



Prisons Procedure 302

Work camps

Approved by the Deputy Commissioner Operational Support

Version history

Version 1.0 approved	9 June 2017
Current version	2.0
Current version approved	11 June 2019
Current version effective	26 June 2019
Document reference	AD2019/086915

For further information regarding these Procedures, please contact:

Operating Standards and Procedures
Operational Support
OSP@justice.wa.gov.au

Table of contents

1.	Purpose.....	3
2.	Scope.....	3
3.	Definitions	3
4.	Policy.....	4
5.	Work camp functions.....	5
6.	Prisoner eligibility for work camp placement	5
7.	Application.....	7
8.	Assessment.....	7
9.	Monitoring and review of work camp prisoners	9
10.	Prisoner’s approval to participate in the Prisoner Employment Program.....	9
11.	Work camp operations	10
12.	Community Liaison Group – Administration	10
13.	Community Liaison Group – Terms of Reference	11
13.1.	Roles and responsibilities.....	11
13.2.	Membership and operations.....	11
13.3.	Code of conduct	12
13.4.	Media relations	12
14.	Gratuities.....	12
15.	Visits and communication with prisoners.....	12
16.	Record keeping	12
17.	Relevant instruments and other documents	12
18.	Appendix	13
19.	Version control and amendments.....	13

1. Purpose

- 1.1. Minimum security prisoners deemed suitable for and subsequently placed at a work camp are held in custody on a regime of trust, free of the physical barriers found in prisons. Work camps offer an alternative to traditional incarceration for eligible minimum security prisoners and are an example of the Department's commitment to finding cost-effective, practical forms of custody.
- 1.2. The purpose of these Procedures are to ensure a consistent approach to the assessment of work camp prisoners and the activities undertaken at work camps in relation to community involvement and the reparation, rehabilitation and reintegration activities undertaken by prisoners.

2. Scope

- 2.1. This Prisons Procedure and appendix apply to public and private prisons. Every work camp seeks to:
 - Provide prisoners with the opportunity to undertake community-based activities with a high reparative value that develops new work skills
 - Engage prisoners in activities that enhance community life and maintain community assets
 - Provide opportunities for community involvement with prisoners, and vice versa, in order to facilitate re-entry and re-integration
 - Provide opportunities to undertake training and accreditation in a range of competencies relevant to the communities' prisoners will return to on release
 - Develop life skills, work ethic and self-responsibility in order to assist prisoners to lead law abiding lives on release
 - Represent the highest attainable level of achievement for prisoners within their management continuum.

3. Definitions

The following definitions apply for the purposes of these Procedures:

absence permit	The document authorising a prisoner to be absent from a prison. A prisoner with a valid absence permit is deemed to be in lawful custody while absent from the prison.
ACACO	Assistant Commissioner Adult Custodial Operations.
Community Liaison Group	A group consisting of Departmental representatives and community stakeholders which exchange information relating to the operation of a work camp and provides advice and community perspectives on matters relating to the work camp.
Designated Superintendent	The Superintendent as defined in s 36 of the Prisons Act 1981 and includes any reference to the position responsible for the management of a private prison under Part IIIA of the Prisons Act 1981 .
generally	Where the word 'generally' is used in any provision in these Procedures, it is taken to mean that what is stated in that provision is the intention, and may only be varied in exceptional circumstances.

home prison	The prison that is responsible for the management of the work camp.
Individual Management Plan (IMP)	The approved plan developed in consultation with treatment and education assessors and the prisoner. The IMP spans the prisoner's sentence through to release. It identifies prisoner needs and contains recommendations for prison placements, security classification and interventions that will assist the prisoner to live a pro-social life on release to the community.
Notes	The area within the TOMS system where information relating to a prisoner's Individual Management Plan (or other behaviour/situation that may affect the prisoner's IMP), may be recorded by the Case Officer or other staff member. Notes inform interested parties as to the prisoner's current situation.
superintendent	The Designated Superintendent or Officer in Charge (OIC) of a public prison, the Director or Officer in Charge of a private prison.
supervising officer	A prison officer, contract worker as defined in the Court Security and Custodial Services Act 1999 or any other person who the chief executive officer thinks fit to be appointed to supervise the prisoner's participation in the PEP (r 54I, Prisons Regulations 1982).
Total Offender Management Solution (TOMS)	An electronic database used by the Department of Corrective Services to record and manage comprehensive information relating to prisoners in custody.
work camp	A facility outside a prison, as established under s 23 of the Prisons Act 1981 , and organisationally attached to a home prison.

