

2015-16 Annual Report



DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE ANNUAL REPORT 2015-16

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
- the wider public.



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Attorney-General and Justice.

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OUR MINISTERS

The Department of the Attorney-General and Justice (AGD) reported to five ministerial portfolios in 2015-16. Although the department reported predominantly to the Attorney-General and Minister for Justice, the Office of the Parliamentary Counsel was responsible to the Chief Minister, the Children's Commission was responsible to the Minister for Children and Families, the Health and Community Services Complaints Commission was responsible to the Minister for Health, and the department provided advice for constitutional development to the Minister for Statehood.

The Hon Michael Gunner MLA
Chief Minister
Parliament House
DARWIN NT 0800

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

Dear Ministers

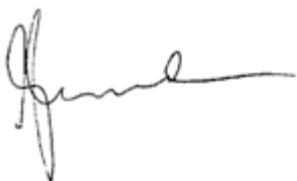
I am pleased to submit to you the 2015-16 annual report for the Department of the Attorney-General and Justice, in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 12 of the *Financial Management Act*.

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 Agency are kept and that employees under my control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and Treasurer's Directions.
- b) Procedures within the Agency afford proper internal control and a current description of such procedures is recorded in the accounting and property manual which has been prepared in accordance with the requirements of the *Financial Management Act*.
- c) No indication of fraud, malpractice, major breach of legislation or delegation, major error in or omission from the accounts and records exists.
- d) In accordance with the requirements of section 15 of the *Financial Management Act*, the internal audit capacity available to the Agency is adequate and the results of internal audits have been reported to me.
- e) The financial statements included in the annual report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions.
- f) All Employment Instructions issued by the Commissioner for Public Employment have been satisfied.

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

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



Yours sincerely

Greg Shanahan
Chief Executive Officer
26 September 2016

THE YEAR IN REVIEW: MESSAGE FROM THE CEO

I am pleased to present the Annual Report for AGD for 2015-16, outlining our activities and achievements over the past financial year.

The department has continued to deliver on the government's legislative reform agenda, introducing a total of 15 bills in 2015-16, including: various amendments to the *Misuse of Drugs Act*; several amendments to the *Bail Act*; and a number of bills associated with a significant reform of the Local Court.

The Domestic Violence Directorate (DVD) continued to implement the whole of government 'Domestic and Family Violence Reduction Strategy 2014-17: Safety is Everyone's Right'. Local Reference Groups are continuing to operate with great effect in Darwin, Katherine, Alice Springs and Tennant Creek. The Family Safety Framework has been established in Alice Springs, Darwin, Katherine, Tennant Creek, Nhulunbuy and Yuendumu to provide an action-based integrated service response to high risk domestic and family violence victims and their children. Approximately 90% of victims referred into the Framework have not been re-referred, indicating a significant reduction in their risk of homicide or further serious harm.

Court Support Services (CSS) commenced Project Zola, which aims to install videoconferencing facilities in selected remote locations to facilitate the giving of evidence in court. At the time of writing this report, preparations are underway for facilities to be placed in two separate locations in three remote communities. It is hoped that at least one location in each community will be set aside for use by vulnerable witnesses so they can give evidence in court proceedings without having to leave their community and support networks.

CSS is also in the process of installing hearing loops in all courts located in major centres across the Territory. Hearing loops assist people with a hearing impairment to hear court proceedings through the use of infrared hearing assistance.

The Integrated Justice Information System (IJIS) modernisation project continued to move forward



this year, with procurement recently concluded to select a contractor to create a Master Data Management System to manage data stored in IJIS. This will involve data cleansing, validation, and merging of duplicate party records.

Following the 2014 People Matter Survey, the department established the People Matter Working Group. In conjunction with the Executive Leadership Group and in consultation with staff, the Working Group developed the People Matter Action Plan which was released in September 2015. The Action Plan included identifiable milestones for the department to implement over the following 12 months. The Working Group has continued to monitor progress against the Action Plan and hope that this formative work to enhance consultation has lasting effect.

As part of the whole of government Indigenous Employment and Career Development Strategy, AGD is developing an Indigenous Employment and Career Development (IECD) Program. The department has established an Indigenous Reference Group (IRG), comprising 5 Indigenous staff members, to guide and champion the IECD Program and work closely with the IECD Program Oversight Committee. The involvement of the IRG will provide expertise and guidance towards improving employment, training and career opportunities for Indigenous people.

It has been a busy year for the department. I would like to take this opportunity to thank the staff of the department for their hard work, commitment and professionalism, and I look forward to continuing into the year ahead delivering services at the same high standard.

A handwritten signature in black ink, appearing to read 'Greg Shanahan', with a long horizontal flourish extending to the right.

Greg Shanahan
Chief Executive Officer

ABOUT THE DEPARTMENT

Vision Statement

A fair and accessible legal system for the community.

Mission Statement

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

Core business

- 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 Values

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

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

Respect: provide services in a manner which respects others.

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

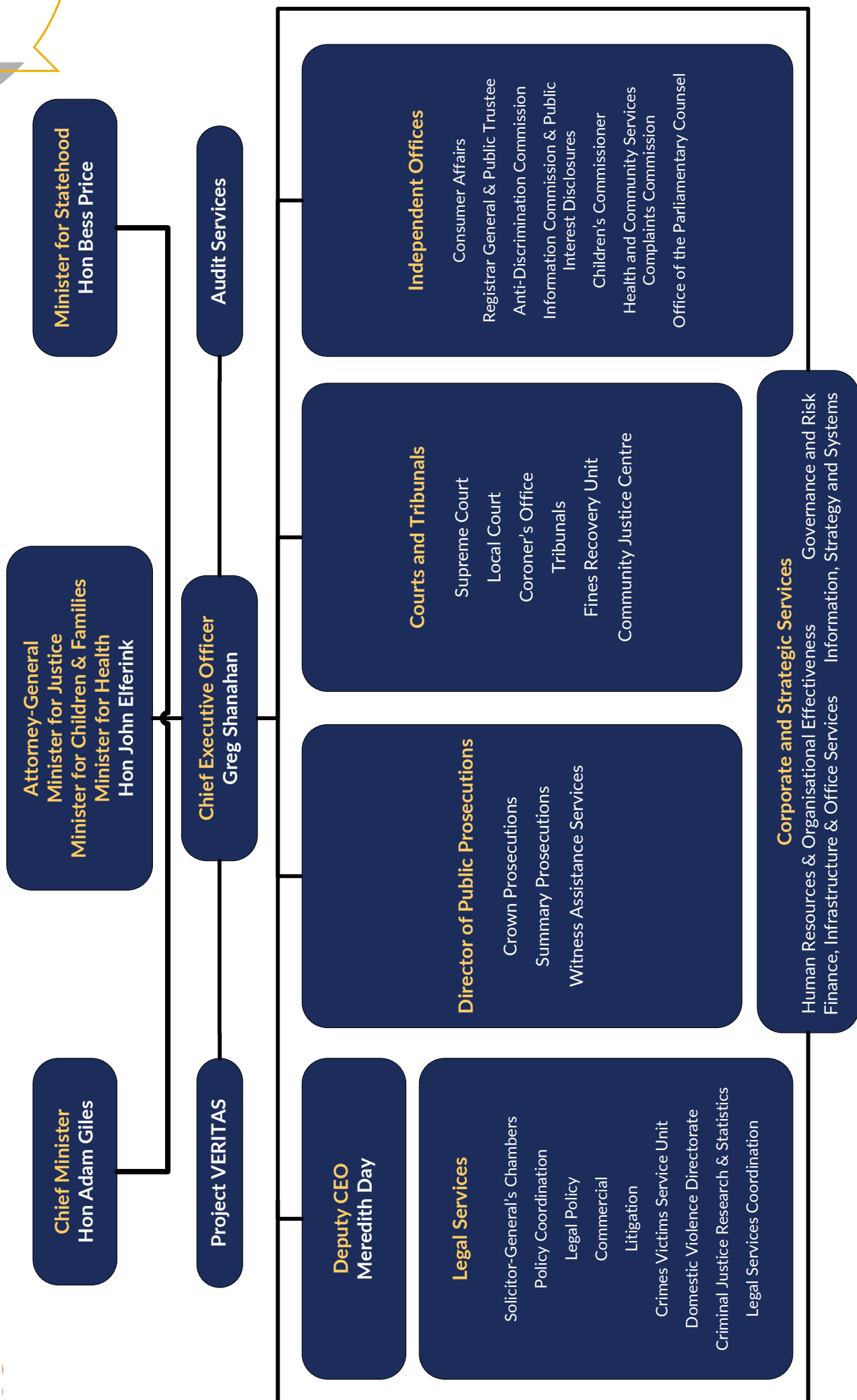
Commitment to service: strive to achieve the department's strategic direction.

Accountability: positively represent the department and the Northern Territory Government (NTG).

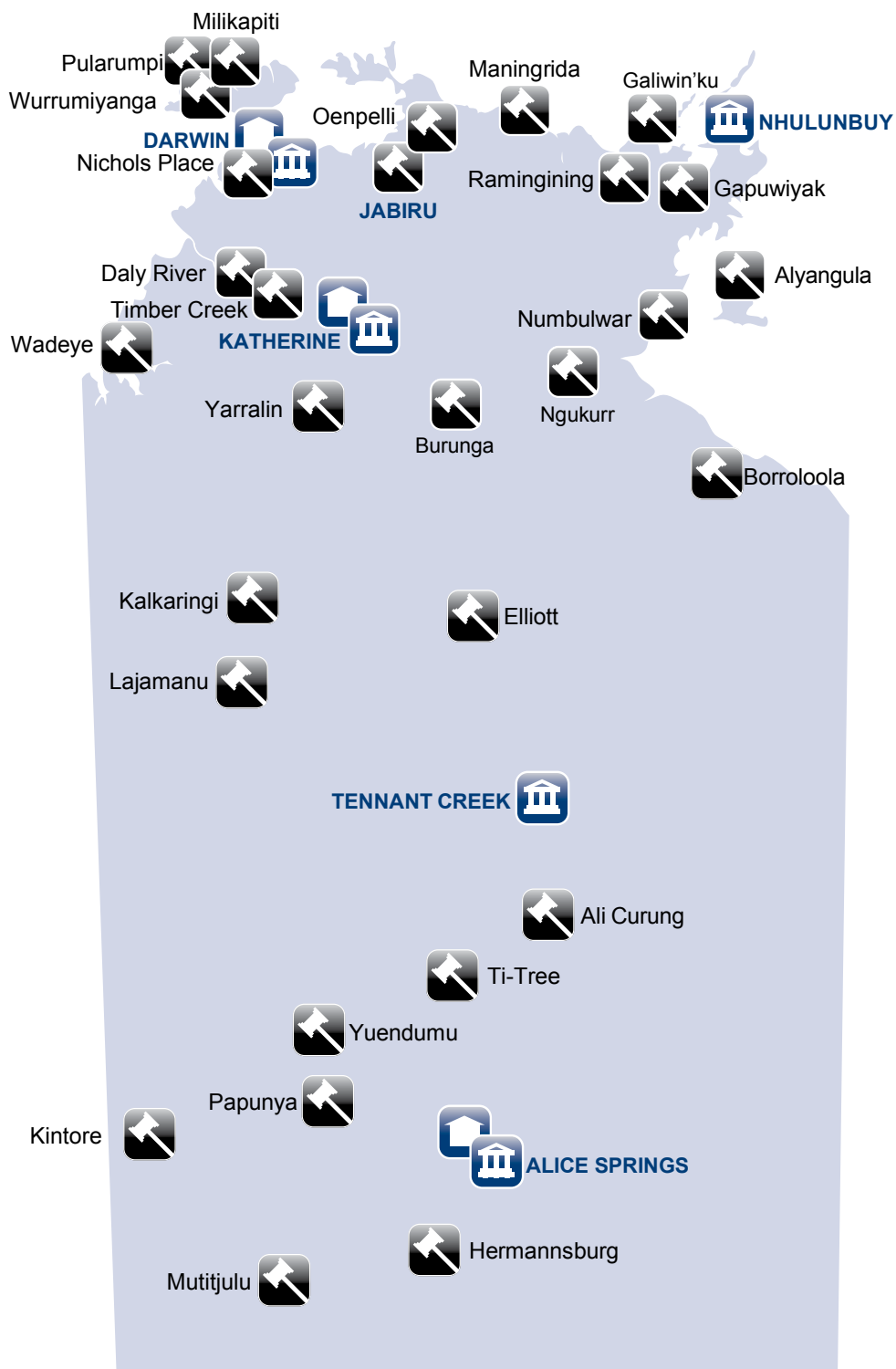
Budget Paper No. 3 Output Groups

AGD provides strategic law and legal policy services to government and delivers courts, tribunals, prosecutions, advocacy, mediation, complaint resolution and registration services, through the following output groups as published in *Budget Paper No. 3* of 2015-16.

Output Group	Outputs
Legal Services	• Solicitor for the Northern Territory • Crime Victims Services Unit • Legal Policy
Court Support Services	• Higher Courts • Lower Courts and Tribunals • Fines Recovery Unit • Integrated Justice Information System
Director of Public Prosecutions	• Director of Public Prosecutions
Independent Offices	• Consumer Affairs • Anti-Discrimination Commission • Information and Public Interest Disclosures Commissioner • Registrar-General • Public Trustee • Health and Community Services Complaints Commission • Children's Commissioner • Office of the Parliamentary Counsel
Domestic Violence Directorate	• Domestic Violence Directorate
Corporate and Governance	• Corporate and Governance



LOCATIONS IN THE NT



GOVERNANCE FRAMEWORK

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

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



THE EXECUTIVE LEADERSHIP GROUP

The ELG provides oversight of the department's strategic framework.

The role of the ELG is to:

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

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

In 2015-16, the ELG met monthly and all members were responsible for ensuring divisional directors were briefed on decisions.

In August 2015, the ELG also travelled to Alice Springs for one of their monthly meetings. This visit was used as an opportunity for broader networking, sharing information and obtaining feedback from staff.

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

Greg Shanahan (Chair)

Chief Executive Officer

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



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

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

Meredith Day

Deputy Chief Executive Officer



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

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

Meredith acted as the Deputy Chief Executive Officer of AGD from 2014 before being formally appointed in 2015.

Wojciech Jacek (Jack) Karczewski QC

Director of Public Prosecutions



Jack Karczewski graduated from the University of Queensland with a degree of Bachelor of Laws in May 1974. He was admitted to practice in Queensland as a Solicitor in December 1974 and as a Barrister and Solicitor of the Supreme Court of Papua New Guinea in April 1975. From April 1975 to October 1982 he was employed by the Papua New Guinea Government in the Public Prosecutor's

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Office as a Crown (later State) Prosecutor and was appointed a Senior State Prosecutor in December 1978. In October 1980 he was seconded to the Port Moresby City Council as its Principal Legal Officer and remained employed there until June 1983.

Jack commenced employment with the Prosecutions Division of the NT Department of Law in June 1984 and was admitted to practice as a Legal Practitioner of the Supreme Court of the NT in August 1984. He was appointed Senior Crown Prosecutor for the NT in September 1991.

He transferred to the Policy Division, Attorney-General's Department, in December 1993 and was employed there as a policy law officer until November 1997. He was the acting Director of the Policy Division from March 1997 to September 1997.

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

In February 2013 Jack was appointed Director of Public Prosecutions.

Alecia Brimson

Director Corporate and Strategic Services

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

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

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



Chris Cox

Director Courts and Tribunals

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

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



Colleen Gwynne

Children's Commissioner

Colleen Gwynne was appointed Children's Commissioner on 11 June 2015, after 25 years with the NT Police where she reached the rank of Commander before taking on a Senior Executive Role with the Department of Housing.

Colleen has lead a broad range of operational and specialist areas including major crime, drug and organised crime, domestic violence, prosecutions, child abuse, public housing safety and youth services and has been in charge of five local policing commands across the Territory. She has also worked in Papua New Guinea as an advisor to the Royal Papua New Guinea Constabulary on community engagement and problem solving policing.

Colleen has formal qualifications in leadership, criminal justice, investigations and is a graduate of the FBI National Academy and the Management of Serious Crime Course.

Colleen represents the Independent Offices group at ELG on behalf of Gary Clements, Commissioner of Consumer Affairs; David Lisson, Registrar-General and Public Trustee; Sally Sievers, Anti-Discrimination Commissioner; Brenda Monaghan, Commissioner of Information and Public Interest Disclosures; Stephen Dunham, Commissioner of Health and Community Services Complaints; and Sandra Markman, Chief Parliamentary Counsel.



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COMMITTEES AND SUBCOMMITTEES

A number of committees and subcommittees have been established within the department or are led by the department to support specialist information or manage special projects. The roles of the committees are defined in their Terms of Reference.

Members as at 30 June 2016	Appointed	Role	Meetings held
Audit and Risk Committee (ARC)			
Chair: Emily Clarke, Law Officer, SFNT (member from 1 May 2015)	1 April 2016	The ARC provides an oversight role to assist the CEO 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.	22 September 2015
			17 December 2015
Members:			31 March 2016
Daniel McGregor, Sheriff of the Supreme Court	1 April 2016		20 June 2016
Shaun O'Brien, Acting Chief Financial Officer, Department of Education	6 June 2016		
Sandra Otto, Deputy Commissioner, Consumer Affairs	24 June 2015	The ARC's functions and responsibilities are to: • monitor the adequacy of the internal control environment and related policies, practices and procedures • monitor corporate risk assessment and the adequacy of the internal controls established to manage identified risks • oversee the internal audit function, liaise with external auditors, and monitor the implementation of internal and external audit recommendations • review financial statements and other public accountability documents such as annual reports prior to approval by the Accountable Officer • within the context of the committee's primary objective, undertake any other functions and activities as determined from time to time by the CEO.	
Steve Wheelhouse, Director Crime Victims Services Unit	1 April 2016		
Secretary:			
Philip Anderson, Auditor	1 June 2015		
Observers:			
Julie Crisp, Auditor-General or her nominee, Office of the Auditor-General (since 22 September 2014)			
Shelley Withers, Director Governance and Risk (since 13 January 2016)			
Prior members:		The ARC has authority in relation to each of these functions across all areas of the department, including statutory offices.	
Jim Laouris, Registrar, NTCAT			
Lilia Cercarelli, Business Manager, DPP			
Work Health and Safety Steering Committee			
Chair: Greg Shanahan, CEO	23 October 2013	The role of the Work Health and Safety (WHS) Steering Committee is to ensure the department's safe work procedures are developed to the standards required by the WHS legislation and relevant codes of practice and industry standards, and are regularly reviewed.	1 July 2015
Members:	23 October 2013		29 October 2015
Executive Leadership Group			24 February 2016
Shelley Withers, Director Governance and Risk	13 January 2016		4 May 2016
Rachel Kennaway, Acting Governance Officer (Secretariat)	1 February 2016	The committee provides advice and recommendations to the Executive Leadership Group to effectively manage the department's WHS compliance obligations.	
Prior members:			
Amanda Gunn, Director Strategy and Organisational Reform (Secretariat) to September 2015			

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Members as at 30 June 2016	Appointed	Role	Meetings held
Information Management Committee			
Chair: Greg Shanahan, CEO	16 July 2013	The role of the Information Management Committee is to ensure the achievement of the agency's business goals through appropriate information management and technology solutions by making recommendations to the senior executive on information strategies and projects.	27 August 2015
			25 November 2015
Members: Executive Leadership Group	16 July 2013		30 March 2016
Victor De Silva, Chief Information Officer	16 July 2013		29 June 2016
Domestic and Family Violence Reduction Strategy Cross-Agency Steering Committee			
Chair: Greg Shanahan, CEO, AGD	All appointed 20 September 2013	The role of the Domestic and Family Violence Reduction Strategy Cross-Agency Steering Committee is to provide high level guidance and direction to ensure an integrated response across the NTG.	23 May 2016
			23 November 2015
Members: Anne Bradford, CEO, Department of Children and Families			
Michael Chiodo, Chief Executive, Department of Local Government and Community Services, Office of Aboriginal Affairs			
Leah Clifford, CEO, Department of Housing			
John Coleman, CEO, Department of the Chief Minister			
Ken Davies, Chief Executive, Department of Education			
Reece Kershaw, Commissioner and CEO, Police, Fire and Emergency Services			
Mark Payne, Commissioner, Department of Correctional Services			
Dr. Len Notaras, CEO, Department of Health			
Jodie Ryan, Under Treasurer, Department of Treasury and Finance			

Footnote:

The Project VERITAS Steering Committee has become a sub-committee of the NTG's ICT Governance Board. Membership consists of an independent Chair and CEOs and Chief Information Officers from NT Police, AGD and the Department of Correctional Services.

STATUTORY OFFICE HOLDERS AND STATUTORY OFFICES

A number of statutory offices came under the umbrella of AGD in 2015-16 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

Appointment	Act
Anti-Discrimination Commissioner	<i>Anti-Discrimination Act</i>
Children's Commissioner	<i>Children's Commissioner Act</i>
Commissioner for Public Interests Disclosures	<i>Public Interest Disclosures Act</i>
Commissioner of Consumer Affairs	<i>Consumer Affairs and Fair Trading Act</i>
Commissioner for Health and Community Services Complaints	<i>Health and Community Services Complaints Act</i>
Director of Public Prosecutions	<i>Director of Public Prosecutions Act</i>
Information Commissioner	<i>Information Act</i>
Public Trustee for the Northern Territory	<i>Public Trustee Act</i>
Registrar of Births, Deaths and Marriages	<i>Births, Deaths and Marriages Registration Act</i>
Registrar-General for the Northern Territory	<i>Registration Act</i>
Solicitor-General of the Northern Territory	<i>Law Officers Act</i>

Appointments to Statutory Boards and Committees (Chair, President, Registrar)

Body	Appointment/s	Act
Alcohol Mandatory Treatment Tribunal	President, Registrar	<i>Alcohol Mandatory Treatment Act</i>
Child Deaths Review and Prevention Committee	Convenor	<i>Care and Protection of Children Act</i>
Community Justice Consultative Council	Council	<i>Community Justice Centre Act</i>
Construction Contracts	Registrar	<i>Construction Contracts (Security of Payments) Act</i>
Crime Victims Advisory Committee	Chairperson	<i>Victims of Crime Rights and Services Act</i>
Health and Community Services Complaints Review Committee	Chairperson	<i>Health And Community Services Complaints Act</i>
Legal Practitioners Admission Board of the NT	Chairperson	<i>Legal Profession Act</i>
Legal Practitioners Disciplinary Tribunal	Chairperson	<i>Legal Profession Act</i>
Legal Practitioners Funds Management Committee	Chairperson	<i>Legal Profession Act</i>
Mental Health Review Tribunal	President, Registrar	<i>Mental Health and Related Services Act</i>
NT Civil and Administrative Tribunal	President, Registrar	<i>Northern Territory Civil and Administrative Tribunal Act</i>
NT Law Reform Committee	President and Chairperson	Established By Constitution
Public Trustee Investment Board	Chairperson	<i>Public Trustee Act</i>

The above lists are not exhaustive.

STATUTORY BOARDS AND BODIES

Alcohol Mandatory Treatment Act

Alcohol and Mandatory Treatment Tribunal

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

Care and Protection of Children Act

Child Deaths Review and Prevention Committee

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

Classification of Publications, Films and Computer Games Act

Publications and Films Review Board

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

Community Justice Centre Act

Northern Territory Community Justice Centre

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

Community Justice Consultative Council

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

Consumer Affairs and Fair Trading Act

Tow Truck Operators Code of Practice Administering Authority

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

Fines and Penalties (Recovery) Act

Fines Recovery Unit

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

Health and Community Services Complaints Act

Health and Community Services Complaints Review Committee

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

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

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

Law Society Northern Territory

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

Legal Practitioners Admission Board of the Northern Territory

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

Legal Practitioners Disciplinary Tribunal

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

Legal Practitioners Funds Management Committee

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

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

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

Northern Territory Civil and Administrative Tribunal Act**The Northern Territory Civil and Administrative Tribunal**

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

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

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

Professional Standards Act**Professional Standards Council**

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

Public Trustee Act**Public Trustee Investment Board**

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

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

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

Victims of Crime Rights and Services Act**Crime Victims Services Unit**

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

Crime Victims Advisory Committee

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

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REVIEWS AND AUDITS

Sixteen internal audits/reviews were conducted by AGD Audit Services in the reporting year. Five audits, reviews and assessments were conducted by the Auditor-General's Office.

In addition, some audit services were provided to Correctional Services under a shared model during the year and are reported in their Annual Report.

Audits/Reviews reported to the Audit & Risk Committee in 2015-16 by Audit Services

Audit	No. of Audits
Petty Cash and Counter Floats (Alice Springs, Tennant Creek, Katherine, Nhulunbuy)	4
Workplace Health and Safety	1
Supreme Court Custodial Contract	1
Court Exhibits and Security (Alice Springs, Tennant Creek, Katherine and Nhulunbuy)	4
Registrar-General Office Security – Alice Springs	1
Community Justice Centre Compliance	1
Project VERITAS – Master Data Management Tender – Probity Advice Part 1 of 2	1
Travel Policy Compliance	1
Information and Communications Technology – Governance Review	1
Cabinet Information Security	1
	16

Audits reported by the Auditor-General's Office:

- End of Year Review – 2014-15
- Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2015
- Integrated Justice Information System
- Office of the Public Trustee – Interim Financial Statements audit for the year ended 30 June 2016
- Compliance review.

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

From July 2015, Internal Audit planning by Audit Services is substantially based on divisional risk assessments and mitigation strategies.

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

End of Year Review – 2014-15

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

Common Funds of the Public Trustee Financial Statements Audit for the year ended 30 June 2015

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

Integrated Justice Information System

The objective was to review IJIS risks and those forming part of the VERITAS project to replace IJIS. Various areas for improvement were raised and the ARC is tracking progress.

Agency Compliance Audit for the Year Ended 30 June 2016

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

Public Trustee – Interim Financial Statement Audit for the Year ended 30 June 2016

This is a pre-year end analysis designed to provide added assurance for the final year end audit. No issues arose.

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

Petty Cash and Counter Floats

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

Darwin Supreme Court Custodial Contract

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

Workplace Health and Safety (WHS)

The review was risk-based with a focus on the statement that “a failure to exercise and demonstrate an acceptable level of care to employee workplace health and safety can lead to poor employee wellbeing, poor delivery of services, reputational damage and legal sanctions”. The objective of the review was to examine the effectiveness of existing control strategies in the WHS Framework including staff support processes. The review found that strategies were on their way to being implemented in most cases and remediation actions were proposed where relevant.

Court Exhibits and Security

Audits were conducted at several locations to test compliance with procedures and identify weaknesses. The audit findings identified some procedural issues and areas for improvement which are being addressed through training.

Community Justice Centre Compliance

An audit was conducted to establish the level of compliance with select financial legislative instruments and whole of government policies and practices. The audit identified breaches of policy that were immediately addressed.

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

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

Travel Policy Compliance

A new NTG air travel policy was issued on 1 July 2015 and the audit checked compliance with that policy. Some breaches were observed and resulting recommendations used as input to a revision of the whole of government policy as at 1 July 2016. A separate part of the audit checked for travel booked with Latitude Travel and associated companies, and no issues arose.

Information and Communications Technology (ICT) Governance Review

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

Cabinet Information and Security Measures

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

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INFORMATION ACT

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

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

- the department's structure and functions

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

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

	2013-14	2014-15	2015-16
Applications carried over from previous year			
To access person and government information	0	2	1
To access personal information	1	0	0
To access government information	0	0	2
New applications to access personal information	4	9	3
New applications to access personal and government information	2	2	0
New applications to access government information	1	7	4
New applications to correct personal information	0	0	0
Total applications open	8	20	10
Requests withdrawn	0	1	1
Requests transferred to another agency	0	0	0
Responses completed within 30 day period	5	9	4
Responses completed exceeding 30 day period	1	7	4
Total applications finalised	6	17	9
Applications on hand at 30 June	2	3	1

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WORK HEALTH AND SAFETY

AGD is committed to providing a safe and healthy working environment for all our workers, volunteers and visitors who attend departmental premises, in accordance with the requirements of the *Work Health and Safety (National Uniform Legislation) Act* ('the WHS Act'). The department's Work Health and Safety (WHS) Framework comprises the WHS Policy and guidelines, activities related to prevention of an event, plans to respond to an event and the supporting governance structure.

