

ACTCS

ACTCS Corporate

Updated: Fri, 04 Oct 2013 16:01:21 +1000

Printed: Sat, 27 May 2017 10:41:25 +1000

Revision: 26

ACTCS Corporate comprises:

- [Policy and Government](#)
- [Administration \(consisting of\)](#)
 - [Governance Unit](#)
 - [Operations Support; and](#)
 - [Finance](#)
- [Workforce Training and Development](#)

Policy and Government

The Policy and Government Unit is responsible for providing advice to the Minister and senior executive staff on matters relating to the delivery of correctional services in the ACT. The Unit meets organisational responsibilities such as:

- Research, development and interpretation of policies relating to correctional practice;
- Development of protocols and Memoranda of Understanding;
- Preparation of Ministerial briefs, correspondence, reports and submissions;
- Provision of support to other line areas; and
- Responding to issues raised by the Legislative Assembly, community groups, other jurisdictions and members of the public.

Governance Unit

The Governance Unit undertakes the following:

- Manages and oversees the agency's quality management, safety management and risk management systems; the development and review of agency policies and procedures; performance management reporting and annual agency reporting; and interagency agreements;
- Develops strategic business plans for ACTCS in line with its visions and goals and based on annual agency performance in operational and non-operational areas;

- Develops and maintains the agency's compliance with relevant ACT, national and international standards and legislation in Correctional Practice, quality management, safety management and risk management systems;
- Supervises investigations and research associated with auditing, quality, safety and risk management requirements and critically examines proposals and prepares associated reports and recommendations;
- Undertakes and oversees projects associated with developing, implementing, evaluating and updating the agency's business management programs, agreements or functions to achieve acceptable outcomes for the agency; and
- Maintains statistical records from across ACT Correctives Services and provides critical statistical analysis for reports for conferences, annual reporting and other reporting requirements as needed.

Operations Support Unit

Operations Support provides advice and assistance in areas such as:

- General operational office support functions to the agency;
- Staff travel and reimbursements;
- Management of recycling issues;
- Vehicle management for the agency;
- Asset control;
- Co-ordination of office maintenance work;
- Assistance in all areas of financial management; and

Finance Unit

Financial Management is required to strategically monitor and report within the context of a 54 million dollar budget distributed over 14 individual areas of activity, covering Custodial, Community Corrections and Policy/Co-ordination roles within ACT Corrective Services. The Finance Manager is responsible for providing professional advice regarding the management and co-ordination of the Agency's budget.

Workforce Training & Development Unit

The Workforce Training and Development Unit is responsible for the co-ordination, delivery and management of training and education for staff within ACT Corrective Services (ACTCS) and for external agencies when requested and for the provision of the Agencies Human Resource services. The Unit's activities include:

- Co-ordination of professional and personal development training activities;
- Responsibility for the management of ACTCS' status as a Registered Training Organisation (RTO) to deliver Nationally Accredited Training, conduct assessments and issue nationally recognised qualifications for subjects contained within the ACTCS scope and in accordance with the

- Australian Quality Training Framework;
- Provision of professional advice on training and staff development matters relevant to ACTCS' needs and operations; and
 - Development of training and services required to meet ACTCS' needs.
 - Workplace relations
 - Monitoring and Co-ordination of recruitment with a strong focus on custodial officer recruitment;
 - pre-employment checks and testing;
 - performance management including disciplinary matters;
 - Staff placements including return to work

Key Legislation applying to ACT Corrective Services includes:

- [Crimes \(Sentence Administration\) Act 2005](#)
- [Crimes \(Sentencing\) Act 2005](#)
- [Corrections Management Act 2007](#)
- [Public Sector Management Act 1994](#)
- [Human Rights Act 2004](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Financial Management Act 1996](#)