

CHAPTER 9
APPENDICES



APPENDICES

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APPENDIX 1: LEGISLATION AND LEGAL

PRINCIPAL LEGISLATION

The department is responsible for administering the following Acts:

- The *Young Offenders Act 1997* (Part 5 and Schedule 1), which sets out the responsibilities of the department in the administration of youth justice conferences;
- The *Children (Community Service Orders) Act 1987*, which details the responsibility of the department in supervising juvenile offenders placed on community service orders;
- The *Children (Detention Centres) Act 1987*, which governs the administration of juvenile justice centres and the care and supervision of juvenile detainees; and
- The *Children (Interstate Transfer of Offenders) Act 1988*, which specifies the requirements for the transfer of young offenders from or to NSW, and for the transfer of young offenders through NSW from one State to another.

CHANGES IN LEGISLATION

Section 29 of the *Children Detention Centres Act 1987* relating to parole orders made by the Children's Court, but where the young people have been transferred to the Department of Corrective Services, was amended in December 2008. This amendment provides that any parole order made by the Children's Court remains the jurisdiction of the Children's Court. Therefore a young person's parole order and any associated reviews will continue to be the function of the Children's Court regardless of whether they are being supervised by the Department of Juvenile Justice or the Department of Corrective Services.

This now means that any young person who is being held as a result of a revocation or suspension of a parole order which was made by the Children's Court, are not subject to review by NSW Parole Authority even if they are being held in a correctional facility.

Section 9A of the *Children (Detention Centres) Act* was also amended to provide that a person who is of or above the age of 18 years who is arrested on a warrant listed under this section, including in relation to a breach of a suspended sentence, breach of a good behaviour bond, breach of parole and other matters is not to be detained in a detention centre. Such persons may be detained in a correctional centre.

The *Children (Detention Centres) Regulation 2009* was amended in May 2009, with minor changes made to eligibility for leave and outings for detainees. Under the *Children (Detention Centres) Act 1987*, the Director-General may, subject to the regulations, grant day leave and overnight leave to detainees for certain purposes, such as education, training or employment. The Regulation prescribes the circumstances in which a detainee is eligible for leave. The new scheme will effectively make detainees who are being held for less serious offences eligible for leave earlier than was previously the case. The Regulation also provides that the Director-General may grant leave to a detainee at any time if satisfied that exceptional circumstances justify the grant of leave.

The *Children (Criminal Proceedings) Amendment (Youth Conduct Orders) Act 2008* commenced on 1 July 2009. The Act amends the *Children (Criminal Proceedings) Act 1987* and the *Children (Criminal Proceedings) Regulation 2005* to provide for the establishment of a youth conduct order scheme. The new scheme provides for dealing with children who have been charged with (or pleaded guilty to or been found guilty of) offences covered by the *Young Offenders Act 1997*, but for whom the diversionary scheme created by that Act is not appropriate. It addresses the underlying causes of antisocial behaviour by such children by means of youth conduct orders that operate to prohibit or restrict negative behaviours and to promote socially acceptable behaviours through participation in antisocial behaviour programs. It also provides for a coordinated multi-agency approach to the administration of the scheme.





SIGNIFICANT JUDICIAL DECISIONS

ID, PF and FV v Director General, Department of Juvenile Justice & anor – [2008] NSWSC 966

This decision of the Supreme Court of NSW set aside orders made under s.28 of the *Children (Detention Centres) Act 1987* relating to the transfers of young adult detainees from juvenile justice centres to adult correctional centres. Section 28 provides legislative power for the Department of Juvenile Justice to transfer older detainees from detention centres to correctional centres subject to a number of factors and conditions.

The Plaintiffs were over 18 years of age, serving custodial sentences for very serious crimes and had lengthy sentences. Their sentences were subject to orders under section 19 of the *Children (Criminal Proceedings) Act 1987*. This section provides that a young person who commits an offence prior to reaching 18 years of age but sentenced by a Court after they reach 18 years may, subject to a Court finding special circumstances justifying detention of the person as a juvenile offender, serve the whole or part of a their custodial sentence in the juvenile justice system. Juvenile Justice subsequently made orders with the consent of the Department of Corrective Services and transferred the Plaintiffs under s.28 of the *Children (Detention Centres) Act 1987* from a juvenile detention centre to an adult correctional centre. The Plaintiffs challenged the decisions to transfer made by Juvenile Justice and sought judicial review in the Supreme Court.

On 19 September 2008 the Supreme Court held that the Plaintiffs were entitled to procedural fairness before transfer and they were denied such. There was a failure to have regard to relevant factors and an inflexible application of policy. The Court set aside the s.28 orders directing transfer to an adult correctional centre. Orders were made for each of the Plaintiffs, ID, PF and DV, to be returned to the Juvenile Justice system.

Following the Supreme Court judgment the Department of Juvenile Justice arranged for the three detainees to be transferred to

juvenile centres in accordance with the Court's direction.

