

Additional Information 2016-17

Department of Justice and Regulation

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1 Information

In compliance with the requirements of the Standing Directions of the Minister for Finance, the department is required to retain the following information for 2016–17 and make it available to the public upon request. The information is subject to the provisions of the *Freedom of Information Act 1982*. The department supports transparency in government and proactively publishes this information.

The Department of Treasury and Finance guidelines are available online at:

<http://www.dtf.vic.gov.au/Standing-Directions>

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

Declarations of pecuniary interests have been duly completed by all executive officers and officers with a financial delegation exceeding \$20,000.

3 Details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary

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

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

Publication	Produced	How is it obtained?
Civil Justice		
Access to Justice Review 2016	October 2016	https://engage.vic.gov.au/accesstojustice
Dispute Settlement Centre of Victoria (DSCV) brochures	DSCV has a rolling production of brochures that provide high level service information about the centre.	The brochures are available: <ul style="list-style-type: none"> at community engagement sessions at all justice service centres local police stations local council offices.
Corrections Victoria		
Corrections Victoria Family Violence Prisoner Survey 2015: Summary Report	November 2016	www.corrections.vic.gov.au
Corrections Victoria Annual Prisoner Statistical Profile 2006–07 to 2015–16	June 2017	www.corrections.vic.gov.au
Criminal Justice Strategy and Co-ordination division		
Fact sheet: The new organisational duty of care to prevent child abuse	May 2017	www.justice.vic.gov.au
Criminal Law Policy and Operations		
Attorney-General's Annual Report on the Infringements System 2015–2016	February 2017	www.justice.vic.gov.au
Infringement Management and Enforcement Services (IMES) Annual Report on the Infringements System 2015–16	November 2016	www.justice.vic.gov.au

Publication	Produced	How is it obtained?
IMES Asset Confiscation Operations Annual Report 2015–16	September 2016	www.parliament.vic.gov.au
Community Operations and Victim Support Agency (COVSA): A victim's guide to support services and the criminal justice system	Updated annually	www.victimsofcrime.vic.gov.au
COVSA: Getting information about the offender: The victims register	Updated annually	www.victimsofcrime.vic.gov.au
COVSA services for people affected by crime	Updated annually	www.victimsofcrime.vic.gov.au
Emergency Management Victoria		
Coal Mines Emergency Management Taskforce Final Report and Achievements Analysis	January 2017	https://www.emv.vic.gov.au/coal-mines-emergency-management-taskforce-final-report
Community Resilience Framework for Emergency Management	May 2017	https://www.emv.vic.gov.au/community-resilience-framework-for-emergency-management
Emergency Management Diversity and Inclusion Framework	October 2016	https://www.emv.vic.gov.au/Diversity and Inclusion
Emergency Management Operational Review 2015–16	December 2016	www.emv.vic.gov.au/emergency-management-operational-reviews
Emergency Management Victoria Year in Review	December 2016	https://www.emv.vic.gov.au/publications/emv-review-2015-16
Victorian Emergency Management Strategic Action Plan Update 2016–19	December 2016	https://www.emv.vic.gov.au/strategic-action-plan-update-2016-19
Victorian Preparedness Framework	May 2017	https://www.emv.vic.gov.au/victorian-preparedness-framework
Victorian Preparedness Goal	June 2017	https://www.emv.vic.gov.au/victorian-preparedness-goal
Regional Service Network		
Barwon South West justice services fact sheet	Updated 2017	Available at justice service centres in Geelong and Warrnambool, call (03) 5215 8580 or visit www.justice.vic.gov.au
Gippsland justice services fact sheet	Updated 2017	Available at justice service centres in Morwell, Bairnsdale, Sale and Korumburra, call (03) 5116 5891 or visit www.justice.vic.gov.au
Grampians justice services fact sheet	Updated 2017	Available at justice service centres in Ballarat and Horsham, call (03) 4301 7011 or visit www.justice.vic.gov.au
Hume justice services fact sheet	Updated 2017	Available at justice service centres in Wangaratta, Shepparton, Wodonga and Seymour, call (03) 5723 6421 or visit www.justice.vic.gov.au

Publication	Produced	How is it obtained?
Loddon Mallee justice services fact sheet	Updated 2017	Available at justice service centres in Bendigo, Mildura and Swan Hill, call (03) 5440 6126 or visit www.justice.vic.gov.au
North West Metropolitan justice services fact sheet	Updated 2017	Available at justice service centres at Broadmeadows, Carlton, Reservoir, South Morang, Sunshine and Werribee. Call (03) 9094 2200 or visit www.justice.vic.gov.au
South East Metropolitan justice services fact sheet	Updated 2017	Available at justice service centres in Dandenong, Pakenham, Cranbourne, Rosebud, Frankston, Moorabbin, Box Hill, Lilydale and Ringwood, call (03) 8765 5222 or visit www.justice.vic.gov.au
Regulation division		
Consumer Affairs Victoria Annual Report 2015–16	October 2016	https://www.consumer.vic.gov.au/annual-reports
Service Strategy Reform		
Department of Justice and Regulation Annual Report 2015–16	October 2016	www.justice.vic.gov.au/annualreport
Department of Justice and Regulation Corporate Plan 2016–20	November 2016	www.justice.vic.gov.au/corporateplan
National Coronial Information System (NCIS) Annual Report 2015–2016	November 2016	www.ncis.org.au/data-collection/publications/
NCIS applying for access	January 2017	www.ncis.org.au/how-to-access-data-on-the-ncis/
NCIS Business Plan 2016–2017	July 2016	www.ncis.org.au/data-collection/publications/
NCIS data extract service	July 2016	www.ncis.org.au/how-to-access-data-on-the-ncis/

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

Title	2015–16 rate (\$)	2016–17 rate (\$)
Civil Justice		
Registry of Births, Deaths and Marriages (BDM). All BDM fees are available on the BDM website www.bdm.vic.gov.au		
Criminal Law Policy and Operations		
Application for a working with children check for child related work that is for profit or gain		
1 July 2015 to 26 March 2016	108.80	119.00
27 March 2016 to 30 June 2016	116.14	
Application (Renewal) for a working with children check under section 19(2) for child related work that is for profit or gain		
1 July 2015 to 26 March 2016	108.80	88.10
27 March 2016 to 30 June 2016	85.95	

