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Appendix 1: Accounts Payment Performance

Department of Attorney General And Justice Payment of Accounts For Goods And Services Year ended 30 June 2012

Aged analysis at the end of each quarter

Quarter	Current (i.e. within due date)	Less than 30 days overdue	Between 30 and 60 days overdue	Between 60 and 90 days overdue	More than 90 days overdue
	\$'000	\$'000	\$'000	\$'000	\$'000
All suppliers					
September	44,709	5,392	92	(1)	28
December	36,210	5,547	(4)	2	(7)
March	38,235	519	89	6	6
June	51,014	3,032	171	5	(1)
Small business suppliers					
September	N/A	N/A	N/A	N/A	N/A
December	N/A	N/A	N/A	N/A	N/A
March	379	0	0	1	(3)
June	1,371	30	(1)	(3)	0

N/A – Information not available

Accounts due or paid within each quarter

Measure	September	December	March	June
All suppliers				
No of accounts due for payment	63,454	57,815	59,557	66,506
No of accounts paid on time	59,917	54,444	56,552	63,893
Actual % of accounts paid on time (based on no of accounts)	94%	94%	95%	96%
Dollar (\$) amount of accounts due for payment	325,524,373	233,988,515	218,039,400	268,549,499
Dollar (\$) amount of accounts paid on time	295,680,539	206,623,021	202,515,570	259,680,748
Actual % of accounts paid on time (based on \$)	91%	88%	93%	97%
No of payments for interest on overdue accounts	N/A	N/A	5	8
Interest paid on overdue accounts (\$)	N/A	N/A	364.49	413.27

N/A – Information not available

Appendix 1: Accounts Payment Performance (continued)

Accounts due or paid within each quarter (continued)

Measure	September	December	March	June
Small business suppliers				
No of accounts due for payment	N/A	N/A	4,653	6,400
No of accounts paid on time	N/A	N/A	4,505	6,147
Actual % of accounts paid on time (based on no of accounts)	N/A	N/A	97%	96%
Dollar (\$) amount of accounts due for payment	N/A	N/A	7,870,309	10,950,810
Dollar (\$) amount of accounts paid on time	N/A	N/A	7,675,806	10,757,932
Actual % of accounts paid on time (based on \$)	N/A	N/A	98%	98%
No of payments for interest on overdue accounts	N/A	N/A	5	8
Interest paid on overdue accounts (\$)	N/A	N/A	364.49	413.27

N/A – Information not available

A) New Payment of Accounts Policy

NSW Treasury Circular NSW TC 11/12 amended the Government's Payment of Accounts Policy, effective from 14 July 2011, for agencies to pay small business suppliers for goods and services within 30 days unless an alternative period is provided.

The main changes compared to the previous Payment of Accounts Policy were:

- a) To enhance the payment of accounts requirements with respect to small businesses, which are defined as Australian and New Zealand-based firms with an annual turnover of less than \$2 million in the latest financial year.
- b) To specify new payment of accounts requirements for payments to small business suppliers:
 - i) Payments must be made within 30 days of receipt of a correctly rendered invoice, unless an existing contract or standing offer (i.e. pre 14 July 2011) provides for an alternative time period.
 - ii) If payment is not made within 30 days of receipt of a correctly rendered invoice, simple interest is payable automatically (in excess of \$A20) where required by the policy, effective from 1 January 2012.
- c) To largely carry forward previous requirements relating to payments to suppliers who are not small businesses. Agencies are also encouraged to pay other suppliers within 30 days of the date of receipt of a correctly rendered invoice.

B) Transitional Arrangements

- a) The Department was unable to report upon the payment performance of small business suppliers for the quarters ended 30 September 2011 and 31 December 2011, as the necessary information to identify such suppliers as defined in A) a) above, was not available.
- b) To resolve B) a) above, the Department despatched letters to approximately 12,000 suppliers during November 2011 to request confirmation of their status as small business suppliers as defined in A) a) above or non-small business suppliers.
- c) In December 2011, the Department updated the accounts payable ledger with the written information provided by numerous suppliers to enable compliance with the new policy from 1 January 2012 onwards. NSW TC 11/21 acknowledges these transitional arrangements, because of the necessary logistical arrangements to obtain the status of so many individual suppliers, in writing.
- d) The Department now fully complies with all reporting requirements and continues the ongoing process of contacting new suppliers to obtain written confirmation of their status under the Payment of Accounts Policy.

Appendix 1: Accounts Payment Performance (continued)

C) Payment of Mandatory Interest to Small Business Suppliers

As a result of the new Payment of Accounts Policy, the Department has paid mandatory interest totalling \$364.49 to five small business suppliers for the quarter ended 31 March 2012 and \$413.27 to eight small business suppliers for the 30 June 2012 quarter.

The main reasons for payment delay are the misplacement of invoices and/or invoices lost in the post.

D) Departmental Initiatives to Improve Payment Performance

The Department provides services to the NSW public at multiple locations which are geographically spread throughout the State. The decentralised nature of the Department's business may result in some delayed payments. The Department has several initiatives in place to improve payment performance, as outlined below:

- 1) The establishment of the "Payment of Accounts and Small Business Suppliers" website to provide business centres with the following information and to facilitate compliance with the Payment of Accounts Policy:
 - a) Copies of all NSW Treasury and Departmental circulars on the Payment of Accounts Policy
 - b) Details of small business suppliers, which are updated monthly
 - c) Quarterly interest rates payable, as advised by the Office of State Revenue
 - d) Details of those small business suppliers, who have been paid penalty interest in excess of \$A20, as a result of the late payment of invoices
 - e) Quarterly Departmental payment performance statistics for publication on the website of the Department of Finance and Services
- 2) Review of the monthly late payments that attract penalty interest with relevant business centre managers
- 3) Continued increased use of electronic funds transfer as the preferred method of paying creditors, as opposed to cheques
- 4) Investigation of the increased use of purchasing cards as an alternative method of paying suppliers, in line with NSW Government policy
- 5) Payment of major suppliers by way of consolidated billing, e.g. Australia Post, Corporate Express and electricity suppliers
- 6) Continued consolidation of processing and payment functions in line with corporate services reform strategies.

Appendix 2: Consultants

Consultant Expenditure over \$50,000

Attorney General's Division

Details of business centre, consultant and project description	Consultancy category	Expenditure 1 July 2011 to 30 June 2012
1. Asset Management Branch – Mace Australia – Wollongong Courthouse Business Case	Management Services	\$56,788
2. Crime Prevention Division – University of Western Sydney – Forum Sentencing: How and Why Does it Work Research	Management Services	\$66,229
3. Financial Services – Land and Property Information – Asset Evaluation Advice	Finance & Accounts	\$192,500
4. CaTS Channel Management Program – CapGemini – Channel Management Program	Management Services	\$155,860
5. Asset Management Branch – Mace Australia – Wollongong Courthouse Business Case	Management Services	\$57,668
6. Crime Prevention Division – Judicial Commission of NSW – Forum Sentencing Program Database Development	Management Services	\$144,100
7. Financial Services – Third Horizon Consulting Partners – High Level Independent Review of Financial Business Process	Finance & Accounts/ Tax	\$74,590
8. Financial Services – Fire and Rescue NSW – FRNSW SAP Implementation	Finance & Accounts	\$125,758
9. CaTS Channel Management Program – Avoka Technologies – Channel Management Program	Information Technology	\$544,990
10. Asset Management – Deloitte Touche Tohmatsu – New Children's Court Business Case	Management Services	\$94,275
11. Births Deaths and Marriages – Ernst & Young – BDM Head Office Relocation	Management Services	\$91,410
12. ADR Directorate and Community Justice Centre – Australian Institute of Criminology – Evaluation of Dispute Resolution Conferences and the Legal Aid Pilot in the NSW Children's Court	Management Services	\$76,389
13. Financial Services – Deloitte Tax Services – Review, Consolidation and Standardisation of Financial Policies of DAGJ	Finance & Accounts/ Tax	\$79,750
14. Victims Services – Price Waterhouse Coopers – Review of Victims Compensation Scheme	Organisational Review	\$280,000
Total expenditure for consultants over \$50,000		\$2,040,306

Corrective Services NSW

Details of business centre, consultant and project description	Consultancy category	Expenditure 1 July 2011 to 30 June 2012
1. G4S Compliance and Investigations	Compliance and Investigations	\$152,326
2. Richard Paul Irving	Management Services	\$149,769
3. Knowledge Consulting	Management Services	\$143,789
4. RGH Services Pty Ltd	Risk Assessments	\$101,600
5. John Paget	Management Services	\$66,459
Total expenditure for consultants over \$50,000		\$613,943

Juvenile Justice NSW

Nil

Appendix 2: Consultants (continued)

Consultant Expenditure under \$50,000

Attorney General's Division

Consultancy category	Number	Expenditure 1 July 2011 to 30 June 2012
Management Services	55	\$748,902
Finance and Accounts	8	\$69,674
Information Technology	6	\$68,734
Organisational Review	5	\$105,620
Total expenditure for consultants under \$50,000		\$992,930

Corrective Services NSW

Consultancy category	Expenditure 1 July 2011 to 30 June 2012
ICT services	\$ 48,215
Management Services	\$107,193
Risk Assessments	\$68,828
Research	\$20,000
Training	\$4,050
Total expenditure for consultants under \$50,000	\$ 248,286

Juvenile Justice NSW

Consultancy category	Expenditure 1 July 2011 to 30 June 2012
Human Resources	\$8,982
Program Evaluation	\$45,455
Risk Assessment	\$19,800
Total expenditure for consultants under \$50,000	\$74,237

Appendix 3: Consumer Response

Attorney General's Division

Complaint handling systems are an important element of providing quality customer service and identifying areas needing improvement. The AGD's complaints handling policy, Managing Complaints and Other Feedback, aims to ensure complaints are dealt with fairly and expeditiously and are used to help improve services, policies and client relations.

Complaints are dealt with in the first instance by the business centre involved. If clients are dissatisfied with the outcome, complaints may then be reviewed by a more senior officer or by the Community Relations Unit. The Unit also handles complaints made directly to the Attorney General and the Director General.

Information about the AGD's approach to complaints and feedback can be found on the web page <http://feedback.lawlink.nsw.gov.au>, which also contains an online client feedback form.

Appendix 3: Consumer Response (continued)

Complaints about the Department can be made directly to the business centre involved, or by completing the online feedback form, or by contacting:

Director, Community Relations Unit
 Department of Attorney General and Justice
 Locked Bag 5111 Parramatta NSW 2124
 Email: communityrelations@agd.nsw.gov.au

Client improvements as a result of client complaints or suggestions

In 2011/12, in response to feedback from clients, the following Business Centres implemented a number of changes and improvements to their operations and/or practices in an effort to better meet client needs.

Anti-Discrimination Board of NSW

- Assessed processing methods, particularly communication, that led to a number of developments such as:
 - new telephone system network design to enhance synergy between sites in hand-offs and managing enquiry volumes
 - e-lodgement of complaints process refinement to maintain privacy.

Asset Management Branch

- Implemented a client service charter.

NSW Registry of Births Deaths and Marriages Call Centre

- Reviewed the NSW Registry of Births Deaths and Marriages (BDM) complaint policy and its implementation within the Call Centre. Efforts are now made to address complaints as they arise within the BDM Call Centre as opposed to escalating them to the Registry, where that is not in the customer's interest.

Court Services

- Implemented new procedures for the checking and signing of warrants.

Dust Diseases Tribunal

- Implemented the conducting of call-overs on Monday mornings to reduce the delay in finalising consent orders and other administrative matters.

Legal Profession Admission Board

- Amended procedures for examinations to ensure the printing of examination booklets is quality-checked prior to examinations.

Legal Services Branch

- Improved co-ordination with key stakeholders, such as the Crown Solicitor's Office and the Chief Magistrate's Office.
- Convened and currently chairs regular cluster meetings of GIPA and Privacy officers with the aim of streamlining processes and standardising guidelines and procedures.
- Reached milestones in the reform of the Guardian ad Litem (GAL) program, including significant recruitment and training of new GAL panel members, and publication of key resources such as the GAL Handbook.
- Undertook a review of privacy compliance with a view to developing a cluster wide Privacy Code of Practice.

NSW State Coroners Court

- Worked closely with NSW Health to improve efficiencies and reduce the delay in the provision of final post mortem reports (prepared by pathologists).

NSW Registry of Births Deaths and Marriages

- Streamlined documentation requirements for establishing residency for change of name applications.

Office of the Sheriff of NSW

- Reviewed the management of Civil Enforcement.
- Allocated additional resources to assist in jury processing backlogs.

Reporting Services Branch

- Developed and implemented a quality assurance process for transcript production to improve quality.
- Improved workflow management to improve "on time" delivery of transcripts.

Supreme Court of NSW

- Initiated the first comprehensive review of the operation of the Costs Assessment Scheme. The aim of the review is to examine whether the legislation, principles and procedures underpinning the Scheme support the just, quick and cheap resolution of costs disputes. Recommendations arising from the review will be published in the latter half of 2012.

Appendix 3: Consumer Response (continued)

Client Complaints received by Business Centres 2011/12

Business Centre	Service	Policy/ Procedure	Cost	Other	TOTAL	Operational Matters Processed
Administrative Decisions Tribunal	5	2		16	23	876
ADR Directorate and Community Justice Centres	23	5			28	5,021
Anti-Discrimination Board	14	6		1	21	12,184
Asset Management Branch	2	1		1	4	11,000
Births Deaths and Marriages Call Centre	16			52	68	298,598
Bureau of Crime Statistics and Research					0	898
Court Services (Local and District Court)	81	53	14	16	164	400,221
Community Relations Unit	5			2	7	46,787
Dust Diseases Tribunal		1			1	528
Information Services Branch					0	94,619
Land and Environment Court of NSW		2		2	4	1,443
Law Access NSW	34	5		19	58	195,165
Law Reform Commission				1	1	14
Legal Services Branch					0	2,227
Legal Profession Admission Board	20		1		21	13,999
Legal Representation Office					0	116
NSW Industrial Relations Commission					0	2,197
NSW State Coroners Office	18	4	2	10	34	5,800
Office of the Legal Services Commissioner	2				2	10,678
Office of the Professional Standards Councils					0	51
Public Defenders Office					0	840
Registry of Births Deaths and Marriages	334	138	13	91	576	746,615
Reporting Services Branch	15	4	2	2	23	33,500
Sheriffs Office	50	8	1	4	63	594,770
Supreme Court	14	2	1		17	42,810
Victims Services	5			18	23	21,911

Definition of Operational Matters

Finalised cases/matters filed

Files opened due to receipt of suitable referral

Complaints of discrimination, enquiries, training and seminars and legal matter advice

Maintenance requests received on buildings and for support in contracts and procurement, vehicles purchased and disposed of, capital works projects completed and completion of backlog matters

Callers assisted

Requests for statistical information completed

Total lodgments for crime and civil as reported in the 2012 Report on Government Services report for District Court, Local Court and Children's Court. (See also separate entry for Sheriffs)

Department, JP and Ministerial correspondence (7,703), JP appointment/reappointments finalised (16,203), JP/CRU phone/email enquiries/responses (16,891), other JP transactions (5,990)

Matters (Claims) lodged

ISB Service requests (20,592), Total switchboard incoming calls (74,027)

New proceedings lodged

Callers assisted

Publications produced

Applications and correspondence regarding exercise of Attorney statutory or common law powers and powers by DG, GIPA applications, litigation matters, MHRT matters

Includes applications, registrations, enrolments and examinations, and admission of lawyers

New client files opened

Matters filed

Deaths reported to the Coroner

Correspondence matters and phone enquiries

Schemes operating and scheme applications being prepared/processed under professional standards legislation. Processing of applications for grants program

Serious criminal cases briefed

All applications received and events registered, and amendment to register records

Orders for transcripts received and fulfilled

Jurors summoned (237,695), Notices of inclusion on jury (186,682), Sevice and enforcement matters (82,477), Jurors excused (87,916). NB Also 255,444 security hours provided

Total number of court proceedings filed (NB - includes estimate component re Court of Appeal filings)

Client applications

Appendix 3: Consumer Response (continued)

Corrective Services NSW

Corrective Services NSW (CSNSW) encourages the resolution of complaints at the local level. Members of the public can direct their complaints to the relevant correctional centre, Community Offender Services district office or head office staff or management. Members of the public may also write to the Minister responsible for Corrective Services or the Commissioner of Corrective Services, and they may lodge complaints via the CSNSW website.

Formal avenues through which inmates can make inquiries and/or raise complaints are set out in both legislation and CSNSW policies and procedures.

Data is not centrally retained on complaints received locally. Data is retained on complaints made by inmates to the Corrective Services Support Line (CSSL) and to Official Visitors appointed by the Minister responsible for Corrective Services. Data also is retained on written complaints received by the Minister responsible for Corrective Services and the Commissioner of Corrective Services from inmates and members of the public, and on complaints from members of the public lodged via the CSNSW website.

Regular reports on the number and types of complaints received are provided to the CSNSW Board of Management and the Operational Performance Review Branch. Complaints about visits are referred to the Offender Management and Operations Division and to the CSNSW Children and Families of Offenders Steering Committee.

In 2011/12, a number of operational policies were reviewed and/or amended as a result of complaints received.

Minister and Commissioner

In 2011/12, a total of 208 written complaints were received by the Minister and Commissioner. The highest number of complaints was about inmate visits, parole/release, placement, property and buy ups.

The number and types of complaints received was comparable with the previous year.

Corrective Services Support Line

In 2011/12, the Corrective Services Support Line (CSSL) answered 4,775 telephone calls from inmates in correctional centres. While this was a decrease of 20% on the number received in 2010/11 of 5,730, it is comparable with the 2009/10 figure of 4,805 calls answered.

Of the calls answered in 2011/12, 1,729 (36%) were recorded as complaints. This is an increase on both the 2010/11 and 2009/10 figures of 30% and 19% respectively.

The highest number of complaints was about inmate property, medical issues, phone accounts, placement, inmate money and unfair treatment.

Official Visitors

In 2011/12, Official Visitors made 1,403 visits to 46 correctional facilities. Inmates raised 5,610 matters with Official Visitors which were recorded as complaints, slightly fewer than in 2010/11 (5,871). The categories of complaint most often raised were medical issues, property, correctional centre routine, buy-ups, and offender services and programs.

NSW Ombudsman

In 2011/12, the NSW Ombudsman wrote to the Commissioner of Corrective Services on 160 occasions concerning 76 separate matters, 26 fewer matters than in 2010/11.

Of the 76 matters, 62 were pursuant to section 13AA of the *Ombudsman's Act 1994* (preliminary investigations); 14 'other' matters were inquiries or requests (outside of section 13AA).

In 2011/12, the Ombudsman did not raise any matters under section 16 of the *Ombudsman's Act 1994* (Notice of Formal Investigation).

Of the section 13AA matters the highest categories concerned:

Inmate property	19
Treatment and care	11
Classification and Placement	8
Use of Force/Assault	7

The 14 'other' matters included:

Reviewable child death	3
Review of legislation	1
Access to information (under the <i>Government Information (Public Access) Act 2009</i>)	1

At 30 June 2012, of the 62 matters under section 13AA, 14 matters had not been finalised by CSNSW, and CSNSW had not received a final response from the Ombudsman in regard to 15 matters. Note: the Ombudsman does not provide a final response for all matters.

Of the remaining 33 matters, the NSW Ombudsman indicated that 20 required no further action and 13 required CSNSW to respond directly to the complainant. The NSW Ombudsman also made recommendations or suggestions in regard to four matters.

Appendix 3: Consumer Response (continued)

Juvenile Justice NSW

Community consultation and client feedback

In developing its policies and programs, Juvenile Justice NSW places strong emphasis on consultation with relevant community groups and other stakeholders in the planning of new community-based and centre-based services.

Feedback about services is encouraged from clients, their families, advocates and community groups. This feedback helps identify and address any service delivery issues that may arise and ensures we provide the best possible service to clients and stakeholders.

There are various ways for young people, stakeholders and staff to provide feedback.

All participants in Youth Justice Conferences (YJCs) are given the opportunity to provide anonymous written feedback to YJC managers about their experiences in pre-conference preparation and in the conference itself. These responses are used to monitor convenor performance in meeting the needs and respecting the rights of all youth justice conference participants.

All community offices and Juvenile Justice centres display posters and leaflets to inform young people of their right to contact the Ombudsman if they have any concerns or complaints about Juvenile Justice. All correspondence and communication with young people informs the young person and their families that, if they have any concerns, they are able to raise these with the manager of the relevant Juvenile Justice Community Services office.

In Juvenile Justice centres, elected detainee representative committees provide feedback to the manager and initiate suggestions for the improvement of client services and the custodial environment.

Client induction booklets for each centre, written in reader-friendly format and recorded onto audiotape, are distributed to young people on admission to centres. These booklets outline how clients may make complaints and provide service feedback.

An induction video is shown to newly admitted young people. This video outlines complaint and feedback procedures as well as the rights and responsibilities of clients.

Official Visitors prepare six-monthly reports to the Minister following their liaison with young people in custody, and the agency is required to resolve operational or client problems identified in these reports.

The Children's Visiting Legal Service is funded to advise and represent young people held in Juvenile Justice centres. Solicitors from this service may also act as support persons through whom clients can provide feedback to the Department.

NSW Ombudsman

Representatives of the NSW Ombudsman undertake regular visits to each Juvenile Justice centre. The aim of these visits is to bring to the attention of Juvenile Justice any client complaints or issues which require urgent attention and remedial action to be taken.

Section 25 of the *Ombudsman Act 1974* requires Juvenile Justice NSW to notify and report to the Ombudsman all allegations of assault, ill-treatment or neglect of a child. The Arunta telephone system in Juvenile Justice centres allows detainees to directly contact the Office of the Ombudsman. The Ombudsman also provides reports to Juvenile Justice on the complaints received from clients.

Complaints

In 2011/12, there were a total of 84 complaints received by Juvenile Justice NSW, 74% of which were made directly by a Juvenile Justice client and 14% were made by a client's family member or carer. The remainder consisted of complaints made by staff members, other people or agencies on behalf of a client, or were made or investigated by the NSW Ombudsman.

Of these complaints, 44% were resolved within 48 hours and 42% were resolved within three weeks.

Nature of complaints	Number of complaints	Percentage %
Complaint against staff	59	70
Complaint about food/diet in centres	4	5
Complaint against rules/point system in centres	7	8.5
Complaint about medical care	1	1
Complaint about appointments and interviews	3	3.5
Complaint about police	2	2.5
Other (including incentive scheme, school issues, approval for contacts, transfer of case and information between Juvenile Justice Community Services and Intensive Supervision Program, misinterpretation by family of information provided by Juvenile Justice Officer)	8	9.5
Total	84	100.00

Appendix 4: Credit Card Certification

Attorney General's Division

In accordance with the Treasurer's Direction 205.01, it is hereby certified that the use of corporate credit cards, which has been restricted to senior officers, has been in accordance with Premier's Memoranda and Treasurer's Directions.



Laurie Glanfield
Director General

Corrective Services NSW

In accordance with Treasurer's Directions 205.01 it is hereby certified that the use of credit cards, which is restricted, to senior officers, has been in accordance with Premier's Memoranda and Treasurer's Directions.



Ron Woodham
Commissioner

Juvenile Justice NSW

It is certified that credit card use by officers of Juvenile Justice was in accordance with government guidelines.



Valda Ruis
Acting Chief Executive

Appendix 5: Disability Plans

The Department of Attorney General and Justice is developing a new Disability Action Plan 2013-15 which will supersede the agency-specific plans.

Attorney General's Division

Disability strategic plans

The Attorney General's Division has continued to create an accessible service provision and employment environment through the implementation of its fifth *Disability Strategic Plan 2010–2012*.

Level 1 – Universal/mainstream services

Outcome 1 – Service provision

Services and programs are accessible to the disability community because they are provided through inclusive policies and practices, in line with the spirit of the *NSW Disability Services Act 1993* and the *Commonwealth Disability Discrimination Act 1992*.

Performance Indicators	Achievements
Access to services	
A baseline of external customers with disabilities' satisfaction is established by June 2010 through the conduct of a client satisfaction survey and it is followed up in December 2012 with a second client satisfaction survey.	A Clients with Disabilities Satisfaction Survey was conducted in early 2010. Over sixty clients with various and numerous disabilities were individually interviewed on their experiences when using our services from a disability access perspective. This document has served as a catalyst for additional training of staff in Flexible Service Delivery and is ensuring we focus on service delivery.
Staff involved in the delivery of services to the general public have an understanding of the service provision requirements of people with disabilities and the Attorney General's Division's Flexible Service Delivery (FSD) Principles.	While the above survey demonstrated that many staff understand service provision requirements, the Flexible Service Delivery training program was updated and offered to several courthouses. Examples of service provision are: <ul style="list-style-type: none"> • Victims Services tailored Flexible Service Delivery Training for client Service Officers conducted by Diversity Services • Legal Practitioners Board provided reasonable adjustments for people with disabilities when taking exams.
Information on service provision in ACCESSLink is available for staff and updated annually.	ACCESSlink, the Department's online guide to serving people with disabilities, has been under review and is being prepared for the OneWeb transition. This has included revision of all content. It is actively promoted to staff through the induction training program.
Departmental staff are able to access specialist advice in order to obtain adaptive technology to meet client needs.	ACCESSlink, the Department's online guide to serving people with disabilities, has been under review and is being prepared for the OneWeb transition. This has included revision of all content. It is actively promoted to staff through the induction training program.

