



# Community Justice Group Program Guidelines

## Court Innovation Program

Date 1 July 2023

*We respectfully acknowledge the First Nations people in the State of Queensland, we acknowledge the cultural and spiritual connection that Aboriginal and Torres Strait Islander peoples have with the land and sea.*

*We respectfully acknowledge Aboriginal people and Torres Strait Islander people as two unique and diverse peoples with their own rich and distinct cultures.*

*We pay our respects to Elders past and present as well as the existing and emerging leaders who walk together in partnership on this journey.*



# 1.0 Document information

## 1.1 Version History

Version	Notes	Changed by and date
V01	V01 Created Community Justice Group Program, Courts Innovation Program, 18/03/2020	Project Manager, Indigenous Justice Program, 18/03/2020
V02	V02 updated for triennial funding period 2020/23	Executive Manager, Indigenous Justice Program 01/07/2020
V02.1	V02.1 template amended to include CJG branding	Executive Manager, Indigenous Justice Program 07/09/2020
V03	V03 updated to: <ul style="list-style-type: none"> <li>include definition of Indigenous Justice Program at 9.0 Performance measures and reporting</li> <li>updated 9.2 deliverables, measures and performance indicators for the CJG program for Restorative Justice Program (Thaa Pant Services)</li> </ul>	Project Manager, Indigenous Justice Program, 16/06/2021
V04	V04 updated for triennial funding period 2023/26	Senior Project Officer, Indigenous Justice Program, 09/2022

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## 2.0 Introduction

Community Justice Groups (CJGs) were first introduced in Queensland in 1993 under a pilot program designed to address key recommendations following the Royal Commission into Aboriginal Deaths in Custody. The pilot program was later expanded to a state-wide program underpinned by the goal of reducing the overrepresentation of Aboriginal and/or Torres Strait Islander people in the criminal justice system. In some communities, CJGs also play an advisory role in Alcohol Management (AM).

Alcohol Management Plans (AMPs) operate in remote and discrete Aboriginal and Torres Strait Islander communities across 15 Local Government Areas in Queensland. AMPs place limits on the possession and consumption of alcohol with harm minimisation goals. AMPs are a formal framework, regulated by law including breach and offence provisions.

Following a review of AMPs in mid-2019, a new approach to alcohol management will be implemented by these communities with support from the Qld Government. The refreshed approach will move to reframe safety and wellbeing partnerships with communities towards local, co-designed approaches. The refreshed approach continues to include alcohol restrictions but will be managed locally and include strategies tailored to the unique characteristics and aspirations of each community. Discussions and modelling approaches may be still ongoing at local levels.

The CJG grant program provides support to Aboriginal and Torres Strait Islander people in contact with the justice system.

Department of Justice and Attorney General (DJAG) recognises the role CJGs play in service delivery across key impact points in the criminal justice system including prevention, education and awareness; early intervention; the court process; in custody; under supervision; and transition from custody back into community. Further recognition is attributed to the CJGs role in contributing to positive criminal justice outcomes for their communities.

### 2.1 Purpose of the CJG Program Guidelines

The purpose of the program guidelines is to describe the intent of funding and associated service delivery requirements. The guidelines allow for flexibility, responsiveness and innovation in service delivery, enabling the right services to be delivered at the right time.

These program guidelines will come into effect from 1 July 2023 and should be read in conjunction with service agreements

## 3.0 Funding intent

The program provides grant funding for CJGs to provide court support to Aboriginal and Torres Strait Islander defendants and victims and to develop strategies within their communities to deal with justice-related issues. The discrete communities are funded to deliver service models to respond to domestic and family violence in their communities. A further 11 CJGs located in the outer Islands of the Torres Strait receive a small amount of funding to assist in convening the circuiting Magistrates Court. The Murri Court program is delivered by 15 CJGs.

The grant includes funding to employ staff to assist the CJG members to deliver the service agreed in service agreement with DJAG. The funding also allows flexibility in remunerating volunteers, Elders and Respected Persons for their attendance at court, written reports/submissions for court and facilitation of cultural programs.

Statutory Community Justice Groups have additional responsibilities, such as providing advice regarding alcohol management and assisting applicants with dry place declaration applications.