Title	2015–16 rate (\$)	2016–17 rate (\$)
Enforcement order fee	28.60	35.80
Infringements court lodgement fee	53.00	68.60
Penalty reminder notice	24.15	22.60
Regulation division		
Application to be declared tier 1 or 2 association for purposes of a financial year (Incorp association)	122.40	125.50
Application to call a special meeting (co-ops)	265.20	271.80
Application for certificate evidence (co-ops)	74.80	76.70
Application for exemption for lodging financial statements - Tier 1	27.20	27.90
Application for exemption for lodging financial statements - Tier 2	54.40	55.80
Application for exemption for lodging financial statements - Tier 3	54.40	55.80
Application for exemption from requirement to remove auditor S107(2)	47.60	48.80
Application for permission to allow a co-op to effect service to a member by publishing a notice in a relevant newspaper	74.80	76.70
Application to hold or appoint an inspector to hold an inquiry (co-ops)	508.60	521.40
Application to vary or revoke conditions (second hand dealer)	40.80	41.80
Copy or extract from register (second hand dealer)	5.00	5.00
Inspection or copying of the LMCT register (per page)	7.10	7.20
Rural branch manager - new licence (estate agent)	9.80	10.00
Rural branch manager - annual licence fee (estate agent)	87.70	89.90
Rural branch manager - extension of time (estate agent)	61.70	63.30
Rural branch manager - late lodgement (estate agent)	61.70	63.30
S46B(1) - Further extension (sex work)	244.40	273.60
S53A (2)(d) - Application - Act as approved manager (sex work)	79.00	121.60
Service Strategy Reform		
Crime Statistics Agency: preparation and supply of customised data consultancy and associated explanatory material as specified in regulation 3(1)(a)		
For first two hours or part	156.40	160.31
For every subsequent hour or part	77.52	79.46
Crime Statistics Agency: provision of statistical analysis, research or other forms of statistical advice to fulfil customised requests as specified in regulation 3(1)(b)		
For first two hours or part	216.24	221.65
For every subsequent hour or part	107.44	110.13
NCIS statistical consultancy: preparation and supply of customised data consultancy and associated explanatory material		
For first two hours or part	156.40	160.31
For every subsequent hour or part	77.52	79.46

Title	2015–16 rate (\$)	2016–17 rate (\$)
NCIS statistical consultancy: provision of statistical analysis, research or other forms of statistical advice to fulfil customer requests		
For first two hours or part	216.24	221.65
For every subsequent hour or part	107.44	110.13

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

Major review	Conducted by	Purpose	Completed
Civil Justice division			
Investigation into the BDM handling of a complaint	Victorian Ombudsman	The report details an investigation into the BDM handling of a complaint.	January 2017
Criminal Law Policy and Operations division			
Investigation into the road safety camera system along Peninsula Link	Victorian Road Safety Camera Commissioner	The report documents the findings of the Road Safety Camera Commissioner following an investigation into the accuracy, reliability and integrity of the road safety camera systems along the Peninsula Link freeway.	April 2017
Review of the administration of the <i>Working with Children Act 2005</i>	Ernst & Young for the Commissioner for Children and Young People	Annual review and report on the administration of the <i>Working with Children Act 2005</i> , as requested by the <i>Commission for Children and Young People Act 2012</i> .	September 2016
Victorian Road Safety Camera Commissioner Annual Report 2015–16	Victorian Road Safety Camera Commissioner	As part of his annual report, the Victorian Road Safety Camera Commissioner reviews and assesses the operation of the Victorian road safety camera program.	September 2016
Western Ring Road, approximately 600 metres west of Sydney Road, Glenroy (final report)	Victorian Road Safety Camera Commissioner	The report documents the findings of the Road Safety Camera Commissioner's investigation into several instances of speed limit reductions along the Western Ring Road, westbound, approximately 600 metres west of Sydney Road in Glenroy.	March 2017
Corrections Victoria			
Managing Community Corrections Orders	Victorian Auditor General's Office	The audit examined how effectively Corrections Victoria manages Community Corrections Orders.	February 2017
Emergency Management Victoria			
Security of critical infrastructure control systems for trains	Victorian Auditor-General's Office	The audit reviewed the control systems of train operators and Public Transport Victoria's oversight of these operators. Emergency Management Victoria (EMV) was engaged as part of the audit.	November 2016

Major review	Conducted by	Purpose	Completed
Review of the response to the thunderstorm asthma event of 21-22 November 2016	Inspector General for Emergency Management (IGEM)	Following the thunderstorm asthma event of 21-22 November 2016, the Minister for Emergency Services and the Minister for Health and Ambulance Services jointly commissioned a review by IGEM, under Section 64 of the <i>Emergency Management Act 2016</i> , of the emergency response to this event. The scope of the review included the following: <ul style="list-style-type: none"> the appropriateness and adequacy of the response the role of and coordination between relevant agencies including the support provided to emergency and public health services the provision of public warnings and any other factors and opportunities for improvement. 	April 2017
Finance, Infrastructure and Governance division			
Audit Committee Governance	Victorian Auditor-General's Office	The audit reviewed the governance arrangements for audit committees in all seven state government departments and Victoria Police.	August 2016
Financial Systems Controls Report 2015–16	Victorian Auditor-General's Office	The report provides a high-level overview of the strength of information technology controls used by a number of public sector entities to protect their financial information.	November 2016
Portfolio Departments and Associated Entities: 2015–16 Audit Snapshot	Victorian Auditor-General's Office	The report details the outcome of the financial audits of the seven portfolio departments and 207 associated entities for the financial year ending 30 June 2016.	November 2016
Liquor, Gaming and Racing division			
Regulating Gambling and Liquor	Victorian Auditor-General's Office	The report assessed Victorian Commission for Gambling and Liquor Regulation (VCGLR) licensing and compliance functions, its oversight of the Melbourne Casino, its performance measurement and reporting, and its collaboration with other agencies.	February 2017
Report of the Gambling and Lotteries Licence Independent Review Panel in relation to the allocation of a licence to conduct public lotteries in the State of Victoria from 1 July 2018	Gambling and Lotteries Licence Independent Review Panel	A report to the Minister for Consumer Affairs, Gaming and Liquor Regulation pursuant to s10.2A.10(1) of the <i>Gambling Regulation Act 2003</i> in relation to the allocation of a licence to conduct public lotteries in Victoria from 1 July 2018.	May 2017
Office of the Secretary			
Bail Review: First advice to the Victorian Government.	Former Director of Public Prosecutions and Supreme Court Justice, the Hon. Paul Coghlan QC	The review into Victoria's bail system will focus on legislative and practical reforms to manage risk and maximise community safety.	First advice completed in April 2017. Second advice completed in May 2017.
Bail Review: Second advice to the Victorian Government.			
Board performance	Victorian Auditor-General's Office	The audit examined whether boards are performing effectively and contributing to effective governance of public sector entities.	May 2017

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

Major research and development	Conducted by	Purpose
Civil Justice division		
Access to Justice Review 2016	Department of Justice and Regulation	An inquiry to identify ways to improve justice for Victorians with an everyday legal problem and ensure that the most disadvantaged and vulnerable in the community, including Victorians from Aboriginal and Torres Strait Islander backgrounds, receive the support they need when engaging with the law and the justice system.
Corrections Victoria		
Corrections Victoria Review of Treatment Model	The University of Melbourne	A review of the treatment model in place for serious sex offenders.
Establish the Corrections Victoria Research and Evaluation Panel	Department of Justice and Regulation	Establish a panel of external experts that can be used to procure research and evaluation services.
Criminal Law Policy and Operations division		
Road Safety Research program	Monash University Accident Research Centre (MUARC)	The purpose is to provide expert research and advice over a six year period on strategies to address road safety issues and reduce road trauma across Victoria. Collective engagement of MUARC by Victoria's Road Safety Partner agencies – Department of Justice and Regulation, Victoria Police, VicRoads and the Transport Accident Commission.
Youth Justice		
Meeting needs and reducing offending: Youth justice review and strategy ¹	Ms Penny Armytage and Professor James Oglloff	A review of youth support, diversion and youth justice services to propose a new strategic approach to youth justice.