Access to services

Appendix 5: Disability Plans (continued)

Outcome 1 – Service provision (continued)

Performance Indicators	Achievements
Victim Services provide accessible assistance to people with disabilities.	<p>Flexible Service Delivery training was delivered to Victim Services staff in 2011 who applied what they learnt to their service delivery for people with disability by:</p> <ul style="list-style-type: none"> • Appointing counsellors who can consider disability related issues and provide access; • Including specific stakeholders in the Better Court Support Review to ensure that gaps in court support services for people with disabilities were identified; and • Preparing several documents in plain English including “Your Rights as a Victim of Crime” booklet revised for victims with cognitive disabilities and the workers who support them. This document was a joint initiative between Victims Services and NSW Trustee and Guardian. <p>The Victims of Crime Interagency Forum includes consultation with the Department of Aboriginal Affairs, Office of Women’s Policy, Human Services, Ageing Disability and Homecare, Community Relations Commission, Lesbian and Gay anti-Violence Project, NSW Women’s Refuge Movement, Mental Health Coordinating Council and the Mental Health Tribunal.</p>
Staff Training	
All client service courses include practical components from the Flexible Service Delivery (FSD) Training Program.	<p>Local Court staff attended workshops on serving people with intellectual disabilities.</p> <p>100% of the Administrative Decisions Tribunal registry staff have attended FSD.</p> <p>All LawAccess staff are provided FSD training.</p> <ul style="list-style-type: none"> • Courses across the training spectrum with DAGJ offer skills based training leading to the provision of Flexible Services Delivery: • Induction: Workplace Ethics • Client Service: Manage High Risk Situations (working with clients who are affected by drugs and alcohol) • Client-friendly Publications • Client Service Skills • Client Service – Working with people with intellectual disabilities • Aboriginal Cultural Awareness • Anti-discrimination Awareness Session • Performance Management – Performance Management and Diversity • Workplace Discrimination and Harassment – for managers • Discrimination and harassment – Legal Compliance
Departmental staff confidence and competence in providing services for and managing people with disabilities are increased as reflected by the results of a Department wide Flexible Service Delivery staff survey, originally administered in 2008 and re-issued in 2011.	<p>Flexible Service Delivery training was delivered to over 250 staff from Downing Centre Local and District Court, Children’s Court, and numerous metropolitan and regional local courts.</p> <p>The survey will be readministered in late 2012.</p>

Appendix 5: Disability Plans (continued)

Outcome 2 – Access to justice

Improved access to the justice system and human rights for people with disabilities is achieved by reducing the incidence of discrimination.

Performance Indicators	Achievements
The legislative policy agenda for people with cognitive disabilities is advanced.	<p>Collaborative work was undertaken with the Ageing, Disability and Home Care's whole of government Senior Officers Group (SOG) on People with Intellectual Disabilities and the Criminal Justice System.</p> <p>With the conclusion of the above SOG, the Division has secured recognition of the need for a 'Forum' for Senior Officers on People with Cognitive Disabilities and Complex Needs in the Criminal Justice System. Work will commence in September 2012.</p>
Officers preparing legislation develop it in such a way that it promotes non-discriminatory policy, language and practice.	<p>At the end of the previous financial year, Legislation, Policy and Criminal Law Review staff attended an intense half-day workshop on disability issues and their implications on the development of policy and legislation. This work has led to numerous discussions and interest around legislation and its implications for people with disabilities.</p> <p>Work has proceeded on:</p> <ul style="list-style-type: none"> The Work and Development Orders Scheme which enables the State Debt Recovery Office to make a work and development order to enable a fine defaulter who has an intellectual disability, a mental illness or a cognitive impairment, to undertake certain activities specified in the order (for example, unpaid work, medical treatment or counselling) in lieu of paying the fine. Following an evaluation of the Scheme, it has been made permanent and amendments were made to the legislation underpinning the Scheme to finetune its operation. The Capacity Working Group is considering the legal definition of "capacity" for civil matters. The Consolidation of Commonwealth anti-discrimination laws. Advice was provided to the NSW Attorney General on the Commonwealth's proposal to consolidate its anti-discrimination laws. This included providing advice on an issues paper released by the NSW Attorney General, seeking feedback from NSW stakeholders on the Commonwealth's proposal.
Court staff provide and promote an accessible court environment for people with disabilities.	Various courts and tribunals are providing an increased number of reasonable adjustments within courts.
There is an annual increase in the use of reasonable adjustments in courts as evidenced by JusticeLink.	Justicelink reasonable adjustment data will be available in 2011/12 as a baseline and will be reported next year.
The human rights of people with decision-making disabilities are protected and promoted through enhanced understanding of the issues of capacity by both various professions and within the community.	<p>Over 15 workshops on the Capacity Toolkit were held this year for professional sectors and community members. Legal practitioners and health care professionals are now talking about Capacity issues at conferences and continuing education programs.</p> <p>Over 70,000 Capacity Toolkits have been distributed.</p> <p>The Division has re-established the multi-agency Capacity Reference Group to advise on direction and a revision of the Toolkit.</p>

Appendix 5: Disability Plans (continued)

Outcome 3 – Communication

People with disabilities are aware of and can effectively access information services and programs, including court proceedings through the provision of accessible communication strategies and formats.

Performance Indicators	Achievements
The Attorney General Division's internet, intranet and e-commerce services are provided in accessible formats and comply with W3C1 (AAA Level wherever possible) and Australian Human Rights Commission (AHRC) guidelines.	<p>Division's websites (internet and intranet) redeveloped under the 'One Website' program to comply with AA standard of the W3C Web Content Accessibility Guidelines.</p> <p>In June 2012 senior communications staff attended a seminar on web accessibility provided by the Department of Premier and Cabinet's Strategic Advertising group.</p>
95% of documents on the Attorney General Division's websites (internal and external) are offered in a format in addition to a PDF copy (e.g. HTML, word, txt or rtf).	Information on the Division's internet and intranet websites, including attached documents, is provided in accessible formats.
Public information is provided in plain English (avoiding jargon) and uses a non-serif font at least 12pt.	<p>Communications Unit provides advice to Business Centres regarding plain English copy writing, accessible publishing formats and alternative formats. The Department's updated Style Guide reinforces these access requirements as the Department's standard.</p> <p>Numerous Business Centres have revised information and provide it in plain English and it can be provided in alternate formats.</p>
In all reviews of departmental documents, it is a priority to ensure information for Aboriginal and multicultural customers with a disability are provided in culturally and linguistically appropriate formats.	<p>Communications Unit provides business centres advice on plain English and access issues.</p> <p>Diversity Services actively promotes plain English and translations of documents on ACCESSlink and in all training.</p>
An increase in Departmental staff ability to provide information in alternative formats and knowledge of where to find assistance when required is evidenced in the staff Flexible Service Delivery survey in December 2011.	ACCESSlink provides advice on creating documents in alternative formats. Vision Australia workshops are promoted across the division and attended by relevant staff who prepare publications and web design.
An increase in the use of assistive hearing devices in Courts is tracked annually.	<p>Courtroom Technology has conducted a significant roll out of new infra-red systems permanently installed or located within larger courthouses. There are now 65 permanent infra-red systems across the state.</p> <p>For courtrooms without permanent systems, court staff can request the portable system be couriered to them for the matter.</p>

¹ World Wide Web Consortium

Appendix 5: Disability Plans (continued)

Outcome 4 – Buildings and facilities

People with disabilities have equitable access to our buildings and facilities.

Performance Indicators	Achievements
New facilities comply with AS1428 Part 2 and the <i>Disability Discrimination Act</i> as far as possible.	<p>All new works have been designed to comply with Part 2 including Coffs Harbour and Newcastle. All refurbishments are designed to comply with Part 2 as far as practicable within existing building limitations.</p> <p>Major works include the John Maddison Tower (JMT), Queens Square, Waverley, Queanbeyan, Port Macquarie (Part 1) and Liverpool. All the new components of these works comply with Part 2 but where they join existing buildings, there may be some components that do not comply, such as corridor widths and door swings and access from basement areas.</p> <p>It should be noted that all new cell complexes include accessible facilities.</p>
Priorities for access improvements of existing buildings are identified and integrated into the Asset Management Branch's forward capital works program.	Access improvements have been completed at Queens Square, JMT, Waverley, Queanbeyan, Port Macquarie and Taree.
A capital budget of at least \$250,000 per annum is expended on the Access Improvement Program.	In 2011/12, over \$1,100,000 was spent on access improvements at the above projects. Port Macquarie was a project to address access issues with specific improvements valued at over \$350,000 completed. Further work is planned in 2012/13.
Disability infrastructure planning is reflected in Total Asset Management (TAM) plans.	In 2008, the Department conducted over 125 audits to feed into forward TAM planning. As described above, all new facilities comply with building codes of the day, which include Disability Discrimination Act (DDA) and Australian Standard compliance requirements. This now also includes new Commonwealth legislation, which came into effect on 1 July 2011. Specific reference to access is included in the new single DAGJ TAM.
By December 2010, information on courthouse access provisions will be available on LawLink.	Due to resource limitations, this project has not progressed and remains an outstanding item to be addressed.
By December 2015, accessible jury facilities will be provided at all trial courts where juries regularly sit.	A roll out plan is underway. In 2011/12, projects were completed at Queens Square, Taree, Downing Centre and Port Macquarie. Griffith is being planned for the 2012/13 program along with further external works at Port Macquarie.
Annual reviews of Business Continuity Plans address issues for people with disabilities.	The new Business Continuity Plan guidelines include the need to plan for people with disabilities.

Appendix 5: Disability Plans (continued)

Outcome 5 – Consultation and best practice management

The voice of people with disabilities will be heard and reflected in policies, programs, services and management practices resulting in the Department of Attorney General and Justice acknowledged as a leader in the way we implement our Disability Strategic Plan.

Performance Indicators	Achievements
The Disability Advisory Council is satisfied with the Attorney General's Division's progress in implementing the Disability Strategic Plan (DSP) as indicated by an annual review conducted at their September quarterly meeting.	The Disability Advisory Council has continued to meet quarterly with several new members rotating onto the Council. Council members have been very satisfied with the Department's progress.
The Disability Advisory Council is satisfied with the consultation processes used to ascertain views of the Council, disability community, clients and staff on issues affecting people with disabilities.	The Disability Advisory Council is pleased with the consultation processes used by DAGJ.
Every Business Centre has mechanisms in place to consult people with disabilities and refer to ACCESSlink for advice on how to host and facilitate consultations for people with disabilities.	The Department's Staff with Disabilities Network are consulted regarding new Human Resources policies and procedures. Diversity Services has developed a course entitled How to Host an Inclusive Consultation.
Key aspects of the DSP are included in the Business Centres' Business Plans and performance agreements and reported on annually.	Business plan templates require the inclusion of DSP strategies and are reported on annually. SES performance agreements include a requirement to integrate disability related issues within planning and practice.
People with disabilities say they have had an opportunity to complain and have had access to complaints mechanisms.	The Disability Advisory Council was consulted on the division's complaints policy and procedures in late 2010 from a disability perspective. It was very satisfied with its accessibility, particularly for people with vision impairment. Diversity Services is regularly consulted in preparing responses to complaints from people with disabilities.
Good news stories from the DSP are promoted within the Attorney General's Division at least six times per annum in <i>Agenda</i> .	<i>Agenda</i> and <i>InfoLink</i> included 14 disability information and good news stories in 2010/11.
The Attorney General's Division is consulted regularly by other government agencies on how to provide services to people with disabilities within a universal or mainstream service environment.	Diversity Services is approached by other government agencies for advice on the development and implementation of the DSP.

Appendix 5: Disability Plans (continued)

Outcome 6 – Employment of people with disabilities

The percentage of employment participation of people with a disability within the Attorney General's Division increases.

Performance Indicators	Achievements
From 2007 to 2012, an increase of 20% in the percentage of employment rates of people with disabilities (6.3% for people with a disability and 1.9% for people with a disability requiring a workplace adjustment).	Strategies and targets communicated to managers regularly, including a manager's forum in November 2011 on disability employment, policies and guidelines. Data will be analysed from the 2011/12 Annual Workforce Profile to determine if rates have increased. This information will be ready for analysis in approximately September 2012.
The new Recruitment of People with Disabilities and Reasonable Adjustment Policy and Guidelines are finalised and promoted by August 2010.	<p>Since the manager's forum on disability employment in November 2011, many Business Centres have targeted both temporary and permanent work opportunities for people with a disability. Business Centres that have used targeted recruitment strategies for people with a disability include the Office of the Sheriff, the Land and Environment Court, Information Services Branch and Local Courts. The Crown Solicitor's Office also engaged in targeted disability recruitment actions through the temporary employment of two staff on the "Stepping Into" program.</p> <p>Those Business Centres that are unable to participate in targeted recruitment activities are encouraged to offer work experience opportunities to school leavers with a disability through the Transition to Work program facilitated by Sydney Employment Development Services. Areas of the Division that have offered work experience placements during this financial year include Legal Profession Admission Board, Victims Services, Office of the Sheriff and Local Courts.</p>
5% of all participants of management and leadership programs are people with a disability.	In 2011/12, approximately 5.8% of all staff who attended management/leadership programs identified as having a disability. This slightly exceeds the target for participants with a disability to attend management and leadership programs.
Disability Awareness Training is delivered twice a year.	In 2011/12, more than six sessions in Disability Awareness were delivered, which exceeds the requirement of two sessions per year.
85% of all staff with a disability have achievement and development plans.	Staff with a disability that have achievement plans are at the same level as all staff who have achievement plans.
85% of all staff with a disability achieve five days of development per year.	Staff with a disability have participated in development opportunities at the same level as all other staff.
Reduce turnover of people with a disability from 16% to below 14.4%, the same level as all other employees, by 2012.	2010/11 Annual Workforce data shows that 20 people with a disability separated from a total of 252 existing employees with a disability. This indicates that the separation rate is approximately 7.94%, which is significantly lower than the 2007/08 figure of 16%. The turnover rate for people with a disability is lower than the turnover rate for all staff (approximately 10.31%).

Appendix 5: Disability Plans (continued)

Level 2 – Influencing

Outcome 7 – Influencing opportunities

Using government decision-making, programs and operations to influence other agencies and sectors to improve community participation and quality of life for people with a disability.

Performance Indicators	Achievements
The Division led the Justice Cluster's contribution to the development of the NSW National Disability Strategy Implementation Plan.	
The Division actively participated in the NSW National Disability Strategy Implementation Committee.	
The Division secured recognition of the need for a 'Forum' for Senior Officers on People with Cognitive Disabilities and Complex Needs in the Criminal Justice System.	

Level 3 – Disability specific services

Outcome 8 – Disability specific services

Providing quality specialist and adapted services where mainstream services are not responsive or adequate to meet the needs of people with a disability.

Performance Indicators	Achievements
NSW Trustee and Guardian (NSWT&G)	To be reported on within NSWT&G Annual Report.
Public Guardian	To be reported on within NSWT&G Annual Report.

Corrective Services NSW Disability Action Plan

Corrective Services NSW (CSNSW) is committed to improving outcomes for both employees and offenders with disabilities through the continuing implementation of its *Disability Action Plan 2009–2011* and the development of new policies and practices which are equitable, non-discriminatory and inclusive.

Employees with disabilities

- In July 2011, CSNSW published its *Equity and Diversity Plan 2011–2014*, which includes new strategies for improving employment and career development opportunities for people with a disability, including:
 - targeted recruitment activities in partnership with disability employment service providers under the NSW Government's *Ready, Willing and Able Program*;
 - establishment of a staff support network for employees with a disability; and
 - delivery of disability awareness training to employees to provide them with the skills to work effectively with people with a disability.
- In 2011/12, 1.7% of CSNSW employees were people with a disability requiring work-related adjustment, which exceeds the NSW Public Sector target of 1.5%. CSNSW will seek approval to employ an additional two employees with a disability requiring work-related adjustment in 2012/13, as part of its commitment to the *Ready, Willing and Able Program*.
- CSNSW has developed and will publish its new *Reasonable Adjustment Procedures for Employees with a Disability*, which provides information and practical assistance to both employees and their managers on how to seek advice, request and obtain reasonable adjustments. The new procedures support the DAGJ *Reasonable Adjustment Policy for Employees with a Disability*.
- CSNSW has been selected by the Public Service Commission to participate in their *Disabling the Barriers* research project. The project will seek to identify systemic barriers to the recruitment, development and retention of employees with a disability in the NSW public sector, and is an identified action under the NSW Government's *EmployABILITY* strategy.

Appendix 5: Disability Plans (continued)

Offenders with disabilities

- 1) In relation to offenders with disabilities, a number of programs were conducted in the Additional Support Units that meet the responsivity needs of people with cognitive impairment. Among the programs were 'Dealing with Debt' and 'Getting Smart', which address criminogenic needs in an accessible format for people with disability.
- 2) A second Self Regulation treatment program for people with cognitive impairment who have committed sexual offences has also commenced in the Additional Support Units. Positive feedback has been received from both staff and offenders about the programs, but it is too soon to evaluate their impact on recidivism.

Juvenile Justice NSW Disability Action Plan

Juvenile Justice's Disability Action Plan 2007–2011 has been extended for 12 months while Juvenile Justice realigns with the Department of Attorney General and Justice's (DAGJ) Disability Strategic Plan 2013–2015. This is an opportunity to look at better ways of working across the Justice sector to support young people with a disability, including the training of staff who work with people with a disability in both custody and community.

Two meetings with DAGJ's Disability Advisory Council (DAC) developed DAGJ's response to the National Disability Strategy's NSW Implementation Plan 2012–2014 which will underpin the next Disability Strategic Plan. In early June 2012, Juvenile Justice's A/Chief Executive met with the DAC to discuss ways for Juvenile Justice and the DAC to work together to better support young people with a disability. Included in the discussions were Act Now Together Strong (ANTS), a family support model used in the Western Region and Juvenile Justice's 2012 Disability Stocktake Case Studies which highlighted good practice, including partnerships with Justice Health, Department of Education and Communities and Ageing, Disability and Home Care.

Through accommodation support programs such as the Joint Tenancy Assistance Program (JTAP) and the Juniperina Housing and Support Program (JHSP) and the various Homelessness Action Plan (HAP) services, Juvenile Justice's homeless young people have had access to mental health, alcohol and other drug services, education and employment. Annual sponsorship of the 'Don't DIS my ABILITY' campaign continued.

Appendix 6: Disclosure of Controlled Entities and Subsidiaries

The Department does not have any controlled entities or subsidiaries.

Disclosure of controlled entities

The Department does not have any controlled entities.

Disclosure of subsidiaries

The Department does not have any subsidiaries.

Joint venture

Since 2006, the Department has recognised, at the direction of NSW Treasury, an investment in Law Courts Limited, which is an entity controlled by the NSW Government and the Australian Government, and equity accounted for in accordance with AASB 131 Interests in Joint Ventures. Both governments have equal representation on the Board of Directors and in the membership of Law Courts Limited, with all decisions requiring unanimous consent. Law Courts Limited is located at Level 3, Law Courts Building, Queen's Square, Sydney, NSW 2000, and its principal activity is the provision of accommodation for Courts, Courts Registries and support services at a standard that is suitable and available for occupation. The NSW Government's investment comprises 52.5% of the net assets of Law Courts Limited. The joint venture arrangements are currently under review.

Appendix 7: Employees by Category

The following table contains human resources information for the Department of Justice and Attorney General for 2009/10 and now the Department of Attorney General and Justice for 2010/11 and 2011/12. Information for previous years is available in annual reports on the websites of Attorney General's Department, Department of Corrective Services and Department of Juvenile Justice.

Occupation Classification*	2009/10**	2010/11***	2011/12****
Managers	1,065.86	1,169.93	965.00
Professionals	1,731.10	1,999.57	1,927.71
Technicians and Trades Workers	478.44	530.38	480.83
Community and Personal Services Workers	3,771.61	4,668.68	4,320.75
Clerical and Administrative Workers	3,637.25	3,924.55	3,890.60
Sales Workers	12.40	13.60	14.54
Machinery Operators and Drivers	44.00	44.34	51.44
Labourers	3.83	16.10	13.86

* Non-casual FTE at census period based on information provided in the Public Service Commission's CEO Report.

** Data for 2009/10 is for the Department of Justice and Attorney General, and includes data for Attorney General's Division and Corrective Services NSW

*** Data for 2010/11 and 2011/12 is for the Department of Attorney General and Justice, and includes data for Attorney General's Division, Corrective Services NSW, Juvenile Justice NSW and Guardianship Tribunal.

**** Data for 2011/12 currently not available from the Public Service Commission's CEO Report, although an approximate estimate has been completed for the Principal Department by analysing raw data.

Appendix 8: Exceptional Employee Salary Movements

Exceptional employee salary movements

In 2011/12, there were no exceptional employee salary movements. Employees of the Department are covered by the Crown Employees (Public Sector – Salaries 2008) Award. The Award provided for a 2.5% salary increase from the first full pay period on or after 1 July 2011, for the following classifications within the Department:

- Clerks
- Court Officers
- Parole Officers
- Sheriff's Officers
- Tipstaves
- Clerical Officers
- Departmental Professional Officers
- Probation Officers
- Librarians
- Correctional Officers
- Legal Officers
- Sound Reporters
- Senior Officers

Judicial Officers

Section 13 of the *Statutory and Other Offices Remuneration Act 1975* requires the Statutory and Other Offices Remuneration Tribunal (SOORT), each year, to make a determination of the remuneration to be paid to judicial officers on and from 1 October in that year.

The SOORT determination is usually released following the decision of the Commonwealth Remuneration Tribunal (CRT), which determines increases in remuneration for Federal Judges and Magistrates. In line with the decision of the CRT, the SOORT made a determination to increase the remuneration paid to all judicial officers by 6% on and from 1 October 2011.

Appendix 9: Equal Employment Opportunity Report

The two tables below set out Equal Employment Opportunity (EEO) data for the Department of Attorney General and Justice from 2010 onwards.

Table 1. Trends in the representation of EEO Groups¹

EEO Target Group	Benchmark or target	% of Total Staff ²			
		2009*	2010*	2011**	2012***
Women	50%	N/A	49%	49%	50%
Aboriginal people and Torres Strait Islanders	2.6% ³	N/A	4%	4.8%	4.8%
People whose first language was not English	19%	N/A	16%	15.7%	15.7%
People with a disability	N/A ⁴	N/A	6%	6.2%	6.2%
People with a disability requiring work-related adjustment ⁵	1.1% (2011) 1.3% (2012) 1.5% (2013)	N/A	1.8%	3.3%	2.1%

Table 2. Trends in the distribution of EEO Groups⁶

EEO Target Group	Benchmark or target	Distribution Index ⁷			
		2009*	2010*	2011**	2012***
Women	100	N/A	96	98	98
Aboriginal people and Torres Strait Islanders	100	N/A	94	92	91
People whose first language was not English	100	N/A	94	96	95
People with a disability	100	N/A	101	101	99
People with a disability requiring work-related adjustment	100	N/A	105	97	99

NOTE: Information for the above tables is provided by the Workforce Profile Unit, Public Sector Workforce Branch, Department of Premier and Cabinet.

* Data not available for 2009 as the Department of Attorney General and Justice did not exist.

** For 2010 the Department of Justice and Attorney General consisted only of Attorney General's Division and Corrective Services NSW

*** For 2011 the Department of Attorney General and Justice includes Attorney General's Division, Corrective Services NSW, Juvenile Justice NSW and the Guardianship Tribunal

1 Based on staff numbers as at 30 June

2 Excludes casual staff

3 Minimum target by 2015

4 Percent employment levels are reported but a benchmark level has not been set

5 Minimum annual incremental target

6 A distribution index of 100 indicates that the centre of distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. An index more than 100 indicates that the EEO group is less concentrated at the lower salary levels.

7 Excludes casual staff

Appendix 9: Equal Employment Opportunity Report (continued)

Commentary on initiatives to eliminate discrimination in employment and promote equal employment opportunity (EEO)

Attorney General's Division

In 2011/12, the Attorney General's Division (AGD) has continued to successfully implement the following range of EEO activities from the EEO Management Plan 2009-2012:

1. The Aboriginal and Torres Strait Islander Employment Strategy

Achievements include:

- Consistently exceeding the 2.6% Government target for the employment of Aboriginal and Torres Strait Islanders
- Celebrating NAIDOC day across the Department
- Partnering with Aboriginal Employment Agencies and Community Groups to promote targeted ATSI positions and general vacancies
- Targeting entry level positions for Aboriginal applicants and undertaking bulk recruitment exercises to support ongoing placements
- Promoting DAGJ as an employer of choice for ATSI groups at community forums, jobs expos and educational institutions
- Providing information sessions to Aboriginal community groups and educational institutions
- Continuing the AGD Aboriginal School Based (SBT) Trainee Program across Court locations. In 2011/12, 20 SBTs actively participated in the program
- Promoting the Indigenous Cadetship Program – in 2011/12, two new cadets were employed
- Receiving external funding grants from the Department of Education, Employment and Workplace Relations (DEEWR), and the Elsa Dixon Program run by the Department of Education and Communities (DEC) to support the AGD Aboriginal Employment Strategy
- Promoting the Aboriginal Staff Network which supports ATSI employees, enabling representation across all regions within AGD and the promulgation of ideas and recommendations to the Director General
- Marketing Aboriginal specific employment material, including brochures on employment opportunities and how to apply.

In addition, there were the following Aboriginal Cultural Respect Program achievements:

- From January 2012 it is mandatory for staff who convene recruitment panels to attend the new Aboriginal Cultural Respect workshop, or complete the e-learning module if they have attended a similar workshop in the past three years. To date, 153 staff have attended training
- Two Aboriginal staff members are regularly involved in workshop delivery
- To enable staff to become facilitators of the Aboriginal Cultural Respect Program, Aboriginal staff have been provided with externally engaged Aboriginal mentors
- Aboriginal employment targets have been reported on and incorporated into Business Centre Plans
- Aboriginal employment targets have been included in business centre workforce planning activities.

