COPP 11.4 Access to Information

Youth Detention Centre

|  |
| --- |
| **Principles and Standards**  In context of the following:  [Australasian Youth Justice Administrators Standards, 2009](https://www.ayja.org.au/wp-content/uploads/2020/03/2009-AJJA-Juvenile-Justice-Standards-Part-1-and-2.pdf):  Information systems facilitate operational roles, integrated case management and reporting.  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2018](https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf):  All staff receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations. |

Contents

[1 Scope 4](#_Toc153192212)

[2 Policy 4](#_Toc153192213)

[3 General Requirements 4](#_Toc153192214)

[3.1 Centre based information available to detainees 4](#_Toc153192215)

[3.2 Information provided to detainees 4](#_Toc153192216)

[3.3 Confidentiality and accessing information 4](#_Toc153192217)

[3.4 Detainee consent to release information to a third party 5](#_Toc153192218)

[4 Information Requests 5](#_Toc153192219)

[4.2 Onsite applications 5](#_Toc153192220)

[4.3 Written applications 5](#_Toc153192221)

[4.4 Assessing a request 6](#_Toc153192222)

[4.5 Requests by ex-detainees for centre based records 6](#_Toc153192223)

[4.6 Requests for Community Youth Justice records 7](#_Toc153192224)

[4.7 Requests for medical/psychiatric records and reports 7](#_Toc153192225)

[4.8 Requests for psychological records and reports 7](#_Toc153192226)

[4.9 Requests for treatment program records and reports 7](#_Toc153192227)

[4.10 Requests for education records and reports 7](#_Toc153192228)

[5 Freedom of Information Requests 8](#_Toc153192229)

[5.1 General information 8](#_Toc153192230)

[6 Information Requests by Staff 8](#_Toc153192231)

[6.1 General information 8](#_Toc153192232)

[7 Requests for Information by Third Parties 9](#_Toc153192233)

[7.1 Third party enquiries about a detainee 9](#_Toc153192234)

[7.2 Requests from family or friends 9](#_Toc153192235)

[7.3 Requests from law enforcement agencies 9](#_Toc153192236)

[7.4 Requests from legal representatives 10](#_Toc153192237)

[7.5 Requests from victims 10](#_Toc153192238)

[7.6 Requests for psychological reports 10](#_Toc153192239)

[7.7 Court ordered requests or requests authorised by legislation 10](#_Toc153192240)

[8 Requests from Specified Statutory Bodies 11](#_Toc153192241)

[8.1 Office of the Inspector of Custodial Services (OICS) 11](#_Toc153192242)

[8.2 Office of the Information Commissioner 11](#_Toc153192243)

[8.3 Parliamentary Commissioner for Administrative Investigations (commonly known as WA Ombudsman) 11](#_Toc153192244)

[8.4 Government agencies 11](#_Toc153192245)

[9 Disclosure of Information to Third Parties 11](#_Toc153192246)

[9.1 Deaths in custody 11](#_Toc153192247)

[9.2 Requests from media organisations 11](#_Toc153192248)

[9.3 Referring alleged criminal acts by detainees or visitors to WA Police Force 12](#_Toc153192249)

[10 Annexures 13](#_Toc153192250)

[10.1 Related COPPs and documents 13](#_Toc153192251)

[10.2 Definitions and acronyms 13](#_Toc153192252)

[10.3 Related legislation 14](#_Toc153192253)

[11 Assurance 14](#_Toc153192254)

[12 Document Version History 15](#_Toc153192255)

[Appendix A –Documents Available to Detainees Outside of the FOI Process 16](#_Toc153192256)

[Appendix B – Information Release Assessment Tool 18](#_Toc153192257)

[Appendix C – Relevant Contacts 19](#_Toc153192258)

# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Custodial Officers and staff employed to work at a Youth Detention Centre (YDC).

# Policy

The release of information shall be managed, ensuring it does not pose a risk to the safety and security of the YDC, staff, detainees, or members of the community.

