

1. Disclosure index

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

Legislation	Requirement	Page reference
Ministerial Directions		
Report of Operations		
Charter and purpose		
FRD 22H	Manner of establishment and the relevant Ministers	2
FRD 22H	Purpose, functions, powers and duties	4
FRD 8D	Departmental objectives, indicators and outputs	10
FRD 22H	Key initiatives and projects	10
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FRD 22H	Application and operation of <i>Freedom of Information Act 1982</i>	203
FRD 22H	Compliance with building and maintenance provisions of <i>Building Act 1993</i>	199
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FRD 22H	Application and operation of the <i>Protected Disclosure Act 2012</i>	203
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Legislation	Requirement	Page reference
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Declaration		
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SD 5.2.1 ^a	Compliance with Ministerial Directions	80
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FRD 21C	Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report	140
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FRD 110A	Cash Flow Statements	85
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Note:

(a) References to FRDs have been removed from the Disclosure Index if the specific FRDs do not contain requirements that are of the nature of disclosure.

Legislation

<i>Freedom of Information Act 1982</i>	203
<i>Building Act 1993</i>	199
<i>Protected Disclosure Act 2012</i>	203
<i>Carers Recognition Act 2012</i>	183
<i>Victorian Industry Participation Policy Act 2003</i>	198
<i>Financial Management Act 1994</i>	80

2. Budget portfolio outcomes

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

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

The following budget portfolio outcomes statements are not subject to audit by the Victorian Auditor-General's Office and are

not prepared on the same basis as the department's financial statements as these include the financial information of the following entities:

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

Comprehensive operating statement for the year ended 30 June 2017

	(\$ million)					
	Original budget 2016-17 (i)	Revised budget 2016-17 (ii)	Actual 2016-17	Variance for original budget to actual 2016-17	Variance for revised budget to actual 2016-17	Notes
Income from transactions						
Output appropriations	5,875	6,082	6,054	179	(28)	(iii)
Special appropriations	1	2	1	0	(1)	
Interest	60	51	55	(5)	4	
Sale of goods and services	20	18	21	1	3	
Grants	71	78	69	(2)	(9)	
Fair value of assets and services received free of charge or for nominal consideration	0	0	0	0	0	
Other income	25	34	52	27	18	
Total income from transactions	6,053	6,265	6,252	200	(13)	
Expenses from transactions						
Employee benefits	2,966	3,051	3,051	85	0	(iv)
Depreciation	198	215	208	10	(7)	
Interest expense	25	24	23	(2)	(1)	
Grants and other transfers	1,220	1,288	1,293	73	5	(v)
Capital asset charge	242	245	245	3	0	
Other operating expenses	1,392	1,450	1,409	17	(41)	
Total expenses from transactions	6,043	6,273	6,229	186	(44)	
Net result from transactions (net operating balance)	10	(8)	23	14	31	

(\$ million)

	Original budget 2016-17 (i)	Revised budget 2016-17 (ii)	Actual 2016-17	Variance for original budget to actual 2016-17	Variance for revised budget to actual 2016-17	Notes
Other economic flows included in net result						
Net gain/(loss) on non-financial assets	11	11	10	(1)	(1)	
Net gain/(loss) on financial instruments and statutory receivables/payables	0	0	(4)	(4)	(4)	
Other gains/(losses) from economic flows	0	0	5	5	5	
Total other economic flows included in net result	11	11	11	0	0	
Net result	21	3	34	14	31	
Other economic flows – other comprehensive income						
Changes in non-financial assets revaluation surplus	0	0	51	51	51	(vi)
Other	0	(8)	0	0	8	
Total other economic flows – other comprehensive income	0	(7)	51	51	59	
Comprehensive result	21	(5)	85	65	90	

(i) Figures published in the 2016-17 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5. Figures include Youth Justice Community-Based Services and Youth Justice Custodial Services outputs transferred from the Department of Health and Human Services to the Department of Justice and Regulation as a result of a machinery of government change effective on 3 April 2017 (hereon in referred to as the Youth Justice transfer).

(iii) Output appropriations were higher than the original budget mainly due to the transfers of appropriations from capital to output for Victoria Police and Country Fire Authority's depreciation costs and additional funding announced post 2016-17 Budget for various initiatives including the Emergency Services Volunteer Sustainability Grants Program, the accelerated deployment of police for the Public Safety - Police Response, and the extension of the Night Network Trial. Additional funding was also received due to the transfer of Youth Justice from the Department of Health and Human Services.

(iv) Employee benefits expenses were higher than the original budget largely driven by the transfer of employee benefits for the Youth Justice transfer from the Department of Health and Human Services and additional employee expenses mainly for the accelerated deployment of police for the Public Safety - Police Response and the extension of the Night Network Trial.

(v) Grants and other transfers expenses were higher than the original budget mainly due to the increase in grants to cover the depreciation costs for the Country Fire Authority, and additional grants announced post Budget which were transferred to the Emergency Services organisations to support fire-fighting related activities.

(vi) Changes in non-financial assets revaluation surplus were higher than the original and revised budgets mainly due to a managerial revaluation of land as at 30 June 2017.

Balance sheet as at 30 June 2017

(\$ million)

	Original budget 2016-17 ⁽ⁱ⁾	Revised budget 2016-17 ⁽ⁱⁱ⁾	Actual 2016-17	Variance for original budget to actual 2016-17	Variance for revised budget to actual 2016-17	Notes
Assets						
Financial assets						
Cash and deposits	385	355	206	(179)	(149)	(iii)
Receivables	967	921	899	(68)	(22)	
Other financial assets	253	162	337	84	175	(iv)
Total financial assets	1,604	1,438	1,442	(163)	4	
Non-financial assets						
Inventories	14	13	15	1	2	
Non-financial assets classified as held for sale including disposal group assets	11	8	6	(5)	(2)	
Property, plant and equipment	4,106	4,288	4,291	185	3	(v)
Intangible assets	79	48	90	11	42	
Other	5	19	29	24	10	
Total non-financial assets	4,214	4,376	4,431	216	55	
Total assets	5,819	5,814	5,873	53	59	
Liabilities						
Payables	316	296	349	33	53	
Borrowings	221	235	264	43	29	
Provisions	755	797	783	28	(14)	
Total liabilities	1,293	1,328	1,396	104	68	
Net assets	4,526	4,486	4,477	(51)	(9)	
Equity						
Accumulated surplus/(deficit)	1,122	1,157	1,194	72	37	
Reserves	1,182	1,312	1,363	181	51	(vi)
Contributed capital	2,223	2,017	1,920	(303)	(97)	(vii)
Total equity	4,526	4,486	4,477	(50)	(9)	

(i) Figures published in the 2016-17 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5. Figures include Youth Justice Community-Based Services and Youth Justice Custodial Services outputs transferred from the Department of Health and Human Services to the Department of Justice and Regulation as a result of a machinery of government change effective on 3 April 2017 (hereon in referred to as the Youth Justice transfer).

(iii) Cash and deposits were lower than the original and revised budget mainly due to the funding transfer from the department's Victorian Property Fund to the Department of Treasury and Finance's Victorian Social Housing Growth Fund, and the subsequent restructure of the department's investments between term deposits held for less than three months classified as "cash" and term deposits held for more than three months classified as "other financial assets".

(iv) Other financial assets were higher than the original and revised budget mainly due to the restructure of the department's investments between term deposits held for less than three months classified as "cash" and term deposits held for more than three months classified as "other financial assets".

(v) Property, plant and equipment were higher than the original budget mainly due to the transfer of assets for the Youth Justice transfer from the Department of Health and Human Services and the flow-on impact of the five year scheduled revaluation in 2015-16 for Victoria Police.

(vi) Reserves were higher than the original and revised budget due to a managerial revaluation of land for the department as at 30 June 2017. In addition, the flow-on impact of the five year scheduled revaluation for Victoria Police also contributed to the variance.

(vii) Contributed capital were lower than the original budget mainly due to a rephase of capital funding from 2016-17 into future years to align with expected deliverables, funding transfer from the department's Victorian Property Fund to the Department of Treasury and Finance's Victorian Social Housing Growth Fund, and the funding transfer from capital to output for Victoria Police relating to depreciation costs. The increase was partially offset by the capital funding transfer for the Youth Justice transfer from the Department of Health and Human Services.

Cash flow statement for the year ended 30 June 2017

(\$ million)

	Original budget 2016-17 ⁽ⁱ⁾	Revised budget 2016-17 ⁽ⁱⁱ⁾	Actual 2016-17	Variance for original budget to actual 2016-17	Variance for revised budget to actual 2016-17	Notes
Cash flows from operating activities						
Receipts						
Receipts from Government	5,773	5,961	5,940	167	(21)	(iii)
Receipts from other entities	85	92	98	13	6	
Interest received	60	51	55	(5)	4	
Other receipts	29	35	51	22	16	
Total receipts	5,947	6,139	6,144	197	5	
Payments						
Payments of grants and other transfers	(1,221)	(1,289)	(1,293)	(72)	(4)	
Payments to suppliers and employees	(4,319)	(4,458)	(4,387)	(68)	71	
Capital asset charge	(242)	(245)	(245)	(3)	0	
Interest and other costs of finance paid	(25)	(24)	(22)	3	2	
Total payments	(5,807)	(6,016)	(5,947)	(140)	69	
Net cash flows from/(used in) operating activities	140	123	197	57	74	
Cash flows from investing activities						
Net investment	(3)	110	(70)	(67)	(180)	(iv)
Payments for non-financial assets	(475)	(338)	(306)	169	32	(v)
Proceeds from sale of non-financial assets	34	34	28	(6)	(6)	
Net loans to other parties	0	0	1	1	1	
Cash flows from/(used in) investing activities	(444)	(194)	(347)	97	(153)	
Cash flows from financing activities						
Owner contributions by State Government	346	106	24	(322)	(82)	(vi)
Repayment of finance leases	(18)	(18)	(13)	5	5	
Net borrowings	(11)	(19)	(11)	0	8	
Net cash flows from/(used in) financing activities	317	70	0	(317)	(69)	
Net increase/(decrease) in cash and cash equivalents	13	(1)	(150)	(163)	(148)	
Cash and cash equivalents at beginning of financial year	372	356	356	16	0	
Cash and cash equivalents at end of financial year	385	355	206	(147)	(148)	

(i) Figures published in the 2016-17 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5. Figures include Youth Justice Community-Based Services and Youth Justice Custodial Services outputs transferred from the Department of Health and Human Services to the Department of Justice and Regulation as a result of a machinery of government change effective on 3 April 2017 (hereon in referred to as the Youth Justice transfer).

(iii) Receipts from Government were higher than the original budget mainly due to the transfer of Youth Justice from the Department of Health and Human Services, additional funding announced post 2016-17 Budget for various initiatives including Emergency Services Volunteer Sustainability Grants Program and Family Violence, and the transfers of appropriation from capital to output for Victoria Police and Country Fire Authority's depreciation costs.

(iv) The variance of actual cash movements against the original and revised budgets was mainly due to the restructure of the department's investments, in particular the reallocation between term deposits held for less than three months classified as "cash" and term deposits held for more than three months classified as "investments".

(v) Payments of non-financial assets were lower than the original budget, mainly due to a rephase of asset allocation to align with expected timing of project deliverables from 2016-17 into future years mainly relating to various prison related initiatives and a lower than budgeted capital expenditure for Victoria Police.

(vi) Refer to note (vii) in the Balance Sheet.

Statement of changes in equity for the year ended 30 June 2017

(\$ million)

	Accumulated surplus/ (deficit)	Contributions by owners	Revaluation surplus	Other reserves	Total equity
Original budget 2016-17⁽ⁱ⁾					
Opening balance 1 July 2016	1,101	1,890	1,182	0	4,172
Comprehensive result	21	0	0	0	21
Transactions with owners in their capacity as owners	0	333	0	0	333
Closing balance 30 June 2017	1,122	2,223	1,182	0	4,526
Revised budget 2016-17⁽ⁱⁱ⁾					
Opening balance 1 July 2016	1,162	1,694	1,312	0	4,167
Comprehensive result	(5)	0	0	0	(5)
Transactions with owners in their capacity as owners	0	324	0	0	324
Closing balance 30 June 2017	1,157	2,017	1,312	0	4,486
Actual 2016-17					
Opening balance 1 July 2016	1,162	1,694	1,312	0	4,168
Comprehensive result	32	0	51	0	83
Transactions with owners in their capacity as owners	0	226	0	0	226
Closing balance 30 June 2017	1,194	1,920	1,363	0	4,477
Variance for original budget to actual 2016-17					
Opening balance 1 July 2016	61	(196)	130	0	4
Comprehensive result	11	0	51	0	(62)
Transactions with owners in their capacity as owners	0	(107)	0	0	107
Closing balance 30 June 2017	72	(303)	181	0	49
Variance for revised budget to actual 2016-17					
Opening balance 1 July 2016	0	0	0	0	(1)
Comprehensive result	37	0	51	0	(88)
Transactions with owners in their capacity as owners	0	(98)	0	0	98
Closing balance 30 June 2017	37	(98)	51	0	9

(i) Figures published in the 2016-17 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5. Figures include Youth Justice Community-Based Services and Youth Justice Custodial Services outputs transferred from the Department of Health and Human Services to the Department of Justice and Regulation as a result of a machinery of government change effective on 3 April 2017.

Administered items statement for the year ended 30 June 2017

	(\$ million)					
	Original budget 2016-17 (i)	Revised budget 2016-17 (ii)	Actual 2016-17	Variance for original budget to actual 2016-17	Variance for revised budget to actual 2016-17	Notes
Administered income						
Appropriations – payments made on behalf of the State	54	36	28	(26)	(8)	
Special appropriations	10	10	5	(5)	(5)	
Sale of goods and services	444	463	507	63	44	
Grants	7	6	6	(1)	0	
Interest	14	14	13	(1)	(1)	
Other income	2,637	2,609	2,500	(137)	(109)	(iii)
Total administered income	3,167	3,139	3,059	(107)	(79)	
Administered expenses						
Expenses on behalf of the State	14	13	15	1	2	
Grants and other transfers	4	5	4	0	(1)	
Payments into the Consolidated Fund	2,734	2,687	2,471	(263)	(216)	(iv)
Total administered expenses	2,753	2,706	2,490	(262)	(215)	
Income less expenses	415	433	569	155	136	
Other economic flows included in net result						
Net gain/(loss) on non-financial assets	1	1	(1)	(2)	(2)	
Other gains/(losses) from other economic flows	(294)	(307)	(355)	(61)	(48)	
Total other economic flows included in net result	(293)	(306)	(356)	(63)	(50)	
Net result	122	127	213	92	86	
Other economic flows – other comprehensive income						
Other	0	0	0	0	0	
Total other economic flows – other comprehensive income	0	0	0	0	0	
Comprehensive result	122	127	213	92	86	
Administered assets						
Cash and deposits	68	89	66	(2)	(23)	
Receivables	1,507	1,635	1,689	182	54	(v)
Other financial assets	4	2	0	(4)	(2)	
Total administered assets	1,579	1,726	1,755	176	29	
Administered liabilities						
Payables	1,282	1,287	1,245	(37)	(42)	
Provisions	1	1	1	0	0	
Total administered liabilities	1,283	1,287	1,246	(37)	(42)	
Net assets	296	439	509	213	71	

(i) Figures published in the 2016-17 Victorian Budget, Budget Paper No. 5

(ii) Figures published in the 2017-18 Victorian Budget, Budget Paper No. 5. Figures include Youth Justice Community-Based Services and Youth Justice Custodial Services outputs transferred from the Department of Health and Human Services to the Department of Justice and Regulation as a result of a machinery of government change effective on 3 April 2017.

(iii) Other income was lower than the original and revised budget mainly due to lower than expected gambling tax revenue and road safety camera fines revenue. The road safety camera fines revenue was lower than expected due to the potential impact of the WannaCry ransomware in June 2017, which resulted in a delay in issuing fines. Following a review by the Road Safety Camera Commissioner, who determined that the ransomware had no impact on the camera software and infringement data, the delayed fines were subsequently issued in July 2017. The associated revenue from these fines will be reflected in the 2017-18 financial year.

(iv) Payments into the consolidated fund was lower than the original and revised budget mainly driven by lower than expected gaming taxation and road safety camera fines revenue. Additionally, the higher than budgeted receivables for fine related enforcement activities reflected less cash paid into the consolidated fund.

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

3. Governance

Under the *Public Administration Act 2004*, the Secretary is responsible for the general conduct and the effective, efficient and economical management of the department. A number of standing executive committees ensure good corporate governance with a focus on improving organisational performance.

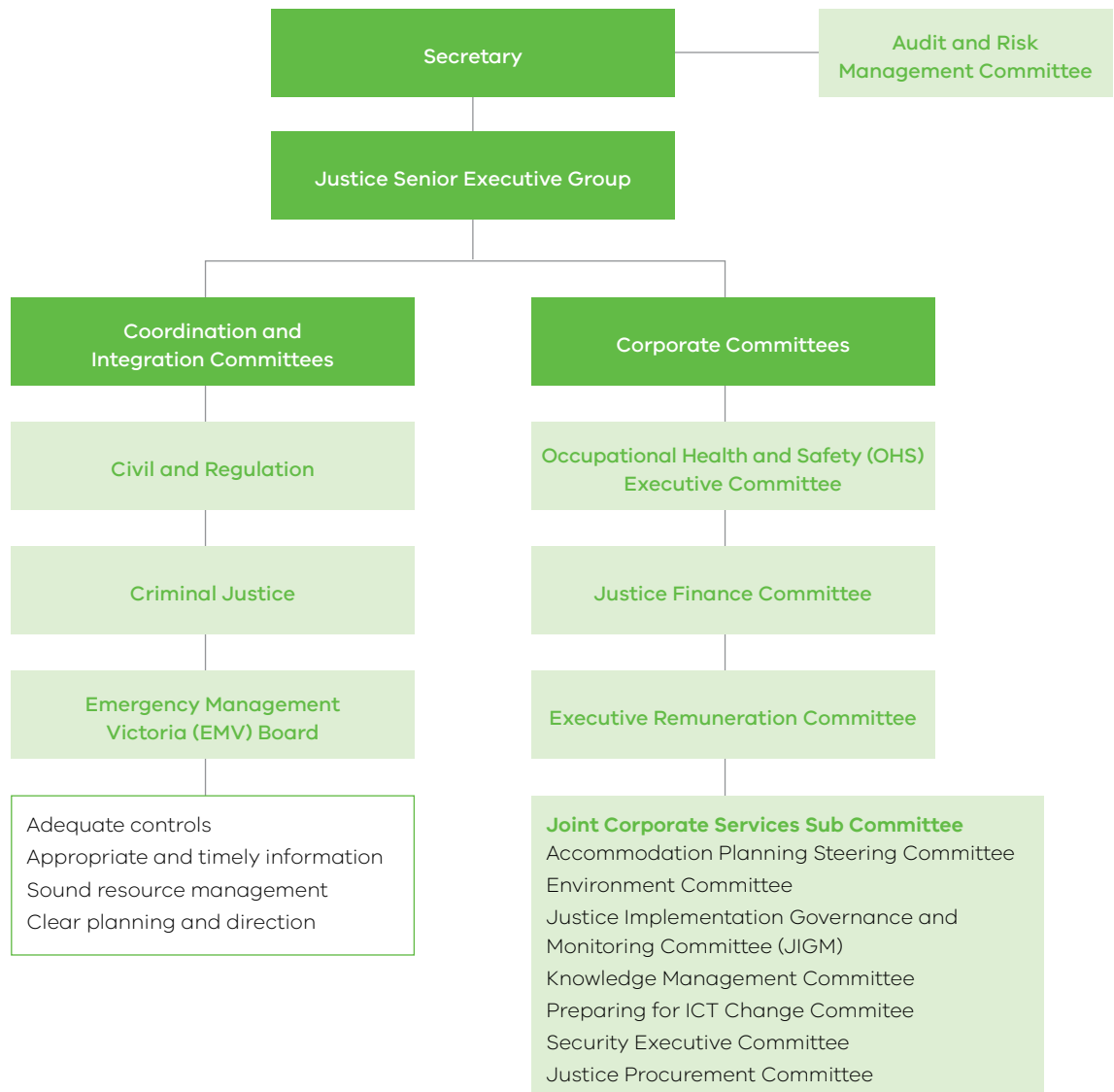
The Justice Senior Executive Group (JSEG) is the department's peak body in the corporate governance structure. It brings together the senior leaders accountable for policy and program development and delivery, regional service delivery, strategic reform and corporate service support.

