COPP 9.9 Vehicles and Buggies

Banksia Hill Youth Detention Centre

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| Principles In context of the following:  [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx):  Staff complete induction and mandatory training.  Custodial environments are safe and secure.  Continuity of service is provided.  Physical resources are properly maintained and kept in working order.  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2018](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx):  Risk management strategies focus on preventing, identifying and mitigating risks to children and young people. |

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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

Vehicles are required to enter BHYDC for reasons including, but not limited to, the transportation of detainees, goods and equipment.

The use of vehicles entering and exiting BHYDC poses a risk to the safety and security of all staff and detainees. Approved vehicle access shall be for specified purposes approved by the Assistant Superintendent Security.

Roads accessible to the public including gazetted boundaries shall be compliant with road traffic laws[[1]](#footnote-1).

# General Vehicle Procedures

## Entry pre-approval process

### The Assistant Superintendent Security shall be responsible for approval of vehicles entering BHYDC.

### Standard approval has been granted by the Assistant Superintendent Security for the following vehicles to enter BHYDC:

* Emergency Services Vehicles
* Department escort vehicles
* Department rubbish truck
* Western Australia (WA) Police Force vehicles
* Child Protection and Family Support, Department of Communities secure escort vehicle for the transfer of detainees.

### The Senior Officer Gatehouse may request photo identification from the driver and other persons in a vehicle who has standard approval to enter BHYDC.

### The BHYDC Security Team shall conduct a security assessment of all vehicles which do not have standard approval to enter BHYDC. The security assessment does not remove the requirement for contractors entering BHYDC to undertake a criminal record screening.

### Drivers of vehicles requesting to enter BHYDC shall apply in writing to the Assistant Superintendent Security.

### The application shall include:

* name of the driver(s)
* contact details of the driver
* the make, model and registration of the vehicle
* reason the vehicle requires access to BHYDC
* duration the vehicle will require access to BHYDC.

### Applications should be submitted a week in advance of the requested date to enter to allow sufficient time for processing.

## Dash cameras or similar vehicle mounted cameras

### Where a vehicle has a recording device, for example, a dash camera or other vehicle mounted camera the Senior Officer Gatehouse shall:

* inform the vehicle driver that the camera is not to be switched on and/or recording on BHYDC grounds and;
* request the vehicle driver to remove or cover the camera.

### Emergency vehicles or Department owned vehicles shall be exempt to the requirements of section [3.2](#_Dash_cameras_or).1

### The Senior Officer Gatehouse shall record in the occurrence book where a vehicle enters BHYDC with a dash cam or vehicle mounted camera.

### Where a dash camera or vehicle camera is lost on BHYDC grounds the Officer receiving notification shall report to security and report the incident in accordance with [COPP 8.1 – Incident Reporting.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Authorisation to enter BHYDC

### The Senior Officer Gatehouse shall be responsible for the authorisation of all vehicle movement within BHYDC. All authorised movements shall be recorded in the Gatehouse Occurrence Book.

### The Senior Officer Gatehouse shall not authorise entry of a vehicle if it does not have approval by the Assistant Superintendent Security.

### Only one vehicle shall be permitted onsite at a time unless otherwise approved by the Assistant Superintendent Security.

### If the vehicle is over length, for example, too big to fit into the standard Sallyport, the Gatehouse staff will inform the Senior Officer Gatehouse and advise them they are required to use the cage door.

### Wherever possible, vehicle movement should be restricted to times of limited detainee movement, for example:

* when education is in session
* preceding unlock
* following lockup.

## Order of priority entry

### Entry shall be prioritised for entry in the following order:

* emergency services vehicles responding to an incident
* escort vehicles
* WA Police Force vehicles with detainees on board
* delivery and logistic vehicles (i.e. rubbish truck)
* all other vehicles.

## Sallyport security

### Sallyport doors shall be operated under interlock at all times unless directed by the Assistant Superintendent Security or Senior Officer Security.

