

8.2 INMATE INCENTIVE ALLOWANCE FRAMEWORK

1. Introduction

This policy is to be read in conjunction with Corrective Services Industries (CSI) Policy Manual sections 1.1, 1.2 and 1.4.

The function of the Inmate Incentive Allowance Framework is to provide incentives and rewards for inmates who participate positively in work and other programs. These work and other programs are to be covered by an agreed employment and program profile for each Correctional Centre (CSI Form 80) set by the Assistant Commissioner, Work and Education (ACW&E) or designated representative, and Governor or designated representative, as part of an overall hierarchy of inmate privileges, to assist inmates to:

- a) Purchase necessities included within the 'Buy-Up' schedule and other approved purchases.
- b) Assist family responsibilities.
- c) Make a victim compensation contribution.
- d) Accumulate savings for resettlement.

The responsibility for the development and maintenance of this policy rests with the Deputy Commissioner Community, Industry & Capacity (DCCI&C). Responsibility for implementation of the policy rests with the ACW&E, Work and Education (W&E) Directors, Industries Managers and Correctional Centre Governors/Managers of Security to maintain a monitoring role over effective implementation of the policy. Inmate allowances are reviewed annually by the Director Commercial Management (DCM) in line with the Consumer Price Index (CPI). Recommendations from the review will be presented to the Commissioner who may subsequently determine a change. Where it is determined by the Commissioner that an increase is appropriate, inmate allowances will increase by 25% of the CPI (refer EDRMS file 14/374474 for details). The financial application of any changes to inmate incentive allowance rates must be verified by the DCM.

The monthly inmate employment status report, produced by CSI Corporate Office, contains comparative inmate allowance statistics by Correctional Centre, for the purpose of evaluating the implementation of this policy.

2. Definitions

- a) Assistant Commissioner Work and Education (ACW&E)
- b) Business Manager Operations (BMO)
- c) Camps - related to small C2 classification centres
- d) Consumer Price Index (CPI)
- e) Corrective Services Industries (CSI)
- f) CSI Education (CSIE)
- g) Defence Dogs Program (DDP)
- h) Director Commercial Management (DCM)
- i) Education Services Coordinator (ESC)
- j) External Education Services Provider (EESP)
- k) Greyhound Adoption Program (GAP)
- l) Industries Manager: Reference to the Industries Manager includes, Operations Manager, Manager of Industries Levels 1 & 2, and Manager Centre Services and Employment
- m) Infrastructure and Assets (IA)
- n) Intensive Learning Centre (ILC)
- o) Manager Business Units (MBU)
- p) Manager of Security (MOS)
- q) Manager Offender Services and Programs (MOSP)
- r) Offender Integrated Management system (OIMS)
- s) Officer in Charge (OIC)
- t) Service and Programs Officer (SAPO)

- u) Vocational Training Unit (VTU)
- v) W&E Directors refers to Director Internal Services, Director External Services, Director Work Readiness, Director Reintegration and Director Business Engagement

3. **Principles of Operation**

The definitions of inmate pay levels and tasks are contained in Appendix 1 and the allowance rates are contained in Appendix 2.

- i) All sentenced inmates are expected to participate in work programs as an essential component of inmate development and effective Correctional Centre management. remand inmates, while not obliged to work are to be encouraged to participate in work and other programs for their own self development.
- ii) The system provides uniform and equitable inmate allowances, common to all Correctional Centres, based on a working and other program week of a minimum of 30 hours. No departure from the principles included within this policy is permitted.
- iii) This clause applies to Correctional Centres not Correctional Camps as identified by the Classification and Placement Group. Payments to inmates are to be strictly in accordance with the principles and parameters of this policy. The ceiling applying to inmate allowances based on a 5-day, 30-hour week is \$73.53.

Inmates engaged in the following work-related activities may accrue potential earnings beyond \$73.53 per week:

- Inmates employed in 7-day 42 hour per week positions.
- Inmates paid under a performance-based allowance system (Section 6, Clause v).
- Inmates who work extended hours at the request of CSI to meet urgent production deadlines or associated with major infrastructure development projects.

The Industries Manager or designated representative may approve allowances for inmates engaged in the above listed activities up to a maximum of \$102.94 in any one week. The Industries Manager or designated representative must justify, record, and approve these payments via the completion of an Over Allowance Pay Sheet – Under \$102.94. Completed over award pay sheets are to be stored in accord with CSNSW records management policy and procedures.

