



Justice
Juvenile Justice

Youth Justice Conference Convenors

Juvenile Justice is seeking applications from persons interested in being appointed under the *Young Offenders Act* as a Youth Justice Conference Convenor in the South Coast & Tablelands Area which covers the local areas of Nowra, Batemans Bay, Moruya, Narooma, Bega, Eden, Cooma, Queanbeyan, Yass and Goulburn.

Indigenous people, people from non-English speaking backgrounds and women are encouraged to apply.

Youth Justice Conferencing is a community based response to offending behaviour by young people. Victim(s) and support persons, the young person's family and/or significant others, a police officer and other relevant people are invited to attend a conference to negotiate an outcome which makes up for the damage caused and helps young people to take responsibility for offending behaviour. YJC Convenors are responsible for the preparation and facilitation of Youth Justice Conferences.

Successful applicant will have:

- Effective group facilitation skills
- Demonstrated ability to work with limited supervision, manage time and meet strict deadlines
- A knowledge of, and commitment to, the principles of Youth Justice Conferencing
- A sensitivity to, and understanding of, issues facing young people, victims of crime, Indigenous people, people from non-English speaking backgrounds, people with disabilities, and gender issues
- Effective oral communication skills
- Ability to work with local community networks
- Live or work in the nominated areas
- Able to use own transport
- Working With Children Clearance (Employee). Please provide your clearance code with application.

Note: Conference Convenors are engaged on a fee-for-service basis. Frequency of engagement will be determined by the volume and type of conference referrals. Conference Convenors will be appointed in accordance with Schedule 1 of the *Young Offenders Act, 1997 (NSW)*.

An application for National Criminal History Check must be completed and attached to application for application to be considered. Structured referee reports and prior employment checks will be conducted on recommended applicants.

For further information about Youth Justice Conferencing please contact:

Carol Thomas, Area Manager: Phone: 4423 0556
Elizabeth Morris, Assistant Manager (Tablelands): Phone: 4823 8600
Michaela Wengert, Assistant Manager (Far South coast): Phone 4472 0400

Intending applicants should submit an Expression of Interest outlining their skills and experience against the above criteria, and indicating the area(s) they are applying for, to:

Juvenile Justice
PO Box 781
Nowra NSW 2541

Applications close on **Monday 7 August 2017**

Sensitive: Personal



Justice
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NATIONAL POLICE CHECKING SERVICE APPLICATION FORM

(Asterisk () denotes a mandatory field)*

Instructions for completing this form

Please ensure you:

- Write in **BLACK** ink and use **BLOCK** letters
- Do not alter or delete the wording of the form in any way
- Sign and date the Consent To Obtain Personal Information
- Complete all the sections of the form that apply to you

Applicant Personal Information (NOTE: Please PRINT CLEARLY)			
*Surname	*Given Name(s)	*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Previous Name(s): <i>If applicable</i>			
*Date of Birth:	*Place of Birth: <i>(Suburb/Town, State/Territory & County)</i>		
Passport Number: <i>If applicable</i>	Passport Country:	Passport Type: <i>(Gov, Priv or UN Refugee)</i>	
Driver's Licence Number: <i>(State/Territory of Licence is also required)</i>	Firearms Licence Number: <i>(State/Territory of Licence is also required)</i>	*Preferred Phone Number:	
*Permanent Residential Address over the last 5 years (Please start with your current address)			
<i>If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. Attach a list if there is insufficient room.</i>			<i>If actual dates are unavailable, details of year residence will suffice.</i>
Current	Suburb/Town	State/Territory	Postcode
No/Street			
			Period of residence / / to / /
No/Street	Suburb/Town	State/Territory	Postcode
			/ / to / /
No/Street	Suburb/Town	State/Territory	Postcode
			/ / to / /
Requesting Officer Use Only (NOTE: Please PRINT CLEARLY)			
*Name of Requesting Officer:			
*Name of Agency:	*Region/Division:	*Contact Phone Number	
*Description of the Position Applicant has applied for:			
*Is the Criminal Record Check required for the purpose of pre-employment screening of the applicant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
*In what capacity is the applicant being employed? NOTE: <i>A Volunteer Criminal Records Check is defined where</i> <i>a. The employment provides no remuneration to the Applicant for work undertaken except out-of-pocket expenses; and</i> <i>b. The work undertaken fulfils a charity or community service good.</i>			<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer
*Have you verified the identity of the applicant required by the 100-point check?			<input type="checkbox"/> Yes <input type="checkbox"/> No
*Please PRINT where the result should be returned to: <i>NOTE: Email preferable</i>			
Signature of Officer: _____ Date: _____			
Recruitment Use Only			
Date Received by Recruitment:		Recruitment Officer Name:	
Is the form complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Entered into BizRecruit:	Signature:	

Sensitive: Personal

This document may contain 'sensitive information' as defined under the Privacy Act (Cth) 1988.

**NATIONAL CRIMINAL HISTORY CHECK
CONSENT TO OBTAIN PERSONAL INFORMATION
(NO EXCLUSION)**

I _____ hereby:
Family Name (Current) Given Name/s (Current)

1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions legislation;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. consent to Businesslink disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
5. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
 - (ii) the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to Businesslink in accordance with the laws of the Commonwealth; and
 - (iv) Businesslink disclosing to **Juvenile Justice** personal information about me to assess my suitability in relation to my employment; and
6. acknowledge that any information provided by me on this Form, or by the Australian police service, may be taken into account by **Juvenile Justice** in assessing my suitability for the position of <specify position/entitlement> for which I am being considered.

Signature _____ Date ____/____/____

Note: The information you provide on this Form, and which the CrimTrac Agency provides to Businesslink on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

**NATIONAL POLICE CHECKING SERVICE
GENERAL INFORMATION**

GENERAL INFORMATION

This Form is used by NSW Businesslink Pty Ltd ("Businesslink") as part of the assessment process to determine whether a person is suitable for employment or other engagement for work with **Juvenile Justice**.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions with **Juvenile Justice**.

NATIONAL CRIMINAL HISTORY CHECK

A national criminal history check is an integral part of the assessment of your suitability. Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to Businesslink for onward transmission to **Juvenile Justice**; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Businesslink for onward transmission **Juvenile Justice**.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in the attached form. These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the Criminal Records Act 1991; and
- convictions prescribed by the regulations.

For more information on spent convictions in NSW contact NSW Privacy on phone (02) 9268 5588.

Other Australian Police Services

Where a criminal history record with an Australian police service exists, any relevant legislation and/or release policy affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation, a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely referred to as "spent" or rehabilitated" convictions) will not be released. Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this Form is correct. If it is subsequently discovered that you have provided false or misleading information you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit. It is in your interest to provide full and accurate details in the form.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.