



Adult Custodial Rule 18

Assessment and Sentence Management of Prisoners

References: [Criminal Law \(Mentally Impaired Accused\) Act 1996](#); [Dangerous Sexual Offenders Act 2006](#); [Prisons Act 1981](#); [Prisons Regulations 1982](#); [Public Sector Management Act 1994](#); [Sentence Administration Act 2003](#); [Sentence Administration Regulations 2003](#); [Young Offenders Act 1994](#); [Sentence Management Manual](#).

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1. Purpose

This Rule provides clearly defined and consistent procedures for the initial and ongoing assessment and sentence management of prisoners within the Western Australia prison system at both public and private facilities. The task of effectively managing this process is the responsibility of the Sentence Management Directorate of the Adult Custodial Division.

These procedures are to be applied with reference to all relevant Adult Custodial Rules, Policy Directives, Assistant Commissioner Custodial Operations Notices, Operational Instructions, Sentence Management Instructions and any Standing and Local Orders.

2. Context

Sentence management is a dynamic process in which the prisoner has a key role. It is an open process whereby prisoners are made aware of the procedures involved in assessing their individual risks and needs, and one in which they are encouraged to make a contribution to how they will be managed during their imprisonment.

Assessment Officers ensure the appropriate and timely classification and assessment of prisoners. This includes sentence structuring that encourages employment and program activities, the development of prisoner and staff relationships and assists with institutional operations aimed towards positive prison environments and prisoner development.

3. Definitions

Admission Checklist (ACL)

The ACL is a TOMS-based preliminary (and short-term) security rating and risk-assessment tool applied upon initial admission of a prisoner into the prison system, as part of the reception process.

Authorised Assistant Superintendent

The Assistant Superintendent / Assistant Director (Acacia) / Manager Assessment Centre of the prison whose responsibilities include prisoner management and/or assessments. The Authorised Assistant Superintendent is authorised by the Designated Superintendent to undertake the responsibilities as per this Rule.

Assessment Case Management (ACM) System

An electronically managed system to support the assessment, classification and case management of prisoners.

Assessment Officer

Any person engaged in the assessment of a prisoner in relation to sentence planning.

Case Conference

A formal meeting convened to discuss a prisoner's assessment documentation including Initial and subsequent IMP Reviews. Special Case Conferences can also be called when there are particular concerns about a prisoner's behaviour or circumstances.

Case Management	Means a systematic process by which individual Officers are responsible for encouraging assigned prisoners to achieve the requirements of their IMPs.
Case Management Coordinator	Means the position responsible for the quality control of assessment documentation and the organisation of Case Conference. Refer to Policy Directive 51 .
Case Officer	Means a Prison Officer assigned to case manage a prisoner.
Classification Review Checklist	Means the checklist completed by the Assessment Officer to review a prisoner's security rating after they have been sentenced for at least 6 months. This checklist is to be completed as part of the regular IMP Review process and informs the security rating for that review. The completed checklist is to be considered with the IMP Review by Case Conference. This checklist will also be used to review a prisoner's security rating where necessary, outside of scheduled IMP Reviews (see section 9.2).
Designated Superintendent	Any person designated under s 36(1) of the Prisons Act 1981 , by the Chief Executive Officer as Superintendent of a prison who shall have the charge and superintendence of the prison for which he or she is designated and shall be responsible to the Chief Executive Officer for the good government, good order and security of that prison. Any reference to the Designated Superintendent in this Rule also refers to the Director of Acacia Prison only for the purposes of undertaking the responsibilities set out in this Rule.
Effective Sentence	The length of sentence that a prisoner is actually required to serve in prison prior to their Earliest Eligibility Date (EED) for release on parole, Earliest Date of Release (EDR) or Statutory Review Date (SRD).
Generally	Where the word 'generally' is used in any provision in this policy, it is taken to mean that what is stated in that provision is the intention, and may only be varied in exceptional circumstances.
Individual Management Plan (IMP)	The approved plan developed in consultation with treatment and education assessors and the prisoner. The IMP spans the prisoner's sentence through to release. It identifies prisoner needs and contains recommendations for prison placements, security classification and interventions that will assist the prisoner to live a pro-social life on release to the community.
Management and Placement-Remand (MAP-Remand)	The MAP-Remand is the checklist completed to determine initial security rating and placement for a remand prisoner (see section 9.2).

Management and Placement-Sentenced (MAP-Sentenced)	The MAP-Sentenced is the checklist completed to determine initial security rating and placement for a sentenced prisoner and generally will define a prisoner's security rating for the first 6 months in custody post-sentencing (see section 9.2).
Offender's Notes	The area within the ACM system where information relating to a prisoner's Individual Management Plan (or other behaviour/situation that may affect the prisoner's IMP), may be recorded by the Case Officer or other staff member. Offender's Notes inform interested parties as to the prisoner's current situation.
Officer(s)	Any permanent, part time or casual employee, whether appointed under the provisions of s 6 or 13 of the Prisons Act 1981 , s 11 of the Young Offenders Act 1994 , s 64 of the Public Sector Management Act 1994 , or contractor of the Department of Corrective Services irrespective of the Industrial Award or Contract provisions under which they have been employed/engaged.
Prisoner	Any person in lawful custody and referred to as a "prisoner" in s 3 of the Prisons Act 1981 .
Prisoners Review Board	The Board established under s 102 of the Sentence Administration Act 2003 .
Security Ratings	The outcomes following the application of either the Initial Security Rating contained in the MAP (Remand or Sentenced) or the Classification Review Checklist will result in a numeric score, which will identify a security rating for the prisoner. Each prisoner will be assigned one of the following three security ratings:
<ul style="list-style-type: none"> • Maximum Security 	Prisoners for whom high conditions of security are necessary and for whom escape must be made very difficult. Defined as presenting a high risk of escape and/or a high risk to the safety of the public in the event of escape.
<ul style="list-style-type: none"> • Medium Security 	Prisoners who cannot be trusted in open conditions. Whilst these prisoners cannot be trusted in an open prison they do not present as having the resources or will to make a determined escape attempt from a secure prison. Defined as presenting a low to moderate risk of escape and/or a moderate risk to the safety of the public in the event of an escape.
<ul style="list-style-type: none"> • Minimum Security 	Prisoners who can be reasonably trusted in open conditions. Requiring a low degree of supervision and control within the prison. (Prisoner's eligibility for s 95 of the Prisons Act 1981 external program activity and work camp placement may be subject to additional screening criteria.)

Sentence Management Manual (SMM)	A manual which is the responsibility of Sentence Management that provides guidance and context when completing checklists in the ACM system. It also advises on the potential sources of information and processes, including how they are to be utilised to support the sentence management of prisoners. The manual is to be read in conjunction with Adult Custodial Rule 18, related Policies and Sentence Management Instructions and should not be altered without the permission of the Director Sentence Management (DSM).
Tasking	Tasking is the process used to manage the allocation and completion of assessment related tasks within the ACM system. It informs workload and workflow.
Throughcare	The delivery of services in an integrated and seamless manner throughout a prisoner's sentence and on release to the community.
Total Offender Management Solution (TOMS)	An electronic database used by the Department of Corrective Services to record and manage comprehensive information relating to offenders in custody which facilitates their effective management.
Unit Management File	The Unit Management File is the current operational file relating to a specific prisoner. The file is kept in the prison unit accommodating the prisoner and is used by department staff to maintain current information concerning the prisoner. The Unit Management file must accompany the prisoner upon permanent transfer.
Unit Manager	The Senior Officer managing the unit in which the prisoner is located.

