Department of Justice and Regulation  
Annual Report 2017-18

Appendices



[1. Disclosure index 3](#_Toc525300158)

[2. Budget Portfolio Outcomes 5](#_Toc525300159)

[3. Statutory authorities and offices by ministerial portfolio 2017–18 10](#_Toc525300160)

[4. Acts administered by justice and regulation portfolios as at 30 June 2018 13](#_Toc525300161)

[5. Legislation enacted in 2017–18 (passed between 1 July 2017 and 30 June 2018) 21](#_Toc525300162)

[People management 22](#_Toc525300163)

[6. Health, safety and wellbeing 33](#_Toc525300164)

[7. Environmental performance and targets 41](#_Toc525300165)

[8. Assurance 48](#_Toc525300166)

[9. Statutory compliance 54](#_Toc525300167)

[10. Additional information available on request 64](#_Toc525300168)

[Glossary 65](#_Toc525300169)

1. Disclosure index

The annual report of the department is prepared in accordance with all relevant Victorian legislation and pronouncements. This index has been prepared to facilitate identification of the department’s compliance with statutory disclosure requirements.

| **Legislation** | **Requirement** | | **Page reference** |
| --- | --- | --- | --- |
| **Charter and purpose** | | | |
| FRD 22H | Manner of establishment and the relevant Ministers | | 2 |
| FRD 22H | Purpose, functions, powers and duties | | 4 |
| FRD 8D | Departmental objectives, indicators and outputs | | 15 |
| FRD 22H | Key initiatives and projects | | 15 |
| FRD 22H | Nature and range of services provided | | 7 |
| **Management and structure** | | | |
| FRD 22H | Organisational structure | | 6 |
| **Financial and other information** | | | |
| FRD 8D | Performance against output performance measures | | 15-93 |
| FRD 8D | Budget portfolio outcomes | | 158 |
| FRD 10A | Disclosure index | | 156 |
| FRD 12B | Disclosure of major contracts | | 217 |
| FRD 15E | Executive officer disclosures | | 180 |
| FRD 22H | Employment and conduct principles | | 184 |
| FRD 22H | Occupational health and safety policy | | 187 |
| FRD 22H | Summary of the financial results for the year | | 90 |
| FRD 22H | Significant changes in financial position during the year | | 90 |
| FRD 22H | Major changes or factors affecting performance | | 15-93 |
| FRD 22H | Subsequent events | | 90 |
| FRD 22H | Application and operation of Freedom of Information Act 1982 | | 222 |
| FRD 22H | Compliance with building and maintenance provisions of Building Act 1993 | | 214 |
| FRD 22H | Statement on Competitive Neutrality Policy | | 217 |
| FRD 22H | Application and operation of the Protected Disclosure Act 2012 | | 223 |
| FRD 22H | Application and operation of the Carers Recognition Act 2012 | | 194 |
| FRD 22H | Details of consultancies over $10 000 | | 217 |
| FRD 22H | Details of consultancies under $10 000 | | 221 |
| FRD 22H | Disclosure of government advertising expenditure | | 222 |
| FRD 22H | Disclosure of ICT expenditure | | 216 |
| FRD 22H | Statement of availability of other information | | 225 |
| FRD 24D | Reporting of office‑based environmental impacts | | 196 |
| FRD 25C | Victorian Industry Participation Policy disclosures | | 216 |
| FRD 29C | Workforce data disclosures | | 173 |
| SD 5.2 | Specific requirements under Standing Direction 5.2 | | 15 |
| **Compliance attestation and declaration** | | | |
| SD 5.1.4 | Attestation for compliance with Ministerial Standing Direction | | 212 |
| SD 5.2.3 | Declaration in report of operations | | 2 |
| Financial statements | |  | |
| Declaration |  | |  |
| SD 5.2.2 | Declaration in financial statements | | 96 |
| SD 5.2.1 | Compliance with Australian accounting standards and other authoritative pronouncements | | 96 |
| SD 5.2.1 | Compliance with Ministerial Directions | | 96 |
| SD 5.2.1 | Compliance with Model Financial Report | | 94 |
| **Other disclosures as required by FRDs in notes to the financial statements** | | | |
| FRD 9B | Departmental Disclosure of Administered Assets and Liabilities by Activity | | 120 |
| FRD 11A | Disclosure of Ex gratia Expenses | | 145 |
| FRD 13 | Disclosure of Parliamentary Appropriations | | 105 |
| FRD 21C | Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report | | 146 |
| FRD 103G [pending] | Non‑Financial Physical Assets | | 145 |
| FRD 110A | Cash Flow Statements | | 161 |
| FRD 112D | Defined Benefit Superannuation Obligations | | 113 |
| Note: References to FRDs have been removed from the Disclosure Index if the specific FRDs do not contain requirements that are of the nature of disclosure. | | | |
| **Legislation** | |  | |
| Freedom of Information Act 1982 | | 222 | |
| Building Act 1993 | | 214 | |
| Protected Disclosure Act 2012 | | 223 | |
| Carers Recognition Act 2012 | | 194 | |
| Victorian Industry Participation Policy Act 2003 | | 216 | |
| Financial Management Act 1994 | | 96 | |

2. Budget Portfolio Outcomes

The budget portfolio outcomes provide comparisons between the actual financial statements of all general government sector entities within the portfolio and the forecast financial information (initial budget estimates) published in Budget Paper No.5 Statement of Finances (BP5). The budget portfolio outcomes comprise the comprehensive operating statements, balance sheets, cash flow statements, statements of changes in equity, and administered item statements.

The budget portfolio outcomes have been prepared on a consolidated basis and include all general government sector entities within the portfolio. Financial transactions and balances are classified into either controlled or administered categories consistent with the published statements in BP5.

The following budget portfolio outcomes statements are not subject to audit by the Victorian Auditor-General’s Office and are not prepared on the same basis as the department’s financial statements as these include the financial information of the following entities:

* Department of Justice and Regulation
* Office of Public Prosecutions
* Residential Tenancies Bond Authority
* Sentencing Advisory Council
* Victoria Police
* Victoria State Emergency Services Authority
* Victorian Commission for Gambling and Liquor Regulation
* Victorian Equal Opportunity and Human Rights Commission
* Victorian Institute of Forensic Medicine
* Victorian Law Reform Commission
* Victorian Responsible Gambling Foundation

Comprehensive operating statement for the year ended 30 June 2018

| **($ million)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Original budget 2017-18 (i)** | **Revised budget  2017-18 (ii)** | **Actual 2017-18** | **Variance for original budget to actual 2017-18** | **Variance for revised budget to actual 2017-18** | **Notes** |
| **Income from transactions** |  |  |  |  |  |  |
| Output appropriations | 6,684 | 6,754 | 6,838 | 154 | 84 | (iii) |
| Special appropriations | 1 | 1 | 1 | 0 | 0 |  |
| Interest | 49 | 55 | 56 | 7 | 1 |  |
| Sale of goods and services | 18 | 18 | 21 | 3 | 3 |  |
| Grants | 73 | 77 | 76 | 3 | (1) |  |
| Fair value of assets and services received free of charge or for nominal consideration | 0 | 0 | 0 | 0 | 0 |  |
| Other income | 28 | 28 | 52 | 24 | 24 |  |
| **Total income from transactions** | **6,854** | **6,933** | **7,044** | **191** | **111** |  |
| **Expenses from transactions** |  |  |  |  |  |  |
| Employee benefits | 3,303 | 3,376 | 3,401 | 98 | 25 | (iv) |
| Depreciation | 238 | 247 | 234 | (4) | (13) |  |
| Interest expense | 54 | 54 | 53 | (1) | (1) |  |
| Grants and other transfers | 1,305 | 1,335 | 1,391 | 86 | 56 | (v) |
| Capital asset charge | 268 | 268 | 268 | 0 | 0 |  |
| Other operating expenses | 1,693 | 1,685 | 1,664 | (29) | (21) |  |
| **Total expenses from transactions** | **6,861** | **6,964** | **7,011** | **150** | **46** |  |
| **Net result from transactions (net operating balance)** | **(7)** | **(31)** | **33** | **41** | **65** |  |
| **Other economic flows included in net result** | | | | | | |
| Net gain/(loss) on non-financial assets | 11 | 11 | 10 | (1) | (1) |  |
| Net gain/(loss) on financial instruments and statutory receivables/payables | 0 | 0 | 9 | 9 | 9 |  |
| Other gains/(losses) from economic flows | 0 | 0 | 3 | 3 | 3 |  |
| **Total other economic flows included in net result** | **11** | **11** | **22** | **11** | **11** |  |
| **Net result** | **4** | **(20)** | **55** | **52** | **76** |  |
| **Other economic flows – other comprehensive income** | | | | | | |
| Changes in non-financial assets revaluation surplus | 0 | 0 | 31 | 31 | 31 | (vi) |
| Other | 0 | 0 | 0 | 0 | 0 |  |
| **Total other economic flows – other comprehensive income** | **0** | **0** | **31** | **31** | **31** |  |
| **Comprehensive result** | **4** | **(20)** | **86** | **83** | **107** |  |

(i) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2018-19 Victorian Budget, Budget Paper No. 5.

(iii)   
Output appropriations were higher than the original and revised budgets mainly due to additional funding announced post Budget for initiatives including Prison Capacity Expansion, the Youth Justice Review and Strategy, the Community Safety Statement and firefighting related activities including the Fire Services Statement.

(iv)   
Employee benefits expenses were higher than the original budget mainly due to additional funding announced post Budget including Prison Capacity Expansion and the Community Safety Statement.

(v)   
Grants and other transfers expenses were higher than the original budget mainly due to additional grants announced post Budget for firefighting related activities including the Fire Services Statement and additional grants provided to emergency service organisations for the Emergency Management Operational Communications Program. Grants and other transfers expenses were higher than the revised budget mainly due to the additional grants provided to emergency service organisations for the Emergency Management Operational Communications Program.

(vi)   
Changes in non-financial assets revaluation surplus were higher than the original and revised budgets mainly due to a managerial revaluation of Victoria Police’s physical assets as at 30 June 2018 in accordance with the Financial Reporting Direction 103G requirements. The increase was partially offset by an adjustment to property, plant and equipment to realign prior year assets under construction and a building impairment.

Balance sheet as at 30 June 2018

| **($ million)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Original budget 2017-18 (i)** | **Revised budget  2017-18 (ii)** | **Actual 2017-18** | **Variance for original budget to actual 2017-18** | **Variance for revised budget to actual 2017-18** | **Notes** |
| **Assets** |  |  |  |  |  |  |
| **Financial assets** |  |  |  |  |  |  |
| Cash and deposits | 246 | 213 | 241 | (5) | 28 | (iii) |
| Receivables from government | 985 | 963 | 991 | 6 | 28 |  |
| Other receivables | 89 | 77 | 99 | 10 | 22 |  |
| Other financial assets | 170 | 226 | 253 | 83 | 27 | (iv) |
| **Total financial assets** | **1,491** | **1,479** | **1,584** | **94** | **105** |  |
| **Non-financial assets** |  |  |  |  |  |  |
| Inventories | 13 | 15 | 17 | 4 | 2 |  |
| Non-financial assets classified as held for sale including disposal group assets | 8 | 6 | 2 | (6) | (4) |  |
| Property, plant and equipment | 5,320 | 5,312 | 5,264 | (56) | (48) | (v) |
| Intangible assets | 80 | 123 | 147 | 67 | 24 | (vi) |
| Other | 19 | 29 | 42 | 23 | 13 | (vii) |
| **Total non-financial assets** | **5,440** | **5,485** | **5,472** | **32** | **(13)** |  |
| **Total assets** | **6,931** | **6,964** | **7,056** | **126** | **92** |  |
| **Liabilities** |  |  |  |  |  |  |
| Payables | 302 | 355 | 471 | 169 | 116 | (viii) |
| Borrowings | 676 | 705 | 730 | 54 | 25 | (ix) |
| Provisions | 838 | 824 | 847 | 9 | 23 |  |
| **Total liabilities** | **1,815** | **1,884** | **2,048** | **232** | **164** |  |
| **Net assets** | **5,115** | **5,080** | **5,008** | **(106)** | **(72)** |  |
| **Equity** |  |  |  |  |  |  |
| Accumulated surplus/(deficit) | 1,160 | 1,174 | 1,249 | 89 | 75 | (x) |
| Reserves | 1,312 | 1,363 | 1,393 | 81 | 30 | (xi) |
| Contributed capital | 2,643 | 2,544 | 2,366 | (277) | (178) | (xii) |
| **Total equity** | **5,115** | **5,080** | **5,008** | **(107)** | **(73)** |  |

(i) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2018-19 Victorian Budget, Budget Paper No. 5.

(iii) Cash and deposits were higher than the revised budget mainly due to the timing of cash required by the department. In accordance with the State of Victoria’s investment policy and government funding arrangements, government departments generally do not hold a large cash reserve in their bank accounts. Cash received by a department from the generation of revenue is generally paid into the State’s bank account which is known as the Public Account.

(iv) Other financial assets were higher than the original and revised budgets reflecting an increase in the department’s investments in term deposit held for more than three months which is classified as “other financial assets”.

(v) Property, plant and equipment was lower than the original and revised budgets mainly due to the rephasing and carryover of capital funding into 2018-19 and future years to align with expected timing of project deliverables for prison related initiatives. This is partially offset by higher than expected asset values following a managerial revaluation of Victoria Police’s physical assets.

(vi) Intangible assets were higher than the original and revised budgets mainly due to the capitalisation of the Victorian Infringement, Enforcement and Warrants (VIEW) system in 2017-18 and higher than budgeted software development costs relating to BlueConnect project in Victoria Police.

(vii) Other non financial assets were higher than the original and revised budgets mainly due to higher than budgeted IT prepayments for Victoria Police.

(viii) Payables were higher than the original and revised budgets mainly due to operating and capital expense accruals for the Ravenhall Correctional Centre which commenced operations in November 2017, the implementation of prison related initiatives and the VIEW system.

(ix) Borrowings were higher than the original and revised budgets mainly due to higher than budgeted motor vehicle lease costs to support Victoria Police’s operations.

(x) Accumulated surplus was higher than the original and revised budgets mainly due to a higher than expected net result relating to lower depreciation costs, higher returns on the department’s managed investment schemes and a change in the interest rates on the revaluation of the long service leave provision.

(xi) Reserves were higher than the original budget mainly due to a managerial revaluation of Victoria Police’s physical assets as at 30 June 2018 in accordance with the Financial Reporting Direction 103G requirements. The increase was partially offset by the adjustment to property, plant and equipment to realign prior year assets under construction and a building impairment.

(xii) Contributed capital was lower than the original and revised budgets mainly due to the rephasing and carryover of capital funding into 2018-19 and future years to align with expected deliverables for prison related initiatives.

**Cash flow statement for the year ended 30 June 2018**

| **($ million)** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Original budget 2017-18 (i)** | | **Revised budget  2017-18 (ii)** | | **Actual 2017-18** | **Variance for original budget to actual 2017-18** | | **Variance for revised budget to actual 2017-18** | | **Notes** |
| **Cash flows from operating activities** |  | |  | |  | |  |  | |  | |
| **Receipts** |  | |  | |  | |  |  | |  | |
| Receipts from Government | 6,537 | | 6,619 | | 6,668 | | 131 | 49 | | (iii) | |
| Receipts from other entities | 88 | | 91 | | 95 | | 7 | 4 | |  | |
| Interest received | 48 | | 55 | | 56 | | 8 | 1 | |  | |
| Other receipts | 29 | | 29 | | 39 | | 10 | 10 | |  | |
| **Total receipts** | **6,702** | | **6,794** | | **6,858** | | **156** | **64** | |  | |
| **Payments** |  | |  | |  | |  |  | |  | |
| Payments of grants and other transfers | (1,306) | | (1,337) | | (1,391) | | (85) | (54) | | (iv) | |
| Payments to suppliers and employees | (4,950) | | (5,014) | | (4,929) | | 21 | 85 | | (v) | |
| Capital asset charge | (268) | | (268) | | (268) | | 0 | 0 | |  | |
| Interest and other costs of finance paid | (54) | | (54) | | (53) | | 1 | 1 | |  | |
| **Total payments** | **(6,577)** | | **(6,672)** | | **(6,641)** | | **(63)** | **32** | |  | |
| **Net cash flows from/(used in) operating activities** | **125** | | **122** | | **217** | | **93** | **96** | |  | |
| **Cash flows from investing activities** |  | |  | |  | |  |  | |  | |
| Net investment | (9) | | 111 | | 93 | | 102 | (18) | | (vi) | |
| Payments for non-financial assets | (848) | | (847) | | (738) | | 110 | 109 | | (vii) | |
| Proceeds from sale of non-financial assets | 34 | | 34 | | 28 | | (6) | (6) | |  | |
| Net loans to other parties | 0 | | 0 | | (9) | | (9) | (9) | |  | |
| **Cash flows from/(used in) investing activities** | **(823)** | | **(702)** | | **(626)** | | **197** | **76** | |  | |
| **Cash flows from financing activities** |  | |  | |  | |  |  | |  | |
| Owner contributions by State Government | 626 | | 623 | | 447 | | (179) | (176) | | (viii) | |
| Repayment of finance leases | (18) | | (18) | | (7) | | 11 | 11 | |  | |
| Net borrowings | (19) | | (19) | | 4 | | 23 | 23 | | (ix) | |
| **Net cash flows from/(used in) financing activities** | **590** | | **587** | | **444** | | **(145)** | **(142)** | |  | |
| **Net increase/(decrease) in cash and cash equivalents** | **(109)** | | **7** | | **35** | | **145** | **30** | |  | |
| Cash and cash equivalents at beginning of financial year | 355 | | 206 | | 206 | | 149 | 0 | |  | |
| **Cash and cash equivalents at end of financial year** | **246** | | **213** | | **241** | | **294** | **30** | |  | |

(i) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2018-19 Victorian Budget, Budget Paper No. 5.

(iii) Receipts from government were higher than the original and revised budgets mainly due to additional funding announced post Budget for initiatives including Prison Capacity Expansion, the Youth Justice Review and Strategy, the Community Safety Statement and firefighting related activities including the Fire Services Statement.

(iv) Payments of grants and other transfers were higher than the original budget mainly due to additional grants announced post Budget for firefighting related activities including the Fire Services Statement and additional grants provided to emergency service organisations for the Emergency Management Operational Communications Program. Payments of grants and other transfers were higher than the revised budget mainly due to the additional grants provided to emergency service organisations for the Emergency Management Operational Communications Program.

(v) Payment to suppliers and employees were lower than revised budget mainly due to the carryover of funds from 2017-18 into 2018-19 for initiatives including Public Safety, Community Safety Statement, Police Digital Radio Upgrade Program and an environmental offset for New youth justice facility in Cherry Creek.

(vi) The variance of actual cash movements against the original budget was mainly due to the funding transfer from the department’s Victorian Property Fund to the Departmental of Treasury and Finance’s Victorian Social Housing Growth Fund in 2017-18. The variance of actual cash movements against the revised budget was mainly driven by funding movements in term deposits held for more than three months for the Domestic Builders Fund being classified as net investment. This reflects the department’s investment strategy to maximise returns subject to available funding to meet operational requirements.

(vii) Payments for non-financial assets were lower than the original and revised budgets mainly due to the rephase and carryover of capital funding to align with expected timing of project deliverables from 2017-18 into future years for various prison related initiatives. This was partially offset by a higher than budgeted capital expenditure on software development for Victoria Police.

(viii) Owner contributions by State Government were lower than the original and revised budgets mainly due to the rephasing and carryover of capital funding into 2018-19 and future years to align with expected deliverables for prison related initiatives.

(ix) The actual cash movement against the original and revised budgets was mainly due to higher than budgeted motor vehicle lease costs to support Victoria Police’s operations.

**Statement of changes in equity for the year ended 30 June 2018**

|  |  |  |  |  | **($ million)** |
| --- | --- | --- | --- | --- | --- |
|  | **Accumulated surplus/(deficit)** | **Contributions by owners** | **Revaluation surplus** | **Other reserves** | **Total equity** |
| **Original budget 2017-18 (i)** |  |  |  |  |  |
| **Opening balance 1 July 2017** | 1,157 | 2,017 | 1,312 | 0 | 4,486 |
| Comprehensive result | 4 | 0 | 0 | 0 | 4 |
| Transactions with owners in their capacity as owners | 0 | 626 | 0 | 0 | 626 |
| **Closing balance 30 June 2018** | **1,160** | **2,643** | **1,312** | **0** | **5,115** |
| **Revised budget 2017-18 (ii)** |  |  |  |  |  |
| **Opening balance 1 July 2017** | 1,195 | 1,919 | 1,363 | 0 | 4,477 |
| Comprehensive result | (20) | 0 | 0 | 0 | (20) |
| Transactions with owners in their capacity as owners | 0 | 623 | 0 | 0 | 623 |
| **Closing balance 30 June 2018** | **1,175** | **2,542** | **1,363** | **0** | **5,080** |
| **Actual 2017-18** |  |  |  |  |  |
| **Opening balance 1 July 2017** | 1,195 | 1,919 | 1,363 | 0 | 4,477 |
| Comprehensive result | 54 | 0 | 30 | 0 | 84 |
| Transactions with owners in their capacity as owners | 0 | 447 | 0 | 0 | 447 |
| **Closing balance 30 June 2018** | **1,249** | **2,366** | **1,393** | **0** | **5,008** |
| **Variance for original budget to actual 2017-18** | | | | | |
| **Opening balance 1 July 2017** | 38 | (98) | 51 | 0 | 9 |
| Comprehensive result | 50 | 0 | 30 | 0 | (80) |
| Transactions with owners in their capacity as owners | 0 | (179) | 0 | 0 | 179 |
| **Closing balance 30 June 2018** | **88** | **(277)** | **81** | **0** | **108** |
| **Variance for revised budget to actual 2017-18** | | | | | |
| **Opening balance 1 July 2017** | 0 | 0 | 0 | 0 | 0 |
| Comprehensive result | 74 | 0 | 30 | 0 | (104) |
| Transactions with owners in their capacity as owners | 0 | (176) | 0 | 0 | 176 |
| **Closing balance 30 June 2018** | **74** | **(176)** | **30** | **0** | **72** |

(i) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5.

(ii) Figures published in the 2018-19 Victorian Budget, Budget Paper No. 5.

Administered items statement for the year ended 30 June 2018

| **($ million)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Original budget 2017-18 (i)** | **Revised budget  2017-18 (ii)** | **Actual 2017-18** | **Variance for original budget to actual 2017-18** | **Variance for revised budget to actual 2017-18** | **Notes** |
| **Administered income** |  |  |  |  |  |  |
| Appropriations - payments made on behalf of the State | 36 | 36 | 29 | (7) | (7) |  |
| Special appropriations | 11 | 11 | 5 | (6) | (6) |  |
| Sale of goods and services | 471 | 468 | 521 | 50 | 53 |  |
| Grants | 4 | 4 | 4 | 0 | 0 |  |
| Interest | 13 | 13 | 11 | (2) | (2) |  |
| Other income | 2,673 | 2,523 | 2,667 | (6) | 144 | (iii) |
| **Total administered income** | **3,209** | **3,055** | **3,237** | **29** | **182** |  |
| **Administered expenses** |  |  |  |  |  |  |
| Expenses on behalf of the State | 13 | 13 | 26 | 13 | 13 |  |
| Grants and other transfers | 5 | 5 | 1 | (4) | (4) |  |
| Payments into the Consolidated Fund | 2,668 | 2,554 | 2,598 | (70) | 44 |  |
| **Total administered expenses** | **2,687** | **2,573** | **2,625** | **(61)** | **53** |  |
| **Income less expenses** | **522** | **482** | **612** | **90** | **129** |  |
| **Other economic flows included in net result** | | | | | | |
| Net gain/(loss) on non-financial assets | 1 | 1 | 0 | (1) | (1) |  |
| Net gain/(loss) on financial instruments and statutory receivables/payables | (315) | (275) | (505) | (190) | (230) | (iv) |
| **Total other economic flows included in net result** | **(314)** | **(274)** | **(505)** | **(191)** | **(231)** |  |
| **Net result** | **208** | **208** | **107** | **(101)** | **(102)** |  |
| **Other economic flows – other comprehensive income** | | | | | | |
| Adjustment to accumulated surplus/(deficit) | 0 | 0 | 0 | 0 | 0 |  |
| **Total other economic flows – other comprehensive income** | **0** | **0** | **0** | **0** | **0** |  |
| **Comprehensive result** | **208** | **208** | **107** | **(101)** | **(102)** |  |
|  |  |  |  |  |  |  |
| **Administered assets** |  |  |  |  |  |  |
| Cash and deposits | 89 | 66 | 61 | (28) | (5) |  |
| Receivables | 1,693 | 1,748 | 1,815 | 122 | 67 | (v) |
| Other financial assets | 4 | 2 | 0 | (4) | (2) |  |
| **Total administered assets** | **1,786** | **1,815** | **1,876** | **90** | **60** |  |
| **Administered liabilities** |  |  |  |  |  |  |
| Payables | 1,139 | 1,097 | 1,258 | 119 | 161 | (vi) |
| Provisions | 1 | 1 | 1 | 0 | 0 |  |
| **Total administered liabilities** | **1,139** | **1,098** | **1,259** | **119** | **161** |  |
| **Net assets** | **647** | **718** | **617** | **(29)** | **(101)** |  |

(i) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2018-19 Victorian Budget, Budget Paper No. 5.