Information approved for release to a third party about a detainee should be the minimum required to fulfil the request and in accordance with the *Young Offenders Act 1994* and *Freedom of Information Act 1992*.

Detainees are entitled to access certain information associated with their sentence and management whilst in custody. The YDC Staff shall provide and receive detainee information as required, necessary to perform their official duties.

# General Requirements

## Centre based information available to detainees

### The YDC staff may provide detainees with documents and records listed in [Appendix A - Documents available to Detainees outside of the Freedom of Information (FOI) Process](#_Appendix_A_–Documents) on request.

## Information provided to detainees

### The Superintendent shall ensure the orientation booklet and applicable information is provided to detainees upon admission in accordance with [COPP 5.1 – Orientation](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The provision of this information is recorded on the Total Offender Management Solution (TOMS) offender notes.

## Confidentiality and accessing information

### No person shall divulge information to any other person except as allowed under the *Young Offenders Act 1994[[1]](#footnote-1)* and the *Children’s Court of Western Australia Act 1988[[2]](#footnote-2)* and in accordance with this COPP.

### YDC staff shall not make any comment to any person either verbally or in writing concerning any detainee or ex-detainee, except in connection with the normal discharge of duty or with the approval of the Superintendent or Officer in Charge (OIC).

### A detainee shall not have access to any other detainee's file or personal record, or the contents of any such file or personal record.

### Information/records provided to detainees such as results of assessments, and reviews shall be recorded on the detainee’s TOMS offender notes and on the Record of Documents Released form. This form shall be forwarded to the Records Officer and retained in the Detainee Management File.

## Detainee consent to release information to a third party

### A detainee who has the cognitive ability to understand the consequences of releasing information, may provide written consent to the release of information, by completing a Detainee Consent for Release of Information form.

### The Superintendent may release information, without a detainee’s consent, where the third party is confirmed to be acting in an advocacy or guardianship capacity (eg responsible adult, CEO Department of Communities).

### Documents and information released shall be documented on the Record of Documents Released form.

# Information Requests

### Detainees and responsible adults may request access to information regarding the custody, care, and management of a detainee through:

1. onsite application;
2. written application; or
3. Freedom of Information (FOI) application.

### Where detainees require assistance with completing information requests, staff shall ensure that assistance is provided in a manner that is respectful and delivered in such a way that the detainee is better able to understand.

## Onsite applications

### Detainees may request to obtain documentation listed in [Appendix A](#_Appendix_A_–Documents) using the Detainee Request, Complaints and Feedback form.

### Detainees can be provided with the requested information, following an approved assessment using the [Appendix B – Information Release Assessment Tool](#_Appendix_B_–) (Appendix B).

### Requests for information by detainees currently located in the YDC Support Units shall be approved by the relevant Assistant Superintendent prior to the information being released. This does not apply to applications for information/records through the FOI process.

### Requests for access to information that do not meet the criteria of Appendix B shall be referred to the FOI process.

### Detainees shall be advised if a request is referred to the FOI process, and this shall be documented on TOMS.

## Written applications

### Detainees and responsible adults may apply in writing to the Superintendent for access to information or records relating to the care, custody, and management of an individual detainee.

### All applications shall state the purpose for accessing the information/records and what information/records are being requested.

### If a written application to the Superintendent for access to information/records is not approved, applicants shall be informed of the decision and their ability to make an application through the FOI process.

## Assessing a request

### Onsite and written requests from detainees and responsible adults, for documents not stated in [Appendix](#_Appendix_A_–Documents) A shall not be considered. The applicant shall be informed of their ability to apply through the FOI process.

### Staff shall assess whether a request for information made by a detainee or their responsible adult meets the requirements of [Appendix](#_Appendix_B_–) B and consider any safety and security risks associated with the release of information.

