

# Department of Justice Annual Report 2006-07

Incorporating the  
Attorney-General's Department  
Annual Report 2006-07



**Government  
of South Australia**





**Government  
of South Australia**

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Department of Justice

**Department of Justice**

**Annual Report 2006-07**

Incorporating the Attorney-General's Department Annual Report 2006-07

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and Department of Justice  
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Department of Justice

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28 September 2007

The Honourable Michael Atkinson MP  
Attorney-General  
Minister for Justice  
Minister for Multicultural Affairs

The Honourable Jennifer Rankine MP  
Minister for Consumer Affairs  
Minister for the Status of Women  
Minister for Volunteers

Dear Ministers

I am pleased to submit the Department of Justice Annual Report, incorporating the Attorney-General's Department Annual Report, for the year ended 30 June 2007. This report has been prepared in accordance with section 6A (1) of the *Public Sector Management Act 1995*.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J Maguire'.

Jerome Maguire  
Chief Executive  
Attorney-General's Department  
and Department of Justice

This report covers the period 1 July 2006 to 30 June 2007

# Department of Justice Annual Report 2006-07

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## Chief Executive's Report

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*Collaboration, accessibility, integrity.* These values have guided the Justice Portfolio through a year of high expectation, service expansion and resounding achievement. Working together, the portfolio with its many departments and agencies has not only driven major policy agendas but has also implemented new justice programs that have laid the foundation for enduring community benefit.

While the portfolio has continued to deliver high quality services to the community over the past year, it has also turned inward to refine organisational structures, ensuring services are provided with effective use of resources and minimum waste.

I was appointed as Chief Executive in July 2006, following a period of considerable change. There is now a renewed sense of stability and at no other time has the Justice Portfolio been in a stronger position to tackle crime and promote public safety in South Australia.

The Justice Portfolio Leadership Council, which is responsible for the criminal justice system and cross agency projects, has endorsed a broad and ambitious program of activity reinvigorating the portfolio's motivation and focus.

The establishment of the Criminal Justice Ministerial Taskforce has been a major breakthrough in our aim to alleviate the heavy demands on criminal justice services. Established by the Attorney-General and chaired by the Solicitor-General, Chris Kourakis, the taskforce has a clear and simple mandate: to identify and implement practical measures to address backlogs in the criminal justice system. What differentiates this effort is its unprecedented collaboration - bringing to the table legal practitioners from the bar and law society, members of the judiciary, government entities including the Legal Services Commission, South Australia Police, the state Director of Public Prosecution and the Commonwealth Director of Public Prosecution (Adelaide Office) as well as advocacy groups such as the Aboriginal Legal Rights Movement and the Commissioner for Victims' Rights. As a result, we have made solid progress in identifying solutions for the complex issues facing the criminal justice system for so many years.

The year ahead will see the taskforce continue to work closely with the Justice Portfolio in developing a number of system measures to improve efficiencies, especially in the District and Supreme Courts.

A raft of legislative reform in the past year has fuelled the portfolio's capacity to reduce crime and reinforce public confidence in the justice system through adopting a strong victims focus and pushing for harsher penalties for offenders. The government's election promise of dealing appropriately with antisocial behaviour has been met through high profile legislation including graffiti, hoon driving and gatecrashing.

Significant changes to DNA legislation have also had positive outcomes right across the Justice Portfolio. From South Australia Police to Forensic Science SA, the Office of the Director of Public Prosecution and the courts, DNA has revolutionised how the criminal justice system operates. This cutting edge area of our work has emerged over the past year as one of the most important factors in raising public confidence and supporting a safe, fair and just South Australia.

Legislative reform of the real estate industry has passed through both houses and will protect South Australians buying and selling their homes. This reform will enable people to have confidence in their dealings with land agents and reassurance that the agents they appoint are acting in their best interest. In a similar vein, new laws to protect the rights of long-term residents of caravan and mobile home parks will soon be operating in South Australia. The Residential Parks Bill was passed in June

2007 setting out the rights and responsibilities of residents and operators of caravan and mobile home parks.

New legislative measures to reduce the incidence of drug driving on South Australian roads came into force on 1 July 2006 giving South Australia Police the right to conduct random roadside testing for cannabis, amphetamines and ecstasy. Forensic Science SA tested more than 6000 samples during the 12-month trial period, with about three percent returning a positive result.

This is a prime example of portfolio agencies working together to increase public safety. The drug driver initiative supports the South Australian Strategic Plan aim to reduce road fatalities by 40 percent by 2010. We anticipate that some 38 000 drivers will be tested in the next financial year and additional resources have been provided for testing, analysis and issuing of penalties.

The Justice Portfolio has actively pursued crime reduction, recognising the long-term benefits to be derived from sustainable prevention strategies. Our Crime Prevention Grants and Community Safety Program has provided over \$500 000 in funding for local government and community initiatives targeting priority areas of youth, violent and property crime, vandalism and anti-social behaviour. This has helped local communities successfully tackle crime and disorder in their own neighbourhoods.

The judiciary has seen a number of changes in 2006-07 with the appointment of Elizabeth Bolton as Chief Magistrate, the first woman to head a court jurisdiction in the history of South Australia. The number of women on the Supreme Court bench has risen to four, with the elevation of Judge Patricia Kelly from the District Court. Sadly, the portfolio acknowledged the passing of Justice John Perry AO who had made an outstanding contribution to the law and legal education.

Our firm commitment to client satisfaction has not wavered. We have constantly sought ways to improve our understanding of the needs and expectations of our diverse client base and adapt our services accordingly. In November 2006, the Courts Administration Authority pursued a seven year project of harnessing the benefits of community engagement to support service excellence through the *Courts Consulting the Community* study. The results reaffirmed the positive direction the courts have taken in demystifying our justice system and illustrates the portfolio's willingness to listen to the community.

The specific needs of Indigenous people within the justice system has led the portfolio to partner with other state governments and the Commonwealth. The Department for Correctional Services has established a Remote Areas Program to address family violence and other offending in remote Aboriginal communities in Central Australia. This cross border initiative involving South Australia, the Northern Territory and Western Australia is jointly funded by these jurisdictions and the federal government. Most importantly, Aboriginal people are involved in the design, development and delivery of the programs with the emphasis on cultural relevance and accessibility. In addition, the *Cross Border Justice Project* will allow police from SA, NT and WA to conduct investigations, apprehend and transport alleged offenders and put them before a court anywhere in the Anangu Pitjantjatjara Yankunytjatjara Lands, regardless of state borders. This type of alliance will help break down the red tape associated with jurisdictional issues and draw together government resources to respond to the complex social issues and related crime that have such a devastating impact on remote Aboriginal communities.

Investing in infrastructure and people is another priority area to enhance public safety and reassurance. We cannot hope to achieve our ambitious goals without a well resourced and reliable platform. This year we have made substantial progress.

The government's pledge to put 400 more police on the streets is well underway. Our emergency services sector has welcomed new or refurbished appliances and facilities, strengthening their capacity to respond to major incidents. We have opened a new purpose-built courthouse in Port Augusta and police stations in Aldinga, Port Lincoln, Mount Barker and Victor Harbor. Furthermore, we have extended the duty lawyer service provided by the Legal Services Commission to Murray Bridge, Mount Barker, Mount Gambier and Millicent. This is particularly important to the portfolio in

ensuring there are adequate resources to maintain law and order in regional and rural areas. It has also proven once again the immense value of the Public Private Partnerships in building public facilities on time and on budget for the people of South Australia.

The South Australian Fire and Emergency Services Commission has almost completed a transition phase including an organisational restructure. This will provide better support to emergency services organisations and facilitate sector-wide strategic planning. In the wake of the Wangary bushfires in 2005, the portfolio has committed additional resources to planning for major incidents across the state and commissioned the Bushfire Prevention and Mitigation Review in late 2006.

Over the next 12 months, the Justice Portfolio will push ahead with a bold agenda of strategic development, legislative reform and operational activity. The government's commitment to infrastructure will deliver ongoing improvements to existing facilities as well as substantial new redevelopments in correctional and emergency services.

We will also look to alternative justice models - in particular, the highly successful community justice models in the United States and United Kingdom, developed through a shared responsibility between the community and government in dealing with summary offences. The lessons we can learn from these models and how they might be integrated into our current structures and practices is sure to create keen interest and rigorous discussion in the coming year.

In legislative reform, organised crime involving motorcycle gangs will be a priority, as will sweeping changes to victims' rights, domestic violence and dealing with rape and sexual assault crime. The portfolio as a whole will be supporting the anticipated expansion of Roxby Downs due to the mining boom, by laying the groundwork for appropriate law enforcement and other justice services in the region.

One of the greatest challenges that has faced the portfolio is respecting the independence of the judiciary, the South Australia Police and the Office of the Director of Public Prosecution and yet working together to galvanise our common goal of an equitable justice system for all. Next year we aim to continue to strengthen relationships with each other and reinforce a notion of independent collaboration.

It is indeed a privilege to work in the Justice Portfolio. I am proud to be part of the many achievements of the past year with more than 8000 staff who demonstrate their commitment to our portfolio goals every day. Our staff should be immensely proud of their contribution to making our community feel protected and empowered. I would also like to acknowledge the extraordinary service generously provided by thousands of volunteers who support the Justice Portfolio.

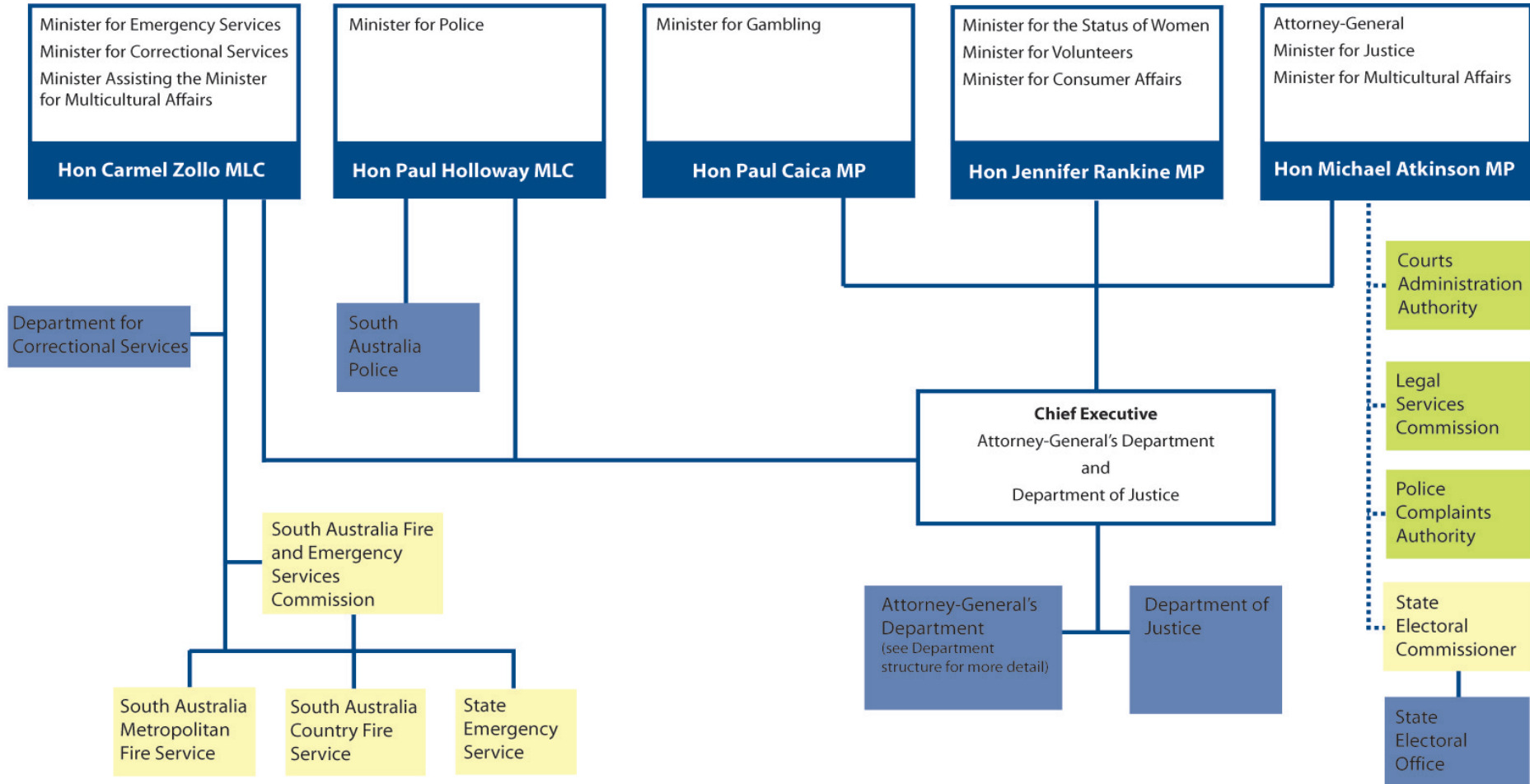
Looking ahead, our mission is clear - the Justice Portfolio will continue to work together to create an environment that inspires public confidence, upholds security and underpins the state's social stability and economic prosperity.



Jerome Maguire  
Chief Executive  
Department of Justice

# Justice Portfolio Organisational Chart

Reporting to five ministers, the Justice Portfolio provides a wide range of services to the South Australian community including policing, courts, emergency and correctional services, equal opportunity, consumer and business affairs and dispute resolution.



- Administrative Unit
- Separate Statutory Authority Independent of Executive Government
- Statutory Officer/Authority





## Justice Portfolio Leadership Council

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The Justice Portfolio Leadership Council (JPLC) endorses and oversees the implementation of cross agency projects and takes a leadership role in criminal justice and emergency service programs as detailed in the South Australia's Strategic Plan.

The JPLC co-ordinates whole-of-government issues which impact on the portfolio and sets the agenda for the Justice policy, planning and legislation area (subject to ministerial approval).

### Members of the Justice Portfolio Leadership Council



**Jerome Maguire**  
Chief Executive,  
Attorney-General's  
Department and  
Department of Justice  
(Chair)



**David Place**  
Chief Executive,  
South Australia Fire and  
Emergency Services  
Commission



**Mal Hyde**  
Commissioner of Police,  
South Australia Police



**Gary Thompson**  
State Courts Administrator,  
Courts Administration  
Authority



**Peter Severin**  
Chief Executive,  
Department for  
Correctional Services



**Hamish Gilmore**  
Director,  
Legal Services  
Commission

# Justice Portfolio Strategic Framework

## The Justice Portfolio Vision

‘Our vision is for South Australia to be a safe, fair and just place to live, work, visit and conduct business’

The Justice Portfolio has identified four key goals to focus its strategic direction. These goals stem from South Australia’s Strategic Plan and encompass the broad business areas that underpin the portfolio.

Many agencies contribute to more than one goal, creating a multi-layered, collaborative approach to providing comprehensive and accessible justice and emergency services across the state.

Goal	Focus	Outcomes
1. Ensure all South Australians have access to democratic, fair and just services	<ul style="list-style-type: none"> <li>• Legislation and advice</li> <li>• Public safeguards</li> <li>• Diversity and equity</li> <li>• Building resilient communities</li> </ul>	A civil and cohesive society
2. Ensure that crime and disorder are dealt with effectively in our state	<ul style="list-style-type: none"> <li>• Crime prevention</li> <li>• Public order</li> <li>• Road safety</li> <li>• Justice processes</li> <li>• Rehabilitation</li> </ul>	A safe and reassured community
3. Improve public safety through emergency prevention and management	<ul style="list-style-type: none"> <li>• Prevention</li> <li>• Preparedness</li> <li>• Response</li> <li>• Recovery</li> </ul>	A prepared and protected public
4. Excel in service delivery, innovation and government efficiency	<ul style="list-style-type: none"> <li>• A valued, skilled and safe workforce</li> <li>• Public policy and planning</li> <li>• Business improvement and innovation</li> </ul>	A dynamic, responsive and responsible Justice Portfolio

## Justice Portfolio Values

The Justice Portfolio values:

- Proactive, timely, responsive and professional services.
- Integrity, respectfulness and ethical behaviour in all our dealings.
- The contributions of our staff and volunteers.
- Collaboration and innovation in the workplace.
- Leadership qualities in all areas of responsibility.
- The principles of justice, fairness and equity.
- The independence of the judiciary, the police, the Office of the Director of Public Prosecutions and the courts.
- Partnerships with the community and government at all levels.
- Responsible and effective use of our resources.
- Responsive, rigorous and result oriented work.

## Justice Portfolio and South Australia's Strategic Plan

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The Justice Portfolio participated in a number of community forums as part of the update process of South Australia's Strategic Plan (SASP). The SASP Update Team used feedback received from these community consultation sessions to review and update the plan which was released in January 2007.

The responsibility for the Office for Women and the Office for Volunteers was formally transferred to the Attorney-General's Department on 1 January 2007. These two offices bring with them SASP targets previously reported on by the Department of Families and Communities and the Department of Premier and Cabinet respectively. Responsibility for reporting on the progress of the *Women in Leadership* and *Volunteering* SASP targets now lies with the Attorney-General's Department.

The Justice Portfolio make significant contributions to many SASP Targets, including whole of government targets however the updated SASP identifies the Justice Portfolio as Lead Agency for the following targets:

### Objective 2: Improving Wellbeing

#### Public Safety

##### **T2.8 Statewide Crime Rates:**

Strategy: Implement crime prevention and crime reduction initiatives.

Action: The Attorney-General's Department:

- Facilitated the allocation of crime prevention and community safety grant programs for a range of intervention initiatives, including Operation Flinders. This program is based on a 'wilderness experience' for young people between 14 and 18-years-old who are at risk of offending behaviour.
- Researched international anti-social behaviour order programs to develop a pilot model for application in South Australia.
- Enacted legislation to establish a child sex offender register to prevent registered child sex offenders engaging in child-related work. The purpose of a register is to assist police to monitor the whereabouts and activities of registrable offenders, based on their record of offending.

### Objective 3: Attaining Sustainability

#### Aboriginal Lands

##### **T3.15 Aboriginal lands - access and management:**

Strategy: Negotiate settlements with key stakeholders.

Action: The Crown Solicitor's Office (CSO), through the Native Title Section, improved the liaison between the Federal Court, National Native Title Tribunal and Main Table parties to achieve claim settlements without the need for a costly trial. During 2006/07 the CSO achieved 13 signed Indigenous Land Use Agreements, one Consent Determination of Native Title, one withdrawal of a Native Title Claim and one Native Title Claim struck out by the Federal Court. This is a direct result of the State's policy to resolve native title claims by agreement rather than court litigation where possible.

## **Objective 5: Building Communities**

### Women in Leadership

#### **T5.1 Boards and Committees:**

**Strategy:** Develop and implement a strategic approach to women in leadership at all levels across the whole of government, including influencing the South Australian Executive Service.

**Action:** Established a Women in Leadership South Australian (WiLSA) Whole of Government Reference Group. The Group identified key issues and ways to increase women's participation in leadership roles, specifically in the public sector. Four meetings were held in 2006/07.

#### **T5.2 Chairs of Boards and Committees:**

**Strategy:** Provide targeted chair training for women.

**Action:** The Office for Women organised two 'Women in the Chair' Workshops, focussing on women with executive and board experience in the 2006/07. The Workshop aims to support women expand their knowledge in chairing meetings.

### Political Participation

#### **T5.4 Enrolment to vote:**

**Strategy:** Encourage youth to vote using youth focussed advertising campaigns and mail outs and targeted education programs.

**Action:** The State Electoral Office undertook collaborative programs with stakeholders including SSABSA, Service SA, TAFE, Office for Youth and the Electoral Education Centre to increase the proportion of eligible 18-19 year olds who enrol to vote in South Australia.

### Volunteering

#### **T5.6 Volunteering:**

**Strategy:** Building community capacity.

**Action:** The Office for Volunteers continued to support free training for volunteers across the State. Over 800 places in regional South Australia and up to 1500 places in the greater metropolitan Adelaide were provided over the last year covering a range of topics relevant to the volunteer sector.

### Multiculturalism

#### **T5.8 Multiculturalism:**

**Strategy:** Promote the participation of ethnic communities in mainstream events.

**Action:** Increased ethnic community participation in many mainstream community events was coordinated by Multicultural SA. Members of culturally and linguistically diverse communities were prominent in several events including the Christmas Pageant, the Australia Day Parade, the ANZAC Eve Youth Vigil and International Women's Day celebrations. Multicultural SA also coordinated the involvement of many ethnic community groups in welcoming and supporting participants in the 2007 World Police and Fire Games.

The Department of Premier and Cabinet's Executive Committee of Cabinet (ExComm) requires agencies to report regularly on their progress in achieving the SASP targets for which they have responsibility. In line with their reporting requirements, implementation plans were produced for each of the Justice Portfolio led targets. Each implementation plan presents key strategies underpinned by high-level activities which contribute to target achievability. Justice Portfolio implementation plans are submitted to the Audit Committee and ExComm on a six-monthly basis. In February 2007, the Chief Executive presented the Justice Portfolio implementation plans to ExComm including the new targets for Justice (T3.15, T5.4 and T5.8).

The updated SASP also sets targets in the areas of performance and diversity in the public sector, energy efficiency and Aboriginal wellbeing. The Justice Portfolio will work collaboratively with other government agencies to contribute to a whole-of-government response in meeting these targets through the development of detailed agency implementation plans.

## Justice Portfolio Summary Reports

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**Attorney-General's Department**

**Courts Administration Authority**

**Department for Correctional Services**

**Legal Services Commission**

**Police Complaints Authority**

**South Australia Police**

**State Electoral Office**

**South Australian Fire and Emergency Services Commission**

**South Australian Metropolitan Fire Service**

**South Australian Country Fire Service**

**State Emergency Service**

**Commissioner for Victims' Rights**



# Attorney-General's Department

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**Jerome Maguire, Chief Executive**

## Objectives

The aim of the Attorney-General's Department - together with the broader Justice Portfolio - is to help create a safe and secure environment in which the public of South Australia can live and work and where the rights of individuals are protected. The Attorney-General's Department also provides comprehensive legal and business risk minimisation advice to government agencies and statutory authorities.

The Attorney-General's Department aims to provide:

- a legal infrastructure for South Australia that fosters:
  - a legislative framework that is just, equitable, robust and appropriate for our state.
  - increased understanding and adoption of crime prevention strategies and timely and just resolution of cases before the courts.
  - increased public and industry awareness of their rights and responsibilities.
  - an inclusive, fair and cohesive society where cultural, linguistic and religious diversity is supported and valued.
- public access to:
  - impartial, timely and appropriate resolution of complaints.
  - improved systems and processes to reduce causes of complaints.
  - a fair and balanced market place.
  - increased public confidence in the protection of people's rights.
  - equitable services for all South Australians regardless of culture, language, religion or English language proficiency.

**For information about the Attorney-General's Department highlights and targets please refer to the Annual Report that commences on page 31.**

# Courts Administration Authority

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**Gary Thompson, State Courts Administrator**

## Objectives

The Courts Administration Authority (CAA) is a statutory authority independent of the legislative and executive arms of government. It provides administrative support to the state's judiciary and the courts.

## Highlights 2006-07

- Partially implemented recommendations of the Criminal Listings Review.
- Established Court Assessment and Referral Drug Scheme at Mount Gambier.
- Introduced a drug intervention program into the Nunga Court at Port Adelaide.
- Completed the Port Augusta and Port Lincoln Courts developments.
- Implemented the use of electronic transcripts in the Court of Criminal Appeal as a cost effective method of improving courtroom and administrative staff efficiency.
- Establishment of Special Justices of the Peace in the Magistrates Courts at Elizabeth and Port Adelaide.
- Appointment of two part-time Stipendiary Magistrates.

## Targets 2007-08

- Implement remaining recommendations of the Criminal Listings Review.
- Assess the impact of the recommendations of the Criminal Justice Ministerial Taskforce.
- Implementation of the *Evidence (Suppression Orders) Amendment Act 2007*.
- Establish dedicated court facilities at Amata.
- Commence implementation and installation of video conferencing facilities in courts.
- Increase the use of Special Justices in the Magistrates and Youth Courts.
- Audit of court infrastructure.
- Increase the maximum amount payable to jurors for income reimbursement and travel expenses.

**For more detailed information please refer to the Courts Administration Authority Annual Report 2006-07.**



# Department for Correctional Services

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**Peter Severin, Chief Executive**

## Objectives

The Department for Correctional Services is responsible for the provision of custodial services, community based supervision services and rehabilitation services to offenders in South Australia.

The primary objective of the department is to contribute to creating a safer community while assisting those affected by crime in rebuilding their lives.

## Highlights 2006-07

- Commenced implementation of risk based assessment for prisoners and offenders.
- Continued to manage Social Inclusion Board initiatives.
- Procured a new electronic rostering system for prison staffing.
- Commenced prison kitchen upgrades.
- Commenced air treatment systems upgrades.
- Conducted an audit of prison fire safety systems.
- Commenced construction of the Mobilong Prison centre support facilities.
- Implemented a remote area indigenous offender initiative in central Australian communities.
- Constructed additional accommodation at the Adelaide Women's Prison.
- Commenced a Public Private Partnership project for new men's and women's prisons and a new pre-release centre.

## Targets 2007-08

- Implement additional capacity for the accommodation of prisoners.
- Continue to upgrade kitchens and air treatment systems in prisons.
- Commission Mobilong Prison centre support facilities.
- Commence upgrade of prison security systems.
- Commence upgrade of the Port Pirie Community Corrections Centre.
- Progress the tender process for a Public Private Partnership (PPP) for a new men's prison, women's prison and pre-release centre.
- Investigate the feasibility of introducing classified GPS technology for offender monitoring in the community.
- Continue the implementation of risk-based assessment for prisoners and offenders.
- Commission new accommodation at the Adelaide Women's Prison.

**For more detailed information please refer to the Department for Correctional Services Annual Report 2006-07.**

# Legal Services Commission

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**Hamish Gilmore, Director**

## Objectives

The Legal Services Commission aims to provide quality legal assistance to people in South Australia.

## Primary Role/Functions

The Legal Services Commission provides legal advice, representation and community education services.

The Legal Services Commission is jointly funded by both the South Australian and the Commonwealth Governments. It was established in 1977 to increase access to legal services for those people who cannot afford to pay for private legal representation. This mandate is spelt out in the *Legal Services Commission Act 1977*, which gives the Commission broad powers and responsibilities to work towards equality before the law for all South Australians.

## Highlights 2006-07

There have been significant improvements in Legal Services Commission client service delivery in regional South Australia.

This year the Commission has:

- Opened new offices in Mount Barker and Port Augusta.
- Provided duty solicitor services in the following regional magistrates courts:
  - Mount Gambier/Millicent
  - Berri/Waikerie
  - Mount Barker/Murray Bridge
- Developed the following new initiatives:
  - Legal Education and Awareness Project (aimed at African youth). This project is funded by the Attorney-General's Department and the Commission.
  - Expanded the Family Law and Culturally Diverse Communities Project for the African community.
- The Commission participated in the Criminal Justice Ministerial Taskforce.
- The Director was appointed to the Justice Portfolio Leadership Council.

## Targets 2007-08

- The Commission is currently upgrading the Commission website and the Law Handbook Online. The new site will be launched in August 2007.
- Subject to funding, the Commission will maintain these new services (referred to above) in the coming year.
- The Commission will continue to participate in whole of Justice Portfolio initiatives.
- The Commission will renew major leases in 2007-08.
- The Commission will develop a new customer satisfaction measurement survey in 2007-08.
- The Family Dispute Resolution Service will be expanded in next financial year.

**For more detailed information please refer to the Legal Services Commission Annual Report 2006-07.**

# Police Complaints Authority

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**Tony Wainwright, Police Complaints Authority**

## Objectives

The Police Complaints Authority endeavours to maintain public confidence in SA Police and to promote its proper accountability.

As an independent statutory body which answers directly to Parliament, the Police Complaints Authority is entirely independent of the South Australia Police (SAPOL) and none of its staff are police officers.

## Primary Role/Functions

The Authority is created by the *Police (Complaints and Disciplinary Proceedings) Act 1985* which sets out its responsibilities in detail. In essence, the office receives complaints about SAPOL. It oversees the police investigation and attempted resolution of those complaints. In cases where remedial or disciplinary action is necessary, the Authority is required to make recommendations to the Commissioner of Police.

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

## Highlights 2006-07

- Achieved agreed performance indicators for quality and timeliness.
- Refined investigative processes.
- Further refined procedures for managing difficult and repetitive complaints.

## Targets 2007-08

- To maintain operations at their present level of efficiency and effectiveness.

**For more detailed information please refer to the Police Complaints Authority Annual Report 2006-07.**

# South Australia Police

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**Mal Hyde, Commissioner of Police**

## Objectives

South Australia Police (SAPOL) aims to prevent crime, uphold the law, preserve the peace, assist the public in emergency situations, coordinate and manage emergency incidents, regulate road use and prevent vehicle collisions.

## Highlights 2006-07

- Commenced recruiting 400 extra police over four years.
- Implemented the SAPOL Road Safety Strategy.
- Continued the Rural Highway Saturation Management Plan which increased rural road safety.
- Commenced the random drug testing of drivers.
- Commenced implementation of SAPOL's Domestic Violence Strategy.
- New or upgraded police facilities, eg. Golden Grove, Aldinga and Naracoorte.
- Implemented changes to the DNA management system to provide better linkages with Forensic Science South Australia and meet new legislative requirements.
- Commenced adaptation of SAPOL systems to exchange information with national CrimTrac systems in the Minimum Nationwide Person Profile and the Australian National Child Offender Register.
- Developed a Customer Service Framework and community engagement processes.
- Provided security arrangements, for example, training and arrangements under the *Terrorism (Prevention Detection) Act 2005* and the *Terrorism (Police Powers) Act 2005*.
- Participated in state-based arrangements for counter terrorism, for example, training in the 'securing our regional skies' program.
- Developed and implemented strategies for the broader use of volunteers in SAPOL.
- Took delivery of a new police response aircraft.
- Reduced the instances of bushfires whilst increasing the number of offenders apprehended for fire-related offences in Operation Nomad.
- Continued support of a range of community programs, a major highlight being hosting the Australasian Neighbourhood Watch Conference in October 2006.
- Hosted the International Emergency Management Conference and Exhibition at the Adelaide Convention Centre in March 2007.
- Hosted the World Police and Fire Games in Adelaide in March 2007.
- Hosted the Australasian Police Ministers' Council in November 2006.
- Participated in the Cross Border Justice Project to provide structure and practices for the uniform application of justice services to the central Australia region.
- Participated in the tri-state Operation Mid Realm to combat smuggling of drugs, alcohol and petrol into Aboriginal communities in the central Australia region.
- The SAPOL Police Band attended the dedication of the National Police Memorial in Canberra in September 2006.
- Participated in the Officer Exchange Program involving partner police organisations from the UK, NZ, Singapore and Canada.

## Targets 2007-08

- Continue recruiting an extra 400 police by 2010.
- Continue to implement and monitor the South Australia Police (SAPOL) Road Safety Strategy for enhanced road safety across the state.
- Continue the Rural Highway Saturation Management Plan for enhanced rural road safety.
- Expand the random drug testing of drivers.
- Complete the implementation of SAPOL's Domestic Violence Strategy.
- Build new or upgraded police facilities including at Roxby Downs and Christies Beach.

- Under the new *Criminal Law (Forensic Procedures) Consolidation Act 2007*, ensure the requisite collection of DNA samples to realise the full potential of the database.
- Participate in the CrimTrac Police Reference System program to improve operational access to nationwide information in the Minimum Nationwide Person Profile and the Australian National Child Offender Register.
- Implement SAPOL's Customer Service Framework.
- Enhance existing security arrangements eg. training and arrangements under *the Terrorism (Prevention Detection) Act 2005* and the *Terrorism (Police Powers) Act 2005*.
- Continue to participate in state-based arrangements for counter terrorism, eg. training in the 'securing our regional skies' program and furthering the 'joint cooperative working group' .
- Enhance the participation of volunteers in policing.
- Continue with Operation Nomad to further reduce bushfire incidents.
- Implement SAPOL's Future Directions Strategy 2007-10.
- Implement the SAPOL Crime Faculty.
- Implement the SAPOL Centre for Leadership.
- Continue to participate in the Cross Border Justice Project to provide structure and practices for the uniform application of justice services to the central Australia region.
- Continue to participate in the tri-state Operation Mid Realm to combat smuggling of drugs, alcohol and petrol into Aboriginal communities in the central Australia region.
- Continued support of a range of community programs, a major highlight being to mark the 25 year anniversary since the foundation of Blue Light.

**For more detailed information please refer to the South Australia Police Annual Report 2006-07.**

# State Electoral Office

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**Kay Mousley, Electoral Commissioner**

## Objectives

The State Electoral Office provides services which enable the fair and independent election of government and governing bodies and encourage the community to participate with confidence and trust in the democratic processes of representation.

## Highlights 2006-07

- Planned and implemented programs for the conduct of elections for:
  - the South Australian Superannuation Board and Superannuation Funds Management Corporation of South Australia Board in August 2006, and
  - 66 local government councils in November 2006.
- Provided support for electors voting in elections in New South Wales, Victoria and Queensland.
- Finalised research relating to the first bicameral elections in South Australia in 1856 and the establishment of an independent electoral office in 1907.
- Co-sponsored with the History Trust an exhibition and conference to mark the 150th anniversary of South Australia's democracy.
- Completed evaluation and reporting of the conduct of the 2006 state elections and contributed to legislative discussions on the *Electoral Act 1985*.
- Implemented enhancements to local government election software, maintained election hardware and ICT support for local government election processes and continued ICT transition processes.
- Improved integration of financial systems and reporting and ensured appropriate systems were in place to achieve full cost recovery in local government elections.
- Provided support to the 2006-07 Electoral Districts Boundaries Commission.

## Targets 2007-08

- Contribute to achieving South Australia's Strategic Plan target on youth enrolment. This will be facilitated by exploring and implementing strategies for increasing the proportion of eligible young South Australians (18–19 years) who are enrolled to vote and maintaining the state's higher than national average youth enrolment rate.
- Complete a report on the conduct and outcomes of the 2006 periodic elections for local government.
- Certify a review of representation for Adelaide City Council.
- Provide input to the local government elections review commissioned by the Minister for State/Local Government Relations and the President of the Local Government Association.
- Develop model guidelines for local government representation reviews.
- Provide assistance to the Australian Electoral Commission for the conduct of the federal election.
- Re-develop state specific software for the Electoral Education Centre to complement the curriculum framework.
- Conduct a review of the organisational structure of the State Electoral Office to ensure the office continues to effectively perform electoral activities, uphold legislative responsibilities and meet the changing needs of electors and the wider community.
- Undertake strategic planning activities in order to set the State Electoral Office's strategic directions for 2007-10.
- Prepare and plan for the relocation and refurbishment of the State Electoral Office's head office.

**For more detailed information please refer to the State Electoral Office Annual Report 2006-07.**

# South Australian Fire and Emergency Services Commission

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**David Place, Chief Executive**

## Objectives

The South Australian Fire and Emergency Services Commission (SAFECOM) aims to create a safer community by providing a unified strategic direction to the emergency services sector for service delivery, governance and accountability.

## Highlights 2006-07

- Commenced process for appointment of Commissioner for Fire and Emergencies.
- Completed a sector-wide strategic plan.
- Established and maintained strategic directions, policies and plans for the emergency services sector.
- Completed a re-structure of the SAFECOM office to further enhance support to emergency service organisations.
- Developed a Business Continuity Planning template and awareness program for all Justice Portfolio agencies.
- Commenced strategic asset, communications, information technology and human resource management plans for the sector.
- Implemented the intranet-based Risk Register providing an on-line facility improving the ability of agencies to record, monitor and review identified risks.
- Developed plans for an integrated corporate communications capability.
- Established an Audit and Risk Management Committee as part of improved governance arrangements across the emergency services sector.

## Targets 2007-08

- Undertake a review of the operation of the *Fire and Emergency Services Act 2005* as required under section 149.
- Establish an Emergency Management Framework and a risk management approach to the delivery of services across the sector.
- Implement new corporate communications strategies in order to increase service provision and decrease costs and duplication.
- Implement outcomes of the Education/Training Review.
- Provide support and advice to emergency service organisations in the delivery of minor and major capital projects.
- Provide business management support to emergency service organisations.
- Consolidate and ensure best practice in relation to finance, human resources and strategic services.
- Complete the review of financial policies and procedures as part of a process of continuous improvement in financial management.
- Complete a review into community education and establish a sector wide community education program.
- Implement an improved volunteer and employer recognition program across the sector.
- Complete implementation and integration of emergency services sector Records Management System across all agency headquarters and metropolitan sites.

**For more detailed information please refer to the South Australian Fire and Emergency Services Commission Annual Report 2006-07.**

# South Australian Metropolitan Fire Service

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**Grant Lupton, Chief Officer**

## Objectives

The South Australian Metropolitan Fire Service (MFS) is a statutory authority committed to protecting life, property and the environment from fire and other emergencies. The objectives of the MFS are to:

- Effectively plan to identify and meet community and stakeholder needs.
- Minimise the frequency and impacts of emergencies through regulation, support and education.
- Prepare to the highest standards to ensure excellence in the provision of emergency services to the South Australian community.
- Provide a response service that reduces death, injury, property loss and protects the environment.
- Provide a recovery service that reduces the economic and social impacts of emergencies.
- Provide leadership and excel in service, innovation and business efficiencies.

## Highlights 2006-07

- Continued pilot delivery of the Road Accident and Awareness Prevention Program to reach 45 percent of Year 11 students throughout South Australia.
- Reduced the number of fire-related deaths and injuries by two percent during 2006-07.
- Decreased the time MFS appliances are off-road due to maintenance through completing the construction of a new purpose-built engineering workshop at Angle Park with the capability to carry out maintenance and refurbishment of emergency services appliances.
- Significantly enhanced the ability to control large scale emergencies through the commissioning of a new incident control appliance enabling real time dissemination of information.
- Provided improved protection to Mount Gambier by commencing a full-time paid MFS day crew.
- Contributed to the improvement of MFS response times by installing mobile computer terminals in MFS response vehicles.
- Improved community confidence in the MFS by marketing and providing support services during the successful World Police and Fire Games held in Adelaide.

## Targets 2007-08

- Begin construction of a new fire station as part of the joint emergency service facility at Port Lincoln, to replace the ageing station, due for completion in June 2009.
- Enable the MFS to address the emerging risk of high rise development in Port Lincoln by the acquisition of an additional firefighting appliance with a telescopic aerial boom.
- Facilitate improved response capability by completing and commissioning the Beulah Park fire station.
- Maintain pilot delivery of the Road Accident and Awareness Prevention Program to reach 45 percent of Year 11 students throughout South Australia.
- Enhance operational effectiveness by deploying an aerial appliance in the Adelaide City location.
- Provide more efficient interface with the dispatch of emergency crews by completing the transfer of Country Fire Service call receipt and dispatch operations to the Wakefield Street Communications Centre.
- Ensure continued regeneration of the MFS operational firefighting workforce by conducting multiple recruit courses.
- Commence negotiations for a new Enterprise Agreement for MFS firefighters.
- Develop and deliver specialised fire and emergency management training to meet increasing emergency management responsibilities.