4. Policy

- 4.1. The Department of Corrective Services (DCS) is committed to contributing to reducing re-offending by positively influencing prisoner behaviour. These Procedures provides for minimum security prisoners to have opportunities to make reparation to the community and to develop needed skills and work ethic, as well as providing considerable benefits to regional communities.
- 4.2. The management of prisoners reflects modern correctional practices and standards and meets the objectives of rehabilitation and re-socialisation, while providing adequate protection for the community and staff managing the prisoners.
- 4.3. The work camp should:
 - Cover a range of valuable work projects in local communities, under an officer's supervision
 - Where possible be linked to workplace training and relevant to the communities that prisoners will return to on release
 - Be promoted in prisons as an alternative form of custody, particularly for Aboriginal prisoners
 - Have an enhanced focus on links to employment for prisoners.
- 4.4. Work camps adopt a 'zero tolerance' approach to misconduct so that prisoners understand the importance of abiding by rules while observing their responsibilities and obligations.

- 4.5. Each work camp shall have a schedule of planned and approved activities, developed in line with these Procedures and Prisons Procedure 301 – External Activities to facilitate s 23 and s 95 of the [Prisons Act 1981](#).
- 4.6. Work camps endeavour to reflect the cultural composition of the home prison, and to encourage family support and social reintegration.
- 4.7. Prisoner's engagement in work camps is based on a number of suitability criteria and is voluntary.
- 4.8. The work camp structured work day should:
 - Where possible reflect community standards in relation to hours worked, work breaks and travel
 - Assist prisoners with their development of employment and social skills to assist them in their re-integration into the community.

5. Work camp functions

- 5.1. The general philosophy of all work camps aligns with the principle of dynamic security in providing the least intrusive management of the prisoners required to keep the good order and security of the work camp.
- 5.2. The work camp environment should create and support a framework for daily living that reflects as closely as possible daily living in the broader community. This is to encourage prisoners to accept greater responsibility for their daily lives and make decisions in relation to the maintenance of their accommodation and daily needs, program and education attendance, work and domestic responsibilities.

6. Prisoner eligibility for work camp placement

- 6.1. A work camp placement is a privilege and prisoners need to meet stringent criteria in order to be selected. As such, the 'Suitability for External Activities or Work Camp Placement' checklist on TOMS must be completed for all prisoner placements.
- 6.2. In the event that a prisoner is returned to the work camp's home prison for reasons such as to attend a program, medical appointment (etc), the prisoner's placement at the work camp is to be reviewed prior to their return to the work camp, to ensure that the prisoner's circumstances have not changed (refer Section 6.3 below). A new 'Suitability for External Activities or Work Camp Placement' checklist on TOMS is not required to be completed but a 'Note' is to be entered on TOMS by the reviewing Officer to document that the review has been undertaken.
- 6.3. The following prisoners are ineligible for placement at a work camp:
 - 6.3.1. Any prisoner with a medium or maximum security rating.
 - 6.3.2. Any prisoner who is subject to the [Criminal Law \(Mentally Impaired Accused\) Act 1996](#), unless ordered by the Mentally Impaired Accused Review Board for the purposes of work camp placement for reintegration, treatment or training (etc) in line with [Criminal Law \(Mentally Impaired Accused\) Act 1996](#), no further assessment shall be made of the prisoner. Advice of the leave of absence request is to be forwarded to the Assistant Director Sentence

