



# What you must do as a **Reportable Offender**

This booklet will help you to understand what you must do  
and how you must report.



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# What is the Community Protection (Offender Reporting) Act 2004?

The Community Protection (Offender Reporting) Act 2004 (the CPOR Act) is a law about people called reportable offenders. It says reportable offenders must keep on reporting to police.

## What is the aim of The CPOR Act?

We have this law to protect people. It helps WA Police to know what is happening with Reportable Offenders. Sometimes, Police can make sure people don't do something bad again.

The best way to keep everyone safe is to help you, the reportable offender, to stay in one place, look after yourself, and stay safe. When Police know what is happening in your life, they can check if something might get you into trouble. Then they can get involved to keep you and everyone safe.

# Who is a Reportable Offender?

You have done one of the crimes that are listed in the Act. A court said you must follow the rules in the Act. You are called a reportable offender. You must report to police and tell them some things. You must keep on reporting for the time that the court said. The first time you report is called registering. After you report the first time, you are called a registered reportable offender.

## Who is an authorised person?

An authorised person is someone you can report to. It means a police officer or some other people listed in the law.

### IN PERTH



After the first time you report, Police will tell you which team to talk to at the Offender Enforcement Squad (SOES). SOES is part of WA Police.

SOES will help you to follow the rules for your reporting.

### OUTSIDE PERTH



After you are registered, Police will tell you who to report to at your local police station.

They will help you to follow the rules for your reporting.

## How to report personal details?

There are two ways to report. You can go and see an Authorised Person. Or you can report on the internet.



**IN PERSON TO AN  
AUTHORISED PERSON**

**OR**



**INTERNET REPORTING**

# What you must tell Police?

**WITHIN 24 HOURS**



**WITHIN 3 DAYS**



**WITHIN 3 DAYS**



**WITHIN 3 DAYS**



## **REPORTABLE CONTACT WITH CHILDREN (UNDER 18 YEARS)**

Reportable contact with a child means:

The child visits or stays with you in your house;

You look after or watch the child;

You get the child's phone number or contact details; or

You make friends with the child.

You must tell police every time you have reportable contact with a child. Or if you know one of these things will happen in the next year

### ***You must tell Police:***

The child's name, age, address.

The parent's or guardian's name, address and contact details.

## **ADDRESS**

You must tell police the address where you usually live.

If you don't live in one place, you must tell police where they can generally find you.

If you own or rent a house or storage place, you must tell Police about that too.

If this changes, like if you move to a different house, you must tell police within 3 days.

## **WORK OR TRAINING**

If you work or volunteer;

If you have your own business;

If you do contract work;

If you start a training course; or

If you are a pastor, priest or minister for any religion.

### ***You must tell Police within 3 days:***

What kind of work or training you are doing;

What days you do it;

Who are you working for;

The address where you work, or the places where you generally work.

## **IF YOU BUY A CAR OR VEHICLE**

If you buy a car, caravan, boat or plane,

### ***You must tell police within 3 days:***

Make, model, colour, registration number.

Police might take photos of your car.

## **IF YOU DRIVE A CAR THREE TIMES**

If you drive a car on three different days in one year, you must tell Police about that car.

**WITHIN 7 DAYS**



### **INTERNET ACCOUNTS**

If you have an internet account, or you use an internet account often, you must tell police who your account is with (for example, Telstra).

When you use an internet to talk to people, chat or post in forums, you must tell police:

What websites you use;

Your username for each account; and

Your password or code for each account.

You don't need to tell police about your internet banking.

**WITHIN 7 DAYS**



### **PHONE NUMBER**

Your phone number, and any phone number you use often.

#### **EMAIL ADDRESS**

You must tell police your email address;

Any other email addresses you use often; and

Your password for every email address.

#### **DEVICE LOGIN / ACCESS DETAILS**

Each device you use to access the internet, along with the associated code/password/pattern of the device. E.g. Mobile phone, laptop, iPad, computer console.

#### **BANK**

Which banks you have accounts with.

