

Australian Capital Territory

Corrections Management (Planning for Parole) Operating Procedure 2022

Notifiable instrument NI2022–450

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Planning for Parole) Operating Procedure 2022*.

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.

Ray Johnson APM
Commissioner
ACT Corrective Services
06 September 2022



OPERATING PROCEDURE	Planning for Parole
OPERATING PROCEDURE NO.	CM1.6
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff on the process for planning for parole for offenders.

PROCEDURES

1. Case Management AMC Case Manager (Sentenced)

- 1.1. The AMC Case Manager (Sentenced) must review sentencing outcomes for all sentenced offenders at time of allocation and discuss this with the offender during the induction process.
- 1.2. For those offenders with a Non-Parole Period (NPP), the AMC Case Manager (Sentenced) must ensure during the induction process the offender is advised of their NPP and subsequent Earliest Release Date (ERD). The AMC Case Manager (Sentenced) must also ensure the offender is provided with the *Parole Information Sheet*.
- 1.3. During development of the case management plan (CMP), the AMC Case Manager (Sentenced) must identify and address any criminogenic risk factors to ensure the offender is supported to potentially be granted parole at the earliest opportunity.
- 1.4. The AMC Case Manager (Sentenced) must regularly speak with the offender about parole during offender contacts and during CMP reviews. These discussions must focus on how the offender is progressing towards the goal of parole and whether there are any barriers that need to be addressed before their ERD. Offenders must also be encouraged to demonstrate commitment to their identified goals.
- 1.5. The AMC Case Manager (Sentenced) must also regularly discuss with the offender the process relating to parole, including:
 - a. parole inquiry
 - b. Pre-Release Report preparation, including the extent of information to be collected by the Community Corrections Officer, and consequences of non-compliance
 - c. home visit assessment
 - d. parole hearing
 - e. capacity and willingness to comply with core conditions of parole, and consequences of non-compliance
 - f. potential for additional parole conditions and willingness to comply with these
- 1.6. In the month prior to the offender's NPP expiring, the AMC Case Manager (Sentenced) must provide a parole application to the offender.

- 1.7. The AMC Case Manager (Sentenced) may provide the offender assistance to complete the parole application or organise assistance from another stakeholder as required (i.e. Aboriginal Liaison Officer (ALO), Disability Liaison Officer (DLO), Supports and Intervention Unit, etc).
- 1.8. Where required, such as when requested by the offender, the AMC Case Manager (Sentenced) must submit an offender's parole application to the Sentence Administration Board (SAB): SAB_Secretariat@act.gov.au
- 1.9. The AMC Case Manager (Sentenced) must ensure a case note advising the date the parole application was provided to the SAB, is recorded on CORIS and a copy of the parole application uploaded to External Documents. Additional correspondence may also be required or requested by the SAB. Any relevant additional information is to be submitted by email to SAB_Secretariat@act.gov.au.

2. Transfer to Reintegration

- 2.1. For offenders with a NPP, the AMC Case Manager (sentenced) must advise the Case Management Unit (CMU) Team Leader (TL) when a parole application has been submitted and the CMU TL must discuss re-allocation to a Reintegration Case Manager with the Reintegration Unit TL.
- 2.2. Once an offender has been allocated to the Reintegration Case Manager or Women's Reintegration Case Manager, a case handover meeting with the allocated AMC Case Manager (Sentenced) must be held. This case handover must be organised by the AMC Case Manager (Sentenced) and completed within five days of allocation. This case handover must be recorded on CORIS by the AMC Case Manager (Sentenced).

3. The role of the Case Management Reintegration Case Manager or Women's Reintegration Case Manager

- 3.1. The Reintegration Case Manager or Women's Reintegration Case Manager must regularly discuss with the offender the process relating to parole, including:
 - a. parole Inquiry
 - b. Pre-Release Report Preparation
 - c. home Visit Assessment
 - d. parole Hearing
- 3.2. For those offenders who have applied for parole, the Reintegration Case Manager or Women's Reintegration Case Manager must support the offender to collate any documents needed to support their parole application. This may include helping the offender draft documents as required (additional support can be sought from the ALO or DLO with the offender's consent). These documents may include:
 - a. Reintegration Case Plan
 - b. Relapse Prevention Plan
 - c. Services planner
 - d. Weekly planner
 - e. Offender's Program certificates

- 3.3. The Reintegration Case Manager or Women’s Reintegration Case Manager must ensure all documents to support an offender’s parole application are provided to the SAB at least one week prior to the offender’s parole inquiry date. Documents are to be sent to SAB_Secretariat@act.gov.au
- 3.4. If at inquiry the offender is given a parole hearing date, the Reintegration Case Manager or Women’s Reintegration Case Manager must continue to provide support to the offender in relation to the parole process in consultation with the allocated Community Corrections Officer
- 3.5. The Reintegration Case Manager or Women’s Reintegration Case Manager must discuss with the offender if they want a support person to attend the parole hearing and organise the attendance of any support person with the SAB. The Reintegration Case Manager or Women’s Reintegration Case Manager must advise the SAB by email of the offender’s identified support person for the SAB’s consideration. The Reintegration Case Manager or Women’s Reintegration Case Manager must not provide this information to the SAB prior to a parole hearing being set. Support person details must be sent to SAB_Secretariat@act.gov.au.
- 3.6. The Reintegration Case Manager or Women’s Reintegration Case Manager must liaise with the allocated Community Corrections Officer as required during the parole application process.
- 3.7. If at hearing the offender is granted parole, the Reintegration Case Manager or Women’s Reintegration Case Manager must meet with the offender to discuss the parole conditions and ensure all required support, including basic needs assistance is in place for the day of release. The Reintegration Case Manager or Women’s Reintegration Case Manager must liaise with the Reintegration Officer to ensure any identified support and/or basic needs assistance have been arranged.
- 3.8. If at hearing the offender is not granted parole, the Reintegration Case Manager or Women’s Reintegration Case Manager must review the SAB’s reasons for not granting parole and work with the offender to address any identified concerns. If the identified concerns require the offender to remain in custody for a significant period of time (over six months) to address their criminogenic needs, reallocation of the offender to an AMC Case Manager (Sentenced) must be discussed with the Reintegration Unit Team Leader. The Reintegration Unit Team Leader must then discuss the offender’s reallocation with the AMC CM TL who must reallocate the offender to an AMC Case Manager (Sentenced).

RELATED DOCUMENTS

- Integrated Offender Management Framework
- Case Management Policy 2022
- Crimes (Sentencing) Act 2005 (CSA)
- Crimes (Sentence Administration) Act 2005 (CSAA)
- Working with Trauma Using Gender Informed Principles – A Practice Guide
- Parole Information Sheet
- Transitional Release Program Policy

Narelle Pamplin
Assistant Commissioner, Offender Reintegration
ACT Corrective Services
01 September 2022

Document details

Criteria	Details
Document title:	<i>Planning for Parole Operating Procedure 2022</i>
Document owner/approver:	Assistant Commissioner Offender Reintegration, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director, Offender Reintegration
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2022</i>

Version Control			
Version no.	Date	Description	Author
V1	August-22	First Issued	G Rutherford