



AUSTRALASIAN YOUTH JUSTICE ADMINISTRATORS

Youth Justice Data and Information Group Terms of Reference

1. Purpose

The Youth Justice Data and Information Group (YJ DIG, also known as the DIG) is comprised of representatives of statutory youth justice agencies from each state and territory. It receives direction from and reports to the Australasian Youth Justice Administrators (AYJA).

The role of the YJ DIG is to provide advice on data, data use, analysis approaches and product content that is consistent with the advice and directions it receives from the AYJA.

2. Governance

The YJ DIG is a sub-committee of the AYJA. Members are responsible for ensuring that their AYJA member is regularly updated on the discussions and the work of the YJ DIG. The YJ DIG will provide progress reports to the AYJA on the work of the YJ DIG and will refer issues as needed, for example when strategic direction is required.

To support efficient communication between the AYJA and the YJ DIG, relevant parts of the AYJA minutes, including decisions and actions, are circulated to YJ DIG members, and YJ DIG minutes are circulated to the AYJA members (via the AYJA secretariat).

The chair of the YJ DIG is an AYJA member who is appointed by the AYJA to perform the role for a 2-year period.

3. Key responsibilities

The YJ DIG is responsible for:

1. Implementing and monitoring the Memorandum of Understanding (MoU) between the AYJA and the AIHW.
2. Implementing and developing the Youth Justice National Minimum Data Set (YJ NMDS).
3. Preparing and reviewing information for publication in reports as specified under the Schedule to the MoU between the AYJA and the AIHW.
4. Coordinating approvals for the release of jurisdictional data for use in published reports, bulletins and working papers.
5. Providing technical advice to the AYJA on issues relating to national information requirements of strategic importance, data, data use, analysis approaches, product content, and the appropriateness, feasibility and prioritisation of the youth justice work plan.

6. Providing advice on the appropriateness, feasibility and prioritisation of projects including where projects fall outside the AYJA and AIHW MoU, including the use of YJ NMDS data in projects that involve data linkage.
7. Ensuring that all relevant data related protocols and/or agreements are fit for purpose.
8. Providing a forum for discussion on the youth justice performance measures published or proposed for the RoGS, and their counting rules.
9. Undertaking other information and data-related projects as directed by the AYJA, including more detailed analysis of specific aspects of YJ NMDS data focused on developing greater insights rather than publication development.
10. Identifying potential areas of research for the AYJA's consideration and where appropriate coordinate/undertake – research topics may be generated by a deeper analysis of the YJ NMDS or shared jurisdictional experiences.
11. Providing a forum to share knowledge regarding Business Intelligence, data analysis (tools and skills), and information recording systems (with the aim of uplifting national knowledge and skills).

4. Membership

The YJ DIG has members from each state and territory as well as representatives from the Steering Committee for the Review of Government Service Provision (SC RGSP), the Australian Institute of Health and Welfare (AIHW), and the Australian Bureau of Statistics (ABS).

Members have different roles and responsibilities.

State and territory YJ DIG members are responsible for:

- Representing the views of their respective jurisdictions.
- Participating in the Child Protection, Youth Justice Working Group (CPYJWG).

The CPYJWG provides advice to the SC RGSP on youth justice performance indicators and data in the Report on Government Services (RoGS). Jurisdictional YJ DIG members are responsible for representing the position of the AYJA on all matters requiring CPYJWG endorsement.

- Ensuring that their AYJA member is regularly updated on the work of the YJ DIG.
- Making decisions or commitments, in consultation with their AYJA member on behalf of their jurisdiction.

Review of Government Service Provision (RGSP) members are responsible for:

- Consulting with the YJ DIG in regard to publishing youth justice performance indicator data in the RoGS. Noting that the mechanism for achieving this is the CPYJWG, not the YJ DIG. The CPYJWG is convened by a member of the SC RGSP and includes representatives of statutory youth justice and child protection agencies from each state and territory.

The AIHW is responsible for:

- Managing the YJ NMDS.
- Collating and analysing data and publishing reports as specified under the MoU and Schedule between the AYJA and the AIHW.
- Providing secretariat support to the YJ DIG under the MoU and Schedule.

The ABS has an advisory role.

5. Operational arrangements

The YJ DIG will meet 5 times per calendar year, with one meeting held face-to-face (in the first half of the year) and the remaining 4 meetings conducted via teleconference.

Dated

These Terms of Reference were endorsed on **Friday 22 November 2019** by the AYJA.