$227 million).

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

Major assets comprise:

- \$226 million of property plant and equipment (primarily buildings and leasehold improvements).
- \$11 million in cash and deposits. This balance includes \$6 million of newly awarded Commonwealth funding for the implementation of the Northern Territory's Family and Domestic Violence Reduction Strategy, commencing 2014-15. The underlying cash position of \$4.83 million is a \$2.09 million improvement over the previous year.
- \$0.8 million of receivables, mainly trading accounts and GST receivable.
- \$0.5 million of prepayment, predominantly library subscriptions, professional memberships and practising certificates.

Major liabilities comprise:

- \$6 million of employee benefit provisions.
- \$3.5 million creditors and accruals.
- \$0.7 million deposits held (trust accounts).

## Statement of Change in Equity

Equity increased by nearly \$6 million explained by the net operating surplus for the period, the capitalisation of work in process and the final transfer of assets resolving the machinery of government change that saw the establishment of the Department of the Attorney-General and Justice in 2012-13.

	2013-14 \$M	2012-13 \$M
Accumulated Funds	(2)	(5)
Reserves	167	167
Equity	62	59
Balance 30 June	227	221

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## CASH FLOW STATEMENT

The cash balance increased significantly (\$8 million) during 2013-14 due to grants revenue (\$6 million) received close to the year's end. The remaining cash in-flow resulted from other operating activities.

	2013-14 \$M	2012-13 \$M
Balance 1 July	3	
Receipts	100	98
Payments	(92)	(87)
Purchase of Assets	(0)	(0)
Equity	(0)	(8)
Balance 30 June	11	3

# FINANCIAL OVERVIEW AND STATEMENTS

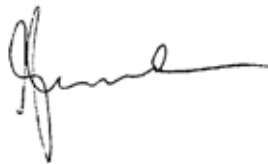
For the year ended 30 June 2014

## CERTIFICATION OF THE FINANCIAL STATEMENTS

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

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2014 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  
29 August 2014



---

**Jacqueline Dowling**  
Chief Finance Officer  
29 August 2014

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
<b>INCOME</b>			
Grants and subsidies revenue			
Current		7 087	1 030
Appropriation			
Output		75 445	80 023
Sales of goods and services		11 434	8 555
Goods and services received free of charge	4	6 756	3 002
Other income		3 958	7 873
<b>TOTAL INCOME</b>		<b>104 680</b>	<b>100 483</b>
<b>EXPENSES</b>			
Employee expenses		53 619	59 304
Administrative expenses			
Purchases of goods and services	5	22 319	22 258
Repairs and maintenance		2 586	2,037
Property Management	5	3 115	3 134
Depreciation and amortisation	8,9	5 744	5 765
Other administrative expenses <sup>1</sup>		6 839	3 112
Grants and subsidies expenses			
Current		7 401	9 933
Loss on Disposal of Assets			6
<b>TOTAL EXPENSES</b>		<b>101 623</b>	<b>105 549</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>3 057</b>	<b>(5 066)</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
Asset Revaluation Reserve		-	166 785
Transfers from Reserves		(29)	0
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>(29)</b>	<b>166 785</b>
<b>COMPREHENSIVE RESULT</b>		<b>3 028</b>	<b>161 719</b>

<sup>1</sup> Includes DCIS service charges.

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

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## BALANCE SHEET

As at 30 June 2014

	Note	2014 \$000	2013 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and deposits	6	10 829	2 741
Receivables	7	784	630
Prepayments		518	477
Other assets		(4)	-
<b>Total Current Assets</b>		<b>12 127</b>	<b>3 848</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	8,10	226,086	228,636
Heritage and cultural assets	9	642	650
<b>Total Non-Current Assets</b>		<b>226 728</b>	<b>229 286</b>
<b>TOTAL ASSETS</b>		<b>238 855</b>	<b>233 134</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Deposits held		762	823
Payables	11	3 517	3 810
Provisions	12	5 294	5 518
<b>Total Current Liabilities</b>		<b>9 573</b>	<b>10 150</b>
<b>Non-Current Liabilities</b>			
Provisions	12	1 777	1 859
<b>Total Non-Current Liabilities</b>		<b>1 777</b>	<b>1 859</b>
<b>TOTAL LIABILITIES</b>		<b>11 350</b>	<b>12 009</b>
<b>NET ASSETS</b>		<b>227 505</b>	<b>221 124</b>
<b>EQUITY</b>			
Capital		62 758	59 405
Reserves	13	166 785	166 785
Accumulated funds		(2 038)	(5 066)
<b>TOTAL EQUITY</b>		<b>227 505</b>	<b>221 124</b>

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

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2014

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
<b>2013-14</b>					
<b>Accumulated Funds</b>					
Accumulated Funds		(5 066)	3 057	-	(2 010)
Transfers from reserves		0	(29)	-	(29)
<b>Total Accumulated Funds</b>		<b>(5 066)</b>	<b>3 028</b>	<b>-</b>	<b>(2 038)</b>
<b>Reserves</b>					
Asset Revaluation Reserve	13	166 785	-	-	166 785
<b>Total Reserves</b>		<b>166 785</b>	<b>-</b>	<b>-</b>	<b>166 785</b>
<b>Capital – Transactions with Owners</b>					
Equity injections					
Equity transfers in		68 225	-	3 353	71 578
Other equity injections		2 885	-	-	2 885
<b>Total Equity Injection</b>		<b>71 111</b>	<b>-</b>	<b>3 353</b>	<b>74 463</b>
Equity withdrawals					
Capital withdrawal		(11 705)	-	-	(11 705)
<b>Total Equity withdrawals</b>		<b>(11 705)</b>	<b>-</b>	<b>-</b>	<b>(11 705)</b>
<b>Total Equity at End of Financial Year</b>		<b>221 124</b>	<b>3 028</b>	<b>3 353</b>	<b>227 505</b>
<b>2012-13</b>					
<b>Accumulated Funds</b>					
Accumulated Funds		-	(5 066)	-	(5 066)
Transfers from reserves		-	-	-	-
<b>Total Accumulated Funds</b>		<b>-</b>	<b>(5 066)</b>	<b>-</b>	<b>(5 066)</b>
<b>Reserves</b>					
Asset Revaluation Reserves	13	-	166 785	-	166 785
<b>Total Reserves</b>		<b>-</b>	<b>166 785</b>	<b>-</b>	<b>166 785</b>
<b>Capital – Transactions with Owners</b>					
Equity injections					
Equity transfers in		-	-	68 225	68 225
Other equity injections		-	-	2 885	2 885
<b>Total Equity Injection</b>		<b>-</b>	<b>-</b>	<b>71 111</b>	<b>71 111</b>
Equity withdrawals					
Capital withdrawal		-	-	(11 705)	(11 705)
<b>Total Equity Withdrawals</b>		<b>-</b>	<b>-</b>	<b>(11 705)</b>	<b>(11 705)</b>
<b>Total Equity at End of Financial Year</b>		<b>-</b>	<b>161 719</b>	<b>59 405</b>	<b>221 124</b>