4. Acronyms

ACL	Admission Checklist
ACM	Assessment Case Management system
ACR	Adult Custodial Rule
DSM	Director Sentence Management
DSOA	<i>Dangerous Sexual Offenders Act 2006</i>
DSORC	Dangerous Sexual Offender Review Committee
EDR	Earliest Date of Release
EED	Earliest Eligibility Date for parole
EXCO	Executive Council
HSE	High Security Escort
IMP	Individual Management Plan
JIS	Justice Intelligence Service

MAP	Management and Placement Checklist – both Remand and Sentenced
MAP-Remand	Management and Placement-Remand Checklist
MAP-Sentenced	Management and Placement-Sentenced Checklist
MIARB	Mentally Impaired Accused Review Board
MSM	Manager Sentence Management
RSP	Re-socialisation Programme
SHU	Special Handling Unit
SMM	Sentence Management Manual
SRD	Statutory Review Date
SSL	Strict Security Life
TOMS	Total Offender Management Solution

5. Roles and Responsibilities

Assessment Officer

Is responsible for completing any assessment related documentation or other checklists in the ACM system as required by the Case Management Coordinator or Authorised Assistant Superintendent in accordance with this Rule and relevant Policy Directives.

Authorised Assistant Superintendent

Is responsible for:

- ensuring that Department standards and policies in relation to sentence planning, case and unit management are applied appropriately
- the overall monitoring and quality of case management procedures within the prison
- chairing Case Conference and ensuring that all reports relevant to a prisoner's sentence are tabled in a timely manner.

Case Management Coordinator

Is responsible for the quality control of assessment documentation and the organisation of Case Conference. Refer to [Policy Directive 51](#) – Appendix 1)

Coordinator, Information Release

Is responsible for coordinating information exchange/release between other State and Commonwealth Departments, responding to subpoena's and responding to requests for prisoner's location to both members of the public and government agencies in accordance with current policies and/or legislation.

Designated Superintendent

Is responsible for the implementation of assessment and sentence management policy and procedures within the prison.

Director, Sentence Management (DSM)

The Director, Sentence Management assumes responsibility for the monitoring of assessments, placement and release planning of prisoners throughout the State. This includes determination of some classification and/or placement overrides, the systematic

review of all overrides, appeals against decisions of Designated Superintendents and/or Authorised Assistant Superintendents and general compliance with Adult Custodial Rule 18 and related policies and manuals; the approval of compassionate leave in relation to Funerals, Dangerous Illness and the review of absence permit applications. The role includes supervision, development and implementation of strategic plans insofar as they relate to prisoners.

Manager, Release Planning

Oversees and monitors assessment processes relevant to the conditional release of prisoners on parole and re-entry release orders. Manages the re-socialisation processes for life and indefinite sentenced prisoners and for those fixed term prisoners as requested by the Prisoner's Review Board. Manages the assessment and approval process for absence permits under s 83(1)(a) (rehabilitation and reintegration) and s 83(1)(b) (compassionate or humane treatment grounds) of the [Prisons Act 1981](#). Monitors the parole suitability assessment process including the development and implementation of release planning reports insofar as they relate to prisoners.

Manager, Sentence Management (MSM)

Responsible for monitoring the assessment, security classification and management of Individual Management Plans for quality and compliance, driving continuous improvement and change management. Provide advice to prison sites, prison management and other Departmental staff as required. Oversees the calculation of prisoners' sentences and the interstate and international prisoner transfer application process.

Superintendent Operations

Is responsible for the resolution of disputes between prison facilities regarding the placement of prisoners in consultation with the DSM.

Unit Manager

Is responsible for:

- familiarisation with the contents of the offender's management file, including the IMP, as soon as possible following the prisoner's receipt at that prison
- interviewing all newly received prisoners into the unit and making appropriate notes in the offender's file
- ensuring that all staff who have dealings with the prisoner make appropriate entries in the offender's management file and/or Offender's Notes in ACM, on issues which are relevant. Entries should be brief, constructive and not restricted to disciplinary matters.

6. Principles

The basic principles underpinning assessment and sentence management procedures are to ensure that:

- prisoners are classified at the lowest level of security necessary to ensure their continuing custody, the good order and security of the prison they are placed in and the safety and protection of the general public (including victims), officers and other prisoners
- prison security is managed efficiently and effectively by the placement of prisoners in a range of accommodation options at varying levels of security
- decisions in regard to a prisoner's security rating and/or placement are made on the basis of individual assessment and classification. The assessment of all **new young offenders** is to occur expeditiously in line with [Operational Instruction 16](#)

- a prisoner's health needs, including any intellectual and physical disability, are considered
- individual classification is undertaken in a logical and consistent manner
- each prisoner has an individual classification
- there is a continuity of decision making during prisoner's sentences and when prisoners transfer between prisons
- informed decisions are made having regard to the prisoner's needs, issues of risk, available resources and operational constraints
- risk of re-offending is considered in the context of both risk within the prison system and in community settings
- prisoners be provided with and encouraged to participate in rehabilitation opportunities and assisted with their re-integration into the community
- there is a timely provision of information regarding the prisoner's progress to releasing authorities.

7. Aims of Sentence Management

The following are fundamental to the aims of sentence management:

- to reduce the risk of re-offending by prisoners by identifying areas of risk and providing IMPs during imprisonment aimed at reducing that risk
- to enable prisoners to make constructive use of their time in prison through structured IMPs by providing strategies to avoid further offending and re-imprisonment through the provision of appropriate interventions, working towards the possibility of the earliest release of prisoners from custody
- to provide information to assist administrators to target resources more effectively in order to ensure that prison regimes and services more closely match the identified needs of prisoners
- determination of an individual's security rating based on risk
- program inclusion based on prisoner risks/needs and available resources
- where practicable, prisoners are to be placed as close as possible to family, friends and/or significant others in order to promote family, community and social support
- placement within an appropriate prison
- scheduled reviews to assess a prisoner's progress, placement and security rating.

8. Prisoner Categories

8.1 Remand Prisoner

All prisoners as defined in r 55 of [Prisons Regulations 1982](#).

8.2 Sentenced Prisoner

All prisoners serving a term of imprisonment imposed by a court.

8.3 Appeal Class Prisoner

A prisoner who has appealed or been granted leave to appeal to the Court of Criminal Appeal in respect of all current convictions and/or sentences.

8.4 Prisoners subject to the *Criminal Law (Mentally Impaired Accused) Act 1996*

A prisoner who is subject to a custody order pursuant to the [Criminal Law \(Mentally Impaired Accused\) Act 1996](#).

8.5 Prisoners subject to the *Dangerous Sexual Offenders Act 2006*

A prisoner who is subject to the [Dangerous Sexual Offenders Act 2006](#) (DSOA) (See section 10.3.8).

