

Appendix C:

Audit scope and method

Scope of this audit

Who we examined

We examined the following agencies:

Agency	Their key responsibilities
DFFH	Runs forensic disability services, which supports people with cognitive disability and who are involved in the criminal justice system. It also has a network of secure and non-secure statewide houses and units that provide accommodation for people with forensic disability treatment and support needs.
DJCS	Includes a business unit called Corrections Victoria, which is responsible for implementing court judgements and orders of the Adult Parole Board. It manages the state's correctional facilities and develops programs for the management and rehabilitation of prisoners.

Our audit objective

We assessed if the needs of people with intellectual disability or an acquired brain injury are met in the corrections system.

What we examined

We examined whether DJCS and DFFH regularly monitor and assess the effectiveness and availability of its services for prisoners with intellectual disability or an acquired brain injury.

We also assessed how DJCS manages prisoners with intellectual disability or an acquired brain injury according to the *Corrections Victoria Deputy Commissioner's Instruction: 2.08 Prisoners with Disability*.

Conducting this audit

Assessing performance

To form our conclusion against our objective we used the used the following lines of inquiry and associated evaluation criteria:

Line of inquiry	Criteria
1. DJCS and DFFH regularly monitor and assess the effectiveness and availability of its services for prisoners with intellectual disability or an acquired brain injury.	1.1 DJCS and DFFH regularly monitor the supply, demand and trends for its placements and programs and take action to ensure that these have capacity for prisoners with intellectual disability or an acquired brain injury.
	1.2 DCJS and DFFH have evaluated the effectiveness of its specialised placements and programs in reducing reoffending and informing future initiatives and have taken corrective action where necessary.
	1.3 DJCS and DFFH assist prisoners to access services, including the NDIS, when exiting prison.
2. DJCS manages prisoners with intellectual disability or an acquired brain injury according to the Commissioner's requirements and Deputy Commissioner's instructions.	2.1 DJCS has comprehensive processes in place that are consistently applied to identify prisoners with intellectual disability or an acquired brain injury.
	2.2 DJCS ensures that prisoners with intellectual disability or an acquired brain injury are referred to services and provided with specialised treatment to meet their needs.
	2.3 DJCS makes reasonable adjustments to cater for the needs of prisoners with identified intellectual disability or an acquired brain injury.
	2.4 DJCS ensures that prisons accommodate prisoners with intellectual disability or an acquired brain injury in a safe and secure environment.
	2.5 DJCS accurately and consistently records information about a prisoner's intellectual disability or acquired brain injury in its systems.

Our methods

As part of the audit we:

- reviewed and analysed documentation, including:
 - data from the departments
 - a selection of 40 prisoner files
- interviewed key staff
- visited Dhurringile Prison, Dame Phyllis Frost Centre, Loddon Prison and Melbourne Assessment Prison.

Compliance

We conducted our audit in accordance with the *Audit Act 1994* and ASAE 3500 *Performance Engagements* to obtain reasonable assurance to provide a basis for our conclusion.

We complied with the independence and other relevant ethical requirements related to assurance engagements.

We also provided a copy of the report to the Department of Premier and Cabinet and the Department of Treasury and Finance.

Cost and time

The full cost of the audit and preparation of this report was \$520,000.

The duration of the audit was 9 months from initiation to tabling.