

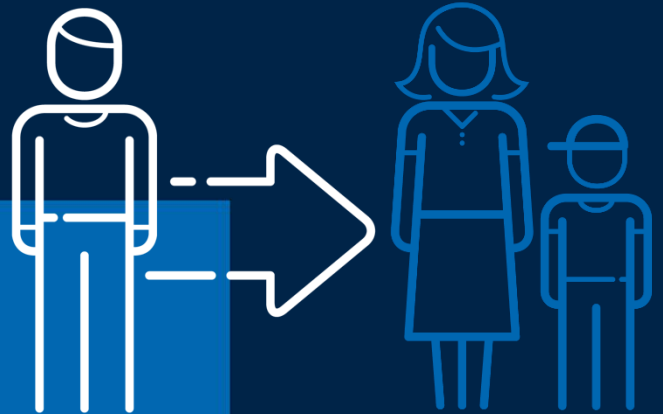
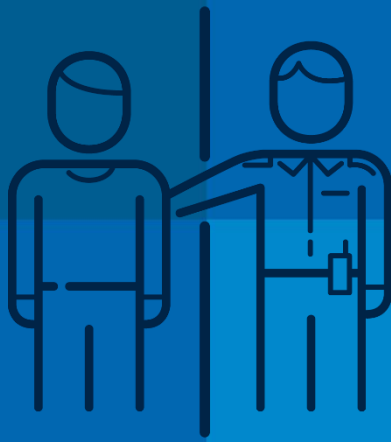


ACT CORRECTIVE SERVICES

One team, one purpose:
supporting a safer community

ACTCS Programs and Services Committee

Information and application package



ACT
Government

Justice and Community Safety

Amendment history

Version	Issue Date	Amendment Details	Author
0.1	February 2023	First version for review	Ashleigh Marian

Definitions

Term	Definition
ACTCS	ACT Corrective Services
JACS	Justice and Community Safety Directorate
AMC	Alexander Maconochie Centre
SOR	Statement of Requirements
TOR	Terms of Reference
ACTPS	ACT Public Sector

Introduction

ACT Corrective Services (ACTCS) is a business unit within the Justice and Community Safety Directorate (JACS). ACTCS provide services which promote the rehabilitation and reintegration of offenders into the community. Our vision is to be recognised as a leader in the provision of effective corrective services which positively change lives, reduce reoffending, and prevent future victims. The ACTCS Programs and Services Committee has been established in order to improve the integration, coordination and the management of services for offenders. Our Strategic Plan supports the ACT Government's commitment to reduce recidivism by 25% by 2025.

Purpose

The AMC Programs and Services Committee is an advisory body who provide integrated clinical and operational advice to inform program and service selection and/or continuance at the AMC. The committee will assess applications from internal and external services providers wishing to deliver programs and or services, ensuring evidence based, best practice services and programs are made available.

The Committee will be guided by principles of the ACTCS Integrated Offender Management Framework, to ensure the operationalisation of an efficient, effective, and integrated model of programs and services for offenders.

Meeting Administration and Protocol

The Committee will comprise of 7 members, including the Chair and Deputy Chair. The Chair may invite additional participants to inform best practice of services and programs to achieve outcomes.

The Committee will work together for best interest of community to deliver programs to provide advice to ACTCS.

The Committee meets a minimum of 4 times per year. As far as practical.

Code of Conduct

ACTPS Values and Signature Behaviours

The Committee members are expected to demonstrate the following:

- **Respect** – treating others with sensitivity, courtesy and understanding in professional manner
- **Integrity** – recognise achievement, take responsibility are accountable for their decisions and action and consistent when dealing with others
- **Collaboration** – sharing information and resources together towards a shared goal
- **Innovation** – open to and welcome change and new ideas from all sources

Application Process

All internal and external services wishing to deliver programs and services to detainees and offenders will be required to submit an application addressing the below criteria. Supporting documents may also be provided to evidence application.