9. Classification and Assessment

All security rating and placement assessments shall include consideration of the information that appears on the Security Portal (when available), as provided by the Justice Intelligence Service (JIS). **Where the entry in the portal indicates further information is available, an Individual Intelligence Summary is to be sought from JIS.**

The MAP or Classification Review shall include verification that the information provided by JIS has been considered during the decision making process.

All assessments shall consider any victim issues and where appropriate, officers are to make a referral to the Victim-offender Mediation Unit in accordance with the referral criteria listed in the [Victim Offender Contact Policy](#). The referral is to be made using the ACM checklist 'Victim-offender Mediation Unit - Protective Conditions Process Referral'.

9.1 Use of Admission Checklist

The business rules/guidelines on use of Admission Checklists are contained in **Standing Order B-3**.

9.2 Security Rating Checklists

There are 3 objective scoring instruments applied to determine security rating:

- MAP-Remand Checklist – to be applied to remand prisoners within 5 working days of initial receipt and should be reapplied on receipt of further remand warrants where the new offences are higher according to the [Offence Severity Scale](#).
- MAP-Sentenced Checklist – to be applied to sentenced prisoners within 5 working days of initial receipt or change of status to sentenced if formerly a remand prisoner
- Classification Review Checklist – to be applied at 6 or 12 monthly reviews of the IMP or if a change of circumstances warrants a review of the prisoner's IMP/security rating.

Note: Due to workload issues, Hakea Prison generally will not perform MAP - Remand Checklists; however, where a remand prisoner is being permanently transferred to a facility other than Casuarina Prison, a MAP- Remand must be completed prior to the transfer occurring to establish the appropriate security rating.

9.2.1 The Initial Security Rating scoring instrument assists in assessing the appropriate security rating to increase consistency across prisoner classification and is a component of the MAP. It is intended for use by assessing Officers at the initial receiving Prison and during the development of Initial IMPs. Subsequent reviews, which are conducted by the report writer, will determine a prisoner's security rating by the application of a Classification Review Checklist, which identifies a prisoner's Classification Review Score.

9.2.2 All of the items are to be scored as accurately as possible in accordance with the SMM, and it is important to ensure that the information used to complete the checklists is reliable and where possible verified via a documented source.

9.2.3 The Initial Security Rating Score weights different factors than those considered in the Classification Review Score. The Classification Review Score takes into account the progress of a prisoner, or otherwise, at each review. Subject to section 9.2.1, a Classification Review should not generally be applied before 6 months has elapsed, since initial security rating was established via the application of a MAP- Sentenced. The MAP and Classification Review Checklists should be prepared in conjunction with the appropriate reports depending upon the nature of the review.

9.3 Override Provisions

All overrides will be subject to systematic review by the Director Sentence Management.

An override capability may be invoked to recommend increasing or decreasing the security rating. Overrides should be applied with sufficient evidence in the form of supporting reasons. Refer to the SMM for further information regarding appropriate use of overrides.

9.3.1 These reasons should be clearly stated in the override comments box in the MAP or the Classification Review Checklist by the Officer applying the checklist and by Case Conference in the decision slip when recommending or approving the override.

9.3.2 **All overrides that would result in a reduction of security rating, (regardless of the length of sentence) are to be escalated to a higher authority for approval. An approval by the Authorised Assistant Superintendent would be escalated to the Designated Superintendent. An approval by the Designated Superintendent would be escalated to the DSM.**

9.4 Security Rating Considerations

The following refer to particular circumstances where a prisoner is not considered to be suitable for minimum security unless there are special or mitigating factors. Where such factors exist, regardless of the indicated score / security rating, sufficient **written** reasons to support a decision for placement lower than medium security must be provided.

9.4.1 State/Commonwealth Appeal. Prisoners subject to State/Commonwealth Appeals shall generally not be rated lower than medium security, unless there are sufficient written reasons to rate the prisoner as minimum security. A State/Commonwealth Appeal, whereby the State/Commonwealth is appealing the sentence, should not be confused with an appeal initiated by the prisoner.

9.4.2 Prisoner Appeals. Prisoners who are appealing against their conviction and/or severity of sentence will be assessed in accordance with normal classification procedures. However, the assessment will also take into account the prisoner's attitude towards their current situation and their potential attitude in the event that the appeal is unsuccessful when considering placement at a minimum facility.

- 9.4.3 Extradition. Prisoners for whom Extradition is an expectation will not be eligible for a security rating reduction of less than medium except with the approval of the Director Sentence Management.

Extradition is to be considered to be expected when the Prison, Security or JIS are in receipt of written advice from the Police of the intention to seek Extradition, or when a warrant relating to Extradition has been issued by a Court.

- The holding prison is to be advised as soon as possible of the existence of this documentation, and where possible be provided with a copy and the alert for "Extradition" should be raised on TOMS. This alert should specify the contact details of the party co-ordinating the Extradition.
- The Designated Superintendent will ensure that the prisoner's records are endorsed "Subject to Extradition".
- The MSM will ensure that Extradition alerts are regularly reviewed and that the stated contact co-ordinating the Extradition is advised of any changes in release dates.

- 9.4.4 Deportation/Removal. A prisoner is considered to be 'of interest' or under consideration for Deportation/Removal when there is any advice (verbal or written) from the department administrating the *Migration Act 1958* (Cth). Deportation/Removal is confirmed when a copy of the Deportation/Removal 'Hold in Custody Order' is received from the department administrating the *Migration Act 1958* (Cth).

9.4.4.1 All prisoners who are subject to consideration for, or whom have confirmed deportation/removal, will be assessed in accordance with normal classification procedures.

9.4.4.2 Where a prisoner (described in section 9.4.4.1 above) is recommended for minimum security, approval is to be by the Designated Superintendent. This approval is to be reconfirmed at each subsequent review.

9.4.4.3 A prisoner who has already achieved minimum security, for whom possible deportation / removal is subsequently advised or confirmed, shall be reviewed immediately in line with the processes in this section.

9.4.4.4 The assessment will also take into account the prisoner's attitude to deportation, ie acceptance of or opposition to, and whether or not the prisoner has lodged, or intends to lodge, an appeal against the Order.

9.5 Mandatory Overrides

- 9.5.1 SSL/Life and Indefinite Sentences (with the exception of prisoners subject to the *Criminal Law (Mentally Impaired Accused) Act 1996* or a DSOA Detention Order). Any prisoner will remain above minimum security until the approval of their participation in a RSP.

9.5.1.1 Where a SSL, strict or safe custody prisoner is approved for a RSP, Adult Custodial is required to obtain an EXCO approval to transfer prior to placement at a minimum security facility.