**For more detailed information please refer to the South Australian Metropolitan Fire Service Annual Report 2006-07.**



# South Australian Country Fire Service

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**Euan Ferguson, Chief Officer**

## Objectives

The South Australian Country Fire Service's (CFS) primary objectives are to:

- Provide emergency services delivery in regional South Australia and the outer metropolitan areas of Adelaide.
- Reduce loss and damage from avoidable fires and emergencies.
- Ensure CFS personnel are competent to combat emergencies effectively and efficiently.
- Minimise the impact of fire and other emergencies by appropriate organisational and community preparedness and response to incidents.
- Support and develop the role of volunteers in emergency services.
- Provide resources that are allocated on a risk-based and risk mitigation approach.
- Promote a culture of safety, excellence and continuous improvement.

## Highlights 2006-07

- Commenced development of a community engagement plan.
- Conducted ministerial review of bushfire prevention and mitigation and made recommendations based on business practices and community expectations, including the development of a vulnerable communities identification framework in partnership with Planning SA.
- Developed a command and leadership framework for volunteers and staff.
- Developed framework to operate multiple Level 3 Incident Management Teams.
- Finalised transition preparation and planning and have commenced the migration of call receipt and dispatch services to the South Australian Metropolitan Fire Service.
- Conducted a summit to debate long term volunteering considerations.
- Commenced development of a volunteer succession framework.
- Reviewed operations during the conduct of the Wangary Coronial Inquest.
- Increased CFS aerial fire fighting fleet to expand the level of aerial fire fighting coverage in key community risk areas of Kangaroo Island, the Mid North, Lower South East and Southern Fleurieu regions.
- Finalised the whole of state mapping project.
- Managed CFS involvement in the Wangary Coronial Inquest.
- Conducted the government's community awareness campaign for bushfire prevention, preparedness and safety.
- Engaged with the community, local government and the emergency services agencies prior to the 2006-07 fire danger season, through 'Operation Firesafe', to increase awareness and preparation.
- Increased emphasis on bushfire survival for CFS members and staff through a focus on the internal safety message 'Safety First – Come Home Safe' and the establishment of a 'burn over' drill as a minimum training requirement.
- Won Best Solution to an Identified Workplace Health and Safety Issue award at the Best Safe Work Australia Awards.

## Targets 2007-08

- Implement a new safety message for 2007-08 to reinforce safe work as a principal value.
- Start implementation of the recommendations of the Wangary Coronial Inquest and the Ministerial Review into Bushfire Prevention Management.
- Consolidate and begin delivery of the Command and Leadership Framework.
- Formalise accreditation and training process for Level 2 and Level 3 Incident Management personnel.

- Finalise migration of CFS call receipt and dispatch services to the South Australian Metropolitan Fire Service Wakefield Street facility and to the South Australian Computer Aided Dispatch (SA CAD) system.
- Deliver the framework for bushfire management techniques and rural firefighting training.
- Implement improvements to systems of work and introduce new training programs for off-road driver training.
- Consolidate and expand community education and awareness programs.
- Consolidate existing National Aerial Firefighting Centre arrangements with state aircraft arrangements.

**For more detailed information please refer to the South Australian Country Fire Service Annual Report 2006-07.**

# State Emergency Service

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**Acting Chief Officer, Stuart Macleod**

## Objectives

The State Emergency Service (SES) aims to:

- Assist the Commissioner of Police in dealing with any emergency.
- Assist the State Co-ordinator, in accordance with the State Emergency Management Plan in carrying out prevention, preparedness, response or recovery operations under the *Emergency Management Act 2004*.
- Assist the South Australian Metropolitan Fire Service (MFS) and Country Fire Service (CFS) in dealing with any emergency.
- Deal with any emergency caused by flood or storm damage, or where there is no other body or person with lawful authority to assume control of operations for dealing with the emergency.
- Deal with any emergency until such time as any other body or person, that has lawful authority to assume control of operations, has assumed control.
- Respond to emergency calls and, where appropriate, provide assistance in any situation of need (whether or not the situation constitutes an emergency).
- Undertake rescues.

In 2005-06, the SES embarked on a program of enhancing capabilities to provide a more comprehensive approach to incident management. SES has adopted the Prevention, Preparedness, Response and Recovery approach in the planning and management of tasks.

Accredited SES rescue units are deployed in both urban and rural centres across South Australia. SES regularly reviews the locations of units and the resources allocated to ensure assets and resources are strategically located to mitigate community risk.

SES currently consists of 67 units (54 units are based in rural areas) and approximately 1909 volunteers. The SES also provides support for South Australia's Volunteer Marine Rescue organisations.

In the future the SES aims to develop its capabilities both in disaster management and planning to reduce the impact of changing hazard profiles on the community.

## Highlights 2006-07

- Completed building works for SES units at Kapunda, Clare, Hallett, Andamooka and Wattle Range.
- Delivered a new rescue vessel to the Ceduna unit.
- Implemented the extension of an activity-based funding model across the state.
- Expanded the number of Community Response Teams in the remote areas of Arkaroola, Parachilna/Angorichina and Wirrealpa.
- Developed SES operational management guidelines.
- Conducted a review of SES's standards of emergency response.
- Conducted a review of SES's interoperability with all stakeholders.
- Conducted a strategic review of SES's current resources.
- Developed a strategy to conduct comprehensive community and locality risk assessments.
- Implemented Phase 2 of the incident reporting system.
- Identified the information needs of SES to facilitate implementation of the records management system.
- Progressed the development of policies, and structures necessary to attain registered training organisation status.

- Conducted a stakeholder satisfaction survey of SES staff, volunteers and community organisations.
- Conducted a 'values assessment' of staff and volunteers.
- Reviewed SES's mission and vision at corporate and functional levels.
- Developed a strategy for effective community engagement.
- Conducted a pilot program to train volunteers in media relations.
- Formed a working party to progress the standardisation of equipment within SES.

## Targets 2007-08

- Deliver a new vessel to the Port Lincoln Unit which will result in the redeployment of an existing vessel to Kingston.
- Complete building works for the SES units at Mount Gambier, Tea Tree Gully, Snowtown, Port Pirie and Port Lincoln.
- Complete refurbishment and upgrade of the Berri unit.
- Refine the operation of the activity-based funding model.
- Investigate the creation of Community Response Teams in western regions of the state, including the APY Lands.
- Re-align regional boundaries to match state government policy.
- Review operations in light of the transition of communications to the computer aided dispatch system.
- Finalise and submit the SES application for registered training organisation status.
- Establish an external review group consisting of key SES stakeholders.
- Roll out a program to train volunteers in media management.
- Review and update the Flood Response Plan to enhance the ability of the SES to fulfil its role as the flood control agency for South Australia.
- Develop a severe weather hazard plan to enable SES to fulfil its role as Severe Weather Hazard leader for South Australia.
- Review and improve asset monitoring and allocation systems.
- Develop and roll out new Training Resource Kits to SES volunteers.
- Conduct a full review of Risk Management plans within SES.
- Finalisation of strategic asset audits on all SES buildings.
- Progress the implementation of the Australasian Inter-service Incident Management System.
- Participate in national bi-annual disaster rescue challenge.
- Develop and roll out a new system of service directives, policies and procedures.
- Implement remote area high frequency communications system.

**For more detailed information please refer to the South Australian State Emergency Service Annual Report 2006-07.**

# Commissioner for Victims' Rights

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**Michael O'Connell, Commissioner for Victims' Rights**

## Objectives

- To enhance public officials' and public agencies' compliance with the principles governing treatment of victims of crime.
- To raise awareness among victims and the public of victims' rights and needs.
- To improve victims' access to information, health and welfare services.

## Primary Role/Functions

The Commissioner for Victims' Rights is a statutory independent officer (appointed by the Governor in council). In October 2006, the Commissioner assumed the functions of the Victims of Crime Co-ordinator (section 16 of the *Victims of Crime Act 2001*), which are:

- To advise the Attorney-General on how best to use government resources to help victims of crime.
- To carry out functions assigned by the Attorney-General.
- To be an ex-officio member of the Victims of Crime Ministerial Advisory Committee.

The Commissioner's additional functions are:

- To assist victims in their dealings with prosecution authorities and other government agencies.
- To monitor and review the effect of the law and of court practices and procedures on victims.
- To personally, or through counsel, make submissions at the sentencing stage on the impact of the crime on victims and victims' families in cases resulting in the death or permanent total incapacity of the victim.
- To make submissions to the Court of Criminal Appeal on guideline sentences.
- To consult with the Director of Public Prosecutions in the interests of victims in general and in particular cases about matters including victim impact statements and charge bargains.
- To consult with the judiciary about court practices and procedures and their effect on victims.
- To assist victims in their dealings with prosecution authorities and other government agencies.
- To monitor and review the effect of the law and of court practices and procedures on victims.
- If another Act authorises or requires the Commissioner to make submissions in any proceedings – to make such submissions (either personally or through counsel).

## Highlights 2006-07

- Appointment of the state's inaugural Commissioner for Victims' Rights, which was also a first for Australia.
- Collaborated with staff in the Attorney-General's Department on drafting legislation to formalise the authority of the Commissioner for Victims' Rights; to strengthen victims' rights; and to broaden the law on victim impact statements.
- Represented victims on the Criminal Justice Ministerial Taskforce, including writing a victim perspective on sentencing discounts.
- Made submissions on law reform such as forensic procedures, sex offences, evidence (vulnerable witnesses) and domestic violence.
- Produced a new pamphlet on volunteer and victim rights under the *Criminal Law (Forensic Procedures) Act 2007*; revised the Information for Victims of Crime booklet; and updated the website run from the Office of the Commissioner for Victims' Rights.
- Inquired into victims' grievances as lodged by victims, their families and victim advocates.
- Formalised agreement with South Australia Police to produce victim notification letters.
- Negotiated with a metropolitan school to donate second-hand mobile telephones to be used by victims of family violence as a preventive initiative.

- Assumed responsibility for a victim-oriented motor vehicle immobiliser programme to reduce car crime.
- Participated in police training seminars and helped TAFE SA prepare victimological subject materials for on-line learning.
- Assisted the Courts Administration Authority to improve facilities for vulnerable witnesses.
- Represented victims on the various committees for court interventions, such as the Mental Impairment Court and the Family Violence Court.
- Liaised with the Department for Correctional Services on victim issues and co-drafted a new pamphlet on Victims and Parole for production in 2007-08.
- Secured once-off grants (in addition to annual grants) for the Victim Support Service and the Road Trauma Support Team, and for the first time a once-off grant for the Homicide Victims Support Group.
- Prepared a submission for the continuance of a grant to the Rape and Sexual Assault Service (to improve forensic medical services).
- Provided administrative support for the Victims of Crime Ministerial Advisory Committee, including compiling an annual report for the Attorney-General.
- The Commissioner for Victims' Rights attended (by invitation) the International Symposium on Victimology in Orlando, Florida as a plenary speaker and spoke at public forums on victims' rights in Adelaide and other places including Port Augusta.
- The Commissioner for Victims' Rights was co-opted to the Executive Committee of the World Society of Victimology and appointed Chair of the Publications Committee.

## Targets 2007-08

- Work with government agencies, statutory authorities and non-government organisations to improve outcomes for victims of crime.
- Establish an office for the Commissioner for Victims' Rights consistent with any legislation enacted by the Parliament.
- Effectively and efficiently help victims to exercise their entitlements as stated in the *Victims of Crime Act 2001* and other legislation.
- Monitor and report on the effects of law, policies, procedures and practices so as to better understand victims' needs.
- Maintain and expand the Commissioner's website content, and produce useful booklets and pamphlets to inform victims of crime.

# Attorney-General's Department Annual Report 2006-07



# Attorney-General's Department Annual Report 2006-07

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## Attorney-General's Department Chief Executive's Report

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*A year of realignment and refocus.*

In government they say the only constant is change and for the Attorney-General's Department during 2006-07, this has certainly been true.

The department has focused this year on harnessing the changes brought about through broader government re-structure to welcome new business units, review internal organisational structures and still deliver on major legislative reform for South Australians.

I was appointed Chief Executive last July after several different leaders over the last few years. My vision from the outset has been to reinforce the purpose of the Attorney-General's Department and to address the fragmentation of effort and purpose that had developed over time. The goal has been to have an Attorney-General's Department that operates and functions as one entity with a focus on eradicating duplication and inefficiencies. Fundamentally, my vision has been to have all actions and activities focussed on the key priorities of the government and the portfolio ministers.

To achieve this vision I set about creating an organisation that is more accountable with systems, processes, delegations and clear lines of governance documented and in place.

Internal re-organisation has involved collapsing a raft of executive positions and the creation of five key executive director positions aligned to the Chief Executive's Office and responsible for defined areas of the organisation. The new divisions are Policy, Planning and Legislation; Social Justice; Corporate and Business Services; Justice Business Services and Performance Management and Review.

Considerable work as part of the internal re-organisation has extended to commencing reviews within the Policy, Planning and Legislation and Justice Business Service Divisions. This work is well advanced and the coming year should benefit from the progress made in these divisions.

The internal re-structure process has included the successful integration into the department of three new business units – Forensic Science SA, the Office for Volunteers and the Office for Women. With each of these areas, there are obvious synergies across the criminal justice system and I envisage this will open new windows to the community and provide opportunities to work collaboratively in policy development and legislative reform.

This last year has also heralded a new era for the Office of the Director of Public Prosecutions with the implementation of a brand new organisational structure and the filling of 12 executive positions. Revitalisation of the Office of the Director of Public Prosecutions is integral to ensuring that future demands on resources are met.

Organisational change like that embarked upon by Attorney-General's Department can understandably be difficult for staff. At Attorney-General's Department we genuinely value our staff and I wish to acknowledge the positive contribution that they have and will undoubtedly continue to make in this process.

A commitment to staff and their development has also underpinned the introduction of a new performance management and development framework. I am passionate about cultivating a work environment that provides training and development opportunities for all staff and continues to attract and retain the best and brightest personnel across the public sector.

With the hard work of these 12 months behind us, the department is now positioned to capitalise on these changes and deliver improved outcomes aligned to the SA Strategic Plan targets particularly where they relate to social justice and law and order initiatives.

Against the backdrop of structural change the department has continued to support the government in progressing its bold agenda for legislative reform.

The government has introduced and passed laws that address our most pressing concerns about public safety - repeat offenders; anti-social behaviour; reckless drivers.

We have also pursued eagerly awaited law reforms to protect those at risk in our community such as victims of crime. Women's safety has been a priority with the department leading several initiatives relating to domestic violence, rape and sexual assault. Outcomes of the Maurine Pyke QC review of domestic violence laws in South Australia will further guide policy and planning in 2007-08.

Closely aligned with our work in women's safety, the department's contribution to new anti-drink spiking laws, as championed by the state government and welcomed by the general public, has positioned South Australia at the forefront of legislating against such behaviour.

Significantly, the domestic partners legislation was also enacted providing new rights and responsibilities for non-married couples. This removed unfair discrimination in the legal system for same sex couples and concurrently provided more broadly for people living in non-married relationships and genuine domestic partnerships.

From a financial perspective, strong leadership and prudent management by our executive team has ensured an excellent budget outcome for 2006-07. Ethical and transparent administration of public funding was achieved through good governance and supporting financial frameworks.

The coming year will focus on consolidation and collaboration - giving the department an opportunity to build and reinforce relationships between individual business units, other government departments and the community.

The Attorney-General's Department wants to be more efficient and more responsive. We want to make a difference. I am determined to continue to assess performances of our many businesses for opportunities for improvement in service delivery.

We will continue to work on major policy developments and law reforms and seek new ways to prevent crime. We will continue to pursue equity and access in criminal and civil justice and ensure the rights of all South Australians.

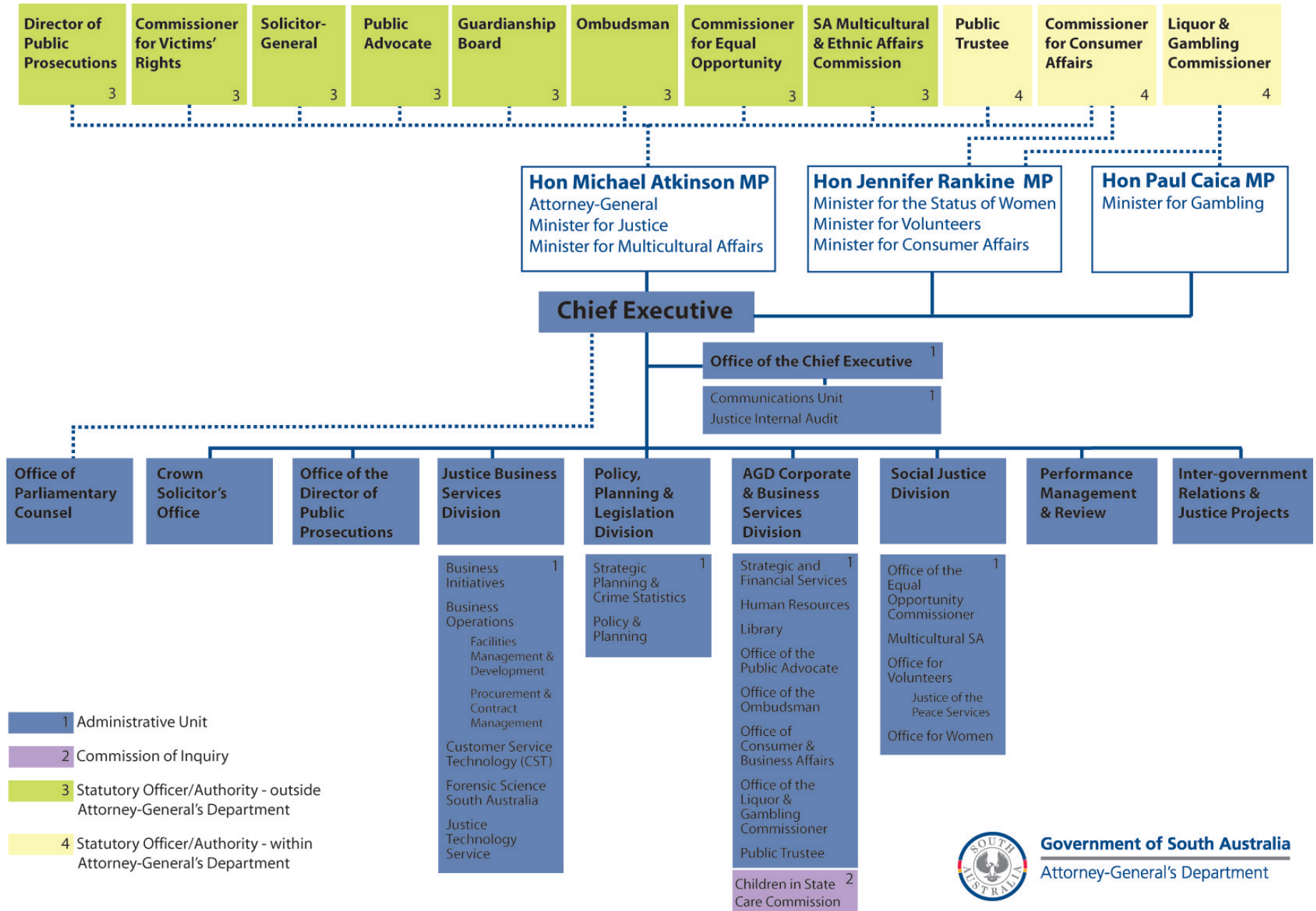
Our staff has faced many challenges this year. I am always inspired by their resilience and willingness to look at new ways of working. Their commitment, not only to individual goals but those of their team and the department as a whole is sincerely appreciated. I am also grateful for the support of the senior management team and business unit heads in leading the department through this transitional period. It is a credit to everyone that we have navigated the year so successfully.

We are stronger than the sum of our parts - and I have great confidence and optimism that together we will face the challenges ahead with clear purpose and enthusiasm.



Jerome Maguire  
Chief Executive  
Attorney-General's Department

# Attorney-General's Department Structure



- 1 Administrative Unit
- 2 Commission of Inquiry
- 3 Statutory Officer/Authority - outside Attorney-General's Department
- 4 Statutory Officer/Authority - within Attorney-General's Department



# Office of the Chief Executive

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**Debbie De Palma, Director**

**Communications Unit**

**Justice Internal Audit**



## Communications Unit

**Kate Husband, Acting Manager, Corporate Communications and Public Affairs**

### Objectives

The Communications Unit aims to provide comprehensive communications and marketing services for the Attorney-General's Department (AGD).

### Primary Role/Functions

The Communications Unit is a small, centrally-based three person unit that has responsibility for:

- Strategic communications planning and advice
- Ministerial and inter-agency liaison and support
- Departmental brand management
- Media and public relations
- Social marketing
- Special events
- Publications
- Internal communications
- Website development
- Advertising

The unit also acts as an additional resource and performs a coordination and cross-communications function for the Justice Portfolio.

### Highlights 2006-07

- Revamped the Communications Unit in January 2007, with the recruitment of a Principal Public Relations Officer and a Communications Officer.
- Implemented a public relations/media plan.
- Re-establishment of the Justice Communicator's Network to facilitate cross department communications and marketing activity.
- Planned and managed a public education campaign coinciding with the introduction of new domestic partners legislation.
- Developed the Justice Portfolio and AGD websites.
- Re-launched and reviewed the AGD intranet site.
- Reviewed departmental media monitoring.
- Commenced a departmental review of corporate stationery and branding.

### Targets 2007-08

- Re-launch the Justice Portfolio website.
- Launch the new AGD internet website.
- Update of AGD intranet.
- Manage a feasibility study into the centralisation of AGD communications.
- Complete review of corporate stationery and branding.
- Review of department media monitoring arrangements.
- Start an on-line media monitoring pilot program.

## Justice Internal Audit

Peter Barns, Acting Manager

### Objectives

To provide assurance to stakeholders, including but not limited to Chief Executives and Audit and Risk Management Committees, that sound governance protocols are in place and functioning effectively and efficiently.

### Primary Role/Functions

Justice Internal Audit provides assurance and audit consultancy services to:

- Attorney-General's Department
- Courts Administration Authority
- Department for Correctional Services
- South Australian Fire and Emergency Services Commission (on behalf of the Emergency Services sector).

The primary role of Justice Internal Audit staff is to conduct internal audit reviews in accordance with annual audit plans developed in conjunction with the above agencies' Audit and Risk Management Committees.

### Highlights 2006-07

- In April 2007, the Justice Portfolio Leadership Council endorsed the formation of a Steering Committee to oversee a project to address a number of issues identified as requiring resolution in order for the existing Justice Internal Audit model to operate more efficiently and effectively. Included in the objectives of the Steering Committee was the development and implementation of minimum standards for Audit and Risk Management Committees, Strategic Risk Assessment and Internal Audit Frameworks. This will result in an improved level of governance in participating agencies.

### Targets 2007-08

- Finalise the work related to the Internal Audit Project.
- Perform reviews in accordance with client agencies' annual audit plans and relevant service level agreements and memoranda of understanding.

# Attorney-General's Department Corporate and Business Services Division

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**Debra Contala, Executive Director**

**Children in State Care Commission of Inquiry**

**Guardianship Board**

**Human Resources**

**Office of Consumer and Business Affairs**

**Office of the Liquor and Gambling Commissioner**

**Office of the Ombudsman**

**Office of the Public Advocate**

**Public Trustee**

**Strategic and Financial Services**



# Children in State Care Commission of Inquiry

The Hon Edward Mullighan QC, Commissioner

## Objectives

The Commission's objective is to comply with the terms of reference of the *Commission of Inquiry (Children in State Care and Children on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands) Act 2004*.

The Commission has been established to inquire into allegations of sexual abuse of children who were in state care and any allegations of criminal misconduct that resulted in the death of a child in state care. The Commission is also to inquire into the incidence of sexual abuse of persons who, at the time of the abuse, were children on the APY lands.

## Primary Role/Functions

The Commission's purpose is to examine and report on whether there was a failure on the part of government agencies, employees or other relevant persons, to investigate or appropriately deal with allegations about sexual offences against children and to report on any measures that should be implemented to provide assistance and support for the victims of sexual abuse.

The Commission is charged with the responsibility to examine allegations of sexual abuse of children on the APY lands; to assess and report on the nature and extent of sexual abuse of children on the APY lands; to identify and report on the consequences of the abuse for the APY communities; and to report on any measures that should be implemented to prevent future sexual abuse of children on the APY lands.

## Highlights 2006-07

- As at 30 June 2007, over 2 000 submissions were received from victims and general witnesses wishing to provide evidence or information to the Inquiry.
- In February 2007, the Commission released the 'CISC Issues Upon Which the Commission Seeks Submissions'. As a result, subsequently the Inquiry received over 60 submissions addressing the issues from both private citizens and government departments.
- On 21 June 2007, The Commission of Inquiry (*Children in State Care and Children on APY Lands) Act 2004* was amended, to broaden its focus and incorporate the Inquiry into the APY Lands.

## Targets 2007-08

- The Commissioner will complete each commission of inquiry, and prepare a report on its outcome, before 31 December 2007.
- The final report will be presented to the Governor and Parliament on 31 December 2007.



## Guardianship Board

Trevor Mattiske, Executive Officer

### Objectives

The Guardianship Board aims to:

- Protect the interests of the (potential) protected person.
- Provide people with mental incapacity and/or illness protection from abuse, exploitation and neglect (including self neglect).
- Provide information relating to the services of the Board.
- Receive and process applications in a prompt and efficient manner leading to a hearing and monitor and process files that require ongoing review.

### Primary Role/Functions

The Guardianship Board is a court-like tribunal that has the power to make important decisions affecting the lives and property of people over whom it has jurisdiction. The Guardianship Board has responsibility under the *Guardianship and Administration Act 1993* and the *Mental Health Act 1993* and conducts its business by way of a semi-formal hearing.

### Highlights 2006-07

Over the past year, the Guardianship Board has:

- Continued to implement the recommendations of the organisational structure of the registry.
- Management has employed best practice initiatives including risk management programs and initiated strategic planning.
- Implemented a new case management system and is currently moving to increase its efficiency and function.
- Reviewed the training requirements of registry staff and moved to a new operational structure.
- Continued with the development of a website.
- Expanded off-site hearings within the Southern Mental Health Service.
- Upgraded key technological infrastructure to provide more reliable transcripts for the District Court.
- Pursued legislative amendments to advance its objectives.
- Recruited and trained eight new board members.
- Contributed to the review of advance directives and proposed legislative reform of the *Mental Health Act 1993* and the *Guardianship and Administration Act 1993*.

## Targets 2007-08

- Continuing review of the case management system to improve its function and efficiency.
- Continuing review of training requirements of registry staff.
- Continued development of the website.
- Review of Guardianship Board's fulfilment of its statutory requirements and related resource issues.
- Establishment of customer service standards and complaints procedures.
- Simplification of information documents.
- Translation of information documents into a range of frequently used languages.
- Continued involvement with the legislative reform of the *Mental Health Act 1993* and the *Guardianship and Administration Act 1993*.
- Develop a strategic plan to be aligned with Attorney-General's Department and South Australia's Strategic Plan.
- Establish a Consistency Committee to promote consistency in the application of principles and procedure, and determination of issues at the Guardianship Board.
- Promote cultural education and understanding of Board Members and staff.
- Identify and respond appropriately to cross cultural needs in the process and procedure of the Guardianship Board.

**For more detailed information please refer to the Guardianship Board Annual Report 2006-07.**

## Human Resources

Frankie Anderson, Director

### Objectives

To position AGD Corporate and Business Services Human Resources as a valued, innovative and integral business partner in the governance of the Justice Portfolio.

### Primary Role/Functions

To lead and provide strategic Human Resources services to the Attorney-General's Department and to assist Justice Portfolio agencies to meet their corporate targets.

### Highlights 2006-07

#### Justice

- **Occupational Health Safety and Welfare and Injury Management (OHS&W &IM)**

- Justice Portfolio Health and Safety Representative Conference

The Justice Portfolio Health and Safety Representative (HSR) Conference was held at Enterprise House on 18 October 2006, with a focus on developing a workplace climate conducive to effective injury prevention and management.

The keynote speaker (Mr John Cheetham, Psychologist, Cheetham Consulting Group) addressed 97 conference delegates on '*Getting the Climate Right for Injury Prevention and Management - Attitudes, Culture and Behaviour*'.

- **OHS&W &IM Performance Against Whole-of-Government Targets**

The Justice Portfolio achieved improved performance in the 2006-07 year with regard to:

- A 13 percent reduction in the Lost Time Injury Frequency Rate.
- An increase in claims determined within 10 working days from 81 percent to 83 percent
- 100 percent of all new claims determined within three months (up from 99 percent)

Whilst there was a small increase in the number of new claims (2.7 percent) for the 2006-07 financial year, total expenditure on all claims decreased by 2 percent.

Implementation work was undertaken about the new '*Safety in the Public Sector Strategy 2007 - 2010*' to ensure the commencement of the strategy within agencies from 1 July 2007.

- **Occupational Health Safety Training**

A wide range of OHS&W courses were successfully provided during 2006-2007, including:

- Health and Safety Representative training (levels 1, 2 and 3).
- OHS Training for Managers and Supervisors.
- Mental Health First Aid: Anxiety Disorders.
- Mental Health First Aid: Substance Use Disorder.
- Mental Health First Aid: Depression.
- Office Ergonomics and Manual Handling.
- Job Safety Analysis.
- First Aid Officers Forum.

These courses attracted a total of 385 participants.

- **Training and Development**

- 1320 participants from across the Justice Portfolio agencies attended the Organisational Learning Framework (OLF) programs offered during 2006/2007.

- A Certificate IV in Government was developed and offered to portfolio staff with no prior qualifications - 19 participants are taking part in the program.
- Lunchtime sessions were instigated and offered across the portfolio on topical issues. Staff attend in their own time and are invited to bring their lunch while they listen to the speaker. Six sessions have taken place during 2006/2007 with 381 people attending.
- **Managing Diversity**
  - Aboriginal Human Resources Projects Working Group
    - Aboriginal employment rose from 156 (1.5 percent) at 1 July 2006 to 165 (1.69 percent) at 30 June 2007.
    - Reconciliation Week events included a screening of 'SISTAS In The Sector' for Justice Portfolio employees and a family day and BBQ at Elder Park with representatives from Attorney-General's Department and Courts Administration Authority working on a community stall to showcase employment opportunities within the Justice Portfolio.
    - Representatives from across Justice attended CrocFest, the Police expo, the ATSI expo and the launch of the Cultural Inclusion Framework to support Indigenous employment and promote the Justice Portfolio as an employer of choice for Aboriginal people.
    - Representatives attended the Aboriginal Prisoner Art Program showcasing the work of 30 Aboriginal artists as part of the Adelaide Fringe Festival March 2007.
- **Managing Diversity Reference Group**
  - Justice Strategic Disability Statement was launched to coincide with International Day of People with a Disability.
  - A train the trainer program was initiated with HR seeking expressions of interest from justice staff who were interested in co-facilitating diversity training. Nine participants successfully completed Disability Awareness Training.
  - The 'Justice Charter of Public Service in a Diverse Society' was reviewed and promoted.
  - 20 justice staff attended the UNIFEM Breakfast for International Women's Day.

## **Attorney-General's Department**

- **Planned Human Resource Development**
  - Investment on training and development totalled \$1,561,828 (direct and indirect costs), representing 1.7 percent of the Department's total salary expenditure. This included \$363,411 of expenditure on leadership and management development (0.4 percent of the total salary budget).
  - A total of 956 AGD participants attended Organisational Learning Framework (OLF) courses.
  - The Department reimbursed \$61,0000 of study fees for employees undertaking graduate degrees and other qualifications seen as strategically important to the Department.
  - A total of 16 trainees were employed during 2006/2007.
- **Performance Management**
  - Performance management was targeted as a significant area of focus for 2006/2007.
  - The Performance Management and Development Policy was reviewed and a more rigorous process was developed for bi-annual performance conversations.
  - A template for Individual Development Plans and identification of development needs was designed.
  - Five programs were specifically designed to support the introduction of the revised policy and delivered for Divisional Heads, Executives, a refresher course for Managers/Supervisors, an intensive course for new managers, and a course for employees. A total of 263 people attended these courses between February and June 2007. These will continue in 2007/2008.
  - The training programs were supported by individual one-on-one coaching offered to employees who wanted to discuss in more detail their specific needs/examples.

- **Managing Diversity**

- Aboriginal HR Projects Working Group.
  - Reconciliation Week events included: a lunchtime forum and DVD screening 'Sister If Only You Knew' with refreshments, a casual day, (gold coin donation) with proceeds going to the Kumangka Aboriginal Youth Service, sponsoring staff to attend Ngapartji Ngapartji at the 7th Annual Adelaide Cabaret Festival, support of Harmony Day with stickers, posters and pins made available to all staff.
- Managing Diversity Reference Group
  - AGD Disability Action Plan 2006-2009 was developed and approved for implementation.

- **Redeployment**

Five employees were declared excess to the requirements of the department. Seven redeployees were placed in ongoing positions. The department had 16 redeployees as at 30 June 2007 (12 were in a funded temporary position).

- **OHS&W & IM**

- Policy

The AGD Occupational Health, Safety and Welfare Statement was reviewed and endorsed in December 2006.

Also reviewed were:

- Injury Management Policy and Procedures.
- Accident/Incident Reporting and Hazard Management Policy and Procedures.
- Policy for the Development of OHS&W Policies and Procedures.
- OHS&W & Injury Management Consultation.
- Internal Audit Policy.

Complementing the policy review were improvements to the incident, injury and hazard reporting and injury management systems, resulting in earlier interventions from both a preventative and rehabilitation perspective. The number and cost of new claims in 2006/07 were less than the 2005/06 financial year, as was the Lost Time Injury Frequency Rate (*Refer Appendix G*).

Employee Job and Person Specifications have been reviewed to ensure the inclusion of OHS&W responsibilities under the OHS&W Act. Executive contracts reflect a higher level of responsibility and accountability with regard to OHS&W Act obligations.

The AGD OHS&W Strategic Plan review planned for the 2006/07 year was deferred, so as to take into account key elements of the across government 'Safety in the Public Sector Strategy 2007-2010', which has a significant impact on planning for all government agencies.

- Hazard Management Programs**

AGD data (refer Table 1) indicates the greatest area of injury risk for employees is body stressing. Consequently, a program of scheduled visits to all business units by ergonomic consultants continued to be implemented to December 2006. During these open consultations, employees could seek advice on workstation layout and working practices to reduce the risk of body stressing injuries. This service was well utilised by staff, particularly in the early stages of implementation.

**Table 1: Mechanism of Injury**

Mechanism of Injury*	No. of Injuries*
Being hit by moving objects	4
Biological factors	3
Body stressing	22
Chemicals and other substances	3
Falls trips and slips	12
Mental Stress	1
Heat radiation and electricity	-
Hitting objects with a part of the body	6

\*97 incident, injury and hazard reports were received in 2006/07, consisting of 28 incidents, 18 hazards and 51 injuries.

AGD also instituted the practice of coordinating specific, individual ergonomic assessments for employees where risk of body stressing injuries was identified. These individual assessments typically result in changes to equipment and/or work practices.

Training in ergonomics and manual handling is regularly scheduled for staff throughout the year. The AGD induction program for new staff also addresses a range of OHS&W matters including ergonomics and manual handling.

- Reporting and Audit**

AGD Executive Committee receives a regular update on Incident, Injury and Hazard Reports for each business unit and a description of the event/injury and subsequent actions.

WorkCover undertook a 'Gap Analysis' with regard to AGD's OHS&W and injury management systems during December 2006 and January 2007. Opportunities for continuous improvement were identified in relation to aspects of:

- o Policy and consultation.
- o Measurement, evaluation and documentation.
- o Planning.
- o Training.
- o Hazard Management.

No prosecutions, notifiable incidents or fatalities have occurred in AGD during this reporting period.

- Effects of working conditions on employees**

A number of programs have been put into place to improve the health, safety and wellbeing of AGD staff. These include:

- o Early intervention – injured workers identified through the Incident, Injury and Hazard Report system are assessed for rehabilitation, regardless of the intention to lodge a worker's compensation claim or not.
- o Access to an employee assistance program for counselling on both work-related and personal/family matters.
- o AGD OHS Intranet, through which extensive information is provided on training opportunities, health and well being resources, ergonomics and manual handling, OHS&IM performance reports and audit activity.

- **Planned projects are :**
  - Improved mechanisms for the reporting of psychological risks in the workplace.
  - Programs to remediate psychological injury risks.

- **Consultation**

The AGD OHS&W Committee met on five occasions during the 2006/07 period. The agenda includes evaluation, OHS&W training, OHS&W &IM performance against indicators and employee representative reports.

The employee coordinated *Health and Safety Representative Forum* meets on a regular basis (four meetings in the 2006/07 year) and discusses a range of OHS&W matters (e.g. first aid procedures, audit activity, building refurbishments, employee representation on the AGD OHS&W Committee and a range of specific potential hazards). The forum provides input to the AGD OHS&W Committee meetings through the forum Chairperson, Ms Frankie Anderson (Responsible Officer).

## Targets 2007-08

### Justice

- **Occupational Health Safety and Welfare and Injury Management**

The new '*Safety in the Public Sector Strategy 2007 - 2010*' is a significant focus moving into the new year. A number of targets have been established over a three year time frame, with annual milestones determined. Key targets for the 2007-2008 period include:

- An average reduction of 7 percent in new claims, and
- A reduction in income maintenance payments, compared with the average of the preceding two financial years
- **Training and Development**
  - Respond to government initiatives on behalf of the Justice Portfolio.
  - Facilitate a learning and development culture through targeted and accredited training (Organisational Learning Framework).
- **Managing Diversity**
  - Improve diversity knowledge and cross-cultural competency of managers and staff.
  - Promote and facilitate implementation of the Government's disability policy: Promoting Independence.
  - Implement the Indigenous Retention and Employment strategy.
  - Create a clearer understanding of and response to the diversity challenges facing Justice agencies.

### Attorney-General's Department

- **Aboriginal Recruitment**
  - Increase the number of Aboriginal and Torres Strait Islander employees across the Department.
- **Women in Leadership Roles**
  - Increase the number of women in executive positions across the Department.

## Office of Consumer and Business Affairs

Mark Bodycoat, Commissioner for Consumer Affairs

### Objectives

The mission of the Office of Consumer and Business Affairs (OCBA) is to regulate the trading environment in which consumers buy to ensure they are confident that they will be treated fairly when buying goods or services.

### Primary Role/Functions

The Commissioner and OCBA staff:

- Ensure compliance with South Australia's consumer laws, including taking appropriate action to enforce the law when necessary.
- Educate, inform and advise consumers and businesses on their rights and responsibilities.
- Assist consumers to resolve disputes about consumer transactions, including the buying and selling of goods and services as well as landlord and tenant matters.
- Encourage businesses and consumers to act honestly, ethically and responsibly.
- Ensure that consumers receive fair measure in all consumer transactions and ensure that the goods they purchase are safe.
- Maintain accurate and secure public and business registers.
- Maintain civil registers of births, deaths, marriages and other registrable life events, certify these events as required and provide civil marriage facilities and celebrant services.
- Administer and regulate South Australian bodies corporate.
- Regulate licensed occupations and administer occupational licensing regimes.
- Monitor the market and provide effective policy advice to government.

### Highlights 2006-07

During the year, OCBA enhanced service delivery to the community through:

- Partnerships with two additional Service SA customer service centres at Gawler and Kadina.
- Ongoing additions to the availability of information, forms and publications from the OCBA website.
- Adding three new translations of basic information to its website (the site now has basic information available in 16 languages).
- Collaboration with other agencies, it developed and delivered corporate governance education for Aboriginal communities.
- Development and commenced implementation of initiatives to address fringe credit provision and telemarketing.
- Implementation of a number of new initiatives aimed at reducing the impact of scams and get rich quick schemes, particularly those aimed at the elderly.

