

Co-located Officials Program:

An update –
How can they assist the Independent Children’s Lawyer?

Jean Fitzpatrick	Senior Project Officer	Family Law Court Liaison Team, DCJ
Tanya Wilkins	Family Law Court Liaison Officer	Family Law Court Liaison Team, DCJ
Rachael Ward	Director Child Protection	Legal, DCJ
Annette Ryan	Solicitor in Charge	Paramatta Office, Legal Aid NSW

September 16, 2023

1.45-2.30pm Session B

Legal Aid Conference

NSW Department of Communities and Justice (DCJ)

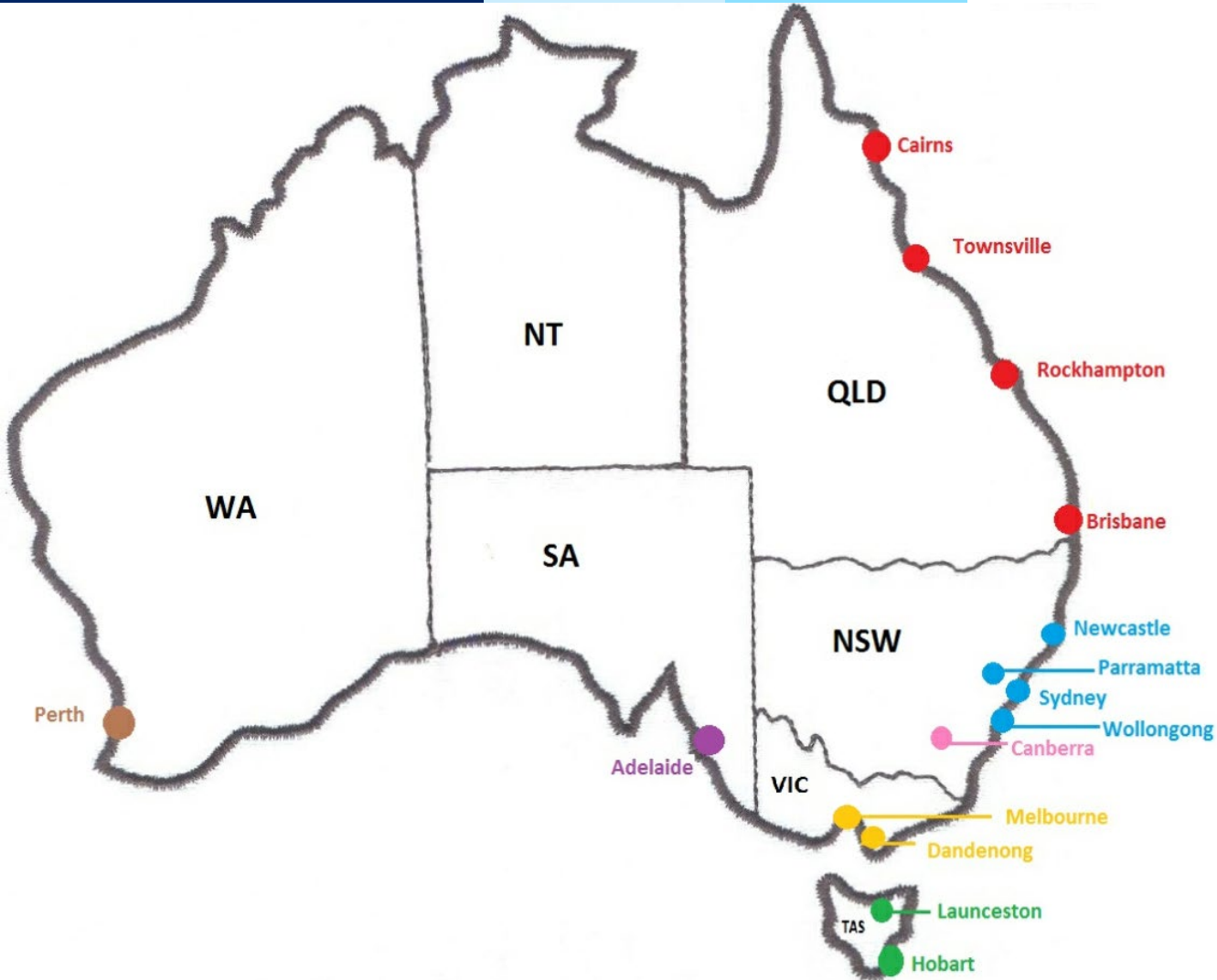
Co-located Officials Program:

An update –

How can they assist the Independent Children's Lawyer?

