COPP 9.8 Tools and Materials

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):  Physical resources are properly maintained and kept in working order.  Custodial environments are safe and secure.  [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

Vocational, educational, training and recreational activities which support detainee rehabilitation and reintegration into the community require access to a range of tools and materials. The presence of tools and materials within a detention centre has the potential to present a risk to the safety of staff and detainees. Strong tool and material controls are required to ensure detainees maximise their rehabilitation opportunities without threatening the safety and security of the detention centre and the community.

Staff are trained in and governed by rigorous procedures to ensure tools and materials are controlled in a safe and secure manner.

BHYDC will maintain rigid control, supervision and accountability around storage, receipt and disposal of all tools to ensure the security of BHYDC is not compromised.

# Tool Management

## Manual tool storage

### Manual tools are only permitted to be stored in a secure area within a workshop.

### The workshop Custodial Officer shall ensure all manual tools are stored in lockable cabinets and/or cages. Smaller manual tools (e.g. hammer), shall be placed on shadow boards within the lockable cabinet and/or cage.

### The workshop Custodial Officer shall ensure all tools are returned to the storage area at the completion of activities or when not in use.

## General rules: power tools and ladder storage

### All power tools and ladders are to be stored external to BHYDC.

### All power tools and ladders brought into BHYDC will be signed in and out each day.

### All battery operated power tools and ladders are not permitted into BHYDC without the authorisation of the Superintendent.

### All power tools and ladders must be returned to the external storage area at the completion of activities or when not in use.

## Issuing tools to detainees in workshops

### The workshop Custodial Officer shall ensure only detainees who are working in the workshop may enter the workshop.

### Detainees who are found in a workshop without permission will be considered ‘out of bounds’ and may be subject to a detention centre charge.

### The Workshop Vocational Teacher will oversee and supervise the issuing and provision of tools and materials to detainees.

### Detainees shall not self-issue or issue tools to other detainees.

## Staff tool usage

### The Assistant Superintendent Security shall provide written approval for the introduction of a tool into BHYDC.

### Staff shall not access tools from workshops without the permission of the allocated workshop Custodial Officer or without informing Security.

### Staff shall not access workshops outside of operational hours.

## Accounting for tools

### The Assistant Superintendent Security shall ensure there is a master tool register for all tools and ladders at BHYDC which records the type of tool, location and unique engraved marking. This includes tools such as screwdrivers contained in search kits.

### The Assistant Superintendent Security shall ensure there is a tool register in every workshop (workshop tool register) which records the type of tool and unique engraved marking.

### The Assistant Superintendent Security is responsible for the security and maintenance of all items within the workshop.

### The Vocational Teacher shall check tool issue against the daily equipment checklist at the conclusion of each morning and afternoon session and prior to detainees departing the area to ensure all tools have been returned.

### The workshop Custodial Officer shall ensure tools are checked at the completion of each day with the results recorded in the workshop occurrence book and audit sheet provided to Security.

### The workshop Custodial Officer shall risk assess the need to search detainees leaving the workshop in accordance with [COPP 9.6 – Searching](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Assistant Superintendent Security (or authorised Custodial Officer) is responsible for coordinating audits of all tools on a quarterly basis.

## Lost or misplaced tools

### The workshop Custodial Officer shall ensure any lost or misplaced tools or other items are reported immediately to Security.

### If a tool is discovered outside of a workshop the following shall apply:

1. the incident shall be reported on TOMS and the Assistant Superintendent Security notified
2. where the tool has a workshop number this shall be recorded and a full audit of tools in the workshop conducted
3. all tools discovered are to be secured by Security
4. an investigation shall be conducted by the Assistant Superintendent Security (or authorised Custodial Officer).

### The workshop Custodial Officer shall ensure where tools or other items from the workshop are noted as missing, detainees shall remain in the workshop whilst a thorough search is conducted.

### If the items are not located, the workshop Custodial Officer shall ensure the detainees remain in the workshop until a search is conducted of the workshop and the detainees. The immediate surrounds shall also be searched. Detainees who were at the workshop at the time of the items disappearing may also have their cells searched.

### The Assistant Superintendent Security shall assess the risk associated with the loss of the tool and where required, activate emergency management plans for tool loss.

### When a tool is discovered missing, all staff involved shall submit an incident report in accordance with [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The workshop Custodial Officer shall ensure any tool verified as lost is recorded on the disposal register, master tool register and the workshop tool register. The daily equipment checklist shall also be updated.

## Acquisition of tools

### Tools shall be acquired in the following manner:

1. The Assistant Superintendent Security shall approve the purchase and delivery of a new tool in conjunction with the Business Manager and Finance.
2. All new tool(s) will be delivered to the external stores and Security advised.
3. Security will assign a unique identifier number and arrange for the tool to be engraved.
4. The Assistant Superintendent Security will add the tool to the master tool register, the workshop tool register and the daily equipment checklist.
5. The Assistant Superintendent Security shall arrange for the tool to be collected from the external stores and issued to the workshop.

## Engraving tools

### The Assistant Superintendent Security shall ensure all tools of a portable nature are engraved and recorded on the master tool register and workshop tool register.

### Single items shall be engraved in the following way:

1. identifier – i.e. BH (Banksia Hill)
2. workshop identifier – i.e. 1 (Workshop 1 – Woodwork)
3. tool number – i.e. 0001.

### Kits of tools shall be assigned an identification number in the following way:

1. identifier – i.e. BH (Banksia Hill)
2. workshop identifier – i.e. 1 (Workshop 1 – Woodwork)
3. tool number – i.e. 0001
4. kit designation and quantity – i.e. K6 (Kit with 6 items).