OCBA promoted consumer protection through:

- Continued involvement with other fair-trading and education agencies to develop a national approach to improving consumer and financial literacy, particularly among young Australians. OCBA's on-line resource 'Spendwell' is proposed to be adapted to suit curriculum requirements for each State and Territory.
- Securing a ban on the sale of all hot water bottles that do not meet the requirements of the British Standard.
- Leading a fourth national electronic scanning audit to check for price scanning accuracy at retail stores.



- Actively participating in the second national Jewellery Advertising Campaign targeting stores during the Mother's Day promotion period which demonstrate 'two-price' advertising in their brochures or in-store.
- Holding a phone-in day about mobile phone complaints, with the intention of using the information collected to develop local and national strategies to address dispute resolution problems consumers experience with retailers in the mobile phone industry.
- Actively participating in a national scams campaign and releasing new SA-based resources including a publication and audio material on the website.
- Specific consumer education campaigns about the risks of short-term high interest loans, pram safety, and hot water bottle safety.
- A presence at the entrance to internet marketing workshops, providing attendees with relevant information sheets and advising them to do some research before signing up.
- Regular visits to shopping centres to provide information to shoppers about consumer rights.
- Providing consumer advice at popular community events including field days and the Master Builders Association Home Show.
- Matching registered births with deaths occurring anywhere in Australia to reduce the incidence of identity crime based on tombstone/stolen identities.
- Participating in the National Certificate Validation Service to enable on-line validation of birth and marriage certificates produced as proof of identity.
- Contributing to state submissions on National Identity Security Strategy, Inter-government Agreement and proposed Commonwealth Access Card, and participating in identity security initiatives.
- Representing the Justice Portfolio on a cross-agency working group to develop strategies to assist grandparents who care for their grandchildren to access services.
- A strong media presence through regular releases, television, and broadcasts on nine radio stations.
- Convening a workshop explaining the Consumer Credit Code to community and public sector caseworkers who provide advice to low income, vulnerable and disadvantaged consumers.
- Chairing a working group to develop protection mechanisms for Indigenous consumers purchasing second-hand vehicles and boats, in support of the National Indigenous Consumer Strategy.
- Undertaking a joint initiative with Department of Premier and Cabinet to increase corporate governance knowledge within Indigenous communities, particularly in remote and rural locations.
- The release of new or revised publications on topical consumer issues including: buying and owning a car; building or renovating a home; buying or selling a home; scams; pram safety; hot water bottle safety; and payday lending.

## Legislative Reform

The Office for Consumer and Business Affairs contributed to legislative reform through:

- A Bill for protecting residents of caravan and mobile home parks has been passed and the regulations are being prepared.
- A Bill on reforms to the real estate industry progressed through both Houses of Parliament with a number of amendments proposed.
- The release of the second of three discussion papers reviewing the *Building Work Contractors Act*.
- The release of a discussion paper about payday lending.
- Developing amendments to the *Second-hand Vehicle Dealers Act 1995* for consideration by the Minister for Consumer Affairs.

## Statistical Information

During the year, OCBA:

- Handled 92 924 fair trading enquiries and 4 512 formal complaints.
- Provided 2 458 trade measurement advices and investigated 220 complaints.
- Provided 1 318 product safety advices and investigated 83 complaints.
- Inspected 48 086 items at 2 691 trading premises, of which 1 393 goods failed to meet trade measurement requirements.
- Inspected 3 346 products at 352 trading premises, of which 578 products failed to meet recognised mandatory product safety standards or had been declared dangerous goods.
- Involved in seven product recalls.
- Tested 9 927 measuring instruments in use for trade purposes, recording a compliance rate of 94 percent.
- Verified 1 834 reference standards of mass, length, density, area and volume for industry and trade.
- Received 50 608 residential tenancies bonds and refunded 47 259.
- Provided administrative and clerical support for 11 445 Residential Tenancies Tribunal hearings.
- Registered 18 928 births, 12 062 deaths, 7 992 marriages, 2 764 changes of name and 43 adoptions. Solemnised 739 marriages at the Registry. Issued 108 747 certificates and 6 753 cremation permits.
- Issued 4 583 new occupational licences and processed 43 714 renewals.
- Registered 13 619 new business names and processed 18 405 renewals.
- Issued 1 541 warnings and 465 notices for alleged breaches of legislation, obtained 39 assurances, prepared briefs for prosecution or disciplinary action on 57 matters, and facilitated 25 successful prosecutions and disciplinary actions.

## Targets 2007-08

- Increased detection of unlicensed operators to ensure only appropriate, qualified people can contract for, or perform regulated work.
- Successful introduction of improved regulation for the real estate industry.
- Participate in national reviews of product safety, trade measurement and business names.
- Implement a range of initiatives to which will save time, costs and information requirements for a range of processes. This is in line with the South Australian Government's policy to reduce 'red tape'.

**For more detailed information please refer to the Office of Consumer and Business Affairs Annual Report 2006-07.**

# Office of the Liquor and Gambling Commissioner

Bill Pryor, Liquor and Gambling Commissioner

## Objectives

The Office of Liquor and Gambling (OLGC) is committed to supporting South Australian liquor and gambling industries that promote and deliver products and services in a responsible manner, minimising harm and reflecting community values and expectations.

## Primary Role/Functions

The Liquor and Gambling Commissioner is responsible for exercising statutory functions under the *Liquor Licensing Act 1997*, the *Casino Act 1997*, the *Gaming Machines Act 1992*, the *Authorised Betting Operations Act 2000*, the *Racing (Proprietary Business Licensing) Act 2000*, *Lottery and Gaming Act 1936* and *Collections for Charitable Purposes Act 1939* and the various duty and licensing agreements under those Acts.

### Gaming Machines

The Commissioner is required to submit an annual report to the Minister for Gambling on the administration of the *Gaming Machines Act 1992*.

### Wagering and Casino

The Commissioner is required to submit a report each year to the Independent Gambling Authority on the administration of the *Casino Act 1997* and *Authorised Betting Operations Act 2000*. The Commissioner's report is published as part of the Independent Gambling Authority report to the Minister for Gambling.

## Highlights 2006-07

- Implemented a new management system in respect of crowd controllers who intend to operate on licensed premises.
- Participated in an 'Alcohol Go Easy' promotional activity during the 2006 Christmas/New Year period.
- Improved accountability of local government through ensuring the monitoring and evaluation of the effectiveness of dry areas.

## Targets 2007-08

### Strategy Development and Legislative Reform

- Continue to work with local communities, in particular remote Aboriginal communities, to address alcohol abuse and misuse through local liquor management accords and agreements, dry areas and conditions on licences.
- Continue to work with other agencies on taskforce operations targeting licensed premises and precincts that cause undue offence, noise and disturbance to residents.
- Finalise and implement recommendations of the review of the producer's licence.
- Finalise the review of the offence of serving liquor to an intoxicated person.
- Implement changes to the *Liquor Licensing Act 1997* to empower the Commissioner of Police to bar persons from licensed premises.
- The office is examining a proposal to renew collection of liquor purchases and sales statistics from South Australian Producers and Wholesalers. The statistics would support research into a range of responsible sale and consumption initiatives at both the State and Federal level.

- Liquor and Gambling Commissioner will chair the 2007 Australasian Liquor Licensing Authorities Conference in Adelaide.

## **Communications**

- Develop a range of materials about alcohol and young people suitable for use at promotional activities.

## **Service Improvements**

- Develop a new lottery licensing management system to be integrated into the liquor and gaming computer system.
- Finalise review of Liquor Licensing Handbook and Responsible Service of Alcohol Handbook.
- Content and format review of application forms, lodgement guides and information sheets.
- Develop a system for on-line lodgement of person approvals.

## Office of the Ombudsman

**Eugene Biganovsky, Ombudsman, 1 July 2006 to 22 June 2007**

**Suzanne Carman, Acting Ombudsman, 23 June 2007**

### Objectives

To comply with the statutory requirements of the *Ombudsman Act 1972* and other applicable legislation.

To promote the fundamental values of proper public administration for the benefit of the people of South Australia.

### Primary Role/Functions

To investigate complaints about the exercise of administrative powers of state government departments, statutory authorities and local councils. To make recommendations on matters arising from the investigation to agencies as appropriate.

To review the determinations of agencies under the *Freedom of Information Act 1991*.

### Highlight 2006-07

- Provided Freedom of Information training for councils through the Local Government Association (in conjunction with Norman Waterhouse).
- Review of previous strategic plan and setting new targets.

### Targets 2007-08

- Maintain service levels whilst addressing structural changes.
- Review strategic planning targets set for 2006-07, including:
  - Improve public awareness of the existence, role and availability of the Ombudsman SA office.
  - Progress staff professional development opportunities.

**For more detailed information please refer to the Ombudsman South Australia Annual Report 2006-07.**

## Office of the Public Advocate

John Harley, Public Advocate

### Objectives

The Office of the Public Advocate was established under the provisions of the *Guardianship and Administration Act 1993* with the objective of promoting and protecting the rights of South Australians with a mental incapacity.

### Primary Role/Functions

The Public Advocate is an independent statutory official accountable to the Parliament of SA.

The key functions are to:

- Act as guardian of last resort for those people who have mental incapacities and require substitute decision-making.
- At the direction of the Guardianship Board conduct investigations relating to the circumstances of individuals who are at risk as a result of a mental incapacity.
- Inform and educate members of the public and service-providers on issues pertaining to the well-being of people with a mental incapacity and the practical application of the *Guardianship and Administration Act 1993*, the *Mental Health Act 1993* and the *Consent to Medical Treatment and Palliative Care Act 1995*.
- Provide individual and systemic advocacy on matters affecting the lives of people with a mental incapacity and their carers.

### Highlights 2006-07

- Additional funding secured to stabilise resourcing of the office.
- Upgrading of policies and procedures.
- Implementation of database and website.
- Preparation of an additional fact sheet for families and friends of protected persons.
- Trial of Senior Guardian's position to enhance service to protected persons.

### Targets 2007-08

- Completion of policies and procedures review.
- Implementation of decision-making plans.
- Development of database report to monitor key performance indicators.

**For more detailed information please refer to the Office of the Public Advocate Annual Report 2006-07.**

## Public Trustee

**Catherine O'Loughlin, Public Trustee**

### Objectives

Public Trustee is committed to providing security and excellence in personal trustee services to the South Australian community in a caring and responsive manner.

The key objectives of Public Trustee are:

- Service excellence and product improvement.
- Prudent financial and asset management.
- Enhance organisational development and learning.
- Business sustainability.
- Continuous process and systems improvement.

### Primary Role/Functions

Public Trustee provides wills services, trust and personal estate administration, personal management, tax and investment services.

Under the provisions of section 5(2) of the Public Trustee Act 1995, Public Trustee may act as a trustee, executor of a will, administrator of an estate (whether or not of a deceased person), manager, receiver, committee, curator, guardian, next friend, agent, attorney or stakeholder.

### Highlights 2006-07

- Pre-audited results for 2006-07 showed that Public Trustee returned an after tax profit of \$3,440,000. This represents a 39 percent improvement on the result for the previous year's result of \$2,468,000.
- As at 30 June 2007, Public Trustee's managed funds increased to \$746 million or + 13.0 percent on the previous year (in 2006, Public Trustee's managed funds were \$660 million).
- In October 2006, the agency officially celebrated its 125th anniversary with a function at Edmund Wright House.
- A new corporate logo and branding was implemented across the agency including new stationery, signage, brochures and promotional materials.
- The Business Relationships Team was established to retain existing business and to attract new business from existing and new clients.
- The new regional visitation service has improved communications with clients and stakeholders across South Australia. This service provides feedback to Public Trustee on the quality of services delivered to clients. It also allows social workers and health care workers the opportunity to discuss options for existing and potential clients.
- A major initiative aimed at improving access for Aboriginal clients to Public Trustee's services commenced during the year. The initiative aims to link a debit card to a power of attorney, which will reduce the potential for financial abuse and provide financial benefits to clients. The initiative has the support of the major Aboriginal stakeholder groups.

## Targets 2007-08

- Complete the organisational review of the Estate Services Branch.
- Complete the organisational review of the Corporate and Client Financial Services.
- Implement the Asset Management component of the Core Business Information Systems.
- Review the role of the Audit Committee and the Internal Audit function.
- Deliver above benchmark investment returns to all Public Trustee clients.
- Further improve services to meet the needs of disadvantaged clients and clients in regional areas.

**For more detailed information please refer to the Public Trustee Annual Report 2006-07.**



## Strategic and Financial Services

### Objectives

Provide high quality services in financial and budget management and management accounting to the AGD and Portfolio agencies and have strong positive relationships with our stakeholders.

### Primary Role/Functions

Provide advisory and support services in financial and budget management, management accounting and reporting to assist AGD, Justice Portfolio agencies and Department of Justice executives in meeting their objectives and responsibilities.

### Highlights 2006-07

#### Justice Portfolio

- Provided financial management support and budget advice to Justice Portfolio agencies.
- Monitored and reported on the financial position of the Justice Portfolio and its agencies.
- Coordinated the Justice bilateral, budget and consolidated financial reporting processes.
- Coordinated the Parliamentary Estimates process for Justice Portfolio Ministers.
- Implemented the recommendations of independent reviews into the financial data warehouse and GST functions across the Justice Portfolio.

#### Attorney-General's Department

- Assisted business units in meeting 2006-07 budget targets.
- Developed the 2007-08 budget through the identification of new initiatives, cost pressures and capital investment projects for the department in conjunction with business units.
- Completed the transfer of budgets and financials from the Office for Women, Office for Volunteers and Forensic Science SA to the department.
- Revisited and updated the Business and Financial Services Business Plan 2006-08.
- Successfully implemented new financial reporting requirements from 1 July 2006.
- Completed Financial Awareness Workshops for AGD business units.

### Targets 2007-08

- Provide financial management support and budget advice to Justice Portfolio agencies.
- Coordinate the Justice Portfolio bilateral, budget and consolidated financial reporting processes.
- Coordinate the Parliamentary Estimates for Justice Portfolio ministers.
- Assist Justice Portfolio agencies in the implementation of the Principles of Financial Management.
- Assist Justice Portfolio agencies in the implementation of Shared Services Reform.
- Undertake a review of performance indicators and implement recommended structural changes to be included in the 2008-09 Budget Portfolio Statements.
- Provide training in the use of delegations to departmental staff.

# Social Justice Division

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**Simon Forrest, Executive Director:**

**Multicultural SA**

**Office of the Equal Opportunity Commissioner**

**Office for Volunteers** *Incorporating Justice of the Peace Services*

**Office for Women**



## Multicultural SA

Simon Forrest, Executive Director

### Objectives

Multicultural SA's aim is to achieve an open, inclusive, cohesive and equitable multicultural society, where cultural, linguistic, religious and productive diversity is understood, valued and supported.

### Primary Role/Functions

Multicultural SA is responsible for advising government on multicultural and ethnic affairs, promoting multiculturalism and supporting the South Australian Multicultural and Ethnic Affairs Commission.

Multicultural SA has a focus on whole-of-government policy advice and coordination across government on multicultural matters. Interpreting and translating services are provided through the Interpreting and Translating Centre.

### Highlights 2006-07

- Provided additional grants to the Multicultural Communities Council and the Migrant Resource Centre to enable them to deliver programs and services that support several targets in South Australia's Strategic Plan.
- Established a women's leadership program in the metropolitan area.
- Implemented the endorsed actions of the Government of South Australia Muslim Reference Group Plan.
- Investigated mechanisms for increasing the number of culturally and linguistically diverse people appointed to government boards and committees.
- Implemented a new web-based Interpreting and Translating Centre Management System (ITCMS) that improves efficiency of business processes, enables clients to book interpreters/translators on-line and allows interpreters/translators to communicate on-line with the Interpreting and Translating Centre.

### Targets 2007-08

- Expand work with ethnic communities, in particular new and emerging communities, to improve awareness of multiculturalism.
- Establish a Youth Advisory Committee to the South Australian Multicultural and Ethnic Affairs Commission.

**For more detailed information about the South Australian Multicultural and Ethnic Affairs Commission please refer to their 2006-07 Annual Report.**

# Office of the Equal Opportunity Commissioner

Linda Matthews, Commissioner for Equal Opportunity

## Objectives

The Office of the Equal Opportunity Commissioner (OEOC) aims to reduce discrimination and make a difference in the lives of people affected by prejudice.

## Primary Role/Functions

The OEOC promotes equality of opportunity for all South Australians through the administration of anti-discrimination laws.

The OEOC achieves its objectives by working with others to:

- Generate awareness of equal opportunity matters.
- Resolve complaints of discrimination.
- Provide a broad range of community education and business training programs.

## Highlights 2006-07

### Getting to know local Muslims

- The OEOC has strengthened its relationships with local Muslims in South Australia and promoted a better understanding of Islam across the community and through the media. In collaboration with the Institute of Public Administration, the OEOC hosted a successful breakfast event 'What's an Aussie Mossie? Understanding Islam and Muslims'. This event was attended by ministers, chief executives and over 140 representatives from a broad range of service providers who heard Yasmine Ahmed and Irfan Yusuf's insights into being a Muslim in Australia. In the coming year, the OEOC will be running forums for advocates in the Muslim community to provide information about how to deal with discrimination when it arises.

### A professional approach to recruitment

- Working with the recruitment industry has been a great way for the OEOC to assist a broad segment of the business community to take the simple steps to becoming an equal opportunity employer. The OEOC has presented information about its services at recruitment industry events. The OEOC has also been invited to attend briefing sessions offered by recruitment agencies to their clients to help them avoid discrimination when hiring staff.

### Respecting taxi passengers with guide dogs

- This year, the OEOC has received a growing number of complaints about taxi drivers refusing fares from passengers accompanied by guide dogs. To address this, the OEOC has started working with the Taxi Council of SA and the Department for Transport Energy and Infrastructure. The OEOC provided input to the Taxi Driver Training Taskforce, that was set up by the Taxi Council. This taskforce will make recommendations to parliament about how taxi driver training and customer service could be improved.

### Working with unions

- Raising awareness about equal opportunity laws and the OEOC complaints process, benefits union members at a time when they have fewer legal options if things go wrong in the workplace. In 2006, the OEOC hosted general information forums that were well attended by union officials. The health sector has also benefited from practical sessions about dealing with workers' injuries and impairments. The OEOC has written a number of articles for union newsletters, tailored to issues faced by workers in different industries.

## Targets 2007-08

### **Public sector agencies**

- Work with government departments to improve their responsiveness to complaints.

### **Anti-racism strategies**

- Conduct research to better understand racism in South Australian regions.

### **Website content**

- Expand the OEOC website content, including information about the addition of new customer service resources.

**For more detailed information please refer to the Office of the Equal Opportunity Commissioner Annual Report 2006-07.**

## Office for Volunteers

Incorporating Justice of the Peace Services

**Andrew Hamilton, General Manager**

### Objectives

The Office for Volunteers aims to:

- Encourage people to volunteer - through promotion and recognition of volunteering and its value to the community.
- Remove barriers to volunteering - actively find and resolve issues that impede volunteering.
- Establish lines of communication - develop and improve communication between the volunteer sector and public sector agencies.
- Develop appropriate policies and practices - ensure future policy decisions take into account any potential impact on the volunteer sector.

### Primary Role/Functions

The Office for Volunteers is a policy support unit that has responsibility for advising the Minister for Volunteers on legislation affecting the volunteer sector and providing programs that develop and support the sector.

The office also provides administrative support and policy input for three executive level groups (Volunteer Ministerial Advisory Group, Volunteer Partnership Action Committee, Volunteer Taskforce) that provide the mechanisms for delivering the mutual commitments laid out in the *Advancing the Community Together Partnership* signed by the Premier and representatives of the volunteer sector in 2003.

### Highlights 2006-07

- Facilitated the Community Voices Program to provide free promotional videos for volunteer organisations in partnership with Flinders University.
- Was awarded the Post Disaster Australian Safer Communities Award for the Volunteer Emergency Recovery Information System (VERIS), a system for the management of people who spontaneously volunteer following disasters.
- Established a Volunteer Charter agreement and a Volunteer Resource Centre for the Town of Gawler. This partnership with council, business and community groups will help to support the growth of volunteering in the local community.
- Expanded the On-line Community Engagement Project in partnership with the University of South Australia to provide organisations with event planning, promotional materials, databases and communications advice, in addition to websites hosted free of charge for 12 months.
- Continued funding for volunteers to receive free training in subjects relevant to volunteering, ranging from counselling skills to governance.
- Offered 12 new standardised and nationally accredited training modules for volunteers online in partnership with Volunteering SA and TAFE SA. The modules can count towards formal Volunteer Management qualifications when conducted and assessed by registered trainers.
- Provided grants through the Volunteer Support Fund to assist community organisations with training and resources to help them recruit and retain volunteers.
- Recognised South Australia's volunteers at the annual South Australia Volunteers Day celebration, attracting enormous patronage.
- Hosted Volunteers Congress on International Volunteers Day (5 December 2007), a free event offering a forum for providing information to leaders of the volunteer sector in South Australia.
- Developed a range of communications and information tools including a content rich website.

## Targets 2007-08

- Maintain the level of volunteering in South Australia above 50 percent to meet the volunteering objective in South Australia's Strategic Plan.
- Continue the implementation of the *Advancing the Community Together Partnership* and its agreed strategies.
- Implement the first stage of establishing Volunteer Resource Centres throughout South Australia in partnership with local and district councils.
- Continue programs to support community/not for profit sector volunteer programs including the Volunteers Congress.
- Maintain capacity building strategies to increase access to professional services and volunteer-related training opportunities for organisations involving volunteers.

## Justice of the Peace Services

### Primary Role/Functions

Justice of the Peace Services administers the implementation of the *Justices of the Peace Act 2005* and the *Justices of the Peace Regulations 2006* by:

- Managing the application, appointment and discipline of Justices of the Peace and Special Justices in South Australia.
- Maintaining an accurate database of over 8 000 Justices of the Peace in the metropolitan and country areas of South Australia.
- Providing advice and support services to Justices of the Peace and Special Justices and public access to the Roll of Justices of the Peace.
- Delivering a volunteer Justice of the Peace witnessing service to the public.

### Highlights 2006-07

- Established the Justice of the Peace Volunteer Program to provide a witnessing service to the public within the Attorney-General's Department.
- Reviewed Justice of the Peace Services and associated systems to improve the level of support provided to the Attorney-General, the community and Justices of the Peace.
- Made the first appointments of Justices of the Peace and Special Justices under the new *Justices of the Peace Act 2005*.
- Developed and distributed the Justice of the Peace handbook - *A Guide to Justice of the Peace Witnessing*.

### Targets 2007-08

- Build awareness of the Justice of the Peace volunteer program, attracting increased membership and patronage.
- Finalise the development of the Justice of the Peace information system to support legislative compliance and improve governance.
- Support Justices of the Peace in the carriage of their duties through the development of support tools and communication.
- Increase the number of Special Justice appointments.

## Office for Women

**Sandy Pitcher, Director**

### Primary Role/Functions

The Office for Women exists to pursue the full and equal participation of women in South Australia, both socially and economically, by providing:

- Policy advice to government on the interests and concerns of South Australian women.
- Innovative approaches to public policy, using gender-based analysis.
- State-wide information and referral services, through the Women's Information Service.

### Highlights 2006-07

In 2006-07 the Office for Women:

- Achieved a strong increase in the number of women on South Australian Government boards and committees and the number of women chairing these boards and committees.
- Led the implementation of the Women's Safety Strategy across the South Australian Government.
- Hosted the Women's Safety Strategy Conference, which brought together practitioners, academics and policy makers focused on improving women's safety.
- Led a community education campaign to support new anti-drink spiking laws.
- Hosted the State Aboriginal Women's Gathering and the National Indigenous Women's Gathering in Adelaide, focusing on Local Solutions to Indigenous Family Violence.
- Continued to provide services through the Women's Information Service, including the 'Court Support Program', as well as commencing outreach services at three Children's Centres.
- Continued to provide support to the Premier's Council for Women.

### Targets 2007-08

During 2007-08 the following objectives will be achieved:

- Increase the leadership opportunities for women in South Australia, with a key focus on increasing the representation of women on South Australian Government boards and committees, the percentage of women chairing these committees and engaging the private sector.
- Lead the trial of the Family Safety Framework across the South Australian Government, to provide the best possible outcomes for women and children at a high risk of experiencing family violence.
- Host the State Aboriginal Women's Gathering bringing together delegates from across rural, regional, remote and metropolitan South Australia.
- Expand the Women's Information Service outreach service in the South Australian community, including providing services through the newly established Children's Centres and other locations.
- Continue to deliver support services for women attending the Family Court.
- Continue to provide support to the Premier's Council for Women.
- Further implement the Rape and Sexual Assault Anti Drink Spiking Community Awareness Campaign.



## Policy, Planning and Legislation Division

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**Ingrid Haythorpe, Executive Director**

### Objectives

The Policy, Planning and Legislation (PPL) Division is a new Division formed in February 2007 and comprises former business units: Justice Strategy Division, Policy and Legislation and Strategic Development Unit.

The Policy, Planning and Legislation Division aims to provide expert advice, through the Chief Executive, to the Attorney-General and Justice Portfolio ministers on whole-of-government initiatives in the implementation and effectiveness of policy and legislation. PPL also provides corporate leadership about strategic planning and the coordination of Justice Portfolio input to South Australia's Strategic Plan (SASP).

### Primary Role/Functions

The Policy, Planning and Legislation Division's primary roles are to:

- Review and reform the law, focussing on the Attorney-General's priorities.
- Develop policy in the priority areas of crime prevention, youth justice, Aboriginal justice, and mental health through research and analysis.
- Undertake statistical analysis, reporting and evaluation in relation to crime and criminal justice.
- Carry out strategic planning including implementation and delivery for the SASP targets where the Justice Portfolio is the lead agency or contributor.

### Highlights 2006-07

- Worked with Western Australia (WA) and Northern Territory (NT) Departments of Justice and South Australian Justice Portfolio agencies to develop the legislative framework to support the Cross Border Justice Project.
- Coordinated Justice Portfolio input to update South Australia's Strategic Plan and reported on portfolio-led targets.
- Contributed to the Olympic Dam Expansion Project through work with Justice Portfolio agencies to determine the impact of service requirements expansion.
- Assessed the time taken for alleged offences to proceed from initial police incident report to finalisation to improve efficiency of the criminal justice system.
- Supported the Criminal Justice Ministerial Taskforce in addressing the Hon Judge Rice's recommendations about the elimination of the backlog of criminal cases in the higher courts.
- Commenced an evaluation of the Aboriginal Sentencing (Nunga) Court, which has been in operation since 1999.
- Developed and then launched the Crime Prevention and Community Safety Grants Program.
- Contributed to the Substance Misuse Community Resilience Project including the development and production of a documentary DVD and website.
- Contributed to the development of the Family Wellbeing Program to train members of the community to reduce family violence.
- Completed the evaluation of the Police Drug Diversion Initiative.
- Completed the evaluation of the Adult Courts Assessment Referral Drug Scheme.
- Provided data support to the Commissioner for Social Inclusion's report into serious and repeat young offenders.

- Enacted legislation to:
  - reform the laws governing the use of suppression orders.
  - allow remand appearances in the Magistrates Court by video conference.
  - create a new offence of drink or food spiking.
  - reform and clarify the law dealing with gate crashers.
  - extend DNA testing to a wider range of offences and to simplify and clarify the forensics procedure legislation.
  - establish a child sex offender register.
  - remove unjustified legislative discrimination against domestic partners.
- Introduced legislation to:
  - amend the laws relating to rape and sexual assault.
  - improve the way witnesses, especially vulnerable witnesses, are treated in court.
  - implement the Government's election pledge on dangerous offenders.
  - amend the Equal Opportunity Act 1984 to provide greater protection against unjustified discrimination, victimisation and harassment.
- Developed legislation to establish a Commissioner for Victims' Rights to strengthen victims' rights and reform sentencing laws to be more victim-oriented.

## Targets 2007-08

- Continue to work with WA and NT Departments of Justice and South Australian Justice agencies to implement the cross border justice scheme for the APY Lands.
- Coordinate Justice Portfolio input into South Australia's Strategic Plan targets and initiatives and develop related Justice Implementation Plans.
- Develop the Justice Portfolio Strategic Directions.
- Develop a Strategic Plan for the Attorney-General's Department.
- Contribute to the Olympic Dam Expansion Project through working with Justice Portfolio agencies to determine impact on service requirements from the expansion.
- Develop a Justice Portfolio mental health strategy to complement the South Australian mental health reform.
- Develop a strategy to trial anti-social behaviour orders.
- Develop a Drug Strategy for the Justice Portfolio.
- Work with other government agencies to implement the recommendations of Monsignor Cappelletti in his report 'To Break the Cycle' in relation to youth justice issues.
- Finalise the whole-of-government Interagency Code of Practice on the Investigation of Suspected Child Abuse and Neglect.
- Complete a report for the Independent Gambling Authority examining the link between gambling and crime.
- Develop strategies to better address serious repeat offenders including fast-tracking serious repeat offenders through the criminal justice system.
- Complete an evaluation of the Aboriginal Sentencing (Nunga) Court.
- Continue to provide research and statistical monitoring services to the National Motor Vehicle Theft Reduction Council.
- Begin implementation of the recommendations of the Criminal Justice Ministerial Taskforce to speed up criminal justice in the higher courts.

- Introduce legislation to:
  - Dismantle, disrupt and discourage the presence of outlaw motor cycle gangs in South Australia.
  - Establish a Commissioner for Victims' Rights to strengthen victims' rights and reform sentencing laws to be more victim-oriented.
  - Amend the laws relating to rape and sexual assault.
  - Improve the way witnesses, especially vulnerable witnesses, are treated in court.
  - Create a specific offence of cultivating cannabis hydroponically and ban the sale of drug paraphernalia and to require the courts to treat all serious illicit drugs (except cannabis) as of equivalent seriousness for the purposes of sentence.
  - Reform liability laws to allow for donations of charitable food.
  - Improve the information available for assessing applications for bail.
  - Improve protection for persons in community title and strata title properties.
  - Review and introduce legislation to reform laws relating to domestic violence.
- Enact legislation to extend vehicle impounding provisions and allow for home wheel-clamping as an alternative penalty for hoon drivers.

## Justice Business Services Division

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**Bernie Lindner, A/Executive Director**

### Objectives

The role of the Justice Business Services (JBS) Division is to provide business and specialised services and support to Justice Portfolio agencies. In 2006-07, JBS comprised the following branches:

- Business Initiatives.
- Customer Service Technology.
- Facilities Management and Development.
- Forensic Science South Australia.
- Justice Technology Services.
- Procurement and Contract Management.

### Primary Role/Functions

Justice Business Services functions include:

- Project management services.
- Business analysis and development services.
- IT services, including the Justice Information System and web services.
- Developing and managing facilities.
- Forensic science and pathology services.
- A procurement advisory service.
- Managing major contracts.

### Highlights 2006-07

A major 'Business and Service Improvement Model' was developed and endorsed by the Justice Portfolio Leadership Council. The model is applicable to all business units within the JBS Division and has two main components, firstly, a set of business principles for service delivery with a focus on performance improvement and customer satisfaction and secondly, a realignment of the organisation structure to better provide for service needs in the future where new government-wide shared services arrangements will be implemented.

Following are some of the highlights of the year for individual business units.

### Business Initiatives

- Commenced detailed evaluation of responses to a Request for Proposal to replace the computer-aided dispatch systems at the Metropolitan Fire Service and Country Fire Service, SA Ambulance Service and South Australia Police as part of the SA Computer Aided Dispatch Project (SACAD).
- Finalised a comprehensive review into the SA Government Radio Network (SA-GRN) use and performance.
- Initiated the Justice Competitiveness Program including a number of projects to respond to the portfolio's commitment to the Competitiveness Council and its red tape reduction plan.

## Customer Services Technology

- Continued to provide helpdesk and desktop services to AGD.
- Managed AGD applications.
- Installed asset management software on computer assets.
- Roll-out of, and training in, new computer packages.
- Provided IT business analysis and project management expertise to support
  - a client management system for the Guardianship Board and Office of the Public Advocate.
  - a customer complaints system for many Attorney-General's Department business units.

## Facilities Management and Development

- Project managed the expanded SA Ambulance Service training, incident, conference and call-taker facilities, incorporating a redundancy capacity for the South Australia Police Communications Centre.
- Provided project management expertise for the Office for Consumer and Business Affairs accommodation re-fit.
- Project managed a new Indigenous Land Use Agreement facility.
- Established a long-term leasing and accommodation strategy and photo identity and visitor registration system for Attorney-General's Department head office.
- Contributed to developing a strategy to create additional criminal courtrooms for the Courts Administration Authority.

## Forensic Science South Australia

- Transitioned smoothly into the Attorney-General's Department.
- Implemented the Roadside Alcohol and Drugs in Drivers testing program.
- Implemented the new *Criminal Law (Forensic Procedures) Act 2007*.
- Pathology section accredited under the new forensic operations module by the National Association of Testing Authorities.

## Justice Technology Services

- Ensured the reliability and availability of the Justice Information System for more than 7000 users.
- Provided the Justice Portfolio wide area network to 14 000 users and ensured it was able to support increased network traffic.
- Justice Technology Services security certification was upgraded to the International Standard ISO27001.

## Procurement and Contract Management

- Implemented new increased procurement delegations.
- Supported whole-of-government procurement reforms through involvement with the Government Reform Commission and the Shared Services Reform Office.
- Continued to manage the following contracts:
  - Prisoner Movement and In-Court Management.
  - Adelaide Bank Rescue Helicopter Service.
  - Justice Portfolio Staff Uniforms.
  - Justice Portfolio Tenancy Cleaning.
  - Justice Portfolio Stationery Supplies.

## Targets 2007-08

During this financial year, Justice Business Services will implement the JBS 'Business and Service Improvement Model' that has been endorsed by the Justice Portfolio Leadership Council. Individual business units will establish and implement business plans that give effect to the business principles that are an essential aspect of the new business model. The main initiative will be the development of service level agreements with client agencies that reflect the agreed business principles. In addition, the organisational alignment of business units that is part of the JBS business model will be implemented to provide more efficient and effective business services to Justice Portfolio agencies. As part of the realignment, the IT service areas will be brought together, as will the procurement and facilities areas. A greater focus on providing business planning services for Justice Portfolio agencies will come through changes in the Business Initiatives Branch.

### Business Initiatives

- Develop a planning, project and reporting framework to ensure a consistent approach to prioritising, managing and reporting projects.
- Establish a business analysis and business case development service.
- Continue to lead SACAD including recommending a supplier(s) for the new system.
- Project manage and implement the Office of the Liquor and Gaming Commissioner Lottery Licensing System.
- Project manage a number of cross-Justice Portfolio projects including the Bail Improvement and Video Conferencing projects.
- Continue to progress the Justice Competitiveness Program in response to the Competitiveness Council, including the Justice Integrated Business Solutions Project.

### Customer Services Technology

- Create a customer-centric, service management and improvement culture in Attorney-General's Department.
- Establish a local Attorney-General's Department Senior Management forum to ensure an appropriate governance structure for managing ICT services in the department.

### Facilities Management and Development

- Continue to provide facility planning and design solutions for agencies.
- Implement the Attorney-General's Department accommodation strategy and photo identification and visitor registration policy at 45 Pirie Street.
- Re-locate the Office for Women.
- Complete the re-fit of accommodation for the Office for Volunteers.
- Action a scoping study into potential greener buildings in the Attorney-General's Department.
- Provide Multicultural SA with project coordination services.
- Finalise leasing arrangements for the Office of the Liquor and Gambling Commissioner, Ombudsman and Police Complaints Authority.
- Update the Attorney-General's Department Five Year Accommodation Strategic Plan.

## **Forensic Science South Australia**

- 30 percent of cases completed within 42 days of receipt.
- 100 percent satisfactory completion of proficiency tests.
- 100 percent of drivers' oral fluid samples completed within 30 days of receipt.
- All appropriate DNA profiles are uploaded to National Criminal Investigation DNA Database (CrimTrac) and South Australia Police provided with regular links from the database for investigation.
- Equivalent of 3.5 percent of budget spent on research, development and innovation projects.
- Staff survey attains benchmark of 80 percent satisfaction.

## **Justice Technology Services**

- Continue to enhance and develop the Justice Information System.
- Enable the Justice Information System agencies to progressively adopt new technologies.
- Develop and leverage technology and infrastructure to support the Justice Information System.

## **Procurement and Contract Management**

- Continue to identify and implement bulk contracts to reduce agency costs.
- Continue to manage major cross-Justice Portfolio and whole-of-government contracts.
- Contribute to the Red Tape Reduction initiative by:
  - reviewing procurement processes and policies.
  - establishing contract guidelines for liability capping and insurance.
  - ensuring procurement templates are not unduly onerous.

Justice Business Services will also be implementing a set of common business principles for its services, focusing on performance monitoring, service improvement and client satisfaction.

## Performance Management and Review Division

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**Bernie Lindner, Executive Director**

### Functions and Objectives

The Performance Management and Review Division and the Executive Director's position were established in April 2007. The functions and objectives are to establish performance monitoring and management programs within Attorney-General's Department business units and to conduct operational reviews of business units to identify opportunities for improving service delivery and performance.

### Highlights 2006-07

- Completed a major review of Forensic Science SA and identified a series of measures for reducing the time taken to generate post mortem reports for the Coroner and for preventing a build-up in backlogs in reporting on DNA analyses.
- Commenced a review of the public expenditure on the 'Bodies in the Barrels' criminal case with a view to identifying opportunities for reducing costs in such cases.
- Established a 'Business Improvement Model' for Justice Business Services Division with endorsement of the Justice Portfolio Leadership Council.
- Supported the Criminal Justice Ministerial Taskforce with Executive Officer services and research on delays in the finalisation of criminal cases in the superior courts.

### Targets 2007-08

- Completion of the review of the public expenditure on the 'Bodies in the Barrels' criminal case.
- Guide Justice Business Services efforts in defining and implementing a performance monitoring program.
- Establishment and completion of performance reviews on Attorney-General's Department business units to be designated.
- Continued support to the Criminal Justice Ministerial Taskforce.



# Crown Solicitor's Office

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**Simon Stretton, Crown Solicitor**

## Objectives

The goal of the Crown Solicitor's Office (CSO) is to be the best provider of legal services to government. The CSO is strongly motivated to provide accountable, measurable, high quality services to the state, which are better and substantially cheaper than those available from the private sector.

## Primary Role/Functions

The role of the Crown Solicitor's Office is to serve the government by undertaking and managing the provision of high quality, comprehensive legal services to ministers, departments and agencies and in doing so, assist them to:

- Achieve their desired outcomes and objectives.
- Be a model litigant and moral exemplar.
- Act in the public interest.
- Have regard to a whole-of-government perspective.

