



Annual Report

2018-19



Office of the
Children's Guardian

The Hon John Ajaka MLC
President of the Legislative Council
Parliament House
SYDNEY NSW 2000

The Hon Jonathan O'Dea MP
Speaker of the Legislative Assembly
Parliament House
SYDNEY NSW 2000

Dear Mr President and Mr Speaker,

In accordance with section 187 and 190 of the *Children and Young Persons (Care and Protection) Act 1998*, I am pleased to present to Parliament the Office of the Children's Guardian Annual Report for the 2018-19 financial year.

The Annual Report has been prepared in accordance with the *Annual Reports (Departments) Act 1985* and the *Children and Young Persons (Care and Protection) Act 1998*.

As provided by section 190(2) of the *Children and Young Persons (Care and Protection) Act 1998*, I recommend that this report be made public forthwith.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Janet Schorer', written in a cursive style.

Janet Schorer PSM
Children's Guardian

Office of the Children's Guardian

Annual Report 2018-19

Our vision

We create safe places for children.

Our purpose

We promote and regulate the quality of child safe organisations, services and people.

Our goals

Child-related organisations and employers of children effectively implement child-safe policies and practices.

Organisations that deliver out-of-home care and adoption services meet child-safe standards for care.

Individuals in child-related work and employers of children understand and meet legislative requirements.

The Office of the Children's Guardian is credible, responsive and accountable.

Our values



Leadership
in quality



Focus on
collaboration



Accountability,
independence
and transparency



Creativity and
continuous
improvement

From the Children's Guardian



I have a clear vision for organisations working with children in NSW: that they provide environments that put children and young people first.

Every time. In every organisation.

Our community rightfully expects organisations working with children to be child safe. It is what children expect too, and it is our duty as adults to make that happen.

My expectation is that the vision of the Office of the Children's Guardian - to keep children safe - is acted on by every part of our community. And as the Children's Guardian, it is my job to monitor, report and take action to ensure that children in NSW are safe.

This year, we have consulted widely on the scope and nature of how we will regulate the 10 child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse. The community support for the standards has been overwhelming.

The child safe standards provide an improvement framework for all organisations – whether they are large or small, volunteer or for-profit. With the right focus and effort, the standards support the development of a positive and rigorous culture that keeps children safe. They form ten priority areas that will enable organisations to develop child safe practices, behaviours and culture.

The Working With Children Check continues to be an important aspect of this child safe framework. The Check is one tool of many and helps protect children and young people by screening the people who work with children.

This year shows a maturing system that brings together six years of knowledge and experience to help protect children in NSW.

NSW has completed the five-year phase-in for the Check, and we are continuously monitoring employees and volunteers in all sectors that work with children. Continuous monitoring has proven to be a significant strength of the NSW Check system. Last year there were 322 people who committed offenses that were picked up through our systems and resulted in them being barred from working with children. The majority of these 322 people had no relevant records when they were initially cleared to work with children.

As expected, this sixth year of the Check has also seen a significant increase in the number of people renewing – with about half of all applications being to renew a cleared check.

Making organisations safe for children requires strong leadership and sustained, collective effort and action.

Having improved safety nets around our children, implemented and regulated by the Office of the Children's Guardian is the best protection yet for our children and young people.

My drive and commitment to create safe places for children in NSW is shared across the Office of the Children's Guardian. My thanks go to the employees at the Office of the Children's Guardian for their passion and commitment to achieve this vision.

A handwritten signature in black ink, reading 'Janet Schorer'.

Janet Schorer PSM
Children's Guardian

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1 About the Office of the Children's Guardian

Creating safe places for
children and young people

Office of the Children's Guardian

Our key responsibilities are to:

- promote the quality of child safe practices
- regulate organisations and individuals providing services to children
- educate employers and organisations about their responsibilities
- monitor organisations and individuals to achieve ongoing, child-centred culture and compliance
- facilitate sector-wide cultural change to achieve safe places for children.

Reporting framework

The *Children and Young Persons (Care and Protection) Act 1998* requires the Children's Guardian to provide an annual report to NSW Parliament on the operations of the OCG.

The Children's Guardian reports to Parliament and the Minister for Families, Communities and Disability Services, the Hon Gareth Ward MP.

The Joint Parliamentary Committee on Children and Young People monitors the execution of the Children's Guardian's functions under the *Child Protection (Working with Children) Act 2012*.

The Office of the Children's Guardian (OCG) meets its obligations under the *Government Information (Public Access) Act 2009* and other reporting frameworks.

Overview of main functions

Policy

The policy focus for the OCG has been on designing a new regulatory framework for implementing child safe standards in NSW, beginning with an extensive process of consultation and engagement with child-related organisations, peak bodies, government agencies and other regulators.

Child Safe Organisations

We provide free face-to-face and online training for organisations across NSW to help them build capability so they understand child safe practices and build a child safe culture in their organisation. Through our work, we assist organisations to develop effective and practical child-safe policies, risk management, processes, procedures and governance.

Working With Children Check

The Working With Children Check (WWCC) is a background screening system that excludes people who are considered a risk from holding a clearance to work with children.

The NSW Check was acknowledged by the Royal Commission into Institutional Responses to Child Sexual Abuse as one of the most comprehensive in the country.

One of the strengths of the NSW system is that the WWCC includes ongoing continuous monitoring. This means that if a person has a new police or workplace record, we can change the status of their WWCC, including letting the employing organisation know. This relies on the employer verifying the person on our system, so that we know to contact them if the status of a WWCC changes and the person needs to be removed from working with children.

Employers have a legal responsibility to:

- register online
- verify all employees and volunteers, and
- remove any barred or unauthorised person from child-related work.

We monitor employer compliance against these requirements.

Being in its sixth year, all sectors have transitioned to the new WWCC system. With close to half of all applications being renewals, the system is reaching a new level of maturity where organisations and workers know a Check is required, helping to self-select appropriate people to work and volunteer with children and young people.

Registration systems

The OCG manages the Carers Register, which includes training, compliance, remediation and testing. It is also working on setting up the proposed Residential Care Workers Register.

Information collated from the Carers Register informs the accreditation and monitoring process for designated agencies.

Out-of-home care and adoption

The OCG works closely with stakeholders in the out-of-home care (OOHC) and adoption sectors to promote the safety and wellbeing of children in care.

We are responsible for assessing agencies that provide statutory OOHC and adoption services, and for making recommendations to the Children's Guardian about the accreditation of agencies.

Once accredited, the OCG monitors agencies' provision of services to children and young people on an ongoing basis to ensure that the NSW Child Safe Standards for Permanent Care are being met.

Voluntary out-of-home care

Voluntary out-of-home care (VOOHC) is an arrangement between an organisation and a parent to provide overnight care to a child under the age of 18 years, outside of the child's home, and where there are no child protection concerns.

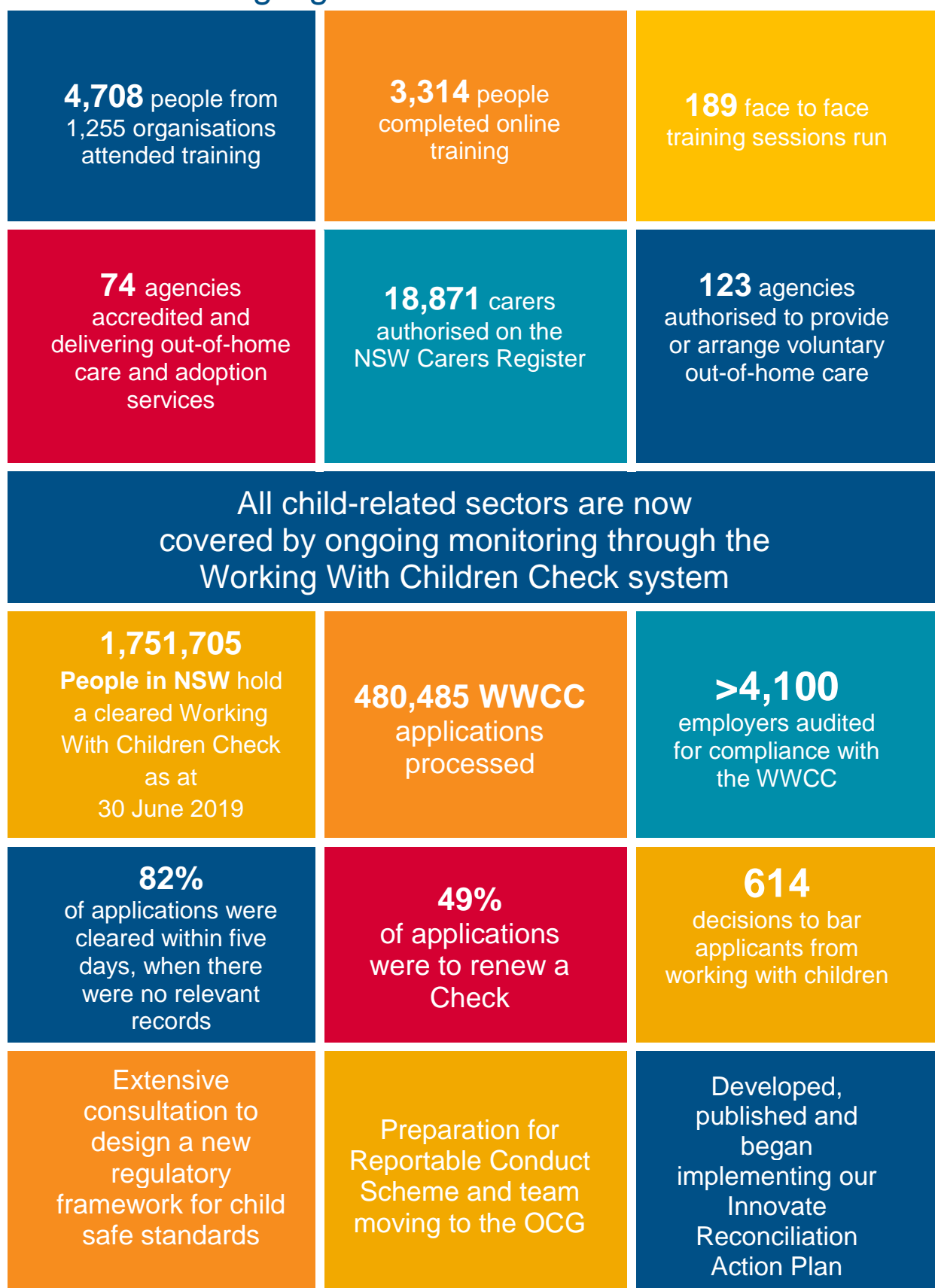
VOOHC provides support for families caring for children and young people with complex needs, many of whom are living with disability. VOOHC can be centre based, with a host family or residential, and can provide respite or short to long term care.

In NSW all VOOHC must be provided or arranged by a designated agency or a non-designated agency that is registered with the OCG. The OCG monitors the provision and arrangement of VOOHC against the relevant procedures and makes recommendations regarding the registration of agencies.

Children's employment

The OCG is also responsible for monitoring organisations that employ children in the entertainment, exhibition, still photography, modelling and door-to-door sales industries to ensure that the children's welfare while working is given due consideration.

Performance highlights for 2018-19





2 Legal protection

Creating safe places for children and young people by strengthening legislation

Responding to the Royal Commission

A key piece of work throughout 2018-19 has been monitoring and responding to the work of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission). The OCG comprehensively reviewed the final report and identified where new legislation may be necessary.

The OCG was represented on the committee that is working to develop a national database to share WWCC information with other jurisdictions. We actively participated in progressing the Royal Commission's recommendations to have national consistency of WWCC legislation through amendments to the *Child Protection (Working with Children) Act 2012* and by promoting consistent national standards and a centralised database that will support information sharing for working with children checks.

Children's Guardian Act

There has been significant work done during the year towards drafting a Children's Guardian Bill which is subject to introduction into Parliament. The *Children's Guardian Bill 2019* aims to consolidate the Children's Guardian's key functions, powers and responsibilities by bringing together provisions of existing legislation into one Act. The Bill will also implement the Government's decision to transfer the Reportable Conduct Scheme to the OCG. Work on the Bill continues.

Reportable Conduct Scheme transfer

In October 2018 the NSW Government announced its decision to transfer functions for the Reportable Conduct Scheme from the Ombudsman's Office to the OCG. By overseeing the Working With Children Check, Reportable Conduct Scheme and child safe standards, the Office of the Children's Guardian will deliver comprehensive and streamlined oversight of child safety in organisations and provide greater transparency on the safety of children and young people to the community.

The OCG has been liaising with the Ombudsman's Office and key government and non-government stakeholders to develop legislation to implement the Government's decision to transfer the Scheme to the Children's Guardian.

The transfer of functions from the Ombudsman to the Children's Guardian will remove the duplication in reporting that occurs under the current arrangements and will deliver a cohesive approach to auditing, researching, reviewing and capacity building of organisations that are subject to the Reportable Conduct Scheme.

Amendments to the Working With Children Check legislation

The Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2018 which came into operation on 31 August 2018 amended the *Child Protection (Working with Children) Act 2012* to add additional triggers requiring assessment and new disqualifying offences for WWCC clearances.

The amendments implemented recommendations from the final report of the Royal Commission and the 2017 statutory review report of the *Child Protection (Working with Children) Act 2012*.

Real and appreciable risk framework

Over the 2018-19 financial year, the OCG has begun developing a real and appreciable risk framework following amendments in early 2018 to the *Child Protection (Working with Children) Act 2012* to insert a definition of 'risk to the safety of children' that is 'real and appreciable'.

The Framework, which will be finalised following further input from the OCG's Expert Advisory Panel, to assist risk assessment officers in their work reviewing WWCC applications. The Expert Advisory Panel, established in 2015, is a group of specialists in fields such as forensic psychology, mental health and criminology that assists the OCG make well balanced decisions.

Legal advice and support

The OCG proactively responds to WWCC appeal matters to both the NSW Civil and Administrative Tribunal (NCAT) and the Supreme Court. In 2018–19 there were 70 applications for review including:

- 40 by applicants to NCAT seeking review of the Children's Guardian's decision to refuse a WWCC clearance
- 26 applications to NCAT by applicants who have adult convictions for serious sex or violence offences and were automatically barred. These people must seek an enabling order from NCAT before a WWCC clearance can be granted and
- four applications to the NSW Supreme Court appealing decisions.

We also extract any learning from appeal/review court decisions that can be applied to our own decision-making processes.

Parliamentary Committee on Children and Young People

The Committee oversees the functions of the Children's Guardian under the *Child Protection (Working with Children) Act 2012*. The Children's Guardian did not appear before the Parliamentary Committee on Children and Young People during the 2018-19 year but met with the newly constituted committee.

Australian and New Zealand Children's Commissions and Guardians (ANZCCG)

The Children's Guardian is a member of the ANZCCG. The ANZCCG comprises national, state and territory children and young people commissioners, guardians and advocates. The ANZCCG aims to promote and protect the safety, well-being and rights of children and young people in Australia and New Zealand. The group meets twice annually. The Children's Guardian attended meetings in November 2018 and May 2019. Key priorities for the ANZCCG were:

- achieving better outcomes for Aboriginal children and young people
- promoting children and young people's engagement and participation
- upholding the rights of children and young people in youth justice detention
- improving the safety of children and young people in organisations
- promoting children and young people's safety and wellbeing
- ending violence against children and young people.



3 Creating safe places

Supporting organisations to become child safe through face-to-face and online training and compliance

Consultation on implementing child safe standards in NSW

A key recommendation of the Royal Commission, accepted by the NSW Government, is that all states and territories should require child-related organisations to implement child safe standards.

In 2018-19 the OCG commenced extensive consultation with child-related organisations in NSW about how best to implement these recommendations, and to ascertain the preferred approaches of the sectors impacted by the proposed introduction of these standards.

Between February and April 2019, the OCG met with over 50 peak bodies and government agencies to discuss possible approaches. In March 2019, OCG released a paper 'Regulating Child Safe Organisations: Discussion paper for consultation', inviting public feedback. In addition to holding face-to-face meetings with organisations from many different child related sectors, we received:

- 58 written submissions
- 162 online survey responses.

The feedback indicated widespread support for regulating child safe standards, with a focus on support to build the capability of organisations to implement child safe practices, in line with the outcomes articulated by the child safe standards. The OCG has analysed stakeholder feedback, which will inform further development of the proposed approach to implementing and regulating the child safe standards.

