

Restorative Engagement Program

Conference process - overview

June 2019

CONFERENCE PROCESS – OVERVIEW

PRIOR TO WEEK 1 COMMENCING: Liaison officer discusses relevant issues regarding the reportee's possible participation in the program and completes referral form → Reportee referred to Restorative Engagement → Conference officer assesses reportee's suitability and readiness and prepares a *Brief to the Authorised Delegate* with recommendation

WEEK 1

Authorised Delegate approves reportee's participation in the program → Reportee sent email confirming approval for participation → Reportee's availability for pre-conference (for weeks 8 and 9)



WEEKS 2-3

Defence representative selected → Facilitator engaged → Pre-conference locked in with Defence representative → Pre-conference date locked in with reportee



WEEK 4

Reportee sent email confirming pre-conference details → Pre-conference venue bookings requested → Briefing packs for Defence representative and Facilitator prepared (awaiting venue booking information)



WEEK 5

Reportee pre-conference venue booked → Reportee sent email advising venue details → Reportee provides travel and accommodation preferences → Arrangements for travel and accommodation for reportee and support person commence → Briefing packs completed and sent to Defence representative and Facilitator



WEEK 6

Travel and accommodation for reportee and support person finalised → Reportee sent email advising final logistical arrangements → Request made for travel and accommodation for Facilitator (if applicable)



WEEK 7

Travel and accommodation bookings for Facilitator finalised → Facilitator notified of travel and accommodation bookings



WEEK 8

Pre-conference meeting takes place with the reportee and support person → Pre-conference meeting takes place with the Defence representative → Facilitator completes *Pre-Conference Report*



WEEK 9-10

Conference takes place with all participants → Facilitator calls OCO to advise conference completed and highlight any concerns → Facilitator provides copy of *Agreed Follow up Action(s)* to OCO (if any) → Conference officer provides follow up actions to DRU → Conference officer advises Liaison officer that conference is complete



COMPLETION OF CONFERENCE PROCESS: WEEK 11 - Facilitator returns *Conference Completion Report* (with all conference materials) to OCO → **WEEK 11** - Copy of consent form signed by Defence representative sent to DRU → and (where they occur) *Agreed Follow-up Action(s)* sent to DRU