The department has considered the Court's findings and has reviewed its procedures for future transfers under section 28. The power to transfer detainees is now broader following amendments to the *Children's (Detention Centres) Act* which commenced on 1 July 2008. Proposed transfers remain subject to the requirement to provide detainees with procedural fairness.

DA by her next friend O'Grady v State of NSW [2008] NSWSC 1257

DA, 16 years old, stabbed her mother with a knife causing serious injury. She was taken into custody and detained at Yasmar Juvenile Justice Centre. In 1999, while attending a cooking class at a school located in the Yasmar centre, DA attacked and killed a teacher's assistant, with a knife.

In 2005, civil proceedings were commenced in the Supreme Court of NSW by DA ('the plaintiff') against the State of NSW, claiming damages due to negligence of the department in failing to adequately supervise her, resulting in her criminal conviction and sentence for the homicide. It was alleged that the department owed her 'a duty not to expose her to a risk of criminal prosecution'.

The department defended the claim. The matter was heard before the Supreme Court in June 2008 and judgment was delivered by Justice Rothman on 28 November 2008 in favour of the defendant, the State of NSW. The Court held that the State owed no duty of care to take reasonable steps to prevent the plaintiff from suffering the lawful effect of her own criminal conduct, at least where the damage was not physical injury. Further, the 'damage' suffered was not caused by the failure to prevent her having access to a knife, but rather was caused by the lawful imposition of a limiting term (detention in a psychiatric institution). The loss of liberty was required by law and could not be damage that is compensable. The proceedings were dismissed.



APPENDIX 2: SIGNIFICANT COMMITTEES

SIGNIFICANT INTERNAL COMMITTEES

Executive Committee

The Executive Committee provides corporate direction and leadership to the Department of Juvenile Justice. The Executive Committee determines organisational priorities, reviews organisational performance and sets the strategic framework for service delivery.

All matters considered by the Executive Committee are sponsored by the Committee member within whose responsibility the matter falls. Members include:

- Director General (Chair)
- Deputy Director General (Operations)
- Deputy Director General (Management Services)
- Executive Director, Office of Director General
- Regional Director, Northern Region
- Regional Director, Western Region
- Regional Director, Metropolitan Region
- Director, Human Resources
- Chief Financial Officer
- Secretarial Support – Executive Officer to the Director General

Key governance committees

The two key governance committees of the department are the Finance Committee and the Audit and Risk Management Committee. The department also has a number of policies and procedures in place providing mechanisms for ensuring that good governance protocols are in place for staff covering Equity and Diversity, Code of Conduct and Ethical Behaviour.

Department of Juvenile Justice Finance Committee

The objective of the Finance Committee is to oversee the department's budgetary performance and ensure compliance with associated statutory and regulatory compliance requirements. The Committee meets monthly and comprises the Director General, Deputy Director General (Operations), Deputy Director General (Management Services), Chief Financial Officer and Corporate Management Accountant.

Department of Juvenile Justice Audit and Risk Management Committee

The role of the Audit and Risk Management Committee is to provide advice and support the Director General in reviewing, assessing and fulfilling all compliance requirements in regard to:

- all aspects of the internal audit and control function within the department, including assessing the effectiveness of the function;
- the adequacy and quality of the internal control structure;
- the legal requirements of Section 11 of the *Public Finance and Audit Act 1983*;
- the department's financial statements and financial reporting generally;
- the performance of the department's financial and operational management;
- the timeliness and appropriateness of management responses to audit reports;
- all aspects of the department's internal audit function, from the approval of the charter through to the review of audit results; and
- the effectiveness of risk management strategies and internal controls.

The Committee meets four times per year and comprises an Independent Chair and Independent Member, Director General, Deputy Director's General (Operations and Management Services), Executive Director (Office of the Director General) and a Regional Director.





Observers at the Committee meetings include representatives from the NSW Audit Office, Internal Audit Bureau and the Chief Financial Officer.

The Committee operates under a formal Charter which sets out its authority, role and responsibilities as delegated by the Director General. The Charter is subject to regular review and was most recently updated in April 2008.

The NSW Audit Office is the department's statutorily appointed external auditor. The Risk Management Committee, together with the external auditor, reviews the scope of the external audit before formalising the terms of engagement for each financial year.

The Committee also reviews the Internal Audit Plan prior to formalising engagement each financial year and monitors and assesses the effectiveness of the internal audit function.

Fraud Control and Corruption Prevention Committee

The committee oversees the development and implementation of the department's fraud and corruption control system. It undertakes risk identification and assessment, with a view to establishing or strengthening existing fraud measures.