Where due to unique circumstances, inmates are required to work additional hours which results in potential earnings above \$102.94 per week, the Industries Manager or designated representative must in the first instance seek verbal approval to proceed from the relevant Business Manager Operations (BMO).

Payments over \$102.94 are to be recorded on an Over Allowance Pay Sheet – Above \$102.94. The Industries Manager or designated representative must record the payments, sign (recommend) and forward the Over Allowance Pay Sheet – Above \$102.94 to the relevant BMO. If appropriate the BMO will endorse the pay sheet prior to the sheet being approved by the relevant CSI Director.

Approved Over Allowance Pay Sheet – Above \$102.94 will be returned the Correctional Centre of origin to be stored in accord with CSNSW records management policy and procedures.

- iv) This clause applies to those centres identified by Classification and Placement Group as Camps, (Mannus, Glen Innes, and Oberon). In the case of Oberon Correctional Centre, it applies to the Adult Nucleus and adult inmate workers only, not to inmates participating in or on completion of the Young Adult Offender Program. Payments to inmates are to be strictly in accordance with the principles and parameters of this policy, the ceiling applying to inmate allowances based on a 5-day, 30-hour week is \$84.42.

As approved by the Commissioner, inmates participating in the Defence Dogs Program, Greyhound Adoption Program, TAKE2 program, Mothers & Children Program, female inmates working in Service Industries and the Retherm business unit at Emu Plains Correctional Centre will be paid at a rate consistent with Camps based on a 30-hour week as detailed in appendix 2 (Mothers & Children Program is based on a 42 hour week). Inmate payments above \$84.42 and over \$102.94 are to be undertaken as per the guidelines detailed within (Section 3, Clause iii).

- v) At Correctional Centres where there are vacant work or program positions, no unemployed allowance payments are to be made. Inmates who are eligible and capable **but refuse to participate in these programs** are to be considered non-

workers, unless the Governor/ MOS or his/her designated representative grants an exemption based on factors that preclude program participation (medical, protection status, court etc.).

For inmates to receive the unemployed rate they must register for work or programs by completing an *'Employment Request Form'*. Inmates arriving at a Correctional Centre are to receive unemployment payments for a period of 7 Days. If inmates do not register for work within this period, unemployed payments are to cease.

Where applicable the Industries Manager or designated representative will record on the *'Employment Request Form'* the inmates education/work qualifications, experience and retain a copy of the documentation. When an inmate leaves the Correctional Centre, *'Employment Request Forms'* are to be stored in accord with CSNSW records management policy and procedures.

- vi) When inmate/s are being escorted from one centre to another the Correctional Centre receiving the inmate is responsible for ensuring the inmate is paid unemployment payments for that day. This applies to all Correctional Centres within NSW including the privately operated Correctional Centres.
- vii) The Industries Manager has fundamental responsibility to devise program activity for all inmates. Accordingly, inmates are not to be classified as unemployed for a period exceeding one month without review.
Where inmates are classified as unemployed, Industries Managers are to ensure that those inmates are prepared to positively participate in work and or other programs. A register of unemployed inmates is to be maintained and inmate work and programs positions are subsequently allocated in appropriate sequential order.
- viii) Payments to inmates are to be strictly in accord with the principles and parameters of this policy.
- ix) All work and program positions are to be covered by a formal position description which sets out the responsibilities required of the inmate, the position description forms the basis of work and program performance assessments. It is the responsibility of the OIC of the work/program area to ensure that these 'dot point' position descriptions are in place.
- x) A formal 'Conditions of Employment' document is to be provided to each inmate worker which sets out the penalties resulting from being removed from a work program and the process to be followed if a review of that decision is required (Section 4, Clause ix). The 'Conditions of Employment' document must also contain specific information relating to the following: WHS and Training, Attendance, Standard of Dress, Standard of Behaviour, Pay Rates, Emergency and Evacuation Procedures, Housekeeping, Licensing Requirements, Grievances and Basic Business Unit Rules.

