

YJC Guidelines for Recognition of Current Competency for Conference Convenors

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1 INTRODUCTION

This document outlines the policy and procedure for Recognition of Current Competency (RCC) for Youth Justice Conference Convenors. It supports the 'YJC Guidelines for the Management of Convenors', in particular the following titles:

Legal Status of Convenors

Conditions of Appointment

Selection Process

Appointment and Engagement

Supervision and Development of Convenors

Performance and Conduct of Convenors

2 TERMINOLOGY

2.1 Competency

Comprises the specification of knowledge and skills the Convenor is required to apply to a particular standard for conference convening.

2.2 Assessment

the process used to collect evidence on the Convenor's achievement and maintenance of the competencies and to use this evidence to judge whether the knowledge and skills are still current.

2.3 Evidence

The samples used to prove currency of knowledge and skills. There are various methods of gathering evidence, including direct observation, evaluation of work outcomes, simulations and proficiency tests, written or oral questioning, third party reports and tests. Evidence must be valid, reliable, authentic and sufficient.

2.4 Judgement

The process by which a decision is made. Judgement should be objective and relate only to the identified competency. A judgement should be made by a person with sufficient background and knowledge in conferencing in order to ensure decisions are fair and informed. As a safeguard, all judgements are able to be appealed to a full panel of assessors.

2.5 Currency

Refers to whether or not competencies achieved in the past have been maintained to the required standard, since the prior competency review.

3 PROCESS OF COMPETENCY ACHIEVEMENT AND REVIEW

3.1 Selection, Training and Assessment

Applicant convenors are selected through the process outlined in the document 'YJC Guidelines for the Management of Convenors'.

Applicant convenors undertake the Department of Juvenile Justice training course 'Conferencing under the [Young Offenders Act \(NSW\) 1997](#) – a Course for Convenors'.

Upon successful completion of the training course and assessment tasks, applicant convenors are issued with a Certificate of Completion.

3.2 Initial Appointment

Applicant convenors that successfully complete the training course are then issued with an Instrument of Appointment valid for a twelve-month probationary period.

The Instrument of Appointment gives authority to the AM (YJC) to offer conference referrals to this Convenor, and for the Convenor to accept. This means that a Convenor without a current Instrument of Appointment cannot be allocated a conference referral.

3.3 Ongoing Appointment

In the months leading up to the completion of the twelve-month probationary period, convenors undergo a process of Recognition of Current Competency, to demonstrate their continued competence in the skills of preparing for and conducting conferences. This document sets out the arrangements for this process of Recognition of Current Competence (RCC).

If convenors demonstrate continued competence at the end of the RCC process, they can then be issued with an Instrument of Appointment for a further period of up to two years.

In the months leading up to the completion of this two-year period, convenors once again undertake the RCC process. If convenors again demonstrate continued competence in the skills of preparing and conducting conferences, they may be issued with an Instrument of Appointment for a further period of up to three years.

In the months leading up to the completion of this three-year period, convenors once again undergo the RCC process, and all further periods of appointment can be for up to a maximum of three years.

3.4 Record keeping

The RCC process assesses whether Convenors have continued to maintain their skills in preparing and conducting conferences. It requires an Area Manager to ensure accurate records are maintained on Convenor files and the computer-based data system (CIMS) during the period of the convenor's Instrument of Appointment. These records form part of the evidence used in reviewing the competence of the convenor.

3.5 Screening requirements

In addition to the RCC process, at the second and each subsequent renewal the AM (YJC) must confirm that each renewing convenor has a clearance code for Prohibited Employment Declaration and Working with Children Background Check Consent that are current for the recommended term of the new Instrument of Appointment.

A convenor is not to be offered an Instrument of Appointment for a period extending past the end date of their Prohibited Employment Declaration and Working with Children Background Check clearances.

3.6 Commencing the RCC Process

A review of a Convenor's competency may occur at any time during the period of appointment, as considered appropriate by the Assistant Manager (YJC), but will usually occur towards the latter stage of an appointment period.

Approximately three months prior to the date of expiration of the Instrument of Appointment, the AM (YJC) must send a convenor an invitation, see [Attachment 2](#), to renew their Instrument of Appointment. This invitation will contain:

- [An Application for Recognition of Current Competency form](#)
- [A Prohibited Employment Declaration form](#)
- [A Working with Children Background Check Consent](#)

Convenors wishing to apply for renewal, must submit all completed forms at least eight weeks prior to the expiry date. The AM (YJC) in turn must immediately forward these forms to DJJ Human Resources so as to allow sufficient time for the results of these checks to be returned before the date of expiry of the Instrument of Appointment.

4 ASSESSMENT METHOD AND EVIDENCE

A variety of evidence types will be used to maximize the Convenor's ability to demonstrate that he/she has maintained competency. These can include instances of:

direct evidence and

indirect evidence.

It is important that direct evidence is used to ensure validity of decision. Indirect evidence and additional evidence should be used to support the direct evidence by providing greater details.

4.1 Direct Evidence

This type of evidence allows for direct proof of the maintenance of critical process skills because it comes from the actual performance of the work.

The most important examples are:

4.1.1 *Conference participant feedback forms*

Participant feedback is preferred evidence, as it is the objective views of participants in the conference process. AMs (YJC) will put in place processes to encourage return of participant feedback forms representative of the full period of the convenor's Instrument of Appointment. AMs (YJC) will advise the individual convenor of participant comments from the conference he/she facilitates. Feedback sheets are to be filed on the particular convenor's RCC file: '*Youth Justice Conferencing - Contracting – Recognition of Current Competencies (RCC) - (Office Name) - Youth Justice Conference Convenor - (Convenor Name)*'.