- Management or his/her delegate by the relevant Designated Superintendent prior to the prisoner's work camp placement.
- 6.3.3. Any prisoner who is subject to or under consideration for a continuing detention order made under the [Dangerous Sexual Offenders Act 2006](#).
 - 6.3.4. Any prisoner where written advice has been received from the Department of Immigration and Border Protection of the intention to seek extradition or when a warrant relating to extradition has been issued by the court.
 - 6.3.5. Any prisoner who has an outstanding [Prisons Act 1981](#) s 70 prison charges.
 - 6.3.6. Any prisoner who has been convicted of any [Prisons Act 1981](#) s 70 offences within the three months prior to his or her application for placement.
 - 6.3.7. Any prisoner serving a life or indefinite sentence. These prisoners shall only be approved for placement at a work camp as part of an approved Re-Socialisation Programme (refer to [Policy Directive 79 – Re-Socialisation Programmes](#)).
 - 6.4. The following prisoners' assessments for placement at a work camp shall require approval by the Assistant Director Sentence Management or delegate:
 - 6.4.1. Any prisoner who is liable for an order under the [Dangerous Sexual Offenders Act 2006](#). Such prisoners shall only be approved following the successful completion of all recommended medium and high intensity sex offender programs.
 - 6.4.2. Any prisoner who may be liable for, or has been confirmed for removal from Australia. The prisoner's attitude toward their removal is to be taken into consideration when determining a prisoner to be placed at a work camp under these Procedures.
 - 6.4.3. Any prisoner who has a current offence in the category of 'highest' on the Offence Severity Scale (refer to [Sentence Management Manual](#)).
 - 6.5. The following eligibility considerations apply to all prisoners being considered for placement at a work camp:
 - 6.5.1. Prisoners must achieve current minimum security rating and be located at the home prison.
 - 6.5.2. Generally, prisoners who are remand only status are not eligible to be considered for work camp placement under s 23. Inclusion of prisoners who are remand only status shall require justification by the superintendent.
 - 6.5.3. Prisoners may apply for work camp placement under s 23 of the [Prisons Act 1981](#). Prisoners who are assessed as suitable for work camp placement under s 23 of the [Prisons Act 1981](#) shall be confined to the work camp.
 - 6.5.4. In approving the s 23 application, the designated Superintendent must be satisfied the prisoner is suitable for work camp placement and the risks associated with the placement are adequately addressed.
 - 6.5.5. Prisoners who are assessed as suitable for work camp placement under s 23 of the [Prisons Act 1981](#) shall not participate in supervised or unsupervised

external activities, until they have been further approved for such activities in line with Prisons Procedure 301 – External Activities.

- 6.5.6. Generally, prisoners approved for section 95 supervised or unsupervised external activities at the time of their work camp placement will maintain their section 95 approval status.
- 6.5.7. Generally, no prisoner is to be approved for placement at a work camp if he or she has a pending s 69 charge, or has been convicted of any s 69 prison offence within 3 months prior to his/her application. Inclusion of prisoners who have a pending s 69 charge, or has been convicted of any s 69 prison offence within 3 months prior shall require justification.
- 6.5.8. Any decision as to whether to progress a prisoner's application is to be made by considering the prisoner's participation or completion of all recommended treatment programs.
- 6.5.9. Prisoners shall be assessed by Health Services staff in regard to identifying any medical conditions or administering of medication which may prohibit their placement at a work camp, prior to being approved for placement at a work camp.
- 6.5.10. Generally, prisoners shall not be eligible for placement at a work camp until they have less than 2 years to their earliest date of release (EED or EDR/MAX where the prisoner has no EED or the EED has passed), due to the philosophy of work camps including the reintegration of prisoners nearing release. If a prisoner has more than 2 years until their earliest date of release, ACACO approval is required.
- 6.5.11. No prisoner is to be placed at a work camp unless a 'Suitability for External Activities or Work Camp' checklist has been completed and assessments are current (eg Management and Placement (MAP) - refer [Adult Custodial Rule 18 – Assessment and Sentence Management of Prisoners](#)).

