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| Additional Information 2019–20  Department of Justice and Community Safety |



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What is the Additional Information?

Under *Financial Reporting Direction (FRD) 22H Standard Disclosures in the Report of Operations,* the department is required to retain the following information for the 2019–20 financial year and make it available to the public upon request.

In line with its commitment to transparency in government, the department chooses to proactively collect this information and make it publicly available on the same day the Annual Report is tabled and published on [justice.vic.gov.au](http://justice.vic.gov.au)

Who has to provide Additional Information?

All business units and groups within the department must contribute to the Additional Information to supplement the department’s Annual Report. This requirement does not apply to portfolio entities who prepare their own annual reports.

More information

The most recent copy of the department’s Additional Information is available online at [justice.vic.gov.au/annualreport](http://justice.vic.gov.au/annualreport)

The Department of Treasury and Finance Financial Reporting Directions and guidelines are accessible at: [dtf.vic.gov.au/Publications/Government-Financial-Management-publications/Financial-Reporting-Policy/Financial-reporting-directions-and-guidance](https://vicgov-my.sharepoint.com/personal/nhiem_lam_justice_vic_gov_au/Documents/Additional%20Information%202019-20/dtf.vic.gov.au/Publications/Government-Financial-Management-publications/Financial-Reporting-Policy/Financial-reporting-directions-and-guidance)

# A statement that declarations of pecuniary interests have been duly completed by all relevant officers

Declarations of private 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

No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary.

# Details of publications produced by the entity about the entity, and how these can be obtained

|  |  |  |
| --- | --- | --- |
| **Publication** | **Produced** | **How is it obtained?** |
| **Corporate Governance and Support** | | |
| Department of Justice and Community Safety Annual Report 2018–19 | October 2019 | justice.vic.gov.au/annualreport |
| Department of Justice and Community Safety Corporate Plan 2019–23 | August 2019 | justice.vic.gov.au/corporate-plan-2019-23 |
| **Corrections and Justice Services** | | |
| Adult Parole Board Annual Report 2018–19 | October 2019 | [adultparoleboard.vic.gov.au](https://vicgov-my.sharepoint.com/personal/nhiem_lam_justice_vic_gov_au/Documents/Additional%20Information%202019-20/adultparoleboard.vic.gov.au/) |
| **Emergency Management Victoria** | | |
| Victorian Emergency Management Strategic Action Plan Update #4 2019–22 | May 2020 | emv.vic.gov.au/publications |
| [Victorian Emergency Operations Handbook](https://www.emv.vic.gov.au/publications/victorian-emergency-operations-handbook) | December 2019 | emv.vic.gov.au/publications |
| **Regulation, Legal and Integrity** | | |
| Consumer Affairs Victoria, Annual Report 2018–19 | October 2019 | [consumer.vic.gov.au/annual-report](http://consumer.vic.gov.au/annual-report) |
| Inspector-General for Emergency Management – Strategic Plan 2020–24 | July 2020 | [igem.vic.gov.au](https://vicgov-my.sharepoint.com/personal/nhiem_lam_justice_vic_gov_au/Documents/Additional%20Information%202019-20/igem.vic.gov.au) |
| Residential Tenancies Bond Authority Annual Report 2018–19 | October 2019 | [consumer.vic.gov.au/bondauthority](https://vicgov-my.sharepoint.com/personal/nhiem_lam_justice_vic_gov_au/Documents/Additional%20Information%202019-20/consumer.vic.gov.au/bondauthority) |
| **Service Delivery Reform, Coordination and Workplace Safety** | | |
| Asset Confiscation Operations Annual Report 2018–19 | August 2019 | parliament.vic.gov.au |
| **Youth Justice** | | |
| Youth Justice custodial quarterly incident reporting data | July 2019, October 2019, January 2020, May 2020 | justice.vic.gov.au |
| Youth Justice Strategic Plan 2020–2030 | 21 May 2020 | justice.vic.gov.au/ |

# Details of changes in prices, fees, charges, rates and levies charged by the entity

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| **Title** | 2018–19 rate  ($) incl GST | 2019–20 rate  ($) incl GST |
| **Regulation, Legal and Integrity** | | |
| Application to be declared tier one or two association for purposes of a financial year (Incorporated association) | 130.10 | 133.30 |
| Application to call a special meeting (co-operatives) | 281.80 | 288.80 |
| Application for certificate evidence (co-operatives) | 79.50 | 81.50 |
| Application for exemption for lodging financial statements – Tier one (Incorporated Association) | 28.90 | 29.60 |
| Application for exemption for lodging financial statements – Tier two (Incorporated Association) | 57.80 | 59.20 |
| Application for exemption for lodging financial statements – Tier three (Incorporated Association) | 57.80 | 59.20 |
| Application for exemption from requirement to remove auditor S107(2) | 50.60 | 51.80 |
| Application for permission to allow a co-op to effect service to a member by publishing a notice in a relevant newspaper | 79.50 | 81.50 |
| Application to hold or appoint an inspector to hold an inquiry (co-operatives) | 540.40 | 553.90 |
| Inspection or copying of the LMCT register (per page) | 7.50 | 5.00 |
| S46B(1) – Further extension (sex work) | 283.70 | 290.70 |
| S53A (2)(d) – Application – Act as approved manager (sex work) | 126.00 | 129.10 |