### At no time shall the internal and external Sallyport doors be opened simultaneously.

### Wherever possible, the internal management gate and internal Sallyport door shall not be opened simultaneously.

### The anti-ram barrier shall be raised at all times other than when a vehicle is passing through the internal sterile zone.

## Authorisation process for entry

### Upon arrival outside the Sallyport, the vehicle driver shall contact the Key Issue Officer (Control Room Officer afterhours) through the intercom.

### The Key Issue Officer (Control Room Officer afterhours) shall obtain the name of the driver, nature of the vehicle and point of contact within BHYDC.

### The Key Issue Officer shall contact the Senior Officer Gatehouse via telephone. If afterhours, the Control Room Officer shall contact the Senior Officer Operations.

### The Senior Officer Gatehouse shall verify that the vehicle and driver have approval to enter the centre.

### The vehicle shall be searched in accordance with [COPP 9.6 – Searching](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Senior Officer Gatehouse shall contact the Senior Officer Operations to determine if restricted movements within BHYDC is required.

### The Senior Officer Operations, where applicable, shall radio all areas and advise detainee movements are to be restricted until further notice and identify the intended destination.

### The Senior Officer Operations shall confirm with Senior Officer Gatehouse that the vehicle may proceed.

### Senior Officer Gatehouse shall contact the Control Room Officer and authorise the entry of the vehicle.

### If required, the Control Room Officer shall contact the Escorting Officer and advise that vehicle movement may commence, and the vehicle may enter the Sallyport.

### The Control Room Officer shall monitor the movement of the vehicle by Closed Circuit Television (CCTV) until it reaches the intended destination and advise the Senior Officer Operations when the vehicle arrives.

### The Senior Officer Operations shall advise all areas that detainee movements may resume once the vehicle has ceased movement and is secured. The vehicle location shall remain out of bounds to all detainee and all staff.

### On occasions, the entry of a vehicle may require all detainee movements to cease. Where all movements are to cease the Senior Officer Operations shall provide the procedures to be followed.

## Escorting vehicles

### With the exception of Department escort and WA Police Force escort vehicles all other vehicles shall have a designated Escort Officer whilst on site.

### Windows on all vehicles are always to remain closed and doors locked.

### Control Room Officer shall monitor the movement of all vehicles by CCTV.

### Where practicable, vehicle escorts shall only be conducted by trained Custodial Officers or as approved by the Assistant Superintendent Security.

### Custodial Officers responsible for escorting vehicles must receive appropriate training from the Satellite Training Officer.

### Training shall include:

* security awareness
* geography of the centre
* radio procedures and call signs
* local emergency procedures.

### Escorts may be conducted by a Custodial Officer either:

* walking in front of or behind the vehicle with sufficient view of the vehicle
* driving a buggy in front of or behind the vehicle with sufficient view of the vehicle.

### The Custodial Officer conducting the escort shall always maintain continuous sight of the vehicle.

### Once the vehicle has reached its intended destination the driver shall switch off the engine and secure the vehicle by checking all windows and doors of the vehicle are locked. The driver shall handover the vehicle keys to the escorting Custodial Officer.

### For vehicles (eg Concrete trucks) requiring the engine to remain in operation for it to function, an Operational Order shall be developed by the Assistant Superintendent Security.

## Process for authorisation to exit

### The Escorting Officer shall contact the Control Room Officer prior to moving from their location and inform the Control Room Officer that the vehicle is ready to exit.

### The Control Room Officer shall seek permission from the Senior Officer Operations to request authorisation for the vehicle to exit.

### The Senior Officer Operations shall radio all areas to advise detainee movements are to be restricted and identify any areas as out of bounds as required.

### The Senior Officer Operations shall contact the Control Room Officer and authorise the exit of the vehicle.

### The Control Room Officer shall contact the Senior Officer Gatehouse and Escorting Officer to advise vehicle movement may commence.

### The Control Room Officer shall monitor the movement by CCTV until the vehicle is secured in the Sallyport. Once the vehicle is secured in the Sallyport the Control Room Officer shall advise the Senior Officer Operations.

### The Senior Officer Operations shall inform all areas that detainee movement may resume once the Senior Officer Operations is satisfied the vehicle is secured in the Sallyport.

