


CHAPTER 8
FINANCIAL STATEMENTS




DEPARTMENT OF JUVENILE JUSTICE
STATEMENT BY DEPARTMENT HEAD
FOR THE YEAR ENDED 30 JUNE 2007

Pursuant to Section 45F of the *Public Finance and Audit Act 1983*, I state that:

- (a) the accompanying financial statements have been prepared in accordance with applicable Australian Accounting Standards, the requirements of the *Public Finance and Audit Act 1983* and Regulation and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer.
- (b) the statements exhibit a true and fair view of the financial position and transactions of the agency.
- (c) there are no circumstances that would render any particulars included in the financial statements to be misleading or inaccurate.


JENNIFER MASON
Director General


TERRY STRATFORD
Manager, Finance



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDITOR'S REPORT

Department of Juvenile Justice

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the Department of Juvenile Justice (the Department), which comprises the balance sheet as at 30 June 2007, and the operating statement, statement of recognised income and expense, cash flow statement, and summary of compliance with financial directives for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Department as of 30 June 2007, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 45E of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2005.

The Director General's Responsibility for the Financial Report

The Director General is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PF&A Act. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Director General, as well as evaluating the overall presentation of the financial report.

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

My opinion does *not* provide assurance:

- about the future viability of the Department,
- that it has 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.

Independence

In conducting this audit, the Audit Office has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A 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.



Peter Carr
Director, Financial Audit Services

19 October 2007
SYDNEY

Operating Statement for the Year Ended 30 June 2007

	Notes	Actual 2007 \$'000	Budget 2007 \$'000	Actual 2006 \$'000
Expenses excluding losses				
Operating expenses				
Employee related	2(a)	108,172	103,442	101,562
Other operating expenses	2(b)	24,392	23,990	24,055
Depreciation and amortisation	2(c)	7,464	7,810	6,685
Grants and subsidies	2(d)	5,971	6,702	6,227
Finance costs	2(e)	24	-	30
Total Expenses excluding losses		146,023	141,944	138,559
Less:				
Revenue				
Sale of goods and services	3(a)	3	-	95
Investment revenue	3(b)	728	486	577
Grants and contributions	3(c)	2,254	2,423	2,505
Other revenue	3(d)	2,166	363	5,719
Total Revenue		5,151	3,272	8,896
Gain/(loss) on disposal	4	(30)	-	(9,685)
Net Cost of Services	21	140,902	138,672	139,348
Government Contributions				
Recurrent appropriation	5	127,518	127,687	122,658
Capital appropriation	5	8,008	8,008	12,906
Acceptance by the Crown Entity of employee benefits and other liabilities	6	3,224	3,481	3,645
Total Government Contributions		138,750	139,176	139,209
SURPLUS / (DEFICIT) FOR THE YEAR		(2,152)	504	(139)

The accompanying notes form part of these statements

Statement of Recognised Income and Expense for the Year Ended 30 June 2007

	Notes	Actual 2007 \$'000	Budget 2007 \$'000	Actual 2006 \$'000
Net increase/(decrease) in property, plant and equipment asset revaluation reserve		3,973	-	5,741
TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY		3,973	-	5,741
Surplus/ (Deficit) for the Year		(2,152)	504	(139)
TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR	17	1,821	504	5,602

The accompanying notes form part of these statements

Balance Sheet as at 30 June 2007

	Notes	Actual 2007 \$'000	Budget 2007 \$'000	Actual 2006 \$'000
ASSETS				
Current Assets				
Cash and cash equivalents	8	11,074	14,252	13,146
Receivables	10	2,139	2,037	2,187
Assets held for sale	11	376	-	-
Total Current Assets		13,589	16,289	15,333
Non-Current Assets				
Property, Plant and Equipment				
- Land and buildings	12	179,304	193,142	195,003
- Plant and equipment	12	7,575	7,457	6,002
- Infrastructure systems	12	39,735	22,958	21,638
Total Property, plant and equipment		226,614	223,557	222,643
Intangible assets	13	5,387	4,492	5,208
Total Non-Current Assets		232,001	228,049	227,851
Total Assets		245,590	244,338	243,184
LIABILITIES				
Current Liabilities				
Payables	14	4,714	4,436	4,132
Provisions	15	9,818	9,756	9,534
Other	16	19	234	234
Total Current Liabilities		14,551	14,426	13,900
Non-Current Liabilities				
Provisions	15	634	824	700
Total Non-Current Liabilities		634	824	700
Total Liabilities		15,185	15,250	14,600
Net Assets		230,405	229,088	228,584
EQUITY				
Reserves	17	64,546	60,573	60,573
Accumulated funds	17	165,859	168,515	168,011
Total Equity		230,405	229,088	228,584

The accompanying notes form part of these statements

Cash Flows Statement for the Year Ended 30 June 2007

	Notes	Actual 2007 \$'000	Budget 2007 \$'000	Actual 2006 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(104,170)	(99,311)	(97,105)
Grants and subsidies		(5,971)	(6,702)	(6,227)
Other		(29,284)	(28,075)	(29,394)
Total Payments		(139,425)	(134,088)	(132,726)
Receipts				
Sale of goods and services		3	-	95
Interest received		698	556	506
Other		9,350	6,951	12,551
Total Receipts		10,051	7,507	13,152
Cash Flows from Government				
Recurrent appropriation		127,537	127,687	122,883
Capital appropriation		8,008	8,008	12,915
Cash transfers to the Consolidated Fund		(234)	-	(464)
Net Cash Flows from Government		135,311	135,695	135,334
NET CASH FLOWS FROM OPERATING ACTIVITIES	21	5,937	9,114	15,760
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of Land and Buildings, Intangibles, Plant and Equipment and Infrastructure Systems		23	-	14
Purchases of Land and Buildings, Intangibles, Plant and Equipment and Infrastructure Systems		(8,032)	(8,008)	(13,052)
NET CASH FLOWS FROM INVESTING ACTIVITIES		(8,009)	(8,008)	(13,038)
NET INCREASE/(DECREASE) IN CASH		(2,072)	1,106	2,722
Opening cash and cash equivalents		13,146	13,146	10,424
CLOSING CASH AND CASH EQUIVALENTS	8	11,074	14,252	13,146

The accompanying notes form part of these statements

Summary of Compliance with Financial Directives

	2007				2006			
	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund
Original Budget Appropriation / Expenditure	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Appropriation Act	127,687	127,518	8,008	8,008	120,383	120,158	12,665	12,461
	127,687	127,518	8,008	8,008	120,383	120,158	12,665	12,461
Other Appropriations / Expenditure								
s 27 PF&AA - transfers to another department	(150)	-	-	-	-	-	-	-
Treasurer's Advance	-	-	-	-	2,500	2,500	500	445
	(150)	-	-	-	2,500	2,500	500	445
Total Appropriations / Expenditure/ Net Claim on Consolidated Fund (includes transfer payments)	127,537	127,518	8,008	8,008	122,883	122,658	13,165	12,906
Amount drawn down against Appropriation		127,537		8,008		122,883		12,915
Liability to Consolidated Fund *		19		-		225		9

The Summary of Compliance is based on the assumption that Consolidated Fund monies 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 FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) *Reporting Entity*

The Department of Juvenile Justice is a reporting entity with no other entities under its control.

The Department of Juvenile Justice is a NSW government department. The Department is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

As the agency operates under one program, the provision of a separate program statement is not considered necessary. The information relating to this program is shown in the agency's Operating Statement.

The financial report for the year ended 30 June 2007 has been authorised for issue by the Director-General on 18th October 2007.

(b) *Basis of Preparation*

The agency's financial report is a general purpose financial report which has been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian equivalents to International Financial Reporting Standards (AIFRS));
- the requirements of the *Public Finance and Audit Act 1983* and Regulation; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer.

Property, plant and equipment are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial report.

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

(c) *Statement of Compliance*

The financial statements and notes comply with Australian Accounting Standards, which include AIFRS.

(d) *Income Recognition*

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below.

(i) *Parliamentary Appropriations & Contributions*

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as income when the agency 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 16 as part of "Current Liabilities - Other". The amount will be repaid and the liability will be extinguished next financial year.

(ii) Sale of Goods

Revenue from the sale of goods is recognised as revenue when the agency transfers the significant risks and rewards of ownership of the assets.

(iii) Rendering of Services

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

(iv) Investment revenue

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*. Rental revenue is recognised in accordance with AASB 117 *Leases* on a straight-line basis over the lease term.

(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 paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

Long-term annual leave that is not expected to be taken within 12 months is measured at present value in accordance with AASB 119 *Employee Benefits*. Market yields on Commonwealth government bonds as published by the Reserve Bank of Australia are used to discount long-term annual leave. Rates used are as at reporting date and relate to a term similar to that of the liability being measured.

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 agency's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The agency 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".

Long service leave is measured at present value in accordance with AASB 119 *Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 07/04) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

The superannuation expense for the financial year is determined by using the formulae 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 agency has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

Any provisions for restructuring are recognised only when an agency has a detailed formal plan and the agency has raised a valid expectation in those affected by the restructuring that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected.

If the effect of the time value of money is material, provisions are discounted using the market yield on Commonwealth government bonds as published by the Reserve Bank of Australia which is a pre-tax rate that reflects the current market assessments of the time value of money and the risks specific to the liability. Rates used are as at reporting date and relate to a term similar to that of the liability being measured.

(f) **Insurance**

The agency'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 claim experience.

(g) **Accounting for the Goods and Services Tax (GST)**

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

- 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.

Cash flows are included in the cash flow statement on a gross basis. The GST component of the cash flow arising from investing and financing activities which is recoverable from or payable to the taxation authority is classified as operating cash flow.

(h) **Acquisition of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the agency. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition (see also assets transferred as a result of an administrative restructure – Note (v)).

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. deferred payment amount is effectively discounted at an asset-specific rate.

(i) **Capitalisation Thresholds**

Property, plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

(j) **Revaluation of Property, Plant and Equipment**

Physical non-current assets are valued in accordance with the "Valuation of Physical

Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 07-1). This policy adopts fair value in accordance with AASB 116 *Property, Plant and Equipment*.

Property, plant and equipment is measured on an existing use basis, where there are no feasible alternative uses in the existing natural, legal, financial and socio-political environment. However, in the limited circumstances where there are feasible alternative uses, assets are valued at their highest and best use.

Fair value of property, plant and equipment is determined based on the best available market evidence, including current market selling prices for the same or similar assets. Where there is no available market evidence, the asset's fair value is measured at its market buying price, the best indicator of which is depreciated replacement cost.

Land and buildings and infrastructure assets are revalued at least every five years or 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 revaluation was completed on 30 June 2007 and was based on an independent assessment. The valuations were performed by the Australian Valuation Office.

Non-specialised 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 are separately restated.

For other assets, any balances of accumulated depreciation 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.

As a not-for-profit entity, 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.

(k) ***Impairment of Property, Plant and Equipment***

As a not-for-profit entity with no cash generating units, the agency is effectively exempted from AASB 136 *Impairment of Assets* and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

(l) ***Depreciation of Property, Plant and Equipment***

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 agency.

All material separately identifiable components of assets are depreciated over their shorter useful lives.

Land is not a depreciable asset.

Depreciation of the agency's assets for accounting purposes is provided for as follows:

- **Buildings (including furniture and fittings) and Infrastructure**
Buildings and infrastructure are depreciated over 50 years. Furniture and fittings in leasehold premises are amortised over the unexpired period of the lease or the useful life of the asset, whichever is the shorter.
- **Plant and Equipment**
Computer equipment that forms part of a network is aggregated as a single asset and depreciated over 4 years. Major plant is depreciated over 10 years. All other plant and equipment is depreciated over 5 years.

The useful lives of assets are reviewed on an annual basis.

(m) **Major Inspection Costs**

When each major inspection is performed, the labour cost of performing major inspections for faults is recognised in the carrying amount of an asset as a replacement of a part, if the recognition criteria are satisfied.

(n) **Restoration Costs**

The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, to the extent it is recognised as a liability.

(o) **Maintenance**

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

(p) **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.

The agency has not entered into any finance leases.

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

(q) **Intangible Assets**

The agency recognises intangible assets only if it is probable that future economic benefits will flow to the agency and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

All research costs are expensed. Development costs are only capitalised when certain criteria are met.

The useful lives of intangible assets are assessed to be finite.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the agency's intangible assets, the assets are carried at cost less any accumulated amortisation.

