

Australian Capital Territory

Corrections Management (Detainee Delegates) Operating Procedure 2019

Notifiable instrument NI2019-395

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Detainee Delegates) Operating Procedure 2019*.

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
20 June 2019



OPERATING PROCEDURE	Detainee Delegates
OPERATING PROCEDURE NO.	D17.1
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instruction to staff members on the process of application, appointment and function of the detainee delegates scheme and delegate meetings.

PROCEDURES

1. Application

- 1.1 Each accommodation unit will have a detainee employed as a delegate.
- 1.2 Detainee delegates shall maintain positive behaviour, represent the consensus of views, issues or concerns of other detainees within their unit and communicate between staff and their peers.
- 1.3 Detainees may self-nominate or be nominated by peers or staff within their accommodation unit.
- 1.4 Detainees must submit an employment application form to the Detainee Employment Supervisor (DES), outlining their reasons for application and what they can bring to the role.
- 1.5 Detainees who identify as Aboriginal or Torres Strait Islander may apply to represent Aboriginal and Torres Strait Islander detainees in a delegate position within an accommodation unit.
- 1.6 The DES will provide recommendations of suitable detainees as potential delegates to the General Manager Custodial Operations (GMCO). The DES will consider the following factors when making a recommendation:
 - Area Supervisor's recommendation/comments.
 - The detainee's behaviour – disciplinary and case note records.
 - Completion of mandatory education and/or programs.
 - Employment history and performance.
 - Security and Intelligence risk assessments/recommendations.
- 1.7 The GMCO or their delegate will select a detainee delegate and inform the DES.

2. Appointment

- 2.1 The DES will ensure the detainee delegate acknowledges, signs and receives copies of the position description, including conditions of employment and integration agreement.
- 2.2 A detainee delegate must comply with the conditions of employment and stipulations of the integration agreement.
- 2.3 A detainee delegate may be suspended or terminated from the position at any time for failing to comply with the conditions of their employment, or where:
 - a. the detainee has committed a major breach of discipline under the *Discipline Policy*;
 - b. it is reasonably believed that the detainee may pose a threat to the safety of any person, or to security and good order at a correctional centre; or

- c. the detainee is using the position to unduly influence any other detainee, or to further their own self-interest.
- 2.4 Detainees may be employed as a delegate for a term no longer than 12 months and cannot hold consecutive appointments.
- 2.5 Employment as a detainee delegate will cease if the detainee is relocated to another accommodation area.

3. Delegates Meetings

- 3.1 Detainee delegates meetings shall be the appropriate forum for both delegates and ACTCS staff to raise issues and proposals.
- 3.2 The GMCO or their delegate will chair detainee delegate meetings.
- 3.3 Male and female detainees meetings will be held separately, monthly in frequency.
- 3.4 Agenda items will be addressed within a reasonable timeframe.
- 3.5 Minutes will be recorded by AMC Executive Support and distributed to detainee delegates between meetings.

RELATED DOCUMENTS AND FORMS

- Detainee Delegates Policy
- Detainee Delegates Position Description (including conditions of employment)
- Discipline Policy
- Detainee Work Policy
- Detainee Integration Agreement
- Detainee Application Form (employment)



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 Executive Director
 ACT Corrective Services
 20 June 2019

Document details

Criteria	Details
Document title:	Corrections Management (Detainee Delegates) Operating Procedure 2019
Document owner/approver:	Executive Director, ACT Corrective Services

Criteria	Details
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	General Manager Custodial Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2019</i>

Version Control			
Version no.	Date	Description	Author
V1	June-19	First Issued	N Veenstra