MEMORANDUM OF UNDERSTANDING

Between

Juvenile Justice NSW

And

Civil Chaplaincies Advisory Committee

SIGNATORIES:

.......................................................... DATED............
Chief Executive
Juvenile Justice NSW

.......................................................... DATED ............
Secretary
Civil Chaplaincies Advisory Committee
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1. Foreword

The right of detainees to access to religious ministry and worship is recognised in the Children (Detention Centres) Regulation 2010 and the Australasian Juvenile Justice Administrators (AJJA) Standards for Juvenile Custodial Facilities. Juvenile Justice NSW is committed to facilitating detainees’ access to religious ministry and spiritual supports and recognises the particular role of Chaplains in providing religious ministry and worship within juvenile justice centres (JJC).

2. Purpose

The purpose of this Memorandum of Understanding (MoU) is to formalise and define arrangements between the Juvenile Justice NSW (JJ) and the Civil Chaplaincies Advisory Committee (CCAC) regarding the provision of chaplaincy services in juvenile justice centres.

The MoU and accompanying procedural documents describe the responsibility of both parties to promote the accountability, probity and transparency of funding to the Chaplaincy Service.

The MoU aims to enhance communication and coordination between JJ and the CCAC, to clarify the role of Chaplains, and provide a framework for provision of Chaplaincy services in JJC. An explanation of the terms used in this MoU is contained in Appendix 1.

3. Juvenile Justice NSW

Juvenile Justice serves the NSW community by providing quality services to young people who have committed criminal offences to maximise their capacity and opportunity to choose positive alternatives to offending behaviour.

These young people include those who are referred and accepted for youth justice conferences, those who are remanded in custody pending appearance at court and those sentenced by a court to community based supervision or to a period in custody in a juvenile justice centre.

Juvenile Justice will encourage centre staff to facilitate detainees’ access to religious ministry and spiritual supports and to recognise the particular role of Chaplains in providing religious ministry and worship within centres.

Juvenile Justice allows Chaplains to provide support to centre staff when requested.

Juvenile Justice will provide working space, interview rooms when privacy is required, furniture, computer and office equipment and designated areas for religious services. This includes providing support and staffing for Chaplaincy programs. If a centre does not have a dedicated chapel space there must be a designated area to conduct religious services.
4. The Civil Chaplains’ Advisory Committee

The Civil Chaplains’ Advisory Committee (CCAC) is the official channel through which recommendations for appointment of Chaplains are made. The CCAC provides guidelines for various aspects of Chaplaincy and negotiates on behalf of its member religious organisations. It seeks to ensure appropriate appointments, recommends standards of excellence and acts as a resource for member religious organisations on Chaplaincy matters. A list of member religious organisations is attached Appendix 2.

The CCAC seeks expressions of interest from member organisations when new subsidies become available and allocates subsidies accordingly. The CCAC also re-allocates a Chaplaincy service in accordance with a particular subsidy where a member organisation is unable to continue providing the service.

5. General principles of chaplaincy

- **Spiritual care**

  Chaplains engage with young people on the understanding that they are entitled to spiritual and pastoral care. Young people in custody have a right to access religious ministry and worship.

- **Independence**

  Chaplains work independently within juvenile justice centres without being agents of Juvenile Justice. The independence of Chaplains is integral to their effectiveness.

- **Confidentiality**

  The level of trust and confidentiality that can be maintained between a detainee and a Chaplain can be broken only under the circumstances specified in this MoU. Chaplains are also bound by the confidentiality provisions of the Children (Criminal Proceedings) Act 1987 (section 11), the Children (Detention Centres) Act 1987 (section 37D), the Children (Community Service Orders) Act 1987 (section 28A) and the Young Offenders Act 1997 (sections 65 and 66) and the Children and Young Persons (Care and Protection) Act 1998 Chapter 16A Exchange of information and Co-ordination of services.

