

Corrections Management (Detainee Employment) Operating Procedure 2025

Notifiable instrument NI2025–396

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Detainee Employment) Operating Procedure 2025*.

2 Commencement

This instrument commences on the day after notification.

3 Operating Procedure

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

4 Revocation

This instrument revokes the *Corrections Management (Detainee Work) Operating Procedure 2019* [NI2019-862].

Leanne Close APM
Commissioner
ACT Corrective Services

26 June 2025



OPERATING PROCEDURE	Detainee Employment
OPERATING PROCEDURE NO.	25.2
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions for ACT Corrective Services (ACTCS) staff to assist detainees in their work activities at the Alexander Maconochie Centre (AMC).

DEFINITIONS

Paid activity Includes detainee work, criminogenic programs and education.

Remuneration Monies paid to a detainee's trust fund account in recognition of their participation in paid activities.

Unoccupied detainees Detainees who are not undertaking paid work, fulltime program or education. They are classified as unemployed detainees in receipt of unemployment benefits.

1. Roles and responsibilities

1.1. The Senior Director Detainee Services will:

- a. maintain a Detainee Work Profile identifying the work and other paid activities available, and remuneration level for each activity
- b. establish and maintain appropriate risk management processes relating to detainee employment.

1.2. The Employment Unit will manage, coordinate and select detainees for work activities.

1.3. The Employment Supervisor will:

- a. oversee the Employment Unit and work dismissal appeals
- b. maintain a Work, Health and Safety orientation form that outlines the Work, Health and Safety orientation requirements for each work activity
- c. maintain a Duty Statement for each work activity outlining the requirements, duties and conduct that constitutes acceptable performance in the activity
- d. establish the supervisors of the employment positions
- e. apply the Work, Health and Safety and duty of care obligations relevant to the work environment.

- 1.4. The Work Supervisor will:
 - a. supervise detainee undertaking work activities
 - b. record work attendance by detainees
 - c. electronically update timesheets daily and ensure they are completed by COB each Sunday.
- 1.5. The Assistant Commissioner Custodial Operations will review the Detainee Work Profile annually following the annual review of pay rates.

2. Applying for work

- 2.1. Detainees can request to participate in work activities at the AMC by submitting a Work Application Form.
- 2.2. The Area Supervisor will forward all applications to the Employment Unit for assessment.
- 2.3. The Employment Unit will determine whether a detainee is suitable and complete a Detainee Employment Officer Assessment Tool. Key factors that will be considered in determining suitability include:
 - a. fitness to work in accordance with section 3
 - b. eligibility for the work activity according to the relevant Duty Statement and Incentives and Earned Privileges Policy
 - c. confirming there are no non-association orders or security concerns between the detainee and any other detainee participating in, or in contact with, the work activity
 - d. confirming with the relevant Accommodation Area Supervisor that the detainee's behaviour and conduct in their accommodation area has been appropriate for a trusted work activity (if required)
 - e. considering any relevant information provided by the AMC Security Unit regarding the detainee (if required).
- 2.4. The Assistant Commissioner Custodial Operations must approve any detainee for work outside the secure perimeter of the AMC. Detainees must not commence work outside the secure perimeter prior to this approval.
- 2.5. If no vacancy exists, the detainee will be placed on a waiting list for their accommodation area.
- 2.6. As a vacancy arises, the Employment Unit will consider the following factors in deciding who is offered a position from the waitlist:
 - a. legal status
 - b. Incentives and Earned Privileges (IEP) level
 - c. application date
 - d. any work or placement adjustment required.
- 2.7. When an application is found unsuitable, the detainee may reapply for a trusted work activity four (4) weeks from their application date, noting the outcome may not change from original application.