## Highlights 2006-07

- Continued implementation of business improvement strategies including measurement of quality performance indicators through client and staff surveys, implementation of a comprehensive performance management program and development of new business opportunities including debt recovery services to government.
- Through the active implementation of these strategies and a range of continuous improvement projects, the office increased the timeliness of its service to clients by 10 percent.
- Manage the demand for legal services to government in relation to child protection, industrial relations, commercial matters, major litigation, general advice and native title claims and Indigenous Land Use Agreement (ILUA) matters.
- Comprehensive and constructive representation of the state's interests in the inquest into the Wangary bushfires.
- Commencement of the Public Private Partnership projects for prisons and schools.
- Drafting and negotiation of a range of strategic commercial agreements including:
  - Termination of arrangement for the outsourcing of the management of Modbury Hospital.
  - Memorandum of Understanding with the Commonwealth and a Research and Assistance Agreement to establish the Software Engineering Institute of Carnegie Mellon University in South Australia.
  - Funding agreement to facilitate Cranfield University and the University of South Australia in undertaking a pilot program with a view to Cranfield University establishing a more permanent base in South Australia.
  - Provided dedicated investigative services to meet timelines of high profile Department of Health matters and other matters of importance to the state.

## Targets 2006-07

- An increased number of successful industrial prosecutions as a result of additional resources provided by government.
- Public Private Partnership projects for prisons and schools expected to move into the expression of interest, request for proposal and negotiation/contracting phases.
- Assist the Department of Trade and Economic Development with the re-negotiation of the Roxby Downs Indenture and provide native title and heritage advice as a consequence of the proposed Olympic Dam Expansion by BHP Billiton.
- Continue to actively pursue continuous improvement strategies within the CSO.

# Office of the Director of Public Prosecutions

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**Stephen Pallaras QC, Director of Public Prosecutions**

## Objectives

The Office of the Director of Public Prosecutions aims to provide the people of South Australia with an independent and effective criminal prosecution service that is timely, efficient and just.

## Primary Role/Functions

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

## Highlights 2006-07

- The office began the process of implementing those recommendations of the organisational review approved by government.
- The role of Deputy Director of Public Prosecutions and eleven legal manager positions (including four newly-created positions) were filled in 2006-07.
- Commenced further work to understand current and further resource demands.

## Targets 2007-08

- Implement a team-based practice structure with whole-of-life carriage of prosecution files.
- To develop quantifiable workload measure to determine the appropriate resources required and to balance work allocation within the office.
- To develop computer-based knowledge management systems to collect, retain and make available, corporate knowledge.

**For more detailed information please refer to the Office of the Director of Public Prosecutions Annual Report 2006-07.**

# Office of Parliamentary Counsel

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**Richard Dennis, Parliamentary Counsel**

## Objectives

The objective of the Office of Parliamentary Counsel is to provide a specialist legislative drafting and publication service that contributes to an effective system of parliamentary democracy and a coherent body of statute law that is legally effective and accessible to the public. In undertaking this objective, the office seeks to maintain legislative drafting services of the highest quality in all areas and to maintain and provide comprehensive and accurate legislative information and publication services.

## Primary Role/Functions

The primary functions of the Office of Parliamentary Counsel are to provide the executive government and private members of parliament with comprehensive services for the drafting and development of legislation. The office also publishes advice and information about legislation, including subordinate legislation, that has been enacted or made.

## Highlights 2006-07

The Office of Parliamentary Counsel undertook major drafting projects for the following Acts enacted:

- *Statutes Amendment (New Rules of Civil Procedure) Act 2006*
- *Anangu Pitjantjatjara Yankunytjatjara Land Rights (Regulated Substances) Amendment Act 2006*
- *Groundwater (Border Agreement) (Amending Agreement) Amendment Act 2006*
- *Statutes Amendment (Electricity and Gas) Act 2006*
- *Murray-Darling Basin (Amending Agreement) Amendment Act 2006*
- *Workers Rehabilitation and Compensation (Territorial Application of Act) Amendment Act 2006*
- *Development (Development Plans) Amendment Act 2006*
- *Stamp Duties (Land Rich Entities) Amendment Act 2006*
- *Upper South East Dryland Salinity and Flood Management (Extension of Period of Scheme) Amendment Act 2006*
- *Evidence (Suppression Orders) Amendment Act 2006*
- *Dental Practice (Miscellaneous) Amendment Act 2006*
- *Child Sex Offenders Registration Act 2006*
- *Evidence (Use of Audio and Audio Visual Links) Amendment Act 2006*
- *Forest Property (Carbon Rights) Amendment Act 2006*
- *Road Traffic (Notices of Licence Disqualification or Suspension) Amendment Act 2006*
- *Southern State Superannuation (Insurance, Spouse Accounts and Other Measures) Amendment Act 2006*
- *Statutes Amendment (Public Sector Employment) Act 2006*
- *Statutes Amendment (Domestic Partners) Act 2006*
- *Criminal Law Consolidation (Drink Spiking) Amendment Act 2007*
- *Summary Offences (Gatecrashes at Parties) Amendment Act 2007*
- *Fisheries Management Act 2007*
- *Criminal Law (Forensic Procedures) Act 2007*
- *Barley Exporting Act 2007*
- *Pharmacy Practice Act 2007*
- *Local Government (Stormwater Management) Act 2007*

- *Tobacco Products Regulation (Smoking in Cars) Act 2007*
- *Terrorism (Preventative Detention) (Miscellaneous) Amendment Act 2007*
- *Optometry Practice Act 2007*
- *State Lotteries (Miscellaneous) Amendment Act 2007*
- *Development (Assessment Procedures) Amendment Act 2007*

This year the office also launched the new South Australian legislation website for government and the public to use to view acts and their regulations and rules.

The office has continued to be actively involved in the development of national model information through participation in the activities of the national Parliamentary Counsel's Committee.

## Targets 2007-08

The office will continue to provide a comprehensive drafting and publication service for the government and parliament. In addition, the office will aim to provide higher levels of service to its clients and to explore innovative ways to enhance the Legislation SA website.

# Appendices



## Appendices

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## Human Resources Reports and Statistics

### Executive Employment, Staff Employment and other Human Resources Matters

**Table 1: Employee Numbers, Gender and Status**

Total Number of Employees	
Persons	1524
FTEs	1322.7

Gender	% Persons	% FTE
Male	39.11	40.8
Female	60.89	59.2

Number of Persons during the 06-07 Financial Year	
Separated from the agency	320
Recruited to the agency	333

Number of Persons at 30 June 2007	
On Leave without Pay	57

**Table 2: Number of employees by salary bracket**

Salary Bracket	Male	Female	Total
\$0 - \$43 999	112	306	<b>418</b>
\$44 000 - \$56 999	175	284	<b>459</b>
\$57 000 - \$72 999	133	180	<b>313</b>
\$73 000 - \$91 999	103	72	<b>175</b>
\$92 000+	73	86	<b>159</b>
<b>Total</b>	<b>596</b>	<b>928</b>	<b>1524</b>

**Table 3: Status of employees in current position**

FTE's	Ongoing	Short-term contract	Long-term contract	Other (Casual)	Total
Male	407.5	53.2	57.0	22.0	<b>539.7</b>
Female	577.2	131.4	33.8	40.6	<b>783.0</b>
<b>Total</b>	<b>984.7</b>	<b>184.6</b>	<b>90.8</b>	<b>62.6</b>	<b>1322.7</b>

Persons	Ongoing	Short-term contract	Long-term contract	Other (Casual)	Total
Male	410	54	57	75	<b>596</b>
Female	635	139	35	119	<b>928</b>
<b>Total</b>	<b>1045</b>	<b>193</b>	<b>92</b>	<b>194</b>	<b>1524</b>



**Table 4: Executives by gender, classification and status**

Classification	Ongoing		Contract Tenure		Contract Untenured		Other (Casual)		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
DPPROS	0	0	0	0	1	0	0	0	1	0	1
EXEC0A	0	0	4	1	5	2	0	0	9	3	12
EXEC0B	0	0	1	1	2	0	0	0	3	1	4
EXEC0C	0	0	1	0	5	3	0	0	6	3	9
EXEC0D	0	0	0	0	0	1	0	0	0	1	1
EXEC0F	0	0	0	0	1	0	0	0	1	0	1
EXJUD002	0	0	0	0	1	0	0	0	1	0	1
EXJUD013	0	0	0	0	0	1	0	0	0	1	1
MLS001	0	0	2	3	13	8	0	0	15	11	26
MLS002	0	0	2	2	3	5	0	0	5	7	12
MLS003	0	0	0	0	2	0	0	0	2	0	2
MLS004	0	0	0	0	3	0	0	0	3	0	3
MLS01P	0	0	0	0	1	0	0	0	1	0	1
RTT002	0	0	0	0	0	1	0	0	0	1	1
SOLGEN	1	0	0	0	0	0	0	0	1	0	1
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>7</b>	<b>37</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>28</b>	<b>76</b>

**Table 5: Average days leave per full time equivalent employee**

Leave Type	2003-04	2004-05	2005-06	2006-07
Sick Leave	8.0	8.5	9.0	8.8*
Family Carer's Leave	0.5	0.4	0.4	0.5
Miscellaneous Special Leave	0.7	1.1	1.1	1.0

\* Figure includes 0.1 days attributable to Forensic Science for period 1/7/06 to 30/9/06 when part of DAIS

Note: This data captures data relating to the Office for Women and the Office for Volunteers from 31/3/07, as this is the date that they started on the Attorney-General's Department payroll.

**Table 6: Aboriginal and/or Torres Strait Islander Employees**

Male	Female	Total	% of Agency	Target
6	8	14	0.9	2%

\* Target from SASP

**Table 7: Number of employees by age bracket by gender**

Age Bracket	Male	Female	Total	% of Total	Workforce Benchmark *
15 - 19	1	6	7	0.46	6.7
20 - 24	27	69	96	6.3	10.5
25 - 29	60	119	179	11.75	10.2
30 - 34	50	134	184	12.07	9.9
35 - 39	69	121	190	12.47	11.2
40 - 44	56	97	153	10.04	11.9
45 - 49	72	129	201	13.19	12.3
50 - 54	112	119	231	15.16	11.3
55 - 59	91	84	175	11.48	8.6
60 - 64	42	39	81	5.31	5
65+	16	11	27	1.77	2.4
<b>Total</b>	<b>596</b>	<b>928</b>	<b>1524</b>	<b>100.0</b>	<b>100.0</b>

\*Source: Australian Bureau of Statistics Australian Demographic Statistics, Labour Force Status (ST LM8) by sex, age, state, marital status – employed – total from Feb78 Supertable, South Australia at March 2007.

**Table 8: Cultural and Linguistic Diversity**

	Male	Female	Total	% of Agency	SA Community*
Number of employees born overseas	93	119	212	13.9	20.3
Number of employees who speak language(s) other than English at home	44	59	103	6.8	15.5

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

**Table 9: Number of employees with ongoing disabilities requiring workplace adaptation**

Male	Female	Total	% of Agency
13	12	25	1.6%

**Table 10: Voluntary flexible working arrangements by gender**

	Male	Female	Total
Purchased Leave	6	5	11
Flexitime	267	479	746
Compressed Weeks	0	6	6
Part-time Job Share	27	50	77
Working from Home	4	11	15

**Table 11: Documented review of individual performance management**

Employees with...	% Total Workforce
A review within the past 12 months	62.50%

**Table 12: Leadership and management development training expenditure**

Training and Development	Total Cost	% of Total Salary Expenditure
Total training and development expenditure	\$1 561 828	1.7%
Total leadership and management development expenditure	\$363 411	0.4%

**Table 13: Accredited Training Packages By Classification**

<b>Classification</b>	<b>No. of AGD staff utilising training packages</b>
Trainee	24
ASO-1	1
ASO-2	12
ASO-3	6
ASO-4	3
ASO-5	1
ASO-6	NIL
ASO-7	1
ASO-8	NIL
MAS-2	NIL
MAS-3	NIL
OPS-1	NIL
OPS-2	NIL
OPS-3	NIL
OPS-4	NIL
TGO-0	NIL
TGO-1	NIL
TGO-2	NIL
TGO-3	NIL
TGO-4	NIL
TGO-5	NIL
PO -1	4
PO-2	NIL
PO-3	NIL
PO-4	NIL
PO-5	NIL
LEC-1	NIL
LEC-2	NIL
LEC-3	NIL
LEC-4	NIL
LEC-5	NIL
LE-3	NIL
LE-4	NIL
LE-5	NIL
EXEC-A	NIL
EXEC-B	NIL
EXEC-C	NIL
EXEC-D	NIL
CHIEF EXECUTIVE	NIL
MLS-1	NIL
MLS-2	NIL
MLS-3	NIL
MLS-4	NIL

**Table 14: Equal Employment Opportunity Programs**

**Attorney-General's Department  
 Equal Employment Opportunity Placements 2006-07**

Aboriginal Employment Register	4
Disability Employment Register	3
Indigenous Scholarships/Cadetships	2
Government Youth Traineeships	11
Graduate Employment Program	5

**Department of Justice  
 Equal Employment Opportunity Placements 2006-07**

Aboriginal Employment Register	8
Disability Employment Register	3
Indigenous Scholarships/Cadetships	3
Government Youth Traineeships	35
Graduate Employment Program	20

**Table 15: Commitment To Customer Service**

**Positions with customer service reflected in job and person specifications**

Positions %

% of positions with customer service reflected in the job and person specification.	37%
% of positions without customer service reflected in the job and person specification.	63%

## Justice Portfolio Charter of Public Services in a Diverse Society

The Justice Charter of Public Service in a Diverse Society outlines Justice's commitment to serving the public and providing fair treatment to all South Australians, regardless of their age, gender, sexuality, race, marital status, pregnancy, linguistic background, disability or impairment, religious beliefs, family/carer responsibilities, or where they live.

### Charter Principles

1. **Access**  
services are easy for people to use
2. **Equity**  
every person gets 'a fair go'
3. **Communication**  
people know about our services, and we find out from people how to make them better
4. **Responsiveness**  
we work with people to meet their needs
5. **Effectiveness**  
people get the best possible results
6. **Efficiency**  
services are on-time, well-resourced, and money is well-spent
7. **Accountability**  
we are responsible for our actions and results, and we ask people how they think we are going

### Meeting individual needs

Products and services are often designed and delivered as 'one size fits all'. Usually, 'one size' does not fit all, and often excludes many from fair treatment or from easily accessing services that they are entitled to. This can particularly impact on:

- Aboriginal and Torres Strait Islander people;
- people with disability or impairment;
- people from diverse cultural and linguistic backgrounds;
- women, including pregnant women;
- children and youth;
- elderly people;
- people with family responsibilities; and
- homosexual; bi-sexual or trans-gender people.

It is important that we remember to treat others the way THEY want to be treated - be respectful of their individual differences, perspectives, experiences, preferences and needs.

## Human Resources Participation Data - Managing Diversity

<b>Name of Program</b>	<b>Participants</b>
Aboriginal Cultural Respect and Awareness Programs 2006/2007	
Indigenous Insights	25
Walking with Aboriginal People	21
Pitjantjara Language Summer School	7
Past, Present, Future	194
Win that Job! For Aboriginal Employees	5
Camp Coorong	3
Iga Warta Residential trips	10
Promoting Independence Programs 2006/2007	
Disability Train the Trainer	12
Managing Diversity	
Introduction to Financials for Justice Women on Boards	22
Justice Women on Boards	25
Springboard for Women	23

## Justice Portfolio

**Director:** Frankie Anderson

### Managing Diversity

#### Aboriginal HR Projects Working Group:

- Aboriginal employment rose from 156 (1.5 percent) at 1 July 2006 to 165 (1.69 percent) at 30 June 2007.
- Reconciliation Week - Family Day and BBQ at Elder Park. The portfolio participated by holding a community stall following the morning march to show case employment opportunities within the Justice Portfolio. The Representatives from AGD and Courts Administration Authority attended.
- Representatives from across Justice attended the following Career Expos:
  - CROCFest September 2006
  - South Australia Police Expo December 2006
  - OPE Expo December 2006 which included the launch of the Cultural Inclusion framework
  - ATSI Expo May 2007
- Representatives attended the Aboriginal Prisoner Art Program showcasing the work of 30 Aboriginal artists as part of the Adelaide Fringe Festival March 2007.
- Lunchtime Forum - DVD screening of 'SISTAS In The Sector' with refreshments. Guest speaker, April Lawrie-Smith.

#### Managing Diversity Reference Group:

- Justice Strategic Disability Statement was launched in December 2006 in conjunction with International Day of People with Disability. The posters and pamphlets were distributed in January 2007 to AGD Business Units and posted in Intra AGD and linked to the Induction Manual.
- Reviewed the 'Justice Charter of Public Service in a Diverse Society'. New brochures were printed and ready for distribution.
- Sponsored 20 Justice staff to attend the UNIFEM Breakfast for International Women's Day March 2007

#### Justice Equal Employment Opportunity Placements 2005-06:

- Aboriginal Employment Register            eight placements
- Disability Employment Register            three placements
- Indigenous Scholarships/Cadetships    three placements
- Government Youth Traineeships          35 placements
- Graduate Employment Program            20 placements

#### Diversity – Train the Trainer Program

In November 2006, Human Resources sought expressions of interest for Justice Portfolio staff who were interested in co-facilitating diversity training. The aim was to tap into the skills, knowledge and talent of Justice Portfolio staff and offer them an opportunity to become part of Justice Portfolio's register of diversity/cross-cultural trainers.

About 30 staff expressed interest as Diversity trainers to deliver future disability, Aboriginal and other cultural awareness training for Justice. The innovative approach will provide a cost-effective means of training delivery, and develop staff skills.

Nine participants across the Justice Portfolio have successfully completed Disability Awareness Training and will be delivering 'Disability Dilemmas for Managers' and 'You Can Make A Difference' for customer service staff across Justice during 2007-2008.

Training for Aboriginal and other cultural awareness will commence in the coming year.

## Attorney-General's Department

**Manager:** Andrea Sax

### Managing Diversity

#### Aboriginal HR Projects Working Group:

- Aboriginal Cadets across AGD: two cadets were sponsored through National Indigenous Cadetship Projects, DEWR.
- AGD Executive Committee committed to the Cultural Awareness Programme until June 2007
- Reconciliation Week;
  - Lunchtime Forum – DVD screening 'Sister If You Only Knew' with refreshments. Guest speaker, April Lawrie-Smith.
  - Casual Day – AGD staff participated by making a gold coin donation. Proceeds from the day went to the Kumangka Aboriginal Youth Service totalling \$416.00.
  - AGD sponsored 10 staff to attend Ngapartji Ngapartji at the 7<sup>th</sup> Annual Adelaide Cabaret Festival.
- Harmony Day – wear an orange ribbon. Stickers, posters and pins made available to all staff.

#### Managing Diversity Reference Group:

- AGD Disability Action Plan 2006-2009 was endorsed by AGD Executive Committee on 22 August 2006. Plan was signed by the Chief Executive 5 September 2006.
- An AGD Forum was held with the disability community in December 2006. This was very well received and it is hoped to run consultations annually over the life of the AGD Disability Action Plan 2006-2009.

#### AGD Equal Employment Opportunity Placements 2006-07:

- Aboriginal Employment Register                      four placements
- Disability Employment Register                      three placements
- Indigenous Scholarships/Cadetships              two placements
- Government Youth Traineeships                    11 placements
- Graduate Employment Program                    five placements

**Table 16: Human Resources Participation Data - Attendances at Organisational Learning Framework Courses**

Agency	Professional Development	Diversity	OHS	Total
AGD	482	280	194	956
CAA	8	17	25	50
DCS	7	5	69	81
SAPOL	29	17	82	128
LSC	3	10	2	15
SAFECOM	14	11		25
SAMFS		2	1	3
CFS	2	4	4	10
SES		1		1
SEO				
Other	15	28	8	51
<b>TOTAL</b>	<b>560</b>	<b>375</b>	<b>385</b>	<b>1320</b>



**Table 17: Equal Employment Opportunity Programs**

**Justice Equal Employment Opportunity Placements 2006-07**

Aboriginal Employment Register	8
Disability Employment Register	3
Indigenous Scholarships/Cadetships	3
Government Youth Traineeships	35
Graduate Employment Program	20

**Attorney-General's Department Equal Employment Opportunity Placements 2006-07**

Aboriginal Employment Register	4
Disability Employment Register	3
Indigenous Scholarships/Cadetships	2
Government Youth Traineeships	11
Graduate Employment Program	5

## Occupational Health, Safety and Injury Management

### Policy

The Attorney-General's Department Occupational Health, Safety and Welfare Statement was reviewed and endorsed in December 2006 and commits to:

- Legislative compliance.
- Consultation with employees.
- Ensuring the safety of employees, volunteers and contractors.
- Continuous improvement in the department's OHS&W and injury management systems.
- Monitoring departmental performance.

Also reviewed were:

- Injury Management Policy and Procedures.
- Accident/Incident Reporting and Hazard Management Policy and Procedures.
- Policy for the Development of OHS&W Policies and Procedures.
- OHS&W and Injury Management Consultation.
- Internal Audit Policy.

Complementing the policy review were improvements to the incident, injury and hazard reporting and injury management systems, resulting in earlier interventions from both a preventative and rehabilitation perspective. The number and cost of new claims in 2006-07 were less than the 2005/06 financial year, as was the Lost Time Injury Frequency Rate (Refer Appendix G).

Employee Job and Person Specifications have been reviewed to ensure the inclusion of their OHS&W responsibilities under the *Occupational Health, Safety and Welfare Act 1986*. Executive contracts reflect a higher level of responsibility and accountability with regard to *Occupational Health, Safety and Welfare Act 1986* obligations.

The AGD OHS&W Strategic Plan review planned for the 2006-07 year was deferred, so as to take into account key elements of the across government 'Safety in the Public Sector Strategy 2007-10', which has a significant impact on planning for all government agencies.

### Hazard Management Programs

AGD data (refer Table 18) indicates the greatest area of injury risk for employees is body stressing. Consequently, a program of scheduled visits to all business units by ergonomic consultants continued to be implemented to December 2006. During these open consultations, employees could seek advice on workstation layout and working practices to reduce the risk of body stressing injuries. This service was well utilised by staff, particularly in the early stages of implementation.

**Table 18**

<b>Mechanism of Injury*</b>	<b>No. of Injuries*</b>
Being hit by moving objects	4
Biological factors	3
Body stressing	22
Chemicals and other substances	3
Falls trips and slips	12
Mental Stress	1
Heat radiation and electricity	-
Hitting objects with a part of the body	6

\*97 incident, injury and hazard reports were received in 2006/07, consisting of 28 incidents, 18 hazards and 51 injuries.

AGD also instituted the practice of coordinating specific, individual ergonomic assessments for employees where risk of body stressing injuries was identified. These individual assessments typically result in changes to equipment and/or work practices.

More specifically, body stressing risks are associated with keyboard and mouse usage in an office environment. Employees for whom this risk is identified are provided with software ('WorkPace') that both monitors keyboard and mouse usage and recommends regular breaks, relevant to usage of the computer and any pre-existing symptoms.

AGD acquired a web-based manual handling/ergonomics resource which was promoted and made available to employees throughout the 2006/07 period. The resource continues to be maintained and provides a wealth of on-line tools and information to assist in reducing body stressing risks.

Training in ergonomics and manual handling is regularly scheduled for staff throughout the year. The AGD induction program for new staff also addresses a range of OHS&W matters including ergonomics and manual handling.

## Reporting and Audit

The AGD Executive Committee receives a regular update on Incident, Injury and Hazard Reports for each business unit and a description of the event/injury and subsequent actions.

WorkCover undertook a 'Gap Analysis' with regard to AGD's OHS&W and injury management systems during December 2006 and January 2007. Opportunities for continuous improvement were identified in relation to aspects of:

- Policy and consultation.
- Measurement, evaluation and documentation.
- Planning.
- Training.
- Hazard Management.

No prosecutions, notifiable incidents or fatalities have occurred in AGD during this reporting period.

## Effects of working conditions on employees

A number of programs have been put into place to improve the health, safety and wellbeing of AGD staff. These include:

- Early intervention – injured workers identified through the Incident, Injury and Hazard Report system are assessed for rehabilitation, regardless of the intention to lodge a worker's compensation claim or not.
- Access to an employee assistance program for counselling on both work-related and personal/family matters.
- AGD OHS Intranet, through which extensive information is provided on training opportunities, health and well being resources, ergonomics and manual handling, OHS&IM performance reports and audit activity.

Planned projects are :

- Improved mechanisms for the reporting of psychological risks in the workplace.
- Programs to remediate psychological injury risks.

## Consultation

The Attorney-General's Department Occupational Health, Safety and Welfare (OHS&W) Committee met on five occasions during the 2006-07 period: 8 June 2006, 5 October 2006, 7 December 2006, 8 March 2007 and 6 June 2007. The agenda includes evaluation, OHS&W training, OHSW & IM performance against indicators and employee representative reports. Business discussed during the year included:

- Policy review.
- Incident Injury Hazard Report Form review.
- AGD Hazard Management Program (internal audit activity).
- Ergonomic and manual handling programs.
- Re-development of the AGD OHS&W &IM intranet.
- Employee Assistance Program review.
- SafeWork SA Awards 2006 (AGD submitted an entry for the AGD OHS&W &IM Intranet).
- Justice Portfolio OHS&W Conference 2006.
- Appointment of a Responsible Officer for AGD.
- OHS&W Committee Terms of Reference.
- Constitution of the AGD OHS&W Committee and election of new members.
- Occupational Violence.
- Emergency procedures (bomb threat, calling of ambulances for staff who are ill etc).
- Refurbishment of OCBA premises.
- Usage of employee health and wellbeing rooms.
- Specific business unit risks.
- Safety in the Public Sector Strategy 2007-10.

Some business units within AGD have a 'second level' OHS&W committee, or forum, dealing with matters specific to the business unit.

The employee-coordinated *Health & Safety Representative Forum* meets on a regular basis (four meetings in the 2006-07 year) and discusses a range of OHS&W matters (e.g. first aid procedures, audit activity, building refurbishments, employee representation on the AGD OHS&W Committee and a range of specific potential hazards). The forum provides input to the AGD OHS&W Committee meetings through the forum Chairperson.

Established practice in business units is to ensure that OHS&W is a standard agenda item at all team/staff meetings. This provides staff with opportunities to identify and address issues at a local level.

**Frankie Anderson**  
(Responsible Officer)

## Occupational Health, Safety and Injury Management Statistics

		2006 - 07	2005-06	2004-05
<b>1</b>	<b>OHS&amp;W LEGISLATIVE REQUIREMENTS</b>			
	Number of notifiable occurrences pursuant to OHS&W Regulations Division 6.6	0	0	0
	Number of notifiable injuries pursuant to OHS&W Regulation Division 6.6	0	0	0
	Number of notices served pursuant to <i>Occupational Health, Safety and Welfare Act 1986</i> , s35, s39 and s40	0	0	0
<b>2</b>	<b>INJURY MANAGEMENT LEGISLATIVE REQUIREMENTS</b>			
	Total number of employees who participated in the rehabilitation program	8	14	12
	Total number of employees rehabilitated and re-assigned to alternative duties	0	0	1
	Total number of employees rehabilitated back to their original work	5	9	6
<b>3</b>	<b>WORKCOVER ACTION LIMITS</b>			
	Number of open claims as at 30th June	17	15	16
	Percentage of workers compensation expenditure over gross annual remuneration	0.22	0.47	0.31
<b>4</b>	<b>NUMBER OF INJURIES</b>			
	Number of new workers compensation claims in the financial year	17	17	20
	Number of fatalities	0	0	0
	Number of lost time injuries	7	12	9
	Number of medical treatment only	10	5	11
	Total number of whole working days lost	102	366.6	453
<b>5</b>	<b>COST OF WORKERS COMPENSATION</b>			
	Cost of new claims for financial year	\$23 996	\$87 018	\$29 081
	Cost of all claims excluding lump sum payments	\$157 639	\$245 940	\$192 189
	Amount paid for lump sum payments (s42, s43, s44)	\$19 224	\$117 286	\$0.00
	Total amount recovered from external sources (s54)	\$0	\$0	\$0
	Budget allocation for workers compensation	\$185 400	\$185 400	\$185 400
<b>6</b>	<b>TRENDS</b>			
	Injury frequency rate for new lost-time injury/disease for each million hours worked	2.26	3.95	3.95
	Most frequent cause (mechanism) of injury	Body stressing	Sprains and strains of joints and adjacent muscles	Sprains and strains of joints and adjacent muscles
	Most expensive cause (mechanism) of injury	Stress	Stress	Stress

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

## Governance

### Justice Portfolio Ministerial Responsibilities

The following table explains how each work program relates to each of the Justice Portfolio's Ministers.

Minister	Agency	Programs	Sub-Programs
The Hon. Paul Holloway  Minister for Police	South Australia Police	1. Public Order	1.1 Police Response Services 1.2 Event Management
		2. Crime Prevention	2.1 Crime Prevention — the person 2.2 Crime Prevention — property 2.3 Crime Prevention — illegal drug activity 2.4 Community Programs and Education
		3. Road Safety	3.1 Road Use Regulation 3.2 Road Use Education 3.3 Vehicle Collision Prevention
		4. Emergency Response and Management	4.1 Emergency Response 4.2 Emergency Management and Coordination
		5. Criminal Justice Services	5.1 Criminal Justice Services 5.2 Custodial Services
The Hon. Michael Atkinson  The Attorney-General	Attorney-General's Department	1. Policy Advice and Legal Services	1.1 Crown Solicitor 1.2 Public Prosecutions 1.3 Parliamentary Counsel 1.4 Solicitor-General
		2. Multicultural Services	2.1 Multicultural Services and Advice 2.2 Interpreting and Translating Services

		3. Equal Opportunity	3.1 Education Services 3.2 Complaint Services	
		4. Police Complaints Authority	Nil	
		5. Ombudsman Services	Nil	
		6. Guardianship Services	Nil	
		7. Forensic Science	Nil	
		8. Crime Prevention	Nil	
		9. Crime Statistics	Nil	
		10. Justice Portfolio Services	Nil	
		Courts Administration Authority	1. Court and Tribunal Case Resolution Services	1.1 Criminal Jurisdiction 1.2 Specialist Courts 1.3 Civil Jurisdiction 1.4 Coroner
			2. Alternative Dispute Resolution Services	Nil
3. Penalty Management Services	3.1 Criminal Jurisdiction 3.2 Civil Jurisdiction			
State Electoral Office	1. Electoral Services	1.1 Parliamentary Electoral Services 1.2 Non-parliamentary Electoral Services		

The Hon. Carmel Zollo Minister for Emergency Services	Department for Correctional Services	1. Rehabilitation and Reparation	Nil
		2. Custodial Services	Nil
		3. Community Based Services	Nil
Minister for Correctional Services	South Australian Fire and Emergency Services Commission	1. Fire and Emergency Services Strategic and Corporate Support	1.1 Strategic Services 1.2 Support Services
	South Australian Metropolitan Fire Service	1. South Australian Metropolitan Fire Service	1.1 Prevention and Community Preparedness Services 1.2 Operational Preparedness Services 1.3 Response Services 1.4 Recovery Services

	Country Fire Service	1. Country Fire Service	1.1 Prevention Services — community risk reduction 1.2 Preparedness Services 1.3 Response Services 1.4 Recovery Services
	State Emergency Service	1. State Emergency Service	1.1 Prevention Services 1.2 Preparedness Services 1.3 Emergency Incident Response Management 1.4 Recovery Services
The Hon. Jennifer Rankine  Minister for Consumer Affairs  Minister for Volunteers  Minister for the Status of Women	Attorney-General's Department	11. Consumer and Business Affairs	11.1 Residential Tenancies 11.2 Births, Deaths and Marriages * 11.3 Business and Occupational Services * 11.4 Legal Enforcement and Policy 11.5 Consumer Affairs 11.6 Education and Information Services
		12. Volunteers	Nil
		13. Office for Women	13.1 Women's Policy Office 13.2 Women's Information Service 13.3 Premier's Council for Women
		14. Liquor Regulatory Services	Nil
The Hon. Paul Caica  Minister for Gambling	Attorney-General's Department	15. Gambling Regulatory Services	Nil

\* The Attorney-General has responsibility for Sub-program 11.2 and the Registration Unit within Sub-program 11.3



## Legislation Administered

\* Denotes Act of limited application

The principal legislation, for which the Attorney-General's Department has administrative responsibility through the Attorney-General, the Minister for Justice, the Minister for Multicultural Affairs, the Minister for Consumer Affairs, the Minister for Volunteers and the Minister for the Status of Women is listed below.

### Attorney-General

*Action for Breach of Promise of Marriage (Abolition) Act 1971*  
*Acts Interpretation Act 1915*  
*Adelaide Children's Hospital and Queen Victoria Hospital (Testamentary Dispositions) Act 1990*  
*Administration and Probate Act 1919*  
*Administrative Arrangements Act 1994*  
*Administrative Decisions (Effect of International Instruments) Act 1995*  
*Aged and Infirm Persons' Property Act 1940*  
*Age of Majority (Reduction) Act 1971*  
*Aircraft Offences Act 1971*  
*ANZ Executors and Trustee Company (South Australia) Limited (Transfer of Business) Act 1996*  
*Associations Incorporation Act 1985*  
*Australia Acts (Request) Act 1985*  
*Australian Crime Commission (South Australia) Act 2004*  
*Bail Act 1985*  
*Ballot Act 1862*  
*Bills of Sale Act 1886*  
*Births, Deaths and Marriages Registration Act 1996*  
*Business Names Act 1996*  
*Civil Liability Act 1936*  
*Classification of Theatrical Performances Act 1978*  
*Classification (Publications, Films and Computer Games) Act 1995*  
*Commercial Arbitration and Industrial Referral Agreements Act 1986*  
*\*Commonwealth Legislative Power Act 1931*  
*Commonwealth Places (Administration of Laws) Act 1970*  
*Commonwealth Powers (Family Law) Act 1986*  
*Community Titles Act 1996*  
*Companies (Administration) Act 1982*  
*Constitution Act 1934*  
*Constitutional Powers (Coastal Waters) Act 1979*  
*Co-operatives Act 1997*  
*Coroners Act 2003*  
*Corporal Punishment Abolition Act 1971*  
*Corporations (Administrative Actions) Act 2001*  
*Corporations (Ancillary Provisions) Act 2001*  
*Corporations (Commonwealth Powers) Act 2001*  
*Corporations (South Australia) Act 1990*  
*Courts Administration Act 1993*  
*Cremation Act 2000*  
*Criminal Assets Confiscation Act 2005*  
*Criminal Investigation (Extraterritorial Offences) Act 1984*  
*Criminal Law Consolidation Act 1935*  
*Criminal Law (Forensic Procedures) Act 2007*  
*Criminal Law (Legal Representation) Act 2001*  
*Criminal Law (Sentencing) Act 1988*  
*Criminal Law (Undercover Operations) Act 1995*  
*Crown Proceedings Act 1992*  
*Da Costa Samaritan Fund (Incorporation of Trustees) Act 1953*

*Death (Definition) Act 1983*  
*Debtors Act 1936*  
*De Facto Relationships Act 1996*  
*Defamation Act 2005*  
*Director of Public Prosecutions Act 1991*  
*District Court Act 1991*  
*Domestic Violence Act 1994*  
*Domicile Act 1980*  
*Dust Diseases Act 2005*  
*Election of Senators Act 1903*  
*Electoral Act 1985*  
*Electronic Transactions Act 2000*  
*Encroachments Act 1944*  
*Enforcement of Judgments Act 1991*  
*Environment, Resources and Development Court Act 1993*  
*Equal Opportunity Act 1984*  
*Essential Services Act 1981*  
*Estates Tail Act 1881 (The)*  
*Evidence Act 1929*  
*Evidence (Affidavits) Act 1928*  
*Expiation of Offences Act 1996*  
*Family Relationships Act 1975*  
*Federal Courts (State Jurisdiction) Act 1999*  
*Fences Act 1975*  
*Financial Sector Reform (South Australia) Act 1999*  
*Foreign Judgments Act 1971*  
*Free Presbyterian Church (Vesting of Property) Act 2001*  
*Frustrated Contracts Act 1988*  
*Graffiti Control Act 2001*  
*Guardianship and Administration Act 1993*  
*Guardianship of Infants Act 1940*  
*Inheritance (Family Provision) Act 1972*  
*James Brown Memorial Trust Incorporation Act 1990*  
*Judicial Administration (Auxiliary Appointments and Powers) Act 1988*  
*Juries Act 1927*  
*Jurisdiction of Courts (Cross-Vesting) Act 1987*  
*Justices of the Peace Act 2005*  
*Land Acquisition Act 1969*  
*Landlord and Tenant Act 1936*  
*Law of Property Act 1936*  
*Law Reform (Contributory Negligence and Apportionment of Liability) Act 2001*  
*Legal Practitioners Act 1981*  
*Legal Services Commission Act 1977*  
*Legislation Revision and Publication Act 2002*  
*Liens on Fruit Act 1923*  
*Limitation of Actions Act 1936*  
*Listening and Surveillance Devices Act 1972*  
*Little Sisters of the Poor (Testamentary Dispositions) Act 1986*  
*Magistrates Act 1983*  
*Magistrates Court Act 1991*  
*Marketable Securities Act 1971*  
*Members of Parliament (Register of Interests) Act 1983*  
*Mercantile Law Act 1936*  
*Minors Contracts (Miscellaneous Provisions) Act 1979*  
*Misrepresentation Act 1972*  
*Native Title (South Australia) Act 1994*  
*Oaths Act 1936*

\* Denotes Act of limited application

*Off-shore Waters (Application of Laws) Act 1976*  
*Ombudsman Act 1972*  
*Parliamentary Committees Act 1991*  
*Partnership Act 1891*  
*Police (Complaints and Disciplinary Proceedings) Act 1985*  
*Powers of Attorney and Agency Act 1984*  
*Professional Standards Act 2004*  
*Prohibited Areas (Application of State Laws) Act 1952*  
*Professional Standards Act 2004*  
*Public Trustee Act 1995*  
*Racial Vilification Act 1996*  
*Real Property Act 1886*  
*Real Property (Commonwealth Titles) Act 1924*  
*Real Property (Foreign Governments) Act 1950*  
*Real Property (Registration of Titles) Act 1945*  
*Recreation Grounds (Regulations) Act 1931*  
*Registration of Deeds Act 1935*  
*Royal Commissions Act 1917*  
*Royal Style and Titles Act 1973*  
*\*RSL Memorial Hall Trust Act 1997*  
*Sale of Goods Act 1895*  
*Sale of Goods (Vienna Convention) Act 1986*  
*Sea-Carriage Documents Act 1998*  
*Security and Investigation Agents Act 1995*  
*Settled Estates Act 1880*  
*Settled Estates Act Amendment Act 1889 (The)*  
*Sex Disqualification (Removal) Act 1921*  
*Sexual Reassignment Act 1988*  
*Sheriff's Act 1978*  
*Shop Theft (Alternative Enforcement) Act 2000*  
*Solicitor-General Act 1972*  
*St. John (Discharge of Trusts) Act 1997*  
*Stock Mortgages and Wool Liens Act 1924*  
*Strata Titles Act 1988*  
*Subordinate Legislation Act 1978*  
*Summary Offences Act 1953*  
*Summary Procedure Act 1921*  
*Supreme Court Act 1935*  
*Survival of Causes of Action Act 1940*  
*Telecommunications (Interception) Act 1988*  
*Terrorism (Commonwealth Powers) Act 2002*  
*Terrorism (Police Powers) Act 2005*  
*Terrorism (Preventative Detention) Act 2005*  
*Thomas Hutchinson Trust and related Trusts (Winding Up) Act 1995*  
*Trustee Act 1936*  
*Trustee Companies Act 1988*  
*Unclaimed Goods Act 1987*  
*Victims of Crime Act 2001*  
*\*Waite Trust (Miscellaneous Variations) Act 1996*  
*Warehouse Liens Act 1990*  
*Whistleblowers Protection Act 1993*  
*Wills Act 1936*  
*Worker's Liens Act 1893*  
*Young Offenders Act 1993*  
*Youth Court Act 1993*

*\* Denotes Act of limited application*

## **Minister for Consumer Affairs**

*Building Work Contractors Act 1995*  
*Consumer Credit (South Australia) Act 1995*  
*Consumer Transactions Act 1972*  
*Conveyancers Act 1994*  
*Credit Administration Act 1995*  
*Fair Trading Act 1987*  
*Hairdressers Act 1988*  
*Land Agents Act 1994*  
*Land and Business (Sale and Conveyancing) Act 1994*  
*Land Valuers Act 1994*  
*Liquor Licensing Act 1997*  
*Manufacturers Warranties Act 1974*  
*Plumbers, Gas Fitters and Electricians Act 1995*  
*Prices Act 1948*  
*Recreational Services (Limitation of Liability) Act 2002*  
*Residential Parks Act 2007*  
*Residential Tenancies Act 1995*  
*Retail and Commercial Leases Act 1995*  
*Second-hand Vehicle Dealers Act 1995*  
*Trade Measurement Act 1993*  
*Trade Measurement Administration Act 1993*  
*Trade Standards Act 1979*  
*Travel Agents Act 1986*

### **The following legislation also provides important consumer rights:**

*Manufacturers Warranties Act 1974*  
*Misrepresentation Act 1972*

The Commissioner for Consumer Affairs also holds two other offices:

- The Commissioner for Prices, in which capacity, the Commissioner administers:  
*Prices Act 1948*
- The Commissioner for Corporate Affairs, in which capacity the Commissioner administers:  
*Associations Incorporation Act 1985*  
*Business Names Act 1996*  
*Co-operatives Act 1997*

The Registrar, Births, Deaths and Marriages, who is a statutory office holder, is a member of the staff of OCBA and reports to the Commissioner for Consumer Affairs. The Registrar is responsible for administration of the *Births, Deaths and Marriages Registration Act 1996* and the administration in South Australia of the *Commonwealth Marriage Act 1961*.