JSEG supports the Secretary in the management and administration of the department to ensure compliance with government directives, guidelines and legislation. It is responsible for integrating governance functions across the department and working collaboratively with portfolio agencies.

JSEG comprises the Secretary, ten deputy secretaries, six executive directors and the Chief Finance Officer.

The figure below details the department's internal governance structure.

Department of Justice and Regulation internal governance structure at 30 June 2017



4. Statutory authorities and offices by ministerial portfolio 2016–17

Attorney-General

Statutory offices

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

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

Crown Counsel

Crown Prosecutors

Director of Public Prosecutions

Public Advocate

Solicitor-General

Victims of Crime Commissioner

Victorian Legal Services Commissioner

Administrative offices

Victorian Government Solicitor's Office

Statutory authorities

Appeal Costs Board

Coronial Council of Victoria

Court Services Victoria

Judicial College of Victoria

Judicial Commission of Victoria

Judicial Entitlements Panel

Legal Practitioners Liability Committee

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

Office of Public Prosecutions

Panel of Independent Reviewers – Legal Aid Act

Sentencing Advisory Council

Victorian Civil and Administrative Tribunal Rules Committee

Victims of Crime Consultative Committee

Victorian Equal Opportunity and Human Rights Commission

Victoria Law Foundation

Victoria Legal Aid

Victorian Institute of Forensic Medicine

Victorian Law Reform Commission

Victorian Legal Services Board

Victorian Legal Admissions Board

Victorian Professional Standards Council

Victorian Traditional Owners Trust

Judicial and quasi-judicial bodies

Supreme Court of Victoria

County Court of Victoria

Magistrates' Court of Victoria

Children's Court of Victoria

Coroners Court of Victoria

Victorian Civil and Administrative Tribunal

Victims of Crime Assistance Tribunal

Municipal Electoral Tribunals

Consumer affairs, gaming and liquor regulation

Statutory offices

Arbitrator, Sale of Land Act

Director of Consumer Affairs Victoria

Statutory authorities

Business Licensing Authority

Consumer Policy Research Centre

Estate Agents Council

Independent Review Panel

Liquor Control Advisory Council

Motor Car Traders Claims Committee

Residential Tenancies Bond Authority

Responsible Gambling Ministerial Advisory Council

Sex Work Ministerial Advisory Committee

Victorian Commission for Gambling and Liquor Regulation

Victorian Responsible Gambling Foundation

Corrections

Statutory authorities

Adult Parole Board

Emergency services

Statutory offices

Emergency Management Commissioner

Statutory authorities

Country Fire Authority

Country Fire Authority Appeals Commission

Emergency Management Victoria

Emergency Services

Telecommunications Authority

Metropolitan Fire and Emergency Services

Appeals Commission

Metropolitan Fire and Emergency Services Board

Victoria State Emergency Service Authority

Families and Children

Statutory authorities

Youth Parole Board

Police

Statutory offices

Chief Commissioner and Deputy

Commissioners of Police

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

Road Safety Camera Commissioner

Statutory authorities

Firearms Appeals Committee

Police Registration and Services Board

Road Safety Camera Commissioner

Reference Group

Portfolio agencies

Victoria Police

Racing

Statutory offices

Racing Integrity Commissioner

Statutory authorities

Greyhound Racing Victoria

Harness Racing Victoria

Racing Appeals and Disciplinary Boards

5. Acts administered by the justice portfolio and enacted during 2016–17

Acts administered by the Justice Portfolio as at 30 June 2017

Attorney-General

Acts Enumeration and Revision Act 1958

Administration and Probate Act 1958

Administrative Law Act 1978

Adoption Act 1984 -

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

Age of Majority Act 1977

Appeal Costs Act 1998

Attorney-General and Solicitor-General Act 1972

Bail Act 1977- Except:

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

Births, Deaths and Marriages Registration Act 1996

Charities Act 1978

Charter of Human Rights and Responsibilities Act 2006

Children, Youth and Families Act 2005 -

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

Choice of Law (Limitation Periods) Act 1993

Civil Procedure Act 2010

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

Commercial Arbitration Act 2011

Commonwealth Places (Administration of Laws) Act 1970

Commonwealth Powers (De Facto Relationships) Act 2004

Commonwealth Powers (Family Law-Children) Act 1986

Confiscation Act 1997

Constitution Act 1975 -

- Part III

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

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

Constitution (Supreme Court) Act 1989

Constitutional Powers (Coastal Waters) Act 1980

Constitutional Powers (Request) Act 1980

Co-operative Schemes (Administrative Actions) Act 2001

Coroners Act 2008

Corporations (Administrative Actions) Act 2001

Corporations (Ancillary Provisions) Act 2001

Corporations (Commonwealth Powers) Act 2001

Corporations (Victoria) Act 1990

Council of Law Reporting in Victoria Act 1967

County Court Act 1958

Court Security Act 1980

Court Services Victoria Act 2014

Courts (Case Transfer) Act 1991

Crimes (Assumed Identities) Act 2004

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

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

Crimes Act 1958

Crimes at Sea Act 1999

Crimes (Controlled Operations) Act 2004

Criminal Organisations Control Act 2012

Criminal Procedure Act 2009

Crown Proceedings Act 1958

Defamation Act 2005

Domestic Building Contracts Act 1995 -

- Part 5

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

Domicile Act 1978

Electoral Act 2002

- Part 8

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

Electronic Transactions (Victoria) Act 2000

Equal Opportunity Act 2010

Evidence Act 2008

Evidence (Miscellaneous Provisions) Act 1958

Family Violence Protection Act 2008 -

- The Act is jointly and severally administered with the Minister for the Prevention of Family Violence

Federal Courts (State Jurisdiction) Act 1999

Fences Act 1968

Fines Reform Act 2014

Foreign Judgments Act 1962

Fortification Removal Act 2013

Guardianship and Administration Act 1986

Honorary Justices Act 2014

Imperial Acts Application Act 1980

Imprisonment of Fraudulent Debtors Act 1958

Infringements Act 2006

Instruments Act 1958 - Except:

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

Interpretation of Legislation Act 1984

Judgment Debt Recovery Act 1984

Judicial College of Victoria Act 2001

Judicial Entitlements Act 2015

Judicial Proceedings Reports Act 1958

Judicial Salaries Act 2004

Jury Directions Act 2015

Juries Act 2000

Jurisdiction of Courts (Cross-vesting) Act 1987

Land Acquisition and Compensation Act 1986

Land Act 1958 -

- In so far as it relates to the exercise of powers relating to leases and licences under Subdivisions 1 and 2 of Division 9 of Part I in respect of land described as Crown Allotment 22D of section 30, Parish of Melbourne North being the site of the Victorian County Court
 - In so far as it relates to the land described as Crown Allotment 16 of Section 5, at Elwood, Parish of Prahran being the site of the former Elwood Police Station:
 - » Except Division 6 of Part I, Subdivision 3 of Division 9 of Part I, section 209 and the remainder of the Act where it relates to the sale and alienation of Crown Lands as set out in Administrative Arrangements Order No. 58 (which are administered by the Minister for Finance)
 - » Except sections 201, 201A and 399
 - Sections 22C-22E
 - Sections 201, 201A and 399 in so far as they relate to the land described as Crown Allotment 16 of Section 5, at Elwood, Parish of Prahran being the site of the former Elwood Police Station (in so far as they relate to that land, these provisions are jointly administered with the Minister for Finance)
- (The Act is otherwise administered by the Minister for Corrections, the Minister for Creative Industries, the Minister for Energy, Environment and Climate Change, the Minister for Finance, the Minister for Health, the Minister for Ports, the Minister for Roads and Road Safety and the Special Minister of State)

Land Titles Validation Act 1994

Legal Aid Act 1978

Legal Profession Uniform Law Application Act 2014

Legal Profession Uniform Law (Victoria)

Leo Cussen Institute (Registration as a Company) Act 2011

Limitation of Actions Act 1958

Local Government Act 1989 -

- Sections 44-46, 48 and 49
 - Section 243 in so far as it relates to municipal electoral tribunals
 - Schedule 4
- (The Act is otherwise administered by the Minister for Local Government and the Minister for Roads)

Magistrates' Court Act 1989

Maintenance Act 1965

Major Crime (Investigative Powers) Act 2004 - Except:

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

Marriage Act 1958

Open Courts Act 2013

Penalty Interest Rates Act 1983

Perpetuities and Accumulations Act 1968

Personal Property Securities (Commonwealth Powers) Act 2009

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

Personal Safety Intervention Orders Act 2010

Powers of Attorney Act 2014

Professional Standards Act 2003

Property Law Act 1958 - Except:

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

Public Notaries Act 2001

Public Prosecutions Act 1994

Relationships Act 2008 -

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

Religious and Successory Trusts Act 1958

Residential Tenancies Act 1997 -

- Sections 446–448 (except subsection 447(1)), 452, 472, 473, 479 and 485
(The Act is otherwise administered by the Minister for Consumer Affairs, Gaming and Liquor Regulation, the Minister for Housing, Disability and Ageing and the Minister for Planning)

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

Sentencing Act 1991 - Except:

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

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

Settled Land Act 1958

Severe Substance Dependence Treatment Act 2010 -

- Sections 9–11 and 14–22
(The Act is otherwise administered by the Minister for Mental Health)

Sheriff Act 2009

St Andrew's Foundation Act 1997

Status of Children Act 1974

Summary Offences Act 1966

Supreme Court Act 1986

Surveillance Devices Act 1999

Telecommunications (Interception) (State Provisions) Act 1988

Terrorism (Commonwealth Powers) Act 2003

Terrorism (Community Protection) Act 2003 - Except:

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

Traditional Owner Settlement Act 2010

Transfer of Land Act 1958 - Except:

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

Trustee Act 1958

Trustee Companies Act 1984 -

- The Act is jointly administered with the Treasurer

Unauthorized Documents Act 1958

Valuation of Land Act 1960 -

- Divisions 1 and 2 of Part III, Divisions 4 and 5 of Part III where they relate to the determination of appeals by a Land Valuation Division of the Victorian Civil and Administrative Tribunal and Part IV in so far as it relates to the administration of the above provisions
(The Act is otherwise administered by the Minister for Planning)

Vexatious Proceedings Act 2014

Victims' Charter Act 2006

Victims of Crime Assistance Act 1996

Victoria Law Foundation Act 2009

Victoria Park Land Act 1992

Victorian Civil and Administrative Tribunal Act 1998

Victorian Institute of Forensic Medicine Act 1985

Victorian Law Reform Commission Act 2000

Vital State Projects Act 1976 -

- Sections 5–16
(The Act is otherwise administered by the Premier)

Wills Act 1997

Working with Children Act 2005

Workplace Injury Rehabilitation and Compensation Act 2013 -

- Division 1 of Part 6
(The Act is otherwise administered by the Minister for Finance)
- *Wrongs Act 1958 - Except:*
- Part VI (this Part is jointly administered with the Minister responsible for the Aviation Industry)

Minister for Consumer Affairs, Gaming and Liquor Regulation

Associations Incorporation Reform Act 2012

Australian Consumer Law and Fair Trading Act 2012

Business Licensing Authority Act 1998

Business Names (Commonwealth Powers) Act 2011

Casino Control Act 1991 - Except:

- Sections 128H–128L, except section 128K(2) (these provisions are administered by the Minister for Planning)
- Section 128K(2) (this section is administered by the Minister for Finance)

Casino (Management Agreement) Act 1993

Chattel Securities Act 1987

Company Titles (Home Units) Act 2013

Consumer Credit (Victoria) Act 1995

Conveyancers Act 2006

Co-operatives National Law Application Act 2013

Co-operatives National Law (Victoria)

Credit Act 1984

Credit (Administration) Act 1984

Credit (Commonwealth Powers) Act 2010

Domestic Building Contracts Act 1995 - Except:

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

Estate Agents Act 1980

Fundraising Act 1998

Funerals Act 2006

Gambling Regulation Act 2003 - Except:

- Section 2.2.6 (this section is administered by the Minister for Racing)
- Section 3.4.33 (this section is administered by the Treasurer)
- Division 1A and Division 2 of Part 2 of Chapter 4 (these Divisions are jointly administered with the Minister for Racing)
- Section 4.3.12 (this section is administered by the Treasurer)
- Part 5 of Chapter 4 (this Part is jointly administered with the Minister for Racing)
- Division 1 of Part 3 of Chapter 10 (this Division is administered by the Treasurer)

Goods Act 1958

Liquor Control Reform Act 1998

Motor Car Traders Act 1986

Owners Corporations Act 2006

Partnership Act 1958

Residential Tenancies Act 1997

- Sections 23A–25, 27, 32, 33, 45–48, 74–77, 82, 90, 91, 91A, 102, 102A, 103, 104(1), 104(4), 104(5), 104(6), 105(2), 105(2A), 105(3), 124, 128, 130–134, 141–142B, 142D–212, 213AA–215, 230, 232–234, 241, 277, 289A, 291–327, 329–333, 335–339, 341, 343–366, 373–376, 385, 388, 388A, 390, 390A, 395–398, 399A–439M, 486–499, 501–504, 505A–510C and 511
- Section 66(1) (this provision is jointly administered with the Minister for Housing)
(The Act is otherwise administered by the Attorney-General, the Minister for Housing and the Minister for Planning)

Retirement Villages Act 1986

Rooming House Operations Act 2016

Sale of Land Act 1962

Second-Hand Dealers and Pawnbrokers Act 1989

Sex Work Act 1994

Subdivision Act 1988 -

- Part 5
- Section 43 (in so far as it relates to Part 5) (The Act is otherwise administered by the Minister for Planning)

Travel Agents Repeal Act 2014

Veterans Act 2005 –

- Part 4
(The Act is otherwise administered by the Minister for Veterans)

Victorian Commission for Gambling and Liquor Regulation Act 2011

Victorian Responsible Gambling Foundation Act 2011

Warehousemen's Liens Act 1958

Minister for Corrections

Community Based Sentences (Transfer) Act 2012

Corrections Act 1986

Crown Land (Reserves) Act 1978 –

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

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

International Transfer of Prisoners (Victoria) Act 1998

Land Act 1958 –

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

(The Act is otherwise administered by the Attorney-General, the Minister for

Creative Industries, the Minister for Energy, Environment and Climate Change, the Minister for Finance, the Minister for Health, the Minister for Ports, the Minister for Roads and Road Safety and the Special Minister of State)

Parole Orders (Transfer) Act 1983

Prisoners (Interstate Transfer) Act 1983

Sentencing Act 1991 –

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

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

Serious Sex Offenders (Detention and Supervision) Act 2009

Minister for Emergency Services

Country Fire Authority Act 1958

Emergency Management Act 2013

Emergency Services Telecommunications Authority Act 2004

Metropolitan Fire Brigades Act 1958

Victoria State Emergency Service Act 2005

Minister for Families and Children¹

Bail Act 1977 –

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

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

Children, Youth and Families Act 2005 –

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

Commission for Children and Young People Act 2012

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

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

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

¹ Effective from 3 April 2017.

Sentencing Act 1991 –

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

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

Minister for Gaming and Liquor Regulation

Casino Control Act 1991 - Except:

- Sections 128H–128L (except for section 128K(2) (these provisions are administered by the Minister for Planning)
- Section 128K(2) (this provision is administered by the Assistant Treasurer)

Casino (Management Agreement) Act 1993

Gambling Regulation Act 2003 - Except:

- Section 2.2.9 (this provision is administered by the Minister for Racing)
- Division 5A of Part 5 of Chapter 2 (this Division is jointly administered with the Minister for Racing)
- Section 3.4.33 (this provision is administered by the Treasurer)
- Division 2 of Part 2 of Chapter 4 (this Division is jointly administered with the Minister for Racing)
- Section 4.3.12 (this provision is administered by the Treasurer)
- Part 5 of Chapter 4 (this Part is jointly administered with the Minister for Racing)
- Division 1 of Part 3 of Chapter 10 (this Division is administered by the Treasurer)

Liquor Control Reform Act 1998

Victorian Commission for Gambling and Liquor Regulation Act 2011

Victorian Responsible Gambling Foundation Act 2011

Minister for Police

Australian Crime Commission (State Provisions) Act 2003

Control of Weapons Act 1990

Crime Statistics Act 2014

Firearms Act 1996

Graffiti Prevention Act 2007

Major Crime (Investigative Powers) Act 2004

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

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

Police Assistance Compensation Act 1968

Police Regulation Act 1958 - Except:

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

Private Security Act 2004

Road Safety Camera Commissioner Act 2011

Seamen's Act 1958

Sex Offenders Registration Act 2004

Terrorism (Community Protection) Act 2003

- Part 4

(This Act is otherwise administered by the Attorney-General and the Premier)

Unlawful Assemblies and Processions Act 1958

Victoria Police Act 2013

Witness Protection Act 1991

Minister for Racing

Gambling Regulation Act 2003 -

- Section 2.2.6
- Division 1A and Division 2 of Part 2 of Chapter 4 (this Division is jointly administered with the Minister for Consumer Affairs, Gaming and Liquor Regulation)
- Division 2 of Part 2 of Chapter 4 (this Division is jointly administered with the Minister for Liquor and Gaming Regulation)
- Part 5 of Chapter 4 (this Part is jointly administered with the Minister for Consumer Affairs, Gaming and Liquor Regulation)

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

Racing Act 1958

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

Victoria Racing Club Act 2006

Legislation enacted in 2016–17 (passed between 1 July 2016 and 30 June 2017)

Attorney-General

Bail Amendment (Stage One) Act 2017

Crimes Amendment (Carjacking and Home Invasion) Act 2016

Crimes Amendment (Sexual Offences) Act 2016

Crimes Legislation Further Amendment Act 2017

Family Violence Protection Amendment Act 2017

Family Violence Protection Amendment (Information Sharing) Act 2017

Legal Profession Uniform Law Application Amendment Act 2016

National Domestic Violence Order Scheme Act 2016

Powers of Attorney Amendment Act 2016

Sentencing (Community Correction Order) and Other Amendment Act 2016

Traditional Owner Settlement Amendment Act 2016

Working with Children Amendment Act 2016

Wrongs Amendment (Organisational Child Abuse) Act 2017

Minister for Corrections

Correction Legislation Amendment Act 2016

Justice Legislation Amendment (Parole Reform and Other Matters) Act 2016

Minister for Consumer Affairs, Gaming and Liquor Regulation

Consumer Acts Amendment Act 2017

Estate Agents Amendment (Underquoting) Act 2016

Minister for Police

Police and Justice Legislation Amendment (Miscellaneous) Act 2016

Sex Offenders Registration Amendment (Miscellaneous) Act 2017

6. People management

Workforce data: Department of Justice and Regulation

Staffing numbers (full time equivalent)

	30 June 2016	30 June 2017
Office of the Secretary (formerly Executive Management)	112	59
Emergency Management Victoria	118	138
Police and Corrections ^a	796	N/A
Corrections Victoria	N/A	842
Police and Crime Prevention	N/A	50
Liquor Gaming and Racing	44	40
North West Metro Area	1669	1845
North Area	814	884
South Area	466	575
West Area	1355	1595
Regulation	394	422
Finance, Infrastructure and Governance ^b	248	376
Civil Justice	245	276
Criminal Justice ^c	539	N/A
Criminal Law Policy and Operations	N/A	593
Criminal Justice Strategy and Co-ordination	N/A	16
Service Strategy Reform	259	269
Youth Justice ^d	N/A	539
Total	7059	8519

Note: All figures reflect active employees in the last par period of June each year.

a Police and Corrections division has been split into two new divisions: Police and Crime Prevention and Corrections Victoria.

b This division was formerly known as Corporate Governance and Infrastructure.

c Criminal Justice division has been split into two new divisions Criminal Law Policy and Operations and Criminal Justice Strategy and Co-ordination.

d Youth Justice was transferred by a machinery of government change to the department on 3 April 2017. 539 youth justice staff work in the Youth Justice division with the remainder located in regional locations and facilities.

