Australian Capital Territory

**Corrections Management (Transitional Release Program – Workplace Assessment) Operating Procedure 2020**

**Notifiable instrument NI2020-752**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management* (*Transitional Release Program – Workplace Assessment) 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

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| **OPERATIONAL PROCEDURE** | **Transitional Release Program - Workplace Assessment** |
| **OPERATIONAL PROCEDURE NO.** | **D26.5** |
| **SCOPE** | **Community Corrections and Release Planning** |

**PURPOSE**

To provide instructions to staff on how to conduct a Workplace Assessment for an employer of a Transitional Release Program (TRP) detainee.

**PROCEDURES**

1. **Workplace Assessment** 
   1. The Employment Specialist is responsible for the completion of *the D26.F10: Workplace Assessment* for potential community work providers.
   2. The Employment Specialist will attend the site of employment to complete the *D26.F10: Workplace Assessment.* This assessment will be conducted at a mutually agreed time by the Employment Specialist and the Workplace Provider.
   3. Work providers must provide a copy of their current public liability insurance prior to, or at the time of, assessment.
   4. The Employment Specialist will inform the employer of this requirement when making the appointment to visit the workplace.
   5. The Employment Specialist will attach evidence of the employer’s current public liability insurance to the completed *D26.F10: Workplace Assessment***.**
2. **Recommendation and Outcome**
   1. The Employment Specialist will make a recommendation regarding the work placement/experience, providing 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.
   2. The Employment Specialist will inform the employer and the detainee of the SDPR’s decision.
   3. The detainee will be notified of the outcome of the decision under section 9.7 of the *Transitional Release Program Policy*.
   4. Where a work provider has been refused, the detainee will be provided with written reasons for the decision.
   5. The Employment Specialist is responsible for ensuring that the processes in sections 9.6-9.8 of the *Transitional Release Program Policy* are undertaken for all work providers.

**RELATED DOCUMENTS AND FORMS**

* Transitional Release Program Policy
* Transitional Release Program – Work Provider Operating Procedure
* D26.F10: Workplace Assessment
* D26.F56: Work Provider Application

Therese Goodman

Assistant Commissioner Community Operations  
ACT Corrective Services

18 November 2020

**Document details**

| Criteria | Details |
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| Document title: | Transitional Release Program - Workplace Assessment 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 |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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