- **Accountability**

  Individual Chaplain’s are accountable to their appointing religious organisations in matters of faith, religious practice and professional conduct. Chaplains are also accountable to the CCAC in matters relating to CCAC policy. In matters of policy, protocol and security Chaplains are accountable to Juvenile Justice. Chaplains are required to spend the majority of their time at the juvenile justice centre.
• **Multi – Faith**

Chaplains will ensure that detainees of other than mainstream Christian cultures, faiths and beliefs have access to ministry that accounts for different cultures, faiths and beliefs. Culturally appropriate pastoral care will be provided to Aboriginal detainees on an equitable basis according to need.

6. **Appointments and Accreditation of Chaplains**

Chaplains are nominated for appointment to a specified juvenile justice centre by the religious organisation with allocated responsibility (by the CCAC) for providing that service. Recommendations for appointment are made to the Chief Executive of Juvenile Justice by the CCAC on behalf of the appointing organisation.

The Chief Executive, Juvenile Justice, will accredit the nominated Chaplain through a letter of authorisation to the CCAC, following clearance of all necessary checks and qualifications. Only accredited CCAC Chaplains may claim the title of Centre Chaplain. Newly appointed Chaplains are required to sign the Juvenile Justice Information Security Policy and provide this to the Juvenile Justice prior to being granted access to the intranet. Chaplains are also subject to the JJ Code of Conduct for staff.

**All Chaplains must undergo a full Criminal Record Check and a Working with Children Check prior to receiving accreditation as a Juvenile Justice Chaplain.**

7. **Reportable Conduct**

The Centre Manager must report all allegations of reportable conduct made against a Chaplain immediately to the Juvenile Justice Employment Relations and Professional Conduct Unit. Juvenile Justice is required to inform the Ombudsman about the allegation and conduct an investigation. Juvenile Justice will inform the religious organisations that an investigation is being conducted.

Juvenile Justice will conduct an investigation to resolve an allegation of misconduct to;

- allow the Chaplain to return to the centre or
- Suspend the Chaplain’s services for the centre.

When the investigation has been completed the agency will provide the Ombudsman with the report relating to the investigation, copies of all of the statements and other documents which form the basis of the report and the results of the investigation.

Employing religious organisations are also required to report and investigate allegations of reportable conduct to the Ombudsman.
8. Subsidies

8.1 Chaplaincy Subsidies

Subsidies are paid to religious organisations to assist with the cost of providing Chaplaincy services in juvenile justice centres at a rate agreed by Juvenile Justice and CCAC.

Subsidies will be increased annually according to the Consumer Price Index. Such increases will be notified to Juvenile Justice by the CCAC at the beginning of each calendar year.

Hours of work
Full time Chaplains will provide pastoral care for 35 hours per week in the centre or in connection with Chaplaincy services at the centre they are appointed. Recognised leave entitlements are outlined at Appendix 10.

Part time Chaplains will provide the level of Chaplaincy Pastoral Care specified in Appendix 10. Subsidy rates are calculated on a pro rata basis of either 50% or 20% of full time hours.

Payment Process

Subsidies will be paid only upon receipt of an approved and accurate invoice (as per Appendix 11)

9.2 Pastoral Assistants – Aboriginal Focus

The Pastoral assistants - Aboriginal Focus scheme operates under the direction and supervision of the Centre Chaplain with the assistance and cooperation of the Centre Chaplains sponsoring agency and the Centre Manager.

Pastoral Assistants – Aboriginal Focus hours are allocated according to need and based on detainee numbers over the previous financial year. Allocation of funding is based on the equivalent of a full time Chaplain.

Allocation of Pastoral Assistant – Aboriginal Focus hours is determined on the basis of as equitable a distribution of resources as is practically possible. The basis on which this allocation is determined is by the average daily number of Aboriginal detainees in custody over the previous financial year, pro rated across each centre. The allocation is outlined in the Schedule at Appendix 6 and will be reviewed annually and will be applied from 1 January.