	Ongoing	Ongoing	Ongoing	Ongoing	Fixed-term and casual
	Employees (head count)	Full-time (head count)	Part-time (head count)	Full-time equivalent (FTE)	Full-time equivalent (FTE)
As at 30 June 2016	6264	5726	538	6081	978
As at 30 June 2017	7556	6923	633	7347	1172

	As at 30 June 2016			As at 30 June 2017		
	Ongoing	Ongoing	Fixed-term and casual	Ongoing	Ongoing	Fixed-term and casual
	Head count	FTE	FTE	Head count	FTE	FTE
Gender						
Male	3090	3072	462	3709	3690	487
Female	3174	3009	516	3847	3657	685
Age						
Under 25	210	205	93	248	243	128
25–34	1526	1478	307	1908	1859	403
35–44	1665	1592	264	2025	1936	268
45–54	1646	1616	206	1925	1891	247
55–64	1091	1071	88	1274	1249	110
Over 64	126	119	20	176	169	16

Classification	As at 30 June 2016			As at 30 June 2017		
	Ongoing	Ongoing	Fixed-term and casual	Ongoing	Ongoing	Fixed-term and casual
	Employees (head count)	Employees (FTE)	Employees (FTE)	Employees (head count)	Employees (FTE)	Employees (FTE)
VPS 1	0	0	0	0	0	0
VPS 2	545	511	116	541	506	125
VPS 3	612	585	87	642	614	127
VPS 4	579	547	76	650	617	133
VPS 5	610	587	87	702	672	121
VPS 6	519	501	62	570	550	79
Senior Employees						
STS	20	19	4	24	24	3
Executives	54	54	0	60	60	0
Community Corrections Officers (CCO)						
Trainee CCO	202	194	47	N/A	N/A	N/A
CCO	25	22	1	N/A	N/A	N/A
Leading CCO	292	286	6	N/A	N/A	N/A
Senior CCO	191	177	5	N/A	N/A	N/A
Officer in Charge	28	27	0	N/A	N/A	N/A
Location Manager	38	38	0	N/A	N/A	N/A
General Manager	7	7	0	N/A	N/A	N/A
Community Corrections Practitioners^a (New structure from 1 July 2016)						
Community Corrections Practitioner Grade 1	N/A	N/A	N/A	120	116	65
Community Corrections Practitioner Grade 2	N/A	N/A	N/A	36	35	5
Community Corrections Practitioner Grade 3	N/A	N/A	N/A	357	348	29
Community Corrections Practitioner Grade 4	N/A	N/A	N/A	324	309	8
Community Corrections Practitioner Grade 5	N/A	N/A	N/A	67	67	1
Community Corrections Practitioner Grade 6	N/A	N/A	N/A	8	8	0
Custodial Officers						
COG 1	11	11	88	2	2	42
COG 2a	1331	1324	380	1681	1672	306
COG 2b	622	621	1	687	685	4
COG 3	224	224	1	242	242	0
COG 4	45	45	1	46	46	0
COG 5	7	7	0	7	7	0
COG 6	12	12	0	11	11	0
Sheriff's Officers						
Trainee Sherriff's Officers	0	0	0	0	0	0
Sheriff's Officer	31	31	0	30	30	0
Senior Sheriff's Officer	107	106	0	108	107	0
Supervisor	22	22	0	22	22	0
Regional Manager	10	10	0	10	10	0
Deputy Sheriff	1	1	0	1	1	0

Classification	As at 30 June 2016			As at 30 June 2017		
	Ongoing Employees (head count)	Ongoing Employees (FTE)	Fixed-term and casual Employees (FTE)	Ongoing Employees (head count)	Ongoing Employees (FTE)	Fixed-term and casual Employees (FTE)
Allied Health						
Allied Health 2	8	8	2	17	15	7
Allied Health 3	76	72	12	73	67	12
Allied Health 4	28	27	1	32	31	3
Legal Officers						
Legal Officers	7	6	0	6	5	0
Children Youth and Family Workers^b						
CYF Grade 1	N/A	N/A	N/A	6	5	3
CYF Grade 2	N/A	N/A	N/A	62	58	21
CYF Grade 3	N/A	N/A	N/A	49	46	10
CYF Grade 4	N/A	N/A	N/A	34	32	0
CYF Grade 5	N/A	N/A	N/A	10	10	0
CYF Grade 6	N/A	N/A	N/A	7	7	0
Youth Justice Workers^b						
YJW Grade 1	N/A	N/A	N/A	231	230	63
YJW Grade 2	N/A	N/A	N/A	48	47	4
YJW Grade 3	N/A	N/A	N/A	12	12	1
YJW Grade 4	N/A	N/A	N/A	15	15	0
YJW Grade 5	N/A	N/A	N/A	6	6	0
Other	N/A	N/A	N/A	0	0	0

Notes:

All figures reflect active employees in the last pay period of June each year.

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

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

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

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

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

a The Community Corrections Practitioner structure came into effect on 1 July 2016 replacing the interim Community Corrections Officer structure that was in place from 2005 to 30 June 2016.

b The Community Corrections Practitioner structure came into effect on 1 July 2016 replacing the Community Corrections Officer structure that was in place from 2005 to 30 June 2016.

Workforce data: Victorian Government Solicitor's Office

Staffing numbers (Full-time equivalent)	30 June 2016	30 June 2017
Victorian Government Solicitor's Office	180	179

	Ongoing Employees (head count)	Ongoing Full-time (head count)	Ongoing Part-time (head count)	Ongoing Full-time equivalent (FTE)	Fixed-term and casual Full-time equivalent (FTE)
As at 30 June 2016	184	132	52	166	14
As at 30 June 2017	184	127	57	165	14

	As at 30 June 2016			As at 30 June 2017		
	Ongoing Head count	Ongoing FTE	Fixed-term and casual FTE	Ongoing Head count	Ongoing FTE	Fixed-term and casual FTE
Gender						
Male	44	43	6	38	37	3
Female	140	123	8	146	128	11
Age						
Under 25	4	4	1	2	2	1
25–34	83	78	10	80	75	10
35–44	59	49	1	56	47	2
45–54	22	20	2	28	25	1
55–64	15	14	0	16	15	0
Over 64	1	1	0	2	1	0

	As at 30 June 2016			As at 30 June 2017		
Classification	Ongoing Employees (head count)	Ongoing Employees (FTE)	Fixed-term and casual Employees (FTE)	Ongoing Employees (head count)	Ongoing Employees (FTE)	Fixed-term and casual Employees (FTE)
VPS 1	0	0	0	0	0	0
VPS 2	24	22	11	20	19	2
VPS 3	29	27	2	35	32	9
VPS 4	13	12	0	25	23	3
VPS 5	6	5	0	6	5	0
VPS 6	7	7	0	6	6	0
Senior Employees						
STS	1	1	0	1	1	0
Executives	6	6	0	6	6	0
Legal Officers	98	86	1	85	73	0
Other	0	0	0	0	0	0

Reconciliation of executive numbers as at 30 June 2017

Executive officers definition

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

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

The first table below shows the number of executive officers for the department and its portfolio agencies (including the Victorian Government Solicitor's Office) and the second table shows the number of EOs for the Victorian Government Solicitor's Office at 30 June 2017.

- The first table discloses the total number of executive officers for the department broken down by gender.
- The third table (over the page) provides a reconciliation of executive numbers presented between the report of operations and Note 9.7 'Remuneration of executives' in the Financial Statement.
- The fourth table (over the page) provides the total executive numbers for all of the department's portfolio agencies.
- The tables also disclose the variations, denoted by 'var', between the current and previous reporting periods.

Total number of executive officers for the department broken down by gender

Classification	All		Male		Female	
	No.	Var.	No.	Var.	No.	Var.
Secretary	1	0	1	0	0	0
EO1	1	0	1	0	0	0
EO2	34 ^a	9 ^a	17	5	17	4
EO3	24	-3	8	-4	16	1
Total	60	6	27	1	33	5

^a 2015–16 annual report figure of 29 includes four vacancies (which is no longer a reporting requirement). Therefore variation is calculated from actual EO2 number of 25. The number of executives in the Report of Operations is based on the number of executive positions that are occupied at the end of the financial year. Note 9.7 'Remuneration of executives' in the Financial Statement lists the actual number of executive officers and the total remuneration paid to executive officers over the course of the reporting period. The Financial Statement note does not include the Accountable Officer (Secretary), and does not distinguish between executive levels or disclosure separations. Separations are executive officers who have left the department during the relevant reporting period. To assist readers these two disclosures are reconciled below.

Total number of executive officers for the Victorian Government Solicitor's Office broken down by gender

Classification	All		Male		Female	
	No.	Var.	No.	Var.	No.	Var.
EO1	1	0	0	-1	1	1
EO2	4	0	1	0	3	0
EO3	1	0	1	0	0	0
Total	6	0	2	-1	4	1

Reconciliation of executive numbers

	2016	2017
Executives (Financial Statement Note 9.7)	67^a	69
Add		
Accountable Officer (Secretary)	1	1
Chief Executive Officer, Sentencing Advisory Council	1	1
Chief Executive Officer, Victorian Law Reform Commission	1	1
Less		
Separations	-9	-5
Inactive executive officers ^b	-1	-1
Executives of the Victorian Government Solicitor's Office ^c	-6	-6
Total executive numbers at 30 June	54^d	60

Notes:

a In 2015–16 annual report 59 executive officers were reported. Eight executives employed with total remuneration below \$100,000 were excluded due to the reporting requirement at the time. This reporting requirement no longer exists.

b Includes executives on secondment or extended leave such as leave without pay, long service leave and sick leave.

c Executives of the Victorian Government Solicitor's Office are not included in the department's executive numbers but are included in the department's financial statement.

d 58 as reported in 2015-2016 annual report less four vacancies.

Number of executive officers for the department's portfolio agencies

Portfolio agencies	Total		Male		Female	
	No.	Var.	No.	Var.	No.	Var.
Consumer Policy Research Centre ^a	1	0	0	0	1	0
Country Fire Authority	24	1	15	-3	9	4
Emergency Services Telecommunications Authority	13	3	6	2	7	1
Greyhound Racing Victoria	9	-1	6	-2	3	1
Harness Racing Victoria	5	-2	5	-2	0	0
Metropolitan Fire and Emergency Services Board	15	-4	12	-2	3	-2
Office of Public Prosecutions	3	1	2	0	1	1
Victoria Law Foundation	1	0	0	0	1	0
Victoria Legal Aid	8	1	3	-1	5	2
Victoria Police (Public Service)	21	2	12	0	9	2
Victoria State Emergency Service	5	0	3	0	2	0
Victorian Commission for Gambling and Liquor Regulation	6	2	3	2	3	0
Victorian Equal Opportunity and Human Rights Commission	2	1	0	0	2	1
Victorian Government Solicitor's Office ^b	6	0	2	-1	4	1
Victorian Institute of Forensic Medicine	1	-1	0	-1	1	0
Victorian Legal Services Board and Commissioner	2	0	2	0	0	0
Victorian Responsible Gambling Foundation	1	1	0	0	1	1
Total	123	4	71	-8	52	12

Notes:

a Replaces the Consumer Utilities Advocacy Centre.

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

Comparative workforce data

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

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

Income band (salary)	Executives	Senior Technical Specialist	Other
< \$160,000	8	3	5
\$160,000 - 179,999	13	10	
\$180,000 - 199,999	12 ^a	11	1
\$200,000 - 219,999	7	3	
\$220,000 - 239,999	7		
\$240,000 - 259,999	3		
\$260,000 - 279,999	5		
\$280,000 - 299,999	3		
\$300,000 - 319,999			
\$320,000 - 339,999			
\$340,000 - 359,999			
\$360,000 - 379,999			
\$380,000 - 399,999	1		
\$400,000 - 419,999			
\$420,000 - 439,999			
\$440,000 - 459,999			
\$460,000 - 479,999	1		
Total	60	27	6

Notes:

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

a There is one executive employed on a part-time basis at a 0.8 FTE rate.

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

Income band (salary)	Executives	Senior Technical Specialist
< \$160,000		
\$160,000 - 179,999		
\$180,000 - 199,999	1	
\$200,000 - 219,999	1	1
\$220,000 - 239,999		
\$240,000 - 259,999	1	
\$260,000 - 279,999	1	
\$280,000 - 299,999	1	
\$300,000 - 319,999	1	
\$320,000 - 339,999		
\$340,000 - 359,999		
\$360,000 - 379,999		
\$380,000 - 399,999		
\$400,000 - 419,999		
\$420,000 - 439,999		

Income band (salary)	Executives	Senior Technical Specialist
\$440,000 - 459,999		
\$460,000 - 479,999		
\$480,000 - 499,999		
Total	6	1

Notes:

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

Recruitment services

Youth justice recruitment

In April 2017, with the transition of youth justice into the department, Recruitment Services assumed responsibility for recruiting entry level youth justice custodial workers. New employer branding material, careers website and marketing resources profiling the role have been produced. New selection tools have also been developed to align to the role.

Allied health campaign recruitment

In December 2016, Recruitment Services piloted a statewide allied health clinician recruitment campaign utilising the same employment marketing and proactive sourcing strategies which successfully delivered strong outcomes to Corrections Victoria as part of the CCS workforce expansion. A total of 42 senior clinician and clinician vacancies were filled across the Offending Behaviour Programs and the Specialised Offender Assessment and Treatment Service business units.

Community Correctional Services recruitment

In mid-2016, all CCS recruitment was centralised to the Recruitment Services team in People and Culture. In 2016–17, 158 new positions were created across state as part of the Workforce Reform and Development program of the CCS reform. This included 154 new positions that were recruited to and a further 324 vacancies were filled due to business as usual recruitment activity

Prison officer recruitment

Recruitment Services is responsible for the statewide attraction, recruitment and selection of entry level prison officers and manages recruitment processes for the conversion of casual prison officers to ongoing employment. In the 2016-17 financial year, Recruitment Services placed 641 prison officers, with 462 external placements and 179 internal placements.

Community Correctional Services (CCS) recruitment

In 2016–17 a CCS workforce reform project was launched, with 158 new positions created across the state. 154 positions were filled in the 2016–17 financial year, with a further 324 positions filled due to business as usual recruitment activity.

Graduate Recruitment and Development Scheme

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

- The Victorian Public Service (VPS) Graduate Recruitment and Development Scheme (GRADS).
- Community Correctional Services Case Officer Graduate Program (CCSGRADS).
- Aboriginal and Torres Strait Islander Graduate Scheme (AboriginalGRADS)

- Professional Services Graduate Recruitment and Development Scheme (PSGRADS).

For the 2017 intake, 24 graduates were recruited across the four programs. The table below shows the number of graduates recruited across the programs over the last four years. As outlined below, in the last two years there has been an increase in the number of graduates recruited as a result of the introduction of the CCSGRADS program in 2016.

Graduate Program intakes per annum

Year	VPS GRADS	CCSGRADS	PSGRADS	Aboriginal GRADS	TOTAL
2017	6	9 ^a	7 ^a	2	24
2016	9	5	N/A	7	21
2015	8	N/A	N/A	3	11
2014	12	N/A	N/A	1	13
TOTAL	35	14	7	13	69

Notes:

a In 2017 the two AboriginalGRADS were placed in the CCSGRADS and PSGRADS programs

Youth Employment Scheme

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

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

Traineeships comprise a mixture of structured training supported by a specified period of employment, supervision and experience in the workplace. In 2016–17, the department recruited 37 YES trainees, including 15 Koori YES trainees.

Youth Cadet Scheme

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

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

The YCS was launched in 2016–17 with two cadets to be recruited into the department's Consumer Affairs Victoria and Built Environment and Building Sustainability business units.

Learning and development

The Justice Learning Program

The Justice Learning Program (JLP) refers to a range of learning opportunities that are developed for and promoted to all departmental staff. In 2016–17, 115 individual training sessions were delivered to approximately 2100 staff centrally and in regional locations. This includes nine induction sessions held for youth justice staff across the state.

Sessions in the 2016–17 JLP included:

- staff induction
- family violence awareness
- resilience, emotional intelligence and positive psychology
- leadership and management
- writing skills in the government context
- disability awareness
- team building
- recruitment skills and career development.

All programs are evaluated to measure participant response, learning and behavioural change in the workplace.

During the year, 5971 departmental staff commenced or completed 56,000 eLearning courses from a total suite of 732 eLearning courses available. This includes 189 courses developed by the department, a purchased library of 200 professional development courses and 249 desktop support videos. The eLearning library includes a suite of compliance based modules on topics such as the VPS Code of Conduct, respect in the workplace, fraud awareness and privacy.

Leadership development

The department supports participation of staff and managers in various external and internal leadership development programs. These programs are an integral part of the department's learning and development strategy for our current and future leaders. Each program has a particular focus on building leadership in public sector management and policy, building networks, understanding the personal impact on others, and other pertinent issues for government leaders. In 2016–17, 12 staff were selected to attend programs delivered by reputable organisations including Leadership Victoria and the Australian and New Zealand School of Government.

The department also supported 71 staff to attend leadership programs that have been developed in-house including the Emerging Leaders Program and Potential and New Managers Program.

Specialist leadership programs are offered to foster succession planning and career development for the department's custodial workforce. Separate programs support promotion at each level from the role of prison officer through to operations manager. In 2016–17, 136 custodial staff attended one of five specialist leadership programs which offer participants instruction in management and leadership principles and advanced operational practice.

The five leadership programs include:

- Officer development program
- Senior leadership program
- Management program for prison supervisors
- Supervisors' intensive program
- Operations manager development program.

People Matter Survey

The department participated in the 2016–17 People Matter Survey. The survey enables staff to provide feedback on the culture and working conditions at the department. The results will inform a range of targeted activities intended to make the department a more satisfying and productive place to work, and inform a number of training programs offered by the JLP. In 2017, 3310 staff completed the survey, an increase of 1135 from 2016.

Registered Training Organisation

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

- Infringement Management and Enforcement Services (sheriff's officers).
- Corrections Victoria (community corrections officers and custodial officers).
- the Dispute Settlement Centre of Victoria (mediators).