(iii) Other income was higher than the revised budget mainly due to an increase in court and traffic camera fines.

(iv) Net gain/(loss) on financial instruments and statutory receivables/payables was higher than the original and revised budgets mainly due to an increase in doubtful debts expense.

(v) Receivables were higher than the original and revised budgets mainly due to higher than expected receivables for fine-related enforcement activities. Outstanding debts will continue to be vigorously pursued through all legal means.

(vi) Payables were higher than the original and revised budgets mainly due to revenue received in advance from Tatts Group Limited for the new Public Lottery Licence and Ancillary Agreement in June 2018 which was expected on 1 July 2018 as per the agreement.

3. Statutory authorities and offices by ministerial portfolio 2017–18

Attorney-General

Statutory offices

Chief Examiner and Examiner (jointly administered with the Minister for Police)

Commissioner for Uniform Legal Services Regulation (jointly administered with the Attorney-General of New South Wales)

Crown Counsel

Crown Prosecutors

Director of Public Prosecutions

Public Advocate

Solicitor-General

Victims of Crime Commissioner

Victorian Legal Services Commissioner

Administrative offices

Victorian Government Solicitor’s Office

Statutory authorities

Appeal Costs Board

Coronial Council of Victoria

Court Services Victoria

Judicial College of Victoria

Judicial Commission of Victoria

Judicial Entitlements Panel

Legal Practitioners’ Liability Committee

Legal Services Council (Uniform Legal Services Regulation) (jointly administered with the Attorney-General of New South Wales)

Office of Public Prosecutions

Panel of Independent Reviewers – Legal Aid Act

Sentencing Advisory Council

Victorian Civil and Administrative Tribunal Rules Committee

Victims of Crime Consultative Committee

Victorian Equal Opportunity and Human Rights Commission

Victoria Law Foundation

Victoria Legal Aid

Victorian Institute of Forensic Medicine

Victorian Law Reform Commission

Victorian Legal Services Board

Victorian Legal Admissions Board

Victorian Professional Standards Council

Victorian Traditional Owners Trust

Judicial and quasi-judicial bodies

Supreme Court of Victoria

County Court of Victoria

Magistrates’ Court of Victoria

Children’s Court of Victoria

Coroners Court of Victoria

Victorian Civil and Administrative Tribunal

Victims of Crime Assistance Tribunal

Municipal Electoral Tribunals

Consumer affairs, gaming and liquor regulation

Statutory offices

Arbitrator, Sale of Land Act

Director of Consumer Affairs Victoria

Statutory authorities

Business Licensing Authority

Consumer Policy Research Centre

Estate Agents Council

Independent Review Panel

Liquor Control Advisory Council

Motor Car Traders Claims Committee

Residential Tenancies Bond Authority

Responsible Gambling Ministerial Advisory Council

Sex Work Ministerial Advisory Committee

Victorian Commission for Gambling and Liquor Regulation

Victorian Responsible Gambling Foundation

Corrections

Statutory authorities

Adult Parole Board

Post Sentence Authority

Women’s Correctional Services Advisory Committee

Justice Health Ministerial Advisory Committee

Ministerial Community Advisory Committee (Custodial Community Permit Program)

Emergency services

Statutory offices

Emergency Management Commissioner

Statutory authorities

Country Fire Authority

Country Fire Authority Appeals Commission

Emergency Management Victoria

Emergency Services Telecommunications Authority

Metropolitan Fire and Emergency Services Appeals Commission

Metropolitan Fire and Emergency Services Board

Victoria State Emergency Service Authority

Families and Children

Statutory authorities

Youth Parole Board

Police

Statutory offices

Chief Commissioner and Deputy Commissioners of Police

Chief Examiner and Examiner (jointly administered with the Attorney-General)

Road Safety Camera Commissioner

Statutory authorities

Firearms Appeals Committee

Police Registration and Services Board

Road Safety Camera Commissioner Reference Group

Portfolio agencies

Victoria Police

Racing

Statutory offices

Racing Integrity Commissioner

Statutory authorities

Greyhound Racing Victoria

Harness Racing Victoria

Racing Appeals and Disciplinary Boards

4. Acts administered by justice and regulation portfolios as at 30 June 2018

Attorney-General

Acts Enumeration and Revision Act 1958

Administration and Probate Act 1958

Administrative Law Act 1978

Adoption Act 1984 –

* The Act is jointly and severally administered with the Minister for Families and Children

Age of Majority Act 1977

Appeal Costs Act 1998

Attorney-General and Solicitor-General Act 1972

Bail Act 1977 – Except:

Section 3B (this section is jointly and severally administered with the Minister for Families and Children)

Births, Deaths and Marriages Registration Act 1996

Charities Act 1978

Charter of Human Rights and Responsibilities Act 2006

Children, Youth and Families Act 2005 –

The Act is jointly and severally administered with the Minister for Families and Children

Choice of Law (Limitation Periods) Act 1993

Civil Procedure Act 2010

Classification (Publications, Films and Computer Games) (Enforcement) Act 1995

Commercial Arbitration Act 2011

Commonwealth Places (Administration of Laws) Act 1970

Commonwealth Powers (De Facto Relationships) Act 2004

Commonwealth Powers (Family Law-Children) Act 1986

Confiscation Act 1997

Constitution Act 1975 –

* Part III
* Division 1 of Part IIIAA (this Division is jointly administered with the Premier)
* Divisions 3 to 6 of Part IIIAA

Section 88 in so far as it relates to the appointment of Crown Counsel and Crown Counsel (Advisings)

*(The Act is otherwise administered by the Minister for Training and Skills, the Premier, the Special Minister of State and the Treasurer)*

Constitution (Supreme Court) Act 1989

Constitutional Powers (Coastal Waters) Act 1980

Constitutional Powers (Request) Act 1980

Co-operative Schemes (Administrative Actions) Act 2001

Coroners Act 2008

Corporations (Administrative Actions) Act 2001

Corporations (Ancillary Provisions) Act 2001

Corporations (Commonwealth Powers) Act 2001

Corporations (Victoria) Act 1990

Council of Law Reporting in Victoria Act 1967

County Court Act 1958

Court Security Act 1980

Court Services Victoria Act 2014

Courts (Case Transfer) Act 1991

Crimes (Assumed Identities) Act 2004

Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 – Except:

* Sections 48-55, 57A, 57B, 58, 58A and 60-63(1); Division 3 of Part 7; and Part 7A (these provisions are jointly administered with the Minister for Housing, Disability and Ageing and the Minister for Mental Health)
* Part 5A (this Part is jointly administered with the Minister for Families and Children, the Minister for Mental Health and the Minister for Housing, Disability and Ageing)

Part 7C (this Part is jointly administered with the Minister for Mental Health)

Crimes Act 1958

Crimes at Sea Act 1999

Crimes (Controlled Operations) Act 2004

Criminal Organisations Control Act 2012

Criminal Procedure Act 2009

Crown Proceedings Act 1958

Defamation Act 2005

Domestic Building Contracts Act 1995 –

Part 5   
(The Act is otherwise administered by the Minister for Consumer Affairs, Gaming and Liquor Regulation)

Domicile Act 1978

Electoral Act 2002 –

Part 8  
(The Act is otherwise administered by the Premier and the Special Minister of State)

Electronic Transactions (Victoria) Act 2000

Equal Opportunity Act 2010

Evidence Act 2008

Evidence (Miscellaneous Provisions) Act 1958

Family Violence Protection Act 2008 – Except:

* Part 5A and Part 11 (these Parts are administered by the Special Minister of State)
* Sections 210A and 210B (these sections are administered by the Special Minister of State)
* Section 211 (this section is jointly and severally administered with the Special Minister of State and the Minister for the Prevention of Family Violence)

Division 1A of Part 13 (this Division is administered by the Special Minister of State)

*(The Act is otherwise jointly and severally administered with the Minister for the Prevention of Family Violence)*

Federal Courts (State Jurisdiction) Act 1999

Fences Act 1968

Fines Reform Act 2014

Foreign Judgments Act 1962

Fortification Removal Act 2013

Guardianship and Administration Act 1986

Honorary Justices Act 2014

Imperial Acts Application Act 1980

Imprisonment of Fraudulent Debtors Act 1958

Infringements Act 2006

Instruments Act 1958 – Except:

In so far as it relates to the functions of the Registrar-General and the management of the Office of the Registrar-General (in so far as it relates to those matters, the Act is administered by the Minister for Planning)

Interpretation of Legislation Act 1984

Judgment Debt Recovery Act 1984

Judicial College of Victoria Act 2001

Judicial Commission of Victoria Act 2016

Judicial Entitlements Act 2015

Judicial Proceedings Reports Act 1958

Judicial Salaries Act 2004

Jury Directions Act 2015

Juries Act 2000

Jurisdiction of Courts (Cross-vesting) Act 1987

Jury Directions Act 2013

Land Acquisition and Compensation Act 1986

Land Act 1958 –

* In so far as it relates to the exercise of powers relating to leases and licences under Subdivisions 1 and 2 of Division 9 of Part I in respect of land described as Crown Allotment 22D of section 30, Parish of Melbourne North being the site of the Victorian County Court
* In so far as it relates to the land described as Crown Allotment 16 of Section 5, at Elwood, Parish of Prahran being the site of the former Elwood Police Station:
* Except Division 6 of Part I, Subdivision 3 of Division 9 of Part I, section 209 and the remainder of the Act where it relates to the sale and alienation of Crown Lands as set out in Administrative Arrangements Order No. 58 (which are administered by the Minister for Finance)
* Except sections 201, 201A and 399
* Sections 22C-22E

Sections 201, 201A and 399 in so far as they relate to the land described as Crown Allotment 16 of Section 5, at Elwood, Parish of Prahran being the site of the former Elwood Police Station (in so far as they relate to that land, these provisions are jointly administered with the Minister for Finance)

*(The Act is otherwise administered by the Minister for Corrections, the Minister for Creative Industries, the Minister for Energy, Environment and Climate Change, the Minister for Finance, the Minister for Health, the Minister for Ports, the Minister for Roads and Road Safety and the Special Minister of State)*

Land Titles Validation Act 1994

Legal Aid Act 1978

Legal Identities of Defendants (organisational Child Abuse) Act 2018

Legal Profession Uniform Law Application Act 2014

Legal Profession Uniform Law (Victoria)

Leo Cussen Institute (Registration as a Company) Act 2011

Limitation of Actions Act 1958

Local Government Act 1989 –

* Sections 44-46, 48 and 49
* Section 243 in so far as it relates to municipal electoral tribunals

Schedule 4

*(The Act is otherwise administered by the Minister for Local Government, the Minister for Roads and Road Safety and the Special Minister of State)*

Magistrates’ Court Act 1989

Maintenance Act 1965

Major Crime (Investigative Powers) Act 2004 – Except:

Part 3 (this Part is jointly administered with the Minister for Police)

Marriage Act 1958

National Domestic Violence Order Scheme Act 2016

National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018

Oaths and Affirmations Act 2018

Open Courts Act 2013

Penalty Interest Rates Act 1983

Perpetuities and Accumulations Act 1968

Personal Property Securities (Commonwealth Powers) Act 2009

Personal Property Securities (Statute Law Revision and Implementation) Act 2010

Personal Safety Intervention Orders Act 2010

Powers of Attorney Act 2014

Professional Standards Act 2003

Property Law Act 1958 – Except:

In so far as it relates to the functions of the Registrar-General and the management of the Office of the Registrar-General (in so far as it relates to those matters, the Act is administered by the Minister for Planning)

Public Notaries Act 2001

Public Prosecutions Act 1994

Relationships Act 2008 –

The Act is jointly and severally administered with the Minister for Equality

Religious and Successory Trusts Act 1958

Residential Tenancies Act 1997 –

Sections 446-448 (except subsection 447(1)), 452, 472, 473, 479 and 485

*(The Act is otherwise administered by the Minister for Consumer Affairs, Gaming and Liquor Regulation, the Minister for Housing, Disability and Ageing and the Minister for Planning)*

Royal Victorian Institute for the Blind and other Agencies (Merger) Act 2005

Sentencing Act 1991 – Except:

* Subdivision 4 of Division 2 of Part 3 (this Subdivision is jointly administered with the Minister for Families and Children)
* Division 2 of Part 3BA (this Division is jointly administered with the Minister for Housing, Disability and Ageing)

Divisions 3 to 6 of Part 3A (these Divisions are jointly administered with the Minister for Corrections)

Settled Land Act 1958

Severe Substance Dependence Treatment Act 2010 –

Sections 9-11 and 14-22

*(The Act is otherwise administered by the Minister for Mental Health)*

Sheriff Act 2009

St Andrew’s Foundation Act 1997

Status of Children Act 1974

Summary Offences Act 1966

Supreme Court Act 1986

Surveillance Devices Act 1999

Telecommunications (Interception) (State Provisions) Act 1988

Terrorism (Commonwealth Powers) Act 2003

Terrorism (Community Protection) Act 2003 – Except:

Part 4 (this Part is administered by the Minister for Police)

Traditional Owner Settlement Act 2010

Transfer of Land Act 1958 – Except:

In so far as it relates to the functions of the Registrar of Titles and the management of the Office of Titles (in so far as it relates to those matters, the Act is administered by the Minister for Planning)

Trustee Act 1958

Trustee Companies Act 1984 –

The Act is jointly administered with the Treasurer

Unauthorized Documents Act 1958

Valuation of Land Act 1960 –

Divisions 1 and 2 of Part III, Divisions 4 and 5 of Part III where they relate to the determination of appeals by a Land Valuation Division of the Victorian Civil and Administrative Tribunal and Part IV in so far as it relates to the administration of the above provisions

*(The Act is otherwise administered by the Minister for Planning)*

Vexatious Proceedings Act 2014

Victims’ Charter Act 2006

Victims of Crime Assistance Act 1996

Victims of Crime Commissioner Act 2015

Victoria Law Foundation Act 2009

Victoria Park Land Act 1992

Victorian Civil and Administrative Tribunal Act 1998

Victorian Institute of Forensic Medicine Act 1985

Victorian Law Reform Commission Act 2000

Vital State Projects Act 1976 –

Sections 5-16

*(The Act is otherwise administered by the Premier)*

Wills Act 1997

Working with Children Act 2005

Workplace Injury Rehabilitation and Compensation Act 2013 –

Division 1 of Part 6

*(The Act is otherwise administered by the Minister for Finance)*

Wrongs Act 1958

Minister for Consumer Affairs, Gaming and Liquor Regulation

Associations Incorporation Reform Act 2012

Australian Consumer Law and Fair Trading Act 2012

Business Licensing Authority Act 1998

Business Names (Commonwealth Powers) Act 2011

Casino Control Act 1991 – Except:

* Sections 128H-128L, except section 128K(2) (these provisions are administered by the Minister for Planning)

Section 128K(2) (this section is administered by the Minister for Finance)

Casino (Management Agreement) Act 1993

Chattel Securities Act 1987

Company Titles (Home Units) Act 2013

Consumer Credit (Victoria) Act 1995

Conveyancers Act 2006

Co-operatives National Law Application Act 2013

Co-operatives National Law (Victoria)

Credit Act 1984

Credit (Administration) Act 1984

Credit (Commonwealth Powers) Act 2010

Domestic Building Contracts Act 1995 – Except:

Part 5 (this Part is administered by the Attorney-General)

Estate Agents Act 1980

Fundraising Act 1998

Funerals Act 2006

Gambling Regulation Act 2003 – Except:

* Section 2.2.6 (this section is administered by the Minister for Racing)
* Section 3.4.33 (this section is administered by the Treasurer)
* Division 1A and Division 2 of Part 2 of Chapter 4 (these Divisions are jointly administered with the Minister for Racing)
* Section 4.3.12 (this section is administered by the Treasurer)
* Part 5 of Chapter 4 (this Part is jointly administered with the Minister for Racing)

Division 1 of Part 3 of Chapter 10 (this Division is administered by the Treasurer)

Goods Act 1958

Liquor Control Reform Act 1998

Motor Car Traders Act 1986

Owners Corporations Act 2006

Partnership Act 1958

Residential Tenancies Act 1997 –

* Sections 23A-25, 27, 32, 33, 45-48, 74-77, 82, 90, 91, 91A, 102, 102A, 103, 104(1), 104(4), 104(5), 104(6), 105(2), 105(2A), 105(3), 124, 128, 130-134, 141-142B, 142D-212, 213AA-215, 230, 232-234, 241, 277, 289A, 291-327, 329-333, 335-339, 341, 343-366, 373-376, 385, 388, 388A, 390, 390A, 395-398, 399A-439M, 480, 486-499, 501-504, 505A-510C and 511

Section 66(1) (this section is jointly administered with the Minister for Housing, Disability and Ageing)

*(The Act is otherwise administered by the Attorney-General, the Minister for Housing, Disability and Ageing and the Minister for Planning)*

Retirement Villages Act 1986

Rooming House Operators Act 2016

Sale of Land Act 1962

Second-Hand Dealers and Pawnbrokers Act 1989

Sex Work Act 1994

Subdivision Act 1988 –

* Part 5

Section 43 (in so far as it relates to Part 5)

*(The Act is otherwise administered by the Minister for Planning)*

Travel Agents Repeal Act 2014

Veterans Act 2005 –

Part 4

*(The Act is otherwise administered by the Minister for Veterans)*

Victorian Commission for Gambling and Liquor Regulation Act 2011

Victorian Data Sharing Act 2017

Victorian Responsible Gambling Foundation Act 2011

Warehousemen’s Liens Act 1958

Minister for Corrections

Community Based Sentences (Transfer) Act 2012

Corrections Act 1986

Crown Land (Reserves) Act 1978 –

Sections 17B, 17BAA, 17BA, 17CA, 17D, 17DAA, 18A and 18B, in so far as they relate to the exercise of powers in relation to the land shown as Crown Allotment 15 on Certified Plan 009176 and Crown Allotment 16 on Certified Plan 1, Section B1, Parish of Ararat, lodged with the Central Plan Office

*(The Act is otherwise administered by the Minister for Energy, Environment and Climate Change, the Minister for Finance, the Minister for Health, the Minister for Ports, the Minister for Sport and the Premier)*

International Transfer of Prisoners (Victoria) Act 1998

Land Act 1958 –

* In so far as it relates to the exercise of powers relating to leases and licences under Subdivision 1 of Division 9 of Part I in respect of –
* land identified in Certified Plan 114680-A dated 8 February 1995
* land shown as Allotment 8B, section 13 on Certified Plan 116685 and Allotment 4A, section 17 on Certified Plan 116944 lodged in the Central Plan Office
* land shown as hatched on the plan numbered LEGL./95-80 lodged in the Central Plan Office

*(The Act is otherwise administered by the Attorney-General, the Minister for Creative Industries, the Minister for Energy, Environment and Climate Change, the Minister for Finance, the Minister for Health, the Minister for Ports, the Minister for Roads and Road Safety and the Special Minister of State)*

Parole Orders (Transfer) Act 1983

Prisoners (Interstate Transfer) Act 1983

Sentencing Act 1991 –

Divisions 3 to 6 of Part 3A (these Divisions are jointly administered with the Attorney-General)

*(The Act is otherwise administered by the Attorney-General, the Minister for Families and Children and the Minister for Housing, Disability and Ageing)*

Serious Sex Offenders (Detention and Supervision) Act 2009

Minister for Emergency Services

Country Fire Authority Act 1958

Emergency Management Act 1986

Emergency Management Act 2013

Emergency Services Telecommunications Authority Act 2004

Metropolitan Fire Brigades Act 1958

Victoria State Emergency Service Act 2005

Minister for Families and Children[[1]](#footnote-1)

Adoption Act 1984 –

The Act is jointly and severally administered with the Attorney-General

Bail Act 1977 –

Section 3B (this section is jointly and severally administered with the Attorney-General)

*(The Act is otherwise administered by the Attorney-General)*

Child Wellbeing and Safety Act 2005

Children, Youth and Families Act 2005 –

The Act is jointly and severally administered with the Attorney-General

Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 –

Part 5A (this Part is jointly administered with the Attorney-General, the Minister for Housing, Disability and Ageing and the Minister for Mental Health)

*(The Act is otherwise administered by the Attorney-General, the Minister for Housing, Disability and Ageing and the Minister for Mental Health)*

Sentencing Act 1991 –

Subdivision 4 of Division 2 of Part 3 (these provisions are jointly administered with the Attorney-General)

*(The Act is otherwise administered by the Attorney-General, the Minister for Corrections and the Minister for Housing, Disability and Ageing)*

Minister for Police

Australian Crime Commission (State Provisions) Act 2003

Control of Weapons Act 1990

Crime Statistics Act 2014

Firearms Act 1996

Graffiti Prevention Act 2007

Major Crime (Investigative Powers) Act 2004 –

Part 3 (this Part is jointly administered with the Attorney-General)

*(The Act is otherwise administered by the Attorney-General)*

Police Assistance Compensation Act 1968

Police Regulation (Pensions) Act 1958 – Except:

Part III (this Part is administered by the Minister for Finance)

Private Security Act 2004

Road Safety Camera Commissioner Act 2011

Seamen’s Act 1958

Sex Offenders Registration Act 2004

Terrorism (Community Protection) Act 2003 –

Part 4

*(The Act is otherwise administered by the Attorney-General)*

Unlawful Assemblies and Processions Act 1958

Victoria Police Act 2013

Witness Protection Act 1991

Minister for Racing

Gambling Regulation Act 2003 –

* Section 2.2.6
* Division 1A and Division 2 of Part 2 of Chapter 4 (these Divisions are jointly administered with the Minister for Consumer Affairs, Gaming and Liquor Regulation)

Part 5 of Chapter 4 (this Part is jointly administered with the Minister for Consumer Affairs, Gaming and Liquor Regulation)

*(The Act is otherwise administered by the Minister for Consumer Affairs, Gaming and Liquor Regulation and the Treasurer)*

Racing Act 1958

Victorian Amateur Turf Club (Incorporating the Melbourne Racing Club) Act 1963

Victoria Racing Club Act 2006

5. Legislation enacted in 2017–18 (passed between 1 July 2017 and 30 June 2018)

Attorney-General

Bail Amendment (Stage Two) Act 2018

Children and Justice Legislation Amendment (Youth Justice Reform) Act 2017

Crimes Legislation Amendment (Public Order) Act 2017

Fines Reform Amendment Act 2017

Jury Directors and Other Acts Amendment Act 2017

Justice Legislation Amendment (Access to Justice) Act 2018

Justice Legislation Amendment (Body-worn Cameras and Other Matters) Act 2017

Justice Legislation Amendment (Court Security, Juries and Other Matters) Act 2017

Justice Legislation (Victims) Act 2018

Legal Identities of Defendants (organisational Child Abuse) Act 2018

National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018

Oaths and Affirmations Act 2018

Sentencing Amendment (Sentencing Standards) Act 2017

Minister for Corrections

Corrections Legislation Further Amendment   
Act 2017

Corrections Legislation Miscellaneous Amendment Act 2017

Serious Sex Offenders (Detention and Supervision) Amendment (Governance) Act 2017

Minister for Consumer Affairs, Gaming and Liquor Regulation

Gambling Legislation Amendment Act 2018

Gambling Regulation Amendment (Gaming Machine Arrangements) Act 2017

Liquor and Gambling Legislation Amendment   
Act 2018

Minister for Police

Crimes Legislation Amendment (Protection of Emergency Workers and Others) Act 2017

Drugs, Poisons and Controlled Substances Amendment (Medically Supervised Injecting Centre) Act 2017

Drugs, Poisons and Controlled Substances Miscellaneous Amendment Act 2017

Firearms Amendment Act 2018

Justice Legislation Amendment (Protective Services Officers and Other Matters) Act 2017

Minister for Racing

Racing Amendment (Modernisation) Act 2018

People management

Workforce data: Department of Justice and Regulation

*Staffing numbers (full time equivalent)*

| **Division** | **30 June 2018** | **30 June 2017** |
| --- | --- | --- |
| Office of the Secretary a | 26 | 59 |
| Police, Corrections and Emergency Management b | 2 | N/A |
| Corrections Victoria c | 989 | 842 |
| Emergency Management Victoria | 154 | 138 |
| Police and Crime Prevention | 61 | 50 |
| Liquor Gaming and Racing | 41 | 40 |
| North West Metro Area | 1893 | 1845 |
| North Area | 881 | 884 |
| South Area | 587 | 575 |
| West Area | 1658 | 1595 |
| Regulation | 456 | 422 |
| Finance, Infrastructure and Governance | 409 | 376 |
| Civil Justice | 297 | 276 |
| Criminal Law Policy and Operations | 613 | 593 |
| Criminal Justice Strategy and Co-ordination | 22 | 16 |
| Service Strategy Reform | 312 | 269 |
| Youth Justice d | 669 | 539 |
| Total | 9070 | 8519 |

Notes:

All figures reflect active public service employees in the department, employed in the last full pay period in June each year.