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

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## CASH FLOW STATEMENT

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Operating Receipts</b>			
Grants and subsidies received			
Current		7 087	1 030
Appropriation			
Output		75 445	80 023
Receipts from sales of goods and services		17 936	17 068
<b>Total Operating Receipts</b>		<b>100 468</b>	<b>98 121</b>
<b>Operating Payments</b>			
Payments to employees		(53 732)	(50 779)
Payments for goods and services		(31 162)	(26 624)
Current		(7 401)	(9 933)
<b>Total Operating Payments</b>		<b>(92 295)</b>	<b>(87 336)</b>
<b>Net Cash From/(Used in) Operating Activities</b>	14	<b>8 173</b>	<b>10 785</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Investing Payments</b>			
Purchases of assets		(24)	(46)
<b>Total Investing Payments</b>		<b>(24)</b>	<b>(46)</b>
<b>Net Cash From/(Used in) Investing Activities</b>		<b>(24)</b>	<b>(46)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Financing Receipts</b>			
Deposits received		(61)	823
Other equity injections		-	2 885
<b>Total Financing Receipts</b>		<b>(61)</b>	<b>3 708</b>
<b>Financing Payments</b>			
Equity withdrawals		-	(11 705)
<b>Total Financing Payments</b>		<b>-</b>	<b>(11 705)</b>
<b>Net Cash From/(Used in) Financing Activities</b>		<b>(61)</b>	<b>(7 998)</b>
Net increase/(decrease) in cash held		8 088	2 741
Cash at beginning of financial year		2 741	
<b>CASH AT END OF FINANCIAL YEAR</b>	6	<b>10 829</b>	<b>2 741</b>

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

## INDEX OF NOTES TO THE FINANCIAL STATEMENTS

### Note

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

### INCOME

4. Goods and Services Received Free of Charge

### EXPENSES

5. Purchases of Goods and Services

### ASSETS

6. Cash and Deposits
7. Receivables
8. Property, Plant and Equipment
9. Heritage and Cultural Assets
10. Fair Value Measurement of non-financial assets

### LIABILITIES

11. Payables
12. Provisions

### EQUITY

13. Reserves

### OTHER DISCLOSURES

14. Notes to the Cash Flow Statement
15. Financial Instruments
16. Commitments
17. Contingent Liabilities and Contingent Assets
18. Events Subsequent to Balance Date
19. Accountable Officer's Trust Account
20. Write-offs, Postponements, Waivers, Gifts and Ex Gratia Payments
21. Schedule of Territory Items

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## 1. OBJECTIVES AND FUNDING

The Department of the Attorney-General and Justice provides strategic law and legal policy services to government and delivers courts, prosecutions, advocacy, compliant resolution and registration services. The Department of the Attorney-General and Justice's mission is to provide a fair and accessible legal system for the Northern Territory community.

During 2013-14 the Department of the Attorney-General and Justice highlighted the following output groups:

- **Legal Services:** provides civil litigation, commercial and native title legal services to Government, manages the outsourcing of selected legal services and administers the scheme that provides financial support to victims of crime. In addition, the output group also provides strategic legal and social policy advice to Government and monitors and coordinates the implementation of related Government policies and research.
- **Court Support Services:** provides administrative support services to enable courts and tribunals to administer justice for the community including registry and processing of case documents, support for trials and hearings, fines recovery and mediation services.
- **Director of Public Prosecutions:** provides an independent public prosecution service for the Territory, and witness and victim support services throughout the criminal justice process through the Witness Assistance Service.
- **Independent Offices:** provide registration services and searching facilities, trustee and estate administration services, protection from discrimination through education and independent complaint handling. These services are directed to enabling a safe, secure and equitable society in which a person's legal rights and property interests are protected.

The Department of the Attorney-General and Justice is predominantly funded by, and is dependent on, the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the Department of the Attorney-General and Justice controls resources to carry on its functions and deliver outputs.

## 2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

### a) Basis of Accounting

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

- (i) a Certification of the Financial Statements;
- (ii) a Comprehensive Operating Statement;

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

- (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.

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 Department of the Attorney-General and Justice financial statements is also consistent with the requirements of Australian Accounting Standards. The effects of all relevant new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated. The Standards and Interpretations and their impacts are:

**AASB 13 Fair Value Measurement, AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]**

AASB 13 replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. It clarifies the definition of fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements. With some exceptions, the standard requires entities to classify these measurements into a fair value hierarchy based on the nature of the inputs. Additional disclosures following from the standard are included in the notes to the financial statements.

**AASB 119 Employee Benefits (2011), AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]**

AASB 119 amends the definition of short-term employee benefits and the accounting for defined benefit superannuation obligations. The standards do not impact the financial statements.

**AASB CF 2013-1 Amendments to the Australian Conceptual Framework, AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments**

AASB CF 2013-1 incorporates Chapters 1 and 3 of the IASB's *Conceptual Framework for Financial Reporting* into the AASB *Framework for the Preparation and Presentation of Financial Statements*. It also withdraws SAC 2 Objective of General Purpose Financial Reporting. The standards do not impact the financial statements.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## **AASB 2012-2 Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities (Amendments to AASB 7)**

The standard amends AASB 7 *Financial Instruments: Disclosures* to require an entity to disclose information about rights of offset and related arrangements (such as collateral posting requirements) for financial instruments under an enforceable master netting agreement or similar arrangement. The standard does not impact the financial statements.

## **AASB 2012-5 Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, 101, 116, 132 & 134 and Interpretation 2]**

The standard amends a number of pronouncements as a result of the 2009-2011 annual improvements cycle. In particular, amendments to AASB 101 *Presentation of Financial Statements* clarify requirements for comparative information, and amendments to AASB 116 *Property, Plant and Equipment* clarify classification of servicing equipment. The standard does not impact the financial statements.

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

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

## FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 9 <i>Financial Instruments</i> (Dec 2010), AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (Dec 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127], AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8], AASB 2013-9 <i>Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments</i>	AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i> ).	1 Jan 2017	Nil impact
AASB 10 <i>Consolidated Financial Statements</i> , AASB 2011-7 <i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards</i> [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17], AASB 2012-10 <i>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments</i> [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Interpretation 12], AASB 2013-8 <i>Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities</i> [AASB 10, 12 & 1049]	Requires a parent to present consolidated financial statements as those of a single economic entity, replacing the requirements previously contained in AASB 127 <i>Consolidated and Separate Financial Statements</i> .  AASB 2012-10 defers the mandatory application of AASB 10 <i>Consolidated Financial Statements</i> and related Standards to not-for-profit entities until annual reporting periods beginning on or after 1 January 2014.  AASB 2013-8 assists not-for-profit entities to apply AASB 10 <i>Consolidated Financial Statements</i> and AASB 12 <i>Disclosure of Interests in Other Entities</i> .	1 Jan 2014	Nil impact
AASB 12 <i>Disclosure of Interests in Other Entities</i>	Requires the extensive disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on its financial position, financial performance and cash flows.	1 Jan 2014	Nil impact
AASB 1055 <i>Budgetary Reporting</i>	Sets out budgetary reporting requirements for not-for-profit entities within the General Government Sector.	1 July 2014	Minimal impact
AASB 2012-3 <i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities</i> (Amendments to AASB 132)	Addresses inconsistencies in current practice when applying the offsetting criteria in AASB 132 <i>Financial Instruments: Presentation</i> .	1 Jan 2014	Nil impact
AASB 2013-3 <i>Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets</i>	Addresses disclosures about the recoverable amount of impaired assets if that amount is based on fair value less costs of disposal.	1 Jan 2014	Nil impact

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## c) Agency and Territory Items

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

### Central Holding Authority

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

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

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

The Central Holding Authority recognises and records all Territory items and as such, these items are not included in the Department of the Attorney-General and Justice's financial statements. However, as the Department of the Attorney-General and Justice is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 21 – Schedule of Territory Items.