- 9.5.2 Special Handling Unit (SHU) Placement/High Security Escort (HSE). A prisoner detained in the Special Handling Unit at Casuarina Prison on a SHU Order and/or a prisoner under High Security Escort will be rated at maximum security. Should a High Security Escort prisoner (other than those on a SHU Order) score lower than maximum security, the officer performing the checklist is to advise the holding prisons Security section and request review of the prisoner's escort status by the HSE Review Panel. If it is determined that the HSE status remains, the prisoner is to be subject to a mandatory override to maximum security.
- 9.5.3 Any prisoner who has an escape during their current period of imprisonment is to be rated at medium or maximum security. This may not be varied except with the approval of the DSM. An agreement regarding suitability for inclusion in a Re-socialisation Programme by the DSM is considered to be DSM approval for a rating of less than medium security under this section.
- 9.5.4 Prisoners subject to a detention order made by the Supreme Court under the DSOA may only be approved for minimum security rating where a release preparation plan (including any treatment program) that requires placement at minimum security **has been approved by** the Supreme Court (See also sections 10.3.8.5 and 10.3.8.6).

9.6 Management and Placement Checklist

- 9.6.1 All newly received remand prisoners will have a MAP-Remand checklist completed (refer to note at section 9.2 regarding Hakea Prison). The MAP-Remand is a criterion based risk/needs checklist used to determine a prisoner's:
- Initial Security Rating (See also [section 9](#))
 - Placement whilst a Remand Prisoner (See also [section 9](#))
- 9.6.2 All newly sentenced prisoners will have a MAP-Sentenced checklist completed. The MAP-Sentenced is a criteria based risk/needs checklist to determine a prisoner's:
- Initial Security Rating (See also [section 9](#))
 - Placement (See also [section 9](#))
 - Review Dates (if applicable)
- 9.6.3 Prisoners subject to the [Criminal Law \(Mentally Impaired Accused\) Act 1996](#) will have a MAP-Sentenced checklist completed, as per section 9.6.2. However, placement of the prisoner is to be made in accordance with the Custody Order where specified.
- 9.6.4 The relevant MAP will be completed and approved as soon as possible and not later than 5 working days of the prisoner's receipt or sentence (except with the DSM's agreement). Generally the approval should occur prior to any transfer to another facility.
- 9.6.5 The [Offence Severity Scale](#) (see SMM) is to be utilised when assigning a score for questions contained in the MAP relating to nature of offence.
- 9.6.6 Where a prisoner has a significant change in circumstances within the first 6 months of imprisonment, this includes receipt of an additional sentence or remand warrant or a circumstance listed in section 9.13.4, a further MAP should be developed.

9.7 Initial Individual Management Plan

- 9.7.1 All prisoners serving an effective sentence of **greater than 6 months** will have an Initial IMP developed, generally within 28 days of sentencing.
- 9.7.2 Any prisoner serving an effective sentence of **6 months or less**, where there is confirmation of any significant risk related to the information gathered during the completion of the MAP checklist, may have an Initial IMP developed at the discretion of the Authorised Assistant Superintendent or delegate.
- 9.7.3 Where a prisoner receives a backdated sentence or is managed by a MAP-Sentenced checklist only, and subsequently receives an additional sentence that results in an aggregate effective sentence of greater than 6 months, with at least 4 months remaining to their EED, or over 6 months and 2 days to their EDR/MAX, an IMP, including assessment for education and treatment needs, **should** be completed.
- 9.7.4 Where a prisoner is subject to a Custody Order under the *Criminal Law (Mentally Impaired Accused) Act 1996*, an Initial IMP is to be developed, generally within 28 days of sentencing.
- 9.7.5 Where a prisoner is subject to a Detention Order under the DSOA, an Initial IMP is to be developed, generally within 28 days of sentencing.
- 9.7.6 The IMP is the document that outlines the management of the prisoner and provides information in regard to the following areas:
- Custody and Containment
Term Details, Security Rating, Placement, Prisoner Behaviour, Outstanding Court Details and information regarding Restricted Visits.
 - Care and Wellbeing
Special Needs Referrals and Family/Social Contact Issues.
 - Rehabilitation and Reintegration
Main Intervention Needs (identified through the application of Treatment and Education Checklists) and Specific Parole Issues.
 - Reparation
Industry/Vocational Skills the prisoner has to offer.
- 9.7.7 The IMP is a focus of the interaction between the sentenced prisoner and prison staff. It provides a meaningful guideline as to how the prisoner can progress through the system and identifies matters that require attention through treatment programs and/or educational/vocational training.
- 9.7.8 An IMP requires regular review to ensure that the plan is relevant to the prisoner. See [Table at 9.12.7](#) for review interval.

9.8 Source Documents

- 9.8.1 When preparing initial and subsequent review checklists and IMP documents every effort should be made to verify information reported by the prisoner through reference to other sources. This is particularly important with regard to self-reported information on matters such as the circumstances surrounding an offence, prior criminal history and level of support from community members.

- 9.8.2 Where practicable, Judge's Sentencing Remarks and Pre Sentence Reports (if available) together with a Court History (W.A. and Interstate) are to be used to assist the assessment and decision making process. Offender Notes should be considered and utilised where applicable, when completing an individual Management Plan, both Initial and Review.
- 9.8.3 If the prisoner has previously been supervised in the community, as either a juvenile or an adult, attempts should be made to obtain information about their response to community supervision through Community Justice Services. In addition, if a prisoner has served a period of detention in a juvenile institution, information about that detention may be available through Juvenile Custodial Services (subject to s 17 [Young Offenders Act 1994](#)).
- 9.8.4 Where a prisoner is known to have served a period of detention, imprisonment or community supervision in another state or country, every effort should be made to obtain information from the relevant authorities.
- 9.8.5 **Case Conference Report**
A Case Conference Report is performed by the Assessment Officer during initial assessment and contains qualitative information regarding a range of issues in support of the overall assessment of the prisoner. There is no scoring component in the Case Conference Report, however it serves to assist in the holistic management of the prisoner by capturing information across such areas as medical, psychiatric, previous offending/imprisonment, alerts, future court/bail, extradition, deportation/removal, prison charge history, victim issues and dependent children.
- 9.8.6 **Treatment and Education Checklists**
- 9.8.6.1 For prisoners who are subject to the [Criminal Law \(Mentally Impaired Accused\) Act 1996](#), it may be necessary for treatment assessment to be conducted external to the Treatment checklists, however this is to be determined on an individual basis.
- 9.8.6.2 For prisoners who are subject to a DSOA Detention Order, treatment program/counselling requirements will be advised by the DSO Psychology Team and will generally be communicated through an Offender Note. Where this advice is not available within 28 days to facilitate the timelines of the Initial IMP, the Initial IMP may be completed and the results of any assessment can be incorporated in the next IMP Review.
- 9.8.6.3 For prisoners who are serving a sentence with an indefinite term (other than those referred to under sections 9.8.6.1 and 9.8.6.2, the Forensic Consultant Team is to provide a treatment needs assessment and related Offender Note, outlining recommended treatment programs/counselling and management issues, within 11 months from the commencement date of the indefinite term. Any treatment program/counselling requirements are to be incorporated in the next IMP review.
- 9.8.6.4 For all other prisoners, in order to determine the appropriate treatment interventions, Treatment checklists are performed by qualified Treatment Assessors. There are checklists for Violent Offending, Substance Use Offending, Sex Offending, Cognitive Skills and General Offending. The application of Treatment checklists renders an outcome that identifies measures for risk, need and motivation.

