

Corrections Management (Maintenance and Infrastructure Management at 2 Constitution Avenue) Operating Procedure 2024

Notifiable instrument NI2024–722

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 at 2 Constitution Avenue) Operating Procedure 2024*.

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.

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



OPERATING PROCEDURE	Maintenance and Infrastructure Management at 2 Constitution Avenue
OPERATING PROCEDURE NO.	5.2
SCOPE	2 Constitution Avenue

PURPOSE

To provide instructions for reporting and managing maintenance and infrastructure issues and concerns in 2 Constitution Avenue (2CA).

PROCEDURES

- 1. Identification and reporting of Workplace Health and Safety (WHS) risks, or maintenance or infrastructure concerns**
 - 1.1. All ACTCS staff must ensure that the workplace remains safe and should identify any potential or actual issues. ACTCS is committed to providing a safe workplace, and all staff must consider Work Health and Safety (WHS) when they identify an issue.
 - 1.2. Staff should consider any potential or actual business impacts of the identified issue and escalate concerns through their supervisor as required.
 - 1.3. Where a WHS or maintenance issue at 2CA has been identified, staff should email:
 - a. WHSACTCS@act.gov.au and cc ACTCS2CAMaintenance@act.gov.au for WHS concerns.
 - b. ACTCS2CAMaintenance@act.gov.au for maintenance or infrastructure concerns.
 - 1.4. Staff should include the following in the email:
 - a. the priority level in the email subject line:
 - i. urgent: actioned within 4hrs, where the email is sent within standard business hours
 - ii. priority: actioned within 3 business days
 - iii. normal: actioned within 10 business days.
 - b. detailed description of the issue/s and what work is required or requested (if applicable)
 - c. exact location of the issue
 - d. site contact/requesting officer.
- 2. Management of maintenance and infrastructure requests**
 - 2.1. When a maintenance request or report is received, the Contracts and Procurement Team will contact ACT Property Group (ACTPG) as follows:
 - a. for ad hoc requests via actpg.governmentengagement@act.gov.au

- b. for emergencies during business hours (8am – 5pm) via actpg@act.gov.au or 6213 0700
 - c. for emergencies outside business hours (including weekends) via 6205 8282.
- 2.2. Requests will be responded to within 24 hours and will be managed in order of assigned priority.
- 2.3. ACTPG will action the request and email the Contracts and Procurement Team with any quotes for approval.
- 2.4. On receipt of the quotes, the Contracts and Procurement team will:
 - a. seek approval from the relevant financial delegate.
 - b. confirm the funding cost centre with the ACTCS Finance team.
- 2.5. All relevant quotes and purchase order requests must be approved by the relevant financial delegate before any work is undertaken.
- 2.6. The Contracts and Procurement Team will send the approved request to ACTPG.
- 2.7. ACTPG will send a confirmation email with the Work Order number.
- 2.8. ACTPG will arrange contractors and tradespeople for all repairs in 2CA.
- 2.9. If a contractor is required to come to site, ACTPG will inform the Contracts and Procurement Team and the concerned Business Unit of the proposed time and date of the visit. All parties must agree to a date and time for the approved works prior to scheduling.
- 2.10. Staff from Contracts and Procurement or the concerned Business Unit will escort the contractor on site.
- 2.11. Contracts and Procurement will email the business unit contact regarding repair work status.
- 2.12. Once the work has been completed, ACTPG will send a confirmation email to ACTCS2CAMaintenance@act.gov.au.
- 2.13. ACTPG will issue an invoice for all charges in relation to 2CA for the previous month. Services will need to be confirmed as being completed prior to the invoice being paid.

RELATED DOCUMENTS

- Maintenance and Infrastructure Policy

Mark Moerman
Acting Executive Branch Manager Corporate Services
ACT Corrective Services
6 December 2024

Document details

Criteria	Details
Document title:	<i>Corrections Management (Maintenance and Infrastructure Management at 2 Constitution Avenue) Operating Procedure 2024</i>
Document owner/approver:	Executive Branch Manager Corporate Services, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	5 years after the notification date
Responsible Officer:	Director, Contracts and Procurement
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>

Version Control			
Version no.	Date	Description	Author
V1	November 2024	First Issued	M McKenzie