COPP 6.2 Supervision Levels and Privileges

Banksia Hill Youth Detention Centre

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| Principles In context of the [Australasian Juvenile Justice Administrators Standards, 2009](https://www.ayja.org.au/wp-content/uploads/2020/03/2009-AJJA-Juvenile-Justice-Standards-Part-1-and-2.pdf) and [National Principles for Child Safe Organisations, 2019](https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf):  Detainees are successfully informed of their rights and obligations upon admission to a correctional facility.  Restrictions placed on detainees are no more than necessary to maintain safety and security and are based on individual assessment of risk.  Detainees are aware of the reasons for any imposed sanctions and acknowledge they understand their rights to appeal.  Rules and routines provided to detainees encourage their responsible behaviour and support the security, good order and management of the Detention Centre. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Banksia Hill Youth Detention Centre (BHYDC) Custodial Officers and staff.

# Policy

This COPP provides procedures for the progression through established supervision levels and the allocation of entitlements and extension of privileges to detainees at BHYDC.

The supervision levels, entitlements, and privileges system rewards positive behaviour, by progression to a lesser restrictive supervision regime and a higher level of privileges. Conversely, poor behaviour shall result in regression to a lower level of privileges and a more restrictive management regime.

Supervision level review outcomes shall be openly communicated to the detainee in a manner they understand. Detainees shall be made aware of any current strengths and any areas that could be improved. Detainees shall be provided with opportunities to ask questions and be informed of the pathway to seek a review of the decision.

All detainees shall be advised and required to meet expected standards of behaviour as detailed within [COPP 6.1 – Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

The management of detainee supervision levels and privileges is governed by a rigorous review, recording and reporting regime which provides transparency and accountability.

# Entitlements

## General requirements

### All detainees are entitled access to certain conditions, services, activities, and items. The minimum entitlements are informed by legislation, common law, and other relevant instruments.

### These minimum entitlements include:

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| **Accommodation** | Within an appropriate size and sufficiently ventilated and lit room without injury to health, with a mattress and clean bedding and a pillow.[[1]](#footnote-1) |
| **Clothing and footwear** | Detainee issued with BHYDC allocated adequate clothing and footwear, in certain circumstances maybe issued alternative items subject to safety requirements. |
| **Communication** | Telephone Calls   * to legal representatives for matters before the courts. * To family or caregivers and friends * To maintain community contact * To approved government agencies   Writing Materials and Mail   * Paper and pen / pencil provided to allow detainees to write to social and official recipients and be processed without delay.   Receipt and dispatch of mail. |
| **Constructive Activity** | Detainees must be provided with purposeful and planned activities. |
| **Consulate contact** | Detainee identified as foreign nationals are offered contact details of the relevant consulate office and the opportunity and means to make contact. |
| **Education** | Detainees must be provided adequate educational services. |
| **Exercise** | All detainees must be given the opportunity to exercise at least daily at least one hour per day. |
| **Food and water** | Individual meals prepared by the main kitchen and provided, as per unit routine. |
| **Gratuities** | Rate in accordance with level of activities undertaken as per the *Young Offenders* *Regulations 1995[[2]](#footnote-2)* |
| **Health care** | To provide services promoting development, a continuum of healthcare and optimise health and wellbeing of children and young people in custody. |
| **Personal hygiene** | Daily access to showers and personal hygiene items. |
| **Religious, spiritual and cultural services** | Access to religious, spiritual and cultural services, provided as practicable. |
| **Requests or complaints and**  **Information** | All detainees are supported and provided with avenues to make a request or complaint on any matter relating to their management or care.  Informed about their rights, including safety, information, and participation whilst in custody. |
| **Socialisation with other people in BHYDC** | Daily socialisation with other detainees, Custodial Officers and other staff at least hourly visual and or verbal interaction from staff. |
| **Time out of cell** | Unless in confinement, all detainees must be allowed the time of our cell in accordance with the daily routine. |
| **Visits** | Family and community contact and support is facilitated and maintained for detainees in custody. |

## Suspending an entitlement

### The Superintendent is the only officer that may suspend the entitlement of a detainee and such orders shall be made sparingly.

