# Referral to the Waratah Program

## When to use this procedure
Use this procedure when considering the eligibility and suitability of detainees for participation in the Waratah Program.

## Before using this procedure
Is this your first time using this procedure? See and understand:
- Duty of care

## Start using this procedure

Find your role. Find what you need to do.

| Role | When required | Responsibilities |
|---|---|---|
| Unit Manager | Always | Unit Manager steps |
| JJ Caseworker | Always | JJ Caseworker  steps |
| Assistant Manager (Client Services) | Always | Assistant Manager (CS) steps |
| Assistant Manager (JJCO) | Always | Assistant Manager  (JJCO) steps |
| Assistant Manager (Waratah) | Always | Assistant Manager (Waratah) *steps* |
| Manager Court Logistics, Classification & Placements | Always | Manager Court Logistics, Classification & Placements *steps* |
| Centre Manager Reiby | Always | Centre Manager Reiby steps |

## Procedural steps

| Role | Responsibilities |
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| **Juvenile Justice Caseworker** | People you need:<br>• Assistant Manager (Community Office)<br>• Unit Manager<br>• Assistant Manager (Client Services)<br>• Assistant Manager (Waratah)<br><br>**Identifying a possible referral for detainees in custody**<br>1. **Attend** all case conferences; in person, via AVL or teleconference<br>2. **Discuss** pre-release planning at case conference<br>3. **Consider** all detainees for eligibility and suitability to participate in the program |

Juvenile Justice procedure
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| | 4. **Reconsider** detainee's eligibility and suitability when they:<br>    a. are re-classified to B2 or B3<br>    b. reach critical dates for day leave<br>    c. turn 16<br> 5. **Inform** detainees about the opportunities provided in the Waratah Program<br> 6. **Discuss** referral options with your Assistant Manager<br><br> **Making a referral**<br> 1. **Initiate** referral<br> 2. **Enter** all referral details in ██████████████████████ ███████████ );<br>    • Referral checklist<br>    • Reasons for referral including;<br>       o how will the program help the detainee achieve their case plan goals<br>       o reasons for special consideration of matters identified in checklist<br>       o whether referral is supported by detainee and their family / significant others<br>       o other relevant matters<br><br> 3. **Submit** referral to Assistant Manager (CS) of centre where detainee resides<br> 4. **Maintain** copy of referral on Client file and send copy to Assistant Manager (Waratah)<br> 5. **Enter** CIMS case note/s regarding referral |
| **Assistant Manager (Community)** | People you need:<br> • JJ Caseworker<br> • Assistant Manager (Client Services)<br><br> **Identifying clients for referral**<br> 1. **Discuss** pre-release planning for detainees during case plan reviews<br><br> **Making a referral**<br> 1. **Direct** JJ Caseworker to initiate a referral to the Waratah Program (CIMS) when;<br>    • requested by client<br>    • considered eligible<br>    • requested by Assistant Manager (Waratah)<br>    • requested by centre where client resides<br> 2. **Review** all referrals to check eligibility and suitability are addressed<br> 3. **Follow** up any issues or concerns regarding referral or referral process |
| **Unit Manager** | People you need:<br> • Youth Officer/s<br> • JJ Caseworker<br> • Assistant Manager (Client Services) |

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| | **Identifying detainee/s for referral**<br>1. **Discuss** pre-release planning and options for referral during case conference<br>2. **Inform** detainees about the opportunities provided in Waratah Program<br>3. **Support** detainee to meet requirements for referral (Alerts, Objective Detainee Classification, Leave)<br>4. **Inform** Assistant Manager (CS) of detainees who may be suitable for program who do not meet all eligibility criteria<br>5. **Keep** detainee informed during referral process |
| **Assistant Manager (CS)** | People you need:<br>• Unit Manager<br>• Manager Court Logistics, Classification & Placement<br>• Assistant Manager (Community Office)<br>• Assistant Manager (Waratah)<br><br>**Identifying detainees for referral**<br>1. **Add** Waratah Program to weekly Client Services Meeting (CSM) agenda<br>2. **Include** pre-release planning during all case plan reviews<br>3. **Consider** all detainees on control order who are 16 years or older for eligibility<br>4. **Reconsider** eligibility when the detainee:<br>   • is re-classified to B2 or B3<br>   • reaches critical dates for day leave<br>   • turns 16<br>5. ███████████████████████████<br>   ███████████████████████████<br>   █████<br>█ ███████████████████████████<br>   ███████████████████<br><br>**Referral initiated by JJ Caseworker**<br>1. **Review** referral information provided by JJ Caseworker<br>2. **Consider** all referrals at CSM<br>3. **Consult** with CSM participants to identify any issues and/or concerns and how these can be minimised<br>4. **Complete** Custodial information in ███████████████████ ████████<br>5. **Forward** completed referral to Manager, CLCP within 7days of receipt<br>6. **Maintain** a copy of referral in Detainee File<br>7. **Enter** CIMS case note regarding referral<br>8. **Follow** up any issues or concerns raised during referral process |
| **Manager Court Logistics, Classification and Placement** | People you need:<br>• Assistant Manager (Waratah)<br>• Assistant Manager (Client Services)<br><br>**Identifying detainees for referral**<br>1. **Consult** with Assistant Manager (Waratah) regarding detainees on Control Order for eligibility<br>2. **Reconsider** detainee eligibility when detainee turns 16 years and at each classification review during the custodial order |