Creative Kids Program

In January 2019 the NSW Government announced an extension of the Active Kids voucher program to support children through the Creative Kids program. Parents, guardians and carers could apply for a voucher up to the value of \$100 per calendar year for each student aged between 4.5 and 18 years old who is enrolled in school.

The registration program required potential Creative Kids providers to demonstrate that they and their workers meet child safe requirements to be eligible to participate the program. The OCG assisted potential Creative Kids providers through our eLearning program or by reviewing their child safe policies as part of the eligibility to participate as a provider.

NSW Child Safe Sport Policy Framework Pilot Program

In January 2019 the OCG partnered with NSW Office of Sport and ten state sporting bodies in a one-year pilot program to establish a contemporary and sound child safe policy framework for sporting organisations and their clubs that provide services to children and young people. This work is continuing.

Supporting organisations

In 2018–19 the OCG conducted 189 face to face training sessions for 4,708 people representing 1,255 organisations through:

- 56 child safe workshops
- 112 SAFE series workshops
- 10 SAFESpace workshops
- One sports session
- 10 conference stalls.

Child Safe eLearning

Child Safe eLearning was launched in April 2017 to improve access to free, child safe training. The system has recently been updated and the modules streamlined.

Over the last twelve months 3,314 people have completed the course with over 275 people per month completing the course.

22% of eLearning participants surveyed indicated that they had completed the course as it is required to become a Creative Kids provider.

We have met requirements of the NSW Education Standards Authority so that our eLearning modules count towards teachers' and early childhood educators' continual professional development. We are finalising the systems to launch this for the education sector.

Feedback from those who have completed the Child Safe eLearning was overwhelmingly positive.

"It was a great reminder to update and review our procedures, especially for a not-for-profit organisation run by volunteers."

Creative Kids provider

"I am very thankful to have the opportunity to complete this eLearning. It has highlighted many areas that I need to improve and implement at my organisation."

Creative Kids provider

SAFE series program

2,225 people from 725 organisations attended 112 SAFE series training sessions.

We continue to have strong demand for our SAFE series training for educators to learn how to deliver this protective behaviours program to children under six. In addition to the four SAFE series books, in October 2018 the OCG launched a new animation with a character 'Mandu'. The OCG developed this animation following feedback for the need to promote acceptance of children's different backgrounds and family groups.

We were very proud that the SAFE series program was a finalist in the 'Protecting our Kids' category of the 2018 NSW Premier Awards.

The partnership with Life Without Barriers continued in 2018-19 allowing the use of the SAFE series training and resources across Australia to children in out-of-home care aged between two and ten years old. The OCG also partnered with Child Abuse Prevention Service (CAPS) who incorporated the SAFE series program into their protective behaviour course.

SAFESpace: Supporting children and young people living with disability

132 people from 38 organisations attended 10 face-to-face training sessions and 403 completed SAFESpace online eLearning.

The SAFESpace training has been offered to disability providers since mid-2017 to help them understand their responsibilities outlined in the NSW *Child Protection (Working with Children) Act 2012*.

We also provide additional resources to support parents and carers of children who self-manage their child's NDIS funding.

Table 3.1 Child Safe Organisations activities undertaken, 2018-19

	Sydney metro events	Regional events	Total events	Number of organisations	Total number of people
Child-safe workshops (full day)	26	30	56	489	1050
SAFESpace workshops (full day)	7	3	10	38	132
SAFE series sessions (2 hrs)	61	51	112	725	2225
Child-safe sports sessions (2hrs)	1	0	1	3	30
Conference stalls	8	2	10	n/a	1271
Total	103	86	189	1255	4708

Table 3.2 eLearning completed, 2018-19

Online training	Number of people
Child Safe - six modules completed (Frontline staff)	2911
Child Safe - eight modules completed, six modules as above, plus an additional two modules (Managers)	2341
SAFESpace eLearning - eight modules completed	403
Total completing any online course*	3314

**Those completing eight modules are already counted in the six modules number of people so the total is the sum of Child Safe six modules and SAFESpace eLearning courses completed.*

Safer employment for children

The OCG monitors organisations that employ children under 15 years old in the entertainment industry. There is a Code of Practice that sets out the minimum required standards when employing children within this industry.

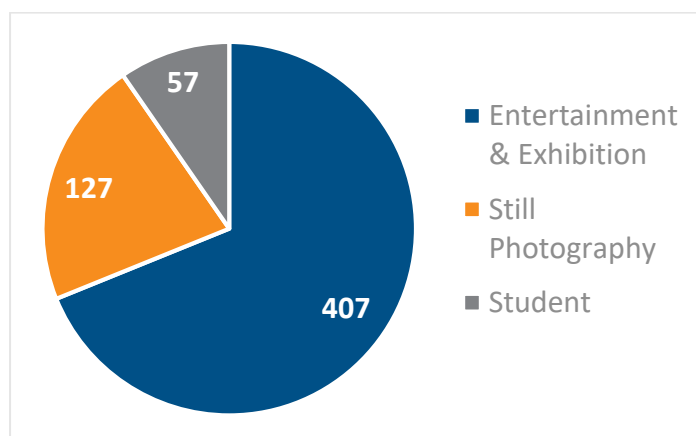
We issue employers with an authority to employ children in the categories of entertainment and exhibition, still photography, and student productions. Through this process, employers register their intention to employ children in NSW with the OCG.

In 2018–19, the OCG received 591 applications for an authority to employ children within NSW, an increase of four percent compared to the previous year. Authorities issued for 12 months increased this year with employers choosing this option rather than applying multiple times for a one-week authority.

Table 3.3 Authority to employ children

Authority length	Number of applications
One week	416
Three months	14
Six months	6
12 months	155
Total	591

Figure 3.1 Employer's authority applications by type, 2018–19



There was an increase in the number of authority applications from the previous year in still photography and student authorities as a result of awareness campaigns run in these sectors.

Productions

Employers holding an authority need to notify OCG of the details of children's work in each production; the risks associated with the work and their risk management strategies.

In 2018–19 the OCG received 1,303 notifications of productions involving the employment of children, an increase of 12%. There were notable increases in:

- fashion still photography (175% increase from 65 in 2017-18 to 179 in 2018-19)
- online video (112% increase from 17 in 2017-18 to 36 in 2018-19)
- student productions (28% increase from 36 in 2017-18 to 46 in 2018-19). This increase results from the OCG's community education program focusing on engagement with students.

Compliance

The OCG undertakes a range of compliance activities to check employers are adhering to the requirements of employing children and young people.

The OCG undertook compliance checks through unannounced inspections of work conditions that we identified through a risk-based approach. We visited 76 employers, a 12% increase from 2017-18.

Of the employers visited, 49 were compliant and 27 in breach of the legislation. We issued four penalty infringement notices, a decrease from the seven penalty notices issued in the previous year.

Of the four penalty infringement notices:


- one was issued to an employer that did not obtain an authority while employing children
- three were issued to employers who failed to notify the OCG of employment of a child.

In addition, 21 formal warnings were issued to employers and of those 13 participated in education sessions to improve compliance.

Capability building

In addition to our compliance program, we met with 122 organisations as part of an educational campaign to raise awareness about the requirements for employing children and to build understanding around why the safeguards exist.

This included visits to 46 locations that were deemed high risk and 30 employer and stakeholder meetings to encourage upfront compliance with the children's employment legislation – almost double the number of visits from the previous year.

A close-up photograph of two hands, one wearing a black sleeve and the other a white sleeve, gently holding a small pink flower with green leaves. The background is a soft-focus field of autumn leaves in shades of yellow, orange, and brown.

4 Systems protecting children and young people

The Working With Children Check
and compliance with the Check

Working With Children Check system

People who work or volunteer to provide services to children and young people are required to have a NSW Working With Children Check (WWCC) application or clearance.

The hierarchy of the WWCC system escalates applications, should it be required. Applications where there are no records can be automatically cleared; where there are Schedule 2 records, an automatic bar results. Where there are other records, applications are reviewed against legislative requirements, and if there are concerns, the application is sent to be risk assessed.

Screening for the Check involves a national criminal history check and a review of findings of workplace misconduct. The Check considers juvenile offences, offences against adults, and charges that did not lead to a conviction. We review a range of offences not only those involving children because some offences might have an impact on children, even though a child was not the primary victim.

We also consider information provided from the applicant during the risk assessment process to provide a holistic review of all information available. This can include employment records, professional support sought and conduct since the offence. We have worked to increase our engagement with communities and those going through risk assessment and, as a result, have increased the number of people engaging through the risk assessment process.



1,751,705
people in NSW hold a cleared
Working With Children Check.

Renewal phase

The Check commenced in June 2013 and reached its five-year anniversary in 2018 at which point, all sectors had transitioned to the new scheme. As WWCC clearances are valid for five years, we commenced the renewal phase in June 2018.

This means that new applications are now those people entering child related work, and choosing to work in the sector knowing they need a WWCC. These applicants have a lower incidence of requiring risk assessment and of being barred.

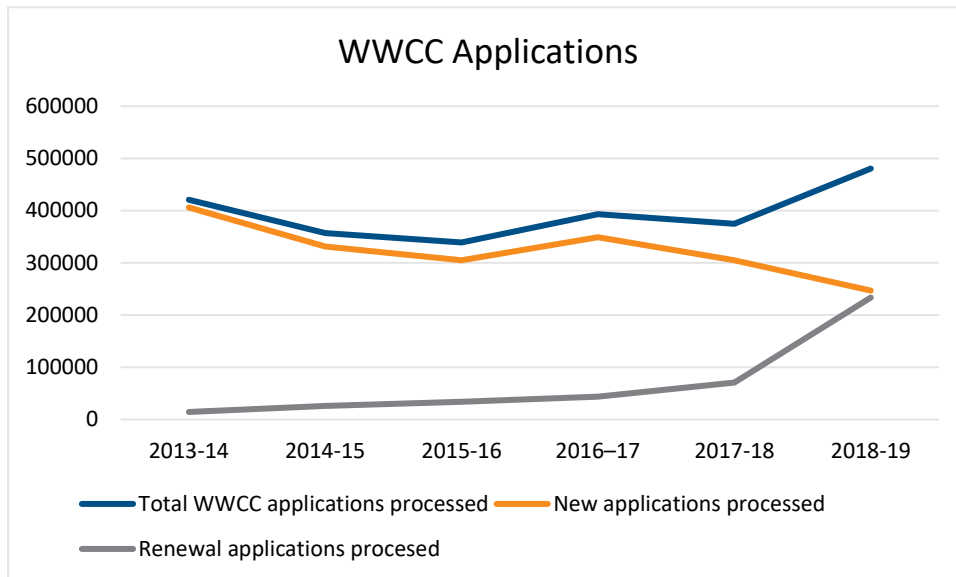
In 2018-19, we processed a total of 480,485 applications, a 28% increase in the number of applications received in 2017-18. Of these applications, 233,579 (49%) were to renew a Check. People renewing their Check generally don't need it reviewed.

The renewal phase has impacted statistics about the Check. For this reason, there are some changes to how we report our data.

480,485 applications were processed in 2018-19

49% renewal applications

51% new applications



Automatic clearance

Where screening shows an individual does not have any police or workplace records, or their records are not relevant to the WWCC (for example driving offences), clearances are issued automatically.

82% of individuals were cleared within five days of applying
when there were no relevant records.

Automatic bar

Records listed in Schedule 2 of the *Child Protection (Working With Children) Act 2012* result in an automatic bar. Equivalent records from other states and territories also lead to an automatic bar.

In 2018-19, there were 448 applicants who were automatically barred from working with children.

The OCG has no discretion over applications when there are records listed in Schedule 2. We cannot and do not give a WWCC clearances to convicted paedophiles, sex offenders or anyone with records of any form of sexual assault.

Presence of relevant records

When screening shows an individual has police or workplace records that fall under Schedule 1 of the *Child Protection (Working with Children) Act 2012*, or might be relevant to the safety of children, the records are reviewed before a decision is made about the application.

Workplace records form an important source of information for the WWCC. Findings of workplace misconduct by a reporting body, notifications of concern from the NSW Ombudsman and reports from designated agencies are considered as part of a WWCC.

In 2018-19, 57,908 applications returned police or workplace records. We were notified of 453 workplace misconduct records from the NSW Ombudsman and reports from designated agencies. We now have a cumulative total of 4,911 workplace misconduct records held in the WWCC system as at 30 June 2019.

In addition, as the system includes continuous monitoring, we are alerted to any new records relating to cleared Checks and review these. In 2018-19, through the continuous monitoring process, we were notified of 4,711 continuous check events, the most for any year in the past six years.

All applications with records were reviewed to determine if they should be barred, cleared, or referred to risk assessment. In the past year, after reviewing all relevant records from all of these sources:

- 53,894 individuals were granted clearances as they had no relevant records relating to the safety of children
- 3,562 individuals were referred for risk assessment due to the presence of a Schedule 1 record, or other records relevant to the safety of children. Over 90% of these were new applications. These required a more detailed assessment of the application before a decision could be made.

Applications requiring risk assessment

When a risk assessment is required, we request further information from the applicant and other agencies to ensure we have all relevant information before we decide to grant a clearance or bar the individual from child-related work. We encourage applicants to participate in this process as it is important to us that we hear what they have to say about their history and application.



Factors we consider relate to:

- conduct: seriousness of the offence(s), how long ago it occurred
- the applicant: age at the time of the offence, employment history, conduct since
- the likelihood of recurrence.

We must refuse a clearance to working with children if we are satisfied that the applicant poses a risk to the safety of children based on the *Child Protection (Working with Children) Act 2012*.

Total risk assessments

In 2018-19, we referred 3,562 applications for risk assessment, with 3,684 risk assessments reaching a final outcome. In some cases, we impose an interim bar while the risk assessment takes place if we believe there is a likely risk to the safety of children.

Each application is assessed on its own merit and level of risk. The decrease in interim bars can be attributed to the overall reduction of applications and the specific risks associated with each application.

Applications closed

The OCG can also decide to close applications or cancel clearances that are being reviewed when individuals have not provided information requested during the risk assessment process. Since 2015-16, there has been a three-month time period imposed for responding to our requests for information from applicants. This is now an automated process. Prior to this, these applications were left open. This has resulted in an increase since 2015-16 in the number of terminations.

These individuals can lodge a new application if they still require a WWCC.

We have worked to increase engagement in the risk assessment process by improving our correspondence, having face-to-face meetings with stakeholders and phone contact with applicants to identify and reduce barriers to engaging in the assessment process and reduce the number of terminations.

Risk assessment outcomes

In 2018-19, 868 applications were cleared following risk assessment (0.18% of total applications) and 95 individuals were barred through the risk assessment process. 90% of these were for new applications.

The decreases from previous years, are due to a number of factors:

- The percentage of people requiring risk assessment has reduced. This is because half the people who have Checks are renewing and don't need to be reviewed as their circumstances have not changed over the five years.
- There was a decrease in the number of risk assessment outcomes (completed risk assessments) compared to the previous year.
- All sectors have now been phased into the new WWCC scheme which has gained wide recognition and acceptance. New applicants are entering a workforce where it is well known that a Check is required, thus self-selecting the people who are appropriate to be working with children.

Table 4.1 Risk assessments processed and outcomes, 2015–19

Activity	2015-16	2016–17	2017-18	2018-19
Total WWCC applications processed	339,620	392,991	375,094	480,485
New WWCC applications processed	305,147	349,191	304,629	246,906
Risk assessment outcomes	1512	4147	4978	3684
Individuals automatically barred due to Schedule 2 records	328	362	422	448
Individuals interim barred during risk assessment	448	670	774	312
Individuals barred after risk assessment	786	394	209	95
Individuals cleared following risk assessment	388	684	1163	868
Applications terminated	267	2797	3134	2253

Note: Figures have changed slightly since last reported to reflect updated data.

Table 4.2 Refusals for a Working With Children Check, 2015–19*

Year	2015–16	2016–17	2017-18	2018-19
Working With Children Checks applications received	339,620	392,991	375,094	480,485
*Number of barring decisions	1114	756	631	614
% of barring decisions (of total applications each year)	0.32%	0.19%	0.17%	0.12%

Notes:

Figures have changed slightly since last reported to reflect updated data.