### 3.1 Funded activities in the justice system

CJGs play critical roles in the justice system and deliver services at the following key impact points across the criminal justice system:

- **Prevention, Awareness and Education:** Activities that aim to prevent Aboriginal and/or Torres Strait Islander people from coming into contact with the justice system such as men's and women's groups, education programs in schools, healing programs, sporting activities and Blue Card applications.
- **Early intervention:** Activities that aim to address matters before escalation to the criminal justice system is necessary, including mediation and peacemaking activities, home visits from Elders or CJG members, yarning circles, on-country healing programs and youth programs;
- **The court process:** Activities that support Magistrates' Courts, Murri Courts and Specialist DFV Courts, including preparing cultural reports, assisting defendants, victims and their families, Youth Justice case conferencing and contributing to the cultural capability of the court process;
- **In custody and while under supervision:** Activities that support Aboriginal and/or Torres Strait Islander people during periods of incarceration or while at the watch house, including prison visits from Elders or CJG members, preparing parole support letters and on-call watch house cell visits; and
- **Transition to community:** Activities designed to assist Aboriginal and/or Torres Strait Islander people to successfully transition from custody back into the community, such as prisoner reintegration programs, referrals for support services, yarning circles or transport from custody.

CJG service delivery differs depending on the needs of the specific community and identified gaps in the local service system. Under this CJG program, CJGs are not funded to deliver services at every key impact point, however all CJGs are funded to work in the court process.

## 4.0 Program outcomes

The funded activities under the CJG Program contribute to achieving short, medium and long term outcomes:

#### Short Term:

- Court decisions are culturally informed;
- Stakeholders work with community members in culturally responsive ways;
- Issues of law and order are addressed in a way the community understands and links law and lore;
- People receive culturally appropriate services to address underlying needs; and
- People in contact with the justice system know what is happening and know what to do.

#### Medium Term:

- Cultural safety, rights and interests of Aboriginal and/or Torres Strait Islander people are supported in the justice system;
- People in contact with the justice system have confidence in the system;
- People address underlying needs that contribute to or are related to offending; and
- Communities have a say in how victims, offenders and their families are supported in their interactions with the justice system.

#### Long Term:

- Aboriginal and/or Torres Strait Islander overrepresentation in and contact with the criminal justice system is reduced.



## 5.0 Program Evaluation

An evaluation of the CJG Program commenced in 2021 led by Dr Michael Limerick and Dr Heron Loban from Myuma Pty Ltd and will run until December 2023. The Evaluation was designed in line with *A protocol for ethical evaluation practice in Aboriginal and Torres Strait Islander settings* and in consultation with the Magistrates Court Services Cultural Advisory Group and the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships. The three-year timeframe will allow the evaluation team to focus on not only how the CJG program is being implemented but also the longer-term impacts and outcomes being achieved. It will also provide the best opportunity to involve all CJGs in the evaluation. The evaluation of the CJG program will be what we call a 'local evaluation'. What we mean by this is that the evaluation will focus on each CJG individually, so that we can hear every CJG's story.

The local evaluations will be a chance to measure the impacts of the CJG's work at the local level and demonstrate CJGs' contributions to their communities, so that their contribution is better understood by the Aboriginal and Torres Strait Islander community, by government and by other stakeholders. Myuma and DJAG will negotiate the timing of the local evaluation with each CJG, to fit in with the CJG's workload and priorities, so that this local evaluation process is not onerous.

The evaluation will take place over three phases:

- Phase 1 October 2021: Implementation Report
  - The evaluation will focus on the extent to which the CJG program is operating as intended and whether the foundations are in place for the delivery of quality services.
- Phase 2 October 2022: Report on the quality of outputs
  - The evaluation will examine the extent to which and in what ways communities are addressing justice-related issues.
- Phase 3 December 2023: Outcomes and Impact Evaluation

The evaluation will examine the longer-term outcomes of the program and look at the extent to which communities are safe, whether contacts with the criminal justice system have been reduced including what works best, who the CJG program is working for and how the program can achieve good outcomes for others.

The intention of the CJG evaluation is that it will be helpful to CJGs, by assisting CJGs to measure the outcomes of their work and review and improve how they deliver their activities. This will involve putting in some time to work with Myuma in co-designing and then doing the local evaluation, but these type of monitoring and evaluation activities are an important part of the work of **every** community organisation.

## 6.0 Service Delivery Overview

It is acknowledged that each community has different needs and issues in relation to reducing crime and engagement with the criminal justice system. Therefore, each CJG may engage in local variations of the program in order to deliver the following key tasks in a way that meets the needs of individuals, families and their community.

Strategies should be developed and regularly used to determine effectiveness and appropriateness of service delivery models. It is recommended CJGs regularly take opportunities to visit other CJGs for exposure to other service models and engagement practices.

The key tasks under the CJG program include:

- preparation and presentation of bail submissions to the court;
- preparation and presentation of sentencing submissions to the court;
- attend court sittings when Aboriginal and Torres Strait Islander offenders and victims are attending;
- support victims and offenders through court processes;



- pro-actively refer victims and offenders to support and legal services; and
- attend meetings and community events to provide advice on cultural issues and communicate community views on justice related issues.

Each CJG will work cooperatively with a range of stakeholders to ensure the program outcomes are met. The stakeholders include but not limited to; court staff, judiciary, Queensland Corrective Services, Queensland Police Service, Youth Justice Services, Aboriginal and Torres Strait Islander Legal Service, Legal Aid Queensland and support and treatment services and community groups.