The figures exclude those persons on leave without pay or absent on secondment, external contractors/consultants, temporary staff employed by employment agencies, and a small number of people who are appointees to a statutory office but not employees as defined in the Public Administration Act 2004 (such as persons appointed to a non-executive board member role, to an office of a commissioner or to a judicial office).

a The Regional Support Unit, previously in the Office of the Secretary, was transferred to the Finance, Infrastructure and Governance division.

b The Police, Corrections and Emergency Management division was created during the financial year. The Lead Deputy Secretary is responsible for the oversight of three existing divisions (Corrections Victoria, Emergency Management Victoria, and Police and Crime Prevention).

c Growth in Corrections Victoria relates to the implementation of the Harper Review serious-offender reforms as well as support for the Community Correctional Service Reforms.

d There has been an increase in youth justice policy and project staff to support youth justice Initiatives.

Comparative workforce data

|  | **As at 30 June 2018** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All employees** | | **Ongoing**a | | | **Fixed-term and casual** | |
|  | **Head count** | **FTE** | **Full time (head count)** | **Part time (head count)** | **FTE** | **Head count** | **FTE** |
| Gender | | | | | | | |
| Woman | 5002 | 4675 | 3567 | 614 | 3984 | 821 | 691 |
| Man | 4507 | 4394 | 3827 | 71 | 3877 | 609 | 517 |
| Self-describedb | 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| **Total employees** | **9510** | **9070** | **7394** | **686** | **7862** | **1430** | **1208** |
| Age | | | | | | | |
| Under 25 | 433 | 417 | 280 | 7 | 284 | 146 | 133 |
| 25–34 | 2543 | 2450 | 1953 | 151 | 2054 | 439 | 396 |
| 35–44 | 2471 | 2320 | 1847 | 291 | 2042 | 333 | 278 |
| 45–54 | 2301 | 2215 | 1876 | 128 | 1966 | 297 | 249 |
| 55–64 | 1521 | 1455 | 1257 | 89 | 1321 | 175 | 134 |
| Over 64 | 241 | 213 | 181 | 20 | 195 | 40 | 18 |
| Classification | | | | | | | |
| 1–6 | 4116 | 3882 | 2898 | 494 | 3239 | 724 | 643 |
| VPS 1 | 4 | 4 | 0 | 0 | 0 | 4 | 4 |
| VPS 2 | 725 | 669 | 476 | 94 | 536 | 155 | 133 |
| VPS 3 | 842 | 778 | 584 | 94 | 647 | 164 | 131 |
| VPS 4 | 901 | 851 | 625 | 109 | 698 | 167 | 153 |
| VPS 5 | 930 | 888 | 662 | 117 | 747 | 151 | 141 |
| VPS 6 | 714 | 692 | 551 | 80 | 611 | 83 | 81 |
| Senior Employees | 113 | 111 | 101 | 6 | 105 | 6 | 6 |
| STS | 40 | 39 | 31 | 3 | 33 | 6 | 6 |
| Executives | 73 | 72 | 70 | 3 | 72 | 0 | 0 |
| Allied Health | 162 | 145 | 108 | 35 | 132 | 19 | 13 |
| Allied Health 2 | 34 | 32 | 23 | 5 | 27 | 6 | 5 |
| Allied Health 3 | 83 | 76 | 59 | 18 | 71 | 6 | 5 |
| Allied Health 4 | 45 | 37 | 26 | 12 | 34 | 7 | 3 |
| Community Corrections Practitioner | 1054 | 999 | 830 | 82 | 882 | 142 | 117 |
| Community Corrections Practitioner Grade 1 | 108 | 87 | 28 | 6 | 32 | 74 | 55 |
| Community Corrections Practitioner Grade 2 | 106 | 101 | 77 | 7 | 82 | 22 | 19 |
| Community Corrections Practitioner Grade 3 | 420 | 410 | 369 | 17 | 379 | 34 | 31 |
| Community Corrections Practitioner Grade 4 | 350 | 332 | 288 | 50 | 320 | 12 | 12 |
| Community Corrections Practitioner Grade 5 | 63 | 62 | 61 | 2 | 62 | 0 | 0 |
| Community Corrections Practitioner Grade 6 | 7 | 7 | 7 | 0 | 7 | 0 | 0 |
| Custodial Officers | 3170 | 3073 | 2708 | 21 | 2721 | 441 | 352 |
| COG 1 | 94 | 94 | 17 | 0 | 17 | 77 | 77 |
| COG 2a | 2041 | 1945 | 1662 | 16 | 1671 | 363 | 274 |
| COG 2b | 713 | 712 | 708 | 4 | 711 | 1 | 1 |
| COG 3 | 259 | 259 | 258 | 1 | 259 | 0 | 0 |
| COG 4 | 44 | 44 | 44 | 0 | 44 | 0 | 0 |
| COG 5 | 7 | 7 | 7 | 0 | 7 | 0 | 0 |
| COG 6 | 12 | 12 | 12 | 0 | 12 | 0 | 0 |
| Sheriff’s Officers | 159 | 158 | 156 | 3 | 158 | 0 | 0 |
| Trainee Sherriff’s Officers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sheriff’s Officer | 19 | 19 | 19 | 0 | 19 | 0 | 0 |
| Senior Sheriff’s Officer | 108 | 107 | 105 | 3 | 107 | 0 | 0 |
| Supervisor | 21 | 21 | 21 | 0 | 21 | 0 | 0 |
| Regional Manager | 10 | 10 | 10 | 0 | 10 | 0 | 0 |
| Deputy Sheriff | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| Children Youth and Family Workers | 216 | 206 | 142 | 36 | 169 | 38 | 37 |
| CYF Grade 1 | 9 | 7 | 3 | 3 | 5 | 3 | 2 |
| CYF Grade 2 | 95 | 91 | 57 | 13 | 66 | 25 | 25 |
| CYF Grade 3 | 59 | 56 | 37 | 12 | 46 | 10 | 10 |
| CYF Grade 4 | 29 | 28 | 25 | 4 | 28 | 0 | 0 |
| CYF Grade 5 | 11 | 11 | 9 | 2 | 11 | 0 | 0 |
| CYF Grade 6 | 13 | 13 | 11 | 2 | 13 | 0 | 0 |
| Youth Justice Workers | 513 | 491 | 449 | 4 | 451 | 60 | 40 |
| YJW Grade 1 | 414 | 394 | 356 | 2 | 357 | 56 | 37 |
| YJW Grade 2 | 42 | 40 | 37 | 2 | 38 | 3 | 2 |
| YJW Grade 3 | 25 | 25 | 24 | 0 | 24 | 1 | 1 |
| YJW Grade 4 | 21 | 21 | 21 | 0 | 21 | 0 | 0 |
| YJW Grade 5 | 11 | 11 | 11 | 0 | 11 | 0 | 0 |
| Other | 7 | 5 | 2 | 5 | 5 | 0 | 0 |
| Legal Officers | 7 | 5 | 2 | 5 | 5 | 0 | 0 |

Notes:

a. ‘Ongoing employee’ means an employee engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last pay period of June.

b. From 2017–18, Financial Reporting Direction 29C requires that disclosure of gender include three categories: woman, man and self-described. ‘Woman’ and ‘man’ are gender identity terms. Some employees use terms such as ‘gender diverse’, ‘non-binary’ or a number of other terms to describe their gender identity. Employees may wish to use ‘self-described’ to report their gender identity.

This data excludes Victorian Institute of Forensic Medicine medical and executive staff.

The following agencies are discrete agencies within the Justice and Regulation portfolio. The heads of these agencies are public service body heads who employ public servants independent of the departmental Secretary. These agencies are required to produce their own annual reports. Employee numbers for the following agencies are published in their annual reports:

* Office of Public Prosecutions
* Road Safety Camera Commissioner
* Victoria Police
* Victorian Electoral Commission
* Victorian Equal Opportunity and Human Rights Commission
* Victorian Commission for Gambling and Liquor Regulation
* Victorian Responsible Gambling Foundation.

|  | **As at 30 June 2017** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All employees** | | **Ongoing**a | | | **Fixed-term  and casual** | |
|  | **Head count** | **FTE** | **Full time (head count)** | **Part time (head count)** | **FTE** | **Head count** | **FTE** |
| Gender | | | | | | | |
| Woman | 4650 | 4342 | 3274 | 573 | 3657 | 803 | 685 |
| Man | 4285 | 4177 | 3649 | 60 | 3690 | 576 | 487 |
| **Total employees** | **8935** | **8519** | **6923** | **633** | **7347** | **1379** | **1172** |
| Age | | | | | | | |
| Under 25 | 391 | 371 | 237 | 11 | 243 | 143 | 128 |
| 25–34 | 2351 | 2262 | 1773 | 135 | 1859 | 443 | 403 |
| 35–44 | 2341 | 2204 | 1758 | 267 | 1936 | 316 | 268 |
| 45–54 | 2220 | 2138 | 1807 | 118 | 1891 | 295 | 247 |
| 55–64 | 1426 | 1359 | 1193 | 81 | 1249 | 152 | 110 |
| Over 64 | 206 | 185 | 155 | 21 | 169 | 30 | 16 |
| Classification | | | | | | | |
| 1–6 | 3753 | 3544 | 2654 | 451 | 2959 | 648 | 585 |
| VPS 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VPS 2 | 685 | 631 | 450 | 91 | 506 | 144 | 125 |
| VPS 3 | 796 | 741 | 555 | 87 | 614 | 154 | 127 |
| VPS 4 | 790 | 750 | 553 | 97 | 617 | 140 | 133 |
| VPS 5 | 831 | 793 | 607 | 95 | 672 | 129 | 121 |
| VPS 6 | 651 | 629 | 489 | 81 | 550 | 81 | 79 |
| Senior Employees | 87 | 87 | 80 | 4 | 84 | 3 | 3 |
| STS | 27 | 27 | 21 | 3 | 24 | 3 | 3 |
| Executives | 60 | 60 | 59 | 1 | 60 | 0 | 0 |
| Allied Health | 146 | 135 | 96 | 26 | 113 | 24 | 22 |
| Allied Health 2 | 24 | 22 | 11 | 6 | 15 | 7 | 7 |
| Allied Health 3 | 87 | 79 | 56 | 17 | 67 | 14 | 12 |
| Allied Health 4 | 35 | 34 | 29 | 3 | 31 | 3 | 3 |
| Community Corrections Practitioner | 1044 | 991 | 835 | 77 | 883 | 132 | 108 |
| Community Corrections Practitioner Grade 1 | 200 | 181 | 111 | 9 | 116 | 80 | 65 |
| Community Corrections Practitioner Grade 2 | 46 | 40 | 32 | 4 | 35 | 10 | 5 |
| Community Corrections Practitioner Grade 3 | 389 | 377 | 335 | 22 | 348 | 32 | 29 |
| Community Corrections Practitioner Grade 4 | 333 | 317 | 284 | 40 | 309 | 9 | 8 |
| Community Corrections Practitioner Grade 5 | 68 | 68 | 65 | 2 | 67 | 1 | 1 |
| Community Corrections Practitioner Grade 6 | 8 | 8 | 8 | 0 | 8 | 0 | 0 |
| Custodial Officers | 3111 | 3017 | 2651 | 25 | 2665 | 435 | 352 |
| COG 1 | 44 | 44 | 2 | 0 | 2 | 42 | 42 |
| COG 2a | 2070 | 1978 | 1660 | 21 | 1672 | 389 | 306 |
| COG 2b | 691 | 689 | 683 | 4 | 685 | 4 | 4 |
| COG 3 | 242 | 242 | 242 | 0 | 242 | 0 | 0 |
| COG 4 | 46 | 46 | 46 | 0 | 46 | 0 | 0 |
| COG 5 | 7 | 7 | 7 | 0 | 7 | 0 | 0 |
| COG 6 | 11 | 11 | 11 | 0 | 11 | 0 | 0 |
| Sheriff’s Officers | 171 | 170 | 167 | 4 | 170 | 0 | 0 |
| Trainee Sherriff’s Officers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sheriff’s Officer | 30 | 30 | 30 | 0 | 30 | 0 | 0 |
| Senior Sheriff’s Officer | 108 | 107 | 104 | 4 | 107 | 0 | 0 |
| Supervisor | 22 | 22 | 22 | 0 | 22 | 0 | 0 |
| Regional Manager | 10 | 10 | 10 | 0 | 10 | 0 | 0 |
| Deputy Sheriff | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| Children Youth and Family Workers | 206 | 192 | 130 | 38 | 158 | 38 | 34 |
| CYF Grade 1 | 11 | 8 | 3 | 3 | 5 | 5 | 3 |
| CYF Grade 2 | 85 | 79 | 52 | 10 | 58 | 23 | 21 |
| CYF Grade 3 | 59 | 56 | 34 | 15 | 46 | 10 | 10 |
| CYF Grade 4 | 34 | 32 | 27 | 7 | 32 | 0 | 0 |
| CYF Grade 5 | 10 | 10 | 9 | 1 | 10 | 0 | 0 |
| CYF Grade 6 | 7 | 7 | 5 | 2 | 7 | 0 | 0 |
| Youth Justice Workers | 411 | 378 | 308 | 4 | 310 | 99 | 68 |
| YJW Grade 1 | 324 | 293 | 229 | 2 | 230 | 93 | 63 |
| YJW Grade 2 | 53 | 51 | 46 | 2 | 47 | 5 | 4 |
| YJW Grade 3 | 13 | 13 | 12 | 0 | 12 | 1 | 1 |
| YJW Grade 4 | 15 | 15 | 15 | 0 | 15 | 0 | 0 |
| YJW Grade 5 | 6 | 6 | 6 | 0 | 6 | 0 | 0 |
| Other | 6 | 5 | 2 | 4 | 5 | 0 | 0 |
| Legal Officers | 6 | 5 | 2 | 4 | 5 | 0 | 0 |

Notes:

a. ‘Ongoing employee’ means an employee engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last pay period of June.

Workforce data: Victorian Government Solicitor’s Office

The Victorian Government Solicitor’s Office is a discrete agency within the justice and regulation portfolio. The head of this agency is a public service body head who employs public servants independent of the departmental Secretary. As this agency does not produce its own annual report, employee numbers are reported below.

| **As at 30 June 2018** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All employees** | | **Ongoing**a | | | **Fixed-term  and casual** | |
|  | **Head count** | **FTE** | **Full time (head count)** | **Part time (head count)** | **FTE** | **Head count** | **FTE** |
| Gender | | | | | | | |
| Woman | 159 | 143 | 101 | 46 | 131 | 12 | 12 |
| Man | 42 | 41 | 35 | 2 | 36 | 5 | 5 |
| Self-describedb | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total employees** | **201** | **184** | **136** | **48** | **167** | **17** | **17** |
| Age | | | | | | | |
| Under 25 | 8 | 8 | 3 | 0 | 3 | 5 | 5 |
| 25–34 | 90 | 86 | 67 | 12 | 75 | 11 | 11 |
| 35–44 | 54 | 46 | 30 | 23 | 45 | 1 | 1 |
| 45–54 | 32 | 29 | 22 | 10 | 29 | 0 | 0 |
| 55–64 | 16 | 15 | 14 | 2 | 15 | 0 | 0 |
| Over 64 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Classification | | | | | | | |
| VPS 1–6 | 83 | 75 | 49 | 20 | 61 | 14 | 14 |
| VPS 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VPS 2 | 39 | 37 | 19 | 6 | 23 | 14 | 14 |
| VPS 3 | 22 | 18 | 11 | 11 | 18 | 0 | 0 |
| VPS 4 | 17 | 15 | 14 | 3 | 15 | 0 | 0 |
| VPS 5 | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| VPS 6 | 4 | 4 | 4 | 0 | 4 | 0 | 0 |
| Senior Employees | 7 | 7 | 7 | 0 | 7 | 0 | 0 |
| STS | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| Executives | 6 | 6 | 6 | 0 | 6 | 0 | 0 |
| Legal Officers | 111 | 102 | 80 | 28 | 99 | 3 | 3 |
| Solicitor 2 | 19 | 19 | 19 | 0 | 19 | 0 | 0 |
| Solicitor 3 | 11 | 11 | 9 | 1 | 10 | 1 | 1 |
| Senior Solicitor | 34 | 32 | 27 | 5 | 30 | 2 | 2 |
| Principal Solicitor | 47 | 40 | 25 | 22 | 40 | 0 | 0 |

Notes:

All figures reflect active public service employees in the department, employed in the last full pay period in June each year.

The figures exclude those persons on leave without pay or absent on secondment, external contractors/consultants, temporary staff employed by employment agencies, and a small number of people who are appointees to a statutory office but not employees as defined in the Public Administration Act 2004 (such as persons appointed to a non-executive board member role, to an office of a commissioner or to a judicial office).

a ‘Ongoing employee’ means an employee engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last pay period of June.

b. From 2017–18, Financial Reporting Direction 29C requires that disclosure of gender include three categories: woman, man and self-described. ‘Woman’ and ‘man’ are gender identity terms. Some employees use terms such as ‘gender diverse’, ‘non-binary’ or a number of other terms to describe their gender identity. Employees may wish to use ‘self-described’ to report their gender identity.

| **As at 30 June 2017** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All employees** | | **Ongoing**a | | | **Fixed-term and casual** | |
|  | **Head count** | **FTE** | **Full time (head count)** | **Part time (head count)** | **FTE** | **Head count** | **FTE** |
| Gender | | | | | | | |
| Woman | 157 | 139 | 93 | 53 | 128 | 11 | 11 |
| Man | 41 | 40 | 34 | 4 | 37 | 3 | 3 |
| **Total employees** | **198** | **179** | **127** | **57** | **165** | **14** | **14** |
| Age | | | | | | | |
| Under 25 | 3 | 3 | 2 | 0 | 2 | 1 | 1 |
| 25–34 | 90 | 85 | 63 | 17 | 75 | 10 | 10 |
| 35–44 | 58 | 49 | 29 | 27 | 47 | 2 | 2 |
| 45–54 | 29 | 26 | 19 | 9 | 25 | 1 | 1 |
| 55–64 | 16 | 15 | 14 | 2 | 15 | 0 | 0 |
| Over 64 | 2 | 1 | 0 | 2 | 1 | 0 | 0 |
| Classification | | | | | | | |
| VPS 1-6 | 106 | 99 | 69 | 23 | 85 | 14 | 14 |
| VPS 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VPS 2 | 22 | 21 | 14 | 6 | 19 | 2 | 2 |
| VPS 3 | 44 | 41 | 27 | 8 | 32 | 9 | 9 |
| VPS 4 | 28 | 26 | 19 | 6 | 23 | 3 | 3 |
| VPS 5 | 6 | 5 | 4 | 2 | 5 | 0 | 0 |
| VPS 6 | 6 | 6 | 5 | 1 | 6 | 0 | 0 |
| Senior Employees | 7 | 7 | 7 | 0 | 7 | 0 | 0 |
| STS | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| Executives | 6 | 6 | 6 | 0 | 6 | 0 | 0 |
| Legal Officers | 85 | 73 | 51 | 34 | 73 | 0 | 0 |
| Solicitor 2 | 5 | 5 | 5 | 0 | 5 | 0 | 0 |
| Solicitor 3 | 7 | 7 | 6 | 1 | 7 | 0 | 0 |
| Senior Solicitor | 24 | 21 | 17 | 7 | 21 | 0 | 0 |
| Principal Solicitor | 49 | 40 | 23 | 26 | 40 | 0 | 0 |

Notes:

a ‘Ongoing employee’ means an employee engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last pay period of June.

Reconciliation of executive numbers at 30 June 2018

Executive officers definition

For a department, an executive officer (EO) is defined as a person employed as an executive under Part 3 of the Public Administration Act 2004. For a public body, an EO is defined as an executive under Part 3 of the Public Administration Act or a person to whom the Victorian Government’s policy on Executive Remuneration in public entities applies. All figures reflect employment levels at the last full pay period in June of the current and corresponding previous reporting year.

The definition of an EO does not include a statutory office holder or an accountable officer.

The following tables show the EOs of the department and its portfolio agencies as at 30 June 2018:

The first table shows the total number of EOs for the department by gender.

The second table shows the total number of EOs for the Victorian Government Solicitor’s Office by gender.

The third table (over the page) provides a reconciliation of executive numbers presented between the Report of Operations and Note 9.8 ‘Remuneration of executives’ in the Financial Statement.

The fourth table (over the page) provides the total executive numbers for all of the department’s portfolio agencies.

Variations between the current and previous reporting periods are denoted by ‘var’.

Total number of EOs for the department broken down by gender

|  | **All** | | **Man** | | **Woman** | | **Self-described**1 | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Classification | No. | Var. | No. | Var. | No. | Var. | No. | Var. |
| Secretary | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| EO1 | 3 | 2 | 1 | 0 | 2 | 2 | 0 | 0 |
| EO2 | 35 | 1 | 19 | 2 | 16 | -1 | 0 | 0 |
| EO3 | 34 | 10 | 15 | 7 | 19 | 3 | 0 | 0 |
| **Total** | **73** | **13** | **36** | **9** | **37** | **4** | **0** | **0** |

The number of executives in the Report of Operations is based on the number of executive positions that are occupied at the end of the financial year. Note 9.8 ‘Remuneration of executives’ in the Financial Statement lists the actual number of executive officers and the total remuneration paid to executive officers over the course of the reporting period. The Financial Statement note does not include the Accountable Officer (Secretary), and does not distinguish between executive levels or disclosure separations. Separations are executive officers who have left the department during the relevant reporting period. To assist readers these two disclosures are reconciled below.

1. From 2017–18, Financial Reporting Direction 29C requires that disclosure of gender include three categories: man, woman and self-described. ‘Man’ and ‘woman’ are gender identity terms. Some employees use terms such as ‘gender diverse’, ‘non-binary’ or a number of other terms to describe their gender identity. Employees may wish to use ‘self-described’ to report their gender identity.

Total number of EOs for the Victorian Government Solicitor’s Office broken down by gender

|  | **All** | | **Man** | | **Woman** | | **Self-described**1 | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Classification | No. | Var. | No. | Var. | No. | Var. | No. | Var. |
| EO1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| EO2 | 5 | 1 | 2 | 1 | 3 | 0 | 0 | 0 |
| EO3 | 0 | -1 | 0 | -1 | 0 | 0 | 0 | 0 |
| **Total** | **6** | **0** | **2** | **0** | **4** | **0** | **0** | **0** |

Note

1. From 2017–18, Financial Reporting Direction 29C requires that disclosure of gender include three categories: man, woman and self-described. ‘Man’ and ‘woman’ are gender identity terms. Some employees use terms such as ‘gender diverse’, ‘non-binary’ or a number of other terms to describe their gender identity. Employees may wish to use ‘self-described’ to report their gender identity.