Feedback processes should be available to all participants at the time of the conference. Feedback surveys will be provided to all conference participants by the Convenor at the end of a conference along with a reply paid envelope.

Feedback should also be encouraged from the attending Youth Liaison Officer, as YLOs would generally have a greater understanding of the principles, practice and legislative parameters of conferences than other participants.

In order to ensure fairness, this evidence should come from more than one conference and more than one conference participant. A suggested number is a minimum of three samples from a range of participants e.g. young persons, victims, police.

4.1.2 Observation of a conference by the supervising AM (YJC)

Conference observations are another valuable form of direct evidence. Conference Administrators have the approval from the Attorney General under [section 47\(3\)](#) of the *Young Offenders Act* 1997 to observe, but not participate in, youth justice conferences, for the purposes of monitoring and evaluation. Through the Convenor, the AM (YJC) must obtain the consent of the young person, any victim participating in the conference, and the Convenor prior to observing a conference.

Whilst the presence of the AM (YJC) as an observer may have an impact (potentially positive as well as negative) on the conference process, this is nevertheless an important form of evidence about a Convenor's actual performance of the conference facilitation process.

AMs (YJC) attending conferences for the purpose of observation must hold a current Workplace Assessor qualification.

AMs (YJC) must complete the Conference Observation Feedback Form; see [Attachment 5](#), for each observation. The completed Conference Observation Feedback Form is to be filed on the particular convenor's RCC file: '*Youth Justice Conferencing - Contracting – Recognition of Current Competencies (RCC) - (Office Name) - Youth Justice Conference Convenor - (Convenor Name)*'.

After the conclusion of an observed conference, the AM (YJC) and convenor will discuss the convenor's performance, and set in place any identified support/training/ reading etc. These are to be recorded as file notes on the convenor's CIMS file '*Youth Justice Conferencing - Contracting – Recognition of Current Competencies (RCC) - (Office Name) - Youth Justice Conference Convenor - (Convenor Name)*'.

Each Convenor must be observed on at least one occasion during each period of appointment.

4.2 Indirect Evidence

4.2.1 Debriefs

AMs (YJC) will maintain on each convenor's RCC file his/her post-conference reports to record positive and difficult aspects of conferences and develop strategies for the future. This is used as evidence of ongoing professional self-assessment and development.

4.2.2 CIMS Reports

The AM (YJC) must produce CIMS Reports on a variety of aspects of Convenor performance. These will be filed on the Convenor's RCC file, with the other RCC paperwork, and will include the following CIMS reports for the

period of currency from the previous Instrument of Appointment, for each Convenor:

- 'Convenor work list in a Period'
- 'Referral status by Date Received'
- 'Local Unit Performance in a period'
- 'YJC Referrals with count of participant type in conference'
- 'YJC Convenors and Reasons for Declining Referral'

4.2.3 CIMS Convenor notes

AMs (YJC) must make any notes relevant to reviewing a Convenor's RCC on the individual Convenor's CIMS record, located on CIMS Menu *YJC: Convenor: notes*. These can then be accessed by the AM (YJC) as part of the evidence relied upon in the RCC process.

It is important that AMs (YJC) deal with performance issues with individual convenors at the time they arise, and document these issues and their resolution in the CIMS notes, together with any identified support strategies, where applicable.

It is not appropriate or acceptable for an AM (YJC) to raise an issue at the time of the RCC process, which has arisen during the relevant period of currency of an Instrument of Appointment but not been addressed by the AM (YJC) with the Convenor at the time that the issue arose.

4.3 RCC Assessment Report

The assessor, usually the supervising AM (YJC), having collected evidence of the Convenor's performance at the completion of the appointment period, prepares an RCC Assessment Report, see [Attachment 6](#), to be filed on the Convenor's RCC file.

The assessor will undertake a review of Convenor performance in the appointment period, paying particular attention to:

- CIMS report data, generated from the CIMS Reports outlined in 4.2.2. This will include:
 - The number of conference referrals in the period, and the number resulting in conferences;
 - The number of times that the Convenor met legislative and procedural requirements, including:
 - 10 day notice to young person ([section 45 YOA](#));
 - Conference held within 28 days of receipt ([section 43 YOA](#));

- 5 days between submission of Form 9 Checklist and date of conference;
- The number of conferences with a wide range of participants including YLO, IO, victim, victim support, immediate family, extended family, or community;
- Analysis of all Convenor invoice for services submitted during the relevant appointment period;
- Analysis of outcome plans for meeting [sections 7](#) and [34](#) YOA principles and purposes, adhering to section 49 guidelines and including a variety of appropriate outcomes;
- Records of attendance at local Convenor forums and meetings, assistance in facilitating Convenor training sessions or information sessions;
- Convenor's last conference observation report; and
- Report from the supervising AM (YJC).

The Assessment Report is held on the Convenor's RCC file, with all the evidence that has been relied upon for the RCC assessment attached.

4.4 Additional Evidence

Convenors may choose to submit further evidence to support their application to renew an Instrument of Appointment.

Such evidence may include:

- References from similar work;
- Records of attendance at relevant external training or conferences;
- Performance of related activities such as mentoring other Convenors, submissions to newsletters or local publications and so forth;
- Other relevant material.

4.5 Inactive Convenors

Applicants who have not conducted a conference during the whole or latter part of their period of appointment will be deemed inactive.