- **Team Overview**
- **Short Form Orders**
- **S 69ZW**
- **Independent Children's Lawyers Support**
- **Q&A with Presenters / Panel**

Team Overview



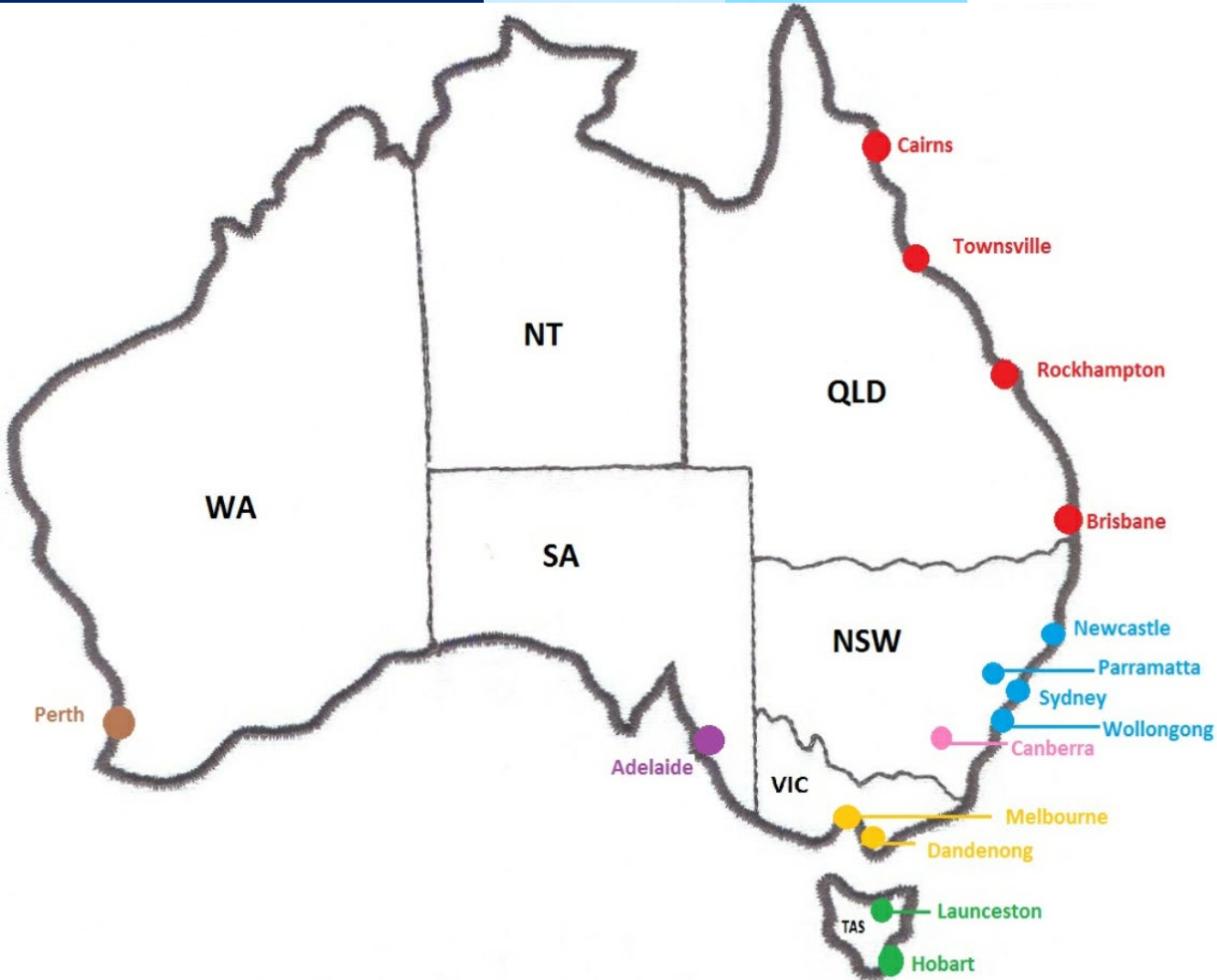
June 2020 – June 2025

Family Law Court Liaison Team

**Child Protection: Co-located Officials aka
Family Law Court Liaison Officers:**

- Newcastle Registry - [Amanda Wimalasiri](#)
- Parramatta Registry - [David Hall](#)
- Sydney Registry – [Tanya Wilkins](#)
- Wollongong Registry – [Jessica Toland](#)
- Senior Project Officer – [Jean Fitzpatrick](#)

