

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



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

- 1.1. The Employment Specialist is responsible for the completion of *the D26.F10: Workplace Assessment* for potential community work providers.
- 1.2. 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.
- 1.3. Work providers must provide a copy of their current public liability insurance prior to, or at the time of, assessment.
- 1.4. The Employment Specialist will inform the employer of this requirement when making the appointment to visit the workplace.
- 1.5. 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

- 2.1. 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.
- 2.2. The Employment Specialist will inform the employer and the detainee of the SDPR's decision.
- 2.3. The detainee will be notified of the outcome of the decision under section 9.7 of the *Transitional Release Program Policy*.
- 2.4. Where a work provider has been refused, the detainee will be provided with written reasons for the decision.
- 2.5. 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
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 <i>Corrections Management (Policy Framework) Policy 2020</i>

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