

Corrections Management (Training Material Authorisation- AUSWIDE) Operating Procedure 2009

Notifiable instrument NI2009-16

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 (Training Material Authorisation- AUSWIDE) Operating Procedure 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Operating Procedure

I make the

TRAINING MATERIAL AUTHORISATION PROCEDURE-
AUSWIDE

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

James Ryan
Executive Director
ACT Corrective Services
6 January 2009



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



TRAINING MATERIAL AUTHORISATION PROCEDURE – AUSWIDE

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Purpose

To provide an effective system by which Auswide training staff can seek approval to bring an authorised item into and/or out from an identified ACT Custodial Facility.

Authority

Legislation

Corrections Management Act 2007, section 14.

Scope

This procedure commences when an Auswide staff member indicates that they wish to seek approval to bring additional training materials and/or items into and/or out from an identified ACT Custodial Facility.

Procedure

Step	Action	Responsibility
<u>1</u>	Auswide training staff identify a specific item/s required for the delivery of Vocational Education and Training within an ACT Custodial Facility	Auswide training staff
<u>2</u>	Training Material Authorisation request form completed and submitted to Deputy Superintendent.	Auswide training staff
<u>3</u>	Training Material Authorisation form received and assessed by Deputy Superintendent	Deputy Superintendent
<u>4</u>	Deputy Superintendent notifies applicant of decision including duration of approval within 7 days.	Deputy Superintendent
<u>5</u>	Original approved request form/s provided to Auswide training staff member. Copy retained for ACTCS records.	Deputy Superintendent
<u>6</u>	Auswide training staff member required to carry approved authorisation form whenever entry or egress is sought from approved ACT Custodial Facility with listed items.	Auswide training staff

Step 1

Auswide training staff identify a specific item/s required for the delivery of Vocational Education and Training within an ACT Custodial Facility.

Step 2

Auswide staff member completes the Training Material Authorisation request form and submits it to Deputy Superintendent at BRC for requests relating to BRC or STRC. For requests relating to PDC, the request form is to be completed by Auswide staff member and submitted to the Deputy Superintendent at PDC.

Step 3

The relevant Deputy Superintendent receives and assesses the request. If the Deputy Superintendent is unavailable, the authority may be delegated to CO3 on duty.

Step 4

The relevant Deputy Superintendent or his delegate notifies applicant of decision including the duration of approval within 7 days.

Step 5

A copy of the assessed request is kept by Deputy Superintendent for ACTCS records. The signed original is returned to the applicant.

Step 6

Auswide staff member must produce the approved authorisation form whenever entry or egress is sought from the approved ACT Custodial Facility with listed items.

Forms/templates

Training Material Authorisation Request Form

Related policies and procedures

N/A