Applicants who fall within this category will be required to undergo a practical assessment. This assessment may be in the form of a role-play combining participant preparation and facilitation of a conference.

This process is to be conducted at a time and venue suitable to both the convenor and the assessing AM (YJC), and at a time prior to the expiry of the current Instrument of Appointment. (See also [Section 9](#)).

An inactive convenor, for the purpose of this section, has:

- formally advised their supervising AM (YJC) they are unavailable to accept referrals in the 12 months preceding reappointment;

OR

- has not accepted a referral in the 12 months preceding reappointment due to:
 - lack of suitable referrals in their area;
 - withdrawal of convenor from preparation phase of a referral;
 - transfer of referral to another area during preparation; or
 - a referral has not resulted in a youth justice conference.

5 ASSESSORS

5.1 Assessor Criteria

- Knowledge about Youth Justice Conferencing and the *Young Offenders Act 1997 (NSW)*, Youth Justice Conferencing Guidelines, theory and practice of conferencing and restorative justice.
- Qualified Competency Assessors – Workplace Assessor minimum.
- Familiarity with required work performance standards for Convenors.
- The Convenor's supervising AM (YJC) will usually be the assessor.

5.1.1 Process when unable to meet criteria

If the supervising AM (YJC) does not meet one of the above criteria e.g. he/she does not hold the Workplace Assessor qualification, he/she must jointly assess the RCC application with their suitably qualified Area Manager, another AM (YJC) or DJJ officer who satisfies the above criteria.

5.1.2 Assessment by another AM (YJC)

In some instances, a Convenor and/or supervising AM (YJC) may believe that for ethical considerations – e.g. a concern about his/her ability to make an objective judgement in a particular instance. In these circumstances the relevant, suitably qualified, Area Manager or an independent AM (YJC) should conduct a Convenor's assessment.

Where the relevant Area Manager does not hold the necessary qualifications to complete the assessment, the supervising AM (YJC) must advise the Regional Director (through submission endorsed by the relevant Area Manager), who will appoint another AM (YJC) to undertake the assessment.

6 ADMINISTRATION REQUIREMENTS

6.1 Responsibilities of participants in RCC process –

The RCC process has two participants: the Convenor, and the assessor, usually the supervising AM (YJC).

6.1.1 *Documentation to be provided by convenors*

The Convenor will provide the following documentation to their supervising AM (YJC):

The completed RCC renewal request;

Any additional evidence (included as attachments to the application);

A signed and dated Prohibited Employment Declaration form; and

A signed and dated Working with Children Background Check Consent form.

6.1.2 *Key tasks of assessor - see [Attachment 1](#)*

The assessor, usually the supervising AM (YJC), will:

Collect evidence of the Convenor's performance (see [section 4](#));

Review the evidence gathered and make judgements about whether the Convenor has maintained the competencies achieved in the past, to the required standard during the period of currency of the expiring Instrument of Appointment;

Complete the Assessment Report (see [Attachment 6](#)), making a recommendation on the applicant Convenor's current competence, and

Prepare a submission to the Regional Director for the approval of the RCC recommendation and the renewal of the Instrument of Appointment, where appropriate, using the pro forma submission (see [Attachment 7](#)).

6.1.3 *Record keeping*

The only material attached to the submission is the Instrument of Appointment for the recommended term. Due to Records Management Policy requirements, a separate submission must be prepared for each Convenor being recommended for reappointment.

All other evidence remains on the Convenor's RCC file: '*Youth Justice Conferencing - Contracting – Recognition of Current Competencies (RCC) - (Office Name) - Youth Justice Conference Convenor - (Convenor Name)*'.

The submission to the Regional Director must be registered on the TRIM records management application by the local YJC office. Submissions not registered on TRIM will not be submitted to the Regional Director, but returned to the area office for registration.

6.1.4 Determining renewal date

The recommended commencement date of a renewed appointment period should be the day after the expiry of the previous Instrument of Appointment.

6.2 Administrative Timelines

Once the Instrument of Appointment has expired a Convenor **MUST NOT** be offered or accept a conference referral, and cannot conduct a conference already allocated and not yet held.

[Attachment 1 – RCC Checklist](#) outlines suggested time frames.

6.3 Process where Convenor does not demonstrate current competence

A Convenor's failure to demonstrate current competence could be for any or all of the following reasons:

6.3.1 Insufficient evidence to determine competency

There may be insufficient evidence from the RCC process. In this situation, the assessor will need to obtain sufficient evidence to make a recommendation. An assessor may determine to give a limited renewal, e.g. six months to allow for a conference observation or set a period of time in which the Convenor will complete tasks/training to achieve and maintain specific competencies.

In this event, the full RCC process is still conducted and the limited renewal and reason is listed on the RCC Assessment Report.

When the limited time has been reached and sufficient evidence is available to deem the Convenor competent, a new submission to the Regional Director will recommend that the Regional Director approve the RCC and provide a new Instrument of Appointment for the remainder of the original 2, or further 3 years.

Where any of the stipulated requirements have not been met, the Convenor's instrument of appointment will not be renewed. The AM (YJC) will advise the Convenor of the decision not to renew their appointment and provide information about the appeal process.

6.3.2 Assessed as Not Yet Competent

The evidence is sufficient, and this evidence indicates that the person does not have the required skills for renewal of their Instrument of Appointment.

The AM (YJC) will advise the Convenor of the decision not to renew their appointment and provide information about the appeal process.

All documentation must be kept by the supervising AM (YJC) for a minimum of three weeks (deadline for lodgment of an appeal).

