

Australian Capital Territory

# Corrections Management (Transitional Release Program – Work Provider) Operating Procedure 2020

Notifiable instrument NI2020-751

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

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## 1 Name of instrument

This instrument is the *Corrections Management (Transitional Release Program – Work Provider) Operating Procedure 2020*.

## 2 Commencement

This instrument commences on the day after its notification day.

## 3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.



Jon Peach  
Commissioner  
ACT Corrective Services  
18 November 2020



<b>OPERATING PROCEDURE</b>	<b>Transitional Release Program - Work Provider</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D26.6</b>
<b>SCOPE</b>	<b>Community Corrections and Release Planning</b>

## PURPOSE

To provide instructions to Transitional Release Program (TRP) staff on how to engage with an employer providing employment opportunities to a TRP participant.

## PROCEDURES

### 1. Prior to engaging in employment

- 1.1. The ACTCS Employment Specialist will engage with community-based employers and businesses to enquire about their interest to employ the TRP approved detainee in either a paid or work experience capacity.
- 1.2. With the detainee's consent, the Employment Specialist will engage with a job service provider to assist the detainee with employment related expenses and support them into employment.
- 1.3. Once a business confirms interest in participating in the "Work Release Program", their ABN must be confirmed via the website <https://abr.business.gov.au/> and a copy of their business insurance provided to the Employment Specialist.
- 1.4. Where relevant and with the detainee's consent confirmed on an ACTCS Consent to Release Information Form, the Employment Specialist will provide information in confidence about the detainee's criminal record to the work provider.
- 1.5. The following information and forms must be provided to the employer to confirm and inform them of their obligations to ACTCS and to the detainee:
  - D26.F7: Work Provider Agreement
  - Information Sheet: Employing a Detainee or Offender in your Business
- 1.6. The Employment Specialist will liaise with the employer to determine whether an interview or work trial is appropriate and/or required to fill each identified position.
- 1.7. The workplace must nominate a Workplace Sponsor who will complete any/all required paperwork as per the Sponsor Nomination and Agreement Procedures.
- 1.8. The Employment Specialist will attend the site of employment to complete the D26.F10: Workplace Assessment as per the Workplace Assessment Procedure.
- 1.9. The Employment Specialist will provide the completed D26.F10: Workplace Assessment and D26.F56: Work Provider Application to the Senior Director, Programs and Reintegration (SDPR) to approve or refuse the work provider.
- 1.10. The Employment Specialist will inform the employer of the SDPR's decision.
- 1.11. A start date of employment will be agreed upon by the employer and the Transition Services Team Leader (TSTL).

- 1.12. Should ACTCS cancel an employment placement, refer to sections 10.9, 10.11 and/or 13 of the Transitional Release Program Policy.
- 1.13. All guidance regarding D26.7: Work Provider Agreement is outlined in sections 9.10-9.13 of the Transitional Release Program Policy.

### 3. Records Management

- 3.1. All forms and documents relating to both the offender and the work provider will be recorded on the Offender Management System.

#### RELATED DOCUMENTS AND FORMS

- Transitional Release Program Policy
- D26.F8 Sponsor Nomination
- D26.F7: Work Provider Agreement
- D26.F9: Sponsor Agreement
- D26.F10: Workplace Assessment
- Transitional Release Program - Workplace Assessment Operating Procedure
- D26.F56: Work Provider Applications
- ACTCS Consent to Release Information Form
- Information Sheet: Employing a Detainee or Offender in your Business
- <https://www.employment.gov.au/national-work-experience-programme>

Therese Goodman  
 Assistant Commissioner Community Operations  
 ACT Corrective Services  
 18 November 2020

#### Document details

Criteria	Details
Document title:	Transitional Release Program - Work Provider Operating Procedure 2020
Document owner/approver:	Assistant Commissioner Community Operations, ACT Corrective Services
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Senior Director, Programs and Reintegration

Criteria	Details
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

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Version Control			
Version no.	Date	Description	Author
V1	October-20	First Issued	S Fitzmaurice