4. Generic Operational Procedures

- i) Payments are made weekly by extending the hours worked (to nearest hour) by hourly rate. Attendance records are to be maintained for all inmates involved in work and other programs to support incentive payments.
- ii) All allowance rates are paid at single time, including weekend work and public holidays. Inmates employed in 7 day per week positions are to be advised that they may be required to work weekends and public holidays and that payment on these days will be at single time payment rates.
- iii) Within each allowance classification, inmates are generally expected to commence on the minimum basic allowance level and proceed to the maximum level when an acceptable proficiency level is achieved in accord with the position / level requirements as contained in Appendix 1.
- iv) Where an inmate incurs an authorised absence from an employment program activity, payment is made at the unemployed rate. Authorised absences include attendance at court, sick (when supported by a medical certificate.), approved religious observances, approved visits, approved leave programs and other absences approved by the Governor/MOS, Industries Manager.
- v) An unauthorised absence, where prior approval has not been given for the inmate to be absent from work or other programs

will result in non-payment to the inmate for the duration of this absence.

- vi) Consideration must be given to inmates with “known” religious observance commitments who are required to work weekends.
- vii) Inmates engaged in approved Capital Works projects may be remunerated at rates and conditions applying to CSI Business Units subject to project approval by Infrastructure and Assets (IA) and a bill of labour submitted which recognises the inmate labour component. The Industries Managers/Facilities Maintenance Managers at all centres are to ensure funding reimbursement is arranged through IA.
- viii) Inmates are expected to adopt a co-operative and participatory attitude to work and other programs. Inmates who are dismissed from work programs assume 'dismissed worker' status and are not to participate in such programs for a period of up to 14 days (Section 3, Clause x).

While all supervisory staff have a fundamental responsibility to manage inmates, the following breach by an inmate constitutes reason for dismissal:

- Condition of Employment Agreement.
 - Engaging in an activity that poses a serious risk to the health and safety of a person or to the reputation or viability of the business.
 - Being dishonest, habitually uncooperative, or engaging in continuous disruptive behaviour.
 - Having a poor attitude and engaging in poor behaviour towards staff and/or other employees while at work.
 - Failure to follow a lawful and reasonable direction given by correctional staff.
 - Being intoxicated or incapacitated at work.
 - Stealing.
 - Fighting or assaulting another person at work.
- ix) In the event of an inmate dismissal from a work, Education or Criminogenic Program, the Industries Manager or designated representative is responsible for ensuring that the following principles are applied:
 - Advise the inmate that they are being dismissed from their position, the reason for the dismissal and that they will be excluded from work/ programs for a period of up to 14 days. Additional sanctions may apply at the discretion of the Governor / MOS, refer Custodial Operations and Procedures (COPP - Section 14.1 Inmate Discipline)
 - Review the decision if the inmate chooses to appeal the dismissal.
 - Update the Offender Assignment in OIMS Payroll to reflect that they are a dismissed worker.
 - Update the inmate's Case Notes in OIMS to reflect that they are a dismissed worker.
 - Upon conclusion of the 14-day dismissal period, the inmate is to be advised that he/she is eligible to resume participation in work/ programs. Subject to the nature of the dismissal, an inmate can return to the same work location at the end of the 14-day dismissal period.
 - Inmates who have chosen not to reapply for work/ programs at the conclusion of the 14-day dismissal period and work/ program positions are available are not entitled to a payment or an allowance and are then classified as Level 97 (no payment) as per Appendix 2.
 - x) Industries Managers or designated representative are to conduct monthly periodic reviews to ensure that OIC's of Commercial Business Units, Service Industries, Education and Criminogenic Programs use the '*CSI Inmate Allowance Level Change Form*' to record and verify why an inmate's allowance level is either increased or decreased. This system must be linked to the Inmate Allowance Level and Task Definition Table (Appendix 1).
 - xi) Industries Managers are to ensure that when inmates are required to work additional hours, the OIC of the Commercial Business Unit or Service Industry approves the additional hours prior to being worked. Exceptions to this requirement can occur in emergency situations, which are to be noted on the additional hour's approval document.

5. Commercial Industries, Service Industries, Education and Criminogenic Programs Operational Procedures

Definitions

Commercial Industries: CSI has 14 business divisions across a diverse range of manufacturing and service activities which replicate commercial operating conditions and encourage inmates to take responsibility for their performance and develop an understanding of WHS, Quality Management Systems and the principles of customer service. Inmate allowances are recovered in the sale of goods and services to CSI's customers.