# Details of any major external reviews carried out on the entity

| **Major review** | Conducted by | Purpose | Completed |
| --- | --- | --- | --- |
| **Corporate Governance and Support** | | |  |
| Annual Financial Audit | Victorian Auditor General’s Office (VAGO) | Audit departmental Financial Statements. | October 2019 |
| Follow up of Regulating Gambling and Liquor audit report | VAGO | The objective was to assess whether the Victorian Commission for Gambling and Liquor Regulation had implemented the 13 recommendations made in the 2017 audit. | November 2019 |
| Investigation into State Trustees | Victorian Ombudsman | The objective was to examine whether State Trustees had failed some of the most vulnerable people in Victoria. | June 2019 |
| Managing Registered Sex Offenders | VAGO | The objective was to examine whether Victoria Police had the governance structure and organisational capability and capacity to manage registered sex offenders. | August 2019 |
| Personnel Security: Due Diligence over Public Service Employees | VAGO | The objective was to examine personnel security measures at all eight government departments. | May 2020 |
| Responses to Performance Audit Recommendations 2015–16 to 2017–18 | VAGO | The objective was to demonstrate how public entities monitored and responded to performance audit recommendations made by VAGO between 2015–16 to 2017–18. | June 2020 |
| Sexual Harassment in the Victorian Public Service | VAGO | The objective was to examine whether the Victorian Public Service provided workplaces that were free from sexual harassment. | November 2019 |
| Unauthorised access and disclosure of information held by the Victorian Public Sector | Independent Broad-based Anti-Corruption Commission (IBAC) | The objective was to examine whether public sector agencies was appropriately handling information or if unauthorised access and disclosure of data was undermining security and confidence in the public sector. | February 2020 |
| Worksafe2: Follow-up investigation into the management of complex workers compensation claims | Victorian Ombudsman | The objective was to examine the treatment of long-term injured workers. | December 2019 |
| **Corrections and Justice Services** | | |  |
| Independent review into the serious assault on Anthony Mokbel at Barwon Prison on 11 February 2019 | The Honourable David Ipp AO QC, and Dr Mark Rallings | The Honourable Ben Carroll, MP, Minister for Corrections, appointed independent experts to undertake an independent review of a serious prison incident. | August 2019 |
| Ravenhall Prison: Rehabilitating and Reintegrating Prisoners | Victorian Auditor-General’s Office (VAGO) | VAGO examined whether Corrections Victoria and the GEO Group have developed best practice prisoner management at Ravenhall Prison to rehabilitate offenders and reduce recidivism. It also assessed whether there were effective performance and evaluation frameworks in place to measure these outcomes. | March 2020 |
| **Emergency Management Victoria** | | |  |
| [Hazelwood Mine Fire Inquiry – Annual Report 2018](https://www.igem.vic.gov.au/reports-and-publications/igem-reports/hazelwood-mine-fire-inquiry-annual-report-2018) | Inspector-General for Emergency Management | The objective of the report was to provide an update on the implementation of all recommendations and affirmations from the 2014 and 2015–16 Hazelwood Mine Fire Inquiry reports. | October 2019 |
| Hazelwood Mine Fire Inquiry – Annual Report 2019 | Inspector-General for Emergency Management | The objective of the report was to provide an update on the implementation of all recommendations and affirmations from the 2014 and 2015–16 Hazelwood Mine Fire Inquiry reports. | June 2020 |
| [Impact assessment and consequence management](https://www.igem.vic.gov.au/reports-and-publications/igem-reports/impact-assessment-and-consequence-management) | Inspector-General for Emergency Management (IGEM) | The review of impact assessment and consequence management is a system-wide review identified in IGEM’s 2018 Annual Forward Plan of Reviews and conducted under section 64(1)(b) of the *Emergency Management Act 2013* | August 2019 |
| [Implementation of government commitments in response to the Inquiry into the CFA Training College at Fiskville – Progress Report –2018](https://www.igem.vic.gov.au/reports-and-publications/igem-reports/implementation-of-government-commitments-in-response-to-the) | Inspector-General for Emergency Management | IGEM's first progress report on the Victorian Government’s implementation of commitments made in response to the Fiskville Inquiry. | September 2019 |
| [Implementation of government commitments in response to the Inquiry into the CFA Training College at Fiskville - Progress Report - 2019](https://www.igem.vic.gov.au/reports-and-publications/igem-reports/implementation-of-government-commitments-in-response-to-the) | Inspector-General for Emergency Management | IGEM's second progress report on the Victorian Government’s implementation of commitments made in response to the Fiskville Inquiry. | September 2019 |
| Inspector-General Emergency Management 10 –year review | Inspector-General for Emergency Management | The review considered and assessed the major reforms to the policies, strategies and arrangements that underpin the emergency management sector across five themes:  (1) safety and resilience  (2) foundations of emergency management  (3) community preparedness  (4) sector capability and capacity  (5) recovery. | December 2019 |
| Victorian Emergency Management Strategic Action Plan (SAP) Update #3 2018–21 – Progress Update 2019 | Inspector-General for Emergency Management | The report summarised key activities and provided an assessment of implementation progress for the 13 SAP Update #3 2018–21 actions assessed between 1 July 2018 and 31 December 2019, along with key developments since this period. | May 2020 |
| **Youth Justice** | | |  |
| Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) in Victoria: A thematic investigation of practices related to solitary confinement of children and young people | Victorian Ombudsman | The objective was to examine whether children and young people in Victorian prisons and youth justice systems were being damaged through excessive use of isolation and separation, and practices were compatible with local and international human rights laws. This was the Victorian Ombudsman’s second report on the OPCAT. | September 2019 |

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# Details of major research and development activities undertaken by the entity

