

# **2003-04 Department of Justice Annual Report**

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incorporating the  
**Attorney-General's  
Department  
Annual Report**



**Government of South Australia**  
Department of Justice



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This report covers the period  
1 July 2003 to 30 June 2004.

The Honourable Michael Atkinson MP  
Attorney-General  
Minister for Justice  
Minister for Consumer Affairs  
Minister for Multicultural Affairs  
Parliament House  
North Terrace  
Adelaide SA 5000



**Government  
of South Australia**  
Department of Justice

Dear Minister,

I have pleasure in submitting to you the Annual Report of the Attorney-General's Department, incorporating the Department of Justice, for the year ended 30 June 2004 in accordance with section 66(1) of the *Public Sector Management Act 1995*.

In doing so, I wish to express my thanks to you for the continued support that you have provided to the Department of Justice.

Yours sincerely,

**Mark Johns**  
Chief Executive  
Department of Justice  
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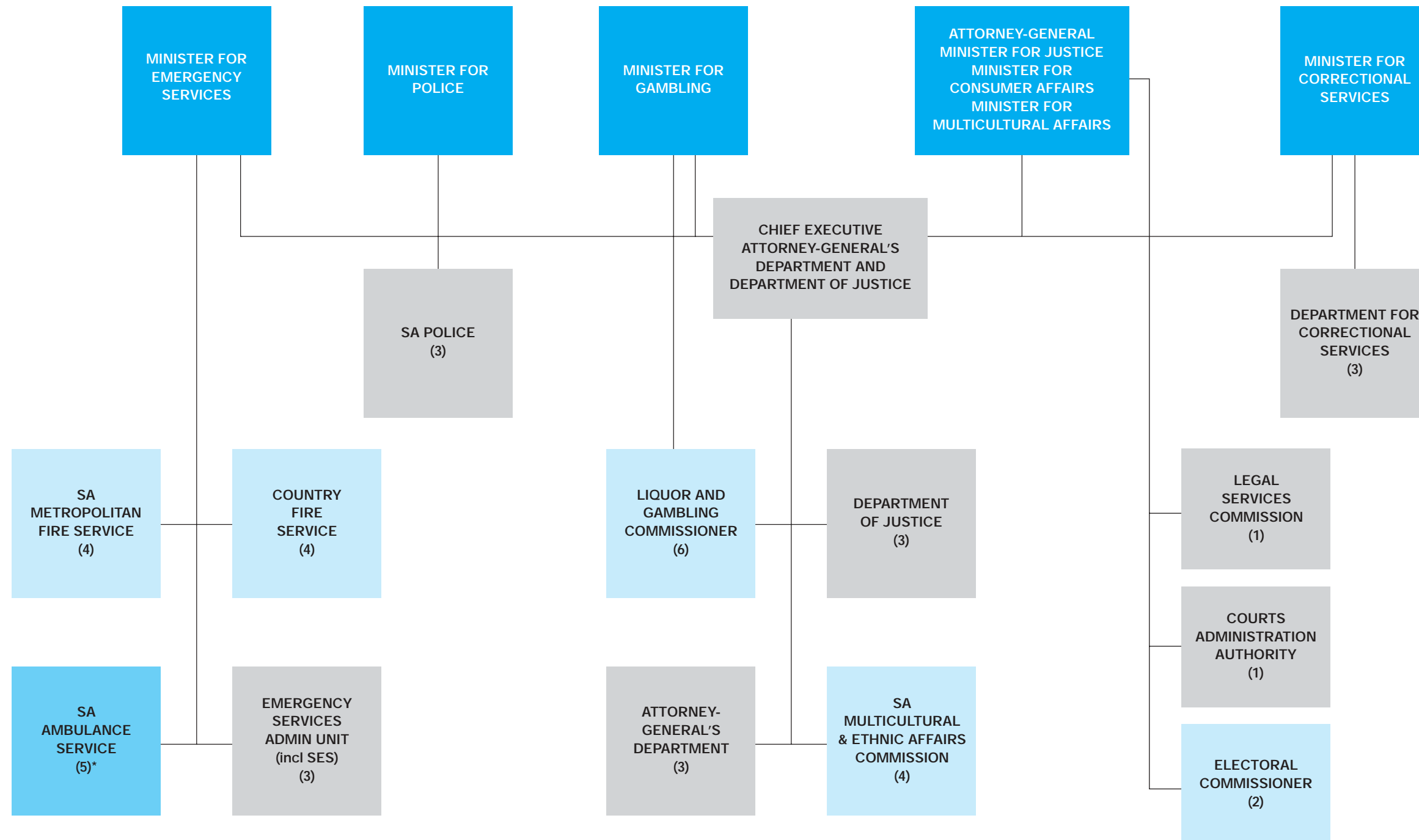
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# Justice Portfolio

# Organisational Chart 2003-04



- (1) Separate statutory authority independent of Executive Government
- (2) The Electoral Commissioner is to be appointed by the Governor following a resolution of both Houses of Parliament. Responsible to Minister responsible for the administration of the Electoral Act.
- (3) Administrative Unit
- (4) Statutory Authority
- (5) Incorporated Association \* As at 29 April 2004, administration of the Ambulance Services Act 1992 was committed to the Minister for Health
- (6) Division of Attorney-General's Department

# Chief Executive's Report

The responsibilities of the Department of Justice include areas as diverse as regulatory requirements, community protection, training and communication. Many members of our community would have come into contact with at least one service provided by the Department of Justice in the past year.

World events and local child protection issues have magnified the focus on community safety on a national, State and individual basis. Department of Justice agencies have continued to work collaboratively as a significant contributor to the maintenance of a safe, fair and equitable society.

To maintain judicial independence and separation of powers while at the same time promoting collaborative policy development, management and reform requires collaboration, co-operation and partnership to be successful. I would like to thank the Department Management Group and all employees for making this possible.

We continue to work collaboratively with all levels of Government, the private sector and the public to build and sustain a cohesive, safe and civil South Australia.



**Mark Johns**  
Chief Executive



# Department of Justice: Purpose

The Department of Justice provides an overarching framework for the co-ordination of a comprehensive range of services to the South Australian public. These include policing, courts, emergency services, correctional services, equal opportunity, legal services, consumer and business affairs and dispute resolution services.

The Department of Justice brings together a broad range of agencies which exist within a complex arrangement with various responsibilities, legal requirements and reporting protocols to government. The Department consists of:

**Administrative Units:**

Attorney-General's Department (AGD)  
Department for Correctional Services (DCS)  
South Australia Police (SA Police), and  
Emergency Services Administrative Unit (ESAU) including the State Emergency Service (SES).

**Statutory Officers:**

Commissioner for Consumer Affairs  
Registrar of Births, Deaths and Marriages  
Commissioner for Equal Opportunity  
Solicitor-General  
Director of Public Prosecutions (DPP)  
Ombudsman  
Police Complaints Authority, and  
Electoral Commissioner

**Statutory Authorities Independent of Executive Government:**

Courts Administration Authority (CAA), and  
Legal Services Commission of South Australia

**Other Statutory Authorities:**

Corporate Affairs Commission  
South Australian Metropolitan Fire Service (SAMFS)  
Country Fire Service (CFS), and  
SA Multicultural and Ethnic Affairs Commission (SAMEAC)

**Incorporated Association:**

SA Ambulance Service Incorporated (SAAS)  
(Note: The SA Ambulance Service was transferred from the Department of Justice to the Department of Human Services on 29 April 2004.)

**Divisions in the Attorney-General's Department:**

Crown Solicitor's Office (CSO)  
Equal Opportunity Commission (EOC)  
Department of Justice: Services Division  
Multicultural SA  
Office of Consumer and Business Affairs (OCBA)  
Office of Liquor and Gambling Commissioner  
Parliamentary Counsel  
Policy and Legislation  
Public Trustee  
Victims of Crime, and the Justice Strategy Division which now incorporates both the Crime Prevention Unit (CPU) and the Office of Crime Statistics and Research.

South Australia Police, SA Ambulance Service, Department for Correctional Services and the Emergency Services Administrative Unit, while coming under the umbrella of the Department of Justice, are all independent organisations, responsible under their own Act. The Courts Administration Authority is independent of the legislative and executive arms of the government and provides administrative support to the State's judiciary and courts.

The Annual Report of the Department of Justice provides an overview of major achievements for 2003–04 of each of the Department of Justice agencies. All of the agencies publish an Annual Report providing detailed reports about their activities. The Annual Report of the Attorney-General's Department is incorporated into this report.

# Strategic Context

The Department of Justice has continued to support the government's priorities. Research and innovation, contributing to the economic development in the State, supporting community safety and inclusion, and protecting the environment, have all featured prominently in our commitment to providing effective government services.

During the year, the Department of Justice Strategic Plan 2004–06 was developed which outlined the Department's vision for 'South Australia to be a safe, fair, and just place to live, work, visit and conduct business'.

The Department of Justice Leadership Council (consisting of Chief Executives of the major agencies) endorsed the following strategic directions to guide the efforts of the Department of Justice agencies in creating a safe, secure and responsible community by:

## Meeting the challenges for justice and safety in our community

- Addressing the fear of crime and perceptions about justice and safety in the community
- Protecting the community from the consequences of drug trafficking and abuse
- Helping to prevent the incidence and social cost of familial violence
- Recognising the rights and needs of victims of crime, and supporting witnesses in the criminal justice process
- Dealing effectively with emergencies, potentially dangerous events and issues of public safety
- Responding to the changing nature of crime, and personal and business security in a technological society

- Enhancing consumer protection while reducing administrative burdens
- Ensuring a fair and just outcome for Aboriginal people
- Responding appropriately to people with a mental illness or disability
- Delivering justice fairly and effectively.

## Responding to the needs and expectations of the public

- Achieving high standards of service and accountability to the public
- Improving access, efficiency and productivity.

## Achieving excellence in public sector management

- Working closely, strategically and effectively across government and the community
- Co-operating to improve the efficiency of the Department
- Developing systems to support good governance and accountability
- Valuing our people
- Broadening the knowledge base underpinning our work and policy development
- Promoting the management of diversity through a range of strategies.

During the year, the Department contributed to reviews and discussions on Aboriginal justice, child protection, bushfire prevention, economic development and drug summit issues. All of these reviews have influenced the Department of Justice business activities and demonstrate the work across government, and with communities, to address increasingly complex justice and social issues.

# Strategic Context

Legislative reform has strengthened law and order, including the areas of providing tougher penalties for drug trafficking, serious computer offences, improved treatment of people with mental impairment and victims of crime.

Measures have been taken to protect State security, including counter terrorism, and to deal with electronic crime. The Department of Justice has established connections with Aboriginal communities through the Aboriginal Justice Consultative Committee and community consultations, and developed specialist Aboriginal courts and services. The Department of Justice has applied new technologies and reformed business practices to improve cost-effectiveness and service delivery.

## Across Justice Initiatives

By working together, Justice agencies have been able to achieve many improvements for the community. The following are areas in which a particular focus was given:

### Crime Prevention and Early Intervention

Supporting the government's law reform program the Department continued to be involved in innovative approaches to crime prevention. The Westwood Urban Renewal Project sets out to support co-ordinated responses to crime, public safety and access to justice; the Port Augusta Youth Services Strategy looks at opportunities for youth 'at risk'; and the Tri-State Cross-Border Justice Project provides co-ordination of information between Justice agencies.

The Coober Pedy Alcohol Management Strategy has continued to develop the Sobering-Up Unit, Mobile Assistance Patrol, Meals Program, Day Centre and Transient Camp. Requirements for a safe drinking area are being considered.

Domestic and sexual violence has remained an issue for our continued programs. The Women's Safety Strategy and the Violence Intervention Program provide services to victims and perpetrators of domestic violence.

### Supporting Families – Intervention and Protection

The Department continued to support families. Responding to the Layton Review into the child protection system in South Australia, a number of immediate recommendations have been established. Closed Circuit TV facilities have been improved for child witnesses in the criminal courts in Adelaide and regional centres, and options to set up a witness assistance service for children in the Magistrates Courts across the State have been explored.

To ensure ongoing child safety SA Police established several programs to screen and

monitor employees working with children. The national paedophile register also has been progressed and prison-based treatment programs for child abuse offenders have been funded.

### Aboriginal Justice

Aiming to build relationships and open avenues for communication with Indigenous and non-Indigenous people, the Department continued to be highly involved with Indigenous communities, groups and individuals.

Aboriginal Justice was critically evaluated in the report 'Implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody', which was considered at the meeting of the Standing Committee of Attorneys-General and the Aboriginal Justice Summit. A strategic framework, 'Aboriginal Justice Strategic Directions' also was developed to advance reconciliation across the Department.

Mediation and negotiation have been prominent throughout the year. Twenty-eight native title claims were made in South Australia as this became a major legal issue for Indigenous Australians. A South Australian native title mediation policy was established and guidelines for seeking consent determinations have been implemented. Peak negotiating bodies developed Indigenous Land Use Agreement Templates for minerals exploration, pastoral, local government, fishing and aquaculture that can be accessed by parties wishing to begin negotiations at local levels.

The Department supported several landmark agreements between Indigenous traditional landowners and a diverse range of government and private concerns. Two mining agreements, the State's first pastoral agreement, the Narrunga Indigenous Land Use Agreement, and processes to further the transfer and management arrangements of

## Across Justice Initiatives

the Unnamed Conservation Park to Maralinga Tjarutja were agreed. Joint park management arrangements for the Vulkathunha National Park and the Witjira National Park are continuing to be negotiated.

### Partnerships and Communication

The Department continued to work with individuals, government, private enterprise and community groups to enhance our services and effectiveness.

A number of formal partnerships were put in place during the year. Funding was allocated for a case management system, to support the business arrangements and information sharing between SA Police, Office of the Director of Public Prosecutions (ODPP) and the Courts Administration Authority (CAA).

Marion Council, SAPOL, the Office of the Liquor and Gambling Commissioner, licensees and Westfield Management joined to establish a precinct management plan for the Westfield Shoppingtown Marion complex. Similar precinct management groups are established at Roxby Downs, Naracoorte, Port Adelaide Mall, Hahndorf and Golden Grove.

Many of our partnerships, however, have been carried out within an informal framework. The Department continued to work closely with new migrants, culturally specific communities, volunteers, private enterprise and local government. An example is the targeted competition and consumer education and training programs developed in partnership with the building and real estate industries.

Regional South Australia remains a priority and the Department instigated more flexible and convenient innovations to assist country and remote communities. Increased computerisation and video conferencing facilities have been extended in regional and remote areas. Consumer services have been improved in all regional locations by co-locating

the Port Augusta, Whyalla and Port Lincoln Consumer and Business Affairs offices with ServiceSA's regional transaction centres.

Technology continued to thrive across the Department for staff and clients with more than 120 000 hits a day on the Office of Consumer and Business Affairs (OCBA) website and in excess of 150 million transactions on the Justice Information System (JIS) during the year. Technology developments that contributed significantly to providing increased service and contact with the community include:

- The Whole-of-Justice Audio Management Systems for SAPOL, South Australian Metropolitan Fire Service (SAMFS) and South Australian Ambulance Service (SAAS) Communication Centres
- On-line Licensing Public Register to address security concerns
- On-line applications for certificates from the Births, Deaths and Marriages Registration Office
- On-line legal services and training for all legal staff, particularly for outposted solicitors
- Electronic lodgement of limited licence applications and access to licensing authority decisions on the Liquor and Gambling Commissioner website.

## Justice Agency Highlights 2003-04

Whilst much was achieved with Justice agencies working together, there also were many highlights achieved by individual Justice agencies. These are detailed in Agency annual reports and include:

- Expansion of the Magistrates Court Diversion Program (Mental Impairment Court) saw the provision of new circuits at Port Augusta, Whyalla and Berri and increased sittings at Port Adelaide, Christies Beach and Elizabeth.
- The pilot of the Court Assessment and Referral Drug Scheme began at Port Adelaide Magistrates Court. This generic scheme, available to all magistrates in any court, allows drug dependent offenders to access drug treatment through a bail or bond option. The scheme will be expanded to the Adelaide Magistrates Court and one regional court.
- Funding was provided to replace Yatala Prison with a new men's prison and construction of a new 50-bed medium security unit at Mobilong prison began.
- The 'Emergency Services Strategic Directions Framework' was reviewed and updated to provide South Australia's Emergency Service organisations with a common vision, principles for co-operation and a foundation for strategic planning.
- Emergency service assets were enhanced with 16 capital works projects for SAMFS, Country Fire Service (CFS) and State Emergency Service (SES) being implemented, 11 new rescue vehicles and an improved State Rescue Helicopter Service.
- Key recommendations resulting from the Premier's Bushfire Summit were implemented as career development plans for volunteer training instructors were

developed and a variety of additional resources were accessed. Twenty-five new Community Fire Safe Groups were formed and 60 existing groups reactivated; 30 Wildfire Investigators were trained in accordance with Australasian Fire Authority Council standards; and the availability of additional firebombing aircraft was negotiated through the National Aerial Fire Fighting Strategy.

- The Paedophile Task Force was instigated by the Commissioner of Police in response to community concerns regarding child sexual abuse within organisations that cater for the care and welfare of children. The Task Force is also charged with the responsibility of evaluating and managing the impact of the removal of the statutory limitation of time for all sexual offences. The Task Force will continue to operate under the command of the new Sexual Crimes Investigation Branch, established to provide a greater focus on sex crimes and provide specialist skills to enhance the investigation of such offences.
- To facilitate the effectiveness of police work in an increasingly complex community, the Police Multicultural Advisory Group was established. The Marla Support Plan was implemented and police resources on the Lands were increased to reduce the incidence of violence and damage in the Anangu Pitjantjatjara Lands.
- The Aboriginal Justice Strategy and Community Development Unit was established to support the implementation of Aboriginal Justice Strategic Directions.
- After significant consultation with local communities and stakeholder, SAAS, centralised the Mt Gambier and Berri Communications Centres and relocated their operations to Adelaide. This provided more effective co-ordination of dispatch and efficient use of resources statewide.

## Justice Agency Highlights 2003-04

To support increased functions, the Adelaide Communications Centre was re-located from previously shared premises at the SAMFS Headquarters to SAAS Headquarters at Eastwood. Operational crews and resources also were increased.

# Department of Justice: Services

The following units provided services across all Justice agencies. Their purpose was to assist with the co-ordination of cross-agency initiatives and to facilitate efficiencies by reducing duplication of effort in some areas. Administratively they are part of the Attorney-General's Department.

## JUSTICE STRATEGY DIVISION

Director: Tim Goodes

### GOAL

Work in partnership with Justice agencies and the public to ensure a justice system that is fair, affordable, effective and accessible, and promote an understanding of contemporary issues in the provision of justice in South Australia.

### ROLE

Provide executive support for the Chief Executive, the Deputy Chief Executive and the Ministers through policy advice, and undertake projects to review and develop new strategies and initiatives that support Departmental strategic directions.

This role is achieved through the following Divisional business units: Justice Strategy Unit (JSU); Aboriginal Justice, Strategy and Community Development; Office of Crime Statistics and Research; and the Crime Prevention Unit (CPU).

### ACHIEVEMENTS

#### Aboriginal Justice

- The Aboriginal Justice Unit prepared a report on the 'Implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody' that was

subsequently considered at the meeting of the Standing Committee of Attorneys-General in November 2003. This report was also sent to the Aboriginal Justice Summit held in Canberra in November 2003. The unit also led the development of the 'Aboriginal Justice Strategic Directions', a strategic framework to improve justice outcomes for Aboriginal people and advance reconciliation across the Department.

#### Child Protection

- The JSU continued to progress the Justice-related recommendations of the Layton Review into the child protection system. These included improving the facilities for closed circuit TV for child witnesses in the criminal courts in Adelaide and regional centres, and exploring the establishment of a witness assistance service for children in the Magistrates Court across the State. Numerous amendments to the criminal law were also recommended and funding was allocated for the implementation of Prison-based Treatment Programs as well as several SA Police programs to screen and monitor employees working with children and to progress a national paedophile register.

#### Crime Prevention

- The CPU worked with a range of agencies to develop and implement interventions that will forestall crime without recourse to the criminal justice system. A revised regional approach to crime prevention was developed through a Local/State Government Review Group. In January 2003, a new Regional Crime Prevention Program (RCPP) was announced and eight regions are now funded across the State.

In other outcomes, the unit:

- Continued its management of the Panyappi Indigenous mentoring program that has been operational in the inner city of Adelaide

# Department of Justice: Services

for over two years. In November 2003, an external evaluation of the project started with the evaluation completed in June 2004.

- Continued to work in partnership with the Department of Human Services to progress the Coober Pedy Alcohol Management Strategy. During 2003–04, work was carried out on the Sobering-Up Unit, Mobile Assistance Patrol, Meals Program, Day Centre, and Transient Camp. A report outlining further recommendations about the operational requirements concerning the safe drinking area was presented to the Strategy's management group, the Umoona community, and the Coober Pedy District Council.
- Launched the Residential Break and Enter Community Workshop and CD ROM, a joint initiative of the CPU and National Crime Prevention (Commonwealth Attorney-General's Department). The CD ROM aims to educate and encourage individuals to undertake measures to decrease their vulnerability to break and enter.
- Continued its expert advisory role in developing a joint initiative with Transport SA to target anti-social behaviour and vandalism on public transport, and with the Office for the Southern Suburbs, to incorporate Crime Prevention Through Environmental Design principles into the development of the Southern Suburbs.

#### Crime Statistics and Research

- The Office of Crime Statistics and Research (OCSAR) contributed to an understanding of crime in South Australia and to the development of an effective, equitable and efficient criminal justice system through statistical monitoring, research and evaluation.
- In 2003–04 OCSAR completed its evaluation of the Magistrates Court Diversion program, the Victims Support

Services country rollout, SAPOL's Drug Action Teams and the Legal Services Commission pilot projects in the Holden Hill Police Station and the Adelaide Magistrates Court. It continued its evaluation of the Drug Court Pilot Program, the Community Resilience Initiative at Murray Bridge and the Police Drug Diversion Initiative.

#### Drug Strategy

- The pilot of the Court Assessment and Referral Drug Scheme (CARDS) commenced at the Port Adelaide Magistrates Court. Further expansion is planned for 2004–05.

#### OUTLOOK

Objectives for 2004–05 include:

- Providing technical advice and implementation support to agencies, and promoting evidence-based approaches through training, publications, research and information services
- Implementing and monitoring the 'Aboriginal Justice Strategic Directions'
- Partnering with other Departments on the implementation of local initiatives for the State Women's Safety Strategy and the Indigenous Family Violence Strategy Rekindling Family Relationships
- Reviewing the service model for the Violence Intervention Program
- Establishing a Witness Assistance system and related child protection reforms for children in the Magistrates Courts across SA
- Implementing Vulnerable Witness provisions in the Sir Samuel Way Building and Mt Gambier Court
- Developing an ongoing data collection process to improve the capacity of the Department and the non-government sector

# Department of Justice: Services

to respond to the needs of children of offenders and prisoners

- Progressing the roll-out of the Court Assessment and Referral Drug Scheme pilot to Adelaide and Murray Bridge Magistrates courts
- Progressing the development of a youth drug court model, including strategies to increase Aboriginal participation in the Drug Court
- Completing the survey of gaps in the implementation of the Mental Impairment provision in justice and health
- Developing a Justice Strategy Division framework for effectively and efficiently managing across-government funding arrangements and grants/funding to non-government agencies
- Researching juvenile recidivism and Indigenous over-representation in the system
- Completing evaluations of the Drug Court Pilot Program, the Police Drug Diversion Initiative, the Community Resilience Project, and start evaluations of the Indigenous Drug Action Teams and CARDS
- Launching a web-based application to allow users to generate and compare the demographic and recorded crime profiles of each local government area within the State
- Representing the Department in whole-of-government policy forums.

## INFORMATION AND KNOWLEDGE MANAGEMENT

Director: Brendan Williams

### GOAL

Improve the performance of the Department of Justice through the effective use of information, knowledge and associated technologies.

### ROLE

Co-ordinate strategy and planning of information and knowledge related activities across the Department of Justice to enhance decision-making and business processes.

### ACHIEVEMENTS

#### Integrated Justice Program

- Progressed the Integrated Justice Program (IJP). This seeks to deliver improvements to the effectiveness and efficiency of processes in the criminal justice system, while dealing with the replacement of deteriorating and ageing computer systems.
- Completed development of the IJP Case Tracking application for the ODPP and piloted the application in June. This system will enable the ODPP to better track prosecution cases through the criminal justice system, provide access to information from both SA Police and the CAA, and replace the current ageing ODPP system.
- Formalised a contract with Deloitte Touche Tohmatsu for the detailed specification on the IJP Case Management system, which will help streamline business processes and information between SA Police, ODPP and the CAA. It also will improve internal practices and management reporting in ODPP. Cabinet allocated \$1.23 million to this project in the May 2003 budget.

#### General

- Completed a business case for an application system to help manage the Justice of the Peace function in the Attorney-General's Office, and create an accompanying website for the public
- Undertook a post-implementation review of the Justice Data Warehouse, and a subsequent project to address identified risks and issues.

# Department of Justice: Services

### OUTLOOK

Objectives for 2004–05 include:

- Continued development and extension of the IJP
- Continued development of an information management and enterprise architecture framework for the Department of Justice
- Extended use of business intelligence principles and data-warehouse technology to improve performance measurement and analytical capability.

## HUMAN RESOURCE SERVICES UNIT

Acting Director: Rosemary Markotic

### GOAL

Provide strategic human resource (HR) services to assist the Department of Justice to meet its corporate targets and reform objectives.

### ROLE

Provide strategic human resource services to Department of Justice agencies.

### ACHIEVEMENTS

#### Organisational Learning Framework

Participation in the programs offered through the Organisational Learning Framework (OLF) reached 413 for the first half of 2004 with over 299 staff undertaking nationally accredited training from the Public Services Training Package.

#### Training opportunities tailored to Indigenous employees

After the success of two specific programs for Indigenous employees during 2003, similar programs were offered as part of the 2004 OLF: Navigator for Indigenous Men and

Nyangki: Tanki Manninendi – a new program designed for Indigenous Women.

## OCCUPATIONAL HEALTH AND SAFETY

### Improving Programs

The Department of Justice has a strategic focus to improve workplace safety and is committed to achieving the seven performance improvement targets for injury prevention and injury management approved by Cabinet as part of the 'Workplace Safety Management in the SA Public Sector' strategy. The Department's Workplace Safety Management Committee (comprising agency HR Directors and Occupational Health & Safety (OHS) Managers) was established to monitor each agency's progress against the targets and to assist the Department to achieve targeted outcomes. The Department endorsed and implemented a Workforce Safety Management Plan that identifies four key strategies that will provide across-Department initiatives to reduce workplace injuries and achieve better return to work outcomes for injured workers. The strategies will broadly focus on research and analysis of major issues impacting on Occupational Health and Safety & Injury Management (OHS&IM), management development opportunities to enhance OHS&IM skills, review of OHS&IM service delivery and training opportunities to enhance OHS&IM knowledge and abilities of practitioners and other staff.

### Workers' Compensation

A significant concern for the Department continues to be the increasing costs of workers' compensation, particularly in agencies where there are high risks associated with operational work. Analysis of compensation claims over the past five years shows that 'Sprain and Strain' injuries and 'Psychological Health (Stress)' injuries contribute to approximately 65 per cent of all claims and approximately 85 per cent of

# Department of Justice: Services

total costs. This problem is compounded because there continues to be a large number of longer term claims where employees are unable to return to work for medical reasons or have medical restrictions on return-to-work placements. A Safety Management Plan identified a number of strategies and will develop and implement initiatives to reduce costs and improve safety performance.

## Safety and Injury Management

The fourth Department of Justice Health and Safety Representatives Conference was held in October 2003 and approximately 240 representatives and managers attended. It recognises good OH&S performance within the Department through the presentation of safety awards for innovation in health, safety and welfare. The 2003 Award was presented to the SAAS in recognition of its 'SAAS Fit' employee health and fitness program developed as a response to unacceptably high injury rates. The program is helping to create a workforce that is emotionally and physically healthier and fitter.

## MANAGING DIVERSITY

Managing Diversity projects are initiated and undertaken jointly by the Principal HR Consultant – Managing Diversity and a number of Department of Justice-wide committees. The existence and role of these committees were reviewed during 2003–04 and all were found to play pivotal roles in moving the diversity agenda forward.

## Indigenous Human Resources Projects Working Group

The Indigenous HR Projects Working Group continued to manage a number of significant projects, including work on strategies aimed at improving retention and increasing the employment of Indigenous people across the Department.

This group also guides and sponsors a number of developmental programs about Indigenous issues or for Indigenous staff.

The Careers in Justice booklet developed by the Indigenous Human Resources Project Working Group continued to be printed and used to promote awareness and understanding of the wide range of occupations available for Indigenous people in the Department.

The Managing Diversity Reference Group initiated two new training programs on improving staff and management awareness of issues related to persons with disabilities.

## JUSTICE BUSINESS REFORM UNIT

Director: Simon Forrest

### GOAL

Collaborate with Department of Justice agencies to identify opportunities to improve customer service and operational and fiscal efficiencies through business process reform.

### ROLE

The Justice Business Reform Unit (JBRU) comprises officers seconded from various Department of Justice agencies. Its function is to work in collaboration with Department of Justice agencies to identify business reform opportunities, conduct appropriate enquiries and propose recommendations to the Justice Portfolio Leadership Council (JPLC) through the Justice Business Reform Process Reference Committee (JBRPRC).

### ACHIEVEMENTS

The JBRU inquired into a number of business operations and reported to the JPLC on:

- Library services across the Department of Justice

# Department of Justice: Services

- The reduction of adjournments and remands in the Magistrates Courts
- Justice customer service centre
- Wrong address project
- The use of video conferencing between the Magistrates Courts and prisons
- Fleet management across the Department of Justice
- Review of the SAAS
- Efficiencies in the provision of corporate services.

Implementation plans for both adjournments and remands in the Magistrates Courts and video conferencing were developed and put into operation.

## OUTLOOK

In 2004–05 the JBRU will be wound up and its remaining projects taken up by the agencies most involved in the area of reform.

## JUSTICE TECHNOLOGY SERVICES

Director: Spencer Briggs

### GOAL

To provide a range of cost effective Information Technology services that enable the Department of Justice to achieve its objectives.

### ROLE

Contribute to criminal justice administration by providing information technology services and planning to Justice agencies. Its primary customers are the SA Police, the DCS, the CAA and Family and Youth Services (Department for Human Services).

Collaborate with the user agencies in managing the JIS that supports the business operations of criminal justice agencies.

## ACHIEVEMENTS

### Department of Justice

- Established a Justice Web Vault as a production service.
- Established the structure and resources for Justice agencies to co-ordinate the ICT Futures and Transition requirements.