The Registrar also has statutory responsibilities under the:

*Adoption Act 1988*  
*Cremation Act 2000*  
*Sexual Reassignment Act 1988*  
*Witness Protection Act 1996*

## **Minister for Multicultural Affairs**

*South Australian Multicultural and Ethnic Affairs Commission Act 1980*

## **Minister for Volunteers**

*Volunteers Protection Act 2001*

## List of Current Boards and Committees as at 30 June 2007

The Boards and Committees, for which the Attorney-General's Department has administrative responsibility through the Attorney-General, the Minister for Justice, the Minister for Multicultural Affairs, the Minister for Consumer Affairs, the Minister for Volunteers and the Minister for the Status of Women is listed below.

### Attorney-General

Classification of Theatrical Performances Board  
Da Costa Samaritan Fund Trust  
Forensic Science Advisory Committee  
Guardianship Board  
Legal Practitioners Conduct Board  
Legal Services Commission  
Public Trustee Audit Committee  
*Security and Investigation Agents Act 1995* Industry/Consumer Assessor Panel  
South Australian Classification Council  
Training Centre Review Board

### Minister for Justice

Aboriginal Justice Consultative Committee  
Ministerial Advisory Committee on Victims of Crime

### Minister for Multicultural Affairs

South Australian Multicultural and Ethnic Affairs Commission (SAMEAC)  
SAMEAC Northern Regional Advisory Committee  
SAMEAC Riverland Regional Advisory Committee  
SAMEAC South East Regional Advisory Committee  
SAMEAC Women's Advisory Committee

### Minister for Consumer Affairs

Building Work Advisory Panel  
*Building Work Contractors Act 1995*, Industry/Consumer Assessor Panel  
*Conveyancers Act 1994*, Industry/Consumer Assessor Panel  
*Credit Administration Act 1995*, Industry/Consumer Assessor Panel  
Electrical Advisory Panel  
*Land Agents Act 1994*, Industry/Consumer Assessor Panel  
*Land Valuers Act 1994*, Industry/Consumer Assessor Panel  
Plumbers and Gas Fitters Advisory Panel  
Plumbers, Gas Fitters and Electricians Act, Industry/Consumer Assessor Panel  
Second-hand Vehicle Dealers Act, Industry/Consumer Assessor Panel  
Trade Standards Advisory Council  
*Travel Agents Act 1986*, Industry/Consumer Assessor Panel

### Minister for Volunteers

Volunteer Ministerial Advisory Group (Transferred to Attorney-General's Department on 1/1/2007)

### Minister for the Status of Women

Premier's Council for Women (Transferred to Attorney-General's Department on 1/1/2007)

## Administered Items

In addition to the above responsibilities the Justice Portfolio administers the following items on behalf of Ministers.

### Attorney-General's Department

Agents Indemnity Fund  
Bodies in the Barrel Case  
Child Abuse Program  
Children in State Care Commission of Inquiry  
Companies Liquidation Account  
Compensation — Companies Regulation  
Computer Aided Dispatch Project  
Consumer Credit Fund  
Contribution to the Legal Services Commission for Legal Aid  
Cooperatives Liquidation Account  
Crown Solicitor's Trust Account  
Expensive State Criminal Cases  
HIH Fund  
Legal Practitioners Act Guarantee Fund  
Payment of Liquor Subsidies to Licensees  
Portfolio Radio and Telecommunications Project  
State Rescue Helicopter Service  
Remission of Fees and Charges  
Residential Tenancies Trust Account  
Retail Shop Leases Trust Account  
Second-hand Motor Vehicles Dealers Compensation Fund  
Special Acts - Ministerial salary and allowances, Statutory Officer salaries (Ombudsman and Solicitor-General)  
Taxation Receipts (Casino, Gaming, Lottery Licences)  
Victims of Crime Fund  
Wangary Coronial Inquest  
War Graves

### Courts Administration Authority

Court Fees and Fines  
Judicial Salaries and Expenses  
Probate Fees  
Transcript Fees and Expenses

### South Australian Fire and Emergency Services Commission

Community Emergency Services Fund

### South Australia Police

Exhibit Monies  
Grant to the Australian Crime Prevention Council  
Grant to Safer Communities Australia Inc  
Australian Crime Commission secondments/references  
Statutory Officer salaries (Police Commissioner)  
Revenue from Expiation Notices  
SA Water Corporation — water rate concession for emergency services  
Unclaimed Monies

### State Electoral Office

Electoral Districts Boundaries Commission  
Statutory Officer salaries (Electoral Commissioner and Deputy Electoral Commissioner)

## Other Reports

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### Overseas Travel 2006-07

No of Employees	Destination/s	Reason for Travel	Cost to Department \$
1	USA	Attend 12th International Symposium on Victimology	5 531
1	Canada	Attend International Association of Auto Theft Investigators (IAATI) 54th International Conference	Nil
1	USA	Accompany Attorney-General on study tour	15 770
1	USA	Attend CA-Care and CA-World Conference	4 310
1	USA	Attend World Society of Victimology - Executive Meeting	3 446
1	Taiwan	Assist in synchrotron IR analysis of forensic paint and fibre samples	187
1	Canada, Norway	Attend International Academy of Pathology Meeting Attend Advanced Course on Paediatric Forensic Medicine	7 470
1	Netherlands, Germany, United Kingdom	Attend Conference European Document Experts Working Group and Laboratory Visits	3 568
1	USA	Attend Annual Meeting of the National Association of Medical Examiners Visit Medical Examiners Office	10 540
<b>9</b>			<b>50 822</b>

## Attorney-General's Department Annual Reporting on *Carers Recognition Act 2005*

### Question 1

<b>(a) Describe briefly the strategies you have used to promote the <i>Carers Recognition Act 2005</i> throughout your organisation.</b>	
Guardianship Board (Tribunal)	<ul style="list-style-type: none"> <li>No targeted strategies in 2006-2007.</li> <li>Existing services and policies are carer sensitive.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>Included in Induction Procedure for new staff.</li> <li>Posters distributed.</li> </ul>
Office for Women (Policy office)	<ul style="list-style-type: none"> <li>Issues for Carers are considered across the work of the Office for Women. For example the Women's Information Service (WIS) promotes the <i>Carers Recognition Act 2005</i> by the distribution of information to carers, employees and referrals to relevant services.</li> </ul>
Ombudsman (Do not provide or fund direct services to Carers)	<ul style="list-style-type: none"> <li>Distributed information by email and referred staff to AGD Intranet.</li> </ul>
Office of the DPP (Do not specifically provide services to carers but some of the people to whom we provide service through our Witness Assistance Service (WAS) will have carers).	<ul style="list-style-type: none"> <li>Distributed information packs, posters in staff areas and an email was sent to staff.</li> </ul>
Office for Volunteers (Do not provide or fund direct services to Carers)	<ul style="list-style-type: none"> <li>Links to the Act and associated documents are included on the Office for Volunteers (OFV) website. Promotion of the initiative has been included in OFV e-bulletins.</li> <li>The legislation and associated policies have been distributed to each staff member and have been discussed at a team meeting.</li> </ul>
Chief Executive's Office AGD (Do not provide or fund direct services to Carers)	<ul style="list-style-type: none"> <li>Business Unit Heads Forum (BUHF) had a presentation from SAPOL recently.</li> <li>Communications Unit distributed a Carers Recognition Folder across the Department and put a notice on the Attorney-General's Department intranet site.</li> <li>Communications also organised for inclusions in staff Induction Manual.</li> </ul>
<b>(b) If you have not yet promoted the <i>Carers Recognition Act</i>, how do you plan to do so?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Develop and implement education strategy for staff and board members.</li> <li>Review existing materials to ensure appropriate references to the Policy, Charter and Act.</li> <li>Obtain relevant information which is to be displayed in public areas and staff room.</li> </ul>
Office of the Liquor and Gambling Commissioner	<ul style="list-style-type: none"> <li>Distribute the information packs to staff and include as an agenda item at the work group meetings.</li> </ul>

### Question 2

<b>(a) What specific information does your organisation provide to Carers (including employees) to assist them to make choices for their caring role?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Guides on guardianship and administration and related services.</li> <li>Information on flexible working arrangements and rights to staff.</li> <li>Interpreters are provided at hearings as required and hearings can be transcribed on request.</li> </ul>



Office for Women	<ul style="list-style-type: none"> <li>The Office for Women supports flexible work arrangements to enable employees to balance work - life commitments including supporting employees who are carers.</li> <li>Through the Women's Information Service (WIS) information is provided to carers for their role including access to brochures, printed information and internet access. WIS also has policies and procedures in place in regards to flexible working arrangements.</li> </ul>
Ombudsman	<ul style="list-style-type: none"> <li>The Ombudsman's office only has employee carers.</li> <li>Direct staff members to the intranet.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Personal discussion with staff carers about available supports with Administration Manager.</li> </ul>
Office for Volunteers	<ul style="list-style-type: none"> <li>The Office for Volunteers recognises carers as volunteers and within that capacity affords the same opportunities to community carer organisations/associations as per any other community organisation.</li> <li>The same principle applies to individual volunteers - information is distributed through registered/interested organisations, via email, and physical distribution channels such as local/district councils, Service SA customer service centres and Regional Development Boards.</li> </ul>
Chief Executive's Office AGD	<ul style="list-style-type: none"> <li>The Carers Recognition Folder was distributed as a staff resource.</li> </ul>
Office of the Liquor and Gambling Commissioner	<ul style="list-style-type: none"> <li>Provide staff with access to AGD policies.</li> </ul>
<b>(b) What information do you plan to make available to carers in 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Extend and upgrade the availability of translated materials.</li> <li>Ensure links to information about carers policies and services are on website.</li> <li>Display relevant brochures for carer-related organisations.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>Hold lunchtime information sessions for staff.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Continue with current distribution of information and referral to relevant services. Keep in place policies and procedures in regards to flexible working arrangements.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Information packs and situation specific information to the relatively small number of carer staff.</li> </ul>
Chief Executive's Office AGD	<ul style="list-style-type: none"> <li>Will instruct Communication Unit to include on the intranet permanently.</li> </ul>

### Question 3

<b>(a) What opportunities do you provide which will assist carers to sustain or improve their health and wellbeing?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Staff supported in balancing carer role with work commitments through flexible work arrangements and facilitated access to OCAR services if required.</li> <li>Hearings are held in off-site locations for ease of access.</li> <li>Home visiting provided for potential protected persons when they are physically unable to attend.</li> <li>Hearings conducted using video conference link to country locations.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Women's Information Service has supportive workplace practices and access to up to date information and support services for carers.</li> </ul>

Ombudsman	<ul style="list-style-type: none"> <li>Employee carers know that leave will always be granted as per AGD leave policy.</li> <li>Arrangements can be made for employee carers to work from home.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Flexibility with work/carer commitments. Voluntary Flexible Working Provisions (VFWA) and <i>ad hoc</i> flexibility on a case by case basis.</li> </ul>
<b>(b) What plans do you have in relation to this principle for 2007-08</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Monitor client and staff needs.</li> <li>Review services and security for off-site hearings.</li> </ul>
Office for women	<ul style="list-style-type: none"> <li>Continue to implement the supportive workplace practices and access up to date information and support services for Carers.</li> </ul>

#### Question 4

<b>(a) What workplace policies and practices do you have which assist carers to balance their work and caring roles?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>See 2(a) and 3(a) above.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>Flexitime, Purchased leave, Part time employment, Job Share.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Office for Women has a variety of flexible work practices in place for carers including options of part-time, compressed weeks, working from home, purchased leave, paid carers leave, unpaid leave.</li> </ul>
Ombudsman	<ul style="list-style-type: none"> <li>The Ombudsman provides flexible work practices, paid carers leave and unpaid leave as necessary.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>EAS, VFWA, carers leave, TOIL, unpaid leave, purchased leave.</li> </ul>
Office for Volunteers	<ul style="list-style-type: none"> <li>The Office for Volunteers adheres to corporate policies and provides all employees with access to flexible working conditions such as carers leave.</li> </ul>
Office of the Liquor and Gambling Commissioner	<ul style="list-style-type: none"> <li>Staff has access to all AGD employment initiatives which assist carers.</li> </ul>
<b>(b) What plans do you have in relation to this principle for 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Ongoing review.</li> <li>Consideration as part of performance management/appraisal.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>HR Policy Review.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Continue to have flexible working arrangements for carers to balance their work and caring roles.</li> </ul>
Ombudsman	<ul style="list-style-type: none"> <li>Formalise the present processes, under which three staff receive support.</li> <li>Nominate a carer contact for staff who have carer-related needs.</li> <li>Raise the issue in staff meetings on a regular basis.</li> <li>Make sure that staff know that their requests, in addition to leave, will be seriously and sympathetically addressed. For example home based work, recognition of crisis situations, providing for caretaking of investigations and re-scheduling of meetings.</li> <li>Providing appropriate emotional support.</li> </ul>

### Question 5

<b>(a) How does your organisation ensure that carers are involved in decisions about service arrangements that affect them? Please specify the strategies used to achieve this.</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Hearing times are set in consultation with carers.</li> <li>Carers are encouraged to participate in hearings when they are applicants (as they frequently are).</li> <li>Boards take account of this principle when considering applications.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>Consult with a variety of stakeholders including the Carers Association, Disability Advocacy and Complaints Service, Mental Health Resource Centre.</li> <li>Included in Disability Action Plan Outcome 3.1 Promote awareness and understanding of access and participation issues for people with disabilities, their associates and advocates.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>The Office for Women through WIS involves carers by providing accurate and up-to-date information and referral. Carers also have the option of providing WIS with feedback in regards to service provision to and for carers and their families.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Arrangements to facilitate staff carer needs are arranged on an individual basis and in consultation with the Administration Manager.</li> </ul>
Office for Volunteers	<ul style="list-style-type: none"> <li>Staff is made aware of the intent and responsibilities as identified within the Act and associated policies. The volunteer Ministerial Advisory Group has representation of the health sector which enhances two way communication.</li> <li>Carers have access to the Office for Volunteers e-bulletin and newsletter in addition to participation in relevant programs, such as free volunteers concert.</li> </ul>
<b>(b) What plans do you have in relation to this principle for 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Will include in the revision, further development and documentation of service standards which is planned for 2007-08.</li> <li>Will be taken into account in consistency review of the conduct of board hearings and decision making.</li> </ul>
AGD Human Resources	<ul style="list-style-type: none"> <li>Ongoing consultation with stakeholders.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Continue with current procedures.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Continue with current arrangements.</li> </ul>

### Question 6

<b>(a) Do your policies and practices specifically relating to carers address Aboriginal and Torres Strait Islander carers?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Already identified as an area which needs more attention.</li> <li>All staff attend cultural awareness training.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>The Office for Women is aware of some of the difficulties Aboriginal and Torres Strait Islander carers experience and provides flexible work practices for them to be able to meet their caring needs. In addition, specific initiatives such as the State Aboriginal Women's Gathering, recognises the importance of supporting Aboriginal women in their community roles including their role as carers.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Practices address needs on an individual basis.</li> </ul>
<b>(b) Has there been consultation with Aboriginal and Torres Strait Islander carers in considering service provision and development?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Informal, <i>ad hoc</i> consultation to date.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>No ATSI staff in the organisation. Witness Assistance Service (WAS) client carers are involved in discussion with WAS social workers on services available (whether ATSI or not).</li> </ul>
<b>(c) Do you have information which targets Aboriginal and Torres Strait Islander carers and those they care for?</b>	

Guardianship Board	<ul style="list-style-type: none"> <li>Proposed for 2007-08.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Yes, information and referral to services for carers, including specific Aboriginal and Torres Strait Islander Carers.</li> </ul>
<b>(d) What plans do you have in relation to this principle for 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Extend Cultural Awareness Training to board members.</li> <li>To be taken account of in strategic planning.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Continue providing information and referral to these services.</li> </ul>

### Question 7

<b>(a) Do you specifically consider young carers in policies and practices which relate to carers?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Mindful of young carers and minimising their burdens.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>No young carers in the agency.</li> <li>No young WAS client carers.</li> </ul>
Office for Volunteers	<ul style="list-style-type: none"> <li>No specific policy has been identified as required in this area, however youth is represented on the Volunteer Ministerial Advisory Group.</li> </ul>
<b>(b) What plans do you have in relation to this principle for 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Educate staff and Board members.</li> <li>Consider relevance to service standards and strategic plan.</li> </ul>

### Question 8

<b>(a) What resources have you made available to carers?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>See 2, 3 and 5 above.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>Access to information in all aspects of caring, including health, mental health, disability and housing. It is made available via internet, brochures and hard copy information. WIS also refers to carer specific support services.</li> </ul>
Ombudsman	<ul style="list-style-type: none"> <li>The Ombudsman provides flexible work practices, paid carers leave, and unpaid leave as necessary.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>Staff carers are provided leave and flexible work arrangements. WAS carers have access to all the resources available to the WAS clients they care for.</li> </ul>
<b>(b) What unmet needs and/or resource gaps have you identified for your organisation in relation to carers?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>Improving the services to rural and remote communities.</li> <li>The availability of multi-cultural materials.</li> <li>Meeting the needs of Indigenous people.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>None identified.</li> </ul>
Ombudsman	<ul style="list-style-type: none"> <li>None at this stage but any issues raised at staff meetings will be addressed.</li> </ul>

### Question 9

<b>(a) How does your organisation receive feedback from carers and involve carers in improving the way your services are delivered?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>• Liaise with the Carers Association on an 'as-needed' basis.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>• We receive feedback through networking and feedback with carer services and carers who may use the service.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>• Individual consultation.</li> </ul>
Office for Volunteers	<ul style="list-style-type: none"> <li>• N/A - however all community organisations and volunteers have access to the volunteer Ministerial Advisory Group, are eligible to participate in associated programs and events, and can nominate to receive communication from the Office for Volunteers.</li> </ul>
<b>(b) What plans do you have to further this objective for 2007-08?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>• Plan to review complaints handling mechanism.</li> </ul>
Office for Women	<ul style="list-style-type: none"> <li>• Continue to implement feedback processes.</li> </ul>
Office of the DPP	<ul style="list-style-type: none"> <li>• Non at this stage.</li> <li>• If needs change, then this will be reviewed.</li> </ul>

### Question 10

<b>What are the challenges for your organisation to implement the Carers Recognition Act?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>• Identifying specific needs of carers when dealing with the Guardianship Board, particularly carers in Aboriginal and Torres Strait Islander communities and young carers.</li> </ul>

### Question 11

<b>What would assist your organisation to implement the Carers Recognition Act?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>• Addressing issues identified above.</li> </ul>

### Question 12

<b>How will you improve your compliance with the Carers Recognition Act in 2007-08 and beyond?</b>	
Guardianship Board	<ul style="list-style-type: none"> <li>• Strategies identified in the above sections.</li> </ul>

## Disability Action Plan - Justice Portfolio

### Outcome 1: Portfolios and their agencies are to ensure access to their services and facilities to people with disabilities.

The Justice Portfolio's Strategic Disability Statement was reviewed during 2005-06 and endorsed by the Justice Portfolio Leadership Council on 20 June 2006 (copy attached).

Most agencies have implemented strategies to develop improvements regarding accessibility of their buildings and facilities.

Over the past 18 months, Courts Administration Authority has opened five new courthouses and all provide facilities for people with disabilities.

DCS strategy is to comply with Building Code Standards when any new work or upgrade is undertaken (for instance the lifts planned for Port Augusta Prison). In Adelaide Community Corrections Centre, an interview room has been made available on the ground floor designated for offenders with mobility issues.

#### Progress Assessment:

1	2	3	4 ✓	5
Assessments have commenced, reporting systems are established to identify barriers in access to facilities and services and a work plan to address these has commenced.				

### Outcome 2: Portfolios and their agencies ensure that information about their services and programs is inclusive of people with disabilities.

Most agencies are developing policy regarding printed publications, information and electronic communication being accessible to people with disabilities.

Justice agencies follow the Policies Standards and Guidelines set out in the Government Standard on Information & Communication Technology (SA Government Website Standards).

Most agencies are developing a strategy to ensure information, publications and communication can be provided to people with disabilities in an alternative format.

Most agencies have started to involve people with disabilities in the development of communication strategies.

All agencies allow for alternative format production, upon request.

#### Progress Assessment:

1	2	3 ✓	4	5
Assessments have commenced, reporting systems have been established to identify barriers to achieve outcome two and resources are committed to each of these.				

**Outcome 3: Portfolios and their agencies deliver advice or services to people with disabilities with awareness and understanding of issues affecting people with disabilities.**

Justice HR promotes and implements training programs to support the Promoting Independence Training Framework. This includes regularly offering:

- You Can Make a Difference (general introduction to disability awareness) half-day workshop.
- Disability Dilemmas (disability employment) half-day workshop.

Justice agencies have partially analysed their training needs in relation to disability awareness and discrimination.

The majority of the Justice Portfolio's mainstream training and education programs have been assessed to ensure they incorporate elements of disability awareness and discrimination.

Consultations have commenced with disability organisations in the formulation and review of programs and services.

Resources are committed to implementing the disability awareness training framework.

**Progress Assessment:**

1	2	3	4 ✓	5
The agencies delivers and evaluates training programs against the Training Framework and has set targets to implement the training across the portfolio.				

**Outcome 4: Portfolios and their agencies provide opportunities for consultation with people with disabilities concerning service delivery and in the implementation of complaints and grievance mechanisms.**

Some services have consultation processes in place with people with disabilities and organisations to inform on how to make service delivery accessible.

Justice has started on a strategy to promote and increase representation of people with disabilities on advisory bodies and committees.

In 2001, the Justice Portfolio adopted the *Justice Charter of Public Service in a Diverse Society*, which was reviewed in 2006-2007. This clearly outlines our commitments to customers, including customers with a disability or impairment (copy attached).

Some services have information and education strategies on the rights of customers, and specifically those with disabilities.

Some services promote accessible complaints processes. Resources are committed for consultation and complaints mechanisms.

**Progress Assessment:**

1	2	3 ✓	4	5
Reporting systems have been established to identify discrete activities to achieve outcome four and resources are committed to each of these.				

**Outcome 5: Each Portfolio Chief Executive will ensure that their portfolio has met the requirements of the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 1984*.**

The Department for Correctional Services Disability Action Plan is an annual plan and spans 2006 - 2007.

The Courts Administration Authority Disability Action Plan is being reviewed and will link closely with the Infrastructure Plan.

The Attorney-General's Department Disability Action Plan 2006 – 2009 was endorsed by AGD Executive Committee in August 2006 and was signed by the CE in September 2006.

The SA Police Disability Action Plan was listed on the HREOC web site in January 2007.

The Legal Services Commission Disability Action Plan is being developed and the sub-committee meets monthly to progress the plan.

The SAFECOM Draft Disability Action Plan 2006 – 2009 is ready for endorsement.

Most Justice Portfolio agencies have started to identify service barriers for people with disabilities.

Agency Disability Action Plans have started to feed into Strategic Plans.

**Progress Assessment:**

1	2	3	4 ✓	5
The agency delivers and evaluates programs and services against outcome five objectives.				

**Outcome 6: Explore how agencies can increase the rate of employment of people with a disability.**

Justice HR regularly offers 'Disability Dilemmas' training. This half-day workshop aims to build the skills of HR practitioners, recruiters and supervisors in disability employment. During 2005-06, 50 Justice staff participated.

Recruitment and Selection Policy promotes use of the Strategy for the Employment of People with Disabilities (Disability Employment Register).

**Progress Assessment:**

1	2	3	4 ✓	5
The agency promotes employment of people with disabilities.				



## Disability Action Plan - Attorney-General's Department

### Outcome 1: Portfolios and their agencies are to ensure access to their services and facilities to people with disabilities.

More than 50 percent of AGD's buildings have been assessed for accessibility.

A budget was allocated to update Harrison Consulting's Accessibility Report during 2006-07.

Upgrade initiatives include negotiation of building owner incentives when leases are renewed. Budget costs for the implementation of recommended work is yet to be identified, however broad estimate is allowed for Minor Works budgets for 2007-08 and 08-09.

#### Progress Assessment:

1	2	3	4 ✓	5
Assessments have commenced, reporting systems are established to identify barriers in access to facilities and services and a workplan to address these is being prepared.				

### Outcome 2: Portfolios and their agencies ensure that information about their services and programs is inclusive of people with disabilities

The AGD Communications Unit has articulated the need to provide information in an alternative format to people with disabilities in a strategy document endorsed by the AGD Executive Committee in April 2007.

AGD's Communications Unit is developing a policy regarding printed publications, information and electronic communication being accessible to people with disabilities. It is also preparing an assessment process for printed copies of publications to ensure they promote alternate formats being available.

Alternative formats of publications are available upon request.

#### Progress Assessment:

1	2	3 ✓	4	5
Assessments have commenced, reporting systems have been established to identify barriers to achieve outcome two and resources are committed to each of these.				

### Outcome 3: Portfolios and their agencies deliver advice or services to people with disabilities with awareness and understanding of issues affecting people with disabilities.

AGD promotes and implements training programs to support the Promoting Independence Training Framework. This includes regularly offering:

- You Can Make a Difference (general introduction to disability awareness) half-day workshop.
- Disability Dilemmas (disability employment) half-day workshop.

AGD commenced offering disability awareness training in 2003. Over 10 percent of AGD's staff and managers have attended disability training since then.

AGD's training priorities are raising general awareness initially with customer service staff who interact with the public, and their unit managers.

AGD responded to feedback from managers/supervisors and developed the Disability Dilemmas program around disability employment issues.

Most AGD mainstream training and education programs have been assessed to ensure they incorporate elements of disability awareness and discrimination:

AGD Traineeship Development Program (Cert III in Government):

- One day module on Working with Diversity, includes a presentation on disability awareness (including assessment).
- Cert IV in Government.
- Module on Delivering and Monitoring Service to Clients.

Management of Vexatious and Unusually Persistent Complainants:

- Assist in understanding the psychology of such individuals and their possible mental impairment/disability and the most effective way to provide a service to them.

Dealing with Aggressive and Potentially Violent Behaviour:

- Standard section in course addresses clients with mental illness.
- As required, also addresses dealing with aggressive behaviour from clients with disabilities and how staff members with disabilities can deal with aggressive behaviour from clients.

Ergonomics and Manual Handling:

- Includes manual handling options for people with mobility impairment.

Mental Health First Aid Kit:

- Module 1: Depression.
- Module 2: Anxiety Disorders.

Fire Warden Training:

- Includes safe evacuation of staff/customers with disability.

Health and Safety Representative Training:

- Includes the need to provide a safe workplace for all persons, including those with special needs, such as people with disabilities.

Managers and Supervisors OHS Training:

- Includes the need to provide a safe workplace for all persons, including those with special needs, such as people with disabilities.

Working with Interpreters:

All training programs within the Office of the Public Advocate cover disability issues and the legislative framework.

**Progress Assessment:**

1	2	3	4 ✓	5
The agency delivers and evaluates training programs against the Training Framework and has set targets to implement the training across the portfolio.				

**Outcome 4: Portfolios and their agencies provide opportunities for consultation with people with disabilities concerning service delivery and in the implementation of complaints and grievance mechanisms.**

Each agency has developed, or is in the process of developing, a complaints handling process/charter. An over-arching complaints process would not fit the requirements of each agency. Therefore each are developing a complaints charter to suit their discrete business services.

Many of AGD's units are avenues of complaint about other service providers, and include the State Ombudsman, Equal Opportunity Commission, Police Complaints Authority and Consumer and Business Affairs, Office of the Liquor and Gambling Commissioner. All of these units promote options for lodging complaints on their websites.

**Progress Assessment:**

1	2	3 ✓	4	5
Some resources are committed to this outcome and managerial responsibilities have been assigned to the process to achieve this aim.				

**Outcome 5: Each portfolio Chief Executive will ensure that their portfolio has met the requirements of the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 1984*.**

The AGD DAP 2006-09 was endorsed by AGD Executive Committee on 22 August 2006, and was signed by the Chief Executive on 5 September 2006.

Progress of the plan is driven and reviewed by the AGD DAP Reference Group. This comprises representation across most AGD business units, particularly those who provide services to the public, or those with specific expertise to contribute to the DAP. HR has allocated the following resources to driving the DAP development process:

- ASO7 x 0.4
- ASO3 x 0.4

**Progress Assessment:**

1	2	3	4	5 ✓
The agency's Action Plan has been forwarded to the Human Rights and Equal Opportunity Commission and is promoted and implemented across the department.				

**Outcome 6: Explore how agencies can increase the rate of employment of people with a disability.**

AGD's Recruitment and Selection Policy promotes use of the Strategy for the Employment of People with Disabilities (Disability Employment Register).

The DAP includes an outcome to increase the rate of employment of people with disabilities.

AGD-HR is undertaking a major review of all HR policies to reflect the new Commissioner's Standards regarding public sector employment. This will include a review of AGD recruitment policies and processes to reflect the needs of people with a disability in the:

- Employment Declaration.
- Recruitment and Selection Policy.
- Appointment and Assignment Policy.

AGD regularly offers 'Disability Dilemmas' training. This half-day workshop aims to build the skills of HR practitioners, recruiters and supervisors in disability employment.

AGD's Recruitment and Selection training has been modified to address workforce diversity and include a case study on disability employment.

**Progress Assessment:**

1	2	3 ✓	4	5
HR practitioners and managers have received training on equitable employment and are reviewing current practices.				

# Justice Portfolio Strategic Disability Statement

## Promoting Independence

The Justice Portfolio's vision is for South Australia to be a safe, fair and just place to live, work, visit and conduct business. The South Australian Government is seeking an enhanced quality of life for people with disabilities, through their effective participation and independence in the community, as citizens of South Australia.

In 2003, it was estimated that there are over 362 000 South Australians (about 24 percent of the population) with a disability (*ABS cat. no. 4430.0*). As the South Australian population ages, more people are likely to live with a disability.

In striving to realise our vision for South Australia, the Department of Justice and all its agencies and offices will:

- Support and adhere to the Government's Disability Policy - *Promoting Independence*;
- Meet the requirements of the *Equal Opportunity Act 1984* and the *Disability Discrimination Act 1992*.
- Respond to all people with a disability (public, clients, staff and volunteers) and their associates with awareness, flexibility, adaptability and empathy.

Accordingly, the Justice Portfolio commits to the following:

### **Making civil justice, criminal justice and emergency services and products accessible to people with a disability, and their associates by:**

- Seeking to identify and meet the needs of staff, volunteers and the public with a disability.
- Taking a planned and managed approach to meet approved standards for physical access at sites and facilities where services are provided.
- Ensuring that new and alternative methods of delivering services and products, including technological solutions (e.g. websites and intranets) meet accepted accessibility standards.

### **Treating people with a disability, and their associates fairly and equitably by:**

- Being consistent, fair and non-discriminatory in making decisions and providing services to the public, clients, staff or volunteers with a disability.
- Minimising barriers for people with 'aggregate disadvantage', i.e. people with multiple disabilities, hidden cognitive disabilities or Indigenous Australians with a disability, or people with a disability who live in a remote location, or people with a disability who do not use English as their preferred language.

### **Informing people with a disability, and their associates about available services and seeking their views on how we may best meet their needs by:**

- Providing information that is accessible to people with a disability and using targeted marketing strategies to reach the public, staff and volunteers with a disability.
- Consulting a representative cross-section of people with a disability when formulating policies, developing information and making decisions on how best to improve service delivery.

### **Working with people with a disability, and their associates and responding to their identified needs by:**

- Delivering services and products in flexible ways which meet their needs.

- Ensuring our staff and volunteers are aware, skilled and equipped to respond sensitively and fairly to the public and colleagues with a disability, consistent with the Promoting Independence Training Framework.
- Recognising the diversity of views and needs of people with a disability.

**Achieving the best possible results for people with a disability, and their associates by:**

- Reviewing and evaluating service provision to identify service gaps for people with a disability.
- Using feedback and complaints from people with a disability to continuously improve and solve problems.
- Making best use of our staff's skills, knowledge and community contacts in relation to disability.

**Serving people with a disability, and their associates efficiently and effectively, by:**

- Identifying indicators of good performance in our dealings with people with a disability.
- Ensuring that staff and volunteers meet the high standards of service that people with a disability deserve.
- Making the best use of our resources.

**Being responsible and accountable for our actions and results for people with a disability, and their associates by:**

- Integrating disability considerations into agency strategic and business plans and corporate support systems (e.g. procurement, finance, complaints, asset management).
- Completing and implementing Disability Action Plans in each agency.
- Including our results and improvements in working with people with a disability in agency Annual Reports.

## Annual Asbestos Management Report

Category	Number of Sites		Category Description	Interpretation One or more item(s) at these sites...
	At start of year	At end of year		
1			Remove	Should be removed promptly.
2			Remove as soon as practicable	Should be scheduled for removal at a practicable time.
3			Use care during maintenance	May need removal during maintenance works.
4	1	1	Monitor condition	Has asbestos present *. Inspect according to legislation and policy.
5			identified asbestos has been removed	(All asbestos identified as per OHS&W 4.2.10(1) has been removed).
6			Further information required	(These sites not yet categorised).

\* Some removal work (in the eaves lining) was removed as part of maintenance works in 2006-07, other remaining in accessible asbestos to be managed.

### Definitions

Category: The site performance score, determined by the lowest item performance score at each site.

Number of Sites in Category: A count of how many sites have the corresponding site performance score, with separate counts done at the start and the end of each year.

Category Description: Indicates the recommended action corresponding to the lowest item performance score (recorded in the asbestos register by a competent person, as per Occupational Health, Safety and Welfare Regulations 1995, under the *Occupational Health, Safety and Welfare Act 1986*, 4.2.10).

Interpretation: A brief real-world example of what each category implies for a site.

## Freedom of Information

Pursuant to the provisions of Section 9 (2) of the *Freedom of Information Act 1991* (the Act), the following details are provided as part of the Information Statement of the Attorney-General's Department which is an agency as defined under Section 4(1)(e) of the Act. Subject to certain restrictions, the Act gives members of the public a legally enforceable right to access information held by the South Australian Government. A comprehensive introduction to freedom of information can be found on the State Records website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

## Structure and Function of the Attorney-General's Department

The structure and functions of the Attorney-General's Department consists of the following divisions and units.

### AGD Corporate and Business Services Division

- **Strategic and Financial Services**
- **Human Resources**
- **Library**

The role and functions encompass both the Attorney-General's Department and the wider Justice Portfolio in the provision of human resource and payroll, financial and library services.
- **Guardianship Board**

On request, exercises authority for the benefit of persons who, as a result of mental incapacity, are unable to look after their own health, safety or welfare or to manage their own financial affairs.
- **Office of Consumer and Business Affairs**

Regulates the trading environment in which consumers buy to ensure they are confident that they will be treated fairly when buying goods and services.
- **Office of the Liquor and Gambling Commissioner**

Responsible for exercising statutory functions under the *Liquor Licensing Act 1997*, the *Casino Act 1997*, the *Gaming Machines Act 1992*, the *Authorised Betting Operations Act 2000*, the *Racing (Proprietary Business Licensing) Act 2000*, *Lottery and Gaming Act 1936* and *Collections for Charitable Purposes Act 1939* and the various duty and licensing agreements under those Acts.
- **Ombudsman's Office**

Provides free, impartial, informal and timely resolution of complaints to promote fairness, openness and good public administration in South Australia pursuant to the *Ombudsmans Act 1972*.
- **Public Trustee**

Provides South Australians with a comprehensive range of quality, independent trustee and allied services pursuant to the *Public Trustee Act 1995*. Provides safe and economic administration of deceased estates.
- **Office of the Public Advocate**

Promotes and protects the rights of South Australians who have a mental incapacity pursuant to the *Guardianship and Administration Act 1993*.
- **Children in State Care Inquiry**

Inquires into allegations of sexual abuse of children who were in State Care. Also inquires into allegations of criminal misconduct that resulted in the death of a child in State Care.

### Crown Solicitor's Office

Provides legal services and advice to the Government of South Australia where there is a significant need for public sector perspective, or where the work is otherwise in the public interest.



### **Justice Business Services Division**

- **Business Initiatives**
- **Customer Service - Technology**
- **Facilities Management**
- **Justice Technology Services**
- **Procurement and Contract Management**
- **SACAD Project**  
The role and functions encompass both the Attorney-General's Department and the wider Justice Portfolio in the provision of information technology, facilities management, asset management, contract management and procurement services.
- **Forensic Science South Australia**  
Provides independent pathology and scientific analysis services to the justice system.

### **Office of the Director of Public Prosecutions**

Initiates and conducts criminal prosecutions in the Supreme and District Courts. Conducts all appellate work and exercises appellate rights flowing from those prosecutions, in the confiscation of the profits of crime; enters a nolle prosequi or otherwise terminates a prosecution in appropriate cases; conducts committal proceedings and some summary trials in the Magistrates' Court and conducts appeals from the indictable matters handled in that Court; and carries out other functions assigned to the Director by regulation.

Provides advice to the Attorney-General on criminal justice issues.

### **Parliamentary Counsel**

Provides the Government with comprehensive services for the drafting and development of legislation and the provision and publication of advice and information about legislation.

### **Policy, Planning and Legislation Division**

- **Strategic Development**
- **Justice Strategy**  
Working in partnership with other government agencies and the community, the Strategic Development and Justice Strategy provides information, analysis and policy advice. It develops, implements and evaluates strategies and initiatives in crime and criminal justice.
- **Policy and Legislation**  
Provides specialist legal policy advice and develops and reviews proposals affecting legislation for which the Attorney-General is responsible.