- 9.8.6.5 The application of an Education and Vocational Training checklist is performed by qualified Education Officers to assist in the determination of educational and vocational needs for all prisoners. This checklist includes considerations for prisoners who may require assistance from the Coordinator, Intellectual Disability Services.
- 9.8.6.6 All required checklists are to be performed within the 28 day period commencing from sentencing during which an Initial IMP is developed. They may also be applied or reapplied at any time during a prisoner's sentence should it be determined necessary as a result of further sentencing or a change in stance of a prisoner regarding his/her offending.

9.9 Prisoner Input

9.9.1 The Authorised Assistant Superintendent will ensure:

- that adequate information both written and verbal, about the assessment process, is provided during initial assessment.
- that consultation takes place with the prisoner in the preparation of all assessment reports, but particularly so in respect of developing the Initial IMP. It is envisaged that several contacts between assessment staff and the prisoner will occur during the development of the IMP unless the prisoner consistently refuses to cooperate, contact is impracticable or a judgement is made that such contact is contrary to the good order of the prison.
- that the prisoner is advised, prior to a Case Conference, by the Assessment Officer, Treatment and Education Assessor of checklist recommendations, unless a judgement is made that the provision of such information is contrary to the welfare of the prisoner, or the good order or security of the prison.
- that the prisoner is encouraged to make verbal and/or written representation during the development of their IMP and at Case Conference.
- that consideration should be given to providing a prisoner advocate (or officer nominated by the prisoner) for any prisoner unable to present his/her case adequately due to language difficulty, or intellectual and/or other relevant physical/mental disability. The Case Conference Chairperson should initiate such action, where relevant.
- that following prisoner input, provision should be made for case discussion and decision in the absence of the prisoner.
- that the prisoner should be recalled, to be informed of the recommendation and his/her appeal rights, if applicable.

9.9.2 If there is disagreement about a prisoner's assessment, security rating or placement every attempt should be made to resolve this with the prisoner prior to a recommendation being forwarded for approval. If this is not possible the prisoner's disagreement must then be recorded explicitly in the documentation forwarded with any recommendation.

9.10 Approval Levels for Management and Placement Checklists and Individual Management Plans

The Deputy Commissioner Adult Custodial may from time to time vary the Approval Authority shown in the table below, **other than the requirement for Executive Council (EXCO) approval for transfers.**

Sentence Type	Approval Authority
Remand and Sentenced Prisoners (including Indefinite and Life sentences)	Authorised Assistant Superintendent
# Strict Security Life, Strict/Safe Custody, Never to be released.	Authorised Assistant Superintendent with EXCO approval for transfer, if required.
MIARB and DSOA	Authorised Assistant Superintendent

EXCO approval required for permanent placement change. A prisoner ordered to be detained in strict or safe custody or undergoing strict security life imprisonment may only be removed to another prison by order of the Governor, or in emergency by the **Director, Sentence Management** (as the Commissioner's delegate) under the provisions of s 26 (2)(b) of the [Prisons Act 1981](#).

9.10.1 Prisoners who have confirmed deportation orders or for whom deportation is a distinct possibility **are to be approved in accordance with section 9.4.4.**

9.10.2 Where a prisoner has been denied / deferred parole resulting in a change to the effective sentence length, the approving authority remains as it was prior to that decision.

9.10.3 The Hakea Prison Supervisor Assessment role, when necessary, may perform TOMS Administrative Decision Slips to facilitate the immediate transfer of prisoners from Hakea Prison to assist with prison population pressures.

9.11 Classification Review Checklist

The application of a Classification Review Checklist must be completed in the event of a change in the circumstances (please see section 9.13) of the prisoner, which has resulted in the need to review/amend the IMP.

Note: Refer to [section 9](#) for requirement to consider risk rating through the Security Portal.

9.12 Individual Management Plan Review

9.12.1 Review procedures do not necessarily imply a change in the prisoner's security rating, program requirements or vocational placement. Rather it serves as a way of monitoring the prisoner's progress or otherwise. It is also an important process for establishing further goals for the prisoner to progress through their sentence.

9.12.2 In order to review the information contained in the prisoner's last approved IMP, the Assessment Officer will gather written and verbal information about the prisoner's overall behaviour and performance against IMP recommendations from all relevant sources. These sources may include the Unit file and Unit staff, the

prisoner, Offender Notes in ACM, Programs, Education and Industries staff and Board Case Review decisions by the Prisoners Review Board.

9.12.3 A prisoner's IMP will be subject to regular review in order to:

- monitor the progress of the prisoner against the recommendations contained in their last approved IMP
- document the completion of scheduled interventions
- ensure alterations are made to the IMP as required to accommodate changes to the prisoner's circumstances ie reschedule programs as required, future security rating alterations due to behaviour.

9.12.4 If there is less than 3 months remaining until the EED or EDR, which ever occurs first, there is no obligation for a further review of an IMP unless there are special circumstances to do so.

9.12.5 Where a prisoner is participating in an approved RSP it replaces the need for an IMP.

9.12.6 The reviewed IMP will be tabled at Case Conference, with its recommendations being subject to approval authorities as per [section 9.10](#).

9.12.7 Schedule

Effective Sentence	Review Interval
Up to and including 6 months	No IMP/Nil Review (unless section 9.7.2) should apply)
Over 6 months up to and including 3 years	Every 6 months
Over 3 years including Indefinite and Life Sentences	Every 12 months until 3 years prior to EED/EDR/SRD then every 6 months. (Note: no IMP Review required if prisoner is participating in a RSP.)
Parole deferred/denied	Immediately following a decision by the Prisoners Review Board (to be set as day following the EED) then every 6 months to EDR

Note 1: This schedule is based on the effective sentence length. The Approving Authority does not alter as the prisoner progresses through his/her sentence.

Note 2: Where a sentence is backdated the review date will be calculated from the date of the initial development of the prisoner's IMP.

9.13 Modifications to Individual Management Plans

For some prisoners, events will occur that will necessitate a review of the IMP outside of the required scheduled reviews.

9.13.1 Further Court Appearance: If a sentence in excess of 1 year effective is imposed and/or the nature of the new offence/s is different to previous current offences then a review of the IMP (including MAP-Sentenced/Classification Review and

treatment needs as appropriate) should occur incorporating the new effective time left to serve.

9.13.2 Additional Remand Warrant(s): When further remand warrants are received after the prisoner has an approved IMP, a MAP-Sentenced or Classification Review (see section 9.2.3) should be applied to determine if the change in circumstance requires a review of the IMP.

9.13.3 Appeal decisions: Where an appeal decision reduces or increases the sentence by 2 years or more then a review will be conducted.

9.13.4 Change in circumstances (also refer to section 10.2): Where there has been a significant change in circumstances and it is deemed that the prisoner may require placement in a more secure or purpose specific environment.

Change in circumstances may include such considerations as:

- Section 69 or 70 of [Prisons Act 1981](#) – Conviction
- significant conflict with other prisoners or prison staff, or other serious misconduct
- significant deterioration in prisoner behaviour
- parole deferred or denied
- appeal against conviction or sentence
- placement on a DSOA Detention Order
- termination of marriage/defacto relationship
- custody or other Family Court disputes
- family relocation
- significant deterioration in a prisoner's family or business circumstances
- medical (aged or permanent/severe injury).

