

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



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

- 1.1. The driver of the R5 vehicle must hold a C class license.
- 1.2. 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.
- 1.3. To ensure the vehicle weight remains below 4500kg, the R5 vehicle must only carry a maximum of six (6) people, including:
 - a. two (2) staff; and
 - b. up to four (4) detainees only.

2. Weight verification

- 2.1. 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.
- 2.2. The Head of Contracts and Procurement will provide written confirmation of the weight requirements of the R5 vehicle following a weight assessment to the:
 - a. Head of Security; and
 - b. CO3 Court Transport Unit officers.
- 2.3. The Head of Contracts and Procurement will:
 - a. make adjustments to the maximum loading under section 1.3 where necessary following a weight verification; and
 - b. maintain records of each assessment.

Jon Peach
Executive Director
ACT Corrective Services
12 December 2019

Document details

Criteria	Details
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 <i>Corrections Management (Policy Framework) Policy 2019</i>

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