

Australian Capital Territory

Corrections Management (PDC: Stores ordering) Procedure 2011

Notifiable instrument NI2011-450

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 (PDC: Stores ordering) Procedure 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

PDC: STORES ORDERING PROCEDURE

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

Bernadette Mitcherson
Executive Director
ACT Corrective Services
19 July 2011



PERIODIC DETENTION CENTRE: STORES ORDERING PROCEDURE

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Purpose

To outline the process for ordering general stores required for the Periodic Detention Centre (PDC).

Authority

Legislation

Corrections Management Act 2007, section 14.

Crimes (Sentence Administration) Act 2005, chapter 5.

Scope

This procedure commences when the need to restock stores is identified and concludes when the stores are delivered and checked.

Procedure

Step	Action	Responsibility
<u>1</u>	Complete Stores Order Form	CO2
<u>2</u>	Approve order	CO3
<u>3</u>	Collate stores order	Stores Staff
<u>4</u>	Check, collect and unpack items	CO1

Step 1

The order form will be completed by the CO2.

The order form is on the intranet for access by officers.

Ordering will take place as designated by the Stores Manager. Arrangements can be made with the Store Manager for urgent supplies if required.

Step 2

The order form will be approved by the CO3 and forwarded to the Stores Manager via email or fax.

Step 3

The stores officer will fill the order and advise the PDC when it is ready for collection.

The stores manager will inform the CO3 of unavailable items on an emailed copy of the order form.

Step 4

A PDC CO1 will check and collect the items against the order.

The items will then be delivered, unpacked and stored in an appropriate location. The stores order sheet will be filed in the stores order file.

Forms and templates

Stores Order Form

Related policies and procedures

Records Management Policy & Procedures

Version Control

Owner: Correctional Officer Grade 4 (CO4), Periodic Detention Centre

Document Location: <http://www.legislation.act.gov.au/ni/current/c.asp>

Review Cycle: This policy should be reviewed every 24 months or when associated ACTCS policies or procedures are amended.

Amendment History				
Version no.	Issue date	Amendment details	Author	Approval
1.0	July 2011	Initial policy	Governance Unit, ACTCS	Executive Director, ACTCS