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ATTORNEY GENERAL'S  
DEPARTMENT OF NSW

ANNUAL REPORT  
2004-2005

The Hon Bob Debus MP  
Attorney General  
Minister for the Environment  
and Minister for the Arts  
Level 36  
Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000



Dear Attorney,

I have pleasure in presenting the Annual Report of the NSW Attorney General's Department for the year 2004–05.

The report was prepared in accordance with the Annual Reports (Departments) Act 1985 (NSW) and the Public Finance and Audit Act 1983 (NSW) for presentation to Parliament.

The Department continued to focus on improving access to justice and the timely and cost effective finalisation of civil disputes and criminal matters.

The Department also concentrated on improvements to service delivery. The Civil Procedure Act 2005 and Uniform Civil Procedure Rules were finalised, the CourtLink Case Management System was introduced in the criminal jurisdiction of the Supreme Court, court security was further developed and new governance and control systems were implemented. The Registry of Births, Deaths and Marriages halved the waiting time for birth registrations and reduced counter waiting time to 3.8 minutes.

The NSW Government's Aboriginal Justice Plan was released to address the causes of crime that result in an over-representation of indigenous people in the NSW criminal justice system. The plan builds on the success of the Circle Sentencing program, Aboriginal Night Patrols and Youth Crime Prevention Projects.

Significant progress was also made on crime prevention and criminal diversion, alternative dispute resolution and performance management programs.

Courthouse conservation efforts were recognised by the National Trust with a Heritage Award and the Department significantly reduced the amount of waste it generated at courthouses and office buildings across the State.

The achievements of the Department reflect the efforts of staff and judicial officers. I appreciate the support we have received from you and your staff and look forward to building on our achievements in the coming year.

Yours faithfully

**Laurie Glanfield**  
Director General

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## Outcomes

- ▶ Access to Justice Services
- ▶ Protection of Rights
- ▶ Public Safety
- ▶ Community Satisfaction
- ▶ Responsive Workforce

# DIMENSIONS

## PROFILE

The Attorney General's Department has a critical role in justice, human rights and community safety.

The Department aims to resolve civil disputes and criminal matters and coordinate legal services for NSW. Services include the provision of courts and tribunals; legal professional services; alternative dispute resolution; criminal diversion and crime prevention programs; and counselling for the victims of violent crime.

The Department's principal business is the provision of Court and Tribunal services. The main jurisdictions are the Local, District and Supreme Courts which deal with criminal matters and resolve civil disputes. There are also specialist jurisdictions that deal with industrial relations; claims for dust diseases; land and environment; and the review of administrative decisions.

The Department undertakes research and provides information to assist the Government in formulating and initiating policies and legislative reform. The Department administers the legal profession through the admission of legal professionals, promotion of professional and ethical standards and management of complaints.

Other services delivered to the people of NSW include: guardianship and financial services for people with disabilities; maintaining records of NSW life events; the provision of trustee services; and the provision of legal services to the NSW public sector.

Services and programs aim to achieve justice and equality, community confidence and satisfied clients.

The Department supports the Attorney General as the first Law Officer of the Crown in the development of legislation and provision of information to Parliament.

## SCOPE

The Department is a diverse, large and geographically-spread organisation that provides services through 168 courthouses across NSW. As a result, 99% of clients have to travel less than 80 kms to access courts. The Department also provides services through 55 office sites.

About 500,000 matters are registered with courts each year. The Department is responsible for 25% of legislative changes introduced to each sitting of Parliament and over 200 Acts are allocated to the Attorney General. There are over 700,000 transactions per annum in the Registry of Births, Deaths and Marriages.

## ROLE OF THE ATTORNEY GENERAL

The Attorney General is the First Law Officer of the State and the most senior member of the Bar.

The Attorney's justice portfolio involves the operations of the courts and tribunals, Attorney General's Department, Legal Aid Commission, Judicial Commission and Office of the Director of Public Prosecutions.

The Attorney receives support from the Department, especially the Director General, Solicitor General, Crown Advocate and Crown Solicitor. In matters relating to Bills, Regulations and parliamentary procedures, the Attorney seeks the advice of Parliamentary Counsel.

The Attorney is also responsible for the appointment of judges, magistrates and statutory officers.

## PURPOSE

To support the Government's priority of a just and safe society by:

- ▶ Providing equitable access to justice services and support for the victims of violent crime
- ▶ Protecting citizens' rights through laws that protect the community and promoting awareness of rights and responsibilities
- ▶ Promoting public safety through successful criminal diversion and crime prevention programs and effective court security.

## PRIORITIES

The Department's principal business is to administer courts and justice services to resolve civil disputes and criminal matters. Key priorities include:

- ▶ Correcting the over-representation of indigenous people in court processes
- ▶ Delivering timely and cost effective court and justice services
- ▶ Implementing crime prevention and criminal diversion programs
- ▶ Expanding alternative dispute resolution programs to reduce costs to clients and the community
- ▶ Developing technology to improve access to information
- ▶ Enhancing court security
- ▶ Continuing to improve performance management.

## COMMITMENT TO THE COMMUNITY

Our Commitment to the Community is the Department's corporate plan, which expresses aims and values. It also provides strategic direction across the Department and captures what we strive to achieve as a diverse organisation.



# DIRECTOR GENERAL'S FOREWORD

“For the first time in NSW, one set of rules will be applied to civil proceedings in the Supreme, District and Local Courts and the Dust Diseases Tribunal.”



Our Courts and Tribunals operate as one of the best performing court systems in the country. With approximately one third of the population, NSW incurs about a quarter of the national court administration costs despite handling more matters than any other State and continues to achieve high levels of timeliness.

For the first time in NSW, one set of rules will be applied to civil proceedings in the Supreme, District and Local Courts and the Dust Diseases Tribunal. Sixteen courts now have full time perimeter security including security scanning, walk-through magnetometers and X-ray screening for baggage.

Videoconferencing has increased with bail video appearances now averaging 1,500 per month. Reductions in the movements of prisoners on remand from correctional centres to courts have resulted in estimated savings of \$3 million per annum.

The NSW Government's Aboriginal Justice Plan was released to address the causes of crime that result in an over-representation of indigenous people in the NSW criminal justice system.

Circle sentencing courts were expanded as an alternative for adult Aboriginal defendants. These courts are held in a community setting with a Magistrate and Aboriginal community representatives.

Other initiatives included ten Aboriginal Community Justice Groups, 17 Aboriginal community patrols and Aboriginal Youth Crime Prevention Programs in Mt Druitt, Lismore, Wagga Wagga, Broken Hill, Armidale, Yamba and Dubbo.

New laws were developed to protect community safety and individual rights including:

## Circle sentencing courts were expanded as an alternative for Aboriginal defendants...The early indications confirm the program has acceptance and participation within the local communities resulting in significant change to offenders' behaviour.

- James Hardie Former Subsidiaries (Special Provisions) Act 2005, to administer compensation for sufferers of asbestos related illnesses
- Workplace Surveillance Act, to better protect employees in the workplace
- Crimes Amendment (Child Pornography) Act, to increase penalties for child pornography
- Crimes Amendment (Grievous Bodily Harm) Act, to protect the rights of an unborn foetus and its mother
- Legal Profession Act, to establish consistent standards for the legal profession.

The Registry of Births, Deaths and Marriages (BDM) halved the waiting time for birth registrations and reduced counter waiting time to 3.8 minutes. BDM also commenced electronic notification of births and introduced the e-Deaths online registration system.

A survey of clients of LawAccess NSW, the Department's free, legal information advice and referral service for people in NSW, showed that 95 per cent were highly satisfied with the service.

Courthouse conservation efforts were recognised by the National Trust with a Heritage Award. The Department also reduced energy use by more than 10% and reduced landfill by 20 per cent over the last 8 years.

Payroll services for the Registry of Births, Deaths and Marriages, Office of the Protective Commissioner and Public Guardian and the Crown Solicitor's Office were incorporated

into a centralised payroll system in 2004–05. The administrations of the Local Court and the Office of the Sheriff were also merged to increase the efficiency of operations.

The Department implemented improved planning, governance and control systems during the year. Audit procedures were enhanced to strengthen oversight of accounting policies, financial reports and risk management across the organisation.

The Department also developed "Towards 2010" to deliver stronger leadership, better communication and increased business performance.

The achievements of the Department throughout the year reflect the dedication and efforts of our staff and judicial officers. The support of the Attorney General and his Ministerial Staff is appreciated. I am confident the Department is well positioned to meet the challenges for 2005/06.

**Laurie Glanfield**  
Director General



# ORGANISATIONAL STRUCTURE

## – Director General Laurie Glanfield

Crown Solicitor's Office	Community & Regional Services	Court & Tribunal Services	Policy & Crime Prevention	Corporate Services
Office of the Protective Commissioner and Public Guardian				
Public Trustee				
Registry of Births, Deaths & Marriages				
	Anti-Discrimination Board Privacy NSW Victims Services Community Justice Centres Community Relations Division Legal Representation Office Public Defenders Office LawAccess NSW Office of the Legal Services Commissioner Legal Practitioners Admission Board Legal Profession Advisory Council Professional Standards Council Legal Management Service Diversity Services	Supreme Court Industrial Relations Commission Land & Environment Court District Court Local Courts and Office of the Sheriff Dust Diseases Tribunal Administrative Decisions Tribunal Attorney General's Department Law Libraries Law Courts Library Reporting Services Branch	Aboriginal Justice Advisory Council Bureau of Crime Statistics & Research Legislation & Policy Criminal Law Review Division Crime Prevention Division Law Reform Commission Strategic Policy Unit Sentencing Council	Asset Management Services Corporate Human Resources Financial Services Information Technology Services Organisational Performance Division



# DIRECTIONS AND HIGHLIGHTS

Legislative changes were introduced to improve court procedures for sexual assault victims and reduce the trauma of giving evidence in court.

# DIRECTIONS AND HIGHLIGHTS

OUTCOMES	AIMS	HIGHLIGHTS	FUTURE DIRECTIONS
1. Access to Justice Services	1.1 Equitable access to services	NSW Courts performed well in comparison to other Australian jurisdictions. The District and Local Courts ranked first in terms of timeliness for criminal matters. The Supreme Court also made significant improvements in timeliness in recent years.	<p>Establish new criminal case processing reforms for indictable matters in the local court to encourage timely pleas of guilty to save time and resources.</p> <p>Introduce new civil procedures with standardised processes for the Supreme, District and Local Courts.</p> <p>LawAccess will be expanded to include Registry of Births, Deaths &amp; Marriages call centre operations from October 2005 to improve customer service.</p> <p>Continue to develop services and staff responsiveness to disadvantaged groups and people from non-English speaking backgrounds to ensure equality.</p>
	1.2 Access to alternative dispute resolution	<p>The number of matters referred to Community Justice Centres (CJC) increased by 7% over the previous financial year.</p> <p>An agreement is reached in 80% of mediations preventing the need for more expensive court proceedings.</p>	<p>Continue to expand opportunities for Alternative Dispute Resolution (ADR) and increase support for the use of ADR.</p> <p>Consolidate Aboriginal and Torres Strait Islander Program by accrediting A&amp;TSI mediators in southern and western regions and providing training in conflict management in Sydney and Newcastle.</p>
	1.3 Resolution of civil matters	<p>Preparations were made for the commencement of the <i>Civil Procedure Act 2005</i> and <i>Uniform Civil Procedure Rules</i> in August 2005. For the first time in NSW, one set of rules will be applied to civil proceedings in the Supreme, District and Local Courts and the Dust Diseases Tribunal. The package will streamline procedures and remove unnecessary differences between courts.</p> <p>The reduction in civil liability matters since tort reforms in 2001–2002 has continued, with 67% fewer civil filings in the District Court in 2004/2005 than in 2001/2002 and a reduction in the backlog of pending matters.</p>	<p>Implementation of the <i>Civil Procedure Act 2005</i> and <i>Uniform Civil Procedure Rules</i>.</p> <p>Efforts will be made to increase access to ADR for the resolution of civil matters to reduce costs for complainants and the Department.</p> <p>The allocation of resources to civil matters in the District Court will continue to be reviewed.</p> <p>New civil procedures will be incorporated in CourtLink, the new case management system being developed for Courts.</p>
	1.4 Support for the victims of violent crime	<p>Victims Services processed 99 per cent of initial counselling claims within 48 hours.</p> <p>A total of \$3.6m was recovered from offenders as compensation for victims of crime.</p> <p>Electronic payment options were introduced for the payment of compensation.</p> <p>A Charter of Victims Rights was published.</p>	<p>Improve court procedures for the victims of sexual assault including closed circuit television, video link or segregated seating, audiovisual recording of complainant's evidence and new procedures to protect complainants from unfair processes.</p> <p>Review compliance of government agencies with the Charter of Victims Rights.</p>

OUTCOMES	AIMS	HIGHLIGHTS	FUTURE DIRECTIONS
	1.5 Successful crime prevention, criminal diversion and indigenous programs	<p>The NSW Aboriginal Justice Plan, launched in June 2005, will address the causes of crime in Aboriginal communities that have led to an over-representation of indigenous people in the criminal justice system. The Plan builds on the success of Circle Sentencing, Aboriginal Night Patrols and youth crime prevention projects.</p> <p>The Circle Sentencing program has achieved considerable success with only 10% of participants re-offending. The program currently operates in Nowra, Dubbo and Brewarinna.</p> <p>Current crime prevention programs include ten Aboriginal Community Justice Groups, 17 Aboriginal community patrols, and Aboriginal Youth Crime Prevention Programs operating in Mt Druitt, Lismore, Wagga Wagga, Broken Hill, Armidale, Yamba and Dubbo.</p> <p>The Department's Drug and Alcohol Diversion programs provide increasing access to Aboriginal defendants. The Magistrate's Early Referral Into Treatment Program currently has a 14% Aboriginal client base. The Rural Alcohol Diversion Program currently has 11% Aboriginal clients.</p> <p>The number of Aboriginal and Torres Strait Islander mediators in the Sydney region was further expanded during the year.</p>	<p>Address the over-representation of Aboriginal people in the legal process.</p> <p>Expand Circle Sentencing programs to Armidale, Bourke, Lismore, Kempsey and Mt Druitt.</p> <p>Establish 7 new Community Justice Groups.</p> <p>Expand MERIT program to Waverley, Fairfield, Singleton, and Cooma Local Courts.</p> <p>Further develop the pilot for the Young Adult Offenders program to enable the victims of crime to discuss the harm caused and to prepare an appropriate plan for the offender.</p> <p>Investigate communication strategies to address the over-representation of indigenous people.</p> <p>Monitor the outcomes for existing programs to identify opportunities for improvement and program expansion.</p>
2. Protection of rights	2.1 Awareness of rights and responsibilities	<p>Preparations were made for the commencement of the <i>Legal Profession Act</i> in October 2005. The Act will increase legal powers to regulate the profession and protect consumer rights.</p>	<p>Increase collaboration with justice sector agencies including the development of a Justice Sector Results and Services Plan.</p> <p>Expand Law Access information services.</p> <p>Implement the Legal Profession Act and communicate its provisions.</p>
	2.2 Laws which support the community	<p>Recorded crime statistics up to the end of June 2005 show that, in the past two years in NSW, 15 out of the 16 major crime categories were either stable or falling.</p> <p>The Department is responsible for developing one quarter of legislation introduced into Parliament annually.</p> <p>Amendments to the Anti-Discrimination Act were introduced on 2 May 2005. The changes will enable more effective handling of discrimination complaints.</p>	<p>Implement the Workplace Surveillance Act, Terrorism Legislation Amendment (Warrants) Act, Crimes Amendment (Child Pornography) Act, Crimes Amendment (Grievous Bodily Harm) Act and the Legal Profession Act.</p>

## DIRECTIONS AND HIGHLIGHTS (CONTINUED)

OUTCOMES	AIMS	HIGHLIGHTS	FUTURE DIRECTIONS
3. Public safety	3.1 Resolution of criminal matters	<p>A high level Taskforce was established to improve the way the criminal justice system deals with sexual assault cases. The Taskforce is reviewing legal, evidentiary, and procedural barriers, as well as evaluating alternate models for the prosecution of sexual assault matters.</p> <p>Legislative changes were introduced to improve court procedures for sexual assault victims and reduce the trauma of giving evidence in Court.</p>	<p>Develop further options for the management of court procedures with particular concern for the victims of crime.</p> <p>Develop court facilities for the victims of crime.</p>
	3.2 Effective court security	<p>Sheriff's Officers are now present in 74% of courts sitting hours. New response procedures and risk assessments have improved the protection of the judiciary and court users.</p> <p>An electronic security master plan was completed and perimeter security has been introduced at 16 courts.</p>	<p>Complete perimeter security installations at the Downing Centre, Central, Sutherland, Burwood, Liverpool, Penrith, Campbelltown, Newcastle and Goulburn courthouses.</p>
4. Community satisfaction	4.1 Effective services	<p>The LawAccess Customer Satisfaction Survey showed that 95 per cent of customers were highly satisfied with services, an increase of 3 per cent on the previous year.</p> <p>The Registry of Births, Deaths and Marriages (BDM) cut its birth registration waiting times by 50 per cent to five working days. BDM also cut the average counter waiting time by 51 per cent to 3.8 minutes, setting a new standard for the service.</p>	<p>Develop service delivery channels to improve access to information and services and increase efficiency.</p> <p>Transfer BDM call centre operations to LawAccess to improve customer service.</p>
	4.2 Efficient use of resources	<p>The Department is committed to reducing energy and water use, greenhouse gas emissions and waste arising from the operations of its courthouse facilities.</p> <p>The Department reduced energy use by more than 10% and reduced landfill waste by 20 per cent over the last 8 years.</p> <p>The NSW Treasury named the Department as a State Government leader in online buying (e-procurement). The Department streamlined its stationery and office ordering, saving up to \$750,000 a year by using one supplier. The Department also adopted electronic billing for utility services.</p>	<p>Complete second Energy Performance Contract at 35 courthouses to deliver further guaranteed energy savings of \$388,000 per annum and reduce greenhouse emissions by 3,646 tonnes per annum.</p> <p>Further develop Shared Services and implement Service Level Agreements.</p> <p>Reduce water consumption by 5% to 151,000 kL in 2005/2006.</p> <p>Review court operations to improve staff rostering and resource allocation.</p>

OUTCOMES	AIMS	HIGHLIGHTS	FUTURE DIRECTIONS
	4.2 Efficient use of resources	<p>The Department won the Energy Australia/ National Trust Heritage Award 2004 for the meticulous renovation of the King Street Court complex, the site of the original Supreme Court of New South Wales.</p> <p>Local Courts and the Office of the Sheriff amalgamated the management structure to improve performance.</p> <p>Payroll services for Births, Deaths and Marriages, Office of the Protective Commissioner and Public Guardian and the Crown Solicitor's Office were incorporated into the AGD payroll system to improve efficiency through Shared Services reforms.</p>	<p>Expand the delivery of electronic materials through libraries to reduce the cost of publications and access to information.</p> <p>Develop reporting services resources and establish digital recording to reduce court reporting and transcription costs.</p> <p>Introduce a new organisation structure to increase the efficient use of resources.</p> <p>Expand shared services and establish client/ provider models with Service Level Agreements.</p>
	4.3 Innovative technology	<p>Court processes were streamlined through the implementation of CourtLink in the Supreme Court criminal jurisdiction, allowing the electronic filing of matters.</p> <p>Since 2000, the Government's use of videoconferencing has reduced prisoner movements from correctional centres to courts by approximately 100,000. This has resulted in estimated savings to taxpayers of more than \$3 million a year.</p> <p>BDM commenced electronic notification of births and introduced the e-Deaths online registration system, reducing the registration time for deaths from five working days to the next business day. BDM's introduction of new secure technology contributed to a 68 per cent increase in the sale of the birth card. Paper records from 1856 were converted to electronic format and work began on restoring and archiving other historic records.</p>	<p>Complete implementation of Connected-AGD upgrade program, that will enable the Department's network to support new applications, more users and better ways to deliver services.</p> <p>Expand the use of videoconferencing to another 30 installations in courts, Legal Aid Offices and correction facilities in rural and regional centres.</p> <p>Further develop CourtLink to improve case management and operating systems.</p> <p>Introduce digital recording technology for the Reporting Services Branch.</p> <p>Improve technology and expand the equipment available for recording of evidence.</p>
5. Responsive workforce	5.1 Dignity, respect and equity	<p>The 'Towards 2010' strategy has set the course for a major cultural change throughout the Department – to strengthen our leadership, improve communication, build on service delivery for our clients and foster greater collaboration between staff.</p> <p>The Director General signed the Public Service Association's Dignity and Respect in the Workplace Charter to demonstrate the Department's strong commitment to a workplace free of bullying and harassment.</p>	<p>Implement communication strategies to increase knowledge and understanding of staff. This will include emails from the Director General to individuals and improvements to information released via the intranet.</p>



## DIRECTIONS AND HIGHLIGHTS (CONTINUED)

OUTCOMES	AIMS	HIGHLIGHTS	FUTURE DIRECTIONS
	5.2 Opportunities to develop skills and knowledge	<p>The Department commenced its new Learning and Development strategy. Each business unit now has targets, including minimum standards, for the training and development of staff. Business centres will regularly report on their budget commitments dedicated to these initiatives.</p> <p>A new strategy to enhance the professional development opportunities for Local Courts' staff was announced. The package includes formal and online training, and workshops addressing operational issues, including new legislation.</p> <p>A new training initiative for Sheriff's Officers commenced, with 20 officers undertaking the Certificate IV in Government (Court Compliance) course through TAFE NSW.</p>	<p>Continue roll-out of Learning and Development strategy.</p> <p>Implement new secondment arrangements to increase opportunities for skills development and undertake a management-mentoring program.</p> <p>Establish a target of 2 days training for staff in 2005–06.</p> <p>Launch Learning Link to provide access to online training for staff.</p>
	5.3 Recognition of achievements	<p>The Department held another successful staff Annual Achievement Awards ceremony and also commenced publishing information on high achievers on its intranet, Infolink. The Director General also encourages open communication with staff through Infolink.</p>	<p>Continue focus on recognition of staff achievements as part of the <i>Towards 2010</i> strategy.</p>
	5.4 Safe workplace	<p>Significant progress was made in the construction of four new courthouses at Bankstown, Mount Druitt, Blacktown and Broadmeadow.</p> <p>The Government allocated funding of \$250 million for a Courthouse Improvement Program to be undertaken over a 10-year period, commencing in 2004–05. Major capital improvements have been scheduled for key sites, including improved disability access, additional remote witness rooms, together with the refit of cells and prisoner handling areas.</p> <p>Around \$8 million was spent on maintenance works at 234 departmental facilities across NSW.</p>	<p>Complete construction of new courthouses at Bankstown, Mount Druitt, Blacktown and Broadmeadow.</p> <p>Continue rolling program of capital improvements to enhance safety and access for offices and buildings.</p> <p>Continue roll-out of videoconferencing and electronic perimeter security.</p> <p>Develop the Parramatta Justice Precinct.</p>
	5.5 Improved performance management	<p>The department implemented a new planning and reporting system that will be linked with Senior Executive Service performance agreements and the Performance, Planning and Development system.</p>	<p>Implement a comprehensive Leadership Development Strategy over the next 12 months. This includes specific targets for the assessment of managers' individual leadership skills and programs for management development.</p>

# PERFORMANCE MANAGEMENT

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The District and Local Courts ranked first in terms of timeliness for criminal matters.



# COURT PERFORMANCE

The Courts and Tribunals ensure the NSW community has access to effective and efficient resolution of issues of law. Together, the Courts and Tribunals operate as one of the best performing court systems in the country. NSW, with approximately one third of the population, incurs only about a quarter of the national court administration costs and despite handling more matters than any other State (approximately 500,000 legal matters in 2004–05) continues to achieve high-levels of timeliness.

## INTER-STATE COMPARISONS

The Productivity Commission's 2005 Report on Government Services, released in January 2005 compares court performance across Australia. State comparisons are based on that report.

## BACKLOG INDEX

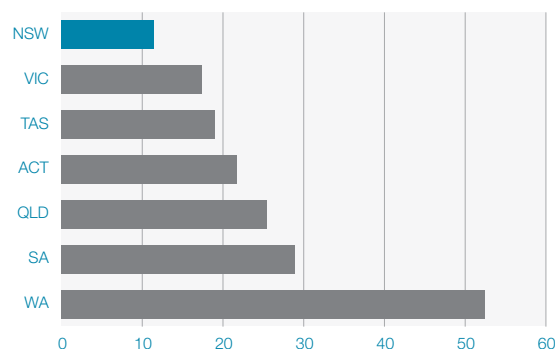
The backlog index is a measure of court timeliness. It is used to report on the age of pending cases within a jurisdiction and is based upon the court's case disposal time standards. The backlog index is the percentage of cases that are older than nominated timeframes.

## TIMELINESS OF CRIMINAL MATTERS

### LOCAL COURTS

In 2003–04, NSW Local Courts, with one of the busiest criminal court systems in Australia, continued to rank first in Australia for timeliness. Of the pending caseload, 89 per cent of matters were less than 6 months old (Figure 1). Approximately 85% of the criminal matters in the NSW jurisdiction are finalised in the Local Courts.

**Figure 1**  
6-month Backlog Indicator, Local Court Criminal Matters (%)



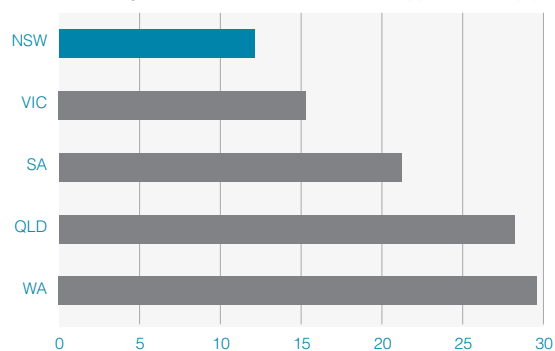
### DISTRICT COURT

In 2003–04, the NSW District Court ranked first in Australia with the lowest number of outstanding matters greater than 12 months old. Of the pending caseload, 87 per cent of matters were less than 12 months old (Figure 2).

This is a significant outcome since the NSW District Court administers a broad range of criminal matters in comparison to other States.

Resources have been reallocated between criminal and civil matters in the District Court as a result of the impact of Tort Law Reform.

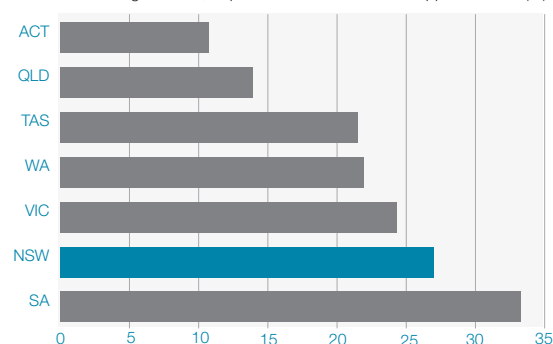
**Figure 2**  
12-month Backlog Indicator, District Court Criminal Non-Appeals Matters (%)



## SUPREME COURT

In 2003-04, 73 percent of pending criminal matters in the NSW Supreme Court were less than 12 months old (Figure 3). Criminal matters accounted for 6% of all the matters finalised by the Supreme Court and less than 1% of all the criminal matters finalised in NSW. The NSW Supreme Court deals primarily with homicide and related offences, which are the most complex and time-consuming criminal matters. Other States' Supreme Courts handle less serious offences, which take less time to finalise. For example, the Supreme Court in Queensland deals with drug offences and the Tasmanian, Northern Territory and Australian Capital Territory Supreme Courts also deal with matters equivalent to those handled by the NSW District Court.

**Figure 3**  
12-month Backlog Indicator, Supreme Court Criminal Non-Appeal Matters (%)

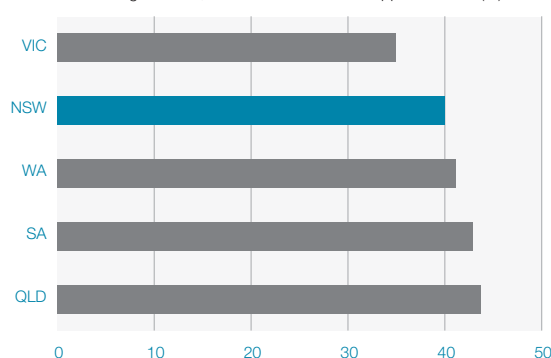


## TIMELINESS OF CIVIL MATTERS

### DISTRICT COURT

In 2003-04, the NSW District Court had the second lowest number of civil matters greater than 12 months old. Of the pending caseload, 60% per cent of matters were less than 12 months old (Figure 4). The impact of Tort Law Reform on civil matters in the District Courts will continue to be monitored.

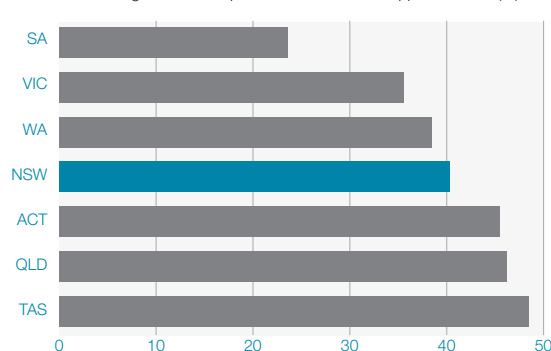
**Figure 4**  
12-month Backlog Indicator, District Court Civil Non-Appeal Matters (%)



## SUPREME COURT

The NSW Supreme Court ranked fourth against the other Australian States and Territories, with 59 percent of pending civil matters less than 12 months old (Figure 5). New Case Management practices introduced during the year have improved the performance of the Supreme Court.

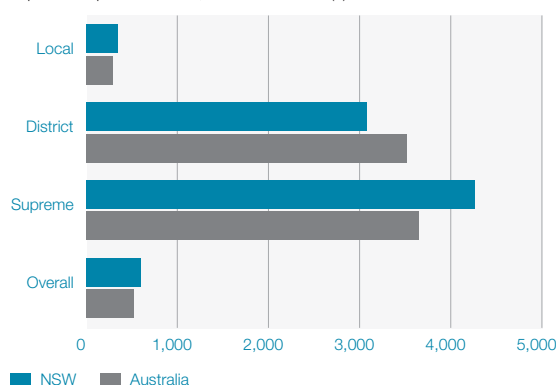
**Figure 5**  
12-month Backlog Indicator, Supreme Court Civil Non-Appeal Matters (%)



## COST PER FINALISATION

Net expenditure per finalisation in the NSW District Court is less than the average for Australia, although in the NSW Supreme Court and NSW Local Courts it is slightly higher than the average for Australia (Figure 6). Local Courts in other States also include traffic infringement processing in their caseload, which is administered through the Infringement Processing Bureau in NSW.

**Figure 6**  
Expenditure per Finalisation, Criminal and Civil (\$)



## COURT PERFORMANCE (CONTINUED)

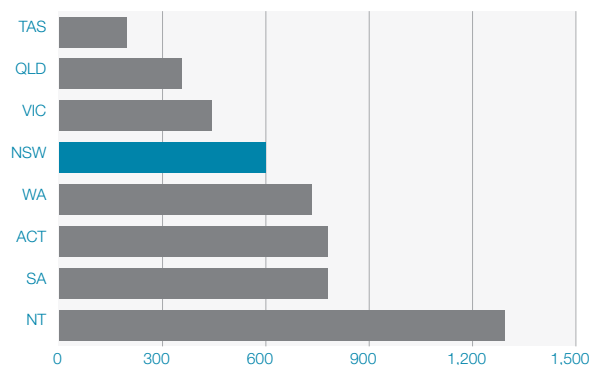
### COST PER FINALISATION (CONTINUED)

The overall expenditure per finalisation in NSW is close to the Australian average, with NSW ranking fourth (Figure 7). This is despite the higher property and labour costs in NSW compared to other States. NSW courts have made significant efforts to reduce costs in recent years. This includes better power usage, new cleaning contracts, improved stores and purchasing, better scheduling of cases and reduced travel costs.

Whilst Sheriff Officers were merged with Courts during the year, it is planned to further develop structures for the Registry staff to improve resource allocation. In addition, client/provider models are being established for libraries and the Reporting Services Branch.

Figure 7

Expenditure per Finalisation, Criminal and Civil (\$)



### TREND ANALYSIS

The Local Court has consistently achieved high standards of timeliness. In the 2004 calendar year, 95% of criminal matters were finalised within 6 months (Figure 8). The Local Court registers over 190,000 criminal matters per annum through 168 court locations throughout the state. The consistent time standards demonstrate effective case management for the local court.

In the District Court, 89% of criminal matters were finalised within 12 months in 2004 (Figure 9). Between 2000 and 2002, the court made significant improvements in timeliness and these have been maintained at about the same level over the last 2 years despite an increase in the number of criminal matters registered over that time.

The District Court registered over 10,400 criminal matters in 2004/05. There was a slight increase in the percentage of criminal matters over the previous year as a result of the reallocation of appropriate matters from the Supreme Court.

Figure 8

Percentage of Criminal Matters Finalised within 12 Months, Local Court

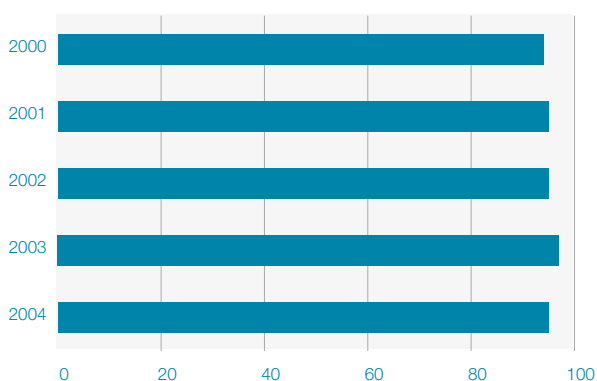
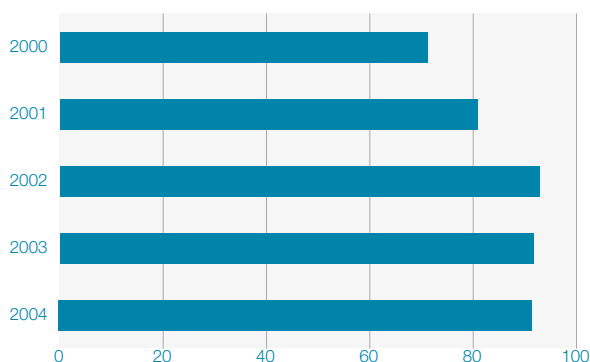


Figure 9

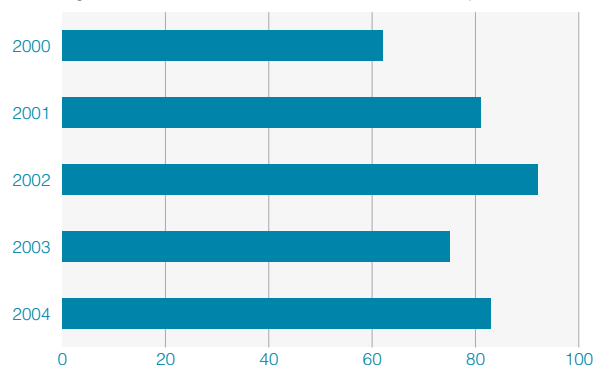
Percentage of Criminal Matters Finalised Within 12 Months, District Court



The Supreme Court improved timeliness of criminal matters in 2004, finalising 83% of criminal matters within 12 months compared to 75% in 2003 (Figure 10).

The Supreme Court introduced new case management procedures to achieve this outcome. It is also contributing to the development of CourtLink to improve systems and processes.

**Figure 10**  
Percentage of Criminal Matters Finalised Within 12 Months, Supreme Court



### CLEARANCE RATIO

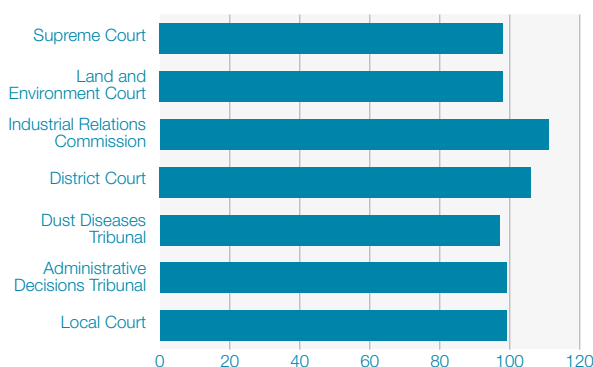
The clearance ratio is the ratio of case finalisations to case registrations over a particular period, expressed as a percentage. This is a measure of whether the court's caseload is increasing or decreasing. For example, a clearance ratio of over 100 per cent means the jurisdiction is reducing its pending caseload, and hence is more likely to be able to meet time standards in future.

In 2004, the NSW Courts and Tribunals achieved clearance ratios of 97% or above across all matters, indicating that the Courts and Tribunals are meeting demand for their services (Figure 11).

The Supreme Court increased the clearance ratio for criminal court appeal matters from 68% in 2002–03 to 98% in 2003–04.

For information on Court and Tribunal registrations, finalisations and pending matters, refer to Appendix Five – Court and Tribunal Statistics.

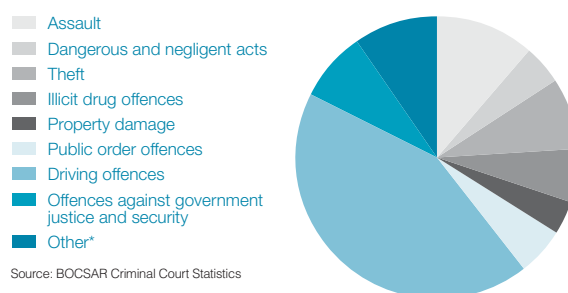
**Figure 11**  
Clearance Ratio – 2004 NSW Courts and Tribunals



### TYPES OF CRIMINAL MATTERS HANDLED

The graph gives an indication of the types of criminal matters handled by the Supreme, District and Local Courts. It displays convictions by the principal offence committed (Figure 12). The "Other" category includes offences like murder, sexual assault, fraud, robbery and weapons offences. The "Driving Offences" category includes offences such as drink driving, driving without a licence and driving with a suspended or disqualified licence. "Offences against government justice and security" include offences like breach of bail and other justice orders, resisting or hindering a police officer or justice officer and offences against government operations.

**Figure 12**  
Court Convictions – Principal Offence



# GOVERNANCE

The Director General, reporting to the Attorney General, coordinates the policy management, performance and strategies of the Department.

The Department's structure and control systems provide for the effective and efficient delivery of key responsibilities to the people of NSW – access to justice services, protection of rights and public safety.

## COMMITMENT TO BEST PRACTICE

The Department has a commitment to achieve best practice in corporate governance and, in particular, the establishment and communication of corporate strategies, to ensure that our actions conform to legal and other requirements, and that finances and other resources are well controlled. As part of a best practice approach, the Department conducts regular senior management meetings to provide updates on operational and management issues, including audit matters and financial performance.

## FINANCIAL AND SERVICE DELIVERY PERFORMANCE

A strong control environment is maintained over financial performance to ensure that the Department meets its objectives.

The Department developed a Results and Services Plan (RSP) with Treasury. The RSP provides the relationship between the services delivered and the results to be achieved for the community. The Department also worked to improve indicators of service performance, including measures of timeliness, quality, access, cost and number of cases handled by the courts. During 2005–06, these measures and the RSP will be further refined, based on feedback from NSW Treasury.

In addition to normal monthly financial reporting, all business centre managers are required to provide quarterly reports on progress against their business plans, which are aligned with the Department's RSP.

## RISK MANAGEMENT AND INTERNAL CONTROLS

The Department has a rolling three-year internal audit plan that is reviewed and updated each year.

With an emphasis on finance and operations, internal auditors prepare the plan in consultation with the Executive and monitor it throughout the year. Key areas of activity covered in 2004–05 included management accounting and budgeting, funds management, jury management, court rostering and case listing, payroll and human resources programs, purchasing, stores and travel, CourtLink NSW and specific regional and business centre audits.

The Department's Audit Committee is responsible for ensuring the integrity of the audit program, overseeing the progress and implementation of audit recommendations and considering any matters raised by the auditors relating to financial reporting practices, business ethics and management and internal controls. During the year, the composition and operation of

the Committee was reviewed to conform to principles of best practice. A new Audit Charter was adopted that strengthens the Committee's role in overseeing accounting policies, budget estimates, financial reports and risk management across the organisation. The membership of the Committee was also revised to enhance financial expertise and independence. The Committee now comprises the Public Trustee, three senior officers within the Department and two independent external members.

For 2005–2006, the committee will be chaired by the Public Trustee who will report regularly on audit outcomes and the performance of the committee.

As part of the internal audit plan, regular reviews are conducted to ensure that the Department responds to recommendations in an appropriate manner. Systems have been implemented to follow-up audit recommendations.

The Department reviewed governance arrangements for its major Boards and Committees to ensure a consistent and comprehensive approach.

The Department continues to implement control self-assessment to improve management of risks within the Department and to increase staff awareness of risk issues.

A Departmental Business Continuity Plan was developed and tested. The Plan provides an overall framework to ensure that the Department and its business centres could continue to provide key services for the public in the event of a natural or man made disaster or event.

## STANDARDS OF BEHAVIOUR

The Department ensures that staff adhere to its Code of Conduct and Ethics. Distributed to all staff, the Code reflects community and departmental expectations of ethical conduct and behaviour of employees and service providers, (see Code of Conduct on [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au)).

In addition, the Department has a fraud and corruption prevention strategy. This strategy covers matters such as relations with the public, government staff, public comment, fairness and equity, the use of confidential information, the disclosure of financial and other private interests, and relations with the Ombudsman and the Independent Commission Against Corruption.

## STATEMENT OF RESPONSIBILITY

The Director General, senior management and other employees have put in place an internal control environment designed to provide reasonable assurance that we will achieve the Department's objectives. The internal audit function conducts a program of review to assess these controls. This system of internal control has continued to operate effectively during the financial year ended 30 June 2005.

# STAFF DEVELOPMENT

## NEW CLIMATE

The Department is committed to the development of staff. A staff survey was undertaken in December 2004 to discover issues of importance for staff. The survey was conducted via the Department's intranet and responses were received from 81% of staff members.

The results of the survey indicated many staff felt positive about:

- the people with whom they work
- fair treatment at work
- interpersonal communication within teams
- the honesty of managers
- proper management of health and safety issues
- clear understanding of their job objectives
- ability to balance work and family
- confidence in their own manager
- ability to recommend the organisation to a friend seeking employment
- belief they are valued members of their workplace

The Department has embarked on a new strategic focus over the next five years after assessing the staff survey feedback. The 'Towards 2010' strategy has set the course for a major cultural change throughout the Department which will strengthen our leadership credentials, improve communication across the organisation, build on our capacity to meet the needs of our clients and foster greater collaboration between staff. This will position the Department prior to relocation to the Parramatta Justice Precinct in 2008.

The Department has also taken steps to address issues raised in the staff survey, particularly in the areas of workplace culture, staff learning and development opportunities, staff engagement, job satisfaction and organisational communication. Examples include:

- The development of a Vision statement "A Just & Safe Society", which will guide future planning, communications and decision-making across the organisation
- The signing of the Dignity and Respect in the Workplace Charter and the establishment of a Right to Dignity at Work Steering Committee to address bullying and harassment
- The establishment of regular reporting to the Director General by senior executives to report on business centre initiatives addressing a range of workplace issues

- The establishment of staff taskforces on Leadership, Learning and Development, Workplace Behaviour, Recruitment and Selection and Workforce Profile to address specific issues at both a corporate and local level
- The commitment by the Department to skills development and training for staff, including assistance with study. A key example is the accredited training and workplace learning strategy developed in conjunction with Charles Sturt University to provide traineeships and a pathway to future learning for Sheriff's Officers
- Staff briefing sessions and a dedicated website to inform staff about the move to Parramatta, including details on the Precinct design, transport, local facilities and Frequently Asked Questions.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Department has continued to develop Equal Opportunity Employment with a number of initiatives to improve target group representation at all levels.

The Norimbah Unit coordinates the implementation of the Department's Aboriginal and Torres Strait Islander (ATSI) Employment Strategy. Outcomes for the program include:

- 113 ATSI employees, representing 2.7% of all staff (the government target is 2%)
- ATSI staff are represented across all levels of positions and 20% are in positions above grade 6
- 16 Aboriginal Client Service Specialists work within the court system, which is unique amongst court systems in Australia.

Women are strongly represented in the Department, accounting for 63% of all staff. Women currently occupy 21% of SES positions and the Department is committed to continuing the advancement and retention of women, especially at senior levels. The Women in AGs – Spokeswomen Program continues to provide information and opportunities for women within the Department to participate fully in the workplace on equal terms. In 2004-05, the Program held lunchtime seminars and provided regular updates on related media articles.

## DISABILITY PLAN

The Department's Disability Strategic Plan, launched in January 2003, reinforces the Department's commitment to people with disabilities. The Disability Strategic Plan is developed in consultation with the community and is reviewed by the Disability Advisory Council, which meets quarterly and is chaired by the Director General. In 2004-2005, the Department targeted 8 key areas for improvements to ensure our services, programs and facilities are as accessible to people with disabilities as they are to the rest of the community. Key achievements of the Department over the year include:

## STAFF DEVELOPMENT (CONTINUED)

- ▶ The completion of access improvements to 16 courthouses
- ▶ The launch and distribution of 1,300 multimedia video kits ("So you have to go to court!") for people with cognitive disabilities
- ▶ The continuation of staff training in disability awareness issues, with over 80% of all staff having completed training by the end of 2004–05
- ▶ The coordination of a meeting of senior officers across the justice sector for an annual review of the Justice Sector: Disability Action Plan.

### ORGANISATIONAL DEVELOPMENT

The Department delivered a number of organisational changes to continue to improve its efficiency and standard of service to the community.

These included:

- ▶ Major restructuring of the Supreme Court and Information Technology Service (ITS)
- ▶ The merger of Local Courts and the Office of the Sheriff
- ▶ The restructure of Asset Management Services (AMS)
- ▶ The review and restructure of all AGD Library functions and operations
- ▶ The transfer of the Violence Against Women Specialist Unit (VAWSU) to the Department of Community Services
- ▶ The continued reform of Corporate Services with the migration of payroll functions from the AGD's business centres to the central Corporate Human Resources (Corporate HR) area and the implementation of a new reporting system
- ▶ The incorporation of the Public Trustee into the Department, increasing the total number of staff in the Department by 298.

### OCCUPATIONAL HEALTH AND SAFETY

The Department's Occupational Health and Safety (OHS) system framework (refer to Appendix 19) is aligned with current management structures and complies with the Occupational Health and Safety Act 2000 (NSW). The Department has continued the development of the framework by implementing risk management and planning programs.

The Department conducted WorkCover accredited training of staff in Risk Management for Managers and Supervisors and 35 employees have been trained since July 2003. WorkCover accredited OH&S consultation training was also conducted and 23 employees participated.

### LEARNING AND DEVELOPMENT

This year 2,030 staff attended 2,173 full-time equivalent days of formal training conducted by Learning & Development. Formal training programs included client service skills, cross-cultural communication, induction, ethics, technology skills, legal terminology and introductory management skills. A total of 902 staff also completed on-line training programs.

The Learning and Development group have commenced a series of regional training programs, with plans to actively promote regional development opportunities over the next 12 months. Managing High Risk Situations training programs were delivered in Tamworth and Orange, with Newcastle and Broken Hill scheduled for later in the year.

### PAYROLL MANAGEMENT

The Department has initiated a program of regular diagnostic payroll reviews to enable early detection of payroll issues and more effectively manage payroll expenditure. This program of reviews is expected to result in savings for the Department.

### IMPROVED COMMUNICATION

The Department has also increased the level of communication to staff through the expansion and redevelopment of Infolink, the Department's intranet site. A number of business centres launched new sites in 2004–05 with improved usability and layout and greater access to online "self-service" options.

The Director General has taken a lead role in communicating Departmental news directly to staff through weekly emails and by publishing speeches, papers and observations on an executive website set up to improve communication, engage staff and encourage feedback.

The Department also continued to publish the monthly staff newsletter "Agenda" which is distributed in print and online versions.



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The LawAccess Customer Satisfaction Survey showed that 95% of customers were highly satisfied with services.

# ACHIEVEMENTS

## ABORIGINAL JUSTICE ADVISORY COUNCIL (AJAC)

**Acting Executive Officer:** *Carmen Parter*

### Services And Operations

AJAC provides independent advice to the NSW Government on law and justice issues affecting Aboriginal people. AJAC aims to reduce Aboriginal people's contact with the criminal justice system.

### Achievements In 2004/2005

- ▶ Launched the NSW Aboriginal Justice Plan
- ▶ Developed a proposal for the establishment of an Aboriginal Bail Justice Program. (1.5)

## ADMINISTRATIVE DECISIONS TRIBUNAL (ADT)

**Registrars:** *Cathy Szczygielski and Karen Wallace*

### Services and Operations

The role of the ADT is to provide fair, effective, and timely determinations of matters and to provide administrative review that promotes and supports compliance with legislation by administrators.

The main functions of the ADT are to:

- ▶ Review specific administrative decisions of New South Wales Government agencies
- ▶ Resolve discrimination and retail lease disputes
- ▶ Exercise disciplinary and regulatory functions over a range of professional and occupational groups.

### Achievements in 2004/2005

- ▶ Amendments to the *Administrative Decisions Tribunal Act (NSW) 1997* assisted in improving management of matters before the Tribunal. This means a single member can now deal with a preliminary or interlocutory matter, instead of a three-member panel.
- ▶ The ADT's website was reviewed and redesigned to make it more accessible and user friendly for the Tribunal's users.
- ▶ Resource kits have been developed to assist unrepresented litigants in preparing for matters before the Tribunal. (1.1)
- ▶ Brochures have been developed to help parties understand the process before different divisions of the Tribunal. (2.1)

## ANTI-DISCRIMINATION BOARD (ADB)

**President:** Stepan Kerkyasharian AM

### Services and Operations

The ADB was set up to administer the *Anti-Discrimination Act 1977*. The role of the Board is to promote anti-discrimination and equal opportunity principles and policies throughout NSW.

The core functions of the Board are:

- ▶ Handling complaints of discrimination and vilification
- ▶ Informing employees and members of the public about their rights and responsibilities under anti-discrimination law, and how to prevent and deal with discrimination
- ▶ Advising the Government on discrimination matters and making recommendations to the Attorney General about applications for exemptions from the Anti-Discrimination Act.

### Achievements in 2004/2005

- ▶ Informed employers, service providers, community groups and individuals about amendments to the *Anti-Discrimination Act*, which commenced in May 2005. This included a launch at Parliament House. (2.1)
- ▶ Improved the complaint handling process resulting in a significant improvement in the number of complaints resolved within a year of receipt – from 60% in 2003–2004 to 85% in 2004–2005, despite handling 11% more complaints in 2004–2005.
- ▶ Provided advice and information to 9,740 callers to the ADB enquiry line, an increase of 8.5% from 2003–2004.
- ▶ Highlighted issues affecting older gay, lesbian, bisexual, transgender and intersex people through a forum during the Sydney Gay and Lesbian Mardi Gras festival.
- ▶ Continued the delivery of information forums as part of indigenous education with partner organisations including the Australian Taxation Office and WorkCover.
- ▶ Delivered over 580 education sessions to employers, service providers and community groups on EEO, discrimination and other issues. (2.1)

# ACHIEVEMENTS

## ASSET MANAGEMENT SERVICES (AMS)

*Director: Simon Furness*

### Services and Operations

AMS supports all areas of the Department by providing safe and productive work environments.

AMS develops and implements strategic plans for the management of the Department's assets, including 168 courthouses. This involves comprehensive services for constructing and maintaining these assets through capital works and maintenance programs.

The unit manages 65,000m<sup>2</sup> of leased accommodation and 26 residences. It also provides corporate services including procurement, fleet management, and office equipment for the Courts, Departmental Business Centres and the Judiciary.

AMS provides the following services:

- Additions and improvements to courthouse infrastructure
- Building maintenance and engineering services
- Property management
- Heritage conservation for the 122 courthouse buildings regarded as historically significant
- Courthouse infrastructure security
- Environmental and energy management
- Corporate services, including an e-procurement system and an e-tendering portal.

### Achievements in 2004/2005

- Significant progress was made on four new courthouses that will all be completed during 2005–2006. These are:
  - A forecourt facility in Bankstown
  - A new Children's Court near Newcastle
  - A new two-court facility in Mount Druitt
  - An additional courtroom at Blacktown. (1.1)
- \$13.5 million was spent on major capital improvements to courthouses including:
  - Improvements to building fabric, to reduce on-going maintenance costs and prolong the life of existing facilities
  - Disability access and facilities at a number of courthouses across the State (1.1)
  - Additions and alterations to meet the demands of modern court operations, such as remote witness and additional interview rooms (1.4)
  - Refits to cells and prisoner handling areas to improve safety at Belmont, Raymond Terrace and Lidcombe Children's Court. (3.2)
- Major construction works including:
  - Construction of a new courtroom and upgrade of registry at Moree
  - Cells upgrade and new prisoner interview rooms at Penrith
  - Roof replacement and new internal rooms in Goulburn
  - Refurbishment of both courtrooms and disability access at Glebe Coroner's Court.
- Re-located the Anti-Discrimination Board and Community Justice Centres within the CBD, resulting in an annual rental saving of \$330,000. (4.2)
- Managed acquisition and fit-out of a strata property in Bligh Street Sydney for the Legal Practitioners Admission Board (LPAB).
- Won the Energy Australia/National Trust Heritage Award 2004 for the renovation of King Street Court complex.
- Perimeter security was installed at 10 court complexes, bringing the total of installed sites to 16. (3.2).



## ASSET MANAGEMENT SERVICES (AMS) (CONT...)

**Director:** Simon Furness

### Services and Operations

AMS has developed and facilitates a Total Asset Management Plan to improve building development and maintenance programs.

### Achievements in 2004/2005

- Major electronic security upgrades were completed at 19 Courts. The purpose is to reduce risks at Courts with a high recurrence of security incidents. (3.2)
- The Energy Performance Contract EPC2 was completed across 35 sites. It is expected that the project will reduce total energy usage by over 15,424 GJ or 10.8%.
- Completed two Metropolitan Improvement Projects (MEEIPs) aimed at further reducing energy consumption and encompassing 20 local sites and 3 regional courts.

## BIRTHS, DEATHS & MARRIAGES REGISTRY (BDM)

**Registrar:** Greg Curry

### Services and Operations

BDM is a non-budget dependent business unit within the New South Wales Attorney-General's Department.

It registers life events that occur in New South Wales including the registration of births, deaths and marriages, changes of name and changes of sex.

The Registry is responsible for the administration of the *Births, Deaths and Marriages Registration Act 1995* and the *Commonwealth Marriage Act 1961* for the state of New South Wales.

BDM provide a range of certificates and information services to help people establish a range of legal entitlements.

### Achievements in 2004/2005

- Reduced the average counter waiting time by 51% from the previous year. In June 2005, the average waiting time was 3.8 minutes, which sets a new standard in the Registry for customer waiting times. (4.1)
- Achieved a 50% reduction in birth registration time to five working days. (4.1)
- Commenced electronic notification of births in April 2005 in conjunction with NSW Health. This enables the Registry to contact parents who do not register births within the required 60 days. (4.3)
- Reduced registration time for deaths from five working days to the next business day as a result of the e-Deaths online registration system. The new system has reduced costs and improved data accuracy.
- Introduced new, secure technology, which led to an increase in sales of the birth card. During 2004–2005, sales of the birth card increased by 68%, to 4,996. (4.3)
- Completed the conversion of paper records dating back from 1856 to electronic format. Also began work to restore and archive historic records.
- On 1 September 2004 the Registry began mailing certificates through secure post.

Achievements

# ACHIEVEMENTS

## BUREAU OF CRIME STATISTICS AND RESEARCH (BOCSAR)

*Director: Don Weatherburn*

### Services and Operations

BOCSAR is a statistical and research agency. Its objective is to ensure that the information necessary for developing effective crime prevention measures and measures for improving the NSW criminal justice system, are available and accessible to interested parties, including criminal justice policy makers, researchers and the general public.

To fulfil this objective BOCSAR is engaged in the following activities:

- Monitoring trends in crime and criminal justice
- Identifying factors that affect the distribution and frequency of crime
- Identifying factors that affect the effectiveness, efficiency or equity of the NSW criminal justice system
- Ensuring that information on these factors and on crime and justice trends is available and accessible to clients.

### Achievements in 2004/2005

- Released 8 research and annual statistical reports.
- Released quarterly crime statistics reports on the BOCSAR website in response to public demand. (1.1)
- Responded to nearly 1,000 requests for statistical information; 97% of requests were met within time frames. (4.1)
- Conducted data quality audits of 12 Local Courts, which found 99% accuracy.
- Improved processing procedures for Recorded Criminal Incidents (COPS) and the Reoffending Database, with improvements made to the accuracy of measurements of court delay, bail status and principal penalty.
- Made significant improvements in the identification of Indigenous persons appearing before the Courts. The proportion of people whose Indigenous status is unknown fell from 24% in 2003 to 14% in 2004.

## COMMUNITY JUSTICE CENTRES (CJC)

*Director: Deborah Sharp*

### Services and Operations

CJCs provide a free, state-wide dispute resolution service.

Core functions include:

- The provision of mediation and conflict management services
- Development of conflict management skills for clients and communities
- The development of partnerships with other agencies to increase access to services
- The provision of ongoing training and support for mediators and staff.

### Achievements in 2004/2005

- Increased caseload by 7% from 2003–2004 to over 7,300.
- Established protocols with Local Courts to improve referrals. (1.2)
- Developed a partnership with LawAccess, which has seen referrals increase by 600%. (1.2)
- Achieved an 80% agreement rate in mediation sessions held.
- Increased the number of Aboriginal and Torres Strait Islander mediators in the Sydney region and further expanded community consultation throughout the Southern and Western regions of NSW. (1.1)
- Piloted three new training programs for staff and mediators in
  - Cross-Cultural Awareness
  - Domestic Violence Awareness (1.4)
  - Aboriginal and Torres Strait Islander Cross Cultural Awareness.

## COMMUNITY RELATIONS DIVISION (CRD)

**Director:** Lida Kaban

### Services and Operations

The role of CRD is to:

- ▶ Provide advice and services to the Attorney General and the Government, including responding to members of the community
- ▶ Act as a contact point for members of the public raising questions with the Attorney General
- ▶ Support business centres and other agencies of the Department in their relationship with clients, particularly complaints handling and client feedback
- ▶ Provide corporate records management services and manage the Department's Records policy
- ▶ Administer the appointment of Justices of the Peace for New South Wales
- ▶ Continue to administer the reappointment process for existing JP's, required under the transitional provisions of the *Justices of the Peace Act 2002*
- ▶ Process *Freedom of Information Act 1989* applications for most Departmental Business Centres
- ▶ Oversee and coordinate the development and implementation of privacy management strategies within Departmental business centres in compliance with the principles and requirements of the *Privacy and Personal Information Protection Act 1998*.

### Achievements in 2004/2005

- ▶ Finalised 9,083 items of correspondence, of which 79% were finalised within 21 days.
- ▶ Processed 23,114 Justices of the Peace appointments and re-appointments during the 2004–2005 financial year.
- ▶ Introduced a 'clean mail' policy to facilitate cost savings allowable from direct mail lodgement through Australia Post. (4.2)
- ▶ In conjunction with the Sheriff's Office, completed a successful e-pilot program of the electronic distribution of jury notices. (4.3)
- ▶ Provided information sessions to business centre staff to develop understanding of records management principles and obligations, including distributing the Records Disposal Kit.



# ACHIEVEMENTS

## CORPORATE HUMAN RESOURCES (CHR)

*Director: Julie Cook*

### Services and Operations

CHR provides specialist advice and support in human resource management.

Core activities include:

- Human resource planning
- Recruitment services
- Training and development
- Industrial relations
- Payroll and leave processing
- Job design
- Equity and diversity
- Workers compensation
- Occupational health, safety and rehabilitation
- Performance and change management
- Employee and judicial entitlements

### Achievements in 2004/2005

- Organised a staff survey and management response, achieving a response rate of 81% (2,726 respondents).
- Coordinated a "Leadership 2010" program to develop strategies for the management of staff and improve leadership.
- Managed a successful awards program for staff. (5.3)
- Supported a staff performance management system.
- Introduced a Department graduate program, with an intake of 5 graduates.
- Progressed shared service arrangements.
- Implemented mentoring programs for EEO target groups. (5.1)
- Provided 32 regionally based staff training workshops for 195 staff in regional areas. (5.2)
- Processed 150,532 pays.
- Provided face-to-face training to 2,398 staff. (5.2)

## CRIME PREVENTION DIVISION (CPD)

*Director: Brendan Thomas*

### Services and Operations

CPD leads the development of policies and programs to prevent crime and reduce re-offending in NSW.

The Division has two main focus areas:

- Community-based crime prevention planning
- Diversion and alternate court programs that aim to reduce re-offending.

The Division coordinates projects such as:

- Magistrate's Early Referral Into Treatment Program (MERIT)
- Youth Drug and Alcohol Court
- Intensive Court Supervision Program
- Circle Sentencing
- Council Crime Prevention Programs, including Night Patrols
- Young Adult Conferencing Trial
- Rural Alcohol Diversion Pilot program.

### Achievements in 2004/2005

- Established a Ministerial taskforce to inquire into child sexual assault in Aboriginal communities.
- Expanded the MERIT Program to Blacktown and Downing Centre Local Courts. The program now operates in 54 Local Courts covering 74% of Local Court clients. (1.5)
- Established the Rural Alcohol Diversion Program in Bathurst and Orange. Commenced taking offenders with alcohol-related offending problems. (1.5)
- Established the Intensive Court Supervision program in Brewarrina, which is providing detailed support for juvenile offenders, tackling the reasons behind their offending. (1.5)
- Established five new Aboriginal Community Patrol Programs, totalling 17 locations in NSW. (1.5)
- Worked with local Aboriginal communities to fund eight Aboriginal Youth Crime Prevention projects which target the causes of offending in Aboriginal communities. (1.5)

## CRIMINAL LAW REVIEW DIVISION (CLRD)

**Director:** Lloyd Babb

### Services and Operations

CLRD implements and develops major criminal law policy changes. The core functions of CLRD are:

- ▮ Providing advice on criminal law
- ▮ Preparing Briefing Notes, Submissions, Cabinet Minutes, Regulatory Impact Statements and Second Reading Speeches for the Attorney General
- ▮ Instructing Parliamentary Counsel to draft Acts, Regulations and Rules.

### Achievements in 2004/2005

- ▮ Established the Criminal Justice Sexual Offences Taskforce to improve criminal justice responses to sexual assault. (1.4)
- ▮ Enacted the *Crimes Amendment (Grievous Bodily Harm) Act 2005*, which affects a number of offences in the Crimes Act, including the killing of an unborn child. (2.2)
- ▮ Prepared a *Guideline Judgment on High Range Prescribed Concentration of Alcohol (PCA)* for drink driving offences. Judicial Commission statistics show that more appropriate and consistent sentences are now being imposed for high range PCA.
- ▮ Enacted the *Crimes Amendment (Child Pornography) Act 2004*, which reforms NSW child pornography legislation. (2.2)

## CROWN SOLICITOR'S OFFICE (CSO)

**Crown Solicitor:** Ian Knight

### Services and Operations

CSO performs legal work for government agencies on a commercial basis.

Core legal work includes matters which:

- ▮ Have implications for government beyond an individual Minister's portfolio
- ▮ Involve the constitutional powers and privileges of the state and/or the Commonwealth
- ▮ Raise issues which are fundamental to the responsibilities of Government
- ▮ Relate to matters falling within the Attorney General's area of responsibility.

The CSO, which is a self-funding organisation, also competes with the private legal profession to perform general legal work for government agencies.

### Achievements in 2004/2005

- ▮ Successfully appointed to the following legal panels:
  - ▮ The Cancer Institute
  - ▮ The Department of Commerce
  - ▮ The Department of Education and Training
  - ▮ Ministry of Transport.
- ▮ Conducted monthly seminars covering major areas of law.
- ▮ Achieved an average client satisfaction rating of 83.6% on all aspects of service. (4.1)

# ACHIEVEMENTS

## DISTRICT COURT OF NSW (DC)

*Chief Executive Officer and Principal Registrar: Craig Smith*

### Services and Operations

The District Court is the largest trial court in Australia and has an appellate jurisdiction.

The role of the District Court is to serve as the intermediate court in NSW.

It has jurisdiction to deal with:

- ▶ All indictable criminal offences (except treason, piracy and murder)
- ▶ Civil matters with a monetary value up to \$750,000 and unlimited jurisdiction in motor vehicle accident personal injury matters
- ▶ Claims for equitable recovery of money or damages up to \$750,000
- ▶ Applications under the *De Facto Relationships Act 1984*, the *Family Provision Act 1982* and the *Testator Family Maintenance and Guardianship of Infants Act 1916*, that involves property worth not more than \$250,000
- ▶ Appeals from the Local Court
- ▶ Administrative and Disciplinary Tribunals
- ▶ Claims originating from actions which previously came within the jurisdiction of the former Compensation Court.

The Dust Diseases Tribunal shares administrative resources with the District Court and has jurisdiction to deal with claims by persons injured by exposure to asbestos or suffering from other dust related conditions.

### Achievements in 2004/2005

- ▶ Ranked first in Australia for timeliness of criminal matters, in the Productivity Commission's Report on Government Services, with 87% of pending criminal matters less than 12 months old.
- ▶ Ranked second in Australia for timeliness of civil matters, with 60% of pending civil matters less than 12 months old.
- ▶ Disposed of over 7,000 substantive civil actions, over 2,000 criminal trials, and almost 8,000 criminal appeals and sentence matters.
- ▶ In addition, the Dust Diseases Tribunal disposed of almost 500 claims and some 250 cross claims.
- ▶ Heard more civil trials since the introduction of the tort law reforms. The Sydney District Court heard 1,812 civil trials to judgment in 2004, which is a 6.5% increase on the number of civil trials heard in 2003.
- ▶ The Dust Diseases Tribunal has been involved in major legislative changes that became effective on 1 July 2005. The legislative changes entailed revised case management strategies and registry procedures.
- ▶ Improved listing practices, which have reduced the waiting time for civil cases. (1.3)
- ▶ Expanded video conferencing facilities and closed circuit television in Courts to provide:
  - ▶ Additional resources for the admission of complainant in sexual assault cases
  - ▶ Video links with jails across the State, saving court time as well as reducing the costs and risks involved in transporting prisoners to court. (3.2)

## DIVERSITY SERVICES (DS)

*Director: Julia Haraksin*

### Services and Operations

Diversity Services works to improve client access to services for people with disabilities and people from culturally and linguistically diverse (CALD) communities.

### Achievements in 2004/2005

- ▶ Launched and distributed over 1,300 videos "So you have to go to court!" and accompanying resource kits to inform people with cognitive disabilities how to prepare for Court. (1.1)
- ▶ Developed and delivered several online disability awareness training sessions to the National Judicial College of Australia.
- ▶ Provided several half-day induction sessions on the Department's Disability Strategic Plan and Flexible Service Delivery.

## FINANCIAL SERVICES (FS)

*Director: Andrew Kuti*

### Services and Operations

Financial Services is accountable for the accuracy of the Department's financial information.

The unit comprises four management responsibility centres:

- ▶ **Financial Accounting**  
Provides financial accounting and related services to business centres to comply with statutory reporting requirements and obligations
- ▶ **Management Accounting**  
Prepares the Department's Forward Estimates and Internal Business Centre Annual Budgets
- ▶ **Systems Administration**  
Maintains, supports and provides training for the Department's Financial Management System and other associated applications
- ▶ **Business Development**  
Provides a range of specialist financial advice including financial analysis, determination of prices/fees for services rendered, costings and advice on the implementation of strategies for the management of risk.

### Achievements in 2004/2005

- ▶ Provided effective strategic financial planning options through detailed cost analysis and development of a range of cost control strategies. (4.2)
- ▶ Implemented stringent budget controls and effectively managed cash flows.
- ▶ Planned, developed and managed budgetary process, including high level liaison with Treasury.
- ▶ Commenced implementation of shared Financial Services as part of the Justice Portfolio Shared Corporate Services Strategy.
- ▶ Assisted in establishing framework for costing of shared services, including tailoring an Activity Dictionary and Service Catalogue.
- ▶ Updated management reporting with implementation of Crystal Report Writer.
- ▶ Implemented Electronic Funds Transfer (EFT) payments to the legal representatives of the victims of crime. (1.4)

# ACHIEVEMENTS

## INDUSTRIAL RELATIONS COMMISSION (IRC)

*Industrial Registrar & Principal Courts Administrator: Mick Grimson*

### Services and Operations

The Industrial Relations Commission was established under the *Industrial Relations Act 1996* to:

- Conciliate and arbitrate to resolve industrial disputes
- Make industrial awards and approve enterprise agreements to set conditions of employment and wages
- Decide claims of unfair dismissals
- Hear claims to void or vary unfair industrial contracts
- Decide appeals in industrial matters
- Hear prosecutions under various industrial laws (including more serious breaches of Occupational Health and Safety Legislation) and deal with civil matters under those laws.

### Achievements in 2004/2005

- Introduced a centralised listing system for Unfair Dismissal applications resulting in a 50% reduction in listing times to 21 days. (4.1)
- Created a new index to the IRC website of Registered Contract agreements. Over 2,500 agreements are registered.
- Introduced new time standards for the Commission's workload and delivery of Judgements.

## INFORMATION TECHNOLOGY SERVICES (ITS)

*Director: Walter Cellich*

### Services and Operations

ITS provides a full range of IT solutions and services, including reliable and effective data and voice networks, business application solutions, courtroom technology services and web services.

The branch is comprised of five service sections:

- **Business Solutions** – providing and supporting a range of applications and systems to support the Department's business
- **Strategy and Planning** – ensuring that appropriate planning, governance and security is applied to the Department's IT investments
- **Infrastructure** – designing, managing, monitoring and maintaining the Department's IT infrastructure
- **Courtroom Technology** – designing and supporting audio and video facilities for NSW courts and other justice sector agencies
- **Client Services** – managing IT service support, including helpdesk and desktop support.

### Achievements in 2004/2005

- Established portal technology providing staff with customised access to applications, systems and information. (4.3)
- Implemented governance measures to effectively manage the use of IT within the Department.
- Upgraded major IT infrastructure components to meet increased demand for electronic services.
- Established a substantial disaster recovery capacity including an alternative processing site.
- Commenced the implementation of shared IT services with the Registry of Births, Deaths and Marriages, the Office of the Protective Commissioner, the Public Guardian and the Crown Solicitor's Office to ensure more effective use of IT resources within the Department. (4.2)

## LAND AND ENVIRONMENT COURT (LEC)

**Registrar:** Susan Dixon

### Services and Operations

The LEC is a specialist court with an appellate and a review jurisdiction in relation to planning, building and environmental matters.

Jurisdiction is exercised by reference to the nature of the subject matter of the application. There are six judges and 10 commissioners of the Court.