Qualifications awarded in 2016–17

Qualification	Awards issued
CSC30112 Certificate III in Correctional Practice [Custodial]	18
CSC30112 Certificate III in Correctional Practice [Community]	1
CSC30115 Certificate III in Correctional Practice [Custodial]	127
CSC30115 Certificate III in Correctional Practice [Community]	63
CSC40112 Certificate IV in Correctional Practice	1
CSC40115 Certificate IV in Correctional Practice	13
PSP40312 Certificate IV in Government [Court Compliance]	12
Total qualifications awarded	235

Statements of attainment awarded in 2016–17

Statements of attainment	Statements issued
CHC – Mediation units	40
CSC30112 Certificate III in Correctional Practice [Custodial]	6
CSC30112 Certificate III in Correctional Practice [Community]	4
CSC30115 Certificate III in Correctional Practice [Custodial]	145
CSC30115 Certificate III in Correctional Practice [Community]	0
CSC40112 Certificate IV in Correctional Practice	15
CSC40115 Certificate IV in Correctional Practice	0
PSP40312 Certificate IV in Government [Court Compliance]	2
Total statements issued	212

New enrolments in 2016–17

Enrolments in qualifications and units	Numbers
CSC30115 Certificate III in Correctional Practice [Custodial]	595
CSC30115 Certificate III in Correctional Practice [Community]	430
CSC40112 Certificate IV in Correctional Practice	0
CSC40115 Certificate IV in Correctional Practice	66
PSP40312 Certificate IV in Government [Court Compliance]	20
Total staff enrolments in qualifications	1111
CHC – Mediation units	36
Total staff enrolments in units	36
Total staff enrolments 2016–17	1147

Safety and wellbeing

The department's Health and Safety Strategy 2015–18 'Safe & Healthy Together' has five priority areas:

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

In the second year of the strategy, the department's internal auditors undertook a comprehensive audit to assess whether the department's Occupational Health and Safety management system enabled and supported delivery of its strategic objectives. The audit report made a range of recommendations, all of which the department has adopted and will continue to action in 2017–18 to enhance systems and strengthen OHS capability.

In 2016–17, the department took steps to strengthen its governance and consultative arrangements and introduced reporting mechanisms to enable workplaces to report more effectively against their local OHS plans.

The department launched the government's Mental Health and Wellbeing Charter in April 2017.

Training and other wellbeing initiatives

The department has implemented an occupational violence training program for regional staff working in Justice Service Centres that incorporates online and face to face modules, as well as circulation of promotional materials including posters and signage to ensure that clients are aware of their responsibilities to be respectful to our staff.

In prisons and regions there has been an increased focus on ensuring that supervisors are able to assist injured employees to remain at, or return to work following an injury. The department initiated a program developed to train over 130 supervisors across the prisons and regional networks.

"Respect in the Workplace" workshops were conducted for 730 staff. The workshops focused on ensuring staff demonstrate respectful behaviours towards their colleagues and the Victorian public.

There have been revisions to the safety and wellbeing policy framework with new information being provided to staff on completing workstation assessments, wellbeing guidance, thermal comfort, and travel safety.

The workers compensation working group was formed in 2016 with the aim of improving the department's WorkCover performance. The group reviewed the department's injury management approach and has made a range of improvements to ensure that the department is meeting its legislative requirements for claims management and return to work.

The department offered an influenza vaccination program to all staff. Over 2700 departmental staff received a flu vaccination.

The Employee Assistance Program (EAP) provides a free and confidential short-term advice and counselling service to staff experiencing personal or work-related concerns. In the past year, more than 435 staff contacted EAP and received telephone or face-to-face counselling. EAP also assisted in 21 critical incidents providing onsite briefings for staff.

Compliance reporting

The department has 101 designated work groups in which 212 health and safety representatives have been nominated or elected to represent staff on workplace safety issues. WorkSafe inspectors may visit the workplace for a range of issues relating to provisional improvement notices, complaints or notifiable incidents.

In accordance with its legislative requirements, WorkSafe reporting for 2016–17 includes data for youth justice for the full financial year.

In 2016–17, the department recorded 154 visits from WorkSafe inspectors and received 14 notices. This data includes visits to, and notices for, youth justice workplaces.

Incident management

There were 1872 employee related incidents for the justice and regulation portfolio. This includes incidents reported on the department's online Accident Incident Reporting System (AIRS) and those recorded separately within youth justice custodial workplaces between 3 April 2017 and 30 June 2017 following the transfer of youth justice from the Department of Health and Human Services under a machinery of government change. An incident is reported if there is any event resulting in, or, with the potential, for injury, ill health, damage or other loss. All incidents reported must be investigated.

The following table provides both the number and the rate of incidents (per 1000 FTE) for the past seven financial years recorded in AIRS. The rate is determined in part by the number of FTE that use the AIRS system, which can vary between years.

Number and rate of incidents recorded in the Accident Incident Reporting System in 2016–17

Number of incidents and rate per 1000 FTE

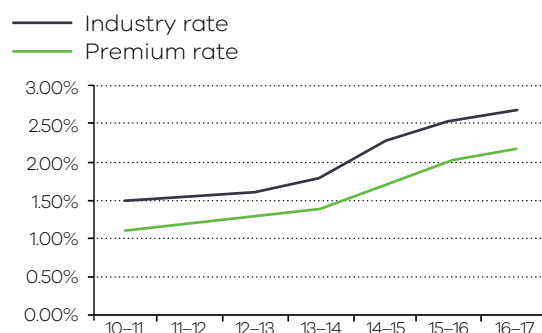
	2010–11	2011–12	2012–13	2013–14	2014–15	2015–16	2016–17
Number of incidents	1224	1260	1216	1424	1429	1635	1670
RATE	147.56	151.97	149.44	170.80	192.22	206.31	228.17

WorkCover premium

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

While the department's premium rate has increased over the past seven financial years (since 2010–11), it is still performing 19 per cent better than the industry average. The graph and data below shows the industry average against the department's premium rate for rates recorded over the past seven financial years.

Comparison of WorkCover rates: Industry versus premium



Comparison of WorkCover premium versus industry rate

WorkCover premium v industry rate 2010–11 to 2016–17

	2010–11	2011–12	2012–13	2013–14	2014–15	2015–16	2016–17
Premium Rate	1.13%	1.22%	1.31%	1.41%	1.75%	2.06%	2.21%
Industry Rate	1.51%	1.58%	1.64%	1.83%	2.32%	2.58%	2.73%

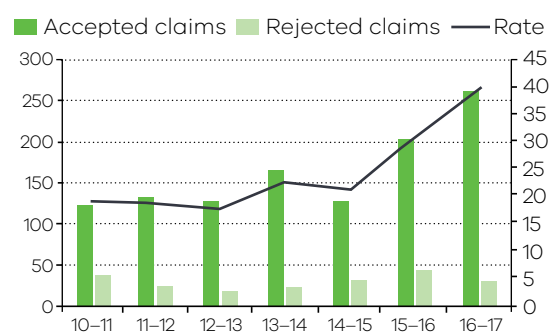
Claims management

The following data from WorkSafe relates to the department and its portfolio entities. While responsibility for youth justice was transferred from Department of Health and Human Services to the department under machinery of government changes effective 3 April 2017, WorkSafe has reported data for youth justice claims for the full 2016–17 year, as required by its legislation.

Standardised claims

A standardised claim is one which has been accepted or one which has cost more than the department's insurance excess. It includes open claims that have been received but have no payments to date and may be rejected.

Standardised Claims: Accepted, Rejected and Rate per 1000 FTE

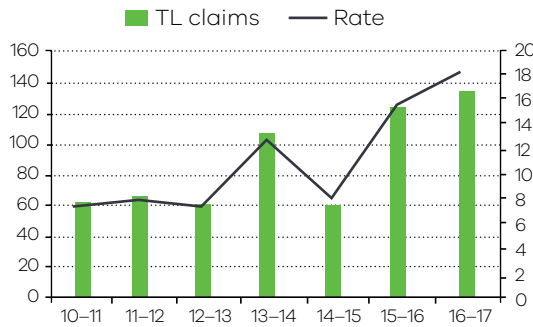


In 2016–17 the number of standardised claims has increased from 245 claims, to 290 claims. The claim rate rose from 30.91 per 1000 FTE in 2015–16 to 39.62 per 1000 FTE in 2016–17.

Time lost claims

A time lost claim is one where one or more days compensation is paid by WorkSafe.

Time loss claims: Number and Rate per 1000 FTE

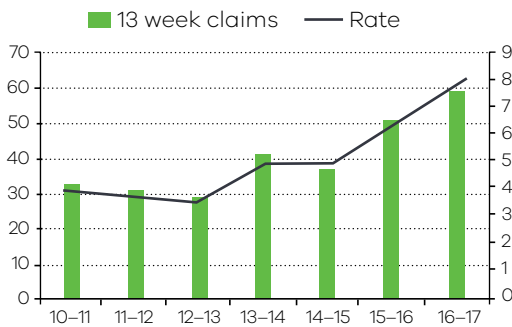


The number of time lost claims increased from 124 in 2015–16 to 134 in 2016–17. The rate of claims for time lost increased from 15.65 per 1000 FTE in 2015–16 to 18.31 per 1000 FTE in 2016–17.

13 week claims

A 13 week claim involves more than 13 weeks of weekly benefits paid.

13 week claims: number and rates per 1000 FTE



In 2016–17, there were 59 13 week claims compared to 51 claims in 2015–16. The rate of 13 week claims rose from 6.44 per 1000 FTE in 2015–16 to 8.06 per 1000 FTE in 2016–17.

For 2016–17, the average estimated cost per claim was \$67,283, lower than the average estimated cost per claim of \$75,000 in 2015–16.

Disability, diversity and inclusion

In 2016–17, the department commissioned formal evaluations of the Disability Action Plan 2012–2016 and the Cultural Diversity Plan 2012–2016 to inform development of plans for the 2017–21 period. In addition, it established a reference group, developed a guiding departmental Diversity and Inclusion Statement (below), developed separate frameworks for disability and cultural diversity based on shared goals and agreed outcomes and indicators to guide implementation work across the department.

The following goals underpin both frameworks.

- A fair justice system that promotes equal rights and opportunities.
- An accessible and inclusive justice system.
- A department that recognises and values diversity.

Diversity and Inclusion Statement

The department is committed to embracing and responding to diversity among our staff and in the wider Victorian community.

We demonstrate our commitment to creating an inclusive and responsive environment that values diversity by:

- respecting the rights, responsibilities, dignity and worth of all people
- understanding the differences that exist within the community, including gender identity, age, caring responsibilities, language, cultural background, ethnicity, disability, sexual orientation, education, socio-economic status, experience, skills and beliefs
- recognising, valuing and actively seeking the input of different ideas, experiences and skills, to improve the value and strength of our work and our community
- engaging in practices that recruit, retain and develop a workforce that reflects the diverse nature of our business and the community.

2016–17 initiatives responding to disability and diversity

Disability scholarships

The department's annual Disability Scholarship program offers financial support to Victorian students living with disability who are engaged in tertiary study and undertaking justice related courses. The program includes one major award of \$40,000 (\$20,000 per year for two years) and two scholarships of \$10,000 (\$5,000 per year for two years).

The 2017 program attracted applications from twenty-one students living with disability studying at a range of Victorian institutions. Assessment of applications was based on academic performance, the relevance of courses and long-term career aspirations. Three scholarships were awarded.

The department also awarded \$5,000 in funding for professional development for a departmental staff member living with a disability. This award demonstrates our commitment to retaining and developing staff living with a disability.

Reaching out to communities

The department delivered a range of community information programs and presentations to Victoria's CALD communities, in particular across the regions. The information and presentations focussed on enhancing understanding of justice services, justice processes, compliance with Victorian law and regulatory systems and understanding the rights and responsibilities of Victorian citizens.

Consumer Affairs Victoria focussed their information on protections against scams, travelling con-men-and the rights and obligations of renters.

DSCV outlined processes and standards for mediation and dispute resolution. Interpreters were engaged to provide translations for specific community groups.

Supporting cultural connections within prison

Corrections Victoria continued its recognition of various religious and cultural festivals and events providing opportunity where possible, for prisoners to maintain engagement with cultural ties and meet religious obligations. Festivals and events recognised included: Asian Moon Festival; Chinese New Year; Waitangi Day; Ramadan, Purim; Passover; Orthodox Easter; Shavuot and Sukkot. Events observed across the year responded to the requirements of prisoners from a range of national and cultural groups.

Disability and diversity training and education for staff

The department continued delivery of Disability Awareness Training throughout the year with six sessions held for eighty-four participants. The training informs participants about various types of disability and focusses on communicating and interacting appropriately with people living with disability.

The department provided online and workshop-based Respect in the Workplace training outlining the behaviours expected of employees and steps that can be taken if an employee believes a policy has been breached. This training includes reference to people living with disability and people from diverse cultural and religious backgrounds.

Corrections Victoria delivered targeted education sessions for CALD prisoners including Bridging Worx (for Maori and Pacific Islander prisoners), Muslim Connect and The African Visitation and Mentoring Program. These pre and post release programs, delivered through the Pip Wisdom Grants Program, assist prisoners to maintain community and cultural connections.

The department delivered general diversity training to Trainee Court Registrars as part of the Certificate IV in Government. The training examines population trends, issues arising for Victorians living with disability and the response of government in its engagement with people from CALD and newly arrived backgrounds. Language service provision, departmental values and requirements under the VPS Code of Conduct also form part of the training.

Initiatives to engage CALD Victorians and those who are newly arrived

A requirement of the *Multicultural Victoria Act 2011* is that the department report on activities and initiatives undertaken to engage with CALD and newly arrived Victorians. In addition, the department reports activities as part of the whole-of-Victorian-government Report on Multicultural Affairs, which is tabled in Parliament annually.

Victims of crime from diverse communities

In 2016–17, the department has been implementing recommendations of the Royal Commission into Family Violence related to victims, including promotion of the Victims of Crime Helpline and other victims' services to diverse cohorts of victims of family violence, including male victims and LGBTI communities.

The department has updated the Victims of Crime website to provide information about the range of behaviour that constitutes family violence to help male and gender diverse victims who identify as male, as well as other cohorts such as older people, CALD groups and people with a disability recognise the types of relationships in which abuse can and does occur, and the nature and impacts of abuse on victims.

The department received funding in the 2017-18 budget for the ongoing development of specialised digital content and resources for diverse cohorts, as well as to improve the accessibility of the website more generally. These resources will be developed in consultation with diverse communities.

The department also received \$7.9 million over two years to trial new ways of holding family violence perpetrators to account in response to the finding of the Royal Commission into Family Violence that the current perpetrator accountability mechanisms do not work for all perpetrators. Perpetrators from diverse communities and those with complex needs were specifically identified as targets for the trials.

As part of this work, the department is funding:

- a pilot program in the Magistrates Court aimed at providing specialised support for LGBTI perpetrators and victims of family violence
- an adaptation of a mainstream family violence awareness program for prisoners called Respectful Relationships into culturally and linguistically appropriate formats for two CALD groups
- a grants program for innovative perpetrator interventions that target the gaps in services identified by the Royal Commission, including diverse communities and perpetrators with complex needs, such as those living with disability.

Refugee-related activities

The department delivers activities targeted to the needs of refugees and newly arrived migrants to Victoria.

The department's Regional Service Network in particular tailors justice services to the needs of local communities and groups with a focus on consumer protection, dispute resolution, justice education and more generally, the promotion of productive working relationships between the department and local refugee groups in Victoria.

In 2016–17, activities have included:

- partnerships with groups and service providers in the Hume Region to support newly arrived African and Middle Eastern families
- presentations to newly arrived groups by Consumer Affairs Victoria including delivery of 35 consumer protection education sessions in the North West Metropolitan Region
- multi-lingual consumer protection education targeting people from refugee backgrounds through the electronic media
- provision of mediation services to refugee and newly arrived communities in the Grampians Region through the Dispute Settlement Centre of Victoria.

In addition, refugee communities have been supported through the department's Refugee Youth Project and Refugee Court Program which targets young people aged 18 to 27 years from refugee backgrounds who are at risk of coming into contact with the justice system. The project aims to change the way participants perceive their place in their own community and in the broader Victorian community and change the way they interact with the justice system. The Refugee Court Program provides young first time and repeat offenders and accused persons with opportunities for rehabilitation, personal growth, education and skills development therefore enabling them to reject anti-social and criminal behaviour.

Koori inclusion and employment

Renewing the commitment to Koori inclusion

The department is a leader in Koori employment and engaging with Koori individuals and communities.

The department's Koori Inclusion Action Plan, *Mingu Ghadaba*, was reviewed in 2016. The review determined that while much progress has occurred since the plan was launched in 2012, further work is required to embed inclusion activities and strengthen reporting measures.

A comprehensive redevelopment process in late 2016 saw focus groups held across the state, attracting over 200 staff. New guiding principles were developed with the oversight of Koori Caucus, with a focus on improving justice and economic outcomes for Koori people, partnerships and incorporating Koori inclusion into core business.

The new Koori Inclusion Action Plan will be available in late 2017.

Building our Koori staff community workforce

The department has a strong commitment to the attraction and development of its Aboriginal and Torres Strait Islander (Koori) workforce. Under a suite of initiatives managed by the department's Koori Employment Team, the department continues to build upon our attraction, retention and career development of Koori staff, in our efforts towards reaching a 2.5 per cent Koori workforce.

Now in its final stages of development, the department's revised Koori Employment and Career Strategy will be made available later in 2017.

As at June 2017 the department reached its highest recorded Koori employment figure of 1.95 per cent equating to 185 Koori staff which includes an additional 15 Koori staff who have transitioned from Youth Justice.

Currently 57 per cent of the department's Koori staff are employed in non-identified (mainstream) roles.

Aboriginal and Torres Strait Islander Graduate Scheme

During 2016-17 seven new graduates were placed in the Aboriginal and Torres Strait Islander Graduate Scheme (Aboriginal GRADS) across various locations within the department. All Aboriginal GRADS graduates who successfully complete the scheme will be offered ongoing VPS Grade 3 roles in February 2018.

Koori Youth Employment Scheme trainees

The department recruited 12 Koori Youth Employment Scheme (YES) trainees during 2016-17. All Koori trainees of the department are offered ongoing VPS Grade 2 roles following the successful completion of their traineeships.

Koori Mentoring Program

The department's unique Koori Mentoring Program, which pairs Koori participants with Koori and non-Koori senior mentors, established eight new mentoring partnerships in 2016-17. The program, now in its fourth year, provides one on one advice, job support and individual career support to Koori participants over 12 months.

Annual Koori Network conference

The department's annual Koori Staff Network conference held in June 2017 attracted a record 128 Koori staff who participated in professional development, networking and cultural activities.

Equality and participation

LGBTI inclusion

In 2016-17, the department continued its focus on LGBTI inclusion. It is important that when the Victorian community is accessing departmental programs and services that their right to equality, fairness and decency are reflected. This is also to ensure that the department maintains a safe, collaborative and innovative workplace.

The department consults with a number of LGBTI organisations including Transgender Victoria, Minus 18 and Pride In Diversity to build a better workplace and practices. The department has collaborated with Pride in Diversity to deliver: LGBTI awareness training across the department's workforce; consultation on improving workplace policies; and participation in the Australian Workplace Equality Index benchmarking survey.

Family violence support

The department has continued to support initiatives that assist staff who are experiencing family violence. These initiatives have included: continuing to support White Ribbon and alignment with their preferred family violence education and promotion activities; delivering family violence awareness training; providing a dedicated help line for staff through the Victim Support Agency; offering a range of policies and guides for managers and staff; and promoting family violence leave. In the 2016-17 period, 42 employees accessed a total of 220 days family violence leave. The department also provided ongoing support to other Victorian Government departments in implementing family violence processes and ensuring cross-government staff support.

Carers Recognition Act 2012

In 2016-17, the department continued to implement practical measures to comply with its obligations under the *Carers Recognition Act 2012* (the Act). It recognises the important role carers play in providing daily care, support and assistance to people in need of support due to disability, medical condition, mental illness or to those who are frail and aged.

The department is committed to supporting employees with carer responsibilities and provides additional opportunities for employees to balance their responsibilities as a carer with their work commitments.

In December 2016, the department further reinforced its commitment to workplace flexibility by releasing the All Roles Flex

Guidelines and Related Policy to provide employees with opportunities to better balance work and personal commitments. Employees now have even greater opportunities and options to assist them with caring and other responsibilities, including access to personal leave and/or considering a wider range of flexible working options and arrangements.

The department is also able to make reasonable accommodation in order to support staff who require a carer to attend the workplace. This takes into consideration the carer relationship principles and responsibilities as set out in the Act.