WHS Management System Review

In 2016 the department undertook to review its WHS Management System to ensure compliance with legislated requirements and continued effectiveness in the departmental context. The review, which was still under way at 30 June 2016, included a review of the department's policies and WHS governance arrangements, and resulted in the development of a number of new guidelines and procedures to aid managers and Health and Safety Committees in considering WHS matters.

WHS Governance

The WHS Steering Committee was established to monitor, guide and oversee the implementation and progression of all WHS matters across the department to ensure that legislative obligations and policy objectives were met. In early 2016, following a governance review, the Executive Leadership Group took the decision to change the structure and establish a cross-departmental committee to drive ongoing embedding of WHS management practices. The new AGD WHS Committee will have representation from divisional Health and Safety Committees to facilitate information sharing and collaboration across divisions and locations. The AGD WHS Committee had not yet met at the time of writing this report.

The new WHS Governance structure is as follows:



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Emergency Management Committees

Emergency Management Committees operate at sites where the department is the anchor tenant. Committee members and the Emergency Control Organisation are guided by a suite of procedures and guidelines that align with Australian Standard 3745-2010 Planning for emergencies in facilities.

WHS training

During the reporting year the following WHS training was delivered across the department:

- WHS for Senior Managers training was delivered twice in 2016 and attended by 29 middle and senior managers. The course focused on the responsibilities of managers and supervisors under the WHS Act, and the key aspects of WHS management systems, including training responsibilities, consultation mechanisms, risk assessment and control, monitoring and review.
- Fire warden training was delivered to 10 staff in June 2016. It should be noted that this was a one-off centrally funded course and in the normal course of training is organised and funded by each work unit.
- First Aid training was arranged within each work area as required for their identified First Aid Officers.
- Emotional Resilience training was delivered to 30 staff in the DPP and SFNT.
- Mental Health First Aid Training was delivered to Court staff in Alice Springs.

Automatic External Defibrillators

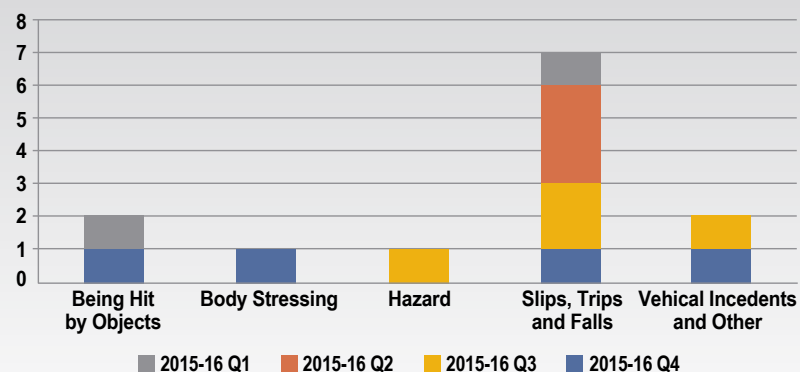


In March 2016 Automatic External Defibrillators (AEDs) were installed at Darwin Supreme Court, Darwin Magistrates Court, Alice Springs Courts and Old Admiralty Tower. First Aid Officers were given a familiarisation session on AEDs to complement their formal training, and instructional materials were published on the AGD Intranet for all staff to reference.

WHS incidents

In 2015-16, there were a total of 13 WHS incidents reported, a decrease of 27% (5 incidents) from the previous year. The most common incident was slips, trips and falls, which accounted for 7 incidents.

Incidents by mechanism group



Source: Boxi Report as at 30 June 2016

CORPORATE CITIZENSHIP

The ethos of AGD is one of good corporate citizenship. The department and its people deliver value to society in a number of ways, including:

- Recognising the department operates for the people of the NT and the NTG, for the positive interest of society
- Contributing to the long-term business climate of the NT through operating in the public interest
- Knowing and realising ethical standards
- Partnering with agencies and non-government organisations to work towards solving social, economic and psychological problems in society
- Enabling legislative reform to achieve better outcomes
- Fostering public policy positions that achieve mutually beneficial interests
- Operating with a qualified, professional and stable workforce.

Examples of the department's good corporate citizenship are illustrated throughout this report, including, but not limited to:

- Pillars of Justice Strategy
- Family Safety Framework
- Kenbi Land Claim
- Witness Assistance Services
- Crime Victims Services Unit
- Youth Justice Court
- Local Court reform
- Conciliation and advocacy services from Independent Offices
- Life Events Registry
- Estate and Trust management.

Supreme Court Open Day

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

Borroloola Community Champion



Kids playing at Borroloola

In 2015, the CEO was appointed the Community Champion for Borroloola. The Community Champions Project is aimed at creating an enabling environment for economic development and job creation in remote communities across the NT. He is working with the community, with the assistance of the department liaison officer for Borroloola from the Office of Aboriginal Affairs, to identify and create projects which will advance economic development.

In the past 12 months, funding has been granted to several local businesses to assist them with building their business, including purchasing plant and equipment and constructing infrastructure. Further funding is currently available for other projects which meet the funding criteria.

One of the key issues related to economic development in Borroloola is a lack of land due to unresolved native title claims and flood levels, which are seen to be hindering growth in the town and stifling economic opportunities. We are working with the Department of Lands and Planning and the Department of Housing to clarify plans for future land releases. Other priorities include improving infrastructure such as drainage, signage, roads and lights.

In addition, the CEO regularly attends Borroloola Local Authority meetings to keep informed about community issues and to see where he can help to facilitate resolution of any issues which relate to the NT Government. For example, during one visit, it was advised that some NTG cabling was installed in an open stormwater drain. As a result of liaising with the relevant NTG agencies, the cabling was fixed as a matter of urgency. The CEO is currently helping to facilitate the transfer of title to the Borroloola swimming pool (which had been stalled for several years) to provide certainty and stability for the pool operator.

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Tangentyere signs



(L-R): Megan Howie, Sabine Wedemeyer, Erika Sauzier, John Elferink, MLA, Meredith Day, Barbara Shaw and Liz Olle in front of the sign at Hidden Valley Town Camp.

As part of the community engagement element of the Alice Springs Integrated Response to Domestic and Family Violence, the Tangentyere Women's Committee (TWC) in Alice Springs was funded to develop resources, materials and processes related to the identification and prevention of domestic and family violence.

The TWC formed a Family Safety Group comprising 25 women and some men who volunteer their time and work with the TWC to achieve its aims. On 26 October 2015, at Hidden Valley Town Camp, the Attorney-General and Minister for Justice unveiled a new sign with a strong message against domestic violence. The unveiling was well attended by a range of interested parties including the Chairman of Tangentyere Council and members of the TWC, who addressed the gathering. Also in attendance were Deputy CEO, Meredith Day, and staff from the DVD and colleagues from the Department of Children and Families. The production of the signs was funded by a special grant from AGD.

Other materials developed as part of the project included brochures and cards which provide useful information and contact numbers.

White Ribbon



Meredith Day and Greg Shanahan in front of the white ribbon that was signed by AGD staff in Darwin and Alice Springs

During the year AGD held a number of activities to raise awareness about White Ribbon and empower people to speak up against domestic and family violence. All employees were requested to complete an online training module on Mandatory Reporting of Domestic Family Violence. In July the department held a barbeque and 45 staff took the White Ribbon oath to 'never commit, excuse or remain silent about violence against women'. In November, staff were invited to add the White Ribbon logo to their email signature from 25 November to 10 December 2015 in recognition of White Ribbon Day which observes the International Day of the Elimination of Violence Against Women and signals the start of the 16 Days of Activism to Stop Violence against Women, which ends on Human Rights Day on 10 December. A four kilometre White Ribbon run was also held in Alice Springs, organised by Courts staff.

A White Ribbon Christmas Food Drive was promoted across the department in December and donations were gratefully received by:

- Catherine Booth House
- Darwin Aboriginal and Islander Women's Shelter
- YWCA in Palmerston and Malak
- Alice Springs Women's Shelter.

In March the Anti-Discrimination Commissioner addressed staff at a lunch-time barbeque on The Esplanade.

Harmony Day

Harmony Day is celebrated on 21 March each year to recognise Australia's cultural diversity and encourage inclusiveness, respect and a sense of belonging for everyone. Employees from across the department arrange Harmony day events and this year the Anti-Discrimination Commission (ADC) participated in the Harmony Day Football Festival.

Jeans for Genes Day

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

Council of the Aging (COTA NT) Seniors Expo

COTA NT promotes the concerns of senior Territorians to government and associated organisations. It runs the Independent Seniors and Culturally and Linguistically Diverse (CaLD) Round Tables and sits on the Minister's Advisory Council for Senior Territorians. A number of work areas supported and/or participated in programs and events this year.

Defence Open Days

Staff participated in Defence Open days in Katherine and Darwin, providing useful information to Defence members new to the region.

Sporting activities

Employees are encouraged to participate in a range of sporting activities such as lunch-time yoga and rugby and pilates in the park, and the DPP has an indoor netball team.

Social clubs

Most divisions arrange social club fund-raising activities as a means of providing interactions across the department and to raise funds for charities and events such as Christmas celebrations. This year department employees supported Camp Quality NT and the NT Women's Refuge.

Australia's Biggest Morning Tea



Staff from the DPP enjoying an elaborate morning tea to raise funds for the Cancer Council

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

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ENVIRONMENTAL MANAGEMENT

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

The department's guiding philosophy is to:

- Ensure our people are aware of how they can reduce the consumption of energy and resources like stationery and paper
- Access corporate policies, procedures and forms from the departments intranet
- Maintain and enhance waste management strategies through reuse and recycling
- Encourage the incorporation of energy-efficient measures in new buildings
- Encourage the use of energy-efficient fleet vehicles
- Seek to minimise travel where alternative communication may be suitable such as video or telephone conferencing.

The department continues to consider opportunities to improve its energy efficiency in its facilities, including implementation of sensor-operated lighting systems, 'smart meters' in a number of its facilities and the incorporation of new energy-efficient light-emitting diode (LED) and high intensity compact fluorescent lighting systems into all future building upgrades.

Replacement of mechanical air conditioning plant at both the Darwin Supreme Court and Nichols Place is in the final stages and is expected to enhance energy savings.

Trials are currently being undertaken with energy efficient LED lighting systems and Sterileaire air conditioning systems in an effort to further reduce our carbon footprint. The Sterileaire systems cut maintenance costs while vastly improving air quality, and they are expected to improve energy efficiency.

Current electricity supply agreements were renewed in February 2016 and are in place until 21 February 2019. The supply agreements with Jacana Energy provide electricity supply to both Darwin Supreme Court and Nichols Place in Darwin at a reduced cost.

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

STRATEGIC PERFORMANCE AND ACHIEVEMENTS

AGD's Strategic Plan spanned the period 2013 to 2016. The plan was developed by the ELG in consultation with directors to support the NTG in achieving its strategic intent outlined in the *Framing the Future* plan. The department's work occurs within the Strong Society vision that:

- values an individual's right to freedom and ensures everyone has the same access to opportunities and resources to make a contribution to, and participate in, society and the economy
- supports the most vulnerable
- is safe for all – at home, at school, in the workplace and while travelling.

The Strategic Plan has 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.

This section details the outcomes achieved to date from the department's Strategic Plan for the three year period to June 2016.

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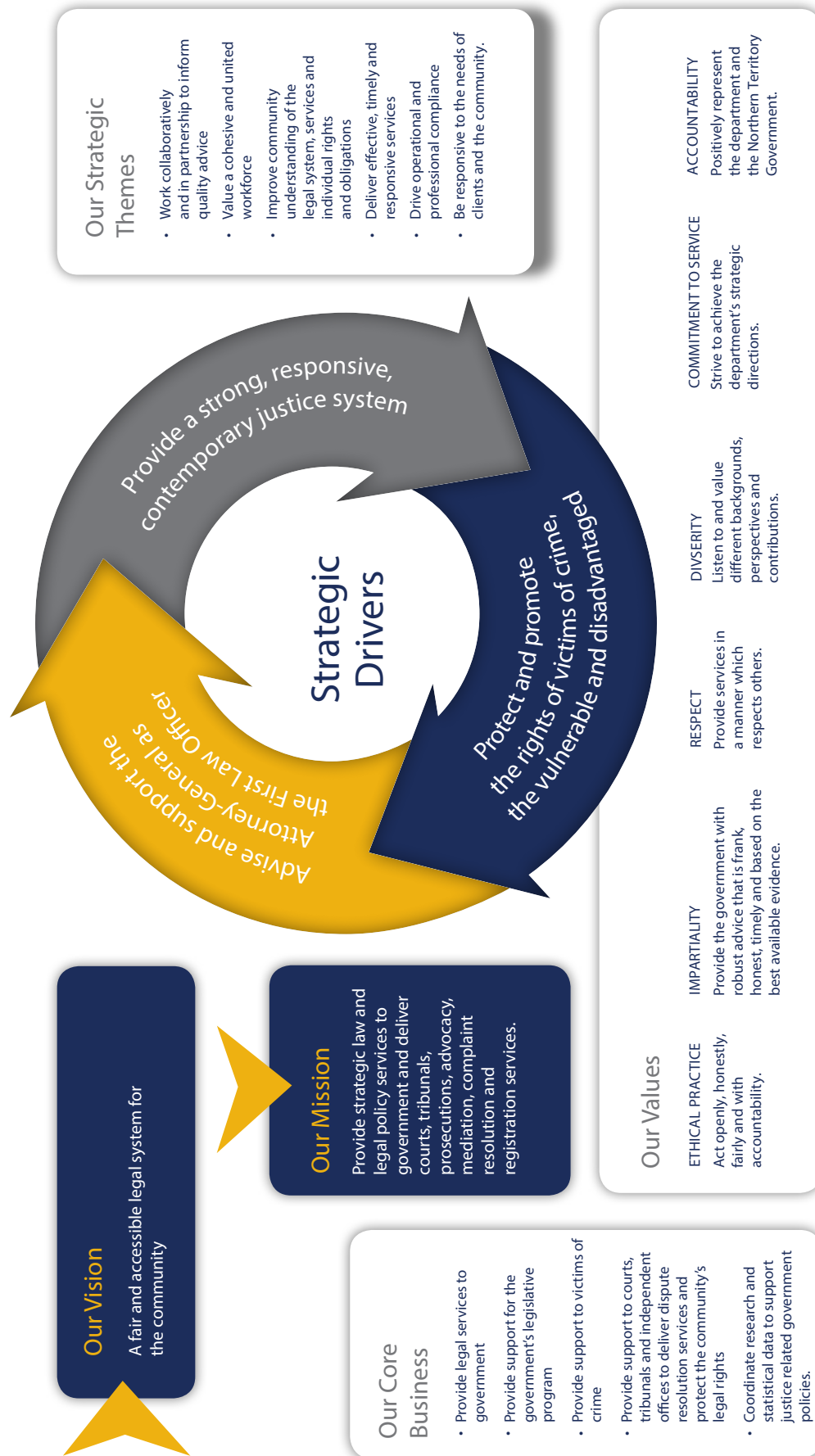
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THE STRATEGIC PLAN 2013-2016



Work collaboratively and in partnership to inform quality advice

Pillars of Justice Strategy

The department led the multi-agency law and order reform strategy [Pillars of Justice](#) to strengthen police, justice and correctional systems across five key areas – the streamlining of police procedures, reforming court sentencing, introducing youth justice intervention programs, correctional reform and increased victim support.

The objective of the Pillars of Justice strategy was to have a coordinated approach to driving down crime for Territorians through strengthening the NTG's police, justice and correctional systems.

Project VERITAS

The Integrated Justice Information System (IJIS) is the primary information tool for the justice environment in the NT, supporting and aiding reporting on justice business processes associated with police apprehension, prosecution, courts, correctional services and fines recovery. Over time it has changed from one end-to-end system to three systems: Police Real-time Online Management Information System (PROMIS), IJIS and the Integrated Offender Management System (IOMS). Project VERITAS is a component of changes to the management of Justice in the NT that seeks to digitise management of the flow of information along the continuum, from Police to Justice and through to Corrections and back to Police. In 2013 the phased multi-year modernisation project commenced, with projects in progress over the next few years.

Criminal courts data

The Criminal Justice Research and Statistics Unit has historically had a limited capability to create specialised statistical reports from IJIS. From February 2015 through June 2016, all staff members in the Criminal Justice Research and Statistics Unit undertook a series of nine modules focusing on different parts of the court process and the data involved. The training materials were developed in-house and form a documented record for future statistics staff in how to begin to understand and use the complex court data. Sessions involved presentations from people working in different parts of the business, from

Police to courts to prosecutions, as well as visits to the Local and Supreme Courts to observe sessions, in-depth discussions of key data and how to use them, and group and individual examples taken from actual work requests. With the training, all staff have now begun to explore how they can use IJIS data for reporting to support the work of Legal Policy, Correctional Services, alcohol harm reduction initiatives and the NT Police.

Coding of text-based IJIS location data

A key element of requests for data from IJIS is often location: of the offences, of court appearances or of the people. While court locations are coded, the data for where an offence occurs or where a person comes from are text-based, severely limiting the ability to report meaningful statistics by location. The Criminal Justice Research and Statistics Unit has, over time, undertaken the coding of text-based location data in IJIS, using fuzzy matching processes and other programming to make the process more efficient. As a result, IJIS text-based location data can now be grouped and reported against the same urban centre / remote community groupings as the NT Crime Statistics. This project has enabled the Criminal Justice Research and Statistics Unit to analyse IJIS data by location for several pieces of work. As the IJIS data flow into IOMS, it is also possible to use the coding system to report Corrections data by location groupings.

Value a cohesive and united workforce

People Plan 2015-17

The department's People Plan was developed by Human Resources and Organisational Effectiveness (HR) in consultation with directors to provide a strategic framework to underpin the department's planning, decision making and workforce development initiatives to enhance our workforce capability and meet our current and future human resource needs.

The plan focuses on four key areas:

1. Developing a learning culture
2. Using a strategic approach to capability development
3. Developing workplace practices that support our people
4. Strengthening Indigenous employment.

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The plan includes a range of strategies and initiatives (tools) that give guidance and instruction to all employees supported by action plans. Managers can use the tools in leading and managing employees and developing employee capability to ensure the department is equipped to provide high-quality services to our clients. Employees can use the tools in developing their capabilities and careers.

The plan supports and dovetails with the department's responses to the issues arising from the Northern Territory Public Sector (NTPS) People Matter Survey and the recommendations of the department's People Matter Working Group.

WHS framework implemented

During 2013-14 a suite of WHS governance documents were implemented to facilitate the compliant and effective application of WHS legislation and regulations across the department. The documents included a WHS Framework supported by Management System Guidelines that articulate how WHS activities arising out of the conduct of the department's business are to be managed and include governance arrangements, hazard identification, risk assessment and mitigation.

Assistance in carrying out this reform was facilitated by the WHS Advisory Service, Department of Corporate and Strategic Services as part of a whole of government improvement strategy during the transition to the WHS National Framework.

Improve community understanding of the legal system, services and individual rights and obligations

Legal Policy Forum

The Policy Coordination Division of the department identified a need for better liaison between the department's policy officers and others involved in the development of legislation and related policy for the NT. Policy issues that are within the domain of the Attorney-General and Minister for Justice and AGD arise in most NT legislation and, reasonably often, in non-legislative matters.

The department will soon be running information forums on legal policy issues that are of relevance for the whole of government. The forums are for educational purposes only and do not have a role in

developing policy initiatives. Issues include:

- Conversion of offences so that they comply with Part IIAA of the Criminal Code
- Transfer of administrative appeals jurisdiction from the courts and ad hoc tribunals to the NTCAT
- Circumstances in which it is appropriate to create offences that have elements of strict liability
- Transitional provisions in amending legislation
- Copyright.

Included in these forums is a session on "Know your Assembly", which is designed to give attendees an improved understanding of the role and functions of the Legislative Assembly of the NT with a focus on the interaction between Executive Government and Parliament. While designed for professional development, interested non-professional participants may also attend.

Review of the Sentencing Amendment (Mandatory Minimum Sentencing) Act 2013

The *Sentencing Amendment (Mandatory Minimum Sentences) Act 2013* was implemented on 1 May 2013. The Act imposed mandatory minimum prison terms for specified violent offences, with a provision for the minimum terms to be waived in 'exceptional circumstances'.

A statistical review of the impacts of the legislation was undertaken using administrative data from the NT Criminal Justice System. The review did not find a discernible impact on the level of offending following implementation. Re-offending by Indigenous males did decrease for those convicted of offences committed after the new legislation began, but this is thought to be associated with another initiative. In the Court of Summary Jurisdiction, the average time to finalise adult violent offence defendants increased by an average of 20 days in the year following implementation. Excluding offenders convicted of homicide, the minimum prison term for adult violent offenders with a prior violent offence conviction increased by an average of 30 days in the first two years following implementation, and the average full term to serve

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increased by an average of 21 days. The number of prisoners held for assault offences did not increase as a result of the new legislation.

Bail Act Reform

From January to May 2014, stakeholder consultation occurred in relation to the *Bail Act* and the structure of the *Bail Act 2013* (NSW). The Attorney-General considered a detailed report and the recommendations concerning presumption provisions and the breach of bail offence, the revocation of bail provisions, potential amendments to section 24. The Act commenced on 15 April 2015.

Deliver effective, timely and responsive services

Reform of the Fines Recovery Unit to improve the work of recovery of fines

The Fines Recovery Unit (FRU) has reformed the recovery action surrounding outstanding fines owed to the NT. New sanctions included a naming and shaming website and vehicle immobilisation, and the FRU's power to order cessation of business dealings with Government expanded to include individuals.

Further, a Community Work Order program was tailored with the Department of Correctional Services for defaulters with significant debt who were unable or unwilling to make payment.

NT Civil and Administrative Tribunal

The NTCAT was established on 6 October 2014 as a result of recommendation by the Northern Territory Law Reform Committee to change the administrative and appeal process and reduce red tape. The tribunal can resolve certain civil disputes and review a wide range of administrative decisions.

NTCAT has two broad types of jurisdiction:

Firstly its *original* jurisdiction, where NTCAT considers and determines disputes and issues that have not been the subject of an earlier adjudication including disputes between landlords and tenants under the *Residential Tenancies Act*, civil claims for sums up to \$25,000, matters where misconduct is alleged against professionals, applications for guardianship orders for people with intellectual

disabilities, disputes involving complaints of discrimination and applications to enable the sale or redevelopment of unit complexes where not all unit title holders agree to that course.

Secondly, in its *review* jurisdiction, NTCAT considers and determines applications for review of the merits of decisions made by government officers including licensing decisions, planning decisions and decisions about the payment of compensation to victims of crime. NTCAT also has management responsibility for the Mental Health Review Tribunal.

Drive operational and professional compliance

Maintain professional standards for lawyers

Lawyers employed by Legal Services are bound by the rules of the Law Society of the NT. In addition to the Law Society rules and regulations, Legal Services has implemented 'best practices' procedures and guidelines for all legal and administration staff.

In February 2016, a tailored induction program commenced. This mandatory induction program concentrates on training in core competencies and service delivery standards. The induction provides staff with the skills and tools to ensure compliance with the Law Society Rules and that best practice procedures are followed.

In addition to the mandatory induction program, the audit of legal files was introduced. Utilising the Law Society's Audit form, a monthly audit of lawyers' files is undertaken. The file audit ensures compliance with Legal Services' best practice procedures and provides good governance across the divisions.

Continued Professional Development (CPD)

To obtain and maintain a practising certificate, lawyers must undertake professional development that improves their ability to engage in the practice of law, by extending their knowledge and skills in areas that are relevant to their current and future practice requirements.

Lawyers are required to complete a minimum of 10 CPD points in a CPD year which begins on 1 April and ends on 31 March the following year.

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Construction underway for the new Supreme Court building in Alice Springs.

Legal Services runs CPD sessions throughout the year ensuring the lawyers are able to obtain the CPD points required. In addition to CPD legal sessions, the division also conducts an annual full-day Master Class and quarterly focus groups. The mandatory induction program and core competency training are also recognised by the Law Society as CPD sessions.

Be responsive to the needs of clients and the community

Advance Personal Planning Act

The *Advance Personal Planning Act 2013* commenced on 12 March 2014, enabling a 'living will', a document allowing 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.

Residential Building Dispute function

From 1 January 2013, changes to the *Building Act* commenced. The amendment included consumer protection through the inclusion of a dispute resolution process incorporating consumer guarantees.

NT Consumer Affairs (NTCA) manages the dispute resolution aspects of the *Building Act* as the Commissioner of Residential Building Disputes, for matters in relation to structural defects, non-structural defects, non-completion of building work or consumer guarantee disputes.

Supreme Court Alice Springs

Construction on the new Supreme Court building in Alice Springs is expected to be completed in the 2016-17 year. The building, situated in the central business district, is adjacent to the Post Office and close to the existing Law Courts building. It will consist of two courtrooms capable of holding jury trials, three sets of Judges Chambers and conference facilities.

Youth Justice Court

In February 2016 the new \$1.2 million Children's Court was opened in Darwin providing a purpose-built facility that caters to the unique needs of young people and children involved in the youth justice system, or who are subject to care and protection orders and require a different approach in a legal environment.

The facility has one court room with office space for staff, legal representatives and holding cells specifically for youths appearing before the court, floor to ceiling slab walls and modern CCTV security systems.

Safe at Home

The program is delivered by Victims of Crime NT in Darwin and Alice Springs and commenced in April 2015. It is targeted towards Territorians who are most at risk of unlawful entry or domestic violence and/or personal crime in remote communities by assisting to improve the security of their homes or housing and providing safe places and/or personal security in remote communities.

Family Safety Framework

The NTG's '[Domestic and Family Violence Reduction Strategy 2014-17: Safety is Everyone's Right](#)' is a comprehensive approach to tackling domestic violence in our community. The victim-focused, integrated strategy aims to create an improved and coordinated approach to reduce and prevent domestic and family violence. The strategy focuses on the rights of the victims and changing the violent behaviour of offenders. Safety, a basic human right, is at the core of the approach.

Implementation and education about the strategy has been led by the DVD. The framework has been

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established in Alice Springs, Darwin, Katherine and Tennant Creek to ensure local expertise informs the application of the strategy. Local Reference Groups include representatives from NTG departments, Indigenous organisations and non-government organisations.

The strategy is jointly funded by the Australian and NT Governments, and highlights actions to achieve better service delivery, partnerships and sharing of information between agencies. It is also aligned with the 'Framing the Future' strategic intent of the NTG and the 'National Plan to Reduce Violence Against Women and their Children 2010-2022'.

Victims Assistance Fund Levy

The *Victims of Crime Assistance Amendment Act* (Serial 10) commenced on 1 July 2013. The effect of the Act increases the financial contribution of offenders to the Victims Assistance Fund by increasing the victims levy on court-imposed fines, infringement notes and enforcement orders and provides that future changes to the levy can be given effect by Regulation.

STRATEGIC ISSUES FOR 2016-17

- Supporting the government's legislative reform agenda including criminal procedure, vulnerable witnesses, victims of crime, sex offenders and organised crime.
- Ensuring equitable access to financial assistance and support for victims of crime.
- Integrating new jurisdictions into the NTCAT.
- Enhancing services through the implementation of a framework for court excellence.
- Continue emphasis on the recovery of fines as a result of the 2015 reforms.
- Driving reform of the Integrated Justice Information System.
- Coordinating quality criminal justice research, statistical information and analysis to support government's legislative agenda and crime reduction program.
- Providing advocacy, awareness training and advice to stakeholders on issues that affect the rights of the vulnerable and disadvantaged across the range of justice services.
- Providing systems to support protection of people's rights.
- Providing support to ensure criminal matters are dealt with efficiently throughout the criminal justice process.
- Providing an independent, professional and effective criminal prosecution service.
- Providing access to Bills being debated before the Legislative Assembly, as well as primary and delegated legislation after it is made.

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OUR PEOPLE

The department is committed to a strategic approach to build the capability of our people to meet the needs of the community now and into the future through a learning framework that focuses on building a flexible and highly professional workforce; workforce management and workforce planning strategies; best practice recruitment, promotion and retention strategies; employee engagement; performance management and career planning; and targeted learning and development opportunities.

This section highlights changes and initiatives, individual and team achievements and key workforce metrics for the reporting period.