The agency's softwares are amortised using the straight line method over a period of 5 years.

In general, intangible assets are tested for impairment where an indicator of impairment exists. However, as a not-for-profit entity with no cash generating units, the agency is effectively exempted from impairment testing (refer para (k)).

(r) **Receivables**

Receivables are non-derivative financial assets with fixed or determinable payment that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the Operating Statement when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(s) **Impairment of financial assets**

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the impairment loss is recognised in the Operating Statement.

When an available for sale financial asset is impaired, the amount of the cumulative loss is removed from equity and recognised in the Operating Statement, based on the difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss previously recognised in the Operating Statement.

Any reversals of impairment losses are reversed through the Operating Statement, where there is objective evidence, except reversals of impairment losses on an investment in an equity instrument classified as "available for sale" must be made through the reserve. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

(t) **Trust Funds**

The agency receives monies in a trustee capacity as set out in Note 22. As the agency performs only a custodial role in respect of these monies, and because the monies cannot be used for the achievement of the agency's own objectives, these funds are not recognised in the financial statements.

(u) **Other Assets**

Other assets are recognised on a cost basis.

(v) **Equity Transfers**

The transfer of net assets between agencies as a result of an administrative restructure, transfers of programs / functions and parts thereof between NSW public sector agencies is designated as a contribution by owners and recognised as an adjustment to "Accumulated Funds". This treatment is consistent with Interpretation 1038 *Contributions by Owners Made to Wholly Owned Public Sector Entities*.

Transfers arising from an administrative restructure between government departments are recognised at the amount at which the asset was recognised by the transferor government department immediately prior to the restructure. In most instances this will approximate fair value. All other equity transfers are recognised at fair value.

(w) **Payables**

These amounts represent liabilities for goods and services provided to the agency and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(x) **Budgeted Amounts**

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s21A, s24 and/or s26 of the *Public Finance and Audit Act 1983*.

The budgeted amounts in the Operating Statement and the Cash Flow Statement are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Balance Sheet, 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).

(y) **Comparative Information**

Where necessary, comparative information has been re-classified to enhance comparability in respect of changes in presentation adopted in the current year.

(z) **New Australian Accounting Standards issued but not effective**

The following new Accounting Standards have not been applied and are not yet effective:

- AASB 101 'Presentation of Financial Statements';
- AASB 7 & AASB 2005-10 'Financial Instruments: Disclosures';
- AASB 8 & AASB 2007-03 'Operating Segments';
- AASB 123 'Borrowing Costs';
- AASB 2007-4 'Amendments to Australian Accounting Standards arising from ED 151 and other Amendments';
- AASB 1049 'Financial Reporting of General Government Sectors by Governments';
- Interpretation 4 'Determining whether an Arrangement contains a Lease';
- Interpretation 10 'Interim Financial Reporting and Impairment';

The impact of these Standards in the period of initial application is considered minimal, as most of the new Accounting Standards are not applicable to the department's reporting.

2 EXPENSES EXCLUDING LOSSES

	2007 \$'000	2006 \$'000
(a) Employee related expenses		
Salaries and wages (including recreation leave)	86,039	79,851
Workers' compensation insurance	7,130	6,784
Payroll tax and fringe benefits tax	5,306	5,596
Superannuation - defined benefits plans	1,368	1,387
Superannuation - defined contributions plans	6,373	5,773
Long service leave	1,819	2,145
Redundancy payments	137	26
	<u>108,172</u>	<u>101,562</u>
Employee related costs totalling \$410,493 were capitalised in intangible assets and therefore excluded from the above (2005-06: \$338,461). Workers Compensation costs included a hindsight adjustment deficit for 2002/03 of \$2,146,314 (2005-06: nil)		
(b) Other operating expenses include the following:		
General administration	2,339	2,945
Computer network costs	2,113	2,370
Operating lease rental expense - minimum lease payments	2,989	2,960
Maintenance*	3,685	3,704
Motor vehicles	2,381	2,083
Cleaning and utilities	2,193	1,864
Travel	2,230	1,839
Telecommunications	1,338	1,242
Insurance	681	771
Printing and stationery	572	562
Acquisition of minor plant and equipment	394	469
Auditor's remuneration		
- audit of financial reports	153	151
Consultancy	99	155
Bad and doubtful debts	-	2
Catering - Juveniles	2,069	1,849
Other expenses - Juveniles	1,156	1,089
	<u>24,392</u>	<u>24,055</u>
<i>*Reconciliation - Total maintenance</i>		
Maintenance expense - contracted labour and other (non-employee related), as above	3,685	3,704
Employee related maintenance expense included in Note 2(a)	-	-
Total Maintenance expenses included in Note 2(a) + Note 2(b)	<u>3,685</u>	<u>3,704</u>
(c) Depreciation and amortisation expense		
Depreciation		
Buildings	4,131	3,873
Plant and equipment	1,487	1,598
Infrastructure	885	500
	<u>6,503</u>	<u>5,971</u>
Amortisation - intangibles	961	714
	<u>7,464</u>	<u>6,685</u>
(d) Grants and subsidies		
General grants and contributions	5,301	5,429
Religious attendance on juveniles	269	263
Aboriginal programs	401	535
	<u>5,971</u>	<u>6,227</u>
(e) Finance costs		
Unwinding of discount rate	24	30

3 REVENUE

	2007 \$'000	2006 \$'000
(a) Sales of goods and services		
Rendering of services	3	95
	<u>3</u>	<u>95</u>
(b) Investment revenue		
Interest	708	556
Rents	20	21
	<u>728</u>	<u>577</u>
(c) Grants and contributions		
NSW Health Dept - National Illicit Drug Strategy	2,243	2,178
Attorney General's - Intensive Court Supervision	-	180
Capital Grants - BSDP Interface	-	146
Other	11	1
	<u>2,254</u>	<u>2,505</u>
(d) Other revenue		
Family allowance recovery	378	397
ACT control order	-	185
TMF hindsight adjustment 1999/00 – 2002/03	1,625	3,593
GST refund for salary packaging	59	41
External income	53	14
Other	51	1,489
	<u>2,166</u>	<u>5,719</u>

4 GAIN/(LOSS) ON DISPOSAL

Gain/(loss) on disposal of land and buildings

Proceeds from disposal	-	-
Written down value of assets disposed	-	(9,614)
Net gain/(loss) on disposal of land and buildings	<u>-</u>	<u>(9,614)</u>

Gain/(loss) on disposal of plant and equipment

Proceeds from disposal	23	14
Written down value of assets disposed	(53)	(85)
Net gain/(loss) on disposal of plant and equipment	<u>(30)</u>	<u>(71)</u>

Gain/ (Loss) on disposal of non-current assets

	<u>(30)</u>	<u>(9,685)</u>
--	-------------	----------------

	2007 \$'000	2006 \$'000
5 APPROPRIATIONS		
Recurrent appropriations		
Total recurrent drawdowns from NSW Treasury (per Summary of Compliance)	127,537	122,883
Less: Liability to Consolidated Fund (per Summary of Compliance)	(19)	(225)
	<u>127,518</u>	<u>122,658</u>
Comprising:		
Recurrent appropriations (per Operating Statement)	<u>127,518</u>	<u>122,658</u>
Capital appropriations		
Total capital drawdowns from NSW Treasury (per Summary of Compliance)	8,008	12,915
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	(9)
	<u>8,008</u>	<u>12,906</u>
Comprising:		
Capital appropriations (per Operating Statement)	<u>8,008</u>	<u>12,906</u>

6 ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity:

Superannuation	1,368	1,387
Long service leave	1,774	2,178
Payroll tax	82	80
	<u>3,224</u>	<u>3,645</u>

7 PROGRAMS / ACTIVITIES OF THE DEPARTMENT

The Department of Juvenile Justice operates under a single program 'Juvenile Justice'. The objective and description of that program are as follows:

PROGRAM OBJECTIVES

To seek to break the juvenile crime cycle.

PROGRAM DESCRIPTION

Ensuring provision of quality community and custodial services to maximise the capacity and opportunity of juvenile offenders to choose positive alternatives to offending behaviour.

The objectives and program description has changed from 2007/08.

	2007 \$'000	2006 \$'000
8 CURRENT ASSETS - CASH AND CASH EQUIVALENTS		
Cash at bank and on hand	11,074	13,146

For the purposes of the Cash Flow Statement, cash and cash equivalents includes cash on hand and cash at bank.

Cash and cash equivalent assets recognised in the Balance Sheet are reconciled at the end of the financial year to the Cash Flow Statement as follows:

Cash and cash equivalents (per Balance Sheet)	11,074	13,146
Closing cash and cash equivalents (per Cash Flow Statement)	11,074	13,146

Department of Juvenile Justice has the following banking facilities as at 30 June 2007:

Cheque cashing authority of \$28,350 (2005-06: \$28,200), which is the total amount of encashment facility provided to regions to enable recoupment of urgent and minor expenses.

MasterCard facility of \$25,000 (2005-06: \$25,000), which is the total of the credit limit for all issued credit cards.

Tape negotiation authority of \$8.0 million (2005-06: \$8.0 million). This facility authorises the Bank to debit Department of Juvenile Justice's operating bank account up to the above limit when processing the electronic payroll and accounts payables.

9 RESTRICTED ASSETS

Restricted cash - liability to consolidated funds (Note 16)	19	234
---	----	-----

10 CURRENT ASSETS - RECEIVABLES

Goods & Services Tax	711	1,004
Employee related	486	494
General Insurance	79	81
Interest	348	317
Sundry debtors	64	53
Less: Allowance for impairment	-	(4)
Prepayments	433	233
Other	18	9
	<u>2,139</u>	<u>2,187</u>

11 NON CURRENT ASSETS HELD FOR SALE

Assets held for sale		
Land and buildings	376	-
	<u>376</u>	<u>-</u>

12 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT

	Land and Buildings \$'000	Plant and Equipment \$'000	Infrastructure Systems \$'000	Total \$'000
At 1 July 2006				
Gross Carrying Amount	234,934	16,689	30,643	282,266
Accumulated depreciation and impairment	(39,931)	(10,687)	(9,005)	(59,623)
Net Carrying Amount - at fair value	195,003	6,002	21,638	222,643
At 30 June 2007				
Gross Carrying Amount	218,877	15,720	56,382	290,979
Accumulated depreciation and impairment	(39,573)	(8,145)	(16,647)	(64,365)
Net Carrying Amount - at fair value	179,304	7,575	39,735	226,614

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Land and Buildings \$'000	Plant and Equipment \$'000	Infrastructure Systems \$'000	Total \$'000
Year ended 30 June 2007				
Net carrying amount at start of the year	195,003	6,002	21,638	222,643
Reclassification adjustment	(12,405)	(119)	12,524	-
Net revaluation increment less revaluation decrements	(1,624)	-	5,622	3,998
Additions	2,837	3,232	836	6,905
Disposals	-	(53)	-	(53)
Assets held for sale	(376)	-	-	(376)
Depreciation expense	(4,131)	(1,487)	(885)	(6,503)
Net carrying amount at end of the year	179,304	7,575	39,735	226,614

	Land and Buildings \$'000	Plant and Equipment \$'000	Infrastructure Systems \$'000	Total \$'000
At 1 July 2005				
Gross Carrying Amount	253,010	14,300	22,036	289,346
Accumulated depreciation and impairment	(51,835)	(10,655)	(7,489)	(69,979)
Net Carrying Amount - at fair value	201,175	3,645	14,547	219,367
At 30 June 2006				
Gross Carrying Amount	234,934	16,689	30,643	282,266
Accumulated depreciation and impairment	(39,931)	(10,687)	(9,005)	(59,623)
Net Carrying Amount - at fair value	195,003	6,002	21,638	222,643

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the previous reporting period is set out below.