The role of the Land and Environment Court is to:

- ▶ Hear and determine appeals in respect of development and building applications, land valuations, compensation claims for land resumption, and claims and disputes arising under the *Aboriginal Land Rights Act 1983* (NSW)
- ▶ Deal with matters of civil enforcement and summary criminal enforcement in regard to environmental planning and protection.

### Achievements in 2004/2005

- ▶ Introduced the publication of planning principles to ensure consistency of decision-making in merit appeals. The principles assist Local Government and other stakeholders to identify key issues and promote timely resolution of matters.
- ▶ Updated the Court website to provide better information for Local Government, planners, developers and the community on the principles used by the court in assessing development appeals. (1.3)
- ▶ Issued a Practice Direction to prescribe standards for lodgement of electronic materials to be used in Court documents and processes.

## LAWACCESS NSW

**Director:** Megan Thomas

### Services and Operations

LawAccess NSW is a free service that assists customers to solve their legal problems through the provision of legal information, managed referrals and, in some instances, legal advice.

LawAccess NSW provides services via a centralised contact centre at Parramatta and its website, LawAccess Online [www.lawaccess.nsw.gov.au](http://www.lawaccess.nsw.gov.au)

### Achievements in 2004/2005

- ▶ Provided legal information to over 110,000 customers.
- ▶ Providing nearly 16,000 legal advice sessions. (2.1)
- ▶ Assisted customers who are traditionally disadvantaged in accessing legal and government services: (1.1)
  - ▶ 3% of customers were of Aboriginal or Torres Strait Islander origin
  - ▶ 7% spoke a language other than English at home
  - ▶ 12% had a disability
  - ▶ 12% had carer's responsibilities
  - ▶ 0.3% were homeless.
- ▶ The Annual Customer Satisfaction Survey showed that 95% of customers are highly satisfied with the services provided by LawAccess NSW. This was an increase of 3% from the previous year. (4.1)

# ACHIEVEMENTS

## LAW COURTS LIBRARIES (LCL)

**Director:** Lesley O'Loughlin

### Services and Operations

The NSW Attorney General's Department and the Federal Court of Australia jointly fund the Law Courts Library.

The Law Courts Library acts as a legal resource and information centre for approximately 100 judicial officers.

Legal practitioners may apply to access the Law Courts Library collections and services on a user-pays basis but do not have borrowing rights. Libraries holding a current access card may borrow from the Collection. Standard inter-library loan charges apply.

### Achievements in 2004/2005

- Library staff answered 7,400 library inquiries.
- Judicial officers and court staff borrowed 24,000 items and 98% of loan requests were satisfied from the Law Courts collection.
- 97% of exit survey respondents were very satisfied with the helpfulness, professional knowledge and skills of library staff. (4.1)

## LAW LIBRARIES (LL)

**Director:** Yvonne Brown

### Services and Operations

AGD Law Libraries is a network of four libraries in the Attorney General's Department, which provide information services to all jurisdictions.

### Achievements in 2004/2005

- Restructured library services, resulting in improved service to clients. (1.1)
- Continued to increase use of electronic services and decrease print copy purchases, resulting in savings of nearly \$670,000. (4.2)

## LAW REFORM COMMISSION (LRC)

**Executive Director:** Peter Hennessy

### Services and Operations

The LRC is an independent statutory authority, which conducts research and provides advice to the NSW Attorney General on reforming the law.

The Commission consults widely and publishes papers for comment and submissions. The LRC submits reports to Parliament recommending changes to the law.

### Achievements in 2004/2005

The LRC published the following consultation papers and reports in 2004–2005:

- Issues Paper 25, *Expert Witnesses* (November 2004)
- Issues Paper 26, *Uniform Succession Laws: Intestacy* (April 2005)
- Report 105, *Time Limits on Loans Payable on Demand* (October 2004)
- Report 106, *Community Justice Centres* (February 2005)
- Report 108, *Surveillance* (May 2005)
- Report 109, *Expert Witnesses* (June 2005)
- Report 110, *Uniform Succession Laws: Family Provision* (May 2005)
- Research Report 12, *Mediation and Community Justice Centres: An Empirical Study* (October 2004).



## LEGAL MANAGEMENT SERVICE (LMS)

**Director:** Michelle Brazel

### Services and Operations

LMS assists NSW Government agencies to obtain cost effective and appropriate legal services by:

- ▀ Assisting in the assessment of legal service requirements
- ▀ Providing options for the delivery and acquisition of legal services
- ▀ Supporting legal education and training
- ▀ Producing best practice guidelines and publications on how to review internal legal services or outsource legal work.

LMS also manages the Department's input into the Vanuatu Legal Sector Strengthening Program (VLSSP). The VLSSP forms part of the current assistance provided by AusAID to the Vanuatu Law and Justice Sector. The purpose of the VLSSP is to support a stable and responsive government in Vanuatu by building a sustainable administrative and legal capacity.

### Achievements in 2004/2005

- ▀ Conducted the *Government Use of Legal Services Survey* to ascertain level of usage of legal services across NSW agencies and the composition of these services. Survey results included:
  - ▀ 90% response rate involving 105 agencies
  - ▀ 47% of legal expenditure is spent on external providers
  - ▀ 40% of agencies use a panel of private firms for outsourcing. (4.1)
- ▀ Implemented *Model Litigant* and *Equitable Briefing* policies to ensure the Department achieves proper standards in litigation and provides equal opportunities in the allocation of legal work. Cabinet is considering these policies for adoption by all NSW government agencies. (4.1)
- ▀ Continued to successfully manage Phase Two of the Vanuatu Legal Sector Strengthening Program, including:
  - ▀ Coordinating four overseas placements for Ni Vanuatu legal staff to expand their legal training and expertise
  - ▀ Running five Continuing Legal Education Workshops in Vanuatu for Public Legal Officers and members of the Judiciary
  - ▀ Facilitating research on the interaction between customary law and western law in Vanuatu
  - ▀ Providing assistance to the University of the South Pacific for the relocation of the Community Legal Clinic and funds to support community awareness and education.

# ACHIEVEMENTS

## LEGAL PRACTITIONERS ADMISSION BOARD (LPAB)

**Executive Officer:** Roger Wescombe

### Services and Operations

The LPAB is a self-funded body which:

- Regulates the admission of legal practitioners and the appointment of public notaries
- Registers and examines Students-at-Law
- Assesses and accredits academic legal and practical training courses
- Maintains the Rolls of Legal Practitioners and Public Notaries
- Assists the Supreme Court in the conduct of admission ceremonies.

### Achievements in 2004/2005

- Reviewed all practical legal training courses offered in New South Wales.
- Purchased premises to accommodate the Board's administration on a permanent basis and to fund the maintenance and storage of its extensive records.
- Approved and administered the admission of a record number of legal practitioners. (4.1)

## LEGAL PROFESSION ADVISORY COUNCIL (LPAC)

**Executive Officer:** Aideen McGarrigle

### Services and Operations

LPAC is a statutory body comprising representatives of the legal profession and community members with expertise in a range of other areas.

It monitors the structure and functions of the legal profession and develops relevant reports, discussion papers and recommendations for the Attorney General.

### Achievements in 2004/2005

Provided expert comment on proposed reforms and initiatives including:

- Amendments to the *Legal Profession Amendment (Advertising) Regulation 2005*
- Proposed amendments to the *Legal Profession Act 1987*
- The impact of Tort Reform on the community and legal profession (1.3)
- Changes to the Solicitors' Rules and Barristers' Rules.

Reviewed communication skills and communication skills training within the legal profession:

- Analysed trends in communication-related complaints about legal practitioners
- Audited the range of communication skills courses available to practitioners
- Convened and consulted with a multi-disciplinary expert committee to develop a discussion paper for publication.

## LEGAL REPRESENTATION OFFICE (LRO)

**Director:** Annette Sinclair

### Services and Operations

The LRO provides independent legal assistance to witnesses involved in the Police Integrity Commission (PIC), the Independent Commission Against Corruption (ICAC) investigations and Special Commissions of Inquiry.

### Achievements in 2004/2005

- Provided legal representation to 143 clients:
  - 46% at the Police Integrity Commission
  - 51% at the Independent Commission Against Corruption
  - 3% at the Waterfall Rail Accident Inquest.
- Created a new panel for assigned legal practitioners.
- Held training sessions for assigned lawyers to foster a better understanding of the role and function of the Legal Representation Office, as well as raising awareness of some commonly encountered legal issues. (2.1)

## LEGISLATION AND POLICY DIVISION (LPD)

**Director:** Maureen Tangney

### Services and Operations

The role of the Legislation and Policy Division (LPD) is to:

- Advise the Attorney General, the Department, the courts and other government agencies on legal policy and legislative reform
- Provide the Attorney General with parliamentary support
- Monitor the scheduling and progress of the Attorney General's legislative program
- Review and revise legislation within the Attorney General's portfolio
- Represent the Attorney General and Director General on committees and taskforces.

### Achievements in 2004/2005

- Carriage of 19 Bills passed by Parliament, including:
  - *James Hardie Former Subsidiaries (Special Provision) Act 2005*, which provides for the external administration of James Hardie companies and asbestos related liabilities.
  - The *Civil Procedures Act 2005*, which consolidates the laws relating to civil procedure in the Supreme, District and Local Courts and underpins uniform civil procedure rules. This Act is expected to result in cost-savings and efficiencies for the courts, the public and members of the legal profession. (4.2)
  - The *Legal Profession Act 2004*, which implements the National Legal Profession Model Laws, to better facilitate legal practice across State and Territory boundaries and create greater national consistency in the legal profession.
  - The *Workplace Surveillance Act 2005*, which regulates camera, computer and tracking workplace surveillance to better protect employees from workplace surveillance.
  - *Terrorism Legislation Amendment (Warrants) Act, 2005.*
  - *Crimes Amendment (Child Pornography) Act, 2005.*
  - *Crimes Amendment (Grievous Bodily Harm) Act, 2005.*
  - *Court Security Act, 2005.*
  - *Classification (Publications, Films and Computer Games) Enforcement Amendment (Uniform Classification) Act, 2005.*

Achievements

# ACHIEVEMENTS

## LOCAL COURTS AND SHERIFF

*Acting Director: Tim McGrath*

### Services and Operations

Local Courts are the courts of general access in New South Wales. Over 90% of people who appear at a NSW Court will attend one of the 164 local courts in NSW. The Local Court of NSW is the largest court in Australia.

Local Courts in New South Wales deal with:

- The vast majority of criminal and summary prosecutions
- Civil matters with a monetary value of up to \$60,000
- Committal hearings
- Apprehended violence orders and some family law matters
- Criminal prosecutions and care proceedings in the Children's Court
- Coronial inquests and inquiries.

Local Court registry services provide administrative support for Local Courts across NSW, and support the sittings of the Supreme Court and District Court in regional areas.

Local Court administration and registry services also include:

- Court Registries – to provide registry services to the Court's clients
- Chamber Services – to provide technical information and advice on court procedures
- Coroner – to hold inquests into deaths and inquiries into fires
- Marriage Celebrants – to perform legal marriage ceremonies.
- Licensing – to process applications and issue some licenses
- Government Access Centre Services – to provide wide range of other government services through courts.

### Achievements in 2004/2005

- Ranked first in Australia for timeliness of criminal matters in the Productivity Commission's Report on Government Services, with 89% of pending matters less than 6 months old.
  - Completed 99% of criminal matters within 12 months.
  - Improved the clearance ratio of cases by 2%, despite an increase in the Court's workload.
  - Handled 284,000 matters commenced at court.
  - Over 133,000 civil claims were completed prior to hearing at court.
  - Achieved significant progress in the automation and integration of many of the administrative processes of the court for the development of CourtLink. (4.3)
  - Successfully amalgamated the management and administration of Local Courts and the Office of the Sheriff at the corporate level. (4.2)
  - Introduced an electronic lodgement program in relation to Children's Court Care matters at Woy Woy Court in conjunction with the Department of Community Services. This has resulted in more efficient processing of care applications and has assisted in helping children in need. (4.3)
  - Initiated zone management to enhance communication and efficiency.
  - Developed and trialled a Local Courts Training Framework. (5.2)
- Conducted 24 workshops to develop staff skills in service delivery under a regional training program. (5.2)
- Strengthened security presence in courts, with Sheriff's Officers present at 74% of court sittings. A target of 100% officer presence has been set, which will be achieved through recruitment of new officers and improved rostering.
  - Developed the Judicial Officer Security Plan (JOSP) in collaboration with the NSW Police. This has improved the protection of judicial officers through better response procedures and assessment of risk levels. (3.2)
  - Finalised 106,087 enforcement matters.

## LOCAL COURTS AND SHERIFF (CONTINUED)

*Acting Director: Tim McGrath*

### Services and Operations

The key function of the Office of the Sheriff is to provide the security and enforcement operations across all NSW courts. It also coordinates jury services and undertakes enforcement activities.

### Achievements in 2004/2005

- Introduced alternative mail processing to clients delivering greater efficiencies and improved responses from clients. (4.2)
- 105,550 members of the public received a summons to attend jury duty.
- 53,720 members of the public attended court for jury selection.
- Introduced a new internal training framework to enable officers to attain a Certificate IV in Government (Court Compliance). (5.2)

## OFFICE OF THE LEGAL SERVICES COMMISSIONER (OLSC)

*Legal Services Commissioner: Steve Mark*

### Services and Operations

The role of the Office of the Legal Services Commissioner is to improve consumer satisfaction with legal services by:

- Developing and maintaining effective complaint-handling processes
- Promoting the legal profession's compliance with high ethical standards
- Encouraging an improved consumer focus within the profession to reduce causes for complaint
- Promoting realistic community expectations of the legal system.

The OLSC also oversees the regulatory functions of the NSW Bar Association and the NSW Law Society and undertakes reviews, when requested, of investigations undertaken by the Professional Councils of these co-regulatory partners.

The OLSC also operates a toll free consumer inquiry line from 9–5pm Monday to Friday.

### Achievements in 2004/2005

- Instigated disciplinary action against practices that have contravened advertising legislation.
- Commenced work on discussion papers and public addresses to introduce the concept of value billing – a system whereby practitioners establish open communication with clients throughout the handling of their matter to negotiate and reevaluate the costs of the service and the method by which the matter will be handled. (2.1)
- Established nine cross-functional and cross-hierarchical project teams responsible for implementing specific aspects of the OLSC business plan.
- Developed a methodology to address the issue of regulating incorporated legal practices (ILPs).
- Increased participation of universities in OLSC lecture series in NSW universities.
- Contributed to the Legal Fees Review Panel.

# ACHIEVEMENTS

## OFFICE OF THE PROTECTIVE COMMISSIONER (OPC) & PUBLIC GUARDIAN (OPG)

*Protective Commissioner: Ken Gabb*

### Services and Operations

OPC makes financial management decisions for people with disabilities that affect their ability to make their own financial decisions. A disability may be due to a mental illness, brain injury, intellectual disability, psychiatric disability, developmental disability, dementia or other disability.

The Protective Commissioner is often appointed as a person's financial manager because there is no one else able to assist. The Protective Commissioner also gives authorities and directions to private persons who take on the role of financial manager.

The OPC manages the financial affairs of 8,235 persons and supervises a further 1,873 private financial managers as of the 30 June 2005.

The Office of the Public Guardian (OPG) makes lifestyle decisions and provides medical consent for adults who have a disability and incapacity.

The OPG also provides information and support to members of the community appointed as guardians.

### Achievements in 2004/2005

- A client satisfaction survey conducted by OPC indicated 78.5% of clients who responded were generally satisfied with services. In the same survey, 83.5% of private managers expressed satisfaction with the services. (4.1)
- OPC successfully conducted a client property inspection pilot program. The program will become a regular feature of OPC's management of clients' estates. Properties will be inspected every 3 years to better ascertain repair and maintenance needs,
- A benchmarking study revealed that OPC performed at the same level as similar organisations in terms of client satisfaction achieved, service standards adopted and value for money.
- Client funds under OPC's management increased to almost \$1.3 billion following another successful investment year.
- Improved the efficiency of OPC management operations allowing approximately \$1.2 million in fees to be returned to clients. (4.2)
- OPG continued to experience an increase in demand for guardianship services, as guardian for 2,087 people, and providing evidence at 1,553 Guardianship Tribunal hearings.
- OPG provided 116 formal written reasons for guardianship decisions. This resulted in the Office receiving requests to undertake 13 internal reviews of guardianship decisions, a 38% increase on last year.
- OPG developed a collaborative relationship with the NSW Ombudsman to identify joint systemic issues of concern and design strategies to address the issues.
- OPG improved guardianship practice through the development of a new client management system, which tracks decisions and allows for more client visits. (4.3)
- OPG provided information on enduring guardianship to people from culturally and linguistically diverse communities. (1.1)



## ORGANISATIONAL PERFORMANCE DIVISION (OPD)

**Director:** Allan Henn

### Services and Operations

The functions of OPD are to:

- ▶ Coordinate planning and performance management
- ▶ Develop communication strategies
- ▶ Publish the Annual Report and the staff newsletter 'Agenda'
- ▶ Coordinate performance reporting to the NSW Treasury and Productivity Commission
- ▶ Develop all corporate promotional material
- ▶ Monitor, manage and advise on media issues and strategy.

### Achievements in 2004/2005

- ▶ Introduced a new planning and reporting framework to increase accountability and a focus on performance. (5.5)
- ▶ Implemented a tracking system to improve the management of all ministerial correspondences, briefs and submissions.
- ▶ Developed the Results and Services Plan as the basis of accountability to Treasury.
- ▶ Organised a highly successful 2005 Law Week, which consisted of over 100 events across NSW to promote greater understanding of the law and the legal system in NSW. (2.1)

## PRIVACY NSW (PNSW)

**Privacy Commissioner:** John Dickie

### Services and Operations

PNSW is the Office of the NSW Privacy Commissioner, established under the Privacy and Personal Information Protection Act 1998.

The role of PNSW is to:

- ▶ Promote adoption of world's best privacy practice by holders of personal data, particularly NSW Government agencies
- ▶ Assist agencies and individuals in the protection and enhancement of privacy
- ▶ Educate the people of NSW about the meaning and value of privacy.

PNSW protects privacy in the following ways:

- ▶ Educating and advising individuals, government agencies, business and other organisations on privacy issues and controls
- ▶ Investigating and resolving complaints about breaches of privacy
- ▶ Overseeing the conduct of agency internal reviews into privacy complaints
- ▶ Appearing in the Administrative Decisions Tribunal in the review of privacy cases
- ▶ Researching the privacy impact of developments in policy, law and technology; recommending changes to privacy practices where required.

### Achievements in 2004/2005

- ▶ Finalised 1,589 enquiries, 163 formal advices and 111 complaints related to privacy issues.
- ▶ Provided a major submission to the review of the *Privacy and Personal Information Protection Act 1988*.
- ▶ Developed the Code of Practice for the *Health Records and Information Privacy Act 2002 (HRIP Act)* and assisted organisations to comply with the Act.
- ▶ Developed the *Handbook for Health Privacy*, a plain English guide to the *HRIP Act*. (2.1)
- ▶ Presented more than 60 training sessions on the *HRIP Act*. (2.1)
- ▶ Relocated and consolidated premises to the Goodsell Building, within the Attorney General's Department. (4.2)

# ACHIEVEMENTS

## PROFESSIONAL STANDARDS COUNCIL SECRETARIAT (PSC)

**Secretary:** *Bernie Marden*

### Services and Operations

The PSC helps the Council to regulate occupational associations to improve the professional standards of their members and protect consumers.

The core functions of the Council are to:

- ▶ Approve and monitor *Cover of Excellence*™ schemes that limit the civil liability of members of occupational associations
- ▶ Provide information and advice to associations to help them improve industry regulation and professional standards.

### Achievements in 2004/2005

- ▶ Provided assistance to the Council to approve the NSW Bar Association scheme covering 1,900 barristers and improve the Solicitors scheme to meet the needs of large law firms and their clients.
- ▶ Developed guideline standards approved by the Council to improve associations' corporate governance, and to improve the quality of their members' consumer protection insurance.
- ▶ Developed schemes that cap the civil liability of professionals for barristers, solicitors and engineers and increased the number of professionals covered by schemes by 5%.
- ▶ Maintained investment in research and development of products and services to improve standards.

## PUBLIC DEFENDERS OFFICE (PDO)

**Senior Public Defender:** *Peter Zahra SC*

### Services and Operations

Public Defenders are barristers appointed by the Governor-in-Council to represent people who have been charged with serious criminal offences.

They provide legal representation for people who have been granted legal aid by the NSW Legal Aid Commission, Aboriginal Legal Services and Community Legal Centres.

Public Defenders also play an active role in law reform as well as professional and community education on criminal law.

The Senior Public Defender has a statutory right of intervenor for Guideline Judgements under the *Sentencing Act*.

### Achievements in 2004/2005

- ▶ Provided representation in 992 matters at metropolitan and regional Courts. (1.1)
- ▶ Prepared advices on 27 matters involving High Court appeals, including 11 special leave applications.
- ▶ Provided representation in 91 Supreme Court trial and sentence matters, and 471 District Court matters.
- ▶ Prepared 367 written advices and appeared in 114 appeals before the Court of Criminal Appeal.
- ▶ Provided representation in 120 matters briefed by Aboriginal Legal Services throughout the State. (1.1)
- ▶ Increased involvement at committal level for serious criminal offences leading to reduction in Court sitting time. (3.1)

## PUBLIC TRUSTEE NSW (PT NSW)

*Public Trustee: Peter Whitehead*

### Services and Operations

The role of the Public Trustee is to:

- ▶ Provide personal trustee services to the people of NSW
- ▶ Manage Trust Funds, Assets, Deceased Estates, Private Client Services and other related products and services
- ▶ Compete with the private legal profession and private trustee companies in several areas of operation
- ▶ Assist clients with the preparation of wills.

### Achievements in 2004/2005

- ▶ Celebrated the 90th year of providing services to the people of NSW.
- ▶ Sponsored NSW Seniors Week in March 2005 to help raise awareness of services and assistance available to older people. (2.1)
- ▶ Developed and implemented comprehensive Beneficiaries Communication plan and developed the Trust Clients Communication plan.
- ▶ Increased customer satisfaction index from 79% in June 2003 to 85% in June 2004. (4.1)
- ▶ Opened new Trust service centres.

## REPORTING SERVICES BRANCH (RSB)

*Director: Paul Cutbush*

### Services and Operations

RSB manages the reporting, sound recording and transcript services for Courts, Tribunals and Boards.

### Achievements in 2004/2005

- ▶ Achieved Service Level Agreement standards for the timely provision of transcripts.
- ▶ Instituted new recording and digital transfer technology, including electronic delivery of same-day transcripts and new Computer Assisted Transcription software for Court Reporters. (4.3)
- ▶ Maintained state-wide service delivery, preparing 1,036,000 pages of transcript representing 67,000 court hours.
- ▶ Established a Transcription Centre in Lismore to provide a more flexible and efficient service to clients in that area. (1.1)
- ▶ Implemented formal contracts with a panel of reporting and transcription suppliers to provide a cost effective means of meeting service demands at peak periods.

# ACHIEVEMENTS

## SENTENCING COUNCIL (SC)

*Executive Officer: Jasmine Stanton*

### Services and Operations

The NSW Sentencing Council consists of 10 independent members and provides high quality advice to the Attorney General on sentencing matters. The Council promotes sentencing laws that are effective and accountable to the community.

The Council reports to the Attorney General on sentencing trends and practices, including the operation of standard non-parole periods and guideline judgments, and prepares research papers or reports on particular subjects in connection with sentencing, at the request of the Attorney General.

The Attorney General's Department provides administrative and secretariat support to the Sentencing Council.

### Achievements in 2004/2005

- The Sentencing Council worked with the Judicial Commission and NSW Law Reform Commission to reduce duplication of work and promote high quality advice to the Attorney General on sentencing issues.
- Released reports on:
  - Abolishing prison sentences of six months or less
  - How best to promote consistency in sentencing in the Local Court
  - Whether attempt and accessorial offences should be included in the Standard Non-Parole Sentencing Scheme
  - Firearms offences and the standard non-parole sentencing scheme.
- The Council provided advice to the Attorney General on sentencing issues for disadvantaged groups, including Aboriginal and young people. (1.1)
- The Council launched a new website, which provides easy online access to the Sentencing Council's reports and other information. (4.3)

## SUPREME COURT (SC NSW)

*Chief Executive Officer and Principal Registrar: Megan Greenwood*

### Services and Operations

The Supreme Court:

- Is the highest court of general jurisdiction in the State
- Hears trials involving the most serious criminal offences, including murder
- Has unlimited jurisdiction in civil disputes
- Has appellate jurisdiction in criminal and civil matters.

The Court of Appeal and the Court of Criminal Appeal hear appeals from decisions made in most other NSW courts and those made by a single judicial officer of the Supreme Court.

### Achievements in 2004/2005

- Achieved a clearance rate of at least 93% across all of the Court's jurisdictions.
- Worked with the Uniform Civil Procedure Rules project to introduce common rules and procedures across civil jurisdictions in the Supreme, District and Local Courts. (1.3)
- Implemented CourtLink in the Court's criminal jurisdiction in August 2004. This is a significant step towards streamlining Court processes, including electronic filing of matters. (4.3)

## SUPREME COURT (SC NSW) (CONTINUED)

**Chief Executive Officer and Principal Registrar:** Megan Greenwood

### Services and Operations

Appeals from the Court of Appeal or Court of Criminal Appeal require a grant of special leave to proceed to the High Court.

The Court provides the following services to its users:

- ▮ Specialist registry services for Court users within each of its jurisdictions
- ▮ Procedural guidance for court users through the services of a Duty Registrar, who is available daily to Court users, without the need for an appointment
- ▮ Public education activities, including the availability of Registrars to talk with school, university or community groups about the Court's work and its operations.

### Achievements in 2004/2005

- ▮ Developed a new website to improve access to information for the judiciary, staff, clients, the legal profession and the public. (4.3)
- ▮ Extended the Court's public education programme making the Court more accessible and improving community awareness about the Court's legal and historical significance.
- ▮ Improved community access to educational and historical information by archiving almost 300,000 old probate files, now readily available to the public through State Records.

## VICTIMS SERVICES (VS)

**Director:** John Le Breton

### Services and Operations

Victims Services assists victims of crime through services provided by the Victims Compensation Tribunal and the Victims of Crime Bureau.

The role of the Victims Compensation Tribunal is to:

- ▮ Offer victims of violent crime and their families a system of counselling and compensation
- ▮ Recover compensation money from defendants.

The role of the Victims of Crime Bureau is to:

- ▮ Provide a 24-hour information, support and referral service to victims of crime
- ▮ Provide links to a range of victims' services available across NSW
- ▮ Oversee the statutory Charter of Victims Rights.

In addition, within Victims Services, The Families and Friends of Missing Persons Unit co-ordinates the delivery of support services to families and friends of missing persons in NSW.

### Achievements in 2004/2005

- ▮ Processed 99% of initial counselling claims within 48 hours. (4.1)
- ▮ Electronic payment options have now been introduced for defendants who are liable to pay restitution. At the end of 2004–2005, over 2,200 debtors had taken up these options. (4.3)
- ▮ In 2004/05, approximately \$3.6 million was recovered by restitution action, the highest in any one year. (1.4)
- ▮ A Position Statement regarding the Charter of Victims Rights has been published on the Victims Services website, together with information about how to make a complaint about a breach of the Charter. (1.4)
- ▮ The *Protected Estates Amendment (Missing Persons) Act 2004* was introduced to enable a missing person's estate to be administered in their absence and relieve the stress many families experience in relation to this matter. These provisions were utilised by some families affected by the Boxing Day Tsunami.

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# ATTORNEY GENERAL'S DEPARTMENT OF NSW

## Consolidated Financial Reports for the year ended 30 June 2005

### Statement by Director General

In accordance with section 45F of the *Public Finance and Audit Act, 1983*, I state that:

- (a) The accompanying consolidated financial reports have been prepared in accordance with the provisions of the *Public Finance and Audit Act, 1983*, the Financial Reporting Code for Budget Dependent General Government Sector Agencies, the Public Finance and Audit Regulation, 2000 and the Treasurer's Directions.
- (b) The consolidated financial reports exhibit a true and fair view of the financial position and transactions of the Department and its controlled entities for the year ended 30 June 2005.
- (c) At the date of this statement there are no circumstances which would render any particulars included in the consolidated financial reports to be misleading or inaccurate.

Laurie Glanfield

**Director General**

7 October 2005



GPO BOX 12  
Sydney NSW 2001

INDEPENDENT AUDIT REPORT  
ATTORNEY GENERAL'S DEPARTMENT

To Members of the New South Wales Parliament

**Audit Opinion**

In my opinion, the financial report of the Attorney General's Department:

- presents fairly the Department's and the consolidated entity's financial position as at 30 June 2005 and their financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- complies with section 45E of the *Public Finance and Audit Act 1983* (the Act).

My opinion should be read in conjunction with the rest of this report.

**The Director-General's Role**

The financial report is the responsibility of the Director-General of the Attorney General's Department. It consists of the statements of financial position, the statements of financial performance, the statements of cash flows, the program statement - expenses and revenues, the summary of compliance with financial directives and the accompanying notes for the Attorney General's Department and the consolidated entity. The consolidated entity comprises the Attorney General's Department and the entities controlled at the year's end or during the financial year.

**The Auditor's Role and the Audit Scope**

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides reasonable assurance to members of the New South Wales Parliament that the financial report is free of material misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Director-General in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Director-General had not fulfilled his reporting obligations.

My opinion does not provide assurance:

- about the future viability of the Attorney General's Department or its controlled entities,
- that they have carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

**Audit Independence**

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

A Oyetunji CPA  
Director, Financial Audit Services

SYDNEY  
10 October 2005

# CONSOLIDATED STATEMENTS OF FINANCIAL PERFORMANCE

for the year ended 30 June 2005

Actual 2005 \$000	Parent Budget 2005 \$000	Actual 2004 \$000		Notes	Actual 2005 \$000	Consolidated Budget 2005 \$000	Actual 2004 \$000
<b>Expenses</b>							
			Operating expenses				
318,354	303,465	310,957	Employee related	2(a)	385,201	379,758	375,442
83,537	76,839	87,470	Other operating expenses	2(b)	108,408	97,833	110,150
12,517	12,158	12,138	Maintenance		14,895	14,575	14,312
32,908	28,593	28,815	Depreciation and amortisation	2(c)	38,470	34,201	35,686
15,200	14,211	13,738	Grants and subsidies	2(d)	4,982	3,993	3,008
3,759	3,721	3,735	Borrowing costs	2(e)	3,950	3,915	3,959
115,554	109,469	122,994	Other expenses	2(f)	108,940	106,693	121,143
<b>581,829</b>	<b>548,456</b>	<b>579,847</b>	<b>Total Expenses</b>		<b>664,846</b>	<b>640,968</b>	<b>663,700</b>
<b>Less:</b>							
<b>Retained Revenue</b>							
99,824	91,545	91,065	Sale of goods and services	3(a)	194,110	187,303	181,703
492	301	363	Investment income	3(b)	5,200	3,170	3,917
8,926	3,400	10,394	Retained fees	3(c)	8,926	3,400	10,394
15,887	17,561	30,920	Grants and contributions	3(d)	15,887	17,561	30,920
11,707	10,086	11,528	Other revenue	3(e)	12,227	10,155	15,791
<b>136,836</b>	<b>122,893</b>	<b>144,270</b>	<b>Total Retained Revenue</b>		<b>236,350</b>	<b>221,589</b>	<b>242,725</b>
<b>(631)</b>	<b>10</b>	<b>(101)</b>	<b>Gain/(Loss) on disposal of non-current assets</b>	4	<b>(2,021)</b>	<b>10</b>	<b>792</b>
<b>445,624</b>	<b>425,553</b>	<b>435,678</b>	<b>Net Cost of Services</b>		<b>430,517</b>	<b>419,369</b>	<b>420,183</b>
<b>Government Contributions</b>							
365,140	349,615	353,138	Recurrent appropriation (net of transfer payments)	5	371,143	355,397	358,982
68,285	84,305	43,984	Capital appropriation (net of transfer payments)	5	68,285	84,305	43,984
54,526	47,362	48,017	Acceptance by the Crown Entity of employee benefits and other liabilities	7	54,526	47,362	48,017
<b>487,951</b>	<b>481,282</b>	<b>445,139</b>	<b>Total Government Contributions</b>		<b>493,954</b>	<b>487,064</b>	<b>450,983</b>
<b>42,327</b>	<b>55,729</b>	<b>9,461</b>	<b>SURPLUS FOR THE YEAR</b>		<b>63,437</b>	<b>67,695</b>	<b>30,800</b>
<b>NON-OWNER TRANSACTION CHANGES IN EQUITY</b>							
91,914	0	32,462	Net increase in asset revaluation reserve	18	101,233	0	35,820
<b>91,914</b>	<b>0</b>	<b>32,462</b>	<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY</b>		<b>101,233</b>	<b>0</b>	<b>35,820</b>
<b>134,241</b>	<b>55,729</b>	<b>41,923</b>	<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>	18	<b>164,670</b>	<b>67,695</b>	<b>66,620</b>

The accompanying notes form part of these statements

# CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

as at 30 June 2005

Actual 2005 \$000	Parent Budget 2005 \$000	Actual 2004 \$000		Notes	Actual 2005 \$000	Consolidated Budget 2005 \$000	Actual 2004 \$000
<b>ASSETS</b>							
<b>Current Assets</b>							
8,140	6,861	5,592	Cash	10	39,631	46,336	43,996
25,525	21,966	23,011	Receivables	11	39,620	43,448	37,997
0	0	0	Other financial assets	13	0	0	5,530
<b>33,665</b>	<b>28,827</b>	<b>28,603</b>	<b>Total Current Assets</b>		<b>79,251</b>	<b>89,784</b>	<b>87,523</b>
<b>Non-Current Assets</b>							
29,009	24,734	24,734	Receivables	11	46,054	34,898	37,120
0	0	0	Other financial assets	13	40,735	20,960	21,899
<b>Property, plant and equipment</b>							
689,859	619,733	582,493	Land and buildings	12	715,646	638,969	601,007
79,947	78,175	61,120	Plant and equipment	12	101,882	104,776	84,048
<b>769,806</b>	<b>697,908</b>	<b>643,613</b>	<b>Total Property, Plant and Equipment</b>		<b>817,528</b>	<b>743,745</b>	<b>685,055</b>
<b>798,815</b>	<b>722,642</b>	<b>668,347</b>	<b>Total Non-Current Assets</b>		<b>904,318</b>	<b>799,603</b>	<b>744,074</b>
<b>832,480</b>	<b>751,469</b>	<b>696,950</b>	<b>Total Assets</b>		<b>983,568</b>	<b>889,387</b>	<b>831,597</b>
<b>LIABILITIES</b>							
<b>Current Liabilities</b>							
25,865	28,561	28,286	Payables	14	28,789	32,166	30,176
1,741	1,445	1,343	Interest bearing liabilities	15 & 19(d)	2,942	2,930	2,543
21,644	21,166	21,166	Provisions	16	38,462	37,004	37,087
2,893	1,517	1,517	Other	17	2,893	1,517	1,517
<b>52,143</b>	<b>52,689</b>	<b>52,312</b>	<b>Total Current Liabilities</b>		<b>73,086</b>	<b>73,617</b>	<b>71,323</b>
<b>Non-Current Liabilities</b>							
40,537	37,037	38,624	Interest bearing liabilities	15 & 19(d)	41,735	38,237	41,024
10,613	11,068	11,068	Provisions	16	32,410	34,442	35,754
0	0	0	Other	17	287	0	44
<b>51,150</b>	<b>48,105</b>	<b>49,692</b>	<b>Total Non-Current Liabilities</b>		<b>74,432</b>	<b>72,679</b>	<b>76,822</b>
<b>103,293</b>	<b>100,794</b>	<b>102,004</b>	<b>Total Liabilities</b>		<b>147,518</b>	<b>146,296</b>	<b>148,145</b>
<b>729,187</b>	<b>650,675</b>	<b>594,946</b>	<b>Net Assets</b>		<b>836,050</b>	<b>743,091</b>	<b>683,452</b>
<b>EQUITY</b>							
411,849	425,251	369,522	Accumulated funds	18	506,035	514,309	454,670
317,338	225,424	225,424	Asset revaluation reserve		330,015	228,782	228,782
<b>729,187</b>	<b>650,675</b>	<b>594,946</b>	<b>Total Equity</b>		<b>836,050</b>	<b>743,091</b>	<b>683,452</b>

The accompanying notes form part of these statements

# CONSOLIDATED STATEMENTS OF CASH FLOWS

for the year ended 30 June 2005

Actual 2005 \$000	Parent Budget 2005 \$000	Actual 2004 \$000	Notes	Actual 2005 \$000	Consolidated Budget 2005 \$000	Actual 2004 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
<b>Payments</b>						
(273,989)	(266,097)	(275,620)	Employee related	(343,859)	(342,452)	(344,423)
(19,255)	(14,211)	(13,233)	Grants and subsidies	(5,480)	(3,993)	(4,956)
(4,117)	(2,615)	(3,735)	Borrowing costs	(3,611)	(2,809)	(4,311)
(223,716)	(214,965)	(220,381)	Other	(253,742)	(241,462)	(250,410)
<b>(521,077)</b>	<b>(497,888)</b>	<b>(512,969)</b>	<b>Total Payments</b>	<b>(606,692)</b>	<b>(590,716)</b>	<b>(604,100)</b>
<b>Receipts</b>						
94,390	91,545	90,454	Sale of goods and services	191,651	184,537	182,384
7,408	3,400	6,069	Retained fees and fines	7,775	3,400	6,069
696	346	271	Interest received	5,404	3,684	4,448
44,975	44,147	56,103	Other	46,566	54,200	67,036
<b>147,469</b>	<b>139,438</b>	<b>152,897</b>	<b>Total Receipts</b>	<b>251,396</b>	<b>245,821</b>	<b>259,937</b>
<b>Cash Flows from Government</b>						
365,878	349,615	352,056	Recurrent appropriation	371,881	355,397	357,900
68,922	84,305	43,527	Capital appropriation	68,922	84,305	43,527
10,494	10,162	10,029	Cash reimbursements from the Crown Entity	10,494	10,162	10,029
<b>445,294</b>	<b>444,082</b>	<b>405,612</b>	<b>Net Cash Flows from Government</b>	<b>451,297</b>	<b>449,864</b>	<b>411,456</b>
<b>71,686</b>	<b>85,632</b>	<b>45,540</b>	<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>96,001</b>	<b>104,969</b>	<b>67,293</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
115	10	85	Proceeds from sale of land and buildings, plant and equipment	27,841	1,388	3,325
(67,767)	(82,888)	(42,866)	Purchases of land and buildings, plant and equipment and investments	(112,811)	(93,687)	(50,765)
<b>(67,652)</b>	<b>(82,878)</b>	<b>(42,781)</b>	<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>(84,970)</b>	<b>(92,299)</b>	<b>(47,440)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>						
(1,486)	(1,485)	(1,391)	Repayment of borrowings and advances	(2,687)	(3,858)	(1,841)
0	0	0	Dividend payments and tax equivalent payments	(12,709)	(6,472)	(296)
<b>(1,486)</b>	<b>(1,485)</b>	<b>(1,391)</b>	<b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>	<b>(15,396)</b>	<b>(10,330)</b>	<b>(2,137)</b>
<b>2,548</b>	<b>1,269</b>	<b>1,368</b>	<b>NET INCREASE/(DECREASE) IN CASH</b>	<b>(4,365)</b>	<b>2,340</b>	<b>17,716</b>
5,592	5,592	4,224	Opening cash and cash equivalents	43,996	43,996	26,280
<b>8,140</b>	<b>6,861</b>	<b>5,592</b>	<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>39,631</b>	<b>46,336</b>	<b>43,996</b>

The accompanying notes form part of these statements

# CONSOLIDATED PROGRAM STATEMENT – EXPENSES AND REVENUE

for the year ended 30 June 2005

## Supplementary Financial Statements

	Program 1*		Program 2*		Program 3*		Program 4*		Program 5*		Program 6*		Program 7*		Program 8*	
	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Expenses</b>																
Operating Expenses																
– Employee related	11,248	10,753	2,346	2,354	14,878	14,338	51,882	51,560	11,069	11,930	44,728	40,447	49,196	46,434	111,144	103,771
– Other operating expenses	4,284	4,031	926	947	6,206	6,321	16,089	14,843	6,785	6,616	8,234	8,031	6,551	7,497	29,774	31,527
Maintenance	186	296	55	101	300	312	1,413	1,653	426	371	1,184	602	1,828	2,184	6,694	5,970
Depreciation and amortisation	359	372	31	27	659	562	3,310	3,108	534	493	2,730	2,423	3,790	3,598	17,972	15,322
Grants & subsidies	4,863	2,324	3	12	101	97	0	0	0	498	0	0	0	0	15	77
Borrowing costs	1	2	0	0	2	2	9	10	2	2	3	4	3,727	2,457	13	16
Other expenses	0	0	0	0	12,282	14,885	7,607	6,605	59,879	73,623	9,290	3,629	250	947	3,415	3,072
<b>TOTAL EXPENSES</b>	<b>20,941</b>	<b>17,778</b>	<b>3,361</b>	<b>3,441</b>	<b>34,428</b>	<b>36,517</b>	<b>80,310</b>	<b>77,779</b>	<b>78,695</b>	<b>93,533</b>	<b>66,169</b>	<b>55,136</b>	<b>65,342</b>	<b>63,117</b>	<b>169,027</b>	<b>159,755</b>
<b>Retained Revenue</b>																
Sale of goods and services	51	243	22	(5)	301	56	5,678	4,190	822	848	39,884	35,330	13,325	13,765	35,145	30,961
Investment income	18	15	1	0	22	15	127	96	22	18	50	36	39	30	187	135
Retained taxes, fees and fines	0	0	0	0	0	0	0	0	8,926	10,394	0	0	0	0	0	0
Grants and contributions	2,918	3,067	0	2,601	2,190	3,453	826	901	0	898	0	116	9,799	9,677	154	178
Other revenue	152	85	3,426	748	1,274	374	598	477	1,123	256	937	508	1,421	1,548	2,364	2,365
<b>TOTAL RETAINED REVENUE</b>	<b>3,139</b>	<b>3,410</b>	<b>3,449</b>	<b>3,344</b>	<b>3,787</b>	<b>3,898</b>	<b>7,229</b>	<b>5,664</b>	<b>10,893</b>	<b>12,414</b>	<b>40,871</b>	<b>35,990</b>	<b>24,584</b>	<b>25,020</b>	<b>37,850</b>	<b>33,639</b>
Gain/(Loss) on sale of non-current assets	(16)	(4)	(1)	0	(19)	(3)	(179)	(18)	(19)	(3)	(47)	(7)	(149)	(8)	(177)	(59)
<b>NET COST OF SERVICES</b>	<b>17,818</b>	<b>14,372</b>	<b>(87)</b>	<b>97</b>	<b>30,660</b>	<b>32,622</b>	<b>73,260</b>	<b>72,133</b>	<b>67,821</b>	<b>81,122</b>	<b>25,345</b>	<b>19,153</b>	<b>40,907</b>	<b>38,105</b>	<b>131,354</b>	<b>126,175</b>
Government Contributions**	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET REVENUE/ (EXPENDITURE)</b>	<b>(17,818)</b>	<b>(14,372)</b>	<b>96</b>	<b>(97)</b>	<b>(30,660)</b>	<b>(32,622)</b>	<b>(73,260)</b>	<b>(72,133)</b>	<b>(67,821)</b>	<b>(81,122)</b>	<b>(25,345)</b>	<b>(19,153)</b>	<b>(40,907)</b>	<b>(38,105)</b>	<b>(131,354)</b>	<b>(126,175)</b>
Extraordinary items	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET REVENUE/ (EXPENDITURE) FOR THE YEAR</b>	<b>(17,818)</b>	<b>(14,372)</b>	<b>96</b>	<b>(97)</b>	<b>(30,660)</b>	<b>(32,622)</b>	<b>(73,260)</b>	<b>(72,133)</b>	<b>(67,821)</b>	<b>(81,122)</b>	<b>(25,345)</b>	<b>(19,153)</b>	<b>(40,907)</b>	<b>(38,105)</b>	<b>(131,354)</b>	<b>(126,175)</b>
<b>ADMINISTERED EXPENSES &amp; REVENUES</b>																
<b>Administered Expenses</b>																
Transfer payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Administered Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administered Revenues</b>																
Transfer receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consolidated Fund – taxes, fees & fines	0	0	0	0	0	0	260	157	0	0	32	37	234	68	18,844	18,781
Consolidated Fund – Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Administered Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>260</b>	<b>157</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>37</b>	<b>234</b>	<b>68</b>	<b>18,844</b>	<b>18,781</b>
<b>Administered Revenues less Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>260</b>	<b>157</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>37</b>	<b>234</b>	<b>68</b>	<b>18,844</b>	<b>18,781</b>

\* The name and purpose of each program are summarised in Note 9.

\*\* Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "Non-Attributable" column.



# CONSOLIDATED PROGRAM STATEMENT – EXPENSES AND REVENUE (continued)

for the year ended 30 June 2005

## Supplementary Financial Statements

	Program 9*		Program 10*		Program 11*		Program 12*		Program 13*		Not Attributable		Total	
	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04	30/6/05	30/6/04
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Expenses</b>														
Operating Expenses														
– Employee related	7,812	7,130	14,051	14,173	0	8,060	25,663	24,917	41,184	39,575	0	0	385,201	375,442
– Other operating expenses	1,115	1,314	3,545	3,330	0	2,946	12,818	11,900	12,081	10,847	0	0	108,408	110,150
Maintenance	86	98	344	443	0	109	665	565	1,714	1,608	0	0	14,895	14,312
Depreciation and amortisation	947	1,058	2,576	1,732	0	121	2,010	2,614	3,552	4,256	0	0	38,470	35,686
Grants & subsidies	0	0	0	0	0	0	0	0	0	0	0	0	4,982	3,008
Borrowing costs	1	1	1	1	0	1,241	191	223	0	0	0	0	3,950	3,959
Other expenses	0	0	0	0	0	0	16,216	18,367	1	15	0	0	108,940	121,143
<b>TOTAL EXPENSES</b>	<b>9,961</b>	<b>9,601</b>	<b>20,517</b>	<b>19,679</b>	<b>0</b>	<b>12,477</b>	<b>57,563</b>	<b>58,586</b>	<b>58,532</b>	<b>56,301</b>	<b>0</b>	<b>0</b>	<b>664,846</b>	<b>663,700</b>
<b>Retained Revenue</b>														
Sale of goods and services	2,246	2,330	1,100	1,351	0	746	45,052	45,355	50,484	46,533	0	0	194,110	181,703
Investment income	8	6	18	13	0	0	821	465	3,887	3,088	0	0	5,200	3,917
Retained taxes, fees and fines	0	0	0	0	0	0	0	0	0	0	0	0	8,926	10,394
Grants and contributions	0	20	0	36	0	14,301	0	0	0	0	0	0	15,887	35,248
Other revenue	117	269	292	291	0	263	460	296	63	3,983	0	0	12,227	11,463
<b>TOTAL RETAINED REVENUE</b>	<b>2,371</b>	<b>2,625</b>	<b>1,410</b>	<b>1,691</b>	<b>0</b>	<b>15,310</b>	<b>46,333</b>	<b>46,116</b>	<b>54,434</b>	<b>53,604</b>	<b>0</b>	<b>0</b>	<b>236,350</b>	<b>242,725</b>
Gain/(Loss) on sale of non-current assets	(7)	(1)	(17)	(4)	0	5	(569)	3	(821)	891	0	0	(2,021)	792
<b>NET COST OF SERVICES</b>	<b>7,597</b>	<b>6,977</b>	<b>19,124</b>	<b>17,992</b>	<b>0</b>	<b>(2,838)</b>	<b>11,799</b>	<b>12,467</b>	<b>4,919</b>	<b>1,806</b>	<b>0</b>	<b>0</b>	<b>430,517</b>	<b>420,183</b>
Government Contributions**	0	0	0	0	0	0	0	0	6,002	5,844	487,943	445,139	493,954	450,983
<b>NET REVENUE/(EXPENDITURE)</b>	<b>(7,597)</b>	<b>(6,977)</b>	<b>(19,124)</b>	<b>(17,992)</b>	<b>0</b>	<b>2,838</b>	<b>(11,799)</b>	<b>(12,467)</b>	<b>1,083</b>	<b>4,038</b>	<b>487,943</b>	<b>445,139</b>	<b>63,437</b>	<b>30,800</b>
Extraordinary items	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET REVENUE/(EXPENDITURE) FOR THE YEAR</b>	<b>(7,597)</b>	<b>(6,977)</b>	<b>(19,124)</b>	<b>(17,992)</b>	<b>0</b>	<b>2,838</b>	<b>(11,799)</b>	<b>(12,467)</b>	<b>1,083</b>	<b>4,038</b>	<b>487,943</b>	<b>445,139</b>	<b>63,437</b>	<b>30,800</b>
<b>ADMINISTERED EXPENSES &amp; REVENUES</b>														
<b>Administered Expenses</b>														
Transfer payments	0	0	0	0	0	0	0	0	5,844	5,844	0	0	5,844	5,844
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Administered Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,844</b>	<b>5,844</b>	<b>0</b>	<b>0</b>	<b>5,844</b>	<b>5,844</b>
<b>Administered Revenues</b>														
Transfer receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consolidated Fund – taxes, fees & fines	453	5,859	4,116	0	0	0	0	0	0	0	0	0	23,939	24,902
Consolidated Fund – Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Administered Revenues</b>	<b>453</b>	<b>5,859</b>	<b>4,116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,939</b>	<b>24,902</b>
<b>Administered Revenues less Expenses</b>	<b>453</b>	<b>5,859</b>	<b>4,116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(5,844)</b>	<b>(5,844)</b>	<b>0</b>	<b>0</b>	<b>18,095</b>	<b>19,058</b>

\* The name and purpose of each program are summarised in Note 9.

\*\* Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "Non-Attributable" column.

# CONSOLIDATED SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

for the year ended 30 June 2005

## Supplementary Financial Statements

	2005 Recurrent Appropriation Consol. \$000	2005 Expenditure/ Net Claim on Fund \$000	2005 Capital Appropriation Consol. \$000	2005 Expenditure/ Net Claim on Fund \$000	2004 Recurrent Appropriation Consol. \$000	2004 Expenditure/ Net Claim on Fund \$000	2004 Capital Appropriation Consol. \$000	2004 Expenditure/ Net Claim on Fund \$000
<b>ORIGINAL BUDGET APPROPRIATION/ EXPENDITURE</b>								
* Appropriation Act	355,397	355,294	84,305	68,285	336,826	334,800	59,487	43,984
* Additional Appropriations	0	0	0	0	0	0	0	0
* S21A PF & AA – special appropriation	0	0	0	0	0	0	0	0
* S24 PF & AA – transfers of functions between departments	0	0	0	0	0	0	0	0
* S26 PF & AA Commonwealth Specific Purpose Payments	0	0	0	0	0	0	0	0
<b>Total</b>	<b>355,397</b>	<b>355,294</b>	<b>84,305</b>	<b>68,285</b>	<b>336,826</b>	<b>334,800</b>	<b>59,487</b>	<b>43,984</b>
<b>OTHER APPROPRIATIONS/ EXPENDITURE</b>								
* Treasurer's Advance	9,548	7,902	0	0	17,690	17,443	0	0
* Section 22 – expenditure for certain works and services	7,102	6,958	0	0	7,900	7,551	0	0
* Transfers to/ from another Agency (section 27 of the Appropriation Act)	3,218	3,218	(1,500)	0	1,350	1,322	0	0
<b>Total</b>	<b>19,868</b>	<b>18,078</b>	<b>(1,500)</b>	<b>0</b>	<b>26,940</b>	<b>26,316</b>	<b>0</b>	<b>0</b>
<b>Total Appropriation/ Expenditure/Net Claim on Consolidated Fund (incl. transfer payments)</b>	<b>375,265</b>	<b>373,372</b>	<b>82,805</b>	<b>68,285</b>	<b>363,766</b>	<b>361,116</b>	<b>59,487</b>	<b>43,984</b>
<b>Amount drawn down against Appropriation</b>		<b>375,265</b>		<b>69,285</b>		<b>362,271</b>		<b>44,346</b>
<b>Liability to Consolidated Fund</b>		<b>1,893</b>		<b>1,000</b>		<b>1,155</b>		<b>362</b>

The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first (except where otherwise identified or prescribed).

The Liability to Consolidated Fund represents the difference between the "Amount drawn down against Appropriation" and the "Total Expenditure/Net Claim on Consolidated Fund".

# NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Reporting Entity

The Attorney General's Department, as a reporting entity, comprises all the entities under its control being the Attorney General's Department – Government (Non Commercial) Services, the Office of the Protective Commissioner and Public Guardian, the Public Trustee NSW – Office Administration Account (since 1 July 2003) and the Department's commercial activities, namely the Crown Solicitor's Office and the Registry of Births, Deaths and Marriages.

In the process of preparing the consolidated financial reports for the economic entity consisting of the controlling and controlled entities, all inter-entity transactions and balances have been eliminated.

The reporting entity is consolidated as part of the NSW Total State sector and as part of the NSW Public Accounts.

### (b) Basis of Accounting

The Department's financial reports are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- Urgent Issues Group (UIG) Consensus Views;
- the requirements of the *Public Finance and Audit Act* and Regulations; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

Except for certain holdings of land and buildings, which are recorded at valuation, the financial reports are prepared in accordance with the historical cost convention.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

As in previous years, the operations of the Administration Fund of the Office of the Protective Commissioner and Public Guardian are included in the Consolidation, but the funds and operations forming the Common Fund which are owned solely by clients of the Office of the Protective Commissioner have not been included. Details of the Common Fund are published in the financial statements of the Office of the Protective Commissioner.

The operations of the Office Administration Account of the Public Trustee NSW have also been included in the Consolidation since 1 July 2003, but the funds and operations forming the Common Fund which are owned solely by clients of the Public Trustee NSW have not been included. Details of the Common Fund are published in the financial statements of the Public Trustee NSW.

### (c) Administered Activities

The Department administers, but does not control, certain activities on behalf of the Crown Entity. It is accountable for the transactions relating to those administered activities but does not have the discretion, for example, to deploy the resources for the achievement of the Department's own objectives.

Transactions and balances relating to the administered activities are not recognised as the Department's revenues, expenses, assets and liabilities, but are disclosed as "Administered Assets" and "Administered Revenue" in Notes 25 and 26 respectively.

The accrual basis of accounting and all applicable accounting standards have been adopted for the reporting of the administered activities.

### (d) Revenue Recognition

Revenue is recognised when the Department has control of the good or right to receive, it is probable that the economic benefits will flow to the Department and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

#### (i) *Parliamentary Appropriations and Contributions from Other Bodies*

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the Department obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The liability is disclosed in Note 17 as part of "Other Current Liabilities". The amount will be repaid and the liability will be extinguished next financial year.

#### (ii) *Sale of Goods and Services*

Revenue from the sale of goods and services comprises revenue from the provision of products or services i.e. user charges. User charges are recognised as revenue when the Department obtains control of the assets that result from them.

#### (iii) *Investment Income*

Investment income is recognised as it accrues.

#### (iv) *Retained Fees*

Retained fees comprise monies due from individuals relating to matters dealt with by the Victims Compensation Tribunal, monies due from the confiscation of crime proceeds and levies raised by the Courts on perpetrators of acts of violence. The revenue is recognised when restitution orders are made or confirmed by the Tribunal or when payment arrangements between the Director or Registrar and defendants are entered into.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### (v) *Grants and Contributions*

Grants and contributions comprise monies received from outside entities, including budget sector agencies, relating to specific services provided by the Department. These monies are recognised on an accrual basis.

### (vi) *Other Revenue*

Other revenue comprises monies received from outside entities not categorised in the revenue headings mentioned above. The revenue is recognised when the fee in respect of services provided is receivable.

## (e) **Employee Benefits and other provisions**

### (i) *Salaries and Wages, Annual Leave, Sick Leave and On-Costs*

Liabilities for salaries and wages (including non-monetary benefits), annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

### (ii) *Long Service Leave and Superannuation*

The Department's liabilities for long service leave and superannuation are assumed by the Crown Entity, with the exception of the Compensation Court (closed on 31 December 2003), the costs of which are recouped from the WorkCover Authority; the Dust Diseases Tribunal, the costs of which are recouped from the Dust Diseases Board; the Legal Services Tribunal, Legal Professional Advisory Council and the Office of the Legal Services Commissioner, the costs of which are recouped from the Public Purpose Fund, administered by the NSW Law Society. At the consolidated level, liabilities for long service leave and superannuation in respect of the Crown Solicitor's Office, the Office of the Protective Commissioner and Public Guardian, the Public Trustee NSW – Office Administration Account and the Registry of Births, Deaths and Marriages are not assumed by the Crown Entity. The Department accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Benefits and Other Liabilities".

In accordance with AASB 1028 "Employee Benefits" and TC 03/08 "LSL Pool – Accounting for Long Service Leave", the Department measures long service leave by the present value method. The adoption of the present value method from 2003 arose as part of a periodic review of the appropriateness of the short hand method. This means that any net increase in liability for on-costs, not assumed by the Crown, is recognised in the Statement of Financial Performance and not adjusted against opening equity.

The Crown Solicitor's Office and the Registry of Births, Deaths and Marriages contribute to the New South Wales Non Budget Long Service Leave Pool Account held by Treasury. The Treasury "pool" account administers the Long Service Leave Provision for agencies and commercial activities whose liabilities were previously assumed by the Crown Entity due to their being part of the Budget Sector. Contributions made to Treasury are included in Salaries and Related Expenses.

The superannuation expense for the financial year is determined by using the formula specified in the Treasurer's Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

### (iii) *Other Provisions*

Other provisions exist when the entity has a present legal, equitable or constructive obligation to make future sacrifice of economic benefits to other entities as a result of past transactions or other past events. These provisions are recognised when it is probable that a future sacrifice of economic benefits will be required and the amount can be measured reliably.

Any provisions for restructuring are recognised either when a detailed formal plan has been developed or will be developed within prescribed time limits and where the entity has raised a valid expectation in those affected by the restructuring that will carry out the restructuring.

## (f) **Borrowing costs**

Borrowing costs are recognised as expenses in the period in which they are incurred.

## (g) **Insurance**

The Department's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

# NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

## (h) Accounting for the Goods and Services Tax (GST)

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

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

## (i) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Department. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

## (j) Plant and Equipment

Plant and equipment costing \$3,000 and above individually are capitalised.

## (k) Revaluation of Physical Non-Current Assets

Physical non-current assets are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from the financial year ending 30 June 2002. There is no substantive difference between the fair value valuation methodology and the previous valuation methodology adopted in the NSW public sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where market selling price is not available, the asset's fair value is measured as its market buying price i.e. the replacement cost of the asset's remaining future economic benefits. The agency is a not for profit entity with no cash generating operations.

Land and buildings are revalued with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last such revaluation was completed on 30 June 2005. Non-specialised generalised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

## (l) Depreciation/Amortisation of Non-Current Physical Assets

Depreciation and amortisation are provided for on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Department.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance. Land is not a depreciable asset.

The depreciation/amortisation rates used for each class of assets are as follows:

	Parent	Consolidated
• Buildings	Estimated useful life	Estimated useful life
• Computer Equipment	25%	17% – 33.3%
• Furniture and Fittings	10%	10% – 20%
• Plant and Equipment	20%	6% – 20%
• Leasehold Improvements	10%	10% – 33.3%
• Software	25%	25%
• Software – Major Projects	10%	10% – 33.33%
• Air Conditioning	7%	7%
• Voice Communications	25%	25%
• Data Communications	25%	25%
• Finance Lease	4%	4%

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### (m) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated. Maintenance costs include an amount of \$0.431 million (\$0.078 million in 2003/2004) concerning heritage program services provided free of charge by the Department of Commerce.

### (n) Lease Incentives

Lease incentives are recognised initially as liabilities and then reduced progressively over the term of the leases. The amount by which the liability is reduced on a pro-rata basis is credited against the total lease payment. Lease incentives include, but are not limited to, up-front cash payments to lessees, rent free periods or contributions to certain lessee costs such as the costs of relocating to the premises.

### (o) Leased Assets

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

When a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

### (p) Receivables

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectible debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off in the period they are identified.

Debtors from Court jurisdictions are based on records maintained partly manually and partly on computerised systems. It is considered prudent to make a provision for doubtful debts due to the nature of the debts and the circumstances of the debtors. Therefore the amount appearing as the provision for doubtful debts is considered to be reasonable. For the year ended 30 June 2005, the provision for doubtful debts relating to all Local Courts' debtors is based on actual recovery rates achieved by the State Debt Recovery Office in the collection of debts enforced to it for collection. Previously, provisions for doubtful debts were made for those matters managed through the manual and computerised systems that were more than 3 months old at balance date.

With regard to Victims Compensation Fund (VCF) debtors, the Department only recognises those VCF debtors that meet the asset recognition criteria of AAS 29. During the year ended 30 June 2004, further refinements were made to the asset recognition process whereby debts were recognised on the basis of the nature and type of restitutions, comprising arrangements and orders. During the year ended 30 June 2005, a further refinement to the recognition criteria resulted in the non-recognition of all debts not yet due as at that date.

### (q) Financial Instruments

Financial instruments give rise to positions that are a financial asset of the Department and a financial liability (or equity instrument) of the other party. For the Department these include cash, receivables, accounts payable, dividends payable and borrowings.

In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments", information is disclosed in Note 23 in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value.

Classes of instruments recorded at cost comprise:

- cash
- receivables
- interest bearing investments
- payables
- dividends payable
- interest bearing liabilities

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accrual basis.

### (r) Trust Funds

The Department receives monies in a trustee capacity for various trusts as set out in Note 24. As the Department performs only a custodial role in respect of these monies, and because the monies cannot be used for the achievement of the Department's own objectives, these funds are not recognised in the financial statements.

### (s) Payables

These amounts represent liabilities for goods and services provided to the agency and other amounts, including interest. Interest is accrued over the period it becomes due.

### (t) Interest Bearing Liabilities

All loans are valued at current capital value. The finance lease liability is determined in accordance with AAS 17 "Leases".

### (u) Budgeted Amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and without any adjustments for the effects of additional appropriations, s 21A, s 24 and/or s 26 of the Public Finance and Audit Act, 1983.



## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts i.e. per the audited financial statements (rather than carried forward estimates).

(v) **AASB 1047 Disclosing the Impacts of Adopting the Australian Equivalents to International Financial Reporting Standards**

The Department will apply the Australian Equivalents to International Financial Reporting Standards (AEIFRS) from 2005/06.

The following strategy is being implemented to manage the transition to AEIFRS.

- 1) A Working Party was established in April 2004 to oversight the transition, comprising all senior finance officers and chaired by the Director, Financial Services.
- 2) The Working Party held meetings in 2004 and 2005 to review the Pending Standards and Treasury Analysis papers to identify any potential impacts; and
- 3) An Implementation Strategy was prepared to address any initial reporting requirements and compliance issues from NSW Treasury.

Draft opening balance sheets as at 1 July 2004 were submitted to NSW Treasury as part of the implementation process during December 2004 and March 2005. Further, as a result of the Audit Office review of the opening balance sheets and further revisions advised by Pillar Administration regarding the positions of the defined benefit schemes in June 2005, amended opening balance sheets as at 1 July 2004 were submitted to NSW Treasury by 30 June 2005.

Final balance sheets as at 30 June 2005 will be submitted during August 2005 in accordance with NSW Treasury requirements and timeframes.

The Department has determined the key areas where changes in accounting policies are likely to impact upon the consolidated financial reports. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. The impacts disclosed below reflect NSW Treasury's indicative mandates.

Shown below are management's best estimates as at the date of preparing the 30 June 2005 consolidated financial reports of the estimated financial impacts of AEIFRS on the Department's equity and surplus/deficit. The Department does not anticipate any material impacts upon its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the UIG Interpretations and/or emerging accepted practice in their interpretation and application. The Department's accounting policies may also be affected by a

proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends upon when this standard is finalised and whether it can be adopted in 2005/06.

**a) Recognition of Key Aggregates**

Reconciliation of Equity under AGAAP to Equity under AEIFRS:

Parent	Notes	30/06/05 \$000	01/07/04 \$000
<b>Total Equity under AGAAP</b>		729,187	594,946
<b>Adjustments to Accumulated Funds</b>			
Derecognition of Intangible Assets	1	0	(94)
Defined benefit superannuation adjustment for change in discount rate	2	(3,199)	(984)
<b>Total Equity under AEIFRS</b>		<b>725,988</b>	<b>593,868</b>

Consolidated	Notes	30/06/05 \$000	01/07/04 \$000
<b>Total Equity under AGAAP</b>		836,050	683,452
<b>Adjustments to Accumulated Funds</b>			
Derecognition of Intangible Assets	1	(189)	(839)
Defined benefit superannuation adjustment for change in discount rate	2	(32,353)	(16,852)
<b>Total Equity under AEIFRS</b>		<b>803,508</b>	<b>665,761</b>

Reconciliation of Surplus/(Deficit) under AGAAP to Surplus/(Deficit) under AEIFRS

	Notes	Parent 30/06/05 \$000	Consolidated 01/07/04 \$000
Surplus under AGAAP		42,327	63,326
Defined benefit superannuation	2	(2,215)	(15,501)
<b>Surplus/(deficit) under AEIFRS</b>		<b>40,112</b>	<b>47,825</b>

Notes to tables above

1) AASB 138 *Intangibles* requires all research costs to be expensed and restricts the capitalisation of development costs. Current AGAAP permits research and development costs to be capitalised when certain criteria are met. As a result, some recognised intangible assets as at 1 July 2004 were written off during 2004/05 under AGAAP. The adoption of AASB 138 will also result in the reclassification of computer software from Property, Plant and Equipment to Intangible Assets.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

2) AASB 119 *Employee Benefits* requires the defined benefit obligation to be discounted using the government bond rate as at each reporting date rather than the long-term expected rate of return on plan assets. Where the superannuation obligation is not assumed by the Crown, this will increase the defined benefit superannuation liability (or decrease the asset for those agencies in an overfunded position) and change the quantum of the superannuation expense.