2. The Disability Employment, Development and Retention Strategy

Achievements include:

- Continued implementation of a Reasonable Adjustments Policy and Reasonable Adjustment Guidelines
- Continued implementation of Employing People with a Disability Guidelines, including the delivery of a manager's forum to promote disability employment initiatives
- Employment of students with a disability under the Stepping Into program at the Crown Solicitor's Office
- Successful International Day for Disability Celebrations at the Parramatta Justice Precinct
- Continued growth of the Staff with a Disability Network, including an action plan for 2012
- In 2011/12, Disability Awareness training was delivered a number of times
- Successful implementation of Ready, Willing and Able employment strategies including a number of targeted disability recruitment actions in Office of the Sheriff, Land and Environment Court, Information Services Branch and Local Courts
- Partnering with Sydney Employment Development Services to provide school leavers who have a disability with work experience placements throughout the Department.

Appendix 9: Equal Employment Opportunity Report (continued)

3. A range of initiatives for staff from a culturally and linguistically diverse background (CALD)

Achievements include:

- Developed a revised Community Language Allowance Scheme Guidelines and promotion of the Community Language Allowance Scheme. There was an increase to 133 recipients
- Continued growth of Diversity Network, including the implementation of an action plan for 2012 and a number of training events for network members
- Targeted mentoring opportunities for cultural diversity network members
- Continued feedback provided from the Diversity Network to Human Resources on a range of HR policies.

4. A range of initiatives for women

Achievements include:

- Development of a Women's Network Action Plan 2012
- International Women's Day celebrations held at both the City and Parramatta
- Training sessions delivered specifically for women, including the Springboard program and the Developing Women for Management Program.

5. A range of initiatives for youth

Achievements include:

- Established of a Youth Network
- Targeted recruitment actions under the JumpStart program
- Targeted mentoring and training opportunities for Youth Network members.

6. Other EEO initiatives

Achievements include:

- Provision of quarterly EEO statistics to Business Centre Managers through workforce profiles
- Greater analysis of EEO group responses in the exit survey report
- Successful co-ordination of Equity and Diversity Alliance Day 2012 for all staff networks. Action plans for 2012 were developed and participants were provided with networking and personal development skills

- Continued promotion of the Vacation Care Program
- Respect Campaign to reinforce the importance of dignity and respect in the workplace. The campaign has an innovative and positive focus that aims to improve and promote positive workplace behaviour. It also provides practical guidance and tools for managers and staff to improve workplace behaviours and teamwork.

Activities planned for 2012/13

The Division will continue to implement strategies under the EEO Management Plan including:

- 1) Develop and implement a new EEO Management Plan across the newly created Department. This will include EEO strategies that can be applied across Attorney General's Division, Corrective Services NSW and Juvenile Justice NSW.
- 2) Development and implementation of a new Aboriginal and Torres Strait Islander Employment Strategy.
- 3) Continued implementation of the Disability Employment, Development and Retention Strategy, including increasing disability employment representation. This document will be reviewed with the intention of implementing a similar plan across the whole of the Department.
- 4) Aim to achieve Ready Willing and Able employment strategy targets through targeted recruitment for people with a disability.
- 5) Increase collaboration of equity and diversity events with Corrective Services NSW and Juvenile Justice NSW and other agencies within the Attorney General and Justice cluster.
- 6) Continued support of staff networks to allow staff from diverse backgrounds to provide input into Departmental practices and workplace arrangements as well as providing a supportive network amongst members.
- 7) Continued facilitation and evaluation of leadership and management development programs specifically to address workforce diversity, equity and good working relationships.
- 8) 2012 Respect Day events will be held in with the support of the Right to Dignity at Work Steering Committee, the Human Resources Branch and Communications Unit.
- 9) Continue to build on the success of the Equity and Diversity Alliance and facilitate action-planning sessions with each of the staff networks.

Appendix 9: Equal Employment Opportunity Report (continued)

Corrective Services NSW

Major Equal Employment Opportunity achievements

- 1) In 2011/12, Corrective Services NSW (CSNSW) published the *Equity and Diversity Plan 2011-2014*, which includes a number of important new initiatives to improve employment outcomes for EEO groups:
 - establishment of a management group to monitor progress of the plan and contribute to its implementation;
 - establishment of staff support networks for EEO groups;
 - development of a mentoring program for Aboriginal and Torres Strait Islander employees;
 - development of a *Women's Employment and Career Strategy*;
 - building strategic partnerships with government and non-government organisations to promote employment opportunities for EEO groups; and
 - development and implementation of new policies and practices on bullying and harassment prevention.
- 2) CSNSW continued to implement the *Aboriginal and Torres Strait Islander Employment and Career Strategy*, which aims to maintain and improve upon the existing recruitment and retention rates of Aboriginals and Torres Strait Islanders through targeted recruitment activities, career development actions and cross-cultural awareness training. In 2011/12, 4.4% of Corrective Services NSW employees identified as Aboriginal or Torres Strait Islanders, well exceeding the NSW Public Sector target of 2.6 percent and indicating the success of the CSNSW's Aboriginal recruitment and employment strategies and programs.
- 3) CSNSW has to date offered nine *NSW Public Sector Indigenous Cadetships* to Aboriginal and Torres Strait Islander tertiary students in the areas of psychology (2), teaching (4) and probation and parole (3). The first graduate of the cadetship program has recently been employed as an intern psychologist at Long Bay Correctional Centre. Corrective Services NSW will endeavour to appoint all cadets to appropriate full time positions upon satisfactory completion of their cadetships.
- 4) A pilot mentoring program has been developed to support the indigenous cadets and is currently being adapted for the roll-out to all Aboriginal and Torres Strait Islander employees. The first group of Aboriginal staff mentors will undertake mentorship training in July 2012.
- 5) In April 2012, CSNSW published the *Grievance Resolution Policy and Guidelines and Grievance Resolution Procedure* which provide a new systematic approach to the reporting and management of grievances, including those related to bullying, harassment and discrimination. The policy and procedure reflect the CSNSW's ongoing commitment to eliminate the adverse impact of grievances on staff wellbeing, enhance personal and organisational effectiveness and promote a safe, healthy, respectful and positive workplace culture.
- 6) CSNSW continued to show its commitment to diversity and cultural inclusiveness by organising a number of well attended events to celebrate key cultural dates, including National Aborigines and Islanders Day Observance Committee (NAIDOC) Week and Harmony Day.
- 7) CSNSW continued to review and develop human resources policies and programs that are non-discriminatory and equitable and support EEO outcomes. In 2011/12, Corrective Services NSW published the *Flexible Work Practices Policies and Guidelines, Grievance Resolution Policy and Guidelines, Job Share Policy, Merit Selection Policy and Guidelines, Parental Leave Policy and Guidelines and Work Experience/Student Placement Policy and Guidelines*.

Major Planned Equal Employment Opportunity Activities for 2012/13

- 1) CSNSW will continue to implement the actions of its principal EEO strategies, including those of the *Equity and Diversity Plan 2011-2014, Disability Action Plan 2009-2011, Aboriginal and Torres Strait Islander Employment and Career Strategy and Cultural and Linguistic Diversity Strategic Plan 2010-2012*.
- 2) CSNSW will seek approval to employ an additional two employees with a disability requiring work-related adjustment in 2012/13, as part of its contribution to achieve the *Ready, Willing and Able Program* recruitment targets set for the NSW public sector. Corrective Services NSW will also consider reserving a number of any future NSW *JumpSTART* cadetships for people with a disability and for Aboriginals and Torres Strait Islanders.

Appendix 9: Equal Employment Opportunity Report (continued)

- 3) CSNSW will seek approval for the employment of two new Psychology cadets under the *NSW Indigenous Cadetship Program*.
- 4) CSNSW will undertake a review of its career development, training and cultural awareness courses for equity and diversity content and continue to promote uptake by EEO groups.
- 5) CSNSW will undertake a further detailed analysis of workforce profile data to identify any emerging trends and differences for EEO groups in the areas of job application rates, recruitment, separation and salary level.
- 6) CSNSW will work more closely with equity and diversity colleagues in DAGJ and collaborate in the development of the Department's planned *EEO Management Plan 2012-2015*, which will supersede existing agency-specific plans.

Juvenile Justice NSW

Major policies/programs and their outcomes during the reporting period accounting for planned outcomes set in the previous year

In 2011/12, Juvenile Justice (JJ) promoted the Code of Conduct through all staff completing online training and case studies. The Code of Conduct promotes JJ's values of ethical and honest behaviour; professionalism and responsibility; fairness and equity; learning and innovation; and collaboration. The Code of Conduct forms the framework for standards of behaviour and links to, and is supported by, policies, procedures and guidelines.

Juvenile Justice promoted the *Aboriginal and Torres Strait Islander Recruitment and Retention Strategy 2011-2015*. The Strategy articulates the objectives and actions required to achieve success in the recruitment, development and retention of Aboriginal and Torres Strait Islander staff.

Five key objectives form the basis of the Strategy:

1. Recruit Aboriginal and Torres Strait Islander staff to fill designated Aboriginal and Torres Strait Islander Identified positions as well as Non-Identified positions in a timely manner.
2. Ensure that selection panels for all Identified positions are sensitive to the cultural needs of Aboriginal and Torres Strait Islander applicants, and contain Aboriginal and Torres Strait Islander representation.

3. Valuing and retaining Aboriginal and Torres Strait Islander employees.
4. Provide appropriate training and assessment options for Aboriginal and Torres Strait Islander staff to increase skill development.
5. Apply career development strategies in order to retain Aboriginal and Torres Strait Islander staff and enhance access to achievable career pathways.

In 2011/12, Juvenile Justice continued to implement the following policies and programs:

- Supervision Policy, Guidelines and Toolkit;
- Dignity and Respect Policy and Guidelines;
- EEO Management Plan;
- the Induction Training Assessment Program (ITAP);
- the Disability Action Plan;
- the Community Language Allowance Scheme (CLAS);
- the Psychologist Reclassification Committee; and
- The Indigenous Cadetship Program.

The Supervision Policy, Guidelines and Toolkit promote EEO through skill recognition and development of staff and provide support and guidance to staff.

The Dignity and Respect Policy and Guidelines support a workplace free of bullying and harassment, in which grievances are dealt with effectively, confidentially and in a timely manner.

The EEO Management Plan promotes equity for all staff, and demonstrates Juvenile Justices' ongoing commitment to the principles of EEO, containing strategies and imperatives for the equal employment of women; Aboriginal and/or Torres Strait Islander people; people whose first language is not English, people from racial, ethnic and ethno-religious minority groups; and people with a disability.

The Induction Training Assessment Program continues to provide a structured induction for new Youth Officers in Juvenile Justice. The Program simplifies the application and induction process for Youth Officers and aims to employ the best people for the job including continued assessment of staff.

Juvenile Justice continued strategies contained in the Disability Action Plan to identify and respond appropriately to the needs of young offenders with disabilities to reduce the likelihood of their reoffending and their further entrenchment in the criminal justice system.

Appendix 9: Equal Employment Opportunity Report (continued)

In 2011/12, 25 staff received the Community Language Allowance Scheme (CLAS) allowance. As at 30 June 2011, there were five CLAS applicants for 2012/13.

The Psychologist Reclassification Committee met and considered applications to reclassify psychologists to Specialist, Senior or Senior Specialist Psychologist. This committee provides career development and recognition of valuable Psychological staff and enhances the continued quality service to young people.

The Indigenous Cadetship Program promotes a positive career path for indigenous students within the agency.

Major Planned Equal Employment Opportunity Activities for 2012/13

- 1) The *Ready Willing and Able* program will be employed in Juvenile Justice to increase the number of staff with a disability.
- 2) Juvenile Justice will continue to monitor and implement the Supervision Policy, Guidelines and Toolkit; Dignity and Respect Policy and Guidelines; EEO Management Plan; and the Disability Action Plan.
- 3) The Induction Training Assessment Program will be reviewed to ensure best practice and appropriate training for new staff.
- 4) Juvenile Justice will monitor the progress towards the objectives of the Aboriginal and Torres Strait Islander Recruitment and Retention Strategy.
- 5) Juvenile Justice will be implementing the Indigenous Cadetship Program and continue to support Indigenous Cadets in providing a positive career path for Indigenous students.
- 6) The Psychologists Reclassification Committee will meet to consider reclassification applications to promote the retention of experienced Psychologists and improve the quality of service to departmental clients.
- 7) The Community Language Allowance Scheme (CLAS) will be advertised and successful applicants will receive the allowance. Better service will be provided to young persons from culturally and linguistically diverse communities.

Appendix 10: Funds Granted to Community Organisations

Attorney General's Division

Crime Prevention Grants

Program	Recipient	Amount	Project purpose	Target clients
Design Out Crime – Youth Activities, Tolland Wagga Wagga	Wagga Squash and Fitness	\$4,600	Provide young people with activities during peak offending times	Community, Business
Graffiti Reduction Project	Albury City Council	\$50,000	Focus on CPTED audits, the outcome and their implementation, raising resident awareness about graffiti reduction/prevention	Community
Watch Out for Safer Walkways	Burwood Council	\$45,600	Reduce Robbery and Steal from person offences: Build on a similar previously funded project incorporating a communications campaign, CPTED audit and crime mapping	Community
Safe Home and Communities	Fairfield City Council	\$50,000	Reduce Break and Enter Dwelling – working in conjunction with Fairfield and Cabramatta LACs raising resident awareness and providing information and resources	Community
Targeting Malicious Damage	Great Lakes Council	\$50,000	Evaluation of a similar previously funded project – identify, audit, implement and educate through graffiti removal kits	Community, Business
Night Rider Transport	Kempsey Shire Council	\$49,600	Targets alcohol related assault aiming to provide safe and secure late night transport on Friday nights and special events	Community
Non DV Assault Risk Minimisation	Liverpool City Council	\$49,947	Reduction through community awareness, the implementation of safety audits, taxi voucher scheme to ensure intoxicated patron safety	Community
Get Home Safely	Lithgow City Council	\$50,000	Reduce the incidence of Non DV alcohol related assault – provide late night transport, promote patron education in licensed premises, CPTED audits identifying high-risk areas	Community
Reduce Steal from Motor Vehicle	City of Canada Bay Council	\$11,851	Reduce theft from vehicles by fitting one-way screws to number plates and education regarding the protection/removal of valuables from vehicles	Community
Get Home Safely	Manly Council	\$49,895	Minimise alcohol related assault – raise awareness and provide late night transport options	Community
Home Safe	Shoalhaven City Council	\$33,830	Reduce Break & Enter Dwelling – train staff and volunteers in home audits, raise resident awareness and implement strategies to engage youth	Community
Tackling Violence	NSW Office of Communities	\$108,500	An anti-domestic violence program led by Aboriginal people and run in partnership with regional rugby league clubs with a significant focus on communities with high Aboriginal population	Community

Appendix 10: Funds Granted To Community Organisations (continued)

Crime Prevention Grants (continued)

Program	Recipient	Amount	Project purpose	Target clients
Design Out Crime Research Centre (DOCRC)	University of Technology Sydney	\$450,000	Funding for DOCRC to undertake research	Community, Business
Crime Prevention Plan Actions – 2012	City of Ryde	\$44,000	Reduce stealing from person – signage, lighting and letter drop	Community
Promise Keeper	Enough is Enough	\$63,636	Provide a pro-active Criminal Justice approach to domestic violence interventions – holding perpetrators accountable and assisting them to take positive steps towards changed behaviour	Community
TOTAL for Crime Prevention grants:		\$1,111,459	(excl. GST)	

Safe Aboriginal Youth (SAY) Patrols Grants

Program	Recipient	Amount	Project purpose	Target clients
Safe Aboriginal Youth (SAY) Patrols – Bourke, Eastern Suburbs, Kempsey, Newcastle	PCYC NSW Ltd	\$342,878	Provide safe transport and outreach service for young people on the streets at night in Bourke, La Perouse, Kempsey, Newcastle	Community
Safe Aboriginal Youth (SAY) Patrols – Greater Taree	Greater Taree City Council	\$40,780	Provide safe transport and outreach service for young people on the streets at night in Greater Taree area	Community
Safe Aboriginal Youth (SAY) Patrols – Dareton	Mallee Family Care	\$103,896	Provide safe transport and outreach service for young people on the streets at night in Dareton area	Community
Safe Aboriginal Youth (SAY) Patrols – Wilcannia	Maari Ma Health	\$97,113	Provide safe transport and outreach service for young people on the streets at night in Wilcannia area	Community
Safe Aboriginal Youth (SAY) Patrols – Armidale	Armidale Youth Assist Inc	\$81,239	Provide safe transport and outreach service for young people on the streets at night in Armidale area	Community
Safe Aboriginal Youth (SAY) Patrols – Dubbo	Dubbo Neighbourhood Centre Inc	\$52,122	Provide safe transport and outreach service for young people on the streets at night in Dubbo area	Community
Safe Aboriginal Youth (SAY) Patrols – Shoalhaven	Shoalhaven Community Development Ltd	\$78,278	Provide safe transport and outreach service for young people on the streets at night in Shoalhaven area	Community
TOTAL SAY Patrols grants:		\$796,306	(excl. GST)	

Appendix 10: Funds Granted To Community Organisations (continued)

**Graffiti Reduction Management Strategy – Crime Prevention Through Environmental Design
Graffiti Hotspot Program Grants**

Program	Recipient	Amount	Project purpose	Target clients
CPTED Graffiti Hotspot program – Bankstown	Bankstown City Council	\$70,950	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Leichhardt	Leichhardt Council	\$133,529	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Liverpool	Liverpool City Council	\$129,000	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Maitland	Maitland City Council	\$57,500	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Marrickville	Marrickville Council	\$218,300	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Wyong	Wyong Shire Council	\$88,500	Reduce the incidence of malicious damage – graffiti	Community, Business
CPTED Graffiti Hotspot program – Shoalhaven	Shoalhaven City Council	\$101,500	Reduce the incidence of malicious damage – graffiti	Community, Business
Volunteer Graffiti Removal Program – Upper Blue Mountains	Hazelbrook Association	\$4,194	Target community groups in hotspot locations to establish/expand graffiti removal programs	Community, Business
Volunteer Graffiti Removal Program – Lower Blue Mountains	Lower Mountains Neighbourhood Centre	\$4,953	Target community groups in hotspot locations to establish/expand graffiti removal programs	Community, Business
Volunteer Graffiti Removal Program – Blacktown	Blacktown City Council	\$5,000	Target community groups in hotspot locations to establish/expand graffiti removal programs	Community, Business
Volunteer Graffiti Removal Program – Dapto	Rotary Club of Dapto Inc.	\$5,000	Target community groups in hotspot locations to establish/expand graffiti removal programs	Community, Business
Volunteer Graffiti Removal Program – Menai	Menai Community Services Inc	\$3,222	Target community groups in hotspot locations to establish/expand graffiti removal programs	Community, Business
Graffiti Removal Day	Rotary Down Under Inc.	\$134,955	Encourage people to volunteer their time and get involved in the removal and prevention of graffiti	Community, Business
Graffiti Shared Services Trial	Blacktown City Council	\$37,000	Reduce graffiti vandalism by establishing a streamlined and cost effective graffiti removal process	Community, Business
TOTAL for CPTED/Graffiti grants		\$993,603	(excl. GST)	

Appendix 10: Funds Granted To Community Organisations (continued)

Domestic Violence Intervention Court Model (DVICM) Grants

Program	Recipient	Amount	Project purpose	Target clients
Campbelltown Domestic and Family Violence Intervention Service (DAFVIS)	Macarthur Legal Centre Inc	\$643,932	Provide Domestic and Family Violence victims' services in the Campbelltown area	Community
Wagga Wagga Domestic and Family Violence Intervention Service (DAFVIS)	Sisters Housing Enterprises Inc	\$378,675	Provide Domestic and Family Violence victims' services in the Wagga Wagga area	Community
Men Exploring New Directions (MEND)	Kempsey Family Support Service Inc	\$2,000	Provide training for men's domestic violence behaviour change program providers	Community
TOTAL DVICM grants:		\$1,024,607	(excl. GST)	
GRAND TOTAL:		\$3,925,975	(excl GST)	

Corrective Services NSW

Community Funding Program

The Community Funding Program (CFP) allocates funding to community-based non-profit organisations that provide support services to offenders, former inmates and their families. The CFP is a key element in delivering the Corrective Services NSW Throughcare Strategy, comprising three streams:

- Inmate Support
- Transitional Support, and
- Children and Families support

In 2011/12, the following agencies were allocated CFP funding totalling \$3,267,492:

Project Stream	Funded Organisation	Amount
Inmate Support	Prisoners Aid Association (provides property and financial services to inmates)	\$401,731
Transitional Support	Namatjira Haven (operates a residential-based rehabilitation project for male Aboriginal offenders with alcohol and other drug dependence in NSW north coast region)	\$294,563
	Guthrie House (provides supported accommodation services for female offenders on release or as an alternative to incarceration)	\$343,979
	Glebe House (provides supported accommodation services for recently released male offenders)	\$206,388
	New Horizons Enterprises Ltd (operates a supported accommodation project in the Sydney metropolitan area for male offenders with a mental illness)	\$122,539
	Community Restorative Centre (provides transitional and family support services, including transport to correctional centres)	\$115,867
	Yula-Punaal Education and Healing Centre (provides pre- and post-release services for Aboriginal women)	\$90,966
	Community Restorative Centre	\$227,824
Judge Rainbow Memorial Fund	\$375,299	

Appendix 10: Funds Granted To Community Organisations (continued)

Community Funding Program (continued)

Project Stream	Funded Organisation	Amount
Family and Children Support	SHINE for Kids (supports children and families of offenders)	\$781,489
	Community Restorative Centre	\$116,711
	Community Restorative Centre	\$57,933
	Community Restorative Centre	\$132,203
Total CFP Funds		\$3,267,492

The Parent and Community Engagement (PACE) program also manages the funding associated with the Community Clean Up/Anti-Graffiti scheme at:

- Campbelltown
- Mt Druitt
- Blacktown
- Bankstown

Two Ways Together initiative

Two Ways Together-Partnerships: A new way of doing business with Aboriginal people, NSW Aboriginal Affairs Plan 2003–2012 established a new framework for a wide range of government agencies to work with each other and with Aboriginal communities to improve the lives of Aboriginal people across NSW.

Justice was identified as one of seven priority areas where funded initiatives could contribute to improved outcomes for Aboriginal offenders. In 2011/12, Corrective Services NSW was funded under the Two Ways Together initiative, receiving \$970,000 for three key projects:

1. Rekindling the Spirit (Lismore and Tabulam)
2. Yindyama La Family Violence Project (Dubbo)
3. Walking Together (Newtown/Redfern)

In 2011/12, transitional/exit planning has been the main focus for this project.

Rekindling the Spirit (Lismore and Tabulam)

Rekindling the Spirit targets Aboriginal men and women, and their families, providing a range of services to address the cultural needs of Aboriginal offenders, with specific attention to family violence, drug and alcohol abuse, and child abuse and neglect within the family.

Juvenile Justice NSW

Funds Granted to Community Organisations

Program	Organisation	Amount
Accommodation Support	Bridge Housing Limited	\$6,155
	Catholiccare – Sydney	\$300,525
	Centacare Newcastle	\$111,684
	Regional Youth Support Services Inc.	\$132,155
	Southern Youth & Family Services	\$137,616
Accommodation Support Total		\$688,135
Alcohol and Other Drugs	Goondiwindi Co-operative Society	\$584
	Housing NSW	\$79,006
	Mission Australia	\$2,284,671
	The Ted Noffs Foundation	\$130,560

Appendix 10: Funds Granted To Community Organisations (continued)

Program	Organisation	Amount
Alcohol and Other Drugs Total		\$2,494,821
Bail Support Programs	Anglicare NSW	\$9,500
	Bondi Community Street Project	\$17,928
	Catholiccare – Sydney	\$429,250
	Gurehlgam Corporation Ltd	\$44,775
	Life Without Barriers	\$74,994
Bail Support Programs Total		\$576,447
Chaplaincy	Anglican Diocese Canberra-Goulburn	\$26,962
	Anglican Parish of Gosford	\$39,552
	Anglicare NSW	\$41,158
	Baptist Community Services	\$69,651
	Catholic Family Welfare Services	\$99,078
	Chaplaincy Australia Inc	\$26,018
	Far North Coast Presbytery	\$27,876
	Franciscan Friars	\$4,100
	Samaritans Foundation	\$62,458
	Synod Management Fund	\$39,030
Chaplaincy Total		\$435,883
Employment Programs	Albury Wodonga Youth Emergency	\$74,879
	Mission Australia	\$117,095
	Western College Incorporated	\$74,878
	Whitelion Inc	\$330,350
Employment Programs Total		\$597,202
Exclude	Attorney General's	\$309,643
	Housing NSW	\$98
	The Welcome Table Café	\$314
Exclude Total		\$310,055
Homelessness Project	Catholiccare – Sydney	\$716,000
	Mission Australia	\$475,455
	YP Space MNC Inc.	\$488,000
Homelessness Project Total		\$1,679,455
Legal Support for Young Offenders	Legal Aid NSW	\$188,516
Legal Support for Young Offenders Total		\$188,516
Local Offender Programs including Post-Release Programs	Access Community Group Ltd	\$45,167
	Albury Wodonga Youth Emergency	\$236,916
	Anglicare NSW	\$141,667
	Anglicare Youth & Family Service	\$89,587

Appendix 10: Funds Granted To Community Organisations (continued)
Funds Granted to Community Organisations (continued)

Program	Organisation	Amount
	Barnardos Australia	\$187,975
	Centacare Diocese of Wilcannia-Forbes	\$74,879
	Community College – Northern Inland	\$42,752
	Great Lakes Community Resources Inc.	\$54,898
	Marist Youth Care Limited	\$159,044
	Mission Australia	\$636,334
	Pathfinders Incorporated	\$236,543
	PCYC Coffs Harbour	\$91,759
	PCYC Kempsey	\$73,968
	Relationships Australia NSW	\$101,036
	Trustees of the Christ Brother	\$62,992
	Weave Youth Family Community Inc.	\$98,469
Local Offender Programs including Post Release Programs Total		\$2,333,986
Research Grant	Australian Institute of Health	\$123,272
Research Grant Total		\$123,272
Vocational Programs	ADHC	\$5,000
	Bundarra Central School	\$4,545
	Community Services	\$27,000
	Eternity Aid	\$20,000
	Heaps Decent Ltd	\$4,500
	Inverell Shire Council	\$6,000
	Karitane	\$7,007
	PCYC Gunnedah	\$1,870
	PCYC Taree	\$2,727
	Petersham Creative Services	\$1,588
	Rosemount Good Shepherd Youth	\$1,500
	Rotary Club of Blacktown City	\$9,070
	Shine for Kids Cooperative Ltd	\$40,000
	South Eastern Sydney and Illawarra Area Health Service	\$1,364
	Streetwork inc	\$1,380
	Tenterfield Social Development	\$5,455
	Australian Children's Music Foundation	\$40,000
	World Vision Indigenous Partnerships program	\$1,500
Vocational Programs Total		\$180,506
Grand Total		\$9,608,278

Appendix 11: Government Information (Public Access) Act 2009

Attorney General's Division

Obligations under the GIPA Act

1. Review of proactive release program – Government Information (Public Access) Regulation 2009 Clause 7(a)

Under clause 7(a) of the GIPA Regulation, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

The Attorney General's program for the proactive release of information involves including this requirement in our Information Guide, which applies to all business centres (approximately 40) within Attorney General's. The Director General has authorised business centre managers to develop business centre specific programs for release of information giving consideration to the nature of the information each business centre holds.