## d) Comparatives

Comparative information for the 2012-13 financial year has been reclassified to provide consistency with current year disclosures.

## e) Presentation and Rounding of Amounts

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero

## f) Changes in Accounting Policies

The accounting policies adopted are consistent with those of the previous year with no changes in accounting policies, changes in judgments and/or assumptions that have or are expected to have a significant impact on current year or future year financial information.

## g) Accounting Judgments and Estimates

The preparation of the financial report requires the making of judgments and estimates that affect the recognised amounts of assets, liabilities, revenues

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

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

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

- Employee Benefits – Note 2(s) and Note 12: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.
- Contingent Liabilities – Note 17: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year Government bond rate.
- Allowance for Impairment Losses – Note 2(n), Note 7: Receivables and Note 15: Financial Instruments.
- Depreciation and Amortisation – Note 2(k), Note 8: Property, Plant and Equipment, and Note 10.

#### **h) Goods and Services Tax**

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

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

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

#### **i) Income Recognition**

Income encompasses both revenue and gains.

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

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## Grants and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the Department of the Attorney-General and Justice 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 are then on-passed to the relevant agencies as Commonwealth appropriation.

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

## Sale of Goods

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

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

## Rendering of Services

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

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

**Interest Revenue**

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

**Goods and Services Received Free of Charge**

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

**Disposal of Assets**

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal. Refer also to Note 5.

**Contributions of Assets**

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

**j) Repairs and Maintenance Expense**

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

**k) Depreciation and Amortisation Expense**

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

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

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

	2013	2014
Buildings		
Supreme Court	100 years	100 years
Public Buildings	50 years	50 years
Sheds / Demountables	10-20 years	10-20 years
Plant and Equipment		

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

Catering Equipment	5-15 years	5-15 years
Computer Hardware	3-6 years	3-6 years
Furniture and Fittings	10 years	10 years
Library Equipment	2-5 years	2-5 years
Office Equipment	5-10 years	5-10 years
Power Generators	5-10 years	5-10 years
Security Systems	5-10 years	5-10 years
Telephone / Radio / Communication Equipment	3-10 years	3-10 years
Heritage and Cultural Assets		
Artworks / sculptures	100 years	100 years
Intangibles		
Software - general	2-5 years	2-5 years
Software – corporate system	5-10 years	5-10 years

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

## l) Interest Expense

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

## m) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 19.

## n) Receivables

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses.

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 15 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

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

**o) Property, Plant and Equipment****Acquisitions**

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

**Complex Assets**

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

**Subsequent Additional Costs**

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

**Construction (Work in Progress)**

As part of the financial management framework, the Department of Infrastructure is responsible for managing general Government capital works projects on a whole of government basis. Therefore appropriation for capital works is provided directly to the Department of Infrastructure and the cost of construction work in progress is recognised as an asset of that department. Once completed, capital works assets are transferred to the agency.

**p) Revaluations and Impairment****Revaluation of Assets**

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land;
- buildings;
- infrastructure assets;
- heritage and cultural assets; and
- intangibles.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

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

Fair value is the amount for which an asset could be exchanged, or liability settled between knowledgeable, willing parties in an arms-length transaction deemed to equate to fair value.

The unique nature of some of the heritage and cultural assets may preclude reliable measurement. Such assets have not been recognised in the financial statements.

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

## **Impairment of Assets**

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

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

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

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Note 17 provides additional information in relation to the asset revaluation surplus.

## **q) Leased Assets**

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

### **Finance Leases**

Finance leases are capitalised. A lease asset and lease liability equal to the lower of the fair value of the leased property and present value of the minimum lease payments, each determined at the inception of the lease, are recognised.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

**Operating Leases**

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

**r) Payables**

Liabilities for accounts payable and other amounts payable are carried at cost, which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

**s) Employee Benefits**

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within 12 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 12 months of the reporting date are measured at present value, calculated using the Government long-term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements; and
- other types of employee benefits.

As part of the financial management framework, the Central Holding Authority assumes the long service leave liabilities of Government agencies, including the Department of the Attorney-General and Justice and as such no long service leave liability is recognised in agency financial statements.

**t) Superannuation**

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS);
- Commonwealth Superannuation Scheme (CSS); or
- non-government employee-nominated schemes for those employees commencing on or after 10 August 1999.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee-nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

## u) Contributions by and Distributions to Government

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

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

## v) Commitments

Disclosures in relation to capital and other commitments, including lease commitments, are shown at Note 16.

Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

## w) Financial Instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial assets and liabilities are recognised on the Balance Sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits, receivables, advances, investment loans and placements, payables, advances received, borrowings and derivatives.

Exposure to interest rate risk, foreign exchange risk, credit risk, price risk and liquidity risk arise in the normal course of activities. The agency's investments, loans and placements, and borrowings are predominantly managed through the NTTC and TIO adopting strategies to minimise the risk. Derivative financial arrangements are also utilised to manage financial risks inherent in the management of these financial instruments. These arrangements include swaps, forward interest rate agreements and other hedging instruments to manage fluctuations in interest or exchange rates.

### Classification of Financial Instruments

AASB 7 Financial Instruments: Disclosures requires financial instruments to be classified and disclosed within specific categories depending on their nature and purpose.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss;
- held-to-maturity investments;

- loans and receivables; and
- available-for-sale financial assets.

Financial liabilities are classified into the following categories:

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

### **Financial Assets or Financial Liabilities at Fair Value through Profit or Loss**

Financial instruments are classified as at FVTPL when the instrument is either held for trading or is designated as at FVTPL.

An instrument is classified as held for trading if it is:

- acquired or incurred principally for the purpose of selling or repurchasing it in the near term with an intention of making a profit; or
- part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short-term profit-taking; or
- a derivative that is not a financial guarantee contract or a designated and effective hedging instrument.

A financial instrument may be designated as at FVTPL upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the instrument forms part of a group of financial instruments which is managed, and its performance evaluated on a fair value basis, in accordance with a documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 Financial Instruments: Recognition and Measurement permits the contract to be designated as at FVTPL.

### **Loans and Receivables**

For details refer to Note 2 (n).

Note 15 provides additional information on financial instruments.

### **x) Fair Value Measurement**

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

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

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

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.

## FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP<sup>1</sup>

	Legal Services		Court Support Services		Director of Public Prosecutions		Independent Offices		Corporate and Governance		TOTAL	
	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000
<b>INCOME</b>												
Grants and subsidies revenue												
Current	7 087	1 030									7 087	1 030
Appropriation												
Output	21 901	23 230	30 217	32 050	9 255	9 817	8 689	9 216	5 383	5 710	75 445	80 023
Sales of goods and services	(6)	14	3 254	2 666	(2)	5	8 188	5 870			11 434	8 555
Goods and services received free of charge	3 157	1 145	565	712	1 334	484	924	379	776	282	6 756	3 002
Other income	2 843	6 582	348	338	412	642	315	306	40	5	3 958	7 873
<b>TOTAL INCOME</b>	<b>34 982</b>	<b>32 001</b>	<b>34 384</b>	<b>35 766</b>	<b>10 999</b>	<b>10 948</b>	<b>18 116</b>	<b>15 771</b>	<b>6 199</b>	<b>5 997</b>	<b>104 680</b>	<b>100 483</b>
<b>EXPENSES</b>												
Employee expenses	14 364	19 160	19 394	21 268	8 297	8 281	8 220	7 779	3 344	2 816	53 619	59 304
Administrative expenses												
Purchases of goods and services <sup>2</sup>	6 547	8 078	13 425	12 132	2 391	2 240	1 816	1 690	1 255	1 252	25 434	25 392
Repairs and maintenance	10	10	2 428	1 948	33	11	98	6	17	62	2 586	2 037
Depreciation and amortisation	435	673	4 617	4 358	250	358	4	3	438	373	5 744	5 765
Other administrative expenses <sup>3</sup>	3 157	1 145	565	712	1 334	484	924	379	859	392	6 839	3 112
Grants and subsidies	7 401	9 933									7 401	9 933
Loss on disposal of assets		2		3		1						6
<b>TOTAL EXPENSES</b>	<b>31 914</b>	<b>39 001</b>	<b>40 429</b>	<b>40 421</b>	<b>12 305</b>	<b>11 375</b>	<b>11 062</b>	<b>9 857</b>	<b>5 913</b>	<b>4 895</b>	<b>101 623</b>	<b>105 549</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>3 068</b>	<b>(7 000)</b>	<b>(6 045)</b>	<b>(4 655)</b>	<b>(1 306)</b>	<b>(427)</b>	<b>7 054</b>	<b>5 914</b>	<b>(312)</b>	<b>1 102</b>	<b>3 057</b>	<b>(5 066)</b>
<b>OTHER COMPREHENSIVE INCOME</b>												
Changes in asset revaluation surplus				166 785								166 785
Transfer from reserves			11	(40)							(29)	
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>			<b>11</b>	<b>166,785</b>	<b>(40)</b>						<b>(29)</b>	
<b>COMPREHENSIVE RESULT</b>	<b>3 068</b>	<b>(7 000)</b>	<b>(6 034)</b>	<b>162 130</b>	<b>(1 346)</b>	<b>(427)</b>	<b>7 054</b>	<b>5 914</b>	<b>(286)</b>	<b>1 102</b>	<b>3 028</b>	<b>161 719</b>

1. The 2013 and 2014 results have been back cast to align with the output structure effective 1 July 2014 for comparative purposes only. As the reported output structure was not in operation at the time transaction data was recorded, estimates have been used to compile this note. Accordingly caution should be used when making comparisons with earlier reported results and related budget information.

2. Includes property management expenses

3. Includes DCIS service charges.

**FINANCIAL OVERVIEW AND STATEMENTS**

For the year ended 30 June 2014

	2014 \$000	2013 \$000
<b>4. GOODS AND SERVICES RECEIVED FREE OF CHARGE</b>		
Corporate and information services	6 756	3 002
	<b>6 756</b>	<b>3 002</b>

**5. PURCHASES OF GOODS AND SERVICES**

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

Goods and services expenses:

Advertising <sup>1</sup>	7	29
Communications	1 134	948
Consultants fees <sup>2</sup>	2 740	1 041
Document production	108	107
Information technology	4 542	4 011
Legal and regulatory expenses <sup>3</sup>	5 936	7 804
Library services	768	781
Marketing and promotion <sup>4</sup>	199	191
Motor vehicle expenses	950	1 271
Official duty fares	706	760
Other goods and services	3 765	3 798
Property Maintenance	3 115	3 134
Recruitment expenses <sup>5</sup>	191	198
Training and study expenses	471	513
Travel expenses <sup>6</sup>	802	806
	<b>25 434</b>	<b>25 392</b>

1. Does not include recruitment, advertising or marketing and promotion advertising.
2. Includes IT consultants.
3. Includes legal fees, claim and settlement costs.
4. Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.
5. Includes recruitment-related advertising costs.
6. Includes client travel

**6. CASH AND DEPOSITS**

Cash on hand	9	9
Cash at bank	10 820	2 732
	<b>10 829</b>	<b>2 741</b>

**FINANCIAL OVERVIEW AND STATEMENTS**

For the year ended 30 June 2014

	2014 \$000	2013 \$000
<b>7. RECEIVABLES</b>		
<b>Current</b>		
Accounts receivable	645	508
Less: Allowance for impairment losses	(191)	(110)
	<u>454</u>	<u>398</u>
GST receivables	330	232
<b>Total Receivables</b>	<b><u>784</u></b>	<b><u>630</u></b>
<b>8. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land</b>		
At fair value	50 170	50 170
	<b><u>50 170</u></b>	<b><u>50 170</u></b>
<b>Buildings</b>		
At fair value	265 593	262 978
Less: Accumulated depreciation	(95 269)	(91 379)
	<b><u>170 324</u></b>	<b><u>171 599</u></b>
<b>Plant and Equipment</b>		
At fair value	15 862	15 183
Less: Accumulated depreciation	(10 272)	(8 324)
	<b><u>5 590</u></b>	<b><u>6 859</u></b>
<b>Computer Software</b>		
At Cost	8	8
Less: Accumulated Depreciation	(8)	(8)
	<u>(0)</u>	<u>(0)</u>
<b>Computer Hardware</b>		
At Cost	100	100
Less: Accumulated Depreciation	(98)	(92)
	<u>3</u>	<u>8</u>
<b>Total Property, Plant and Equipment</b>	<b><u>226 086</u></b>	<b><u>228 636</u></b>

**Property, Plant and Equipment Valuations**

The latest revaluations as at 30 June 2011 were independently conducted. The valuer was Australian Valuation Office. Refer Note 10 for further information.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## 8. PROPERTY, PLANT AND EQUIPMENT (continued)

### 2014 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2013-14 is set out below:

	Land \$000	Buildings \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2013	50 170	171 599	6 859	8	228 636
Reclassification of assets					
Additions			24		24
Depreciation		(3 883)	(1 847)	(6)	(5 736)
Additions/(Disposals) from asset transfers		2 608	554		3 162
<b>Carrying Amount as at 30 June 2014</b>	<b>50 170</b>	<b>170 324</b>	<b>5 590</b>	<b>2</b>	<b>226 086</b>

### 2013 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2012-13 is set out below:

	Land \$000	Buildings \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2012					-
Additions		675	538		1,213
Depreciation		(3 798)	(1 952)	(6)	(5 756)
Disposals			(6)		(6)
Additions/(Disposals) from asset transfers	50 170	174, 722	8 279	14	233 185
<b>Carrying Amount as at 30 June 2013</b>	<b>50 170</b>	<b>171 599</b>	<b>6 859</b>	<b>8</b>	<b>228 636</b>

**2014**  
**\$000**

**2013**  
**\$000**

## 9. HERITAGE AND CULTURAL ASSETS

### Carrying amount

At cost	828	828
Less: Accumulated depreciation	(186)	(178)
<b>Written down value – 30 June</b>	<b>642</b>	<b>650</b>

### Reconciliation of movements

<b>Carrying amount at 1 July</b>	<b>650</b>	
<b>Depreciation</b>	<b>(8)</b>	<b>(8)</b>
<b>Additions/(Disposals) from asset transfers</b>		<b>658</b>
<b>Carrying amount as at 30 June</b>	<b>642</b>	<b>650</b>

**FINANCIAL OVERVIEW AND STATEMENTS**

For the year ended 30 June 2014

**10. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS****a) Fair Value Hierarchy**

Fair values of non-financial assets categorised by level of inputs used to compute fair value are:

	Level 1 \$000	Level 2 \$000	Level 3 \$000	Total Fair Value \$000
<b>Asset Classes</b>				
Land			50 170	50 170
Buildings			170 324	170 324
Plant and Equipment			5 990	5 990
<b>Total</b>	-	-	<b>226 084</b>	<b>226 084</b>

There were no transfers between Level 1 and Levels 2 or 3 during the period.

