

Interstate Transfer to Adult Jurisdictions (Parole) Procedure

Essential Summary:

This procedure outlines the transfer process of parole orders for young people aged 18+ to an interstate adult jurisdiction.

Audience

- Executive 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 parole supervision for young people aged 18 years and over to an adult jurisdiction in another state or territory. The request for transfer must be for a period of more than four weeks.

Refer to the *Temporary Interstate Travel Procedure* if the travel period is less than four weeks.

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

Printed copies of this document may not be up to date.
Ensure you have the latest version before using this document.

DOCUMENT DETAILS	
Version:	1
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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1 Purpose

This procedure outlines the steps when applying for the interstate transfer of parole supervision to an adult jurisdiction for young people aged 18 years and over, for periods longer than four weeks.

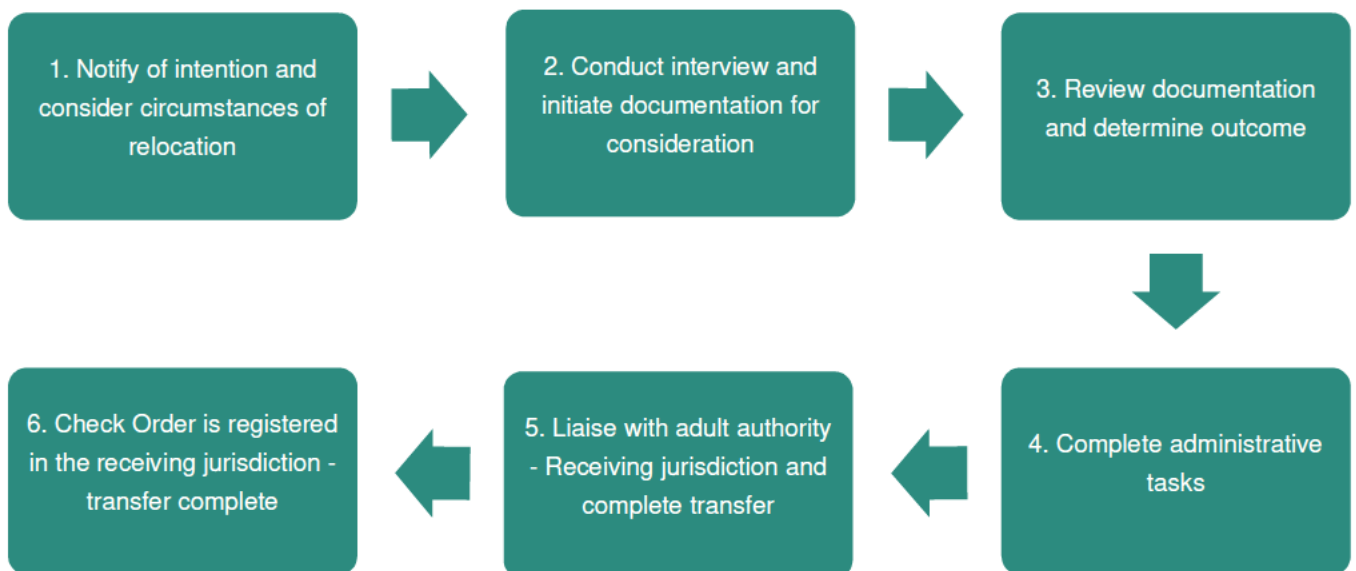
Before proceeding with this procedure, confirm that the young person is unable to be supervised by the juvenile authority in the receiving state or territory jurisdiction under the Representative Supervision process.

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

2 Process Map

Parole orders - 18 +

Applying to transfer a young person aged 18 years and over on parole supervision to an adult authority in a receiving state or territory jurisdiction.