Services Industries: Industries that are associated with self-sufficiency of the Correctional Centre. These industries include Ground Maintenance, Centre Hygiene, Recycling, Community Projects and other Domestic Services.

Education Programs are defined as:

- a) Education programs delivered by CSI Education (CSIE), or an External Education Services Provider (EESP)
- b) Intensive Learning Centres (Wellington, South Coast, Lithgow and Mid North Coast) and Vocational Training Units (VTU's)

Approved Criminogenic Programs: Refers to those programs identified in the Inmates Case Management Plan that seek to address their antisocial behaviour. These programs normally run in conjunction with a work program and include but not limited to:

- Violent Offenders Therapeutic Program (VOTP)
 - Self-Regulation Program: Sexual Offenders (SRP: SO)
 - Self-Regulation Program: Violent Offenders (SRP: VO)
 - Intensive Drug Assessment Program and Treatment (IDAPT)
 - High Intensity Program Unit (HIPU)
 - High Intensity Sex Offender Program (HISOP)
 - Moderate Intensity Sex Offender Program (MISOP)
 - Deniers Program
 - Young Adult Offender Program
 - Short Sentence Intervention Program (SSIP)
 - Macquarie Intervention Program (MIP)
 - Mothers & Childrens Program (Jacaranda)
- i) All Commercial Industries, Service Industries, Education and Criminogenic Program work positions are to form part of the inmate employment, Education, and program profile for each Correctional Centre. Refer to CSI Form 80 – Inmate Employment Profile. All payments are to be in accord with approved positions, hours, classification and weekend worker status.
 - ii) At each Correctional Centre, where applicable, the Industries Manager or designated representative is responsible for the maintenance of the inmate work/program assignments and profiles in accord with Section 1.4 of the CSI Policy Manual.
 - iii) Financial allocations for Commercial Industries, Service Industries, Education and Criminogenic Program inmate allowances are costed, based on employment, Education and programs profile which form part of the annual budgetary estimates process. Industries Managers are accountable for maintaining expenditure within budget, relating to Commercial Industries, Service Industries and Education. Service and Programs Managers (MOSP) are accountable for maintaining inmate allowance expenditure within their budgets.
 - iv) Inmates attending an Intensive Learning Centre, or a VTU will commence on inmate allowance Level 4 and will progress, based on their level of academic achievement and performance, to inmate allowance Level 9.

- v) Inmates who leave an employment position to undertake full-time Education in an ILC, VTU or are undertaking an approved Criminogenic Program at their existing centre will retain their current industry pay level, if above pay Level 4 upon entering the program. After participating in an ILC, VTU, or Criminogenic Program the inmate will commence on the inmate allowance level above the level which the inmate had previously been receiving whilst employed, subject to an evaluation being undertaken of their relevant skills as defined in the Inmate Allowance Level and Task Definition Table (Appendix 1).
- vi) New inmates participating in approved Criminogenic Programs will commence on inmate allowance Level 4 and will progress, based on their level of program participation, to inmate allowance Level 7.
- vii) Inmates who perform the position of an Adult Nucleus in the Young Offender Program at Oberon Correctional Centre will be entitled to an allowance payment in line with specified Camps rates.
- viii) The maximum profile hours to be worked by inmates employed in Service Industries in any one week is 42 hours (7 days x 6 hours).
- ix) In general, it should not be necessary to make additional payments to inmates if the weekend worker distribution is effectively maintained. In exceptional circumstances (e.g., a plumber for an emergency on the weekend) additional payments at single time rates may need to be made. In such instances the payment must be justified and certified necessary on the inmate allowance summary by the Industries Manager.
- x) Where extended industrial disputes occur and Service Industries workers are prevented from attending work, they are to receive the normal weekly allowance for the first week and revert to the unemployed rate for the remainder of the dispute.
- xi) Payments to inmates within arts and crafts programs must be made in accord with Custodial Operations Policy and Procedures – Section 8.13 – Art, Craft, Hobbies, Materials and Sales.
- xii) Service Industries allowance levels and tasks and allowance rates contained in Appendices 1 and 2 provide an allowance range within each level. Inmates are to generally commence duties on the minimum range and are only to progress to the maximum range when supervising staff are satisfied job performance expectations and definition criteria are being satisfactorily met.