**Change in description from previous years as number of barring decisions more accurately reflects the data as one individual may have been barred twice (two decisions for the one individual).*

The table below breaks down the total number of barring decisions for 2018-19 by whether the application was for a new Check or to renew an existing cleared Check. The vast majority of people renewing their Check do not require review.

Table 4.3 Refusals for a Working With Children Check, 2018-19 by application type

Year	2018-19	New applications received	Renewal applications received
Working With Children Checks applications received	480,485	246,906	223,579
Number of barring decisions	614	552	62

Working With Children Check compliance

Importantly, when an individual lodges an application for a WWCC they become part of a system that provides continuous monitoring for new police charges or workplace misconduct reports. If the OCG is notified of new records, we review them. This can lead to the person having their Check cancelled. If this happens, we notify their employer and that person must be removed from any child related work.

Last year there were 322 people who committed offenses that were picked up through our systems and resulted in them being barred from working with children. The majority, 64% of these 322 people, had no relevant records when they were initially cleared to work with children.

A strength of the Working With Children Check is that it is a continuous check, rather than just at a point-in-time.

We work with employers as well as child related workers and volunteers to assist them in understanding their legal obligations with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*. We monitor and audit organisations for compliance with this legislation.

Compliance activities focus on employers:

- Requiring their workers and volunteers in child related work to have a WWCC clearance or a completed application
- Registering with our online system and verifying the Checks of all relevant workers and volunteers, and
- removing any barred person or person without a valid Check from child-related work.

Our education and compliance activities continue to focus on identifying employers who fail to verify their workers' WWCCs. Without this, the continuous monitoring provided by our system is less effective.

Work sector audits

The last sectors to be phased in to the WWCC scheme concluded in April 2018 and were the focus of compliance audits.

During the 2018 calendar year, the OCG completed over 4,100 employer audits in the following child-related sectors:

- Early Education and Child Care
- Children's Health Services – Remaining Local Health Districts and other health services
- Education – primary schools and other education services.

In June 2018, the WWCC marked its fifth year of operation. This meant that the first WWCC renewals commenced in June.

The focus of 2018 was on applicants who had recently renewed their paid WWCC where neither their previous or renewed clearance had been verified by an employer. This could indicate that the person remained in child-related work with an employer who had not verified the person's clearance. Where an employer could be identified, we contacted the employer and provided information to encourage and help them comply.

Also, in 2018, the OCG supported Service NSW to implement the Creative Kids initiative, assisting with the integration of the provider registration process and the WWCC process to make sure employers were registered with the WWCC system and had verified employees. This was to ensure that all registered providers complied with their WWCC obligations and raise awareness about being a child safe organisation. During 2018-2019, we reviewed over 400 providers to ensure their compliance.

Continuous monitoring

If a person's WWCC status changes through the continuous monitoring by the WWCC system, we contact any verifying employers to notify them so that the person is removed from child-related work. The employer is required to confirm this has been completed.

Noting that one barred person can have multiple employers, from 1 January to 31 December 2018:

- 997 barred applicants were reviewed
- 967 employers (or potential employers) who had verified the barred person were contacted
- no employer was identifiable for 388 applicants.

The OCG contacted every verifying employer of barred applicants.

If a person had not been verified, we use all data available to us to try and identify any possible employer. Contact with non-verifying employers found that in 16 cases the barred applicant was working with children and in each case the worker was removed from that work.

Closing applications

Closed WWCC applications are checked through our compliance audit program. An application is considered closed:

- when an applicant requests to withdraw their application, which requires approval of the Children's Guardian
- when an applicant surrenders their clearance with the approval of the Children's Guardian
- if a person subject to a risk assessment has failed, without reasonable excuse, to provide further information within three months of the request
- where a person has provided incorrect or incomplete information on their application.

When an application is closed, the applicant must not begin or continue to work in child-related employment. Employers who have verified an applicant whose application has closed during the risk assessment stage, are contacted to advise of the change of status. From 1 January to 31 December 2018:

- 1,291 WWCC applications subject to risk assessment where the applicant was verified by an employer, were closed
- 17 of the 1,291 closed applications were found to be still working in child-related roles but were removed after the OCG advised employers that the WWCC applications had been closed.

Allegations

The OCG reviews instances of alleged non-compliance with the Act and Regulation. Allegations are received from many sources including other Government agencies, internally or from concerned members of the public.

From 1 January 2018 to 31 December 2018, we received 177 instances of alleged non-compliance or misconduct towards children. 116 of these matters required further action.

NDIS Worker Check

The National Disability Insurance Scheme (NDIS) Worker Check is under development. A unit has been established and is progressing the required operational, legislative and IT work. This includes agreeing nationally consistent operational arrangements with the Commonwealth and other States and Territories. The Intergovernmental Agreement on Nationally Consistent Worker Screening for the NDIS outlines the national policy arrangements for NDIS worker screening.

The *National Disability Insurance Scheme (Worker Checks) Act 2018* was enacted in November 2018. This provides the requisite powers and functions to administer the new check in NSW.

Work commenced in 2018-19 to establish the required IT infrastructure to administer NDIS worker screening in NSW. The new system will integrate with several other systems, such as the Commonwealth's NDIS Worker Screening Database. Work also commenced on developing the required operational procedures, practice arrangements, and information for applicants. The NDIS Worker Check is expected to commence in NSW in 2019-20.



5 Regulating standards of care

Monitoring and accrediting out-of-home care – both statutory and voluntary and managing registers of carers

Regulating statutory out-of-home care and adoption

The OCG has oversight of the statutory out-of-home care (OOHC) and adoption sectors in NSW. The OCG has two main functions in this area:

- accrediting designated and adoption agencies
This involves assessing agencies seeking accreditation for the first time, accredited agencies providing OOHC or adoption services for the first time, and assessment of agencies seeking to renew accreditation.
- ongoing monitoring of these agencies
This involves assessing designated and adoption agencies throughout the accreditation period to ensure that they continue to meet requirements.

This year the OCG completed nine accreditation renewal assessments
and commenced a further ten renewal assessments
for designated agencies.

Designated agencies and adoption agencies are accredited when they have demonstrated they are meeting their responsibilities under the *Children and Young Persons (Care and Protection) Act 1998* and the *Adoption Act 2000* and are meeting the requirements of the NSW Child Safe Standards for Permanent Care.

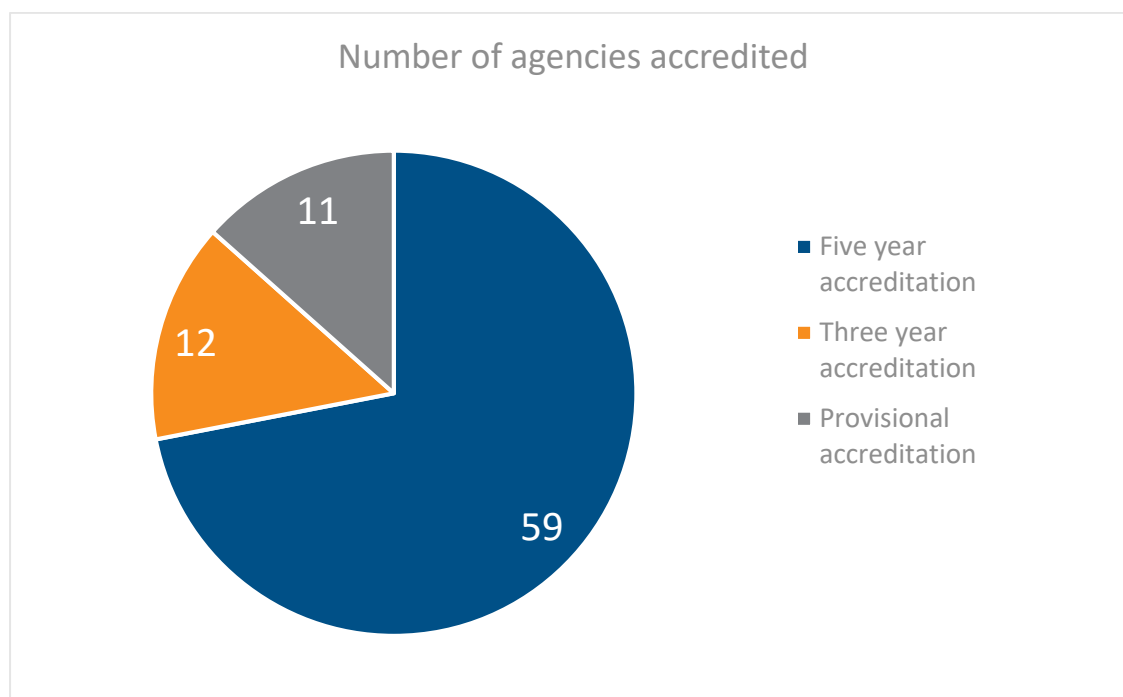
Accredited agencies must always meet these requirements. Information on each agency's *Notice of Conditions of Accreditation* is published on the OCG's website in the Designated Agencies section found under Statutory OOHC and adoption.

Designated agencies

As at 30 June 2019, there were 82 designated agencies, of which 74 are providing statutory OOHC in NSW. They include non-government providers and the Department of Communities and Justice (DCJ: formerly Department of Family and Community Service).

Of the 82 designated agencies, 23 also provide voluntary out-of-home care (VOOHC) and those providing foster care have access to the Carers Register. Information on VOOHC and the Carers Register is included in this section.

Figure 5.1 Accredited agencies in NSW



Thirteen of the designated agencies are Aboriginal Community Controlled organisations. This year we provisionally accredited three new Aboriginal Community Controlled organisations, one non-government agency and the Central Access Unit within DCJ.

There are four non-government agencies in NSW accredited to provide both adoption services and OOHC.

Monitoring out-of-home care agencies for compliance

The OCG is committed to the continuous improvement of the OOHC and adoption sectors. We conduct monitoring visits to confirm that agencies continue to meet the requirements of the legislation and standards and are taking steps to review and improve practice. A monitoring visit includes discussions with key agency staff and a review of documentation and systems.

We visited eight designated agencies in the last year for planned and responsive monitoring. In addition, three DCJ accredited districts were monitored.

These assessments included compliance with child protection requirements, monitoring and suitability of the care environments including the maintenance of residential care houses, as well as a focus on continuous improvement and areas where further development was required.

Of the eight agencies visited one was required by the OCG to develop an action plan to ensure the matters identified were adequately addressed.

Two agencies required responsive monitoring visits, one triggered by information provided to the OCG through an external source and the other where a visit triggered a notification. Both agencies were visited and provided with feedback suggesting further improvements upon completion of the assessments.

The OCG continues to monitor the roll-out of the Intensive Therapeutic Care model funded by DCJ.

Safety for children and young people in non-home-based emergency care

In circumstances where there are no suitable foster or residential care placements available for a child or young person who needs immediate care, agencies may authorise a person from an external agency to provide emergency care, usually in a motel or other non-home-based care arrangement.

In these circumstances, designated agencies must still meet relevant legislative requirements and ensure that the people they engage, including those engaged through external agencies to work with and care for children and young people, are safe and suitable. Details have been provided to all designated agencies through the *Guidelines for the emergency authorisation of staff and contractors*.

Guidelines for the emergency authorisation of staff and contractors issued by the OCG for designated agencies help ensure that they meet their obligations when authorising staff employed by external agencies to provide emergency care in non-home-based care arrangements. Designated agencies are required to adhere to these guidelines under their conditions of accreditation.

In September 2018, the Minister for Family and Community Services requested the OCG review the care arrangements for children and young people placed in non-home-based emergency care. The focus of the review was on the children and young people being placed in these care arrangements and the individuals engaged to care for them.

Data collected was analysed and the findings discussed with the OOHC sector during Alternate Care Arrangement Forums arranged by the DCJ at six locations across NSW during October and November 2018. The result was changes to the *Guidelines for the emergency authorisation of staff and contractors* which were communicated to the sector with support from ACWA. The increase in awareness of reporting requirements accounts in part for the increase in reporting of emergency care placements.

The revision to the Guidelines in February 2019 included new requirements for designated agencies placing children and young people in non-home-based emergency care arrangements. These additional requirements are intended to place more robust mechanisms to support the children and young people in these temporary arrangements. The changes to requirements were:

- An initial notification to the OCG must be made within 24 hours of the placement commencing
- The designated agency must develop a plan to transition the child or young person from the emergency care arrangement to a permanent care arrangement. The plan must be submitted to the OCG within seven days of the placement date
- The designated agency must notify the OCG when the placement of a child or young person in non-home-based emergency care ends.

These placements and how they are managed are reviewed during visits to designated agencies. The Office of the Children's Guardian monitors the circumstances and progress of these children and young people, and we have oversight of agency plans to transition them to permanent placements.

In 2018-19, there were a total of 361 emergency care placements: 110 by NGOs and 251 by the Department of Communities and Justice.

The OCG continues to refine data collection and monitoring processes to provide closer assessment of the circumstances and progress of children and young people in emergency care arrangements. With the changed reporting requirements, from 2019-20 we will be able to report on emergency care placements into and out of emergency care.

Information reported to the OCG

Designated agencies are required to notify the OCG of any non-home-based emergency care placements of children and young people they arrange, any allegations of sexual or serious physical assault and to report the death of a child or young person in statutory OOHC. The following table has the number of each of these types of information reported to the OCG in the 2018-19 financial year.

The OCG closely monitors these areas particularly non home-based care placements and residential care placements for children under 12 years old. We check the relevant agencies are meeting their legal requirements and use the information to inform both our ongoing monitoring and assessments in terms of timing and content.

Table 5.1 Information reported to the OCG relating to OOHC in 2018-19

Information reported	NGOs	Dept Communities and Justice	Total
Allegations of sexual misconduct or serious physical assault by staff or volunteers (including carers)*	113	83	196
Death of a child or young person in statutory OOHC	6	1	7
Number of children under 12 years placed in residential care	20	1	21

**Findings resulting from investigations into allegations are reported to the Reportable Conduct Scheme which is currently within the remit of the NSW Ombudsman, but expected to transfer to the OCG in the next financial year.*

Department of Communities and Justice

All Department of Communities and Justice (DCJ, formerly FACS) districts are accredited and will be monitored throughout the duration of the accreditation term.

Western NSW District was assessed as wholly meeting the requirements of their accreditation in December 2018 and has five years' accreditation.

The Hunter and New England Districts both achieved three years accreditation in December 2018.

Three districts, Central Coast, Southern and Far West, were monitored during the year with the remaining districts to be monitored over the next two years.

Adoption

This year Life Without Barriers was provisionally accredited as an adoption service provider. There are currently four designated agencies, including Life Without Barriers, in NSW, that are also accredited adoption services providers.

There are two designated agencies under assessment for provisional adoption accreditation.

The OCG has met with a further two designated agencies to inform our decision making about readiness to progress their applications for assessment for provisional adoption accreditation.

Voluntary out-of-home care

Voluntary out-of-home care (VOOHC) is an arrangement between an organisation and a parent to provide overnight care outside of the home, for a child under the age of 18, within NSW and where there are no child protection concerns. VOOHC provides support for families caring for children and young people with complex needs, many of whom live with disability.

The VOOHC sector continues to evolve following the roll out of the National Disability Insurance Scheme (NDIS). As the NDIS has rolled out, there have been new providers coming into the sector that are not aware of their obligations to be registered with the OCG. The OCG provides information and support when these organisations are identified, so they understand their requirements to be child safe and to register with the OCG. The OCG has also been working with the NDIS Quality and Safeguards Commission to monitor the VOOHC environment since the Commission commenced operation in NSW this year.

VOOHC agencies

In NSW, all VOOHC must be provided or arranged by either a designated or registered agency. The OCG administers VOOHC regulatory requirements, manages agency registration and monitors compliance against the requirements.

The VOOHC system is now in its eighth year of operation since launching in February 2011. The OCG's management and registration of the VOOHC system aims to:

- safeguard the interests of children and young people with complex needs, many of whom live with disabilities, and to provide support to the families caring for them
- make it possible for children, young people and their parents to access relevant information, and meaningfully participate in planning and decision-making about their care
- improve the consistency and quality of intake, assessment, planning, care and inter-agency coordination
- improve knowledge of a child or young person's care history and previous case plans, to support improved care planning and information sharing
- ensure that children and young people in longer term care, benefit from comprehensive and holistic case planning.

