**Table 2.1**

**Corrections Administration Permits Summary Table**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | | **Purpose** | **Eligibility**  **Criteria** | **Maximum**  **Duration** | **Maximum**  **Frequency** | **Approval requirements Standard prisoners** | **Approval requirements Special Category / Major Offenders** |
| **ADMINISTRATION OF JUSTICE** | **Attend Hearing, Commission, Board or Tribunal** | To assist in the administration of justice by permitting a prisoner to attend a tribunal, commission board or hearing including instances where there is no power to make a court order. | All prisoners | 12 hours | As required | Commissioner;  Deputy Commissioner, Custodial Operations; Deputy Commissioner, Offender Services; or Assistant Commissioner, Sentence Management (SMD) | Commissioner;  Deputy Commissioner, Custodial Operations;  Deputy Commissioner, Offender Services; or Assistant Commissioner, Sentence Management (SMD) |
| **Case Conferences** | To facilitate legal case conferences by permitting prisoners to meet with legal representatives where a bona fide case exists for a legal conference and the parties agree to it. | All prisoners | 12 hours | As required | Prison Manager | Assistant Commissioner, SMD |
| **Restorative Justice Meeting (non-court)** | To assist in the administration of justice by permitting prisoners to participate in processes that work towards the repairing of harm caused by their criminal activities. | All prisoners | 12 hours including travel time | As required | Prison Manager | Assistant Commissioner, SMD |
| **Attendance at CCS / Community Agencies** | To facilitate the establishment of contact with the Community Corrections Officer (CCO) that will manage parole where parole has been granted or attendance at a community agency such as a residential treatment or age cared facility. | All prisoners | 2 hours + travelling time | Once only | Assistant Commissioner, SMD | Assistant Commissioner, SMD |
| **Health** | | To enable a prisoner to attend a doctor, dentist, hospital or clinic outside the prison, or to obtain medical/dental treatment or assessment not otherwise available. | All prisoners | 72 hours unless exceptional circumstances exist | As required | Prison Manager | Assistant Commissioner, SMD or delegate |
| **Meet with DHHS Case Worker** | | To enable prisoners with an intellectual disability to meet with their allocated Department of Health and Human Services (DHHS) case worker prior to release from prison. | All prisoners registered with an intellectual disability | 2 hours + travelling time | As required | Prison Manager | Assistant Commissioner, SMD or delegate |
| **Emergency – Funerals /Serious**  **Illness** | | To permit a prisoner to attend at funerals or to visit a family member in case of serious illness, where is can be established that a close, long standing relationship exists. | All prisoners | 12 hours unless special circumstances exist | As required | Prison Manager | Assistant Commissioner, SMD or delegate |
| **Emergency – Exceptional Circumstances** | | To permit a prisoner to attend a domestic or personal crisis/situation that cannot be appropriately managed from within the prison confines. | All prisoners | 12 hours unless additional requirement is demonstrated | One off permit only | Assistant Commissioner, SMD | Assistant Commissioner, SMD |
| **Inter-Prison Visits** | | To allow a prisoner to visit a member of his or her immediate family (i.e. husband, wife, legal de facto - including same sex partner, parent, child or sibling) where that person is also in custody. | All prisoners | 2 hours + travelling time | Every 12 weeks | Prison Manager | Assistant Commissioner, SMD  or delegate |

