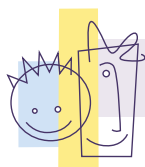




# Annual Report 2004–2005

Financial Year ended 30 June 2005



nsw commission for  
children & young people



The Hon Dr Meredith Burgmann MLC  
President  
Legislative Council  
Parliament House  
SYDNEY NSW 2000

The Hon John Aquilina MP  
Speaker  
Legislative Assembly  
Parliament House  
SYDNEY NSW 2000

Dear Madam President and Mr Speaker

In accordance with section 23 of the Commission for Children and Young People Act 1998, I am pleased to present the Commission's annual report for the 2004–2005 financial year.

The annual report has been prepared in accordance with the Annual Reports (Departments) Act 1985 (as modified by the Commission for Children and Young People Act 1998), the Annual Reports (Departments) Regulation 2000 and the Public Finance and Audit Act 1983.

As provided by section 26 of the Commission for Children and Young People Act 1998, I hereby request that you make this report public forthwith.

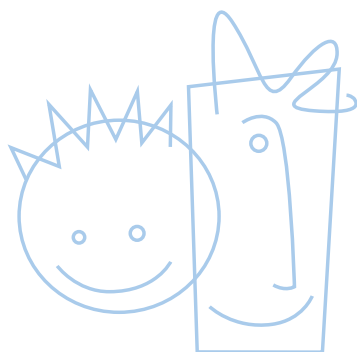
Yours sincerely

A handwritten signature in dark ink that reads "Gillian Calvert".

Gillian Calvert  
Commissioner

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# Commissioner's foreword

IN 2004–2005 THE NSW COMMISSION FOR CHILDREN AND YOUNG PEOPLE SIGNIFICANTLY STRENGTHENED ITS ROLE AS THE PEAK ADVOCATE FOR THE CHILDREN AND YOUNG PEOPLE OF NSW.

Since establishment in 1999, the Commission has developed into an effective, mature organisation. A key theme over the past year has been to deepen and extend our focus – researching little-understood aspects of children's lives, broadening our contacts with government and non-government stakeholders, and improving the resources we provide to help others enhance the safety and wellbeing of children.



The Commission has strengthened the range and quality of the resources we provide – for example the online Child-safe Child-friendly resources. To help community organisations and businesses improve how they interact with children, the Commission has also developed and piloted the Being Child-safe and Child-friendly workshop.

*‘...deepen and extend our focus’*

The Child-safe, Child-friendly initiative which supports child-related organisations is an important element of the Commission's response to risk management in the workplace.

The report *Sudden Unexpected Deaths in Infancy: the New South Wales Experience* provided vital information for the government and community efforts to help reduce sudden, unexpected deaths in infancy. The report made nine recommendations to improve how NSW Government Departments deal with this issue, all of which were accepted by Government.

The publication of the *Children at Work* report represents a milestone for NSW in understanding a very important part of children's lives – their experience in paid and unpaid work. Acting on the report's recommendations, the Commission has established a Taskforce made up of children and experts from community, government and business organisations to recommend changes to improve kids' experiences of work.

Other highlights include our increasing success in bringing children into the policy debate. The Commission's submission to the Department of Education and Training's Futures Project, and our response to the Roads and Transport Authority's discussion paper on improving safety for young drivers, brought the voices and ideas of young people into the policy-making process on these important issues.

We look forward to continuing to work with others in the community to help make NSW a better place for children and young people.

*Gillian Calvert*

Gillian Calvert  
Commissioner

## CHAPTER 1

## Snapshot 2004–2005

**Safety**

CHILD RELATED EMPLOYERS AND THE COMMUNITY ADOPT PRACTICES TO KEEP CHILDREN AND YOUNG PEOPLE SAFE

**Children's issues**

THE COMMUNITY, OPINION LEADERS AND ORGANISATIONS TAKE ACTION TO SUPPORT CHILDREN'S AND YOUNG PEOPLE'S DEVELOPMENT AND WELLBEING

**Participation**

ORGANISATIONS AND DECISION MAKERS ENGAGE CHILDREN AND YOUNG PEOPLE IN DECISION-MAKING

# Snapshot: 2004–2005 at a glance

KEY RESULT AREAS	CHILD RELATED EMPLOYERS AND THE COMMUNITY ADOPT PRACTICES TO KEEP CHILDREN AND YOUNG PEOPLE SAFE		
INTERMEDIATE RESULTS	Organisations use Child-safe and Child-friendly resources	Organisations deter unsuitable people from working with children	Recommendations of the Child Death Review Team (CDRT) are adopted
RESULTS	<ul style="list-style-type: none"> <li>20 Child-safe Child-friendly resources available online</li> <li>Child-safe Child-friendly training video completed</li> <li>Being Child-safe and Child-friendly workshop piloted</li> </ul>	<ul style="list-style-type: none"> <li>Management of Working With Children Check (WWCC)</li> <li>79,398 background checks conducted by the Commission</li> <li>186 risk assessments conducted by the Commission</li> </ul>	<ul style="list-style-type: none"> <li>SUDI report's nine recommendations accepted by Government</li> <li>Supervision of children and adolescent risk-taking identified as important factors in the deaths of children and young people</li> </ul>
CHALLENGES	Effectively target organisations and agencies that will benefit most from putting in place Child-safe Child-friendly practices	<ul style="list-style-type: none"> <li>Meet increased demand for WWCC</li> <li>Increase in criminal history checking responsibilities for NSW Police may impact on provision of Criminal History information for WWCC</li> </ul>	Identify and utilise effective influencing mechanisms for organisations and agencies to adopt the CDRT's recommendations to reduce the number of preventable deaths of children and young people
PLANS FOR THE FUTURE	<ul style="list-style-type: none"> <li>Continue to promote online Child-safe Child-friendly resources</li> <li>Being Child-safe and Child-friendly workshop to be conducted in regional and metropolitan areas</li> </ul>	<ul style="list-style-type: none"> <li>Continue to manage WWCC</li> <li>Implement improved WWC audit</li> <li>Implement improved risk assessment model</li> </ul>	Undertake study of 10 years' data on child deaths
DETAILS	Safety, pages 10–19		

## Our Vision

TOGETHER MAKING NSW A BETTER PLACE FOR ALL CHILDREN AND YOUNG PEOPLE.

THE COMMUNITY, OPINION LEADERS AND ORGANISATIONS TAKE ACTION TO SUPPORT CHILDREN'S AND YOUNG PEOPLE'S DEVELOPMENT AND WELLBEING	ORGANISATIONS AND DECISION MAKERS ENGAGE CHILDREN AND YOUNG PEOPLE IN DECISION-MAKING
Decision-makers use Commission resources to support in children's and young people's development and wellbeing	Selected organisations include children and young people in decisions that affect their lives
<ul style="list-style-type: none"> <li><i>Children at Work</i> released. Taskforce established to improve children's experience of work</li> <li>Priority areas for progressing the Head Start for Australia framework identified</li> <li>Views of children and people incorporated into Department of Education report</li> </ul>	<ul style="list-style-type: none"> <li><i>All aBoard!</i>, <i>Checking the Scoreboard</i> and <i>Count me in!</i> added to <i>TAKING PARTicipation seriously</i> kit</li> <li>Young people contributed to policy processes on alcohol-related issues</li> <li>Young People's Reference Group (YPRG) contributed to initiatives of NSW Health, RTA, DET and other bodies</li> </ul>
Identify and utilise effective influencing mechanisms so organisations and agencies support children and young people's development and wellbeing	Identify and utilise effective influencing mechanisms for organisations and agencies to gain and understand the perspectives of children and young people and engage them in decision making
Taskforce to investigate action to help improve children's experience of work	<ul style="list-style-type: none"> <li>Review mechanisms for the participation of children and young people in the work of the Commission</li> <li>Work with DoCS, DADHOC and DJJ to improve children and young people's participation in their case work</li> </ul>
Children's issues, pages 20–23	Participation, pages 24–25



## CHAPTER 2

# About the Commission

## Principles

Guided by the *Commission for Children and Young People Act 1998* we:

- make the safety, welfare and wellbeing of children our paramount consideration
- listen to children and young people, take their views seriously and promote their interests
- believe strong relationships between children and families and communities are important
- focus on things that make a positive difference to children and young people, giving priority to vulnerable children and young people
- work cooperatively with other agencies and organisations to achieve our goals
- work with openness, integrity and fairness in an accountable way.

## Stakeholders

Our stakeholders in NSW are:

- children and young people under 18 years of age
- parents and carers of children and young people
- people who work in the interests of children and young people
- parliamentary committees, politicians, Ministers
- employers, employees, volunteers and unions
- complaints/watchdog bodies
- media
- Commission staff and committees.

## Introduction

**THE NSW COMMISSION FOR CHILDREN AND YOUNG PEOPLE IS AN INDEPENDENT ORGANISATION THAT ADVOCATES FOR THE CHILDREN AND YOUNG PEOPLE OF NSW.**

The Commission works to influence and initiate positive change for children and young people.

The Commission promotes the safety, welfare and wellbeing of children and young people in NSW. To achieve this we:

- implement and monitor laws to assist employers with recruiting suitable people to work with children and young people
- manage a voluntary accreditation system for counsellors and therapists who work with people who have committed sexual offences against children
- hold inquiries and investigations into important issues relating to children and young people
- make recommendations to Parliament, and government and non-government agencies on legislation, policies, practices and services that affect children and young people
- promote children and young people's participation in activities and decision-making about issues that affect their lives
- provide information to help children and young people and people who work with them
- research and monitor issues that affect children and young people
- conduct and promote training for adults who work with children and young people.

The Commission administers two pieces of legislation, the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*.

The Commission has no powers to examine individual complaints about unfair, illegal or improper conduct relating to children. Individual grievances by children and young people are referred to the appropriate body such as the Ombudsman, Health Care Complaints Commission or Independent Commission Against Corruption.



## History

The Commission was established with bipartisan support in June 1999 by the *Commission for Children and Young People Act 1998*. Gillian Calvert was appointed the first Commissioner.

The Royal Commission into the NSW Police Service was a major catalyst for establishing the Commission. In its report to the NSW Government in August 1997, the Royal Commission identified serious, systemic failures that put children and young people at risk of abuse. It found there was no

single voice speaking for the interests of children and young people in NSW and recommended the establishment of a Commission for Children to advocate for their safety and welfare.

Children, young people and others who were consulted about establishing the Commission felt that it should broaden its focus to encompass the broad range of issues that affect all children and young people in NSW and should focus on their wellbeing.

The Commission reports directly to the NSW Parliament and is overseen by the Parliamentary Committee on Children and Young People.

In May 2004 Gillian Calvert was reappointed for a second five-year term.

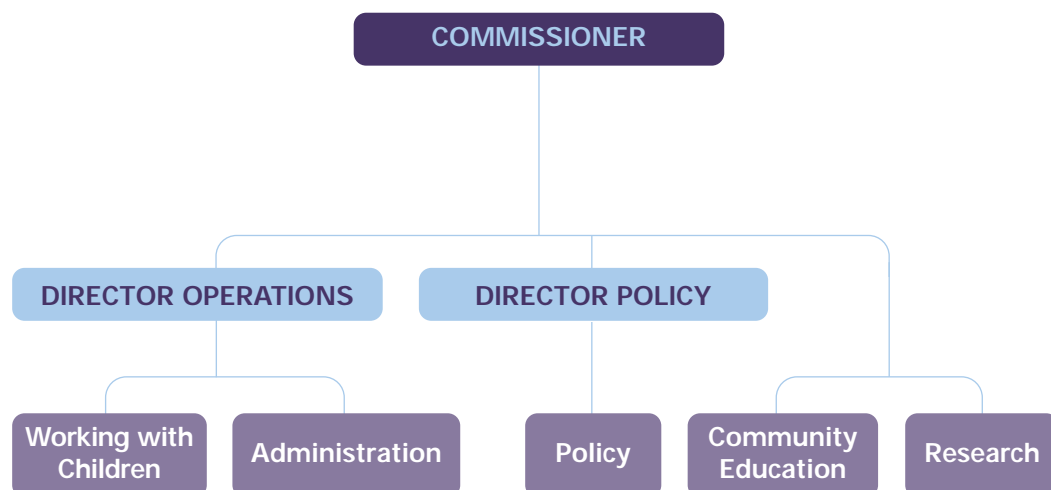
In 2004 an independent review of the Commission's legislation was carried out by Ms Helen L'Orange AM. The report is complete and recommendations are currently before the Government.

## Structure and Staff

There were 47 staff employed in the Commission as at 30 June 2005 – a full-time equivalent of 40.5 positions against a staff establishment of 42.7.

Of these staff, one is a Chief Executive Officer, with all other staff employed under the Public Sector Employment and Management Act 2002.

More information about the human resource policies and practices of the Commission can be found on page 38.