The total number of VOOHC agencies was 123, as at the end of June 2019. This has decreased by 20 since this time last year:

- 16 agencies withdrew their VOOHC registration for a variety of reasons including amalgamating with other VOOHC agencies, changing strategic direction due to the rollout of the NDIS or no longer providing overnight care
- five agencies had their registration cancelled by the OCG due to their failure to provide the required policies.

Table 5.2 Number of agencies providing VOOHC services as at 30 June 2019

Agency type	Number of agencies
Registered agencies	100
Designated agencies	23
TOTAL	123

In 2018-19 the OCG monitored a total of 144 agencies. These include agencies that were no longer registered at the end of the year. We conducted onsite monitoring visits to 19 agencies to provide education to support agencies to understand their legislative obligations, to promote a child safe culture within their organisation and assess their compliance.

We launched a new application process through which ten agencies have now registered.

Children using VOOHC services

1,329 children and young people accessed VOOHC services, a 31% decrease from the previous year.

Of the 1,329 children and young people accessing VOOHC in the 2018-19 financial year, 1,009 accessed placements with registered agencies, and 381 with designated agencies. Some children and young people accessed multiple agencies throughout the year.

Care episodes

As a child may use more than one agency for their care needs, the OCG measures care episodes to give a complete picture of the use of VOOHC services. One care episode means each time a child uses a VOOHC service and can range from very short term (overnight, for example) to weeks or months at a time.

A total of 8,807 care episodes were recorded. In addition, the OCG has become aware of an additional 500 care episodes that were not reported. The relevant agencies will be including this data in the first quarter of 2019-20. Of the 8,807 placements, 8,389 (95%) were provided to a child or young person living with disability.

The number of care episodes decreased by 30% in 2018-19. While care episodes have been decreasing since the VOOHC Register was established in 2011 this is the most significant decrease to date.

Supervision by a designated agency is required when a child or young person's care runs for a cumulative period of 90 days in a year and a registered agency provides some or all that care.

In 2018-19, 39 children and young people's placements required supervision by a designated agency. This has decreased by 11 from the previous year. This decrease is indicative of the shift to children being placed with a designated agency rather than a non-designated agency, thus not requiring supervision.

The OCG also monitors care episodes that last over 180 days as, from this point, the child requires a case plan. At the end of the 2018-19 financial year there were 42 children and young people on the VOOHC Register for cumulative care lasting over 180 days in the year. This has decreased by nine from the previous year.

The NSW Carers Register

The Carers Register records information about carer applications, authorised carers and their household members providing out-of-home care (OOHC). The Carers Register is a licensing tool to assist in the selection and probity assessment of carers. NSW is the only state with such a tool.

The Carers Register requires designated agencies to share information on carers, prospective carers and their household members. It is designed to prevent unsuitable carers and their household members moving from one designated agency to another.

Carers are required to undertake mandatory assessment, training and other probity checks before they can be authorised to provide care. The suitability of other adult household members is also considered.

Monitoring agencies

Of the 48 designated agencies accessing the Carers Register, six of these received an onsite visit to review Carers Register compliance in 2018-19. In addition to this, there was a strong focus on desktop monitoring including data remediation with all agencies. The OCG conducted initial and ongoing training with a further six agencies.

Agency feedback indicated that the OCG's monitoring and reviews are an important process for identifying compliance improvements.

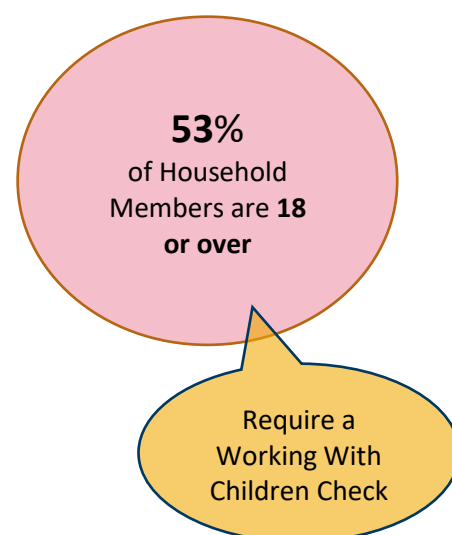
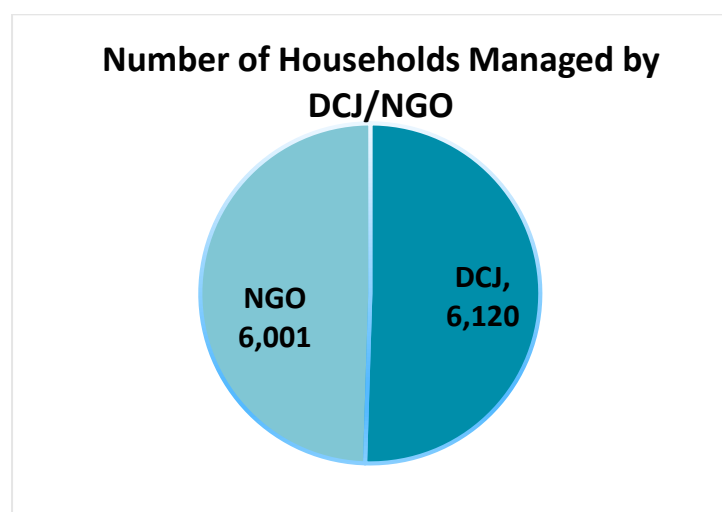
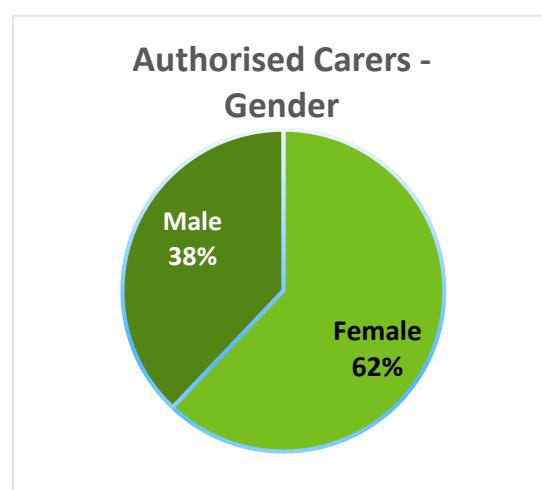
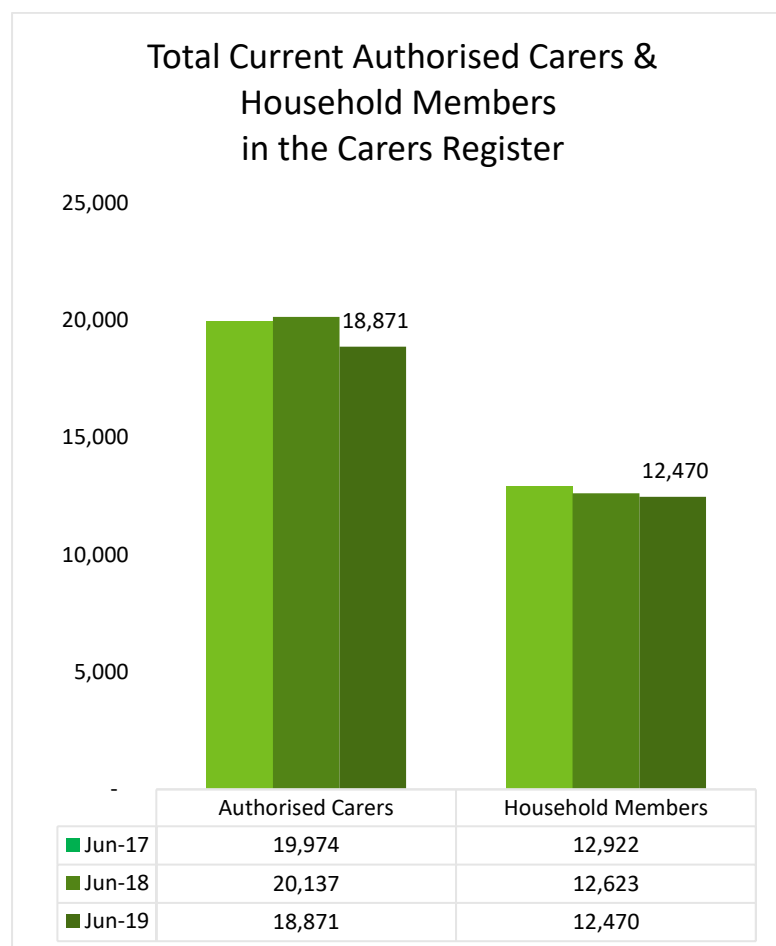
We have focused on two key areas to improve practices: updating Carers Register data and improving sector understanding of provisional authorisations.

Overview of carer households

In 2018-19 there were 18,871 carer authorisations, with NGOs authorising only marginally more carers than government (through DCJ). This total is lower than the previous year in part due to agency data remediation along with the introduction of more reliable reporting on carer applicants and authorisations details.

- 13% of authorised carers identify as Aboriginal or Torres Strait Islander, this remains consistent
- 62% of authorised carers are female, this remains relatively consistent
- 48% of household members are female, this remains relatively consistent
- 53% of household members are over 18 years and require a WWCC, a slight increase over the past year.

The number of carer households being managed by DCJ and NGOs is evenly split.



Number of households managed by DCJ/NGOs by year

	DCJ	NGO
2017	6544	6120
2018	6621	6304
2019	6120	6120

Carer suitability outcomes

During 2018-19, 507 carer applications have either been refused or withdrawn due to concerns. This has consistently decreased over the past few years and may be linked to the reduction in overall carer applications over the past few years and as a result of more robust recruitment processes by designated agencies. This is a requirement of the Carers Register in relation to suitability and probity assessments.

In addition, 271 carer authorisations were cancelled due to concerns. If these individuals were to apply to another agency to become a carer, the concerns would be shared between agencies. As well as this, 438 carers or their household members have had their WWCC clearance cancelled or an interim bar placed while their application is assessed. These people are unable to continue caring for children and young people including in OOHC.

Current Applications	
# of Household Applications	1,711
# of Carer Applicants	2,618

Carer Applications Refused/Withdrawn			
Status	2016-2017	2017-2018	2018-2019
Refused	495	378	316
Withdrawn No Concerns	1,255	1,246	1,436
Withdrawn with Concerns	265	271	191

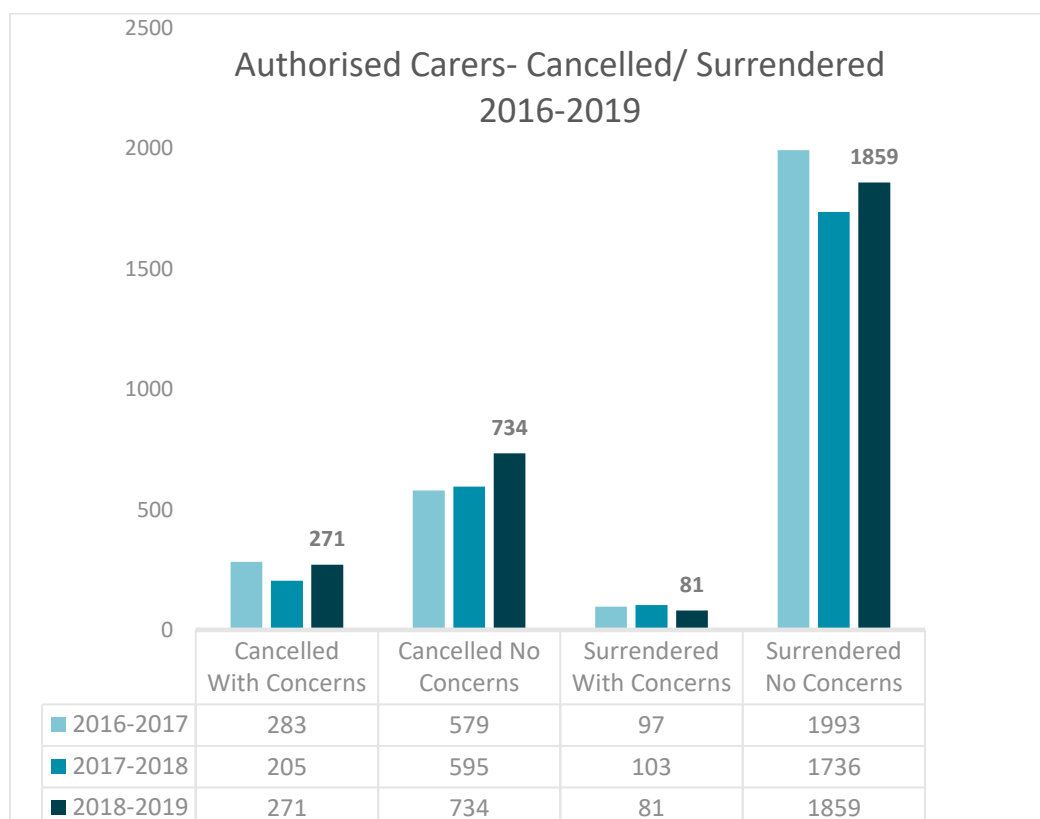


Table 5.3 **WWCC bars (cumulative) relating to carers and household members**

	As at 30 June 2016	As at 30 June 2017	As at 30 June 2018	As at 30 June 2019
WWCC bars				
Authorised carers	82	137	182	192
Household members	46	61	82	91
Interim bars				
Authorised carers	21	62	81	91
Household members	11	41	56	64

Notes:

Carer authorisations are automatically cancelled if the person no longer has a WWCC or is subject to a bar or interim bar.

Carer authorisations are automatically suspended if a residing person no longer has a WWCC or is subject to a bar or interim bar.

The relevant designated agency must, within 48 hours of becoming aware of a cancellation or suspension, ensure that children or young people in OOHC are no longer placed in a household where a person with a WWCC bar or interim bar resides.

Residential Care Workers Register

The Royal Commission made a recommendation in its final report of December 2017, that each jurisdiction within Australia should establish a register of residential care workers as a means of improving the safety of children and young people in OOHC.

During 2018-19, the OCG has worked to prepare for the introduction of legislation granting power to the Children's Guardian to establish a register of residential care workers.

The Residential Care Workers Register will provide a mechanism for agencies to exchange information relevant to the safety, welfare or wellbeing of children and young people. This will support agencies to decide the suitability of an individual to provide care to children and young people living in residential care and will help prevent unsuitable workers move from one agency to another.

The OCG invited the OOHC sector and several peak bodies to participate in a working group to advise on the development of the register. The working group consisting of OOHC providers, the NSW Ombudsman, DCJ and the Australian Services Union convened in September 2018. Consultation with the group around the design and functionality of the register is ongoing.

The register will be a secure, restricted access database of information about individuals who being considered for employment and those who have been engaged to provide care to children and young people living in residential care.

The register is expected to be introduced in 2020 along with operational and guidance material to support the register's implementation.

Child Sex Offender Counsellor Accreditation Scheme (CSOCAS)

The Child Sex Offender Counsellor Accreditation Scheme (CSOSAS) is a voluntary accreditation scheme for counsellors who provide services to people who have sexually offended against children, and to people working with children and young people with harmful sexual behaviours.

Counsellors wishing to achieve accreditation and to be listed on the CSOCAS register are required to meet criteria regarding experience, qualifications, ongoing professional development and ongoing supervision. The bulk of the scheme comprises psychologists and social workers.

There are two types of accreditation for professionals who work with:

- children and adolescents who sexually harm others
- adults who sexually offend against children.

Two accreditation rounds for the CSOCAS were completed, the first in September 2018 and the second in March 2019.

As at 30 June 2019, over 50 counsellors were accredited with the scheme. Seven of these counsellors were new Associate members.



6 Looking ahead 2019-20

Leading change in our sector

A Child Safe NSW

The decision of the NSW Government to accept the recommendations from the Royal Commission has significantly impacted the work of the OCG this year and will continue to do so as we work to:

- Transfer the Reportable Conduct Scheme to the OCG
- Put in place legislation to allow the transfer to happen along with the creation of a Children's Guardian Act that articulates the responsibilities, powers and functions of the OCG and clearly recognises the independent statutory office of the Children's Guardian
- Implement the Child Safe Standards.