9.3 Pastoral Volunteers

Chaplains may seek the support of volunteers for religious programs conducted in Juvenile Justice Centres. Such programs may include Bible studies, personal awareness, prayer, spiritual and focus groups. The Chaplain must submit the details of the program and the role of the volunteers in advance of the visit. In the first instance, the program will be submitted to the Assistant Manager (Client Services),
as delegated by the Centre Manager, who will consult with casework and counselling staff on whether the volunteer program is appropriate to the needs of the detainees. Every visit must be approved by the Centre Manager. All Pastoral Volunteers are required to have a Working with Children Check clearance prior to providing programs in a centre.

9.4 Chaplaincy Coordinator

The Chaplaincy Coordinator, when acting in that capacity, is accountable to the CCAC. In recognition of the role played by the Chaplaincy Coordinator, Juvenile Justice will pay a loading to the appropriate agency of the Member Organisation which auspices the Coordinating Chaplain as advised by the CCAC.

Juvenile Justice will reimburse the Chaplaincy Coordinator for reasonable pre-approved costs associated with this role.

10. Information Sharing and Confidentiality

Chaplains must maintain confidentiality of information disclosed to them except where:

- There is a clear threat to the safety of centre staff, detainees or members of the community;
- Disclosure is authorised by their religious organisation (see Appendix 13);
- Information is already a matter of public knowledge;
- Disclosure is authorised by the detainee;
- Disclosure is required in order to adhere to the terms of the:
  - JJ Code of Conduct,
  - JJ Client Protection Policy; and/or
  - Policy on the Management of Suicide and Self-Harm in Juvenile Justice Centres and/or
  - As part of Quality Assurance Reviews.
- Disclosure is required by law apart from the seal of confession.

The process for religious confession is set out in Appendix 13.

The obligation to maintain confidentiality will extend beyond the Chaplain’s period of appointment to a juvenile justice centre.

11. Access to Information

Chaplains will have access to Juvenile Justice Intranet site. Chaplains do not have access to CIMS or D files.

Chaplains will also have access to the Juvenile Justice email system and to all staff newsletters and general information.

Chaplains can request information to be placed on CIMS. Information provided by the Chaplain will be reviewed by the Centre Manager or delegate to ensure it is
appropriate to be entered in CIMS. Chaplain’s access to client files must be in accordance with confidentiality provisions set out in relevant legislation.

In using the Juvenile Justice IT systems, Chaplains are bound by the provisions of the JJ Information Security Policy and the JJ Protocol for the Use of Internet and Email.

12. Dispute resolution

Both parties will use their best endeavours to resolve any dispute between them relating to this MoU.

Any dispute in relation to the operation of this MoU should be resolved at the local level between a Chaplain and the Centre Manager.

In situations where a dispute cannot be resolved by the Chaplain and the Centre Manager, the matter will be referred to the Chaplaincy Coordinator and relevant Regional Director for resolution.

Where issues relating to matters covered by this MOU cannot be resolved at a regional level within four weeks of the initial communication, these cases must be referred to the CCAC and Juvenile Justice Deputy Chief Executive (Operations).

13. Monitoring and evaluation

Juvenile Justice and the CCAC will monitor the operation of this MoU.

JJ and CCAC will review the operation of this MoU every two years.

14. Variations to the agreement

The terms of this agreement may be varied with the mutual consent of both JJ and the CCAC. Any variations to this MoU must be documented in writing and approved by the authorised delegates of the JJ and CCAC. Variations will be documented in an appendix to the original MoU.

15. Termination of the MOU

Either party may terminate this Memorandum of Understanding after giving 28 days written notice to the other party.

16. Term of the Memorandum of Understanding

This Memorandum of Understanding will commence on 1 July 2013. This MoU expires five years after the date of commencement.