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| | **Referral**<br>1. **Review** all referrals to consider placement in the Waratah Program<br>2. **Complete** Court Logistics Information ███████████████████████<br>██████<br>3. **Forward** completed referral to Assistant Manager, Waratah Program within 7days of receipt<br>4. **Add** CIMS case note regarding referral<br><br>**When referral accepted**<br>1. **Consult** with Assistant Manager (Waratah) regarding transfer (Detainee Placement & Relocation) |
| **Assistant Manager (G)** | People you need<br>•     Manager, Court Logistics Classifications & Placements<br>•     Assistant Manager (Community Office)<br><br>**Identifying possible referrals**<br>1. **Review** all detainees on control order to consider if a referral should be completed to determine eligibility<br>2. **Request** formal referral from JJ Caseworker for detainees who<br>3. currently meet eligibility criteria<br>4. appear suitable but do not meet all criteria<br>5. **Reconsider** detainee eligibility when classification reviewed during custodial order<br><br>**Managing referrals**<br>1. **Review** all referrals to Waratah Program at weekly centre management meeting<br>2. **Identify** the detainee's particular needs and any potential risks, including but not limited to;<br>    • educational requirements<br>    • health, mental health<br>    • restrictions from place or associations<br>    • additional supports required<br>3. **Consider** how risks identified in referral can be minimised<br>4. **Interview** detainee to discuss the referral and consider support required for participation<br>5. **Conduct** a risk assessment, considering;<br>    • ██████████████████████████████████████<br>      ██████████<br>    █ ███████████████████████████<br>    █ ████████████████████████<br>    █ ███████████████████████████████████████<br>      ████████████████████<br>    █ █████████████████████████████████<br>    █ █████████<br>    █ ██████████████████████████████<br>6. **Follow** up any outstanding matters regarding referral<br>7. **Initiate** the Waratah Program Referral Decision<br>8. **Complete** the referral review, detainee interview and risk assessment |

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| | sections of the Waratah Program Referral Decision form<br>9. **Forward** completed Waratah Program Referral Decision form to the Centre Manager<br><br>**When referral accepted**<br>1. **Consult** with Manager Court Logistics, Classification & Placements regarding transfer (Detainee Placement & Relocation)<br>2. **Inform** Assistant Manager (Client Services) at centre where detainee resides<br><br>**When referral not accepted**<br>1. **Inform** Assistant Manager (Client Services) that the detainee is declined admission to the Waratah program, including reason/s referral not approved<br>2. **Inform** Assistant Manager (Client Services) when the detainee may be re-considered at a later date due to;<br>    • length of sentence<br>    • classification<br>    • age<br>    • victims<br>    • alerts |
| **Centre Manager** | People you need:<br>    • Assistant Manager (Waratah)<br>    • Manager Court Logistics Classification & Placements<br>    • Regional Director<br><br>**Determining acceptance of referrals**<br>1. **Review** all referrals in consultation with management team<br>2. **Determine** acceptability of detainee<br>3. **Request** any further details required to make determination<br>4. **Enter** your decision on the Waratah Program: referral decision<br>5. **Refer** detainees who do not meet all criteria to Regional Director if you support placement<br>6. **Refer** any appeals received to Regional Director<br>7. **Inform** Assistant Manager (Waratah) of your decision<br><br>**When referral accepted**<br>1. **Provide** a copy of completed endorsed referral to:<br>    • Assistant Manager (Waratah)<br>    • Assistant Manager (Client Services)<br>    • Assistant Manager (Community Office)<br>    • Manager, Court Logistics Classifications & Placements<br>2. **Instruct** Assistant Manager (Waratah) to consult with Manager Court Logistics, Classifications & Placements regarding transfer (Detainee Placements & Relocation)<br>3. **Follow up** any issues or concerns that arise during transfer process<br><br>**Removal from Waratah Program**<br>1. **Refer** to the Regional Director when considering an early exit from the Program |

**Related Forms:**

- Referral to the Waratah Program (located in CIMS- Reports/General/Client)
- Waratah Program Detainee Contract

**Change log**

| Date | Reason for change | Details of change |
| --- | --- | --- |
| August 2015 | new procedure | Procedure developed to support process for referring detainee/s to the Waratah Program |
| 22 January 2016 | Removed internal links to the 'Referral to Waratah Program' form | This form is now located in CIMS |