### Information considered to pose a safety or security risk as set out in the assessment tool shall include:

1. personal details of staff, other than the names of staff who have undertaken routine operational duties and no risk presents from release of the information (routine operational duties may include where a staff member makes a recommendation or approves a report relating to a detainee’s level of supervision or cell placement);
2. personal details of victims;
3. personal details of other detainees or third parties and the release of the information that may impact the safety and security of the community, party discussed or any other person;
4. intelligence related information, including incident/security reports;
5. information that if released, may be a risk to the safety and security of the YDC;
6. details of violent or sex related offence(s).

### Where an assessor identifies the release of information poses a risk and does not authorise the release of information, the applicant shall be advised of the decision, and they may wish to consider applying through the FOI process.

### Staff shall advise the Superintendent or OIC where information has been requested and the request appears to be vexatious in nature. The Superintendent or OIC shall assess whether the information shall be provided.

### The Superintendent or OIC shall advise the detainee in writing if their request for information has been denied and the process for appealing the decision, in accordance with [COPP 6.7 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Where an assessment identifies the release of information poses a risk and does not authorise the release of information, the applicant shall be advised of the decision and their ability to apply through the FOI process.

### If there is any uncertainty about the release of information, advice should be sought from [Information Release and Litigation Management](https://dojwa.sharepoint.com/sites/intranet/department/Pages/foi.aspx) (IRLM).

## Requests by ex-detainees for centre based records

### All requests for the YDC based records from ex-detainees shall be referred as soon as practicable to FOI at [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au).

### Ex-detainees who request medical records or psychiatric reports shall be advised that their health care provider may request medical information from the Department of Justice, or they can apply through the FOI process.

### The health care provider must be involved in the ongoing care of the ex-detainee and shall submit a request in writing, along with the ex-detainee’s signed consent to the Department’s Health Information Management Services.

## Requests for Community Youth Justice records

### Current and ex-detainees may make requests for Community Youth Justice records through a Youth Justice Officer who shall progress the request in accordance with their prescribed procedures or may forward the request to [IRLM](mailto:InformationRelease@justice.wa.gov.au) as appropriate.

## Requests for medical/psychiatric records and reports

### Medical or psychiatric information is usually shared with the detainee during the course of a consultation.

### Requests for medical information by a detainee’s responsible adult shall be in-line with [Health Services Policy: CG09 Patient Confidentiality and the Release of Patient Information](https://dojwa.sharepoint.com/sites/health-services) and forward to IRLM as soon as practicable to be processed.

### If the request is urgent, the requesting health care provider may ask Health Information Management Services to refer the request to the Director, Health Services for a decision to release the medical and/or psychiatric records and reports. Health care providers may also contact the dedicated Department of Justice helpline (1800 077 735) for rapid release of medical documentation.

## Requests for psychological records and reports

### Requests made by current and ex-detainees for access to their psychological records shall be directed to IRLM for processing through the FOI process[[3]](#footnote-3).

## Requests for treatment program records and reports

### Requests made by current and ex-detainees for access to criminogenic treatment program reports shall be directed to IRLM through the FOI process[[4]](#footnote-4).

## Requests for education records and reports

### All requests for access to education records and reports shall be directed to the YDC Principal.

### The YDC education staff update the detainee’s Unique Student Identification (USI) with education related training and programs records.

### If there is any uncertainty about the release of information, advice should be sought from IRLM.

# Freedom of Information Requests

## General information

### Requests to access information not listed in [Appendix A](#_Appendix_A_–Documents), shall be forwarded to IRLM for processing[[5]](#footnote-5).

### Detainees and responsible adults are able to apply for access to Departmental information at any stage during or after the detainee’s detention, through the FOI process.

### Information on the FOI process is available in the [Freedom of Information](https://dojwa.sharepoint.com/sites/intranet/department/Pages/foi.aspx) section on the Department of Justice website.

### If the detainee indicates that they are applying under FOI, staff shall assist the detainee to submit their application in writing as soon as practicable and forward the application to IRLM for action at [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au).

