



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Terms of Reference

Prisoner Work Camps – Community Liaison Group

These terms of reference apply to all community liaison groups set up to advise on the projects for individual work camps.

These terms of reference are subject to review and amendment throughout the operation of each work camp.

1 Roles and responsibilities

- 1.1 The group 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.
- 1.2 The group will identify community projects, employment and training opportunities and determine the priority of projects to ensure the work camp meets community needs.
- 1.3 The group will ensure projects meet the specific guidelines of work camp projects (refer to section 4 for project guidelines).
- 1.4 The group provides a link between the Department and community organisations that have an interest in the operations of the work camp.
- 1.5 The group will recommend and, where applicable, assist in establishing avenues for community interaction with the work camp.

2 Membership and operations

- 2.1 The group should have representatives from the local shire, Department of Water and Environmental Regulation (DWER) and Department of Biodiversity, Conservation and Attractions (DBCA), if the work camp will be likely to undertake work for these agencies.
- 2.2 The group should include community members/individuals with an interest in the rehabilitation of prisoners and representatives of community groups likely to benefit from work camp labour. Attention will be given to Aboriginal representation.
- 2.3 Groups for established work camps will meet quarterly and additionally as required. New groups may initially need to meet more regularly.
- 2.4 The Department of Corrective Services representative on the group will prepare, distribute and file the minutes of the group meetings. The Department can delegate this function to another member of the group, if required.

- 2.5** The term for members is two years. Previous Membership does not guarantee re-appointment. Nominations for new members will be advertised on an as needs basis.
- 2.6** Annual 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.
- 2.7** Nominations are confidential. The local prison superintendent and Manager Work Camps will decide on appointments to the group.
- 2.8** Positions on the group are voluntary and unpaid.

3 Code of Conduct

3.1 Dispute mechanism

The Department will nominate an arbitrator to resolve issues unable to be resolved by the group.

3.2 Confidentiality

All committee members must sign a Confidentiality Agreement and comply with the Department's *Code of Conduct* and *Confidentiality and Information Privacy Policy*. A breach of confidentiality will result in dismissal from the group.

3.3 Media relations

All Media requests and /or inquiries are to be referred to the Department of Justice Public Affairs Manager.

Members are not permitted to speak on behalf of the group. However, they can make comment to the media as representatives of their own organisation, except in relation to matters regarded as confidential in accordance with Section 3.2 above.

4 Project Guidelines

4.1 As a general rule, projects must:

- provide maximum benefit to the community through improving infrastructure and assets
- be community work that would otherwise not get done through any other means, due to lack of community resources/funding or volunteers
- be for not-for-profit community organisations
- be highly visible and used by the local community and tourists alike
- be skills-based and provide prisoners with links to formal training , accreditation and/or prospective employment.

4.2 The projects should generally fall into one of the following four categories:

Environmental – tree planting, salinity control, coastal regeneration, eradication of non-indigenous vegetation, elimination or control of fire hazards.

Recreation/tourism – maintenance and development of infrastructure in national parks, nature reserves, tourist parks and rest areas. This includes the construction of trails, footbridges, information shelters, BBQs and picnic facilities.

Heritage – maintenance and restoration of heritage sites and buildings of significant historical value, pioneer cemeteries and homesteads.

Smaller local community projects – such as Tidy Town/street scaping projects, upgrading community facilities such as recreation halls, erection of playground equipment, roller blade/skateboard facilities and projects for local clubs – football, pony club, golf club.

4.3 Work considered unsuitable includes:

- projects that are normally provided through a Shire's rate base, such as roads, footpaths, car parks, tip work, rubbish collection and maintenance of Shire assets, work depots and housing
- environmental work already funded by DWER and DBCA
- work for individuals or commercial operations
- work that takes jobs away from existing employees or impacts on other Government employment programs
- work that does not give prisoners useful employment skills or a sense of achievement
- work where prisoners may have access to internet such as community telecentres (unless supervised at all times).

4.4 Prisoners should only be involved in more menial work when it is part of a 'whole of community effort', such as 'Clean up Australia Day' or a community 'busy bee'.