Team Overview



What we do:

- **Short Form Orders (nationally)**
 - > Person History Reports S 248
 - > Requests for specific records S 248
- **S 69ZW (NSW Pilot sites)**
- **ICL urgent requests***
- **Process Support to key stakeholders**

What we support colleagues with:

- **Magellans and S 91B**

What we do not do: **Subpoenas** or **Casework**

Short Form Orders

Section 248 of the *Children & Young Persons (Care and Protection) Act 1998*

- DCJ **may** share information with prescribed bodies where it relates to the **safety, welfare and wellbeing** of an **identifiable** child/Young Person or class of children
- Prescribed bodies are listed under the Care Act and Schedule 5 of the Care Regulations
- FCFCoA is a prescribed body under the Regulations
- DCJ can share information with and request information from the FCFCoA

Short Form Orders: Person History Report (PHR)

Request:	Person History Report (PHR)
Issued by:	(Senior) Judicial Registrar, Associate, Judge
Legislation:	s248 Children and Young persons (Care and Protection) Act (NSW).
Subject(s):	One report for each child (under 18yo) subject to proceedings.
Benefits:	Timing (2 hours – if required urgently) 2-4 page system generated document Summarises DCJ materials held – available for s69ZW /s248 Guide attached to explain the records.

Short Form Orders: Person History Report (PHR)



SENSITIVE INFORMATION

PERSON HISTORY REPORT FOR COURT

Section 248 Children and Young Persons (Care and Protection) Act 1998

To: Federal Circuit and Family Court of Australia
Registry: Parramatta
Judge: Deputy Registrar
Proceedings No: PACXXXX/2023

Date of Report: July 12, 2023

Contact name: Family Law Court Liaison Officer

Contact details: FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.



SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details

Name: Child Name
Gender: Female **Record Type:** Child/Young Person
Birthdate: 00/00/0000 **Care Type:** Not in care
Life Status: Alive **Care Type Effective Date:**
Country of Birth: **Open Case:** 12345678
Indigenous Status: Aboriginal **Business Unit:** Local CSC

Issues (Substantiated)

Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor- Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor- Substance Abuse		ISS-4102762

Field Assessments

Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASM-4779919
21/07/2022	Risk Assessment		ASM-4779030
11/07/2022	Safety Assessment	Safe	ASM-4769325

Issues (Not Substantiated)

Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor- Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor- Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.



SENSITIVE INFORMATION

Helpline Assessments

Start Date	Primary Assessed Issue	Final Screening Result	Response Priority	Status	Assessment ID
07/07/2023	PSYCHOLOGICAL HARM: Risk of significant psychological harm	SCREENED OUT - Non-ROSH		Approved	ASM-5137698
07/07/2023	PHYSICAL ABUSE: Dangerous Behaviour involving Child/Young person (not DV)	SCREENED IN - ROSH (duplicate)		Approved	ASM-5138344
06/07/2023	PHYSICAL ABUSE: Dangerous Behaviour involving Child/Young person (DV)	SCREENED IN - ROSH	<72 Hours	Approved	ASM-5137579
30/06/2023	PSYCHOLOGICAL HARM: CYP has symptoms of significant psychological harm	SCREENED IN - ROSH	<72 Hours	Approved	ASM-5131398
05/07/2022	Prenatal report	SCREENED IN - ROSH	<72 Hours	Approved	ASM-4764315
05/07/2022	Prenatal report	SCREENED OUT - Non-ROSH		Approved	ASM-4764347
04/07/2022	Prenatal report	SCREENED IN - ROSH	<72 Hours	Approved	ASM-4762703

Engagement – Case History

Start Date	End Date	Type	Status	Business Unit	Case ID
07/07/2023			Active	Local CSC	12345678
06/07/2022	02/09/2022		Closed	Local CSC	87654321

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

Short Form Orders: Person History Report (PHR)