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

Officer	Destination	Objective	Outcome
Corrections Victoria			
Assistant Commissioner, Security and Intelligence	Romania	To attend the International Corrections and Prisons Association (ICPA) conference in Romania: correctional leadership - engaging hearts and minds to present on strategic leadership and change management.	To participate at ICPA, a forum to share experience, innovations and reforms with correctional practitioners from across the world (80 countries). The attendee is also a member of the Australian delegation group of five representing Victoria at the ICPA event.

¹ Review commenced prior to the transfer of responsibility for youth justice from Department of Health and Human Services (DHHS) to the Department of Justice and Regulation (DJR) through the machinery of government change effective from 3 April 2017.

Officer	Destination	Objective	Outcome
Chairperson, Adult Parole Board	Canada	To attend the Association of Paroling Authorities International annual training conference.	To consider international best practice in the administration of parole.
Chief Administration Officer, Adult Parole Board	Canada	To attend the Association of Paroling Authorities International annual training conference.	To consider international best practice in the administration of parole.
Deputy Commissioner, Operations	Canada	To attend an international symposium on operational correctional issues and challenges.	Contributed to a discussion on key contemporary issues and challenges impacting on correctional practice and sharing developments in these areas.
Deputy Commissioner, Operations	Philippines	To present at the global counter-terrorism forum's detention and reintegration working group.	Presented on Victorian and Australian experience in managing extremist offenders and responding to radicalisation in prisons.
General Manager, Sex Offender Management Branch, Offender Management Division	United States of America (USA)	To attend Association for Treatment of Sexual Abusers conference and sex offender civil commitment facilities.	To consider international best practice in the management of sex offenders.
Manager, Transition and Reintegration Unit, Rehabilitation and Reintegration Branch, Offender Management Division	New Zealand	To attend international coalition for children with incarcerated parents' conference.	To consider international best practice in the development of rehabilitation and reintegration programs.
Senior Clinician, Major Offenders Unit, Sentence Management Division	New Zealand	To attend the 36th Australian and New Zealand Association of Psychiatry, Psychology and Law (ANZAPPP) annual congress - The perils of belief: contending with the consequences of cults, conspiracy and contagion.	Provided recommendations to Corrections Victoria in relation to the development and use of specific risk assessment tools and intervention pathways for violent extremist offenders.

Emergency Management Victoria

1 Emergency Management Commissioner,	USA and Canada	To build on relationships with Victoria's overseas emergency management partners, government departments and business leaders including Airbnb, aviation technology leaders and California Office of Emergency Management.	<p>The key outcomes of the trip were to:</p> <ul style="list-style-type: none"> ▪ witness night vision capability in action and bring it back to Victoria ▪ hold meetings with key agencies about the future potential for the technology platform, Emergency Management – Common Operating Picture ▪ plan for the future of emergency management strategic communication ▪ share lessons learnt with British Columbia Emergency Management and E-Comms Centre ▪ witness and learn from CAL FIRE and partner agencies in action during massive wildfires.
2 General Manager, Community, Communication and Media, and			
3 Director Strategy and Investment			

Officer	Destination	Objective	Outcome
Liquor, Gaming and Racing			
Executive Director	Canada	To present at the Discovery Conference, a conference for discussions of problem gambling prevention.	Raised awareness about Victoria's gambling policies, including YourPlay, and develop an understanding of current research in gambling.
Executive Director	New Zealand	To attend the Australasian Casino and Gaming Regulators Conference.	Discussion of gaming machine national standards, jurisdictional licensing arrangements and gambling harm awareness.
Project Manager and Project Officer, Victoria Racing Integrity Unit	New Zealand	To meet with the Chief Executive Officer, New Zealand Racing Integrity Unit.	Developed an understanding of New Zealand racing integrity framework.
Regulation			
Assistant Director, Regulation and Policy Division	Wellington, New Zealand	Attend Australian and New Zealand School of Government (ANZSOG) workshop: Managing Regulation, Enforcement and Compliance.	Gained specialist training on regulation enforcement and compliance strategy.
General Counsel, Regulatory Transaction Centre	Wellington, New Zealand	Attend ANZSOG workshop: Managing Regulation, Enforcement and Compliance.	Gained specialist training on regulation enforcement and compliance strategy.
General Manager, Corporate Support	Singapore	Attend Lee Kuan Yew School of Public Policy.	Completion of a subject for Executive Master of Public Administration.
Service Strategy Reform			
Director, Transformation and Reform	Singapore	Attendance as part of the ANZSOG Executive Fellows Program at the Lee Kuan Yew School of Public Policy.	Participated in the second week of the Executive Fellows Program to attend lectures relating to strategic management in the public sector. This also included an immersive learning module exploring how Singapore could respond to challenges and opportunities in a digital world.

9 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 government expenditure with a media spend of more than \$100,000 are listed in the Appendices of the department's Annual Report 2016–17.

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
Civil Justice		
Community engagement activities provided by the DSCV	Promote services to the broader Victorian community through cost-effective activities that convey the message that DSCV is fast, free and effective in resolving disputes. The community engagement plan aims to promote DSCV services to specific groups which might not be reached by the general strategy.	0
Upgrade of the BDM website	Upgrade of the BDM website to comply with Brand Victoria guidelines and deliver an enhanced user experience.	95,000
Corrections Victoria		
Community Correctional Services: Workforce Reform Vacancy Driven Recruitment Campaign	Statewide recruitment campaign for Community Correctional Services (CCS) to raise awareness of new jobs in CCS and direct potential applicants to the corrections jobs website.	341,000
Liquor, Gaming and Racing		
YourPlay	The YourPlay pre-commitment system enables players of electronic gaming machines to set limits and track the money and time spent gambling across all venues in Victoria. The scheme is voluntary for players. Local promotion and venue education activities are essential elements in raising awareness of the YourPlay scheme.	146,258
Regional Service Network		
Aboriginal Community Elders Services Incorporated	Elders Forum – conducted at Victorian Aboriginal Community Services Association Limited. CAV, Sheriffs, Courts, Centrelink, Police, DHHS, and Aboriginal and Torres Strait Islander community elders attended the forum. Information was provided in relation to Wills and Power of Attorney.	1,818
Aboriginal Information Day	Six community information and fine days were held at Wodonga, Wangaratta and Shepparton and facilitated Sheriff Aboriginal Liaison Officer. The sessions focused on building community understanding of departmental services and assisting community with Sheriff fines.	0
Aboriginal Women's Yarning Circles	The Aboriginal women's group provide a range of programs including luncheons, outings and an art-based program. In October 2016, the women's group participated in an activity that was attended by CAV and the Sheriff's Aboriginal Liaison Officer, and included Centrelink, Darebin Community Legal Service, Victorian Aboriginal Legal Services, and the Aboriginal Family Violence Prevention and Legal Service.	0
Acknowledgement and promotion of local Koori culture	Local Koori art work commissioned for installation at new Warrnambool Justice Service Centre. Koori dancing ceremony was held at the opening of Warrnambool Justice Service Centre.	0