### **Social Justice Division**

- **Equal Opportunity Commission**  
Promote equality of opportunity for all South Australians through the administration of anti-discrimination legislation. On request, exercises authority for the benefit of persons who, as a result of mental incapacity, are unable to look after their own health, safety or welfare or to manage their own financial affairs.
- **Multicultural SA**  
Advises the South Australian Government on multicultural and ethnic affairs, promotes multiculturalism and supports the SA Multicultural and Ethnic Affairs Commission.
- **Office for Volunteers**  
Provides advice to the South Australian Government for the development of policies to develop and support the South Australian volunteering sector.
- **Office for Women**  
Works towards achieving gender equity and positive change for women by collaborating across

government and the community. Works closely with women's groups and organisations, as well as the government's advisory group on women's issues.

### **Commissioner for Victims' Rights**

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

### **Internal Audit**

Provide independent, objective assurance and consulting services designed to add value and improve the agency's operations.

### **Communications Unit**

The Communications Unit provides communications, public relations and marketing services for the Department of Justice and the Attorney-General's Department.

## **Effect of the department's functions on members of the public**

The functions of the department affect the public both directly, in the form of service delivery to the community, and indirectly, through the department's policy, procedures and strategic plan.

## **Public participation in agency policy**

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

## **Description of the kinds of documents held by the Attorney-General's Department**

Documents held by the Attorney-General's Department fall broadly into categories. The listing of these categories does not necessarily mean that all documents are accessible in full or in part under the Act. These categories include:

- Corporate files containing correspondence, memoranda, minutes and documentation on all aspects of the department's operations.
- Policies, procedures and guidelines prescribing the way various activities and programs are to be performed.
- Personnel files relating to the department's employees.
- Accounting and financial files and reports relating to the running of the department.
- Legal files.
- Minutes of meetings and terms of reference.
- Research and statistical reports relating to crime and criminal justice in South Australia.

Please note that several divisions of the Attorney-General's Department are exempt under Schedule 2 of the Act.

## **Access to agency documents**

Requests under the *Freedom of Information Act 1991* for access to documents or amendment of records concerning personal affairs in the possession of the Attorney-General's Department should be directed in writing to:

Freedom of Information Officer, Attorney-General's Department, GPO Box 464, ADELAIDE SA 5001  
Telephone: 8207 1555

## Energy Efficiency

Government agencies are required to reduce their building energy consumption by 25 percent by 2014 with an interim target of 15 percent in 2010.

In the year 2006-07, the Justice Portfolio reduced building energy by eight percent compared with the baseline.

Agency	% change compared with baseline	Energy use (GJ) 00/01	Energy use (GJ) 06/07	Energy use target (GJ) 14/15	Energy intensity baseline (MJ/m2)	Energy intensity 06/07 (MJ/m2)
Attorney-General's Department	-12.7%	20 737	18 102	15 553	346	289
Courts Administration Authority*	- 21.4%	37 023	30 246	27 767	491	415
Department for Correctional Services	- 4.7%	77 095	73 476	57 821	717	678
Emergency Services (not including SA MFS)	34.4%	5 498	6 866	4 124	56	98
SA Metropolitan Fire Service (SA MFS)	- 0.06%	13 315	13 307	9 986	409	409
South Australia Police	- 8.8%	91 874	83 787	68 906	546	587
<b>Total</b>	<b>- 8%</b>	<b>245 542</b>	<b>225 784</b>	<b>184 157</b>	<b>2 565</b>	<b>2 476</b>

\* The final 2006-2007 energy accounts for six sites were estimated due to non-receipt of invoice at the time of this report.

## Greening initiatives 2006/07

Justice has improved the environmental sustainability of its operations during 2006-07.

Environmentally Sustainable Development (ESD) principles have been adopted when re-negotiating leases, during fit-outs and in specifying the design of new facilities. They include improving building energy performance, reducing water use and re-using and recycling materials.

The Aldinga Police Station is a good example of the approach being taken with new buildings. It incorporates design features, orientation and insulation to minimise its impact on the environment. For example it uses:

- Solar hot water.
- Rain water for the toilet cisterns and irrigation.
- An economy cycle air conditioning system.
- AAA-rated water closets and AAA rated tapware.
- Low wattage compact fluorescent lamps and T5 fittings.
- A building management system to automatically control plant and equipment.

Other Justice Portfolio greening initiatives include:

- Energy efficient control drive technology in lifts at the Samuel Way Building.
- Ambient light sensors in the public waiting area at Elizabeth Magistrates Court.
- Replacing single flush toilet cisterns with dual flush cisterns.

- Specifying ESD principles in the development of the Port Augusta Court (such as solar-assisted hot water, AAA-rated low-flow plumbing fixtures, high efficiency luminaires and occupancy sensors to control lighting).
- Installing T5 lights at the Office for Consumer and Business Affairs and in CAA facilities.
- Installing Power Factor Correction at Yatala Labour Prison.
- Using solar hot water at MFS engineering workshops and Golden Grove Police Station.
- Performing energy audits at Elizabeth and Port Adelaide Magistrates Courts.
- Re-using furniture in new fit-outs and finishes with high levels of recyclable content.
- Including green provisions in specifications for the three new prisons.
- Installing waterless urinals and water-efficient taps.
- Re-cycling three prisons' waste water to water ovals and crops.
- Paper, cans, bottles and laser printer cartridges recycling in various buildings.
- Installing Photo Electric Cells to control external lighting with ambient light conditions.
- Install timers on boiler units.
- Reduced operating times for air conditioning systems.
- Recycling water used for fire fighting drills.
- Fitting solar voltaic panels to the Adelaide MFS station and new stations.

### Greening initiatives planned for 2007- 2008 include:

- De-lamping and re-lamping at Elizabeth and Port Adelaide Magistrates Court.
- Solar panels at the MFS Wakefield Street Station.
- Improvements to air conditioning at MFS' Beulah Park Station.
- Increasing the Attorney-General's Department head office by 0.5 of an Australian Green Building Rating star to 3.5 stars, by replacing lights with T5s and improving the building maintenance, hot water and air conditioning systems.
- Installing T5 lights and dimmers and upgrading the chiller plant at the offices of the Liquor and Gambling Commission, Police Complaints Authority and the Ombudsman.

## Justice Portfolio Statement of Reconciliation

The South Australian Justice Portfolio declares its public commitment to work towards achieving reconciliation between Indigenous and non-Indigenous people of Australia. The Portfolio shares the vision of the former Council for Aboriginal Reconciliation and Reconciliation Australia for:

*'A united Australia which respects this land of ours; values the Aboriginal and Torres Strait Islander heritage and provides justice and equity for all.'*

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

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

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

We, the people of the Justice Portfolio, undertake to work with Aboriginal and Torres Strait Islander peoples to achieve reconciliation by:

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

Signed by the Justice Portfolio Leadership Group on this day, 30 May 2002.

# Attorney-General's Department Financial Performance and Statements

## Financial Overview

Table 19 to Table 21 and Figure A to Figure D provide summaries of the Income Statement, Cash Flow Statement, Balance Sheet and Statement of Administered Income and Expenses that compare the 2006-07 revised budget with actual results for 2005-06 and 2006-07.

The detailed 2006-07 financial statements are presented in the Appendices of this report.

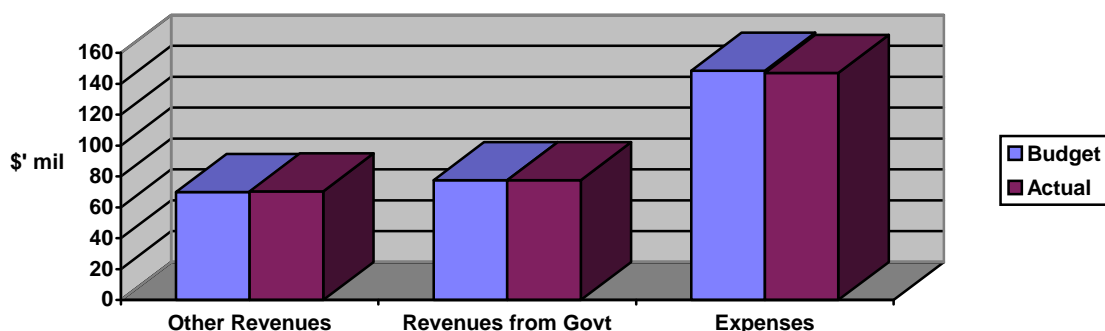
## Controlled Activities

**Table 19: Summary of Income Statement**

	Revised Budget 2006/07 \$'000	Actual 2006/07 \$'000	Actual 2005/06 \$'000
Total Income	147 640	148 078	138 652
Total Expenses*	148 583	147 098	138 605
Net Result before Re-structure	(943)	980	47
Net Revenue from Administrative Re-structure	(3 581)	3 280	-
Net Result after Re-structure	(4 524)	4 260	47

\* The budget for Cash Alignment payments is included against Total Expenses in the revised budget to match the treatment in the Financial Statements.

**Figure A: 2006-07 Revised budget and actual results per Income Statement**



The Department recorded a surplus net result before re-structure of \$1.0m compared to a revised budgeted deficit of \$0.9m, a favourable variation of \$1.9m.

Total income in 2006-07 was \$148.1m, including appropriation funding of \$77.7m. Total income was \$0.4m above the revised budget in 2006/07, mainly due to additional fees and charges received.

Total expenses in 2006-07 was \$147.1m, \$1.5m below the revised budget. Most of this was as a result of vacant positions as well as savings in grant expenditure.

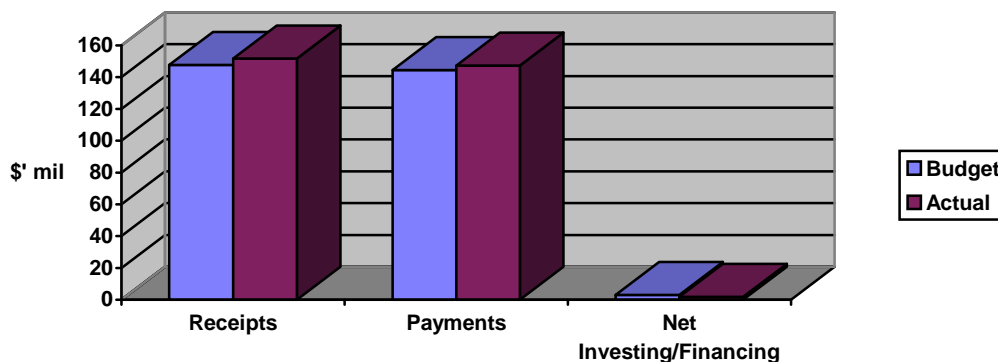
The administrative re-structure relates to Forensic Science SA, Office for Women and Office for Volunteers transferring to the department during 2006-07. This has resulted in higher income and expenses in 2006-07 compared to 2005-06.

**Table 20: Summary of Cash Flow Statement**

	Revised Budget 2006/07 \$'000	Actual 2006/07 \$'000	Actual 2005/06 \$'000
<b>Operating Activities</b>			
Receipts	147 776	151 788	145 058
Payments	144 581	147 259	142 713
Net cash provided by/(used in) operating activities	3 195	4 529	2 345
<b>Investing Activities</b>			
Payments	(2 207)	(800)	(471)
Net cash used by investing activities	(2 207)	(800)	(471)
<b>Financing Activities</b>			
Receipts	800	1 047	-
Net cash provided by financing activities	800	1 414	-
Net increase in cash held	1 788	4 776	1 874
Cash at beginning of reporting period	21 788	21 788	19 914
<b>Cash at end of reporting period</b>	<b>23 576</b>	<b>26 564</b>	<b>21 788</b>

\* The budget for the Cash Alignment payment is included against Total Expenses as opposed to revenue in the revised budget to match the treatment in the Financial Statements.

**Figure B: 2006-07 Revised budget and actual results per Cash Flow Statement**



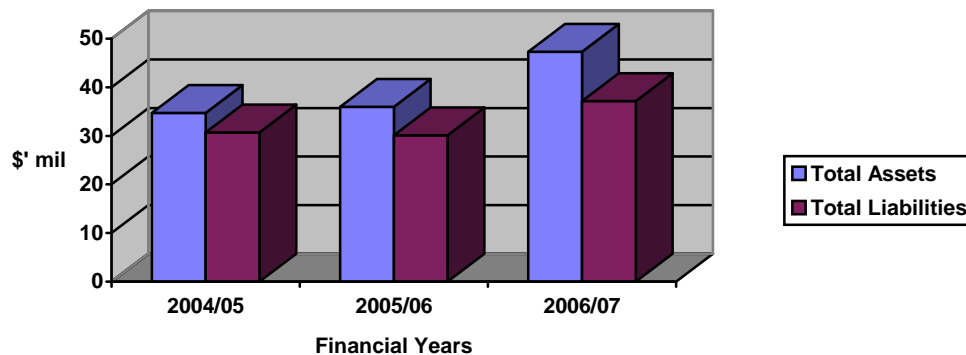
The department recorded an increase in cash flows of \$4.8m in 2006/07 compared with a budgeted increase of \$1.8m, a favourable variation of \$3.0m.

Operating payments in 2006-07 were \$2.7m above budget. This variance is mainly due to goods and services tax remitted to the Australian Taxation Office.

Operating receipts in 2006-07 were \$4.0m above budget. This is mainly due to higher than anticipated revenue for fees and charges and GST receipts on revenue.

Investing payments in 2006-07 were \$1.4m below budget. This is mainly due to savings within Forensic Science SA. The majority of this saving will be requested to be carried over into 2007-08.

**Figure C: Comparison of Total Assets to Total Liabilities**



Total assets increased from \$34.0m in 2004-05 to \$47.3m in 2006-07. The increase in total assets is due to:

- cash on hand and on deposit increasing by \$6.6m
- receivables increasing by \$3.4m
- other current assets increasing by \$0.4m
- property plant and equipment increasing by \$2.9m

Total liabilities increased from \$30.7m in 2004-05 to \$37.2m in 2006-07. The increase in total liabilities is due to:

- payables increasing by \$2.0m
- employees' benefits increasing by \$5.5m
- other liabilities decreasing by \$1.0m

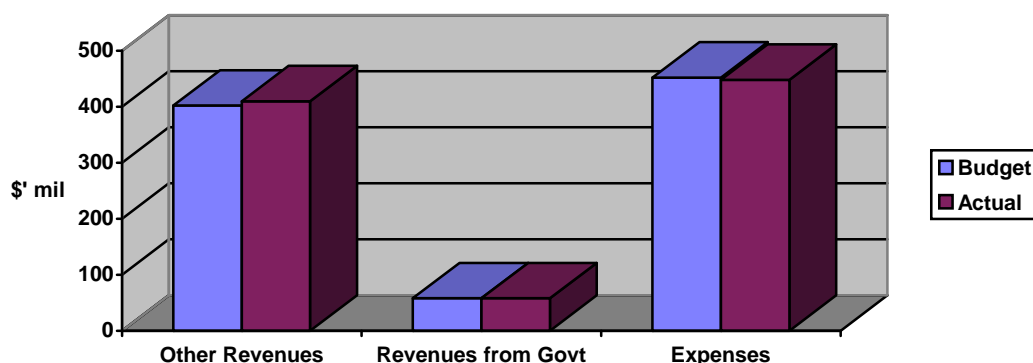
## Administered Activities

**Table 21: Summary Statement of Administered Income and Expenses**

	Revised Budget 2006/07 \$'000	Actual 2006/07 \$'000	Actual 2005/06 \$'000
Total income	460 035	467 630	588 905
Total expenses	451 852	447 958	554 785
Net result before re-structure	8 183	19 672	34 120
Net revenue/expenses from administrative re-structure	-	198	(44 337)
Net result after re-structure	8 183	19 870	(10 217)



**Figure D: 2006-07 Revised budget and actual results per Statement of Administered Revenues and Expenses**



The department recorded a surplus net result before re-structure for administered items of \$19.7m compared to a revised budgeted surplus of \$8.2m, a favourable variation of \$11.5m.

Total income in 2006-07 was \$467.6m, \$7.6m above the revised budget. This variance is mainly due to higher than anticipated interest earnings relating to the Agent's Indemnity Fund and the Residential Tenancies Fund.

Total expenses in 2006-07 was \$448.0m, \$3.90m below the revised budget. The variance is mainly due to a decrease in claims paid from the Agents Indemnity Fund.

## Trends

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

**Table 22: Financial Performance Measures**

	2006/07 \$'000	2005/06 \$'000	2004/05 \$'000
Net operating surplus/(deficit) from ordinary activities	980	47	(9 969)
Revenues from government as a source of funding	52	51%	50%
Average employee cost	68.5	79.4	73.2
Operating expenses per employee	110.1	129.8	119.9
Consultants as a percent of operating expenses	0.00%	0.00%	0.00%
Change in net assets	4 260	2 535	(11 141)
Net assets	10 117	5 857	3 322
Ratio of current assets to current liabilities	2.32	2.21	2.10
Percent of creditors paid within 30 days	96%	96%	97%

## Risk Management

During 2006-07, the Risk Manager continued to promote an increased knowledge and understanding of risk management principles and practices across the Attorney-General's Department.

The 2006-07 risk management program resulted in risk assessment workshops being conducted in a number of the department's business units. These workshops are considered an effective way for business units to identify and assess risks specific to their operations. This process also included reviewing current controls and developing additional mitigation strategies to further control significant

risks. Throughout the year the Risk Manager continued to conduct regular reviews of risk registers and treatment plans to ensure risk continues to be managed appropriately.

The Risk Manager regularly reports to the Attorney-General's Department Audit and Risk Management Committee on the status of significant risks, including additional work being undertaken to manage those risks. The department's risk profile continues to remain a relevant monitoring tool for the Attorney-General's Department.

A review of the department's internal audit and risk management framework has occurred. The recommendations of that review are currently being considered.

The role of the Attorney-General's Department Risk Champions has continued through the provision of theoretical and practical risk management training. The Risk Champions are effective in increasing the awareness of risk management across business units. Members also actively assist the Risk Manager in implementing risk and control policies and procedures that are consistent across the department.

## **External Audit**

All external audit work (except taxation) is undertaken by the Auditor-General's Department. The department has responded to issues raised by the Auditor-General's Department during the year.

## **Public Sector Fraud**

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

## Consultant Arrangements

The department's expenditure on consultancies has increased over the three years ending 2006-07. The Department spent \$0.47m on consultants during 2006-07 (including \$0.06m relating to Administered Items). In 2005-06, the department spent \$0.38m (including \$0.18m in Administered Items).

Details about the use of consultants are in Note 7 and Note 43 to the accounts.

### Consultancies Above \$10k

Division	Vendor No	Vendor Name	06 / 07 YTD	Reason	Contact
181	NLIZ500	LIZARD DRI	40 800.00	Organisational review of DPP (continued from 2005/06)	Murray Fopp
213	NHAM744	HAMPTON ME	29 562.50	To undertake a series of workshops to identify the information management requirements of the CSO for its business applications. This information is to be used to assist in the development of a business case and functional specifications of systems which provide greater efficiency for the CSO in practice management and litigation support.	Maddie Turner
261	NTMP826	HUDSON	30 600.00	CAB review held in October 2006, resulting in a restructure in CAB.	Margaret Douglas
331	NKDN408	KDN SERVIC	61 015.00	Providing advice and support for the transition of FSSA to AGD, particularly the transition of ICT infrastructure.	Jenny Hall
354	NCPD506	CPD BIZ CO	31 500.00	Establishment and structure of the new Policy, Planning and Legislation Division.	Jane Symons
354	NKATO030	KATHLEEN T	46 034.71	Executive Director recruitment consultant.	Snez Savic/Jane Symons
354	NLEB019	LEBED, ALI	24 900.00	Criminal Justice Legislative Reform Project.	Snez Savic/Jane Symons
355	NDEL837	DELOITTE T	15 555.00	Commissioned by the JPLC to undertake an independent review of Justice Internal Audit (JIA) to assess the framework under which it operates and, in particular, whether the framework enables JIA to provide efficient and effective assurance and consultancy services to its clients; and whether it contributes to effective governance within the Justice Portfolio and its respective agencies.	Peter Barns
393	NKUT485	KUTJARA CO	54 600.00	A work study into access and support for Aboriginal Victims in the cross border region	Rondelle Oster
398	NSIN300	SINCLAIR K	32,900.00	Preparation of an Agency Security Plan for AGD.	Geoff Schneider
637	NABB080	ABBOTBURY	17 920.00	Provision of specialised financial support services.	Kevin Barlow
637	NESR154	ESRI AUSTR	27 000.00	Consultancy agreement to provide geographical/mapping information.	Kevin Barlow
717	NPYK000	PYKE, MAUR	18 181.82	Review of South Australian Domestic Violence Laws.	Domenic Pullino
		<b>TOTAL:</b>	<b>430 569.03</b>		

## Contractual Arrangements

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

## Account Payment Performance

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

As indicated in Table 23, the department was able to pay 96 percent of all invoices by the due date (96 percent in 2005-2006). The remaining four percent of invoices reflect both disputed accounts and late payment of undisputed accounts (three percent in 2005-2006).

**Table 23: Account Payment Performance**

<b>Particulars</b>	<b>No. of accounts paid</b>	<b>Percentage of accounts paid (by number)</b>	<b>Value in \$A of accounts paid (\$'000)</b>	<b>Percentage of accounts paid (by value)</b>
Paid by the due date	27 184	96%	116 454	97%
Paid within 30 days or less of the due date	1 050	4%	4 077	3%
Paid more than 30 days from the due date	26	0%	27	0%

# Auditor General's Report

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## INDEPENDENT AUDITOR'S REPORT

### TO THE CHIEF EXECUTIVE ATTORNEY-GENERAL'S DEPARTMENT

As required by section 31 of the *Public Finance and Audit Act 1987*, I have audited the accompanying financial report of the Attorney-General's Department for the financial year ended 30 June 2007. The financial report comprises:

- An Income Statement;
- A Balance Sheet;
- A Statement of Changes in Equity;
- A Cash Flow Statement;
- A Program Schedule of Income and Expenses;
- A Summary of significant accounting policies and other explanatory notes;
- A Statement of Administered Income and Expenses;
- A Statement of Administered Assets and Liabilities;
- A Statement of Changes in Administered Equity;
- A Statement of Administered Cash Flows;
- A Program Schedule of Administered Income and Expenses;
- A Certificate by the Chief Executive and the Executive Director, Corporate and Business Services.

### The Responsibility of the Chief Executive for the Financial Report

The Chief Executive is responsible for the preparation and fair presentation of the financial report in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.


### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing Standards. The Auditing Standards require that the auditor complies with relevant ethical requirements relating to audit engagements and plans and performs the audit to obtain reasonable assurance whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Chief Executive, as well as the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Attorney-General's Department as at 30 June 2007, and its financial performance and its cash flows for the year then ended in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards (including the Australian Accounting Interpretations).



**S O'Neill**  
**AUDITOR-GENERAL**  
27 September 2007

## Certification of the Financial Report

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We certify that:

The attached General Purpose Financial Report for the Attorney-General's Department presents fairly, in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Attorney-General's Department as at 30 June 2007, the results of its operation and its cash flows for the year then ended.

The attached financial statements are in accordance with the accounts and records of the department and give an accurate indication of the financial transactions of the department for the year then ended.

Internal controls over the financial reporting have been effective throughout the reporting period.



**Jerome Maguire**  
Chief Executive  
Attorney-General's Department  
and Department of Justice

26 September 2007



**Debra Contala**  
Executive Director  
Strategic and Financial Services

26 September 2007

# Attorney-General's Department Financial Statements



<b>INCOME STATEMENT</b>			
For the Year Ended 30 June 2007			
	Note No.	2007 \$'000	2006 \$'000
<b>Expenses</b>			
Employee benefit expenses	5	89 932	82 314
Supplies and services	6	40 228	38 411
Grants and subsidies	7	10 112	10 533
Depreciation and amortisation expense	8	3 085	2 389
Net loss from disposal of assets	9	19	87
Other expenses	10	1 181	909
<b>Total expenses</b>		<b>144 557</b>	<b>134 643</b>
<b>Income</b>			
Revenues from fees and charges	12	59 905	55 663
Recoveries	13	4 675	5 587
Commonwealth revenues		3 159	3 036
Interest revenues	14	1	1 186
Other income	15	2 674	1 909
<b>Total income</b>		<b>70 414</b>	<b>67 381</b>
<b>Net cost of providing services</b>		<b>( 74 143 )</b>	<b>( 67 262 )</b>
<b>Revenues from / payments to SA Government</b>			
Revenues from SA Government	16	77 664	71 271
Payments to SA Government	16	2 541	3 962
<b>Net result before restructure</b>		<b>980</b>	<b>47</b>
Net revenue from administrative restructure	17	3 280	-
<b>Net result after restructure</b>		<b>4 260</b>	<b>47</b>
<b>The net result after restructure attributable to the SA Government as owner</b>		<b>4 260</b>	<b>47</b>

The above statement should be read in conjunction with the accompanying notes



## BALANCE SHEET

As at 30 June 2007

	Note No.	2007 \$'000	2006 \$'000
<b>Current assets</b>			
Cash and cash equivalents	18	26 564	21 788
Receivables	19	9 430	5 935
Other current assets	20	1 027	326
<b>Total current assets</b>		<b>37 021</b>	<b>28 049</b>
<b>Non-current assets</b>			
Property, plant and equipment	21A	9 644	7 949
Intangible assets	22	664	-
<b>Total non-current assets</b>		<b>10 308</b>	<b>7 949</b>
<b>Total assets</b>		<b>47 329</b>	<b>35 998</b>
<b>Current liabilities</b>			
Payables	23	6 943	5 152
Employee benefits	24	8 113	6 582
Provisions	25	286	242
Other current liabilities	26	622	712
<b>Total current liabilities</b>		<b>15 964</b>	<b>12 688</b>
<b>Non-current liabilities</b>			
Payables	23	1 919	1 617
Employee benefits	24	17 758	14 201
Provisions	25	1 152	1 014
Other non-current liabilities	26	419	621
<b>Total non-current liabilities</b>		<b>21 248</b>	<b>17 453</b>
<b>Total liabilities</b>		<b>37 212</b>	<b>30 141</b>
<b>Net assets</b>		<b>10 117</b>	<b>5 857</b>
<b>Equity</b>			
Asset revaluation reserve		4 000	4 000
Retained earnings		6 117	1 857
<b>Total equity</b>		<b>10 117</b>	<b>5 857</b>
<b>The total equity attributable to the SA Government as owner</b>		<b>10 117</b>	<b>5 857</b>
Commitments	28		
Contingent assets and liabilities	29		

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF CHANGES IN EQUITY

For the Year Ended 30 June 2007

	Asset revaluation reserve	Retained earnings	Total
	\$'000	\$'000	\$'000
Balance at 30 June 2005	1 512	1 810	3 322
Gain on revaluation of leasehold improvements during 2005-06	2 087	-	2 087
Gain on revaluation of land during 2005-06	300	-	300
Gain on revaluation of plant and equipment during 2005-06	39	-	39
Gain on revaluation of mobile transport assets during 2005-06	49	-	49
Gain on revaluation of buildings during 2005-06	13	-	13
<b>Net income/expense recognised directly in equity for 2005-06</b>	<b>2 488</b>	<b>-</b>	<b>2 488</b>
Net result after restructure for 2005-06	-	47	47
<b>Total recognised income and expense for 2005-06</b>	<b>2 488</b>	<b>47</b>	<b>2 535</b>
Balance at 30 June 2006	4 000	1 857	5 857
Net result after restructure for 2006-07	-	4 260	4 260
<b>Total recognised income and expense for 2006-07</b>	<b>-</b>	<b>4 260</b>	<b>4 260</b>
Balance at 30 June 2007	4 000	6 117	10 117

**All changes in equity are attributable to the SA Government as owner**

The above statement should be read in conjunction with the accompanying notes

## CASH FLOW STATEMENT

For the Year Ended 30 June 2007

	Note No.	2007 Inflows (Outflows) \$'000	2006 Inflows (Outflows) \$'000
<b>Cash flows from operating activities</b>			
<b>Cash outflows</b>			
Employee benefit payments		( 87 561 )	( 82 222 )
Grants and subsidies		( 10 112 )	( 10 533 )
GST payments on purchases		( 7 056 )	( 6 334 )
Other payments		( 39 989 )	( 39 662 )
<b>Cash used in operations</b>		<b>( 144 718 )</b>	<b>( 138 751 )</b>
<b>Cash inflows</b>			
Fees and charges		57 282	55 752
Receipts from Commonwealth		3 159	3 036
GST receipts on revenue		4 137	3 551
GST input tax credits		2 715	2 775
Interest received		41	1 177
Other receipts		6 790	7 496
<b>Cash generated from operations</b>		<b>74 124</b>	<b>73 787</b>
<b>Cash flows from SA Government</b>			
Receipts from SA Government		77 664	71 271
Payments to SA Government		( 2 541 )	( 3 962 )
<b>Cash generated from SA Government</b>		<b>75 123</b>	<b>67 309</b>
<b>Net cash provided by operating activities</b>	27	<b>4 529</b>	<b>2 345</b>
<b>Cash flows from investing activities</b>			
<b>Cash outflows</b>			
Purchase of property, plant and equipment		( 800 )	( 471 )
<b>Net cash used in investing activities</b>		<b>( 800 )</b>	<b>( 471 )</b>
<b>Cash flows from financing activities</b>			
<b>Cash inflows</b>			
Receipts from restructure activities		1 047	-
<b>Net cash provided by financing activities</b>		<b>1 047</b>	<b>-</b>
<b>Net increase in cash and cash equivalents</b>		<b>4 776</b>	<b>1 874</b>
Cash and cash equivalents at the beginning of the financial year		21 788	19 914
<b>Cash and cash equivalents at the end of the financial year</b>	18	<b>26 564</b>	<b>21 788</b>

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF ADMINISTERED INCOME AND EXPENSES

For the Year Ended 30 June 2007

	Note No.	2007 \$'000	2006 \$'000
<b>Income</b>			
Taxation revenue	32	347 001	323 621
Community Emergency Services Fund revenue		-	151 938
Revenues from SA Government	33	58 232	57 954
Commonwealth specific purpose grants	34	26 115	25 406
Interest revenues	35	19 506	15 917
Victims of Crime levies		7 955	7 954
Fees and charges		2 570	3 206
Recoveries and other income	36	6 251	2 909
<b>Total income</b>		<b>467 630</b>	<b>588 905</b>
<b>Expenses</b>			
Payments to Consolidated Account		372 377	352 713
Community Emergency Services Fund payments		-	126 662
Grants	37	31 766	34 473
Victims of Crime payments	38	13 459	12 878
State Rescue Helicopter Service charges	39	9 149	-
Employee benefit expenses	40	6 791	6 718
Depreciation expense	41	213	346
Net loss from disposal of assets	42	14	-
Other expenses	43	14 189	20 995
<b>Total expenses</b>		<b>447 958</b>	<b>554 785</b>
<b>Net cost of providing services</b>		<b>19 672</b>	<b>34 120</b>
Net revenue (expense) from administrative restructure	44	198	( 44 337 )
<b>Net result after restructure</b>		<b>19 870</b>	<b>( 10 217 )</b>
<b>The net result after restructure attributable to the SA Government as owner</b>		<b>19 870</b>	<b>( 10 217 )</b>

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF ADMINISTERED ASSETS AND LIABILITIES

As at 30 June 2007

	Note No.	2007 \$'000	2006 \$'000
<b>Current assets</b>			
Cash and cash equivalents	45	94 711	75 008
Receivables	46	31 028	26 534
Financial assets	47	36 103	27 557
Other current assets	48	2 054	3 182
<b>Total current assets</b>		<b>163 896</b>	<b>132 281</b>
<b>Non-current assets</b>			
Financial assets	47	76 778	75 176
Property, plant and equipment	49A	823	707
<b>Total non-current assets</b>		<b>77 601</b>	<b>75 883</b>
<b>Total assets</b>		<b>241 497</b>	<b>208 164</b>
<b>Current liabilities</b>			
Payables	50	4 141	3 566
Employee benefits	51	190	231
Other current liabilities	52	73 420	67 371
<b>Total current liabilities</b>		<b>77 751</b>	<b>71 168</b>
<b>Non-current liabilities</b>			
Payables	50	12	34
Employee benefits	51	113	298
Other non-current liabilities	52	40 620	35 134
<b>Total non-current liabilities</b>		<b>40 745</b>	<b>35 466</b>
<b>Total liabilities</b>		<b>118 496</b>	<b>106 634</b>
<b>Net assets</b>		<b>123 001</b>	<b>101 530</b>
<b>Equity</b>			
Asset revaluation reserve		9 992	8 391
Retained earnings		113 009	93 139
<b>Total equity</b>		<b>123 001</b>	<b>101 530</b>
<b>The total equity attributable to the SA Government as owner</b>		<b>123 001</b>	<b>101 530</b>
Commitments	54		
Contingent assets and liabilities	55		

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF CHANGES IN ADMINISTERED EQUITY

For the Year Ended 30 June 2007

	Asset revaluation reserve	Retained earnings	Total
	\$'000	\$'000	\$'000
Balance at 30 June 2005	5 226	103 356	108 582
Gain on revaluation of investments during 2005-06	2 739	-	2 739
Gain on revaluation of leasehold improvements during 2005-06	411	-	411
Gain on revaluation of furniture during 2005-06	15	-	15
<b>Net income/expense recognised directly in equity for 2005-06</b>	3 165	-	3 165
Net result after restructure for 2005-06	-	( 10 217 )	( 10 217 )
<b>Total recognised income and expense for 2005-06</b>	3 165	( 10 217 )	( 7 052 )
Balance at 30 June 2006	8 391	93 139	101 530
Gain on revaluation of investments during 2006-07	1 601	-	1 601
<b>Net income/expense recognised directly in equity for 2006-07</b>	1 601	-	1 601
Net result after restructure for 2006-07	-	19 870	19 870
<b>Total recognised income and expense for 2006-07</b>	1 601	19 870	21 471
Balance at 30 June 2007	9 992	113 009	123 001

**All changes in equity are attributable to the SA Government as owner**

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF ADMINISTERED CASH FLOWS

For the Year Ended 30 June 2007

	Note No.	2007 Inflows (Outflows) \$'000	2006 Inflows (Outflows) \$'000
<b>Cash flows from operating activities</b>			
<b>Cash inflows</b>			
Taxation receipts		342 750	325 175
Community Emergency Services Fund revenue		-	151 938
Receipts from SA Government		58 415	65 412
Commonwealth specific purpose grant		26 115	25 406
Interest received		18 785	16 124
Victims of Crime levies		7 957	7 909
Fees and charges		2 631	3 206
Other receipts		6 144	2 918
<b>Cash generated from operations</b>		<b>462 797</b>	<b>598 088</b>
<b>Cash outflows</b>			
Payments to Consolidated Account		( 370 486 )	( 376 203 )
Community Emergency Services Fund payments		-	( 126 662 )
Grants		( 31 766 )	( 34 473 )
Victims of Crime Compensation payments		( 13 459 )	( 12 878 )
Employee benefit payments		( 7 048 )	( 6 721 )
Other payments		( 11 764 )	( 9 295 )
<b>Cash used in operations</b>		<b>( 434 523 )</b>	<b>( 566 232 )</b>
<b>Net cash provided by operating activities</b>	53	<b>28 274</b>	<b>31 856</b>
<b>Cash flows from investing activities</b>			
<b>Cash outflows</b>			
Payments for investments		( 8 545 )	( 6 108 )
Purchase of property, plant and equipment		( 343 )	( 31 )
<b>Cash used in investing activities</b>		<b>( 8 888 )</b>	<b>( 6 139 )</b>
<b>Net cash used in investing activities</b>		<b>( 8 888 )</b>	<b>( 6 139 )</b>
<b>Cash flows from financing activities</b>			
<b>Cash inflows/(outflows)</b>			
Receipts/(payments) from restructure activities		317	( 44 337 )
<b>Cash provided by/(used in) financing activities</b>		<b>317</b>	<b>( 44 337 )</b>
<b>Net cash provided by/(used in) used in financing activities</b>		<b>317</b>	<b>( 44 337 )</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>19 703</b>	<b>( 18 620 )</b>
Cash and cash equivalents at the beginning of the financial year		75 008	93 628
<b>Cash and cash equivalents at the end of the financial year</b>	45	<b>94 711</b>	<b>75 008</b>

The above statement should be read in conjunction with the accompanying notes

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

The aim of the Attorney-General's Department (the Department) is to help create a safe and secure environment in which the public of South Australia can live and work and where the rights of individuals are protected, to advise government agencies and statutory authorities in minimisation of the government's exposure to legal and business risk, and provide forensic services in relation to coronial and police investigations. The Department also provides consumer law-related, regulatory services, and complaint handling function to the South Australian Community.

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

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

## Note 2 Summary of Significant Accounting Policies

### 2.1 Basis of Accounting

The financial report is a general purpose financial report. The financial report has been prepared in accordance with applicable Australian Accounting Standards and Treasurer's Instructions and Accounting Policy Statements promulgated under the provision of the *Public Finance and Audit Act 1987*.

#### *Statement of Compliance*

Australian accounting standards include Australian equivalents to International Financial Reporting Standards and AAS29 *Financial Reporting by Government Departments*. Except for the amendments to AASB 101 *Presentation of Financial Statements*, which the Department has early-adopted, Australian accounting standards and interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Department for the reporting period ending 30 June 2007. The Department has assessed the impact of the new and amended standards and interpretations and considers there will be no impact on the accounting policies or the financial report.

The Department's Income Statement, Balance Sheet and Statement of Changes in Equity have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets that were valued in accordance with the valuation policy applicable.

The Cash Flow Statement has been prepared on a cash basis.

The financial report has been prepared based on a twelve month operating cycle and presented in Australian currency.

### 2.2 Reporting Entity

The Department produces both Departmental and Administered financial statements. The Departmental financial statements include income, expenses, assets and liabilities, controlled or incurred by the Department in its own right. The Administered financial statements include income, expenses, assets and liabilities which the Department administers on behalf of the SA Government but does not control.

For the purposes of accrual accounting and external financial reporting, the Ombudsman Services, Police Complaints Authority, Guardianship Board and Office of the Public Advocate are included in the financial reporting entity of the Attorney-General's Department.

The Ombudsman and the Police Complaints Authority undertake investigations into complaints or matters under their respective Acts without interference from the Attorney-General's Department and both report separately to Parliament on their operations. The Guardianship Board is a court-like tribunal which has the power to make important decisions affecting the lives and property of persons over whom it has jurisdiction. The Public Advocate provides education, investigation,

advocacy and guardianship services in accordance with its statutory functions. The Guardianship Board and Public Advocate were established pursuant to the *Guardianship and Administration Act 1993* (the Act) and are not subject to the direction of the Minister in the performance of their functions under the Act.

**Administered items of the Department are listed below:**

**Liquor and Gambling Services**

- Payment of Liquor Subsidies to Licensees
- Racing Services
- Taxation Receipts (Casino, Gaming, Gambling, Liquor, Lottery Licenses)

**Consumer and Business Affairs**

- Agents Indemnity Fund
- Companies Liquidation Account
- Cooperatives Liquidation Account
- HIH Fund
- Remission - Fees and Charges
- Second Hand Motor Vehicles Dealers Compensation Fund
- Residential Tenancies Fund
- Retail Shop Leases Fund

**Victims of Crime**

**Bodies in the Barrels Case**

**Crown Solicitor's Trust Account**

**Computer Aided Dispatch/Portfolio Radio and Telecommunications**

**Contribution to Legal Services Commission for Legal Aid**

**State Rescue Helicopter Service**

**Other**

- Child Abuse Program
- Children in State Care Inquiry
- Compensation Companies Regulation (formerly Companies Code Fees)
- Expensive State Criminal Cases
- Legal Practitioners Act Fund
- Native Title Claims
- Special Acts - Payment of Ministerial Salary and Allowances
- Special Acts - Payment of Statutory Officer Salaries - Ombudsman and Solicitor-General
- Unclaimed Salaries and Wages
- Wangary Coronial Inquiry
- War Graves

**2.3 Comparative Figures**

The presentation and classification of items in the financial report are consistent with prior periods except where a specific Accounting Policy Statement or Australian Accounting Standard have required a change.