### **b) Financial Instruments**

In accordance with NSW Treasury's indicative mandates, the Department will apply the exemption provided in AASB 1 *First Time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These Standards will apply from 1 July 2005. None of the information provided above includes any impacts from financial instruments. However, when these Standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of surplus/deficit. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

### **c) Grant Recognition for Not-for-Profit Entities**

The Department will apply the requirements in AASB 1004 *Contributions* regarding contributions of assets (including grants) and forgiveness of liabilities. There are no differences in the recognition requirements between the new AASB 1004 and the current AASB 1004. However, the new AASB 1004 may be amended by proposals in Exposure Draft (ED) 125 *Financial Reporting by Local Governments*. If the ED 125 approach is applied, revenue and/or expense recognition will not occur until either the Department supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied. ED 125 may therefore delay revenue recognition compared with AASB 1004, where grants are recognised when controlled. However, at this stage, the timing and dollar impact of these amendments is uncertain.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 2 EXPENSES

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>(a) Employee related expenses</b>		
239,064	237,327	Salaries and wages (including recreation leave)	299,573	292,685
38,314	34,695	Superannuation	38,018	37,237
15,570	14,176	Long service leave	17,754	16,700
2,896	2,898	Workers compensation insurance	3,234	3,262
20,534	19,327	Payroll tax and fringe benefits tax	24,401	23,023
1,976	2,535	Other – redundancy payments	2,221	2,535
<b>318,354</b>	<b>310,957</b>		<b>385,201</b>	<b>375,442</b>
		<b>(b) Other operating expenses</b>		
452	420	Advertising and publicity	1,986	1,619
287	310	Auditor's remuneration – audit or review of financial report	586	668
581	532	Audit – internal	749	612
5,006	8,553	Bad and doubtful debts	5,125	8,624
3,587	2,966	Electricity	3,990	3,408
22,568	21,731	Fees	29,843	28,093
465	929	Consultancies	489	1,216
6,267	5,538	General expenses	8,540	8,281
1,543	1,465	Insurance	1,725	1,631
4,163	4,113	Motor vehicles	4,259	4,370
8,524	8,349	Postage and telephones	11,394	11,008
921	1,012	Printing	1,606	1,756
3,317	3,815	Publications	3,697	4,097
5,590	5,720	Rates	5,804	5,970
10,490	10,637	Operating lease rental expense – minimum lease payments	17,600	16,183
3,544	3,385	Stores	4,434	4,309
291	1,056	Transcription services	291	1,056
258	221	Translations	305	272
5,683	6,718	Travel	5,985	6,977
<b>83,537</b>	<b>87,470</b>		<b>108,408</b>	<b>110,150</b>
		<b>(c) Depreciation and amortisation expense</b>		
		Depreciation		
14,097	12,608	Buildings	14,500	13,135
753	746	Air conditioning	778	772
3,181	3,266	Computer equipment	3,918	3,979
3,498	3,309	Furniture and fittings	4,228	3,671
5,045	3,589	Plant and equipment	5,194	5,105
1,904	972	Leasehold improvements	2,790	1,711
2,460	2,355	Software	5,011	4,961
<b>30,938</b>	<b>26,845</b>		<b>36,419</b>	<b>33,334</b>
		Amortisation		
1,970	1,970	Finance lease	1,970	1,970
0	0	Investments	81	382
<b>32,908</b>	<b>28,815</b>		<b>38,470</b>	<b>35,686</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 2 EXPENSES (continued)

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>(d) Grants and subsidies</b>		
2,349	1,352	Safer Communities Development Program	2,349	1,352
77	88	Commercial Disputes Centre	77	88
56	54	Criminology Research Council	56	54
63	61	Australian Institute of Judicial Administration	63	61
217	326	Graffiti Solutions	217	326
51	44	State Community Education Grant	51	44
12	11	Coroner's Information System	12	11
682	255	Aboriginal Night Patrols	682	255
11,693	11,547	Grants and subsidies to other organisations	1,475	817
<b>15,200</b>	<b>13,738</b>		<b>4,982</b>	<b>3,008</b>
Other expenditure commitments (refer Note 19 (b)) include grants and subsidies committed by contract and not provided for at balance date of \$0.504 million (\$4.949 million in 2003/04).				
		<b>(e) Borrowing costs</b>		
3,724	3,695	Finance lease interest charge	3,724	3,695
35	40	Other	226	264
<b>3,759</b>	<b>3,735</b>		<b>3,950</b>	<b>3,959</b>
		<b>(f) Other expenses</b>		
59,879	62,369	Compensation to victims of crime (refer Note 27)	59,879	62,369
0	11,254	Victims Compensation Fund debtor adjustment	0	11,254
6	32	Witness expenses	6	32
26	25	Public Trustee (Dormant Funds)	26	25
51	68	Ex-gratia payments	51	68
22,297	19,150	Crown Solicitor's fees	0	0
9,288	3,610	Contribution to Law Courts	9,288	3,610
528	0	LRO – external legal representation	528	0
666	1,510	Arbitration fees	666	1,510
1,028	556	Legal costs	17,245	18,923
1,364	965	Costs in criminal cases	1,364	965
2,954	2,465	Inquest & post mortem fees	2,954	2,479
7,603	6,603	Jurors fees & costs	7,603	6,603
1,969	1,170	Costs awarded against the Crown	1,969	1,170
1,111	14	Legal assistance claims	1,111	14
548	1,197	Gretley Mine Inquiry	548	1,197
0	3	HIH Royal Commission	0	3
6,236	12,003	Waterfall Train Disaster Inquiry	5,702	10,921
<b>115,554</b>	<b>122,994</b>		<b>108,940</b>	<b>121,143</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 3. REVENUES

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>(a) Sale of goods and services</b>		
		Sale of goods		
4,423	4,954	Sale of transcripts	4,423	4,954
85	95	Sale of publications	85	95
<b>4,508</b>	<b>5,049</b>		<b>4,508</b>	<b>5,049</b>
		Rendering of services		
0	0	Crown Solicitor's Office fees	23,531	27,210
488	466	Registry of Births, Deaths and Marriages – Certificates	22,009	18,611
0	0	Office of the Protective Commissioner and Public Guardian	21,114	16,658
0	0	Public Trustee NSW	24,329	24,931
1,275	1,263	Management fees	4,943	4,823
2,061	626	Rents received	2,061	759
38,297	33,674	Supreme Court fees	38,297	33,674
2,076	2,206	Land & Environment Court fees	2,076	2,206
10,047	10,851	District Court fees	10,047	10,851
31,408	27,633	Local Court fees	31,408	27,633
442	503	Industrial Court fees	442	503
2	5	Compensation Court fees	2	5
941	918	Dust Diseases Tribunal fees	941	918
347	839	Arbitration fees	347	839
1,496	1,701	Family Law Courts fees	1,496	1,701
4,802	4,441	Sheriff's fees	4,802	4,441
1,634	890	Other fees	1,757	890
<b>95,316</b>	<b>86,017</b>		<b>189,602</b>	<b>176,652</b>
<b>99,824</b>	<b>91,065</b>		<b>194,110</b>	<b>181,703</b>
		<b>(b) Investment income</b>		
<b>492</b>	<b>363</b>	Interest	<b>5,200</b>	<b>3,917</b>
		<b>(c) Retained fees</b>		
5,498	7,506	Restitution orders raised (refer Note 1(p))	5,498	7,506
816	218	Confiscation of proceeds of crime	816	218
2,612	2,670	Victims compensation levies	2,612	2,670
<b>8,926</b>	<b>10,394</b>		<b>8,926</b>	<b>10,394</b>

Rendering of services mainly comprises court fees, fees for the Crown Solicitor's Office, fees from certificate production by the Registry of Births, Deaths and Marriages, fees relating to the Office of the Protective Commissioner and Public Guardian and fees from Public Trustee NSW – Office Administration Account.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 3. REVENUES (continued)

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>(d) Grants and contributions</b>		
3,509	4,037	Grants from budget sector agencies	3,509	4,037
473	175	Grants from other agencies	473	175
2,106	2,769	Grants from Commonwealth	2,106	2,769
4,032	3,642	Contribution from Dust Diseases Board	4,032	3,642
5,767	20,297	Contribution from WorkCover Authority	5,767	20,297
<b>15,887</b>	<b>30,920</b>		<b>15,887</b>	<b>30,920</b>
		<b>(e) Other revenue</b>		
1,581	1,848	Services provided	1,581	1,829
86	133	Commission	87	134
0	0	Common Fund transfer	0	3,386
184	323	Photocopy revenue	184	323
239	182	Recoupable charges	239	641
2,953	3,183	SES & judicial motor vehicle contracts	2,964	3,195
22	32	Public telephones	22	32
4,681	4,328	Contribution from Law Society	4,681	4,328
1,961	1,499	Other	2,469	1,922
<b>11,707</b>	<b>11,528</b>		<b>12,227</b>	<b>15,791</b>

### 4. GAIN/(LOSS) ON DISPOSAL OF NON-CURRENT ASSETS

		Gain/Loss on disposal of land and buildings, plant and equipment		
118	85	Proceeds from disposal	161	3,326
749	186	Less: written down value of assets disposed	2,182	2,534
<b>(631)</b>	<b>(101)</b>	<b>Net gain/(loss) on disposal of non-current assets</b>	<b>(2,021)</b>	<b>792</b>



## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 5. APPROPRIATIONS

Actual 2005 \$000	Parent Actual 2004 \$000		Consolidated Actual 2005 \$000	Actual 2004 \$000
		<b>Recurrent Appropriations</b>		
375,265	362,271	Total recurrent drawdowns from Treasury (per Summary of Compliance)	375,265	362,271
(1,893)	(1,155)	Less: Liability to Consolidated Fund (per Summary of Compliance)	(1,893)	(1,155)
<b>373,372</b>	<b>361,116</b>	<b>Total</b>	<b>373,372</b>	<b>361,116</b>
		Comprising:		
365,140	353,138	Recurrent appropriations (per Statement of Financial Performance)	371,143	358,982
8,232	7,978	Transfer payments (refer Note 8)	2,229	2,134
<b>373,372</b>	<b>361,116</b>	<b>Total</b>	<b>373,372</b>	<b>361,116</b>
		<b>Capital Appropriations</b>		
69,285	44,346	Total capital drawdowns from Treasury (per Summary of Compliance)	69,285	44,346
(1,000)	(362)	Less: Liability to Consolidated Fund (per Summary of Compliance)	(1,000)	(362)
<b>68,285</b>	<b>43,984</b>	<b>Total</b>	<b>68,285</b>	<b>43,984</b>
		Comprising:		
68,285	43,984	Capital appropriations (per Statement of Financial Performance)	68,285	43,984
0	0	Transfer payments (refer Note 8)	0	0
<b>68,285</b>	<b>43,984</b>	<b>Total</b>	<b>68,285</b>	<b>43,984</b>

### 6. INDIVIDUALLY SIGNIFICANT ITEM

		<b>(Increase)/reduction in prepaid superannuation balances</b>		
0	0	Registry of Births, Deaths and Marriages	(903)	97
0	0	Crown Solicitor's Office	(2,168)	(1,110)
0	0	Office of the Protective Commissioner and Public Guardian	(1,351)	(1,466)
0	0	Public Trustee NSW – Office Administration Account	(1,626)	(744)
<b>0</b>	<b>0</b>		<b>(6,048)</b>	<b>(3,223)</b>

### 7. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

		The following liabilities and/or expenses have been assumed by the Crown Entity		
37,367	32,732	Superannuation	37,367	32,732
15,022	13,328	Long service leave	15,022	13,328
2,137	1,957	Payroll tax	2,137	1,957
<b>54,526</b>	<b>48,017</b>		<b>54,526</b>	<b>48,017</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 8 TRANSFER PAYMENTS

#### Recurrent

An amount of \$8.232 million (\$7.978 million in 2003/2004) was received by the Attorney General's Department from NSW Treasury on behalf of the Office of the Protective Commissioner and Public Guardian and other NSW Government agencies. Amounts of \$6.003 million (\$5.844 million in 2003/2004) were forwarded to the Office of the Public Guardian and \$2.229 million (\$2.134 million in 2003/2004) to other NSW Government agencies (refer Note 5).

### 9 PROGRAM/ACTIVITIES OF THE AGENCY

#### Program 1 *Justice Policy and Planning*

Objective(s): To contribute to the development of a legal system and laws in New South Wales that further the principles of justice and contribute to the achievement of the goals of the Government.

#### Program 2 *Regulatory Services*

Objective(s): To assist the community in New South Wales to receive professional services that are affordable, accountable and of a high standard.

#### Program 3 *Legal and Support Services*

Objective(s): To ensure members of the public have full access to the legal system and are adequately represented in legal matters affecting them and enhance the cost-effectiveness of the legal services used by the Government.

#### Program 4 *Justice Support Services*

Objective(s): To promote the earliest, most effective and efficient resolution of proceedings.

#### Program 5 *Human Rights Services*

Objective(s): To reduce social disharmony through programs which protect human rights.

#### Program 6 *Supreme Court*

Objective(s): To promote the earliest, most effective and efficient resolution of criminal matters and civil disputes.

#### Program 7 *District Court*

Objective(s): To promote the earliest, most effective and efficient resolution of criminal matters and civil disputes through statewide intermediate court services.

#### Program 8 *Local Courts*

Objective(s): To promote the earliest, most effective and efficient resolution of criminal matters and civil disputes through statewide lower or magistrate court services.

#### Program 9 *Land and Environment Court*

Objective(s): To promote the earliest, most effective and efficient resolution of land and environment matters.

#### Program 10 *Industrial Relations Commission*

Objective(s): To promote the earliest, most effective and efficient resolution of industrial matters.

#### Program 11 *Compensation Court (abolished on 1 January 2004)*

Objective(s): To promote the earliest, most effective and efficient resolution of compensation matters.

The following two Departmental activities represent the controlled entities of the Department:

#### Program 12 *Commercial Services*

Include(s): Registry of Births, Deaths and Marriages and the Crown Solicitor's Office.

#### Program 13 *Guardianship, Trustee and Management Services*

Include(s): The Office of the Protective Commissioner and Public Guardian and the Public Trustee Office.

### 10. CURRENT ASSETS – CASH

Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
8,140	5,592	Cash at bank and on hand	24,228	21,815
0	0	TCorp Hour Glass Facility Trusts	15,403	22,181
<b>8,140</b>	<b>5,592</b>		<b>39,631</b>	<b>43,996</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 10. CURRENT ASSETS – CASH (continued)

#### Cash at Bank and On Hand

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest earnings on the bank balances are calculated under the Treasury Cash Management System.

#### Hour-Glass Investment Facility Trusts

The controlled entities have investments in TCorp's Hour-Glass Investment Facility Trusts. These investments are represented by a number of units in managed investments within the facilities. Each facility has different investment horizons and comprises a mix of asset classes appropriate to that investment horizon. TCorp appoints and monitors fund managers and establishes and monitors the application of appropriate investment guidelines.

These investments are generally able to be redeemed with up to five business days notice (dependent upon the facility).

The value of the investments held can decrease as well as increase depending upon market conditions. The value that best represents the maximum credit risk exposure is the net fair value. The value of the above investments represents the relevant entity's share of the value of the underlying assets of the facility and is stated at net fair value.

For the purposes of the Statements of Cash Flows cash includes cash at bank and on hand and TCorp Hour Glass Facility Trusts.

Cash at the end of the financial year as shown in the Statements of Cash Flows is reconciled to the related items in the Statements of Financial Position as follows:

Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
8,140	5,592	Cash (per Statement of Financial Position)	39,631	43,996
<b>8,140</b>	<b>5,592</b>	<b>Closing Cash and Cash Equivalents (per Statement of Cash Flow)</b>	<b>39,631</b>	<b>43,996</b>

### 11. CURRENT/NON-CURRENT ASSETS – RECEIVABLES

		<b>Current</b>			
76,183	69,780	Sale of goods and services	(a)	88,440	79,948
		Retained fees			
3,018	2,561	Victims Compensation Fund	(b)	3,018	2,561
		Other debtors			
262	205	Interest receivable		344	779
2,122	2,340	Prepayments		2,301	3,159
269	348	Long service leave		900	785
3,603	4,327	Other		4,820	7,474
<b>85,457</b>	<b>79,561</b>			<b>99,823</b>	<b>94,706</b>
(59,932)	(56,550)	Less: Provision for doubtful debts		(60,203)	(56,709)
<b>25,525</b>	<b>23,011</b>			<b>39,620</b>	<b>37,997</b>
		<b>Non-Current</b>			
		Retained fees			
21,249	20,180	Victims Compensation Fund	(b)	21,249	20,180
172	177	Criminal Injuries Compensation	(c)	172	177
<b>21,421</b>	<b>20,357</b>			<b>21,421</b>	<b>20,357</b>
(98)	(104)	Less: Provision for doubtful debts		(98)	(104)
<b>21,323</b>	<b>20,253</b>			<b>21,323</b>	<b>20,253</b>
		Other debtors			
1,616	1,348	Prepayment of employee entitlements	(d)	14,854	9,835
2,424	3,134	Long service leave		6,231	7,032
3,646	0	Other		3,646	0
<b>29,009</b>	<b>24,734</b>			<b>46,054</b>	<b>37,120</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 11. CURRENT/NON-CURRENT ASSETS – RECEIVABLES (continued)

#### (a) Sale of goods and services

Sale of goods and services debtors at the parent level total \$76.183 million (\$69.780 million in 2003/2004), comprising debtors from Court jurisdictions of \$69.336 million (\$65.774 million in 2003/2004), and sundry debtors of \$6.847 million (\$4.006 million in 2003/2004).

Sale of goods and services debtors at the consolidated level also include amounts owing to the Crown Solicitor's Office of \$8.919 million (\$9.867 million in 2003/2004), comprising debtors of \$3.645 million and work in progress of \$5.274 million, the Registry of Births, Deaths and Marriages of \$0.306 million (\$0.301 million in 2003/2004), the Office of the Protective Commissioner and Public Guardian of \$1.752 million (\$0.000 million in 2003/2004) and Public Trustee NSW of \$1.280 million (\$0.000 million in 2003/2004).

The provision for doubtful debts at the parent level in respect of the debtors above is \$59.932 million (\$56.550 million in 2003/2004). There are provisions for doubtful debts for the Crown Solicitor's Office of \$0.256 million (\$0.140 million in 2003/2004) and \$0.015 million (\$0.019 million in 2003/2004) for the Office of the Protective Commissioner and Public Guardian.

#### (b) Retained fees – Victims Compensation Fund Debtors

Victims Compensation Fund debtors totalled \$24.267 million at 30 June 2005 (\$22.741 million in 2003/2004), with \$3.018 million shown as a current receivable (\$2.561 million in 2003/2004) and \$21.249 million as a non-current receivable (\$20.180 million in 2003/2004).

Victims Compensation Fund debtors are recognised for accounting purposes only when they comply with the asset recognition criteria of Section 7.1 of Australian Accounting Standard 29, namely:

Parent			Consolidated	
2005	2004		2005	2004
\$000	\$000		\$000	\$000
234,057	211,838	Amounts receivable from restitution orders made or confirmed by the Victims Compensation Tribunal	234,057	211,838
		Less		
209,790	189,097	Amounts receivable that do not meet the asset recognition criteria under AAS 29	209,790	189,097
<b>24,267</b>	<b>22,741</b>	<b>Victims Compensation Fund Debtors</b>	<b>24,267</b>	<b>22,741</b>
		This is represented by:		
3,018	2,561	Current	3,018	2,561
21,249	20,180	Non-Current	21,249	20,180
<b>24,267</b>	<b>22,741</b>		<b>24,267</b>	<b>22,741</b>

Up to 2003, debts were recognised on the basis of payment performance. During the year ended 30 June 2004, further refinements were made to the asset recognition process whereby debts were now recognised on the basis of the nature and type of restitution orders. A further refinement took place during the year ended 30 June 2005, whereby all debts that were not yet due as at 30 June 2005 were not recognised.

Restitution action is generally commenced 5 months after the determination of an award of compensation, as this allows sufficient time for the expiry of the period provided for an appeal against an award determination and associated administrative requirements. Currently restitution action is being commenced on this timeframe.

#### (c) Retained fees – Criminal Injuries Compensation

The amount of the Criminal Injuries Compensation debtors under the former *Criminal Injuries Compensation Act 1967* as at 30 June 2005 was \$0.172 million (\$0.177 million in 2003/2004). An amount of \$0.098 million (\$0.104 million in 2003/2004) is included in the provision for doubtful debts.

#### (d) Other Debtors – Prepayment of employee entitlements

As mentioned in note 1(e)(ii), the superannuation liabilities of the Dust Diseases Tribunal, the Legal Services Tribunal, the Legal Professional Advisory Council, the Office of the Legal Services Commissioner, the Crown Solicitor's Office, the Office of the Protective Commissioner and Public Guardian, the Registry of Births, Deaths and Marriages and the Public Trustee NSW – Office Administration Account are not funded from the Consolidated Fund.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 11. CURRENT/NON-CURRENT ASSETS – RECEIVABLES (continued)

The status of the superannuation reserves is given below:

	SASS(i) \$000	SANCS(ii) \$000	SSS(iii) \$000	2005 Total \$000	2004 Total \$000
<b>Parent</b>					
Reserve Account Balance	2,520	840	5,029	8,389	7,483
Less Accrued Liability	1,360	481	5,615	7,456	6,813
<b>Superannuation Assets/(Liabilities)</b>	<b>1,160</b>	<b>359</b>	<b>(586)</b>	<b>933</b>	<b>670</b>
The Parent total is a net amount comprising:					
Prepayment of Employee Entitlements				1,616	1,348
Provision for Superannuation (refer Note 16)				683	678
				<b>933</b>	<b>670</b>
<b>Consolidated</b>					
Reserve Account Balance	15,859	7,920	80,767	104,546	94,094
Less Accrued Liability	11,929	6,263	80,030	98,222	94,079
<b>Superannuation Assets/(Liabilities)</b>	<b>3,930</b>	<b>1,657</b>	<b>737</b>	<b>6,324</b>	<b>15</b>
The Consolidated total is a net amount comprising:					
Prepayment of Employee Entitlements				14,854	9,835
Provision for Superannuation (refer Note 16)				8,530	9,820
				<b>6,324</b>	<b>15</b>

- (i) SASS – State Authorities Superannuation Scheme
- (ii) SANCS – State Authorities Non-Contributory Scheme
- (iii) SSS – State Superannuation Scheme

The liability for the various schemes is based on an assessment by the SAS Trustee Corporation actuary for the defined benefit schemes administered by Pillar Administration for the financial year ended 30 June 2005.

Any unfunded superannuation liability is recognised as a liability in the statement of financial position.

Amounts representing prepaid superannuation contributions are recognised as an asset.

The financial assumptions used are as follows:

Discount rate	7.0%
Rate of salary increases	4.0%
Rate of CPI increases	2.5%

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 12. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

	Parent 2005 \$000	Parent 2004 \$000	Consolidated 2005 \$000	Consolidated 2004 \$000
<b>Land and Buildings</b>				
(a) Land and Buildings				
At Fair Value	705,245	579,814	732,640	599,712
Less Accumulated Depreciation	84,386	58,381	85,994	59,765
	<b>620,859</b>	<b>521,433</b>	<b>646,646</b>	<b>539,947</b>
(b) Finance Lease				
At Fair Value	105,417	90,278	105,417	90,278
Less Accumulated Amortisation	36,417	29,218	36,417	29,218
	<b>69,000</b>	<b>61,060</b>	<b>69,000</b>	<b>61,060</b>
<b>Total Land &amp; Buildings</b>				
At Fair Value	810,662	670,092	838,057	689,990
Less Accumulated Depreciation	84,386	58,381	85,994	59,765
Less Accumulated Amortisation	36,417	29,218	36,417	29,218
	<b>689,859</b>	<b>582,493</b>	<b>715,646</b>	<b>601,007</b>
<b>Plant &amp; Equipment</b>				
At Fair Value	173,549	142,491	226,067	193,556
Less Accumulated Depreciation	93,602	81,371	124,185	109,508
	<b>79,947</b>	<b>61,120</b>	<b>101,882</b>	<b>84,048</b>
<b>Total Property, Plant and Equipment at Net Book Value</b>	<b>769,806</b>	<b>643,613</b>	<b>817,528</b>	<b>685,055</b>

#### Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set out below.

Land and buildings comprise land, buildings, air conditioning, a finance lease and work in progress (Buildings at Cost – \$27.445 million). Plant and equipment comprise work in progress (Software – Major Projects – \$24.042 million), computer equipment, furniture and fittings, plant, equipment, leasehold improvements, software, voice communications and data communications.

#### (a) Revaluation of Land and Buildings

Each class of physical non-current assets is revalued at least every 5 years. Land and buildings were revalued as at 30 June 2005 by Mr I. McFarlane, A.A.P.I., Valuation Manager, Property Valuation Service – Department of Commerce, for the Attorney General's Department, the Public Trustee NSW – Office Administration Account and the Registry of Births, Deaths and Marriages.

Buildings and improvements have been valued at the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having similar service potential or future economic benefit to the existing asset. Land has been valued on an existing use basis.

In accordance with AASB 1041, "Revaluation of Non-Current Assets", when revaluing its land and buildings, the Department has applied the proportional gross restatement method to separately restate the gross amount and the related accumulated depreciation.

#### (b) Assets under Finance Lease

The finance lease asset relates to an arrangement entered into by the Department to lease the John Maddison Tower constructed by a private sector company to house the District Court and Dust Diseases Tribunal. The lease commenced on 1 July 1995, with a non cancellable term of 25 years and provision for an option of a further 15 years. The building is constructed on land owned by the Department. Such land is already subject to a head lease from the Department to the private sector company. The head lease rental is \$0.6 million which the Department recovers in rental offsets.

The finance lease was revalued as at 30 June 2005 by Mr I. McFarlane, A.A.P.I., Valuation Manager, Property Valuation Service – Department of Commerce. The leasehold asset will be amortised over the remainder of the lease.



## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 12. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT (continued)

	Land Parent \$000	Land Consol. \$000	Buildings Parent \$000	Buildings Consol. \$000	Plant & Equipment Parent \$000	Plant & Equipment Consol. \$000	Finance Lease Parent \$000	Finance Lease Consol. \$000	Total Parent \$000	Total Consol. \$000
<b>2005</b>										
<b>At Fair Value</b>										
Balance										
1 July 2004	145,728	156,400	434,094	443,320	142,480	193,548	90,278	90,278	812,580	883,546
Adjustments	0	0	(1,614)	(1,614)	1,615	1,626	0	0	1	12
Additions	(20)	(20)	34,317	34,351	33,638	39,119	0	0	67,935	73,540
Disposals	(344)	(344)	(99)	(99)	(4,185)	(8,226)	0	0	(4,628)	(8,669)
2005 Revaluation	36,218	36,543	56,964	64,381	0	0	15,139	15,139	108,321	116,063
<b>Balance</b>										
<b>30 June 2005</b>	<b>181,582</b>	<b>192,579</b>	<b>523,662</b>	<b>540,339</b>	<b>173,548</b>	<b>226,067</b>	<b>105,417</b>	<b>105,417</b>	<b>984,209</b>	<b>1,064,402</b>
<b>Accumulated Depreciation</b>										
Balance 1 July 2004	0	0	58,377	59,762	81,372	109,511	29,218	29,218	168,967	198,491
Adjustments	0	0	4	3	(4)	(3)	(0)	0	0	0
Additions	0	0	14,850	15,277	16,088	21,142	1,970	1,970	32,908	38,389
Disposals	0	0	(22)	(304)	(3,857)	(6,464)	0	0	(3,879)	(6,487)
2005 Revaluation	0	0	11,178	11,252	0	0	5,229	5,229	16,407	16,481
<b>Balance</b>										
<b>30 June 2005</b>	<b>0</b>	<b>0</b>	<b>84,387</b>	<b>86,271</b>	<b>93,599</b>	<b>124,186</b>	<b>36,417</b>	<b>36,417</b>	<b>214,403</b>	<b>246,874</b>
<b>Written down value as at</b>										
<b>30 June 2005</b>	<b>181,582</b>	<b>192,579</b>	<b>439,275</b>	<b>454,068</b>	<b>79,949</b>	<b>101,881</b>	<b>69,000</b>	<b>69,000</b>	<b>769,806</b>	<b>817,528</b>
<b>2004</b>										
<b>At Fair Value</b>										
Balance										
1 July 2003	136,726	138,476	389,167	393,766	122,492	155,064	90,278	90,278	738,663	777,584
Opening Balance – Public Trustee NSW	0	6,367	0	6,702	0	15,423	0	0	0	28,492
Adjustments	0	0	5,978	5,978	(5,978)	(5,978)	0	0	0	0
Additions	2,250	2,250	9,367	9,439	30,888	36,498	0	0	42,505	48,187
Disposals	(50)	(470)	(56)	(2,586)	(4,922)	(7,459)	0	0	(5,028)	(10,515)
2004 Fair Value Review	6,802	9,777	29,638	30,021	0	0	0	0	36,440	39,798
<b>Balance</b>										
<b>30 June 2004</b>	<b>145,728</b>	<b>156,400</b>	<b>434,094</b>	<b>443,320</b>	<b>142,480</b>	<b>193,548</b>	<b>90,278</b>	<b>90,278</b>	<b>812,580</b>	<b>883,546</b>
<b>Accumulated Depreciation</b>										
Balance										
1 July 2003	0	0	41,061	41,273	72,699	89,771	27,248	27,248	141,008	158,292
Opening Balance – Public Trustee NSW	0	0	0	1,548	0	7,345	0	0	0	8,893
Additions	0	0	13,354	13,907	13,491	19,427	1,970	1,970	28,815	35,304
Disposals	0	0	(21)	(949)	(4,818)	(7,032)	0	0	(4,839)	(7,981)
2004 Fair Value Review	0	0	3,983	3,983	0	0	0	0	3,983	3,983
<b>Balance</b>										
<b>30 June 2004</b>	<b>0</b>	<b>0</b>	<b>58,377</b>	<b>59,762</b>	<b>81,372</b>	<b>109,511</b>	<b>29,218</b>	<b>29,218</b>	<b>168,967</b>	<b>198,491</b>
<b>Written down value as at</b>										
<b>30 June 2004</b>	<b>145,728</b>	<b>156,400</b>	<b>375,717</b>	<b>383,558</b>	<b>61,108</b>	<b>84,037</b>	<b>61,060</b>	<b>61,060</b>	<b>643,613</b>	<b>685,055</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 13. CURRENT /NON-CURRENT ASSETS OTHER FINANCIAL ASSETS

Actual 2005 \$000	Parent Actual 2004 \$000		Consolidated Actual 2005 \$000	Actual 2004 \$000
		<b>Current</b>		
0	0	Call loans	0	3,520
0	0	Fixed interest bonds	0	2,010
<b>0</b>	<b>0</b>		<b>0</b>	<b>5,530</b>
		<b>Non-Current</b>		
0	0	Fixed interest bonds	0	15,760
0	0	Private loans	0	4,120
0	0	Offshore issues	0	2,019
0	0	Hour Glass Facility Trust	40,735	0
<b>0</b>	<b>0</b>		<b>40,735</b>	<b>21,899</b>

"Other Financial Assets" are interest bearing investments held by the Public Trustee NSW – Office Administration Account

### 14. CURRENT LIABILITIES – PAYABLES

0	30	Accrued salaries, wages and on-costs	626	35
7,592	5,698	Creditors	9,180	6,873
18,273	22,558	Other	18,983	23,267
<b>25,865</b>	<b>28,286</b>		<b>28,789</b>	<b>30,176</b>

Other Payables include claims for payments to victims of crime of \$8.809 million (\$12.749 million in 2003/2004) (refer Note 27)

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 15. CURRENT/NON-CURRENT LIABILITIES UNSECURED INTEREST BEARING LIABILITIES

Actual 2005 \$000	Parent Actual 2004 \$000		Consolidated	
			Actual 2005 \$000	Actual 2004 \$000
		<b>Unsecured</b>		
		<b>Current</b>		
73	69	Treasury advances repayable	1,274	1,269
1,668	1,274	Finance Lease (refer Note 19(d))	1,668	1,274
<b>1,741</b>	<b>1,343</b>		<b>2,942</b>	<b>2,543</b>
		<b>Non-Current</b>		
421	495	Treasury advances repayable	1,619	2,895
40,116	38,129	Finance lease (refer Note 19(d))	40,116	38,129
<b>40,537</b>	<b>38,624</b>		<b>41,735</b>	<b>41,024</b>
<b>41,784</b>	<b>39,403</b>	Finance lease (refer Note 19(d))	<b>41,784</b>	<b>39,403</b>
		The Department entered into a finance lease as referred to in Note 12(b). At balance date the value of the lease liability is:		
49,476	49,476	Gross value of lease	49,476	49,476
(7,692)	(10,073)	Less principal repayment	(7,692)	(10,073)
<b>41,784</b>	<b>39,403</b>	<b>Lease liability</b>	<b>41,784</b>	<b>39,403</b>
<b>494</b>	<b>564</b>	<b>Treasury Advances</b>	<b>2,893</b>	<b>4,164</b>
		<i>Repayment schedule:</i>		
73	69	Not later than one year	1,274	1,269
342	322	Between one and five years	1,540	2,722
79	172	Later than five years	79	172
<b>494</b>	<b>564</b>		<b>2,893</b>	<b>4,164</b>

#### Treasury Advances

The Department and BDM received advances from NSW Treasury of \$0.745 million and \$4.500 million respectively during 2000/2001. Interest is calculated based on the Colonial State Bank Business Rate during the year. Weighted average interest rates for the year were 6.28 % and 5.88% (6.28% and 5.88% in 2003/2004).

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 16. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS

Actual 2005 \$000	Parent Actual 2004 \$000		Consolidated Actual 2005 \$000	Actual 2004 \$000
		<b>Current</b>		
		<b>Employee benefits and related on-costs</b>		
20,568	20,031	Recreation leave	26,363	24,366
0	0	Provision for superannuation	0	14
1,076	1,135	Long service leave	2,200	2,173
<b>21,644</b>	<b>21,166</b>		<b>28,563</b>	<b>26,553</b>
		<b>Other Provisions</b>		
		Dividends		
		Amount owed to NSW Treasury by the Crown Solicitor's Office, the Registry of Births, Deaths and Marriages and the Public Trustee NSW – Office Administration Account		
0	0		9,899	10,534
<b>0</b>	<b>0</b>		<b>9,899</b>	<b>10,534</b>
<b>21,644</b>	<b>21,166</b>	<b>Total Provisions</b>	<b>38,462</b>	<b>37,087</b>
		<b>Movement in other provisions</b>		
		Movements in provisions during the financial year, other than employee benefits are set out below:		
0	0	Carrying amount at beginning of financial year	10,534	296
0	0	Additional provisions recognised, including increases to existing provisions	10,899	10,534
0	0	Reductions in provisions from payments or other sacrifices	(11,534)	(296)
<b>0</b>	<b>0</b>	<b>Carrying amount at end of financial year</b>	<b>9,899</b>	<b>10,534</b>

In the 2004/2005 financial year, the following dividends and tax equivalent payments were made: \$3.383 million (\$0.296 million in 2003/2004) by the Crown Solicitor's Office; \$2.238 million by the Registry of Births, Deaths and Marriages (\$nil in 2003/04) and \$5.915 million by the Public Trustee NSW – Office Administration Account (\$nil in 2003/04).

		<b>Non-Current</b>		
		<b>Employee benefits and related on-costs</b>		
9,930	10,391	Long service leave	23,880	25,934
683	677	Provision for superannuation	8,530	9,820
<b>10,613</b>	<b>11,068</b>		<b>32,410</b>	<b>35,754</b>
		<b>Aggregate employee benefits and related on-costs</b>		
21,644	21,166	Provisions – current	28,563	26,553
10,613	11,068	Provisions – non current	32,410	35,754
0	30	Accrued salaries, wages and on-cost (refer Note 14)	626	35
<b>32,257</b>	<b>32,264</b>		<b>61,599</b>	<b>62,342</b>

### 17. CURRENT/NON-CURRENT LIABILITIES – OTHER

		<b>Current</b>		
<b>2,893</b>	<b>1,517</b>	Liability to Consolidated Fund	<b>2,893</b>	<b>1,517</b>
		<b>Non-Current</b>		
<b>0</b>	<b>0</b>	Lease incentive liability	<b>287</b>	<b>44</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 18. CHANGES IN EQUITY

Actual 2005 \$000	Parent Actual 2004 \$000		Consolidated Actual 2005 \$000	Actual 2004 \$000
		<b>Accumulated Funds</b>		
369,522	360,061	Balance at the beginning of the financial year	454,670	399,128
0	0	Balance at the beginning of the financial year – Public Trustee NSW – Office Administration Account	0	35,562
		<i>Changes in accumulated funds – transactions with owners as owners</i>		
0	0	Dividend to the Consolidated Fund	(8,014)	(7,919)
0	0	Tax Equivalent Provision on Surplus	(2,885)	(2,901)
0	0	Distribution to the Common Fund of the Protective Commissioner	(1,173)	0
<b>0</b>	<b>0</b>	<b>Total</b>	<b>(12,072)</b>	<b>(10,820)</b>
		<i>Changes in accumulated funds – other than transactions with owners as owners</i>		
42,327	9,461	Surplus for the year	63,437	30,800
42,327	9,461		63,437	30,800
<b>411,849</b>	<b>369,522</b>	<b>Balance at the end of the financial year</b>	<b>506,035</b>	<b>454,670</b>
		<b>Asset Revaluation Reserve</b>		
225,424	192,962	Balance at the beginning of the financial year	228,782	192,962
		Increment on revaluation of:		
91,914	32,462	Land and buildings	99,303	35,820
0	0	Investments	1,930	0
<b>317,338</b>	<b>225,424</b>	<b>Balance at the end of the financial year</b>	<b>330,015</b>	<b>228,782</b>
		<b>Total Equity</b>		
594,946	553,023	Balance at the beginning of the financial year	683,452	592,090
0	0	Balance at the beginning of the financial year – Public Trustee NSW – Office Administration Account	0	35,562
		<i>Changes in equity – transactions with owners as owners</i>		
0	0	Dividend to the Consolidated Fund	(8,014)	(7,919)
0	0	Tax Equivalent Payments on Surplus	(2,885)	(2,901)
0	0	Section 55 Transfer to the Common Fund of the Protective Commissioner	(1,173)	0
<b>0</b>	<b>0</b>		<b>(12,072)</b>	<b>(10,820)</b>
		<i>Changes in equity – other than transactions with owners as owners</i>		
42,327	9,461	Surplus for the year	63,437	30,800
91,914	32,462	Increase in asset revaluation reserve	101,670	35,820
<b>134,241</b>	<b>41,923</b>		<b>164,670</b>	<b>66,620</b>
<b>729,187</b>	<b>594,946</b>	<b>Balance at the end of the financial year</b>	<b>836,050</b>	<b>683,452</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 19. COMMITMENTS FOR EXPENDITURE

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>(a) Capital Commitments</b>		
		Aggregate capital expenditure contracted for at balance date and not provided for:		
23,986	10,614	Not later than one year	25,359	10,934
0	420	Later than one year and not later than 5 years	0	420
0	0	Later than 5 years	0	0
<b>23,986</b>	<b>11,034</b>	<b>Total (including GST)</b>	<b>25,359</b>	<b>11,354</b>
		<b>(b) Other Expenditure Commitments</b>		
		Aggregate other expenditure contracted for at balance date and not provided for:		
2,792	5,903	Not later than one year	2,943	5,993
0	16	Later than one year and not later than 5 years	34	16
0	0	Later than 5 years	0	0
<b>2,792</b>	<b>5,919</b>	<b>Total (including GST)</b>	<b>2,977</b>	<b>6,009</b>
		<b>(c) Operating Lease Commitments</b>		
		Future non-cancellable operating lease rentals not provided for and payable:		
6,764	8,618	Not later than one year	15,079	16,730
6,139	9,646	Later than one year and not later than 5 years	18,539	28,264
6,584	6,726	Later than 5 years	6,584	6,788
<b>19,487</b>	<b>24,990</b>	<b>Total (including GST)</b>	<b>40,202</b>	<b>51,782</b>

These operating lease commitments relate to leases currently held in relation to the occupancy of premises by the Attorney General's Department in the Sydney area and regional offices.

At 30 June 2005, there are a number of leases where occupancy of the premises is on a month to month basis. These leases are not included in the above amounts as no commitment exists at the end of the financial year.

Cancellable operating leases (motor vehicles) of \$2.663 million (\$2.302 million in 2003/2004) are not included in the above amounts.

		<b>(d) Finance Lease Commitments</b>		
5,738	5,096	Not later than one year	5,738	5,096
22,953	20,385	Later than one year but not later than 5 years	22,953	20,385
57,382	66,253	Later than 5 years	57,382	66,253
86,073	91,734	Minimum lease payments	86,073	91,734
(44,289)	(52,331)	Less: future finance charges	(44,289)	(52,331)
<b>41,784</b>	<b>39,403</b>	<b>Lease Liability (including GST)</b>	<b>41,784</b>	<b>39,403</b>
		Classified as:		
1,668	1,274	Current	1,668	1,274
40,116	38,129	Non-current	40,116	38,129
<b>41,784</b>	<b>39,403</b>		<b>41,784</b>	<b>39,403</b>

The Finance lease refers to the lease taken out on the John Maddison as referred to in Note 12(b). The lease liability is the present value of the minimum lease payments. The 2005 amounts include GST to comply with ATO requirements.

The total "Capital Commitments", "Other Expenditure Commitments", "Operating Lease Commitments", leases on a month to month basis and cancellable operating leases (motor vehicles) above include input tax credits of \$9.873 million (\$6.206 million in 2003/2004) that are expected to be recoverable from the ATO.



## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 20. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
		<b>Contingent Liabilities</b>		
58,916	62,361	Victims Compensation Fund	58,916	62,361
365	99	Suitors Fund	365	99
1,200	2,272	Current Litigation	1,200	2,272
0	318	Rental Dispute	0	318
<b>60,481</b>	<b>65,050</b>		<b>60,481</b>	<b>65,050</b>

#### Victims Compensation Fund

There are 6,599 (7,242 in 2003/2004) pending applications (claims) on the Victims Compensation Fund as at 30 June 2005 which are expected to be paid at an average payment of \$8,928 (\$8,611 in 2004/2005) under the Victims Support and Rehabilitation Act, 1996.

#### Suitors Fund

There are 33 (8 in 2003/2004) claims pending on the Suitors' Fund as at 30 June 2005.

#### Current Litigation

Of current litigation in which the Crown Solicitor's Office and other General Counsel are involved, there are various matters which could have a financial impact, estimated at \$1.200 million (\$2.272 million in 2003/2004).

#### Contingent Assets

There were no contingent assets to report as at 30 June 2005.

### 21. BUDGET REVIEW

The following budget review has been conducted at the Consolidated level.

#### Net Cost of Services

The net cost of services was higher than budget by \$11.1 million. Expenses were over budget by \$23.9 million, while Revenue was over budget by \$14.8 million. In relation to expenses: Employee Related Expenses were over budget by \$5.4 million. This was primarily due to:

- Salary increases as a result of determinations by the Statutory and Other Offices Remuneration Tribunal (\$2.5 million) and redundancy payments (\$2.2 million).
- The impact of unfunded award increases for Crown Employees (\$1.7 million).
- Superannuation guarantee and payroll tax retrospective payments to arbitrators and costs assessors (\$3.6 million).
- Actual employee related expenses of the Victims Compensation Tribunal (\$4.8 million) appear in Employee Related Expenses, whereas their budgets are included in Other Services.

This over expenditure was partially offset by savings resulting from superannuation liability calculations by Pillar Administration, the State's superannuation authority, totalling \$5.8 million. Additionally, there were savings in the Registry of Births, Deaths and Marriages as the budget for Contractors and Agency Staff were included in Employee Related Expenses, whereas the expenditure (\$3.4 million) is included in Other Operating Expenses.

Other Operating Expenses were over budget by \$10.6 million. This included over expenditure on Bad and Doubtful Debts (\$5.1 million) Fees (\$6.4 million) and Rates (\$1.1 million). Over expenditure in Fees arose from the use of agency staff across most of the entities and was exacerbated by the budget for agency staff being included in Employee Related Expenses in the Registry of Births, Deaths and Marriages, as mentioned above. The over expenditure was partially offset by savings in Leasing (\$0.9 million), Travel (\$0.9 million) and Insurance (\$0.6 million).

Depreciation and Amortisation were over budget by \$4.3 million due to an escalation factor of 8% being applied from 1 July 2004 to reflect fair value of assets as assessed by the Property Valuation Service, Department of Commerce, and to leasehold improvements.

Other Expenses were over budget by \$2.2 million. This was due to Special Inquiries for the Waterfall and Gretley Inquiries (\$6.8 million) and Inquests, Post Mortems and Fees, Jurors Fees and Costs, and Costs Awarded Against the Crown in Criminal Matters (\$3.3 million).

These were offset by under expenditure of \$7.4 million compared with budget. The Victims Compensation Tribunal is included in Other Services, whereas actual expenditure is recorded against Employee Related and Other Operating Expenses.

Total Retained Revenue exceeded budget by \$14.8 million. This comprises better than expected revenue in Sale of Goods and Services (\$6.8 million), Investment Income (\$2 million), Retained Fees (\$5.5 million) and Other Revenue (\$2.1 million). This was offset by revenue less than budget in Grants and Contributions (\$1.7 million). Some of the better than budget results included surpluses in Local Courts (\$7.3 million), Supreme Court (\$1.9 million) and the Registry of Births, Deaths and Marriages (\$2.6 million).

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 21. BUDGET REVIEW (continued)

#### Assets and Liabilities

*Note: The budgeted amounts disclosed in the Statement of Financial Position vary from those disclosed in the State Budget Papers [see Note 1 (u)].*

Current assets were lower than budget by \$10.5 million. This was due to Cash being less than budget by \$6.7 million and Receivables by \$3.8 million.

Non-Current Assets were higher than budget by \$104.7 million, due to the following items being higher than budget: Land and Buildings (\$76.6 million), Other Financial Assets (\$19.8 million) and Receivables (\$11.1 million), offset by Plant and Equipment being lower than budget (\$2.8 million). The variance in Land and Buildings was due to revaluations as at 30 June 2005. Public Trustee NSW reported lower balances than budget for Current Cash and Receivables (\$17.9 million), as funds were switched during the year to Non-Current Other Financial Assets, resulting in that item being higher than budget (\$19.8 million). The variance in Receivables was mainly due to revised prepaid superannuation balances for the defined benefit superannuation schemes as advised by Pillar Administration.

The Asset Revaluation Reserve was \$101.2 million higher than budget as a result of asset revaluations in the Attorney General's Department, the Registry of Births, Deaths and Marriages and Public Trustee NSW by the Property Valuation Service, Department of Commerce.

#### Cash Flow from Operating Activities

Under the Financial Reporting Code for Budget Dependent General Government Sector Agencies, actual cash flows from operating activities are prepared inclusive of GST, whereas the budget is prepared in accordance with NSW Treasury guidelines and are exclusive of GST. As a consequence, budget variances are overstated by the GST amount.

Net cash inflows from operating activities were \$8.9 million lower than budget. This primarily results from:

1. Total payments – \$15.9 million higher than budget, mainly due to the cost impact of the GST, Special Inquiries for Waterfall and Gretley, Crown Solicitor's Office fees and Fees within Other Operating Expenses.
2. Total receipts – \$5.6 million higher than budget, mainly due to the impact of GST receipts and surpluses in Sales of Goods and Services, Retained Fees and Interest received being partially offset by a deficit in Other Revenue.
3. Cash flows from Government – \$1.4 million higher than budget primarily due to:
  - a) Recurrent appropriation – \$16.5 million higher than anticipated, mainly due to the receipt of additional funding for Special Inquiries, Crown Solicitor's Office fees and salary increases for Statutory Officers and unfunded award increases for Crown Employees.
  - b) Capital appropriation – \$15.3 million lower than anticipated, due to delays in the implementation of the CourtLink Project and construction of the Metropolitan Children's Court and Nowra Court House.

#### Cash Flow from Investing Activities

Cash outflows from investing activities were under budget by \$7.3 million. This was mainly due to the delays in the CourtLink Project and the construction of the Nowra Court House and the Metropolitan Children's Court. Delays were also experienced in relation to capital expenditure for the Crown Solicitor's Office (\$1.4 million), the Registry of Births, Deaths and Marriages (\$1.3 million) and the Public Trustee NSW (\$2 million).

#### Cash Flow from Financing Activities

Cash outflows from financing activities were higher than budget by \$5 million due primarily to higher than anticipated dividend payments and tax equivalent payments to the Office of State Revenue.

### 22. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

Parent			Consolidated	
2005	2004		2005	2004
\$000	\$000		\$000	\$000
(445,624)	(435,678)	Net cost of services	(430,517)	(420,183)
32,908	28,815	Depreciation	38,470	35,686
44,033	37,988	Acceptance by the Crown Entity of employee benefits	44,033	37,992
25	(2,011)	Increase/(decrease) in provisions	(1,332)	(3,164)
(2,992)	13,361	(Increase)/decrease in receivables	(6,911)	9,544
(2,421)	(3,020)	Increase/(decrease) in creditors	(988)	(3,985)
631	101	Net (gain)/loss on sale of plant and equipment	2,021	(792)
(168)	372	(Increase)/decrease in capital movements	(71)	739
445,294	405,612	Net cash flows from Government	451,297	411,456
<b>71,686</b>	<b>45,540</b>	<b>Net Cash Flows from Operating Activities</b>	<b>96,001</b>	<b>67,293</b>

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 23. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Department's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance date are as follows:

	Floating interest rate Consol. \$000	Fixed interest rate maturing in:			Non- interest bearing Consol. \$000	Total carrying amount Consol. \$000	Average interest rate Consol. %
2005		1 year or less Consol. \$000	Over 1 to 5 years Consol. \$000	More than 5 years Consol. \$000			
<b>Financial Assets</b>							
Cash at bank and on hand	23,506	0	0	0	722	24,228	4.92
T Corp 11am	2,458	0	0	0	0	2,458	5.25
TCorp Hour Glass Facility Trusts:							
Cash Facility Trust	4,189	0	0	0	0	4,189	5.64
Cash Plus Facility Trust	8,756	0	0	0	0	8,756	5.74
	<b>12,945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,945</b>	
<b>Total Cash</b>	<b>38,909</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>722</b>	<b>39,631</b>	
Receivables	0	0	0	0	64,831	64,831	
Interest bearing investments							
Hour Glass Long Term	0	0	0	40,735	0	40,735	
<b>Total Financial Assets</b>	<b>38,909</b>	<b>0</b>	<b>0</b>	<b>40,735</b>	<b>65,553</b>	<b>145,197</b>	
<b>Financial Liabilities</b>							
Payables	0	0	0	0	28,186	28,186	
Dividends payable	0	0	0	0	9,899	9,899	
Interest bearing liabilities:							
Finance Lease	0	1,668	7,913	32,203	0	41,784	6.96
Treasurer's Advance	0	1,200	1,200	0	0	2,400	5.88
Treasurer's Advance	0	73	342	79	0	494	6.28
<b>Total Financial Liabilities</b>	<b>0</b>	<b>2,941</b>	<b>9,455</b>	<b>32,282</b>	<b>38,085</b>	<b>82,763</b>	

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 23. FINANCIAL INSTRUMENTS (continued)

		Fixed interest rate maturing in:					
	Floating interest rate Consol. \$000	1 year or less Consol. \$000	Over 1 to 5 years Consol. \$000	More than 5 years Consol. \$000	Non- interest bearing Consol. \$000	Total carrying amount Consol. \$000	Average interest rate Consol. %
<b>2004</b>							
<b>Financial Assets</b>							
Cash at bank and on hand	36,143	0	0	0	52	36,195	4.44
TCorp Hour Glass Facility Trusts:							
Cash Facility Trust	0	3,473	0	0	0	3,473	6.13
Cash Plus Facility Trust	0	4,328	0	0	0	4,328	5.23
	<b>0</b>	<b>7,801</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,801</b>	
<b>Total Cash</b>	<b>36,143</b>	<b>7,801</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>43,996</b>	
Receivables	0	0	0	0	54,093	54,093	
Interest bearing investments							
Call Loans	3,521	0	0	0	0	3,521	5.25
Fixed Interest Bonds	0	2,010	13,658	2,102	0	17,770	5.27
Private Loans	0	4,120	0	0	0	4,120	7.05
Offshore Issues	0	2,018	0	0	0	2,018	4.89
<b>Total Investments</b>	<b>3,521</b>	<b>8,148</b>	<b>13,658</b>	<b>2,102</b>	<b>0</b>	<b>27,429</b>	
<b>Total Financial Assets</b>	<b>39,664</b>	<b>15,949</b>	<b>13,658</b>	<b>2,102</b>	<b>54,145</b>	<b>125,518</b>	
<b>Financial Liabilities</b>							
Payables	0	0	0	0	29,707	29,707	
Dividends payable	0	0	0	0	4,250	4,250	
Interest bearing liabilities:							
Finance Lease	0	1,417	6,725	31,260	0	39,402	6.96
Treasurer's Advance	0	1,200	2,400	0	0	3,600	5.88
Treasurer's Advance	0	64	280	219	0	563	6.28
<b>Total Financial Liabilities</b>	<b>0</b>	<b>2,681</b>	<b>9,405</b>	<b>31,479</b>	<b>33,957</b>	<b>77,522</b>	

The average interest rate was computed on a monthly basis.

#### (b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract/or financial position failing to discharge a financial obligation thereunder. The Department's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the statement of financial position.

#### (c) Net Fair Value

The net fair value of cash and cash equivalents and non interest bearing monetary financial assets and financial liabilities approximates their carrying value.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 24 TRUST FUNDS

The Department holds monies in trust which represent funds belonging to parties involved in court cases, or amounts held in trust for third parties. These monies are excluded from the financial statements as the Department cannot use them for the achievement of its objectives. The following is a summary of the transactions in the trust account:

Parent			Consolidated	
Actual 2005 \$000	Actual 2004 \$000		Actual 2005 \$000	Actual 2004 \$000
22,009	28,035	Cash balance at the beginning of the financial year	31,794	41,013
410,501	392,209	Add: Receipts	474,387	429,570
411,123	398,235	Less: Expenditure	444,156	438,789
<b>21,387</b>	<b>22,009</b>	<b>Cash balance at the end of the financial year</b>	<b>62,025</b>	<b>31,794</b>
		This is represented by:		
0	0	Crown Solicitor's Office	40,638	9,785
1,970	5,221	Supreme Court	1,970	5,221
96	228	Land and Environment Court	96	228
2,048	1,584	Industrial Relations Commission	2,048	1,584
2,272	2,640	District Court	2,272	2,640
14,844	12,156	Local Courts and Sheriff	14,844	12,156
157	180	Financial Services	157	180
<b>21,387</b>	<b>22,009</b>		<b>62,025</b>	<b>31,794</b>

For the Supreme Court, an amount of \$62.254 million (\$47.792 million in 2003/2004) is held outside the Department's Public Monies Account for Supreme Court matters and comprises \$62.196 million invested with the Public Trustee and \$0.058 million invested in a Westpac Prothonotary Account, in accordance with the Supreme Court rules and orders of the Court. This amount is not included in the above figures.

For the District Court, an amount of \$24.162 million (\$20.146 million in 2003/2004) is held outside the Department's Public Monies Account for District Court matters. This amount is not included in the above figures and represents suitors' monies that the District Court has ordered the Registrar to invest on behalf of the parties concerned and for the sole benefit of those parties. Bail securities other than cash are held by the Supreme Court, District Courts and Local Courts. The *Bail Act, 1978*, does not define security, so many things are put forward by persons as security, e.g. land title documents, jewellery, motor vehicles, bills of sale, bank guarantees, etc.

### 25. ADMINISTERED ASSETS

		Administered Assets		
22,788	21,686	Receivables	22,788	21,686
(15,964)	(17,586)	Less: Provision for doubtful debts	(15,964)	(17,586)
<b>6,824</b>	<b>4,100</b>	<b>Total Administered Assets</b>	<b>6,824</b>	<b>4,100</b>

The administered assets relate to receivables in respect of fines

### 26. ADMINISTERED REVENUE – SCHEDULE OF UNCOLLECTED AMOUNTS

		Fines		
22,788	21,686	Receivables	22,788	21,686
(15,964)	(17,586)	Less: Provision for doubtful debts	(15,964)	(17,586)
<b>6,824</b>	<b>4,100</b>	<b>Total Administered Revenue – Uncollected Amounts</b>	<b>6,824</b>	<b>4,100</b>

The administered revenue – schedule of uncollected amounts relate to receivables and the provision for doubtful debts in respect of fines outstanding for the Local Courts and other Court jurisdictions.

## NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL REPORTS

for the year ended 30 June 2005

### 27. VICTIMS COMPENSATION FUND

The Victims Compensation Fund (the Fund) was constituted by an amendment to the *Victims Compensation Act 1987* (effective from 1 February, 1990) for the purpose of compensating victims for injuries resulting from acts of violence, witnesses to such acts, close relatives of the deceased victims and to law enforcement victims. Under the Act the control and management of the Fund rests with the corporation constituted with the corporate name of the "Victims Compensation Fund Corporation", the affairs of which are managed by the Director General of the Attorney General's Department. The *Victims Compensation Act 1996*, which was assented to on 2 December 1996, and came into effect on 2 April 1997, repealed the *Victims Compensation Act 1987* and includes identical provisions in relation to the management of the Fund, in addition to increasing the restitution powers and capabilities of the Tribunal. However, the new Act did contain transitional provisions which enable claims lodged prior to the date of assent to be dealt with in accordance with the repealed Act.

In November 1998 a number of amendments to the 1996 Act were passed in Parliament and these amendments came into effect in two stages – in February and April 1999.

In June 2000 a further number of amendments were passed in Parliament including a change in the name of the legislation to the *Victims Support and Rehabilitation Act 1996*. In July 2000, the threshold was raised to \$7,500 by Proclamation.

All transactions relating to Victims Compensation, as reflected in these financial reports, flow through the Victims Compensation Fund. Total compensation to victims of crime for the financial year ended 30 June 2005 was \$59.879 million (\$62.369 million in 2003/2004) (refer Note 2 (f)), including an accrual of \$8.809 million (\$12.749 million accrual in 2003/2004) (refer Note 14).

Collections payable to the Fund include:

- Restitution payments by offenders;
- Monies collected under the *Confiscation of Proceeds of Crime Act, 1989*; and
- Victims Compensation Levies collected under section 65 of the Act by the Supreme, District, Local and Children's Courts.

### END OF AUDITED FINANCIAL REPORTS



# CROWN SOLICITOR'S OFFICE

## Financial Report for the year ended 30 June 2005

### Statement by Director General

In accordance with section 41C of the *Public Finance and Audit Act, 1983*, I state that:

- (a) The accompanying financial report has been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the Public Finance and Audit (General) Regulation 2000 and the Treasurer's Directions.
- (b) The financial report exhibits a true and fair view of the financial position and transactions of the Office for the year ended 30 June 2005.
- (c) At the date of this statement there are no circumstances which would render any particulars included in the financial report to be misleading or inaccurate.

Laurie Glanfield

**Director General**

7 October 2005



GPO BOX 12  
Sydney NSW 2001

INDEPENDENT AUDIT REPORT  
CROWN SOLICITOR'S OFFICE

To Members of the New South Wales Parliament

**Audit Opinion**

In my opinion, the financial report of the Crown Solicitor's Office:

- presents fairly the Office's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- complies with section 45E of the *Public Finance and Audit Act 1983* (the Act).

My opinion should be read in conjunction with the rest of this report.

**The Director-General's Role**

The financial report is the responsibility of the Director-General of the Attorney General's Department. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, and the accompanying notes.

**The Auditor's Role and the Audit Scope**

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides reasonable assurance to members of the New South Wales Parliament that the financial report is free of material misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Director-General in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Director-General had not fulfilled his reporting obligations.

My opinion does not provide assurance:

- about the future viability of the Crown Solicitor's Office,
- that the Crown Solicitor's Office has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

**Audit Independence**

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

A Oyetunji CPA  
Director, Financial Audit Services

SYDNEY  
10 October 2005

# STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2005

	Notes	Actual 2005 \$000	Actual 2004 \$000
<b>Revenue</b>			
Revenue from operating activities	2(a)	46,389	47,510
Revenue from outside operating activities	2(b)	980	507
		<b>47,369</b>	<b>48,017</b>
<b>Expenditure</b>			
Operating expenditure			
Employee related	3(a)	18,210	17,199
Other operating expenditure	3(b)	6,453	6,503
Maintenance		201	142
Depreciation	3(c)	936	973
Other expenditure	3(d)	16,216	18,367
		<b>42,016</b>	<b>43,184</b>
<b>Surplus for the year</b>		<b>5,353</b>	<b>4,833</b>
<b>Total revenue, expenditure and valuation adjustments recognised directly in equity</b>		<b>0</b>	<b>0</b>
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>	10	<b>5,353</b>	<b>4,833</b>

The accompanying notes form part of this report.

# STATEMENT OF FINANCIAL POSITION

as at June 2005

	Notes	Actual 2005 \$000	Actual 2004 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	5	10,027	9,833
Receivables	1(p)/6	10,546	11,907
<b>Total Current Assets</b>		<b>20,573</b>	<b>21,740</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	7	3,010	2,956
Receivables	1(p)/6	8,303	6,073
<b>Total Non-Current Assets</b>		<b>11,313</b>	<b>9,029</b>
<b>Total Assets</b>		<b>31,886</b>	<b>30,769</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	8	760	1,825
Provisions	1(c)/9	5,648	5,133
<b>Total Current Liabilities</b>		<b>6,408</b>	<b>6,958</b>
<b>Non-Current Liabilities</b>			
Provisions	1(c)/9	2,968	2,907
<b>Total Non-Current Liabilities</b>		<b>2,968</b>	<b>2,907</b>
<b>Total Liabilities</b>		<b>9,376</b>	<b>9,865</b>
<b>Net Assets</b>		<b>22,510</b>	<b>20,904</b>
<b>EQUITY</b>			
Retained earnings	10	22,510	20,904
<b>Total Equity</b>		<b>22,510</b>	<b>20,904</b>

The accompanying notes form part of this report.

# STATEMENT OF CASH FLOWS

for the year ended 30 June 2005

	Notes	Actual 2005 \$000	Actual 2004 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related		(20,279)	(18,460)
Other		(25,908)	(26,623)
<b>Total Payments</b>		<b>(46,187)</b>	<b>(45,083)</b>
<b>Receipts</b>			
User charges		49,854	48,405
Interest received		609	291
Other		395	204
<b>Total Receipts</b>		<b>50,858</b>	<b>48,900</b>
<b>Net Cash Provided by Operating Activities</b>	11	<b>4,671</b>	<b>3,817</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		0	9
Purchases of property, plant and equipment		(1,094)	(1,124)
<b>Net Cash used in Investing Activities</b>		<b>(1,094)</b>	<b>(1,115)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Dividend payment to NSW Treasury	9	(3,383)	(296)
<b>Net Cash used in Financing Activities</b>		<b>(3,383)</b>	<b>(296)</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<b>194</b>	<b>2,406</b>
Cash at the beginning of the reporting period		9,833	7,427
<b>CASH AT THE END OF THE REPORTING PERIOD</b>	5	<b>10,027</b>	<b>9,833</b>

The accompanying notes form part of this report.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) Reporting Entity

The Crown Solicitor's Office (the Office), as a reporting entity, comprises all the operating activities under the control of the Office.

The Office commenced operating on a commercial basis from 1 July 1995. It is a commercial entity of the Attorney General's Department and is included in the consolidated financial report of the Department.

#### (b) Basis of Accounting

The Office's financial report is a general purpose financial report which has been prepared on an accruals basis and in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group (UIG) Consensus Views, the requirements of the Public Finance and Audit Act and Regulations, and the Treasurer's Directions.

Where there are inconsistencies between the requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

The financial report is prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency. The accounting policies adopted are consistent with those of the previous year.

The Office has received a direction from NSW Treasury under section 45E of the *Public Finance and Audit Act* to require the Office's financial report to be prepared in accordance with the statutory body requirements as outlined in the Act and Regulation.

#### (c) Employee Benefits and other provisions

##### (i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages (including non-monetary benefits), annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

##### (ii) Long Service Leave and Superannuation

The Office contributes to the NSW Treasury's Long Service Leave pool and to the three superannuation schemes run by Pillar Administration (refer to Note 9).

The Treasury "pool" account administers the Long Service Leave Provision for agencies and commercial activities whose liabilities were previously assumed by the Crown Entity due to their being part of the Budget Sector. Contributions made to Treasury are included in Salaries and Related Expenses. In accordance with AASB 1028 "Employee Benefits" and Treasury Circular 03/08 "LSL Pool – Accounting for Long Service Leave", the total long service leave liability which included on-costs at balance date was recognised as a provision (Note 9). The amount of on-costs was expensed because the Treasury 'Pool' account does not assume on-costs. The balance was recognised as an asset as 'Receivable – long service leave' (Note 6).

##### (iii) Other Provisions

Other provisions exist when the Office has a present legal, equitable or constructive obligation to make a future sacrifice of economic benefits to other entities as a result of past transactions or other past events. These provisions are recognised when it is probable that a future sacrifice of economic benefits will be required and the amount can be measured reliably.

#### (d) Insurance

The Office's insurance activities are conducted through the NSW Treasury Managed Fund Scheme (TMF) of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

#### (e) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Office. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

#### (f) Plant and Equipment

Plant and equipment costing \$3,000 and above individually are capitalised.

#### (g) Depreciation of Non-Current Physical Assets

Depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the entity.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

The depreciation rates used for each class of assets are as follows:

• Computer equipment	25%
• Furniture and fittings	10%
• Plant and equipment	20%
• Leasehold improvements	26%
• Software	25%
• Software – Major Projects	10%

### (h) Work in Progress

There were unbilled fees and disbursements relating to work performed by the Office as at 30 June 2005. The Complete Legal Office financial billing system, which is in use in the Office, records all solicitors' times and disbursements on a matter by matter basis. The information (hours worked by each solicitor and disbursements) is entered into the system on the day following the undertaking of the work. This system has been used to calculate and cost unbilled fees in respect of recoverable hours and disbursements made on behalf of clients as at 30 June 2005.

### (i) Financial Instruments

Financial instruments give rise to positions that are both a financial asset of one entity and a financial liability (or equity instrument) of another entity. For the Office these include cash, investments, receivables, accounts payable and dividends.

In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments", information is disclosed in Note 12 in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- Cash
- investments
- receivables
- accounts payable
- dividends

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accruals basis.

### (j) Dividend/Contribution to Consolidated Fund

The Office returns to the Consolidated Fund public monies generated through its activities that are surplus to the Office's on-going requirements.

The surplus or "dividend" for the current year is calculated at 70% of net profit after adjustment for the individually significant item of \$2.168 million (refer Note 4), in accordance with the practice agreed previously with NSW Treasury.

### (k) Trust Funds

The Office receives monies in a trustee capacity as set out in Note 15. As the Office performs only a custodial role in respect of these monies, and because the monies cannot be used for the achievement of the Office's own objectives, they are not brought to account in the financial report.

### (l) Revenue Recognition

#### *Sales revenue*

Sales revenue comprises revenue earned from:

- (1) the provision of services to outside entities and recognised when the fee in respect of services provided is receivable and
- (2) legal disbursements incurred on behalf of outside entities and recognised when the recoupment in respect of the disbursement provided is receivable.

#### *Interest income*

Interest income is recognised as it accrues.

#### *Asset sales*

The gross proceeds of asset sales are included as revenue. The profit or loss on disposal of assets is brought to account at the date of disposal or sale.

#### *Other revenue*

Other revenue comprises income received from non-core activities and is recognised when the fee in respect of these activities is receivable.

### (m) Accounting for the Goods and Services Tax (GST)

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

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

### (n) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

### (o) Leased Assets

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

### (p) Receivables

Trade debtors are required to settle within 14 days. Accounts receivable generally settled within fourteen days are carried at amounts due. The Office considers that the carrying amounts of trade and other debtors approximate their net fair values. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

### (q) Payables

Accounts payable including accruals not yet billed are recognised when the Office becomes obliged to make future payments as a result of a purchase of goods or services. Accounts payable are generally settled within the terms of the supplier. The Office considers the carrying amount of trade and other accounts payable approximate their net fair values.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### (r) TCorp HourGlass Facilities

The Office has investments in TCorp's Hour-Glass Investment facilities. The Office's investments are represented by a number of units in managed investments within the facilities. Each facility has different investment horizons and comprises a mix of asset classes appropriate to that investment horizon. TCorp appoints and monitors fund managers and establishes and monitors the application of appropriate investment guidelines.

The Office's investments are:

	2005 \$000	2004 \$000
Cash Plus Facility Trust (Note 5)	8,756	4,328
	<b>8,756</b>	<b>4,328</b>

These investments are generally able to be redeemed with up to five-business days notice (dependent upon the facility). The value of the investments held can decrease as well as increase depending upon market conditions. The value that best represents the maximum credit risk exposure is the net fair value. The value of the above investments represents the Office's share of the underlying assets of the facility and is stated at net fair value.

### (s) Impact of Adopting Australian Equivalents to IFRS

The Office will apply the Australian Equivalents to International Financial Reporting Standards (AEIFRS) from the reporting period beginning 1 July 2005.

The following strategy is being implemented to manage the transition to AEIFRS:

- Membership of a Working Party established in April 2004 to oversight the transition, comprising all senior finance officers from within the Attorney General's Department (the Department) and chaired by the Department's Director, Financial Services;
- The Working Party held meetings in 2004 and 2005 to review the Pending Standards and Treasury Analysis papers to identify any potential impacts; and
- An Implementation Strategy was prepared to address any initial reporting requirements and compliance issues from NSW Treasury.

Draft opening balance sheets as at 1 July 2004 were submitted to NSW Treasury as part of the implementation process during December 2004 and March 2005. As a result of the Audit Office review of the opening balance sheet and further revisions advised by Pillar Administration regarding the balances of the defined benefit schemes in June 2005, an amended opening balance sheet as at 1 July 2004 was submitted to NSW Treasury by 30 June 2005.

A final balance sheet as at 30 June 2005 will be submitted during August 2005 in accordance with NSW Treasury requirements and timeframes.

The Office has determined the key areas where changes in accounting policies are likely to impact upon the financial report. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. The impacts disclosed below reflect NSW Treasury's likely mandates (referred to as "indicative mandates").

Shown below are management's best estimates as at the date of preparing the 30 June 2005 financial report of the estimated financial impacts of AEIFRS on the Office's equity and surplus/deficit. The Office does not anticipate any material impacts upon its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the UIG Interpretations and/or emerging accepted practice in their interpretation and application. The Office's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends upon when this standard is finalised and whether it can be adopted in 2005/06.

NSW Treasury is assisting the Office to manage the transition by developing policies, including mandates of options; presenting seminars; providing a website with up-to-date information on any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

### (i) Recognition of Key Aggregates

Reconciliation of Equity under AGAAP to Equity under AEIFRS:

Notes	30/06/05 \$000	01/07/04 \$000
<b>Total Equity under AGAAP</b>	<b>22,510</b>	<b>20,904</b>
<b>Adjustments to Accumulated Funds</b>		
Depreciation of make-good costs	2 (312)	
Defined benefit superannuation adjustment for change in discount rate	1 (6,354)	(3,214)
<b>Total Equity under AEIFRS</b>	<b>15,844</b>	<b>17,690</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

Reconciliation of Surplus under AGAAP to Surplus under AEIFRS:

	Notes	30/06/05 \$000
<b>Surplus under AGAAP</b>		<b>5,353</b>
Depreciation of make-good costs	2	(312)
Defined benefit superannuation	1	(3,140)
<b>Surplus under AEIFRS</b>		<b>1,901</b>

- 1 AASB 119 *Employee Benefits* requires the defined benefit obligation to be discounted using the government bond rate at each reporting date rather than the long-term expected rate of return on plan assets. As the Office's superannuation obligation is not assumed by the Crown, this will increase the defined benefit superannuation liability (or decrease the asset where there is an overfunded position) and change the quantum of the superannuation expense.
- 2 AASB 116 *Property, Plant and Equipment* requires the cost and fair value of property, plant and equipment to be increased to include restoration costs, where restoration provisions are recognised under AASB137 *Provisions, Contingent Liabilities and Contingent Assets*. Major inspection costs must be capitalised and this will require the fair value and depreciation of the related asset to be re-allocated.

### (ii) Financial Instruments

In accordance with NSW Treasury's indicative mandates, the Office will apply the exemption provided in AASB 1 *First Time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These Standards will apply from 1 July 2005. None of the information provided above includes any impacts from financial instruments. However, when these Standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of the surplus/deficit. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

## 2. REVENUE

	2005 \$000	2004 \$000
<b>(a) Revenue from operating activities</b>		
Rendering of services		
Fees	30,169	29,139
Legal disbursements recouped	16,220	18,371
	<b>46,389</b>	<b>47,510</b>
<b>(b) Revenue from outside operating activities</b>		
Interest revenue	585	305
Gross proceeds from sale of non-current assets	0	9
Other revenue	395	193
	<b>980</b>	<b>507</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 3. EXPENDITURE

	2005 \$000	2004 \$000
<b>(a) Employee related expenditure</b>		
Salaries and wages (including recreation leave)	17,209	15,358
Superannuation entitlements (refer Notes 4 & 9)	(472)	354
Long service leave	284	404
Workers compensation insurance	95	98
Payroll tax and fringe benefits tax	1,094	985
	<b>18,210</b>	<b>17,199</b>
<b>(b) Other operating expenditure</b>		
Advertising & publicity	18	71
Auditor's remuneration – audit of the financial report	30	30
Bad and doubtful debts	105	62
Bank charges	3	4
Consultancy	44	46
Electricity	78	91
Fees	2,152	2,644
General expenditure	336	325
Insurance	15	12
Book value on sale of property, plant and equipment	12	12
Motor vehicles	7	16
Postage	60	55
Printing	207	188
Publications	306	211
Rates & charges	111	125
Rental	2,120	1,913
Staff expenditure & training	339	232
Stores	338	286
Telephone	153	166
Travel	19	14
	<b>6,453</b>	<b>6,503</b>
<b>(c) Depreciation</b>		
Computer equipment	131	274
Furniture and fittings	21	19
Plant and equipment	22	76
Leasehold improvements	631	505
Software	131	99
	<b>936</b>	<b>973</b>
<b>(d) Other expenditure</b>		
Legal Disbursements – made on behalf of other Government Departments	16,216	18,367
	<b>16,216</b>	<b>18,367</b>

During the course of the year, the Office incurs legal expenses on behalf of clients. This is shown in “Other expenditure – legal disbursements made on behalf of other government departments”. These expenses are then invoiced to the client and are shown in revenue from operating activities as “Rendering of services – legal disbursements recouped” (refer Note 2).

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 4. INDIVIDUALLY SIGNIFICANT ITEMS

An amount of \$2.168 million was credited to salaries and wages (refer Notes 3(a) and 9) in 2004/2005, resulting from an assessment issued by Pillar Administration stating that the Office had total prepaid superannuation contributions of \$5.716 million as at 30 June 2005 (\$3.548 million as at 30 June 2004) (refer Note 6).

### 5. CURRENT ASSETS – CASH

	2005 \$000	2004 \$000
Cash at bank and on hand	1,271	5,505
Deposit – TCorp HourGlass Cash Plus Facility Trust	8,756	4,328
	<b>10,027</b>	<b>9,833</b>

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and deposits in the TCorp HourGlass Cash Plus Facility Trust. Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	10,027	9,833
<b>Closing Cash and Cash Equivalents (per Statement of Cash Flows)</b>	<b>10,027</b>	<b>9,833</b>

### 6. CURRENT/NON-CURRENT ASSETS – RECEIVABLES

#### Current

Trade debtors	4,986	5,438
Work in progress	5,274	6,028
Other debtors		
Other	197	222
Interest receivable	73	97
Long service leave	272	262
Less: provision for doubtful debts	(256)	(140)
	<b>10,546</b>	<b>11,907</b>

#### Non-Current

Other debtors		
Prepayment of superannuation (refer Note 9)	5,716	3,548
Long service leave	2,587	2,525
	<b>8,303</b>	<b>6,073</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 7. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

	Computer Equipment	Furniture & Fittings	Plant & Equipment	Leasehold Improvements	Software	Software Major Projects	Total
2005	\$000	\$000	\$000	\$000	\$000	\$000	\$000
At Fair Value	1,128	217	476	4,525	755	734	7,835
Less Accumulated Depreciation	820	106	276	2,848	665	110	4,825
<b>At Net Book Value</b>	<b>308</b>	<b>111</b>	<b>200</b>	<b>1,677</b>	<b>90</b>	<b>624</b>	<b>3,010</b>
<b>2004</b>							
At Fair Value	1,245	193	412	4,189	766	460	7,265
Less Accumulated Depreciation	1,012	98	280	2,265	592	62	4,309
<b>At Net Book Value</b>	<b>233</b>	<b>95</b>	<b>132</b>	<b>1,924</b>	<b>174</b>	<b>398</b>	<b>2,956</b>

#### Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current period and previous financial year are set out below.