Before this MoU expires the authorised delegates (or their successors) of both parties may agree in writing to extend the MoU for a further agreed period.
Appendix 1: Explanation of Terms

**Centre Manager** is responsible for managing the operation of a detention centre. The Manager oversees all activities provided to young people in custody including casework, religious services and programs.

**Chaplain** is an individual who has been duly appointed to a particular centre by the CCAC and accredited by the Chief Executive.

**Client Information Management System (CIMS)** The Juvenile Justice custom built integrated computer application used to record and process all information relating to the supervision and case management of young offenders to any of the custodial, community or youth justice conferencing business streams.

**Juvenile Justice NSW** is responsible for administering youth justice conferences and for supervising young people who receive community-based orders or custodial sentences from the courts.

**Juvenile Justice Centre** is the premises the subject of an order in force under Section 5 (1) of the *Children (Detention Centres) Act 1987 NSW*.

**Pastoral Assessment** – an appraisal of the spiritual wellbeing, need and resources of a detainee.

**Pastoral Assistant** is an individual who has been appointed by the centre Chaplain to assist the centre Chaplain with Pastoral Care, Religious Activities and Programs with all young people in custody. The Pastoral Assistant remains under the direct supervision of the centre Chaplain.

**Pastoral Assistant – Aboriginal Focus** is an individual who has been appointed by the Centre Chaplain in conjunction with the Chaplains sponsoring agency to assist with Pastoral Care, Religious Activities and Programs with a focus on Aboriginal young people in custody. The Pastoral Assistant – Aboriginal Focus remains under the direct supervision of the Centre Chaplain.

**Pastoral Care** is the healing, sustaining, guiding and reconciling activity of the religious organisation, helping people as they go through crisis and growth to deal with their ultimate concerns.

**Pastoral Counselling or Education** – a form of pastoral care that includes expression of counsel, personal review of spiritual journey, matters of religious belief or practice, or ethical concern.

**Pastoral Ministry** – an expression of pastoral care related to the introduction of the Chaplaincy service. The process of establishing a pastoral relationship with another person. Hearing the person’s story. Enabling reflection and pastoral conversation in which spiritual well being and healing may be nurtured.
**Pastoral Ritual/Worship** – expressions of informal prayer and ritual for individuals or small groups, and the public and more formal expressions of worship, and occasional services, for faith communities and others.

**Religious Activities** are the use of ritual, worship, meditation, scripture, fellowship and the traditions of a person’s faith to promote courage, hope and peace, in the crises as well as in the daily routines of life.

**Religious Visitor** is an individual who visits the centre on a regular, occasional or one off basis, either as a member of a religious group or individually, for the purpose of assisting with Religious Activities and Programs or for meeting the particular religious needs of a group or an individual detainee.

**Reportable Conduct** as defined in Section 25A of the Ombudsman Act 1974:

a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material), or

b) any assault, ill-treatment or neglect of a child, or

c) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

**Spiritual Care** refers to “approaches and practices that guide and nourish the human spirit in the struggle to survive and grow in times of distress and difficulty. In the case of theistic religions, this is through belief in and alliance with God”.


Appendix 2: Member Religious Organisations of the Civil Chaplaincies Advisory Committee

- The Anglican Church
- The Assemblies of God
- The Baptist Church
- The Buddhist Council NSW
- The Catholic Church
- The Churches of Christ
- The Greek Orthodox Archdiocese
- The Islamic Council NSW
- The Jewish Board of Deputies
- The Presbyterian Church
- The Salvation Army
- The Uniting Church
- Coptic Orthodox Church
Appendix 3: Protocols for Chaplains contributions to CIMS, the Casework process and Client Court References

Recognising that the responsibility for directions in casework rests with the agency, Chaplains contribute information and perceptions to the casework process based on their direct personal and professional experience of a particular young person in the context of their pastoral relationship with that young person or in the context of the various faith based program and / or activities that the Chaplain conducts and in which the young person may participate.

The Chaplains input to casework remains supplementary to, and consistent with the direction established by the Client Services Team. Chaplains will always act, in case work matters, as part of the casework team and never in a unilateral or counter-active manner.

