Australian Capital Territory

**Corrections Management (Core Day) Operating Procedure 2023**

**Notifiable instrument NI2023–351**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Core Day) Operating Procedure 2023*.

**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 corrections services.

**4 Revocation**

This instrument revokes *Corrections Management (Core Day) Operating Procedure 2020* [NI2020-448]

Bruno Aloisi  
A/g Commissioner  
ACT Corrective Services  
27 June 2023

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| **OPERATING PROCEDURE** | **Core Day** |
| **OPERATING PROCEDURE NO.** | **D1.1** |
| **SCOPE** | **Alexander Maconochie Centre (AMC)** |

**PURPOSE**

To outline the Alexander Maconochie Centre (AMC) Core Day for detainees.

**AMC Core Day: Monday – Friday\***

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| **Time** | **Activity** |
| 0700 | Early shift on duty – handover from night staff |
| 0700 | Required detainees moved to admissions for transport to Court |
| 0700-0740 | Kitchen workers unlocked, receive medication and attend work location |
| 0730 | Daily briefing for officers |
| 0745 | Commence welfare checks, muster and area searches |
| 0800 | Breakfast issued to those not self-catering |
| 0815 | Unlock after muster correct |
| 0830 | Visits centre opens |
| 0850 | Movement to scheduled programs/services, Court and appointments commence |
| 0900 | Programs/service commence / in unit activities |
| 1130 | Visits centre closes |
| 1130 | Programs/services finish and detainees return to units |
| 1130 | 15 minutes to muster notification from MCR |
| 1130-1200 | Detainee Lunch issued to those not self-catering |
| 1145 | Lock in muster conducted (kitchen workers remain in work location) |
| 1200 | All units secured (lunch lock-in) |
| 1300 | Unlock and wellbeing check |
| 1315 | Visits centre reopens |
| 1320 | Movement to scheduled programs/services |
| 1330 | Programs/services recommence / in unit activities |
| 1630 | Programs/services finish and detainees return to units (with the exception of those in visits) |
| 1630 | Evening meal issued to those not self-catering |
| 1630 | 15 minutes to muster call from MCR |
| 1645 | In place Muster Check at all locations throughout centre |
| 1830 | The visits centre closes |
| 1830 | 15 minutes to muster call from MCR and DTS is closed |
| 1845 | Lock in muster conducted. NOTE: The time of securing detainees in cottage pods may be adjusted through the year to account for daylight hours or low visibility, in accordance with section 4.2 of the *Core Day Policy*. |
| 1900 | Muster complete. Centre secured |
| 1930 | Nightshift routine commences |

\*Social visits occur Wednesday – Sunday. Monday and Tuesday are reserved for professional visits.

\*The Core Day does not apply on weekends. Detainees are able to engage in activities of their choice on weekends. Social visits continue on weekends as per the visits schedule.

# RELATED DOCUMENTS

* Core Day Policy
* Regime Management Plan

Jason Russell ACM  
Assistant Commissioner Custodial Operations   
ACT Corrective Services   
6 June 2023

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | *Corrections Management (Core Day) Operating Procedure 2023* |
| Document owner/approver: | Assistant Commissioner Custodial Operations, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | General Manager |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control** | | | |
| **Version no.** | **Date** | **Description** | **Author** |
| V1 | May-20 | First Issued | C Justason |
| V2 | May-23 | Review | S Viereck |