



General Procedures

Table of contents

1. Introduction 1

2. Application in a prison context 1

3. Definitions 2

4. Principles 2

5. Standard requirements..... 3

6. Work methods, standards and safety..... 3

7. Approval..... 4

8. Policy sponsor..... 4

9. Contact person..... 4

10. Version history 4

1. Introduction

- 1.1 Construction and maintenance activities are recognised as a prison industry within the Department. The purpose of this recognition is to capture the work that is undertaken in this area and ensure compliance with the regulatory framework contained within the [Building Act 2011](#).
- 1.2 Crown land (prison property) is not exempt from planning and building approvals. Any building, construction or demolition activity which takes place in prisons must now comply with the same framework and standards as the rest of the construction industry. In addition, the building approval process which must be followed for any new construction, renovation or demolition is detailed within [Appendix 1 – Construction Activities – Procedures](#) and [Appendix 2 – Maintenance Activities – Procedures](#).

2. Application in a prison context

- 2.1 The application of [Policy Directive 83 – Construction and Maintenance](#) and associated procedures and appendices shall be overseen by the Construction and Maintenance Manager.
- 2.2 Most construction and maintenance work undertaken in prison environments will be carried out by prisoners and prison staff. However, there are clear exceptions where activities must only be carried out by appropriately licensed and qualified persons, these include:
- The maintenance of appliances, security and security systems, fencing, hydraulics, glazing and fire equipment servicing.
 - Electrical work which may only be carried out by persons with the appropriate licence unless it is a type of work that is exempted by regulation. In practice, this means that anyone can change a light globe, a fluorescent light starter, or a plug to an appliance; if hard wired then the work must be attended to by a licensed electrician.

- Plumbing and gas fitting work which may only be carried out by persons with the appropriate licence. Plumbing work includes water supply, sanitary and drainage plumbing work or gas installation work which includes any work connected with the installation, removal, demolition, replacement, alteration, maintenance or repair of a gas installation.

2.3 Irrespective of who undertakes the work, this Policy and associated Procedures encompass all construction and maintenance work which is carried out at the direction of relevant Designated Superintendent, and is applicable to the construction and maintenance of buildings and prison infrastructure, and relevant external activity programs.

3. Definitions

construction and maintenance	work associated with the construction trades; including but not limited to carpentry and joinery, plastering, painting and decorating, wall and ceiling fixing, wall and floor tiling, and roof plumbing.
Designated Superintendent	The Superintendent as defined in s36 of the Prisons Act 1981 and includes any reference to the position responsible for the management of a private prison under Part 111A of the Prisons Act 1981 . Does not extend to the officer in charge of a prison.
licence	A licence granted to a qualified tradesperson following necessary testing or evaluation processes.
Maintenance Vocational Support Officer (VSO)	The Vocational Support Officer with the responsibility to undertake and organise all preventative, routine and emergency maintenance of the prison buildings, facilities, equipment and general grounds, and for initiating productive work for allocated prisoners in all facets of the maintenance role within the prison.
Manager Construction and Maintenance	Manages the direction and activity of the construction and maintenance portfolio within prison industries.
prison industry (prison industries)	Industries conducted within prisons, which are realistic, business-like and customer-focussed which provide prisoners opportunities to become work-ready, and develop vocational skills that will increase their chances of gaining and retaining work on release.
value	The estimated value of the work is the contract price (including the GST); or the sum of the value (including the GST) of the relevant components.

4. Principles

4.1 The following principles apply to construction and maintenance activities which takes place in prisons or as part of relevant external activity programs:

- the value of construction and maintenance work is captured in commercial equivalent terms, and recognised as making a valuable contribution to sustainability. Therefore, prisoners and prison staff shall undertake construction and maintenance work where possible

- maintenance tasks and associated works are recognised as providing a valuable training opportunity in entry level skills for construction related trades
- construction and maintenance related training will develop the vocational skills of prisoners and provide work experience for prisoners
- the Designated Superintendent (or delegate) will determine the nature of the construction or maintenance task and shall ensure that the work is not considered an exception in line with [Section 2.2](#) above.
- construction activity will model good industry practice

5. Standard requirements

Construction and maintenance activity will be managed under the framework of the relevant standards, as per external building and construction practice, specifically:

- All structures must adhere to the requirements of the relevant Design Codes and approval processes for Local Government (including any local design guidelines), service supply authority laws, by-laws and regulations and all relevant Australian Standards.
- Prison structures must meet the minimum requirements of the National Construction Code (NCC), which encompasses the Building Code of Australia (BCA) Volumes 1 and 2 and the Plumbing Code Volume 3, comply with the Deemed-to-Satisfy Solutions or on the basis of an Alternative Solution of the BCA or a combination of the two, or applied acceptable practices for planning approval and construction of the local council or shire.

6. Work methods, standards and safety

- 6.1** Designated Superintendents, with the support of the Maintenance VSO, shall ensure that all work is carried out in a safe and proper manner, according to the mandated requirements of the legislation and associated regulations, as well as the prison specific environment.
- 6.2** The Maintenance VSO shall ensure a risk management process is in place, which includes the following:
- the identification of all potential hazards
 - the identification and assessment of risks in terms of potential for harm to people or the environment
 - the implementation (or consideration) of appropriate measures for eliminating or minimising hazards and risks.
- 6.3** The Maintenance VSO shall ensure that prisoners undertaking any associated construction have completed appropriate training in occupational health and safety. The types of training are as follows:
- General industry induction in the general hazards and risks associated with the construction industry (White Card Training); which must be carried out by a registered training organisation (RTO)
 - Work activity induction in the hazards, risks and control measures associated with the work activity or task (eg Task Specific Safe Work Method Statement)

- Site specific induction on the hazards, risks and control measures specific to the construction site (eg site rules, emergency evacuation and first aid procedures, and environmental controls).

7. Approval

Commissioner or delegated authority as per PD 83:

Signature: 

Date: 9 July 2014

8. Policy sponsor

Assistant Commissioner Offender Services

9. Contact person

The following person may be approached on a routine basis in relation to this policy:

Manager, Construction and Maintenance, Prison Industries

Principal Operational Policy Officer

10. Version history

	Version	Approved	Effective from
1.	First published	9 July 2014	28 July 2014