These large pieces of work once implemented will go a long way to improving safety for children wherever they may be growing and learning across NSW. Having the WWCC, Reportable Conduct Scheme and child safe standards working together will support prevention and early detection of child abuse by helping organisations identify high-risk situations and employees and was a recommendation from the Royal Commission.

Reportable Conduct Scheme transfer

The OCG has been working closely with the Ombudsman's office to progress the transfer of the scheme's functions and its staff. The transfer requires new legislative provisions to enable the OCG to operate the scheme.

New Act

The OCG anticipates introduction into Parliament of a Children's Guardian Bill in 2019-20. The Bill will create a new act for the Children's Guardian key powers, functions and responsibilities which will be transferred from *the Children and Young Persons (Care and Protection) Act 1998* and *Adoption Act 2000* in addition to the new functions mentioned above. Finalising the draft Bill, its introduction into Parliament, passage, and implementation will be a major focus for the new financial year.

Creating safe places

In 2019-20, the OCG will hold further detailed discussions on implementing a scheme to regulate child safe standards in NSW. It is anticipated that a government decision on the approach to regulation will be made toward the end of 2019. We will continue to work closely with child-related organisations, peak bodies and other government agencies to support the sector to build their capability to implement child safe practices, in line with the child safe standards.

The approach currently being proposed is a principle-based and outcome-focused regulation system based on continuous improvement – organisations will continue to consider what they are doing and how they can improve, which will go hand-in-hand with capability building support to be offered by the OCG. This is potentially a major shift in how the OCG regulates organisations offering services for children and young people.

We are also firmly committed to working with all Australian and state governments to improve information sharing processes and work towards a national check. In partnership with Australian Criminal Intelligence Commission and other states and territories, we are preparing for the implementation of a national database from December 2019 to allow sharing of details across borders about people who have been refused a WWCC.

A background image showing several hands of different skin tones (light, medium, and dark) stacked together in a supportive gesture, with fingers pointing upwards. The hands are positioned in a way that they overlap, creating a sense of unity and teamwork.

7

Appendices

Details about the OCG

Appendices

Appendix A Our people

Appendix B Financial statements

Children's Guardian Statement

Independent Auditor's Report

Audited Financial Statements

Payment of accounts

Consultants

Appendix C Governance and Risk

Legislative framework

Public information and access

Risk management and insurance

Appendix A: Our people

The OCG is deemed a small agency under Treasury Circular NSWTC 15-18 having fewer than 200 full-time employees. As such we are only reporting the required information for the 2018-19 financial year.

Human resources

As of June 2019, the OCG had 171 skilled and dedicated staff.

Policies and practices

Personnel

The OCG has comprehensive policies, procedures and other guidance materials which provide a framework for the appropriate management of employees and business risks. Policy changes incorporate any new legislative changes and Public Service Commission requirements, including initiatives to promote flexible working and the Premier's Priorities, to enhance diversity in senior leadership.

Industrial relations

The OCG conducts quarterly state-wide Joint Consultative Committee meetings with the Public Service Association.

Workforce statistics

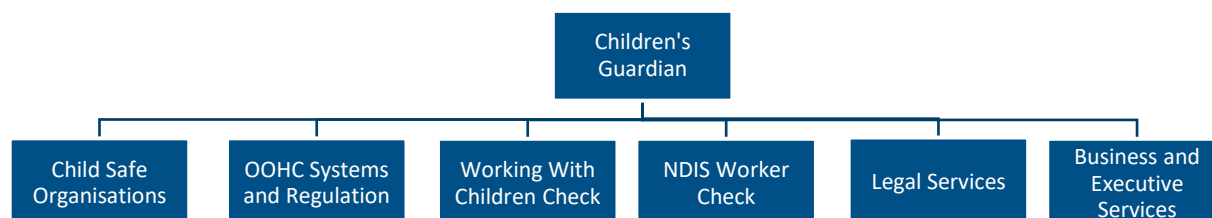
Table A1 Number of employees by employment category by financial year

	At 30 June 2016	At 30 June 2017	At 30 June 2018	At 30 June 2019*
Clerk grade 1-2	6	11	5	5
Clerk grade 3-4	19	28	24	22
Clerk grade 5-6	10	14	16	22
Clerk grade 7-8	39	43	40	50
Clerk grade 9-10	27	27	34	40
Clerk grade 11-12	12	12	16	20
Legal Officer Grade 1-3	0	0	0	1
Legal officer grade 4	1	2	2	4
TOTAL	114	137	137	164

**Note: Does not include contractors or Senior Executive Officers. See Table A.2 for Senior Executive information.*

Correction from 2017-18 Annual Report Table A.1 'Actual Number of Employees' did not include contractors or Senior Executive Officers but stated that it did.

Executive team



In 2019-20, the executive team comprised of:

Ms Janet Schorer PSM, Children's Guardian

Diploma in Applied Science (Nursing), Bachelor of Arts (Psychology), Graduate Diploma in Child and Adolescent Psychology, Executive Master of Public Administration

Ms Louise Coe, Director, Child Safe Organisations

Bachelor of Commerce, Bachelor of Laws (Hons), Diploma of Legal Practice, Executive Master of Public Administration, EMPA

Ms Larissa Johnson, A/Director, OOHC Systems and Regulation

Bachelor of Social Work

Mr Steve Gholab, Director, Working With Children Check

Bachelor of Social Science (major in Criminology and Sociology), Advanced Diploma of Management, Diploma of Project Management

Mr Michael Rosmalen, Director, NDIS Worker Check

Bachelor of Commerce (Economics), Master of Applied Economics

Ms Sharminie Niles, Director, Legal Services

Master of Laws, Solicitor of the Supreme Court of NSW, Solicitor of the Supreme Court of England and Wales

Ms Liz McGee, Director, Business and Executive Services

Diploma of Teaching (Primary), Graduate Diploma in Public Administration

Table A2 Number of Public Service Senior Executives employed in each band

PSSE Band	2017-18	2018-19
Band 1	3 female 2 male	4 female 2 male
Band 2	1 female	1 female
Band 3		
Band 4		
Total	4 female 2 male	5 female 2 male

Table A3 Average remuneration of senior executives in each band

Remuneration level	Average remuneration 2017-18	Range	Average remuneration 2018-19
Band 3	N/A	\$337,101 - \$475,150	N/A
Band 2	\$328,923	\$268,001 - \$337,100	\$337,100
Band 1	\$215,377	\$187,900 - \$268,000	\$217,439

Table A4 Percentage of total employee-related expenditure relating to senior executives

Year	Percentage
2018-19	8.5

Exceptional movement in wages, salaries and allowances

From the first pay period on or after 1 July 2018, OCG staff received an increase to their salaries of 2.5 per cent. For the reporting period of 2018-19, Senior Executives' monetary remuneration and the value of employment benefits paid represented 8.5 per cent of the OCG's salary-related expenses.

Overseas visits

There were no overseas visits by OCG staff during 2018-19.

Appendix B: Financial statements

OFFICE OF THE CHILDREN'S GUARDIAN

Statement by the Children's Guardian

Pursuant to Section 45F(1B) 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, the requirements of the *Public Finance and Audit Act 1983* and the *Public Finance and Audit Regulation 2015* and Treasurer's Directions.
- (b) the financial statements exhibit a true and fair view of the financial position of the Office of the Children's Guardian as at 30 June 2019 and the financial performance for the period 1 July 2018 to 30 June 2019;
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Janet Schorer
Children's Guardian

Dated: 24/9/19



INDEPENDENT AUDITOR'S REPORT

Office of the Children's Guardian

To Members of the New South Wales Parliament

Opinion

I have audited the accompanying financial statements of the Office of the Children's Guardian (the Office), which comprise the Statement of Comprehensive Income for the year ended 30 June 2019, the Statement of Financial Position as at 30 June 2019, the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a Summary of Significant Accounting Policies and other explanatory information.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Office as at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (PF&A Act) and the Public Finance and Audit Regulation 2015.

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

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Office in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Office's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Children's Guardian is responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the Statement by the Children's Guardian.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Children's Guardian's Responsibilities for the Financial Statements

The Children's Guardian is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the PF&A Act, and for such internal control as the Children's Guardian determines is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Children's Guardian is responsible for assessing the Office's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting except where the Office will be dissolved by an Act of Parliament or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Office carried out its activities effectively, efficiently and economically
- about the assumptions used in formulating the budget figures disclosed in the financial statements
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in dark ink, reading "S Bond". The signature is written in a cursive, slightly stylized font.

Sally Bond
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

25 September 2019
SYDNEY

Office of the Children's Guardian

**Financial Statements
for the year ended 30 June 2019**

**Office of the Children's Guardian
Statement of Comprehensive Income
for the year ended 30 June 2019**

	Notes	Actual 2019 \$'000	Budget 2019 \$'000	Actual 2018 \$'000
Expenses excluding losses				
Employee related expenses	2(a)	19,241	19,470	14,804
Other operating expenses	2(b)	20,405	20,583	17,283
Depreciation and amortisation expenses	2(c)	729	455	608
Grants and subsidies	2(d)	861	550	550
Finance costs	2(e)	10	-	7
Total expenses excluding losses		41,246	41,058	33,252
Revenue				
Appropriation	3(a)	16,881	19,710	13,139
Sale of goods and services	3(b)	23,091	17,300	17,832
Grants and contributions	3(c)	6,791	291	4,457
Acceptance by the Crown Entity of employee benefits and other liabilities	3(d)	1,025	767	164
Total revenue		47,788	38,068	35,592
Other gains/(losses)		-	-	(392)
Net Result		6,542	(2,990)	1,948
Other comprehensive income				
Total other comprehensive income		-	-	-
TOTAL COMPREHENSIVE INCOME		6,542	(2,990)	1,948

The accompanying notes form part of these financial statements.

**Office of the Children's Guardian
Statement of Financial Position
as at 30 June 2019**

		Actual 2019 \$'000	Budget 2019 \$'000	Actual 2018 \$'000
	Notes			
ASSETS				
Current Assets				
Cash and cash equivalents	4	9,995	764	3,543
Receivables	5	2,092	2,093	2,227
Total Current Assets		12,087	2,857	5,770
Non-Current Assets				
Plant and equipment	6	212	299	197
Leasehold improvements	6	1,586	2,216	1,509
		1,798	2,515	1,706
Intangible assets	7	829	412	647
Total non-current assets		2,627	2,927	2,353
Total assets		14,714	5,784	8,123
LIABILITIES				
Current Liabilities				
Payables	8	2,288	2,578	2,824
Provisions	9	2,231	1,625	1,668
Total current liabilities		4,519	4,203	4,492
Non-Current Liabilities				
Provisions	9	489	97	467
Total non-current liabilities		489	97	467
Total liabilities		5,008	4,300	4,959
Net assets		9,706	1,484	3,164
EQUITY				
Accumulated funds		9,706	1,484	3,164
Total Equity		9,706	1,484	3,164

The accompanying notes form part of these financial statements.

**Office of the Children's Guardian
Statement of Changes in Equity
for the year ended 30 June 2019**

	Accumulated Funds \$'000	Total \$'000
Balance at 1 July 2018	3,164	3,164
Net result for the year	<u>6,542</u>	<u>6,542</u>
Other comprehensive income		
Total other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>6,542</u>	<u>6,542</u>
Transaction with owners in their capacity as owners		
Balance at 30 June 2019	<u>9,706</u>	<u>9,706</u>
 Balance at 1 July 2017	 1,216	 1,216
Net result for the year	<u>1,948</u>	<u>1,948</u>
Other comprehensive income		
Total other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>1,948</u>	<u>1,948</u>
Transaction with owners in their capacity as owners		
Balance at 30 June 2018	<u>3,164</u>	<u>3,164</u>

The accompanying notes form part of these financial statements.

**Office of the Children's Guardian
Statement of Cash Flows
for the year ended 30 June 2019**

	Notes	Actual 2019 \$'000	Budget 2019 \$'000	Actual 2018 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(17,643)	(18,702)	(14,771)
Other operating expenses		(22,405)	(21,477)	(17,235)
Grants and subsidies		(861)	(550)	(550)
Total Payments		(40,909)	(40,730)	(32,556)
Receipts				
Appropriation		16,881	19,710	13,139
Sale of goods and services		22,872	17,300	17,499
Grants and contributions		6,791	291	4,457
Other		1,820	950	999
Total Receipts		48,364	38,250	36,094
NET CASH FLOWS FROM OPERATING ACTIVITIES	12	7,455	(2,479)	3,538
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of Plant and equipment and infrastructure systems		(88)	(189)	-
Purchases of Leasehold improvements		(464)	-	(1,189)
Purchases of Intangibles		(451)	-	-
Other Investing		-	610	-
NET CASH FLOWS FROM INVESTING ACTIVITIES		(1,003)	421	(1,189)
CASH FLOWS FROM FINANCING ACTIVITIES				
NET CASH FLOWS FROM FINANCING ACTIVITIES		-	-	-
NET INCREASE (DECREASE) IN CASH		6,452	(2,058)	2,349
Opening cash and cash equivalents		3,543	2,822	1,194
CLOSING CASH AND CASH EQUIVALENTS	4	9,995	764	3,543

The accompanying notes form part of these financial statements.

1 Summary of Significant Accounting Policies

(a) *Reporting entity*

The Office of the Children's Guardian (the Office) is a reporting entity and is consolidated as part of the NSW Total State Sector Accounts.

The Public Sector Employment and Management (Children's Guardian and other matters) Order 2013 established the Office of the Children's Guardian as a Division of the Government Service responsible to the Minister for Family and Community Services. The order was dated 15 May 2013 and was effective on the 17 May 2013.

The Office is a not for profit entity (as profit is not its principal objective) and it has no cash generating units. The financial statements for the period ended 30 June 2019 has been authorised for issue by the Children's Guardian on 25 September 2019.

(b) *Basis of preparation*

The Office's financial statements are general purpose financial statements which have been prepared on an accrual basis in accordance with:

- Applicable Australian Accounting Standards (which include Australian Accounting interpretations);
- The requirements of the Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2015 and
- Treasurer's Directions issued under the Act.

Plant and equipment are measured at fair value. Other financial statement items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements.

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

NSW Treasury has approved the Office's future budgeted expenditure for the period 2020-2023. As such, the financial statements of the Office have been prepared on a going concern.

(c) *Statement of compliance*

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

1 Summary of Significant Accounting Policies (cont'd)

(d) Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except that:

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

Cash flows are included in the Statement of Cash Flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

(e) Income recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Comments regarding the accounting policies for the recognition of income are discussed below.

(i) Parliamentary appropriations and contributions

Except as specified below, parliamentary appropriations and contributions from other bodies (including grants and donations) are recognised as income when the Office obtains control over the assets comprising the appropriations / contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash. Unspent appropriations are recognised as liabilities rather than income, as the authority to spend the money lapses and the unspent amount must be repaid to Consolidated Fund.

(ii) Sale of goods

Revenue from the sale of goods is recognised as revenue when the Office transfers the significant risks and rewards of ownership of the goods, usually on delivery of the goods.

(iii) Rendering of services

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

(iv) Grants and contributions

Income from grants (other than contributions by owners) is recognised when the entity obtains control over the contribution. The entity is deemed to have assumed control when the grant is received or receivable.

Contributions are recognised at their fair value. Contributions of services are recognised when and only when a fair value of those services can be reliably determined and the services would be purchased if not donated.

(f) Property, plant and equipment

(i) Acquisitions of property, plant and equipment

Property, plant and equipment acquired are initially recognised at cost. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at measurement date.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. deferred payment amount is effectively discounted over the period of credit.

1 Summary of Significant Accounting Policies (cont'd)

(f) Property, plant and equipment (cont'd)

(ii) Capitalisation thresholds

Property, plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

(iii) Revaluation of property, plant and equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 14-01). This policy adopts fair value in accordance with AASB 116 Property, Plant and Equipment.

Non-Specialised assets with short useful lives are measured at depreciated historical cost, as an approximation of fair value. The Office has assessed that any difference between fair value and depreciated historical cost is unlikely to material.

(iv) Impairment of property, plant and equipment

As a not-for profit entity with no cash generating units, impairment under AASB 136 Impairment of Assets is unlikely to arise. As plant and equipment is carried at fair value, impairment can only arise in the rare circumstances where the costs of disposal are material. Specifically, impairment is unlikely for not for profit entities given that AASB 136 modifies the recoverable amount test for non-cash generating assets of not-for-profit entities to the higher of fair value less costs of disposal and depreciated replacement cost, where depreciated replacement cost is also fair value.