Following the commencement of the GIPA Act, business centres were requested to identify the information that should generally be proactively released. Some innovative programs within Attorney General's include:

- a weekly review of legislative programs on hand allowing the Legislation and Policy and Criminal Law Review Division (LPCLR) to identify which projects will involve the preparation of information identified as being able to be released proactively;
- the promotion of information proactively released by the Bureau of Crime Statistics and Research (BOCSAR) through the media, on the Twitter account and through the email distribution list;
- the NSW Registry for Births Deaths and Marriages (BDM) providing notice and information to clients on the website relating to potential problems or scams following alerts from interstate registries and releasing and reviewing the Registry's Family History data;
- considering the release of information published within the Community Relations Unit (CRU) at the approval stage and the manner in which this information is released.

In 2011/12, business centres within Attorney General's reviewed their programs of proactive release based on the demand for information and the type of information that was being published. Some innovative reviews undertaken by business centres within this Agency include:

- identifying information repeatedly requested of the Legislation and Policy and Criminal Law Review Division (LPCLR);
- giving consideration to stakeholder requests received by the Office of the Professional Standards Council;
- undertaking an audit every three months of information most requested of Diversity Services;
- identifying information that broadly appeals to the public held by the Bureau of Crime Statistics and Research (BOCSAR).

2. Details of information made publicly available – Government Information (Public Access) Regulation 2009, Clause 7(a)

Following a review of the proactive release program adopted by individual business centres within the Attorney General's Division, the following information was released:

- | | |
|--------------------------------|-------------------|
| • Consultation papers | • Practice Guides |
| • Submissions | • Fact sheets |
| • Discussion Papers | • Research papers |
| • Regulatory Impact Statements | • Handbooks |
| • Practice Notes/Guides | • Guidelines |
| • Background Papers | • Rulings |
| • Newsletters | |

Appendix 11: Government Information (Public Access) Act 2009 (continued)

3. Number of access applications received – Clause 7(b)

During the reporting period, our agency received a total of **55 formal access applications** (including withdrawn applications but not invalid applications).

4. Number of refused applications for Schedule 1 information – Clause 7(c)

During the reporting period, our agency refused a total of **10 formal access applications** because the information requested was information referred to in Schedule 1 to the GIPA Act. Of those applications, **10 were refused in full**, and **0 were refused in part**.

5. Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	4	2		2		3		
Members of Parliament	1	2						
Private sector business								
Not for profit organisations or community groups	2	2				1		
Members of the public (application by legal representative)		1				1		
Members of the public (other)	3	5	4		1	2		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	1					2		
Access applications (other than personal information applications)	9	5	2	2	1	4		1
Access applications that are partly personal information applications and partly other		7	2			1		

* A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	9
Application is for excluded information of the agency (section 43 of the Act)	11
Application contravenes restraint order (section 110 of the Act)	
Total number of invalid applications received	20
Invalid applications that subsequently became valid applications	2

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used [*]
Overriding secrecy laws	
Cabinet information	
Executive Council information	1
Contempt	
Legal professional privilege	7
Excluded information	2
Documents affecting law enforcement and public safety	
Transport safety	
Adoption	
Care and protection of children	
Ministerial code of conduct	
Aboriginal and environmental heritage	

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	2
Law enforcement and security	
Individual rights, judicial processes and natural justice	10
Business interests of agencies and other persons	3
Environment, culture, economy and general matters	
Secrecy provisions	2
Exempt documents under interstate Freedom of Information legislation	

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	35
Decided after 35 days (by agreement with applicant)	
Not decided within time (deemed refusal)	2
Total	37

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	2	1	3
Review by Information Commissioner*		1	1
Internal review following recommendation under section 93 of Act	1		1
Review by ADT	1	1	2
Total	4	3	7

* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	7
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1

Appendix 11: Government Information (Public Access) Act 2009 (continued)

NSW Ministers

A Minister's office is classed as a separate agency under the GIPA Act and under s125(2) of the Act is required to comply with GIPA reporting requirements. The statistics for formal applications received by these agencies are provided below. These statistics cover the period from 1 July 2011 to 30 June 2012. They were provided to the NSW Department of Attorney General and Justice (DAGJ) and collated for publication in the DAGJ Annual Report as required by s125(3) of the GIPA Act.

Premier; Minister for Western Sydney	Entries recorded
Attorney General; Minister for Justice	Entries recorded
Minister for Planning and Infrastructure; Minister Assisting the Premier on Infrastructure NSW	Entries recorded
Minister for Police and Emergency Services; Minister for the Hunter; Vice-President of the Executive Council	Entries recorded
Deputy Premier; Minister for Trade and Investment; Minister for Regional Infrastructure and Services	Entries recorded
Minister for Education	Entries recorded
Minister for Resources and Energy; Special Minister of State; Minister for the Central Coast	Entries recorded
Minister for Transport	Entries recorded
Minister for Tourism, Major Events, Hospitality and Racing; Minister for the Arts	Entries recorded
Treasurer; Minister for Industrial Relations	Entries recorded
Minister for Finance and Services; Minister for the Illawarra	Entries recorded
Minister for Primary Industries and Small Business	Entries recorded
Minister for Local Government; Minister for North Coast	Entries recorded
Minister for the Environment; Minister for Heritage	Entries recorded
Minister for Health; Minister for Medical Research	Entries recorded
Minister for Citizenship and Communities; Minister for Aboriginal Affairs	Nil return
Minister for Sports and Recreation	Nil return
Minister for Mental Health, Minister for Healthy Lifestyles, Minister for Western New South Wales	Nil return
Minister for Fair Trading	Nil return
Minister for Family and Community Services, Minister for Women	Nil return
Minister for Ageing, Minister for Disability Services	Nil return
Minister for Roads and Ports	Nil return

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Premier; Minister for Western Sydney

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	1	0	0	1	0	0	0	0
Members of Parliament	0	1	0	0	0	0	0	0
Private sector business	0	0	0	1	0	0	0	0
Not for profit organisations or community groups	1	1	0	0	0	0	0	1
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	2	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	1	0	0	0	0
Access applications (other than personal information applications)	2	2	0	3	0	0	0	1
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	2
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	2
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	2
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	9
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	9

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	2**
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

** One application is under Review by Information Commissioner

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	2
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Attorney General; Minister for Justice

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	1	1	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	1	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	2
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	2
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	1
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	1
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	1
Total	2

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Planning and Infrastructure; Minister Assisting the Premier on Infrastructure NSW

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	1	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	1	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	1	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	1	1	1	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	2
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Police and Emergency Services; Minister for the Hunter; Vice-President of the Executive Council

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	1	0	0	1	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	1	0	0	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	2

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Deputy Premier; Minister for Trade and Investment; Minister for Regional Infrastructure and Services

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	1	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Education

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	1
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	1
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Resources and Energy; Special Minister of State; Minister for the Central Coast

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	1	0	0	0	0	0	0
Members of Parliament:								
N/A	0	0	0	0	0	0	0	0
Private sector business: N/A	0	0	0	0	0	0	0	0
Not for profit organisations or community groups: N/A	0	0	0	0	0	0	0	0
Members of the public (application by legal representative): N/A	0	0	0	0	0	0	0	0
Members of the public (other): N/A	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*: N/A	0	0	0	0	0	0	0	0
Access applications (other than personal information applications): N/A	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other: N/A	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	N/A
Application is for excluded information of the agency (section 43 of the Act)	N/A
Application contravenes restraint order (section 110 of the Act)	N/A
Total number of invalid applications received	N/A
Invalid applications that subsequently became valid applications	N/A

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	1
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Transport

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	1	0	1	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	1	0	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	1
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	1
Invalid applications that subsequently became valid applications	1

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	1
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	2

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Tourism, Major Events, Hospitality and Racing; Minister for the Arts

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	1	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	1
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Treasurer; Minister for Industrial Relations

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	1	0	0	0	0	0	0	0
Members of Parliament	0	0	1	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	1	0	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	1
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Finance and Services; Minister for the Illawarra

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	1	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	1

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Primary Industries and Small Business

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	3	0	0	0	0	0	1
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	3	0	0	0	0	0	1
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	3
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	0
Total	3

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Local Government; Minister for North Coast

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	1	0	1	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	1	0	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	2

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for the Environment; Minister for Heritage

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	1	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	1	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	1

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Minister for Health; Minister for Medical Research

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	1	0	0	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	0	1	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	0
Total	0

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Corrective Services NSW

Government Information (Public Access) applications

Table A: Number of Applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	3	1	0	1	1	2	0	2
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	76	2	0	0	0	0	0	1
Not for profit organisations or community groups	3	0	0	1	0	0	0	1
Members of the public (application by legal representative)	33	169	1	8	0	0	0	12
Members of the public (other)	20	74	2	5	0	1	0	3

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

One Not for Profit Organisation application, which was transferred, has been counted as withdrawn as there is no provision in the table to record transferred applications.

Table B: Number of Applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Personal information applications*	47	240	3	14	0	1	0	14
Access applications (other than personal information applications)	87	6	0	1	1	2	0	5
Access applications that are partly personal information applications and partly other	1	0	0	0	0	0	0	0

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table C: Invalid applications

Reasons for invalidity	No of applications
Application does not comply with formal requirement (Section 41 of the Act)	110
Application is for excluded information of the agency (Section 43 of the Act)	0
Application contravenes restraint order (Section 110 of the Act)	0
Total number of invalid applications received	110
Invalid applications that subsequently became valid applications	61

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	5
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of occasions when application not successful
Responsible and effective government	27
Law enforcement and security	13
Individual rights, judicial processes and natural justice	238
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	419
Decided after 35 days (by agreement with applicant)	2
Not decided within time (deemed refusal)	1
Total	422

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal Review	4	2	6
Review by Information Commissioner*	4	7	11
Internal Review following recommendations under section 93 of Act	0	1	1
Review by ADT	0	0	0
Total	8	10	18

* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Application by access applicants	18
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Of the 18 applications lodged by applicants, three involved invalid applications and one application concerned a decision by CSNSW to transfer the application to another agency. One application that concerned a decision by CSNSW was transferred to the Attorney General's Division at the review stage.

In 2011/12, CSNSW received 425 valid applications for access to Government information under the GIPA Act compared with 369 valid applications in 2010/11. This represents a 15% increase in the number of applications received.

In 2011/12, CSNSW received 110 invalid applications compared with 109 in the previous financial year. Of those 110 invalid applications, 61 became valid.

In addition, in 2011/12, 16 valid applications from the previous financial year were completed, and 19 of the 425 valid applications received were not completed.

Completed applications

In 2011/12, of the 422 valid applications completed:

- 403 applications were decided (including 1 deemed refusal);
- 18 applications were withdrawn;
- 1 application was transferred to another agency.

Applicants sought access to information in relation to CSNSW statistics, correctional management, and staff disciplinary matters; however, most applications received in 2011/12 concerned offenders and ex-offenders. As in previous years, a significant number of applications were received from Legal Aid NSW on behalf of offenders. In 2011/12, 93 such applications were received compared with 76 applications in 2010/11. A significant number of applications were also received from private debt collecting agencies or government agencies seeking to know the custodial status of individuals.

Appendix 11: Government Information (Public Access) Act 2009 (continued)

Access to information in 2011/12 compared with 2010/11

Of the 422 completed applications:

- 32 percent of applicants (135) gained access to all requested records, compared with 15 percent in 2010/11;
- 58 percent of applicants (246) gained access to some of the requested records, compared with 70 percent in 2010/11.

Nineteen applications were withdrawn or transferred. The remaining 22 applications involved one or more decisions where information was refused, already available, and/or not held by CSNSW.

A major reason, for the relatively low percentage of applicants being granted access to all requested records, is that applicants were often denied access to personal information about other people (third-parties).

Timeliness

Of the 422 finalised applications:

- 99 percent of the applications (419) were decided within the statutory timeframe (20 days plus any extension of the processing period up to 35 days);
- 2 applications were decided after the 35 days' maximum statutory timeframe (by agreement with the applicant);
- 1 application was not decided within the statutory timeframe (a deemed refusal).

Entities covered by these statistics

It should be noted that for the purposes of the GIPA Act, privately managed correctional centres are considered entities separate to CSNSW and are responsible for meeting all the requirements of the GIPA Act, including processing GIPA applications for information that they hold. Section 247 of the Crimes (Administration of Sentences) Act 1999 provides that a management company of a correctional centre is considered a local authority within the meaning of the GIPA Act. Accordingly, these statistics do not include privately managed correctional centres.

Schedule 3 of the Government Information (Public Access) Regulation 2009 declares the Serious Offenders Review Council (SORC) and the State Parole Authority (SPA) to be part of the Department of Attorney General and Justice for the purposes of the GIPA Act. Accordingly, these statistics do include the SPA and the SORC.

Informal requests for information

In 2011/12, three informal requests were received and processed.

Review of proactive release program

Under Section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

CSNSW's program for the proactive release of information involves senior officers of the various areas of the agency identifying information that can be placed on the Internet. A reminder is sent to officers once a year but they are encouraged to consider placement of information on the Internet as a matter of course.

Juvenile Justice NSW

Juvenile Justice NSW has implemented the *Government Information (Public Access) Act 2009* (GIPAA) in accordance with the statutory requirements in disclosure.

In 2011/12, 39 applications were received. Two were from private sector businesses, one from a community organisation (NGO); 23 from members of the public (including applications by legal representatives); 11 from the members of the public (other) and two applications were withdrawn. Twenty applications were dealt with within the 20-day statutory limit; and 17 were granted an extension by agreement with the applicant. There was one internal review requested.

Appendix 12: Industrial Relations Policies and Practices

Attorney General's Division

In 2011/12, the Attorney General's Division and the Public Service Association (PSA) continued to consult on a range of industrial relations matters through various consultative committees. The Consultative Committee arrangements provide a two-tiered mechanism directed towards the development of a relationship of mutual trust between the parties.

The Peak Consultative Committee (PCC) comprises the Director General, Director, Human Resources, Assistant Director Employee Relations, Employee Relations Officer (Secretary) and representatives of the PSA.

The Peak Consultative Committee (PCC) met on a quarterly basis to discuss general industrial relations matters. Matters impacting on individual Business Centres are dealt with through local consultative committees who meet to discuss and review local issues. If these committees are unable to resolve issues they are referred to the PCC for further discussion.

No major industrial action or lost time occurred related to agency specific issues.

Corrective Services NSW

In 2011/12, CSNSW provided industrial relations advice and support for the implementation of the major organisational reforms and represented Corrective Services NSW in 19 matters before Industrial Tribunals.

Corrective Services NSW provided support to staff through major organisational change including the closure of three correctional centres.

A needs analysis was developed in partnership with Griffith University to gather information and data on health and wellbeing of the staff to ensure that strategies and future programs are evidence based and meet the needs of the staff and the organisation.

The Managers Support Network to provide a forum for managers to seek assistance with challenging staff issues was established.

Juvenile Justice NSW

In 2011/12, Juvenile Justice was involved in some industrial and employment relations matters.

The majority of work involved unfair dismissal appeals and disciplinary appeals.

The Joint Consultative Committee met quarterly and discussed matters relating to shared corporate services, occupational health and safety issues, and operational matters for both community and custodial services.

Appendix 13: Insurance Activities

Major insurance risks for the Department of Attorney General and Justice (DAGJ) are the security of its staff, property and other assets, and the risk of work-related injuries, which may result in workers compensation insurance claims. Accordingly, the Department has full workers compensation, motor vehicle accident, property, liability and miscellaneous insurance cover provided by the Treasury Managed Fund (TMF). The TMF is a government-wide self-insurance scheme that provides a systematic and co-ordinated approach to the practice of risk management. Under this scheme, benchmarking was introduced to gauge risk management performance with insurance premiums determined by a combination of benchmarks and the Department's claims' experience.

QBE Insurance manages the Department's workers compensation insurance and GIO General Ltd manages the Department's other insurances. In respect of workers compensation for 2011/12, there is an increase in the Department's deposit premium of 64% compared with the previous year. This increase is due to the higher benchmark premium, which is funded by Treasury, and increase in experience premium attributed to higher cost of claims. To reduce the number and value of workers compensation insurance claims, the Department monitors its claims experience on an ongoing basis, with a focus on occupational health and safety and claims management.

Risk management policies and procedures are continually being reviewed, with the aim of enhancing the Department's risk management profile, thereby reducing future premiums.

There is an increase of 7% in the 2011/12 motor vehicle deposit premium due to the slightly higher benchmark premium partly offset by decrease in experience premium due to the steady decline in the number of motor vehicle claims submitted to TMF over the past few years. This is a direct result of the improved policies and procedures introduced by the fleet team in managing claims.

The deposit premium for 2011/12 property insurance has increased by 13% due to the Department's revaluation of buildings and a slight increase in cost of claims.

There is a decrease in the 2011/12 public liability deposit premium of 3% due to the lower benchmark premium and cost of claims. There is also a slight increase in the 2011/12 miscellaneous insurance deposit premium of 3% due to the slightly higher benchmark premium and slightly higher cost of claims.

The Benchmark Premium for Motor Vehicle represents a comparison with external fleet experience.

For Liability, Property and Miscellaneous cover, there is no comparison with external factors. The Benchmark Premium is used as a funding mechanism for Budget Agencies.

Appendix 13: Insurance Activities (continued)**Attorney General's Division****Motor Vehicle Accident Claims**

Year	No of Accidents	Frequency of Accidents per 100 Vehicles	Total Cost of Accidents \$	Average Cost \$
2006/07	74	18	224,309	3,031
2007/08	96	28	330,273	3,440
2008/09	87	23	277,717	3,192
2009/10	80	20	197,836	2,473
2010/11	100	32	264,049	2,640
2011/12	77	19	190,574	2,475

Public Liability Claims

The estimated outstanding value of potential claims against the current public liability policy (subject to Treasury Managed Fund actuarial reassessment) is \$1,047,712 current reserve balance and \$1,116,180 net incurred balance.

Crown Solicitor's Office has confirmed that there are nil solvency claims outstanding (claim relating prior to 1 July 1989).

Property Claims

Year	No of Claims	Total Cost of Accidents \$	Average Cost \$
2006/07	10	69,390	6,939
2007/08	22	275,144	12,507
2008/09	13	150,254	11,558
2009/10	3	6,199	2,066
2010/11	4	488,779	122,195
2011/12	18	418,147	23,230

Miscellaneous Claims

Year	No of Claims	Total Cost of Accidents \$	Average Cost \$
2006/07	4	182,971	45,743
2007/08	7	9,430	1,347
2008/09	12	338,616	28,218
2009/10	6	283,776	47,296
2010/11	6	109,392	18,232
2011/12	9	100,851	11,206

Appendix 13: Insurance Activities (continued)

Corrective Services NSW

Motor Vehicle Accident Claims

Year	No of Accidents	Frequency of Accidents per 100 Vehicles	Total Cost of Accidents \$	Average Cost \$
2008/09	255	24	757,602	2,971
2009/10	285	25	894,672	3,139
2010/11	229	20	632,494	2,762
2011/12	214	16	656,732	3,069

Public Liability Claims

The estimated outstanding value of potential claims against the current public liability policy (subject to Treasury Managed Fund actuarial reassessment) is \$2,278,262.

Property Claims

Year	No of Claims	Total Cost of Accidents \$	Average Cost \$
2008/09	45	2,318,094	51,513
2009/10	50	1,077,332	21,547
2010/11	46	1,748,739	38,016
2011/12	41	843,601	20,576

Miscellaneous Claims

This policy provides personal accident coverage for persons who assist CSNSW but are not by definition entitled to workers compensation and for persons performing community service orders.

Year	No of Claims	Total Cost of Accidents \$	Average Cost \$
2008/09	2	724	362
2009/10	0	0	0
2010/11	2	4,777	2,388
2011/12	0	0	0

All claims information from DataWarehouse at 31 July 2012

Motor Vehicle Fleet Size: 2008/09 – 1,052; 2009/10 – 1,130; 2010/11 – 1,172; 2011/12 – 1,375

Appendix 13: Insurance Activities (continued)

Juvenile Justice NSW

A comprehensive insurance program covers workers compensation, public liability, motor vehicle, property and miscellaneous liability.

Motor Vehicle Accident Claims

Year	No of Accidents	Frequency of Accidents per 100 Vehicles	Total Cost of Accidents \$	Average Cost \$
2007/08	94	29	395,810	4,210
2008/09	113	35	359,345	3,180
2009/10	79	24	230,490	2,917
2010/11	71	22	258,154	3,635
2011/12	85	26	262,083	3,083

Property Claims

Year	No of Claims	Total Cost of Accidents \$	Average Cost \$
2007/08	56	105,933	1,891
2008/09	30	31,340	1,044
2009/10	27	128,458	4,757
2010/11	21	115,747	5,511
2011/12	32	131,622	4,113

Public Liability Claims

The estimated outstanding value of potential claims against the current public liability policy (subject to Treasury Managed Fund actuarial reassessment) is \$363,000.

Miscellaneous Claims

There were no miscellaneous claims in 2011/12, 2010/11 or 2009/10.

Appendix 14: Internal Audit and Risk Management

I, Laurie Glanfield, am of the opinion that the Department of Attorney General and Justice has internal audit and risk management processes in operation that are, excluding the exceptions described below, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 Internal Audit and Risk Management Policy.

I am of the opinion that the internal audit and risk management processes for the Department depart from the core requirements set out in the Treasury Circular and that (a) the circumstances giving rise to these departures have been determined by the Portfolio Minister and (b) the Department has implemented the following practicable alternative measures that will achieve a level of assurance equivalent to the requirement:

Ministerially Determined Departure	Reason for Departure and Description of Practicable Alternative Measures Implemented
<p>Separate arrangements may be maintained for the Attorney General's Division, Corrective Services NSW and Juvenile Justice NSW to achieve outcomes equivalent to the core requirements of the Internal Audit and Risk Management Policy for the NSW Public Sector.</p>	<p>Enable the policy outcomes to be achieved until consolidated arrangements can be established.</p> <p>Separate arrangements are in place for the Attorney General's Division, Corrective Services NSW and Juvenile Justice NSW including separate Audit and Risk Committees, Chief Audit Executives and Internal Audit Functions, and risk management processes.</p>

I am of the opinion that the Audit and Risk Committees for the Department are constituted and operate in accordance with the independence and governance requirements of the Treasury Circular. The Chairs and Members of the Audit and Risk Committees are:

Attorney General's Division:

- Brian Suttor, independent Chair (14 November 2015)
- Ian Neale, independent Member (30 November 2013)
- Paul Crombie, independent Member (23 March 2014).
- Lida Kaban, non-independent Member (2 September 2014)

Corrective Services NSW (no change from 2010/11):

- Paul Crombie, independent Chair (17 March 2014)
- Ian Neale, independent Member (23 March 2014)
- Peter Peters, non-independent Member (31 March 2014)

Juvenile Justice NSW

- Joan Wilcox, independent Chair (31 December 2015)
- Arthur Butler, independent Member (29 September 2012)
- Valda Ruis, non-independent Member (15 March 2013)

The audit and risk processes in operation provide a level of assurance that enable the senior management of the Department to understand, manage and satisfactorily control risk exposures.

As required by the policy, I have submitted an Attestation Statement outlining compliance with and exceptions to the policy to the Treasury.



Laurie Glanfield
Director General

Appendix 15: Land Disposal

Attorney General's Division

The Division owns or operates a range of property assets including heritage courthouses, shopfronts, office fit-outs and call centres. In 2011/12, the Division disposed of one property. Access to documents relating to the disposal of this property can be obtained under the *Government Information (Public Access) Act 2009*.

Property	Reason for Disposal	Sale price	Purchased by
69 Albert Street, Moree	Surplus to requirements	\$240,000	Private purchaser

Corrective Services NSW

Corrective Services NSW owns or operates a range of property assets including heritage courthouses, shopfronts, office fit-outs and call centres. In 2011/12, Corrective Services disposed of one property listed below. Access to documents relating to the disposal of this property can be obtained under the *Government Information (Public Access) Act 2009*.

Property	Reason for disposal	Sale price	Outcome
Parramatta Correctional Centre	Correctional Centre closed	–	Transferred to State Property Authority

Juvenile Justice NSW

In 2011/12, no individual land disposals were made.

Appendix 16: Leave Liabilities

Leave Liabilities as at 30 June 2012 include Attorney General's Division, Corrective Services NSW and Juvenile Justice NSW.