### Criminal Justice Agencies

- Provided support to some 6500 users of JIS applications. The usage of JIS has increased significantly with users generating in excess of 150 million transactions during the year.
- Achieved significant cost savings through a number of cost containment strategies.
- Achieved compliance with the Australian Security Standard AS7799.2, the first organisation in South Australia to do so.
- Completed the Case Tracking system development in conjunction with the ODPP. This was the first development by ODPP in the JIS environment and the first phase of the Prosecutions Integrated Justice Project.

## OUTLOOK

Objectives for 2003–04 include:

- Progressive adoption of new technologies using open standards to meet the changing business needs of the criminal justice agencies
- Completion of Justice WAN Enhancement project to better meet Justice agencies' business needs now and into the future
- Assisting with the investigation and development of an information technology (IT) shared services model
- Consolidating the servers used by the Department to provide efficiencies and cost savings.

# Department of Justice: Services

## STRATEGIC BUSINESS AND CONTRACT MANAGEMENT

Director: Jerome Maguire

### GOAL

Be a leader in strategic reform and project management and provide value-added services to our clients in order to achieve a more efficient and effective Department of Justice.

### ROLE

Initiating, planning and where appropriate, implementing projects supporting improved service delivery in a number of Justice areas.

### ACHIEVEMENTS

#### Procurement Reform

Policy, Legislation and Guidelines - Procurement

- Updated the Whole-of-Justice Procurement Development Strategy and Guidelines and promulgated the documentation and CDs to all relevant personnel within the Department of Justice.
- Developed and facilitated Procurement Training Seminars for Justice Procurement staff.
- Revised the Procurement Delegations for Whole-of-Justice and the Attorney-General's Department.
- Reviewed available contract databases for implementation in the Attorney-General's Department.

Business Practice Reform - Procurement

- Completed Expenditure Reviews for goods and services for the past three financial years for SA Police and DCS.
- Updated the Attorney-General Department's Expenditure Review report for the financial year 2002–03

- Led major Whole-of-Justice Strategic Procurement Projects at the direction of the Justice Accredited Purchasing Unit (APU).
- Monitored and contributed to the Shared Services proposal regarding central procurement.

Supplier Management and Development Strategies

- Established supplier management strategies for Whole-of-Justice contracts; in particular, Stationery, Prisoner Movement and In-Court Management and Cleaning Contracts.

Procurement and Contracting Competencies

- Conducted training courses on specific procurement topics, providing competency training to a total of 200 staff from across the Department.

Implementation of Electronic Commerce Initiatives

- Increased the electronic intranet ordering for the Stationery Contract, thereby attracting additional rebates from Corporate Express, as the supplier of Whole-of-Justice stationery.

#### Whole-of-Justice Project Implementation

Telecommunication Projects

- Implemented the Whole-of-Justice Audio Management Systems for SAPOL, SAMFS and SAAS Communication Centres.
- Gained approval for the SA Computer Aided Dispatch (SACAD) Governance Arrangements, Project Plan and Delegations as the early part of the SACAD Project.
- Provided cross-agency business analysis for SA Government Radio Network issues and represented these issues at the Ministerial Advisory Committee.

# Department of Justice: Services

## Whole-of-Justice Operational Functions

Operational Functions

- Provided Contract Administrator role for the Prisoner Movement Contract, the Whole-of-Justice Stationery Contract, Whole-of-Government Pager Contract, the Audio Management System (AMS) Contract maintenance
- Provided assistance with the communications across the Department.

### OUTLOOK

Objectives for 2004–05 include:

- Completing major Whole-of-Justice Procurement Projects
- Advancing the SACAD Project
- Providing the sponsor role for the SACAD Project
- Managing the Audio Management Systems maintenance contracts
- Taking on the Contract Administrator role for the State Rescue Helicopter Service
- Completing the contract with the successful supplier for the State Rescue Helicopter Service.

## STRATEGIC DEVELOPMENT AND COMMUNICATIONS UNIT

Director: Dianne Chartres

### GOAL

Enhance alignment in directions, goals, strategies and culture across the Department.

### ROLES

- Facilitate Departmental strategy development and identifying emerging themes, issues and priorities for resource allocation.

- Align Justice initiatives to South Australia Strategic Plan targets and priority actions.
- Communicate Departmental priorities, progress and outcomes.
- Provide strategic advice at Ministerial and Executive levels on State and Department of Justice planning initiatives.
- Manage and co-ordinate the delivery of priority whole-of-government projects.
- Ensure that planning addresses the implementation of major policy and reform initiatives.
- Monitoring performance and reporting of key performance measures and targets.

### ACHIEVEMENTS

#### Planning and Development

- Completed and successfully launched the Department of Justice Strategic Plan 2003–06.
- Reported progress against the Department of Justice Strategic Directions 2001–03.
- Completed a scoping study and developed Terms of Reference to meet the Economic Development Board's recommendation on improving productivity within the Department of Justice.
- Planned and facilitated locally sustainable integrated governance structures for the Port Augusta Social Vision and Action Plan.
- Established performance measures for the new Department of Justice Strategic Plan 2003–06.
- Established the draft Department of Justice Strategic Management Framework.
- Prepared a comprehensive profile of the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands Community Profile.

# Department of Justice: Services

## Co-ordination and Support

- Established Priorities for Action for 2003–04
- Identified issues and potential opportunities in the Westwood Urban Renewal Project area for co-ordinated responses to crime, public safety and access to justice.
- Worked with other Government and Department of Justice agencies to enhance programs for the short and long-term benefit of the Westwood Urban Renewal project area.
- Contributed to the Port Augusta Youth Services Strategy and its evaluation to provide opportunities for youth 'at risk'.
- Co-ordinated Justice responses to regional and economic development, and social inclusion across-agency initiatives.
- Prepared a major report on Justice's contribution to social inclusion.
- Appointed a senior officer to support across-Government activities in Port Augusta.
- Represented SA in the management of the Tri-State Cross-Border Justice Project and co-ordinated input of in scoping work.
- Led and co-ordinated Justice agencies public profiles for the cross-border region.

## OUTLOOK

Objectives for 2004–05 include:

- Co-ordinating Priorities for Action 2004–05
- Continuing to co-ordinate and support major public development and across-government initiatives for the Department of Justice
- Providing information and advice on whole-of-government responses on issues of public concern in Port Augusta
- Helping the Port Augusta Youth Centre with its ongoing development

- Helping with the development of plans and strategies aimed at enhancing public safety and well-being in the Westwood Urban Renewal project area
- Working with Justice agencies and continuing to represent SA in progressing the Tri-State Cross-Border Justice Project
- Commencing investigations in line with agreed parameters on the Economic Development Board's approved Terms of Reference
- Co-ordinating and monitoring the Department of Justice's contribution to the SA Strategic Plan and target
- Establishing a reporting framework and continuing to monitor and refine the performance measures for the new Department of Justice Strategic Plan.

## STRATEGIC AND FINANCIAL SERVICES UNIT

Director: Kym Pennifold

### ROLE

Providing advisory and support services in strategic, financial and risk management to help the Department of Justice executive and agencies in meeting their objectives.

### ACHIEVEMENTS

#### Services

- Undertook regular and unplanned business, financial and risk management reviews across the Justice agencies and provided financial management support and budget advice to agencies and the Department of Justice.

#### Budget and Financial Management

- Began the Justice bilateral and budget process for 2004–05. A series of strategic

# Department of Justice: Services

planning and budget management sessions were held to identify and prioritise savings, cost pressures, new initiatives and capital investment initiatives across Justice and whole-of-government in line with the government's directions.

## Community Emergency Services Fund

- Managed the Community Emergency Services Fund on behalf of the Minister for Emergency Services.

## Taxation

- Implemented the recommendations from the review of the Department of Justice Agencies FBT obligations; in particular, a taxation user reference manual.

## Business Development and Improvement

- Assisted the Emergency Service Agencies and the DCS in implementing a financial data warehouse and reporting framework. This now brings financial data warehouses and reporting frameworks to eight Justice agencies.

## Risk Management

- Commenced development of a Justice Risk Management Plan to help ensure that Justice agencies achieve their objectives with an acceptable degree of residual risk.

## Business and Financial Services

- Developed the 2004–05 budget by identifying savings opportunities, cost pressures, funds for new initiatives and capital investment projects for the Attorney-General's Department.

## OUTLOOK

Objectives for 2004–05 include:

- Co-ordinating and advising the Department of Justice executive on the Department's budget and bilateral issues

- Monitoring and reporting on the financial position of the Department of Justice and its agencies
- Providing a fund management services for the Community Emergency Services Fund and the Victims of Crime Fund
- Providing assistance in the development of business cases for the implementation of new initiatives within Justice agencies and across the Department of Justice
- Expanding the use of the data warehouse and reporting framework to incorporate the use of non-financial measures
- Improving the data quality for the application systems across the Attorney-General's-Department that are linked to the data warehouse
- Implementing the balanced scorecard reporting system for the Attorney-General's Department and continue to support the use of balanced scorecards for other Justice agencies.
- Undertaking a goods and services expenditure review for the Attorney General's Department and implement agreed efficiency outcomes
- Continuing to provide quality budget advice to Attorney-General's Department's business units to meet the 2004–05 budget targets and prepare for the 2005-06 budget process.

## INTERNAL AUDIT

Manager: Robert Martland

### GOAL

Provide a level of assurance to stakeholders that sound governance protocols are in place and functioning efficiently and effectively.

### ROLE

Undertake audits commissioned by the Chief Executive of Justice and Agency's Chief

## Department of Justice: Services

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Executives and to help the Audit Committees through the provision of an independent appraisal function.

### ACHIEVEMENTS

Reviews included:

- Controls over the integration of the strategic planning process
- Controls in managing after-hours interpreter services
- Credit card use in the Attorney-General's Department.

### OUTLOOK

Objectives for 2004–05 include:

- Conduct audits in accordance with the agreed audit program, requests from the Chief Executive and Audit Committees
- Report on the outcomes of reviews to management and the Audit Committees
- Facilitate a greater understanding of governance protocols throughout Justice.

# 2003-04 Attorney-General's Department Annual Report

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**Government of South Australia**

Attorney-General's Department

# Attorney-General's Department

## ROLE

Provide legal support to the government as well as ensure fairness in the community through a range of agencies such as the Office of Consumer and Business Affairs (OCBA) and the Equal Opportunity Commission.

## PHILOSOPHY, AIMS AND VALUES

**PHILOSOPHY:** Provide better, more effective services to those members of the South Australian public who use or are in contact with our organisation.

**AIM:** Help create a safe and secure environment in which the public of South Australia can live and work and where the rights of individuals are protected.

**VALUES:** Service, Respect and Ethical Behaviour, Valuing People, Independence and Integrity, Leadership and Accountability.

### SERVICE:

We are committed to high levels of achievement and service. We will meet the needs of the public in a proactive, timely, responsive and professional manner. We will use technology to enhance performance and innovation where possible.

### RESPECT AND ETHICAL BEHAVIOUR:

We recognise that respect and ethical behaviour must underpin all our work and relationships.

### VALUING PEOPLE:

We recognise that our people are our most important resource and we are committed to ensuring their occupational well-being and personal development. We value the differences that people bring to the Department and recognise that we are strengthened by that diversity. We inspire, encourage and reward initiative.

### INDEPENDENCE AND INTEGRITY:

We respect the independence of those

agencies that are charged with making impartial decisions, and the integrity of all of the components of the Attorney-General's Department.

### LEADERSHIP:

We encourage and promote leadership qualities and opportunities in all our activities. We aim to serve the community and the Government by being an innovative, flexible and effective policy leader in the public service.

### ACCOUNTABILITY:

We are committed to using our resources effectively and responsibly. We are results-oriented and will develop the means to measure and report on our progress.

## SCOPE

This report also should be read in conjunction with other reports, including those required by statute, by the statutory office holders listed below:

- Director of Public Prosecutions (DPP)
- Police Complaints Authority
- Ombudsman
- Commissioner for Consumer Affairs
- Public Trustee
- Liquor Licensing and Gambling Commissioner
- Commissioner for Equal Opportunity
- State Electoral Office.

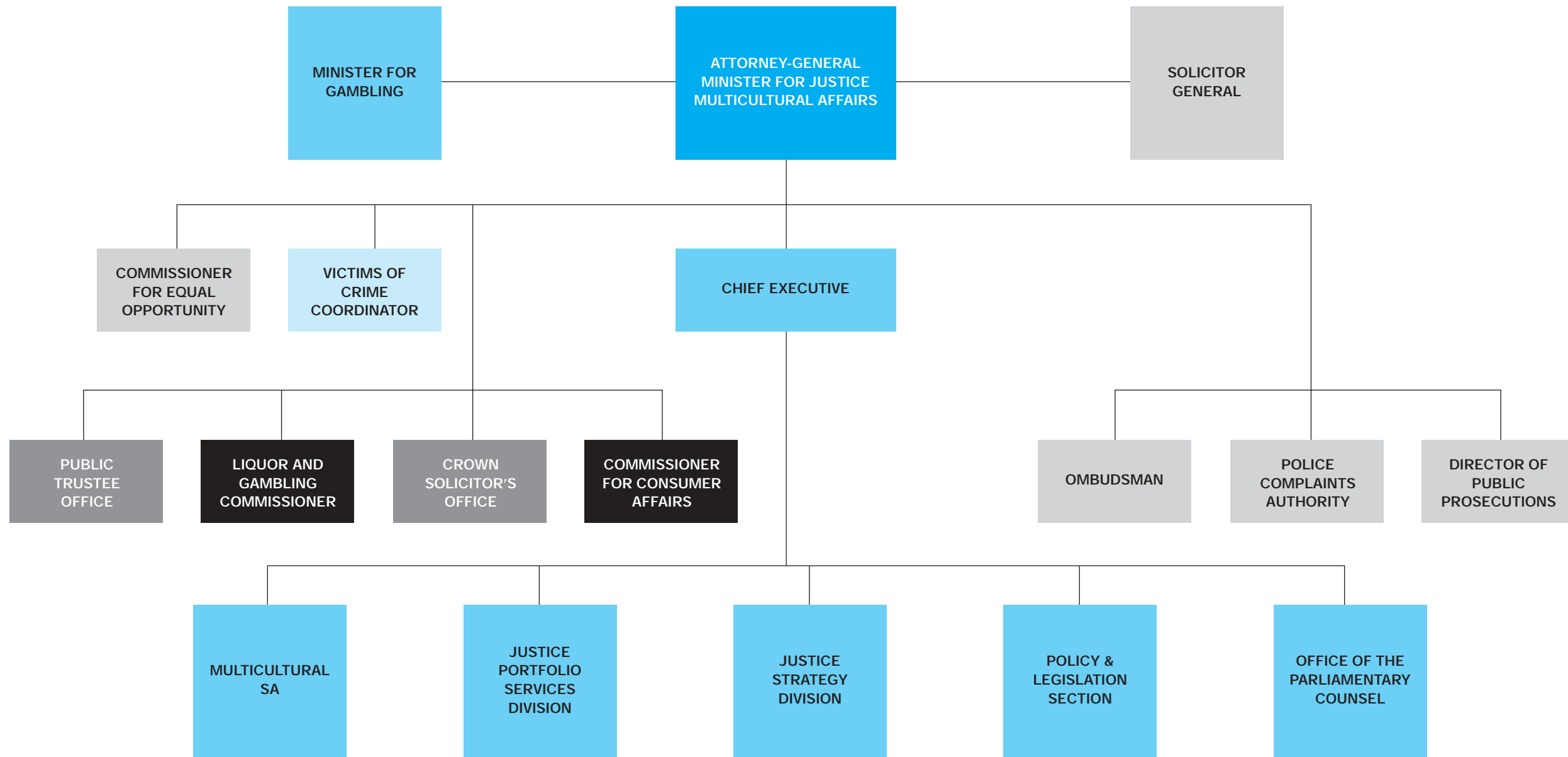
# Highlights of 2003-04

During the year the Department:

- Developed and saw passed in Parliament 19 pieces of legislation which (among other things) promoted consistency in sentencing by the use of sentencing guidelines; increased the rights of homeowners to defend themselves against intruders; provided protections against identity theft; and reformed the law relating to the 'drunk's defence'
- Developed a further nine Bills and saw them introduced into Parliament
- Worked to combat terrorism by assisting the Department of Premier and Cabinet with the implementation of proposals in the Council of Australian Governments (COAG) agreement on Terrorism and Transnational Crime, and participated in a working group of the National Counter Terrorism Committee and membership of the Joint Working Group on Cross-Border Investigative Powers
- Undertook significant litigation work, including negotiating a successful recovery from Baulderstone Hornibrook of money paid out by the State Government to victims of the June 2003 Patawalonga flooding; defending an appeal against a Supreme Court judgment for damages allegedly arising out of the State's administration of various Fisheries Acts and Regulations; and representing the Minister for Energy as co-respondent in the Victorian Supreme Court appeal by Murraylink Transmission Co. Limited against the decision of the National Electricity Tribunal about the status of the proposed SNI electricity interconnector between NSW and SA
- Increased services to victims of crime by planning to establish two additional services at Whyalla and Murray Bridge to extend information, counselling and advisory services for regional South Australian communities
- Boosted services in the Office of the DPP by employing more officers to work in child protection and witness assistance
- Boosted services in the Victim Support Service through the employment of a specialist to work with families of murder victims
- Established regional crime prevention programs in a number of areas, involving local government as a key partner
- Developed a Youth Alcohol Information Wallet Card; a designated driver campaign and fake Identification (ID) awareness programs.

# Attorney-General's Department

# Organisational Chart 2003-04



Statutory Officer Independent of the Attorney-General's Department. All employees appointed under the *PSM Act 1995*, or *Police (Complaints and Disciplinary Proceedings) Act 1985*.  
 Employees appointed under *PSM Act 1995* except Ministerial Staff.  
 Appointed by the Governor.

Statutory Officer within Attorney-General's Department. All employees employed under the *PSM Act 1995*.  
 Corporation Sole/Body Corporate within the Attorney-General's Department. All employees employed under the *PSM Act 1995*.

## Targets for 2004-05

- Reform the laws about underage drinking; the presence of minors on licensed premises and the use of false identification; and on sentencing for offenders who commit sexual offences against children.
- Remove legislative discrimination against same-sex couples.
- Introduce legislation to reform criminal assets confiscation and target 'hoon' drivers.
- Continue development of model laws for the national regulation of the legal profession, defamation reform, a review of commercial arbitration legislation and reform of the law of double jeopardy.
- Complete the review of the Code of Practice under the *Liquor Licensing Act 1977*.
- Consider liquor-related issues in Aboriginal communities through a national working party comprising Australian Liquor Licensing jurisdictions.
- Develop a designated driver program in conjunction with South Australia Police (SA Police) and the Drug and Alcohol Services Council (DASC) as a Christmas 2004 campaign.
- Progressively adopt new information technologies using open standards to meet the changing business needs of criminal justice agencies.
- Redirect Crown Solicitor's Office resources to meet areas of government priority.
- Develop and implement the Integrated Justice Program Case Tracking System for the Office of the Director of Public Prosecutions.
- Expand the use of and support for Justices of the Peace.
- Extend the Migrant Volunteer Network to regional centres.
- Promote inter-cultural and inter-faith dialogue and encourage communities to work together.
- Develop an implementation framework on access and equity for multicultural groups.

## Attorney-General's Department Services

The following units or sections provided services during 2003–04:

### POLICY AND LEGISLATION SECTION

Director: Julie Selth

#### GOAL

Provide high quality impartial legal policy advice to the Attorney-General and Minister for Justice and to initiate and develop legislation and policy positions on law reform issues that are timely, relevant, equitable and consistent with the priorities and policies of the Attorney-General and Minister for Justice.

#### ROLE

Provide specialist legal policy advice and develop and review proposals affecting legislation for which the Attorney-General is responsible.

#### ACHIEVEMENTS

The section was involved in the legislative and law reform program undertaken by the Attorney-General and Minister for Justice and was responsible for the development and passage of 19 pieces of legislation. An additional nine Bills were developed and introduced into Parliament. One of them was laid aside following a conference of managers.

Activities included:

- Enactment of legislation to promote consistency in sentencing by the use of sentencing guidelines
- Enactment of legislation to increase the rights of homeowners to defend themselves against intruders
- Enactment of legislation to prohibit the creation of fortifications designed to

prevent or impede police access to premises

- Enactment of legislation to ban knives at night in and around licensed premises
  - Enactment of legislation against serious computer offences, including unauthorised modification of data
  - Enactment of legislation consistent with national tort-law reform and the introduction of professional standards legislation
  - Enactment of legislation dealing with identity theft
  - Enactment of the new *Coroners Act 2003*
  - Introduction of legislation to reform the 'drunk's' defence law
  - Introduction of legislation to underpin intervention programs and to allow courts to use culturally appropriate sentencing techniques when sentencing Aboriginal offenders
  - Introduction of legislation to provide harsher penalties for offenders who commit crimes in aggravated circumstances and to simplify non-fatal offences against the person
  - Introduction of legislation to attribute criminal liability to carers of children and vulnerable adults when the child or adult dies or is seriously harmed as a result of an unlawful act while in their care
  - Release of a discussion paper on spent convictions legislation
  - Release of a discussion paper on the regulation of body corporate managers
  - National competition policy review of the 'needs' test in liquor licensing legislation.
- Officers also continued to consult with, and help other Ministers and departments on legal policy aspects of their legislative

# Attorney-General's Department Services

proposals including child protection, reform of bushfire offences, reform of parole legislation, the regulation of firearms, transport matters and free trade agreements.

Officers were involved in work aimed at combating terrorism, including helping the Department of Premier and Cabinet with the implementation of proposals in the COAG agreement on Terrorism and Transnational Crime, participation in a working group of the National Counter Terrorism Committee and membership of the Joint Working Group on Cross-Border Investigative Powers.

Work continued with interstate colleagues through the Standing Committee of Attorneys-General, Censorship Officers Meetings, the Ministerial Council on Corporations and the Model Criminal Code Officers' Committee. Officers have been involved in the development of model laws for the national regulation of the legal profession, defamation reform, a review of commercial arbitration legislation and reform of the law of double jeopardy.

## OUTLOOK

During 2004–05 the major focus will be on the development of legislative amendments to reflect the government's policy commitments and priorities including:

- Reforming the law about underage drinking, the presence of minors on licensed premises and the use of false identification
- Reforming the law on sentencing for offenders, who commit sexual offences against children
- Introducing legislation to reform criminal assets confiscation
- Introducing legislation targeting hoon drivers

- Reforming the law about the appointment and role of Justices of the Peace
- Introducing legislation to replace the law of joint and several liability with a regime of proportionate liability in claims for damages for economic loss
- Introducing legislation to remove legislative discrimination against same-sex couples.

## HUMAN RESOURCES UNIT

**Acting Director: Frankie Anderson**

### GOAL

Provide strategic human resource (HR) services.

### ROLE

Provide the Chief Executive, managers and staff of the Attorney-General's Department with a full range of HR consultancy and payroll services.

### PLANNED WORKFORCE

The Quarterly Human Resource Management Report provides the Chief Executive, Executive and managers with analysis of human resource issues relevant to the Department and the individual business units. It provides information to managers on workforce demographics, recruitment and selection, leave, training and development, and occupational health and safety.

### PLANNED HUMAN RESOURCES DEVELOPMENT

The year's total investment on training and development totalled \$1 756 297 (direct and indirect costs), representing 2.2 per cent of the Department's total salary expenditure and includes \$196 601 of expenditure on leadership and management development, which

# Attorney-General's Department Services

represents 0.25 per cent of the Department's total salary budget.

Training and development outcomes included:

- Increased opportunities for staff at all levels to participate in a broader range of short accredited training programs
- The second Certificate III in Government Traineeship to be run in South Australia
- A continued emphasis and commitment to training on Aboriginal Cultural Awareness
- Attendance at Institute of Public Administration Australia events.

In addition, there was an increased focus on gaining returns on the training investment and tailoring of training to the Department's needs by offering nationally accredited training based on Units of Competency drawn from the Public Service Training Package and supported by workplace focussed assessment projects.

### Fees Reimbursement

The Department reimbursed approximately \$73 195 of employees' study fees to gain graduate degrees and other qualifications seen as strategically important to the Department and/or divisions.

### Online Education and Training

The Department offered access to online support materials for the induction of staff and continued to offer a Basic Online Information Technology Skills Development program in partnership with Adelaide Institute of TAFE consisting of blended face-to-face and online supported programs tailored to the Department of Justice in Project Management, and Advanced Word and Excel.

### Scholarships

The Department offers an annual scholarship program for staff at ASO3 classification level and above. Five employees participated in

2003 and six in 2004. These scholarships ranged from attendance at a specific personal development program or a study tour of relevance to the Department.

### Attorney-General's Department and Courts Administration Authority Traineeship Scheme

In 2004 the Department partnered with Humanagers as the Registered Training Organisation to deliver a Certificate III in Government Traineeship (based on the Public Service Training Package) for 13 trainees.

## STAFFING

### Recruitment and Selection

A total of 285 persons were recruited during the financial year. The average time taken to fill vacancies was 45 days, which compares favourably to the public sector average of 45 days for clerical/secretarial positions through to 58 days for senior management positions.

### Graduate and Youth Recruitment

The Human Resource Services Branch continued to promote and co-ordinate youth recruitment across the Department. The Department recruited seven Graduates and 14 trainees. The Graduates participated in a whole-of-government program designed and organised by the Office of the Commissioner for Public Employment (OCPE). The program included participation in eight units of competence from the Certificate IV in Government from the Public Services Training Package. The Trainees were the first group to participate in a traineeship specifically designed for the Attorney-General's Department.

### Age Profile of the Workforce

The median age of employees decreased by 0.4 years from last year to 42.6 years compared to the overall administrative unit

# Attorney-General's Department Services

workforce median age of 45.4 years. The lowest representation of employees was aged between 15-19 years (0.68 per cent) while the largest representation was aged between 45-49 years (15.66 per cent). Refer to Appendices.

## OCCUPATIONAL HEALTH AND SAFETY AND INJURY MANAGEMENT

Commitment to an integrated Occupational Health and Safety and Injury Management (OHS&IM) approach was reflected through a number of initiatives:

- All 16 Occupational Health Safety & Welfare (OHS&W) Policies were reviewed and updated in consultation with the Health and Safety Representatives and the OHS&W Committee
- Four new policies were developed as part of the continued improvement approach
- Training based on the Training Needs Analysis conducted in 2003 were implemented as follows: manager/supervisor information sessions, ergonomics, manual handling, dealing with difficult people, dealing with physically aggressive customers
- The Occupational Health, Safety, Welfare & Injury Management (OHSW&IM) website was completed and launched
- The OCBA formed an OHS&W Committee to address issues relevant to its area and ensure consultation
- OCBA, Trade Measurement, embarked on a program to conduct risk assessments of plant
- An evaluation of the Attorney-General's Department was undertaken by WorkCover against the WorkCover Performance Standards for Self Insurers and the recommendations incorporated into the Attorney-General's Department OHSW&IM Strategic Plan

- Strategies have been developed to fulfil the indicators and targets as part of the whole-of-Government Workplace Safety Management Strategy initiative
- Work commenced with Jardine Lloyd Thompson Pty Ltd to undertake an Internal Audit of the Attorney-General's Department OHSW&IM systems as required by the WorkCover Performance Standards for Self Insurers.

### Monitoring and Reviewing Progress

The Department maintained its practice of monitoring and reviewing departmental incident, injury and hazard statistics to identify trends for the development of prevention strategies. Worksite ergonomic assessments were undertaken to prevent injuries associated with computer use.

All work groups elected Health and Safety Representatives and at 30 June 2004 there were 36 trained representatives.

## RESPONSIVE EMPLOYMENT CONDITIONS

### Payroll Services

The Web Kiosk function of the CHRIS Human Resource Management System was rolled out across the Department enabling employees to view their own payroll and leave information, and managers to monitor the leave booked and taken in their areas for planning purposes.

### Performance Management

Fifty per cent of employees negotiated an individual development plan during 2003-04. However, 84 per cent of employees had a plan that was still in place that was negotiated prior to 1 July 2003. Refer Table 11 Appendix G.

# Attorney-General's Department Services

## Targeted Voluntary Separation Packages

Additional savings in the 2003-04 budget were achieved by providing eight employees with a Targeted Voluntary Separation Package (TVSP). These were funded by Treasury; however, another three TVSPs were funded by the Department to enable further savings to be achieved. In total 11 employees separated with a TVSP.

## Redeployment

As a result of restructures in various divisions, five employees were declared excess to the requirements of the Department. In total the Department has seven redeployees. All but one of these employees are currently in a funded temporary placement.

## Workplace Conduct

Promoting and supporting appropriate workplace conduct continues to be a priority, as does the conciliation of complaints. A half-day training course on promoting positive workplace behaviour was held for managers and similar courses will be held for staff.

## MANAGING DIVERSITY

The Department continued its commitment to the following initiatives:

- Promoting the Disability Employment Register and the Indigenous Employment Register as a way of finding suitable employees for temporary and permanent positions
- Promoting flexible working arrangements
- Introducing a new Leave Policy that gave greater support for employees to balance personal and work commitments
- Implementing strategies to achieve the policy outcomes for the Promoting Independence policy including providing Disability Awareness training for direct service staff and managers.

## HUMAN RESOURCE RESULTS

### Leave Management

The Department's average number of sick leave days per Full-Time Employee (FTE) for 2003-04 was 7.96 days and 0.53 days for family carer's leave. Compared to the previous financial year, this represents an increase of 0.64 days of sick leave taken per FTE and a marginal increase of 0.08 days family carer's leave per FTE. Refer Table 5 Appendix G.

In December 2003, the Unit commenced a review of the use of sick leave within the Department with the support of the Public Service Association. The aim of the review is to gain an increased understanding of the use of sick leave within the Department and to develop future management strategies.

## OUTLOOK

Objectives and strategies for 2004-05 include:

- Continuously improving Human Resources and Administration Management processes and systems to effectively support Departmental business units by:
  - Providing a relevant, value-added consultancy and advisory service to executive, management and staff of the Attorney-General's Department
  - Analysing workforce data and improving its capture to assist business planning in Attorney-General's Department business units
- Assisting and supporting business units to achieve a safer and healthier workplace by:
  - Developing and implementing the Department of Justice and Attorney-General's Department Safety and Injury Management Plans

# Attorney-General's Department Services

- Monitoring and reviewing the Department of Justice and Attorney-General's Department Safety and Injury Management Plans and identify additional strategies
- Developing, fostering and maintaining a diverse workforce and culture that meets the needs of the broad community which the Attorney-General's Department business units serve by:
  - Continuing our commitment to promoting flexible working practices to assist employees balance work and family commitments
  - Continuing our commitment to promoting equal opportunity programs to provide employment opportunities for Indigenous people and people with a disability within the Attorney-General's Department and across the Department of Justice
  - Implementing and monitoring the Attorney-General's Department Disability Action Plan and assisting the Department of Justice Agencies in the implementation of their Disability Action Plans
  - Providing timely and relevant training for staff and managers about improving awareness on disability issues for clients and staff
  - Continuing to offer employment opportunities to young people through traineeships and the graduate program
- Fostering a skilled workforce that is equipped to meet the business and service requirements of the Department of Justice and the Attorney-General's Department by:
  - Managing, monitoring and reviewing the implementation of the Organisational Learning Framework
  - Undertaking strategic research and development to improve training and development outcomes in areas such as

- performance management, coaching and mentoring
- Providing a variety of training and development programs to staff utilising a range of delivery modes.