**WITHIN 7 DAYS**



### **NAME AND DETAILS**

Your name;

Any other names you used before;

Your date of birth; and

If you are man or woman or another gender.

#### **CITIZENSHIP**

If you are a citizen of another country.

#### **PASSPORT**

What countries you have a passport for.

Your passport number and expiry date.

#### **CLUBS/ ORGANISATIONS AND CHURCHES**

If you are a member of a club or involved with a club with children.

For example, a gym, a church, a TAFE.

#### **TATTOO**

If you have any tattoos; or

If you get a tattoo removed.

#### **SCAR / MARK**

If you have any scars or marks that help people to recognise you; or

If you get a scar or mark removed.

**WITHIN 7 DAYS**



### **GETTING LOCKED UP**

If you are locked up for 14 days or more.

This includes if you are in prison, in detention, locked up with mental impairment, or in immigration detention.

After you get out, you must report within 7 days.

#### **FOUND GUILTY IN FOREIGN JURISDICTION**

If a court in another country says you are guilty of a crime, you must tell WA police.

# Can you travel or go on a holiday?



**TRAVEL IN WA  
(FOR A WEEK OR  
LONGER)**



**TRAVEL  
OUTSIDE OF  
WA  
(INTERSTATE)**



**TRAVELLING  
OVERSEAS**



**CHANGE TO  
TRAVEL DETAILS**



**WHEN YOU  
COME BACK TO  
WA FROM  
INTERSTATE OR  
OVERSEAS**

## YOU MUST TELL POLICE

The dates, where you are going, addresses where you will stay and if any children might be there.

The dates, where you are going, how you will travel, addresses where you will stay and if any children might be there.

You must ask police before you book your travel overseas.

You must wait to hear back before you book your travel.

You must tell police if something changes before you travel or while you are travelling.

You must give police your tickets and documents to show where you went.

## WHEN TO TELL POLICE

**AT LEAST ONE  
WEEK BEFORE  
YOU TRAVEL**

**AT LEAST ONE  
WEEK BEFORE  
YOU TRAVEL**

**AS SOON AS  
YOU DECIDE TO  
TRAVEL**

**AS SOON AS  
POSSIBLE**

**WITHIN ONE  
WEEK OF  
COMING BACK  
TO WA**



## NORO INTERVIEW

» At the end of your first interview, Police will give you a paper called a NORO form, with a date and time and place for your interview. You must go to that NORO interview. At the end of each interview, police will tell you the time for your next interview.



## CHANGES

» You must report to police all of the things in this booklet. When one of those things changes, for example you move to a different house or get a new job, you must update police about those changes. Read about this on pages 5 & 6.



## TRAVEL

» Before you travel somewhere, you must tell police about your plans. Read about travel on page 7.

# What happens if you don't follow the rules?

YOU MIGHT GET A  
FINE UP TO

**\$24,000**

OR GO TO PRISON  
FOR UP TO  
**5 YEARS**

## WHAT HAPPENS IF YOU DON'T FOLLOW THE RULES ABOUT REPORTING?

Police can arrest and charge you.

If a court says you are guilty for not following your reporting rules, the court can give you a fine up to \$24,000 or up to 5 years in prison.

## WHAT HAPPENS IF YOU TELL POLICE SOMETHING THAT'S NOT TRUE?

When you report to police, if you say something that is not true, you might get a fine up to \$24,000 or go to prison for up to 5 years.

YOU MIGHT GET A  
FINE UP TO

**\$24,000**

OR GO TO PRISON  
FOR UP TO  
**5 YEARS**

# How long you must report for: Adults

**8** YEARS **15** YEARS **REST OF YOUR LIFE**

## HOW LONG DO YOU HAVE TO REPORT FOR?

You must keep reporting for 8 years, 15 years, or the rest of your life. This depends on what crime you did or how many crimes you have done.

You must start reporting when you get out of prison. Or if you don't go to prison, you must start when you get your sentence from the court.

