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| **Transitional Support and Preparation for Release** | | | |
| **Section** | | 3. Programs and Industry | |
| **CR Number** | 3.1.1 | **Current Issue Date** | July 2020 |
| **Legislation & Policy** | | Corrections Act 1986  Sex Offenders Registration Act 2004  Charter of Human Rights and Responsibilities Act 2006  Sentencing Act 1991  Corrections Regulations 2019 | |
| **Standard** | | Programs and Reintegration Services – Preparation for Release | |
| **Attachments** | | Attachment 1 - Agencies Permitted to be provided information by Corrections Victoria  Attachment 2 - Diagram of the Corrections Victoria Reintegration Pathway | |
| **Forms** | | Nil | |

1. **PURPOSE**

To define the transitional support and reintegration planning processes that assist to prepare prisoners for release to the community.

1. **REQUIREMENT**

Prisons must provide prisoners with the opportunity to participate in transition and reintegration programs and activities to promote the opportunity for each prisoner to successfully reintegrate to community life post release.

1. **GUIDING PRINCIPLE**
   1. Effective transition planning commences on entry to prison, forms part of ongoing prisoner case management, intensifies closer to release and may involve a period of post release support where required.
   2. Corrections Victoria (CV) has established key policy frameworks grounded in evidential theory and best practice, to guide effective prisoner management and transitional planning. These are the Offender Management Framework (OMF) and the Corrections Victoria Reintegration Pathway (CVRP) (the Pathway).
   3. The OMF identifies system-wide practice principles that inform the standards and services for CV, as follows:

* Maintain system integrity;
* Manage risk and target intervention needs;
* Increase self-responsibility; and
* Provide a constructive environment.
  1. The Pathway aligns with and builds on the OMF. It identifies seven critical intervention domains drawn from the research, to ensure a targeted and evidence-based approach to reintegration services. Prisoners may require assistance across one or more of these intervention domains, in order to achieve and maintain successful reintegration into the community. The critical intervention domains are:
* Housing;
* Employment;
* Education and training;
* Independent living skills;
* Mental health;
* Alcohol and drugs; and
* Family and community connectedness.
  1. The Pathway conceptualises transition planning as a continuum, identifying and responding to prisoners’ transitional needs throughout the correctional episode and in accordance with the critical intervention domains.
  2. Offender management processes such as Case Management Review Committee (CMRC) (particularly the Case Planning and Transition CMRCs) are opportunities to consolidate transitional activities.
  3. Prison and Community Correctional Services staff are involved in supporting and delivering release preparation activities and are required to support and encourage prisoners to be actively involved in their own release preparation.

1. **CONTEXT**

CV’s purpose is to contribute to a safer community through the delivery of a safe, secure and humane correctional system. This is achieved through offender management practices that actively engage prisoners and offenders, promotes positive behavioural change and addresses social disadvantage. CV recognises that people exiting prison are less likely to re-offend if they are assisted to prepare for their release and have access to information, support and targeted interventions to assist with their identified transitional needs.

1. **INSTRUCTION**
   1. **General Managers must ensure that:**
      1. Local Operating Procedures and Operating Instructions articulate an appropriate management strategy to deliver and ensure accountability for the Pathway and other transitional support activities at the prison location, including the Custodial Community Permit Program (CCPP).
      2. Relevant prison staff are conversant with the Pathway requirements and the Pathway is delivered according to the detailed requirements as articulated in the CV Reintegration Pathway (CVRP) Manual.
      3. Contracted agencies, government departments and community agencies involved in the delivery of the Pathway are supported by the prison to deliver the agreed services, including facilitating prison access and suitable service delivery space.
      4. Staff are aware of Service Delivery Outcome (SDO) requirements and report against these in accordance with SDO 20A (Pre-Release Program) and SDO 20B (Remand Release Assistance Program).
      5. Programs funded through the Pip Wisdom Community Corrections Grants are incorporated into Offender Management processes and Pathway delivery, to ensure eligible prisoners are identified and supported to engage with such programs.
      6. Full and accurate program records are maintained according to SDO requirements and the CV Reintegration Pathway Manual, including utilising the Reintegration Pathway System (RPS – the electronic information management system replacement PRIS) to record and manage prisoners’ movement through the Pathway.
      7. The prison supports CV to monitor and evaluate transitional programs and reintegration services across all Victorian prisons as requested.
      8. Relevant prison staff involved in the delivery of the Pathway participate in Assessment and Transition Coordinator (ATC) network meetings, forums, training events and the annual Offending Behaviour Programs Branch conference, as available.
      9. Prisons provide prisoners with support to access support services, where required, to ensure that each individual is provided the opportunity to fully participate in transitional planning activities. Services may include the following:

* Disabilities –Supported through the National Disability Insurance Scheme (NDIS). There are two ways prisoners can become participants of the NDIS. The first process applies to prisoners who are existing clients of Department of Health and Human Services (DHHS) Disability Client Services, who will automatically be transferred to the NDIS as a ‘defined client’- as the NDIS becomes available in their area. Defined clients will not be required to provide evidence of their disability for NDIS as this is previously established by DHHS. The second process will apply to prisoners who are not known to DHHS, however may be eligible for NDIS support.
* Aboriginal Support and Wellbeing Services – Prison staff should seek advice from the Aboriginal Wellbeing Officer (AWO), Aboriginal Liaison Officer (ALO)and CV’s Naalamba Ganbu and Nerrlinggu Yilam, to ensure that Aboriginal prisoners are appropriately supported with regards to cultural needs and referred to appropriate Aboriginal or other support agencies within the community. Staff may also refer to the Cultural Journey tab on RPS to check if there is documented cultural information and supports.
* Young Prisoners – Prisoners aged 25 years and younger are more likely to have complex needs such as substance abuse, mental health issues or cognitive impairment. Young people should be supported to access appropriate aged related services as part of release planning. CV’s Reintegration and Rehabilitation Branch can provide advice and support to prison staff when undertaking pre-release planning for this age group.
* Older Prisoners– Prisoners aged 50 years and older should be supported to access appropriate aged related services as part of release planning. CV’s Reintegration and Rehabilitation Branch can provide advice and support to prison staff when undertaking pre-release planning for this age group.
* Prisoners with Mental Health Needs – Prisoners with mental health needs should be supported to engage with appropriate services as part of release planning. This may include a collaborative approach to transitional planning involving the prison-based forensic health service, or the prison’s health services provider. Contact these services for more information.
  1. **Corrections Victoria’s Reintegration Assessment**
     1. At two key stages of the Pathway, prisoners are assessed using CV’s Reintegration Assessment tool. The Reintegration Assessment is a formal tool to assist staff in the identification and prioritisation of a prisoner’s reintegration needs. Unlike the LSI suite of assessments, which assess a prisoner’s risk of re-offending, the Reintegration Assessment assesses prisoners’ transitional needs associated with release from prison and pro-social integration into the community.
     2. The Reintegration Assessment is generally administered by ATCs, although can be used by all staff. A score is determined, based on the information that staff elicit from the prisoner during an interview, which can then be used to instigate referrals, prioritise need or determine post release program eligibility. The tool is uploaded onto RPS and is available for all prison and CCS staff, as well as transitional service providers, to view and build upon.
  2. **Phases of the CV Reintegration Pathway**
     1. Refer to Attachment 2 for a diagram illustrating the CV Reintegration Pathway.
     2. The Pathway directly targets seven critical intervention domains across three (3) key stages of a prisoner’s correctional episode:
* **Stage 1 – Reception:** TheReception Transition Triage (RTT) takes place immediately on reception to prison.
* **Stage 2 – Pre-release**:
  + Case Planning Transition
  + ReGroup
  + ReLink
* **Stage 3 - Post Release:**
  + ReConnect
  + ReStart
    1. Ravenhall Correctional Centre (RCC) – Application of the CV Reintegration Pathway
* Consistent with CV’s Reintegration Pathways model, RCC’s transition and reintegration service pathway focuses on the seven domains critical to successful reintegration. RCC’s pathway will align with CV’s RTT, CPT and ReGroup, however instead of offering ReLink and ReConnect and ReStart, RCC will have different pre and post-release services that are facilitated by their Alliance Partners (Melbourne City Mission, YMCA, Kangan and contracted Aboriginal services).
* The below table outlines how the RCC model integrates with CV’s pathway:

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| **Corrections Victoria Reintegration Pathways (CVRP) Model** | **Ravenhall Transition and Reintegration Services** |
| **Reception Transition Triage (RTT)** – completed by Assessment and Transition Coordinator (ATC) at reception | **Modified RTT** – completed by a Specialist Assessor at reception |
| **Case Planning Transition** **(CPT)** **Reintegration Assessment**– administered by ATC for all un-sentenced prisoners and sentenced prisoners serving greater than 12 months. | **GEO Reintegration Assessment** (inclusive of CPT) – administered by a Reintegration Officer with all sentenced and un-sentenced prisoners (with any length of stay). |
| **ReGroupReintegration Assessment**– completed by ATC within 6 weeks of reception unless sentenced to 12 months or more. | **GEO Reintegration Assessment –** completed by Reintegration Officer within 4 weeks of reception for sentenced prisoners and 5 days of reception for un-sentenced prisoners. |
| **ReGroup Program -** Information Sessions facilitated by ATC | **ReGroup Program** -Information Sessions facilitated by Reintegration Officer |
| **Pre/Post Reintegration Services** – ATC refers to contracted Relink, ReStart and/or Reconnect Programs | **Pre/Post Reintegration Services -** Facilitated by GEO, Melbourne City Mission, YMCA, Kangan and contracted Aboriginal services.  RCC does not facilitate Relink, ReStart or Reconnect Programs. |

* + 1. Further detail about each phase of the CVRP is described below.
  1. **Stage 1 – Reception**

**Reception Transition Triage (RTT)**

* + 1. The Reception Transition Triage (RTT) takes place once (per custodial episode) for every prisoner immediately on initial reception to prison. RTT aims to identify and address immediate transitional needs that without intervention, would escalate or compound. It also aims to provide support to remand prisoners likely to be discharged from court, via a referral to the Remand Release Assistance Program (RRAP).
    2. RTT includes the following service areas:
* Housing Support – Looks at what steps can be taken to support the prisoner to maintain stable housing in the community during their imprisonment. An identified need in this area may trigger a referral to the visiting housing service for assistance to address any existing housing arrangement (e.g. accessing a Temporary Absence for public housing);
* Debt Reduction – Looks at what steps can be taken to reduce the accrual of debt during imprisonment, such as disconnection of utilities, notification to the Child Support Agency and State Trustees Limited (STL), where relevant. This area will also determine whether the prisoner has any outstanding Centrelink benefits owing to them at the time of imprisonment.
* Remand Transitional Assistance – Remand prisoners may be discharged from court at any time. If this occurs, knowing the process for things such as accessing crisis accommodation and income support payments, returning to the prison to collect their property and accessing health services, is paramount. Given that it is not known exactly when a court discharge may occur, it is necessary to identify remand prisoners who are likely to be discharged from court, to ensure they receive this information as soon as practicable, after reception to prison. Prisoners requiring remand transitional support are referred to the Remand Release Assistance Program (RRAP) during the RTT.
  + 1. The Remand Release Assistance Program (RRAP)

The RRAP is a pre-release program for remand prisoners identified as likely to be released from court. RRAP content includes the following information and support:

* Financial – Information about how to claim income support payments, including the crisis payment;
* Housing – Information regarding accessing crisis accommodation and specialist housing support;
* Alcohol, drugs and health – Information regarding:
  + how to access health services and accessing health programs, including continuing Opioid Substitution Therapy Support (OSTP) programs (Methadone and Buprenorphine);
  + Drug and alcohol harm minimisation information session;
* Prison property and prison monies collection (including transport options and property collection processes).
* Prisons are required to deliver RRAP in accordance with the RRAP program manual.
* RRAP delivery is measured against SDO 20 Part B. Refer to the SDO definition for more detail around delivery requirements.
  + 1. ATLAS Remand Programs:
* The ATLAS (Adapt, Take tock, Look Ahead Suite) are a suite of psycho-educational programs for remandees that are transition focused and align to the seven critical intervention domains outlined in the Pathway.
* The programs have been designed by Relationships Australia Victoria (RAV) and Caraniche and include eight optional sessions across three stages (Adapt, Take Stock and Look Ahead), which provide practical information for adjusting to prison, as well as building capacity to help them address their transitional needs in prison and in the community.
* In December 2018, the ATLAS suite replaced the existing OBP remand programs (i.e. Managing Sleep, Managing Emotions, Managing Worry and Coping with Change) and will be delivered by Remand Program Facilitators at selected prison locations for a two year pilot period.
  + 1. Refer to the CVRP Manual for specific service delivery instructions regarding the RTT, the RRAP and ATALS suite of programs, including eligibility, timeframes and delivery instructions.
  1. **Stage 2 – Pre-release**
     1. Case Planning Transition
* The Case Planning Transition (CPT) identifies and assesses transition need using the Reintegration Assessment – CPT Phase. All remand prisoners and prisoners serving 12 months or longer are to be provided with CPT. Prisoners with sentences of less than 12 months do not require CPT and can progress through to the ReGroup phase.
* Importantly, the CPT phase will support the Case Planning CMRC by informing case management, encouraging engagement in appropriate programs and contributing to the development of the prisoners’ Local Plan.
* The CPT phase is made up of two (2) elements:
  + One-on-one assessment with the prisoner, using the Reintegration Assessment – CPT Phase
  + Referral to services and programs based on the prisoners identified areas of reintegration need. For example:
    - Housing;
    - Education and Employment;
    - Financial Difficulties;
    - Substance Abuse;
    - Mental Health;
    - Living Skills, Personal Support;
    - Childcare Responsibilities;
    - Community Support and Cultural Connectedness;
    - Use of Leisure Time; and
    - Assistance with ID, legal support, family violence intervention orders.
* Refer to the CVRP Manual for specific service delivery instructions regarding the CPT, including eligibility, timeframes and delivery instructions.
  + 1. ReGroup
* The aim of the ReGroup phase is to commence planning for the prisoner’s transition back into the community, by identifying their reintegration needs using the Reintegration Assessment – ReGroup Phase and providing them with the necessary targeted supports and referrals to address those needs. This phase is also designed to identify prisoners who may be eligible for more intensive transitional support programs within the CVRP such as ReLink. The ReGroup phase applies to all sentenced prisoners and commences up to 12 months pre-release or immediately on entry for prisoners serving shorter sentences.
* The ReGroup Phase is made up of three (3) elements:
  + One-on-one assessment with the prisoner, using the Reintegration Assessment – ReGroup Phase;
  + Referral to services and programs based on the prisoner’s identified areas of need; and
  + Facilitation of information session/s (Group or individual) as required.
* ATCs must ensure that information regarding accommodation, identification, day of release travel and support and Centrelink requirements originally provided by the prisoner, are confirmed prior to their release.
* Refer to the CVRP Manual for specific service delivery instructions regarding ReGroup, including eligibility, timeframes and delivery instructions.
  + 1. ReLink
* ReLink is a transition planning program delivered by VACRO at all locations except MRC, MAP, Ravenhall and JLTC.
* Prisoners are assessed for eligibility for ReLink during the Reintegration Assessment – ReGroup phase. Eligibility includes:
  + All prisoners sentenced to 12 months or more and/or eligible for parole;
  + The following prisoners sentenced to less than 12 months:
    - High need, rSVoSO’s (as determined by the Reintegration Assessment);
    - Women prisoners;
    - Aboriginal prisoners; and
    - Those prisoners sentenced to a CCO-Imprisonment Order.
* There are two ReLink levels:
* ReLink Level One: is a targeted small group-based program designed to help prisoners identify their transition goals, practical strategies to meet these goals and to develop their own transition plans. The program is delivered over 4 x 2-hour sessions.
* ReLink Level Two: provides an additional four (4) hours of one-on-one transitional support to prisoners with significant and complex transitional needs who still require further planning and support after completing ReLink level 1.
  + 1. Refer to the CVRP Manual for specific service delivery instructions regarding ReLink.
  1. **Stage 3 – Post-release Support**
     1. ReConnect
* ReConnect provides reintegration support for eligible prisoners in custody to continue to support their individual and complex transitional needs in the community. ReConnect is designed to provide a responsive, tailored and flexible assertive outreach support, through the provision of two service streams:
  + **Targeted Reintegration Stream** – up to four (4) weeks. The level of service for this stream includes prisoners with more immediate post-release transitional needs that can be largely addressed through targeted and brief intervention.
  + **Extended Reintegration Stream** – up to twelve (12) months. The extended reintegration stream focuses on prisoners with more entrenched and complex needs and typically at higher risk.
* Eligibility for ReConnect includes:
  + All prisoners recommended for post release support through completion of the ReLink program; or
  + All Aboriginal prisoners with a sentence over three (3) months;
  + All female prisoners with a sentence over three (3) months; and
  + All high need SVoSOs (as determined by the Reintegration Assessment).
* Refer to the CVRP Manual for specific instructions regarding the role of the ATC in supporting ReConnect at the prison location.
  + 1. ReStart
* ReStart is a post release support program available to remand prisoners and prisoners with a sentence of three (3) months or less, with complex reintegration needs.
* ReStart provides eligible prisoners with up to three (3) months intensive, assertive outreach support to promote sustainable links and reintegration back into the community by engaging pre-release and developing individualised transition plans.
* Once referred, prioritisation will be made for the following prisoner cohort (in no particular order):
  + Women prisoners;
  + Aboriginal and Torres Strait Islander prisoners;
  + Prisoners with a cognitive impairment (intellectual disability, low functioning and acquired brain injury); and
  + Young prisoners (aged between 18 and 24 years of age).
* ReStart workers are based on-site at the following eight (8) prison locations, to provide immediate pre-release support to participants following the identification, assessment and referral:
  + Metropolitan Remand Centre;
  + Melbourne Assessment Prison;
  + Barwon Prison;
  + Marngoneet and Karreenga;
  + Dame Phyllis Frost Centre
  + Port Phillip Prison;
  + Dhurringile Prison;
  + Fulham Correctional Centre;
* ReStart also offers service provision at the following five (5) Metropolitan Magistrates Courts. ReStart will liaise with support services based at these Courts, as well as unsentenced prisoners’ legal representation (where possible) to gain an understanding of the likelihood of their release to the community, in order to instigate critical and immediate linkages within the community.
  + Melbourne Magistrates’ Court;
  + Sunshine Magistrates’ Court;
  + Heidelberg Magistrates’ Court;
  + Dandenong Magistrates’ Court; and
  + Frankston Magistrates’ Court.
* Refer to the CVRP Manual for specific instructions regarding the ReStart program.
  1. **Yawal Mugadjina – Cultural Transitional Support for Aboriginal prisoners**
     1. In addition to funding ReStart, the 2017-18 Budget also included the development of an Elders Mentoring Program and additional post-release support placements for up to 200 Aboriginal prisoners. Yawal Mugadjina means to ‘stay on track’ or ‘walk in the footprints of our old people’ in Yorta language. This program has three stages:
* Stage 1 – Cultural Journey (cultural support plan): a document has been developed and integrated into RPS, to capture information around: Country and kinship connections, family details, cultural and community connections, what they would like to expand or explore, cultural programs they would like access to, as well as health care, social and emotional wellbeing. Documentation of an Aboriginal person’s Cultural Journey is voluntary and individualised. It is completed with the AWO.
* Stage 2 – Elders and Respected Persons: providing pre-release cultural support in prison.
* Stage 3 – Post Release Cultural Support: to enable participants to connect with their culture and community post release. The focus is on cultural strengthening and connection (rather than the seven critical domains like Re-Connect or ReStart).
  1. **Minimum delivery requirements** 
     1. SDO 20A and B define minimum program delivery requirements for the Pathway.
     2. Refer to the CVRP Manual for record keeping requirement guidance and SDO 20A & B.
  2. **Corrections Administration and Rehabilitation and Transition Permit Program** 
     1. Transition and reintegration planning must include consideration of each prisoner’s eligibility for a Rehabilitation and Transition Permit or Corrections Administration Permit in the final 12 months of their sentence.
     2. Refer to the Custodial Community Permit Program (CCPP) Guidelines or the prison LOP for more information.
  3. **Release of Prisoner Photographs or Information for Transition Planning Purposes** 
     1. Prisons are permitted to provide information and/or release prisoner photographs to assist prisoners (including those on remand) to apply for identification or housing.
     2. Prisons must obtain the prisoner’s signed permission on an ‘Authority to Disclose Information’ form or another relevant application form, before releasing any information outside of CV and private prisons.
     3. To ensure that photographs are not misused by prisoners, applications for identification and housing are to be forwarded to a designated officer who will attach the photograph (where applicable) and seal and post the envelope to the relevant agency. Also, refer to Commissioner’s Requirement – Management of Prisoner Photographs for requirements regarding management of such records.
     4. The agencies permitted to be provided prisoner information and photographs by CV are detailed in Attachment One - Agencies permitted to be provided information by Corrections Victoria.
  4. **Sex Offender Register**
     1. The *Sex Offenders Registration Act* 2004 (SORA) is administered by Victoria Police and creates certain obligations for CV.
     2. In accordance with SORA, CV is required to notify the Chief Commissioner of Police within seven (7) days or as soon as practicable, after a registrable offender ceases to be subject to a supervised order (regardless of whether their sentence related to a registrable offence or not) via the submission of a D10 form to the Project Officer, SORA – Sex Offender Management Branch (SOMB).

