

Australian Capital Territory

Corrections Management (Media and Public Relations) Procedure 2007*

Notifiable instrument NI2007-448

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Media and Public Relations) 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

MEDIA AND PUBLIC RELATIONS 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)**



MEDIA AND PUBLIC RELATIONS PROCEDURE

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Purpose

To outline standard practice for Corrections Officers to adopt when media inquiries are received.

Authority

Legislation

Public Sector Management Act 1994, section 9, 14, and 15

Scope

This procedure commences when a Corrections Officer receives a request or inquiry from the media, and ends when an Officer's Report is submitted to the Superintendent.

Procedure

Step	Action	Responsibility
<u>1</u>	Media request received.	Corrections Officer
<u>2</u>	Obtain details of the media person seeking information.	Corrections Officer
<u>3</u>	Advise of contact person.	Corrections Officer
<u>4</u>	Notify Duty Chief.	Corrections Officer
<u>5</u>	Superintendent informed.	Duty Chief

Step 1

No ACTCS employee shall provide any information to the media or comment on any issue without approval of the Minister for Police and Emergency Services.

Step 2

Where possible, the Corrections Officer taking the phone call should endeavour to ascertain the persons name and the organisation from which they are calling.

Step 3

Advise the person to contact the ESA Media Hotline on 62078564.

Step 4

If a CO1 received the enquiry they should verbally inform the Duty Chief.

The Corrections Officer receiving the request must submit an Officer's Report detailing the nature and response to the contact.

Step 5

The Duty Chief will use their discretion as to the urgency of the notification.

Urgent matters must be conveyed to the Superintendent verbally and then followed up by an Officer's Report. Non-urgent matters may be conveyed by an Officer's Report.

The Superintendent is responsible for informing the Executive Director.

See *Incident Reporting Policy and Procedure*.

Forms/Templates

Officer's Report Form

Related policies and procedures

Media and Public Relations Policy