

Corrections Management (Policy and Operating Procedure Framework) Policy 2017

Notifiable instrument NI2017-594

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 Framework) Policy 2017*.*

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

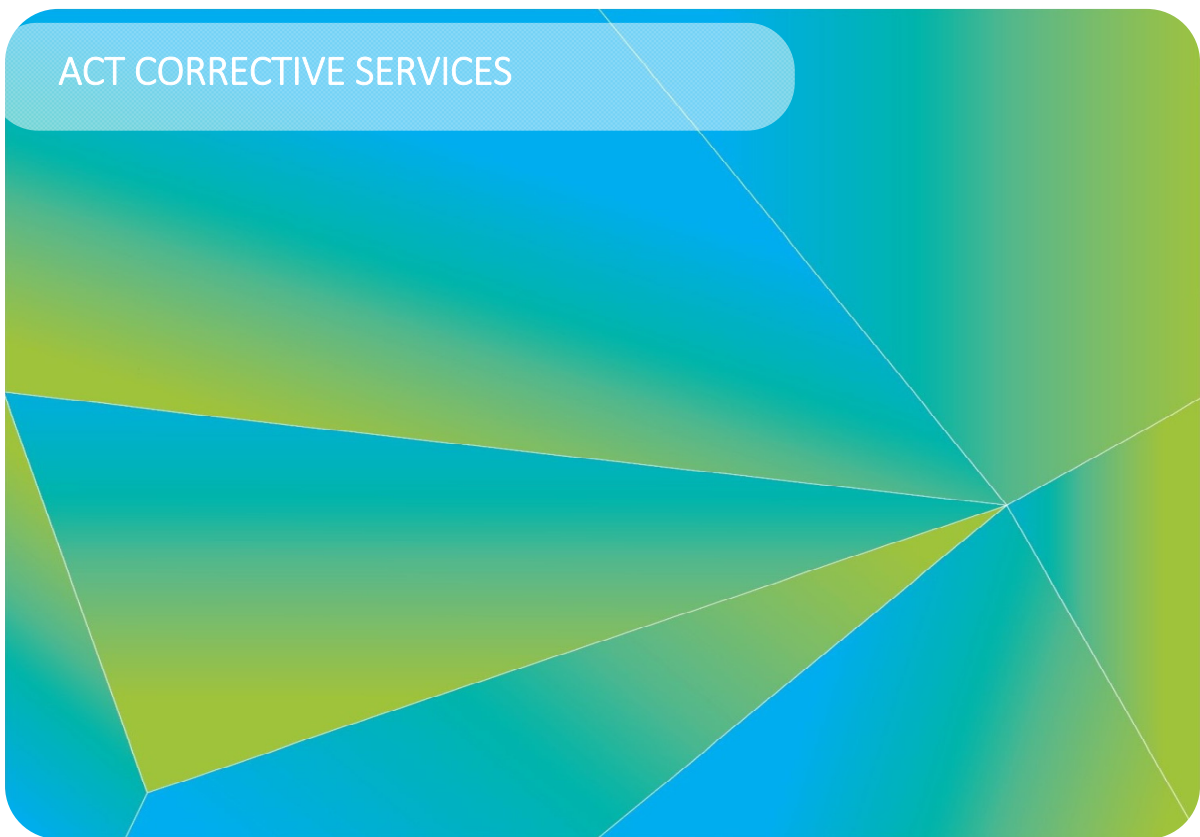
This instrument revokes the *Corrections Management (Policy, Operating Procedure and Instruction) Policy 2016 (No 2)* [NI2016-442].

Jon Peach
Executive Director
ACT Corrective Services
10 November 2017

*Name amended under Legislation Act, s 60

POLICY AND OPERATING PROCEDURE FRAMEWORK

POLICY NO. 1



NI2017-594



ACT
Government

Justice and Community Safety

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1 STATEMENT OF PURPOSE

ACT Corrective Services (ACTCS) ensures Policies and Operating Procedures are standardised, 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 and Operating Procedures.