	Land and Buildings \$'000	Plant and Equipment \$'000	Infrastructure Systems \$'000	Total \$'000
Year ended 30 June 2006				
Net carrying amount at start of the year	201,175	3,645	14,547	219,367
Reclassification adjustment	225	(13)	(212)	-
Net revaluation increment less revaluation decrements	(1,205)	-	6,956	5,751
Additions	9,499	4,054	847	14,400
Disposals	(9,613)	(86)	-	(9,699)
Disposals through administrative restructures	(1,205)	-	-	(1,205)
Depreciation expense	(3,873)	(1,598)	(500)	(5,971)
Net carrying amount at end of the year	<u>195,003</u>	<u>6,002</u>	<u>21,638</u>	<u>222,643</u>

13 INTANGIBLE ASSETS

	Software \$'000	Total \$'000
At 1 July 2006		
Cost (gross carrying amount)	6,234	6,234
Accumulated amortisation and impairment	(1,026)	(1,026)
Net carrying amount - at fair value	<u>5,208</u>	<u>5,208</u>

At 30 June 2007		
Cost (gross carrying amount)	7,374	7,374
Accumulated amortisation and impairment	(1,987)	(1,987)
Net carrying amount - at fair value	<u>5,387</u>	<u>5,387</u>

Year ended 30 June 2007		
Net carrying amount at start of the year	5,208	5,208
Additions (from internal development)	1,140	1,140
Disposals	-	-
Amortisation (recognised in "depreciation and amortisation")	(961)	(961)
Net carrying amount at end of the year	<u>5,387</u>	<u>5,387</u>

	Software \$'000	Total \$'000
At 1 July 2005		
Cost (gross carrying amount)	5,108	5,108
Accumulated amortisation and impairment	(311)	(311)
Net carrying amount - at fair value	<u>4,797</u>	<u>4,797</u>

At 30 June 2006		
Cost (gross carrying amount)	6,234	6,234
Accumulated amortisation and impairment	(1,026)	(1,026)
Net carrying amount - at fair value	<u>5,208</u>	<u>5,208</u>

Year ended 30 June 2006		
Net carrying amount at start of the year	4,797	4,797
Additions (from internal development)	1,125	1,125
Disposals	-	-
Amortisation (recognised in "depreciation and amortisation")	(714)	(714)
Net carrying amount at end of the year	<u>5,208</u>	<u>5,208</u>

	2007	2006
	\$'000	\$'000
14 CURRENT LIABILITIES - PAYABLES		
Accrued salaries and wages and on-costs	1,650	1,088
Creditors	3,064	3,044
	<u>4,714</u>	<u>4,132</u>

15 CURRENT / NON-CURRENT LIABILITIES - PROVISIONS

Current

Employee benefits and related on-costs

Recreation leave*	8,591	7,996
Long service leave oncosts - current	1,109	1,512
	<u>9,700</u>	<u>9,508</u>

Other Provisions

Restoration Costs	118	26
	<u>118</u>	<u>26</u>

Total Current Provisions

	<u>9,818</u>	<u>9,534</u>
--	--------------	--------------

Non-Current

Employee benefits and related on-costs

Long service leave oncosts - Non-Current	58	80
	<u>58</u>	<u>80</u>

Other Provisions

Restoration Costs	576	620
	<u>576</u>	<u>620</u>

Total Non-Current Provisions

	<u>634</u>	<u>700</u>
--	------------	------------

Total Provisions

	<u>10,452</u>	<u>10,234</u>
--	---------------	---------------

* Recreation leave expected to be settled after more than twelve months is \$1.109 million (2005-06: \$1.199 million).

Aggregate employee benefits and related on-costs

Provisions - current	9,700	9,508
Provisions - non-current	58	80
Accrued salaries, wages and on-costs (Note 14)	1,650	1,088
	<u>11,408</u>	<u>10,676</u>

Other provisions represents the present value of the Department's obligation to make-good leased premises, at reporting date. Initial make-good estimates are based on previous restoration costs of similar premises. The assumed settlement date is based on contractual lease terms. The amount and timing of each estimate is reassessed annually.

Movements in provisions (other than employee benefits)

Movements in each class of provision during the financial year, other than employee benefits, are set out below:

	Restoration Costs \$'000	
2007		
Carrying amount at the beginning of financial year	646	
Additional provisions recognised	38	
Amounts used	-	
Unused amounts reversed	(14)	
Unwinding of the discount rate	24	
Carrying amount at the end of financial year	<u>694</u>	
	2007	2006
	\$'000	\$'000

16 CURRENT LIABILITIES - OTHER

Liability to Consolidated Fund	19	234
	<u>19</u>	<u>234</u>

17 CHANGES IN EQUITY

	Accumulated Funds		Asset Revaluation Reserve		Total Equity	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
Balance at the beginning of the financial year	168,011	166,713	60,573	57,474	228,584	224,187
Changes in equity - transactions with owners as owners						
Increase/ (decrease) in net assets from equity transfers (Note 18)	-	(1,205)	-	-	-	(1,205)
Total	<u>-</u>	<u>(1,205)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,205)</u>
Changes in equity - other than transactions with owners as owners						
Surplus/ (deficit) for the year	(2,152)	(139)	-	-	(2,152)	(139)
Increment on revaluation of Land, Buildings and Infrastructure	-	-	3,973	5,741	3,973	5,741
Total	<u>(2,152)</u>	<u>(139)</u>	<u>3,973</u>	<u>5,741</u>	<u>1,821</u>	<u>5,602</u>
Transfers within equity						
Asset revaluation reserve balance transferred to accumulated funds on disposal of asset	-	2,642	-	(2,642)	-	-
Total	<u>-</u>	<u>2,642</u>	<u>-</u>	<u>(2,642)</u>	<u>-</u>	<u>-</u>
Balance at the end of the financial year	<u>165,859</u>	<u>168,011</u>	<u>64,546</u>	<u>60,573</u>	<u>230,405</u>	<u>228,584</u>

Asset revaluation reserve

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the agency's policy on the "Revaluation of Physical Non-Current Assets" as discussed in Note 1.

2007	2006
\$'000	\$'000

18 DECREASE IN NET ASSETS FROM EQUITY TRANSFERS

Land and buildings	-	1,205
Decrease in net assets from administrative restructuring	-	1,205

Non-current assets from the former Yasmar Juvenile Justice Centre were transferred to the Department of Lands in May 2006, following reservation of the site under the *Crown Lands Act (1989)*.

19 COMMITMENTS FOR EXPENDITURE**(a) Capital Commitments**

Aggregate capital expenditure for the acquisition of plant and equipment contracted for at balance date and not provided for:

Not later than one year	4,382	4,980
Total (including GST)	4,382	4,980

(b) Operating Lease Commitments

Future non-cancellable operating lease rentals not provided for and payable:

Not later than one year	4,067	4,254
Later than one year and not later than five years	3,253	5,558
Total (including GST)	7,320	9,812

These commitments are not recognised in the financial statements as liabilities. They comprise rental leases on offices, and leases on motor vehicles.

The total commitments include input tax credits of \$1,056,165 (\$1,341,818 in 2005-06), which represents the GST that is estimated to be recoverable from the Australian Taxation Office.

(c) Other expenditure Commitments

There were no other expenditure commitments at balance date.

20 BUDGET REVIEW

Net cost of services

Actual net cost of services were higher than budget by \$2.2 million. This was mainly due to the increase in employee related expenses relating to opening of additional custodial accommodation units during the year. The department subsequently received an approved increase of \$2.5 million to take the 2006-07 net cost of services to \$141.2 million.

Assets and liabilities

Total assets were higher than budget by \$1.3 million. This was mainly due to a net \$4.0 million increment in value following a formal 5 year revaluation of land & buildings. However, this was offset by a decrease in cash of \$3.0 million.

Total liabilities were equal to budget.

Cash flows

The actual net cash flows from operating activities was lower than budget by \$3.0 million. This was mainly due to an increase in employee related expenses in operating additional custodial accommodation units during 2006-07. Additional expenditure related to higher numbers in custody were met from internal cash resources.

	2007	2006
	\$'000	\$'000
21 RECONCILIATION OF NET CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES		
Net cash flows from operating activities	5,937	15,760
Cash Flows from Government - Recurrent Appropriation	(127,518)	(122,658)
Cash Flows from Government - Capital Appropriation	(8,008)	(12,906)
Acceptance by the Crown Entity of employee benefits and other liabilities	(3,224)	(3,645)
Depreciation	(7,464)	(6,685)
Net Gain/(Loss) on sale of land & buildings, plant & equipment	(30)	(9,685)
(Increase) / decrease in payables	(581)	469
(Increase) / decrease in provisions	(219)	(797)
(Increase) / decrease in other current liabilities	215	234
Increase / (decrease) in receivables	(48)	(906)
Non-cash revenue	14	1,471
Non-cash expenses	24	-
Net cost of services	<u>(140,902)</u>	<u>(139,348)</u>

There were no non-cash component for transfers of fixed assets (2005-06: \$1,205,000) (Note 18).

22 TRUST FUNDS

Cash held on behalf of Juveniles:

Balance at the beginning of the financial year	4	56
Add: Receipts	39	85
Less: Payments	(41)	(137)
Balance at the end of the financial year	<u>2</u>	<u>4</u>

23 FINANCIAL INSTRUMENTS

The Department's principal financial instruments are outlined below. These financial instruments arise directly from the Department's operations. The Department does not enter into or trade financial instruments for speculative purposes. The Department does not use financial derivatives.

Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. An allowance for impairment is raised when there is objective evidence that the entity will not be able to collect all amounts due. The credit risk is the carrying amount (net of any allowance for impairment). No interest is earned on trade debtors. The carrying amount approximates net fair value.

Trade Creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or 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 the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment. No such interest was awarded during the year (2005-06:nil).

Fair value

Financial instruments are carried at (amortised) cost. The fair value of financial instruments approximates their carrying value.

Bank Overdraft

The Department does not have any bank overdraft facility.

Treasury Advances

The Department received no advances in 2006-07 (2005-06: \$3.0 million) from NSW Treasury.

24 CONTINGENT LIABILITIES

As at balance date contingent liabilities are estimated to be \$2.0 million for redundancies associated with the department's internal restructure and \$0.14 million for legal matters (2005-06: nil).

END OF AUDITED FINANCIAL STATEMENTS

CHAPTER 9
APPENDICES



APPENDICES

CONTENTS

1. Principal Legislation	101
2. Changes In Legislation	101
3. Significant Judicial Decisions	103
4. Status of Implementation of Recommendations of the Royal Commission into Aboriginal Deaths In Custody	103
5. Disability Action Plan Status Report 2004-2006	103
6. Ethnic Affairs Priority Statement	104
7. NSW Government Action Plan for Women	105
8. Number of Officers and Employees by Category	106
9. Trends in the Representation and Distribution of EEO Groups	107
10. Overseas Visits	108
11. Code of Conduct and Guarantee of Service	108
12. Freedom Of Information	109
13. Privacy and Personal Information Protection Act 1998	113
14. Exceptional Movements in Wages, Salaries or Allowances	113
15. Statistics Regarding Financial Matters and Credit Card Certification	113
16. Payment of Accounts	115
17. Major Assets.....	116
18. Land Disposal	116
19. Waste Reduction and Purchasing	116
20. Energy Management	116
21. Environmental Management.....	117
22. Principal and Senior Executive Positions	118
23. Significant Interdepartmental, Interagency and Internal Committees.....	120
24. Official Visitors	128
25. Publications: New and Current	128
26. Cost of Producing the Annual Report	129
27. Access and Addresses.....	129

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
- *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

The Government introduced the *Children (Detention Centres) Amendment Act 2006* to Parliament in May 2006. It was passed by Parliament in June 2006 and came into effect on 1 July 2006. The Amendment Act amends *The Children (Detention Centres) Act 1987*, the *Children (Criminal Proceedings) Act 1987* and the *Crimes (Administration of Sentences) Act 1999* to improve administration of detention centres and the management of detainees.

The Amendment Act:

- allows the Director General of the Department of Juvenile Justice to enter into a memorandum of understanding with the Commissioner of Corrective Services with respect to the handling of riots and disturbances at detention centres. The amendments enables the Commissioner of Corrective Services to provide officers from the Department of Corrective Services to

assist with quelling actual serious disturbances, or imminent serious disturbances, at juvenile detention centres upon request by the Director General.

- provides an indisputable legislative base for urinalysis testing of detainees. This will allow for the detection of illicit drug or alcohol use.
- enables the Department of Juvenile Justice to require a juvenile justice officer who is on duty or on site in a detention centre to submit to a breath analysis or to provide a sample for the purpose of testing for drugs and alcohol. The amendments also enable a juvenile justice officer who has been taken to hospital following an incident in which a person has been injured or died to provide a sample for the purpose of testing for drugs and alcohol.
- makes changes concerning confinement. Prior to the Act, detainees could be isolated (with respect to serious offences) for a maximum of three hours (in the case of detainees under 16) or 12 hours (in the case of detainees 16 or over). Amendments increase the maximum period of isolation to 12 hours and 24 hours, respectively. Strict procedures will be put in place to govern the use of these extended provisions.
- provides for the segregation of detainees as distinct from confinement. Segregation is not a punishment for misbehaviour, it is used in situations where a detainee exhibits extremely challenging behaviour, to the extent that he or she is a danger to himself, herself or to others. The amendments remove the strict upper limit on segregation periods subject to approval of the Director General.
- amended section 28 of the *Children (Detention Centres) Act* to provide that a detainee who is between 18 and 21 years can be transferred to adult custody if the Children's Court authorises the transfer, the detainee requests the transfer, or he or she meets one of the above-mentioned conditions.

