



COMMUNITY INSTRUCTION	SAB – Secure Information Report
COMMUNITY INSTRUCTION NO.	C26.3
SCOPE	Community Corrections and Offender Reintegration

PURPOSE

During the preparation of a Pre-Release Report or during the management of a Parole Order, an ACT Corrective Services (ACTCS) staff member may become aware of information that should be provided to the Sentence Administration Board (SAB) without the sharing of this information being disclosed to the offender. This document provides instructions to ACTCS staff on providing a secure information report to the SAB.

AUTHORITY

Section 192 of the *Crimes (Sentence Administration) Act 2005* states that the SAB must, as far as practicable, ensure that information given to the offender does not contain specific victim details or does not contain information where it is considered that there is a substantial risk that giving the offender that information would adversely affect the security or good order of a correctional centre, jeopardise the conduct of a lawful investigation, endanger the person or anyone else, or otherwise prejudice the public interest.

PROCEDURES

1 Recording information and notifying the SAB

- 1.1 ACTCS staff members must case note any information they receive in accordance with the *Case Note Policy*.
- 1.2 If the ACTCS staff member believes information they have received should be provided to the SAB in confidence, they must generate the *S192 Document Secured request with disclaimer* from the offender information management system. This is a coversheet document which requests that the SAB treat the attached information report as a secure document.
- 1.3 The ACTCS staff member must then complete a *Parole - information report*, which must include the following:
 - a. offender name
 - b. Personal Identification (PID) Number
 - c. date of birth
 - d. specific details of the information which is being requested to be made secure.
- 1.4 The *Parole – information report* includes a disclaimer that if the SAB do not agree to make the information secure, ACTCS will formally withdraw the information from the record and reassess how the information is presented.

- 1.5 Once finalised, the ACTCS staff member must email the completed documents to the sab_secretariat@act.gov.au.
- 1.6 It is the responsibility of the SAB to assess the information provided and determine if it will be made secure. If the SAB determine that the information will not be made secure, they must notify the submitting staff member as soon as practicable.

RELATED DOCUMENTS AND FORMS

- Crimes (Sentence Administration) Act 2005
- S192 Document secured request (with disclaimer)
- Parole - information report
- Case Note Policy

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Document details

Criteria	Details
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Responsible Officer:	Director, Community Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
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V1	March 2022	First Issued	M Butler