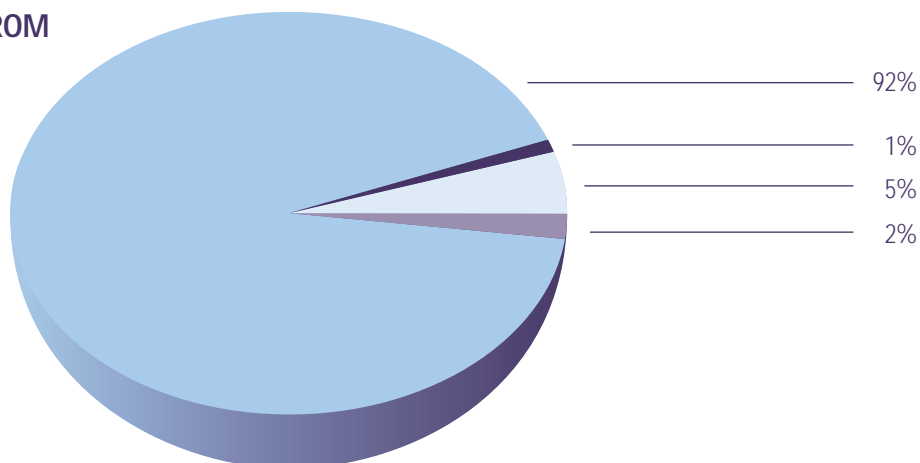


## Financial Summary

### WHERE THE MONEY CAME FROM

- NSW Treasury - Recurrent 92%
- NSW Treasury - Capital 2%
- Other Crown funding 5%
- Retained Revenue 1%

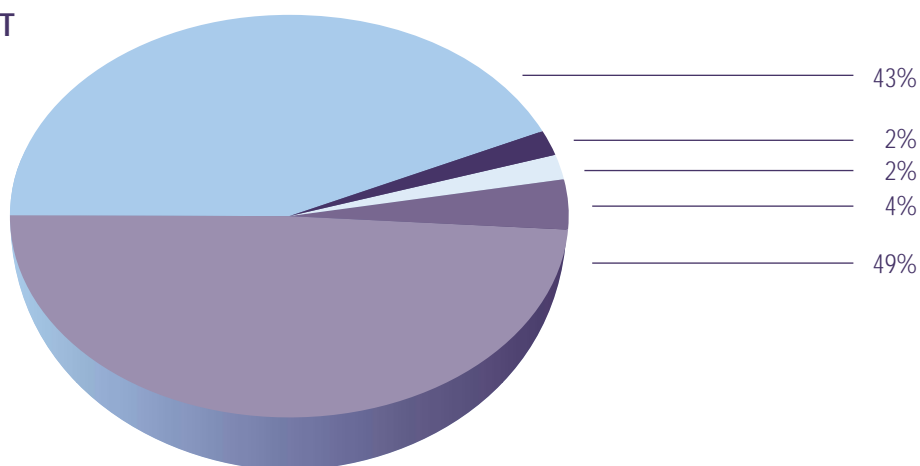
**TOTAL REVENUE \$8,481,000**



### HOW THE MONEY WAS SPENT

- Employee related expenditure 43%
- Maintenance and operating expenses 49%
- Grants and subsidies 4%
- Depreciation 2%
- Capital 2%

**TOTAL EXPENDITURE \$8,395,000**



**NOTE: figures are unaudited. Audited figures will be provided with tabled report.**

## CHAPTER 3

## Year in Review

## Executive summary

In 2004–2005, the Commission continued its role as a vital part of the network of safety for the children and young people of NSW.

The Commission processed 79,398 background checks for the Working With Children Check and conducted 186 risk assessments. These are important elements in excluding inappropriate people from child-related employment.

The Commission developed a suite of online resource to help organisations become more child-safe and child-friendly. The Commission also developed and conducted the Being Child-safe and Child-friendly workshop in regional and metropolitan areas.

Researching and monitoring issues that affect children and young people provided the Commission with the knowledge and tools to continue to promote and enhance their safety and wellbeing.

The Commission presented submissions to the following bodies and inquiries:

- The Futures Project, NSW Department of Education and Training
- NSW Parliamentary Committee on Social Issues Inquiry into Teacher Recruitment and Training
- Australian Government Productivity Commission's research report into Economic Implications of an Ageing Australia

- NSW Roads and Traffic Authority (RTA) discussion paper on improving road safety for young drivers.

Important research projects were completed, including research into Sudden Unexpected Deaths in Infancy (SUDI), and children's experience of work.

The Commission continued to improve the level of children's participation in policy decisions that affect them.



The following projects reflect the three elements of the Commission's Results and Services Plan, 2004–2005:

- **SAFETY**  
*Child related employers and the community adopt practices to keep children and young people safe*
- **CHILDREN'S ISSUES**  
*The community, opinion leaders and organisations take action to support children's and young people's development and wellbeing*
- **PARTICIPATION**  
*Organisations and decision makers engage children and young people in decision-making*

Each project is briefly outlined, along with the results of the project. Where applicable, challenges in achieving those results are included, along with plans for the future.

## Safety

### Introduction

The Commission has developed a three-pronged approach to child protection in employment:

- excluding inappropriate people who pose a known and unacceptable risk to children and young people
- background checking all applicants for paid, child-related employment, foster carers and ministers of religion to assist employers to recruit appropriate staff
- developing and supporting child-related organisations to apply risk management procedures and policies to their workplace.

The Commission also collects and analyses data regarding the deaths of children and young people.

### Exclude inappropriate people

Under the *Child Protection (Prohibited Employment) Act 1998* and the *Child Protection (Offenders Registration) Act 2000*, people convicted of sex offences, kidnapping or murder of a child are prohibited from working in, or seeking to work in, child-related employment.

Individuals working, seeking to work, or volunteering in child-related employment, whether paid or unpaid, must complete a Prohibited Employment Declaration stating whether they are a prohibited person.

It is also an offence for a Prohibited Person to undertake child-related work in a self-employed capacity.

### Respond to applications for Prohibited Employment exemption

Under the *Child Protection (Prohibited Employment) Act 1998* and the *Child Protection (Offenders Registration) Act 2001*, a prohibited person can apply for a review of their status.

The Commission can only grant an order if the applicant does not pose a risk to the safety of children. Under the legislation, the Commission must take into account the following matters:

- the seriousness of the offences which prohibit the person from child-related employment
- the period of time since the offences were committed
- the age of the person at the time the offences were committed
- the age of each victim of the offences at the time they were committed
- the difference in age between the prohibited person and each such victim
- the prohibited person's present age
- the seriousness of the prohibited person's total criminal record
- such other matters the Commission considers relevant.



## Results

Sixty-nine prohibited persons applied for a review of their status under the *Child Protection (Prohibited Employment) Act 1998*. There are three organisations from whom prohibited persons may seek a review: the Commission for Children and Young People; the Administrative Decisions Tribunal and the Industrial Relations Commission.

The Commission received 47 new applications and granted 32 orders. Of these, 21 were carnal knowledge matters regarding sex between young people under the age of consent (16 years). All of these matters were committed more than 24 years ago. The Commission also granted orders for 11 indecency offences. A number of these cases involved younger offenders in minor incidents such as indecent exposure, touching or grabbing, towards either their peers or towards adults. Most were committed more than 12 years ago.

## A BREAKDOWN OF THE EXEMPTIONS GRANTED FOR 2004–2005

2004–2005 Prohibited Employment Exemptions	New Applications	Final Order Granted	Final Order Granted with conditions	Refused	Application dismissed	Pending
<i>Section 8(a)</i> : Commission for Children and Young People	47	31	1	15	0	5
<i>Section 9</i> : Administrative Decisions Tribunal	21	8	2	1	4	10
<i>Section 9</i> : Industrial Relations Commission	0	1	0	0	0	1
<i>Section 9</i> : Supreme Court Appeal	1	0	0	1	0	0
Section 8 and 9 – total	69	40	3	17	4	16

Taking into account their many years of acceptable behaviour after the offence, these incidents were considered to either indicate lack of sexual maturity or reflect changing sexual standards.

In all instances the Commission found no indication that the applicant posed a risk to children.

## What is planned for the future

The Commission will continue to put the safety of children first in reviewing the status of a prohibited person. The Commission will continue to educate the community about the purpose and process of Prohibited Employment Declarations.



### Background checking – all agencies

In 2004–2005, 226,441 people had background checks conducted. The Commission is one of five agencies that conduct background checks on behalf of employers in NSW. The other agencies are the Department of Education and Training (DET); the Department of Tourism, Sport and Recreation (DTSR); the Department of Health (DOH) and the Catholic Commission for Employee Relations (CCER).

The Department of Community Services (DoCS) ceased conducting background checks in April 2004, when its screening function was transferred to the Commission.

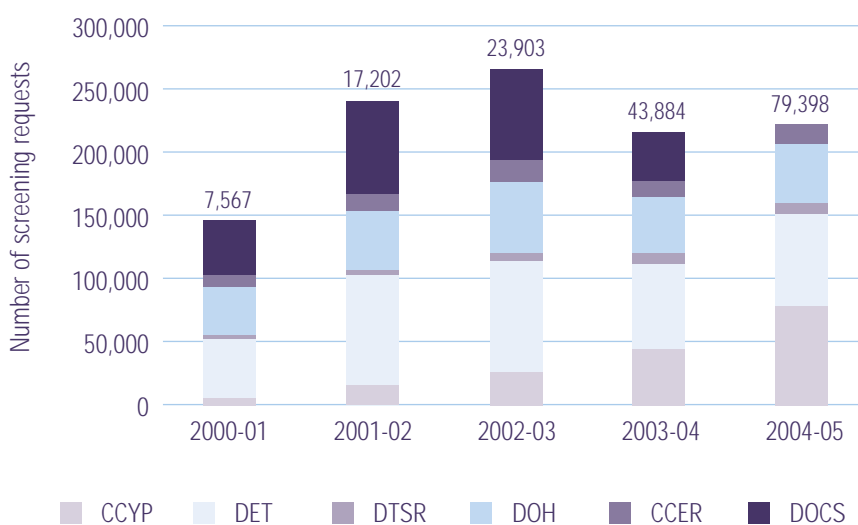
### Results

The following graph illustrates the number of checks processed over the previous five years.

### What is planned for the future

The Commission has commenced a review of its support for Approved Screening Agencies and will complete new Service Level Agreements for these agencies in 2005–2006.

### SCREENING REQUESTS BY APPROVED SCREENING AGENCY



## Background checking – the Commission

As one of five Approved Screening Agencies, the Commission conducts background checking required under the *Commission for Children and Young People Act 1998*. These checks help employers decide whether a person is suitable for child-related employment within their organisation.

### Results

We did not meet our immediate target for turnaround times of the check. This was the result of slow delivery from CrimTrac. The Commission lodged several disputes with CrimTrac in keeping with our Memorandum of Understanding seeking improved performance. Both CrimTrac and NSW Police responded positively and we experienced improved service delivery towards the end of 2004–2005.

During 2004–2005 the Commission reviewed and streamlined its processes for completing risk assessments. By June 2005, 74% of assessments were being completed on time.

2004–2005 Key Performance Targets	Outcome	Actual result
80,000 WWC Checks processed	Achieved	79,398
120 risk assessments completed	Achieved	186
325 checks entered by each full time staff per week	Achieved	356
90% of clearances issued within 2 days	Not achieved	66%
85% of remaining clearances issued within 10 days of application	Close to achieved	83%
75% of risk assessments completed within 8 weeks	Not achieved	66%

### Challenges

There has been an increased demand for background checks.

The introduction of the NSW National Criminal History Record Check for visa, adoption, specified licensing purposes and employment has placed increased pressure on NSW Police in processing background checks. This may in turn impact on the processing of background checks, as these rely in part on Criminal History information provided by NSW Police.

### What is planned for the future

The Commission will review processes relating to its background check database in 2005–2006 to improve their efficiency.







## Risk assessments

Each year, a small percentage of background checks reveal the existence of relevant records, and advice is provided to employers to help them make a decision when choosing suitable people for child-related employment.

## Results

Of the 226,441 people screened by all approved screening agencies during the period 1 July 2004 to 30 June 2005, 497 people (0.2%) had a relevant record as defined in section 33(1) of the Act. This total is consistent with the previous year's figure of 0.3%. It is difficult to determine any factor which may impact on the rise or fall of assessments conducted from year to year. Assessments are done whenever a relevant record is found.

Of the total 497 assessments, 186 were conducted by the Commission.

The Commission completed quarterly audits of the outcomes of risk assessments and their impact on employment decisions for the period 1 April 2004 to 31 March 2005. During this period, 489 risk assessment results were analysed.

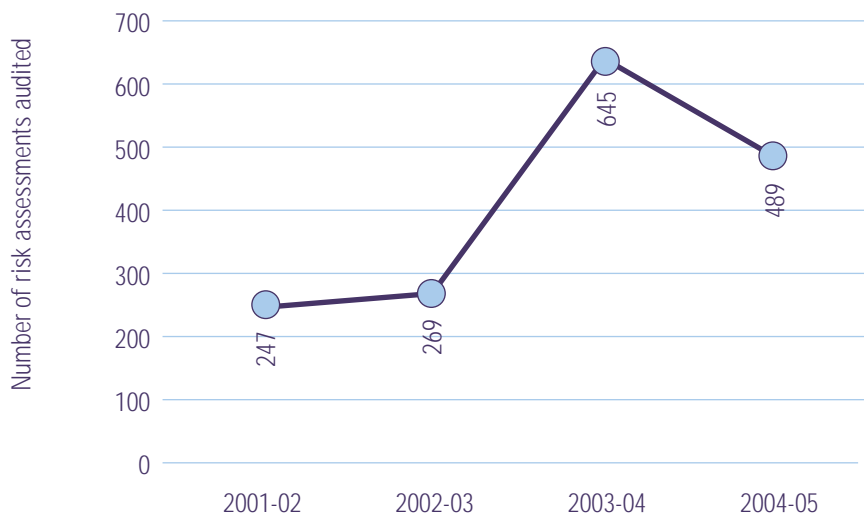
Sixty-three applicants were rejected for employment on the basis of their past records in relation to the job's requirements. Another 78 applicants were not employed for other reasons including the applicant finding alternative employment.

Of applicants with a relevant record, 62 (13%) were assessed as having a *Medium-High* or *High* risk.

Risks are rated from *No Greater than Average* to *High*. The assessment takes a range of factors into account, including conviction or charges of assault against children, relevant employment proceedings, and the nature of the job the applicant is applying for.

The decision whether to employ an applicant rests with the employer, taking the Working With Children Check into account, along with other aspects of the selection and recruitment process within each organisation.

## RISK ASSESSMENTS AUDITED



## WORKING WITH CHILDREN CHECK RISK ASSESSMENT AUDIT RESULTS 1 APRIL 2004 – 31 MARCH 2005

The table on the right outlines the number of *High* and *Medium-High* risk assessment outcomes and the total number of risk assessments audited in each quarter. It also identifies the number of *High* or *Medium-High* applicants (8) who were employed.