The image shows a document header for a Person History Report for Court. It includes the NSW Government logo and the Department of Communities & Justice. The document is marked as 'SENSITIVE INFORMATION'. The title is 'PERSON HISTORY REPORT FOR COURT' under 'Section 248 Children and Young Persons (Care and Protection) Act 1998'. The recipient is the Federal Circuit and Family Court of Australia, Parramatta, with a Deputy Registrar as the judge. The proceedings number is PACXXXX/2023. The date of the report is July 12, 2023. Contact details are provided for the Family Law Court Liaison Officer at FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au.

 | Communities & Justice

SENSITIVE INFORMATION

PERSON HISTORY REPORT FOR COURT
Section 248 Children and Young Persons (Care and Protection) Act 1998

To: Federal Circuit and Family Court of Australia
Registry: Parramatta
Judge: Deputy Registrar
Proceedings No: PACXXXX/2023

Date of Report: July 12, 2023
Contact name: Family Law Court Liaison Officer
Contact details: FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au

Page 1. Particulars of the matter – including Date of Report: **date** created

If you wanted to consider a further PHR later in the proceedings.

Short Form Orders: Person History Report (PHR)

SENSITIVE INFORMATION

PERSON HISTORY REPORT FOR COURT

Section 248 *Children and Young Persons (Care and Protection) Act 1998*

To: Federal Circuit and Family Court of Australia
Registry: Parramatta
Judge: Deputy Registrar
Proceedings No: PACXXXX/2023

Date of Report: July 12, 2023
Contact name: Family Law Court Liaison Officer
Contact details: FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au

This report is provided to the Court under s. 248 of the *Children and Young Persons (Care and Protection) Act 1998* and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

This report is provided to the Court under s. 248 of the *Children and Young Persons (Care and Protection) Act 1998* and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

“This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the **named child/ children**. The parameters of the report are set out in the **‘Guide to Interpreting the Person History Report’**.”

Person History Report (PHR)

The purpose of this document is to provide an overview of definitions and processes related to the Person History Report provided by NSW Department of Communities and Justice (DCJ) from records held within ChildStory.

DCJ may only disclose information where the law permits the disclosure.¹ The Memorandum of Understanding between Family Courts and DCJ accepts that the welfare and protection of children and young people at risk is better secured by a free flow of relevant information between them, where permitted by law. Similarly, courts are in a better position to make appropriate orders if they are fully aware of proceedings in other jurisdictions²

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“This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the **named child/ children**. The parameters of the report are set out in the **‘Guide to Interpreting the Person History Report’**.”

¹ Section 245D of the Children and Young Persons (Care and Protection) Act 1998 (“the Care Act”) holds that a prescribed body may request another prescribed body to provide the requesting agency with any information held by the other body that relates to the safety, welfare or well-being of a particular child or young person. Section 248 of the Care Act relates to the provision and exchange of information, allowing the Secretary to provide information to, or exchange information with, a prescribed body, for the purpose of exercising its functions. The Secretary may furnish a prescribed body with information relating to the safety, welfare and wellbeing of a particular child or young person. The Family Courts of Australia are a prescribed body for s 245D and s 248 of the Care Act.

² Memorandum of Understanding between Family Court of Australia and Department of Community Services (Former name for DCJ) – 7.1.3.

Short Form Orders: Person History Report (PHR)

SENSITIVE INFORMATION					
Helpline Assessments					
Start Date	Primary Assessed Issue	Final Screening Result	Response Priority	Status	Assessment ID
07/07/2023	PSYCHOLOGICAL HARM: Risk of significant psychological harm	SCREENED OUT - Non-ROSH		Approved	ASM-5137698
07/07/2023	PHYSICAL ABUSE: Dangerous Behaviour involving Child/Young person (not DV)	SCREENED IN - ROSH (duplicate)		Approved	ASM-5138344
06/07/2023	PHYSICAL ABUSE: Dangerous Behaviour involving Child/Young person (DV)	SCREENED IN - ROSH	<72 Hours	Approved	ASM-5137579
30/06/2023	PSYCHOLOGICAL HARM: C/YP has symptoms of significant psychological harm	SCREENED IN - ROSH	<72 Hours	Approved	ASM-5131398
05/07/2022	Prenatal report	SCREENED IN - ROSH	<72 Hours	Approved	ASM-4764315

Helpline* Assessments:

- Date & Primary reported issue

A child or young person is at **risk of significant harm (ROSH)** if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent.

