

Australian Capital Territory

# Corrections Management (Declaration of Emergency) Procedure 2007\*

Notifiable instrument NI2007-447

made under the

*Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)

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## 1 Name of instrument

This instrument is the *Corrections Management (Declaration of Emergency) Procedure 2007*.

## 2 Commencement

This instrument commences on the day after it is notified.

## 3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

### DECLARATION OF EMERGENCY PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan  
Executive Director  
ACT Corrective Services  
17 December 2007

\*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)  
Symonston Temporary Remand Centre (STRC)  
Court Transport Unit (CTU)  
Symonston Periodic Detention Centre (PDC)**



**DECLARATION OF AN EMERGENCY PROCEDURE**

<b>Purpose</b>	<b>1</b>
<b>Authority</b>	<b>1</b>
<b>Scope</b>	<b>1</b>
<b>Procedure</b>	<b>1</b>
Procedure for custodial staff	1
Procedure for Policy Unit	2
<b>Forms/Templates</b>	<b>3</b>

**Purpose**

To provide a clear set of guidelines for declaring an emergency at a correctional centre.

**Authority**

Legislation

*Corrections Management Act 2007*, section 14 and 26

**Scope**

This procedure begins when it is believed (on reasonable grounds) that an emergency, or imminent emergency, exists in relation to a correctional centre, and ends once the emergency is over.

**Procedure**

**1. Procedure for correctional staff**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<u>1</u>	Event or circumstances observed that has the potential to affect the security or good order of a correctional centre as a whole.	Anyone
2	Situation reported to Superintendent.	Corrections Officer
3	Superintendent to ascertain if the situation warrants the declaration of an emergency.	Superintendent
<u>4</u>	If the declaration of emergency is warranted, declare an emergency.	Superintendent
<u>5</u>	Contact the Executive Director and the Policy Unit of ACTCS.	Superintendent

Step 1

Events or circumstances may include, but are not limited to:

- Fires;
- Gas leaks;
- Escapes;
- Riots.

#### Step 4

The template for the declaration of an emergency can be found on the intranet at [\(insert location\)](#).

In order to complete the declaration:

- In the first paragraph of the instrument under the heading **Reason**, use the drop down box to select the appropriate correctional centre for the declaration. This will automatically update all the references to the correctional centre when you print the document.
- In the last paragraph of the instrument under the heading **Reason**, use the drop down box to select the period of time for the declaration.
- In the signature block for the declaration, replace the **XXXXX** with your name.
- In the signature block, use the drop down box to select your position/rank.

Once you have completed all the required fields, save the declaration as “Declaration of Emergency” under G:\Corrective Services\Declarations of Emergency\*relevant year (eg 2007)*.

Print out and sign the declaration.

The declaration of emergency is now in force, and the emergency powers under section 27 of the *Corrections Management Act 2007* can be used.

#### Step 5

The declaration of emergency must be notified on the Legislation Register by close of business the next working day after it is made. It is therefore imperative that the Senior Manager of Business Policy and Coordination is contacted so that they can arrange for the following steps to be carried out.

### **2. Procedure for Policy Unit**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
1	Superintendent contacts the Senior Manager of Business Policy and Coordination.	Superintendent
2	Fax a copy of the signed instrument to the Senior Manager of Business Policy and Coordination.	Superintendent
<a href="#">3</a>	Complete the title of the declaration.	Policy Officer
<a href="#">4</a>	Rename the word version with the title of the declaration.	Policy Officer
<a href="#">5</a>	Send the word version and a copy of the faxed signed version of the declaration across to Ministerial Services.	Policy Officer
6	Call Ministerial Services and inform them of the urgency of the declaration being notified on the Legislation Register.	Policy Officer

### Step 3

Complete the title of the instrument by inserting the correct instrument number. In order to do this, first go to <http://www.legislation.act.gov.au/a/2007-15/default.asp> and click on the “Legislative instruments” link at the bottom of the page.

Click on the “Show current and repealed” link, which should be in the middle of the page.

Scroll down until you find the last declaration of emergency. The number of the current declaration will be the next one in the sequence. For example, if no declarations of emergency have been prepared this year, the instrument will be “(No 1)”. If the last declaration in the sequence was ‘Corrections Management (Emergency) Declaration 2007 (No 5)’, the current declaration will be “(No 6)”.

Enter the number of the current declaration in the word version.

Save and close the document.

### Step 4

If the name of the instrument was ‘Corrections Management (Emergency) Declaration 2007 (No 5)’, rename the file ‘Corrections Management (Emergency) Declaration 2007 (No 6)’.

### Step 5

The copy of the fax may be forwarded to Ministerial Services by fax or by emailing a scanned copy of the original faxed instrument.

## **Forms/Templates**

Declaration of Emergency Template