KEY ACHIEVEMENTS

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

- The DVD received a Chief Minister's Award.
- Cassandra Hazelbane graduated from the Lookrukin Indigenous Women's Leadership Development Program with a Diploma in Management.
- Joshua Ingrames was the recipient of the Donna Dreier Professional Development award for 2015.
- Matthew Nathan from the DPP was appointed Senior Counsel by the Chief Justice.
- Khami Aughterson from the SFNT was awarded an Australian Postgraduate Award Scholarship for PhD study at Charles Darwin University (CDU).
- Five graduate law clerks successfully completed their Graduate Diploma in Legal Practice and were admitted to practice.
- Two employees graduated from the Indigenous Employment Program and are working in CSS.
- Recognition of Service Ceremonies were held.
- The Strategic People Plan 2015–2017 was launched.
- The People Matter Working Group delivered their recommendations on improvements in people strategies resulting from the People Matter Survey 2014.
- 65% of departmental employees responded to the People Matter Survey 2016.
- NTPS Indigenous Employment targets for 2015-16 exceeded by seven employees.
- An Indigenous Reference Group was established.
- Implementation of a special measures recruitment plan for Indigenous Employees.
- Nadine Katarski from Corporate and Strategic Services had wins in both the National and NT Clay Target Shooting Championships and Lisa Tiernan from the Health Complaints Commission competed as an NT representative in the 28th National Disability Championships 10 pin bowling events, winning a gold medal.

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OUR PEOPLE PROFILE

Staff snapshot at 30 June

	2014	2015	2016
Full-time equivalent (FTE) employees	450.60	476.99	498.67
Average employee age	41.45	41.72	41.85
Proportion of women in our workforce	68%	71%	71%
Employees who identified as Indigenous	4.70%	5.50%	7%
Employees working part-time or casual	4.10% ¹	5.90% ²	6.45%
Staff separation rate ³	17%	15.18%	14.44%

1) The percentage reported in the 2013-14 Annual Report was incorrectly recorded as 12.5% due to the inclusion of employees on flexible working arrangements.

2) Figures for 2014-15 reflect employee's with an employment status of part-time or casual. It does not include employees on any other flexible working arrangement.

3) Staff separation rate reflects staff leaving the NT Government rather than transfers to other agencies, and is calculated using headcount, rather than FTE methodology.

Staffing numbers and composition

FTE numbers by classification and employment type as at 30 June 2016

Classification	Casual	Fixed Term	Ongoing	Total
Administrative Officer 1		0.14		0.14
Administrative Officer 2	5.79	10.5	3.6	19.89
Administrative Officer 3	2.75	29.6	55.89	88.24
Administrative Officer 4		15.7	61.91	77.61
Administrative Officer 5		4.8	30.76	35.56
Administrative Officer 6		6	31.07	37.07
Administrative Officer 7		11.34	25.25	36.59
Senior Administrative Officer 1		2	17.4	19.4
Senior Administrative Officer 2			12.6	12.6
Professional 1		5		5
Professional 2		5	26.37	31.37
Professional 3		1.6	12.1	13.7
Senior Professional 1		2	17.5	19.5
Senior Professional 2		2.9	17.69	20.59
Executive Contract Officer 1		27.71		27.71
Executive Contract Officer 2		16		16
Executive Contract Officer 3		0.7		0.7
Executive Contract Officer 4		2		2
Executive Contract Officer 5		1		1
Executive Contract Officer 6		1		1
Director of Public Prosecutions			1	1
Solicitor General			1	1
Early Careers		6	1	7
Sub Total	8.54	150.99	315.14	474.67
Judiciary	1	3	20	24
Grand Total	9.54	153.99	335.14	498.67

Notes:

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

The percentage of employees in each employment category remained relatively stable as compared to last year. The number of casual employees decreased by 1.24%, attributed to lower requirements for coverage of leave absences in CSS, and the number of ongoing employees increased by 1.85%. Compared with 2014-15, the number of fixed term employees increased by 11.37%. This is attributed mainly to increases in the executive stream, with the Office of the Parliamentary Counsel (OPC) and the SFNT filling a number of vacant positions and officers returning from leave. Although the executive stream has increased, the department remains within its agreed Executive Profile.

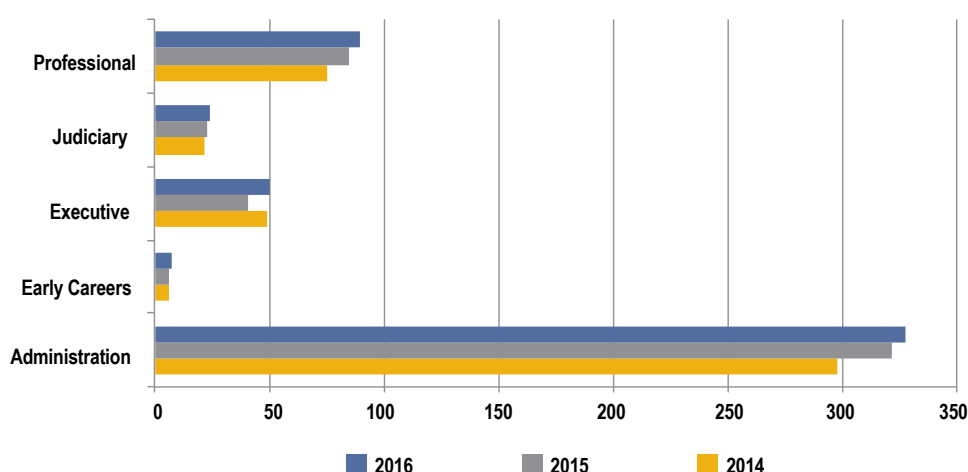
Compared with 2014-15, all streams recorded growth and the most significant changes were an increase in the executive stream by 25.05% (9.7 positions), growth in the professional stream of 6.68% (5.65 positions) and in the early career stream of 16.66% (1 position). The increase in the executive stream is primarily at the Executive Officer 1 level and is attributed to the filling of vacant positions in the OPC and SFNT. The growth in the professional

stream reflects adjustments to internal structures in the SFNT to provide greater career pathways to develop internal talent as part of strengthening corporate knowledge and improve succession planning. Growth in the early career stream is reflective of participation in entry programs targeted at Indigenous employment. The administration stream and Judiciary stream also recorded small growth of 1.51% and 1.75% respectively.

The department's FTE increased by 21.68 over 2015-16, which is attributed to implementation of the following Government initiatives:

- The restructure of the SFNT where from December 2012 / January 2013, the work unit has continued to refine the structure and develop their own with some vacancies being filled with greater numbers at lower levels, including early career positions.
- New positions filled in CSS to facilitate the recovery of outstanding fines and penalties and the transfer of the tenancy tribunal functions to the NTCAT.

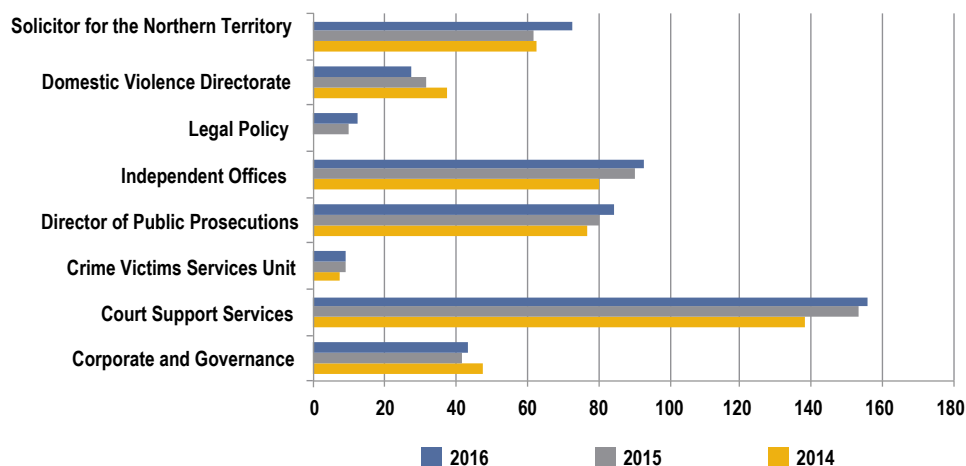
FTE Numbers by Stream as at 30 June



Notes:

1. The Director of Public Prosecutions and Solicitor-General are now recorded under the Judiciary and the 2014 and 2015 datasets adjusted to reflect this change.
2. 'Early Careers' includes graduates, trainees and cadets.

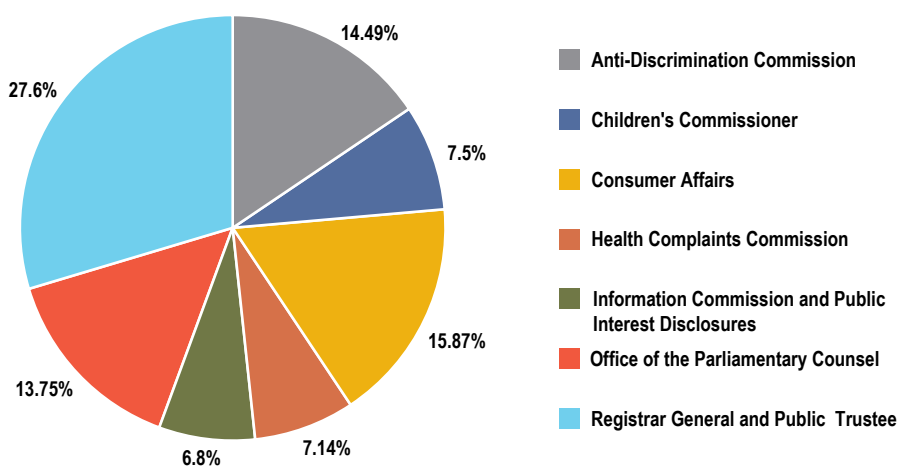
FTE Numbers by Division as at 30 June



Note:

DVD figures for 2013-14 are included in Legal Policy figures and for comparison purposes Agency Coordination and Reporting figures for 2013-14 and 2014-15 have also been included in Legal Policy figures.

FTE Staffing for Independent Offices as at 30 June 2016



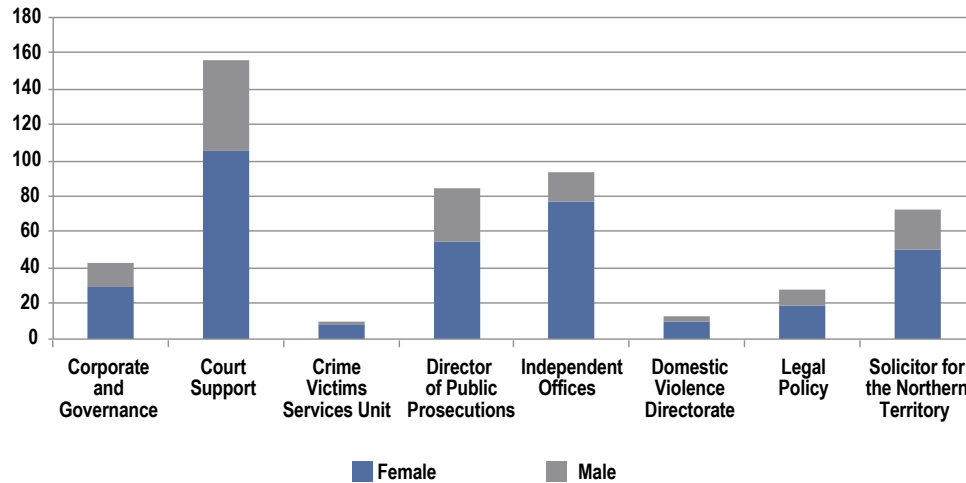
Note:

While it is an independent office, the DPP is represented as a division and is not shown in this graph.

FTE among the Independent Offices remained relatively stable, with the largest growth in FTE with the OPC and the ADC whose increases are attributed to filling vacant positions.

Employee Demographics

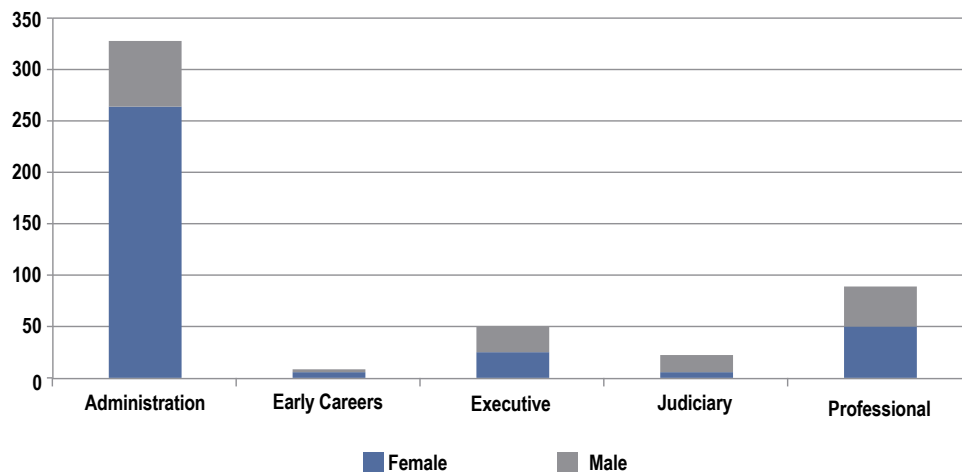
FTE Staffing Numbers by Division and Gender as at 30 June 2016



Note:

Legal Policy includes Criminal Justice Research and Statistics.

FTE Staffing Numbers by Stream and Gender as at 30 June 2016



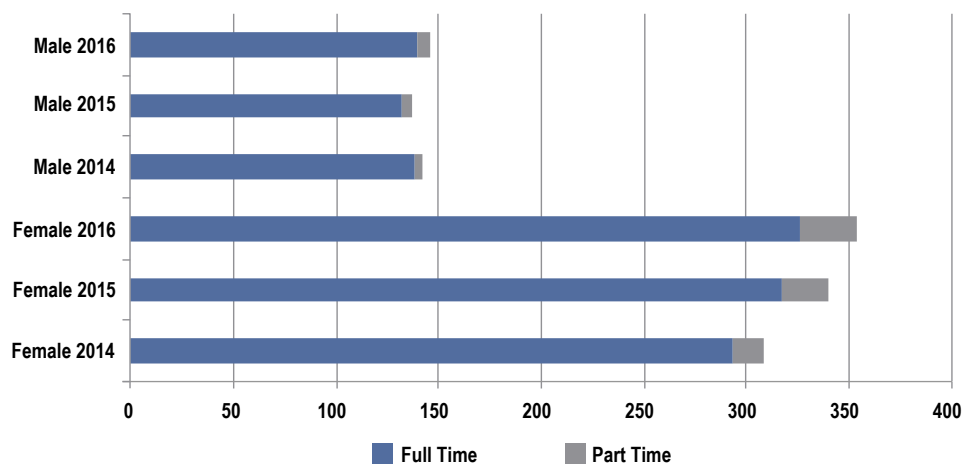
Notes:

1. The Director of Public Prosecutions and Solicitor-General are now recorded under the Judiciary and the 2014 and 2015 datasets have been adjusted to reflect this change.
2. 'Early Careers' includes graduates, trainees and cadets.

The most notable changes are the increase in female representation in the professional stream by 11.19%, the early careers stream by 20%, and in the executive stream 24.75%. The increase in the early careers stream was largely due to the increased overall recruitment to early career

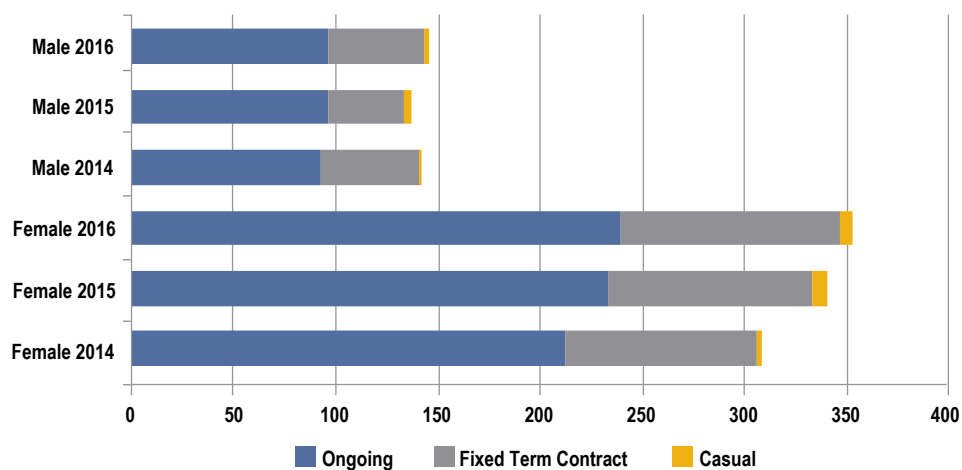
programs and the increase in the executive stream reflected the filling of vacant positions in the OPC and SFNT. For males there was an increase in representation in the executive stream of 25.43%; other streams remained largely unchanged.

FTE numbers by Status and Gender Comparison as at 30 June



Females represent 71% of all full-time employees. Part-time employees for females increased from 82% to 83%, with a corresponding decrease in the number of males participating in part-time employment.

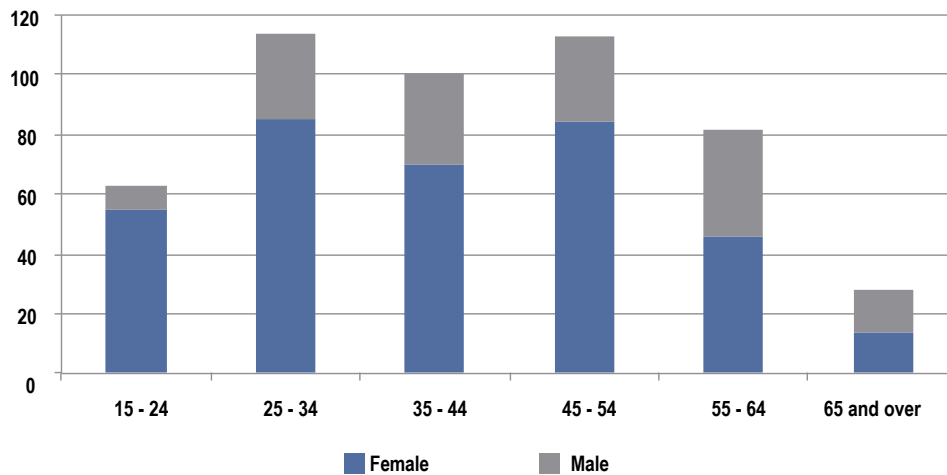
FTE numbers by Employment Type and Gender Comparison as at 30 June



The number of female employees increased in each employment category compared to the 2015 figures. Male employees decreased in the casual employment category by 16.46% with increases in fixed term (23.23%) and ongoing employment (0.14%) categories compared to 2015.

Compared to 2015, the number of fixed term contract and ongoing employees increased and the number of casual employees fell. The increase in fixed term employees can be attributed to an increase in early career programs and executive contract officers.

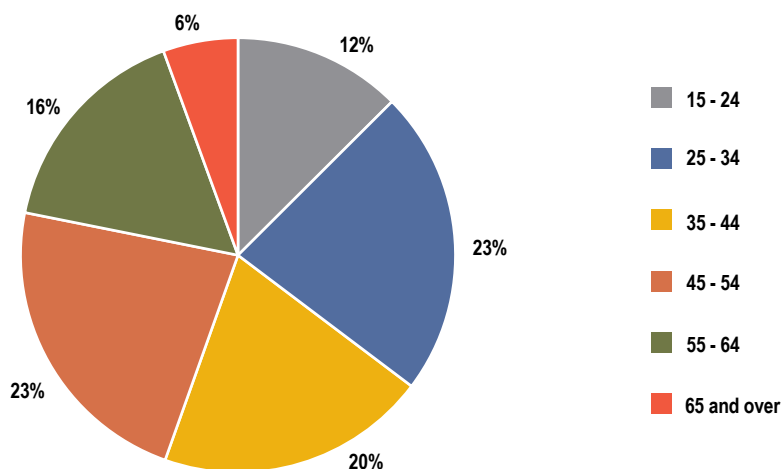
Staff Age Profile by Gender Comparison as at 30 June 2016



Note:

The average age of departmental employees is 41.85; the average age of all NTPS employees is 43.

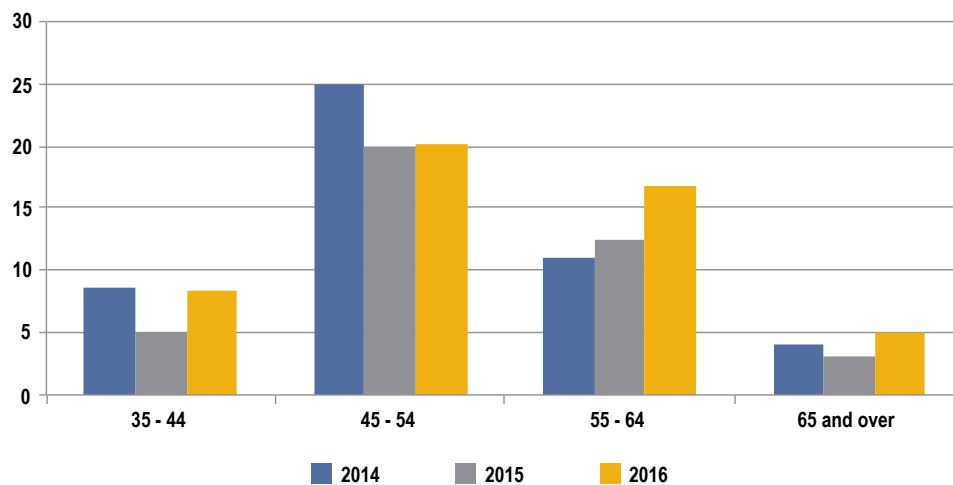
Staff Age Profile Percentage as at 30 June 2016



The median age of employees remained unchanged from 2014-15 at 42 and the department continues to have more females than males in all age groups except 65 and over. Compared to 2014-15:

- there are fewer males and females aged 15-24
- the number of females increased and the number of males decreased in the 35-44 age groups
- in the 55-64 age groups both females and males decreased
- the numbers of both females and males grew in the 25-34, 45-54 and 65 and over age groups
- employees aged up to and including 44, grew by 9.08%
- employees aged 45 and over grew by 12.70%.

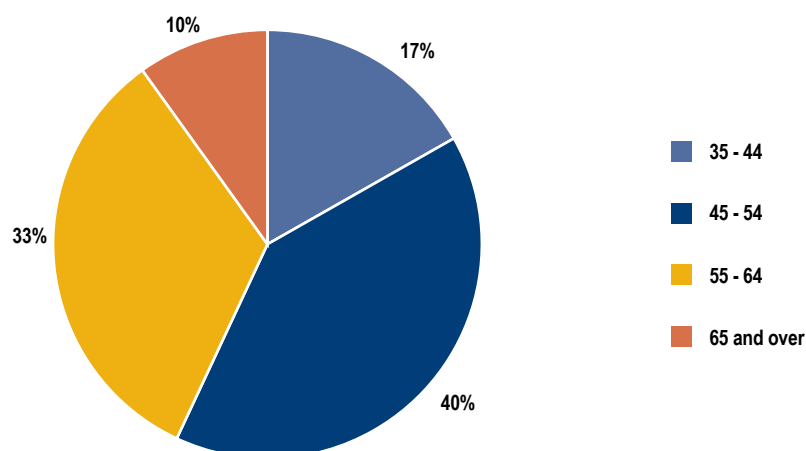
Executive Stream Age Profile Comparison at 30 June



Note:

The Director of Public Prosecutions and Solicitor-General are now recorded under the Judiciary and the 2014 and 2015 datasets have been adjusted to reflect this change.

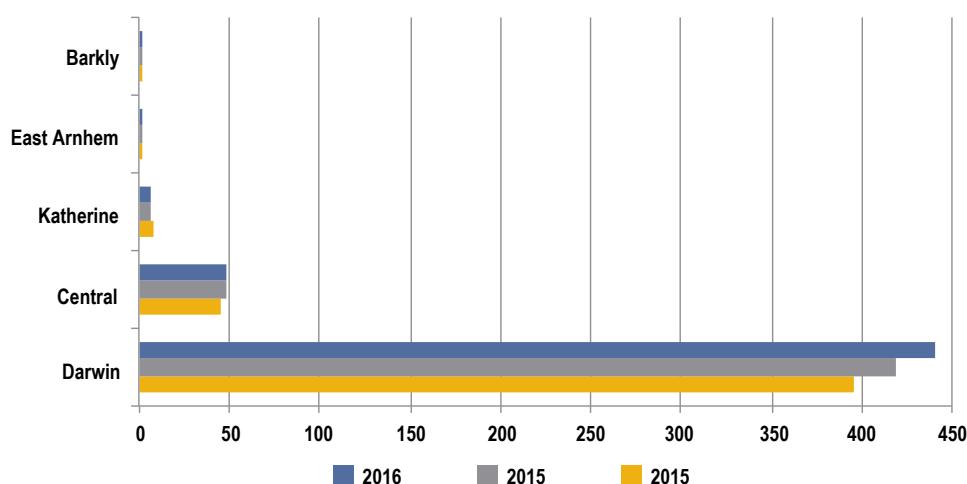
Executive Stream Age Profile Percentage as at 30 June 2016



Compared to the figures for 2014-15, the proportion of employees in most age groups increased in line with FTE increases in this stream. Employees in the 45-54 age group decreased by 3.70% whilst the most notable increases were in employees aged 35-44 by 65%, those aged 55-64 by 33.6% and employees aged 65 and over increased by 61.29%.

Notably, executive employees the 55-64 age group are increasing and the analysis of executive age data is useful to prepare and plan for workforce turnover in this stream.

Workforce Comparison by Region as at 30 June



Note:

Figures represented for Darwin, East Arnhem, Katherine and Alice Springs were incorrect in the 2014-15 dataset; these have been corrected and figures adjusted in this report for the 2015 dataset.

The key growth has been in Darwin region with small growth in FTE numbers in Barkly region. Other regions remained relatively unchanged.

Organisational challenges

The department implemented a special measures recruitment plan allowing the filling of vacancies as Indigenous applicants preferred or Indigenous applicants only in accordance with *Employment Instruction 15, Special Measures*. The department also implemented the new NTPS initiative 'My Development' for employees at AO1 – AO5 (or equivalent) levels.

HR Red Tape Reduction initiatives providing greater autonomy to business unit's to manage recruitment activities directly with the Department of Corporate and Information Systems were introduced during 2015-16 with an appropriate framework to support employees undertaking recruitment actions.

Industrial Relations

There have been no significant industrial relations issues for the department during the financial year and the Community and Public Sector Union (CPSU) has been granted access to the department's premises and employees across the Territory in accordance with the General Enterprise Agreement conditions.

The department advised and consulted the CPSU from time to time with regard to organisation changes, reviews and policy development matters as they arose, including the introduction of the Youth Court, Information, Strategy and Systems organisational review, DPP review of systems, process and resources, Local Court Registries workload review and policy work related to special measures recruitment, a new flexible work practice policy and a Mobility and Planning Strategy (MaPS) within Courts.

Christmas closedown

This year a closedown was observed in most parts of the business to allow time off for employees over the Christmas break where possible and to help manage the department's recreation leave liability without compromising service delivery.

Values

The way the department collectively behaves is an expression of its culture and is important to the performance and reputation of the department. During 2015-16 the CEO released a series of 2-3 minute videos on each value (Ethical practice, Impartiality, Respect, Diversity, Commitment to service and Accountability), in which he shared his views on how our values relevant to staff. As a measure of commitment to the organisation's values, staff are required to include the values in their email signature.

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STRATEGIC HUMAN RESOURCE PLANNING

The department's strategic People Plan was launched in 2015-16. The initiatives within the People Plan will help shape our organisation, culture and people to achieve a fair and accessible legal system for the community.

Key deliverables achieved to date include:

- The promotion of the NTPS values in all corporate materials.
- Redevelopment and promulgation of the WHS strategy to ensure we have a workplace that values the health, safety and wellbeing of our employees.
- Establishment of an IECD Program Oversight Committee and IRG to develop, implement and monitor a department IECD program.
- Implementation of a Special Measures recruitment plan to increase Indigenous employment within the department.
- Leadership Roadmap identifying career opportunities and capability development requirements.
- Career Map critical positions to identify the critical positions and build required capability.
- Employee Engagement Strategy providing forums for employees and group participation in department decision making.
- Reward and Recognition Program ensuring high performing individuals are recognised, rewarded and retained.
- Learning and Development Webpage ensuring all employees have access to learning and development resources.
- IECD Program to attract, grow and retain Indigenous employees.



