

Transfer of Supervision Between Offices Procedure

Essential Summary

This procedure applies to YJNSW employees who are responsible for the supervision, management, or coordination of transferring cases between offices within NSW to maintain service delivery and supervision requirements for the young person.

Audience

- Administration Assistant (Community)
- Area Manager
- Assistant Manager (Community)
- Community Director
- Youth Justice Caseworker (Community)

When to use this procedure:

Use this procedure when a young person subject to a community-based supervised order moves (changes address) to a different location covered by another Youth Justice Community Office (YJCO) within NSW.

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

DOCUMENT DETAILS	
Version:	1.0
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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1 Purpose

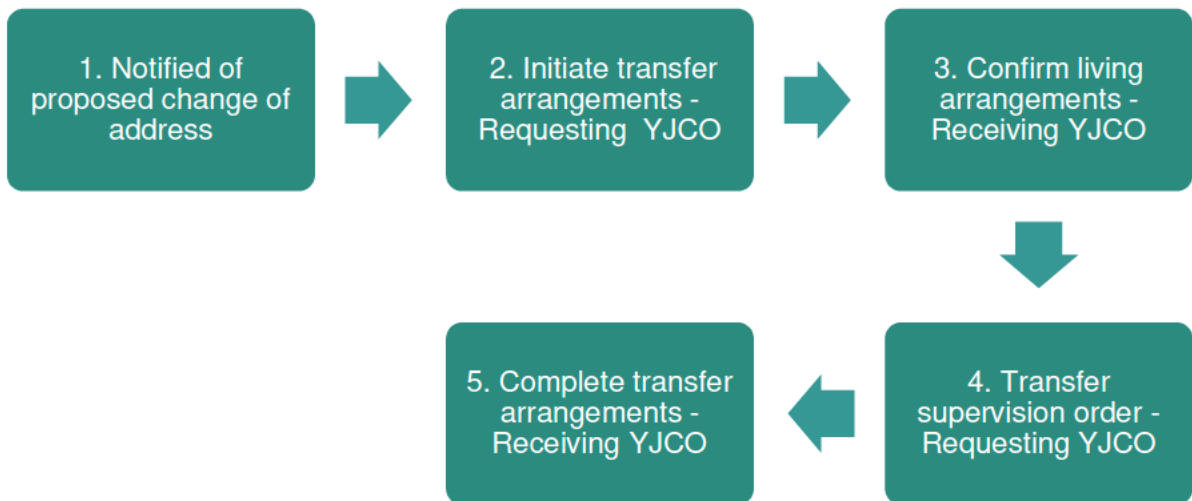
This procedure outlines the steps for transferring a young person's supervision and C File between community offices within NSW.

The transfer of supervision must occur soon after the new address has been confirmed to maintain the level of engagement, service delivery and is in the best interest of the young person.

Young people should be supervised by the community office in the area in which they live. However, there will be situations where the young person resides in more than one residential address, as part of the co-parenting or kinship care arrangements, therefore the caseworker (respecting the views of the young person) must consider which community office is the most appropriate office to be responsible for the primary supervision of the young person, considering

All reasonable efforts should be made to address, support, and manage supervision transfers between community offices promptly to maintain service delivery that is in the best interest of the young person.

2 Process Map



3 Procedural Steps

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4 Legislation

This procedure is supported by the following legislation:

Children's (Criminal Proceedings) Act 1987

Children and Young Person's (Care and Protection) Act 1998

5 Supporting documents

This procedure is supported by the following documents:

Policies:

Relocation and Travel Policy

Case Management Policy

Field Work Safety Policy

Procedures:

Managing Non-Compliance and Breach Procedure

Field Work Safety Procedure

Resources:

Address Check Request Form

Field Work Risk Assessment

6 Document Information

Title:	Transfer of Supervision between Offices Procedure
Business Centre:	Operations Unit
Author:	Project Officer
Approver:	Director, Policy and Practice
Date of Effect:	02 June 2021
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Key Words:	Travel, transfer, relocation, authority to approve, address check request, travel within NSW, relocation within NSW, community client transfer

7 Document History

Version	Date	Reason for Amendment
1	02/06/2021	New procedure created to reflect changes to <i>Relocation and Travel Policy</i> . Supersedes the <i>Community Client Travel Procedure D18/11028/YJ</i>
