



Juvenile Justice
Attorney General & Justice

**YOUTH JUSTICE CONFERENCE CONVENOR
INFORMATION PACKAGE**

The role of Juvenile Justice

Juvenile Justice supervises and cares for young offenders in the community and in detention centres.

There are eight juvenile justice centres in NSW and one emergency short-term accommodation unit at Broken Hill. All custodial facilities provide an extensive range of educational, recreational, vocational, specialised counselling and personal development programs. Juvenile Justice provides individual case management to detainees to plan for their positive reintegration into their communities.

Our Vision

A community in which young offenders participate without reoffending.

Our Statement of Purpose

To provide services to young offenders to decrease their reoffending and increase their capacity to successfully reintegrate into their communities.

What We Do

- Administering and managing the Youth Justice Conferencing scheme in accordance with the Young Offenders Act 1997
- Providing supervision to young people on bail at the direction of the courts
- Providing formal supervision of juvenile offenders whom the courts have placed on good behaviour bonds, probation orders, community service orders, parole orders and suspended sentences
- Providing programs and intervention aimed at reducing reoffending
- Providing safe and secure care of young offenders who are sentenced to custody by the courts or who are remanded to custody in a juvenile justice centre pending the finalisation of their court matters
- Providing custodial services at specialist Children's Courts and the secure transportation of detainees between centres, to appointments and from centres to courts

More information

More information about Juvenile Justice is available from our web site www.djj.nsw.gov.au

Youth Justice Conferencing

The purpose of a conference is to make decisions and recommendations about, and to determine an outcome plan in respect of, the child who is the subject of the conference – Section 34(2), *Young Offenders Act 1997*.

‘Conferences are focused upon the young person taking positive action to put right the wrong they have done’

NSW Excerpt from second reading, Attorney General, Legislative Council

May 21 1997

Stages of the Conference Process

Stage one: Assessing & Allocating	Days 1-2	The Assistant Manager (YJC) <ul style="list-style-type: none"> ▪ receives ▪ assesses and allocates a referral to an appropriate Convenor
Stage two: Arranging the conference	Days 3-6	The Convenor <ul style="list-style-type: none"> ▪ contacts participants ▪ explains the conference and ▪ arranges a time and venue ▪ provides details to participants in writing
Stage three: Preparing participants	Days 7-16	After receiving written notice of conference details, the young person has a 10-day ‘cooling off’ period. During this time the Convenor prepares participants for the conference.
Stage four: Conference facilitation	Days 17-28	The conference is held while the information provided on preparation is still fresh in the minds of the participants.

Persons entitled to attend a conference

- Young person
- Convenor
- Person responsible for the child
- Young person's family and extended family
- An adult chosen by the young person
- Young person's legal practitioner
- Investigating Police Officer
- One trainee Police Officer
- Specialist Youth Officer/Youth Liaison Officer
- Victim or their representative
- Victim support person(s)

Persons who the convenor may invite

- Respected member of the community
- Interpreters
- Representative from the young person's school
- Skilled persons where participants have a cognitive disability or a disability impacting on their ability to communicate effectively
- Social worker or health professional
- Juvenile Justice supervising officer
- Person requested by the child or family
- Observer/researcher with permission of Minister

Elements of a conference

1. Introduction
2. Young person's story
3. Victim's story
4. Supporters thoughts
5. Time out for young person and support people
6. Presentation of proposed outcomes
7. Negotiation of final outcome plan
8. Outcome plan written and signed
9. Refreshments

Youth Justice Conference Convenors

Youth Justice Conference Convenors are not Public Servants, but statutory appointees under section 60 and Schedule 1 of the *Young Offenders Act* 1997 [the Act].

A Youth Justice Conference Convenors is engaged to prepare and facilitate a Youth Justice Conference by the Assistant Manager (Youth Justice Conferencing) (AM (YJC)) under [section 42](#) of the Act. The engagement of a convenor for a particular conference is in the nature of the engagement of an independent contractor.

Legally, Youth Justice Conference Convenors are deemed employees for the purposes of:

- Tax Administration Act
- Superannuation Guarantee
- Workers Compensation
- Occupational Health and Safety

Youth Justice Conference Convenors are responsible for ensuring that personal contact is made with all conference participants prior to the conference taking place; for consulting with the young person, their family or supporters and the victim about the time and place of the conference; for notifying participants of the

conference details; for inviting appropriate persons to attend and for ensuring that the victim's needs are taken into account.