Recreation Leave	\$129,643,378
Long Service Leave	\$339,715,506

Appendix 17: Legislation and Legal Change

Attorney General's Division

Legislation allocated to the Attorney General

Administrative Decisions Tribunal Act 1997 No 76

Anglican Church of Australia (Bodies Corporate) Act 1938 No 15

Animals Act 1977 No 25

Anti-Discrimination Act 1977 No 48
(except Part 9A, the Premier)

Antiochian Orthodox Church Property Trust Act 1993 No 20

Application of Laws (Coastal Sea) Act 1980 No 146

Australian Mutual Provident Society Act 1988 No 47

Australian Mutual Provident Society (Demutualisation and Reconstruction) Act 1997 No 56

Bail Act 1978 No 161

Benevolent Society (Reconstitution) Act 1998 No 153

Births, Deaths and Marriages Registration Act 1995 No 62

Burns Philp Trustee Company Limited Act 1990 No 82

Charitable Trusts Act 1993 No 10

Child Protection (Offenders Prohibition Orders) Act 2004 No 46 (jointly with the Minister for Police and Emergency Services)

Children (Criminal Proceedings) Act 1987 No 55

Children (Protection and Parental Responsibility) Act 1997 No 78

Children's Court Act 1987 No 53

Choice of Law (Limitation Periods) Act 1993 No 94

Christian Israelite Church Property Trust Act 2007 No 41

Churches of Christ in New South Wales Incorporation Act 1947 No 2

Churches of Christ, Scientist, Incorporation Act 1962 No 21

Civil Liability Act 2002 No 22

Civil Procedure Act 2005 No 28

Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 63

Commercial Arbitration Act 2010 No 61

Common Carriers Act 1902 No 48

Commonwealth Bank (Interpretation) Act 1953 No 29

Commonwealth Places (Administration of Laws) Act 1970 No 80

Commonwealth Powers (De Facto Relationships) Act 2003 No 49

Commonwealth Powers (Family Law–Children) Act 1986 No 182

Community Justice Centres Act 1983 No 127

Community Protection Act 1994 No 77

Compensation Court Repeal Act 2002 No 23

Compensation to Relatives Act 1897 No 31

Confiscation of Proceeds of Crime Act 1989 No 90

Constitutional Powers (Coastal Waters) Act 1979 No 138

Co-operative Schemes (Administrative Actions) Act 2001 No 45

Coptic Orthodox Church (NSW) Property Trust Act 1990 No 67

Coroners Act 2009 No 41

Corporations (Administrative Actions) Act 2001 No 33

Corporations (Ancillary Provisions) Act 2001 No 32

Corporations (Commonwealth Powers) Act 2001 No 1

Corporations (New South Wales) Act 1990 No 83

Costs in Criminal Cases Act 1967 No 13

Council of Law Reporting Act 1969 No 59

Court Information Act 2010 No 24

Court Security Act 2005 No 1

Court Suppression and Non-publication Orders Act 2010 No 106

Crimes Act 1900 No 40

Crimes (Administration of Sentences) Act 1999 No 93, section 183 (2) (a) (remainder, the Minister for Justice)

Crimes (Appeal and Review) Act 2001 No 120

Crimes at Sea Act 1998 No 173

Crimes (Criminal Organisations Control) Act 2012 No 9

Crimes (Domestic and Personal Violence) Act 2007 No 80

Crimes (Forensic Procedures) Act 2000 No 59

Crimes Prevention Act 1916 No 80

Crimes (Sentencing Procedure) Act 1999 No 92

Crimes (Serious Sex Offenders) Act 2006 No 7

Criminal Appeal Act 1912 No 16

Criminal Procedure Act 1986 No 209

Criminal Records Act 1991 No 8

Crown Advocate Act 1979 No 59

Crown Proceedings Act 1988 No 70

- Crown Prosecutors Act 1986 No 208*
- Defamation Act 2005 No 77*
- Director of Public Prosecutions Act 1986 No 207*
- Discharged Servicemen's Badges Act 1964 No 49*
- District Court Act 1973 No 9*
- Domicile Act 1979 No 118*
- Dormant Funds Act 1942 No 25*
- Drug Court Act 1998 No 150*
- Drug Misuse and Trafficking Act 1985 No 226*
(except part, the Minister for Police and Emergency Services, and part, jointly the Minister for Health and the Minister for Healthy Lifestyles)
- Dust Diseases Tribunal Act 1989 No 63*
- Electronic Transactions Act 2000 No 8*
- Employees Liability Act 1991 No 4*
- Evidence Act 1995 No 25*
- Evidence (Audio and Audio Visual Links) Act 1998 No 105*
- Evidence on Commission Act 1995 No 26*
- Factors (Mercantile Agents) Act 1923 No 2*
- Federal Courts (State Jurisdiction) Act 1999 No 22*
- Felons (Civil Proceedings) Act 1981 No 84*
- Financial Transaction Reports Act 1992 No 99*
- Fines Act 1996 No 99, Part 2, Divisions 1 and 2, section 13, section 120* (in so far as it relates to registrars of the courts and the Sheriff) *and section 123* (remainder, the Minister for Finance and Services)
- Forfeiture Act 1995 No 65*
- Frustrated Contracts Act 1978 No 105*
- Government Information (Information Commissioner) Act 2009 No 53*
- Government Information (Public Access) Act 2009 No 52*
- Graffiti Control Act 2008 No 100* (except Part 4, jointly with the Minister for Local Government)
- Greek Orthodox Archdiocese of Australia Consolidated Trust Act 1994 No 65*
- Guardianship Act 1987 No 257*
- Guardianship of Infants Act 1916 No 41*
- Habitual Criminals Act 1957 No 19*
- Health Practitioner Regulation (Adoption of National Law) Act 2009 No 86, section 4* in so far as it applies section 165B of the Health Practitioner Regulation National Law (NSW) as a law of New South Wales, and the Health Practitioner Regulation National Law (NSW), section 165B (remainder, the Minister for Health)
- Holy Apostolic Catholic Assyrian Church of the East Property Trust Act 1992 No 10*
- Imperial Acts Application Act 1969 No 30*
- Inclosed Lands Protection Act 1901 No 33*
- Industrial Relations Act 1996 No 17, sections 147, 148* (except in relation to the appointment of Commissioners), 149, 150, 151, 152, 153, 154, 156 (3), 157 (3), 159 (2), 164 (2), 168, 180, 185 (2) (d) and (e), 196, 197, 207, 208, 381, 382, 383, 407 (in relation to provisions administered by the Attorney General), *Schedule 2* (in relation to provisions administered by the Attorney General), and *Schedule 4* (in relation to provisions administered by the Attorney General), (remainder, the Minister for Finance and Services)
- Inebriates Act 1912 No 24*
- Infants' Custody and Settlements Act 1899 No 39*
- Insurance Act 1902 No 49*
- Insurance (Application of Laws) Act 1986 No 13*
- James Hardie (Civil Liability) Act 2005 No 106*
- James Hardie (Civil Penalty Compensation Release) Act 2005 No 107*
- James Hardie Former Subsidiaries (Winding up and Administration) Act 2005 No 105*
- Judges' Pensions Act 1953 No 41*
- Judicial Office (Papua New Guinea) Act 1979 No 177*
- Judicial Officers Act 1986 No 100*
- Jurisdiction of Courts (Cross-vesting) Act 1987 No 125*
- Jurisdiction of Courts (Foreign Land) Act 1989 No 190*
- Jury Act 1977 No 18*
- Justices of the Peace Act 2002 No 27*
- Land and Environment Court Act 1979 No 204*
- Law and Justice Foundation Act 2000 No 97*
- Law Enforcement (Powers and Responsibilities) Act 2002 No 103*
- Law Reform Commission Act 1967 No 39*
- Law Reform (Law and Equity) Act 1972 No 28*
- Law Reform (Miscellaneous Provisions) Act 1944 No 28*
- Law Reform (Miscellaneous Provisions) Act 1946 No 33*

Appendix 17: Legislation and Legal Change (continued)

- Law Reform (Miscellaneous Provisions) Act 1965 No 32*
- Law Reform (Vicarious Liability) Act 1983 No 38*
- Legal Aid Commission Act 1979 No 78*
- Legal Profession Act 2004 No 112*
- Lie Detectors Act 1983 No 62*
- Limitation Act 1969 No 31*
- Local Court Act 2007 No 93*
- Lutheran Church of Australia (New South Wales District) Property Trust Act 1982 No 101*
- Marketable Securities Act 1970 No 72*
- Married Persons (Equality of Status) Act 1996 No 96*
- Mental Health (Forensic Provisions) Act 1990 No 10 (except Part 5, jointly the Minister for Health and the Minister for Mental Health)*
- Methodist Church of Samoa in Australia Property Trust Act 1998 No 96*
- Mining Act 1992 No 29, section 293 (remainder, the Minister for Resources and Energy)*
- Minors (Property and Contracts) Act 1970 No 60*
- Moratorium Act 1932 No 57*
- Native Title (New South Wales) Act 1994 No 45*
- Notice of Action and Other Privileges Abolition Act 1977 No 19*
- NSW Trustee and Guardian Act 2009 No 49*
- Oaths Act 1900 No 20*
- Parliamentary Papers (Supplementary Provisions) Act 1975 No 49*
- Partnership Act 1892 55 Vic No 12 (except, in so far as it relates to the functions of the Registrar of the register of limited partnerships and incorporated limited partnerships and to the setting of fees to be charged for maintaining that register, jointly with the Minister for Finance and Services and the Minister for Fair Trading)*
- Personal Property Securities (Commonwealth Powers) Act 2009 No 35 (except Division 2 of Part 2 of Schedule 1 and clause 24 of Schedule 1, jointly with the Minister for Finance and Services and the Minister for Fair Trading)*
- Piracy Punishment Act 1902 No 69*
- Police (Special Provisions) Act 1901 No 5 (except part, the Minister for Police and Emergency Services)*
- Presbyterian Church of Australia Act 1971 No 42*
- Pre-Trial Diversion of Offenders Act 1985 No 153*
- Printing and Newspapers Act 1973 No 46*
- Privacy and Personal Information Protection Act 1998 No 133*
- Probate and Administration Act 1898 No 13*
- Professional Standards Act 1994 No 81*
- Property (Relationships) Act 1984 No 147*
- Public Defenders Act 1995 No 28*
- Public Notaries Act 1997 No 98*
- Recovery of Imposts Act 1963 No 21*
- Relationships Register Act 2010 No 19*
- Reorganised Church of Jesus Christ of Latter Day Saints Trust Property Act 1959 No 13*
- Restraints of Trade Act 1976 No 67*
- Restricted Premises Act 1943 No 6*
- Roman Catholic Church Communities' Lands Act 1942 No 23*
- Roman Catholic Church Trust Property Act 1936 No 24*
- Royal Blind Society (Merger) Act 2005 No 87*
- Royal Institute for Deaf and Blind Children Act 1998 No 6*
- Russian Orthodox Church (NSW) Property Trust Act 1991 No 91*
- Sale of Goods Act 1923 No 1*
- Sale of Goods (Vienna Convention) Act 1986 No 119*
- Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No 26*
- Sea-Carriage Documents Act 1997 No 92*
- Sheriff Act 2005 No 6*
- Solicitor General Act 1969 No 80*
- Sporting Venues (Offenders Banning Orders) Act 2005 No 67*
- Standard Time Act 1987 No 149*
- Status of Children Act 1996 No 76*
- Stewards' Foundation of Christian Brethren Act 1989 No 172*
- Succession Act 2006 No 80*
- Suitors' Fund Act 1951 No 3*
- Summary Offences Act 1988 No 25*
- Sunday (Service of Process) Act 1984 No 45*
- Supreme Court Act 1970 No 52*
- Surrogacy Act 2010 No 102*
- Surveillance Devices Act 2007 No 64*

Appendix 17: Legislation and Legal Change (continued)

*Telecommunications (Interception and Access)
(New South Wales) Act 1987 No 290*

Terrorism (Commonwealth Powers) Act 2002 No 114

Terrorism (Police Powers) Act 2002 No 115

Trees (Disputes Between Neighbours) Act 2006 No 126

Trustee Act 1925 No 14

Trustee Companies Act 1964 No 6

Unauthorised Documents Act 1922 No 6

Uncollected Goods Act 1995 No 68

Uniting Church in Australia Act 1977 No 47

Vexatious Proceedings Act 2008 No 80

Victims Rights Act 1996 No 114

Victims Support and Rehabilitation Act 1996 No 115

*Westpac Banking Corporation (Transfer of Incorporation)
Act 2000 No 71*

Witnesses Examination Act 1900 No 34

*Workplace Injury Management and Workers Compensation
Act 1998 No 86, sections 368, 369 and 373 and Schedule
5 (remainder, the Minister for Finance and Services)*

Workplace Surveillance Act 2005 No 47

*Young Offenders Act 1997 No 54 (except parts,
the Minister for Justice)*

Legislation allocated to the Minister for Justice

*Child Welfare (Commonwealth Agreement Ratification)
Act 1941 No 11*

*Child Welfare (Commonwealth Agreement Ratification)
Act 1962 No 28*

Children (Community Service Orders) Act 1987 No 56

Children (Detention Centres) Act 1987 No 57

Children (Interstate Transfer of Offenders) Act 1988 No 85

*Crimes (Administration of Sentences) Act 1999 No 93
(except part, the Attorney General)*

*Crimes (Interstate Transfer of Community Based
Sentences) Act 2004 No 72*

*International Transfer of Prisoners (New South Wales) Act
1997 No 144*

Parole Orders (Transfer) Act 1983 No 190

Prisoners (Interstate Transfer) Act 1982 No 104

*Young Offenders Act 1997 No 54, sections 49, 60 and 61,
and Schedule 1 (remainder, the Attorney General)*

Changes to the Attorney General's legislation

Acts

Courts Legislation Amendment Act 2011

*Crown Law Officers Legislation Amendment
(Retirement Age) Act 2011*

*Crimes (Sentencing Procedure) Amendment
(Children in Cars) Act 2011*

*Director of Public Prosecutions Amendment
(Disclosures) Act 2011*

*Fines Amendment (Work and Development Orders)
Act 2011*

Identification Legislation Amendment Act 2011

*Summary Offences Amendment (Intoxicated
and Disorderly Conduct) Act 2011*

*Births, Deaths and Marriages Amendment
(Change of Name) Act 2012*

Coroners Amendment Act 2012

Courts and Crimes Legislation Amendment Act 2012

*Crimes Amendment (Consorting and Organised Crime)
Act 2012*

Crimes Amendment (Reckless Infliction of Harm) Act 2012

Crimes (Criminal Organisations Control) Act 2012

Criminal Case Conferencing Trial Repeal Act 2012

*Criminal Procedure Amendment (Summary Proceedings
Case Management) Act 2012*

*Government Information (Public Access) Amendment Act
2012*

Judicial Officers Amendment Act 2012

Regulations

*Administrative Decisions Tribunal Amendment (Fees)
Regulation 2011*

*Births, Deaths and Marriages Registration Amendment
(Fees) Regulation 2011*

Births, Deaths and Marriages Registration Regulation 2011

Children (Criminal Proceedings) Regulation 2011

*Children's Court Amendment (Children's Court Clinic)
Regulation 2011*

Civil Procedure Amendment (Fees) Regulation 2011

*Civil Procedure Amendment (Retrieval Fees)
Regulation 2011*

Court Security Regulation 2011

Appendix 17: Legislation and Legal Change (continued)

Crimes (Sentencing Procedure) Amendment (Certificates) Regulation 2011

Criminal Case Conferencing Trial Amendment (Extension) Regulation 2011

Criminal Case Conferencing Trial Amendment Regulation 2011

Criminal Procedure Amendment (Briefs of Evidence) Regulation 2011

Criminal Procedure Amendment (District Court Summary Jurisdiction Fees) Regulation 2011

Criminal Procedure Amendment (Fees) Regulation 2011

Drug Misuse and Trafficking Amendment (Prohibited Drugs) Regulation 2011

Drug Misuse and Trafficking Regulation 2011

Dust Diseases Tribunal Amendment (Fees) Regulation 2011

Evidence (Audio and Audio Visual Links) Amendment Regulation 2011

Jury Amendment (Attendance and Refreshment Allowances) Regulation 2011

Oaths Regulation 2011

Relationship Register Amendment (Fees) Regulation 2011

Succession Amendment (Will Deposit Fee) Regulation 2011

Administrative Decisions Tribunal Amendment (Fees) Regulation 2012

Children (Criminal Proceedings) Amendment (Youth Conduct Order Scheme) Regulation 2012

Criminal Procedure Amendment (Fees) Regulation 2012

Criminal Procedure Amendment (Local Court Criminal Process Reforms) Regulation 2012

James Hardie Former Subsidiaries (Winding up and Administration) Amendment (Statutory Recovery Claims) Regulation 2012

Jury Amendment (Attendance and Refreshment Allowances) Regulation 2012

Oaths Amendment (Confirmation of Identity) Regulation 2012

Relationship Register Amendment (Fees) Regulation 2012

Succession Amendment (Will Deposit Fee) Regulation 2012

Trustee Amendment (Prescribed Insurers) Regulation 2012

Victims Support and Rehabilitation Regulation 2012

Corrective Services NSW

New legislation 2011–2012

1. Identification Legislation Amendment Act 2011

On 1 November 2011, the Identification Legislation Amendment Act 2011 commenced operation. This Act amended the *Crimes (Administration of Sentences) Regulation 2008* to allow an authorised officer to require a visitor to a correctional centre to remove a face covering so as to enable the officer, or certain persons assisting the officer, to see the visitor's face for identification purposes.

Clause 89 of the *Crimes (Administration of Sentences) Regulation 2008* has been amended so that a visitor who does not comply with a request to remove a face covering for identification purposes may be refused a visit.

The changes to the Regulation provide that certain procedures **must** be followed when requiring a visitor to remove a face covering, as far as reasonably practicable.

2. Births, Deaths and Marriages Registration Amendment (Change of Name) Act 2012

On 10 April 2012, amendments to the change of name provisions in the *Births, Deaths and Marriages Registration Act 1995* commenced.

The amendments provide that restricted persons, including inmates and certain other offenders, may not make an application to the NSW Registrar of Births, Deaths and Marriages or an interstate Registrar to register a change of name, unless the Commissioner of Corrective Services has approved the making of the application.

Failure to comply with this requirement is an offence under the *Births, Deaths and Marriages Registration Act 1995*.

The change of name provisions apply to persons who are former serious offenders. Serious offenders are defined in the *Crimes (Administration of Sentences) Act 1999*.

Appendix 17: Legislation and Legal Change *(continued)*

Juvenile Justice NSW

Principal Legislation

Juvenile Justice is responsible for administering the following Acts:

- *The Young Offenders Act 1997* (Part 5 and Schedule 1), which sets out the responsibilities of the Department in the administration of youth justice conferences;
- *The Children (Community Service Orders) Act 1987*, which details the responsibility of the Department in supervising juvenile offenders placed on community service orders;
- *The Children (Detention Centres) Act 1987*, which governs the administration of Juvenile Justice centres and the care and supervision of juvenile detainees; and
- *The Children (Interstate Transfer of Offenders) Act 1988*, which specifies the requirements for the transfer of young offenders from or to NSW, and for the transfer of young offenders through NSW from one State to another.

Changes in Legislation

Children (Detention Centres) Amendment (Serious Young Offenders Review Panel) Act 2012

This Act amended the *Children (Detention Centres) Act 1987* to include Part 4B for the Serious Young Offenders Review Panel (the panel). The panel provides advice and makes recommendations to the Director General with respect to the classification of serious young offenders who are referred to the panel by the Director General, any matter relating to a detainee or any other matter as referred to in the Regulation. Part 4B outlines the panel's constitution, functions and matters to be considered by the panel.

Identification Legislation Amendment Act 2011

This Act inserted new provisions in the *Children (Detention Centres) Act 1987* and the *Children (Detention Centres) Regulation 2010* in relation to the removal of face coverings by visitors to a detention centre for identification purposes.

Appendix 18: Major Works in Progress

Attorney General's Division

1. Newcastle Courthouse Development

Preparatory works have commenced for the new courthouse at Newcastle on the site known as "The Burwood Wedge". These works include the demolition of New Fred Ash Building and stabilisation of the site to minimise the risk of mine subsidence through "grouting" of the site. Documentation for the construction of the site is progressing and it is anticipated that tenders for the construction of the main works will be finalised by the end of 2012.

2. Liverpool Courthouse Redevelopment

Redevelopment of Liverpool Courthouse is well into construction since the court closure in December 2011. Works are progressing well and it is anticipated that the works will be completed in the first quarter of 2013.

3. Armidale Courthouse Development

The construction of a new courthouse adjacent to the existing police station in Armidale is progressing. The works have been affected by adverse weather conditions but it is anticipated that the works will be completed on or close to time. It is anticipated that the new courthouse will be ready for operation by March 2013.

4. Downing Centre/John Maddison Tower (DC/JMT)

Continual works as part of the 5 year program of works at DC/JMT is entering into its third year with the next phase of the works being conceptually developed. A review of the current master plan associated with these works is also being undertaken to ensure the master plan is in line with current departmental visions.

Appendix 18: Major Works in Progress (continued)

Courts and Tribunal Services

Cost to date, estimated dates of completion as at 30 June 2012

Project	Estimated Total Cost \$m	Cost up to 30 June 2012 \$m	Expected Completion date	Cost overruns
Joined Up Justice	9.9	9.8	Dec 2012	Nil
Legal e-services	10.086	9.99	Dec 2012	Nil

Corrective Services NSW

Project	Estimated Total Cost \$m	Cost up to 30 June 2012 \$m	Expected Completion date	Cost overruns
1000 Inmate Beds	296,355	280,215	Sept 2012	Nil
Information Technology Infrastructure	47,567	37,892	Jun 2013	Nil
Inmate Escort Vehicles	9,230	6,877	Jun 2014	Nil

Juvenile Justice NSW

Project	Estimated Total Cost \$m	Cost up to 30 June 2012 \$m	Expected Completion date	Cost overruns
Front Line Accommodation	7.240	5.050	2012/13	Nil
Riverina Juvenile Justice Centre Redevelopment	29.388	20.010	2012/13	Nil
Cobham Juvenile Justice Centre Redevelopment	40.255	25.470	2012/13	Nil
Client Information Management Service Upgrade	7.041	5.346	2012/13	Nil

Appendix 19: Multicultural Policies and Services Program

Attorney General’s Division

Diversity Services

The Attorney General’s Division has continued to implement its commitment to multicultural policies and services by pursuing the strategies contained in its Culturally Diverse Communities’ Access Plan, its response to the State’s Multicultural Policy and Services Program (MPSP) framework.

Activity area ‘A’ Planning and evaluation

Outcome 1 – Planning

Multicultural policy goals are integrated into the overall corporate and business planning, as well as the review mechanisms of the agency.

Performance Indicators	Achievements
Business Centre business plans are responsive to the demographic data of their clients from multicultural and linguistically diverse communities and demonstrate plans to address relevant issues faced by their clients.	<p>Various Business Centres are now referring to interpreter data and ABS data to determine service provision and translation decisions reflected in their business plans. Examples include Diversity Services using data to identify the need for the Iraqi CLO; and the Public Guardian determining where to offer workshops.</p> <p>The Court Intervention Unit and Community Justice Centres are exploring partnerships with Culturally and Linguistically Diverse (CALD) communities to enhance services that address issues facing their clients.</p> <p>The block bookings of interpreters are happening at a grass roots level in Local Courts across the Metropolitan Area based on need.</p>
Diversity Services conducts an evaluation of the Culturally Diverse Communities Access Plan and works with Business Centres to enhance their efforts based on reviews of business plans and available external and internally generated data.	Diversity Services is working with various Business Centres such as Public Guardian, Trustee and Guardian, LawAccess, Victims Services, Crime Prevention Division, Community Relations Unit and Local Courts to assist in their implementation of the Culturally Diverse Communities Access Plan.
The Attorney General’s Division develops internal monitoring systems to evaluate the Culturally Diverse Communities Access Plan.	The Culturally Diverse Communities Access Plan is evaluated annually and several of the performance indicators are reported on quarterly to the Executive.
Diversity Services submits MPSP reports to Community Relations Commission (CRC) and within Department’s Annual Reports.	Diversity Services annually submits the Division’s MPSP reports to CRC and includes its achievements within the Department’s Annual Report.

Appendix 19: Multicultural Policies and Services Program (continued)

Outcome 2 – Consultation and feedback

Policy development and service delivery is informed by agency expertise and by client feedback and complaints, and participation on advisory committees and consultations.

Performance Indicators	Achievements
Policy and service delivery reflect information and expertise acquired through research and community consultation.	<p>Through a thorough review of interpreter data, migration patterns etc, the Iraqi Community was identified as the next community on which Diversity Services would focus its engagement program.</p> <p>Through a partnership with the Council of Pacific Communities, the Department is preparing a Strategic Plan to inform service delivery and program decisions. Work is also proceeding with African Communities to inform service delivery.</p> <p>The NSW Law Reform Commission and the Criminal Law Review Division have undertaken consultation with a range of multicultural groups in relation to work on penalty notices and identity legislation.</p> <p>People from a multicultural background are identified as 'priority customers' in <i>LawAccess NSW Policy, Procedure and Service Standards Manual</i> in response to various Law and Justice findings of community disadvantage.</p> <p>The Anti Discrimination Board has conducted numerous workshops with CALD communities resulting in enhanced understanding of issues by the Communities and the Board.</p> <p>The Victims of Crime Interagency Forum includes consultation with the Community Relations Commission.</p> <p>In May 2012 the Communications Unit expanded the reach of National Law Week and coordinated two "Community Legal Information Days" in Western Sydney. Government and non-government service providers from the legal and justice sectors provided information to the culturally diverse communities in Parramatta and Blacktown at the two events.</p>
The voice of clients is evident in the Department's decisions.	The Division met regularly with the Pacific Communities, African Communities and Chinese Communities this year. These consultations ensured the voice of the communities was heard at Executive levels and at various policy levels across the Division.
All client feedback that is handled by the CRU is sent to the relevant business centre for their information and response advice.	Community Relations Unit (CRU) has reviewed its client feedback policies and procedures. Business centres are directly consulted on the CRU responses and therefore have access to issues from the communities as they arise.
The Attorney General's Division enhances its understanding of multicultural communities' issues through its culturally diverse staff.	The Division has sponsored several internal events which are designed to encourage culturally diverse staff to feel proud and confident in sharing and informing policies and practices. This included Harmony Day, Refugee Week and Respect Day events.