Reconciliation of executive numbers

|  | **2018** | **2017** |
| --- | --- | --- |
| Executives (Financial Statement note 9.8) | 87 | 69 |
| Add:  Accountable Officer (Secretary)  Chief Executive Officer, Sentencing Advisory Council  Chief Executive Officer, Victorian Law Reform Commission | 1  1  1 | 1  1  1 |
| Less:  Separations  Inactive executive officersa  Active executives of the Victorian Government Solicitor’s Officeb | -9  -2  -6 | -5  -1  -6 |
| Total executive numbers at 30 June | 73 | 60 |

Notes:

a Includes executives on secondment or paid after the last pay period of the financial year but part of the financial year statement.

b Executives of the Victorian Government Solicitor’s Office are not included in the department’s executive numbers but are included in the department’s financial statement. Note 987 ‘Remuneration of executives’.

Number of EOs for the department’s portfolio agencies

|  | **Total** | | **Man** | | **Woman** | | **Self-described**a | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Portfolio agencies | No. | Var. | No. | Var. | No. | Var. | No. | Var. |
| Consumer Policy Reseach Centre | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Country Fire Authority | 31 | 7 | 22 | 7 | 9 | 0 | 0 | 0 |
| Emergency Services Telecommunications Authority | 12 | -1 | 7 | 1 | 5 | -2 | 0 | 0 |
| Greyhound Racing Victoria | 9 | 0 | 6 | 0 | 3 | 0 | 0 | 0 |
| Harness Racing Victoria | 7 | 2 | 6 | 1 | 1 | 1 | 0 | 0 |
| Metropolitan Fire and Emergency Services Board | 14 | -1 | 10 | -2 | 4 | 1 | 0 | 0 |
| Office of Public Prosecutions | 4 | 1 | 3 | 1 | 1 | 0 | 0 | 0 |
| Victoria Law Foundation | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Victoria Legal Aid | 8 | 0 | 3 | 0 | 5 | 0 | 0 | 0 |
| Victoria Police (Public Service) | 27 | 6 | 12 | 0 | 15 | 6 | 0 | 0 |
| Victoria State Emergency Service | 6 | 1 | 4 | 1 | 2 | 0 | 0 | 0 |
| Victorian Commission for Gambling and Liquor Regulation | 6 | 0 | 3 | 0 | 3 | 0 | 0 | 0 |
| Victorian Equal Opportunity and Human Rights Commission | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| Victorian Government Solicitor’s Officeb | 6 | 0 | 2 | 0 | 4 | 0 | 0 | 0 |
| Victorian Institute of Forensic Medicine | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Victorian Legal Services Board and Commissioner | 3 | 1 | 2 | 0 | 1 | 1 | 0 | 0 |
| Victorian Responsible Gambling Foundation | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Total** | **139** | **16** | **80** | **9** | **59** | **7** | **0** | **0** |

a. From 2017–18, Financial Reporting Direction 29C requires that disclosure of gender include three categories: women, men and self-described. ‘Woman’ and ‘man’ are gender identity terms. Some employees use terms such as ‘gender diverse’, ‘non-binary’ or a number of other terms to describe their gender identity. Employees may wish to use ‘self-described’ to report their gender identity.

b. The Victorian Government Solicitor’s Office is an administrative office under the Public Administration Act 2004.

Comparative workforce data

The following tables disclose the annualised total salary for senior employees of the department and the Victorian Government Solicitor’s Office, categorised by classification, employed in the last full pay period in June of the current reporting period. The salary amount is reported as the full-time annualised salary.

Annualised total salary, by $20,000 bands, for executives and other senior non-executive staff of the department

| **Income band (salary)** | **Executives** | **Senior technical specialist (STS)** | **Other** |
| --- | --- | --- | --- |
| < $160,000 |  | 5 |  |
| $160,000 - 179,999 | 16a | 11 | 5 |
| $180,000 - 199,999 | 14b | 17 |  |
| $200,000 - 219,999 | 15 | 7 |  |
| $220,000 - 239,999 | 8 |  |  |
| $240,000 - 259,999 | 6 |  |  |
| $260,000 - 279,999 | 5 |  |  |
| $280,000 - 299,999 |  |  | 1 |
| $300,000 - 319,999 | 5 |  |  |
| $320,000 - 339,999 | 2 |  |  |
| $340,000 - 359,999 |  |  |  |
| $360,000 - 379,999 |  |  |  |
| $380,000 - 399,999 | 1 |  |  |
| $400,000 - 419,999 |  |  |  |
| $420,000 - 439,999 |  |  |  |
| $440,000 - 459,999 |  |  |  |
| $460,000 - 479,999 |  |  |  |
| $480,000 - 499,999 |  |  |  |
| $500,000 - 519,999 | 1 |  |  |
| **Total** | **73** | **40** | **6** |

Notes:

The salaries reported above are for the full financial year, at a 1-FTE rate, and excludes superannuation and costs associated with vehicle leasing arrangements.

a There are two executives employed on a part-time basis, one at a 0.8 FTE rate and one at a 0.9 FTE rate.

b There is one executive employed on a part-time basis at a 0.6 FTE rate.

Annualised total salary, by $20,000 bands, for executives and other senior non-executive staff of the Victorian Government Solicitor’s Office

| **Income band (salary)** | **Executives** | **Senior technical specialist (STS)** |
| --- | --- | --- |
| < $160,000 |  |  |
| $160,000 - 179,999 |  |  |
| $180,000 - 199,999 |  |  |
| $200,000 - 219,999 | 1 |  |
| $220,000 - 239,999 |  | 1 |
| $240,000 - 259,999 | 3 |  |
| $260,000 - 279,999 | 1 |  |
| $280,000 - 299,999 |  |  |
| $300,000 - 319,999 |  |  |
| $320,000 - 339,999 | 1 |  |
| $340,000 - 359,999 |  |  |
| $360,000 - 379,999 |  |  |
| $380,000 - 399,999 |  |  |
| $400,000 - 419,999 |  |  |
| $420,000 - 439,999 |  |  |
| $440,000 - 459,999 |  |  |
| $460,000 - 479,999 |  |  |
| $480,000 - 499,999 |  |  |
| **Total** | **6** | **1** |

Notes:

The salaries reported above are for the full financial year, at a 1-FTE rate, and excludes superannuation and costs associated with vehicle leasing arrangements.

Recruitment services

Graduate Recruitment and Development Scheme

In 2017–18, the department ran four graduate programs, three in-house and one outsourced:

* The Victorian Public Service Graduate Recruitment and Development Scheme (GRADS)
* Aboriginal and Torres Strait Islander Graduate Scheme
* Professional Services Graduate Recruitment and Development Scheme (PSGRADS)

Community Correctional Services Graduate Program (CCSGRADS).

14 graduates commenced a graduate program in the department in February 2018. The table below shows the number of graduates across the programs over the last five years.

Graduate program intakes per annum

| **Year** | **VPS GRADS** | **CCSGRADS** | **PSGRADS** | **Aboriginal graduates** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 2018 | 2a | N/Ab | 11c | 1 | 14 |
| 2017 | 6 | 9d | 7d | 2 | 24 |
| 2016 | 9 | 5 | N/A | 7 | 21 |
| 2015 | 8 | N/A | N/A | 3 | 11 |
| 2014 | 12 | N/A | N/A | 1 | 13 |
| **Total** | **37** | **14** | **18** | **14** | **83** |

a Includes one position funded by the Victorian Legal Services Board and Commissioner.

b CCSGRADS program was being redesigned in 2017–18 to align with the Community Correctional Services (CCS) reform program and was put on hold.

c Includes one position funded by the Victorian Responsible Gambling Foundation.

d In 2017, two Aboriginal graduates were placed in the CCSGRADS and PSGRADS programs.

Youth Employment Scheme

The Youth Employment Scheme (YES) is a Victorian Government initiative designed to increase workforce participation of young people, particularly those facing significant barriers to employment.

Through this program, 12-month traineeships are made available to young people aged between 15 and 24 years of age.

Traineeships comprise a mixture of structured and on-the-job training. In 2017–18, the department recruited and placed 31 YES trainees.

Youth Cadetship Scheme

The Jobs Victoria Youth Cadetship Scheme (YCS) gives young Victorians a job in the public service and experience that will place them on the path to a meaningful career.

The program provides sustainable employment to young people and aims to create a more diverse and inclusive workforce.

The YCS was launched in 2016–17. In 2017–18, five cadets were recruited and commenced their cadetship in the department.

Campaigns

Youth justice custodial officers

In July 2017, the department launched its first youth justice worker recruitment campaign for the Parkville and Malmsbury youth justice precincts. Two additional campaigns were run in January 2018 and May 2018. Across all campaigns a total of 2967 applications were received and 145 youth justice worker vacancies were filled. Innovative recruitment marketing material and selection tools were developed and implemented to attract candidates and ensure they were aligned to the role.

Youth Control Order / Intensive Monitoring and Control Bail Supervision Scheme

On 1 June 2018, the new Youth Control Order and Intensive Monitoring and Control Bail Supervision Scheme (Intensive Bail) was introduced. As a result, recruitment for advanced case managers and team leaders was conducted across the state with 31 staff appointed.

Allied health clinicians

In 2017–18, three allied health clinician recruitment campaigns were run in August 2017, January 2018 and May 2018. A total of 83 clinicians and senior clinicians were appointed through these campaigns across Specialised Offender Assessment and Treatment Services and the Offender Behaviour Programs. Employment marketing videos were produced to promote regional locations and highlight training programs that new clinical staff undergo upon commencing in their roles.

Community Correctional Services (CCS) officers

In 2017–18, the Recruitment Services team partnered with regions to attract and appoint 349 candidates in CCS roles across Victoria.

Prison officers

In 2017–18, the recruitment Services team appointed 546 prison officers, 389 of the appointees were external placements and 157 were internal placements.

Learning and development

The department provides learning and development for staff in recognition of the importance of building and developing their skills, knowledge and capabilities to meet current and future needs. Learning and development offered to staff in 2017–18 has been aligned to key reform areas including criminal justice, family violence and dispute resolution.

An increase in the department’s workforce has contributed to the growth and volume of learning and development offered. In 2017–18, a total of 164,622 training courses were completed by staff with 47,657 of these delivered as classroom based learning and 116,965 courses as online self-paced learning.

Following the machinery of government change on 3 April 2017, the department began to strengthen the training offered to staff in youth justice roles. In addition to induction into the department, newly recruited youth justice staff working in case management roles attended the Beginning Practice training program of 15 days. Youth justice custodial role training was extended from 15 to 33 days for new starters. 165 recruits to youth justice community based and custodial roles commenced induction training in 2017–18.

Training has also been developed and delivered to support the implementation of youth justice reforms including Youth Control Orders, Intensive Bail, Child Safe Standards and the Reportable Conduct Scheme.

In 2017–18, the department required staff to complete seven eLearning modules that inform them of their compliance responsibilities. The topics included safety and wellbeing, respect in the workplace, the VPS Code of Conduct and fraud prevention. As at June 2018, 30,000 modules have been completed in these compliance topics with this effort to continue into 2018-19. Staff also have access to a library of 200 professional development courses and desktop software support videos. The eLearning library includes modules on leadership, conflict management, communication skills and project management.

Critical to workforce planning and development was the opportunity for executive officers to undertake the Victorian Leadership Academy program which provided executive development for VPS leaders.

Leadership development

The department supports participation of employees in various external and internal leadership development programs.

The department’s internal leadership programs include the Emerging Leaders and Potential and New Managers programs. Specific programs for prison staff include the Officer Development Program, Senior Leadership Program, Management Program for Prison Supervisors, Supervisor Intensive Program, Squad Leaders workshop and the Leadership Development Program (managers). In total 496 staff have attended internal leadership development programs in 2017–18.

These programs align with the Victorian Public Sector leadership framework. Capabilities developed include coaching and performance management skills, communication skills and building team resilience.

The department also supports leaders to attend external programs that are relevant to key areas of focus for government leaders. These include programs that build leadership in public sector management and policy, build networks, and develop understanding of personal impact on others. In 2017–18, seven employees were selected to attend programs delivered by organisations such as Leadership Victoria and the Australia and New Zealand School of Government.

**People Matter Survey**

The department participated in the 2017–18 People Matter Survey. The survey enables staff to provide feedback on the culture and working conditions at the department. The results will inform a range of targeted activities to make the department a more satisfying and productive place to work, and inform internally designed training programs. In 2018, 42 per cent of staff (4,063) completed the survey, an increase of 753 staff responses or six per cent compared to 2017.

Registered Training Organisation

The department is committed to ensuring staff in key operational roles have access to nationally accredited training. The department achieves this goal by operating as a Registered Training Organisation (RTO) and partnering with business units to develop training programs that are specifically designed to meet the needs of employees joining, or seeking professional development, in roles within:

* IMES (sheriff’s officers)

Corrections Victoria (community corrections officers and custodial officers).

In total, 674 staff received qualifications through the department’s RTO in 2017–18, and 796 new students (staff) were enrolled. The table below shows the distribution of qualifications awarded, statements of attainment (part qualifications) and enrolments to nationally accredited training.

Qualifications awarded in 2017–18

| **Qualification** | **Awards issued** |
| --- | --- |
| CSC30115 Certificate III in Correctional Practice [Custodial] | 318 |
| CSC30115 Certificate III in Correctional Practice [Community] | 293 |
| CSC40115 Certificate IV in Correctional Practice | 16 |
| PSP40216 Certificate IV in Court Operations [Compliance] | 34 |
| PSP40312 Certificate IV in Government [Court Compliance] | 13 |
| **Total qualifications awarded** | **674** |

Statements of attainment awarded in 2017–18

| **Statements of attainment** | **Statements issued** |
| --- | --- |
| CSC30115 Certificate III in Correctional Practice [Custodial] | 53 |
| CSC30115 Certificate III in Correctional Practice [Community] | 36 |
| CSC40115 Certificate IV in Correctional Practice | 0 |
| PSP40216 Certificate IV in Court Operations [Compliance] | 0 |
| PSP40312 Certificate IV in Government [Court Compliance] | 0 |
| **Total statements issued** | **89** |

New enrolments in 2017–18

| **Enrolments in qualifications** | **Numbers** |
| --- | --- |
| CSC30115 Certificate III in Correctional Practice [Custodial] | 507 |
| CSC30115 Certificate III in Correctional Practice [Community] | 174 |
| CSC40115 Certificate IV in Correctional Practice | 78 |
| PSP40216 Certificate IV in Court Operations [Compliance] | 35 |
| PSP40312 Certificate IV in Government [Court Compliance] | 2 |
| **Total enrolments in 2017–18** | **796** |

6. Health, safety and wellbeing

The department’s health and safety strategy for 2015–18 ‘Safe and Healthy Together’ is in its final year. This strategy has five priority areas:

* maintaining safety as our business
* promoting safe, respectful and healthy workplaces
* zero tolerance for occupational violence
* managing risks in our work activities
* supporting staff with injuries.

During 2017–18, the department commenced a comprehensive health, safety and wellbeing reform program with a clear focus on delivering improvements to the department’s safety systems and health and safety capability.

To strengthen occupational health and safety (OHS) governance, reporting, and internal communication and consultation with the workforce on OHS issues, the department reviewed and redesigned the structure of its OHS management system.

The department remains committed to meeting the government’s OHS objectives of improving health, safety and wellbeing outcomes in the public sector as outlined in the Leading the Way framework and the Mental Health and Wellbeing Charter. As part of this commitment, the department led the development of the whole-of-government mental health executive training package.

To inform the development of the department’s 2019–22 health, safety and wellbeing strategy, a systematic and extensive review of the department’s OHS risk profile was undertaken. This profile confirms the need to continue to focus on mental health and occupational violence.

In line with this, the department implemented the Youth Violence Prevention Framework in 2017–18, which outlines the department’s objectives to prevent occupational violence in its Youth Justice precincts. This framework is based on a culture change approach, with strong themes of prevention, early intervention and post-incident response.

In addition, to better support staff with injuries, a community of practice was established across the department for the management of WorkCover claims, return to work processes and improved outcomes for injured workers.

**Training and other wellbeing initiatives**

The department delivered a range of health, safety and wellbeing training programs, including three mandatory induction eLearning courses. All employees are expected to complete these courses within the first three months of employment. In 2017–18, the department employed 1,587 new employees, of which 70 per cent have completed all three of the required eLearning courses.

Targeted training for executives and senior leaders in their OHS obligations was also undertaken, which will be broadened in 2018–19 to include mental health awareness training.

The Employee Assistance Program (EAP) provides a free and confidential short-term advice and counselling service to employees experiencing personal or work-related concerns. In 2017–18, more than 490 employees accessed EAP to receive telephone or face-to-face counselling. EAP also assisted in 17 critical incidents, providing onsite services to employees.

The influenza vaccination program was made available to all employees in 2017–18. Over 3,400 employees received a flu vaccination as part of the program.

**Compliance reporting**

Across the department, there are 111 designated work groups in which 306 health and safety representatives (HSRs) have been nominated or elected to represent staff on workplace safety issues. In 2017–18, the department recorded 116 visits from WorkSafe inspectors, and received eight improvement notices. The department has achieved 100 per cent compliance with these notices within the specified timeframes.

Incident management

There were 2,051 employee related incidents reported for the department and its portfolio entities in the online Accident Incident Reporting System in 2017–18. Figure 1 shows the number and rate of incidents per 100 full time employees (FTE) recorded in the system for the past three financial years. The rate is determined in part by the number of FTE that use the system, which can vary between years.

*Figure 1: Number of incidents and rate per 100 FTE*

Line graph showing two measures for the number of employee related incidents per 100 full time employees 2015-16 to 2017-18.
The two measures include: Incidents and rate per 100 full time employees.


An incident is reported in the case of an event resulting in, or with the potential for, injury, ill health, damage or other loss. All incidents reported must be investigated.

Incidents increased 23 per cent from 1,670 in 2016–17 to 2,051 in 2017–18. This is due in large part to the increase in prison and Youth Justice employee numbers. Both prisons and Youth Justice precincts are high risk areas. Responsibility for Youth Justice transferred from the DHHS to the department under machinery of government changes effective 3 April 2017, and the department recruited 145 Youth Justice workers from July 2017. In the same period, the department appointed 546 prison officers.

The department has commenced the procurement of a new incident reporting system that will significantly enhance incident investigation, reporting processes and documenting outcomes.

Claims management

The following data from WorkSafe relates to the department and its portfolio entities. Figures 2, 3 and 4 include Youth Justice claims data for 2016–17 and 2017–18 only, as responsibility for Youth Justice was transferred to the department from 3 April 2017.

Standard claims

A standard WorkCover claim is one where employer liability exceeds $707 (indexed annually) of medical and like expenses or ten days or more of worker incapacity, whichever occurs first. The standard claims data for the reporting year and previous two financial years is shown below in Figure 2.

The number of standard claims increased from 290 in 2016–17 to 327 in 2017–18. However, the rate of standard claims per 100 FTE decreased from 3.9 in 2016–17 to 3.8 in 2017–18.

*Figure 2: Number of standard claims and rate per 100 FTE*

Line graph showing two measures for the number of standard WorkCover claims per 100 full time employees, 2015-16 to 2017-18.
The two measures include: Standard claims and rate per 100 full time employees.


The average cost per standard claim as calculated by the insurer decreased from $67,283 in 2016–17 to $64,501 in 2017–18.

Lost time claims

A lost time claim is one where one or more days of compensation is paid by WorkSafe. The number of lost time claims increased from 134 in 2016–17 to 153 in 2017–18 (Figure 3). The rate of lost time claims remained constant, at 1.8 per 100 FTE in 2016–17 and 2017–18.

*Figure 3: Lost time claims and rate per 100 FTE*

Line graph showing two measures for the number of lost time claims per 100 full time employees, 2016-17 to 2017-18.
The two measures include: lost time claims and rate per 100 full time employees.


13 week claims

A 13 week claim involves 13 weeks or more of weekly benefits paid, and is a subset of all standard claims. Figure 4 shows that in 2017–18, there were 65 employees off work after 13 weeks of compensation compared to 59 employees in 2016–17. However, the rate of 13 week claims decreased slightly from 0.8 per 100 FTE in 2016–17 to 0.7 per 100 FTE in 2017–18.

*Figure 4: Claims exceeding 13 weeks and rate per 100 FTE*

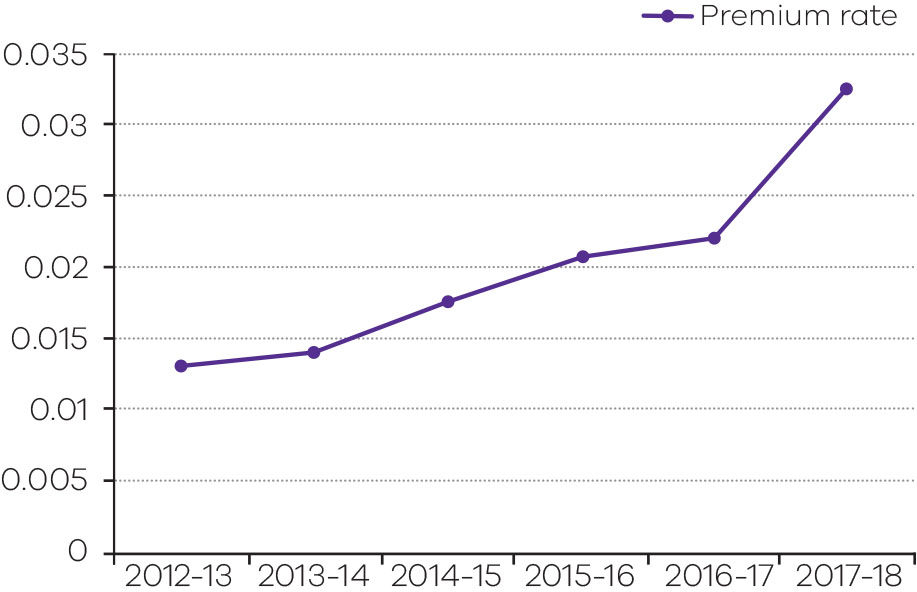
Line graph showing two measures for the number of claims exceeding 13 weeks, 2015-16 to 2017-18.
The two measures include: claims exceeding 13 weeks and rate per 100 full time employees.


WorkCover premium

The premium rate is a calculation to determine costs for maintaining workers’ compensation insurance. The premium calculation for an organisation is based on a combination of the total number of employees, total remuneration, the industry risk factor and claims history.

Figure 5 shows the department’s premium rate over the past six financial years.

*Figure 5: Department of Justice and Regulation premium rate 2012–2018*



The department’s premium has increased in part as a result of increases in total remuneration, arising from the increased number prison officers and Youth Justice workers employed by the department in 2017–18. The transfer to the department of the Youth Justice claims history, as well as ongoing claims relating to the Metropolitan Remand Centre riot in 2015, have also contributed to a higher premium rate.