If you get locked up in the future, you won't report while you are locked up. When you get out, you will start reporting again.



## WHAT HAPPENS WHEN YOUR REPORTING TIME ENDS?

When your reporting time ends, you stop reporting. After that, the only thing you must tell police about is if you change your name.

After you stop reporting, you must still stay away from places like schools and child care centres. You can ask your lawyer about this law called section 557K(6) of *The Criminal Code* (WA).

## WHAT IF YOU COMMIT ANOTHER REPORTABLE OFFENCE DURING YOUR REPORTING TIME?

Your reporting time will get longer.



## IF YOU GET LOCKED UP DURING YOUR REPORTING TIME

If you get locked up (for example, in prison), you won't report while you are locked up. When you get out, your reporting time will start up again. Your reporting time will get longer. For example, if you stay in prison for one year, then one year will be added to your reporting time when you get out.

# How long you must report for: Children

**4** YEARS **7.5** YEARS

## HOW LONG DO YOU HAVE TO REPORT FOR?

You must keep reporting for 4 years or 7.5 years. This depends on what crime you did or how many crimes you have done.

You must start reporting when you get out of prison. Or if you don't go to prison, you must start when you get your sentence from the court.

If you get locked up in the future, you won't report while you are locked up. When you get out, you will start reporting again.



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# More Information



## **DO YOU GET A RECEIPT FOR REPORTING?**

Yes, you will get a receipt with a number on it.

## **CAN SOMEONE ELSE REPORT FOR YOU?**

If you are a child or if you have a disability that makes it hard to report, then someone else like your parent can report for you. First, you must talk to police. Tell police who the other person is.

Police will ask you to check that the other person is happy to report for you. That other person must sign a consent form. Police will say yes or no for that person to report for you.



## **YOU HAVE BEEN LOCKED UP AFTER YOUR LAST REPORT. WHAT WILL YOU DO?**

If you are locked up for 14 days or longer: when you get out, you must report to police within one week.

## **WHAT IF YOU HAVE OTHER RULES ON YOUR SENTENCE, LIKE REPORTING TO COMMUNITY CORRECTIONS OR WEARING AN ANKLE BRACELET?**

Those rules are separate. You must follow the rules on your sentence and follow these rules about reporting.



## **YOU MUST STAY AWAY FROM PLACES LIKE SCHOOLS, PLAYGROUNDS AND CHILD CARE CENTRES**

You must stay away from places where children go a lot, like schools, playgrounds and child care centres. Unless you have a good reason for going there. If you go to those places, you might get 2 years in prison or a fine of \$24,000. This law is called section 557K(6) of *The Criminal Code*.

## **WHAT IF YOU WANT TO CHANGE YOUR NAME?**

You must ask first. You must write to the Serious Offender Registry.



### **WHO CAN LOOK AT YOUR INFORMATION FROM YOUR REPORTS?**

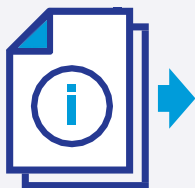
Only authorised people like police can read what you reported. Other people can't see what you reported.



### **CAN POLICE PUT YOUR INFORMATION ON THE INTERNET?**

If you are an adult, there are times when police can put your information on the Community Protection website:

- » If you don't follow the rules;
- » If police can't find you;
- » If you commit another reportable offence; or
- » If the police are worried that people are not safe.



### **CAN POLICE GIVE YOUR INFORMATION TO SOMEONE ELSE?**

Yes, police can give your information from your reports to other parts of the government. They might talk to people like teachers and parents. They will do this if they are worried that you are making some children unsafe.

There are rules about when those people can talk about you.

### **YOUR RIGHT TO PRIVACY**

When you report, you can do it privately. You can bring someone with you to help you.


Maybe you need an interpreter to help everyone to understand each other when you come to meetings. The interpreter will promise not to tell anyone what they hear in your meeting.

# Reporting on the internet



Scan the QR code to go to the internet portal.

You can use this portal to tell us about any changes. This booklet tells you what changes you must report.

