

Corrections Management (Policy Framework) Policy 2018

Notifiable instrument NI2018-575

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Policy Framework) Policy 2018*.

2 Commencement

This instrument commences on the day after its notification day.

3 Policy

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

4. Revocation

This instrument revokes the *Corrections Management (Policy and Operating Procedure Framework) Policy 2017* [NI2017-594].

Jon Peach
Executive Director
ACT Corrective Services
2 October 2018

POLICY FRAMEWORK

POLICY NO. A1

ACT CORRECTIVE SERVICES



ACT
Government

Justice and Community Safety

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1 PURPOSE

ACT Corrective Services (ACTCS) is committed to ensuring that policies and operating procedures are consistent, current and legislatively compliant, to ensure the effective and efficient management of ACT correctional centres and Community Corrections.

ACTCS employees are required to comply with all policies and operating procedures, and ensure that all detainees and offenders are treated with decency and dignity while promoting detainee and offender rehabilitation.

2 SCOPE

This policy applies to all ACTCS policies, operating procedures and community instructions.

3 POLICY

- 3.1 A policy is a statement of intent that provides purpose, authority and an overarching set of principles in relation to an issue.
- 3.2 All new policies and significant amendments must be submitted to the Executive Governance Committee (EGC) for endorsement prior to sign off by the Executive Director.
- 3.3 All new policies and amendments made to current policies must be authorised by the Executive Director.
- 3.4 All ACTCS policies are notifiable instruments in accordance with the *Corrections Management Act 2007*. The amendment or repeal of a policy is also a notifiable instrument.

4 OPERATING PROCEDURES

- 4.1 Operating Procedures are the methods and processes by which Custodial Operations will achieve the intent of related policies.
- 4.2 An operating procedure provides specific instruction for staff to follow in order to complete their duties.
- 4.3 All new operating procedures and amendments made to current operating procedures must be authorised by the Executive Director.
- 4.4 All Custodial Operations operating procedures are notifiable instruments in accordance with the *Corrections Management Act 2007*. The amendment or repeal of an operating procedure is also a notifiable instrument.

5 COMMUNITY INSTRUCTIONS

- 5.1 Community instructions are the methods and processes by which Community Corrections will achieve the intent of related policies.
- 5.2 All new community instructions and amendments to current community instructions must be authorised by the Executive Director.
- 5.3 Community instructions are not notifiable instruments.

6 INSTRUCTIONS AND NOTICES

Executive Director Instructions

- 6.1 Executive Director Instructions (EDIs) are directions necessary to ensure the safety, security and good order of a correctional centre in accordance with the *Corrections Management Act 2007*.
- 6.2 EDIs are instructions to ACTCS staff to create or implement amendments to policy and operating procedures in response to changes in operational requirements or in response to an incident.
- 6.3 EDIs are intended as a short-term measure to provide immediate directions to ACTCS staff, while policies and operating procedures are being formally developed or amended.
- 6.4 EDIs are in effect until formally revoked and are to be reviewed every 12 months.
- 6.5 EDIs are not notifiable instruments.

General Manager Instructions

- 6.6 General Manager Instructions (GMIs) are created in the absence of EDIs.
- 6.7 GMIs are short term instructions to either custodial staff or community corrections staff and are in effect for a maximum of six months.
- 6.8 GMIs are not notifiable instruments.

Executive Director and General Managers Notices

- 6.9 Executive Director and General Manager Notices are formal notices to provide relevant information to staff, detainees, offenders or visitors.
- 6.10 Executive Director and General Manager Notices are used to disseminate information, not to give direction.
- 6.11 The target audience for Executive Director and General Manager Notices are clearly marked on the notice. E.g. Notice to Detainees or Notice to Staff.