All casework information provided by the Chaplain will be entered by the Centre Manager or delegate.

Chaplain’s contributions to the casework process will be undertaken in consultation with the Assistant Manager Client Services.
Appendix 4: Visitors Checks

Refer to the JJC Procedures Manual, Visit by Community Group or Representative.

When a religious group or representative visits a Juvenile Justice Centre, for the purpose of presenting a religious program to one or more detainees, a religious group or representative must not:

- lay claim to being the exclusive possessor of religious truth;
- exclude themselves from mainstream religious traditions;
- teach outside mainstream beliefs or use an extreme theological perspective or rhetoric;
- seek to proselytise or coerce;
- create unreal or unobtainable expectations in the minds of detainees.

A religious group or representative approved to visit the centre for a period of one year must meet with the Chaplain every six months. The Chaplain must review the religious visits and programs, provide information to the Centre Manager or delegate, and make recommendations regarding the continuation of visiting approvals.

If a religious group or representative is approved to visit a specific detainee, or a specific group of detainees, they must only have contact with those detainees.

All religious visitors are required to complete a Working with Children’s Check prior to visiting a Juvenile Justice Centre.
Appendix 5: Desirable Qualities for a Juvenile Justice Chaplain

The role of a Juvenile Justice Chaplain is varied and complex in that he/she works with some of the most socially disadvantaged, psychologically and spiritually vulnerable young people in the community.

As the Juvenile Justice Chaplain minister to both young people and staff in what is an extremely stressful and emotionally demanding environment, it is important that he/she must be an individual who has attained a significant level of spiritual and emotional maturity. Those suited to Chaplaincy work in Juvenile Justice must have a secure grounding in and awareness of their own faith tradition as well as an ability to relate to and explore the faith tradition and journey of others in a creative, responsive and empathic way.

The Chaplain must be able to communicate in a positive and constructive manner with people at all levels within Juvenile Justice as well as young people, their families, interest groups and interested people within the broader community.

- Demonstrated ability to relate to and communicate effectively with both young people and adults
- Demonstrated ability to work with people from a wide range of different backgrounds
- Previous experience in equivalent ministry
- Demonstrated ability to create, write and implement religious and personal awareness/development programs
- Awareness of the effects of social and economic disadvantage and issues facing disadvantaged groups
- Ability to work effectively within a multicultural environment
- Ability to minister to a multi-faith community
- Demonstrated ability to work as part of a team
- Ability to work flexible hours according to need
- Clear understanding of theological and professional boundary issues and a demonstrated ability to work within set boundaries
- Understanding of the need for accountability to denominational authorities, peers and Juvenile Justice
- Willingness to work in the context of ongoing professional supervision.
Desirable Qualifications:

- Formal theological education.

- Formal Pastoral formation in having completed a Clinical Pastoral Education course (CPE) or equivalent (or is in the process of undertaking a CPE course or equivalent or is prepared to undertake a CPE course or equivalent within the first year of their accreditation).

- Formal education and / or experience in the areas of sociology, psychology, welfare or education.

All appointees are subject to a full Criminal Record Check and a Working with Children check.

Working With Children Check will be owned by the Chaplain rather than the employer and be valid for five-years.

Juvenile Justice will verify that Chaplains have a current Working With Children Check prior to appointment. Chaplain’s agencies are required to pay for the Working with Children Check.
Appendix 6: Role of Chaplaincy Coordinator

Primary objective:
- Provide liaison between Chaplains JJ, representatives of Churches and their representatives, and the Civil Chaplaincy Advisory Committee (CCAC) to ensure full and Chaplaincy services for detainees in Juvenile Justice centres.

