



# Policy Directive 79

## Re-Socialisation Programmes

**Legislation referred to:** [Prisons Act 1981](#); [Prisons Regulations 1982](#); [Sentence Administration Act 2003](#); [Sentence Administration Regulations 2003](#).

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**Purpose:**

To enable long-term prisoners to gradually re-integrate into the community and prepare for release.

The purpose of a Re-Socialisation Programme is to address the following factors in so far as they are relevant to equipping a particular prisoner for re-entry into the general community:

- (a) education
- (b) employment
- (c) drug and alcohol use
- (d) mental and physical health
- (e) attitudes and social control
- (f) institutionalisation and life skills
- (g) housing
- (h) financial support and debt
- (i) family and community networks
- (j) any other prescribed factor.

**Policy:**

For Prisoners Serving Life or Indefinite Sentences or Fixed Term Sentences of a Prescribed Length - [s 13 and 14 Sentence Administration Act 2003](#) and Part 1A of the Sentence Administration Regulations 2003.

**Definitions:**

Assessment Case Management (ACM) system	An electronically managed system to support the assessment, classification and case management of prisoners.
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 (any person designated under s 36(1) of the <a href="#">Prisons Act 1981</a> ) to undertake the responsibilities as per this policy.
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.
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 conjunction 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 interviews that will assist the prisoner to live a pro-social life on release to the community.
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 impact on 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.
Prisoners Review Board (PRB)	The Board established under <a href="#">s 102 of the Sentence Administration Act 2003</a> .

## Acronyms:

ACM	Assessment Case Management
ACR 18	Adult Custodial Rule 18 – Assessment and Sentence Management of Prisoners
CCO	Community Corrections Officer
EDR	Earliest Date of Release
EED	Earliest Eligibility Date
EXCO	Executive Council
IMP	Individual Management Plan
PRB	Prisoners Review Board
RSP	Re-Socialisation Programme
SRD	Statutory Review Date

## 1. Objectives

The objectives of a RSP are:

- to prepare the prisoner for return to the community so that any threat that the prisoner might pose to the safety of the public is minimised and the prisoner's ability to pursue an effective, constructive and law-abiding lifestyle is maximised
- to counter the negative effects of institutionalisation
- to facilitate the reintegration of the prisoner with his/her family and the community
- to develop the prisoner's educational and employment skills
- to develop the prisoner's life skills (such as budgeting, finding accommodation, cooking, etc)
- to develop the prisoner's social skills (including communication skills, assertion, relationship skills, etc).

## 2. Application

RSPs may apply to:

### 2.1. Prisoners serving Life or Indefinite sentences <sup>1</sup>

- 2.1.1. These prisoners must be assessed by the Department for their suitability to participate in a RSP no later than 2 years prior to their Statutory Review Date (SRD), irrespective of any Earliest Eligibility Date (EED) (refer to s 3.2).
- 2.1.2. Following recommendation by the Prisoners Review Board (PRB) for participation in the programme, approval by the Attorney General and the Governor is required for this group of prisoners to participate in a RSP.

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<sup>1</sup> Note: Prisoners sentenced prior to 4 November 1996 are not currently eligible for inclusion in Re-Socialisation Programmes as their sentences are currently being administered under the *Offenders Community Corrections Act 1963*. However, they will become eligible when legislative amendments provide for their eligibility.

## **Prisoners serving Fixed Term sentences of a prescribed length**

- 2.1.3. During the sentence the PRB may undertake Board case reviews in regards to prisoners serving sentences of a prescribed length.
- 2.1.4. These prisoners will only be assessed for their suitability to participate in a RSP if a request for an assessment is received from the PRB.
- 2.1.5. For this group of prisoners, the PRB may approve their participation in a RSP.

## **2.2. Prisoners subject to Extradition**

Prisoners who are subject to confirmed extradition shall not be eligible for participation in a RSP.

## **3. Suitability for a Re-Socialisation Programme**

The following procedures will largely be the same for both groups of prisoners, ie Life/Indefinites and Fixed Terms. However, where the procedure is not the same, reference to the particular group of prisoner will be made.

