

Corrections Management (Maintenance and Infrastructure Management) Policy 2024

Notifiable instrument NI2024–720

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Maintenance and Infrastructure Management) Policy 2024*.

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 (Maintenance and Infrastructure Management) Policy 2016* [NI2016-582] and *Corrections Management (Management of Tools) Policy 2011* [NI2011-47].

Narelle Pamplin
A/g Commissioner
ACT Corrective Services
10 December 2024

MAINTENANCE AND INFRASTRUCTURE MANAGEMENT POLICY

POLICY NO. 5

ACT CORRECTIVE SERVICES



ACT
Government

Justice and Community Safety

Contents

1	PURPOSE	4
2	SCOPE	4
3	DEFINITIONS	4
4	PRINCIPLES	4
5	MAINTENANCE AND SCHEDULED WORK	5
6	REPORTING MAINTENANCE ISSUES.....	6
7	APPROVAL OF WORK.....	6
8	COMPLIANCE	6
9	RELATED DOCUMENTS	6

1 PURPOSE

This policy outlines how maintenance, capital upgrades, contracted services, and deliveries are managed at ACT Corrective Services facilities, building, and offices. It guides both staff and contractors on their responsibilities regarding work conducted at ACT Corrective Services (ACTCS) sites.

2 SCOPE

This policy applies to all ACT Corrective Services buildings, centres and facilities.

3 DEFINITIONS

Contractor An external trades person or service provider delivering goods and/or services or performing an agreed-upon scope of work.

Maintenance work Regular work undertaken to keep equipment, facilities, infrastructure, or systems in safe operating order.

Scheduled work Planned activities undertaken to inspect, service, repair equipment, infrastructure, or systems.

Urgent work Incidents where unplanned and/or unexplained issues arise, requiring immediate attention to minimise damage, mitigate risks and address hazards.

4 PRINCIPLES

- 4.1 ACTCS has a duty of care to provide a safe and secure environment which minimises the risk of harm to staff, visitors, clients and the community.
- 4.2 To ensure safety, security and good order, a range of protocols must be adhered to when persons, equipment or vehicles are entering and exiting an ACT correctional centre.
- 4.3 All contractors engaged for work must be fully certified and licensed for the works they undertake, and to comply with any other relevant legislation and ACTCS requirements, such as:
 - a. *Corrections Management Act 2007*
 - b. *Work, Health and Safety Act 2011*

- c. Secure Local Jobs Code
 - d. Trade Practices Act 1974
 - e. National Construction Code 2022
 - f. Information Privacy Act 2014
 - g. ACTCS COVID – 19 requirements
 - h. Associations Declaration and/or National Police Check
 - i. Public Liability Insurance (amount as determined in contract)
 - j. Professional indemnity insurance.
- 4.4 At each ACTCS site, the rules for work depend on what type of work is undertaken at that site and whether the contractor may come into contact with clients:
- a. 2 Constitution Ave
 - i. Ground level – staff only
 - ii. Level 1 – staff and clients
 - iii. Level 2 – staff only
 - b. Court Transport Unit – staff, service providers and clients
 - c. Alexander Maconochie Centre – staff, service providers, clients, and visitors
 - d. Symonston (PDC) – staff and other agencies.
- 4.5 Where a contractor may come into contact with ACTCS clients, the contractor must receive a site induction prior to being granted access or undertaking work and may be required to undertake ACTCS Security Awareness training.
- 4.6 At certain ACTCS sites, contractors may be required to be escorted by an ACTCS staff member.
- 4.7 Contractors must not disclose any confidential or private information obtained while carrying out work for ACTCS.

5 MAINTENANCE AND SCHEDULED WORK

- 5.1 Each ACTCS site must schedule maintenance and servicing of equipment at specific times. This planning must include obtaining necessary approvals and scheduling work to minimise disruption to daily operations as reasonably practicable.
- 5.2 Work will be undertaken in accordance with site-specific requirements, as detailed in the operating procedures for each site.

6 REPORTING MAINTENANCE ISSUES

6.1 Where staff identify maintenance and infrastructure issues, they must report (and escalate the matter if urgent) in accordance with the relevant site-specific operating procedure. All staff who become aware of urgent matters need to consider the safety and security of themselves and others and ensure precautions are taken appropriately.

7 APPROVAL OF WORK

7.1 All work that is undertaken must be approved by the relevant senior ACTCS staff member and financial delegate in accordance with site-specific operating procedures and the *Financial Management Act 1996*.

8 COMPLIANCE

8.1 ACTCS has a duty of care to ensure that sites are compliant to relevant WHS and other requirements to ensure the safety, security and wellbeing of staff, clients and other persons accessing their sites.

8.2 Compliance checks will be undertaken in accordance with site-specific operating procedures.

9 RELATED DOCUMENTS

- Contractor Approval and Induction Operating Procedure
- Contractor Management and Escort Operating Procedure
- Management of Maintenance and Infrastructure Issues at 2 Constitution Avenue Operating Procedure
- Management of Maintenance and Infrastructure Issues Operating Procedure

Narelle Pamplin
Acting Commissioner
ACT Corrective Services
10 December 2024

Document details

Criteria	Details
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Document owner/approver:	Commissioner, ACT Corrective Services
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Responsible officer:	Executive Branch Manager Corporate Services

Version Control			
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