3. Fitness to work

- 3.1. All detainees must complete the relevant Health Declaration at the time of the employment application. Detainees may not be eligible to participate in some work positions on medical grounds, including but not limited to a diagnosis of an infectious disease.
- 3.2. The Employment Unit/Area Supervisor will make reasonable adjustments wherever possible subject to the functional needs of the individual.
- 3.3. Where a person has been denied employment due to needing a specific reasonable adjustment that ACTCS may not be able to provide, the decision will be added to the detainee's electronic record. The recorded decision will need to show that it was reasonable, proportionate and justifiable in accordance with the Disability Discrimination Act 1992.
- 3.4. If there is any doubt about a detainee's fitness to participate in a work activity, the relevant Employment Unit/Area Supervisor may request a medical assessment through Justice Health Services for the detainee.
- 3.5. Where Justice Health Services are unable to complete a medical assessment and/or a reasonable adjustment cannot be undertaken for a detainee, the Employment Unit will seek to identify other suitable paid positions.

4. Duty statement

- 4.1. Duty Statements will be provided to detainees upon commencement of a work activity.
- 4.2. Detainees are required to sign their Duty Statement and agree to the standard required for their work activity.

5. Training and Work, Health and Safety

- 5.1. Detainees must satisfactorily complete all required training in the Duty Statement prior to commencing in the role.
- 5.2. On commencement, detainees will receive a site-specific orientation on the:
 - a. identified risks and treatments related to the work activity
 - b. appropriate use of Personal Protective Equipment (PPE) where required
 - c. operating and safety procedures for use of each equipment item where required
 - d. injury procedures
 - e. Work Health and Safety and responsible conduct in the work environment.
- 5.3. The detainee and Work Supervisor will sign the safety and equipment orientation form to verify that the orientation has been completed.
- 5.4. The safety and equipment orientation form will be updated at appropriate intervals according to risk assessment (Work, Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2011).
- 5.5. Operating instructions must be displayed alongside any static equipment used by detainees.

6. Payment for Paid Activities

- 6.1. Detainees will be paid for work at the eligible rate as per Attachment A— Detainee Employment Pay Scales.
- 6.2. Where applicable, a compulsory four (4) week probationary period will be upheld. Upon the completion of the probationary period the Work Supervisor may request an increase in pay based on the detainee's work performance.
- 6.3. Detainees will not be paid for more than 42 hours each week.
- 6.4. Detainees will not receive extra pay for participating in activities on a public holiday in the ACT.
- 6.5. Detainees who are relocated to the Crisis Support Unit due to mental health concerns will be assessed on a case-by-case basis regarding their work activities and associated pay.
- 6.6. The Employment Unit will assess pay rates on a case-by-case basis.
- 6.7. Detainees who are unoccupied and have confirmed attendance at an approved program, including an education program, will be paid accordingly. A detainee will not be paid for more than 30 hours each week for a combination of unoccupied and program/education participation.
- 6.8. For detainees participating in full time education, pay will be at the education pay rate.
- 6.9. Detainees participating in NAIDOC Week activities and preparation will receive additional payments to their usual remuneration which, when combined, may exceed the current maximum weekly remuneration limit. The payment will come from the Cultural Programs cost centre and is separate from employment payments.
- 6.10. Detainees who are 65 years or older are eligible for a payment equivalent to a pension if they elect not to work. Detainees need to make a request to the Employment Unit to receive this payment.
- 6.11. Detainees who are placed on investigative segregation will be paid at their current rate of employment while they are in investigative segregation.
- 6.12. Where a workplace incident arises, the detainee will be suspended from their workplace at their current pay until the incident outcome is finalised.
- 6.13. A detainee may be dismissed under section 9 as a result of a discipline.
- 6.14. Detainees who resign or are dismissed, from a work activity under section 9 will not be remunerated for seven (7) days prior to receiving the unoccupied pay (unemployment benefit).
- 6.15. Unoccupied pay will be paid to detainees who:
 - a. have been assessed as temporarily or permanently medically unfit to participate in a work activity based on advice from Justice Health Services
 - b. are unable to work in accordance with the Management of Segregation and Separate Confinement Policy
 - c. are unable to work in accordance with the Incentives and Earned Privileges Policy
 - d. are on remand and have chosen not to work.