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
Charity event	The prison charity 'Prisoners on the Run' conducted a Fun Run for the community, running from the old prison jail to the new Beechworth Correctional Centre. Funds raised go to the prisoners on the run charity. Funds was used to purchase equipment for children with disabilities who live within 75 kilometres of Beechworth Correctional Centre. Following the fun run, presentations were held in the jail and community visitors were provided with an understanding of prison life. Media coverage before and after the event further promoted the prison's commitment to rehabilitation and working with the community.	0
Community Correctional Services – Fix the Cycle (Community Work Program)	Local media story in the Star Weekly on Fix the Cycle program, promoting the hand-over of ten bikes donated by the North West Metropolitan area community work team to the Coolaroo South Primary School. The bikes help the school to continue with its bike education program, replacing stolen bikes and others that are in need of repair. The program also allows offenders to help the community while developing new skills. Some of the offenders have gone on to obtain apprenticeships with mechanics.	0
Community Safety Education Day at Southland	Raising awareness on community safety, reduction of crime, including how residents can make their properties safer, how they can minimise personal harm and how they can prepare for emergencies such as fire and flood. Promotion of crime prevention and CAV regional services. The event included the Justice bus.	0
Consumer Affairs expo: Clothesline project	A stall display promoting CAV services to support Aboriginal and Torres Strait Islander women impacted by domestic violence.	0
Consumer Affairs expo: Refugee Week	Participated via a stall display promoting CAV services to the culturally and linguistically diverse communities regarding renting and how to obtain information from the CAV website in various languages.	0
Consumer Affairs: Launch of new community centre	CAV was invited to participate in the launch of the East Preston Community Centre coordinated by Darebin Council and the East Preston and East Reservoir Tenants Group. The new centre will be a place for services and programs for the surrounding community.	0
Consumer Affairs: Multi agency forum	CAV provided advice at the Banyule/Nillumbik Family Violence Network meetings in relation to legislation and tenants' rights regarding domestic violence.	0
Consumer Affairs: presentations to community groups	CAV held promotional talks to community groups, including an information talk to the Delecombe Young Mums program Group and a Cyber Safety Talk at Bacchus Marsh Library.	0
Consumer Affairs: presentation to real estate agents	Information presentations delivered to real estate agents across the North West Metropolitan area and Barwon South West area to raise awareness of the provisions in the <i>Residential Tenancies Act 1997</i> relating to family violence and to provide information about local support services to which property managers can refer tenants.	0
Consumer Affairs: presentation regarding goods left behind inspections	Presentation delivered to various government and non-government agencies, including but not limited to DHHS, Haven Home Safe, Aboriginal Housing, and Housing Choice Australia regarding goods left behind inspections.	0
Consumer Affairs: presentations regarding online scams	CAV presented to various libraries across the North West Metropolitan area raising awareness regarding online scams.	0

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
Consumer Affairs: presentation to staff at Melbourne Assessment Prison, Metropolitan Remand Centre and Judy Lazarus Transition Centre	Presentation to offender services staff at the prisons to promote the integration of CAV and prison services for prisoners, particularly in relation to outstanding residential tenancy issues.	0
Consumer Affairs: presentation to support workers	Presentation delivered to support workers from Victorian Association for the Care and Resettlement of Offenders regarding the rights of tenants and the services offered by CAV.	0
Cultural understanding	A two day camp was held to build departmental staff understanding of Aboriginal culture. It included cultural training and cultural experiences led by Aboriginal Elders and included a two way exchange of information.	0
Dame Phyllis Frost Centre: Inside out prison exchange program graduation ceremony	In May 2017, the Dame Phyllis Frost Centre held a graduation ceremony that involved Royal Melbourne Institute of Technology (RMIT) University students joining with selected prisoners in a comparative criminal justice system course component at RMIT's School of Justice and Legal Studies. RMIT University is the first Australian university to run an Inside out prison exchange program, which originated in the USA in 1997.	0
Dame Phyllis Frost Centre: White Ribbon campaign	In November 2016 a 'Love is not violent' conference was held to support, raise awareness and money towards the White Ribbon campaign. The conference focused on sharing information about services available at the Dame Phyllis Frost Centre and within the community for those impacted by violence or who may be at a high risk of violent acts against them.	0
Department of Justice and Regulation presentation	Departmental staff from CAV and DSCV attended at the office of Gippsland Multicultural Services and spoke to members of the Polish and Filipino community about the wide variety of departmental services available.	0
Frankston North Bring Your Bills Day	Frankston North place-based initiative. Service information and promotion of departmental regional services.	0
Gippsland Jobs Fair	Departmental staff participated in the Gippsland Jobs Fair. The event attracted over 1,500 attendees. These attendees spoke to around 200 business and support agency representatives. The event was initiated in response to the Hazelwood Power Station and mine closure.	0
Information and advice to public housing tenants.	The department is a partner in the DHHS public housing information day events.	0
Job skills expo	Departmental staff participated in the Job Skills Expo at Lardner Park, near Warragul. Staff promoted the department as a career pathway, and informed the attendees of their wide variety of services. The department was one of over 100 exhibitors on the day. Over 2,500 students from local schools attended.	0
Justice Bus	Raise awareness to community members and school students of services provided by the department in the Barwon South West Area. There were three justice bus events; south west Aboriginal Community Controlled Organisation tour; Corangamite Shire tour; and a secondary school tour.	0
Justice Day	Departmental staff from CAV and DSCV attended the Justice Day at Lake Tyers and at Mitchell Community House in Wonthaggi to promote departmental services to the local community. Staff from CCS, Sheriffs, BDM, and Regional Aboriginal Justice Advisory Committee (RAJAC) attended to provide information and advice to the community.	0

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
Koori CCS recruitment	Loddon Mallee region RAJAC together with the Koori Justice Employment Team held two Koori employment information days at Bendigo and Mildura justice service centres. The newly created Aboriginal Advanced Case Management position was a focus of the recruitment sessions.	0
Koori cultural and relationship strengthening:	Hume region <ul style="list-style-type: none"> An art competition "Flow of the River" was held in Wodonga to engage the Aboriginal and Torres Strait Islander community and identify Aboriginal artwork to be displayed at the new Wodonga Justice Service Centre. The successful art work is now displayed at the justice service centres to create a more welcoming and culturally inclusive environment. 	3,108
	<ul style="list-style-type: none"> In conjunction with Murray Arts Exhibition all aboriginal art work submitted for the "Flow of the River" art competition and three pieces of art work from Aboriginal Prisoners was displayed in an exhibition at Gateway Island Gallery and Studios in Albury Wodonga in Wodonga. A launch of the exhibition was conducted with approximately 120 people attending the event which included discussion of department's approach to working with Aboriginal and Torres Strait Islander offenders. 	500
	Loddon Mallee region <ul style="list-style-type: none"> Loddon Mallee region Local Aboriginal Justice Action Committee (LAJAC) in collaboration with DHHS held an Aboriginal Elders luncheon. 	3,000
	<ul style="list-style-type: none"> Loddon Mallee region RAJAC in collaboration with Victoria Police held the Massive Murray Paddle to improve relationships with police and Aboriginal and Torres Strait Islander communities. 	3,000
Koori gatherings	Raise awareness in the Koori communities of services provided by departmental in the Barwon South West Area during five Koori Gathering events. Participate in yarning sessions across the region.	0
Koori Information Day	All program areas together with the Loddon Mallee region RAJAC partnered with Aboriginal and Torres Strait Islander groups to engage community members in cultural strengthening activities. These events also provide the opportunity to promote and deliver information on departmental services across the North Area. Seven sessions were held across Aboriginal Co-operatives in Loddon Mallee region.	0
Launch of LAJAC in Echuca	The Echuca LAJAC launch was attended by the Secretary and representatives of Koori organisations.	2,169
Managing and resolving conflict	Departmental staff from CAV and DSCV delivered presentations and participated in an evening workshop for Incorporated Associations on Managing and Resolving Conflict in Traralgon. The aim of the workshop was to inform the community of their obligations in running an incorporated association, and provide them with information on how to resolve disputes that may arise.	0
National Aborigines and Islanders Day Observance Committee (NAIDOC) targeted activities	Whole of Victorian Government promotion to Aboriginal and Torres Strait Islander community during NAIDOC to promote justice services and department as an employer of choice.	0
NAIDOC	Delivering Justice Services Together (DJuST) Committee representatives from CAV, Sheriff's, DSCV, BDM attended the Ballarat and District Aboriginal Co-operative Family Day during NAIDOC Week and provided information and assistance to the community.	0