- makes it clear that a transfer order may be made in relation to a detainee who is absent from, or has not yet been received at, a detention centre. The effect of this amendment is that detainees who are over the age of 21 (such as those who have been arrested following revocation of their parole) can be taken directly to a correctional centre rather than to a detention centre. It is also intended to apply the same processes employed for the automatic transfer of those older detainees

from juvenile custody to adult custody under section 19 of the *Children (Criminal Proceedings) Act 1987*.

The amendments to the *Children's (Detention Centre) Regulation 2005* have commenced operation following the publication of the Proclamation in the NSW Gazette on 2 March 2007. This Regulation is made under the *Children's (Detention Centre) Act 1987*. The object of the amendments is to revise the *Children (Detention Centres) Regulation 2005* so as to make provisions with respect to;

Clause	Details
5	property surrendered to a centre manager under section 17 of the Act;
10	the segregation of detainees under section 19 of the Act;
12	the rights of detainees with respect to the possession of radios and other electronic equipment;
Part 2A	the preparation of case plans for detainees;
27A, 27B, 27C	visits to detention centres, including procedures for the conduct of searches on visitors, the use of cameras and other recording equipment and the making of banning orders;
Part 3	the regulation of telephone calls by detainees;
47, 48	rights of day leave and overnight leave;
Part 6, Division 2	the testing of detainees for the presence of drugs and / or alcohol;
Part 7, Division 2	the definition of misbehaviour and the establishment of procedures for dealing with misbehaviour;
Part 8A	the testing of juvenile Justice officers for the presence of drugs and alcohol;
Part 8B	the role of Justice Health in maintaining the health of detainees.

These amendments are effective as of 2 March 2007.

SIGNIFICANT JUDICIAL DECISIONS

There were no significant judicial decisions during the 2006-07 year.

STATUS OF IMPLEMENTATION OF RECOMMENDATIONS OF THE ROYAL COMMISSION INTO ABORIGINAL DEATHS IN CUSTODY

The Department of Juvenile Justice has not been required to report on the recommendations in relation to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody, due to a review of reporting requirements for government agencies. Therefore, no formal report is included in this appendix.

The Department has maintained a strong monitoring system on the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody through its review processes for juvenile justice centres.

The Department remains committed to the implementation of the recommendations and there has not been a death of a detainee within a juvenile justice centre since the establishment of the Department in 1991.

DISABILITY ACTION PLAN STATUS REPORT 2004-2006

The Department's Disability Strategic Group (DSG), chaired by the Director General, assisted in the development of the Disability Action Plan 2004-2006. The main focus of the Disability Action Plan has been to develop the disability competence and confidence of staff across the Department and to develop partnerships with external agencies. The

Disability Action Plan was implemented across the Department and has been placed on the Department's internet and intranet sites.

The Disability Strategic Group comprising both internal and external stakeholders assisted the Department in reviewing the Disability Action Plan 2006 and in suggesting useful evaluation strategies for assessing progress annually.

Major external stakeholders on the DSG are the Department of Ageing, Disability and Home Care, NSW Health, the Department of Education and Training, the Commonwealth Department of Employment and Workplace Relations and a number of advocacy groups such as the Intellectual Disability Rights Service, NSW Council for Intellectual Disability, the Deafness Forum and People with Disability.

Progress in 2006-07

The following planned initiatives were achieved in the year:

- The **Young People on Community Orders Health Survey** was completed and the Key Findings analysed and incorporated into departmental planning including the corporate plan;
- The Department now has ACCESSLINK, a disability resource developed by the Attorney General's Department and made available to staff via the intranet;
- **Working with Young People with Intellectual Disabilities: A Resource Manual for DJJ staff** was developed by Juvenile Justice staff. A series of useful tip sheets, including ones for working with Indigenous young people, is also available on the intranet for all departmental staff;

Youth Justice Conferencing : Young People With Intellectual Disabilities and Mental Health Issues

- The data collection for the scoping exercise on disability and YJC participants and data analysis were completed by the end of April 2007. Data was collected for fifty conference referrals received by the Fairfield YJC administrator from 3 April 2006.

- The project was designed to explore the experiences of the conferencing process for young people and victims with disabilities and complex needs. Its focus was on disabilities in general so that the results of the exercise would encompass the range of disabilities identified in an initial screening trial in 2004 -05.
- The committee for the exercise included representatives from Youth Justice Conferencing, the Criminal Justice Support Network, the Department of Ageing, Disability and Homecare's Behavioural Intervention Service, NSW Police, Justice Health's Adolescent Community Forensic Mental Health Service, and NSW Council for Intellectual Disability.
- All participants and the convenor in each of the fifty conferences were given the opportunity to complete an evaluation. Analysis of the data provided information on how the conferencing process could be modified to maximise opportunities for those people with disabilities to communicate effectively and participate fully in the process. Implementation of the results of the data analysis will build the capacity of convenors to facilitate conferences where participants have disabilities, and this will have longer-term benefits for participants and the whole conferencing process. The intention is to roll out the findings from the pilot at Fairfield across New South Wales.
- The Director General chaired two sessions of the Disability Strategic Group (DSG) and one session of the Justice Disability Advisory Council (JDAC), the Disability Advisory Council established by the Attorney General's Department to discuss justice disability issues and whole of government strategies for addressing them. The Department will now have the JDAC as its Justice Disability Advisory Council and the Director General will annually review and evaluate the Disability Action Plan 2007-2011 with the JDAC and other interested advocacy groups represented on the former DSG.

ETHNIC AFFAIRS PRIORITY STATEMENT

Ethnic Affairs Priority Plan for 2004-2006

The Department's ethnic affairs priorities for 2004-2006 include:

- ensuring that the Department's Equity Committee drives the EAPS planning and reporting
- 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
- ensuring equitable access for CALD young people to funded services that are responsive to cultural and linguistic diversity.

Progress in Implementing the Plan

In February 2007, as part of the process of preparing the 2007-2011 Ethnic Affairs Priority Statement, the Director General called for a stock take of initiatives and practices within the Department to support young people from culturally and linguistically diverse backgrounds in the likelihood that much of the good work being undertaken at the local level was not being captured.

The information arising from the stock take will inform the development of priorities for the new EAPS Statement.

Progress has been made in implementing the Department's ethnic affairs priorities for 2004-06 in the following key framework areas:

Communication

Information was circulated to staff promoting the Community Languages Assistance Scheme (CLAS). In 2006-07 a greater uptake of applications to complete the CLAS examination was received. This was due to a priority placed upon this strategy by the Department's Equity Committee and CLAS promotional material being made available to all staff.

The use of Interpreters has been consistent across the Department.

Program/Service Delivery

Strategies to ensure that the Department's community based services are accessible and responsive to the needs of young people from culturally diverse backgrounds include:

- the employment of bilingual workers in identified juvenile justice officer and counsellor positions;
- recruitment and use of CALD mentors to provide additional support to young people on community based orders;
- running culturally appropriate group work programs for young people on community-based orders
- funding post release support services which specifically target CALD young people;
- providing cross cultural training for staff; and
- achieving adequate representation of CALD staff members on departmental committees has been identified as a priority in the Department's Equity Action Plan.

Staffing

Specific EAPS initiatives for staff under the Department's Equity Plan include:

- facilitating CALD representation on departmental committees;
- a review of the CLAS with the aim of improving the uptake by departmental officers; and
- targeted recruitment initiatives to increase the number and representation of CALD staff employed by the Department.

Funded Services

Funded Services are required to plan for cultural and linguistic diversity in service delivery through their Funding Agreements with the Department which require the development of an Equity Action Plan by the Funded Agency.

Planning and Evaluation

EAPS planning and reporting is undertaken as part of the corporate planning process.

The Department utilises ethnicity data when making decisions about the allocation of funding and positions within the state. For example, ethnicity data has influenced the location of identified Juvenile Justice Officer and counsellor positions.

NSW GOVERNMENT ACTION PLAN FOR WOMEN

The NSW Government Action Plan for Women outlines the Government's commitments, priorities and initiatives for women. In 2006-07 the Department of Juvenile Justice continued to review and progress its initiatives and commitment to young women 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.

Government Policy Orientations in Relation to Women's Interests in the Specific Areas in which the Department Operates

The Department addresses the concerns and needs of women employees through the implementation of the Equity Action Plan. The principles of equity, access, rights and

participation are employed to provide the foundation for policy development, ensuring that:

- young women receive a full range of appropriate services;
- women are given a fair opportunity to gain employment in the Department; and
- female staff members are able to fully participate in the workforce.

Specific Departmental Initiatives

Initiatives for Young Women

A Young Women's Advisory Committee was established in September 2005 to provide advice to the Department on young women's issues, this has continued to develop strength in 2006-07.

Initiatives for Female Staff

The Department provides targeted Equity Scholarships for female staff to boost career

development and retention of females. In 2006-07, 13 equity scholarships were awarded to female staff.

The Department has an active Spokeswomen's program. All newly elected Spokeswomen attend training by the Central Coordinating Committee of Spokeswomen. There were two Spokeswomen Central Coordinating Committee meetings in 2006-07.

The Department also regularly convenes focus groups for female staff in juvenile justice centres to meet with both the Director General and Assistant Director General (Management Services) who are the most senior women in the organisation.

Female staff are well represented at senior levels of the Department, with two of three Senior Executive Officer level positions, three Directors, three of the five Regional Director positions and the Assistant Regional Director position being occupied by women.

NUMBER OF OFFICERS AND EMPLOYEES BY CATEGORY

Salary Scale	30 June 2005			30 June 2006			30 June 2007		
	Total Staff	Women	CALD**	Total Staff	Women	CALD**	Total Staff	Women	NESB**
Salaries below clerical officer grade 1, 21 year old rate or equivalent	0	0	0	1	1	0	0	0	0
Salaries from clerical officer grade 1, 21 year old rate to below minimum clerk Grade 1 rate or equivalent	151	75	11	219	96	16	189	85	19
Grade 1-2 or equivalent	455	167	27	412	163	26	500	202	35
Grade 3-5 or equivalent	199	109	24	213	113	20	204	102	19
Grade 6-9 or equivalent	298	159	23	329	166	27	302	157	29
Grade 10-12 or equivalent	41	18	2	46	23	2	55	30	4
Above grade 12 or equivalent	12	7	0	15	8	0	14	8	0
Total staff in established positions *	1156*	535	87	1235*	570	91	1264*	584	106

Notes:

- *This is a head count of non-casuals employees as at 24/6/07
- **Not including ATSI staff

TRENDS IN THE REPRESENTATION AND DISTRIBUTION OF EEO GROUPS

Table A	Trends in the Representation of EEO Groups ⁽¹⁾					
		% of Total Staff ⁽²⁾				
	Benchmark or target	2003	2004	2005	2006	2007
Women	50%	45%	45%	46%	46%	46%
Aboriginal people and Torres Strait Islanders	2%	9.4%	10%	10%	9.8%	10.5%
People whose first language was not English	20%	11%	11%	11%	10%	11%
People with a disability	12%	3%	4%	4%	4%	4%
People with a disability requiring work-related adjustment	7%	0.6%	0.5%	0.6%	0.6%	0.4%

Table B	Trends in the Distribution of EEO Groups (1)					
		Distribution Index (3)				
	Benchmark	2003	2004	2005	2006	2007
Women	100	103	105	105	105	106
Aboriginal people and Torres Strait Islanders	100	104	97	98	95	98
People whose first language was not English	100	97	99	100	100	99
People with a disability	100	109	103	99	109	107
People with a disability requiring work-related adjustment	100	N/A	N/A	N/A	N/A	N/A

Notes to Tables A and B:

1. Staff numbers as at 24 June 2007
2. Excludes casual staff
3. 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 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.

OVERSEAS VISITS

The table below outlines details of official overseas visits conducted by departmental staff in 2006-07.

