



Department of Justice

Correctional Management Standards

**Post-Sentence Supervision and Detention
Scheme for Serious Sex Offenders 2012**

Document Version

Document Version	Date	Remarks
V.1	January 2012	The Correctional Management Standards for Post-Sentence Supervision and Detention Scheme for Serious Sex Offenders draw on existing Standards for Community Correctional Services and Victoria's Prisons System. The Standards also flow from the Standard Guidelines for Corrections in Australia (revised 2004)
V.2	May 2012	Incorporating feedback from the Victorian Government Solicitors Office

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Introduction

The Victorian Government has five goals for a stronger and fairer Victoria:

- A Growing Competitive Economy
- Services that Work
- Strong Families and Vibrant Communities
- Secure Water and Healthy Environment
- Government You Can Trust.

Building on these goals, the Government has also committed to a strong law and order reform agenda.

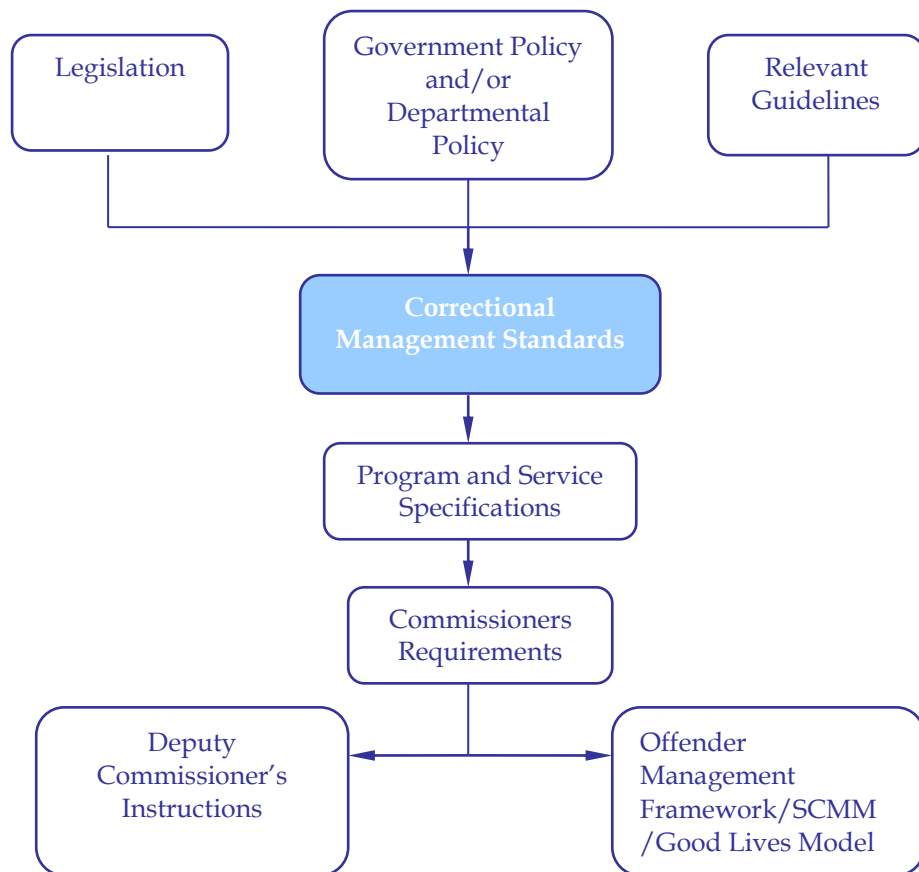
Corrections Victoria (CV) is the agency within the Department of Justice, which is responsible for the direction, management and operation of Victoria's adult corrections system. As an agency within the Department of Justice, CV develops and implements policies, programs, and services that:

- contain and supervise prisoners in a safe, secure, humane and just manner;
- actively engage offenders and prisoners in positive behaviour change;
- provide opportunities for offenders and prisoners to make reparation to the community; and
- manage prisoners in a way that facilitates the above goals.

The Correctional Management Standards for the Post-Sentence Supervision and Detention of Serious Sex Offenders establish the minimum requirements for the management of serious sex offenders on post-sentence orders in Victoria. They support the organisational governance arrangements for this cohort within the Offender Management Division of CV, and importantly, align with the Standards relevant to the Prisons System and Community Correctional Services (CCS), allowing for continuity and consistency in sex offender management across the whole of the correctional system.

They serve as a benchmark against which the performance of the system can be monitored and thus provide the basis for ensuring accountability and a consistent level of service delivery.

The Correctional Management Standards form part of a hierarchy of requirements and guidelines. The diagram below illustrates where the Correctional Management Standards sit within that hierarchy. In particular it should be noted that the Commissioner's Requirements and Deputy Commissioner's Instructions flow out of the standards and detail how the standards are to be achieved.



Why a post-sentence scheme for serious sex offenders?

Recent years have evidenced an increasing interest in more systemic management of the re-offending risks of convicted sex offenders by governments and communities in Western jurisdictions around the world. One of the key reasons for this focus is the increasing recognition of the significant and enduring harm and cost to victims and most especially child victims.

In seeking to protect the community from further offending by convicted sex offenders, the Government is faced with complex challenges both with respect to addressing offender needs and building community confidence so that it can deliver an effective risk management system to manage sexual offending.

In Victoria, a number of initiatives aimed at monitoring sex offenders in the community post-sentence have been introduced. These include the implementation of the following legislation:

- *Sex Offenders Registration Act 2004 (SORA)*
- *Serious Sex Offenders Monitoring Act 2005 (SSOMA)*
- *Working with Children Act 2005*
- *Serious Sex Offenders (Detention and Supervision) Act 2009 (SSODSA).*

The introduction of the SSOMA in 2005 required CV to supervise high-risk sex offenders post-release in the community, where the court imposed an Extended Supervision Order. Following the introduction of the SSOMA, a specialist case management capacity was developed within CCS to manage all high risk sex offenders (including parolees) on correctional orders in the community, including post-sentence extended supervision orders.

After the SSOMA had been in place for some time, it became evident that the management of serious sex offenders across the correctional system required strengthened integration and a

holistic response to the range of needs and risks this cohort presents. In 2008, the Serious Sex Offender Strategy (SSOS) was introduced with the aim of maximising community protection through the implementation of a new legal, service and operational framework for the management of high risk sex offenders.

The SSOS included a program of projects that aimed to reduce the risk of re-offending by high-risk sex offenders through facilitating their identification, management and rehabilitation. At that time, the objectives of the SSOS were to:

- Reduce the incidence of sexual assault and increase the protection of the community from sexual offending.
- Extend post-sentence interventions to adult victim sex offenders and provide for the post-sentence detention of the most serious high-risk sex offenders.
- Deliver a serious sex offender risk management framework underpinned by multi-agency accountability and shared responsibility.
- Assist high-risk sex offenders to reintegrate into the community and thereby reduce their risk of re-offending.

Projects delivered under the SSOS comprised:

- The delivery of a specialist court-based assessment service within the County Court to provide screening for the identification and assessment of high-risk offenders and to inform the court of their eligibility for treatment.
- Legislation to provide the legal framework for the post-sentence supervision and detention of sexual offenders with an unacceptable risk of re-offending.
- Purpose-built facilities constructed to meet the requirements of the legislation and cater for up to 40 offenders subject to post-sentence supervision, and up to 8 offenders subject to post-sentence detention.
- The development of a continued detention service delivery framework in accordance with the legislative provisions and based on a review of current prison practices.
- The establishment of an independent Detention and Supervision Order Division of the Adult Parole Board (APB) to oversee the management of offenders subject to orders under the new legislation.
- The provision of 30 dedicated accommodation placements for post-sentence supervision order offenders who are to be supervised in the community and require residential stability.
- The design and outsourcing of a community support program for offenders on post-sentence orders.

Legislation

The *Serious Sex Offenders (Detention & Supervision) Act 2009 (SSODSA)* came into effect on 1 January 2010. The primary purpose of the Act is "to enhance the protection of the community by requiring offenders who have served custodial sentences for certain sexual offences and who present an unacceptable risk of harm to the community to be subject to ongoing detention or supervision". The secondary purpose is "to facilitate the treatment and rehabilitation of such offenders".

As well as prescribing legal responsibilities to a number of organisations and positions, this new Act has also provided for the appointment of Corella Place as a Residential Facility. The establishment of Corella Place however, has created a new type of facility. Corella Place is not a prison, its residents are not serving sentences, nor are they subject to the *Corrections Act 1986*. Likewise, the existing Correctional Standards for Community Correctional Services (CCS) do not cover the management of offenders living in a Residential Facility operated by CV.

Building on all the initiatives detailed above, it is important that an overarching framework for CV's end-to-end management and delivery of services to serious sex offenders is consolidated through the creation of a post-sentence stream of correctional management. It is acknowledged that the post-sentence scheme is a complex one, which interfaces with both the Prisons System and CCS.

Organisationally, the governance of the post-sentence scheme for serious sex offenders has remained a central function. The Sex Offender Management Branch (SOMB) reports directly to the Deputy Commissioner, Offender Management. Many functions delivered by SOMB are provided across the CCS and Prisons Systems.