## CUSTOMER SERVICES TECHNOLOGY

Director: Spencer Briggs

### GOAL

Excel in the delivery of cost effective Information Technology services to the Attorney-General's Department.

### ROLE

Provide IT support to the 1200 users within the Attorney-General's Department.

### Updating technology

Significant resources were directed to the updating and consolidation of the desktop and back office technology (hardware and software) used by the Department.

Implementation continued of 'remote access', enabling outposted lawyers and OCBA regional offices to access the full range of their desktop productivity tools.

### OUTLOOK

Objectives for 2004–05 include:

- Progressive adoption of new technologies using open standards to meet the changing business needs of the criminal justice agencies
- Completion of the Justice WAN Enhancement project to better meet Justice agencies' business needs
- Helping with the investigation and development of an IT shared services model

# Attorney-General's Department Services

- Implementation of 'remote access' more widely across the Department
- Consolidation of the servers used by the Department to provide efficiencies and cost savings.

## LIBRARY

Manager: Judie Cox

### ROLE

Provide a full range of law library and information services to the Attorney-General's Department and associated agencies.

The Library continued to provide a high quality service to staff and subscribed to a number of new online legal services to improve access to information for all legal staff, particularly outposted solicitors and those not located at 45 Pirie Street. Following the introduction of these new services, the Library produced training manuals and conducted training sessions.

### OUTLOOK

Objectives for 2004–05 will include:

- Continuing the close co-operation between the Attorney-General's Department Library and other legal libraries in the Department of Justice, sharing resources and information
- Continuing to evaluate appropriate library materials
- Providing ongoing training to legal practitioners on the opportunities and efficient use of on-line services.

## CROWN SOLICITOR'S OFFICE

Crown Solicitor: Mike Walter QC

### GOAL

Be recognised as the best provider of legal services to Government.

### ROLE

Provide legal services and advice to Government.

### ACHIEVEMENTS

#### Litigation

The Crown Solicitor's Office (CSO) continued to undertake a wide range of litigation work in the areas of summary prosecutions, magistrate appeals, industrial law, public sector employment, child protection, boards and tribunals, diverse administrative law issues, guardianship, licensing and gaming, equal opportunity, general commercial, public liability, workers' compensation, and Criminal Injury Compensation (CIC) litigation.

During the year the CSO saw an increase in litigation activities in civil litigation, workforce prosecutions, child protection and environmental protection related matters.

Significant litigation and related activities included:

- Advice and assistance in negotiating a successful recovery from Baulderstone Hornibrook of money paid out by the State Government to victims of the Patawalonga flooding which occurred in June 2003
- Advice and assistance in responding to subpoenas issued in major criminal trials seeking access to details of SA Police investigations
- Successful defence of appeal against Supreme Court judgment for damages allegedly arising out of the State's administration of various Fisheries Acts and Regulations
- Conduct of defence of litigation arising out of retention of tissue and body parts following autopsy
- Conduct of litigation arising from a claim against the State by an Aboriginal person arising out of his placements with foster parents during the 1990's

# Attorney-General's Department Services

- Representation for the Minister for Energy as co-respondent in the Victorian Supreme Court appeal by Murraylink Transmission Co. Limited against the decision of the National Electricity Tribunal about the status of the proposed SNI electricity interconnector between NSW and SA.

## Commercial Practice

The CSO provided commercial support for Government and its agencies in all areas of commercial practice including competition policy and application to the energy market, procurement of goods and services, and property related transactions.

Significant achievements included:

- Helping SA Water to 'retire' dairy properties in the Mobilong and Toora districts by purchasing properties and water allocations
- Advising the Joint Parliamentary Services Committee regarding proposals to change the land tenure of Parliament House
- Arranging for the provision of financial assistance for the re-development of the Adelaide Airport
- Advising Government on contractual rights under the Design, Construct and Maintain Contract between Government and the contractor for the Patawalonga Barrage arising from the failure of the Patawalonga Barrage in June 2003
- Advising Government regarding the investment and procurement chapters of the Australia/United States Free Trade Agreement
- Helping agencies in procuring various goods and services relating to:
  - The supply of a new Revenue SA Information System to Enable Compliance (RISTEC) for the collection of State taxation revenue, including stamp duty, payroll tax and land tax

- The supply of a new Clinical Management and Nursing Administration System for use in public hospitals
- The appointment of organisations to a panel of suppliers for the manufacture and supply of Fire Appliances and Support and Rescue Vehicles to the South Australian Metropolitan Fire Service (SAMFS), the Country Fire Service (CFS) and the State Emergency Service (SES)
- Electricity procurement for whole-of-government and local government
- Regulatory measures to aid continuing gas supply following the Moomba gas processing plant explosion
- Tendering process for stages 2 and 3 of the Port River Expressway
- Public Private Partnership (PPP) tendering processes for regional police and court facilities, and new State aquatic centre
- Restructuring of health units
- Adelaide-Darwin rail issues.

## Native Title

Native Title is a developing area of law that has both social and policy impacts. The CSO is at the forefront of Native Title issues and legal management. Significant achievements included:

- Providing advice and assistance to the State's Principal Negotiator in the statewide Indigenous Land Use Agreement (ILUA) negotiations including two mining agreements, the Todmorden Pastoral agreement (including legislative changes) and the Narrunga ILUA
- Assisting in negotiations formulating legislative amendments and a model for the transfer of the Unnamed Conservation Park (in the far west of the State) to Maralinga Tjarutja, and co-management of that land as a park

# Attorney-General's Department Services

- Representing the State in the litigation and mediation of the 28 native title claims in South Australia
- Negotiating with the parties in the De Rose Hill case following judgement of the Full Federal Court in December 2003
- Finalising guidelines and processes for seeking consent determinations of native title in appropriate cases
- Publishing a State native title mediation policy.

## Legal Advice and Other Specialist Services

The CSO engaged in continued provision of legal advice to government and other specialist services including:

- Development of the legal strategy for opposing the establishment by the Federal Government of a nuclear waste dump in South Australia and conduct of the ensuing litigation
- Successful resolution of the litigation arising from the prohibition on gill net fishing in the River Murray
- Provision of an investigation service on complex, sensitive and protracted matters
- A significant number of energy markets related activities
- Advice and assistance on national water reform initiatives, including the restructure and rehabilitation of irrigation areas, water trading, and the acquisition of water for the environment.

## OUTLOOK

Objectives for 2004–05 include:

- Appointing a new Crown Solicitor
- Continuing the provision of high quality, timely legal services to Government
- Developing and releasing a new CSO strategic plan

- Developing and implementing a training and assistance program to agencies to raise their knowledge of and ability to identify and manage legal issues including freedom of information
- Working closely with the Chief Executive to continue with improvements to better manage the use of legal services in Government
- Legally supporting large-scale procurement and other projects across Government including a future information and communication technology contract and implementation of full retail contestability in the gas market
- Continuing the development of the CSO's Practice Management System through the implementation of a new version, further automation of tasks, and remote access
- Developing and delivering automated and integrated debt recovery processes in order to maximise victims of crime debt recovery
- Continuing to work closely with the Courts Administration Authority (CAA) to expand the use of online lodgement and registration of court documents via the internet.

## DIRECTOR OF PUBLIC PROSECUTIONS

Acting Director: Wendy Abraham QC

### GOAL

Provide the people of South Australia with an independent and effective criminal prosecution service that is timely, efficient and just.

### ROLE

Initiate and conduct criminal prosecutions in the Supreme and District Courts. Conduct all

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appellate work and exercise appellate rights flowing from those prosecutions, in the Court of Criminal Appeal and the High Court of Australia; conduct proceedings about the confiscation of the profits of crime; enter a nolle prosequi or otherwise terminate a prosecution in appropriate cases; conduct committal proceedings and some summary trials in the Magistrates' Court and conduct appeals from the indictable matters handled in that Court; and carry out other functions assigned to the Director by regulation. Provide advice to the Attorney-General on criminal justice issues.

## ACHIEVEMENTS

Achievements of 2003–04 include:

- Effective and efficient conduct of several long and complex trials
- Maintaining a high standard of legal services
- Hosting the Conference of Australian Directors of Prosecutions in November 2003
- Implementing a new Case Tracking system, the first part of an Integrated Justice Program, a collaborative information management program within Attorney-General's Department, SA Police, CAA and Department for Correctional Services (DCS)
- Appearing before the Legislative Council's Legislative Review Committee during its review of sexual assault conviction rates.

The Director, Paul Rofe QC resigned during the year. Mr Rofe contributed to improvements to the criminal justice system in South Australia. He was widely recognised for his legal knowledge and prosecution experience.

## OUTLOOK

Objectives for 2004–05 include:

- Developing the Case Management system, the next phase of the Integrated Justice Program
- Recruiting additional staff to help the office in meeting current demand, using additional funding provided in the 2004–05 budget
- Hosting the national Witness Assistance Service conference
- Continuing to provide an effective and efficient prosecution service to the public, with several complex and sensitive matters already started or anticipated.

## CONSUMER AND BUSINESS AFFAIRS

**Commissioner: Mark Bodycoat**

### MISSION

Regulate the trading environment to ensure consumers are confident that they will be treated fairly when buying goods or services.

### ROLE

The Commissioner and OCBA staff:

- Secure compliance with South Australia's consumer laws, including taking appropriate action to enforce the law when necessary
- Educate, inform and advise consumers and businesses on their rights and responsibilities
- Help consumers to resolve disputes about consumer transactions, including the buying and selling of goods and services as well as landlord and tenant matters
- Encourage businesses and consumers to act honestly, ethically and responsibly
- Ensure that consumers receive fair

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- measure in all consumer transactions and ensure that the goods they purchase are safe
- Maintain accurate and secure public and business registers
- Maintain civil registers of births, deaths, marriages and other registrable life events, certify these events as required and provide civil marriage facilities and celebrant services
- Administer and regulate South Australian bodies corporate
- Regulate licensed occupations and administer occupational licensing regimes
- Monitor the market and provide effective policy advice to Government.

## ACHIEVEMENTS

OCBA continued to improve service by providing more online access. Demand for services and information remained strong. The website now contains over 1020 pages of information, and numerous downloadable forms and publications. Website hits have increased to over 120 000 per day (the estimated total for the year is 44 037 855) representing nearly 1400 unique visits to the site daily.

OCBA also:

- Co-located the Port Augusta, Whyalla and Port Lincoln offices with Service SA regional transaction centres, providing extended and improved service to all locations
- Distributed the publication *The Smart Consumer* widely, including to enrolling university students
- Refined the Licensing Public Register on-line to address the security concerns of some licensees

- Implemented and assisted occupational licence application, so applicants can apply over the phone
- Increased computerisation in the Residential Tenancies Tribunal and extended video-conference facilities for regional and remote areas
- Completed and implemented the case management system for the Residential Tenancies Tribunal
- Introduced additional on-line services, including on-line applications for certificates from the Births, Deaths and Marriages Registration Office
- Partnered the Australian Competition and Consumer Commission (ACCC) and the Aboriginal and Torres Strait Islander Commission (ATSIC) in specifically targeted education and awareness programs
- Partnered the building industry in an education program for builders and allied trades and negotiated a similar program for the real estate sector
- Hosted the Australasian Real Estate Regulators' Conference
- Introduced improved proof-of-identity controls and fraud minimisation measures in appropriate areas
- Developed a range of information materials under the *Recreational Services (Limitation of Liability) Act 2002*
- Completed reviews of the *Residential Tenancies Act 1995*, *Security and Investigation Agents Act 1995*, and *Land Agents Act 1994*, and started development of measures to implement changes to these
- Started reviews of the *Fair Trading Act 1987*, and the *Second-hand Vehicle Dealers Act 1995*

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- Started developing the Register of Assurances and Court Actions
- Ran a scams awareness campaign, including phone-in and creating three new information resources
- Ran 'Operation On Schedule' on second-hand cars
- Conducted an introduction agencies phone-in
- Ran a Christmas credit awareness campaign
- Ran the 'Use a Licensed Tradesperson' TV campaign
- Developed the booklet *Buying or Selling a Home* and incorporated its contents on the website.

## Statistical Information

During the year OCBA:

- Handled 109 000 fair trading telephone enquiries
- Handled 4400 formal disputes
- Received 51 500 residential tenancies bonds and refunded 46 500
- Supported 10 000 Residential Tenancies Tribunal hearings
- Registered 39 000 births, deaths or marriages, and issued 88 000 certificates
- Visited 5450 traders in the Statewide Monitoring Program
- Undertook 3450 investigations, issued 3150 warnings for alleged fair trading breaches; obtained *Fair Trading Act 1987* assurances relating to 25 matters; and prepared briefs for prosecution or disciplinary action on 40 matters
- Registered 14 000 new business names.

## Managing Diversity

OCBA:

- Participated in the Trades Recognition Australia (TRA) program, recognising

overseas skills and qualifications for those seeking Australian licences

- Simplified licensing information and the licensing and renewal processes
- Included multilingual translating and interpreting service contacts in birth registrations, and space for traditional naming practices
- Actively supported SA Link-Up to help the Aboriginal family tracing service locate relatives separated by Stolen Generation policies
- Works with the Australian Bureau of Statistics, hospitals and funeral directors to support Indigenous identification
- Included translating and interpreting service contacts in all new consumer education publications, a free call number for country residents and OCBA website references
- Offered web-based information in 11 languages, and language assistance where needed
- Continued to develop partnerships with Indigenous community organisations to foster reconciliation, open communication and Indigenous consumer education
- Established links with the Education Department's Aboriginal Education Unit
- Contributed to the National Indigenous Consumer Education website
- Participated in the National Indigenous Consumer Working Party, and in the development of the National Indigenous Consumer Strategy.

## OUTLOOK

Objectives for 2004–05 include:

- Extending and refining its across-agency Indigenous education program

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- Continuing online service development
- Completing reviews of the *Fair Trading Act 1987* and *Second-hand Vehicle Dealers Act 1995*
- Implementing changes arising out of the reviews of legislation
- Participating in national reviews of the regulation of mortgage brokers and property investment advisors
- Further enhancing regional services in partnership with ServiceSA.

## EQUAL OPPORTUNITY COMMISSION

Commissioner: Linda Matthews

### GOAL

Promote equal opportunity principles to the public, respond to complaints of discrimination and provide information and training to encourage compliance with the *Equal Opportunity Act 1984 (SA)*.

### ROLE

The Commission:

- Examines and respond to complaints of discrimination
- Provides information and training to encourage compliance with the legislation.
- Prevents certain kinds of discrimination based on sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age, to help the participation of citizens in public economic and social life.

### ACHIEVEMENTS

During the year the Commission:

- Operated the 'Play by the Rules' website, delivering discrimination and harassment

information and training to sport and recreational clubs. The site has achieved national recognition, and new modules have been proposed for child protection in junior sport.

- Developed a higher media presence.
- Developed new tools for older job seekers to overcome discriminatory practices.
- Made contact with newly arrived migrants and their service providers, especially African and Arabic-Islamic communities, to provide information sessions about migrants' rights and the role of the Commission.
- Ran training courses, helping organisations, individuals and public groups to understand their rights and obligations.
- Continued to provide an effective, efficient and accessible complaint handling process. Both complainants and respondents continue to report a satisfaction rate with the Commission's services of over 75 per cent.

### OUTLOOK

In 2004–05 projects will include:

- Developing, as part of the Commission's ongoing commitment to improve service delivery to the small business sector, extensive online resources to help the sector to deal with a range of issues about the management of staff and maintenance of a discrimination-free workplace
- Developing collaborative partnerships between the Commission and the school education sector, to promote equal opportunity principles to key student groups and to reduce discrimination and harassment occurring in schools
- Promoting equal opportunity for older job seekers, by helping them to more readily access the labour market through contemporary recruitment practices.

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## INDIGENOUS LAND USE AGREEMENT

Acting Principal Negotiator: Peter Hall

### GOAL

The Indigenous Land Use Agreement (ILUA) Negotiation Team is working to resolve native title claim issues on a statewide basis in South Australia through negotiated agreements rather than by contested litigation.

An ILUA is a binding agreement made between native title claimants and others who have an interest in the land and or waters covered by the native title claim area. Once signed, it is registered with the National Native Title Tribunal. A registered ILUA has the effect of a contract between the parties and will also bind all holders of native title to the land. It gives all parties to the ILUA certainty about what can occur on the land.

### ROLE

The ILUA Negotiation Team conducts negotiations with the Aboriginal Legal Rights Movement as the sole native title representative body for all Native Title claimants in South Australia under the *Native Title Act 1993 (Cwth)*; the SA Farmers Federation (representing the interests of pastoralists and other primary producers); the SA Chamber of Mines and Energy (representing the interests of the resources industry, especially in relation to minerals and petroleum); the Seafood Council of SA Inc and the SA Fishing Industry Council (representing the interests of commercial fishers); and the Local Government Association (representing the interests of Local Government).

Through these negotiations the State and other stakeholders aim to:

- Build relationships and open avenues for communication within Indigenous and non-Indigenous groups

- Address unresolved native title issues that have introduced a perceived uncertainty into the State's land management and tenure system, especially for Crown reserved lands (including National Parks, Conservation Parks and Regional Reserves) and waters, land covered by pastoral leases, and land covered by mining tenements, where native title interests might exist
- Enable recognition and better protection of Aboriginal heritage and better economic and social outcomes for Aboriginal people
- Enable cost efficient and timely access for mineral exploration explorers, certainty for pastoralists and the fishing and aquaculture industries
- Establish more suitable procedures under which Government agencies, local Government bodies and other interested people carry out 'future acts' as defined in the Native Title Act.

### ACHIEVEMENTS

Achievements of 2003–04 appear below.

#### Templates

ILUA templates are being developed by the ILUA Team and other peak negotiating bodies whereby a number of major issues arising during the negotiations can be resolved and documented. This will enable parties wishing to begin negotiations at local levels to access these templates and thus help in streamlining the process. Work is well advanced on the development of ILUA templates for minerals exploration, pastoral, local government, fishing and aquaculture.

#### Negotiated Settlements

- Mineral Exploration: On 5 December 2003 South Australia's first Indigenous Land Use Agreements that deal with mineral exploration were signed between the

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Antakirinja and Arabunna Native Title Claimants, the South Australian Chamber of Mines and Energy, the Aboriginal Legal Rights Movement and the SA Government. The Antakirinja native title claim is located in the Coober Pedy region of South Australia, and the Arabunna native title claim covers an area west of Lake Eyre. Both areas are rich in mineral deposits.

- Pastoral: On 14 March 2004 an Indigenous Land Use Agreement was signed on Todmorden Station, a pastoral lease property in the far north of South Australia between Marla and Oodnadatta. The Todmorden ILUA is the first pastoral ILUA to be negotiated in South Australia.

#### National Parks

- The L-Shaped Conservation Park: The Premier agreed in 2002 to transfer the L-Shaped Conservation Park (also known as the Unnamed Park) located in the far west of the State, to the Maralinga Tjarutja Aboriginal People, and requested a plan be developed to ensure this outcome. The *Maralinga Tjarutja Land Rights Act 1984* and the *National Parks and Wildlife Act 1972* have required amendments in order for the hand back to occur. Amendments to these legislations are currently before the Legislative Council.
- Vulkathunha and Witjira National Parks: Other negotiations are continuing in respect of joint park management of the Vulkathunha National Park (formerly the Gammon Ranges) and the Witjira National Park.

#### Consent Determination

On 25 November 2002 the Government approved the State adopting a policy of pursuing consent determinations of native title in appropriate cases. These determinations are an adjunct to the ILUA negotiations.

The ILUA Negotiation Team together with the ALRM developed a draft policy entitled

'Consent determinations in South Australia - A Guide to preparing native title reports'. It describes the kind of evidence the State will be seeking from native title claim groups with regard to their connection to the relevant land or waters.

#### OUTLOOK

In conjunction with the other negotiating parties, a statewide negotiation program for 2004–05 has been prepared together with an ILUA statewide Strategic Plan for 2004–07.

The objectives of the ILUA Negotiation Team for 2004–05 include:

- Starting negotiations in eight native title claim areas previously identified
- Continuing work to complete the ILUA templates
- Finalising the hand back of the L-Shaped Conservation Park, and continue working with the other parks identified
- Engaging in appropriate consultation and provision of information about the ILUA statewide negotiations
- Instigating legislative changes where necessary to help the ILUA agreements.

## LIQUOR AND GAMBLING COMMISSIONER

Liquor and Gambling Commissioner:  
Bill Pryor

### GOALS

- Encourage responsible attitudes towards the promotion, advertising, sale, supply, consumption and use of liquor and gambling products.
- Minimise the harm associated with the consumption of liquor and use of gambling products.

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- Further the interests of the liquor, tourism and hospitality industries.
- Ensure confidence in the State's gambling industries by:
  - Fostering responsibility in gambling, minimising harm caused by gambling and recognising the positive and negative impacts of gambling on communities
  - Maintaining a sustainable and responsible gambling industry.

## ROLE

The Liquor and Gambling Commissioner is responsible for exercising statutory functions under the *Liquor Licensing Act 1997*, the *Casino Act 1997*, the *Gaming Machines Act 1992*, the *Authorised Betting Operations Act 2000*, the *Racing (Proprietary Business Licensing) Act 2000* and the various duty and licensing agreements under those Acts.

## ACHIEVEMENTS

### Technology

The Office of the Liquor and Gambling Commissioner (the Office) developed and introduced a comprehensive website encompassing liquor licensing, racing, casino and gaming regulation. The site provides restricted database access to liquor licensing, gambling and wagering information, as well as offering electronic lodgement of limited licence applications and access to licensing authority decisions.

This has been enhanced to incorporate a barring system for people barred under the Liquor Licensing, the Casino and the Gaming Machines Acts.

### Gambling

New Codes of Practice for responsible gambling and advertising of gambling

products came into operation on 30 April 2004. They include measures designed to minimise the harm caused by excessive gambling and to encourage the responsible provision of gambling products. The Office developed a number of strategies to ensure compliance with the Codes.

Following an extensive review of the wagering system operated by the SA TAB, the system which controls all totalisator and fixed odds sports bets made in South Australia was approved on 30 June 2004.

### Community

The Office participated with a number of councils, Police and licensees on the development of accords that embrace a code of practice for licensees and patrons to promote the responsible service and consumption of liquor.

In addition, a precinct management plan was developed for the Westfield Shoppingtown Marion complex involving Marion Council, police, the Office of the Liquor and Gambling Commissioner, licensees and Westfield Management. A precinct management group also was established for Roxby Downs.

### Young People and Alcohol

A youth alcohol information wallet card was developed in 2003, in conjunction with the DASC and the City of Marion Youth Advisory Committee. It contains information relevant to young people about legal and health aspects of alcohol consumption, and was distributed to public and private secondary schools before Schoolies Week 2003.

A fake ID awareness campaign was conducted, in collaboration with SA Police Sturt Local Service Area, to provide information to young people about proper forms of identification and to promote licensee awareness about the use of fake IDs.

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## Responsible Sale and Consumption of Alcohol

A review of dry area guidelines was undertaken and an interim report prepared covering a more structured framework, from initial consultation to evaluation, and the provision of more information to councils and communities.

The Code of Practice under section 42 of the *Liquor Licensing Act 1997* was reviewed and a discussion paper prepared.

## Education and Training

The Education and Training Unit continued to expand its activities. With an emphasis on ensuring services are accessible to Indigenous people, the Office has employed an Indigenous scholar under the Indigenous Scholarships for the South Australian Public Sector Program.

Community education remained a priority through the continued development of information brochures such as the Alcohol and Young People wallet card and the Fake ID brochure, displays at public forums and provision of information through the Office website.

In conjunction with the Local Government Association, the Office developed a booklet entitled *South Australian Liquor Licensing Laws - A Guide for Local Councils*. The aim of the booklet is to help local councils with their responsibilities under the *Liquor Licensing Act 1997*.

## OUTLOOK

Objectives for 2004–05 include:

- Developing a code of conduct for underage functions in conjunction with DASC, SA Police, local government, Office for Youth and industry groups
- Participating in a series of safe partying seminars in conjunction with DASC, SA Police, Shine SA, Yarrow Place Rape and

Sexual Assault Service, Department of Education and Children's Services and Encounter Schoolies

- Developing a distance learning module for liquor industry employees who do not have ready access to training facilities
- Developing, in collaboration with industry, enforcement and health agencies, a statewide designated driver or drive safe campaign for Christmas 2004 to promote the responsible consumption of alcohol during the Christmas/New Year holiday period
- Developing a self-evaluation package to help licensees to assess compliance with liquor and gambling legislation and codes of practice
- Reviewing the *Lottery and Gaming Regulations 1993*, including consultation with the charity sector, to ensure it reflects contemporary regulatory and business practices
- In conjunction with Treasury, reviewing the feasibility of transferring the betting services function to the racing industry
- Continuing to work nationally and with local agencies and communities to develop practical initiatives to minimise the adverse impact of alcohol on Aboriginal communities
- Reviewing the *Liquor Licensing Act 1997* as it relates to the sale, supply and consumption of liquor to and by minors
- Introducing regulatory regimes under the *Authorised Betting Operations Act 2000*
- Assuming responsibility for Bookmaker's and Agent's licensing and the Lottery and Gaming Unit which transferred from RevenueSA on 1 July 2004
- Developing a system for the management of applications requiring advertising, and the licensing authority's cause list.

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## MULTICULTURAL SA

Director, Multicultural SA: Joy De Leo

Chairman, SA Multicultural and Ethnic Affairs Commission: John Kiosoglous

### GOAL

Achieve an open, inclusive, cohesive and equitable multicultural society, where cultural, linguistic, religious and productive diversity is understood, valued and supported.

### ROLE

Multicultural SA is a State public sector entity that helps the SA Multicultural and Ethnic Affairs Commission (SAMEAC) carry out its statutory obligations prescribed by the *South Australian Multicultural and Ethnic Affairs Commission Act 1980*.

The roles of Multicultural SA are to:

- Increase awareness and understanding of the ethnic diversity of the South Australian public and the implications of that diversity
- Advise the Government and public authorities on, and help them in, all matters relating to multiculturalism and ethnic affairs.

### ACHIEVEMENTS

#### State Population Policy

SAMEAC, Multicultural SA is committed to advancing the Government's commitment to implement the Economic Development Summit's goal of population growth in South Australia. In December 2003, SAMEAC, Multicultural SA held a forum titled 'Building on Cultural Diversity for Population Growth in South Australia'. Reports were incorporated in the report 'Growing South Australia's Population', which was used in the development of the State Population Policy.

### Visit by Imam Feisal Abdul Rauf

SAMEAC, Multicultural SA took steps to support and encourage intercultural understanding and respect. For this reason Imam Feisal Abdul Rauf, a leading Muslim cleric, and Imam of Masjid Al-Farah in Tribeca, New York City, was invited to visit South Australia in March 2004.

The Imam is the co-founder of the Cordoba Initiative, a multi-faith effort to stimulate fresh new approaches to achieving peace and help in healing the relationship between Islam and America. While in South Australia, the Imam met with representatives of the Christian, Jewish and Islamic faiths.

### EDUCATION AND TRAINING SERVICES

#### Government Support for Ethnic Volunteers

SAMEAC, Multicultural SA co-ordinates a Volunteer Migrant Information Officer Network of bilingual/multilingual/bicultural volunteers who provide a free, direct information and referral service on Government services to their respective communities.

The Volunteer Migrant Information Officers are based in various community organisations throughout the Adelaide metropolitan area. SAMEAC, Multicultural SA is responsible for recruitment, training, administration and ongoing support of the volunteers.

#### Grants for Ethnic Community Organisations

SAMEAC, Multicultural SA administer the South Australian Multicultural Grants Scheme on behalf of the South Australian Multicultural and Ethnic Affairs Commission and the Minister for Multicultural Affairs.

There are two rounds a year with a total amount of \$150 000.

The grant scheme helps community organisations to:

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- Increase understanding of the culturally diverse community we live in
- Improve equality and tolerance in our community
- Increase participation by South Australians of all backgrounds in the community
- Celebrate and value cultural diversity.

Grants are provided for festivals, projects and events, community development and using the media to promote multiculturalism. In 2003–04, a total of 115 projects were supported.

#### Magazine *Multicultural Life*

The Government's flagship multicultural affairs publication *Multicultural Life* magazine was given a new look, expanded in content and two editions published, in October 2003 and June 2004.

#### Community Harmony Initiatives

SAMEAC, Multicultural SA promoted harmony between and within culturally and linguistically diverse communities with a range of initiatives.

#### Women's Development Program

The Women's Advisory Committee of SAMEAC identified, as a priority, the need for leadership training. SAMEAC, Multicultural SA organised leadership courses for women of culturally and linguistically diverse backgrounds and, during the year, about 30 women participated in the Advanced Leadership course and attained Certificate IV in Business Frontline Management. Workplace Education, Adelaide Institute of TAFE, implemented the Advanced Leadership course, which was sponsored by SAMEAC, Multicultural SA with the support of the Office for Women.

Women who undertook the Advanced Leadership Course are now participating in a

mentoring program aimed at expanding their personal learning and development plans and helping them to find employment or take on a leadership role in their communities.

### INTERPRETING AND TRANSLATING SERVICES

The Interpreting and Translating Centre (ITC) is the only Government owned and operated interpreting and translating service provider in South Australia, which provides quality accredited services on a full cost recovery basis.

#### Demand for Interpreting Services

During the year there were nearly 30 500 requests for interpreting assignments (exceeding the target of 28 000). These interpreting services helped 33 787 people from culturally and linguistically diverse backgrounds access government and private sector services. Interpreting assignments were carried out in 78 languages.

#### Demand for Translating Services

A total of 2971 translating assignments (exceeding the target of 2700) were carried out in 62 languages.

#### Information Sessions on Working with Interpreters

ITC delivered 41 sessions on how to work effectively with interpreters to client agencies. Three of these were held in the Riverland.