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| Larissa Strong  **Acting Commissioner** |

**Information below this point is administrative supporting detail**

**only and not subject to Commissioner’s review or approval.**

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| **Acronyms** | |
| ACSO COATS | Australian Community Support Organisation – Community Offenders Advice and Treatment Service |
| ATC | Assessment and Transition Coordinator |
| BDM | Births Deaths and Marriages |
| CCO | Community Correction Order |
| CCPP | Custodial Community Permit Program |
| CCS | Community Correctional Services |
| CV | Corrections Victoria |
| DHHS | Department of Health and Human Services |
| DFATS | Disability and Forensic Assessment Treatment Service |
| IAP | Intake Assessment Planning worker (housing worker) |
| IMF | Individual Management File |
| NOA | Notice of Assessment |
| OBP | Offending Behaviour Programs |
| PC | Parole Coordinator |
| PLO | Prison Liaison Officer – Centrelink |
| PSA | Parole Suitability Assessment |
| PWCCG | Pip Wisdom Community Corrections Grant |
| R&RB | Reintegration and Rehabilitation Branch |
| SEO | Senior Education Officer |
| SDO | Service Delivery Outcome |
| SOMB | Sex Offender Management Branch |
| SORA | Sex Offenders Registration Act |
| SOs | Sex Offenders |
| SVOs | Serious Violent Offenders |
| TRU | Transition and Reintegration Unit |

| **Definitions** | |
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| ACSO COATS | The CV endorsed post release Alcohol and Other Drugs support service for prisoners exiting to the supervision of CCS. |
| ACSO Step Out | The CV endorsed post release Alcohol and Other Drugs support service for straight release prisoners. |
| ATC | Prison-based staff responsible for the delivery of the CV Reintegration Pathway. |
| CV Reintegration Pathway Service Delivery Manual | This document provides prisons with detailed service delivery instructions around delivery of the CV Reintegration Pathway. It includes program materials, instructions, record keeping requirements, referral processes, forms and all other information required to adequately deliver the program at each Victorian prison. |
| IAP | DHSS funded specialist housing workers that deliver housing services at each prison. |
| PLO | Centrelink Prison Liaison Officer deliver Centrelink services at each prison. |

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| **Associated Commissioner’s Requirements** |
| 2.3.5 - Management of Prisoner Photographs  2.6.1 - Parole Application Process  4.2.2 - Travel Assistance |

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| **Document Detail** | |
| Title: | Transitional Support and Preparation for Release |
| Owner: | Deputy Commissioner, Custodial Operations |

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| **Version Control** | | |
| Version | Date | Description |
| V5 | Jul-20 | Update |
| V4 | Nov-17 | Update |
| V3 | Jan-16 | Review, update & title change |
| V2 | Aug-14 | Update |
| V1 | Apr-14 | Update |

**Attachment 1**

***1. Agencies Permitted to be provided information by Corrections Victoria – Proof of Birth (Australian or New Zealand Issued)***