Equity Committee

The committee promotes equity in the organisation, provides a framework for equity initiatives to be supported within the department's mainstream business and identifies short and longer term equity related priorities to be formalised through the department's Equal Employment Opportunity Management Plan. The committee evaluates and revises the department's progress towards the targets set down in the Equal Employment Opportunity Management Plan to ensure action continues to be relevant and effective

OPERATIONS MANAGEMENT

Operations Committee

The Operations Committee which includes regional directors and other senior managers, meets regularly to address issues pertaining to the statewide operation of the department relating to young people on community and custodial orders.

Programs Subcommittee

This committee oversees and develops the department's approach to the overall coordination, implementation, monitoring and evaluation of programs in the Operations Directorate of the department. The Programs Sub-Committee reports to the Operations Committee.

Drug and Alcohol Summit Steering Committee

This committee was established to oversee the implementation of a number of major initiatives, which were developed as a result of the NSW Drug Summit in 1999. These initiatives included involvement in the establishment and operation of the NSW Youth Drug and Alcohol Court, expansion of the department's Alcohol and Other Drug counselling program, and the establishment of two rural drug rehabilitation services.

Assessment Review Taskforce

This group is reviewing and developing client assessment procedures and instruments to be used with DJJ Clients.

Executive Safety Committee

The Executive Safety Committee is the principle forum that governs the operation and maintenance of the agency's Safety Management System. The Committee meets quarterly to review the performance of the system and take action to address identified areas for improvement.



The Committee operates in conjunction with a range of other committees including the Executive Committee and workplace safety committees. This arrangement is designed to provide a framework in which front line staff can escalate safety issues, through the various tiers of committees, to Executive level for action. It also gives the Executive an additional avenue to communicate safety priorities to the agency staff.

Research Steering Committee

This committee has been established to develop a research agenda and oversee the approval and implementation of research in the Department of Juvenile Justice.

Information Management and Communications Technology (IM&CT) Steering Committee

This group is responsible for overseeing all major Information Management and/or Technology initiatives, including significant projects around information standards, data collection, data quality issues and major enhancements or modifications to corporate computer applications and systems.

Business Improvement Committee

This committee oversees all changes and enhancements to corporate services-related computer systems.

Client Information Management System (CIMS) Steering Committee

This committee oversees all changes and enhancements to client services-related computer systems.

ADVISORY COMMITTEES

Aboriginal Staff Advisory Committee

The Aboriginal Staff Advisory Committee (ASAC) provides Aboriginal and Torres Strait Islander staff with the opportunity to provide advice and guidance to the Chief Executive and Executive Committee on policy, programs and Aboriginal issues across the department.

ASAC representatives are elected for a term of two years by Aboriginal and Torres Strait Islander staff within their region. ASAC is sponsored by the Director General, and meet up to four times a year to discuss major issues impacting on the department, our clients and staff. Objectives include:

- provide expert advice and guidance to the executive on all Aboriginal and Torres Strait Islander business;
- promote innovative approaches to work practices, policies and programs, to strengthen our capacity to work more effectively with our clients and staff;
- utilise the cultural knowledge and expertise of the committee to inform the development and implementation of policy, programs and procedures for clients and staff;
- support the Aboriginal Strategic Coordination Unit (ASCU) to monitor the Aboriginal Strategic Plan;
- provide a voice for Aboriginal and Torres Strait Islander staff on issues that impact on their roles in both the custody and community settings in the department;
- work in partnership with the ASCU on the development of the annual Aboriginal Staff Conference; and
- participate in agency processes that ensure the quality of department services.





SIGNIFICANT INTERDEPARTMENTAL, INTER-AGENCY COMMITTEES CONVENED BY THE DEPARTMENT OF JUVENILE JUSTICE

Public Service Association/Department of Juvenile Justice Joint Consultative Committee

This committee has been established in accordance with industrial protocols as a forum for employee representatives and senior management of the department to raise and address a range of employment-related and workplace issues.

COMMITTEES

CHIEF EXECUTIVE OFFICER FORUMS

- Criminal Justice System Chief Executive Officers Forum
- NSW CEOs Network
- Justice and Human Services Chief Executive Officers' Forum
- Public Sector Chief Executive Officers Forum

INTERDEPARTMENTAL COMMITTEES

Australasian Juvenile Justice Administrators

Director General

Justice Health Board

Director General

Department of Juvenile Justice/Public Service Association Joint Consultative Committee

Director General

Assistant Director General (Operations)

Assistant Director General (Management Services)

Attorney General's Department Justice Disability Advisory Council

Director General

Department of Juvenile Justice/Department of Commerce Capital Works Steering Committee

Director General

Assistant Director General (Operations)

Assistant Director General (Management Services)

Audit and Risk Management Committee

Director General

Assistant Director General (Operations)

Assistant Director General (Management Services)

Department of Juvenile Justice/NSW Treasury Liaison Meeting

Director General

Assistant Director General (Operations)

Assistant Director General (Management Services)

Chief Financial Officer





Department of Juvenile Justice/NSW Ombudsman's Office Liaison Meeting

Director General
Assistant Director General (Operations)
Executive Director, Office of the Director General