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| **Major research and development** | Conducted by | Purpose |
| **Corrections and Justice Services** | | |
| Corrections Victoria research partnership with Catalyst Consortium | Catalyst Consortium | The continuation of a four-year research program to strengthen the department's understanding of the causal factors of interpersonal violence and how to effectively intervene in order to achieve the objectives of reducing offending and improving community safety. |
| Evaluation of alcohol and other drug interventions for medium and high-risk offenders – KickStart criminogenic alcohol and other drugs program | ACIL Allen Consulting Pty Ltd | Evaluated the implementation of the trial of KickStart Alcohol and Other Drugs (AOD) criminogenic program suite in the community. The evaluation showed the program was implemented in accordance with its intended design and has produced positive outcomes for the forensic AOD service system and positive outcomes for individual participants. |
| Evaluation of the Aboriginal Social and Emotional Wellbeing Plan (the Plan) | Urbis | Evaluated the impact of initiatives delivered under the Plan on the mental health and wellbeing of Aboriginal and Torres Strait Islander prisoners. |
| Evaluation of the Corrections Victoria Reintegration Pathway | University of Melbourne | Evaluated the Corrections Victoria Reintegration Pathway, which represented the pre- and post-release transitional support program provided to all sentenced prisoners in Victoria. |
| **Justice Infrastructure, Community Safety Building Authority** | | |
| Justice Asset and Infrastructure Plan | KPMG | Developed a ten year, whole of justice system strategic asset and infrastructure plan. |
| **Justice Policy and Data Reform** | | |
| Review of the Courts and Corrections Audio-Visual Link Scheduling Process | Bevington Group | Reviewed, assessed and made recommendations on the existing scheduling processes for Audio-Visual Link enabled court matters involving accused persons in custody. |
| **Police Fines and Crime Prevention** | | |
| Centre for Resilient and Inclusive Societies (CRIS) independent think tank | Alfred Deakin Institute, Deakin University, Victoria University, Western Sydney University | Delivered independent research and programs, informed government policies, which advanced social cohesion and community resilience. |
| Countering Violent Extremism Research Grants | Universities and community sector organisations in Victoria, New South Wales, and Queensland | Supported the Countering Violent Extremism (CVE) work of the Victorian Government by providing research evidence to inform public policy in the following areas: right-wing extremism, lslamophobia, gender and violent extremism, pathways to violent extremism and CVE program design. |
| Development of a measure of harm | Crime Statistics Agency | Undertaken social research and developed a new measure of harm to be included in Victoria’s suite of crime statistics. |
| Evaluation of the Place Based Targeted Grants Program | Urbis | Conducted a process and outcomes evaluation of the Place Based Targeted Grants crime prevention program in 12 Victorian communities. To make recommendations regarding the rollout of similar programs in the future. |
| Evaluation Report – Community Safety Networks | Monash University | Assessed the effectiveness of the project in improving police engagement with local communities. |
| Independent review of effective case management and information sharing barriers relevant to violent extremism | A panel comprising Assistant Commissioner Ross Guenther APM, Associate Professor Peter Lentini and Dr Debra Smith | Identified gaps and barriers to information sharing within government and existing countering violent extremism services, Made recommendations to improve information sharing and case management of individuals at risk of engaging in violent extremism. |
| Multi-site evaluation of public safety CCTV | Crime Statistics Agency | Measured the impact of public safety CCTV systems on Victoria Police investigations and operations as well as the consequences of CCTV for local councils. |
| Perceptions of safety and prosocial responses to fear of crime | University of Sydney, Monash University | Developed new measures of perceptions of safety, social cohesion and to explore the range of actions people take in response to fear of crime. |
| Youth Crime Prevention Grants evaluation | Crime Statistics Agency | The Youth Crime Prevention Grants (YCPG) program evaluation evaluated 18 projects designed to prevent at-risk youth from offending and prevent reoffending amongst young people involved with the justice system. |
| **Regulation, Legal and Integrity** | | |
| YourPlay pre-Commitment scheme (the scheme) Evaluation | South Australian Centre for Economic Studies | Reviewed the implementation of the scheme and assessed the extent to which the scheme has achieved its targeted outcomes, costs of delivery, and the cost effectiveness of the scheme. |
| **Service Delivery Reform, Coordination and Workplace Safety** | | |
| Market research to inform the communication and engagement strategy to support the implementation of the government’s long-term crime prevention agenda. | Qdos Research | Market research was undertaken to inform the communication and engagement strategy to support implementation of a long-term crime prevention agenda. It explored new crime prevention approaches that leverages existing initiatives and test innovative solutions that go to the root causes of crime. |
| Victim Services Review – Strengthening Victoria’s victims services system | Centre for Innovative Justice – RMIT University | A review of the victim service system, which included: the Victims of Crime Helpline, the Victims Assistance Program, the Victims Register, the Child Witness Service and broader Victorian support system for victims. The review identified an optimal service model to drive a more holistic and effective response for victims that addressed gaps, was trauma-informed and aligned with the *Victims’ Charter Act 2006*. |

# Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit

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| **Officer** | Destination | Objective | Outcome |
| **Corrections and Justice Services** | | |  |
| Attendees:   * Assistant Commissioner, Custodial Operations * Deputy Commissioner, Community Operations and Offender Services | Argentina | Attended the International Corrections and Prison Association (ICPA) Conference. | Co-delivery of two presentations relating to Victoria’s post-sentence scheme.  Attended the conference and met with international senior correctional administrators to consider best practice implications for Victoria. |
| Cinical Director, Forensic Intevention Service | Italy | Attended the international conference, “Working with violence in adults and youth: Effective clinical, welfare and legal strategies.” | Engagement in international discussions exploring effective responses to addressing, intervening and preventing violent behaviour and the dissemination of findings to Corrections Victoria’s clinical workforce. |
| **Emergency Management Victoria** | | |  |
| Deputy Commissioner, Capability and Risk | USA | Attended the cyber-security exercise to observe and liaise with cyber security experts from the US and other participating jurisdictions. | Lessons learned were applied to the review of the State Emergency Response Plan's Cyber Security Sub-plan arrangements and related other operational response plans. |
| Director, Emergency Management Technology | India | Attended the Victoria India Government Exchange (VIGE) Program. This was part of a commitment in the Victoria’s India Strategy, a three-year reciprocal exchange that aimed to drive collaboration on common policy priorities and in areas where Victoria and India’s capabilities intersect. | Key outcomes include:   * strengthened strategic links to progress government priorities * developed a better understanding of India's policy priorities   approaches and capabilities   * strengthened communication under the VIGE program * sharing of knowledge and information. |
| **Police Fines and Crime Prevention** | | |  |
| Executive Director, Community Crime Prevention and Countering Violent Extremism | Singapore, New Zealand | Australian New Zealand School of Government Executive Fellows Program for professional development to further develop senior executive’s leadership, management and strategic skills. | Key outcomes included:   * enhanced leadership capability and change management skills * strengthened ability to create public value * increased capabilities in strategic analysis and complex problem solving * enhanced understanding of the opportunities and challenges of engagement in the Indo-Pacific region. |
| **Service Delivery Reform, Coordination and Workplace Safety** | | |  |
| Executive Director, Victim Services, Support and Reform | United Kingdom, USA | Supported the Minister for Victim Support, Corrections, Youth Justice and Crime Prevention to meet with leaders in the UK, Scotland and the US about innovations that aimed to advance the design of policy and systems change in his ministerial portfolios. | Meetings were held in five cities with researchers, government representatives, members of the judiciary, law enforcement, elected officials, program designers and community agencies.  Unique insights were gathered and partnerships forged with individuals and organisations involved in world-leading reforms in these jurisdictions that aimed to help advance the design of policy, systems' change and innovation in crime prevention, victims support, corrections, and youth justice. |
| Executive Director, Workplace Safety and Service Delivery Reform | United Kingdom | Supported the Attorney-General’s visit to the United Kingdom to discuss workplace safety and justice system reforms, including workplace manslaughter and supporting victims of crime. | Identification of lessons that could be applied in Victoria regarding implementation of Workplace Manslaughter and approach to regulation of high-risk industries. |
| **Regulation, Legal and Integrity** | | |  |
| Director, Gambling Licensing Program | New Zealand | Attended the Investment Logic Mapping workshops at the Department of Internal Affairs, New Zealand to contribute to the pre-procurement activity for the Electronic Monitoring System.  Met with the New Zealand Racing Board (NZRB) and discussed opportunities to gather intelligence on what, if any, aspects of their wagering and betting licence the Gambling Licensing Program could learn from. | Obtained lessons learned from the New Zealand monitoring procurement process which the Gambling Licensing Program was due to commence in 2020.  Obtained lessons learned from New Zealand government to inform the wagering and betting licensing process in Victoria. |
| **Youth Justice** | | |  |
| Attendees:   * Deputy Secretary, Youth Justice * Director, Custodial Operations | New Zealand | Visited youth justice facilities to gain an understanding of New Zealand’s operational approach to managing young people involved in their youth justice system. | Identification of lessons learned and practice for the effective management and rehabilitation of young people involved in the youth justice system. |

# Details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services

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| **Major promotional, public relations or marketing activity** | Purpose | Total cost ($) excl GST  (minimum spend $25,000) |
| **Regulation, Legal and Integrity** | | |
| YourPlay promotional activity | YourPlay is a harm minimisation tool available on all gaming machines in Victoria, including the Melbourne casino. Players can pre-set the amount of time and money they want to spend on gaming machines allowing them to track their play.  The department coordinated ‘YourPlay’ days several times a year as an opportunity for staff to promote YourPlay which included the distribution of items such as branded pens, notepads, leaflets and card holders. | 86,000 |
| **Service Delivery Reform, Coordination and Workplace Safety** | | |
| Communication and Creative Services were commissioned to develop and produce marketing collateral, to support the Victorian Government’s new crime prevention agenda | Developed marketing collateral to support the communication and engagement strategy, contributing to the implementation of a long-term crime prevention agenda. | 126,439.50 |

# Details of assessments and measures undertaken to improve the occupational health and safety of employees

This information is outlined in the Appendices of the department’s Annual Report 2019–20.

# General statement on industrial relations within the entity and details of time lost through industrial accidents and disputes

The department maintains a strong relationship with the Community and Public Sector Union and places a high priority on consulting with them. In 2019–20, no time was lost due to industrial disputes.

In 2019–20, a total of 14,356 days were lost due to industrial accidents. The measure of time lost relates to any claim of one day or more where compensation has been paid by WorkSafe.

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| --- | --- |
|  | **Time lost (person days)** |
| Industrial Accidents | 14,356 |
| Industrial Disputes | 0 |