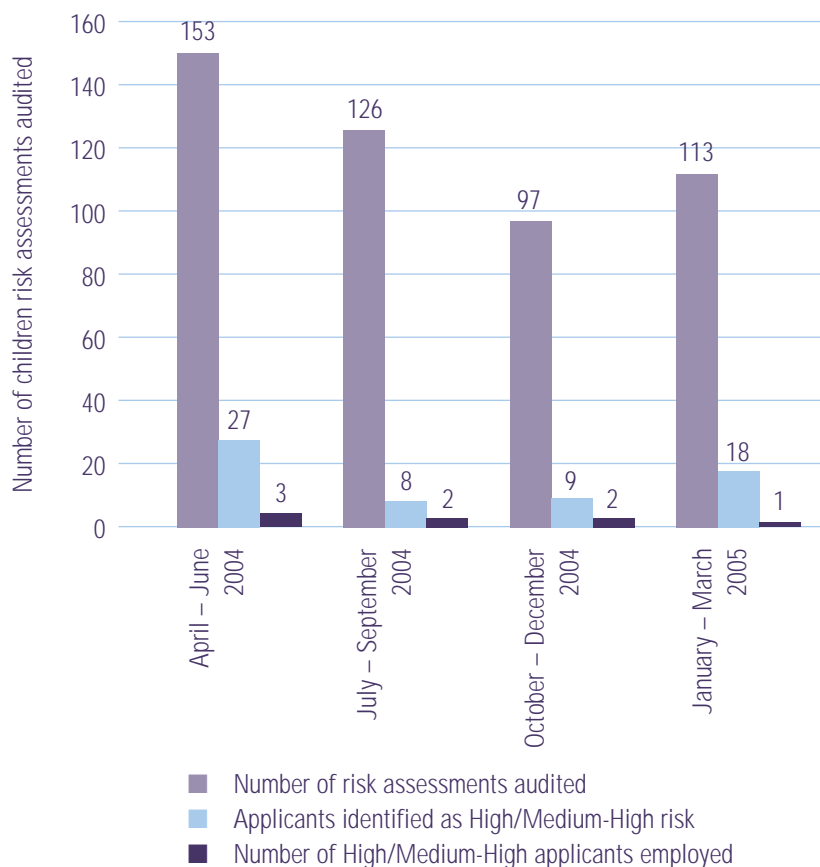
Reasons for employment included pending court matters subsequently withdrawn, employment transferred to non child-related areas or employed with increased supervision.

### What is planned for the future

The Commission has commenced an evaluation of the current risk assessment model. The review will be completed in 2005–2006 and work will begin on implementing improvements identified. The Commission reviewed its Working With Children audit program in 2004–2005 and will implement the revised program in 2005–2006.

### Review of the Working With Children Check audit

The Commission has been auditing the Working With Children Check program since late 2001. The audit program was reviewed this year to make sure that it remained effective and efficient in monitoring performance of the Check in meeting its objectives.



### Results

A program logic has been developed that underpins the new audit program. The results of the review have also helped identify appropriate Key Performance Indicators for the Working With Children Check.

### What is planned for the future

The Commission is developing a plan to implement the revised audit program.



## Child Sex Offender Counsellors Accreditation Scheme

The NSW Child Sex Offender Counsellors Accreditation Scheme (CSOCAS) provides individual accreditation to counsellors working with people who have committed sexual offences against children. The scheme promotes the safety, welfare and wellbeing of children by ensuring that counsellors have a shared set of professional and ethical standards.

### Results

In 2004–2005, 21 counsellors sought new accreditation with CSOCAS while 22 counsellors sought reaccreditation. Seven counsellors withdrew from the scheme since they were no longer working with sex offenders. There are a total of 43 counsellors accredited. This represents a 24% increase in new applications.

The table below provides a comparison of new accreditations and renewals sought over the last two years.

Information about each of the accredited counsellors is on the Commission's website.

### What is planned for the future

The Commission has commenced a review of the Child Sex Offender Counsellors Accreditation Scheme to improve the accreditation process. The review will be completed in 2005–2006 and work will begin on implementing improvements identified.

#### NEW ACCREDITATIONS

	Accredited to work with adults		Accredited to work with children and young people		Accredited to work with both adults and children/young people		Total		
Level	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05	Trend
Supervisor	2	2	3	0	0	2	5	4	-1
Clinical	1	2	2	2	1	0	4	4	no change
Associate	4	7	4	6	0	0	8	13	+5
Totals	7	11	9	8	1	2	17	21	increase 4

#### RENEWALS

	Accredited to work with adults		Accredited to work with children and young people		Accredited to work with both adults and children/young people		Total		
Level	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05	Trend
Supervisor	5	6	1	2	1	1	7	9	+2
Clinical	8	4	0	1	3	5	11	10	-1
Associate	0	1	2	2	0	0	2	3	+1
Totals	13	11	3	5	4	6	20	22	increase 2

## Support child-related organisations

### Child-safe and Child-friendly organisations

*The Working With Children: Volunteers and Student Pilot Program* which began in 2002–2003 and concluded on 30 June 2005 revealed the need for cost-effective measures to build the capacity of volunteer and other organisations for risk management.

### Results

Twenty Child-safe Child-friendly resources were developed and published on the Commission's website. The online resources were evaluated in the period 2004–2005. The evaluation of the resources found they were of high quality and of benefit to the community.

The Being Child-safe and Child-friendly workshop was developed to add value to the online Child-safe Child-friendly resources. Like the online resources, the workshop is designed for any organisation that works with children and young people, including welfare, childcare, education, sports, recreation and arts. A training video was finalised as a resource for the workshop. The workshop is free of charge.



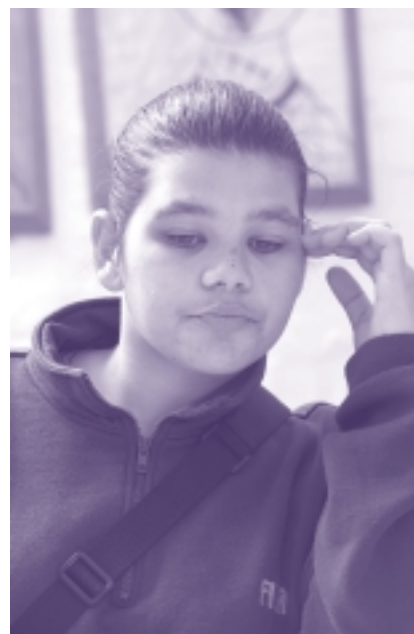
In 2004–2005, the workshops were piloted in Sydney and Wyong.

In addition, presentations on Being Child-safe and Child-friendly were delivered at a range of forums, for example Rotary District Meetings, the Local Community Services Association (LCSA) Annual Conference and Country Children's Services Association (CCSA) Annual Conference.

### What is planned for the future

The Commission will continue to support organisations by providing resources and training.

Further training workshops are scheduled for metropolitan and regional areas including Forster, Griffith, Wollongong and Armidale in 2005–2006.



## Child deaths

### ***Sudden Unexpected Deaths in Infancy: the New South Wales Experience***

The research into sudden and unexpected deaths in infancy (SUDI) in NSW was completed on behalf of the Child Death Review Team and the report was tabled in Parliament on 7 February 2005. The research increased the knowledge of parental practice in relation to modifiable risk factors, and issues experienced by workers responding to the SUDI. It also identified limitations in the current data collection and availability, and current policies and guidelines in relation to responses to SUDI. Release of the report was supported by a comprehensive community education strategy to gain maximum public awareness of the report's messages regarding safe sleeping for infants.

### **Results**

The nine recommendations made were accepted by Government and the role of the NSW Sudden Infant Death Advisory Committee was expanded to implement the recommendations.

Community education activities led to wide dissemination of safe sleeping messages on television news, and in metropolitan and regional press, and professional journals.

### **Challenges**

The project faced considerable challenges in obtaining ethics approval across the number of NSW Health Area Health Services required. NSW Health is considering ways to centralise and streamline the ethics processes for specific categories of research. In this process prioritising studies that are largely epidemiological in nature is important to the Commission.

### **What is planned for the future**

Two subcommittees of the Sudden Infant Death Advisory Committee have been established and focus on prevention and service response, with the Commission represented on each. NSW Health is addressing the requirements for data. The Child Death Review Team will monitor and report on the progress and implementation of the recommendations made in the report.

## Child Death Review Team Annual Report

The Child Death Review Team Annual Report January–December 2003 was tabled in Parliament within the legislative timeframe. The report describes the Team’s activities in relation to each of its functions and reports on the extent to which its previous recommendations have been accepted and implemented.

### Results

The report identified lack of supervision of children and adolescent risk-taking as important factors in the deaths of children and young people. The report also reviewed 15 recommendations made in previous years.

### What is planned for the future

The Child Death Review Team will continue to monitor nine of the recommendations made in previous reports.

## Maintain the Child Death Register

In 2004 the Child Death Register was improved and a data manual developed to provide greater standardisation of child death data. The register reflects the considerable knowledge of the Child Death Review Team in the area of child death as well as national and international understanding in the area.

### Results

The capacity of the register for data capture, management and reporting is significant and will assist the Child Death Review Team to respond more efficiently and effectively in fulfilling its functions.

### What is planned for the future

The Minister approved the Child Death Review Team to undertake a special research study examining the 10 years of data in the Child Death Register 1996–2005. This data holding is unique and will allow examination of trends in particular causes of child deaths and in the deaths of specific groups of children over the 10-year period.

## Secretariat Support for the Child Death Review Team

Throughout 2004–2005, the Commission provided secretariat support to the Child Death Review Team. The Child Death Review Team currently has 16 members and consists of independent experts appointed by the Minister for Community Services and nominees from NSW Government Departments.

### Results

The Child Death Review Team met on six occasions during 2004–2005 and an agenda and briefing papers were provided one week before the scheduled meeting date for all but one meeting.



## Children's issues

### Introduction

The Commission has established itself as a key source of information on children's issues. Because of this, the Commission receives and responds to many requests for information and advice from individuals and government and non-government organisations working in child-related areas.

The Commission makes presentations to forums of government and non-government service providers to promote children's interests, as well as contributing to a range of statutory and interdepartmental bodies (see page 37)



### Children at Work

In 2005 the Commission, in collaboration with the Departments of Community Services and Education and Training, completed a study into children's experience of paid and unpaid work in NSW. More than 11,000 school students aged between 12 and 16 years took part in the research.

This groundbreaking research provided for the first time a comprehensive picture of the work experiences of children. This information will be used to safeguard the health, safety and wellbeing of children in this important area of their lives.

Supporting the release of the *Children at Work* report was a comprehensive community education strategy to gain maximum public awareness of the report's messages regarding the extent of children's contribution as workers, their overall positive experiences of work, and areas of concern such as harassment, safety and work hours.

### Results

The study was the largest of its kind ever undertaken in Australia and identified the types of work children were involved in, the conditions of their work and the effect of work on their quality of life. Significantly the study found that the work children do is diverse and that no single approach to the issues identified was suitable.

The key messages of the report were disseminated widely to the community, including in youth media such as *Behind the News* (ABC TV).

An *Ask the Children – Young people talk about their experiences at work* resource was produced and disseminated to schools participating in the research, as well as stakeholders and decision makers. It was also published on the Commission's website.

### Challenges

To translate the information revealed in the report into effective policy and practice developments.

### What is planned for the future

The Commission has established a multi-disciplinary taskforce to examine the findings and develop an appropriate way forward.



## A Head Start for Australia

The Commission continued work on *A Head Start for Australia: An Early Years Framework*, developed by the NSW and Queensland Commissions for Children and Young People and the National Investment for the Early Years (NIFTeY) to improve outcomes for children.

## Results

In February 2005 the Commission co-hosted a national roundtable to identify the best way of implementing the Early Years Framework. The 30 participants represented State and Commonwealth departments, non-government organisations, academia and a range of professional associations. The two priority areas agreed were to engage the leadership of Australia on the importance of investing in human development in the early years and to put the framework into action in the following four areas:

- joint planning between different levels of government and across all the domains of children's lives
- work/family balance
- childcare
- child poverty.

The Australian Research Alliance for Children and Youth is considering a research proposal on child poverty in Australia.

The Roundtable also proved to be the catalyst for the Australian Council for Children and Parenting (ACCAP) workshop, *The National Agenda for Early Childhood: Achieving Synergy*, held for government and non-government organisations. The workshop was held on 23 June 2005.

## What is planned for the future

National Investment for the Early Years (NIFTeY) accepted the lead role in following up the decisions of the Roundtable. Already, NIFTeY has sponsored meetings with Australian Government agencies about joint planning and started developing a communication strategy for promoting investment in the early years.

The Commission will continue to promote the priorities in Head Start and will contribute to the work undertaken through NIFTeY. With the Queensland Commission and NIFTeY, we have commissioned a study on the provision of care for under 5's.

## Education Futures Project

In 2004 the NSW Department of Education and Training (DET) Futures Project invited comment on the future of education and training in public schools and TAFEs.

The Commission was asked by DET to speak with children and young people outside of mainstream public schooling. We consulted more than 100 children and young people aged 4–19 years across NSW. We spoke with children and young people in alternative education programs, juvenile detention centres, child care centres, children's hospital schools and other settings.

## Results

The Commission wrote a submission to the Department based on the views of the children and young people we spoke with. The submission was positively received by the Department.



*Ask the Children: Children and young people speak about education* was published on the Commission's website and widely distributed, for example to more than 200 children, young people, parents and education professionals at the Education Expo 2005.

## Inquiry into Teacher Recruitment and Training

The views of children and young people consulted for the Futures Project were also used to inform the Commission's submission to the NSW Parliamentary Committee on Social Issues Inquiry into Teacher Recruitment and Training.

## Results

The Commissioner gave evidence to the Committee, providing an additional opportunity for the Commission to present the views of children and young people before the Committee.

## Young Drivers

Following the NSW Country Road Safety Summit, the NSW Roads and Traffic Authority (RTA) released a discussion paper on improving road safety for young drivers for community consultations. The Commissioner opened the NRMA Young Drivers Forum in September 2004.

The Commission consulted with 130 young people 12–18 years to inform its response to the discussion paper.

## Results

The Commission was successful in its request to the Government to extend the deadline for responses, giving young people better opportunity to contribute.

The Commission's response to the discussion paper was published on the Commission's website. The Commission also published *Ask the Children: Young people talk about driving* online and in print.

The RTA is expected to publish a full report on the outcomes of the consultations in late 2005.

## Ageing Australia

The Commission made a submission to the Productivity Commission's research report into *Economic Implications of an Ageing Australia*. The Commission highlighted the need to focus on developing the potential and wellbeing of children and young people, as it is they who will be relied upon to work more productively in the future, to compensate for the large aged population.

## Results

The Productivity Commission released its report on 24 March 2005. The Report did not reflect that current policy needs to address improving the potential and future productivity of children and young people.

## Legislation Review

Helen L'Orange AM, who was appointed to conduct the 2004 review of the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*, finalised her work. Ms L'Orange undertook a broad range of consultations and received feedback on the discussion papers produced for the review. Oral and written submissions were received from 384 organisations and individuals, including 255 children and young people.

## Results

Ms L'Orange submitted her report to the Minister for Youth in December 2004, and the Minister is considering the report.

## Community education

Comprehensive community education strategies were developed to increase public awareness of children's issues raised in major projects of the Commission (see pages 18 and 20).

The Commission also produced electronic and printed publications to bring children's issues to a wide audience. These included the *Ask the Children* series in electronic and print versions, regular email news bulletins, maintenance of the website [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au), the Commission's annual report to young people, *Feedback*, and information brochures.