# Information Requests by Staff

## General information

### Staff requesting access to information shall make a written request (eg letter or email) to the Superintendent outlining the information they are requesting access to and the reasons for the request.

### Staff requesting access to a TOMS Incident Report (written by themselves), for use in a complaint to the Western Australia Police Force (WAPF) shall:

1. email the request to the Assistant Superintendent of Security and cc the Superintendent, Deputy Superintendent and Assistant Superintendent Operations;
2. If approved, print a copy of the Incident Report written by themselves (staff shall not print other incident descriptions and/or minutes submitted by other staff);
3. Present the printed copy of the Incident Report to the Assistant Superintendent Security (if unavailable Assistant Superintendent Operations, Deputy Superintendent or Superintendent) who will date stamp and sign the Incident Report; and
4. After hours, the OIC may obtain authorisation from the on-call Senior Management Team member.

### The Incident Report is a confidential document and the person removing the printed document from the YDC is responsible for ensuring the security and confidentiality of the document.

# Requests for Information by Third Parties

## Third party enquiries about a detainee

### Staff shall not provide information relating to release dates, details of offences etc. and advise anyone seeking this information to visit, write to the detainee concerned, or where applicable contact the detainee’s responsible adult.

### Staff shall not release personal details of a detainee’s responsible adult.

### Staff may only confirm a current detainee’s presence at the YDC to a third party once the person’s identity has been established and the legitimacy of the request for information has been confirmed.

### Staff responding to a third party enquiry relating to an ex-detainee, shall only advise there is no one by that name in custody. Staff shall not give any indication that an ex-detainee has ever been in custody or that a record is held.

### Staff should seek advice through their Line Manager, the YDC Records Officer or IRLM if there is any uncertainty about the release of information.

## Requests from family or friends

### Staff shall establish the identity of a third party request for information by family or friends and conduct a check on TOMS:

1. to confirm the detainee’s responsible adult;
2. to review the detainee’s contact list and confirm if the person has previously visited; and
3. for any alerts, eg Violence Restraining Order (VRO), Family Violence Restraining Order (FVRO), Misconduct Restraining Order (MRO).

### Staff shall advise any family member or friend not identified as a detainee’s responsible adult to submit their request in writing to the Superintendent.

## Requests from law enforcement agencies

### Requests from law enforcement Officers such as WAPF, Australian Federal Police (AFP), Corruption and Crime Commission (CCC), Australian Criminal Intelligence Commission (ASIC) for Orders to Produce Business Records or search warrants issued to the Department of Justice, shall be referred directly to IRLM.

### Search warrants served on detainees by law enforcement agencies to search/seize their personal property shall be facilitated by the YDC Security Officers.

### Security Officers shall complete the following:

### document any items taken/signed out to the law enforcement agency on the TOMS property sheet (C220)

### record the details of the search warrant on the detainee’s offender notes on TOMS; and

### place the warrant (or copy of the warrant) and the completed property receipt on the detainee’s file.

### All other requests for information from law enforcement agencies for intelligence purposes shall be referred to Intelligence Services email: [intelligenceservices@justice.wa.gov.au](mailto:intelligenceservices@justice.wa.gov.au), who shall assess the nature and reasons for the request taking into account the following:

### consider if the personal details of staff or other parties can be provided

### consider if information can be provided for intelligence purposes (noting any information required for court or evidence requires the submission of an Order to Produce Business Records or equivalent to IRLM); and

### consider whether information, that if released or not released, may affect the safety and security of the YDC, or any person, whether in the YDC or the community.

### Intelligence Services as a central point of contact, shall ensure all enquiries and any information disseminated is recorded and available for verification and audit.

### Intelligence Services shall ensure any information disseminated to a law enforcement agency does not identify any staff member, other than to acknowledge they are a Departmental employee; or when they are subject to a threat by a prisoner that may require further investigation by the police.

### Staff shall give the YDC address when providing a statement to a law enforcement agency in relation to an event that has occurred as part of, or in connection to, their Departmental duties.