6. CSI Business Unit Operational Procedures

- i) Each CSI Business Unit encompasses an inmate employment profile which is established by the Industries Manager and approved by the ACW&E. Maintenance of the profile is the responsibility of the Industries Manager. Profile change requests must be submitted by the Industries Manager or designated representative to the relevant BMO for endorsement, prior to seeking formal approval from the ACW&E.
- ii) The classification level distribution for the purpose of calculating financial budgets and allocations is:

Level 4 and Level 44	30%	These may be varied by the centre provided the Business Unit remains within its financial budget for inmate allowances.
Level 5 and Level 45	25%	
Level 6 and Level 46	20%	
Level 7 and Level 47	15%	
Level 8 and Level 48	5%	
Level 9 and Level 49	5%	

- iii) Where CSI Business Units and/or Service Industries are closed either through industrial disputes or the diversion of officers to custodial duties, inmates are to be paid at a level which is to reflect a performance component for a period not exceeding five consecutive days. In the event of natural disasters or inmate lock ins caused by a pandemic, the period is up to 14 days. Where longer periods of closure occur, inmate payments are to be returned to the unemployed rate.
- iv) The performance-based allowance is intended to provide a positive incentive to inmates to adopt a conscientious approach to their employment as reflected by their attitude, output, and quality of work. The allowance is not an automatic entitlement, but rather an incentive for positive achievement. Maximum performance allowances apply where an inmate has provided an exceptional level of performance.

The performance-based allowance payment component can be established in one of two ways:

1. As set out in this Inmate Incentive Allowance Framework, refer Appendix 2 – OIMS Inmate Pay Level and Allowance Rate Table
 2. Through an approved performance-based piece rate system (Section 6, Clause v)
- v) The introduction of performance-based allowance systems within each Business Unit embracing a 'piece rate' formula is encouraged. In each case, system development assistance is available through the relevant BMO, endorsement must be obtained from the BMO prior to seeking formal approval from the relevant CSI Director to implement a piece rate-based allowance system. The relevant BMO is to ensure that the piece rate is being applied correctly and a copy of performance-based allowance system approvals are placed in EDRMS file 17/481. The DCM is to conduct audits to verify that the agreed piece rate / production bonus is functioning as originally planned.
 - vi) The proportion of performance allowance made, is to be related to the performance of individual CSI Business Units in relation to:
 - Meeting sales budgets and fulfilling production commitments.
 - Quality assurance.
 - Level of inmate employment.
 - Operating efficiency.
 - Customer service management.
 - The contribution of an individual inmate in relation to work readiness, output, quality assurance and customer focus.

Where it is impractical to impose meeting sales budgets as a regular parameter (e.g., agricultural activities), the performance criteria is to relate to the Business Unit meeting its pre-determined management plan (e.g. the application of a planting program in relation to farm activities).

- vii) The introduction of the Level 9 inmate allowance classification is intended to regulate payments within private sector, HACCP certified Business Units and ISO 9001:2015 accredited Business Units. It also applies to inmates who act as clerical support for CSI or Education whilst providing recognition to those inmates who provide an exceptional level of performance.
- viii) Inmates undertaking a traineeship, as approved by the Industries Manager, will commence on pay Level 7 (including Service Industries) and will receive allowance adjustments in accordance with the Inmate Pay Level and Task Definition Table contained in Appendix 1.
- ix) Inmates returning to an employment position, after participating in an ILC, VTU or Criminogenic Program, will commence on the inmate pay level above the level which the inmate had previously been receiving whilst employed, subject to an evaluation being undertaken of their relevant skills as defined in Appendix 1.

OFFENDER INFORMATION MANAGEMENT SYSTEM PAYROLL DEFINITION

The compensation types included in this Inmate Incentive Allowance Framework Policy are:

- Service Industries.
- Service Industries (Camps).
- CSI Business Units.

This means that Levels 4, 5, 6, 7, 8 and 9 have been applied to the separate compensation types varying weekly allowance rates. As listed on the OIMS Pay Level and Allowance Rate Table in Appendix 2.

Applies to inmates working in Service Industries.

Level 1, 2, and 3: Compensation type: Service Industries

Level 41, 42, and 43: Compensation Type: Service Industries Camps

Level 3 with Loading: Compensation type: Service Industries

Level 43 with Loading: Compensation Type: Service Industries Camps

Applies to eligible inmates working in Service Industries that meet criteria that includes but not limited to.