## Transport

### The workshop Custodial Officer shall ensure tools are not transported between workshops without the prior permission of the Assistant Superintendent Security.

### Where a tool is moved between workshops the workshop Custodial Officer shall ensure, this is recorded on the relevant ‘Workshop Tool Registers.’

## Disposal of tools

### Tools shall be disposed in the following manner:

1. the Vocational Teacher shall select tools for disposal and forward to the Assistant Superintendent Security.
2. the Assistant Superintendent Security shall remove the tool(s) from the master tool register, workshop tool register and daily equipment checklist.
3. the tool will be registered in the tool disposal register.
4. the Assistant Superintendent Security shall arrange for the tool to be sent to the external stores building for disposal.
5. the Assistant Superintendent Security shall advise the workshop in writing that the tool has been disposed.
6. the Vocational Teacher shall store the written notification with the tool register.

## Contractor tool register and retention

### Gatehouse Custodial Officers shall ensure any contractor wishing to enter BHYDC with tools must have an accurate tool register itemising all tools in their possession.

### The Gatehouse Custodial Officer shall conduct a check of the tool register ensuring all tools in the contractor’s possession are listed.

### The Senior Officer Gatehouse shall ensure that all tools on the tool register are checked, confirmed and signed as correct prior to entry.

### The tool register shall remain in the Gatehouse until the contractor’s departure*, a* copy shall be made and given to the escorting Custodial Officer.

### The Senior Officer Gatehouse shall ensure that all tools are checked against the tool register are checked and confirmed as correct prior to the contractor’s departure.

### As per section 3.2.3 of this COPP, the Superintendent (or authorised Custodial Officer) must approve battery operated tools in BHYDC.

### The escorting Custodial Officer shall ensure that a contractor never leaves tools unattended whilst within BHYDC.

### At no time shall a contractor give a tool to a detainee.

## Escorting Custodial Officer

### Escorting Custodial Officers shall ensure tools belonging to contractors under their control are securely locked when not in use and in sight of the escorting Custodial Officer and contractor at all times.

### In the event a contractor is required to move away from their tools the escorting Custodial Officer is to remain with the tools and request an additional Custodial Officer to escort the contractor.

### The escorting Custodial Officer shall account for tools prior to moving from work locations, as soon as practical during an emergency situation and prior to a change of escorting staff. Any tool identified as missing shall be reported to Security immediately.

# Materials Management

## Receipt of materials

### The workshop Custodial Officer shall ensure material for use in the workshops is received as follows:

1. material shall be delivered to the external stores building
2. requests for material shall be completed by the stores officer
3. material delivered to the workshop is recorded on the workshop tool register.

## Storage of materials

### The Assistant Superintendent Security shall not stock more than 2 weeks materials within workshops.

### Each workshop shall have a secured storage area for material and completed projects.

### The Workshop Custodial Officer shall ensure completed projects and products are securely stored or, where relevant, signed out.

## Issue of materials

### The Vocational Teacher shall issue materials to detainees on a task by task basis.

### Detainees shall not be permitted to accrue material.

### The Vocational Teacher shall ensure any excess material is returned prior to additional material being provided.

## Disposal of materials

### The Assistant Superintendent Security is responsible for secure disposal of material off-cuts and waste via the use of lockable bins or secure storage areas.

## Accounting for materials

### The Assistant Superintendent Security shall develop procedures for the management of materials used within BHYDC various activity areas.

### Tools and materials accessible by detainees shall be accounted for in accordance with each activity area’s tool register and correctly stored at the end of each activity session before any detainee leaves.

### Any missing material shall be reported to the Assistant Superintendent Security for investigation.

# Annexures

## Related COPPs

* [COPP 8.1 – Incident Reporting](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)

## Definitions and acronyms

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| Term | Definition |
| Assistant Superintendent | Officers designated by the Superintendent to be an Assistant Superintendent of Banksia Hill Youth Detention Centre. |
| 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 s.13 of *Young Offenders Act 1994.* |
| Commissioner’s Operational Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Daily Equipment Checklist | A list used by the Vocational Teacher to account for any tools used on the day. |
| 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*. |
| Manual Tools | Any tool that is powered by manual labour rather than an additional power source. This excludes ladders. |
| Material | Workshop material that is necessary as part of a program or activity. Materials are substances or items used to make products such as building materials and fabrics. Materials also include consumables which are items that support the use of a tool, have a finite life and are replaced for the tool to be functional. Examples of a consumable are drill bits and sanding discs. |
| Occurrence Book | A legal record where events are recorded. |
| Officer in Charge (OIC) | The officer, as designated by the Superintendent or their delegate, who is at the relevant time the Officer in Charge of a detention centre. |
| 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:   * 1. Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.   2. Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.   3. Program support staff counsellors, program facilitators and librarians.   4. Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Power Tools | A tool that is actuated by an additional power source and mechanism other than the solely manual labour used with Manual Tools.  A tool powered by a fixed electrical power source such as a power point. |
| 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 s.11 of the *Young Offenders Act 1994.* |
| 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. |
| Tools | An object designed to do a specific kind of work by directing manually applied force or by means of a power source. Tools are implements, devices or portable equipment used both within and external to BHYDC for specific task(s). |
| Workshop | Any of the following areas within Banksia Hill Youth Detention Centre:   * Woodwork * Horticulture * Kitchen (no detainee access) * Maintenance (no detainee access) |
| Vocational Teacher | The Education Staff rostered to carry out teaching duties in a BHYDC workshop. |

## Related legislation

* *Young Offenders Act 1994*
* *Young Offenders Regulation’s 1995*

# Assurance

It is expected that:

* BHYDC will undertake local compliance in accordance with the [Compliance Manual](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* 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/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* 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 |  |
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