### The Superintendent may order an entitlement(s) be suspended by way of confinement, as a method of maintaining the good government, good order, and security of the detention centre[[3]](#footnote-3). In the event a detainee’s entitlements are suspended, the Superintendent shall ensure:

1. the reason(s) for suspending the entitlements are documented on TOMS, including why this is necessary for the good government, good order, or security of the detention centre[[4]](#footnote-4).
2. the detainee is informed of the reason(s) for the suspension and behaviour required to lift the suspension
3. the detainee’s entitlements are reinstated as soon as the good order and security of the detention centre has been restored or the Superintendent may cut short a period of confinement[[5]](#footnote-5).

# Privileges

## Privileges and supervision levels

* + 1. The Superintendent shall develop a list of all detainee privileges, and specify which privileges apply to which detainee supervision level, including the withdrawal of such privileges[[6]](#footnote-6). The privileges that may be extended to a detainee can include, but are not limited to[[7]](#footnote-7):

1. the canteen
2. recreation and sport facilities
3. a television, radio, compact disc/cassette player or computer game
4. musical instruments
5. items of personal property
6. the library for recreational purposes
7. special visits.
8. The Superintendent’s list of all detainee privileges is detailed within [Appendix A – Supervision Levels and Privileges Matrix.](#_Appendix_A_–)
9. [Appendix A](#_Appendix_A_–) details the minimum privileges that should be granted to a detainee on a specific supervision level.

## Granting additional privileges

### The Superintendent, Assistant Superintendent Operations, Unit Manager or Senior Officer may grant additional privileges[[8]](#footnote-8) above those allocated to relevant supervision level.

### Custodial Officers shall explain information regarding privileges in a manner that is understood by the detainee.

## Canteen items

### The Superintendent (or delegate) shall determine the canteen times. Detainees can make purchases as per the ordering process and timetable outlined in unit plans.

### Custodial Officers shall assist detainees to make canteen purchases through the pre-ordering process.

### The Canteen Officer shall inform Custodial Officers when they are ready to commence purchases at the canteen for the individual units. Detainees subject to a Personal Support Plan (PSP), shall have their canteen goods delivered to their cell.

### The Canteen Officer shall record the transactions on TOMS and the detainee is required to sign for all purchases.

### Detainees shall only be permitted to spend a maximum of one and a half (1.5) times of the maximum gratuities earned (i.e. $40 x 1.5 = $60 per week) on canteen items each week.

## Canteen vouchers

### Unit Managers shall identify detainees who complete tasks outside of normal chores, for the issuing of a canteen voucher.

### The Unit Manager shall notify the Senior Officer, who shall seek the voucher from the Senior Officer Operations.

### The Business Manager shall be responsible for the accountability and procedure for the production and spending of all canteen vouchers.

## Town Spends

### Town Spends are available for Earned Supervision Detainees.

### The Town Spends privilege allows detainees to purchase approved items from certain local stores through the canteen.

### Town Spends shall be purchased in accordance with the BHYDC Town Spends procedure document.

### Unit Managers shall ensure that the most current approved Town Spends catalogue is used for purchase requests.

### Items that can be purchased may include music CDs, DVD’s, computer games, gaming consoles and controllers, televisions, footwear, baseball caps and towels.

### All music CDs, DVDS and computer games must be appropriate for the detainee’s age.

### All Town Spends property remains with detainee unless detainee loses Earned Supervision Status. Property will then be stored in the admissions property store as per [COPP 4.1 – Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## Withdrawing privileges

* + 1. A privilege may be withdrawn from a detainee by the Superintendent, Assistant Superintendent Operations, Unit Manager or Senior Officer, for reasons which include[[9]](#footnote-9);

1. the privilege is being misused
2. the detainee has been involved in a breach Youth Custodial Rule 6 – Withdrawing Privileges
3. continued provision of that privilege constitutes a threat to, or a breach of, the security and good order of BHYDC
4. the detainee has use or possession of an article and that use, or possession has not been approved or granted by an authorised person

### Before a privilege is withdrawn, the Custodial Officer must observe the following process:

1. Provide an incident report in TOMS
2. Inform the detainee of the facts relating to the event and the consequences of their behaviour
3. Consideration of the detainee’s individual circumstances before withdrawing a privilege
4. The detainee is interviewed and may present their own facts

### The withdrawal of any privileges will be in consideration of the detainee’s age, maturity, cognitive and physical ability and cultural background and in a time frame appropriate to the detainee’s sense of time.

### After careful consideration by the Superintendent, Assistant Superintendent Operations, Unit Manager or Senior Officer to withdraw the privilege, the relevant Unit Manager shall inform the detainee of the decision. As a general guide, the detainee should only lose one privilege linked to one incident.