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| Application Type | Responsible Organisation | Process | Information CV can provide to Responsible Organisation (with prisoner consent) | Forwarding of prisoner photograph permitted? |
| Birth Certificate issue / reissue (prisoners born in Victoria) | Births, Deaths and Marriages (BDM) | Application forms completed and forwarded to BDM as per process in the CV Reintegration Pathway Service Delivery Manual | Refer to CV Reintegration Pathway Service Delivery Manual for specific documents and processes | No |
| Birth Certificate issue / reissue (prisoners born Interstate) | Relevant State / Territory Authority | Application forms forwarded to relevant State / Territory Authority. | Letter on CV letterhead can include:   * prisoner’s name; * prisoner’s date of birth; and * confirmation the prisoner is in custody | No |
| Passport (prisoners born in Australia or New Zealand) | Department of Foreign Affairs & Trade DFAT via Australia Post | Prisoners may only apply for passports in the following circumstances:   * they are eligible for the Permit Program and attend a Victorian Passport Office for a passport interview; or * staff from an authorised Australian Post office are available to go into the prison to conduct a Passport Interview and take a passport photograph. | Nil. DFAT will not accept any information from CV to confirm a prisoner’s identity. | No |
| Citizenship / Residency Certificates (Prisoners born overseas) | Dept of Immigration and Border Protection | Application forms forwarded to Department of Immigration and Border Protection. | * Passport size prisoner photograph (with prisoner name/initials written on the back). * Letter on CV letterhead including prisoner’s name, date of birth; and confirmation the prisoner is in custody. | Yes |

***2. Agencies Permitted to be provided information by Corrections Victoria – Photographic Identification***

| Application Type | Responsible Organisation | Process | Information CV can provide to Responsible Organisation (with prisoner consent) | Forwarding of prisoner photograph permitted? |
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| Driver’s Licence Renewal / Learner Driver Permit Renewal | VicRoads | Prison downloads VicRoads photo-kit from VicRoads website and takes photograph.  Photo and completed application form are forwarded to local VicRoads Office. | * Passport size prisoner photograph (with prisoner name/initials written on the back). * Letter on CV letterhead can include: * Prisoner’s name; * Prisoner’s date of birth; * Confirmation the prisoner is in custody; * Residential Address (*to be printed on Licence / Permit*; and * Postal Address *(for Licence / Permit to be sent).* | Yes |
| Proof of Age Card | Victorian Commission for Gambling and Liquor Regulation | Completed Proof of Age application forms forwarded to Victorian Commission for Gambling and Liquor Regulation as per process articulated in CV Reintegration Pathway Service Delivery Manual | * Passport size prisoner photograph (with prisoner name / initials written on the back). * Refer to CV Reintegration Pathway Service Delivery Manual for forms | Yes |
| Fork Lift Licence | WorkSafe Victoria (via Australia Post) | Once prisoners have completed their forklift test (through the Prison Education Centre), they will be provided with a Notice of Assessment (NOA).  Prisoners then have 60 days to lodge a Forklift Licence Application through Australia Post. | * Passport size prisoner photograph (with prisoner name / initials written on the back). * Letter on CV letterhead can include: * Prisoner’s name; * Prisoner’s date of birth; * Confirmation the prisoner is in custody; * Residential Address (to be printed on Forklift Licence); and * Postal Address (where Licence to be sent). | Yes |

***3. Agencies Permitted to be provided information by Corrections Victoria – Other Identification***

| Application Type | Responsible Organisation | Process | Information CV can provide to Responsible Organisation (with prisoner consent) | Forwarding of prisoner photograph permitted? |
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| Medicare Card | Medicare Eligibility and Benefits Team | Refer to process articulated in CV Reintegration Pathway Service Delivery Manual | Refer to CV Reintegration Pathway Service Delivery Manual for forms and instructions. | No |
| Housing Applications – general (low priority) | Office of Housing | Prisoner completes *Application for public housing* form.  Prison provides the Office of Housing Branch processing the application with a letter on CV letterhead. | The prisoner is required to provide identification as detailed in the application form. If the prisoner does not have required ID, then the following is acceptable:   * Photo ID card issued by the prison, or * A letter on the prison’s letterhead including the prisoner’s name, date of birth, earliest release date and contact details of the staff member assisting with the application. | No |
| Housing Applications – priority *Homeless with Support* | Office of Housing  DHHS approved case management program | Prisoners engaged with an approved DHHS case management programs (this includes ReConnect or the IAP service where the IAP service deems the prisoner suitable) should be assisted by their worker to complete priority “Housing with support” applications. | As per general housing applications (above) | No |

**Attachment 2**