#### Training of Interpreters

ITC recruited and trained 42 new interpreters and translators based in Adelaide in 25 languages including Arabic, Bosnian, Burmese, Dinka, Hebrew, Indonesian, Khmer, Liberian, Nuer, Russian, Persian, Pitjantjatjara, Slovenian, Spanish, Urdu and Yukuntjara.

ITC also trained four new Pitjantjatjara interpreters in Ceduna to work as law court interpreters, as well as seven new interpreters covering the Bosnian,

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Cantonese, Croatian, Greek, Italian, Korean, Polish, Serbian, Slovenian and Spanish languages in Cooper Pedy.

## CO-ORDINATION AND ADVICE

### Ministerial Council of Immigration and Multicultural Affairs

At the annual meeting of the Ministerial Council, the South Australian Government tabled a number of papers including discussion agenda items on the recognition of overseas qualifications and funding pressures on ethnic broadcasters.

The South Australian Government played a lead role in encouraging improvements in the recognition of overseas qualifications. However, the Commonwealth Government made no provision in its 2004–05 Budget to support this work.

In response, the South Australian Government took the initiative to get this important matter back on the agenda and the Ministerial Council reinstated the Recognition of Overseas Qualifications Working Group.

### Equitable Access Report

During 2003–04 SAMEAC, Multicultural SA began preparation of 'The Guide to Implementing Access and Equity for Culturally and Linguistically Diverse South Australians in the South Australian Public Sector'. During 2004–05 this practical tool will be finalised and distributed to all Government agencies.

### Cultural Awareness Training

SAMEAC, Multicultural SA convene an inter-agency committee to advance the Government's commitment to improve cultural awareness training in public sector agencies. The Committee has been preparing a discussion paper to promote improvement in training aimed at better delivery of services

for people from culturally and linguistically diverse communities.

### Overseas Qualifications Recognition

Overseas qualifications recognition remains a key priority, particularly in the context of the State Population Policy. Integral to successful settlement in South Australia is the ability of new arrivals to use their qualifications gained overseas to obtain employment.

The passing of the *Training and Skills Development Act 2003* has established the Training and Skills Commission which has responsibility for advising the Government. In accordance with the State Population Policy, a reference group is being established under the auspices of the Commission to propose innovative solutions to existing barriers in the assessment and registration processes.

At the national level, South Australia chairs a working party on overseas qualifications recognition that includes the National Office of Overseas Skills Recognition and Trades Recognition Australia, as well as relevant Federal, State and Territory Government agencies.

### OUTLOOK

In 2004–05 the Unit will carry out a range of routine and special project functions including:

- Extending the Migrant Volunteer Network to regional centres
- Promoting inter-cultural and inter-faith dialogue and encouraging communities to work together
- Developing an implementation framework on equitable access for culturally diverse groups
- Replacing the redundant Interpreting and Translating Centre Management System to facilitate e-commerce.

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## PARLIAMENTARY COUNSEL

**Parliamentary Counsel:**  
**Geoffrey Hackett-Jones**

### GOAL

Maintain legislative drafting services of a high quality in all areas and comprehensive and accurate legislative information and publication services.

### ROLE

The Office of Parliamentary Counsel (the Office) provides the Government with comprehensive services for the drafting and development of legislation and the provision and publication of advice and information about legislation.

The Office:

- Prepares all Government legislation - Bills for Acts of Parliament, regulations, proclamations and various legislative instruments (together with certain writs, commissions and other formal instruments)
- Advises Ministers and Government agencies and officers about legislation and legislative proposals
- Manages a program for the continuous consolidation of all public general Acts and the issuing of fortnightly reprints
- Prepares legislative indexes
- Manages a computer database of all public general Acts, consolidations of all regulations and all legislative indexes and continuously updates this data and transfers it to provide public access to the information via websites and computer disk products.

The Office also provides a legislative advice and drafting service to Members of Parliament, both to the government and opposition.

## ACHIEVEMENTS

During 2003–04, the Office effectively met the legislative drafting requirements of Government and Parliamentary clients.

The Office has for some years been pursuing a project to change over from proprietary word processing programs to the international standard, non-proprietary XML (extensible markup language) format with a view to avoiding costs and disruptions associated with recurrent conversion of substantial legislative data and to safeguarding the integrity of, and facilitating electronic access to, the legislative data. The Office completed nearly all aspects of this project during the financial year.

New XML-based drafting and printing programs were introduced. All legislative drafting is being undertaken in XML. All legislative data have been converted from WordPerfect to XML. All new consolidations of legislation are being published using XML data. Only the work of making post-conversion checks and adjustments of the data for use in consolidations remains to be completed.

The project has been very successful. The new XMetaL drafting program was extensively tailored for use by drafters who must necessarily concentrate on content rather than form. Its user-friendly nature has enabled drafters and support staff to readily make the change from WordPerfect to XML. The legislative data, which is large in volume, has been converted accurately. The printing program works well and quickly and accurately converts data to Word, RTF and PDF formats for electronic publication purposes.

As a consequence of the above, all new legislation and all new consolidations will have a uniform formatting appearance. Earlier legislation that is not amended (and hence consolidated) will be brought into conformity with this pattern and made available electronically in the new format over the next

# Attorney-General's Department Services

year or so as the work of making post-conversion checks and adjustments continues.

When this work is completed, all Acts, regulations and post-XML proclamations, together with some other subordinate legislation, will be capable of website presentation in PDF, HTML, RTF and XML formats. As PDF format will be available from the new system, provision was made in the new *Legislation Revision and Publication Act 2002* to allow full evidentiary status to attach to legislation in certain electronic form as well as to official prints. Full realisation of the potential of the system and the according of evidentiary status would, however, require the development of a new legislation website under the management of the Commissioner for Legislation Revision and Publication. This, the Office proposes, will be achieved through a second stage project.

## OUTLOOK

In 2004–05 the Office will complete the post-data conversion work described above. Staff will continue to develop their skills in using the new system. Work will continue on the development of a project for:

- A new website for legislation and related material that is based on and fulfils the potential of the XML system
- A new corporate website
- Transferring forms from subordinate legislation to an electronically accessible database of approved forms.

## POLICE COMPLAINTS AUTHORITY

**Police Complaints Authority:**  
**Tony Wainwright**

### GOAL

The Police Complaints Authority (the Authority) endeavours to maintain public confidence in SA Police and to promote their proper accountability.

## ROLES

The Authority is created by the *Police (Complaints and Disciplinary Proceedings) Act 1985*. In essence, the Authority receives complaints about SA Police. It oversees the police investigation and attempted resolution of those complaints. It provides feedback to complainants about the progress and outcome of their complaints. In cases where remedial or disciplinary action is necessary, the Authority is required to make recommendations to the Commissioner of Police.

The Authority conducts external reviews of determinations made by SA Police under the *Freedom of Information Act 1991* when requested to do so by dissatisfied applicants.

The Authority audits records maintained by police in respect of warrants for telephone interceptions, listening and surveillance devices and reports to the Attorney-General.

## ACHIEVEMENTS

Outcomes include:

- Achieved agreed performance indicators for quality and timeliness notwithstanding increase in numbers of FOI Act external reviews
- Worked in consultation with SA Police to improve the timeliness and adequacy of complaint investigations in order to improve the speed and relevance of responses to complainants
- Contributed presentations on the work of the Authority to SA Police training and development programs
- Undertook diversity training and applied the principles in individual cases as required.

# Attorney-General's Department Services

## OUTLOOK

Objectives for 2004–05 include:

- Encourage and promote good practice by SA Police
- Provide timely and relevant responses to issues raised by complainants and to recommend appropriate remedial action.

## PRUDENTIAL MANAGEMENT GROUP

**Director: Giulia Bernardi**

### GOAL

The Prudential Management Group (PMG) is responsible to Cabinet for the provision of advice and assistance to Government agencies on the integrity of processes used in the delivery of projects and arrangements with the private sector. This includes policy consistency, management processes and skills development, legal considerations, and financial process and accounting policy.

The PMG comprises the:

- Deputy Chief Executive, Attorney-General's Department (Chair)
- Chief Executive, Department of the Premier and Cabinet
- Under Treasurer
- Chief Executive, Department of Justice.

### ROLE

- Report to Cabinet on the integrity of the financial, accounting, legal, policy and management processes employed by agencies to deliver and implement projects, and the progress of major negotiations being undertaken by agencies in respect of projects.
- Review and monitor process and structures used by agencies to deliver and implement projects.

- Receive and request reports from agencies on the structuring and implementation of processes employed to deliver or implement projects.
- Inquire into, counsel and make recommendations to agencies about processes and structures utilised to deliver and implement projects.
- Identify and refer substantive issues about a project to relevant agencies that may have an interest, and to Cabinet for its consideration, information and direction.

## ACHIEVEMENTS

During the year the PMG considered over 50 agenda items at its meetings and advised Cabinet and agencies accordingly. It also provided advice to agencies on matters of prudential management, process, probity, application of Government policies and emerging issues.

The PMG developed and sponsored a seminar for the Public Sector titled 'Governance In Government', held on 11 November 2003, attended by over 390 registrants.

## OUTLOOK

Objectives for 2004–05 include:

- Provide advice to Cabinet and agencies on the prudential management of projects delivered by agencies
- Identify opportunities for skills development and information requirements and working to fulfil those requirements
- Identify emerging issues and advise Cabinet and agencies on management strategies
- Develop a seminar dealing with emerging issues in Government including contract management.

# Attorney-General's Department Services

## VICTIMS OF CRIME CO-ORDINATOR

Co-ordinator: Michael O'Connell

### GOAL

Enhance compliance with the rights of and recognition of the needs of victims of crime thereby improving their treatment in the criminal justice process.

### ROLE

The Governor appoints the Victims of Crime Co-ordinator (the Co-ordinator), whose role is to:

- Advise the Attorney-General on marshalling available Government resources so they can be applied for the benefit of victims of crime in the most efficient and effective way
- Carry out functions related to the *Victims of Crime Act 2001* assigned by the Attorney-General.

The Attorney-General asked the Co-ordinator to:

- Facilitate the attainment of the principles of the Declaration of Principles Governing Treatment of Victims in the Criminal Justice System
- Encourage collaboration, efficiency and effectiveness in the provision of services to victims of crime
- Help Government agencies and non-government organisations involved in criminal justice, health, education, and welfare services to improve the delivery and co-ordination of responses to victims of crime.

### ACHIEVEMENTS

- Monitored and reported on the implementation of the Declaration of Principles Governing Treatment of Victims in the Criminal Justice System incorporates and expands on the pre-existing Declaration

of Victims' Rights. It applies to public agencies and public officials engaged in the provision of services to victims of crime.

- Referred allegations of non-compliance to complaint mechanisms including the Police Complaints Authority, the Chief Magistrate and the Ombudsman.
- Implemented strategies to improve compliance with the Declaration.
- Developed guidelines for police dealing with victims of identity crime.
- Arranged for the employment of additional Child Victim/Witness Assistance Officers in the Office of the Director of Public Prosecutions, and engage the Victim Support Service to employ a specialist homicide worker to help families of murder victims.
- Contributed to the Government's law reform program, including the proposed amendment to allow victims to appear in person before the Parole Board, as well as inquiries by others such as the Solicitor-General's review on charge bargains and the Parliament's Legislative Review Committee's inquiry on low rates of convictions for sex offences.

### OUTLOOK

Objectives for 2004–05 include:

- Promote legislative reform and changes in policy and practice to ensure that the criminal justice system is more oriented towards a victim justice system
- Work with the Attorney-General's Department, the CAA and the ODPP to install better vulnerable witness facilities in courts in Mt Gambier and Adelaide
- Open new services, to be operated by the Victim Support Service, in Whyalla and Murray Bridge, and revise services maps distributed to front-line service providers,

# Attorney-General's Department Services

such as the Police, the existing five regions and the metropolitan area.

## CONSTITUTIONAL CONVENTION

Director: Jeanette Barnes

### GOAL

Facilitate and manage the conduct of the South Australian Constitutional Convention so that elements of parliamentary and constitutional reform may be reviewed.

### ROLES

The Convention Secretariat was established in August 2002. The Secretariat:

- Facilitated and managed the conduct of the convention
- Provided administrative support to the Parliamentary Steering Committee
- Promoted public education about parliamentary and constitutional reform and the Convention.

### ACHIEVEMENTS

#### The Constitutional Convention

The convention was held in Parliament House, Adelaide, on 8-10 August 2003.

The convention was a deliberative poll. A total of 1201 South Australians, chosen at random, were invited and telephone-polled on a series of parliamentary and constitutional issues. A subset of 323 delegates attended and participated in deliberations on parliamentary and constitutional reform. The results are detailed in a report on the convention website.

#### Management and Support Services

The Secretariat managed:

- Administrative support to the Parliamentary Steering Committee appointed to oversee the Convention

- The receipt and collation of more than 1000 pages of public submissions to the Parliamentary Steering Committee
- The presentation of selected submissions to the Parliamentary Steering Committee and other Members of Parliament.

#### Dissemination of Information

The Secretariat was responsible for implementing a comprehensive information sharing strategy.

#### Public Consultation

A number of programs were established to ensure widespread communication and consultation with the public.

#### OUTLOOK

The Secretariat has fulfilled its role. The office closed in November 2003.

# Financial Overview

Tables 1 to 3 and Figures A to D provide summaries of the Statement of Financial Performance, Statement of Cash Flows, Statement of Financial Position and Schedule of Administered Revenues and Expenses that compare the 2003-04 revised budget with actual results for 2002-03 and 2003-04.

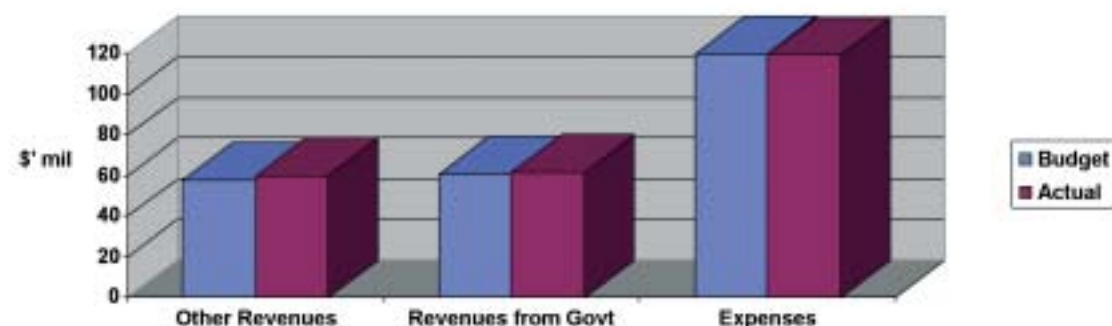
The detailed 2003-04 financial statements are presented in the Appendices of this report.

## CONTROLLED ACTIVITIES

Table 1: Summary Statement of Financial Performance

	Revised Budget 2003-04 \$'000	Actual 2003-04 \$'000	Actual 2002-03 \$'000
Revenue from Ordinary activities	118 728	121 429	105 807
Expenses from Ordinary activities	(119 273)	(119 488)	(116 386)
Net Result from Ordinary activities	(545)	1 941	(10 579)
Decrease in Net Assets due to Administrative Restructure	0	227	(408)
Total revenues, expenses and valuation adjustments recognised directly to equity	0	0	194
Total changes in equity	(545)	1 714	(10 793)

Figure A: Revised budget and actual results per Statement of Financial Performance



The Department recorded an operating surplus from ordinary activities of \$1.9m compared to a revised budgeted deficit of \$0.5m, a favourable variation of \$2.4m.

# Financial Overview

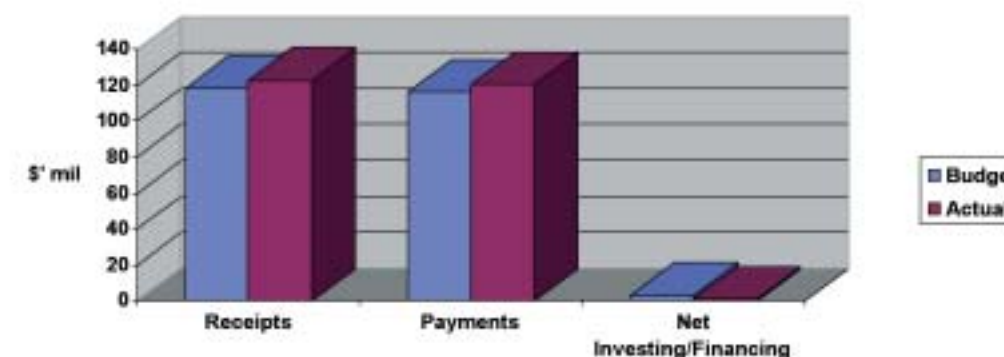
Total revenue in 2003-04 was \$121.4m, including appropriation funding of \$61.5m. Total revenue was \$2.7m above revised budget in 2003-04, mainly due to additional fees and charges and higher than expected interest.

Total expenses in 2003-04 was \$119.5m, \$0.2m above the revised budget.

Table 2: Summary Statement of Cash Flows

	Revised Budget 2003-04 \$'000	Actual 2003-04 \$'000	Actual 2002-03 \$'000
<b>Operating Activities</b>			
Receipts	118 335	122 623	109 524
Payments	(115 811)	(120 329)	(113 478)
Net cash from/(used by) operating activities	2 524	2 294	(3 954)
<b>Investing Activities</b>			
Receipts	0	10	41
Payments	(3 309)	(1 152)	(1 553)
Net cash used by investing activities	(3 309)	(1 142)	(1 512)
<b>Financing Activities</b>			
Payments	0	0	(5)
Net cash used by financing activities	0	0	(5)
Net (decrease)/increase in cash held	785	1 152	(5 471)
Cash at beginning of reporting period	23 171	23 168	28 639
<b>Cash at end of reporting period</b>	<b>22 386</b>	<b>24 320</b>	<b>23 168</b>

Figure B: Revised budget and actual results per Statement of Cash Flows



## Financial Overview

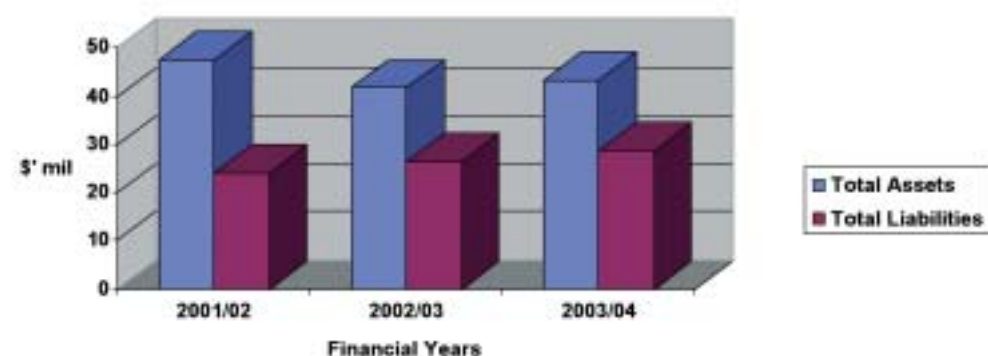
The Department recorded an increase in cash flows of \$1.1m in 2003-04 compared to a budgeted decrease of \$0.8m, a favourable variation of \$1.9m.

Operating payments in 2003-04 was \$4.5m above budget. This variance is mainly due to project related expenditure (offset by additional receipts) and the accounting treatment of IT equipment which is now classified as operating payments rather than investing payments.

Operating receipts in 2003-04 was \$4.3m above budget. This is mainly due to higher than anticipated interest revenue, fees and charges revenue and additional receipts relating to project expenditure.

Investing payments for 2003-04 was \$2.2m below budget. This is predominately due to a change in the accounting treatment of IT equipment as this expenditure is now classified under operating payments rather than investing payments.

Figure C: Comparison of Total Assets to Total Liabilities



Total assets decreased from \$47.6m in 2001-02 to \$43.1m in 2003-04. The decrease in total assets is due to:

- Cash on hand and on deposit decreasing by \$4.3m
- Receivables increasing by \$4.2m
- Other current assets decreasing by \$0.2m
- Property plant and equipment decreasing by \$4.2m.

Total liabilities increased from \$24.1m in 2001-02 to \$28.6m in 2003-04. The increase in total liabilities is due to:

- Payables increasing by \$0.2m
- Employees benefits increasing by \$4.9m
- Other liabilities decreasing by \$0.6m.

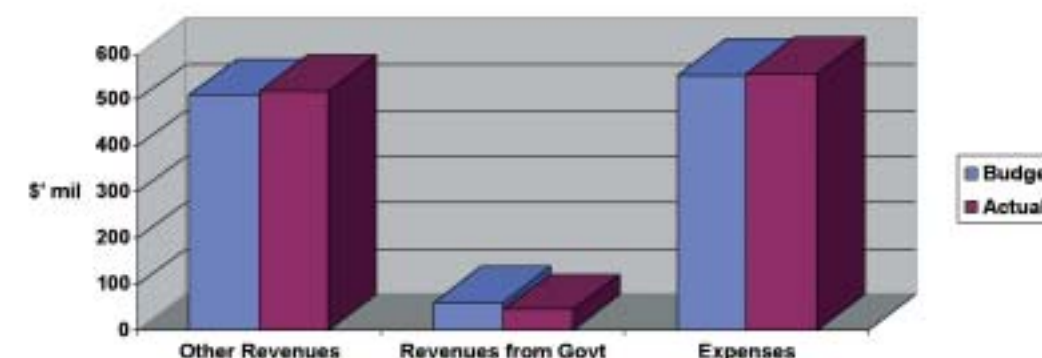
## Financial Overview

### ADMINISTERED ACTIVITIES

Table 3: Summary Schedule of Administered Revenues and Expenses

	Revised Budget 2003-04 \$'000	Actual 2003-04 \$'000	Actual 2002-03 \$'000
Revenue from Ordinary activities	569 610	564 010	1 130 732
Expenses from Ordinary activities	(553 817)	(557 527)	(1 123 201)
Net Result from Ordinary activities	15 793	6 483	7 531
Increase in Net Assets due to Administrative Restructure	0	227	0
Amounts Transferred to Asset Revaluation Reserve	0	1 781	0
Total changes in equity	15 793	8 491	7 531

Figure D: Revised budget and actual results per Schedule of Administered Revenues and Expenses



The Department recorded an operating surplus from ordinary activities of \$6.5m compared to a budgeted surplus of \$15.8m, a favourable variation of \$9.3m.

Total revenue for 2003-04 was \$564.0m, \$5.6m below revised budget. This variation was mainly due to a decrease in the appropriations received from Government in relation to capital expenditure, which was \$11.6m below revised budget. A favourable revenue outcome of \$6.0m was recognised in relation to interest earnings, Gaming Machines, Victims of Crime and recovery of project costs from SA Police.

Total expenses for 2003-04 was \$557.5m, \$3.7m above revised budget. The unfavourable variation relates mainly to the Audio Management System project where the budget is held in SA Police.

## Financial Overview

### TRENDS

The table below shows the trend of financial performance of the Department's controlled activities over the last three years.

Table 4: Financial Performance Measures

	2003-04	2002-03	2001-02
	\$'000	\$'000	\$'000
Net operating surplus/(deficit) from ordinary activities	1 941	(10 579)	(8 977)
Revenues from government as a source of funding	51%	46%	45%
Average employee cost	70.8	68.9	65.7
Operating expenses per employee	117.6	119.9	120.7
Consultants as a % of operating expenses	0.00%	0.00%	0.84%
Change in Net Assets	1 714	(10 793)	(8 306)
Net Assets	14 463	12 749	23 542
Ratio of Current Assets to Current Liabilities	2.99	3.20	3.84
% of Creditors paid within 30 days	98%	92%	83%

### CORPORATE GOVERNANCE

#### Risk Management

The Risk Manager reviewed the risk management arrangements across the Justice Portfolio and put in place a plan and strategies to help ensure that Justice Agencies will achieve their objectives with an acceptable degree of residual risk.

The Risk Manager developed and distributed a Justice Portfolio Risk Management Policy booklet that contains an updated policy that supports the 2003 South Australian Government Risk Management Policy Statement and links risk management with governance, compliance, audit and decision-making. A review of the Justice Agencies' risk management status commenced using a risk management maturity model. A website was developed for the Attorney-General's Department that provides access for management and staff to risk management resources, publications and procedures. The Risk Manager facilitated in the running of various risk identification workshops.

#### External Audit

All external audit work (except taxation) is undertaken by the Auditor-General's Department. Issues raised by the Auditor-General's Department have been addressed during the year.

#### Policy and System Development

Following on from 2002-03 projects, the Department has further developed the implementation of a Financial Datamart to provide a consolidated view of financial data and developed reports that allow end users to access the financial information via the Intranet.

## Financial Overview

### PUBLIC SECTOR FRAUD

The Department has a 'fraud prevention and control' policy and related procedures. No incidents of fraud were reported within the Department during the reporting period.

### CONSULTANT ARRANGEMENTS

The Department's expenditure on consultancies has reduced over the three years ending 2003-04. The Department spent \$0.3m on consultants during 2003-04 (including \$0.02m relating to Administered Items), a reduction of 66% from \$0.9m in 2001-02 (including \$0.1m in Administered Items).

Details about the use of consultants are included in Appendix B and Note 31 and Note 51 to the accounts.

### CONTRACTUAL ARRANGEMENTS

The Department did not enter into any contractual arrangements that exceeded \$4 million during the financial year.

### ACCOUNT PAYMENT PERFORMANCE

Treasurer's Instruction 11 requires all undisputed accounts to be paid within 30 days of the date of the invoice or claim unless there is a discount or a written agreement between the agency and the creditor.

As indicated in table 5 and Figure F below, the Department was able to pay 98% of all invoices by the due date (92% in 2002-03). The remaining 2% of invoices reflect both disputed accounts and late payment of undisputed accounts (8% in 2002-03). Performance continues to be closely monitored in an effort to ensure that the accepted best practice benchmark of 90% of accounts being paid by their due date is met.

Table 5: Account Payment Performance

Particulars	No of accounts paid	Percentage of accounts paid (by number)	Value in \$A (\$'000)	Percentage of accounts paid (by value)
Paid by the due date	25 289	98%	273 664	99%
Paid within 30 days or less of the due date	558	2%	3 072	1%
Paid more than 30 days from the due date	61	0%	27	0%

# Appendices

## Department of Justice

### Appendix 1

## Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

<b>Addressing the fear of crime and perceptions about justice and safety in the community</b>	<b>June 2004</b>
Develop and launch a Residential Break and Enter information package and facilitate community workshops for vulnerable groups	✓
Evaluate the implementation of the Community Safety Committee	✓
Establish a new Regional Crime Prevention Program (RCPP) and fund eight regions across the State	✓
Expand the SAPOL Call Centre to a 24-hour, seven-day a week service	✓
Implement a compensation program for Handgun Buyback	✓
Continue to implement Coober Pedy Alcohol Strategy; a four year strategy to prevent the harm associated with misuse of alcohol	✓
Enact legislation to prohibit the creation of fortifications designed to prevent or impede police access to premises	✓
<b>Protecting the community from the consequences of drug trafficking and abuse</b>	<b>June 2004</b>
Conduct an outcome evaluation of the Drug Court	✓
Establish a Chemical Diversion Desk program to control the manufacture of amphetamines	✓
Introduce legislation to impose tougher penalties on people who sell large commercial quantities of substances used to make designer drugs	✓
Commence the pilot Court Assessment and Referral Drug Scheme (CARDS) at the Port Adelaide Magistrates Court	✓
Monitor the pilot Arrest Referral Project at City Watch House in association with the Drug and Alcohol Services Council (DASC)	✓
Extend the Court Diversion Program to include both suburban and regional courts	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

	June 2004
<b>Helping to prevent the incidence and social cost of familial violence</b>	
Contribute to the development of the whole-of-government Women's Safety Strategy and the Violence Intervention Program	✓
Review the Violence Intervention Projects and evaluate the End Domestic Violence projects	✓
<b>Recognising the rights and needs of victims of crime, and supporting witnesses in the criminal justice process</b>	June 2004
Implement the Declaration of Principles Governing Treatment of Victims in the Criminal Justice System	✓
Employ additional social workers in the Child Victim-Witness Assistance Service in the Office of the Director of Public Prosecutions and employ a specialist homicide worker to help families of murder victims in the Victim Support Service	✓
Introduce legislation to improve the chances of convicting parents or carers responsible for the unlawful deaths of babies, children and vulnerable adults while in their care	✓
Support the implementation of the Child Protection Review	✓
Improve the facilities for Closed Circuit TV for child witnesses in the criminal courts in Adelaide and regional centres	✓
Implement a program for the rehabilitation of sex offenders	✓
Maintain five regional victim support services and seek funding for services in Whyalla and Murray Bridge	✓
Provide ex-gratia payments for non-financial losses (such as pain and suffering) resulting from terrorism or other crimes committed outside the State, including victims of the Bali bombings	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

	June 2004
<b>Dealing effectively with emergencies, potentially dangerous events and issues of public safety</b>	
Implement the Audio Management System Project to enable transition to the SA Government Radio Network	✓
Enhance and improve radio and telecommunications in emergency services	✓
Continue to enhance and enforce road safety and implement the Rural Roads Saturation Program to address the incidence of casualty crashes on rural roads	✓
Co-host the Bushfire 2004 conference to improve aspects of planning, preparedness and response	✓
Conduct Community Bushfire Safety Awareness programs in high risk areas	✓
Replace 11 State Emergency Service rescue vehicles as part of the fleet replacement program and upgrade volunteer local SES headquarters at Coober Pedy, Port Broughton, Kingston and Lynton	✓
Translate the Home Fire Safety pamphlet into seven more languages.	✓
Provide chemical protection suits, specialised breathing systems and detection equipment for chemical, radiation and bio-terrorism agents	✓
Establish a Chemical Biological and Radiological Unit	✓
Establish the Fire & Emergency Services Commission for the Emergency Services Sector	✓
Establish a State Protective Security Branch to co-ordinate security intelligence, emergency and event management	✓
Complete the construction of fire stations at Elizabeth and Golden Grove	✓
Appoint six regional management officers to Group Officer Support in the country fire services	✓
Enhance court security with additional court security officers	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Negotiate compensation for victims of the Patawalonga flooding	✓
Implement the National Anti-Terrorist Plan	✓
Initiate Stage 1 of the Computer Aided Dispatch (CAD) Project to install new CAD systems for SA Ambulance, SA Metropolitan Fire, Country Fire Service and State Emergency Service	✓
Commence replacement of mobile data terminals and use of high speed data network infrastructure	✓
Increase support and opportunities for competency development for emergency services staff and volunteers	✓
<b>Responding to the changing nature of crime, personal and business security in a technological society</b>	<b>June 2004</b>
Enhance forensic and criminal investigation capacities by establishing a DNA Management Unit	✓
Enact legislation against serious computer offences, including unauthorised modification of data and the possession of computer viruses	✓
Introduce DNA testing procedures in prison	✓
<b>Enhancing consumer protection while reducing administrative burdens</b>	<b>June 2004</b>
Develop a Fake ID Awareness Program to reduce the incidence of minors gaining entry to licensed premises	✓
Complete reviews of the <i>Residential Tenancies Act 1995</i> , <i>Security and Investigation Agents Act 1995</i> , and the <i>Land Agents Act 1994</i> , and commence development to implement changes to these Acts	✓
Introduce additional on-line services, including on-line applications for Birth, Death and Marriage Certificates	✓
Contribute in the development of the National Indigenous Consumer Strategy	✓
Replace the existing client accounting system by purchasing a Common Business	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