Where presentation or classification of items in the financial report has been amended, comparative amounts have been reclassified unless reclassification is impracticable.

The restated comparative amounts do not replace the original financial report for the preceding period.

**2.4 Rounding**

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

**2.5 Taxation**

The Department is not subject to income tax. The Department is liable for payroll tax, fringe benefits tax, goods and services tax (GST), emergency services levy, land tax equivalents and local government rate equivalents.

Income, expenses and assets are recognised net of the amount of GST except :

- When the GST incurred on a purchase of goods or services is not recoverable from the Australian Taxation Office, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item applicable; and
- Receivables and payables, which are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the Australian Taxation Office is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the Australian Taxation Office is classified as part of operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to the Australian Taxation Office. If GST is not payable to, or recoverable from the Australian Taxation Office, the commitments and contingencies are disclosed on a gross basis.

## 2.6 Income and expenses

Income and expenses are recognised in the Department's Income Statement when and only when it is probable that the flow of economic benefits to or from the Department will occur and can be reliably measured.

Income and expenses have been classified according to their nature in accordance with the Accounting Policy Framework II *General Purpose Financial Reporting Framework* and have not been offset unless required or permitted by a specific accounting standard.

In accordance with Accounting Policy Framework II *General Purpose Financial Reporting Framework*, the financial report's notes disclose income, expenses, financial assets and financial liabilities where the counterparty/transaction is with an entity within the SA Government as at the reporting date, classified according to their nature.

Revenues from fees and charges are derived from the provision of goods and services to other SA government agencies and to the public. This revenue is recognised upon delivery of the service to the client or by reference to the stage of completion.

Administered Fees and Charges includes Victims of Crime levies totalling \$8.0m (2006 - \$8.0m) received from other SA Government entities. Victims of Crime levies have been recognised on an accrual basis.

Administered Taxation receipts totalling \$347m (2006 - \$323.6m) have been recognised on an accrual basis.

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

Grants are amounts provided by the Department to entities for general assistance or for a particular purpose. Grants may be for capital or recurrent purposes and the name or category reflects the use of the grant. The grants given are usually subject to terms and conditions set out in the contract, correspondence, or by legislation.

### *Contributions*

Contributions are recognised as an asset and income when the department obtains control of the contributions or obtains the right to receive the contributions and the income recognition criteria are met (ie the amount can be reliably measured and the flow of resources is probable).

Generally, the Department has obtained control or the right to receive for:

- Contributions with unconditional stipulations - this will be when the agreement becomes enforceable ie the earlier of when the receiving entity has formally been advised that the contribution (eg grant application) has been approved; agreement/contract is executed; and/or the contribution is received.
- Contributions with conditional stipulations - this will be when the enforceable stipulations specified in the agreement occur or are satisfied, i.e. income would be recognised for contributions received or receivable under the agreement.

All contributions received by the Department have been contributions with unconditional stipulations attached and have been recognised as an asset and income upon receipt.

For contributions payable, the contribution will be recognised as a liability and expense when the entity has a present obligation to pay the contribution and expense recognition criteria are met.

All contributions paid by the Department have been contributions with unconditional stipulations attached.

### *Disposal of non-current assets*

Income from the disposal of non-current assets is recognised when the control of the asset has passed to the buyer and determined by comparing proceeds with carrying amount. When revalued assets are sold, the revaluation increments are transferred to retained earnings.

## **2.7 Revenues from/payments to SA Government**

Appropriations for program funding are recognised as revenues when the Department obtains control over the funding. Control over appropriations is normally obtained upon receipt.

Where money has been appropriated in the form of a loan, the Department has recorded a loan receivable.

Where money has been appropriated in the form of an equity contribution, the Treasurer has acquired a financial interest in the net assets of the Department and the appropriation is recorded as contributed equity.

Payments to the SA Government include the return of surplus cash pursuant to the cash alignment policy.

## **2.8 Current and Non-Current Classification**

Assets and liabilities are characterised as either current or non-current in nature. The Department has a clearly identifiable operating cycle of twelve months. Assets and liabilities that are expected to be consumed or realised as part of the normal operating cycle have been classified as current assets or current liabilities. All other assets and liabilities are classified as non-current.

## **2.9 Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call and other short-term, highly liquid investments with maturities of three months or less that are readily converted to cash and are used in the cash management function on a day-to-day basis.

Cash is measured at nominal value.

## **2.10 Receivables**

Receivables include amounts receivable from trade, prepayments and other accruals.

Trade receivables arise in the normal course of selling goods and services to other agencies and to the public. Trade receivables are due within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement.

Other debtors arise outside the normal course of selling goods and services to other agencies and to the public.

The Department determines the provision for doubtful debts based on a review of balances within trade receivables that are unlikely to be collected. These are generally receivables that are 90 days or more overdue.

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

Assets are initially recorded at cost or at the value of any liabilities assumed, plus any incidental cost involved with the acquisition. Where assets are acquired for no cost or minimal cost they are recorded at their fair value in the Balance Sheet. If however, the assets are acquired at no or nominal cost as part of a restructuring of administrative arrangements then the assets are recorded at the value recorded by the transferor prior to transfer.

The Department capitalises all non-current physical assets with a value of \$5 000 or greater in accordance with Accounting Policy Framework III *Asset Accounting Framework*. Items with an acquisition cost less than \$5 000 are expensed in the year of acquisition.

## 2.12 Revaluation of Non-Current Assets

In accordance with Accounting Policy Framework III *Asset Accounting Framework*, all non-current tangible assets are valued at written down current cost (a proxy for fair value).

Every three years, the Department revalues its land, buildings, leasehold improvements, furniture, plant and equipment and mobile transport assets. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value then the asset will be revalued regardless of when the last valuation took place. Non-current tangible assets that are acquired between revaluations are held at cost until the next valuation, where they are revalued to fair value.

Land, buildings, leasehold improvements, furniture, plant and equipment and mobile transport assets were revalued in accordance with the 'fair value' method of valuation as at 1 July 2005. Library collections were revalued in May 2002. Information technology assets are valued at cost.

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

## 2.13 Impairment

All non-current tangible and intangible assets are tested for indication of impairment at each reporting date. Where there is an indication of impairment, the recoverable amount is estimated. An amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

For revalued assets an impairment loss is offset against the asset revaluation reserve.

## 2.14 Depreciation and Amortisation of Non-Current Assets

All non-current assets, having a limited useful life, are systematically depreciated/amortised over their useful lives in a manner that reflects the consumption of their service potential. Amortisation is used in relation to intangible assets such as software, while depreciation is applied to tangible assets such as property, plant and equipment.

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

Depreciation/amortisation rates and methods are reviewed at each balance date and necessary adjustments are recognised in the current and future reporting periods as appropriate.

Depreciation and amortisation for non-current assets is determined as follows:

<i>Class of assets</i>	<i>Depreciation method</i>	<i>Remaining Useful life (Years)</i>
Buildings and Other Structures	Straight line	5-23
Leasehold Improvements	Straight line	remaining life of lease
Plant and Equipment	Straight line	1-8
Intangible Assets	Straight line	1-5
Information Technology	Straight line	3-5
Mobile Transport Assets	Straight line	2-16

## 2.15 Intangibles

An intangible asset is an identifiable non-monetary asset without physical substance. Intangible assets are measured at cost. Following initial recognition, intangible assets are carried at cost less any accumulated amortisation and any accumulated impairment losses.

The useful lives of intangible assets are assessed to be either finite or indefinite. The Department only has intangible assets with finite lives. The amortisation period and the amortisation method for intangible assets is reviewed on an annual basis.

The acquisition or internal development of software is capitalised only when the expenditure meets the definition criteria (identifiability, control and the existence of future economic benefits) and recognition criteria (probability of future economic benefits and cost can be reliably measured) and when the amount of expenditure is greater than or equal to \$5 000.

All research and development costs that do not meet the capitalisation criteria outlined in AASB 138 are expensed.

## 2.16 Financial Assets

Financial assets represent investments which are funds deposited with the Public Trustee and are reported at fair value. Investments are classified as either current or non-current. Those to be rolled over within 12 months are classified as current investments.

Investments are made by way of notional unit holdings in a selection of common funds managed by Public Trustee. The proportion of unit holdings is dependent upon the investment strategy adopted.

Revaluation increments and decrements are recognised in the asset revaluation reserve except where, and to the extent, the decrement exceeds the balance of the reserve which is recognised as expenses or the increment reverses previous decrements which are recognised as revenue.

## 2.17 Payables

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

Creditors represent the amounts owing for goods and services received prior to the end of the reporting period that are unpaid at the end of the reporting period. Creditors include all unpaid invoices received relating to the normal operations of the Department.

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

All payables are measured at their nominal amount and are normally settled within 30 days from the date of the invoice or date the invoice is first received.

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

The Department makes contributions to several State Government and externally managed superannuation schemes. These contributions are treated as an expense when they occur. There is no liability for payments to beneficiaries as they have been assumed by the respective superannuation schemes. The only liability outstanding at balance date relates to any contributions due but not yet paid to the South Australian Superannuation Board.

## 2.18 Employee Benefits

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement of sick leave.

Liability for salaries and wages are measured as the amount unpaid at the reporting date at remuneration rates current at reporting date.

### *Leave*

The liability for employee benefits includes provision for annual leave and long service leave. The liability for annual leave is measured using the remuneration rate expected to apply at the time of settlement. The liability for annual leave reflects the value of total annual leave entitlements of all employees as at 30 June 2007 and is measured at the nominal amount.

The liability for long service leave has been calculated in accordance with the short hand method using a benchmark of six and a half years (2006 - seven years) service as advised by the Department of Treasury and Finance. The calculation is consistent with the Department's experience of employee retention and leave taken.

## 2.19 Provisions

### *Workers compensation*

A liability has been reported to reflect workers compensation claims. The workers compensation liability, which was based on an actuarial assessment, was provided by the Public Sector Workforce Wellbeing group within the Public Sector Workforce Division of the Department of the Premier and Cabinet.

The workers compensation provision is based on an actuarial assessment prepared by Taylor Fry Consulting Actuaries. The Department's liability is an allocation of the Justice Portfolio's total assessment.

## **2.20 Leases**

The Department has a number of operating leases and payments are expensed on a basis which is representative of the pattern of benefits derived from the leased asset.

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

## **2.21 Financial Risk Management**

The Department has significant non-interest bearing assets (cash on hand and on call, and receivables) and liabilities (borrowings from SA Government). The Department's exposure to market risk and cash flow interest risk is minimal.

The Department has no significant concentration of credit risk. The Department has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history.

In relation to liquidity/fund risk, the continued existence of the Department in its present form, and with its present programs, is dependent on State Government policy and on continuing appropriations by Parliament for the Department's administration and programs.

### **Note 3 Programs of the Department**

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

#### **Program 1: Policy Advice and Legal Services**

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

#### **Program 2: Multicultural Services**

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

#### **Program 3: Equal Opportunity**

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

#### **Program 4: Police Complaints Authority**

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

#### **Program 5: Ombudsman Services**

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

#### **Program 6: Guardianship Services**

This program covers services to promote and protect the rights and interests of people with reduced mental capacity and, where appropriate, their carers, through the Guardianship Board and the Office of the Public Advocate.

#### **Program 7: Forensic Science**

Provision of forensic science services, primarily in relation to coronial and police investigations.

#### **Program 8: Crime Prevention**

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



**Program 9: Crime Statistics**

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

**Program 10: Justice Portfolio Services**

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

**Program 11: Consumer and Business Affairs**

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

**Program 12: Office for Volunteers**

Provision of services that facilitate the implementation of the "Advancing the Community Together" partnership in order to build stronger communities and increase volunteer rates in accordance with *South Australia's Strategic Plan*; provision of policy and strategic advice that enhances the Government's capacity to identify, prioritise and respond appropriately to the needs of the volunteer community in South Australia; and initiate programs that support and promote volunteering.

**Program 13: Office for Women**

Pursuit of the full and equal participation of women in the social and economic life of the State by providing innovative and balanced public policy advice to government. Providing high quality statewide information and referral services through the Women's Information Service.

**Program 14: Liquor Regulatory Services**

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

**Program 15: Gambling Regulatory Services**

The Office of the Liquor and Gambling Commissioner, a statutory office within the Department, regulates the gambling industry.

The objectives are to encourage responsible attitudes towards the promotion, sale, supply and use of gambling products; to minimise the harm associated with these products; and to maintain public confidence in the State's gambling industries.

These objectives are pursued through rigorous regulatory regimes.

**Note 4 Administered Programs**

**Program 1: Liquor and Gambling Services**

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

**Program 2: Consumer and Business Affairs**

This administered program recognises activities in relation to the Agents Indemnity Fund, the Second Hand Vehicles Compensation Fund, the Co-operatives Liquidation Account and the Companies Liquidation Account. This program also includes the receipt of Commonwealth grants to State Government for "Forgone Revenue" per the Corporations Agreement 2002. The Commonwealth funds received by AGD are paid to the Consolidated Account.

**Program 3: Victims of Crime**

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

**Program 4: State Rescue Helicopter Service**

This administered program relates to the activities of the State Rescue Helicopter Service used by SA Police Department, Department of Health, SA Country Fire Service and the SA Ambulance Service. The financial reporting associated with this function was transferred from SA Police Department Administered Items in 2006-07.

**Program 5: Emergency Services Levy**

This administered program relates to the collection of the Emergency Services Levy and the application of these funds. The levies are collected in accordance with the Emergency Services Funding Act, 1998 by Revenue SA and the Department for Transport, Energy and Infrastructure and are credited to the Fund from which Attorney-General's Department makes payments to the emergency services agencies, meets the costs of collecting the levies and operating the Fund. As at 31 March 2006, administration of the Fund was transferred to SAFECOM.

**Program 6: Bodies in the Barrels**

This administered program relates to the Bodies in the Barrels murder case. The Attorney-General's Department administer the operations relating to this case. This program concluded in 2006-07.

**Program 7: Trust Accounts**

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

**Program 8: Emergency Management Communications**

This program relates to activities associated with the implementation of the Computer Aided Dispatch (CAD) and Portfolio Radio and Telecommunications Costs for the Justice Portfolio.

**Program 9: Legal Aid**

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

**Program 10: Other**

This program reflects the financial performance and position of various administered activities, including the payment of Ministers, Ombudsman and Solicitor General's salaries; the Child Abuse Program, Expensive State Criminal Cases, Children in State Care Inquiry and Wangary Coronial Inquest.

**Note 5 Employee benefit expenses**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Salaries and wages	65 542	60 033
Employee on-costs	13 276	12 060
Annual leave	5 888	5 403
Long service leave	3 452	2 273
Targeted voluntary separation packages (TVSP) - refer below	-	1 223
Board fees	1 422	1 315
Other	352	7
<b>Total employee benefit expenses</b>	<b>89 932</b>	<b>82 314</b>

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Targeted voluntary separation packages (TVSP)</b>		
TVSPs paid to employees during the reporting period	-	1 223
Recovery from the Department of Treasury and Finance in respect of TVSPs	-	(1 223)
Annual and Long Service Leave accrued over the period of employment for employees who received TVSPs	-	408

	<b>Number of</b>	<b>Number of</b>
	<b>Employees</b>	<b>Employees</b>
Number of employees who were paid TVSPs during the reporting period	-	12

<b>Remuneration of employees</b>	<b>2007</b>	<b>2006</b>
The number of employees whose remuneration received or receivable falls within the following bands:		
\$100 001 - \$110 000	31	32
\$110 001 - \$120 000	26	23
\$120 001 - \$130 000	12	10
\$130 001 - \$140 000	9	6
\$140 001 - \$150 000	6	8
\$150 001 - \$160 000	14	16
\$160 001 - \$170 000	14	7
\$170 001 - \$180 000	10	6
\$180 001 - \$190 000	5	3
\$190 001 - \$200 000	5	6
\$200 001 - \$210 000	6	4
\$210 001 - \$220 000	1	3
\$220 001 - \$230 000	2	2
\$230 001 - \$240 000	1	-
\$240 001 - \$250 000	1	1
\$250 001 - \$260 000	1	-
\$260 001 - \$270 000	2	1
\$270 001 - \$280 000	1	1
\$280 001 - \$290 000	1	2
\$290 001 - \$300 000	1	2
\$300 001 - \$310 000	1	-
<b>Total number of employees</b>	<b>150</b>	<b>133</b>

The table includes all employees who received remuneration of \$100 000 or more during the year. Remuneration of employees reflects all costs of employment including salaries and wages, superannuation contributions, fringe benefits tax and any other salary sacrifice benefits. Total remuneration received or due and receivable by these employees was \$22.2m (2006 - \$19.4m).

Forensic Science SA (FSSA) was transferred to the Attorney-General's Department effective from 1 January 2007. The remuneration table above includes two officers who received remuneration of \$100 000 or more during the period 1 January 2007 to 30 June 2007.

Below is a table showing all employees of FSSA who received remuneration of \$100 000 or more during the financial year from 1 July 2006 to 30 June 2007.

<b>Remuneration of FSSA employees</b>	<b>2007</b>
The number of employees whose remuneration received or receivable falls within the following bands:	
\$100 001 - \$110 000	1
\$110 001 - \$120 000	2
\$120 001 - \$130 000	1
\$130 001 - \$140 000	2
\$140 001 - \$150 000	1
\$150 001 - \$160 000	1
\$170 001 - \$180 000	1
\$190 001 - \$200 000	1
\$320 001 - \$330 000	2
<b>Total number of employees</b>	<b>12</b>

**Note 6 Supplies and services**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Computing and communication	11 612	10 296
Accommodation	10 076	8 637
Contract staff	2 902	2 209
Staff payments	2 242	2 093
Legal fees	2 041	2 804
Office expenses	2 024	2 143
Telephone related expenses	1 432	1 465
Motor vehicle expenses	1 107	1 095
Promotions and publications	1 002	1 092
Tax and taxable payments	698	725
Consultancies	407	386
Insurance	94	88
Other	4 591	5 378
<b>Total supplies and services</b>	<b>40 228</b>	<b>38 411</b>

**Supplies and services provided by entities within the SA Government**

Computing and communication	4 444	5 590
Accommodation	9 737	8 260
Contract staff	-	94
Staff payments	261	256
Legal fees	25	78
Office expenses	55	46
Telephone related expenses	895	862
Motor vehicle expenses	1 034	1 016
Promotions and publications	166	126
Tax and taxable payments	18	-
Consultancies	50	12
Insurance	93	88
Other	832	1 663
<b>Total supplies and services - SA Government entities</b>	<b>17 610</b>	<b>18 091</b>

**The number and dollar amount of Consultancies paid/payable (included in supplies & services expense) that fell within the following bands:**

	<b>No.</b>	<b>2007</b>	<b>No.</b>	<b>2006</b>
		<b>\$'000</b>		<b>\$'000</b>
Below \$10 000	10	39	9	32
Between \$10 000 and \$50 000	8	252	4	99
Above \$50 000	2	116	2	255
<b>Total paid/payable to the consultants engaged</b>	<b>20</b>	<b>407</b>	<b>15</b>	<b>386</b>

**Note 7 Grants and subsidies**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Grants to:</b>		
Community Legal Centres	3 776	3 705
Aboriginal Legal Rights Movement	2 482	2 380
<b>Grants by:</b>		
Justice Strategy Unit	1 301	1 278
Native Title Unit	785	1 089
Multicultural SA	761	530
Crime Prevention Unit	399	892
Other	608	659
<b>Total grants and subsidies</b>	<b>10 112</b>	<b>10 533</b>
<b>Grants and subsidies provided to entities within the SA Government</b>		
Justice Strategy Unit	899	893
Native Title Unit	776	932
Multicultural SA	16	7
Crime Prevention Unit	98	98
Other	239	194
<b>Total grants and subsidies - SA Government entities</b>	<b>2 028</b>	<b>2 124</b>

**Note 8 Depreciation and amortisation expense**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Depreciation</b>		
Information technology	726	821
Leasehold improvements	1 606	1 225
Plant and equipment	615	299
Buildings and other structures	27	28
Mobile transport assets	16	16
<b>Total depreciation</b>	<b>2 990</b>	<b>2 389</b>
<b>Amortisation</b>		
Intangible assets	95	-
<b>Total amortisation</b>	<b>95</b>	<b>-</b>
<b>Total depreciation and amortisation expense</b>	<b>3 085</b>	<b>2 389</b>

#### Note 9 Net loss from disposal of assets

	2007 \$'000	2006 \$'000
Fixtures and Fittings		
Proceeds from disposal	-	-
Net book value of assets disposed	-	4
<b>Net loss from disposal of fixture and fittings</b>	<b>-</b>	<b>4</b>
Plant and Equipment		
Proceeds from disposal	-	-
Net book value of assets disposed	19	80
<b>Net loss from disposal of plant and equipment</b>	<b>19</b>	<b>80</b>
Information Technology		
Proceeds from disposal	-	-
Net book value of assets disposed	-	3
<b>Net loss from disposal of information technology</b>	<b>-</b>	<b>3</b>
 Total Assets		
Total proceeds from disposal	-	-
Total net book value of assets disposed	19	87
<b>Total net loss from disposal of assets</b>	<b>19</b>	<b>87</b>

#### Note 10 Other expenses

	2007 \$'000	2006 \$'000
Witness expenses	864	574
Other	317	335
<b>Total other expenses</b>	<b>1 181</b>	<b>909</b>
 <b>Other expenses paid/payable to entities within the SA Government</b>		
Other	202	332
<b>Total other expenses - SA Government entities</b>	<b>202</b>	<b>332</b>

#### Note 11 Auditor's remuneration

	2007 \$'000	2006 \$'000
Audit Fees paid/payable to the Auditor-General's Department	170	180
<b>Total auditor's remuneration</b>	<b>170</b>	<b>180</b>

#### Other Services

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

#### Note 12 Revenues from fees and charges

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Licence and regulatory fees	24 440	23 246
Legal services	12 852	13 671
Recovery of administration expenditure	5 634	5 995
Network services	12 225	9 828
Other	4 754	2 923
<b>Total revenues from fees and charges</b>	<b>59 905</b>	<b>55 663</b>
<b>Fees and charges received/receivable from entities within the SA Government</b>		
Licence and regulatory fees	7	2
Legal services	12 852	13 526
Recovery of administration expenditure	5 633	5 974
Network services	12 225	9 828
Other	3 942	1 972
<b>Total revenues from fees and charges - SA Government entities</b>	<b>34 659</b>	<b>31 302</b>

#### Note 13 Recoveries

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Sundry recoveries	4 675	5 587
<b>Total recoveries</b>	<b>4 675</b>	<b>5 587</b>
<b>Recoveries received/receivable from entities within the SA Government</b>		
Sundry recoveries	2 846	4 347
<b>Total recoveries - SA Government entities</b>	<b>2 846</b>	<b>4 347</b>

#### Note 14 Interest revenues

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Interest from entities within the SA Government	1	1 186
<b>Total interest revenues</b>	<b>1</b>	<b>1 186</b>

The Department no longer receives interest on special deposit accounts held at the Department of Treasury & Finance.

#### Note 15 Other income

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Other	2 674	1 909
<b>Total other income</b>	<b>2 674</b>	<b>1 909</b>
<b>Other income received/receivable from entities within the SA Government</b>		
Other	1 724	927
<b>Total other income - SA Government entities</b>	<b>1 724</b>	<b>927</b>



#### Note 16 Revenues from/payments to SA Government

	2007 \$'000	2006 \$'000
<b>Revenues from SA Government</b>		
Appropriations from Consolidated Account pursuant to the Appropriation Act	77 664	71 271
<b>Total revenues from SA Government</b>	<b>77 664</b>	<b>71 271</b>
<b>Payments to SA Government</b>		
Payment to Treasury under Cash Alignment Policy	2 541	3 962
<b>Total payments to SA Government</b>	<b>2 541</b>	<b>3 962</b>

#### Note 17 Net revenue from administrative restructure

In the Government Gazette (dated 28 September 2006), it was reported that the functions of Forensic Science SA were transferred to the Attorney-General's Department effective from 1 January 2007. A net expense of \$3.573 million from the transfer of assets and liabilities has been recognised in the Income Statement.

In the Government Gazette (dated 22 March 2007), it was reported that the functions of the Office for Women and the Office for Volunteers were transferred to Attorney-General's Department effective from 1 April 2007. Net expenses of \$8 000 and \$285 000 respectively have been recognised in the Income Statement.

On transfer of these functions, the following assets, liabilities and equities were transferred to the Department:

	Forensic Science South Australia 2007 \$'000	Office for Women 2007 \$'000	Office for Volunteers 2007 \$'000	Total 2007 \$'000
Assets:				
Current	1 497	246	6	1 749
Non-current	5 231	-	-	5 231
<b>Total assets</b>	<b>6 728</b>	<b>246</b>	<b>6</b>	<b>6 980</b>
Liabilities:				
Current	1 171	254	77	1 502
Non-current	1 984	-	214	2 198
<b>Total liabilities</b>	<b>3 155</b>	<b>254</b>	<b>291</b>	<b>3 700</b>
<b>Net assets/(liabilities)</b>	<b>3 573</b>	<b>(8)</b>	<b>(285)</b>	<b>3 280</b>
<b>Net revenue (expenses) from administrative restructure</b>	<b>3 573</b>	<b>(8)</b>	<b>(285)</b>	<b>3 280</b>

The income and expenses attributable to the functions which transferred to the Department were:

	Forensic Science South Australia 01/07/06 - 31/12/06 \$'000	Office for Women 01/07/06 - 31/03/07 \$'000	Office for Volunteers 01/07/06 - 31/03/07 \$'000	Total 2007 \$'000
<b>Total income</b>	<b>1 425</b>	<b>52</b>	<b>29</b>	<b>1 506</b>
<b>Expenses</b>				
Employee benefits expenses	4 366	835	508	5 709
Supplies and services	3 043	312	142	3 497
Depreciation and amortisation	823	-	-	823
Other expenses	8	477	308	793
<b>Total expenses</b>	<b>8 240</b>	<b>1 624</b>	<b>958</b>	<b>10 822</b>
<b>Net cost of providing services</b>	<b>(6 815)</b>	<b>(1 572)</b>	<b>(929)</b>	<b>(9 316)</b>

	Forensic Science South Australia 01/01/07 - 30/06/07	Office for Women 01/04/07 - 30/06/07	Office for Volunteers 01/04/07 - 30/06/07	Total 2007
	\$'000	\$'000	\$'000	\$'000
<b>Total income</b>	1 731	574	551	2 856
<b>Expenses</b>				
Employee benefits expenses	4 826	373	201	5 400
Supplies and services	3 824	229	244	4 297
Depreciation and amortisation	904	-	-	904
Other expenses	8	13	89	110
<b>Total expenses</b>	<b>9 562</b>	<b>615</b>	<b>534</b>	<b>10 711</b>
<b>Net cost of providing services</b>	<b>(7 831)</b>	<b>(41)</b>	<b>17</b>	<b>(7 855)</b>

#### Note 18 Cash and cash equivalents

	2007 \$'000	2006 \$'000
Special Deposit Account with Westpac Bank (1)	26 404	21 723
Cash and cheques in transit	119	24
Cash on hand (including petty cash)	41	41
<b>Total cash and cash equivalents</b>	<b>26 564</b>	<b>21 788</b>

(1) This amount includes accrual appropriation of \$16.9m (2006 - \$14.1m). The balances of these funds are not available for general use i.e. funds can only be used in accordance with the Treasurer's approval.

#### Note 19 Receivables

	2007 \$'000	2006 \$'000
Receivables	8 075	5 277
Less provision for doubtful debts	(648)	(533)
GST receivable	1 460	1 150
Accrued interest	-	41
Other	543	-
<b>Total receivables</b>	<b>9 430</b>	<b>5 935</b>
<b>Receivables from SA Government entities</b>		
Receivables	7 447	4 773
Less provision for doubtful debts	(648)	(533)
Accrued interest	-	41
Other	543	-
<b>Total receivables from SA Government entities</b>	<b>7 342</b>	<b>4 281</b>

#### Note 20 Other current assets

	2007 \$'000	2006 \$'000
Prepayments	317	189
Work in progress	710	137
<b>Total other current assets</b>	<b>1 027</b>	<b>326</b>
<b>Other current assets from SA Government entities</b>		
Prepayments	-	2
Work in progress	51	137
<b>Total other current assets from SA Government entities</b>	<b>51</b>	<b>139</b>

### Note 21A Property, plant and equipment

At 30 June 2007	Cost/Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2007 \$'000	2007 \$'000	2007 \$'000
Leasehold improvements (2)	9 738	5 529	4 209
Plant and equipment (2)	8 712	5 586	3 126
Land (1)	715	-	715
Information technology	5 995	5 344	651
Library collections (3)	407	-	407
Buildings and other structures (1)	417	55	362
Mobile transport assets (2)	206	32	174
	<b>26 190</b>	<b>16 546</b>	<b>9 644</b>

At 30 June 2006	Cost/Valuation	Accumulated Depreciation/ Amortisation	Written Down Value
	2006 \$'000	2006 \$'000	2006 \$'000
Leasehold improvements (2)	4 497	1 225	3 272
Plant and equipment (2)	2 233	509	1 724
Information technology	5 870	4 618	1 252
Land (1)	715	-	715
Library collections (3)	407	-	407
Buildings and other structures (1)	417	28	389
Mobile transport assets (2)	206	16	190
	<b>14 345</b>	<b>6 396</b>	<b>7 949</b>

- (1) Valuations of land and buildings were performed by David Conigrave, AAPI, Certified Practising Valuer of the Australian Valuation Office as at 1 July 2005.
- (2) Valuations of leasehold improvements, furniture, mobile transport assets and specialised plant and equipment were performed by Simon B O'Leary, AAPI, MSAA, Certified Practising Valuer – Plant and Machinery of the Australian Valuation Office as at 1 July 2005.
- (3) Library collections represents valuation as per M Treloar as at 15 May 2002.

### Note 21B Property, plant and equipment movement schedule

	Land	Buildings	Leasehold Improvements	Mobile Transport Assets
	\$'000	\$'000	\$'000	\$'000
<b>Carrying amount 1 July 2006</b>	715	389	3 272	190
Additions	-	-	-	-
Disposals	-	-	-	-
Transfer from administrative restructure	-	-	2 543	-
Depreciation and amortisation	-	(27)	(1 606)	(16)
<b>Carrying amount 30 June 2007</b>	<b>715</b>	<b>362</b>	<b>4 209</b>	<b>174</b>

	Information Technology	Library Collections	Plant and Equipment	Total Property, Plant and Equipment
	\$'000	\$'000	\$'000	\$'000
<b>Carrying amount 1 July 2006</b>	1 252	407	1 724	7 949
Additions	125	-	675	800
Disposals	-	-	(19)	(19)
Transfer from administrative restructure	-	-	1 361	3 904
Depreciation and amortisation	(726)	-	(615)	(2 990)
<b>Carrying amount 30 June 2007</b>	<b>651</b>	<b>407</b>	<b>3 126</b>	<b>9 644</b>

### Note 22 Intangible assets

	2007 \$'000	2006 \$'000
<b>Computer software</b>		
Internally developed computer software	1 044	-
Accumulated amortisation	(380)	-
<b>Total intangible assets</b>	<b>664</b>	<b>-</b>

The internally developed computer software relates to Forensic Science South Australia's Case Management Database software.

### Note 23 Payables

	2007 \$'000	2006 \$'000
<b>Current</b>		
Creditors	4 691	2 934
Employee on-costs	1 635	1 335
GST payable	430	325
Accruals	187	558
<b>Total current payables</b>	<b>6 943</b>	<b>5 152</b>
<b>Non-Current</b>		
Employee on-costs	1 919	1 617
<b>Total non-current payables</b>	<b>1 919</b>	<b>1 617</b>
<b>Total payables</b>	<b>8 862</b>	<b>6 769</b>
<b>Payables to SA Government entities</b>		
Creditors	995	429
Employee on-costs	3 554	2 952
Accruals	187	198
<b>Total payables to SA Government entities</b>	<b>4 736</b>	<b>3 579</b>

### Note 24 Employee benefits

	2007 \$'000	2006 \$'000
<b>Current</b>		
Annual leave	5 396	4 280
Accrued salaries and wages	1 584	1 372
Long service leave	1 133	930
<b>Total current employee benefits</b>	<b>8 113</b>	<b>6 582</b>
<b>Non-Current</b>		
Long service leave	17 758	14 201
<b>Total non-current employee benefits</b>	<b>17 758</b>	<b>14 201</b>
<b>Total employee benefits</b>	<b>25 871</b>	<b>20 783</b>

The total current and non-current employee expense (ie aggregate employee benefit plus related on-costs) for 2007 is \$9.75m and \$19.38m respectively.

Based on an actuarial assessment performed by the Department of Treasury and Finance, the benchmark for the measurement of the long service leave liability has been revised from 7 to 6.5 years.

#### Note 25 Provisions

	2007 \$'000	2006 \$'000
<b>Current</b>		
Provisions for workers compensation	286	242
<b>Total current provisions</b>	<b>286</b>	<b>242</b>
<b>Non-Current</b>		
Provisions for workers compensation	1 152	1 014
<b>Total non-current provisions</b>	<b>1 152</b>	<b>1 014</b>
<b>Total provisions</b>	<b>1 438</b>	<b>1 256</b>

#### Note 26 Other current and non-current liabilities

	2007 \$'000	2006 \$'000
<b>Current</b>		
Control and working account balances	409	479
Lease incentive	201	202
Unearned revenue	12	31
<b>Total current other liabilities</b>	<b>622</b>	<b>712</b>
<b>Non-Current</b>		
Lease incentive	419	621
<b>Total non-current other liabilities</b>	<b>419</b>	<b>621</b>
<b>Total other current and non-current liabilities</b>	<b>1 041</b>	<b>1 333</b>
<b>Other liabilities from SA Government entities</b>		
Lease incentive	620	823
Control and working account balances	409	352
Unearned revenue	3	25
<b>Total other liabilities from SA Government entities</b>	<b>1 032</b>	<b>1 200</b>

**Note 27 Cash flow reconciliation**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Reconciliation of cash - cash at year end as per:</b>		
Cash flow statement	26 564	21 788
Balance sheet	26 564	21 788
<b>Reconciliation of net cost of providing services to net cash provided by operating activities:</b>		
Net cost of providing services	(74 143)	(67 262)
Add Revenues from SA Government	77 664	71 271
Less Payments to SA Government	(2 541)	(3 962)
<b>Add/(less) non cash items</b>		
Depreciation and amortisation expense	3 085	2 389
Loss on disposal of assets	19	87
<b>Change in assets and liabilities</b>		
(Increase)/Decrease in receivables	(3 495)	128
(Increase)/Decrease in prepayments	(128)	191
(Increase)/Decrease in other assets	(573)	136
Increase/(Decrease) in payables	2 093	(196)
Increase in employee benefits	5 088	854
Increase/(Decrease) in provisions	182	(552)
Decrease in other liabilities	(292)	(739)
Transfer of current assets on restructure	698	-
Transfer of non-current assets on restructure	572	-
Transfer of current liabilities on restructure	(1 502)	-
Transfer of non-current liabilities on restructure	(2 198)	-
<b>Net cash provided by operating activities</b>	<b>4 529</b>	<b>2 345</b>

## Note 28 Commitments

### Operating Leases Commitments

Commitments under non-cancellable operating leases contracted for at the reporting date but not recognised as liabilities are payable as follows:

	<b>2007</b>	<b>2006</b>
	<b>\$' 000</b>	<b>\$' 000</b>
Within one year	6 756	7 950
Later than one year but not longer than five years	17 736	13 270
Later than five years	4 520	873
Total operating leases commitments	<u>29 012</u>	<u>22 093</u>

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

### Remuneration Commitments

Commitments for the payment of salaries and other remuneration under fixed-term employment contracts in existence at the reporting date but not recognised as liabilities are payable as follows:

	<b>2007</b>	<b>2006</b>
	<b>\$' 000</b>	<b>\$' 000</b>
Within one year	14 587	15 086
Later than one year but not longer than five years	36 456	29 611
Total remuneration commitments	<u>51 043</u>	<u>44 697</u>

Amounts disclosed include commitments arising from executive and other service contracts. The Department does not offer fixed term remuneration contracts greater than five years.

### Other Commitments

	<b>2007</b>	<b>2006</b>
	<b>\$' 000</b>	<b>\$' 000</b>
Grants (1)	6 256	4 696
Capital (2)	1 595	2 165
Motor Vehicles (3)	1 345	917
Other (4)	1	63
Total	<u>9 197</u>	<u>7 841</u>
Within one year	6 346	5 758
Later than one year but not longer than five years	2 851	2 083
Total other commitments	<u>9 197</u>	<u>7 841</u>

(1) Grant amounts payable under agreements in respect of which the grantee has yet to provide the services required under the agreement. The grants cover the period 2008 - 2011.

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

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

(4) Other commitments relates to purchase orders placed for goods and services before 30 June 2007.

## Note 29 Contingent assets and liabilities

The Department does not have any contingent assets or liabilities.