Notwithstanding the above, in the management of serious sex offenders post-sentence, CCS within the Department of Justice Regions also has a critical role to play. Specialist Case Managers (SCMs) report through the regional structure and are responsible for the day-to-day management of post-sentence sex offenders and high-risk sex offenders under sentence who in the future may be subject to post-sentence supervision. SOMB provides the standards and quality assurance of SCMs through daily interaction and communication. The Statewide Operations Unit is responsible for all assessment and application processes (including attendance at Court) where a post-sentence order is being sought, reviewed or renewed.

Clear articulation of this complex management regime is required. These Standards recognize that whilst continuity of serious sex offender management across the correctional system is paramount, the roles and responsibilities for the post-sentence stream must be articulated through appropriate governance arrangements, including the hierarchy of legislation, Standards, Commissioner's Requirements and Deputy Commissioner's Instructions. This will ensure the Government and CV can fully acquit their responsibilities in the protection of the community and the treatment and rehabilitation of sex offenders.

Format

These Standards draw on many of the elements contained in both the Prisons Standards and the CCS Standards.

The Standards are grouped according to key themes, which flow directly from the Statement of Purpose:

- A. Enhancing community protection
- B. Reducing re-offending
- C. Specific offender cohorts
- D. Transitional care
- E. Residential Facility for Serious Sex Offenders
- F. Order Administration
- G. Staff Selection and Training.

Each Standard is set out in the following format:

1. Outcome
The outcome/s or overall condition/s to be achieved and maintained.
2. Specified outputs
The specific conditions or outputs to be achieved.
3. Policy requirements
These provide a greater level of detail, where required, in order to ensure consistency across the system.
4. Performance indicator
This section includes CV's Service Delivery Outcomes (SDOs), which measure performance against a range of key correctional services. Not every Standard is linked to an SDO, and verification of performance against all Standards is also subject to audit and review against the specified outputs and policy requirements.
5. Legislation
Cross-reference to relevant legislation for each Standard. This is provided as a guide and is not intended as an exhaustive reference to the relevant legislation for each Standard.
6. Relevant guidelines
Cross-reference to guidelines, such as the National Standard Guidelines for Corrections in Australia (2004).

Post-Sentence Supervision and Detention of Sex Offenders: Statement of Purpose

These Standards recognise that serious sex offenders subject to post-sentence management are no longer under sentence, and are subject to a civil scheme with aims and objectives of protecting the community. The scheme is not intended to be punitive and should not operate in a punitive manner. However, the nature of the risk posed by those subject to the scheme means that some offenders will be subject to significant restrictions in order to protect the community. It is important that there are appropriate management and supervision regimes in place so that the purposes of the Act can be achieved while not imposing greater restrictions upon offenders than is reasonable or necessary to achieve those purposes.

The primary purpose of a post-sentence scheme for serious sex offenders is to enhance the protection of the community by requiring offenders who have served custodial sentences for certain sexual offences and who present an unacceptable risk of harm to the community to be subject to ongoing detention or supervision. The secondary purpose is to facilitate the treatment and rehabilitation of such offenders.

CV will achieve this by providing for the end-to-end management of serious sex offenders through a system that identifies, rehabilitates and manages the risks posed by this offender cohort. The management of this cohort will feature a combination of risk control and risk reduction measures.

In doing so CV will:

- Enhance community protection by ensuring offenders comply with conditions of their post-sentence order through monitoring, supervision and specialist case management.
- Reduce re-offending by providing offenders on post-sentence orders with access to rehabilitation and treatment programs to reduce their level of risk.
- Tailor appropriate responses to specific offender groups.
- Ensure transitional care is maintained across the correctional system and that post-sentence offenders are supported to transition to the community independently.
- Provide a Residential Facility for post-sentence sex offenders on supervision orders who are unable to identify suitable accommodation elsewhere in the community. The Residential facility will provide an environment that enhances the protection of the community, enables monitoring of residents' compliance with their orders, facilitates and promotes treatment and rehabilitation, and provides a specialist level of individualised case management.
- Ensure that there are processes in place to support the administration of Orders, including providing advice to the Court and the APB and having consistent file and record management systems in place.
- Ensure staff are appropriately selected and trained given the specialist nature of their work.

Guiding Principles

These principles have been developed recognising that the protection of the community must always be paramount, but acknowledges that under law, serious sex offenders on post-sentence supervision and detention orders are subject to a civil scheme that is not intended to be punitive in nature or effect.

The guiding principles are:

- CV will deliver an integrated end-to-end correctional management system for serious sex offenders that facilitates their identification, management and rehabilitation.
- The management of serious sex offenders on post-sentence orders will prioritise the protection of the community, the rights and needs of victims, and the offender's access to rehabilitation and treatment. Any restrictions placed upon an offender should be directed at these purposes and should be no greater than is reasonable or necessary to achieve those purposes.
- Sex offenders should be able to expect continuity of interventions, opportunities for rehabilitation and treatment, and consistency in a management approach from custody, through to CCS, and when subject to post-sentence supervision or detention.
- CV will provide an appropriate mechanism that supports the assessment of all eligible offenders for the post-sentence scheme.
- CV will provide a range of relevant, up-to-date and accurate offender information to the Secretary to the Department of Justice and the Director of Public Prosecutions to inform their discretion in relation to the application for post-sentence supervision or detention orders.
- Treatment of sex offenders will be delivered by suitably qualified clinicians. The level of treatment and intervention intensity delivered will be proportionate to the offender's risk of sexual re-offending.
- The assessment of sex offenders' risk of sexual reoffending will be determined by suitably qualified clinicians using approved actuarial tools and clinically guided professional judgement.
- The development and delivery of policies, programs and services for sex offenders on post-sentence orders will be informed by research and reflect sound, evidence-based practice.
- Serious sex offenders who are subject to post-sentence supervision orders will receive intensive case management based on the Good Lives Model (GLM), a strengths-based approach of risk management.
- Case management of serious sex offenders on post-sentence orders will be undertaken by suitably trained Specialist Case Managers.
- Instances of non-compliance by offenders with order conditions will be dealt with in a fair and transparent manner.
- Sex offenders on post-sentence orders should receive appropriate services to assist them to transition and re-integrate into the community where appropriate.
- Corella Place will enhance the protection of the community by providing for the supervision and stringent monitoring of some serious sex offenders; facilitating their ongoing rehabilitation and treatment and assisting them to transition elsewhere in the community.

To achieve these objectives, CV will:

- Assess and manage offenders according to their risk of re-offending and/or the degree of risk they present to the community.
- Ensure that programs to reduce sexual re-offending address their individual needs, are responsive to their learning styles, are based on sound theory and are rigorously evaluated.
- Tailor its services to meet particular needs related to age, ethnicity, gender or disability.
- Enhance the confidence of the Courts and the APB in its services through continuous dialogue and by being responsive to their needs.
- Enable staff to more effectively engage serious sex offenders in addressing the causes of their offending behaviour through embedding of the Specialist Case Management Model

(SCMM) and the GLM of case management, as well as through staff training and development, and continuous review and improvement of business processes.

- Maintain close integration of case management practice with prisons and CCS.
- Develop effective partnerships with other justice-related or community agencies to support better supervision and risk management outcomes.

CV recognizes the importance of staff in achieving our mission and ensuring quality in service delivery, and is committed to providing appropriate training and support to staff to ensure their well-being and professional development.

A1.0 Supervision Orders for Serious Sex Offenders**A1.1 Outcome**

To enhance the protection of the community, and secondly to provide for rehabilitation and treatment, serious sex offenders subject to supervision orders are managed in accordance with the legislative requirements as outlined in the SSO(DS)A.

A1.2 Specified outputs

CV will:

- Ensure supervision order offenders are managed in accordance with the County or Supreme Court order.
- Contribute to enhanced community protection through the stringent monitoring and enforcement of supervision and treatment requirements for offenders subject to a supervision order.
- Ensure there is timely and accurate information provided to the Courts and the APB.
- Ensure processes relating to the court reviews and other court processes are adhered to in a timely manner.
- Ensure supervision order offenders receive intensive case management delivered by SCMs, in accordance with the GLM.
- Ensure that appropriate mechanisms are in place to support the stringent compliance monitoring of conditions.
- Ensure that staff are provided with appropriate training and support to ensure their legislated responsibilities under the SSO(DS)A and the SSOMA are acquitted.

A1.3 Policy requirements

CV will ensure that the management of serious sex offenders on supervision orders has regard to the protection of the community, the rights and needs of the victim/s and the rehabilitation and treatment of the offender. Restrictions placed upon offenders should be directed at these purposes and should be no more than is reasonable or necessary to achieve those purposes.

A1.4 Performance indicators

Not applicable.

A1.5 Legislation

CV will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *Corrections Act 1986*
- *Charter of Human Rights and Responsibilities Act 2006*

A1.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

A2.0 Detention Orders for Serious Sex Offenders

A2.1 Outcome

To enhance the protection of the community, and secondly to provide for rehabilitation and treatment, serious sex offenders subject to detention orders are managed in accordance with the legislative requirements as outlined in the SSO(DS)A.

