

**Memorandum of Understanding between
the Australasian Juvenile Justice Administrators
(on behalf of states and territories)
and the Australian Institute of Health and Welfare**

Schedule

This Schedule is an agreement between the Australasian Juvenile Justice Administrators (AJJA) and the Australian Institute of Health and Welfare (AIHW). The AIHW undertakes to perform the services detailed in this Schedule and the AJJA agrees to provide all agreed materials and any fees specified in this Schedule. This Schedule is agreed subject to the terms and conditions of the Memorandum of Understanding (MoU) between the AJJA and the AIHW and, upon signing, forms part of the MoU.

Schedule number 2

Management and collation of the Juvenile Justice National Minimum Data Set (JJ NMDS) and reporting of youth justice data for the period 2015–18

Start date: 1 July 2015

End date: 30 June 2018

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Description of project

This Schedule relates to the management of the Juvenile Justice National Minimum Data Set (JJ NMDS), reporting on youth justice data including data from the JJ NMDS and the provision of secretariat support for the Juvenile Justice Research and Information Group (JJ RIG).

Term of project

This Schedule covers work from 1 July 2015 to 30 June 2018. This Schedule may be varied in accordance with the terms specified in the MoU for this Schedule.

Part A: AIHW obligations

1 Work program

The AIHW undertakes to meet a work program consisting of the following components:

- secretariat support for the JJ RIG
- annual JJ NMDS data collection
- annual reports on youth justice data:
 - *Youth justice in Australia*
 - *Youth detention population in Australia*
 - *Young people returning to sentenced youth justice supervision*
 - *Young people receiving child protection services and under youth justice supervision.*

The outputs associated with these components are discussed in detail in the sections below. Specific timelines for the work program will be agreed between the AIHW and the JJ RIG at the face-to-face meeting each year, or as required.

1.1 JJ RIG Secretariat

The AIHW will provide secretariat support to the JJ RIG as detailed in Table A.1. At least one face-to-face JJ RIG meeting and two teleconferences will be held per year.

Table A.1: JJ RIG Secretariat support

Output/item	Details	Timeline	Responsibility
JJ RIG contact list	Maintain accurate contact list	Ongoing	AIHW (with advice from relevant jurisdictional departments)
Agenda for JJ RIG teleconferences and meetings	Develop agenda in consultation with JJ RIG Chair and other members	Draft agenda provided to Chair 2 weeks before the meeting	AIHW
Agenda papers for teleconferences and meetings	Prepare and distribute agenda papers	Distributed 1 week before the meeting	AIHW with contributions from other JJ RIG members as appropriate
Minutes and action items	Prepare and distribute minutes and action items	Distributed within 3 weeks of the meeting	AIHW
JJ RIG report to AJJA for AJJA meetings	Prepare JJ RIG report to AJJA for AJJA meetings (2 per year)	Draft report provided to JJ RIG Chair at least 2 weeks before the meeting. Final report provided to AJJA at least 1 week before the meeting	AIHW in consultation with JJ RIG Chair and other members as appropriate

1.2 JJ NMDS data collection

The AIHW will manage and administer the annual collection of the JJ NMDS in consultation with the JJ RIG, as detailed in Table A.2.

AIHW work on the JJ NMDS data collection covered by this Schedule excludes data development, such as the development of new data items or the significant revision of existing data specifications beyond the clarification of existing text. If data development

work is required, this will be negotiated and agreed by executing either a variation to this Schedule or a separate Schedule.

