

## MAKING A SUBMISSION TO AN OICS REVIEWS

The ACT Office of the Inspector of Custodial Services (OICS) invites input from any entity, group or individual with relevant knowledge and/or experience of a review being conducted by the Office.

### HOW CAN I MAKE A SUBMISSION?

You can make a submission by:

- sending us an electronic or written submission
- sending us an audio or video submission
- sending us an image or artwork
- meet with OICS staff member in person or via phone to provide a verbal submission or feedback.

If you would like to make a submission in your own language, or if none of these options meets your needs, contact us on 1800 93 20 10 or [ics@act.gov.au](mailto:ics@act.gov.au) to discuss further options.

### WHAT SHOULD I INCLUDE IN MY SUBMISSION?

OICS conducts reviews against our published inspection standards, ACT Standards for Adult Correctional Services and ACT Standards for Youth Detention Places, which are available on our website [How we work - ACT Inspector of Custodial Services](#).

Your submission may cover a broad number of issues or be narrowly focused, it is up to you. You are welcome to provide any information that you feel is relevant to the topic of the review.

Some things you might like to consider or include in your submission:

- which of the ACT OICS inspection standards are relevant to your submission
- your experiences as an organisation or individual in relation to the AMC, CTU or Bimberi
- how these experiences have impacted you, your clients or someone you know
- your suggestions and ideas for change
- your contact details and some demographic information if you choose.

### CAN I MAKE AN ANONYMOUS SUBMISSION?

Yes – you can make an anonymous submission.

It is optional for you to provide your name and contact details. You can also tell us if you would like your information to be treated confidentially.

Your information may be drawn upon, quoted or referred to in the public report and other resources produced by OICS in connection with the Review, but unless you give us permission to publish your personal information, your submission will be dealt with confidentially and your information will be de-identified unless OICS is required by law to release it.

For more information about how OICS handles your privacy see [www.ics.act.gov.au](http://www.ics.act.gov.au)

#### FOR MORE INFORMATION

For more information you can contact OICS:

Phone: 1800 93 20 10

Email: [ics@act.gov.au](mailto:ics@act.gov.au)

Post: GPO Box 1771  
Canberra City, ACT 2006