Statutory groups formed under the *Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984* have additional responsibilities, such as providing advice regarding alcohol management and assisting applicants with dry place declaration applications.

## 7.0 Service Delivery in General

### 7.1 General information for organisations funded under the CJG program

Organisations and CJGs funded under the CJG program must comply with the relevant statements under the headings of **Requirements** - as specified in the program guidelines and in the Service Agreement. Organisations should also have regard to the relevant best practice statements and guidance provided under the headings of **Considerations**.

This means in delivering the services described in these guidelines, organisations and CJGs must adhere to the relevant “requirement” statements. The considerations are statements or matters to that should be given thought to in service delivery.

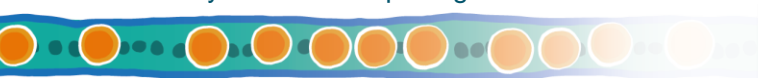
### 7.2 Organisations sponsoring CJGs

#### 7.2.1 Requirements

- Organisations sponsoring CJGs must have a Memorandum of Understanding (MOU) endorsed by both parties, with each CJG you are sponsoring, including:
  - a governance structure which outlines the relationship between the sponsoring agency and the CJG; and
  - a vision statement, purpose, values and objectives for your CJG, including how you intend to support, maintain and grow the membership of the CJG.
- Communication strategy must be in place to allow meaningful participation between sponsoring organisation and the CJG in recruitment, service planning, and design and budget allocation.
- Organisations are responsible for the recruitment of appropriately qualified staff, provision of appropriate induction, training and professional supervision of these staff.
- Staff employed under the CJG program must undergo a criminal history check prior to commencement to assist organisations make decisions regarding the suitability of the person for employment given the duties of the position.
- Organisations are to advise DJAG as soon as possible of any vacancies of staff funded under the CJG program.
- Organisations are to advise DJAG as soon as possible of the results of any recruitment processes.
- Ensure that your organisation where necessary is compliant with the blue card system requirements and any obligations under the Working with Children (Risk Management and Screening) Act 2000 that may apply to the organisation’s operations and delivery of services. .
- Upon request, provide DJAG with details of Award, Level and Paypoint that relates to any employee funded under the CJG program.

#### 7.2.2 Considerations

- DJAG staff are available to support recruitment processes.





## 7.3 Incorporated CJGs

### 7.3.1 Requirements

- Incorporated CJGs must undertake an annual Health Check to check your corporation's compliance with the rule books/constitutions and the law. If your Incorporated CJG is non-compliant you will notify DJAG of the noncompliance and provide details of the steps you will take to make your incorporated CJG compliant with the rules, constitution and the law.
- Incorporated CJGs are responsible for the recruitment of appropriately qualified staff, provision of appropriate induction, training and professional supervision of these staff.
- Staff employed under the CJG program must undergo a criminal history check prior to commencement to assist organisations make decisions regarding the suitability of the person for employment given the duties of the position.
- Incorporated CJGs are to advise DJAG within 7 days of any vacancies of staff funded under the CJG program
- Incorporated CJGs are to advise DJAG within 7 of the results of any finalised recruitment processes
- Ensure your organisation where necessary is compliant with the blue card system requirements and any obligations under the Working with Children (Risk Management and Screening) Act 2000 that may apply to the organisation's operations and delivery of services.
- Upon request, provide DJAG with details of Award, Level and Paypoint that relates to any employee funded under the CJG program.
- Mechanisms must be in place to allow meaningful participation within the CJG in recruitment, service planning, and design and budget allocation. The details of the mechanisms are to be made available to DJAG on request.

### 7.3.2 Considerations

- DJAG staff are available to support recruitment processes.

## 7.4 Legislation

### 7.4.1 Requirements

- Work within the following Queensland Government legislation, or as amended, when performing duties:
  - *Penalties and Sentences Act 1992;*
  - *Bail Act 1980;*
  - *Youth Justice Act 1992;*
  - *Domestic and Family Violence Act 2012; and*
  - *Human Rights Act 2019*
- Statutory Community Justice Groups are required to operate within the above legislation and:
  - *Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984; and*
  - *Aboriginal Communities (Justice, Land and Other Matters) Regulation 2008*

## 7.5 Access to services under the CJG program

### 7.5.1 Requirements

- Access to services delivered under the CJG program should not be affected by any conflicts of interest.
- Rather than excluding clients due to conflicts of interest, alternative pathways or services must be provided.

## 7.6 Absence at court sittings

### 7.6.1 Considerations

- Relevant stakeholders including but not limited to, clients, court staff and legal representatives should be advised as soon as possible if staff or CJG members are unable to attend court sittings.