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

- Flexible Working Arrangements Guideline and Related Policy.
- All Roles Flex Guidelines and Related Policy.
- Hours of Work Guideline and Related Policy.
- Personal/Carer's Leave Guideline and Related Policy.
- Purchase Leave Guidelines and Related Policy.
- Respect in the Workplace Policy.

7. Environmental performance and targets

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

- manage environmental impacts and associated risks
- take actions to avoid, reduce or mitigate adverse environmental impacts associated with operations
- improve efficiency, and where possible, achieve financial savings by reducing the use of resources.

The EMS framework includes:

- an Environment Management and Sustainability policy that includes operational activities
- an Environmental Management Plan (EMP), consisting of projects and targets focused on meeting the key objectives of the EMS. The implementation of the EMP is supported by Regional Environmental Action Plans (REAPs)
- a communications plan, comprised of activities such as staff training, posters, intranet articles, events, environmental compliance site visits, an environment fund, and staff awards.

Key achievements of 2016–17 include the:

- department pledging to do its part in reducing greenhouse gas emissions as part of the state government's TAKE2 program, which will see approximately 46,592 tonnes of greenhouse gas emissions abated over the 2016–20 pledging period
- establishment of a Deputy Commissioner's Instruction on Environmental Compliance within publicly operated correctional centres
- inclusion of the department's Ecologically Sustainable Design (ESD) scorecard for prisons in seven construction projects
- reuse and recycling of prison waste, including food waste, cooking oil, cardboard, steel and wood
- delivery of the department's Environment Fund projects, including:

- » increasing green initiatives undertaken by Community Corrections participants undertaking community work within the department's place-based priority area of Doveton. The priority area strategic approach aims to identify local area needs, link in local people via community work, provide a local response by engaging with local partners, and produce local benefits for both offenders and the wider community.

- » the introduction of the briquette machine at Hopkins Correctional Centre – which presses wood waste products into briquettes for a combustible fuel source.

- outputs of the Landmate program, resulting in approximately 710 prisoner crew days from five prison sites spent on environmental projects. This included 155 days of disaster recovery, and an estimated 45,000 trees planted and 73 kilometres of fencing erected
- increasing use of video-conferencing facilities from an average of 75 calls per day to over 138, exceeding our 2015–17 target by 84 per cent
- seventh year of leadership and direction from the Environment Committee, on behalf of the Secretary. The committee oversees compliance with legislative and reporting requirements and monitors the department's environmental performance.

Environmental performance

This section is in accordance with the G4 Global Reporting Initiative² environmental indicators (EN):

- EN5 Energy intensity
- EN16 Energy indirect greenhouse gas (GHG) emissions (scope 2)
- EN18 Greenhouse gas (GHG) emissions intensity
- EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations

All consumption data is from 1 April 2016 to 31 March 2017. The department's EMP is updated biennially, with environment targets that span two years.

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

Summary trend report

	2014–15	2015–16	2016–17	2016–17 trend % compared to 2015–16 (percentage change)
Energy (MJ/m ²)	1,020 (318) ^a	1,015 (352) ^a	1,014 (337) ^a	0% (-4%) ^a
Waste (kg/FTE)	73	69	60	-13%
Paper (reams/FTE)	14	14	13	-7%
Water (kL/m ²)	2.3 (0.7) ^b	1.8 (0.6) ^b	2.0 (0.5) ^b	11% (-17%) ^b
Transportation fleet (tonnes CO ₂ e/1,000km)	0.21	0.18	0.22	22%

Notes

a MJ – megajoule; kg – kilogram; ream – 500 sheets of paper; kL – kilolitre; tonne – 1,000 kilograms; CO₂e – carbon dioxide equivalent; m² – square metre; FTE – full time equivalent (staff).

b Increases in water consumption across correctional centres can be attributed to an increase in potable water consumption for irrigation purposes due to a reduction in access to recycled and harvested water.

- Data for sites where a complete year of bills is not available has been extrapolated as per FRD 24C guidelines. The emission factor for carbon dioxide equivalent is sourced from National Greenhouse Accounts Factor, August 2016.
- The increase in tonnes CO₂e/1,000km has been attributed to an increase in unleaded and diesel fuel consumption with a corresponding decrease in LPG consumption.
- This figure represents office-based data only to allow for direct comparison with other government departments, as required by the Commissioner for Environmental Sustainability. It excludes correctional centres.

Energy

Correctional centres account for 91 per cent of the department’s energy footprint. Electricity is the primary source of energy for lighting, heating, industry operations and construction works. Natural gas and bottled gas (Liquefied Petroleum Gas) are used largely for heating and cooling. Within offices, energy is used for lighting, heating and cooling.

A number of energy reduction projects were implemented during 2016–17, including:

- replacement of halogen and incandescent lighting with light emitting diode (LED) lights, pump replacements and replacement of gas and electric hot water services with solar
- retrofit of existing perimeter security lighting with efficient lighting technology.

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

After undertaking a desktop analysis to determine the benefits of increasing solar capacity, the department is well placed to achieve its target of increasing renewable energy. The Minister for Corrections has approved the installation of 1200kW of photovoltaic solar across a number of correctional centres. At the time of writing this report, the tender process is being finalised.

2017–19 energy target

Reduce annual energy consumption of all participating correctional centres by 20 per cent from 2016–17 levels by undertaking Energy and Water Performance Contracts.

Energy use 2016–17

Total energy usage segmented by primary source — megajoules (MJ)

	Correctional centres	Office	Total
Electricity	133,912,482	26,830,033	160,742,515
Electricity (green power)	-	-	-
Natural gas	148,560,128	5,782,207	154,342,335
LPG	38,959,402	175,903	39,135,305
Total	321,432,012	32,788,143	354,220,155

Total greenhouse gas emissions segmented by primary source (tonnes of CO₂e)

	Correctional centres	Office	Total
Electricity	46,870	9,390	56,260
Electricity (green power)	-	-	-
Natural gas	7,655	297	7,952
LPG	2,361	11	2,372

Notes

- MJ – megajoule; CO₂e – carbon dioxide equivalent; FTE – full time equivalent (staff); m² – square metre.
- The department stopped purchasing green power and carbon offsets in 2011, as per government requirements.
- Office-based energy data represents 52 per cent of the department's total FTE and 30 per cent of the department's total facility footprint.

Energy intensity 2016–17

Total energy usage segmented by primary source — megajoules (MJ)

	Correctional centres	Office	Average
Energy used per person (MJ/FTE)	-	8,121 ^a	-
Energy used per unit of space (MJ/m ²)	1,276	337	1,014 ^b

Notes

- a Energy used per FTE (MJ/FTE) is applicable only to office-based buildings; usage for operational facilities cannot be apportioned against FTE use only.
- b This reflects the average MJ consumed per m² across the department (correctional centres and offices).
- MJ – megajoule; FTE – full time equivalent (staff); m² – square metre.

Water

Water usage at correctional centres accounts for 92 per cent of the department's total water consumption. Primary areas for water consumption are prison industries, kitchen operations and bathrooms.

For offices, water is largely used for cooling towers, bathroom/kitchen amenity and consumption. The largest tenancy, 121 Exhibition Street, Melbourne, has a NABERS water rating of 3.5 out of 5 stars.

Departmental water reduction projects include:

- increasing the department's water harvesting tank capacity to over 1,938kL.
- funding approval for the installation of a pipe and riser irrigation system at Dhurringile Prison, replacing the outdated and inefficient open channel irrigation, which is expected to save 396,000kL of water annually.

The department was able to ensure that eight of out a possible 10 primarily horticulture locations had access to harvested or recycled water for horticulture use, just short of its targets for all sites. The remaining two sites, Hopkins and Marngoneet, will have their potential harvesting capacity assessed in 2017–18.

2017–19 water target

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

Total department potable water usage 2016–17

	Correctional centres	Office	Total
Kilolitres	598,617	50,968	649,585

Notes

- Potable water – water that is safe or suitable for drinking. Consumption relates to metered and billed supplies only.
- Office water data covers 52 per cent of the department’s total FTE and 30 per cent of the department’s total facility footprint.

Potable water usage intensity 2016–17

	Correctional centres	Office	Average
Water used per person (kL/FTE)	-	12.6 ^a	-
Water used per unit of space (kL/m ²)	2.5	0.5	2.0 ^b

Notes

- a Water used per FTE (kL/FTE) is applicable only to office-based buildings. Usage for operational facilities cannot be apportioned against FTE.
- b This value reflects the average kL consumed per m² across the department (correctional centres and offices).
- kL – kilolitre; FTE – full time equivalent (staff); m² – square metre.

Paper and procurement

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

- contractor and consultancy services
- printing, stationery and other office equipment
- technology and health services.

Examples of paper and procurement projects are:

- moving to the purchase of ‘planet friendly’ products from Complete Office Supplies (COS), the new mandatory Whole of Victorian Government (WoVG) supplier, has increased the amount of >75 per cent recycled paper purchased across the department by three per cent, to an average 97 per cent of all paper purchased
- over 80 per cent of all offset and digital print jobs meeting a minimum two-star (out of five) green accreditation
- the enhancement of the environmental sustainability section within the department’s Procurement and Contract Management Framework

- the development of a sustainable procurement checklist and inclusion of environmental sustainability within a number of procurement templates. A new cleaning products contract has assisted the department to reduce wastage and ensure environmentally friendly products (with included benefits of GECA (Good Environmental Choice Australia) certification for over 40 per cent of selected chemicals) are used, and fit-for-purpose dispensing equipment to minimise use of chemicals, limit spills into drains and improve safety for all persons handling chemicals is installed.

The inclusion of environmental sustainability within the procurement process, as well as the continued use of the ESD scorecard in tender documents for capital works, meets the department’s 2015–17 target. To date, the ESD scorecard has been applied in seven prison construction projects.

2017–19 paper and procurement target

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

Total department paper usage 2016–17

Description	Correctional centres	Office	Total
Reams	26,927	68,389	95,316
Paper use (tonnes CO ₂ e)	128	325	453

Notes

- CO₂e – carbon dioxide equivalent.
- Paper usage data provided by the WoVG supplier, COS. Paper purchased outside the WoVG supplier is not included.

Paper intensity 2016–17

Description	Correctional centres	Office	Average
Paper used per FTE (reams/FTE)	-	17	13*
Recycled content (per cent)			
>75 per cent	98	97	97
50-75 per cent	-	-	-
<50 per cent	2	3	3

Notes

- FTE – full time equivalent (staff).
- Paper usage in the 'less than 50 per cent recycled content' category includes A4 coloured paper. The range of coloured paper and paper for photo-printing purposes available to the department does not have recycled content.
- * The value reflects the average reams of paper consumed per FTE across the department (correctional centres and offices). Apportioned paper data is available only for offices.

Sustainable transport and fleet

The department's staff use Victorian Government and departmental vehicle pools for travel. The department delivers fleet services in seven regional locations. A range of justice operations require travel between offices, prisons and community worksites. The number of passenger vehicles increased by over 100 in the last year, with demand for additional operational and mixed commercial and passenger vehicles expected to continue into 2017–18.

Examples of environmental initiatives and fleet emission reduction activities include the:

- continued implementation of the Supplementary Motor Vehicle Policy, which mandates low-emission default operational motor vehicles unless there are exceptional operational requirements
- increasing the use of video-conferencing facilities for meetings
- development and implementation of low-emission vehicle information about executive vehicles, and use of car-pooling and public transport, where possible.

In 2016–17, the department's total greenhouse gas (GHG) emissions from fleet increased by 14 per cent. This is due to an increase in petrol and diesel fuel consumption, and a corresponding decrease in LPG consumption. During the same period, the department video-conferencing increased by a further 33 per cent to 138 calls per day, exceeding our 2015–17 target by 84 per cent.

2017–19 sustainable transport and fleet target

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

Fleet

Total department transportation (vehicle fleet performance by fuel type) 2016–17

Description	Passenger fleet	Other	Total
Fuel consumption (megajoules)			
Petrol	20,664,163	3,521,207	24,185,370
Diesel	217,673	14,175,603	14,393,276
LPG	597,971	280,875	878,846
E-10	9,977	11,238	21,215
Total	21,489,784	17,988,923	39,478,707
Distance travelled (kilometres)			
Petrol	8,129,556	1,047,944	9,177,500
Diesel	77,677	2,877,414	2,955,091
LPG	187,716	76,872	264,588
E-10	47,313	38,157	85,470
Total	8,442,262	4,040,387	12,482,649
Greenhouse gas emissions (tonnes CO₂e^a)			
Petrol	1440	246	1686
Diesel	15	999	1014
LPG	37	17	54
E-10	1	1	2
Total	1493	1263	2756

Notes

a CO₂e – carbon dioxide equivalent.

Transport intensity (vehicle fleet performance by fuel type) 2016–17

Description	Passenger fleet	Other	Average
Greenhouse gas emissions efficiency (tonnes CO₂e^a/1,000km)			
Petrol	0.18	0.23	0.18
Diesel	0.20	0.35	0.34
LPG	0.20	0.22	0.20
E-10	0.01	0.02	0.02
Total	0.18	0.31	0.22

Notes

a CO₂e – carbon dioxide equivalent.

- The 'Total' row is the total value for 'Passenger fleet' and 'Other'. 'Other' includes optional reporting of commercial vehicles and the departmental executive fleet.
- Fleet data is sourced from vehicle logbooks and fuel purchase records (both fuel cards and petty cash records) of the departmental fleet and State Government Vehicle Pool. Departmental fleet data includes a number of statutory entities, including the Victorian Institute of Forensic Medicine, Victorian Law Reform Commission, and Victorian Equal Opportunity and Human Rights Commission

Transport

The department's air travel has increased by eight per cent this year. A large proportion of the department's air travel involves staff attending or presenting at conferences, and operational requirements.

International and domestic air travel 2016–17

Description	Total
Distance travelled (kilometres)	2,147,218
Greenhouse gas emissions (tonnes CO ₂ e)	669

Notes

- CO₂e – carbon dioxide equivalent.
- Departmental air travel data includes a number of statutory entities and excludes the Office of Public Prosecutions.

Sustainable transport 2016–17

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

Option	Total (%)
CBD	89
Regions	12
Metro	72

Notes

- Sustainable transport information is taken from the department's environment survey completed in 2017.
- Data excludes staff who were on leave during the survey period.

Waste

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

Examples of waste reduction activities are:

- diverting food waste to a composting system, with the resulting compost used on correctional centre horticultural plots
- recycling paper, toner cartridges, office furniture, cardboard, paper, batteries, phones and chargers
- recycling industries at Beechworth Correctional Centre, Langi Kal Kal Prison, Dhurringile Prison and Hopkins Correctional Centre
- the Cultivating Place Cultivating People project, which uses food waste from Dame Phyllis Frost Centre to generate fertiliser for produce grown for Neighbourhood Houses in the northern and western suburbs of Melbourne.
- over 700kg of organic waste recycled per prisoner per year through Dhurringile's farming operations.
- the 'Wheels in Motion' program, repairing and donating over 1,000 bicycles.

Audits conducted in 2016–17 have shown that the department achieved its target of reducing compostable waste material going to landfill by 10 per cent, with compostable material to landfill by weight dropping by more than 17 per cent compared to 2014–15 levels. In the department's largest office building at 121 Exhibition Street, compostable material going to landfill dropped 29 per cent by weight over the two years. This followed an internal education campaign, and an update of waste signage. Recyclables going to landfill also reduced by close to 17 per cent when compared to 2015–16 levels.

2017–19 waste target

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

Office-based waste 2016–17

Description	Total	Per FTE
Landfill (kg)	52,502	24
Recycling (kg)	70,402	32
Compost (kg)	11,373	5
Total (kg)	134,277	60
Recycling rate (%)	61	
Greenhouse emissions from waste to landfill (tonnes of CO ₂ e)	63	

Notes

- Kg – kilogram.
- A five-day waste audit was undertaken at 121 Exhibition Street and 80 Collins St, Melbourne, which represent 30 per cent of the department’s FTE.
- The waste audit has been extrapolated in accordance with FRD24C guidelines to reflect a whole year’s waste stream.
- Data does not include e-waste (computers, telephones and multi-functional devices).

Environmental compliance, communication and training

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

The environmental licences and agreements held by the department include:

- two EPA licences related to wastewater treatment and discharge
- various bore, surface and groundwater licences
- various trade waste permits and septic tanks licences.

In 2016–17, the department undertook a number of actions to improve compliance with environmental legislation, including:

- the establishment of a Deputy Commissioner’s Instruction on Mandatory Environmental Compliance
- site assessments at all publicly operated prisons
- capital investment to design the upgrade of the Langi Kal Kal waste water treatment plant, which will seek to establish a new, modern onsite treatment facility that meets current environmental standards.

Education and communication initiatives include:

- successful delivery of the department’s second ‘environment week’, with over 350 staff participating in activities across regional and CBD locations
- 1,586 staff completing the ‘Justice for the Environment’ e-learn distributed through the department’s intranet training platform
- 20 site visits; newsletter articles; posters; 17 intranet articles attracting over 5,000 hits; presentations and yammer articles
- the annual Environment Survey, which realised a 19 per cent (1,481 staff) participation rate for the second year in a row. Analysis showed that almost 60 per cent of staff who responded were ‘very interested’ in environment matters, 79 per cent felt that the department is committed to improving its environmental performance, and 43 per cent were aware of environment programs and projects aimed at reducing the department’s environmental impacts.

Awareness of the environmental program has fluctuated over the target period, from an increase of eight per cent last year, to an increase of only three per cent this financial year, thereby falling short of our ambitious target to increase awareness of the department’s environmental program from the 2014–15 level by 20 percent, to 60 per cent.

2017–19 environmental compliance, communication and training target

Increase the number of staff who are aware of the department’s environment program (as per the 2017 Environment Survey) by 10 per cent.

Partnerships and land management

The department's Community Correctional Services area works in partnership with other government departments, industries, education institutions and not-for-profit organisations to develop and manage community work programs using offender labour. Community work provides offenders with the opportunity to contribute to the community and assists with rehabilitation by developing and improving participants' work-related skills. Suitable prisoners can engage in work for the community that provides environmental benefits, with examples during 2016–17 including:

- increased use and collection of locally harvested rain water to use on community work projects
- fuel reduction and maintenance work on over 2,280,880 square metres of land, with fuel reduction works in fire-prone areas, and post-fire fencing to contain livestock
- 33,502 kilograms of rubbish collected
- reducing waste to landfill via the removal of logos from uniforms of private organisations that would have otherwise have been sent to landfill. This activity also provides clothing to those in need in Australia and abroad
- conservation of locally indigenous vegetation, including planting approximately 5,500 native trees and shrubs
- using recycled water and biodegradable cleaning products in the graffiti removal program. Since 2005, the program has conservatively removed an equivalent of 145.5 MCG stadiums of graffiti.

The department has continued to strengthen its prisoner Environmental Landmate Program, forming a Memorandum of Understanding (MOU) between the Department of Environment, Land, Water and Planning (DELWP) and the department to partner in delivering the program. The MOU allows the department to form partnerships with other organisations such as Catchment Management Authorities, Parks Victoria and local government, who will assess projects and ensure they deliver good outcomes to the broader community.

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

Over the past 12 months, approximately 710 prisoner crew days from five prison sites were spent on environmental projects. This included 155 disaster recovery days, planting around 45,000 trees, and erecting 73 kilometres of environmental fencing. This translates to approximately 4,332 individual prisoner days, providing much benefit to the community.

In addition to this work, the department has sought to further understand its agricultural land by undertaking biodiversity assessments at all farm-based correctional centres.

8. Statutory compliance

Disclosure of major contract compliance

The department has disclosed all contracts entered into during 2016–17 for goods and services and construction greater than \$100,000 (including GST). The disclosed contracts can be viewed at www.tenders.vic.gov.au.