‘Significant extent’ is defined as ‘sufficiently serious to warrant a response by a statutory authority irrespective of a family’s consent’.

[Screened In - ROSH]

Non-ROSH will not initiate an assessment.

[Screened Out - Non-ROSH]

* ‘Helpline’ assessments may also be actioned by local intake units such as Central Coast Multi-Agency Response (CCMAR) Centre.

Short Form Orders: Person History Report

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details

Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Issues [Substantiated]

Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments

Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASH-4779919
21/07/2022	Risk Assessment		ASH-4779090
11/07/2022	Safety Assessment	Safe	ASH-4769325

Issues [Not Substantiated]

Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

Person Details	
Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Business Unit: If there is an open case the business unit working with the family will appear, e.g. Chatswood CSC or Central Metropolitan JCPRP (Page 1)

Short Form Orders: Person History Report

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details

Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Issues [Substantiated]

Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments

Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASH-4779919
21/07/2022	Risk Assessment		ASH-4779090
11/07/2022	Safety Assessment	Safe	ASH-4769325

Issues [Not Substantiated]

Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor- Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor- Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

Person Details	
Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Business Unit: If there is an open case the business unit working with the family will appear, e.g. Chatswood CSC or Central Metropolitan JCPRP (Page 1)

- **CSC:** Community Service Centre, a DCJ only unit.
- **JCPRP:** the Joint Child Protection Response Program – indicating the DCJ team within a joint program with NSW Police and NSW Health.

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

Short Form Orders: Person History Report

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details	
Name: Child Name	Record Type: Child/Young Person
Gender: Female	Care Type: Not in care
Birthdate: 00/00/0000	Care Type Effective Date:
Life Status: Alive	Open Case: 12345678
Country of Birth:	Business Unit: Local CSC
Indigenous Status: Aboriginal	

Issues [Substantiated]			
Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments			
Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASH-4779919
21/07/2022	Risk Assessment		ASH-4779090
11/07/2022	Safety Assessment	Safe	ASH-4769325

Issues [Not Substantiated]			
Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

Person Details	
Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Business Unit: If there is an open case the business unit working with the family will appear, e.g. Chatswood CSC or Central Metropolitan JCPRP (Page 1)

If Business Unit is blank – there is no open case
See **Engagement – Case History** for all case activity.

- **CSC:** Community Service Centre, a DCJ only unit.
- **JCPRP:** the Joint Child Protection Response Program – indicating the DCJ team within a joint program with NSW Police and NSW Health.

Engagement – Case History					
Start Date	End Date	Type	Status	Business Unit	Case ID
07/07/2023			Active	Local CSC	12345678
06/07/2022	02/09/2022		Closed	Local CSC	87654321

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Short Form Orders: Person History Report Case: Assessment Records



SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details	
Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Issues [Substantiated]			
Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments			
Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASM-4779919
21/07/2022	Risk Assessment		ASM-4779090
11/07/2022	Safety Assessment	Safe	ASM-4769325

Issues [Not Substantiated]			
Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

Field Assessments			
Start Date	Assessment	Assessment Outcome	Assessment ID
16/06/2021	Alternate Assessment	Safe	ASM-4383568
09/01/2019	Risk Assessment	High	ASM-3460050
19/12/2018	Safety Assessment	Safe	ASM-3445220

Field Assessments

Outcome

- Safety Assessment Safe, Safe with Plan, Unsafe
- Risk Assessment Low, Moderate, High or Very High
- Risk Re-Assessment Low, Moderate, High or Very High
- Alternate Assessments Safe, Unsafe

SARA – Safety Assessment / Risk Assessment

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Short Form Orders: Person History Report Case: Assessment Records

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details

Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Issues [Substantiated]

Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments

Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASH-4779919
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11/07/2022	Safety Assessment	Safe	ASH-4769325

Issues [Not Substantiated]

Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106400
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16/06/2021	Alternate Assessment	Safe	ASM-4383568
09/01/2019	Risk Assessment	High	ASM-3460050
19/12/2018	Safety Assessment	Safe	ASM-3445220

Field Assessments All Assessments after Dec 2017

Legacy – Assessments for records prior to Dec 2017

Legacy – Assessments

Start Date	Assessment Type	Assessment Outcome	Status	Assessment ID
20/12/2016	Field Assessment - Read Only	Assessment Proceeded	Completed	ASM-181427
16/12/2016	Helpline Assessment	SCREENED IN - ROSH	Approved	ASM-2408441

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Short Form Orders: Person History Report

SENSITIVE INFORMATION

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Name: Child Name	
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Issues (Substantiated)			
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04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments			
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11/07/2022	Safety Assessment	Safe	ASH-4769325

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05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

Issues (Substantiated) are the reported risk issues generated at the Helpline or during the field assessment, that were substantiated as a result of an assessment being undertaken.