Communication:
- Maintain liaison with and representatives of Churches religious organisations and their representatives, who have Chaplains involved in detention centre ministry or who wish to undertake such ministry.
- Assist JJ, Churches and Religious Organisations on matters relating to the supervision & review of Chaplaincy services.
- Report to and attend each meeting of the CCAC.
- Provide regular annual written reports to the Chief Executive and CCAC on Chaplaincy matters.
- Communicate effectively with all JJC managers about Chaplaincy matters as required.
- Maintain communication with relevant sections of JJ and participate in CCAC committees as required.

Providing advice:
- Advise the CCAC on policy matters relevant to JJ Chaplaincy.
- Advise JJ in areas relevant to Chaplaincy on matters of policy and practice, resources and requirements, centre chapels and other issues as required.

Pastoral care:
- Visit all Chaplains in the centres, listen and attend to their concerns, and observe their work situations every twelve months.
- Introduce new Chaplains to existing Chaplains and facilitate ecumenical teamwork within JJ Chaplaincy teams.
- Provide induction for new Chaplains, ensuring that all necessary paperwork is completed and forwarded to JJ and CCAC prior to the Chaplain taking up the position.
- Organise quarterly Chaplains’ meetings, prepare agenda’s and meeting minutes, and deal with issues that arise.

Management:
- Advise JJ on any budgetary issues or requirements that may arise.
- Ensure the annual Chaplains’ conference is organised in consultation with the Chaplains and Juvenile Justice.
- Convene, chair and provide advice to the CCAC-JJ sub-committee quarterly.
- Facilitate Chaplains replacements for extended leave.
Appendix 7: Australasian Juvenile Justice Administrators Standards for Juvenile Custodial Facilities

Standard 2.2

The centre recognises and responds appropriately to the expressed religious and spiritual needs of young people.

Sample Indicators:

A. The centre’s policy, procedure and practices are consistent, and reflect the standard.

B. There is a communal area available in the centre for religious observance.

C. There is a Chaplaincy service available at the centre.

D. The centre provides young people with reading materials and special diets in accordance with their religious requirements.

E. Young people report that the centre allows them to satisfy their religious and spiritual needs.

F. Staff demonstrate awareness of the religious and spiritual needs of young people from differing cultural backgrounds.

Note: Chaplaincy procedures are located on the Juvenile Justice Intranet.
Appendix 8: Children (Detention Centres) Regulation 2010

Appendix 9: Schedule of Services:

The allocation of a particular subsidy or portion thereof may change from time to time from one member organisation to another, and in consequence from one primary agency to another, or from one or more subsidiary agencies to others. The CCAC will notify Juvenile Justice of these changes as they occur.

<table>
<thead>
<tr>
<th>Juvenile Justice Centre</th>
<th>Weekly Allocation in Hours (based on a 35 hour week)</th>
<th>CCAC Member Organisation Holding the Subsidy</th>
<th>Primary Agencies of Member Organisations</th>
<th>Subsidiary agencies of Member Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Baxter JJC</td>
<td>35</td>
<td>The Anglican Church of Australia</td>
<td>Anglican Diocese of Newcastle</td>
<td>Samaritans Foundation: Anglican Parish of Gosford</td>
</tr>
<tr>
<td>Reiby JJC</td>
<td>35</td>
<td>The Catholic Church in Australia</td>
<td>Catholic Diocese of Wollongong</td>
<td>CatholicCare (Diocese of Wollongong)</td>
</tr>
<tr>
<td>Juniperina JJC</td>
<td>17.5</td>
<td>The Anglican Church of Australia</td>
<td>Anglican Diocese of Sydney</td>
<td>Anglicare (Diocese of Sydney)</td>
</tr>
<tr>
<td>Cobham JJC</td>
<td>35</td>
<td>The Baptist Union of NSW</td>
<td>Baptist Community Services</td>
<td>Baptist Community Services</td>
</tr>
<tr>
<td></td>
<td>49 - Split</td>
<td>The Assemblies of God in Australia</td>
<td>Chaplaincy Australia NSW / ACT</td>
<td>Chaplaincy Australia NSW / ACT</td>
</tr>
<tr>
<td></td>
<td>14*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acmena JJC</td>
<td>14</td>
<td>The Uniting Church in Australia</td>
<td>Uniting Care NSW / ACT</td>
<td>Far North Coast Presbytery</td>
</tr>
<tr>
<td>Orana JJC</td>
<td>14</td>
<td>The Anglican Church of Australia</td>
<td>Anglican Diocese of Bathurst</td>
<td>Anglican Diocese of Bathurst</td>
</tr>
<tr>
<td>Riverina JJC</td>
<td>14</td>
<td>The Anglican Church of Australia</td>
<td>Anglican Diocese of Canberra and Goulburn</td>
<td>Anglicare – (Diocese of Canberra and Goulburn)</td>
</tr>
</tbody>
</table>