The department’s performance against OHS management measures

| **Measure** | **Key performance indicator** | **2015‑16** | **2016‑17** | **2017‑18** |
| --- | --- | --- | --- | --- |
| Incidents | No. of incidents | 1635 | 1670 | 2051 |
|  | Rate per 100 FTE | 20.6 | 22.8 | 23.5 |
|  | No. of incidents requiring first aid and/or further medical treatment | 520 | 797 | 874 |
| Claims | No. of standard claims (a) | 245 | 290 | 327 |
|  | Rate per 100 FTE | 3.0 | 3.9 | 3.8 |
|  | No. of lost time claims (a) | 124 | 134 | 153 |
|  | Rate per 100 FTE | 1.6 | 1.8 | 1.8 |
|  | No. of claims exceeding 13 weeks (a) | 51 | 59 | 65 |
|  | Rate per 100 FTE | 0.6 | 0.8 | 0.7 |
| Fatalities | Fatality claims | 0 | 0 | 0 |
| Claim costs | Average cost per standard claim (a) | $75,000 | $67,283 | $64, 501 |
| Return to work (RTW) | Percentage of claims with RTW plan <30 days (b) | Not available(c) | Not available(c) | Not available(b) |
| Management commitment | Evidence of OH&S policy statement, OH&S objectives, regular reporting to senior management of OH&S, and OH&S plans (signed by CEO or equivalent). | Not available(c) | Not available(c) | In progress |
|  | Evidence of OH&S criteria(s) in purchasing guidelines (including goods, services and personnel). | Not available(c) | Not available(c) | In progress |
| Consultation and participation | Evidence of agreed structure of designated workgroups (DWGs), health and safety representatives (HSRs), and issue resolution procedures (IRPs). | Not available(c) | Not available(c) | Completed |
|  | Compliance with agreed structure on DWGs, HSRs, and IRPs. | Not available(c) | Not available(c) | Completed |
| Risk management | Percentage of internal audits/inspections conducted as planned. | Not available(c) | Not available(c) | Not available(d) |
|  | No. of Improvement Notices issued across the department by WorkSafe inspectors. | 11 | 14 | 8 |
|  | Percentage of issues identified actioned arising from: |  |  |  |
|  | Internal audits | Not available(c) | Not available(c) | Not available(d) |
|  | HSR provisional improvement notices | 100% | 100% | 100% |
|  | WorkSafe notices. | 100% | 100% | 100% |
| Training (e) | Percentage of managers and staff that have received OH&S training: |  |  |  |
|  | Induction | Not available(c) | Not available(c) | 70% |
|  | management training | Not available(c) | Not available(c) | Not available(b) |
|  | contractors, temporary staff, and visitors. | Not available(c) | Not available(c) | Not available(b) |
|  | Percentage of HSRs trained: |  |  |  |
|  | acceptance of role | Not available(c) | Not available(c) | Not available(b) |
|  | re‑training (refresher) | Not available(c) | Not available(c) | Not available(b) |
|  | reporting of incidents and injuries. | Not available(c) | Not available(c) | Not available(b) |

Notes:

(a) Data sourced from Victorian WorkCover Authority, trading as WorkSafe.

(b) Systems are being put in place to capture this information.

(c) Data from prior years was not recorded for reporting purposes.

(d) The department undertakes a range of internal OHS audits, however as this is a new reporting metric, a system is being implemented to define the audits which will be monitored and reported on.

(e) The department provides a range of OHS training programs and is currently undertaking an OHS training needs analysis and upgrade of its training programs.

Disability, diversity and inclusion

Initiatives responding to disability

The primary policy driving departmental activity in relation to disability and the support of Victorians living with disability is the department’s Disability Action Plan (DAP). DAP is a strategic plan which helps an organisation to remove barriers that prevent people with a disability from using the organisation’s goods, services and facilities, and from gaining and keeping employment. Disability action planning also strives to promote inclusion and participation in the community, and achieve changes in attitudes and practices that may result in discrimination.

The Victorian Government’s framework for enabling people with a disability to participate and contribute to the social, economic and civic life of their community comes in the form of Absolutely everyone: state disability plan for 2017–2020. Over time the government will consider ways to align disability action plans to the state plan.

Compliance with the Disability Act 2006

Consistent with the requirements of the Disability Act 2006 a summary is provided below, of activities undertaken by the department to respond to the requirements of Victorians living with disability.

Increasing access to goods, services and facilities

The department delivered a range of community education activities through its various organisations. These activities included consumer rights, financial counselling and tenancy information provided through CAV, conflict management education through the DSCV and general infringements management information through IMES. Such communication and education activities have audiences across diverse communities in Victoria including people living with disability. They have a strong emphasis on ensuring that our services are accessible and our processes inclusive of all Victorians.

Reducing barriers to employment

The department administers a one-day best practice recruitment training course for recruiting managers. The course covers various aspects of the recruitment process including disability-related content. Across the year, 150 recruiting managers undertook this training.

Disability Employment Strategy

The department has initiated planning in relation to a disability-specific employment strategy aimed at increasing the number of Victorians living with disability employed within the department. The strategy aims to enhance departmental branding, vacancy advertising and recruitment processes. It also seeks to increase the awareness of recruiting managers and staff concerning issues encountered by people living with disability in the employment context, promote awareness of reasonable adjustment principles and embed an organisational culture that encourages workplace flexibility.

The strategy is consistent with, and works alongside the Victorian Government’s Disability Employment Action Plan contained in Absolutely everyone: state disability plan 2017-2020. Its underpinning principle is to ensure that the department is disability-confident in its employment of and interaction with Victorians living with disability.

Promoting inclusion and participation of people with a disability

*Disability stakeholder forum*

The department hosted a disability stakeholder forum providing an opportunity for staff and community members living with disability, representatives of the Victorian disability sector and interested parties to meet and discuss significant disability-related initiatives in the justice portfolio. The forum featured a presentation by EMV in relation to their diversity and inclusion framework, Respect and Inclusion for All. The session provided an important opportunity to present the framework and hear from affected parties about critical considerations to be taken into account in planning for the provision of an inclusive emergency service response.

*Intermediaries program*

In 2017–18, training was provided to 41 recruit intermediaries with qualifications in speech pathology, occupational therapy, social work and psychology.

Further information about the intermediaries program can be found in the section on the victims and community support services in the report of operations.

Disability scholarship program

The department received 23 applications for its disability scholarship program. The annual program supports students living with disability who are studying justice-related courses at Victorian universities and tertiary institutions. It includes one major award of $40,000 ($20,000 per year for two years) and two scholarships of $10,000 ($5,000 per year for two years). The disability scholarship program is complemented by a parallel development program for departmental staff with a disability. The development program provides an amount of up to $5,000 for a staff member to engage in a professional development activity.

Reducing discrimination against people with a disability

The department continued its delivery of disability and mental health awareness training for staff. The training (which incorporates the participation of trainers with lived experience of disability) included general awareness of forms of disability, issues presenting to people living with disability and being inclusive and respectful in interacting and communicating with people living with disability. The department delivered two mental health awareness training sessions reaching 40 participants and six disability awareness sessions reaching 77 participants.

Approximately 250 departmental and VPS staff attended an introductory presentation from corporate and government training provider, Get Skilled Access. The two hour session delivered by Paralympians Dylan Alcott and Nick Morris focused on raising awareness, demystifying disability, promoting accessibility and inclusion generally, but with an emphasis on the importance of inclusion and participation in employment.

Staff in the department also undertook respect in the workplace training. The training includes content on the behavioural expectations of departmental staff in their interactions with various diverse groups, including people living with disability.

Responding to Victoria’s culturally and linguistically diverse (CALD) and newly-arrived communities

The Multicultural Victoria Act 2014 requires that the department report on activities and initiatives undertaken to engage with CALD and newly arrived Victorians. In addition, the department reports activities as part of the whole of government report on multicultural affairs, which is tabled in Parliament annually.

*Reaching out to communities*

The department has an ongoing role in ensuring that justice services are delivered to the Victorian community in an inclusive and accessible way. Across the year, service provision—particularly through the Regional Services Network, takes into account and responds to the local community including CALD and newly arrived people.

In 2017–18, activities have included:

* state–wide delivery of consumer education and information through CAV, including programs in relation to rental rights, scam avoidance and other aspects of consumer protection
* funding by CAV to 13 agencies delivering community financial counselling and 11 agencies proving advocacy and specialist services

participation along with other government agencies, service providers and CALD representative community groups in planning for the appropriate delivery of services.

*Supporting cultural connections within prison*

The department, through Corrections Victoria, ensures that prisoners from CALD backgrounds have the opportunity to honour cultural and religious observances. In addition to significant observances in the Christian faith, various other festivals and days are observed including annual Ramadan and Eid celebrations, Full Moon and Chinese New Year, Waitangi Day, as well as various significant days in the Jewish faith and dates significant to other cultural and religious groups.

The department also provides a range of programs focused on maintaining connections between CALD prisoners, their communities and cultures. Programs include the Vietnamese Prisoner Support Program; the Bridging Worx Program providing pre and post-release support to Maori and Pacific Islander prisoners; Muslim Connect providing support to Muslim prisoners; and the African visitation and mentoring program matching African prisoners with trained, supported community volunteers for pre and post–release mentoring support.

*Diversity training and education for staff*

Consistent with themes contained in recommendation 28 of the Bail Review, approximately 50 volunteer Bail Justices were provided with training on cultural diversity and the criminal justice system. The training provided an overview of the cultural and linguistic diversity of the Victorian community, issues these for people from CALD and newly arrived backgrounds and protective and risk factors that may predispose people to coming into contact with the justice system. Training also covered the department’s expectations concerning interactions with people from CALD and newly arrived backgrounds.

Diversity training was delivered to approximately 80 trainee court registrars. This training also focused on the evolving Victorian population and community, an examination of languages, issues for people newly arrived backgrounds and expectations that exist for staff in the justice sector in the context of their interactions with people from Victoria’s CALD communities.

Koori inclusion and employment

Koori inclusion

The department is a leader in employing Aboriginal and Torres Strait Islander people and engaging with Aboriginal individuals and communities.

Following a comprehensive redevelopment process involving the Aboriginal Justice Caucus and Aboriginal staff within the department, the refreshed Koori Inclusion Action Plan, Yarrwul Loitjba Yapaneyepuk Walk the Talk Together, was launched in late 2017.

The new plan builds on Mingu Ghadaba - Beginning Together and will continue to ensure that Koori inclusion is an active consideration in the department. Yarrwul Loitjba Yapaneyepuk is built around three key principles focussing on partnerships, incorporating Koori business into everyday business and improving justice outcomes.

Building our Aboriginal workforce

The department has a strong commitment to the attraction and development of its Aboriginal workforce. Under a suite of initiatives managed by the department’s Koori employment team, the department continues to build upon attraction, retention and career development of Aboriginal staff, with the aim of reaching a 2.5 per cent Aboriginal workforce.

The department’s revised Koori Employment and Career Strategy 2017-2020 was launched in December 2017. The strategy reinforces the department’s commitment and increased focus on establishing clear and accessible employment pathways for new and existing Aboriginal staff, delivering stronger career development initiatives for Aboriginal staff and continuing to ensure the workplace is culturally respectful.

In conjunction with the strategy, the department also launched the Koori Cultural Respect Framework in December 2017. The framework ensures the department’s services are more responsive to the cultural needs of Aboriginal people, with staff having the knowledge and skills to deliver services in culturally appropriate ways. It also ensures work environments are culturally respectful and supportive of the Aboriginal community.

As at June 2018, the department employed 177 staff who identified as Aboriginal, which is 1.86 per cent of the department’s workforce. Sixty-two per cent of the department’s Aboriginal staff are employed in non-identified, mainstream roles.

Aboriginal and Torres Strait Islander Graduate Scheme

During 2017–18, one Aboriginal graduate was placed in the Aboriginal and Torres Strait Islander Graduate Scheme within the department. Graduates who successfully complete this scheme are offered ongoing VPS Grade 3 roles.

Koori Youth Employment Scheme

The department engaged three Koori Youth Employment Scheme trainees during 2017–18. These trainees are offered ongoing VPS Grade 2 roles following the successful completion of their traineeships.

Aboriginal and Torres Strait Islander Tertiary Pathway Scholarships

The Aboriginal and Torres Strait Islander Tertiary Pathway Scholarships support tertiary students in completing their studies. Aboriginal tertiary students residing in Victoria, and the department’s Aboriginal staff who wish to undertake full time studies are able to apply. During 2017–18 the department provided four students with scholarships.

Koori Mentoring Program

The department’s Aboriginal mentoring program is a formal mentoring model that is conducted over 12 months. The program provides a unique opportunity for Aboriginal employees (mentees) to partner with an experienced senior mentor to develop in their roles, both personally and professionally.

The tailored program focuses on Aboriginal employees’ aspirations and helps strengthen their career development and progression. Mentors provide one-on-one support to help identify their mentee’s personal and professional goals and skills growth.

The mentoring program has supported the career progression of participating Aboriginal employees both within the department and across the broader VPS. In 2017–18, the program supported 19 new mentoring partnerships.

Annual Koori Staff Network conference

The department proudly supports cultural inclusion of all Aboriginal employees regardless of cultural background and knowledge. All Aboriginal employees are encouraged to join the department’s Koori Staff Network.

A major network activity is the annual conference, a gathering of Aboriginal staff from across the department which includes career and cultural activities, men’s and women’s yarning circles, and professional development workshops held over two days.

The annual conference was held in April 2018 in Bendigo, and attracted close to 100 Aboriginal staff.

Equality and participation

Carers Recognition Act 2012

In 2017–18, the department continued to comply with its obligations under the Carers Recognition Act 2012. The department recognises the important role carers play in providing daily care, support and assistance to people in need of support due to disability, being older, an ongoing medical condition, or having a mental illness.

The department’s All Roles Flex Guideline and Related Policy (the policy) provides employees with greater opportunities to balance work and personal commitments. Employees who are carers can rely upon the policy to request a change to their work arrangements to align with their caring responsibilities. This includes accessing forms of accrued leave entitlements or considering a wider range of flexible working options and arrangements.

The department is open and willing to consider reasonable alterations aimed at supporting staff who require a carer to attend the workplaces. This takes into consideration the carer relationship principles and responsibilities set out in the Act.

The department also provides a range of people management policies that support the guiding principles and responsibilities in the Act. These policies include:

* Flexible Working Arrangements Guideline and Related Policy
* All Roles Flex Guidelines and Related Policy
* Hours of Work Guideline and Related Policy
* Personal/Carer’s Leave Guideline and Related Policy
* Purchased Leave Guidelines and Related Policy

Respect in the Workplace Policy and Guideline.

Family violence support

The department has continued to focus on assisting staff who are experiencing family violence. In the past year, family violence foundation training has continued to be delivered to staff, which has raised awareness within the workplace.

Family violence leave continues to be accessed and promoted through the intranet, cross-departmental communications from the department’s leaders and in other forums such as program meetings. In the 2017–18 period, 63 employees accessed a total of 358 days of family violence leave.

LGBTI inclusion

In 2017-18, the department continued to implement approaches to increase lesbian, gay, bisexual, trans and gender diverse, and intersex (LGBTI) inclusion. This reflects the department’s commitment to enable the Victorian LGBTI community’s access to government programs and services.

A significant event for the department in 2017-18 was the marriage equality postal survey and the consequential amendments to the Marriage Act 1961 (Commonwealth) which came into effect on 9 December 2017. The Victorian Registry of Births, Deaths and Marriages (BDM), an agency of the department, implemented the required changes to reflect the legislative amendments to the Marriage Act to allow for marriages of same sex couples.

BDM systems were updated shortly after midnight on 9 December 2017 when the legislation took effect, and additional staff worked on that weekend to take enquiries in person and on the phone and received Victoria’s first notices of intended marriage from same sex couples on that day.

In collaboration with other Victorian public sector bodies, the department introduced a new approach to the way it collects and reports gender information, ensuring diverse gender identities are acknowledged. This means that when it is necessary to collect gender information, individuals can self-determine and specify their identity, rather than choose from limited options which may be incompatible with their identity.

The department consulted with a number of organisations with expertise in LGBTI inclusion, including Transgender Victoria, Minus18 and Pride In Diversity to support its work in building a better workplace and more inclusive practices. In particular, the department collaborated with Transgender Victoria and Pride In Diversity to deliver LGBTI awareness training across the department’s workforce; improved workplace policies and guidelines; and embedding practices that better support staff from the LGBTI community.

7. Environmental performance and targets

An Environmental Management System (EMS) is in place to reduce the department’s impact on the environment and to meet government requirements, including the Commissioner for Environmental Sustainability Act 2003. The key objectives of the EMS are to:

* manage environmental impacts and associated risks
* take actions to avoid, reduce or mitigate adverse environmental impacts associated with operations

improve efficiency, and where possible, achieve financial savings by reducing the use of resources.

The EMS framework includes:

* an Environment Management and Sustainability policy that includes operational activities
* an Environmental Management Plan (EMP), consisting of projects and targets focused on meeting the key objectives of the EMS. The implementation of the EMP is supported by Regional Environmental Action Plans (REAPs)

a communications plan, comprised of activities such as staff training; posters; intranet articles; events; environmental compliance site visits and staff awards.

Key achievements of 2017–18:

* The independent audit of the department’s EMS found that the department has a mature EMS supported by senior portfolio holders. It was found that staff from across the department were enthusiastic and supportive of the environment team. There were no critical recommendations.
* Inclusion of the department’s Environmentally Sustainable Design scorecard for prisons in nine construction projects.
* Reuse and recycling of prison waste, including food waste, cooking oil, cardboard, steel and wood.
* Outputs of the Landmate program, resulting in approximately 720 prisoner crew days from five prison sites focusing on environmental projects. This included 20 disaster recovery days, and an estimated 15,720 trees planted and 20.5 kilometers of fencing erected.
* Delivery of environment projects, including:
* utilising food waste from Dame Phyllis Frost Centre to generate fertiliser
* construction of five hot houses and planting of native trees at Langi Kal Kal Prison
* commencement of the orchard project at Wulggungo Ngalu Learning Place, which aims to improve knowledge and awareness of nutrition and horticultural practice.

Eight years of leadership and direction from the executive Environment Committee, on behalf of the Secretary. The Committee oversees compliance with legislative and reporting requirements and monitors the department’s environmental performance.

Environmental performance

This section is in accordance with the G4 Global Reporting Initiative (GRI) environmental indicators (EN):

* EN5 Energy intensity
* EN16 Energy indirect greenhouse gas (GHG) emissions (scope 2)
* EN18 GHG emissions intensity

EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.

Note: the new GRI standards will phase out the current G4 reporting standards by 1 July 2018.

Changes to scope of reporting

All consumption data is from 1 April 2017 to 31 March 2018. The department’s EMP is updated biennially, with environment targets that span two years, from 2017 to 2019.

Environmental performance was previously reported in two categories: ‘Correctional Centre’ and ‘Office’. Since April 2017, the department is responsible for the statutory supervision of young people in the criminal justice system. Therefore, environmental data has been revised to include custodial facilities and Youth Justice staff. The reporting categories have been revised to: ‘Correctional centres and custodial facilities’ and ‘Office’. The custodial facilities are the Malmsbury Youth Justice Precinct and Parkville Youth Justice Precinct.

*Summary trend report*

|  | **2015-16** | **2016–17** | **2017–18** | **2017–18 trend  compared to 2016–17  (per cent)** |
| --- | --- | --- | --- | --- |
| Energy (MJ/m2) | 1,015  (352)\* | 1,014  (337)\* | 1,016  (367)\* | 0%  (9%)\* |
| Waste (kg/FTE) | 69 | 60 | 55 | -8% |
| Paper (reams/FTE) | 14 | 13 | 12 | -8% |
| Water (kL/m2) | 1.8  (0.6)\* | 2.0  (0.5)\* | 2.0  (0.5)\* | 0%  (0%)\* |
| Transportation fleet (tonnes CO2e/1,000km) | 0.18 | 0.22 | 0.24 | 9% |

Notes:

MJ – Megajoule; kg – kilogram; ream – 500 sheets of paper; kL – kilolitre; tonne – 1,000 kilograms; CO2e – carbon dioxide equivalent; m2 – square metre; FTE – Full Time Equivalent (staff).

Data for sites where a complete year of bills is not available has been extrapolated as per FRD 24C guidelines.

The emission factor for carbon dioxide equivalent is sourced from National Greenhouse Accounts Factor, July 2017.

Office energy used per square meter has increased in part due to an increase in FTE associated with the expansion of Community Correction Services and addition of Youth Justice.

The commercial fleet has seen an increase in diesel usage for operational purposes over the period.

\* This figure represents office-based data only to allow for direct comparison with other government departments, as required by the Commissioner for Environmental Sustainability. It excludes correctional centres and custodial facilities.

Energy

Correctional centres and custodial facilities account for 90 per cent of the department’s energy footprint. Electricity is the primary source of energy for lighting, heating, industry operations and construction works. Natural gas and liquefied petroleum gas (LPG) are used largely for heating and cooling. Since August 2017, Dame Phyllis Frost Centre has transferred to natural gas from bottled gas. Within offices, energy is used for lighting, heating and cooling.

A number of energy reduction projects were implemented during 2017–18, including:

* replacement of halogen and incandescent lighting with light emitting diode (LED) lights, pump replacements and repairs of solar hot water systems
* participation in Earth Hour, by switching off non-essential lights in the office over a weekend and to promote office energy efficiency
* the awarding of a tender for the design and installation of over 1200kW of photovoltaic solar across a number of correctional centres. Detailed design is currently underway with the installation set to commence in the second half of the year.

The largest tenancy, 121 Exhibition Street, Melbourne, has a National Australian Built Environment Rating System energy rating of 4.5 out of five stars.

2017–18 energy target

Reduce energy demand from the grid by installing at least 1200 kilowatts of renewable energy across a number of departmental locations

*Energy use 2017–18*

| **Total energy usage segmented by primary source — megajoules (MJ)** | | | |
| --- | --- | --- | --- |
|  | **Correctional centres and custodial facilities** | **Office** | **Total** |
| Electricity | 150,952,990 | 33,580,757 | 184,533,747 |
| Electricity (green power) | - | - | - |
| Natural gas | 167,219,269 | 4,888,375 | 172,107,644 |
| LPG | 29,124,185 | 148,842 | 29,273,027 |
| **Total** | **347,296,444** | **38,617,974** | **385,914,418** |
| **Total greenhouse gas emissions segmented by primary source (tonnes of CO2e)** | | | |
| Electricity | 52,834 | 11,753 | 64,587 |
| Electricity (green power) | - | - | - |
| Natural gas | 8,617 | 251 | 8,868 |
| LPG | 1,765 | 9 | 1,774 |

Notes

MJ – Megajoule; CO2e – carbon dioxide equivalent; FTE – Full Time Equivalent (staff); m2 – square metre.

Office-based energy data represents 53 per cent of the department’s total FTE and 16 per cent of the department’s total facility footprint.

*Energy intensity 2017–18*

| **Total energy usage segmented by primary source — megajoules (MJ)** | | | |
| --- | --- | --- | --- |
|  | **Correctional centres and custodial facilities** | **Office** | **Average** |
| Energy used per person (MJ/FTE) | - | 7,933\* | - |
| Energy used per unit of space (MJ/m2) | 1,266 | 367 | 1,016\*\* |

Notes:

MJ – Megajoule; FTE – Full Time Equivalent (staff); m2 – square metre.

\*Energy used per FTE (MJ/FTE) is applicable only to office-based buildings; usage for operational facilities cannot be apportioned against FTE use only.

\*\*This reflects the average MJ consumed per m2 across the department (correctional centres, custodial facilities and offices).

Water

Water usage at correctional centres and custodial facilities accounts for 94 per cent of the department’s total water consumption. Primary areas for water consumption are prison industries, kitchen operations and bathrooms.

For offices, water is largely used for cooling towers, bathroom/kitchen amenity and consumption. The largest tenancy, 121 Exhibition Street, Melbourne, has a National Australian Built Environment Rating System water rating of three out of five stars.

Departmental water reduction projects include:

* increasing the department’s water harvesting tank capacity to over 7,000kL

site preparation works for the installation of a pipe and riser irrigation system at Dhurringile Prison, replacing the outdated and inefficient open channel irrigation, which is expected to save 396,000kL of water annually.

The department is developing landscape guides for each correctional centres to establish and maintain green spaces to use less water. These guides have been assessed against security and plant toxicology standards. It is anticipated that the landscape guides will be finalised by the end of the year.

2017–19 water target

Improve water management practices across the department through landscaping and harvested water irrigation measures.

*Total department potable water usage 2017–18*

|  | **Correctional centres and custodial facilities** | **Office** | **Total** |
| --- | --- | --- | --- |
| Kilolitres | 711,096 | 49,054 | 760,150 |

Notes:

Potable water – water that is safe or suitable for drinking. Consumption relates to metered and billed supplies only.

Office water data covers 53 per cent of the department’s total FTE and 6 per cent of the department’s total facility footprint.

*Potable water usage intensity 2017–18*

|  | **Correctional centres and custodial facilities** | **Office** | **Average** |
| --- | --- | --- | --- |
| Water used per person (kL/FTE) | - | 10.1 | - |
| Water used per unit of space (kL/m2) | 2.6 | 0.5 | 2.0 |

Notes

kL – kilolitre; FTE – Full Time Equivalent (staff); m2 – square metre.

\*Water used per FTE (kL/FTE) is applicable only to office-based buildings. Usage for operational facilities cannot be apportioned against FTE.

\*\*This value reflects the average kL consumed per m2 across the department (correctional centres, custodial facilities and offices).

Paper and procurement

The department procures a range of goods and services, including:

* contractor and consultancy services
* printing, stationery and other office equipment

technology and health services.