#### 2005

Carrying amount at							
Start of year	233	95	132	1,924	174	398	2,956
Additions	207	45	92	384	0	274	1,002
Disposals	323	20	29	48	13	0	433
Depreciation expense	131	21	22	631	83	48	936
Write-back on Disposal	322	12	27	48	12	0	421
<b>Carrying amount at end of period</b>	<b>308</b>	<b>111</b>	<b>200</b>	<b>1,677</b>	<b>90</b>	<b>624</b>	<b>3,010</b>

#### 2004

Carrying amount at							
Start of year	492	106	205	1,348	527	0	2,678
Additions	27	8	3	1,081	73	71	1,263
Disposals	645	0	0	0	3	0	648
Transfers Out	0	0	0	0	389	0	389
Transfers In	0	0	0	0	0	389	389
Depreciation expense	274	19	76	505	101	(2)	973
Write-back on Disposal	633	0	0	0	3	0	636
Write-back on Transfer	0	0	0	0	64	0	64
Depreciation on Transfer	0	0	0	0	0	64	64
<b>Carrying amount at end of year</b>	<b>233</b>	<b>95</b>	<b>132</b>	<b>1,924</b>	<b>174</b>	<b>398</b>	<b>2,956</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 8. CURRENT LIABILITIES – PAYABLES

	2005 \$000	2004 \$000
Creditors	602	1,538
Other	158	287
	<b>760</b>	<b>1,825</b>

### 9. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS

#### Employee benefits and related on-costs

Recreation leave	1,589	1,449
Long service leave	3,280	3,208
	<b>4,869</b>	<b>4,657</b>

#### Other Provisions

Dividends		
Amount owed to NSW Treasury	3,747	3,383
	<b>3,747</b>	<b>3,383</b>

#### Total Provisions

	<b>8,616</b>	<b>8,040</b>
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#### Aggregate employee benefits and related on-costs

Provisions – current	1,901	1,750
Provisions – non-current	2,968	2,907
	<b>4,869</b>	<b>4,657</b>

The Office has been responsible for superannuation contributions from 1 July 1995. Prior to this all liabilities were assumed by the Crown Entity.

An amount of \$1.696 million was charged to the expense account (\$1.464 million in 2003/2004) within employee related expenses and represents the contributions paid by the Office to the superannuation schemes (Refer Note 3(a)).

The status of the superannuation reserves as at 30 June 2005 is given below:

	SASS (i) \$000	SANCS (ii) \$000	SSS (iii) \$000	2005 TOTAL \$000	2004 TOTAL \$000
Reserve Account Balance	2,691	1,884	20,662	25,237	21,244
Less: Actuarial Gross Past Liability	1,838	1,104	16,579	19,521	17,696
<b>Superannuation Assets</b>	<b>853</b>	<b>780</b>	<b>4,083</b>	<b>5,716</b>	<b>3,548</b>

(i) SASS – State Authorities Superannuation Scheme

(ii) SANCS – State Authorities Non-Contributory Superannuation Scheme

(iii) SSS – State Superannuation Scheme

The liability for the various schemes is based on an assessment by the actuary, Mercer, for the defined benefit schemes administered by the Pillar Administration for the financial year ending 30 June 2005.

Payments are made to the Superannuation Administration Corporation to reduce the superannuation liability. These payments are held in Investment Reserve Accounts.

Any unfunded superannuation liability is recognised as a liability in the statement of financial position. Amounts representing prepaid superannuation contributions are recognised as an asset (refer Note 6).



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 9. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS (CONTINUED)

The economic assumptions used are as follows:

	30 June 2005 %
Investment Return	7.0
Salary Growth Rate	4.0
Consumer Price Index	2.5

The movement in the provision for dividend is as follows:

	2005 \$000	2004 \$000
Balance 1 July	3,383	296
Increase in provision for the year	3,747	3,383
Dividend/Contribution Paid	(3,383)	(296)
<b>Balance 30 June</b>	<b>3,747</b>	<b>3,383</b>

The balance of the provision for dividend is payable to Treasury in accordance with Note 1(j).

### 10. EQUITY

Balance at the beginning of the financial year	20,904	19,454
Total changes in equity recognised in the Statement of Financial Performance	5,353	4,833
<b>Transactions with owners as owners</b>		
Dividends	(3,747)	(3,383)
<b>Balance at the end of the financial year</b>	<b>22,510</b>	<b>20,904</b>

### 11. NOTES TO THE STATEMENT OF CASH FLOWS

#### Reconciliation of Net Cash Provided by Operating Activities to Surplus

Surplus for the year	5,353	4,833
Depreciation	936	973
Increase(Decrease)/In provisions	213	446
(Decrease)/Increase in payables	(973)	617
Decrease/(Increase) in receivables	(870)	(3,055)
Net (profit)/loss on sale of plant and equipment	12	3
<b>Net cash provided by operating activities</b>	<b>4,671</b>	<b>3,817</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 12. FINANCIAL INSTRUMENTS

#### (a) Interest Rate Risk

Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Office's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance date are as follows:

	Floating interest rate	Non- interest bearing	Total carrying amount as per the statement of financial position	Effective interest rate
2005	\$000	\$000	\$000	%
<b>Financial Assets</b>				
Cash	1,268	3	1,271	4.50
TCorp HourGlass Investment	8,756	0	8,756	5.74
Receivables	0	10,117	10,117	0
<b>Total financial assets</b>	<b>10,024</b>	<b>10,120</b>	<b>20,144</b>	
<b>Financial Liabilities</b>				
Accounts payable	0	760	760	0
Dividends	0	3,747	3,747	0
<b>Total financial liabilities</b>	<b>0</b>	<b>4,507</b>	<b>4,507</b>	
<b>2004</b>				
<b>Financial Assets</b>				
Cash	5,502	3	5,505	4.25
TCorp HourGlass Investment	4,328	0	4,328	5.55
Receivables	0	10,935	10,935	0
<b>Total financial assets</b>	<b>9,830</b>	<b>10,938</b>	<b>20,768</b>	
<b>Financial Liabilities</b>				
Accounts payable	0	1,319	1,319	0
Dividends	0	3,383	3,383	0
<b>Total financial liabilities</b>	<b>0</b>	<b>4,702</b>	<b>4,702</b>	

#### (b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract/or financial position failing to discharge a financial obligation thereunder. The Office's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the statement of financial position.

The Office has significant debtor exposure to the Attorney General's Department.

#### (c) Net Fair Value

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximates their carrying value.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 13. COMMITMENTS FOR EXPENDITURE

	2005 \$000	2004 \$000
<b>(a) Capital Commitments</b>		
Aggregate capital expenditure contracted for at balance date and not provided for:		
Not later than one year	1,104	0
	<b>1,104</b>	<b>0</b>
<b>(b) Operating Lease Commitments</b>		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	2,809	2,703
Later than one year and not later than five years	4,776	7,110
Later than five years	0	0
	<b>7,585</b>	<b>9,813</b>

Non-cancellable operating leases refer to leases currently held in relation to the occupancy of premises and the rental of capital equipment by the Office. These operating lease commitments are not recognised in the financial report as liabilities.

The total "Capital Commitments" & "Operating Lease Commitments" above includes input tax credits of \$0.790 million (\$0.892 million in 2003/2004) that are expected to be recoverable from the Australian Taxation Office.

### 14. CONTINGENT LIABILITIES

The Office has no contingent liabilities as at 30 June 2005.

### 15. TRUST FUNDS

The Office holds money in a Trust Fund, which represents amounts held on behalf of third parties. The balance held as at 30 June 2005 was \$40.638 million (\$9.785 million in 2003/2004). These monies are excluded from the financial report, as the Office cannot use them for the achievement of its objectives.

The following is a summary of the transactions in the trust account:

	2005 \$000	2004 \$000
<b>Cash balance as at 1 July 2004</b>	<b>9,785</b>	<b>12,979</b>
Add: Receipts for the year ended 30 June 2005	63,886	37,361
Less: Expenditure for the year ended 30 June 2005	33,033	40,555
<b>Cash balance as at 30 June 2005</b>	<b>40,638</b>	<b>9,785</b>

### END OF AUDITED FINANCIAL REPORTS

# REGISTRY OF BIRTHS DEATHS AND MARRIAGES

## Financial Report for the year ended 30 June 2005

### Statement by Director General

In accordance with section 41C of the *Public Finance and Audit Act, 1983*, I state that:

- (a) The accompanying financial report has been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the Public Finance and Audit Regulation 2000 and the Treasurer's Directions.
- (b) The financial report exhibits a true and fair view of the financial position and the transactions of the Registry of Births, Deaths and Marriages for the year ended 30 June 2005.
- (c) As at the date of this statement there are no circumstances that would render any particulars included in the financial report to be misleading or inaccurate.

Laurie Glanfield  
**Director General**  
7 October 2005



GPO BOX 12  
Sydney NSW 2001

INDEPENDENT AUDIT REPORT  
REGISTRY OF BIRTHS, DEATHS AND MARRIAGES

To Members of the New South Wales Parliament

**Audit Opinion**

In my opinion, the financial report of the Registry of Births, Deaths and Marriages:

- presents fairly the Registry's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- complies with section 45E of the *Public Finance and Audit Act 1983* (the Act).

My opinion should be read in conjunction with the rest of this report.

**The Director-General's Role**

The financial report is the responsibility of the Director-General of the Attorney General's Department. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, and the accompanying notes.

**The Auditor's Role and the Audit Scope**

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides reasonable assurance to members of the New South Wales Parliament that the financial report is free of material misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Director-General in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Director-General had not fulfilled his reporting obligations.

My opinion does not provide assurance:

- about the future viability of the Registry of Births, Deaths and Marriages,
- that the Registry of Births, Deaths and Marriages has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

**Audit Independence**

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

A Syetani CPA  
Director, Financial Audit Services

SYDNEY  
10 October 2005

# STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2005

	Notes	2005 \$000	2004 \$000
<b>REVENUE</b>			
Revenue from ordinary activities	2(a)	21,520	18,145
Revenue from outside ordinary activities	2(b)	301	262
<b>Total Revenue</b>		<b>21,821</b>	<b>18,407</b>
<b>EXPENDITURE</b>			
Operating expenditure			
Employee related	3(a)	7,454	7,718
Other operating expenses	3(b)	7,732	6,227
Borrowing Costs		191	224
Maintenance		463	423
Depreciation	3(c)	1,073	1,642
<b>Total Expenditure</b>		<b>16,913</b>	<b>16,234</b>
<b>Surplus for the year before Tax</b>		4,908	2,173
Less Tax Equivalents	15	1,472	652
<b>Surplus for the year after T.E.R. Payments</b>		3,436	1,521
<b>Total Revenues, Expenses and Valuation</b>			
<b>Adjustments recognised directly in Equity</b>		0	0
<b>Total changes in Equity other than those resulting from transactions with owners as owners</b>		<b>3,436</b>	<b>1,521</b>

The accompanying notes form part of this report

# STATEMENT OF FINANCIAL POSITION

as at 30 June 2005

	Notes	2005 \$000	2004 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash Assets	5	4,233	3,795
Receivables	6	1,211	783
<b>Total Current Assets</b>		<b>5,444</b>	<b>4,578</b>
<b>Non-Current Assets</b>			
Property, plant & equipment			
Land & buildings		7,000	6,064
Plant & equipment		5,073	4,962
<b>Total Property, Plant and Equipment</b>	7	<b>12,073</b>	<b>11,026</b>
Receivables	6	3,022	2,272
<b>Total Non-Current Assets</b>		<b>15,095</b>	<b>13,298</b>
<b>Total Assets</b>		<b>20,539</b>	<b>17,876</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	8	700	623
Interest bearing liabilities	9	1,200	1,200
Provisions	10	3,530	2,096
<b>Total Current Liabilities</b>		<b>5,430</b>	<b>3,919</b>
<b>Non-Current Liabilities</b>			
Interest bearing liabilities	9	1,200	2,400
Provisions	10	1,404	1,580
<b>Total Non-Current Liabilities</b>		<b>2,604</b>	<b>3,980</b>
<b>Total Liabilities</b>		<b>8,034</b>	<b>7,899</b>
<b>Net Assets</b>		<b>12,505</b>	<b>9,977</b>
<b>EQUITY</b>			
Retained Earnings		11,455	9,977
Asset Revaluation Reserve		1,050	0
<b>Total Equity</b>	11	<b>12,505</b>	<b>9,977</b>

The accompanying notes form part of this report



# CASH FLOWS STATEMENT

for the year ended 30 June 2005

	Notes	2005 \$000	2004 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related		(8,458)	(7,887)
Borrowing Costs		(194)	(320)
Other		(8,452)	(7,029)
<b>Total Payments</b>		<b>(17,104)</b>	<b>(15,236)</b>
<b>Receipts</b>			
User charges		21,754	18,096
Interest received		238	266
Other		677	703
<b>Total Receipts</b>		<b>22,669</b>	<b>19,065</b>
<b>Net Cash provided by Operating Activities</b>	12	<b>5,565</b>	<b>3,829</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		0	0
Purchases of property, plant and equipment		(1,689)	(1,563)
<b>Net Cash used in Investing Activities</b>		<b>(1,689)</b>	<b>(1,563)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Treasury advance		(1,200)	(450)
Tax Equivalents Payments to NSW Office of State Revenue		(1,371)	(283)
Dividend payment to NSW Treasury	1(k) & 10	(867)	0
<b>Net Cash used in Financing Activities</b>		<b>(3,438)</b>	<b>(733)</b>
<b>NET INCREASE IN CASH HELD</b>		<b>438</b>	<b>1,533</b>
Cash at the beginning of the reporting period		3,795	2,262
<b>CASH AT THE END OF THE REPORTING PERIOD</b>	5	<b>4,233</b>	<b>3,795</b>

The accompanying notes form part of this report

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) The Reporting Entity

The Registry of Births, Deaths and Marriages, as a reporting entity, comprises all the operating activities under the control of the Registry. It is a commercial entity of the Attorney General's Department and is included in the consolidated financial reports of the Department.

#### (b) Basis of Accounting

The Registry's financial reports are general purpose financial reports which have been prepared in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group (UIG) Consensus Views, the requirements of the *Public Finance and Audit Act, 1983*, and its Regulations, and the Treasurer's Directions.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

The financial reports are prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency. The accounting policies adopted are consistent with those of the previous year.

The Registry has received a direction from NSW Treasury under Section 45E of the Public Finance and Audit Act to require the Registry's financial reports to be prepared in accordance with the statutory body requirements as outlined in the Act and Regulation.

#### (c) Employee Benefits and Other Provisions

##### (i) Wages and Salaries, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages (including non-monetary benefits) annual leave and vesting sick leave are recognised and measured in respect of employee's services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

##### (ii) Long Service Leave and Superannuation

The Registry became a commercial entity as of 30 June 1992. The Crown Entity assumed all Long Service Leave and Superannuation liabilities prior to this time. As of 30 June 1992 the Registry assumed the ongoing liabilities. The Registry contributes to the NSW Treasury's Long Service Leave pool, and to the three superannuation schemes run by Pillar Administration (refer to Note 10).

The Treasury "pool" account administers the Long Service Leave Provision for agencies and commercial activities whose liabilities were previously assumed by the Crown Entity due to their being part of the Budget Sector. Contributions made to Treasury are included in Salaries and Related Expenses. In accordance with AASB 1028 "Employee Benefits" and Treasury Circular 03/08 the total long service leave liability which included on-costs at balance date was recognised as a provision (Note 10). The amount of on-costs was expensed because the Treasury 'Pool' account does not assume on-costs. The balance was recognised as "Receivables – long service leave" (Note 6).

#### (d) Insurance

The Registry's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

#### (e) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Registry. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

#### (f) Plant and Equipment

Plant and equipment costing \$3,000 and above, are individually capitalised. This capitalisation is extended to items which are purchased as a group (e.g. computer network components, items of building fit-out).

#### (g) Depreciation of Non-Current Physical Assets

Depreciation is provided for on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the entity.

Additional component assets to an existing asset are recognised and depreciated over the remaining useful life of that existing asset.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

The depreciation rates used for each class of assets are as follows:

• Buildings	2.86%
• Air conditioning	6.67%
• Furniture and fittings	10%
• Plant and equipment	20%
• Leasehold improvements	10%
• Computer equipment	25%
• Software	25%
• Software – Major Projects	10%
• Voice Communications	20%

### (h) Revaluation of Physical Non-Current Assets

Physical non-current assets are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value". This policy adopts fair value in accordance with AASB1041 from the financial year ending 30 June 2002. There is no substantive difference between the fair value methodology and the previous valuation methodology adopted in the NSW public sector.

Land and buildings are re-valued with sufficient regularity that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last such revaluation was completed on 30 June 2005.

When revaluing non-current assets by reference to current prices for assets newer than those being re-valued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation are separately restated. Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise. Where an asset that has previously been re-valued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

### (i) Financial Instruments

Financial instruments give rise to positions that are both a financial asset of one entity and a financial liability (or equity instrument) of another entity. For the Registry these include cash, receivables, payables, dividends and Treasurer's advance.

In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments", information is disclosed in Note 13, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- cash
- receivables
- accounts payable
- dividends payable
- Treasurer's Advance

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accrual basis.

### (j) Income Tax Equivalent Regime

The Registry came under the Tax Equivalent Regime as from the beginning of the 2003/04 financial year. As a consequence an income tax equivalent of 30% of the surplus for the year is paid to the NSW Office of State Revenue. This tax equivalent payment is made in the month following the end of each quarter, with amounts owing at the end of each quarter being shown in the accounts as a current provision for payment. Note 15 shows the calculation of the amount owing at the end of June, 2005.

### (k) Dividend/Contribution to Consolidated Fund

The NSW Government in its role as the sole shareholder-owner of the Registry is entitled to a risk-related reward by way of a return on equity. This reward takes the form of a cash dividend. The determining power for the payment of dividends resides with the Treasurer under the Public Finance and Audit Act.

The dividend payable is calculated as a percentage of net profit after any adjustment for the individually significant item shown in Note 4. This is in accordance with TPP 02-3, "Financial Distribution Policy for Government Businesses", issued by NSW Treasury in June 2002. The dividend is only calculated and payable on the full year's results.

Prior to the introduction of the Tax Equivalent Regime, dividends had been calculated at 70% of net profit after adjustment for any individually significant item (refer Note 4). The subsequent change in the rate was to ensure that in effect the overall return to the NSW Government (dividend plus T.E.R. payment) remains at 70% of net profit after any significant item adjustment.

### (l) Revenue Recognition

#### *Sales revenue*

Sales revenue comprises revenue earned from the provision of services to clients and other entities. Sales revenue from clients is recognised upon receipt of application for certificates and other services. Sales revenue from other entities is recognised when the fee in respect of services provided is receivable.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### *Interest income*

Interest income is recognised as it accrues.

### *Other revenue*

Other revenue comprises income received from non-core activities and is recognised when the fee in respect of these activities is receivable.

### (m) Accounting for the Goods and Services Tax (GST)

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

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

### (n) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a major component of an asset, in which case the costs are capitalised and depreciated.

### (o) Receivables

Trade debtors are required to settle within thirty days. Bad debts are written off in the period in which they are identified. The Registry considers that the carrying amounts of trade and other debtors approximate their net fair value. An estimate for doubtful debts is made when collection of the full amount is no longer probable.

### (p) Payables

Accounts payable, including accruals not yet billed, are recognised when the Registry becomes obliged to make future payments as a result of a purchase of goods or services. Accounts payables are generally settled within agreed payment terms ranging from seven to thirty days. The Registry considers the carrying amounts of trade and other accounts payable approximate their net fair value. The Registry includes accrued salaries under Payables in accordance with revised accounting standards.

### (q) Borrowing Costs and Interest Bearing Liabilities

Borrowing costs are recognised as expenses in the period in which they are incurred. All loans are valued at current capital value.

### (r) TCorp Hour-Glass Investment Facilities

The Registry has investments in TCorp's Hour-Glass Investment facilities. The Registry's investments are represented by a number of units in managed investments within the facilities. TCorp appoints and monitors fund managers and establishes and monitors the application of appropriate investment guidelines.

	2005 \$000	2004 \$000
The Registry's investments are:		
Cash Facility	4,189	3,473
	<b>4,189</b>	<b>3,473</b>

These investments are generally able to be redeemed within five business days notice. The value of the investments held could decrease as well as increase depending upon market conditions. The value that best represents the maximum credit risk exposure is the net fair value.

### (s) Impact of Adopting Australian Equivalents to IFRS

#### i) Adopting AASB 1047 Disclosure

The Registry as a controlled entity of the NSW Attorney General's Department will apply the Australian Equivalents to International Financial Reporting Standards (AEIFRS) from the reporting period beginning 1 July 2005.

The Department is managing the transition to the new standards by allocating internal resources to analyse the Pending Standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition. The Department took the following steps to manage the transition to the new standards:

- A Working Party was established in April 2004 to oversight the transition, comprising all senior finance officers and chaired by the Director, Financial Services;
- The Working Party held meetings in 2004 and 2005 to review the Pending Standards and Treasury Analysis papers to identify any potential impacts; and
- An Implementation Strategy has been prepared to address any initial reporting requirements and compliance issues from NSW Treasury.

Draft opening balance sheets as at 1 July 2004 were submitted to NSW Treasury as part of the implementation process during March 2005. Further, as a result of the Audit Office review of the opening balance sheet and further revisions advised by Pillar Administration regarding the balances of the defined benefit schemes in June 2005, amended opening balance sheets as at 1 July 2004 were submitted to NSW Treasury by 30 June 2005.

Final balance sheets as at 30 June 2005 will be submitted during August 2005 in accordance with NSW Treasury requirements and timeframes.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

The Registry has determined key areas where changes in accounting policies are likely to impact upon the consolidated financial reports. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. The impacts disclosed below reflect NSW Treasury's indicative mandates.

Shown below are management's best estimates as at the date of preparing the 30 June 2005 financial reports of the estimated financial impacts of AEIFRS on the Registry's equity and surplus. The Registry does not anticipate any material impacts upon its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the UIG Interpretations and/or emerging accepted practice in their interpretation and application. The Registry's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends upon when this standard is finalised and whether it can be adopted in 2005/06.

Recognition of Key Aggregates –

Reconciliation of Equity under AGAAP to Equity under AEIFRS:

	Notes	30 June 2005 \$000	01 July 2004 \$000
<b>Total Equity under AGAAP</b>		<b>12,505</b>	<b>9,977</b>
<b>Adjustments to Accumulated Funds</b>			
Derecognition of Intangible Assets	a	0	(556)
Defined benefit superannuation adjustment for change in discount rate	b	(3,393)	(1,895)
<b>Total Equity under AEIFRS</b>		<b>9,112</b>	<b>7,526</b>

Reconciliation of Surplus under AGAAP to Surplus under AEIFRS:

	Notes	30 June 2005 \$000
<b>Surplus under AGAAP</b>		<b>4,908</b>
Derecognition of Intangible Assets	a	(556)
AASB 119 superannuation revaluation impact	b	(1,498)
<b>Surplus for year under AEIFRS</b>		<b>3,966</b>

Notes:

- Intangibles to the value of \$0.556m were identified in the accounts at 30 June 2004 to be de-recognised under AEIFRS. These, however, were written out of the accounts under AGAAP during 2004/05.
- The values shown for defined benefit superannuation reflect the revised values of the benefit schemes under AEIFRS as advised by Pillar.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 2. REVENUE

	2005 \$000	2004 \$000
<b>(a) Revenue from ordinary activities</b>		
Rendering of services		
Birth certificates	9,245	8,697
Death certificates	2,030	1,958
Marriage certificates	3,020	2,601
Change of name certificates	2,330	1,779
Marriage services	812	669
Genealogical fees	1,060	888
Searches	164	156
Local Court revenue	852	565
Other	2,007	832
	<b>21,520</b>	<b>18,145</b>
<b>(b) Revenue from outside ordinary activities</b>		
Interest income	236	159
Other	65	103
	<b>301</b>	<b>262</b>

### 3. EXPENDITURE

<b>(a) Employee related expenses</b>		
Salaries and wages (including recreation leave)	6,913	6,515
Superannuation entitlements (refer Notes 4 & 10)	(531)	421
Payroll & fringe benefits tax	476	438
Long service leave	406	292
Voluntary Redundancy	144	0
Workers compensation insurance	46	52
	<b>7,454</b>	<b>7,718</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 3. EXPENDITURE (continued)

	2005 \$000	2004 \$000
<b>(b) Other operating expenses</b>		
Advertising & Publicity	133	161
Auditor's remuneration – audit of the financial report	15	32
Audit – Internal	84	34
Bank charges	166	109
Bad Debts	0	2
Electricity	77	95
Fees	1,378	1,451
Consultancy	25	79
Fees-Agency Staff	2,899	1,977
General Expenses	11	17
Insurance	16	14
Interpreters and Translators	19	23
Lease/Hire of Equipment	225	226
Loss on disposal of assets	556	0
Motor Vehicle running cost	11	16
Postage	695	516
Printing	239	205
Publications	10	7
Rates & charges	93	109
Removal costs	1	0
Rental	74	65
Staff expenses & training	108	119
Stores	232	264
Telephone	645	687
Travel	20	19
	<b>7,732</b>	<b>6,227</b>
<b>(c) Depreciation:</b>		
Buildings	123	121
Furniture & Fittings	292	283
Plant & Equipment	87	78
Computer Equipment	48	109
Software	346	905
Software Major Projects	51	0
Voice Communications	81	102
Air Conditioning	25	25
Leasehold Improvements	20	19
	<b>1,073</b>	<b>1,642</b>

### 4. INDIVIDUALLY SIGNIFICANT ITEMS

This comprises a credit to employee related expenses in 2004/2005 of \$0.903 million (a charge of \$0.097 million in 2003/2004) reflecting an increase in the net superannuation reserves of the Registry. This results from an assessment issued by Pillar Administration that the Registry had total prepaid superannuation contributions of \$1.802 million as at 30 June 2005 (\$0.899 million as at 30 June 2004) (refer Note 6).



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 5. CURRENT ASSETS – CASH ASSETS

	2005 \$000	2004 \$000
Cash at bank and on hand	44	322
Deposits – TCorp Hour-Glass Investment Facilities TCorp Cash Facility	4,189	3,473
	<b>4,233</b>	<b>3,795</b>

For the purposes of the Statement of Cash Flows, cash includes cash at bank, investments in the TCorp Hour-Glass Investment facilities and cash on hand. Cash at the end of the June, 2005 as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

<b>Cash Assets (as per Statement of Financial Position)</b>	<b>4,233</b>	<b>3,795</b>
<b>Closing cash and cash equivalents (as per Statement of Cash Flows)</b>	<b>4,233</b>	<b>3,795</b>

### 6. CURRENT/NON-CURRENT ASSETS – RECEIVABLES

#### Current

Trade debtors	306	301
Other debtors		
Interest receivable	9	11
Prepayments	21	52
Long service leave	358	175
Other	517	244
	<b>1,211</b>	<b>783</b>

#### Non-Current

Other debtors		
Prepayment of superannuation (refer Note 10)	1,802	899
Long service leave	1,220	1,373
	<b>3,022</b>	<b>2,272</b>

### 7. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

	Land \$000	Bldgs @ Cost \$000	Bldgs @ Val'n \$000	Computer Equip't \$000	Furniture & Fittings \$000	Plant & Equip't \$000	Lease- hold Impr. \$000	Software \$000	Software Major Projects \$000	Voice Comm 'cations \$000	Air Cond \$000	Capital W.I.P. \$000	Total \$000
<b>2005</b>													
<b>At Fair Value</b>													
Balance 1 July 2004	1,750	4,295	0	3,965	2,893	469	199	4,593	506	307	376	668	20,021
Additions	0	5	0	25	58	95	0	80	410	0	29	924	1,626
Disposals	0	(4,300)	4,300	0	0	(1)	0	0	0	0	0	(556)	(557)
Revaluations See Note 7(a)	350	0	776	0	0	0	0	0	0	0	0	0	1,126
<b>Balance 30 June 2005</b>	<b>2,100</b>	<b>0</b>	<b>5,076</b>	<b>3,990</b>	<b>2,951</b>	<b>563</b>	<b>199</b>	<b>4,673</b>	<b>916</b>	<b>307</b>	<b>405</b>	<b>1,036</b>	<b>22,216</b>
<b>Accumulated Depreciation</b>													
Balance 1 July 2004	0	298	0	3,891	719	257	20	3,566	0	185	59	0	8,995
Depreciation for the year	0	123	0	48	293	87	20	346	50	81	25	0	1,073
Write-back on Disposal	0	(421)	421	0	0	(1)	0	0	0	0	0	0	(1)
Revaluations See Note 7(a)	0	0	76	0	0	0	0	0	0	0	0	0	76
<b>Balance 30 June 2005</b>	<b>0</b>	<b>0</b>	<b>497</b>	<b>3,939</b>	<b>1,012</b>	<b>343</b>	<b>40</b>	<b>3,912</b>	<b>50</b>	<b>266</b>	<b>84</b>	<b>0</b>	<b>10,143</b>
<b>Written Down Value at 30 June 2005</b>	<b>2,100</b>	<b>0</b>	<b>4,579</b>	<b>51</b>	<b>1,939</b>	<b>220</b>	<b>159</b>	<b>761</b>	<b>866</b>	<b>41</b>	<b>321</b>	<b>1,036</b>	<b>12,073</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 7. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT (continued)

2004	Land \$000	Bldgs @ Cost \$000	Bldgs @ Val'n \$000	Computer Equip't \$000	Furniture & Fittings \$000	Plant & Equip't \$000	Lease- hold Impr. \$000	Software \$000	Software Major Projects \$000	Voice Comm 'cations \$000	Air Cond \$000	Capital W.I.P. \$000	Total \$000
At Fair Value													
Balance 1 July 2003	1,750	4,233	0	3,975	2,804	449	181	3,689	0	307	366	625	18,379
Additions	0	62	0	16	89	20	18	904	506	0	10	43	1,668
Disposals	0	0	0	(26)	0	0	0	0	0	0	0	0	(26)
<b>Balance 30 June 2004</b>	<b>1,750</b>	<b>4,295</b>	<b>0</b>	<b>3,965</b>	<b>2,893</b>	<b>469</b>	<b>199</b>	<b>4,593</b>	<b>506</b>	<b>307</b>	<b>376</b>	<b>668</b>	<b>20,021</b>
Accumulated Depreciation													
Balance 1 July 2003	0	177	0	3,808	436	179	1	2,661	0	82	35	0	7,379
Depreciation for the year	0	121	0	109	283	78	19	905	0	103	24	0	1,642
Write-back on Disposal	0	0	0	(26)	0	0	0	0	0	0	0	0	(26)
<b>Balance 30 June 2004</b>	<b>0</b>	<b>298</b>	<b>0</b>	<b>3,891</b>	<b>719</b>	<b>257</b>	<b>20</b>	<b>3,566</b>	<b>0</b>	<b>185</b>	<b>59</b>	<b>0</b>	<b>8,995</b>
Written Down Value													
<b>at 30 June 2004</b>	<b>1,750</b>	<b>3,997</b>	<b>0</b>	<b>74</b>	<b>2,174</b>	<b>212</b>	<b>179</b>	<b>1,027</b>	<b>506</b>	<b>122</b>	<b>317</b>	<b>668</b>	<b>11,026</b>

#### 7(a). Revaluation of Land and buildings.

Each class of physical non-current assets is re-valued at least every 5 years. Land and buildings were re-valued as at 30 June 2005 by Mr M. Greenhalgh, registered valuer with the Property Valuation Service of NSW Department of Commerce.

The land, buildings and improvements have been valued at fair market value.

In accordance with AASB1041, "Revaluation of Non-Current Assets", when revaluing its land and buildings, the Registry has applied the proportional gross restatement method to separately restate the gross amount and the related accumulated depreciation.

### 8. CURRENT LIABILITIES – PAYABLES

	2005 \$000	2004 \$000
Accrued salaries, wages and on-costs	0	0
Creditors	699	577
Other	1	46
	<b>700</b>	<b>623</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 9. CURRENT/NON-CURRENT LIABILITIES – INTEREST BEARING LIABILITIES

	2005 \$'000	2004 \$'000
<b>Unsecured</b>		
Treasury advances repayable	2,400	3,600
	<b>2,400</b>	<b>3,600</b>

The Registry had an advance of \$4.5 million from NSW Treasury. Interest has been calculated based on the TCorp six year bond rate. The interest rate for the term is 5.88%. Weighted average interest for the year was 5.88%. The Registry expects to repay Treasury Advances as follows:

#### Repayment of Borrowings

Not later than one year	1,200	1,200
Later than one year and not later than five years	1,200	2,400
More than five years	0	0
<b>Total borrowings at face value</b>	<b>2,400</b>	<b>3,600</b>

#### Represented by:

Current Liability	1,200	1,200
Non-Current Liability	1,200	2,400
	<b>2,400</b>	<b>3,600</b>

The Registry can repay all or part of the principal earlier than the maturity date, on the 15th of any month during its term. A condition under Section 8A of the PAFA Act states that the Registry cannot sell, lease or sub-lease 35 Regent Street Chippendale during the term of the Treasury Advance, without the Treasurer's prior permission.

### 10. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS

#### Current

##### Employee Benefits and related on-costs

Recreation Leave	690	658
Long service leave	412	202
	<b>1,102</b>	<b>860</b>

##### Other provisions

Tax Equivalent owed to Office of State Revenue	470	369
Dividends owed to NSW Treasury	1,958	867
	<b>2,428</b>	<b>1,236</b>

##### Total current provisions

	<b>3,530</b>	<b>2,096</b>
--	--------------	--------------

#### Non-Current

##### Employee Benefits

Long service leave	1,404	1,580
	<b>1,404</b>	<b>1,580</b>

##### Total non-current provisions

	<b>1,404</b>	<b>1,580</b>
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##### Total Provisions

	<b>4,934</b>	<b>3,676</b>
--	--------------	--------------

#### Superannuation liabilities

The Registry is responsible for superannuation contributions. A net amount of \$0.531 million was credited to the expense account within employee related expenses and represents the contributions paid by the Registry to the superannuation schemes during 2004/05 offset by the growth in the Registry's prepayments to the schemes (for the 2003/04 year an amount of \$0.421 million was charged to expenditure) (Refer Notes 3(a) and 4).

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 10. CURRENT/NON-CURRENT LIABILITIES – PROVISIONS (continued)

The status of the superannuation reserves at 30 June 2005 is given below:

	SASS (i) \$000	SANCS (ii) \$000	SSS (iii) \$000	2005 Total \$000	2004 Total \$000
Reserve Account Balance	1,876	849	7,622	10,347	9,491
Less: Actuarial Gross Past Service Liability	1,687	815	6,043	8,545	8,592
<b>Superannuation Assets</b>	<b>189</b>	<b>34</b>	<b>1,579</b>	<b>1,802</b>	<b>899</b>

(i) SASS – State Authorities Superannuation Scheme

(ii) SANCS – State Authorities Non-Contributory Superannuation Scheme

(iii) SSS – State Superannuation Scheme

The liability for the various schemes is based on an assessment by the William M Mercer actuary for the defined benefit schemes administered by Pillar Administration for the financial year ending 30 June 2005.

Payments are made to Pillar Administration to reduce the superannuation liability. These payments are held in Investment Reserve Accounts.

Any unfunded superannuation liability is recognised as a liability in the statement of financial position. Amounts representing prepaid superannuation contributions are recognised as an asset (refer Note 6).

The financial assumptions used are based on information provided by Pillar Administration and are as follows:

	% p.a.
Discount Rate	7.0
Salary Growth Rate	4.0
Consumer Price Index	2.5

The movement in the provision for dividend is as follows:

	2005 \$000	2004 \$000
Balance at the beginning of the financial year	867	0
Increase in provision for the year	1,958	867
Dividends paid	867	0
<b>Balance at the end of the financial year</b>	<b>1,958</b>	<b>867</b>

The balance to Treasury of the provision for dividend is payable to Treasury in accordance with Note 1 (k).

The movement in the provision for tax equivalent payments is as follows:

Balance at the beginning of the financial year	369	0
Increase in provision for the year	1,472	652
Payments made during year	1,371	283
<b>Balance at the end of the financial year</b>	<b>470</b>	<b>369</b>

The provision for tax equivalent payments to the NSW Office of State Revenue is in accordance with Note 1 (j). (see also Note 15)

### 11. CHANGES IN EQUITY

Surplus/(Deficit) for year before Tax Equivalents	4,908	2,173
Less Tax Equivalents for year	(1,472)	(652)
Net changes in equity recognised in the Statement of Financial Performance	3,436	1,521
Provision for Dividend	(1,958)	(867)
Retained Earnings	1,478	654
Asset Revaluation Reserve adjustments	1,050	0
<b>Balance of Equity at the beginning of the financial year</b>	<b>9,977</b>	<b>9,323</b>
<b>Balance of Equity at the end of the financial year</b>	<b>12,505</b>	<b>9,977</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 12. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING RESULT

	2005 \$000	2004 \$000
Operating Result	4,908	2,173
Depreciation	1,073	1,642
Net loss on sale of non-current assets	556	0
Increase/(Decrease) in provisions	(72)	27
Increase/(Decrease) in creditors	341	185
(Increase)/Decrease in prepayments	31	17
(Increase)/Decrease in receivables	(1,209)	(215)
(Increase)/Decrease in capital movements	(63)	0
<b>Net cash provided by operating activities</b>	<b>5,565</b>	<b>3,829</b>

### 13. FINANCIAL INSTRUMENTS

#### (a) Interest Rate Risk

Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Registry's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance date, is as follows:

	Floating interest rate	Fixed interest rate maturing in:				Non-interest bearing	Total carrying amount as per the statement of financial position \$000	Effective interest rate
	\$000	1 year or less \$000	Over 1 to 5 years \$000	More than 5 years \$000		\$000		%
<b>2005</b>								
<b>Financial Assets</b>								
Cash	36	0	0	0		8	44	5.20
TCorp Hour-Glass Investment facilities:								
Cash Facility Trust	4,189	0	0	0		0	4,189	5.89
<b>Total Cash Assets</b>	<b>4,225</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>8</b>	<b>4,233</b>	
Receivables	0	0	0	0		832	832	
<b>Total financial assets</b>	<b>4,225</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>840</b>	<b>5,065</b>	
<b>Financial Liabilities</b>								
Payables	0	0	0	0		700	700	
T.E.R. payable	0	0	0	0		470	470	
Dividends payable	0	0	0	0		1,958	1,958	
Treasurer's advance	0	1,200	1,200	0		0	2,400	5.88
<b>Total financial liabilities</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>		<b>3,128</b>	<b>5,528</b>	

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 13. FINANCIAL INSTRUMENTS

	Floating interest rate	Fixed interest rate maturing in:			Non-interest bearing	Total carrying amount as per the statement of financial position \$000	Effective interest rate
	\$000	1 year or less \$000	Over 1 to 5 years \$000	More than 5 years \$000	\$000		%
<b>2004</b>							
Cash	314	0	0	0	8	322	4.25
TCorp Hour-Glass Investment facilities:							
Cash Facility Trust	3,473	0	0	0	0	3,473	5.53
<b>Total Cash Assets</b>	<b>3,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3,795</b>	
Receivables	0	0	0	0	556	556	
<b>Total financial assets</b>	<b>3,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>564</b>	<b>4,351</b>	
<b>Financial Liabilities</b>							
Payables	0	0	0	0	623	623	
T.E.R. payable	0	0	0	0	369	369	
Dividends payable	0	0	0	0	867	867	
Treasurer's advance	0	1,200	2,400	0	0	3,600	5.88
<b>Total financial liabilities</b>	<b>0</b>	<b>1,200</b>	<b>2,400</b>	<b>0</b>	<b>1,859</b>	<b>5,459</b>	

Effective interest rate is shown on an annualised basis.

#### (b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract/or financial position failing to discharge a financial obligation thereunder. The Registry's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the statement of financial position.

The Registry does not have any significant exposure to any individual debtor or creditor.

#### (c) Net Fair Value

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximates their carrying value.

### 14. COMMITMENTS FOR EXPENDITURE

	2005 \$000	2004 \$000
<b>(a) Capital Commitments</b>		
Aggregate capital expenditure contracted for at balance date and not provided for:		
Not later than one year	269	34
Later than one year but not later than 5 years	0	0
Later than 5 years	0	0
	<b>269</b>	<b>34</b>
Includes GST Receivable of :	24	3

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 14. COMMITMENTS FOR EXPENDITURE (continued)

	2005 \$000	2004 \$000
<b>(b) Other Expenditure Commitments</b>		
Aggregate other expenditure contracted for at balance date and not provided for:		
Not later than one year	50	90
Later than one year but not later than 5 years	0	0
Later than 5 years	0	0
	<b>50</b>	<b>90</b>
Includes GST Receivable of :	5	8
<b>c) Operating Lease Commitments</b>		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	123	322
Later than one year but not later than 5 years	53	212
Later than 5 years		0
	<b>176</b>	<b>534</b>
Includes GST Receivable of:	16	49

These operating lease commitments are not recognised in the financial statements as liabilities. They relate to premises leased at Tudor Street, Hamilton and Kembla Street, Wollongong. It also includes photocopiers and computer equipment which have been leased for the past few years. The leases on computer equipment will not be renewed when they expire as the new policy is to once again purchase such items.

### 15. TAX EQUIVALENT REGIME (T.E.R.)

The Registry came under the Tax Equivalent Regime with effect from 1st July, 2003. Under this regime the Registry is liable to pay the equivalent of the companies tax rate (30%) on its operating surplus each year to the NSW Government through the Office of State Revenue. Similar to Commonwealth Income Taxes this "Tax" is calculated on each quarter's operating results and paid in the following month. At the end of each quarter, any unpaid amounts are shown in the accounts as provisions. The Registry's position calculated to the end of June, 2005 is shown below.

#### Calculation of T.E.R. shown in statements.

Operating surplus before T.E.R. to 30 June	4,908	2,173
T.E.R. due on this amount @ 30%	1,472	652
Plus balance T.E.R. due at 1 July	369	0
Sub-Total	1,841	652
Less T.E.R. payments made during year	1,371	283
<b>Provision for T.E.R. as at 30 June</b>	<b>470</b>	<b>369</b>

### 16. UNCLAIMED MONEYS

All moneys unclaimed are forwarded to the Treasury for credit of the Consolidated Fund and are available for refund from that account. No unclaimed moneys have been held in the accounts of the Registry.

### 17. CONTINGENT LIABILITIES

The Registry has no contingent liabilities as at 30 June, 2005.

## END OF AUDITED FINANCIAL REPORTS



# LEGAL PRACTITIONERS ADMISSION BOARD

## Financial Report for the year ended 30 June 2005

### LEGAL PRACTITIONERS ADMISSION BOARD

#### FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2005

#### STATEMENT BY MEMBERS OF THE BOARD

Pursuant to Section 41 C of the Public Finance and Audit Act, 1983 and in accordance with a resolution of the members of the Legal Practitioners Admission Board, we declare on behalf of the Board that in our opinion:

1. The accompanying financial report exhibits a true and fair view of the financial position of the Legal Practitioners Admission Board as at 30 June 2005 and transactions for the year then ended.
2. The financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 the Public Finance and Audit (General) Regulation 2000 and the Treasurer's directions.

Further we are not aware of any circumstances, which would render any particulars included in the financial report to be misleading or inaccurate.

Dated: 14 October 2005

  
.....  
Board Member

  
.....  
Board Member



GPO BOX 12  
Sydney NSW 2001

INDEPENDENT AUDIT REPORT  
LEGAL PRACTITIONERS ADMISSION BOARD

To Members of the New South Wales Parliament

**Audit Opinion**

In my opinion, the financial report of the Legal Practitioners Admission Board:

- (a) presents fairly the Board's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 41B of the Public Finance and Audit Act 1983 (the Act).

My opinion should be read in conjunction with the rest of this report.

**The Board's Role**

The financial report is the responsibility of the members of the Board of the Legal Practitioners Admission Board. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes.

**The Auditor's Role and the Audit Scope**

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides reasonable assurance to Members of the New South Wales Parliament that the financial report is free of material misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Board in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Board had not fulfilled their reporting obligations.

My opinion does not provide assurance:

- about the future viability of the Board,
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

**Audit Independence**

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

A Oyetunji CPA  
Director, Financial Audit Services

SYDNEY  
17 October 2005

# STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2005

	Notes	2005 \$	2004 \$
<b>Revenue</b>			
Revenue from ordinary activities			
Registration fees		102,960	115,920
Examination fees		391,945	386,780
Admission fees		683,900	681,800
Academic Exemption		64,680	63,840
Other		167,042	166,620
Revenue from outside ordinary activities			
Interest		127,275	155,274
<b>Total Revenue</b>		<b>1,537,802</b>	<b>1,570,234</b>
<b>Expenditure</b>			
Employee related expenses	8	663,930	588,477
Superannuation	11	2,130	25,648
Fees for services rendered	9	256,630	222,453
Other operating expenses	10	413,445	344,673
Depreciation	5	10,556	7,355
<b>Total Expenditure</b>		<b>1,346,691</b>	<b>1,188,606</b>
<b>Surplus for the year</b>		<b>191,111</b>	<b>381,628</b>
<b>Total Revenue, Expenses and Valuation Adjustments recognised directly in Equity</b>		<b>0</b>	<b>0</b>
<b>Total changes in Equity other than those resulting from transactions with owners as owners</b>		<b>191,111</b>	<b>381,628</b>

The above report should be read in conjunction with the accompanying notes which form an integral part of these accounts.

# STATEMENT OF FINANCIAL POSITION

as at 30 June 2005

	Notes	2005 \$	2004 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash assets	2	139,252	524,244
Other financial assets	3	868,789	2,272,225
Receivables	4	130,861	132,202
<b>Total Current Assets</b>		<b>1,138,902</b>	<b>2,928,671</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	5	3,515,861	16,039
Receivables	4, 11	245,015	169,061
<b>Total Non-Current Assets</b>		<b>3,760,876</b>	<b>185,100</b>
<b>Total Assets</b>		<b>4,899,778</b>	<b>3,113,771</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Provisions	7	58,018	69,991
Payables	6	542,767	408,089
<b>Total Current Liabilities</b>		<b>600,785</b>	<b>478,080</b>
<b>Non-Current Liabilities</b>			
Loan		1,450,000	–
Provisions	7	160,793	138,603
<b>Total Non-Current Liabilities</b>		<b>1,610,793</b>	<b>138,603</b>
<b>Total Liabilities</b>		<b>2,211,578</b>	<b>616,683</b>
<b>Net Assets</b>		<b>2,688,200</b>	<b>2,497,088</b>
<b>EQUITY</b>			
Retained Earnings	12	2,688,200	2,497,088
<b>Total Equity</b>		<b>2,688,200</b>	<b>2,497,088</b>

The above report should be read in conjunction with the accompanying notes which form an integral part of these accounts.

# STATEMENT OF CASH FLOWS

for the year ended 30 June 2005

	Notes	2005 Inflows (Outflows) \$	2004 Inflows (Outflows) \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related		(711,921)	(705,659)
Fees for services rendered		(256,699)	(211,206)
Other expenses		(397,762)	(399,942)
Student Tuition Fees		(892,105)	(1,762,955)
Other		(558,861)	(226,379)
<b>Total Payments</b>		<b>(2,817,348)</b>	<b>(3,306,141)</b>
<b>Receipts</b>			
Registration fees		102,960	115,920
Admission fees		683,900	681,800
Examination fees		374,585	395,845
Academic Exemption		64,680	63,840
Other fees		167,554	167,136
Interest Received		147,111	163,995
Student Tuition Fees		858,955	941,525
Other		539,592	211,133
<b>Total Receipts</b>		<b>2,939,337</b>	<b>2,741,194</b>
<b>Net Cash Flows from Operating Activities</b>	13	<b>121,989</b>	<b>(564,947)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of investments		1,403,436	(120,997)
Purchases of property, plant and equipment		(3,360,417)	–
<b>Net Cash Flows Used in Investing Activities</b>		<b>(1,956,981)</b>	<b>(120,997)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		1,500,000	–
Repayment of borrowings		(50,000)	–
<b>Net Cash Flows from Financing Activities</b>		<b>(1,450,000)</b>	<b>–</b>
<b>NET (DECREASE)/INCREASE IN CASH HELD</b>		<b>(384,992)</b>	<b>(685,944)</b>
Cash at the beginning of the year		524,244	1,210,188
<b>CASH AT THE END OF THE YEAR</b>	2	<b>139,252</b>	<b>524,244</b>

The above report should be read in conjunction with the accompanying notes which form an integral part of these accounts.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) The Reporting Entity

The Legal Practitioners Admission Board was formed on 1 July 1994 and its role involves the examination of Students-at-Law, the approval of properly qualified persons for Admission as Legal Practitioners and the approval of properly qualified persons for Appointment as Public Notaries.

The Legal Practitioners Admission Board replaced the Barristers and Solicitors Admission Boards. The Board, which is constituted under s. 9 of the *Legal Profession Reform Act 1993*, took over all of the assets and liabilities of the Barristers and Solicitors Admission Boards as at 1 July 1994.

#### (b) Accrual Accounting Basis

The Board's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group (UIG) Consensus Views and the requirements of the Public Finance and Audit Act and Regulations. The Statement of Financial Performance and Statement of Financial Position have been prepared on a full accrual accounting basis. The Statement of Cash Flows has been prepared on a cash basis using the "direct" method.

The financial report is prepared in accordance with the historical cost convention. All amounts are rounded to the nearest dollar and are expressed in Australian currency.

#### (c) Receivables

Receivables are recognised and carried at the original invoice amounts less a provision for any doubtful debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value.

#### (d) Other Financial Assets

All other financial assets held by the Board are short-term investments, which are invested for periods of up to one year. Investments are stated at cost, which approximates net fair value.

#### (e) Property, Plant & Equipment

The Board has bought Strata Title office premises at Level 4, 37 Bligh Street, Sydney at a valuation price of \$3,000,000. The premises have subsequently been improved by a fit-out to the value of \$3,296,176.

In accordance with the Attorney General's Department's policy, items purchased with a value of \$3,000 or more are classified as plant & equipment and have been capitalised.

Depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Board. The Board has three classes of depreciable assets: Computer Equipment, Office Equipment and Furniture, Fittings and Fixtures. The depreciation rates

applicable to each of these are 25% for Computer Equipment, 20% for Office Equipment, and 10% for Furniture, Fittings and Fixtures.

#### (f) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

#### (g) Payables

These liabilities are recognised for amounts due to be paid in the future for goods and services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following that in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment.

#### (h) Goods and Services Tax (GST)

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

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

#### (i) Employee Entitlements

- *Wages and Salaries, Annual Leave, Sick Leave and On-Costs*

Liabilities for wages and salaries, annual leave and vesting sick leave are recognised and measured at their nominal amounts using remuneration rates that the Board expects to pay at balance date in respect of employees' services up to that date.

Unused non-vesting sick leave does not give rise to a liability, as it is not considered probable that sick leave taken in the future will be greater than the entitlements accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee entitlements to which they relate have been recognised.

Long service leave is measured on the basis of present value as permitted in AASB 1028. The Government Actuary has performed present value calculations and from these calculations, simple factors have been derived to increase the LSL liability and related on-costs to approximate present value calculations. The Board has non-current liabilities of LSL and includes a number of long service leave related on-costs.

#### (j) Revenue Recognition

##### *Sales Revenue*

Sales Revenue comprises revenue earned from the provision of services to clients and other entities. Sales revenue to



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

clients is generally recognised upon receipt of applications for admission as a legal practitioner, registration of students at law and other services. Sales revenue for examinations is recognised when the examinations commence.

### Interest Income

Interest income is recognised as it accrues.

### Asset sales

The profit or loss on disposal of assets is brought into account at the date an unconditional contract of sale is signed.

### Other revenue

Other revenue comprises income received from non-core activities and is recognised when the fee in respect of these activities is receivable.

### (k) AASB 1047 Disclosing the Impacts of Adopting the Australian Equivalents to International Financial Reporting Standards

The Board will apply the Australian Equivalents to International Financial Reporting Standards (AEIFRS) from 2005/06.

The following strategy is being implemented to manage the transition to AEIFRS.

- 1) A Working Party was established by the Attorney General's Department in April 2004 to oversight the transition, comprising all senior finance officers, including the Board's finance officer, and chaired by the Director, Financial Services.
- 2) The Working Party held meetings in 2004 and 2005 to review the Pending Standards and Treasury Analysis papers to identify any potential impacts; and
- 3) An Implementation Strategy was prepared to address any initial reporting requirements and compliance issues from NSW Treasury.

Draft opening balance sheets as at 1 July 2004 were submitted to NSW Treasury as part of the implementation process during December 2004 and March 2005. Further, as a result of the Audit Office review of the opening balance sheets and further revisions advised by Pillar Administration regarding the balances of the defined benefit schemes in June 2005, amended opening balance sheets as at 1 July 2004 were submitted to NSW Treasury by 30 June 2005.

A final balance sheet as at 30 June 2005 was submitted during August 2005 in accordance with NSW Treasury requirements and timeframes.

The Board has determined the key areas where changes in accounting policies are likely to impact upon the financial report. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. The impacts disclosed below reflect NSW Treasury's indicative mandates. Shown below are management's best estimates as at the date of preparing the 30 June 2005 financial report of the estimated financial impacts of AEIFRS on the Board's equity and surplus/deficit. The Board does not anticipate any material impacts upon its cash flows. The actual effects of the transition may differ from the estimated figures below

because of pending changes to the AEIFRS, including the UIG Interpretations and/or emerging accepted practice in their interpretation and application.

The Board's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends upon when this standard is finalised and whether it can be adopted in 2005/06.

### (i) Recognition of Key Aggregates

#### Reconciliation of Equity under AGAAP to Equity under AEIFRS:

	Notes	30/06/05 \$	01/07/04 \$
<b>Total Equity under AGAAP</b>		2,688,200	2,497,088
<b>Adjustments to Accumulated Funds</b>			
Defined benefit superannuation adjustment for change in discount rate	1	(245,565)	(120,929)
<b>Total Equity under AEIFRS</b>		<b>2,442,635</b>	<b>2,376,159</b>

#### Reconciliation of Surplus/(Deficit) under AGAAP to Surplus/(deficit) under AEIFRS:

	Notes	30/06/05 \$
<b>Surplus/(deficit) under AGAAP</b>	1	191,111
Defined benefit superannuation		(245,565)
<b>Surplus/(deficit) under AEIFRS</b>		<b>(54,454)</b>

- 1 AASB 119 Employee Benefits requires the defined benefit obligation to be discounted using the government bond rate as at each reporting date rather than the long-term expected rate of return on plan assets. Where the superannuation obligation is not assumed by the Crown, this will increase the defined benefit superannuation liability (or decrease the asset for those agencies in an over-funded position) and change the quantum of the superannuation expense.

### (ii) Financial Instruments

In accordance with NSW Treasury's indicative mandates, the Department will apply the exemption provided in AASB 1 *First Time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These Standards will apply from 1 July 2005. None of the information provided above includes any impacts from financial instruments. However, when these Standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of surplus/deficit. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 2 CASH ASSETS

For the purposes of the Statement of Cash Flows, cash includes cash at bank and cash on hand. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2005 \$	2004 \$
Cash at bank	138,752	523,744
Cash on hand	500	500
<b>Closing Cash</b>	<b>139,252</b>	<b>524,244</b>

The above balance includes an amount of \$78,975 (\$112,125 in 2003/2004) (refer Note 6), which represents the balance of Tuition Fees due to the University of Sydney in respect of the April 2005 enrolment of May 2005 to September 2005 session. The Board retained interest on these funds.

### 3 OTHER FINANCIAL ASSETS

Term Deposit/Hour Glass-NSW Treasury Corporation	868,789	821,663
Term Deposit-NSW Treasury Corporation	0	1,450,562
<b>Total</b>	<b>868,789</b>	<b>2,272,225</b>

### 4 CURRENT/NON-CURRENT ASSETS – RECEIVABLES

#### Current

Prepayments	1,147	1,477
Debtors	536	20,304
GST Receivables	129,178	110,421
<b>Total</b>	<b>130,861</b>	<b>132,202</b>

#### Non-Current

Prepayment of superannuation (refer Note 11)	245,015	169,061
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### 5 PLANT & EQUIPMENT

	Computer Equipment \$	Office Equipment \$	Furniture & Fittings \$	Property \$	Total \$
<b>2005</b>					
<b>Fair Value</b>					
Balance at 1 July 2004	30,313	38,559	0	0	68,872
Additions	47,399	18,040	148,763	3,296,176	3,510,378
Disposals	(14,539)	0	0	0	(14,539)
<b>Balance at 30 June 2005</b>	<b>63,173</b>	<b>56,599</b>	<b>148,763</b>	<b>3,296,176</b>	<b>3,564,711</b>
<b>Accumulated Depreciation</b>					
Balance at 1 July 2004	29,359	23,474	0	0	52,833
Depreciation for the year	3,388	4,111	3,057	0	10,556
Writeback on Disposals	(14,539)	0	0	0	(14,539)
<b>Balance at 30 June 2005</b>	<b>18,208</b>	<b>27,585</b>	<b>3,057</b>	<b>0</b>	<b>48,850</b>
<b>Written Down Value at 30 June 2005</b>	<b>44,965</b>	<b>29,014</b>	<b>145,706</b>	<b>3,296,176</b>	<b>3,515,861</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 5 PLANT & EQUIPMENT (continued)

	Computer Equipment \$	Office Equipment \$	Total \$
<b>2004</b>			
<b>Fair Value</b>			
Balance at 1 July 2003	31,263	38,559	69,822
Additions	0	0	0
Disposals	(950)	0	(950)
<b>Balance at 30 June 2004</b>	<b>30,313</b>	<b>38,559</b>	<b>68,872</b>
<b>Accumulated Depreciation</b>			
Balance at 1 July 2003	27,949	18,479	46,428
Depreciation for the year	2,360	4,995	7,355
Writeback on Disposals	(950)	0	(950)
<b>Balance at 30 June 2004</b>	<b>29,359</b>	<b>23,474</b>	<b>52,833</b>
<b>Written Down Value at 30 June 2004</b>	<b>954</b>	<b>15,085</b>	<b>16,039</b>

### 6 PAYABLES

		2005 \$	2004 \$
Tuition Fees	(a) (Refer Note 2)	78,975	112,125
Examination fees	(b)	187,040	204,400
Prizes	(c)	3,480	3,130
Sundry Accruals		207,735	42,772
Accrued Employee & Related Expenses	(d)	65,537	45,662
<b>Total</b>		<b>542,767</b>	<b>408,089</b>

- The tuition fees are payable to the University of Sydney, being the balance of fees paid to the Board by students who enrolled for the May 2005 to September 2005 session. The Board accumulates fees on behalf of the University and transfers those fees during the term to which they relate.
- Examination fees received by the Board for the May 2005 to September 2005 session are not recognised as income until the conclusion of examinations in September 2005.
- The funds for prizes have been established by donations.
- All payroll and related expenses, with the exception of payments to some casual examination staff and other temporary staff employed by the Board, are initially paid by the New South Wales Attorney General's Department, which then seeks reimbursement from the Board.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 7 PROVISIONS

The movement in the provision for employee recreation leave and long service leave is as follows:

	2005 \$	2004 \$
<b>Current Liability</b>		
Recreation Leave Balance 1 July	69,991	70,417
Increase/(Decrease) in provision	(11,973)	(426)
<b>Balance 30 June</b>	<b>58,018</b>	<b>69,991</b>
<b>Non-Current Liability</b>		
Long Service Leave Balance 1 July	138,603	125,905
Increase in provision	19,587	7,272
On cost	2,603	5,426
<b>Balance 30 June</b>	<b>160,793</b>	<b>138,603</b>
<b>Total Liabilities</b>	<b>218,811</b>	<b>208,594</b>

### 8 EMPLOYEE RELATED EXPENDITURE

Salaries and wages	546,529	498,189
Recreation Leave	45,105	37,552
Payroll Tax & Fringe Benefits Tax	47,314	42,434
Worker's Compensation Insurance	173	3,030
Long Service Leave	24,809	7,272
<b>Total</b>	<b>663,930</b>	<b>588,477</b>

### 9 FEES FOR SERVICES RENDERED

Computer Services	1,361	680
Examination Related Expenses	138,099	125,488
Attorney General's Department – Administration Fees	21,889	21,784
Legal Services	14,188	13,778
Miscellaneous Fees	4,631	6,195
Consultants/Contractors	76,462	54,528
<b>Total</b>	<b>256,630</b>	<b>222,453</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 10 OTHER EXPENSES

	2005 \$	2004 \$
Audit of Financial Statements	14,627	16,900
Lease – Office Premises	75,514	89,435
Lease – Computer Equipment	7,441	7,095
Rental – Examination Venues	45,222	47,141
Interest Payment	46,090	0
Printing	48,107	58,640
Postage & Freight	39,420	38,148
Telephone	18,197	16,075
Computer Related Expenses	1,021	1,824
Records Storage Cost	19,546	20,080
Maintenance Contracts	4,981	5,444
Make Good Cost	17,193	0
Premises Relocation Cost	12,510	0
Minor Equipment	2,986	136
Miscellaneous	60,590	43,755
<b>Total</b>	<b>413,445</b>	<b>344,673</b>

### 11 SUPERANNUATION

An amount of \$2,130 was charged to superannuation expenses in the Statement of Financial Performance. In the previous year, the Board had a superannuation expense of \$25,648. Movement in superannuation expense is given below:

Superannuation Expense	78,083	73,815
Superannuation Liabilities Adjustments	(75,954)	(48,167)
	2,130	25,648

The status of the superannuation reserves is given below:

	SASS(a) \$	SANCS(b) \$	SSS(c) \$	Total 2005 \$	Total 2004 \$
Accrued Liability	(254,707)	(84,735)	(394,699)	(734,141)	(663,974)
Estimated Reserve Account closing balance as at 30 June 2005	310,637	111,104	557,415	979,156	833,035
<b>Prepaid Contributions</b>	<b>55,930</b>	<b>26,369</b>	<b>162,716</b>	<b>245,015</b>	<b>169,061</b>

(a) SASS = State Authorities Superannuation Scheme

(b) SANCS = State Authorities Non-Contributory Superannuation Scheme

(c) SSS = State Superannuation Scheme

The liability for the various schemes is based on an assessment by the SAS trustee corporation actuary for the defined benefit schemes administered by Pillar Administration for the financial year ended 30 June 2005.

The Superannuation position in each scheme as at 30 June 2005 is based on the following financial assumptions:

- discount rate – 7.0%pa
- rate of salary increase – 4.0%pa
- rate of increase in CPI – 2.5%pa.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 12 CHANGES IN EQUITY

Retained Earnings

	2005 \$	2004 \$
Balance at the beginning of the financial year	2,497,088	2,115,460
Total changes in equity recognised in the Statement of Financial Performance	191,111	381,628
<b>Balance at the end of the financial year</b>	<b>2,688,200</b>	<b>2,497,088</b>

### 13 NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Net Cash provided by Operating Activities to surplus for the year;

Surplus for the year	191,111	381,628
Depreciation	10,556	7,355
(Increase)/Decrease in Prepayments	(75,622)	(46,009)
(Increase)/Decrease in Receivables	1,010	5,237
Increase/(Decrease) in Provisions	10,216	12,272
Increase/(Decrease) in Payables	134,678	(925,430)
Increase/(Decrease) in Capital	(149,960)	0
<b>Net cash provided by operating activities</b>	<b>121,989</b>	<b>(564,947)</b>

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 14 FINANCIAL INSTRUMENTS

#### (a) Interest Rate Risk

Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Board's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognized and unrecognized at the balance date are as follows:

	Floating interest rate	1 year or less	Over 1 to 5 year	More than 5 years	Non-interest bearing	Total carrying amount as per statement of financial position	Average interest rate  %
<b>2005</b>							
<b>Financial Assets</b>							
Cash at bank and on hand	138,752	0	0	0	500	139,252	5.42
Investments	868,789	0	0	0	0	868,789	5.74
Total Cash	1,007,541	0	0	0	500	1,008,041	
Receivables					129,714	129,714	
<b>Total financial assets</b>	<b>1,007,541</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130,214</b>	<b>1,137,755</b>	
<b>Financial Liabilities</b>							
Payables	0	0	0	2,005	540,762	542,767	5.00
Loan				1,450,000		1,500,000	5.54
<b>Total financial liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,452,005</b>	<b>540,762</b>	<b>2,042,767</b>	
	Floating interest rate	1 year or less	Over 1 to 5 year	More than 5 years	Non-interest bearing	Total carrying amount as per statement of financial position	Average interest rate  %
<b>2004</b>							
<b>Financial Assets</b>							
Cash at bank and on hand	523,744	0	0	0	500	524,244	5.23
Investments	2,272,225	0	0	0	0	2,272,225	5.42
Total Cash	2,795,969	0	0	0	500	2,796,470	
Receivables					130,725	130,725	
<b>Total financial assets</b>	<b>2,795,969</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>131,225</b>	<b>2,927,194</b>	
<b>Financial Liabilities</b>							
Payables	0	0	0	0	362,427	362,427	0
<b>Total financial liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>362,427</b>	<b>362,427</b>	

#### (b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract/or financial position failing to discharge a financial obligation thereunder. The Department's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the statement of financial position.

#### (c) Net Fair Value

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximates their carrying value

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the year ended 30 June 2005

### 15 COMMITMENTS FOR EXPENDITURE

The Board has the following commitments:

- The Board engaged the Attorney General's Department to organize the fitting out of the Board's new office at 4/37 Bligh Street and the relocation from 4/99 Elizabeth Street. Costs still to be invoiced at 30 June 2005 amount to \$37,483 including GST.
- The Board has no other significant commitments.

### 16 CONTINGENT LIABILITIES

The Board is unaware of any matters which may lead to any significant contingent liability.

### END OF AUDITED FINANCIAL REPORTS.



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The Department implemented a strategy “Towards 2010”, incorporating better training, improved workplace behaviour and better recruitment practices that will deliver stronger leadership, collaboration and better communication, resulting in improved business performance.

## APPENDICES

### APPENDIX 1

#### ACCOUNTS PAYMENT PERFORMANCE

Year ended 30 June 2005

Quarter	Total Accounts Paid on Time			Total Accounts Paid \$000
	Target %	Actual %	Current \$000	
September 2004	100.00	99.49	92,039	92,507
December 2004	100.00	99.58	86,761	87,125
March 2005	100.00	99.40	82,488	82,987
June 2005	100.00	98.85	121,540	122,952
Aggregate	100.00	99.29	382,828	385,571

The geographical spread and decentralised nature of the Department's activities may cause a delay in a relatively small number of invoices. The Department has implemented strategies to minimise processing delays and improve payment performance, including the extensive use of electronic funds transfer to pay the majority of suppliers.

The review of Business Centre Quarterly Payment Performance Reports remains the most effective monitoring mechanism used by management to identify reasons for payment delay and strategies for future payment performance improvement.

There were no instances of penalty interest for late payment during the year ended 30 June 2005.

#### Accounts Payable Ledger Ageing Report

Quarter	Current	Less than 30 days overdue	Between 30 and 60 days overdue	Between 60 and 90 days overdue	More than 90 days overdue
	\$000	\$000	\$000	\$000	\$000
September 2004	1,291	0	0	8	(2)
December 2004	1,300	0	—	1	4
March 2005	97	0	64	9	0
June 2005	45	0	0	0	(1)

## APPENDICES

### APPENDIX 2

#### CODE OF CONDUCT AND ETHICS

During 2004–2005, Corporate Human Resources received 44 matters in relation to misconduct, serious criminal offence and performance issues, of which 36 were finalised. Action taken in respect to the finalised matters included dismissal, formal reprimands, reduction in salary, demotion, other disciplinary actions or no action.

The Department's Code of Conduct and Ethics reflects community and departmental expectations of ethical conduct and behaviours of staff and service providers to the Department. The Department published the revised Code of Conduct and Ethics in December 2001 and distributed individual copies to all employees. Ethical training is a compulsory feature of the Department's induction program and copies of the Code are provided to all new employees.

### APPENDIX 3

#### COMPLAINTS HANDLING

The Department adheres to the Premier's Memorandum No. 95-29 which defines a complaint as an "expression of dissatisfaction...made about the standard of service, actions or lack of action made by a Business Centre or its staff, affecting an individual client or group of clients...that calls for action on the part of the complaint handler."

The Department deals with complaints relating to the administrative functions of independent statutory bodies and the Department's functions, including complaints about staff, policies, procedures and service provision. Complaints about judicial, tribunal or independent statutory body decisions and the conduct of judicial officers and tribunal members are administered separately.

Business Centres have complaint handling procedures and minimum standards. This ensures both clients and staff have confidence the process will be fair, transparent, consistent and effective. The Department undertakes the following:

- Publishes information about service delivery strategies and standards
- Offers feedback forms and information about how to make complaints
- Provides the complainant with an opportunity to raise their complaint or grievance with Business Centres directly to resolve the matter quickly
- Assists complainants to provide information
- Affords the person or entity being complained about with a reasonable opportunity to put forward their version of events in response to the complaint
- Notifies the complainant in writing of the outcome of the handling of the complaint unless the matter has been resolved by telephone. If the matter is resolved by telephone, a written record of the conversation is on file
- Provides the complainant with the right to request a review of the decision
- Provides complaint handling staff with support.

In the 2004–2005 financial period, 48% of complaints across the Department related to service delivery, 33% of all complaints across the Department related to policy and procedure, 15% related to staff conduct and 4% related to costs.

With over 2.5m customer interactions in the year, LawAccess NSW received 26 complaints, Local Courts and Sheriff received 429 complaints, the Office of the Protective Commissioner received 163 complaints, Privacy NSW received 39 complaints, the Public Trustee received 125 complaints, the Registry of Births Deaths and Marriages received 850 complaints, the Supreme Court received 144 complaints, and Victims Services received 19 complaints.

The Department is active in responding to complaints and finalised most complaints by:

- Communicating reasons for the decision or any delay to the complainant
- Counselling or disciplining staff
- Addressing outstanding requests for information
- Making improvements to processes and procedures
- Referring the matter for internal review
- Refunding fees
- Correcting errors and apologising to clients in the case of error.