# A list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved.

| **Major committee** | Purpose | Extent of purpose achieved |
| --- | --- | --- |
| **Aboriginal Justice** | | |
| Aboriginal Justice Forum (AJF) | The forum is a peak coordinating body overseeing the development, implementation and direction of the Victorian Aboriginal Justice Agreement (AJF). The AJF built and developed positive relationships among and between the Aboriginal community and representatives from justice agencies. | The AJF met its objectives in 2019–20. |
| Expert Reference Group (ERG) on Public Drunkenness | The Expert Reference Group on Public Drunkenness was established to provide strategic advice to government on the decriminalisation of public drunkenness and the design and development of a health-based response. | The group met its objectives in 2019–20. |
| Taungurung Joint Steering Committee | The committee coordinated implementation of the Settlement Package under the *Traditional Owner Settlement Act 2010,* as a partnership between the Taungurung Land and Waters Council Aboriginal Corporation and key State Agencies. | The Settlement Package existed in perpetuity. The Committee’s terms of reference were agreed on 15 June 2020. |
| The First Principles Review Committee (FPRC) and Executive Policy Owners’ Forum (EPOF) | The FPRC (representing Traditional Owners) and EPOF (representing State agencies) are parties in the ‘First Principles Review’ of the *Traditional Owner Settlement Act 2010* (Vic) (and the principles and policies underpinning the Act). The purpose of the Review was to ensure that the Act continued to be effective and capable of meeting the aspirations of Traditional Owner groups. | The FPRC and EPOF were working in line with expectations for 2019–20. The scheduled timeframe for conclusion of the review required amendments to account for coronavirus (COVID-19) delays and additional matters brought into the review. |
| **Corporate Governance and Support** | | |
| Audit and Risk Management Committee | The committee provided reasonable assurance to the Accountable Officer that the department was meeting its statutory requirements and had an appropriate internal control and risk management framework in place. | The committee met its obligations under the *Financial Management Act 1994* and the *Standing Directions 2018*. |
| Justice Chief Finance Officer Group | The group’s purpose was to consider financial, budget and compliance matters which may impact entities across the Justice portfolio. It considered upcoming legislative and accounting standard changes, impacts and shares financial, budget and compliance lessons learned. | The group met its objectives in 2019–20. |
| Justice Human Research Ethics Committee | The committee considered the ethical and privacy implications of proposed research involving people, or the personal information of people for whom the department has a responsibility and monitors the conduct of all approved research. | The committee met its objectives during 2019–20. |
| The Gambling and Lotteries Licence Independent Review Panel (the Panel) | The purpose of the Panel was to oversee the integrity of the department’s process for awarding gambling and lotteries licences in Victoria. The Panel was also required to prepare a report for the Minister to table in Parliament. | The panel met its objectives during 2019–20. |
| **Corrections and Justice Services** | | |
| Corrections Victoria Research Committee (CVRC) | The purpose was to assess and determine the level of support that the CVRC would provide for proposed research projects involving people for whom Corrections Victoria (CV) is responsible for, and people associated with or affected by activities of CV. The Executive Director, Commercial Services chaired the meetings and the Committee’s membership included representation from Operations, Regional Services Network, Community Correctional Services, Offender Management, the Yilam, the Koori Justice Unit, and Justice Health. | In 2019–20, the committee met its objectives and reviewed 53 research applications. |
| Forensic Mental Health Advisory Board | The Forensic Mental Health Advisory Board acted as a high-level inter-agency forum to facilitate expert guidance and coordination across the criminal justice and mental health systems. This included providing specialist forensic mental health advice on the Forensic Mental Health Implementation Plan. | The advisory board met its objectives in 2019–20. |
| Justice Health Clinical Advisory Committee | The committee was responsible for the provision of expert clinical advice to the Joint Management. Committee and to Justice Health on clinical best practice, policy, patient safety, quality and clinical leadership in the correctional health service sector. | The committee met its objectives in 2019–20. |
| Justice Health Joint Management Committee | The cross-portfolio governance arrangement facilitates an integrated approach to planning, service delivery and reducing organisational barriers. The joint management committee comprised representatives from major stakeholders in the correctional health system. | The committee met its objectives in 2019–20. |
| Ministerial Community Advisory Committee | The purpose of the Custodial Community Permit Program was to provide an opportunity for a prisoner’s rehabilitation and to better prepare a prisoner for release by enabling them to develop the necessary skills, networks and confidence to be able to effectively reintegrate back into the community. The Committee reported on the progress and operation of the Custodial Community Permit Program for prisoners and made recommendations regarding the participation for high risk categories of prisoners. | The committee performed in line with expectations during 2019–20. |
| Women’s Correctional Services Advisory Committee | The Minister for Corrections established the Women’s Correctional Services Advisory Committee to provide an external source of expert advice on the delivery of correctional services to women. | The committee met its objectives in 2019–20. |
| **Emergency Management Victoria** | | |
| 2030 Strategy Sub-Committee | The sub-committee provided leadership and guidance for the development of the 2030 Strategy and provides advice to the State Crisis and Resilience Council (SCRC). | The 2030 Strategy sub-committee met three times in 2019 and partially met its purpose. Delays in 2020 were due to the 2019–20 Victorian Fires response and subsequent inquires. |
| Emergency Management Diversity and Inclusion Leadership Group | The group's role was to drive sector-wide change to create an inclusive sector that reflects the diversity of the community. | The group performed in line with expectations during 2019–20. |
| Emergency Management Joint Public Information Committee Executive (EMJPIC Executive) | The purpose of the EMJPIC Executive was to provide assurance to the Emergency Management Commissioner, State Emergency Management Team and the SCRC that the committee had appropriate oversight of the government communication planning, strategy and delivery in relation to emergencies. | The committee performed in line with expectations during 2019–20. |
| Emergency Management Joint Public Information Committee (EMJPIC) | The purpose of the EMJPIC was to:   * form and implement the strategic media and communication, where an emergency requires a response from multiple agencies, is the portfolio responsibility of multiple ministers, or is an incident that has the potential for significant consequences for communities * support agencies and departments in strengthening whole of Victorian Government communications and Regional/Incident communications * discuss media and communications function and responsibilities. | The committee performed in line with expectations during 2019–20. |
| Emergency Management Planning Reform Inter Departmental Committee | The committee advised SCRC on and led the implementation of the emergency management planning reforms. | The Emergency Management Planning Reform met ten times over 2019–20 and have progressed the priority reform work and met its purpose. |
| Emergency Services Leadership Group | The Emergency Services Leadership Group promoted a culture of community focus, interoperability and public value across the emergency management sector.  The group worked to embed Victorian Emergency Management Strategic Action Plan outcomes within member organisations and contributed to the development and delivery of relevant elements of the Victorian Emergency Management Strategic Action Plan. | The group met twice in 2019 and partially met its purpose. Due to the 2019–20 Victorian Bushfires and the coronavirus (COVID-19) response, priority work was progressed through alternative channels. |
| Executive Aviation Group | The purpose of the group was to:   * establish and oversee governance for aircraft used for firefighting and land management activities in Victoria * oversee strategy, investment and evaluation of aircraft used for firefighting and land management activities in Victoria * authorise the procurement, contract management and funding arrangements of aircraft for Victoria by National Aircraft Fleet Complements. | The group performed in line with expectations during 2019–20. |
| State Emergency Management Team (SEMT) | SEMT’s role and function was to:   * facilitate discussions to enable agencies and departments to develop a consistent situational awareness regarding emergency(s) * identify and manage strategic risks and consequences * develop a state strategic plan outlining the high-level actions of all agencies and departments. | The team performed in line with expectations during 2019–20. |
| State Fire Management Planning Committee | The committee brought together a range of agencies and organisations to discuss, plan and manage fire matters with the community. The resulting strategies and plans address fire prevention, preparedness, response and recovery, as well as the environmental and cultural uses of fire. | The committee performed in line with expectations during 2019–20. |
