

Australian Capital Territory

Corrections Management (Interpreter Service) Operating Procedure 2020

Notifiable instrument NI2020-196

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Interpreter Service) Operating Procedure 2020*.

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
Commissioner
ACT Corrective Services
29 March 2020



OPERATING PROCEDURE	Interpreter Service
OPERATING PROCEDURE NO.	D22.1
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on accessing an interpreter for a detainee who is unable to speak or understand English.

PROCEDURES

1. Interpreter service

- 1.1. Where an interpreter is required to ensure that information is provided to a detainee in a language they understand, this will be done over the telephone.
- 1.2. Staff must contact the Translating and Interpreting Service on 131 450 and quote the agency number: C081402.
- 1.3. Where an interpreter is not available at the time of calling, staff may be required to book an appointment with an interpreter.

RELATED DOCUMENTS AND FORMS

- Admission Policy
- Induction Policy

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
25 March 2020

Document details

Criteria	Details
Document title:	Corrections Management (Interpreter Service) Operating Procedure 2020

Criteria	Details
Document owner/approver:	Deputy Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Deputy Commissioner 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	May-19	First Issued	L Kazak