

P. CARTER,

SECTION RULES AND PROCEDURES.

1. On weekdays (Monday to Friday) you are expected to get up at 7:30am, wash, dress, comb your hair and fold your blankets and sheets at the end of your bed. Your room should be tidied and it will be checked by a staff member.
2. When all the bedroom/bathroom area has been checked and approved, all trainees will move as a group to the recreation area and line up outside the dining room in an orderly fashion.
3. In the dining room you will share a table with other boys. We expect you to eat your meals like adults. This means NO YELLING ACROSS TO OTHER TABLES, and COMMON MANNERS. Don't stand up or leave your table without permission from the Dining Room staff member. If you want something, raise your hand. When everyone has finished eating, you will be able to have a smoke. Important announcements are often made while everyone is in the dining room. If staff ask for silence, stop talking! Staff will let you know when the group can leave the dining room. Stack your chairs before you leave.
4. Every trainee has a section job. The jobs are: *(listed on a roster in the office)*
Jobs are changed every Sunday. When you have finished your job, it is to be checked by a staff member and O.Ked. Your job is finished only after it has been checked and approved. When your job has been checked, you are to go to the T.W. room.
5. Morning programs run from 9:30am until 12:00.
Lunch is from about 12:10pm with section jobs done straight afterwards.
Afternoon programs run from 1:30pm to 4:00pm.
6. At about ~~8:00pm~~ all trainees will be expected to move down to the bedroom area for showers and to make-up their beds. Towels, bedding and clothing changes take place during this time.
Towels are changed daily Monday to Friday.
Clothing change is done on Tuesday and Saturday only.
Sheets and pillow cases are changed on Thursdays only.
- Place the towel/clothes/linen outside your bedroom door. When you have received a change; put the old items in the bags near the office.
7. When all the bedroom/bathroom area has been checked and approved, all trainees will move as a group to the recreation area. When dinner is ready, you are expected to line up outside the dining room in an orderly fashion.
8. Evening activities finish by about 7:45 for cleaning up. Trainees will move down to the bedroom area at about ~~8:30pm~~ and in their bedrooms by ~~8:30pm~~.

9. While in your bedrooms you must:-keep noise level down
- not throw things around the room
 - have a top and bottom sheet on your bed
 - stay in your own bed
 - follow the Night Officer's instructions.
10. At 9:30pm and 10:30pm, each trainee will be able to go to the toilet individually. Bedroom lights are turned out at 11:00pm and radios are to be turned off by midnight.

IDEA

THESE 2 PAGES SHOULD BE PINNED UNDER PLASTIC TO THE BOARDS IN EACH BEDROOM AS WELL AS INCLUDED IN THE BOOKLET,

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INTRODUCTION.

This is a booklet that covers the most important things you need to know about ACHIEVEMENT CENTRE. You have a sentence to serve and we understand that you may feel upset or even angry at being "locked up".

The fact is, you have a sentence to serve and we see our job as being to help you make something positive out of this time. We can do only so much - what you get out of ACHIEVEMENT CENTRE will depend on you and your attitude.

While it's not fun serving a sentence, this section works on the belief that every trainee can achieve something during their stay, like:

- making the most of your strengths and abilities,
- looking at and maybe solving some of the problems which led you into trouble with the law,
- learning new skills, information and ways of acting which can help keep you out of trouble with the law,
- keeping and improving the relationships with your family and other important people.

Just because we care doesn't mean we are mind readers. YOU HAVE TO TELL US HOW WE CAN HELP YOU ACHIEVE.

We can offer school groups, section programs, outside courses, activities work experience and a wide range of knowledge and experience from a variety of staff from all walks of life.

We are ready to offer a lot - but we also expect a lot of participation, mature behaviour, your willingness to open up about yourself.

THIS BOOKLET

This booklet is for you TO READ and TO KEEP.

It tells you - what we expect from you
AND - what you can expect from us.

If there's anything you don't understand - ASK!!

If you are not good at reading, ask one of the staff to go through it with you.

COURT CASES AND APPEALS

Have you got any more court cases?

Are there any warrants out for you?

Do you want to appeal against your sentence or conviction?