| State Control Team | State Control Team’s role and function was to:   * oversee the control functions and responsibilities on behalf of the Emergency Management Commissioner and/or Chief Commissioner of Police * implement the strategic context of the readiness, response, and where appropriate the relief and recovery phases * provide oversight and determine the need for an SCT for a Class 2 or Class 3 Emergency. | The team performed in line with expectations during 2019–20. |
| State Coordination Team | The purpose of the State Coordination Team was to:   * oversee the coordination functions and responsibilities on behalf of the Emergency Management Commissioner for Class 1 and Class 2 Emergencies and the Critical Care Paramedic for Class 3 Emergencies * Provide oversight and determine the need for a State Control Team for a Class 2 or Class 3 Emergency * set the strategic context of the readiness, response, relief and recovery * endorse state level multi-agency lessons and promote lessons management. | The team performed in line with expectations during 2019–20. |
| State Crisis and Resilience Council (SCRC) Sub-Committees | The three standing sub-committees – Capability and Response, Relief and Recovery, and Risk and Resilience are the peak advisory bodies to the SCRC. | The SCRC three standing subcommittees met on three occasions in 2019 and partially met its purpose in 2019–20. |
| State Relief and Recovery Team | State Relief and Recovery Team was established to:   * support the State Relief and Recovery Manager and the Emergency Management Commissioner in the state level coordination of relief and recovery for Class 1, Class 2 and Class 3 Emergencies * implement a state relief and recovery strategy that meets the needs of the community and supports local and regional operations to ensure the coordinated management and delivery of relief and recovery * consider matters relating to the operational coordination, management and delivery of state relief and recovery. | The team performed in line with expectations during 2019–20. |
| Victorian Water Safety Roundtable | The purpose of the roundtable was to oversee the development and coordination of water safety policy and initiatives across the whole of government. | The roundtable partially met its purpose for 2019–20 due to workforce impacts in response to coronavirus (COVID-19). |
| Volunteer Consultative Forum | The Volunteer Consultative Forum provided a voice for volunteers through direct feedback to the Emergency Management Commissioner, Minister for Emergency Services and government on current and future proposals that have an impact on Victoria’s emergency management volunteers. | The forum performed in line with expectations during 2019–20. |
| Volunteer Firefighter Reference Group | Collected input from Victoria Fire Brigades Victoria in relation to fire services reform implementation and the realignment of Country Fire Authority as a volunteer firefighting organisation. | The group met its objectives in 2019–20. |
| **Justice Infrastructure/Community Safety Building Authority** | | |
| Barwon Prison Capital Works – Project Working Group | The working group provided close oversight in the delivery of the project, it focused primarily on project outputs, reporting proposed recommendations to the steering committee for decision-making. | The working group met its objectives in 2019–20. |
| Cherry Creek Youth Justice Project Steering Committee | The steering committee acted as a key body to oversee the delivery of the Cherry Creek Youth Justice Project within time, budget and approved scope. It provided overall strategic guidance and oversight of the project to assist in delivering project outcomes. The steering committee considered recommendations and information prepared by the project team. | The steering committee performed in line with expectations during 2019–20. |
| Chisholm Road Prison Project Steering Committee | The steering committee was a key oversight body to deliver the project within time, budget and approved scope. It provided overall strategic guidance and an oversight management of the project to achieve expected outcomes. The Steering Committee considered and endorsed key decisions based on recommendations and work from the project working group and project teams. | The steering committee performed in line with expectations during 2019–20. |
| Chisholm Road Prison Project – Project Working Group | The working group reported to the Chisholm Road Prison Project Steering Committee. It provided close oversight in the delivery of the project primarily focussed on project outputs. | The working group met its objectives in 2019–20. |
| Corella Place – Project Working Group | The Corella Place project working group’s role was to provide oversight of the project and its outputs. | The working group met its objectives in 2019–20. |
| Dame Phyllis Frost Centre Expansion – Steering Committee | The steering committee was to provide an oversight to help assure the delivery of the project within time, budget and approved scope. It provided overall strategic guidance and oversight in the management of the project. The steering committee considered and endorsed recommendations made by the project working group and project teams. | The committee met its objectives in 2019–20. |
| Dame Phyllis Frost Centre – Project Working Group | The working group reported to the Dame Phyllis Frost Centre Expansion steering committee providing close oversight in the delivery of the project, focusing primarily on project outputs. | The working group met its objectives in 2019–20. |
| Emergency Services Infrastructure Authority and Victoria State Emergency Service – Sector Coordination Group | The Sector Coordination Group was responsible to oversee the delivery of the program within project timelines, budget and approved scope. It provided overall strategic guidance and oversight of the program. The group was supported by four working groups. | The committee met its objectives in 2019–20. |
| Emergency Services Infrastructure Authority and Victoria State Emergency Service –   * Central Project Working Group * South West Project Working Group * East Project Working Group * North East Project Working Group | Each of the work groups reported to the Emergency Services Infrastructure Authority and Victoria State Emergency Service - Sector Coordination Group. The working groups were responsible for overseeing project implementation and outputs for their region. | The working groups met its objectives in 2019–20. |
| Fulham Correctional Centre Expansion Project – Project Working Group | The working group’s role was to oversee the project and focused on its delivery and project outputs. | The working group met its objectives in 2019–20. |
| Justice Asset and Infrastructure Plan Steering Committee | The steering committee was a key oversight body for the delivery of the project within time, budget and approved scope. The steering committee provided strategic guidance and oversight of the project to assist in achieving project outcomes. | The committee met its objectives in 2019–20. |
| Melbourne Assessment Prison – Project Working Group | The working group provided close oversight in the delivery of the project. It focused primarily on project outputs. | The working group met its objectives in 2019–20. |
| Prison Infill Expansion Program Steering Committee | The steering committee acted as a body to oversee the delivery of the program. It provided overall strategic guidance and oversight of project outcomes. The working group supported the steering committee with recommendations and information from the project team and program working group. | The committee met its objectives in 2019–20. |
| West Melbourne Court and Custody Complex – Project Steering Committee (Planning and Design) | The steering committee’s role was to oversee the project delivery within time, budget and approved scope. It provided overall strategic guidance and oversight management of the project to achieve its outcomes. | The committee met its objectives in 2019–20. |
| **Police Fines and Crime Prevention** | | |
| Countering Violent Extremism (CVE) Expert Advisory Committee (EAC) | The advisory committee provided technical advice to the Victorian Government on Countering Violent Extremism disengagement interventions and programs, and risk assessment, in response to Recommendation 13 of the second report of the Expert Panel on Terrorism and Violent Extremism Prevention and Response Powers. | The committee was formally constituted in June 2020 and had its first meeting on 2 July 2020. |
| Crime Prevention Taskforce | The Taskforce was established in 2019 to partner with government to support the development and promotion of the new crime prevention agenda.  The Taskforce commenced in June 2019 and concluded in February 2020. It was chaired by the Minister for Crime Prevention and comprised 14 members, appointed on a non-remunerative basis. Representation provided links to sectors such as community, business, industry, sports and media. | The taskforce met its objectives in 2019–20. |
| Firearms Appeals Committee | The committee was a statutory appeals body, established to review firearms licensing decisions of the Chief Commissioner of Victoria Police under the *Firearms Act 1996.* | The committee met its objectives in 2019–20. |
| Fines Reform Steering Committee | The steering committee provided oversight of Fines Reform and the remediation of Victoria’s fines system. The Deputy Secretary, Police, Fines and Crime Prevention chaired the committee and it comprised of members from across government departments and agencies with responsibility for the fines system. | The committee met its objectives in 2019–20. |
| Infringements Standing Advisory Committee | The committee advised the Attorney-General on the operation of the infringements system. The committee was made up of representatives from agencies that enforced the law, including those who issue infringement notices, and community agencies that support people who receive infringement notices. | The committee met its objectives in 2019–20 |