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
NAIDOC Week Events 2016	Departmental staff from all program areas attended a range of activities across the Hume region and the Loddon Mallee region including events at Beechworth and Dhurringile Prison, a family day held at Malmesbury Youth Justice Centre, sporting events, Sheriffs barbeque, ceremony events and events in different communities to build connections between the department and Aboriginal and Torres Strait Islander communities.	0
NAIDOC Football match at Dhurringile Prison 2017	A football match was held a week prior to NAIDOC Week at Dhurringile Prison to celebrate NAIDOC Week to enhance connections with Aboriginal and Torres Strait Islander community and promote the positive community contributions delivered by Dhurringile Prison.	0
Pathways to Better Living Expo 2017	Dandenong and Doveton social cohesion and service expo. Promotion of regional departmental services to the local CALD communities.	0
Preferred employer	The department held two recruitment promotion sessions in Wangaratta and Shepparton to explain the role of Sheriffs and to encourage people to apply for roles. Similar sessions have been held in relation to roles involved in the administration of the Offender Behaviour program. These sessions promote departmental services and engage the community.	0
Prisoner rehabilitation	Beechworth Correctional Centre successfully implemented a strategy to increase the number of prisoners who can participate on game day for Beechworth Football Club. The department delivered mentor training to members of the Beechworth Football Club which strengthened understanding of prison life and working with prisoners. Media coverage of the initiative further enhanced community engagement and the importance of rehabilitation and the department's role.	0
Prisoner rehabilitation	Media campaign promoting the community contribution of Beechworth Correctional Centre to the surrounding community. The campaign promoted the Beechworth Correctional Centre Working Dogs program, a partnership with community organisation Wodonga Dog Rescue, in which prisoners care for and provide training for dogs before they are re-housed by Wodonga Dog Rescue.	0
Promotion of Sheriff services	Monthly attendance at Geelong family violence services to promote Sheriff activities and services.	0
Promotion of Sheriff services	Regular promotion to financial counsellors via presentations and meetings by sheriff staff.	0
Sisters Day Out	Departmental staff attended the Sisters Day Out in Bairnsdale. This is an event whereby the department can inform the female Koori community about their services in a fun and informal environment.	0
Targeted disadvantaged communities community education	The department had stalls at the Corio shopping centre to promote the full range of departmental services available.	0
Technical and Further Education (TAFE) Open Day	Departmental staff from participated in the TAFE Open Day at Traralgon. Staff promoted the department as a career pathway.	0
Wimmera Field Days	The DJuST Committee attended Wimmera machinery field days and provided information on departmental services.	0

Major promotional, public relations or marketing activity	Purpose	Total cost (\$)
Regulation division		
International students campaign	To provide international students information to support them throughout their rental tenancy or rooming house residency.	30,291
Fairer Safer Housing campaign	To encourage Victorians interested in renting to provide input on suggested rental reform.	44,360
Culturally and linguistically diverse - renting campaign	To increase awareness about rental rights and responsibilities amongst migrants settling in Victoria.	27,267
Scams	Create a greater awareness and understanding of online scams amongst older Victorians, with the aim of reducing detriment.	48,071
Domestic Building Dispute Resolution Victoria (DBDRV)	To promote the DBDRV service to builders and consumers looking to apply for dispute resolution.	753
Youth Justice		
Youth Justice Redevelopment Project – community information sessions	To provide information to the community of Wyndham on the location of the new youth justice facility.	3,085

10 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 2016–17.

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

The department places a high priority on consulting and communicating organisational change. In 2016-17, no time was lost due to industrial disputes. Regarding time lost due to industrial accidents, in 2016–17, a total of 8,663 days were lost, 2,436 days of which related to youth justice for the full 2016–17. The measure of time lost relates to any claim of one day or more where compensation has been paid by WorkSafe.

	Time lost (person days)
Industrial Accidents	8,663
Industrial Disputes	0

12 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
Civil Justice		
Lesbian, Gay, Bisexual, Trans and Gender Diverse, and Intersex (LGBTI) Justice Working Group	The LGBTI Justice Working Group supports the LGBTI Taskforce, which is charged with providing advice to the Minister for Equality on the delivery of LGBTI commitments and initiatives made by the Victorian Government. The LGBTI Justice Working Group provides subject matter advice to the Taskforce in relation to government policy, programs and services in the areas of civil law, criminal law, safer communities and corrections.	The LGBTI Justice Working Group met five times and met its objectives during 2016–17.
Corrections Victoria		
Corrections Victoria Research Committee	The committee considers the operational, ethical and privacy implications of proposed research involving staff, prisoners and offenders, or the personal information of those people for whom Corrections Victoria has a responsibility. The committee monitors the conduct of all approved research. The committee meets four to six times a year, and holds out-of-session hearings as needed.	The committee met its objectives during 2016–17.
Corrections Victoria stakeholder forum	The objectives of the Corrections Victoria stakeholder forum are to: <ul style="list-style-type: none"> ▪ establish effective communication channels and to develop closer working relationships between Corrections Victoria and stakeholders ▪ provide an opportunity for the Commissioner and staff of Corrections Victoria to communicate with stakeholders ▪ provide a forum for feedback and advice from stakeholders. Corrections Victoria provides the secretariat for the forum. Four forums were held during 2016–17.	The forum is operating in line with expectations.
Ministerial Community Advisory Committee	The Ministerial Community Advisory Committee reports to the Minister for Corrections on the progress and operation of the Custodial Community Permit Program (leave of absence program) for prisoners. The committee meets monthly excluding January.	The committee performed effectively during 2016–17.
Women's Correctional Services Advisory Committee	The Women's Correctional Services Advisory Committee was established by the Minister for Corrections in order to provide an external source of expert advice on the delivery of correctional services to women. The current membership has been extended until June 2018. Corrections Victoria provides the secretariat for the committee.	The committee is operating in line with expectations.
Criminal Justice Strategy and Co-ordination division		
Bail Reform Implementation Working Group	The role of the committee is to consider and consult stakeholders on the advice contained in the Bail Review conducted by the Hon. Paul Coghlan QC. The committee is chaired by the Deputy Secretary, Criminal Justice Strategy and Coordination.	The working group first met in May 2017.