A2.2 Specified outputs

CV will ensure detention order offenders are:

- Managed in accordance with the Supreme Court order and ensure processes relating to annual reviews of the order are adhered to.
- Treated in a way that is appropriate to their status as unconvicted prisoners subject to any restrictions necessary to maintain the management, security and good order of the prison, and the safe custody and welfare of the offender or any other prisoners.
- Not accommodated or detained in the same area or unit of the prison as prisoners who are serving custodial sentences except where:
 - It is reasonably necessary for the purposes of rehabilitation, treatment, work, education, general socialisation and other group activities of this kind; or
 - It is necessary for the safe custody or welfare of the offender or prisoners or the security or good order of the prison; or
 - The offender has elected to be so accommodated or detained.
- Managed under the *Corrections Act 1986* as unconvicted prisoners and accordingly are not compelled to work, however may choose to do so if they choose; and may be permitted to wear their own suitable clothing.
- Managed in a way that their human rights are limited only to the extent that it is reasonably and demonstrably justified to do so and that staff act in a way that is compatible with human rights principles.

A2.3 Policy requirements

The onus is on CV to demonstrate to the Court that it has managed detention order offenders in accordance with the SSO(DS)A and that they have been afforded suitable opportunities for rehabilitation and risk reduction, working towards transitioning back into the community and adopting an offence-free lifestyle.

In close consultation with the SOMB and the Deputy Commissioner, Offender Management, the General Manager of the prison where the detention order offender is located will be responsible for:

- Offender Management
- Prison process (reception, assessment, classification, placement)
- Case management
- Treatment and Intervention

The General Manager of the prison will ensure processes as outlined in the Detention Order Permit Program included in the Custodial Community Permit Program Manual are followed.

A2.4 Performance indicators

Not applicable

A2.5 Legislation

CV will adhere to:

- *SSO(DS)A*

- *Corrections Act 1986*
- *Charter of Human Rights and Responsibilities Act 2006*

A2.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*
- *Correctional Management Standards for Prisons*

A3.0 Offender Management for Serious Sex Offenders

A3.1 Outcome

Serious Sex Offenders will be managed and supervised in a manner that responds to their assessed risks and needs. This will give priority to the protection of the community whilst providing suitable opportunities for rehabilitation and integration.

A3.2 Specified outputs

CV will ensure:

- Offenders are managed in accordance with the requirements of the Courts, the APB and the Secretary to the Department of Justice.
- An offenders' right to practice religion is limited only to the extent required by the conditions of their order.
- The offender's compliance and progress with requirements are stringently monitored.
- Staff supervising sex offenders are required to undertake relevant sex offender management training and have access to specialist support.
- Staff supervising sex offenders are allocated caseloads in accordance with the SCMM and the level and intensity of offender supervision required.
- All sex offenders are referred to sex offender treatment programs for assessment of risk and treatment needs.
- Intervention is based on a thorough assessment of risks and needs, informed by a clinical assessment and addresses the offender's living situation; treatments needs; risk to the community; intensity of supervision and monitoring requirements; and level of involvement of other agencies, all of which will be regularly reviewed.
- Ongoing engagement with treatment clinicians to review progress.
- Case management will involve collaboration and communication with relevant agencies where necessary to promote community safety and offender rehabilitation, whilst adhering to the legal requirements relating to privacy and confidentiality of individuals.
- Registered sex offenders are advised of their obligations under the SORA.
- Staff liaise with the Electronic Monitoring Centre (EMC) when an offender, subject to electronic monitoring, breaches their monitoring condition.

A3.3 Policy requirements

Not applicable

A3.4 Performance indicators

- Reduction in sexual re-offending

A3.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Induction for post-sentence order offenders completed within 2 working days	percent	95
The Individual Management Plans for post-sentence order offenders completed within 6 weeks of the order commencement.	percent	100

A3.5 Legislation

CV will adhere to:

- *Sentencing Act 1991*
- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *SSOMA*
- *SSO(DS)A*
- *Disability Act 2006*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*
- *Crimes Act 1958*
- *Equal Opportunities Act 1995*
- *Public Records Act 1973*
- *Freedom of Information Act 1982*
- *Information Privacy Act 2000*
- *Charter of Human Rights and Responsibilities Act 2006*

A3.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

A4.0 Monitoring of Serious Sex Offenders

A4.1 Outcome

Serious Sex Offenders will be monitored in accordance with their Order conditions. This will enhance the protection of the community by ensuring that all offenders comply with their Order conditions such as curfew checks, electronic monitoring, and other relevant requirements.

A4.2 Specified outputs

CV will ensure:

- Offenders are monitored in accordance with the requirements of the Courts, the APB and the Secretary to the Department of Justice.
- Electronic monitoring is used to monitor offender compliance with order conditions relating to curfew and residential restrictions.
- Monitoring technologies (i.e. telephone) are used to monitor an offender's curfew or residence compliance where offenders are not electronically monitored.
- EMC staff will liaise with community corrections officers, and any other relevant persons, when an offender subject to monitoring, breaches a monitoring condition.
- That appropriate mechanisms are in place to support the stringent monitoring of compliance with order conditions.
- That staff are provided with appropriate training and support to ensure their responsibilities under the SSO(DS)A and the SSOMA are acquitted.
- A robust contract is maintained with the monitoring equipment service providers to ensure all equipment is effective, reliable and regularly serviced.

A4.3 Policy requirements

Not applicable

A4.4 Performance indicators

Not applicable

A4.5 Legislation

CV will adhere to:

- SSO(DS)A
- SSO MA
- *Charter of Human Rights and Responsibilities Act 2006*

A4.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

B1.0 Intervention Plans**B1.1 Outcome**

Individual offenders have coordinated intervention plans that integrate assessment, clinical intervention, specialist case management and transitional support.

B1.2 Specified outputs

CV will:

- Ensure that individual intervention plans are developed for offenders subject to a post sentence order.
- Ensure intervention plans provide offenders with continuity in their interventions, opportunities for rehabilitation and treatment and consistency in their case management.
- Ensure intervention intensity is proportionate to the offender's risk of reoffending.
- Ensure intervention plans are tailored to assist offenders to transition and re-integrate into the community where appropriate.

B1.3 Policy requirements

CV will comply with:

- The GLM Offender Rehabilitation
- CV Offender Management Framework
- CV Sex Offender Risk Intervention Framework
- CV Sex Offender Programs: Operating and Procedures Manual

B1.4 Performance indicators

Measure for internal reporting	Unit of Measure	Target
All post-sentence offenders have coordinated intervention plans that integrate assessment, clinical intervention, specialist case management and transitional support where appropriate.	percent	100

B1.5 Legislation

CV will adhere to:

- *Disability Act 2006*
- *SSO(DS)A*
- *SSO MA*
- *Corrections Act 1986*
- *Sentencing Act 1991*
- *Disability Act 2006*
- *Equal Opportunity Act 1995*
- *Commonwealth Disability Discrimination Act 1992*
- *Charter of Human Rights and Responsibilities Act 2006*

B1.6 Relevant guidelines

CV will have regard to:

- Australian Offender Program and Facilitation Standards 2012

B2.0 Treatment Programs

B2.1 Outcome

Enhanced community protection and reduced re-offending is promoted by providing offenders on post-sentence orders with access to rehabilitation and treatment programs to reduce their levels of risk.

B2.2 Specified outputs

CV will:

- Ensure the level of intervention is proportionate to the offender's risk of sexual reoffending.
- Ensure that specialised intervention programs are accessible to offenders with an Intellectual Disability.
- Provide and deliver programs and services informed by research that reflects sound, evidence-based practice.
- Ensure that rehabilitation and case management plans involve collaboration and communication with relevant agencies where necessary to promote community safety and offender rehabilitation, whilst adhering to the legal requirements relating to privacy and confidentiality of individuals.
- Provide appropriate services to sex offenders that will assist them to transition and reintegrate into the community where appropriate.

B2.2.2 Offence-specific treatment

CV will:

- Assess sex offenders' risk of reoffending by suitably qualified clinicians using approved actuarial tools and clinically guided professional judgment.
- Ensure that assessment and treatment programs are informed by research and reflect sound, evidence-based practice.
- Ensure that treatment is delivered by suitably qualified clinicians.
- Ensure the dosage and intensity of treatment intensity delivered is proportionate to the offender's risk of sexual reoffending.
- Ensure that specialised treatment programs are accessible to offenders with an Intellectual Disability.

B2.3 Policy requirements

CV will have regard to:

- CV Sex Offender Programs Operations and Procedures Manual 2010

B2.4 Performance indicators

- Reduction in sexual re-offending

B2.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Offenders subject to a post-sentence order referred to offence specific assessment and/or treatment within 5 working days.	percent	95
Post-sentence offenders are assessed and provided with treatment and rehabilitation interventions where appropriate.	percent	100

B2.5 Legislation

CV will adhere to:

- *Disability Act 2006*
- *SSO(DS)A*
- *SSO MA*
- *Corrections Act 1986*
- *Sentencing Act 1991*
- *Disability Act 2006*
- *Equal Opportunity Act 1995*
- *Commonwealth Disability Discrimination Act 1992*
- *Charter of Human Rights and Responsibilities Act 2006*

B2.6 Relevant guidelines

CV will have regard to:

- Australian Offender Program and Facilitation Standards 2012

B3.0 Good Lives Model (GLM) / Specialist Case Management Model (SCMM)**B3.1 Outcome**

The Good Lives Model and Risk, Needs Responsivity framework underpin the delivery of a specialist case management model in community correctional services.

The specialist case management model ensures that the complexities associated with the management of high risk sex offenders in the community are appropriately managed, and that individual intervention plans integrate case management with treatment.