Where contracts exceed \$10 million, the contracts were disclosed (in part or full) except for certain material that is categorised within one or more criteria contained in Part IV of the *Freedom of Information Act 1982*.

Consultancies engaged in 2016-17

In 2016-17 there were 57 new consultancy engagements³.

In 2016-17, there were 13 consultancies where the total fees payable were \$10,000 or less. Total expenditure in relation to these consultancies in the 16-17 FY was \$69,909 (Ex GST).

In 2016-17, there were 44 consultancies where the total fees payable were \$10,000 or greater. Total expenditure in relation to these consultancies in the 16-17 FY was \$2,507,640 (ex GST).

Consultant	Purpose	Start date	End date	Total approved project fee (\$ ex GST)	Expenditure 2016-17 (\$ ex GST)	Future expenditure (\$ ex GST)
Consultancies with a value less than \$10,000						
ATKINSON CONSULTING GROUP	Facilitation Costs, Traditional Owner Executive Group Workshop 4 August	29/07/2016	05/08/2016	\$1,100.00	\$1,100.00	\$0.00
A J DEVER PTY LTD	Draft advice on the Courts powers to direct authorised officers under the <i>Court Security Act 1980</i>	27/03/2017	27/03/2018	\$6,327.27	\$6,327.27	\$0.00
BERNIE GEARY	Youth Crime Prevention Grants Panel Advice	22/05/2017	29/05/2017	\$2,800.00	\$2,800.00	\$0.00
CLEAR HORIZON CONSULTING PTY LTD	Clear Horizon Consulting - Workshop 28/10/2016	04/10/2016	21/11/2016	\$7,400.00	\$7,400.00	\$0.00
CUBE GROUP MANAGEMENT CONSULTING AUSTRALIA PTY LTD	Evaluation and consulting services for the Latrobe Coal Mine Fire Taskforce exercise	28/04/2017	30/06/2017	\$6816.48	\$6816.48	\$0.00
DAVID CAPLE AND ASSOCIATES PTY LTD	Provide consultation for interview expansion.	14/03/2017	30/09/2017	\$5000.00	\$0.00	\$5,000.00
DESIGNED INTERVENTIONS	KJU Organisation Development & Implementation - Phase 3	01/08/2016	28/02/2017	\$7,500.00	\$7,500.00	\$0.00
DXC CONSULTING PTY LTD	Telecommunications Advisory Services - Telecommunications Solution Review	14/03/2017	30/08/2017	\$9,000.00	\$7,440.00	\$2160.00

³ Please note that details of all consultancies relating to youth justice in 2016–17 are reported by the Department of Health and Human Services (DHHS). To access this information, please refer to the DHHS 2016–17 Annual Report. DHHS may be contacted on 1300 650 172 or via the National Relay Service on 13 36 77.

Consultant	Purpose	Start date	End date	Total approved project fee (\$ ex GST)	Expenditure 2016–17 (\$ ex GST)	Future expenditure (\$ ex GST)
DXC CONSULTING PTY LTD	EM Tender - telecommunications advisory services	01/02/2017	28/02/2017	\$7,680.00	\$7,680.00	\$0.00
GAMING CONSULTANTS INTERNATIONAL	Preparation of a briefing for the Independent Review Panel on the Australian Gambling industry	03/04/2017	07/04/2017	\$3,300.00	\$3,300.00	\$0.00
JULIET FRIZZELL CONSULTING	KJU - Family Violence Residential Diversion Program	01/10/2016	01/07/2017	\$10,000.00	\$10,000.00	\$0.00
PIVOT SPACE PTY LTD	Assisting on a Confidential workplace matter	12/12/2016	11/06/2017	\$7,000.00	\$7,000.00	\$0.00
YOUNG'S LIST PTY LTD	Consulting services provided to the Victorian Legal Admissions Board	09/03/2017	09/03/2018	\$9,000.00	\$2,545.45	\$6,454.55
Consultancies with a values Greater than \$10,000						
ANGELA JOSAN CONSULTING	Consulting services to the Victorian Legal Admissions Board in relation to the Assuring Professional Competence project	20/01/2017	30/01/2018	\$54,545.45	\$39,630.00	\$14,915.45
AUSTRALIAN INSTITUTE OF CRIMINOLOGY	Multi-site evaluation of CCTV projects: A feasibility study	27/03/2017	01/09/2017	\$20,274.10	\$0.00	\$20,274.10
AUSTRALIAN INSTITUTE OF CRIMINOLOGY	PSIF Evaluation Resource Toolkit Development	30/11/2016	10/02/2017	\$35,522.00	\$36,623.64	\$0.00
BLUEWREN COMMUNICATIONS PTY LTD	Stakeholder engagement and communications for the Victorian Fire Management Strategy Project	01/03/2017	30/06/2017	\$25,454.55	\$18,083.33	\$0.00
CLEAR HORIZON CONSULTING PTY LTD	Partnership evaluation of AJA3	29/05/2017	31/03/2018	\$167,422.00	\$50,226.82	\$117,195.18
CLEAR HORIZON CONSULTING PTY LTD	Place-based evaluation of AJA3	29/05/2017	31/03/2018	\$246,150.00	\$61,782.95	\$184,367.05
CORPORATE CAPABILITY PTY LTD	VPS Mental Health & Wellbeing Education & Training Project	15/05/2017	21/07/2017	\$22,000.00	\$0.00	\$22,000.00
CUBE GROUP MANAGEMENT CONSULTING AUSTRALIA PTY LTD	Provision of Commercial Services for the Gaming Machine Arrangements Review Project	07/10/2016	28/10/2016	\$25,727.27	\$25,727.27	\$0.00

Consultant	Purpose	Start date	End date	Total approved project fee (\$ ex GST)	Expenditure 2016–17 (\$ ex GST)	Future expenditure (\$ ex GST)
CULTURE MATTERS CONSULTING	Fieldwork interviews in the Colac / Otway regions and final report answering key research questions	15/10/2016	31/10/2016	\$18,000.00	\$12,365.64	\$0.00
DELOITTE ACCESS ECONOMICS	Interim Evaluation of the Parole System Reform Program - Deloitte Access Economics	17/01/2017	22/09/2017	\$253,111.82	\$50,622.36	\$202,489.46
DELOITTE TOUCHE TOHMATSU	People & Culture Reporting Review	14/11/2016	01/12/2017	\$135,273.00	129,374.00	\$5,899.00
DELOITTE TOUCHE TOHMATSU	National Disability Insurance Scheme (NDIS) Justice Readiness Project	02/05/2017	09/10/2017	\$317,805.00	\$95,341.36	\$222,463.64
DELOITTE TOUCHE TOHMATSU	Health Check Prison Contract Management	22/11/2016	30/04/2017	\$89,415.45	\$88,506.00	\$909.45
DELOITTE TOUCHE TOHMATSU	People & Culture Reporting Review	14/11/2016	01/12/2017	414,196.50	\$101,249.00	\$312,947.50
DESIGNED INTERVENTIONS	Cultural Review of Hume CCS	07/11/2016	28/02/2017	\$125,550.00	\$125,550.00	\$0.00
D W BOWE AND ASSOC PTY LTD	Healthy and effective working environment pulse check for Dispute Resolution unit	31/01/2017	29/04/2017	\$19,200.00	\$19,200.00	\$0.00
D W BOWE AND ASSOC PTY LTD	Cultural Review of Sheriffs Operations Nth - D W Bowe & Associates - Apr 17	05/04/2017	25/06/2017	\$30,000.00	\$30,000.00	\$0.00
ERNST & YOUNG	Corrections Contracts Unit (CCU) Framework Development	08/03/2017	23/06/2017	\$65,460.00	\$65,460.00	\$0.00
ERNST & YOUNG	Deep Dive Procurement Spend & Opportunity Analysis	01/09/2016	30/11/2016	\$199,750.00	\$199,750.00	\$0.00
ERNST & YOUNG	Procurement Activity Analysis	10/03/2017	31/05/2017	\$60,368.91	\$22,500.00	\$0.00
FLANAGAN BROWN GREAVES PTY LTD	Implementing CO&VSA Restructure	09/01/2017	31/12/2017	\$45,250.00	\$21,443.25	\$23,806.75
FRANCIS HOLLIS RIVERS VINCENT	Review of <i>Open Courts Act 2013</i>	19/09/2016	19/09/2017	\$280,000.00	\$26,325.00	\$253,675.00
JEANETTE POPE	Facilitation for community workshops	21/11/2016	28/04/2017	\$77,000.00	\$75,000.00	\$0.00
JUST FORENSIC	CCS Expansion & Reform Program Professional Supervision Adviser	01/07/2016	30/12/2016	\$45,453.64	24,260.00	\$0.00

Consultant	Purpose	Start date	End date	Total approved project fee (\$ ex GST)	Expenditure 2016–17 (\$ ex GST)	Future expenditure (\$ ex GST)
KPMG	Process Evaluation of the LS Risk Assessment Tools - KPMG	14/01/2017	14/09/2017	\$163,636.36	\$82,727.27	\$80,909.09
KPMG	Reportable Deaths in Hospitals	01/08/2016	28/02/2017	\$216,533.64	216,318.004	\$0.00
KPMG	Review and development of Community Correctional Services Practice Directives	09/12/2016	08/01/2017	\$15,000.00	\$7,272.73	\$0.00
KPMG	Critical Reviewer, Coronial Council Appeals Review	03/04/2017	30/11/2017	\$48,000.00	\$4,000.00	\$44,000.00
LISA WARD CONSULTING PTY LTD	To provide policy advice on a range of youth justice matters	26/04/2017	31/10/2017	\$45,363.63	\$0.00	\$45,363.63
MERCER CONSULTING AUSTRALIA PTY LTD	Allied Health (Psychology and Social Work) Workforce Industry Remuneration and Benefits Comparator	15/08/2016	12/09/2016	\$35,700.00	\$35,700.00	\$0.00
MICHAEL MANGOS	External Appointment to VRIU Steering committee	01/11/2016	30/06/2017	\$30,000.00	\$19,500.00	\$10,500.00
MINDS AT WORK	Consultant services for CCS Expansion & Reform in change management	15/08/2016	30/06/2017	\$37,727.27	\$17,000.00	\$0.00
MY EMERGENCY MANAGEMENT PTY LTD	MyEM Risk assessment (OHS Consultant)AIFT #6134	20/11/2016	30/06/2017	\$12,320.00	\$12,320.00	0.00
NOUS GROUP PTY LTD	Wye River Fire Recovery Evaluation - Evaluation methodology, stakeholder interviews and analysis, case studies and final report	19/01/2017	14/08/2017	\$77,272.73	\$24,000.00	\$53,727.73
NUCLEUS CONSULTING GROUP PTY LTD	Evaluation of Cultural Diversity Plan	02/11/2016	27/05/2017	\$27,345.40	\$13,672.73	\$0.00
NUCLEUS CONSULTING GROUP PTY LTD	Evaluation of the Disability Action Plan 2012–2016	11/07/2016	10/09/2016	\$35,000.00	\$31,066.37	\$0.00
PAUL ANTHONY COGHLAN	Review of Victoria's Bail System	23/01/2017	02/05/2017	\$95,626.00	\$73,750.00	\$0.00
PITCHER PARTNERS	Mandatory Department Spend Analysis	16/05/2017	09/05/2020	\$186,363.63	\$0.00	\$186,363.63

Consultant	Purpose	Start date	End date	Total approved project fee (\$ ex GST)	Expenditure 2016-17 (\$ ex GST)	Future expenditure (\$ ex GST)
PHARMCONSULT PTY LTD	Specialist electronic medications management advice for the JCare Program - PharmConsult	10/10/2016	28/02/2017	\$40,920.00	\$40,920.00	\$0.00
PIVOTSPACE PTY LTD	Coaching sessions for Senior CCO's	30/11/2016	01/07/2017	\$11,900.00	\$11,900.00	0.00
RMIT UNIVERSITY	Framework for FV Restorative Justice Pilot	31/10/2016	30/012/2017	\$45,000.00	\$32,000.00	\$13,000.00
RSM AUSTRALIA PTY LTD	Cost options for the Victoria Police Redress Scheme	27/02/2017	07/04/2017	\$69,200.00	\$69,200.00	\$0.00
THE FUEL AGENCY PTY LTD	Community Safety Campaign - Creative	30/04/2017	30/03/2018	\$227,000.00	\$4,545.45	\$222,454.55
THE BOSTON CONSULTING GROUP PTY LTD	Family Violence Review Project	01/08/2016	23/09/2016	\$500,000.00	\$500,000.00	\$0.00

Victorian Industry Participation Policy (VIPP)

Local Jobs First - VIPP

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

During 2016-17, the department commenced three Local Jobs First - VIPP applicable or Local Industry Development Plan (LIDP) applicable procurements totalling \$66.49 million. The three projects were located in metropolitan Melbourne, representing 53 per cent of estimated local content.

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

- an average of 53 per cent of local content commitment was made
- a total of 77 jobs (Annualised Employee Equivalent (AEE)) were committed, including the creation of 10 new jobs and the retention of 67 existing jobs (AEE)
- a total of two positions for apprentices/trainees were committed, including the

creation of one new apprenticeships/traineeships, and the retention of the remaining one existing apprenticeships/traineeships.

During 2016-17, the Department completed no Local Jobs First - VIPP applicable projects.

During 2016-17, there were eight small to medium sized businesses that prepared a VIPP Plan or LIDP for contracts, with the remaining prepared by large businesses.

During 2016-17, two projects, which commenced on or after 1 September, had the minimum formal weighting of 10 per cent applied for local content in the tender evaluation of the VIPP Plan or LIDP.

For design contracts or grants provided during 2016-17, a total of three interaction reference numbers were required, which entailed a conversation with the Industry Capability Network (Victoria) Ltd.

National Competition Policy

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

Statement of compliance with the *Building Act 1993*

The Minister for Finance guidelines, pursuant to section 220 of the *Building Act 1993*, promote better standards for buildings owned by the Crown and public authorities, and require entities to report on achievements. The department is responsible for 29 properties used primarily for correctional and youth justice purposes. Other corporate entities within the justice and regulation portfolio, such as the Country Fire Authority, the Metropolitan Fire and Emergency Services Board and Victoria Police, will report separately on building compliance issues.

New buildings conforming to standards

In 2016–17, all works controlled by the department were required to be conducted in accordance with the provisions of the *Building Act 1993*, relevant building regulations and other statutory requirements.

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

Buildings maintained in a safe and serviceable condition

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

- a contract with an external service provider to manage all building essential service tasks, in accordance with legislative requirements
- the development of a departmental works program forming part of the overall departmental investment strategy
- a program to monitor and review effectiveness of these mechanisms.

Existing buildings conforming to standards

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

Registered building practitioners

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

2016–17 Statement of compliance with the *Building Act 1993*

Capital project	Total project budget (\$m)	Permits issued and works to be certified at end
Commenced		
Barwon prison - Grevillea Youth Justice Centre	2.100	Permits issued and works to be certified at end
Barwon prison – Intercom system repair on boom gates	0.050	Permits issued and works to be certified at end
Beechworth prison - kanga digger	0.051	Permits issued and works to be certified at end
Beechworth prison - two bedroom unit accommodation	0.079	Permits issued and works to be certified at end
Beechworth prison - elevated work platform	0.068	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - Flexible Service Delivery Space	2.500	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - Surge Protection	0.223	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - cottage bathrooms	0.100	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - carpark	0.110	Permits issued and works to be certified at end
Dame Phyllis Frost Centre & Melbourne Assessment Prison CCTV & Duress Alarm Increases	1.937	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - industry portables	0.190	Permits issued and works to be certified at end
Dame Phyllis Frost Centre - roof anchor points	0.060	Permits issued and works to be certified at end
Dhurringile prison – Irrigation Infrastructure Upgrade ^a	0.900	Permits issued and works to be certified at end
Hopkins prison - installation of work stations	0.120	Permits issued and works to be certified at end
Intermediate Secure Facility	52.78	Permits issued and works to be certified at end

Capital project	Total project budget (\$m)	Permits issued and works to be certified at end
Langi Kal prison – Emu Creek	1.500	Permits issued and works to be certified at end
Langi Kal prison - waste water treatment plant ^a	5.000	Permits issued and works to be certified at end
Langi Kal Kal prison – redgum gymnasium, officers post and hobbies area	0.230	Permits issued and works to be certified at end
Langi Kal Kal prison – replacement of fuel tanks and chemical storage	0.075	Permits issued and works to be certified at end
Loddon Industries - four commercial evaporative coolers	0.160	Permits issued and works to be certified at end
Loddon prison- coolroom works	0.055	Permits issued and works to be certified at end
Loddon prison – sallyport	0.500	Permits issued and works to be certified at end
Loddon prison, Middleton Industries - packaging cooling system	0.121	Permits issued and works to be certified at end
Marrngoneet prison - Rothwell unit conversion	0.233	Permits issued and works to be certified at end
Marrngoneet prison - Stringybark unit conversion	0.065	Permits issued and works to be certified at end
Metropolitan Remand Centre – breakout area	0.150	Permits issued and works to be certified at end
Parkville & Malmsbury Youth Justice Centres	58.01	Permits issued and works to be certified at end
Solar Panel Installation – several prisons ^a	2.58	Permits issued and works to be certified at end
Tarrengower prison – residential visits upgrade	0.090	Permits issued and works to be certified at end
222 Exhibition Street Melbourne – Level 11 and 12 Fitout	4.75	Permits issued and works to be certified at end
Completed		
Barwon prison – High Security Unit	37.76	Works certified at practical completion
Barwon prison - Waste Water Treatment Plant	10.00	Works certified at practical completion
Barwon prison - Grevillea Youth Justice Centre	2.10	Works certified at practical completion
Dame Phyllis Frost Centre - Flexible Service Delivery Space	2.50	Works certified at practical completion
Dame Phyllis Frost Centre - Surge Protection	0.223	Works certified at practical completion
Dame Phyllis Frost Centre – Carpark	0.110	Works certified at practical completion
Dame Phyllis Frost Centre & Melbourne Assessment Prison CCTV & Duress Alarm	1.937	Works certified at practical completion
Dame Phyllis Frost Centre- Industry portables	0.190	Works certified at practical completion
Langi Kal prison - Education & Industries	3.50	Works certified at practical completion
Langi Kal prison – Emu Creek	1.50	Works certified at practical completion
Loddon prison – Medical Unit	9.19	Works certified at practical completion
Loddon prison, Middleton Industries - packaging cooling system	0.121	Works certified at practical completion
Marrngoneet prison – Karreenga Annex & Industries	99.58	Works certified at practical completion
Marrngoneet prison - Rothwell unit conversion	0.233	Works certified at practical completion
Marrngoneet prison - Stringybark unit conversion	0.065	Works certified at practical completion
Metropolitan Remand Centre – State Emergency Services Group (SESG) Upgrades	5.08	Works certified at practical completion
State Emergency Services Group (SESG) - Training Facility	2.50	Works certified at practical completion

Note:

a Under capital projects commenced only pre-construction consultancy fees were incurred in 2016-17 for the following projects:

- Dhurringile Prison Irrigation Infrastructure Upgrade
- Langi Kal Waste Water Treatment Plant
- Solar panel installations at several prison locations.

Information and Communication Technology Expenditure

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

For the 2016-17 reporting period, the department had a total ICT expenditure of \$199.690 million, comprising of \$99.054 million in BAU ICT expenditure and \$100.636 million in non-BAU ICT expenditure, as shown in the table below.

