



OPERATING PROCEDURE	Managing External Research Partnership Requests
OPERATING PROCEDURE NO.	16.4
SCOPE	ACT Corrective Services

PURPOSE

To outline the process for ACT Corrective Services (ACTCS) to assess research partnership requests from external researchers, and the process for advising researchers regarding the outcome of their requests.

SCOPE

This operating procedure applies to all research partnership requests from external researchers, including for the purpose of a grant application.

Requests for, or development of, service delivery partnerships that include a review or evaluation undertaken by the service partner will be considered under this procedure on a case-by-case basis.

PROCEDURES**1. Roles and responsibilities**

- 1.1. The Research and Evaluation Officer (REO) is responsible for:
 - a. determining the exact nature of ACTCS contribution
 - b. liaising with finance and other administrative staff regarding remuneration for services provided by ACTCS
 - c. liaising with administrative staff to complete the relevant administration for grant applications
 - d. liaising with the Executive Branch Manager, Corporate Services, for clearances on final decisions emerging from negotiation and discussion on the research proposal.

2. Receiving initial research request

- 2.1. All requests for a research partnership involving ACTCS data, facilities, staff, detainees and programs should be referred to the REO in the first instance.
- 2.2. Where an ACTCS employee receives an enquiry from anyone who wishes to develop a research partnership, they should advise the person that approval can only be granted by the ACTCS Commissioner (the Commissioner) and that requests should be sent to the REO via ACTCS.Research@act.gov.au in the first instance.
- 2.3. The ACTCS employee will then advise the REO via ACTCS.Research@act.gov.au that they have been approached about a research partnership request.

3. Responding to initial research partnership request

3.1. The REO will email the researcher and seek a description of the proposed research and their requirements from ACTCS (if not already provided), requesting:

- a. background of the research problem
- b. aim, objectives of the research
- c. methodology
- d. clarification from researchers on operational aspects of access
- e. commitment expected from ACTCS, including in-kind, commitment required for completing the application
- f. other partners or proposed partners
- g. research team members and affiliations
- h. grant scheme and due date.

3.2. Where this research is not within the scope of the External Research and Data Requests Policy, the REO may provide the researcher direction to publicly available information, contacts for alternative areas of ACT Government, or any other relevant information to aid the researcher.

4. Assessment of the research partnership request

4.1. Upon receipt of the request, the REO will advise the researcher that ACTCS will endeavour to provide a response within 30 working days and advise that this timeframe may be impacted by the resources available.

4.2. The REO will review the details against the following criteria:

- a. alignment with ACTCS strategic priorities
- b. impact on ACTCS security, operations, resources, staff, and detainees including:
 - i. risks associated with the research
 - ii. in-kind support required from ACTCS
 - iii. ethical and cultural considerations
 - iv. legal considerations
- c. contribution to bodies of knowledge relevant to corrective service practice
- d. capacity of the researcher to handle and store data appropriately
- e. special consideration for confidentiality, given the small size of the ACT jurisdiction (including potential for statistical disclosure risks)
- f. recent/existing work undertaken by ACTCS on this topic and the budget spent on this existing work.

4.3. If required, the REO may email the researcher to seek additional information or clarification.

5. Consultation with relevant ACTCS Divisions

- 5.1. The REO will consult with relevant business units on whether ACTCS will support the partnership request.
- 5.2. The REO will determine the ACTCS Divisions impacted by the research and will seek the views of relevant Executives, Senior Directors and specialist staff.
- 5.3. As part of this consultation, the REO will provide advice to the Divisional Executive of the relevant area on the potential impacts and benefits of ACTCS participation in the research.
- 5.4. The REO will consult with the relevant Divisional Executive to appoint an Area Contact to liaise with the researcher, in preparation for if the request is supported.

6. Commissioner consideration of the partnership request

- 6.1. The REO will prepare an executive minute for the Commissioner, based on their assessment of the request's alignment with the potential benefits to ACTCS' participation, and feedback from consultation.
- 6.2. The REO will draft a response letter for consideration by the Commissioner containing either:
 - a. an outline of why the ACTCS supports partnering in the research, the details to be discussed and negotiated, and an Area Contact for finalising the details, or
 - b. a clear explanation of the reason ACTCS does not support the partnership request.
- 6.3. The Commissioner may decide to:
 - a. provide formal approval
 - b. decline the request.
- 6.4. The REO will make any necessary amendments to the response letter (and, if the research is approved, the Acknowledgement of Conditions on Approval) for signing by the Commissioner.

7. Notifying the researcher of the outcome of the request

- 7.1. The REO will email the researcher to advise the outcome of their request, attaching the letter from the Commissioner:
 - a. where the partnership request is approved, the approval letter will state:
 - i. topic and nature of partnership supported
 - ii. any aspects of the partnership request that cannot be supported
 - iii. the Area Contact
 - b. where the partnership request has been declined, the letter will state the reason/s for this.

8. Notifying ACTCS areas of the outcome of the request

- 8.1 The REO will advise relevant Executives, Senior Directors, nominated Area Contact and specialist staff that the partnership discussion and negotiations can commence and:
- liaise with the finance area and arrange sign off by Commissioner, once aspects of partnership are decided
 - if the grant is successful, liaise with the Area Contact and researcher around fieldwork, milestones and grant outputs.

9. Conditions on research

- 9.1. If the grant application is successful, the research partner is still required to liaise with the REO around ethical research practice and the progress of their institutional ethics, ensuring the project adequately accounts for the corrections environment, as outlined in the Application Guidelines for External Researchers.
- 9.2. Provision of any data by ACTCS and any fieldwork with ACTCS cannot commence until institutional ethical approval has been obtained or in accordance with the External Research and Data Requests Policy for community organisations.

RELATED DOCUMENTS

- ACTCS Acknowledgement of Conditions on Approval to Conduct Research with ACT Corrective Services
- ACTCS Application Form for External Researchers
- ACTCS Application Guidelines for External Researchers
- ACTCS Alexander Maconochie Centre Research Participant Distress and Safety Protocol Guide
- ACTCS Data Collection/Fieldwork Completion Report Template for External Researchers
- ACTCS External Researcher Findings Brief Template
- ACTCS External Research and Data Requests Policy
- ACTCS Formal Approval Letter
- ACTCS Managing Contracted Research Requests from ACT Government Operating Procedure
- ACTCS Managing External Research and Data Requests Operating Procedure
- ACTCS Monitoring the Conduct of Approved External Research Operating Procedure
- ACTCS Security Awareness Training Application Form
- ACTCS Prohibited Things, Restricted, Excess and Non-Standard Items Operating Procedure
- Australian Institute of Aboriginal and Torres Strait Islander Studies Code of Ethics for Aboriginal and Torres Strait Islander Research
- Crimes (Sentence Administration) Act 2005
- National Health and Medical Research Council National Statement on Ethical Conduct in Human Research



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DOCUMENT DETAILS

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