Justice and Human Services CEOs Group

Director General

Justice and Human Services CEOs Forum Senior Officers Group

Executive Director, Office of the Director General

Criminal Justice System and Intellectual Disability Senior Officers Group

Executive Director, Office of the Director General

Keep Them Safe Senior Officers Group

Executive Director, Office of the Director General
Director, Programs

Criminal Justice System Chief Executive Officers Senior Officers Group

Executive Director, Office of the Director General

Department of Housing Accord Senior Officers Group

Executive Director, Office of the Director General

Children's Court Advisory Committee

Manager, Legal Branch

Court Users' Group, Bidura Children's Court

Manager, Legal Branch

Freedom of Information and Privacy Officers Network

Project Officer, Freedom of Information and External Relations

Two Ways Together Coordinating Committee

Manager, Aboriginal Strategic Coordination Unit
Executive Director, Office of the Director General

Joint Justice Capital Works Committee

Manager, Procurement and Property Services

Department of Juvenile Justice/Department of Commerce Capital Works Steering Committee

Manager, Procurement and Property Services

Justice Health/Department of Juvenile Justice Capital Works Steering Committee

Manager, Procurement and Property Services

Criminal Justice Program – External Reference Group

Coordinator, FOI, Projects and External Relations

Partnership Against Homelessness

Coordinator, FOI, Projects and External Relations

Cross Justice Agencies Videoconferencing System Steering Committee

Assistant Director General (Operations)
Director, Transport, Placements and Drug Intelligence

Antisocial Behaviour Order Steering Committee

Assistant Director General (Operations)





Mental Health Senior Officers Group

Chief Psychologist

Influenza Pandemic Management Committee

Assistant Director General (Operations)

Western Sydney DJJ/DoCS MOU Regional Coordination Group

Assistant Regional Director, Metropolitan

South Western Sydney DJJ/DoCS MOU Regional Coordination Group

Assistant Regional Director, Metropolitan

YDAC Clinical Governance Committee

Assistant Regional Director, Metropolitan

Chief Psychologist

Willmot Bus Safety Agency Response Group

Local Juvenile Justice Area Manager, Metropolitan

Mt Druitt Rock Throwing Response Group

Local Juvenile Justice Area Manager, Metropolitan

NSW Premier's Department Regional Coordination Management Group, New England

Regional Director, Northern

NSW Premier's Department Regional Coordination Management Group, North Coast

Regional Director, Northern

Ted Noffs Foundation/Department of Juvenile Justice PALM Consultative Group

Regional Director, Northern

Regional Director, Western

NSW Premier's Department Regional Coordination Management Group, Illawarra/South East Region

Regional Director, Southern and Central Coast

Human Services Sub Committee (North Coast)

Regional Director, Northern

Tabulam Second Chance (Balund-a Program) Facility Working Group

Regional Director, Northern

Toomelah Boggabilla Strategy Sub Committee

Regional Director, Northern

Joint DET/DJJ MOU Committee

Regional Director, Northern

Human Services Management Group (Illawarra)

Regional Director, Southern and Central Coast

NSW Premier's Department Regional Coordination Management Group, Central Coast Region

Regional Director, Southern and Central Coast

Illawarra Crime Prevention Partnership

Regional Director, Southern and Central Coast





DJJ/Justice Health Joint Clinical Governance Committee

Regional Director, Southern and Central Coast
Chief Psychologist

NSW Premier's Department Regional Coordination Management Group, Western and Riverina

Regional Director, Western

Anti-Social Behaviour Pilot Project – Dubbo

Regional Director, Western

Anti-Social Behaviour Pilot Project – Orange

Regional Director, Western

Anti-Social Behaviour Pilot Project – Bourke

Regional Director, Western

Anti-Social Behaviour Pilot Project – Wagga Wagga

Regional Director, Western

Uniform Public Sector Incentives Working Group (Dept Premier and Cabinet)

Regional Director, Western

Redfern Waterloo Partnership Project

Assistant Regional Director, Metropolitan

Senior Officers Group – Human Services, North Sydney

Assistant Regional Director, Metropolitan

Senior Officers Group – Human Services, Central and Inner West Sydney

Assistant Regional Director, Metropolitan

NSW Premier's Department Regional Coordination Management Group – South West and Western Sydney Regions

Regional Director, Metropolitan

Anti-Social Behaviour Project Steering Committee – Eastern Beaches

Local Juvenile Justice Area Manager, Metropolitan

Senior Officers Group – Youth Drug and Alcohol Court Program

Assistant Regional Director, Metropolitan

Child Protection Senior Officers Group

Chief Psychologist

Senior Officers Coordinating Committee on Drugs and Alcohol

Director, Programs

Senior Officers Group on Mental Health

Chief Psychologist

Senior Officers Group – Youth Drug and Alcohol Court Program

Chief Psychologist

Children's Court Clinic Professional Advisory Group

Chief Psychologist

Children's Court Clinic Professional Advisory Group

Chief Psychologist





Child Protection Watch Team Implementation Committee

Chief Psychologist

Children and Young People Health Task Force

Chief Psychologist

State Reference Group on Diversion

Director, Programs

Integrated Services Project for Clients with Challenging Behaviours

Chief Psychologist

Young Offenders Advisory Council

Director General

SENIOR OFFICERS COMMITTEES

Department of Education and Training/Department of Juvenile Justice Senior Officers Group