Table A.2: JJ NMDS data collection

Output/Item	Details	Timeline	Responsibility
JJ NMDS Data Collection Manual and Valldata	Prepare and circulate Data Manual and Information about Valldata	Manual and Valldata details circulated within 1 month of the end of each financial year	AIHW in consultation with the JJ RIG
Data preparation	Upload and check first iteration of JJ NMDS data in Valldata	By end of September or as agreed by the AIHW and the JJ RIG	Jurisdictions
Preliminary main tables	Provide preliminary main tables to each jurisdiction for data finalisation	2 weeks after submission of final data by the jurisdiction, or as agreed by the AIHW and the JJ RIG	AIHW
Data finalisation	Each jurisdiction to approve final data supply	2 weeks after receipt of preliminary main tables or by end of January (whichever is sooner) or as agreed by the AIHW and the JJ RIG	Jurisdictions
JJ NMDS standards on METeOR (metadata online registry)	Update JJ NMDS standards on METeOR	As required	AIHW

1.3 Youth justice in Australia report

The AIHW will publish data from the JJ NMDS in the annual *Youth justice in Australia* report in consultation with the JJ RIG and the AJJA. Details are provided in Table A.3.

This report includes a summary bulletin (maximum 24 pages), supplementary tables, fact sheets and web pages in a staggered (minimum 2-stage) release.

AIHW work on the *Youth justice in Australia* report covered by this Schedule excludes new analyses or content and any significant restructuring of the report components.

Table A.3: Youth justice in Australia report

Output/Item	Details	Timeline	Responsibility
First draft of material for stage 1 release: bulletin <i>Youth justice in Australia</i> , supplementary tables, state and territory fact sheets and background and technical information (or other combination of report components as agreed by the AIHW and the JJ RIG)	Provide draft material for stage 1 release for consideration by the JJ RIG	By end of February (8 months after the end of the period to which data relates) or 1 month following finalisation (approval) of JJ NMDS data by all participating states and territories (whichever is later) or as agreed by the AIHW and the JJ RIG	AIHW
Final draft of material for stage 1 release	Provide draft material for stage 1 release for consideration by the AJJA	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG

Output/Item	Details	Timeline	Responsibility
Release <i>Youth justice in Australia</i> stage 1	Publish <i>Youth justice in Australia</i> stage 1 material	By end of April (10 months after the end of the period to which data relates) or 3 months following finalisation (approval) of JJ NMDS data by all participating states and territories (whichever is later) or as agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG and AJJA
First draft of material for stage 2 release: fact sheets and web pages (or other combination of report components as agreed by the AIHW and the JJ RIG)	Provide draft material for stage 2 release for consideration by the JJ RIG	As agreed by the AIHW and the JJ RIG	AIHW
Final draft of material for stage 2 release	Provide draft material for stage 2 release for consideration by the AJJA	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG
Release <i>Youth justice in Australia</i> stage 2	Publish <i>Youth justice in Australia</i> stage 2 material	Following publication of stage 1, or as agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG and AJJA

1.4 *Youth detention population in Australia* report

The AIHW will publish the *Youth detention population in Australia* report annually in consultation with the JJ RIG and the AJJA. Details are provided in Table A.4.

Work on this report includes the collection and collation of end-of-month detention data for the most recent financial year, provided by jurisdictions.

This report will be produced in bulletin format (maximum 24 pages).

Table A.4: *Youth detention population in Australia* report

Output/Item	Details	Timeline	Responsibility
Data request	Prepare and circulate request for end-of-month data, including supporting documentation	Circulated by 30 June each year	AIHW
Data provision	Provide end-of-month data	By end of July or as agreed by the AIHW and the JJ RIG	Jurisdictions
First draft of <i>Youth detention population in Australia</i> report	Provide draft report for consideration by the JJ RIG	By end of September or 2 months following provision of final end-of-month data by all states and territories (whichever is later) or as agreed by the AIHW and the JJ RIG	AIHW
Final draft of <i>Youth detention population in Australia</i> report	Provide draft report for consideration by the AJJA	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG
<i>Youth detention population in Australia</i> report published	Publish <i>Youth detention population in Australia</i>	Within 5 months after the receipt of final end-of-month data from all states and territories or as agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG and AJJA

1.5 Young people returning to sentenced youth justice supervision

The AIHW will publish the *Young people returning to sentenced youth justice supervision* report annually in consultation with the JJ RIG and the AJJA. Details are provided in Table A.5.