Complaints about the Department can be sent to:

Director  
Community Relations Division  
Attorney General's Department of NSW  
Goodsell Building  
8–12 Chifley Square  
Sydney

or

GPO Box 6  
Sydney  
NSW 2001

Email: [director\\_crd@agd.nsw.gov.au](mailto:director_crd@agd.nsw.gov.au)

Telephone: 1800 684 449 or (02) 9228 7484

Fax: (02) 9228 8608

TTY: (02) 9228 7733

## APPENDICES

### APPENDIX 4

#### CONSULTANTS

Details of consultant expenditure over \$30,000

Details of business centre, consultant and project description	Consultancy category	Estimated total project cost \$	Expenditure 1 July 2004 to 30 June 2005 \$
<b>Corporate Human Resources</b>			
1 Corporate Focus, Employee Opinion Survey	Organisational Review	74,000.00	74,000.00
<b>Crime Prevention Division</b>			
2 Australian Institute of Criminology, NSW Local Crime Prevention Review	Legal	85,624.00	60,196.40
<b>Office of the Protective Commissioner</b>			
3 RSM Cameron Bird, Efficiency Review (in conjunction with NSW Treasury)	Management Services	30,000.00	30,000.00
<b>Public Trustee</b>			
4 Lift About Pty Ltd, System/Applications consulting for Will Generation software	Information Technology	122,751.00	122,751.00
5 Documents Plus Pty Ltd, System/Applications consulting for Will Generation software	Information Technology	212,600.00	212,600.00
<b>Supreme Court of NSW</b>			
6 Corporate Focus Management consultants, Supreme Court Leadership Program	Training	32,560.00	32,560.00
Categorised expenditure for the reporting period of 1 July 2004 to 30 June 2005 for the engagement of consultants under \$30,000			
	Finance and Accounting/Tax		38,379.00
	Information Technology		76,829.25
	Legal		31,723.78
	Management		163,838.73
	Organisational Review		3,811.50
	Training		61,396.88
<b>TOTAL</b>			<b>908,086.54</b>

## APPENDICES

### APPENDIX 5 (Note: data in this appendix has changed from financial year to calendar year.)

#### COURT AND TRIBUNAL TRANSACTION DETAILS<sup>1</sup>

	2000	2001	2002	2003	2004
<b>SUPREME COURT</b>					
<b>COMMON LAW DIVISION</b>					
<b>Criminal list<sup>2</sup></b>					
New matters	123	118	116	127	81
Disposals <sup>3</sup>	107	130	107	106	105
Matters on hand on 31 December	95	80	87	118	99
<b>Civil lists</b>					
New matters	4,177	5,032	4,128	3,923	4,886
Disposals	9,567	5,685	4,489	3,946	4,811
Matters on hand on 31 December	4,716	4,039	3,565	3,467	3,465
<b>EQUITY DIVISION</b>					
<b>Equity lists<sup>4</sup></b>					
New matters	4,448	5,494	5,551	5,969	6,410
Disposals <sup>5</sup>	4,235	5,788	5,588	6,021	6,208
Matters on hand on 31 December	3,622	3,318	3,361	3,508	4,066
<b>Probate List (non-contentious matters)</b>					
Applications filed	20,672	20,825	21,895	21,966	22,506
Waiting times (days)	2	2	2	2	3
<b>COURT OF CRIMINAL APPEAL</b>					
Appeals lodged	867	940	516 <sup>6</sup>	538	539
Appeals disposed	907	923	998 <sup>6</sup>	578	564
Matters on hand on 31 December	750	767	284 <sup>6</sup>	264	239
<b>COURT OF APPEAL<sup>7</sup></b>					
New matters	n.a.	679	710	761	760
Disposals	656	852	707	703	728
Matters on hand on 31 December	603	449	451	506	539
<b>DISTRICT COURT</b>					
<b>CRIMINAL JURISDICTION</b>					
Trials registered	2,015	2,165	2,280	2,253	2,279
Trials disposed	2,683	2,260	2,274	2,187	2,189
Trials on hand	1,187	1,092	1,098	1,164	1,254
Sentence matters registered	1,216	1,487	1,518	1,447	1,483
Sentence matters disposed	1,218	1,405	1,529	1,393	1,393
Sentence matters on hand	351	433	422	476	566
Appeals <sup>8</sup> lodged	5,441	5,378	5,658	5,629	6,346
Appeals <sup>8</sup> disposed	6,065	5,372	5,532	5,664	6,010
Appeals <sup>8</sup> on hand	943	949	1,075	1,040	1,376
<b>CIVIL JURISDICTION</b>					
Statements of claim	15,070	20,784	12,686	7,912	6,789
Disposals by trial <sup>9,10</sup>	1,598	1,529	1,627	1,693	1,812
Other disposals (eg settlements) <sup>12</sup>	11,602	12,695	15,230	11,238	6,493
Total disposals	13,200	14,224	16,857	12,931	8,305
Pending	16,948	23,547	19,128	9,104	7,959 <sup>11</sup>

## APPENDICES

### APPENDIX 5 (continued)

	2000	2001	2002	2003	2004
<b>LOCAL COURT</b>					
<b>Local Court General Matters<sup>13,14</sup></b>					
New matters	243,664	255,108	257,609	233,496	244,664
Finalised matters	238,518	242,435	245,180	233,580	243,130
Matters on hand on 31 December	30,799	30,886	30,912	29,474	28,446
<b>Children's Court (Criminal)</b>					
New matters	17,491	17,940	18,151	16,262	14,993
Finalised matters	17,581	15,983	17,487	16,196	15,262
<b>Children's Court (Care)</b>					
New matters	3,501	3,115	3,158	2,934	2,903
Finalised matters	3,037	2,787	2,597	2,336	2,466
<b>TOTAL, Children's Court Matters</b>					
New matters	20,992	21,055	21,309	19,196	17,896
Finalised matters	20,618	18,770	20,084	18,532	17,728
Matters on hand on 31 December	4,711	3,868	3,227	3,126	3,729
<b>Family Law Matters</b>					
New matters	10,177	10,270	10,270	10,033	8,045
Finalised matters	10,236	10,295	9,961	10,030	7,890
Matters on hand on 31 December	956	1,051	1,346	1,470	1,364
<b>Civil Claim, Small Claims</b>					
New matters	7,603	13,241	12,486	10,854	9,487
Finalised matters	5,204	8,014	9,361	10,164	8,318
Matters on hand on 31 December	7,250	12,185	14,398	3,307	4,279
<b>Civil Claim, General Division<sup>12</sup></b>					
New matters	4,462	3,061	5,766	4,258	3,976
Finalised matters	4,199	3,586	4,773	3,618	3,218
Matters on hand on 31 December	2,667	2,134	3,154	1,566	2,328
<b>TOTAL, Civil Claims Matters<sup>12</sup></b>					
New matters	12,065	16,302	18,252	15,112	13,463
Finalised matters	9,403	11,600	14,134	13,782	11,536
Matters on hand on 31 December	9,914	14,319	17,552	4,873	6,607
Statement of claims	165,879	174,929	164,101	148,178	144,708
<b>LOCAL COURTS, ALL MATTERS</b>					
New matters	286,898	302,735	307,440	277,837	284,068
Finalised matters	278,775	283,100	289,359	275,924	280,284
Matters on hand on 31 December	46,380	50,124	53,037	38,943	40,146
Median waiting time (weeks)	15	13	11	12	11
<b>APPREHENDED VIOLENCE</b>					
Applications issued					
Personal violence	13,748	14,164	13,640	12,808	11,443
Domestic violence	28,219	33,035	31,187	32,709	31,155
Total	41,967	47,199	44,827	45,517	42,598



## APPENDICES

### LOCAL COURT (continued)

	2000	2001	2002	2003	2004
<b>APPREHENDED VIOLENCE (CONTINUED)</b>					
<b>Final Orders Made</b>					
Personal violence	7,146	6,714	6,280	6,886	6,022
Domestic violence	16,971	18,328	17,229	19,127	18,504
Chamber interview service	146,851	151,255	148,960	144,808	132,850
<b>INDUSTRIAL RELATIONS COMMISSION</b>					
Total cases filed	6356	8666	7442	7503	7618
Total cases finalised	6387	8319	7202	7739	8493
Cases on hand as at 31 December	3689	4036	4276	4040	3165
<b>LAND AND ENVIRONMENT COURT</b>					
<b>Classes 1, 2 &amp; 3</b>					
Registrations	1612	1454	1440	1495	1635
Finalisations	1686	1607	1454	1478	1542
Matters pending on 31 December	1068	899	843	745	838
<b>Classes 4, 5, 6 &amp; 7</b>					
Registrations	346	474	365	410	324
Finalisations	346	407	473	434	372
Matters pending on 31 December	299	369	247	224	177
<b>ADMINISTRATIVE DECISIONS TRIBUNAL</b>					
<b>Total for all Divisions, including Appeal Panel</b>					
Matters registered	665	738	798	920	923
Matters disposed	657	688	793	893	915
Matters pending on 31 December	397	447	452	481	489
<b>DUST DISEASES TRIBUNAL</b>					
Matters registered	322	478	517	455	489
Matters disposed (excluding cross claims)	244	375	427	446	473
Matters on hand on 31 December	474	577	667	681	704

- Figures for pending cases will not always reconcile with associated filing and disposal figures due to caseload reporting systems.
- The figures have been generally revised to exclude applications made under s474D Crimes Act.
- Disposals are recorded at entry of a guilty plea, verdict or other finalisation.
- Excludes Adoptions List, Protective List and non-contentious probate matters.
- For 2000, the figure is incomplete because disposals for the months January to April are not available for some of the Equity Division lists.
- The figures for 2002 and later years are not comparable with figures for previous years due to the introduction of new criminal appeal procedures in July 2002. This has reduced the numbers of appeals lodged, disposed and on hand, and has significantly reduced the number of appeals withdrawn or abandoned. The number of cases in which a hearing is ultimately required, however, is relatively steady.
- Where an appeal is filed pursuant to a successful application for leave to appeal, this is counted as one continuous case (not two separate cases). Holding notices of appeal and holding summonses for leave to appeal are not included in the statistical reporting.
- Appeals can be against the guilty verdict or against the severity of the sentence.
- The breakdown of disposals by trial or other method has been extrapolated from the Sydney disposal data.
- Disposals following a hearing before a Judge.
- At the end of 2003, residual jurisdiction matters from the former Compensation Court were included into the pending caseload.
- In 2003, an error was identified in the District and Local Court reporting systems, which had inflated the civil pending caseload. An adjustment was made to the 2003 civil figures to account for this.
- Local Court General matters include matters such as committal proceedings, warrants, breach of bond, appeals against RTA decisions, and applications for apprehended violence orders.
- There has been an adjustment in the counting basis for ease of comparison with other jurisdictions for 2003 onwards. This has reduced the number of general matters by approximately 30,000.



## APPENDICES

### APPENDIX 6

#### DISABILITY STRATEGIC PLAN

In January 2003 the Attorney General's Department launched its third Disability Strategic Plan (DSP) 2003–2005, building on the successes of the first two DSPs. Below are the DSP's Targets and the achievements for 2004–2005.

##### 1. Services and Programs

To provide and adapt services and programs to ensure people with disabilities do not experience discrimination as users of Departmental services, as service providers or as staff, and that their particular needs for services and support are acknowledged and met.

###### Targets

- The Disability Advisory Council is satisfied with the Department's progress in implementing the Disability Strategic Plan (DSP).
- Programs and services for people with disabilities are improved through the Flexible Service Delivery (FSD) Program.
- Key aspects of the DSP are included in Business Centre plans and performance agreements.

###### Achievements

- The Disability Advisory Council (DAC) met quarterly, providing the Department strategic advice on the implementation of the DSP and confirming its satisfaction with our work.
- The Department is reviewing FSD training program for regional training option of both online and face-to-face delivery.
- Monitored business centres' disability strategies within their business plans.

##### 2. Access to the justice system

To adopt practices within the justice system which ensure people with disabilities are treated equally by the law and have equal access to legal services.

###### Targets

- Coordination and integration on disability issues across justice agencies. (See *Justice Sector: Disability Action Plan*).
- The Department advances the legislative policy development process to implement the Law Reform Commission's (LRC) Report # 80.
- Promote a range of legal and Departmental practice improvements which assist people with disabilities.
- Legislation prepared by the Department will promote non-discriminatory practice and non-discriminatory language.
- Develop a way for people with disabilities to formally notify the Department's services and programs when they require reasonable adjustments to enable access to our services.
- All direct and indirect discriminatory practices in relation to people with disabilities who are called to jury service are removed.

###### Achievements

- Coordinated meeting of senior officers across the justice sector for annual review of the Justice Sector: Disability Action Plan.
- Prepared recommendations for the Attorney General on issues relating to people with intellectual disabilities raised by the LRC Report # 80 relating to *Mental Health (Criminal Procedure) Act 1990 (NSW)* and the *Mental Health Act 1990 (NSW)*.
- Provided face-to-face disability awareness sessions to National Judicial College of Australia participants, NSW Bar Association and students of Newcastle Law School and developed and delivered a pilot online disability awareness program for the National Judicial College of Australia.
- Advised management of various practice improvements including advice on non-discriminatory language to increase access for people with disabilities.
- Explored privacy issues involved in the client notification process for reasonable adjustments.
- The Law Reform Commission considered comments on their discussion paper reviewing the legislative status of jurors who might be blind or deaf and began an extensive research project to evaluate the accuracy of interpreted judicial instructions.

## APPENDICES

### APPENDIX 6 (continued)

#### 3. Access to buildings and facilities

To provide and adapt buildings, facilities and services to ensure people with disabilities do not experience discrimination as either users of Departmental services, as service providers or as staff, and have their particular needs for services and support acknowledged and met.

##### Targets

- Facilities comply with AS1428 part 2 and the *Disability Discrimination Act* 1992 (Cth) (DDA).
- A dedicated capital budget of at least \$250,000 per annum is expended on the Access Improvement Program.
- There will be at least one accessible court building where a person with mobility impairment can serve as a juror within each jury district.
- Business Continuity Plans address issues for people with disabilities by the end of 2003.
- All computer applications and interfaces address the access requirements of people with disabilities, both staff and clients.

##### Achievements

- All Asset Management access improvements complied with AS1428 part 2 and the DDA. Departmental approval is required when a project is unable to comply with the provisions.
- Expended \$340,000 on Access Improvements to provide additional accessibility provisions and improve compliance with AS1428.2.  
Courthouses included in the Access Improvement program are: Ballina, Bourke, Mullumbimby, Moree, Muswellbrook, Ryde, Taree, Kempsey, Lismore, Cootamundra and Glebe Coroner's.
- Local Court Registrars and Sheriff's Officers continued to review and update emergency procedures.
- Offered web author training sessions that focused on website access.
- Provided advice and referrals of computer based accessibility experts to CourtLink and Lawlink website management.

#### 4. Communications

To provide effective means of communicating information about all Departmental services and activities for people with disabilities, and to enable them to communicate effectively before the courts and in Departmental programs, using appropriate communications practice, media and technologies.

##### Targets

- ACCESSlink, (A resource guide for staff to serve people with disabilities) is available and up to date.
- Provide public education and information about our services to the disability community and legal circles.
- Departmental staff are able to provide information in alternative formats and hearing assistance equipment as required.
- The Department's internet, intranet and e-commerce services are provided in accessible formats and comply with World Wide Web Consortium (W3C) and Human Rights and Equal Opportunity (HREOC) guidelines by June 2003.
- Courtroom acoustic audits and a plan for remediation will be completed by December 2004.
- Departmental staff are able to access specialist advice in order to obtain adaptive technology to meet client needs.
- Monitor where possible hearing assistance equipment requests and successful usage.

##### Achievements

- Updated ACCESSlink and promoted it through Department's induction program and in other training courses.
- Following a launch by the Hon. Bob Debus, the Department distributed over 1,300 multimedia video kits ("So you have to go to court!") for people with cognitive disabilities.
- Updated advice on how to prepare mainstream information in accessible and alternative formats in the Department Style Guide and intranet site, ACCESSlink.
- Continued to review internet and intranet sites for W3C access compliance and offered internal workshops that focused on accessible website design.
- Acoustic audits and improvements were undertaken in the Ryde and Glebe Coroner's Courts.
- Updated Disability Services intranet website on technical advice for staff and managers and employees with disabilities.
- Usage of infrared systems installed in city courthouses has increased by 13.5%.

## APPENDICES

### APPENDIX 6 (continued)

#### 5. Employment and careers

To develop policies and practices which meet the Department's responsibilities as an EEO employer, comply with the requirements of the *Anti-Discrimination Act 1977* (NSW), and the *Disability Discrimination Act 1992* (Cth) and actively encourage employment, career opportunities and career progression for people with disabilities.

##### Targets

- Discriminatory practices are removed from job requirements, employment conditions, human resource policies and practices.
- Percentage of staff with disabilities (as defined by the Office of the Director of Equal Opportunity in Public Employment guidelines) who use reasonable adjustment is increased to 4%.
- There is an overall increase in motivation of staff with disabilities as measured by a Departmental employee survey.

##### Achievements

- The Department became a charter member of Employers Making a Difference.
- As employment policies and practices were reviewed and position descriptions were evaluated discriminatory requirements were removed.
- The data about staff with disabilities from the employee survey has not yet been analysed.

#### 6. Staff Training

To ensure staff of the Attorney General's Department are adequately trained to provide effective, non-discriminatory services and employment options for people with disabilities.

##### Targets

- Seventy five percent of Department staff will have participated in a Disability Awareness Training Course by the end of 2004.
- A specific training course for managers and supervisors exploring the management of staff with disabilities will be developed by January 2005.
- All client service courses will include practical components from the Flexible Service Delivery Training Program.
- The percentage of people with disabilities participating in training courses increases by 10%.
- People with disabilities have access to participate in Department courses.

##### Achievements

- Trained over 80% of all staff in disability awareness issues to date.
- Recruitment and selection panels are trained in aspects of disability awareness and reasonable adjustment.
- Provided an introduction to the DSP and FSD to all new staff as part of the Induction Program.
- All client service courses incorporate awareness of ACCESSlink and serving clients with a disability.
- On-line nominations for training invite participants to advise if they have any disability related requirements.

#### 7. Consultation and participation

To provide an open, consultative environment in the Department which ensures that people with disabilities are consulted on all matters relating to their interests and have the opportunity to participate in key decision-making forums within the Department.

##### Targets

- The Disability Advisory Council is satisfied with the consultation process used to ascertain views of the Council, disability community, clients and staff on issues affecting people with disabilities.
- Every Business Centre has mechanisms in place to consult with people with disabilities.
- The Department's complaints procedures are accessible to people with disabilities.

##### Achievements

- See Item 1: Access to Services and Programs.
- Advice is available on ACCESSlink on how to consult with people with disabilities.
- The Department's Complaints Handling Policy 2004 incorporates procedures to assist people with disabilities to make and resolve complaints in an accessible and non-discriminatory manner.

## APPENDICES

### APPENDIX 6 (continued)

#### 8. Best practice in management

To adopt management practices and provide sufficient resources (money, people, skills and facilities) within the Department which reflect or establish best practice in meeting the responsibilities of government agencies generally, and of our own organisation in particular, in meeting the needs and protecting the rights of people.

##### Targets

- Key aspects of the DSP are included in the Business Centres' Business plans and performance agreements.
- The implementation of the Disability Strategic Plan will be rigorously managed and reviewed annually by the Internal Steering Committee.
- We are used as a reference point by other government agencies.
- Provided advice and assistance to National Judicial College of Australia, Police NSW, Office of the Director of Public Prosecutions, Department of Juvenile Justice, NSW Legal Aid Commission, NSW Corrective Services, NSW Housing and other government agencies on implementing disability awareness staff training programs and initiatives including Action Plans.

##### Achievements

- Increased the focus on disability in infrastructure and business planning meetings and communications to staff.
- The Coordinator DSP and Director General submitted periodic updates on the DSP implementation to the Internal Steering Committee.
- Maintained the profile of disability issues in the Department by ensuring bimonthly coverage in Department's newsletter, Agenda and the Department's intranet.

### APPENDIX 7

#### DISPOSAL OF PROPERTY

Asset Management Services (AMS) completed the sale of vacant land at 11–17 Sturt Street, Wagga Wagga:

- As the Department did not receive any bids at auction, the sale was conducted by private treaty.
- Settlement took place 9 July 2004.
- The purchaser was Shatsui Pty Ltd
- The purchase price was \$330,000 inc GST.
- The net return to the Department from the Department of Lands was \$315,038.04 inc GST.
- The vacant land was divested as it was surplus to Departmental requirements.

AMS finalised the sale of a residence at 8 Lincoln Street, Gunnedah:

- As the reserve price was not reached at auction the premises was sold by private treaty.
- Settlement took place on 25 June 2004.
- The purchaser was Mr and Mrs E and P Salem.
- The purchaser paid \$72,000.
- The net return to the Department from the NSW Department of Lands was \$32,922.67, being the sale price, less 50% to Consolidated Revenue and sales costs.
- The residence was divested as it was surplus to Departmental requirements.

The Department is working towards further rationalisation of the residential portfolio. Subject to a forthcoming review, the Department aims to divest 9 residences across NSW in 2005–2006.

### APPENDIX 8

#### EMPLOYEE SALARY MOVEMENTS

##### Crown Employees (Public Service – Salaries January 2004) Award

The Award provided for a 4% salary increase on 1 July 2004 for the following:

- |                      |                                      |
|----------------------|--------------------------------------|
| • Clerks             | • Clerical Officers                  |
| • Court Officers     | • Departmental Professional Officers |
| • Legal Officers     | • Sound Reporters                    |
| • Sheriff's Officers | • Librarians                         |
| • Senior Officers    | • Tipstaves                          |

##### Judicial Officers

The Statutory and Other Offices Remuneration Tribunal (SOORT) is required each year to make a determination of the remuneration to be paid to Judges, Magistrates and judicial officers (as defined by the *Judicial Officers Act* 1986). SOORT granted a salary increase of 8.9% for judicial officers from 1 July 2004.

## APPENDICES

### APPENDIX 9

#### ENTERPRISE INDUSTRIAL RELATIONS

##### Union representation

The Department's staff are represented by the Public Service Association of NSW (PSA). The Department no longer has an ongoing connection with the Australian Medical Salaried Officers' Federation (NSW) as a result of the closure of the Compensation Court of NSW.

The Peak Consultative Committee (PCC) comprises the Department's Director General and Director Corporate Human Resources and representatives of the PSA. The PCC meets every two months.

Matters impacting on individual business centres are dealt with through local consultative committees. If these committees are unable to resolve the matter, then the PCC will be asked to assist.

##### Crown Employees (Public Sector – Salaries January 2002) Award

The Department has continued to progress five key sector-wide priorities identified in the Memorandum of Understanding entered into in March 2000 between the NSW Government, the PSA and other public sector unions:

- Improved service delivery
- Review the legislative and employment framework
- Advance NSW as a digital state
- Continue corporate services reform efficiencies
- Provide modern structures and pay systems.

The Department will continue to develop the initiatives already commenced and reported upon in previous years, which are:

- Use of productivity and other measures
- Active performance management across the Department
- Implementation of strategies to reduce workers' compensation costs
- Corporate services reform.

##### Flexible Working Hours

A review of the Flexible Working Hours pilot was undertaken. The review established that no clear benefit has been identified for the Department. The Department reverted to the award conditions 7 October 2003 (Clause 20 of the Crown Employees (Public Sector Conditions of Employment Award) 2002).

The Department is continuing to negotiate with the PSA under Clause 10 of the Crown Employees (Public Sector Conditions of Employment Award) 2002 to establish a new flexible working hours arrangement for staff covered by the provisions of that award.

The following classifications are covered by different awards:

- Sheriff's Officers, employed under the Crown Employees (Sheriff's Officers) Award 2004
- Court Reporters, employed under the Court Reporters' Enterprise Agreement (1993)
- Ministerial Office Staff and Ministerial Appointees are not employed under any award.
- Parramatta Extended Registry Staff, employed under the Extended Registry Agreement (1995)
- Office of the Protective Commissioner and Public Guardian staff and casual employees, employed under The OPC/OPG Business Hours and New Flexible Working Hours agreement (1999)
- Public Trustee staff, employed under Public Trustee Flexible Work Practices (1996)

The Department is seeking to include the Public Trustee, the Office of the Protective Commissioner and the Office of the Public Guardian in a new agreement.

A new Award for the Sheriff's Officers is being negotiated.

## APPENDICES

### APPENDIX 10

#### EQUAL EMPLOYMENT OPPORTUNITY AND STAFF NUMBERS 2005

Trends in the representation of EEO groups<sup>1</sup>

EEO group	Benchmark or target	% of total staff <sup>2</sup>							
		2001-02		2002-03		2003-04		2004-05	
Total	N/A	100%	3647	100%	3754	100%	3728	100%	3957
Women	50%	64%	2315	64%	2416	64%	2407	63%	2512
Aboriginal and/or Torres Strait Islander	2%	3.0%	112	3.0%	113	3.5%	130	3.2%	127
People whose first language was not English	20%	20.4%	746	19.3%	724	19.0%	707	22.0%	880
People with a disability	12%	9.0%	333	9.1%	340	8.6%	322	7.0%	293
People with a disability requiring work adjustments	7%	3.3%	121	3.3%	124	3.2%	118	2.4%	95

Trends in the distribution of EEO Groups<sup>1</sup>

EEO group	Benchmark or target	Distribution Index <sup>3</sup>			
		2001-02	2002-03	2003-04	2004-05
Women	100	N/A	93	96	90
Aboriginal and/or Torres Strait Islander	100	N/A	85	89	94
People whose first language was not English	100	N/A	95	95	97
People with a disability	100	N/A	99	100	99
People with a disability requiring work adjustments	100	N/A	103	100	99

Notes

- Figures are reported by financial year. In previous years, figures have been reported by calendar year.
- Staff numbers as at 30 June. With the exception of the category 'Total' and 'Women', figures are weighted percentages. The weighted percentage is the actual percentage upwardly adjusted to reflect the response rate (ie the percentage of total staff who have supplied their EEO statistics).
- Excludes statutory appointees (eg judges) and ministerial staff (eg Associates & Tipstaves, accounting for approximately 280 staff on average) and casual staff. Includes BDM, CSO, OPC and OPG. From 2005 onwards, also includes Public Trustee.
- Includes approximately 300 additional staff from the public trustee in 2004-05. The addition of these extra staff has effected the percentage EEO representation in this year.
- A distribution index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. N/A – This information was not required by NSW Treasury before December 2002; see Treasury Circular TC 02/17.
- 46% of staff are 45 years of age or over.

## APPENDICES

### APPENDIX 11

#### ETHNIC AFFAIRS PRIORITY STATEMENT

The Department values the inclusion of culturally and linguistically diverse communities and engages with them to maintain a peaceful multicultural society. While participating in the broader NSW Government initiatives to address the issues of diverse communities, the Department has implemented a number of strategies to achieve the objectives of the Ethnic Affairs Priority Statement (EAPS).

The Department is working to deliver its services in culturally appropriate ways to diverse client groups and provide information in community languages, whenever appropriate. In addition to consultation processes, the Department provides information on cultural diversity to new staff through the induction program.

##### Diverse services for a diverse community

Business centres are engaged in campaigns to raise the Department's profile among culturally and linguistically diverse communities.

The Legal Practitioners Admission Board has adopted a flexible approach to assessing overseas legal qualifications. It also provides immigration assessments, economical tuition and examination options for overseas-qualified legal practitioners.

Business Centres regularly take part in community events in order to promote the Department's services to diverse communities. For example, the Industrial Relations Commission participated in Burwood's Community Fair Festival and in an information session at the St George Migrant Resource Centre. Victims Services conducted workshops for staff during National Harmony Day.

Corporate Human Resources incorporated the values of diversity within the Department's ethical workplace standards and the mandatory new employee induction program explores these issues. In addition, Corporate Human Resources encourages employees to apply for the Community Language Allowance Scheme accreditation and supports a Staff Multicultural Network.

Community Justice Centres employ staff and mediators from various cultural backgrounds, and assign mediators according to the cultural backgrounds of the parties if requested.

##### Speaking the languages of the communities

The Department communicates with culturally and linguistically diverse communities through free interpreting services and publications in community languages.

The Anti-Discrimination Board receives complaints from clients in languages other than English and facts sheets about discrimination have been translated into 24 community languages.

Victims Services has identified the key community languages of its primary clients groups by consulting relevant stakeholder agencies and government departments, resulting in the translation of a generic fact sheet into a number of languages including: Arabic, Chinese, Dari, Greek, Japanese, Korean, Khmer, Pashto, Polish, Russian and Vietnamese.

Community Justice Centres also provide information in different community languages and distribute information through community newsletters and radio services.

##### Integration through inclusiveness

The Department supports flexible and inclusive consulting practices to provide access to diverse communities. A number of Business Centres conducted needs assessment and community consultation.

The Registry of Births, Deaths and Marriages (BDM) consulted with diverse communities resulting in culturally appropriate commemorative certificates.

Community Justice Centres held a number of meetings to identify ways in which alternative dispute resolution services could best meet the needs of particular culturally and linguistically diverse communities groups. These consultations were held with a number of government and non-government agencies to identify the best strategies to promote services.

The Anti Discrimination Board delivered training programs about cultural diversity to employees in finance and government sectors. In addition, it delivered a number of educational sessions for migrant women who work in the clothing industry. The sessions were delivered in Chinese, Vietnamese and Korean at various locations in Western Sydney.

The Violence against Women Specialist Unit worked on the Role of Religion in Promoting Family Harmony Conference held in Western Sydney, the Immigration and Domestic Violence Forum in North Sydney and the Sexual Assault Forums in Hawkesbury and Bankstown. A number of educational sessions to raise awareness on domestic violence and sexual assault among diverse communities were delivered to interpreters, community leaders and community workers. The unit was also involved in the Committee of Women's Legal Services and the Australian Palestinian Support project.

##### Training and learning

Corporate Human Resources regularly conducts face to face workshops and on-line training sessions on cross-cultural communication skills and understanding racism.

##### The year ahead

One of the Department's major roles is to protect the rights of the community by building a just and safe environment for all people of NSW. In 2005–2006, the Department will revise the EAPS Plan, in consultation with the broad culturally and linguistically diverse community, to prioritise initiatives for people from culturally and linguistically diverse communities. Victims Services has also identified refugee women as a target group for 2005/06.



## APPENDICES

### APPENDIX 12

#### FREEDOM OF INFORMATION

The Department received 39 Freedom of Information (FOI) applications during the year, 37 of which were finalised at the time of writing. In addition, 5 applications were brought forward from the last reporting period.

All requests to access personal information were granted either in part or in full. Eight matters concerning access to non-personal documents were refused. Of these, two applications were refused for documents exempt under the Act; three applications were refused on the basis that the applicant declined to pay the required deposit; two were deemed refused because the applications were not dealt with within the 21 days; one was refused on the basis that the applicant declined to define the scope of the application.

##### Issues from FOI requirements

Although the FOI Act is administered by the Premier's Department, the Department receives a number of FOI inquiries each year from members of the public who assume that the Department has overall responsibility for the Act. In 2004–2005, 45 FOI applications were received for access

to documents held by external agencies. In these cases, applicants were redirected to the appropriate agency. The Department also responded to 12 written inquiries concerning the application of the *Freedom of information 1989 Act*.

The Summary of Affairs is published in June and December each year. It identifies the Department's policy documents and provides contact and other details for obtaining access to the Department's documents. The June 2005 Statement of Affairs and the June 2005 Summary of Affairs is available on the Department's website ([www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au)) or by contacting the Community Relations Division.

The Statement of Affairs, published in June each year, is a description of:

- the Department's structure and functions
- the way those functions affect the public
- how the public may participate in the Department's policy development
- the kinds of documents the Department holds
- how the public can access the Department's documents.

#### Freedom of Information Statistics for 2003–2004 and 2004–2005

##### Section A: Numbers of new FOI requests

Information relating to numbers of new requests received, applications processed and applications incomplete from the previous period.

FOI Requests	Personal		Other		Total	
	03–04	04–05	03–04	04–05	03–04	04–05
A1 New (including transferred in)	8	8	11	31	19	39
A2 Brought forward	4	2	0	3	4	5
<b>A3 Total to be processed</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>34</b>	<b>23</b>	<b>44</b>
A4 Completed	11	8	7	28	18	36
A5 Transferred out	0	0	0	1	0	1
A6 Withdrawn	0	0	1	0	1	0
<b>A7 Total processed</b>	<b>11</b>	<b>8</b>	<b>8</b>	<b>29</b>	<b>19</b>	<b>37</b>
A8 Unfinished	1	2	3	5	4	7

##### Section B: What happened to completed requests?

##### Result of FOI Requests

B1 Granted in full	3	3	1	2	4	5
B2 Granted in part	8	5	3	14	11	20
B3 Refused	0	0	3	8	3	8
B4 Deferred	0	0	0	0	0	0
B5 Could not process	0	0	0	4	0	4
<b>B5 Completed</b>	<b>11</b>	<b>8</b>	<b>7</b>	<b>28</b>	<b>18</b>	<b>36</b>

##### Section C: Ministerial Certificates

Number issued during the period.

##### Ministerial Certificates

C1 Ministerial Certificates Issued	0	0
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## APPENDICES

### APPENDIX 12 (continued)

#### Section D: Formal consultations

Number of requests requiring formal consultations (issued) and total number of formal consultations for the period.

Formal consultations	Number of requests requiring consultations (issued)		Total number of formal consultations	
	03-04	04-05	03-04	04-05
D1 Number of requests requiring formal consultations	3	4	3	4

#### Section E: Amendment of personal records

Number of requests for amendment processed during the period.

Result of amendment	Total	
	03-04	04-05
Request		
E1 Result of amendment – agreed	0	0
E2 Result of amendment – refused	0	0

#### Section F: Notation of personal records

Number of requests for notation processed during the period.

Notation of personal records	Total	
	03-04	04-05
F1 No. of requests for notation	0	0

#### Section G: FOI requests granted in part or refused

Basis of disallowing access – Number of times each reason cited in relation to completed requests that were granted in part or refused.

Basis of disallowing or restricting access	Personal		Other		Total	
	03-04	04-05	03-04	04-05	03-04	04-05
G1 Section 19 – application incomplete, wrongly directed	4	0	5	2	9	2
G2 Section 22 – deposit not paid	0	0	0	4	0	4
G3 Section 25(1)(a1) – diversion of resources	0	0	0	0	0	0
G4 Section 25(1)(a) – exempt	3	3	7	18	10	21
G5 Section 9 – exempt body or office	0	3	0	2	0	5
G6 Section 25(1)(b)(c)(d) – otherwise available	0	0	2	1	2	1
G7 Section 28(1)(b) – documents not held	1	0	1	4	2	4
G8 Section 24(2) – deemed refused (over 21 days)	0	0	0	2	0	2
G9 Section 31(4) – released to Medical Practitioner	0	0	0	0	0	0
<b>G9 Totals*</b>	<b>8</b>	<b>6</b>	<b>15</b>	<b>33</b>	<b>23</b>	<b>39</b>

\* The figures do not reconcile because some of the applications dealt with multiple documents, attracting various provisions under the Act.

#### Section H: Costs and fees of requests processed

Costs	Assessed costs		FOI fees received	
	03-04	04-05	03-04	04-05
H1 All completed requests	\$8,530	\$23,900	\$800	\$1,025

## APPENDICES

### APPENDIX 12 (continued)

#### Section I: Discounts allowed

Numbers of FOI requests processed during the period where discounts were allowed.

Type of discount allowed	Personal		Other	
	03-04	04-05	03-04	04-05
I1 Public Interest	0	0	0	1
I2 Financial hardship – pensioner/child	3	5	0	2
I3 Financial hardship – non-profit organisation	0	0	0	0
<b>I4 Totals</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>2</b>
I5 Significant correction of personal records	0	0	0	0

#### Section J: Days to process

Number of completed requests by calendar days (elapsed time) taken to process.

Elapsed time				
J1 0–21 days	0	1	0	6
J2 22–35 days	11	2	0	4
J3 Over 35 days	0	7	7	17
<b>J4 Totals</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>27</b>

#### Section K: Processing time

Number of completed requests by hours taken to process.

Processing time				
K1 0–10 hours	0	4	0	9
K2 11–20 hours	3	2	2	7
K3 21–40 hours	8	2	2	8
K4 Over 40 hours	0	2	3	3
<b>K5 Totals</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>27</b>

#### Section L: Reviews and Appeals

Number finalised during the period

Reviews and appeals	Total	
	03-04	04-05
L1 Number of internal reviews finalised	3	11
L2 Number of Ombudsman reviews finalised	0	3
L3 Number of ADT appeals finalised	3	2

#### Details of Internal Results

In relation to internal reviews finalised during the period.

Basis of internal review	Personal				Other			
	Upheld		Varied		Upheld		Varied	
	03-04	04-05	03-04	04-05	03-04	04-05	03-04	04-05
L4 Deemed Refused s.24(2)	0	0	0	0	0	3	0	0
L4 Access/Amendment refused	2	3	0	0	1	3	3	1
L5 Deferred	0	0	0	0	0	0	0	0
L6 Exempt matter	0	0	0	0	0	1	1	0
L7 Unreasonable charges	0	0	0	0	0	0	0	0
L8 Charge unreasonable incurred	0	0	0	0	0	0	0	0
L9 Withdrawn	0	0	0	0	0	0	0	0
<b>L10 Totals</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>1</b>

## APPENDICES

### APPENDIX 13

#### FUNDS GRANTED

Grant Recipient	Amount	Description	Grant Type
Albury City Council	24,009.00	The grant funded projects at the Youth Café, Business Safety Audit Kits, the linking mentoring program and a playroom for kids at risk.	SCDF
ACE North Coast Inc	181,500.02	Ace Driver Education aims to assist Aboriginal people gain a full Class C (car) licence.	Specific Purpose
Aids Council of NSW	20,000.00	The program is based on research from the 'You Shouldn't have to Hide to be Safe Report' which identifies potential issues of homophobia in the Arabic speaking community. The project will use surveys and focus groups to establish whether homophobia is an issue for gay, lesbian, bisexual and transgender people in the Arabic speaking community.	GLBT
Aids Council of NSW	17,780.00	ACON facilitates a roundtable series to address homophobia in education settings. This would be attended by key stakeholders in the Anti-Homophobia Interagency Working group and young people including school students.	GLBT
Airds High School	2,450.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Alexandria Park Community School	14,400.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Arcadia Vale Public School	1,820.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Armidale Community Foot Patrol	25,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Armidale Dumaresq Council	50,000.00	The funding is for the establishment of a Community Cottage serving two local housing estates where there is a high incidence of domestic violence. The cottage will be designed as a place where residents can meet and share information, and eventually assume responsibility for managing the program.	SCDF
Armidale Dumaresq Council	9,900.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Auburn Council	26,665.00	The grant will fund a part time Youth Social Worker to address antisocial or criminal behaviour. The aim is to involve young people in the development of policies and programs for young people in the area.	SCDF
Awabakal Newcastle Aboriginal Corporation	15,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrol Program
Ballina District Community Services	50,000.00	Ballina District Community Services assists young people enjoy their public open space activities without creating problems for themselves or the community.	SCDF
Banksia Road Public School	2,272.70	Grant to Reduce the incidence of Graffiti.	Graffiti
Bankstown City Council	3,347.50	Grant to Reduce the incidence of Graffiti.	Graffiti
Bega High School	1,984.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Bega Valley Shire Council	37,975.00	Funded a Crime Prevention Officer to work on the implementation of the Bega Valley Crime Prevention Plan.	SCDF
Blacktown City Council	50,000.00	Funding supports the "Safe Use, No Abuse – Peer Education" program that targets young people between 14–20 years who live in Mt Druitt. The project targets the use of alcohol by young people. It aims to modify behaviour through peer intervention, in order to reduce alcohol related crime.	SCDF
Blue Mountains City Council	68,090.80	Mountains Youth Outreach Program.	SCDF
Blue Mountains City Council	9,000.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Bowraville Local Aboriginal Land Council	21,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Broken Hill & District Youth Service	30,000.00	Broken Hill and District Family Services maintains the Go-Kart program offered to Aboriginal youth in Broken Hill.	SCDF
Byron Shire Council	45,000.00	Byron Bay Street Beat.	SCDF
Callaghan College	2,485.50	Grant to Reduce the incidence of Graffiti.	Graffiti
Campbelltown Youth Service	3,937.30	Grant to Reduce the incidence of Graffiti.	Graffiti
Canterbury City Council	57,040.10	Funding supports two projects "Home and Street Safety Kit" project, which aims to raise awareness of community safety and crime prevention strategies within the diverse cultural population of Canterbury LGA. The "Walk Safe" project is specifically designed to target people of Korean and Chinese backgrounds. Signs will be produced that promote the "Walk Safe" program and the "Walk Safe Map" of suggested safe routes.	SCDF
Carwoola Council of Elders	12,260.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Central Darling Shire	50,000.00	Funding supports the "Wilcannia Community Youth" project, which aims to provide a series of training sessions and workshops for young people. They include music, camera, computer, drama and recreational workshops specifically designed for young people. The project is designed to provide a range of activities that are culturally appropriate.	SCDF
City of Wagga Wagga	9,000.00	Funding supports the "Plan-It Youth Mentoring" program to provide education and training for young people to reduce their likelihood of involvement in crime. The project aims to increase employment retention rates for young people, particularly those 'at risk' of early school leaving.	SCDF
Coffs Harbour City Council	32,700.30	Funds the Youth on the Go program, Men's Group and an Alcohol education campaign.	SCDF
Community Programs Incorporated	58,999.90	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Cooma-Monaro Council	7,600.00	The grant is to reduce the incidence of Graffiti in the Cooma Monaro Area.	Graffiti
Coonamble Neighbourhood Centre	20,000.00	Funded the employment of a Safer Communities Officer to assist development of the Crime Prevention Plan for Coonamble.	SCDF
Coonamble Shire Council	15,000.00	Funding supports two projects – "Mad, Cool, Fun" is designed to empower youth in the Coonamble Shire and to provide guidance while avoiding conflict with Police and encouraging unity within the community. "Tin Lids" targets local youth to participate in the running of the local radio station. It aims to keep youth off the streets by giving them the opportunity to be trained and involved in the daily station operation.	SCDF
Dubbo City Council	18,850.00	Employment of a youth development officer in Dubbo City Council.	SCDF
Dubbo Neighbourhood Centre	63,572.60	To fund the Aboriginal Community Patrol in Dubbo and to include a permanent position of coordinator. The aim is to significantly decrease youth related crime and anti social behaviour.	Community Patrols Program
Ellimatta Housing Aboriginal Corporation	10,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Fairfield City Council	40,531.00	Fairfield City youth recreation program, Family Connections Program and a program to reduce the incidence of graffiti.	SCDF
Gamilaraay Bagandi Aboriginal Corporation	10,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Gay & Lesbian Counselling Service	332,225.00	The Gay and Lesbian Counselling Service develops early education resources to challenge sexuality stereotypes and homophobic behaviour and to raise awareness of lesbian and gay parented families.	GLBT
Gosford City Council	9,000.00	Program to reduce the incidence of graffiti.	Graffiti
Great Lakes Community	10,000.00	Funds the Foster HomeCare Youth Service.	SCDF
Greater Hume Shire Council	77,499.00	Funding enables the employment of a youth worker for the "Partnerships for the Future" project. The worker will develop and support programs that target youth between 12–18 years. Programs aim to reduce the risk of young people becoming involved in antisocial behaviour and opportunistic crime.	SCDF
Hastings Council	38,818.00	Funded a secondary supply of alcohol campaign in the Hastings LGA.	SCDF
Hawkesbury City Council	39,600.00	Funds the Hawkesbury City Street beat.	SCDF
Holroyd City Council	9,000.00	Program to reduce Graffiti.	Graffiti
Hurstville City Council	51,861.00	Funding supports the implementation of the "Sex Based Harassment Awareness Program" which aims to address sexual harassment issues in high schools, and the "Walk the Talk" Youth Outreach project, which aims to engage local youth in the management and use of public spaces and to develop improved relationships with local police, local businesses and other users.	SCDF
Indigenous Festivals	50,000.00	Funding to assist the CROC Fest in Moree and Kempsey.	SCDF
Junbung Elders Aboriginal Corporation	7,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrol Program
Junee Shire Council	11,250.00	Junee Youth ALIVE will encourage young people to develop protective factors in order to prevent future involvement in crime, antisocial behaviour or self-harm activities such as drug and alcohol abuse.	SCDF
Kamilaroi Aboriginal Legal Service	29,880.00	Kamilaroi Aboriginal Legal Service provides programs for young Aboriginal women (11–18) to engage in activities including culture camps, sports, self-esteem and learn to drive programs.	AYG
Kempsey Shire Council	12,798.30	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Koompahtoo Local Aboriginal Land Council	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Lake Macquarie City Council	51,790.00	Funds the Youth At Risk project.	SCDF
Lake Macquarie Youth	7,285.00	Funds at project to reduce Graffiti in Lake Macquarie.	Graffiti
Lawrence Hargrave School	2,500.00	Funds a project to reduce graffiti at the school.	Graffiti
Lismore City Council	24,509.00	Fund the Kids Club and Domestic Violence program under the Lismore Crime Prevention Plan.	SCDF
Liverpool City Council	45,000.00	Funding supports the "Streetwork" Project, which is a public space crime prevention initiative targeted at young people aiming to reduce the level of antisocial behaviour and vandalism within the Liverpool LGA.	SCDF
Maari Ma Health Aboriginal Corporation	33,804.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Maitland City Council	36,072.00	Funding for three projects that target alcohol related anti social behaviour, malicious damage and violence around late night venues and lack of perceived crime prevention awareness in the community.	SCDF

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Mallee Family Care Incorporated	30,000.00	Mallee Family Care aims to improve the self esteem of the young people involved and to give them confidence by facilitating six three-day workshops on drama and theatre skill development.	SCDF
Manly Council	45,500.00	The grant will continue funding of programs aimed at reducing property theft at Manly Beach, safe transport of late night patrons of the Manly CBD and safe drinks campaign. The programs include the Safe Days, Safe Nights program and the "Pumpkin Bus".	SCDF
Marist Youth Care	30,000.00	Marist Youth Care assists young Aboriginal people in the Mt Druitt area with issues around drivers licences. The aim is to reduce the contact young Aboriginal people have with the criminal justice system and the State Debt Recovery Office.	AYG
Marrickville Council	47,400.00	Funding supports the Start Again Mentoring Program (StAMP), which aims to reduce recidivism rates within Marrickville LGA through a volunteer mentoring program to support ex-offenders in their transition back into the community. Assistance is provided with housing, education and training, employment and social support.	SCDF
Mission Australia	117,695.90	Dubbo based Aboriginal Culture and Leadership program aimed at reengaging young Aboriginal people with education and positive activities.	Specific Purpose
Mission Australia	32,000.00	Miller Music and Art Development Program.	SCDF
Mission Australia	11,545.70	Miller Youth Night Activities.	SCDF
Mission Australia	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Mitchell High School	1,900.00	Program to reduce Graffiti at Mitchell High School.	Graffiti
Miyay Birray Youth Service	5,000.00	Project to Reduce Graffiti in Moree.	Graffiti
Mosman Municipal Council	14,500.00	Project aimed at reducing graffiti in Mosman.	Graffiti
Mungindi Kids Aboriginal Corporation	23,815.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Murdi Paaki Regional Enterprises	9,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Muslim Women's Association	36,000.00	The Muslim Women's Association aims to address the increase in race and/or religious based violence experienced by Muslim women and families and to reduce the risk of anti-social behaviour.	Specific Purpose
Narrandera Shire Council	51,999.90	Funding supports the "Youth Development" project which aims to reduce youth involvement in crime and antisocial behaviour (12-18 years), by providing a range of youth development activities designed to improve health, employment and engagement of young people in recreational opportunities.	SCDF
Newcastle City Council	9,000.00	Project aimed at reducing graffiti in Newcastle.	Graffiti
Northern Rivers Community	9,666.50		
Nowra Youth Services	7,700.00	Project to Reduce graffiti in Nowra.	Graffiti
Nungera Co-Operative	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Orange City Council	28,000.00	Funds the Sense of Place Project and the Women's Safety in Licensed Premises Project.	SCDF
Outback Arts Incorporated	9,000.00	Project to reduce Graffiti.	Graffiti
Parramatta City Council	13,000.00	Project to reduce Graffiti in Parramatta.	Graffiti
Penrith City Council	26,943.80	Funds the Cranebrook Youth Project, and localised Domestic Violence Website and a campaign to increase the reporting of crime.	SCDF



## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Pittwater Council	50,000.00	The grant will be used to support two local projects. The first aims to reduce the level of fear in the community by promoting greater awareness and understanding of crime prevention principles and strategies. The second aims to develop a comprehensive data collection of graffiti in the area.	SCDF
Police & Community Youth Clubs	166,375.80	PCYC operates the La Perouse Street Beat project, which will be an outreach to Aboriginal youth in the area.	Aboriginal Community Patrols
Police & Community Youth Clubs	15,000.00	Funds to provide Aboriginal Community Patrol in Coffs Harbour.	Aboriginal Community Patrols
Port Stephens Council	15,520.00	Family information groups, New Neighbourhood program and the KIDS FUND.	SCDF
Queanbeyan City Council	32,265.00	Integrated Domestic Violence program through the Queanbeyan Crime Prevention Plan.	SCDF
Redfern Legal Centre	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Regional Outreach Music	29,672.00	The Regional Outreach Music Project aims to engage Aboriginal youth with learning through exploring ideas, developing skills, creating and performing music using modern computer technology. From this, young Aboriginal people will be encouraged through self-determination to make responsible decisions and set their own goals for positive participation in the community.	AYG
Riverwood Community Centre	5,794.10	Program to reduce graffiti in Riverwood.	Graffiti
SCDAC	30,000.00	Shoalhaven Community Development Corporation operates an Aboriginal Community Patrol for youth between 12 and 18. The aim is to remove youth from situations where they may be at risk and to provide a network of support and alternative venues to mix with their community.	Community Patrols Program
Shared Vision Aboriginal Corporation	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Shellharbour City Council	26,664.50	The grant will be used to sustain existing "Youth Development" and "Safer Women" projects and to fund a new project called "Koori Tracks". These projects address social disadvantage within the community and also reduce antisocial behaviour and illegal graffiti by local youth.	SCDF
Shopfront Theatre	12,000.00	The Shopfront Theatre For Young People is a holistic program for young graffiti artists in the St George area. The aim is to prevent graffiti related crime by encouraging young people to work together to manage graffiti in the area and opening pathways to education, training and employment.	SCDF
Singleton Shire Council	13,650.00	Project to reduce Graffiti in Singleton.	Graffiti
South Coast Aboriginal Culture Centre	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
South Eastern Aboriginal Legal Service	20,318.00	SEALS Inc aims to support young indigenous parents who are in contact with the juvenile justice system or 'at risk' of entering the system by enabling their involvement in a series of local cultural camps for both young men and young women.	AYG
South Sydney Youth Service	5,000.00	Support for a case worker on the Redfern Street beat.	Specific Purpose

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Streetwise Communications	57,255.60	Streetwise Communications are funded for 2 projects, 1 aims to produce a resource that is targeted at young Aboriginal women on the subjects of personal safety and reporting sexual violence crimes. The second is producing a resource to reduce homophobic violence in schools.	SCDF
Sutherland Shire Council	35,850.00	Domestic Violence support program under the Sutherland Crime Prevention Plan.	SCDF
Sydney Regional Aboriginal Legal Service	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
The Greater Taree City Council	68,749.90	Funding for the Taree Street beat and the Taree Koori Youth Resource Room.	SCDF
Tolland Aboriginal Corporation	29,959.00	The Tolland Aboriginal Corporation aims to re-engage young Aboriginal people with learning via participation in structured educational programs including cultural identity, Aboriginal English and also a survival camp for men and a women's business camp.	AYG
Walgett Shire Council	50,000.00	Funding supports the "MAD Group" project that is designed to identify and mobilise creative talents in young Aboriginal people in order to raise awareness about the causes and impacts of drug and alcohol abuse. It also seeks to facilitate factual dialogue about D&A issues within the community and improve literacy and numeracy skills and link participants to further education and employment.	SCDF
Waverley Council	39,513.00	The funding supports the Bondi Junction Youth Protocol project which aims to increase safety for all patrons using the Bondi Junction Shopping Centre, promote communication between target groups and develop a strong sense of community ownership by all groups of the youth protocol. It also supports the Bondi Beach Antisocial Behaviour Project, which aims at reducing the prevalence of assault, sexual assault and malicious damage during the Christmas and New Year period.	SCDF
Wellington Council	29,673.30	Funding for a safer community development officer to develop the Wellington Crime Prevention plan.	SCDF
Whitebridge High School	2,010.00	Project to reduce the incidence of Graffiti at the school.	Graffiti
Wiradjuri Country Corporation	120,259.90	Wiradjuri Country Community Group will increase existing youth services throughout the Young, Harden and Boorowa regions with outreach projects to allow access to services and activities for all young people in the area.	SCDF
Wollongong City Council	22,000.00	Funds for the Bundaleer Women's Safety Project and the Safer Times around Licensed Premises Project.	SCDF
Wollongong City Council	8,500.00	Wollongong Council / RTA Graffiti project.	Graffiti
Woollahra Municipal Council	13,863.60	Project to reduce graffiti in Woollahra.	Graffiti
Yaegl Local Aboriginal Land Council	20,000.00	Yaegl LAC aims to engage young Aboriginal people in practical work experience and training on Ulugundahi Island. The courses undertaken will be accredited and at the conclusion a Certificate II can be obtained. This will increase the employability of the young people.	AYG
<b>Total</b>	<b>3,891,615.52</b>		

#### Grant Types

SCDF: Safer Community Development Fund

AYG: Aboriginal Youth Grant

ACJG: Aboriginal Community Justice Group Program

GLBT: Gay Lesbian Bi-Sexual Transgender Violence Prevention Program

#### Appendices

Attorney  
General's  
Department

## APPENDICES

### APPENDIX 14

#### GUARANTEE OF SERVICE

The Attorney General's Department of NSW is committed to ensuring that everyone in NSW has access to justice services. Business Centres that deal with the public have service guarantees or service standards.

The Department's Business Centres, including the Anti-Discrimination Board of NSW, Community Relations Division, the Office of the Protective Commissioner, the Office of the Public Guardian, the Public Trustee, the Registry of Births, Deaths and Marriages and Victims Services strive to:

- Deliver a code of ethics that includes:
  - Respecting the privacy of their clients
  - Treating clients with courtesy, compassion and respect
  - Delivering services in a prompt, honest, accurate and professional manner
  - Responding promptly to complaints and referring decisions to an appeals process if clients are unsatisfied with the results
- Increase access by:
  - Using plain language
  - Providing translation services
  - Being contactable during normal office hours, either by phone, facsimile, email or in person
- Be accountable and keep clients informed of the progress of their affairs.

The community can access the Attorney General's Department's service guarantees or service standards at [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au).

### APPENDIX 15

#### LEAVE LIABILITIES

Leave Liabilities, as at 30 June 2005:

Recreation leave: \$26,363,353  
Long service leave: \$111,515,477

### APPENDIX 16

#### LEGISLATIVE CHANGES

Legislative changes include new Acts of Parliament and amendments assented to between 1 July 2004 and 30 June 2005, as follows:

Administrative Decisions Tribunal Amendment Act 2004  
Anti-Discrimination Amendment (Miscellaneous Provisions) Act 2004  
Civil Liability Amendment (Food Donations) Act 2005  
Civil Procedure Act 2005  
Classification (Publications, Films and Computer Games) Enforcement Amendment (Uniform Classification) Act 2004  
Court Security Act 2005  
Crimes Amendment (Child Neglect) Act 2004  
Crimes Amendment (Child Pornography) Act 2004  
Crimes Amendment (Grievous Bodily Harm) Act 2005  
Crimes (Sentencing Procedure) Amendment (Existing Life Sentences) Act 2005  
Criminal Procedure (Evidence) Act 2005  
Criminal Procedure Further Amendment (Evidence) Act 2005  
Courts Legislation Amendment Act 2005  
Dust Diseases Tribunal Amendment (Claims Resolution) Act 2005  
James Hardie Former Subsidiaries (Special Provisions) Act 2005  
Jury Amendment Act 2004  
Law Enforcement (Powers and Responsibilities) Amendment (In-car Video Systems) Act 2004  
Legal Profession Act 2004  
Legal Profession Amendment Act 2005  
Professional Standards Amendment Act 2004  
Protected Estates Amendment (Missing Persons) Act 2004  
Sheriff Act 2005  
Standard Time Amendment (Co-ordinated Universal Time) Act 2005  
Terrorism Legislation Amendment (Warrants) Act 2005  
Workplace Surveillance Act 2005

## APPENDICES

### APPENDIX 17

#### LEGISLATION ALLOCATED TO THE ATTORNEY GENERAL

Legislation allocated to the Attorney General includes legislation within the Attorney General's portfolio and legislation administered by the Department.

Administration of Justice Act 1924 No 42  
Administration (Validating) Act 1900 No 38  
Administrative Decisions Tribunal Act 1997 No 76  
Anglican Church of Australia (Bodies Corporate) Act 1938 No 15  
Animals Act 1977 No 25  
Anti-Discrimination Act 1977 No 48 (except part, Premier)  
Antiochian Orthodox Church Property Trust Act 1993 No 20  
Application of Laws (Coastal Sea) Act 1980 No 146  
Arbitration (Civil Actions) Act 1983 No 43  
Attachment of Wages Limitation Act 1957 No 28  
Australian Mutual Provident Society Act 1988 No 47  
Australian Mutual Provident Society (Demutualisation and Reconstruction) Act 1997 No 56  
Bail Act 1978 No 161  
Benevolent Society (Reconstitution) Act 1998 No 153  
Births, Deaths and Marriages Registration Act 1995 No 62  
Burns Philp Trustee Company Limited Act 1990 No 82  
Charitable Trusts Act 1993 No 10  
Child Protection (Offenders Prohibition Orders) Act 2004 No 46 (jointly with the Minister for Police)  
Children (Criminal Proceedings) Act 1987 No 55  
Children (Protection and Parental Responsibility) Act 1997 No 78  
Children's Court Act 1987 No 53  
Choice of Law (Limitation Periods) Act 1993 No 94  
Churches of Christ in New South Wales Incorporation Act 1947 No 2  
Churches of Christ, Scientist, Incorporation Act 1962 No 21  
Civil Liability Act 2002 No 22  
Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 63  
Commercial Arbitration Act 1984 No 160  
Common Carriers Act 1902 No 48  
Commonwealth Bank (Interpretation) Act 1953 No 29  
Commonwealth Places (Administration of Laws) Act 1970 No 80  
Commonwealth Powers (De Facto Relationships) Act 2003 No 49  
Commonwealth Powers (Family Law—Children) Act 1986 No 182  
Community Justice Centres Act 1983 No 127  
Community Protection Act 1994 No 77  
Companies (Acquisition of Shares) (Application of Laws) Act 1981 No 62  
Companies (Acquisition of Shares) (New South Wales) Code  
Companies (Administration) Act 1981 No 64  
Companies and Securities (Interpretation and Miscellaneous Provisions) (Application of Laws) Act 1981 No 63  
Companies and Securities (Interpretation and Miscellaneous

Provisions) (New South Wales) Code  
Companies (Application of Laws) Act 1981 No 122  
Companies (New South Wales) Code  
Compensation Court Repeal Act 2002 No 23  
Compensation to Relatives Act 1897 No 31  
Confiscation of Proceeds of Crime Act 1989 No 90  
Constitutional Powers (Coastal Waters) Act 1979 No 138  
Co-operative Schemes (Administrative Actions) Act 2001 No 45  
Coptic Orthodox Church (NSW) Property Trust Act 1990 No 67  
Coroners Act 1980 No 27  
Corporations (Administrative Actions) Act 2001 No 33  
Corporations (Ancillary Provisions) Act 2001 No 32  
Corporations (Commonwealth Powers) Act 2001 No 1  
Corporations (New South Wales) Act 1990 No 83  
Costs in Criminal Cases Act 1967 No 13  
Council of Law Reporting Act 1969 No 59  
Crimes Act 1900 No 40  
Crimes at Sea Act 1998 No 173  
Crimes (Forensic Procedures) Act 2000 No 59  
Crimes (Local Courts Appeal and Review) Act 2001 No 120  
Crimes Prevention Act 1916 No 80  
Crimes (Sentencing Procedure) Act 1999 No 92  
Criminal Appeal Act 1912 No 16  
Criminal Procedure Act 1986 No 209  
Criminal Records Act 1991 No 8  
Crown Advocate Act 1979 No 59  
Crown Proceedings Act 1988 No 70  
Crown Prosecutors Act 1986 No 208  
Damage by Aircraft Act 1952 No 46  
Damages (Infants and Persons of Unsound Mind) Act 1929 No 25  
Defamation Act 1974 No 18  
Director of Public Prosecutions Act 1986 No 207  
Discharged Servicemen's Badges Act 1964 No 49  
District Court Act 1973 No 9  
Domicile Act 1979 No 118  
Dormant Funds Act 1942 No 25  
Drug Court Act 1998 No 150  
Drug Misuse and Trafficking Act 1985 No 226 (except part, Minister for Police, and Minister for Health)  
Dust Diseases Tribunal Act 1989 No 63  
Electronic Transactions Act 2000 No 8  
Employees Liability Act 1991 No 4  
Evidence Act 1995 No 25  
Evidence (Audio and Audio Visual Links) Act 1998 No 105  
Evidence (Children) Act 1997 No 143  
Evidence (Consequential and Other Provisions) Act 1995 No 27  
Evidence on Commission Act 1995 No 26  
Factors (Mercantile Agents) Act 1923 No 2  
Family Provision Act 1982 No 160  
Federal Courts (State Jurisdiction) Act 1999 No 22  
Felons (Civil Proceedings) Act 1981 No 84  
Financial Transaction Reports Act 1992 No 99

## APPENDICES

### APPENDIX 17 (continued)

Fines Act 1996 No 99, Part 2, Divisions 1 and 2, section 120 (in so far as it relates to registrars of the courts and the Sheriff) and section 123 (remainder, Treasurer)	Limitation Act 1969 No 31
Foreign Judgments Act 1973 No 39	Liquor Act 1982 No 147, Part 2 (remainder, Minister for Gaming and Racing)
Forfeiture Act 1995 No 65	Listening Devices Act 1984 No 69
Frustrated Contracts Act 1978 No 105	Local Courts Act 1982 No 164
Futures Industry (Application of Laws) Act 1986 No 66	Local Courts (Civil Claims) Act 1970 No 11
Futures Industry (New South Wales) Code	Lutheran Church of Australia (New South Wales District) Property Trust Act 1982 No 101
Greek Orthodox Archdiocese of Australia Consolidated Trust Act 1994 No 65	Maintenance, Champerty and Barratry Abolition Act 1993 No 88
Habitual Criminals Act 1957 No 19	Maintenance Orders (Facilities for Enforcement) Act 1923 No 4
Holy Apostolic Catholic Assyrian Church of the East Property Trust Act 1992 No 10	Marketable Securities Act 1970 No 72
Imperial Acts Application Act 1969 No 30	Married Persons (Equality of Status) Act 1996 No 96
Inclosed Lands Protection Act 1901 No 33	Matrimonial Causes Act 1899 No 14
Industrial Relations Act 1996 No 17, sections 147, 148 (except in relation to the appointment of Commissioners), 149, 150, 151, 152, 153, 154, 156 (3), 157 (3), 159 (2), 164 (2), 168, 180, 185 (2) (d) and (e), 196, 197, 207, 208, 381, 382, 383, 407 (in relation to provisions administered by the Attorney General), Schedule 2 (in relation to provisions administered by the Attorney General), and Schedule 4 (in relation to provisions administered by the Attorney General), (remainder, Minister for Industrial Relations)	Mental Health (Criminal Procedure) Act 1990 No 10
Inebriates Act 1912 No 24	Methodist Church of Samoa in Australia Property Trust Act 1998 No 96
Infants' Custody and Settlements Act 1899 No 39	Mining Act 1992 No 29, section 293 (remainder, Minister for Mineral Resources)
Inheritance Act of 1901 No 19	Minors (Property and Contracts) Act 1970 No 60
Insurance Act 1902 No 49	Moratorium Act 1932 No 57
Insurance (Application of Laws) Act 1986 No 13	Notice of Action and Other Privileges Abolition Act 1977 No 19
Intoxicated Persons Act 1979 No 67	Oaths Act 1900 No 20
Judges' Pensions Act 1953 No 41	Parliamentary Papers (Supplementary Provisions) Act 1975 No 49
Judgment Creditors' Remedies Act 1901 No 8	Partnership Act 1892 55 Vic No 12
Judicial Office (Papua New Guinea) Act 1979 No 177	Piracy Punishment Act 1902 No 69
Judicial Officers Act 1986 No 100	Police Powers (Drug Detection Dogs) Act 2001 No 115
Jurisdiction of Courts (Cross-vesting) Act 1987 No 125	Police Powers (Drug Premises) Act 2001 No 30
Jurisdiction of Courts (Foreign Land) Act 1989 No 190	Police Powers (Internally Concealed Drugs) Act 2001 No 31
Jury Act 1977 No 18	Police (Special Provisions) Act 1901 No 5 (except part, Minister for Police)
Justices of the Peace Act 2002 No 27	Presbyterian Church of Australia Act 1971 No 42
Land and Environment Court Act 1979 No 204	Pre-Trial Diversion of Offenders Act 1985 No 153
Law and Justice Foundation Act 2000 No 97	Printing and Newspapers Act 1973 No 46
Law Courts Limited Act 1977 No 10	Privacy and Personal Information Protection Act 1998 No 133
Law Enforcement (Powers and Responsibilities) Act 2002 No 103	Professional Standards Act 1994 No 81
Law Reform Commission Act 1967 No 39	Property (Relationships) Act 1984 No 147
Law Reform (Law and Equity) Act 1972 No 28	Protected Estates Act 1983 No 179
Law Reform (Marital Consortium) Act 1984 No 38	Public Defenders Act 1995 No 28
Law Reform (Miscellaneous Provisions) Act 1944 No 28	Public Notaries Act 1997 No 98
Law Reform (Miscellaneous Provisions) Act 1946 No 33	Public Trustee Act 1913 No 19
Law Reform (Miscellaneous Provisions) Act 1965 No 32	Recovery of Imposts Act 1963 No 21
Law Reform (Vicarious Liability) Act 1983 No 38	Reorganised Church of Jesus Christ of Latter Day Saints Trust Property Act 1959 No 13
Legal Aid Commission Act 1979 No 78	Restraints of Trade Act 1976 No 67
Legal Profession Act 1987 No 109	Restricted Premises Act 1943 No 6
Legal Profession Act 2004 No 112	Roman Catholic Church Communities' Lands Act 1942 No 23
Lie Detectors Act 1983 No 62	Roman Catholic Church Trust Property Act 1936 No 24
	Royal Blind Society (Corporate Conversion) Act 2003 No 64
	Royal Institute for Deaf and Blind Children Act 1998 No 6
	Russian Orthodox Church (NSW) Property Trust Act 1991 No 91
	Sale of Goods Act 1923 No 1
	Sale of Goods (Vienna Convention) Act 1986 No 119

## APPENDICES

### APPENDIX 17 (continued)

Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No 26  
Sea-Carriage Documents Act 1997 No 92  
Search Warrants Act 1985 No 37  
Securities Industry (Application of Laws) Act 1981 No 61  
Sheriff Act 1900 No 16  
Solicitor General Act 1969 No 80  
Standard Time Act 1987 No 149  
Status of Children Act 1996 No 76  
Stewards' Foundation of Christian Brethren Act 1989 No 172  
Suitsors' Fund Act 1951 No 3  
Summary Offences Act 1988 No 25  
Sunday (Service of Process) Act 1984 No 45  
Supreme Court Act 1970 No 52  
Telecommunications (Interception) (New South Wales) Act 1987 No 290  
Terrorism (Commonwealth Powers) Act 2002 No 114  
Terrorism (Police Powers) Act 2002 No 115  
Testator's Family Maintenance and Guardianship of Infants Act 1916 No 41  
Trustee Act 1925 No 14  
Trustee Companies Act 1964 No 6  
Trustees Delegation of Powers Act 1915 No 31  
Unauthorised Documents Act 1922 No 6  
Uncollected Goods Act 1995 No 68  
Uniting Church in Australia Act 1977 No 47  
Victims Rights Act 1996 No 114  
Victims Support and Rehabilitation Act 1996 No 115  
Voluntary Workers (Soldiers' Holdings) Amendment Act 1974 No 27, sections 4 to 9 (remainder, Minister for Lands)  
Westpac Banking Corporation (Transfer of Incorporation) Act 2000 No 71  
Wills, Probate and Administration Act 1898 No 13 (except parts, Treasurer)  
Witnesses Examination Act 1900 No 34  
Workplace Video Surveillance Act 1998 No 52  
Young Offenders Act 1997 No 54 (except parts, Minister for Juvenile Justice)

### APPENDIX 18

#### NSW GOVERNMENT ACTION PLAN FOR WOMEN

The Department is committed to the principles of equity, access, rights and participation that aim to improve outcomes for women.

##### Internal Programs

To deliver the NSW Government's commitment to overcome barriers that prevent women from participating fully in all aspects of society, the Department provides flexible working arrangements for its staff. Additionally, the Department develops programs, in partnership with other government agencies, for the broader community.

The Department's flexible working arrangements includes offering part-time positions, job sharing, career breaks, variable year employment, and working from home options. The Department also offers Family And Community Service (FACS) leave and a Vacation Care Program to help staff balance their work, family and community service responsibilities.

The Department runs a Developing Women for Management course and a Spokeswomen's Program to provide workplace training and development.

The Management Course is specifically designed to assist female staff aspiring to management positions within the Department.

The Spokeswomen's Program organises events to provide career information and skill development. The Program also assists the NSW Government, the Minister for Women, Chief Executive Officers and Managers with respect to policy and other matters affecting women in the workplace.

##### External Programs

In 2004, the Department launched a BOCSAR report, 'Violence excluded: a study into exclusion orders' that examined the use of Apprehended Violence Orders (AVO) that provided women with protection from further violence in their own homes by removing, or excluding the violent person. The study also makes a number of practical recommendations aimed at improving the visibility of exclusion orders within the local court system, promoting children's need for stable accommodation and rehousing of the violent offender.

The Department works with other government agencies to promote safe environments. Three of the programs funded by the Department, as part of the Safer Community Compact in 2004–2005, include the Queanbeyan Multi-Strategic Domestic Violence Project, Safer Times at Port Macquarie and Pubsafe/Clubsafe at Orange.

The Multi-Strategic Domestic Violence Project addresses domestic violence in Queanbeyan and Yarrowlumla shire. The community-wide program includes mentoring for young people living with domestic violence, a school based violence prevention program, community events at youth centres and shopping centres. The project includes teachers trained to identify and work with children experiencing domestic violence, as well as systematic community awareness campaigns specifically designed for Aboriginal and culturally and linguistically diverse communities.



## APPENDICES

### APPENDIX 18 (continued)

Safer Times and Pubsafe/Clubsafe are programs aimed to reduce the incidence of violence against women in and around licensed premises.