Total hours 178.5

* 14 hours transferred on closure of Emu Plains – to be reassessed at end of 2013.
Aboriginal Pastoral Assistants

Annual allocation is 1864 hours per year.

<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Percentage of all Aboriginal detainees in centres 2012</th>
<th>Allocation of hours per month based on detainees in custody</th>
<th>Allocation of hours per annum based on detainees in custody</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acmena</td>
<td>18%</td>
<td>32</td>
<td>346</td>
</tr>
<tr>
<td>Baxter</td>
<td>21%</td>
<td>38</td>
<td>403</td>
</tr>
<tr>
<td>Cobham *</td>
<td>6%</td>
<td>16</td>
<td>173</td>
</tr>
<tr>
<td>Juniperina</td>
<td>8%</td>
<td>14</td>
<td>154</td>
</tr>
<tr>
<td>Orana</td>
<td>9%</td>
<td>17</td>
<td>173</td>
</tr>
<tr>
<td>Reiby</td>
<td>21%</td>
<td>38</td>
<td>403</td>
</tr>
<tr>
<td>Riverina</td>
<td>14%</td>
<td>25</td>
<td>269</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>182</td>
<td>1864</td>
</tr>
</tbody>
</table>

(Note: due to closure of Emu Plain hourly allocation has been transferred to Cobham)
Appendix 10: Leave Entitlements

Juvenile Justice (JJ) recognises the following leave entitlements:

Leave entitlements are calculated for the financial year.

JJ does not recognise the accrual of study leave and sick leave from one year to the next. Ten days of annual leave entitlements will be recognised as carry over to the following year. For accounting purposes, public holidays are counted as ‘time within the centre’.

<table>
<thead>
<tr>
<th>Minimum Hours in Centre per Week</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Chaplaincy Related Study/ Conference Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>20 days per annum</td>
<td>20 days per annum</td>
<td>10 days per annum</td>
</tr>
<tr>
<td>Totals: 1,680 hours per annum</td>
<td>Totals: 140 hours per annum</td>
<td>Maximum: 140 hours per annum</td>
<td>Totals: 70 hours per annum</td>
</tr>
<tr>
<td>HALF TIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.5</td>
<td>10 days per annum</td>
<td>10 days per annum</td>
<td>5 days per annum</td>
</tr>
<tr>
<td>Totals: 840 hours per annum</td>
<td>Totals: 70 hours per annum</td>
<td>Maximum: 70 hours per annum</td>
<td>Totals: 35 hours per annum</td>
</tr>
<tr>
<td>PART TIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>4 days per annum</td>
<td>4 days per annum</td>
<td>2 days per annum</td>
</tr>
<tr>
<td>14</td>
<td>8 days per annum</td>
<td>8 days per annum</td>
<td>4 days per annum</td>
</tr>
<tr>
<td>Totals: 336 hours per annum</td>
<td>Totals: 28 hours per annum</td>
<td>Maximum: 28 hours per annum</td>
<td>Totals: 14 hours per annum</td>
</tr>
</tbody>
</table>