BAU ICT Expenditure \$'000	Non-BAU ICT Expenditure (Operational Expenditure and Capital Expenditure) \$'000	Non-BAU ICT Expenditure Operational Expenditure \$'000	Non-BAU ICT Expenditure Capital Expenditure \$'000
99,054	100,636	56,349	44,287

Government advertising expenditure

Campaigns with a media spend of \$100 000 or greater

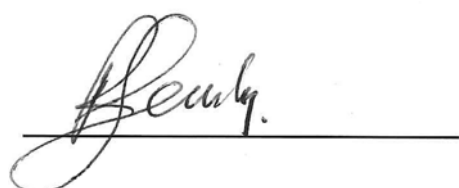
Campaign summary	Expenditure 2016–17 (\$ excluding GST)				
	Advertising (Media)	Creative & campaign development	Research & evaluation	Print & collateral	Other campaign expenditure
2016-17 Summer Fire campaign					
The Summer Fire campaign is an annual Victorian bush and grassfire awareness campaign that aims to improve community understanding of fire and fire risk; encourage Victorians to take responsibility for their own safety; and prompt people to leave early to minimise injury and loss of life due to fire.					
Fire Action Week: 23 – 31 Oct 2016	\$4,511,755	\$573,550	\$195,660	\$80,820	\$121,500
Summer Fire campaign: 4 Dec 2016 – 31 Mar 2017					
Play it Safe by the Water 2016-17 campaign					
Play it Safe by the Water is an annual community safety campaign that raises awareness of the risks posed by water among select target audiences, in partnership with aquatic and partner agencies.					
18 Dec 2016 – 29 April 2017	\$684,835	\$214,659	\$146,991	\$0	\$0
Community Correctional Services: Advanced Case Manager Brand Awareness campaign					
The case managers' recruitment campaign was a key reform of the CCS workforce, and provided an opportunity to raise awareness of this change and the opportunities for potential applicants.					
4 Aug – 4 Sept 2016	\$332,867	\$262,446	\$66,500	\$0	\$0
Community Correctional Services: Workforce Reform Vacancy Driven Recruitment campaign					
Vacancy driven advertising to fill the roles associated with the reform of the CCS workforce.					
4 Aug 2016 – 2 Jan 2017	\$264,785	\$0	\$0	\$3,165	\$0
Building tool campaign					
Highlight the information and advice available for consumers building or renovating by using the online building tool in collaboration with Victorian Managed Insurance Authority and Victorian Building Authority					
23 Oct – 10 Dec 2016	141,144	26,838	7,700		

Risk Attestation for the Department of Justice and Regulation 2016–17

Attestation

I, Greg Wilson certify that the Department of Justice and Regulation has complied with the Ministerial Standing Direction 3.71 – Risk Management Framework and Processes.

The Department of Justice and Regulation Audit and Risk Management Committee has verified this view.



Peter Lewinsky
Chair
Audit and Risk Management Committee
Date: 24 July 2017



Greg Wilson
Secretary
Department of Justice and Regulation
Date: 31 July 17

Audit and Risk Management Committee members and roles

The Audit and Risk Management Committee (ARMC) is an independent committee established in accordance with the Standing Directions of the Minister for Finance under the *Financial Management Act 1994* and the Standing Directions of the Minister for Finance (2016).

The ARMC is integral to the department’s approach to governance. It uses its best endeavours to support the Secretary to meet his compliance obligations - ensuring that internal control systems and processes for identifying, managing and monitoring risks are operating as intended.

The ARMC operates under an approved charter and has the following members:

Independent members

- Peter Lewinsky, Chair
- Gaye Mason
- Peter Moloney
- Debra Russell (joined Jul 2017)
- Andrew Dix (departed Dec 2016).

Executive members

- Donald Speagle (Deputy Secretary, Civil Justice)
- Shaun Condon (Deputy Secretary, Finance, Infrastructure and Governance, joined Dec 2016)
- Gabrielle Levine (Executive Director, South Area, joined Apr 2017)
- Gail Moody (Deputy Secretary, Corporate Governance and Infrastructure, departed Nov 2016)
- Julia Griffith (Deputy Secretary, Police and Corrections, departed Feb 2017)
- Jodi Henderson (Executive Director, North Area, departed Mar 2017).

Deloitte Touche Tohmatsu is contracted to undertake internal audit services in an outsourced arrangement with the department’s Risk Audit and Integrity Directorate.

Freedom of Information Act 1982

The *Freedom of Information Act 1982* (the FOI Act) allows the public a right of access to documents held by the department.

Activity and compliance

For the 12 months ending 30 June 2017 the department received 1101 applications. Of these requests, 57 were from members of parliament, 47 were from the media and the remainder were from the general public.

Of the total access decisions made by the department, 85 per cent were granted in part or in full. The most frequently applied exemptions related to the protection of an individual's personal affairs, information that is confidential under another Act (such as the *Corrections Act 1986*) and law enforcement information. Forty-four requests went to review by the Freedom of Information Commissioner, with 11 appeals to the Victorian Civil and Administrative Tribunal.

The average time taken by the department to finalise requests was 36.2 days. The department processed 90.8 per cent of requests within the statutory requirement of 45 days, 8.7 per cent of requests within 46 to 90 days and the remaining 0.5 per cent of requests in over 90 days.

The data includes youth justice requests processed by the department, following the transfer of the function from the Department of Health and Human Services on 3 April 2017.

Making a request

Access to documents may be obtained through written request to the Freedom of Information unit, as detailed in s17 of the FOI Act.

In summary, the requirements for making a request are:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

A Freedom of Information request needs to be made to the agency that holds the documents being requested. Requests for documents in the possession of the department should be addressed to:

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

Requests can also be lodged online at www.foi.vic.gov.au.

Requests for documents held by Justice Portfolio statutory bodies that are subject to Freedom of Information, such as Victoria Police, the Metropolitan Fire and Emergency Services Board, the Country Fire Authority, the Emergency Services Telecommunications Authority, the Victoria State Emergency Service and the Office of Public Prosecutions, should be sent directly to the relevant statutory body. A list of justice and regulation statutory bodies that are subject to Freedom of Information can be found at www.justice.vic.gov.au.

Access charges may also apply once documents have been processed and a decision on access is made; for example, photocopying and search and retrieval charges.

Further information regarding Freedom of Information can be found at www.justice.vic.gov.au, including the department's Part II Information Statement.

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

Protected Disclosures Act 2012

The department encourages employees and members of the public to report known or suspected incidents of corrupt or improper conduct.

Information about how to make a disclosure about the conduct of the department or its officers and relevant contact details are available on the department's website at www.justice.vic.gov.au

	2016-17	2015-16
The number of disclosures notified to the Independent Broad-based Anti-corruption Commission	5	5

9. Monitoring of corrections

In August 2007, the Office of Correctional Services Review (OCSR) was established as an oversight body to advise the Secretary to the Department of Justice and Regulation on the performance of Victoria's adult correctional system. Over the last 10 years, its focus has changed and more recently, the OCSR adopted an assurance model to increase its focus on proactive, strategic and risk-based activities.

In April 2017, the OCSR's assurance role was expanded to include the youth justice portfolio following the transfer of youth justice custodial services, community based youth justice and youth justice policy from the Department of Health and Human Services to the department.

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

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

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

- proactive reviews and inspections into areas of risk in youth justice and adult correctional operations and services
- reviews into serious incidents and allegations within youth justice and adult corrections systems
- monitoring the performance of the systems including youth justice precincts, youth justice community services, prisons, Community Correctional Services and other adult correctional services
- coordinating the Minister for Corrections' volunteer Independent Prison Visitor Scheme.

Where the OCSR identifies opportunities for improvement, it makes recommendations for change in consultation with Corrections Victoria or the Youth Justice division.

Proactive reviews completed in 2016–17

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

OCSR completed three thematic reviews in 2016-17.

Review of Corrections Victoria's management of male remandees

As part of its proactive assurance program the OCSR conducted a review of Corrections Victoria's management of males on remand, which focused on the impacts of the dispersed placement model on five key elements of remandee management.

Consistent with national trends, the male remand population in Victoria has experienced significant, sustained growth over the past five years. Male remandees, at the time of conducting the review, represented about 30 per cent of the state's total male prison population.

The review found that the need to manage remandees differently to sentenced prisoners, based on the fundamental principle of the presumption of innocence, undoubtedly creates an additional layer of complexity to prison management. The review found that on balance, the benefits to the system, individual prisons and remandees produced by the more dispersed approach to placement currently outweigh the associated risks; and that Corrections Victoria's approach to remandee management compares favourably to other jurisdictions who are facing similar challenges.

The review did not make any recommendations, but it highlighted a number of opportunities for improvement all of which have been supported by Corrections Victoria.

Review of the application and management of reasonable force in a corrections custodial environment – Part 1

Also as part of its proactive assurance program, the OCSR examined trends relating to the use of reasonable force in a corrections custodial environment, as well as identifying risks and examining the controls in place to provide assurance to the Secretary that these were appropriately managed.

The review found that the current controls used address the risks associated with the use of reasonable force were sound and appropriate. The key controls discussed throughout the review were policy, management and reporting processes, training and the use of Body Worn Video cameras.

The review made five recommendations and presented a further six matters for consideration. These broadly related to enhancing data collection and analysis capabilities, reporting processes, and the tactical options training package. Corrections Victoria accepted, or accepted in principle, all of the recommendations and five of the six matters for consideration.

Review of parolee mortality rates and causes of deaths

The OCSR reviewed parolee mortality rates and causes of parolee deaths to further understand this cohort and address a recommendation arising from the Victorian Auditor-General's Office 2016 report into the 'Administration of Parole.' The review focused on parolee deaths that occurred over a five year period from 1 April 2011 to 31 March 2016.

The review found that extensive work has been undertaken by Corrections Victoria to improve the pre-release preparation and post-release supports available to ex-prisoners, including those released onto parole, via the Corrections Victoria Reintegration Pathway which came into effect on 1 January 2015.

The OCSR noted that given that the Corrections Victoria Reintegration Pathway commenced operating toward the end of the five year period that this review encompassed, it would be beneficial to establish a more comprehensive data set to review the deaths of those parolees released under the new program. To achieve this, the OCSR will conduct another review in parolee deaths in 2018-19.

Reviews commenced in 2016-17

The OCSR also commenced another three reviews in 2016-17:

- Review of the operational impacts and management of the 'smoke-free' prison policy.
- Review of the application and management of reasonable force in a corrections custodial environment – Part 2.
- Understanding cultural drivers to improve custodial management outcomes for Maori and Pacific Islander prisoners.

Incident reviews

The OCSR reviews serious incidents within youth justice precincts, youth justice community services, prisons, Community Correctional Services and other adult correctional services to identify systemic risks, and to consider the adequacy of existing controls and the incidence response. Through this function the OCSR provides the Secretary with objective advice on the operation of the youth justice and corrections systems, and identifies opportunities to reduce the risk of similar incidents in the future. Incidents are selected for review based on level of risk (assessed through the OCSR's risk assessment framework) or through referral by the Secretary or the relevant minister.

In 2016-17, the OCSR initiated nine reviews and completed four reviews into a range of matters including escapes from a youth justice precinct and adult correctional centres, response to significant incidents within youth justice precincts, and the processes and practices associated with the storage and distribution of firearms and ammunition within a prison.

Prisoner and offender deaths

There were 20 deaths in custody in Victoria between 1 July 2016 and 30 June 2017 compared with 19 in the previous year. The majority of deaths in this period have been or are likely to be deemed the result of natural causes.

The OCSR prepares a report for the Secretary and the Coroner on each prisoner death and monitors coronial inquests and any recommendations. During 2016-17 the OCSR provided the Coroner with 17 prisoner death review reports.

The OCSR also prepares reports for the Coroner in the event of the death of a parolee or a person subject to a combined Community Correction and Imprisonment Order within three months of release from prison or, at the request of the Coroner, for any person who has been in custody or under supervision of Community Correctional Services.

In 2016-17 the OCSR prepared 20 reports for the Coroner into parolee and offender deaths.

Impact of reviews

As a result of OCSR reviews of the adult correctional system, a number of key changes and improvements were made in 2016-17. Some examples of changes arising from OCSR work include:

Safety and security

- Technology enhancements, including the upgrade and repair of equipment, and consideration of additional methods to record incidents.
- Development and implementation of new guidelines in relation to the management of prisoners suspected of drug ingestion/poisoning. These are now reflected in the relevant correctional operational instructions for the adult prison system.
- Updates to training procedures/packages and refresher training courses and education.

Prisoner Management

- Improved documentation of the remandee transfer process within all locations that accommodate remandees.
- Development and implementation of an education action plan to improve the understanding of all Victorian prison staff and contractors of the possible effects of chemical agents, the aftercare requirements following exposure and their roles and responsibilities when they are deployed.

Incident reporting

- Improvements to the processes associated with recording outcomes of post-incident debriefs. In addition, the collection and analysis of data on the use of force has been improved to better identify risk factors and trends.

Case management

- Development of accelerated orientation processes for prisoners who pose higher risk and needs regarding transition/adjustment to a new location.
- Improvement to communication tools and processes for use by custodial staff and service providers, in particular health staff.

Independent prison visitors

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

As at 30 June 2017 there were 34 visitors. The volunteers regularly visit prisons to speak with the prisoners and staff, and provide the Minister for Corrections with independent, objective advice from a community perspective on the operation of Victoria's prisons.

During 2016-17, visitors provided 276 reports comprising a wide array of both positive observations and matters requiring action and/or follow up by either the OCSR, the relevant prison and/or Corrections Victoria. The reporting highlighted the benefits of prison-based programs that provide valuable training and skill development opportunities for prisoners. Independent prison visitors regularly reported positive prison atmospheres and well-kept prison grounds. Some matters identified as requiring further action included parole eligibility and timelines for processing parole applications, and the impacts of the smoke-free policy in prisons.

10. Prison service statistics

	2012-13	2013-14	2014-15	2015-16	2016-17
Average daily prison population	5,120	5,800	6,350	6,320	6,853
Containment and Supervision – escapes^a					
Number of escapes—total	3	7	5	10	3
Number of escapes—secure prisons	0	0	0	5	1
Number of escapes—open prisons	3	7	5	5	2
Number of escapes—other	0	0	0	0	0
Escape rate—total (per 100 prisoners)	0.06	0.12	0.08	0.16	0.04
Escape rate—secure prisons (per 100 prisoners)	0.0	0.0	0.0	0.09	0.02
Escape rate—open prisons (per 100 prisoners)	0.44	0.77	0.49	0.57	0.22
Number of attempted escapes	7	4	1	5	2
Containment and Supervision—deaths^b					
Total number of deaths in custody	13	11	15	19	20
Death rate (per 100 prisoners)	0.25	0.19	0.24	0.30	0.29
Number of deaths from apparent unnatural causes	3	0	3	2	3
Death rate apparent unnatural causes (per 100 prisoners)	0.06	0.00	0.05	0.03	0.04
Total number of Aboriginal deaths in custody	1	0	1	1	2
Number of Aboriginal deaths from apparent unnatural causes	0	0	0	0	0
Aboriginal death rate apparent unnatural causes (per 100 prisoners)	0.00	0.00	0.00	0.00	0.00
Containment and Supervision—self harm					
Self mutilations (per 100 prisoners)	8.3	6.9	5.9	7.0	7.3
Attempted suicides (per 100 prisoners)	0.2	0.2	0.1	0.2	0.1
Containment and Supervision—assaults^c					
Assault rate—assaults on prisoners by other prisoners	18.7	19.1	20.3	26.9	31.4
Assault rate—assaults on staff or other persons by prisoners	4.3	5.6	4.5	5.9	5.3
Containment and Supervision-illicit drugs					
Percentage of positive random drug tests ^d	4.38	5.40	4.28	5.70	4.20
Number of visits (average per prisoner)	23.0	21.8	22.0	19.8	19.4
Reparation—Employment^e					
Employment rate—all prisoners (%)	89.1	88.1	89.3	87.5	87.1

Notes

- a The escape categories conform with the current definition of escapes in the Report on Government Services prepared by the Steering Committee for the Review of Commonwealth/State Service Provision. Escapes by prisoners on unescorted leave, in work parties or activities outside the prison perimeter without direct one-to-one supervision are classified as 'other' escapes. All other escapes, including during transfers between prisons or escorts outside the prison under one-to-one supervision, are classified according to the security level of the prison. Five of the seven attempted escapes in 2012-13 were from a single incident.
- b The cause of all prisoner deaths is subject to confirmation by the Coroner.
- c The assault rate is based on the number of victims of all assaults. The measure in this report differs from the definition adopted for the Report on Government Services which disaggregates assaults by seriousness but excludes minor assaults that did not result in bodily harm or require any form of medical intervention.
- d The rate for 2016-17 is preliminary as at 9 August 2017 and subject to change.
- e The prisoner employment rate is calculated as the proportion of all prisoners except those in full-time education or programs, remandees who chose not to work and others whose situation precludes their participation in work, e.g. hospital patients, aged prisoners and prisoners in transit.

11. Correctional system performance

The Corrections system continues to experience significant growth, particularly in the remand population, which has doubled in just over three years. This growth has also necessitated the accommodation of remand prisoners at locations that previously held only sentenced prisoners. The placement and management of remand prisoners also presents unique challenges due to their different needs and circumstances.

Escapes from custody in Victoria

There were three escapes from prison custody in Victoria during 2016–17. One prisoner escaped from Langi Kal Kal Prison and one from Tarrengower Prison, which are both minimum-security facilities. There was also one escape from a secure perimeter corrective facility. However, the prisoner was receiving treatment at St. Augustine, a secure ward within the St. Vincent's Hospital, at the time of the incident, and did not breach a secure perimeter prison. All three prisoners were subsequently returned to prison.

Deaths of prisoners in custody in Victoria

There were 20 deaths in prison custody in Victoria during 2016–17. The provisional cause of death in 14 of these cases was natural causes, while three cases involved apparent suicide and three cases where the apparent cause of death was unnatural.

The cause of all prisoner deaths is provisional and subject to subsequent confirmation by the Coroner.

Drug testing in Victorian prisons

Victoria operates one of the most extensive drug testing programs in Australia.

The percentage of positive random drug test results decreased from 5.7 per cent in 2015–16 to 4.2 per cent in 2016–17. This was the lowest level of positive tests recorded in the past five years.

In 2016–17, the total number of drug tests conducted, including random, general and targeted tests, was 34,776, an increase of 16.6 per cent when compared with the 29,829 tests in 2015–16.

Self-harm, assaults and offender care in Victorian prisons

The rate of self-harm by prisoners in Victorian prisons in 2016–17 (7.3 incidents per 100 prisoners) was higher than the rate for 2015–16, while the attempted suicide rate was the lowest for the five-year period under review (0.1 incidents per 100 prisoners).

The rate of assaults on prisoners by other prisoners was the highest for the period, while the rate of assaults on staff or other persons by prisoners has decreased from the previous year.

The increase in prisoner-on-prisoner assault incidents is due to pressure on the prison system from an increased remand population, which has resulted in significant prisoner turnover and movements.

National Corrective Services performance comparisons

National performance data from all Australian states and territories is compiled to compare the efficiency and effectiveness of a range of government services, including Corrective Services. The data is published annually in the Report on Government Services by the Steering Committee for the Review of Government Services Provision.

Data published in early 2017 relating to the provision of services in 2015–16 showed Victoria had the third lowest imprisonment rate and the second lowest community corrections rate in Australia.

Victoria also had the highest overall prisoner employment rate in the country, while the participation rate for prisoner education was the fourth highest in Australia and slightly below the national average.

Comparative data for 2016–17 will be published in early 2018.

12. Registry of Births, Deaths and Marriages

The Registry of BDM records in perpetuity all births, adoptions, marriages, registered relationships and deaths occurring in the state of Victoria, and provides certificates of these events to individuals. BDM also registers changes of name and registers and recognises changes of sex. Other services include family history resources, products through Vic Heritage™ and the provision of data for research, statistical and administrative purposes. BDM state officers conduct civil marriage and registered relationship ceremony services through the Victorian Marriage Registry at the Old Treasury Building.