| Melbourne Protective Security Enhancement (MPSE) Program Steering Group | The steering group provided oversight for the delivery of the MPSE Program. It provided advice and key decisions to the Minister for Police and Emergency Services. The Deputy Secretary, Police, Fines and Crime Prevention chaired the meetings. Members included senior executives from government departments, including Department of Transport, Emergency Management Victoria, Victoria Police, and the City of Melbourne. | The steering group met its objectives in 2019–20. |
| Restorative Engagement and Redress Scheme Steering Committee | The committee supported the design, development and implementation of the scheme to reduce the harm caused by sexual discrimination, harassment and abuse experienced by staff at Victoria Police. | The committee met its objectives during 2019–20. |
| Sports Alliance | The Minister for Crime Prevention and Youth Justice chairs the Sports Alliance. The Alliance developed and delivered crime prevention projects and initiatives. It provided strategic advice to government, and coordinated crime prevention efforts in the sport and recreation sector. This also included sports related initiatives and projects within the Youth Justice portfolio. | Established in June 2020. |
| Victorian Firearms Consultative Committee | The committee considered issues relating to the regulation of firearms in Victoria and provided expert policy advice to the Minister for Police and Emergency Services. | The committee met its objectives during 2019–20. |
| Victorian Fixed Camera Site Selection Committee | Victoria Police chaired the committee, with representation from the Department of Transport and the Police, Fines and Crime Prevention Group. The committee analysed and recommended locations for Victoria’s fixed road safety cameras. | The committee met its objectives in 2019–20. |
| Victorian Security Industry Advisory Council (the Council) | The Council provided advice to the Minister for Police and Emergency Services on the operation and possible further reform of the regulatory framework for the Victorian private security industry with a view to improving ethical and professional standards of practice within the industry. | The council met its objectives during 2019–20. |
| **Regulation, Legal and Integrity** | | |
| Consumer Affairs Victoria (CAV) Consumer Forum | The forum brought together organisations that represented the interests of consumers to develop a set of recommendations for CAV to consider when finalising its annual priorities for the following cycle. | The forum was operating in line with expectations during 2019–20. |
| Estate Agents Council | The council monitored the real estate industry, the regulation of the industry and advised the Minister for Consumer Affairs, Gaming and Liquor Regulation on developments and recommendations for change. | The council was operating in line with expectations during 2019–20. |
| Government Legal Services Panel Executive Committee | The committee provided guidance and advice to the Executive Contract Manager and Panel Contract Management unit on issues relating to the management and operation of the legal panel. | The committee met its objectives in 2019–20. |
| Human Rights Charter Leaders Group | The Victorian Secretaries Board established the group to promote a human rights culture by providing leadership and coordination for Victorian Public Service agencies on the Charter. The group gave practical effect to the Charter by testing, demonstrating and role modelling how leadership can embed human rights practice in organisational core documents, systems and operational capacity. | The group was operating in line with expectations during 2019–20. |
| Independent Review Panel | The Independent Review Panel was established under the *Gambling Regulation Act 2003*. The Panel’s remit was to oversee and publicly report on the gambling licences regulatory review and licensing processes. | The Panel was operating in line with expectations during 2019–20. |
| Liquor Control Advisory Council | The Liquor Control Advisory Council (the Council) was established under section 5 of the *Liquor Control Reform Act 1998.* The Council’s remit was to provide advice to the Minister for Consumer Affairs, Gaming and Liquor Regulation on alcohol related policy and any other matters referred to it. | The Council was operating in line with expectations during 2019–20. |
| Motor Car Traders Claims Committee | The committee determined claims made against the Motor Car Traders Guarantee Fund by consumers and others in accordance with the *Motor Car Traders Act 1986*. | The committee was operating in line with expectations during 2019–20. |
| Residential Tenancies Bond Authority (RTBA) Internal Audit Committee | The primary role of the committee was to provide reasonable assurance that the RTBA was meeting its statutory requirements and achieving its core business goals and objectives within an appropriate internal control and risk management framework. | The committee was operating in line with expectations during 2019–20. |
| Responsible Gambling Ministerial Advisory Council (the Council) | The Council was established under section 10.2.1 of the *Gambling Regulation Act 2003*. The Council’s remit was to provide advice to the Minister for Consumer Affairs, Gaming and Liquor Regulation on responsible gambling policy and research matters. | The Council was operating in line with expectations during 2019–2020. |
| Sex Work Ministerial Advisory Committee (the Committee) | The Committee, as specified under section 67 of *the Sex Work Act 1994*, advised the Minister for Consumer Affairs, Gaming and Liquor Regulation on specified matters related to the Act. | The committee did not meet in 2019–20. |
| Trust Fund Governance Committee (the Committee) | The Committee oversaw the governance and performance of CAV Trust Funds, ensuring outcomes including high quality financial reporting and effective risk management. | The committee was operating in line with expectations during 2019–20. |
| **Service Delivery Reform, Coordination and Workplace Safety** | | |
| Families Reference Group (FRG) | The Families Reference Group was established to provide families who have lost loved ones in workplace incidents a forum to advocate for change to workplace safety policy and inform the design of the Workplace Incident Consultative Committee, established under the *Occupational Health and Safety Act 2004*. | The group met its objectives during  2019–20. |
| Victims of Crime Consultative Committee | The Victims of Crime Consultative Committee (VOCCC) was established under the *Victims of Crime Commissioner Act 2015*. VOCCC provided a forum for victims of crime, criminal justice agencies and victims of crime services to discuss improvements to policies, practices and services. Members also provided advice to the Attorney-General and the Minister for Victim Support about improvements to policies, practices and reforms relating to victim issues and support and justice services.  The Attorney-General and the Minister for Victim Support both attend VOCCC meetings. VOCCC membership comprised seven victims of crime representatives. | The committee met its objectives during 2019–20. |
| **Youth Justice** | | |
| Custodial Facilities Working Group | The Custodial Facilities working group provided expert advice to the Minister for Youth Justice on effective measures to address current and emerging issues in the youth justice custodial system. The focus of the working group was the safety, security and stability of youth justice custodial facilities, and the effective rehabilitation of young people in custody. The Secretary chairs the working group comprising of senior government and non-government youth justice experts and stakeholders. | The working group met its objectives in 2019–20. |
| Koori Youth Justice Taskforce Reference Group | The Koori Youth Justice Taskforce was a joint initiative of the Commission for Children and Young People and the department. The taskforce audited the cases of young Aboriginal children and young people under justice supervision. The reference group was established to provide advice to guide the work of the Koori Youth Justice Taskforce and was comprised of key government and Aboriginal community representatives. | The reference group met its objectives in 2019–20. |
| Youth Justice Redevelopment Project Community Advisory Group | The Youth Justice Redevelopment Project Community Advisory Group supported the development of the new youth justice centre. An independent Chair chairs the meetings. Its members comprised of Wyndham community representatives, Wyndham City Councillors, local Aboriginal community representatives, Victoria Police and departmental representatives. The group ensured the local community was informed and engaged as the project progressed and acted as a conduit between the community and the department. | The community advisory group met its objectives in 2019–20. |
| Youth Justice Redevelopment Project Steering Committee | The inter-departmental steering committee was responsible for overall strategic oversight of the Youth Justice Redevelopment Project. The steering committee oversaw the design, development, construction and operationalisation of the new youth justice facility at Cherry Creek.  As the project’s leadership body, it provided project governance, government policy direction and strategic advice on project issues. The steering committee comprised senior representatives from the department, Department of Premier and Cabinet and Department of Treasury and Finance. | The steering committee met its objectives in 2019–20. |
| Youth Justice Reference Group | The Youth Justice Reference Group was established as the youth justice primary advisory and consultation body. The reference group provided advice to the department on the implementation of the recommendations of the Youth Justice Review and Strategy: Meeting needs and reducing offending (2017) by Penny Armytage and Professor Ogloff. | The reference group met its objectives in 2019–20. |