9.14 Reinstatement of IMPs for Prisoners Who Have Completed an Approved RSP

9.14.1 Immediately after the PRB has reviewed a Life or Indefinite sentenced prisoner (following completion of their RSP), Classification and IMP Review Checklists are to be completed. The IMP is to be reviewed thereafter on a 6 monthly cycle.

9.14.2 If the PRB communicates to the Department that a Life or Indefinite sentenced prisoner's parole is not recommended to the Attorney General, or the Attorney General indicates or determines that parole will not be approved, a Classification Review Checklist is to be performed and the prisoners' IMP reviewed to return the prisoner to secure custody (see [PD 79](#), section 6.4.3.5).

10. Placement

In the event of the prisoner transferring to another prison, it is the responsibility of the Authorised Assistant Superintendent to ensure that all checklists completed in ACM have been finalised.

10.1 Transfers in Line with Individual Management Plan

10.1.1 The placement of prisoners should reflect a balance between security considerations, prisoner needs and program availability. In order to achieve such a balance, it will be necessary from time to time to transfer prisoners from one prison to another.

10.1.2 In order to provide adequate security, supervision and program opportunities compatible with each prisoner's identified needs, placements are to be implemented in accordance with the prisoner's approved IMP in an orderly and equitable manner.

10.1.3 The Authorised Assistant Superintendent will ensure that the following actions are completed prior to any prisoner transferring:

- that the appropriate approval has been obtained and relevant documentation completed prior to the transfer of any prisoner
- that receiving prisons are notified of prisoners they will receive prior to transfer
- that the prisoner is informed of his/her impending transfer as soon as practicable, subject to security considerations
- that the prisoner is advised of the reasons for the transfer, subject to security considerations
- each prisoner is to be provided with the opportunity to inform their family (or significant others) of their impending transfer and new location, subject to security considerations.

10.2 Other Transfers - Management/Security

10.2.1 Temporary transfers for not greater than 28 days.

The Authorised Assistant Superintendent may transfer a prisoner to a prison of appropriate security rating as a precautionary measure for a period of not greater than 28 days without review when:

- a prisoner represents or is perceived to represent a management/security risk or
- a significant change is deemed to have occurred in a prisoner's personal circumstances that may determine that the prisoner is at personal risk or
- to provide for investigation into incidents or information relating to a prisoner where necessary.

Prisoners are not to be upgraded at the time this type of transfer occurs.

A Management Transfer Checklist is to be completed **with** an approved TOMS Administrative Decision Slip to effect the transfer.

In the event that the outcome of investigations indicate that the prisoner will be charged or better managed in the temporary placement prison then the procedures for permanent transfer at section 10.2.2 will be applied. The details relating to making the transfer permanent and reference to the Management Transfer document are to be clearly demonstrated in the MAP or Classification Review checklist and any decision slip where applicable.

10.2.2 Where the transfer is to become permanent the sending prison is to comply with the following:

- 10.2.2.1 Prisoners managed via a MAP only.
The MAP is to be reapplied and approved. This generates a TOMS pending decision slip, which needs to be approved to permanently affect the transfer.

10.2.2.2 Prisoners managed via an IMP.
A MAP-Sentenced/Classification Review Checklist is to be utilised (see section 9.2.3). The IMP is to be amended and approved. This generates a TOMS pending decision slip that needs to be approved to permanently effect the transfer.

10.2.2.3 Where a decision has not been finalised
If a decision regarding the prisoner’s future placement has **not** been finalised during the 28-day transfer period, an additional Management Transfer Checklist must be completed. This should outline the progress in investigations and detail the further period up to 28 days that will be utilised to determine the full outcome of the situation, this should be communicated to the receiving prison.

10.2.3 Emergency/immediate threat

Where a prisoner presents a significant and immediate threat to the good order and/or security of a prison, or in the event of an emergency (reported to the Minister as a critical incident), the Assistant Commissioner Custodial Operations may, on the advice of the relevant Superintendent, or on the advice of the Director Security Services or Manager JIS, authorise the immediate transfer of any prisoner(s) to another prison. The advice to the ACCO **must** include the outcome of a risk assessment completed for each prisoner involved, as to the proposed placement.

In such circumstances the requirement to complete a Management Transfer Checklist/Administrative Decision Slip, MAP, IMP or Classification Review Checklist (as the case may be) prior to the transfer being effected (as provided for in sections 10.2.1 and 9.13, is suspended, but shall be completed by the sending prison without delay following the transfer.

10.3 Placement Considerations

Prison	Minimum	Medium	Maximum
Acacia Prison	X	X	
Albany Regional Prison	X	X	X
Bandyup Women’s Prison	X	X	X
Boronia Pre-release Centre for Women	X		
Broome Regional Prison	X	*	*
Bunbury Regional Prison	X	X	*
Casuarina Prison	X	X	X
Eastern Goldfields Regional Prison	X	*	*
Greenough Regional Prison	X	X	*
Hakea Prison	X	X	X
Karnet Prison Farm	X		
Pardelup Prison Farm	X		
Roebourne Regional Prison	X	X	*
Wooroloo Prison Farm	X		

Note: *Indicates a capacity for temporary placement in a restricted security section of the prison.

- 10.3.1 Bunbury Regional Prison. A prisoner who is rated medium security whose offence is of a sexual nature and who may be at risk from the general prison population and/or require treatment, may expect to be placed at Bunbury Regional Prison or Acacia Prisons.
- 10.3.2 Acacia Prison. A prisoner who is rated medium security, who is not appealing against all convictions and whose main family support is in the metropolitan area may expect to be placed at Acacia Prison. Section 2.1.1 of [Adult Custodial Rule 7](#) states that Appeal class prisoners may receive a visit per day. If the prisoner does not intend to utilise this visit privilege he may be placed at Acacia Prison.
- 10.3.3 Albany Regional Prison. Prisoners who are from overseas or interstate, who have no support network in the metropolitan area, may generally expect to be placed at Albany Regional Prison.
- 10.3.4 Wooroloo Prison Farm. A prisoner who's current and/or previous offence(s) is/are of a sexual nature will not generally be placed at Wooroloo Prison Farm without the prior authorisation of the Authorised Assistant Superintendent, Wooroloo Prison Farm.
- 10.3.5 Police Lockups. Will be in accordance with the provisions of [Policy Directive 4](#). Review of this placement will be demonstrated via the application of the Lock-up Placement Review Checklist in ACM.
- 10.3.6 Sex offenders. Sex offenders will continue to be rated in accordance with the instrument of assessment.
- 10.3.7 Juvenile Prisoners. Particular care should be taken to ensure that assessment and placement of juvenile prisoners is undertaken expeditiously and takes particular account of potential vulnerability and prior exposure to criminal influences.
- 10.3.8 Prisoners subject to the [Dangerous Sexual Offenders Act 2006](#) (DSOA)

For the purpose of this section, a prisoner subject to the DSOA will fall into one of 3 categories, as detailed below:

- a) **DSOA Liable – Due to sentence, offender liable for consideration under the DSOA:** A prisoner whose offence type meets the provisions of the DSOA and whose minimum period in custody in relation to those offences (ie to EDR or EED) is 2 years or more. Such prisoners will have a **DSOA Liable** alert on TOMS.
- b) **DSOA Under Consideration – Offender being considered/progressing through DSOA processes:** A prisoner who is liable under the DSOA and following review by the Dangerous Sex Offenders Review Committee (DSORC), has been referred to the Director of Public Prosecutions for consideration of an application to the Supreme Court under the DSOA. Such prisoners will have a **DSOA Under Consideration** alert on TOMS.
- c) **DSOA Detention Order – Offender on a detention order with annual reviews before the Supreme Court:** A prisoner who is subject to a detention order made by the Supreme Court under the DSOA. Such prisoners will have a **DSOA Detention Order** alert on TOMS.