In Port Macquarie, 14 licensed premises were enlisted to undergo 28 safety audits by a team from Port Macquarie-Hastings Council and NSW Police. The Port Macquarie program gave public recognition to licensed premises that improved the general design of facilities, security and lighting in and around their premises.

Launched by Professor Marie Bashir, Governor of NSW, Orange's Pubsafe/Clubsafe program trained 28 volunteers to conduct safety audits at 17 of the 19 licensed premises in Orange. Licencees were awarded certificates at the Safer Towns and Cities celebrations.

In 2005, the Department's Crime Prevention Division funded the Sutherland Shire Council Domestic Violence Research project in response to Local Court data indicating that Sutherland has one of the State's highest rates of domestic violence. The report will provide a basis for service development in the Sutherland Shire and offer recommendations for any future standardisation of data sets.

The Department also jointly funds the NSW Strategy to Reduce Violence Against Women. The Strategy is a state-wide partnership between seven Government agencies, including NSW Department of Community Services, NSW Attorney General's Department, NSW Health, NSW Police, Department for Women, Department of Housing and Department of Education and Training. This whole-of-government approach aims to prevent and respond to violence against women through raising awareness of, and community understanding about, violence against women. The program develops and promotes effective prevention strategies, improving women's access to services and improving the criminal justice response to violence. The administration of the program was transferred from the Attorney General's Department to the Department of Community Services in January 2005, to better align service delivery.

#### Services

The Department, through Victims Services and LawAccess NSW, supports and provides information to victims of violent crimes and their families. Victims Services also administers the Victims Compensation Scheme and offers counselling to assist victims of violent crime.

The Department also funds the Same Sex Domestic Violence Interagency and the Women for a Safer Community program in Shellharbour.

The Interagency advises on the development, implementation and evaluation of an action plan to address same sex domestic violence issues.

The Women for a Safer Community program employed a development worker to provide a forum for women's groups to research action strategies to increase the safety of public and domestic environments, as well as promote women's safety issues.

### APPENDIX 19

#### OCCUPATIONAL HEALTH AND SAFETY

The Department continued the implementation of the Occupational Health and Safety Consultation Framework during 2004–5, including increasing the number of OH&S Committees and undertaking the following:

- Voluntary Influenza Vaccination Program
- OH&S Induction Program
- Redesigned OH&S intranet website
- OH&S Resource Manual for all work locations
- Formation of a Corporate OH&S Advisory Group

#### Workers compensation

During the 2004–5 financial year, 201 new claims were lodged. Most claims were for minor injuries, with 1.5 days the average absence from work.

#### Claims open at 30 June 2004

Injury	Percentage
Neck/shoulder	18
Psychological	15
Back	11
Upper limb	7
Knee	6
Trunk and limbs	6
Lower leg	5
Ankle	4
Other	29



## APPENDICES

### APPENDIX 20

#### OVERSEAS TRAVEL

Name/position	Country visited	Purpose of trip	Time	Estimated total AGD travel cost \$
<b>Justice Simpson</b>	Canada	International society for the reform of criminal law	Aug '04	10,000
<b>Justice Wood</b>	Canada	International society for the reform of criminal law	Aug '04	8,769
<b>Justice Einstein</b>	China	National Judges College and Shanghai Supreme Court Seminars	Oct '04	6,204
<b>Justice Ipp</b>	China	National Judges College and Shanghai Supreme Court Seminars	Oct '04	7,901
<b>Justice Shaw</b>	China	National Judges College and Shanghai Supreme Court Seminars	Oct '04	10,000
<b>Justice Handley</b>	USA	International Academy of Estate and Trust Law	May '05	10,000
<b>Justice Gzell</b>	USA	International Academy of Estate and Trust Law	May '05	10,000
<b>Justice Spigelman</b> Chief Justice	USA	Attend Sixth Worldwide Common Law Judiciary Conference (Washington)	May–Jun '05	17,000
<b>Justice Hidden</b>	Scotland	International Society for the Reform of Criminal Law	Jun '05	10,000
<b>Justice Whealy</b>	Scotland	International Society for the Reform of Criminal Law	Jun '05	9,492
<b>The Hon Justice R O Blanch,</b> Chief Judge, District Court	China	To participate in a Sino-Australia Law Forum	Oct '04	6,000
<b>Justice Wright</b>	Italy	Attend a conference	Jul '04	5,000
<b>Judge O'Meally,</b> President of the Dust Disease Tribunal	Japan	Attend a Global Asbestos Congress	Nov '04	10,000
<b>S Mark/L Muston</b>	Japan	Legal Services Commissioner	Nov '04	14,946
<b>D B Armati,</b> Chair, Licensing Court of NSW	Channel Islands	Conference of the Commonwealth Magistrates and Judges Association	Sep '04	NF
<b>Lesley Ashwood,</b> Manager Education Services, Anti-Discrimination Board	Hong Kong	Conduct training on Harassment and Discrimination Prevention for UBS Warburg	Oct '04	NF
<b>Dr Don Weatherburn,</b> Director Bureau of Crime Statistics and Research	USA	Attend an international workshop on drug policy research	Oct '04	450
<b>Laurie Glanfield,</b> Director General	New Zealand	Attend the Standing Committee of Attorneys General Meeting	Nov '04	3,678
<b>P Whitehead,</b> Public Trustee	New Zealand	Attend a twice-yearly meeting of the Public Trustees of Australia and New Zealand	Apr '05	1,500
<b>Anna Williams,</b> Law Reform Commission & Policy Librarian	UK	Attend British and Irish Association of Law Librarians	Jun '05	1,800
<b>Fiona Cameron</b>	NZ	Attend SCAG Ministers Meeting	Nov '04	2,121
<b>Rebecca Rowsell</b>	NZ	Attend SCAG Ministers Meeting	Nov '05	2,122
<b>Brendan Thomas</b>	NZ	Attend SCAG Ministers Meeting	Nov '04	1,095
<b>Dean Hart</b>	NZ	Attend ANZSOC 2005 Conference	Feb '05	2,871
<b>Deborah Sharp</b>	NZ	Attend ANZSOC 2005 Conference	Feb '05	1,149
<b>Michelle Brazel</b>	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Aug '04	NF
<b>Michelle Brazel</b>	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Dec '04	NF

## APPENDICES

### APPENDIX 20 (continued)

Name/position	Country visited	Purpose of trip	Time	Estimated total AGD travel cost \$
Michelle Brazel	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	May '05	NF
Laurie Glanfield	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Feb–Mar '05	NF
Naomi Ubrihien	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Jul '04	NF
Naomi Ubrihien	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Dec '04	NF
Nick Sanderson-Gough	Vanuatu	Admin Visit – Vanuatu Legal Sector Strengthening project	Nov–Dec '04	NF
Fiona Barker	Vanuatu	Placement Program with SLO	Mar–May '05	NF
Corrie Goodhand	Vanuatu	Placement Program with SLO	Apr–May '05	NF
Peter Miller	Vanuatu	Placement Program with SLO	Apr–Jul '05	NF
Don Weatherburn	NZ	Attend ANZSOC Conference	Feb '05	4,185
N Donnelly	NZ	Attend ANZSOC Conference	Feb '05	2,196
C Jones	NZ	Attend ANZSOC Conference	Feb '05	2,225
J Fitzgerald	NZ	Attend ANZSOC Conference	Feb '05	2,220
J Hua	NZ	Attend ANZSOC Conference	Feb '05	2,196
S Moffatt	NZ	Attend ANZSOC Conference	Feb '05	2,196
Other				8,914
<b>TOTAL</b>				<b>176,230</b>

NOTE: NF – No overseas travel funding required by the Department or State government

## APPENDICES

### APPENDIX 21

#### PUBLICATIONS

##### Anti-Discrimination Board of NSW

A Guide for Respondents  
ADA Amendments Fact sheet  
Advance Australia Fairly Postcards  
Age Discrimination  
Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors  
Anti-Discrimination Board Annual Report 2003–2004  
Anti-Discrimination Law And Charities  
Anti-discrimination law and the small business owner  
Balancing The Act: A submission to the NSW Law Reform Commission's review of the Anti-Discrimination Act 1977  
Carers' Responsibilities  
C-Change Report – Report of the Inquiry into Hepatitis C Related Discrimination  
Community Services Brochure  
Disability Discrimination: Your Rights  
Discrimination Complaints Form  
Discrimination, EEO and Affirmative Action  
Discrimination, Harassment and Equal Employment Opportunity (EEO) for Non-supervisory staff: Your rights and responsibilities at work  
Equal Time (quarterly newsletter) (available in electronic form only, not hard copy)  
General Fact sheet: Discrimination & the Anti-Discrimination Board of NSW  
Grievance Investigation Guidelines  
Grievance Procedure Guidelines  
Guarantee of Service  
Guidelines – Carers' Responsibilities Discrimination  
Guidelines for Advertisers  
Guidelines for Applying for an Exemption from the Anti-Discrimination Act (currently being revised)  
Guidelines for Community Workers  
Guidelines for Financial Advisers  
Guidelines for Hoteliers  
Guidelines for Local Government Councillors  
Guidelines for Managers of Local Councils  
Guidelines for Media (Vilification)  
Guidelines for Providers Of Goods And Services  
Guidelines for Real Estate Agents  
Guidelines for Registered Clubs  
Guidelines for Small Business Owners and Managers  
Guidelines for Union Representatives  
Harassment & Sexual Harassment: Your Rights  
Harassment in the Workplace: Guidelines for Managers  
Homosexual Discrimination  
How does the ADB deal with complaints?  
How to implement EEO in any organisation  
How to make a complaint about discrimination to the ADB

Identifying and Eliminating Discrimination in NSW Industrial Instruments  
Infectious Diseases  
Know Your Rights: A guide for Aboriginal and Torres Strait Islander People – Discrimination and Harassment  
Lesbian Discrimination & Harassment  
Marital Status Discrimination  
On-Site Training Brochure  
Pre-Employment Medicals  
Pregnant Women & Discrimination  
Race Discrimination: Your Rights (English and Arabic)  
Race for the Headlines – Racism and Media Discourse  
Sample Guidelines for Contact/Support Officers  
Sample Policies & Procedures disk  
Seminar Program Calendar  
Services for Employers Brochure  
Sex Discrimination  
Strategies Fact sheet: How to deal with discrimination, unfair treatment or harassment  
Transgender Discrimination Guidelines  
Transgender Discrimination: Your Rights  
Treated unfairly because you are Aboriginal?  
Unfair treatment...what to do  
Vilification: Your Rights (English and Arabic)  
What you can do if you are treated unfairly (easy to read, very low literacy)  
What you need to know about anti-discrimination law (low literacy) (English and Arabic)  
Workplace and community posters

##### Aboriginal Justice Advisory Council

NSW Aboriginal Justice Plan

##### Bureau of Crime Statistics and Research

Ethics and the Governance of Criminological Research in Australia  
Evaluation of the Bail Amendment (Repeat Offenders) Act 2002  
Long-term trends in trial court delay in NSW  
NSW Criminal Courts Statistics 2003  
NSW Recorded Crime Statistics 2004  
NSW Recorded Crime Statistics Quarterly Update June 2004, September 2004, January 2005 and March 2005  
School violence and its antecedents: Interviews with high school students  
The Cannabis Cautioning Scheme three years on  
The Deterrent Effect of Capital Punishment: A review of the research evidence  
The Transition from Juvenile to Adult Criminal Careers  
What caused the recent drop in property crime?

##### Children's Court Clinic

Assessments and Reports  
Who we are and what we do: A guide for children and young people

## APPENDICES

### PUBLICATIONS (continued)

#### Community Justice Centres

Blewin' with Sumwun  
Community Language Fact Sheets  
Got a Prickly Problem  
Have Your Say  
Mediation & Conflict Management Services  
Mediation at CJs

#### Criminal Law Review Division

New Developments in Child Protection – Child Protection  
Prohibition Orders  
Sexual Assault Retrials – New Legislative Procedures

#### Community Relations Division

A Handbook for Justices of the Peace in NSW  
Commitment to Client Service  
Daylight Saving Fact Sheet; "Time in NSW"  
Parliamentary Report (2003) in accordance with the Listening  
Devices Act 1983  
Statement of Affairs under the *Freedom of Information Act 1989*

#### District Court of NSW

District Court Annual Review 2004

#### Diversity Services

So you have to go to court!  
Can you hear in the courtroom?  
If you have a disability and need help ask us.

#### Industrial Relations Commission of NSW

Industrial Relations Commission of NSW Annual Report 2003

#### LawAccess NSW

Guide to the Law on the Internet  
Need Legal Help?

#### Land and Environment Court of New South Wales

Court Information Packages  
Litigants in Person in the Land and Environment Court

#### Legal Management Service

Guidelines for Outsourcing Government Legal Work  
Guidelines for Reviewing Agency Legal Services  
Reports of the 1995, 1998 and 2000 Surveys on Use of  
Government Legal Services by Government Agencies

#### Local Courts and Sheriff

Going to Court: A Handy Guide for Defendants in  
Criminal Matters  
Local Court of New South Wales Annual Review 2004  
Local Courts Training Framework  
Your Day in Court: A guide for victims of crime who are  
witnesses in court

#### Legal Practitioners Admission Board

A Pathway to Legal Practice  
Diploma in Law Course – Course Information Booklet  
– Summer 2004–2005 Session  
Diploma in Law Course – Course Information Booklet Winter  
2005 Session

#### Legal Profession Advisory Council

Review of Draft Legal Profession Bill 2004  
Legal Fees Review Panel: Discussion Paper

#### Legislation and Policy Division

An Introduction to the Civil Procedure Act 2005 and the  
Uniform Civil Procedure Rules 2005  
Regulatory Impact Statements for the *Administrative Decisions  
Tribunal (General) Regulation 2005*  
Regulatory Impact Statements for the *Anti-Discrimination  
Regulation 2004*  
Regulatory Impact Statements for the *Civil Procedure  
Regulation 2005*  
Regulatory Impact Statements for the *Criminal Records  
Regulation 2004*  
Regulatory Impact Statements for the *Professional Standards  
Regulation 2004*  
Regulatory Impact Statements for the *Young Offenders  
Regulation 2004*  
Report on the Five Year Review of the *Contractors Debts  
Act 1997*  
Report on the Five Year Review of the *Public Notaries  
Act 1997*  
Report on the Five Year Review of the *Sea Carriage  
Documents Act 1997*  
Review of Legal and Administrative Costs in Dust Diseases  
Compensation Claims – Issues Paper (jointly with The  
Cabinet Office)

#### Law Reform Commission of NSW

Annual Report 2003–2004  
Community Justice Centres (February 2005) – Report 106  
Expert Witnesses (June 2005) – Report 109  
Expert Witnesses (November 2004) – Issues Paper 25  
Mediation and Community Justice Centres: An Empirical Study  
(October 2004) – Research Report 12  
Surveillance (May 2005) – Report 108  
Time Limits on Loans Payable on Demand (October 2004)  
– Report 105  
Uniform Succession Laws: Family Provision (May 2005)  
– Report 110  
Uniform Succession Laws: Intestacy (April 2005) – Issues  
Paper 26

## APPENDICES

### PUBLICATIONS (continued)

#### Office of the Legal Services Commissioner

Complaint form  
Complaints about the Legal Profession  
Conflict of Interests  
Cost Mediations by the Office of the Legal Services Commissioner  
Costs Disclosure  
Costs Dispute Resolution  
Costs Disputes  
File Ownership and Handling  
Hiring a Legal Practitioner  
Liens  
Negligence  
Opposing Legal Representatives  
Regulated Costs – Civil Liability Act (Personal Injury Claims)  
Regulated Costs – Family Law Matters  
Regulated Costs – Motor Accident Compensation  
Regulated Costs – Workers Compensation  
Responding to Complaints  
Settlement  
Types of Costs  
What Happens When You Complain to the Office of the Legal Services Commissioner

#### Office of the Public Guardian

Annual Report 2003–2004  
Enduring Guardianship Your Way to Plan Ahead  
Guardianship Standards  
On guard

#### Organisational Performance Review

Agenda  
Attorney General's Department of NSW Annual Report 2003–2004  
Attorney General's Department of NSW Report to the Community 2003–2004

#### Public Defenders Office

Public Defenders Annual Report 2003

#### Professional Standards Council

Annual Report 2003–2004  
A Framework for Compliance  
Corporate Governance Principles: A Guide for Occupational Associations  
Professional Indemnity Insurance  
Guidelines for Industry Based Complaints and Discipline Data Systems  
A System for the Proper Administration of National Professional Standards Legislation

#### Public Trustee

Annual Report 2002–2003  
A Helping Hand With Managing Your Financial Affairs  
Code of Conduct and Ethics  
Facts on Fees  
Financial Services Guide  
Guide for Beneficiaries  
Guide for Wills  
Looking After Your Life's Work Is Our Work  
Privacy an Public Trustee NSW  
PT Connect – External Client Newsletter  
Script – Internal Staff Newsletter  
The Experience of 900,000 Wills Can Work For You  
The Public Trustee's Common Fund Portfolios 2002–2003  
Who Can You Trust With Your Trusts?  
Will Your Assets End Up In the Right Hands?

#### Registry of Births, Deaths and Marriages

Adding Fathers Details to a Birth Registration  
Amending the Given Name of a Child (under 3 Months)  
Application for a Birth Card  
Application for a Birth Certificate  
Application for a Death Certificate  
Application for a Marriage Certificate  
Application for a NSW Single Status Certificate  
Application for a Replacement Change of Name Certificate  
Application To Correct An Entry  
At a Glance  
Birth Registration Form  
Change of Name for a Child – Under 18 years  
Change of Name for an Adult (18 years or over)  
Commemorate Your New Life Together...  
Death Registration Form (PR 13)  
Family History  
Family History Certificate Application Form  
Fees for Products and Services  
Form B: Medical Certificate of Perinatal Death  
Getting Married  
Looking for Us?  
Medical Certificate of Cause of Death  
Notice of Birth  
Registering a Change of Sex  
Section 50 (Adoption/Legitimation) Search  
The Wills Register  
Want To Know How To Trace Your Family Tree?

## APPENDICES

### PUBLICATIONS (continued)

#### Reporting Services Branch

Information Brochure

#### Supreme Court

New South Wales Law Almanac 2005

Supreme Court Annual Review 2004

#### Violence Against Women Specialist Unit

Religion and Family Harmony Poster

Competent Persons Package – Information Kit for GPs and Health Workers to Support CALD Women Experiencing Domestic Violence

Send Violence Packing – Cartoon Booklet Promoting Awareness of Exclusion Orders

Spiked Drinks Posters

Aboriginal Resources Addressing Violence Against Women

Negotiating Consent Kits Including Posters

Conducted Evaluation and Produced Project Report for the Integrated Response to DV by Criminal Justice and Support Agencies

‘Old Crime – New Modus Operandi’ A Report on Drinking Spiking and Prevention Program Strategies

Quarterly Bulletin

Domestic Violence Interagency Guidelines

#### Victims Services

Access to Court Documents – Information for Victims of Crime

Appeals. An Information Package

Aboriginal Victims of Crime Interagency Forum

Coping with Sleeplessness

Coping with Witnessing a Traumatic Event

Helping Children Cope with Trauma

Listen Up

Support & Compensation for Victims of Domestic Violence

Support & Compensation for Victims of Sexual Assault

Authorised Report Writers: A Guide for Applicants

Telephone Interpreter Assistance

Charter of Victims Rights

Your Rights as a Victim of Crime

Contact Numbers

Families and Friends of Missing Persons Summary

Managing the Financial & Property Affairs of a Missing Person

Best Practice Principles for Counselling the Families and Friends of Missing Persons

Report on the Roundtable Meeting for Siblings of Missing People 30 April 2005

CALD Sheet

Information & Support for Victims of Crime

Victims Registers

Your Rights as a Victim of Crime

Information About Counselling

Approved Counselling Scheme for Victims of Violent Crime

Compensation for Victims of Violent Crime

Support for Family Members of Homicide Victims

Victims Advisory Board

Information for Families and Friends of Missing Persons

Families and Friends of Missing Persons Counselling Service

Someone Missing. Can The Media Help You?

Trigger Card

Victims of Crime Chronicle

Victims Support Line in 4 Languages (A3)

Victims of Crime Website (A3)

Your Day in Court

Making a Victim Impact Statement in the Local Court

Victim Impact Statement Information Package

Sentencing Information Package

Submissions Concerning Offenders in Custody Information Package

What Now? Information for Victims of Crime in NSW

Guide to the Schedule of Injuries

Victims Advisory Board Report of Activities 2003–04

Chairperson's Report – Victims Compensation Tribunal 2003–04

Charter of Victims Rights Resource Kit

Standards for Counselling and Support Services for Victims of Crime

Standards for Court Support for Victims of Crime

Someone is Missing

It's the Hope that Hurts – Best Practice in Counselling Models Relevant to FFMPU

Support Needs of Families & Friends of Long-term Missing Persons

Young Aboriginal Females Reported Missing to Police: 'Which Way for Prevention & Service'

A Glimmer of Hope – Stories of Courage from Families of Missing Persons

A Review of ATSI Peoples Compensation and Counselling Claims Lodged with the Victims Compensation Tribunal

Application for 2 Hours of Counselling

Request for Further Hours of Approved Counselling

Application for Compensation by a Primary or Secondary Victim

Application for Counselling by Family Members of a Homicide Victim

Application for Compensation by a Family Member of a Homicide Victim

## APPENDICES

### APPENDIX 22

#### PRIVACY AND PERSONAL INFORMATION

The Department has managed its obligations under the *Privacy and Personal Information Protection Act 1998* by implementing a privacy management plan to ensure compliance and increase awareness across the Department.

The plan provides guidance about the requirements of the Act for Department Officers who deal with personal information. It also provides procedures that can be adopted to eliminate or reduce the risk of non-compliance. The plan was amended in 2004 to incorporate the Department's obligations under the *Health Records and Information Privacy Act 2002*. The plan allows for individual business centres to create and annex specific privacy management plans to address unique issues. During this period, the Department finalised 41 written inquiries about the application of the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. The Department consulted with the NSW Privacy Commissioner for 11 of these matters.

While most inquiries raised individual issues, a number were concerned with the review of the *Privacy and Personal Information Protection Act 1998* or the impact of the *Health Records and Information Privacy Act 2002* on the practice of chaplains visiting patients in hospitals.

The Department did not receive any formal privacy complaints and no internal reviews were necessary.

### APPENDIX 23

#### RECYCLING PERFORMANCE

The Department's environmental goals are to:

- Reduce energy usage in buildings
- Reduce water consumption
- Improve waste management by introducing paper recycling
- Encourage "Green" procurement where cost effective
- Ensure that environmental obligations are appropriately managed and relevant legal requirements are met.

The Department manages achievement of its environmental goals through:

- Environmental data collection and reporting
- Energy and water management
- Waste management and reporting
- Implementation of Ecologically Sustainable Development (ESD) Principles
- Environmental education of staff.

In 2004–2005, projects incorporating energy and water conservation were completed at the following sites:

- Condobolin Court House
- Gundagai Court House
- Griffith Court House
- Queanbeyan Court House
- Bega Court House.

#### Waste Reduction and Purchasing Policy (WRAPP)

The Department is committed to waste reduction and the use of recycled material. The Department's Waste Reduction and Purchasing Policy (WRAPP) was implemented in 1998 to reduce the amount of waste being sent to landfill, including paper and cardboard recycling by courthouses, conducting annual waste audits to measure performance and encouraging the purchase of products manufactured from recycled materials.

The 2004–2005 WRAPP quantified the following:

- 105,399 reams of A4, 152 reams of A3 and 3,117 reams of publications paper were purchased
- 262.8 Tonnes of paper was recycled in 2004–2005
- 95.6% of the paper used in 2004–2005 contained recycled content
- 22,908 A4 pads & notebooks were purchased (5,836 of these contained recycled content)
- 9,163 Tonnes of vegetation, construction & demolition materials were generated with 7,292 Tonnes being re-used on site
- 873 Tonnes of landscaping and construction materials were purchased.



## APPENDICES

### APPENDIX 23 (continued)

#### Government Energy Management Policy (GEMP)

The Government Energy Management Policy (GEMP) is the State's response to the National Greenhouse Strategy, which charges governments with reducing greenhouse gas emissions. Improving the energy efficiency of buildings is one important measure in this strategy. Goals under this Policy include a reduction in the total energy consumption of government buildings and the requirement that all Schedule 1 agencies purchase electricity with at least 6% Green Power.

The Department of Energy, Utilities and Sustainability (DEUS) is responsible for general oversight of the Policy, including implementation and review, in cooperation with the Department of Commerce.

The Attorney General's Department's GEMP report to DEUS quantified the following for a year:

- Electricity usage increased by 2.5%
- Total floor area increased by 4.1% to 282,633 m<sup>2</sup> (addition of Public Trustee offices to Department)
- The number of court sitting days increased by 4.5%
- Gross energy consumption (gas, electricity & LPG) was reduced by 11.2%
- Energy performance per m<sup>2</sup> decreased by 16%.

The Energy Performance Contract EPC2 was completed across 35 sites. It is anticipated that the project will further reduce total energy usage by 10%.

### APPENDIX 24

#### RISK MANAGEMENT AND INSURANCE ACTIVITIES

Major insurance risks for the Department relate to the security of staff, property and other assets, and the risk of work related injuries that may result in workers' compensation insurance claims. Accordingly, the Department has full workers' compensation, motor vehicle accident, property, liability and miscellaneous insurance cover provided by the Treasury Managed Fund (TMF), which is currently managed by GIO General Limited.

The TMF is a Government-wide self-insurance scheme that provides a systematic and coordinated approach to the practice of risk management. Under this scheme, benchmarking was introduced to gauge risk-management performance with insurance premiums determined by a combination of benchmarks and the Department's claims' experience.

In respect of workers' compensation for 2004–2005, there was a significant funding shortfall (i.e. the difference between the funded level and the deposit premium paid by the Department) due primarily to a reduction in the composite benchmark tariff rate, a significant deterioration in the Department's claims' performance and Fund-wide factors.

To reduce the number and value of workers' compensation insurance claims, the Department monitors its claims experience on an ongoing basis, with a focus on Occupational Health & Safety (OHS) performance.

However, the new Provisional Liability arrangements introduced by the Government on 1 January 2002 resulted in increased claims experience, particularly psychological injury and stress claims, and have consequently impacted on the Department's insurance premiums. The Department is introducing strategies to address particular problem areas and emerging trends, to reduce claims and costs.

There has been further improvement in the Department's motor vehicle claims performance, as evidenced by a reduction in the deposit premium for 2004–2005 compared with the previous year.

Risk management policies and procedures are continually being developed to enhance the Department's risk management profile, thereby reducing future premiums.

From 1 July 2005, the management of the Department's workers compensation claims were transferred from GIO General Limited to Allianz Australia Limited. The management of the Department's other insurances are to remain with GIO General Limited. NSW Treasury is also establishing a data warehouse for workers compensation claims.

## APPENDICES

### APPENDIX 25a

#### SENIOR EXECUTIVE SERVICE

Employee	Position title	Classification	Contract term	Expiry date
Glanfield, Laurie	Director General	SES Level 7	5	Feb 2007
Whitehead, Peter	Public Trustee	Statutory Appt	5	Dec 2008
Knight, Ian	Crown Solicitor	SES Level 6	5	Nov 2009
Gabb, Ken	Protective Commissioner & Public Guardian	SES Level 5	5	Mar 2006
Feneley, John	Assistant Director General, Policy and Crime Prevention	SES Level 4	5	Jul 2007
Kerkyasharian, Stepan	President, Anti-Discrimination Board*	SES Level 4	*	Sep 2008
Mark, Steven	Legal Services Commissioner	SES Level 4	5	Aug 2008
McGrath, Timothy	Assistant Director General, Court and Tribunal Services	SES Level 4	5	Jul 2007
Talbot, Michael	Director, Corporate Services	SES Level 4	5	Dec 2009
Weatherburn, Don	Director, Bureau of Crime Statistics and Research	SES Level 4	5	Oct 2009
Anet, Peter	Deputy Crown Solicitor	SES Level 3	5	Aug 2006
Greenwood, Megan	CEO & Principal Registrar, Supreme Court	SES Level 3	5	Nov 2008
McOnie, Denise	Practice Manager, Crown Solicitor's Office	SES Level 3	5	Jan 2007
Smith, Craig	Principal Courts Administrator, District Court and Dust Diseases Tribunal	SES Level 3	5	Dec 2008
Andrieux, Rhonda	General Counsel (Treasury), Crown Solicitor's Office	SES Level 2	5	Jan 2009
Byles, Gary	Sheriff	SES Level 2	5	Jun 2008
Cellich, Walter	Director, Information Technology	SES Level 2	3	Aug 2005
Curry, Greg	Registrar, Registry of Births, Deaths and Marriages	SES Level 2	5	Sep 2009
Cutbush, Paul	Director, Reporting Services Branch	SES Level 2	5	Mar 2008
Furness, Simon	Director, Asset Management Services	SES Level 2	5	Jan 2010
Le Breton, John	Director, Victims Services	SES Level 2	5	Nov 2008
Maher, Brian	General Counsel	SES Level 2	3	Aug 2007
Orr, Mark	Deputy Protective Commissioner and Director, Client Services, Office of the Protective Commissioner & Public Guardian	SES Level 2	5	Feb 2006
Tangney, Maureen	Director, Legislation and Policy	SES Level 2	5	Jun 2009
Thomas, Brendan	Director, Crime Prevention	SES Level 2	5	Jul 2009
Grimson, Mick	Principal Courts Administrator, Industrial Relations Commission Registrar	SES Level 1	5	Apr 2008
Henn, Allan	Director, Organisational Performance	SES Level 1	5	Oct 2009
Hennessy, Peter	Executive Director, Law Reform Commission	SES Level 1	5	Sep 2008
Kaban, Lida	Director, Community Relations	SES Level 1	5	Jan 2009
Kuti, Andrew	Director, Financial Services	SES Level 1	5	Oct 2009
Schreiber, Gwenda	Director, Children's Court Clinic	SES Level 1	5	Dec 2005
Smith, Graeme	Director, Office of the Public Guardian	SES Level 1	5	Mar 2009

\* Dual appointment – Partly funded by Community Relations Commission

## APPENDICES

### APPENDIX 25b

#### PERFORMANCE STATEMENTS

##### LAURIE GLANFIELD Director General

SES Level 7 (\$309,900 to 30.9.04 \$322,300 from 1.10.04)

During 2004–2005, the Director General led legislative, organisational, technological and cultural change to improve the operation of justice services in NSW, make services more accessible and better achieve the needs of clients. Examples of these changes include:

- The Director General and Ms Leigh Sanderson, Deputy Director-General of The Cabinet Office, reviewed the legal and administrative costs in Dust Diseases Compensation Claims and recommended options for reducing costs of resolving dust diseases compensation claims. Mr Glanfield also played a key role in negotiating arrangements for James Hardie to fund dust diseases compensation claims and led development of the *James Hardie Former Subsidiaries (Special Provisions) Act 2005*, which commenced on 23 June 2005.
- Development of the “Towards 2010” strategy to set the direction for a major cultural change throughout the department. It aims to build on service delivery for our clients by strengthening leadership, improving communication and fostering greater collaboration between staff.
- Finalisation of amendments to the *Civil Procedure Act 2005* and Uniform Civil Procedure Rules. For the first time in NSW, one set of rules will be applied to civil proceedings in the Supreme, District and Local Courts and the Dust Diseases Tribunal. The package will streamline procedures and remove unnecessary differences between courts to increase efficiency and client satisfaction.
- Strengthening security at courthouses with completion of an electronic security master plan and further roll-out of perimeter security systems. The use of videoconferencing has reduced prisoner movements from correctional centres to courts and resulted in estimated savings to taxpayers of more than \$3 million a year.
- Implementation of key initiatives under the Corporate Services Reform framework, which is eliminating duplication and streamlining corporate services to enable the allocation of additional resources to core service provision. Payroll services for Births, Deaths and Marriages, Office of the Protective Commissioner and Public Guardian and the Crown Solicitors Office were incorporated into a centralised payroll system in 2004–2005.
- Implementation of Courtlink, the multi-jurisdictional case management system, in the criminal jurisdiction of the Supreme Court. The Director General also managed negotiations with the Courtlink software developer to redesign the underlying software platform to better meet the functional and performance needs of the Department across each jurisdiction.

The Director General implemented improved planning, governance and control systems during the year. The Department's Results and Services Plan was signed-off with the Treasurer. It provides a comprehensive blueprint for the business of the Department, with an increased focus on the delivery of services.

Audit procedures were enhanced, with changes to the Audit Committee and its charter to provide greater financial expertise and independence, and strengthen oversight of accounting policies, financial reports and risk management across the organisation.

The Director General ensured the Department gave priority to the development, implementation and evaluation of effective responses to Aboriginal justice issues. Achievements included:

- Launch of the Aboriginal Justice Plan in May 2005 to address the causes of crime in Aboriginal communities that have led to an over-representation of indigenous people in the criminal justice system.
- Expansion of Circle Sentencing which now operates in Nowra, Dubbo, Walgett and Brewarrina with a further 5 locations planned in 2005–2006.
- Development of crime prevention programs to include ten Aboriginal Community Justice Groups, 17 Aboriginal community patrols and Aboriginal Youth Crime Prevention Programs operating in Mt Druitt, Lismore, Wagga Wagga, Broken Hill, Armidale, Yamba and Dubbo.
- Increased access to Drug and Alcohol Diversion programs to Aboriginal defendants. The Magistrate's Early Referral Into Treatment Program currently has a 14% Aboriginal client base. The Rural Alcohol Diversion Program currently has 11% Aboriginal clients.
- Establishing a ministerial taskforce to inquire into child sexual assault in Aboriginal communities.

The Director General also implemented the Young Adult Conferencing Pilot, which brings together the offender and the victim to discuss the harm caused and prepares a plan for the offender.

The Director General led increased inter-agency collaboration within the NSW justice sector and progressed national initiatives through the following:

- Criminal Justice Sector CEO's Group
- Law Access Board
- Human Services CEO's Group
- Chief Executive's Committee.

The Director General also progressed NSW responsibilities under the Standing Committee of Attorneys General, including:

- An agreement to model provisions for consistent laws to facilitate a national legal profession
- An agreement for the establishment of nationally-consistent professional standards legislation
- The introduction of proportionate liability on a nationally consistent basis.

The Director General ensured that use of corporate credit cards complied with Treasurer's Directions, in particular acquittance of expenses within 30 days of statement and review of usage by senior management.

Throughout 2004–05, the Director General ensured the effective and efficient use of the Department's resources, by effecting Treasurer's Directions, achieving challenging budget targets and improving operations and control systems.

## APPENDICES

### IAN KNIGHT

#### Crown Solicitor

SES Level 6 (\$247,100 to 30.9.04 \$ 257,000 from 1.10.04)

The Crown Solicitor is responsible for the legal work performed in the Crown Solicitor's Office (CSO) and heads the Government Law Practice Group.

During the year the Crown Solicitor:

- Personally prepared or supervised numerous legal advisings, including advisings relating to the James Hardie Group and the securing of funding for asbestosis injuries; access to Sydney Water's sewerage system
- Chaired meetings of the CSO Executive Committee, monthly meetings of CSO Practice Group Leaders, CSO client seminars and CSO staff business conferences in August and December
- Served as a member of the Shared Corporate Services Steering Committee of the Attorney General's Department
- Edited and supervised improvements to the CSO Client Newsletter
- Attended the induction of all new CSO staff
- Attended the 2004 Conference of Australasian Crown Solicitors in Darwin
- Made submissions to the Review of the Cost of Legal Services to Government.

The CSO achieved an operating surplus for the year of \$5.35m (including a credit adjustment of \$2.2m for superannuation reserves) of which 70% will be paid to Treasury as a dividend. The successful commercial operation of the CSO reflected the average client satisfaction rating of 83.6% on all aspects of service.

### KEN GABB

#### Protective Commissioner and Public Guardian

SES Level 5 (\$195,000 to 30.9.04 \$210,000 from 1.10.2004)

An independent review of Office of the Protective Commissioner's (OPC) operations, sponsored by NSW Treasury, was conducted during the first nine months of 2004–2005. The review, conducted by the accounting firm RSM Bird Cameron, commenced in July 2004 and reported at the end of March 2005.

It was an extensive review of OPC and attempted to benchmark performance against like organisations throughout Australia and overseas (principally in Canada). The report's findings and recommendations will form a blueprint for the development of OPC, may also lead to regular benchmarking amongst Australian providers of financial services to people with disabilities (in other States, this role is performed by the Public Trustee).

The review concluded that in terms of client satisfaction achieved, service standards adopted and value for money, OPC's level of performance was average when compared with like organisations. Improvements in efficiency could be achieved through the adoption of a new administrative structure and continuation of the trend towards a more specialised approach to the management of estates, including recognition of client liaison as a separate and specialised role.

As a result of the report's recommendations, Mr Gabb commenced consultation with OPC staff in relation to the development of a new administrative structure. The consultative process proceeded from the beginning of April until late June 2005 and a proposal to the Director General of the Attorney General's Department was submitted.

In 2003–2004, OPC reviewed the provisions of the Protected Estates Act 1983 in conjunction with a wide cross section of stakeholders and submitted proposals for reform to the Attorney General's Department. Those proposals were further considered by a small working party sponsored by the Department and chaired by Mr Gabb during 2004–2005. It is anticipated that Cabinet will consider the proposals for reform in the coming year.

A new client property inspection program will commence next year as the result of a pilot scheme conducted by OPC in 2004 and the Director General's approval to proceed with the program as a regular feature of OPC's management of clients' estates. The program will aim to conduct an inspection of all client owned properties every three years to better ascertain repair and maintenance needs of those properties. A tender for private sector partners to assist OPC in this task is currently being conducted. It is not expected that clients will be charged any additional fee for this new service.

During 2004–2005, OPC returned more than \$1 million to clients for fees that had not been needed for OPC's operations. The good performance of financial markets and increases in property values resulted in the level of fees levied by OPC being in excess of its needs (OPC's fees are levied on the value of clients' estates). It is anticipated that a further return to clients will be made at the end of 2005.

## APPENDICES

### APPENDIX 26

#### SIGNIFICANT COMMITTEES

Committee	Functions of Committee	Participant	Business Centre
Aboriginal Justice Cluster	Guides the implementation of the NSW Aboriginal Justice Plan across the criminal justice and human services system.	Chris Bonney	Aboriginal Justice Advisory Council
Animal Cruelty Taskforce	Review existing animal cruelty offences.	Jackie Fitzgerald	BOCSAR
ANZAC Memorial	Trustee and building management.	Daniel Noll	Criminal Law Review Division
Apprehended Violence Legal Issues Co-ordinating Committee	Considers ways to improve legislation, policies, procedures and services.	Peter Whitehead	Public Trustee NSW
Audit Committee	Ensures the financial reports represent a true and fair view of the organisation's financial situation and results in all material respects and are in accordance with relevant accounting standards.	Fiona Rowbotham	Criminal Law Review Division
Australian Commercial Disputes Centre	Advance the practice and quality of Australian alternative dispute resolution services.	Deborah Sharp Ken Gabb Megan Thomas Peter Whitehead	Community Justice Centres Office of the Public Guardian LawAccess NSW Public Trustee
Australian Guardianship and Administration Committee	Quarterly meetings of Public Guardians and Public Trustees to canvass issues of national significance.	Laurie Glanfield	Director General
Australian Institute of Judicial Administration	Research, judicial administration, development and education for judicial officers, court administrators and the legal profession.	Peter Whitehead Ken Gabb Graeme Smith	Public Trustee Office of the Public Guardian
Australian Law Reform Commission Committee on Sentencing	Reviews the operation of sentencing laws and procedures.	Laurie Glanfield Megan Greenwood	Director General Chief Executive Officer and Principal Registrar Supreme Court
Australian Law Reform Commission Committee on the Evidence Act	Reviews the operation of the Evidence Act.	Andrew Haesler SC	Public Defenders Office
Australian Mortality Data Interest Group (AMDIG)	Communicates and reports on mortality data and death registration.	Peter Zahra SC	Public Defenders Office
Bail Act Review Working Group	Reviews the operation of Bail laws in NSW.	Greg Curry	Registry of Births, Deaths & Marriages
Better Service Delivery Program – Executive Steering Committee	Improves access to efficient information gathering, referral and case management in relation to clients of the Human Services sector.	Sophie Beckett	Criminal Law Review Division
Board of Quality Assurance Services (merged with ISO)	Develops an accreditation scheme for legal practitioners.	Jane Pritchard	LawAccess NSW
Caselaw Governance Committee	Monitors and determines business issues associated with the Caselaw judgment database.	Steve Mark	Office of the Legal Services Commissioner
Children's Court Advisory Committee	Advises on policy and practice issues relating to the Children's Court.	Susan Dixon (Registrar) Karen Wallace	Land and Environment Court of NSW Administrative Decisions Tribunal
Children's Court Clinic Advisory Committee	Advises on policy, procedures and new initiatives in relation to development of Children's Court Clinic.	Katherine McFarlane	Legislation and Policy Division
CIO Executive Council	Shares information and provides a forum for NSW Government IT initiatives.	Gwenda Schreiber Carlton Quartly	Children's Court Clinic
Committee of State and Territory Copyright Officers	Negotiates government copying agreements under the Copyright Act.	Walter Cellich	IT Services
		Ben Atkinson	Legislation and Policy Division

## APPENDICES

Committee	Functions of Committee	Participant	Business Centre
Compulsory Drug Treatment Correctional Centre Taskforce	Coordinates the establishment of the Compulsory Drug Treatment Correctional Centre.	Lloyd Babb	Criminal Law Review Division
Consumer, Trader and Tenancy Tribunal –Consultative Forum (General Division)	Exchanges information and provides feedback about procedural and listing initiatives from the Tribunal's users.	Julie Carrington	LawAccess NSW
Court Practitioners Advisory Group	Advises the Australian Bureau of Statistics' National Centre for Crime and Justice Statistics.	Tracy Painting	BOCSAR
CourtLink Steering Committee	Responsible for the governance and key decisions relating to the CourtLink's direction and costs.	Laurie Glanfield Tim McGrath Megan Greenwood Craig Smith Gary Byles Walter Cellich Paul Stark	Director General Courts & Tribunals Supreme Court of NSW District Court Local Courts & Sheriff IT Services
CPA Australia Public Sector Committee	Specialist advisory committee which represents the views and interests of public sector CPA accountants.	Andrew Kuti	Financial Services
Criminal Justice Research Network	Develops evidence based body of knowledge regarding criminal justice in NSW.	Neil Donnelly	BOCSAR
Criminal Justice Sexual Assault Taskforce	Reviews the operation of sexual assault laws and procedures, identify areas for reform, and evaluates proposals to improve criminal justice agency responses to sexual assault through legislative and procedural change.	Lloyd Babb Madeline Khan  Peter Zahra SC	Criminal Law Review Division Aboriginal Justice Advisory Committee Public Defenders Office
Criminal Justice Sexual Offences Taskforce	Evaluates proposals to improve criminal justice responses to sexual assault.	Lloyd Babb	Criminal Law Review Division
Criminal Justice Support Network Reference Group	Supports people with intellectual disabilities involved in the justice system.	Julia Haraksin Judy Hunt	Organisational Service Delivery Office of the Public Guardian
Criminology Research Council	Controls and administers the Criminology Research Fund. The Fund provides research grants to researchers in Australia.	Laurie Glanfield	Director General
Cross Justice Agency Videoconferencing Steering Committee	To manage Phase 2 of the justice sector videoconferencing implementation project.	Walter Cellich	IT Services
Disability Advisory Council	The Council consists of predominantly community members who advise and evaluate the Department's implementation of the Disability Strategic Plan.	Laurie Glanfield Julia Haraksin  Lida Kaban	Director General Organisational Service Delivery Community Relations Division
Drink Driving Taskforce	Development and implementation of laws for random roadside drug testing trial.	Michael Darmody	Criminal Law Review Division
Dust Diseases Tribunal Working Party	Monitors implementation of reforms relating to the Dust Diseases Tribunal.	Kate Rowe Michelle Gardiner	Legislation and Policy Division
Elder Law Committee	Law Society.	Peter Whitehead	Public Trustee NSW
Evaluation of the Working with Children Risk Assessment Model	Provides input into the risk assessment model for organisations making decisions about employing persons dealing with children or young people.	John Dickie	Privacy NSW



## APPENDICES

### SIGNIFICANT COMMITTEES (continued)

Committee	Functions of Committee	Participant	Business Centre
Families and Friends of Missing Persons Interagency Committee	Provides a forum to exchange information and consult about issues relating to missing persons and their families.	John Le Breton Leonie Jacques	Victims Services
Findlay Review Working Group	Considers recommendations of the Findlay review of the Crimes (Forensic Procedures) Act 2000.	Gaby Carney	Criminal Law Review Division
Forensic Pathology Co-ordinating Committee	Monitors and coordinates government Forensic Pathology Services in NSW.	Lloyd Babb	Criminal Law Review Division
Francis Forbes Society for Australian Legal History	Encourage the study of legal history and promote the compilation of authentic records relating to Australian and Indigenous law.	Laurie Glanfield	Director General
Gay Lesbian Bi-sexual Transgender Community Advisory Committee	A group of community representatives that advises on community needs.	Jackie Braw	Crime Prevention Division
Illicit Drugs Advisory Group	Provide drug use indicator information for monitoring purposes.	Don Weatherburn	BOCSAR
Independent Commission Against Corruption Operations Review Committee	Advise the Commissioner on the investigation of public complaints.	Laurie Glanfield	Director General
Interagency Aboriginal Affairs Justice Cluster	Monitors and reports on progress of implementing Aboriginal Justice Action Plan.	Kath McFarlane	Legislation and Policy Division
Interdepartmental Working Group on Identity Crime	Advises Cabinet's Counter Terrorism Committee on identity issues.	Laurie Glanfield Greg Curry  John Dickie Lloyd Babb Kate Horrocks Kathrina Lo	Director General Registry of Births, Deaths and Marriages Privacy NSW Criminal Law Review Division Legislation and Policy Division
International Commission of Jurists	Protect and promote Geneva-based human rights through the rule of law.	Steve Mark	Office of the Legal Services Commissioner
Jury Taskforce	Monitor and advise on policy and practical issues relating to juries.	Jennifer Atkinson	Legislation and Policy Division
Justice Sector CIOs	Share information and foster and support sector IT initiatives.	Walter Cellich	IT Services
Justice Sector: Disability Action Plan Senior Officer's Group	Prepares and monitors the implementation of a Justice Sector Disability Action Plan.	Julia Haraksin	Organisational Service Delivery
Law and Justice Foundation – Referral Forum	Improves the quality of referral for people with legal problems in NSW.	Jane Pritchard	LawAccess NSW
Law Courts Limited	Manages the accommodation needs of courts in Queens Square.	Tim McGrath Megan Greenwood Andrew Kuti	Courts & Tribunals Supreme Court of NSW Financial Services
Law Week Ltd	Promotes public education and awareness of the law and legal services.	Laurie Glanfield	Director General
Legal Aid Review Committee	Considers appeals from decisions about the grant of legal aid.	Various	Crown Solicitor's Office
Legal Information Access Centre Board	Advises on ways for the Community to access free legal information.	Megan Thomas	LawAccess NSW



## APPENDICES

Committee	Functions of Committee	Participant	Business Centre
MERIT Statewide Reference Group	Provides feedback and coordination on the implementation of the MERIT Program.	Bruce Flaherty	Crime Prevention Division
Ministerial Council of Corporations Officers Group	Support and advise the Ministerial Council of Corporations.	Mathew Ronald Michelle Gardiner	Legislation and Policy Division
Model Criminal Code Officer's Committee	Promotes a nationally consistent approach to criminal legislation.	Lloyd Babb	Criminal Law Review Division
National Counter Terrorism Committee Legal Issues sub-Committee	Develops a nationally consistent approach to counter terrorism legal issues.	Lloyd Babb	Criminal Law Review Division
National Crime Statistics Advisory Group	Advises the Australian Bureau of Statistics' National Centre for Crime and Justice Statistics.	Jackie Fitzgerald	BOCSAR
Network of Government Agencies: Gay, Lesbian, Bisexual and Transgender Issues	Coordinates action to reduce violence against the GLBT community.	Jackie Braw	Crime Prevention Division
NSW Crime Prevention Council	Advises government on crime reduction strategies and opportunities in NSW. Evaluates and identifies opportunities to promote crime prevention initiatives.	Don Weatherburn	BOCSAR
NSW Department of Corrective Services Aboriginal Task Force	Advises the Department of Corrective Services on Aboriginal issues relating to employment, client services and community involvement.	Chris Bonney	Aboriginal Justice Advisory Council
NSW Law Society Criminal Law Committee	Advises the Law Society on issues regarding criminal law.	Andrew Eckhold	Crown Solicitor's Office
NSW Safe Driver Program	Reference group for the RTA Safe Driver Program.	Bruce Flaherty	Crime Prevention Division
NSW State Reference Group on Diversion	Coordinates drug crime diversion programs.	Bruce Flaherty	Crime Prevention Division
Nurses and Midwives Board	Promotes professional standards for the practice of nursing and midwifery in NSW.	Ian Linwood	Crown Solicitor's Office
Parks and Gardens Conservation Committee of the National Trust	Identifies and classifies parks and gardens of significance throughout NSW.	Christa Ludlow	Crown Solicitor's Office
Policy and Ethnic Communities Advisory Council of NSW	Advises on issues relevant to community, cultural and ethnic diversity.	Stepan Kerkyasharian	Anti-Discrimination Board of NSW
Post Adoption Resource Centre Advisory Committee	Advises the Post Adoption Resource Centre. The Centre is run by the Benevolent Society.	Peter Hennessy	Law Reform Commission
Premier's Expert Advisory Committee on Drugs	Advises on drug issues.	Don Weatherburn	BOCSAR
Pre-Trial Diversion of Offenders Board	Monitors and reports on the operation of the Pre-Trial Diversion of Offenders Act.	Carolyn Marsden	Legislation and Policy Division
Professional Advisory Panel	Makes recommendations about the Approved Counselling Scheme and the Authorised Report Writer service.	John Le Breton Marianne Curtis	Victims Services
Professional Standards Legislation Working Group	Establishes national arrangements to administer professional standards legislation.	Kathrina Lo	Legislation and Policy Division

## APPENDICES

### SIGNIFICANT COMMITTEES (continued)

Committee	Functions of Committee	Participant	Business Centre
Public Guardians & Public Advocates Inter-jurisdictional Meeting	Canvass issues of national significance in the practice of guardianship.	Ken Gabb	Office of the Public Guardian
Public Purpose Fund	Ensure effective management of interest accrued legal trust accounts.	Laurie Glanfield	Director General
SCAG/APMC Joint Working Group on Cross-Border Investigation Powers	Advise Ministerial Councils on legal and operational law enforcement issues.	Daniel Noll	Criminal Law Review Division
Senior Officers Group on Child Protection	Advises Human Services CEOs on child protection issues.	Kath McFarlane	Legislation and Policy Division
Sentencing Council	Oversees sentencing practices in NSW under the Sentencing Act.	Peter Zahra SC	Public Defenders Office
Serious Vilification Working Group	Considers amendments to the Anti-Discrimination Act 1977.	Daniel Noll	Criminal Law Review Division
Sexuality Hate Crime Monitoring Committee	Monitors all sexuality-related and gender expression-related hate crime, from a law and justice perspective.	Lloyd Babb Jackie Braw	Criminal Law Review Division Crime Prevention Division
Special Committee of Solicitors General	Advises the Standing Committee of Attorneys General about legal and constitutional issues relevant to the Commonwealth, States and Territories.	Paolo Buchberger	Crown Solicitor's Office
Standing Committees of Attorneys Generals	Develops uniform law and process across Australia.	Laurie Glanfield	Director General
Standing Inter-Agency Advisory Committee on Court Security (SIACCS)	Co-ordinates the development of effective management of court security.	Gary Byles Brian Murray	Local Courts and Sheriff
The Drug Misuse and Trafficking Working Group	Develops recommendations for reform of the Drug Misuse and Trafficking Act.	Lloyd Babb	Criminal Law Review Division
The Human Services CEO's Forum: Senior Officers Group on Mental Health	Develops and coordinates the implementation of the NSW Interagency Action Plan for Better Mental Health.	Lloyd Babb	Criminal Law Review Division
The Monitoring Committee of the Medically Supervised Injecting Centre	Monitors the operation of the Medically Supervised Injecting Centre.	Lloyd Babb	Criminal Law Review Division
Treasury Managed Fund Advisory Board (NSW Treasury)	Monitors and advises Treasury on the operation of the Treasury Managed Fund.	Andrew Kuti	Financial Services
Victims Advisory Board	Advises the Attorney General on issues for victims of crime.	John Le Breton	Victims Services
Working Group on Model Legal Profession Laws	Develops and implements model laws governing the legal profession.	Fiona Cameron Mathew Ronald	Legislation and Policy Division
Working Party on Drink Driving Offences and Penalties	Considers Alcohol Summit Recommendations in relation to drink driving offences and penalties.	Michael Darmody	Criminal Law Review Division
Young Adult Conferencing Pilot Program Working Group	Coordinates the implementation of the Young Adult Conferencing Pilot.	Brendan Thomas Dean Hart	Crime Prevention Division

## APPENDICES

### APPENDIX 27

#### GLOSSARY

	<b>Business Centre</b>
AJAC	Aboriginal Justice Advisory Council
ADT	Administrative Decisions Tribunal
ADB	Anti-Discrimination Board of NSW
AMS	Asset Management Services
BDM	Registry of Births Deaths and Marriages
BOCSAR	Bureau of Crime Statistics and Research
CHR	Corporate Human Resources
CJC	Community Justice Centres
CLRD	Criminal Law Review Division
CPD	Crime Prevention Division
CRD	Community Relations Division
CSO	Crown Solicitor's Office
DC	District Court
DDT	Dust Diseases Tribunal (District Court)
FS	Financial Services
ITS	Information Technology Services
IRC	Industrial Relations Commission
LEC	Land and Environment Court
LA	Law Access
LCL	Law Courts Libraries
LSD	Library Services Division
LRC	Law Reform Commission
LMS	Legal Management Services
LPAB	Legal Practitioners Admission Board
LPAC	Legal Profession Advisory Council
LRO	Legal Representation Office
LP	Legislation and Policy Division
LC and Sheriffs	Local Courts and Sheriffs
OLSC	Office of the Legal Services Commissioner
OPD	Organisational Performance Division
OPC	Office of the Protective Commissioner
OPG	Office of the Public Guardian
OSD	Organisational Service Delivery (Diversity Services)
Privacy NSW	Privacy NSW
PSC	Professional Standards Council
PDO	Public Defenders Office
PT	Public Trustee
RSB	Reporting Services Branch
SC	Sentencing Council
SC NSW	Supreme Court
VAW	Violence Against Women
VS	Victims Services

### APPENDIX 28

#### ANNUAL REPORT COSTING

External costs inclusive of design, typesetting and print run for 2004-05 (includes a 25% increase in copies) is \$32,783.00.

The report is available at

[www.lawlink.nsw.gov.au/agd.nsf/pages/annualreport\\_2004-05](http://www.lawlink.nsw.gov.au/agd.nsf/pages/annualreport_2004-05)

### APPENDIX 29

#### CONTACT INFORMATION

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SYDNEY NSW 2001

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TTY: (02) 9228 7676

##### Aboriginal Justice Advisory Council

Level 16  
8-12 Chifley Square  
SYDNEY NSW 2000

Tel: (02) 9228 8106

Fax: (02) 9228 8109

Acting Executive Officer: Lydia Miller

Website: [www.lawlink.nsw.gov.au/ajac](http://www.lawlink.nsw.gov.au/ajac)

##### Administrative Decisions Tribunal

Level 15  
St James Centre  
111 Elizabeth Street  
SYDNEY NSW 2000

DX: 1523 Sydney

Tel: (02) 9223 4677

Toll free: 1800 060 410

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Email: [Ag\\_adt@agd.nsw.gov.au](mailto:Ag_adt@agd.nsw.gov.au)

Website: [www.lawlink.nsw.gov.au/adt](http://www.lawlink.nsw.gov.au/adt)

##### Anti-Discrimination Board of NSW

Level 4  
175-183 Castlereagh Street  
SYDNEY NSW 2000

Postal: GPO Box A2122

SYDNEY SOUTH 1235

Tel: (02) 9268 5555

Toll free: 1800 670 812

Fax: (02) 9268 5500

TTY: (02) 9268 5522

President: Stepan Kerkyasharian

Email: [adbcontact@agd.nsw.gov.au](mailto:adbcontact@agd.nsw.gov.au)

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## APPENDICES

### Asset Management Services

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8–12 Chifley Square  
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SYDNEY NSW 2001  
Tel: (02) 9228 7188  
Fax: (02) 9228 8350  
Director: Simon Furness

### Births, Deaths and Marriages, Registry of

35 Regent Street  
Chippendale 2008  
Postal: GPO Box 30  
SYDNEY NSW 2001  
Tel: 1300 655 236  
Fax: (02) 9699 5120  
TTY: (02) 9310 5700  
Registrar: Greg Curry  
Email: bdm-webmail@agd.nsw.gov.au  
Website: www.bdm.nsw.gov.au

### Bureau of Crime Statistics and Research

Level 8  
St James Centre  
111 Elizabeth Street  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
Tel: (02) 9231 9190  
Fax: (02) 9231 9187  
Director: Don Weatherburn  
Email: bcsr@agd.nsw.gov.au  
Website: www.lawlink.nsw.gov.au/bocsar

### Community Justice Centres

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Newcastle: 1800 990 777  
Penrith: 1800 252 736  
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TTY: 1800 671 964  
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Website: www.lawlink.nsw.gov.au/cjc

### Community Relations Division

Level 9  
8–12 Chifley Square  
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DX: 1227 Sydney  
Tel: (02) 9228 7484  
JP Enquiries: (02) 9228 7216  
Client Feedback Line: 1800 684 449  
Fax: (02) 9228 8608  
TTY: (02) 9228 7676  
Director: Lida Kaban  
Email: director\_crd@agd.nsw.gov.au  
Website: www.lawlink.nsw.gov.au/agd

### Corporate Human Resources

Levels 7 & 14  
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SYDNEY 2001  
DX: 1227 SYDNEY  
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TTY: (02) 9228 7790  
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### Corporate Services

Level 8  
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Fax: (02) 9228 7989  
Director: Michael Talbot

### Crime Prevention Division

Level 19  
8–12 Chifley Square  
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Tel: (02) 9228 8307  
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### Criminal Law Review Division

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### Crown Solicitor's Office

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Crown Solicitor: Ian Knight  
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### District Court

Executive Office  
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John Maddison Tower  
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### Diversity Services

Level 18  
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Fax: (02) 9228 7829  
TTY: (02) 9228 7733  
Coordinator: Julia Haraksin  
Email: [diversity\\_services@agd.nsw.gov.au](mailto:diversity_services@agd.nsw.gov.au)

### Dust Diseases Tribunal

Level 4  
John Maddison Tower  
88 Goulburn Street  
SYDNEY NSW 2000  
Locked Bag 16  
HAYMARKET 1238  
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Tel: (02) 9377 5440  
Fax: (02) 9377 5433  
TTY: (02) 9377 5337  
Chief Executive and Principal Registrar: Craig Smith  
Website: [www.lawlink.nsw.gov.au/ddt](http://www.lawlink.nsw.gov.au/ddt)

### Financial Services

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Director: Andrew Kuti

### Industrial Relations Commission

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Fax: (02) 9258 0058  
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Industrial Registrar: Mick Grimson  
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### Information Technology Services

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## APPENDICES

### Land and Environment Court

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Fax: (02) 9235 3096  
TTY: (02) 9228 8588  
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Website: [www.lawlink.nsw.gov.au/lec](http://www.lawlink.nsw.gov.au/lec)

### Law Access NSW

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PARRAMATTA NSW 2124  
Tel: 1300 888 529  
TTY: 1300 889 529  
Director: Megan Thomas  
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### Law Courts Library

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Queens Square  
SYDNEY NSW 2000  
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SYDNEY NSW 2001  
DX: 829 SYDNEY  
Tel: (02) 9230 8232  
Fax: (02) 9233 7952  
Librarian In Charge: Lesley O'Loughlin  
Email: [lcib@agd.nsw.gov.au](mailto:lcib@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lcl](http://www.lawlink.nsw.gov.au/lcl)

### Law Libraries

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143–147 Liverpool Street  
SYDNEY NSW 2000  
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SYDNEY SOUTH NSW 1235  
DX: 11550 SYDNEY DOWNTOWN  
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Fax: (02) 9287 7515  
Director: Yvonne Brown  
Email: [downinglibrary@agd.nsw.gov.au](mailto:downinglibrary@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/agdlib](http://www.lawlink.nsw.gov.au/agdlib)

### Law Reform Commission

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TTY: (02) 9228 7733  
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### Legal Practitioners Admission Board

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Tel: (02) 9338 3500  
Fax: (02) 9338 3555  
Executive Officer: Roger Wescombe  
Email: [ag\\_lpab@agd.nsw.gov.au](mailto:ag_lpab@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lpab](http://www.lawlink.nsw.gov.au/lpab)

### Legal Profession Advisory Council

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Fax: (02) 9228 8066  
Executive Officer: Catherine Hockings  
Email: [lpacommunication@agd.nsw.gov.au](mailto:lpacommunication@agd.nsw.gov.au)  
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## APPENDICES

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Fax: (02) 9231 0814  
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### Legislation and Policy Division

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SYDNEY NSW 2001  
DX: 1227 SYDNEY  
Tel: (02) 9228 8028  
Fax: (02) 9228 8563  
Director: Maureen Tangney  
Email: [lpd\\_enquiries@agd.nsw.gov.au](mailto:lpd_enquiries@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lpd](http://www.lawlink.nsw.gov.au/lpd)

### Local Courts and Sheriff

Level 2  
Downing Centre  
143–147 Liverpool Street  
SYDNEY NSW 2000  
Postal: GPO Box A4  
SYDNEY SOUTH 1235  
DX: 11550 SYDNEY DOWNTOWN  
Tel: (02) 9287 7888  
Fax: (02) 9287 7900  
Acting Director: Tim McGrath  
Sheriff: Gary Byles  
Email: [director\\_local\\_courts@agd.nsw.gov.au](mailto:director_local_courts@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lc](http://www.lawlink.nsw.gov.au/lc)  
Website: [www.lawlink.nsw.gov.au/ots](http://www.lawlink.nsw.gov.au/ots)

### Office of the Legal Services Commissioner

Level 15  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 4460  
SYDNEY NSW 2001  
DX: 359 SYDNEY  
Tel: (02) 9377 1800  
Toll free: 1800 242 958  
Fax: (02) 9377 1888  
TTY: (02) 9377 1855  
Commissioner: Steve Mark  
Email: [olsc@agd.nsw.gov.au](mailto:olsc@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/olsc](http://www.lawlink.nsw.gov.au/olsc)

### Office of the Protective Commissioner

Level 15  
Piccadilly Tower  
133 Castlereagh Street  
SYDNEY NSW 2000  
Postal: GPO Box A235  
SYDNEY SOUTH 1232  
DX: 1335 SYDNEY  
Tel: (02) 9265 3131 or 1300 360 466  
Fax: (02) 9261 4305  
TTY: 1800 882 889  
Protective Commissioner: Ken Gabb  
Email: [opcmail@opc.nsw.gov.au](mailto:opcmail@opc.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/opc](http://www.lawlink.nsw.gov.au/opc)

### Office of the Public Guardian – Sydney

Level 16  
133 Castlereagh Street  
SYDNEY NSW 2000  
Postal: GPO Box A231  
SYDNEY SOUTH 1235  
Tel: (02) 9265 3184  
Toll free: 1800 451 510  
Fax: (02) 9283 2645  
TTY: 1800 882 889  
Public Guardian: Ken Gabb  
Website: [www.lawlink.nsw.gov.au/opg](http://www.lawlink.nsw.gov.au/opg)

### Office of the Public Guardian – Blacktown Office

Level 2D  
15–17 Kildare Road  
BLACKTOWN NSW 2148  
Tel: (02) 9671 9800

### Office of the Public Guardian – Gosford Office

Suite 3  
40 Mann Street  
GOSFORD NSW 2250  
Tel: (02) 4320 4888

### Organisational Performance Division

Level 18  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
Tel: (02) 9228 7280  
Fax: (02) 9228 7892  
Director: Allan Henn  
Email: [Communications@agd.nsw.gov.au](mailto:Communications@agd.nsw.gov.au)



## APPENDICES

### Privacy NSW

Level 6  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
Tel: (02) 9228 8585  
Fax: (02) 9228 8577  
Acting Privacy Commissioner: John Dickie  
Email: [privacy\\_nsw@agd.nsw.gov.au](mailto:privacy_nsw@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/privacynsw](http://www.lawlink.nsw.gov.au/privacynsw)

### Professional Standards Council

Level 15  
8–12 Chifley Square  
SYDNEY NSW 2000  
Tel: (02) 9228 8060 or 1300 555 772  
Fax: (02) 9228 8066  
Secretary: Kate Sainsbury  
Email: [psc\\_excellence@agd.nsw.gov.au](mailto:psc_excellence@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/psc](http://www.lawlink.nsw.gov.au/psc)

### Public Trustee NSW

19 O'Connell Street  
SYDNEY NSW 2000  
Postal: GPO Box 7  
SYDNEY NSW 2001  
Tel: (02) 9252 0523 or 1300 364 103  
Fax: (02) 9231 4397  
Public Trustee: Peter Whitehead  
Email: [enquiries@pt.nsw.gov.au](mailto:enquiries@pt.nsw.gov.au)  
Website: [www.publictrustee.nsw.gov.au](http://www.publictrustee.nsw.gov.au)

### Public Defenders Office

Level 13  
Carl Shannon Chambers  
175 Liverpool Street  
SYDNEY NSW 2000  
DX: 11545 SYDNEY DOWNTOWN  
Tel: (02) 9268 3111  
Fax: (02) 9268 3168  
Senior Public Defender: Peter Zahra SC  
Website: [www.lawlink.nsw.gov.au/publicdefenders](http://www.lawlink.nsw.gov.au/publicdefenders)

### Reporting Services Branch

Levels 4 & 8  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
DX 902 Sydney  
Tel: (02) 9228 7001  
Fax: (02) 9228 7249  
Director: Paul Cutbush  
Email: [rsb\\_transcript\\_sales@agd.nsw.gov.au](mailto:rsb_transcript_sales@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/agd](http://www.lawlink.nsw.gov.au/agd)

### Sentencing Council

Level 8  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2000  
Tel: (02) 9228 8502  
Fax: (02) 9228 8662  
Executive Officer: Jasmine Stanton  
Email: [sentencingcouncil@agd.nsw.gov.au](mailto:sentencingcouncil@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/sentencingcouncil](http://www.lawlink.nsw.gov.au/sentencingcouncil)

### Supreme Court

Law Courts Building  
Queens Square  
184 Phillip Street  
SYDNEY NSW 2000  
Postal: GPO Box 3  
SYDNEY NSW 2001  
DX: 829 SYDNEY  
Tel: (02) 9230 8111  
Fax: (02) 9230 8628  
TTY: (02) 9230 8011  
Chief Executive Officer and Principal Registrar: Megan Greenwood  
Email: [supreme\\_court@courts.nsw.gov.au](mailto:supreme_court@courts.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/sc](http://www.lawlink.nsw.gov.au/sc)

### Victims Services

Levels 4, 5, & 6  
299 Elizabeth Street  
SYDNEY NSW 2000  
Locked Bag A5010  
SYDNEY SOUTH 1235  
DX: 11536 SYDNEY DOWNTOWN  
Tel: (02) 9374 3111  
Tollfree: 1800 069 054  
Fax: (02) 9374 3120  
TTY: (02) 9374 3175  
Director: John Le Breton  
Manager, Victims of Crime Bureau: Marianne Curtis  
Senior Project Officer, Families and Friends of  
Missing Persons Unit: Leonie Jacques  
Executive Officer, Victims Advisory Board: Louise Lenard  
Email: [vct@agd.nsw.gov.au](mailto:vct@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/vs](http://www.lawlink.nsw.gov.au/vs)

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The Department implemented a strategy “Towards 2010”, incorporating better training, improved workplace behaviour and better recruitment practices that will deliver stronger leadership, collaboration and better communication, resulting in improved business performance.

## APPENDICES

### APPENDIX 1

#### ACCOUNTS PAYMENT PERFORMANCE

Year ended 30 June 2005

Quarter	Total Accounts Paid on Time			Total Accounts Paid \$000
	Target %	Actual %	Current \$000	
September 2004	100.00	99.49	92,039	92,507
December 2004	100.00	99.58	86,761	87,125
March 2005	100.00	99.40	82,488	82,987
June 2005	100.00	98.85	121,540	122,952
Aggregate	100.00	99.29	382,828	385,571

The geographical spread and decentralised nature of the Department's activities may cause a delay in a relatively small number of invoices. The Department has implemented strategies to minimise processing delays and improve payment performance, including the extensive use of electronic funds transfer to pay the majority of suppliers.

The review of Business Centre Quarterly Payment Performance Reports remains the most effective monitoring mechanism used by management to identify reasons for payment delay and strategies for future payment performance improvement.

There were no instances of penalty interest for late payment during the year ended 30 June 2005.

#### Accounts Payable Ledger Ageing Report

Quarter	Current	Less than 30 days overdue	Between 30 and 60 days overdue	Between 60 and 90 days overdue	More than 90 days overdue
	\$000	\$000	\$000	\$000	\$000
September 2004	1,291	0	0	8	(2)
December 2004	1,300	0	—	1	4
March 2005	97	0	64	9	0
June 2005	45	0	0	0	(1)

## APPENDICES

### APPENDIX 2

#### CODE OF CONDUCT AND ETHICS

During 2004–2005, Corporate Human Resources received 44 matters in relation to misconduct, serious criminal offence and performance issues, of which 36 were finalised. Action taken in respect to the finalised matters included dismissal, formal reprimands, reduction in salary, demotion, other disciplinary actions or no action.

The Department's Code of Conduct and Ethics reflects community and departmental expectations of ethical conduct and behaviours of staff and service providers to the Department. The Department published the revised Code of Conduct and Ethics in December 2001 and distributed individual copies to all employees. Ethical training is a compulsory feature of the Department's induction program and copies of the Code are provided to all new employees.

### APPENDIX 3

#### COMPLAINTS HANDLING

The Department adheres to the Premier's Memorandum No. 95-29 which defines a complaint as an "expression of dissatisfaction...made about the standard of service, actions or lack of action made by a Business Centre or its staff, affecting an individual client or group of clients...that calls for action on the part of the complaint handler."

The Department deals with complaints relating to the administrative functions of independent statutory bodies and the Department's functions, including complaints about staff, policies, procedures and service provision. Complaints about judicial, tribunal or independent statutory body decisions and the conduct of judicial officers and tribunal members are administered separately.