Employment Conditions

The following information may help you decide if you are suited to the role of convenor:

Under [section 43](#) of the Act, a conference must, ideally, be held within 28 days after the referral for the conference is received by the Assistant Manager Youth Justice Conferencing (Assistant Manager (Youth Justice Conference Convenors)). This means that Youth Justice Conference Convenors must have the time available to be able to contact all conference participants, meet them face-to-face, and facilitate the conference within 28 days.

As each conference is unique, the number of hours required to prepare and facilitate each conference will vary greatly. This time includes:

- **Preparation** (usually 8 – 10 hours)
 - contacting participants;
 - organising a suitable venue , date & time for the conference;
 - preparing participants for their role in the conference; and
- **Facilitation** (1 – 2 hours)
- **Post Conference** (up to 1 hour)
 - debriefing with Manager
 - finalising administrative requirements

There is an expectation that Youth Justice Conference Convenors will be available to accept referrals when contacted by the Assistant Manager (Youth Justice Conference Convenors). From time to time, a convenor may have to decline a referral due to other commitments. The convenor is not disadvantaged when this occurs on an individual basis; however the AM (YJC) will take patterns of convenor availability into account when assessing applications for renewal of competency.

Youth Justice Conference Convenors are engaged on a needs basis and the volume of referrals dictate the frequency with which they will be offered work. The availability and frequency of work cannot be guaranteed.

Youth Justice Conference Convenors are expected to complete compulsory policy and procedure training and/or reading and to keep these up to date as directed by

the Assistant Manager (Youth Justice Conference Convenors). Convenors are not paid for these activities.

As contractors, there is an expectation that Youth Justice Conference Convenors will accept responsibility for their own professional development. Youth Justice Conference Convenors are expected to attend training and/or meetings during the year conducted by the Assistant Manager (Youth Justice Conference Convenors). Youth Justice Conference Convenors are not paid for these activities but are reimbursed some expenses to attend training.

Secondary Employment

Federal and State public servants applying for appointment as a Youth Justice Conference Convenors are encouraged to apply as soon as possible for approval from your CEO to engage in secondary employment. Evidence of such approval will be required if successful in completing the training.

Section 60 (4) of The Act provides for a police officer to be appointed as a convenor in the police officer's private capacity. Sworn officers in an operational role in the NSW Police Force will not be allocated a conference referral for a young person who resides in their Local Area Command (LAC). Intended applicants are encouraged to discuss the implications of this policy for their particular circumstances with the Assistant Manager (Youth Justice Conference Convenors) nominated as contact officer for this selection process.

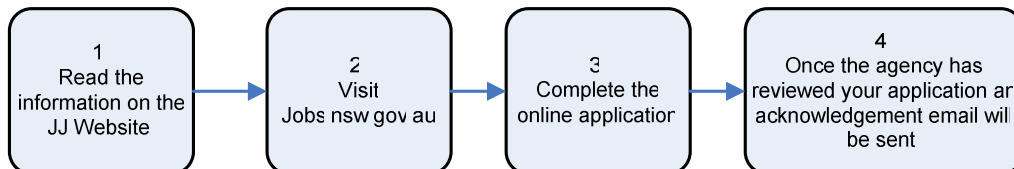
Selection criteria

- Provide details and examples of your effective group facilitation skills
- Describe your ability to work effectively with local community networks
- Describe your ability to display awareness of, and sensitivity to, the needs of young offenders and victims from diverse cultural and social backgrounds
- Describe how you would implement the principles of the *Young Offenders Act 1997* (section 7 and section 34) in preparation and facilitation of a Youth Justice Conference
- How have you demonstrated effective oral and written communication skills?
- Describe how you have demonstrated an ability to work with limited supervision, manage time and meet strict deadlines
- Please provide any other information in support of your application

Recruitment process

Juvenile Justice implements a continuous recruitment process which means that you can apply at any time.

Initial Application



- Visit www.jobs.nsw.gov.au and complete the online application process. Incomplete applications will not be accepted.
- You will receive an automatic acknowledgement from jobs.nsw when your application is submitted.
- Once the agency has reviewed your application an acknowledgement email will be sent.

If your application is unsuccessful you will receive notification in writing.

Submitting an application

- Visit www.jobs.nsw.gov.au and complete the online application process. Incomplete applications will not be accepted.
- Please refer to <http://www.jobs.nsw.gov.au/How-to-use-this-site/How-to-find-a-job.aspx> for advice on how to use the jobs.nsw website and apply online.

Selection Process

YJC Selection Process