- 10.3.8.1 Prisoners who meet section 10.3.8(a) above will be advised by the Assessment Officer at the time of the Initial IMP assessment that they may be subject to review under the DSOA, by the DSORC.
- 10.3.8.2 Where a prisoner liable under section 10.3.8(a) is located in a minimum security setting and has been the subject of a parole deferral or denial, the Authorised Assistant Superintendent shall have regard to [section 9.13.4](#).
- 10.3.8.3 Where the DSORC decides that a prisoner's case is to be referred to the Director of Public Prosecutions, and the prisoner is located in a minimum security setting, the Authorised Assistant Superintendent will ensure that the prisoner is immediately held in a closed (maximum or medium) setting.
- 10.3.8.4 A prisoner subject only to remand under the DSOA, is to remain in a closed (maximum or medium) setting for the duration of the remand period.
- 10.3.8.5 When the Supreme Court has issued an order for the prisoner's detention in custody past the expiry date of the prisoner's sentence, or where an offender (DSOA) in the community is returned to custody under an order of the Supreme Court, the Authorised Assistant Superintendent will ensure that the prisoner is held in a closed (maximum or medium) setting.
- 10.3.8.6 Prisoners subject to section 10.3.8.5 may only be approved for minimum security rating and placement, where a release preparation plan (including any treatment program) that requires placement at minimum security has been approved by the Supreme Court.

11. Subsequent Reviews/Reports that may be required during a prisoner's sentence

11.1 Prison Initiated Reviews/Reports

- 11.1.1 IMP Review.
- 11.1.2 Transfers – Management/Security or Significant Change in Circumstances (see section 10.2)
- 11.1.3 Lockup Placement – refer to [Policy Directive 4](#).
- 11.1.4 Parole Review or Parole (Short Term) – refer [Policy Directive 78](#).
- 11.1.5 Re-socialisation Program Suitability and Progress – refer to [Policy Directive 79](#).
- 11.1.6 Parole Review – EXCO – refer [Policy Directive 78](#).
- 11.1.7 Interstate Transfer for Trial – Attorney General Request. The MSM will initiate any requirement for a report.

11.2 Prisoner Initiated Reviews/Reports

- 11.2.1 Interstate Transfer – Applications for Legal and Other Transfer
- when a prisoner seeks interstate transfer, the prisoner is to be provided the appropriate application form for transfer.

- the transfer application and any supporting documentation is to then be forwarded to the MSM (refer to SMM for process).
 - any report required as a result of the application is to be completed at the request of the MSM (eg Interstate Transfer Report checklist).
 - for further information, refer to the SMM.
- 11.2.2 International Transfer – Prisoner’s request for transfer
- A prisoner’s request for transfer to another country must be submitted on the appropriate form (Commonwealth of Australia, *International Transfer of Prisoners Act 1997* [Transfer Form](#)).
 - The transfer application and any supporting documentation is to then be forwarded to the Commonwealth Attorney General’s Department in Canberra.
 - Any report required as a result of the application is to be completed at the request of the MSM (eg International Transfer Report checklist).
 - Where a prisoner is seeking further information regarding an international transfer in progress or generally the prisoner should be referred to the Commonwealth Attorney General’s Department.
 - For the transfer to occur approval must be given by all parties, ie the prisoner, the State of Western Australia, the Commonwealth Attorney General and the receiving country.
 - Prisoners will be made aware, as part of the negotiation process, if the receiving country requests payment from them towards the escort costs.
 - For further information, refer to the SMM.
- 11.2.3 Inter-Prison Visits. Please refer to [Adult Custodial Rule 7](#).
- 11.2.4 Re-integration Leave. Please refer to [Policy Directive 66](#). A prisoner may apply 3 months prior to his/her eligibility date for commencement of the Re-integration Leave Program, noting that the prisoner must be rated minimum security at the time of application. The dates on which the prisoner is eligible to apply and commence Re-integration Leave are recorded in the IMP. If a prisoner is a life/indefinite sentenced prisoner, their participation in Re-integration Leave should be a component of an approved Re-socialisation Programme.
- 11.2.5 Prisoner Employment Program. Please refer to [Policy Directive 68](#). An eligible prisoner may make written application up to 3 months prior to the expected date of commencement on the Prisoner Employment Program, noting that the prisoner must be rated minimum security at the time of application. If a prisoner is a life/indefinite sentenced prisoner, their participation in the Prisoner Employment Program should be a component of an approved Re-socialisation Programme.
- 11.2.6 Re-entry Release Order. Please refer to [Policy Directive 47](#). A prisoner may apply 3 months prior to his/her eligibility date of commencement of the Re-entry Release Order. The dates on which the prisoner is eligible to apply and commence a Re-entry Release Order are recorded in the IMP. The Case Management Coordinator will notify the designated Community Justice Services Centre of the application in accordance with [Policy Directive 47](#).

11.2.7 Transfers – outside of scheduled IMPs. Prisoners may request consideration for transfer to another facility for a variety of reasons. The reason for the transfer should be clearly identified within the IMP at question 2.3.

11.2.8 Temporary Transfer for Visits. Prisoners **other than those subject to HSE status** may request a temporary transfer to another prison for the purpose of visits. An officer will complete a Temporary Transfer for Visits Checklist giving consideration against the criteria below.

Criteria

- Type and circumstances of offences: If applicable, an assessment of any potentially negative community reaction is to be made and taken into account.
- Visitors: The persons named as potential visitors at the receiving prison should have a bona fide and ongoing relationship with the prisoner, whether family or tribal, and there must be some certainty that the nominated visitors will attend the prison. (Confirmation is to be obtained.)
- The prisoner's conduct at their prison of placement and at the receiving prison.
- Medical/psychiatric services: The prisoner must not require specialised psychiatric or other specialised medical treatment, which is unavailable at the proposed receiving prison.
- Court appearance: A prisoner with a future court appearance shall have this taken into consideration when making recommendations for temporary transfers.
- Duration of a temporary transfer. This will generally be restricted to 4 weeks per year; ie 1 week every 3 months or 2 weeks each 6 months.

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- For prisoners with sentences of Strict Security Life and Strict/Safe Custody– Approval by the Governor is required.
- For all other prisoners, the Authorised Assistant Superintendent (subject to the agreement of the Authorised Assistant Superintendent of the receiving prison) is to approve.