7. Application

- 7.1. The Designated Superintendent shall ensure that prisoners are aware of the availability of work camp placement and shall provide assistance to prisoners to apply for work camp placement. The Designated Superintendent shall ensure that those prisoners who may be suitable for work camp placement who have not initiated an application are appropriately assessed for inclusion.
- 7.2. A prisoner who is accommodated at a prison which does not manage the work camp they are applying for, may only be considered for transfer to the home prison. Final approval for placement at the designated work camp resides with the relevant home prison.

8. Assessment

- 8.1. An Officer authorised by the Designated Superintendent shall complete the relevant checklist on TOMS to assess the continued suitability of the prisoner for external activities and make a recommendation for placement at a work camp.

- 8.2. The Officer authorised by the Designated Superintendent shall provide comment in relation to each of the below suitability considerations. Information shall be sought from existing assessment reports (ie previous applications for work camp and external activity participation) and from internal and external stakeholders where applicable:
 - 8.2.1. Victim issues and any related outstanding orders. Comment should include the likely proximity of any identified victims to the external activity location.
 - 8.2.2. Previous performance on community supervision, absence permits or bail, prison employment, work camp or external activity programs within the last 5 years.
 - 8.2.3. The prisoner's MAP are approved and not overdue, where applicable.
 - 8.2.4. The prisoner's MAP – Remand is approved, where applicable.
 - 8.2.5. The nature of the prisoner's offences.
 - 8.2.6. Consideration of social supports and community stability.
 - 8.2.7. Psychiatric history and mental health issues or cognitive function issues, if known.
 - 8.2.8. Prisoner management reports, including incidents, Notes and loss of privileges.
 - 8.2.9. Prisoner's attitude to a parole decision affecting the current period of imprisonment, where applicable.
 - 8.2.10. TOMS alerts which may impact on participation.
 - 8.2.11. Outstanding criminal charges.
 - 8.2.12. History of attempted and actual escapes.
 - 8.2.13. Any other considerations that may affect the prisoner's successful placement at a work camp.
- 8.3. In approving work camp applications, the designated Superintendent must be satisfied the prisoner is suitable for work camp placement and the risks associated with the placement are adequately addressed. If the designated Superintendent has concerns about safety and / or security of the prisoner or the community, they should refer the application to the [Intelligence Services Directorate](#) for an intelligence check. The designated Superintendent shall consider the information provided by the Intelligence Service Directorate in approving the work camp application.
- 8.4. The application shall be forwarded to the Authorised Assistant Superintendent to assess the application and, considering the information provided by the Officer authorised by the Designated Superintendent, may deny the progression of the application, or recommend the application be progressed to the Designated Superintendent. In the event that the Authorised Assistant Superintendent denies the progression of the application, they shall record their decision and submit comments supporting their decision on TOMS in the 'External Activities Suitability' module and advise the prisoner.