Officer	Date	Destination	Purpose	Funding Source
Peter Muir, Assistant Director General (Operations)	16-27 April 2007	China	China-Australia Human Rights Technical Cooperation: Juvenile Justice Consultation	Visit funded by the Human Rights and Equal Opportunity Commission
Michaela Wengert, Manager, Youth Justice Conferencing	16-27 April 2007	China	China-Australia Human Rights Technical Cooperation: Juvenile Justice Consultation	Visit funded by the Human Rights and Equal Opportunity Commission
Steve Wilson, Manager, Frank Baxter Juvenile Justice Centre	21-26 April 2007	China	China-Australia Human Rights Technical Cooperation: Juvenile Justice Consultation	Visit funded by the Human Rights and Equal Opportunity Commission

CODE OF CONDUCT AND GUARANTEE OF SERVICE

Code of Conduct

The Department's Code of Conduct establishes an ethical framework to which all staff are expected to adhere in undertaking their work responsibilities.

In addition, the Department's Internal Reporting Policy establishes an internal procedure for the reporting of corrupt conduct, maladministration and serious and substantial waste in the Department, and outlines the procedures that are to be followed so that staff are afforded the protection of the *Protected Disclosures Act 1994 (NSW)* when reporting corrupt conduct.

All staff as part of their induction must complete self-paced learning kits on the Code of Conduct and Internal Reporting Policy. In addition, these policies are covered in Values, Attitudes and Ethics, one of the modules of the Department's Certificate IV in Juvenile Justice course. This module is compulsory for direct care custodial staff and other staff are strongly encouraged to attend this training.

Guarantee of Service

Regular Quality Reviews examine each juvenile justice centre for compliance with the Australasian Standards for Juvenile Custodial Facilities and institute actions for improvement. The review process includes several focus groups of staff and detainees and an inspection of the physical environment and records of the centre.

A review is conducted four times per year with senior management, frontline staff, stakeholders and detainees to examine the operations and quality of services at each juvenile justice centre. These reviews also identify any areas that require further improvement and best practice. Senior department executives attend two of the reviews conducted at every centre yearly.

FREEDOM OF INFORMATION

Freedom of Information Requests

FOI Requests	Personal		Other		Total	
	05/06	06/07	05/06	06/07	05/06	06/07
A1 New (including transferred in)	19	19	5	2	24	21
A2 Brought forward	0	3	0	0	0	3
A3 Total to be processed	19	22	5	2	24	24
A4 Completed	14	22	5	2	19	24
A5 Transferred out	2	0	0	0	2	0
A6 Withdrawn	0	0	0	0	0	0
A7 Total processed	16	22	5	2	21	24
A8 Unfinished (carried forward)	3	0	0	0	3	0

FOI Requests	Personal		Other	
	05/06	06/07	05/06	06/07
B1 Granted in full	11	10	1	0
B2 Granted in part ¹	2	8	2	0
B3 Refused	1	4	2	2
B4 Deferred	0	0	0	0
B5 Completed NB A4=B5	14	22	5	2

Formal consultations	Issued		Total	
	05/06	06/07	05/06	06/07
D1 Number of requests requiring formal consultations	3	2	3	2

Basis of disallowing or restricting access	Personal		Other	
	05/06	06/07	05/06	06/07
G1 Section 19 (applic. Incomplete, wrongly directed)	2	0	0	0
G2 Section 22 (deposit not paid)	1	1	1	2
G3 Section 25(1)(a1) (diversion of resources)	0	0	1	0
G4 Section 25(1)(a) (exempt)	2	8	1	0
G5 Section 25(1) (b), (c), (d) (otherwise available)	0	0	0	0
G6 Section 28(1)(b) (documents not held)	0	3	0	0
G7 Section 24(2) – deemed refused, over 21 days	0	0	0	0
G8 Section 31(4) (released to Medical Practitioner)	0	0	0	0
G9 TOTALS	5	12	3	2

¹ All information made exempt under section 25(1)(a) was to protect the personal affairs of other individuals.

	Assessed costs		FOI Fees Received	
	05/06	06/07	05/06	06/07
H1 All completed requests	\$1,770	\$3,660	\$390	\$285

Type of Discount Allowed	Personal		Other	
	05/06	06/07	05/06	06/07
I1 Public interest (incl. S 43(2) of the CCYP Act ²)	1	3	0	0
I2 Financial hardship – pensioner / child	12	10	0	0
I3 Financial hardship – Non profit organisation	0	0	0	0
I4 Totals	13	13	0	0
I5 Significant correction of personal records	0	0	0	0

Elapsed time	Personal		Other	
	05/06	06/07	05/06	06/07
J1 0 – 21 days	11	13	3	2
J2 22 – 35 days	3	5	1	0
J3 Over 35 days	2	4	1	0
J4 Totals	16	22	5	2

Processing Hours	Personal		Other	
	05/06	06/07	05/06	06/07
K1 0 – 10 hours	15	20	4	1
K2 11 – 20 hours	1	2	1	0
K3 21 – 40 hours	0	0	0	0
K4 Over 40 hours	0	0	0	1
K5 Totals	16	22	5	2

Reviews and Appeals	05/06	06/07
L1 Number of Internal Reviews finalised	0	1
L2 Number of Ombudsman Reviews finalised	0	0
L3 Number of ADT appeals finalised	0	0

2. Under section 43(2) of the Commission for Children & Young People Act 1998, persons against whom the department has relevant disciplinary proceedings do not have to pay any fees that would normally be payable under the Freedom of Information Act 1989 for making an application for access to information relating to the disciplinary proceedings.

Additional Information

- No Ministerial Certificates were issued in either 2005-06 or 2006-07.
- No requests were received from applicants in either 2005-06 or 2006-07 to amend personal records.
- No requests were received from applicants in either 2005-06 or 2006-07 to notate personal records.
- Impact on the organisation: Nil.

Freedom Of Information Statement Of Affairs

Under the *Freedom of Information Act 1989*, each NSW Government Department or agency is required to publish an annual Statement of Affairs.

The statement describes the structure and function of the agency and lists the categories of documents held by the agency. It also sets out how to obtain documents eligible for public scrutiny under legislation. The following information satisfies the legislative requirements of the Act.

The Types Of Documents Held By The Department

The Department of Juvenile Justice holds the following records:

Client Files

Five types of hard copy files are maintained on young people.

Detainee Files (D Files)

These files record all matters relating to young people who are serving control orders in juvenile justice centres or who have been placed in a juvenile justice centre pending an appearance at court.

Community Files (C Files)

These files contain records of the Department's community supervision of juvenile offenders on court orders.

Casework Files

These files contain all casework records, such as case plans and case reports, of juvenile offenders on court orders.

Youth Justice Conferencing (purple) files

These files contain records of all Youth Justice Conferences, including offence and referral details, information on potential and actual participants, date, time and place of the conference, tasks in agreed Outcome Plans and information on community monitors, and all steps in monitoring the completion of the agreed Outcome Plan by the young offender.

Medical and Health Files (Allied Health Files)

On 10 February 2003, the responsibility for the provision of health services in juvenile justice centres was transferred to Justice Health - a unit within NSW Health. From that date, the 'Allied Health File' (detainee health file) is jointly held by Justice Health and the Department of Juvenile Justice as it contains health information from health professionals employed by the Department of Juvenile Justice and Justice Health. The Department of Juvenile Justice is in possession and control of the sections of the file marked 'Psychology' and 'Alcohol and Other Drug' and Justice Health is in possession and control of the remainder of the file.

The Department of Juvenile Justice is responsible for the management and storage of the detainee health file in keeping with the relevant legislation and government policies relating to privacy and record keeping.

Current records are located in the offices responsible for the supervision of young people. Records for juvenile offenders are retained by the Department until the individual reaches 18 years of age. After this, records are sent to the Government Records Repository.

Administrative Files

These files contain all records related to the day-to-day administration of the Department including financial and accounting records, property records, agendas and minutes of meetings, correspondence, etc.

Policy and Procedural Documents

The Department maintains policy and procedure documents, including operational manuals for both community and custodial services.

Computerised Records

The Department maintains a computerised client information system, personnel records, purchasing and financial management systems.

Court Records

The Department maintains computerised records of juveniles' court matters that have been finalised. This information is used on a daily basis by the Courts and law enforcement agencies and is also retained for statistical analysis and planning purposes.

Public Relations and Information Documents

The Media and Communications Unit has a selection of information pamphlets and brochures publicising the Department's services. A detailed list of publications is located in the relevant section of this annual report.

Document Inspection And Access Arrangements

The *Freedom of Information Act 1989* aims to extend, as far as possible, the rights of the public to obtain access to information held by the Government, and to ensure that all records held by the Government concerning the personal affairs of members of the public are not incomplete, incorrect, out of date or misleading.

The following information is provided to assist the public in making an application for access to documents held by the Department.

It is the Department's policy to allow current juvenile offenders who request access to their personal information to see their own file in the presence of a member of staff without the need for formal application under the *Freedom of Information Act 1989* or the *Privacy and Personal Information Protection Act 1998*. Documents from applicants' relevant files are made available on formal application. FOI application forms are available on the Department's internet site, www.djj.nsw.gov.au.

Prior to any information being given, the applicant must be able to establish their right to such information.

Applications for access to the Department's documents under the *Freedom of Information Act* must:

- be in writing
- specify that the request is made under the *Freedom of Information Act 1989*
- be accompanied by a \$30 application fee or reduced rate fee, as required

This application should be forwarded to:

The Freedom of Information Officer
Department of Juvenile Justice
P.O. Box K399
HAYMARKET NSW 1240

Inquiries should be directed in the first instance to the Freedom of Information Officer by telephone (02) 9219 9442, or by facsimile (02) 9219 9511.

On determination of requests, arrangements can be made to gain access to documents and obtain copies at the Central Support Office of the Department Level 24, 477 Pitt Street, Sydney. Inspection times are generally between 9am and 5pm, Monday to Friday.

If errors in personal information are found, arrangements can be made for the Department to make any necessary amendments.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

Action being taken by the agency in complying, with the requirements of the Privacy and Personal Information Protection Act 1998 (the "PIIP Act"):

The Department of Juvenile Justice Privacy Management Plan will be available in 2007-08. An interim Department of Juvenile Justice Privacy Policy is currently available, and staff have been encouraged to improve their privacy awareness with the updated Privacy NSW Online Training Program which has been posted on the Department's Intranet.

In 2006-07, the Human Services guideline for best practice information sharing across NSW human services government agencies was disseminated to staff via the Department's Intranet. The guideline has been prepared within the parameters of the NSW privacy laws in view of information sharing amongst the human services government agencies.

Statistical details of any review conducted on or behalf of the agency under Part 5 of the PIIP Act:

Part 5 of the PIIP Act applies to conduct in contravention of the PIIP Act. Persons aggrieved by the conduct of a public sector agency in relation to the provisions of the PIIP Act may request an internal review under the PIIP Act. No requests for review under the PIIP Act have been received, and no internal reviews were conducted in 2006-07.

EXCEPTIONAL MOVEMENTS IN WAGES, SALARIES OR ALLOWANCES

In line with other Public Sector agencies, Department of Juvenile Justice staff received salary and allowance increases of 4%. Under the Psychologists Award, an average of 8%

salary & allowance increases were payable, along with an average of 11% increase to salaries following the restructure of Juvenile Justice Community Services. Under the Detention Centres Award, completion of six modules of the Certificate IV delivered an average 5.5% increase in salary to eligible staff.

STATISTICS REGARDING FINANCIAL MATTERS AND CREDIT CARD CERTIFICATION

Leave Entitlements

As at 30 June 2007, \$8.591 million was provided for employee recreation leave entitlements. Long service leave entitlements accepted by The Crown Transactions Entity were \$12.666 million. Long service leave oncosts were \$1.167 million.

Use of Consultants

Consultants equal to or more than \$30,000

Consultant	\$ Cost	Title/Nature
During 2006-07, there were no consultancies engaged equal to or greater than \$30,000.		