## Requests from legal representatives

### The YDC staff shall only confirm the detainee’s current location in response to any telephone enquiries from legal representatives. Requests for any other information shall be directed to the detainee’s Senior Case Manager.

## Requests from victims

### Where a person identifies themselves as a victim of a detainee’s offence and makes a request for information, the requests shall be referred to the Victim Notification Registry via email [vnr@justice.wa.gov.au](mailto:vnr@justice.wa.gov.au).

### Staff shall treat victims with courtesy and ensure their requests are dealt with expeditiously[[6]](#footnote-6).

## Requests for psychological reports

### Requests from third parties for information contained within psychological reports are to be processed by IRLM through the FOI process.

## Court ordered requests or requests authorised by legislation

### All requests for documentation required to be produced for the purpose of litigation through subpoenas and/or discovery orders, or information the Department is compelled by statute to produce, shall be referred to IRLM.

# Requests from Specified Statutory Bodies

## Office of the Inspector of Custodial Services (OICS)

### The OICS has free and unfettered access to documentation related to a Youth Custodial facility or a person who is, or has been, a detainee[[7]](#footnote-7).

### Requests made by the OICS for intelligence or medical related information shall be referred to Assurance, Planning and Performance OICSCoordination@justice.wa.gov.au, who shall forward the request to the relevant business area as required.

### Staff shall respond to any other official enquiry from the OICS, including the provision of requested documentation.

### If there is any uncertainty about the release of information, advice may be sought from Assurance Planning and Performance.

## Office of the Information Commissioner[[8]](#footnote-8)

### Any requests for information and documentation by the Office of the Information Commissioner shall be referred to IRLM.

## Parliamentary Commissioner[[9]](#footnote-9) for Administrative Investigations (commonly known as WA Ombudsman)

### The YDC can supply documents directly to the WA Ombudsman on request. Requests for information and larger requests should be directed to head office at [wyp@justice.wa.gov.au](mailto:wyp@justice.wa.gov.au).

## Government agencies

### Where a detainee is in the care of the CEO Department of Communities and a request for information is submitted, it shall be directed to IRLM.

### Staff shall direct all requests for information and documentation from other government agencies to IRLM.

# Disclosure of Information to Third Parties

## Deaths in custody

### Following the death of a detainee, requests for, and the disclosure of information associated with the death shall be undertaken in accordance with [COPP 8.3 – Death of a Detainee](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## Requests from media organisations

### All media enquiries for information or documentation shall be referred directly to the Department’s Public Affairs Branch

## Referring alleged criminal acts by detainees or visitors to WA Police Force

### From time to time, staff who have referred an alleged criminal offence by a detainee or visitor to the YDC to WAPF, may be required to provide WAPF with information pertaining to the alleged criminal offence.

### Where WAPF assistance is requested to investigate the alleged criminal offence, the Superintendent, OIC or an Officer authorised (by the Superintendent (eg Security Manager)) shall provide WAPF with:

1. any physical evidence collected in accordance with [Procedures for the Preservation of Evidence, Continuity of Exhibits, Drug Movements and Inventory Control](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-security.aspx));
2. TOMS Incident Reports pertaining to the incident only;
3. copies of photographs or video taken during the incident; and
4. any other information deemed relevant to the investigation, as determined by the Superintendent.

### The Superintendent, OIC, or an Officer authorised by the Superintendent (i.e. Security Manager), prior to approving and authorising the release of information shall assess whether the information within the Incident Report contains any of the following details:

1. personal details of staff or third parties (other than names and TOMS ID Numbers);
2. information, that if released, may affect the safety and security of the YDC or any person in the Detention Centre or community; and
3. medical information.

### If the Incident Report includes information that indicates possible safety or security issues released, advice may be sought from Intelligence Services.