- In the event the Authorised Assistant Superintendent recommends the application for progression, the Designated Superintendent shall consider the information provided by the Officer authorised by the Designated Superintendent and the additional safety of the community, staff and prisoners factors before approving a prisoner for placement at a work camp (or recommending to the Assistant Director Sentence Management or delegate in respect of those prisoners stated in Section 6.4).
- 8.5. The Designated Superintendent (or Assistant Director Sentence Management or delegate in respect of those prisoners stated in Section 6.4) shall record their decision and submit comments supporting their decision in the 'External Activities Suitability' module on TOMS and advise the prisoner.
- 8.6. Once a prisoner is approved for work camp placement by the Designated Superintendent of the home prison, their subsequent transfer to the camp should be expedited as soon as practicable provided no cause presents to review the prisoner's eligibility.
- 8.7. An Absence Permit for the purpose of work camp placement shall be issued for a specified period, up to the prisoner's Earliest Release Date (sentenced or remand) and shall not exceeding six months in duration in accordance with section 8.9 below.
- 8.8. The Designated Superintendent shall ensure that every prisoner placed at a work camp has their suitability reviewed on a six-monthly basis. The requirements of this Section shall apply in regard to these reviews. Each review shall require the completion of the 'Suitability for External Activities or Work Camp' checklist.
- 9. Monitoring and review of work camp prisoners**
- 9.1. The Designated Superintendent shall ensure that, where negative behaviour is displayed a review is undertaken of the prisoner's suitability for work camp placement.
- 9.2. The Designated Superintendent shall ensure that where a prisoner's circumstances alter (refer [Adult Custodial Rule 18 – Assessments and Sentence Management of Prisoners](#) for considerations as to changes in circumstances) a review is undertaken of the prisoner's suitability to participate in external activities.
- 9.3. All staff shall be vigilant in regard to reporting any incident or information which may affect a prisoner's suitability for work camp placement. Any such incident or information shall be reported in accordance with [Policy Directive 41 – Reporting of Incidents and Additional Notifications](#).
- 9.4. All work camp prisoners will be tested for the use of alcohol, illicit and non-prescribed drugs as directed by the superintendent. In addition section 95 approved prisoners will be tested in accordance with Prisons Procedure 301 External Activities.
- 10. Prisoner's approval to participate in the Prisoner Employment Program**

- 10.1. All prisoners at work camps shall be assessed as to their suitability to participate in the Prisoner Employment Program in accordance with [Policy Directive 68 – Prisoner Employment Program \(PEP\)](#) prior to being permitted to participate in any employment related activities. Such activities include paid employment, work experience, vocational training of more than four weeks' duration, university attendance and activities relating to seeking employment.

11. Work camp operations

- 11.1. The Designated Superintendent of a work camp shall ensure that Standing Orders are in place which provide (at a minimum) for the following:
- Prisoners' daily routine
 - Prisoners' responsibilities and code of conduct, including the requirement to sign, understand and abide by all the terms of the Appendix 1 – Contract for Work Camp Prisoners
 - The conduct and frequency of security checks
 - The conduct and frequency of scheduled and unscheduled prisoner counts
 - The conduct of visits and visiting times (refer also [Adult Custodial Rule 7 – Communications – Visits](#)) based on logistic requirements and community needs
 - The conduct and frequency of searches (refer also [Policy Directive 26 – Searches](#))
 - Emergency procedures.
- 11.2. The Designated Superintendent shall approve and make available to work camp prisoners a Unit Plan which details the principles and operational philosophy of the work camp, routines, rules, emergency procedures, prisoners' responsibilities and sanctions for misbehaviour.

12. Community Liaison Group – Administration

- 12.1. Community Liaison Groups (CLGs) are established in each community where a work camp is located.
- 12.2. The Designated Superintendent or delegate of the work camp's home prison is responsible for:
- Ensuring new members are recruited to the CLGs as appropriate
 - Scheduling a yearly calendar of meetings
 - Forwarding agendas and distributing minutes
 - Chairing CLG Meetings
 - Processing volunteer forms (including coordinating criminal records screening).
- 12.3. Work camp staff are responsible for organising the CLG meeting venue, advising the members of the CLG meeting venue and time and taking minutes.
- 12.4. The [Terms of Reference - Prisoner Work Camps - Community Liaison Group](#) apply to all CLGs and are further detailed in the following Section.

13. Community Liaison Group – Terms of Reference

13.1. Roles and responsibilities

- 13.1.1. The Community Liaison Group (CLG) is a forum to provide advice and community perspective on matters relating to the work camp. The Department is under no obligation to act on this information.
- 13.1.2. The CLG will identify community projects, employment and training opportunities and determine the priority of projects to ensure the work camp meets community needs.
- 13.1.3. The CLG will ensure projects meet the specific guidelines of community work projects (refer Prisons Procedure 301 – External Activities).
- 13.1.4. The CLG provides a link between the Department and community organisations that have an interest in the operations of the work camp.
- 13.1.5. The CLG will recommend and, where applicable, assist in establishing avenues for community interaction with the work camp.