The Commission also contributed to public debate by putting forward the perspectives and needs of children and young people on current issues.

## Results

Three new *Ask the Children* publications were produced to provide reader-friendly summaries of key research and consultation projects (see pages 20 and 21). The Commission also conducted 50 presentations on major projects and ongoing child-related issues.

The Commission reached a wide audience through media coverage on children's issues. In 2004–2005, the highest number of media enquiries over the past three years was backed by a response rate of 88%. The increase in the number of opinion pieces run indicates success in pro-active community education.

## MEDIA SUMMARY

Year	Enquiries received	Acted on	Interview conducted	Opinion piece
02–03	184	163 (88%)	107	1
03–04	237	160 (67%)	63	2
04–05	245	216 (88%)	105	7

## Challenges

While receiving broad community support and largely positive media coverage, the Commission's work is diverse and complex. Maintaining its credibility as an independent voice for children and young people, the Commission seeks to work cooperatively and productively with all its stakeholders. Ongoing, proactive communication activities can be impacted on by the need to provide rapid, accurate, sensitive responses to media issues.



## What is planned for the future

The Commission will continue to add value to its consultation and research projects by providing comprehensive and effective community education.

### Professional education

The Commission conducts professional development and research seminars to disseminate information on key issues that affect children and young people. These provide opportunities for staff in child-related sectors to benefit from new developments in research and practice in Australia and overseas.

## Results

The following seminars were held in 2004–2005:

- Integrated Services: Lessons from Sure Start and Pen Green. Speaker: Bernadette Caffrey, Programme Manager for the Corby Sure Start Programme, UK – 15 September
- State of London's Children Reports. Speaker: Dr Suzanne Hood, freelance research consultant, UK – 8 November

- Making Children Visible: Making Visible Aspects of their Everyday Lives. Speaker: Dr Madeleine Leonard, Reader in Sociology in the School of Sociology & Social Policy at Queen's University, Belfast – 14 March
- Research Seminar: Child Mortality, Dr Jane Freemantle, Post-doctoral Research Fellow at the Telethon Institute for Child Health Research, WA – 23 June
- Child Friendly Cities. Speakers: Dr Paul Tranter, Senior Lecturer in the School of Physical, Environmental and Mathematical Sciences, Australian Defence Force Academy, University of NSW, and Dr Claire Freeman, Director of the Planning Program, University of Otago, Dunedin, NZ – 27 June

The Commission received positive feedback from attendees and keynote speakers. Two of the five seminars were fully booked.

## What is planned for the future

The Commission will continue to provide professional development and training activities for those working in child-related activities.

### Research into children's understanding of wellbeing

This research project is underway in collaboration with the University of Western Sydney. Findings were expected to be available in 2004–2005, however these will now be available in 2005–2006. The delay in completing this project in 2004–2005 was the result of research staffing arrangements and coding requirements.

## Participation

### Introduction

In addition to the projects outlined below, the Commission provided formal and informal information and advice on increasing the participation of children and young people in decisions that affect them to a range of organisations and individuals, including student bodies, and government and non-government bodies.

The Commission also conducted presentations on how it has included participation into its work, and how others can achieve similar results.

The Commission also gave presentations on using the resources provided by the *TAKING PARTicipation Seriously* kit, including to the Australian Infant, Child, Adolescent and Family Mental Health Association Conference and the National Student Participation Conference.



### Young People's Reference Group

The Young People's Reference Group advises the Commissioner about issues that are important to children and young people and gives their opinions about the work of the Commission and how to improve it.

The Reference Group is made up of 12 young people, aged 12–18 years. They are from the city, regional and rural parts of NSW.

### Results

During 2004–2005 the Reference Group provided advice on 30 Commission projects, policies and new legislation proposed by Government, including:

- improving safety for young drivers
- prioritising children and young people's recommendations from the NSW Alcohol Summit
- participation of children and young people at the Commission
- Department of Education and Training's Education Futures Project
- NSW Parliamentary Committee on Social Issues' Review of Teacher Recruitment and Training
- young people's participation in the development of the National Mental Health Plan and National Suicide Prevention Strategy
- Child-safe Child-friendly organisations and workplaces
- NSW Health Futures Planning Project.

The Young Peoples Reference Group met eight times in 2004–2005. Papers were distributed to members the week before each meeting but one.

### What is planned for the future

The Commission will review its consultation practices to include a wider range of children and young people, particularly those under 12 years.

### Young People and Alcohol

This project brought children and young people into the policy-making process regarding alcohol-related issues.

### Results

The Commission successfully supported the appointment of three young people who attended the 2003 Summit on Alcohol Abuse to committees on drugs and alcohol:

- Rohan Williams on the Drug and Alcohol Workforce Development Council
- Zeah Behrend on the Expert Advisory Committee on Drugs and Alcohol
- Dorian Sarkissian on the Liquor Accord Taskforce and the Youth Alcohol Action Plan Advisory Committee.

The Commission prepared a summary of the NSW Government response to the Alcohol Summit on our website and distributed it to 110 young people aged 12–18 years who participated in the Summit and the Commission's Alcohol Forum. Young people then provided feedback on priority areas for the Commission's future work in this area.



These priorities include supporting the participation of young people on the Alcohol Education and Information Taskforce, establishment of an Aboriginal Youth Leadership project and reviewing alcohol products and promotions that deliberately target young people.

## What is planned for the future

The Commission will continue to work in the priority areas identified by young people and support the young people on the committees.

## A World Fit for Children

In 2004 the Commission was contracted by the Australian Department of Family and Community Services (FaCS) to consult with children and young people in NSW, Queensland and Western Australia on Australia's National Plan of Action for *A World Fit for Children*.

## Results

The Commission provided a report to FaCS about children and young people's views on living in Australia and what could be done to make their lives better, based on consultations with 502 children and young people aged 5–17 years.

The views of children and young people, through this report, will be included as an appendix in Australia's National Plan of Action.

## Challenges

This was the first national consultation project undertaken by the Commission. To do this project effectively, the Commission had to deal with logistical issues in planning and undertaking the consultations and was required to establish its credentials in consulting with children in other States.



## TAKING PARTicipation seriously kit

*TAKING PARTicipation seriously* is a resource for organisations who want practical advice about how to involve children and young people in activities, events and decision-making about issues that affect their lives. The kit is made up of different parts that focus on how you can involve children and young people in different activities or areas of work.

## Results

*All aBoard!*, *Checking the Scoreboard* and *Count me in!* are three new modules of the Commission's *TAKING PARTicipation seriously* kit.

- *All aBoard!* helps organisations to get children and young people involved on boards and committees.
- *Checking the Scoreboard* assists organisations to take stock, with kids' participation, of how effectively kids are included in their activities and decision making.
- *Count me in!* is a guide to including children and young people in social research.

These were published in hard copy and on the Commission's website in 2004.

Organisations have provided positive feedback that *Checking the Scoreboard* and *All aBoard!* have assisted them to evaluate their strategies for involving children and young people in decision making. *Count me in!* was distributed to researchers and met a previously identified need in the research community for information on conducting research with children.

## Challenges

In its work to increase the participation of children and young people in decisions that affect them, a key challenge for the Commission is to identify and utilise effective influencing mechanisms to help organisations and agencies to understand the perspectives of children and young people and engage them in decision making.

## Plans for the future

The Commission will review its mechanisms for the participation of children and young people in its work.

The commission will continue to work with DoCS, the Department of Ageing, Disability and Home Care and the Department of Juvenile Justice to improve children and young people's participation in decision making, with a special emphasis on children in case work.

## CHAPTER 4

# Additional statutory requirements

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## Action Plan for Women

All NSW Government agencies are required to publish an Action Plan for Women. The plan is based on the principles of equity, rights and participation and assists women with the least access to social and economic resources. The Commission has completed its Women's Action Plan.

Women participate at all levels of our agency. Women from rural NSW and from a range of culturally and linguistically backgrounds are represented on the Commission's Advisory Groups and Committees.

Women comprised 76% of the Commission's staff as at 30 June 2005, compared with the government benchmark of 50%.

## After balance date events

There were no after balance date events having a significant effect in the year 2004–2005.

## Chief and Senior Executive Officers

### NUMBERS OF EXECUTIVE OFFICERS

Bands	30/06/04	30/06/05
Level 6	0	0
Level 5	0	0
Level 4	1	1
Level 3	0	0
Level 2	0	0
Level 1	0	0
<b>Total</b>	<b>1</b>	<b>1</b>

### NUMBERS OF FEMALE EXECUTIVE OFFICERS

CES/SES staff 30 June 2004		CES/SES staff 30 June 2005	
Total staff	Women	Total staff	Women
1	1	1	1
	(100%)		(100%)

## Performance statements

- Ms Gillian Calvert
- Bachelor of Arts, Bachelor of Social Work, Master of Business Administration
- Commissioner
- Contract appointment from 31 May 1999, renewed 31 May 2004
- SES Level 4

The Minister has expressed her satisfaction with Ms Calvert's management of the Commission for Children and Young People throughout 2004–2005.

As Chief Executive Officer of the Commission for Children and Young People, Ms Calvert has overall responsibility for the Commission's performance in working with others to make NSW a better place for children and young people.

A record of the many significant matters handled by the Commission in 2004–2005 appears elsewhere in this report. Key activities undertaken by Ms Calvert during 2004–2005 included:

- release of *Sudden Unexpected Deaths in Infancy: the New South Wales Experience*
- release of *Children at Work*
- convening the National Roundtable to implement *A Head Start for Australia: An Early Years Framework*.

## Code of conduct

There were no changes to the Commission's Code of Conduct and Ethics during 2004–2005.



## Consultants

During 2004–2005, the following consultants were engaged at a cost equal to or more than \$30,000 (excluding GST).

Consultant	Project title	Project description	Category	Cost
BeTrusted Pty Ltd	Phase 1 AS/NZS 7799 Certification for Information Security	Undertake a Threat and Risk Assessment and development of high level policies Information Technology	Organisational review	\$29,400 (1st installment)
Performance Improvement	Evaluation of the Volunteers program	Evaluation work relating to the Volunteers and Student Placement pilot program	Organisational review	\$7,000 (final payment)
Helen L'Orange	Legislation review	Independent Chair of the Review	Legal	\$16,000 (final payment)
PK Information Systems	Kids' Stats	Developed the Kids' Stats website	Information technology	\$60,800 (final payments)
Hyro Australia	Website Review	Undertake a review of the design, architecture and functionality of the Commission's website	Information Technology	\$54,648

During the year six other consultancies were engaged at a total cost of \$19,705.91 (excluding GST).

### Consumer response

All State Government agencies are required to publish a Complaints Handling Policy.

This Policy is available on the Commission's website and complaints can be lodged electronically via the website.

The Director, Operations, manages all complaints lodged with the Commission. There were four complaints lodged during the year. Three complaints were about the time taken to receive outcomes from the Working With Children Check risk assessment processes. Procedures concerning these individual assessments were reviewed and individual

complainants were provided with a written response. One complaint concerned miscommunications regarding the Working With Children Check audit processes and information being sent to a non-confidential fax number. The employer was requested to provide the Commission with correct contact details.

### Controlled entities

The Commission does not have any controlling interests in other entities.

### Cost of annual report

The total cost of producing the Annual Report 2004–2005 was \$13,225. The annual report is also available as a PDF on the Commission's website at [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au). An HTML Executive Summary of the report is also available on the site.

### Credit card usage

The Commissioner certifies that credit card usage in the Commission has met the best practice guidelines in accordance with Premier's Memoranda and Treasury Guidelines.

### Departures from Subordinate Legislation Act 1989

The Commission did not undertake any activity that departed from the requirements of this legislation.

## Disability Action Plan

*The Disability Services Act 1983* requires all government agencies to publish a Disability Strategic Plan.

### Summary of 2004–2005 outcomes

- Children and young people with a disability were represented on the Commission's Young People's Reference Group.
- People with a disability were members of the Commission's Expert Advisory Group.
- Children and young people with a disability participated in the consultations for Commission's A World Fit For Kids submission (FaCS), the Education Future's Project submission (DET), and the *Children at Work* report.
- Targeted areas within the disability sector participated in the Working With Children: Volunteers and Students pilot program.

## Key Disability Action Plan Priorities for 2005–2006

- Continue to involve children and young people with a disability in the Commission's programs.
- Develop strategies to increase our workforce diversity.
- Work with the Department of Community Services, Department of Ageing, Disability and Home Care and Juvenile Justice to improve children and young people's participation in decision making with a special emphasis on children in case work.

## Economic and other factors affecting achievement of operational objectives

There were no significant economic or other factors affecting the achievement of the Commission's operational objectives.

## Electronic service delivery

The Commission met its commitment to the NSW Government to make all appropriate transactional services available online by 31 December 2001.

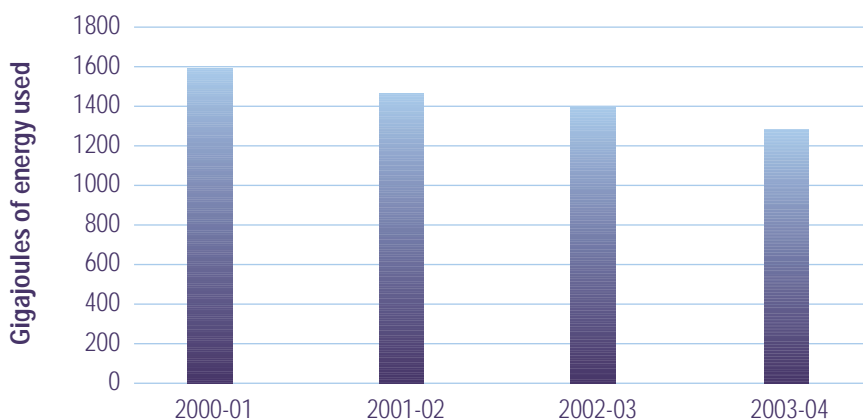
In meeting the targets, the Commission made all Commission publications available on the website, made provision for tender information on the website and provided for a number of transactional-based processes to be available on the website. The Commission has also implemented e-procurement through the introduction of NetExpress and Smart-Buy.

## Energy Management Policy

During 2004–2005 the Commission continued to meet its requirements by reporting its annual energy use to the NSW Minister of Energy and Utilities.

This information has been used to establish energy performance indicators and benchmarks for the Commission.