If no appeal is lodged, the AM (YJC) must ensure the Convenor is made inactive on CIMS.

The Area Manager is responsible for ensuring the accuracy of CIMS records in relation to the appointment of YJC convenors who fail to demonstrate current competence.

7 APPEALS MECHANISM

7.1 Time frame for lodging appeals

An appeal must be lodged with the supervising Area Manager within three weeks of the Convenor receiving the RCC decision, and must be on the standard appeal form ([Attachment 10](#)).

7.2 Reasons for appeal

An appeal must be based on one of the following reasons:

- Unfair disadvantage;
- Incompetent application of process;
- Extenuating circumstances.

7.3 Appeals Panel

Where an appeal complying with the above criteria is lodged, an appeal panel is to be established by the relevant Regional Director.

The panel can include 2 or more of the following:

- The relevant Area Manager;
- Other regional AM (YJC)s or appropriately skilled DJJ staff, and/or
- Appropriate community members or a Police Youth Liaison Officer.

All members of the appeal panel must meet at least two of the criteria required of RCC Assessors ([Section 5](#)).

7.4 Documents to be made available to the Appeals Panel

The Appeal Panel will be supplied by the supervising AM (YJC) with:

- All evidence provided to the original assessor;
- Documentation of the original assessor's recommendation;
- Appeal application and case provided by applicant

7.5 Outcome of Appeal

The Appeal Panel will reach a decision within four weeks of receipt of the appeal papers by the relevant Area Manager.

A final report on an appeal will be forwarded to the Regional Director for approval.

The relevant Regional Director will notify the appellant of the decision within 5 days, and will arrange for a new Instrument of Appointment or letter of termination to be issued.

The Administrative Assistant will update CIMS records accordingly.

There is no further appeal beyond the Appeal Panel.

8 REASONABLE ADJUSTMENT

Reasonable adjustment measures are made to ensure that an individual with a specific need is not presented with artificial barriers when demonstrating current competency.

It is the responsibility of the supervising AM (YJC) to inform the Convenor of the RCC process and its requirements. At this time the Convenor should be encouraged to identify potential barriers to their participation in the RCC process set out in these Guidelines, and to negotiate reasonable adjustment with their AM (YJC).

Reasonable adjustment examples include:

- Allowing the Convenor to use a scribe to facilitate recording of their reflections;

- Using a voice recording to record reflections;

- Use of specialists such as interpreters.

- Using video evidence.

9 RCC APPLICATION FOR VACATED OFFICE

In limited circumstances, a convenor that has resigned from or not re-applied for their RCC may be eligible for re-appointment as a convenor.

This provision does not apply to convenors who have failed to gain Recognition of Current Competency, on any occasion, under this policy.

9.1 Essential Criteria

- There is a need for additional convenors in the geographic area in which the former Convenor wishes to return to convening. This may or may not be the same geographic area in which he/she used to convene.
- The maximum time between the date of the former convenor's last conference and their application under this section is 2 years.
- A complete review of the convenors appointment file, and CIMS records, is undertaken to ensure there are no reasons indicating the convenor should not be reappointed.

9.2 Appeal

There are no grounds for appeal if the AM (YJC) chooses not to consider the application. In this event, the former convenor may submit a new application following the current selection process.

9.3 Procedural requirements

9.3.1 Required documents

Where an AM (YJC) agrees to consider an application, the former convenor must complete and submit the following documents to the relevant YJC office:

- Application for Recognition of Current Competency;
- Additional evidence supporting their application; and
- Consent to screening form and Prohibited Employment Declaration form.

9.3.2 Process for approval

The AM (YJC) is to prepare a submission to the Area Manager for approval of the former convenor's application under this section. The submission is to include:

- The need for additional convenors in the local area;
- The number of years the person worked for YJC as a convenor;

- The number of conferences he/she successfully convened when they were in the position;
- The length of time since the former convenor's last conference;
- Comments and relevant evidence from prior RCC Assessment Reports from the supervising AM (YJC) in the area in which their Instrument of Appointment expired; and
- Any other material relevant to their re-appointment under this section.

9.3.3 Receipt of approval to assess competency

Once approval is received from the Area Manager the process for re-determining competence is for the former convenor to undertake an appropriate assessment task. The task may comprise a scenario activity combining participant preparation and facilitation of a conference, and completion of the relevant documentation. Suitable tasks may be taken from the YJC Convenor Initial Training Package.

The only exception to the above is where the convenor's Instrument of Appointment has lapsed within three months of the RCC Application and the convenor has conducted a Youth Justice Conference within six months of the RCC Application. In these circumstances a submission may be made that the convenor be appointed to a further Term of Office solely on the basis of the RCC Assessment Report.

9.3.4 Assessed as Competent

The AM (YJC) completes the RCC Assessment Report and if the recommendation is that the applicant is competent, the AM (YJC) prepares a submission to the Regional Director, seeking reappointment for a 12 month probationary period.

9.3.5 Not Yet Competent / Insufficient Evidence

If the AM (YJC)'s recommendation is either that there is insufficient evidence to assess competency, or that the evidence is sufficient that the person is not competent, there is no re-appointment under this section. There is also no appeal under this section.

9.3.6 Induction Process

Before a former convenor re-appointed under this section is offered their first conference referral, evidence of the following induction must be recorded on the convenor's Appointments file:

Completion of all relevant new or amended departmental and DJJ policy/procedures and self-paced learning packages implemented since their last conference;

Dates of discussion/s between AM (YJC) and convenor of updates to changes in YJC procedure documents since their last conference;

Dates of discussion/s between AM (YJC) and convenor of any changes in YJC administrative procedures and requirements;

Details of any training updates to be undertaken, where appropriate.