- ☒ This portal is the only way to report changes on the internet.
- ☒ When you report something through the portal, it goes straight to the Police. No one else will look at it.
- ☐ It might take some time for police to read what you put in the portal.
-  If you need help with the portal, ring up the Serious Offender Registry on 1800 300 400 between 8:00am and 4:00pm Monday – Friday (excluding public holidays).

## HOW TO USE THE QR CODE:

Open your smart phone's camera and point it at the QR code. Tap the link that comes up. Your phone will go to the portal.

## WHAT IF YOU DON'T HAVE A PHONE OR IF YOU DON'T HAVE INTERNET ON YOUR PHONE?

You must go to police to report your changes.

**In Perth:** go to the Serious Offender Enforcement Squad.

**Outside Perth:** go to a police station.

# Who can help you?

If you have any questions, ask WA Police. Ring 1800 300 400 or send an email to [Seriousoffender.Registry@police.wa.gov.au](mailto:Seriousoffender.Registry@police.wa.gov.au)

- You can read the law about reporting. It's called The *Community Protection (Offender Reporting) Act 2004*. You can download it from the internet at [WALW - Community Protection \(Offender Reporting\) Act 2004 - Home Page](#)

Aboriginal Interpreting  
WA

Free call: 1800 330 331

Web: [Aboriginal Language Interpreting Service - AIWAAC](#)

Lifeline

Phone: 13 11 14

Beyond Blue

Free call: 1300 224 636

Web: <https://www.beyondblue.org.au/>

Alcohol, Drug and Mental  
Health Services

Phone Perth: 9442 5000

Country: 1800 198 024

Web: [Alcohol, Drug and Mental Health Support Service | ADMHSS](#)

Department of Foreign  
Affairs and Trade

Web: [Homepage | Australian Government Department of Foreign Affairs and Trade](#)

Web: [Information for reportable offenders | Australian Passport Office](#)

Multicultural Services  
Centre

Phone: (08) 9328 2699

Web: [Home - MSCWA](#)

Yorgum Healing Services

Free call: 1800 469 371

Web: [Yorgum Healing Services Aboriginal Corporation – Providing all Aboriginal people with culturally secure, community-based healing.](#)

Headspace

Free call: 1800 650 890

Web: <https://headspace.org.au/online-and-phone-support/>

1800RESPECT	Free call: 1800 737 732 Web: <a href="https://www.1800respect.org.au/">https://www.1800respect.org.au/</a>
Outcare	Phone: (08) 6262 8622 Web: <a href="#">Outcare - Justice Support in Western Australia</a>
Office of Multicultural Interests	Phone: (08) 6552 7300 Web: <a href="#">Office of Multicultural Interests</a>
STOP It Now Australia	Free call: 1800 01 1800 Web: <a href="#">Stop It Now! Australia</a>
Blue Knot	Free call: 1300 657 380 Web: <a href="#">Blue Knot Helpline and Redress Support Service</a>
The Samaritans Helpline – Free WA based mental health service	Free call: 0863 839 850 Web: <a href="https://thesamaritans.org.au/">https://thesamaritans.org.au/</a>
Kids Helpline	Free call: 1800 55 1800 Web: <a href="https://kidshelpline.com.au/">https://kidshelpline.com.au/</a>
Australian Psychological Society	Free call: 1800 333 497 Web: <a href="https://psychology.org.au/">https://psychology.org.au/</a>
Anglicare WA – Housing and Homelessness	Free call: 1300 11 44 46 Web: <a href="https://www.anglicarewa.org.au/get-help/housing-and-homelessness">https://www.anglicarewa.org.au/get-help/housing-and-homelessness</a>
Entry Point Perth – Homelessness assistance	Free call: 1800 124 684 Web: <a href="https://www.entrypointperth.com.au/services/">https://www.entrypointperth.com.au/services/</a>

**Note:** This booklet explains about reporting in ‘plain English’ for Reportable Offenders. This booklet does not say everything that is in the law. Reportable Offenders must follow the law.

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