**b) Valuation Techniques and Inputs**

Valuation techniques used to measure fair value are:

	Level 3 Techniques
<b>Asset Classes</b>	
Land	Cost approach
Buildings	Cost approach
Plant and Equipment	Cost approach

There were no changes in valuation techniques during the period.

Level 3 fair values of specialised buildings were determined by computing their depreciated replacement costs because an active market does not exist for such facilities. The depreciated replacement cost was based on a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records of the current condition of the facilities.

Plant and equipment are carried at cost less depreciation which is deemed to be closest to fair value.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## c) Additional Information for Level 3 Fair Value Measurements

### Reconciliation of Recurring Level 3 Fair Value Measurements

	Land \$000	Buildings \$000	Plant and Equipment \$000	Total \$000
Fair value as at 1 July 2013	50 170	171 599	6 859	228 627
Additions		2 608	578	3 187
Adjustment due to reclassification of assets				-
Depreciation		(3 883)	(1 847)	(5 730)
<b>Fair value as at 30 June 2014</b>	<b>50 170</b>	<b>170 324</b>	<b>5 590</b>	<b>226 084</b>
			<b>2014 \$000</b>	<b>2013 \$000</b>

## 11. PAYABLES

Accounts payable	908	709
Accrued expenses	2 609	3 101
<b>Total Payables</b>	<b>3 517</b>	<b>3 810</b>

## 12. PROVISIONS

### Current

#### *Employee benefits*

Recreation leave	3 700	3 725
Leave loading	592	567
Other employee benefits	28	2

#### *Other current provisions*

Fringe Benefits Tax	125	85
Payroll Tax	411	537
Employer Super Contribution	437	603

---

	5 294	5 518
--	-------	-------

### Non-Current

#### *Employee benefits*

Recreation Leave	1 777	1 859
------------------	-------	-------

### **Total Provisions**

---

	<b>7 071</b>	<b>7 377</b>
--	--------------	--------------

	2014 \$000	2013 \$000
<b>13. RESERVES</b>		
<b>Asset Revaluation Surplus</b>		
<i>(i) Nature and purpose of the asset revaluation surplus</i>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
<i>(ii) Movements in the asset revaluation surplus</i>		
Balance as at 1 July	166 785	-
Transferred in from other agencies		166 785
<b>Balance as at 30 June</b>	<b>166</b> <b>785</b>	<b>166</b> <b>785</b>

# Notes to the Financial Statements

## FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

	2014 \$000	2013 \$000
<b>14. NOTES TO THE CASH FLOW STATEMENT</b>		
<b>Reconciliation of Cash</b>		
The total of agency 'Cash and deposits' of \$10.829 million recorded in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.		
<b>Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities</b>		
<b>Net Surplus/(Deficit)</b>	3 057	(5 066)
<i>Non-cash items:</i>		
Depreciation and amortisation	5 744	5 765
Asset write-offs/write-downs		6
Other asset expenses	2	
Asset donations/gifts		
(Gain)/Loss on disposal of assets		
Repairs and Maintenance - minor new works	159	-
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	(154)	(630)
Decrease/(Increase) in inventories		
Decrease/(Increase) in prepayments	(42)	(476)
Decrease/(Increase) in other assets	4	-
(Decrease)/Increase in payables	(292)	3 810
(Decrease)/Increase in provision for employee benefits	(54)	6 152
(Decrease)/Increase in other provisions	(251)	1 224
(Decrease)/Increase in other liabilities		
<b>Net Cash from Operating Activities</b>	<b>8 173</b>	<b>10 785</b>

### Non-Cash Financing and Investing Activities

#### *Finance Lease Transactions*

The Department of the Attorney-General and Justice has no finance lease commitments.

**15. FINANCIAL INSTRUMENTS**

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Department of the Attorney-General and Justice included cash and deposits, receivables, payables. The Department of the Attorney-General and Justice has limited exposure to financial risks as discussed below.

**(a) Categorisation of Financial Instruments**

The carrying amounts of the Department of the Attorney-General and Justice's financial assets and liabilities by category are disclosed in the table below.

	2014 \$000	2013 \$000
<b>Financial Assets</b>		
Cash and deposits	10 829	2 741
Loans and receivables	784	630
	<b>11 613</b>	<b>3 371</b>

**(b) Credit Risk**

The Department of the Attorney-General and Justice has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the Department of the Attorney-General and Justice has adopted a policy of dealing only 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 Department of the Attorney-General and Justice's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

**Receivables**

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

Internal Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
<b>2013-14</b>			
Not Overdue	56		56
Overdue for less than 30 days	3		3
Overdue for 30 to 60 days			
Overdue for more than 60 days	151	149	2
<b>Total</b>	<b>210</b>	<b>149</b>	<b>61</b>

### Reconciliation of the Allowance for Impairment Losses

Opening		61	
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		88	
<b>Total</b>		<b>149</b>	

### 2012-13

Not overdue	161		161
Overdue for less than 30 days	19		19
Overdue for 30 to 60 days	19	4	15
Overdue for more than 60 days	63	57	6
<b>Total</b>	<b>262</b>	<b>61</b>	<b>201</b>

### Reconciliation of the Allowance for Impairment Losses

Opening			
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		61	
<b>Total</b>		<b>61</b>	

**FINANCIAL OVERVIEW AND STATEMENTS**

For the year ended 30 June 2014

External Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
<b>2013-14</b>			
Not overdue	669		669
Overdue for less than 30 days	42		42
Overdue for 30 to 60 days	9	5	4
Overdue for more than 60 days	45	37	8
<b>Total</b>	<b>765</b>	<b>42</b>	<b>723</b>

**Reconciliation of the Allowance for Impairment Losses**

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

**2012-13**

Not overdue	384		384
Overdue for less than 30 days	36		36
Overdue for 30 to 60 days	9		9
Overdue for more than 60 days	49		0
<b>Total</b>	<b>478</b>		<b>429</b>

**Reconciliation of the Allowance for Impairment Losses**

Opening		49
Written off during the year		
Recovered during the year		
Increase/(Decrease) in allowance recognised in profit or loss		
<b>Total</b>		<b>49</b>

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## (c) Liquidity Risk

Liquidity risk is the risk that the agency will not be able to meet its financial obligations as they fall due. The agency's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

## (d) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

### (i) Interest Rate Risk

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

### (ii) Price Risk

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

### (iii) Currency Risk

The Department of the Attorney-General and Justice is not exposed to currency risk as it does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

## (e) Net Fair Value

The fair value of financial instruments is estimated using various methods. These methods are classified into the following levels:

Level 1 – derived from quoted prices in active markets for identical assets or liabilities.

Level 2 – derived from inputs other than quoted prices that are observable directly or indirectly.

Level 3 – derived from inputs not based on observable market data.