7. Supervision and work performance

- 7.1. Work activities will always be supervised by at least one (1) supervising officer who can provide instruction and management of the work environment in accordance with equivalent Work, Health and Safety standards in the community.
- 7.2. Work supervisors will appropriately monitor the standard and quality of work performance against the standards in the relevant Duty Statement.
- 7.3. Work supervisors will provide positive verbal reinforcement and coach detainees on meeting the requirements for adequate work performance.
- 7.4. Work supervisors will accurately record:
 - a. work performance that meets the required standard on the detainee electronic record as a case note
 - b. poor work performance on the detainee's electronic record as a case note and on the detainee's timesheet.
- 7.5. Where a detainee breaches a requirement in their Duty Statement, this may be dealt with under section 11 and/or the Discipline Policy.

8. Accidents

- 8.1. Where an accident has occurred, the Work Supervisor must:
 - a. account for the safety of all detainees and staff
 - b. confirm whether any detainees or staff have been injured
 - c. report the incident in accordance with the Incident Reporting, Notifications and Debriefs Policy
 - d. submit a Safety Portal report where a staff member is injured, or a risk of staff injury is identified
 - e. email the circumstances of the accident to the Employment Supervisor and Senior Director Detainee Services as soon as possible.
- 8.2. In addition to section 8.1, where a detainee has been injured in a work accident:
 - a. all detainees must immediately cease use of any equipment in use by the injured detainee at the time of the accident until further notice
 - b. the detainee must be referred to Justice Health Services for assessment
 - c. a health assessment may be requested prior to the detainee continuing the work.
- 8.3. The Work Supervisor must compile all records related to the detainee injury, including documentation of the detainee's orientation and training, and provide to AMCCCompliance@act.gov.au.

9. Resignation and dismissal

- 9.1. Detainees may resign from a work activity by:
 - a. submitting a Work Resignation Form including the reasons for ceasing work or
 - b. by emailing the Employment Unit on AMCDetaineeEmployment@act.gov.au.

- 9.2. A detainee may be dismissed from a work activity for the following reasons:
- failing to meet the standard of work performance in the relevant Duty Statement
 - not being present in the accommodation area for seven (7) days or more, which affects the cleanliness of the unit (where this is relevant to the detainee's role)
 - dismissed as a result of a discipline.
- 9.3. Where a detainee has been dismissed, the relevant work supervisor will:
- provide the detainee with a Work Dismissal Notice including the reasons for the dismissal
 - inform the Employment Unit that the detainee has been dismissed from the work activity via AMCDetaineeEmployment@act.gov.au.
- 9.4. Where a detainee resigns or is dismissed from a work activity, they will have a non-worker period of seven (7) days. This includes no pay for seven (7) days. Detainees can reapply for employment at the end of their non-worker period.

10. Appeals

- 10.1. Detainees can appeal a decision to dismiss them from a work activity by completing the relevant section of the Work Dismissal Notice, including their reasons for reinstatement. The detainee is to complete their reason for appeal at the time of dismissal.
- 10.2. The Employment Supervisor will review all appeals under section 9 and confirm the decision or reinstate the detainee (Work Dismissal Notice).
- 10.3. Where a detainee remains unsatisfied with a decision under section 9, they may make a complaint in accordance with the Detainee Requests and Complaints Policy.
- 10.4. When a dismissal appeal is upheld, process will be in accordance with section 9 from the date of dismissal.
- 10.5. Where a detainee has requested their dismissal from a work activity be reviewed, the detainee will be suspended and paid at their current employment rate until the decision to dismiss is upheld or overturned.