# Testing of Vehicle Duress Alarms

## Testing

### BHYDC vehicles fitted with duress alarms shall be tested on a monthly basis.

### The Superintendent shall determine a Custodial Officer responsible for conducting and reporting the test.

### The Custodial Officer shall advise [Fleet@justice.wa.gov.au](mailto:Fleet@justice.wa.gov.au) 24 Hours before the test is carried out.

### If testing is scheduled on Monday, then advice should be provided on Friday morning so that it can be relayed as necessary.

### To complete the test:

* deploy the duress alarm
* await confirmation from the Corrective Services Operations Centre that the alarm was successful
* Email [Fleet@justice.wa.gov.au](mailto:Fleet@justice.wa.gov.au) to confirm that the test has been completed.

# Use of Buggies within BHYDC

## Training

### The Satellite Trainer Officer shall ensure the following is included in training drivers in the use of buggies:

* pre-start checks
* centre speed limits
* carrying passengers
* starting the buggy and key security
* forward and reverse gear selector
* accelerating and braking
* applying the parking brake
* turning the vehicle off.

## General safety

### Detainees shall not operate buggies at any time.

### Under no circumstances shall buggy keys be in the possession of any detainee.

### Staff shall be familiar in the operation and use of buggies prior to use. Staff shall operate the buggy in a safe manner.

### Staff shall possess a valid Driver’s Licence, completed training and orientation prior to operation of a buggy.

## Pre-start checks for drivers

### The following checks shall be conducted prior to any BHYDC staff member or contractor operating a buggy:

* 1. a visual check of the buggy for damage
  2. a check of the tyres for serviceability
  3. check for any fluid leaks from under the vehicle
  4. check that the gear selector is not in reverse.

### Any issues identified in the pre-start check shall be reported to maintenance prior to using the buggy.

### A buggy shall not be used if it requires repair or maintenance.

### Maintenance shall apply an “Out of Service” Tag, in accordance with the Departments Plant Tagging Procedure.

## Buggy operation

### Buggies shall be driven at a speed safe for the BHYDC operations and pedestrian traffic.

### With the exception of the buggy being driven on the perimeter road or a Recovery Officer responding to an incident, buggies shall be operated at a speed equivalent to a well-paced walk within the detention centre.

### Speed may be subject to the terrain over which it is being driven, the weather conditions and the weight of the passengers and equipment being carried.

### Overloading the buggy with passengers or goods has the potential to cause an accident, therefore passengers are not permitted to ride in the tray or stand on the sides/back of the buggy.

### Buggies shall only carry the number of people for which there are seats provided. A medical response buggy is adapted to carry a stretcher.

### The driver and passenger shall remain seated whilst the buggy is moving. Occupants shall keep their hands, arms, legs and feet within the confines of the buggy at all times when the buggy is in motion.

### In accordance with [COPP 9.2 – Locks and Keys](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx), keys shall be removed from the buggy when not in use or the buggy is unattended. Under no circumstances shall buggy keys be in the possession of detainees.

### Buggies shall never be parked where they will block doorways or access ways.

### Buggies shall not be parked in a manner or location which may provide access to a roof.

### Drivers shall never reverse without first checking there is a not a person, people or obstruction behind the buggy.

### Drivers shall approach blind corners and bends with caution and reduce speed.

### Pedestrian traffic shall have right of way at all times.

### To reduce the risk of tipping over drivers shall drive straight up and down hills not on the diagonal.

### Any buggy without lights shall not be used after sunset or before sunrise.

### All vehicles should be reverse parked where practicable.

## Accidents or incidents

### Incidents of unsafe operation and/ or driving shall be addressed by the Senior Officer Operations (for Custodial Officers) and applicable line manager for non-custodial staff.

### All accidents or incidents involving buggies must be reported to the Senior Officer Operations immediately and an [Employee OSH Incident Report](https://dojwa.sharepoint.com/sites/intranet/human-resources/safety-health/Pages/default.aspx) (HRD0076) completed and forwarded to the OSH Coordinator.