Table A.5: *Young people returning to sentenced youth justice supervision* report

Output/Item	Details	Timeline	Responsibility
First draft of report	Provide draft report for consideration by the JJ RIG	Following finalisation of JJ NMDS data, as agreed by the AIHW and the JJ RIG	AIHW
Final draft of report	Provide final draft report for consideration by the AJJA	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG
Report published	Publish report	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG and AJJA

1.6 Young people receiving child protection services and under youth justice supervision

The AIHW will publish the *Young people receiving child protection services and under youth justice supervision* report annually in consultation with the JJ RIG and the AJJA. Details are provided in Table A.6.

This report will present analyses of linked Child Protection NMDS and JJ NMDS data for available years.

Table A.6: *Young people receiving child protection services and under youth justice supervision* report

Output/Item	Details	Timeline	Responsibility
First draft of report	Provide draft report for consideration by the JJ RIG	Following finalisation of JJ NMDS and CP NMDS data, as agreed by the AIHW and the JJ RIG	AIHW
Final draft of report	Provide final draft report for consideration by the AJJA	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG
Report published	Publish report	As agreed by the AIHW and the JJ RIG	AIHW in consultation with the JJ RIG and AJJA

2 Project management and liaison

AIHW project contact officer

Senior Executive, Community Services and Communication Group

AIHW, GPO Box 570

Canberra ACT 2601

Currently

Ms Justine Boland

Phone: 02 6249 5124

Email: justine.boland@aihw.gov.au

AIHW project manager

Head, Child Welfare and Prisoner Health Unit

AIHW, GPO Box 570

Canberra ACT 2601

Currently

Ms Kristy Raithel

Phone: 02 6249 5188

Email: kristy.raithel@aihw.gov.au

Secretariat Juvenile Justice Research and Information Group (JJ RIG)

JJ NMDS Project Manager, Child Welfare and Prisoner Health Unit

AIHW, GPO Box 570

Canberra ACT 2601

Currently

Ms Kirsten Morgan

Phone: 02 6244 1068

Email: kirsten.morgan@aihw.gov.au

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Part B: AJJA obligations

3 Communication

The AJJA will:

- maintain communication with the AIHW on a regular basis to discuss the progress of the Schedule
- provide comment and/or endorsement of draft publications, as detailed in Part A.

4 Contact officer

The AJJA contact officer for this Schedule is:

AJJA project contact officer

The Chair of the AJJA

Currently

Ms Salli Cohen

Phone: 08 8935 7562

Email: salli.cohen@nt.gov.au

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Part C: Financial arrangements

5 Financial arrangements

Participating jurisdictions undertake to pay the AIHW, according to the terms set out in the MoU between the AJJA and the AIHW, a total of \$1,118,114 (excluding GST) for services provided under this Schedule, for the 3-year period 2015-16 to 2017-18 (see Appendix A for details).

For 2015-16, the total cost to jurisdictions is \$352,219 (excluding GST). The AIHW will make an additional contribution of \$14,081 in 2015-16 only.

Costs are subject to a 3% increase in each year covered by this schedule.

Invoices for the work will be apportioned among the participating jurisdictions on the basis of the Australian Bureau of Statistics population estimates detailed in Appendix A to this Schedule.

6 Annual invoice

Participating jurisdictions will be invoiced on 1 July each year with payment terms according to the MoU.

This three-year schedule may be extended by one or more years subject to the agreement of all parties in writing.

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Appendix A Costings for Schedule

Table 1: AJJA–AIHW Schedule 2 work plan and component costs in 2015–16 (excluding GST)

Component	Cost (excl GST)
JJ NMDS components	
JJ NMDS coordination (data collation, cleaning, analysis, support)	\$110,500
Youth Justice in Australia report	\$107,800
<i>Bulletin and supplementary tables</i>	\$53,000
<i>Fact sheets</i>	\$42,100
<i>Web content</i>	\$12,700
Non-JJ NMDS components	
JJ RIG secretariat	\$38,200
Youth detention population in Australia report (streamlined version - approx 24 page bulletin)	\$41,200
Young people returning to sentenced supervision report	\$29,200
Additional components	
Linkage report (AJJA contribution only)	\$25,319
Linkage report (including AIHW contribution of \$14,081)	\$39,400
<i>Subtotal (excluding additional components)</i>	\$326,900
Linkage report (state and territory contributions only)	\$25,319
<i>Subtotal including linkage report (state and territory contributions only)</i>	\$352,219
AIHW contribution to linkage report	\$14,081
Total	\$366,300

Note: Figures are annual and GST exclusive.

