



<b>COMMUNITY INSTRUCTION</b>	<b>Request for Interstate Travel Permit – Community Based Orders Other Than Parole</b>
<b>COMMUNITY INSTRUCTION NO.</b>	<b>C31.8</b>
<b>SCOPE</b>	<b>Community Corrections</b>

## PURPOSE

To provide instruction to Community Corrections staff on how to process requests for interstate travel for offenders subject to community-based orders, other than Parole.

For Good Behaviour Orders and Drug and Alcohol Treatment Orders, any period of absence from the ACT exceeding 24 hours requires prior approval from Community Corrections. For Intensive Correction Orders, any period of absence from the ACT requires prior approval, regardless of the duration of the travel.

## PROCEDURES

### 1 Receiving a request for travel permit

- 1.1 If an offender makes a request for a travel permit, the Community Corrections Officer (CCO) must request that the offender provide the following information:
  - a. the dates of the proposed travel
  - b. the purpose of the proposed travel
  - c. the proposed address
  - d. the mode of travel
  - e. the contact details of any travel partners, or the contact details of the resident at the proposed address.
- 1.2 The CCO must advise the offender that the proposed travel plans will need to be verified, and where necessary, further verification checks may also be required. The CCO will also advise that once all the verifications and any necessary checks have been conducted, the request for travel will be assessed by a Team Leader (TL). The CCO will advise that this process may take up to two weeks, unless there are extenuating reasons for the request to be processed in a shorter time frame (e.g. family medical emergency, attendance to a funeral, etc).
- 1.3 If the request being made is in relation to a regular occurrence (e.g. an offender is required to attend a worksite in NSW for two weeks of every month), then consideration may be given to seeking “blanket” approval for up to three months or longer duration as agreed to by the TL. It should be clearly noted that the approval to travel only extends to the travel requirements specified in the original request (i.e. if an offender has been given blanket approval to travel

for work purposes, and wants to travel for purposes outside of this, another permit must be requested for that specific reason).

## **2 Processing the request for interstate travel**

- 2.1 Once the offender has provided all the required information in 1.1, the CCO will generate a *Request for Interstate Travel Permit* form through the current supervision order on the offender information system.
- 2.2 The CCO should undertake collateral checks as necessary and applicable, to ascertain the authenticity of the request, and to identify any risks that the proposed travel may pose. Collateral checks may include, but are not limited to:
  - a. the proposed resident, accommodation provider or co-traveller
  - b. significant others or other agencies
  - c. Victim Liaison Officer
  - d. Police Intel
  - e. Child Sex Offender Registry Team (CSORT).
- 2.3 All collateral checks conducted must be case noted in the offender information management system.
- 2.4 The CCO must consider all of the information gathered and complete the “Community Correction Officer Analysis and recommendation” section of the request form. Consideration should be given to the following, at a minimum:
  - a. the offender’s overall compliance with the Order and its conditions
  - b. the quality of the offender’s engagement with supervision
  - c. whether the purpose of the travel is pro-social
  - d. whether the proposed travel will negatively impact with the offender’s engagement with any programs or interventions.
- 2.5 The CCO is to request approval of the completed form from their TL.
- 2.6 The approving TL is to review the form, adding comments to support the rationale. Thoroughly documenting the rationale is particularly important if the request for a travel permit is not approved.

## **3 Providing an outcome of the request**

- 3.1 If the request for a travel permit is approved, the CCO must complete the final page of the *Request for Interstate Travel Permit*, adding the necessary details and seeking the required signatures. One copy should be retained by the offender, and one copy should be placed on the offender’s file.
- 3.2 If the request for a travel permit is approved, and the offender participates in Community Service Work (CSW), the Community Service Work Unit (CSWU) must be advised of the period of approved travel. This will avoid any incorrect entries in the offender’s CSW Attendance Diary. The CSWU can be notified of approved travel via emails to [CSWU@act.gov.au](mailto:CSWU@act.gov.au).

3.3 If the request for a travel permit is not approved, the CCO must advise the offender of the outcome of the request at the earliest possible convenience. The rationale for the decision not to approve the request must be communicated to the offender so that they can consider these reasons prior to making any further requests. This interaction must also be case noted as per the Case Note Policy.

**RELATED DOCUMENTS AND FORMS**

- Request for Interstate Travel Permit
- Case Note Policy



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26 October 2021

**Document details**

Criteria	Details
Document title:	Request for interstate travel permit – community based orders other than parole Community Instruction 2021
Document owner/approver:	Assistant Commissioner, Community Corrections
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Director, Community Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	October 21	First Issued	M Butler