**Table 3.1**

**REHABILITATION AND TRANSITION PERMITS – SUMMARY TABLE**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Purpose** | **Eligibility**  **Criteria** | **Maximum**  **Duration** | **Maximum**  **Frequency** | **Standard Prisoners** | **Serious Violent Offenders / Sex Offenders / Culpable Drivers / Dangerous Drivers Causing Death** | **Special Category / Major Offenders / Release Assistance** |
| **Rehabilitation & Reintegration**  **(all prisoners)** | To prepare a prisoner for release by enabling him or her to establish community ties, look for work, accommodation or other activities where there is clear rehabilitative purpose. | ‘C1 or C2’ rated prisoners, and serving a minimum of 3 years in continuous custody and in the final 12 months of sentence.  'C1 or C2' rated prisoners identified by Sentence Management or Prison General Managers assessed on an individual basis and who are not serving a minimum 3 year term, but who have particular release assistance needs and are within the last 6 months\* of their sentence. ("Release Assistance prisoners") *\*except when the prisoner is accommodated at JLTC.*  Prisoners serving in excess of six years of continuous custody, and Special Category prisoners or Major Offenders, must have completed a period of 12 months supervised community assistance / work\*\* before being considered eligible for Rehabilitation & Reintegration permits in the final 12 months of their sentence. | ‘C1’ – 12 hours  ‘C2’ – 48 hours | Every 28 days | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from Ministerial Community Advisory Committee (MCAC) |
| **Rehabilitation and Reintegration**  **(Women’s Region only)** | To prepare a prisoner for release by enabling her to establish community ties, look for work, accommodation or other activities where there is clear rehabilitative purpose. | ‘C1 or C2’ rated prisoners and minimum of 18 months in continuous custody and high reintegration and transitional needs in the final 6 months of their sentence. | ‘C1’ – 12 hours  ‘C2’ – 48 hours (however, it is anticipated that the maximum duration will be 24 hours, unless exceptional circumstances can be demonstrated for additional requirements) | Every 28 days | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Transitional (Women’s Region only)** | To allow a prisoner to participate in an activity to address an identified transitional need. This could include activities such as:   * access housing services * safety planning or applying for a family violence intervention order (FVIO) * engaging with community support services * relationship counselling * to establish connections with appropriate service providers pre-release. | ‘C, C1, or C2’ rated female prisoners | 12 hours unless additional requirement can be demonstrated | As required (however, it is anticipated that outcomes will be achieved after one or two permits of this type) | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Community Assistance / Work** | To enable a prisoner to develop work skills and work ethics which enhance their prospects of rehabilitation/reintegration.  To enable a prisoner to perform unpaid community work including any activity from which the community benefits (eg. Fund-raising, public speaking, etc.) as a form of reparation. | ‘C, C1 or C2' rated prisoners | 12 hours unless special circumstances exist | As required | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Physical Fitness** | To break the cycle of unhealthy lifestyles. | 'C1 or C2' rated prisoners | 12 hours  unless exceptional circumstances exist | As required | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Community Team Sport** | To break the cycle of unhealthy lifestyles and to provide opportunity for positive interaction with the local community. | C2 rated prisoners only  *\*\*****Note****: Prisoners convicted of Category 1 offences or Manslaughter are not eligible for this type of permit.*  *SVO’s, Culpable Drivers and Dangerous Drivers causing Death must have served 2/3 of their minimum term of imprisonment.* | 12 hours  unless exceptional circumstances exist | As required | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Education** | To enable a prisoner to undertake an approved educational, cultural or vocational program where that program cannot be conveniently or appropriately conducted within the prison. | 'C, C1 or C2' rated prisoners | 12 hours  unless exceptional circumstances exist | As required | Prison Management | Prison Management | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Family Ties (Primary Care Giver)** | To allow a prisoner who has been the primary caregiver of a child or children or a sick or elderly relative prior to imprisonment, to maintain family ties.  To allow a prisoner who has a child residing in custody to maintain family ties by accompanying the child outside the prison for medical reasons or in the interests of the socialisation of the child in cases where there is an expectation that the parent would be present. | B rated prisoners (after serving half of their minimum term of imprisonment, in exceptional circumstances only)  ‘C, C1 or C2' rated prisoners (after serving half of their minimum term of imprisonment) | ‘B’ – 8 hours  ‘C’ – 10 hours  ‘C1’ – 12 hours  ‘C2’ – 24 hours | Every 6 months  Every 6 weeks  Every 6 weeks  per calendar month | Prison Management | Sentenced in the Lower court – Prison General Manager  Sentenced in the High Courts – Assistant Commissioner, SMD or delegate | Assistant Commissioner, SMD or delegate upon advice from MCAC |
| **Family Ties – Exceptional Circumstances** | To allow a B or C rated sentenced prisoner to visit a member of their immediate family or a person with whom they have had a long standing relationship where that person has been unable to visit the prisoner for a period of at least 12 months as a result of documented health/incapacitation reasons. | B and ‘C, C1 or C2' rated sentenced prisoners | 12 hours unless additional requirement can be demonstrated | One-off permit only | Assistant Commissioner, SMD or delegate | Assistant Commissioner, SMD or delegate | Assistant Commissioner, SMD or delegate upon advice from MCAC |

\*\* prisoners serving in excess of six years continuous custody must have undertaken a minimum of 12 months Community Assistance / Work permits unless key alternative prison employment is approved or other exceptional circumstances exist.