- Inmates who obtain or hold relevant tickets or qualifications (Certificate III in Cleaning Operations, Statement of Attainment in Landscaping).
- Undertaking a Traineeship.
- Hold a test and tag qualification.
- Leading hand in an external store.
- Leading hand in a staff canteen.
- Inmate tutors and indigenous representatives.
- Nature of work being completed i.e., forensic cleaning.
- Job performance is in line with task definition table (Appendix 1)

Level 4 and 44: Compensation type: Service Industries and Camps

Applies to inmates in Education programs and approved Criminogenic Programs as defined in Section 5.

Level 5 and 45: Compensation type: Service Industries and Camps

Applies to inmates in Education programs and approved Criminogenic Programs, as defined in Section 5, who have been assessed as progressing to the next level.

Level 6 and 46: Compensation type: Service Industries and Camps

Applies to untrained or assistant library clerks, untrained inmate clerks and inmates working on supervised community projects.

Note: Untrained inmate clerks, providing clerical support to the Industries Manager, are to progress from Level 6 to Level 7 then Level 8 based on their competencies.

Level 46 also applies to inmates participating in the Defence Dogs Program and Greyhound Adoption Program.

Level 6 also applies to reception room storeman / cleaner. Restricted to one position per centre unless otherwise authorised and to inmates in Education programs and approved Criminogenic Programs, as defined in Section 5, who have been assessed as progressing to the next level.

Level 7 and 47: Compensation type: Service Industries and Camps

Applies to inmates undertaking traineeships, inmates in Education programs and approved Criminogenic Programs as defined in Section 5, who have been assessed as progressing to the next level.

Level 47 also applies to inmates participating in the Defence Dogs Program, Greyhound Adoption Program, and mothers with children participating in the Mothers & Children program, female inmates working in Service Industries and the Retherm business unit at Emu Plains Correctional Centre (Mothers & Children Program is based on a 42 hour week).

Level 8 and 48: Compensation type: Service Industries and Camps

Applies to inmates who act as trained clerical support to the Industries Manager and ESC. Inmates who have enrolled in Certificate III in Library Information Services and/or inmates who have been employed as a library clerk at a Correctional Centre for a period of 6 months or more are to be classified as a Senior Library Clerk and paid at Level 8. This level also applies to inmates participating in ILC's, VTU's, and TAKE2 program who have been assessed as progressing to the next level.

Level 48 also applies to inmates participating in the Defence Dogs Program, Greyhound Adoption Program and TAKE2 program.

Level 9 and 49: Compensation type: Service Industries and Camps

Applies to unsupervised community projects including inmates employed at the Geoffrey Pearce Wildlife Centre (AWARES). This level also applies to inmates participating in ILC's, VTU's and TAKE2 program who have been assessed as progressing to the next level.

Level 49 also applies to inmates participating in the Defence Dogs Program, Greyhound Adoption Program and TAKE2 program.

Levels 4, 5, 6, 7 and 8: Compensation type: Service Industries

Applies to Service Industries which involves the centre developing a Service Delivery Plan for each of the Service Industries. That is, Ground Maintenance, Centre Hygiene and General Maintenance, with Level 8 only being applicable to General Maintenance activities. The service delivery plan must be signed off by the Governor of the centre and the ACW&E prior to these pay levels being applicable to the specified Service Industry.

Levels 4 and 5 will apply to general hand positions, Levels 6 and 7 will apply to leading hands and Level 8 to tradespersons.

Level 4, 5, 6, 7, 8, 9, 44, 45, 46, 47, 48 and 49: Compensation type: CSI Business Units including inmates undertaking Traineeships.

These levels apply to CSI Business Units including regional food service units. Satellite food service units which receive and retherm meals are covered by Levels 4 through to and including Level 7 and in CSI Camps by Levels 44 through to and including Level 47.

Inmates undertaking traineeships will commence on pay Level 7 and pay Level 47 for specified Camps. Inmates to receive allowance adjustments in accordance with the classification level definition table.

Level 9 and 49 applies only to inmates who have provided an exceptional level of performance and either a Private Sector Business Unit, HACCP certified Business Unit or an ISO 9001 Quality Certified Business Unit (internally or externally certified). It also applies to inmates who act as clerical support for the Business Managers, Operations Managers, Industries Managers, Manager Business Units and ESC. Untrained inmate clerks are to progress from Level 6 through to Level 9 based on their competency or from Level 46 through to Level 49 for specified Camps based on their competency.