The Indigenous Reference Group: (L-R) Cassandra Hazelbane, Colleen Burns, Robert Pocock, Lorrelle Richards and Tamika Williams.

Work is well progressed on other key deliverables of the People Plan and it is expected that during 2016-17 the following initiatives will be completed:

- Learning Framework for professional and corporate training needs.
- First Time Supervisors Program for employees at the AO4 – AO6 (or equivalent levels).

LEADING AND DEVELOPING OUR PEOPLE

Highlights

- The department developed and delivered training in Special Measures Recruitment.
- A new online Expression of Interest website was introduced to provide employees with opportunities for access to short term vacancies and development.
- My Development was launched across the department for AO1 to AO5 (or equivalent) employees.
- A mentoring program was developed and is being piloted for Early Career Participants and new lawyers in Legal Services.
- Five new courses were developed and offered to meet assessed learning needs; Mentoring workshops for mentors and mentees, Basic writing – Punctuation Unpacked, Writing Better Cabinet Submissions, The Mysteries of Ministerials and Secretariat Processes.
- Monthly publication of a schedule of learning and development opportunities and resources for supervisors and managers.
- Employees from the department participated in 12 different NTPS development programs.

- The department supported eight applications for study assistance.

The department continued work on learning and development activities commenced in 2014-15 guided by the People Plan and People Matter Action Plan to strengthen the capabilities of the department's workforce and will commence an accredited Certificate IV in Leadership and Management as the department's First Time Managers Program in early 2016-17.

Performance management

The department's directors understand the need to nurture performance to actively direct our employees' efforts, recognise their contributions and support their development requirements. The Individual Performance Review (IPR) process provides a framework to assist managers and supervisors undertake effective performance management aligning an individual's work with the strategic and operational objectives. This framework is also the mechanism for identifying and supporting learning and development needs of employees.

A regular schedule of information sessions is maintained and online resources are provided to guide employees and supervisors through this important process.

Workforce Learning and Development

AGD is committed to providing learning and development opportunities with overall employee expenditure on these activities in the vicinity of \$478,500 this financial year representing 4.3% of the employee personnel budget. The department aims to make learning accessible and relevant for employees at all locations and roles, offering both an annual training calendar and regularly promoting opportunities to attain qualifications and develop technical proficiency, leadership and other capabilities with training programs and events, leadership programs, and courses offered by Registered Training Organisations.

Access to learning and development is provided though individual divisions supporting their employees with training specific to their business needs. In 2015-16, 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.

The My Development Program was introduced, a commitment by government that ensures that NTPS employees in the AO1 to AO5 (and equivalent) levels access a minimum of one cumulative week of on-the-job learning per annum to develop their skills for future career opportunities. This program is designed to build workforce capability for the future by developing our internal workforce to be ready to advance (in line with their merit), and is linked to the performance management processes.

The CEO provides an opportunity for one employee each year to spend 12 months working as the Executive Officer to the CEO. The role is offered as an "at level" transfer targeted at the AO6-SAO1/P3-SP1 designation and provides a unique opportunity for the successful applicant to enhance key skills, experience first-hand the workings of Government and obtain a full appreciation of what the department does.

Eight employees were supported with study assistance during 2015-16. This assistance supported tertiary qualifications including law, information systems, business and humanities.

NTPS Programs

The department develops leadership capability through supporting employee participation in NTPS wide Leadership programs, including:

- Australian and New Zealand School of Government - Advancing Leadership: building strategic and adaptive capacity for the NT program - one Executive Contract Officer 2
- Executive Leadership Program - one Senior Administrative Officer 1
- Public Sector Management Program - one Senior Administrative Officer 1
- Future Leaders Program - two Senior Professional 2 and one Administrative Office 6
- Future Leaders Network Program - one Senior Professional 1, Professional 3 and Administrative Officer 6
- Discovery - Women as Leaders Program - one Administrative Officer 6

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- Lookrukin Indigenous Women's Leadership Development Program - one Administrative Officer 5
- Machinery of Government Program – two Senior Administrative Officer 2, two Senior Administrative 1, one Administrative Office 5, three Administrative Office 4 and one Professional 2.

Participation in other NTPS programs included:

- Practical Public Policy Design in the NTPS
- Tools and Skills for Policy Practitioners
- Performance Management in the NTPS.

AGD Learning and Development Programs

Building on the activities undertaken in 2014-15, work has commenced on a Learning and Development Webpage to maximise the use of the intranet for information relevant to department staff. Learning and development opportunities are promoted to all staff with HR delivering in-house training in Darwin and Alice Springs and sourcing training for employees in other regional locations.

Cross Cultural Awareness Training

81% of employees within the department have now completed this mandated training with 101 employees from Darwin and Alice Springs attending training during the period. The training aims to assist all employees understanding of the breadth of Indigenous culture, the influence culture has on beliefs, values and behaviour and valuing diversity.

Orientation Program

This program includes a welcome from the CEO and an introduction to the department by the ELG. Important topics such as an overview of the department's divisions, Appropriate Workplace Behaviour, the Code of Conduct and Health, Safety and Wellbeing are covered. 69 employees attended an Orientation session in the period.

The program is complemented by a workplace induction and welcome email linking employees to the 'Welcome to the department' intranet webpage. The page makes immediately available to employees, regardless of their work location, information about the department and public sector employment

terms and conditions. The overall orientation and induction program is designed to assist the process of training, socialising and retaining employees during their first few months of employment.

Recruitment and Selection Training

The department recruitment and selection activities are guided by the NTPS Simplified Recruitment processes and from 2016-17 employees will undertake the Office of the Commissioner for Public Employment's (OCPE) Merit Selection training program. This will allow the department the capacity to develop training in more targeted recruitment skills development such as 'How to get the most out of referee checks'. In-house workshops on general merit selection were delivered during the year to 37 employees.

Improving Employee Performance

This workshop is designed to support supervisors and managers to promote good employee performance in the workplace and address underperformance when it occurs. Training was attended by 13 employees.

Ministerial and Secretariat Processes

A series of workshops designed to assist departmental staff in the preparation of cabinet submissions, ministerial correspondence and secretariat processes were developed. Five presentations on 'The mysteries of ministerials', two sessions on 'Secretariat Processes' and one workshop for 'Writing better cabinet submissions' were delivered this year.

Punctuation Unpacked workshops

Two basic writing skills workshops were delivered during the year to 24 participants. The workshop is for NTG employees and was tailored to our Corporate Writing Guide aimed to provide participants with basic critical writing skills for government.

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Mentoring workshops

A Mentoring workshop was piloted during the period to develop mentoring skills to prepare 16 potential mentors of graduates, early career participants and new lawyers for their role. A further session was developed for mentees to assist them to get the most out of a mentoring relationship. This training is to be evaluated in 2016-17 for general use and will be supplemented with a Mentoring Guide.

Continued Professional Development

The SFNT and the DPP run internal professional development programs and other divisions and Independent Offices also participate. The programs are for professional and administrative staff to ensure continuing professional development and comprise a mix of internal and external speakers covering a variety of topics. The professional programs contribute to mandatory professional development requirements.

Various work areas across AGD have established

newsletters, information sessions, master classes and guest speakers to provide professional development support and staff engagement.

Mental Health Awareness

Building on the efforts in 2014-15, Emotional Resilience workshops developed for Legal Services were delivered to 30 employees during the period. Workshops were delivered by an Employee Assistance Program (EAP) service provider and contextualised to the legal environment with the aim to introduce employees to better resilience strategies. The department continues to promote the services offered by EAP providers and other workshops delivered by a range of providers on mental health issues.

This year also saw the launch of a "Building Better Coping Strategies" intranet page for all employees accessible on the department's intranet.

This webpage has been designed to provide information on various support mechanisms available as well as detailing a range of tips on how to stay mentally healthy.

Early Career Programs

Graduate Development Program

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

The 12 month program provides exposure and experience for graduate clerks through work rotations to various legal areas of the department and involvement in the wider NTPS graduate program. There are currently six law graduates placed within the department and five graduates were admitted to practice as legal practitioners in the NT during the reporting period. The department also recently appointed four law graduates from the 2014-15 cohort.



Law graduates (L-R): Sarah Morris, Madelaine Cvirn, Kendra Frew, Douglas Lovegrove, Kathryn Baumeister, Jessica Cox. Absent: Nicole Sabamba.

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Indigenous programs

AGD actively participates in Indigenous programs aimed to attract, develop and support early career transition to employment for Indigenous employees. During the reporting period two Indigenous university students studying law were supported by the department through the Indigenous Cadet Support Program and two employees graduated from the Indigenous Employment Program (IEP). This program provides targeted training that incorporates accredited vocational training through CDU and both graduates have secured ongoing employment in the department with CSS, with a third employee commencing an Alice Springs program. One employee is also participating in the Indigenous Traineeship program for 12 months in Darwin undertaking a Certificate III in Business with the SFNT.



The Commissioner for Public Employment, Craig Allen, presents Samantha Sharples with a certificate upon graduation from the Indigenous Employment Program.

Vacation employment

During the 2015-16 university semester breaks, AGD employed nine 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 SFNT. These opportunities aim to provide valuable workplace experience for students in a variety of occupations. They also offer a valuable opportunity to expose students to the work of the department and develop relationships that foster potential future employees, managers and leaders.



The Commissioner for Public Employment, Craig Allen, presents Tianna Williams with a certificate upon graduation from the Indigenous Employment Program.

Work Integrated Learning Scholarship

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

Work experience and practicum placements

The department is supportive of work experience placements for school students and practicum placements for tertiary students. During the reporting period the department hosted placements with the ADC, CSS in Darwin and Alice Springs and a placement of an Australian Graduate of Harvard University in Criminal Justice Research and Statistics.

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RECOGNITION AND AWARDS

Chief Minister's Awards

The DVD was the recipient of the Chief Minister's Awards for 'Excellence in Partnering' for the 'Domestic and Family Violence Reduction Strategy 2014-17: Safety is Everyone's Right'. This award recognised the DVD's contribution to working collaboratively with agencies from across Government, including the Federal Government and the non-Government sector. In recognition of their leadership, coordination and implementation of the strategy, the DVD was awarded \$20,000 for the professional development of individuals directly involved in the award-winning initiative.

Recognition of Service

During the reporting period the department recognised 20 employees with service milestones of 10, 20 and 30+ years of service in the NTPS. A public ceremony was held and the Attorney-General and Minister for Justice, the Honourable John Elferink, MLA made the presentations to employees.

Four employees were also recognised for 30, 35 and 40 years of service at the NTPS Service Milestones ceremony.

SFNT Donna Dreier Professional Development Award

The annual award recognises and rewards 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.

Joshua Ingrams was the recipient in 2015-16. Joshua has a Bachelor of Laws and Graduate Diploma in Legal Practice (GDLP) from CDU and commenced with the SFNT in the Litigation Division in January 2010. Joshua feels that there is a real need in the community for good, accessible conflict resolution services that focus first on the relationship of parties and then on the material issues that are causing conflict. He intends to use the award to attend a mediation course and a training conference in current alternative dispute resolution practices in Australia and will share his learnings through information papers and presenting in-house CPD sessions.



The team from the Domestic Violence Directorate with the Chief Minister Adam Giles (centre) and Greg Shanahan (fourth from right).



Colleen Burns (L), Leonie Smith and Kerri Schobben (R) recognised for 20, 10 and 10 years of service respectively, by Greg Shanahan (back left) and John Elferink, MLA (back right).



Meredith Day presents Joshua Ingrams with the Donna Dreier Professional Development Award.

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EMPLOYEE WELLBEING AND ENGAGEMENT

The department is developing an Employee Engagement Strategy for release during 2016-17, designed to support employees and their commitment to our goals and values by encouraging them to contribute to the organisation's success, and at the same time enhance their own sense of wellbeing through activities that support their wellbeing and that of the community. Below are some activities undertaken and support available during 2015-16.

NTPS People Matter Survey

The NTPS People Matter Survey allows staff to provide their feedback on the culture and working conditions in the department.

To assess and respond to the results of the 2014 People Matter survey, the department established the People Matter Working Group with representation from across the department to consider and provide recommendations for improvement in key areas including:

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



Greg Shanahan (second from left) with the People Matter Working Group (L-R) Jessica Black, Brenda Monaghan, Leonique Swart, Joe Yick, Helen Bradley, Lilia Cercarelli, Sharon McKenzie and Derryn Southwell. Absent: Judy Clisby and Rachel Kennaway.

The working group delivered its recommendation report and action plan in July 2015, with a number of recommended initiatives actioned in the reporting period, including:

- A Monthly CEO Bulletin
- CEO's values videos
- Better access to important information – AGD Intranet revamp
- Celebrations for Christmas – a Christmas Party Committee established and the first Family Christmas Party held
- Improved flexible work arrangements and encouraging better work/life balance
- Training for junior staff
- Staff Engagement through regular meetings to ensure staff are informed of significant department news
- CEO visits – the CEO and Deputy CEO visit all work units six monthly to speak with staff.

The department also participated in the 2016 People Matter survey conducted across the NTPS in June 2016 and achieved a 65% return rate. This was similar to the 2014 result of 66%. The department looks forward to the release of the survey results which will enable us to continue to improve the application of best practice people strategies.

Employee Assistance Programs

The EAP provides professional, confidential counselling services for employees and their families, for work related issues or personal concerns. Information on EAP is available on the department's intranet and information is also available to employees during the Orientation program. A new whole of government contract came into effect during the reporting period with new providers available. EAP information was updated and distributed throughout the department and providers were given the opportunity to provide information sessions to employees. To 31 March 2016, 115 counselling sessions had been attended by employees of the department.

Domestic and Family Violence and Violence Against Women Workplace Policy

The department developed and released this policy as part of the White Ribbon Workplace Accreditation Program. The department recognises that domestic and family violence can impact on the health and safety of victims at home, at work and on their wellbeing and productivity. The policy articulates

expectations for appropriate behaviour in the workplace and provides information on finding appropriate support, both within the department and externally through the EAP and outlines disciplinary actions pursuant to the provisions of the *Public Sector Employment and Management Act* for any employee who commits an act of violence within the workplace.

Supporting lawyers from the Solomon Islands

Employees from the DPP hosted two lawyers from the Solomon Islands, as part of a four week mentoring program being funded by the Commonwealth Government. The program is aimed at building the capacity of the Solomon Islands Office of the Director of Public Prosecutions.

World Statistics Day

The Criminal Justice Research and Statistics team participated and presented at an event for World Statistics day titled "Better Data, Better lives" and were acknowledged for their efforts.

Prize giving

The DPP actively supports the CDU Law Faculty by providing annual sponsorship to the CDU School of Law Practical Advocacy prize. The prize is awarded

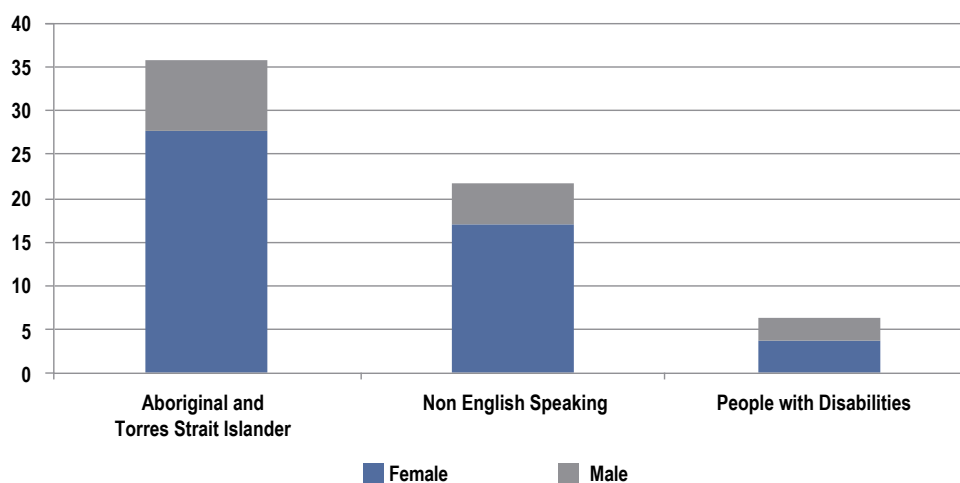
annually. The recipient of the 2015-16 DPP prize for Practical Advocacy for Outstanding Academic Achievement was awarded to Ms Allison O'Neill.

EQUAL EMPLOYMENT OPPORTUNITIES AND DIVERSITY

The department aims to develop a diverse workforce reflective of the community that we serve and has implemented a number of equal employment opportunity (EEO) initiatives to attract and retain employees from EEO group backgrounds. To measure our progress all employees are encouraged to update their personal details on MyHR to enable accurate recording of diversity data, with an annual EEO census in June.

The most significant growth in identified EEO employment groups was the increase of Indigenous employees, rising from 5.5% to 7% in 2015-16. This is attributed to the increased focus on Indigenous employment and special measures recruitment practices implemented within the department. Employees from non-English speaking backgrounds decreased from 5% in 2014-15 to 4.4%, and employees with disability decreased slightly from 1.38% to 1.26%.

EEO Group by Gender as at 30 June 2016



Notes:

1. These figures are based on self-identified individuals only 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 2016.

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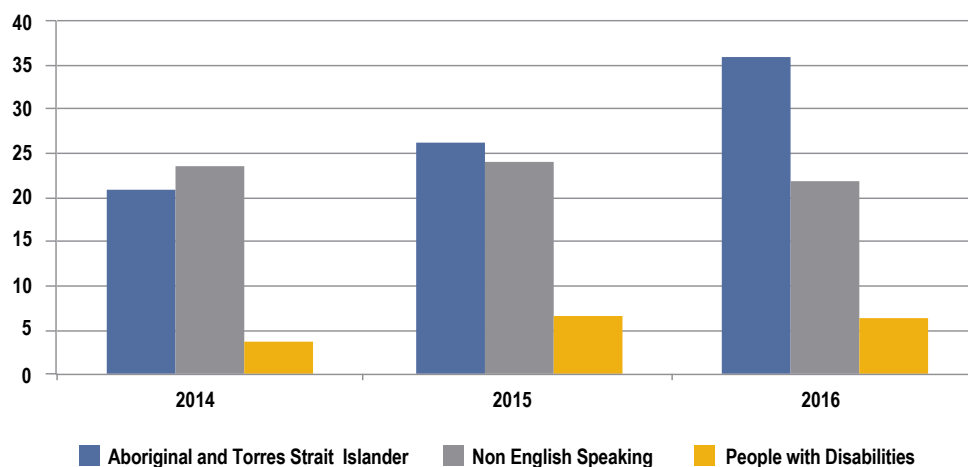
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EEO Groups as at 30 June



Notes:

1. These figures are based on self-identified individuals only in the categories shown in the above chart.
2. These figures also only include employees who were paid in the last pay period in June each year shown.

The department focused on increasing Indigenous employment during the reporting period implementing a Special Measures recruitment plan for Indigenous Australians. This plan provides the option to advertise vacancies across the department for Indigenous preferred or Indigenous only applicants and is additional to the existing special measures plan for Indigenous law graduates. The department participates on the NTPS IECD Strategy group and established an IECD Program Oversight Committee and an IRG to develop, implement and monitor the department IECD Program. This plan will focus on increasing recruitment, development and retention of Indigenous Australians to ensure we have the diverse workforce required to deliver our programs.

The department has designated two court officer positions to support the NTPS IEP and created two new Remote Justice Officer positions, one in Borroloola and one in Alyangula.

An 'Equity and Diversity' webpage was designed and launched to provide employees with a greater understanding of the value of diversity and a workplace free from any form of inappropriate behaviour. The webpage provides guidance on behaviours the department encourages to support equity and diversity in the department and our involvement in the NTPS EmployAbility strategy continued with a second person with a disability employed under this strategy in 2015-16.

The department is committed to supporting flexible work arrangements to create a family-friendly and flexible organisation that provides work life options for employees where these can be accommodated

within operational requirements. A Flexible Work Arrangements Policy was developed in consultation with employees and is expected to be released in early 2016-17.

The department encourages a range of training, forums and events supporting diversity and appropriate behaviours, and incorporates upcoming events in newsletters, such as:

- Appropriate workplace behaviour training to new staff at orientation and to divisional staff as required
- NAIDOC week, to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples
- The Fitzgeralds – NT Human Rights Awards
- Council of Aging (NT) Seniors Expo
- Mental Health Week and International Women's Day
- Harmony Day Football Festival
- Employee attendance at training for managers of employees with disability
- Attendance by employees at information sessions about the Disability Employment Program
- Promotion of ADC training on a variety of topics including understanding individual's rights and responsibilities with regard to anti-discrimination, harassment and bullying, preventing harassment and bullying for managers and supervisors, and training for contact officers.

COMPLIANCE WITH EMPLOYMENT INSTRUCTIONS

The department regularly reviews its Human Resource policies and procedures in line with the Policy Review Schedule to ensure they remain contemporary and are consistent with the Employment Instructions made under the *Public Sector Employment and Management Act* (the PSEMA). The department will be supporting the whole of government working groups for the development of the Employment Instruction Supporting Material framework for NTPS employees during 2016-17.

What is required:	In response, the department:
Employment Instruction 1 – Filling Vacancies	
Agencies must develop procedures for filling vacancies consistent with the PSEMA, its subordinate legislation and any relevant award or enterprise agreement.	• maintains extensive procedural guidelines for advertising, selection and appointment processes • applies the NTPS Simplified Recruitment processes and documentation to recruitment and selection within the department • has an approved department special measures plan for the filling of vacancies as Indigenous preferred or Indigenous only applicants • has an approved special measures plan for 2 law graduate positions designated for Indigenous applicants only • has a labour-hire policy for the engagement of workers who are employed by a recruitment firm • promotes training in the principles and processes of recruitment and selection to ensure all department employees meet mandated Panel member training requirements by ensuring employees undertaking recruitment activities are adequately trained.
Employment Instruction 2 – Probation	
CEOs must develop a probation procedure consistent with the PSEMA, its subordinate legislation and any relevant award or enterprise agreement.	• has a Probation Policy accessible to all staff and managers on the intranet • promotes the value of probationary process through orientation and other training and information sessions to support the on-boarding of employees.
Employment Instruction 3 – Natural Justice	
A person who may be adversely affected by an impending decision must be afforded natural justice before a final decision is made.	• observes and reinforces the principles of natural justice through the HR consultancy framework and in all relevant training and information sessions • has embedded the principle of natural justice into all relevant policies and procedures.

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What is required:**In response, the department:****Employment Instruction 4 – Employee Performance Management and Development Systems**

CEOs must develop and implement an employee performance management and development procedure consistent with the PSEMA, its subordinate legislation and any relevant award or enterprise agreement.

- has a performance management system (the IPR process)
- has developed an information sheet and learning and development options for the new NTPS My Development initiative and has incorporated the initiative within IPR processes
- delivers training on the performance management system, including the Senior Classification performance-based pay increment.

Employment Instruction 6 – Employee Performance and Inability

Sets out rules for undertaking an employee performance and inability process in accordance with the PSEMA and provides that CEOs may establish agency policy and/or procedures.

- addressed 1 inability matter during the reporting period
- delivers a regular training schedule for Improving Employee Performance workshop for managers and supervisors as an early intervention resource
- has a manager's toolkit, and provides guidance on managing employee performance through advice from HR consultants.

Employment Instruction 7 – Discipline

Sets out rules for undertaking an employee disciplinary process in accordance with the PSEMA and provides that CEOs may establish agency policy and/or procedures.

- addressed 2 discipline matters during the period, both resulting in terminations
- has a Discipline Policy which can be accessed by all staff on the intranet
- has guidance and support mechanisms available to managers and employees through advice from HR consultants.

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

CEOs must develop an internal employee grievance handling policy and procedure consistent with the PSEMA, its subordinate legislation and any relevant award or enterprise agreement.

- had no formal grievances raised during the reporting period
- has a Review of Treatment in Employment Policy and supporting documentation
- promotes sound workplace practices through HR
- delivers workshops encouraging appropriate workplace behaviour as part of the orientation program, and separately as required.

Employment Instruction 9 – Employee Records

The Commissioner for Public Employment (CPE) has delegated the responsibility for keeping records to each CEO. In addition to the requirements of the PSEMA and its subordinate legislation, a CEO must comply with the requirements of the *Information Act* regarding correction, collection and handling of personal information contained in an employee's employment record.

- has an arrangement with the Department of Corporate and Information Services to secure, maintain and store its personnel information
- has completed a HR records management review and archiving of TRM HR records is up to date
- has developed a Records Management Toolkit, available on the intranet
- has mapped all employee access to HR data and 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
- conducts a biannual audit of PIPS access to ensure compliance.

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What is required:**In response, the department:****Employment Instruction 10 – Equality of Employment Opportunity Programs**

CEOs must develop an Equality of Employment Opportunity Program consistent with the PSEMA, its subordinate legislation, the *Anti-Discrimination Act* and any relevant award or enterprise agreement.

- provides cross cultural awareness training for employees in Darwin and Alice Spring and sources training for employees in the regions
- delivers Appropriate Workplace Behaviour training to new staff at orientation
- has sought feedback from all employees on a draft Flexible Work Arrangements Policy and Flexible Work Arrangements Procedure, to be released in 2016-17
- has established an IRG to assist in the development, implementation and monitoring of the IECD Program
- is developing an IECD plan to support implementation of the strategy
- participates as a member of the NTPS IECD Strategy group for HR
- has designated 2 graduate law clerk positions for Indigenous Australians
- has designated court officer positions to the IEP
- has created 2 Remote Justice Officer positions within CSS.

Employment Instruction 11 – Occupational Health and Safety Standards Programs

CEOs must ensure the application in their agency of appropriate WHS standards and programs. CEOs are also required to provide information on agency WHS programs in their annual report.

CEOs are also to develop programs that ensure employees and their representatives are consulted in the development and implementation of WHS programs in the agency.

- has in place a steering committee and workplace committees across the department
- developed new WHS committee Terms of Reference
- developed WHS Incident Reporting and Investigation Guidelines, available on the intranet
- Placed risk assessment methodology documents and risk register templates on the intranet
- Installed automatic external defibrillators and published instructional videos on the intranet
- includes WHS in the Orientation program to ensure new employees are aware of WHS rights and responsibilities
- has induction guidelines, available on the intranet, that include specific WHS matters relevant to the immediate work environment for managers to discuss with new employees
- has fire wardens and first aid officers and provided relevant training
- has First Aid Allowance guidelines available to employees on the department's intranet
- released a remote travel and work guideline for employees, available on the intranet
- publishes periodic information on WHS tips and issues
- provides case managers for work-related injuries to ensure expedient rehabilitation and return to the workplace, where appropriate. Early intervention is a focus for the department to reduce the number of potential workers compensation claims
- delivered training such as Emotional Resilience and mental health workshops, WHS training for Senior Managers and promoted WHS related training such as Defensive Driver training and 4WD training
- promotes EAP widely across the department to employees who may be experiencing work and non-work related difficulties.

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What is required:**In response, the department:****Employment Instruction 12 – Code of Conduct**

CEOs may issue an agency-specific code of conduct which is consistent with the PSEMA, its associated subordinate legislation, this code and any other relevant legislation.

CEOs may also issue agency guidelines/policy regarding the acceptance of gifts and benefits by public sector officers, consistent with the code.

- provides information sessions on the Code of Conduct to new employees as part of orientation, with electronic copies made available on the intranet via the 'Welcome to the Department' intranet page
- reminds employees annually to review any outside employment or conflicts of interest and to inform the CEO accordingly
- reminds employees when required of their responsibilities during election periods and has circulated guidelines that cover Public Sector employee conduct during an election, guidance for those who wish to contest Federal, State, Territory, or Local Government elections, and post-election processes, including new administrative arrangements
- maintains an Acceptance of Gifts and Benefits Policy and Conflict of Interests Policy which has recently been updated.

Employment Instruction 13 – Appropriate Workplace Behaviour

CEOs must 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 PSEMA, its subordinate legislation and any relevant award or enterprise agreement.