# Annexures

## Related COPPs

* [COPP 9.2 – Locks and Keys](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 9.6 – Searching](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 9.8 – Tools and Materials](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Definitions and acronyms

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| Term | Definition |
| Assistant Superintendent Security | Officer designated by the Superintendent to be responsible for the security functions at Banksia Hill Youth Detention Centre. |
| Banksia Hill Youth Detention Centre (BHYDC) | BHYDC is the 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.* |
| Buggy | Any small 4-wheeled motor vehicle referred to as golf cart/buggy which is used within the BHYDC facility including the external stores to transport people, small amounts of goods and tools. |
| Central Control Room | The Central Control Room is the main point for the coordination for all internal and external vehicle movement. The Central Control Room also facilitates the door control for the Sallyport and responses to all alarm systems. The Central Control Room also provides constant surveillance of closed circuit television (CCTV) cameras and responses to the pan-tilt-zoom (PTZ) cameras. All radio communications are also monitored within the Central Control Room.  The Central Control Room is the main point for:   * Coordination of internal and external vehicle movement. * Door control for the Sallyport * Responses to all alarm systems * Constant surveillance of closed circuit television (CCTV).   Monitoring of all radio communications |
| Commissioner’s Operating Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| 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. |
| Department | The department of the Public Service principally assisting the Minister in the administration of the *Young Offenders Act 1994*.  Department of Justice (Corrective Services). |
| Detainee | Any young person who is detained in a detention centre, or who is in the custody of BHYDC. The term detainee also describes a young person, who is alleged to be an offender or who is remanded in custody, prior to being dealt with by the Courts.  Means a person who is detained in a detention centre as defined in s.3 *Young Offenders Act 1994*. |
| Emergency Services Vehicle | Vehicles entering BHYDC in response to an incident i.e. Fire- trucks from the Department of Fire and Emergency Services (DFES), St John Ambulance, WA Police Force vehicles. |
| Gatehouse | The area located at the front of a Corrective Services facility. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of s. 11(1a)(b) of the *Young Offenders Act 1994*, in r. 49(2) of the Young Offender 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. |
| Pre-start check | A check of a vehicle to ensure that it is in good order to drive. |
| 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. |
| Sallyport | The designated secure area in which vehicles enter and leave the BHYDC facility. |
| Satellite Training Officer | Youth Custodial Officer employed by the Academy and is responsible for providing onsite training for all staff at BHYDC. |
| Security Team | The Security Team is responsible for all areas of security within BHYDC, including, management of all physical and procedural security requirements, collation, analysis and evaluation of security information and delivering security training and conducting emergency management exercises. |
| Senior Officer (SO) | 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 s.11 of the *Young Offenders Act 1994 .* |
| Senior Officer Operations | The Youth Custodial Officer designated by the Superintendent to have responsibility for management of overall operations of BHYDC. |
| Staff | Any person in the paid or unpaid employment of the Department of Justice, Corrective Services, including contractors, subcontractors and volunteers. |
| Superintendent | In accordance with s. 3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’. |
| Total Offender Management Solution (TOMS) | An electronic database used by the Department of Corrective Services to record and manage comprehensive information relating to prisoners and detainees. |
| 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*.  The Senior Officer managing the unit in which the detainee is located. |
| Vehicle | A vehicle propelled by any means, other than  animal or human power, and includes an aircraft and a vessel,  but does not include a vehicle used on a railway. This includes but not limited to a car, van, truck or utility, including escort vehicles. |

## Related legislation

* *Occupational Safety and Health Act 1984*
* *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](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).
* Women and Young People, Head Office will undertake management oversight as required.
* Operational Compliance will undertake checks in accordance with the [Operational Compliance Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).
* Independent oversight will be undertaken as required.

# Document Version History

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| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective Date |
| 1.0 | Operational Policy | Approved by the A/Director Operational Policy, Compliance and Contracts | 28 June 2020 | Not Published |
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| Approved by Deputy Commissioner Operational Support | 15 November 2023 |

1. *Road Traffic Act 1974* [↑](#footnote-ref-1)