

Australian Capital Territory

Corrections Management (Policies, Procedures and Superintendent's Instructions) Policy 2009

Notifiable instrument NI2009-141

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) Policy 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

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

attached to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
25 March 2009



Alexander Maconochie Centre (AMC)

POLICIES, PROCEDURES & SUPERINTENDENT’S INSTRUCTIONS POLICY



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Purpose

To outline the principles and processes which underpin the operation of ACT Corrective Services (ACTCS) correctional facilities.

Authority

Legislation

Corrections Management Act 2007, section 14.
Crimes (Sentence Administration) Act 2005.
Public Sector Management Act 1994.

Policy

Principles

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).

Failure to comply with the 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.

Hierarchy of authority

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.

The policies and procedures are to be read in addition to the *Corrections Management Act 2007* and provide specific information regarding the day-to-day operation of the correctional centres.

Superintendents Instructions are to be read in addition to the *Corrections Management Act 2007* and the policies and procedures.

Policies and Procedures

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.

Policies and procedures may be amended as required. Any amendment must be authorised by the Executive Director. When amended, the updated version will be placed on the ACTCS Intranet.

Corrections officers will be informed of any amendments and the date from which the amendment takes effect. This will be included in the shift handover, briefing notes, and email to all corrections officers.

If the amendment relates to a notified policy or procedure, the updated version will be notified.

Superintendent's Instructions

The Superintendent may issue directions relating to the day-to-day operation of a correctional centre.

Superintendent's Instructions may be of a temporary or interim nature. The Superintendent is to review all Instructions at least annually.

All corrections officers will 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. This will be included in the shift handover, briefing notes, and an email to all corrections officers.

In addition to informing corrections officers of a Superintendent's Instruction, the Policy Unit must be notified via email on actcs.policy@act.gov.au. Upon being notified of a Superintendent's Instruction, the Policy Unit will:

- make any required amendments to the relevant policies and procedures; and
- advise the Governance Unit via email on actcs.governance@act.gov.au to upload the Superintendent's Instruction on to the Intranet.

Temporary Superintendent's Instructions

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.

The Instruction must clearly state the date and time that the Instruction takes effect and the date and time that it lapses.

Interim Superintendent's Instructions

These relate to a change in policy or procedure and are to be used as an interim measure following the identification of required amendment to a policy or procedure.

These remain in place until such time as the policy or procedure has been reviewed and any changes made.

Mandatory Training

All corrections officers are to be conversant in the content of all policies, procedures and Superintendent's Instructions.

Forms/templates

Nil

Related Policies and Procedures

Nil