### Note 30 Remuneration of Board and Committee Members

Members that were entitled to receive remuneration for membership during the 2006-07 financial year were:

#### **Residential Tenancies Tribunal**

Ms Margaret Wagstaff  
Ms Jane Moularadellis  
Mr Thomas Rymill  
Mr Stuart Andrew  
Mr Peter Duffy  
Mr Stavros Georgiadis  
Ms Pamela Wilkinson  
Ms Marie Alvino  
Mr Adrian Bradbrook  
Mr Gerard Twohig  
Mr Douglas Stott  
Ms Harrison Anderson  
Mr Petar Carey  
Mr Roger Vincent  
Ms Jane McCaffrie  
Mrs Patricia Patrick  
Ms Catherine Cashen

#### **South Australian Multicultural & Ethnic Affairs Commission**

Mrs Subha Mameledzija  
Mrs Galawez Mustafa  
Mr Norman Schueler  
Mr Peter Zdravkovski  
Mr Archibald Andrews  
Ms Maria Barredo  
Ms Marie Alvino  
Mr Teodoro Spiniello  
Mr Peter Ppiros  
Ms Vaheded Mansoury  
Ms Gosia Skalban  
Mr Tilahun Afrassa  
Mr Hieu Le  
Mrs Branka King

#### **Premier's Council for Women**

Ms Elizabeth Haebich  
Ms Suzanne Roux  
Ms Janet Giles  
Ms Danielle Grant-Cross  
Ms Kerryne Liddle  
Ms Eugenia Tsoulis  
Ms Anne-Marie Hayes\*  
Ms Sarah MacDonald\*  
Ms Nerida Saunders\*  
Ms Patricia Mickan  
Ms Eleanor Ramsay  
Miss Diat Alferink  
Ms Rosa Colanero  
Ms Ivana Rapajic-Moran

#### **Guardianship Board**

Ms Eileen Quinn  
Mr Robert Arbon  
Ms Julie Forgan  
Ms Martha Kent  
Ms Helen Mares  
Mr Anthony Durkin  
Mr Neil Rainford  
Mrs Helen Edwards  
Mr Robert Park  
Ms Elizabeth Campbell  
Ms Sally Langton  
Ms Lucy Sheppeard  
Ms Lee-Anne Clark  
Ms Judith Worrall  
Ms Elizabeth Salna  
Dr Elaine Skinner  
Ms Jan Harry  
Mr George Rawson  
Mr William Goh  
Mr Gerard Twohig  
Mr Leon Earle  
Mr Philip Harris  
Ms Jeanette Curtis  
Mr David Black  
Ms Audrey Edwards  
Ms Helen Hyde  
Ms Patricia Sutton  
Mr David Gurry  
Mrs Janet Howell  
Ms Karen O'Keefe  
Ms Penelope Wright  
Mr Lothar Hoff  
Ms Lindley Gilfillan  
Ms Janece Petrie  
Ms Margaret Brown  
Mr Jonathan Fry  
Ms Karen McAuley  
Ms Linley Denson  
Mr Raymond Olson  
Mr David Coyte

#### **SA Classification Council**

Mr Philip Marshall  
Ms Katherine O'Neil\*  
Mr George Iles  
Ms Julie Redman  
Ms Barbara Biggins  
Mr Anthony Durkin  
Mr Michael Dawson



<b>The number of members whose remuneration received or receivable falls within the following bands:</b>	<b>2007 \$'000</b>	<b>2006 \$'000</b>
\$0 - \$9 999	45	38
\$10 000 - \$19 999	11	12
\$20 000 - \$29 999	6	6
\$30 000 - \$39 999	5	3
\$40 000 - \$49 999	1	2
\$50 000 - \$59 999	2	-
\$60 000 - \$69 999	-	2
\$70 000 - \$79 999	1	-
\$80 000 - \$89 999	1	1
\$90 000 - \$99 999	2	1
\$150 000 - \$159 999	1	-
\$220 000 - \$229 999	-	1
\$230 000 - \$239 999	-	1
\$240 000 - \$249 999	1	-
<b>Total number of members</b>	<b>76</b>	<b>67</b>

Remuneration of members reflects all costs of performing board/committee member duties including sitting fees, superannuation contributions, fringe benefits tax and any other salary sacrifice arrangements. The total remuneration received or receivable by members was \$1.42m (2006 - \$1.35m).

Amounts paid to a superannuation plan for board/committee members was \$.13m (2006 - \$.12m).

\* In accordance with the Department of Premier and Cabinet Circular No. 016, government employees did not receive any remuneration for board/committee duties during the financial year.

Remuneration for members of the Residential Tenancies Tribunal is paid for by the Residential Tenancies Fund (the Fund). Activities of the Fund are administered by the Attorney-General's Department and included within administered program 6 'Trust Accounts'.

Unless otherwise disclosed, transactions between members are on conditions no more favourable than those that it is reasonable to expect the entity would have adopted if dealing with the related party at arm's length in the same circumstances.

### Note 31 Financial instruments

a. Terms, Conditions and Accounting Policies.

Financial Assets

- Cash and Deposits are available at call and are recorded at cost
- Receivables are raised for all goods and services provided for which payment has not been received. Receivables are reported at amounts due to the Department. Receivables are due within 30 days of an invoice being raised.

Financial Liabilities

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

b. Interest Rate Risk

	Floating Interest Rate		Non-Interest Bearing		Total Carrying Amount as per the Balance Sheet		Weighted Average Effective Interest Rate Percent	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007	2006
<b>Financial assets</b>								
Cash on hand	-	-	41	41	41	41		
Cash at bank	-	21 723	26 404	-	26 404	21 723	-	5.43
Cash and cheques in transit	-	-	119	24	119	24		
Receivables	-	-	7 427	4 785	7 427	4 785		
<b>Total</b>	-	21 723	<b>33 991</b>	4 850	<b>33 991</b>	26 573		
<b>Financial liabilities</b>								
Payables	-	-	4 691	2 934	4 691	2 934		
Accruals	-	-	187	558	187	558		
<b>Total</b>	-	-	<b>4 878</b>	3 492	<b>4 878</b>	3 492		

c. Net Fair Values

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

### Note 32 Taxation revenue - Administered Items

	2007 \$'000	2006 \$'000
Taxation gaming machines	313 923	293 494
Taxation casino operations	22 285	20 996
Taxation off-course totalisator	10 793	9 131
<b>Total taxation revenue</b>	<b>347 001</b>	<b>323 621</b>

### Note 33 Revenues from SA Government - Administered Items

	2007 \$'000	2006 \$'000
Appropriation operating purposes	49 529	49 510
Appropriation various acts	7 903	7 580
Appropriation capital purposes	800	864
<b>Total revenues from SA Government</b>	<b>58 232</b>	<b>57 954</b>

**Note 34 Commonwealth specific purpose grants - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Legal aid	13 360	13 142
Company code fees	12 755	12 264
<b>Total Commonwealth specific purpose grants</b>	<b>26 115</b>	<b>25 406</b>

**Note 35 Interest revenues - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Interest from investments	8 484	6 020
Agent's Indemnity Fund interest from Agents	7 874	6 216
Interest from the Department of Treasury and Finance	2 366	2 988
Interest from South Australian Housing Trust	782	693
<b>Total interest revenues</b>	<b>19 506</b>	<b>15 917</b>

**Interest received/receivable from entities within the SA Government**

Interest from investments	8 484	6 020
Interest from the Department of Treasury and Finance	2 366	2 988
Interest from South Australian Housing Trust	782	693
<b>Total interest revenues - SA Government entities</b>	<b>11 632</b>	<b>9 701</b>

**Note 36 Recoveries and other income - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Confiscation of profits	1 222	807
Recoveries from offenders	1 112	1 274
Recoveries for State Rescue Helicopters	1 102	-
Sundry recoveries	707	282
Other	2 108	546
<b>Total recoveries and other income</b>	<b>6 251</b>	<b>2 909</b>

**Recoveries and other income received/receivable from entities within the SA Government**

Recoveries from State Rescue Helicopters	921	-
Sundry recoveries	649	258
Other	724	200
<b>Total recoveries and other income - SA Government entities</b>	<b>2 294</b>	<b>458</b>

**Note 37 Grants - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Legal Services Commission	25 268	24 937
Liquor Licensees	4 232	7 301
Victims of Crime Legal Aid	2 224	2 235
Child Abuse Program	42	-
<b>Total grants</b>	<b>31 766</b>	<b>34 473</b>

**Note 38 Victims of crime payments - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Victims of crime payments	13 459	12 878
<b>Total victims of crime payments</b>	<b>13 459</b>	<b>12 878</b>

**Victims of crime payments paid/payable to entities within the SA Government**

Victims of crime payments	694	735
<b>Total victims of crime payments - SA Government entities</b>	<b>694</b>	<b>735</b>

**Note 39 State Rescue Helicopter Service charges**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
State Rescue Helicopter Service charges	9 149	-
<b>Total State Rescue Helicopter Service charges</b>	<b>9 149</b>	<b>-</b>

**State Rescue Helicopter Service charges paid/payable to entities within the SA Government**

State Rescue Helicopter Service charges	91	-
<b>Total State Rescue Helicopter Service charges - SA Government entities</b>	<b>91</b>	<b>-</b>

**Note 40 Employee benefit expenses - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Salaries and wages	4 774	4 994
Employee on-costs	961	897
Board fees	720	624
Annual leave	195	124
Long service leave	140	79
Other	1	-
<b>Total employee benefit expenses</b>	<b>6 791</b>	<b>6 718</b>

**Remuneration of employees**

	<b>2007</b>	<b>2006</b>
The number of employees whose remuneration received or receivable falls within the following bands:		
\$230 001 - \$240 000	-	1
\$380 001 - \$390 000	-	1
\$390 001 - \$400 000	-	1
\$400 001 - \$410 000	2	-
\$500 001 - \$510 000	1	-
<b>Total number of employees</b>	<b>3</b>	<b>3</b>

The table includes all employees who received remuneration of \$100 000 or more during the year. Remuneration of employees reflects all costs of employment including salaries and wages, superannuation contributions, fringe benefits tax and any other salary sacrifice benefits. Total remuneration received or due and receivable by these employees was \$1.3m (2006 - \$1.0m).

**Note 41 Depreciation expense - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Depreciation</b>		
Information Technology	122	72
Leasehold Improvements	76	244
Plant and Equipment	15	30
<b>Total depreciation expense</b>	<b>213</b>	<b>346</b>

**Note 42 Net loss from disposal of assets - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Plant and Equipment		
Proceeds from disposal	-	-
Net book value of assets disposed	14	-
<b>Net loss from disposal of fixture and fittings</b>	<b>14</b>	<b>-</b>
Total Assets		
Total proceeds from disposal	-	-
Total net book value of assets disposed	14	-
<b>Total net loss from disposal of assets</b>	<b>14</b>	<b>-</b>

**Note 43 Other expenses - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Legal fees	3 206	3 946
Contract staff	2 664	1 656
Accommodation	864	880
Contribution payments	591	1 710
Agents Indemnity Fund claims	250	5 593
Computing and communication	224	268
Office expenses	184	116
Telephone related expenses	66	38
Betting services	64	911
Consultancies	63	110
Other	6 013	5 767
<b>Total other expenses</b>	<b>14 189</b>	<b>20 995</b>

**Other expenses paid/payable to entities within the SA Government**

Legal fees	911	1 256
Accommodation	844	843
Contribution payments	588	1 710
Computing and communication	56	114
Office expenses	13	56
Telephone related expenses	37	23
Betting services	6	22
Consultancies	-	5
Other	4 980	4 520
<b>Total other expenses - SA Government entities</b>	<b>7 435</b>	<b>8 549</b>

**The number and dollar amount of Consultancies paid/payable (included in other expenses) that fell within the following bands:**

	<b>No.</b>	<b>2007</b>	<b>No.</b>	<b>2006</b>
		<b>\$'000</b>		<b>\$'000</b>
Below \$10 000	-	-	2	2
Between \$10 000 and \$50 000	3	63	1	18
Above \$50 000	-	-	1	90
<b>Total paid/payable to the consultants engaged</b>	<b>3</b>	<b>63</b>	<b>4</b>	<b>110</b>

**Note 44 Net revenue from administrative restructure - Administered Items**

From 1 July 2006 the financial arrangements associated with the State Rescue Helicopter Service (SRHS) transferred to the Attorney-General's Department (Administered Items). A net revenue of \$.198 million has been recognised in the Statement of Administered Income and Expenses.

The following assets and liabilities were transferred to the Department:

	<b>2007</b>
	<b>\$'000</b>
Assets:	
Current	317
<b>Total assets</b>	<b>317</b>
Liabilities:	
Current	119
<b>Total liabilities</b>	<b>119</b>
<b>Net assets</b>	<b>198</b>
<b>Net revenue from administrative restructure</b>	<b>198</b>

**Note 45 Cash and cash equivalents- Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Special Deposit Account with Westpac Bank	94 711	75 008
<b>Total cash and cash equivalents</b>	<b>94 711</b>	<b>75 008</b>

Movement in Trust Accounts

	Crown Solicitor's Trust		Residential Tenancies		Retail Shop Leases	
	Account		Fund		Fund	
	2007	2006	2007	2006	2007	2006
Balance at 1 July	6 625	4 048	6 772	2 204	544	210
Receipts	112 438	57 875	47 229	46 904	698	725
Payments	(113 115)	(55 298)	(39 363)	(42 336)	(450)	(391)
Balance at 30 June	5 948	6 625	14 638	6 772	792	544

**Note 46 Receivables - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Receivables	30 135	25 960
Accrued interest	877	563
GST receivable	16	11
<b>Total receivables</b>	<b>31 028</b>	<b>26 534</b>
<b>Receivables from SA Government entities</b>		
Receivables	671	732
Accrued interest	324	219
<b>Total receivables from SA Government entities</b>	<b>995</b>	<b>951</b>

#### Note 47 Financial assets - Administered Items

	2007 \$'000	2006 \$'000
<b>Current</b>		
Funds invested with the Public Trustee	36 103	27 557
<b>Total current financial assets</b>	<b>36 103</b>	<b>27 557</b>
<b>Non-Current</b>		
Funds invested with the Public Trustee	76 778	75 176
<b>Total non-current financial assets</b>	<b>76 778</b>	<b>75 176</b>
<b>Total financial assets</b>	<b>112 881</b>	<b>102 733</b>
<b>Financial assets represent funds invested with the Public Trustee as follows:</b>		
Residential Tenancies Fund	69 497	63 637
Agents Indemnity Fund	38 063	34 239
Second Hand Vehicles Compensation Fund	2 529	2 284
Retail Shop Leases Fund	2 792	2 573
<b>Total financial assets</b>	<b>112 881</b>	<b>102 733</b>

#### Note 48 Other current assets - Administered Items

	2007 \$'000	2006 \$'000
Prepayments	3	1 355
Department of Treasury and Finance Fund Balances	559	67
Other	1 492	1 760
<b>Total other current assets</b>	<b>2 054</b>	<b>3 182</b>
<b>Other current assets from SA Government entities</b>		
Prepayments	-	6
Department of Treasury and Finance Fund Balances	559	67
Other	-	675
<b>Total other current assets from SA Government entities</b>	<b>559</b>	<b>748</b>

#### Note 49A Property, plant and equipment - Administered Items

At 30 June 2007	Cost/Valuation 2007 \$'000	Accumulated	Written Down
		Depreciation/ Amortisation	Value
		2007 \$'000	2007 \$'000
Leasehold improvements (1)	735	320	415
Information technology	660	297	363
Plant and equipment (1)	89	44	45
	<b>1 484</b>	<b>661</b>	<b>823</b>
<b>At 30 June 2006</b>			
At 30 June 2006	Cost/Valuation 2007 \$'000	Accumulated	Written Down
		Depreciation/ Amortisation	Value
		2007 \$'000	2007 \$'000
Leasehold improvements (1)	735	244	491
Information technology	317	175	142
Plant and equipment (1)	113	39	74
	<b>1 165</b>	<b>458</b>	<b>707</b>

(1) Valuations of leasehold improvements and plant and equipment were performed by Simon B O'Leary AAPI, MSA, Certified Practising Valuer – Plant and Machinery of the Australian Valuation Office as at 1 July 2005.

**Note 49B Property, plant and equipment movement schedule - Administered Items**

	Leasehold Improvements	Information Technology	Plant and Equipment	Total	Property, Plant and Equipment
	\$'000	\$'000	\$'000		\$'000
<b>Carrying amount 1 July 2006</b>	491	142	74		707
Additions	-	343	-		343
Disposals	-	-	(14)		(14)
Depreciation and amortisation	(76)	(122)	(15)		(213)
<b>Carrying amount 30 June 2007</b>	<b>415</b>	<b>363</b>	<b>45</b>		<b>823</b>

**Note 50 Payables - Administered Items**

	2007 \$'000	2006 \$'000
<b>Current</b>		
Creditors	4 069	2 476
Employee on-costs	40	49
Accruals	32	1 041
<b>Total current payables</b>	<b>4 141</b>	<b>3 566</b>
<b>Non-Current</b>		
Employee on-costs	12	34
<b>Total non-current payables</b>	<b>12</b>	<b>34</b>
<b>Total payables</b>	<b>4 153</b>	<b>3 600</b>
<b>Payables to SA Government entities</b>		
Creditors	2 515	1 766
Employee on-costs	52	83
Accruals	32	1 041
<b>Total payables to SA Government entities</b>	<b>2 599</b>	<b>2 890</b>

**Note 51 Employee benefits - Administered Items**

	2007 \$'000	2006 \$'000
<b>Current</b>		
Annual leave	141	173
Accrued salaries and wages	42	39
Long service leave	7	19
<b>Total current employee benefits</b>	<b>190</b>	<b>231</b>
<b>Non-Current</b>		
Long service leave	113	298
<b>Total non-current employee benefits</b>	<b>113</b>	<b>298</b>
<b>Total employee benefits</b>	<b>303</b>	<b>529</b>

The total current and non-current employee expense (i.e. aggregate employee benefit plus related on-costs) for 2007 is \$.23m and \$.13m respectively.

Based on an actuarial assessment performed by the Department of Treasury and Finance, the benchmark for the measurement of the long service leave liability has been revised from 7 to 6.5 years.



**Note 52 Other current and non-current liabilities - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Current</b>		
Gaming and other receipts payable to Treasury and Finance	30 503	28 612
Security bonds lodged	36 260	31 513
Crown Solicitor's Trust Account	5 948	6 625
Other	709	621
<b>Total other current liabilities</b>	<b>73 420</b>	<b>67 371</b>
<b>Non-Current</b>		
Security bonds lodged	40 620	35 134
<b>Total other non-current liabilities</b>	<b>40 620</b>	<b>35 134</b>
<b>Total other current and non-current liabilities</b>	<b>114 040</b>	<b>102 505</b>
<b>Other current liabilities to SA Government entities</b>		
Gaming and other receipts payable to Treasury and Finance	30 503	28 612
Other	8	12
<b>Total other current liabilities to SA Government entities</b>	<b>30 511</b>	<b>28 624</b>

**Note 53 Cash flow reconciliation - Administered Items**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Reconciliation of cash - cash at year end as per:</b>		
Cash flow statement	94 711	75 008
Balance sheet	94 711	75 008
<b>Reconciliation of net cost of providing services to net cash provided by operating activities:</b>		
Net cost of providing services	19 672	34 120
<b>Add non cash items</b>		
Depreciation expense	213	346
Loss on disposal of assets	14	-
<b>Change in assets and liabilities</b>		
(Increase)/Decrease in receivables	(4 494)	2 002
Increase in prepayments	(226)	(74)
Decrease in other assets	1 352	7 202
Increase in payables	553	601
Decrease in employee benefits	(226)	(2)
Increase/(Decrease) in other liabilities	11 535	(12 339)
Transfer of current liabilities on restructure	(119)	-
<b>Net cash provided by operating activities</b>	<b>28 274</b>	<b>31 856</b>

**Note 54 Commitments**

**Other Commitments**

	<b>2007</b>	<b>2006</b>
	<b>\$'000</b>	<b>\$'000</b>
Within one year	13 781	13 360
Later than one year but not longer than five years	13 836	27 617
<b>Total other commitments (1)</b>	<b>27 617</b>	<b>40 977</b>

(1) Grant amounts payable under agreements in respect of which the grantee has yet to provide the services required under the agreement. The grants cover the period 2008 - 2010.

### Note 55 Contingent assets and liabilities - Administered Items

The Agents Indemnity Fund has an estimated contingent obligation to pay \$100 000 relating to current and expected claims against the Fund. The Second Hand Vehicles Compensation Fund has an estimated contingent obligation to pay \$35 000 relating to current and expected claims against the Fund.

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

Under the *Residential Tenancies Act 1995*, interest is paid to tenants when a bond is repaid to them, interest is not paid when a bond is paid to landlords or third parties such as the SA Housing Trust. The interest payable to tenants has not been recorded as a liability, as the Residential Tenancies Fund does not have a present obligation until the tenant lodges a claim for the repayment of the bond. It is estimated that the interest liability as at 30 June 2007 is \$159 000.

### Note 56 Financial instruments - Administered Items

#### a. Terms, Conditions and Accounting Policies

##### Financial Assets

- Cash and Deposits are available at call and are recorded at cost. Interest on cash at bank is calculated quarterly by the Department of Treasury and Finance.
- Receivables are raised for all goods and services provided for which payment has not been received. Receivables are reported at amounts due to the Department. Receivables are due within 30 days of an invoice being raised.
- Investments are recorded at net fair value based upon valuation provided by the Public Trustee.

##### Financial Liabilities

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

#### b. Interest Rate Risk

	Floating Interest Rate		Non-Interest Bearing		Total Carrying Amount as per the Balance Sheet		Weighted Average Effective Interest Rate Percent	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007	2006
<b>Financial assets</b>								
Cash at bank	94 711	75 008	-	-	94 711	75 008	6.10	5.43
Investments	112 881	102 733	-	-	112 881	102 733	9.43	9.04
Receivables	-	-	31 012	26 523	31 012	26 523		
<b>Total</b>	<b>207 592</b>	<b>177 741</b>	<b>31 012</b>	<b>26 523</b>	<b>238 604</b>	<b>204 264</b>		
<b>Financial liabilities</b>								
Payables	-	-	4 069	2 476	4 069	2 476		
Accruals	-	-	32	1 041	32	1 041		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>4 101</b>	<b>3 517</b>	<b>4 101</b>	<b>3 517</b>		

#### c. Net Fair Values

All financial instruments are carried in the Balance Sheet at an amount which approximates net fair value.

**Program Schedule of Income and Expenses for the year ended 30 June 2007**  
**Controlled Programs (Refer Note 3)**

	Policy Advice and Legal Services 2007	Policy Advice and Legal Services 2006	Multicultural Services 2007	Multicultural Services 2006	Equal Opportunity 2007	Equal Opportunity 2006	Police Complaints Authority 2007	Police Complaints Authority 2006
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>Expenses</b>								
Employee benefit expenses	(39 363)	(37 158)	(4 364)	(4 313)	(1 576)	(1 606)	( 934)	( 976)
Supplies and services	(8 102)	(10 612)	(1 579)	(1 446)	( 634)	( 877)	( 285)	( 248)
Grants and subsidies	(3 307)	(3 484)	( 767)	( 704)	( 25)	-	-	-
Depreciation and amortisation expense	( 619)	( 741)	( 21)	( 19)	( 93)	( 90)	( 42)	( 48)
Net loss from disposal of assets	-	( 37)	-	-	( 11)	-	-	-
Other expenses	(1 159)	( 874)	-	-	-	-	-	-
<b>Total Expenses</b>	<b>(52 550)</b>	<b>(52 906)</b>	<b>(6 731)</b>	<b>(6 482)</b>	<b>(2 339)</b>	<b>(2 573)</b>	<b>(1 261)</b>	<b>(1 272)</b>
<b>Income</b>								
Revenues from fees and charges	13 289	14 250	2 860	2 696	139	173	1	-
Recoveries	1 835	2 575	50	52	16	84	2	7
Commonwealth revenues	32	9	52	2	11	69	-	-
Interest revenues	-	-	-	-	-	-	-	-
Other income	25	128	17	44	1	27	1	-
<b>Total Income</b>	<b>15 181</b>	<b>16 962</b>	<b>2 979</b>	<b>2 794</b>	<b>167</b>	<b>353</b>	<b>4</b>	<b>7</b>
<b>Net cost of providing services</b>	<b>(37 369)</b>	<b>(35 944)</b>	<b>(3 752)</b>	<b>(3 688)</b>	<b>(2 172)</b>	<b>(2 220)</b>	<b>(1 257)</b>	<b>(1 265)</b>

	Ombudsman Services 2007	Ombudsman Services 2006	Guardianship Services 2007	Guardianship Services 2006	Forensic Science 2007	Forensic Science 2006	Crime Prevention 2007	Crime Prevention 2006
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>Expenses</b>								
Employee benefit expenses	(1 154)	(1 249)	(2 822)	(2 443)	(4 826)	-	( 467)	( 475)
Supplies and services	( 331)	( 389)	(1 065)	(1 108)	(3 824)	-	( 69)	( 145)
Grants and subsidies	-	-	( 27)	( 27)	( 8)	-	( 402)	( 892)
Depreciation and amortisation expense	( 43)	( 49)	( 9)	( 12)	( 904)	-	( 3)	( 9)
Net loss from disposal of assets	( 8)	-	-	-	-	-	-	( 2)
Other expenses	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>(1 536)</b>	<b>(1 687)</b>	<b>(3 923)</b>	<b>(3 590)</b>	<b>(9 562)</b>	<b>-</b>	<b>( 941)</b>	<b>(1 523)</b>
<b>Income</b>								
Revenues from fees and charges	1	-	3	-	1 716	-	1	-
Recoveries	11	17	18	13	10	-	104	79
Commonwealth revenues	1	-	1	-	2	-	-	-
Interest revenues	-	-	-	-	-	-	-	-
Other income	1	-	2	-	3	-	-	-
<b>Total Income</b>	<b>14</b>	<b>17</b>	<b>24</b>	<b>13</b>	<b>1 731</b>	<b>-</b>	<b>105</b>	<b>79</b>
<b>Net cost of providing services</b>	<b>(1 522)</b>	<b>(1 670)</b>	<b>(3 899)</b>	<b>(3 577)</b>	<b>(7 831)</b>	<b>-</b>	<b>( 836)</b>	<b>(1 444)</b>

	Crime Statistics 2007	Crime Statistics 2006	Justice Portfolio Services 2007	Justice Portfolio Services 2006	Consumer and Business Affairs 2007	Consumer and Business Affairs 2006	Office for Volunteers 2007	Office for Volunteers 2006
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>Expenses</b>								
Employee benefit expenses	(1 391)	(1 472)	(11 557)	(12 190)	(14 955)	(14 599)	(201)	-
Supplies and services	(290)	(457)	(15 524)	(14 960)	(6 384)	(6 211)	(244)	-
Grants and subsidies	(31)	(31)	(5 397)	(5 367)	(46)	(28)	(89)	-
Depreciation and amortisation expense	(143)	(81)	(671)	(693)	(374)	(382)	-	-
Net loss from disposal of assets	-	-	-	(20)	-	(3)	-	-
Other expenses	-	-	-	-	(22)	(35)	-	-
<b>Total Expenses</b>	<b>(1 855)</b>	<b>(2 041)</b>	<b>(33 149)</b>	<b>(33 230)</b>	<b>(21 781)</b>	<b>(21 258)</b>	<b>(534)</b>	<b>-</b>
<b>Income</b>								
Revenues from fees and charges	2	-	12 222	10 076	28 340	27 041	-	-
Recoveries	639	459	1 225	1 711	715	564	-	-
Commonwealth revenues	1	-	3 047	2 947	8	7	-	-
Interest revenues	-	-	1	1 186	-	-	-	-
Other income	1	-	6	406	11	282	551	-
<b>Total Income</b>	<b>643</b>	<b>459</b>	<b>16 501</b>	<b>16 326</b>	<b>29 074</b>	<b>27 894</b>	<b>551</b>	<b>-</b>
<b>Net cost of providing services</b>	<b>(1 212)</b>	<b>(1 582)</b>	<b>(16 648)</b>	<b>(16 904)</b>	<b>7 293</b>	<b>6 636</b>	<b>17</b>	<b>-</b>

	Office for Women 2007	Office for Women 2006	Liquor Regulatory Services 2007	Liquor Regulatory Services 2006	Gambling Regulatory Services 2007	Gambling Regulatory Services 2006	Total 2007	Total 2006
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
<b>Expenses</b>								
Employee benefit expenses	( 373)	-	(2 830)	(2 700)	(3 119)	(3 133)	<b>(89 932)</b>	<b>(82 314)</b>
Supplies and services	( 229)	-	(1 306)	(1 288)	( 362)	( 670)	<b>(40 228)</b>	<b>(38 411)</b>
Grants and subsidies	( 13)	-	-	-	-	-	<b>(10 112)</b>	<b>(10 533)</b>
Depreciation and amortisation expense	-	-	( 139)	( 151)	( 24)	( 114)	<b>(3 085)</b>	<b>(2 389)</b>
Net loss from disposal of assets	-	-	-	( 9)	-	( 16)	<b>( 19)</b>	<b>( 87)</b>
Other expenses	-	-	-	-	-	-	<b>(1 181)</b>	<b>( 909)</b>
<b>Total Expenses</b>	<b>( 615)</b>	<b>-</b>	<b>(4 275)</b>	<b>(4 148)</b>	<b>(3 505)</b>	<b>(3 933)</b>	<b>(144 557)</b>	<b>(134 643)</b>
<b>Income</b>								
Revenues from fees and charges	-	-	1 326	1 134	5	293	<b>59 905</b>	<b>55 663</b>
Recoveries	34	-	6	20	10	6	<b>4 675</b>	<b>5 587</b>
Commonwealth revenues	-	-	2	2	2	-	<b>3 159</b>	<b>3 036</b>
Interest revenues	-	-	-	-	-	-	<b>1</b>	<b>1 186</b>
Other income	540	-	90	41	1 425	981	<b>2 674</b>	<b>1 909</b>
<b>Total Income</b>	<b>574</b>	<b>-</b>	<b>1 424</b>	<b>1 197</b>	<b>1 442</b>	<b>1 280</b>	<b>70 414</b>	<b>67 381</b>
<b>Net cost of providing services</b>	<b>( 41)</b>	<b>-</b>	<b>(2 851)</b>	<b>(2 951)</b>	<b>(2 063)</b>	<b>(2 653)</b>	<b>(74 143)</b>	<b>(67 262)</b>

**Program Schedule of Income and Expenses for the year ended 30 June 2007**  
**Administered Programs (Refer Note 4)**

	Liquor and Gambling Services 2007	Liquor and Gambling Services 2006	Consumer and Business Affairs 2007	Consumer and Business Affairs 2006	Victims of Crime 2007	Victims of Crime 2006	State Rescue Helicopter Service 2007	State Rescue Helicopter Service 2006
Administered Income and Expenses	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>								
Taxation revenue	347 001	323 621	-	-	-	-	-	-
Community Emergency Services Fund revenue	-	-	-	-	-	-	-	-
Revenues from SA Government	5 834	9 694	-	1	6 469	6 355	6 447	-
Commonwealth specific purpose grants	-	-	12 755	12 264	-	-	-	-
Interest revenues	-	-	11 770	8 734	1 045	962	-	-
Victims of Crime levies	-	-	-	-	7 955	7 954	-	-
Fees and charges	2 329	2 878	241	328	-	-	-	-
Recoveries and other income	16	-	431	428	2 383	2 098	2 678	-
<b>Total Administered Income</b>	<b>355 180</b>	<b>336 193</b>	<b>25 197</b>	<b>21 755</b>	<b>17 852</b>	<b>17 369</b>	<b>9 125</b>	<b>-</b>
<b>Expenses</b>								
Payments to Consolidated Account	(345 018)	(327 107)	(12 756)	(12 264)	-	-	(1 043)	-
Community Emergency Services Fund payments	-	-	-	-	-	-	-	-
Grants	(4 232)	(7 301)	-	-	(2 224)	(2 235)	-	-
Victims of Crime payments	-	-	-	-	(13 459)	(12 878)	-	-
State Rescue Helicopter Service charges	-	-	-	-	-	-	(9 149)	-
Employee benefit expenses	-	-	-	( 427)	-	-	-	-
Depreciation expense	-	-	-	-	-	-	-	-
Net loss from disposal of assets	-	-	-	-	-	-	-	-
Other expenses	( 110)	(1 036)	( 974)	(6 300)	(3 009)	(2 427)	( 62)	-
<b>Total Administered Expenses</b>	<b>(349 360)</b>	<b>(335 444)</b>	<b>(13 730)</b>	<b>(18 991)</b>	<b>(18 692)</b>	<b>(17 540)</b>	<b>(10 254)</b>	<b>-</b>
<b>Net cost of providing services</b>	<b>5 820</b>	<b>749</b>	<b>11 467</b>	<b>2 764</b>	<b>( 840)</b>	<b>( 171)</b>	<b>(1 129)</b>	<b>-</b>

	Community Emergency Services Levy 2007	Community Emergency Services Levy 2006	Bodies in Barrel 2007	Bodies in Barrel 2006	Trust Accounts 2007	Trust Accounts 2006	Emergency Management Communications 2007	Emergency Management Communications 2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Administered Income and Expenses</b>								
<b>Income</b>								
Taxation revenue	-	-	-	-	-	-	-	-
Community Emergency Services Fund revenue	-	151 938	-	-	-	-	-	-
Revenues from SA Government	-	-	96	1 975	-	-	4 499	5 963
Commonwealth specific purpose grants	-	-	-	-	-	-	-	-
Interest revenues	-	1 481	-	-	6 675	4 726	-	-
Victims of Crime levies	-	-	-	-	-	-	-	-
Fees and charges	-	-	-	-	-	-	-	-
Recoveries and other income	-	-	-	-	180	167	290	-
<b>Total Administered Income</b>	<b>-</b>	<b>153 419</b>	<b>96</b>	<b>1 975</b>	<b>6 855</b>	<b>4 893</b>	<b>4 789</b>	<b>5 963</b>
<b>Expenses</b>								
Payments to Consolidated Account	-	-	-	-	-	-	-	-
Community Emergency Services Fund payments	-	(126 641)	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Victims of Crime payments	-	-	-	-	-	-	-	-
State Rescue Helicopter Service charges	-	-	-	-	-	-	-	-
Employee benefit expenses	-	-	(6)	(12)	(3 268)	(3 106)	(745)	(648)
Depreciation expense	-	-	-	-	(101)	(302)	(71)	(4)
Net loss from disposal of assets	-	-	-	-	(14)	-	-	-
Other expenses	-	-	(90)	(762)	(1 428)	(1 556)	(3 039)	(3 603)
<b>Total Administered Expenses</b>	<b>-</b>	<b>(126 641)</b>	<b>(96)</b>	<b>(774)</b>	<b>(4 811)</b>	<b>(4 964)</b>	<b>(3 855)</b>	<b>(4 255)</b>
<b>Net cost of providing services</b>	<b>-</b>	<b>26 778</b>	<b>-</b>	<b>1 201</b>	<b>2 044</b>	<b>(71)</b>	<b>934</b>	<b>1 708</b>



	Legal Aid 2007	Legal Aid 2006	Other 2007	Other 2006	Total 2007	Total 2006
<b>Administered Income and Expenses</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Income</b>						
Taxation revenue	-	-	-	-	347 001	323 621
Community Emergency Services Fund revenue	-	-	-	-	-	151 938
Revenues from SA Government	24 868	24 459	10 019	9 507	58 232	57 954
Commonwealth specific purpose grants	13 360	13 142	-	-	26 115	25 406
Interest revenues	-	-	16	14	19 506	15 917
Victims of Crime levies	-	-	-	-	7 955	7 954
Fees and charges	-	-	-	-	2 570	3 206
Recoveries and other income	-	-	273	216	6 251	2 909
<b>Total Administered Income</b>	<b>38 228</b>	<b>37 601</b>	<b>10 308</b>	<b>9 737</b>	<b>467 630</b>	<b>588 905</b>
<b>Expenses</b>						
Payments to Consolidated Account	(13 360)	(13 142)	( 200)	( 200)	(372 377)	(352 713)
Community Emergency Services Fund payments	-	-	-	( 21)	-	(126 662)
Grants	(24 868)	(24 459)	( 442)	( 478)	(31 766)	(34 473)
Victims of Crime payments	-	-	-	-	(13 459)	(12 878)
State Rescue Helicopter Service charges	-	-	-	-	(9 149)	-
Employee benefit expenses	-	-	(2 772)	(2 525)	(6 791)	(6 718)
Depreciation expense	-	-	( 41)	( 40)	( 213)	( 346)
Net loss from disposal of assets	-	-	-	-	( 14)	-
Other expenses	-	-	(5 477)	(5 311)	(14 189)	(20 995)
<b>Total Administered Expenses</b>	<b>(38 228)</b>	<b>(37 601)</b>	<b>(8 932)</b>	<b>(8 575)</b>	<b>(447 958)</b>	<b>(554 785)</b>
<b>Net cost of providing services</b>	<b>-</b>	<b>-</b>	<b>1 376</b>	<b>1 162</b>	<b>19 672</b>	<b>34 120</b>

## Glossary

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Term	Description
Counsel	Another name for barristers. Can be either 'prosecution counsel' or 'defence counsel'.
Customers	Any person, organisation or agency that has had contact with the department about our services and any person likely to make contact with the department to seek our services in the future.
Executive Committee of Cabinet	<p>Chaired by Premier Mike Rann, the committee provides central coordination and leadership to South Australian Government departments in their efforts to achieve South Australia's Strategic Plan targets. Other Cabinet members on the committee are Deputy Premier Kevin Foley, the Hon Patrick Conlon, and the Hon Jane Lomax-Smith.</p> <p>Mr John Bastian, deputy chair of the Economic Development Board and Monsignor David Cappo, chair of the Social Inclusion Board, serve on the Executive Committee of Cabinet as independent advisors.</p>
Guardian	A person who has the right and duty to protect another person, their property and their rights.
Indictable	A serious crime which is generally triable before a judge and jury.
Indigenous Land Use Agreement (ILUA)	A voluntary agreement about the use and management of an area of land or waters, made between one or more native title groups, and others (such as miners, pastoralists, governments). Once on the register of ILUAs an agreement is legally binding on the people who are party to it, and all native titleholders for that area.
Legislation	Bills passed by the Parliament, which as Acts become the State's laws.
Liability	Any legal responsibility, duty or obligation.
Nolle Prosequi	Latin legal phrase meaning 'to be unwilling to follow through'. It is the term used to describe a prosecutor's application to discontinue criminal charges before trial, or up until, but before verdict.
Parliamentary Counsel	Counsel who are employed to draft legislation for Parliament.
SA Strategic Plan	A plan for South Australia launched in March 2004, built on the themes of Growing Prosperity, Improving Wellbeing, Attaining Sustainability, Fostering Creativity and Innovation, Building Communities and Expanding Opportunity.
Special Justice	Subject to the conditions of their appointment, a Special Justice has the powers of a judicial or quasi-judicial nature, or authority to make an inquiry or receive evidence, conferred on a Special Justice by or under an Act, in addition to the powers conferred on a Justice of the Peace.
Statutory Authority	An organisation established under an Act of Parliament for a public purpose.

## Acronyms and Abbreviations

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ABS	Australian Bureau of Statistics
AGD	Attorney-General's Department
APY	Anangu Pitjantjatjara Yankunytjatjara
BUHF	Business Unit Heads Forum
CARDS	Court Assessment and Referral Drug Scheme
CARS	National Comprehensive Auto-theft Research System
CBJP	Cross Border Justice Project
CE	Chief Executive
CFS	Country Fire Service
CISC	Children in State Care Commission of Inquiry
COAG	Council of Australian Governments
CSO	Crown Solicitor's Office
ESD	Environmentally Sustainable Development
FSSA	Forensic Science South Australia
FTE	Full-time Employee
HR	Human Resources
HSR	Health and Safety Representative
ICT	Information Communication Technology
ILUA	Indigenous Land Use Agreement
ITCMS	Interpreting and Translating Centre Management System
JBS	Justice Business Services
JP	Justice of the Peace
JPLC	Justice Portfolio Leadership Council
NT	Northern Territory
OCBA	Office for Consumer and Business Affairs
OEOC	Office of the Equal Opportunity Commissioner
OHS	Occupational Health and Safety

OHS&W &IM	Occupational Health, Safety and Welfare and Injury Management
OHS&W	Occupational Health, Safety and Welfare
OLF	Organisational Learning Framework
OLGC	Office of Liquor and Gambling Commissioner
PPL	Policy, Planning and Legislation
PPP	Public-Private Partnerships
PSM Act	Public Sector Management Act
SA	South Australia
SA-GRN	South Australia Government Radio Network
SACAD	South Australia Computer Aided Dispatch
SAFECOM	South Australia Fire and Emergency Services Commission
SAMEAC	South Australian Multicultural and Ethnic Affairs Commission
SAMFS	South Australian Metropolitan Fire Service
SAPOL	South Australia Police
SEO	State Electoral Office
VERIS	Volunteer Emergency Recovery Information System
VFWA	Voluntary Flexible Working Provisions
WA	Western Australia
WAS	Witness Assistance Service
WIS	Women's Information Service