Examples of paper and procurement projects include:

* the cleaning products contract that assists the department reduce wastage and ensure environmentally friendly products (with included benefits of Good Environmental Choice Australia are used
* more than 60 per cent of all offset and digital print jobs meeting a minimum two-star (out of five) green accreditation
* application of the department’s Environmental Sustainable Design scorecard nine prison construction projects

procurement of five hot houses at Langi Kal Kal Prison, funded by the department’s Asset and Infrastructure Funding Tool, resulting in vegetable cost savings of $10,000.

Examples of environmental considerations being incorporated in the procurement process include:

* specifying minimum energy and water star rating requirements on white goods
* requesting evidence of environmental management systems
* requesting products are reused or disposed of in a responsible way through a waste management plan
* the inclusion of forest stewardship certified products

seeking to achieve five star Green Star interior fitouts for office leases over 2000 square meters.

The department has reduced paper consumption by eight per cent to 12 reams/FTE since 2016–17. This has put the department on target to meet the 15 per cent reduction over a two year period.

2017–19 paper and procurement target

Reduce annual paper consumption by 15 per cent, from 13 reams/FTE in 2016–17 to 11 reams/FTE.

*Total department paper usage 2017–18*

| **Description** | **Correctional centres and custodial facilities** | **Office** | **Total** |
| --- | --- | --- | --- |
| Reams | 34,933 | 73,514 | 108,447 |

Notes

Paper usage data provided by the WoVG supplier, COS. Paper purchased outside the WoVG supplier is not included.

*Paper intensity 2017–18*

| **Description** | **Correctional centres and custodial facilities** | **Office** | **Average** |
| --- | --- | --- | --- |
| Paper used per FTE (reams/FTE) | - | 15 | 12\* |
| Recycled content (per cent) |  |  |  |
| >75 per cent | 92 | 95 | 94 |
| 50-75 per cent | - | - | - |
| <50 per cent | 8 | 5 | 6 |

Notes:

FTE – Full Time Equivalent (staff).

Paper usage in the ‘less than 50 per cent recycled content’ category includes A4 coloured paper. The range of coloured paper and paper for photo-printing purposes available to the department does not have recycled content.

\*The value reflects the average reams of paper consumed per FTE across the department (correctional centres, custodial facilities and offices).

Sustainable transport and fleet

Departmental staff use State government and departmental vehicle pools for travel. The department delivers fleet services in seven regional locations. A range of justice operations require travel between offices, prisons and community worksites.

Examples of environmental initiatives and fleet emission reduction activities include:

* continued implementation of the Supplementary Motor Vehicle Policy which mandates low-emission default operational motor vehicles unless there are exceptional operational requirements resulting, in 45 per cent of the fleet being hybrid vehicles
* increasing the number of video-conferencing facilities for meetings.

In 2017–18, the department’s total GHG emissions from fleet increased by nine per cent. The increase is due to additional passenger diesel vehicles and diesel fuel consumption, and a corresponding decrease in LPG consumption. Commercial vehicles, i.e. buses and vans’ diesel fuel consumption, has also increased on a per kilometer basis.

2017–19 sustainable transport and fleet target

Reduce fleet and travel greenhouse gas emissions through offsets or improved efficiency.

Fleet

*Total department transportation (vehicle fleet performance by fuel type) 2017–18*

| **Description** | **Passenger fleet** | **Other** | **Total** |
| --- | --- | --- | --- |
| Fuel consumption (megajoules) | | | |
| Petrol | 21,101,124 | 3,432,015 | 24,533,139 |
| Diesel | 585,573 | 13,387,666 | 13,973,239 |
| LPG | 281,353 | 233,956 | 515,309 |
| E-10 | 11,222 | 11,730 | 22,952 |
| **Total** | **21,979,272** | **17,065,367** | **39,044,639** |
| Distance travelled (kilometres) | | | |
| Petrol | 8,172,029 | 757,940 | 8,929,969 |
| Diesel | 337,353 | 1,870,407 | 2,207,760 |
| LPG | 204,931 | 48,402 | 253,333 |
| E-10 | 49,500 | 37,874 | 87,374 |
| **Total** | **8,763,813** | **2,714,623** | **11,478,436** |
| Greenhouse gas emissions (tonnes CO2e) | | | |
| Petrol | 1,471 | 239 | 1,710 |
| Diesel | 41 | 944 | 985 |
| LPG | 17 | 14 | 31 |
| E-10 | 1 | 1 | 2 |
| **Total** | **1,530** | **1,198** | **2,728** |

Notes

CO2e – carbon dioxide equivalent.

*Transport intensity (vehicle fleet performance by fuel type) 2017–18*

| **Description** | **Passenger fleet** | **Other** | **Average** |
| --- | --- | --- | --- |
| Greenhouse gas emissions efficiency (tonnes CO2e/1,000km) | | | |
| Petrol | 0.18 | 0.32 | 0.19 |
| Diesel | 0.12 | 0.50 | 0.45 |
| LPG | 0.08 | 0.30 | 0.13 |
| E-10 | 0.01 | 0.02 | 0.02 |
| **Total** | **0.17** | **0.44** | **0.24** |

Notes

CO2e – carbon dioxide equivalent.

The ‘Total’ column is the total value for ‘Passenger fleet’ and ‘Other’. ‘Other’ includes optional reporting of commercial vehicles and the departmental executive fleet.

Fleet data is sourced from vehicle logbooks and fuel purchase records (both fuel cards and petty cash records) of the departmental fleet and State Government Vehicle Pool. Departmental fleet data includes custodial facilities and a number of statutory entities, including the Victorian Institute of Forensic Medicine, Victorian Law Reform Commission, and Victorian Equal Opportunity and Human Rights Commission.

Transport

A large proportion of the department’s air travel involves staff attending, or presenting at conferences, and operational requirements.

*International and domestic air travel 2017–18*

| **Description** | **Total** |
| --- | --- |
| Distance travelled (kilometres) | 3,008,847 |
| Greenhouse gas emissions (tonnes CO2e) | 990 |

Notes:

CO2e – carbon dioxide equivalent.

Departmental air travel data includes a number of statutory entities and excludes the Office of Public Prosecutions.

In line with the 2017-19 EMP targets, the department has elected to procure 3,720 tonnes of carbon offsets to cover both fleet and air travel emissions for the year. The offset is gold standard Verified Emissions Reduction (VER) – Australian native reforestation of the Yarra Yarra biodiversity corridor in Western Australia.

Sustainable transport 2017–18

The following table reports the percentage of staff whose commuter choices (to and from work only) include train, tram, bus, bicycle and walking.

| **Option** | **Total (%)** |
| --- | --- |
| CBD | 86 |
| Regions | 5 |
| Metro | 18 |

Notes:

Sustainable transport information is taken from the department’s environment survey completed in 2018.

Data excludes staff who were on leave during the survey period.

Updates have been made to the 2016–17 data and the way in which regions are calculated. This is reflected in the current dataset.

Waste

Typically, there are three waste streams in offices, landfill, organic and recycling. Some correctional centres operate industries that generate other types of waste, such as wood, concrete, steel, paint, and waste from farming and livestock production activities.

Examples of waste reduction activities are:

* diverting food waste to a composting system, with the resulting compost used on correctional centre horticultural plots
* recycling paper, toner cartridges, office furniture, cardboard, paper, batteries, phones and chargers
* development of land management plans consisting of pest management and biodiversity improvement
* recycling industries at Beechworth Correctional Centre, Langi Kal Kal Prison, Dhurringile Prison and Hopkins Correctional Centre
* the innovative upcycling program delivered by the West Metro Community Work team that involves male and female offenders making furniture from wooden pallets. Since the project began, approximately 700 pallets or 140 tonnes of waste has been diverted from landfill and 135 pieces of furniture have been donated to community groups.

The department’s new state-wide waste disposal contract services all publicly operated prisons. The contractor is required to report on waste volumes for different waste streams. The data is intend to be used to identify opportunities to reduce waste and increase recycling.

2017–19 waste target

Continue to improve the department’s knowledge of waste volumes (or weights) in order to better identify opportunities to reduce waste and increase recycling.

*Office-based waste 2017–18*

| **Description** | **Total** | **Per FTE** |
| --- | --- | --- |
| Landfill (kg) | 53,939 | 21 |
| Recycling (kg) | 80,319 | 31 |
| Compost (kg) | 9,770 | 4 |
| Total (kg) | 144,028 | 55 |
| Recycling rate (%) | 63 |  |
| Greenhouse emissions from waste to landfill  (tonnes of CO2e) | 91 |  |

Notes:

Kg – kilogram.

A five-day waste audit was undertaken at 121 Exhibition Street and 80 Collins St, Melbourne. The waste audit has been extrapolated in accordance with FRD24C guidelines to reflect a whole year’s waste stream.

Data does not include e-waste (computers, telephones and multi-functional devices).

The greenhouse emissions from waste to landfill has been updated to reflect individual material categories from the most recent waste audit.

Environmental compliance, communication and training

The department is required to comply with a number of state and federal legislative requirements with regard to its environmental impacts, including the Environment Protection Act 1970 and the Water Act 1989. These Acts provide a legal framework to ensure that the department’s operations and services have the least possible impact on the environment. The department works closely with key stakeholders such as local councils, other government departments and regulators, for example, the Environment Protection Authority (EPA). This year, the department has not received any fines or non-monetary sanctions related to environmental non-compliance.

The environmental licences and agreements held by the department include:

* two EPA licences related to wastewater treatment and discharge
* various bore, surface and groundwater licences

various trade waste permits and septic tanks licences.

In 2017–18, the department undertook a number of actions to improve compliance with environmental legislation, including:

* the development of a new wastewater treatment system at Langi Kal Kal Prison
* commencement of the decommissioning of the Barwon Prison wastewater treatment plant following the connection to the Geelong sewer
* the development of site-specific local controls to assist implementation of the Deputy Commissioner’s Instruction on Mandatory Environmental Compliance

site assessments at all publicly operated prisons.

Education and communication initiatives include:

* successful delivery of the department’s second ‘environment week’, with staff participating in activities across regional and CBD locations
* 1,803 staff completing the ‘Justice for the Environment’ e-learn program distributed through the department’s Nexus intranet training platform
* deliver of environmental training across high risk sites

the annual Environment Survey, which achieved a 22 per cent (2,000 staff) participation rate. Analysis showed that almost 64 per cent of staff who responded use a Keep Cup or other reusable cup; 74 per cent felt that the department is committed to improving its environmental performance; and 52 per cent were aware of the department’s environment programs and projects, representing a 21 per cent increase from last year, which puts the department on track to meet its targeted increase over the two year period.

2017–19 environmental compliance, communication and training target

Increase the number of staff who are aware of the department’s environment program (as per the 2017 Environment Survey) by ten per cent.

Partnerships and land management

CCS area works in partnership with other government departments, industries, educational providers and not-for-profit organisations to develop and manage community work programs. Some court orders have a requirement that offenders undertake unpaid community work in the community. CCS facilitates a range of un-paid community work projects in order for offenders to successfully meet the requirements of their orders and repay the community. CCS also encourages the engagement of offenders in sociably valuable work which is aimed at developing and promoting a positive work ethic and other work related skills. Suitable offenders can engage in work for the community that provides environmental benefits. Examples of environment related activities in 2017–18 include:

* using approximately 58,000 litres of locally harvested rain water on community work projects
* undertaking fuel reduction works in fire-prone areas and related maintenance work on over 1,900,000 square metres of land
* the collection of 75,000 kilograms of rubbish
* land management activities, such as mulching and mowing, on over 1,700,000 square metres of land
* reducing waste to landfill by removing logos from uniforms of private organisations that would have otherwise have been sent to landfill. This activity provides at least 8,000 items of clothing to those in need in Australia and abroad
* restoring and donating over 400 abandoned bicycles to community groups
* donating items made from recycled materials such as knitted products, benches, tables, chairs, nesting and planter boxes and 1,500 Boomerang bags
* conservation of local indigenous vegetation, including planting approximately 6,000 native trees and shrubs and removal of approximately 60,000 square metres of noxious weeds

using recycled water and biodegradable cleaning products and paint in the graffiti removal program. Since 2005, the program has conservatively removed an equivalent of 164 Melbourne Cricket Ground playing fields of graffiti.

Through 2017–18 the department has continued to strengthen the consistency of the prisoner Landmate Environmental Program across the state.

The program, consists of supervised prisoner crews working on environmental projects and provides reparation to the community by the prisoners involved. Prisoners also gain education and training in natural resource management related skills, with the aims of improving their successful reintegration to the community and reducing recidivism.

The program’s Memorandum of Understanding (MOU) between the Department of Environment, Land, Water and Planning (DELWP) and the department sets out how the program works.

Now in its third year, the program has seen better understanding from the key users of the program, such as Landcare groups and Catchment Management Authorities, and an increase of work enquiry from local shire councils.

18,720 prisoner crew days were delivered from five prison sites on environmental projects in the year to March 2018. This included 20 disaster recovery days, planting of around 15,720 trees, and erecting 20.5 kilometres of environmental fencing. This translates to approximately 4636 individual prisoner days, providing much benefit to the community.

8. Assurance

Monitoring of youth justice and corrections

In August 2007, the Office of Correctional Services Review (OCSR) was established as an oversight body to advise the Secretary of the department on the performance of Victoria’s adult correctional system. Over the last ten years, its focus has changed and more recently, the OCSR has adopted an assurance model to increase its focus on proactive, strategic and risk-based activities.

In April 2017, the OCSR’s assurance role was expanded to include the youth justice portfolio following the transfer of youth justice custodial services, community based youth justice and youth justice policy from the DHHS to the department. To reflect this expanded role, the title of the office was changed from the OCSR to the Justice Assurance and Review Office (JARO).

JARO has responsibility to assist the Secretary to fulfil his statutory obligations to monitor the performance of all adult correctional and youth justice services under the Children, Youth and Families Act 2005 and section 7 of the Corrections Act 1986.

JARO operates as an internal review and assurance function to advise the Secretary on the performance of the youth justice and adult correctional systems. JARO exists separately and independently from the department’s Youth Justice and Corrections Victoria divisions and acts as an additional line of assurance against emerging and enduring risk within both systems.

JARO provides the Secretary with current, objective information on areas of risk, the adequacy of existing controls and opportunities for improvement through activities including:

* proactive reviews into areas of risk in youth justice and adult correctional systems
* reviews into serious incidents and allegations within youth justice and adult correctional systems
* monitoring the performance of the systems including youth justice precincts, youth justice community services, prisons, CCS and other adult correctional services

coordinating the Minister for Corrections’ volunteer Independent Prison Visitor Scheme.

Where JARO identifies opportunities for improvement, it makes recommendations for change in consultation with Corrections Victoria or the Youth Justice divisions. JARO also considers recommendations within wider system reforms, ensuring consistency and avoiding duplication.

Independent prison visitors

The Independent Prison Visitor Scheme, established in 1986, is coordinated by JARO. Independent prison visitors are volunteers appointed by the Minister for Corrections for a five-year term.

As at 30 June 2018, there were 32 independent prison visitors. These volunteers attend prisons, speak to prisoners and staff, and provide the Minister for Corrections with independent and objective advice from a community perspective on the operation of Victoria’s prisons.

During the period 1 July 2017 to 30 June 2018, visitors provided JARO with 249 reports. These reports made both positive observations and identified matters requiring action and/or follow up by either JARO, the relevant prison and/or Corrections Victoria.

Proactive reviews

*Reviews completed in 2017–18*

JARO conducts proactive reviews to provide the Secretary with objective advice regarding current and emerging issues in the youth justice and adult correctional systems. Thematic reviews assure the Secretary about the performance of the system and foster continuous improvement for a high-performing system.

JARO completed two thematic reviews in 2017–18.

*Review of the operational impacts and management of the ‘smoke-free’ prison policy*

The Corrections Amendment (Smoke-free Prisons) Act 2014 commenced on 1 July 2015. At the request of the Secretary, and as part of its proactive assurance program, JARO conducted a review which focused on how Corrections Victoria managed the impacts of implementation and whether there were any new or unforeseen risks to the corrections system arising from the smoke-free prison policy (SFPP).

To provide guidance to the review, JARO established a reference group comprising senior and experienced subject matter experts from Corrections Victoria.

The review found that the SFPP’s impact was far reaching. The SFPP impacted (or has been perceived to have impacted) various areas of prison operations from dynamic security to staff workload. The most significant and widely reported impact of the SFPP’s implementation was the misuse of nicotine replacement therapy (NRT) (both patches and lozenges) to manufacture ‘teabacco’ (prisoner made cigarettes). The creation of teabacco led to a range of perceived associated risks such as an increase in assaults and standover activities (related to obtaining patches and lozenges) and increased incidents of property misuse (in order to ignite teabacco).

Acknowledging that NRT misuse is not unique to Victorian prisons, JARO sought advice from other jurisdictions about how they manage NRT misuse. In addition to NRT management, JARO identified a number of other opportunities for Corrections Victoria to consider, to assist in the ongoing management of the SFPP relating to prisoner programs, communications to staff on smoking-related matters and smoking incident classification. The review made four recommendations and presented a further four matters for consideration.

*Review of the application and management of reasonable force in a corrections custodial environment – Part 2*

As part of its proactive assurance program, JARO also conducted part 2 of its thematic review, initiated in 2016, which considered the management and application of ‘reasonable force’ in custodial environments.

Part 1 considered the risks and controls associated with the reasonable use of force, examining trends relating to the use of force, identifying risks and examining the controls in place to provide assurance to the Secretary that these are appropriately managed. The review made five recommendations and presented a further six matters for consideration which were accepted, or accepted in principle, by Corrections Victoria.

Part 2 of this review explored staff perceptions of the controls, particularly options and alternatives to the use of force. JARO drew on prison officers’ experiences, and explored perceptions of their ability to de-escalate situations and use force only where required. The review also considered training received by officers and the support officers received from management.

JARO found that staff routinely employ alternatives to the use of force, primarily through the use of tactical communication. In all interviews, staff agreed that effective communication and relationship building were at the core of a prison officer’s role. These skills provided staff with the capability to effectively communicate with prisoners in situations that become heightened and volatile. They also enabled them to de-escalate situations.

Staff at each location raised concerns about how to effectively communicate with prisoners with complex issues, such as psychiatric and mental health issues, drug addiction and acquired brain injuries. This concern was shared by managers who believed that staff could be provided with more information and tools in how best to approach prisoners affected by these issues.

Part 2 of the review made three recommendations, all of which have been accepted and are currently being implemented by Corrections Victoria.

Incident reviews

JARO reviews serious incidents within youth justice precincts, youth justice community services, prisons, CCS and other adult correctional services to identify systemic risks, consider the adequacy of existing controls and the appropriateness of the response to the incident. Through this function, JARO provides the Secretary with objective advice on the operation of the youth justice and corrections systems, and identifies opportunities to reduce the risk of similar incidents occurring in the future. Incidents are selected for review based on level of risk. The level of risk is determined using JARO’s risk assessment framework or through referral by the Secretary, the divisional heads or the relevant Minister.

*Corrections Victoria*

In 2017–18, (as at 30 June 2018), JARO completed six reviews into significant incidents that occurred within adult correctional centres.

*Youth Justice*

In 2017–18, (as at 30 June 2018), JARO completed eight reviews into significant incidents that occurred within youth justice precincts.

Death reviews

JARO conducts reviews in response to natural and unnatural deaths within a custodial or correctional facility. The death of offenders or young persons, who were subject to youth justice or Community Corrections Order (CCO), may also be reviewed in certain circumstances. As a central contact point for the department, JARO plays a critical role in the provision of advice to the Coroners Court of Victoria.

*Adult deaths in custody*

JARO prepares a report for the Secretary and the Coroner each time an adult dies in custody. Following the completion of its report, JARO monitors the coronial investigation and any recommendations.

Between 1 July 2017 and 30 June 2018, there were 17 deaths in adult correctional centres across Victoria compared with 20 the previous year. The majority of deaths within this period have been, or appear to be, the result of natural causes. During this period, JARO completed and provided the Coroner with fourteen reviews into the death of adult prisoners.

*Offender deaths*

JARO also prepares a report for the Coroner when a parolee or a person subject to a CCO combined with a period of imprisonment, dies within three months of their release from prison. A report may also be completed, at the request of the Coroner, for any person who has been in custody or under supervision of CCS. During the period 1 July 2017 to 30 June 2018, JARO prepared 26 reports for the Coroner into parolee and offender deaths.

*Young persons’ deaths in youth justice custodial precincts*

There were no deaths of young people in youth justice custody in Victoria between 1 July 2017 and 30 June 2018.

Impact of reviews

Through its reviews, JARO aims to mitigate emerging and enduring risks and drive continuous improvement within the adult correctional and youth justice systems.

*Corrections Victoria*

A number of key changes and improvements have been made to the adult correctional system in 2017-18 as a result of recommendations made by JARO. Recommendations relate to:

* safety and security
* prisoner management
* incident reporting

case management.

Corrections Victoria have implemented, or are currently implementing, the recommendations.

*Youth justice*

JARO’s reviews of the youth justice system have resulted in a number of recommendations for consideration. These recommendations are consistent with the Youth Justice Review and Strategy – independent review into youth justice, July 2017 (Armytage and Ogloff Review), and relate to the following key areas:

* assessment and classification
* behaviour and case management of young people
* incident and emergency management response
* application of reasonable force
* workforce strategies

infrastructure and procedures.

The Youth Justice division is currently in the process of developing strategies to implement these recommendations within the system.

Inspector-General for Emergency Management

The Inspector-General for Emergency Management (IGEM) is an assurance entity created through the 2014 reforms of Victoria’s emergency management arrangements.

Established through the Emergency Management Act 2013, IGEM works with its emergency management partners and the community to strengthen emergency management arrangements and community safety in Victoria.

Its purpose flows from two core legislative objectives – to provide assurance to the government and the community in respect of emergency management arrangements in Victoria, and to foster their continuous improvement.

Through a range of assurance activities–including monitoring, evaluation, review and investigation–IGEM progressively monitors and assesses the capacity, capability and performance of the emergency management sector (the sector).

IGEM identifies opportunities for continuous improvement and provides the government and community with the confidence that Victoria’s emergency management arrangements are effective and agencies are implementing the State’s agreed reform agenda.

Assurance Frameworks and Monitoring

*Refreshing the Monitoring and Assurance Framework*

First released in 2015, the Monitoring and Assurance Framework for Emergency Management (the Framework) is the overarching assurance framework for Victoria’s emergency management sector. IGEM is currently undertaking a refresh of the Framework to ensure it is contemporary and continues to be fit for purpose following its first three years of operation.

*Annual Assurance Summary*

Through the Annual Assurance Summary (the Summary), IGEM collates and provides a high-level summary of assurance activities conducted by different organisations and independent bodies across the sector under the Framework each year. The Summary does not make any recommendations or create any additional layers of reporting for sector organisations.

The 2016–17 Annual Assurance Summary – The Year in Review was published in January 2018 and IGEM has commenced the development of the 2017–18 Summary.

*Critical infrastructure resilience assurance*

IGEM’s Critical Infrastructure Resilience Implementation Progress Report 2017 was published on 19 April 2018, outlining the progress of the Victorian Government and industry partners in implementing Victoria’s critical infrastructure resilience arrangements.

In its second annual progress report, overall IGEM found that through 2016–17, government organisations are working collaboratively with industry partners to build the resilience of Victoria’s critical infrastructure. For the purposes of continuous improvement, IGEM also identified a number of good practices and improvement opportunities for government and industry to consider.

*Parliamentary Inquiry into the CFA Training College at Fiskville – Monitoring*

At government’s request, IGEM is monitoring the implementation of government commitments in response to the Environment, Natural Resources and Regional Development Committee’s final report – Inquiry into the CFA Training College at Fiskville.

To support this function, IGEM has developed an assurance framework, which includes a monitoring regime that considers the safety of the operations of Victoria’s emergency management training centres in consultation with WorkSafe Victoria.

IGEM commenced the development of a progress report on the implementation of government commitments during 2017–18.

*Victorian Emergency Management Strategic Action Plan - implementation monitoring*

The Victorian Emergency Management Strategic Action Plan (SAP) guides emergency management sector reform, and supports Victoria in achieving its emergency management vision of safer and more resilient communities.

IGEM monitors and reports to the Minister for Emergency Services on the SAP’s implementation progress. IGEM‘s second annual progress report on SAP implementation was published in December 2017.