Major committee	Purpose	Extent of purpose achieved
Crime and Community Safety Committee	Chaired by the Secretary DJR, the role of the committee is to support the planning and coordination of key government crime and community safety initiatives. The committee considers cross-portfolio issues and priorities relating to crime and community safety.	The committee met its objectives during 2016–17.
Royal Commission into Family Violence Implementation Steering Committee	The steering committee is the department's peak body to oversee the justice portfolio's strategy and policy on implementing its Royal Commission into Family Violence recommendations. The committee is chaired by the Secretary.	The committee met its objectives during 2016–17.
Royal Commission into Family Violence Implementation Coordination Group	The coordination group sits under the Royal Commission into Family Violence Implementation Steering Committee as a body which oversee the implementation work being undertaken at business unit level. The coordination group is being chaired by the Deputy Secretary, Criminal Justice Strategy and Coordination.	The committee met its objectives during 2016–17.
Criminal Law Policy and Operations		
Infringements Standing Advisory Committee	The committee advises the Attorney-General on the operation of the infringements system. The committee is made of representatives from agencies which enforce the law, including those who issue infringement notices, and agencies that support people who receive infringement notices.	The committee met its objectives during 2016–17.
Jury Directions Advisory Group	The group examines topics for reform of jury directions in criminal trials. The group is chaired by the department and comprises high level representatives from the Court of Appeal, Supreme Court, County Court, the Criminal Bar Association, Victoria Legal Aid, Office of Public Prosecutions, Judicial College of Victoria and academics.	The group met its objectives during 2016–17.
Ministerial Victims of Crime Consultative Committee	The committee advises the Attorney-General with regard to victims' policy and service initiatives and issues in Victoria. The committee is made up of representatives from the Office of the Public Prosecutions, Courts, Victoria Police, service providers and victims of crime.	The committee met its objectives during 2016–17.
Victorian Fixed Camera Site Selection Committee	A collaborative committee chaired by Victoria Police with representatives of the department and VicRoads to analyse and recommend locations for Victoria's fixed road safety cameras.	The committee met its objectives during 2016–17.
Victorian Legal Assistance Service Planning Committee	As required by the <i>National Partnership Agreement on Legal Assistance Services (NPALAS) 2015–20</i> , the Victorian Legal Assistance Service Planning Committee aims to improve coordination between service providers in the planning and delivery of services. The committee aims to ensure that legal assistance services are directed to where they are most needed. The committee comprises senior representatives from the Victorian Government, Commonwealth Government, Victoria Legal Aid, the Federation of Community Legal Centres and Aboriginal and Torres Strait Islanders legal assistance providers.	The committee met its objectives during 2016–17 and will continue to operate over the life of the <i>NPALAS 2015–20</i> .

Major committee	Purpose	Extent of purpose achieved
Emergency Management Victoria		
Emergency Management Joint Public Information Committee Executive (EMJPIC Executive)	<p>The purpose of EMJPIC Executive's role is to:</p> <ul style="list-style-type: none"> ▪ provide assurance to Emergency Management Commissioner, State Emergency Management Team and the State Crisis and Resilience Council (SCRC) that it has appropriate oversight of the government communication planning, strategy and delivery in relation to emergencies ▪ support agencies and departments in strengthening whole of Victorian Government emergency communications ▪ set priorities for EMJPIC in communications and engagement ▪ support strategic media and communication where an emergency requires multiple agency response, is the portfolio responsibility of multiple ministers or is an incident that has the potential for significant consequences for communities. 	The committee met its objectives in 2016–17.
Emergency Management Joint Public Information Committee (EMJPIC)	<p>The purpose of EMJPIC's role is to:</p> <ul style="list-style-type: none"> ▪ form and implement the strategic media and communication where an emergency requires multiple agency response, 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 government communications and regional /incident communications ▪ discuss media and communications function and responsibilities. 	The committee met its objectives in 2016–17.
Emergency Management Victoria Program Board (EMVPB)	The EMVPB acts as the approval body for EMV led policies, programs and projects, with a focus on sector wide efficiencies, particularly with regard to procurement.	The board met its objectives in 2016–17.
Emergency Services Leadership Group (ESLG)	<p>The Emergency Services Leadership Group promotes a culture of community focus, interoperability and public value across the emergency management sector. The ESLG works to embed Victorian Emergency Management Strategic Action Plan outcomes within member organisations, and contributes to the development and delivery of relevant elements of the strategic action plan.</p>	The group met its objectives in 2016–17.
State Control Team	<p>State Control Team was established to:</p> <ul style="list-style-type: none"> ▪ 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 ▪ have oversight and determine the need for an State Control Team for a Class 2 or Class 3 Emergency. 	The team met its objectives in 2016–17.

Major committee	Purpose	Extent of purpose achieved
State Coordination Team	<p>The purpose of State Coordination Team's role is to:</p> <ul style="list-style-type: none"> ▪ 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 ▪ have oversight and determine the need for an State Control Team for a Class 2 or Class 3 Emergency ▪ set the strategic context of the readiness, response, relief and recovery. 	The team met its objectives in 2016–17.
State Crisis and Resilience Council (SCRC)	<p>State Crisis and Resilience Council act as the peak crisis and emergency management advisory body to the Victorian Government. The council is responsible for providing policy and strategy advice to the government. Membership consists of the secretaries of all government departments, the Chief Executive Officer of the Municipal Association of Victoria, the Emergency management Commissioner, the Chief Executive of Emergency Management Victoria and the Chief Commissioner of Victoria Police.</p>	The committee met its objectives in 2016–17.
SCRC – Capability and Response Sub-Committee	<p>The SCRC Capability and Response Sub-Committee is the peak advisory body to SCRC on emergency management matters relating to capability and response. The sub-committee shares responsibility for ensuring the delivery of the SCRC Strategic Action Plan.</p>	The sub-committee met its objectives in 2016–17.
SCRC - Recovery Sub-Committee	<p>The SCRC Recovery Sub-Committee is the peak advisory body to the SCRC on emergency management matters relating to recovery. The sub-committee shares responsibility for ensuring the delivery of the SCRC Strategic Action Plan.</p>	The sub-committee met its objectives in 2016–17.
SCRC - Risk and Resilience Sub-Committee	<p>The SCRC Risk and Resilience Sub-Committee is the peak advisory body to the SCRC on emergency management matters relating to risk and resilience. The sub-committee shares responsibility for ensuring the delivery of the SCRC Strategic Action Plan.</p>	The sub-committee met its objectives in 2016–17.
State Emergency Management Team	<p>State Emergency Management Team's purpose and function is to:</p> <ul style="list-style-type: none"> ▪ facilitate discussions to enable agencies and departments to develop a consistent situational awareness regarding the emergency ▪ identify and manage strategic risks and consequences ▪ develop a state strategic plan outlining the high level actions of all agencies and departments. 	The team met its objectives in 2016–17.
State Relief and Recovery Team	<p>State Relief and Recovery Team was established to:</p> <ul style="list-style-type: none"> ▪ support the State Relief and Recovery Manager to coordinate state relief and recovery on behalf of the Emergency Management Commissioner ▪ implement a state relief and recovery strategy that meets the needs of the community and supports local and regional operations to ensure the coordinated delivery of relief and recovery assistance. 	The team met its objectives in 2016–17.
Victorian Emergency Management Gender and Disaster Taskforce	<p>The taskforce provides state-wide strategic direction and leadership to reduce the compounding effects of gender on disaster impacts. The taskforce sets to transform the work environments and practices of emergency service organisations.</p>	The taskforce met its objectives in 2016–17.

