

Australian Capital Territory

Corrections Management (Contractor Management and Escort) Operating Procedure 2024

Notifiable instrument NI2024–723

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Contractor Management and Escort) Operating Procedure 2024*.

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.

Narelle Pamplin
A/g Commissioner
ACT Corrective Services
10 December 2024



OPERATING PROCEDURE	Contractor Management and Escort
OPERATING PROCEDURE NO.	5.4
SCOPE	ACT Correctional Centres

PURPOSE

To provide instructions to staff on the process of handling the entry and escort of contractors in ACT correctional centres including managing their tools and equipment.

PROCEDURES

1. Contractor entry to an ACT correctional centre

- 1.1. Prior to entering an ACT correctional centre, contractors must complete and receive approval for all the necessary checks as outlined in the Contractor Approval and Induction Operating Procedure.
- 1.2. If a contractor needs to bring in a non-standard item such as a mobile phone, laptop, or other technology device, which is essential for the job they are performing at the correctional centre, they must complete the Prohibited Things, Excess and Non-Standard Item Application Form in accordance with the Prohibited Things, Restricted, Excess, and Non-Standard Items Operating Procedure.
- 1.3. Exemptions may be granted in urgent situations where work must commence immediately, in accordance with the Contractor Approval and Induction Operating Procedure.
- 1.4. Gate officers must ensure that contractors sign in and out in the appropriate register.
- 1.5. Gatehouse officers must check that contractors only bring in the necessary equipment required for their work at the correctional centre. This includes vehicles, plant and tools.
- 1.6. The Gatehouse officer must ensure all tools are signed in and out of the correctional centre on the Tools Register, prior to granting the contractor access to enter or leave the centre.
- 1.7. The Gate officer must provide a copy of the tools listed on the Tools Register to the contractor.
- 1.8. The Gatehouse officer must ensure an appropriate search is conducted of all tools and equipment entering an ACT correctional centre in accordance with the Searching Policy and the Entry Searching Procedure.
- 1.9. Where a vehicle is entering or exiting a correctional centre it must be searched in accordance with the Searching policy and Vehicle Searches Procedure.

2. Contractor escort duties

- 2.1. Correctional officers or other ACTCS staff undertaking duties as a contractor escort will:
 - a. assist the Gatehouse officer in processing the contractor and vehicle into the correctional centre

- b. ensure they and the contractor carry a copy of the *Tools Register*, at all times while the contractor is within the correctional centre
 - c. when in detainee areas, ensure all contractors, their vehicles and tools are under supervision at all times
 - d. ensure any compliance and additional security requirements determined by the CO4, Night Senior or Senior Director Operations are adhered to.
- 2.2. Gatehouse officers must notify the Master Control Room (MCR) to request they monitor contractors who have unescorted access to the correctional centre.
 - 2.3. Contractor escort staff will ensure the relevant Area Manager and Area Supervisor are informed when authorised contractors are working within an area under their responsibility.
 - 2.4. Contractor escort staff must ensure that there is no unnecessary communication and no transfer of items between contractors and detainees.

3. Contractor tools and equipment management

- 3.1. Contractors must remove all tools, equipment, material and waste from the correctional centre by the end of each day except as per 3.2.
- 3.2. The Senior Director Operations or above may authorise storage of unused materials and waste in an ACT correctional centre overnight or at the end of the job and, if so, must designate a place for secure storage.
- 3.3. Contractors or escorting officers must immediately report to a correctional officer if any tools, equipment, material or waste cannot be accounted for.
- 3.4. Where a correctional officer becomes aware of unaccounted tools, equipment, materials or waste, they must immediately inform the CO3 Security or Night Senior (after hours delegate) and submit an incident report.
- 3.5. Contractor escort staff must ensure the worksite has been searched and secured, prior to all contractors exiting the correctional centre.
- 3.6. Where work is being undertaken in detainee areas, the area manager must be notified, and they approve additional measures such as lock-ins to occur during the works.

4. Compliance inspections

- 4.1. Security staff will conduct random compliance checks and inspections of work sites in an ACT correctional centre and report any breaches to the CO4 Security.

RELATED DOCUMENTS AND FORMS

- Contractor Approval and Induction Operating Procedure
- Contractor Tools Form
- Contractor Tool Inventory
- Maintenance and Infrastructure Management Policy
- Searching Policy
- Searching Program

- Vehicle Approval Form

Jason Russell
 Assistant Commissioner Custodial Operations
 ACT Corrective Services
 6 August 2024

Document details

Criteria	Details
Document title:	<i>Corrections Management (Contractor Management and Escort) Operating Procedure 2024</i>
Document owner/approver:	Assistant Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	Five (5) years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>

Version Control			
Version no.	Date	Description	Author
V1	July 2024	First Issued	M McKenzie