

Australian Capital Territory

Corrections Management (No-Contact List) Operating Procedure 2019

Notifiable instrument NI2019-125

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (No-Contact List) Operating Procedure 2019*.

2 Commencement

This instrument commences on the day after its notification day.

3 Policy

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



Jon Peach
Executive Director
ACT Corrective Services
8 March 2019



OPERATING PROCEDURE	No-Contact List Operating Procedure
OPERATING PROCEDURE NO.	A4.1
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide staff with instructions on how to add victims of crime onto the no-contact list.

PROCEDURES

1. The No-Contact List

- 1.1. The Intelligence and Integrity Unit and AMC Executive Support Team manage the No-Contact List to prevent detainees contacting individuals where there are current court orders in place or where an individual has requested no contact.
- 1.2. The Intelligence and Integrity Unit, AMC Executive Support Team and the Victim Liaison Officer (VLO) have access to the No-Contact List.
- 1.3. The VLO will access the list to add or remove any registered victims or potential victims.
- 1.4. The No-Contact List will not identify whether a person on the list is a registered victim or victim automatically added by the VLO (i.e. victims of sexual offences) to protect the privacy of victims.
- 1.5. All victims of sexual offences will be automatically be added to the No-Contact List.
- 1.6. Where there are current court orders in place preventing contact, the VLO is unable to remove any details from the No-Contact List even at the request of the individual.
- 1.7. The Intelligence and Integrity Unit and AMC Executive Support Team are responsible for the day-to-day management of this list.

2. Identifying the victims

- 2.1. The VLO must monitor and review the Court Documents tracking sheet that lists sentenced offenders.
- 2.2. The VLO will identify potential victims to be added onto the No-Contact List by reviewing the Statement of Facts (SOF) located on the Offender Information System.
- 2.3. All victims of sexual offences must be automatically added to the No-Contact List by the VLO if their details are noted in the SOF.
- 2.4. If no details are provided in the SOF, the VLO must complete the Australian Federal Police (AFP) Victim Information Request Form and send via email marked as High Importance to the AFP Victim Liaison Officers at Victims-Liaison-Office@afp.gov.au.
- 2.5. Once the details of the victim/s have been received from the AFP the VLO will add the details to the No-Contact List.

3. Notifying victims about the No-Contact List

- 3.1. For all victims other than victims of sexual offences, the VLO will send the No-Contact List pamphlet and Registration Form and an Introduction Letter to advise victims of their eligibility to be added onto the No-Contact List.
- 3.2. If the Registration Form is completed and returned to the VLO, the VLO will add the victim to the No-Contact List.

4. Adding new people to the No-Contact List

- 4.1. The VLO will receive and process completed applications or other requests to be added onto the No-Contact List.
- 4.2. The VLO will add all registered victims to the No-Contact List, unless the victim has specifically requested not to be added.
- 4.3. Only the Intelligence and Integrity Unit, AMC Executive Support Team and the VLO can add individuals or victims onto the No-Contact List. In the absence of the VLO, the Manager of the Sentence Administration Board Secretariat can add victims to the list.
- 4.4. Where the Intelligence and Integrity Unit receive notification of any current Family Violence Order (FVO), Personal Protection Order (PPO) or other court order preventing contact with a specified person, or AMC Executive Support Team receive direct contact from individuals requesting their details to be added to the No-Contact List, the procedure in section 5 must be followed.
- 4.5. People who have been placed onto the No-Contact List and wish to opt-out must submit a written request to opt-out to the VLO at victims.register@act.gov.au.

5. Information on the No-Contact List

- 5.1. The personal details of victims or individuals must be recorded on the No-Contact List corresponding to the offender's name.
- 5.2. The details required to be placed on the list will be the following:

- name of victim/individual
- address
- email
- telephone number
- any court orders in place and the expiry date/s
- reasons.

Note: Sections on the No-Contact List are password protected and only viewable by the Intelligence and Integrity Unit, AMC Executive Support and the VLO.

RELATED DOCUMENTS

- No-Contact List Policy
- Introduction letter

RELATED FORMS

- No-Contact List pamphlet and registration form
- ACT Victims Register Registration Form



Jon Peach
Executive Director
ACT Corrective Services
8 March 2019

Document details

Criteria	Details
Document title:	Corrections Management (No-Contact List) Operating Procedure 2019
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Victim Liaison Officer
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2019</i>

Version Control			
Version no.	Date	Description	Author
V1	November-18	First Issued	A McInerney