

Australian Capital Territory

Corrections Management (Requesting Information and Responding to Information Requests) Operating Procedure 2021

Notifiable instrument NI2021-328

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Requesting Information and Responding to Information Requests) Operating Procedure 2021*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

Ray Johnson APM
Commissioner
ACT Corrective Services
26 May 2021



OPERATING PROCEDURE	Requesting information and responding to information requests
OPERATING PROCEDURE NO.	C8
SCOPE	Sentence Management Unit

PURPOSE

To provide instructions to a Sentence Management Officer (SMO) on the process of how and when to request information from a stakeholder, and how to respond to information requests received from an external stakeholder, for the purpose of Sentence Management.

PROCEDURES

1. Requesting information from a stakeholder

- 1.1 A SMO must only request information from a stakeholder when:
- Exercising a function under legislation; and
 - Administering a Sentence Management Plan (SMP).
- 1.2 When requesting information from a stakeholder, the SMO must have a:
- Purpose - The request must be in relation to a detainee's SMP.
 - Scope - The request must be specific to the needs of the detainee.
 - Authority - The relevant authority to request the information. For example: the legislative authority or detainee consent.
- 1.3 When requesting information from a stakeholder, a SMO must be explicit about the purpose, scope, and authority in their request.
- 1.4 All requests for information must be made in writing (email) and recorded on the offender database as per the Case Note Policy.

2. Responding to information requests from a stakeholder

- 2.1 A SMO must only respond to a request for information from a stakeholder when:
- Exercising a function under legislation; and
 - Administering a SMP.
- 2.2 A SMO will respond to a request for information about a detainee on their case load where the requesting stakeholder provides a:
- Purpose for the request.
 - Scope of information being sought.
 - Authority of lawful basis for the request and release of the information.

- 2.3 A SMO must instruct the requesting stakeholder to provide their request in writing (email) and to include the purpose, scope, and authority.
- 2.4 When responding to an information request from a stakeholder, a SMO must only provide information relevant to the request.
- 2.5 Unless there is a legal impediment to release the information, the SMO will action the request.
- 2.6 A SMO must consult with their Team Leader or Senior Director if they are unclear about the lawful basis to release information, or whether disclosure is reasonably necessary and justifiable.

RELATED FORMS RELATED DOCUMENTS

- *Public Sector Management Act 1994*
- *Privacy Act 1988*
- *Corrections Management Act 2007*
- Case Note Policy
- Sentence Management Plan Operating Procedure
- Detainee Consent to Release and Obtain Information Form

Narelle Pamplin
 Executive Branch Manager, Offender Reintegration
 ACT Corrective Services
 6 May 2021

Document details

Criteria	Details
Document title:	Requesting Information and Responding to Information Requests Operating Procedure 2021
Document owner/approver:	Executive Branch Manager, Offender Reintegration
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Senior Director, Sentence Management
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V0.1	December 20	First Issued	T Graham