B3.2 Specified outputs

CV will:

- Deliver a more intensive level of supervision and case management through specialist case management of sex offenders by utilising the GLM, a strengths-based approach to case management, which acknowledges that rehabilitation and risk reduction must also focus on enhancing positive capabilities, rather than suppressing dysfunctional behaviours.
- Ensure that case management involves collaboration and communication with relevant agencies where necessary to promote community safety and offender rehabilitation, whilst adhering to the legal requirements relating to privacy and confidentiality of individuals.
- Facilitate ongoing engagement with treatment clinicians to review progress.
- Provide appropriate training to SCMs to enable them to utilise the GLM and in the monitoring, supervision and case management of serious sex offenders.
- Allocate caseloads to staff supervising sex offenders in accordance with the SCMM.
- Provide appropriate 'debriefing' sessions for SCMs given the nature of their work.

B3.3 Policy requirements

CV will comply with:

- The GLM of Offender Rehabilitation.
- CV Offender Management Framework
- CV Sex Offender Risk Intervention Framework 2009
- CV Sex Offender Programs: Operating & Procedures Manual

B3.4 Performance indicators

Not applicable

B3.5 Legislation

Not applicable

B3.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

C1.0 Serious Sex Offenders with a disability

C1.1 Outcome

Serious sex offenders with a disability who are subject to post-sentence supervision or detention are provided with reasonable interventions and supports where necessary, to facilitate their equitable participation in the community in a manner that enhances the protection of the community.

The types of disabilities prevalent or likely to be prevalent in the correctional context include intellectual disability, acquired brain injury (ABI), sensory impairment and psychiatric disability.

The definition of disability, which CV adheres to, is that in the Commonwealth *Disability Discrimination Act 1992*, which states that *disability*, in relation to a person, means:

- total or partial loss of a person's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the person's body; or
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
 - presently exists; or
 - previously existed but no longer exists; or
 - may exist in the future; or
 - is imputed to a person.

C1.2 Specified outputs

CV will:

- Work collaboratively with Disability Services - Department of Human Services (DHS) to:
 - Facilitate and/or provide offenders with a disability access to a range of treatment services designed to address their offending behaviour and assist their integration into the community; and
 - Ensure that interventions are tailored, taking into account individual learning styles and the needs of the offender and his or her disability, in the context of reducing re-offending, community protection, reducing risk to the community, and of self harm.
- Refer offenders whose behaviours, backgrounds, mannerisms or thought processes indicate an intellectual disability and who have not been identified or previously registered as intellectually disabled persons as soon as possible to Disability Services – DHS. Likewise, offenders who may have an ABI (or any other suspected disability) but have not been formally assessed should be appropriately referred.
- Ensure that offenders with a disability are referred to appropriate services and agencies and that arrangements in place are reflective of their transitional needs.
- Encourage external independent advocacy for offenders with a cognitive impairment.
- Ensure that SCMs liaise regularly with relevant agencies and organisations support the offender such as the DHS.

C1.3 Policy requirements

CV will comply with:

- Requirements set out in the Partnership Agreement between CV and Disability Services, DHS in relation to the management of serious sex offenders with a disability who are subject to post-sentence orders.
- Requirements set out in the Memorandum of Understanding between CV and Disability Forensic Assessment and Treatment Service (DFATS) regarding sex offenders with an intellectual disability on post-sentence orders who are residing at DFATS Residential Facility.
- The requirements as set out in the protocol between CV and Disability Services, DHS.
- Other departmental or business unit strategic plans and documents such as the Corrections Victoria Disability Framework and the Department of Justice Disability Action Plan.

C1.4 Performance indicators

- Improved management of offenders with complex needs.

C1.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Offenders with an Intellectual Disability identified at time of assessment for a post-sentence order.	Percent	100

C1.5 Legislation

CV will adhere to:

- *Disability Act 2006*
- *SSO(DS)A*
- *SSO MA*
- *Corrections Act 1986*
- *Sentencing Act 1991*
- *Disability Act 2006*
- *Equal Opportunity Act 1995*
- *Commonwealth Disability Discrimination Act 1992*
- *Charter of Human Rights and Responsibilities Act 2006*

C1.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

C2.0 Female Serious Sex Offenders**C2.1 Outcome**

Female offenders on post-sentence orders are managed according to gender specific needs and have access to gender-responsive programs, which address personal development, individual well-being and offending behaviour.

C2.2 Specified outputs

CV will:

- Ensure that interventions are tailored, taking into account individual learning styles and the specific needs of women, in the context of reducing re-offending, community protection, reducing risk to the community, and of self harm.
- Provide opportunities for women offenders to address the complex intersection between mental health, substance abuse and past victimisation as part of a broader intervention plan.
- Refer women offenders to access gender specific programs and services that are appropriate to their needs and risks, including offence specific and offence related interventions.

C2.3 Policy requirements

CV will comply with:

- Better Pathways: An Integrated Response to Women's Offending and Re-Offending
- Women's Correctional Services Framework

C2.4 Performance indicators

Not applicable

C2.5 Legislation

CV will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Charter of Human Rights and Responsibilities Act 2006*

C2.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

C3.0 Serious Sex Offenders from Culturally and Linguistically Diverse Backgrounds

C3.1 Outcome

Serious Sex Offenders from culturally and linguistically diverse backgrounds are provided with adequate verbal and written information in their preferred language, and are managed in a manner which is appropriate and sensitive to their cultural needs

C3.2 Specified outputs

CV will ensure that offenders from culturally and linguistically diverse backgrounds:

- Have access to interventions including treatment that are tailored, taking into account their individual learning styles and specific needs, in the context of reducing re-offending, community protection, reducing risk to the community, and risk of self harm.
- Are provided with information in their preferred language about their order, and how to comply with it, and that all interactions throughout their case management are undertaken in a manner which ensures understanding. Evidence of the means by which this is achieved will be recorded for each contact.
- Are provided the opportunity, at no cost to the offender, to have an independent registered interpreter, to assist them when attending:
 - Interviews in relation to court processes or involvement with the APB;
 - supervision; and
 - meetings in relation to their Individual Management Plan.
- Have ready access to information relevant to their orders in all major community languages.
- Are supported to maintain cultural and community relationships, subject to the need to protect the community and victims.

C3.3 Policy requirements

CV staff will have regard to the CV Cultural Diversity Action Plan and the Department of Justice Cultural Diversity Plan.

C3.4 Performance indicators

Not applicable

C3.5 Legislation

CV will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *Corrections Act 1986*
- *Sentencing Act 1991*
- *Equal Opportunity Act 1995*
- *Racial and Religious Tolerance Act 2001*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Charter of Human Rights and Responsibilities Act 2006*

C3.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

C4.0 Aboriginal or Torres Strait Islander Serious Sex Offenders

C4.1 Outcome

Serious Sex Offenders who are Aboriginal or Torres Strait Islanders are managed in a manner that is sensitive to their cultural experiences and needs.

C4.2 Specified outputs

CV will:

- Comply with the principles and directions outlined in the Victorian Aboriginal Justice Agreement, including the recommendations of the Royal Commission into Aboriginal Deaths in Custody.
- Provide Aboriginal or Torres Strait Islander offenders with access to an Indigenous Service Officer and/or where available an Indigenous Community Corrections Officer.
- Train staff members with the aim of developing an understanding of the cultural needs of Aboriginal or Torres Strait Islander offenders.
- Provide programs for Aboriginal or Torres Strait Islander offenders which incorporate links to appropriate community programs, including those provided by Aboriginal community based organisations and/or culturally identified programs organised through the Regional Aboriginal Justice Advisory Committees.
- Ensure that services and programs emphasise relevant Aboriginal and Torres Strait Islander healing and well being perspectives and are sensitive to issues resulting from previous practice separating Aboriginal and Torres Strait Islander children from their families.

C4.3 Policy requirements

Not applicable

C4.4 Performance indicators

Not applicable

C4.5 Legislation

CV will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *Corrections Act 1986*
- *Charter of Human Rights and Responsibilities Act 2006*

C4.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Royal Commission into Aboriginal Deaths in Custody
- Victorian Aboriginal Justice Agreement

D1.0 Support Programs for Serious Sex Offenders

D1.1 Outcome

To enhance community safety through the provision of specialist pre and post release support programs that reduce the risk of sexual re-offending and allow for the successful community re-integration of Serious Sex Offenders.

D1.2 Specified outputs

CV will:

- Ensure that all eligible Detention and Supervision Order offenders across the state of Victoria have access to a community support program.
- Ensure that all eligible male and female sex offenders assessed as having a moderate to high risk of re-offending, have access to an appropriate support program .

D1.3 Policy requirements

Not Applicable

D1.4 Performance indicators

- Improved management of offenders with complex needs.

D1.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Offenders subject to a post-sentence order offered access to a community support program within 5 working days of order commencement.	percent	100

D1.5 Legislation

All Support Programs for Serious Sex Offenders will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Information Privacy Act 2000*

D1.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

D2.0 Accommodation in the community for Serious Sex Offenders**D2.1 Outcome**

The sourcing of appropriate community based accommodation options for Serious Sex Offenders will enhance community safety and contribute to reduced recidivism and improved transitional outcomes for this offender population.