Table 2: State and territory costs, 2015–16 to 2017–18

State/territory	JJ NMDS components ^(a)	JJ NMDS Secretariat	Detention report	Returns report	Subtotal	Linkage report	Total
2015–16							
NSW	\$78,464	\$12,233	\$13,192	\$10,495	\$114,384	\$9,100	\$123,484
Vic	\$60,844	\$9,484	\$10,230	\$8,139	\$88,697	\$7,057	\$95,754
Qld	\$49,324	\$7,689	\$8,293	\$6,598	\$71,904	\$5,721	\$77,625
WA	\$0	\$4,169	\$4,497	\$0	\$8,666	\$0	\$8,666
SA	\$17,664	\$2,753	\$2,970	\$2,363	\$25,750	\$2,049	\$27,799
Tas	\$5,415	\$845	\$910	\$724	\$7,894	\$628	\$8,522
ACT	\$4,039	\$629	\$679	\$540	\$5,887	\$468	\$6,355
NT	\$2,550	\$398	\$429	\$341	\$3,718	\$296	\$4,014
<i>Subtotal</i>	<i>\$218,300</i>	<i>\$38,200</i>	<i>\$41,200</i>	<i>\$29,200</i>	<i>\$326,900</i>	<i>\$25,319</i>	<i>\$352,219</i>
AIHW						\$14,081	
Total	\$218,300	\$38,200	\$41,200	\$29,200	\$326,900	\$39,400	\$366,300
2016–17							
NSW	\$71,998	\$12,599	\$13,588	\$9,630	\$107,815	\$12,995	\$120,810
Vic	\$55,829	\$9,769	\$10,537	\$7,468	\$83,603	\$10,076	\$93,679
Qld	\$45,258	\$7,921	\$8,542	\$6,054	\$67,775	\$8,169	\$75,944
WA	\$24,541	\$4,294	\$4,631	\$3,283	\$36,749	\$4,429	\$41,178
SA	\$16,208	\$2,836	\$3,059	\$2,168	\$24,271	\$2,925	\$27,196
Tas	\$4,969	\$869	\$938	\$665	\$7,441	\$897	\$8,338
ACT	\$3,706	\$648	\$699	\$496	\$5,549	\$669	\$6,218
NT	\$2,340	\$410	\$442	\$312	\$3,504	\$422	\$3,926
Total	\$224,849	\$39,346	\$42,436	\$30,076	\$336,707	\$40,582	\$377,289
2017–18							
NSW	\$74,157	\$12,977	\$13,996	\$9,919	\$111,049	\$13,383	\$124,432
Vic	\$57,504	\$10,063	\$10,852	\$7,692	\$86,111	\$10,379	\$96,490
Qld	\$46,617	\$8,157	\$8,798	\$6,235	\$69,807	\$8,414	\$78,221
WA	\$25,277	\$4,423	\$4,771	\$3,381	\$37,852	\$4,562	\$42,414
SA	\$16,694	\$2,921	\$3,151	\$2,233	\$24,999	\$3,013	\$28,012
Tas	\$5,118	\$895	\$966	\$685	\$7,664	\$924	\$8,588
ACT	\$3,817	\$668	\$720	\$511	\$5,716	\$689	\$6,405
NT	\$2,410	\$422	\$455	\$322	\$3,609	\$435	\$4,044
Total	\$231,594	\$40,526	\$43,709	\$30,978	\$346,807	\$41,799	\$388,606

(a) JJ NMDS components include the JJ NMDS data collection and the *Youth justice in Australia* report.

Notes:

1. Figures are annual, GST exclusive and subject to a 3% increase each year, as shown.
2. Distribution of costs is based on Estimated Resident Population from ABS population data 2013 (see Table 3).
3. Costs to individual states and territories will be subject to revision should any states/territories choose to vary their participation in some or all aspects of the program.

