Australian Capital Territory

**Corrections Management (R5 Vehicle – Mandatory Checks) Operating Procedure 2019**

**Notifiable instrument NI2019-809**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

**1 Name of instrument**

This instrument is the *Corrections Management* (*R5 Vehicle – Mandatory Checks) Operating Procedure 2019.*

**2** **Commencement**

This instrument commences on the day after its notification day.

**3 Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.



Jon Peach

Executive Director

ACT Corrective Services

12 December 2019

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| **OPERATING PROCEDURE** | **R5 Vehicle – Mandatory Checks** |
| **OPERATING PROCEDURE NO.** | **T1.1** |
| **SCOPE** | **Court Transport Unit**  |

**PURPOSE**

To provide instructions to staff on the mandatory checks required for operating the R5 vehicle.

**PROCEDURES**

1. Checks
	1. The driver of the R5 vehicle must hold a C class license.
	2. The R5 vehicle has a maximum weight of 4500kg. There is no ability for the vehicle to be driven at a weight above 4500kg irrespective of the class of license held by the driver.
	3. To ensure the vehicle weight remains below 4500kg, the R5 vehicle must only carry a maximum of six (6) people, including:
2. two (2) staff; and
3. up to four (4) detainees only.
4. Weight verification
	1. The Head of Contracts and Procurement will ensure the R5 vehicle receives a weight verification assessment in January and July each year to confirm the weight requirements of the vehicle.
	2. The Head of Contracts and Procurement will provide written confirmation of the weight requirements of the R5 vehicle following a weight assessment to the:
5. Head of Security; and
6. CO3 Court Transport Unit officers.
	1. The Head of Contracts and Procurement will:
7. make adjustments to the maximum loading under section 1.3 where necessary following a weight verification; and
8. maintain records of each assessment.



Jon Peach

Executive Director
ACT Corrective Services

12 December 2019

**Document details**

| Criteria | Details |
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| Document title: | Corrections Management (R5 Vehicle - Mandatory Checks) Operating Procedure 2019 |
| Document owner/approver: | Executive Director, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | Head of Security |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2019* |

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| **Version Control**  |
| **Version no.**  | **Date**  | **Description** | **Author** |
| V1 | November-19 | First Issued | L Kazak |