Assistant Director General (Operations)

Senior Officers Coordinating Committee on Drugs (Diversion)

Director, Youth Justice Conferencing

Senior Officers Coordination Committee for Drugs and Alcohol

Assistant Director General (Operations)

Senior Officers Group on Intellectual Disability and the Criminal Justice System

Executive Director, Office of the Director General

Senior Officers Group – Aboriginal Child Sexual Assault Taskforce

Director, Programs

Manager, Aboriginal Strategic Coordination Unit

Western Sydney Human Services Senior Officers Group

Assistant Regional Director, Metropolitan

Senior Officers Group Justice Disability Action Plan

Coordinator, FOI, Projects and External Relations



APPENDIX 3: POLICIES AND PLANS

DRAFT ETHNIC AFFAIRS PRIORITY PLAN FOR 2007-2011

The department's ethnic affairs priorities for 2007-2011 include:

- enhancing the cultural appropriateness of services to all Culturally and Linguistically Diverse (CALD) groups in juvenile justice centres and community offices;
- developing and delivering cultural training for staff; and
- ensuring equitable access for CALD clients to funded services that are responsive to cultural and linguistic diversity.

In accordance with the provisions of the *Community Relations Commission & Principles of Multiculturalism Act 2000*, the department maintains an on-going Ethnic Affairs Priorities Statement (EAPS) program. The departmental Action Plan for this program is currently being reviewed in accordance with preliminary findings from the Community Relations Commission's review of EAPS operational issues. During the year, the department participated in the Commission's deliberations led by consultants from the University of NSW.

The department is one of the designated 'EAPS key agencies' because of the role it plays in the delivery of public sector services to the NSW multicultural community.

The department respects social and cultural diversity amongst its staff and clients, and implements its EAPS obligations with the following objectives:

- delivery of core services in a culturally appropriate manner;
- departmental planning is an inclusive process;
- staff training includes cultural diversity issues; and
- language services and information are designed for a culturally diverse client group.

Amongst initiatives taken in 2008-09, was participation with the Community Relations Commission and the NSW Police in a process of involving community members in dealing

with young offenders from diverse cultural backgrounds. A Community Resource List was prepared and maintained by the Commission of people who can be called upon from various communities by the NSW Police when giving cautions and by this department to provide convenors for Youth Justices Conferences.

The roles and responsibilities of the people on the Community Resource List vary but overall their purpose is to provide advice about relevant cultural issues and to play a role in reducing the risk of re-offending by young people from diverse cultural backgrounds.

This initiative is currently being piloted in the Fairfield area. So far, 20 respected community members have been trained for participation in Youth Justice Conferences.

DISABILITY ACTION PLAN

The department has a legislative responsibility under the *Disability Services Act 1993 NSW* to maintain a Disability Action Plan. This Plan was revised in November 2008 in accordance with new *Guidelines for disability action planning for NSW Government* agencies issued in September 2008. The main change in the Guidelines and, therefore in the departmental Disability Action Plan, is to introduce an increased responsibility for outcomes relating to staff and clients with a disability.

The Disability Action Plan is closely linked to complementary disability strategies in the *NSW State Plan 2006-2016*, the *Corporate Plan 2007-2011* and the *Aboriginal Strategic Plan 2007-2011*. It further develops the disability competence and confidence of staff in working with young people with complex needs.

The department recognises that disabilities cover physical and intellectual as well as mental health issues. According to the Young People in Custody (2003) and Young People in Community (2006) Health Surveys, mental health issues are present in over 80 per cent of young offenders in juvenile justice custody and about 40 per cent of those on community-





based orders. The surveys also revealed intellectual disabilities are found in about 10 per cent of both groups.

The department continues its participation in a number of forums developing strategies relevant to the needs of people with a disability:

- the Director General attends and chaired one session of the Justice Disability Advisory Council (JDAC) established by the Attorney General's Department to discuss justice disability issues and whole of government strategies for addressing them. He shared particular areas of concern about Aboriginal young people with complex needs in the juvenile justice system.
- the department is participating in the Senior Officers Group (SOG) on People with an Intellectual Disability in the Criminal Justice System (ID & CJS) which is focused on developing evidence-based responses to the risks and challenges that face people with an intellectual disability within that system. Juvenile Justice has implemented the principles of service delivery developed by the ID& CJS SOG and reports on progress in the Annual Report.
- the department's Youth Justice Conferencing (YJC) group participated with the Criminal Justice Support Network; the Department of Ageing, Disability and Homecare's Behaviour Intervention Service (BIS); NSW Police; Justice Health's Adolescent Community Forensic Mental Health Service; People with a Disability (PWD); and, the NSW Council for Intellectual Disability (NCID), in developing a *Checklist for People with Additional Support Needs in Youth Justice Conferences*, particularly where participants have disabilities. Training for all YJC convenors across NSW was completed by July 2008 and the *Checklist* has been implemented. The *Checklist* has been commended as a simple and useful non diagnostic tool to help practitioners by both the *Enabling Justice Report* in May 2008 and the *Preventing Crime and Promoting Rights for Indigenous Young People with Cognitive Disabilities and Mental Health Issues* in November 2008.

The Annual Stocktake for the *Disability Action Plan* has again been conducted to ensure that implementation of relevant policies and procedures is on track. It was found that:

- disability screening continues using an approved assessment tool for all new detainees, and this is backed up by screening by Justice Health and the Department of Education and Training.
- all juvenile justice centres and community staff continue to receive disability awareness training. This includes completion of stage 2 of an intensive six-week core skill development program for Community staff who regularly engage with young people with disabilities. This Program provides practical information and skills for improving interactions with young people with disabilities including youth mental health first aid.
- all departmental facilities meet accessibility standards.
- all staff are trained in emergency procedures; including those procedures for staff, young offenders and visitors with disabilities.

NSW GOVERNMENT ACTION PLAN FOR WOMEN

The NSW Government Action Plan for Women outlines the government's commitments, priorities and initiatives for women. In 2008-09, the Department of Juvenile Justice continued to review and progress its initiatives and commitment to women clients and staff.

Government Philosophy in Relation to Women and the Whole-of-Government Approach to Addressing Women's Issues and Concerns

Australian Government policies on women are influenced by the nation's commitments under the Convention of Elimination of All Forms of Discrimination against Women and reinforced in the Platform for Action adopted at the Fourth United Nations World Conference on Women in Beijing in 1995.

The principles of equity, access, rights and participation underpin the NSW Government's philosophy in relation to women. In particular, the government focuses on initiatives and services for women with the least access to social and economic resources.



APPENDIX 4: SUSTAINABILITY MANAGEMENT

The department's sustainability management, purchasing, property management and environmental management are managed by the Property and Procurement Services branch.

The branch has the responsibility of leading and directing the department's asset management framework, policy, systems, procedures and strategy, including physical security requirements, to ensure the efficient and cost effective management of the department's property and procurement portfolio.

Sustainability Management

In 2006-07, the department formed an Environmental Management Committee to improve its environmental performance and to better manage environmental issues.

The committee is in the process of reformation to become the Sustainability Management Committee, which aims to manage the department's social and economic as well as environmental impacts. The committee will be tasked with overseeing the implementation of a strategic Sustainability Management Plan (SMP) integrating sustainability across the department and ensuring compliance with government reporting and targets governed by the NSW Government Sustainability Policy.

The revised SMP and committee aim to help focus the work and management of the department's key resources to meet the following objectives:

- reduce the consumption of energy, water and other resources;
- reduce waste and pollution;
- develop and promote a culture of environmental leadership and responsibility across the department; and
- develop and implement ecologically sustainable development.

Waste Reduction and Purchasing

The department continues to be proactive in purchasing products and materials with recycled content in accordance with the NSW Waste Reduction and Purchasing Policy (WRAPP) and the department Waste Management Policy.

The department adheres to existing procedures to ensure all white photocopy paper is procured with a high level of recycled content and has an agreement with a government contracted supplier of toner cartridges to recycle all used cartridges for re-purchase. The department continues to investigate sustainable procurement and operational opportunities in centres and offices to reduce resource consumption and increase reuse and recycling of unavoidable materials. This process includes conducting waste assessments across centres and offices to identify opportunities to reduce waste sent to landfill and increase recycling.

Energy Management

The department is exploring energy efficiency opportunities and practical applications to reduce its overall energy consumption in centres and offices. The department aims to deliver year-on-year savings by meeting energy reduction targets reflected in the Corporate Plan and developing site specific action plans to reduce energy consumption.

Throughout the financial year 2008-09, energy audits of centres and corporate offices were commissioned to identify where efficiencies can be achieved and technologies utilised to deliver tangible savings. The recommendations of the report are under review pending implementation in financial year 2009-10.

The department continues to procure six percent of green power across all juvenile justice centres and ten percent for community and regional office accommodation.





Annual Energy Consumption in kWh (excluding fuel oil)			
	05-06	06-07	07-08
Custodial Facilities	8,695,276	9,747,683	9,639,946
Office Accommodation	1,380,824	1,299,697	1,435,144
Total Energy Consumption	10,076,100	11,047,380	11,075,090
Consumption per detainee/ per day*	77	80	67

* Consumption per detainee/per day = Custodial facilities annual energy consumption in kWh divided by total no. of custodial bed nights

The department's total energy consumption for 2007-08 was 11,075,090 kWhs which was less than a 1per cent increase on the total energy consumption for 2006-07 which was 11,047,380 kWhs.