## 7.7 Stakeholder Meetings

### 7.7.1 Requirements

- Staff funded under the CJG program and or CJG members must attend local stakeholder group meetings. These meetings will enable CJGs to give input into court and community programs or activities that CJGs are funded to support or deliver, and will also enable CJGs to share knowledge, improve referral pathways and create further networks.
- These meetings may include: Local Thriving Community Meetings, Court/Program Stakeholder Meetings, Interagency Meetings (led by Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships),

## 7.8 Training provided by DJAG

### 7.8.1 Requirements

- Staff funded under the CJG program and CJG members must attend all of the training listed here at 7.7.1 and Operations of Court provided by DJAG and any other training as directed and provided by DJAG.
- Staff funded under the CJG program and CJG members who deliver Murri Court services must attend training on Operations of Court and Murri Court training provided by DJAG.
- Staff funded under the CJG program and CJG members who deliver services through the DFV specialist court or DFV enhancement must attend training provided DJAG in relation to DFV.
- Attendance by two participants at an annual CJG Forum as requested and facilitated by DJAG (travel costs MUST be included in your annual program budget). Forums will be held in Cairns and Brisbane and participants will be invited to attend the forum nearest to their location.

## 7.9 Client support funding

Client support funding is used to make purchases on behalf of offenders and victims. The funding aims to assist people in immediate need to engage with the court process and/or access treatment and support services that will help them address the underlying contributors to their offending behavior and/or contributes and supports their independence.

Examples include, but are not limited to:

- pre-loaded go cards or other forms of public transport tickets
- food vouchers, hygiene packs and mobile phones
- ID requirements including:
  - an adult proof of age card;
  - a driver's licence; or
  - a learner driver's licence

Examples of client support being used to purchase a service include but are not limited to:

- physical/mental health assessments;
- therapeutic/rehabilitation programs; and
- training courses

### 7.9.1 Requirements

- Organisations administering client support funding must maintain a register of expenditure including dates, items purchased and client name.
- A copy of register of expenditure to be submitted to DJAG at the end of each financial year.
- Organisations administering client support must consider:
  - the costs involved in providing assistance is an appropriate expenditure of limited public funds; and
  - that sufficient funds are available
- Organisations must not:
  - provide cash as client support funding
  - purchase alcohol or cigarettes as client support funding; and
  - cover legal costs including fine repayments, legal fees, or costs associated with any legal purpose

## 7.9.2 Considerations

- In assessing client eligibility for client support funding, consideration should be given to:
  - client's having and immediate need that cannot be readily met elsewhere;
    - immediate need includes instances where the need:
      - has arisen unexpectedly,
      - will impact on client's ability to attend court and participate in programs
      - will affect the clients fundamental safety and wellbeing.

## 7.10 Court attendance and submission details

### 7.10.1 Requirements

Submit a Court Attendance and Submission detail form to the Registry Officer, at the end of each court sitting for all service delivery activities listed under 8.0 below.

# 8.0 Service Delivery Activities

## 8.1 Magistrates Court support (Key Program Impact Point – The Court Process)

Deliver or refer to culturally appropriate support services to improve quality of life and to increase cultural understanding in the courts and the wider criminal justice system.

Deliver following key tasks:

- preparation and presentation of bail submissions to the Magistrates Court;
- preparation and presentation of sentencing submissions to the Magistrates Court;
- attend Magistrates Court sittings when Aboriginal and Torres Strait Islander offenders and victims are attending;
- support victims and offenders through court processes;
- pro-actively refer victims and offenders to support and legal services; and
- facilitate a supported referral process for victims and/or defendants, where needed, to the most appropriate service e.g. drug or alcohol, education, health.
- attend and actively participate in interagency working group meetings and community events to provide advice on cultural issues and communicate community views on justice related issues.
- provision of client support funding to clients in line with CJG Program Guidelines; and
- remunerate Elders and volunteers for court attendance, submissions, transport and catering.

### 8.1.1 Requirements

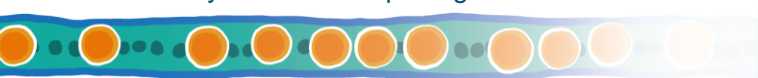
- Staff and/or CJG members must actively participate in interagency meetings (particularly those that are chaired and organised by DJAG) or working groups, and local stakeholder group meetings.

## 8.2 Murri Court (Key Program Impact Point – The Court Process)

Provide a culturally appropriate court process for Aboriginal and Torres Strait Islander people. Defendants are required to take responsibility for their offending but they are also provided with support from Elders and support services to address the underlying causes of offending and encourage behavioural change.