Applicants successfully applying for RCC under this section will revert to original period of twelve months probation followed by a 2 year and then 3 year periods of appointment.

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Attachment 1 RCC Checklist

RCC Checklist

Convenor Name:

Expiry Date of IOA:

Suggested Time Frame	Responsibility	Task	Processed
3 mths prior to expiry of IOA	AM (YJC)	Sends RCC reminder	<input type="checkbox"/>
Date for submission of application set by AM (YJC). At least 8 weeks prior to expiry of IOA	Convenor	Completes & Submits RCC Application	<input type="checkbox"/>
		Submits Additional Evidence (optional)	<input type="checkbox"/>
		Completes Consent to Criminal Screening (CCS)	<input type="checkbox"/>
		Completes Prohibited Employment Declaration (PED)	<input type="checkbox"/>
8 weeks prior to expiry of IOA	Admin Asst	Submits CCS & PED to Human Resources	<input type="checkbox"/>
		Receipts RCC Application & files	<input type="checkbox"/>
4 weeks prior to expiry of IOA	Supervising AM (YJC)	Reviews CIMS data	<input type="checkbox"/>
		Reviews Participant Feedback Forms	<input type="checkbox"/>
		Reviews Debriefing/Convenor Reports	<input type="checkbox"/>
		Reviews Conference Observation Reports	<input type="checkbox"/>
		Reviews additional evidence	<input type="checkbox"/>
		Completes RCC Assessment Report	<input type="checkbox"/>
		Prepares submission and Instrument of Appointment if decision to renew	<input type="checkbox"/>
3 weeks prior to expiry of IOA	Area Manager	Reviews RCC Assessment Report	<input type="checkbox"/>
2 weeks prior to expiry of IOA	Regional Director	Consider recommendations re RCC	<input type="checkbox"/>
5 days post receipt of Regional Director's decision	Supervising AM (YJC)	If recommendations approved,	<input type="checkbox"/>
		Copies & sends Instrument of Appointment & Form 22A Acceptance of Appointment letter to convenor	<input type="checkbox"/>
Within 7 working days of Form 22A letter	Convenor	If accepting reappointment, returns Form 22A	<input type="checkbox"/>
Immediately upon receipt of Form 22A	Admin Asst	Updates RCC Date on CIMS	<input type="checkbox"/>
		Files Form 22A	<input type="checkbox"/>
		Faxes copy of IOA and Acceptance to HR	<input type="checkbox"/>
		Advises AM (YJC) by email of Convenor's acceptance	<input type="checkbox"/>

Attachment 2 Invitation to apply for RCC

<< Convenor's Name>>
<<Address Line 1>>
<<Suburb>> <<State>><<PCode>>

<<Date>>

Dear << Convenor's Name>>

RE: RECOGNITION OF CURRENT COMPETENCY (RCC)

Our records indicate that your Instrument of Appointment expires on **IOA Expiry Date**.

As you know, I have collected, on your behalf, some of the documentation required for an RCC application. However it will be necessary for you to provide evidence of your continued interest in the position.

The Guidelines for the Recognition of Current Competency of YJC Convenors document is available at www.djj.nsw.gov.au/conferencing.htm. Should you require a printed copy please contact the office.

If you elect not to apply for renewal of appointment, written notice of resignation is required and may be returned in the envelope provided.

If you do wish to apply for re-appointment please return the following documentation:


- Application for Recognition of Current Competency
- Prohibited Employment Declaration
- Working with Children Consent to Screening

You may also submit additional information to support your application. Information regarding appropriate evidence is contained within the RCC guidelines.

If you fail to submit your RCC application eight weeks before your current Instrument of Appointment expires, you will be deemed to have vacated the office on that date.

Please contact me if you have any queries or comments about this process.

Yours sincerely


Assistant Manager (Youth Justice Conferencing)
Area

Attachment 4 Working with Children Consent & Prohibited Employment Declaration

WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

TITLE: Mr / Mrs / Ms /Miss / Other(specify)		GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
FAMILY NAME:		GIVEN NAME(S):	
PREVIOUS NAMES/ALIASES:			
DATE OF BIRTH: (Please note, applicants must be over the age of 18 years)			
PLACE OF BIRTH:		Town/City:	State:
			Country:
DATE OF ARRIVAL IN AUSTRALIA (if born overseas)			
City arrived at:			
RESIDENCY STATUS: <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> New Zealand Citizen			
CURRENT ADDRESS: Street No.		Street Name:	
Town / Suburb:		State:	Postcode:
CONTACT PHONE: Mobile:		Home:	
Work:		Fax:	
E-MAIL ADDRESS:			
DRIVER LICENCE NUMBER:		CLASS:	
		EXPIRY DATE:	
Identifying document type (e.g. driver's licence/passport):			
Identifying document number:			
Title of position applied for:			
Type of position (Please tick):			
<input type="checkbox"/> Paid employee <input type="checkbox"/> Religious leader/spiritual official of a <input type="checkbox"/> Foster carer			

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. A national criminal record check for charges and/or convictions (including spent convictions) for:
 - Any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - Any child-related personal violence offence;
 - Any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

Punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- May have not been heard or finalised by a court; or
- Are proven but have not led to a conviction; or
- Have been dismissed, withdrawn or discharged by a court.