Appendix 19: Multicultural Policies and Services Program

Activity area 'B' Capacity building and resourcing

Outcome 3 – Leadership

CEO and senior management actively promote and are accountable for the implementation of the Principles of Multiculturalism within the agency and wider community.

Performance Indicators	Achievements
Senior Management are perceived as champions of cultural diversity as reported in the bi-annual employee survey of 2012.	<p>The Division employs a significant number of CALD staff, particularly in the Sydney Metro region where the majority of CALD clients are located. In 2011/12 the Division has 133 staff in receipt of the Community Language Allowance Scheme, which means that clients from various backgrounds can access basic language assistance.</p> <p>Approximately 18% of staff in the Division have identified as being from a racial, ethnic or ethno-religious group which is a minority in Australian society.</p>
Cultural diversity objectives and strategies are reflected in all performance agreements and business plans.	Business plans require Culturally Diverse Communities Access Plan strategies and are reported on annually through the annual reporting process. Senior Executive Service performance agreements include a requirement to integrate multicultural related issues within planning and practice.

Outcome 4 – Human resources

The capacity of the agency is enhanced by the employment of people with linguistic and cultural expertise and we pride ourselves in the capacity of our employees from culturally diverse communities and the cultural competencies of all staff.

Performance Indicators	Achievements
Staff profile reflects cultural diversity of the community to ensure services are culturally sensitive and enhance client service.	<p>The Division employs a significant number of CALD staff, particularly in the Sydney Metro region where the majority of CALD clients are located. In 2011/12 the Division has 133 staff in receipt of the Community Language Allowance Scheme, which means that clients from various backgrounds can access basic language assistance.</p> <p>Approximately 18% of staff in the Division have identified as being from a racial, ethnic or ethno-religious group which is a minority in Australian society.</p>
Staff from various multicultural communities are encouraged to contribute to the cultural competence of their business centre and specific workplace.	<p>Staff from multicultural communities are encouraged to participate in a range of development activities. The Division supports the Cultural Diversity Staff Network. Network representatives are members of the Equity and Diversity Alliance which oversees the development and implementation of the Equal Employment Opportunity Management Plan and provides input into human resources policies and practices.</p> <p>The Respect Program provides a framework of teamwork activities that promotes respect for diversity and embracing diversity in teamwork and staff input.</p> <p>The Cultural Diversity Staff Network has the opportunity to present ideas and suggestions to management.</p>
Staff from various multicultural communities are supported in their career development to enhance cultural competency at all levels of the organisation.	<p>The Division encourages CALD staff to be involved in a range of career development activities. Managers are required to ensure that all staff are afforded a minimum of 5 days development per year. Specific development activities, including targeted mentoring and conferences for CALD staff are also provided through the staff Cultural Diversity Network.</p> <p>In July 2011, the ADR Directorate produced A Children's Court booklet in eight different languages. Staff from the Cultural Diversity Network were consulted as part of the quality review process.</p>

Appendix 19: Multicultural Policies and Services Program

Staff and management at all levels are supported in the development of their cultural competence, to enhance multicultural skills at all levels of the organisation.

Staff and management are provided development opportunities to enhance their knowledge of cultural diversity and develop cultural competency. The Division celebrates Harmony Day and encourages all staff to be involved through a range of workplace activities.

People Development run a number of training courses that aim to educate and promote cultural awareness in the workplace. Cultural diversity and competency are embedded in a range of development programs, from induction to leadership development.

Victims Services offered staff specialist training in working with victims of domestic violence from CALD communities.

Activity area 'C' Programs and services

Outcome 5 – Access and equity

Barriers to the accessibility of services for people from culturally, linguistically and religiously diverse backgrounds are identified, and program and services are developed to address them.

Performance Indicators	Achievements
The Attorney General's Division develops and implements a community consultation program to influence policy and program delivery.	<p>In 2011/12, this consultation strategy included extensive engagement with three multicultural communities, African, Pacific and Chinese Communities, and started working with Iraqi Communities.</p> <p>LawAccess continues its implementation of its <i>Communications Strategy – people from CALD Communities</i>. All strategies were developed in consultation with relevant communities and stakeholders.</p>
The Attorney General's Division's services respond to feedback from the community and deliver in a culturally competent manner.	<p>Pacific Communities presented the Division with a report identifying their priorities which have led to a partnership to develop the Justice Pacific Strategic Plan.</p> <p>African Communities have received an exclusive three day training in Alternative Dispute Resolution and a Justice African Learning Circle to up-skill Elders and Leaders.</p> <p>Chinese Communities were offered an extensive number of workshops on topics of interest, such as wills and trusts, planning ahead, and information for international students.</p> <p>The Victims Services Better Court Support review has included particular stakeholders to ensure that gaps in court support services to CALD communities are identified.</p> <p>The new Victims Access Line information and support brochure was recently developed in 11 languages.</p> <p>All Community Relations Unit correspondence officers and managers attended an intensive two-day workshop on plain English writing.</p> <p>LawAccess continues to promote its services to CALD communities with the use of translated hard and soft resources (33 languages).</p> <p>Advertisements for LawAccess were placed on SBS Radio in 9 languages Dinka, Amharic, Assyrian, Burmese, Dari, Kurdish, Nepalese, Somali and Tamil.</p> <p>LawAccess also placed ads on several community radio stations in a variety of additional languages.</p>

Appendix 19: Multicultural Policies and Services Program

Business Centres who survey former clients will track issues of access relating to cultural diversity and respond to them.	In LawAccess people from a multicultural background are identified as 'priority customers' as per the <i>LawAccess NSW Policy, Procedure and Service Standards Manual</i> . LawAccess NSW Customer Satisfaction Survey includes specific measures around birthplace of and language spoken by customers.
The clients from culturally diverse communities who use Victims Services increases.	Victims Services is preparing a service delivery strategy to enhance service provision to people from multicultural communities.
The use and provision of interpreting and translation services increase.	The amount of funds spent on interpreters increased in the last financial year by 29.16%. The amount of funds spent on translations increased in the last financial year by 6.72%. The number of CRC interpreters provided to the Department totalled 12,325. The block bookings are organised at a grass roots level in Local Courts across the Metropolitan Area based on need.

Outcome 6 – Communication

A range of communication formats and channels are used to inform people from culturally and linguistically diverse backgrounds about agency programs, services and activities.

Performance Indicators	Achievements
Amount of money spent on interpreters and translations across the Attorney General's Division increases.	Expenditure on interpreters and translations increased by 29.16% across the Division.
There is an increase in the number of audiovisual link sessions provided by the Community Relations Commission in the provision of interpreters.	Data on audiovisual links provided through Community Relations Commission was not available.

Outcome 7 – Social and economic development

Programs and services are in place to develop and use the skills of a culturally diverse population for the social and economic benefit of the State.

Performance Indicators	Achievements
Community leaders and members who attend consultations and training sessions respond positively to activity and report enhanced understanding and skill development after sessions are conducted.	The expanded requests and attendance at each legal education and consultation session held with the African, Chinese and Pacific Communities reflects the value of the workshops and communities' appreciation for the information provided. In 2011/12, the Division offered 97 community sessions. An Iraqi Communities Liaison Officer was recruited to commence July 2012.
Ability to sustain participation of Sudanese Law Students for the Blacktown Local Court Support program.	The Division is working with Community Legal Centres to ensure the continuation of the Blacktown Sudanese Local Court Support Program and broaden the base to other multicultural communities and in other local courts.

Appendix 19: Multicultural Policies and Services Program (continued)

Corrective Services NSW

Cultural and Linguistic Diversity

In accordance with Section 13 (g) of the *Community Relations Commission and the Principles of Multiculturalism Act 2002*, the Corrective Services NSW Multicultural Implementation Report for 2010/11 was submitted to the Community Relations Commission who rated its performance in implementing the Multicultural Programs and Services Policies at level 2, which is mid-range.

Planning and Evaluation

Capacity Building and Resources

In 2011/12, staff across Corrective Services NSW celebrated Harmony Day with the theme of "Sport – play, engage and inspire". While food was again a feature of the Harmony Day celebration, Head Office was able to invite David Peachey (ex NRL star) as a guest speaker, as part of the NRL One Community Program.

Staff Cultural Training

In 2011/12, Brush Farm Corrective Services Academy held a number of 'Cultural Awareness' training days to increase staff cultural competency. A total of 263 staff attended this training. Cultural Awareness Training consisted of full-day and short sessions as a component of the Integrated Induction, Safe Custody and Primary Training for new custodial staff and probation and parole officers.

Programs and Services

Language Services

In 2011/12, Corrective Services NSW spent \$139,773.79 on Interpreter and translator services. This expenditure includes telephone, onsite and video conferencing interpreting services.

The number of bi-lingual and multi-lingual staff receiving the Community Language Allowance Scheme (CLAS) decreased by 17% to 71 officers. This decrease was due to staff retirement.

In 2011/12, Corrective Services NSW developed an information pamphlet which provides information in English and community languages (Arabic, Chinese, and Vietnamese) about the range of services offered by Corrective Services NSW to families and friends of an offender after a death in custody. This includes information about financial assistance for funerals and counselling. The pamphlets are available to the public on the Corrective Services NSW Internet site.

In 2011/12, Corrective Services NSW also provided a range of compendium and education programs to 2,124 Culturally and Linguistically Diverse (CALD) offenders in custody and the community. Some of these programs included, but were not limited to, level 1, 2 and 3 certificates in Spoken and Written English and other general education and vocational training programs. In addition, 1,762 CALD offenders accessed compendium and ancillary programs including Alcohol, Drugs and Addictions, Aggression and Violence, Community Engagement, Health promotion, Readiness and Sexual Offending.

Community partnerships

Corrective Services NSW continued to work closely with the Drug and Alcohol Multicultural Education Centre (DAMEC) to deliver specialist programs targeting Vietnamese offenders in custody and the community. The Vietnamese Transitions Project (VTP) is an excellent example of a co-operative relationship between government agency and community organisation to deliver post-release assistance to Vietnamese offenders transiting from custody into the community.

The VTP offers participants assistance with accommodation, family and community support, legal issues, gambling counselling, access to Alcohol and Other Drug treatment programs and other practical support services for up to 6 months after release from custody. In 2011/12, 28 referrals were made to the VTP from across Corrective Services NSW facilities.

Through additional funding from the Network Alcohol and Other Drug Agencies (NADA), DAMEC translated the SMART Recovery Program into Vietnamese. SMART Recovery is a self-help maintenance program that promotes complete recovery from addiction. Trials of the SMART Recovery Program were held at the Silverwater Correctional Centre (Custody) and Fairfield District Office (Community Offender Management). In the custody trial, 9 Vietnamese offenders participated in the 12 weeks program. In the community trial, 8 Vietnamese participated in the 10 weeks program.

The trials of the SMART Recovery Program will be undergoing an evaluation process.

Community engagement

Corrective Services NSW staff attended a number of community forum meetings between the Department of Attorney General and Justice (DAGJ) and the African and Pacific Island communities to identify and address any emerging issues for both communities and the criminal justice system.

Appendix 19: Multicultural Policies and Services Program (continued)

Corrective Services NSW's Arabic, Pacific Island and Vietnamese Client Service Officers continued to work closely with their local CALD communities and other government agencies to identify and address emerging issues.

An equity and diversity corporate excellence award was established. This award will be presented to an individual or group who has displayed leadership or made a significant contribution to promoting equity, diversity and cultural inclusion in the workplace or delivery of programs and services for offenders and visitors.

Policy review

Policy and procedures governing inmates' dress has been updated to allow practising Muslim female inmates to wear a head dress whilst in custody.

The Corrective Services NSW Generic Grocery Buy-Up list has been updated to include 27 cultural food items.

Juvenile Justice NSW

Juvenile Justice NSW extended its Multicultural Action Plan (MAP) by 12 months and has been developing the next joint MAP 2013-2015. The Chief Executive (CE) met with the African Leaders Learning Circle to discuss Juvenile Justice issues and the Deputy CE (Operations) and Juvenile Justice staff have been working with the NSW Justice and Pacific Communities Steering Committee to develop strategies to support young people in the juvenile justice system who are from Pacific Communities.

Pacific Communities are currently the largest multicultural group in Juvenile Justice, and a number of strategies are in place to address the needs of Pacific Communities' young people and their families. The development of a Pacific Communities Strategic Plan was approved within the next MAP including data analysis of trends in offending of Pacific Communities young people over the past 5 years. In September 2011, a Juvenile Justice Pacific Reference Group was established to develop strategies to reduce offending by young people from Pacific Communities.

In December 2011, Frank Baxter Juvenile Justice Centre hosted a Chinese delegation on their Pacific Islander Cultural Day. This was followed in March 2012 with a Juvenile Justice Harmony Day celebration, including a Chief Executive's morning tea for staff and a talk by Dr Jioji Ravulo on his Doctoral research on the offending of young people from Pacific Communities and solutions to address their re-offending.

Appendix 20: Occupational Health and Safety

Attorney General's Division

Work Health and Safety and Injury Management

In 2011/12, there was an increase in the number of employees with non-work related health conditions/injuries and illnesses that required support and assistance. A *Health Plan* may be implemented in situations in the workplace where an employee needs support due to adverse circumstances in his/her personal life that needs consideration in the workplace, or where an employee has a medical condition or pain/discomfort that needs support through adjustments or equipment.

The *Health Plan* documents all aspects of an individual's recovery, support and adjustment requirements, and would generally last for no more than 6 months with regular review periods. The goal of the *Health Plan* is to return the employee to his/her pre-injury duties or to identify if longer term reasonable adjustments may need to be made.

In 2011/12, to promote Health and Wellbeing under the Department's *Well for Life* program, a *Spring into Summer* promotion was run over two months across the metropolitan and regional areas. The promotion involved:

- Healthy Points Challenge – staff registered teams (of up to 10 members). Each team member received a healthy points challenge pack which included: tips for getting started, setting goals and following through; the healthy points list; an activity and meal planner; a diary and weekly shopping list. Staff would keep a log of their points gained each day (based on the healthy points list) and provide an average at the end of each week. Points were allocated to each item, such as in the following example: 'Ate a healthy breakfast (either fruit, yoghurt, natural muesli or wholegrain bread with low fat spreads) – allocate yourself 5 points.'
- Information sessions were run across eight locations to support the Healthy Points Challenge. The information sessions were titled *Portion distortion and Nutrition Detectives*. The sessions were designed to make staff more aware of their food intake and meal sizes, as well as the nutritional value of their choices.
- Weekly health and wellbeing tips were emailed out.

Feedback received for this promotion was extremely positive, and staff requested further promotions on a range of topics.

In addition to the health promotion and support activities, Health and Safety Services continued to focus on Injury Management by thoroughly reviewing workers compensation claims to ensure appropriate support, management and action. A new process has been implemented to audit and review files to ensure that injured workers who have made claims continue to receive support and contact.

In 2011/12, there were 212 new workers compensation claims lodged. As at 30 June 2012, the Division had 276 claims open (this figure includes claims open for legal reasons only, claims that have no action and are awaiting finalisation by the insurer and claims being managed by the insurer for staff that have left the Division). These figures include all policies managed by the Division such as NSW Trustee and Guardian; Office of the Information and Privacy Commission and Dust and Diseases Tribunal.

Statistics 2011/12

Incident Type	Number of Occurrences
Hazard	91
Illness	45
Injury	406
Near Miss	13
Security	33
Violence	8

Cause of Incident	Number of Occurrences
Biological	37
Body Stress	163
Being hit by an Object	38
Chemicals and other substances	6
Heat, Radiation, Electricity	15
Hitting Objects	30
Mental Stress	42
Slips/Trips/Falls	178
Sound and Pressure	2
Vehicle accident	36
Security/Violence	34
Plant and Maintenance	11
Reasonable Adjustments	4
Total	596

Appendix 20: Occupational Health and Safety (continued)

Corrective Services NSW

Injury Management Claims

	2009/10	2010/11	2011/12
Sum of Total Amount Paid	\$10,617,443.17	\$7,558,277.88	\$3,867,119.06
Count of Claim Number	835	784	684
Average of Total Amount Paid	\$12,715.50	\$9,640.66	\$5,653.68
Full time equivalent (wage declarations)	7,092.4	7,272.8	7,155.2
Claims per 100	11.77	10.78	9.56
Costs per 100	\$149,701.70	\$103,925.28	\$54,046.27

The number of claims for 2009/10 and 2010/11 has been adjusted to reflect only workers compensation claims. Reports in previous years showed "notification only" submissions which did not progress to workers compensation claims. As a result of these adjustments, the number of claims decreased. In addition, annual number of claims and costs per claim can alter as additional medical/wages costs are incurred and back claims can be made in the years following the incident, while the claim is counted in the year the injury occurred.

Juvenile Justice NSW

Work Health and Safety

	2008/09	2009/10	2010/11	2011/12
Claims reported	212	209	172	151
Incurred cost	\$1,658,414	\$1,928,773	\$1,555,133	\$1,675,548
Average incurred cost	\$7,822	\$9,229	\$9,041	\$11,096

Data Source: Treasury Managed Fund – SICorp Standard Report Suite "claims by financial year reported". Data for 2011/12 as at 30 June 2012.

Juvenile Justice has continued to create and maintain a risk-based safety culture through the operation of an enterprise risk management framework and good governance, with particular emphasis on preventative risk management in our custodial environment. Both the Work Health and Safety Policy and the agency's consultation framework were reviewed and updated to reflect the requirements of the new Work Health and Safety legislation.

In 2011/12, the most common work related injuries were body stressing followed by falls, trips and slips and being hit by moving object.

Converge International is engaged to deliver confidential, voluntary and free support services to all employees and their immediate families. This service is available 24 hours per day, seven days per week.

Appendix 21: Overseas Visits

Attorney General's Division

Officer	Destination	Purpose	Dates of trip
Christine Griffiths, Charter Coordinator, Victims Services*	United States, England, The Netherlands	Awarded a Churchill fellowship to research best practice in the implementation of victims' rights.	2 April–18 May 2012
Christine Griffiths, Charter Coordinator, Victims Services*	The Netherlands	14th World society of Victimology Symposium: Justice for Victims: cross cultural perspectives on conflict, trauma and reconciliation	20–24 May 2012
Elizabeth Davies, Coordinator, Families and Friends of Missing Persons Unit, Victims Services*	Atlanta, Georgia, United States	Presentation at 34th Annual Conference, Association for Death Education and Counselling – Supporting those living with the loss of a missing person	27–31 March 2012
Richard Pender, Deputy Sheriff, Office of the Sheriff	New Zealand	ANZOG Conference	28 November – 2 December 2011
Craig Jones, Research Manager, Bureau of Crime Statistics and Research*	Washington, D.C., United States	Address to the Organisation of American States workshop on drug court evaluation	25–30 January 2012
The Hon. James Wood AO QC, Law Reform Commission*	Queenstown, New Zealand	Presenting to the Australia and New Zealand Sport Law Associate Conference	13–15 October 2011
The Hon. Justice RO Blanch, Chief Judge, District Court of NSW	Beijing, Tianjin, Chengdu and Shanghai – China	To assist in the reform of the criminal justice system in China	11–22 July, 2011
Hammerschlag J, Judge of the Supreme Court	Singapore	International Conference on Electronic Litigation	11–12 August 2011
McCallum J, Judge of the Supreme Court	London, United Kingdom	Media Law Resource Centre – London Conference	18–20 September 2011
Allsop P, Judge of the Supreme Court	Beijing, China	International delegation of arbitrators	11–14 October 2011
Rothman J, Judge of the Supreme Court	Berlin, Germany	Racial Vilification, Freedom of Speech and the Internet	16–18 November 2011
Allsop P, Judge of the Supreme Court	Hawaii, United States	US Maritime Law Association Annual Conference	2–6 December 2011
Bathurst CJ, Chief Justice, Supreme Court	Mumbai and New Delhi, India	Court Conferences	25 February – 4 March 2012
Ward J, Judge of the Supreme Court	London, United Kingdom	Association of Women Judges	2–5 May 2012
Justice Barrett JA, Judge of the Supreme Court	Miami, United States	INSOL Conference	20–22 May 2012
Gzell J, Judge of the Supreme Court	Istanbul, Turkey	International Academy of Trust and Estate Law Annual Conference	20–24 May 2012
Campbell JA, Judge of the Supreme Court	Istanbul, Turkey	International Academy of Trust and Estate Law Conference	20–24 May 2012
Whealy JA, Judge of the Supreme Court	Berlin, Germany, London, United Kingdom	Seminars on terrorism – Humboldt University (Berlin) and British Institute of London and Reading University	June 2012

Appendix 21: Overseas Visits (continued)

Officer	Destination	Purpose	Dates of trip
Steve Mark, Legal Services Commissioner, Office of the Legal Services Commissioner	Fordham University Law School, New York, United States	Attend, participate and present papers at the Globalisation and the Legal Profession Colloquium at a session, <i>Adopting Regulatory Objectives for the Legal Profession</i>	20–21 October 2011
Tahlia Gordon, Research & Project Co-ordinator, Office of the Legal Services Commissioner	Fordham University Law School, New York, United States	Attend, participate and present papers at the Globalisation and the Legal Profession Colloquium at a session, <i>Adopting Regulatory Objectives for the Legal Profession</i>	20–21 October 2011

* Costs of these visits were met by the officers themselves or external organisations. In all other cases, costs were met by the Department.

Corrective Services NSW

Officer	Destination	Purpose	Dates of trip
Joanne Jousif, Director of Academic Studies/ Senior Officer – Indonesian Project	London, United Kingdom Rome, Italy	Indonesian Directorate-General of Corrections Project Workshop on counter-terrorism	18–20 July 2011 10–11 May 2012
Joy Gault, Director – Technology Assets	Indonesia	Indonesian Directorate-General of Corrections Project	12–26 September 2011
Lucia Boccolini, Policy & Projects Co-ordinator, Offender Programs Unit	Jakarta, Indonesia	Indonesian Directorate-General of Corrections Project	19 September – 8 December 2011
Jayson Ware, Executive Director, Offender Services and Programs	Toronto, Canada	30th annual Association for the Treatment of Sexual Abusers (ATSA) Conference	2–5 November 2011
Gary McCahon, General Manager	Tokyo, Japan	31st Asian and Pacific Conference of Correctional Administrators (APCCA) 2011	4–15 October 2011
Kate Milner, Director, Restorative Justice	Wellington, New Zealand	Bi-Annual Restorative Practices International Conference	23–26 November 2011
Glenn Duhigg, Director, Restorative Justice	Wellington, New Zealand	Bi-Annual Restorative Practices International Conference	23–26 November 2011
Beverly Chidgey, Director, Community Offender Services, Penrith	Wellington, New Zealand	Australian and New Zealand School of Government	28 November – 4 December 2011
Karen Chapman, Senior Psychologist, Nowra	Wellington, New Zealand	Australian and New Zealand Association of Psychiatry, Psychology and Law and the Royal Australian and New Zealand College of Psychiatrists (ANZAPPL)	16–19 November 2011
Joshua Sampson, Manager, Offender Programs Training Unit	Ottawa, Canada	Strategic Training Initiative in Community Supervision (STICS)	2–11 March 2012
Carl Giampietro, General Manager, Security and Investigations	Wellington, New Zealand	Annual National Intelligence Conference	5–9 March 2012
Nicole Cleary, Parole Board Representative	Indonesia	Placement in the Indonesian Directorate-General of Corrections	16 April 2012 – 15 August 2012

Appendix 21: Overseas Visits (continued)

Officer	Destination	Purpose	Dates of trip
Jo Quigley, Executive Director, Learning & Staff Development	Kuala Lumpur, Malaysia	Prison and Correctional Facilities Asia Conference	22–23 May 2012
	Jakarta, Indonesia	Indonesian Directorate-General of Corrections Project meeting	24–25 May 2012
Robert Cosman, Director and Secretary, State Parole Authority	Orlando, Florida, United States	Association of Paroling Authorities International (APAI) 28th Annual Training Conference	18–26 May 2012
Bill Kearney, Director, Community Offender Services, Fairfield	Hamilton, New Zealand	Corrective Services Administrators Conference – Indigenous Working Group	28 May 2012 – 1 June 2012
Julie Webber, Director Academic Studies	Indonesia	Placement in the Indonesian Directorate-General of Corrections (DGC)	11 June 2012 – 10 June 2013

Appendix 22: Persons under detention in each correctional centre

Corrective Services NSW

26 June, 2011 and 24 June, 2012

Correctional Centre	Population at 26 June 2011					Population at 24 June 2012				
	Remand ¹		Sentenced		Total	Remand ¹		Sentenced		Total
	Male	Female	Male	Female		Male	Female	Male	Female	
Full-Time Custody²	2,628	206	6,707	477	10,018	2,342	221	6,689	445	9,697
Correctional Centres³	2,560	202	6,706	448	9,916	2,262	216	6,684	417	9,579
Bathurst	166	–	322	–	488	263	1	283	–	547
– Main (Medium)	166	–	179	–	345	263	1	137	–	401
– X Wing (Minimum)	–	–	143	–	143	–	–	146	–	146
Berrima⁴	–	–	64	–	64	–	–	–	–	–
Brewarrina (Yetta Dhinnakkal)⁵	–	–	–	–	–	–	–	20	–	20
Broken Hill	17	1	62	3	83	14	–	51	4	69
– Main (Medium)	17	–	33	–	50	14	–	24	–	38
– X Wing (Minimum)	–	1	29	3	33	–	–	27	4	31
Cessnock	64	–	398	–	462	62	–	408	–	470
– Maximum	63	–	36	–	99	62	–	52	–	114
– Minimum	1	–	362	–	363	–	–	356	–	356
Compulsory Drug Treatment	–	–	46	–	46	–	–	36	–	36
Cooma	–	–	129	–	129	–	–	142	–	142
Dawn de Loas	–	–	277	–	277	–	–	162	–	162
Dillwynia	–	51	–	117	168	–	35	–	158	193
– Medium	–	51	–	94	145	–	35	–	134	169
– Minimum	–	–	–	23	23	–	–	–	24	24
Emu Plains	–	28	–	124	152	–	19	–	125	144
Glen Innes	–	–	105	–	105	–	–	138	–	138
Goulburn	65	–	420	–	485	69	–	413	–	482
– Main (Maximum)	65	–	315	–	380	69	–	311	–	380
– X Wing (Minimum)	–	–	105	–	105	–	–	102	–	102
Grafton	37	3	190	12	242	41	–	184	–	225
– Main (Medium)	37	–	90	–	127	41	–	85	–	126
– C Unit (Minimum)	–	–	100	–	100	–	–	99	–	99
– June Baker Unit (Minimum) ⁶	–	3	–	12	15	–	–	–	–	–
High Risk Management	1	–	32	–	33	–	–	31	–	31
Ivanhoe (Warakirri)	–	–	33	–	33	–	–	22	–	22
John Morony	–	–	251	–	251	7	–	191	–	198

