

Australian Capital Territory

Corrections Management (Policy and Operating Procedure Development) Operating Procedure 2017

Notifiable instrument NI2017-595

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Policy and Operating Procedure Development) Operating Procedure 2017*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

Jon Peach
Executive Director
ACT Corrective Services
10 November 2017



OPERATING PROCEDURE	Policy and Operating Procedure Development
OPERATING PROCEDURE NO.	1.5.1
SCOPE	ACT Corrective Services

STATEMENT OF PURPOSE

ACT Corrective Services (ACTCS) is committed to best practice through the maintenance of up-to-date policies and operating procedures that reflect the current operations of ACT correctional centres and Community Corrections.

PROCEDURES

1. Development/Amendments

- 1.1. Where the Responsible Officer for a Policy or Operating Procedure considers that amendments to current policies or operating procedures is required, the Responsible Officer must notify the relevant General Manager with proposed content via email.
- 1.2. The General Manager will consider and where appropriate approve the content and background information to the Senior Manager, Policy and Government.
- 1.3. The General Manager may instruct that a General Manager Instruction (GMI) be issued in the interim for the purposes of expediency.
- 1.4. The Senior Manager, Policy and Government will review and consider the impacts of suggested changes in the context of the following;
 - human rights
 - Justice Health
 - legislative impacts
 - compliance requirements
 - consequential amendments required to other Policies or Operating Procedures.
- 1.5. All Policies and Operating Procedures must be approved by the appropriate Responsible Officer and the relevant General Manager.
- 1.6. All Policies and Operating Procedures must be submitted to the Executive Governance Committee for endorsement.
- 1.7. All Policies and Operating Procedures must be approved and signed by the Executive Director, ACTCS before taking effect and for formal notification.
- 1.8. The Senior Manager, Policy and Government will formally notify the policy or operating procedure and upload onto SharePoint.
- 1.9. The Executive Officer to the Executive Director will notify ACTCS staff via email of updates to policies and operating procedures.

2. Executive Director Instructions and General Manager Instructions

- 2.1. Where the Executive Director or General Manager requires a new instruction to staff, they will notify the Senior Manager, Policy and Government and the relevant Responsible Officer of the proposed contents of the Executive Director Instruction (EDI) or GMI.
- 2.2. The Senior Manager, Policy and Government will review and consider the impacts of the suggested changes in the context of the following;
 - human rights
 - Justice Health
 - legislative impacts
 - compliance requirements
 - consequential amendments required to Policies or Operating Procedures.
- 2.3. The Executive Director or General Manager will approve the final contents of the EDI or GMI.
- 2.4. EDIs will remain in effect until formally revoked and GMIs will only be in effect for a maximum of six months.
- 2.5. The Senior Manager, Policy and Government will upload the EDI or GMI onto SharePoint.
- 2.6. The office of the Executive Director or General Manager will notify ACTCS staff via email of EDIs and GMIs.
- 2.7. The Senior Manager, Policy and Government will update any affected or draft any new Policies and Procedures as soon as practicable.

3. Notices

- 3.1. Notices to staff, detainees or visitors must be approved by the General Manager or above.
- 3.2. The office of the Executive Director or General Manager will distribute notices in the appropriate format for the audience.

RELATED DOCUMENTS

- Policy and Operating Procedure Framework

RELATED FORMS

Nil.

Jon Peach
Executive Director
ACT Corrective Services
10 November 2017

Document details

Criteria	Details
Document title:	Corrections Management (Policy and Operating Procedure Development) Operating Procedure 2017
Document owner/approver:	Executive Director, ACT Corrective Services
Date approved:	xx.xx.2017
Date effective:	The day after the notification day.
Review date:	3 years after the notification day.
Expiry date:	Nil
Responsible Officer:	Senior Manager, Policy and Government
Compliance with legislation:	This operating instruction reflects the requirements of the <i>Corrections Management (Policy and Operating Procedures) Policy 2017</i> .

Version control

Version	Notification date	Instrument
Version 1.0		