11. Record keeping

- 11.1. A copy of all records under this procedure must be stored on a detainee's electronic record system and custody file.
- 11.2. Appropriate records under the Work, Health and Safety Act 2011 and associated Codes of Practice must be maintained and current at all times.

RELATED DOCUMENTS

- Attachment A— Detainee Employment Pay Scales
- Corrections Management Act 2007
- Detainee Banking Policy
- Detainee Education, Employment and Purposeful Activities Policy
- Detainee Employment Officer Assessment Tool

- Detainee Requests and Complaints Policy
- Disability Discrimination Act 1992
- Discipline Policy
- Incentives and Earned Privileges Policy
- Incident Reporting, Notifications and Debriefs Policy
- Management of Segregation and Separate Confinement Policy
- Placement and Shared Cell Policy
- Work Application Form
- Work Dismissal Form
- Work, Health and Safety Act 2011
- Work, Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2011
- Work Resignation Form

James Taylor-Dayus
A/g Assistant Commissioner Custodial Operations
ACT Corrective Services
17 June 2025

Document details

Criteria	Details
Document title:	<i>Corrections Management (Detainee Employment) Operating Procedure 2025</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 Detainee Services
Compliance:	This policy reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>

Version Control			
Version no.	Date	Description	Author
V1	June 2025	First Issued. Revokes Detainee Work Operating Procedure 2019.	Y Jansen



PAY SCALES

Pay unit is per week

Accommodation Unit Employment

Leading Hand	GS1.2 x 42	\$50.40	Promoted based on CO2 recommendation (One Position per unit)
2IC	GS1.2 x 36	\$43.20	Promoted based on CO2 recommendation (One Position per unit)
General Unit Sweeper	GS1.2 x 30	\$36.00	No Probation

Delegates

Delegate	GS1.2x42	\$50.40	On recommendation from Work Supervisor/12 months only – see <i>Detainee Delegates Policy</i> for further guidance.
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General Unit Barber and Hairdresser Assistant

Barber	GS1.2x30	\$36.00	No further increase
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Unit Activities Coordinator

Activities Coordinator	GS1.2x30	\$36.00	No further increase
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Cottage Grounds

Grounds Maintenance	GS1.2x30	\$36.00	No further increase
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Catering Department (Kitchen & Bakery)

Leading Hand/ Higher Duties	KIT1.3x42	\$71.82	On recommendation from Work Supervisor
General Duties	KIT1.3x36	\$61.56	On recommendation from Work Supervisor post probationary period
General Duties entry level	KIT1.2x42	\$50.40	Starting pay scale - 4 weeks probation

Laundry and Textiles

Leading Hand	LDY1.3x42	\$71.82	On recommendation from Work Supervisor (one position)
General Duties (by increments)	LDY1.2 x36 – LDY1.3 x 36	\$43.20- \$61.56)	On recommendation from Work Supervisor post probationary period
General Duties entry level	LDY1.2 x 30	\$36.00	Starting pay scale - 4 weeks probation

Painting

Leading Hand	GS1.3x 42	\$71.82	On recommendation from Work Supervisor (One Position)
2IC	GS1.3 x 36	\$61.56	On recommendation from Work Supervisor (one Position)
General Duties (by increments)	GS1.2x 36 - GS1.3x 30	\$43.20- \$51.30	On recommendation from Work Supervisor post probationary period



General Duties entry level	GS1.2x 30	\$36.00	Starting pay scale - 4 weeks probation
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General Maintenance

General Duties (by increments)	GS1.2x 36 - GS1.3x 42	\$43.20- \$71.82	On recommendation from Work Supervisor post probationary period (only one leading hand per team at GS1.3X42)
General Duties entry level	GS1.2x 30	\$36.00	4 weeks probation

Recycling

Leading Hand	GS1.3x 42	\$71.82	On recommendation from Work Supervisor (One Position)
2IC	GS1.3 x 36	\$61.56	On recommendation from Work Supervisor (one Position)
General Duties (by increments)	GS1.2x 36 - GS1.3x 30	\$43.20- \$51.30	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.2x 30	\$36.00	Starting pay scale - 4 weeks probation