Table 3: Distribution of costs: population estimates

State/territory	Including WA		Excluding WA	
	Resident Population ('000)	Per cent	Resident Population ('000)	Per cent
NSW	7,439.2	32.0%	7,439.2	35.9%
Vic	5,768.6	24.8%	5,768.6	27.9%
Qld	4,676.4	20.1%	4,676.4	22.6%
WA	2,535.7	10.9%	0.0	0.0%
SA	1,674.7	7.2%	1,674.7	8.1%
Tas	513.4	2.2%	513.4	2.5%
ACT	382.9	1.6%	382.9	1.9%
NT	241.8	1.0%	241.8	1.2%
Total	23,232.7	100.0%	20,697.0	100.0%

Notes:

1. Distribution of costs is based on Estimated Resident Population from ABS population data, September 2013.
2. Costs are subject to revision should any states or territories choose to vary their participation in some or all aspects of the program.

Signatures

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this sixteenth day of July.....2015

by the Executive Director, Juvenile Justice

Valusia Rosis.....(signature)

VALUSIA ROSIS.....(printed name)

on behalf of the Department of Justice, New South Wales

in the presence of

M. Hartridge.....(signature)

ANN MARIE HARTRIDGE.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this 22nd day of July 2015

by the Director, Secure Services

.....(signature)

Ian Lanyon
Director, Secure Services

.....(printed name)

on behalf of the Department of Health & Human Services, Victoria

in the presence of


.....(signature)

COLLEEN KORTUM
.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this 20th day of July 2015


by the Director-General, Department of Justice and Attorney-General


.....(signature)

DAVID MALKIE
.....(printed name)

on behalf of the Department of Justice and Attorney-General, Queensland

in the presence of


.....(signature)

Renee Gallagher
.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this 27TH day of July 2015
by the Commissioner

..... (signature)

JAMES McMAHON (printed name)

on behalf of the Department of Corrective Services, Western Australia

in the presence of

..... (signature)

MAHA DHARMANANDA (printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

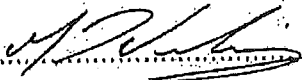
SIGNED this 15th day of July 2015
by the Director Youth Justice

.....(signature)

Se Barr.....(printed name)

on behalf of the Department for Communities and Social Inclusion, South Australia

in the presence of


.....(signature)

Mark Neuling.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this 15 day of July 2015


by the Director Program Support, Learning and Development


..... (signature)

DR SUSAN DIAMOND (printed name)

on behalf of the Department of Health and Human Services, Tasmania

in the presence of


..... (signature)

Mark Mason (printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

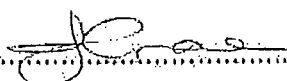
SIGNED this 21st day of July 2015
by the Senior Director

.....(signature)

Helen Pappas.....(printed name)

on behalf of the Community Services Directorate, Australian Capital Territory

in the presence of

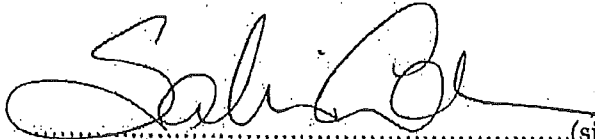
.....(signature)

Julie Crane.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this 20th day of July 2015

by the Executive Director


.....(signature)

Sali Cohen
.....(printed name)

on behalf of the Department of Correctional Services, Northern Territory

in the presence of


.....(signature)

JUSTINE MAYNARD
.....(printed name)

IN WITNESS THEREOF, the parties have executed this Schedule under the Memorandum of Understanding between the AJJA and the AIHW

SIGNED this7th.....day ofAugust.....2015
by the A/Director, Australian Institute of Health and Welfare

.....Kerry Flanagan.....(signature)

.....KERRY FLANAGAN.....(printed name)

for and on behalf of the Australian Institute of Health and Welfare

in the presence of

.....Hailey Richards.....(signature)

.....HAILEY RICHARDS.....(printed name)