2. A check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. A check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- The above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- The Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- The outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- Employment with the Department of Juvenile Justice will involve a check of national criminal records for all convictions. Overseas convictions are releasable in accordance with the Criminal Records Act 1991 if the conviction is equivalent to an offence in NSW;
- Details of my relevant records will not be released to my current or prospective employers except where they have a statutory right to receive those records: or I have consented to their release;
- I consent to the release of disclosable court outcomes to my government employer. Disclosable court outcomes include only those convictions that are not spent;
- Any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- The information provided may be referred to the Commission for Children and Young People and/ or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature & Date: _____

NOTE: This form is to be kept by the employer.

PROHIBITED EMPLOYMENT DECLARATION

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- An offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- An offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- An offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- An offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- Any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- Involving intentionally wounding or causing grievous bodily harm to a child; or
- Of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- It is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- Employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related Employment to declare if they are a prohibited person or not;
- All people in child-related employment must inform their employers if they are a prohibited person or
- Remove themselves from child-related employment; and
- Penalties are imposed for non-compliance.

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

TITLE: Mr / Mrs / Ms /Miss / Other(specify)	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female
FAMILY NAME:	GIVEN NAME(S):
PREVIOUS NAMES/ALIASES:	
DATE OF BIRTH: (Please note, applicants must be over the age of 18 years)	
CONTACT PHONE: Mobile:	Home:
Work:	Fax:
E-MAIL ADDRESS:	
SIGNATURE:	

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

NOTE: This form is to be kept by the employer

Attachment 5 Conference Observation and Feedback Form

CONFERENCE OBSERVATION AND FEEDBACK FORM		
CONVENOR		
DATE OF CONFERENCE		
NAME OF AM (YJC) OBSERVING CONFERENCE		
CONFERENCE ELEMENT	x ✓	COMMENT
Introduction		
Introduction of/by participants.		
Outlined purpose of conference		
Sec 49 requirements <ul style="list-style-type: none"> • Confirmed offence being conferenced • Confirmed young person's consent • Explained consequences of non-completion 		
Reiterated confidentiality provisions of YOA		

CONFERENCE ELEMENT	x ✓	COMMENT
Young Person's Statement		
Young person effectively prompted to tell the story of the offence		
Moved focus to the victim at the appropriate time		
Victim's Statement		
Victim invited to talk about the impact of the offence upon them		
Victim re-focused on harm where required		
Supporting People's statements and interactions		
Encouraged support people to contribute in relevant and meaningful content and format		
Encouraged direct interaction between participants rather than through convenor		
Young person given opportunity to respond, especially to victim's statement		

CONFERENCE ELEMENT	x ✓	COMMENT
Transition		
Victim appropriately prompted to offer suggestions re: Outcome Plan		
Invited others to contribute		
Re-focused participants to issue of harm where appropriate		
Asked participants to consider strategies to prevent reoffending		
Ensured focus remained on ideas rather than formulation of Outcome Plan		
Family Time		
Family time introduced and managed effectively		
Presentation of proposed outcomes		
Young person encouraged to present proposals to the victim and the conference		
Invited victim to comment		

CONFERENCE ELEMENT	x ✓	COMMENT
Invited all participants to discuss		
Negotiation of the Outcome Plan		
Proposals reality tested in line with Sec 49 Guidelines of Conduct and Management of Conferences		
Safety issues discussed including OH&S, Client Protection etc as appropriate		
Each agreed outcome task confirmed with reality and safety strategies agreed		
Monitor(s) identified and responsibilities and expectations clearly explained, understood, agreed and documented		
Support person(s) identified and role and expectations area clearly explained, understood, agreed and documented		
Conclusion of Conference		
Outcome plan drafted in accordance with agreement		

CONFERENCE ELEMENT	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	COMMENT
Participants effectively managed during writing up of OP		
Participants reminded of confidentiality provisions		
Participants thanked for attendance		
Participants invited to share refreshments		
PROCESS & TECHNIQUE	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	COMMENT
Verbal Communication		
Used appropriate tone of voice		
Used language that could be understood by all participants		
Used culturally appropriate non-offensive language		
Used appropriate number of open questions		
Used variety of communication styles, responsive to conference dynamics		

PROCESS & TECHNIQUE	x ✓	COMMENT
Non-Verbal Communication		
Used eye contact appropriately		
Used bodily gestures to diffuse conflict or guide participants		
Encouraged participants to speak directly to each other		
Stages of a Conference		
Introduced respective stages at appropriate times		
Effectively facilitated the transition through each stage		
Neutrality and Detachment		
Remained impartial throughout		
Body position remained neutral		
Physical space		
Venue set up appropriate to conference		
Seating plan		
Management of space		

Comment on overall performance

Suggested improvements to practice

**SIGNATURE OF AM (YJC) OBSERVING
CONFERENCE**

DATE FEEDBACK PROVIDED TO CONVENOR

CONVENOR SIGNATURE

Attachment 6 RCC Assessment Report

Convenor:

Assessor:

Skill Group	Evidence Used:	Criteria	RCC decision	Comments
Complying with YOA and procedural timeframes.	<input type="checkbox"/> CIMS data <input type="checkbox"/> Convenor Report(s) <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Other – specify	<ul style="list-style-type: none"> • Meets 10 day cooling off requirement • Meets 28 day requirement wherever practicable • Appropriate negotiation of times & venues 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	