All leave must be approved by the Chaplains employing organisation following consultation with the Centre Manager. All leave must be notified to the Centre Manager and the Chaplaincy Coordinator.
Appendix 11: Tax Invoice Proforma Sample

Your Agency Logo

Your Agency’s Address
And details

TAX INVOICE

ABN: Your Agency’s ABN

INVOICE NUMBER: Your designated Number

DATE: Date of Invoice

INVOICE TO: Operations Assistant

Office of the Chief Executive
New South Wales Juvenile Justice.
PO Box K399 Haymarket NSW 1240
ABN: 82 469 414 920

Type: Centre Chaplain’s Subsidy. Aboriginal Pastoral Services

<table>
<thead>
<tr>
<th>SERVICE PROVIDED</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Chaplain</td>
<td>$<em>.</em><strong>.</strong></td>
</tr>
<tr>
<td>Service provider</td>
<td></td>
</tr>
<tr>
<td>Period of Service Delivery</td>
<td></td>
</tr>
<tr>
<td>Number of Hours:</td>
<td></td>
</tr>
<tr>
<td>Attendance at Centre:</td>
<td></td>
</tr>
<tr>
<td>Recreation Leave</td>
<td></td>
</tr>
<tr>
<td>Sick leave</td>
<td></td>
</tr>
<tr>
<td>Study leave</td>
<td></td>
</tr>
<tr>
<td>Outside of centre (with pre-approval)</td>
<td></td>
</tr>
</tbody>
</table>

| GST payable | $***.** |
| TOTAL AMOUNT PAYABLE | $*,***.** |

* Invoices must be accompanied by the verification of service form authorised by the Centre Manager.
Chaplaincy Services
Verification of Service Delivery by Centre Chaplain.

This form must accurately reflect records kept within the Juvenile Justice Centre (visitor’s book, Chaplain’s record of attendance and diary) regarding the service delivery of the Centre Chaplain. After being signed by the Centre Chaplain and verified by the Centre Manager, copies are then to be sent to the Operations Assistant, Office of the Chief Executive, Email or Fax: 02 9219 9511 and the Chaplain’s sponsoring agency.

Centre: ___________________
Chaplain: ___________________
Agency: ___________________

During the calendar month of _______________ the subsidised hours for the __________________ Centre Chaplain were ___ hours.

During this time the __________ Centre Chaplain was: ______________

<table>
<thead>
<tr>
<th>Present in the Centre for a total of:</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing duties in connection with the Centre while away from the Centre for a total of:</td>
<td>Hours</td>
</tr>
<tr>
<td>On approved recreation leave</td>
<td>Hours</td>
</tr>
<tr>
<td>On approved sick leave</td>
<td>Hours</td>
</tr>
<tr>
<td>On approved study leave</td>
<td>Hours</td>
</tr>
</tbody>
</table>

Total Number of Hours for four-week period = _________ Total _______

Note - For Information:

<table>
<thead>
<tr>
<th>Time less than contracted hours</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time in excess of contracted hours</td>
<td>Hours</td>
</tr>
</tbody>
</table>

I declare that the above summary accurately reflects time spent in the performance of my duties as agency Chaplain at the Juvenile Justice Centre.

___________________               _______________________
(Centre Chaplain)                          (Centre Manager)

__________                            __________
(Date)                                  (Date)
Appendix 13: Religious Confessions

(1) A person who is or was a member of the clergy of any church or religious denomination is entitled to refuse to divulge that a religious confession was made, or the contents of a religious confession made, to the person when a member of the clergy.

(2) Subsection (1) does not apply if the communication involved in the religious confession was made for a criminal purpose.

(3) This section applies even if an Act provides:

(a) that the rules of evidence do not apply or that a person or body is not bound by the rules of evidence, or
(b) that a person is not excused from answering any question or producing any document or other thing on the ground of privilege or any other ground.

(4) In this section:

"Religious confession" means a confession made by a person to a member of the clergy in the member's professional capacity according to the ritual of the church or religious denomination concerned.