*Thunderstorm asthma–implementation monitoring*

IGEM has completed its first progress report on the implementation progress of the recommendations from the Review of response to the thunderstorm asthma event of 21–22 November 2016 – Final Report. The progress report was delivered to the minister and the Minister for Health, and Minister for Ambulance Services on 23 April 2018.

*Victorian Bushfires Royal Commission–implementation monitoring*

IGEM’s responsibility for annual Victorian Bushfires Royal Commission implementation reporting concluded with its 2016 Progress Report. However it continues to monitor implementation of two remaining ongoing and interrelated actions, and report their progress directly to the minister.

In December 2017, IGEM advised the minister that Action 49(h), Amend Building Regulations 2006 to adopt performance requirements, has been completed. IGEM will continue to monitor the progress of the final action, Action 49(i), Develop guidelines for retrofitting Class 9 buildings, until it is completed.

*Hazelwood Mine Fire Inquiry–implementation monitoring*

IGEM provides independent monitoring of the recommendations and affirmations from the 2014 and 2015–16 Hazelwood mine fire inquiries.

IGEM’s second annual report on the progress of implementation of recommendations and affirmations was tabled in Parliament on 14 December 2017. Overall the report found the government has delivered on 187 of the 246 actions laid out in the Victorian Government Implementation Plan.

*Bushfire fuel management–implementation monitoring*

In October 2017, IGEM delivered its second and final annual progress report on the implementation of bushfire fuel management recommendations to the minister and the Minister for Energy, Environment and Climate Change. This included monitoring the implementation of recommendations from IGEM’s 2015 Review of performance targets for bushfire fuel management on public land and the 2015 Independent Investigation of the Lancefield-Cobaw Fire.

IGEM found all recommendations from the review were complete or had transitioned to business as usual. Importantly, this signals the completion of the move from a hectare-based fuel reduction target, to a risk reduction target. One recommendation from the investigation was reported as complete and two were ongoing.

Monitoring of the ongoing recommendations will continue and will be reported as part of the annual summary of investigations into breaches of planned burn control lines.

*Investigations into breaches of planned burns control lines*

IGEM and the DELWP have a collaborative approach to establish a prompt, efficient, sustainable and accountable process for managing the investigation of planned burns that breach control lines.

Published in January 2018, IGEM’s second summary report brings together observations, findings and recommendations from its management of investigations into planned burn breaches for the period 1 July 2016 to 30 June 2017.

IGEM derived five themes, eight findings and six recommendations from its analysis of the nine breaches of control lines to assist DELWP in its commitment to continuous improvement of its planned burning program.

*Assurance of fire services’ response times data*

On 30 October 2017, the government announced that the fire services’ (CFA and MFB) response data will be published for the first time and requested that IGEM implement an independent assurance process to ensure the ongoing integrity of the data.

IGEM has commenced its assurance process by developing a business process map of the processes applied by Emergency Services Telecommunications Authority (ESTA), CFA and MFB in preparing and publishing response data. IGEM will prepare a report for the minister on its findings.

*Performance of the Emergency Services Telecommunications Authority*

IGEM is responsible for monitoring and investigating the non-financial performance of the ESTA. ESTA manages the call-taking and dispatch system for approximately 7,000 emergency, non-emergency and operational calls each day for Victoria’s police and emergency services.

Through 2017–18, IGEM worked closely with ESTA to provide assurance of its internal quality improvement system and, where appropriate, investigated its performance in relation to specific issues or incidents.

During 2017–18, IGEM screened 37 potential adverse events. While ESTA undertook internal investigations for the majority, the Inspector-General elected to undertake a thematic investigation of 10 events that related to patients with breathing problems following an increase in events specific to this issue.

IGEM also monitors ESTA’s implementation of recommendations from internal and external investigations, reviews and inquiries into its performance. IGEM analyses these recommendations to determine if they will reduce the likelihood of ESTA’s operational risks being realised. At the conclusion of the 2017–18 financial year, IGEM was monitoring 33 implementation actions. IGEM has assessed 19 of these as completed with one in progress and 13 actions categorised as overdue.

*Collaborating for better community outcomes*

An IGEM–ESTA joint initiative ‘Revised IGEM risk profiling methodology for ESTA potential adverse events’ was recognised with the 2017 Justice Risk Award for collaboration in risk management.

The risk-based screening process provides a critical link for both agencies to identify issues and risks that, if not addressed, may continue to impact safety and wellbeing of Victorian communities.

This collaborative approach to risk management has resulted in a steady and significant reduction in the number of high-risk potential adverse events ETSA reports to IGEM year-on-year. It also demonstrates ESTA’s commitment to building a more resilient system based on identifying and addressing systemic risk.

Reviewing Victoria’s emergency management arrangements

IGEM conducts system-wide reviews of Victoria’s emergency management arrangements based on an Annual Forward Plan of Reviews (forward plan) or at the request of the minister.

In developing each forward plan, IGEM consults with emergency management sector organisations on key strategic system-level issues and risks. Each forward plan and review report is provided to the minister prior to publication.

*Annual Forward Plan of Reviews 2017*

Under its Annual Forward Plan of Reviews 2017, IGEM completed two planned reviews:

* Review of Victoria’s emergency management governance arrangements to assess the impact and effectiveness of current emergency management governance arrangements in Victoria. This includes the identification of opportunities for improvement in line with leading practice.
* Emergency management for high risk Victorian communities. This review assessed the effectiveness of how the sector identifies, plans for and mitigates the consequences of emergencies for high-risk Victorian communities.

As at 30 June 2018, the publication of these reports was subject to Victorian Government approval.

*Annual Forward Plan of Reviews - 2018*

In 2018, IGEM commenced two planned reviews:

* Impact assessment and consequence management. This review will assess selected arrangements for impact assessment and consequence management to ensure alignment to performance expectations, leading practice and intended community outcomes.
* Black Saturday bushfires review to evaluate selected programs and arrangements implemented in response to the Victorian Black Saturday bushfires, focusing on their effectiveness in enhancing sector preparedness and building community resilience.

The Impact assessment and consequence management review is scheduled for completion in December 2018. The Black Saturday bushfires review is scheduled for completion by December 2019, and will require significant planning, resourcing and sector engagement.

*Review of the SKM Coolaroo Recycling Plant Fire*

On 13 July 2017, a fire broke out at the SKM Coolaroo Recycling Plant and burned for 11 days. With the fire involving high hazard materials and occurring in a densely populated area, there were some similarities surrounding the Coolaroo fire and the 2014 Hazelwood mine fire.

Working closely with emergency management agencies, IGEM examined how well the improvements introduced following the Hazelwood mine fire were applied in the Coolaroo fire response.

IGEM’s review identified key improvements including:

* improved emergency management sector coordination and collaboration for planning and response to managing smoke hazards
* reduced community exposure to harmful smoke

improved health, safety and wellbeing of emergency service personnel for smoke hazard incidents.

IGEM’s Review of the SKM Coolaroo Recycling Plant Fire was released on 14 December 2017.

Other activities

*Building a human rights based culture*

In 2017, IGEM partnered with the Victorian Equal Opportunity and Human Rights Commission Charter Project to set the foundations for the development of a Human Rights Action Plan under its 2017-21 Strategic Plan.

The Commission facilitated a series of sessions with staff to identify action points for the human rights action plan and to identify the human rights impact of IGEM’s current approaches–taking account of the full spectrum of human rights, the range of affected groups, and adjusting that approach through effective organisational learning.

This approach complements the government’s commitment to prioritising human rights in the public sector, and IGEM’s commitment to continuous improvement and community-centred emergency management arrangements.

*Integrity*

The integrity of IGEM’s work and reputation is critical to maintaining the confidence of the Victorian government and community, as well as IGEM’s partners in the emergency management sector. In accordance with the department’s Integrity Framework, IGEM has implemented an integrity strategy that embeds the integrity principles into its day-to-day operations, ensuring the transparency and accountability of IGEM’s work.

IGEM’s integrity strategy employs effective policies and controls and demonstrates its commitment to strengthening its work culture to reduce the potential for, and incidence of, actions that may undermine IGEM’s work and reputation.

Establishing the Post Sentence Authority

The government appointed a Complex Adult Victorian Sex Offender Management Review Panel, led by the Honourable Justice David Harper, to review the management of serious sex offenders under the Serious Sex Offenders (Detention and Supervision) Act 2009.

On 27 February 2018, the government established the Post Sentence Authority in response to recommendations made in the Harper Review. The Post Sentence Authority is responsible for monitoring serious sex offenders who are placed on post-sentence orders at the conclusion of their custodial sentence, reviewing the delivery of coordinated services by government agencies to offenders, and reporting to Parliament on the performance of the post-sentence scheme.

These functions will contribute to community protection, system improvement and aid the rehabilitation of serious sex offenders in the post-sentence scheme.

A total of nine board members have been appointed to the Authority. The Authority is led by His Honour Ian Gray, as Chair, and The Honourable David Harper as Deputy Chair. Three full-time members and four sessional members have also been appointed.

The department provides secretariat support to the Authority. The secretariat assists the Authority in carrying out its functions and responsibilities and it is led by the Chief Administrative Officer.

The Authority’s Annual Report for 2017–18 financial year is available via its website:   
www.postsentenceauthority.vic.gov.au/

Community Safety Trustee

On 20 April 2017, the Victorian Government announced the appointment of Mr Ron Iddles OAM, APM as the Community Safety Trustee (Trustee).

The Trustee provides independent, expert advice about community safety and monitors the implementation of the Victorian Government’s Community Safety Statement.

The Trustee is independent to government and JARO provides administrative and program management support to assist the Trustee to fulfil his functions.

To date, the Trustee has provided three independent reports to the Minister for Police. These focus on government’s implementation progress of Community Safety Statement initiatives, as well as tracking towards its outcomes.

9. Statutory compliance

Financial Management Compliance Attestation 2017-18

I Greg Wilson, Secretary of the Department of Justice and Regulation (DJR), certify that DJR has complied with the applicable Standing Directions of the Minister for Finance under the Financial Management Act 1994 and Instructions, except for the following Material Compliance Deficiency:

Instruction 3.4.3 Internal Control System Managing Revenue: The Accountable Officer must ensure that the Agency’s revenue is managed in accordance with the Agency’s revenue policies, which must provide for promptly, completely and accurately identifying, managing, recording and reporting of revenue; the timely and appropriate writing off of revenue; and collecting and securing revenue.

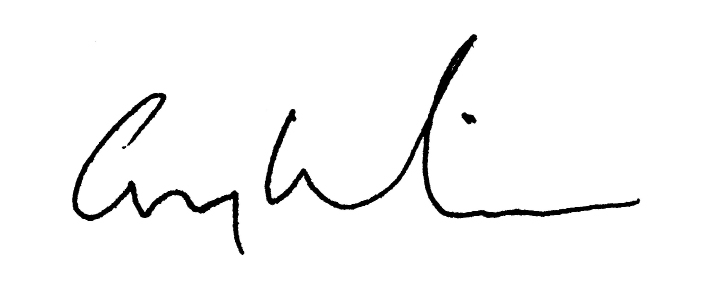
Brief summary of the reasons for/circumstances of the Material Compliance Deficiency

DJR is responsible for managing the end-to-end infringement system in Victoria and has delivered effective monitoring of the road-safety camera program for the financial year. Associated with this activity are administrative arrangements related to the collection, recording and reporting of infringement penalty revenue. From 1 January 2018, following the implementation of a new system to manage these responsibilities, issues associated with the production of financial reports from the new system led to DJR not being able to comply in full with the requirements relating to the financial reporting of revenue.

Details of planned and completed remedial actions to address deficiency

For 2017-18 DJR received independent assurance that the new infringement penalty system is operating effectively. In the absence of system generated financial reports available from 1 January 2018 to 30 June 2018, a third party has verified the accuracy of the infringement penalty revenue recorded in the system. DJR is working with the infringement penalty system technology provider to finalise the outstanding financial reports required for its business needs. It is anticipated that a full suite of financial reports will be completed in the second quarter of the 2018-19 financial year.

Signed



**Greg Wilson**

SECRETARY, DEPARTMENT OF JUSTICE AND REGULATION

Date 10 September 2018

Capital projects/asset investment programs

The department and its related portfolio entities manage a range of capital projects to deliver services for government.

Information on the new and existing capital projects for departments and the broader Victorian public sector is contained in the most recent Budget Paper No. 4 State Capital Program (BP4) which is available on the Department of Treasury and Finance’s website.

During the year, the Department/agency completed the following capital projects with a total estimated investment [TEI] of $10 million or greater. The details related to these projects are reported below.

Capital projects reaching practical completion during the financial year ended 30 June 2018

| **Project Name** | **Original completion date** | **Latest approved completion date** | **Practical**  **completion date** | **Reason for variance in completion dates** | **Original approved TEI (a) budget  ($ million)** | **Latest approved TEI budget  ($ million)** | **Actual  TEI cost  ($ million)** | **Variation between actual cost and latest approved TEI budget** | **Reason for variance from latest approved TEI Budget** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Increase Prison Capacity\* | June 2014 | December 2017 | November 2017 | Construction completed ahead of schedule | 670.41 | 253.63 | 253.63 | 0 | See below |
| Mernda Police Station | September 2017 | September 2017 | October 2017 | Minor delays due to latent weather conditions | 15 | 15 | 15 | 0 | NA |
| Corrections Remand upgrades | June 2018 | June 2018 | June 2018 | NA | 74.86 | 68.06 | 68.06 | 0 | NA |

Notes:

\*Increase Prison Capacity

Original funding provided for this project related to 395 additional beds across the corrections system and the construction of a new men’s prison and reflected previously reprioritised funding, a public private partnership policy and a reprioritisation of $5.8m to the Critical Infrastructure and Services project. The actual TEI reflects the final expenditure.

Capital projects reaching financial completion during the financial year ended 30 June 2018

| **Project Name** | **Practical completion date** | **Financial completion date** | **Original approved  TEI (a) budget  ($ million)** | **Latest approved TEI budget  ($ million)** | **Actual  TEI cost  ($ million)** | **Variation between actual cost and latest approved TEI budget** | **Reason for variance from latest approved TEI Budget** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Custody officers to free up 400 police | March 2018 | June 2018 | 10 | 10 | 10 | 0 | NA |
| Corrections system expansion\* | June 2018 | June 2018 | 140.760 | 19.460 | 19.460 | 0 | See below |

Notes:

\*Corrections system expansion

Funding from the original TEI has been redirected to a range of projects within the Corrections space, including:

• $10m to upgrade the Karreenga Annex at Margoneet Correctional Centre

• $22.4m towards the Critical Infrastructure and Services project

• $25m towards the Correction Remand upgrades

• $33.8m to be moved to the Womens Prison Expansion project for additional accommodation at Dame Phyllis Frost Centre

• $67.2m to the Prison Capacity Expansion initiative accommodation and infrastructure works at Fulham Prison.

Statement of compliance with the Building Act 1993

The Minister for Finance guidelines, pursuant to section 220 of the Building Act 1993, promote better standards for buildings owned by the Crown and public authorities, and require entities to report on achievements. The department is responsible for 84 properties used for legal, court, prison and emergency services. Other corporate entities within the Justice portfolio, such as the CFA, the MFB and Victoria Police, report separately on building compliance issues.

New buildings conforming to standards

In 2017–18, all works controlled by the department were required to be conducted in accordance with the provisions of the Building Act, relevant building regulations and other statutory requirements.

The department maintains appropriate mechanisms to ensure compliance, including the issuing of building permits and occupancy certificates and inspection of works. Agencies of the department are exempt from lodging building plans with local councils.

Buildings maintained in a safe and serviceable condition

Mechanisms in place within the department to ensure buildings are maintained in a safe and serviceable condition include:

* a contract with an external service provider to manage all building essential service tasks, in accordance with legislative requirements
* the development of a departmental works program forming part of the overall departmental investment strategy

a program to monitor and review effectiveness of these mechanisms.

Existing buildings conforming to standards

All departmental buildings comply with the Minister for Finance guidelines. The mechanisms established by the department are intended to maintain compliance and the effectiveness of those mechanisms is continuously monitored.

Registered building practitioners

The department requires building practitioners carrying out building works to be registered and for registration to be maintained throughout the course of the works.

Capital projects commenced and completed 2017–18

| **Capital project** | **Total project budget ($m)** | **Permits issued and works to be certified at end** |
| --- | --- | --- |
| Commenced | | |
| Barwon prison – gatehouse, medical and clinical upgrade, kitchen upgrade | 34.72 | Permits issued and works to be certified at end |
| Barwon prison – detention unit | 21.22 | Permits issued and works to be certified at end |
| Barwon prison – cell intercom upgrade works | 3.86 | Permits issued and works to be certified at end |
| Barwon prison – stormwater harvesting  (incl $0.3m redirected) | 1.20 | Permits issued and works to be certified at end |
| Corella Place – strengthening works | 5.00 | Permits issued and works to be certified at end |
| Dame Phyllis Frost Centre – critical infrastructure | 22.09 | Permits issued and works to be certified at end |
| Intermediate Secure facility - Ararat | 52.78 | Permits issued and works to be certified at end |
| Justice Accommodation Expansion Program (JAEP) – Justice Service Centre (JSC) Warragul | 1.63 | Permits issued and works to be certified at end |
| JAEP - JSC Melton | 1.90 | Permits issued and works to be certified at end |
| Langi Kal Kal Waste Water Treatment Plant | 6.00 | Permits issued and works to be certified at end |
| Melbourne Assessment Prison – Acute Assessment Unit | 4.00 | Permits issued and works to be certified at end |
| Melbourne Assessment Prison – cellular accommodation (BDRP) | 10.01 | Permits issued and works to be certified at end |
| New Youth Justice facility (Cherry Creek) | 288.70 | Permits issued and works to be certified at end |
| Strengthening of youth justice precincts | 56.10 | Permits issued and works to be certified at end |
| Port Philip prison – additional and refurbishment beds | 19.01 | Permits issued and works to be certified at end |
| 50 Franklin Street Melbourne – fitout (including $2.5m redirected) | 30.10 | Permits issued and works to be certified at end |
| Youth Justice secure bed expansion | 79.56 | Permits issued and works to be certified at end |
| Completed | | |
| Dhurringile prison – irrigation infrastructure upgrade | 0.62 | Works certified at practical completion |
| Dame Phyllis Frost Centre – car park extension | 1.70 | Works certified at practical completion |
| Dame Phyllis Frost Centre – mobile duress system | 1.84 | Works certified at practical completion |
| JAEP – JSC Wodonga | 2.46 | Works certified at practical completion |
| JAEP – Warrnambool Car Park | 0.26 | Works certified at practical completion |
| JAEP – JSC Wangaratta | 2.23 | Works certified at practical completion |
| JAEP – JSC Bairnsdale | 0.29 | Works certified at practical completion |
| JAEP – JSC Coolaroo | 1.77 | Works certified at practical completion |
| JAEP – JSC Laverton North | 1.80 | Works certified at practical completion |
| JAEP – JSC Werribee | 0.42 | Works certified at practical completion |
| JAEP – JSC Melbourne | 1.86 | Works certified at practical completion |
| JAEP – JSC Bendigo | 1.27 | Works certified at practical completion |
| JAEP – JSC Geelong | 0.88 | Works certified at practical completion |
| Loddon prison – increased prison capacity and security works | 76.57 | Works certified at practical completion |
| Loddon prison – paths of travel lighting | 0.08 | Works certified at practical completion |
| Loddon prison – sallyport | 0.47 | Works certified at practical completion |
| Melbourne Assessment Prison – mobile duress system | 1.64 | Works certified at practical completion |
| Metropolitan Remand Centre – State and Emergency Services Group | 5.00 | Works certified at practical completion |
| Ravenhall prison – increased prison capacity | 51.69 | Works certified at practical completion |
| Remand Upgrades - Corrections | 68.06 | Works certified at practical completion |

Information and Communication Technology

During 2017–18, the department developed a IT Strategy 2018–2021 (the strategy). The strategy defines the roadmap to improving the department’s core information technology to improve the accessibility and quality of the department’s IT services.

Deliverables from the strategy during the year included:

* commencing deployment of the shared services (CenITex) government desktop, based on the Windows 10 operating system
* planning and commencing the upgrade of the department’s state-wide data network to increase performance and reliability, including the consolidation of the state’s video–conferencing and data networks, which will improve value from IT expenditure
* consolidating the corporate business intelligence function into the corporate IT function to enable the development of a common data management and analytics platform
* increasing support of the Justice Remote Access Platform (JRAP) solution, improving reliability of the service

increasing use of CenITex services to reduce operational risks and increase IT support hours.

Information and Communication Technology Expenditure

Information and Communication Technology (ICT) expenditure refers to the department’s costs in providing business-enabling ICT services. It comprises Business As Usual (BAU) ICT expenditure and Non-Business As Usual (Non-BAU) ICT expenditure. BAU ICT expenditure primarily relates to ongoing activities to operate and maintain the department’s current ICT capability. Non-BAU ICT expenditure relates to extending or enhancing the department’s current ICT capabilities.

For the 2017-18 reporting period, the department had a total ICT expenditure of $192.263 million, comprising of $113.155 million in BAU ICT expenditure and $79.108 million in non-BAU ICT expenditure, as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| ($ thousand) | | | |
| **Business As Usual (BAU) ICT Expenditure** | **Non-Business As Usual (non-BAU) ICT Expenditure** | **Non-Business As Usual (non-BAU) ICT Expenditure** | **Non-Business As Usual (non-BAU) ICT Expenditure** |
|  | (Operational Expenditure and Capital Expenditure) | Operational Expenditure | Capital Expenditure |
| 113,155 | 79,108 | 48,693 | 30,415 |

Procurement

Driving a strategic approach to sourcing

The department has been reforming how it procures goods and services to better leverage its buying power, and develop a specialised procurement capability.

In 2017–18, the department focussed on a range of procurement reform initiatives to strengthen governance, enhance compliance processes as well as improving overall procurement and purchasing capability. These activities have included:

* modifying procurement technology to enhance our Purchase to Pay (P2P) practices as well as driving more efficient and effective supplier relationships
* increasing the capability for use of eCatalogues to reduce time and effort, and make it easier for staff to buy products from certain suppliers or categories
* expanding the department’s use of procurement technology by procuring an eSourcing solution to enable the effective and efficient management of sourcing processes
* designing and planning for the roll–out of a supplier portal plus two new mobile approving and receipting apps
* upgrading the department’s contract management system to strengthen the department’s data quality, improve reporting and opportunities for aggregation
* expanding the department’s procurement training profile to include a number of specialist modules and a RMIT Certificate IV in Procurement & Contracting
* initiating a review of procurement to identify ways to deliver procurement more efficiently, manage risk and improve performance.

These initiatives have improved efficiency and contributed to the department’s ability to serve the community through procurement.

Victorian Industry Participation Policy (VIPP)

The Victorian Industry Participation Policy Act 2003 requires Departments and public sector bodies to report on the implementation of the Local Jobs First – Victorian Industry Participation Policy (Local Jobs First – VIPP). Departments and public sector bodies are required to apply the Local Jobs First – VIPP in all procurement activities valued at $3 million or more in metropolitan Melbourne and for statewide projects, or $1 million or more for procurement activities in regional Victoria.

During 2017–18, the department commenced 23 Local Jobs First – VIPP applicable procurements totalling $246 million. Of those projects, eight were located in regional Victoria, with a commitment of 55 per cent of local content, and nine were in metropolitan Melbourne, with an average commitment of 51 per cent local content. Five projects were commenced that occurred statewide.

The outcomes expected from the implementation of the Local Jobs First – VIPP to these projects, where information was provided, are as follows:

an average of 93 per cent of local content commitment was made

a total of 249 jobs (annualised employee equivalent (AEE)) were committed, including the creation of 31 new jobs and the retention of 218 existing jobs (AEE)

a total of 46 positions for apprentices/trainees were committed.

During 2017–18, the Department completed five Local Jobs First – VIPP applicable projects, collectively valued at approximately $200 million. Of these projects, two were located in regional Victoria, with an average commitment of 25.3 per cent local content, and one in metropolitan Melbourne representing 63 per cent of estimated local content. Two projects occurred statewide with an average commitment of 89 per cent local content.

The outcomes reported from the implementation of the policy where information was provided, were as follows:

an average of 88.3 per cent of local content outcome was recorded

31 new (AEE) jobs were created and 218 existing jobs (AEE) were retained

15 new apprenticeships/traineeships were created and 39 existing apprenticeships/traineeships were retained.

