



COMMUNITY INSTRUCTION	Registering and Allocating Community Based Orders
COMMUNITY INSTRUCTION NO.	C38
SCOPE	Community Corrections and Offender Reintegration

## PURPOSE

To provide instruction to the Sentence Administration Section (SAS) on how to register and allocate a Community Based Order with a supervision condition to a Team Leader (TL), Community Operations.

## PROCEDURES

### 1. Receipt and registration of orders

- 1.1. An accused/offender in community may be subject to a Community Based Order with a supervision condition. These orders include, but are not limited to:
  - a. Parole Order
  - b. Drug & Alcohol Treatment Order (DATO)
  - c. Intensive Corrections Order (ICO)
  - d. Good Behaviour Order (GBO)
  - e. Community Service Work Condition (CSW)
  - f. Deferred Sentence Order (DSO)
  - g. Bail Undertaking.
- 1.2. The Magistrate and Supreme Courts and the Sentence Administration Board (SAB) must email all Community Based Orders to the [JACS\\_SentenceAdministration@act.gov.au](mailto:JACS_SentenceAdministration@act.gov.au).
- 1.3. The SAS officer must extract each order from the email separately and upload it to the individual offender profile on the offender information management system.
- 1.4. Where the offender is not on the offender information management system, a new profile must be created.
- 1.5. When entering the details of the Order onto the offender information management system, the SAS officer must ensure that the following details are entered correctly:
  - a. the type of order
  - b. the commencement date of the order
  - c. the charge numbers and the corresponding offence
  - d. the supervision period. It is the supervision period that is recorded on the offender database and not the entire length of the order. For example: a GBO may be for a period of 12 months however the supervision period is 9 months. The supervision period of 9 months is the length of the order to be recorded.
- 1.6. All documents must be uploaded to the offender information management system and named accordingly (e.g., GBO (date)).
- 1.7. Community Based Orders with no supervision condition should be uploaded to the offender information management system and named (e.g., GBO – no supervision (date)).

- 1.8. If the court has not provided the Statement of Facts that corresponds with the Community Based Order with a supervision condition or a recent criminal history, the SAS must formally request the documents via one of the following email addresses:
- for Magistrate Court matters: MCCriminal@courts.act.gov.au
  - for Supreme Court matters: SCCriminal@courts.act.gov.au
- 1.9. Community Based Orders must be entered onto the offender information management system within 48 hours, or two (2) business days of receipt.

## 2. Allocation of orders

- 2.1. The SAS must allocate Supervision orders to a TL within 24 hours or one (1) business day of being registered on the offender information management system.
- 2.2. Order allocation must be evenly distributed between all TLs on a pro rata basis, with the considerations noted below. The Director of Community Operations must provide weekly updates on the staffing levels and capacity of each team via email to the SAS inbox.

Team Leader	Considerations
<b>Case Management Team 1</b>	<ul style="list-style-type: none"> <li>- accepts all order types, except Parole and DATO.</li> <li>- contains one dedicated Report Writer (remote worker; no case management)</li> </ul>
<b>Case Management Team 2</b>	<ul style="list-style-type: none"> <li>- accepts all order types, except Parole and DATO.</li> <li>- contains one Court Duty Officer (no case management)</li> </ul>
<b>Case Management Team 3</b>	<ul style="list-style-type: none"> <li>- all DATOs</li> <li>- accepts all order types, except Parole</li> </ul>
<b>Case Management Team 4</b>	<ul style="list-style-type: none"> <li>- accepts all order types, except Parole and DATO.</li> </ul>
<b>Case Management Team 5</b>	<ul style="list-style-type: none"> <li>- all Parole Orders</li> </ul>
<b>Case Management Team 6</b>	<ul style="list-style-type: none"> <li>- all Bail Undertakings, excluding those where a Pre-Sentence Report (PSR) had been requested or the offender is currently supervised on another order.</li> <li>- accepts all Order types, except Parole and DATO.</li> </ul>

- 2.3 In the offender information management system, allocate the corresponding Order to the nominated TL.
- 2.4 For any Bail Undertaking where there is also a Pre-Sentence Report/Assessment request, the Bail Undertaking must be allocated to the TL who has received the Report.
- 2.5 Where a current Bail Undertaking is replacing an expired Bail Undertaking (Notice of Continuance), the new Bail Undertaking must be allocated directly to the existing Bail Officer or to a CCO if the offender is supervised on another order. The expired Bail Undertaking must be closed in accordance with the Offender Completion table.

- 2.6 For any Community Based Order with a supervision condition where a PSR was previously completed, this order must be allocated to the TL of the CCO who was responsible for the completion of the PSR.
- 2.7 Where an offender is already subject to a Community Based order with a supervision condition, the new Order must be allocated to the TL in which the existing supervising CCO sits. In this instance, that Order is not scored in the pro rata calculation for that team.

## RELATED DOCUMENTS AND FORMS

- Case Note Policy
- Offender Completion Table



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Version Control			
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V1	July-20	First Issued	T Graham

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V2	October-23	First Revision	M Butler
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