Issues (Substantiated)			
Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor- Domestic Violence		ISS-4106306

Issues (Not Substantiated) are the reported risk issues generated at the Helpline or during the field assessment, that were not substantiated.

This will include reported issues – if they were not assessed.

Issues (Not Substantiated)			
Start Date	Issue Type	Assessment	Issue ID
05/08/2018	NEGLECT: Medical/Mental health neglect	Field Assessment - Read Only	ISS-1007898

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Short Form Orders: Person History Report

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

Person Details

Name: Child Name	
Gender: Female	Record Type: Child/Young Person
Birthdate: 00/00/0000	Care Type: Not in care
Life Status: Alive	Care Type Effective Date:
Country of Birth:	Open Case: 12345678
Indigenous Status: Aboriginal	Business Unit: Local CSC

Care Type: Not in Care

Care Type Effective Date: [Blank]

Issues [Substantiated]

Start Date	Issue Type	CYP Role	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence		ISS-4106306
04/07/2022	Parental Risk Factor-Substance Abuse		ISS-4102762

Field Assessments

Start Date	Assessment	Assessment Outcome	Assessment ID
22/07/2022	Risk Assessment	High	ASH-4779919
21/07/2022	Risk Assessment		ASH-4779090
11/07/2022	Safety Assessment	Safe	ASH-4769325

Issues [Not Substantiated]

Start Date	Issue Type	Assessment	Issue ID
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106400
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106407
05/07/2022	Parental Risk Factor-Domestic Violence	Field Assessment - Read Only	ISS-4106406
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
04/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4102763

This report is provided to the Court under s. 248 of the Children and Young Persons (Care and Protection) Act 1998 and contains a summary only of information held by the Department of Communities and Justice relating to the safety, welfare and well-being of the named child/children. The parameters of the report are set out in the Guide to Interpreting the Person History Report.

Short Form Orders: Person History Report

SENSITIVE INFORMATION

Department of Communities & Justice – Person Summary Report

Prepared by: Family Law Court Liaison Officer

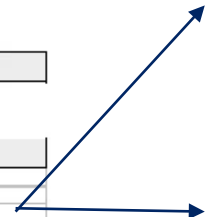
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Life Status: Alive	Care Type Effective Date:
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05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106401
05/07/2022	Prenatal report	Field Assessment - Read Only	ISS-4106307
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Care Type: Not in Care

Care Type Effective Date: [Blank]

Care Type: Voluntary Care, Supported Care, Statutory Care, Guardianship, Care of Secretary, After Care or Adoption.

See sections: **Orders** and **Remove/ Assume/Medical**

Orders				
Start Date	End Date	Order	Status	Order ID
23/09/2020	03/11/2020	Care order - Parental Responsibility (other than Guardianship) - s79(1)	Expired	ORT - 842646
09/09/2020	23/09/2020	Care Order - Emergency Care and Protection Order S46(1)	Expired	ORT - 842643

Remove/Assume/Medical Orders			
Start Date	Order Type	Status	Order ID
12/06/2015	Remove/Assume/Medical	Expired	ORT - 26623
04/05/2015	Remove/Assume/Medical	Expired	ORT - 26624

Short Form Orders: s248 Records

Request: **S248 Specific Records/Information**

Issued by: (Senior) Judicial Registrar, Associate, Judge

Legislation: s248 Children and Young persons (Care and Protection) Act (NSW).

Subject(s): Any child (under 18yo) subject to proceedings.

Benefits: Specific Records nominated ie

- assessments Jan 2023 – Present,
- report dated X, or
- use **the ID number** of the record from the Person History Report.