If the answer is YES, you should tell your Executive Officer or the Senior Youth Officer. Legal Aid can be arranged for you and we can find out where you stand. If there's a lawyer you have already used before, we can help you get in contact with them.

If you really believe that you shouldn't have been found guilty OR your sentence was extra long, you should think about appealing. **THE ONLY PEOPLE WHO ARE TRAINED TO GIVE YOU FORMAL ADVICE ARE LAWYERS.**

If you were sentenced by the Childrens Court, you can't get a longer sentence by appealing. You MUST lodge your appeal no more than 28 days after the day that you got your sentence.

ABSCONDING.

It means running away. In the eyes of the law it makes no difference whether you ran away from Turana, didn't come back from leave or ran away while you were on an outing. **ABSCONDING IS A CRIME** and can add up to 6 months to your sentence.

Trainees want to abscond for lots of reasons. Sometimes there's a problem at home that they want to sort out. Sometimes there's a problem with one of *the* other guys in the section that they want to get away from.

Years of experience shows that **ABSCONDING IS NOT AN ANSWER, IT'S ANOTHER PROBLEM.**

If you find yourself thinking about absconding, talk to one of the staff about what's making you think about it. 99 times out of 100, the staff will come up with a way of dealing with the problem, e.g. an escorted visit, a room change.

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EXECUTIVE OFFICER

This is what we call the staff member who is responsible for:

1. spending time alone with you to help sort out problems
2. speaking on your behalf to meetings that are about you, e.g. special requests
3. keeping track of how you are going
4. working out plans with you about how you will spend your time under sentence
5. writing regular reports on how you are going and letting you know what is being recommended

Your Executive Officer is the main person you should be talking with. Your Executive Officer suggests recommendations to the senior staff of the section and sometimes the senior staff will agree with your Executive Officer, but sometimes they won't. That's life.

Don't forget that every staff member of Turana has the right to ask you to do something - not just your Executive Officer. Your Executive Officer won't be on duty every day. It is your responsibility to find out what days he or she will be there.

When your Executive Officer is not on duty, there is a "back-up" Executive Officer you can call on.

If neither the Executive Officer nor the "back-up" are on duty, speak to the staff member in charge of the section.

Some trainees think they can play games like saying "But my Executive Officer said I could!!" when the Executive Officer is not on duty.

Be warned that all staff are well aware of these games and will hold you responsible for any tricks you may try.

INTERNAL REVIEWS

This is what we call the regular meetings we hold to look at how you are going. The meeting is run by the Principal Youth Officer or Assistant Manager in charge of Achievement Centre. The staff member who is your Executive Officer writes a short report for the meeting. Teachers from the school also come so we can keep track on how you are going there too.

The Internal Review meeting is the place that major decisions are made, such as:

- your security level
- moving from the school inside the section to the open Turana school
- starting date for work out
- bringing forward or putting back weekend leave dates.
- consequences for serious incidents

If you have a request or a complaint or a problem that can't be sorted out with your Executive Officer or the Senior Youth Officer, you can ask to come to the meeting to bring it up.

SECURITY LEVEL

Achievement Centre works on three security levels.

Everyone starts off on INTERNAL. This means you can only be in the section or in the security exercise yard. If you have just come from Intake or Poplar House, you will spend at least 10 days on Internal. Trainees who have come back from an absconding often spend longer than 10 days on Internal.

The next step is SUPERVISED TRUST. This means you can be outside the section as long as a staff member goes with you.

The lowest level of security is FULL TRUST. This means you can be outside Achievement section without a staff member.

The amount of time you spend on Internal and Supervised Trust before moving on to Full Trust will depend upon your behaviour, further court cases and how you have settled in. Sometimes trainees don't want to move to a lighter security level because they are worried about wanting to run away.

It's O.K. to move slowly. Talk to your Executive Officer- the other guys don't have to know that you asked to stay on Internal or Supervised Trust.

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LEAVES

Every trainee in Achievement Centre is eligible for leaves.

