



<b>OPERATING PROCEDURE</b>	<b>Booking External Professional Services for Staff Operating Procedure</b>
<b>OPERATING PROCEDURE NO.</b>	<b>OR12</b>
<b>SCOPE</b>	<b>Offender Reintegration</b>

## PURPOSE

To provide instructions to staff regarding the process for booking professional services for staff from external specialist providers.

These services include individual and/or group supervision, specialist debriefing, and other professional development activities, not covered through the ACTPS Employee Assistance Program (EAP). The services may be provided by a psychologist, social worker, or other professional.

Where externally sourced services are required for clients, please refer to the [Referral Process to Corrections Programs Operating Procedure](#).

## PROCEDURES

### 1. Criteria for referral to external provider

1.1 Referrals to external providers for staff-related services must only be made in the following circumstances:

- a. There is a requirement in the staff member's position description for registration with, or eligibility for registration with a professional or regulatory body, and that registration requires them to maintain discipline/modality specific supervision; or
- b. There is an explicit or implied requirement in the staff member's position description for them to maintain discipline/modality specific supervision; or
- c. There are other justifiable circumstances where group or individual work is required for purposes of staff wellbeing, debriefing, coaching, or personal/professional development, such as supporting staff facilitating Sex Offender Treatment Programs or working with victim survivors of Family and Domestic Violence; and
- d. There is no appropriate internal, other government, or government contracted resource available and suitable for the required purpose (e.g., EAP).

### 2. Process for approval and booking

2.1 The immediate line manager of the staff member(s) requiring the service must seek the approval of the relevant Director (or above).

- 2.2 If approved, the relevant Director (or above) must identify the appropriate cost centre and ensure there is sufficient funding remaining for the required purpose.
- 2.3 The relevant Director (or above) must then seek the approval of an Offender Reintegration Senior Director (or above).
- 2.4 If approved, the Director (or above) must ensure that arrangements are made for the service, and that appropriate records regarding all external bookings and expenditure are available and stored appropriately on HPE Content Manager (TRIM).
- 2.5 If the proposed service has a value greater than \$2000, approval must be sought from the Assistant Commissioner, Offender Reintegration.
- 2.6 If approval is not obtained at any level, reasons for the decision must be provided in accordance with reporting lines, including to the staff member affected.

#### RELATED DOCUMENTS

- Offender Reintegration Staff Supervision Policy
- Referral Process to Corrections Programs Operating Procedure



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#### Document details

Criteria	Details
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Compliance with law:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>
Responsible officer:	Director Clinical Practice

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UNCONTROLLED WHEN PRINTED

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V1	May-23	First Draft	J Powsey