Major committee	Purpose	Extent of purpose achieved
Volunteer Consultative Forum (VCF)	The VCF provides 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 met its objectives in 2016–17.
Wye River Separation Creek Resettlement (WRSC) Leadership Group	The group is responsible to: <ul style="list-style-type: none"> ▪ develop and implement a governance framework that reflects the state and local level partnership approach to resettlement ▪ oversee the Wye River and Separation Creek resettlement process ▪ facilitate and oversee the implementation of the Resettlement Plan. 	The group met its objectives in 2016–17.
Finance, Infrastructure and Governance		
Accommodation Planning Steering Committee	The steering committee's primary role is to ensure office based accommodation supports the efficient delivery of justice services in alignment with whole of government policies and standards. It encourages forward planning and a strategic response to departmental accommodation needs. The committee meets bi-monthly and comprises a range of senior departmental executives.	The committee achieved its objectives during 2016–17.
Audit and Risk Management Committee	The committee provides reasonable assurance to the Accountable Officer that the department is meeting its statutory requirements and achieving its core business goals and objectives within an appropriate internal control and risk management framework.	The committee met its obligations under the <i>Financial Management Act 1994</i> and the Standing Directions of the Minister for Finance during 2016–17.
Environment Committee	The purpose of the committee is to ensure executive level commitment and responsibility to the department's environmental management program. The committee also provides assurance to the Secretary that the department is meeting government policy objectives, statutory requirements, and is achieving core business goals for environment related functions.	The committee met its objectives during 2016–17.
Justice Finance Committee	The committee's purpose is to drive the department's budget and finance policy and to ensure that budget strategy is implemented. The committee is responsible for assessing consistency with organisational priorities and sound management of the department's budget and financial position.	The committee met its objectives during 2016–17.
Justice Implementation Governance and Monitoring Committee (JIGM)	JIGM provides oversight of budget-funded initiatives (both asset and output), and other key initiatives.	The committee met its objectives during 2016–17.
Justice Procurement Committee	The committee meets quarterly and provides oversight of procurement governance, and processes for the department. The committee approves the release of all external procurement documentation and any changes to policy, process and technology enablers. It also approves the department's Annual Procurement Strategy and monitors compliance with Victorian Government Purchasing Board supply policies.	The committee met its objectives during 2016–17.

Major committee	Purpose	Extent of purpose achieved
Knowledge Management Committee	The committee drives information technology and knowledge management policy and strategy, determines information and communication technology/ knowledge management governance and ensures it is implemented and satisfactorily adopted across the department.	The committee met its objectives during 2016–17.
Ravenhall Project Steering Committee	The inter-departmental steering committee is responsible for overall strategic oversight of the Ravenhall Prison Project. As the project's leadership body, it provides project governance, government policy direction and strategic advice on project issues, and uses its influence and authority to assist in achieving project outcomes. The committee comprises senior representatives from the department, Department of Treasury and Finance (DTF) and Department of Premier and Cabinet (DPC). The committee is chaired by the Secretary.	The committee met its objectives during 2016–17.
Security Executive Committee	The committee is responsible for overseeing and managing the department's policies, standards and risks and responses with respect to physical, information and personnel security. The committee meets regularly with additional meetings convened in response to special circumstances as required.	The committee has met its objectives during 2016–17.
Youth Justice Redevelopment Project Steering Committee	The inter-departmental steering committee is responsible for overall strategic oversight of the Youth Justice Redevelopment Project. As the project's leadership body, it provides project governance, government policy direction and strategic advice on project issues, and uses its influence and authority to assist in achieving project outcomes. The committee comprises senior representatives from the department, DTF, DPC and Cabinet. The committee is chaired by the Secretary.	The committee met its objectives during 2016–17.
Liquor, Gaming and Racing		
Greyhound Racing and Welfare Reform Implementation Taskforce	The taskforce is comprised of representatives from the Victorian Government and Greyhound Racing Victoria. The purpose of the taskforce is to oversee the implementation of the recommendations of the Chief Veterinary Officer and Racing Integrity Commissioner following investigations into live baiting and animal cruelty within the greyhound racing industry.	Significant progress has been made - 35 recommendations have been implemented in full, 16 are actively underway and 17 are under consideration including one relating to undertaking a review on the implementation program in the second half of 2017.
Liquor Control Advisory Council	The advisory council is a statutory body that provides advice to the government on the problem of alcohol abuse and other related matters. The council consists of members drawn from the community sector and industry.	The council met four times in 2016–17 and provided advice to the Minister for Consumer Affairs, Gaming and Liquor Regulation on the following issues: liquor accords; alcohol advertising and promotions; and responsible service of alcohol training.
Live Music Roundtable	The purpose of the roundtable is to discuss liquor licensing and other related issues involving live music. It is a forum comprising representatives of the music industry, licensees of live music venues, local councils, Victoria Police, government and other relevant experts.	The Live Music Roundtable met its objectives during 2016–17.

Major committee	Purpose	Extent of purpose achieved
Gaming Machine Arrangements Review Industry Advisory Council	The advisory council provides a forum for the exchange of information about matters relating to the government's review of the gaming machine entitlements. The advisory council is comprised of representatives from the department and gaming industry peak bodies.	The advisory council did not meet in 2016–17.
Responsible Gambling Ministerial Advisory Council (RGMAC)	The purpose of the council is to provide advice to the Minister for Consumer Affairs, Gaming and Liquor Regulation in relation to responsible gambling policy and research.	During the 2016–17 the RGMAC provided advice to the Minister on online gambling and emerging issues, betting inducements, action to limit cheque cashing by third parties at gaming venues and ways in which the government can be more responsive to community concerns about the placement of gaming machines.

Office of the Secretary

Justice Senior Executive Group (JSEG)	The JSEG is the peak body in the department's corporate government structure. It advises the Secretary on the management and administration of the department to ensure compliance with government directives, guidelines and legislation. JSEG comprises of the department's deputy secretaries and is chaired by the Secretary.	The group met its objectives in 2016–17.
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Regional Service Network

Regional Aboriginal Justice Advisory Committee (RAJAC) Network	The RAJAC network's role is to: <ul style="list-style-type: none"> ▪ advocate for and promote improved justice outcomes and Koori justice initiatives to Aboriginal and Torres Strait Islander communities and government agencies ▪ develop and implement regional justice plans that address Koori over-representation ▪ promote and participate in cross agency and partnership forums. 	The network met its objectives during 2016–17.
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Regulation division

Estate Agents Council	The Council monitors the real estate industry and the regulation of the industry and advises the Minister on developments and recommendations for change.	The council is operating in line with expectations.
Motor Car Traders Claims Committee	The committee determines claims made against the Motor Car Traders Guarantee Fund by consumers and others in accordance with the <i>Motor Car Traders Act 1986</i> .	The committee is operating in line with expectations.
Sex Work Ministerial Advisory Committee	The committee, as specified under section 67 of the <i>Sex Work Act 1994</i> , advises the Minister on specified matters related to the Act.	The committee did not meet in 2016–17.