Skill Group	Evidence Used:	Criteria	RCC decision	Comments
Maximising participation in, and effectiveness of, conferences for all participants	<input type="checkbox"/> CIMS data <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Conference Observation <input type="checkbox"/> Other - specify	<ul style="list-style-type: none"> • Appropriate strategies to engage YP in process • Participants come to conferences: <ul style="list-style-type: none"> – Understanding their role in the conference – with realistic expectations re outcomes – aware of YJC & YOA objectives – aware of their rights & responsibilities as per YOA • Consistent effort is made to Ensure participation of victims, support people for both victims and young people, and police officers in conference 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	
Managing group dynamics and getting consensus	<input type="checkbox"/> CIMS data <input type="checkbox"/> Convenor Report(s) <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Conference Observation <input type="checkbox"/> Other – specify	<ul style="list-style-type: none"> • Within conferences: <ul style="list-style-type: none"> – Permits productive expression of anger etc – Maintains a climate of mutual respect – Encourages positive participation by all stakeholders – All participants feel their concerns and views have been given fair consideration – Produces consensus re outcomes 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	

Skill Group	Evidence Used:	Criteria	RCC decision	Comments
Conducting conferences to produce NSW restorative justice outcomes	<input type="checkbox"/> CIMS data <input type="checkbox"/> Convenor Report(s) <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Conference Observation <input type="checkbox"/> Other - specify	<ul style="list-style-type: none"> • Alerts participants to principles and requirements of YOA as appropriate, especially if proposed outcome is excessively onerous, unrealistic or otherwise contrary to the principles of the YOA • Participants feel a fair and reasonable level of restoration has been achieved by the process 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	

Skill Group	Evidence Used:	Criteria	RCC decision	Comments
Managing time and resources effectively	<input type="checkbox"/> CIMS data <input type="checkbox"/> Convenor Report(s) <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Conference Observation <input type="checkbox"/> Other - specify	<ul style="list-style-type: none"> • Adequately accounts for time spent in preparation and convening – running sheets and invoices • Discusses with AM (YJC) issues impacting on excessive preparation time • Tasks performed in a timely and efficient manner • Conference adequately resourced (eg venue, refreshments, interpreters) • Administrative tasks completed accurately, fully and in reasonable time – checklists etc 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	

Skill Group	Evidence Used:	Criteria	RCC decision	Comments
Maintaining professional development	<input type="checkbox"/> CIMS data <input type="checkbox"/> Convenor Report(s) <input type="checkbox"/> Form 9 checklist <input type="checkbox"/> Participant Feedback <input type="checkbox"/> Conference Observation <input type="checkbox"/> Other - specify	<ul style="list-style-type: none"> • Identifies policy & procedure issues of relevance to work performance and contributes to discussions and development as appropriate • Reflects on conference process to identify areas for CC skill development • Convenor perspective of group dynamics consistent with participant feedback • Active participation in convenor meetings (number of meetings attended) • Active Participation in Convenor Development Training 	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Insufficient evidence	

Current competency recognised

YES

NO

YES With Following Requirement(s)

INSUFFICIENT EVIDENCE to assess competency

Date of Assessment:

Signature of Assessor: _____

Position:

Reviewed by:

Area Manager Date:

Attachment 7 Submission Proforma

*Insert TRIM record number doc ref:
Insert file reference number file ref:*

NAME OF UNIT

Submission to: **Regional Director / Assistant Regional Director**

ISSUE: **RECOGNITION OF CURRENT COMPETENCY – RENEWAL OF INSTRUMENT) OF APPOINTMENT – YOUTH JUSTICE CONFERENCE CONVENOR**

Background:

- The named Convenor has been assessed in accordance with the YJC Guidelines for Recognition of Current Competency for Conference Convenors.
- The renewal application was assessed by <<Name of Workplace Assessor, usually the AM (YJC)>>.
- An RCC Assessment Report has been completed by the Assistant Manager (YJC), endorsed by <<Name of AM>> (Area Manager) and attached to the relevant TRIM file.
- The Criminal Record Clearance code is <<00/0000>>

Comment:

- The recommended renewal period reflects the currency of the Criminal Record Clearance.

Recommendation(s):

- The following instrument of appointment be issued to
 1. <<Name of Convenor 1>> for <<Date after previous IOA expires>> to <<Date when Criminal Clearance expires or 12 months, 2 years or 3 years as determined in RCC>>

Attachments:

- Instrument of Appointment – Renewal for named convenor

Prepared by: Author's name, title, unit/location and date of submission

Endorsed by: Area Manager's name, Area Manager, unit/location and date endorsed

APPROVED/NOT APPROVED

REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR (*delete one*)

Young Offenders Act 1997

**Instrument of Appointment
Renewal**

Appointment of «**FirstName**» «**LastName**» as a Conference Convenor.

Pursuant to section 60 of the *Young Offenders Act 1997* I hereby renew the appointment of «**FirstName**» «**LastName**» as a conference convenor during the period «**RCCDate**» to «**ExpDate**». The function of the conference convenor is to prepare for, and to hold, conferences pursuant to the *Young Offenders Act*, which are referred to the convenor by a conference administrator.

The functions of a conference convenor are independent of the Department of Juvenile Justice.

A conference convenor is not an employee or agent of the Department of Juvenile Justice.

Regional Director / Assistant Regional Director (*delete one*)

Young Offenders Act 1997
Letter to Reappointed Conference Convenor

Convenor Name
Address
Suburb

Date

Dear

You have been reappointed as a Conference Convenor under the *Young Offenders Act 1997* for the period (date to date).

Congratulations on your reappointment. Your instrument of appointment is enclosed.