Deliver the following key tasks:

- preparation and presentation of Murri Court Entry Reports for each defendant;
- preparation and presentation of Murri Court Sentence Reports for each defendant;
- attend, support and coordinate Murri Court sittings;
- support victims and offenders through court processes;
- pro-actively refer victims and defendants to support and legal services;
- convene and provide secretariat support to quarterly Murri Court stakeholder meetings;
- provision of client support funding to clients in line with CJG Program Guidelines; and
- remunerate Elders and volunteers for court attendance, submissions, transport and catering.



### 8.2.1 Requirements

- Staff and CJG members must adhere to:
  - Murri Court Procedure Manual  
[https://www.courts.qld.gov.au/\\_data/assets/pdf\\_file/0009/493893/cip-mc-procedures-manual.pdf](https://www.courts.qld.gov.au/_data/assets/pdf_file/0009/493893/cip-mc-procedures-manual.pdf)
  - Murri Court Elders role manual  
[https://www.courts.qld.gov.au/\\_data/assets/pdf\\_file/0007/516445/cip-mc-murri-court-elders-and-respected-persons-manual.pdf](https://www.courts.qld.gov.au/_data/assets/pdf_file/0007/516445/cip-mc-murri-court-elders-and-respected-persons-manual.pdf)
  - Court Practice Directions, including but not limited to the following, or as advised by Us:
    - *Murri Court Practice Direction No.2 of 2016.*

### 8.2.2 Considerations

- The Murri Court model is designed to accommodate local variances. Local Arrangement Agreements are a helpful document to map out the specifics of local models for key stakeholders. The agreement must have consensus of at least the following participants: the magistrate, CJG, Elders and Respected Persons. DJAG can provide a Local Arrangement Agreement template upon request.

## 8.3 Remote Justice of the Peace (Key Program Impact Point – The Court Process)

Constitute a Magistrates Court in the absence of a magistrate to hear and determine charges for simple or regulatory offences, or indictable offences that can be dealt with summarily, where a defendant enters a guilty plea including but not limited to:

- summary offences (including all minor liquor offences, public nuisance, contravening direction of police officer);
- hear bail applications and adjournment requests; and
- determination of domestic and family violence temporary protection orders.

### 8.3.1 Requirements

- Must undertake all training requirements to attain status level of Justice of the Peace (Magistrates Court)
- Must reside in a designated discrete community to constitute a Magistrates Court
- Must be local and/or endorsed by that community to constitute matters within that community

### 8.3.2 Considerations

- Establishment of Elders Panels to provide cultural community strength to the court
- Local agreements with community based stakeholders/organisations to engage with the court as referral networks

## 8.4 Domestic and Family Violence (DFV) Specialist Court (Key Program Impact point – The Court Process)

Work as part of the broader service system that includes police, courts, government and non-government organisations, to deliver timely and client focused responses to people affected by DFV.

Deliver the following key tasks:

- support aggrieved and respondent parties involved in DFV court matters including but not limited to:
  - court support including explanation of court processes, documents and orders;
  - provide referrals to support aggrieved and respondent parties to make positive changes and monitor their progress
- facilitate a supported referral process for victims and/or defendants, where needed, to the most appropriate service e.g. drug or alcohol, education, health

- attend local authority groups including but not limited to:
  - panels
  - working groups
  - stakeholder groups to support the operation of the DFV court or existing committees
- attend the regular scheduled meetings of the DFV Operational Working Group (OWG) relevant to the court location
- provision of client support funding to clients in line with CJG program guidelines;
- remunerate Elders and volunteers for court attendance, submissions, transport and catering.

#### *Safety matters:*

In line with the principles of the *Domestic and Family Violence Protection Act 2012*, the safety, protection and wellbeing of people who fear or experience domestic violence, including children, must be paramount. People who commit domestic and family violence should be held accountable for the use of violence and, if possible, provided with an opportunity to change.

### **8.4.1 Requirements**

- Staff must prioritise safety of clients who are experiencing domestic and family violence over all other activities in the service
- Staff and CJG members must work with government and non-government partners to establish suitable client information sharing and referral arrangements to support a coordinated system response

### **8.4.2 Considerations**

- The safety needs of staff and volunteers and people who experience domestic and family violence are paramount.
- Staff and volunteers should not be the first to respond to DFV incidents.

## **8.5 Domestic and Family Violence Enhancement**

(Key Program Impact Point – The Court Process)

In addition to the activities listed under item [8.4 Domestic and Family Violence \(DFV\) Specialist Court](#), the CJG (DFV) enhancement program aims to build the capacity of CJGs in 19 discrete Aboriginal and Torres Strait Islander communities, to respond to DFV in the communities.

This can be achieved through wrap-around initiatives such as:

- delivering prevention and early intervention initiatives such as school education programs, peacekeeping, establishing or developing the capacity of Local Authority Groups (including panels and existing cultural structures) to respond to DFV, crime and violence; and/or
- participating in educational and awareness activities with the community; and/or
- participating in DFV promotional activities and events; and/or
- delivering court support; and/or
- referring to appropriate services; and/or
- delivering support programs such as men's and women's groups, yarning circles, etc; and
- providing specialist support programs through the use of client support funding.