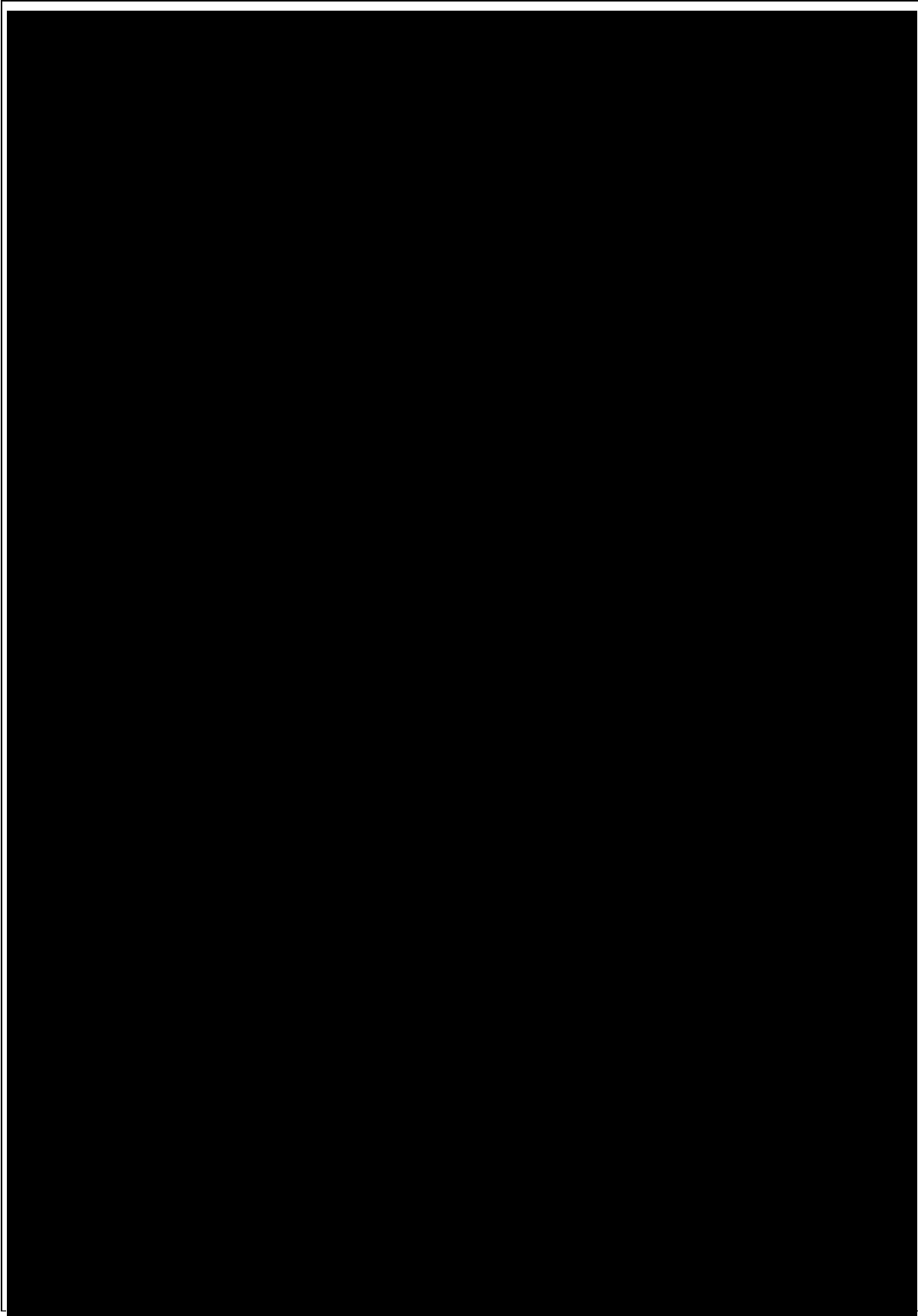


3 Procedural Steps

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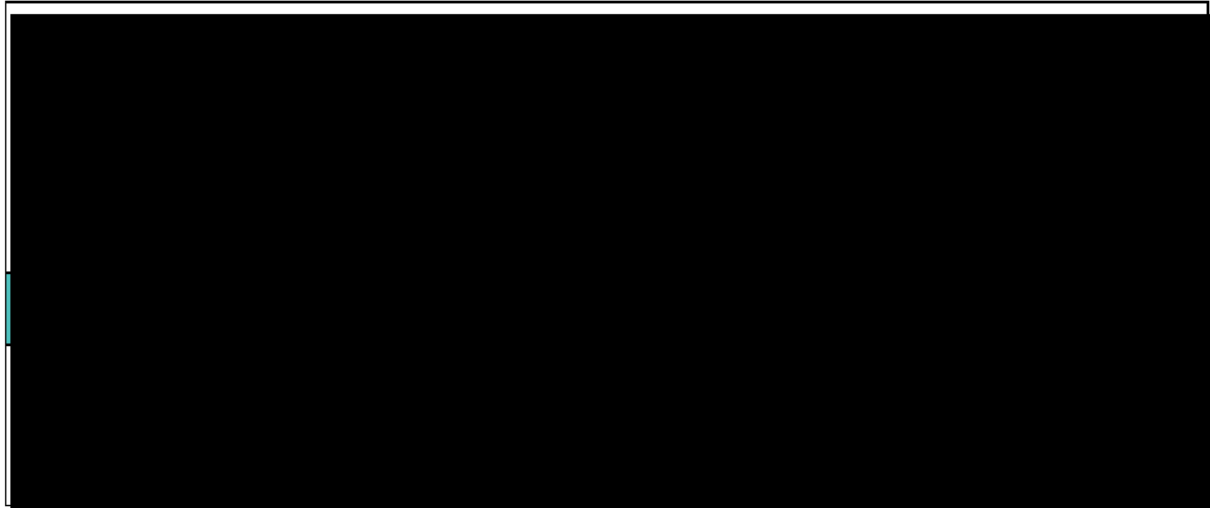


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4 Approvals Table

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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*
- *Parole Orders (Transfer) Act 1983*
- *Parole Orders (Transfer) Regulations 2004*

6 Supporting documents

This procedure is supported by the following documents:

Related policy

- *Relocation and Travel Policy*
- *Case Management Policy*
- *Non-Compliance and Breach Policy*

Related procedures

- Representative Supervision Procedure
- Managing Non-Compliance and Breach Procedure
- Temporary Interstate 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 I6: Outgoing Interstate Parole Transfers

YJNSW Forms

- Client Consent – Exchange of Information Form
- YJNSW Address Check Request Form
- 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

Title:	Interstate Transfer to Adult Jurisdictions (Parole) Procedure
Business Centre:	Operations Unit
Author:	Project Officer
Approver:	Director, Policy and Practice
Date of Effect:	02 June 2021
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Key Words:	Interstate transfer, interstate transfer of parole, young people aged 18 years and over, adult authority and 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 <i>Interstate Transfers to Adult Jurisdictions Procedure</i> D18/17486/YJ