D2.2 Specified outputs

CV will ensure proposed accommodation options undergo an Environmental Scan (EScan):

- Prior to an offender's release on parole, where the offender's current sentence is for sexual offences, (as their eligibility for a post-sentence order will be considered prior to the expiry of their parole period and a post-sentence order application may be lodged), or where such an offender intends to change address.
- When an offender (subject to a post-sentence order application, interim order or post-sentence order) proposes accommodation, or proposes to change address.
- When interstate jurisdictions make a request for CCS to consider parole and court transfers for an offender who has current and/or past sexual offences.

CV will ensure guidance and support is available to supervision order offenders pursuing suitable accommodation in the community.

CV will ensure sex offenders subject to a post-sentence order are not accommodated in accommodation services that are not approved properties for the housing of sex offenders.

D2.3 Policy requirements

Not applicable

D2.4 Performance indicators

Not applicable

D2.5 Legislation

CV will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*

D2.6 Relevant guidelines

CV will have regard to:

- Deputy Commissioners' Instruction 5.9a Sex Offender Management – Extended Supervision Orders
- Deputy Commissioners' Instruction 5.9b Sex Offender Management – Supervision Orders
- Deputy Commissioners' Instruction 5.10 *Sex Offenders Registration Act (SORA) 2004*
- Deputy Commissioners' Instruction 5.11 Environmental Scans (E-scans) and Home Visits

E0.0 Why have Corella Place Residential Facility for Serious Sex Offenders

A Residential Facility is a crucial transitional option for post-sentence supervision order offenders unable to secure appropriate accommodation elsewhere in the community.

The SSO(DS)A has provided for the gazettal of Corella Place as a Residential Facility. Corella Place enhances the protection of the community by providing accommodation for post-sentence supervision order offenders when appropriate accommodation elsewhere in the community cannot be found.

Statement of Purpose:

The principles of the Residential Facility for sex offenders are:

- Enhancing community safety
- Reducing re-offending
- Providing supported accommodation for offenders
- Transitioning safely to independent housing

Corella Place is not institutional in appearance or operation, but promotes a normalised environment and encourages transition to accommodation elsewhere in the community through the development of independent pro-social living skills, including individual responsibility for maintaining the living environment to an appropriate standard. Residents are community members and within the parameters of their orders, they are encouraged to lead independent and normalised lives as much as it is possible and appropriate to do so.

Corella Place is conducive to the re-socialisation and reintegration of individuals. Establishing and maintaining supportive connections necessary for appropriate adult functioning within the broader community is encouraged. It is important that staff, visitors and residents feel safe and that social isolation of residents is minimised.

Corella Place enables CV to monitor residents' compliance with their orders and provide a specialist level of individualised case management. Residents are encouraged to access programs and services in the community and will be assisted in doing so where appropriate; however, treatment and other programs can be delivered at the Residential Facility if necessary. External support agencies will provide both in-reach and out-reach services to residents, and residents will be able to engage in appropriate activities of their choice within their home environment.

The intensive and complex nature of working with individuals that have been convicted of sex offences, as well as distances travelled on regular outings, means that staff health and well-being is of upmost importance. Accordingly, appropriate training and support for staff is important in order to achieve this statement of purpose.

E1.0 Enhancing Community Safety**E1.1 Outcome**

The Residential Facility enhances the protection of the community by providing supported accommodation for offenders when appropriate accommodation elsewhere in the community cannot be found.

E1.2 Specified outputs

The Residential Facility will ensure safer communities by:

- Ensuring that CV is able to support and stringently monitor residents' compliance with their orders as well as deliver intensive case management and facilitate access to rehabilitation and treatment options.
- Promoting a normalised environment and encouraging transition to accommodation in the community through the development of independent pro-social living skills.

Corrections will ensure that:

- Residents' human rights are limited only to the extent that is reasonably and demonstrably justified to do so.
- Staff act in a way that takes account of and is compatible with human rights principles.

E1.3 Policy requirements

Not applicable

E1.4 Performance indicators

Not applicable

E1.5 Legislation

Corella Place will adhere to :

- SSOMA
- SSO(DS)A
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E1.6 Relevant guidelines

Transitional Accommodation will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E2.0 Accommodation Standards

E2.1 Outcome

The Residential Facility does not exceed Office of Public Housing Guidelines.

The Residential Facility is not institutional in appearance or operation.

Staff, visitors and residents feel safe.

E2.2 Specified outputs

The physical environment of the Residential Facility will:

- Promote the health and well-being of staff, residents and visitors.
- Promote a normal environment that encourages transition to accommodation elsewhere in the community through the development of independent pro-social living skills.
- Incorporate and promote ecologically sustainable design and operational initiatives.

Rules and regulations within the Residential Facility will ensure that:

- Residents are advised that they are accountable and responsible for maintaining their accommodation in a manner that is consistent with community standards.
- Government owned assets are maintained and serviceable.

Residents Personal Property

The General Manager will:

- Ensure residents are afforded the opportunity to purchase appropriate personal property items to prepare for transition to independent housing, as well as to promote a sense of their personal identity and well-being.
- Ensure processes and checks are in place regarding the appropriateness of residents personal property and compliance with their order conditions.

E2.3 Policy requirements

Not applicable

E2.4 Performance indicators

Not applicable

E2.5 Legislation

The Transitional Accommodation Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E2.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Department of Housing Standards Policy Manual – Community Housing Standards 2002
- Department of Housing Standards Policy Manual – Construction Standards 2007

E3.0 Transitional Care and Support

E3.1 Outcome

The workplace culture in the Residential Facility is supportive of transition and rehabilitation.

The management of offenders in the Residential Facility will be a coordinated, multidisciplinary response.

Residents will transition safely to independent housing.

E3.2 Specified outputs

CV will ensure that:

- Each member of a multi-disciplinary case management team shares information to contribute to a more thorough understanding of the resident's risk factors and needs.
- Residents are encouraged to access external services outside of the Residential Facility in preparation for transition.
- Where deemed appropriate residents will have in-reach access to external services and will be able to engage in appropriate activities of their choice within their home environment.
- Staff will support and facilitate resident's access to appropriate transitional activities outside of the Residential Facility.
- Activities and services offered within the Residential Facility will address transitional needs and living skills.
- Environmental scans are conducted in a timely and effective manner.
- The Courts and APB are provided with information relating to the offenders accommodation needs within the Residential Facility or transition from the Residential Facility to make informed decisions in a timely manner.
- Access to telephone and mail communications, including access to interpreter services where required is limited to the extent of an offenders order conditions.

E3.3 Policy requirements

Not applicable

E3.4 Performance indicators

Not applicable

E3.5 Legislation

The Residential Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E3.6 Relevant guidelines

The Residential Facility will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

E4.0 Outings

E4.1 Outcome

Residents will nominate outings, whilst having regard to their individual order conditions.

Outings will comply with resident's individual order conditions.

Outings are conducted in a manner that considers staff and community safety as well as rehabilitation and transition.

Residents are community members and within the parameters of their orders, they will be encouraged to lead independent and normal lives as much as it is possible and appropriate to do so.

E4.2 Specified outputs

The General Manager will ensure that:

- Residents are encouraged to establish and maintain support connections with people who have a positive and motivating influence in their lives.
- Where a resident is required to be accompanied on outings, or where a resident requires transport provided by CV, risk assessment processes will be undertaken prior to the commencement of all outings.
- Staffing is in place so that residents can access appropriate activities external to the Residential Facility.
- Staff training will be provided in risk assessments.
- Staff health and wellbeing whilst on outings is of upmost importance and taken into consideration when determining outings processes;
- De-briefing with staff or residents is available if requested following an outing, at either a staff member's or resident's request.
- Incident and emergency management procedures are in place that are specific to outings.

E4.3 Policy requirements

Not applicable

E4.4 Performance indicators

Not applicable

E4.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E4.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Safe Driving Guidelines for Department of Justice Staff 2007

E5.0 Visitors

E5.1 Outcome

The privacy of all Visitors and Residents is protected.

Visitors feel safe.

The Residential Facility is conducive to the re-socialisation and reintegration of individuals.

Visitor access to the Residential Facility is in accordance with the provisions of the SSO(DS)A.

E5.2 Specified outputs

The General Manager will ensure that:

- Residents have the right to move in and out of Corella Place subject to the conditions of their orders, but CV will control the movements in and out of anyone else.
- Residents are supported and encouraged to maintain positive and supportive relationships with their support networks and the general community.
- Visitors only enter a Residential Facility subject to the conditions of supervision orders, the directions of the APB, and any reasonable requirements of the Commissioner relating to the good order of the Residential Facility and the safety and welfare of staff and residents.
- All visitors are treated with courtesy and with due regard to the privacy and dignity of both the visitors and the residents.
- Likewise, the privacy of other residents is respected and protected where required.
- Visit facilities are available, appropriately safe and well maintained.

E5.3 Policy requirements

Access Control

The General Manager will develop and implement an effective system to register access to the Residential Facility by visitors and a system for the identification of persons accessing the facility and within the facility, which has been approved by the Deputy Commissioner, Offender Management.

E5.4 Performance indicators

Not applicable

E5.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*

E5.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E6.0 Offender Management for Residents**E6.1 Outcome**

Staff will give effect to any conditions of the Supervision Order set by the Court and any instructions given by the APB to implement and manage to those conditions.

Staff will manage residents in accordance with best practice intervention principles in working with sex offenders.