Timing (within 5 days if required urgently)

Short Form Orders: s248 Records



SENSITIVE INFORMATION

Helpline Assessments					
Start Date	Primary Assessed Issue	Final Screening Result	Response Priority	Status	Assessment ID
07/07/2023	PSYCHOLOGICAL HARM: Risk of significant psychological harm	SCREENED OUT - Non-ROSH		Approved	ASM-5137698
07/07/2023	PHYSICAL ABUSE: Dangerous Behaviour involving Child/Young person (not DV)	SCREENED IN - ROSH (duplicate)		Approved	ASM-5138344

ID numbers throughout Person History Report can be used to identify records you are seeking.

Field Assessments			
Start Date	Assessment	Assessment Outcome	Assessment ID
16/06/2021	Alternate Assessment	Safe	ASM-4383568
09/01/2019	Risk Assessment	High	ASM-3460050

Section 69ZW

Section 69ZW Orders

An order requiring DCJ to provide specific documents or information relating to child abuse or family violence to the Court:

1. Any **notifications** to DCJ of suspected abuse of **a child** to whom the proceedings relate or of suspected family violence affecting **the child**.
2. Any **assessments** by DCJ of investigations into a notification of that kind or the findings or outcomes of those investigations.
3. Any **reports** commissioned by DCJ in the course of investigating a notification (i.e. a report prepared by an external agency on parenting capacity).

Section 69ZW index

Page Number	Date of Document	Category of Document	Outcome/Details (optional)
1	2 January 2023	Helpline Assessment	Screened out: <u>Non-ROSH</u> Report closed at the Helpline
5	10 January 2023	Helpline Assessment	Screened in: <72hrs ROSH report Transferred to St George CSC
10	11 January 2023	Triage Record	Report closed – no assistance provided
14	4 February 2023	Helpline Assessment	Screened in: <24hrs ROSH report Transferred to St George CSC
20	5 February 2023	Triage Record	Allocated at St George CSC
23	5 February 2023	Pre-Assessment Consultation	N/A
26	6 February 2023	Interview Record	Interview with mother
36	7 February 2023	Interview Record	Interview with father
37	7 February 2023	Interview Record	Interview with the children
45	7 February 2023	Assessment Consultation	N/A
48	7 February 2023	Safety Assessment	Safe with Plan with signed Safety Plan
56	10 February 2023	Home Visit Record	Home visit to the mother's residence
61	11 February 2023	Home Visit Record	Home visit to the father's residence
65	11 February 2023	Safety Review Assessment	Safe
75	1 March 2023	Home Visit Record	Home visit to the mother's residence
80	10 March 2023	Home Visit Record	Home visit to the father's residence
85	15 March 2023	Risk Assessment	High risk of experiencing abuse/neglect in the next 12-18 months
97	15 March 2023	Judgment & Outcomes	Reported issue substantiated: <ul style="list-style-type: none"> Parental risk factor: domestic violence Parental risk factor: substance abuse
111	4 April 2023	Risk Re-Assessment	Outcome: Moderate
121	6 April 2023	Case Closure Letters	Case Closure letters addressed to the parents
123	8 April 2023	Case Closure Record	Case closed: 8 April 2023 Reason: Plan goal achieved

Section 69ZW

- **Cover letter** (provided in all matters)
 - **Index** (optional – provided if actioned by FLCL Team)
 - **Bundle** - with **redactions completed**
 - Submitted to the FCFCOA directly
-
- Issuing s69ZW: Consider limited scope or maximum timeframe or hybrid s69ZW & s248 (specific record)
Further s69ZW
-
- Capacity of FLCL Team – Limitations
Excess s69ZWs from Pilot sites are reallocated within our District / External Legal
-
- s69ZW response – FCFCOA follow up matters
Pilot: FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au
Non-Pilot: FACSLegalChildProtection@facs.nsw.gov.au

ICL Support

ICL Communication with DCJ

-
- ICL appointed notifies Legal Child Protection
FACSLegalChildProtection@facs.nsw.gov.au
 - DCJ Legal advises ICL of DCJ Legal officer for future communication.
 - FLCL Team ‘urgent’ support: FamilyLawCourtLiaisonTeam@dcj.nsw.gov.au
 - ICL evidences communication attempts with Legal Child Protection (and)
 - ICL identifies an urgent request; due before court that day or the next working day
 - FLCL Team will communicate within DCJ ie Legal Officer to expedite your request
 - FLCL Team support is limited to providing support under the above conditions – sharing content that would be provided in a Person History Report