Internal and External Grounds Maintenance and Horticulture

Leading Hand	GS1.3x 42	\$71.82	On recommendation from Work Supervisor (One Position per team)
2IC	GS1.3 x 36	\$61.56	On recommendation from Work Supervisor (One Position per team)
General Duties (by increments)	GS1.2x 36 - GS1.3x 30	\$43.20- \$51.30	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.2x 30	\$36.00	Starting pay scale - 4 weeks probation

Bulk Stores

Leading Hand	GS1.3x42	\$71.82	On recommendation from Work Supervisor (One Position)
2IC	GS1.3x36	\$61.56	On recommendation from Work Supervisor (One Position)
General Duties entry level	GS1.3x30	\$51.30	Starting pay scale - 4 weeks probationary period applies however no increase.

Trusted Sweepers

General Duties	GS1.2 x 42	\$50.40	On recommendation from Work Supervisor
General Duties	GS1.2 x 36	\$43.20	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.2 x 30	\$36.00	Starting pay scale - 4 weeks probation



Admissions Store person

Leading Hand	GS1.3 x 42	\$71.82	On recommendation from Work Supervisor (One Position)
General Duties	GS1.3x 36	\$61.56	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.3 x 30	\$51.30	Starting pay scale - 4 weeks probation

Buyups

Leading Hand	GS1.3 x 42	\$71.82	On recommendation from Work Supervisor (One Position)
General Duties	GS1.3x 36	\$61.56	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.3 x 30	\$51.30	Starting pay scale - 4 weeks probation

Cottage Bins

Leading Hand	GS1.3 x 42	\$71.82	On recommendation from Work Supervisor (one Position)
General Duties	GS1.3x 36	\$61.56	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.3 x 30	\$51.30	Starting pay scale - 4 weeks probation

Metal Fabrication

Leading Hand	GS1.3 x 42	\$71.82	On recommendation from Work Supervisor (One Position)
General Duties	GS1.3x 36	\$61.56	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.3 x 30	\$51.30	Starting pay scale - 4 weeks probation

Activities Sweepers

Leading Hand	GS1.3x 42	\$71.82	On recommendation from Work Supervisor (One position)
2IC	GS1.3 x 36	\$61.56	On recommendation from Work Supervisor
General Duties (by increments)	GS1.2x 36 - GS1.3x 30	\$43.20- \$51.30	On recommendation from Work Supervisor post probationary period
General Duties entry level	GS1.2x 30	\$36.00	Starting pay scale - 4 weeks probation

Library Assistant and Chaplaincy

General Duties (by increments)	GS1.2x 36 - GS1.3x 30	\$43.20- \$51.30	On recommendation from Work Supervisor post probationary period
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General Duties entry level	GS1.2x 30	\$36.00	Starting pay scale - 4 weeks probation
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Blood Spills Cleaners/ New reception and Basic Cell Cleaner

General Duties	GS1.3x 36	\$61.56	No increase
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CTU Vehicle Cleaner

General Duties	GS1.3x 30	\$51.30	No increase
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TC (Fulltime Programs)

Program Participant	PROG2 x 36	\$43.20	No increase
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Peer Mentors/Peer Listeners

Peer Mentor	PROG3 x 36 – PROG3 x 42	\$61.56 - \$71.82	Referred by Supports and Interventions Unit. Increased based on Work Supervisor
Peer Listener	PROG3 x 30 – PROG3 x 36	\$51.30 - \$61.56	Referred by Supports and Interventions Unit. Increased based on Work Supervisor

Intensive Case Management Gratuities

ICM Participant	PROG1x42	\$35.70	Determined by the ICM Group (program payment)
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Pension

Pension Participant	PROG1x42	\$35.70	65+ years old/self-referred/ Only receive if not working
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