Each community's service model has been co-designed by the CJG in each location, Elders, community stakeholders and representatives of the Courts Innovation Program within DJAG.

CJGs delivering the DFV enhancement service will work as part of the broader service system that includes police, courts, government and non-government organisations, to deliver timely and client focused responses to people affected by DFV. Each CJG will remunerate Elders and volunteers for court attendance, submissions, transport and catering.



### 8.5.1 Requirements

- Staff must prioritise safety of clients who are experiencing domestic and family violence over all other activities in the service
- Staff and CJG members must work with government and non-government partners to establish suitable client information sharing and referral arrangements to support a coordinated system response. This may include engaging with the DFV High Risk Team Officer/s supporting the DFV High Risk Team Model to assist with providing wrap around support or referral to victims returning to communities.

### 8.5.2 Considerations

- The safety needs of staff and volunteers and people who experience domestic and family violence are paramount.
- Staff and volunteers should not be the first to respond to DFV incidents.

## 8.6 Youth Court (Key Program Impact Point – The Court Process)

The Youth Court is targeted at high risk, repeat juvenile offenders through intensive monitoring and support by the court and Youth Justice. The Youth Court has a dedicated magistrate who manages young defendants (aged between 10 and 17 years) who are identified as repeat offenders. These young people often have multiple factors which contribute to a high risk of future offending. Penalties can include detention, probation, case management and case conferencing.

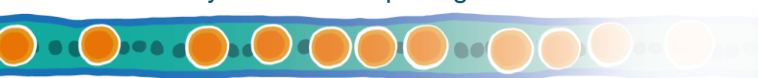
The dedicated magistrate is able to gain an in-depth knowledge of each defendant and monitor their engagement with services to hold defendants accountable for their actions. Youth Justice intensely supervises and monitors participants and their family and prioritises sentencing options that ensures young people are giving back to the community. The Youth Court Cultural Enhancement aims to ensure all Aboriginal and/or Torres Strait Islander people in the Youth Court are supported in a culturally appropriate way.

Engage with young people and discuss their family's connection to culture, cultural obligations and hurdles faced by young people and their families to engage in socially acceptable programs in an attempt to change the young person's offending behaviour.

Work as part of the broader service system that includes Youth Justice, Queensland Police Service Prosecutions, courts, government and non-government organisations, to support young people referred to Youth Court and their families.

Deliver the following key tasks:

- receive referrals from Youth Court and engage with young people and their families to schedule an interview for the completion of a cultural report;
- complete and submit cultural reports;
- arrange transport for CJG Youth Court Elders to attend court or other events;
- assist with referrals for young people and families who are not engaged with Youth Justice;
- complete Youth Court Participant Agreements;
- attend court and provide support to the CJG Youth Court Elders to provide young people and their families support including but not limited to
  - attendance and participation in scheduled interviews for cultural reports;
  - ongoing engagement with relevant programs and service providers;
  - understanding and compliance with the conditions of their bail undertaking or the directions of the staff at Youth Detention Centre;
- provide support to young people subject to bail or in custody and their families;
- conduct house visits to:
  - ensure the family and the young person are supported to comply their bail conditions
  - encourage the young person to engage appropriately with the intervention/rehabilitation/reintegration programs and the nominated service providers as





identified by Youth Justice or the CJG (for those young people not engaged by Youth Justice)

- attend relevant stakeholder meetings and strengthen stakeholder engagement to ensure the referral pathways are available for relevant service providers;
- support transition from custody;
- provision of client support funding to clients in line with CJG program guidelines; and
- remunerate Elders and volunteers for court attendance, submissions, transport and catering.

#### 8.6.1 Requirements

- Maintain a pool of Elders who have been trained in operations of court and Youth Court processes, procedures and policies;
- Provide a safe environment for disclosures to occur and complete a written submission in the form of a Cultural Report for the magistrate.
- Ensure where possible three CJG Youth Court Elders (one male and one female) attend the Youth Court on a weekly basis and another CJG Youth Court Elder to be present at the Cleveland Youth Detention Centre to support those Youth appearing in Court via video conference

## 8.7 Restorative Justice Program (Thaa' Pant Services)

(Key Program Impact Point – Early Intervention)

Deliver mediation services under the model developed by Elders and Thaa' Pant Services or other appropriate dispute resolution models, including but not limited to:

- restorative justice processes to repair damage caused by an incident or harmful behaviour so further harm can be minimised and resolution achieved
- informal problem-solving conversations facilitated by an experienced third party
- provision of client support funding to clients in line with CJG program guidelines; and
- remunerate Elders and volunteers for mediation support, court attendance, submissions, transport and catering

Undertake consensus-based method of resolving disputes using facilitate communication, emotional processing, problem solving, collaborative negotiation, impasse resolution or other communication process to bring parties to a constructive dialogue.