During 2017–18, there were two small to medium sized businesses that prepared a VIPP Plan or Local Industry Development Plan (LIDP) for contracts, that were successfully appointed as Principal Contractor.

During 2017–18, there were a total of 25 procurement plans prepared.

During 2017–18, one project had the minimum formal weighting of 10 per cent applied for local content in the tender evaluation of the VIPP Plan or LIDP.

The department commenced two contracts with a total of 96 per cent estimated to be of local content to which a VIPP Plan or LIDP was not required, as the procurement activity was local by nature.

National Competition Policy

The department continues to comply with the requirements of the National Competition Policy, including compliance with Victoria’s Competitive Neutrality Policy. An exemption for prison industries was given by the Department of Premier and Cabinet as the primary focus of their activities is employing prisoners and undertaking vocational training.

Disclosure of major contracts

With the exception of the contracts referred to below, the department has disclosed, in accordance with the requirements of government policy and accompanying guidelines, all contracts greater than $10 million in value entered into during the year ended 30 June 2018. Details of contracts that have been disclosed in the Victorian Government contracts publishing system can be viewed at: www.procurement.vic.gov.au.

Contractual details have not been disclosed for contracts where disclosure is exempted under the Freedom of Information Act and/or government guidelines.

Details of consultancies (valued at $10 000 or greater)

In 2017–18, there were 47 consultancies where the total fees payable to the consultants were $10 000 or greater. The total expenditure incurred during 2017–18 in relation to these consultancies is $2.59 million (excluding GST). Details of individual consultancies are outlined below.

| **Consultant** | **Purpose of consultancy** | **Start date** | **End date** | **Total approved project fee (excl. GST)** | **Expenditure 2017‑18 (excl. GST)** | **Future expenditure (excl. GST)** |
| --- | --- | --- | --- | --- | --- | --- |
| KPMG | Review of the governance and management of the Road Safety Camera system | 19/07/2017 | 31/01/2018 | $135,356 | $135,356 | $0 |
| Social Ventures  Aust Ltd | Provision of administration, research and report writing support to the Independent Reviewer conducting the review of the *Traditional Owner Settlement Act 2010* ‘Thresholds’ stage. | 1/08/2017 | 27/10/2017 | $55,000 | $55,180 | $0 |
| Timothy Barry Goodwin | Review of the ‘threshold’ stage of the Traditional Owner Settlement Act 2010 | 3/08/2017 | 27/10/2017 | $52,500 | $52,500 | $0 |
| Ernst And Young | Review of the Procurement Operating Model | 21/08/2017 | 31/12/2018 | $275,000 | $275,000 | $0 |
| ARUP Pty Ltd | Provision of Vehicle Security Barrier Advisory Services (Melbourne CBD) | 28/08/2017 | 14/10/2017 | $151,990 | $151,990 | $0 |
| SACS Consulting  Pty Ltd | High performance modelling of the Forensic Alcohol and Drug workforce | 28/08/2017 | 3/11/2017 | $20,990 | $20,990 | $0 |
| Christopher Roper | Review of Melbourne Law School | 1/09/2017 | 31/07/2018 | $18,375 | $18,375 | $0 |
| Kieran Walshe | Review of the implementation of the recommendation from the independent investigation at Metropolitan Remand Centre riot | 01/09/2017 | 28/09/2017 | $32,000 | $32,000 | $0 |
| Gaming Consultants International | GLP Technical Advisory Services to conduct high level review of the monitoring licensee | 18/09/2017 | 31/10/2017 | $20,160 | $20,160 | $0 |
| Clear Horizon Consulting Pty Ltd | Evaluation Framework for Family Violence Restorative Justice project | 25/09/2017 | 22/12/2017 | $18,600 | $18,600 | $0 |
| Firefoxes Australia Women Rising Together From Black Saturday | Community planning and delivery of immersive bushfire experience | 1/10/2017 | 30/09/2018 | $14,550 | $5,335 | $9,215 |
| Stevenson Hallifax  Pty Ltd | Engagement of provider to measure current and desired culture | 4/10/2017 | 16/11/2017 | $17,585 | $17,585 | $0 |
| 89 Degrees East  Pty Ltd | Delivery Of Strategic Business Plan and Narrative | 11/10/2017 | 27/11/2017 | $17,600 | $17,600 | $0 |
| Deloitte Consulting  Pty Ltd | Cost Mapping Review – Consulting Services – department-wide review | 16/10/2017 | 31/03/2018 | $747,235 | $747,235 | $0 |
| Deloitte Risk Advisory Pty Ltd | Preparation of an assumptions document to supplement the original Corrections Victoria Integrated Offender Management System (IOMS) Business Case Model (Information Governance and Security Framework Review and Development) | 18/10/2017 | 1/05/2018 | $13,182 | $13,182 | $0 |
| Just Forensic | Development of a Youth Justice Case Management Framework and Assessment Process | 23/10/2017 | 31/01/2018 | $36,404 | $36,404 | $0 |
| Australian Institute of Criminology | Ravenhall research Framework – Australian Institute of Criminology | 26/10/2017 | 31/03/2018 | $37,718 | $37,718 | $0 |
| The Australian Centre For Social Innovation  Co Design Approach – (Tacsi) | Co Design Approach – TACSI | 26/10/2017 | 30/03/2018 | $86,525 | $86,525 | $0 |
| Orima Research  Pty Ltd | Brand development 50% project inception | 27/10/2017 | 21/11/2017 | $21,350 | $21,350 | $0 |
| The Shannon Company Pty Ltd | Normalisation in sport | 31/10/2017 | 21/11/2017 | $101,990 | $101,990 | $0 |
| Lisa Ward Consulting  Pty Ltd | Independent advisor to be a member of the Women’s System Reform Project Steering Committee for Corrections Victoria. | 2/11/2017 | 31/08/2018 | $17,100 | $10,320 | $6,780 |
| Deloitte Access Economics | Interim evaluation of the parole system reform program | 30/11/2017 | 22/01/2018 | $101,245 | $101,245 | $0 |
| Ernst And Young | Purchasing card strategy document | 12/12/2017 | 21/12/2017 | $43,488 | $43,488 | $0 |
| Innovation Delivery Partners  Pty Ltd | Emergency Management Victoria People Plan Delivery – Strategic/Coordination Consulting Services | 8/01/2018 | 7/01/2019 | $45,455 | $14,700 | $30,755 |
| The Trustee For Stylewise Group | Emergency Management Victoria People Plan Delivery | 8/01/2018 | 31/12/2019 | $209,091 | $75,500 | $133,591 |
| Deloitte Touche Tohmatsu | Advisory services to support the Revised Business Case for IOMS | 18/01/2018 | 30/03/2018 | $41,045 | $0 | $41,045 |
| RMIT University | Design phase of FVRJ pilot | 30/01/2018 | 31/01/2018 | $18,000 | $18,000 | $0 |
| ARTD Pty Ltd | Evaluation of Number  Plate Theft Reduction Initiative – Phase 1 | 2/02/2018 | 31/03/2019 | $72,500 | $7,250 | $65,250 |
| The Contenders. | 3vS COMMUNICATIONS PROJECT – STAGE 1 | 2/02/2018 | 1/02/2019 | $16,557 | $12,712 | $3,845 |
| PriceWaterHouse Coopers Indigenous Consulting Pty Ltd | Evaluation of the expansion of the Community Based Koori Youth Justice Worker Program | 1/02/2018 | 26/06/2018 | $11,234 | $11,234 | $0 |
| Gaming Consultants International | Gaming Consultants International – Cashless Gaming Implementation Project | 19/02/2018 | 31/12/2018 | $85,000 | $41,250 | $43,750 |
| Penelope  Kate Golias | Development of Offending Behaviour Programs service delivery model | 16/02/2018 | 19/02/2018 | $44,500 | $44,500 | $0 |
| UOM Commercial Ltd | Production of a literature review – Strategies for effective use of social media by police for engagement with local communities. | 14/11/2017 | 15/12/2017 | $27,000 | $27,000 | $0 |
| PDF Management Services  Pty Ltd | Emergency Management Planning Guidelines and Toolkit | 19/03/2018 | 1/09/2018 | $48,800 | $10,000 | $38,800 |
| Pitcher Partners Consulting Pty Ltd | Guidance on use of Service Agreements vs Grants | 19/03/2018 | 19/07/2018 | $64,000 | $21,700 | $42,300 |
| Jill Mckeough | Review of Practical law College | 9/04/2018 | 30/08/2018 | $38,200 | $0 | $38,200 |
| Rivers Economic Consulting | Activity based costing model development – Working with Children Check Unit | 11/04/2018 | 31/07/2018 | $43,550 | $33,800 | $9,750 |
| Regulatory Impact  Solutions Pty Ltd | Regulatory Impact Solutions to conduct the Legislative Impact Assessment for the proposed reforms to the *Sale of Land Act 1962* and the *Estate Agents Act 1980* | 16/04/2018 | 20/08/2018 | $56,591 | $56,591 | $0 |
| NOUS Group  Pty Ltd | Professional and Advisory Service Partnership Network – Phase two | 19/04/2018 | 29/09/2018 | $59,250 | $0 | $59,250 |
| FBG Group  Pty Ltd | Safety and Emergency Response Review | 2/02/2018 | 7/09/2018 | $90,200 | $25,300 | $64,900 |
| Stancert Pty Ltd | Department Of Justice Security Policy Framework | 3/04/2018 | 31/12/2018 | $45,454 | $40,568 | $4,886 |
| Deloitte Risk Advisory  Pty Limited | Courts Victoria IOMS ad-hoc Advisory Services in relation to the IOMS Business Case | 18/10/2017 | 12/07/2018 | $16,266 | $16,266 | $0 |
| Deloitte Risk Advisory  Pty Limited | Review of suspected website outage | 24/05/2018 | 14/06/2018 | $22,026 | $22,026 | $0 |
| Cube Group Management Consulting Australia Pty Ltd | Health Safety and Wellbeing Strategy 2019–22 development consultancy | 5/06/2018 | 15/11/2018 | $98,120 | $89,200 | $8,920 |
| Dodson  Bauman Trust | Review of the initial outcomes of the Dja Dja Wurrung Recognition and Settlement Agreement (RSA). | 8/06/2018 | 24/10/2018 | $100,000 | $0 | $100,000 |
| KPMG | Arrilla Indigenous Services –  Dja Dja Wurrung | 18/06/2018 | 24/12/2018 | $55,000 | $0 | $55,000 |
| Corporate Capability  Pty Ltd | To deliver elements of the Personnel Security Framework, as specified in the department’s Security Management Framework | 12/12/2017 | 30/04/2018 | $48,000 | $0 | $48,000 |

Note: The disclosure on ‘start date’ and ‘end date’ of a consultancy is not a mandatory requirement of FRD 22H.

Details of consultancies under $10 000

In 2017–18, there were 13 consultancies engaged during the year, where the total fees payable to the individual consultancies was less than $10 000. The total expenditure incurred during 2017–18 in relation to these consultancies was $0.05 million (excl. GST).

| **Consultant** | **Purpose of consultancy** | **Start date** | **End date** | **Total approved project fee (excl. GST)** | **Expenditure 2017‑18 (excl. GST)** | **Future expenditure (excl. GST)** |
| --- | --- | --- | --- | --- | --- | --- |
| KNH Consulting  Pty Ltd | Facilitation of workshops for Offending Behaviour Programs service development | 1/07/2017 | 31/12/2017 | $9,091 | $5,400 | $3,691 |
| Professor Michael Coper | Review of accreditation  of the Victoria University LLB degree | 7/07/2017 | 7/07/2017 | $5,455 | $3,600 | $1,855 |
| Pivotspace Pty Ltd | North West Metropolitan Area (NWMA) – Business Planning | 17/07/2017 | 16/10/2017 | $7,125 | $7,125 | $0 |
| PriceWaterHouse Cooper | Report on Government Services Model Refresh | 24/07/2017 | 15/09/2017 | $8,000 | $8,000 | $0 |
| HR Ascent Pty Ltd | Preparation and presentation to Judicial Entitlement Panel | 4/08/2017 | 11/08/2017 | $2,000 | $2,000 | $0 |
| Lisa Ward Consulting  Pty Ltd | Review at risk policy and procedures in youth justice custodial facilities | 2/10/2017 | 2/04/2018 | $5,700 | $5,700 | $0 |
| Equal Access  Pty Ltd | Consulting for Disability Access Services at Victorian Emergency Management Institute | 17/11/2017 | 30/04/2018 | $3,230 | $3,230 | $0 |
| Squared impact | Independent and external evaluation support for the Immersive Bushfire Experience Mobile Prototype | 24/11/2017 | 30/06/2018 | $4,500 | $4,500 | $0 |
| Dr Robert Williams | Evaluation of 3 proposals for a new population survey of Victoria | 8/12/2017 | 3/01/2018 | $3,231 | $3,231 | $0 |
| Jeanette Pope | Consultancy services to design and facilitate Youth Crime Prevention Grants Program | 13/12/2017 | 13/12/2017 | $1,591 | $1,591 | $0 |
| Shannon Bakker Consulting | Communications Strategy for Emergency Advice During a State-Significant Power Failure | 8/11/2017 | 28/12/2017 | $6,600 | $6,600 | $600 |
| Integrity Employment Solutions (IES) | NWMA – IES – Meredith Newth – External Assessment | 1/03/2018 | 30/06/2018 | $3,500 | $3,000 | $500 |
| Piper Alderman | Review of modron technology pilot agreement | 12/02/2018 | 26/02/2018 | $2,529 | $2,529 | $0 |

Government advertising expenditure

In 2017–18, there were three government advertising campaigns with total media spend of $100,000 or greater (exclusive of GST). The details of each campaign are outlined below.

Government advertising expenditure 2017–18 (campaigns with a media spend of $100,000 or greater).

| **Campaign summary** | **Expenditure 2017–18 ($ excluding GST)** | | | | | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Start/end date** | **Advertising (Media)** | **Creative & campaign development** | **Research & evaluation** | **Print & collateral** | **Other campaign expenditure** |  |
| **Real Estate Underquoting Consumer Campaign**  The Real Estate Underquoting Campaign aimed to empower home buyers with the knowledge of new underquoting laws, so they can understand information provided by estate agents. This will enable informed decisions when researching and buying real estate property. | | | | | | |
| Two stages:  1 October to 20 December 2017 and 1–28 February 2018 | $138,390 | $37,703 | $30,000 | $0 | $1,020 | $207,113 |
| **Summer Fire Campaign**  The Summer Fire campaign is an annual Victorian bush and grassfire awareness campaign that aims to improve community understanding of fire and fire risk; encourage Victorians to take responsibility for their own safety; and prompt people to leave early to minimise injury and loss of life due to fire. The campaign included three main components; Fire Action Week in October 2017, Summer Fire Campaign from December 2017 to February 2018 and the March campaign extension in March 2018. | | | | | | |
| 1. Fire Action Week (13 – 20 October 2018)  2. Summer Fire Campaign  (1 December 2017–28 February 2018)  3. March Extension (1 March 2018–31 March 2018) | $4,141,390 | $592,223 | $175,971 | $2,929 | $132,780 | $5,045,293 |
| **Play it Safe by the Water Campaign**  Play it Safe by the Water is an annual community safety campaign that aims to increase safety around water. The 2017–18 advertising campaign targeted Victorian parents/carers of children aged 0–4 years and older Victorians aged 55 years and over who partake in recreational activities in/on or near water. | | | | | | |
| Play it Safe by the Water campaign: 17 December 2017–28 April (social media commenced September 2017) | $760,768 | $123,828 | $85,325 | $0 | $21,947 | $991,868 |

*Freedom of Information Act 1982*

The Freedom of Information Act allows the public a right of access to documents held by the department. The purpose of this Act is to extend, as far as possible, the right of the community to access information held by government departments, local councils, ministers and other bodies subject to the Act.

An applicant has a right to apply for access to documents held by a department. This comprises documents both created by the department or supplied to the department by an external organisation or individual, and may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes. Information about the type of material produced by the department is available on the department’s website under its Part II information statement.

The Freedon of Information Act allows a department to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include: cabinet documents; some internal working documents; law enforcement documents; documents covered by legal professional privilege, such as legal advice; personal information about other people; information provided to the department in-confidence and information that is confidential under another Act (such as the Corrections Act 1986).

From 1 September 2017, the Freedom of Information Act has been amended to reduce the Freedom of Information (FOI) processing time for requests received from 45 to 30 days. In some cases, this time may be extended.

If an applicant is not satisfied by a decision made by the department, under section 49A of the Freedon of Information Act, they have the right to seek a review by the Office of the Victorian Information Commissioner (OVIC) within 28 days of receiving a decision letter.

FOI timeliness

During 2017–18, the department received 1170 applications. Of these requests, 16 were from Members of Parliament, 31 from the media, and the remainder from the general public.

The department made 1074 FOI access decisions during the 12 month period ending 30 June 2018.

A total of 452 decisions were made within the statutory 30 or 45 day time period; 70 decisions within an extended statutory 30–45 day time period; 512 decisions within 46 to 90 days; and 40 decisions in greater than 90 days.

The average time taken to finalise requests in 2017–18 was 42.4 days.

During 2017–18, 68 requests were subject to a complaint or review to OVIC with 18 progressing to VCAT.

Making a request

FOI requests can be lodged online via a link at www.ovic.vic.gov.au. An application fee of $28.40 applies. The fee may be waived in certain circumstances. Access charges may also be payable if the document pool is large and the search for material time consuming.

Access to documents can also be obtained through a written request to the department’s Freedom of Information Unit, as detailed in s17 of the Act.

When making an FOI request, applicants should ensure requests are in writing, and clearly identify what types of material/documents are being sought.

Requests for documents in the possession of the Department of Justice and Regulation should be addressed to:

Freedom of Information Unit  
Department of Justice and Regulation  
121 Exhibition Street  
Melbourne VIC 3000

Telephone enquiries can be made to the department’s FOI Unit on (03) 8684 0063   
and email enquiries can be made to   
foi@justice.vic.gov.au.

Requests for documents held by the department’s portfolio statutory bodies that are subject to FOI, such as CFA, CSV, the ESTA, MFB, OPP, Victoria Police and Victoria State Emergency Services should be sent directly to the relevant statutory body. A list of the department’s statutory bodies that are subject to FOI can be found at www.justice.vic.gov.au.

Further information regarding the operation and scope of FOI can be obtained from: the Act; regulations made under the Act; and ovic.vic.gov.au.

*Protected Disclosures Act 2012*

The Protected Disclosure Act 2012 encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The Protected Disclosure Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

The department does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The department will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure to the extent it is legally possible.

|  | **2017–18** | **2016–17** |
| --- | --- | --- |
| The number of disclosures made by an individual to the department and notified to the Independent Broad-based Anti-corruption Commission | 4 | 5 |

*Reporting procedures*

Disclosures of improper conduct or detrimental action by the department or any of its employees may be made to any of the following personnel:

* Secretary of the department
* protected disclosure coordinator or protected disclosure officer
* manager or supervisor of the person making the disclosure

manager or supervisor of the person who is the subject of the disclosure.

Alternatively, disclosures may also be made directly to the Independent Broad–based Anti–corruption Commission:

Level 1, North Tower  
459 Collins Street, Melbourne, VIC 3000

Phone: 1300 735 135

Internet: www.ibac.vic.gov.au

Email: Refer to the website above for the secure email disclosure process, which also provides for anonymous disclosures.

The Protected Disclosure Policy and Procedures, which outline the system for reporting disclosures of improper conduct or detrimental action by the department or any of its employees and/or officers, are available on the department’s website.

10. Additional information available on request

In compliance with the requirements of the Standing Directions of the Minister for Finance, details in respect of the items listed below have been retained by the Department and are available on request, subject to the provisions of the Freedom of Information Act.

Subject to the provisions of the FOI Act, information that shall be retained by the Accountable Officer shall include:

* a statement that declarations of pecuniary interests have been duly completed by all relevant officers
* details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
* details of publications produced by the entity about itself, and how these can be obtained;
* details of changes in prices, fees, charges, rates and levies charged by the entity
* details of any major external reviews carried out on the entity
* details of major research and development activities undertaken by the entity
* details of overseas visits undertaken including a summary of the objectives and outcomes of each visit
* details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services
* details of assessments and measures undertaken to improve the occupational health and safety of employees
* a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes
* a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved
* details of all consultancies and contractors including:
* consultants/contractors engaged
* services provided
* expenditure committed to for each engagement.

Glossary

Acronyms Description

**ACLO** Aboriginal Community Liaison Officer

**ADRP** Aboriginal Dispute and Resolution Program

**AJA** Aboriginal Justice Agreement

**AOD** Alcohol and other drugs

**BDM** Registry of Births, Deaths and Marriages

**BLA** Business Licensing Authority

**CALD** Culturally and linguistically diverse

**CAV** Consumer Affairs Victoria

**CBD** Central Business District

**CCO** Community Correction Orders

**CCS** Community Correctional Services

**CFA** Country Fire Authority

**CLC** Community Legal Centre

**CSA** Crime Statistics Agency

**CSV** Court Services Victoria

**CV** Corrections Victoria

**DBDRV** Domestic Building Dispute Resolution Service Victoria

**DELWP** Department of Environment, Land, Water and Planning

**DET** Department of Education and Training

**DHHS** Department of Health and Human Services

**DJR** Department of Justice and Regulation

**DPC** Department of Premier and Cabinet

**DSCV** Dispute Settlement Centre of Victoria

**DTF** Department of Treasury and Finance

**EDO** Emergency Detention Orders

**EMC** Emergency Management Commissioner

**EM–COP** Emergency Management Common Operating Picture

**EMP** Environmental Management Plan

**EMS** Environmental Management System

**EMV** Emergency Management Victoria

**EN** Environmental indicators

**EO** Executive officer

**FOI** Freedom of Information

**FPO** Firearm Prohibition Order

**FRD** Financial Reporting Directions

**FTE** Full Time Equivalent

**FVIN** Family Violence Intervention Orders

**FVSN** Family Violence Safety Notice

**HSRs** Health and Safety Representatives

**ICT** Information Communication Technology

**IGEM** Inspector–General for Emergency Management

**IMES** Infringement Management and Enforcement Services

**JARO** Justice Assurance and Review Office

**JSC** Justice Service Centre

**JSEG** Justice Senior Executive Group

**LGBTI** Lesbian, gay, bisexual, trans and gender diverse, and intersex

**LPG** Liquefied petroleum gas

**MFB** Metropolitan Fire and Emergency Services Board

**MSAR** Marine Search and Rescue

**NDIS** National Disability Insurance Scheme

**NGO** Non-government organisations

**NJC** Neighbourhood Justice Centre

**NPALAS** National Partnership Agreement on Legal Assistance Services

**NRT** Nicotine replacement therapy

**OCSR** Office of Correctional Services Review

**OHS** Occupational health and safety

**OPA** Office of the Public Advocate

**OPP** Office of Public Prosecutions

**OVIC** Office of the Victorian Information Commissioner

**PCOs** Police Custody Officers

**PSO** Protective Services Officer

**RAJAC** Regional Aboriginal Justice Advisory Committee

**ROGS** Report on Government Services

**RSN** Regional Service Network

**RV** Racing Victoria Limited

**SAC** Sentencing Advisory Council

**SAP** Strategic Action Plan

**SCC** State Control Centre

**SCRC** State Crisis and Resilience Council

**SERT** Safety and Emergency Response Team

**SFPP** Smoke-free prison policy

**TEI** Total estimated investment

**VAP** Victims Assistance Program

**VCAT** Victorian Civil and Administrative Tribunal

**VCGLR** Victorian Commission for Gambling and Liquor Regulation

**VEOHRC** Victorian Equal Opportunity and Human Rights Commission

**VICSES** Victorian State Emergency Services

**VIFM** Victorian Institute of Forensic Medicine

**VIPP** Victorian Industry Participation Policy

**VLA** Victoria Legal Aid

**VLRC** Victorian Law Reform Commission

**VPeR** Victoria Police e-Referral system

**VPS** Victorian Public Sector

**VRIB** Victorian Racing Integrity Board

**VSA** Victims Support Agency

**WWC** Working With Children

**YCO** Youth Control Order

1. Effective from 3 April 2017. [↑](#footnote-ref-1)