Where there is not a mutual agreement on the temporary transfer the Superintendent Operations shall mediate.

11.2.9 Early Discharge – refer to [Policy Directive 37](#).

11.2.10 Absence Permit on Compassionate or Humane Treatment Grounds– refer to [Policy Directive 9](#).

11.3 Other Reviews/Reports

11.3.1 Deportation/Removal. Initiated at the request of the Department administering the *Migration Act 1958* (Cth). The Immigration Report checklist in ACM is to be utilised. Once finalised, notify completion to the Coordinator Information Release.

12. Case Conference

Case Conference is the forum during which assessment documentation is considered and recommendations or decisions are made regarding prisoners in respect to assessment, security rating and placement. It is important that Case Conference be utilised as the method by which prisoners are advised of recommendations and the reasons for those recommendations. It is also where prisoners can raise issues in relation to their IMP or other documentation under consideration.

12.1 Composition

Case Conference will comprise of at least 3 members and will include the Authorised Assistant Superintendent (or delegate) who will chair the meeting and a uniformed officer. The other member may be drawn from the following areas:

- Treatment Assessment
- Education Assessment
- Community Corrections
- The Coordinator Assessment (Hakea)
- Case Management Co-ordinator
- A Senior Officer

12.2 Records

Case Conference will generally be held weekly. Case Conference minutes will record:

- Date and time of Case Conference
- Membership present
- Any business as follows:
 - IMPs
 - Subsequent IMP Reviews
 - All other documentation (Re-Entry Release, Re-integration Leave applications, Prisoner Employment Program applications, Re-socialisation Programme Suitability Assessments and Re-socialisation Programme Progress Assessments).
 - Applications not to Proceed (C164 requests etc)
 - Record of Re-integration Leave movements and progress (when applicable) in accordance with Policy Directive 66
 - Record of Prisoner Employment Program progress with input from the Employment Coordinator in accordance with Policy Directive 68.

Case Conference Minutes are to detail the prisoner's name, TOMS ID, review type and the outcome or recommendation.

12.2.1 Case Conference recommendations and subsequent decision slips in TOMS will contain **as a minimum requirement** the following information in the sequence described:

- security rating and reasons, including reference to the scoring instrument applied
- placement and reasons (ie to facilitate social/community contact; program participation, etc)
- recommendation on any specific requirements (ie counselling, medical) where applicable
- IMP recommendations

- right of appeal
- next review date.

Case Conference recommendations/decisions are to be expressed in terminology that the prisoner is likely to understand.

The prisoner is to be verbally advised of his/her right of appeal (automatically contained in decision slip).

12.2.2 Case Conference is to ensure that the prisoner receives a copy of the recommended IMP within 5 working days of Case Conference.

12.2.3 The Case Management Coordinator is to ensure that the prisoner receives a copy of the IMP Decision Slip from TOMS within 2 working days of approval.

12.3 Case Conference for Individual Management Plan Review

A prisoner's IMP will be subject to regular review in order to:

- monitor the progress of the prisoner against the recommendations contained in their last approved IMP
- document the completion of scheduled interventions
- ensure alterations are made to the IMP as required to accommodate changes to the prisoner's circumstances ie reschedule programs as required.

12.3.1 The reviewed IMP and Classification Review Checklist, plus other relevant documentation as required, will be tabled at Case Conference, with its recommendations being subject to approval authorities as per [section 9.10](#).

12.3.2 The prisoner is required to attend the Case Conference.

12.4 Appeal Against Decision

12.4.1 Any prisoner shall have the right of 1 appeal against the following decisions:

- MAP Checklist – security rating and placement components only
- Initial IMP– security rating and placement components only
- Subsequent reviews of IMPs – security rating and placement components only
- Re-integration Leave – see [Policy Directive 66](#)
- Prisoner Employment Program – see [Policy Directive 68](#).

12.4.2 Procedures. An appeal by a prisoner against any decision must generally be lodged with the Chairperson, Case Conference in writing, on an Appeal Against Decision form (C232) within 21 days of the date of the decision.

The grounds for appeal are:

- that Policy and Procedures have not been followed; and/or
- that inappropriate or inaccurate information has formed the basis of the decision; and/or
- that pertinent or relevant information was excluded; and/or
- that circumstances have changed significantly since the Case Conference.

12.4.3 Authority Levels

MAPs and IMPs:

- The Designated Superintendent will determine an appeal against a decision of the Authorised Assistant Superintendent within 14 days of receipt.
- The DSM will determine an appeal against the decision of the Designated Superintendent within 14 days of receipt.

Re-Integration Leave and the Prisoner Employment Program:

- The Assistant Commissioner Custodial Services will determine an appeal against a Re-integration Leave or Prisoner Employment Program decision of the DSM within 28 days of receipt.

When reviewing the decision, the designated authority will give consideration to all material taken into account in the original decision and any additional information provided by the prisoner or another.

Written advice, in the form of a TOMS decision slip, of the outcome of the appeal will be forwarded to the prisoner as soon as practicable. A prisoner may be transferred pending the outcome of an appeal against a transfer.

Where concerns are held by the DSM that an override or outcome of appeal may not be in line with the intent of ACR 18 and related policies, it is to be reported to the Assistant Commissioner Custodial Operations, who will assess the appeal and has the authority to review the decision as an appeal.

13. Re-Socialisation Programmes

For information regarding the suitability, development, endorsement, implementation and breaches of Re-socialisation Programmes refer to [Policy Directive 79 – Re-socialisation Programmes](#).

14. Parole

For information regarding parole assessments for all sentence types, refer to [Policy Directive 78 – Parole](#).

15. Approved

Rule made pursuant to s 35 of the [Prisons Act 1981](#) by the Chief Executive Officer of the Department of Corrective Services with the approval of the Minister.

Commissioner:



30/04/2012

Minister:



10/04/2012

Applicability

Applies to all public and private prisons.

References

[Criminal Law \(Mentally Impaired Accused\) Act 1996](#); [Dangerous Sexual Offenders Act 2006](#); [Prisons Act 1981](#); [Prisons Regulations 1982](#); [Public Sector Management Act 1994](#); [Sentence Administration Act 2003](#); [Sentence Administration Regulations 2003](#); [Young Offenders Act 1994](#); [Sentence Management Manual](#).

Policy Sponsors

Deputy Commissioner Adult Custodial

Contact Person

Director Sentence Management

Amendment History

Version	Approved	Effective from
1 First published ¹	24 August 2005	6 September 2005
2 Amended	28 July 2006	10 August 2006
3 Amended	5 April 2009	23 June 2009
4 Amended	13 November 2010	23 November 2010
5 Amended		18 March 2011
6 Amended	10 April 2012	30 May 2012
7 Erratum (ss 8.5; 9.5.4; 10.3.8.1; 10.3.8.2; 10.3.8.6)	29 June 2012	2 July 2012
8 Amended ²	20 November 2012	6 December 2012

¹ Replaced previous AC Rules 13 and 14.

² All references to the Deputy Commissioner Offender Management and Professional Development amended to Assistant Commissioner Custodial Services.