Consultancies less than \$30,000

During 2006-07, five consultancies were engaged in the following areas:

Management services		\$63,776
Organisational review		\$35,345
Total consultancies less than \$30,000		\$99,121
Total consultancies		\$99,121

Grants

Funds Granted To Non Government Organisations For The Year Ended 30 June 2007

Grants of more than \$5,000 were made to the following non-government organisations:

Organisation	Amount \$	Organisation	Amount \$
Access Community Training	83,412	PCYC Coffs Harbour	40,625
Albury Wodonga Youth Emergency	238,586	PCYC Kempsey	48,836
Anglican Church Diocese Of Bathurst	17,303	PCYC Maitland	10,000
Anglican Community Of The Redeemer	15,000	PCYC Moree	32,546
Anglican Diocese Of Newcastle	72,196	PCYC Tweed Heads	10,000
Anglicare NSW	110,225	Relationships Australia (NSW)	43,800
Anglicare Youth & Family Service	77,904	Scientific Management Associates	32,558
Armidale Youth Refuge Inc	40,899	South Sydney Youth Services	85,242
Australian Institute Of Health and Welfare	95,295	South West Inner Sydney Housing	5,282
Baptist Community Services	66,925	Southern Youth & Family Services	103,529
Barnardos Australia	163,468	The Australian Children's Music	20,000
Bondi Community Street Project	9,990	The Salvation Army Youthlink	82,475
Cassy Inc	116,342	The Ted Noffs Foundation Inc	2,230,543
Centacare	129,523	Trustees Of The Christ Brother	54,780
Centacare Catholic Family	64,495	Uniting Care NSW/ACT	7,746
Centacare Sydney	195,776	Waverley Action For Youth Service	79,950
Community Transport Group	10,000	Western College	65,116
Ja-Biah Aboriginal Corporation	182,449		
Marist Youth Care	131,565		
Mission Australia	641,511		
New England Institute Of TAFE	50,391		
North Coast Institute Of TAFE	145,581		

Credit Card Certification

In accordance with Treasurer's Direction 205.01, it is certified that credit card usage by officers of the Department of Juvenile Justice has been in accordance with the appropriate Government policy, Premier's Memoranda and Treasurer's Directions.

PAYMENT OF ACCOUNTS

Payment Performance

The information below shows that by the last quarter of 2006-07, approximately 95% of total payments were paid on time. Payment performance reflects the statewide coverage of the Department's activities.

No penalty interest was paid during the year for late payments.

Accounts paid on time within each quarter				
	Total Accounts Paid on Time			
Quarter	Target %	Actual %	\$Million	Total Amount Paid \$Million
September	95	94	23.09	23.82
December	95	94	19.96	20.71
March	95	93	18.51	19.31
June	95	95	24.09	25.19

Aged analysis at end of each quarter 2006-07												
Quarter	Current (ie within due date)		Less than 30 days overdue		Between 30 and 60 days overdue		Between 60 and 90 days overdue		More than 90 days overdue		Total	
	\$Million	%	\$Million	%	\$Million	%	\$Million	%	\$Million	%	\$Million	%
September	23.09	94	0.25	3	0.42	1	0.05	1	0.01	1	23.82	100
December	19.96	94	0.38	3	0.25	1	0.05	1	0.07	1	20.71	100
March	18.51	93	0.41	3	0.08	1	0.17	1	0.14	2	19.31	100
June	24.09	95	0.73	2	0.14	1	0.04	1	0.19	1	25.19	100

MAJOR ASSETS

Acmena Juvenile Justice Centre
Lot 57 Swallow Road
South Grafton NSW 2460

Blacktown East Juvenile Justice Centre
211 Stephen Street
Blacktown NSW 2148

Broken Hill Juvenile Justice Centre
146 Chloride Street
Broken Hill NSW 2880

Cobham Juvenile Justice Centre
Water Street
St Marys NSW 2760

Frank Baxter Juvenile Justice Centre
Pacific Highway
Kariiong NSW 2250

Juniperina Juvenile Justice Centre
169 Joseph Street
Lidcombe NSW 2141

Keelong Juvenile Justice Centre
Staff Road
Unanderra NSW 2526

Kempsey Juvenile Justice Centre
Cnr Forth and Regent Streets
Kempsey NSW 2440

Liverpool Youth Drug and Alcohol Court
7 Speed Street
Liverpool NSW 2170

Moree Juvenile Justice Centre
46 Auburn Street
Moree NSW 2400

Newcastle Juvenile Justice Centre
24 Maitland Road
Islington NSW 2296

Orana Juvenile Justice Centre
Westview Street
Dubbo NSW 2830

Petersham Juvenile Justice Centre
22 Middleton Street
Petersham NSW 2049

Reiby Juvenile Justice Centre
Briar Road
Airds NSW 2560

Riverina Juvenile Justice Centre
Fernleigh Road
Mount Austin NSW 2650

Windorah Park
14L Furneys Road
Dubbo NSW 2830

LAND DISPOSAL

The Department did not dispose of any land or properties in the 2006-07 reporting year.

WASTE REDUCTION AND PURCHASING

The Department continues to be highly conscious of purchasing products and materials with recycled content and maintains adherence to the principles of the Waste Management Policy 2004 and Ecological

Sustainable Development (ESD). Avoidance of waste and reduction in the area of paper products and office equipment remains a priority. Existing policies and standards including the Department's Waste Reduction and Purchasing Policy (WRAPP) continue to govern waste management strategies and initiatives.

ENERGY MANAGEMENT

The Department continues to achieve energy efficiency and will continue to procure 6% of green power across all locations.

The Department's energy consumption up to 2006-07 was 50,615 gigajoules (GJ), down from 53,553 GJ in the previous year. This is a reduction of 2938 GJ for the year, on top of 1113 GJ reduction during the previous year.

During the year, focus remained on introducing replacement vehicles with lower emissions and fuel consumption.

As at 30 June 2007, the Department's average greenhouse rating was 10.83. Work undertaken during the year to improve greenhouse emissions will ensure the Department continues to achieve good ratings in future years.

The number of vehicles in the fleet remains unchanged at 220 vehicles. It is comprised of 70% unleaded petrol cars, 18% diesel, 11% LPG and 1% hybrid.

Smaller vehicles have not increased substantially and still comprise the majority of metropolitan fleet vehicles. In 2007-08, a new model small category vehicle has been introduced with a high green score and this will further improve the fleet average.

PROPORTION OF VEHICLES BY FUEL TYPE IN THE DEPARTMENT			
	2004-05	2005-06	2006-07
UNLEADED	76%	76%	69%
LPG	8%	7%	11%
DIESEL	15%	16%	18%
HYBRID	1%	1%	1%

Whilst total fleet kilometres have increased over 2006-07, fuel consumption has remained stable due to the introduction of diesel-fuelled vehicles in regional areas, which provides lower fuel consumption. While ethanol (E10) fuel has started to be used in vehicles, the slightly cheaper purchase price is offset by the increased fuel consumption, due to the lower energy content of this type of fuel.

The mix of vehicles has further diversified with the introduction of models that have a high green house score and low fuel consumption. Safety has again been a prime factor in fleet choice ensuring that all new vehicles have the maximum active and passive safety features such as ABS, air bags and stability control.

Source: EDGAR Energy Data Gathering and Reporting (<http://www.edgar.gov.au>)

Market Testing and Contracting Out

The Department currently contracts out services in various areas including major and minor capital works, cyclic and preventative maintenance, fleet management and office cleaning.

ENVIRONMENTAL 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 responsible for examining ways for the Department to minimise waste and promote, develop and implement environmentally positive and ecologically sustainable practices.

To help focus the work of the committee, a management plan has been developed with the following objectives:

- 1) To reduce the consumption of energy, water and other resources,
- 2) To reduce waste and pollution,
- 3) To develop and promote a culture of environmental leadership and responsibility across the Department; and
- 4) To develop and implement ecologically sustainable development

PRINCIPAL AND SENIOR EXECUTIVE POSITIONS

As at 30 June 2007 the Department's senior executive team was:

Ms Jennifer Mason, Director General and Chief Executive Officer

Mr Peter Muir, Assistant Director General (Operations)

Ms Stephanie Cross, Assistant Director General (Management Services)

The number of executive positions at the end of the reporting year were:

Level	Number
SES Level 5	1
SES Level 2	2

There were two female Senior Executive Officers employed at 30 June 2007. This is the same number as at 30 June the previous year. There has been no overall increase in the number of Senior Executive Officers.

Executive Position Holders on or above Level 5

As at 30 June 2007 the Director General, Ms Jennifer Mason was the only executive officer employed at SES Level 5 or above. A statement on the performance of Ms Mason appears on page 119.

The value of the total remuneration package for the Director General as at 30 June 2007 was \$222,944. Ms Mason commenced in the position on 4 October 2005.



New South Wales

The Hon. Barbara Perry MP
Minister for Juvenile Justice
Minister for Western Sydney
Minister Assisting the Premier on Citizenship

**PERFORMANCE STATEMENT FOR DIRECTOR GENERAL
DEPARTMENT OF JUVENILE JUSTICE**

NAME: Jennifer Mason
POSITION: Director General
PERIOD: 1 July 2006 to 30 June 2007

Results:

Ms Mason has successfully led the Department during the period 2006/2007 in accordance with her performance agreement.

Ms Mason has overseen the implementation of the following initiatives:

- A statewide Intensive Bail Supervision Program that will see young people supervised on bail more effectively and efficiently in the community.
- A four-year project to design and implement a Corporate Information System that will provide the Department with high-level performance data.
- The continued implementation of the Community Integration Project, including the piloting of the Professional Development program.
- The development of a five-year Aboriginal Strategic Plan that establishes a platform for well-coordinated and targeted interventions providing improved responsiveness and better outcomes for Aboriginal young people.
- The redevelopment of the Corporate Plan 2007-2011 strengthening the Department's focus on reducing reoffending by young people in line with the NSW Government's State Plan.
- The redevelopment of Yasmar Juvenile Justice Centre as a state of the art training facility for Juvenile Justice, the Department of Corrective Service and the NSW Police Force.

Ms Mason has discharged her responsibilities diligently, exercising sound judgment and providing a high level of leadership to the department.

Her performance has been satisfactory with real progress in a range of key initiatives.

Barbara Perry MP
Minister for Juvenile Justice
Minister for Western Sydney
Minister Assisting the Premier on Citizenship

SIGNIFICANT INTERDEPARTMENTAL, INTERAGENCY AND INTERNAL COMMITTEES

CHIEF EXECUTIVE OFFICER FORUMS

Criminal Justice System Chief Executive Officers Forum	Director General
NSW CEOs' Network	Director General
Human Services Chief Executive Officers' Forum	Director General
Chief Executive Officers Group on Aboriginal Affairs	Director General
Public Sector Chief Executive Officers Forum	Director General

INTERDEPARTMENTAL COMMITTEES

Department of Juvenile Justice/Department of Community Services Memorandum of Understanding Working Party	Executive Officer, Independent Bodies
Code of Conduct for Public Officials and Service Providers Working Party	Executive Officer, Independent Bodies
Australasian Juvenile Justice Administrators	Director General
Corrections Board of Management	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)
Department of Juvenile Justice Equity Committee	Director General
Disability Strategic Group	Director General
Department of Juvenile Justice/Department of Commerce Capital Works Steering Committee	Director General Assistant Director General (Operations) Assistant Director General (Management Services)
Department of Juvenile Justice Information Management and Communications Technology Steering Committee	Director General Assistant Director General (Operations) Assistant Director General (Management Services)
Department of Juvenile Justice Audit 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)
Department of Juvenile Justice Finance Committee	Director General Assistant Director General (Operations) Assistant Director General (Management Services) Manager, Finance
Department of Juvenile Justice/ NSW Ombudsman's Office Liaison Meeting	Director General Assistant Director General (Operations)
Human Services CEOs Forum Senior Officers' Group	Director, Office of the Director General
Criminal Justice Services Chief Executive Officers' Senior Officers' Group	Director, Office of the Director General
DJJ/Justice Health Working Party	Director, Office of the Director General
Youth Interagency Taskforce	Director, Office of the Director General
PALM Consultative Group	Director, Office of the Director General
Partnership Against Homelessness (and Ex-offenders sub committee)	Director, Office of the Director General
Department of Housing Accord Senior Officers Group	Director, Office of the Director General
Heads of Government Legal Departments' Committee	Manager, Legal Branch
Children's Court Advisory Committee	Manager, Legal Branch
Court Users' Group, Bidura Children's Court	Manager, Legal Branch
Law Society Criminal Law Committee	Solicitor (Legislation)
Australian Corporate Lawyers Association	Solicitor (Legislation)
Freedom of Information and Privacy Officers' Network	Policy Officer (Legal)
Two Ways Together Justice Cluster Group	Manager, Aboriginal Unit
Two Ways Together Families, Children and Young People Cluster Group	Manager, Aboriginal Unit
Two Ways Together Education Cluster Group	Manager, Aboriginal Unit
Tirkandi Inaburra Senior Officers Working Group	Manager, Aboriginal Unit
Aboriginal Child Protection Participation Group	Manager, Aboriginal Unit
Scorp Service Level Agreement Working Group	Manager, Health & Staff Entitlements
Industry Reference Group	Manager, Health & Staff Entitlements
OHS Treasury Managed Fund Coalition	Manager, Health & Staff Entitlements

