

Australian Capital Territory

# Corrections Management (Regime Planning) Policy 2018

Notifiable instrument NI2018-600

made under the

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

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**1 Name of instrument**

This instrument is the *Corrections Management (Regime Planning) 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 (Time out of cell hours) Policy 2014* [NI 2014-317].

Jon Peach  
Executive Director  
ACT Corrective Services  
29 October 2018

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# REGIME PLANNING

POLICY NO. D1

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## 1. PURPOSE

ACT Corrective Services (ACTCS) is committed to maximising detainees' time out of cell, and to providing activities and supports to enhance a detainee's desire and ability to reintegrate successfully into the community and lead a law abiding and constructive life.

This policy establishes a *minimum* core day for correctional centres. It also provides guidance around the provision of daily regimes seeking to maximise the opportunities for detainees to access services and activities, which enable and support successful reintegration into the community.

This policy also establishes the requirement for correctional centres to have systems in place for the day to day management of staff resources and regime delivery to ensure regimes are facilitated in a safe, secure, decent and humane manner.

## 2. SCOPE

This policy applies to ACT correctional centres.

## 3. DEFINITIONS

### **Core Day**

A timetable of key activities which occur across the correctional centre. It is intended to provide routine and clarity for staff and detainees. It does not include unit or cottage specific activities which require more flexibility.

### **Structured Day**

Dedicated hours within the core day where detainees have access to constructive activity. Provides the opportunity for a detainee, to participate in a range of Constructive Activities. Tailored to each detainee as part of Integrated Offender Management and Case Management processes, these activities will provide opportunities and supports so they can address their offending behaviours.

### **Constructive Activity**

Planned activities for detainees which contribute to an increased likelihood of successful reintegration to the community. These may include activities that increase the likelihood of employment on release, address offending behaviour and/or associated risks, meet health and wellbeing needs, provide for self-development or maintain family ties. Constructive activity also includes periods of recreation.

Employment opportunities, detainee services, community work, drug and alcohol programs, reintegration programs, vocational education and training programs designed to provide prospects for a meaningful day, continued rehabilitation and reintegration to the community.

#### **Time Out of Cell**

The average number of hours per day that detainees are not confined to cells or units.

#### **Night State / Patrol state**

The period between 1930hrs and 0700hrs when all detainees have been accounted for and the centre is considered to be secure with night staffing arrangements in place. During night state detainees will only be unlocked where there is an immediate need, such an event must be reported as an incident. The custodial office resources associated with Night State are also the minimum required when the prison is in complete lock down (patrol state)

#### **Regime Management Plan**

A Regime Management Plan (RMP) is a documented plan which clearly sets out the core day, the range of services and activities that will be delivered within the centre and the level of staff resourcing normally required at all times, as well as how the regime will vary when staffing availability varies.

#### **Lock-ins**

A lock-in is where specific units are locked in, not the entire correctional centre.

#### **Lockdowns**

A lockdown is where the entire correctional centre is locked down.

## **4. CORE DAY**

- 4.1. Correctional centres will establish a core day which allows all detainees, who are not subject to specific regimes due to poor behaviour, disciplinary action, or the provisions of part 9.2 of the *Corrections Management Act 2007*, the opportunity for a *minimum* of 9.5 hours' time out of cell or cottage accommodation.
- 4.2. Detainees who are subject to specific regimes due to poor behaviour, short term intervention within the Crisis Support Unit, disciplinary action, or segregation under part 9.2 of the *Corrections Management Act 2007* will have a modified regime which takes full consideration of the operational risks and the purpose of the regime.
- 4.3. Where detainees are segregated under part 9.2 of the *Corrections Management Act 2007*, time out of cell should be as much as is operationally deliverable in the specific circumstances.

4.4. The core day for a weekday within the Alexander Maconochie Centre is attached at Attachment A.

## **5. CONSTRUCTIVE ACTIVITY**

5.1 A structured day will be established which provides detainees the opportunity to access a *minimum* of 5.5 hours of constructive activity each weekday. As in section 4, this will not apply to those detainee who are subject to the aforementioned regimes, however it is to be noted that detainee's subject these regimes should be afforded as much access to constructive activity as is operationally deliverable in the specific circumstances.

5.2 Separate structured days may be required for different detainee cohorts e.g. Transitional Release Centre, female detainees and strict protection detainees, but the standard *minimum* constructive activity access is to remain the same.

## **6. ADJUSTMENTS TO THE CORE DAY**

6.1 The General Manager, Custodial Operations has the authority to adjust the Core Day, and reduce the time out of cell hours accordingly for operational requirements, including but not limited to:

- Staff training
- Staff meetings
- Maintenance issues
- Limited staffing resources
- Incidents.

6.2 Any changes to out of cell hours must be recorded in the Lockdown Register.

## **7. UNIT LOCK-INS**

7.1 Unit lock-ins should only occur where absolutely necessary to maintain safety and security. The Duty Manager or Officer in Charge (OIC) may authorise unit lock-ins only under the following circumstances:

- Limited staffing resources
- Maintenance issues
- In the event of an incident.

7.2 In all circumstances any lock-in must be for the minimum period necessary.

- 7.3 Where unscheduled lock-ins are necessary, the General Manager will ensure a schedule is in place to reduce the impact across each area by rotating the accommodation areas and units being locked in.
- 7.4 The OIC will record all lock-ins in the Lockdown Register, including time, duration, affected accommodation areas and units, the number of detainees affected and the reason for the lock-in.
- 7.5 The General Manager must authorise the Lockdown Register each week and submit the authorised copy to Operational Compliance via [#ACTCSOperationalCompliance@act.gov.au](mailto:#ACTCSOperationalCompliance@act.gov.au) each Monday for the preceding week.

## **8. REGIME MANAGEMENT PLAN**

- 8.1 The General Manager will establish a Regime Management Plan which establishes the services and activities to be delivered and associated staffing resources in line with the following:
- Green – Full delivery of activities and services
  - Amber – Reduced delivery of activities and services, including health, visits, programs, education, and all employment
  - Red – Basic delivery of activities and services including health, visits and essential employment
  - Night state / Patrol.
- 8.2 Regime Management Plans must be produced in consultation with relevant stakeholders including the Community Public Sector Union.
- 8.3 Regime Management Plans must be created in line with the following prioritisation:
- Safety
  - Security
  - Reintegration (i.e. unit lock downs where detainees are not engaged in constructive activities other than recreation may occur prior to the cancellation of programs and other such activities).
- 8.4 Regime Management Plans must include:
- A clear overview of the regime, including constructive activities and services to be maintained
  - A staffing profile to safely and effectively manage and provide regimes to detainees.
- 8.5 The Regime Management Plan must be endorsed by the Executive Director ACTCS.

8.6 Regime Management Plans must be reviewed at intervals no greater than annually, or following any significant changes within the centre

## 9. REVIEW

9.1 The General Manager will review the core day as operationally required but at no greater period than every 12 months.

9.2 In reviewing the core day, the onus will be on exploring initiatives to enhance both the time out of cell, the period of constructive activities and the efficacy of the existing constructive activity.

9.3 A review of the core day will be submitted annually to the March Executive Governance Committee for implementation at the commencement of the financial year.

## 10. RELATED DOCUMENTS AND FORMS

- A – AMC Core Day



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### Document details

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