The number of custodial bed nights increased in 2007-08 from 2006-07 however the overall consumption per detainee per day has reduced by 16 per cent in 2007-08 from 2006-07.

Energy consumption has increased across office accommodation by 10 per cent in 2007-08 from 2006-07. The SMP, NABERS ratings and site specific action plans will aim to mitigate further increases.

Official figures for energy consumption during 2008-09 will be lodged and published in accordance with DECC requirements in October 2009 for reporting in 2009-10.

Water Management

The department is taking steps to reduce its potable water consumption in centres and offices. This process includes reporting annual water consumption as part of the NSW Government Sustainability Policy and developing targets for water reduction across the department.

The department commissioned water audits during 2008-09 at the majority of centres to identify inefficiencies in water usage. The findings are currently being used to develop a strategic water management plan and site specific action plans which will include revising operational procedures and installing water saving devices aimed at reducing the department's water consumption

Transport Management

The department continues to balance the requirement for high Cleaner Government

Fleet scores, safety, usage requirements and reduction in fuel consumption for its transport fleet.

Proportion of vehicles by fuel type				
	05-06	06-07	07-08	08-09
Unleaded	76%	69%	67%	70%
LPG	7%	11%	11.5%	4%
Diesel	16%	18%	20.5%	25%
Hybrid	1%	1%	1%	1%

The department has a fleet of 229 vehicles as at June 2009. This includes passenger, light commercial and commercial vehicles which is an increase of four vehicles over the reporting period. Motor vehicles are selected to ensure the department can reduce total fuel consumption, improve energy efficiency, and reduce greenhouse gas emissions and life cycle costs. Smaller passenger vehicles comprise the majority of the metropolitan fleet. In regional areas, where high annual kilometres can be expected, the fleet has increased its use of diesel fuelled vehicles in an effort to reduce fuel costs and consumption. The reduction in LPG fuelled vehicles is a result of replacing 6 cylinder LPG vehicles with more efficient 4 cylinder vehicles.

The department has continued to decrease fuel consumption, when compared to distances travelled, through improvements in driver awareness and vehicle efficiency. Ethanol (E10) fuel continues to be used in fleet vehicles in an effort to lower fuel costs.

While fuel costs and consumption are a large focus for the fleet, safety still continues to be a prime factor in fleet choice, ensuring that all new vehicles and replacement vehicles have the maximum active and passive safety features such as ABS, air bags and stability control.





APPENDIX 5: OVERSEAS VISITS

OVERSEAS VISITS

The table below outlines details of official overseas visits conducted by departmental staff in 2007-08.

Officer	Dates	Destination	Purpose	Funding Source
Valda Ruisis	21-26 May 2009	China	To present paper at Children's Rights Workshop in Beijing	Human Rights and Equal Opportunity Commission

APPENDIX 6: PUBLICATIONS

List of publications

- Annual Reports
- Policy for the Management of Difficult Behaviour
- Client Protection Policy
- Brochure, About the Department of Juvenile Justice
- Brochure, DNA Testing, What does it mean for young people?
- Brochure, Youth Justice Conferencing: a guide
- Brochure, Graffiti Solutions
- Code of Conduct Pocket Guide
- Detainee Urinalysis Information Form
- Tagata Moana – Pacific Island Resource Guide
- Family Information Kit

Juvenile Justice Centre Induction Booklets

- What goes on in Cobham?
- What goes on in Reiby?
- What goes on in Riverina?
- What goes on in Acmena?
- What goes on in Baxter?
- What goes on in Orana?

Psychological and Specialist Services Pamphlets

- Forensic Program
- Violent Offender Program
- Sex Offender Program
- Alcohol and Other Drugs Program

APPENDIX 7: ABOUT THIS ANNUAL REPORT

Cost of Producing the Annual Report

The total external cost for producing the 2008-09 Annual Report was \$11,973. The report is available from the department's website, www.djj.nsw.gov.au.