(v) Depreciation of property, plant and equipment

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 Office.

All material separately identifiable components of assets are depreciated over their useful lives.

Depreciation Rates	% Rate 2019	% Rate 2018
Plant & Equipment		
Office furniture and fittings	14	14
Computer equipment and software	25	25
Leasehold improvements	Over the period of the lease	Over the period of the lease

(vi) Restoration costs

The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, if the recognition criteria for a provision are met.

(vii) Maintenance

Day-to-day servicing costs or 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.

(g) Leases

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.

Where a non-current asset is acquired by means of a finance lease, at the commencement of the lease term, the asset is recognised at its fair value or, if lower, the present value of the minimum lease payments, at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

1 Summary of Significant Accounting Policies (cont'd)

(g) *Leases (cont'd)*

Operating lease payments are recognised as an operating expense in the Statement of Comprehensive Income on a straight line basis over the lease term.

(h) *Intangible assets*

The Office recognises intangible assets only if it is probable that future economic benefits will flow to the Office and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

The useful lives of intangible assets are assessed to be finite.

The entity's intangible assets are amortised using the straight-line method over their useful lives.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the Office's intangible assets, the assets are carried at cost less any accumulated amortisation.

The amortisation period for intangible asset with a finite useful life is reviewed at least at the end of each reporting period.

(i) *Employee benefits and other provisions*

(i) Salaries and wages, annual leave and sick leave

Salaries and wages (including non-monetary benefits) and paid sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Annual leave is not expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related service. As such, it is required to be measured at present value in accordance with AASB 119 Employee Benefits (although short cut methods are permitted). Actuarial advice obtained by Treasury has confirmed that the use of a nominal approach plus the annual leave on annual leave liability (using 7.9% of the nominal value of annual leave) can be used to approximate the present value of the annual leave liability. The Office has assessed the actuarial advice based on the Office's circumstances and has determined that all annual leave is taken within 12 months so discounting is not applicable.

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.

(ii) Long service leave and superannuation

The Office's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The Office accounts for the liability 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'.

Long service leave is measured at the present value of expected future payments to be made in respect of services provided up to the reporting date. Consideration is given to certain factors based on actuarial review, including expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using Commonwealth government bond rate at the reporting date.

1 Summary of Significant Accounting Policies (cont'd)

(i) *Employee benefits and other provisions (cont'd)*

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 (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(iii) *Consequential on-costs*

Consequential costs to employment are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised. This includes outstanding amounts of payroll tax, worker's compensation insurance premiums and fringe benefits tax.

(j) *Provisions*

Provisions are recognised when: the entity has a present legal or constructive obligation as a result of a past event; it is probable that an out flow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of obligation. When the entity expects some or all of the provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognised as a separate asset, but only when the reimbursement is virtually certain. The expense relating to a provision is presented net of any reimbursement in the Statement of Comprehensive Income.

(k) *Fair value hierarchy*

AASB13 fair value hierarchy disclosure is not required as the Office's assets are non-specialised assets with short useful lives and measured at depreciated historical cost as an approximation of fair value.

(l) *Equity*

Accumulated Funds includes all current and prior year retained funds.

(m) *Comparative information*

Except when an Australian Accounting Standard permits or provides otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

(n) *Budgeted amounts*

The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect of the reporting period. Subsequent amendments to the original budget (e.g. adjustment for transfer of functions between entities as a result of Administrative Arrangements Orders) are not reflected in the budgeted amounts. Major variances between the original budgeted amounts and the actual amounts disclosed in the primary financial statements is explained in Note 14.

1 Summary of Significant Accounting Policies (cont'd)

(o) *Changes in accounting policy, including new or revised Australian Accounting Standards*

(i) Effective for the first time in 2018-2019

The accounting policies applied in 2018-19 are consistent with those of the previous financial year except for the following list of new/revised Accounting Standards applicable for the first time in year ending 30 June 2019.

- AASB 9 Financial Instruments
- AASB 2016-5 Amendments to Australian Accounting Standards – Classification and Measurement of Share-based Payment Transactions
- AASB 2017-3 Amendments to Australian Accounting Standards - Clarifications to AASB 4
- AASB 2017-5 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

The Office has adopted AASB 9 *Financial Instruments* (AASB 9), which resulted in changes in accounting policies in respect of recognition, classification and measurement of financial assets and financial liabilities; derecognition of financial instruments; impairment of financial assets and hedge accounting. AASB 9 also significantly amends other standards dealing with financial instruments such as the revised AASB 7 *Financial Instruments: Disclosures* (AASB 7R).

a) Classification and measurement

On 1 July 2018 (the date of initial application of AASB 9), the Office's management has assessed which business models apply to the financial assets held by the entity and has classified its financial instruments into the appropriate AASB 9 categories. The main effects resulting from this classification is nil.

The assessment of the Office's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on debt instruments are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

The classification and measurement requirements of AASB 9 did not have a significant impact to the Office.

The following are the changes in the classification of the Office's financial assets:

- Trade receivables and other financial assets are classified as 'Loans and receivables' under AASB 139 as at 30 June 2018 are held to collect contractual cash flows representing solely payments of principal and interest. At 1 July 2018, these are classified and measured as debt instruments at amortised cost.
- The Office has not designated any financial liabilities at fair value through profit or loss. There are no changes in the classification and measurement for the Office's financial liabilities.

1 Summary of Significant Accounting Policies (cont'd)

(o) Changes in accounting policy, including new or revised Australian Accounting Standards (cont'd)

b) Impairment

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. The Office's financial assets are recognised and measured at amortised cost, and therefore subject to AASB 9's impairment requirements. The Office will not recognise any expected credit losses for its cash and cash equivalents and receivables balance as the counterparties to these financial assets are AAA rated banks or other government organisations. Any expected credit losses for such financial assets are therefore expected to be immaterial.

(ii) Issued but not yet effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise.

The following new Australian Accounting Standards have not been applied and are not yet effective.

- AASB 15, AASB 2014-5, AASB 2015-8 and AASB 2016-3 regarding Revenue from Contracts with Customers
Not-for-profit only
- AASB 16 Leases
- AASB 17 Insurance Contracts
- AASB 1058 Income of Not-for-Profit Entities
- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities
- AASB 2017-1 Amendments to Australian Accounting Standards – Transfers of Investment Property, Annual Improvements 2014-2016 Cycle and Other Amendments
Not-for-profit only
- AASB 2017-4 Amendments to Australian Accounting Standards – Uncertainty over Income Tax Treatments
- AASB 2017-6 Amendments to Australian Accounting Standards – Prepayment Features with Negative Compensation
- AASB 2017-7 Amendments to Australian Accounting Standards – Long-term Interests in Associates and Joint Ventures
- AASB 2018-1 Amendments to Australian Accounting Standards – Annual Improvements 2015–2017 Cycle
- AASB 2018-2 Amendments to Australian Accounting Standards – Plan Amendment, Curtailment or Settlement
- AASB 2018-3 Amendments to Australian Accounting Standards – Reduced Disclosure Requirements

1 Summary of Significant Accounting Policies (cont'd)

(o) *Changes in accounting policy, including new or revised Australian Accounting Standards (cont'd)*

- AASB 2018-4 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Public Sector Licensors
- AASB 2018-5 Amendments to Australian Accounting Standards - Deferral of AASB 1059
- AASB 2018-6 Amendments to Australian Accounting Standards – Definition of a Business
- AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Material
- AASB 2018-8 Amendments to Australian Accounting Standards – Right-of-Use Assets of Not-for-Profit Entities
- Interpretation 22 Foreign Currency Transactions and Advance Consideration Not-for-profits only
- Interpretation 23 Interpretation 23 Uncertainty over Income Tax Treatments

The Office anticipates that adoption of these Standards in the period of initial application will have no material impact on the financial statements, except for AASB 16 Leases. The Office has been working with Treasury and Property NSW to prepare for the implementation of AASB 16 in FY2019-20. Based on the impact assessments the Office has undertaken on currently available information, the Office estimates additional lease liabilities of \$3.5m and right-of-use assets of \$3.7m will be recognised as at 1 July 2019 for leases in which the Office is a lessee. Most operating lease expenses will be replaced by depreciation of the right of use asset and interest on the lease liability. The impact on the Statement of Comprehensive Income is expected to be \$152k. The impact represents management's current best estimate and is still under review. It is possible that the amount recognised at 1 July 2019 in the Statement of Financial Position will differ from this estimate, as a result of further review of underlying lease data, if new leases are entered into or terminated or from re-assessment of any key management assumptions, such as the reasonable possibility that lease extension options will or will not be renewed.

2 EXPENSES EXCLUDING LOSSES

	2019 \$'000	2018 \$'000
(a) Employee related expenses		
Salaries and wages (including annual leave)	15,510	12,515
Superannuation - defined benefit plans	42	51
Superannuation - defined contribution plans	1,282	1,052
Long service leave	1,046	119
Workers compensation insurance	49	50
Payroll tax and fringe benefit tax	1,039	777
Redundancy Payments	273	240
	19,241	14,804

(b) Other operating expenses

Employment Screening	13,546	10,546
Operating lease rental expense - minimum lease pay	1,056	1,302
Corporate services	1,570	1,054
Contractors	2,133	1,257
Events Management	71	39
Stores and Stationery	60	121
Consultancy Costs	351	485
Telephone	156	64
Printing	66	95
Data processing	14	897
Travel	286	363
Auditor's remuneration - audit or review of the financial statements	52	48
Community education	146	173
Boards, Tribunals and Meetings	23	18
Motor vehicle	26	23
Conference and seminars	467	459
Electricity and cleaning	70	74
Fees	257	175
Maintenance expenses	12	12
Bad Debt	-	1
Other	43	77
	20,405	17,283

Notes

The reclassification of the two expense accounts below has no effect on total Other Operating Expenses.

1. Plant/Vehicle - Payroll Recoveries have been reclassified from Other Expenses to Motor vehicle, which has resulted in a \$3k decrease in Motor vehicle in FY2018.
2. Entertainment - Food & Drink (No FBT) has been reclassified from Other Expenses to Events Management, which has resulted in a \$3k increase in Events Management in FY2018.

Items were reclassified to better reflect the nature of the transactions.

(c) Depreciation and amortisation expense

Depreciation		
Office Equipment	34	35
Computer Hardware	39	58
Leasehold Improvements	387	249
Total Depreciation	460	342
Amortisation		
Intangibles	269	266
	729	608

2 EXPENSES EXCLUDING LOSSES (cont'd)

	2019 \$'000	2018 \$'000
(d) Grants and subsidies		
Grants	<u>861</u>	<u>550</u>
	861	550
(e) Finance costs		
Interest	<u>10</u>	<u>7</u>
	10	7

3 REVENUE

(a) Appropriations and transfers to the Crown Entity

Summary of Compliance	2019 \$'000		2018 \$'000	
	Appropriation	Expenditure	Appropriation	Expenditure
Original Budget per Appropriation Act	19,710	19,710	17,750	17,750
– Amount Carried Forward	(6,831)	(6,831)	(4,611)	(4,611)
– Additional Appropriations	4,305	4,305	-	-
– Other Adjustment	(303)	(303)	-	-
Total Appropriations/Expenditure	16,881	16,881	13,139	13,139
Appropriation drawn down*		<u>16,881</u>		<u>13,139</u>
Liability to Consolidated Fund		<u>-</u>		<u>-</u>
*Comprising:				
Transfer payments		-		-
Appropriations (per Statement of comprehensive income)**		<u>16,881</u>		<u>13,139</u>
		16,881		13,139
**Appropriations				
Recurrent Appropriation		16,692		12,950
Capital		<u>189</u>		<u>189</u>
		16,881		13,139

3 REVENUE (cont'd)

	2019 \$'000	2018 \$'000
(b) Sale of goods and services		
Fees-Working With Children Check	22,542	17,514
Fees-Other	330	300
Recoveries	219	18
	<u>23,091</u>	<u>17,832</u>
(c) Grants and contributions		
Grants Received - Crown Finance Entity	6,500	1,523
Grants Received - Department of Family and Community Services	291	2,934
	<u>6,791</u>	<u>4,457</u>
(d) Acceptance by the Crown Entity of employee benefits and other liabilities		
Superannuation	42	51
Long Service Leave	981	111
Payroll tax	2	2
	<u>1,025</u>	<u>164</u>

4 CURRENT ASSETS - CASH AND CASH EQUIVALENTS

	2019 \$'000	2018 \$'000
Cash at bank and on hand	<u>9,995</u>	<u>3,543</u>
	<u>9,995</u>	<u>3,543</u>

For the purposes of the Statement of cash flows, cash and cash equivalents include cash at bank, cash on hand, short term deposits with original maturities of three months or less and subject to insignificant risk of changes in value and net of outstanding bank overdraft.

Cash and cash equivalent assets recognised in the statement of financial position are reconciled at the end of the financial year to the statement of cash flows as follows:

Cash and cash equivalents (per statement of financial position)	<u>9,995</u>	<u>3,543</u>
Closing cash and cash equivalents (per statement of cash flows)	<u>9,995</u>	<u>3,543</u>

**Office of the Children's Guardian
Notes to the financial statements
for the year ended 30 June 2019**

5 CURRENT ASSETS - RECEIVABLES

	2019 \$'000	2018 \$'000
Current Receivables		
GST Receivable	212	205
Sale of goods and services	1,644	1,937
Prepayments	14	64
Other receivables	222	21
	<u>2,092</u>	<u>2,227</u>

6 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT

	Plant and Equipment \$'000	Leasehold Improvement \$'000	Total \$'000
At 1 July 2018 - fair value			
At Cost	859	1,939	2,798
Less: Accumulated Depreciation	<u>(662)</u>	<u>(430)</u>	<u>(1,092)</u>
Net carrying amount	197	1,509	1,706
At 30 June 2019 - fair value			
At Cost	525	2,076	2,601
Less: Accumulated Depreciation	<u>(313)</u>	<u>(490)</u>	<u>(803)</u>
Net carrying amount	212	1,586	1,798

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Plant and Equipment \$'000	Leasehold Improvement \$'000	Total \$'000
Year ended 30 June 2019			
Net carrying amount at start of year	197	1,509	1,706
Additions	88	464	552
Disposals	-	-	-
Depreciation expense	(73)	(387)	(460)
Other movements- Write off	-	-	-
Net carrying amount at end of year	<u>212</u>	<u>1,586</u>	<u>1,798</u>

	Plant and Equipment \$'000	Leasehold Improvement \$'000	Total \$'000
At 1 July 2017 - fair value			
At Cost	898	1,188	2,086
Less: Accumulated Depreciation	<u>(606)</u>	<u>(652)</u>	<u>(1,258)</u>
Net carrying amount	292	536	828
At 30 June 2018 - fair value			
At Cost	859	1,939	2,798
Less: Accumulated Depreciation	<u>(662)</u>	<u>(430)</u>	<u>(1,092)</u>
Net carrying amount	197	1,509	1,706

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the previous reporting period is set out below.

Office of the Children's Guardian
Notes to the financial statements
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6 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT (cont'd)

	Plant and Equipment \$'000	Leasehold Improvement \$'000	Total \$'000
Year ended 30 June 2018			
Net carrying amount at start of year	292	536	828
Additions	-	1,613	1,613
Disposals	(1)	-	(1)
Depreciation expense	(94)	(249)	(343)
Other movements - Write-off	-	(391)	(391)
Net carrying amount at end of year	<u>197</u>	<u>1,509</u>	<u>1,706</u>

7 INTANGIBLE ASSETS

	Software \$'000	Total \$'000
At 1 July 2018		
Cost (gross carrying amount)	4,309	4,309
Accumulated amortisation and impairment	<u>(3,662)</u>	<u>(3,662)</u>
Net carrying amount	<u>647</u>	<u>647</u>
At 30 June 2019		
Cost (gross carrying amount)	1,822	1,822
Accumulated amortisation and impairment	<u>(993)</u>	<u>(993)</u>
Net carrying amount	<u>829</u>	<u>829</u>
Year ended 30 June 2019		
Net carrying amount at start of year	647	647
Additions	451	451
Amortisation (recognised in "depreciation and amortisation")	<u>(269)</u>	<u>(269)</u>
Net carrying amount at end of year	<u>829</u>	<u>829</u>
At 1 July 2017		
Cost (gross carrying amount)	4,309	4,309
Accumulated amortisation and impairment	<u>(3,396)</u>	<u>(3,396)</u>
Net carrying amount	<u>913</u>	<u>913</u>
At 30 June 2018		
Cost (gross carrying amount)	4,309	4,309
Accumulated amortisation and impairment	<u>(3,662)</u>	<u>(3,662)</u>
Net carrying amount	<u>647</u>	<u>647</u>
Year ended 30 June 2018		
Net carrying amount at start of year	913	913
Additions	-	-
Amortisation (recognised in "depreciation and amortisation")	<u>(266)</u>	<u>(266)</u>
Net carrying amount at end of year	<u>647</u>	<u>647</u>

8 CURRENT LIABILITIES - PAYABLES

	2019 \$'000	2018 \$'000
Payables		
Accrued salaries, wages and on-costs	61	59
Creditors	<u>2,227</u>	<u>2,765</u>
	<u>2,288</u>	<u>2,824</u>

Notes

The reclassification has resulted in a \$64k net decrease in total Payables in FY2018.

