

Australian Capital Territory

# Corrections Management (Community Tour Access) Policy 2010

Notifiable instrument NI2010-306

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 (Community Tour Access) Policy 2010*.

## **2 Commencement**

This instrument commences on the day after it is notified.

## **3 Policy**

I make the

COMMUNITY TOUR ACCESS POLICY

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

James Ryan  
Executive Director  
ACT Corrective Services  
9 June 2010



ACT Corrective Services  
All Facilities



## COMMUNITY TOUR ACCESS POLICY

<b>Purpose</b>	<b>1</b>
<b>Authority</b>	<b>1</b>
<b>Policy</b>	<b>1</b>
Principles	1
Request Process	1
Information dissemination	2
<b>Forms/Templates</b>	<b>2</b>
<b>Related policies and procedures</b>	<b>2</b>

### **Purpose**

To provide clear guidelines in regard to requests to tour the Alexander Maconochie Centre (AMC) by groups in the community.

### **Authority**

*Corrections Management Act 2007*, parts 9.4, 9.8 and section 14.

### **Policy**

#### **Principles**

Selected local community groups may be given the opportunity to become aware of the role and function of the AMC through a tour. This needs to be balanced with the human rights and privacy of all prisoners.

The Superintendent will make the decision on whether it is possible to facilitate a tour.

Any group that requests a tour of the AMC should be aware of the following:

- any decision to approve a tour request will be made dependent upon the resources available and what opportunities AMC staff have to program a visit;
- limited access to the facility may be provided, consistent with the human rights and privacy compliant nature of the AMC; and
- any tour of the facility will be restricted to a limited number of people, as directed by the Superintendent.

Tour group participants will be subject to the same policies and procedures which apply to other visitors to ACT Corrective Services facilities (such as the need to produce identification, the ban on contraband items, searching, obligations to respond to directions etc).

#### **Request Process**

Any community group that requests a visit to the AMC is required to lodge their request in writing to the Superintendent, outlining the following:

1. The name of the group and its primary purpose;

2. A comprehensive proposal that details the purpose of the visit, including the number of people requesting access;
3. Approximate date(s) on which access to the AMC is requested; and
4. The name and contact details of the group organiser.

The responsibility for the approval of any request lies with the Superintendent.

If a visit is approved, the group organiser is to submit to the Superintendent a list of the full names and dates of birth of the group.

Visits may not commence without written approval from the Superintendent.

The Superintendent may:

- Approve a visit;
- Refuse a visit; or
- Offer an alternative such as a group presentation on site or at another location.

### **Information dissemination**

Prior to its distribution to the public, any information collected as a result of the visit, must be submitted to the Superintendent for approval by the Executive Director of ACT Corrective Services.

### **Forms/Templates**

### **Related policies and procedures**

Contraband Policy

Visits Policy