Joint Justice Capital Works Committee	Manager, Procurement and Property Services
Justice Health/Department of Corrective Services/ Department of Juvenile Capital Works Steering Committee	Manager, Procurement and Property Services
Justice Capital Works Steering Committee	Manager, Procurement and Property Services
Cross Justice Agencies Videoconferencing System Steering Committee	Assistant Director General (Operations)
Department of Juvenile Justice/Justice Health Industry Partners Committee	Assistant Director General (Operations)
Anti-social Behaviour Order Steering Committee	Assistant Director General (Operations)
Mental Health Senior Officers Group	Assistant Director General (Operations)
Influenza Pandemic Management Committee	Assistant Director General (Operations)
Law Society Criminal Law Committee	Director, Youth Justice Conferencing
Anti-social Behaviour Order Working Party	Director, Youth Justice Conferencing
CCYA Working Group	Director, Youth Justice Conferencing
Youth Justice Advisory Committee	Director General Director, Youth Justice Conferencing
Corrective Services Department Restorative Justice Advisory Committee	Director, Youth Justice Conferencing
State Reference Group on Diversion	Director, Youth Justice Conferencing
Criminal Justice Research Network	Director, Research, Planning and Evaluation
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
Willmot Bus Safety Agency Response Group	Assistant Regional Director, Metropolitan
Mt Druitt Rock Throwing Response Group	Assistant Regional Director, Metropolitan
Criminal Justice Program - External Reference Group	Coordinator, Strategic Policy & External Relations Unit
Partnership Against Homelessness	Coordinator, Strategic Policy & External Relations Unit

NSW Premier's Department Regional Coordination Management Group, New England and North Coast	Regional Director, Northern
Ted Noffs Foundation/Department of Juvenile Justice PALM Consultative Group	Regional Director, Northern
NSW Premier's Department Regional Coordination Management Group, Illawarra/South East Region	Regional Director, Southern
Human Services Management Group (Illawarra)	Regional Director, Southern
Justice Health Clinical Governance Committee	Regional Director, Southern Director, Psychological and Specialist Services
NSW Premier's Department Regional Coordination Management Group, Western and Riverina	Regional Director, Western
Ted Noffs Foundation/Department of Juvenile Justice PALM Consultative Group	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
Redfern Waterloo Partnership Project	Regional Director, Metropolitan
Senior Officers Group - Human Services, North Sydney	Regional Director, Metropolitan
Senior Officers Group - Human Services, Central and Inner West Sydney	Regional Director, Metropolitan
NSW Premier's Department Regional Coordination Management Group - South West and Western Sydney Regions	Regional Director, Metropolitan
Anti-Social Behavior Project Steering Committee - Eastern Beaches	Regional Director, Metropolitan
Child Protection Senior Officers Group	Director, Psychological and Specialist Services
Senior Officers Coordinating Committee on Drugs and Alcohol	Director, Psychological and Specialist Services
Senior Officers Group on Mental Health	Assistant Director General (Operations) Director, Psychological and Specialist Services Assistant Director, Psychological and Specialist Services
Senior Officers Group – Youth Drug and Alcohol Court Program	Director, Psychological and Specialist Services
Children's Court Clinic Professional Advisory Group	Director, Psychological and Specialist Services

Child Protection (Offenders Registration) Amendment Act 2004 Implementation Committee	Director, Psychological and Specialist Services Assistant Director, Psychological and Specialist Services
Children and Young People Health Task Force	Director, Psychological and Specialist Services
State Reference Group on Diversion	Director, Psychological and Specialist Services
Integrated Services Project for Clients with Challenging Behaviours	Director, Psychological and Specialist Services
Parramatta Justice Precinct Interdepartmental Planning Committee	Director, Transport Placements and Drug Intelligence
Gang Squad Advisory Council	Director, Transport Placements and Drug Intelligence

ADVISORY COMMITTEES

Juvenile Justice Advisory Council (Ex-officio)	Director General
Youth Justice Advisory Committee	Director General
Justice Disability Advisory Council	Director General

SENIOR OFFICERS COMMITTEES

Department of Education and Training/ Department of Juvenile Justice Senior Officers Group	Assistant Director General (Operations) Director, Youth Justice Conferencing
Senior Officers Coordinating Committee on Drugs (Diversion)	
Senior Officers Coordination Committee for Drugs and Alcohol	Assistant Director General (Operations)
Senior Officers' Group, Human Services, Privacy	Policy Officer (Legal)
Senior Officers' Group on Intellectual Disability and the Criminal Justice System	Director, Office of the Director General
Senior Officers' Group – Aboriginal Child Sexual Assault Taskforce	Director, Research, Planning and Evaluation
Western Sydney Human Services Senior Officers Group	Assistant Regional Director, Metropolitan
Senior Officers' Group Justice Disability Action Plan	Coordinator, Strategic Policy & External Relations Unit

SIGNIFICANT INTERDEPARTMENTAL, INTERAGENCY COMMITTEES CONVENED BY THE DEPARTMENT OF JUVENILE JUSTICE

Disability Strategic Group

The purpose of this group is to assist the Department in developing better linkages with other departments (State and Commonwealth) and advocacy groups whose services Young People with Disabilities (YPWD) in contact with the juvenile justice system may have difficulties accessing. This group is chaired by the Director General and meets four times a year.

It includes both internal stakeholders from across the Department and external stakeholders such as the Department of Ageing, Disability and Home Care, NSW Health, the Department of Education and Training, and the Commonwealth Department of Employment and Workplace Relations and a number of advocacy groups such as the Intellectual Disability Rights Service, People with Disability, NSW Council for Intellectual Disability, and the Deafness Forum.

Justice Disability Advisory Council

The Disability Advisory Council is convened by the Attorney General's Department and in 2004 was approved to act as a Justice Disability Advisory Council for all justice agencies. In late 2006, the Justice Disability Advisory Council agreed to act as the Department of Juvenile Justice's Disability Advisory Council from 2007. The first JDAC meeting in this capacity occurred on 5 June 2007.

Membership of the Justice Disability Advisory Council includes the Anti-Discrimination Board, representatives from a range of advocacy organisations such as the Multicultural Disability Advocacy Association of NSW Inc., the Disability Council of NSW, Carers NSW, People with Disabilities Australia

and a number of people with a range of disabilities.

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.

Department of Juvenile Justice Audit and Risk Management Committee

Chaired by the Director General, Department of Juvenile Justice, the functions of this committee are:

- overseeing the internal audit function within the Department;
- reviewing the adequacy and quality of financial controls and reporting in the Department;
- reviewing the audit function and plan;
- reviewing the Department's financial statement; and
- assessing the performance of the Department's financial management.

SIGNIFICANT INTERNAL COMMITTEES

Executive Management

Department of Juvenile Justice Executive Committee

The Executive Committee is responsible for the corporate governance of the Department. This is achieved by:

- Providing a strategic policy framework;
- Setting corporate priorities;
- Approving the corporate plan and other major plans of action and performance objectives;
- Monitoring corporate performance; and

- Being accountable for meeting government requirements through implementation of agreed priorities within specified timeframes.

The Executive Committee considers issues with the broadest corporate significance and higher order/future capacity building issues.

Accordingly, the committee considers those matters that:

- Have significant corporate policy, strategic or operational implications or are identified as being of significant risk to the Department;
- Have significant departmental-wide implications;
- Significantly effect the efficiency of the organisation's performance; and
- Involve significant departmental resources (including human and financial).

The committee is chaired by the Director General, Department of Juvenile Justice.

Operations Management

Operations Committee

The Operations Committee is a regular meeting of regional directors and other senior managers to address issues relating 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.

Young Women's Advisory Committee

The Young Women's' Advisory Committee provides advice to the Director General on issues of significance affecting young women and girls in the juvenile justice system.

Assessment Review Taskforce

This group is reviewing and developing assessment procedures and instruments to be used with juvenile offenders.

Disability Action Steering Group

This group coordinates the implementation of the Disability Action Plan, to ensure that young people with a range of disabilities in DJJ are provided with the most appropriate services.

Corporate Management

Finance Committee

The Finance Committee meets monthly. It oversees the more formal monthly budgetary control procedures and provides for closer integration between the budgetary and planning processes. The committee is chaired by the Director General.

Fraud Control and Corruption Prevention Committee

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

Occupational Health and Safety Committee

There are OHS Committees at each detention centre, regional area and Central Support Office. The role of each Committee is to assist

in the consultation and implementation of programs and procedures that are developed by the Health & Staff Entitlements Unit. Committees also perform risk assessments for their location. As part of the 2005-2008 OHS&IM Strategic Plan, the Department's Executive Committee has approved the establishment of a Department-wide OHS&IM Steering Committee. The Steering Committee has an overarching responsibility to oversee the implementation of the Strategic Plan and report to the Executive on the progress and achievements against the Plan.

Equity Committee

The committee has been established to promote fair practices in the organisation, identify equity priorities through consulting with all staff (these priorities form the Equity Action Plan), advise and support management to implement the Equity Action Plan, and monitor the Department's progress in implementing the Equity Action Plan.

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. This committee changed its name from *Ellipse Steering Committee* during 2005-06.

Client Information Management System (CIMS) Steering Committee

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

Environmental Management Committee

This committee was formed to promote, develop and implement environmentally positive and ecologically sustainable practices within the Department. The committee is developing an Environmental Management Plan that will be implemented over a four-year period.

Advisory Committees

Aboriginal Staff Advisory Committee

The functions of this committee are:

- Providing advice on the needs of Aboriginal children and young people in residential services
- Providing Aboriginal staff with an effective voice in policy and program development
- Providing advice on the Department's methods of consultation with Aboriginal communities
- Assisting to monitor the Department's implementation of recommendations from the Royal Commission into Aboriginal Deaths in Custody
- Initiating consideration of any issues of concern to either Aboriginal staff or Aboriginal communities
- Advising the Department on the training and support needs of Aboriginal staff
- Advising on Aboriginal cultural awareness training for the Department's staff

Cultural and Linguistic Diversity Advisory Committee

This committee provides advice to the Department on the needs of young people from culturally and linguistically diverse (CALD) backgrounds, provides advice on issues referred by the Executive and Operations

Committee, reviews reports that impact upon the service provision of CALD young people, and informs and advises the Department on issues of concern to CALD young people, their families and communities.

Committees Ceased During 2006-07

Classification Steering Committee

Workforce Planning Steering Committee

Fire Safety Committee

OFFICIAL VISITORS

The Official Visitors Scheme provides independent monitoring and evaluation of Juvenile Justice Centres operated by the Department of Juvenile Justice. Established under *The Children (Detention Centres) Act 1987*, the scheme ensures the protection of rights, improves advocacy and enhances other forms of assistance related to the welfare and treatment of young people in custody.

Official Visitors have the power to enter and inspect juvenile justice centres and confer privately with any person who is a resident, employee or detainee at the centre.

Official Visitors are appointed by the Minister for Juvenile Justice, and report regularly to the Minister, independent of the Department. This includes formal written reports every six months on standards of care relating to detainees' security, welfare and rehabilitation. These reports detail the Official Visitor's concerns and views about the performance of the centre in accordance with the standards set out by the Australasian Juvenile Justice Administrators' Standards for Juvenile Custodial Facilities.

PUBLICATIONS: NEW AND CURRENT

List of publications

- Annual Report 2005–2006
- 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
- JJ Jigsaw (electronic departmental newsletter)
- 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 Keelong?
- 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

COST OF PRODUCING THE ANNUAL REPORT

The total external cost for producing 2006-07 Annual Report was \$12,318.13. The report is available from the Department's web site www.djj.nsw.gov.au.