Deliver peacemaking services to aid respectfully resolving disputes and empowering parties to make peace among themselves including conflict coaching, shuttle diplomacy, mediation, conferencing, victim-offender mediation.

Conduct a minimum of two visits per annum to Correctional Centres to:

- promote awareness of mediation services
- identify opportunities to engage prisoners in mediation where appropriate

Work cooperatively with stakeholders and attend and actively participate in interagency meetings, Release Monitoring meetings and other relevant stakeholder meetings.

Attend Aurukun Magistrates Court call overs to:

- provide verbal or written advice on outcomes of all court-referred mediation matters
- provide advice in relation to matters being considered by the Court for referral.

#### 8.7.1 Requirements

- Maintain a pool of co-mediators (peacemakers) employed on a casual basis to assist with delivery of the mediation and peacemaking service

#### 8.7.2 Considerations

- Ensure staff are upskilled in formal mediation training as required.





## 8.8 Alcohol Reform (Key Program Impact Point – Early Intervention)

Community Justice Groups (CJGs) may be involved in alcohol reform feedback in remote and discrete communities by:

- Participating in local forums to provide feedback concerning reforms
- Providing input regarding co-designed local approaches
- Assisting individuals with 'Dry Place' declarations relating to residential premises

### 8.8.1 Requirements

- Provide feedback as requested relating to alcohol reform and local harm minimisation.

### 8.8.2 Considerations

- Ensure CJG representative availability to participate in local forums and processes that provide input concerning alcohol reform and harm minimisation.

## 8.9 Location Specific Activities

CJGs also use program funding to deliver a range of activities or services that fall within the five key program impact points identified across the criminal justice system which are specific to the needs of the individual community. Currently under development is a document - *Community Justice Group – Location Specific Activities* - which will outline the collection of activities or services delivered by CJGs specific to each community.

## 9.0 Performance measures and reporting

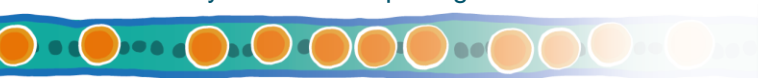
The Service Agreement will identify relevant measures, the range of measures to be collected and reported and quantum to be delivered. The Service Particulars and Deliverables in the Service Agreement will identify additional location specific activities and reporting requirements that may not be captured in the CJG Program Guidelines. Funding Schedules refer to Indigenous Justice Program which means the Indigenous Justice Program under Courts Innovation Program. Where Deliverables and Reporting Requirements under Funding Schedules are required to be submitted to the Indigenous Justice Program, it means they must be submitted to staff from Indigenous Justice Programs, Department of Justice and Attorney General.

Determining the measures and targets for deliverables:

- Within the *Court Process* impact point – measures for this deliverable are set by DJAG and the targets are negotiated with the CJG
- In addition to the standard program performance measures, local meaningful measures relevant to local community specific activities are developed in consultation with the CJG,

### 9.1 Requirements

- Organisations and Community Justice Groups funded under the CJG program must submit information and collect and submit data requested by DJAG using templates and/or systems identified by DJAG.



## 9.2 Deliverables, measures and performance indicators for the CJG program

Magistrates Court Support	
Measure	Target
Number of court days attended out of total number of court days	Coordinator and/or CJG representative attendance at 80% of proceedings involving Aboriginal and Torres Strait Islander offenders/victims (percentage to be negotiated between Us and You)
Number of offenders supported through court attendance	*Number of offenders
Number of victims supported through court attendance	*Number of victims
Number of victims referred to support	*Number of victims
Number of court submissions for offenders (written or oral)	Submissions for 80% of court attendances
Indigenous Justice Program conducts an analysis of random samples of court submissions and completes a post court report after viewing court– 6 monthly	100% of submissions are culturally appropriate and take into account person's relationship to community
Number of training opportunities attended this quarter.	*Number of training opportunities attended.
Percentage of offenders and victims referred to support agencies after attending court	90% of offenders/victims
Interagency working group meetings attended	*Number of interagency working group meetings attended
Community events attended	*Number of community events attended
Good news stories	1 per quarter

Murri Court	
Measure	Target
Number of Murri court days attended out of total number of Murri court days held	Coordinator and Elders Attendance at 100% of Murri Court proceedings
Number of Murri Court Participants	*Number of participants
Number of Murri Court Entry Reports	100% of Murri Court matters
Number of Murri Court Sentence Reports	100% of Murri Court matters
Indigenous Justice Program conducts an analysis of random samples of court submissions and completes a post court report after viewing court– 6 monthly	100% of submissions are culturally appropriate and take into account person's relationship to community
Percentage of offenders and victims referred to support agencies after attending court	90% of offenders/victims
Convene Murri Court quarterly stakeholder meetings	Meetings conducted quarterly
Number of training opportunities attended this quarter.	*Number of training opportunities attended
Good news stories	2 per quarter