- addressed 3 matters that were informally raised during the reporting period
- maintains an Appropriate Workplace Behaviour Policy that is available on the intranet for all employees to access
- maintains policies in line with the departments policy review schedule and will review the Appropriate Workplace Behaviour Policy in 2016-17
- provides Appropriate Workplace Behaviour training as part of the employee Orientation program
- provides training to divisions as and when required.

Employment Instruction 15 – Special Measures

Sets out the requirements for the CPE's approval of all special measure programs, plans and arrangements, and specific conditions for Special Measures Recruitment and Selection plans.

- has a special measures plan approved by the CPE for the filling of appropriate vacancies in the department by Indigenous Australians
- has introduced special measures recruitment guidelines and procedures and conducted information sessions across the department as part of the implementation plan
- has designated 2 Indigenous law graduate positions for Indigenous Australians under an approved special measures plan
- has 2 employees engaged under the NTPS EmployAbility strategy and the Disability Employment Program.

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OUTPUT REPORTING

This section outlines the department's actual performance against the planned outcomes published in *Budget Paper No. 3* for 2015-16. It includes the performance measures used to demonstrate the department's efficiency and effectiveness in achieving these outcomes.

In addition, this section reports key strategic performance against operational measures. Those indicators that appear in *Budget Paper No. 3* for 2015-16 are shaded in cream in the following tables.

LEGAL SERVICES

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

Solicitor For The Northern Territory

The SFNT provides government with quality legal advice and representation.

High Court Challenge to Paperless Arrest Legislation

During 2015-16 the NT, through the Solicitor-General instructed by the SFNT, successfully defended a High Court challenge brought by the North Australian Aboriginal Justice Agency Limited in respect to the operation of Part 7 of the *Police Administration Act*, otherwise known as the "paperless arrest" provisions. The challenge was heard by the Full Bench of the High Court of Australia who delivered their decision in November 2015, upholding the constitutional validity of the Territory's legislation.

Lexcra

During 2015-16 the long-running legal matter of Lexcra was brought to an end. Litigation had originally commenced in 1993 and had been determined in the Territory's favour in 2004. However, outstanding matters such as recovery of legal costs to the Territory remained. Court orders were successfully obtained in the Territory's favour, despite vigorous opposition from Lexcra, in the Supreme Court.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Number of legal files/matters	4,363	3,808	4,363	4,054	NA	NA
Requests for legal services:						
Short advice matters ¹	737	785	720	737	1,341	NA
Files opened ²						
- provided by SFNT	2,434	2,725	2,200	2,434	1,952	
- domestic violence matters	1,152	1,083	1,100	1,153	658	NA
- outsourced (NTLSL) ³	467	629	450	467 ⁴	625 ⁴	
- outsourced (ad hoc)	80	72	80			
Legal services (solicitor hours)	75,887	93,114	90,000	75,887	84,126	83,510
Client satisfaction	85%	88%	85%	85%	93%	96%

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) Northern Territory Legal Services List.

4) Reported as a single measure prior to the introduction of the NTLSL.

The matter proceeded to appeal, however the appeal was discontinued by Lexcray. During the course of the latest Lexcray litigation, the SFNT engaged external consultants to advise in respect to improvements to internal practices and procedures, which resulted in 44 recommendations being made. Approximately one year on, 90% of the initial recommendations have been implemented and excellent outcomes have been achieved in respect to improving internal practices within the SFNT.

Darwin Port Lease

The Commercial Division of the SFNT worked with external advisors in the establishment of the 99-year lease of the Port of Darwin.

The lease agreement was the first of its kind in the Territory, with the Commercial Division lawyers ensuring considerations were made in relation to:

- Environmental regulation
- Fair access to the port and pricing
- Maritime safety
- Worker safety and dangerous goods
- Vessel safety
- Planning approvals.

Northern Gas Pipeline

The Commercial Division was instrumental in providing legal advice at all stages of the Northern Gas Pipeline (NGP) project. Initial legal advice was provided in 2013 when the NTG announced it would be seeking expressions of interest for investors to build a pipeline from the vast NT gas fields to the Eastern seaboard.

On 17 November 2015, Jemena was selected by the NTG to construct and operate the NGP. The 622km NGP will run between Tennant Creek in the NT and Mt Isa in Queensland, connecting gas fields in the NT with customers in the Eastern Gas Market. .

Since the project's inception, the Commercial Division has provided advice and assistance to the Major Projects team within the Department of the Chief Minister and other government agencies, including on:

- the competitive process for selection of the pipeline builder/operator
- the project development deed
- special project legislation
- licensing under the *Energy Pipelines Act* and
- ongoing advice relating to Native Title and Aboriginal Land compliance and Territory regulatory approval processes.

Construction of the NGP is expected to commence in early 2017 and be completed by 2018.

The Commercial Division continues to provide legal advice on behalf of the NTG on this project.

Kenbi Land Claim

The SFNT drafted and negotiated complex documentation in order to enable settlement of the Kenbi Land Claim. Lodged in 1979, the claim was one of the longest running and most complex land claims under the *Aboriginal Land Rights (Northern Territory) Act*. On 21 June 2016, title to a significant area of claimed land was granted to the traditional Aboriginal owners.

The SFNT will continue to work with NTG agencies, the Northern Land Council and the Commonwealth to implement the settlement, including the facilitation of Territory freehold grants to provide for the future expansion of Darwin across the harbour.

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Crime Victims Services Unit

The Crime Victims Services Unit (CVSU) assists the rehabilitation of victims of violent crime through the provision of financial assistance, management of the Victims' Register and other services including crisis counselling and support services and assistance to victims and potential victims of residential property crime.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
<i>Victims of Crime Assistance Act</i> applications received	480	572 ¹	500	539	442	497
Number of people on Victims Register ²	90	114	100	115	122	96

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

2) The number of people on the Victim's Register is a point in time measurement as people are added to or removed from the Register, as relevant offenders are sentenced or discharged from prison.

Legal Policy

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Bills introduced to Parliament	20	15 ¹	18	16	16	18
Cabinet comments completed within 5 working days	90%	89%	90%	90%	88%	88%
Minister's satisfaction ² with:						
- Strategic policy and program advice	≥5	5	≥5	5	5	5
- agreed timeframes and milestones met	≥5	4	≥5	4	5	4

1) Bills introduced: Bail Amendment Bill (No. 2) 2015 (Serial 135) intro 17.09.15; Misuse of Drugs Amendment Bill 2015 (Serial 136) intro 16.09.15; Information Amendment Bill (No. 2) 2015 (Serial 137) intro 16.09.15; & Sex Offender and Child Homicide Offender Public Website (Daniel's Law) Bill 2015 (Serial 139) intro 15.09.15; Local Court (Repeals and Related Amendments) Bill 2015 intro 03.12.15; Personal Violence Restraining Orders Bill 2015 intro 03.12.15; Justice Legislation Amendment (Vulnerable Witnesses) Bill 2015 intro 03.12.15; Small Claims Bill 2015 intro 03.12.15; & Justice Legislation Amendment (Small Claims and Other Matters) Bill 2015 intro 03.12.15; Local Court (Related Amendments) Bill 2016 intro 11.02.16; Fuel Price Disclosure Bill 2016 intro 11.02.16; Justice and Other Legislation Amendment (Records of Depositions and Other Matters) Amendment Bill 2016 intro 20.04.16; Advance Personal Planning Amendment Bill 2016 intro 20.04.16; Justice Legislation Amendment (Drug Offences) Bill 2016 intro 21.04.16; Bail Amendment Bill 2016 intro 25.05.16.

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

Lower Court reforms

On 1 May 2016 a legislative package was implemented that provided for the consolidation of the Local Court and the Court of Summary Jurisdiction, an increase in the civil jurisdiction of the Local Court to \$250,000, the change in title of magistrates to Local Court judges, transfer of small claims jurisdiction to the NTCAT and the general rationalisation of lower court procedures and laws.

Criminal Justice Research and Statistics Unit

Publication of the Northern Territory Crime Statistics

The NT Crime Statistics are prepared and published each month by the Criminal Justice Research and Statistics Unit using data sourced from the NT Police. New statistics are released on the third Friday of each month, providing Government, researchers and the public with a consistent, reliable and current data source for monitoring changes in recorded crime. The statistics are available as on-line tables for casual users, as well as detailed tables that can be downloaded by those wanting to undertake a more detailed analysis. The crime statistics are released on the NT Police website along with messages from Police Commanders relating to community safety and crime-reduction activities.

Review of the *Sentencing Amendment (Mandatory Minimum Sentences) Act 2013*

In fulfilment of a commitment made by the Attorney-General, the Criminal Justice Research and Statistics Unit undertook a statistical review of the mandatory minimum sentencing legislation using administrative data from across the criminal justice system (crime, courts and corrections). The review examined the data for impacts of the Act on offending and reoffending, sentencing outcomes, sentence length, sentencing consistency and prisoner numbers. The findings were documented in a research paper available publicly on the department's internet site and presented at the 2016 Applied Research in Crime and Justice Conference in Brisbane.

Research: Association between Criminal Behaviour and Experience of Maltreatment as a Child

This research expanded on an earlier study and explored the association between maltreatment as a child, as indicated by the receipt of a NT court-issued child protection order, and subsequent criminal offending as a youth and adult. Overall, maltreated children had a higher likelihood of future offending compared with their non-maltreated peers in all demographic groups except Indigenous males, whose offending rate was slightly lower than that of non-maltreated Indigenous males. Results varied for particular offence types, for which motivation may differ. The information will assist those making decisions about youth justice and child protection policy, and has been accepted for presentation at the 2016 Australian and New Zealand Society of Criminology Conference.

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COURT SUPPORT SERVICES

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

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

Page 5 shows the locations where court sittings are conducted throughout the NT.

Higher Courts

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

Alice Springs Supreme Court

The Supreme Court in Alice Springs is currently located in the Local Court building. Construction is underway for a new building. At present, a Judge

travels regularly from Darwin to Alice Springs to hear matters. The Court will have two court rooms, both with jury facilities, and provision has been made to accommodate legal aid agencies and the DPP. The building will be one of the largest in Alice Springs and will include commercial tenancies. Operations are set to commence in 2017.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Cases lodged						
- Criminal	600	750	680	670	505	511
- Civil	550	519	550	583	508	497
Sitting days	1,200	1,335	1,200	1,209	1,251	1,213
- Criminal	1,000	1,104	1,000	989	1,053	977
- Civil	220	231	220	220	198	236
Finalisation of cases within 12 months						
- Criminal	90%	94%	90%	97%	96 %	95%
- Civil	85%	94%	85%	94%	92%	90%

1) Incorporating Sheriff's Office

Lower Courts and Tribunals

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Criminal cases lodged						
- Major centre courts	12,500	12,567	12,500	13,277	14,130	13,352
- Circuit courts	4,000	4,309	4,000	4,363	4,626	4,153
Civil cases lodged	7,000	6,880	7,000	7,134	7,233	7,037
Sitting days	2,700	2,754	2,700	2,675	2,617	2,961
Circuit court sitting days	390	416	390	387	381	372
Finalisation of cases within 6 months						
- Criminal	80%	85%	80%	82%	84%	77%
- Civil	85%	92%	85%	84%	86%	81%
Finalisation of coronial cases within 12 months	60%	70%	60%	62%	44%	42%
Community Justice Centre						
Mediations	140	216 ¹	180	143	142	153
Presentations	30	23	30	31	33	35
Client satisfaction	85%	91%	85%	89%	92%	92%
Community education and awareness delivered (sessions) ²	30	28	30	31	NA	NA
Northern Territory Civil and Administrative Tribunal						
Cases lodged	2,600	1,393 ³	4,500	825 ⁴	NA	NA
Cases finalised	2,600	918	4,500	NA	NA	NA
Clearance rate	90%	70% ⁵	90%	NA	NA	NA

1) Increase is attributed to enhanced referral pathways from Police, Housing and Councils, in particular Supportlink online referrals.

2) This measure forms part of a combined measure in Budget Paper No. 3. The total number of sessions delivered by relevant Independent Offices in 2015-16 was 227.

3) Cases lodged in 2015-16 are below target as NTCAT has not received full referral of jurisdictions. High-volume jurisdictions being transferred to NTCAT commence operation in 2016-17.

4) NTCAT became operational on 6 October 2014.

5) Clearance rate dropped significantly in the 4th quarter of 2015-16 due to lodgement of approximately 300 small claims matters in late May 2016. It was not possible for these matters to be finalised before the end of the financial year due to timing and procedural requirements.

Implementation of the *Local Court Act*

The new *Local Court Act* replaces the former Local Court and Court of Summary Jurisdiction with one court – the Local Court. The four main pieces of legislation that established and governed the operation of the former Local Court and Court of Summary Jurisdiction (the *Local Court Act*, *Justices Act*, *Records of Depositions Act* and *Magistrates Act*) are now simplified into one piece of legislation.

The new Local Court has Criminal and Civil divisions. Further divisions may be created by the Rules or an Act of Parliament. The Youth Justice Court and Work Health Court continue to operate as separate courts.

A key feature of the new jurisdiction is the changes in title from Magistrate to 'Judge' of the Local Court in order to adequately reflect the professionalism of the court and level of responsibility of its judicial officers.

Another key feature is the change in the court's civil jurisdiction. The Small Claims jurisdiction transfers to the NTCAT and its jurisdictional limit is increased to \$25,000. The Local Court will deal with civil claims up to \$250,000 (an increase from \$100,000). Importantly however, the Local Court will still deal with enforcement of Judgments for any value under \$250,000.

Remote Justice Officers

Two Indigenous court officer positions were created specific to remote locations (Borroloola and Alyangula) to provide an efficient, knowledgeable and helpful support service to the Judicial Officers and to all clients of the court. The creation of the positions increases opportunities for local jobs and supports the NTPS IECD Strategy. The focus in early 2016-17 is to recruit and train people in the new positions.

Children's Court

The Children's Court (Youth Justice, Care & Protection and Adoption matters) opened on 29 February 2016. Unlike traditional courts, an oval-shaped bench/bar table is the key feature of the court. The table is intended to be less formal and intimidating and more conducive in dealing with juvenile offenders and those who come before the court in relation to child protection.

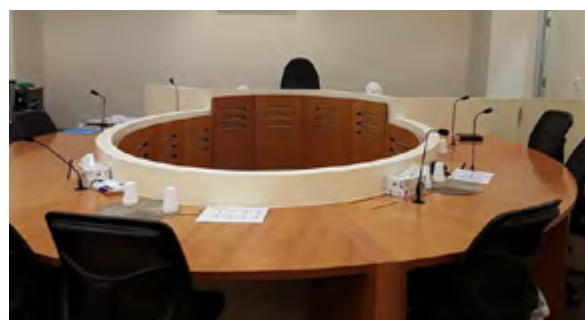
Improving court facilities

CSS, working in cooperation with other central agencies, has had an active involvement in several infrastructure projects across the NT including:

- Continuing construction of the new Alice Springs Supreme Court
- Extensive renovations of the Katherine Courthouse to include two extra holding cells and additional rooms for witness assistance and interview and Prosecutions rooms
- Construction of an additional jury court at the Supreme Court in Darwin
- Commissioning of a new Children's Court at the TCG Building in Darwin City
- Refurbishment of courtrooms at Nichols Place including the removal of monitor booths and installation of new carpet and furniture.
- Mutitjulu Circuit Court - after detailed consideration of all options, AGD sourced a demountable to be used as a courtroom in Mutitjulu. The unit is large with three rooms, and the potential to allocate two rooms adjacent to the large hearing room to legal services/witness assistance.
- Blinds at the Tennant Creek Courthouse were replaced with privacy screening and frosting and a pathway with an awning was built to improve access for the Judge. CCTV and a new security access system were installed to increase security.



The new wing at the Katherine Courthouse.



The new Children's Court.

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Structural reform

In 2015-16 the management structure of CSS was changed following the establishment NTCAT, Local Court reforms and a revised management structure for the Supreme Court. The commencement of the new *Local Court Act* on 1 May 2016 brought significant changes to the structure and framework and created, for the first time, an office of Principal Registrar. The previous Registrar of the Supreme Court was redesigned to the Registrar and Director Higher Courts, and the Judicial Registrar at Alice Springs is now the Registrar and Director Courts Southern Region.

Access improvements

Through business planning and the leveraging of technology, CSS is ensuring the division is responsive to current and future demands of the courts. These services include:

- Project VERITAS
- Project Zola
- Desktop access to audio
- Hearing loops.

Project Zola

Videoconferencing facilities will be installed at Borroloola, Yuendumu and a third remote location to allow witnesses, particularly vulnerable witnesses involved in domestic violence matters, to give evidence in court proceedings without leaving their community. There will be two sets of facilities in each community so that vulnerable witnesses are able to give evidence from a separate location to other witnesses. Deployment of technology will occur once suitable locations are established.

There are significant benefits associated with this project including less trauma to vulnerable witnesses, as they will be able to give evidence from a safe and secure location and without having to leave their community and support networks. In addition, there will be less disruption and inconvenience for witnesses generally, as well as reduced costs to government by having to transport and accommodate witnesses. By making facilities available, a key outcome of the trial will be to increase the number of victims of domestic violence who are available to give evidence on applications for domestic violence orders under the *Domestic and Family Violence Act*.

NT Civil and Administrative Tribunal

The NTCAT was established in 2014 to review a wide range of administrative decisions and resolve civil disputes. The NTCAT also has jurisdiction in areas relating to regulation of professions and protection of civil rights. During the 2015-16 financial year 1393 NTCAT cases were dealt with. NTCAT also acquired 9 further jurisdictions by legislative change. The small claims jurisdiction was successfully transitioned from the Local Court and significant preparatory work for the imminent transfer of the adult guardianship jurisdiction was undertaken. In addition, changes to case management procedures aimed at a strong alternative dispute resolution focus were implemented.

Mental Health Review Tribunal

The Mental Health Review Tribunal is a statutory board managed by NTCAT that makes decisions on the treatment and care of people in the NT who suffer from a mental illness or mental disturbance. The panel is made up of a variety of people from the legal and health professions and members of the community, who sit in on each hearing. During 2015-16 there were 503 Mental Health reviews.

Alcohol Mandatory Treatment Tribunal

In February 2016, the President, Vice President, Members and Registrar visited Alice Springs. Members were joined by a psychologist and health member who resides in Alice Springs. The trip was considered vital, as many of the members had never seen the facilities and, given the broad powers of the Tribunal, it was an ideal opportunity for them to gain a good understanding of the facilities and the options available in Alice Springs.

Members of the Tribunal had the opportunity to visit and meet with key stakeholders of the Drug and Alcohol Services, Central Aboriginal Alcohol Programs Unit, Alice Springs Alcohol Assessment Service and Central Australian Aboriginal Congress.

Community Justice Centre (CJC)

Since the expansion of the SupportLink client referral system throughout the NT, the CJC has ceased using hardcopy files. Subsequent procurement, installation and training of staff in

the use of specialist case management software to support the continual delivery of quality mediation services to the community was adopted in July 2015. Resolve Case Management system allows for the effective intake and administration of referrals and preliminary contact by clients with the CJC and registration of persons undertaking training with the CJC. It also provides an extensive reporting function to assist with improvements to business processes and the conveyance of crucial data to key stakeholders.

The CJC, together with other key service providers of alternative dispute resolution and associated training in the NT, namely the Resolution Institute, Relationships Australia and EASA, established a Steering Committee to prepare a comprehensive proposal to host the 2018 National Mediators Conference in Alice Springs.

Detailed information about the activities of the CJC is detailed in its Annual Report, available at <https://justice.nt.gov.au/publications/annual-reports>.

Fines Recovery Unit

The FRU processes and collects court fines and infringement penalties.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Fines and penalties paid in full ¹	50,000	51,371	52,000	50,043	50,487	57,666
Fine and penalty clearance rate ²	85%	79%	80%	78%	74%	80%
Enforcements Processed ³	42,000	48,017	48,000	43,686	NA	NA
- Court fines	12,000	12,540	12,000	12,308	11,138	11,715
- Infringements penalties	30,000	35,477	36,000	31,378	32,814	26,090
Enforcements fully paid within 12 months: ⁴						
- Court fines	30%	20%	15%	20%	26%	33%
- Infringements penalties	60%	49%	45%	51%	59%	62%
Client satisfaction ⁵	85%	95%	85%	91%	91%	94%

1) As the total number and amount of fines and penalties issued increases, the number of debtors entering into time payment arrangements increases.

2) Fines and penalties paid in full during the year.

3) Includes total enforcements issued for both fines and penalties. Increase is attributed to progress on new enforcement strategies.

4) All the debts of the defaulter are combined into a single time to pay agreement with the oldest being paid off first, resulting in a decreasing number of new debts that will be paid off within 12 months.

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

Fines recovery

During 2015-16, the FRU introduced a number of new sanctions that could be applied to debtors to encourage them to pay their debts. In October 2015 new legislation was passed that included the following sanctions:

- cessation of business by the Motor Vehicle Registrar for individuals

- naming and shaming of debtors with debts over \$10,000 on the AGD website
- wheel clamping of these high-end debtors.

Most criminal offences incur a victim's levy which is directed towards assisting victims of crime.

Integrated Justice Information System

CSS delivers IJIS to support and assist reporting on justice business processes associated with police apprehension, prosecution, courts, correctional services and fines recovery.

In September 2015, the NTG Information and Communication Technology Governance Board and the Integrated Justice Committee approved the business case for Project VERITAS, a six year program of work to implement a new solution for the

Integrated Justice Continuum, which will replace IJIS.

The new solution consists of Master Data Management technology for person identity management, a Justice Information Exchange to share data electronically between the information systems used by NT Police, Courts and Correctional Services, an Integrated Case Management System for Courts and Tribunals, Prosecution and the Fines Recovery Unit, and a Justice Data Warehouse.

Work was also undertaken during the year to develop a data governance framework and data architecture for the new system.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Modernisation projects planned	5	2	3 ¹	10	3	NA
Stakeholder satisfaction with IJIS modernisation projects	80%	80%	80%	80%	Not Measured	NA
Availability of access to the IJIS environment	99%	99%	99%	99%	98.8%	NA

1) Following the development of the Project VERITAS Business Case, projects have been consolidated into a program of work for delivery over the next three to four years.

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DIRECTOR OF PUBLIC PROSECUTIONS

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
New matters	9,400	9,418	9,400	8,551	8,180	1,906
Finalisations:						
- Supreme Court pleas	450	483	450	436	275	341
- Supreme Court trials	60	55	60	57	43	53
- Supreme Court withdrawn	40	41	40	36	25	45
- Not committed to Supreme Court	0	0	0	1	0	0
- Summary hearings/pleas	7,000	6,805	7,000	6,450	4,372	972
- Summary withdrawn	800	463	800	728	504	249
- Appeals at all levels	60	84	60	62	56	62
Findings of guilt (including guilty pleas):						
- in Supreme Court	94%	93%	94%	93%	94%	94%
- in Court of Summary Jurisdiction	98%	98%	98%	98%	94%	89%
Convictions after trial or hearing	97%	97%	97%	97%	95%	90%
Filing of indictments within 28 days of committal ¹	63%	45%	NA	55%	71%	57%
Supreme Court matters withdrawn less than 28 days before a trial was to commence ²	52%	26%	NA	50%	53%	69%
Witness Assistance Service clients ³	1,730	1,923	1,730	1,717	1,643	1,822

1) The new CaseNET system imports data directly from the IJIS system, which does not accurately record filing of all indictments. A complete data set for this item is no longer available and it is therefore no longer a measurable key deliverable. Further reporting against this item will cease effective 1 July 2016.

2) The new CaseNET System imports data directly from the IJIS system. IJIS system does not provide this data. Further reporting against this item will cease effective 1 July 2016.

3) Temporary funding of an additional 0.5 position until 30 June 2016 resulted in increased resources within the Witness Assistance Service and therefore increased ability to assist clients.

Electronic Case Management

The DPP maintains a computerised Case Management System (CaseNET) to track and update files for matters. As reported in the 2014-15 Annual Report, the DPP began to import data from IJIS into the CaseNET system. IJIS data is updated by police and courts and includes Local Court outcomes.

The automated system updates outcomes from IJIS for both Summary and Crown prosecutions matters across the NT. The system also provides the Witness Assistance Service with updated information from IJIS.

In August 2015, further enhancements were undertaken ensuring that links for the "next in court dates" from IJIS were displayed in all areas of CaseNET, related cases for co-defendants appear on the home page and in all related files, and that order details were populated in the order notes field.

Reporting capabilities were developed, with implementation scheduled in 2016-17 financial year.

The introduction of the *Local Court Act* also required major changes and testing within CaseNET. A project

officer was allocated to work with AGD ICT to assist in implementing these changes and the development, testing and deployment of data for both reporting module

Witness Assistance Services (WAS)

As part of a strategy to improve and increase service delivery in regional areas, a greater emphasis was placed on the Katherine WAS Office with the employment of a new coordinator. An increased number of Information sessions to NT Police, stakeholders and safe houses within the Katherine region were conducted. The outcome has been more referrals from other services for support to victims and witnesses, an increase in WAS attendance at remote courts and an increase in the number of clients attending the WAS Katherine office seeking information and support. Stakeholder feedback about the increase in service delivery to the region has been very positive.

Further information about the activities of DPP is detailed in the Director's Annual Report, available at www.dpp.nt.gov.au.

INDEPENDENT OFFICES

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

Consumer Affairs

NTCA provides a regulatory framework where the community is informed of consumer rights and responsibilities, and responsible business conduct is promoted.

300 contracts cancelled

Door-to-door salespeople were found to be targeting disadvantaged and vulnerable consumers to secure more sales by signing them up to training programs through the Vocational Education and Training (VET) Fee Help scheme. Often the person signed paperwork that they did not understand.

An investigation into a company selling these training products in the Darwin/Palmerston area revealed this conduct was widespread, with similar unfair activities on-going throughout the NT as well as across Western Australia. NTCA took a lead role in gathering evidence for a national working party.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Enquiries, complaints and compliance actions	23,000	18,490 ¹	21,250	20,098	NA	NA
Enquiries received	22,000	17,137 ¹	20,000	19,113	20,597	20,996
Consumer and business actions	600	718	650	532	616	647
Compliance actions	400	635 ³	600	453	366	265

1) Reduction is directly attributable to the transfer of residential tenancy application enquiries to the NTCAT.

2) The increase is attributed to VET Fee Help training provider investigations across the NT and WA which also saw a refocusing of resources.

targeting this type of behaviour and liaised with interstate and national enforcement agencies. Work was ongoing throughout the year and resulted in the company cancelling more than 300 contracts marketed door-to-door in breach of the Australian Consumer Law in the NT and Western Australia.

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

Anti-Discrimination Commission

The ADC provides anti-discrimination education, training and public awareness to the private and community sector, government and the general community. The ADC also accepts, conciliates and evaluates complaints, and conducts public hearings in respect of anti-discrimination complaints. Complaints received after 1 July 2015 are heard by the NTCAT.

The ADC is also responsible for the Community Visitor Program (CVP). The CVP protects the human rights of people by inspecting, monitoring and advocating for people receiving treatment under the *Mental Health and Related Services Act*, the *Disability Services Act* and the *Alcohol Mandatory Treatment Act*.

Education and awareness

In 2015-16 the ADC undertook 586 hours of public education and training, resource development and information's sessions to the community and organisations. This work was achieved as a result of the use of internal resources, external agency funding, and support from the Western Australian Equal Opportunity Commission.

Complaint resolution

The ADC finalised 83% of complaints before the ADC in 2015-16, well exceeding its target of 40%.

Community Visitor Program

In 2015-16 the CVP made 402 visits and dealt with 751 complaints and enquiries, a 12% increase from the previous year. For those people who requested to see a Community Visitor, 97% were contacted within the next working day.

The awareness of advocacy services in Alcohol Mandatory Treatment has improved, with an increase in requests to see a Community Visitor.

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Public awareness / community-based events, development of educational resources and training (hours)	80	586 ¹	80	145	91	176
Complaints (includes complaints carried over)	200	236	200	238	253	279
Complaints conciliated	40%	62%	40%	65%	60%	78%
Complaints closed within 8 months of receipt	40%	86%	40%	82%	81%	72%
Community Visitor Program						
Complaints and enquiries received	550	751	550	581	766	NA
Inspections (panels and visitors)	210	402 ²	260	247	270	5 ³
Contact within 1 working day of request	100%	97%	100%	99%	100%	99%
Community education and awareness delivered (sessions) ⁴	30	123 ¹	30	61	NA	NA

1) The actual was higher than predicted due to an increase in demand for training, and external and internal funding available to recruit two full-time trainers for a period.