13.2. Membership and operations

- 13.2.1. Any community member wishing to nominate for membership to a CLG must complete a [Member Nomination Form](#) and [Consent to Obtain Personal Information Form \(PSD0001\)](#). The Designated Superintendent or delegate of the home prison is responsible for the selection of all new members.
- 13.2.2. All CLG positions are for 2 years and previous membership does not guarantee re-appointment. Nominations for new members will be advertised on as needs basis.
- 13.2.3. The CLG should have representatives from the local shire, the Department of Parks and Wildlife, the Department of Environment Regulation and Landcare Australia Limited, if the work camp is likely to undertake work for these agencies.
- 13.2.4. The CLG should include community members/individuals with an interest in the rehabilitation of prisoners and representing community groups likely to benefit from work camp labour. Consideration will be given to Aboriginal representation.
- 13.2.5. CLGs for established work camps will meet quarterly, and additionally as required. New CLGs may initially need to meet more regularly.
- 13.2.6. The Department of Corrective Services' representative in the CLG will prepare, distribute and file the minutes of the CLG meetings. The Department can delegate this function to another member of the CLG, if required.
- 13.2.7. A biennial advertisement to recruit new members will be placed in the local community newspaper. Members who are at the end of their term and wish to continue as a member will need to renominate in the same way as non-members.

13.3. Code of conduct

- 13.3.1. The Department's [Code of Conduct](#) shall be complied with by all members of the CLG.
- 13.3.2. In the event of a dispute amongst members which is unable to be resolved by the CLG, the Department will nominate an arbitrator to resolve issues.
- 13.3.3. If a matter being discussed by the group is to be regarded as confidential, it will be identified and defined as such with relevant restrictions, at the start of discussions. It is expected that restrictions will only occur from time to time. A breach of confidentiality will result in dismissal from the group.

13.4. Media relations

- 13.4.1. Departmental staff shall comply with the [Department of Corrective Services Media Policy](#).
- 13.4.2. Community CLG members are not permitted to speak on behalf of the group, however, they can make comment to the media as representatives of their own organisations, except in relation to matters regarded as confidential in accordance with Section 11.3.3 above.

14. Gratuities

- 14.1. Section 95 prisoners located at work camps shall be paid additional gratuities (Level 23 gratuities).
- 14.2. Section 23 prisoners located at work camps shall be paid Level 1 gratuities.
- 14.3. These gratuity levels encourage placement at work camps and acknowledges the increased self-responsibility required from prisoners placed at work camps and rewards their community reparation and reintegration efforts.
- 14.4. The Designated Superintendent may determine circumstances under which the work camp prisoners' Level 23 gratuity will cease.

15. Visits and communication with prisoners

- 15.1. Prisoners are not to receive visitors while at external activity locations unless the visitor is an approved visitor with prior arrangements made with the prison concerned, in accordance with s 52(1) of the [Prisons Act 1981](#). If visitors are approved in accordance with this section, a booking on TOMS shall be made.

16. Record keeping

- 16.1. Any paperwork or forms not available electronically (including signed application forms) are to be stored on the prisoner's Prisoner Management File for on-forwarding to the Corporate Records Branch upon the prisoner's release.

17. Relevant instruments and other documents

- 17.1. Legislation
 - [Prisons Act 1981](#)

17.2. Other documents

- Prisons Procedure 301 – External Activities.

18. Appendix

- [Appendix 1 – Contract for Work Camp Prisoners](#)

19. Version control and amendments

Version no	Primary author(s)	Description of version	Date completed
0.1	Stephen Reddy	Renamed from PD 53 and amended	25 May 2017
0.2	Stephen Reddy	AJS comments and approval	2 June 2017
0.3	Stephen Reddy	Final Draft for approval	6 June 2017
1.0	Stephen Reddy	Approved	9 June 2017
2.0	Scott Rumbold	Amended and approved with the introduction of Prisons Order 04/2019 – Work camp eligibility	26 June 2019