- 3.1. The report format is the *Re-Socialisation Programme Suitability Report* in the ACM system.
- 3.2. First review date for Life/Indefinite sentences:  
Case conference reviews, with the benefit of input from prison, Community Corrections, psychological and other relevant reports:
  - 2 years and 3 months prior to the prisoner's SRD; or
  - Within 3 months of imprisonment if the SRD is less than 2 years and 3 months after imprisonment.
- 3.3. Review date for fixed term sentences of a prescribed length:  
Where the PRB has requested an assessment of a prisoner's suitability for inclusion in a RSP and Sentence Management has formally requested a *Re-Socialisation Programme Suitability Report*. Case Conference will review the case, with the benefit of input from prison, Community Corrections, psychological and other relevant reports at least 8 weeks prior to the next PRB review date.
- 3.4. Case Conference recommends whether the prisoner is suitable for inclusion in a RSP and whether the Department can facilitate such a programme. A Community Corrections Officer (CCO) may attend this Case Conference and must submit a written report prior to the Case Conference.
- 3.5. As part of the *Re-Socialisation Programme Suitability Report*, the Case Conference Chairperson must refer to previous incident reports, IMP's and Offender Notes in the ACM system in relation to the prisoner's general behaviour, stability and attitude in custody throughout his/her sentence.
- 3.6. The Case Conference recommendation must be endorsed by the Authorised Assistant Superintendent of the prison. The Authorised Assistant Superintendent shall then forward the recommendation and documentation, including the prisoner's submissions, to Sentence Management.

- 3.7. Sentence Management will then obtain endorsement from the Assistant Commissioner Custodial Services regarding its ability or inability to facilitate a RSP and the prisoner's suitability.
- 3.8. Sentence Management shall forward to the PRB, the Assistant Commissioner Custodial Services' advice and recommendation regarding a prisoner's inclusion in a RSP. This must be forwarded to the PRB no later than 2 years prior to the prisoner's SRD unless otherwise advised by the PRB (see [r 3B of the Sentence Administration Regulations 2003](#)).
- 3.9. Provided advice has been received from the Assistant Commissioner Custodial Services that a RSP can be facilitated, irrespective of the recommendation regarding suitability for participation in a programme, the PRB determines an individual prisoner's general suitability for participation in a RSP. The PRB may then request the Department to prepare a RSP for consideration by the PRB.

#### **4. Development of a Re-Socialisation Programme**

The following procedures relate to prisoners serving either a Life/Indefinite sentence or a Fixed Term sentence of a prescribed length.

- 4.1. If requested by the PRB, the Authorised Assistant Superintendent shall make arrangements for a programme to be formulated and considered by Case Conference.

#### **4.2. Structure of the Programme**

- 4.2.1. The report format is the *Re-Socialisation Programme Checklist* in the ACM system.
- 4.2.2. Further assessment reports are not required unless there have been significant changes in the prisoner's situation since suitability for inclusion in a RSP was considered.
- 4.2.3. The PRB will generally determine the length of a RSP for an individual prisoner.
- 4.2.4. RSPs consist of 1 or more stages. Information to be listed at each stage of the programme should include:
  - duration
  - security rating
  - placement
  - programme activities (include details of [s 95 Prisons Act 1981](#) activities, whether in the prison or in the community)
  - outcomes to be achieved as a result of the prisoner's participation in activities
  - [s 83\(1\)\(a\) Prisons Act 1981](#) absence permits required, where relevant.
- 4.2.5. In formulating the programme, where the prisoner will be placed in another prison as part of the programme, each prison Authorised Assistant

Superintendent must be consulted and given the opportunity to comment on the proposed RSP.

- 4.2.6. When developing the programme, the Authorised Assistant Superintendent is to ensure that the CCO is given the opportunity to comment on the proposed RSP and may attend the Case Conference.

### 4.3. Programme Conditions

4.3.1. RSPs comprise of a number of conditions which the prisoner must adhere to. Conditions which are to be enforced throughout the period of the programme may include:

- demonstrate that he/she can adjust and cope with the added responsibility and freedom associated with the status of a minimum security prisoner
- comply with prison regulations in relation to any Absence Permit(s) issued under [s 83 Prisons Act 1981](#)
- undergo urinalysis testing as directed
- comply with any Victim-offender Mediation Unit requirement
- maintain good work standards and behaviour.

4.3.2. RSPs also comprise of a number of conditions depending upon the specific needs of the individual prisoner. These conditions may include, but are not limited to:

- maintain regular contact with his/her Re-Integration Leave sponsor
- abide by any exclusion zone.

### 4.4. Programme Activities

RSPs comprise of activities that contribute to the rehabilitation of a prisoner and the prisoner's successful re-integration into the community. When completing a RSP checklist each activity must identify an outcome to be achieved that can be evaluated.

The activities of a RSP usually include:

- placement at a minimum security facility
- participation in supervised and/or unsupervised external activities
- inclusion in the Re-Integration Leave Program
- inclusion in the Prisoner Employment Program
- driver training and education (preferably in the final stage of the RSP)
- engagement with Prison Counselling Services if experiencing difficulties with re-socialisation
- liaison with the Transitional Manager
- preparation of a satisfactory parole plan (if applicable) and liaison with the CCO who is likely to be supervising the prisoner on parole.