You must address the following selection criteria and have regard to the assessment guidelines outlined below:

- Outline your program's purpose or operating model in how it contributes to the improvements of ACTCS strategic plans.
- Demonstrate effective methods to accomplishing learning styles, what are your evidence plans or intended outcomes.

- Provide details on the systems, and processes in place to manage and de-escalate a heightening situation.

Supporting Documents

ACTCS Strategic Plan 2019-2024
<i>ACT Public Sector Management ACT 1994</i>
ACT Public Service Code of Conduct
<i>ACT Public Sector Management Standards 2016</i>
Building Communities, Not Prison (BCNP) Programs
<i>Corrections Management Act 1997</i>
<i>Information Privacy Act 2014</i>
JACS Procurement, Contract Management and Assurance Framework
Reducing Recidivism by 25% by 2025 Plan
Standards for Registered Training Organisation (RTOs) 2015
<i>Territory Records Act 2002</i>
<i>Working With Vulnerable People (Background Checking) Act 2011</i>
<i>Work, Health and Safety Act 2011</i>
<i>Australian Skills Quality Authority</i>

Completing the application

Please email the completed application to ACTCSProgramsandServices@act.gov.au

ACTCS staff will acknowledge receipt of your submitted application within 5 working days. If you require assistance or are seeking guidance on your application, please address enquires to the email address list above. The Programs and Services Advisory Committee will assess your application at the next scheduled sitting.

Assessment guidelines

The ACTC Programs and Services Committee will assess all applications on the following requirements:

- Clarity of purpose/aims
- Scope/target cohort/knowledge of intended operating environment
- Operating model
- Evidence base- (current industry skills and knowledge)
- Strategic/organisational alignment
- Funding
- Evaluation plan and measurement of outcomes (including pre and post measures)
- Organisational/corporate issues, e.g., WHS considerations, quality control, staff qualifications/training/experience
- Risk management and escalation processes
- Impact on the operational environment and current service delivery
- Frequency of course delivery length and time

Outcomes

Following the Committees consideration, all parties will be advised of the outcome and if necessary, the Committee make seek additional information.

Reviews

The success of the program or service being delivered is critical to ensure high quality outcomes. The program or service should ensure that engagement surveys, attendance records, summary reports, and participate feedback is gathered. After completion of the program, the providers will undertake program evaluation component and internal review. Continuous of programs and services may be impacted if ACTCS is not able to assess effectiveness.

Confidentiality

ACTCS will not disclose the training details of detainees unless granted permission under the legislative or compliance requirements set by regulatory body or persons.

Conflict of interest

Any committee members must disclose any conflict of interest in material interest—a committee member has a material interest in an issue if the member has—

- (a) a direct or indirect financial interest in the issue; or
- (b) a direct or indirect interest of any other kind if the interest could conflict with the proper exercise of the member’s functions in relation to the council’s consideration of the issue.

The acceptance of gifts, benefits and donations may also introduce a conflict of interest. The acceptance of a gift could be perceived as influencing the performance of a public employee’s duties, which could result in a breach of section 9 of the PSM Act.

Public employees involved in tendering and contracting processes must maintain the highest ethical standards. They must avoid any real or perceived conflict of interest by disclosing any relationship with bidders. They must also ensure that advertising and selection processes are transparent, free from bias and give each bidder adequate opportunity to demonstrate value for money against criteria.

FAQ’s

- When do I have to submit application? [The Committee meeting is held every quarterly, applications received 2 weeks prior the schedule meeting will be considered.](#)
- What are information and the requirement need be submitted? [You must address the criteria outlined and consideration should be given to the assessment guidelines.](#)
- Who registers or reviews my application? [The registration form and 1 page pitch enable the Committee members to understand the programs’ key purpose and take into the account on potential value of this program for offenders.](#)
- What happens to my applications if I’m not successful? [You will be notified in writing by the Programs and Services Advisory Committee.](#)