

## **1.4 SERVICE INDUSTRIES POLICY**

The primary objective of inmate employment is to maintain the self-sufficiency of the Correctional system. This must be accomplished in a manner which provides meaningful employment opportunities for inmates and which is functionally and economically viable.

A traditional range of functions have been embraced by Service Industries employment i.e. cleaning, ground maintenance, building maintenance, capital works, laundering, community projects etc although a number of these functions are now being established as CSI business units.

Service Industries employment forms part of the inmate employment profile for each Correctional Centre. The profile provides a formal basis upon which Institutional inmate employment requirements can be quantified and evaluated. The profile also provides the formal basis to substantiate inmate wage payments and the contribution of Service Industries employment to Correctional Industry policy objectives.

Each Service Industries work position is to be covered by a formal job description, which is utilised to provide details of work expectations to inmates and to evaluate inmate performance. Service Industries employment is to be supported by application of the inmate vocational development policy covering employability and technical skills training.

In implementing this policy, Institutional personnel are to recognise the priority expectation to sustain absolute professionalism in the presentation of Correctional Centres through effective housekeeping and preventative maintenance.

Responsibility for the implementation of this policy at an Institutional level rests with the Manager, Centre Services and Employment through the Manager of Industries and Governor.

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