APPENDIX 8: ACCESS AND ADDRESSES

Minister

The Honourable Graham West MP
Minister for Juvenile Justice
Minister for Volunteering
Minister for Youth

Level 13, 55 Hunter Street
1 Farrer Place
SYDNEY NSW 2000

Phone (02) 9228 4228

Fax (02) 9228 4598

Department of Juvenile Justice

Central Support Office
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SYDNEY NSW 2000

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Haymarket NSW 1240

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Fax (02) 9219 9511

Business Hours:

Monday to Friday, 8:30 AM to 5:00 PM

REGIONAL OFFICES

Metropolitan Region

Great Western Highway and Water Street
St Marys NSW 2760

P O Box 539

St Marys NSW 1790

Phone (02) 9833 6595

Fax (02) 9673 3233

Northern Region

4/124 Woodlark Street
Lismore NSW 2480

PO Box 97

Lismore NSW 2480

Phone (02) 6623 4200

Fax (02) 6622 0146

Western Region

37-39 Carrington Avenue
Dubbo NSW 2830

PO Box 865

Dubbo NSW 2830

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JUVENILE JUSTICE CENTRES

Acmena Juvenile Justice Centre

Lot 57 Swallow Road
Grafton NSW 2460

PO Box 542

Grafton NSW 2460

Phone (02) 6643 0000

Fax (02) 6643 0019

Cobham Juvenile Justice Centre

Great Western Highway and Water Street
St Marys NSW 2760

P O Box 539

St Marys NSW 1790

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Fax (02) 9673 4917

Broken Hill Juvenile Justice Centre

146 Chloride Street
Broken Hill NSW 2880

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Broken Hill NSW 2880

Phone (08) 8088 6321

Fax (08) 8087 3594

Emu Plains

Old Bathurst Road
Emu Plains NSW 2750

Phone (02) 4728 6300

Fax (02) 4728 6330





JUVENILE JUSTICE COMMUNITY SERVICES

Frank Baxter Juvenile Justice Centre

Pacific Highway
Kariong NSW 2250
PMB
West Gosford NSW 2250
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Fax (02) 4340 3862

Juniperina Juvenile Justice Centre

169 Joseph St
Lidcombe NSW 2141
Phone (02) 8737 5000
Fax (02) 8737 5021

Orana Juvenile Justice Centre

Westview Street
Dubbo NSW 2830
PO Box 1047
Dubbo NSW 2830
Phone (02) 6881 0800
Fax (02) 6881 0810

Reiby Juvenile Justice Centre

20 Briar Road
Airds NSW 2560
Phone (02) 4629 3800
Fax (02) 4629 3856

Riverina Juvenile Justice Centre

Fernleigh and Glenfield Roads
Wagga Wagga NSW 2650
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Wagga Wagga NSW 2650
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Albury NSW 2640
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Bathurst

Shop 8, 112 Keppel Street
Bathurst NSW 2795
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Bathurst NSW 2795
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Fax (02) 6332 3692

Bega

Suite 4, 106 Auckland Street
Bega NSW 2550
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Bega NSW 2550
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Blacktown East

211 Stephen Street
Blacktown NSW 2148
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Blacktown NSW 2148
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Fax (02) 9831 2470

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Bourke NSW 2840
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Bourke NSW 2840
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Fax (02) 6870 1975

Bowral

Suite 5, AMP Building
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Bowral NSW 2576
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Fax (02) 4862 2212

Broken Hill

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Broken Hill NSW 2880
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Campbelltown NSW 2560
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Campbelltown NSW 2560
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Fax (02) 4625 4506

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Coffs Harbour NSW 2450
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 Fax (02) 9724 6264

Glen Innes

Corner Meade & East Avenue
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Gosford

15 Watt Street
 Gosford NSW 2250
 PO Box 1927
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 Phone (02) 4325 6800
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Goulburn

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 Goulburn NSW 2580
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 Goulburn NSW 2580
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 Fax (02) 4822 1939

Grafton

Office B
 120 Fitzroy Street
 Grafton NSW 2460
 PO Box 5
 Grafton NSW 2460
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 Fax (02) 6642 5477

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 Moree NSW 2400
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 Moree NSW 2400
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 Muswellbrook NSW 2333
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 Islington NSW 2296
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 Nowra NSW 2541
 PO Box 781
 Nowra NSW 2541
 Phone (02) 4423 0556
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Orange

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 Orange NSW 2800
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 Orange NSW 2800
 Phone (02) 6361 1282
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Penrith

Level 3, 2-6 Station Street
 Penrith NSW 2750
 PO Box 4087
 Penrith Westfield NSW 2750
 Phone (02) 4720 3600
 Fax (02) 4720 3690

Petersham

22 Middleton Street
 Petersham NSW 2049
 DX 11941J
 Silverwater NSW
 Phone (02) 85852600
 Fax (02) 95500867

Queanbeyan

Level 4, 34 Lowe Street
 Queanbeyan NSW 2620
 PO Box 710
 Queanbeyan NSW 2620
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 Fax (02) 6299 6781

Sydney

64-76 Kippax Street
 Surry Hills NSW 2010
 Phone (02) 9215 3399
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**Tamworth**

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Taree

Shop 2, 6 Macquarie Street
Taree NSW 2420
PO Box 989
Taree NSW 2420
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Tweed Heads (PCYC)

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Tweed Heads NSW 2485
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Wagga Wagga

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Wollongong

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Block B, Level 2
84 Crown Street
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PO Box 328
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Youth Drug and Alcohol Court

7 Speed Street
Liverpool NSW 2170
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Haberfield NSW 2045
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