Business operations

The following data was generated on 1 July 2017. Data may differ subject to very minor (non-material) variations. Full definitions of data values are available by contacting BDM via www.bdm.vic.gov.au

Registrable events 2016–17

Events	Number
Births (<i>Births, Deaths and Marriages Registration Act 1996, Part 3</i>) ^a	81,210
Deaths (<i>Births, Deaths and Marriages Registration Act 1996, Part 6</i>)	40,269
Marriages (<i>Births, Deaths and Marriages Registration Act 1996, Part 5</i>)	27,176
Changes of Name (<i>Births, Deaths and Marriages Registration Act 1996, Part 4</i>)	12,260
Registered relationships (<i>Relationships Act 2008, Part 2.2</i>) ^b	3,421
Stillbirths	506
Revocation of registered relationships (<i>Relationships Act 2008, Part 2.2</i>)	163
Adoptions (<i>Adoption Act 1984, Part 5</i>)	53
Recognition of sex (<i>Births, Deaths and Marriages Registration Act 1996, Part 4A</i>)	32
Total	165,090

Notes:

- a Total number of births registered in Victoria, including those that occurred in a previous year but were registered for the first time in the reporting period. Figures exclude stillbirths and incomplete registrations (i.e. where BDM is yet to receive formal notification from either the parents or the medical facility where birth occurred).
- b BDM has seen a substantial increase in the number of applications to register domestic relationships in the State of Victoria over the last 12 months. This is the result of changes in legislation that came into effect on 1 July 2016, which modified the mandatory requirements for couples registering relationships.

Certificates issued 2016–17

Type of certificate	Number
Standard certificates ^a	287,120
Historical images	57,629
Commemorative certificates	30,224
Historical certificates	15,187
Total	390,160

Note:

- a Total number of standard certificates issued, including those issued with commemorative birth certificate orders.

Citizen interactions 2016–17

Type of interaction	Number
Online applications received	207,290
Calls answered by BDM Contact Centre	169,365
Mail applications received	125,090
Citizens served at BDM Service Centre (includes applications received directly)	105,515
Applications received through Justice Service Centres	18,951
Marriage ceremonies conducted at Old Treasury Building	2,967
Registered relationship ceremonies conducted at Old Treasury Building ^a	0
Total	629,178

Note:

^a Registered relationship ceremonies were offered for the first time by the Victorian Marriage Registry from 1 June 2017. A relationship registration ceremony provides couples, irrespective of sex, with an opportunity to celebrate that event; it does not have any legal effect. BDM is able to provide these services following an amendment to the *Relationship Act 2008*.

Data provisioning 2016–17^a

	Number
On-going data provisioning agreements	63
Ad-hoc provision of data	11
Total	74

Note:

^a BDM provides important data sets to third parties for statistical purposes, research and other administrative or legislative compliance purposes. The data sets BDM maintains are highly confidential and must be managed ethically and securely to protect an individuals' privacy. Data is only provided where privacy is protected, the purpose is in the public interest and the data will remain secure and managed appropriately.

13. Inspector-General for Emergency Management

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

Established on 1 July 2014 by the *Emergency Management Act 2013*, IGEM works with its emergency management partners and the community to strengthen emergency management arrangements and community safety in Victoria.

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

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

IGEM's assurance function identifies opportunities for continuous improvement and provides the Victorian Government and community with the confidence that Victoria's emergency management arrangements are effective and agencies are implementing the State's agreed reform agenda.

Assurance Frameworks and Monitoring

Critical Infrastructure Resilience

On 1 July 2015, new emergency risk management arrangements for critical infrastructure resilience in Victoria came into effect. Critical infrastructure refers to Victoria's assets, systems and networks necessary to maintain social and economic wellbeing.

Under section 64(1)(ga) of the Emergency Management Act, IGEM has a responsibility to monitor, review and assess critical infrastructure resilience at a system level.

Through its Critical Infrastructure Resilience Implementation Progress Report 2016, IGEM outlines the progress of Emergency Management Victoria, relevant portfolio departments and industry partners in implementing Victoria's critical infrastructure resilience arrangements.

The report also shares good practice themes and lessons identified by IGEM across the different critical infrastructure sectors.

Parliamentary Inquiry into the CFA Training College at Fiskville

On 24 May 2016 Victorian Parliament's Environment, Natural Resources and Regional Development Committee tabled its final report – Inquiry into the CFA Training College at Fiskville. This Inquiry was a comprehensive examination and study of the activities, practices and management of the Country Fire Authority's training college at Fiskville.

At the Victorian Government's request, IGEM is monitoring the implementation of the commitments made, in response to this Inquiry.

To facilitate this, IGEM has commenced development of an assurance framework. This framework, developed in close consultation with Worksafe Victoria, includes a monitoring regime that considers the safety of the operations of Victoria's emergency management training centres.

Worksafe Victoria has prepared a program to inspect firefighting training sites. IGEM will receive regular reporting on the progress and results of the program. To supplement this IGEM will seek evidence from relevant agencies on the existence of sound governance arrangements, policies and procedures with respect to the safety of the operations of Victoria's emergency management training centres. IGEM will report annually to the Minister for Emergency Services on implementation progress.

Victorian Emergency Management Strategic Action Plan 2015–18

The Victorian Emergency Management Strategic Action Plan 2015–18 (SAP) comprises 30 strategic actions — grouped under four themes with eight priorities — to guide emergency management reform, and which support Victoria in achieving its vision of 'safer and more resilient communities'.

Under section 64(1)(e) of the Emergency Management Act, IGEM monitors and reports to the Victorian Government on the SAP's implementation progress. IGEM works closely with Emergency Management Victoria to ensure a streamlined approach to monitoring and reporting on the plan's implementation.

IGEM commenced development of its second annual progress report on SAP implementation during 2016–17.

Victorian Bushfires Royal Commission

IGEM has reported on the implementation progress of the ongoing recommendations and associated actions from the 2009 Victorian Bushfires Royal Commission (VBRC) since 2014.

In its 2016 Progress Report, IGEM found that eleven actions were complete, seven were determined as closed and two actions deemed as ongoing but expected to be completed within the following 12 months.

The 2016 Progress Report was tabled in Parliament on 13 October 2016, and concluded IGEM's formal reporting responsibility for VBRC recommendations. The two remaining ongoing and inter-related actions will continue to be monitored by IGEM, with their completion being directly reported to the Minister for Emergency Services.

Hazelwood Mine Fire Inquiry

On 1 February 2016, the Victorian Government appointed IGEM as the independent monitor of both the recommendations and affirmations of the 2014 Hazelwood Mine Fire Inquiry Report and the recommendations of the re-opened 2015-16 Inquiry reports.

IGEM's Annual Report 2016 was tabled in Parliament on 24 November 2016. This report found significant progress has been achieved following the Hazelwood mine fire to improve emergency planning and coordination, health outcomes and mine rehabilitation in the Latrobe Valley.

2015 Lancefield-Cobaw Fire

Following the Victorian Government's acceptance of all 22 recommendations from the 2015 Lancefield-Cobaw Fire Investigation and the provision of an additional 10 commitments by the Department of Environment, Land, Water and Planning (DELWP), IGEM is providing independent oversight to ensure all recommendations are implemented and progress is publicly reported through quarterly updates.

On 28 September 2016, the Victorian Government released IGEM's final progress report on implementation of the recommendations and commitments. IGEM found that DELWP had satisfactorily implemented 19 of the 22 recommendations and all 10 of the additional commitments made by DELWP.

The remaining three recommendations are being implemented as part of Safer Together, the Victorian Government's new approach to reducing the risk of bushfire in Victoria.

Safer Together

On 19 November 2015, the Victorian Government responded to the independent investigation of the 2015 Lancefield-Cobaw fire and IGEM's May 2015 report into the Review of performance targets for the future bushfire fuel management program on public land. The response built on IGEM's review recommendations by setting a new approach to reducing the risk of bushfire in Victoria - Safer Together. This new direction in bushfire management seeks to ensure that fire and land managers and community work as one to reduce bushfire risk.

Monitoring the implementation of recommendations from IGEM's Review of performance targets for bushfire fuel management on public land in relation to the state's Safer Together approach to bushfire risk reduction commenced in July 2016.

IGEM's 2016 Annual Report was delivered to the Minister for Emergency Services and the Minister for Energy, Environment and Climate Change in October 2016.

2013-14 Fire Season Compliance Report

In September 2016, IGEM released its Final Progress Update on the implementation of agreed actions from three 2013-14 fire season reports produced by the then Fire Services Commissioner in conjunction with the sector. IGEM reported that of the 86 actions contained in these reports, 61 actions had been completed and 25 actions were ongoing as core business.

Of the 10 recommendations contained in the reports, IGEM found that seven recommendations had been completed with the remaining three recommendations ongoing as core business.

This report concluded IGEM's formal monitoring role with respect to the 2013-14 fire season.

Annual Assurance Summary

IGEM's 2016-17 Annual Assurance Summary (the Summary) highlights emergency management incidents of note and significant assurance activities undertaken during the year in Victoria. The Summary provides a high-level picture of sector performance, risks and progress against Victoria's emergency management reform agenda.

IGEM has prepared the Summary in accordance with the principles outlined in the Monitoring and Assurance Framework

for Emergency Management, and has drawn on and consolidated information collected through a range of sector-wide and system-level emergency management assurance activities.

Outcomes from such assurance activities provide evidence that increases the confidence of Victorian Government and the community in the ability of the emergency management sector to plan for, respond to and recover from emergencies, and highlights areas where improvements can be made.

The Summary does not make any recommendations or create any additional layers of reporting for sector organisations.

Reviewing Victoria's emergency management arrangements

IGEM conducts system-wide reviews of emergency management arrangements in Victoria. These reviews are conducted pursuant to section 64(1)(b) of the Emergency Management Act, based on an Annual Forward Plan of Reviews (forward plan) or at the request of the Minister for Emergency Services pursuant to section 64(1)(c) of the Emergency Management Act.

In developing the forward plan, IGEM consulted with emergency management sector organisations on key strategic system-level issues and risks. A copy of each forward plan is provided to the Minister for Emergency Services prior to publication.

Annual Forward Plan of Reviews 2015

In May 2017 the Victorian Government released IGEM's two remaining reports from its 2015 forward plan, accepting all recommendations.

In its review of Victoria's emergency management sector preparedness for major emergencies, IGEM found that a shared understanding of sector preparedness in Victoria is vital. The review examined selected national and international preparedness models and presented an example model for reporting and assessing sector preparedness in Victoria.

In its recommendation, IGEM identified the Victorian Emergency Management Capability Blueprint 2015–2025 (the Blueprint) as the primary mechanism to progress the sector to an all-hazards emergency management capability model.

Connecting with and preparing communities for major emergencies in Victoria - IGEM examined the effectiveness of selected

community engagement programs of Victoria's two volunteer-based statutory bodies – the Country Fire Authority and the Victoria State Emergency Service - in preparing communities for bushfires and floods respectively.

IGEM found that both agencies have a comprehensive suite of engagement initiatives, utilising various forms of information sharing. However the review's findings indicated that Victorian communities remain either unprepared or underprepared for major emergencies.

Annual Forward Plan of Reviews 2016

IGEM completed and submitted the following three reviews from its Annual Forward Plan of Reviews 2016 for Victorian Government's consideration in June 2017:

- Connecting and collaborating with private sector and community organisations – this review assessed the effectiveness of Victoria's emergency management sector in connecting and collaborating with the private sector and community organisations to prepare for, respond to and recover from emergencies.
- Fitness for duty – this review examined legislation, policies and practices related to physical fitness requirements of Victoria's emergency responder agencies and assessed these approaches against leading practice nationally and internationally in order to identify opportunities for further improvement.
- Incident Management Teams accreditation and rostering – this review examined the effectiveness of incident management arrangements in the Victorian emergency management sector specific to role accreditation processes and approaches to the rostering of personnel into Incident Management Teams.

As at 30 June 2017 public release of these reports remained subject to Victorian Government approval.

Annual Forward Plan of Reviews 2017

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

- The Governance review aims to assess the impact and effectiveness of current emergency management governance arrangements in Victoria. This includes the identification of opportunities for improvement in line with leading practice.

- The Emergency management for high-risk Victorian communities review aims to assess the effectiveness of how the sector identifies, plans for and mitigates the consequences of emergencies for high-risk Victorian communities.

Reporting to and advising the minister on issues relating to emergency management

Pursuant to section 64(1)(c) of the Emergency Management Act, the Victorian Government requested IGEM to review the emergency response to the Melbourne, thunderstorm asthma event of 21-22 November 2016.

From 6pm on 21 November 2016 emergency call-takers, Ambulance Victoria and hospital emergency departments across Melbourne saw an unprecedented surge in patients with asthma and in respiratory distress. This was most likely associated with the late evening thunderstorms and high pollen levels. This event affected the health of thousands of Victorians and is thought to have contributed to the death of nine people.

IGEM's final report documents what is known about thunderstorm asthma, analyses the facts relating to the emergency response and provides 25 findings and 16 recommendations to support improved preparedness and response to future health emergencies and other types of unexpected, rapid-onset emergencies.

The final report also includes an exploration of:

- surge capacity strategies for emergency response
- the sharing of operational communication and information
- providing public information, warnings and health advice
- the effectiveness of Triple Zero (000) and ambulance response.

The Victorian Government released IGEM's Review of response to the thunderstorm asthma event of 21–22 November 2016 Final Report on 27 April 2017, accepting in-principle all IGEM's recommendations. Following the Victorian Government's request, IGEM will monitor the implementation of recommendations contained in this report.

Aligned to this review, IGEM conducted a concurrent investigation into the call-taking dispatch performance of the Emergency Services Telecommunications Authority during this event.

Planned burn investigations

Following the escape of the 2015 Lancefield-Cobaw Croziers Track planned burn, DELWP committed to make significant improvements to the planned burning program, including requesting IGEM to oversee the prompt investigation and reporting of any future breaches of containment lines by a planned burn, drawing on relevant independent experts as required.

IGEM and DELWP have developed a reporting process for planned burns that breach containment lines, including an investigation process overseen by IGEM. DELWP has reported eight planned burns that breached containment lines, including the March 2017 planned burn breach near Wulgulmerang, East Gippsland. IGEM initiated its field observation function as part of its investigation practices into this event.

Performance of the Emergency Services Telecommunications Authority

IGEM is responsible for monitoring and investigating the non-financial performance of the Emergency Services Telecommunications Authority (ESTA). ESTA manages the call-taking and dispatch system for approximately 6,700 emergency, non-emergency and operational calls each day for Victoria's police and emergency services. Agencies specify the services that ESTA shall deliver and IGEM then determines the standards for these services in consultation with ESTA and the agencies.

Each month, ESTA provided IGEM with performance data and reports so that IGEM could monitor ESTA's performance against the standards. IGEM then met on a monthly basis with ESTA to discuss and address performance issues. ESTA also reported its performance against service standards in its annual report.

IGEM uses this information to provide assurance to the Minister for Emergency Services on matters relating to ESTA's performance as required.

During 2016-17, IGEM has worked closely with ESTA to provide assurance of its internal quality improvement system and, where appropriate, investigated its performance in relation to specific issues or incidents. ESTA reports potential adverse events to IGEM, including the preliminary issues it has identified and what sort of investigation it will undertake.

IGEM screens each potential adverse event and uses a risk-based approach to determine if it is appropriate to monitor ESTA's investigation or whether IGEM should lead an independent investigation. IGEM and ESTA are now using a revised and agreed set of risk statements that more accurately describe the risks contained in ESTA's core call-taking and dispatch services.

IGEM reviews ESTA's report, its findings and recommendations to ensure it has identified the root cause or causes of an adverse event and that any recommendations result in appropriate action to target and eliminate or reduce the likelihood or consequences of any recurrence.

During 2016–17, IGEM screened 23 potential adverse events. While ESTA undertook internal investigations for the majority, the Inspector-General elected to undertake a major investigation following the November 2016 thunderstorm asthma event into eight related cases.

IGEM also monitors ESTA's implementation of recommendations from internal and external investigations, reviews and inquiries into its performance. IGEM analyses these recommendations to determine if they will reduce the likelihood of ESTA's operational risks being realised. At the conclusion of the 2016–17 financial year, IGEM is monitoring 34 implementation actions with 14 actions categorised as overdue.

Other activities

Human rights in emergency management

In partnership with the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) and the Human Rights Unit (HRU), Department of Justice and Regulation, IGEM hosted a seminar on 28 June 2017 on human rights in emergency management.

Opened by the Inspector-General and delivered by representatives of the VEOHRC and the HRU, the seminar provided more than 160 attendees from the emergency management sector and broader public service, an introduction to Victoria's Charter of Human Rights and Responsibilities in an emergency management context.

The seminar explored how the Charter:

- is engaged in emergency management arrangements
- underpins the emergency management sector's core capabilities
- guides obligations for all communities in all emergencies; and
- influences actions before, during and after an emergency.

This seminar complements the Victorian Government's commitment to prioritising human rights training and education for all public sector employees, and IGEM's commitment to continuous improvement and community-centred emergency management arrangements.

14. Additional departmental information available upon request

In compliance with the requirements of the Standing Directions of the Minister for Finance, details in respect of the items listed below have been retained by the Department and are available on request, subject to the provisions of the *Freedom of Information Act 1982*.

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

The information is available from www.justice.vic.gov.au or, upon request from:

Director
Strategic Planning
Department of Justice and Regulation
121 Exhibition St
Melbourne
VIC 3000

Glossary

Acronyms	Description
AJA	Aboriginal Justice Agreement
BDM	Registry of Births, Deaths and Marriages
CALD	Culturally and linguistically diverse
CAV	Consumer Affairs Victoria
CCOs	Community Correction Orders
CCS	Community Correctional Services
CFA	Country Fire Authority
CLC	Community Legal Centre
CSA	Crime Statistics Agency
CSV	Court Services Victoria
CV	Corrections Victoria
DBDRV	Domestic Building Dispute Resolution Service Victoria
DELWP	Department of Environment, Land, Water and Planning
DET	Department of Education and Training
DHHS	Department of Health and Human Services
DJR	Department of Justice and Regulation
DPC	Department of Premier and Cabinet
DSCV	Dispute Settlement Centre of Victoria
DTF	Department of Treasury and Finance
EMC	Emergency Management Commissioner
EM-COP	Emergency Management Common Operating Picture
EMR	Emergency Medical Response
EMV	Emergency Management Victoria
FOI	Freedom of Information
FTE	Full Time Equivalent
ICT	Information Communication Technology
IGEM	Inspector-General for Emergency Management
JARO	Justice Assurance Review Office (formerly Office of Correctional Service Review)

Acronyms	Description
JSEG	Justice Senior Executive Group
LGBTI	Lesbian, gay, bisexual, trans and gender diverse, and intersex
MFB	Metropolitan Fire and Emergency Services Board
MoG	Machinery of government
MRC	Metropolitan Remand Centre
MSAR	Marine Search and Rescue
NJC	Neighbourhood Justice Centre
NPALAS	National Partnership Agreement on Legal Assistance Services
OPA	Office of the Public Advocate
OPP	Office of Public Prosecutions
PCOs	Police Custody Officers
PETES	Prisoner Education, Training and Employment System
POA	Power of Attorney
PSO	Protective Services Officer
RAJAC	Regional Aboriginal Justice Advisory Committee
ROGS	Report on Government Services
SAP	Strategic Action Plan
SCRC	State Crisis and Resilience Council
VAP	Victims Assistance Program
VCAT	Victorian Civil and Administrative Tribunal
VCGLR	Victorian Commission for Gambling and Liquor Regulation
VEOHRC	Victorian Equal Opportunity and Human Rights Commission
VIFM	Victorian Institute of Forensic Medicine
VLA	Victoria Legal Aid
VLRC	Victorian Law Reform Commission
VRIF	Victorian Racing Industry Fund
VSA	Victims Support Agency
WWC	Working With Children