### The Superintendent, OIC, or an Officer authorised by the Superintendent when handing over evidence/information to the WAPF shall:

### obtain a receipt and forward to the Detention Centre’s Security Manager; and

### complete a TOMS Incident Report minute, recording items and information handed over, in accordance with [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

# Annexures

## Related COPPs and documents

**COPPs**

* [COPP 5.1 – Orientation](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)
* [COPP 8.3 – Death of a Detainee](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

**Documents**

* [Youth Justice Officers' Practice and Procedures Manual](https://dojwa.sharepoint.com/sites/intranet/youth-justice/Pages/yjo-manual.aspx)
* [Health Services Policy: CG09 Patient Information](https://dojwa.sharepoint.com/sites/health-services)

## Definitions and acronyms

|  |  |
| --- | --- |
| Term | Definition |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff on how the relevant legislative requirements are implemented. |
| Detainee | Means a person who is detained in a detention centre as defined in s.3 *Young Offenders Act 1994*. |
| Detainee Management File | A file or group of files created for a detainee for the purpose of their management (ie paper documents Warrant File, Admission File etc.). Documentation printed directly from TOMS which does not require a signature is not stored on a Detainee Management File. |
| ERD | Earliest Release Date |
| OICS | Office of the Inspector of Custodial Services |
| Responsible adult | In relation to a detainee, means a parent, guardian, or other person having responsibility for the day to day care of the detainee , as defined in s.3 *Young Offenders Act 1994.* but does not include a person who the regulations may provide is not a responsible adult. |
| Security Team | The Security Team is responsible for all areas of security within the YDC , 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. |
| Staff | Any person in the paid or unpaid employment of the Department of Justice, Corrective Services, including contractors, subcontractors, and volunteers. |
| **Statutory Body** | A body constituted by or under a State or Commonwealth Act for a public purpose. |
| Superintendent | The person in charge of a detention centre as defined in s. 3 *Young Offenders Act 1994.* |
| Third Party | An individual or agency that is not the detainee or the Department of Justice, but who has, or may have, a legitimate purpose to access information held by the Department. |
| Total Offender Management Solution (TOMS) | The computer application used by the Department of Justice for the management of detainees in custody. |
| Victim Notification Register | Victim Notification Register is an information service for victims of crime |
| 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 s. 13 Young Offenders Act 1994. |

## Related legislation

* *Children’s Court of Western Australia Act 1988*
* *Freedom of Information Act 1992*
* *Inspector of Custodial Services Act 2003*
* *Parliamentary Commissioner Act 1971*
* *Victims of Crime Act 1994*
* *Young Offenders Act 1994*
* Young Offenders Regulations 1995

# Assurance

Compliance with this COPP should align with the Department’s [Assurance Framework](https://dojwa.sharepoint.com/sites/intranet/department/Pages/audit-risk-assurance.aspx). It is expected that:

* The Youth Detention Centre will undertake local compliance in accordance with the Operational [Compliance Manual](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).
* Monitoring and Compliance Branch 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective Date |
| 1.0 | Operational Policy | Approved by Commissioner | 20 January 2022 | 24 January 2022 |
| 2.0 | Operational Policy  Memo Reference:  D23/959552  Content Manager Reference: S23/101458 | 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 –Documents Available to Detainees Outside of the FOI Process