Q&A

Jean Fitzpatrick	Senior Project Officer	Family Law Court Liaison Team, DCJ
Tanya Wilkins	Family Law Court Liaison Officer	Family Law Court Liaison Team, DCJ
Rachael Ward	Director Child Protection	Legal, DCJ
Annette Ryan	Solicitor in Charge	Paramatta Office, Legal Aid NSW

Section 248



Child Protection Concerns – Request for information

OFFICE USE	
File number	_____
File name	_____
Date received	_____

Section 121 of the *Family Law Act 1975* (the Act) provides that it is an offence to publish or disseminate to the public any account of family law proceedings which identifies the parties, witnesses or other people concerned with the proceedings unless permitted by the Act or Court order. The dissemination of certain documents to prescribed authorities of States and Territories with responsibilities relating to the welfare of children, is one of the specific exemptions provided for in subsection 121 (9)(aa).

Note: There may also be agreements for information sharing between the Courts and State or Territory child welfare authorities which outline arrangements in a particular locality.

Agency/Person details <i>(this information must be provided)</i>	
Agency name	NSW Department of Communities and Justice
Position held in Agency	
Your details	
Given name	Lucy
Surname	Clancy
Phone number	0499 881 145
Email	lucy.clancy@facs.nsw.gov.au
Purpose	
<i>You are required to briefly state why the information is required.</i>	
DCJ has received reports in relation to the children and is currently working with the family	
Information being requested	
Court file number (If known)	_____ Court file name (If known) _____
<input type="checkbox"/> Details of current proceedings - orders sought, next hearing date or other (please specify) _____	
<input type="checkbox"/> View a court file.	
<input type="checkbox"/> Copy of affidavit material in relation to the Risk notification to the Court (Notice of child abuse, family violence or risk) dated _____/_____/_____	
<input type="checkbox"/> Copy of orders dated _____/_____/_____	
<input checked="" type="checkbox"/> Other (please provide details) Electronic copy of any material filed by the parties and orders made	

Details			
<i>Please provide as much of the following detail as possible where it is known as it will assist us to accurately identify the people in question and speed our response to your request.</i>			
Child or children's details <i>(Please add additional pages for more children)</i>			
Child 1		Child 2	
Given name	_____	_____	_____
Middle name(s) or initials	_____	_____	_____
Surname	_____	_____	_____
Date of birth	____/____/____	____/____/____	____/____/____
With whom does the child reside?	<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Carer <input type="checkbox"/> Other: _____		
Parent's details			
Parent 1		Parent 2	
Given name	_____	_____	_____
Middle name(s) or initials	_____	_____	_____
Surname	_____	_____	_____
Date of birth	____/____/____	____/____/____	____/____/____
Current or last known residential address	_____ Suburb _____ State _____ Postcode _____		_____ Suburb _____ State _____ Postcode _____
Details of person with whom the child/ren resides if not a parent			
Given name	_____	Middle name or initial(s)	_____
Surname	_____	Date of birth	____/____/____
Current or last known residential address	_____ Suburb _____ State _____ Postcode _____		
This request form can be emailed to one of the following Family Law Registries			
Adelaide	Adelaide@fcfcoa.gov.au	Melbourne	melbourneDFH@fcfcoa.gov.au
Brisbane	Brisbane@fcfcoa.gov.au	Newcastle	Newcastle@fcfcoa.gov.au
Canberra	Canberra@fcfcoa.gov.au	Parramatta	Parramatta@fcfcoa.gov.au
Dandenong	Dandenong@fcfcoa.gov.au	Sydney	Sydney@fcfcoa.gov.au
Darwin	Darwin@fcfcoa.gov.au	Townsville	Townsville@fcfcoa.gov.au
Hobart	Hobart@fcfcoa.gov.au	Wollongong	Wollongong@fcfcoa.gov.au
Launceston	Launceston@fcfcoa.gov.au		
Requests are to be sent to the registry most likely to be able to respond, please do not send multiple requests. If you do not know which registry to use, please email it to the Court. Please do not follow this up by fax or hard copy- it may delay the response. enquiries@fcfcoa.gov.au			
Office Use	Action by (Name/ Signature)	Date	
Comments _____			