Appendix 22: Persons under detention in each correctional centre (continued)

Correctional Centre	Population at 26 June 2011					Population at 24 June 2012				
	Remand ¹		Sentenced		Total	Remand ¹		Sentenced		Total
	Male	Female	Male	Female		Male	Female	Male	Female	
Junee	109	1	642	1	753	97	–	668	–	765
– Medium	109	1	525	1	636	97	–	535	–	632
– Minimum	–	–	117	–	117	–	–	133	–	133
Kariong Juvenile	11	–	15	–	26	11	–	11	–	22
Kirkconnell⁷	–	–	179	–	179	–	–	–	–	–
Lithgow	44	–	267	–	311	48	–	268	–	316
Long Bay Hospital	226	1	106	4	337	20	1	46	1	68
– Aged Care and Rehabilitation Ward	2	–	10	1	13	4	–	9	–	13
– Medical Ward	10	–	10	–	20	4	–	12	–	16
– Psychiatric Unit	16	1	15	3	35	12	1	21	1	35
– Hospital Annexes ⁸	3	–	2	–	5	–	–	4	–	4
– Area 2 ⁹	195	–	69	–	264	–	–	–	–	–
Mannus	–	–	126	–	126	–	–	161	–	161
Metropolitan Remand and Reception	556	–	167	–	723	603	–	270	–	873
Metropolitan Special Programs Centre	174	–	739	–	913	258	–	812	–	1070
– Maximum security	174	–	191	–	365	258	–	283	–	541
– Acute Crisis Management Unit	3	–	2	–	5	2	–	4	–	6
– Additional Support Unit (Maximum)	3	–	36	–	39	2	–	38	–	40
– Assessment Unit 10	53	–	36	–	89	–	–	–	–	–
– Kevin Waller Unit	2	–	10	–	12	2	–	7	–	9
– Medical Transit Unit 9	112	–	89	–	201	252	–	216	–	468
– Serious Offender Assessment Unit	1	–	18	–	19	–	–	18	–	18
– Minimum security	–	–	548	–	548	–	–	529	–	529
– Additional Support Unit (Minimum)	–	–	13	–	13	–	–	13	–	13
– Ngara Nura Program	–	–	63	–	63	–	–	46	–	46
– Other Programs	–	–	89	–	89	–	–	77	–	77
– Sex Offenders Unit	–	–	383	–	383	–	–	393	–	393
Mid–North Coast	107	2	343	23	475	108	6	349	27	490
– Medium	107	–	238	–	345	108	–	239	–	347
– Minimum	–	2	105	23	130	–	6	110	27	143

Appendix 22: Persons under detention in each correctional centre (continued)

Correctional Centre	Population at 26 June 2011					Population at 24 June 2012				
	Remand ¹		Sentenced		Total	Remand ¹		Sentenced		Total
	Male	Female	Male	Female		Male	Female	Male	Female	
Oberon	–	–	104	–	104	–	–	119	–	119
Outer Metropolitan Multi-Purpose	–	–	247	–	247	–	–	247	–	247
Parklea	457	–	239	–	696	407	–	304	–	711
– Maximum	457	–	239	–	696	407	–	224	–	631
– Minimum	–	–	–	–	–	–	–	80	–	80
Parramatta ¹¹	281	–	90	–	371	–	–	–	–	–
St Heliers	–	–	269	–	269	–	–	254	–	254
Silverwater	–	–	150	–	150	–	–	286	–	286
Silverwater Women's	–	108	–	66	174	–	139	–	75	214
South Coast	102	–	329	–	431	140	–	370	–	510
– Maximum	102	–	180	–	282	133	–	195	–	328
– Minimum	–	–	149	–	149	7	–	175	–	182
Special Purpose Centre	14	–	28	1	43	10	–	31	1	42
Tamworth	37	–	54	–	91	37	–	36	–	73
– Medium	37	–	22	–	59	37	–	17	–	54
– Minimum	–	–	32	–	32	–	–	19	–	19
Wellington	92	–	347	33	472	67	15	351	26	459
– Maximum	92	–	264	–	356	67	–	268	–	335
– Minimum	–	7	83	33	123	–	15	83	26	124
Transitional Centres ¹²	–	–	–	29	29	–	–	–	28	28
Bolwara House Transitional Centre	–	–	–	14	14	–	–	–	11	11
Parramatta Transitional Centre	–	–	–	15	15	–	–	–	17	17
Police/Court Cell Complexes	68	4	1	–	73	80	5	5	–	90
24 Hour Police/Court Cells ¹³	44	2	1	–	47	52	5	5	–	62
Albury	–	–	–	–	–	–	–	–	–	–
Batemans Bay	–	–	–	–	–	2	–	–	–	2
Campbelltown	3	–	–	–	3	2	1	–	–	3
Dubbo	–	–	–	–	–	4	–	–	–	4
Lismore	6	–	–	–	6	3	–	–	–	3
Moree	2	–	1	–	3	7	–	3	–	10
Newcastle	12	–	–	–	12	5	4	–	–	9
Parramatta	1	–	–	–	1	1	–	–	–	1
Penrith	5	–	–	–	5	5	–	–	–	5

Appendix 22: Persons under detention in each correctional centre (continued)

Correctional Centre	Population at 26 June 2011					Population at 24 June 2012				
	Remand ¹		Sentenced		Total	Remand ¹		Sentenced		Total
	Male	Female	Male	Female		Male	Female	Male	Female	
Port Macquarie	-	-	-	-	-	1	-	-	-	1
Queanbeyan	-	-	-	-	-	3	-	-	-	3
Surry Hills	10	1	-	-	11	13	-	2	-	15
Wagga Wagga	1	-	-	-	1	1	-	-	-	1
Wollongong	4	1	-	-	5	5	-	-	-	5
Other Courts ¹⁴	24	2	-	-	26	28	-	-	-	28
Periodic Detention Centres¹⁵	-	-	108	11	119	-	-	18	2	20
Administration	-	-	5	1	6	-	-	5	1	6
Grafton ¹⁶	-	-	1	-	1	-	-	-	-	-
Silverwater Stage 2	-	-	96	-	96	-	-	13	-	13
Wollongong	-	-	6	10	16	-	-	-	1	1
TOTAL (All offenders)¹⁷	2,330	220	6,793	457	9,800	2,342	221	6,707	447	9,717

- Includes offenders held on remand and those held beyond the expiry of any sentence pending deportation. Includes offenders held as police custody (Form 7) detainees managed in 24 hour police/court cell complexes and fresh custody persons discharged on the same day managed in other courts (see explanatory notes 13 and 14). Appellants are included under sentenced offenders.
- Full-time custody includes offenders held in gazetted correctional centres, transitional centres and police/court cell complexes operated by Corrective Services NSW (CSNSW). Offenders temporarily absent from a correctional centre are also included. Separate totals for transitional centres and police/court cell complexes are also presented in this table.
- Includes gazetted correctional centres only.
- The last offenders at Berrima Correctional Centre were transferred on 6 October 2011.
- The first offenders at the re-opened Brewarrina (Yetta Dhinnakkal) Correctional Centre were received on 9 December 2011.
- The last offenders at the minimum security June Baker Unit at Grafton Correctional Centre were transferred on 23 October 2011.
- The last offenders at Kirkconnell Correctional Centre were transferred on 6 October 2011.
- Prince of Wales Hospital (Secure Unit).
- The management of accommodation units recorded under Long Bay Hospital (Area 2) was transferred to Metropolitan Special Programs Centre (Medical Transit Unit) on 06 October 2011.
- Last offenders at Metropolitan Special Programs Centre (Assessment Unit) were transferred on 20 December 2011.
- The last offenders at Parramatta Correctional Centre were transferred on 8 October 2011.
- Transitional centres house offenders temporarily released under s26(2j) of the Crimes (Administration of Sentences) Act 1999. Transitional centres are not gazetted as correctional centres and therefore these offenders are not included in the totals for gazetted correctional centres but are included in the totals for full-time custody.
- CSNSW manages 14 police/court cell complexes throughout NSW which operate on a 24 hour basis. Police/court cells are not gazetted correctional centres and therefore are not included in the totals for gazetted correctional centres but are included in the totals for full-time custody. The number of offenders held in these complexes varies widely during the week. Offenders temporarily absent from a correctional centre who were held overnight in a court complex are recorded against the correctional centre from which they are absent rather than against the court complex. Figures include Police custody ("Form 7") detainees.
- Other courts are courts that operate during normal court business hours only and therefore do not hold offenders overnight. Offenders shown here are those received and discharged on the same day under the management of CSNSW staff. Court cells are not gazetted correctional centres and therefore these offenders are not included in the totals for gazetted correctional centres but are included in the totals for full-time custody.
- As of 1 October 2010 periodic detention was abolished as a sentencing option in NSW. However, periodic detainees sentenced prior to this date continue to serve their sentence by way of periodic detention. Following the abolition, all PD offenders have been progressively moved on to Stage 2, the non-residential component of the program. As at end June 2011 all Stage 1 (residential) periodic detention centres had been closed. A small number of offenders who, without approved leave, have ceased attending remained (administratively) on Stage 1 of the program awaiting court action to cancel their PD order (these offenders were sentenced under commonwealth legislation and must be apprehended and brought before a court in order for the PD order to be cancelled).
- The last offenders at Grafton PDC (Stage 2) were transferred on 4 December 2011.
- "Total offenders" includes offenders held in full-time custody and periodic detention centres. This total includes a small number of offenders held in full-time custody for whom a periodic detention order remained active. These offenders are counted twice in this total.

Appendix 23: Privacy and Personal Information Protection

Attorney General's Division

The Attorney General's Division continues to manage its obligations under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002*.

In 2011/12, two requests for a privacy internal review were received. One of the requests which concerned the conduct of the Registry of Births Deaths and Marriages was made out of time, and accordingly no review was conducted.

The second request also involved the Registry of Births Deaths and Marriages. The conduct complained of, related to the collection of information by the Registry in order to satisfy identification requirements in support of an application to change a name of a child not born in New South Wales. It was found that the collection of personal information that occurred was not reasonably necessary for the lawful purpose for which the agency collected the information. This was because there were other available sources of information that were less intrusive and more reliable, and which did not also involve the collection of personal information about a third party. It was also held that the information collected was excessive and did intrude unreasonably on the personal affairs of the person. As a result of this review, an apology was made, certain documents returned and amendments made to forms and procedures within the Registry.

One review that was commenced in 2010/11 was finalised. This related to an alleged breach by the Registry of Births Deaths and Marriages and concerns making an online historical index of registrable events available to the public on the Registry's website. In this matter it was found that the provisions of the *Births, Deaths and Marriages Registration Act 1995* concerning access to or provision of information extracted from the Register necessarily implied or reasonably contemplated non-compliance with the principles related to disclosure in the PPIP Act. Accordingly, it was found that there was no contravention of the PPIP Act.

Corrective Services NSW

Internal Reviews

In 2011/12, Corrective Services NSW (CSNSW) received one application for internal review under the *Privacy and Personal Information Protection Act 1998* (PPIP Act). The finding was that there was no evidence that the alleged conduct occurred.

Requests

In 2011/12, CSNSW received no requests under section 14 of the PPIP Act. Four requests for amendment were received under section 15 of the PPIP Act. One application was withdrawn. Of the two applications completed at the time of reporting, amendments were made by the addition of documents to the respective files.

Section 45 Complaints

In 2011/12, CSNSW received no complaints pursuant to section 45 of the PPIP Act.

Privacy Management Plan, policies, and practices.

CSNSW has a privacy management plan, which is reviewed regularly. CSNSW has a number of policies and written practices available to staff, which provide advice on how to handle personal information held by CSNSW in accordance with the PPIP Act and the *Health Records and Information Privacy Act 2002*. The Information Access and Privacy Unit has internet and intranet sites, which provide information on privacy issues.

Juvenile Justice NSW

Privacy Management, Policies and Practices

Juvenile Justice has a privacy management plan in place which is reviewed as required. There are policies available to staff which provide advice on how to handle personal information held by Juvenile Justice in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

The policies and plan are available to assist staff and provide information on privacy issues. Information and guidance is provided to management and staff in relation to procedures for the collection and disclosure of personal information. The agency also manages any reviews in relation to alleged breaches of privacy and reports to the Privacy Commissioner NSW.

Appendix 24: Department of Attorney General and Justice – Senior Executive Service

Level	2010/11 Female	2011/12 Female	2010/11 Male	2011/12 Male	2010/11 Vacant	2011/12 Vacant	2010/11 Total	2011/12 Total
SES Level 8			1	1			1	1
SES Level 7			1	1			1	1
SES Level 6			2	2			2	2
SES Level 5	1	1	4	4		1	5	6
SES Level 4	5	5	9	8	1	4	15	17
SES Level 3	3	3	3	3	4	2	10	8
SES Level 2	11	9	8	6	2	5	21	20
SES Level 1	1	1	2	1			3	2
Total	21	19	30	26	7	12	58	57

Appendix 25: Senior Executive Performance Statements

Statement of Performance

Name:	Laurie Glanfield
Position:	Director General, Department of Attorney General and Justice
Senior Executive Service:	Level 8
Total remuneration package:	\$441,070
Contract period:	2009 to 2014

In 2011/12, Mr Glanfield has provided leadership in the implementation of significant and innovative reforms across the Department of Attorney General and Justice (the Department) and the Attorney General and Justice Cluster (the Cluster), including cultural and organisation change, legislative reform and technological improvement.

Major achievements 2011/12

In 2011/12 Mr Glanfield:

- Implemented significant industrial reforms and restructures as part of the Department's amalgamation which saw:
 - The implementation of a staged approach to an innovative shared Corporate Service model for the Department and the Cluster, including the identification of best practice systems, processes and areas of excellence being replicated across the Department and the Cluster
 - The establishment of a new Governance structure for the Cluster
 - The implementation of the majority of the 61 recommendations of the Hamburger Report and progressed 14 of the reviews recommended
 - The adoption and implementation of a new funding model for Corrective Services NSW
 - Corrective Services NSW brought in on budget for year end 30 June 2012 from a prior year overspend
 - Juvenile Justice NSW (JJNSW) being brought into the Department from Human Services
 - The Guardianship Tribunal being brought into the Department.

Appendix 25: Senior Executive Performance Statements (continued)

- Oversaw the strong leadership role played by the Department in the development of policy and legislation within the broader justice portfolio which saw:
 - Significant law reform through the passage of 17 laws, including laws relating to the work and development orders scheme, the control of criminal organisations, and new case management provisions for summary criminal proceedings heard before the superior courts
 - The production of 6 major reports recommending law reforms in the following areas: cheating at gambling, compensation to relatives, penalty notices, bail, people with mental health and cognitive impairment in the criminal justice system: diversion, and an interim report on sentencing: standard minimum non-parole period
 - Consultation with the public on various statutory reviews, including releasing a consultation paper for a review of the *Young Offenders Act 1997* and the *Children (Criminal Proceedings) Act 1987*
 - Continued implementation and expansion of the Work and Development Order scheme which now involves over 400 organisations
 - The development of a proposal to expand the options available to courts and Police to reduce repeat traffic offenders.
- Delivered on NSW 2021 goal *Prevent and reduce the level of re-offending* by:
 - Establishing a dedicated Metropolitan Drug Treatment facility
 - Encouraging the greater use of non-custodial punishment for less serious offenders and create availability and access to diversionary programs through the continued use and expansion of Intensive Corrections Orders (ICO). Between 1/10/10 and 30/06/12, 2011 offenders were sentenced to an ICO
 - Overseeing the development of an effective strategy for reducing juvenile re-offending through improved early intervention and post-release support known as “Youth on Track”
 - Achieving increased completion rates for key treatment and intervention programs through the development of a new approach with the ways offenders are dealt with from court onwards
 - Expanded the Alcohol Magistrates Early Referral into Treatment (MERIT) program for offenders with alcohol problems to a further 10 courts and commenced a randomized control evaluation of its performance – the first of its kind in the Justice area.
- Contribution to NSW 2021 goal *Prevent and reduce the level of crime* through the:
 - Establishment of crime prevention projects in local government areas including 20 funded projects covering graffiti and other crime prevention activities
 - Oversight of the Department’s involvement in specific projects with the Housing NSW which seek to incorporate crime prevention through environmental design (CPTED) in public housing.
- Delivered on NSW 2021 goal *Improve community confidence in the justice system* through:
 - The continued roll out of on-line services to court users, and a single call centre
 - Oversight of the improvements to the way the justice sector responds to victims. In 2011/2012 there was a 15.2% increase in compensation claims processed due to revenue strategies that were implemented in the previous financial year in 2010/2011, legislative changes that came into effect in January 2011 and continued internal streamlining strategies
 - Establishing an independent Inspector of Custodial Services to oversee the operations of Corrective Services correctional facilities
 - The implementation of changes focused on increased service delivery to drive improved customer focus and satisfaction such as the establishment of the NSW Courts Service Centre which deals with 35,000 calls, and the continued provision of on-line court services
 - Oversight of the provision of legal information and free legal advice to 195,165 customers through Law Access

Appendix 25: Senior Executive Performance Statements (continued)

- Support for improved performance in the Courts, with the NSW Local, Children’s and Coroner’s Courts ranked first in Australia for timely finalisation of criminal matters in the Productivity Commission’s Report on Government Services 2012. For civil matters, the NSW Supreme and District Courts ranked amongst the best performing Courts in the country
- Support for the NSW Supreme Court who continued to reduce the percentage of criminal cases older than 12 months and the Local Court (Magistrates Court) and Children’s Court both emulated the excellent backlog results from 2010–11. The Coroner’s Court significantly reduced the percentage of matters older than 12 months, ranking first amongst other jurisdictions
- Delivering cost benefits, for example both the NSW Supreme Court and District Court continued to rank second for the lowest cost per finalisation in the country, and the Coroner’s Court achieved the lowest cost per matter compared to other jurisdictions.
- Provided leadership in building a professional and ethical workforce in a supportive and sustainable environment by:
 - Promoting a safe working environment for all staff. The re:spect campaign, now in its sixth year within Attorney General’s Division, aims to ensure a high standard of workplace behaviour that supports a positive working environment and culture. This program is now being shared across other Divisions of the Department
 - Implementing an Aboriginal Cultural Respect Program (running since 2010) for Attorney General’s Division, which continues to provide staff with knowledge of Aboriginal cultures, values and protocols in delivering services and programs. The program is delivered across metropolitan and regional areas and is available for adoption in the other Divisions of the Department
 - Providing leadership in the commitment to increasing Aboriginal and Torres Strait Islander (ATSI) staff beyond the 4.8% of staff who are Aboriginal employees across the Department
 - Continuing to promote environmental strategies to enhance environmental sustainability with a particular such as toner cartridge recycling, with consolidated procedures drafted and implementation planned statewide the establishment of an Environment Network within the Justice Cluster, and through the purchase of a minimum of 6% Green Power. This has seen energy use decreased by more than 8% per square meter of occupied space, which is an increase of 3% over the previous year
 - Achieving an EPS Target of 13.44 for its Government Passenger Fleet, which is higher than the mandated target of 13.5 set in Oct 2009/10. The Light Commercial Pool achieved an overall score of 10.27 EPS for 2011/12 exceeding the Government Target of 9.0. At the same time, the Department’s Fleet has also reduced in size a further 5% (down to 312), with the number of hybrid vehicles, increasing by 2.5% bringing the total to 12.5% of the fleet.
- Mr Glanfield also has significant achievements in the broader reforms in the legal sector nationally and internationally including:
 - Continuing to be involved in the promotion of court excellence through quality management. Mr Glanfield chairs the Executive Group of the International Consortium for Court Excellence. Representing significant international experience in the application of court quality management models, the Consortium developed an International Framework for Court Excellence. Mr Glanfield has assisted and presented to other jurisdictions in Australia, New Zealand, Turkey and Kosrae on the Framework
 - Continuing to provide leadership in high-level interagency and inter-jurisdictional committees such as the Justice Executives Group, the National Justice CEOs’ Committee; the Criminology Research Council, the Australasian Institute of Judicial Administration Council and the Standing Committee of Attorneys General
 - Oversight and participation in the independent judicial appointment panel process for judges and magistrates
 - Playing a key role in the COAG national legal profession reform project.

Appendix 25: Senior Executive Performance Statements (continued)

Attorney General's Division

Statement of Performance

Name:	Michael Talbot
Position:	Assistant Director General, Courts and Tribunal Services
Senior Executive Service:	Level 5
Total Remuneration Package:	\$285,300
Contract Period:	2007 to 2013

Michael Talbot is responsible for the management and performance of Courts and Tribunals in NSW which achieved good performance against national benchmarks, with Local, Children's and District Courts leading the nation in timely finalisation of criminal matters.

Major Achievements:

During 2011/12, Michael Talbot led a series of reforms to further improve the efficiency of and access to the justice system. These reforms include the following:

- Extended operation of the NSW Courts Call Centre, which manages over 35,000 calls per month
- A 5% increase over the previous period in the use of video conferencing technology that allows vulnerable witnesses, persons in custody and expert and other witnesses to participate in court processes remotely
- Implementation of the next phase of the Joined Up Justice project. This program will automate the exchange of data between justice agencies
- Continued implementation of the Legal eService project – which provides greater web-based access to court information and more user-friendly processes
- Led a number of reviews to improve business processes that operate across various justice agencies.

Mr Talbot has also overseen and supported:

- The multi-court remote monitoring pilot, to enable more efficient reporting of court proceedings
- A review of the expansion of Alternative Dispute Resolution (ADR) and mediation in the Justice Sector
- A refresh of the websites for Courts and Tribunals to make them more customer friendly and effective
- Working with partner agencies to offer extended hours of operations and more access points for the public to engage with the justice system.

Mr Talbot has strongly supported the Department's indigenous employment program. He has contributed strongly to the strategic direction of the Department – in particular to future service channel strategies – and in broader programs of reform aimed at developing teamwork, ethical standards, diversity and the health and safety of our people.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Philip Clark
Position:	Assistant Director, Shared and Corporate Services
Senior Executive Service:	Level 5
Total Remuneration Package:	\$247,301
Contract Period:	2012 to 2017

Philip Clark was appointed to the role of Executive Director, Justice Shared Corporate Services, on 17 February 2012. The opportunity exists within the Cluster to create shared corporate services arrangements that truly enhance the delivery of frontline services while delivering support services that are efficient and consistent in quality. Mr Clark is responsible for implementing and driving shared corporate services reform as a key priority across the Attorney General and Justice Cluster.

Major Achievements:

Since his appointment, Philip Clark has led the commencement of the development of the formal business case for Cluster shared corporate services reform, including:

- Expanding the vision for the centres of excellence approach to shared corporate services into a model that incorporates rigorous governance, consultative and operational arrangements
- Undertaking a current state analysis of corporate and shared services arrangements across all Justice Agencies
- Undertaking extensive key stakeholder engagements across the Cluster including executive “voice of the customer” and corporate services providers feedback
- Development and presentation to the Director General of the Phase 1 Report for Cluster shared corporate services reforms including the vision, articulation of the centres of excellence approach and framework, issues to be addressed in implementing the future state vision and next steps to complete the formal business case. If endorsed, it will then be subject to the formal review and approval processes of the Department of Finance and Services and NSW Treasury.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Ian Knight
Position:	Crown Solicitor
Senior Executive Service:	Level 6
Total Remuneration Package:	\$320,650
Contract Period:	2009 to 2014

Ian Knight, as Crown Solicitor, chairs the Executive Committee of the Crown Solicitor's Office (CSO), is responsible for the legal work performed on his behalf in the CSO and leads the Government Law Practice Group. During the year he served as a member of the DAGJ Executive Committee.

In 2011/12 the CSO successfully performed to budget, achieving an operating surplus of approximately \$2.46 million. An independent survey showed that 91% of clients rated the CSO's overall performance as good to excellent. The Crown Solicitor enjoyed success in tendering for legal work open to competition (untied) and increased total revenue for untied work by 8.4%.

In 2011/12, the CSO continued to assist a review of its operations established by the NSW Legal Services Review.

Projects driven by the Crown Solicitor during the year included ensuring the appropriation for funding legal work not open to competition (tied) was not exceeded and the revision of CSO standards for supervision of legal work.

Under his leadership, the Crown Solicitor transferred performance of commercial transaction work to the Government Law Practice Group to take advantage of the synergies between the two types of work, as well as transferring property transaction work to the Commercial and Property Litigation Practice Group.

The Crown Solicitor also prepared or supervised numerous legal advices to the Government, government agencies and independent statutory office holders on a range of important issues.

Major litigation in which the Crown Solicitor provided representation included the continuation of the Sydney Airport duty litigation, which has now been settled.