### GIGAJOULES OF TOTAL ENERGY USED BY THE COMMISSION





### Ethnic Affairs Priority Statement and Ethnic Affairs Agreement

The *Ethnic Affairs Commission Amendment Act 1996* requires all government agencies to report on their key initiatives in ethnic affairs.

The Commission for Children and Young People's Ethnic Affairs Priority Statement incorporates key ethnic affairs initiatives and priorities into our service delivery, corporate planning and management tools.

### Summary of 2004–2005 Outcomes

- The Expert Advisory Group, Young People's Reference Group, Child Death Review Team and Voluntary Screening Reference Group have a membership that reflects the principles of equity and the Government's commitment to cultural diversity.
- Children and young people from culturally and linguistically diverse communities participated in the consultations for Commission's A World Fit For Kids submission (FaCS), the Education Future's Project submission (DET), the Commission's response to the RTA's discussion paper on improving road safety for young drivers, and the *Children at Work* report.
- Targeted culturally and linguistically diverse communities participated in the Working With Children Check: Volunteer and Students pilot program.

### Key Ethnic Affairs Priorities for 2005–2006

- Explore opportunities in culturally and linguistically diverse communities media to inform them about the Commission.
- Develop strategies to increase our workforce diversity.

### Equal Employment Opportunity (EEO)

The Ethnic Affairs Commission Amendment Act 1996 requires all government agencies to report on their key initiatives in ethnic affairs.

### Summary of 2004–2005 Outcomes

- Equal Employment Opportunity strategies are included in SES performance agreements and all role statements.
- Increase in part-time working arrangements and staff working from home.
- The Commission's Performance Development Policy revised to better link individual learning and development needs with the Commission's organisational objectives.

### Key Equal Employment Opportunities Priorities for 2005–2006

- Develop strategies to increase our workforce diversity.
- Identify corporate and individual learning and development needs.

**TABLE A**  
**TREND IN THE REPRESENTATION OF EEO GROUPS (NOTE 1)**

EEO Group	% of Total Staff (note 2)				
	Benchmark or Target	2002	2003	2004	2005
Women	50%	71%	70%	74%	76%
Aboriginal people and Torres Strait Islanders	2%	0%	0%	0%	0%
People whose first language was not English	20%	9%	5%	5%	5%
People with a disability	12%	7%	3%	3%	3%
People with a disability requiring work-related adjustment	7%	0%	0%	3%	0%

**TABLE B**  
**TRENDS IN THE DISTRIBUTION OF EEO GROUPS (NOTE 1)**

EEO Group	% of Total Staff (note 3)				
	Benchmark or Target	2002	2003	2004	2005
Women	100	n/a	n/a	n/a	n/a
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	n/a	n/a	n/a	n/a
People with a disability	100	n/a	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a

**Notes:**

1 - Staff numbers are at 30 June.

2 - Excludes casual staff.

3 - A distribution of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by ODEOPE.

- The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20. This is indicated by n/a.

During 2004–2005 the Commission employed trainees through a training company. Their details are not included in the above tables.



## Description of documents held in the Commission

*Files:* A range of files are stored in a central location in the Commission. The RECFIND Records Management System is used to make files easily accessible.

Administrative files cover most day-to-day aspects of the Commission including recruitment, staffing, equipment purchases, finance, budgeting, general purchasing and corporate relations. Commission staff are entitled to view their personnel files.

Child Death Review Team files are stored in a secure location separate from all other files. The files cover the work of the Child Death Review Team and are only accessible to Team members and staff approved by the Commissioner.

Working With Children files are stored in a secure location separate from all other files. The files cover the work of employment screening and Prohibited Employment and are only accessible to staff approved by the Commissioner.

Records of permanent value are transferred to the State Records Authority of NSW for preservation under the terms of the *NSW State Records Act 1998*.

## Freedom of Information statistics

The Commission introduced its Freedom of Information Policy in March 2000 following consultation with the Young People's Reference Group. During 2004–2005 there were 11 Freedom of Information requests lodged with the Commission.

Seven of these requests were granted in full within the required timeframe. Two requests were granted in part and one request was denied as it was seeking access to information that was provided to the Commission in confidence. One request was still outstanding as it was received in June 2005.

The Commission provided five requests free of charge, as required by Section 43 of the *Commission for Children and Young People Act 1998*.

Total fees collected for Freedom of Information requests not made under Section 43 of the *Commission for Children and Young People Act 1998* were \$180.00.

## Freedom of Information requests

Under the *Freedom of Information Act 1989*, members of the public have the right to access personal, policy and administrative documents held by the Commission, except for certain types of information for which the *Freedom of Information Act 1989* allows an exemption. The Act also allows for applications to be lodged for amendments of records where they are 'incorrect, misleading or out of date'.

## Establishment

The Commission for Children and Young People was established on 31 May 1999. The Commission is responsible to the Hon R Meagher MP, Minister for Community Services and Minister for Youth.

## Freedom of information

The following information is provided in accordance with s14 (1) (b) of the *Freedom of Information Act 1989*.

## Organisation

The Commission's structure is set out in the organisational chart on page 7.

## Functions and objectives

The Commission's role and functions are set out on page 6.

Section 43 of the *Commission for Children and Young People Act 1998* extends Freedom of Information to cover all non-government organisations involved in child-related employment. Any person for whom relevant completed disciplinary proceedings have been undertaken is entitled, under the *Freedom of Information Act 1989*, to access any documents of an organisation which contain relevant disciplinary proceedings information in relation to them. The right exists irrespective of whether the employer is a public or private sector employer. There are no costs charged for any person seeking information in relation to these arrangements.

The Director, Operations, manages the Freedom of Information function. Inquiries can be made in person, in writing or by telephone. Commission documents are available for public inspection by arrangement, telephone the Director on 9286 7276. Access is available during office hours (9am to 5pm, Monday to Friday) at Level 2, 407 Elizabeth Street, Surry Hills, NSW, 2010 or at other times with prior agreement.

### **Funds granted to non-government community organisations**

The Catholic Commission for Employment Relations received funds totalling \$408,417.46 (inc GST) towards their costs in undertaking Working With Children Check activities as an Approved Screening Agency.

### **Guarantee of Service**

All State Government agencies are required to publish a Guarantee of Service.

The Commission has developed two forms of service guarantees. The first is a Commitment to Service for the Commission's employment screening clients. This was developed in conjunction with the Approved Screening Agencies. This Commitment to Service is published on the Commission's website and the Commission's employer clients have been advised in writing about the guarantee.

The second Guarantee of Service applies to all other service standards in the Commission. The final document is available on the Commission's website

### **Land disposal**

The Commission does not own any properties. The Commission did not dispose of any properties during 2004–2005.

### **Legal change**

#### **Child Protection Legislation Amendment Act 2004**

The *Child Protection Legislation Amendment Act 2004* improves the operation of Part 3A of the Ombudsman Act 1974 (which relates to notification to and monitoring by the Ombudsman of disciplinary proceedings against employees of government and certain non-government agencies) and Part 7 of the *Commission for Children and Young People Act 1998* (which relates to employment screening for child-related



employment) by clarifying the reportable conduct of employees under that legislation. The Act gives effect to the recommendations of a Government review into the impact of that legislation.

#### **Child Protection (Offenders Prohibition Orders) Act 2004**

The *Child Protection (Offenders Prohibition Orders) Act 2004* strengthens child protection in NSW by enabling police to apply to a Local Court for an order prohibiting a registrable person from engaging in specific behaviour when, on the balance of probabilities, there is reasonable cause to believe that the person poses a risk to the safety or to the life of a child, or to children generally.



### Child Protection (Prohibited Employment) Regulation 2004

The *Child Protection (Prohibited Employment) Regulation 2004* clarifies that the provision of foster care or out-of-home care constitutes ‘employment’ for the purposes of the *Child Protection (Prohibited Employment) Act 1998*.

### Commission for Children and Young People Amendment (Employment Screening) Regulation 2004

The *Commission for Children and Young People Amendment (Employment Screening) Regulation 2004* amends the Commission for Children and Young People Regulation 2000 to reflect amendments to Part 7 of the *Commission for Children and Young People Act 1998* by the *Child Protection Legislation Amendment Act 2003*.

### Child Protection (Offenders Prohibition Orders) Act 2004

The *Child Protection (Offenders Prohibition Orders) Act 2004* strengthens child protection in NSW by enabling police to apply to a Local Court for an order prohibiting a registrable person from engaging in certain conduct such as associating with particular people, working in certain types of employment or being in specified locations that might pose a risk to children in light of the past conduct of the offender.

### Child Protection (Offenders Registration) Amendment Act 2004

When this Act comes into force it will provide the basis for a national reporting scheme by allowing for a nationwide exchange of information about registrable persons.

### Children's Services Regulation 2004

This regulation brings together the former regulations dealing with centre-based care, mobile care, family day care and home-based care. It increases the licence conditions to further protect children attending those services, including requiring probity checks for those working in children's services.

### Institute of Teachers Act 2004

This Act establishes the Institute of Teachers and provides for professional teaching standards and the accreditation of teachers. It allows a teacher accreditation authority to revoke the accreditation of a teacher in certain cases including if a teacher in a non-government school is a prohibited person under the *Child Protection (Prohibited Employment) Act 1998*.

### Major assets

The major assets held by the Commission are leased motor vehicles, office equipment, computers, furniture and fittings.

The Commission has no major works in progress at 30 June 2005.



## Management and activities

The Commission's Strategic Plan 2004–2007 sets out activities to support the Commission's Results and Services Plan. Key Performance Indicators against these activities and the Commission's corporate services have been developed. These are monitored through quarterly and annual reports to the Executive.

### Management and structure

#### Principal Officer

##### Commissioner

Ms Gillian Calvert  
Bachelor of Arts  
Bachelor of Social Work  
Master of Business Administration

#### Young People's Reference Group

##### July–December 2004

Gillian Calvert, Commissioner  
Stephen Robertson, Director, Policy, Chair  
Dorian Sarkissian, Executive Officer  
Anton Jurisevic  
Daniel Connell  
Emma Baldry  
Fatima Matar  
Hannah Klapdor  
Kimberley Stuart  
Marshall Peachey  
Patrick Mayoh  
Serena Hills  
Troy Rebello  
Ruth Tuulau  
Kir Deng



##### January–June 2005

Gillian Calvert, Commissioner  
Stephen Robertson, Director, Policy, Chair  
Dorian Sarkissian, Policy Officer, Executive Officer  
Michelle Taylor  
Brent Leary  
Harry Whelan  
Ashoor Khan  
Justine Castillo  
Veronica Piatkov  
Sue Park  
Ned Tieppo  
Tyson Beckman  
Carlo Ritchie  
Caroline Boateng  
Emma Kenworthy



### Executive Team

Ms Gillian Calvert, Commissioner  
Ms Virginia Neighbour, Director, Operations  
Mr Stephen Robertson, Director, Policy  
Ms Trish Malins, Manager Research  
Ms Tracey Young, Manager Community Education  
Ms Michelle Neathercote, Acting Manager Community Education

### Staff Management Committee

#### 1 July 2004–30 June 2005

Ms Virginia Neighbour, Operations  
Ms Michelle Neathercote, Acting Manager, Community Education (2004)  
Mr Gavin Thomas, Trainee, Community Education (2004)  
Ms Tracey Young, Manager, Community Education (2004–2005)  
Ms Helen Priestly, Customer Service Officer, Working With Children (2004–2005)  
Mr Toby Fattore, Research Officer (2004–2005)  
Mr Chris Hellmundt, Trainee, Community Education (2005)  
Mr Chirs Malcher, Project Officer, Information Management (2005)  
Mr Paul Mackay, Trainee, Policy (2005)

## Internal Audit Committee

**1 July 2004–30 June 2005**

Ms Gillian Calvert, Commissioner and Chair

Ms Virginia Neighbour, Director of Operations

Ms Liz McGee, Manager, Administration

Ms Kerry Boland, Executive Director of Governance, Department of Community Services

Mr Stephen Kent, Director, Assurance and Advisory Service, IAB

## Child Sex Offender Counsellor Accreditation Scheme (CSOCAS) Panel

Chair: Ms Virginia Neighbour, Director of Operations

Mr Dale Tolliday, NSW Health

Ms Anne Young, Department of Corrective Services

Dr Christopher Lennings, USYD

Ms Bronwyn Cintio, Social Worker

## Ministerial Advisory Committees and statutory bodies

### NSW Child Death Review Team

The purpose of the NSW Child Death Review Team, as specified in the Commission for *Children and Young People Amendment (Child Death Review Team) Act 2003*, is to prevent or reduce the number of child deaths in NSW. The Team considers children from birth to 17 years and only live births.

At 30 June 2004–31 December 2004, the members of the Team were:

Ms Gillian Calvert, Chair

Ms Leanne Hillman, Department of Community Services

Dr Elisabeth Murphy, NSW Health

Mr Michael Tizard, Department of Ageing, Disability and Home Care

Mr David McKie, Department of Education and Training

Det. Superintendent Kim McKay, NSW Police

Dr Dianne Little, Forensic Pathologist, Westmead Hospital

Dr Ian Cameron, Rural Doctor's Network

Mr John Feneley, Attorney General's Department

Dr Jonathan Gillis, The Children's Hospital Westmead

Associate Professor Jude Irwin, School of Social Work and Policy Studies University of Sydney

Dr John Howard, Ted Noffs Foundation

Professor Caroline Finch, NSW Injury Risk Management Research Centre

Professor Judy Atkinson, Southern Cross University

Ms Robyn Shields, Aboriginal Mental Health Unit

1 January 2005–30 June 2005, members of the Team were:

Ms Gillian Calvert, Commissioner and Chair

Professor Caroline Finch, NSW Injury Risk Management Research Centre and Deputy Chair

Ms Leanne Hillman, Department of Community Services

Dr Elisabeth Murphy, NSW Health

Mr Michael Tizard, Department of Ageing, Disability and Home Care

Mr David McKie, Department of Education and Training

Mr John Merrick, Office of the State Coroner

Det. Superintendent Kim McKay, NSW Police

Dr Dianne Little, Forensic Pathologist, Westmead Hospital

Dr Ian Cameron, Rural Doctor's Network

Dr Jonathan Gillis, The Children's Hospital Westmead

Associate Professor Jude Irwin, School of Social Work and Policy Studies University of Sydney

Dr John Howard, Ted Noffs Foundation

Professor Judy Atkinson, Southern Cross University

Ms Robyn Shields, Aboriginal Mental Health Unit

## Expert Advisory Group

The principal role of the Group is to assist the Commissioner in the exercise of her functions. The Commission's functions are detailed in Part 3 of the *Commission for Children and Young People Act 1998*.