Major committee	Purpose	Extent of purpose achieved
Service Strategy Reform		
Youth Justice Redevelopment Project Community Advisory Group	The advisory group supports the development of the new youth justice centre. The group ensures the local community is informed and engaged as the project progresses and acts as a conduit from the community to the department on the project. It comprises Wyndham community representatives, Wyndham City Councillors, local Aboriginal and Torres Strait Islander community representatives, Victoria Police and department representatives. The advisory group also includes an Independent Chair appointed by the Minister for Youth Affairs.	The group met its objectives during 2016–17.
Justice Human Research Ethics Committee	The committee considers 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 2016–17.
Aboriginal Justice Forum (AJF)	The forum is the peak coordinating body overseeing the development, implementation and direction of the Victorian Aboriginal Justice Agreement. The AJF builds and develops positive relationships among and between the Koori community and representatives from justice agencies.	The AJF met its objectives during 2016–17.
Justice Koori Reference Group	The reference group is a sub-committee of the AJF, which has delegated planning and monitoring responsibilities for Aboriginal Justice Agreement 3 related activities.	The reference group met its objectives during 2016–17.
Victorian Aboriginal Justice Agreement Inter-departmental Committee	The inter-departmental committee oversees: <ul style="list-style-type: none"> ▪ the implementation of the Aboriginal Justice Agreement action plans ▪ ensures timely responses to emerging issues ▪ strengthens governance and reporting ▪ improves collaboration across government to address underlying issues ▪ works towards common goals. 	The committee met its objectives during 2016–17.
Mingu Gadhaba 'Beginning Together' Koori Inclusion Action Plan (KIAP) Steering Committee	Mingu Gadhaba is a whole-of-department thematic summary of 17 divisional and regional Koori Inclusion Action Plans. The KIAP Steering Committee meets twice a year to: <ul style="list-style-type: none"> ▪ maintain high level buy-in across all divisions and regions ▪ provide informed strategic advice on a range of issues that could impact the project ▪ oversee and manage the department's KIAP, community of practice and project board report as and when required to the JSEG. 	The committee met its objectives during 2016–17.
Youth Justice		
Children's Court Youth Diversion Service (CCYD) Steering Committee	The purpose of the steering committee is to: <ul style="list-style-type: none"> ▪ advise and provide assistance on policy, operational and legislative requirements ▪ promote opportunities for stakeholder involvement in the systemic improvement of CCYD ▪ identify opportunities to divert Victorian children and young people from progression into the criminal justice system. 	The steering committee met its objectives in 2016–17.

Major committee	Purpose	Extent of purpose achieved
Aboriginal Social and Emotional Wellbeing Plan Oversight Committee	The committee is responsible for overseeing and reporting of the Aboriginal Social and Emotional Wellbeing Plan and its implementation progress. The committee provides a coordinated approach to ensure its initiatives and activities are implemented by 2018. It comprises of representatives from Corrections Victoria, Justice Health and the Koori Justice unit.	The committee met three times in 2016–17 and provided advice on the implementation of initiatives.
Justice Health Clinical Advisory Committee	The committee is 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 advisory committee met three times in 2016–17. The committee met its objectives in providing clinical advice for the development of Justice Health policies and clinical best practice.
Justice Health Joint Management Committee	The joint committee comprises representatives from major stakeholders in the correctional health system. The cross-portfolio governance arrangement facilitates an integrated approach to planning, service delivery and reducing organisational barriers.	The joint committee met four times and met its objectives in 2016–17.
Justice Health Ministerial Advisory Committee	The ministerial advisory committee provides strategic advice to the Minister for Corrections on future directions and reform opportunities in correctional health. Committee members consist of experts from a cross-section of organisations and perspectives, with each member a recognised expert in their field.	The advisory committee met four times in 2016–17 delivering on its program.
Forensic Alcohol and Other Drugs Clinical Advisory Group	The advisory group provides specialist and technical input into the development of a number of strategic areas of the Forensic Alcohol and Other Drugs Framework development. The advisory group also provides advice to the Forensic Alcohol and Drug Working Group, which is a collaboration between the department and DHHS.	The advisory group met its objectives in 2016–17.
Forensic Mental Health Advisory Board	The advisory board provides specialist forensic mental health advice to the Forensic Mental Health Implementation Plan Steering Committee whose responsibility is to provide oversight of the implementation of the Forensic Mental Health Implementation Plan.	The board met twice in 2016–17 and achieved its objectives.

13 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 of the 2016–17 Annual Report. Details of contractors can be provided upon request by contacting:

Director, Strategic Communication Branch
 Department of Justice and Regulation
 GPO Box 4356
 MELBOURNE VIC 3000

Please note that details of all consultancies and contractors relating to youth justice in 2016–17 are reported by the Department of Health and Human Services (DHHS). To access this information, please refer to the DHHS 2016–17 Annual Report or contact DHHS on 1300 650 172 or via the National Relay Service on 13 36 77.

Glossary

Acronyms	Description
AJF	Aboriginal Justice Forum
ANZAPPP	Australian and New Zealand Association of Psychiatry, Psychology and Law
ANZSOG	Australian and New Zealand School of Government
BDM	Registry of Births, Deaths and Marriages
CALD	Culturally and linguistically diverse
CAV	Consumer Affairs Victoria
CCS	Community Correctional Services
CFA	Country Fire Authority
COVSA	Community Operations and Victim Support Agency
DBDRV	Domestic Building Dispute Resolution Victoria
DHHS	Department of Health and Human Services
DJR	Department of Justice and Regulation
DPC	Department of Premier and Cabinet
DPFC	Dame Phyllis Frost Centre
DSCV	Dispute Settlement Centre of Victoria
DTF	Department of Treasury and Finance
EMC	Emergency Management Commissioner
EMJPIC	Emergency Management Joint Public Information Committee
EMV	Emergency Management Victoria
EMVPB	Emergency Management Victoria Program Board
ESLG	Emergency Services Leadership Group
ICPA	International Corrections and Prisons Association
ICT	Information Communication Technology
IGEM	Inspector-General for Emergency Management
IMES	Infringement Management and Enforcement Services
JIGM	Justice Implementation Governance and Monitoring Committee
JSEG	Justice Senior Executive Group
LAJAC	Local Aboriginal Justice Action Committee
LGBTI	Lesbian, gay, bisexual, trans and gender diverse, and intersex
MUARC	Monash University Accident Research Centre
NAIDOC	National Aborigines and Islanders Day Observance Committee
NCIS	National Coronial Information System
NPALAS	National Partnership Agreement on Legal Assistance Services
RAJAC	Regional Aboriginal Justice Advisory Committee

Acronyms	Description
RGMAC	Responsible Gambling Ministerial Advisory Council
SCRC	State Crisis and Resilience Council
TAFE	Technical and Further Education
VCF	Volunteer Consultative Forum
VCGLR	Victorian Commission for Gambling and Liquor Regulation

Document information

Criteria	Details
TRIM ID:	CD/17/560693
Document title:	Additional Information 2016–17
Document owner:	Strategic Planning

This document will be published alongside the annual report on the department's website. It will help the department comply with our financial reporting obligations.