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## 15. FINANCIAL INSTRUMENTS (continued)

2014	Total Carrying Amount \$000	Net Fair Value Level 1 \$000	Net Fair Value Level 2 \$000	Net Fair Value Level 3 \$000	Net Fair Value Total \$000
<b>Financial Assets</b>					
Cash and deposits	10 829	10 829			10 829
Receivables	784	784			784
<b>Total Financial Assets</b>	<b>11 613</b>	<b>11 613</b>			<b>11 613</b>
<b>Financial Liabilities</b>					
Deposits held	761	761			761
Payables	908	908			908
<b>Total Financial Liabilities</b>	<b>1 669</b>	<b>1 669</b>			<b>1 669</b>
<b>2013</b>					
2013	Total Carrying Amount \$000	Net Fair Value Level 1 \$000	Net Fair Value Level 2 \$000	Net Fair Value Level 3 \$000	Net Fair Value Total \$000
<b>Financial Assets</b>					
Cash and deposits	2,741	2,741			
Receivables	630	630			
<b>Total Financial Assets</b>	<b>3 371</b>	<b>3 371</b>			
<b>Financial Liabilities</b>					
Deposits held	823	823			823
Payables	709	709			709
<b>Total Financial Liabilities</b>	<b>1 532</b>	<b>1 532</b>			<b>1 532</b>

# FINANCIAL OVERVIEW AND STATEMENTS

For the year ended 30 June 2014

## 16. COMMITMENTS

The Department of the Attorney-General and Justice leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:

	2014		2013	
	Internal \$000	External \$000	Internal \$000	External \$000
<b>Operating Lease Commitments</b>				
Within one year		36		4
Later than one year and not later than five years		191		378
<b>Total Commitment</b>		<b>227</b>		<b>382</b>

## 17. CONTINGENT LIABILITIES AND CONTINGENT ASSET

### (a) Contingent Liabilities

The Department of the Attorney-General and Justice has entered into a number of contracts or agreements with private and public organisations. These contracts and agreements include terms and conditions requiring the agency to provide either a guarantee or indemnity to the beneficiaries.

The Department of the Attorney-General and Justice maintains a register of contingent liabilities. Indemnities and guarantees require assessment and approval by either the Accountable Officer or the Treasurer, with Ministerial endorsement. Contingent liabilities are not accounted for on the agency's financial statement as they cannot be quantified and the likelihood of occurrence is uncertain, but considered low.

As at the date of the report, no transaction or event of a material nature has occurred that would crystallise identified contingent liabilities.

### (b) Contingent Assets

Under the *Crimes (Victims Assistance) Act*, the Territory is entitled to recover from an offender monies equal to the amount of assistance, costs and disbursements paid to the victim under the Act. However, due to the offenders being imprisoned for lengthy terms, offenders being declared bankrupt or unable to be located, it is probable that significant proportions of the amounts owed are uncollectible. Therefore any contingent assets cannot be reliably quantified.

## 18. 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.

**FINANCIAL OVERVIEW AND STATEMENTS**

For the year ended 30 June 2014

**19. ACCOUNTABLE OFFICER'S TRUST ACCOUNT**

In accordance with section 7 of the *Financial Management Act*, an Accountable Officer's Trust Account has been established for the receipt of money to be held in trust. A summary of activity is shown below:

Nature of Trust Money	Opening Balance 1 July 2013 \$000	Receipts \$000	Payments \$000	Closing Balance 30 June 2014 \$000
Finance	225	380	504	101
Cash bail	180	384	354	211
Civil Court matters	29	152	158	22
Criminal Court matters	46	579	587	38
Professional Standards	24	19	7	36
Security deposits	292	323	315	300
Unclaimed money	10	8	13	5
	<b>806</b>	<b>1 845</b>	<b>1 938</b>	<b>713</b>

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

There were no write-offs, postponements, waivers, gifts or ex gratia payments during 2012-13 or 2013-14.

**21. SCHEDULE OF 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(c)).

	2014 \$000	2013 \$000
<b>TERRITORY INCOME AND EXPENSES</b>		
<b>Income</b>		
Other income	13 146	12 513
<b>Total Income</b>	<b>13 146</b>	<b>12 513</b>
<b>Expenses</b>		
Other administrative expenses	13 146	12 513
<b>Total Expenses</b>	<b>13 146</b>	<b>12 513</b>
<b>Territory Income less Expenses</b>	<b>-</b>	<b>-</b>

# **SUPPLEMENTARY INFORMATION**

---

## APPENDIX 1

### ACTS ADMINISTERED BY THE DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE – 2013-2014

(using Administrative Arrangements Order 3 February 2014)

#### Act/Regulations

##### Health

*Health and Community Services Complaints Act*

Health and Community Services Complaints Regulations

#### Act/Regulations

##### Children and Families

*Care and Protection of Children Act (Part 3.3)*

*Children's Commissioner Act*

#### Act/Regulations

##### Attorney-General and Justice

*Absconding Debtors Act*

Absconding Debtors Regulations

*Accommodation Providers Act*

*Administration and Probate Act*

Administration and Probate Regulations

*Advance Personal Planning Act*

Advance Personal Planning Regulations

*Age of Majority Act*

*Aged and Infirm Persons' Property Act*

*Alcohol Mandatory Treatment Act (Part 6)*

*Amendments Incorporation Act*

*Anglican Church of Australia Act*

*Anti-Discrimination Act*

Anti-Discrimination Regulations

*Australian Crime Commission (Northern Territory) Act*

Australian Crime Commission (Northern Territory) Regulations

*Bail Act*

Bail Regulations

*Births, Deaths and Marriages Registration Act*

Births, Deaths and Marriages Registration Regulations

*Business Tenancies (Fair Dealings) Act*

Business Tenancies (Fair Dealings) Regulations

*Caravan Parks Act*

Caravan Parks Regulations

*Catholic Church in the Northern Territory Act*

*Choice of Law (Limitation Periods) Act*

*Classification of Publications, Films and Computer Games Act*

Classification of Publications, Films and Computer Games Regulations

*Commercial Arbitration (National Uniform Legislation) Act*

*Commission of Inquiry (Deaths in Custody) Act*

*Community Justice Centre Act*

*Companies (Trustees and Personal Representatives) Act*

*Companies (Unclaimed Assets and Moneys) Act*

*Compensation (Fatal Injuries) Act*

*Construction Contracts (Security of Payments) Act*

Construction Contracts (Security of Payments) Regulations

*Consumer Affairs and Fair Trading Act*

Consumer Affairs and Fair Trading (Infringement Notice Offences) Regulations

Consumer Affairs and Fair Trading (Motor Vehicle Dealers) Regulations

Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand Dealers) Regulations

Consumer Affairs and Fair Trading (Tow Truck Operators Code of Practice) Regulations