Business Centres have complaint handling procedures and minimum standards. This ensures both clients and staff have confidence the process will be fair, transparent, consistent and effective. The Department undertakes the following:

- Publishes information about service delivery strategies and standards
- Offers feedback forms and information about how to make complaints
- Provides the complainant with an opportunity to raise their complaint or grievance with Business Centres directly to resolve the matter quickly
- Assists complainants to provide information
- Affords the person or entity being complained about with a reasonable opportunity to put forward their version of events in response to the complaint
- Notifies the complainant in writing of the outcome of the handling of the complaint unless the matter has been resolved by telephone. If the matter is resolved by telephone, a written record of the conversation is on file
- Provides the complainant with the right to request a review of the decision
- Provides complaint handling staff with support.

In the 2004–2005 financial period, 48% of complaints across the Department related to service delivery, 33% of all complaints across the Department related to policy and procedure, 15% related to staff conduct and 4% related to costs.

With over 2.5m customer interactions in the year, LawAccess NSW received 26 complaints, Local Courts and Sheriff received 429 complaints, the Office of the Protective Commissioner received 163 complaints, Privacy NSW received 39 complaints, the Public Trustee received 125 complaints, the Registry of Births Deaths and Marriages received 850 complaints, the Supreme Court received 144 complaints, and Victims Services received 19 complaints.

The Department is active in responding to complaints and finalised most complaints by:

- Communicating reasons for the decision or any delay to the complainant
- Counselling or disciplining staff
- Addressing outstanding requests for information
- Making improvements to processes and procedures
- Referring the matter for internal review
- Refunding fees
- Correcting errors and apologising to clients in the case of error.

Complaints about the Department can be sent to:

Director  
Community Relations Division  
Attorney General's Department of NSW  
Goodsell Building  
8–12 Chifley Square  
Sydney

or

GPO Box 6  
Sydney  
NSW 2001

Email: [director\\_crd@agd.nsw.gov.au](mailto:director_crd@agd.nsw.gov.au)

Telephone: 1800 684 449 or (02) 9228 7484

Fax: (02) 9228 8608

TTY: (02) 9228 7733

## APPENDICES

### APPENDIX 4

#### CONSULTANTS

Details of consultant expenditure over \$30,000

Details of business centre, consultant and project description	Consultancy category	Estimated total project cost \$	Expenditure 1 July 2004 to 30 June 2005 \$
<b>Corporate Human Resources</b>			
1 Corporate Focus, Employee Opinion Survey	Organisational Review	74,000.00	74,000.00
<b>Crime Prevention Division</b>			
2 Australian Institute of Criminology, NSW Local Crime Prevention Review	Legal	85,624.00	60,196.40
<b>Office of the Protective Commissioner</b>			
3 RSM Cameron Bird, Efficiency Review (in conjunction with NSW Treasury)	Management Services	30,000.00	30,000.00
<b>Public Trustee</b>			
4 Lift About Pty Ltd, System/Applications consulting for Will Generation software	Information Technology	122,751.00	122,751.00
5 Documents Plus Pty Ltd, System/Applications consulting for Will Generation software	Information Technology	212,600.00	212,600.00
<b>Supreme Court of NSW</b>			
6 Corporate Focus Management consultants, Supreme Court Leadership Program	Training	32,560.00	32,560.00
Categorised expenditure for the reporting period of 1 July 2004 to 30 June 2005 for the engagement of consultants under \$30,000			
	Finance and Accounting/Tax		38,379.00
	Information Technology		76,829.25
	Legal		31,723.78
	Management		163,838.73
	Organisational Review		3,811.50
	Training		61,396.88
<b>TOTAL</b>			<b>908,086.54</b>



## APPENDICES

### APPENDIX 5 (Note: data in this appendix has changed from financial year to calendar year.)

#### COURT AND TRIBUNAL TRANSACTION DETAILS<sup>1</sup>

	2000	2001	2002	2003	2004
<b>SUPREME COURT</b>					
<b>COMMON LAW DIVISION</b>					
<b>Criminal list<sup>2</sup></b>					
New matters	123	118	116	127	81
Disposals <sup>3</sup>	107	130	107	106	105
Matters on hand on 31 December	95	80	87	118	99
<b>Civil lists</b>					
New matters	4,177	5,032	4,128	3,923	4,886
Disposals	9,567	5,685	4,489	3,946	4,811
Matters on hand on 31 December	4,716	4,039	3,565	3,467	3,465
<b>EQUITY DIVISION</b>					
<b>Equity lists<sup>4</sup></b>					
New matters	4,448	5,494	5,551	5,969	6,410
Disposals <sup>5</sup>	4,235	5,788	5,588	6,021	6,208
Matters on hand on 31 December	3,622	3,318	3,361	3,508	4,066
<b>Probate List (non-contentious matters)</b>					
Applications filed	20,672	20,825	21,895	21,966	22,506
Waiting times (days)	2	2	2	2	3
<b>COURT OF CRIMINAL APPEAL</b>					
Appeals lodged	867	940	516 <sup>6</sup>	538	539
Appeals disposed	907	923	998 <sup>6</sup>	578	564
Matters on hand on 31 December	750	767	284 <sup>6</sup>	264	239
<b>COURT OF APPEAL<sup>7</sup></b>					
New matters	n.a.	679	710	761	760
Disposals	656	852	707	703	728
Matters on hand on 31 December	603	449	451	506	539
<b>DISTRICT COURT</b>					
<b>CRIMINAL JURISDICTION</b>					
Trials registered	2,015	2,165	2,280	2,253	2,279
Trials disposed	2,683	2,260	2,274	2,187	2,189
Trials on hand	1,187	1,092	1,098	1,164	1,254
Sentence matters registered	1,216	1,487	1,518	1,447	1,483
Sentence matters disposed	1,218	1,405	1,529	1,393	1,393
Sentence matters on hand	351	433	422	476	566
Appeals <sup>8</sup> lodged	5,441	5,378	5,658	5,629	6,346
Appeals <sup>8</sup> disposed	6,065	5,372	5,532	5,664	6,010
Appeals <sup>8</sup> on hand	943	949	1,075	1,040	1,376
<b>CIVIL JURISDICTION</b>					
Statements of claim	15,070	20,784	12,686	7,912	6,789
Disposals by trial <sup>9,10</sup>	1,598	1,529	1,627	1,693	1,812
Other disposals (eg settlements) <sup>12</sup>	11,602	12,695	15,230	11,238	6,493
Total disposals	13,200	14,224	16,857	12,931	8,305
Pending	16,948	23,547	19,128	9,104	7,959 <sup>11</sup>

## APPENDICES

### APPENDIX 5 (continued)

	2000	2001	2002	2003	2004
<b>LOCAL COURT</b>					
<b>Local Court General Matters<sup>13,14</sup></b>					
New matters	243,664	255,108	257,609	233,496	244,664
Finalised matters	238,518	242,435	245,180	233,580	243,130
Matters on hand on 31 December	30,799	30,886	30,912	29,474	28,446
<b>Children's Court (Criminal)</b>					
New matters	17,491	17,940	18,151	16,262	14,993
Finalised matters	17,581	15,983	17,487	16,196	15,262
<b>Children's Court (Care)</b>					
New matters	3,501	3,115	3,158	2,934	2,903
Finalised matters	3,037	2,787	2,597	2,336	2,466
<b>TOTAL, Children's Court Matters</b>					
New matters	20,992	21,055	21,309	19,196	17,896
Finalised matters	20,618	18,770	20,084	18,532	17,728
Matters on hand on 31 December	4,711	3,868	3,227	3,126	3,729
<b>Family Law Matters</b>					
New matters	10,177	10,270	10,270	10,033	8,045
Finalised matters	10,236	10,295	9,961	10,030	7,890
Matters on hand on 31 December	956	1,051	1,346	1,470	1,364
<b>Civil Claim, Small Claims</b>					
New matters	7,603	13,241	12,486	10,854	9,487
Finalised matters	5,204	8,014	9,361	10,164	8,318
Matters on hand on 31 December	7,250	12,185	14,398	3,307	4,279
<b>Civil Claim, General Division<sup>12</sup></b>					
New matters	4,462	3,061	5,766	4,258	3,976
Finalised matters	4,199	3,586	4,773	3,618	3,218
Matters on hand on 31 December	2,667	2,134	3,154	1,566	2,328
<b>TOTAL, Civil Claims Matters<sup>12</sup></b>					
New matters	12,065	16,302	18,252	15,112	13,463
Finalised matters	9,403	11,600	14,134	13,782	11,536
Matters on hand on 31 December	9,914	14,319	17,552	4,873	6,607
Statement of claims	165,879	174,929	164,101	148,178	144,708
<b>LOCAL COURTS, ALL MATTERS</b>					
New matters	286,898	302,735	307,440	277,837	284,068
Finalised matters	278,775	283,100	289,359	275,924	280,284
Matters on hand on 31 December	46,380	50,124	53,037	38,943	40,146
Median waiting time (weeks)	15	13	11	12	11
<b>APPREHENDED VIOLENCE</b>					
Applications issued					
Personal violence	13,748	14,164	13,640	12,808	11,443
Domestic violence	28,219	33,035	31,187	32,709	31,155
Total	41,967	47,199	44,827	45,517	42,598



## APPENDICES

### LOCAL COURT (continued)

	2000	2001	2002	2003	2004
<b>APPREHENDED VIOLENCE (CONTINUED)</b>					
<b>Final Orders Made</b>					
Personal violence	7,146	6,714	6,280	6,886	6,022
Domestic violence	16,971	18,328	17,229	19,127	18,504
Chamber interview service	146,851	151,255	148,960	144,808	132,850
<b>INDUSTRIAL RELATIONS COMMISSION</b>					
Total cases filed	6356	8666	7442	7503	7618
Total cases finalised	6387	8319	7202	7739	8493
Cases on hand as at 31 December	3689	4036	4276	4040	3165
<b>LAND AND ENVIRONMENT COURT</b>					
<b>Classes 1, 2 &amp; 3</b>					
Registrations	1612	1454	1440	1495	1635
Finalisations	1686	1607	1454	1478	1542
Matters pending on 31 December	1068	899	843	745	838
<b>Classes 4, 5, 6 &amp; 7</b>					
Registrations	346	474	365	410	324
Finalisations	346	407	473	434	372
Matters pending on 31 December	299	369	247	224	177
<b>ADMINISTRATIVE DECISIONS TRIBUNAL</b>					
<b>Total for all Divisions, including Appeal Panel</b>					
Matters registered	665	738	798	920	923
Matters disposed	657	688	793	893	915
Matters pending on 31 December	397	447	452	481	489
<b>DUST DISEASES TRIBUNAL</b>					
Matters registered	322	478	517	455	489
Matters disposed (excluding cross claims)	244	375	427	446	473
Matters on hand on 31 December	474	577	667	681	704

- Figures for pending cases will not always reconcile with associated filing and disposal figures due to caseload reporting systems.
- The figures have been generally revised to exclude applications made under s474D Crimes Act.
- Disposals are recorded at entry of a guilty plea, verdict or other finalisation.
- Excludes Adoptions List, Protective List and non-contentious probate matters.
- For 2000, the figure is incomplete because disposals for the months January to April are not available for some of the Equity Division lists.
- The figures for 2002 and later years are not comparable with figures for previous years due to the introduction of new criminal appeal procedures in July 2002. This has reduced the numbers of appeals lodged, disposed and on hand, and has significantly reduced the number of appeals withdrawn or abandoned. The number of cases in which a hearing is ultimately required, however, is relatively steady.
- Where an appeal is filed pursuant to a successful application for leave to appeal, this is counted as one continuous case (not two separate cases). Holding notices of appeal and holding summonses for leave to appeal are not included in the statistical reporting.
- Appeals can be against the guilty verdict or against the severity of the sentence.
- The breakdown of disposals by trial or other method has been extrapolated from the Sydney disposal data.
- Disposals following a hearing before a Judge.
- At the end of 2003, residual jurisdiction matters from the former Compensation Court were included into the pending caseload.
- In 2003, an error was identified in the District and Local Court reporting systems, which had inflated the civil pending caseload. An adjustment was made to the 2003 civil figures to account for this.
- Local Court General matters include matters such as committal proceedings, warrants, breach of bond, appeals against RTA decisions, and applications for apprehended violence orders.
- There has been an adjustment in the counting basis for ease of comparison with other jurisdictions for 2003 onwards. This has reduced the number of general matters by approximately 30,000.

## APPENDICES

### APPENDIX 6

#### DISABILITY STRATEGIC PLAN

In January 2003 the Attorney General's Department launched its third Disability Strategic Plan (DSP) 2003–2005, building on the successes of the first two DSPs. Below are the DSP's Targets and the achievements for 2004–2005.

##### 1. Services and Programs

To provide and adapt services and programs to ensure people with disabilities do not experience discrimination as users of Departmental services, as service providers or as staff, and that their particular needs for services and support are acknowledged and met.

###### Targets

- The Disability Advisory Council is satisfied with the Department's progress in implementing the Disability Strategic Plan (DSP).
- Programs and services for people with disabilities are improved through the Flexible Service Delivery (FSD) Program.
- Key aspects of the DSP are included in Business Centre plans and performance agreements.

###### Achievements

- The Disability Advisory Council (DAC) met quarterly, providing the Department strategic advice on the implementation of the DSP and confirming its satisfaction with our work.
- The Department is reviewing FSD training program for regional training option of both online and face-to-face delivery.
- Monitored business centres' disability strategies within their business plans.

##### 2. Access to the justice system

To adopt practices within the justice system which ensure people with disabilities are treated equally by the law and have equal access to legal services.

###### Targets

- Coordination and integration on disability issues across justice agencies. (See *Justice Sector: Disability Action Plan*).
- The Department advances the legislative policy development process to implement the Law Reform Commission's (LRC) Report # 80.
- Promote a range of legal and Departmental practice improvements which assist people with disabilities.
- Legislation prepared by the Department will promote non-discriminatory practice and non-discriminatory language.
- Develop a way for people with disabilities to formally notify the Department's services and programs when they require reasonable adjustments to enable access to our services.
- All direct and indirect discriminatory practices in relation to people with disabilities who are called to jury service are removed.

###### Achievements

- Coordinated meeting of senior officers across the justice sector for annual review of the Justice Sector: Disability Action Plan.
- Prepared recommendations for the Attorney General on issues relating to people with intellectual disabilities raised by the LRC Report # 80 relating to *Mental Health (Criminal Procedure) Act 1990 (NSW)* and the *Mental Health Act 1990 (NSW)*.
- Provided face-to-face disability awareness sessions to National Judicial College of Australia participants, NSW Bar Association and students of Newcastle Law School and developed and delivered a pilot online disability awareness program for the National Judicial College of Australia.
- Advised management of various practice improvements including advice on non-discriminatory language to increase access for people with disabilities.
- Explored privacy issues involved in the client notification process for reasonable adjustments.
- The Law Reform Commission considered comments on their discussion paper reviewing the legislative status of jurors who might be blind or deaf and began an extensive research project to evaluate the accuracy of interpreted judicial instructions.

## APPENDICES

### APPENDIX 6 (continued)

#### 3. Access to buildings and facilities

To provide and adapt buildings, facilities and services to ensure people with disabilities do not experience discrimination as either users of Departmental services, as service providers or as staff, and have their particular needs for services and support acknowledged and met.

##### Targets

- Facilities comply with AS1428 part 2 and the *Disability Discrimination Act* 1992 (Cth) (DDA).
- A dedicated capital budget of at least \$250,000 per annum is expended on the Access Improvement Program.
- There will be at least one accessible court building where a person with mobility impairment can serve as a juror within each jury district.
- Business Continuity Plans address issues for people with disabilities by the end of 2003.
- All computer applications and interfaces address the access requirements of people with disabilities, both staff and clients.

##### Achievements

- All Asset Management access improvements complied with AS1428 part 2 and the DDA. Departmental approval is required when a project is unable to comply with the provisions.
- Expended \$340,000 on Access Improvements to provide additional accessibility provisions and improve compliance with AS1428.2.  
Courthouses included in the Access Improvement program are: Ballina, Bourke, Mullumbimby, Moree, Muswellbrook, Ryde, Taree, Kempsey, Lismore, Cootamundra and Glebe Coroner's.
- Local Court Registrars and Sheriff's Officers continued to review and update emergency procedures.
- Offered web author training sessions that focused on website access.
- Provided advice and referrals of computer based accessibility experts to CourtLink and Lawlink website management.

#### 4. Communications

To provide effective means of communicating information about all Departmental services and activities for people with disabilities, and to enable them to communicate effectively before the courts and in Departmental programs, using appropriate communications practice, media and technologies.

##### Targets

- ACCESSlink, (A resource guide for staff to serve people with disabilities) is available and up to date.
- Provide public education and information about our services to the disability community and legal circles.
- Departmental staff are able to provide information in alternative formats and hearing assistance equipment as required.
- The Department's internet, intranet and e-commerce services are provided in accessible formats and comply with World Wide Web Consortium (W3C) and Human Rights and Equal Opportunity (HREOC) guidelines by June 2003.
- Courtroom acoustic audits and a plan for remediation will be completed by December 2004.
- Departmental staff are able to access specialist advice in order to obtain adaptive technology to meet client needs.
- Monitor where possible hearing assistance equipment requests and successful usage.

##### Achievements

- Updated ACCESSlink and promoted it through Department's induction program and in other training courses.
- Following a launch by the Hon. Bob Debus, the Department distributed over 1,300 multimedia video kits ("So you have to go to court!") for people with cognitive disabilities.
- Updated advice on how to prepare mainstream information in accessible and alternative formats in the Department Style Guide and intranet site, ACCESSlink.
- Continued to review internet and intranet sites for W3C access compliance and offered internal workshops that focused on accessible website design.
- Acoustic audits and improvements were undertaken in the Ryde and Glebe Coroner's Courts.
- Updated Disability Services intranet website on technical advice for staff and managers and employees with disabilities.
- Usage of infrared systems installed in city courthouses has increased by 13.5%.

## APPENDICES

### APPENDIX 6 (continued)

#### 5. Employment and careers

To develop policies and practices which meet the Department's responsibilities as an EEO employer, comply with the requirements of the *Anti-Discrimination Act 1977* (NSW), and the *Disability Discrimination Act 1992* (Cth) and actively encourage employment, career opportunities and career progression for people with disabilities.

##### Targets

- Discriminatory practices are removed from job requirements, employment conditions, human resource policies and practices.
- Percentage of staff with disabilities (as defined by the Office of the Director of Equal Opportunity in Public Employment guidelines) who use reasonable adjustment is increased to 4%.
- There is an overall increase in motivation of staff with disabilities as measured by a Departmental employee survey.

##### Achievements

- The Department became a charter member of Employers Making a Difference.
- As employment policies and practices were reviewed and position descriptions were evaluated discriminatory requirements were removed.
- The data about staff with disabilities from the employee survey has not yet been analysed.

#### 6. Staff Training

To ensure staff of the Attorney General's Department are adequately trained to provide effective, non-discriminatory services and employment options for people with disabilities.

##### Targets

- Seventy five percent of Department staff will have participated in a Disability Awareness Training Course by the end of 2004.
- A specific training course for managers and supervisors exploring the management of staff with disabilities will be developed by January 2005.
- All client service courses will include practical components from the Flexible Service Delivery Training Program.
- The percentage of people with disabilities participating in training courses increases by 10%.
- People with disabilities have access to participate in Department courses.

##### Achievements

- Trained over 80% of all staff in disability awareness issues to date.
- Recruitment and selection panels are trained in aspects of disability awareness and reasonable adjustment.
- Provided an introduction to the DSP and FSD to all new staff as part of the Induction Program.
- All client service courses incorporate awareness of ACCESSlink and serving clients with a disability.
- On-line nominations for training invite participants to advise if they have any disability related requirements.

#### 7. Consultation and participation

To provide an open, consultative environment in the Department which ensures that people with disabilities are consulted on all matters relating to their interests and have the opportunity to participate in key decision-making forums within the Department.

##### Targets

- The Disability Advisory Council is satisfied with the consultation process used to ascertain views of the Council, disability community, clients and staff on issues affecting people with disabilities.
- Every Business Centre has mechanisms in place to consult with people with disabilities.
- The Department's complaints procedures are accessible to people with disabilities.

##### Achievements

- See Item 1: Access to Services and Programs.
- Advice is available on ACCESSlink on how to consult with people with disabilities.
- The Department's Complaints Handling Policy 2004 incorporates procedures to assist people with disabilities to make and resolve complaints in an accessible and non-discriminatory manner.

## APPENDICES

### APPENDIX 6 (continued)

#### 8. Best practice in management

To adopt management practices and provide sufficient resources (money, people, skills and facilities) within the Department which reflect or establish best practice in meeting the responsibilities of government agencies generally, and of our own organisation in particular, in meeting the needs and protecting the rights of people.

##### Targets

- Key aspects of the DSP are included in the Business Centres' Business plans and performance agreements.
- The implementation of the Disability Strategic Plan will be rigorously managed and reviewed annually by the Internal Steering Committee.
- We are used as a reference point by other government agencies.
- Provided advice and assistance to National Judicial College of Australia, Police NSW, Office of the Director of Public Prosecutions, Department of Juvenile Justice, NSW Legal Aid Commission, NSW Corrective Services, NSW Housing and other government agencies on implementing disability awareness staff training programs and initiatives including Action Plans.

##### Achievements

- Increased the focus on disability in infrastructure and business planning meetings and communications to staff.
- The Coordinator DSP and Director General submitted periodic updates on the DSP implementation to the Internal Steering Committee.
- Maintained the profile of disability issues in the Department by ensuring bimonthly coverage in Department's newsletter, Agenda and the Department's intranet.

### APPENDIX 7

#### DISPOSAL OF PROPERTY

Asset Management Services (AMS) completed the sale of vacant land at 11–17 Sturt Street, Wagga Wagga:

- As the Department did not receive any bids at auction, the sale was conducted by private treaty.
- Settlement took place 9 July 2004.
- The purchaser was Shatsui Pty Ltd
- The purchase price was \$330,000 inc GST.
- The net return to the Department from the Department of Lands was \$315,038.04 inc GST.
- The vacant land was divested as it was surplus to Departmental requirements.

AMS finalised the sale of a residence at 8 Lincoln Street, Gunnedah:

- As the reserve price was not reached at auction the premises was sold by private treaty.
- Settlement took place on 25 June 2004.
- The purchaser was Mr and Mrs E and P Salem.
- The purchaser paid \$72,000.
- The net return to the Department from the NSW Department of Lands was \$32,922.67, being the sale price, less 50% to Consolidated Revenue and sales costs.
- The residence was divested as it was surplus to Departmental requirements.

The Department is working towards further rationalisation of the residential portfolio. Subject to a forthcoming review, the Department aims to divest 9 residences across NSW in 2005–2006.

### APPENDIX 8

#### EMPLOYEE SALARY MOVEMENTS

##### Crown Employees (Public Service – Salaries January 2004) Award

The Award provided for a 4% salary increase on 1 July 2004 for the following:

- |                      |                                      |
|----------------------|--------------------------------------|
| • Clerks             | • Clerical Officers                  |
| • Court Officers     | • Departmental Professional Officers |
| • Legal Officers     | • Sound Reporters                    |
| • Sheriff's Officers | • Librarians                         |
| • Senior Officers    | • Tipstaves                          |

##### Judicial Officers

The Statutory and Other Offices Remuneration Tribunal (SOORT) is required each year to make a determination of the remuneration to be paid to Judges, Magistrates and judicial officers (as defined by the *Judicial Officers Act 1986*). SOORT granted a salary increase of 8.9% for judicial officers from 1 July 2004.

## APPENDICES

### APPENDIX 9

#### ENTERPRISE INDUSTRIAL RELATIONS

##### Union representation

The Department's staff are represented by the Public Service Association of NSW (PSA). The Department no longer has an ongoing connection with the Australian Medical Salaried Officers' Federation (NSW) as a result of the closure of the Compensation Court of NSW.

The Peak Consultative Committee (PCC) comprises the Department's Director General and Director Corporate Human Resources and representatives of the PSA. The PCC meets every two months.

Matters impacting on individual business centres are dealt with through local consultative committees. If these committees are unable to resolve the matter, then the PCC will be asked to assist.

##### Crown Employees (Public Sector – Salaries January 2002) Award

The Department has continued to progress five key sector-wide priorities identified in the Memorandum of Understanding entered into in March 2000 between the NSW Government, the PSA and other public sector unions:

- Improved service delivery
- Review the legislative and employment framework
- Advance NSW as a digital state
- Continue corporate services reform efficiencies
- Provide modern structures and pay systems.

The Department will continue to develop the initiatives already commenced and reported upon in previous years, which are:

- Use of productivity and other measures
- Active performance management across the Department
- Implementation of strategies to reduce workers' compensation costs
- Corporate services reform.

##### Flexible Working Hours

A review of the Flexible Working Hours pilot was undertaken. The review established that no clear benefit has been identified for the Department. The Department reverted to the award conditions 7 October 2003 (Clause 20 of the Crown Employees (Public Sector Conditions of Employment Award) 2002).

The Department is continuing to negotiate with the PSA under Clause 10 of the Crown Employees (Public Sector Conditions of Employment Award) 2002 to establish a new flexible working hours arrangement for staff covered by the provisions of that award.

The following classifications are covered by different awards:

- Sheriff's Officers, employed under the Crown Employees (Sheriff's Officers) Award 2004
- Court Reporters, employed under the Court Reporters' Enterprise Agreement (1993)
- Ministerial Office Staff and Ministerial Appointees are not employed under any award.
- Parramatta Extended Registry Staff, employed under the Extended Registry Agreement (1995)
- Office of the Protective Commissioner and Public Guardian staff and casual employees, employed under The OPC/OPG Business Hours and New Flexible Working Hours agreement (1999)
- Public Trustee staff, employed under Public Trustee Flexible Work Practices (1996)

The Department is seeking to include the Public Trustee, the Office of the Protective Commissioner and the Office of the Public Guardian in a new agreement.

A new Award for the Sheriff's Officers is being negotiated.

## APPENDICES

### APPENDIX 10

#### EQUAL EMPLOYMENT OPPORTUNITY AND STAFF NUMBERS 2005

Trends in the representation of EEO groups<sup>1</sup>

EEO group	Benchmark or target	% of total staff <sup>2</sup>							
		2001-02		2002-03		2003-04		2004-05	
Total	N/A	100%	3647	100%	3754	100%	3728	100%	3957
Women	50%	64%	2315	64%	2416	64%	2407	63%	2512
Aboriginal and/or Torres Strait Islander	2%	3.0%	112	3.0%	113	3.5%	130	3.2%	127
People whose first language was not English	20%	20.4%	746	19.3%	724	19.0%	707	22.0%	880
People with a disability	12%	9.0%	333	9.1%	340	8.6%	322	7.0%	293
People with a disability requiring work adjustments	7%	3.3%	121	3.3%	124	3.2%	118	2.4%	95

Trends in the distribution of EEO Groups<sup>1</sup>

EEO group	Benchmark or target	2001-02	Distribution Index <sup>3</sup>		2004-05
			2002-03	2003-04	
Women	100	N/A	93	96	90
Aboriginal and/or Torres Strait Islander	100	N/A	85	89	94
People whose first language was not English	100	N/A	95	95	97
People with a disability	100	N/A	99	100	99
People with a disability requiring work adjustments	100	N/A	103	100	99

#### Notes

- Figures are reported by financial year. In previous years, figures have been reported by calendar year.
- Staff numbers as at 30 June. With the exception of the category 'Total' and 'Women', figures are weighted percentages. The weighted percentage is the actual percentage upwardly adjusted to reflect the response rate (ie the percentage of total staff who have supplied their EEO statistics).
- Excludes statutory appointees (eg judges) and ministerial staff (eg Associates & Tipstaves, accounting for approximately 280 staff on average) and casual staff. Includes BDM, CSO, OPC and OPG. From 2005 onwards, also includes Public Trustee.
- Includes approximately 300 additional staff from the public trustee in 2004-05. The addition of these extra staff has effected the percentage EEO representation in this year.
- A distribution index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. N/A – This information was not required by NSW Treasury before December 2002; see Treasury Circular TC 02/17.
- 46% of staff are 45 years of age or over.



## APPENDICES

### APPENDIX 11

#### ETHNIC AFFAIRS PRIORITY STATEMENT

The Department values the inclusion of culturally and linguistically diverse communities and engages with them to maintain a peaceful multicultural society. While participating in the broader NSW Government initiatives to address the issues of diverse communities, the Department has implemented a number of strategies to achieve the objectives of the Ethnic Affairs Priority Statement (EAPS).

The Department is working to deliver its services in culturally appropriate ways to diverse client groups and provide information in community languages, whenever appropriate. In addition to consultation processes, the Department provides information on cultural diversity to new staff through the induction program.

##### Diverse services for a diverse community

Business centres are engaged in campaigns to raise the Department's profile among culturally and linguistically diverse communities.

The Legal Practitioners Admission Board has adopted a flexible approach to assessing overseas legal qualifications. It also provides immigration assessments, economical tuition and examination options for overseas-qualified legal practitioners.

Business Centres regularly take part in community events in order to promote the Department's services to diverse communities. For example, the Industrial Relations Commission participated in Burwood's Community Fair Festival and in an information session at the St George Migrant Resource Centre. Victims Services conducted workshops for staff during National Harmony Day.

Corporate Human Resources incorporated the values of diversity within the Department's ethical workplace standards and the mandatory new employee induction program explores these issues. In addition, Corporate Human Resources encourages employees to apply for the Community Language Allowance Scheme accreditation and supports a Staff Multicultural Network.

Community Justice Centres employ staff and mediators from various cultural backgrounds, and assign mediators according to the cultural backgrounds of the parties if requested.

##### Speaking the languages of the communities

The Department communicates with culturally and linguistically diverse communities through free interpreting services and publications in community languages.

The Anti-Discrimination Board receives complaints from clients in languages other than English and facts sheets about discrimination have been translated into 24 community languages.

Victims Services has identified the key community languages of its primary clients groups by consulting relevant stakeholder agencies and government departments, resulting in the translation of a generic fact sheet into a number of languages including: Arabic, Chinese, Dari, Greek, Japanese, Korean, Khmer, Pashto, Polish, Russian and Vietnamese.

Community Justice Centres also provide information in different community languages and distribute information through community newsletters and radio services.

##### Integration through inclusiveness

The Department supports flexible and inclusive consulting practices to provide access to diverse communities. A number of Business Centres conducted needs assessment and community consultation.

The Registry of Births, Deaths and Marriages (BDM) consulted with diverse communities resulting in culturally appropriate commemorative certificates.

Community Justice Centres held a number of meetings to identify ways in which alternative dispute resolution services could best meet the needs of particular culturally and linguistically diverse communities groups. These consultations were held with a number of government and non-government agencies to identify the best strategies to promote services.

The Anti Discrimination Board delivered training programs about cultural diversity to employees in finance and government sectors. In addition, it delivered a number of educational sessions for migrant women who work in the clothing industry. The sessions were delivered in Chinese, Vietnamese and Korean at various locations in Western Sydney.

The Violence against Women Specialist Unit worked on the Role of Religion in Promoting Family Harmony Conference held in Western Sydney, the Immigration and Domestic Violence Forum in North Sydney and the Sexual Assault Forums in Hawkesbury and Bankstown. A number of educational sessions to raise awareness on domestic violence and sexual assault among diverse communities were delivered to interpreters, community leaders and community workers. The unit was also involved in the Committee of Women's Legal Services and the Australian Palestinian Support project.

##### Training and learning

Corporate Human Resources regularly conducts face to face workshops and on-line training sessions on cross-cultural communication skills and understanding racism.

##### The year ahead

One of the Department's major roles is to protect the rights of the community by building a just and safe environment for all people of NSW. In 2005–2006, the Department will revise the EAPS Plan, in consultation with the broad culturally and linguistically diverse community, to prioritise initiatives for people from culturally and linguistically diverse communities. Victims Services has also identified refugee women as a target group for 2005/06.

## APPENDICES

### APPENDIX 12

#### FREEDOM OF INFORMATION

The Department received 39 Freedom of Information (FOI) applications during the year, 37 of which were finalised at the time of writing. In addition, 5 applications were brought forward from the last reporting period.

All requests to access personal information were granted either in part or in full. Eight matters concerning access to non-personal documents were refused. Of these, two applications were refused for documents exempt under the Act; three applications were refused on the basis that the applicant declined to pay the required deposit; two were deemed refused because the applications were not dealt with within the 21 days; one was refused on the basis that the applicant declined to define the scope of the application.

##### Issues from FOI requirements

Although the FOI Act is administered by the Premier's Department, the Department receives a number of FOI inquiries each year from members of the public who assume that the Department has overall responsibility for the Act. In 2004–2005, 45 FOI applications were received for access

to documents held by external agencies. In these cases, applicants were redirected to the appropriate agency. The Department also responded to 12 written inquiries concerning the application of the *Freedom of information 1989 Act*.

The Summary of Affairs is published in June and December each year. It identifies the Department's policy documents and provides contact and other details for obtaining access to the Department's documents. The June 2005 Statement of Affairs and the June 2005 Summary of Affairs is available on the Department's website ([www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au)) or by contacting the Community Relations Division.

The Statement of Affairs, published in June each year, is a description of:

- the Department's structure and functions
- the way those functions affect the public
- how the public may participate in the Department's policy development
- the kinds of documents the Department holds
- how the public can access the Department's documents.

#### Freedom of Information Statistics for 2003–2004 and 2004–2005

##### Section A: Numbers of new FOI requests

Information relating to numbers of new requests received, applications processed and applications incomplete from the previous period.

FOI Requests	Personal		Other		Total	
	03–04	04–05	03–04	04–05	03–04	04–05
A1 New (including transferred in)	8	8	11	31	19	39
A2 Brought forward	4	2	0	3	4	5
<b>A3 Total to be processed</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>34</b>	<b>23</b>	<b>44</b>
A4 Completed	11	8	7	28	18	36
A5 Transferred out	0	0	0	1	0	1
A6 Withdrawn	0	0	1	0	1	0
<b>A7 Total processed</b>	<b>11</b>	<b>8</b>	<b>8</b>	<b>29</b>	<b>19</b>	<b>37</b>
A8 Unfinished	1	2	3	5	4	7

##### Section B: What happened to completed requests?

##### Result of FOI Requests

B1 Granted in full	3	3	1	2	4	5
B2 Granted in part	8	5	3	14	11	20
B3 Refused	0	0	3	8	3	8
B4 Deferred	0	0	0	0	0	0
B5 Could not process	0	0	0	4	0	4
<b>B5 Completed</b>	<b>11</b>	<b>8</b>	<b>7</b>	<b>28</b>	<b>18</b>	<b>36</b>

##### Section C: Ministerial Certificates

Number issued during the period.

##### Ministerial Certificates

C1 Ministerial Certificates Issued	0	0
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## APPENDICES

### APPENDIX 12 (continued)

#### Section D: Formal consultations

Number of requests requiring formal consultations (issued) and total number of formal consultations for the period.

Formal consultations	Number of requests requiring consultations (issued)		Total number of formal consultations	
	03-04	04-05	03-04	04-05
D1 Number of requests requiring formal consultations	3	4	3	4

#### Section E: Amendment of personal records

Number of requests for amendment processed during the period.

Result of amendment	Total	
	03-04	04-05
Request		
E1 Result of amendment – agreed	0	0
E2 Result of amendment – refused	0	0

#### Section F: Notation of personal records

Number of requests for notation processed during the period.

Notation of personal records	Total	
	03-04	04-05
F1 No. of requests for notation	0	0

#### Section G: FOI requests granted in part or refused

Basis of disallowing access – Number of times each reason cited in relation to completed requests that were granted in part or refused.

Basis of disallowing or restricting access	Personal		Other		Total	
	03-04	04-05	03-04	04-05	03-04	04-05
G1 Section 19 – application incomplete, wrongly directed	4	0	5	2	9	2
G2 Section 22 – deposit not paid	0	0	0	4	0	4
G3 Section 25(1)(a1) – diversion of resources	0	0	0	0	0	0
G4 Section 25(1)(a) – exempt	3	3	7	18	10	21
G5 Section 9 – exempt body or office	0	3	0	2	0	5
G6 Section 25(1)(b)(c)(d) – otherwise available	0	0	2	1	2	1
G7 Section 28(1)(b) – documents not held	1	0	1	4	2	4
G8 Section 24(2) – deemed refused (over 21 days)	0	0	0	2	0	2
G9 Section 31(4) – released to Medical Practitioner	0	0	0	0	0	0
<b>G9 Totals*</b>	<b>8</b>	<b>6</b>	<b>15</b>	<b>33</b>	<b>23</b>	<b>39</b>

\* The figures do not reconcile because some of the applications dealt with multiple documents, attracting various provisions under the Act.

#### Section H: Costs and fees of requests processed

Costs	Assessed costs		FOI fees received	
	03-04	04-05	03-04	04-05
H1 All completed requests	\$8,530	\$23,900	\$800	\$1,025

## APPENDICES

### APPENDIX 12 (continued)

#### Section I: Discounts allowed

Numbers of FOI requests processed during the period where discounts were allowed.

Type of discount allowed	Personal		Other	
	03-04	04-05	03-04	04-05
I1 Public Interest	0	0	0	1
I2 Financial hardship – pensioner/child	3	5	0	2
I3 Financial hardship – non-profit organisation	0	0	0	0
<b>I4 Totals</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>2</b>
I5 Significant correction of personal records	0	0	0	0

#### Section J: Days to process

Number of completed requests by calendar days (elapsed time) taken to process.

Elapsed time				
J1 0–21 days	0	1	0	6
J2 22–35 days	11	2	0	4
J3 Over 35 days	0	7	7	17
<b>J4 Totals</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>27</b>

#### Section K: Processing time

Number of completed requests by hours taken to process.

Processing time				
K1 0–10 hours	0	4	0	9
K2 11–20 hours	3	2	2	7
K3 21–40 hours	8	2	2	8
K4 Over 40 hours	0	2	3	3
<b>K5 Totals</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>27</b>

#### Section L: Reviews and Appeals

Number finalised during the period

Reviews and appeals	Total	
	03-04	04-05
L1 Number of internal reviews finalised	3	11
L2 Number of Ombudsman reviews finalised	0	3
L3 Number of ADT appeals finalised	3	2

#### Details of Internal Results

In relation to internal reviews finalised during the period.

Basis of internal review	Personal				Other			
	Upheld		Varied		Upheld		Varied	
	03-04	04-05	03-04	04-05	03-04	04-05	03-04	04-05
L4 Deemed Refused s.24(2)	0	0	0	0	0	3	0	0
L4 Access/Amendment refused	2	3	0	0	1	3	3	1
L5 Deferred	0	0	0	0	0	0	0	0
L6 Exempt matter	0	0	0	0	0	1	1	0
L7 Unreasonable charges	0	0	0	0	0	0	0	0
L8 Charge unreasonable incurred	0	0	0	0	0	0	0	0
L9 Withdrawn	0	0	0	0	0	0	0	0
<b>L10 Totals</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>1</b>

## APPENDICES

### APPENDIX 13

#### FUNDS GRANTED

Grant Recipient	Amount	Description	Grant Type
Albury City Council	24,009.00	The grant funded projects at the Youth Café, Business Safety Audit Kits, the linking mentoring program and a playroom for kids at risk.	SCDF
ACE North Coast Inc	181,500.02	Ace Driver Education aims to assist Aboriginal people gain a full Class C (car) licence.	Specific Purpose
Aids Council of NSW	20,000.00	The program is based on research from the 'You Shouldn't have to Hide to be Safe Report' which identifies potential issues of homophobia in the Arabic speaking community. The project will use surveys and focus groups to establish whether homophobia is an issue for gay, lesbian, bisexual and transgender people in the Arabic speaking community.	GLBT
Aids Council of NSW	17,780.00	ACON facilitates a roundtable series to address homophobia in education settings. This would be attended by key stakeholders in the Anti-Homophobia Interagency Working group and young people including school students.	GLBT
Airds High School	2,450.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Alexandria Park Community School	14,400.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Arcadia Vale Public School	1,820.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Armidale Community Foot Patrol	25,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Armidale Dumaresq Council	50,000.00	The funding is for the establishment of a Community Cottage serving two local housing estates where there is a high incidence of domestic violence. The cottage will be designed as a place where residents can meet and share information, and eventually assume responsibility for managing the program.	SCDF
Armidale Dumaresq Council	9,900.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Auburn Council	26,665.00	The grant will fund a part time Youth Social Worker to address antisocial or criminal behaviour. The aim is to involve young people in the development of policies and programs for young people in the area.	SCDF
Awabakal Newcastle Aboriginal Corporation	15,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrol Program
Ballina District Community Services	50,000.00	Ballina District Community Services assists young people enjoy their public open space activities without creating problems for themselves or the community.	SCDF
Banksia Road Public School	2,272.70	Grant to Reduce the incidence of Graffiti.	Graffiti
Bankstown City Council	3,347.50	Grant to Reduce the incidence of Graffiti.	Graffiti
Bega High School	1,984.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Bega Valley Shire Council	37,975.00	Funded a Crime Prevention Officer to work on the implementation of the Bega Valley Crime Prevention Plan.	SCDF
Blacktown City Council	50,000.00	Funding supports the "Safe Use, No Abuse – Peer Education" program that targets young people between 14–20 years who live in Mt Druitt. The project targets the use of alcohol by young people. It aims to modify behaviour through peer intervention, in order to reduce alcohol related crime.	SCDF
Blue Mountains City Council	68,090.80	Mountains Youth Outreach Program.	SCDF
Blue Mountains City Council	9,000.00	Grant to Reduce the incidence of Graffiti.	Graffiti
Bowraville Local Aboriginal Land Council	21,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Broken Hill & District Youth Service	30,000.00	Broken Hill and District Family Services maintains the Go-Kart program offered to Aboriginal youth in Broken Hill.	SCDF
Byron Shire Council	45,000.00	Byron Bay Street Beat.	SCDF
Callaghan College	2,485.50	Grant to Reduce the incidence of Graffiti.	Graffiti
Campbelltown Youth Service	3,937.30	Grant to Reduce the incidence of Graffiti.	Graffiti
Canterbury City Council	57,040.10	Funding supports two projects "Home and Street Safety Kit" project, which aims to raise awareness of community safety and crime prevention strategies within the diverse cultural population of Canterbury LGA. The "Walk Safe" project is specifically designed to target people of Korean and Chinese backgrounds. Signs will be produced that promote the "Walk Safe" program and the "Walk Safe Map" of suggested safe routes.	SCDF
Carwoola Council of Elders	12,260.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Central Darling Shire	50,000.00	Funding supports the "Wilcannia Community Youth" project, which aims to provide a series of training sessions and workshops for young people. They include music, camera, computer, drama and recreational workshops specifically designed for young people. The project is designed to provide a range of activities that are culturally appropriate.	SCDF
City of Wagga Wagga	9,000.00	Funding supports the "Plan-It Youth Mentoring" program to provide education and training for young people to reduce their likelihood of involvement in crime. The project aims to increase employment retention rates for young people, particularly those 'at risk' of early school leaving.	SCDF
Coffs Harbour City Council	32,700.30	Funds the Youth on the Go program, Men's Group and an Alcohol education campaign.	SCDF
Community Programs Incorporated	58,999.90	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Cooma-Monaro Council	7,600.00	The grant is to reduce the incidence of Graffiti in the Cooma Monaro Area.	Graffiti
Coonamble Neighbourhood Centre	20,000.00	Funded the employment of a Safer Communities Officer to assist development of the Crime Prevention Plan for Coonamble.	SCDF
Coonamble Shire Council	15,000.00	Funding supports two projects – "Mad, Cool, Fun" is designed to empower youth in the Coonamble Shire and to provide guidance while avoiding conflict with Police and encouraging unity within the community. "Tin Lids" targets local youth to participate in the running of the local radio station. It aims to keep youth off the streets by giving them the opportunity to be trained and involved in the daily station operation.	SCDF
Dubbo City Council	18,850.00	Employment of a youth development officer in Dubbo City Council.	SCDF
Dubbo Neighbourhood Centre	63,572.60	To fund the Aboriginal Community Patrol in Dubbo and to include a permanent position of coordinator. The aim is to significantly decrease youth related crime and anti social behaviour.	Community Patrols Program
Ellimatta Housing Aboriginal Corporation	10,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Fairfield City Council	40,531.00	Fairfield City youth recreation program, Family Connections Program and a program to reduce the incidence of graffiti.	SCDF
Gamilaraay Bagandi Aboriginal Corporation	10,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Gay & Lesbian Counselling Service	332,225.00	The Gay and Lesbian Counselling Service develops early education resources to challenge sexuality stereotypes and homophobic behaviour and to raise awareness of lesbian and gay parented families.	GLBT
Gosford City Council	9,000.00	Program to reduce the incidence of graffiti.	Graffiti
Great Lakes Community	10,000.00	Funds the Foster HomeCare Youth Service.	SCDF
Greater Hume Shire Council	77,499.00	Funding enables the employment of a youth worker for the "Partnerships for the Future" project. The worker will develop and support programs that target youth between 12–18 years. Programs aim to reduce the risk of young people becoming involved in antisocial behaviour and opportunistic crime.	SCDF
Hastings Council	38,818.00	Funded a secondary supply of alcohol campaign in the Hastings LGA.	SCDF
Hawkesbury City Council	39,600.00	Funds the Hawkesbury City Street beat.	SCDF
Holroyd City Council	9,000.00	Program to reduce Graffiti.	Graffiti
Hurstville City Council	51,861.00	Funding supports the implementation of the "Sex Based Harassment Awareness Program" which aims to address sexual harassment issues in high schools, and the "Walk the Talk" Youth Outreach project, which aims to engage local youth in the management and use of public spaces and to develop improved relationships with local police, local businesses and other users.	SCDF
Indigenous Festivals	50,000.00	Funding to assist the CROC Fest in Moree and Kempsey.	SCDF
Junbung Elders Aboriginal Corporation	7,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrol Program
Junee Shire Council	11,250.00	Junee Youth ALIVE will encourage young people to develop protective factors in order to prevent future involvement in crime, antisocial behaviour or self-harm activities such as drug and alcohol abuse.	SCDF
Kamilaroi Aboriginal Legal Service	29,880.00	Kamilaroi Aboriginal Legal Service provides programs for young Aboriginal women (11–18) to engage in activities including culture camps, sports, self-esteem and learn to drive programs.	AYG
Kempsey Shire Council	12,798.30	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Koompahtoo Local Aboriginal Land Council	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Lake Macquarie City Council	51,790.00	Funds the Youth At Risk project.	SCDF
Lake Macquarie Youth	7,285.00	Funds at project to reduce Graffiti in Lake Macquarie.	Graffiti
Lawrence Hargrave School	2,500.00	Funds a project to reduce graffiti at the school.	Graffiti
Lismore City Council	24,509.00	Fund the Kids Club and Domestic Violence program under the Lismore Crime Prevention Plan.	SCDF
Liverpool City Council	45,000.00	Funding supports the "Streetwork" Project, which is a public space crime prevention initiative targeted at young people aiming to reduce the level of antisocial behaviour and vandalism within the Liverpool LGA.	SCDF
Maari Ma Health Aboriginal Corporation	33,804.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Maitland City Council	36,072.00	Funding for three projects that target alcohol related anti social behaviour, malicious damage and violence around late night venues and lack of perceived crime prevention awareness in the community.	SCDF



## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Mallee Family Care Incorporated	30,000.00	Mallee Family Care aims to improve the self esteem of the young people involved and to give them confidence by facilitating six three-day workshops on drama and theatre skill development.	SCDF
Manly Council	45,500.00	The grant will continue funding of programs aimed at reducing property theft at Manly Beach, safe transport of late night patrons of the Manly CBD and safe drinks campaign. The programs include the Safe Days, Safe Nights program and the "Pumpkin Bus".	SCDF
Marist Youth Care	30,000.00	Marist Youth Care assists young Aboriginal people in the Mt Druitt area with issues around drivers licences. The aim is to reduce the contact young Aboriginal people have with the criminal justice system and the State Debt Recovery Office.	AYG
Marrickville Council	47,400.00	Funding supports the Start Again Mentoring Program (StAMP), which aims to reduce recidivism rates within Marrickville LGA through a volunteer mentoring program to support ex-offenders in their transition back into the community. Assistance is provided with housing, education and training, employment and social support.	SCDF
Mission Australia	117,695.90	Dubbo based Aboriginal Culture and Leadership program aimed at reengaging young Aboriginal people with education and positive activities.	Specific Purpose
Mission Australia	32,000.00	Miller Music and Art Development Program.	SCDF
Mission Australia	11,545.70	Miller Youth Night Activities.	SCDF
Mission Australia	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Mitchell High School	1,900.00	Program to reduce Graffiti at Mitchell High School.	Graffiti
Miyay Birray Youth Service	5,000.00	Project to Reduce Graffiti in Moree.	Graffiti
Mosman Municipal Council	14,500.00	Project aimed at reducing graffiti in Mosman.	Graffiti
Mungindi Kids Aboriginal Corporation	23,815.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Murdi Paaki Regional Enterprises	9,000.00	Funding to Provide a Local Aboriginal Community Patrol.	Community Patrols Program
Muslim Women's Association	36,000.00	The Muslim Women's Association aims to address the increase in race and/or religious based violence experienced by Muslim women and families and to reduce the risk of anti-social behaviour.	Specific Purpose
Narrandera Shire Council	51,999.90	Funding supports the "Youth Development" project which aims to reduce youth involvement in crime and antisocial behaviour (12-18 years), by providing a range of youth development activities designed to improve health, employment and engagement of young people in recreational opportunities.	SCDF
Newcastle City Council	9,000.00	Project aimed at reducing graffiti in Newcastle.	Graffiti
Northern Rivers Community	9,666.50		
Nowra Youth Services	7,700.00	Project to Reduce graffiti in Nowra.	Graffiti
Nungera Co-Operative	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Orange City Council	28,000.00	Funds the Sense of Place Project and the Women's Safety in Licensed Premises Project.	SCDF
Outback Arts Incorporated	9,000.00	Project to reduce Graffiti.	Graffiti
Parramatta City Council	13,000.00	Project to reduce Graffiti in Parramatta.	Graffiti
Penrith City Council	26,943.80	Funds the Cranebrook Youth Project, and localised Domestic Violence Website and a campaign to increase the reporting of crime.	SCDF

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Pittwater Council	50,000.00	The grant will be used to support two local projects. The first aims to reduce the level of fear in the community by promoting greater awareness and understanding of crime prevention principles and strategies. The second aims to develop a comprehensive data collection of graffiti in the area.	SCDF
Police & Community Youth Clubs	166,375.80	PCYC operates the La Perouse Street Beat project, which will be an outreach to Aboriginal youth in the area.	Aboriginal Community Patrols
Police & Community Youth Clubs	15,000.00	Funds to provide Aboriginal Community Patrol in Coffs Harbour.	Aboriginal Community Patrols
Port Stephens Council	15,520.00	Family information groups, New Neighbourhood program and the KIDS FUND.	SCDF
Queanbeyan City Council	32,265.00	Integrated Domestic Violence program through the Queanbeyan Crime Prevention Plan.	SCDF
Redfern Legal Centre	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Regional Outreach Music	29,672.00	The Regional Outreach Music Project aims to engage Aboriginal youth with learning through exploring ideas, developing skills, creating and performing music using modern computer technology. From this, young Aboriginal people will be encouraged through self-determination to make responsible decisions and set their own goals for positive participation in the community.	AYG
Riverwood Community Centre	5,794.10	Program to reduce graffiti in Riverwood.	Graffiti
SCDAC	30,000.00	Shoalhaven Community Development Corporation operates an Aboriginal Community Patrol for youth between 12 and 18. The aim is to remove youth from situations where they may be at risk and to provide a network of support and alternative venues to mix with their community.	Community Patrols Program
Shared Vision Aboriginal Corporation	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
Shellharbour City Council	26,664.50	The grant will be used to sustain existing "Youth Development" and "Safer Women" projects and to fund a new project called "Koori Tracks". These projects address social disadvantage within the community and also reduce antisocial behaviour and illegal graffiti by local youth.	SCDF
Shopfront Theatre	12,000.00	The Shopfront Theatre For Young People is a holistic program for young graffiti artists in the St George area. The aim is to prevent graffiti related crime by encouraging young people to work together to manage graffiti in the area and opening pathways to education, training and employment.	SCDF
Singleton Shire Council	13,650.00	Project to reduce Graffiti in Singleton.	Graffiti
South Coast Aboriginal Culture Centre	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
South Eastern Aboriginal Legal Service	20,318.00	SEALS Inc aims to support young indigenous parents who are in contact with the juvenile justice system or 'at risk' of entering the system by enabling their involvement in a series of local cultural camps for both young men and young women.	AYG
South Sydney Youth Service	5,000.00	Support for a case worker on the Redfern Street beat.	Specific Purpose

## APPENDICES

### APPENDIX 13 (continued)

Grant Recipient	Amount	Description	Grant Type
Streetwise Communications	57,255.60	Streetwise Communications are funded for 2 projects, 1 aims to produce a resource that is targeted at young Aboriginal women on the subjects of personal safety and reporting sexual violence crimes. The second is producing a resource to reduce homophobic violence in schools.	SCDF
Sutherland Shire Council	35,850.00	Domestic Violence support program under the Sutherland Crime Prevention Plan.	SCDF
Sydney Regional Aboriginal Legal Service	58,999.00	The Grant is to establish a local Aboriginal Community Justice Group and to employ a Coordinator for that group.	ACJG
The Greater Taree City Council	68,749.90	Funding for the Taree Street beat and the Taree Koori Youth Resource Room.	SCDF
Tolland Aboriginal Corporation	29,959.00	The Tolland Aboriginal Corporation aims to re-engage young Aboriginal people with learning via participation in structured educational programs including cultural identity, Aboriginal English and also a survival camp for men and a women's business camp.	AYG
Walgett Shire Council	50,000.00	Funding supports the "MAD Group" project that is designed to identify and mobilise creative talents in young Aboriginal people in order to raise awareness about the causes and impacts of drug and alcohol abuse. It also seeks to facilitate factual dialogue about D&A issues within the community and improve literacy and numeracy skills and link participants to further education and employment.	SCDF
Waverley Council	39,513.00	The funding supports the Bondi Junction Youth Protocol project which aims to increase safety for all patrons using the Bondi Junction Shopping Centre, promote communication between target groups and develop a strong sense of community ownership by all groups of the youth protocol. It also supports the Bondi Beach Antisocial Behaviour Project, which aims at reducing the prevalence of assault, sexual assault and malicious damage during the Christmas and New Year period.	SCDF
Wellington Council	29,673.30	Funding for a safer community development officer to develop the Wellington Crime Prevention plan.	SCDF
Whitebridge High School	2,010.00	Project to reduce the incidence of Graffiti at the school.	Graffiti
Wiradjuri Country Corporation	120,259.90	Wiradjuri Country Community Group will increase existing youth services throughout the Young, Harden and Boorowa regions with outreach projects to allow access to services and activities for all young people in the area.	SCDF
Wollongong City Council	22,000.00	Funds for the Bundaleer Women's Safety Project and the Safer Times around Licensed Premises Project.	SCDF
Wollongong City Council	8,500.00	Wollongong Council / RTA Graffiti project.	Graffiti
Woollahra Municipal Council	13,863.60	Project to reduce graffiti in Woollahra.	Graffiti
Yaegl Local Aboriginal Land Council	20,000.00	Yaegl LAC aims to engage young Aboriginal people in practical work experience and training on Ulugundahi Island. The courses undertaken will be accredited and at the conclusion a Certificate II can be obtained. This will increase the employability of the young people.	AYG
<b>Total</b>	<b>3,891,615.52</b>		

#### Grant Types

SCDF: Safer Community Development Fund

AYG: Aboriginal Youth Grant

ACJG: Aboriginal Community Justice Group Program

GLBT: Gay Lesbian Bi-Sexual Transgender Violence Prevention Program

#### Appendices

Attorney  
General's  
Department

## APPENDICES

### APPENDIX 14

#### GUARANTEE OF SERVICE

The Attorney General's Department of NSW is committed to ensuring that everyone in NSW has access to justice services. Business Centres that deal with the public have service guarantees or service standards.

The Department's Business Centres, including the Anti-Discrimination Board of NSW, Community Relations Division, the Office of the Protective Commissioner, the Office of the Public Guardian, the Public Trustee, the Registry of Births, Deaths and Marriages and Victims Services strive to:

- Deliver a code of ethics that includes:
  - Respecting the privacy of their clients
  - Treating clients with courtesy, compassion and respect
  - Delivering services in a prompt, honest, accurate and professional manner
  - Responding promptly to complaints and referring decisions to an appeals process if clients are unsatisfied with the results
- Increase access by:
  - Using plain language
  - Providing translation services
  - Being contactable during normal office hours, either by phone, facsimile, email or in person
- Be accountable and keep clients informed of the progress of their affairs.

The community can access the Attorney General's Department's service guarantees or service standards at [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au).

### APPENDIX 15

#### LEAVE LIABILITIES

Leave Liabilities, as at 30 June 2005:

Recreation leave: \$26,363,353  
Long service leave: \$111,515,477

### APPENDIX 16

#### LEGISLATIVE CHANGES

Legislative changes include new Acts of Parliament and amendments assented to between 1 July 2004 and 30 June 2005, as follows:

Administrative Decisions Tribunal Amendment Act 2004  
Anti-Discrimination Amendment (Miscellaneous Provisions) Act 2004  
Civil Liability Amendment (Food Donations) Act 2005  
Civil Procedure Act 2005  
Classification (Publications, Films and Computer Games) Enforcement Amendment (Uniform Classification) Act 2004  
Court Security Act 2005  
Crimes Amendment (Child Neglect) Act 2004  
Crimes Amendment (Child Pornography) Act 2004  
Crimes Amendment (Grievous Bodily Harm) Act 2005  
Crimes (Sentencing Procedure) Amendment (Existing Life Sentences) Act 2005  
Criminal Procedure (Evidence) Act 2005  
Criminal Procedure Further Amendment (Evidence) Act 2005  
Courts Legislation Amendment Act 2005  
Dust Diseases Tribunal Amendment (Claims Resolution) Act 2005  
James Hardie Former Subsidiaries (Special Provisions) Act 2005  
Jury Amendment Act 2004  
Law Enforcement (Powers and Responsibilities) Amendment (In-car Video Systems) Act 2004  
Legal Profession Act 2004  
Legal Profession Amendment Act 2005  
Professional Standards Amendment Act 2004  
Protected Estates Amendment (Missing Persons) Act 2004  
Sheriff Act 2005  
Standard Time Amendment (Co-ordinated Universal Time) Act 2005  
Terrorism Legislation Amendment (Warrants) Act 2005  
Workplace Surveillance Act 2005

## APPENDICES

### APPENDIX 17

#### LEGISLATION ALLOCATED TO THE ATTORNEY GENERAL

Legislation allocated to the Attorney General includes legislation within the Attorney General's portfolio and legislation administered by the Department.

Administration of Justice Act 1924 No 42  
Administration (Validating) Act 1900 No 38  
Administrative Decisions Tribunal Act 1997 No 76  
Anglican Church of Australia (Bodies Corporate) Act 1938 No 15  
Animals Act 1977 No 25  
Anti-Discrimination Act 1977 No 48 (except part, Premier)  
Antiochian Orthodox Church Property Trust Act 1993 No 20  
Application of Laws (Coastal Sea) Act 1980 No 146  
Arbitration (Civil Actions) Act 1983 No 43  
Attachment of Wages Limitation Act 1957 No 28  
Australian Mutual Provident Society Act 1988 No 47  
Australian Mutual Provident Society (Demutualisation and Reconstruction) Act 1997 No 56  
Bail Act 1978 No 161  
Benevolent Society (Reconstitution) Act 1998 No 153  
Births, Deaths and Marriages Registration Act 1995 No 62  
Burns Philp Trustee Company Limited Act 1990 No 82  
Charitable Trusts Act 1993 No 10  
Child Protection (Offenders Prohibition Orders) Act 2004 No 46 (jointly with the Minister for Police)  
Children (Criminal Proceedings) Act 1987 No 55  
Children (Protection and Parental Responsibility) Act 1997 No 78  
Children's Court Act 1987 No 53  
Choice of Law (Limitation Periods) Act 1993 No 94  
Churches of Christ in New South Wales Incorporation Act 1947 No 2  
Churches of Christ, Scientist, Incorporation Act 1962 No 21  
Civil Liability Act 2002 No 22  
Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 63  
Commercial Arbitration Act 1984 No 160  
Common Carriers Act 1902 No 48  
Commonwealth Bank (Interpretation) Act 1953 No 29  
Commonwealth Places (Administration of Laws) Act 1970 No 80  
Commonwealth Powers (De Facto Relationships) Act 2003 No 49  
Commonwealth Powers (Family Law—Children) Act 1986 No 182  
Community Justice Centres Act 1983 No 127  
Community Protection Act 1994 No 77  
Companies (Acquisition of Shares) (Application of Laws) Act 1981 No 62  
Companies (Acquisition of Shares) (New South Wales) Code  
Companies (Administration) Act 1981 No 64  
Companies and Securities (Interpretation and Miscellaneous Provisions) (Application of Laws) Act 1981 No 63  
Companies and Securities (Interpretation and Miscellaneous

Provisions) (New South Wales) Code  
Companies (Application of Laws) Act 1981 No 122  
Companies (New South Wales) Code  
Compensation Court Repeal Act 2002 No 23  
Compensation to Relatives Act 1897 No 31  
Confiscation of Proceeds of Crime Act 1989 No 90  
Constitutional Powers (Coastal Waters) Act 1979 No 138  
Co-operative Schemes (Administrative Actions) Act 2001 No 45  
Coptic Orthodox Church (NSW) Property Trust Act 1990 No 67  
Coroners Act 1980 No 27  
Corporations (Administrative Actions) Act 2001 No 33  
Corporations (Ancillary Provisions) Act 2001 No 32  
Corporations (Commonwealth Powers) Act 2001 No 1  
Corporations (New South Wales) Act 1990 No 83  
Costs in Criminal Cases Act 1967 No 13  
Council of Law Reporting Act 1969 No 59  
Crimes Act 1900 No 40  
Crimes at Sea Act 1998 No 173  
Crimes (Forensic Procedures) Act 2000 No 59  
Crimes (Local Courts Appeal and Review) Act 2001 No 120  
Crimes Prevention Act 1916 No 80  
Crimes (Sentencing Procedure) Act 1999 No 92  
Criminal Appeal Act 1912 No 16  
Criminal Procedure Act 1986 No 209  
Criminal Records Act 1991 No 8  
Crown Advocate Act 1979 No 59  
Crown Proceedings Act 1988 No 70  
Crown Prosecutors Act 1986 No 208  
Damage by Aircraft Act 1952 No 46  
Damages (Infants and Persons of Unsound Mind) Act 1929 No 25  
Defamation Act 1974 No 18  
Director of Public Prosecutions Act 1986 No 207  
Discharged Servicemen's Badges Act 1964 No 49  
District Court Act 1973 No 9  
Domicile Act 1979 No 118  
Dormant Funds Act 1942 No 25  
Drug Court Act 1998 No 150  
Drug Misuse and Trafficking Act 1985 No 226 (except part, Minister for Police, and Minister for Health)  
Dust Diseases Tribunal Act 1989 No 63  
Electronic Transactions Act 2000 No 8  
Employees Liability Act 1991 No 4  
Evidence Act 1995 No 25  
Evidence (Audio and Audio Visual Links) Act 1998 No 105  
Evidence (Children) Act 1997 No 143  
Evidence (Consequential and Other Provisions) Act 1995 No 27  
Evidence on Commission Act 1995 No 26  
Factors (Mercantile Agents) Act 1923 No 2  
Family Provision Act 1982 No 160  
Federal Courts (State Jurisdiction) Act 1999 No 22  
Felons (Civil Proceedings) Act 1981 No 84  
Financial Transaction Reports Act 1992 No 99

## APPENDICES

### APPENDIX 17 (continued)

Fines Act 1996 No 99, Part 2, Divisions 1 and 2, section 120 (in so far as it relates to registrars of the courts and the Sheriff) and section 123 (remainder, Treasurer)	Limitation Act 1969 No 31
Foreign Judgments Act 1973 No 39	Liquor Act 1982 No 147, Part 2 (remainder, Minister for Gaming and Racing)
Forfeiture Act 1995 No 65	Listening Devices Act 1984 No 69
Frustrated Contracts Act 1978 No 105	Local Courts Act 1982 No 164
Futures Industry (Application of Laws) Act 1986 No 66	Local Courts (Civil Claims) Act 1970 No 11
Futures Industry (New South Wales) Code	Lutheran Church of Australia (New South Wales District) Property Trust Act 1982 No 101
Greek Orthodox Archdiocese of Australia Consolidated Trust Act 1994 No 65	Maintenance, Champerty and Barratry Abolition Act 1993 No 88
Habitual Criminals Act 1957 No 19	Maintenance Orders (Facilities for Enforcement) Act 1923 No 4
Holy Apostolic Catholic Assyrian Church of the East Property Trust Act 1992 No 10	Marketable Securities Act 1970 No 72
Imperial Acts Application Act 1969 No 30	Married Persons (Equality of Status) Act 1996 No 96
Inclosed Lands Protection Act 1901 No 33	Matrimonial Causes Act 1899 No 14
Industrial Relations Act 1996 No 17, sections 147, 148 (except in relation to the appointment of Commissioners), 149, 150, 151, 152, 153, 154, 156 (3), 157 (3), 159 (2), 164 (2), 168, 180, 185 (2) (d) and (e), 196, 197, 207, 208, 381, 382, 383, 407 (in relation to provisions administered by the Attorney General), Schedule 2 (in relation to provisions administered by the Attorney General), and Schedule 4 (in relation to provisions administered by the Attorney General), (remainder, Minister for Industrial Relations)	Mental Health (Criminal Procedure) Act 1990 No 10
Inebriates Act 1912 No 24	Methodist Church of Samoa in Australia Property Trust Act 1998 No 96
Infants' Custody and Settlements Act 1899 No 39	Mining Act 1992 No 29, section 293 (remainder, Minister for Mineral Resources)
Inheritance Act of 1901 No 19	Minors (Property and Contracts) Act 1970 No 60
Insurance Act 1902 No 49	Moratorium Act 1932 No 57
Insurance (Application of Laws) Act 1986 No 13	Notice of Action and Other Privileges Abolition Act 1977 No 19
Intoxicated Persons Act 1979 No 67	Oaths Act 1900 No 20
Judges' Pensions Act 1953 No 41	Parliamentary Papers (Supplementary Provisions) Act 1975 No 49
Judgment Creditors' Remedies Act 1901 No 8	Partnership Act 1892 55 Vic No 12
Judicial Office (Papua New Guinea) Act 1979 No 177	Piracy Punishment Act 1902 No 69
Judicial Officers Act 1986 No 100	Police Powers (Drug Detection Dogs) Act 2001 No 115
Jurisdiction of Courts (Cross-vesting) Act 1987 No 125	Police Powers (Drug Premises) Act 2001 No 30
Jurisdiction of Courts (Foreign Land) Act 1989 No 190	Police Powers (Internally Concealed Drugs) Act 2001 No 31
Jury Act 1977 No 18	Police (Special Provisions) Act 1901 No 5 (except part, Minister for Police)
Justices of the Peace Act 2002 No 27	Presbyterian Church of Australia Act 1971 No 42
Land and Environment Court Act 1979 No 204	Pre-Trial Diversion of Offenders Act 1985 No 153
Law and Justice Foundation Act 2000 No 97	Printing and Newspapers Act 1973 No 46
Law Courts Limited Act 1977 No 10	Privacy and Personal Information Protection Act 1998 No 133
Law Enforcement (Powers and Responsibilities) Act 2002 No 103	Professional Standards Act 1994 No 81
Law Reform Commission Act 1967 No 39	Property (Relationships) Act 1984 No 147
Law Reform (Law and Equity) Act 1972 No 28	Protected Estates Act 1983 No 179
Law Reform (Marital Consortium) Act 1984 No 38	Public Defenders Act 1995 No 28
Law Reform (Miscellaneous Provisions) Act 1944 No 28	Public Notaries Act 1997 No 98
Law Reform (Miscellaneous Provisions) Act 1946 No 33	Public Trustee Act 1913 No 19
Law Reform (Miscellaneous Provisions) Act 1965 No 32	Recovery of Imposts Act 1963 No 21
Law Reform (Vicarious Liability) Act 1983 No 38	Reorganised Church of Jesus Christ of Latter Day Saints Trust Property Act 1959 No 13
Legal Aid Commission Act 1979 No 78	Restraints of Trade Act 1976 No 67
Legal Profession Act 1987 No 109	Restricted Premises Act 1943 No 6
Legal Profession Act 2004 No 112	Roman Catholic Church Communities' Lands Act 1942 No 23
Lie Detectors Act 1983 No 62	Roman Catholic Church Trust Property Act 1936 No 24
	Royal Blind Society (Corporate Conversion) Act 2003 No 64
	Royal Institute for Deaf and Blind Children Act 1998 No 6
	Russian Orthodox Church (NSW) Property Trust Act 1991 No 91
	Sale of Goods Act 1923 No 1
	Sale of Goods (Vienna Convention) Act 1986 No 119



## APPENDICES

### APPENDIX 17 (continued)

Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No 26  
Sea-Carriage Documents Act 1997 No 92  
Search Warrants Act 1985 No 37  
Securities Industry (Application of Laws) Act 1981 No 61  
Sheriff Act 1900 No 16  
Solicitor General Act 1969 No 80  
Standard Time Act 1987 No 149  
Status of Children Act 1996 No 76  
Stewards' Foundation of Christian Brethren Act 1989 No 172  
Suitors' Fund Act 1951 No 3  
Summary Offences Act 1988 No 25  
Sunday (Service of Process) Act 1984 No 45  
Supreme Court Act 1970 No 52  
Telecommunications (Interception) (New South Wales) Act 1987 No 290  
Terrorism (Commonwealth Powers) Act 2002 No 114  
Terrorism (Police Powers) Act 2002 No 115  
Testator's Family Maintenance and Guardianship of Infants Act 1916 No 41  
Trustee Act 1925 No 14  
Trustee Companies Act 1964 No 6  
Trustees Delegation of Powers Act 1915 No 31  
Unauthorised Documents Act 1922 No 6  
Uncollected Goods Act 1995 No 68  
Uniting Church in Australia Act 1977 No 47  
Victims Rights Act 1996 No 114  
Victims Support and Rehabilitation Act 1996 No 115  
Voluntary Workers (Soldiers' Holdings) Amendment Act 1974 No 27, sections 4 to 9 (remainder, Minister for Lands)  
Westpac Banking Corporation (Transfer of Incorporation) Act 2000 No 71  
Wills, Probate and Administration Act 1898 No 13 (except parts, Treasurer)  
Witnesses Examination Act 1900 No 34  
Workplace Video Surveillance Act 1998 No 52  
Young Offenders Act 1997 No 54 (except parts, Minister for Juvenile Justice)

### APPENDIX 18

#### NSW GOVERNMENT ACTION PLAN FOR WOMEN

The Department is committed to the principles of equity, access, rights and participation that aim to improve outcomes for women.

##### Internal Programs

To deliver the NSW Government's commitment to overcome barriers that prevent women from participating fully in all aspects of society, the Department provides flexible working arrangements for its staff. Additionally, the Department develops programs, in partnership with other government agencies, for the broader community.

The Department's flexible working arrangements includes offering part-time positions, job sharing, career breaks, variable year employment, and working from home options. The Department also offers Family And Community Service (FACS) leave and a Vacation Care Program to help staff balance their work, family and community service responsibilities.