The members were:  
**July–December 2004**

Dr John Yu, Chair

Ms Gillian Calvert, Commissioner

Mr Michael Antrum

Ms Lyndsay Connors

Professor Gwynneth Llewellyn

Professor Ron McCallum

Dr Robert Parker

Fr John Usher

The members were:  
**January–June 2005**

Professor Richard Chisholm, Chair

Ms Gillian Calvert, Commissioner

Mr Jack Beetson

Ms Anna Booth

Ms Hetty Cislowski

Mr Peter Homel

Ms Helen L'Orange

Dr Robert Parker

Father John Usher

## Joint Parliamentary Committee

The functions of the Committee are detailed in Part 6 of the *Commission for Children and Young People Act 1998*.

The members are:

Mrs Barbara Perry, MP (Chair)  
 The Hon Jan Burnswoods, MLC (Deputy Chair)  
 Mr John Bartlett, MP  
 Ms Linda Burney, MP (until 22 September 2004)  
 Mr Stephen Cansdell, MP  
 Mr Barry Collier, MP (from 22 September 2004)  
 Ms Judy Hopwood, MP  
 Ms Virginia Judge, MP  
 The Hon Tony Catanzariti, MLC  
 The Hon Kayee Griffin, MLC  
 The Hon Sylvia Hale, MLC  
 The Hon Melinda Pavey, MLC

## Statutory and significant interdepartmental bodies

Names and positions of Commission staff as members of significant statutory and interdepartmental bodies:

Asia Pacific Association of Children's Commissioners  
 Ms Gillian Calvert, Commissioner

Chief Executive Officers' Group (Human Services)  
 Ms Gillian Calvert, Commissioner

Child Death Review Team  
 Ms Gillian Calvert, Commissioner

Early Intervention and Prevention Expert Advisory Group  
 Ms Gillian Calvert, Commissioner

Government Agencies Road Safe Advisory Committee  
 Ms Gillian Calvert, Commissioner

## Ministerial Advisory Committee

Ms Gillian Calvert, Commissioner

NSW Youth Interagency Taskforce  
 Mr Stephen Robertson, Director, Policy

Senior Officers Committee on Mental Health  
 Mr Stephen Robertson, Director Policy

Senior Officers Committee on Drugs and Alcohol  
 Mr Stephen Robertson, Director, Policy

Community Services Minister's Advisory Council Working Group on Persons Working/Volunteering in Child-Related Areas  
 Ms Virginia Neighbour, Director, Operations  
 Ms Rennie Gay, Senior Policy Officer

Sex Offender Programs Steering Committee

Mr Craig Warwicker, Coordinator, Prohibited Employment

SIDS Advisory Committee

Ms Trish Malins, Manager, Research

## Occupational health and safety

The Commission was not prosecuted, fined or served an improvement notice under the Occupational Health and Safety Act 2000 during the reporting period.

There was one reported incident during 2004–2005. This has not resulted in a claim being made against the Commission's Workers Compensation insurance coverage during 2004–2005.

## Overseas visits

There were no overseas visits undertaken by Commission staff during 2004–2005.

## Payment of accounts

The payment of accounts is closely monitored to ensure accounts are paid in accordance with Clause 18 of the *Public Finance and Audit (General) Regulation 1995* and Treasurer's Direction TD219.01. The Commission did not incur any penalty interest for the late payment of accounts.

**AGED ANALYSIS AT THE END OF EACH QUARTER:**

Quarter	Current (within due date) \$	Less than 30 days overdue \$	Between 30 and 60 days overdue \$	Between 60 and 90 days overdue \$	More than 90 days overdue \$
September	26,285	0	0	0	0
December	8,865	0	0	0	0
March	10,821	0	0	0	0
June	0	0	0	0	0

**ACCOUNTS PAID ON TIME WITHIN EACH QUARTER:**

Quarter	Total Accounts Paid on Time			Total Amount Paid \$
	Target %	Actual %	\$	
September	95	99	936,896	945,428
December	95	99	1,433,533	1,441,217
March	95	98	989,222	1,002,175
June	95	97	1,580,853	1,596,232

There were no significant events that affected payment performance during the reporting period.

**Personnel**

There were 47 staff employed in the Commission as at 30 June 2005 excluding casual employees and board members. This equates to a full-time equivalent of 40.5 positions against a staff establishment of 42.7

Of these staff, one is a Senior Executive Service Officer, and all other staff are employed under the Public Sector Employment and Management Act 2002.

During 2004–2005, the Commission recruited 18 staff, while 21 staff left the Commission.

Of the staff that left 8 (38%) completed their period of contract employment, 4 (19%) resigned, 2 (10%) are on a secondment to another government agency and 7 (33%) transferred to other government agencies.

At the end of June 2005, the Commission had 95% of its staff establishment filled compared to 90% in June 2004 and 94% in June 2003.

There were no exceptional movements in salaries during the year. Consistent with the provisions of the Crown Employees (Public Sector Conditions of Employment) Award 2002 staff were paid a four percent salary increase from July 2004. Senior Executive Service Officers were also paid a four percent increase in accordance with the

determination of the Statutory and Other Officers Remuneration Tribunal.

There were no industrial disputes within the Commission during 2004–2005. In 2004–2005 the Commission reviewed the Flexible Working Hours Agreement for its staff.

During 2004–2005, average sick leave taken by Commission staff was 6.78 days compared with an average of 4.78 days in 2003–2004 and 6.1 days for 2002–2003.

## Employee Assistance Scheme

The Commission continues to provide a free confidential counselling service to employees, Committee members and their immediate family using Davidson Trahaire Corpsych. The Commission also provides specialist counselling for research staff working with the Child Death Review Team.

## Policies and Procedures

The following policies were reviewed or implemented during 2004–2005:

- Freedom of Information Policy
- Corporate Information Security Policy
- Complaints Handling Policy
- Flexible Working Hours Agreement
- Risk of Harm Reporting Policy
- Fleet Improvement Plan
- Performance Development Policy.

## Industrial relations policies and practices

The Commission has a Staff Management Committee which maintains strong consultative workplace practices.

The Committee held 4 meetings during 2004–2005.

## Performance Development Policy

The Commission reviewed and implemented a new Performance Development Policy during 2004–2005. All staff of the Commission, including temporary employees and trainees, are covered by the Performance Development Policy.

## Price determination

There were no pricing determinations made by the Commission during the reporting period.

## Privacy Management Plan

The Commission has a Privacy Management Plan in place in accordance with Section 33 of the Privacy and Personal Information Protection Act 1998.

## Publications

### Published 2004–2005

- *Exchange newsletter* – Winter, Spring, Summer and Autumn editions
- *Child Death Review Team Annual Report July–December 2003*
- *Commission for Children and Young People Annual Report 2003–2004*
- *Feedback 2004*
- *Sudden Unexpected Deaths in Infancy: the New South Wales Experience*
- *Children at Work*
- *Child-safe Child-friendly* – information brochure
- *Your Voice* – information brochure for primary school children
- *Your Voice Activity Book* – workbook for primary school children
- *Being Child-safe and Child-friendly* – workshop workbook
- *Ask the Children* – Children and young people speak about education
- *Ask the Children* – Young people talk about driving
- *Ask the Children* – Young people talk about their experiences at work

- *Summary Report: Child Death Review Team Annual Report*
- *Summary Report: Sudden Unexpected Deaths in Infancy: the New South Wales Experience*

## Existing Commission publications available free of charge:

### Reports and publications

- *Annual Report 1999–00, 2000–01, 2001–02, 2002–03*
- *Feedback 2000, 2001, 2002, 2003, 2004*
- *Child Death Review Team Annual Report 1998–99, 1999–00, 2001–02, July–December 2002, January–December 2003*
- *Fatal Assault and Neglect of Children and Young People 2003*
- *Suicide and Risk-taking Deaths of Children and Young People*
- *Fatal Assault of Children and Young People 2002*
- *The Working With Children Check Guidelines April 2004*
- *A Head Start for Australia – An Early Years Framework* (full and summary reports)
- *Participation – Checking the Scoreboard*
- *Exchange*
- *A Voice For Kids* – promotional brochure
- *Participation: Meeting together – deciding together*



### Fact sheets

- *Key trends from Child Death Review Team reports*
- *Key trends in child fatalities from drowning*
- *Key trends in child fatalities from transport incidents*

### Information sheets

- *Including children and young people*
- *Listening to children*
- *Raising children*
- *Child protection is everyone's business*
- *Reporting abuse and neglect*
- *Child sexual assault*
- *Involving kids in staff selection*

### Ask the Children resources

- *Young people talk alcohol*
- *Children and young people speak about the issues important to them*
- *Kids speak out about immigration detention experiences*
- *Prescription and Over-the-Counter Drugs – General Practitioners*
- *Prescription and Over-the-Counter Drugs – Pharmacists*
- *Prescription and Over-the-Counter Drugs – Sports Coaches*
- *Prescription and Over-the-Counter Drugs – Teachers and School Staff*

## Research and development

### Child Death Review Team research

Three Commission staff members worked on the research that forms the basis of the *Child Death Review Team Annual Report* January–December 2003.

### Sudden Unexpected Deaths in Infancy: the New South Wales Experience

Five Commission staff work on this research during 2004–2005 that resulted in the report *Sudden Unexpected Deaths in Infancy: the New South Wales Experience*.

### Research project into children's experience of work

Two Commission staff members worked on this research during 2004–2005 that resulted in the report *Children at Work*.

### Kids' Stats

Kids' Stats provides on the Commission's website data about the safety, welfare and wellbeing of children and young people in New South Wales. Six Commission staff members worked on this project during 2004–2005.

### Count me in! - Involving children and young people in research

Four Commission staff members worked on this project during 2004–2005, producing *Count me in!* in collaboration with the University of Western Sydney.

## Wellbeing Research

The Commission is collaborating with the University of Western Sydney to conduct research into children and young people's perceptions and understanding of what constitutes wellbeing. Three Commission staff members worked on this project during 2004–2005.

### Evaluation of the Working With Children Check risk assessment model

Four Commission staff members worked on this evaluation during 2004–2005.

### Development of the Child Death Register

Five Commission staff members worked on this during 2004–2005.

### Children's use of mobile telecommunications

Four Commission staff members worked on this during 2004–2005.

## Risk management and insurance

The Commission's risk management obligations extend to all areas of the management accountability, including staff performance, project and budget management, fraud control and Commission operations.

The Commission uses a number of tools to identify and manage risks consistent with the Australian Standard AS/NZS 4360:2004 Risk Management.

During 2004–2005 the Commission completed a comprehensive questionnaire and gave evidence on our risk management activities as part of the NSW Public Accounts Committee inquiry into Risk Management in the NSW Public Sector.



## COMMISSION'S CLAIMS HISTORY 2001-2004 TO 2004-2005

Claim Type	2001-02	2002-03	2003-04	2004-05
Workers' Compensation	0	0	0	0
Motor Vehicle	1	0	0	0
Public Liability	0	0	0	0
Property	0	0	0	0
Miscellaneous	0	1	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

The Commission's Audit Committee monitors the Commission's performance on business risk.

Key risk areas identified by the Commission in 2004–2005 are:

- Correct performance of the Working With Children Check
- High dependency on key staff, as a result of being a small agency.

### Internal Audits

Internal Audit helps the Commission to maximise efficiency and effectiveness in specific programs and processes. Internal audits are also used to review our operations in high risk areas and to develop additional internal controls mechanisms to minimise risk. The Commission appoints independent auditors to undertake the internal audit reviews.

In line with the Commission's Internal Audit Plan, the Commission completed four audits during the year. The audits focussed on the effectiveness and/or efficiency of:

- prohibited person's approval process
- corruption and fraud prevention risk assessment review
- Working With Children Check application process
- Working With Children Check customer service.

The Commission aims to implement 80% of the recommendations arising from these reviews within 12 months of the receipt of the final reports. As at June 2005 the Commission had implemented 77% of the recommendations arising from the 2003–2004 audit program.

### External Reviews

External reviews provide the Commission with an independent assessment of our performance. The Audit Office of NSW is the Commission's official external auditor and carries out comprehensive audits of our annual financial accounts and associated financial systems.

There were no specific reviews of the Commission's activities in 2004–2005 undertaken by the Audit Office of NSW.

The NSW Treasury Managed Fund, through the GIO, provides insurance cover for our workers' compensation, motor vehicles, public liability, property and miscellaneous items. The premium payable in 2004–2005 was \$21,770 compared to \$22,099 in 2003–2004, \$25,894 in 2002–2003 and \$16,474 in 2001–2002. The Commission continues to maintain insurance premiums at a consistent level due to our claims history.

## Waste Reduction Policy and Purchasing Plan

The Commission has continued its commitment to the NSW Government's Waste Reduction and Purchasing Policy. The Commission's Waste Reduction and Purchasing Policy Plan is designed to help Commission staff reduce the generation of waste, treat waste as a potential resource and increase the use of recycled materials.

The outcomes for 2004–2005 are detailed below:

- where appropriate, documents forwarded and filed electronically to reduce paper use
- laser and photocopy paper – 100% of paper purchased was manufactured from 50% recycled de-inked pulp and 50% virgin fibre plantation timber pulp
- paper used for draft documents recycled for notebooks
- 100% of empty printer toner cartridges returned for reuse
- reuse of package wrapping
- participated in a computer re-use pilot with the Office of Information and Technology
- purchase of printer toner cartridges with a recycled component.

In 2005–2006 the Commission will continue to implement its Waste Reduction and Purchasing Policy Plan.

## CHAPTER 5

## Financial Statements



GPO BOX 12  
Sydney NSW 2001

## INDEPENDENT AUDIT REPORT

## Commission for Children and Young People

To Members of the New South Wales Parliament

## Audit Opinion

In my opinion, the financial report of the Commission for Children and Young People:

- (a) presents fairly the Commission's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 45E of the Public Finance and Audit Act 1983 (the Act).

My opinion should be read in conjunction with the rest of this report.

## The Commissioner's Role

The financial report is the responsibility of the Commissioner. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the summary of compliance with financial directives and the accompanying notes.

## The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides reasonable assurance to members of the New South Wales Parliament that the financial report is free of material misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Commissioner in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Commissioner had not fulfilled her reporting obligations.