7 CREATION, REVIEWS AND AMENDMENTS

- 7.1 Policies, operating procedures and community instructions are reviewed in accordance with a risk based schedule and in response to identified risks to ensure currency and best practice, or within three years after the notification date.
- 7.2 Policies, operating procedures and community instructions are numbered according to the relevant category. The categories are:
- A – Corporate
 - C – Community
 - D – Detainee Management
 - E – Emergency Management
 - F – Finance
 - H – Human Resources
 - I – Infrastructure Management
 - S – Safety and Security
- 7.3 EDIs, GMIs and Notices are numbered according to date and year of issue.
- 7.4 A complete list of all policies, operating procedures, community instructions, EDIs and GMIs is maintained by the Policy Unit.
- 7.5 A list of all notices issued is maintained by the respective Executive Director or General Manager administrative support.

8 POLICY, OPERATING PROCEDURE AND COMMUNITY INSTRUCTION DEVELOPMENT

- 8.1 All new and extensively updated policies will be progressed through the EGC for review, discussion and endorsement, prior to being signed by the Executive Director. Comments, suggestions and amendments from the EGC will be considered and implemented where applicable.
- 8.2 It is the responsibility of the respective Executive to ensure that their staff are appropriately consulted and informed of new or changes to policies, operating procedures or community instructions.
- 8.3 The date the policy, operating procedures and community instructions are to become effective will be decided at the EGC, allowing sufficient time for operating procedures and/or community instructions to be developed, staff training to be completed and communication to staff.

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- 8.4 The respective General Manager is responsible the development of operating procedures or community instructions to give effect to the requirement of the relevant policy. The standard timeframe for operating procedures and community instructions to be developed and approved by the Executive Director is two months from the date the policy is endorsed by the EGC, unless otherwise required.
 - 8.5 The new or updated policy and relevant operating procures will be signed by the Executive Director and progressed to the Parliamentary Council Office (PCO) for legislative notification. Community instructions are not required to be legislatively notified by the PCO, but must be approved and signed by the Executive Director.
 - 8.6 Policies, operating procedures and community instructions will have a nominated officer who is responsible for the reviews, oversight and implementation related to the specific policy, operating procedure or community instruction.
 - 8.7 The standard mode of access for staff to view policies, operating procedures and community instructions will be through SharePoint.

9 RELATED DOCUMENTS AND FORMS

- 9.1 Documents and forms attached to, or related to the policy, operating procedure or community instruction will be assigned a document number relating to the governing document.
- 9.2 All attachments to policies, operating procedures and community instructions will be available on SharePoint to view.

10 COLLABORATION

- 10.1 ACTCS work collaboratively with ACT Government Directorates, oversight bodies and other parties where relevant and appropriate.
- 10.2 In accordance with the arrangement between ACT Health and Justice and Community Safety Directorate to facilitate the delivery of health services to detainees, ACTCS must consult with ACT Health on relevant policies and operating procedures prior to approval.

11 IMPACT ASSESSMENT

- 11.1 ACTCS remains aware of the sensitivities that need to be considered in policy development, with detainees' gender, detainees who identify as Aboriginal and/or Torres Strait Islander, living with disability, or detainees that are culturally or linguistically diverse.

11.2 All ACTCS policies will have an Impact Assessment completed to demonstrate that any identified risks and sensitivities have been considered and appropriately addressed. A copy of the Impact Assessment form is at Related Document A.

12 DEFINITIONS

12.1 Definitions used in ACTCS policies, operating procedures and community instructions are consistent with the *Legislation Act 2001*, the *Corrections Management Act 2007*, *Crimes (Sentencing) Act 2005*, *Crimes (Sentence Administration) Act 2005* and other legislation where specified. Where terms are not defined in legislation, they will be defined in the relevant policy, operating procedure or community instruction.

13 RELATED DOCUMENTS

- **A – Impact Assessment Form**



Jon Peach
Executive Director
ACT Corrective Services
2 October 2018

Document details

Criteria	Details
Document title:	Corrections Management (Policy Framework) Policy 2018
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	One year after the notification date
Responsible Officer:	Manager, Policy Unit
Compliance with legislation:	This policy reflects the requirements of the <i>Corrections Management Act 2007</i> , <i>Human Rights Act 2004</i> , <i>Legislation Act 2001</i> and the <i>Public Sector Management Act 1994</i>

Version Control			
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