E6.2 Specified outputs

CV will ensure that:

- Effective offender management includes both treatment and risk management strategies.
- The GLM of offender rehabilitation, which is a collaborative strengths based approach, is used to develop offender management plans and goals.
- Staff working in the Residential Facility have an active understanding of motivational interaction interviewing techniques.
- Opportunities are provided which enable residents to fulfil the programmatic and treatment conditions on their orders.
- Staffing levels will enable sufficient interactions between staff and residents to enable progress, or otherwise, to be measured.
- High level quality reports are provided to the APB and the Courts in a timely manner.
- Data relating to offender profiles and operational trends is collated and used to provide expert advice on the management of sex offenders.

E6.3 Policy requirements

CV will comply with:

- CV Offender Management Framework
- CV Sex Offender Risk Intervention Framework 2009
- Good Lives Model

E6.4 Performance indicators

Not applicable

E6.5 Legislation

The Transitional accommodation Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E6.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E7.0 Management and good order

E7.1 Outcome

The Residential Facility maximises the safety of staff, visitors, residents, and ultimately the community.

Staff can direct residents to comply with reasonable instructions to ensure that the management and good order of the Residential Facility and the safety people within it is maintained.

Staff can direct residents to comply with reasonable instructions whilst outside the Residential Facility that are necessary to give effect to the conditions of the supervision order.

E7.2 Specified outputs

Safety

CV will:

- Effectively provide for the safety of staff, visitors and residents.
- Provide staff training in risk assessments.
- Provide information to residents so that they know how to raise an alarm or be responsible for their own safety as much as it is appropriate and practical to do so.
- Develop and implement a safety regime, which without limitation:
 - provides an immediate and effective incident and duress response;
 - ensures staff do not feel isolated;
 - prohibits residents from controlling or threatening the safety of other residents;
 - encourages residents to alert staff if an incident or event threatens their personal safety or that of others;
 - (v) identifies residents at risk from other residents;
 - (vi) identifies residents who present a risk to staff or other residents;
 - (vii) identifies residents who present a risk to themselves; and
 - (viii) places those residents referred to in paragraphs (v), (vi) and (vii) above in situations which minimise their opportunities to be harmed or harm others.
- Ensure that residents are aware of their rights and ability to report to Victoria Police allegations of illegal behaviour.
- Develop and implement processes to ensure that information relating to allegations of illegal behaviour is promptly provided to the Victoria Police. In some circumstances, it may be appropriate to report the matter to the Office of the Correctional Services Commissioner.
- Provide for the occupational health and safety of residents, visitors and staff.
- Do all things necessary within the Facility Manager's power and control to ensure that no resident injuries or deaths occur due to unnatural causes.

Use of Force

Staff may use reasonable force to compel an offender residing at Corella Place (whether the resident is inside or outside the Facility), to obey an instruction if they believe on reasonable grounds that:

- It is necessary to prevent a resident or another person being killed or seriously injured; or
- To prevent serious damage to property.

Good Order

The General Manager will ensure that;

- Staff respond in a timely manner and effectively to any electronic monitoring alerts.

- Procedures are developed and implemented to promptly notify the Victoria Police in the event of a resident breaching their curfew, or their order if residents have a condition that stipulates they must be accompanied by staff outside of the Residential Facility.
- Staff, visitors, contractors and others are deterred from introducing contraband into the Residential Facility.

Search and Seizure

The General Manager can direct staff to conduct a search of a building, article or person only when he/she is considers it reasonably necessary:

- For the good order of the Residential Facility.
- For the safety and welfare of staff, residents and visitors.
- To monitor compliance with a supervision order.
- Because the General Manager reasonably suspects a residents behaviour or conduct is associated with an increased risk of re-offending.

Any search should be conducted in a manner that respects the privacy of residents and other persons as much as is reasonably possible.

E7.3 Policy requirements

The General Manager will ensure staff are familiar with relevant Commissioner's Requirements, Deputy Commissioner's Instructions and Local Operating Procedures.

The General Manager will implement the Smoke Free Work Environment policy as per the relevant Commissioner's Requirement.

E7.4 Performance indicators

Not applicable

E7.5 Legislation

The Residential Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*

E7.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Electronic Monitoring Operating Manuals

E8.0 Emergency Management, Contingency Planning and Fire Safety**E8.1 Outcome**

Emergencies and disasters are planned for and responded to in an effective manner.

E8.2 Specified outputs

The General Manager will:

- Develop and implement an Emergency Management Plan (endorsed by the Deputy Commissioner, Offender Management) which contains effective procedures for emergency management, contingency planning and ensures that potential risks are identified, prioritised and responses are pre-planned and practised.
- Develop and implement a Business Continuity and Bushfire Preparedness Plan which is endorsed by the Deputy Commissioner, Offender Management.
- Implement procedures based on the State Emergency Response Plan, with the appropriate authorities including the Victoria Police, Country Fire Authority and Emergency Services Board and lodge those plans with the Deputy Commissioner, Offender Management.

E8.3 Policy requirements

The General Manager will ensure that:

- Regular risk evaluations and fire safety audits are undertaken utilising an appropriate risk management framework that addresses identification, analysis, assessment, maintenance, monitoring and of review issues.
- All fire and safety equipment and systems are serviced and/or tested on a regular basis. This is to ensure that fire and safety equipment and systems are maintained to the approved standard and are fit for purpose in accordance with current building regulations.

E8.4 Performance indicators

Not applicable

E8.5 Legislation

The Residential Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*
- *Emergency Management Act 1986*

E8.6 Relevant guidelines

The General Manager will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Code of Practice for the Storage and Handling of Dangerous Goods (No. 27, 8 December 2000)
- Emergency Management Manual Victoria 2009
- Department of Justice Business Continuity Management Policy

E9.0 Arrival, Orientation and Placement

E9.1 Outcome

All residents are provided with sufficient information to effectively orient them to the Residential Facility environment, rules and processes.

Placement within the Residential Facility considers safety, the good order of the Facility, the transitional needs of resident's and the human rights of residents.

E9.2 Specified outputs

Arrival and Orientation

The General Manager will ensure residents are provided with sufficient information upon arrival, in a manner which is clearly understood by each resident, including without limitation:

- Their rights and responsibilities.
- Facility rules, routines and procedures.
- Offender management processes.
- Expectations of behaviour.
- Accommodation standards.
- Grievance processes.
- Electronic monitoring.
- Emergency procedures.

Placement

The Facility Manager will ensure that:

- Processes are in place so that a resident can request to change units within the Residential Facility.
- A resident can be moved to another unit if their placement becomes no longer appropriate.
- All requests to change units are considered.

E9.3 Policy requirements

Staff at the Residential Facility will adhere to all relevant operational policies and procedures as detailed in relevant Deputy Commissioner's Instructions.

E9.4 Performance indicators

- Effective administration of responsibilities under the Act.

E9.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
The Corella Place Arrival and Orientation process undertaken for residents within 2 working days of arrival.	percent	100

E9.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SSORA

- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*

E9.6 Relevant guidelines

The Residential Facility staff will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

E10.0 Management of residents at risk of self-harm or suicide**E10.1 Outcome**

Systems are in place that identify and respond to residents at risk of suicide or self-harm and, as far as possible, prevent incidents of self-harm and resident deaths due to unnatural causes.

E10.2 Specified outputs

The General Manager will ensure appropriate management and monitoring strategies are implemented for residents who are assessed as being at risk of suicide or self harm. This includes but is not limited to:

- Complying with CV guidelines and assessment tools which assist staff in identifying residents who are at risk of suicide or self harm.
- Ensuring that all residents who are identified as being at risk of suicide or self harm are referred to a mental health professional for assessment.
- Providing systems of early reporting, assessment and management, as well as appropriately trained staff to assist offenders in coping with crisis.
- Providing residents with access to personal development programs, including assistance in resolving personal difficulties and crises.

E103 Policy requirements

Staff at the Residential Facility will adhere to appropriate incident reporting mechanisms in line with Deputy Commissioner's Instructions.

E10.4 Performance indicators

Not applicable

E10.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*

E10.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E11.0 Deaths at a Residential Facility

E11.1 Outcome

Resident deaths due to unnatural causes are prevented as far as is possible within the power of the Facility Manager.

Effective accountability is in place for resident deaths that do occur.

E11.2 Specified outputs

In the event of a death of a resident from either natural or apparently unnatural causes the General Manager will:

- Notify the Commissioner, State Coroner and Victoria Police as soon as practicable following the death of a resident.
- Notify the Victorian Aboriginal Legal Service as soon as practicable following the death of an Aboriginal or Torres Strait Islander resident.
- Co-operate with the investigations carried out by the Victoria Police, including those on behalf of the Coroner (the purpose of the Police investigation is to investigate any criminal issues and assist the Coroner in determining the cause of death).
- Implement procedures that comply with the Death Review process as established by the Commissioner.
- Ensure that the review panel established by the Commissioner has access to all relevant records, documentation, staff members and other information relevant to the review process.
- Conduct an operational debriefing in a timely manner following the incident.
- Offer support and counselling to staff and residents affected by the incident.

E11.3 Policy requirements

Not applicable.

E11.4 Performance indicators

Not applicable

E11.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*
- *Coroners Act 1985*

E11.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E12.0 Voluntary Starvation

E12.1 Outcome

Voluntary starvation by a resident is managed in a humane and accountable manner.

E12.2 Specified outputs

Where a resident embarks on a course of voluntary starvation, the General Manager will:

- Take all appropriate measures to resolve any grievances, in order to encourage the resident to resume a normal diet.
- Respect a resident's choice not to eat.
- Make available appropriate medical treatment and foodstuffs to maintain the health of the resident.