My opinion does not provide assurance:

- about the future viability of the Commission for Children and Young People,
- that the Commission for Children and Young People has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

## Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

M T Spriggins  
Director, Financial Audit Services

SYDNEY  
29 September 2005



GPO BOX 12  
Sydney NSW 2001

Maria Spriggins  
9275 7164  
00516372/1128/kg

Ms G Calvert  
Commissioner  
Commission for Children and Young People  
Level 2, 407 Elizabeth Street  
SYDNEY NSW 2000

29 September 2005

Dear Ms Calvert

**STATUTORY AUDIT REPORT**  
For the Year Ended 30 June 2005

**Commission for Children and Young People**

I have audited the accounts of the Commission for Children and Young People as required by the Public Finance and Audit Act 1983 (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 30 June 2005, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on the Commission for Children and Young People's financial report. The Independent Audit Report, together with the Commission for Children and Young People's financial report, are attached.

**Audit Result**

I expressed an unqualified opinion on the Commission for Children and Young People's financial report and I have not identified any significant matters since I wrote to you on 20 October 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the agency's audit. If this occurs, I will write to you immediately.

**Auditor-General's Report to Parliament**

Comment on the Commission for Children and Young People's financial operations and performance will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to the Commissioner for review before the Report is tabled during November.

**Scope of the Audit**

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on the Commission for Children and Young People's financial report. This includes testing whether your agency has complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Each year, the Audit Office also selects various 'non-key' legislative requirements, government policies and practices (e.g. Premier's Circulars) and tests whether your agency has complied with them. This year, I examined the Commission's preparedness for Australian Equivalents to International Reporting Standards.

The results of my review were satisfactory.

**Acknowledgment**

I thank Commission for Children and Young People's staff for their courtesy and assistance.

Yours sincerely

M T Spriggins  
Director, Financial Audit Services

cc The Hon M Iemma MP, Treasurer  
The Hon R P Meagher MP, Minister for Youth

**COMMISSION FOR CHILDREN AND YOUNG PEOPLE****Statement by the Commissioner of the Commission for Children and Young People**

Pursuant to Section 45F of the Public Finance and Audit Act 1983, I state that to the best of my knowledge and belief:

- (a) the accompanying financial statements have been prepared in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views, the requirements of the *Public Finance and Audit Act 1983* and the *Public Finance and Audit Regulation 2000*, the Financial Reporting Code for Budget Dependant General Government Sector Agencies and Treasurer's Directions;
- (b) the financial statements exhibit a true and fair view of the financial position of the Commission for Children and Young People as at 30 June 2005 and for the operations for the year then ended;
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



GILLIAN CALVERT  
COMMISSIONER

Dated: 23.9.2005

**NSW Commission For Children & Young People**  
**Statement of Financial Performance**  
**for the year ended 30 June 2005**

	Notes	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
<b>Expenses</b>				
Operating expenses:				
Employee related	2(a)	3,569	3,495	3,232
Other operating expenses	2(b)	4,006	3,831	3,186
Maintenance		132	113	106
Depreciation and amortisation	2(c)	186	273	317
Grants and subsidies	2(d)	371	568	385
<b>Total Expenses</b>		<b>8,264</b>	<b>8,280</b>	<b>7,226</b>
<b>Loss:</b>				
<b>Retained Revenue</b>				
Investment income	3(a)	55	18	39
Sale of goods and services	3(b)	5	-	4
Grants and contributions	3(c)	50	50	1,008
Other revenue	3(d)	12	10	11
<b>Total Retained Revenue</b>		<b>122</b>	<b>78</b>	<b>1,062</b>
Gain / (loss) on disposal of non-current assets	4	(3)	-	-
<b>Net Cost of Services</b>	19	<b>8,145</b>	<b>8,202</b>	<b>6,164</b>
<b>Government Contributions:</b>				
Recurrent appropriation	5	7,830	7,799	5,851
Capital appropriation	5	131	177	122
Acceptance by the Crown Entity of employee benefits and other liabilities	6	398	149	317
<b>Total Government Contributions</b>		<b>8,359</b>	<b>8,125</b>	<b>6,290</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES</b>		<b>214</b>	<b>(77)</b>	<b>126</b>
<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISES DIRECTLY IN EQUITY</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>	15	<b>214</b>	<b>(77)</b>	<b>126</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	8	738	1,292	1,042
Receivables	9	163	164	153
Other	10	-	-	11
<b>Total Current Assets</b>		<b>901</b>	<b>1,456</b>	<b>1,206</b>
<b>Non-Current Assets</b>				
Plant and Equipment	11	732	688	784
<b>Total Non-Current Assets</b>		<b>732</b>	<b>688</b>	<b>784</b>
<b>Total Assets</b>		<b>1,633</b>	<b>2,144</b>	<b>1,990</b>

The accompanying notes form part of these statements



**NSW Commission For Children & Young People  
Statement of Financial Performance  
for the year ended 30 June 2005**

	Notes	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	12	305	680	682
Provisions	13	253	340	284
Other	14	46	209	209
<b>Total Current Liabilities</b>		<b>604</b>	<b>1,229</b>	<b>1,175</b>
<b>Non-Current Liabilities</b>				
Provisions	13	13	1	13
<b>Total Non-Current Liabilities</b>		<b>13</b>	<b>1</b>	<b>13</b>
<b>Total Liabilities</b>		<b>617</b>	<b>1,230</b>	<b>1,188</b>
<b>Net Assets</b>		<b>1,016</b>	<b>914</b>	<b>802</b>
<b>EQUITY</b>				
Accumulated funds	15	1,016	914	802
<b>Total Equity</b>		<b>1,016</b>	<b>914</b>	<b>802</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Payments</b>				
Employee related		(3,398)	(3,262)	(3,035)
Grants and subsidies		(371)	(568)	(385)
Other		(4,986)	(4,198)	(2,995)
<b>Total Payments</b>		<b>(8,755)</b>	<b>(8,028)</b>	<b>(6,415)</b>
<b>Receipts</b>				
Sale of goods and services		1	-	25
Interest received		46	18	40
Other		541	312	1,010
<b>Total Receipts</b>		<b>588</b>	<b>330</b>	<b>1,075</b>
<b>Cash Flows From Government</b>				
Recurrent appropriation	5	7,830	7,799	6,060
Capital appropriation	5	177	177	122
Cash reimbursements from the Crown Entity		196	149	151
Cash transfers to the Consolidated Fund		(209)	-	(330)
<b>Net Cash Flows From Government</b>		<b>7,994</b>	<b>8,125</b>	<b>6,003</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	19	<b>(173)</b>	<b>427</b>	<b>663</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Purchases of Plant and Equipment		(131)	(177)	(457)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<b>(131)</b>	<b>(177)</b>	<b>(457)</b>
<b>NET INCREASE (DECREASE) IN CASH</b>		<b>(304)</b>	<b>250</b>	<b>206</b>
Opening cash and cash equivalents		1,042	1,042	836
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	8	<b>738</b>	<b>1,292</b>	<b>1,042</b>

The accompanying notes form part of these statements



NSW Commission For Children & Young People  
Summary of Compliance with Financial Directives for the year ended 30 June 2005

	2005				2004			
	Recurrent Appropriation \$'000	Expenditure / Net Claim on Consolidated Fund \$'000	Capital Appropriation \$'000	Expenditure / Net Claim on Consolidated Fund \$'000	Recurrent Appropriation \$'000	Expenditure / Net Claim on Consolidated Fund \$'000	Capital Appropriation \$'000	Expenditure / Net Claim on Consolidated Fund \$'000
<b>ORIGINAL BUDGET APPROPRIATION / EXPENDITURE</b>								
• Appropriation Act	7,830	7,830	177	131	6,060	5,851	122	122
• Additional Appropriations	-	-	-	-	-	-	-	-
• s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
• s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
• s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	<u>7,830</u>	<u>7,830</u>	<u>177</u>	<u>131</u>	<u>6,060</u>	<u>5,851</u>	<u>122</u>	<u>122</u>
<b>OTHER APPROPRIATIONS / EXPENDITURE</b>								
• Treasurer's Advance	-	-	-	-	-	-	-	-
• Section 22 - expenditure for certain works and advances	-	-	-	-	-	-	-	-
• Transfers to / from another agency (s25 of the Appropriation Act)	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)</b>	<u>7,830</u>	<u>7,830</u>	<u>177</u>	<u>131</u>	<u>6,060</u>	<u>5,851</u>	<u>122</u>	<u>122</u>
<b>Amount draw down against Appropriation</b>		<u>7,830</u>		<u>177</u>		<u>6,060</u>		<u>122</u>
<b>Liability to Consolidated Fund**</b>		-		<u>(46)</u>		<u>(209)</u>		<u>-</u>

**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

## **1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **(a) Reporting entity**

The Commission for Children and Young People (the Commission) is a separate reporting entity. There are no other entities under its control.

As the Commission is a single program entity, the financial operations disclosed in the Statement of Financial Performance and Statement of Financial Position are those of the Commission's program. Accordingly, a separate supplementary program statement has not been prepared.

The Commission is consolidated as part of the NSW Total State Sector Accounts.

### **(b) Basis of Accounting**

The Commission's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- Urgent Issues Group (UIG) Consensus Views;
- the requirements of the Public Finance and Audit Act 1983 and Regulations; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for long service leave expense, the financial statements are prepared in accordance with the historical cost convention.

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

The accounting policies adopted are consistent with those of the previous year, unless otherwise stated.

### **(c) Administered Activities**

The Commission does not administer any activities on behalf of the Crown Entity

### **(d) Revenue Recognition**

Revenue is recognised when the Commission has control of the good or right to receive, it is probable that the economic benefits will flow to the Commission and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

#### **(i) Parliamentary Appropriations and Contributions from Other Bodies**

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the Commission obtains control over the assets comprising the appropriations / contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The liability is disclosed in Note 14 as part of 'Current liabilities - Other'. The amount will be repaid and the liability will be extinguished in the next financial year.

In the case of the Commission there is no liability to be repaid against the Recurrent Appropriation for the year 2004/2005 (2003/2004 \$209,000). The Commission has a liability of \$46,000 to be repaid against the Capital Appropriation for the year 2004/2005 (2003/2004 Nil).

**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

(ii) **Sale of Goods and Services**

Revenue from the sale of goods and services comprises revenue from the provision of products or services ie user charges. User charges are recognised as revenue when the Commission obtains control of the assets that result from them.

(iii) **Investment income**

Interest revenue is recognised as it accrues.

**(e) Employee Benefits and other provisions**

(i) **Salaries and Wages, Annual Leave, Sick Leave and On-Costs**

Liabilities for salaries and wages (including non-monetary benefits), annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

This is in accordance with AASB 1028 applicable for this financial year. The previous Standard required the nominal basis to use remuneration rates current as at the reporting date.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

(ii) **Long Service Leave and Superannuation**

The Commission's liabilities for long service leave and superannuation are assumed by the Crown Entity. The Commission accounts for the liabilities as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of employee benefits and other liabilities" (Note 6).

Long service leave is measured on a present value basis. The liabilities that are expected to be settled more than twelve months after the reporting date are measured as the present value of the estimated future cash outflows to be made by employers in respect of services provided by employees up to the reporting date. The present value method is based on remuneration rates on what the entity expects to pay at each reporting date for all employees with five or more years of service. This means that where it is expected that employees will receive a pay rise after reporting date, the increased pay rate is used in determining the employee benefit liabilities.

The simple factors provided by the NSW Treasury to increase the long service liability and related on-costs to approximate present value calculations have been used in determining the liabilities.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie State Superannuation Fund and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(iii) **Other Provisions**

Other provisions exist when the entity has a present legal, equitable or constructive obligation to make a future sacrifice of economic benefits to other entities as a result of past transactions or other past events. These provisions are recognised when it is probable that a future sacrifice of economic benefits will be required and the amount can be measured reliably.

**(f) Insurance**

The Commission's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.



**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

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

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

- the amount of GST incurred by the Commission as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- receivables and payables are stated with the amount of GST included.

**(h) Acquisitions of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Commission. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are revalued and recognised at their fair value at the date of acquisition. Any resulting increase in value is treated as revenue.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

**(i) Plant and Equipment**

Plant and equipment costing \$5,000 and above individually are capitalised.

**(j) Revaluation of Physical Non-Current Assets**

Physical non-current assets are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value valuation methodology and the previous valuation methodology adopted in the NSW public sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where market selling price is not available, the asset's fair value is measured as its market buying price ie the replacement cost of the asset's remaining future economic benefits. The agency is a not for profit entity with no cash generating operations.

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

**(k) Depreciation of Non-Current Physical Assets**

Depreciation is provided for on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Commission.

Depreciation Rates	% Rate
Computer equipment	25.00
Office equipment	14.28
Furniture & fittings	10.00

Leasehold improvements are depreciated over the estimated useful life or the unexpired period of the lease, whichever is shorter.

**(l) Maintenance and Repairs**

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

**(m) Leased Assets**

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

The assets leased by the Commission are office accommodation and motor vehicles. Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

NSW Commission For Children & Young People  
Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005

(n) **Receivables**

Receivables are recognised and carried at cost, based on the original invoice amount less (where necessary) a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

(o) **Other Assets**

Other assets including prepayments are recognised on a cost basis.

(p) **Payables**

These amounts represent liabilities for goods and services provided to the agency and other amounts, including interest. Interest is accrued over the period it becomes due.

(q) **Budgeted Amounts**

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

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts as per the audited financial statements (rather than carried forward estimates).

## 2 EXPENSES

	2005 \$'000	2004 \$'000
<b>(a) Employee related expenses</b>		
Salaries and wages (including recreation leave)	2,963	2,730
Superannuation	264	220
Long service leave	118	84
Workers compensation insurance	12	12
Payroll tax and fringe benefit tax	<u>212</u>	<u>186</u>
	<u>3,569</u>	<u>3,232</u>

Salaries and wages (including non-monetary benefits), recreation leave and sick leave (regardless of when they are expected to be settled) are measured on a nominal basis in accordance with AASB 1028 (see also Note 1(e) and Note 13).

The Crown Entity generally assumes the long service leave and superannuation liabilities for the budget dependent General Government Sector agency. This means on initial incurrence the Commission recognises a liability and expense and on assumption of the liability, a revenue equivalent to the liability assumed (see also Note 1(e) and Note 6) is recognised. On-costs are not assumed by the Crown Entity and are the responsibility of the Commission.