<b>Ensuring a fair and just outcome for Aboriginal people</b>	<b>June 2004</b>
Employ additional Community Constables to work with Drug Action Teams to address alcohol and drug issues among Aboriginal communities	✓
Work with Justice Agencies, NT and WA Police on the Cross Border Justice Project to co-ordinate policing services within the Cross Border Region of Central Australia	✓
Progress tri-jurisdictional legislative arrangements to improve access to and delivery of justice services for people living in the Cross-Border region of Central Australia	✓
Consider opportunities for shared arrangements for the delivery of Correctional Services and programs in the Cross-Border region of Central Australia	✓
Evaluate the pilot Aboriginal Youth Court at Port Augusta	✓
Provide funding for the metropolitan Panyappi Indigenous Youth Mentoring Program and the Ceduna - Bush Breakaway project	✓
Appoint Aboriginal Justice Community Development Officers in Ceduna, Riverland, Pt Augusta and Adelaide to lead the development of local area diversion strategies for Aboriginal youth and juveniles	✓
Convene five Aboriginal Justice Consultative Committee meetings and two community consultations in regional and metropolitan areas	✓
Develop the Aboriginal Justice Strategic Directions	✓
Introduce legislation to underpin intervention programs and to allow courts to use culturally appropriate sentencing techniques when sentencing Aboriginal offenders	✓
Establish the first Indigenous Land Use Agreement between the Antakirinja and Arabunna Native Title Claimants, the SA Chamber of Mines and Energy, the Aboriginal Legal Rights Movement and the SA Government for the exploration of minerals.	✓
Assist Aboriginal families to locate relatives separated by the Stolen Generation through SA Link-Up	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Investigate funding for Karinga Hostel, an Aboriginal bail hostel program for women	✓
Investigate the feasibility of establishing the Anangu Pitjantjatjara Lands correctional facility as a culturally appropriate alternative to normal sentencing options	✓
Improve safety and reduce public disorder in the Anangu Pitjantjatjara Lands through the Marla Support Plan	✓
Evaluate the Panyappi Indigenous Youth Mentoring Program	✓
<b>Responding appropriately to people with a mental illness or disability</b>	<b>June 2004</b>
Extend the Magistrates Court Diversion Program to Berri	✓
Introduce legislation to clarify the ability of a bail authority to grant bail to a person with a mental impairment	✓
Implement rehabilitation programs for sex offenders and violent offenders	✓
Evaluate the impact of Magistrates Court Diversion Program on levels of recidivism and other benefits	✓
<b>Delivering justice fairly and effectively</b>	<b>June 2004</b>
Address the discrimination and vilification of Arab and Muslim communities through the Isma-Listen project	✓
Introduce legislation to remove legislative discrimination against same-sex couples to ensure they have fair and equal recognition	✓
Provide information sessions about migrants' rights and the role of the Equal Opportunity Commission to newly arrived migrants, especially African and Arabic-Islamic communities	✓
Enact legislation to provide harsher penalties for offenders of aggravated assaults against the elderly, children and public officials carrying out their duties	✓
Provide additional staff to address increased workload in the Office of the Director of Public Prosecutions	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Conduct community consultation and manage the conduct of the South Australian Constitutional Convention to review parliamentary and constitutional reform	✓
Develop legal strategy and conduct litigation against the establishment of a nuclear waste dump in South Australia	✓
Enact legislation to institute Guideline Sentencing to ensure penalties for criminals are consistent	✓
Introduce legislation to remove drunkenness and being under the influence of drugs as a legal defence, including in charges of assault and domestic violence	✓
Implement the 'Play by the Rules' website to deliver discrimination and harassment information and training to sports and recreational clubs	✓
Consult key stakeholders on proposed anti-discrimination legislation based on discrimination on the grounds of religious belief	✓
Develop a discussion paper on legislation required to improve methods of assessing skills and qualifications gained overseas	✓
Transfer the Guardianship Board and Office of the Public Advocate from Department of Human Services to the Attorney-General's Department	✓
Review and enhance the framework for rehabilitation and offender management	✓
<b>Working closely, strategically and effectively across Government and the community</b>	<b>June 2004</b>
Collaborate with the Australian Institute of Criminology in the Drug Use Monitoring Australia (DUMA) program	✓
Assist the Department of Premier and Cabinet to implement the proposals in the Council of Australian Governments (COAG) agreement on Terrorism and Transnational Crime	✓
Undertake joint initiative with Transport SA to target anti-social behaviour and vandalism on public transport	✓
Implement local initiatives for the Indigenous Family Violence Strategy; 'Rekindling Family Relationships' in partnership with DAARE, DHS and DFACS	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Develop a statewide designated driver campaign to reduce the incidence of drink-driving	✓
Implement a Community Involvement Plan and conduct public seminars on contemporary justice issues and education to primary schools	✓
Manage the development of the Whole of Government Protective Security Manual in conjunction with Department of the Premier and Cabinet	✓
Develop a Guide to Implementing Access and Equity for Culturally and Linguistically Diverse South Australians in the South Australian Public Sector	✓
Lead the development of the community profiles for the Cross-Border regions of Central Australia on behalf of SA, WA and NT	✓
Jointly manage the Tri-State Cross-Border Justice Project with NT and WA and co-ordinate SA input into the project	✓
Identify issues and potential opportunities in the Westwood Urban Renewal Project for co-ordinated responses to crime, community safety and access to justice	✓
<b>Co-operating to improve the efficiency of the Department</b>	<b>June 2004</b>
Improve the Department's management of whole-of-government telecommunications contracts	✓
Establish a mechanism for providing a fund management service for Community Emergency Services Fund and the Victims of Crime Fund	✓
Produce the 'Communicating for Success' booklet: a resource developed to assist Department of Justice staff to enhance their communication skills	✓
Develop a business case for Shared Services across the Department of Justice	✓
<b>Developing systems to support good governance and accountability</b>	<b>June 2004</b>
Develop Integrated Risk Management System for Department	✓
Develop an Executive Management Information System to ensure Justice agencies provide consistent reports encompassing both financial and non-financial information	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Develop and sponsor a seminar for the Public Sector titled 'Governance In Government'	✓
Update the Whole of Justice Procurement Development Strategy and Guidelines	✓
Complete and successfully launch the Department of Justice Strategic Plan 2003-06	✓
Establish performance measures for the new Department of Justice Strategic Plan 2003-06	✓
<b>Achieving high standards of service and accountability to the public</b>	<b>June 2004</b>
Establish a secure Justice computing environment (web vault) to provide secure internet access for the public to Justice applications	✓
Provide additional staff to address increased workload in Prudential Management Group	✓
Commence the Magistrates Court Remand/Adjournment Reduction Project to identify the most common factors leading to adjournments	✓
<b>Improving access, efficiency and productivity</b>	<b>June 2004</b>
Launch the Law Handbook On-line to enable the community to obtain legal information 24 hours a day, seven days a week	✓
Create four information portals for the Criminal Law Practice, the Family & Child Support Programs, the Advice & Community Education Sections, and Policy and Directorate	✓
Enhance the existing Justice Wide Area Network to enable improved communication for Justice agencies throughout South Australia	✓
Co-locate the Office of the Consumer and Business Affairs at Port Augusta, Whyalla and Port Lincoln with ServiceSA's regional transaction centres	✓
Install video conferencing equipment in Magistrate Courts to reduce transport and supervision for remandees	✓
Implement Phase 1 of an integrated prosecution information technology system	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Improve the Integrated Justice Program (IJP) to enhance business processes and integration across the criminal justice system	✓
Commence an e-Procurement project to enable agencies to improve purchasing processes and business outcomes	✓
Reduce energy use in department buildings by 15 per cent by 2009–2010	✓
<b>Valuing our people</b>	<b>June 2004</b>
Evaluate and improve recruitment and retention policies and procedure for Emergency Services volunteers	✓
Develop a comprehensive Department of Justice Training Plan for 2003-05	✓
Co-ordinate a series of Executive and staff development forums for the Department of Justice	✓
Develop and implement the Department of Justice Safety Management Plan to reduce workplace injuries and achieve better return to work outcomes for injured workers.	✓
Enhance retention and increase the employment of Indigenous people across the Department through Indigenous HR Projects Working Group	✓
Address safety issues and provide additional staffing in the State's prison system	✓
<b>Promote Managing Diversity through a range of strategies</b>	<b>June 2004</b>
Provide access to information and training on diversity issues for both staff and customers	✓
Incorporate diversity issues into strategic planning processes	✓
Develop and implement Disability Action Plans within all Justice agencies	✓
Establish a Justice Mentoring/Coaching Framework	✓
<b>Broadening the knowledge base underpinning our work and policy development</b>	<b>June 2004</b>
Commence the Children of Offenders and Prisoners project	✓

# Status Report

✓ **ACHIEVED**    ✓ **BEING PROGRESSED**

Based on the Strategic Directions 2001-03 and Government Achievements Report

Provide data to the ABS Youth and Child Profile atlas	✓
Improve the use of business intelligence and data-warehouse technology in the Department of Justice	✓
Develop a model of the juvenile justice system to predict future numbers in secure care	✓
Develop and implement effective monitoring processes to assess the impact of the Adelaide Dry Area and other dry areas across the State	✓
Develop applications for crime mapping and offence profiling	✓
Increase contribution to the national criminal database	✓
Undertake a scoping study and develop a Terms of Reference to meet the Economic Development Board's recommendation on productivity for the Department of Justice	✓
Maintain National Comprehensive Motor Vehicle Theft database on behalf of the National Motor Vehicle Theft Reduction Council	✓
Develop a Justice Data Modelling System to provide a better basis for predicting demand across the Department	✓

## Energy Efficiency Action Plan Report

As part of the Government's commitment to energy efficiency, Government agencies were required to undertake a range of measures to reduce their output of greenhouse gases. In particular, energy use in Government buildings must be cut by 15 per cent over the ten years from 2000-01 to 2009-10 (as an interim target) and a further 10 per cent by 30 June 2014.

During 2003-04, the Department of Justice achieved a 10.9 per cent reduction in gigajoules (GJ) of energy used in buildings.

Agency	% change in GJ in 2003-04 compared with baseline	Baseline 2000-01		Reporting Year 2003-04		Target 2009-10 15% reduction from baseline	
		Energy Use (GJ)*	Green-house Gas #	Energy Use	Green-house Gas #	Energy Use	Green-house Gas #
Attorney-General's Department	- 15.6	15 744	4 849	13 288	4 104	13 382	4 122
Courts Administration Authority	- 21.2	37 023	8 918	29 161	7 549	31 470	7 580
Department for Correctional Services	- 6.6	77 095	15 136	71 973	14 543	65 531	12 866
Emergency Services (not including SAMFS)	+ 5.6	5 083	1 566	5 368	1 766	4 321	1 331
SA Metropolitan Fire Service (SAMFS)	+ 4.2	12 850	3 287	13 386	3 464	10 923	2 794
SA Police	- 12.5	91 874	20 978	80 375	20 809	78 093	17 831
<b>Total</b>	<b>- 10.9</b>	<b>239 669</b>	<b>54 734</b>	<b>213 551</b>	<b>52 235</b>	<b>203 719</b>	<b>46 524</b>

Notes: Figures presented in the above table reflect energy (gas and electricity) consumed in Justice buildings only.

\* The changes in the baseline figures are due to the removal of SA Ambulance figures due to its movement to the Department of Health and adjustments that were made due to earlier data errors or exclusions of sites.

## Energy Efficiency Action Plan Report

# The greenhouse gas emissions in the Department of Justice do not represent the same percentage change as the energy, primarily due to an increase in the CO<sub>2</sub> emissions coefficient of the electricity supply system. The emissions coefficient is dependent upon a number of factors, most importantly, the mix of primary fuels used to generate electricity that is supplied in South Australia. Decisions about the mix of fuels are made as a function of the National Electricity Market and are therefore beyond the control of the Department of Justice.

### Energy Management Activities 2003-04

In line with the Government's Energy Efficiency Action Plan, the following measures were taken to reduce energy consumption across the Department of Justice:

- Major energy consuming buildings across Justice were audited to ascertain the most effective ways of reducing energy. As a result of these audits the following measures were implemented by many agencies:
  - Installing movement detector controls for lighting and supplementary air conditioners in meeting rooms
  - Installing timers to photocopiers, large printers and shredders
  - Replacing lighting with more efficient lights, de-lamping in some areas and installing eco-light systems
  - Air conditioning upgrades
  - Reprogramming boiling water systems so they don't run after hours.
- Some agencies, such as the Courts Administration Authority, distributed regular energy bulletins to staff to raise awareness and communicate new initiatives
- SA Police reviewed its use of dedicated LPG motor vehicles to determine energy saved and associated running costs
- Lift control systems were upgraded at the headquarters of SA Metropolitan Fire Service (SAMFS).

### Energy Management Activities planned for 2004-05

- Energy audits of nine SAPOL sites are planned which will mean that all large and medium sites have been audited.
- In SAPOL, 108 additional vehicles are to be LPG powered, with an expected saving of 95 tonnes of carbon dioxide.
- In emergency services, petrol trucks will continue to be replaced with diesel and it is anticipated that 20 per cent of all replacement light passenger vehicles will have single or dual fuel LPG.
- In the courts, a two year program will begin to replace five six-cylinder vehicles with four-cylinder models.

Other activities will include:

- Investigating the opportunities to expand the scope of the current Building Management System in the Samuel Way Building which uses 32 per cent of the Courts Administration Authority's energy
- Extending the Eco Lighting program in Correctional Services to include Port Adelaide Community Corrections and Adelaide Community Corrections
- Putting Power Factor Correction into the Adelaide Remand Centre, Port Augusta Prison and Mobilong
- Increasing the use of timers and sensors to ensure photocopiers, boiling water units and lights are not on when they are not being used.

## Statement of Reconciliation

The South Australian Department of Justice declares its public commitment to work towards achieving reconciliation between Indigenous and non-Indigenous people of Australia. The Department shares the vision of the former Council for Aboriginal Reconciliation and Reconciliation Australia for: 'A united Australia which respects this land of ours; values the Aboriginal and Torres Strait Islander heritage and provides justice and equity for all'.

The people of the Department of Justice acknowledge Aboriginal and Torres Strait Islander peoples as the original owners and traditional custodians of Australia and support Reconciliation Australia's desire to sustain the uniqueness of Indigenous culture, heritage and unique spiritual relationships with the land and sea.

The Department recognises past injustices and expresses its deep and sincere regret for the impact of past policies on the social and economic status, health and well-being of Aboriginal and Torres Strait Islander peoples. In particular we acknowledge our responsibility to redress the resultant over representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system, and as victims of crime.

The Department is committed to leading a culturally responsive justice system and to ensuring that South Australia is a fair and safe place for Aboriginal and Torres Strait Islander peoples to live, work and visit.

The Department of Justice undertakes to work with Aboriginal and Torres Strait Islander peoples to achieve reconciliation by:

- Building the confidence of Aboriginal and Torres Strait Islander communities in justice processes
- Enhancing the safety of Aboriginal and Torres Strait Islander communities
- Reducing crime and its social and economic impact on Aboriginal and Torres Strait Islander people
- Embodying the substance and spirit of the Royal Commission Into Aboriginal Deaths In Custody across the Department
- Promoting the unique culture and, diversity of Aboriginal and Torres Strait Islander people
- Fostering a Departmental culture that is inclusive of, respectful of, and responsive to, Aboriginal and Torres Strait Islander people
- Promoting access to justice services for Aboriginal and Torres Strait Islander people in South Australia
- Strengthening sustainable partnerships between Aboriginal and Torres Strait Islander communities and the Department
- Reviewing and reporting on the progress towards reconciliation within the Department.

## Charter of Public Services in a Diverse Society

### THE SEVEN CHARTER PRINCIPLES

#### 1. Access

Government services should be available to everyone who is entitled to them, regardless of where they live, and should be free of any form of unlawful discrimination on the basis of age, gender, sexuality, race, marital status, pregnancy, linguistic background, disability or impairment, religious beliefs or family/carer responsibilities.

#### 2. Equity

Government services should be delivered on the basis of fair treatment of clients who are eligible to receive them.

#### 3. Communication

Government service providers should use strategies to inform eligible clients of services and their entitlements, and how they can obtain them. Providers should build partnerships with and consult with the community (or their advocates) regularly, to enhance the adequacy, design, delivery and standard of Government services.

#### 4. Responsiveness

Government services should be sensitive to the needs and requirements of different communities and responsive to the particular circumstances of individuals.

#### 5. Effectiveness

Government service providers must be 'results oriented', focused on meeting the needs of clients from all community groups and backgrounds.

#### 6. Efficiency

Government service providers should optimise the use of available public resources and adopt a user responsive approach to service delivery, which meets the needs of clients.

#### 7. Accountability

Government service providers should have a reporting mechanism in place, which ensures they are accountable for implementing Charter objectives and achieving positive outcomes for clients.

# Appendices

## Attorney-General's Department

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## Report of the Auditor General

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### INDEPENDENT AUDIT REPORT

#### TO THE CHIEF EXECUTIVE

##### Scope

As required by section 31 of the Public Finance and Audit Act 1987, I have audited the financial report of the Attorney-General's Department for the Financial year ended 30 June 2004. The financial report comprises:

- A Statement of Financial Performance
- A Statement of Financial Position
- A Statement of Cash Flows
- A Program Schedule of Revenues and Expenses
- Notes to and forming part of the Financial Statements
- A Statement of Administered Revenues and Expenses
- A Statement of Administered Assets and Liabilities
- An Administered Statement of Cash Flows
- A Program Schedule of Administered Revenues and Expenses
- Notes to and forming part of the Administered Financial Statements
- Certificate by the Chief Executive and the Acting Manager, Business and Financial Services

The Chief Executive and the Acting Manager, Business and Financial Services are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Chief Executive.

The audit has been conducted in accordance with the requirements of the Public Finance and Audit Act 1987 and the Australian Auditing and Assurance Standards to provide reasonable assurance that the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Treasurer's Instructions promulgated under the provisions of the Public Finance and Audit Act 1987, Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the Attorney-General's Department's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

##### Audit Opinion

In my opinion the financial report presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the Public Finance and Audit Act 1987, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Attorney-General's Department as at 30 June 2004, its financial performance and its cash flows for the year then ended.



**K I MacPherson**  
Auditor-General

22 December 2004

## Financial Statements

### CERTIFICATION OF THE FINANCIAL REPORT

In our opinion, the financial report presents fairly, in accordance with applicable accounting standards, other mandatory professional reporting requirements, relevant legislation and other authorities the financial position of the Attorney-General's Department as at 30 June 2004 and the results of its operations and cash flows for the year then ended.

In our opinion, as a result of the discovery of issues surrounding the previous use of the Crown Solicitor's Trust Account, the controls exercised by the Attorney-General's Department in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, were in 2003-04 insufficient to provide reasonable assurance that financial transactions of the Attorney-General's Department were conducted properly in accordance with the law.



**Mark Johns**  
Chief Executive  
3 December 2004



**Andrew Swanson**  
A/Manager, Business & Financial Services  
30 November 2004

## Statement of Financial Performance

For the Year Ended 30 June 2004

	Note No.	2004 \$'000	2003 \$'000
<b>Expenses from Ordinary Activities</b>			
Employee Expenses	6	72 894	66 853
Supplies and Services	7	36 911	39 058
Grants and Subsidies	9	8 959	5 537
Depreciation and Amortisation	8	2 921	3 519
Net Expense Resulting from Correction of Errors	24	(2 785)	0
Other	10	588	1 365
<b>Total Expenses from Ordinary Activities</b>		<b>119 488</b>	<b>116 332</b>
<b>Revenues from Ordinary Activities</b>			
Fees and Charges	12	50 536	47 545
Commonwealth Revenue		3 013	2 832
Interest		886	1 096
Net Loss from Disposal of Assets	13	(24)	(13)
Net Revenue Resulting from Correction of Errors	24	(13)	0
Other	14	5 468	5 726
<b>Total Revenues from Ordinary Activities</b>		<b>59 866</b>	<b>57 186</b>
<b>Net Cost of Services from Ordinary Activities</b>		<b>(59 622)</b>	<b>(59 146)</b>
<b>Revenues from SA Government</b>			
Revenues from SA Government	15	61 563	48 567
<b>Net Result from Ordinary Activities</b>		<b>1 941</b>	<b>(10 579)</b>
Decrease in Net Assets due to Administrative Restructure		(227)	(408)
<b>Net Result after Restructuring</b>		<b>1 714</b>	<b>(10 987)</b>
Increase in the Asset Revaluation Reserve		0	194
<b>Total Revenue, Expenses and Valuation Adjustments Recognised Directly in Equity</b>		<b>0</b>	<b>194</b>
<b>Total Changes in Equity excluding those Resulting from Transactions with State Government as Owner</b>		<b>1 714</b>	<b>(10 793)</b>

The above Statement should be read in conjunction with the accompanying notes.

## Statement of Financial Position

As at 30 June 2004

	Note No.	2004 \$'000	2003 \$'000
<b>Current Assets</b>			
Cash on Hand and on Deposit	16	24 320	23 168
Receivables	17	9 307	4 486
Other	18	563	538
<b>Total Current Assets</b>		<b>34 190</b>	<b>28 192</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	19	8 862	10 813
<b>Total Non-Current Assets</b>		<b>8 862</b>	<b>10 813</b>
<b>Total Assets</b>		<b>43 052</b>	<b>39 005</b>
<b>Current Liabilities</b>			
Payables	20	4 253	3 172
Employee Benefits	21A	5 583	4 170
Other	22	1 605	1 472
<b>Total Current Liabilities</b>		<b>11 441</b>	<b>8 814</b>
<b>Non-Current Liabilities</b>			
Payables	20	1 868	2 661
Employee Benefits	21A	14 156	13 455
Other	22	1 124	1 326
<b>Total Non-Current Liabilities</b>		<b>17 148</b>	<b>17 442</b>
<b>Total Liabilities</b>		<b>28 589</b>	<b>26 256</b>
<b>Net Assets</b>		<b>14 463</b>	<b>12 749</b>
<b>Equity</b>			
Accumulated Surplus	23	12 853	11 139
Asset Revaluation Reserve		1 610	1 610
<b>Total Equity</b>		<b>14 463</b>	<b>12 749</b>
Commitments	29		
Contingent Liabilities and Assets	26		

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Statement of Cash Flows

As at 30 June 2004

	Note No.	2004 Inflows (Outflows) \$'000	2003 Inflows Outflows \$'000
<b>Cash flows from Operating Activities</b>			
<b>Payments</b>			
Employee Payments		(69 508)	(64 339)
Grants and Subsidies		(8 959)	(5 537)
GST Paid		(3 525)	(2 739)
Other		(38 337)	(40 863)
<b>Total Outflows from Operating Activities</b>		<b>(120 329)</b>	<b>(113 478)</b>
<b>Receipts</b>			
Receipts from SA Government		61 563	48 567
Fees and Charges		49 868	48 526
GST received		6 499	6 750
Commonwealth Revenue		3 013	2 832
Other		1 680	2 849
<b>Total Inflows from Operating Activities</b>		<b>122 623</b>	<b>109 524</b>
<b>Net Cash Inflows/(Outflows) provided by/(used in) Operating Activities</b>	<b>25</b>	<b>2 294</b>	<b>(3 954)</b>
<b>Cash flows from Investing Activities</b>			
<b>Payments</b>			
Purchase of Property, Plant and Equipment		(1 152)	(1 553)
<b>Total Outflows from Investing Activities</b>		<b>(1 152)</b>	<b>(1 553)</b>
<b>Receipts</b>			
Proceeds from Sale of Property, Plant and Equipment		10	41
Total Inflows from Investing Activities		10	41
<b>Net Cash Outflows used in Investing Activities</b>		<b>(1 142)</b>	<b>(1 512)</b>
<b>Cash flows from Financing Activities</b>			
<b>Payments</b>			
Repayment under Finance Lease		0	(5)
<b>Total Outflows from Financing Activities</b>		<b>0</b>	<b>(5)</b>
<b>Net Cash Outflows used in Financing Activities</b>		<b>0</b>	<b>(5)</b>
<b>Net Increase/(Decrease) in Cash Held</b>		<b>1 152</b>	<b>(5 471)</b>
Cash at the Beginning of the Financial Year		23 168	28 639
<b>Cash at the End of the Financial Year</b>	<b>16</b>	<b>24 320</b>	<b>23 168</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

# Attorney General's Department

# Attorney General's Department

## PROGRAM CLASS SCHEDULE OF ASSETS, LIABILITIES, REVENUES AND EXPENSES FOR THE YEAR ENDED 30 JUNE 2004

Program (Refer Note 4)

	Program 1	Program 2	Program 3	Program 4	Program 5	Program 6	Program 7	Program 8	Program 9	Program 10	General Not Attributed	Total
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>ASSETS</b>												
Current												
Cash on Hand and on Deposit	11 024	504	3 354	2 233	185	354	1 232	122	163	5 149	0	24 320
Receivables	2 409	3 775	627	533	87	8	12	48	174	366	1 268	9 307
Other	385	42	4	7	23	0	9	14	5	74	0	563
Non-Current Property												
Plant and Equipment	2 696	2 770	398	(9)	368	100	135	8	127	2 269	0	8 862
<b>TOTAL ASSETS</b>	<b>16 514</b>	<b>7 091</b>	<b>4 383</b>	<b>2 764</b>	<b>663</b>	<b>462</b>	<b>1 388</b>	<b>192</b>	<b>469</b>	<b>7 858</b>	<b>1 268</b>	<b>43 052</b>
<b>LIABILITIES</b>												
Current												
Payables	(1 551)	(827)	(300)	(110)	(69)	(40)	(47)	(13)	(47)	(1 249)	0	(4 253)
Employee benefits	(2 394)	(994)	(386)	(341)	(109)	(105)	(117)	(32)	(127)	(978)	0	(5 583)
Other	(783)	0	352	0	0	0	0	0	0	(1 174)	0	(1 605)
Non-Current												
Payables	(675)	(449)	(192)	(99)	(44)	(14)	(62)	(7)	(17)	(309)	0	(1 868)
Employee benefits	(5 030)	(3 347)	(1 435)	(743)	(323)	(109)	(466)	(53)	(128)	(2 522)	0	(14 156)
Other	0	0	0	0	0	0	0	0	0	(91)	(1 033)	(1 124)
<b>TOTAL LIABILITIES</b>	<b>(10 433)</b>	<b>(5 617)</b>	<b>(1 961)</b>	<b>(1 293)</b>	<b>(545)</b>	<b>(268)</b>	<b>(692)</b>	<b>(105)</b>	<b>(319)</b>	<b>(6 323)</b>	<b>(1 033)</b>	<b>(28 589)</b>
<b>NET ASSETS</b>	<b>6 081</b>	<b>1 474</b>	<b>2 422</b>	<b>1 471</b>	<b>118</b>	<b>194</b>	<b>696</b>	<b>87</b>	<b>150</b>	<b>1 535</b>	<b>235</b>	<b>14 463</b>
<b>REVENUES</b>												
Revenues from												
SA Government	(30 177)	(1 319)	(6 009)	(2 368)	(2 506)	(1 122)	(1 633)	(2 159)	(1 510)	(12 760)	0	(61 563)
Fees and Charges	(11 801)	(24 383)	(1 146)	(2 456)	(185)	0	0	0	0	(10 565)	0	(50 536)
Commonwealth Revenue	(6)	(3)	(1)	(6)	(70)	0	0	(90)	0	(2 837)	0	(3 013)
Interest	0	0	0	0	0	(389)	(94)	0	0	(403)	0	(886)
Net (Gain)/Loss from												
Disposal of Assets	9	8	2	1	1	0	(1)	0	1	3	0	24
Net Revenue Resulting												
from Correction of Errors	5	3	1	1	0	0	0	0	0	3	0	13
Other	(944)	(1 164)	(152)	(63)	(63)	(10)	(16)	(92)	(858)	(2 106)	0	(5 468)
<b>TOTAL REVENUES</b>	<b>(42 914)</b>	<b>(26 858)</b>	<b>(7 305)</b>	<b>(4 891)</b>	<b>(2 823)</b>	<b>(1 521)</b>	<b>(1 744)</b>	<b>(2 341)</b>	<b>(2 367)</b>	<b>(28 665)</b>	<b>0</b>	<b>(121 429)</b>
<b>EXPENSES</b>												
Employee expenses	31 481	14 466	4 984	4 185	1 602	854	1 366	509	1 402	12 045	0	72 894
Supplies and services	9 311	7 744	1 972	1 124	821	202	305	387	418	14 627	0	36 911
Grants and Subsidies	2 967	29	0	321	0	0	0	1 516	22	4 104	0	8 959
Depreciation and Amortisation												
	867	788	433	53	103	41	57	15	48	516	0	2 921
Net Expense Resulting												
from Correction of Errors	(1 029)	(514)	(166)	(130)	(57)	(25)	(39)	(58)	(42)	(725)	0	(2 785)
Other	539	42	0	0	0	0	0	0	0	7	0	588
<b>TOTAL EXPENSES</b>	<b>44 136</b>	<b>22 555</b>	<b>7 223</b>	<b>5 553</b>	<b>2 469</b>	<b>1 072</b>	<b>1 689</b>	<b>2 369</b>	<b>1 848</b>	<b>30 574</b>	<b>0</b>	<b>119 488</b>
<b>NET RESULT FROM ORDINARY ACTIVITIES</b>	<b>1 222</b>	<b>(4 303)</b>	<b>(82)</b>	<b>662</b>	<b>(354)</b>	<b>(449)</b>	<b>(55)</b>	<b>28</b>	<b>(519)</b>	<b>1 909</b>	<b>0</b>	<b>(1 941)</b>

## Statement of Administered Revenues

As at 30 June 2004

	Note No.	2004 \$'000	2003 \$'000
<b>Current Assets</b>			
Cash on Hand and on Deposit	16	24 320	23 168
Receivables	17	9 307	4 486
Other	18	563	538
<b>Total Current Assets</b>		<b>34 190</b>	<b>28 192</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	19	8 862	10 813
<b>Total Non-Current Assets</b>		<b>8 862</b>	<b>10 813</b>
<b>Total Assets</b>		<b>43 052</b>	<b>39 005</b>
<b>Current Liabilities</b>			
Payables	20	4 253	3 172
Employee Benefits	21A	5 583	4 170
Other	22	1 605	1 472
<b>Total Current Liabilities</b>		<b>11 441</b>	<b>8 814</b>
<b>Non-Current Liabilities</b>			
Payables	20	1 868	2 661
Employee Benefits	21A	14 156	13 455
Other	22	1 124	1 326
<b>Total Non-Current Liabilities</b>		<b>17 148</b>	<b>17 442</b>
<b>Total Liabilities</b>		<b>28 589</b>	<b>26 256</b>
<b>Net Assets</b>		<b>14 463</b>	<b>12 749</b>
<b>Equity</b>			
Accumulated Surplus	23	12 853	11 139
Asset Revaluation Reserve		1 610	1 610
<b>Total Equity</b>		<b>14 463</b>	<b>12 749</b>
Commitments	29		
Contingent Liabilities and Assets	26		

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Statement of Administered Assets

As at 30 June 2004

	Note No.	2004 \$'000	2003 \$'000
<b>Current Assets</b>			
Cash	37	68 278	276 289
Receivables	38	36 992	29 640
Financial Assets	40	15 916	12 189
Other	39	3 935	53 684
<b>Total Current Assets</b>		<b>125 121</b>	<b>371 802</b>
<b>Non-Current Assets</b>			
Financial Assets	40	67 155	63 268
Property, Plant and Equipment	41	754	1 015
Other	39	330	0
<b>Total Non-Current Assets</b>		<b>68 239</b>	<b>64 283</b>
<b>TOTAL ASSETS</b>		<b>193 360</b>	<b>436 085</b>
<b>Current Liabilities</b>			
Payables	42	2 172	1 796
Employee Benefits	43A	150	163
Other	44	62 841	311 787
<b>Total Current Liabilities</b>		<b>65 163</b>	<b>313 746</b>
<b>Non-Current Liabilities</b>			
Payables	42	32	49
Employee Benefits	43A	225	229
Other	44	26 101	28 713
<b>Total Non-Current Liabilities</b>		<b>26 358</b>	<b>28 991</b>
<b>TOTAL LIABILITIES</b>		<b>91 521</b>	<b>342 737</b>
<b>NET ASSETS</b>		<b>101 839</b>	<b>93 348</b>
<b>EQUITY</b>			
Accumulated Surplus	45	98 894	92 184
Asset Revaluation Reserve		2 945	1 164
<b>TOTAL EQUITY</b>		<b>101 839</b>	<b>93 348</b>
Contingent Liabilities and Assets	49		

The above Statement of Administered Assets and Liabilities should be read in conjunction with the accompanying notes.