2) The increase in 2015-16 was due to additional effort in education activities and growing demand for Community Visitor Program services.

3) The 2012-13 figure only includes panel inspections.

4) This measure forms part of a combined measure in Budget Paper No. 3. The total number of sessions delivered by relevant Independent Offices in 2015-16 was 227.

Information and Public Interest Disclosures Commissioner

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

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
FOI and privacy complaints handled:	26	57 ¹	26	NA ²	NA	NA
- FOI	20	46	20	37	30	21
- Privacy	6	11	6	13	6	7
Complaints finalised:	19	36 ³	19	NA ²	NA	NA
- FOI	15	30	15	15	11	13
- Privacy	4	6	4	8	4	4
Awareness and training:						
- Presentations	20	27 ⁴	20	19	18	14
- Participants	250	446 ⁴	250	289	245	318
Training - participant satisfaction	80%	78%	80%	81%	76%	83%
FOI and privacy hours (advice and audits)	650	708 ⁵	650	460	386	247
Public interest disclosures	60	67	60	50	65	66
Awareness and training:						
- Presentations	10	10	10	14	7	9
- Participants	400	260 ⁶	400	260	219	189
Participant satisfaction	90%	96%	90%	96%	100%	92.6%
Disclosures resolved or investigation reports presented to responsible authority within 6 months	70%	76%	70%	56%	50%	62.9%
Community education and awareness delivered (sessions) ⁷	30	37	30	33	NA	NA

1) An unusually high number of complaints were received from a single complainant in 2015-16. Activity is not expected to continue at this level.

2) Not reported as a combined measure prior to 2014-15.

3) A large number of related complaints were finalised as part of the same negotiations. Some of the backlog was resolved through additional temporary resourcing.

4) A training 'road trip' for rural / remote NT was held in 2015-16 resulting in additional training sessions above normal figures.

5) Higher number of legislative proposals raised privacy issues. There were a significant number of requests for advice on local and national information sharing schemes and a higher volume of audit work.

6) This figure does not include a large number of middle school students who attended communications events.

7) This measure forms part of a combined measure in Budget Paper No. 3. The total number of sessions delivered by relevant Independent Offices in 2015-16 was 227.

Further information about the activities of the Information Commission and Public Interest Disclosures Commission are detailed in the Commissioner's Annual Reports, available at <https://infocomm.nt.gov.au> and <https://blowthewhistle.nt.gov.au>.

Registrar-General

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Records maintained	1.30M	1.48M	1.32M	1.29M	1.25M	1.22M
Registrations ¹	32,000	27,122	28,000	34,993	34,736	33,082
Searches	600,000	664,568	600,000	651,627	690,626	722,966
Client satisfaction	95%	98%	95%	97%	97%	96%
Life event certificates issued within 24 hours	95%	97%	95%	97%	98%	98%
Life events registered within 72 hours	95%	99%	95%	99%	99%	99%
Land dealings and instruments registered within 48 hours	97%	100%	97%	100%	100%	100%

1) The decrease reflects lower demand for Land Title registrations, searches and related business.

Titles Registry

As part of a multi-year project, the land registry system is being upgraded to enable the implementation of electronic conveyancing in late 2018. Work has commenced on upgrading the Integrated Land Information System which will enable the NTG to achieve savings when E-Conveyancing is introduced in the NT. The benefit of participating in this nation-wide reform initiated by the Council of Australian Governments (COAG) will be efficiencies resulting from the processing of minimal paperwork and dispensing with the necessity for financial institutions, legal practitioners and conveyancers to attend land registries for settlement.

Life Events Registry

Births, Deaths and Marriages (BDM) is participating in a national initiative for a Better Approach to Change of Name Processes in Australia under the National Identity Security Strategy. BDM is currently undergoing upgrades to its computer system PROMADIS, to be able to directly link with the Document Verification Service to check identity documents for applications for certificates and changes of name. The BDM office has also

aligned its change of name processes with other jurisdictions, where possible.

The BDM registry is recognised as the industry leader in Australia in contemporary registration processes for Indigenous people. This year BDM continued to support Indigenous organisations with proof of identity documents by providing access to the register and conducting searches to determine identity.

In 2015-16 the registry exceeded its customer satisfaction target in delivery of services by providing timely and accurate searches and registrations.

Land Registrars Development Officers National Conference

The Office of the Registrar-General hosted the Annual Land Registrars Development Officers National Conference in Darwin from 25 to 27 May 2016. The Conference is held on a rotating basis between Australian, New Zealand and overseas Land Title Registries. Delegates attended the conference from various jurisdictions including Singapore, Hong Kong, Scotland, New Zealand and each Australian state and territory.

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The main focus of the conference was to provide Land Registrars and Development Officers with an opportunity to discuss proposals and provide input into national initiatives such as electronic conveyancing and governance arrangements, new technologies, fraud minimisation policies and moves towards legislative reform. The conference also offered an opportunity to strengthen inter-jurisdictional contacts and co-operation between the Registries.

Public Trustee

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

Estate management

During 2015-16, the Office of the Public Trustee finalised the administration of 103 deceased estates, either as an executor appointed by a Will or as administrator of last resort. The estate administration services provided by the Public Trustee ensure that the affairs of a deceased person, even where the estate is small or insolvent, are dealt with in a professional, respectful and timely manner.

The high level of service delivered by the Office of the Public Trustee has resulted in client satisfaction exceeding its target for four consecutive years.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Estates and trusts finalised ¹	240	185	220	252	239	226
- Deceased estates finalised ²	140	103	130	122	127	139
- Trusts finalised ³	100	82	90	111	93	94
Deceased estates active ²	130	146	125	122	127	139
Finalise deceased estates:						
- within 12 months	65%	84%	65%	70%	70%	59%
- within 24 months	85%	95%	85%	89%	90%	86%
Trusts active	630	600	620	624	663	665
Wills prepared	275	228	275	299	263	311
Client satisfaction	90%	96%	90%	95%	94%	94%

- 1) The decrease in 2015-16 is largely attributed to a reduction in the number of deceased estates being administered by the Public Trustee.
- 2) The number of deceased estates finalised is lower than projected and the number of active deceased estates on hand at 30 June 2016 is higher than projected due to recent recruitment activity in the Office of the Public Trustee.
- 3) The number of trusts finalised is less than estimated however the rate of finalisation of trust files is dependent entirely on the maturity date of a minor beneficiary trust. As a result of the trend towards an increase in the adult guardianship financial management files, these trusts are considered "no maturity date" trusts and will generally not finalise until the death of the represented individual.

Trust management

The Public Trustee supports vulnerable and disadvantaged members of the community by managing the financial affairs and estates of minor and incapacitated people when appointed under court order. There are currently 609 trusts managed by the Public Trustee with a combined value of \$36 million. This year the Office reviewed and awarded a new contract for the provision of Financial Planning Services to the Office of the Public Trustee, ensuring that the funds held are invested to maximize the benefit to the Public Trustee clients and to meet the requirements of prudential standards.

Amendment to the Administration and Probate Regulations

The Public Trustee initiated an amendment to the Administration and Probate Regulations resulting in an increase to the threshold amounts under the Act for the administration of small estates, from \$85,000 to \$150,000, thereby allowing for a greater number of small estates to be administered in a more time-efficient and cost-effective manner.

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

Health and Community Services Complaints Commission

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

Prison Health Service Investigation

On 26 February, 2016 the Commission released its [Investigation into the Prison Health Service at Darwin Correctional Centre](#). The Commissioner provided nine recommendations, including the Prison Health Service:

- Developing an action plan to improve policies, practices and procedures in relation to:
 - the management of requests for medical assistance
 - the follow up of clinically significant results and treatment plans
- Improving coordination of services with:
 - Corrections
 - External services
- Improving communication with patients
- Developing a policy to ensure patients being released back into the community are given referral and discharge information and linked to appropriate services
- Providing a report to the Commissioner on current and planned measures in relation to improving access to health services for women.

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Enquiries and complaints received ¹	550	621	550	608	667	522
Enquiries and complaints closed	500	647	550	618	598	460
Complaints resolved within 180 days of receipt	>80%	83%	80%	84%	74%	80%

1) Reported as 'Complaints' in 2014-15.

Children's Commissioner

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

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

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Enquiries and complaints received ¹	180	231	200	202	177	110
Complaints and Enquiries finalised ²	NA	219	200	NA	NA	NA
Complaints dealt with ³	120	90	NA	124	78	NA
Complaints assessed within 28 days ⁴	>80%	97.5%	100%	83%	71%	NA
Community education and awareness delivered (sessions) ⁵	24	39 ⁶	30	38	NA	NA

1) Previously reported as 'Approaches Received'.

2) New measure in 2015-16.

3) To discontinue reporting from 1 July 2016.

4) Assessments not completed within 28 days may have been granted an extension as per S23(3)(b) of the *Children's Commissioner Act*.

5) This measure forms part of a combined measure in Budget Paper No. 3. The total number of sessions delivered by relevant Independent Offices in 2015-16 was 227.

6) Increase due to additional sessions in Alice Springs targeted at various stakeholders.

Office of the Parliamentary Counsel

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

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Pages of legislation drafted and pages reprinted	7,000	8,057	7,000	9,651	9,251	2,480

Legislative drafting

The OPC's legislative drafting services consisted of providing timely, legally defensible and robust legislation within prescribed timeframes.

The OPC drafted 2880 pages of legislation, including:

- 43 Government Bills introduced
- 15 government committee stage amendments drafted
- 75 items of subordinate legislation settled
- 661 statutory instruments settled.

As the year was at the end of the electoral cycle, there was an enormous volume of legislation required, particularly in the last half of the year, with

shifting priorities and late instructions presenting challenges. There was a 50% increase in the "priority files" in the last two months of drafting, met in part by the use of consultant drafters for primary drafting, thereby increasing the load on those responsible for quality assurance.

The OPC also participated in the Australasian Parliamentary Counsel's Committee to ensure the NT's interests were represented in relation to national legislative schemes.

Publishing services

The OPC published electronic copies of Bills, Acts, subordinate legislation and reprints on the NT Legislation Websites within OPC's publishing timeframes, and produced the *NTG Gazette*.

DOMESTIC VIOLENCE DIRECTORATE

The DVD delivers improved support and referral services for victims of domestic and family violence by working collaboratively across government agencies and non-government organisations to address the negative impact of service fragmentation for vulnerable people.

Family Safety Framework

The Family Safety Framework has been implemented in Darwin, Katherine, Tennant Creek, Nhulunbuy and Yuendumu, and is continuing in Alice Springs. The framework provides an action-based, integrated service response to high-risk domestic and family violence victims and their children.

As at 30 June 2016, 1393 NTG and NGO frontline workers were trained and 553 victims were referred. Approximately 90% of victims referred were not rereferred, indicating a significant reduction in their risk of homicide or further serious harm.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 Actual
Number of non-government organisations engaged in integrated service delivery	30	62 ¹	30	35	NA	NA

1) The higher than expected actual is due to successful collaboration with the non-government sector and widespread participation in Local Reference Groups.

Local Reference Groups

The NGO sector successfully partnered with the NTG through the Local Reference Groups, established in Alice Springs, Darwin, Katherine and Tennant Creek, and participated in monthly meetings to ensure local expertise informs the implementation of the Strategy.

At the end of 2015-16, 62 Government and nongovernment organisations were represented in these groups. These comprised 19 Government organisations, 16 Aboriginal organisations and 27 other non-government organisations.

Critical Intervention Outreach Services

In Alice Springs, Tennant Creek, Darwin and Katherine, Critical Intervention Outreach Services have been established to provide holistic and culturally appropriate case management and targeted outreach support to Indigenous women and their children experiencing domestic and family violence. Services include the development of individual safety plans for victims and their children, supported pathways to other services (housing, health, legal services), culturally sensitive support mechanisms, support to maintain clients'

safety when they return to their chosen community and continuity of care and long-term support as required.

In the reporting year, the Critical Intervention Outreach Service was extended to 16 Indigenous communities and 29 town camps, and 2098 client referrals were received.

Alice Springs Men's Behaviour Change Program

The Men's Behaviour Change Program is delivered by a consortium of non-government service providers comprising the Tangentyere Council, Jesuit Social Services and the Alice Springs Women's Shelter.

The program commenced accepting referrals in October 2014 and is currently running a full program with high-risk perpetrators. Most of the men in the program are voluntary referrals. As at 31 May 2016, there were 182 referrals to the program and 93 assessments carried out.

Domestic violence legislation review

In 2015-16 a number of pieces of NT legislation relevant to domestic and family violence were reviewed and amended where appropriate.

CORPORATE AND GOVERNANCE

The Corporate and Governance output group delivers effective, efficient and compliant corporate and governance activities through provision of a range of corporate and governance functions

to support the agency's operations, including secretariat, financial, human resource management, information and communication technology, governance and risk services.

Key Deliverables	Current Year		Targets	Previous Years		
	2015-16 Budget	2015-16 Actual	2016-17 Budget	2014-15 Actual	2013-14 Actual	2012-13 ³ Actual
Client satisfaction with advice and support ¹	≥5	4.8	≥5	4.4	4.3	NA
Turnover of department staff	15%	14.44%	15%	15.18%	17%	NA
Department accounts paid within 30 days	80%	81%	80%	79%	86%	NA
Internal audits conducted	20	18 ²	20	9	18	NA

1) Measure ranges from a rating of 1 = extremely dissatisfied through to 6 = extremely satisfied. Clients are the non-corporate divisions within the agency.

2) At 30 June 2016, four additional audits were in progress. The total of 18 includes 2 audits for Correctional Services.

3) The Corporate and Governance output was introduced in 2013-14.

In 2015-16, the level of client satisfaction increased. Clients generally indicated they were quite satisfied with the professional advice, support and guidance received.

FINANCIAL OVERVIEW AND STATEMENTS

FINANCIAL STATEMENT OVERVIEW For the Year Ended 30 June 2016

Financial performance

The 2015-16 budget and financial statements for the Department of the Attorney-General and Justice (the Department) have been prepared on an accrual basis and provide information in respect of the financial operations, balance sheet, changes in equity and cash flow of the Department for the year.

Budgets and performance are established by output, ensuring that resource allocation decisions are directed towards achieving the results intended by Government. Details of the Department's performance by output group are provided at Note 3 to the financial statements. The Department's performance against the published budget is provided at Note 23 to the financial statements. The general performance of outputs is further addressed in the "Output Reporting" section of the annual report.

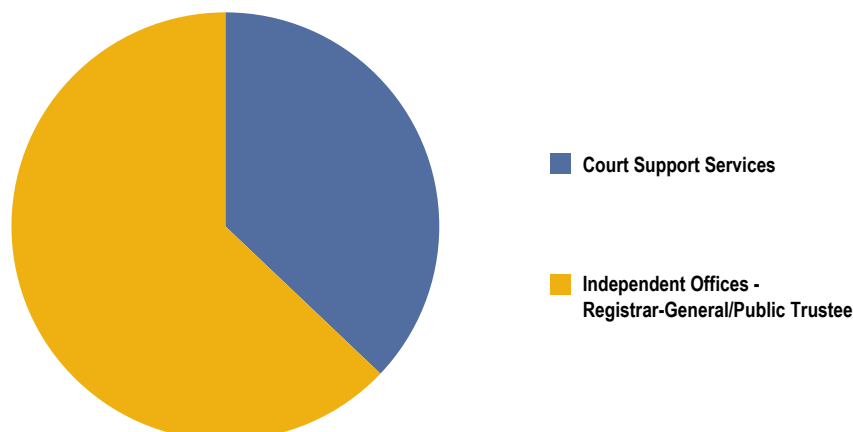
The Department promotes a fair and accessible legal system through delivering strategic legal, and justice policy advice to the Northern Territory Government, and independent court prosecution, registration and advocacy services to the community.

Net result for the year

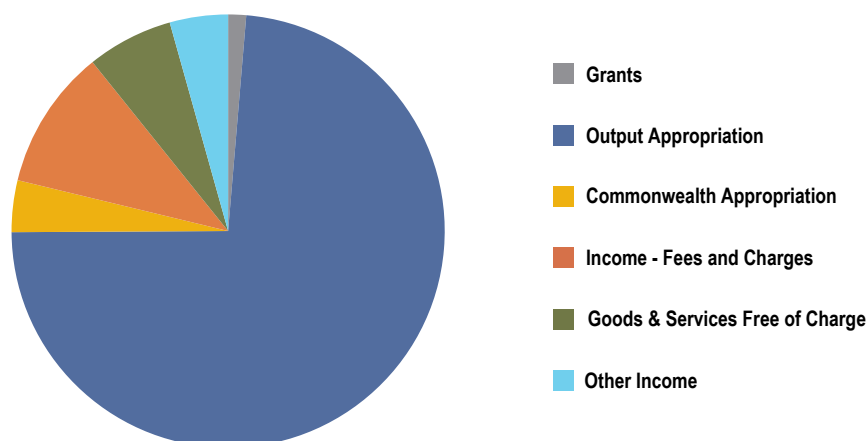
The net result for the year was a deficit of \$13.2 million. While the resulting deficit was greater than the originally published budgeted deficit of \$9.5 million it was within the final approved budget deficit of \$13.3 million. The main contributors to the result against the final approved budget were the higher than expected income from fees and charges combined with lower than budgeted grant payments associated with review or rescheduling of grant programs. Lower than budgeted grant expenditure was offset by higher than budgeted nondiscretionary administrative expenditure, in particular legal costs.

	Published Budget (May 2015) \$'000	Final Approved Budget \$'000	Financial Performance \$'000
Operating Income	103.0	110.7	111.8
Employee costs	61.9	63.8	63.9
Administrative expenses	37.8	41.1	44.5
Grant expenses	12.8	19.1	16.6
Total expenses	112.5	124.0	125.1
Net result	(9.5)	(13.3)	(13.2)

Fees and charges income by Output Group



Operating income by Category



Operating Income

The agency recorded total income of \$111.8 million of which:

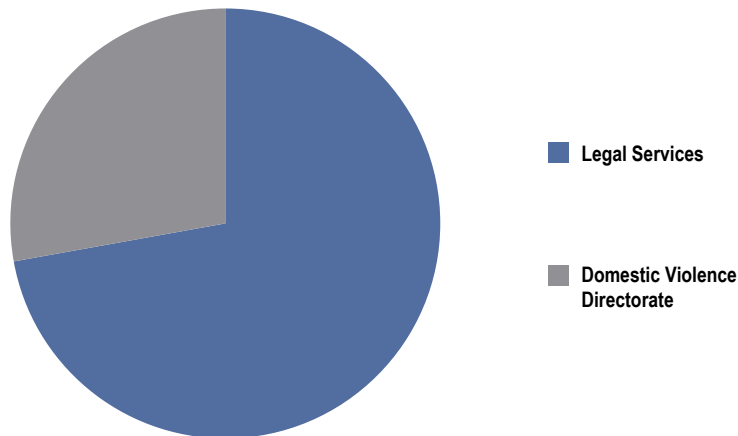
- Output appropriation represented 73.5% (\$82.3 million) which was utilised to fund Court Support Services (41.0%), Legal Services (27.2%), Director of Public Prosecutions (13.9%), Corporate and Governance (8.2%), Independent Offices (6.3%), and the Domestic Violence Directorate (3.4%).
- Commonwealth appropriation for the National Partnership agreement for legal assistance services contributed 3.9%.
- Fees and charges income contributed 10.4% (\$11.7 million). Significant sources

related to fees and charges for records searches and applications (\$2.8 million), Land Titles Office lodgements (\$3.0 million), fines and penalties enforcement fees and related charges (\$3.0 million), Public Trustee fees, commissions and other charges (\$1.5 million), court fees and related charges (\$1.2 million).

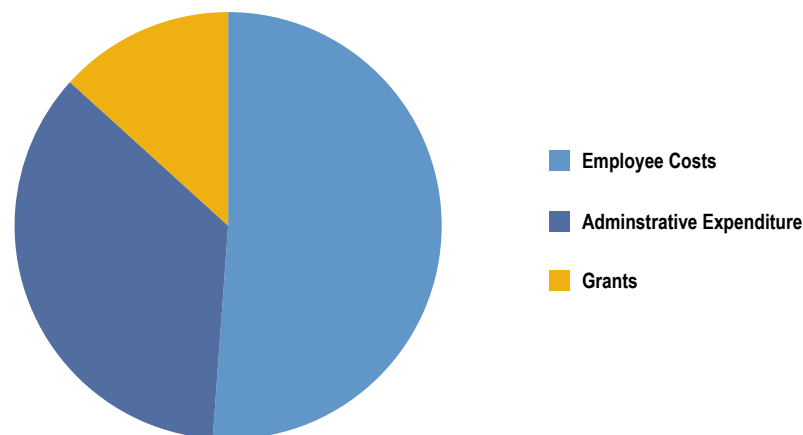
- Goods and services received free of charge made up 6.4% (\$7.2 million). This notional revenue reflects payroll, information technology, and procurement services provided by the Department of Corporate and Information Services and is offset by notional expenditure to the same value.

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

Grant expenditure by Output Group



Expenses by Category



Expenses

The Department recorded expenditure of \$125.1 million. Compared with the previous financial year, expenditure was \$11.7 million greater, predominantly associated with:

- Employee costs: \$5.8 million in additional employee costs reflects increased payments and provisions for judicial officer entitlements, additional positions in Court Support Services to facilitate the recovery of fines and penalties, continuing structural refinement in the Legal Services area, employee costs associated with the ongoing transfer of jurisdictions to the NT Civil and Administrative Tribunal (NTCAT), and the filling of other vacant positions.
- Grants expenditure: \$3.6 million in additional grant expenditure the majority of which is attributed to the payment of legal assistance services grants under a renewed National Partnership agreement. The renewed agreement incorporated amended arrangements that resulted in funding flowing to the Department and later paid out, which previously transferred directly to respective legal assistance services via the Department of Treasury and Finance.
- Administrative expenditure: \$2.1 million net increase in non-discretionary administrative expenses due largely to costs incurred in relation to major legal cases, some ongoing, payments to victims of crime, and the first in a series of payments associated with the transition to e-conveyancing.

Balance Sheet

The reduction in assets over the prior years is primarily due to lower cash balances held at 30 June. The increase in liabilities is mainly due to adjustments made to entitlements for judicial officers.

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

	2013-14 \$M	2014-15 \$M	2015-16 \$M
Assets	238	238	231
Liabilities	11	11	13
Equity	227	227	218

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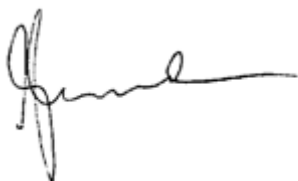
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CERTIFICATION OF THE FINANCIAL STATEMENTS

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 2016 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
31 August 2016



Jacqueline Dowling
Chief Finance Officer
31 August 2016

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COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2016

	Note	2016 \$000	2015 \$000
INCOME			
Grants and subsidies revenue			
Current		1 497	1 386
Appropriation			
Output		82 300	81 418
Commonwealth		4 316	
Sales of goods and services		11 697	12 371
Goods and services received free of charge	4	7 181	6 977
Other income		4 865	4 238
TOTAL INCOME	3	111 856	106 389
EXPENSES			
Employee expenses		63 993	58 311
Administrative expenses			
Purchases of goods and services	5	28 835	26 693
Repairs and maintenance		2 671	2 385
Depreciation and amortisation	8, 9	5 719	5 996
Other administrative expenses ¹		7 279	7 072
Grants and subsidies expenses			
Current		16 604	12 985
TOTAL EXPENSES	3	125 101	113 441
NET SURPLUS/(DEFICIT)		(13 245)	(7 052)
OTHER COMPREHENSIVE INCOME			
Items that will not be reclassified to net surplus/deficit			
Changes in asset revaluation surplus			6 021
Transfer from reserves			(440)
TOTAL OTHER COMPREHENSIVE INCOME		0	5 581
COMPREHENSIVE RESULT		(13 245)	(1 471)

¹ Includes DCIS service charges.

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

BALANCE SHEET

As at 30 June 2016

	Note	2016 \$000	2015 \$000
ASSETS			
Current Assets			
Cash and deposits	6	3 262	9 108
Receivables	7	1 086	1 168
Prepayments		696	593
Total Current Assets		5 044	10 869
Non-Current Assets			
Property, plant and equipment	8, 10	225 870	226 833
Heritage and cultural assets	9, 10	625	634
Total Non-Current Assets		226 495	227 467
TOTAL ASSETS		231 539	238 336
LIABILITIES			
Current Liabilities			
Deposits held	13	1 910	922
Payables	11	3 131	3 124
Provisions	12	6 773	5 761
Total Current Liabilities		11 814	9 807
Non-Current Liabilities			
Provisions	12	1 923	1 555
Total Non-Current Liabilities		1 923	1 555
TOTAL LIABILITIES		13 737	11 362
NET ASSETS		217 802	226 974
EQUITY			
Capital		67 771	63 698
Asset Revaluation Reserve	14	172 806	172 806
Accumulated funds		(22 775)	(9 530)
TOTAL EQUITY		217 802	226 974

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

STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2016

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2015-16					
Accumulated Funds		(9 061)	(13 245)		(22 306)
Transfers from reserves		(469)			(469)
		(9 530)	(13 245)		(22 775)
Reserves					
Asset Revaluation Reserve	14	172 806			172 806
		172 806			172 806
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		55			55
Equity transfers in		72 687		4 073	76 760
Other equity injections		2 885			2 885
Equity withdrawals					
Capital withdrawal		(11 929)			(11 929)
		63 698		4073	67 771
Total Equity at End of Financial Year		226 974	(13 245)	4 073	217 802
2014-15					
Accumulated Funds		(2 010)	(7 052)		(9 061)
Transfers from reserves		(29)	(440)		(469)
		(2 038)	(7 492)		(9 530)
Reserves					
Asset Revaluation Reserve	14	166 785	6 021		172 806
		166 785	6 021		172 806
Capital – Transactions with Owners					
Equity injections					
Capital appropriation				55	55
Equity transfers in		71 578		1 109	72 687
Other equity injections		2 885			2 885
Equity withdrawals					
Capital withdrawal		(11 706)		(223)	(11 929)
		62 758		941	63 698
Total Equity at End of Financial Year		227 505	(1 471)	941	226 974

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

CASH FLOW STATEMENT

For the year ended 30 June 2016

	Note	2016 \$000	2015 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Grants and subsidies received			
Current		1 497	1 386
Appropriation			
Output		82 300	81 418
Commonwealth		4 316	
Receipts from sales of goods and services		20 043	19 338
Total Operating Receipts		108 156	102 142
Operating Payments			
Payments to employees		(63 931)	(57 843)
Payments for goods and services		(33 487)	(32 682)
Grants and subsidies paid			
Current		(16 604)	(12 985)
Total Operating Payments		(114 022)	(103 510)
Net Cash From/(Used in) Operating Activities	15	(5 866)	(1 368)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing Payments			
Purchases of assets		(968)	(345)
Total Investing Payments		(968)	(345)
Net Cash From/(Used in) Investing Activities		(968)	(345)
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing Receipts			
Deposits received		988	161
Equity injections			
Capital appropriation			55
Total Financing Receipts		988	216
Financing Payments			
Equity withdrawals			(223)
Total Financing Payments			(223)
Net Cash From/(Used in) Financing Activities		988	(7)
Net increase/(decrease) in cash held		(5 846)	(1 721)
Cash at beginning of financial year		9 108	10 829
CASH AT END OF FINANCIAL YEAR	6	3 262	9 108

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

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3. Comprehensive Operating Statement by Output Group

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1. OBJECTIVES AND FUNDING

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

The Department's core business is to:

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

The Department is predominantly funded by, and is dependent on, the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs. During 2015-16 the Department consisted of the following output groups:

- Legal Services: provides civil litigation, commercial and native title legal services to Government, manages the outsourcing of selected legal services and administers the scheme that provides financial support to victims of crime. In addition, the output group also provides strategic legal and social policy advice to Government and monitors and coordinates the implementation of related Government policies and research.
- Court Support Services: provides administrative support services to enable courts and tribunals to administer justice for the community including registry and processing of case documents, support for trials and hearings, fines recovery and mediation services.
- Director of Public Prosecutions: provides an independent public prosecution service for the Territory, and witness and victim support services throughout the criminal justice process through the Witness Assistance Service.