1. Clearing - Super Account has been reclassified from Creditors to Accrued salaries, which has resulted in a \$12k decrease in Creditors and a \$12k increase in Accrued salaries in FY2018.
2. Provision - Pay-roll Tax has been reclassified from Accrued salaries to Payroll tax under Provisions in Note 9, which has resulted in a \$64k decrease in Accrued salaries in FY2018.

Items were reclassified to better reflect the nature of the transactions.

9 CURRENT / NON-CURRENT LIABILITIES - PROVISIONS

	2019 \$'000	2018 \$'000
Current		
Employee benefits and related on-costs		
Recreation leave	1,568	1,193
Long service leave	285	226
Payroll tax	377	248
Fringe benefits tax	1	1
Total	2,231	1,668

Notes

The reclassification of Provision accounts has resulted in a \$64k net increase in total Current Employee benefits and related on-costs in FY2018.

1. Employee leave on cost - PRT on Rec Leave has been reclassified from Recreation leave to Payroll tax, which has resulted in a \$60k decrease in Recreation leave in FY2018.
2. Provision - Fringe Benefits Tax has been reclassified from Accrued salaries to Fringe benefits tax (FBT), which has resulted in a \$1k increase in FBT in FY2018.
3. The reclassification of Provision - Pay-roll Tax and Employee leave on cost - PRT on Rec Leave has resulted in a \$124k net increase in Payroll tax in FY2018.

Items were reclassified to better reflect the nature of the transactions.

Non-current

Employee benefits and related on-costs		
Long service leave	25	20
Payroll tax	14	11
	39	31

Other provisions

Restoration costs	450	436
Total	489	467

Aggregate employee benefits and related on-costs

Provisions - current	2,231	1,668
Provisions - non-current	39	31
Accrued salaries, wages and on-costs (Note 8)	61	59
	2,331	1,758

Movements in provisions (other than employee benefits)

Movements in restoration provision are set out below:

	\$'000
Year ended 30 June 2019	
Opening Balance at 1 July 2018	436
Additional provisions recognised	-
Amount used	-
Unused amount reversed	-
Unwinding / change in the discount rate	14
Decrease: transfer previous provision to current payable	-
Closing Balance at 30 June 2019	450
Year ended 30 June 2018	
Carrying amount at 1 July 2017	68

**Office of the Children's Guardian
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Additional provisions recognised	424
Amount used	-
Unused amount reversed	-
Unwinding / change in the discount rate	14
Decrease: transfer previous provision to current payable	<u>(70)</u>
Carrying amount at 30 June 2018	<u>436</u>

10 COMMITMENTS FOR EXPENDITURE

	2019	2018
	\$'000	\$'000

(a) Operational Lease Commitments

Future minimum rentals payable under non-cancellable operating lease as at 30 June are, as follows:

Within one year	2,093	1,133
Later than one year and not later than five years	4,766	3,999
Later than five years	-	-
Total (including GST)	6,859	5,132

Note

Management fees, outgoings and cleaning are included in the amounts disclosed.

11 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

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

12 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

	2019	2018
	\$'000	\$'000
Net cash used on operating activities	7,455	3,538
Depreciation and amortisation	(729)	(608)
Decrease / (increase) in provisions	(585)	135
Increase / (decrease) in receivables and other assets	(135)	314
Decrease / (increase) in creditors	536	(1,039)
Other Losses	-	(392)
Net Result	6,542	1,948

13 NON-CASH FINANCING AND INVESTING ACTIVITIES

	2019	2018
	\$'000	\$'000
New recognition of leasehold improvement asset	-	424
	-	424

14 BUDGET REVIEW

Net result

The net result was a surplus of \$6.5m compared to a budgeted deficit of \$3.0m. This is a favourable variance of \$9.5m arising from the following items:

Expenses

Total expenses excluding losses were \$41.2m compared to a budget of \$41.1m. This was \$188k over budget due to overspends in grant expense of \$311k and depreciation expenses of \$274k. This was partially offset by underspends in other operating expenses of \$178k and employee related expenses of \$229k.

Revenue

Sale of goods and services including recoveries was \$23.1m against a budget of \$17.3m. This was over budget by \$5.8m primarily driven by increased revenue for higher than projected demand for paid Working With Children Checks.

Grants and contributions were \$6.8m compared to a budget of \$291k, an increase of \$6.5m reflecting unbudgeted grants received for National Disability Insurance Scheme.

Recurrent appropriation received was \$16.9m compared to a budget of \$19.7m, under budget by \$2.8m due to Treasury approved carry forwards of \$6.8m from recurrent and capital expenditure, \$303k in efficiency dividends, and offset by additional appropriations of \$4.3m for Royal Commission funded programs.

Assets and Liabilities

Net assets were \$9.7m compared to a budget of \$1.5m. The major variances arising on the Statement of Financial Position are noted below:

Assets

Cash and cash equivalents were \$10.0m compared to a budget of \$764k. This is \$9.2m over budget which is due to the higher than anticipated revenue for the sale of goods and services and unbudgeted grant funding.

Liabilities

Payables were \$2.3m compared to a budget of \$2.6m. This is \$290k under budget which is due to a lower level of accruals from timely invoicing and payment to suppliers for the reporting period.

15 FINANCIAL INSTRUMENTS

The Office's principal financial instruments as at 30 June 2019 under AASB 9 and as at 30 June 2018 under AASB 139 (comparative period) are outlined below. The financial instruments arise directly from the Office's operations and are required to finance the Office's operations. The Office does not enter in to or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Office's main risks arising from the financial instruments are outlined below, together with the Office's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout this financial report.

Management has overall responsibility for the establishment and oversight of risk management and reviews and agrees on policies for managing each of these risks. Risks management policies are established to identify and analyse the risks faced by the Office, to set risks limits and controls and monitor risks. Compliance with policies are reviewed by the Office, to set risks limits and controls and to monitor risks. Compliance with policies are reviewed by the internal auditors on a continuous basis.

(a) Financial instrument categories

Financial Assets	Note	Category	Carrying Amount	Carrying Amount
Class:			2019	2018
			\$'000	\$'000
Cash and cash equivalents	4	N/A	9,995	3,543
Receivables ¹	5	Loans and receivables (at amortised cost)	1,866	1,958
Financial Liabilities	Note	Category	Carrying Amount	Carrying Amount
Class:			2019	2018
			\$'000	\$'000
Payables ²	8	Financial liabilities measured at amortised cost	2,227	2,765

1.Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7)

2.Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7)

Note

The reclassification of Payables has resulted in a \$12k decrease in Payables in FY2018. The Clearing - Super Account has been reclassified to Accrued salaries, which has resulted in a \$12k decrease in Payables and a \$12k increase in Accrued salaries in FY2018.

(b) Credit Risk

Credit risk arises when there is the possibility of the Office's debtors defaulting on their contractual obligations, resulting in a financial loss to the office. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of the Office, including cash, receivables and authority deposits. No collateral is held by the office. The Office has not granted any financial guarantees.

Credit risk associated with the Office's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

Cash and cash equivalents

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate, adjusted for a management fee to NSW Treasury.

15 FINANCIAL INSTRUMENTS (cont'd)

(b) Credit risk (cont'd)

Receivables - trade debtors

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand. Debts which are known to be uncollectible are written off. The entity recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the entity expects to receive, discounted at the original effective interest rate. For trade receivables, the entity applies a simplified approach in calculating ECLs. The entity recognises a loss allowance based on lifetime ECLs at each reporting date. The entity has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable. No interest is earned on trade debtors. Sales are made on 30 day terms.

The only financial assets that are past due or impaired are "sales of goods and services" in the "receivables" category of the statement of financial position.

	Total ^{1,2}	\$'000 Past due but not impaired ^{1,2}	Considered impaired ^{1,2}
2019			
< 3 months overdue	8	8	-
3 months – 6 months overdue	-	-	-
> 6 months overdue	-	-	-
	Total ^{1,2}	\$'000 Past due but not impaired ^{1,2}	Considered impaired ^{1,2}
2018			
< 3 months overdue	-	-	-
3 months – 6 months overdue	-	-	-
> 6 months overdue	-	-	-

Notes

- Each column in the table reports "gross receivables".
- The ageing analysis excludes receivables that are not past due and not impaired. Therefore the "total" will not reconcile to the receivables total recognised in the statement of financial position.

(c) Liquidity risk

Liquidity risk is the risk that the Office will be unable to meet its payment obligations when they fall due. The Office continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of overdrafts, loans and other advances.

The Office's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, 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. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Head of an authority (or a person appointed by the Head of an authority) may automatically pay the supplier simple interest. There was no interest paid during the year 2018-2019 (2017-2018: nil).

15 FINANCIAL INSTRUMENTS (cont'd)

(b) Credit risk (cont'd)

The table below summarises the maturity profile of the Office's financial liabilities, together with the interest rate exposure.

Maturity Analysis and interest rate exposure of financial liabilities

Financial Liabilities	Nominal Amount	\$'000		Maturity Dates	
		Interest Rate Exposure			
		Non-interest bearing	< 1 yr	1-5 yrs	> 5 yrs
2019					
<i>Payables:</i>					
Creditors	2,227	2,227	2,227	-	-
	2,227	2,227	2,227	-	-
2018					
<i>Payables:</i>					
Creditors	2,765	2,765	2,765	-	-
	2,765	2,765	2,765	-	-

Note

The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which the Office can be required to pay.

(d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Office has no exposure to foreign currency risk and does not enter into commodity contracts.

The effect on profit and equity due to a reasonably possible change in risk variable is outlined in the information below, for interest rate risk and other price risk. A reasonably possible change in risk variable has been determined after taking into account the economic environment in which the Group operates and the time frame for the assessment (i.e. until the end of the next annual reporting period). The sensitivity analysis is based on risk exposures in existence at the balance sheet date. The analysis is performed on the same basis for 2018. The analysis assumes that all other variables remain constant.

Interest rate risk

The Office has no interest bearing liabilities. The Office does not account for any fixed rate financial instruments at fair value through profit or loss or as available for sale. Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or as equity. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility. The Office's exposure to interest rate risk is set out below;

	\$'000	-1%		1%	
		Profit	Equity	Profit	Equity
2019					
<i>Financial assets</i>					
Cash and cash equivalents	9,995	(100)	(100)	100	100
Receivables	1,866	(19)	(19)	19	19
<i>Financial liabilities</i>					
Payables	2,227	-	-	-	-

15 FINANCIAL INSTRUMENTS (cont'd)

2018

<i>Financial assets</i>					
Cash and cash equivalents	3,543	(35)	(35)	35	35
Receivables	1,958	(20)	(20)	20	20
<i>Financial liabilities</i>					
Payables	<u>2,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Note

The reclassification has resulted in a \$64k net decrease in total Payables in FY2018. Provision - Pay-roll Tax has been reclassified from Accrued salaries (Payables) to Payroll tax under Provisions.

(e) Fair value measurement

(i) Fair value compared to carrying amount

The amortised cost of financial instruments recognised in the statement of financial position approximates the fair value, because of the short term nature of all the financial instruments.

16 RELATED PARTY DISCLOSURES

The Office's key management personnel was identified to be Janet Schorer, Children's Guardian, during the year, and her compensation is as follows:

	2019 \$'000	2018 \$'000
Short-term employee benefits:		
Salaries	325	324
Other monetary allowances	-	-
Non-monetary benefits	4	3
Other long-term employee benefits	16	125
Post-employment benefits	-	-
Termination benefits	-	-
Total Remuneration	<u>345</u>	<u>452</u>

The Office did not enter into any other transactions with key management personnel, their close family members and controlled or jointly controlled entities thereof.

In addition, during the year, the Office entered into transactions on arm's length terms and conditions with other entities controlled by NSW Government. These transactions include:

16 RELATED PARTY DISCLOSURES (cont'd)

	2019 \$'000			2018 \$'000		
	Revenue	Expense	Net receivable /(payable)	Revenue	Expense	Net receivable /(payable)
Crown Finance Entity – Recurrent and capital grant for NDIS program	6,500		6,500	1,523		1,523
Department of Family and Community Services – Recurrent grant for Voluntary Out Of Home Care program	291		291	2,934		2,934
Services NSW – Fees for performing Working With Children Check (WWCC)		5,660	(5,660)		4,420	(4,420)
Government Property NSW – Rent for leased property vested with Property NSW		1,047	(1,047)		1,329	(1,329)
Department of Justice – Recurrent grant for WWCC and grant paid for NDIS Worker Check system		583	(583)		550	(550)
Department of Finance, Services and Innovation – Administration and Corporate Services Provided		691	(691)		311	(311)
Police Force – Grant payment for NDIS Worker Check system		203	(203)		-	-
NSW Self Insurance Corporation – Workers' Compensation Premiums to Treasury Managed Fund		57	(57)		57	(57)
Crown Solicitor's Office – Legal advice and guidance sought from Crown Solicitors		17	(17)		4	(4)

Note

Roads and Maritime Services (RMS) has been excluded based on Treasury's advice to remove RMS as a counterparty. RMS remits revenue collected on behalf of the Office from customers. Last year revenue of \$17.5m was reported. This year revenue of \$22.5m was collected.

17 PROGRAM GROUP

The Office of the Children's Guardian has one program group which supports the State Outcome to protect children and families. This State Outcome is about supporting the safety and wellbeing of vulnerable children, young people and families.

18 EVENTS AFTER THE REPORTING PERIOD

On 1 July 2019, the Office of the Children's Guardian is transferring to Stronger Communities cluster under the Machinery of Government (MOG) changes. The Office is not aware of any impact on financial assets and/or financial liabilities due to MOG changes.

The NSW Ombudsman is transferring the Reportable Conduct function to Office of the Children's Guardian. The transfer is in progress and will be completed in 2019. An estimate of the financial effect cannot be determined at this stage.

End of audited financial statements

Payment of accounts

The OCG complies with the NSW Treasury Circular 2011–12 Payment of Accounts, which requires all NSW Government agencies to pay small business suppliers within 20 days for goods and services, or otherwise pay interest on outstanding amounts.

The purchasing agreement between the OCG and its corporate services provider, Infosys, includes an undertaking that all valid tax invoices from a registered small business are to be paid within 20 days of receipt of the invoice. Where invoices are not paid within 20 days the supplier is entitled to interest payments.

There were no interest payments made in 2018-19.