The Crown Solicitor attended the Australasian Crown Solicitors' Conference in Melbourne.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Imelda Dodds
Position:	CEO of NSW Trustee and Guardian
Senior Executive Service:	Level 5
Total Remuneration Package:	\$285,300
Contract Period:	2010 to 2015

Imelda Dodds is responsible for the management and performance of the NSW Trustee and Guardian.

Major achievements:

Ms Dodds provided leadership to the NSW Trustee and Guardian (NSWTG) through its third year of operation as an organisation. NSWTG consolidated and achieved a great deal in a continuing tight monetary environment accentuated by rising costs. This directly impacted on NSWTG clients and upon the fiscal position of the state public service.

Ms Dodds successfully achieved the following key activities and milestones:

- embedded the vision and mission through developing behaviours and values to guide NSWTG service delivery and future plans
- continued to consolidate a new investment approach, closing the Interest Suspense Account and converting assets from former Common Funds
- extended access to financial management services at another three offices that previously delivered trustee services only: Hurstville, Liverpool and Wollongong
- retained solid relationship with Joint Consultative Committee, comprised of the Public Services Association and NSWTG management
- continued to contribute to the Productivity Commission's Inquiry about a National Disability Insurance Scheme, the Inquiry into Ageing and the implications for NSW
- made submissions to the NSW Law Reform Commission Projects on Penalty Notices and Sentencing people with Cognitive or Mental Health Impairment
- confirmed NSWTG executive structure and realigned reporting lines
- substantially completed reviews of delegations to enable decision making at the closest possible level to the client
- actively promoted NSWTG in the key campaigns of Good Will Week; Seniors Week and Law Week.

Ms Dodds represented the Attorney General's Division of the Department Attorney General and Justice on the NSW Government Working Party on Ageing 2030 and NSW Government Working Party on Boarding House Reform.

Ms Dodds chairs the interagency forum Planning for Later Life, which this year launched a NSW website: Planning Ahead Tools, to encourage the take up of pre-planning instruments.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Steve Mark
Position:	NSW Legal Services Commissioner
Senior Executive Service:	Level 5
Remuneration package:	\$278,350
Contract period:	2010 to 2013

Major achievements

In 2011/12, the Office of the Legal Services Commissioner (OLSC) again achieved one of its key initiatives of re-certification to ISO 9001 in Quality Management Systems, which has improved processes and systems within the office and has been reflected in improved client service delivery.

The OLSC is committed to ensuring better access to information and resources to ensure all OLSC stakeholder needs are being monitored and met. Another key initiative this year was to revise and enhance the Office's consumer and client feedback surveys to ensure relevancy, currency and applicability. Results so far have been overwhelmingly positive.

The OLSC also continued its work designing a web-based portal to improve incorporated legal practice compliance, which is aligned with appropriate management systems. The OLSC has been working to develop a web-based portal to assess and report on compliance amongst incorporated legal practices. The third phase of the portal project is now completed with the final implementation stage commencing September 2012.

The OLSC successfully brought disciplinary proceedings in relation to a number of firms and practitioners including:

- Russell Keddie and Phillip Scroope from Keddies Lawyers in relation to overcharging
- Robert Bryden and Lee Hagipantelis from Brydens Lawyers for breaches of the advertising provisions
- Harinee Thurairajah from Thurai Rajah Lawyers for misleading and obstruction an investigator.

The OLSC also successfully defended proceedings brought by Mikelis Strikis challenging a compensation order made by the Commissioner.

The OLSC hosted a 2-day National Conference of Regulatory Officers (CORO) with international speakers on 'The future of legal services', attended by regulators of the legal profession, practitioners, academics and consultants.

The OLSC has continued to expand its research portfolio by participating in a range of joint research projects with universities (both National and International) and the business sector. These research projects are designed to improve our regulatory processes whilst promoting professionalism within the legal profession and ensuring client protection.

The projects include:

- Major collaborative research project and published paper on regulatory objectives with Professor Laurel Terry from Penn State University, USA
- Research paper using qualitative analysis of the impact of the listing on the firm Slater and Gordon
- Commencement of a research paper with Professor Susan Fortney from Hofstra University, New York, USA on the OLSC's self assessment process for incorporated legal practices
- Major collaborative research project with Sydney University on the regulation of legal services in the e world
- Major workings on proposed National Regulation including numerous research papers and discussions with stakeholders
- Continuing work with the University of NSW Centre for Professional Regulation on the regulation of financial markets.

Appendix 25: Senior Executive Performance Statements (continued)

Corrective Services NSW

Statement of Performance

Name:	Ron Woodham
Position:	Commissioner
Senior Executive Service:	Level 7
Total Remuneration Package:	\$437,150
Contract Period:	Renewed 2011 to 3 August 2012 (Retired – last day of service)

Summary of Commissioner's role and achievements

Commissioner Ron Woodham is responsible for the largest correctional system in Australia. In 2011/12, the highest inmate population was 10,012, while a monthly average of 16,373 offenders were supervised and managed in the community.

In 2011/12, Commissioner Woodham continued to lead Corrective Services NSW through significant organisation challenges, both financial and operational.

Major achievements include:

- Strategic realignment of custodial services state-wide with the closure of three correctional centres, i.e., Parramatta, Berrima and Kirkconnell, and the restructure of Grafton Correctional Centre
- Facilitation of greater state-wide access to the Intensive Correction Order (ICO), a community based diversion from custody option
- Development of an aged and frail program for the care and support of aged and frail inmates
- Expansion of the Community Offender Support Program with the opening of new Community Offender Support Program Centres at Tomago and Wollongong
- Implementation of budget reductions with correctional centre closures, correctional centre management plans and related staff downsizing
- Development and implementation of the new Drug and Alcohol Treatment Program at John Morony Correctional Centre
- Commencement of a six month, smoke free buildings pilot at Lithgow Correctional Centre. Under the new pilot, smoking is confined to designated smoking areas and not allowed in cells
- Achievement by Corrective Services Industries (CSI) of another record result of \$72.4 million in sales, a 10% increase on the previous year
- Development of a strategy (to commence in the coming year) to increase full time Intensive Learning Centres for inmates, starting at the South Coast Correctional Centre with pilot programs at Lithgow and Mid North Coast Correctional Centres. The Intensive Learning Centres aim to reduce the risks of re-offending by improved educational outcomes
- High completion rates of Community Corrections Orders with 79.7% of offenders successfully completing their order
- Decrease in the rate of inmates returning to custody from 43.35 in 2010/11 to 42.47
- Decrease in the rate of offenders returning to community corrections from 12.44 in 2010/11 to 11.76
- Decrease in the rate of offenders returning to corrective services from 23.06 in 2010/11 to 21.48, the lowest rate of offenders returning to corrective services compared with the past 5 years
- Increase in total inmate enrolments in education from 30.3% in 2010/11 to 35.3%. This is the highest inmate education enrolment percentage in the past seven years
- Decrease in the apparent unnatural death rate from 0.10 in 2010/11 to 0.06 (includes one death by an ATSI inmate)
- Decrease in the open security escape rate from 0.60 in 2010/11 to 0.34. This is a total of 12 inmate escapes from open custody in 2011/12 compared with 22 in 2010/11
- High inmate employment rate of eligible inmates of 76%
- Increase to 52% in inmate appearances at court by video conferencing and promotion of the Family Video Contact Program.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Ian McLean
Position:	Deputy Commissioner, Offender Management and Operations
Senior Executive Service:	Level 6
Total Remuneration Package:	\$350,650
Contract Period:	2011 to 2016

In 2011/12, the position of Deputy Commissioner, Offender Management and Operations, has continued to ensure security, safety and humane management of offenders in correctional centres and the community.

Mr McLean has been integral to reforming Community Offender Services to achieve significant gains towards the goal of reducing re-offending by 10 percent by 2016. As a consequence, community safety has been enhanced.

Major achievements:

- Maintained security, safety and operational outcomes across custodial and Community Offender Services in line with Corporate Plan and State Government objectives
- Scheduled visits to all Correctional and COS facilities
- Continued to implement new entry and egress security technology into correctional centres
- Provided timely and accurate advice to the Commissioner on all operational matters
- Provided timely and accurate advice to Ministers and Parliamentary committees as required
- Liaised with local Government and advocate on behalf of Corrective Services NSW to ensure acceptance of Corrective Services NSW as a good community partner
- Continued to liaise directly with Treasury on future financial strategic objectives
- Continued to achieve capital and minor works efficiencies through the State Wide Infrastructure Group
- Continued to oversee the use of Audio Visual Link technology as an efficient cost and operational alternative to inmate transport to court and other appointments
- Ongoing formal performance management of senior staff
- Finalised the implementation and upgrade of the automated Officer Call System and centralised absence reporting system
- Restructured COS operations under the direction of the Commissioner
- Continued to oversee the establishment and commissioning of the new correctional centre at Cessnock
- Continued to support the establishment of the 300 bed Drug Treatment Correctional Centre
- Continued monitoring of the Correctional Centre Management Plans
- Successfully implemented and expanded the Community and Correctional Partnership and Mobile Outreach Programs; liaised with State and Local Government members to directly benefit local communities and in particular high disadvantaged and Aboriginal communities.

Appendix 25: Senior Executive Performance Statements (continued)

Statement of Performance

Name:	Gerry Schipp
Position:	Deputy Commissioner Corporate Services
Senior Executive Service:	Level 5
Total Remuneration Package:	\$267,650
Contract Period:	July 2011 to 2012

Mr Schipp was appointed Deputy Commissioner Corporate Services in January 2006. Mr Schipp has achieved significant results with sound enterprise resource management programs, ongoing reforms and the development of corporate service strategies that contribute to ongoing improvements and efficiencies. Mr Schipp left the organisation on 15 June 2012 to take up the position of Group General Manager, Shared Transport Services.

Major achievements 2011/12:

- Continued to oversee the CSNSW asset management program, which included the following major works:
 - construction of the 256 bed correctional expansion at Cessnock Correctional Centre
 - refinement of Community Offender Services (COS) leased facilities to improve business alignment
 - ongoing installation of video conferencing facilities in a number of correctional centres
 - construction of SHINE for Kids facilities at South Coast and Goulburn Correctional Centres
- Ensured the Total Asset Management plan was submitted on time to NSW Treasury, gaining ongoing support for implementing CSNSW's forward program of capital works
- Played a significant and strategic role in closing and decommissioning three correctional centres and facilitating the saving of \$37 million
- Led continuous improvement to Information Communication and Technology (ICT) planning and review by implementing a value framework and including Treasury benchmarks against key ICT services; these initiatives reflected best practice performance across all major elements
- Ensured the continued development and conduct of organisational forums to confirm ICT business needs are fulfilled
- Achieved continued certification of information security systems to ISO/IEC 27001:2005 confirmed at annual audit by Standards Australia
- Continued to oversee improvements in the Offender Integrated Management System (OIMS) in accordance with the Remediation, Enhancement and Architectural Lifecycle (REAL) Program, including implementation of the e-Offender Record solution (completed in January 2012) and Joined up Justice
- Led continuing compliance of records management practices with the State Records Act 1998, including the ongoing implementation of digital recordkeeping
- Promoted and maintained effective relationships with internal and external stakeholders including the NSW Department of Premier and Cabinet, NSW Treasury, Department of Finance and Services, the Audit Office of NSW and the unions
- Undertook the role of contract manager for the management of Parklea and Junee Correctional Centres outsourced to GEO Corporation, with the contract valued at \$80m per annum.

Appendix 25: Senior Executive Performance Statements (continued)

Juvenile Justice NSW

Statement of Performance

Name:	John Hubby
Position:	Acting Chief Executive
Senior Executive Service:	Level 5
Remuneration package:	\$249,800
Contract Period:	Temporary appointment to 30 March 2012

In 2011/12 Mr Hubby was responsible for:

- initiating and leading broad consultation with community, government and non-government stakeholders to inform policy development aimed at reducing the numbers of young people in custody, the identification of the most effective programs aimed at reducing recidivism and the over-representation of Aboriginal and Torres Strait Islanders in custody
- completing and launching key strategic plans to address the over-representation of Aboriginal and Torres Strait Islander young people in the Juvenile Justice system, including the:
 - Aboriginal and Torres Strait Islander Strategic Plan
 - Aboriginal and Torres Strait Islander Recruitment and Retention Strategy
 - Aboriginal and Torres Strait Islander Mentoring
 - Cultural Respect Framework
- undertaking a review of the Community Funding Program resulting in improvements to strategy and processes
- providing education to the community through a series of seminars in partnership with the University of Sydney in relation to strategic Juvenile Justice matters
- undertaking speaking engagements at two national Juvenile Justice summits
- chairing the Australian Juvenile Justice Administrators (AJJA) body from July 2010 to July 2012 and initiating development of a National Youth Justice Framework
- expanding the Quality Assurance program into community practice
- continuing the support and smooth transition for detainees in the Waratah Pre-release Unit when transitioning from custody to community
- establishing Bail Officer positions throughout the state
- launching a comprehensive drug and alcohol program, “X-Roads” in partnership with National Drug and Alcohol Research Centre (NDARC)
- overseeing Cobham and Riverina redevelopment capital programs which remain on track and on budget
- meeting all recurrent and capital budget requirements including efficiency savings
- overseeing the ongoing development of Juvenile Justice’s participation in the corporate and shared services strategies of both Attorney General and Justice, and the Department of Family and Community Services through Juvenile Justice’s relationship with BusinessLink.

Appendix 26: Websites

Administrative Decisions Tribunal

www.adt.lawlink.nsw.gov.au

Alternative Dispute Resolution Directorate

www.lawlink.nsw.gov.au

(select Lawlink Agencies from the menu)

Anti-Discrimination Board

www.lawlink.nsw.gov.au/adb

Bureau of Crime Statistics and Research

www.bocsar.nsw.gov.au

Department of Attorney General and Justice – corporate website

www.agd.nsw.gov.au

NSW Caselaw

www.caselaw.nsw.gov.au

Chief Industrial Magistrate's Court

www.lawlink.nsw.gov.au/cim

Children's Court

www.lawlink.nsw.gov.au/childrenscourt

Community Justice Centres

www.cjc.nsw.gov.au/

Community Relations Unit

www.communityrelations.lawlink.nsw.gov.au

Coroner's Court

www.coroners.lawlink.nsw.gov.au

Corrective Services NSW

www.correctiveservices.nsw.gov.au

Court and Tribunal Services

www.courts.lawlink.nsw.gov.au

Copyright Unit

www.lawlink.nsw.gov.au

(select Lawlink Agencies from the menu)

Crime Prevention Division

www.crimeprevention.nsw.gov.au

Crown Solicitors office

www.cso.nsw.gov.au

District Court

www.districtcourt.lawlink.nsw.gov.au

Diversity Services

www.lawlink.nsw.gov.au/diversityservices

DNA Review Panel

www.dnarp.lawlink.nsw.gov.au

Drug Court

www.drugcourt.lawlink.nsw.gov.au

Dust Diseases Tribunal

www.dustdiseasestribunal.lawlink.nsw.gov.au

Domestic Violence programs

www.domesticviolence.lawlink.nsw.gov.au

Domestic Violence Interagency Guidelines

www.lawlink.nsw.gov.au/dvig

Family and Friends of Missing Persons Unit

www.missingpersons.lawlink.nsw.gov.au

Forum Sentencing

www.lawlink.nsw.gov.au/forum_sentencing

Graffiti vandalism

www.graffiti.nsw.gov.au

Guardians Ad Litem (GALs)

www.gal.nsw.gov.au

Guardianship Tribunal

www.gt.nsw.gov.au

Help for victims of sexual assault

www.sexualassault.nsw.gov.au

Industrial Relations Commission

www.lawlink.nsw.gov.au/irc

Information and Privacy Commission

www.ipc.nsw.gov.au

Justice of the Peace

www.jp.nsw.gov.au

Juvenile Justice NSW

www.djj.nsw.gov.au

Land and Environmental Court

www.lec.lawlink.nsw.gov.au

LawAccess NSW

www.lawaccess.nsw.gov.au

Law Assist

www.lawaccess.nsw.gov.au/lawassist

Law Courts Library

www.lawcourtslibrary.lawlink.nsw.gov.au

Law Reform Commission

www.lawlink.nsw.gov.au/lrc

Legal Profession Admission Board

www.lpab.lawlink.nsw.gov.au

Law Prompt

www.lawprompt.lawaccess.nsw.gov.au

Legal Representation Office

www.lro.lawlink.nsw.gov.au

Legal Services Branch

www.lsb.lawlink.nsw.gov.au

Legal Services Coordination

www.lsc.lawlink.nsw.gov.au

Appendix 26: Websites (continued)**Legislation Policy and Criminal Law Review Division**

<http://www.lpclrd.lawlink.nsw.gov.au/>

Local Court

www.localcourt.lawlink.nsw.gov.au

Magistrates Early Referral into Treatment Program (MERIT)

www.lawlink.nsw.gov.au/merit

NSW Trustee & Guardian

www.tag.nsw.gov.au

Office of the Legal Services Commissioner

www.lawlink.nsw.gov.au/olsc

Office of the Sheriff of NSW

www.sheriff.nsw.gov.au

Online Registry

www.onlineregistry.lawlink.nsw.gov.au

Privacy NSW

www.privacy.nsw.gov.au

Professional Standards Council

www.psc.gov.au

Public Defenders Office

www.lawlink.nsw.gov.au/pd

Public Guardian

<http://www.publicguardian.lawlink.nsw.gov.au>

Registry of Births Deaths and Marriages

www.bdm.nsw.gov.au

Sentencing Council of NSW

www.sentencingcouncil.lawlink.nsw.gov.au

Special Commission of Inquiry into Electricity Transactions

www.sciet.lawlink.nsw.gov.au

Special Commission of Inquiry into Medical Research and Compensation Foundation

www.mrcfinquiry.lawlink.nsw.gov.au

Special Commission on Inquiry into Sydney Ferries

www.ferriesinquiry.lawlink.nsw.gov.au

Standing Council on Law and Justice

www.sclj.gov.au

Supreme Court

www.lawlink.nsw.gov.au/sc

Uniform Civil Procedure Rules

www.lawlink.nsw.gov.au/ucpr

Victims of Crime Clearinghouse

www.victimsclearinghouse.nsw.gov.au

Victims Services

www.lawlink.nsw.gov.au/vs

Appendix 27: Intensive Correction Order Management Committee – Annual Report 2011/12

In accordance with s92 (5) of the *Crimes (Administration of Sentences) Act 1999*, the Intensive Correction Order (ICO) Management Committee is required to provide the Commissioner with a written Annual Report to document the actions taken by CSNSW in the implementation and extension of this community-based sentencing option across the State.

The ICO Management Committee's Annual Report 2010/11 was not included in the Department of Attorney General and Justice's Annual Report 2010/11 but is published on the CSNSW website.

The Intensive Correction Order is a community-based sentencing option and is available for offenders sentenced to imprisonment, to be served by way of intensive supervision in the community for up to two years.

ICOs are managed at 5 different levels. Depending on an offender's stability and overall compliance, the offender may progress through the levels, however if they are found to be in breach of the Order, or display non compliance with the conditions, they may be regressed.

Intensive Correction Order Management Committee

The Intensive Correction Order Management Committee (ICOMC) is established under section 92 of the *Crimes (Administration of Sentences) Act 1999*.

The ICOMC is to consist of no less than five members as determined by the Commissioner from time to time. In 2011/12 it comprised:

Chairperson:	Deputy Commissioner, Offender Management and Operations
Deputy Chair:	Assistant Commissioner, Community Offender Management
Alternate Chair:	Assistant Commissioner, Office of Commissioner and Human Resources
Member:	Assistant Commissioner, Offender Services and Programs
Member:	Executive Director, Statewide Administration of Sentences and Orders
Member:	General Manager, Strategic Planning and Reporting
Advisor:	Director, Community Compliance and Monitoring Group (CCMG)

The ICO Management Committee is formed to:

1. ensure that sanctions imposed by Corrective Services NSW (CSNSW) relating to ICOs are applied consistently and fairly across NSW;
2. ensure that matters are referred to the NSW State Parole Authority (SPA) for either variation, revocation, or suspension of an ICO, as a last resort;
3. oversee the administration and governance of ICOs in NSW. In particular, the ICO Management Committee will promote consistency in breach reports submitted to the SPA.

The ICO Management Committee has the following functions:

- provide advice and make recommendations to the Commissioner in connection with the case management of offenders who are subject to ICOs;
- such other functions with respect to offenders who are subject to ICOs as the Commissioner may direct from time to time;
- such other functions as may be conferred on the ICO Management Committee by or under the *Crimes (Administration of Sentences) Act 1999*;
- the Commissioner is not bound by a recommendation of the ICO Management Committee.

Number of ICOMC Meetings: 27 scheduled and 9 unscheduled

Total number of cases* considered by ICOMC: 217

* Note: The ICOMC may consider the same individual on more than one occasion and each consideration has been identified as a "case". Each case considered by the ICOMC has been counted separately.

Appendix 27: Intensive Correction Order Management Committee – Annual Report 2011/12 (continued)

Overview of Achievements

- Case management and monitoring of ICO offenders by 11 CCMG offices statewide to ensure the directions of the Courts are met and the safety of the community is assured. This includes progressing and regressing offenders through various levels of supervision, conducting alcohol and other drug testing, use of electronic monitoring, curfews and the issue of warnings;
- ICO availability extended to within 100 km of Dubbo and Wellington, Goulburn, Deniliquin and Hay, Broken Hill and Wilcannia;
- ICO availability extended to within 200 km of all centres where previously available (with the exception of Newcastle);
- Approximately 78% of NSW Courts have utilised the ICO legislation to sentence offenders;
- Seeking 20 exemptions from the mandatory work component where illness or personal circumstance warrant and consideration of interstate or overseas travel where justified;
- Development and review of ICO policy and procedures to ensure effective management practices and efficient use of resources;
- Maintaining contact with the Courts and Attorney General's in the identification and resolution of problems and issues in a timely manner;
- Relocation of ICO Secretariat Processing Team from Campbelltown CCMG to Head Office consistent with the centralisation of sentence administration functions within the Joined up Justice Initiative;
- Review and update of ICO Secretariat procedures, task lists and training material to ensure provision of services to best practice standards.

Statistics

- Total number of assessment requests for Intensive Correction Orders (ICO) received: 2428.
- Assessments completed: 2348
 - 4 were assessed as ineligible
 - 995 were assessed as suitable
 - 1306 were assessed as unsuitable
 - 43 were assessed as other
- Total orders issued by Courts: 1420 (*77 Commonwealth)
- Caseload intake: 948
- 217 CCMG reports were referred to the ICO Management Committee (ICOMC) of which the ICOMC recommended 83 revocations to the State Parole Authority (SPA)
- SPA revoked 82 of the 83 recommended.

Appendix 28: Public Interest Disclosures

Department of Attorney General and Justice

Attorney General's Division

Report to the NSW Ombudsman Submitted on: 12 July 2012 Reporting period January to June 2012:

No of public officials who made public interest disclosures to your public authority	0
No of public interest disclosures received by your public authority	0
Of public interest disclosures received, how many were primarily about:	
• Corrupt conduct	0
• Maladministration	0
• Serious and substantial waste	0
• Government information contravention	0
• Local government pecuniary interest contravention	0
No of public interest disclosures (received since 1 January 2012) that have been finalised in this reporting period	0
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes
If so, please select how staff have been made aware:	Training provided; Links on intranet site

Corrective Services NSW

Report to the NSW Ombudsman Submitted on: 6 August 2012 Reporting period January to June 2012:

No of public officials who made public interest disclosures to your public authority	5
No of public interest disclosures received by your public authority	5
Of public interest disclosures received, how many were primarily about:	
• Corrupt conduct	3
• Maladministration	2
• Serious and substantial waste	0
• Government information contravention	0
• Local government pecuniary interest contravention	0
No of public interest disclosures (received since 1 January 2012) that have been finalised in this reporting period	4
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes
If so, please select how staff have been made aware:	Policy briefing from senior managers; Staff undertaking that they have read and understood the organisation's internal reporting policy; Training provided to new staff during induction; Email message to all staff; Links on intranet site

Appendix 28: Public Interest Disclosures (continued)

Juvenile Justice NSW

Report to the NSW Ombudsman Submitted on: 22 August 2012 Reporting period January to June 2012:

No of public officials who made public interest disclosures to your public authority	0
No of public interest disclosures received by your public authority	0
Of public interest disclosures received, how many were primarily about:	
• Corrupt conduct	0
• Maladministration	0
• Serious and substantial waste	0
• Government information contravention	0
• Local government pecuniary interest contravention	0
No of public interest disclosures (received since 1 January 2012) that have been finalised in this reporting period	0
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes
If so, please select how staff have been made aware:	Policy briefing from senior managers; Staff undertaking that they have read and understood the organisation's internal reporting policy; Training provided by the organisation; Links on intranet site

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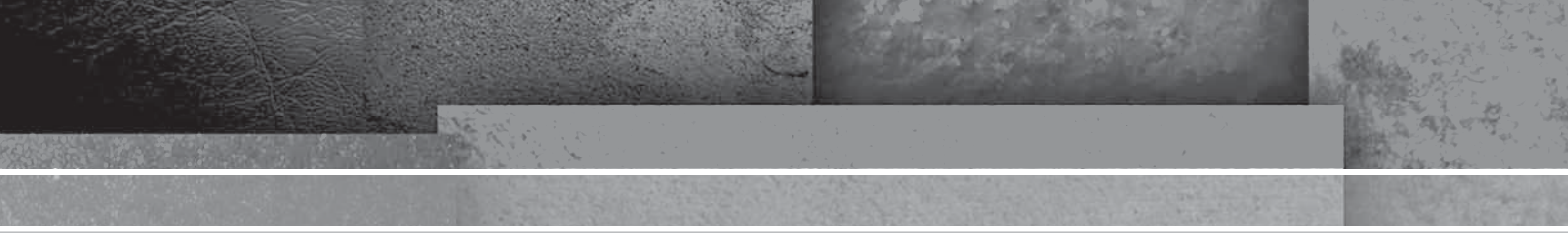
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