### The imposition of a loss of privilege shall require an Incident Report in TOMS to be submitted and shall be relevant to the unacceptable behaviour, unless the withdrawal of privileges is associated with an overall regression of the detainee’s supervision level.

### The relevant Unit Manager detainee shall be informed of the loss of privilege and the reason(s) why the privilege has been withdrawn.

### The authority to withdraw a privilege is as follows:

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| Up to a maximum of 3 days loss of privilege | Approval by Unit Manager/Senior Officer, following the recommendation of a Custodial Officer |
| Up to a maximum of 5 days loss of privilege | Approval by Assistant Superintendent Operations following the recommendation of a Senior Officer |

### The Assistant Superintendent Operations shall review the imposition of any loss of privilege and shall enter minutes on the TOMS Incident Report, as to the findings of the review. The minutes shall provide details of the assessment process and consideration of the factors outlined in section 4.3.3.

* + 1. The detainee shall be informed of their ability to request a review of the withdrawal of a privilege[[10]](#footnote-10) and shall be supported if they request a review (refer to [COPP 6.6 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)).

# Supervision Levels

## General

### There are two Supervision Levels of detainee supervision at BHYDC:

### Standard Supervision

1. Earned Supervision.

### Detainees may have their privileges adjusted in accordance with the milestones listed within the following Personal Support Plans (PSP):

1. Accommodation and Placement;
2. Special Needs; or
3. Unit Based.

### Detainees will be expected to behave in accordance with the behaviour expectations detailed in [COPP 6.1 – Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Custodial Officers shall ensure that they are aware of the supervision levels of all detainees for whom they are responsible. Unit Managers shall ensure that all Custodial Officers are informed of the supervision levels of detainees in their care to provide management and support to young people to behave responsibly.

### Custodial Officers shall ensure that they know the location of their assigned detainees at all times.

# Standard Supervision

### Custodial Officers shall place all detainees on Standard Supervision upon admission.

### Custodial Officers shall explain their Supervision Level to the detainee in accordance with [COPP 5.1 – Orientation](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Standard Supervision enables a detainee to be observed and supervised intermittently (checked at regular intervals) whilst unlocked. Movement shall be under direct supervision of a Custodial Officer from one location to another, and a level of Custodial Officer supervision provided generally to allow for a detainee to display a positive standard of behaviour in line with expectations.

### Detainees are reviewed on Standard Supervision as per process outlined in section 7.2, if an Application to Progress to Earned Supervision has been received, and alternatively if PSPs are required for extra guidance.

# Progression to Earned Supervision

## Earned Supervision

### Earned Supervision requires young people to display positive behaviour and independence, and actively participate in self-improvement in various education, vocational or work programs, or other programs or therapeutic interventions.

### The detainee’s age, maturity, cognitive and physical ability or cultural background shall not be factors that limit a detainee’s ability to progress to Earned Supervision.

### Detainees who wish to progress to Earned Supervision must meet all the following requirements:

1. maintenance of a Standard Supervision level for four weeks
2. acceptable hygiene and chore completion
3. general positive behaviour
4. nil involvement in serious incidents in the preceding four weeks
5. active participation in education or employment
6. completion of or active participation in any therapeutic programs

## Reviews by Custodial Officers

### Custodial Officers shall be proactive in identifying those detainees who display positive behaviour expectations and may meet the relevant criteria to progress in their Supervision Level by conducting a review on TOMS.

### The Custodial Officers shall inform their Unit Manager that a review has been completed.

### If endorsed, the detainee’s Unit Manager shall forward all applications for changes in a detainee’s Supervision Level to the Assistant Superintendent Operations for approval.

### The Assistant Superintendent Operations shall assess the application and record a recommendation on the TOMS Supervision Level Review Report.

### The relevant Unit Manager shall issue the TOMS Supervision Level Recommendation/Decision Slip to the detainee and store a copy on the Detainee Management File.

### The relevant Unit Manager shall explain all Supervision Level review outcomes to the detainee including the appeal process. Refer to [COPP 6.6 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The relevant Unit Manager shall ensure the detainee understands the action by providing opportunity for the detainee to ask questions, and making provisions that accommodate language and literacy diversity, and explaining in a manner they understand. The relevant Unit Manager shall also highlight the current strengths and highlight any areas that could be improved by the detainee.