The first leave is a DAY LEAVE. This is usually on the Saturday or Sunday which falls 4 weeks after arriving in Achievement. We expect you to have the leave with a family member who picks you up at about 8 am and brings you back around 6 pm. A person who is not in your family can be considered but this must go through the INTERNAL REVIEW meeting. If you spent longer than 6 weeks in Poplar House or on remand before coming up to Achievement, the day leave may be 3 instead of 4 weeks after coming to Achievement.

The next leave you can have is a WEEKEND LEAVE. This is on the weekend which falls 6 weeks after coming up to Achievement Centre. If you have come back from an absconding, the weekend leave is 7 instead of 6 weeks after coming to the ssection. In general, trainees are able to earn:

Saturday 9am to Sunday 7pm leave for good behaviour.

Friday 5pm to Sunday 7pm leave for very good behaviour.

Trainees usually are allowed weekend leave every FOUR weeks, after their first succesful weekend leave.

If your behaviour, performance and attitude are excellent, leave can be granted every THREE weeks.

If your behaviour, performance and attitude is not up to scratch, your Senior Youth Officer can recommend that your leave is put back one week to the Internal Review meeting. This would mean that your leave is 5 weeks instead of 4 weeks from the one you last had.

Sometimes you may have a reason for wanting your leave a week earlier or later than the date on which it is expected,(e.g. special family events). We can make these changes as long as you bring it up at an Internal Review meeting at least two weeks in advance. We won't usually make such a change for the first weekend leave.

Special arrangements can be made if you live more than 150 miles from Turana. It may however mean that your first leave is later than 6 weeks after coming to Achievement.

The white-board in the office will show your leave dates.

6VISITORS

Visiting times are: Saturdays, Sundays and Public Holidays 1:45pm to 3:45pm.
Wednesday Evenings 6:30pm to 7:30pm.

Parents, brothers and sisters are allowed to visit you. If you have a girlfriend who would like to visit you, she must show a letter from her parents saying that they agree to her visiting.

Any special requests for exceptions to the above should be discussed with the Senior Youth Officer of the section who will look at the case and get the O.K. from the Assistant Manager for Achievement Section.

GIFTS FROM VISITORS.

Your visitors can bring you a reasonable amount of cigarettes. Food should be eaten while you are having the visit. Soft drinks are to be in cans

When your visitors leave, they can give you a small amount of sweets which you are expected to eat or share before the evening meal.

No valuables are to be given to you by visitors.

You will be searched by a staff member after the visit.

7PROPERTY.

In the same way that you want to look after your property, we want to look after the section's.

Your Property

You are expected to wear Turana clothing and not wear any valuables such as rings or watches. The only exception are sleeper earrings. We will provide you with a private locker where you can keep a small amount of personal items.

If you are going on leave, have an interview or a court case, you will be able to wear your private clothes. If you want to wash them, you have to arrange to do this well in advance.

The reason we don't let you have valuables is that things go missing, get lost and get damaged. We understand that radios and cassette players are wanted by some guys. If you really want to have them, you will be asked to sign a form which says that you not us, are responsible for it.

Our Property

We understand that accidents sometimes happen BUT we wont stand for deliberate damage to things. This includes graffiti. So if you break something, deliberately rip your clothes or bedding or graffiti in the section, remember that you can be FINED!

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/WHEN DO I GET OUT??

It depends mainly on how long your sentence is.

If your sentence is less than 9 months up to ONE THIRD of your sentence can be "cut off" for good behaviour.

For example, on a 3 month sentence you could have 1 month "cut off" for good behaviour. This means you would serve only 2 months.

For example, on a 6 month sentence you could have 2 months "cut off" for good behaviour. This means you would serve only 4 months.

"Cutting off" time for good behaviour is called releasing you on remissions. The date this works out to is called your remission date.

We can only be sure of your remission date when you have no more court cases. Any date given to you while there is still a court case to be heard is a rough date based on what sentence you have received so far.

Remember that time is "cut off" for good behaviour. If your behaviour is not good, staff can recommend that time isn't "cut off" and you will serve more of your sentence.

If your sentence is 9 months or more, you will usually be released on parole not remissions.

Parole means serving the last part of your sentence in the community under certain conditions.

Just about everything to do with parole is run by the Youth Parole Board. The head of the Youth Parole Board is a Judge from the County Court.

