

Interstate Transfers to Adult Jurisdictions (Non-parole & SCIO) Procedure

Essential Summary:

This document outlines the procedures regarding transfers of eligible community-based supervision orders (except parole) for young people aged 18 and over to an interstate adult jurisdiction.

Audience



- Executive Director
- Community Director
- Area Manager (Community)
- Assistant Manager (Community)
- Youth Justice Caseworker (Community)
- Administrative Support (Community)
- YJNSW Business Support Team (Central Office)
- Regional Operations Assistant (Regional Office)

When to use this procedure:

Use this procedure when applying to transfer eligible community-based supervised orders, excluding parole, for young people aged 18 and over to an adult jurisdiction in another state or territory.

Refer to the *Temporary Interstate /Overseas Travel Procedure* if the travel period is more than one week and less than four weeks.

When using CIMS refer to [CIMS](#) [CLICK] for step by step instructions

| DOCUMENT DETAILS | |
|---|---|
| Version: | 1 |
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Ensure you have the latest version before using this document.

1 Purpose

This procedure outlines the steps when applying for the interstate transfer of eligible community-based supervised orders (except parole) to an adult jurisdiction for young people aged 18 years and over, for periods longer than 4 weeks.

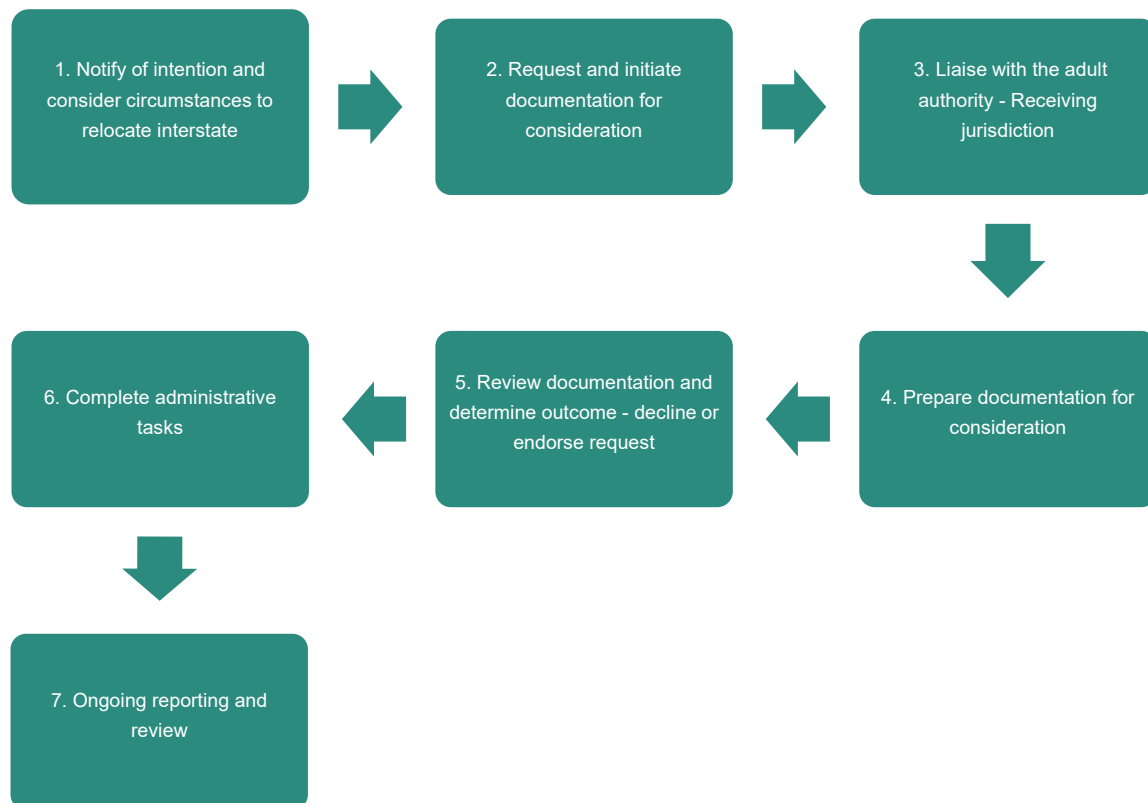
Before proceeding with this procedure, confirm that the young person is unable to be supervised by the juvenile authority in the receiving state or territory jurisdiction under the Representative Supervision process.

This procedure also includes how officers of the Department are to carry out their work to assist the Minister to discharge his or her functions under the *Parole Orders (Transfer) Act 1983*.

2 Process Map

Non-parole orders - 18 +

Applying to transfer a young person aged 18 years and over on a community-based supervision order (excluding parole and non-transferable orders) to an adult authority in a receiving state or territory jurisdiction.



3 Procedural Steps

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4 Approvals Table

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5 Legislation

This procedure is supported by the following legislation:

- *Children’s (Interstate Transfers of Offenders) Act 1988*
- *Children’s (Criminal Proceedings) Act 1987*
- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulation 2015*

6 Supporting Documents

This procedure is supported by the following documents:

Policies

Relocation and Travel Policy
Case Management Policy

Procedures

Representative Supervision Procedure
Managing Non-Compliance and Breach Procedure
Temporary Interstate/Overseas Travel Procedure
Case Management Procedure

Resources

Community Corrections Policy and Procedure Manual:
Section 1.4.4 Informal transfers out of NSW
Section F: Good Behaviour Bonds
Section 16: Outgoing Interstate Parole Transfers

YJNSW Forms

Client Consent – Exchange of Information Form
YJNSW Address Check Request Form
Application for Interstate Transfer to Adult Jurisdiction for young people over 18+
YJNSW Endorsement of Interstate Transfer of Orders to an Adult Jurisdiction Form
Acknowledgement of Informal Interstate Transfer Conditions by Young Person
National Operating Procedures – Interstate Transfer of Parole Order Forms (Community Correction)

Letters

Confirmation Letter for Adult Authority – Interstate Transfers for 18 and Overs
Offender Information Sheet (Annexure A3)
Offender Application and Consent Form (Annexure A4)
Departmental Application Form (Annexure A5)
Reporting Instruction (Annexure A8)
Withdrawal of Application (Annexure A10)

7 Document Information

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| Title: | Interstate Transfers to Adult Jurisdictions (Non-parole & SCIO) Procedure |
| Business Centre: | Operations Unit |
| Author: | Project Officer |
| Approver: | Director, Policy and Practice |
| Date of Effect: | 02 June 2021 |
| | |
| | |
| Key Words: | Interstate transfer, interstate transfer of parole, relocation, travel, interstate, young people aged 18 years and over, adult authority, receiving jurisdiction, adult jurisdiction |

8 Document History

| Version | Date | Reason for Amendment |
|---------|------------|--|
| 1 | 02/06/2021 | New procedure to reflect new <i>Relocation and Travel Policy</i> . Supersedes the Interstate Transfers to Adult Jurisdictions Procedure D18/17486/YJ |