ACCESS AND ADDRESSES

Minister

Office of the Minister for Juvenile Justice
Minister for Western Sydney
Minister Assisting the Premier on Citizenship
Level 37, Governor Macquarie Tower
1 Farrer Place
Sydney 2000
Phone (02) 9228 3999
Fax (02) 9228 3988

Central Support Office

Level 24, 477 Pitt Street
Sydney 2000

PO Box K399
Haymarket, NSW 1240
Phone (02) 9219 9400
Fax (02) 9219 9500

Business Hours:
Mon-Fri 8:30AM to 5:00PM

Regional Offices

Metropolitan Region

Cnr 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
PO Box 97
Lismore NSW 2480
Phone (02) 6623 4200
Fax (02) 6622 0146

Southern Region

84 Crown Street
Wollongong NSW 2500
PO Box 328
Wollongong NSW 2500
Phone (02) 4254 6855
Fax (02) 4254 6800

Western Region

37-39 Carrington Avenue
Dubbo NSW 2830
PO Box 865
Dubbo NSW 2830
Phone (02) 6881 0700
Fax (02) 6882 6561

Juvenile Justice Centres

Acmena

Lot 57 Swallow Road
Grafton NSW 2460
PO Box 542
Grafton NSW 2460
Phone (02) 6643 0000
Fax (02) 6643 0019

Broken Hill

146 Chloride Street
Broken Hill NSW 2880
PO Box 625
Broken Hill NSW 2880
Phone (08) 8087 1439
Fax (08) 8088 2386

Cobham

Cnr Great Western Highway and Water Street
St Marys NSW 2760
P O Box 539
St Marys NSW 1790
Phone (02) 9623 8088
Fax (02) 9673 4917

Frank Baxter

Pacific Highway
Kariong NSW 2250
PMB West Gosford NSW 2250
Phone (02) 4340 3800
Fax (02) 4340 3862

Juniperina

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

Keelong

Staff Road
Unanderra NSW 2526
Phone (02) 4271 5044
Fax (02) 4271 5697

Orana

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

Reiby

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

Riverina

Cnr Fernleigh & Glenfield
Roads
Wagga Wagga NSW 2650
PO Box 7255,
Wagga Wagga NSW 2650
Phone (02) 6931 2811
Fax (02) 6931 3903

Intensive Programs Units**Stanmore**

22 Middleton Street
Petersham 2049
Phone (02) 8585 2600
Fax (02) 9550 0867

Blacktown

211 Stephen Street
Blacktown 2148
Phone (02) 9831 2588
Fax (02) 9831 2470

**Youth Drug and Alcohol
Court****Joint Assessment and
Review Team**

7 Speed Street
Liverpool 2170
Phone (02) 9821 1644
Fax (02) 9821 3470

**Juvenile Justice
Community Services****Albury**

Suite 3, 512 Swift Street
PO Box 214
Albury 2640
Phone (02) 6041 5133
Fax (02) 6041 5161

Armidale

Shop 1, 105 Beardy Street
PO Box 915
Armidale 2350
Phone (02) 6771 2820
Fax (02) 6771 2883

Batemans Bay

Suite 11, St Georges Mall,
3 Orient Street
PO Box 610
Batemans Bay 2536
Phone (02) 4472 6521
Fax (02) 4472 7155

Bathurst

Shop 8, 112 Keppel Street
PO Box 1514
Bathurst 2795
Phone (02) 6332 3690
Fax (02) 6332 3692

Bega

Suite 4, 106 Auckland Street
PO Box 833
Bega 2550
Phone (02) 6492 3228
Fax (02) 6492 3275

Blacktown East

211 Stephen Street
Blacktown 2148

Phone (02) 9831 2588
Fax (02) 9831 2470

Blacktown West

115 Main Street
PO Box 746
Blacktown 2148
Phone (02) 9831 8088
Fax (02) 9831 4665

Bourke

41 Mitchell Street
PO Box 607
Bourke 2840
Phone (02) 6870 1976
Fax (02) 6870 1975

Bowral

Suite 5, AMP Building
409 Bong Bong Street
PO Box 448
Bowral 2576
Phone (02) 4862 2211
Fax (02) 4862 2212

Broken Hill

146 Chloride Street
PO Box 625
Broken Hill 2880
Phone (08) 8087 1439
Fax (08) 8088 2386

Campbelltown

5 Chamberlain Street
PO Box 181N,
Campbelltown 2560
Phone (02) 4625 4050
Fax (02) 4625 4506

Coffs Harbour

Suite 2, 38 Park Ave
PO Box 1993
Coffs Harbour 2450
Phone (02) 6651 4783
Fax (02) 6651 4784

Deniliquin

50 Hardinge Street
PO Box 738
Deniliquin 2710
Phone (03) 5881 5251
Fax (03) 5881 4791

Dubbo

37-39 Carrington Avenue
PO Box 865
Dubbo 2830
Phone (02) 6881 0730
Fax (02) 6882 5429

Fairfield East

Suite 2, Level 2
44-46 Mandarin Street
PO Box 697,
Fairfield 1860
Phone (02) 9724 1690
Fax (02) 9724 6264

Glen Innes

Corner Meade & East Avenue
PO Box 142
Glen Innes 2370
Phone (02) 6732 4489
Fax (02) 6732 4490

Gosford

15 Watt Street
PO Box 1927
Gosford 2250
Phone (02) 4325 6800
Fax (02) 4323 4441

Goulburn

23 Clifford Street
PO Box 1202
Goulburn 2580
Phone (02) 4822 1232
Fax (02) 4822 1939

Grafton

1st Floor, Gerards Centre,
Fitzroy Street
PO Box 5
Grafton 2460
Phone (02) 6643 2172
Fax (02) 6642 5477

Griffith

5/490 Banna Ave
PO Box 1422
Griffith 2680
Phone (02) 6964 2379
Fax (02) 6964 1744

Kempsey

Cnr Forth and Regent Streets
PO Box 396
Kempsey 2440
Phone (02) 6563 1388
Fax (02) 6563 1371

Lismore

4/124 Woodlark Street
PO Box 97
Lismore 2480
Phone (02) 6623 4200
Fax (02) 6622 0146

Moree

46 Auburn Street
PO Box 158
Moree 2400
Phone (02) 6752 3415
Fax (02) 6752 3417

Muswellbrook

3/168 Bridge Street
Muswellbrook 2333
Phone (02) 6541 1191
Fax (02) 6543 1551

Newcastle

24 Maitland Road
PO Box 121
Islington 2296
Phone (02) 4962 3755
Fax (02) 4902 8641

Nowra

3a Nowra Lane
PO Box 781
Nowra 2541
Phone (02) 4423 0556
Fax (02) 4423 4919

Orange

265 Lords Place
PO Box 971
Orange 2800

Phone (02) 6361 1282
Fax (02) 6361 1329

Parkes

267 Clarinda Street
PO Box 109
Parkes 2870
Phone (02) 6862 5770
Fax (02) 6862 2535

Queanbeyan

Level 4, 34 Lowe Street
PO Box 710
Queanbeyan 2620
Phone (02) 6124 3200
Fax (02) 6299 6781

Sydney

64-76 Kippax Street
Surry Hills 2010
Phone (02) 9215 3399
Fax (02) 9215 3300

Tamworth

39 Kable Avenue
PO Box 984
Tamworth 2340
Phone (02) 6767 2400
Fax (02) 6767 3559

Taree

Shop 2, 6 Macquarie Street
PO Box 989
Taree 2420
Phone (02) 6551 2555
(02) 6551 2969
Fax (02) 6551 2612

Tweed Heads

Suite 8, Hutton House
40 Francis Street
PO Box 707
Tweed Heads 2485
Phone (07) 5599 1298
Fax (07) 5599 1789

Wagga Wagga

73-75 Johnston Street
PO Box 5396
Wagga Wagga 2650
Phone (02) 69372200
Fax (02) 6921 8543

Walgett

31 Fox Street
PO Box 412
Walgett 2832
Phone (02) 6828 2010
Fax (02) 6828 2109

Wollongong

State Government Offices
Block B, Level 2
84 Crown Street
PO Box 328
Wollongong 2520
Phone (02) 4254 6888
Fax (02) 4254 6877

**Youth Justice
Conferencing****YJC Directorate**

Central Support Office
Level 24, 477 Pitt Street
Sydney 2000
PO Box K399
Haymarket NSW 1240
Phone (02) 9219 9475
Fax (02) 9219 9551

Armidale

Shop 1, 105 Beardy Street
PO Box 915
Armidale 2350
Phone (02) 9831 8088
Fax (02) 9831 4665

Blacktown

115 Main Street
PO Box 746
Blacktown 2148

Phone (02) 9831 8088
Fax (02) 9831 4665

Broken Hill

5 Chloride Street
Broken Hill 2880
Phone (08) 8088 6321
Fax (08) 8088 7489

Campbelltown

5 Chamberlain Street
Campbelltown 2560
PO Box 181N
Phone (02) 4625 3180
Fax (02) 4625 8418

Chatswood

Suite 2, Level 1
12 Thomas Street
Chatswood 2067
Phone (02) 9413 3849
Fax (02) 9413 1393

Coffs Harbour

Shop 2, 38-40 Park Avenue
PO Box 1993
Coffs Harbour 2450
Phone (02) 6651 9857
Fax (02) 6651 4784

Dubbo

37/39 Carrington Avenue
Dubbo 2830
PO Box 865
Phone (02) 6881 0739
Fax (02) 6882 6561

Fairfield

Suite 2, Level 2
44-46 Mandarin Street
Fairfield East 2165
PO Box 697, Fairfield 2165
Phone (02) 9724 1077
Fax (02) 9724 1211

Gosford

15 Watt Street
PO Box 1927
Gosford 2250
Phone (02) 4325 6850
Fax (02) 4323 4441

Kempsey

Cnr Forth and Regent Street
Kempsey 2440
PO Box 396
Phone (02) 6562 2027
Fax (02) 6563 1371

Lismore

4/124 Woodlark Street
Lismore 2480
PO Box 97
Phone (02) 6623 4205
Fax (02) 6622 0146

Newcastle

24 Maitland Road
Islington 2296
PO Box 221
Phone (02) 4902 8650
Fax (02) 4902 8653

Orange

265 Lords Place
Orange 2800
PO Box 971
Phone (02) 6361 2788
Fax (02) 6361 1329

Penrith

Suite 6, 8-10 Castlereagh
Street
PO Box 1086
Penrith NSW 2750
Phone (02) 4732 3247
Fax (02) 4732 3840

Queanbeyan

Level 4, 34 Lowe Street
PO Box 710
Queanbeyan 2620
Phone (02) 6284 2130
Fax (02) 6299 6781

Sydney

64/76 Kippax Street
Surry Hills 2010
Phone (02) 9215 3380
Fax (02) 9215 3300

Wagga Wagga

73-75 Johnston Street
PO Box 5396
Wagga Wagga 2650
Phone (02) 6937 2202
Fax (02) 6921 8543

Wollongong

Block C, Level 2
State Government Offices
84 Crown Street
PO Box 328
Wollongong 2500
Phone (02) 4254 6844
Fax (02) 4254 6800

Yasmar Training Facility

185 Parramatta Road
Haberfield 2045
Phone (02) 9797 3000
Fax (02) 9797 30

Index to Legislative Requirements

Access.....	129	Internal and External	
Aims and Objectives	10	Performance Reviews	73
Audit Opinion and Financial		Land Disposal	116
Information	72	Legal Change.....	101
Charter.....	10	Major Assets	116
Chief and		Management and Activities	52
Senior Executive Officers	118	Measures of Performance	45
Code of Conduct.....	108	Major Works in Progress	60
Consultants	113	Management and Structure.....	52
Consumer Response	22	Committees	120
Cost of Annual Report	129	Organisation Chart	13
Disability Services Strategic Plan ..	103	Principal Officers.....	118
Electronic Service Delivery	61	Monetary Amount of Leave.....	113
Energy Management	116	Overseas Visits.....	108
Ethnic Affairs Priority Statement ..	104	Payment of Accounts	115
Equal Employment Opportunity	58	Privacy and Personal Information	
Freedom of Information.....	109	Protection	113
Freedom of Information		Promotion and Publications.....	128
Statement of Affairs	111	Research and Development	53
Funds Granted to Community		Risk Management and Insurance....	55
Organisations	114	Royal Commission into Aboriginal	
Guarantee of Service	108	Deaths in Custody Status Report	
Human Resources	57	on Implementation of	
Employees by Category	106	Recommendations	103
Industrial Relations Policies and		Significant Judicial Decisions	103
Practices	59	Summary Review of Operations	14
Personnel Policies and Practices.....	57	Waste Reduction.....	116

NSW Department of Juvenile Justice

Level 24, 477 Pitt Street

Sydney NSW 2000

Haymarket NSW 1240

Phone: (02) 9219 9400

Fax: (02) 9219 9500

ISSN 1321-3598