E12.3 Policy requirements

The General Manager will follow incident reporting procedures meeting the timelines specified in the relevant Deputy Commissioner's Instruction.

E12.4 Performance indicators

Not applicable

E12.5 Legislation

The Residential Facility will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E12.6 Relevant guidelines

The Residential Facility will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

E13.0 Information Management

E13.1 Outcome

Information is protected to minimise risk, ensure business continuity and to ensure compliance with legislative and operation requirements.

E13.2 Specified outputs

The General Manager will:

- Ensure that information is collected and recorded utilising equipment and methods approved by the Commissioner.
- Maintain the security of information systems that interface with the Commissioner's information systems.
- Ensure there is sufficient capacity to process information involved in the reception and transfer of residents, relevant legal procedures and the management of records.

E13.3 Policy requirements

The General Manager will have regard to the *Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A* and will ensure appropriate mechanisms are put in place to support the lawful exchange of information between Corella Place and relevant agencies such as the local police and health services.

E13.4 Performance indicators

Not applicable

E13.5 Legislation

The Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- Charter of Human Rights and Responsibilities Act 2006
- Corrections Act 1986
- Equal Opportunity Act 1995
- Dangerous Goods Act 1985
- Occupational Health and Safety Act 1985
- Freedom of Information Act 1982
- Information Privacy Act 2000
- Ombudsman Act 1973
- Health Records Act 2001
- Health Services (Conciliation and Review) Act 1987

E13.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- Department of Justice Information Security Policy
- Department of Justice's Clear Desk and Screen Policy
- Department of Justice's Inappropriate Access to Personal Information Policy
- Department of Justice's Occupational Health and Safety Policy
- Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A

E14.0 Staff Health and Well-Being**E14.1 Outcome**

Work practises maximise the safety of staff.

E14.2 Specified outputs

The General Manager will ensure that:

- Ongoing risk assessments will influence staff and resident interactions in the Residential Facility and on outings.
- Staff are provided with training in conducting risk assessments;
- Procedures are in place so that response to staff duress alerts are immediate;
- Staff do not feel isolated.
- Ongoing support and debriefing is in place which acknowledges and responds to the intensive and complex nature of working with sex offenders.
- Rostering aims to achieve a balance between staff being out on long outings and staff being based in the Residential Facility.

E14.3 Policy requirements

Not applicable

E14.4 Performance indicators

Not applicable

E14.5 Legislation

Staff at the Residential Facility will adhere to:

- SSO(DS)A
- SSOMA
- SORA
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Act 1985*
- *Health Act 1958*
- *Dangerous Goods Act 1985*
- *Dangerous Goods (Storage and Handling) Regulations 2000*
- *Emergency Management Act 1986*
- *Occupational Health and Safety Act 1985*
- *Workplace Relations Act 1996 (Commonwealth)*

E14.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

E15.0 Staff Training

E15.1 Outcome

Residents are managed by appropriately selected and trained staff.

Staff working in the Residential Facility for sex offenders possess specialised knowledge about this offender group and receive ongoing training and support so they can carry out their duties most effectively.

Staff training promotes a culture of rehabilitation and transition.

E15.2 Specified outputs

CV will ensure:

- The appropriate recruitment, selection and training of a multi disciplinary staff team;
- The retention of specialist skills, the development and multi-skilling of individuals and flexibility among team members; and
- Staff demonstrate appropriate attitudes and culturally sensitive practices and actively engage residents in positive behaviour change.

E153 Policy requirements

The General Manager will ensure that Residential Facility staff training adheres with relevant policies and frameworks including, but not limited to:

- CV's Offender Management Framework;
- The GLM;
- The Residential Facility for sex offenders Mission Statement;
- Motivational Interactions;
- Risk assessment and emergency response procedures;
- Relevant Deputy Commissioners Instructions.

E15.4 Performance indicators

Not applicable.

E15.5 Legislation

The Transitional Accommodation Facilities will adhere to:

- *SSO(DS)A*
- *SSOMA*
- *SORA*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Corrections Act 1986*
- *Equal Opportunity Act 1995*
- *Occupational Health and Safety Act 1985*

E15.6 Relevant guidelines

The Residential Facility will have regard to:

- Standard Guidelines for Corrections in Australia 2004

F1.0 Assessment Process for Eligible Offenders

F1.1 Outcome

All eligible offenders under the SSO(DS)A are identified and assessed in relation to their risk of sexual re-offending.

A Detention and Supervision Assessment Report that complies with legislative requirements is prepared in appropriate cases.

F1.2 Specified outputs

CV will:

- Maintain a database of all eligible offenders.
- Allocate offenders for clinical assessment in accordance with static risk scores and requirements of the Detention & Supervision Order Review Board.
- Coordinate a panel of external assessors who are approved by the Secretary to prepare Detention and Supervision Order Assessment Reports in accordance with the SSODSA.
- Liaise with relevant business units and external agencies to collate information to inform the preparation of a Detention and Supervision Order Assessment Report.
- Ensure stringent security regimes relating to the transfer of sensitive offender information between the department and external assessors are adhered to.

F1.3 Policy requirements

Not applicable

F1.4 Performance indicators

- Effective administration of responsibilities under the Act.
- The targeting of the scheme is to serious offenders.

F1.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
All eligible offenders, as defined under the SSO(DS)A, able to be assessed by CV are considered for post-sentence orders prior to the expiry of their current sentence.	percent	100

F1.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *Freedom of Information Act 1982*
- *Magistrates Court Act 1989*
- *County Court Act 1958*
- *Crimes Act 1958*
- *Sentencing Act 1991*
- *Public Records Act 1973*
- *Information Privacy Act*
- *SSOMA*
- *SSO(DS)A*

F1.6 Relevant guidelines

CV will have regard to:

- Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A
- Standard Guidelines for Corrections in Australia 2004
- Department of Justice Technology Services policies, standards and guidelines

F2.0 Application Process for Eligible Offenders

F2.1 Outcome

The Secretary is provided with sufficient, timely information and advice to enable her to determine whether to exercise her discretion to apply for a supervision order in respect of an eligible offender whose risk of sexual re-offending is unacceptable.

Applications for Interim Supervision Orders or Supervision Orders are made in a timely manner, and the Secretary is appropriately represented in such matters.

F2.2 Specified outputs

In accordance with legislative requirements, CV will:

- Maintain a database of all eligible offenders.
- Ensure appropriate risk-ratings of offenders.
- Ensure timely reporting to the Secretary to facilitate opportune applications being made.
- Ensure effective tracking of progress of applications through the Courts.
- Provide regular reports to the Secretary.
- Establish and support a Detention and Supervision Order Review Board to consider DSO Assessments and provide advice to the Secretary as to whether she should exercise her discretion to make an application for a supervision order, or refer a case to the Director of Public Prosecutions to consider an application for a detention order, in individual cases.

F2.3 Policy requirements

Not applicable

F2.4 Performance indicators

Not applicable

F2.4.1 Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Successful applications to the Courts for post-sentence orders.	percent	80

F2.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *Freedom of Information Act 1982*
- *Magistrates Court Act 1989*
- *County Court Act 1958*
- *Crimes Act 1958*
- *Sentencing Act 1991*
- *Public Records Act 1973*
- *Information Privacy Act*
- *SSOMA*
- *SSO(DS)A*

F2.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

F3.0 Information and Advice to the Courts and Adult Parole Board (APB)**F3.1 Outcome**

Relevant and appropriate order conditions are proposed in relation to individual offenders. Orders are subject to conditions which meet with purposes of the SSO(DS)A, and constitute the minimum interference with the offender's liberty, privacy or freedom of movement that is necessary in the circumstances.

F3.2 Specified outputs

CV will ensure that:

- Timely and appropriately substantiated Recommendation Reports are provided to the CV legal team.
- The legal team are properly briefed and SOMB staff are in a position to effectively testify in Court about order conditions when called upon to do so.
- An appropriate list of Suggested Conditions is duly filed in Court.
- A copy of the order is promptly provided to the APB in a timely manner.
- Result Reports are promptly provided to the APB and advice is sought in respect of conditions imposed.
- Special Reports concerning issues arising are promptly provided to the APB. This applies to circumstances where a post-sentence order offender wishes to make a request to the APB.

F3.3 Policy requirements

Not applicable

F3.4 Performance indicators

Not applicable

F3.5 Legislation

CV will adhere to:

- SSO(DS)A
- SSOMA
- *Victoria Charter of Human Rights and Responsibilities Act 1986*

F3.6 Relevant guidelines

CV will have regard to:

- Standard Guidelines for Corrections in Australia 2004

F4.0 Requests and Complaints

F4.1 Outcome

Requests and complaints from sex offenders, members of the community, and professionals are dealt with in a prompt and effective manner.

F4.2 Specified outputs

CV will:

- Attempt to resolve issues and conflicts using consistent and transparent processes.
- Post-sentence order offenders, members of the public, and professionals are informed of the complaints process as requested.
- Ensure that a process is in place for management to receive and deal with requests and complaints promptly.
- Enable reasonable and necessary action to be taken as soon as practicable in response to a request or complaint from a post-sentence order offender, member of the public and/or member of the community.
- Notify the relevant offender, member of the public or professional of the determination of their complaint as soon as practicable.
- Maintain a record of all written complaints and requests received by CV, detailing:
 - name of the offender;
 - date of receipt;
 - a copy of the request/complaint;
 - the process by which the determination was reached;
 - date and means by which the offender or others were notified of the determination and a copy of the notification where it was provided in writing; and
 - if applicable, reasons for not providing a determination.
- Advise post-sentence order offenders, members of the public, and professionals of their right to make a written complaint to the Ombudsman or the Commissioner.