## Applications by detainees

### Where a detainee wishes to make an application for progression to Earned Supervision, the detainee can obtain the application from their Unit Manager/Senior Officer. The application must be completed and submitted to their Unit Manager/Senior Officer.

### A Custodial Officer may assist the detainee to complete the application, particularly if there are any cultural, diversity or literacy issues when understanding how to complete the application. Refer to [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Unit Manager shall record their recommendation on the application and forward onto the relevant Assistant Superintendent for approval.

### The Assistant Superintendent Operations shall assess the application and record a recommendation on the TOMS Supervision Level Review Report.

### The relevant Unit Manager shall issue the TOMS Supervision Level Recommendation/Decision Slip to the detainee and store a copy on the Detainee Management File.

### The relevant Unit Manager shall explain all Supervision Level review outcomes to the detainee including the review process. Refer to [COPP 6.6 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The relevant Unit Manager shall ensure the detainee understands the action by providing opportunity for the detainee to ask questions, and making provisions that accommodate language and literacy diversity, and explaining in a manner they understand. The relevant Unit Manager shall also highlight the current strengths and highlight any areas that could be improved by the detainee.

## Other considerations

### In the event of population constraints in a unit, the relevant Unit Manager/Senior Officer may nominate to the Assistant Superintendent Operations, Standard Supervision Level detainees for progression to a Privileged Wing/Cell. In this instance the Assistant Superintendent Operations may waive the requirement to maintain a Standard Supervision Level for four weeks.

### In the event the self-care unit is full, the Assistant Superintendent Operations will make the decision as to who will reside in the Earned Supervision unit with factoring in the detainee’s length of sentence.

# Earned Supervision Placement Options

## Placement options

### There are three placement options of Earned Supervision:

1. Stage 1: Privileged wing or cell within each unit (e.g. Golden Cell status)
2. Stage 2: Privileged unit
3. Stage 3: Self-care unit.

## Golden Cell Status

### Golden cell status provides non-self-care units or cells with additional privileges.

### Once an application for Earned Supervision has been approved by the Assistant Superintendent Operations, the detainee is allocated the relevant privileges and allocated Golden Cell status.

## Murchison Unit

### The Murchison Unit is a specific privileged unit available for male detainees for are on Earned Supervision and are being progressed towards a placement in a Self-Care Unit.

### Detainees shall have achieved an Earned Supervision Level for a minimum period of 4 weeks, prior to their request for placement in the Murchison Unit can be accepted.

### The Assistant Superintendent Operations may approve a detainee’s placement in the Murchison Unit before the completion of the 4 weeks on Earned Supervision Level to utilise bed space when the population is high,

### Detainees may request placement in the Murchison Unit by completing a [Detainee Request and Feedback form](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx) and forwarding it to their Unit Manager/Senior Officer.

### The request shall be forwarded to the Assistant Superintendent Security (or delegate) to determine any security concerns.

### The request shall then be forwarded to the Murchison Unit Manager/Senior Officer for consideration.

## Self-Care Units

### Detainees shall have achieved an Earned Supervision Level and placement within a privileged wing or unit for a minimum period of 4 weeks prior to their application for placement in a self-care unit.

### The self-care units at BHYDC are:

1. Female detainees: Peel
2. Male detainees: Ravensthorpe.

### Detainees may request placement in self-care unit by completing a [Detainee Request and Feedback form](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx) and forwarding it to their Unit Manager/Senior Officer.

### The request is reviewed by the relevant Unit Manager/Senior Officer, Assistant Superintendent Security (or delegate) then forwarded to the Assistant Superintendent Operations for a decision.

### The Assistant Superintendent shall table the decisions at the weekly DMRC.

### In the event a detainee has an active ‘Not to Share’ alert, the detainee shall require the express written approval of the Superintendent (via the Assistant Superintendent and the Assistant Superintendent Security who shall make recommendations) before placement is approved in Self-Care.

### Detainees who have been approved for placement in Self-Care shall have the Self-Care Unit Instructions and the Self-Care Tenancy Agreement either read or explained to them by a Custodial Officer and shall agree to follow these conditions by signing their agreement.

# Regression of a Supervision Level

## Earned Supervision to Standard Supervision

### Custodial Officers shall ensure that poor behaviour from a detainee is recorded on TOMS in the detainee’s Offender Notes for minor instances or an Incident Report. Refer to [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### In the event a Unit Manager/Senior Officer considers that the regression of a detainee’s supervision level is necessary due to the poor behaviour detailed in [COPP 6.1 – Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx), the Unit Manager/Senior Officer shall ensure that management options have been implemented and documented in TOMS inform the Assistant Superintendent Operations who shall determine whether a regression in supervision level is required.