Consumer Affairs and Fair Trading (Trading Stamps) Regulations

Consumer Affairs and Fair Trading (Travel Agents) Regulations

*Consumer Credit (National Uniform Legislation) Implementation Act*

*Contracts Act*

*Coroners Act*

Coroners Regulations

*Corporations (Financial Services Reform Amendments) Act*

*Corporations (Northern Territory Request) Act*

*Corporations Reform (Northern Territory) Act*

Corporations Law Rules

*Court Security Act*

Court Security Regulations

*Courts and Administrative Tribunals (Immunities) Act*

*Crimes at Sea Act*

*Criminal Code Act*

*Criminal Investigation (Extra-territorial Offences) Act*

Criminal Investigation (Extra-territorial Offences) Regulations

*Criminal Property Forfeiture Act*

Criminal Property Forfeiture Regulations

*Criminal Records (Spent Convictions) Act*

Criminal Records (Spent Convictions) Regulations

*Cross-border Justice Act*

Cross-border Justice Regulations

*Crown Proceedings Act*

Crown Proceedings Regulations

*Cullen Bay Marina Act*

Cullen Bay Marina Regulations

*De Facto Relationships Act*

*De Facto Relationships (Northern Territory Request) Act*

*Defamation Act 2006*

*Director of Public Prosecutions Act*

*Domestic and Family Violence Act*

Domestic and Family Violence Regulations

*Domicile Act*

*Electronic Conveyancing (National Uniform Legislation) Act*

*Electronic Transactions (Northern Territory) Act*

Electronic Transactions (Northern Territory) Regulations

*Encroachment of Buildings Act*

*Evidence Act*

Evidence Regulations

*Evidence (National Uniform Legislation) Act*

Evidence (National Uniform Legislation) Regulations

*Family Provision Act*

*Fences Act*

*Financial Sector Reform (Northern Territory) Act*

*Financial Transaction Reports Act 1992*  
*Fines and Penalties (Recovery) Act*  
    Fines and Penalties (Recovery) Regulations  
*Health Practitioners Act (Part 3)*  
*Information Act (except Part 9)*  
    Information Regulations  
*Interpretation Act*  
*Juries Act*  
    Juries Regulations  
*Jurisdiction of Courts (Cross-Vesting) Act*  
*Justices Act*  
    Justices Regulations  
    Justices Rules  
*Justices of the Peace Act*  
*Lake Bennett (Land Title) Act*  
*Land Title Act*  
    Land Title Regulations  
*Lands, Planning and Mining Tribunal Act*  
    Lands and Mining Tribunal Rules  
*Law Officers Act*  
*Law of Property Act*  
*Law Reform (Miscellaneous Provisions) Act*  
*Legal Profession Act*  
    Legal Profession Regulations  
    Legal Profession Admission Rules  
    Rules of Professional Conduct and Practice  
*Limitation Act*  
*Local Court Act*  
    Crimes (Victims Assistance) Rules  
    Local Court Regulations  
    Local Court Rules  
    Local Court (Adoption of Children) Rules  
*Magistrates Act*  
*Married Persons (Equality of Status) Act*  
*Mental Health and Related Services Act (Part 15)*

*Misuse of Drugs Act*

Misuse of Drugs Regulations

*Oaths, Affidavits and Declarations Act*

*Observance of Law Act*

*Off-shore Waters (Application of Territory Laws) Act*

*Partnership Act*

*Penalty Units Act 2009*

Penalty Units Regulations

*Personal Injuries (Civil Claims) Act*

*Personal Injuries (Liabilities and Damages) Act*

Personal Injuries (Liabilities and Damages) Regulations

*Personal Property Securities (National Uniform Legislation) Implementation Act*

*Powers of Attorney Act*

Powers of Attorney Regulations

*Presbyterian Church (Northern Territory) Property Trust Act*

*Price Exploitation Prevention Act*

*Printers and Newspapers Act 1984*

*Professional Standards Act*

Professional Standards Regulations

*Proportionate Liability Act 2005*

*Public Interest Disclosure Act*

Public Interest Disclosure Regulations

*Public Notaries Act*

*Public Seal Act 1954*

*Public Trustee Act*

Public Trustee Regulations

*Real Property (Unit Titles) Act*

Real Property (Unit Titles) Regulations

*Records of Depositions Act*

Records of Depositions Regulations

*Registration Act*

Registration Regulations

*Residential Tenancies Act*

Residential Tenancies Regulations

*Retirement Villages Act*

Retirement Villages Regulations

*Rights of the Terminally Ill Act*

Rights of the Terminally Ill Regulations

*Sale of Goods Act*

*Sale of Goods (Vienna Convention) Act*

*Salvation Army (Northern Territory) Property Trust Act*

*Sea-Carriage Documents Act 1998*

*Sentencing Act*

Sentencing Regulations

*Sentencing (Crime of Murder) and Parole Reform Act*

*Sentencing of Juveniles (Miscellaneous Provisions) Act*

*Serious Crime Control Act*

Serious Crime Control Regulations

*Sexual Offences (Evidence and Procedure) Act*

*Serious Sex Offenders Act*

*Sheriff Act*

Sheriff Regulations

*Small Claims Act*

Small Claims Regulations

Small Claims Rules

*Sources of the Law Act 1985*

*Standard Time Act 2005*

*Status of Children Act*

Status of Children Regulations

*Statute Law Revision (Registration of Instruments) Act*

*Summary Offences Act*

Summary Offences Regulations

*Supreme Court Act*

Supreme Court Regulations

Supreme Court Rules

Supreme Court (Absconding Debtors) Rules

Supreme Court (Senior Counsel) Rules 2007

*Supreme Court (Judges Long Leave Payments) Act*

*Supreme Court (Judges Pensions) Act*

*Supreme Court (Rules of Procedure) Act*

*Surveillance Devices Act*

Surveillance Devices Regulations

*Terrorism (Northern Territory) Request Act 2003*

*The Commercial Banking Company of Sydney Limited (Merger) Act*

*The Commercial Bank of Australia Limited (Merger) Act*

*Trespass Act*

*Trustee Act*

*Unauthorised Documents Act*

*Uncollected Goods Act*

Uncollected Goods Regulations

*Unit Titles Act*

Unit Titles Regulations

Unit Titles (Management Modules) Regulations

*Unit Title Schemes Act*

Unit Title Schemes (General Provisions and Transitional Matters) Regulations

Unit Title Schemes (Management Modules) Regulations

*Uniting Church in Australia Act*

*Validation (Native Title) Act*

*Vexatious Proceedings Act*

*Victims of Crime Assistance Act*

Victims of Crime Assistance Regulations

*Victims of Crime Rights and Services Act*

Victims of Crime Rights and Services Regulations

*Warehousemen's Liens Act*

*Wills Act*

*Witness Protection (Northern Territory) Act*

*Youth Justice Act (Part 4)*

## APPENDIX 2

### DEPARTMENT OF ATTORNEY-GENERAL AND JUSTICE STATUTORY BODIES AND BOARDS

#### *Alcohol Mandatory Treatment Act*

Alcohol and Mandatory Treatment Tribunal

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

#### *Care and Protection of Children Act*

Child Deaths Review and Prevention Committee

The key objectives of the Committee are set out in section 207 of the Act, which is to assist in prevention and reduction of child deaths in the Northern Territory by maintaining a Child Deaths Register, conducting or sponsoring research about child deaths, and developing policy to deal with child deaths, diseases and accidents.

#### *Classification of Publications, Films and Computer Games Act*

Publications and Films Review Board

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

#### *Community Justice Centre Act*

Northern Territory Community Justice Centre

The Centre is established pursuant to section 7 of the *Community Justice Centre Act*. The purpose of the Council is to make guidelines, deal with complaints and to make reports and recommendations to the Minister in relation to the operations of the Community Justice Centre.

Community Justice Consultative Council

This Council is established pursuant to section 24 of the *Community Justice Centre Act*. The purpose of the Council is to provide mediation services to the community and adjudicate construction contract payment disputes.