|  |  |
| --- | --- |
| Document Description  (Youth) | Document Location |
| Admission Check List | TOMS |
| Appeal Against Decision (by detainee) | Detainee Management File |
| Application for Review | Detainee Management File |
| Application for Self-Care Unit | Detainee Management File |
| Application to change education placement | Detainee Management File |
| Application to change work placement | Detainee Management File |
| Application to change living unit placement | Detainee Management File |
| Funeral applications | TOMS |
| Cell Allocation and Room Check on Arrival and Departure | Detainee Management File |
| Detention Centre Charge History | TOMS |
| Personal Support Plan | TOMS |
| Record of listed correspondence to and from Detainee | TOMS |
| Record of listed correspondence to and from Detainee’s Solicitor | TOMS |
| Early Discharge form | Detainee Management File |
| Inventory of Property taken from Prisoner (P10 – Western Australia Police Force document) | Detainee Management File |
| Inventory of Detainee Property (C220 report) | TOMS and Detainee Management File |
| Loss of Privileges | TOMS |
| Medical Certificate | TOMS |
| Notice of Appeal | Detainee Management File |
| Confinement regime following Visiting Justice Parade | TOMS and Detainee Management File |
| Order for Cancellation of Supervised Release Order | Detainee Management File |
| Orientation Procedure  (3 day) | TOMS and Detainee Management File |
| Orientation Procedure  (5 day) | TOMS and Detainee Management File |
| Outcome of Appeal (Supreme or District Court) | Detainee Management File |
| Supervised Release Order | Detainee Management File |
| Supervised Release Review Board Decision | Detainee Management File |
| Detainee Application for Early Discharge | Detainee Management File |
| Request to remain in the ISU | Detainee Management File |
| Detainee Visits Record | TOMS |
| Daily Monitoring form | TOMS |
| Bring up Order for a Detainee to attend Court | Detainee Management File and TOMS |
| Request to Transfer Cash form | Detainee Management File |
| Approved Contacts-Telephone Index Sheet | Prisoner Telephone System |
| Detainee request form | Detainee Management File |
| Warrant Remanding a Detainee | Detainee Management File |

Appendix B – Information Release Assessment Tool

This process is to be applied to each request made by a detainee for the YDC based records **only**, not for medical or programme records, in accordance with this COPP. The detainee shall be provided with the approved documentation where the response is a ‘No’ to point 8.



Appendix C – Relevant Contacts

The contact details for those positions referenced throughout this COPP are:

|  |  |  |
| --- | --- | --- |
| **Position** | **Phone** | **Email** |
| Assistant Director Offender Programs | +61 8 9230 2056 | No generic email address |
| Assurance, Planning and Performance (OICS related matters) | +61 8 9264 1337 | [OICSCoordination@justice.wa.gov.au](mailto:%20OICSCoordination@justice.wa.gov.au) |
| Director Health Services | +61 8 9264 1360 | No generic email address |
| Information Release and Litigation Management | +61 8 9264 1849  +61 8 9264 9782 | [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au) for FOI requests or queries  [informationrelease@justice.wa.gov.au](mailto:informationrelease@justice.wa.gov.au) for all other information release requests or queries |
| Director Intelligence Services | +61 8 9264 9656 | [intelligenceservices@justice.wa.gov.au](mailto:intelligenceservices@justice.wa.gov.au) |
| Manager Medical Record Services | +61 8 9366 6415 | No generic email address |
| Coordinator Ministerial Liaison Unit | +61 8 9264 6411 | [mintask@justice.wa.gov.au](mailto:mintask@justice.wa.gov.au) |
| Public Affairs | +61 8 9264 1451 | No generic email address |
| Victim Notification Registry | +61 8 9425 2870  1800 818 988 | [vnr@justice.wa.gov.au](mailto:vnr@justice.wa.gov.au) |

1. s. 17 *Young Offenders Act 1994* [↑](#footnote-ref-1)
2. S.36 and s.36AA *Children’s Court of Western Australia Act 1988* [↑](#footnote-ref-2)
3. *Freedom of Information Act 1992* [↑](#footnote-ref-3)
4. *Freedom of Information Act 1992* [↑](#footnote-ref-4)
5. *Freedom of Information Act* *1992* [↑](#footnote-ref-5)
6. s. 3 (1) and schedule 1 *Victims of Crime Act 1994* [↑](#footnote-ref-6)
7. s. 29 *Inspector of Custodial Services Act 2003* [↑](#footnote-ref-7)
8. s. 55 *Freedom of Information Act 1992* [↑](#footnote-ref-8)
9. Division 3 *Parliamentary Commissioner Act 1971* [↑](#footnote-ref-9)