Table B1 Aged analysis at the end of each quarter, 2018–19 (\$)

Quarter	Current (within due date)	< 30 days overdue	30 and 60 days overdue	61 and 90 days overdue	> 90 days overdue
September	4,025,617	1,244,269	258,023	67,633	5,336
December	5,048,131	262,702	144,377	53,874	71,363
March	5,162,887	867,900	25,892	2,774	14,872
June	5,409,982	657,942	37,882	102,519	120,423

Table B2 Accounts due or paid within each quarter, 2018–19

Measure – all suppliers	Sep-18	Dec-18	Mar-19	Jun-19
No. of accounts due for payment	324	506	336	420
No. of accounts paid on time	293	429	295	398
Actual percentage of accounts paid on time (based on number of accounts)	90%	85%	88%	95%
Dollar amount of accounts due for payment	5,604,668	5,496,168	5,402,276	6,411,399
Dollar amounts of accounts paid on time	5,150,784	5,156,107	4,040,859	6,116,207
Actual percentage of accounts paid on time (based on \$)	92%	94%	75%	95%
No. of payments for interest on overdue accounts	0	0	0	0
Interest paid on overdue accounts	0	0	0	0
Small business suppliers	0	0	0	0

Consultancies

Table B3 Consultancies of value equal or more than \$50,000

Consultant	Nature of services	Cost
KPMG	Impact assessment of the new accounting standards	\$50,430
Deloitte	OCG business planning process	\$81,018
Deloitte	Organisation design and cost modelling for the transfer of Reportable Conduct to the OCG	\$143,000
Total number of individual consultancies with a value equal to or more than \$50,000 is three		\$274,448

Consultancies of value less than \$50,000

There were two consultancies of value less than \$50,000, with a total value of \$46,567.

Research and development

The OCG did not undertake any external research projects in 2018-19.

Major works in progress

The OCG did not undertake any major works in 2018-19.

Appendix C: Corporate Governance and risk

Legislative Framework

The following legislation sets the framework for the operations of the OCG:

- *Children and Young Persons (Care and Protection) Act 1998*
- *Children and Young Persons (Care and Protection) Regulation 2012*
- *Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Adoption Act 2000*
- *Adoption Regulation 2015*
- *Child Protection (Working with Children) Amendment (Statutory Review) Act 2018.*

The OCG is established under the *Children and Young Persons (Care and Protection) Act 1998*.

Responsibility for the administration of the Act sits with the Minister for Families, Communities and Disability Services.

The principal functions of the Children's Guardian are at section 181 of the Act. The establishment of the Children's Guardian and the functions associated with the Children's Guardian are part of the *Children and Young Persons (Care and Protection) Act 1998* which comes under the portfolio responsibility of the Minister for Families, Communities and Disability Services.

During 2018-19, the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, also coming under portfolio responsibility of the Minister for Families, Communities and Disability Services, were administered by the OCG.

Risk management activities

A key strategy for enterprise risk management is for risk mitigation actions in risk registers to be included in business plans wherever possible. The intent is for risk reporting to be integrated with business planning, with performance tracking occurring in one place and planned activities and budgets to be prioritised based on risk. Risk is a standard consideration in briefing note recommendations for senior executive approvals.

Fraud control and corruption prevention

The OCG has a Fraud and Corruption Control Policy that is based on Standards Australia AS8001-2008: Fraud and Corruption Control. This policy incorporates the 10 key attributes of fraud control contained in the NSW Auditor-General Better Practice Guide Fraud Control Improvement Kit.

The Business and Executive Services Directorate provides advice as needed in response to queries concerning conflicts of interest, gifts, benefits and bequests, and secondary employment and private work.

Internal audit

In 2018-19 the OCG continued to review its risk profile. The information contained in the OCGs risk register forms the basis for our ongoing Internal Audit Plan.

During the reporting period the OCG's Audit and Risk Committee received and reviewed reports and management responses on the following:

- Cyber security
- Review of Recruitment Practices.

The Internal Audit Attestation Statement is on the following page.

Audit and risk committee

The OCG has an independent Risk and Audit Committee (RAC).

As part of compliance with the Treasury Policy Paper 15-03 Internal Audit and Risk Management Policy for the NSW public sector, the RAC continued its advisory role in assisting the Children's Guardian with relevant and timely advice on the office's governance, risk and control activities and external accountability obligations.

Collectively, the RAC members have the experience, knowledge and qualifications to effectively discharge their responsibilities as outlined in the RAC Charter and Treasury Policy.

Four RAC meetings were held in 2018-19, with the number of meetings each independent member attended as follows:

- | | |
|-------------------------------------|---|
| • Alex Smith (Independent Chair): | 4 |
| • John Hunter (Independent Member): | 4 |
| • Gul Izmir (Independent Member): | 4 |

Insurance activities

Insurance is provided for all major assets and significant risks through the NSW Government self-insurance scheme (NSW Treasury Management Fund). This includes full workers compensation, motor vehicle, property, public liability and miscellaneous insurance cover.

Internal Audit and Risk Management Attestation Statement for the 2018-2019 Financial Year for the Office of the Children's Guardian

I, Janet Schorer, am of the opinion that the Office of the Children's Guardian has internal audit and risk management processes in operation that are compliant with the eight (8) core requirements set out in the *Internal Audit and Risk Management Policy for the NSW Public Sector*, specifically:

Core Requirements

For each requirement, please specify whether compliant, non-compliant, or in transition¹

Risk Management Framework

1.1	The agency head is ultimately responsible and accountable for risk management in the agency	Compliant
1.2	A risk management framework that is appropriate to the agency has been established and maintained and the framework is consistent with AS/NZS ISO 31000:2009	Compliant

Internal Audit Function

2.1	An internal audit function has been established and maintained	Compliant
2.2	The operation of the internal audit function is consistent with the International Standards for the Professional Practice of Internal Auditing	Compliant
2.3	The agency has an Internal Audit Charter that is consistent with the content of the 'model charter'	Compliant

Audit and Risk Committee

3.1	An independent Audit and Risk Committee with appropriate expertise has been established	Compliant
3.2	The Audit and Risk Committee is an advisory committee providing assistance to the agency head on the agency's governance processes, risk management and control frameworks, and its external accountability obligations	Compliant
3.3	The Audit and Risk Committee has a Charter that is consistent with the content of the 'model charter'	Compliant

Membership

The chair and members of the Audit and Risk Committee are:

- Independent Chair, Alex Smith, 1 April 2014 to 31 March 2022
- Independent Member, John Hunter, 1 April 2014 to 31 March 2021
- Independent Member, Gul Izmir, 1 April 2014 to 31 March 2020



Janet Schorer PSM
Children's Guardian

25 October 2019



Liz McGee
Director, Business and Executive
Services
liz.mcgee@kidsguardian.nsw.gov.au

25 October 2019

¹ Where an agency notes that it has been 'non-compliant' or 'in transition', the agency head must complete the 'Departure from Core Requirements' section below.

Public information and access

Public access to NSW government information

The OCG holds a range of documents and information, many of which are publicly available. The production of some documents may require an application under the *Government Information (Public Access) Act 2009*, the *Privacy and Personal Information Protection Act 1998* or the *Health Records and Information Privacy Act 2002*.

Right to information requests

To promote open, accountable, fair and effective government in NSW, members of the public have the right to access government information. This right is restricted only when there is an overriding public interest against disclosing the particular information.

Formal requests made under the *Government Information (Public Access) Act 2009* for access to documents held by the OCG should be accompanied by a \$30.00 application fee and directed to:

Right to Information Officer
OCG
Locked Bag 5100
Strawberry Hills NSW 2012

Telephone enquiries: (02) 8219 3600

Email: legal@kidsguardian.nsw.gov.au.

Further information can be found on our website: www.kidsguardian.nsw.gov.au.

Children and young people aged less than 18 years are granted open-access information free of charge.

Statistical information about *Government Information (Public Access) Act 2009* applications

Under section 7 of the *Government Information (Public Access) Act 2009*, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

We ensure that information about the functions of the OCG is available on our website.

During the reporting period, no documents were identified through this process for publication on the website. The following series of tables provides data on Government Information Public Access (GIPA) applications for 2018-19.

Table C1 GIPA applications by type of applicant and applicant outcomes

TYPE	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/ deny whether information is held	Application withdrawn
Media	0	0	1	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not-for-profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	1	0	0
Members of the public (other)	0	10	4	0	0	1	0	1

NOTES:

More than one decision can be made in respect to an access application. If so, a recording must be made in relation to each decision. This also applies to Table C2.

One application was received at the end of FY2018/19 but will be responded to in 2019/20 and has therefore been excluded from the above table.

Two applications were received at the end of FY2017/18 but were responded to in FY2018/19 and have therefore been included in the above table for completeness.

Table C2 GIPA applications by type of application and outcome

APPLICATION TYPE	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refusal to deal with application	Refusal to confirm / deny whether information is held	Application withdrawn
Personal information applications*	0	10	4	0	0	2	0	1
Access applications (other than personal information applications)	0	0	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

**A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).*

NOTES:

One application was received at the end of FY2018/19 but will be responded to in 2019/20 and has therefore been excluded from the above table.

Two applications were received at the end of FY2017/18 but were responded to in FY2018/19 and have therefore been included in the above table for completeness.

Table C3 GIPA invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	1
Application is for excluded information of the agency (section 43 of the Act)	1
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	2
Invalid applications that subsequently became valid applications	1

Table C4 Conclusive presumption of overriding public interest against disclosure

These are matters listed in Schedule 1 of the Act.

Interest consideration	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	2
Documents affecting law enforcement and public safety	2
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environment heritage	0

**More than one interest consideration may apply in relation to an access application and, if so, each such consideration is to be recorded (but only once per application).*

Table C5 Other public interest considerations against disclosure

These are matters related to section 14 of the Act.

Public interest consideration	Number of occasions when application not successful*
Responsible and effective government	25
Law enforcement and security	6
Individual rights, judicial processes and natural justice	16
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Security provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**More than one interest consideration may apply in relation to an access application and, if so, each such consideration is to be recorded (but only once per application).*

Table C6 Timeliness of GIPA decisions

Time period	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	18
Decided after 35 days (by agreements with applicant)	0
Not decided within time (deemed refusal)	0
Total	18

NOTES:

One application received at the end of FY2018/19 but will be responded to in 2019/20 and is excluded from the above table.

Two applications received at the end of FY2017/18 but were responded to in FY2018/19 and are included in the above table

Table C7 GIPA applications reviewed under Part 5 of the Act

Type of review	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	1	0	1
Internal review following recommendation under section 93 of Act	0	0	0
Review by the NSW Civil and Administrative Tribunal	0	0	0
Total	1	0	1

**The Information Commissioner does not have the authority to vary decisions but can make recommendations to the original decision maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.*

Table C8 GIPA applications for review under Part 5 of the Act

Type of application	Number of applications for review
Applications by access applicants	1
Applications by person to whom information the subject of access application relates (s. 54 of the Act)	0

Public interest disclosures

There were no public interest disclosures during the 2018-19 reporting year.

Privacy and personal information

The Annual Reports (Departments) Regulation 2015 requires a statement of action taken by the OCG in complying with the requirements of the *Privacy and Personal Information Protection Act 1998* and details of any reviews conducted by or on behalf of the OCG under Part 5 of the Act.

The OCG has in place a Privacy Management Plan. During the reporting period the OCG has also worked closely with the Information Privacy Commission to develop a Privacy Impact Assessment ahead of implementation of the Residential Care Workers Register.

Internal reviews

There were no internal reviews conducted under the *Government Information (Public Access) Act 2009*, undertaken in 2018-19.

Consumer response

The OCG accepts complaints, comments and suggestions about any of our services. We are committed to quality customer services by providing courteous and prompt assistance in accordance with our Code of Conduct.

Our complaint handling process is provided on our website.

Complaints raised with the Ombudsman about the OCG are reported in their Annual Report. The NSW Ombudsman advised the OCG that in 2018-19, the NSW Ombudsman received 18 related complaints and enquiries. This represents a 68% decrease in complaints since last year, and an 80% decrease since 2015.

Table C9 Complaints received by NSW Ombudsman, 2015–19

Year	Number of enquiries/complaints
2015–16	91
2016–17	94
2017–18	56
2018–19	18

The OCG works with the Ombudsman to respond to enquiries and complaints. Most complaints continue to relate to the time taken to process WWCC applications that require a risk assessment.

Cyber Security Annual Attestation Statement for the 2018-2019 Financial Year for the OCG

I, Janet Schorer, am of the opinion that the Office of the Children's Guardian has managed cyber security risks in a manner consistent with the Mandatory Requirements set out in the NSW Government Cyber Security Policy.

Risks to the information and systems of the Office of the Children's Guardian have been assessed and are managed.

Governance is in place to manage the cyber-security maturity and initiatives of the Office of the Children's Guardian.

There exists a current cyber incident response plan for the Office of the Children's Guardian which has been tested during the reporting period.

An independent review/audit/certification of the Agency's ISMS or effectiveness of controls or reporting against the mandatory requirements of the NSW Cyber Security Policy was undertaken by Deloitte on behalf of GovConnect NSW clients and found to be adequate or being properly addressed in a timely manner.



Janet Schorer
Children's Guardian

Annual report preparation

This annual report was prepared in accordance with Premier's Memorandum M2013-09 Production costs of annual reports. There were no production costs for copywriting, design or printing outside existing allocation.

Compliance with annual reporting requirements

Under the *Annual Reports (Departments) Act 1985*, the Annual Reports (Departments) Regulation 2015 and various Treasury circulars, the OCG is required to include certain information in its annual report. This Annual Report includes all required information.

Table C.20 Compliance with annual reporting requirements (Index)

Compliance requirement	Comment or page reference
Access	Back cover
<i>Additional matters</i>	
- PPIPA	Appendix C
- No significant after-balance date events	Appendix B
- Annual report production costs	Appendix C
- Website	back cover
<i>After balance date events</i>	Not applicable
<i>Agreements with Multicultural NSW</i>	No agreements
<i>Aims and objectives</i>	Page 4
<i>Application for extension of time</i>	Not applicable
<i>Audit opinion</i>	Appendix B
<i>Availability of this annual report</i>	www.kidsguardian.nsw.gov.au
<i>Charter</i>	Section 1: About the OCG
<i>Consultants</i>	Appendix B
<i>Consumer response – complaints and improvements</i>	Appendix C
<i>Contact details and website address</i>	Back cover
<i>Digital information security policy attestation</i>	Appendix C
<i>Disability inclusion action plans</i>	Small agency exemption
<i>Disclosure of controlled entities</i>	No controlled entities
<i>Disclosure of subsidiaries</i>	No subsidiaries
<i>Economic or other factors</i>	Not applicable
<i>Equal employment opportunity</i>	Small agency exemption
<i>External costs incurred in the production of this annual report</i>	Appendix C
<i>Exemptions</i>	Appendix A and this table
<i>Financial statements</i>	Appendix B
<i>Funds granted to non-government community organisations</i>	No funds granted
<i>Government Information (Public Access) Act 2009</i>	Appendix C
<i>Human resources</i>	Appendix A
<i>Identification of audited financial statements</i>	Appendix B
<i>Inclusion of unaudited financial statements</i>	No unaudited financial statements
<i>Industrial relations policies</i>	Appendix A
<i>Internal audit and risk management attestation</i>	Appendix C
<i>Land disposal</i>	No land disposal
<i>Legal change</i>	Section 2: Legal Protection
<i>Letter of submission</i>	Page 3
<i>Management and activities</i>	Section 1: About the OCG
<i>Management and structure</i>	Appendix A
<i>Multicultural policies and services program (formerly EAPS)</i>	Small agency exemption
<i>Numbers and remuneration of senior executives</i>	Appendix A
<i>Payment of accounts</i>	Appendix B
<i>Price determination</i>	Not applicable
<i>Privacy and personal information</i>	Appendix C
<i>Promotion – overseas visits</i>	Appendix A
<i>Public interest disclosures</i>	Appendix C

Compliance requirement	Comment or page reference
<i>Requirements arising from employment arrangements</i>	Appendix A
<i>Research and development</i>	Appendix B
<i>Risk management and insurance activities</i>	Appendix C
<i>Summary review of operations</i>	Section 1: About the OCG
<i>Time for payment of accounts</i>	Appendix B
<i>Work health and safety</i>	Small agency exemption
<i>Workforce diversity</i>	Small agency exemption
<i>Workforce profile</i>	Appendix A

Glossary

Acronyms used in the Annual Report

ACWA	Association of Children's Welfare Agencies
ADHC	NSW Department of Ageing, Disability and Home Care
CSOCAS	Child Sex Offender Counsellor Accreditation Scheme
FACS	Department of Family and Community Services (has become Department of Communities and Justice)
GIPA	Government Information Public Access
NCAT	NSW Civil and Administrative Tribunal
NDIS	National Disability Insurance Scheme
NDIS WC	National Disability Insurance Scheme Worker Check
OCG	Office of the Children's Guardian
OOHC	out-of-home care
RAC	Risk and Audit Committee
VOOHC	voluntary out-of-home care
WWCC	Working With Children Check

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