# Administered Statement of Cash Flows

As at 30 June 2004

<b>Cash Flows From Operating Activities</b>	<b>Note No.</b>	<b>2004 Inflows (Outflows) \$'000</b>	<b>2003 Inflows Outflows \$'000</b>
<b>Receipts</b>			
Taxation Receipts		304 325	265 743
Community Emergency Services Fund Revenue		165 215	155 217
Receipts from SA Government	47	44 288	658 271
Commonwealth Specific Purpose Grant		22 475	21 742
Fees and Charges		10 980	6 803
Interest Revenue		7 627	8 466
Other		51 301	0
<b>Total Inflows from Operating Activities</b>		<b>606 211</b>	<b>1 116 242</b>
<b>Payments</b>			
Payments to Consolidated Account		(592 936)	0
Emergency Services Levy Payments		(164 522)	(154 861)
Grants		(22 658)	(24 367)
Administration Costs		(10 177)	(12 357)
Victims of Crime Compensation Payments		(10 090)	(8 673)
Employee Payments		(5 530)	(8 000)
Payments to Justice Agencies		(1 139)	(600 425)
Other		(1 954)	(67 884)
<b>Total Outflows from Operating Activities</b>		<b>(809 006)</b>	<b>(876 567)</b>
<b>Net Cash (Outflows)/Inflows (used in)/ provided by Operating Activities</b>	48	<b>(202 795)</b>	<b>239 675</b>
<b>Cash Flows From Investing Activities</b>			
<b>Payments</b>			
Payments for Investments		(4 927)	(3 877)
Payments for Property, Plant and Equipment		(289)	(43)
<b>Total Outflows from Investing Activities</b>		<b>(5 216)</b>	<b>(3 920)</b>
<b>Net Cash Outflows used in Investing Activities</b>		<b>(5 216)</b>	<b>(3 920)</b>
<b>Net (Decrease)/Increase in cash held</b>		<b>(208 011)</b>	<b>235 755</b>
Cash at the beginning of the financial year		276 289	40 534
<b>Cash at the end of the financial year</b>	37	<b>68 278</b>	<b>276 289</b>

The above Statement of Administered Revenues and Expenses should be read in conjunction with the accompanying notes.

# Attorney General's Department

## PROGRAM SCHEDULE OF ADMINISTERED REVENUES, EXPENSES, ASSETS AND LIABILITIES FOR THE YEAR ENDED 30 JUNE 2004

Program (Refer Note 5)	1	2	3	4	5	6	7	8	9	Total
Program	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>ADMINISTERED ASSETS AND LIABILITIES</b>										
<b>ASSETS</b>										
Current										
Cash	23 870	7 514	17 135	13 056	( 350)	13 712	(5 283)	0	(1 376)	68 278
Financial Assets	0	4 155	0	0	0	11 761	0	0	0	15 916
Receivables	27 328	1 065	3 351	586	0	182	4 349	0	131	36 992
Other	208	0	1 201	0	350	0	74	0	2 102	3 935
Non-Current										
Financial Assets	0	25 834	0	0	0	41 321	0	0	0	67 155
Other	0	0	0	0	0	0	0	0	330	330
Property, Plant and Equipment	0	0	0	0	0	754	0	0	0	754
<b>TOTAL ADMINISTERED ASSETS</b>	<b>51 406</b>	<b>38 568</b>	<b>21 687</b>	<b>13 642</b>	<b>0</b>	<b>67 730</b>	<b>( 860)</b>	<b>0</b>	<b>1 187</b>	<b>193 360</b>
<b>LIABILITIES</b>										
Current										
Payables	( 48)	( 54)	( 482)	( 64)	( 52)	(1 418)	( 29)	0	( 25)	(2 172)
Employee benefits	0	0	0	0	( 58)	0	( 24)	0	( 68)	( 150)
Other	(25 663)	( 976)	0	0	0	(36 202)	0	0	0	(62 841)
Non-Current										
Payables	0	0	0	0	( 8)	0	0	0	( 24)	( 32)
Employee benefits	0	0	0	0	( 53)	0	0	0	( 172)	( 225)
Other	0	0	0	0	0	(26 101)	0	0	0	(26 101)
<b>TOTAL ADMINISTERED LIABILITIES</b>	<b>(25 711)</b>	<b>(1 030)</b>	<b>( 482)</b>	<b>( 64)</b>	<b>( 171)</b>	<b>(63 721)</b>	<b>( 53)</b>	<b>0</b>	<b>( 289)</b>	<b>(91 521)</b>
<b>ADMINISTERED REVENUES AND EXPENSES</b>										
<b>REVENUES</b>										
Revenues from SA Government	(8 933)	0	(6 200)	0	(2 977)	0	( 438)	(20 745)	(4 995)	(44 288)
Fees and Charges	(9 093)	( 639)	(8 634)	0	0	0	0	0	0	(18 366)
Taxation Receipts	(300 614)	0	0	0	0	0	0	0	0	(300 614)
Community Emergency Services Fund Revenue	0	0	0	(162 712)	0	0	0	0	0	(162 712)
Commonwealth Specific Purpose Grants	0	(11 673)	0	0	0	0	0	(10 802)	0	(22 475)
Interest Revenue	0	(1 444)	( 880)	(2 201)	0	(3 077)	0	0	0	(7 602)
Agents Indemnity Fund Revenue	0	(6 253)	0	0	0	0	0	0	0	(6 253)
Net Revenue Resulting from Correction of Errors	0	392	0	0	0	0	5 695	0	( 13)	6 074
Other	0	( 496)	(1 504)	0	0	( 816)	(3 991)	0	( 967)	(7 774)
<b>TOTAL ADMINISTERED REVENUES</b>	<b>(318 640)</b>	<b>(20 113)</b>	<b>(17 218)</b>	<b>(164 913)</b>	<b>(2 977)</b>	<b>(3 893)</b>	<b>1 266</b>	<b>(31 547)</b>	<b>(5 975)</b>	<b>(564 010)</b>
<b>EXPENSES</b>										
Employee Expenses	0	10	361	0	490	2 761	293	0	1 591	5 506
Other	10 543	1 751	14 674	0	2 392	1 748	3 696	0	1 353	36 157
Depreciation and Amortisation	0	0	0	0	0	333	7	0	0	340
Payments to Consolidated Account	304 508	11 674	0	0	0	0	0	10 802	209	327 193
Net Expense Resulting from Correction of Errors	0	0	0	0	0	0	0	0	5	5
Payments to Justice Agencies	0	0	0	0	0	0	0	0	1 139	1 139
Emergency Services Levy Payments	0	0	0	164 529	0	0	0	0	0	164 529
Grants	0	0	913	0	0	0	0	20 745	1 000	22 658
<b>TOTAL ADMINISTERED EXPENSES</b>	<b>315 051</b>	<b>13 435</b>	<b>15 948</b>	<b>164 529</b>	<b>2 882</b>	<b>4 842</b>	<b>3 996</b>	<b>31 547</b>	<b>5 297</b>	<b>557 527</b>
<b>NET INCREASE/(DECREASE) IN ADMINISTERED NET ASSETS</b>	<b>(3 589)</b>	<b>(6 678)</b>	<b>(1 270)</b>	<b>( 384)</b>	<b>( 95)</b>	<b>949</b>	<b>5 262</b>	<b>0</b>	<b>( 678)</b>	<b>(6 483)</b>

# Attorney General's Department

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# Notes

## Note 1 Objectives of the Attorney-General's Department

The Attorney-General's Department serves the Government and the people of South Australia by achieving excellence in the provision of legal services to the State Government, and in the provision of consumer law-related and regulatory services, and complaint handling function to the South Australian Community.

The Department believes that the following corporate objectives are critical to its operational success. The Department will:

- Recognise the importance of good leadership by managers, supervisors and team leaders
- Facilitate and encourage open communications and participative decision making and provide easy access to all information and publications of relevance to staff
- Foster client satisfaction by providing high quality services which meet their needs
- Maintain high professional and management standards, including encouraging professional membership and participation of professional bodies, and provide identified training programs which are consistent with the strategic direction of Government and Departmental objectives
- Recognise performance management and quality principles as tools which assist the organisation to evaluate the contribution of its people to day-to-day activities and which contributes to continuous performance improvement and learning
- Recognise that through policy and planning the organisation's values are communicated, adopted and reinforced throughout the organisation
- Facilitate a cooperative and participative industrial relations culture through the Enterprise Bargaining process.

## Note 2 Summary of Significant Accounting Policies

### 2.1 Basis of Accounting

The financial statements are required by Treasurer's Instruction 19 issued pursuant to Section 41 of the *Public Finance and Audit Act 1987* and are a general purpose financial report.

The statements have been prepared in accordance with:

- Australian Accounting Standards and Accounting Interpretations issued by Australian Accounting Standards Boards
- Other authoritative pronouncements of the Boards
- Consensus Views of the Urgent Issues Group
- Accounting Policy Statements and Treasurer's Instructions issued by the Department of Treasury and Finance
- Statements of Accounting Concepts.

The Department's Statement of Financial Performance and Statement of Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets which, as noted are at valuation (fair value). Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

Assets and liabilities are recognised in the Department's Statement of Financial Position when and only when it is probable that future economic benefits will eventuate or be required and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by

## Notes

an Accounting Standard. Liabilities and assets which are unrecognised are reported in Note 26 Contingent Liabilities and Assets and Note 29 Commitments.

Revenues and expenses are recognised in the Department's Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

The continued existence of the Department in its present form, and with its present programs, is dependent on Government policy and on continuing appropriations by Parliament for the Department's administration and programs.

The Schedule of Administered Revenues and Expenses, Assets and Liabilities, and Cash Flows are prepared on the same basis and using the same policies as Departmental items, except where otherwise stated.

### 2.2 Reporting Entity

Agency activities contributing towards programs are classified as either Departmental or Administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Department in its own right. Administered activities involve the management or oversight by the Department on behalf of the Government of items controlled or incurred by the Government.

For the purposes of accrual accounting and external financial reporting, the Ombudsman and the Police Complaints Authority are included in the financial reporting entity of the Attorney-General's Department. However, the Ombudsman and the Police Complaints Authority do undertake investigations into complaints or matters under their respective Acts without interference from the Attorney-General's Department and both report separately to Parliament on their operations.

The cash at bank balances for the trust accounts listed below are included in the Attorney-General's Department - Administered Items Statement of Financial Position. A liability is also included to recognise that the bank balance is not controlled by the Government.

Administered items of the Department are listed below:

Liquor and Gambling Services

- Payment of Liquor Subsidies
- Racing Services
- Taxation Receipts (Casino, Gaming, Gambling, Liquor)

Consumer and Business Affairs

- Agents Indemnity Fund
- Second-hand Vehicles Compensation Fund
- Companies Liquidation Account
- Cooperatives Liquidation Account
- Consumer Credit Fund
- HIH Fund
- Private Plated Vehicles Contributions
- Recreation Services
- Remission - Fees and Charges

Victims of Crime

Community Emergency Services Fund

Bodies in the Barrel Case

## Notes

Trust Accounts

- Crown Solicitor's Trust Account
- Residential Tenancies Fund
- Retail Shop Leases Fund

Audio Management System/Computer Aided Despatch

Contribution to Legal Services Commission for Legal Aid

Other

- Child Abuse Project
- Ministerial Salary and Allowances
- Special Act Payments (Ombudsman, Solicitor-General)
- Unclaimed Salaries and Wages
- Expensive Criminal Cases
- Software Centre Inquiry
- Legal Practitioners Act Fund
- Compensation Companies Regulation (formerly Companies Code Fees)

### 2.3 Restructuring Activities

Effective from 1 July 2003, the management of Native Title matters was transferred from Administered Items to the Attorney-General's Department operating account.

In the Government Gazette (dated 1 July 2004), it was reported that the Guardianship Board and Office of the Public Advocate was transferred from the Department of Human Services to the Attorney-General's Department, effective from 1 July 2004.

In addition, the Government Gazette (dated 5 September 2002) reported that Lottery and Gaming Unit was transferred from the Department of Treasury and Finance to the Attorney-General's Department, effective from 1 July 2004.

### 2.4 Revenues

#### *Appropriations/grants*

Appropriations whether recurrent, capital, special or other are recognised as revenues when the Department obtains control over the assets comprising the contribution. Control over appropriations and granted assets is normally obtained upon their receipt.

#### *Other revenue*

Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

### 2.5 Receivables

Trade receivables arise in the normal course of selling goods and services to other agencies and to the public. The Attorney-General's Department determines the provision for doubtful debts based on a review of balances within trade receivables that are unlikely to be collected. These are generally receivables that are 90 days or more overdue.

### 2.6 Payables

Payables include creditors, accrued expenses and employee on-costs.

Creditors represent the amounts owing for goods and services received prior to the end of the reporting period that are unpaid at the end of the reporting period. Creditors includes all unpaid

## Notes

invoices received relating to the normal operations of the Attorney-General's Department.

Accrued expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received.

All amounts are measured at their nominal amount and are normally settled within 30 days in accordance with Treasurer's Instruction 8 Expenditure for Supply Operations and Other Goods and Services after the Department receives an invoice.

Employee on-costs include superannuation contributions and payroll tax with respect to outstanding liabilities for salaries and wages, long service leave and annual leave.

### 2.7 Employee Benefits

#### Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting. The liability for annual leave is measured using the remuneration rate expected to apply at the time of settlement.

The liability for long service leave is recognised and measured at the actuarial assessment by the Department of Treasury and Finance based on a significant sample of employees throughout the South Australian public sector. This calculation is consistent with the Department's experience of employee retention and leave taken.

#### Workers compensation

A liability has been reported to reflect workers compensation claims. The workers compensation liability, which was based on an actuarial assessment, was provided by the Public Sector Occupational Health and Injury Management Branch of the Department of the Premier and Cabinet.

The workers compensation provision is based on an actuarial assessment prepared by Taylor Fry Consulting Actuaries. For the 2004 valuation, the Justice, Department of Education and Children's Services, Department of Human Services and all other portfolios have been analysed separately. The Attorney-General's Department's liability is an allocation of the Justice Portfolio's total assessment.

#### Superannuation

The Department made contributions of \$6.9m (2003 - \$6.8m) to the Department of Treasury and Finance towards the accruing government liability in respect of its employees. The Department retains no liability to employees for superannuation payments.

### 2.8 Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets and operating leases under which the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the inception of the lease and a liability recognised for the same amount. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis which is representative of the pattern of

## Notes

benefits derived from the leased asset.

Lease incentives taking the form of 'free' leasehold improvements and rent holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability.

### 2.9 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash on deposit represents funds held in a Special Deposit Account with Westpac Bank. Investments represent funds deposited with the Public Trustee's Office.

In October 2003 the Government introduced a policy with respect to aligning agency cash balances with appropriation and expenditure authority. For 2004-05 financial year, the published budget indicates that the Department will transfer \$9.138m of its cash balance to the Consolidated Account.

### 2.10 Financial Instruments

Accounting policies for financial instruments are stated at Note 30 and Note 50.

### 2.11 Non-Current Asset Acquisition and Recognition

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange for liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of restructuring administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

#### Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$2000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

#### Revaluations

The Department has applied AASB1041 'Revaluation of Non-Current Assets'.

Land, buildings, infrastructure, leasehold improvements, plant and equipment and heritage assets were revalued in accordance with the 'fair value' method of valuation as at 1 July 2002. Library collections were revalued in May 2002. Information technology assets are valued at cost.

Revaluation increments are recognised in the asset revaluation reserve and revaluation decrements are only offset against revaluation increments relating to the same class of asset and any excess is recognised as an expense.

#### Database and Licensing Records

The Department has developed and maintains databases for the maintenance of records such as retail shop leases, births, deaths and marriages, occupational licensing and incorporation of associations. These databases are not included as assets as their values cannot be measured reliably, thereby failing the asset recognition test, in accordance with SAC4, 'Definition and

## Notes

Recognition of the Elements of Financial Statements’.

### **Justice Information System**

As a result of the transfer of the former Justice Information System Services (JISS) to the Department in 2001, the Department has brought to account all assets of the former JISS with the exception of the application software. The application has not been included as an asset as its value cannot be measured reliably, thereby failing the asset recognition test, in accordance with SAC4, ‘Definition and Recognition of the Elements of Financial Statements’.

### **2.12 Depreciation and Amortisation of Non-Current Assets**

Depreciable property, plant and equipment assets are written off to their estimated residual values over their estimated useful lives to the Department using, in all cases, the straight line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvement or the unexpired period of the lease.

Heritage assets include many items that are unique due to their historical or cultural interest and are not depreciated due to their long and indeterminate useful lives.

Depreciation/amortisation rates and methods are reviewed at each balance date and necessary adjustments are recognised in the current and future reporting periods as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Depreciation and amortisation rates applying to each class of depreciable asset are based on the following useful lives:

	YEARS
Buildings and Other Structures	20-50
Leasehold improvements	life of lease
Plant and Equipment	10
Information Technology	3-5
Mobile Transport Assets	5-10
Library Collections	10 to infinite

### **2.13 Taxation**

The Department is exempt from all forms of taxation except payroll tax, fringe benefits tax and the goods and services tax.

In accordance with the requirements of UIG Abstract 31 ‘Accounting for the Goods and Services Tax (GST)’, revenues, expenses and assets are recognised net of the amount of GST except that:

- The amount of GST incurred by the Department as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense
- Receivables and payables are stated with the amount of GST included.

Cash flows are reported on a gross basis in the Statement of Cash Flows. The GST component of the cash flows arising from investing or financing activities, which are recoverable from, or payable to, the Australian Taxation Office have however been classified as operating cash flows.

## Notes

### **2.14 Comparative Figures**

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

### **2.15 Rounding**

Amounts have been rounded to the nearest \$1 000.

## **Note 3 Changes in Accounting Policies**

### **3.1 Impact of Adopting Australian Equivalents to International Financial Reporting Standards**

Australia will be adopting Australian equivalents to International Financial Reporting Standards (AIFRS) for reporting periods commencing on or after 1 January 2005. The Attorney-General’s Department will adopt these standards for the first time in the published financial report for the year ended 30 June 2006.

#### **Managing the Process**

In accordance with Treasurer’s Instruction 19 *Financial Reporting*, the Attorney-General’s Department’s Chief Executive is responsible for ensuring that the annual financial statements comply with Generally Accepted Accounting Principles (GAAP).

The Department has analysed the exposure drafts issued by the AASB and has identified a number of potential issues that may need to be addressed. The Department’s finance staff have attended various information forums held by the Department of Treasury and Finance regarding the adoption of Australian Equivalents to International Financial Reporting Standards.

Expected differences in accounting policies.

#### **Changes in Accounting Policy**

A major change is the treatment of accounting policy changes under IFRS. These will now apply retrospectively except for specific exemptions in accordance with AASB1 First-Time Adoption of Australian Equivalents to IFRS.

#### **Non-Current Asset Acquisition and Recognition**

The Australian equivalent to IAS 16 Property, Plant and Equipment is proposing that non-current assets be revalued on an individual basis (as opposed to current class basis). It is anticipated an APS will continue to require revaluation on a class basis and current thresholds (greater than \$1million and estimated useful life is greater than 3 years) will continue to apply.

#### **Employee Benefits**

Employee benefits payable later than 12 months from year-end will be measured at present value rather than at nominal amounts.

## **Note 4 Program Class Schedule of the Department**

Information about the Department’s programs are set out in the Programs Schedule. A program is a grouping of related sub-programs that contribute to the achievement of agency and government objectives.

## Notes

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### Program 1: Policy Advice and Legal Services

This program is focused on increasing the SA community's and industry's awareness of their rights, responsibilities and confidence that the system of justice is fair, equitable and accessible. It also provides the people of South Australia with an independent and effective prosecution service which is timely, efficient and just.

### Program 2: Consumer and Business Affairs

This program covers the fair trading legislation, regulating defined business activities and maintaining business and civil records for South Australia through the provision of court and tribunal case resolution, alternative dispute resolution, licensing, regulatory and registration services.

### Program 3: Liquor and Gambling Services

This program deals with encouraging responsible attitudes towards the promotion, sale, supply, consumption and use of liquor and gambling products.

### Program 4: Multicultural Services

This program is focused on building community capacity and safe communities by having sound public sector programs that are designed to implement the State Government's policy commitments and promote equity of access to services.

### Program 5: Equal Opportunity

This program is focused on promoting equality of opportunity for the community through the administration of anti-discrimination legislation by examining and responding to complaints and providing information, education and training to encourage compliance with legislation.

### Program 6: Police Complaints Authority

Included in this program is the requirement to maintain public confidence in, and proper accountability of SA Police Department through the provision of complaint investigation and resolution services.

### Program 7: Ombudsman Services

This program covers the investigation and complaints resolutions against State and Local government agencies. It is focused on ensuring that the public receives fair treatment from government bodies and that public administration is reasonable and just.

### Program 8: Crime Prevention

This program deals with initiating and supporting crime prevention projects and local crime prevention programs by achieving a reduction in crime through working with a range of partners to develop appropriate crime prevention strategies and improved practices.

### Program 9: Crime Statistics

This program covers monitoring, research and evaluation into crime and criminal justice by accurate and timely reporting on trends in crime and criminal justice.

## Notes

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### Program 10: Justice Portfolio Services

This program is focused on providing excellence in customer service in the delivery of the following support services: financial, business and contract management, Justice technology, portfolio human resources, information knowledge management, strategic development and communications, business reform, Ministerial offices and support, Justice executive and legal community centre along with other grants.

### General - Not Attributed

Information about the Department's revenues, expenses, assets and liabilities that are not attributable to the above programs.

### Note 5 Administered Items

#### Program 1: Liquor and Gambling Services

This administered program recognises activities in relation to the receipt of payments associated with Casino Operations, Gaming Machines and Gaming Taxation. It also recognises receipts and payments associated with Betting Services and Racing Operations.

#### Program 2: Consumer and Business Affairs

This administered program recognises activities in relation to the Agents Indemnity Fund, the Second-hand Vehicle's Compensation Fund, the *Co-operatives Act 1997* and the *Companies (Administration) Act 1982*. This program also include the receipt of Commonwealth grants to State Government for 'Forgone Revenue' per the Corporations Agreement 2002. The Commonwealth funds received by AGD are paid to the Consolidated Account.

#### Program 3: Victims of Crime

This administered program relates to receipts and payments associated with the *Victims of Crime Act 2001*. The Act provides for payment of compensation to persons who suffer injury as a result of criminal acts and the recovery from the offenders. Payments to victims and the monies recovered from offenders are processed through a special interest bearing deposit account.

#### Program 4: Community Emergency Services Levy

This administered program relates to the collection of the Community Emergency Services Levy and the application of these funds. The levies are collected in accordance with the *Emergency Services Funding Act 1998* by Revenue SA and the Department for Transport and Urban Planning and are credited to the fund from which Attorney-General's Department makes payments to the emergency services agencies, meets the costs of collecting the levies and operating the Fund.

#### Program 5: Bodies in the Barrels

This administered program relates to the Bodies in the Barrels murder case. Cabinet approved the commencement of activities relating to the Snowtown Murders matter. Due to the significant level of uncertainty in the estimated cost and duration of the case, Cabinet noted the possibility of future submissions for additional funding. The Attorney-General's Department was endorsed to manage the operations relating to this case.

## Notes

**Program 6: Trust Accounts**

This administered program relates to activities associated with the Residential Tenancies Trust, Crown Solicitor's Trust and the Retail Shop Leases Trust. The Attorney-General's Department (AGD) receives monies which are held in trust pending the outcome of future events or settlements. AGD does not have direct control over these funds and acts in the capacity as trustee. Beneficiaries include other government departments for the sale of government property, claims from individuals and funding for the administration of these trusts (funded by the income earned from investing the Funds' monies).

**Program 7: AMS/CAD**

This program relates to activities associated with the implementation of new telephone and radio control systems (AMS) and Computer Aided Dispatch Systems (CAD) for the Justice Portfolio.

**Program 8: Legal Aid**

This administered program relates to grant payments made to the Legal Services Commission. The Attorney-General's Department (AGD) receives annual specific grant funding from the Commonwealth which together with the State Government component is paid to the Legal Services Commission. The Commonwealth grant funding provides legal assistance for matters arising under Commonwealth law, while the State Government grant funding is expended on State law matters.

**Program 9: Other**

This program reflects the financial performance and position of various administered activities, including the payment of the Minister, Ombudsman and Solicitor General's salaries; the Child Abuse project and Expensive State Criminal Cases. This program accommodates the minor programs that do not warrant their own specific program.

**Note 6 Employee Expenses**

	2004 \$'000	2003 \$'000
Salaries and Wages	57 249	52 845
Employee on-costs	10 659	10 150
Long Service Leave	2 157	2 088
Board Fees	734	698
Annual Leave	625	120
Others	1 470	952
<b>Total Employee Expenses</b>	<b>72 894</b>	<b>66 853</b>

## Notes

**Note 7 Supplies and Services**

	2004 \$'000	2003 \$'000
Computing and Communication	7 963	8 478
Accommodation	7 874	7 618
Project Costs	3 019	4 589
Staff Payments	2 264	2 588
Contract Staff	2 108	4 434
Office Expenses	1 883	2 009
Telephone Related Expenses	1 732	1 450
Motor Vehicle Expenses	1 071	1 036
Promotion and Publications	920	826
Tax and Taxable Payments	798	709
Legal Fees	750	418
Consultancies	305	238
Insurance	84	69
Other 6 140 4 596		
<b>Total Supplies and Services</b>	<b>36 911</b>	<b>39 058</b>

**Note 8 Depreciation and Amortisation**

	2004 \$'000	2003 \$'000
Plant and Equipment	1 984	2 486
Leasehold Improvements	915	1 011
Buildings	22	22
<b>Total Depreciation and Amortisation</b>	<b>2 921</b>	<b>3 519</b>

**Note 9 Grants and Subsidies**

	2004 \$'000	2003 \$'000
Community Legal Centre	3 472	3 687
Aboriginal Legal Rights Movements	1 806	0
Crime Prevention Unit	1 475	1 062
Native Title Unit	1 065	0
Other	1 141	788
<b>Total Grants and Subsidies</b>	<b>8 959</b>	<b>5 537</b>

## Notes

## Note 10 Other Expenses

	2004 \$'000	2003 \$'000
Witness Payments	439	432
Revaluation Decrements	0	551
Other	149	382
<b>Total Other Expenses</b>	<b>588</b>	<b>1 365</b>

## Note 11 Auditor's Remuneration

	2004 \$'000	2003 \$'000
Audit Fees paid/payable to the Auditor-General's Department	193	168
<b>Total Auditor's Remuneration</b>	<b>193</b>	<b>168</b>

## Other Services

No other services were provided by the Auditor-General's Department.