## ***Consumer Affairs and Fair Trading Act***

### Tow Truck Operators Code of Practice Administering Authority

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

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

### Fines Recovery Unit

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

## ***Health and Community Services Complaints Act***

### Health and Community Services Complaints Review Committee

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

## ***Health Practitioners Act***

### Health Professional Review Tribunal

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

## ***Lands, Planning and Mining Tribunal Act***

### Lands, Planning and Mining Tribunal

This Tribunal is established pursuant to section 4 of the *Lands, Planning and Mining Tribunal Act*. The Tribunal is to hear and make recommendations about objections to the acquisition of land under the *Lands Acquisition Act*, assess compensation for compulsorily acquired land and consider planning appeals in relation to the *Planning Act*.

## ***Legal Profession Act***

### Council of the Law Society Northern Territory

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

### Law Society Northern Territory

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

### Legal Practitioners Admission Board of the Northern Territory

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

### Legal Practitioners Disciplinary Tribunal

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

### Legal Practitioners Funds Management Committee

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

## ***Mental Health and Related Services Act***

### Mental Health Review Tribunal

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

## ***Northern Territory Law Reform Committee***

### Northern Territory Law Reform Committee

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

## ***Professional Standards Act***

### Professional Standards Council

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

## *Public Trustee Act*

### Public Trustee Investment Board

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

## *Registration Act*

### Lands Titles Registration and General Registry Office

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

## *Victims of Crime Rights and Services Act*

### Crime Victims Services Unit

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

### Crime Victims Advisory Committee

To advise the Minister on matters affecting the interests or rights of victims of crime.

## APPENDIX 3

### AUDITS AND REVIEWS

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

#### **Office of the Public Trustee – Interim Statements Audit**

The audit was conducted to obtain assurance that the accounts and records of the Office of the Public Trustee had been properly maintained in accordance with legislation and address any matters to facilitate the end of financial year audit of the financial statements of the Common Fund. The key processes and systems were found to be generally satisfactory and there were no recommendations.

#### **Office of the Public Trustee – TACT – Trust Accounting Database**

An information technology audit was conducted to perform an assessment of key controls associated with the TACT database used by the Office of the Public Trustee. The findings identified that the IT general computer controls over TACT were not considered to be satisfactory. These included logical access control weaknesses, inadequate password controls, review of agreement with service provider and lack of documented change control process. The department has developed a plan to address the recommendations.

The following is a summary of audits conducted by the department's Internal Audit Services:

#### **Petty Cash and Counter Floats**

An audit was conducted on all petty cash and counter floats across the department to determine procedures were being followed and to identify any vulnerabilities. The audit found that all transactions were conducted within the established departmental process and there were no significant issues. However one float was identified as being larger than the work unit required. Consequently this float was reduced.

#### **Emergency Procedures**

Audits were conducted at the court houses to determine compliance with the *Work Health and Safety (National Uniform Legislation) Act* and whether policies and procedures existed to support the Act. The audits identified some minor procedural deficiencies. A plan has been developed to address the issues raised.

#### **Outside Employment**

An audit was conducted to provide reasonable assurance that all employees were aware of the legislative requirements regarding engagement in secondary employment and had obtained prior annual approval from the Chief Executive Officer before undertaking such secondary employment. The audit findings identified some instances of incomplete forms and the need to update instructional material. The department has actioned all the recommendations.

## **Entertainment and Hospitality**

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

## **Study Assistance**

An audit was conducted to provide reasonable assurance that the department is compliant to the relevant legislation. The audit found that the legal requirements were being complied with.

## **Corporate Credit Cards**

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

## **Grants**

An audit was conducted to provide reasonable assurance that the department was complying with legislation and departmental guidelines. Grants agreements were reviewed for the existing grants and no areas of concern were noted.

## **Defence Leave**

An audit was conducted to provide reasonable assurance that the department was complying with legislation and departmental guidelines. The audit identified some minor record keeping issues. The department has actioned the recommendations.

## **Administration of the Office of the Public Trustee**

An audit was conducted to provide reasonable assurance that the Office of the Public Trustee had policies and procedures in place to allow the efficient and effective management of client affairs and funds. The audit findings included minor deficiencies in the TACT (Trust Accounting database) relating to report extraction, storage of documents and form numbering. The department has developed a plan to address the recommendations.

## **Repatriation Travel**

An audit was conducted to review the adequacy of controls over processing Court repatriation travel measured against the current policy. Minor procedural deficiencies identified through the audit have now been rectified by the department.

## **Court Exhibits**

Audits were conducted to provide reasonable assurance that there are current practices and procedures in place to record the movement of Court exhibits. The audits found that the practices and procedures appeared to be adequate and sound.

## **Cabinet Information and Security Measures**

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

## APPENDIX 4

### DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

Legislation enacted in 2013-14

Legislation	Date of assent
Criminal Code Amendment (Presumption of Joint Trials) Bill 2014	02/06/2014
Justice and Other Legislation Amendment Bill 2014	16/04/2014
Criminal Code Amendment (Identity Crime) Bill 2014	16/04/2014
Criminal Code (Hit and Run) Bill 2013	20/03/2014
Misuse of Drugs Amendment Bill 2013	20/03/2014
Advance Personal Planning (Consequential Amendments) Bill 2013	19/12/2013
Wills Amendment (International Wills) Bill 2013	19/12/2013
Criminal Code Amendment (Expert Psychiatric or Medical Evidence) Bill 2013	20/03/2014
Mental Health and Related Services Amendment Bill 2013	20/03/2014
Criminal Code Amendment (Child Abuse Material) Bill 2013	06/03/2014
Misuse of Drugs Amendment (Methamphetamine) Bill 2013	29/10/2013
Advance Personal Planning Bill 2013	19/12/2013
Criminal Code Amendment (Female Genital Mutilation) Bill 2013	08/11/2013
Sentencing Amendment Bill 2013	12/07/2013
Penalties Amendment (Miscellaneous) Bill 2013	12/07/2013
Criminal Code Amendment (Cheating at Gambling) Bill 2013	06/09/2013

## APPENDIX 5

### DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE

#### Regulations made in 2013-14

Regulations	Date of commencement
Summary Offences Amendment Regulations 2014	21/05/2014
Fines and Penalties (Recovery) Amendment Regulations 2014	01/05/2014
Criminal Property Forfeiture Amendment Regulations 2014	26/03/2014
Births, Deaths and Marriages Registration Amendment Regulations 2014	26/03/2014
Registration Amendment Regulations 2014	17/03/2014
Advance Personal Planning Regulations 2014	17/03/2014
Domestic and Family Violence Amendment (Drug and Alcohol Testing) Regulations 2013	05/02/2014
Bail Amendment (Drug and Alcohol Testing) Regulations 2013	05/02/2014
Fines and Penalties (Recovery) Amendment (Charles Darwin University Site and Traffic By-laws) Regulations 2013	19/12/2013
Victim of Crime Assistance Amendment Regulations 2013	19/12/2013
Supreme Court Amendment (Waiver and Deferral of Fees) Rules 2013	06/11/2013
Supreme Court Amendment (Public Notaries) Rules 2013	06/11/2013
Supreme Court Amendment (Commercial Arbitration) Rules 2013	25/09/2013
Corporations Law Amendment Rules 2013	21/08/2013
Misuse of Drugs (Act Amendment) Regulations 2013	01/08/2013
Fees and Charges (Attorney-General and Justice Portfolio) Amendment Regulations 2013	01/07/2013

This page is intentionally blank