# Details of all consultancies and contractors including consultants/contractors engaged, services provided, and expenditure committed to for each engagement

Details of consultancies under and over $10,000 can be found in the Appendices section of the department’s 2019–20 Annual Report.

Details of contractors can be provided upon request by contacting:

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# Glossary

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| **Acronyms** | **Description** |
| AJF | Aboriginal Justice Forum |
| AMAF | Asset Management Accountability Framework |
| ANZSOG | Australian and New Zealand School of Government |
| AOD | Alcohol and Other Drugs |
| ASEWP | Aboriginal Social and Emotional Wellbeing Plan |
| BDM | Registry of Births, Deaths and Marriages |
| CAV | Consumer Affairs Victoria |
| CCS | Community Correctional Services |
| CFA | Country Fire Authority |
| CV | Corrections Victoria |
| CVRC | Corrections Victoria Research Committee |
| CPSU | Community and Public Sector Union |
| DELWP | Department of Environment, Land, Water and Planning |
| DHHS | Department of Health and Human Services |
| DJCS | Department of Justice and Community Safety |
| DPC | Department of Premier and Cabinet |
| EMJPIC | Emergency Management Joint Public Information Committee |
| EMV | Emergency Management Victoria |
| EPOF | Executive Policy Owners’ Forum |
| ERG | Expert Reference Group |
| EPOF | Executive Policy Owners’ Forum |
| IBAC | Independent Broad-based Anti-Corruption Commission |
| IGEM | Inspector-General Emergency Management |
| MPSE | Melbourne Protective Security Enhancement |
| OPCAT | Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment |
| RSN | Regional Service Network |
| SCRC | State Crisis and Resilience Council |
| SEMT | State Emergency Management Team |
| VAGO | Victorian Auditor General’s Office |
| VOCCC | Victims of Crime Consultative Committee |