### In the event a detainee’s placement in Self-Care is revoked due to unacceptable behaviour, the detainee may reapply for placement only following the successful completion of an additional 4 weeks at Earned Supervision and placement in a privileged wing for 4 weeks.

### The Senior Officer shall ensure a TOMS Incident Report is completed where there is a regression in a detainee’s supervision level. Refer to [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The relevant Senior Officer shall explain the reasons for the regression in Supervision Levels to the detainee and their ability to seek a review of the decision. Refer to [COPP 6.6 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## Other management options

### Custodial Officers may recommend the detainee is managed on a PSP when they are currently on Standard Supervision – refer to section 10.

# Personal Support Plans

## Privileges

### PSPs may regulate detainee’s access to privileges where milestones are set to promote improvements in detainee’s behaviour. Refer to [COPP 7.6 – Personal Support Plans](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) for the development, approval and implementation of PSPs.

# Annexures

## Related COPPs, Rules and Local Procedures

* [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 4.1 – Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 5.1 – Orientation](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 5.2 – Intensive Support and Cue Units](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.1 – Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.6 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 7.6 – Personal Support Plans](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [Youth Custodial Rule 6 – Withdrawing Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/youth-custodial-rules.aspx)

# Definitions

| Term | Definition |
| --- | --- |

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| Canteen Spend | A privilege by which detainees can purchase a range of goods from a list of canteen items. |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff how the relevant legislative requirements are implemented. |
| Culturally and Linguistically Diverse | Groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo Saxon or Anglo Celtic. |

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| Custodial Officer | An officer with custodial functions, appointed under section 11(1) of the *Young Offenders Act 1994*; or a person who is appointed under section 11(1a)(a) as a custodial officer. This includes but is not limited to Youth Custodial Officers, Unit Managers and Senior Officers. |

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| Detainee | Means a person who is detained in a detention centre as defined in section 3 of the *Young Offenders Act 1994*. |
| Golden Cell Status | Golden cell status provides non-self-care units or cells with additional privileges akin to self-care units. |
| Gratuities | Prescribed amount credited to detainees in relation to labour performed. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of section 11(1a)(b) of the *Young Offenders Act 1994*, in regulation 49(2) of the *Young Offenders Regulations 1995*:  a) Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.  b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.  c) Program support staff counsellors, program facilitators and librarians.  d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Positive behaviour | Positive behaviour assists in promoting the safety and wellbeing of detainees and staff while giving detainees the opportunity to have their views taken into account. It includes:   * participation in education, training, programs * maintaining a high standard of personal hygiene and keep cell and living areas clean and tidy * respectful interaction with other detainees and staff * following reasonable instructions from staff * respecting property, for example, no wilful damage or graffiti * performing unit duties. |
| Privilege | A concession or item available to a detainee in addition to any entitlement provided under legislation or written instrument. |
| Personal Support Plan (PSP) | An individually tailored management plan which involves input and oversight from a Multi-disciplinary team, to assist staff in the consistent management of detainees exhibiting dysregulated behaviour and to inform staff of a detainee’s special needs. |

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| Public Service Officer | An officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Senior Officer | A Youth Custodial Officer who is substantive to this rank, or a Unit Manager, or Youth Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to section 11 of the *Young Offenders Act 1994.* |
| Staff | Any employee or officer of the Department of Justice, including a Public Service Officer, Youth Custodial Officer or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Superintendent | In accordance with section 3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’. |
| Town Spend | A privilege by which detainees can purchase a range of goods from a list additional to canteen items. |
| Unit Manager | A Youth Custodial Officer substantive to this rank or Youth Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to s11 of the *Young Offenders Act 1994*. |

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| --- | --- |
| Youth Detention Centre | A gazetted detention centre declared by the Minister to be a detention centre to accommodate male and female, remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.* |

## Related legislation

* *Public Sector Management Act 1994*
* *Young Offenders Act 1994*
* *Young Offenders Regulations 1995*

# Assurance

It is expected that:

* BHYDC will undertake local compliance in accordance with the [Compliance Manual](http://justus/intranet/department/standards/Documents/operational-compliance-manual-youth.docx).
* The Women and Young People Branch, Head Office will undertake management oversight as required.
* Monitoring and Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework.](http://justus/intranet/department/standards/Documents/monitoring-compliance-framework.docx)
* Independent oversight will be undertaken as required.