The Department runs a Developing Women for Management course and a Spokeswomen's Program to provide workplace training and development.

The Management Course is specifically designed to assist female staff aspiring to management positions within the Department.

The Spokeswomen's Program organises events to provide career information and skill development. The Program also assists the NSW Government, the Minister for Women, Chief Executive Officers and Managers with respect to policy and other matters affecting women in the workplace.

##### External Programs

In 2004, the Department launched a BOCSAR report, 'Violence excluded: a study into exclusion orders' that examined the use of Apprehended Violence Orders (AVO) that provided women with protection from further violence in their own homes by removing, or excluding the violent person. The study also makes a number of practical recommendations aimed at improving the visibility of exclusion orders within the local court system, promoting children's need for stable accommodation and rehousing of the violent offender.

The Department works with other government agencies to promote safe environments. Three of the programs funded by the Department, as part of the Safer Community Compact in 2004–2005, include the Queanbeyan Multi-Strategic Domestic Violence Project, Safer Times at Port Macquarie and Pubsafe/Clubsafe at Orange.

The Multi-Strategic Domestic Violence Project addresses domestic violence in Queanbeyan and Yarrowlumla shire. The community-wide program includes mentoring for young people living with domestic violence, a school based violence prevention program, community events at youth centres and shopping centres. The project includes teachers trained to identify and work with children experiencing domestic violence, as well as systematic community awareness campaigns specifically designed for Aboriginal and culturally and linguistically diverse communities.



## APPENDICES

### APPENDIX 18 (continued)

Safer Times and Pubsafe/Clubsafe are programs aimed to reduce the incidence of violence against women in and around licensed premises.

In Port Macquarie, 14 licensed premises were enlisted to undergo 28 safety audits by a team from Port Macquarie-Hastings Council and NSW Police. The Port Macquarie program gave public recognition to licensed premises that improved the general design of facilities, security and lighting in and around their premises.

Launched by Professor Marie Bashir, Governor of NSW, Orange's Pubsafe/Clubsafe program trained 28 volunteers to conduct safety audits at 17 of the 19 licensed premises in Orange. Licencees were awarded certificates at the Safer Towns and Cities celebrations.

In 2005, the Department's Crime Prevention Division funded the Sutherland Shire Council Domestic Violence Research project in response to Local Court data indicating that Sutherland has one of the State's highest rates of domestic violence. The report will provide a basis for service development in the Sutherland Shire and offer recommendations for any future standardisation of data sets.

The Department also jointly funds the NSW Strategy to Reduce Violence Against Women. The Strategy is a state-wide partnership between seven Government agencies, including NSW Department of Community Services, NSW Attorney General's Department, NSW Health, NSW Police, Department for Women, Department of Housing and Department of Education and Training. This whole-of-government approach aims to prevent and respond to violence against women through raising awareness of, and community understanding about, violence against women. The program develops and promotes effective prevention strategies, improving women's access to services and improving the criminal justice response to violence. The administration of the program was transferred from the Attorney General's Department to the Department of Community Services in January 2005, to better align service delivery.

#### Services

The Department, through Victims Services and LawAccess NSW, supports and provides information to victims of violent crimes and their families. Victims Services also administers the Victims Compensation Scheme and offers counselling to assist victims of violent crime.

The Department also funds the Same Sex Domestic Violence Interagency and the Women for a Safer Community program in Shellharbour.

The Interagency advises on the development, implementation and evaluation of an action plan to address same sex domestic violence issues.

The Women for a Safer Community program employed a development worker to provide a forum for women's groups to research action strategies to increase the safety of public and domestic environments, as well as promote women's safety issues.

### APPENDIX 19

#### OCCUPATIONAL HEALTH AND SAFETY

The Department continued the implementation of the Occupational Health and Safety Consultation Framework during 2004–5, including increasing the number of OH&S Committees and undertaking the following:

- Voluntary Influenza Vaccination Program
- OH&S Induction Program
- Redesigned OH&S intranet website
- OH&S Resource Manual for all work locations
- Formation of a Corporate OH&S Advisory Group

#### Workers compensation

During the 2004–5 financial year, 201 new claims were lodged. Most claims were for minor injuries, with 1.5 days the average absence from work.

#### Claims open at 30 June 2004

Injury	Percentage
Neck/shoulder	18
Psychological	15
Back	11
Upper limb	7
Knee	6
Trunk and limbs	6
Lower leg	5
Ankle	4
Other	29

## APPENDICES

### APPENDIX 20

#### OVERSEAS TRAVEL

Name/position	Country visited	Purpose of trip	Time	Estimated total AGD travel cost \$
<b>Justice Simpson</b>	Canada	International society for the reform of criminal law	Aug '04	10,000
<b>Justice Wood</b>	Canada	International society for the reform of criminal law	Aug '04	8,769
<b>Justice Einstein</b>	China	National Judges College and Shanghai Supreme Court Seminars	Oct '04	6,204
<b>Justice Ipp</b>	China	National Judges College and Shanghai Supreme Court Seminars	Oct '04	7,901
<b>Justice Handley</b>	USA	International Academy of Estate and Trust Law	May '05	10,000
<b>Justice Gzell</b>	USA	International Academy of Estate and Trust Law	May '05	10,000
<b>Justice Spigelman</b> Chief Justice	USA	Attend Sixth Worldwide Common Law Judiciary Conference (Washington)	May–Jun '05	17,000
<b>Justice Whealy</b>	Scotland	International Society for the Reform of Criminal Law	Jun '05	9,492
<b>The Hon Justice R O Blanch,</b> Chief Judge, District Court	China	To participate in a Sino-Australia Law Forum	Oct '04	6,000
<b>Justice Wright</b>	Italy	Attend a conference	Jul '04	5,000
<b>Judge O'Meally,</b> President of the Dust Disease Tribunal	Japan	Attend a Global Asbestos Congress	Nov '04	10,000
<b>S Mark</b>	USA	ABA and NOBC Meetings	Aug '04	13,558
<b>S Mark</b>	NZ	Regulators Conference	Oct '04	3,536
<b>D B Armati,</b> Chair, Licensing Court of NSW	Channel Islands	Conference of the Commonwealth Magistrates and Judges Association	Sep '04	NF
<b>Lesley Ashwood,</b> Manager Education Services, Anti-Discrimination Board	Hong Kong	Conduct training on Harassment and Discrimination Prevention for UBS Warburg	Oct '04	NF
<b>Dr Don Weatherburn,</b> Director Bureau of Crime Statistics and Research	USA	Attend an international workshop on drug policy research	Oct '04	450
<b>Laurie Glanfield,</b> Director General	NZ	Attend the Standing Committee of Attorneys General Meeting	Nov '04	3,678
<b>P Whitehead,</b> Public Trustee	NZ	Attend a twice-yearly meeting of the Public Trustees of Australia and New Zealand	Apr '05	1,500
<b>Anna Williams,</b> Law Reform Commission & Policy Librarian	UK	Attend British and Irish Association of Law Librarians	Jun '05	1,800
<b>Fiona Cameron</b>	NZ	Attend SCAG Ministers Meeting	Nov '04	2,121
<b>Rebecca Rowsell</b>	NZ	Attend SCAG Ministers Meeting	Nov '05	2,122
<b>L Muston</b>	NZ	Regulators Conference	Oct '04	1,500
<b>Brendan Thomas</b>	NZ	Attend SCAG Ministers Meeting	Nov '04	1,095
<b>Dean Hart</b>	NZ	Attend ANZSOC 2005 Conference	Feb '05	2,871
<b>Deborah Sharp</b>	NZ	Attend ANZSOC 2005 Conference	Feb '05	1,149
<b>Michelle Brazel</b>	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Aug '04	NF
<b>Michelle Brazel</b>	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Dec '04	NF
<b>Michelle Brazel</b>	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	May '05	NF

## APPENDICES

### APPENDIX 20 (continued)

Name/position	Country visited	Purpose of trip	Time	Estimated total AGD travel cost \$
Laurie Glanfield	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Feb–Mar '05	NF
Naomi Ubrihien	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Jul '04	NF
Naomi Ubrihien	Vanuatu	Program Visit – Vanuatu Legal Sector Strengthening project	Dec '04	NF
Nick Sanderson-Gough	Vanuatu	Admin Visit – Vanuatu Legal Sector Strengthening project	Nov–Dec '04	NF
Fiona Barker	Vanuatu	Placement Program with SLO	Mar–May '05	NF
Corrie Goodhand	Vanuatu	Placement Program with SLO	Apr–May '05	NF
Peter Miller	Vanuatu	Placement Program with SLO	Apr–Jul '05	NF
Don Weatherburn	NZ	Attend ANZSOC Conference	Feb '05	4,185
N Donnelly	NZ	Attend ANZSOC Conference	Feb '05	2,196
C Jones	NZ	Attend ANZSOC Conference	Feb '05	2,225
J Fitzgerald	NZ	Attend ANZSOC Conference	Feb '05	2,220
J Hua	NZ	Attend ANZSOC Conference	Feb '05	2,196
S Moffatt	NZ	Attend ANZSOC Conference	Feb '05	2,196
Other				5,266
<b>TOTAL</b>				<b>176,230</b>

NOTE: NF – No overseas travel funding required by the Department or State government

## APPENDICES

### APPENDIX 21

#### PUBLICATIONS

##### Anti-Discrimination Board of NSW

A Guide for Respondents  
ADA Amendments Fact sheet  
Advance Australia Fairly Postcards  
Age Discrimination  
Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors  
Anti-Discrimination Board Annual Report 2003–2004  
Anti-Discrimination Law And Charities  
Anti-discrimination law and the small business owner  
Balancing The Act: A submission to the NSW Law Reform Commission's review of the Anti-Discrimination Act 1977  
Carers' Responsibilities  
C-Change Report – Report of the Inquiry into Hepatitis C Related Discrimination  
Community Services Brochure  
Disability Discrimination: Your Rights  
Discrimination Complaints Form  
Discrimination, EEO and Affirmative Action  
Discrimination, Harassment and Equal Employment Opportunity (EEO) for Non-supervisory staff: Your rights and responsibilities at work  
Equal Time (quarterly newsletter) (available in electronic form only, not hard copy)  
General Fact sheet: Discrimination & the Anti-Discrimination Board of NSW  
Grievance Investigation Guidelines  
Grievance Procedure Guidelines  
Guarantee of Service  
Guidelines – Carers' Responsibilities Discrimination  
Guidelines for Advertisers  
Guidelines for Applying for an Exemption from the Anti-Discrimination Act (currently being revised)  
Guidelines for Community Workers  
Guidelines for Financial Advisers  
Guidelines for Hoteliers  
Guidelines for Local Government Councillors  
Guidelines for Managers of Local Councils  
Guidelines for Media (Vilification)  
Guidelines for Providers Of Goods And Services  
Guidelines for Real Estate Agents  
Guidelines for Registered Clubs  
Guidelines for Small Business Owners and Managers  
Guidelines for Union Representatives  
Harassment & Sexual Harassment: Your Rights  
Harassment in the Workplace: Guidelines for Managers  
Homosexual Discrimination  
How does the ADB deal with complaints?  
How to implement EEO in any organisation  
How to make a complaint about discrimination to the ADB

Identifying and Eliminating Discrimination in NSW Industrial Instruments  
Infectious Diseases  
Know Your Rights: A guide for Aboriginal and Torres Strait Islander People – Discrimination and Harassment  
Lesbian Discrimination & Harassment  
Marital Status Discrimination  
On-Site Training Brochure  
Pre-Employment Medicals  
Pregnant Women & Discrimination  
Race Discrimination: Your Rights (English and Arabic)  
Race for the Headlines – Racism and Media Discourse  
Sample Guidelines for Contact/Support Officers  
Sample Policies & Procedures disk  
Seminar Program Calendar  
Services for Employers Brochure  
Sex Discrimination  
Strategies Fact sheet: How to deal with discrimination, unfair treatment or harassment  
Transgender Discrimination Guidelines  
Transgender Discrimination: Your Rights  
Treated unfairly because you are Aboriginal?  
Unfair treatment...what to do  
Vilification: Your Rights (English and Arabic)  
What you can do if you are treated unfairly (easy to read, very low literacy)  
What you need to know about anti-discrimination law (low literacy) (English and Arabic)  
Workplace and community posters

##### Aboriginal Justice Advisory Council

NSW Aboriginal Justice Plan

##### Bureau of Crime Statistics and Research

Ethics and the Governance of Criminological Research in Australia  
Evaluation of the Bail Amendment (Repeat Offenders) Act 2002  
Long-term trends in trial court delay in NSW  
NSW Criminal Courts Statistics 2003  
NSW Recorded Crime Statistics 2004  
NSW Recorded Crime Statistics Quarterly Update June 2004, September 2004, January 2005 and March 2005  
School violence and its antecedents: Interviews with high school students  
The Cannabis Cautioning Scheme three years on  
The Deterrent Effect of Capital Punishment: A review of the research evidence  
The Transition from Juvenile to Adult Criminal Careers  
What caused the recent drop in property crime?

##### Children's Court Clinic

Assessments and Reports  
Who we are and what we do: A guide for children and young people

## APPENDICES

### PUBLICATIONS (continued)

#### Community Justice Centres

Blewin' with Sumwun  
Community Language Fact Sheets  
Got a Prickly Problem  
Have Your Say  
Mediation & Conflict Management Services  
Mediation at CJsCs

#### Criminal Law Review Division

New Developments in Child Protection – Child Protection  
Prohibition Orders  
Sexual Assault Retrials – New Legislative Procedures

#### Community Relations Division

A Handbook for Justices of the Peace in NSW  
Commitment to Client Service  
Daylight Saving Fact Sheet; "Time in NSW"  
Parliamentary Report (2003) in accordance with the Listening  
Devices Act 1983  
Statement of Affairs under the *Freedom of Information Act 1989*

#### District Court of NSW

District Court Annual Review 2004

#### Diversity Services

So you have to go to court!  
Can you hear in the courtroom?  
If you have a disability and need help ask us.

#### Industrial Relations Commission of NSW

Industrial Relations Commission of NSW Annual Report 2003

#### LawAccess NSW

Guide to the Law on the Internet  
Need Legal Help?

#### Land and Environment Court of New South Wales

Court Information Packages  
Litigants in Person in the Land and Environment Court

#### Legal Management Service

Guidelines for Outsourcing Government Legal Work  
Guidelines for Reviewing Agency Legal Services  
Reports of the 1995, 1998 and 2000 Surveys on Use of  
Government Legal Services by Government Agencies

#### Local Courts and Sheriff

Going to Court: A Handy Guide for Defendants in  
Criminal Matters  
Local Court of New South Wales Annual Review 2004  
Local Courts Training Framework  
Your Day in Court: A guide for victims of crime who are  
witnesses in court

#### Legal Practitioners Admission Board

A Pathway to Legal Practice  
Diploma in Law Course – Course Information Booklet  
– Summer 2004–2005 Session  
Diploma in Law Course – Course Information Booklet Winter  
2005 Session

#### Legal Profession Advisory Council

Review of Draft Legal Profession Bill 2004  
Legal Fees Review Panel: Discussion Paper

#### Legislation and Policy Division

An Introduction to the Civil Procedure Act 2005 and the  
Uniform Civil Procedure Rules 2005  
Regulatory Impact Statements for the *Administrative Decisions  
Tribunal (General) Regulation 2005*  
Regulatory Impact Statements for the *Anti-Discrimination  
Regulation 2004*  
Regulatory Impact Statements for the *Civil Procedure  
Regulation 2005*  
Regulatory Impact Statements for the *Criminal Records  
Regulation 2004*  
Regulatory Impact Statements for the *Professional Standards  
Regulation 2004*  
Regulatory Impact Statements for the *Young Offenders  
Regulation 2004*  
Report on the Five Year Review of the *Contractors Debts  
Act 1997*  
Report on the Five Year Review of the *Public Notaries  
Act 1997*  
Report on the Five Year Review of the *Sea Carriage  
Documents Act 1997*  
Review of Legal and Administrative Costs in Dust Diseases  
Compensation Claims – Issues Paper (jointly with The  
Cabinet Office)

#### Law Reform Commission of NSW

Annual Report 2003–2004  
Community Justice Centres (February 2005) – Report 106  
Expert Witnesses (June 2005) – Report 109  
Expert Witnesses (November 2004) – Issues Paper 25  
Mediation and Community Justice Centres: An Empirical Study  
(October 2004) – Research Report 12  
Surveillance (May 2005) – Report 108  
Time Limits on Loans Payable on Demand (October 2004)  
– Report 105  
Uniform Succession Laws: Family Provision (May 2005)  
– Report 110  
Uniform Succession Laws: Intestacy (April 2005) – Issues  
Paper 26

## APPENDICES

### PUBLICATIONS (continued)

#### Office of the Legal Services Commissioner

Complaint form  
Complaints about the Legal Profession  
Conflict of Interests  
Cost Mediations by the Office of the Legal Services Commissioner  
Costs Disclosure  
Costs Dispute Resolution  
Costs Disputes  
File Ownership and Handling  
Hiring a Legal Practitioner  
Liens  
Negligence  
Opposing Legal Representatives  
Regulated Costs – Civil Liability Act (Personal Injury Claims)  
Regulated Costs – Family Law Matters  
Regulated Costs – Motor Accident Compensation  
Regulated Costs – Workers Compensation  
Responding to Complaints  
Settlement  
Types of Costs  
What Happens When You Complain to the Office of the Legal Services Commissioner

#### Office of the Public Guardian

Annual Report 2003–2004  
Enduring Guardianship Your Way to Plan Ahead  
Guardianship Standards  
On guard

#### Organisational Performance Review

Agenda  
Attorney General's Department of NSW Annual Report 2003–2004  
Attorney General's Department of NSW Report to the Community 2003–2004

#### Public Defenders Office

Public Defenders Annual Report 2003

#### Professional Standards Council

Annual Report 2003–2004  
A Framework for Compliance  
Corporate Governance Principles: A Guide for Occupational Associations  
Professional Indemnity Insurance  
Guidelines for Industry Based Complaints and Discipline Data Systems  
A System for the Proper Administration of National Professional Standards Legislation

#### Public Trustee

Annual Report 2002–2003  
A Helping Hand With Managing Your Financial Affairs  
Code of Conduct and Ethics  
Facts on Fees  
Financial Services Guide  
Guide for Beneficiaries  
Guide for Wills  
Looking After Your Life's Work Is Our Work  
Privacy an Public Trustee NSW  
PT Connect – External Client Newsletter  
Script – Internal Staff Newsletter  
The Experience of 900,000 Wills Can Work For You  
The Public Trustee's Common Fund Portfolios 2002–2003  
Who Can You Trust With Your Trusts?  
Will Your Assets End Up In the Right Hands?

#### Registry of Births, Deaths and Marriages

Adding Fathers Details to a Birth Registration  
Amending the Given Name of a Child (under 3 Months)  
Application for a Birth Card  
Application for a Birth Certificate  
Application for a Death Certificate  
Application for a Marriage Certificate  
Application for a NSW Single Status Certificate  
Application for a Replacement Change of Name Certificate  
Application To Correct An Entry  
At a Glance  
Birth Registration Form  
Change of Name for a Child – Under 18 years  
Change of Name for an Adult (18 years or over)  
Commemorate Your New Life Together...  
Death Registration Form (PR 13)  
Family History  
Family History Certificate Application Form  
Fees for Products and Services  
Form B: Medical Certificate of Perinatal Death  
Getting Married  
Looking for Us?  
Medical Certificate of Cause of Death  
Notice of Birth  
Registering a Change of Sex  
Section 50 (Adoption/Legitimation) Search  
The Wills Register  
Want To Know How To Trace Your Family Tree?

## APPENDICES

### PUBLICATIONS (continued)

#### Reporting Services Branch

Information Brochure

#### Supreme Court

New South Wales Law Almanac 2005

Supreme Court Annual Review 2004

#### Violence Against Women Specialist Unit

Religion and Family Harmony Poster

Competent Persons Package – Information Kit for GPs and Health Workers to Support CALD Women Experiencing Domestic Violence

Send Violence Packing – Cartoon Booklet Promoting Awareness of Exclusion Orders

Spiked Drinks Posters

Aboriginal Resources Addressing Violence Against Women

Negotiating Consent Kits Including Posters

Conducted Evaluation and Produced Project Report for the Integrated Response to DV by Criminal Justice and Support Agencies

‘Old Crime – New Modus Operandi’ A Report on Drinking Spiking and Prevention Program Strategies

Quarterly Bulletin

Domestic Violence Interagency Guidelines

#### Victims Services

Access to Court Documents – Information for Victims of Crime

Appeals. An Information Package

Aboriginal Victims of Crime Interagency Forum

Coping with Sleeplessness

Coping with Witnessing a Traumatic Event

Helping Children Cope with Trauma

Listen Up

Support & Compensation for Victims of Domestic Violence

Support & Compensation for Victims of Sexual Assault

Authorised Report Writers: A Guide for Applicants

Telephone Interpreter Assistance

Charter of Victims Rights

Your Rights as a Victim of Crime

Contact Numbers

Families and Friends of Missing Persons Summary

Managing the Financial & Property Affairs of a Missing Person

Best Practice Principles for Counselling the Families and Friends of Missing Persons

Report on the Roundtable Meeting for Siblings of Missing People 30 April 2005

CALD Sheet

Information & Support for Victims of Crime

Victims Registers

Your Rights as a Victim of Crime

Information About Counselling

Approved Counselling Scheme for Victims of Violent Crime

Compensation for Victims of Violent Crime

Support for Family Members of Homicide Victims

Victims Advisory Board

Information for Families and Friends of Missing Persons

Families and Friends of Missing Persons Counselling Service

Someone Missing. Can The Media Help You?

Trigger Card

Victims of Crime Chronicle

Victims Support Line in 4 Languages (A3)

Victims of Crime Website (A3)

Your Day in Court

Making a Victim Impact Statement in the Local Court

Victim Impact Statement Information Package

Sentencing Information Package

Submissions Concerning Offenders in Custody Information Package

What Now? Information for Victims of Crime in NSW

Guide to the Schedule of Injuries

Victims Advisory Board Report of Activities 2003–04

Chairperson's Report – Victims Compensation Tribunal 2003–04

Charter of Victims Rights Resource Kit

Standards for Counselling and Support Services for Victims of Crime

Standards for Court Support for Victims of Crime

Someone is Missing

It's the Hope that Hurts – Best Practice in Counselling Models Relevant to FFMPU

Support Needs of Families & Friends of Long-term Missing Persons

Young Aboriginal Females Reported Missing to Police: 'Which Way for Prevention & Service'

A Glimmer of Hope – Stories of Courage from Families of Missing Persons

A Review of ATSI Peoples Compensation and Counselling Claims Lodged with the Victims Compensation Tribunal

Application for 2 Hours of Counselling

Request for Further Hours of Approved Counselling

Application for Compensation by a Primary or Secondary Victim

Application for Counselling by Family Members of a Homicide Victim

Application for Compensation by a Family Member of a Homicide Victim



## APPENDICES

### APPENDIX 22

#### PRIVACY AND PERSONAL INFORMATION

The Department has managed its obligations under the *Privacy and Personal Information Protection Act 1998* by implementing a privacy management plan to ensure compliance and increase awareness across the Department.

The plan provides guidance about the requirements of the Act for Department Officers who deal with personal information. It also provides procedures that can be adopted to eliminate or reduce the risk of non-compliance. The plan was amended in 2004 to incorporate the Department's obligations under the *Health Records and Information Privacy Act 2002*. The plan allows for individual business centres to create and annex specific privacy management plans to address unique issues. During this period, the Department finalised 41 written inquiries about the application of the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. The Department consulted with the NSW Privacy Commissioner for 11 of these matters.

While most inquiries raised individual issues, a number were concerned with the review of the *Privacy and Personal Information Protection Act 1998* or the impact of the *Health Records and Information Privacy Act 2002* on the practice of chaplains visiting patients in hospitals.

The Department did not receive any formal privacy complaints and no internal reviews were necessary.

### APPENDIX 23

#### RECYCLING PERFORMANCE

The Department's environmental goals are to:

- Reduce energy usage in buildings
- Reduce water consumption
- Improve waste management by introducing paper recycling
- Encourage "Green" procurement where cost effective
- Ensure that environmental obligations are appropriately managed and relevant legal requirements are met.

The Department manages achievement of its environmental goals through:

- Environmental data collection and reporting
- Energy and water management
- Waste management and reporting
- Implementation of Ecologically Sustainable Development (ESD) Principles
- Environmental education of staff.

In 2004–2005, projects incorporating energy and water conservation were completed at the following sites:

- Condobolin Court House
- Gundagai Court House
- Griffith Court House
- Queanbeyan Court House
- Bega Court House.

#### Waste Reduction and Purchasing Policy (WRAPP)

The Department is committed to waste reduction and the use of recycled material. The Department's Waste Reduction and Purchasing Policy (WRAPP) was implemented in 1998 to reduce the amount of waste being sent to landfill, including paper and cardboard recycling by courthouses, conducting annual waste audits to measure performance and encouraging the purchase of products manufactured from recycled materials.

The 2004–2005 WRAPP quantified the following:

- 105,399 reams of A4, 152 reams of A3 and 3,117 reams of publications paper were purchased
- 262.8 Tonnes of paper was recycled in 2004–2005
- 95.6% of the paper used in 2004–2005 contained recycled content
- 22,908 A4 pads & notebooks were purchased (5,836 of these contained recycled content)
- 9,163 Tonnes of vegetation, construction & demolition materials were generated with 7,292 Tonnes being re-used on site
- 873 Tonnes of landscaping and construction materials were purchased.

## APPENDICES

### APPENDIX 23 (continued)

#### Government Energy Management Policy (GEMP)

The Government Energy Management Policy (GEMP) is the State's response to the National Greenhouse Strategy, which charges governments with reducing greenhouse gas emissions. Improving the energy efficiency of buildings is one important measure in this strategy. Goals under this Policy include a reduction in the total energy consumption of government buildings and the requirement that all Schedule 1 agencies purchase electricity with at least 6% Green Power.

The Department of Energy, Utilities and Sustainability (DEUS) is responsible for general oversight of the Policy, including implementation and review, in cooperation with the Department of Commerce.

The Attorney General's Department's GEMP report to DEUS quantified the following for a year:

- Electricity usage increased by 2.5%
- Total floor area increased by 4.1% to 282,633 m<sup>2</sup> (addition of Public Trustee offices to Department)
- The number of court sitting days increased by 4.5%
- Gross energy consumption (gas, electricity & LPG) was reduced by 11.2%
- Energy performance per m<sup>2</sup> decreased by 16%.

The Energy Performance Contract EPC2 was completed across 35 sites. It is anticipated that the project will further reduce total energy usage by 10%.

### APPENDIX 24

#### RISK MANAGEMENT AND INSURANCE ACTIVITIES

Major insurance risks for the Department relate to the security of staff, property and other assets, and the risk of work related injuries that may result in workers' compensation insurance claims. Accordingly, the Department has full workers' compensation, motor vehicle accident, property, liability and miscellaneous insurance cover provided by the Treasury Managed Fund (TMF), which is currently managed by GIO General Limited.

The TMF is a Government-wide self-insurance scheme that provides a systematic and coordinated approach to the practice of risk management. Under this scheme, benchmarking was introduced to gauge risk-management performance with insurance premiums determined by a combination of benchmarks and the Department's claims' experience.

In respect of workers' compensation for 2004–2005, there was a significant funding shortfall (i.e. the difference between the funded level and the deposit premium paid by the Department) due primarily to a reduction in the composite benchmark tariff rate, a significant deterioration in the Department's claims' performance and Fund-wide factors.

To reduce the number and value of workers' compensation insurance claims, the Department monitors its claims experience on an ongoing basis, with a focus on Occupational Health & Safety (OHS) performance.

However, the new Provisional Liability arrangements introduced by the Government on 1 January 2002 resulted in increased claims experience, particularly psychological injury and stress claims, and have consequently impacted on the Department's insurance premiums. The Department is introducing strategies to address particular problem areas and emerging trends, to reduce claims and costs.

There has been further improvement in the Department's motor vehicle claims performance, as evidenced by a reduction in the deposit premium for 2004–2005 compared with the previous year.

Risk management policies and procedures are continually being developed to enhance the Department's risk management profile, thereby reducing future premiums.

From 1 July 2005, the management of the Department's workers compensation claims were transferred from GIO General Limited to Allianz Australia Limited. The management of the Department's other insurances are to remain with GIO General Limited. NSW Treasury is also establishing a data warehouse for workers compensation claims.

## APPENDICES

### APPENDIX 25a

#### SENIOR EXECUTIVE SERVICE

Employee	Position title	Classification	Contract term	Expiry date
Glanfield, Laurie	Director General	SES Level 7	5	Feb 2007
Whitehead, Peter	Public Trustee	Statutory Appt	5	Dec 2008
Knight, Ian	Crown Solicitor	SES Level 6	5	Nov 2009
Gabb, Ken	Protective Commissioner & Public Guardian	SES Level 5	5	Mar 2006
Feneley, John	Assistant Director General, Policy and Crime Prevention	SES Level 4	5	Jul 2007
Kerkyasharian, Stepan	President, Anti-Discrimination Board*	SES Level 4	*	Sep 2008
Mark, Steven	Legal Services Commissioner	SES Level 4	5	Aug 2008
McGrath, Timothy	Assistant Director General, Court and Tribunal Services	SES Level 4	5	Jul 2007
Talbot, Michael	Director, Corporate Services	SES Level 4	5	Dec 2009
Weatherburn, Don	Director, Bureau of Crime Statistics and Research	SES Level 4	5	Oct 2009
Anet, Peter	Deputy Crown Solicitor	SES Level 3	5	Aug 2006
Greenwood, Megan	CEO & Principal Registrar, Supreme Court	SES Level 3	5	Nov 2008
McOnie, Denise	Practice Manager, Crown Solicitor's Office	SES Level 3	5	Jan 2007
Smith, Craig	Principal Courts Administrator, District Court and Dust Diseases Tribunal	SES Level 3	5	Dec 2008
Andrieux, Rhonda	General Counsel (Treasury), Crown Solicitor's Office	SES Level 2	5	Jan 2009
Byles, Gary	Sheriff	SES Level 2	5	Jun 2008
Cellich, Walter	Director, Information Technology	SES Level 2	3	Aug 2005
Curry, Greg	Registrar, Registry of Births, Deaths and Marriages	SES Level 2	5	Sep 2009
Cutbush, Paul	Director, Reporting Services Branch	SES Level 2	5	Mar 2008
Furness, Simon	Director, Asset Management Services	SES Level 2	5	Jan 2010
Le Breton, John	Director, Victims Services	SES Level 2	5	Nov 2008
Maher, Brian	General Counsel	SES Level 2	3	Aug 2007
Orr, Mark	Deputy Protective Commissioner and Director, Client Services, Office of the Protective Commissioner & Public Guardian	SES Level 2	5	Feb 2006
Tangney, Maureen	Director, Legislation and Policy	SES Level 2	5	Jun 2009
Thomas, Brendan	Director, Crime Prevention	SES Level 2	5	Jul 2009
Grimson, Mick	Principal Courts Administrator, Industrial Relations Commission Registrar	SES Level 1	5	Apr 2008
Henn, Allan	Director, Organisational Performance	SES Level 1	5	Oct 2009
Hennessy, Peter	Executive Director, Law Reform Commission	SES Level 1	5	Sep 2008
Kaban, Lida	Director, Community Relations	SES Level 1	5	Jan 2009
Kuti, Andrew	Director, Financial Services	SES Level 1	5	Oct 2009
Schreiber, Gwenda	Director, Children's Court Clinic	SES Level 1	5	Dec 2005
Smith, Graeme	Director, Office of the Public Guardian	SES Level 1	5	Mar 2009

\* Dual appointment – Partly funded by Community Relations Commission

## APPENDICES

### APPENDIX 25b

#### PERFORMANCE STATEMENTS

##### LAURIE GLANFIELD Director General

SES Level 7 (\$309,900 to 30.9.04 \$322,300 from 1.10.04)

During 2004–2005, the Director General led legislative, organisational, technological and cultural change to improve the operation of justice services in NSW, make services more accessible and better achieve the needs of clients. Examples of these changes include:

- The Director General and Ms Leigh Sanderson, Deputy Director-General of The Cabinet Office, reviewed the legal and administrative costs in Dust Diseases Compensation Claims and recommended options for reducing costs of resolving dust diseases compensation claims. Mr Glanfield also played a key role in negotiating arrangements for James Hardie to fund dust diseases compensation claims and led development of the *James Hardie Former Subsidiaries (Special Provisions) Act 2005*, which commenced on 23 June 2005.
- Development of the “Towards 2010” strategy to set the direction for a major cultural change throughout the department. It aims to build on service delivery for our clients by strengthening leadership, improving communication and fostering greater collaboration between staff.
- Finalisation of amendments to the *Civil Procedure Act 2005* and Uniform Civil Procedure Rules. For the first time in NSW, one set of rules will be applied to civil proceedings in the Supreme, District and Local Courts and the Dust Diseases Tribunal. The package will streamline procedures and remove unnecessary differences between courts to increase efficiency and client satisfaction.
- Strengthening security at courthouses with completion of an electronic security master plan and further roll-out of perimeter security systems. The use of videoconferencing has reduced prisoner movements from correctional centres to courts and resulted in estimated savings to taxpayers of more than \$3 million a year.
- Implementation of key initiatives under the Corporate Services Reform framework, which is eliminating duplication and streamlining corporate services to enable the allocation of additional resources to core service provision. Payroll services for Births, Deaths and Marriages, Office of the Protective Commissioner and Public Guardian and the Crown Solicitors Office were incorporated into a centralised payroll system in 2004–2005.
- Implementation of Courtlink, the multi-jurisdictional case management system, in the criminal jurisdiction of the Supreme Court. The Director General also managed negotiations with the Courtlink software developer to redesign the underlying software platform to better meet the functional and performance needs of the Department across each jurisdiction.

The Director General implemented improved planning, governance and control systems during the year. The Department’s Results and Services Plan was signed-off with the Treasurer. It provides a comprehensive blueprint for the business of the Department, with an increased focus on the delivery of services.

Audit procedures were enhanced, with changes to the Audit Committee and its charter to provide greater financial expertise and independence, and strengthen oversight of accounting policies, financial reports and risk management across the organisation.

The Director General ensured the Department gave priority to the development, implementation and evaluation of effective responses to Aboriginal justice issues. Achievements included:

- Launch of the Aboriginal Justice Plan in May 2005 to address the causes of crime in Aboriginal communities that have led to an over-representation of indigenous people in the criminal justice system.
- Expansion of Circle Sentencing which now operates in Nowra, Dubbo, Walgett and Brewarrina with a further 5 locations planned in 2005–2006.
- Development of crime prevention programs to include ten Aboriginal Community Justice Groups, 17 Aboriginal community patrols and Aboriginal Youth Crime Prevention Programs operating in Mt Druitt, Lismore, Wagga Wagga, Broken Hill, Armidale, Yamba and Dubbo.
- Increased access to Drug and Alcohol Diversion programs to Aboriginal defendants. The Magistrate’s Early Referral Into Treatment Program currently has a 14% Aboriginal client base. The Rural Alcohol Diversion Program currently has 11% Aboriginal clients.
- Establishing a ministerial taskforce to inquire into child sexual assault in Aboriginal communities.

The Director General also implemented the Young Adult Conferencing Pilot, which brings together the offender and the victim to discuss the harm caused and prepares a plan for the offender.

The Director General led increased inter-agency collaboration within the NSW justice sector and progressed national initiatives through the following:

- Criminal Justice Sector CEO’s Group
- Law Access Board
- Human Services CEO’s Group
- Chief Executive’s Committee.

The Director General also progressed NSW responsibilities under the Standing Committee of Attorneys General, including:

- An agreement to model provisions for consistent laws to facilitate a national legal profession
- An agreement for the establishment of nationally-consistent professional standards legislation
- The introduction of proportionate liability on a nationally consistent basis.

The Director General ensured that use of corporate credit cards complied with Treasurer’s Directions, in particular acquittance of expenses within 30 days of statement and review of usage by senior management.

Throughout 2004–05, the Director General ensured the effective and efficient use of the Department’s resources, by effecting Treasurer’s Directions, achieving challenging budget targets and improving operations and control systems.

## APPENDICES

### IAN KNIGHT

#### Crown Solicitor

SES Level 6 (\$247,100 to 30.9.04 \$ 257,000 from 1.10.04)

The Crown Solicitor is responsible for the legal work performed in the Crown Solicitor's Office (CSO) and heads the Government Law Practice Group.

During the year the Crown Solicitor:

- Personally prepared or supervised numerous legal advisings, including advisings relating to the James Hardie Group and the securing of funding for asbestosis injuries; access to Sydney Water's sewerage system
- Chaired meetings of the CSO Executive Committee, monthly meetings of CSO Practice Group Leaders, CSO client seminars and CSO staff business conferences in August and December
- Served as a member of the Shared Corporate Services Steering Committee of the Attorney General's Department
- Edited and supervised improvements to the CSO Client Newsletter
- Attended the induction of all new CSO staff
- Attended the 2004 Conference of Australasian Crown Solicitors in Darwin
- Made submissions to the Review of the Cost of Legal Services to Government.

The CSO achieved an operating surplus for the year of \$5.35m (including a credit adjustment of \$2.2m for superannuation reserves) of which 70% will be paid to Treasury as a dividend. The successful commercial operation of the CSO reflected the average client satisfaction rating of 83.6% on all aspects of service.

### KEN GABB

#### Protective Commissioner and Public Guardian

SES Level 5 (\$195,000 to 30.9.04 \$210,000 from 1.10.2004)

An independent review of Office of the Protective Commissioner's (OPC) operations, sponsored by NSW Treasury, was conducted during the first nine months of 2004–2005. The review, conducted by the accounting firm RSM Bird Cameron, commenced in July 2004 and reported at the end of March 2005.

It was an extensive review of OPC and attempted to benchmark performance against like organisations throughout Australia and overseas (principally in Canada). The report's findings and recommendations will form a blueprint for the development of OPC, may also lead to regular benchmarking amongst Australian providers of financial services to people with disabilities (in other States, this role is performed by the Public Trustee).

The review concluded that in terms of client satisfaction achieved, service standards adopted and value for money, OPC's level of performance was average when compared with like organisations. Improvements in efficiency could be achieved through the adoption of a new administrative structure and continuation of the trend towards a more specialised approach to the management of estates, including recognition of client liaison as a separate and specialised role.

As a result of the report's recommendations, Mr Gabb commenced consultation with OPC staff in relation to the development of a new administrative structure. The consultative process proceeded from the beginning of April until late June 2005 and a proposal to the Director General of the Attorney General's Department was submitted.

In 2003–2004, OPC reviewed the provisions of the Protected Estates Act 1983 in conjunction with a wide cross section of stakeholders and submitted proposals for reform to the Attorney General's Department. Those proposals were further considered by a small working party sponsored by the Department and chaired by Mr Gabb during 2004–2005. It is anticipated that Cabinet will consider the proposals for reform in the coming year.

A new client property inspection program will commence next year as the result of a pilot scheme conducted by OPC in 2004 and the Director General's approval to proceed with the program as a regular feature of OPC's management of clients' estates. The program will aim to conduct an inspection of all client owned properties every three years to better ascertain repair and maintenance needs of those properties. A tender for private sector partners to assist OPC in this task is currently being conducted. It is not expected that clients will be charged any additional fee for this new service.

During 2004–2005, OPC returned more than \$1 million to clients for fees that had not been needed for OPC's operations. The good performance of financial markets and increases in property values resulted in the level of fees levied by OPC being in excess of its needs (OPC's fees are levied on the value of clients' estates). It is anticipated that a further return to clients will be made at the end of 2005.

## APPENDICES

### APPENDIX 26

#### SIGNIFICANT COMMITTEES

Committee	Functions of Committee	Participant	Business Centre
Aboriginal Justice Cluster	Guides the implementation of the NSW Aboriginal Justice Plan across the criminal justice and human services system.	Chris Bonney	Aboriginal Justice Advisory Council
Animal Cruelty Taskforce	Review existing animal cruelty offences.	Jackie Fitzgerald	BOCSAR
ANZAC Memorial	Trustee and building management.	Daniel Noll	Criminal Law Review Division
Apprehended Violence Legal Issues Co-ordinating Committee	Considers ways to improve legislation, policies, procedures and services.	Peter Whitehead	Public Trustee NSW
Audit Committee	Ensures the financial reports represent a true and fair view of the organisation's financial situation and results in all material respects and are in accordance with relevant accounting standards.	Fiona Rowbotham	Criminal Law Review Division
Australian Commercial Disputes Centre	Advance the practice and quality of Australian alternative dispute resolution services.	Deborah Sharp Ken Gabb Megan Thomas Peter Whitehead	Community Justice Centres Office of the Public Guardian LawAccess NSW Public Trustee
Australian Guardianship and Administration Committee	Quarterly meetings of Public Guardians and Public Trustees to canvass issues of national significance.	Laurie Glanfield	Director General
Australian Institute of Judicial Administration	Research, judicial administration, development and education for judicial officers, court administrators and the legal profession.	Peter Whitehead Ken Gabb Graeme Smith	Public Trustee Office of the Public Guardian
Australian Law Reform Commission Committee on Sentencing	Reviews the operation of sentencing laws and procedures.	Laurie Glanfield Megan Greenwood	Director General Chief Executive Officer and Principal Registrar Supreme Court
Australian Law Reform Commission Committee on the Evidence Act	Reviews the operation of the Evidence Act.	Andrew Haesler SC	Public Defenders Office
Australian Mortality Data Interest Group (AMDIG)	Communicates and reports on mortality data and death registration.	Peter Zahra SC	Public Defenders Office
Bail Act Review Working Group	Reviews the operation of Bail laws in NSW.	Greg Curry	Registry of Births, Deaths & Marriages
Better Service Delivery Program – Executive Steering Committee	Improves access to efficient information gathering, referral and case management in relation to clients of the Human Services sector.	Sophie Beckett	Criminal Law Review Division
Board of Quality Assurance Services (merged with ISO)	Develops an accreditation scheme for legal practitioners.	Jane Pritchard	LawAccess NSW
Caselaw Governance Committee	Monitors and determines business issues associated with the Caselaw judgment database.	Steve Mark	Office of the Legal Services Commissioner
Children's Court Advisory Committee	Advises on policy and practice issues relating to the Children's Court.	Susan Dixon (Registrar) Karen Wallace	Land and Environment Court of NSW Administrative Decisions Tribunal
Children's Court Clinic Advisory Committee	Advises on policy, procedures and new initiatives in relation to development of Children's Court Clinic.	Katherine McFarlane	Legislation and Policy Division
CIO Executive Council	Shares information and provides a forum for NSW Government IT initiatives.	Gwenda Schreiber Carlton Quartly	Children's Court Clinic
Committee of State and Territory Copyright Officers	Negotiates government copying agreements under the Copyright Act.	Walter Cellich	IT Services
		Ben Atkinson	Legislation and Policy Division



## APPENDICES

Committee	Functions of Committee	Participant	Business Centre
Compulsory Drug Treatment Correctional Centre Taskforce	Coordinates the establishment of the Compulsory Drug Treatment Correctional Centre.	Lloyd Babb	Criminal Law Review Division
Consumer, Trader and Tenancy Tribunal –Consultative Forum (General Division)	Exchanges information and provides feedback about procedural and listing initiatives from the Tribunal's users.	Julie Carrington	LawAccess NSW
Court Practitioners Advisory Group	Advises the Australian Bureau of Statistics' National Centre for Crime and Justice Statistics.	Tracy Painting	BOCSAR
CourtLink Steering Committee	Responsible for the governance and key decisions relating to the CourtLink's direction and costs.	Laurie Glanfield Tim McGrath Megan Greenwood Craig Smith Gary Byles Walter Cellich Paul Stark	Director General Courts & Tribunals Supreme Court of NSW District Court Local Courts & Sheriff IT Services
CPA Australia Public Sector Committee	Specialist advisory committee which represents the views and interests of public sector CPA accountants.	Andrew Kuti	Financial Services
Criminal Justice Research Network	Develops evidence based body of knowledge regarding criminal justice in NSW.	Neil Donnelly	BOCSAR
Criminal Justice Sexual Assault Taskforce	Reviews the operation of sexual assault laws and procedures, identify areas for reform, and evaluates proposals to improve criminal justice agency responses to sexual assault through legislative and procedural change.	Lloyd Babb Madeline Khan  Peter Zahra SC	Criminal Law Review Division Aboriginal Justice Advisory Committee Public Defenders Office
Criminal Justice Sexual Offences Taskforce	Evaluates proposals to improve criminal justice responses to sexual assault.	Lloyd Babb	Criminal Law Review Division
Criminal Justice Support Network Reference Group	Supports people with intellectual disabilities involved in the justice system.	Julia Haraksin Judy Hunt	Organisational Service Delivery Office of the Public Guardian
Criminology Research Council	Controls and administers the Criminology Research Fund. The Fund provides research grants to researchers in Australia.	Laurie Glanfield	Director General
Cross Justice Agency Videoconferencing Steering Committee	To manage Phase 2 of the justice sector videoconferencing implementation project.	Walter Cellich	IT Services
Disability Advisory Council	The Council consists of predominantly community members who advise and evaluate the Department's implementation of the Disability Strategic Plan.	Laurie Glanfield Julia Haraksin  Lida Kaban	Director General Organisational Service Delivery Community Relations Division
Drink Driving Taskforce	Development and implementation of laws for random roadside drug testing trial.	Michael Darmody	Criminal Law Review Division
Dust Diseases Tribunal Working Party	Monitors implementation of reforms relating to the Dust Diseases Tribunal.	Kate Rowe Michelle Gardiner	Legislation and Policy Division
Elder Law Committee	Law Society.	Peter Whitehead	Public Trustee NSW
Evaluation of the Working with Children Risk Assessment Model	Provides input into the risk assessment model for organisations making decisions about employing persons dealing with children or young people.	John Dickie	Privacy NSW



## APPENDICES

### SIGNIFICANT COMMITTEES (continued)

Committee	Functions of Committee	Participant	Business Centre
Families and Friends of Missing Persons Interagency Committee	Provides a forum to exchange information and consult about issues relating to missing persons and their families.	John Le Breton Leonie Jacques	Victims Services
Findlay Review Working Group	Considers recommendations of the Findlay review of the Crimes (Forensic Procedures) Act 2000.	Gaby Carney	Criminal Law Review Division
Forensic Pathology Co-ordinating Committee	Monitors and coordinates government Forensic Pathology Services in NSW.	Lloyd Babb	Criminal Law Review Division
Francis Forbes Society for Australian Legal History	Encourage the study of legal history and promote the compilation of authentic records relating to Australian and Indigenous law.	Laurie Glanfield	Director General
Gay Lesbian Bi-sexual Transgender Community Advisory Committee	A group of community representatives that advises on community needs.	Jackie Braw	Crime Prevention Division
Illicit Drugs Advisory Group	Provide drug use indicator information for monitoring purposes.	Don Weatherburn	BOCSAR
Independent Commission Against Corruption Operations Review Committee	Advise the Commissioner on the investigation of public complaints.	Laurie Glanfield	Director General
Interagency Aboriginal Affairs Justice Cluster	Monitors and reports on progress of implementing Aboriginal Justice Action Plan.	Kath McFarlane	Legislation and Policy Division
Interdepartmental Working Group on Identity Crime	Advises Cabinet's Counter Terrorism Committee on identity issues.	Laurie Glanfield Greg Curry  John Dickie Lloyd Babb Kate Horrocks Kathrina Lo	Director General Registry of Births, Deaths and Marriages Privacy NSW Criminal Law Review Division Legislation and Policy Division
International Commission of Jurists	Protect and promote Geneva-based human rights through the rule of law.	Steve Mark	Office of the Legal Services Commissioner
Jury Taskforce	Monitor and advise on policy and practical issues relating to juries.	Jennifer Atkinson	Legislation and Policy Division
Justice Sector CIOs	Share information and foster and support sector IT initiatives.	Walter Cellich	IT Services
Justice Sector: Disability Action Plan Senior Officer's Group	Prepares and monitors the implementation of a Justice Sector Disability Action Plan.	Julia Haraksin	Organisational Service Delivery
Law and Justice Foundation – Referral Forum	Improves the quality of referral for people with legal problems in NSW.	Jane Pritchard	LawAccess NSW
Law Courts Limited	Manages the accommodation needs of courts in Queens Square.	Tim McGrath Megan Greenwood Andrew Kuti	Courts & Tribunals Supreme Court of NSW Financial Services
Law Week Ltd	Promotes public education and awareness of the law and legal services.	Laurie Glanfield	Director General
Legal Aid Review Committee	Considers appeals from decisions about the grant of legal aid.	Various	Crown Solicitor's Office
Legal Information Access Centre Board	Advises on ways for the Community to access free legal information.	Megan Thomas	LawAccess NSW

## APPENDICES

Committee	Functions of Committee	Participant	Business Centre
MERIT Statewide Reference Group	Provides feedback and coordination on the implementation of the MERIT Program.	Bruce Flaherty	Crime Prevention Division
Ministerial Council of Corporations Officers Group	Support and advise the Ministerial Council of Corporations.	Mathew Ronald Michelle Gardiner	Legislation and Policy Division
Model Criminal Code Officer's Committee	Promotes a nationally consistent approach to criminal legislation.	Lloyd Babb	Criminal Law Review Division
National Counter Terrorism Committee Legal Issues sub-Committee	Develops a nationally consistent approach to counter terrorism legal issues.	Lloyd Babb	Criminal Law Review Division
National Crime Statistics Advisory Group	Advises the Australian Bureau of Statistics' National Centre for Crime and Justice Statistics.	Jackie Fitzgerald	BOCSAR
Network of Government Agencies: Gay, Lesbian, Bisexual and Transgender Issues	Coordinates action to reduce violence against the GLBT community.	Jackie Braw	Crime Prevention Division
NSW Crime Prevention Council	Advises government on crime reduction strategies and opportunities in NSW. Evaluates and identifies opportunities to promote crime prevention initiatives.	Don Weatherburn	BOCSAR
NSW Department of Corrective Services Aboriginal Task Force	Advises the Department of Corrective Services on Aboriginal issues relating to employment, client services and community involvement.	Chris Bonney	Aboriginal Justice Advisory Council
NSW Law Society Criminal Law Committee	Advises the Law Society on issues regarding criminal law.	Andrew Eckhold	Crown Solicitor's Office
NSW Safe Driver Program	Reference group for the RTA Safe Driver Program.	Bruce Flaherty	Crime Prevention Division
NSW State Reference Group on Diversion	Coordinates drug crime diversion programs.	Bruce Flaherty	Crime Prevention Division
Nurses and Midwives Board	Promotes professional standards for the practice of nursing and midwifery in NSW.	Ian Linwood	Crown Solicitor's Office
Parks and Gardens Conservation Committee of the National Trust	Identifies and classifies parks and gardens of significance throughout NSW.	Christa Ludlow	Crown Solicitor's Office
Policy and Ethnic Communities Advisory Council of NSW	Advises on issues relevant to community, cultural and ethnic diversity.	Stepan Kerkyasharian	Anti-Discrimination Board of NSW
Post Adoption Resource Centre Advisory Committee	Advises the Post Adoption Resource Centre. The Centre is run by the Benevolent Society.	Peter Hennessy	Law Reform Commission
Premier's Expert Advisory Committee on Drugs	Advises on drug issues.	Don Weatherburn	BOCSAR
Pre-Trial Diversion of Offenders Board	Monitors and reports on the operation of the Pre-Trial Diversion of Offenders Act.	Carolyn Marsden	Legislation and Policy Division
Professional Advisory Panel	Makes recommendations about the Approved Counselling Scheme and the Authorised Report Writer service.	John Le Breton Marianne Curtis	Victims Services
Professional Standards Legislation Working Group	Establishes national arrangements to administer professional standards legislation.	Kathrina Lo	Legislation and Policy Division

## APPENDICES

### SIGNIFICANT COMMITTEES (continued)

Committee	Functions of Committee	Participant	Business Centre
Public Guardians & Public Advocates Inter-jurisdictional Meeting	Canvass issues of national significance in the practice of guardianship.	Ken Gabb	Office of the Public Guardian
Public Purpose Fund	Ensure effective management of interest accrued legal trust accounts.	Laurie Glanfield	Director General
SCAG/APMC Joint Working Group on Cross-Border Investigation Powers	Advise Ministerial Councils on legal and operational law enforcement issues.	Daniel Noll	Criminal Law Review Division
Senior Officers Group on Child Protection	Advises Human Services CEOs on child protection issues.	Kath McFarlane	Legislation and Policy Division
Sentencing Council	Oversees sentencing practices in NSW under the Sentencing Act.	Peter Zahra SC	Public Defenders Office
Serious Vilification Working Group	Considers amendments to the Anti-Discrimination Act 1977.	Daniel Noll	Criminal Law Review Division
Sexuality Hate Crime Monitoring Committee	Monitors all sexuality-related and gender expression-related hate crime, from a law and justice perspective.	Lloyd Babb Jackie Braw	Criminal Law Review Division Crime Prevention Division
Special Committee of Solicitors General	Advises the Standing Committee of Attorneys General about legal and constitutional issues relevant to the Commonwealth, States and Territories.	Paolo Buchberger	Crown Solicitor's Office
Standing Committees of Attorneys Generals	Develops uniform law and process across Australia.	Laurie Glanfield	Director General
Standing Inter-Agency Advisory Committee on Court Security (SIACCS)	Co-ordinates the development of effective management of court security.	Gary Byles Brian Murray	Local Courts and Sheriff
The Drug Misuse and Trafficking Working Group	Develops recommendations for reform of the Drug Misuse and Trafficking Act.	Lloyd Babb	Criminal Law Review Division
The Human Services CEO's Forum: Senior Officers Group on Mental Health	Develops and coordinates the implementation of the NSW Interagency Action Plan for Better Mental Health.	Lloyd Babb	Criminal Law Review Division
The Monitoring Committee of the Medically Supervised Injecting Centre	Monitors the operation of the Medically Supervised Injecting Centre.	Lloyd Babb	Criminal Law Review Division
Treasury Managed Fund Advisory Board (NSW Treasury)	Monitors and advises Treasury on the operation of the Treasury Managed Fund.	Andrew Kuti	Financial Services
Victims Advisory Board	Advises the Attorney General on issues for victims of crime.	John Le Breton	Victims Services
Working Group on Model Legal Profession Laws	Develops and implements model laws governing the legal profession.	Fiona Cameron Mathew Ronald	Legislation and Policy Division
Working Party on Drink Driving Offences and Penalties	Considers Alcohol Summit Recommendations in relation to drink driving offences and penalties.	Michael Darmody	Criminal Law Review Division
Young Adult Conferencing Pilot Program Working Group	Coordinates the implementation of the Young Adult Conferencing Pilot.	Brendan Thomas Dean Hart	Crime Prevention Division

## APPENDICES

### APPENDIX 27

#### GLOSSARY

	<b>Business Centre</b>
AJAC	Aboriginal Justice Advisory Council
ADT	Administrative Decisions Tribunal
ADB	Anti-Discrimination Board of NSW
AMS	Asset Management Services
BDM	Registry of Births Deaths and Marriages
BOCSAR	Bureau of Crime Statistics and Research
CHR	Corporate Human Resources
CJC	Community Justice Centres
CLRD	Criminal Law Review Division
CPD	Crime Prevention Division
CRD	Community Relations Division
CSO	Crown Solicitor's Office
DC	District Court
DDT	Dust Diseases Tribunal (District Court)
FS	Financial Services
ITS	Information Technology Services
IRC	Industrial Relations Commission
LEC	Land and Environment Court
LA	Law Access
LCL	Law Courts Libraries
LSD	Library Services Division
LRC	Law Reform Commission
LMS	Legal Management Services
LPAB	Legal Practitioners Admission Board
LPAC	Legal Profession Advisory Council
LRO	Legal Representation Office
LP	Legislation and Policy Division
LC and Sheriffs	Local Courts and Sheriffs
OLSC	Office of the Legal Services Commissioner
OPD	Organisational Performance Division
OPC	Office of the Protective Commissioner
OPG	Office of the Public Guardian
OSD	Organisational Service Delivery (Diversity Services)
Privacy NSW	Privacy NSW
PSC	Professional Standards Council
PDO	Public Defenders Office
PT	Public Trustee
RSB	Reporting Services Branch
SC	Sentencing Council
SC NSW	Supreme Court
VAW	Violence Against Women
VS	Victims Services

### APPENDIX 28

#### ANNUAL REPORT COSTING

External costs inclusive of design, typesetting and print run for 2004-05 (includes a 25% increase in copies) is \$32,783.00.

The report is available at

[www.lawlink.nsw.gov.au/agd.nsf/pages/annualreport\\_2004-05](http://www.lawlink.nsw.gov.au/agd.nsf/pages/annualreport_2004-05)

### APPENDIX 29

#### CONTACT INFORMATION

##### Attorney General's Department of NSW

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Acting Executive Officer: Lydia Miller

Website: [www.lawlink.nsw.gov.au/ajac](http://www.lawlink.nsw.gov.au/ajac)

##### Administrative Decisions Tribunal

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111 Elizabeth Street  
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Toll free: 1800 060 410

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Registrars: Cathy Szczygielski & Karen Wallace

Email: [Ag\\_adt@agd.nsw.gov.au](mailto:Ag_adt@agd.nsw.gov.au)

Website: [www.lawlink.nsw.gov.au/adt](http://www.lawlink.nsw.gov.au/adt)

##### Anti-Discrimination Board of NSW

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SYDNEY SOUTH 1235

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## APPENDICES

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Chippendale 2008  
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Tel: 1300 655 236  
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TTY: (02) 9310 5700  
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### Bureau of Crime Statistics and Research

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Director: Deborah Sharp  
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Website: www.lawlink.nsw.gov.au/cjc

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Director: Michael Talbot

### Crime Prevention Division

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SYDNEY NSW 2001  
DX: 1227 Sydney  
Tel: (02) 9228 8307  
Fax: (02) 9228 8559  
TTY: (02) 9228 7676  
ASPEN: (02) 9228 7950  
Director: Brendan Thomas  
Email: cpd\_unit@agd.nsw.gov.au  
Website: www.lawlink.nsw.gov.au/cpd

## APPENDICES

### Criminal Law Review Division

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SYDNEY NSW 2000  
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Fax: (02) 9228 7128  
Director: Lloyd Babb  
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Website: [www.lawlink.nsw.gov.au/clrd](http://www.lawlink.nsw.gov.au/clrd)

### Crown Solicitor's Office

Level 5  
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SYDNEY NSW 2000  
Postal: GPO Box 25  
SYDNEY NSW 2001  
DX: 19 SYDNEY  
Tel: (02) 9224 5000  
Fax: (02) 9224 5011  
Crown Solicitor: Ian Knight  
Email: [crownsol@agd.nsw.gov.au](mailto:crownsol@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/cso](http://www.lawlink.nsw.gov.au/cso)

### District Court

Executive Office  
Level 12  
John Maddison Tower  
86–90 Goulburn Street  
SYDNEY NSW 2000  
DX: 11518 SYDNEY DOWNTOWN  
Tel: (02) 9377 5699  
Fax: (02) 9377 5873  
TTY: (02) 9377 5268  
Chief Executive and Principal Registrar: Craig Smith  
Website: [www.lawlink.nsw.gov.au/dc](http://www.lawlink.nsw.gov.au/dc)

### Diversity Services

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SYDNEY NSW 2000  
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SYDNEY NSW 2001  
DX: 1227 SYDNEY  
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Fax: (02) 9228 7829  
TTY: (02) 9228 7733  
Coordinator: Julia Haraksin  
Email: [diversity\\_services@agd.nsw.gov.au](mailto:diversity_services@agd.nsw.gov.au)

### Dust Diseases Tribunal

Level 4  
John Maddison Tower  
88 Goulburn Street  
SYDNEY NSW 2000  
Locked Bag 16  
HAYMARKET 1238  
DX: 11567 SYDNEY DOWNTOWN  
Tel: (02) 9377 5440  
Fax: (02) 9377 5433  
TTY: (02) 9377 5337  
Chief Executive and Principal Registrar: Craig Smith  
Website: [www.lawlink.nsw.gov.au/ddt](http://www.lawlink.nsw.gov.au/ddt)

### Financial Services

Level 18  
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SYDNEY NSW 2001  
Tel: (02) 9228 7523  
Fax: (02) 9228 7964  
Director: Andrew Kuti

### Industrial Relations Commission

Level 1  
47 Bridge Street  
SYDNEY NSW 2000  
Postal: GPO Box 3670  
SYDNEY NSW 2001  
DX: 874 SYDNEY  
Tel: (02) 9258 0866  
Fax: (02) 9258 0058  
TTY: (02) 9258 0877  
Industrial Registrar: Mick Grimson  
Email: [nswirc@agd.nsw.gov.au](mailto:nswirc@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/irc](http://www.lawlink.nsw.gov.au/irc)

### Information Technology Services

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SYDNEY NSW 2001  
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Fax: (02) 9228 7029  
Director: Walter Cellich  
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## APPENDICES

### Land and Environment Court

Level 4  
Windeyer Chambers  
225 Macquarie Street  
SYDNEY NSW 2000  
Postal: GPO Box 3565  
SYDNEY NSW 2001  
DX: 264 SYDNEY  
Tel: (02) 9228 8388  
Fax: (02) 9235 3096  
TTY: (02) 9228 8588  
Registrar: Susan Dixon  
Email: [lecourt@agd.nsw.gov.au](mailto:lecourt@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lec](http://www.lawlink.nsw.gov.au/lec)

### Law Access NSW

Postal: GPO Box 620  
PARRAMATTA NSW 2124  
Tel: 1300 888 529  
TTY: 1300 889 529  
Director: Megan Thomas  
Website: [www.lawaccess.nsw.gov.au](http://www.lawaccess.nsw.gov.au)

### Law Courts Library

Level 15  
Law Courts Building  
Queens Square  
SYDNEY NSW 2000  
Postal: GPO Box 3  
SYDNEY NSW 2001  
DX: 829 SYDNEY  
Tel: (02) 9230 8232  
Fax: (02) 9233 7952  
Librarian In Charge: Lesley O'Loughlin  
Email: [lclib@agd.nsw.gov.au](mailto:lclib@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lcl](http://www.lawlink.nsw.gov.au/lcl)

### Law Libraries

Level 6  
Downing Centre  
143–147 Liverpool Street  
SYDNEY NSW 2000  
Postal: GPO A4  
SYDNEY SOUTH NSW 1235  
DX: 11550 SYDNEY DOWNTOWN  
Tel: (02) 9287 7749  
Fax: (02) 9287 7515  
Director: Yvonne Brown  
Email: [downinglibrary@agd.nsw.gov.au](mailto:downinglibrary@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/agdlib](http://www.lawlink.nsw.gov.au/agdlib)

### Law Reform Commission

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SYDNEY NSW 2000  
Postal: GPO Box 5199  
SYDNEY NSW 2001  
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Tel: (02) 9228 8230  
Fax: (02) 9228 8225  
Executive Director: Peter Hennessy  
Email: [nsw\\_lrc@agd.nsw.gov.au](mailto:nsw_lrc@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lrc](http://www.lawlink.nsw.gov.au/lrc)

### Legal Management Service

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SYDNEY NSW 2001  
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Tel: (02) 9228 8433  
Fax: (02) 9228 7889  
TTY: (02) 9228 7733  
Director: Michelle Brazel  
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Website: [www.lawlink.nsw.gov.au/lms](http://www.lawlink.nsw.gov.au/lms)

### Legal Practitioners Admission Board

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37 Bligh Street  
SYDNEY NSW 2000  
Postal: GPO Box 3980  
SYDNEY NSW 2001  
DX: 602 SYDNEY  
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Fax: (02) 9338 3555  
Executive Officer: Roger Wescombe  
Email: [ag\\_lpab@agd.nsw.gov.au](mailto:ag_lpab@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lpab](http://www.lawlink.nsw.gov.au/lpab)

### Legal Profession Advisory Council

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8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6 SYDNEY 2001  
DX: 1227 SYDNEY  
Tel: (02) 9228 8347  
Fax: (02) 9228 8066  
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Website: [www.lawlink.nsw.gov.au/lpac](http://www.lawlink.nsw.gov.au/lpac)



## APPENDICES

### Legal Representation Office

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ADC House  
99 Elizabeth Street  
SYDNEY NSW 2000  
Postal: GPO Box A2387  
SYDNEY SOUTH NSW 1235  
DX: 299 SYDNEY  
Tel: (02) 9231 0811  
Fax: (02) 9231 0814  
Director: Annette Sinclair  
Website: [www.lawlink.nsw.gov.au/lro](http://www.lawlink.nsw.gov.au/lro)

### Legislation and Policy Division

Level 20  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
DX: 1227 SYDNEY  
Tel: (02) 9228 8028  
Fax: (02) 9228 8563  
Director: Maureen Tangney  
Email: [lpd\\_enquiries@agd.nsw.gov.au](mailto:lpd_enquiries@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lpd](http://www.lawlink.nsw.gov.au/lpd)

### Local Courts and Sheriff

Level 2  
Downing Centre  
143–147 Liverpool Street  
SYDNEY NSW 2000  
Postal: GPO Box A4  
SYDNEY SOUTH 1235  
DX: 11550 SYDNEY DOWNTOWN  
Tel: (02) 9287 7888  
Fax: (02) 9287 7900  
Acting Director: Tim McGrath  
Sheriff: Gary Byles  
Email: [director\\_local\\_courts@agd.nsw.gov.au](mailto:director_local_courts@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/lc](http://www.lawlink.nsw.gov.au/lc)  
Website: [www.lawlink.nsw.gov.au/ots](http://www.lawlink.nsw.gov.au/ots)

### Office of the Legal Services Commissioner

Level 15  
8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 4460  
SYDNEY NSW 2001  
DX: 359 SYDNEY  
Tel: (02) 9377 1800  
Toll free: 1800 242 958  
Fax: (02) 9377 1888  
TTY: (02) 9377 1855  
Commissioner: Steve Mark  
Email: [olsc@agd.nsw.gov.au](mailto:olsc@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/olsc](http://www.lawlink.nsw.gov.au/olsc)

### Office of the Protective Commissioner

Level 15  
Piccadilly Tower  
133 Castlereagh Street  
SYDNEY NSW 2000  
Postal: GPO Box A235  
SYDNEY SOUTH 1232  
DX: 1335 SYDNEY  
Tel: (02) 9265 3131 or 1300 360 466  
Fax: (02) 9261 4305  
TTY: 1800 882 889  
Protective Commissioner: Ken Gabb  
Email: [opcmail@opc.nsw.gov.au](mailto:opcmail@opc.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/opc](http://www.lawlink.nsw.gov.au/opc)

### Office of the Public Guardian – Sydney

Level 16  
133 Castlereagh Street  
SYDNEY NSW 2000  
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SYDNEY SOUTH 1235  
Tel: (02) 9265 3184  
Toll free: 1800 451 510  
Fax: (02) 9283 2645  
TTY: 1800 882 889  
Public Guardian: Ken Gabb  
Website: [www.lawlink.nsw.gov.au/opg](http://www.lawlink.nsw.gov.au/opg)

### Office of the Public Guardian – Blacktown Office

Level 2D  
15–17 Kildare Road  
BLACKTOWN NSW 2148  
Tel: (02) 9671 9800

### Office of the Public Guardian – Gosford Office

Suite 3  
40 Mann Street  
GOSFORD NSW 2250  
Tel: (02) 4320 4888

### Organisational Performance Division

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SYDNEY NSW 2000  
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SYDNEY NSW 2001  
Tel: (02) 9228 7280  
Fax: (02) 9228 7892  
Director: Allan Henn  
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8–12 Chifley Square  
SYDNEY NSW 2000  
Postal: GPO Box 6  
SYDNEY NSW 2001  
Tel: (02) 9228 8585  
Fax: (02) 9228 8577  
Acting Privacy Commissioner: John Dickie  
Email: [privacy\\_nsw@agd.nsw.gov.au](mailto:privacy_nsw@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/privacynsw](http://www.lawlink.nsw.gov.au/privacynsw)

### Professional Standards Council

Level 15  
8–12 Chifley Square  
SYDNEY NSW 2000  
Tel: (02) 9228 8060 or 1300 555 772  
Fax: (02) 9228 8066  
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Email: [psc\\_excellence@agd.nsw.gov.au](mailto:psc_excellence@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/psc](http://www.lawlink.nsw.gov.au/psc)

### Public Trustee NSW

19 O'Connell Street  
SYDNEY NSW 2000  
Postal: GPO Box 7  
SYDNEY NSW 2001  
Tel: (02) 9252 0523 or 1300 364 103  
Fax: (02) 9231 4397  
Public Trustee: Peter Whitehead  
Email: [enquiries@pt.nsw.gov.au](mailto:enquiries@pt.nsw.gov.au)  
Website: [www.publictrustee.nsw.gov.au](http://www.publictrustee.nsw.gov.au)

### Public Defenders Office

Level 13  
Carl Shannon Chambers  
175 Liverpool Street  
SYDNEY NSW 2000  
DX: 11545 SYDNEY DOWNTOWN  
Tel: (02) 9268 3111  
Fax: (02) 9268 3168  
Senior Public Defender: Peter Zahra SC  
Website: [www.lawlink.nsw.gov.au/publicdefenders](http://www.lawlink.nsw.gov.au/publicdefenders)

### Reporting Services Branch

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SYDNEY NSW 2000  
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SYDNEY NSW 2001  
DX 902 Sydney  
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Fax: (02) 9228 7249  
Director: Paul Cutbush  
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### Sentencing Council

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Postal: GPO Box 6  
SYDNEY NSW 2000  
Tel: (02) 9228 8502  
Fax: (02) 9228 8662  
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Website: [www.lawlink.nsw.gov.au/sentencingcouncil](http://www.lawlink.nsw.gov.au/sentencingcouncil)

### Supreme Court

Law Courts Building  
Queens Square  
184 Phillip Street  
SYDNEY NSW 2000  
Postal: GPO Box 3  
SYDNEY NSW 2001  
DX: 829 SYDNEY  
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Fax: (02) 9230 8628  
TTY: (02) 9230 8011  
Chief Executive Officer and Principal Registrar: Megan Greenwood  
Email: [supreme\\_court@courts.nsw.gov.au](mailto:supreme_court@courts.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/sc](http://www.lawlink.nsw.gov.au/sc)

### Victims Services

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SYDNEY NSW 2000  
Locked Bag A5010  
SYDNEY SOUTH 1235  
DX: 11536 SYDNEY DOWNTOWN  
Tel: (02) 9374 3111  
Tollfree: 1800 069 054  
Fax: (02) 9374 3120  
TTY: (02) 9374 3175  
Director: John Le Breton  
Manager, Victims of Crime Bureau: Marianne Curtis  
Senior Project Officer, Families and Friends of  
Missing Persons Unit: Leonie Jacques  
Executive Officer, Victims Advisory Board: Louise Lenard  
Email: [vct@agd.nsw.gov.au](mailto:vct@agd.nsw.gov.au)  
Website: [www.lawlink.nsw.gov.au/vs](http://www.lawlink.nsw.gov.au/vs)

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#### **Contact details**

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