3 PRINCIPLES

The following principles apply:

Policy

- A Policy is a statement of intent that provides the purpose, authority and overarching set of principles in accordance with the *Corrections Management Act 2007*, the *Human Rights Act 2004*, the *Crimes (Sentence Administration) Act 2005* and other relevant legislation and international instruments.
- Amendments to any Policy will be authorised by the Executive Director.
- Each Policy is a notifiable instrument in accordance with the *Corrections Management Act 2007*, *Crimes (Sentencing) Act 2005* and *Legislation Act 2011*. The amendment or repeal of any Policy is also a notifiable instrument.

Operating Procedures

- Operating Procedures are the methods and processes by which ACTCS will achieve the intent of a policy.
- An Operating Procedure describes specific instructions required to be completed by staff in order to fulfil their duties.
- Amendments to Operating Procedures will be authorised by the Executive Director.
- Each Operating Procedure is a notifiable instrument in accordance with the *Corrections Management Act 2007* and *Legislation Act 2011*. The amendment or repeal of any Operating Procedure is also a notifiable instrument.

Executive Director Instructions

- Executive Director Instructions (EDIs) are directions necessary to ensure the safety, security and good order of the correctional centre in accordance with the *Corrections Management Act 2007*.
- EDIs are instructions to ACTCS staff to create and implement amendments to policy and operating procedures in response to changes in operational requirements or in response to an incident. EDIs are only intended as a short-term measure to provide immediate directions to ACTCS staff, allowing Policies and Operating Procedures to be formally amended.
- EDIs remain in effect until formally revoked, but will be reviewed at intervals no greater than 12 months.
- EDIs are not notifiable instruments.

General Manager Instructions

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

Executive Director and General Managers Notices

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

Creation, Reviews and Amendments

- All amendments to Policies and Operating Procedures, or the creation of new Policies and Operating Procedures, must be approved through the appropriate process.
- Policies and Operating Procedures will be reviewed periodically in accordance with the identified risk to ensure currency and best practice but at no greater than three year intervals.

- Policies and Operating Procedures will be reviewed following relevant legislative changes in order to ensure compliance with legislative obligations.
- Changes to Policies and Operating Procedures may occur through the issuing of an EDI or GMI initially for the purposes of expediency. Changes will be incorporated into the relevant Policy or Operating Procedure as soon as practicable.
- EDIs will be reviewed as required, or upon amendment to policies and operating procedures.
- GMIs will all be reviewed six months after the date of effect or as required.

Numbering conventions

- All Policies, Operating Procedures, EDIs, GMIs and Executive Director and General Manager Notices will be numbered.
- Policies and Operating Procedures will be numbered according to the relevant theme.
- EDIs and GMIs will be numbered according to date issued.
- A complete list of all Policies, Operating Procedures, EDIs and GMIs will be maintained by the Policy and Government Unit including review details.
- A list of all issued notices will be maintained by the respective Executive Director or General Manager administrative support.

Collaboration

- ACTCS will work collaboratively with ACT Government Directorates, oversight bodies and other parties where relevant and appropriate.
- In accordance with the Arrangement between ACT Health Directorate and Justice and Community Safety Directorate, for the Delivery of Health Services to Detainees, ACTCS will consult with ACT Health on relevant policies and operating procedures prior to approval where possible.

Definitions

- Definitions used in ACTCS Policies and Operating Procedures are consistent with the *Legislation Act 2004*, 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 and/or Operating Procedure as necessary and appropriate.

4 DEFINITIONS

Responsible Officer

A Responsible Officer is a nominated officer within ACTCS who is responsible for the content, review and implementation of the respective Policy or Operating Procedure.

Jon Peach
Executive Director
ACT Corrective Services
10 November 2017

Document details

Criteria	Details
Document title:	Policy and Operating Procedure Policy
Document owner/approver:	Executive Director, ACT Corrective Services
Date approved:	xx.07.2017
Date effective:	xx.07.2017
Review date:	One year after the date of notification
Expiry date:	Nil
Compliance with legislation:	This policy reflects the requirements of the <i>Corrections Management Act 2007</i> (sections 14 & 15), <i>Human Rights Act 2004</i> , <i>Legislation Act 2004</i> and the <i>Public Sector Management Act 1994</i> .
Responsible Officer:	Senior Manager, Policy and Government

Version control

Version	Notification date	Instrument
Version 1.0		