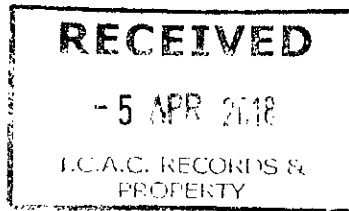


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Mr Lewis Rangott
Executive Director, Corruption Prevention
Independent Commission Against Corruption
GPO Box 500
SYDNEY NSW 2001

Contact: Lincoln Chee
Phone: 8346 1846

29 MAR 2018

Dear Mr Rangott

Plan of action to implement corruption prevention recommendations made in the report: *Investigation into the conduct of a senior officer of the NSW Department of Justice and others*

I refer to your letter dated 2 February 2018 requesting the Department of Justice's report on the implementation of its plan of action by 22 March 2018. I note that by email dated 20 March 2018 sent by Dr Benjamin Marx of your Office, an extension was granted for the report to be provided by 29 March 2018.

Under section 111E(3)(a) of the *Independent Commission Against Corruption Act 1988* (the Act), please find enclosed the Department's interim report on the implementation of its plan of action.

The Department is mindful of its obligations under section 111E(3)(b) of the Act to provide a further written report to the Commission of additional progress in implementing the plan in twelve (12) months from the date of this letter.

If you have any questions please contact Lincoln Chee, Director, Inquests Inquiries & Representation on (02) 8346 1846.

Yours faithfully

Lida Kaban
General Counsel

NSW Department of Justice report on implementation of plan of action in response to *Investigation into the conduct of a senior officer of the NSW Department of Justice and others*

Please indicate which applies:

- This is a final report; the plan of action is fully implemented
- This is an interim report; a further report will be provided in twelve months

Interim Report

Asset Management Services, which was subsequently renamed Property and Asset Services, has been consolidated with Justice Infrastructure to form a branch known as Justice Infrastructure and Assets.

On 12 December 2017, Martin Berry commenced his engagement to provide services as the Deputy Secretary Justice Infrastructure and Assets ('JIA').

Recommendation 1

That the NSW Department of Justice ensures that the implementation of its upcoming program of capital works contains a mechanism to periodically review the program to ensure that its projects remain consistent with its business strategy and operating environment.

As advised in the Department's Plan of Action dated 22 March 2017, the recommendation has been implemented and is reviewed on an ongoing annual basis. As part of this ongoing review, Mr Berry has requested that the Department's response to this recommendation continues to be listed as 'ongoing'.

JIA is establishing a project Governance Framework across all major functional areas, such as minor works. The framework itself will outline what monitoring will occur. Timeframe for completion of that framework is April 2018.

Recommendation 2

That the Department of Justice finalises its restructure of Asset Management Services as a priority and recruits staff to permanently fill the associated positions.

As noted above, Asset Management Services was recently consolidated with Justice Infrastructure to form a branch known as JIA. Mr Berry advises that the Department's action plan is being implemented. The operating model is being finalised and will be forwarded to the Secretary, Department of Justice in April 2018.

Recommendation 3

That the Department of Justice completes the implementation of its proposed electronic document and records management system.

As advised in the Department's Plan of Action dated 22 March 2017, the electronic document and records management system is being deployed across the Department of Justice as part of the Consolidation Optimisation and Remediation and Enhancement program. Delivery of this project is on track with the Department's Digital and Technology Services Unit working closely with JIA to develop staff training packages.

Recommendation 4

That the Department of Justice develops a framework for governing its procurement activities that:

- assigns governance roles and responsibilities for different types of procurement, such as goods and services procurement and construction procurement
- has mechanisms to detect non-compliance with procedural controls, such as the mandated use of pre-qualified suppliers.

JIA is working with the Department's Chief Procurement Officer in settling the framework. This is expected to be completed during 2018.

Recommendation 5

That, when developing its procurement governance framework, the Department of Justice reviews its resourcing of procurement governance to ensure that this resourcing is sufficient to successfully fulfil the associated procurement governance roles and responsibilities.

Implementation of this recommendation has been completed by the procurement governance team and can be marked as 'closed'.

Recommendation 6

That, as part of the implementation of its new enterprise resource planning system, the Department of Justice reviews its procure-to-pay processes to ensure that:

- there is scrutiny around the creation of new vendors, especially if they are newly established companies
- system controls are designed to make certain an individual who certifies performance of service is familiar with the work in question.

SAP has been deployed across the Department of Justice except in relation to Corrective Services NSW which is subject to a rostering solution. Implementation is expected to be completed by December 2018.