F4.3 Policy requirements

Not applicable

F4.4 Performance indicators

Not applicable

F4.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *Information Privacy Act 2000*
- *Freedom of Information Act 1982*

F4.6 Relevant guidelines

CV will have regard to:

- *Standard Guidelines for Corrections in Australia 2004*

F5.0 Incident Reporting for Sex Offenders on Supervision Orders**F5.1 Outcome**

All Reportable/Notifiable Incidents are recorded and reported to the Commissioner.

F5.2 Specified outputs

CCS will comply with the requirements of the Commissioner in relation to Reportable/Notifiable Incidents ensuring that:

- 'Notifiable Incidents' are reported as soon as practicable by telephone to the Commissioner and followed by subsequent submission of written reports as may be required.
- The Commissioner is advised via a formal report of any Reportable Incidents. Reportable Incidents are less significant than Notifiable Incidents and involve offenders, staff, visitors or other matters which may affect CCS operations.
- All 'Reportable' and 'Notifiable' Incidents are recorded.

F5.3 Policy requirements

Not applicable

F5.4 Performance indicators

Not applicable

F5.4.1 Key Performance Indicators

- Compliance management of offenders on post-sentence orders

F5.4.2. Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Incidents of breach and non-compliance with court specified conditions reported within timeframes as per relevant Deputy Commissioner's Instructions.	percent	100

F5.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*

F5.6 Relevant guidelines

CV will have regard to:

- Deputy Commissioners Instruction 6.1 Incident Injury Reporting and Management.

F6.0 Offender File and Record Management**F6.1 Outcome**

Offender files and records are accurate, up-to-date, securely maintained and that electronic information systems interface with inter-agency and departmental electronic information systems.

F6.2 Specified outputs**Records and File Management**

SOMB and Department of Justice regions will ensure:

- That a file containing relevant information (as per Deputy Commissioner's Instructions) is maintained for each offender.
- The secure transfer and long term storage of offender files and records.

Electronic Information Systems

SOMB and Department of Justice will ensure that:

- Electronic information systems interface with prisons, the APB and Department of Justice information systems.
- Staff are trained in the use of electronic information systems.
- Only authorised staff have access to electronic information systems.
- The security of electronic information systems are not compromised.

F6.3 Policy requirements

File information and record management for serious sex offenders on post-sentence orders is highly sensitive. The SSO(DS)A has a number of restrictions on the exchange of information. All due care will be taken in relation to what information is placed on files and who has access to such documentation.

CV staff are referred to the relevant management standard, along with detailed Deputy Commissioner's Instructions.

F6.4 Performance indicators

Not Applicable

F6.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *Freedom of Information Act 1982*
- *Magistrates Court Act 1989*
- *County Court Act 1958*
- *Crimes Act 1958*
- *Sentencing Act 1991*
- *Public Records Act 1973*
- *Information Privacy Act 2000*
- SSOMA
- SSO(DS)A

F6.6 Relevant guidelines

CV will have regard to:

- Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A
- Standard Guidelines for Corrections in Australia 2004
- Department of Justice Technology Services policies, standards and guidelines

F7.0 Information Sharing**F7.1 Outcome**

The sharing of information for offenders subject to a post-sentence order will be undertaken in accordance with S189 of the SSO(DS)A.

F7.2 Specified outputs

CV will ensure that:

- The exchange of information relating to offenders subject to a post-sentence order is justified under the provisions of the SSO(DS)A.
- There is timely and accurate information provided to the Courts and APB.
- Case management will involve collaboration and communication with relevant agencies where necessary to promote community safety and offender rehabilitation, whilst adhering to the legal requirements relating to privacy and confidentiality of individuals.

F7.3 Policy requirements

CV will comply with:

- Department of Justice Information Privacy Policy.
- Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A

F7.4 Performance indicators

Not applicable

F7.5 Legislation

CV will comply with:

- *SSO(DS)A*
- *Information Privacy Act 2000*

F7.6 Relevant guidelines

CV will comply with:

- Secretary's Guidelines for the Disclosure of Information under the SSO(DS)A.

G1.0 Staff selection and training

G1.1 Outcome

Serious Sex Offenders are managed by appropriately selected and trained staff.

G1.2 Specified outputs

SOMB and Department of Justice Regions will:

- Comply with relevant Department of Justice human resource policy;
- Ensure that effective selection processes and methods are applied by appropriately trained staff;
- Establish and maintain an induction program for all newly recruited or promoted staff based on relevant competency standards required for that position;
- Provide comprehensive in-service training programs in offender management;
- Ensure that all staff managing serious sex offenders are assessed in order to determine their competence;
- Ensure that staff training and development programs are underpinned by detailed job analysis and reflect current correctional research and evidence based practice;
- Evaluate staff training and development activities in terms of the achievement of learning outcomes, competency acquisition and improvements in work practices; and
- Endeavour to employ staff who are representative of an appropriate range of age, experience, gender and ethnicity;
- Provide quality assurance processes to ensure that practices maintain integrity; and
- Ensure that staff are provided with ongoing support and mentoring to ensure practices maintain integrity.

G1.3 Policy requirements

SOMB will:

- Ensure SCMs in the field are provided with appropriate support, training and guidance by the Specialist Case Management Managers located within SOMB.
- Facilitate the SCM Mentoree Model at locations and ensure support for this model with senior staff at locations.

G1.4 Performance indicators

- Compliance management of offenders on post-sentence orders.
- Offenders that pose an unacceptable risk the community are managed.

G1.4.2. Service Delivery Outcomes

Measure for internal reporting	Unit of Measure	Target
Offenders subject to a post-sentence order allocated to a SCM within 2 working days of the order commencement.	percent	100

G1.5 Legislation

CV will adhere to:

- *Corrections Act 1986*
- *Corrections Regulations 1998*
- *Occupational Health and Safety Act 1985*
- *Workplace Relations Act 1996*
- *Equal Opportunity Act 1985*
- *Public Administration Act 2004*

- *SSOMA*
- *SSO(DS)A*
- *SORA*

G1.6 Relevant guidelines

SOMB and Department of Justice Regions will have regard to:

- Standard Guidelines for Corrections in Australia 2004
- CSC01 Correctional Services Training Package
- The Good Lives Model, A Case Management Approach (Purvis, M & Ward, T) 2011 and other relevant material relating to the GLM.

Definitions

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Commissioner	Commissioner, CV.
Disability	As defined in the Commonwealth <i>Disability Discrimination Act</i> 1992.
Electronic Information Systems	The Electronic Information System as determined by the Commissioner. Eg E*Justice.
Good Lives Model (GLM)	A strengths based approach to case management that acknowledges that rehabilitation and risk reduction must also focus on enhancing positive capabilities, rather than suppressing dysfunctional behaviours.
Higher Courts	The Supreme and County Courts of Victoria.
Indigenous Community Corrections Officer	A specifically appointed position within CCS.
Indigenous Service Officer	A designated role at each CCS Location. The ISO provides support, assistance, information and advice to indigenous offenders and staff. Where possible the ISO will liaise with local indigenous communities.
Offence Specific Needs	Offence specific needs are factors considered to be directly related to offending behaviour and therefore require targeting. Offence specific needs ordinarily include pro-offending attitudes, criminal associates, substance abuse and poor problem solving skills.
Offence Related Needs	Offence related needs are factors that are not directly related to offending behaviour however may act as obstacles to adopting a law abiding lifestyle. Typical offence related needs include housing or employment, poor social supports and psychological states such as anxiety or depression.
Offence Specific Program	Programs designed to target offence specific needs. Examples include violence programs, drug and alcohol programs and sex offender programs.
Offence Related Program	Programs that target issues associated with or correlated with offending behaviour such as overcoming grief and loss, enhancing family relationships or parenting skills, conflict resolution or life skills programs.
Offender Records	The individual management file for each offender, computerised information on the Electronic Information System and documents related to the implementation of program conditions.
Reasonable Adjustments	Modifications and adjustments to facilities, procedures and programs that are deemed reasonable, sensible and fair that fit the individual needs of people with a disability.
Regional Justice Advisory Committee	The RAJACs' role is to facilitate local implementation of the Victorian Aboriginal Justice Agreement, as well as promoting reconciliation between local Koori communities, justice agencies and the wider community.
Sex Offender Management Branch (SOMB)	The SOMB is responsible for the oversight of sex offender management of across CV.
Serious Sex Offender	A serious sex offender subject to a post-sentence order under the SSO(DS)A or the SSOMA.
Specialist Case Manager (SCM)	The SCM has the capacity to build expertise in a range of issues related to the management of serious sex offenders. The SCM delivers a more intensive level of supervision and case management to high risk sexual offenders.
Victorian Aboriginal Justice Agreement	A joint initiative developed between the Department of Justice, DHS, Aboriginal and Torres Strait Islander Commission(ATSIC), the Victorian Aboriginal Justice Advisory Committee (VAJAC) and the Koori community to achieve improved Indigenous justice outcomes.