# Document Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective Date |
| 1.0 | Operational Policy | Approved by the Commissioner | 6 December 2021 | 28 December 2021 |
| 2.0 | Operational Policy  Memo Reference:  D23/940474  Content Manager Reference:  S23/99467 | Endorsed by the  A/ Assistant Commissioner Women and Young People | 9 November 2023 | 18 December 2023 |
| Approved by the Deputy Commissioner  Operational Support | 15 November 2023 |

# Appendix A – Privileges Matrix

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| --- | --- | --- | --- | --- |
| **Privilege** | **Standard Supervision** | **Earned Supervision (Wing/Cell)**  **Golden Cell Status** | **Earned Supervision (Murchison Wing /Yeeda Wing)** | **Earned Supervision (Self-Care)** |
| **Accommodation** | Any standard Unit | B and C Wing/Cell in Yeeda as a privilege Wing/Cell.  A Wing cells in all Male units. | Murchison Wing (Male) Yeeda B & C Wing (Female) | Self-Care Units Peel – Female Serpentine and  Ravensthorpe - Male |
| **Canteen** | Once a week | Twice a week | Twice a week | Twice a week |
| **Cell furniture** | Standard | Standard | Standard plus bathmat and throw rug | Standard plus bathmat and throw rug |
| **Fitness room** | Restricted access  \* Educational class only | Restricted access  \* At scheduled times | Full access | Full access |
| **Library access** | Standard access | Standard access | Additional access  \*As determined by Unit Manager | Additional access  \*As determined by Unit Manager |
| **Meals** | Standard meals provided by the Main Kitchen | Ability to cook breakfast on weekends, and dinner Friday to Sunday | Ability to cook breakfast on weekends, and dinner Friday to Sunday | Supply of raw ingredients to self-cater for all meals. |
| **Movements** | Movement under direct supervision, or from one location to another with the  oversight of officers. | Free movement around BHYDC at officer discretion. | Free movement around BHYDC at officer discretion. | Free movement around BHYDC at officer discretion. |
| **Movie nights/quizzes** | No access | No access | Access | Access |
| **Purchase magazines/CDs** | No access | Access | Access | Access |

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| **Privilege** | **Standard Supervision** | **Earned Supervision (Wing/Cell)**  **Golden Cell Status** | **Earned Supervision (Murchison Wing /Yeeda Wing)** | **Earned Supervision (Self-Care)** |
| **Skate park** | No access | Access | Access | Access |
| **Take away food** | No access | One night per week | One night per week | One night per week |
| **Telephone calls** | 7 calls a week  \* Option to purchase 5 calls | 10 calls a week  \* Option to purchase 10 calls | 10 calls a week  \* Option to purchase 10 calls | 12 calls a week  \* Option to purchase 10 calls |
| **Town spends (clothing,**  **footwear)** | No access | Access | Access | Access |
| **Town spends (electrical items**  **other than stereo)** | No access | No access | Access | Access |
| **Visits** | Standard | Standard | Option for visits in outdoor area | Option for visits in outdoor area |
| **X-Box** | No access | Restricted Access  \* At discretion of Unit Manager | Access  \* Ability to loan games from library | Access  \* Ability to loan games from library |

1. r.79(3) *Young Offenders Regulations* *1995* [↑](#footnote-ref-1)
2. r.43(2A) *Young Offenders Regulations 1995* [↑](#footnote-ref-2)
3. r.74(2) *Young Offenders Regulations 1995* [↑](#footnote-ref-3)
4. r.78 (1) *Young Offenders Regulations 1995* [↑](#footnote-ref-4)
5. r.79 *Young Offenders Regulations 1995* [↑](#footnote-ref-5)
6. s.196(2)(c) *Young Offenders Act 1994* [↑](#footnote-ref-6)
7. r.46B *Young Offenders Regulations 1995* [↑](#footnote-ref-7)
8. r.46B(2) *Young Offenders Regulations 1995* [↑](#footnote-ref-8)
9. r.46A(3) *Young Offenders Regulations 1995* [↑](#footnote-ref-9)
10. r.46A(5) *Young Offenders Regulations 1995* [↑](#footnote-ref-10)