Level 95: Compensation type: Service Industries

Refers to sentenced and remand inmates prepared to work but no work is available. For inmates to receive the unemployment allowance they must register for work with the Industries Manager/Manager Centre Service and Employment or delegated representative.

Level 97: Compensation type: Service Industries

Refers to sentenced and remand inmates who have either chosen not to work or participate in programs as identified by the Case Management process or an inmate who has been dismissed from their workplace or identified program. No payment is paid to an inmate classified as Level 97.

Inmate Pay Level and Task Definition Table

Service Industries	Task	CSI Business Units and Service Industries Including inmates undertaking Traineeships
Level 1 and Level 41	<ul style="list-style-type: none"> • Recurring process/service functions. • High level of training/supervision required. 	Level 4 and Level 44
Level 2 and Level 42	<ul style="list-style-type: none"> • Recurring process/service functions with limited technical requirement. • Medium level of training/supervision required. 	Level 5 and Level 45
Level 3 and Level 43	<ul style="list-style-type: none"> • Extensive technical functions. • Limited training/supervision required. • High level of commitment required. • Provides training to other inmates. 	Level 6 and Level 46
Level 3 and Level 43 With loading	<ul style="list-style-type: none"> • Extensive technical functions. • Limited training/supervision required. • Exceptional level of commitment required. • Team leader to work location. • Provides tutoring to inmates. 	Level 7 and Level 47
Not Applicable	<ul style="list-style-type: none"> • Exceptional technical functions. • Exceptional productivity requirements. • Exceptional quality requirements. 	Level 8/9 and Level 48/49

OIMS Inmate Pay Level and Allowance Rate Table														
COMPENSATION TYPE	LEVEL 1	LEVEL 2		LEVEL 3			LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8	LEVEL 9	LEVEL 95	LEVEL 97
		MIN	MAX	MIN	MAX	WITH LOADING								
Service Industries - Domestic (Hourly Rate)	0.621	0.660	0.730	0.775	0.845	1.243	0.808	1.026	1.185	1.369	1.709	1.830	0.543	0.000
Total Domestic Weekly Allowance	\$18.63	\$19.80	\$21.90	\$23.25	\$25.35	\$37.29	\$24.24	\$30.78	\$35.55	\$41.07	\$51.27	\$54.90	\$16.29	\$0.00
Commercial Services Industries (COMS – Hourly Rate)							0.808	1.026	1.185	1.369	1.709			
Total COMS Weekly Allowance							\$24.24	\$30.78	\$35.55	\$41.07	\$51.27			
CSI Business Units (CSI – Base Rate)							0.546	0.546	0.557	0.557	0.568	0.589		
CSI Business Units Traineeships (Base Rate)										0.557	0.568	0.589		
Performance Component (CSI only)							0.315	0.540	0.683	0.868	1.201	1.862		
Total CSI Weekly Allowance							\$25.83	\$32.58	\$37.20	\$42.75	\$53.07	\$73.53		
COMPENSATION TYPE	LEVEL 41	LEVEL 42		LEVEL 43			LEVEL 44	LEVEL 45	LEVEL 46	LEVEL 47	LEVEL 48	LEVEL 49		
		MIN	MAX	MIN	MAX	WITH LOADING								
Service Industries Camps (Hourly Rate)	0.888	1.016	1.200	1.432	1.711	2.031	1.155	1.234	1.410	1.665	1.986	2.368		
Service Industries Camps Weekly Allowance	\$26.64	\$30.48	\$36.00	\$42.96	\$51.33	\$60.93	\$34.65	\$37.02	\$42.30	\$49.95	\$59.58	\$71.04		
CSI Business Unit Camps (Base Rate)							0.546	0.586	0.680	0.813	0.981	1.181		
Performance Component (CSI only)							0.685	0.748	0.885	1.083	1.333	1.633		
CSI Camps Weekly Allowance							\$36.93	\$40.02	\$46.95	\$56.88	\$69.42	\$84.42		

NOTE: Total weekly allowance calculations are based on a 30-hour week, the CSI Generic Inmate Incentive Allowance Framework V2.3.10 to be used for weekly allowance calculation