



<b>COMMUNITY INSTRUCTION</b>	<b>Community Service Work Agency Applications and Reviews 2021</b>
<b>COMMUNITY INSTRUCTION NO.</b>	<b>C9.4</b>
<b>SCOPE</b>	<b>Community Corrections</b>

## PURPOSE

To provide instructions to Community Corrections staff in respect of how to assess and review Community Service Work (CSW) agencies and undertake site assessments.

## PROCEDURES

### 1. Application

- 1.1 Any organisations requesting information on becoming an accredited CSW Agency should be provided with a CSW Agency Pack which consists of the following documents:
  - a. CSWU Booklet
  - b. 1. Community Agency Application
  - c. 2. Supplementary Application
  - d. 4. Agency Declaration.
- 1.2 It is the responsibility of the applying agency to complete and submit the following documents:
  - a. 1. Community Agency Application
  - b. 2. Supplementary Application (if applicable).
- 1.3 All agency documentation can be found in the folder: \\Act.gov.au\justice\JCS\Corrective Services\Community Based Corrections\CSW Unit\Agency application documents.

### 2. Site Assessments

- 2.1 When the documents in 1.2 have been received, it is the responsibility of the Community Service Work Coordinator (CSWC) to assess the applying agencies.
- 2.2 When assessing an applying agency, the following must be considered:
  - a. not for profit status
  - b. current insurance and liability cover
  - c. availability of consistent and meaningful work.
- 2.3 If an agency meets the criteria in 2.2, the CSWC must undertake an initial site assessment. During this assessment the CSWC must complete the 3. JACS Workplace Inspection Checklist.
- 2.4 If the CSWC has any concerns regarding the suitability of the site, they may request assistance from [jacs\\_ohs@act.gov.au](mailto:jacs_ohs@act.gov.au) prior to progressing the application.
- 2.5 It is the responsibility of the agency to complete any tasks that are identified during the initial site assessment. The CSWC will review the actions taken when advised of their completion.

- 2.6 The applying agency must complete the 4. Agency Declaration after the site assessment. The declaration only comes into effect if the agency is accredited as a CSW agency.

### 3. Outcome

- 3.1 Once all documentation has been reviewed, the CSWC will submit the completed packaged via email to the Director or Senior Director, Community Operations along with a summary and recommendation on the suitability of the agency.
- 3.2 The Director or Senior Director will make a decision on the suitability of the agency and notify the CSWC, who will draft the relevant response to the agency:
- a. 5. Certificate of Accreditation; or
  - b. 6. Community Agency Rejection Letter
- 3.3 All accreditation or rejection letters must be signed by the Assistant Commissioner of ACT Corrective Services prior to the letter being sent to the agency.
- 3.4 A new folder must be created for each applying agency in: \\Act.gov.au\justice\JCS\Corrective Services\Community Based Corrections\CSW Unit\Agencies, referencing the agency name as the folder name. All documents and attachments relating to the agency must be saved in the respective folder.

### 4. Agency Reviews

- 4.1 It is the responsibility of the CSWC to review accredited CSW agencies every 24-months from their initial accreditation or previous review. This is to ensure the currency of their documentation, supervisors, and safety of the location.
- 4.2 The CSWC will provide the agency with the 7. Agency Application Renewal within two months of the review date.
- 4.3 Depending on the information provided, the CSWC may wish to complete a new version of the 3. JACS Workplace Inspection Checklist during a site visit and allow the agency to respond to any issues identified.
- 4.4 If the CSWC considers the agency's accreditation remains valid, they will draft the 5. Certificate of Accreditation and email it to the Director or Senior Director who will endorse the renewal and get the document signed by the Assistant Commissioner.
- 4.5 If the CSWC considers that the suitability of an existing agency has changed, they must consult the Director or Senior Director who may authorise the removal of their accreditation.

#### RELATED DOCUMENTS AND FORMS

- CSWU Booklet – 2021
- 1. Community Agency Application
- 2. Supplementary Application
- 3. JACS Workplace Inspection Checklist
- 4. Agency Declaration.
- 5. Certificate of Accreditation
- 6. Community Agency Rejection Letter
- 7. Agency Application Renewal

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 27 August 2021

**Document details**

Criteria	Details
Document title:	Community Service Work Agency Application and Reviews 2021
Document owner/approver:	Assistant Commissioner, Community Corrections
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Director, Community Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	August 21	First Issued	M Steen