- Domestic Violence Directorate: works collaboratively across government agencies and nongovernment organisations to address the negative impact of service fragmentation for vulnerable people to ensure improved support and referral services for victims of domestic and family violence.
- Independent Offices - consisting:
 - Consumer Affairs: Provides a regulatory framework where the community is informed on consumer rights and responsibilities, and responsible business conduct is promoted.
 - Anti-Discrimination Commission: Provides anti-discrimination education, training and public awareness to the private sector, government and the general community. Accept, investigate and conciliate complaints, and conduct public hearings in respect of anti-discrimination matters. Provide complaint and advocacy services for people receiving treatment under the *Mental Health and Related Services Act*, through the Community Visitor Program (CVP) and the *Disability Services Act*.
 - Information and Public Interest Disclosures Commission: Provides advice and promotes knowledge about freedom of information (FOI) and privacy rights within government and the community. Investigates and resolves complaints about FOI and privacy matters and related applications. Investigates public interest disclosures and ensures that any improper conduct is appropriately dealt with. Protects persons who make public interest disclosures from acts of reprisal. Promotes awareness about the legislation.
 - Registrar-General and Public Trustee: Registers dealings with land and other property, powers of attorney, births, deaths, marriages and changes of name and sex. Public Trustee provides will registry, will making, trustee and estate administration services. Manages restrained and forfeited property under the *Criminal Property Forfeiture Act*.
 - Health and Community Services Complaints Commission: Resolves

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

- **Children's Commissioner:** The Northern Territory Children's Commissioner is responsible for dealing with complaints related to the required services to vulnerable children in accordance with provisions contained in the *Children's Commissioner Act*, to monitor the administration of the *Care and Protection of Children Act*, so far as it relates to vulnerable children, and to promote an understanding about the rights, interests and wellbeing of vulnerable children.
- **Office of the Parliamentary Counsel:** Provides legislative drafting services and advice about Bills for Acts, committee stage amendments, subordinate legislation and miscellaneous statutory instruments for government and members of the Legislative Assembly. Participates in the Australian Parliamentary Counsel's Committee in relation to national uniform legislation, manages the publication of legislation and contribute to the publication of Government Gazettes, to meet government and community needs.
- **Corporate and Governance:** provides a range of corporate and governance functions to support the agency's operations, including secretariat, financial, human resource management, information and communication technology, governance and risk services.

Additional information in relation to the Department and its principal activities may be found in the "Output Reporting" section of the Annual Report.

A summary of financial information in the form of a Comprehensive Operating Statement by output group is provided at Note 3.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Statement of Compliance

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

- a Certification of the Financial Statements;
- a Comprehensive Operating Statement;
- a Balance Sheet;
- a Statement of Changes in Equity;
- a Cash Flow Statement; and
- applicable explanatory notes to the financial statements.

b) Basis of Accounting

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

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

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

The following new and revised accounting standards and interpretations were effective for the first time in 2015-16:

AASB 1048 Interpretation of Standards This reflects amended versions of Interpretations arising

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in relation to amendments to AASB 9 Financial Instruments and consequential amendments arising from the issuance of AASB 15 Revenue from Contracts with Customers. The standard does not impact the financial statements.

AASB 2013-9 Amendments to Australian Accounting Standards [Part C Financial Instruments] Part C of this Standard amends AASB 9 Financial Instruments to add Chapter 6 Hedge accounting and makes consequential amendments to AASB 9 and numerous other Standards. The standard does not impact the financial statements.

AASB 2014-8 Amendments to Australian Accounting Standards arising from AASB 9 This Standard makes amendments to AASB 9 Financial Instruments (December 2009) and AASB 9 Financial Instruments (December 2010). These amendments arise from the issuance of AASB 9 Financial Instruments in December 2014. The standard does not impact the financial statements.

AASB 2015-3 Amendments to Australian Accounting Standards arising from the withdrawal of AASB 1031 Materiality The standard completes the withdrawal of references to AASB 1031 in all Australian Accounting Standards and

Interpretations, allowing the standard to effectively be withdrawn. The standard does not impact the financial statements.

AASB 2015-4 Amendments to Australian Accounting Standards – Financial Reporting Requirements for Australian Groups with a Foreign Parent Amendments are made to AASB 128 Investments in Associates and Joint ventures to require the ultimate Australian entity to apply the equity method in accounting for interests in associates and joint ventures, if either the entity or the group is a reporting entity, or both the entity and group are reporting entities. The standard does not impact the financial statements.

AASB 2014-1 Amendments to Australian Accounting Standards (Part E - Financial Instruments) Part E of this Standard defers the application date of AASB 9 Financial Instruments to annual reporting periods beginning on or after 1 January 2018. The standard does not impact the financial statements.

The following standards and interpretations are likely to have an insignificant impact on the financial statements for future reporting periods, but the exact impact is yet to be determined:

Standard/Interpretation	Effective for annual reporting periods beginning on or after
AASB 9 Financial Instruments (December 2014), AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)	1 January 2018
AASB 15 Revenue from Contracts with Customers, AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	1 January 2018
AASB 1056 Superannuation Entities	1 July 2016
AASB 14 Regulatory Deferral Accounts	1 January 2016
AASB 1057 Application of Accounting Standards	1 January 2016
AASB 2014-1 Amendments to Australian Accounting Standards [Part D Consequential arising from AASB 14 Regulatory Deferral Accounts]	1 January 2016
AASB 2014-3 Amendments to Australian Accounting Standards - Accounting for Acquisitions of Interests in Joint Operations [AASB 1 and AASB 11]	1 January 2016
AASB 2014-16 Amendments to Australian Accounting Standards - Agriculture: Bearer Plants [AASB 101, 116, 117, 123, 136, 140 and 141]	1 January 2016
AASB 2015-5 Amendments to Australian Accounting Standards - Investment Entities: Applying the Consolidation Exception [AASB 10, 12 and 128]	1 January 2016
AASB 2015-9 Amendments to Australian Accounting Standards - Scope and Application Paragraphs [AASB 8, 133 and 1057]	1 January 2016
AASB 2015-10 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128	1 January 2016
AASB 2016-1 Amendments to Australian Accounting Standards - Recognition of Deferred Tax Assets for Unrealised Losses [AASB 112]	1 January 2017

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The following standards and interpretations are expected to have a potential impact on the financial statements for future reporting periods:

Standard/Interpretation	Effective for annual reporting periods beginning on or after	Impact
AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 and 1049]	1 July 2016	New note disclosure to include remuneration of Key Management Personnel (KMP) and related party transactions.
2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107	1 January 2017	New disclosure on the reconciliation of the activities.
AASB 16 Leases	1 January 2019	Reclassification of operating leases greater than 12 months to finance lease reporting requirements.
AASB 9 Financial Instruments	1 January 2018	Simplified requirements for classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier as opposed to only when incurred.
AASB 15 Revenue from Contracts with Customers	1 January 2018	Requires an entity to recognise revenue when the entity satisfies a performance obligation by transferring a promised good or service to a customer.
AASB 2014-1 Amendments to Australian Accounting Standards [Part E Financial Instruments]	1 January 2018	Amends various AAS's to reflect the deferral of the mandatory application date of AASB 9.
AASB 2014-4 Amendments to Australian Accounting Standards - Clarification of Acceptable Methods of Depreciation and Amortisation [AASB 116 and AASB 138]	1 January 2016	Provides additional guidance on how the depreciation or amortisation of property, plant and equipment and intangible assets should be calculated and clarifies that the use of revenue-based methods to calculate the depreciation of an asset is not appropriate.
AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	1 January 2017	Amends the measurement of trade receivables and the recognition of dividends.
AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB 9	1 January 2018	Amends various AAS's to reflect the changes as a result of AASB 9.
AASB 2014-9 Amendments to Australian Accounting Standards - Equity Method in Separate Financial Statements [AASB 1, 127 and 128]	1 January 2016	Allows an entity to account for investments in subsidiaries, joint ventures and associates in its separate financial statement at cost or using the equity method.
AASB 2015-1 Amendments to Australian Accounting Standards - Annual Improvements to Australian Accounting Standards 2012-14 Cycle [AASB 1, 2, 3, 5, 7, 11, 110, 119, 121, 133, 134, 137 and 140]	1 January 2016	The amendments include AASB 5 change in methods of disposal; AASB 7 Servicing contracts and applicability of the amendments to AASB 7 to condensed interim financial statements; AASB 119 Discount rate: regional market issue and AASB 134 Disclosure of information 'elsewhere in the interim financial statements'.

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c) Reporting Entity

The Department is a Northern Territory department established under the *Interpretation Act Administrative Arrangements Order*. The financial statements cover the Department as an individual reporting entity.

The principal place of business of the Department is:

Old Admiralty Tower, 68 The Esplanade, Darwin, NT, 0800.

d) Agency and Territory Items

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

Central Holding Authority

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

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

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

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements. However, as the Department is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 22 – Schedule of Administered Territory Items.

e) Comparatives

Comparative information for the 2014-15 financial year has been reclassified, where necessary, to provide consistency with current year disclosures.

f) Presentation and Rounding of Amounts

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

g) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2015-16 as a result of management decisions.

h) Accounting Judgments and Estimates

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

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

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

- Employee Benefits – Note 2(u) and Note 12: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based

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on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.

- Property, Plant and Equipment – Note 2(q): The fair value of land, building, infrastructure and property, plant and equipment are determined on significant assumptions of the exit price and risks in the perspective market participant, using the best information available.
- Contingent Liabilities – Note 18: 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(o), Note 7: Receivables and Note 16: Financial Instruments. The allowance represents debts that are likely to be uncollectible and are considered doubtful. Debtors are grouped according to their aging profile and history of previous financial difficulties.
- Depreciation and Amortisation – Note 2(l), Note 8: Property, Plant and Equipment, and Note 9: Heritage and Cultural Assets.

i) Goods and Services Tax

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

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

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

j) Income Recognition

Income encompasses both revenue and gains.

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

Grants and Other Contributions

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

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

Appropriation

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

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

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

Sale of Goods

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

- the significant risks and rewards of ownership of the goods have transferred to the buyer;

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- 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.

Contributions of Assets

Contributions of assets and contributions to assist in the acquisition of assets, being nonreciprocal transfers, are recognised, unless otherwise

determined by Government, as gains when the agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

Administered Income

The Department collects taxes, fines and regulatory fees on behalf of the Territory. The Department does not gain control over assets arising from these collections, consequently no income is recognised in the Departments financial statements. Accordingly, these amounts are disclosed as income in Note 22 – Schedule of Administered Territory Items.

k) Repairs and Maintenance Expense

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

l) 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:

	2016	2015
Buildings	50-100 years	50-100 years
Computer Hardware	3-6 years	3-6 years
Furniture and Fittings	10 years	10 years
Library Equipment	2-5 years	2-5 years
Office Equipment	5-10 years	5-10 years

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

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m) Interest Expense

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

n) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 20.

o) 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 Department estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due, as at the reporting date, are disclosed in an aging schedule under credit risk in Note 16 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

The terms of accounts receivable and other receivables generally require settlement within 30 days.

p) Prepayments

Prepayments represent payments in advance of receipt of goods and services or that part of expenditure made in one accounting period covering a term extending beyond that period.

q) 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 construction 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.

r) Revaluations and Impairment

Revaluation of Assets

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

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

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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.

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

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

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Additional information in relation to the asset revaluation surplus is provided at Note 14.

s) 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.

t) 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.

u) Employee Benefits

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

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

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

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

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

v) Superannuation

Employees' superannuation entitlements are provided through the:

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

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

w) Contributions by and Distributions to Government

The Department may receive contributions from Government where the Government is acting as owner of the agency. Conversely, the Department 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 Department as adjustments to equity.

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

x) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17.

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

y) 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; investments loan and placements; payables; advances received; borrowings and derivatives.

Due to the nature of operating activities, certain financial assets and financial liabilities arise under statutory obligations rather than a contract. Such financial assets and liabilities do not meet the definition of financial instruments as per AASB 132 Financial Instruments Presentation. These include statutory receivables arising from taxes including GST and penalties.

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

Additional information on financial instruments is provided at Note 16.

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:

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

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

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

Financial liabilities at fair value through profit or loss include deposits held excluding statutory deposits, accounts payable and accrued expenses. Financial assets at fair value through profit or loss include short-term securities and bonds.

The Department holds no financial instruments in this category.

Held-to-Maturity Investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the entity has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and Receivables

For details refer to Note 2 (o), but exclude statutory receivables.

Available-for-Sale Financial Assets

Available-for-sale financial assets are those non-derivative financial assets, principally equity securities that are designated as available-for-sale or are not classified as any of the three preceding categories. After initial recognition available-for-sale securities are measured at fair value with gains or losses being recognised as a separate component of equity until the investment is derecognised or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported in equity is recognised in the Comprehensive Operating Statement.

Financial Liabilities at Amortised Cost

Financial instrument liabilities measured at amortised cost include all advances received,

finance lease liabilities and borrowings. Amortised cost is calculated using the effective interest method.

Derivatives

Derivatives are initially recognised at fair value on the date a derivative contract is entered in to and are subsequently remeasured at their fair value at each reporting date. The resulting gain or loss is recognised in the Comprehensive Operating Statement immediately unless the derivative is designated and qualifies as an effective hedging instrument, in which event, the timing of the recognition in the Comprehensive Operating Statement depends on the nature of the hedge relationship. Application of hedge accounting will only be available where specific designation and effectiveness criteria are satisfied.

The Department holds no financial instruments in this category.

Netting of Swap Transactions

Agencies, from time to time, may facilitate certain structured finance arrangements, where a legally recognised right to set-off financial assets and liabilities exists, and the Territory intends to settle on a net basis. Where these arrangements occur, the revenues and expenses are offset and the net amount is recognised in the Comprehensive Operating Statement.

Presently, the Department has no instruments of this type.

z) Fair Value Measurement

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

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

When measuring fair value, the valuation techniques used maximise the use of relevant observable

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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.

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3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

	Legal Services		Court Support Services		Director of Public Prosecutions		Independent Offices		Domestic Violence Directorate		Corporate and Governance		TOTALS	
	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000	2016 \$'000	2015 \$'000
INCOME														
Grants and subsidies revenue		311					311		826	1 074	359		1 497	1 386
Current														
Appropriation														
Output	23 990	20 552	29 659	30 556	8 968	9 779	10 357	10 910	3 070	3 072	6 256	6 550	82 300	81 418
Commonwealth	4 316												4 316	
Sales of goods and services			4 272	3 889			7 384	8 462			41	20	11 697	12 371
Goods and services received free of charge	3 227	2 940	600	546	1 206	1 399	1 046	1 155	260		841	937	7 181	6 977
Other income	3 244	3 155	713	404	266	289	545	313	19		77	77	4 865	4 238
TOTAL INCOME	34 777	26 958	35 244	35 395	10 440	11 467	19 644	20 840	4 176	4 146	7 575	7 584	111 856	106 389
EXPENSES														
Employee expenses	13 919	13 105	24 113	21 494	9 507	9 337	10 486	10 077	1 656	881	4 313	3 418	63 993	58 312
Administrative expenses														
Purchases of goods and services	6 889	5 887	14 601	14 394	3 116	2 655	2 599	2 241	332	205	1 299	1 311	28 835	26 693
Repairs and maintenance	7	8	2 547	2 314	18	16	44	32			57	14	2 671	2 385
Depreciation and amortisation			4 740	4 774	42	42	107	100			830	1 079	5 719	5 995
Other administrative expenses	3 227	2 940	606	593	1 206	1 399	1 046	1 155	260		933	985	7 279	7 072
Grants and subsidies expenses														
Current	11 666	8 213					311		4 626	4 772			16 604	12 985
Loss on disposal of assets														
TOTAL EXPENSES	35 707	30 153	46 606	43 569	13 888	13 448	14 592	13 605	6 874	5 858	7 432	6 807	125 101	113 441
NET SURPLUS/(DEFICIT)	(930)	(3 195)	(11 362)	(8 174)	(3 448)	(1 981)	5 052	7 235	(2 698)	(1 712)	143	777	(13 245)	(7 052)
OTHER COMPREHENSIVE INCOME														
Changes in asset revaluation surplus				6 021										6 021
Transfers from reserves				(445)				5						(440)
TOTAL OTHER COMPREHENSIVE INCOME	0	0	0	5 576	0	0	0	5	0	0	0	0	0	5 581
COMPREHENSIVE RESULT	(930)	(3 195)	(11 362)	(2 598)	(3 448)	(1 981)	5 052	7 240	(2 698)	(1 712)	143	777	(13 245)	(1 471)

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

2016
\$000

2015
\$000

4. GOODS AND SERVICES RECEIVED FREE OF CHARGE

Corporate and information services

7 181	6 977
7 181	6 977

5. PURCHASES OF GOODS AND SERVICES

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

Goods and services expenses:

Advertising ⁽¹⁾	16	30
Communications	1 060	1 068
Consultants ⁽²⁾	2 745	2 793
Document Production ⁽³⁾	133	150
Information Technology	5 691	5 271
Legal and regulatory services ⁽⁴⁾	7 120	5 886
Library Services	807	792
Marketing & Promotion	108	159
Motor Vehicle Expenses	825	880
Official duty fares	968	802
Other goods and services	4 408	3 960
Property maintenance	3 456	3 392
Recruitment expenses ⁽⁵⁾	97	149
Training and study expenses	539	476
Travel expenses	864	885
	28 835	26 693

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

2) Includes marketing, promotion and IT consultants.

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

4) Includes legal fees, claim and settlement costs.

5) Includes recruitment-related advertising costs.

6. CASH AND DEPOSITS

Cash on hand

9

Cash at bank

3 253

3 262

9 099

9 108

	2016 \$000	2015 \$000
7. RECEIVABLES		
Current		
Accounts receivable	522	649
Less: Allowance for impairment losses	(170)	(254)
	352	395
Interest receivables		
GST receivables	682	773
Other receivables	52	
	734	773
Total Receivables	1 086	1 168

8. PROPERTY, PLANT AND EQUIPMENT

Land		
At fair value	44 200	44 200
	44 200	44 200
Buildings		
At fair value	283 782	282 894
Less: Accumulated depreciation	(107 901)	(103 996)
	175 881	178 898
Work in Progress		
At capitalised cost	1 531	88
	1 531	88
Plant and Equipment		
At fair value	18 496	16 439
Less: Accumulated depreciation	(14 238)	(12 745)
Less: Impairment loss		(47)
	4 258	3 647
Total Property, Plant and Equipment	225 870	226 833

Property, Plant and Equipment Valuations

Revaluation of the Department's property, plant and equipment was last independently revalued as at 30 June 2015. The valuer was Colliers International. Refer to Note 10: Fair Value Measurement of Non-Financial Assets for additional disclosures.

Impairment of Property, Plant and Equipment

The Department's property, plant and equipment assets were assessed for impairment as at 30 June 2016. No impairment adjustments were required as a result of this review.

8. PROPERTY, PLANT AND EQUIPMENT (continued)

Reconciliations of the carrying amount of property, plant and equipment at the beginning and end of 2015-16 and 2014-15 are set out below:

2016 Property, Plant and Equipment Reconciliations

	Land \$000	Buildings \$000	Plant and Equipment \$000	Work in Progress \$000	Total \$000
Carrying Amount as at 1 July 2015	44 200	178 899	3 647	88	226 834
Additions			968		968
Disposals					
Depreciation		(3 905)	(1 805)		(5 711)
Additions/(Disposals) from asset transfers		887	1 449	1 443	3 780
Revaluation increments/(decrements)					
Impairment losses					
Impairment losses reversed					
Other movements – Transfer from reserves					
Carrying Amount as at 30 June 2016	44 200	175 881	4 258	1 531	225 870

2015 Property, Plant and Equipment Reconciliations

	Land \$000	Buildings \$000	Plant and Equipment \$000	Work in Progress \$000	Total \$000
Carrying Amount as at 1 July 2014	50 170	170 324	5 593		226 087
Additions			345		345
Disposals					
Depreciation		(3 908)	(2 080)		(5 987)
Additions/(Disposals) from asset transfers		489	278	88	855
Revaluation increments/(decrements)	(5 970)	11 991			6 021
Impairment losses			(47)		(47)
Impairment losses reversed					
Other movements – Transfer from reserves		3	(443)		(440)
Carrying Amount as at 30 June 2015	44 200	178 899	3 647	88	226 834

9. HERITAGE AND CULTURAL ASSETS

Carrying amount

	2016 \$000	2015 \$000
At valuation	828	828
Less: Accumulated depreciation	(203)	(195)
Written down value – 30 June	<u>625</u>	<u>634</u>

Reconciliation of movements

Carrying amount at 1 July	634	642
Additions		
Disposals		
Depreciation	(8)	(8)
Additions/(Disposals) from administrative restructuring		
Additions/(Disposals) from asset transfers		
Revaluation increments/(decrements)		
Impairment losses		
Impairment losses reversed		
Other movements		
Carrying amount as at 30 June	<u>625</u>	<u>634</u>

Heritage and Cultural Assets Valuation

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

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

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10. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

a) Fair Value Hierarchy

Fair values of non-financial assets categorised by levels of inputs used to compute fair value are provided in the table below. There were no transfers between Level 1 and Levels 2 or 3 during 2015-16.

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total Fair Value \$'000
2015-16				
Asset Classes				
Land (Note 8)			44 200	44 200
Buildings (Note 8)			175 881	175 881
Plant and Equipment (Note 8)			4 258	4 258
Other non-financial assets (Note 9)			625	625
Total			224 964	224 964
2014-15				
Asset Classes				
Land (Note 8)			44 200	44 200
Buildings (Note 8)			178 898	178 898
Plant and Equipment (Note 8)			3 647	3 647
Other non-financial assets (Note 9)			634	634
Total			227 379	227 379

b) Valuation Techniques and Inputs

There were no changes in valuation techniques from 2014-15 to 2015-16. Valuation techniques used to measure fair value in 2015-16 are:

	Level 2 Techniques	Level 3 Techniques
Asset Classes		
Land		Cost approach
Buildings		Cost approach
Plant and Equipment		Cost approach
Other non-financial assets		Cost approach

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

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

c) Additional Information for Level 3 Fair Value Measurements

i. Reconciliation of Recurring Level 3 Fair Value Measurements

	Land \$000	Buildings \$000	Plant and Equipment \$000	Other non-financial assets \$000	Total \$000
2015-16					
Fair value as at 1 July 2015	44 200	178 898	3 647	634	227 379
Additions		887	2 423		3 310
Disposals			(6)		(6)
Transfers from Level 2					
Transfers to Level 2					
Depreciation		(3 905)	(1 805)	(8)	(5 719)
Gains/losses recognised in net surplus/deficit					
Gains/losses recognised in other comprehensive income					
Fair value as at 30 June 2016	44 200	175 881	4 258	625	224 964

	Land \$000	Buildings \$000	Plant and Equipment \$000	Other non-financial assets \$000	Total \$000
2014-15					
Fair value as at 1 July 2014	50 170	170 324	5 592	642	226 728
Additions		610	901		1 512
Disposals		(119)	(280)		(400)
Transfers from Level 2					
Transfers to Level 2					
Depreciation		(3 908)	(2 080)	(8)	(5 996)
Gains/losses recognised in net surplus/deficit			(47) ¹		(47)
Gains/losses recognised in other comprehensive income	(5 970)	11 991	(440)		5 581
Fair value as at 30 June 2015	44 200	178 898	3 647	634	227 379

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

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

ii. Sensitivity analysis

Specialised buildings – The fair values of these assets are sensitive to movements in the value of inputs to the estimation of replacement cost and changes in the useful life of each building – significant increases/decreases in the estimated replacement cost or significant increases/decreases in useful life, raises/lowers fair value.

Land – Unobservable inputs used in computing the fair value of land include the last revaluation for each relevant plot of land. In respect of sensitivity of fair value to changes in input value, the land prices are subject to changes in prevailing market conditions, however, given the restricted use of the land, no observable market can be determined.

Plant, equipment, computer and transport equipment include – Unobservable inputs used in computing the fair value of plant and equipment, include the historical cost and estimated useful life for each asset. Given number and use of the agency's plant, equipment, is not practical to compute a relevant summary measure for the unobservable inputs. The sensitivity of fair value to changes in input values is largely associated with estimated useful life (consumption of economic benefits). The risk of significant changes in the estimated useful life of plant and equipment assets is low.

11. PAYABLES

	2016 \$000	2015 \$000
Accounts payable	1 948	353
Accrued salaries	309	1 602
Other accrued expenses	874	1 169
Total Payables	3 131	3 124

12. PROVISIONS

Current

Employee benefits

Recreation leave	4 896	4 014
Leave loading	720	647
Other employee benefits	117	42
	5 733	4 703

Other current provisions

Fringe Benefits Tax	203	148
Payroll Tax	431	432
Superannuation	406	477
	1 040	1 057
	6 773	5 760

Non-Current

Employee benefits

Recreation leave	1 885	1 555
Other employee benefits	38	
	1 923	1 555

Total Provisions

	8 696	7 315
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	2016 \$000	2015 \$000
12. PROVISIONS (continued)		
Reconciliations of Provisions		
<i>Fringe Benefits Tax</i>		
Balance as at 1 July	148	125
Additional provisions recognised	693	609
Reductions arising from payments	(638)	(586)
Balance as at 30 June	203	148
<i>Payroll Tax</i>		
Balance as at 1 July	432	411
Additional provisions recognised	441	686
Reductions arising from payments	(442)	(665)
Balance as at 30 June	431	432
<i>Superannuation</i>		
Balance as at 1 July	478	437
Additional provisions recognised	412	511
Reductions arising from payments	(484)	(470)
Balance as at 30 June	406	478

The Department employed 498.67 employees as at 30 June 2016 (476.99 full time equivalent employees as at 30 June 2015).

13. OTHER LIABILITIES

Current

Deposits Held – Trust and Clearing Monies	1 910	922
Total Other Liabilities	1 910	922

14. RESERVES

Asset Revaluation Surplus

(i) Nature and purpose of the asset revaluation surplus

The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.

(ii) Movements in the asset revaluation surplus

Balance as at 1 July	172 806	166 785
Increment/(Decrement) – land		(5 970)
Increment/(Decrement) – buildings		11 991
Balance as at 30 June	172 806	172 806

2016
\$000

2015
\$000

15. NOTES TO THE CASH FLOW STATEMENT

Reconciliation of Cash

The total of agency 'Cash and deposits' of \$3.262 million recorded in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.

Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities

Net Surplus/(Deficit)	(13 245)	(7 052)
<i>Non-cash items:</i>		
Depreciation and amortisation	5 719	5 996
Asset write-offs/write-downs	6	47
Asset donations/gifts		
R&M – Minor New Works; non cash	287	254
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	82	(384)
Decrease/(Increase) in prepayments	(103)	(75)
Decrease/(Increase) in other assets		(4)
(Decrease)/Increase in payables	7	(394)
(Decrease)/Increase in provision for employee benefits	1 398	160
(Decrease)/Increase in other provisions	(18)	84
Net Cash from Operating Activities	(5 867)	(1 368)

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16. FINANCIAL INSTRUMENTS

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

a) Categorisation of Financial Instruments

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

2015-16 Categorisation of Financial Instruments

	Fair value through profit or loss		Held to maturity investments	Financial assets - loans and receivables	Financial assets - available for sale	Financial Liabilities - amortised cost	Total
	Held for trading	Designated at fair value					
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Cash and deposits				3 262			3 262
Receivables ¹				352			352
Total Financial Assets				3 614			3 614
Deposits held ¹						1 910	1 910
Payables ¹						2 822	2 822
Total Financial Liabilities						4 732	4 732

1) Total amounts disclosed here exclude statutory amounts

2014-15 Categorisation of Financial Instruments

	Fair value through profit or loss		Held to maturity investments	Financial assets - loans and receivables	Financial assets - available for sale	Financial Liabilities - amortised cost	Total
	Held for trading	Designated at fair value					
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Cash and deposits				9 108			9 108
Receivables ¹				395			395
Total Financial Assets				9 503			9 503
Deposits held ¹						922	922
Payables ¹						1 522	1 522
Total Financial Liabilities						2 444	2 444

1) Total amounts disclosed here exclude statutory amounts

16. FINANCIAL INSTRUMENTS (continued)

b) Credit Risk

The Department has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the Department has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the agency's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

c) Receivables

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

Internal Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2015-16			
Not overdue	9		9
Overdue for less than 30 days	7		7
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total	16		16
Reconciliation of the Allowance for Impairment Losses			
Opening		175	
Written off during the year		(163)	
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		(12)	
Total		0	
2014-15			
Not overdue	18		18
Overdue for less than 30 days			
Overdue for 30 to 60 days	1		1
Overdue for more than 60 days	175	175	0
Total	194	175	19
Reconciliation of the Allowance for Impairment Losses			
Opening		149	
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		26	
Total		175	

16. FINANCIAL INSTRUMENTS (continued)

External Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2015-16			
Not overdue	234		234
Overdue for less than 30 days	55		55
Overdue for 30 to 60 days	72	36	36
Overdue for more than 60 days	145	134	11
Total	506	170	336
Reconciliation of the Allowance for Impairment Losses			
Opening		78	
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		92	
Total		170	
2014-15			
Not overdue	315		315
Overdue for less than 30 days	38		38
Overdue for 30 to 60 days	17		17
Overdue for more than 60 days	85	78	7
Total	455	78	377
Reconciliation of the Allowance for Impairment Losses			
Opening		42	
Written off during the year		(1)	
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss		37	
Total		78	

d) Liquidity Risk

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

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

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

2016 Maturity analysis for financial assets and liabilities

	Variable Interest Rate			Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
	Less than a Year	1 to 5 Years	More than 5 Years	Less than a Year	1 to 5 Years	More than 5 Years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							3 262	3 262	
Receivables							352	352	
Total Financial Assets							3 614	3 614	
Liabilities									
Deposits held							1 910	1 910	
Payables							2 822	2 822	
Total Financial Liabilities							4 732	4 732	

2015 Maturity analysis for financial assets and liabilities

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

e) 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.

f) Interest Rate Risk

The Department is not exposed to interest rate risk as its financial assets and financial liabilities are non-interest bearing.

g) Price Risk

The Department is not exposed to price risk as the Department does not hold units in unit trusts.

h) Currency Risk

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

i) Net Fair Value

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

The Department does not hold any derivative financial instruments or any financial assets or liabilities whose fair value is measured other than at amortised cost.

17. COMMITMENTS

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

	2016		2015	
	Internal \$000	External \$000	Internal \$000	External \$000
(ii) Operating Lease Commitments				
Within one year		33		59
Later than one year and not later than five years		2		35
Later than five years				
		35		94

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS**a) Contingent Liabilities**

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

The Department 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.

19. EVENTS SUBSEQUENT TO BALANCE DATE

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in these financial statements.

20. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

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

Nature of Trust Money	\$000s			
	Opening Balance 1 July 2015	Receipts	Payments	Closing Balance 30 June 2016
Solicitor Trust Monies	8	1 486	544	950
Cash bail	240	446	337	349
Civil Court matters	17	253	255	15
Criminal Court matters	181	966	1 063	83
Professional Standards	31	7	13	25
Security deposits	303	624	621	306
Unclaimed monies	10	25	15	20
	790	3 806	2 848	1 748

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

	2016 \$000	No. of Trans.	2015 \$000	No. of Trans.
Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i>				
Represented by:				
Irrecoverable amounts payable to the Territory or an agency written off			1	1
Losses or deficiencies of money written off	1	3	1	2
Public property written off	6	3		
Total Written Off, Postponed and Waived by Delegates	7	6	1	3
Amounts written off, postponed and waived by the Treasurer				
Waiver or postponement of right to receive or recover money or property	163	56		
Total Written Off, Postponed and Waived by the Treasurer	163	56	0	0

The amounts reported as written off, postponed and waived by the Treasurer pertain to the waiver of costs for indigent funeral services incurred by the Coroner's Office that are not able to be recovered from insolvent deceased estates.

The amounts reported as Public property written off relate to expensing of items of equipment with a base cost below the current capitalisation threshold. The items are still in existence and were located at the most recent fixed asset stocktake.

22. SCHEDULE OF ADMINISTERED TERRITORY ITEMS

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

	2016 \$000	2015 \$000
TERRITORY INCOME AND EXPENSES		
Income		
Other income	15 697	14 392
Total Income	15 697	14 392
Expenses		
Other administrative expenses	15 697	14 392
Total Expenses	15 697	14 392
Territory Income less Expenses	0	0

23. BUDGETARY INFORMATION

Comprehensive Operating Statement	2015-16 Actual \$000	2015-16 Original Budget \$000	Variance \$000	Note
INCOME				
Grants and subsidies revenue				
Current	1 497	1 137	360	
Appropriation				
Output	82 300	80 617	1 683	1
Commonwealth	4 316		4 316	2
Sales of goods and services	11 697	10 035	1 662	3
Goods and services received free of charge	7 181	7 006	175	
Other Income	4 865	4 227	638	
TOTAL INCOME	111 856	103 022	8 834	
EXPENSES				
Employee expenses	63 993	61 996	1 997	4
Administrative expenses				
Purchases of goods and services	28 835	22 378	6 457	5
Repairs and maintenance	2 671	2 363	308	
Depreciation and amortisation	5 719	5 947	(228)	
Other administrative expenses	7 279	7 006	273	
Grants and subsidies expenses				
Current	16 604	12 838	3 766	6
TOTAL EXPENSES	125 101	112 528	12 573	
NET SURPLUS/(DEFICIT)	(13 245)	(9 506)	(3 739)	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/ deficit				
TOTAL OTHER COMPREHENSIVE INCOME	0	0	0	
COMPREHENSIVE RESULT	(13 245)	(9 506)	(3 739)	

Notes:

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

1. Variance reflects budget adjustments for special appropriations for appointed and relieving judicial officer costs (\$1.3M), and funds transferring from the Department of Health for the Community Visitor Program (\$0.4M).
2. Variance reflects carry forward and revision of Commonwealth funding under the National Partnership Agreement on Legal Assistance Services (\$4.3 million).
3. The main contributors to the increased revenue - increased activity associated with Registrar-General application and record search services (\$0.4M), Public Trustee Commissions (\$0.3M) and higher than anticipated collections of fees charged for fines and penalties recovery services (\$0.2M).
4. Variance reflects in large part expenditure associated with budget adjustments for appointed and relieving judicial officer costs (\$1.3M), additional resourcing of fines recovery activities, and accompanying continued transfer of jurisdictions to the NTCAT.
5. Legislative reform aimed at streamlining and refocussing assistance to victims of crime was delayed and planned reductions associated program costs were not realised (\$1.6M) Additional legal expenses were incurred in relation to major ongoing cases (\$3.3M).
6. Reflects payments of grants under the National Partnership Agreement on Legal Assistance Services.

23. BUDGETARY INFORMATION (Continued)

Balance Sheet	2015-16 Actual \$000	2015-16 Original Budget \$000	Variance \$000	Note
ASSETS				
Current assets				
Cash and deposits	3 262	3 458	(196)	
Receivables	1 086	784	302	
Prepayments	696	517	179	
Total current assets	5 044	4 759	285	
Non-current assets				
Property, plant and equipment	225 870	215 393	10 477	1
Heritage and cultural assets	625		625	
Total non-current assets	226 495	215 393	11 102	
TOTAL ASSETS	231 539	220 152	11 387	
LIABILITIES				
Current liabilities				
Deposits held	1 910	761	1 149	
Payables	3 131	3 519	(388)	
Provisions	6 773	5 502	1 271	2
Total current liabilities	11 814	9 782	2 032	
Non-current liabilities				
Provisions	1 923	1 568	355	2
Total non-current liabilities	1 923	1 568	355	
TOTAL LIABILITIES	13 737	11 350	2 387	
NET ASSETS	217 802	208 802	9 000	
EQUITY				
Capital	67 771	63 602	4 169	
Reserves	172 806	166 785	6 021	1
Accumulated funds	(22 775)	(21 585)	(1 190)	
TOTAL EQUITY	217 802	208 802	9 000	

Notes:

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

1. Property, plant and equipment is higher than budget predominantly due to the impact of the 2014-15 revaluation of land and buildings (\$6.02M).
2. Increase in provisions due to impact of judicial officers entitlements

23. BUDGETARY INFORMATION (Continued)

Cash Flow Statement	2015-16 Actual \$000	2015-16 Original Budget \$000	Variance \$000	Note
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Grants and subsidies received				
Current	1 497	1 137	360	
Appropriation				
Output	82 300	80 617	1 683	1
Commonwealth	4 316		4 316	2
Receipts from sales of goods and services	20 043	14 262	5 781	3
Total operating receipts	108 156	96 016	12 140	
Operating payments				
Payments to employees	(63 931)	(61 996)	(1 935)	
Payments for goods and services	(33 487)	(24 741)	(8 746)	4
Grants and subsidies paid				
Current	(16 604)	(12 838)	(3 766)	5
Total operating payments	(114 022)	(99 575)	(14 447)	
Net cash from/(used in) operating activities	(5 866)	(3 559)	(2 307)	
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing payments				
Purchases of assets	(968)		(968)	
Total investing payments	(968)		(968)	
Net cash from/(used in) investing activities	(968)		(968)	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Deposits received	988		988	
Total financing receipts	988		988	
Net cash from/(used in) financing activities	988		988	
Net increase/(decrease) in cash held	(5 846)	(3 559)	(2 287)	
Cash at beginning of financial year	9 108	7 017	2 091	
CASH AT END OF FINANCIAL YEAR	3 262	3 458	(196)	

Notes:

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

1. Variance reflects budget adjustments for special appropriations for appointed and relieving judicial officer costs (\$1.3M), and funds transferring from the Department of Health for the Community Visitor Program (\$0.4M).
2. Variance reflects carry forward and revision of Commonwealth funding under the National Partnership Agreement on Legal Assistance Services.
3. Variance predominantly explained by GST receivable balances for which no budget is provided, increased Registrar-General and Public Trustee fee collection and increased collections of court fees and fees for enforcement of fines and penalties.
4. Increased legal services costs largely relating to large, complex and ongoing cases along with higher than budgeted payments to victims of crime. The variance also includes GST payable balances, for which no budget is provided.
5. Payment of legal services grants under the National Partnership Agreement.

23. BUDGETARY INFORMATION (Continued)

Administered Territory Items	2015-16 Actual \$000	2015-16 Original Budget \$000	Variance \$000	Note
TERRITORY INCOME AND EXPENSES				
Income				
Taxation revenue				
Grants and subsidies revenue				
Current				
Capital				
Fees from regulatory services				
Royalties and rents				
Other income	15 697	14 195	1 502	1
Total income	15 697	14 195	1 502	
Expenses				
Central Holding Authority income transferred				
Doubtful debts				
Bad debts				
Other administrative expenses	15 697	14 195	1 502	1
Total expenses	15 697	14 195	1 502	
Territory income less expenses	0	0	0	

Notes:

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

1. Variance highlights a moderate improvement in the collection of fines and penalties with the implementation of enhanced enforcement measures and related additional resourcing beginning to impact.

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NON-FINANCIAL COMPLIANCE REPORTING

INSURANCE REPORTING

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

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

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Self-Insurance Risk	Total Value of Claims (\$)	Number of Claims	Average Cost of Claims (\$)
Workers Compensation			
2014-15 ¹	51,497	7	7,356
2015-16 ¹	39,800	6	6,633
Property and Assets – Buildings			
2014-15	-	-	-
2015-16	380	1	380
Property and Assets – Vehicles			
2014-15	17,194	12	1,433
2015-16	39,317	23	1,709

Commercial Insurance	2015-16		2014-15	
	Premiums (\$)	Claims (\$)	Premiums (\$)	Claims (\$)
Professional Indemnity	999		990	-
Travel Insurance	218		-	-
Total	1,217		990	-

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

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LEGISLATIVE REPORTING

CONSTRUCTION CONTRACTS (SECURITY OF PAYMENTS) ACT

Section 63 of the *Construction Contracts (Security of Payments) Act* (the Act) requires the relevant CEO to provide a report on the operation and effectiveness of the Act for the year. The Act provides a speedy dispute resolution mechanism for building disputes. The process permits disputes to be resolved on an interim basis pending any further action before the courts.

These interim resolutions permit construction contracts to proceed, with monies being paid, subject to the reservation of the right to proceed in court. The Act is administered by the department through Legal Policy.

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

Adjudicator registrations

	Adjudicator registration numbers	
	Annual registration numbers	Total number registered
2005-06	15	15
2006-07	4	19
2007-08	1	20
2008-09	4	24
2009-10	3	27
2010-11	2	29
2011-12	0	29
2012-13	10	39
2013-14	4	43
2014-15	4	47
2015-16	8	55

Applications and determinations

Year (to 30 June)	Number of applications	Determinations	Withdrawals/ Rejections of applications (e.g. for being made out of time)	Court actions resulting from determinations
2005-06	1	1	0	0
2006-07	9	7	2	1
2007-08	14 ¹	10	5	2
2008-09	20	15 ²	5	2
2009-10	19	15 ²	4	2 ³
2010-11	11 ⁴	5	5	1 ³
2011-12	3 ⁵	3 ⁵	0	1 ⁵
2012-13	8	6	2	0
2013-14	18	13	5	3
2014-15	34	20	14	3 ⁶
2015-16	24 ⁷	13	8	0

Footnotes

1. In 2007-08 there was one more determination than application because the adjudicator rejected the application for a lack of jurisdiction, however 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 any dispute on foot (see *Department of Construction and Infrastructure v Urban and Rural Contracting Pty Ltd and Anor* [2012] NTSC 22). *The applicant then reapplied and the adjudicator made the same determination.*
6. One matter was the subject of three applications and another was the subject of two. One of the Court actions was an unsuccessful appeal against an earlier Supreme Court decision.
7. Three applications had not been determined by 30 June 2016.

ACTS ADMINISTERED

The Administrative Arrangements Order of 15 February 2016 (the relevant order as at 30 June 2016) 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 NT through AGD.

Act/Regulations

Parliamentary Counsel and Legislative Drafting

Amendments Incorporation Act

Interpretation Act

Act/Regulations

Health

Health and Community Services Complaints Act

Health and Community Services Complaints Regulations

Act/Regulations

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)

Anglican Church of Australia Act

Anti-Discrimination Act

Anti-Discrimination Regulations

Australian Crime Commission (Northern Territory) Act

Australian Crime Commission (Northern Territory) Regulations

Bail Act

Bail Regulations

Births, Deaths and Marriages Registration Act

Births, Deaths and Marriages Registration Regulations

Business Tenancies (Fair Dealings) Act

Business Tenancies (Fair Dealings) Regulations

Caravan Parks Act

Caravan Parks Regulations

Catholic Church in the Northern Territory Act

Choice of Law (Limitation Periods) Act

Classification of Publications, Films and Computer Games Act

Classification of Publications, Films and Computer Games Regulations

Commercial Arbitration (National Uniform Legislation) Act

Commission of Inquiry (Deaths in Custody) Act

Community Justice Centre Act

Companies (Trustees and Personal Representatives) Act

Companies (Unclaimed Assets and Moneys) Act

Compensation (Fatal Injuries) Act

Construction Contracts (Security of Payments) Act

Construction Contracts (Security of Payments) Regulations

Consumer Affairs and Fair Trading Act (except Parts 3, 10, 11 and 14)

Consumer Affairs and Fair Trading (Infringement Notice Offences) Regulations

Consumer Affairs and Fair Trading (Motor Vehicle Dealers) Regulations

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

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

Consumer Affairs and Fair Trading (Trading Stamps) Regulations

Consumer Credit (National Uniform Legislation) Implementation Act

Contracts Act

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<i>Coroners Act</i>	<i>Encroachment of Buildings Act</i>
<i>Coroners Regulations</i>	<i>Evidence Act</i>
<i>Corporations (Financial Services Reform Amendments) Act</i>	<i>Evidence Regulations</i>
<i>Corporations (Northern Territory Request) Act</i>	<i>Evidence (National Uniform Legislation) Act</i>
<i>Corporations Reform (Northern Territory) Act</i>	<i>Evidence (National Uniform Legislation) Regulations</i>
<i>Corporations Law Rules</i>	<i>Family Provision Act</i>
<i>Court Security Act</i>	<i>Fences Act</i>
<i>Court Security Regulations</i>	<i>Financial Sector Reform (Northern Territory) Act</i>
<i>Courts and Administrative Tribunals (Immunities) Act</i>	<i>Financial Transaction Reports Act</i>
<i>Crimes at Sea Act</i>	<i>Fines and Penalties (Recovery) Act</i>
<i>Criminal Code Act</i>	<i>Fines and Penalties (Recovery) Regulations</i>
<i>Criminal Investigation (Extra-territorial Offences) Act</i>	<i>Health Practitioners Act (Part 3)</i>
<i>Criminal Investigation (Extra-territorial Offences) Regulations</i>	<i>Information Act (except Part 9)</i>
<i>Criminal Property Forfeiture Act</i>	<i>Information Regulations</i>
<i>Criminal Property Forfeiture Regulations</i>	<i>Juries Act</i>
<i>Criminal Records (Spent Convictions) Act</i>	<i>Juries Regulations</i>
<i>Criminal Records (Spent Convictions) Regulations</i>	<i>Jurisdiction of Courts (Cross-Vesting) Act</i>
<i>Cross-border Justice Act</i>	<i>Justices of the Peace Act</i>
<i>Cross-border Justice Regulations</i>	<i>Lake Bennett (Land Title) Act</i>
<i>Crown Proceedings Act</i>	<i>Land Title Act</i>
<i>Crown Proceedings Regulations</i>	<i>Land Title Regulations</i>
<i>Cullen Bay Marina Act</i>	<i>Law of Property Act</i>
<i>Cullen Bay Marina Regulations</i>	<i>Law Officers Act</i>
<i>De Facto Relationships Act</i>	<i>Law Reform (Miscellaneous Provisions) Act</i>
<i>De Facto Relationships (Northern Territory Request) Act</i>	<i>Legal Profession Act</i>
<i>Defamation Act 2006</i>	<i>Legal Profession Regulations</i>
<i>Director of Public Prosecutions Act</i>	<i>Legal Profession Admission Rules</i>
<i>Domestic and Family Violence Act</i>	<i>Rules of Professional Conduct and Practice</i>
<i>Domestic and Family Violence Regulations</i>	<i>Limitation Act</i>
<i>Domicile Act</i>	<i>Local Court Act</i>
<i>Electronic Conveyancing (National Uniform Legislation) Act</i>	<i>Local Court Regulations</i>
<i>Electronic Transactions (Northern Territory) Act</i>	<i>Local Court (Adoption Of Children) Rules</i>
<i>Electronic Transactions (Northern Territory) Regulations</i>	<i>Local Court (Civil Jurisdiction) Rules</i>
	<i>Local Court (General) Rules</i>
	<i>Local Court (Criminal Jurisdiction) Rules</i>
	<i>Local Court (Civil Procedure) Act</i>

Local Court (Criminal Procedure) Act
Local Court (Criminal Procedure) Regulations

Married Persons (Equality of Status) Act 1989

Mental Health and Related Services Act (Part 15)

Misuse of Drugs Act

Misuse of Drugs Regulations

Northern Territory Civil and Administrative Tribunal Act

Northern Territory Civil and Administrative Tribunal Regulations

Northern Territory Civil and Administrative Tribunal Rules

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

Oaths, Affidavits and Declarations Act

Observance of Law Act

Off-shore Waters (Application of Territory Laws) Act

Partnership Act

Penalty Units Act

Penalty Units Regulations

Personal Injuries (Civil Claims) Act

Personal Injuries (Liabilities and Damages) Act

Personal Injuries (Liabilities and Damages) Regulations

Personal Property Securities (National Uniform Legislation) Implementation Act

Powers of Attorney Act

Powers of Attorney Regulations

Presbyterian Church (Northern Territory) Property Trust Act

Price Exploitation Prevention Act

Printers and Newspapers Act

Professional Standards Act

Professional Standards Regulations

Proportionate Liability Act

Public Interest Disclosure Act

Public Interest Disclosure Regulations

Public Notaries Act

Public Seal Act 1954

Public Trustee Act

Public Trustee Regulations

Real Property (Unit Titles) Act

Real Property (Unit Titles) Regulations

Records of Depositions Act

Records of Depositions Regulations

Registration Act

Registration Regulations

Residential Tenancies Act

Residential Tenancies Regulations

Retirement Villages Act

Retirement Villages Regulations

Rights of the Terminally Ill Act

Rights of the Terminally Ill Regulations

Sale of Goods Act

Sale of Goods (Vienna Convention) Act

Salvation Army (Northern Territory) Property Trust Act

Sea-Carriage Documents Act 1998

Sentencing Act

Sentencing Regulations

Sentencing (Crime of Murder) and Parole Reform Act

Serious Crime Control Act

Serious Crime Control Regulations

Serious Sex Offenders Act

Sexual Offences (Evidence and Procedure) Act

Sheriff Act

Sheriff Regulations

Small Claims Act

Small Claims Regulations

Small Claims Rules

Sources of the Law Act 1985

Standard Time Act 2005

Status of Children Act

Status of Children Regulations

Statute Law Revision (Registration of Instruments) Act 1991

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<i>Summary Offences Act</i>	<i>Unauthorised Documents Act</i>
<i>Summary Offences Regulations</i>	
<i>Supreme Court Act</i>	<i>Uncollected Goods Act</i>
<i>Supreme Court Regulations</i>	<i>Uncollected Goods Regulations</i>
<i>Supreme Court Rules</i>	<i>Unit Title Schemes Act</i>
<i>Supreme Court (Absconding Debtors) Rules</i>	<i>Unit Title Schemes (General Provisions and Transitional Matters) Regulations</i>
<i>Supreme Court (Senior Counsel) Rules 2007</i>	<i>Unit Title Schemes (Management Modules) Regulations</i>
<i>Supreme Court (Judges Long Leave Payments) Act</i>	
<i>Supreme Court (Judges Pensions) Act</i>	<i>Unit Titles Act</i>
<i>Supreme Court (Rules of Procedure) Act 1987</i>	<i>Unit Titles Regulations</i>
	<i>Unit Titles (Management Modules) Regulations</i>
<i>Surveillance Devices Act</i>	<i>Uniting Church in Australia Act</i>
<i>Surveillance Devices Regulations</i>	
<i>Termination of Units Plans and Unit Title Schemes Act 2014</i>	<i>Validation (Native Title) Act</i>
<i>Termination of Units Plans and Unit Title Schemes Regulations</i>	<i>Vexatious Proceedings Act</i>
<i>Terrorism (Northern Territory) Request Act 2003</i>	<i>Victims of Crime Assistance Act</i>
	<i>Victims of Crime Assistance Regulations</i>
<i>The Commercial Bank of Australia Limited (Merger) Act</i>	<i>Victims of Crime Rights and Services Act</i>
	<i>Victims of Crime Rights and Services Regulations</i>
<i>The Commercial Banking Company of Sydney Limited (Merger) Act</i>	<i>Warehousemen's Liens Act</i>
	<i>Wills Act</i>
<i>Trespass Act</i>	<i>Witness Protection (Northern Territory) Act</i>
<i>Trustee Act</i>	<i>Youth Justice Act (Part 4)</i>

LEGISLATION ENACTED

The following legislation developed by the department was enacted in 2015-16.

Serial No.	Legislation	Date of Assent
166	<i>Justice Legislation Amendment (Drug Offences) Act 2016</i>	8/6/2016
161	<i>Advance Personal Planning Amendment Act 2016</i>	7/6/2016
159	<i>Justice and Other Legislation Amendment (Records of Depositions and Other Matters) Act 2016</i>	7/6/2016
154	<i>Local Court (Related Amendments) Act 2016</i>	6/4/2016
148	<i>Local Court (Repeals and Related Amendments) Act 2015</i>	6/4/2016
147	<i>Personal Violence Restraining Orders Act 2015</i>	29/4/2016
146	<i>Justice Legislation Amendment (Vulnerable Witnesses) Act 2015</i>	2/3/2016
145	<i>Justice Legislation Amendment (Small Claims and Other Matters) Act 2015</i>	2/3/2016
144	<i>Small Claims Act 2015</i>	2/3/2016
137	<i>Information Amendment Act (No. 2) 2015</i>	8/12/2015
136	<i>Misuse of Drugs Amendment Act 2015</i>	8/12/2015
135	<i>Bail Amendment Act (No. 2) 2015</i>	10/12/2015
129	<i>Fines and Penalties (Recovery) Amendment Act 2015</i>	18/9/2015
128	<i>Statute Law Amendment (Directors' Liability) Act 2015</i>	18/9/2015
126	<i>Domestic and Family Violence Amendment Act 2015</i>	18/9/2015

REGULATIONS COMMENCED

The following regulations developed by the department commenced in 2015-16.

No.	Regulations	Date of commencement
25 of 2016	Fines and Penalties (Recovery) Amendment Regulations 2016	20/05/2016
24 of 2016	Criminal Property Forfeiture Amendment Regulations 2016	20/05/2016
23 of 2016	Misuse of Drugs (Act Amendment) Regulations 2016	20/05/2016
21 of 2016	Local Court (General Rules)	16/05/2016
20 of 2016	Local Court (Adoption of Children) Amendment Rules 2016	16/05/2016
19 of 2016	Local Court Amendment Rules 2016	16/05/2016
18 of 2016	Local Court (Criminal Jurisdiction) Amendment Rules 2016	16/05/2016
16 of 2016	Local Court Regulations	01/05/2016
15 of 2016	Local Court (Criminal Procedure) Regulations	01/05/2016
14 of 2016	Justices Amendment Regulations 2016	30/04/2016
11 of 2016	Northern Territory Civil and Administrative Tribunal Rules	31/05/2016
8 of 2016	Advance Personal Planning Amendment Regulations 2016	27/04/2016
39 of 2015	Supreme Court Amendment Rules 2016	23/12/2015
36 of 2015	Registration Amendment Regulations 2015	23/12/2015
35 of 2015	Land Title Amendment Regulations 2015	23/12/2015
34 of 2015	Termination of Units Plans and Unit Title Schemes Amendment Regulations 2015	23/12/2015
33 of 2015	Surveillance Devices Amendment Regulations 2015	23/12/2015
32 of 2015	Bail Amendment Regulations 2015	20/01/2016
31 of 2015	Domestic and Family Violence Amendment Regulations	20/01/2016
26 of 2015	Legal Profession Admission Amendment Rules 2015	14/10/2015
10 of 2015	Penalty Units Amendment Regulations 2015	01/07/2015

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ACRONYMS

ADC	Anti-Discrimination Commission
AGD	Department of the Attorney-General and Justice
ARC	Audit and Risk Committee
BDM	Births, Deaths and Marriages
CDU	Charles Darwin University
CEO	Chief Executive Officer
CJC	Community Justice Centre
COAG	Council of Australian Governments
CPD	Continued Professional Development
CPE	Commissioner for Public Employment
CPSU	Community and Public Sector Union
CSS	Court Support Services
CVP	Community Visitor Program
CVSU	Crime Victims Services Unit
DPP	Director of Public Prosecutions
DVD	Domestic Violence Directorate
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
ELG	Executive Leadership Group
FOI	Freedom of Information
FRU	Fines Recovery Unit
HCSCC	Health and Community Services Complaints Commission
HR	Human Resources and Organisation Effectiveness
ICT	Information Communication Technology
IECD	Indigenous Employment and Career Development (Program, Strategy)
IEP	Indigenous Employment Program
IJIS	Integrated Justice Information System
IOMS	Integrated Offender Management System
IPR	Individual Performance Review
IRG	Indigenous Reference Group
NGP	Northern Gas Pipeline
NTCA	Northern Territory Consumer Affairs
NTCAT	Northern Territory Civil and Administrative Tribunal
NTG	Northern Territory Government
NTPS	Northern Territory Public Sector
OCPE	Office of the Commissioner for Public Employment
OPC	Office of the Parliamentary Counsel
PROMIS	Police Real-time Online Management Information System
PSEMA	Public Sector Employment and Management Act
SFNT	Solicitor for the Northern Territory
TWC	Tangentyere Women's Committee
WAS	Witness Assistance Services
WHS	Work Health and Safety
WILS	Work Integrated Learning Scholarship