## **5. Endorsement of a Re-Socialisation Programme**

- 5.1. As part of Case Conference the prisoner is to endorse the proposed RSP indicating whether or not they understand and agree/disagree with the programme.
- 5.2. The Authorised Assistant Superintendent shall endorse the proposed programme and forwards the documentation to the Manager, Release Planning.
- 5.3. The Manager, Release Planning may request Case Conference to consider changes to the proposed RSP or may vary the proposed RSP and advise the Authorised Assistant Superintendent of the variation.
- 5.4. Sentence Management shall submit the proposed RSP to the Assistant Commissioner Custodial Services for endorsement and recommendation to the PRB.
- 5.5. When endorsed, Sentence Management shall submit the proposed RSP to the PRB.

## **6. Implementation of a Re-Socialisation Programme**

### **6.1 Approval of a Re-Socialisation Programme**

- 6.1.1. As per [clause 3D of the Sentence Administration Regulations 2003](#) although approval to commence a RSP may be obtained earlier, a prisoner may not commence an approved programme until the period remaining to the SRD, EED or EDR equals the length of the programme plus:
  - (a) 3 months for Life and Indefinite sentences
  - (b) 1 month for Fixed Term sentences.
- 6.1.2. The PRB advises Sentence Management of approval/non-approval of the RSP and provides copies of the signed RSP and Executive Council Minute (where required). The Manager, Release Planning shall complete a decision slip to reflect the PRB's or Governor's decision.
- 6.1.3. When the necessary approval documentation has been obtained and the decision slip has been completed by the Manager Release Planning, the relevant prison will need to review the prisoner's security rating and placement and complete a decision slip to enable the prisoner to commence the RSP as per ACR 18.
- 6.1.4. Where a Strict Security Life, strict or safe custody prisoner is approved for a RSP, and a prison transfer is required to commence the RSP, Adult Custodial is required to obtain an EXCO approval to transfer prior to placement at a minimum security facility as per ACR 18.
- 6.1.5. If the prisoner is serving a Life or Indefinite sentence the prison is to use the RSP which has been endorsed by the Attorney General / Governor and no

other version. If the prisoner is serving a Fixed Term sentence the prison is to use the RSP which has been endorsed by the PRB and no other version.

6.1.6. An approved RSP replaces the need for a prisoner's IMP as per ACR 18.

## **6.2 Progress on a Re-Socialisation Programme - Subsequent Reviews**

6.2.1. The report format is the *Re-Socialisation Programme - Progress Review Checklist*, plus:

- if being considered for Re-Integration Leave in the next stage, a *Absence Permit - Re-Integration Leave Application Checklist* is also required.
- if being considered for the Prisoner Employment Program in the next stage, a *Prisoner Employment Program - Other Activities or Paid Employment Application Checklist* is also required.

All reports listed above in this section are required to be completed at least 2 weeks prior to the end of the stage of the programme that the prisoner is undertaking.

6.2.2. The progress review report shall address the prisoner's progress on activities and the general progress of the prisoner in terms of matters relevant to the next stage of the programme eg Re-Integration Leave, Prisoner Employment Program etc.

6.2.3. Case Conference considers progress, calling for relevant reports from the CCO and/or Employment Co-ordinator as required. A Community Corrections Officer's report is required if the prisoner is being considered for Re-Integration Leave. An Employment Co-ordinator's report is required if the prisoner is being considered for the Prisoner Employment Program.

6.2.4. The Authorised Assistant Superintendent shall forward all relevant documentation, **not** available electronically, to the Manager Release Planning.

6.2.5. Generally, the Manager Release Planning shall give approval for the prisoner to commence the next stage of a programme. However, in some instances, the PRB may request to be involved in this process.

6.2.6. When the necessary approvals have been obtained, the Authorised Assistant Superintendent will ensure that the next stage of the programme commences.

6.2.7. Progress reviews conducted while a prisoner is undergoing a RSP replace the need for IMP reviews.

## **6.3 Modification of Programme**

There may be occasions where an approved RSP is under way and an event occurs that will delay (or is likely to delay) a prisoner's progress with the programme. Where a modification of a RSP is required, the Authorised Assistant Superintendent will notify Sentence Management of the extent of the modification and Sentence Management will notify the PRB when necessary.

- 6.3.1. The Manager Release Planning should be immediately advised of any incident that might cause a programme to be modified.
- 6.3.2. Minor modifications to the programme (eg short-term postponement of commencement of a stage): The Manager Release Planning may require these to be dealt with internally, by way of a Case Conference review.
- 6.3.3. Major modifications (eg deletion of a component from the programme or significant delay in the programme): require advice of the modification and the reasons for it to be forwarded to Sentence Management who will then forward it to the PRB. If the delay (or likelihood of delay) extends beyond 2 weeks, Sentence Management is to be advised in writing of the reason(s).