## Note 12 Fees and Charges

	2004 \$'000	2003 \$'000
Licence and Regulatory Fees	19 653	17 044
Legal Services	11 715	11 614
Recovery of Administration Expenditure	6 366	5 981
Network Services	9 509	9 478
Other	3 293	3 428
<b>Total Fees and Charges</b>	<b>50 536</b>	<b>47 545</b>

## Notes

## Note 13 Net Gain/Loss from Disposal of Assets

	2004 \$'000	2003 \$'000
Plant and Equipment		
Proceeds from disposal	6	8
Net book value of assets disposed	(4)	(37)
Net gain/(loss) from disposal of plant and equipment	2	(29)
Information Technology		
Proceeds from disposal	4	33
Net book value of assets disposed	(30)	(17)
Net (loss)/gain from disposal of information technology	(26)	16
Total Assets		
Total proceeds from disposal	10	41
Total net book value of assets disposed	(34)	(54)
<b>Total Net Loss from Disposal of Assets</b>	<b>(24)</b>	<b>(13)</b>

## Note 14 Other Revenues

	2004 \$'000	2003 \$'000
Sundry Recoveries	5 125	5 015
Other	343	711
<b>Total Other Revenues</b>	<b>5 468</b>	<b>5 726</b>

## Note 15 Revenues from SA Government

	2004 \$'000	2003 \$'000
Appropriations from Consolidated Account pursuant to the Appropriation Act	61 563	48 567
<b>Total Revenues from SA Government</b>	<b>61 563</b>	<b>48 567</b>

## Notes

## Note 16 Cash on Hand and on Deposit

	2004 \$'000	2003 \$'000
Special Deposit Account with Westpac Bank (1)	24 172	23 017
Cash and cheques in transit	107	110
Cash on hand (including petty cash)	41	41
<b>Total Cash on Hand and on Deposit</b>	<b>24 320</b>	<b>23 168</b>

(1) This amount includes accrual appropriation of \$7.2m (2003 - \$6.8m)

## Note 17 Receivables

	2004 \$'000	2003 \$'000
Receivables	4 713	4 090
Less provision for doubtful debts	(390)	(506)
GST receivable	1 324	857
Accrued interest	41	45
Other	3 619	0
<b>Total Receivables</b>	<b>9 307</b>	<b>4 486</b>

## Note 18 Other Assets

	2004 \$'000	2003 \$'000
Prepayments	399	324
Work in progress	164	214
<b>Total Other Assets</b>	<b>563</b>	<b>538</b>

## Notes

## Note 19A Property, Plant and Equipment

## 2004

	Cost/ Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2004 \$'000	2004 \$'000	2004 \$'000
Leasehold Improvements (2)	9 514	6 556	2 958
Plant and Equipment (2)	8 078	5 741	2 337
Information Technology	6 696	4 591	2 105
Land (1)	415	0	415
Library Collections (4)	407	0	407
Buildings and Other Structures (1)	1 215	885	330
Mobile Transport Assets (2)	460	265	195
Heritage Assets (3)	115	0	115
	26 900	18 038	8 862

## 2003

	Cost/ Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2003 \$'000	2003 \$'000	2003 \$'000
Leasehold Improvements (2)	8 795	5 346	3 449
Information Technology	8 313	5 074	3 239
Plant and Equipment (2)	7 774	5 166	2 608
Land (1)	415	0	415
Library Collections (4)	407	0	407
Buildings and Other Structures (1)	1 215	864	351
Mobile Transport Assets (2)	460	231	229
Heritage Assets (3)	115	0	115
	27 494	16 681	10 813

- (1) Valuations of land, buildings and infrastructure were performed by David Conigrave, AAPI, Certified Practising Valuer of the Australian Valuation Office as at 1 July 2002.
- (2) Valuations of leasehold improvements, furniture, mobile transport assets and specialised plant and equipment were performed by Simon B O'Leary, AAPI, MSAA, Certified Practising Valuer – Plant and Machinery of the Australian Valuation Office as at 1 July 2002.
- (3) Valuations of heritage assets were performed by David Kabbani of H.J. Quigley Antiques Pty Ltd as at 1 July 2002.
- (4) Library collections represents valuation as per M Treloar as at 15 May 2002.

## Notes

## Note 19B - Controlled

## PROPERTY, PLANT AND EQUIPMENT - MOVEMENT SCHEDULE

Account Description	Asset Cost/Valuation					"Closing Bal." \$'000
	"Opening Bal." \$'000	Additions \$'000	Disposals \$'000	Reval's \$'000	Other \$'000	
Land	415	0	0	0	0	415
<b>TOTAL LAND</b>	<b>415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>415</b>
Buildings and Other Structures	1 215	0	0	0	0	1 215
Leasehold Improvements	8 795	283	0	0	436	9 514
<b>TOTAL BUILDINGS</b>	<b>10 010</b>	<b>283</b>	<b>0</b>	<b>0</b>	<b>436</b>	<b>10 729</b>
<b>TOTAL LAND &amp; BUILDINGS</b>	<b>10 425</b>	<b>283</b>	<b>0</b>	<b>0</b>	<b>436</b>	<b>11 144</b>
<b>PLANT &amp; EQUIPMENT</b>						
Mobile Transport Assets	460	0	0	0	0	460
Information Technology	8 313	717	1 948	0	( 386)	6 696
Library Collections	407	0	0	0	0	407
Plant and Equipment	7 774	152	14	0	166	8 078
Heritage Assets	115	0	0	0	0	115
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>17 069</b>	<b>869</b>	<b>1 962</b>	<b>0</b>	<b>( 220)</b>	<b>15 756</b>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>27 494</b>	<b>1 152</b>	<b>1 962</b>	<b>0</b>	<b>216</b>	<b>26 900</b>

## Notes

## Note 19B - Controlled (cont)

## PROPERTY, PLANT AND EQUIPMENT - MOVEMENT SCHEDULE

Account Description	Accumulated Depreciation				"Closing Bal." \$'000	Net Book Value	
	Charge \$'000	Disposals \$'000	Reval's \$'000	Other \$'000		2004 \$'000	2003 \$'000
Land	0	0	0	0	0	415	415
<b>TOTAL LAND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>415</b>	<b>415</b>
Buildings and Other Structures	21	0	0	0	21	1 194	1 215
Leasehold Improvements	916	0	0	294	1 210	8 304	8 795
<b>TOTAL BUILDINGS</b>	<b>937</b>	<b>0</b>	<b>0</b>	<b>294</b>	<b>1 231</b>	<b>9 498</b>	<b>10 010</b>
<b>TOTAL LAND &amp; BUILDINGS</b>	<b>937</b>	<b>0</b>	<b>0</b>	<b>294</b>	<b>1 231</b>	<b>9 913</b>	<b>10 425</b>
<b>PLANT &amp; EQUIPMENT</b>							
Mobile Transport Assets	34	0	0	0	34	426	460
Information Technology	1 470	1 918	0	( 35)	0	6 696	8 313
Library Collections	0	0	0	0	0	407	407
Plant and Equipment	480	10	0	105	575	7 503	7 774
Heritage Assets	0	0	0	0	0	115	115
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>1 984</b>	<b>1 928</b>	<b>0</b>	<b>70</b>	<b>609</b>	<b>15 147</b>	<b>17 069</b>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>2 921</b>	<b>1 928</b>	<b>0</b>	<b>364</b>	<b>1 840</b>	<b>25 060</b>	<b>27 494</b>

## Notes

## Note 20 Payables

	2004 \$'000	2003 \$'000
<b>Current</b>		
Creditors	1 909	1 640
Employee on-costs	1 049	828
GST payable	791	226
Accruals	504	478
<b>Total Current Payables</b>	<b>4 253</b>	<b>3 172</b>
<b>Non-Current</b>		
Employee on-costs	1 868	2 661
<b>Total Non-Current Payables</b>	<b>1 868</b>	<b>2 661</b>
<b>Total Payables</b>	<b>6 121</b>	<b>5 833</b>

## Note 21A Employee Benefits

	2004 \$'000	2003 \$'000
<b>Current</b>		
Annual Leave	3 794	3 132
Long Service Leave	771	545
Accrued Salaries and Wages	770	283
Workers' Compensation	248	210
<b>Total Current Employee Benefits</b>	<b>5 583</b>	<b>4 170</b>
<b>Non-Current</b>		
Long Service Leave	12 982	12 442
Workers' Compensation	1 174	1 013
<b>Total Non-Current Employee Benefits</b>	<b>14 156</b>	<b>13 455</b>
<b>Total Employee Benefits</b>	<b>19 739</b>	<b>17 625</b>

## Notes

## Note 21B Employee benefits and related on-costs

	2004 \$'000	2003 \$'000
<b>Accrued Salaries and Wages</b>		
On-costs included in payables – current (note 20)	122	37
Employee benefits – current (note 21A)	770	283
	<b>892</b>	<b>320</b>
<b>Annual Leave</b>		
On-costs included in payables – current (note 20)	816	674
Employee benefits – current (note 21A)	3794	3 132
	4 610	3 806
<b>Long Service Leave</b>		
On-costs included in payables – current (note 20)	111	117
Employee benefits – current (note 21A)	771	545
	<b>882</b>	<b>662</b>
<b>Long Service Leave</b>		
On-costs included in payables – non-current (note 20)	1 868	2 661
Employee benefits – non-current (note 21A)	12 982	12 442
	<b>14 850</b>	<b>15 103</b>
<b>Aggregate Employee Benefits and Related On-Costs</b>	<b>21 234</b>	<b>19 891</b>
<b>Average Number of Employees during the Financial Year</b>	<b>1 016</b>	<b>970</b>

## Note 22 Other Liabilities

	2004 \$'000	2003 \$'000
<b>Current</b>		
Control and Working account balances	1 058	911
Lease Incentive	323	556
Unearned Revenue	26	5
Other	198	0
<b>Total Current Other Liabilities</b>	<b>1 605</b>	<b>1 472</b>
<b>Non-Current</b>		
Lease Incentive	1 124	1 326
<b>Total Non-Current Other Liabilities</b>	<b>1 124</b>	<b>1 326</b>
<b>Total Other Liabilities</b>	<b>2 729</b>	<b>2 798</b>

## Notes

## Note 23 Equity

Equity represents the residual interest in the Department's net assets. The South Australian Government holds the equity interest in the Department on behalf of the community. Equity comprises:

	2004 \$'000	2003 \$'000
<b>Accumulated Surplus</b>		
Balance as at 1 July	11 139	22 126
Restructure transfers	(227)	(408)
Increase/(Decrease) in net assets resulting from operations	1 941	(10 579)
<b>Balance as at 30 June</b>	<b>12 853</b>	<b>11 139</b>

## Note 24 Net Revenue/Expense Resulting from Correction of Errors

## Net Expense Resulting from Correction of Errors

## (a) Fundamental Error

The financial statement for the Attorney-General's Department for the year ended 30 June 2003 recognised payments to the Crown Solicitor's Trust Account as expenses which should have been recognised as cash deposits. This error has the effect of overstating expenses and understating cash by \$3.061 million in 2003.

	2004 \$'000 Restated	2003 \$'000 Restated
Expenses	121 688	113 271
Revenue (including from SA Government)	120 568	105 753
<b>Net Cost of Services from Ordinary Activities</b>	<b>(1 120)</b>	<b>(7 518)</b>

## Restatement of equity

Previously reported balance as at 1 July	11 139	22 126
Correction of fundamental error	3 061	0
Restated accumulated surplus	14 200	22 126
Restructure transfers	(227)	(408)
Increase in net assets resulting from operations	(1 120)	(7 518)
<b>Balance as at 30 June</b>	<b>12 853</b>	<b>14 200</b>

## Notes

	2004 \$'000	2003 \$'000
Monies transferred to Crown Solicitors Trust Account and recognised as expenses in AGD Operating Account.	(3 061)	0

## (b) Other Errors

Cash balance in AGD Operating Account overpaid by DTF	861	0
Non-Current Assets of less than \$2000 not written off according to accounting policies	357	0
Depreciation of non-current assets over expensed in previous years	(20)	0
Long service leave on-costs over expensed in previous years	(922)	0
<b>Net Expense Resulting from Correction of Errors</b>	<b>(2 785)</b>	<b>0</b>

## Net Revenue Resulting from Correction of Errors

## (c) Other Errors

Cash at Bank balance of Administered Items in AGD Operating Account	(13)	0
<b>Net Revenue Resulting from Correction of Errors</b>	<b>(13)</b>	<b>0</b>

## Note 25 Cash Flow Reconciliation

	2004 \$'000	2003 \$'000
<b>Reconciliation of Cash per Statement of Financial Position to Statement of Cash Flows</b>		
Cash at year end per Statement of Cash Flows	24 320	23 168
Statement of Financial Position item comprising Cash	24 320	23 168

## Reconciliation of net result from ordinary activities to net cash from operating activities

Net Surplus/(Deficit)	1 941	(10 579)
Less items classified as Investing Activities:		
Loss on disposal	24	13
Add non cash items:		
Depreciation and amortisation	2 921	3 519
Allowance for doubtful debts	(116)	155
Correction of errors	(514)	0
Revaluation decrement	0	551
Change in assets and liabilities:		
Increase in employee benefits	1 343	1 883
Increase/(Decrease) in payables	1 206	(806)
Increase in other liabilities	219	72

## Notes

(Increase)/Decrease in receivables	(1 086)	967
Increase in prepayments	(75)	(10)
(Increase)/Decrease in other assets	(3 569)	281
<b>Net cash provided by/(used in) operating activities</b>	<b>2 294</b>	<b>(3 954)</b>

**Note 26 Contingent Liabilities and Assets**

The Attorney-General's Department does not have any contingent assets or liabilities.

**Note 27 Remuneration of Employees**

The number of employees whose remuneration received or receivable falls within the following bands:

	<b>2004 Number</b>	<b>2003 Number</b>
\$100 001 - \$110 000	37	30
\$110 001 - \$120 000	10	9
\$120 001 - \$130 000	3	8
\$130 001 - \$140 000	9	16
\$140 001 - \$150 000	20	7
\$150 001 - \$160 000	3	2
\$160 001 - \$170 000	5	6
\$170 001 - \$180 000	3	4
\$180 001 - \$190 000	6	9
\$190 001 - \$200 000	4	5
\$200 001 - \$210 000	5*	0
\$210 001 - \$220 000	1	1
\$220 001 - \$230 000	1	2
\$230 001 - \$240 000	1	0
\$250 001 - \$260 000	1	2
\$260 001 - \$270 000	2	3
\$290 001 - \$300 000	1	1
\$300 001 - \$310 000	0	1
\$350 001 - \$360 000	1	0

Total remuneration received or due and receivable by these employees was \$16.3m (2003 - \$15.2m).

\* Includes officers who received a termination payment.

## Notes

**Note 28 Targeted Voluntary Separation Packages (TVSPs)**

	<b>2004 \$'000</b>	<b>2003 \$'000</b>
TVSPs paid to employees during the reporting period were:	832*	396
Recovery from the Department of Premier and Cabinet in respect of TVSPs(622)		(396)
Annual and Long Service Leave accrued over the period of employment for employees who received TVSPs	286	93

The number of employees who were paid TVSPs during the reporting period totalled 11 (2003 - 3 employees).

\* The balance of TVSPs not recovered from the Department of Premier and Cabinet is self funded by the Attorney-General's Department.

**Note 29 Commitments****Operating Leases**

Commitments under non-cancellable operating leases at the reporting date are payable as follows:

	<b>2004 \$'000</b>	<b>2003 \$'000</b>
Payable no later than one year	6 554	6 722
Payable later than one year and not later than five years	13 911	15 283
Payable later than five years	1 536	5 020
<b>Total Operating Leases</b>	<b>22 001</b>	<b>27 025</b>

These operating lease commitments are not recognised in the financial report as liabilities.

The accommodation and office equipment leases are non-cancellable leases with rental payable monthly in advance. Contingent rental provisions within the accommodation lease agreements provide for the minimum lease payments to be increased on specified rent review dates. Options exist to renew the accommodation leases at the end of the term of the lease.

**Other Commitments**

	<b>2004 \$'000</b>	<b>2003 \$'000</b>
Grants (3)	15 535	16 232
Motor Vehicles (1)	1 112	924
Capital (2)	500	452
Other (4)	514	157
<b>Total</b>	<b>17 661</b>	<b>17 765</b>

## Notes

Payable no later than one year	16 663	16 752
Payable later than one year and not later than five years	998	1 013
<b>Total Operating Leases</b>	<b>17 661</b>	<b>17 765</b>

(1) Agreements for the provision of motor vehicles to senior executive officers or sections (i.e. pool vehicles) with Fleet SA, Department for Administrative and Information Services. There are no purchase options available to the Department.

(2) Outstanding contractual payments for building works and maintenance under construction.

(3) Grant amounts payable under agreements in respect of which the grantee has yet to provide the services required under the agreement. The grants cover the period 2003-06. Legal Services Commission's funding is undergoing negotiation for the forthcoming 4 years.

(4) Other commitments relates to purchase orders placed for goods and services before 30 June 2004.

## Note 30 Financial Instruments

## a. Terms, Conditions and Accounting Policies.

## Financial Assets

- Cash and Deposits are available at call and are recorded at cost. Interest on cash at bank is calculated quarterly by the Department of Treasury and Finance
- Receivables are reported at amounts due to the Department. Receivables are due within 30 days of an invoice being raised
- Investments are recorded at net fair value based upon valuation provided by the Public Trustee.

## Financial Liabilities

- Payables and Accruals are raised from amounts unpaid and are settled within the normal terms of payment of 30 days, unless otherwise agreed.

## b. Interest Rate Risk

	Floating Interest Rate		Non-Interest Bearing		Total Carrying Amount as per Statement of Financial Position		Weighted Average Effective Interest Rate Percent	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial Assets								
Cash on Hand	0	0	41	41	41	41	0	0
Cash at Bank	24 172	23 017	0	0	24 172	23 017	4.87	4.60
Cash and								
Cheques in transit	0	0	107	110	107	110	0	0
Receivables	0	0	4 364	3 629	4 364	3 629	0	0
<b>Total</b>	<b>24 172</b>	<b>23 017</b>	<b>4 512</b>	<b>3 780</b>	<b>28 684</b>	<b>26 797</b>		

## Notes

Financial Liabilities								
Payables	0	0	1 909	1 640	1 909	1 640	0	0
Accruals	0	0	504	478	504	478	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2 413</b>	<b>2 118</b>	<b>2 413</b>	<b>2 118</b>		

## c. Net Fair Values

All financial instruments are valued at the carrying amount as per the Statement of Financial Position, which approximates net fair value. The carrying amount of Financial Assets approximates net fair value due to their short term maturity or being receivable on demand. The carrying amount of Financial Liabilities is considered to be a reasonable estimate of net fair value.

## Note 31 Consultants

	2004 Number	2004 \$'000	2003 Number	2003 \$'000
Below \$10 000	17	59	15	54
\$10 000 - \$50 000	9	193	7	125
Above \$50 000	1	53	1	59
<b>Total</b>	<b>27</b>	<b>305</b>	<b>23</b>	<b>238</b>

Refer to the Appendix B for the details of each consultant above \$10 000 in accordance with the Department of Premier and Cabinet Circular 13.

## Note 32 Employee Expenses - Administered Items

	2004 \$'000	2003 \$'000
Salaries and Wages	3 905	6 087
Employee on-costs	878	1 067
Board Fees	568	582
Long Service Leave	96	3
Annual Leave	59	(65)
Others	0	88
<b>Total Employee Expenses</b>	<b>5 506</b>	<b>7 762</b>

## Notes

## Note 33 Emergency Services Levy Payments - Administered Items

	2004 \$'000	2003 \$'000
Payments to Emergency Services	157 770	148 019
Emergency Services Levy Collection Fees	6 759	7 661
<b>Total Emergency Services Levy Payments</b>	<b>164 529</b>	<b>155 680</b>

## Note 34 Depreciation - Administered Items

	2004 \$'000	2003 \$'000
Plant and Equipment	119	130
Leasehold Improvements	221	291
<b>Total Depreciation</b>	<b>340</b>	<b>421</b>

## Note 35 Other Expenses - Administered Items

	2004 \$'000	2003 \$'000
Victims of Crime Claims	12 419	10 134
Administration Costs	9 242	11 428
Legal Fees	5 412	7 316
Project Costs	2 925	4 983
Betting Services	1 021	1 142
Other	5 138	10 683
<b>Total Other Expenses</b>	<b>36 157</b>	<b>45 686</b>

## Note 36 Other Revenues - Administered Items

	2004 \$'000	2003 \$'000
Sundry Recoveries	4 222	5 508
Revaluation Increments	907	0
Project Revenue	767	0
Other	1 878	1 201
<b>Total Other Revenues</b>	<b>7 774</b>	<b>6 709</b>

## Notes

## Note 37 Cash - Administered Items

	2004 \$'000	2003 \$'000
Special Deposit Account with Westpac Bank (1)	68 277	276 286
Cash and cheques in transit	1	3
<b>Total Cash on Hand and on Deposit</b>	<b>68 278</b>	<b>276 289</b>

(1) Refer to Note 47 and Statement of Cash Flows.

## Note 38 Receivables - Administered Items

	2004 \$'000	2003 \$'000
Receivables	35 102	29 001
Accrued interest	1 558	626
GST receivable	4	13
Other	328	0
<b>Total Receivables</b>	<b>36 992</b>	<b>29 640</b>

## Note 39 Other Assets - Administered Items

	2004 \$'000	2003 \$'000
<b>Current</b>		
Prepayments	1 201	918
Other	2 734	5 766
<b>Total Other Current Assets</b>	<b>3 935</b>	<b>5 684</b>
<b>Non-Current</b>		
Work in progress	330	0
<b>Total Other Non-Current Assets</b>	<b>330</b>	<b>0</b>
<b>Total Other Assets</b>	<b>4 265</b>	<b>53 684</b>

## Notes

## Note 40 Financial Assets - Administered Items

	2004 \$'000	2003 \$'000
<b>Financial Assets represent funds invested with the Public Trustee as follows:</b>		
Residential Tenancies Fund	51 253	46 486
Agents Indemnity Fund	28 100	25 547
Second Hand Vehicles Compensation Fund	1 889	1 723
Retail Shop Leases Fund	1 829	1 701
<b>Total Financial Assets</b>	<b>83 071</b>	<b>75 457</b>

## Note 41A Property, Plant and Equipment - Administered Items

## 2004

	Cost/ Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2004 \$'000	2004 \$'000	2004 \$'000
Leasehold Improvements (1)	1 354	1 006	348
Information Technology	378	95	283
Plant and Equipment (1)	610	487	123
	<b>2 342</b>	<b>1 588</b>	<b>754</b>

## 2003

	Cost/ Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2003 \$'000	2003 \$'000	2003 \$'000
Leasehold Improvements (1)	1 789	1 079	710
Plant and Equipment (1)	759	515	244
Information Technology	438	377	61
	<b>2 986</b>	<b>1 971</b>	<b>1 015</b>

(1) Valuations of leasehold improvements plant and equipment were performed by Simon B O'Leary AAPI, MSAA, Certified Practising Valuer – Plant and Machinery of the Australian Valuation Office as at 1 July 2002.

## Notes

## Note 41B - Administered

## PROPERTY, PLANT AND EQUIPMENT - MOVEMENT SCHEDULE

Account Description	Asset Cost/Valuation					"Closing Bal." \$'000
	"Opening Bal." \$'000	Additions \$'000	Disposals \$'000	Reval's \$'000	Other \$'000	
Leasehold Improvements	1 789	0	0	0	( 435)	1 354
<b>TOTAL BUILDINGS</b>	<b>1 789</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>( 435)</b>	<b>1 354</b>
PLANT & EQUIPMENT						
Information Technology	438	289	6	0	( 343)	378
Plant and Equipment	759	0	0	0	( 149)	610
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>1 197</b>	<b>289</b>	<b>6</b>	<b>0</b>	<b>( 492)</b>	<b>988</b>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>2 986</b>	<b>289</b>	<b>6</b>	<b>0</b>	<b>( 927)</b>	<b>2 342</b>

Account Description	Accumulated Depreciation					Net Book Value		
	"Opening Bal." \$'000	Charge \$'000	Disposals \$'000	Reval's \$'000	Other \$'000	"Closing Bal." \$'000	2004 \$'000	2003 \$'000
Leasehold Improvements	1 079	221	0	0	( 294)	1 006	348	710
<b>TOTAL BUILDINGS</b>	<b>1 079</b>	<b>221</b>	<b>0</b>	<b>0</b>	<b>( 294)</b>	<b>1 006</b>	<b>348</b>	<b>710</b>
PLANT & EQUIPMENT								
Information Technology	377	52	6	0	( 328)	95	283	61
Plant and Equipment	515	67	0	0	( 95)	487	123	244
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>892</b>	<b>119</b>	<b>6</b>	<b>0</b>	<b>( 423)</b>	<b>582</b>	<b>406</b>	<b>305</b>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>1 971</b>	<b>340</b>	<b>6</b>	<b>0</b>	<b>( 717)</b>	<b>1 588</b>	<b>754</b>	<b>1 015</b>

## Notes

## Note 42 Payables - Administered Items

	2004 \$'000	2003 \$'000
<b>Current</b>		
Creditors	2 105	1 719
Employee on-costs	32	36
Accruals	35	41
<b>Total Current Payables</b>	<b>2 172</b>	<b>1 796</b>
<b>Non-Current</b>		
Employee on-costs	32	49
<b>Total Non-Current Payables</b>	<b>32</b>	<b>49</b>
<b>Total Payables</b>	<b>2 204</b>	<b>1 845</b>

## Note 43A Employee Benefits - Administered Items

	2004 \$'000	2003 \$'000
<b>Current</b>		
Annual Leave	141	151
Long Service Leave	0	6
Accrued Salaries and Wages	9	6
<b>Total Current Employee Benefits</b>	<b>150</b>	<b>163</b>
<b>Non-Current</b>		
Long Service Leave	225	229
<b>Total Non-Current Employee Benefits</b>	<b>225</b>	<b>229</b>
<b>Total Employee Benefits</b>	<b>375</b>	<b>392</b>

## Notes

## Note 43B Employee Benefits and Related On-costs - Administered Items

	2004 \$'000	2003 \$'000
<b>Accrued Salaries and Wages</b>		
On-costs included in payables – current (Note 42)	2	3
Employee benefits – current (Note 43A)	9	6
	11	9
<b>Annual Leave</b>		
On-costs included in payables – current (Note 42)	30	32
Employee benefits – current (Note 43A)	141	151
	171	183
<b>Long Service Leave</b>		
On-costs included in payables – current (Note 42)	0	1
Employee benefits – current (Note 43A)	0	6
	0	7
<b>Long Service Leave</b>		
On-costs included in payables – non-current (Note 42)	32	49
Employee benefits – non-current (Note 43A)	225	229
	257	278
<b>Aggregate Employee Benefits and Related On-costs</b>	<b>439</b>	<b>477</b>

## Note 44 Other Liabilities - Administered Items

	2004 \$'000	2003 \$'000
<b>Current</b>		
Gaming and Other Receipts Payable to Treasury and Finance	26 132	288 298
Security Bonds Lodged	25 828	22 969
Crown Solicitor's Trust (1)	10 308	5 689
Control and Working account balances	420	379
Unclaimed Monies	88	75
Lease Incentive	65	65
<b>Total Current Other Liabilities</b>	<b>62 841</b>	<b>317 475</b>

## Notes

<b>Non-Current</b>		
Security Bonds Lodged	26 052	22 910
Lease Incentive	49	115
<b>Total Non-Current Other Liabilities</b>	<b>26 101</b>	<b>23 025</b>
<b>Total Other Liabilities</b>	<b>88 942</b>	<b>340 500</b>

(1) Movement in Crown Solicitor's Trust Account.

	<b>2004</b>	<b>2003</b>
	<b>\$'000</b>	<b>\$'000</b>
Balance at 1 July	5 689	6 021
Receipts	58 070	29 058
Payments	(53 451)	(29 390)
Balance at 30 June	10 308	5 689

#### Note 45 Equity - Administered Items

Equity represents the residual interest in the Department's net assets. The South Australian Government holds the equity interest in the Department on behalf of the community. Equity comprises:

	<b>2004</b>	<b>2003</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Accumulated Surplus</b>		
Balance as at 1 July	92 184	84 653
Restructure transfers	227	0
Increase in net assets resulting from operations	6 483	7 531
<b>Balance as at 30 June</b>	<b>98 894</b>	<b>92 184</b>
<b>Asset Revaluation Reserve</b>		
Balance as at 1 July	1 164	2 108
Revaluation Adjustments:-		
Investments	1 781	(956)
Leasehold Improvements	0	162
Furniture	0	(150)
<b>Balance as at 30 June</b>	<b>2 945</b>	<b>1 164</b>

## Notes

Balance as at 30 June comprises:		
Investments	2 578	797
Leasehold Improvements	266	266
Furniture	101	101
<b>Balance as at 30 June</b>	<b>2 945</b>	<b>1 164</b>

#### Note 46 Net Revenue/Expense Resulting from Correction of Errors - Administered Items

In the current reporting period, errors to previous financial reports were discovered. These errors have occurred as a result of mistakes in applying accounting policies and misinterpretation of facts or oversight. These errors have been corrected in the current reporting period.

	<b>2004</b>	<b>2003</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Net Expense Resulting from Correction of Errors</b>		
<b>(a) Other Errors</b>		
Depreciation of non-current assets under expensed in previous years	17	0
Non-Current Assets of less than \$2000 not written off according to accounting policies	0	3
Long service leave on-costs over expensed in previous years	(15)	0
<b>Net Expense Resulting from Correction of Errors</b>	<b>5</b>	<b>0</b>
<b>Net Revenue Resulting from Correction of Errors</b>		
<b>(b) Other Errors</b>		
Receivables overstated in previous years	(6 087)	0
Cash at Bank of Administered Items in AGD Operating Account	13	0
<b>Net Revenue Resulting from Correction of Errors</b>	<b>(6 074)</b>	<b>0</b>

Note 47 Revenues from SA Government/Payments to Justice Agencies - Administered Items

The Attorney-General's Department administered the Department of Justice's Special Deposit Account. Appropriation for Justice Agencies were paid to and distributed from this account until 30 June 2003.

## Notes

## Note 48 Cash Flow Reconciliation - Administered Items

	2004 \$'000	2003 \$'000
<b>Reconciliation of Cash per Statement of Financial Position to Statement of Cash Flows</b>		
Cash at year end per Statement of Cash Flows	68 278	276 289
Statement of Financial Position item comprising Cash	68 278	276 89
<b>Reconciliation of operating result to net cash from operating activities:</b>		
Net surplus	6 483	7 531
Less items classified as Investing Activities:		
Loss on disposal	0	25
Add non cash items:		
Depreciation and amortisation	340	421
Revaluation (increment)/decrement	(907)	1 128
Change in assets and liabilities:		
Decrease in employee benefits	(37)	(211)
Increase/(Decrease) in payables	355	(979)
(Decrease)/Increase in other liabilities	(251 426)	293 389
Increase in receivables	(7 352)	(8 144)
Increase in prepayments	(283)	(917)
Decrease/(Increase)in other assets	50 032	(52 568)
<b>Net cash (used in)/provided by operating activities</b>	<b>(202 795)</b>	<b>239 675</b>

## Note 49 Contingent Liabilities and Assets - Administered Items

The Agents Indemnity Fund has an estimated contingent obligation to pay \$17 000 000 relating to current and expected claims against the Fund. The Second-hand Vehicles Compensation Fund has an estimated contingent obligation to pay \$35 000 relating to current and expected claims against the Fund.

The Department is of the opinion that provisions are not required in respect of these matters, as it is not probable that a future sacrifice of economic benefits will be required or the amount is not capable of reliable measurement.

## Note 50 Financial Instruments - Administered Items

## a. Terms, Conditions and Accounting Policies

## Financial Assets

- Cash and Deposits are available at call and are recorded at cost. Interest on cash at bank is calculated quarterly by the Department of Treasury and Finance
- Receivables are reported at amounts due to the Department. Receivables are due within 30 days of an invoice being raised

## Notes

- Investments are recorded at net fair value based upon valuation provided by the Public Trustee.