Schedule 1, Section 3 of the *Young Offenders Act 1997* outlines the circumstances when your appointment as a Conference Convenor becomes vacant and includes:

- you complete a term of office and are not re-appointed;
- you resign in writing to the Regional Director, <<REGION>>
- you become bankrupt;
- you become a mentally incapacitated person;
- you are convicted of an offence which is punishable by a gaol term of 12 months or more.

The Director General may remove you as a Conference Convenor at any time.

In your role as a Conference Convenor you are independent of the Department. You are solely responsible for the way in which you carry out your work. You are not an employee or agent of the Department.

Now that you have been reappointed as a Conference Convenor, the Department will engage your services only when required. There is no guarantee of when or how often you will be asked to provide your services.

If an appropriate referral is available, you will be contacted by the Assistant Manager (Youth Justice Conferencing) and offered a conference. You can choose to accept or decline the conference. The Assistant Manager (Youth Justice Conferencing) will give you details of the conference and any documents you will need.

Each conference will be on the following conditions:

It is your task to make all arrangements for the conference, prepare for the conference, submit a checklist to the Assistant Manager (Youth Justice Conferencing) and then send your report to the Assistant Manager (Youth Justice Conferencing), together with all documentation, at the conclusion of the conference.

Your work is to be done following relevant departmental guidelines and in accordance with the protocols explained at the education sessions run by the Department.

1. All information concerning the conference must be kept confidential.
2. Payment will be made 14 days after you have sent in your conference report with an invoice in the form required by the Department.
3. The rate of payment is a fixed hourly rate. You will be told the rate before you are offered a conference.
4. You may be entitled to payment of some expenses in addition to the set rate for a conference if special circumstances exist.

To confirm your acceptance of these terms please return the signed copy of this letter.

I congratulate you on your reappointment.

Yours sincerely

NAME

Assistant Manager (Youth Justice Conferencing)

AREA

Acceptance of reappointment

(to be completed by Conference Convenor and returned)

I, accept reappointment as a Conference Convenor under the *Young Offenders Act*, 1997 subject to the terms and conditions outlined above. I am also aware that the instrument of appointment which accompanied this letter is only valid if this acceptance is returned to the Assistant Manager (Youth Justice Conferencing) within seven (7) working days of the date of this letter.

Signed: _____

Dated: _____

Attachment 10 Application to Appeal RCC Decision

APPEAL OF RCC DECISION

APPLICANT DETAILS:

Name: _____

Address: _____

Phone/Contact: _____

Date of refusal notification: _____

APPEAL ON BASIS OF:

- | | | |
|---|------------------------------------|--------------------------|
| 1 | Unfair disadvantage | <input type="checkbox"/> |
| 2 | Extenuating circumstances | <input type="checkbox"/> |
| 3 | Incompetent application of process | <input type="checkbox"/> |

CASE FOR APPEAL:

- You should outline all the reasons, as fully as possible, for your appeal.
- Please state your case using evidence for your appeal.
- You can submit your case verbally or by recording if you prefer.
- You can submit additional competency evidence samples of you believe this will assist your case.
- When completed you should submit this form to the relevant Area Manager within 2 weeks of receiving the original decision notification. Include any attachments to support your case.

✂.....

RCC APPLICATION RECEIPT – Convenor Name: _____

Your application to appeal the RCC decision was received on _____ (date)

By _____ (Officer's name & signature)

The review panel will meet within 4 weeks to determine your appeal. You will be notified of the decision within 5 days. There is no further appeal beyond the review panel.

Attachment 11 Post-Exit Questionnaire for Convenors

ALL INFORMATION WILL BE TREATED CONFIDENTIALLY. The Regional Director will receive the completed questionnaire.

The information obtained from this post exit questionnaire will assist the Department of Juvenile Justice with planning, designing and implementing improvements to the program. For this reason your open and honest response to this questionnaire is most important.

Participation in the exit questionnaire is optional, any information received will be treated confidentially and will not be attached to any records relating to you, nor will it be conveyed to any other organisation.

SECTION A PERSONAL INFORMATION (Please circle where appropriate)

Area:

Length of time you have been a Conference Convenor yrs mths

Are you Male Female

Age Group 16-24 25-34 35-44 45-54 >55

Are you Aboriginal? Yes No

Are you a Torres Strait Islander? Yes No

Are you from a Non English Speaking Background? Yes No

(If yes, please specify).....

Do you have a disability? Yes No

If yes, could you please specify what type of disability

.....
.....

SECTION B REASON/S FOR LEAVING

In your own words please describe your reasons for resigning as a Conference Convenor:

.....
.....
.....

SECTION C

COMMENTS

Did you find working in YJC satisfying?

Yes

No

Comments:.....
.....
.....
.....
.....

Would you recommend working as a Conference Convenor to other people?

Yes

No

Comments:.....
.....
.....

What were the key factors that made your role as a Conference Convenor satisfying?

.....
.....
.....
.....
.....
.....

What were the key factors that prevented you from being satisfied in your role as a Conference Convenor?

.....
.....
.....
.....
.....

What comments or suggestions do you have for making the role of a Conference Convenor more satisfying?

.....
.....
.....
.....

Is there anything else that you would like to mention?

.....
.....
.....
.....
.....
.....
.....
.....

Should you have any issues relating to your decision to cease undertaking youth justice conferences for the department that you consider not appropriate to record on this form, please contact the relevant Regional Director.

Thank you for taking the time to complete this questionnaire.

Please forward to:

<<Name of Regional Director>> - Regional Director
<<Address Details>>