## **6.4 Suspension, Cancellation or Completion of a Re-Socialisation Programme**

### **6.4.1 Suspension of a Re-Socialisation Programme**

- 6.4.1.1 The Manager Release Planning, Director Sentence Management or Assistant Commissioner Custodial Services may, at any time during a prisoner's participation in a RSP, suspend the programme in relation to a prisoner if:
  - (a) the prisoner's conduct and behaviour is unsatisfactory; or
  - (b) the prisoner is unable to comply or fulfil a component of the programme; or
  - (c) any other reason that may impact on the good order and security of the prison or the safety of the public.
- 6.4.1.2 The Manager Release Planning should be immediately advised of any incident that might cause a programme to be suspended.
- 6.4.1.3 Where the prison recommends a suspension of a RSP for any reason, written advice through Case Conference and any relevant documentation is to be forwarded to Sentence Management as soon as possible.
- 6.4.1.4 The Authorised Assistant Superintendent may, at any time, suspend an absence permit granted to a prisoner participating in a RSP, or transfer or place the prisoner in a secure environment for the good order and security of the prison or to ensure public safety.
- 6.4.1.5 Sentence Management is to be advised no later than the next working day of the decision and the reasons for the decision. Sentence Management will then determine whether the programme is to be suspended.
- 6.4.1.6 If the RSP is suspended, Sentence Management is to immediately advise the facility by way of a decision slip. Sentence Management is to advise the PRB of the suspension within three working days.
- 6.4.1.7 Following suspension of a RSP, Sentence Management will provide written advice within 28 days to the PRB detailing the circumstances of

the suspension with advice as to whether the Department can facilitate the re-instatement of the RSP.

- 6.4.1.8 If the RSP is suspended the prisoner is to be returned to secure custody whilst awaiting a decision by the PRB as to whether the programme is to be cancelled or resumed.

#### **6.4.2. Cancellation of a Re-Socialisation Programme**

- 6.4.2.1 Only the PRB may cancel a prisoner's participation in a RSP.
- 6.4.2.2 If the RSP is cancelled the prisoner is to be returned to / remain in secure custody and is considered no longer valid.
- 6.4.2.3 For the next PRB review following cancellation of the programme, the prison will complete the appropriate ACM Checklist as specified by the PRB.

#### **6.4.3. Completion of a Re-Socialisation Programme**

- 6.4.3.1 A prisoner's RSP is deemed to be completed once the identified timeframe of the last stage of the program has ended.
- 6.4.3.2 With regard to reinstatement of an IMP following completion of a prisoner's RSP, refer to ACR 18.
- 6.4.3.3 If a RSP has been completed and the prisoner is awaiting a decision by the PRB and/or the Attorney General/Governor, the prisoner may remain at the minimum security placement continuing to undertake the release planning activities as approved in the final stage of the RSP. This is limited to: external activities, Re-Integration Leave and the Prisoner Employment Program.
- 6.4.3.4 The facility shall regularly review the prisoner's participation in the activities listed under section 6.4.3.3 whilst awaiting a decision by the PRB and/or Attorney General/Governor.
- 6.4.3.5 If a Life or Indefinite sentenced prisoner's parole is communicated to the Department by the PRB as not recommended to the Attorney General or the Attorney General indicates or determines that parole will not be approved, the prisoner must be returned to secure custody and their participation in any release planning activities will cease.

### **7. Subsequent Reviews**

Following Adjournment by the PRB / Non Approval of Prisoner's Inclusion in a Re-Socialisation Programme.

Subsequent to the initial *Re-Socialisation Programme Suitability Report* undertaken:

- 7.1. The *Parole Review - EXCO Approval Checklist* in the ACM system is to be used for all future reviews unless the PRB requests a further *RSP Suitability Report*.

- 7.2. This report should indicate the prisoner's current situation and progress to date.
- 7.3. Case Conference is to be completed 8 weeks prior to the next PRB review date with the benefit of input from specific Board requests, prison, Community Corrections, psychological and other relevant reports.
- 7.4. The Manager of Release Planning is to ensure that a relevant report will be obtained addressing any specific matter(s) referred to when the PRB adjourned a decision.

## Approved



A/Deputy Commissioner  
Offender Management and Professional  
Development

Date: 23 April 2012



Deputy Commissioner  
Adult Custodial

Date: 10 May 2012

## References

[Prisons Act 1981](#)

[Prisons Regulations 1982](#)

[Sentence Administration Act 2003](#)

[Sentence Administration Regulations 2003](#)

## Policy Sponsor

Assistant Commissioner Custodial Services

## Contact Person

Manager, Release Planning

## Amendment History

Version	Approved	Effective from
1 First published <sup>1</sup>	10 May 2012	30 May 2012
2 Amended <sup>2</sup>	20 November 2012	6 December 2012

<sup>1</sup> Re-socialisation Programmes previously provided for in AC Rule 18 – Assessment and Sentence Management of Prisoners

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