## Financial Liabilities

- Payables and Accruals are raised from amounts unpaid and are settled within the normal terms of payment of 30 days, unless otherwise agreed.

## b. Interest Rate Risk

	Floating Interest Rate		Non-Interest Bearing		Total Carrying Amount as per Statement of Financial Position		Weighted Average Effective Interest Rate Percent	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Financial Assets</b>								
Cash at Bank	68 277	276 286	0	0	68 277	276 286	4.87	4.60
Cash and Cheques in transit	0	0	1	3	1	3	0	0
Investments	83 071	75 457	0	0	83 071	75 457	7.94	2.44
Receivables	0	0	36 660	29 627	36 660	29 627	0	0
<b>Total</b>	<b>151 348</b>	<b>351 743</b>	<b>36 661</b>	<b>29 630</b>	<b>188 009</b>	<b>381 373</b>		
<b>Financial Liabilities</b>								
Payables	0	0	2 105	1 719	2 105	1 719	0	0
Accruals	0	0	35	41	35	41	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2 140</b>	<b>1 760</b>	<b>2 140</b>	<b>1 760</b>		

## c. Net Fair Values

All financial instruments are valued at the carrying amount as per the Statement of Financial Position, which approximates net fair value. The carrying amount of Financial Assets approximates net fair value due to their short term maturity or being receivable on demand. The carrying amount of Financial Liabilities is considered to be a reasonable estimate of net fair value.

## Note 51 Consultants - Administered Items

	2004 Number	2004 \$'000	2003 Number	2003 \$'000
Below \$10 000	2	16	4	11
\$10 000 - \$50 000	0	0	2	28
<b>Total</b>	<b>2</b>	<b>16</b>	<b>6</b>	<b>39</b>

Refer to the Appendix B for the details of each consultant above \$10 000 in accordance with the Department of Premier and Cabinet Circular 13.

## Appendices

### APPENDIX C - CONSULTANTS

#### CONSULTANCIES BELOW \$10 000

The Attorney-General's Department authorised 19 consultancies below \$10 000. The total value of the consultancies below \$10 000 was \$75 389.26.

#### CONSULTANCIES BETWEEN \$10 000 - \$50 000

Consultant	Details of Consultancy	\$'000
BDO Consulting	Undertake review of the SA Metropolitan Fire Service (SAMFS) workshop at Deeds Road to determine if, and then how, the SAMFS workshop can achieve best practice industry standards in the service and repair of the SAMFS fire appliance fleet.	31
Brinkman Media Business	Editorial and drafting services for production of the South Australian Protective Security Manual.	10
Danton Services	Review of training facilities across the Emergency Services Sector.	25
de Masi Jones	Development of a SAFECOM logo.	15
Keirnan, Riches and Associates	Review of the options relating to the implementation of the ASOC reporting system.	18
Management Information Principles	Development and implementation of E-Commerce Project.	23
Muirgen Nominees	Community consultation and project scoping for a proposal for the establishment of a youth services network, both at Murray Bridge High School and in the general public.	21
Toucan Consulting SA Pty Ltd	Develop a Strategic Plan for eight Community Legal Centres in South Australia.	14
University of Western Australia	Evaluate the NDV domestic violence project.	37

#### CONSULTANCIES ABOVE \$50,000

Lizard Drinking	Development of an appropriate organisational response to Information and Communication Technology (ITC) Value Investment Project in the delivery of sustainable outcomes that are aligned with government policy objectives and community outcomes.	53
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## Appendices

### APPENDIX D - CRIMINAL INJURIES COMPENSATION RECOVERIES

MONTH	2001-02	2002-03	2003-04
JULY	\$35 144.44	\$33 918.95	\$56 155.55
AUGUST	\$51 717.53	\$50 264.00	\$62 740.20
SEPTEMBER	\$75 346.63	\$46 391.58	\$102 239.95
OCTOBER	\$35 948.00	\$74 554.50	\$59 755.74
NOVEMBER	\$43 486.34	\$52 912.55	\$140 344.85
DECEMBER	\$35 392.95	\$24 459.50	\$38 272.30
JANUARY	\$66 200.85	\$29 539.45	\$59 490.60
FEBRUARY	\$56 674.63	\$43 862.24	\$53 928.91
MARCH	\$38 542.09	\$55 693.70	\$61 458.31
APRIL	\$48 838.83	\$33 868.18	\$66 778.48
MAY	\$34 405.75	\$49 261.75	\$60 559.59
JUNE	\$32 818.45	\$35 236.95	\$116 835.07
<b>TOTAL</b>	<b>\$554 516.50</b>	<b>\$529 963.35</b>	<b>\$887 559.55</b>

### APPENDIX E - OVERSEAS TRAVEL 2003-04

No of Employees	Destination/s	Reason for Travel	Cost \$
1	South Africa, England, Wales	Attend British Society of Criminology Conference Attend World Society of Victimology International Symposium	8 893.90
1	Greece	Attend meeting of Hellenic Cadastre Consult	157.55
1	UK, Norway, USA	Interview and take witness statements from three witnesses in relation to Supreme Court proceedings	Nil
1	Fiji	Provide Sexual Harassment Training and Grievance Handling Training to the Fiji Women's Rights Movement	202.60
1	Ireland	Deliver a paper to the Dublin Codification Conference of Criminal Law	Nil
1	Thailand	Attend International Association of Prosecutors Executive Meeting	3 032.49
<b>6</b>			<b>\$12 286.54</b>

## Appendices

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### APPENDIX F - FREEDOM OF INFORMATION

Pursuant to the provisions of section 9 of the Freedom of Information Act 1991 (the Act), the following details are provided as part of the Information Statement of the Attorney-General's Department that is an agency as defined under section 4(1) of the Act.

The Attorney-General's Department comprises a number of divisions, the role and functions of which are set out in this annual report. The Department is a central agency with its main clients being other Departments and agencies. Accordingly, the Attorney-General's Department itself cannot alter the legal rights of the public, but policy decisions may lead to legal rights being altered by an administrative decision of Cabinet, legislation or by regulation made under an Act. In general terms therefore, the decision-making process of the Department does not impact directly on the broader community.

#### PUBLIC PARTICIPATION IN AGENCY POLICY

There are no formal arrangements that make it possible for members of the public to participate in the formulation of the agency's policies and the exercises of the agency's functions. Public consultation is undertaken when a policy is being formulated when it is deemed appropriate.

#### DESCRIPTION OF THE KINDS OF DOCUMENTS HELD BY THE ATTORNEY-GENERAL'S DEPARTMENT

The statutory office holders listed below provide annual reports to the public free of charge, and other documents as described:

**\* Director of Public Prosecutions**

Telephone 8207 1529

**\* Commissioner for Consumer Affairs**

Telephone 8204 9588

The Office of Consumer and Business Affairs produces various pamphlets and brochures, relating to consumer/trader issues, tenant and landlord issues, buying of used vehicles and building of houses. This educational material is available free of charge. Forms and brochures can also be downloaded from the website: [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au).

Telephone FOI Officer: 8204 9853

**\* Public Trustee**

Telephone 8226 9200

The Public Trustee Office produces a range of brochures, information kits and manuals relating to the services provided by the Office and its operations. Brochures are available free of charge while information kits and manuals are available for purchase. Information is also available on the website: [www.publictrustee.sa.on.net](http://www.publictrustee.sa.on.net).

**\* Office of the Liquor & Gambling Commissioner**

Telephone 8226 8410

The Office of the Liquor & Gambling Commissioner produces information on the practice directions for lodging applications with the licensing authority and reasons for the decisions made on applications. These documents may be inspected or photocopied for a fee.

## Appendices

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**\* Commissioner for Equal Opportunity**

Telephone 8207 1977

The Equal Opportunity Commission produces various pamphlets and booklets outlining rights and responsibilities under the Equal Opportunity Act 1984. Information is also available on the website: [www.eoc.sa.gov.au](http://www.eoc.sa.gov.au).

**\* Attorney-General's Department**

Telephone 8207 1555

The Office of Crime Statistics and Research produces various research and statistical reports relating to crime and criminal justice in South Australia. These documents are available for purchase. Reports and research articles can also be downloaded from the website: [www.ocsar.sa.gov.au](http://www.ocsar.sa.gov.au).

Telephone 8207 1731

The Crown Solicitor's Office provides information describing the legal services it offers. Details of its services can also be found at its website: [www.cso.sa.gov.au](http://www.cso.sa.gov.au).

Telephone 8207 1720

The Crime Prevention Unit produces various booklets dealing with crime prevention programs, both State and National. These documents are available free of charge. Information can also be found on the website: [www.cpu.sa.gov.au](http://www.cpu.sa.gov.au).

Telephone 8207 1659

#### ACCESS TO AGENCY DOCUMENTS

Requests under the Freedom of Information Act for access to documents or amendment of records about personal affairs in the possession of the Attorney-General's Department should be directed in writing to:

#### FREEDOM OF INFORMATION OFFICER

Attorney-General's Department

GPO Box 464

ADELAIDE SA 5001

Telephone: 8207 1555

## Appendices

### APPENDIX G - EMPLOYMENT STATISTICS

**TABLE 1  
EMPLOYEE NUMBERS, GENDER AND STATUS**

Persons:	1322	
FTEs:	1151.05	
<b>Gender</b>	<b>% Persons</b>	<b>% FTEs</b>
Male	57.64	55.8
Female	42.36	44.2
Number of persons separated from the agency during the 2003–04 financial year	169	
Number of persons recruited to the agency during the 2003–04 financial year	285	
Number of persons on leave without pay at 30 June 2004	55	

**TABLE 2  
NUMBER OF EMPLOYEES BY SALARY BRACKET**

Salary Bracket	Male	Female	Total
\$0 - \$38 000	106	283	389
\$38 001 - \$49 000	171	224	395
\$49 001 - \$64 000	119	139	258
\$64 001 - \$83 000	97	51	148
\$83 001+	67	65	132
<b>Total</b>	<b>560</b>	<b>762</b>	<b>1322</b>

**TABLE 3  
STATUS OF EMPLOYEES IN CURRENT POSITION**

	FTEs				Total
	Ongoing	Short-Term Contract	Long-Term Contract	Casual	
Female	432.38	146.87	34.71	28.32	642.28
Male	366.90	72.30	60.00	9.57	508.77
<b>TOTAL</b>	<b>799.28</b>	<b>219.17</b>	<b>94.71</b>	<b>37.89</b>	<b>1151.05</b>

	Persons				Total
	Ongoing	Short-Term Contract	Long-Term Contract	Casual	
Female	467	154	37	104	762
Male	369	73	60	58	560
<b>TOTAL</b>	<b>836</b>	<b>227</b>	<b>97</b>	<b>162</b>	<b>1322</b>

## Appendices

**TABLE 4  
EXECUTIVES  
NUMBER OF EXECUTIVES BY STATUS IN CURRENT POSITION, GENDER AND CLASSIFICATION**

CLASSIFICATION	Ongoing		Contract Tenured		Contract Untenured		TOTAL		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
EXEC0A	0	0	8	4	1	0	9	4	13
EXEC0B	0	0	3	1	1	0	4	1	5
EXEC0C	0	0	3	0	1	2	4	2	6
EXEC0F	0	0	0	0	1	0	1	0	1
MLS001	0	0	11	8	5	2	16	10	26
MLS002	0	0	5	6	2	0	7	6	13
MLS003	0	0	1	1	2	0	3	1	4
MLS004	0	0	2	0	0	0	2	0	2
MLS01P	0	0	1	0	0	0	1	0	1
Ombudsman	1	0	0	0	0	0	1	0	1
Police Complaints Authority	0	0	0	0	1	0	1	0	1
Presiding Member Residential Tenancies Tribunal	0	0	0	0	0	1	0	1	1
Solicitor-General	1	0	0	0	0	0	1	0	1
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>34</b>	<b>20</b>	<b>14</b>	<b>5</b>	<b>50</b>	<b>25</b>	<b>75</b>

**TABLE 5  
LEAVE MANAGEMENT  
AVERAGE DAYS LEAVE TAKEN PER FULL TIME EQUIVALENT EMPLOYEE**

Leave Type	2000-01	2001-02	2002-03	2003-04
Sick Leave Taken	7.29	7.11	7.32	7.96
Family Carer's Leave Taken	0.32	0.43	0.45	0.53
Special Leave with Pay	0	0	0.59 *	0.73

\* Does not include Public Trustee data

## Appendices

**TABLE 6  
WORKFORCE DIVERSITY**

**NUMBER OF EMPLOYEES BY AGE BRACKET BY GENDER**

Age Bracket	Male	Female	Total	% of Total	% South Australian Workforce *
15-19	3	6	9	0.68	7.30
20-24	57	18	75	5.67	10.70
25-29	118	63	181	13.69	10.20
30-34	99	57	156	11.80	11.20
35-39	97	53	150	11.35	11.40
40-44	105	63	168	12.71	13.30
45-49	112	95	207	15.66	12.00
50-54	85	105	190	14.37	10.70
55-59	50	62	112	8.47	7.70
60-64	22	29	51	3.86	3.60
65+	14	9	23	1.74	2.00
<b>Total</b>	<b>762</b>	<b>560</b>	<b>1322</b>	<b>100.00</b>	<b>100.00</b>

\* As at March 2004 from ABS Supertable LM8

**TABLE 7  
NUMBER OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER EMPLOYEES**

	Male	Female	Total	% of Agency	Strategic Benchmark*
Aboriginal/Torres Strait Islander	3	3	6	0.45	2.0%

**TABLE 8  
CULTURAL AND LINGUISTIC DIVERSITY**

	Male	Female	Total	% of Agency	SA Community*
Number of employees born overseas	67	93	160	12.1	20.3%
Number of employees who speak language(s) other than English at home	3	3	6	0.45	15.5%
<b>TOTAL</b>	<b>70</b>	<b>96</b>	<b>166</b>		

\* ABS Publication Basic Community Profile (SA) Cat No. 2001.0

## Appendices

**TABLE 9  
NUMBER OF EMPLOYEES WITH ONGOING DISABILITIES REQUIRING WORKPLACE ADAPTATION**

	Male	Female	Total	% of Agency
<b>TOTAL</b>	<b>13</b>	<b>10</b>	<b>23</b>	<b>1.7</b>

**TABLE 10  
VOLUNTARY FLEXIBLE WORKING ARRANGEMENTS  
NUMBER OF EMPLOYEES USING VOLUNTARY FLEXIBLE WORKING ARRANGEMENTS BY GENDER**

	Male	Female	Total
Purchased Leave	1	13	14
Flexi-time	317	425	742
Part Time Job Share	1	0	1
Working from Home	27	164	191

**TABLE 11  
TRAINING AND DEVELOPMENT  
DOCUMENTED INDIVIDUAL PERFORMANCE DEVELOPMENT PLAN**

Salary Bracket	% with a plan negotiated within the past 12 months	% with plan older than 12 months	% no plan
\$0 - \$38 000	52	34	14
\$38 001 - \$49 000	46	44	10
\$49 001 - \$64 000	61	21	18
\$64 001 - \$83 000	54	22	24
\$83 001+	28	37	34
<b>Average</b>	<b>50</b>	<b>34</b>	<b>17</b>

**TABLE 12  
TRAINING EXPENDITURE AS A PERCENTAGE OF TOTAL REMUNERATION EXPENDITURE BY SALARY BANDS**

Salary Bracket	Actual 2003-04
\$0 - \$38 000	0.2%
\$38 001 - \$49 000	0.3%
\$49 001 - \$64 000	0.2%
\$64 001 - \$83 000	0.1%
\$83 001+	0.1%
Unspecified	1.3%
<b>Total</b>	<b>2.2%</b>

# Appendices

## APPENDIX H - OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

	2003–04	2002–03	2001–02
<b>1 OHS&amp;W LEGISLATIVE REQUIREMENTS</b>			
Number of notifiable occurrences pursuant to OHS&W Regulations Division 6.6	0	0	0
Number of notifiable injuries pursuant to OHS&W Regulation Division 6.6	0	0	0
Number of notices served pursuant to OHS&W Act s35, s39 and s40	0	0	0
<b>2 INJURY MANAGEMENT LEGISLATIVE REQUIREMENTS</b>			
Total number of employees who participated in the rehabilitation program	11	12	15
Total number of employees rehabilitated and reassigned to alternative duties	2	2	6
Total number of employees rehabilitated back to their original work	4	12	7
<b>3 WORKCOVER ACTION LIMITS</b>			
Number of open claims as at 30th June	14	22	17
Percentage of workers' compensation expenditure over gross annual remuneration	0.26	0.27	0.31
<b>4 NUMBER OF INJURIES</b>			
Number of new workers' compensation claims in the financial year	17	18	15
Number of fatalities	0	0	0
Number of lost time injuries	7	19	8
Number of medical treatment only	12	11	7
Total number of whole working days lost	286	172	686
<b>5 COST OF WORKERS' COMPENSATION</b>			
Cost of new claims for financial year	\$22 053	\$44 122	\$46 467
Cost of all claims excluding lump sum payments	\$178 268	\$198 023	\$154 770
Amount paid for lump sum payments (s42, s43, s44)	\$17 780	\$40 434	\$29 347
Total amount recovered from external sources (s54)	\$0	\$0	\$0
Budget allocation for workers' compensation	\$185 400	\$185 400	\$185 400
<b>6 TRENDS</b>			
Injury frequency rate for new lost time injury/disease for each million hours worked	3.53	9.17	5.11
Most frequent cause (mechanism) of injury	Slips, Trips and Strains	Office Ergonomics	Office Ergonomics
Most expensive cause (mechanism) of injury	Stress	Stress	Stress Injuries requiring surgery

Note: Above table does not include figures from the Public Trustee. That information can be found in the Public Trustee's Annual Report for 2003–04.

# Appendices

## APPENDIX I - BOARDS AND COMMITTEES

### Attorney-General

Classification of Theatrical Performance Board  
 Da Costa Samaritan Fund Trust  
 Environment, Resources and Development Court (Native Title Commissioner)  
 Equal Opportunity Tribunal  
 Juvenile Justice Advisory Committee  
 Legal Practitioners Conduct Board  
 Legal Practitioners Disciplinary Tribunal  
 Legal Services Commission  
 Police Disciplinary Tribunal  
 South Australian Classification Council  
 State Disaster Committee  
 Training Centre Review Board  
 Aboriginal Justice Consultative Committee

### Minister for Justice

Ministerial Advisory Committee on Victims of Crime

### Minister for Consumer Affairs

Building Work Advisory Panel  
 Building Work Contractors Act Industry/Consumer Assessor Panel  
 Conveyancers Act Industry/Consumer Assessor Panel  
 Credit Administration Act Industry/Consumer Assessor Panel  
 Electrical Advisory Panel  
 Land Agents Act Industry/Consumer Assessor Panel  
 Land Valuers Act Industry/Consumer Assessor Panel  
 Plumbers and Gas Fitters Advisory Panel  
 Plumbers, Gas Fitters & Electricians Act Industry/Consumer Assessor Panel  
 Public Trustee Audit Committee  
 Public Trustee Investment Advisory Board  
 Residential Tenancies Tribunal  
 Second Hand Vehicle Dealers Act Industry/ Consumer Assessor Panel  
 Security and Investigation Agents Act Industry/Consumer Assessor Panel  
 Trade Standards Advisory Council  
 Travel Agents Act Industry/Consumer Assessor Panel

### Minister for Multicultural Affairs

SAMEAC - Northern Regional Advisory Committee  
 SAMEAC - Riverland Regional Advisory Committee  
 SAMEAC - South East Regional Advisory Committee  
 South Australian Multicultural and Ethnic Affairs Commission

# Appendices

## APPENDIX J - LEGISLATION ADMINISTERED

### Attorney-General

Action for Breach of Promise of Marriage (Abolition) Act 1971  
 Acts Interpretation Act 1915  
 Adelaide Children's Hospital and Queen Victoria Hospital (Testamentary Dispositions) Act 1990  
 Administration and Probate Act 1919  
 Administrative Arrangements Act 1994  
 Administrative Decisions (Effect of International Instruments) Act 1995  
 Aged and Infirm Persons' Property Act 1940  
 Age of Majority (Reduction) Act 1971  
 Aircraft Offences Act 1971  
 ANZ Executors & Trustee Company (South Australia) Limited (Transfer of Business) Act 1996  
 Associations Incorporation Act 1985  
 Australia Acts (Request) Act 1985  
 Australian Crime Commission (South Australia) Act 2004  
 Bail Act 1985  
 Ballot Act 1862  
 Bills of Sale Act 1886  
 Business Names Act 1996  
 Civil Liability Act 1936 (formerly Wrongs Act 1936)  
 Classification (Publications, Films and Computer Games) Act 1995  
 Classification of Theatrical Performances Act 1978  
 Commercial Arbitration Act 1986  
 Commonwealth Legislative Powers Act 1931\*  
 Commonwealth Places (Administration of Laws) Act 1970  
 Commonwealth Powers (Family Law) Act 1986  
 Community Titles Act 1996  
 Companies (Administration) Act 1982  
 Constitution Act 1934  
 Constitutional Powers (Coastal Waters) Act 1979  
 Co-operatives Act 1997  
 Coroners Act 2003  
 Corporal Punishment Abolition Act 1971  
 Corporations (Administrative Actions) Act 2001  
 Corporations (Ancillary Provisions) Act 2001  
 Corporations (Commonwealth Powers) Act 2001  
 Corporations (South Australia) Act 1990  
 Courts Administration Act 1993  
 Cremation Act 2000  
 Crimes at Sea Act 1998  
 Criminal Assets Confiscation Act 1996  
 Criminal Investigation (Extraterritorial Offences) Act 1984  
 Criminal Law Consolidation Act 1935  
 Criminal Law (Forensic Procedures) Act 1998  
 Criminal Law (Legal Representation) Act 2001  
 Criminal Law (Sentencing) Act 1988  
 Criminal Law (Undercover Operations) Act 1995

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Crown Proceedings Act 1992  
 Da Costa Samaritan Fund (Incorporation of Trustees) Act 1953  
 Death (Definition) Act 1983  
 Debtors Act 1936  
 De Facto Relationships Act 1996  
 Director of Public Prosecutions Act 1991  
 District Court Act 1991  
 Domestic Violence Act 1994  
 Domicile Act 1980  
 Election of Senators Act 1903  
 Electoral Act 1985  
 Electronic Transactions Act 2000  
 Encroachments Act 1944  
 Enforcement of Judgements Act 1991  
 Environment, Resources and Development Court Act 1993  
 Equal Opportunity Act 1984  
 Essential Services Act 1981  
 (The) Estates Tail Act 1881  
 Evidence Act 1929  
 Evidence (Affidavits) Act 1928  
 Expiation of Offences Act 1996  
 Family Relationships Act 1975  
 Federal Courts (State Jurisdiction) Act 1999  
 Fences Act 1975  
 Financial Sector Reform (South Australia) Act 1999  
 Foreign Judgements Act 1971  
 Free Presbyterian Church (Vesting of Property) Act 2001  
 Frustrated Contracts Act 1988  
 Graffiti Control Act 2001  
 Guardianship and Administration Act 1993  
 Guardianship of Infants Act 1940  
 Inheritance (Family Provision) Act 1972  
 James Brown Memorial Trust Incorporation Act 1990  
 Judicial Administration (Auxiliary Appointments and Powers) Act 1988  
 Juries Act 1927  
 Jurisdiction of Courts (Cross-vesting) Act 1987  
 Justices of the Peace Act 1991  
 Kidnapping Act 1960  
 Land Acquisition Act 1969  
 Landlord and Tenant Act 1936  
 Law Courts (Maintenance of Order) Act 1928  
 Law of Property Act 1936  
 Law Reform (Contributory Negligence and Apportionment of Liability) Act 2001  
 Legal Practitioners Act 1981  
 Legal Services Commission Act 1977  
 Legislation Revision and Publication Act 2002  
 Liens on Fruit Act 1923  
 Limitation of Actions Act 1936

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Listening Devices Act 1972  
 Little Sisters of the Poor (Testamentary Dispositions) Act 1986  
 Magistrates Act 1983  
 Magistrates Court Act 1991  
 Marketable Securities Act 1971  
 Members of Parliament (Register of Interests) Act 1983  
 Mercantile Law Act 1936  
 Minors Contracts (Miscellaneous Provisions) Act 1979  
 Misrepresentation Act 1972  
 National Crime Authority (State Provisions) Act 1984  
 Native Title (South Australia) Act 1994  
 Oaths Act 1936  
 Off-shore Waters (Application of Laws) Act 1976  
 Ombudsman Act 1972  
 Parliamentary Committees Act 1991  
 Partnership Act 1891  
 Police (Complaints and Disciplinary Proceedings) Act 1985  
 Powers of Attorney and Agency Act 1984  
 Prohibited Areas (Application of State Laws) Act 1952  
 Public Trustee Act 1995  
 Racial Vilification Act 1996  
 Real Property Act 1886  
 Real Property (Commonwealth Titles) Act 1924  
 Real Property (Foreign Governments) Act 1950  
 Real Property (Registration of Titles) Act 1945  
 Recreation Grounds (Regulations) Act 1931  
 Registration of Deeds Act 1935  
 Royal Commissions Act 1917  
 Royal Style and Titles Act 1973  
 RSL Memorial Hall Trust Act 1997\*  
 Sale of Goods Act 1895  
 Sale of Goods (Vienna Convention) Act 1986  
 Sea-Carriage Documents Act 1998  
 Settled Estates Act 1880  
 (The) Settled Estates Act Amendment Act 1889  
 Sex Disqualification (Removal) Act 1921  
 Sexual Reassignment Act 1988  
 Sheriff's Act 1978  
 Shop Theft (Alternative Enforcement) Act 2000  
 Solicitor-General Act 1972  
 St John (Discharge of Trusts) Act 1997  
 Starr-Bowkett Societies Act 1975  
 State Disaster Act 1980  
 Stock Mortgages and Wool Liens Act 1924  
 Strata Titles Act 1988  
 Subordinate Legislation Act 1978  
 Summary Offences Act 1953  
 Summary Procedure Act 1921

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Supreme Court Act 1935  
 Survival of Causes of Action Act 1940  
 Telecommunications (Interception) Act 1988  
 Terrorism (Commonwealth Powers) Act 2002  
 Thomas Hutchinson Trust and Related Trusts (Winding Up) Act 1995  
 Trustee Act 1936  
 Trustee Companies Act 1988  
 Unclaimed Goods Act 1987  
 Victims of Crime Act 2001  
 Waite Trust (Miscellaneous Variations) Act 1996\*  
 Warehouse Liens Act 1990  
 Whistleblowers Protection Act 1993  
 Wills Act 1936  
 Workers' Liens Act 1893  
 Young Offenders Act 1993  
 Youth Court Act 1993

### Minister for Consumer Affairs

Births, Deaths and Marriages Registration Act 1996  
 Building Work Contractors Act 1995  
 Consumer Credit (South Australia) Act 1995  
 Consumer Transactions Act 1972  
 Conveyancers Act 1994  
 Credit Administration Act 1995  
 Fair Trading Act 1987  
 Hairdressers Act 1988  
 Land Agents Act 1994  
 Land and Business (Sale and Conveyancing) Act 1994  
 Land Valuers Act 1994  
 Liquor Licensing Act 1997  
 Manufacturers Warranties Act 1974  
 Plumbers, Gas Fitters and Electricians Act 1995  
 Prices Act 1948  
 Recreational Services (Limitation of Liability) Act 2003  
 Residential Tenancies Act 1995  
 Retail and Commercial Leases Act 1995  
 Second-hand Vehicle Dealers Act 1995  
 Security and Investigation Agents Act 1995  
 Trade Measurement Act 1993  
 Trade Measurement Administration Act 1993  
 Trade Standards Act 1979  
 Travel Agents Act 1986

### Minister for Multicultural Affairs

South Australia Multicultural and Ethnic Affairs Commission Act 1980

\* Denotes Act of limited application.

# Acronyms

<b>ACCC</b>	Australian Competition and Consumer Commission	<b>JSU</b>	Justice Strategy Unit
<b>AMS</b>	Audio Management System	<b>OCBA</b>	Office of Consumer and Business Affairs
<b>APU</b>	Accredited Purchasing Unit	<b>OCPE</b>	Office of the Commissioner for Public Employment
<b>APY</b>	Anangu Pitjantjatjara Yankunytjatjara	<b>OCSAR</b>	Office of Crime Statistics and Research
<b>ATSIC</b>	Aboriginal and Torres Strait Islander Commission	<b>ODPP</b>	Office of Director of Public Prosecutions
<b>CAA</b>	Courts Administration Authority	<b>OHS</b>	Occupational Health and Safety
<b>CAD</b>	Computer Aided Despatch	<b>OHS&amp;IM</b>	Occupational Health, Safety & Injury Management
<b>CARDS</b>	Court Assessment and Referral Drug Scheme	<b>OHS&amp;W</b>	Occupational Health, Safety & Welfare
<b>CFS</b>	Country Fire Service	<b>OHSW&amp;IM</b>	Occupational Health, Safety, Welfare & Injury Management
<b>CIC</b>	Criminal Injury Compensation	<b>OLF</b>	Organisational Learning Framework
<b>COAG</b>	Council of Australian Governments	<b>PMG</b>	Prudential Management Group
<b>CPU</b>	Crime Prevention Unit	<b>PPP</b>	Public Private Partnership
<b>CSO</b>	Crown Solicitor's Office	<b>RCPPE</b>	Regional Crime Prevention Program
<b>DASC</b>	Drug and Alcohol Services Council	<b>RISTEC</b>	Revenue SA Information System to Enable Compliance
<b>DCS</b>	Department for Correctional Services	<b>SAAS</b>	South Australia Ambulance Service
<b>DPP</b>	Director of Public Prosecutions	<b>SACAD</b>	SA Computer Aided Dispatch
<b>DUMA</b>	Drug Use Monitoring Australia	<b>SAMEAC</b>	SA Multicultural and Ethnic Affairs Commission
<b>ESAU</b>	Emergency Services Administration Unit	<b>SAMFS</b>	South Australian Metropolitan Fire Service
<b>FTE</b>	Full-Time Employee	<b>SA Police</b>	South Australia Police
<b>HR</b>	Human Resources	<b>SES</b>	State Emergency Service
<b>IJP</b>	Integrated Justice Program	<b>TRA</b>	Trades Recognition Australia
<b>ID</b>	Identification	<b>TVSP</b>	Targeted Voluntary Separation Packages
<b>ILUA</b>	Indigenous Land Use Agreement	<b>XML</b>	Extensible Markup Language
<b>IT</b>	Information Technology		
<b>ITC</b>	Interpreting and Translating Centre		
<b>JBRPRC</b>	Justice Business Reform Process Reference Committee		
<b>JIS</b>	Justice Information System		
<b>JPLC</b>	Justice Portfolio Leadership Council		