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The steps in parole are:

- 1) The Board sets what is called a REVIEW DATE. You should know what your review date is about one month after receiving the sentence which brings you up to 9 months or more.
- 2) The Board considers your case at the review date and one of the things they want to know is how you have gone at Turana. Staff in Achievement Centre are involved in preparing a report to the Board called an INSTITUTIONAL REPORT.

Unless there are very good reasons not to, the Board sets a date for you to be released on parole - your PAROLE DATE.

- 3) At the same time as setting your parole date, the Board also calls for one of the Community Services Regional Offices to prepare a parole plan. This has to get to the Board about 2 weeks before your parole date.

IT'S IN YOUR INTERESTS TO CO-OPERATE WITH THE PERSON FROM THE REGIONAL OFFICE - THE BOARD WONT PAROLE YOU IF A PLAN HASN'T BEEN DONE BECAUSE YOU WOULDN'T MEET UP WITH THE WORKER !!!

LENGTH OF SENTENCE	REVIEW DATE	PAROLE DATE
9 months	4½ months after sentencing	6 months after sentencing
12 months	6 " " "	7½ " " "
15 months	7½ " " "	9 " " "
18 months	9 " " "	10½ " " "
24 months	11 " " "	12½ " " "
30 months	11½ " " "	13 " " "
36 months	12 " " "	13½ " " "

THIS IS JUST A ROUGH GUIDE

- If you have been on remand before getting sentenced, that time may be taken into account: this would mean your dates were worked out from when you were remanded
- If you have had a sentence before or have breached parole before, the Board may require you to serve an extra month. This does not happen automatically.
- If you abscond or offend during your sentence, your review date and/or parole date might be put back even if you got a concurrent sentence at court.
- The Parole Board meets only twice a month on a Monday. Because there are some months with five Mondays, some trainees may have to wait 7 instead of 6 weeks after the review date to be paroled.

WORKOUT and WORK RELEASE

WORKOUT means leaving the section in the morning to attend work then coming back to section after work. You still 'live' at Achievement Centre.

WORK RELEASE means being given permission to live at home and attend work.

WORK means a full-time job or school course that Turana approves.

It is normally expected that all trainees will do a period of WORKOUT before being allowed to go on WORK RELEASE.

Turana is allowed to let you WORK for up to 12 weeks. We are allowed to let you have ONE WEEK for EACH MONTH of your sentence up to a MAXIMUM OF 12 WEEKS.

So, if you have a 3 month sentence, you are able to get 3 weeks work.
 if " " " 6 month sentence, " " " " " 6 weeks "
 if " " " 9 month sentence " " " " " 9 weeks "
 if " " " 12 month sentence " " " " " 12 weeks "

OR MORE

One week for each month is the MOST you can get unless there are really special reasons.

The time you spend on WORKOUT is part of your number of work weeks.

WORKOUT and WORK RELEASE are to help you settle back into a job or course and home before being released on remissions or parole. It is the last part of serving your sentence at Turana.

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OMBUDSMAN

The ombudsman is a person who has the job of investigating complaints from trainees and prisoners. Trainees have the right to send a sealed letter of complaint.

Remember that the Ombudsman will usually expect that the complaint has been raised with the senior staff at Turana before the complaint is sent to him, unless there are special circumstances.

The address of the Ombudsman is: 406 Collins Street Melbourne 3000.

See the Senior Youth Officer to get the form on which you can write the complaint.

HEALTH SERVICES

If you have any medical problems or even just want to check something, let one of the staff know. Turana has a trained nurse on duty every Monday to Friday and if you want to see her, let the staff know at breakfast time. A doctor and a dentist are also available through seeing the trained nurse.

If an urgent medical problem crops up when the nurse is not on duty, we can arrange to have a doctor come in or take you to the hospital.

Most people think of psychiatrists as doctors that only see crazy people. That's not how it works in Turana. Our psychiatrists are people who can give you special help in sorting out problems you may have with your family, with drinking or with drugs. Let your Executive Officer know if you'd like to see Dr. Stirrup or Dr. Park. You can always see them once and then choose if you want to see them again.