

Corrections Management Policies, Procedures and Superintendent's Instructions 2007*

Notifiable instrument NI2007-457

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management Policies, Procedures and Superintendent's Instructions 2007*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

**POLICIES, PROCEDURES AND SUPERINTENDENT'S
INSTRUCTIONS**

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
17 December 2007

*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)
Court Transport Unit (CTU)
Symonston Periodic Detention Centre (PDC)**



POLICIES, PROCEDURES, AND SUPERINTENDENT'S INSTRUCTIONS

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Purpose

To outline the principles and processes which underpin the operation of all correctional centres in the ACT.

Authority

Legislation

Corrections Management Act 2007, section 14

Policy

1 Principles

- 1.1 Corrections Officers have a responsibility to comply with the provisions set out in the *Corrections Management Act 2007* (the Act) (as they relate to Corrections Officers) and the *Public Sector Management Act 1994* (as it applies to all ACT Government employees).
- 1.2 Failure to comply with these acts, the policies and procedures relating to ACTCS correctional centres, and any Superintendent's Instructions may be dealt with by internal disciplinary action or criminal prosecution.

2 Hierarchy of authority

- 2.1 The *Corrections Management Act 2007* is the primary source of authority for Corrections Officers and the provisions included in that Act must be adhered to at all times.
- 2.2 The policies and procedures are to be read in addition to the Act and provide specific information regarding the day-to-day operation of the correctional centres.
- 2.3 Superintendents Instructions are to be read in addition to the Act and the policies and procedures.

3 Policies and procedures

- 3.1 The *Corrections Management Act 2007* allows for the Chief Executive (or delegate) to make policies and procedures relating to the operation of a correctional centre.
 - 3.1.1 Each policy and procedure has in its header a list of areas to which it applies.
 - 3.1.1.1 Where the policy or procedure states that it applies to the BRC or STRC this also extends to any other centre that is declared and being utilised as a correctional centre.
- 3.2 Policies and procedures may be amended as required.
 - 3.2.1 Any amendment must be authorised by the Executive Director.
 - 3.2.2 Once amended the updated version will be placed on the ACTCS Intranet.
 - 3.2.3 All Corrections Officers must be informed of any amendments and the date from which the amendment takes effect.
 - 3.2.3.1 This should be included in the morning handover, briefing notes, and an email to all Corrections Officers.
 - 3.2.4 If the amendment relates to a notified policy or procedure, the updated version will be notified.

4 Superintendent's Instructions

- 4.1 The Superintendent, or the Deputy Superintendent in their absence may issue a direction relating to the day-to-day operation of a correctional centre.
- 4.2 Superintendent's Instructions may be of a temporary or interim nature.
- 4.3 Temporary Superintendent's Instructions
 - 4.3.1 These relate to an event that has a specific start and end date, such as a change to the visiting hours for the purpose of a staff meeting or public holiday.
 - 4.3.2 The Instruction must clearly state the date and time that the Instruction takes effect and the date and time that it lapses.

- 4.4 Interim Superintendent's Instructions
- 4.4.1 These relate to a change in policy or procedure.
- 4.4.2 These are to be used as an interim measure following the identification of required amendment to a policy or procedure.
- 4.4.3 These remain in place until such time as the policy or procedure has been reviewed and any changes made.
- 4.5 All Corrections Officers must be informed of the introduction of a Superintendent's Instruction and in the case of an Interim Instruction when that Instruction has been deemed null and void.
- 4.5.1 This should be included in the morning handover, briefing notes, and an email to all Corrections Officers.
- 4.6 In addition to informing Corrections Officers of a Superintendent's Instruction, the Governance Unit must be notified by email (actcs.governance@act.gov.au).
- 4.6.1 The Governance Unit will:
- make any required amendments to the relevant policies and procedures; and
 - upload the Superintendent's Instruction on to the Intranet.

5 Mandatory Training

- 5.1 All Corrections Officers are expected to be conversant in the content of all policies and procedures and as such must attend an annual training session on their content.