**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

**2 EXPENSES (cont'd)**

	2005 \$'000	2004 \$'000
<b>(b) Other operating expenses</b>		
Auditor's remuneration (audit or review of the financial reports)	10	24
Operating lease rental and cleaning	433	406
Insurance	8	7
Corporate services	414	362
Consultancies	188	255
Travel expenses	71	64
EDP expenses	72	169
Media	32	36
Postage	54	52
Conference and seminars	26	28
Stores, printing & stationery	125	166
External Training	373	242
Boards, Tribunals, Meetings	61	51
Community Education	139	107
Staff Recruitment	23	8
Employee Screening	1,504	765
Data Services	35	127
Internal Audit	45	75
Telephone	76	44
Other	317	198
	<u>4,006</u>	<u>3,186</u>
 <b>(c) Depreciation and amortisation</b>		
Office furniture and equipment	25	18
Computer hardware	118	133
Total Depreciation	<u>143</u>	<u>151</u>
Amortisation - leasehold improvements	43	166
	<u>186</u>	<u>317</u>
 <b>(d) Grants and subsidies</b>		
Employment Screening	371	372
General Government	-	3
Other	-	10
	<u>371</u>	<u>385</u>



NSW Commission For Children & Young People  
Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005

### 3 REVENUES

	2005 \$'000	2004 \$'000
<b>(a) Investment income</b>		
Interest	<u>55</u>	<u>39</u>
	<u>55</u>	<u>39</u>
	2005 \$'000	2004 \$'000
<b>(b) Sale of goods and services</b>		
Publications	<u>5</u>	<u>4</u>
	<u>5</u>	<u>4</u>
<b>(c) Grants and contributions</b>		
Grants Received	<u>50</u>	<u>1,008</u>
	<u>50</u>	<u>1,008</u>
<b>(d) Other revenue</b>		
Seminars	<u>12</u>	<u>11</u>
	<u>12</u>	<u>11</u>

### 4 GAIN / (LOSS) ON DISPOSAL OF NON-CURRENT ASSETS

	2005 \$'000	2004 \$'000
Written down value of assets disposed	<u>(3)</u>	<u>-</u>
Net Gain/(Loss) on disposal	<u>(3)</u>	<u>-</u>

### 5 APPROPRIATIONS

	2005 \$'000	2004 \$'000
<b>Recurrent appropriations</b>		
Total recurrent drawdowns from Treasury (per Summary of Compliance)	7,830	6,060
Less: Liability to Consolidated Fund (per Summary of Compliance)	<u>-</u>	<u>(209)</u>
	<u>7,830</u>	<u>5,851</u>
Comprising:		
Recurrent appropriations (per Statement of Financial Performance)	<u>7,830</u>	<u>5,851</u>
	<u>7,830</u>	<u>5,851</u>
<b>Capital appropriations</b>		
Total capital drawdowns from Treasury (per Summary of Compliance)	177	122
Less: Liability to Consolidated Fund (per Summary of Compliance)	<u>(46)</u>	<u>-</u>
	<u>131</u>	<u>122</u>
Comprising:		
Capital appropriations (per Statement of Financial Performance)	<u>131</u>	<u>122</u>
	<u>131</u>	<u>122</u>

**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

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

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

	2005 \$'000	2004 \$'000
Superannuation	264	220
Long service leave	118	84
Payroll tax (on superannuation)	<u>16</u>	<u>13</u>
	<u>398</u>	<u>317</u>

## **7 PROGRAMS / ACTIVITIES OF THE COMMISSION**

### **Program 1 - Commission for Children and Young People**

Objective: To promote and enhance the safety, welfare and well-being of children and young people in the community, and to encourage their participation in decisions that affect their lives.

## **8 CURRENT ASSETS - CASH**

	2005 \$'000	2004 \$'000
Cash at bank and on hand	<u>738</u>	<u>1,042</u>
	<u>738</u>	<u>1,042</u>

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

Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	<u>738</u>	<u>1,042</u>
Closing cash and cash equivalents (per Statement of Cash Flows)	<u>738</u>	<u>1,042</u>

## **9 CURRENT ASSETS - RECEIVABLES**

	2005 \$'000	2004 \$'000
Sale of good and services	11	7
Interest Receivable	29	20
Other	2	3
GST Receivable	<u>121</u>	<u>123</u>
	<u>163</u>	<u>153</u>

No provision has been made for doubtful debts as all amounts are considered to be collectable.

## **10 CURRENT ASSETS - OTHER**

	Actual 2005 \$'000	Actual 2004 \$'000
Prepayments	<u>-</u>	<u>11</u>
	<u>-</u>	<u>11</u>

NSW Commission For Children & Young People  
Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005

## 11 NON-CURRENT ASSETS - PLANT AND EQUIPMENT

	2005 \$'000	2004 \$'000
<b>Plant and Equipment</b>		
At Cost	1,837	1,767
Less: Accumulated Depreciation	<u>1,105</u>	<u>983</u>
Total Plant and Equipment at Net Book Value	<u>732</u>	<u>784</u>

### Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are set out below.

	2005 \$'000
<b>Plant and Equipment</b>	
Carrying amount at start of year	784
Adjustment to work in progress	(44)
Additions	180
Disposals	(67)
Write back on disposals	65
Depreciation	<u>(186)</u>
Carrying amount at end of year	<u>732</u>

## 12 CURRENT LIABILITIES - PAYABLES

	2005 \$'000	2004 \$'000
Accrued salary and wages on-costs	62	47
Creditors	<u>243</u>	<u>635</u>
	<u>305</u>	<u>682</u>

## 13 CURRENT / NON-CURRENT LIABILITIES - PROVISIONS

	2005 \$'000	2004 \$'000
<b>Employee benefits and related on-costs</b>		
<b>Current</b>		
Recreation Leave	238	269
Long Service Leave	<u>15</u>	<u>15</u>
	<u>253</u>	<u>284</u>
<b>Non-current</b>		
Long Service Leave	<u>13</u>	<u>13</u>
Total Non-current provisions	<u>13</u>	<u>13</u>
<b>Total Provisions</b>	<u>266</u>	<u>297</u>

**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

**13 CURRENT / NON-CURRENT LIABILITIES - PROVISIONS (cont'd)**

	2005 \$'000	2004 \$'000
<b>Aggregate employee benefits and on-costs</b>		
Provisions - current (Note 13)	253	284
Provisions - non-current (Note 13)	13	13
Accrued salaries, wages and on-costs (Note 12)	<u>62</u>	<u>47</u>
	<u>328</u>	<u>344</u>

**14 CURRENT LIABILITIES - OTHER**

	2005 \$'000	2004 \$'000
Liability to Consolidated Fund	<u>46</u>	<u>209</u>
	<u>46</u>	<u>209</u>

**15 CHANGES IN EQUITY**

	Accumulated Funds	
	2005 \$'000	2004 \$'000
Balance at the beginning of the year	802	676
<b>Changes in equity - other than transactions with owners as owners</b>		
Surplus / (deficit) for the year	<u>214</u>	<u>126</u>
Balance at the end of the financial year	<u>1,016</u>	<u>802</u>

**16 COMMITMENTS FOR EXPENDITURE**

	2005 \$'000	2004 \$'000
<b>(a) Other Expenditure Commitments</b>		
Aggregate other expenditure for the acquisition of goods and services contracted for at balance date and not provided for:		
Not later than one year	<u>258</u>	<u>46</u>
Total (including GST)	<u>258</u>	<u>46</u>
<b>(b) Operating Lease Commitments</b>		
Future non-cancellable operating lease rentals not provided for and payable		
Not later than one year	78	336
Later than one year and not later than five years	<u>40</u>	<u>109</u>
Total (including GST)	<u>118</u>	<u>445</u>

NSW Commission For Children & Young People  
Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005

## 16 COMMITMENTS FOR EXPENDITURE (cont'd)

These operating lease commitments are not recognised in the financial statements as liabilities. The lease commitments relate to one of the Commission's rental premises that is leased to 31 December 2006 and for the lease of two motor vehicles. The commission is currently in the process of re-negotiating a lease agreement for its other rental premises at Elizabeth Street. Lease commitments disclosed above include GST of \$34,000 (2003-04 - \$45,000) that will be recovered from the Australian Taxation Office (ATO).

## 17 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Commission is not aware of any contingent liabilities and / or contingent assets associated with its operations.

## 18 BUDGET REVIEW

### Net cost of services

The net cost of services was below budget by \$57,000. This is mainly due to a reduction in depreciation expenditure.

### Assets and liabilities

Net assets were \$102,000 above budget. This is mainly due to increase in capital assets and a reduction in expenditure.

### Cash flows

The increase in cash flows from operating activities is mainly due to the transfer of additional activities from DOCS.

## 19 RECONCILIATION OF NET CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

Reconciliation of cash flows from operating activities to the net cost of services as reported in the Statement of Financial Performance.

	2005 \$'000	2004 \$'000
<b>Net cash used on operating activities</b>	(173)	663
Cash flows from Government / Appropriations	(7,961)	(5,973)
Acceptance by the Crown Entity of employee benefits and other liabilities	(398)	(317)
Depreciation	(186)	(317)
Decrease/ (increase) in provision	31	(31)
Increase/ (decrease) in prepayments and other assets	(1)	(35)
Decrease / (increase) in creditors	377	(275)
Net loss /(gain) on sale of plant and equipment	3	-
Decrease / (increase) in other liabilities	163	121
Net loss / (gain) on sale of plant and equipment	-	-
Net cost of services	<u>(8,145)</u>	<u>(6,164)</u>



**NSW Commission For Children & Young People**  
**Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005**

## **20 FINANCIAL INSTRUMENTS**

### **Cash**

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11 am unofficial cash rate adjusted for a management fee to Treasury. The average rate over the year was 4.33% (4.06% in 2004) and the final rate was 4.50% (4.25% in 2004).

### **Receivables**

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debt is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 30 day terms.

### **Bank Overdraft**

The Commission does not have any bank overdraft facility.

### **Trade Creditors and Accruals**

The liabilities are recognised for amounts due to be paid in the future for goods and services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payments. No interest was paid during the period (\$ Nil in 2004).

## **21 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO IFRS**

The Commission will apply the Australian equivalents to International Financial Reporting Standards (AEIFRS) from 2005-06.

The Commission is managing the transition to the new standards by the allocating of internal resources and engaging the Central Corporate Services Unit (CCSU) to analyse pending standards and Urgent Issues Group Extracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition. To date, all the phases identified and reported in the Financial Statements for the year ended 30 June 2004 have been completed. In particular, a draft Balance Sheet as at 1 July 2004 was prepared under AIFRS (in parallel with existing AGAAP financial information and financial statement) and submitted to the NSW Treasury and Audit Office.

The Commission has determined the key areas where changes in accounting policies are likely to impact the financial report. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. The impacts disclosed below reflect Treasury's likely mandates (referred to as "indicative mandates")

Shown below are management's best estimates as at the date of preparing the 30 June, 2005 financial report of the estimated financial impacts of AEIFRS on the Group's equity and profit/loss. The Commission does not anticipate any material impacts on its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the UIG interpretations and / or emerging accepted practice in their interpretation and application. The Commission's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends on when this standard is finalised and whether it can be adopted in 2005-06



NSW Commission For Children & Young People  
Notes accompanying and forming part of the Financial Statements for the year ended 30 June 2005

## 21 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO IFRS (cont'd)

### (a) Reconciliation of key aggregates

#### Reconciliation of equity under existing standards (AGAAP) to equity under AEIFRS

	30 June 2005 Notes \$'000	1 July 2004 \$'000
Total Equity under AGAAP	<u>1,016</u>	<u>802</u>
Total equity under AEIFRS	<u>1,016</u>	<u>802</u>

#### Reconciliation of surplus / (deficit) under AGAAP to surplus / (deficit) under AEIFRS:

	30 June 2005 Notes \$'000
Surplus / (deficit) under AGAAP	<u>214</u>
Surplus / (deficit) under AEIFRS	<u>214</u>

Based on the above, if AEIFRS were applied in 2004/05 there would be no change to the Net Cost of Services.

#### Notes to tables above

- 1 AASB 138 *Intangible Assets* requires all research costs to be expensed and restricts the capitalisation of development costs. Current AGAAP permits some research and development costs to be capitalised when certain criteria are met. As a result, some currently recognised intangible assets will need to be derecognised. Further, intangibles can only be revalued where there is an active market, which is unlikely to occur. Therefore, revaluation increments and decrements will need to be derecognised and intangible assets recognised at amortised costs.

The adoption of AASB 138 will also result in certain reclassifications from property, plant and equipment to intangible assets (e.g. computer software and easements).

- 2 AASB 119 *Employee Benefits* requires the defined benefit superannuation obligation to be discounted using the government bond rate as at each reporting date, rather than the long-term expected rate of return on plan assets. Where the superannuation obligation is not assumed by the Crown, this will increase the defined benefit superannuation liability (or decrease the asset for those agencies in an overfunded position) and change the quantum of the superannuation expense.

- 3 AASB 119 requires present value measurement for all long-term employee benefits. Current AGAAP provides that wages, salaries, annual leave and sick leave are measured at nominal value in all circumstances. The Commission has long-term annual leave benefits and accordingly will measure these benefits at present value, rather than nominal value, thereby decreasing the employee benefits liability and changing the quantum of the annual leave expense.

### (b) Financial Instruments

In accordance with NSW Treasury's indicative mandates, the Commission will apply the exemption provided in AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the comparative figures in the financial year to 30 June, 2006. These Standards will apply from 1 July 2005. None of the information provided above includes any impacts for financial instruments. However, when these Standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of profit / loss. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

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**21 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO IFRS (cont'd)**

**(c) Grant recognition for not-for profit entities**

The Commission will apply the requirements in AASB 1004 *Contributions* regarding contributions of assets (including grants) and forgiveness of liabilities. There are no differences in the recognition requirements between the new AASB 1004 and the current AASB 1004. However, the new AASB 1004 may be amended by proposals in Exposure Draft (ED) 125 *Financial Reporting by Local Governments*. If the ED 125 approach is applied, revenue and / or expense recognition will not occur until either the Commission supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied. ED 125 may therefore delay revenue recognition compared with AASB 1004, where grants are recognised when controlled. However, at this stage, the timing and dollar impact of these amendments is uncertain.

**22 AFTER BALANCE DATE EVENTS**

There are no events subsequent to balance date which affect the financial report.

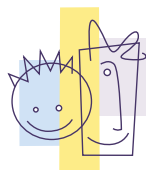
**End of audited financial statements**

### **Acknowledgements**

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3, 12, 24, 25 and 35 of this report.

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nsw commission for  
children & young people

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