Remote Justice of the Peace	
Measure	Target
Number of Community Courts held	*Number held

DFV specialist court	
Measure	Target
Number of DFV court days attended by the Men's Coordinator	Men's Coordinator attends 80% of DFV court days
Number of DFV court days attended by the Women's Coordinator	Women's Coordinator attends 80% of DFV court days



Number of aggrieved parties supported through court process	*Number of aggrieved parties supported through court process
Number of respondent parties supported through court process	*Number of respondent parties supported through court process
Number of aggrieved party referrals	*Number of aggrieved parties referred to external support services and/or programs per quarter
Number of respondent party referrals	*Number of respondent parties referred to external support services and/or programs per quarter
Number of DFV specific professional development/training opportunities attended by DFV Coordinators	*Number of DFV specific training opportunities attended * Number of other training opportunities attended:
Attendance by the CJG DFV Delegate at local authority groups (including panels, working groups, stakeholder groups to support the operation of the DFV court or existing committees) and must attend those meetings that are chaired or organised by DJAG (including the Operational Working Group (OWG) meetings)	DFV Delegate/s attend 80% of local authority groups (including panels, working groups, stakeholder groups to support the operation of the DFV court or existing committees) and <b>must</b> attend OWG meetings.
Good news stories	2 per quarter

DFV enhancement	
Measure	Target
Number of DFV court days attended by the Men's/Women's Coordinator	Men's Coordinator attend 80% of DFV court days
Number of aggrieved parties supported through court process	*Number of aggrieved parties supported through court process
Number of respondent parties supported through court process	*Number of respondent parties supported through court process
Number of aggrieved party referrals	*Number of aggrieved parties referred to external support services and/or programs per quarter
Number of respondent party referrals	*Number of respondent parties referred to external support services and/or programs per quarter
Number of local domestic and family violence awareness initiatives and programs attended	1 attended per quarter
Number of training opportunities (identify both DFV specific professional development/training and other training opportunities) attended by DFV Officer	*Number of DFV specific training opportunities attended * Number of other training opportunities attended
Attendance by the DFV Officer/s at local authority groups (including panels, working groups, stakeholder groups to support the operation of the DFV court or existing committees)	DFV Officer/s and/or Elders attend 80% of local authority groups (including panels, working groups, stakeholder groups to support the operation of the DFV court or existing committees)
Good news stories	2 per quarter

Youth Court	
Measure	Target
Number of Youth Court attended by 3 Elders	3 Elders attend Youth Court
Number of Youth Court attended by Coordinator	* Number of Youth Court attended by Coordinator
Number of cultural reports completed	* Number of cultural reports completed and submitted
Youth Court participation at stakeholder meetings	* Number of stakeholder meetings attended
Number of Young People supported to engage in programs identified by Youth Justice at the end of the quarter	* Number of Young People supported to engage in programs identified by Youth Justice at the end of the quarter
Number of Young People at Youth Detention Centre supported to engage in programs at the end of the quarter.	*Number of Young People at Youth Detention Centre supported to engage in programs at the end of the quarter

Number of professional development/training opportunities attend by Youth Court staff and Elders	*Number of training opportunities attended
Number of Youth Court Elders trained and available to support Youth Court	Number of Youth Court Elders trained and available to support Youth Court
Good news stories	1 per quarter

Aurukun Restorative Justice Program (Thaa Pant Service)	
Measure	Target
Number of co-mediators (peacemakers) employed on a casual basis	*Number of co-mediators (peacemakers) employed on a casual basis
Number of referrals received	*Number of referrals received
Number of mediation processes undertaken	*Number of mediation processes by type (intake, conflict coaching, shuttle diplomacy, medication, family conference)
Interagency or release monitor group meeting attended	*Number of interagency working group meeting attended
Court sittings attended to provide advice about outcome from court-referred mediation or provide advice about matters being considered for court referral	*Number of court sittings attended
Community events attended	*Number of community events attended
Number of training opportunities attended this quarter	*Number of training opportunities attended
Number of visits to correctional centres	Minimum of two visits per annum
Good news stories	2 per quarter

Alcohol Reform	
Measure	Target
Number of times assistance provided with dry place declarations and/or advice provided or meetings attended regarding alcohol management including but not limited to attendance at local alcohol accord meetings or consultations/meetings by the Office of Liquor and Gaming Regulation (OLGR) etc.	*Number of times assistance provided with dry place declarations *Number of times advice provided or meetings attended regarding alcohol management

