GLEN INNES AFFORESTATION CAMP

INSTITUTIONAL

REVIEW

CHECKLIST

REVIEW CONDUCTED BY

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GLEN INNES

AFFORESTATION CAMP

Glen Innes Afforestation Camp is a minimum security Institution, situated within the Mount Mitchell State Forest, 45kms. east of the township of Glen Innes and 120kms. west of Grafton on the Gwydir Highway. It covers an area of 3,200 hectares (8,000 acres) most of which is Pine Forest.

The Glen Innes Afforestation Camp was established in 1929 with 52 wooden huts of single accommodation. Employment was mainly forest work and farming. In 1964, the Sawmill was established after Cyclone, Little Audrey, swept through the local areas to mill the Pine Trees which had been blown over by the Cyclone. Over the years the sawmill has grown from employing 1 officer and 15 inmates in 1964 to employing 2 officers and 40 inmates in 1984. In 1990 the sawmill was completely refurbished with a new building and milling equipment at a total cost of $1,000,000. In March this year, it was taken over by managers from the private sector.

The sawmill currently employs 50 inmates and is continually expanding. By December 1991 eighty inmates will be gainfully employed.

This prison camp is primarily an Industrial institution with prisoner employment revolving in the Sawmill and Logging Operations, Bush Work, Manufacture of Bricks, Farm Market Garden, Roads and Traffic Authority, N.S.W. State Rail Authority, Domestic Activities and Community Projects.

The Prison Camp is currently under the Capital Works Program; up-grading all prisoners’ accommodation, Store Building, Administration Block, Visiting Section, Sawmill, Sewage and Water Supply. Upon completion this institution will have the capacity to house 170 inmates with meaningful employment to all inmates housed at Glen Innes.

Under the re-development program, inmate labour has been utilised to reduce costs by way of:-

Manufacturing of cement bricks, roof trusses, concrete work and ceiling fixing.

The success of this program can be attributed to the skills of the Overseers and the guidance given by them to inmates under their control.
Currently this Institution has 13 new, self contained units designed to house 8 prisoners, but presently housing 10 prisoners each, for a total of 130 prisoners.

Nearing completion are 2 more self contained units designed to house 12 prisoners each, however, it is expected that these units will carry 20 prisoners each.

This institution also has a segregation unit capable of housing 4 prisoners at any one time.

**TOTAL CAPACITY OF C2 AND C3 PRISONERS AT THIS DATE IS:** 130

**TOTAL CAPABLE CAPACITY BY SEPTEMBER 1991 WILL BE:** 170
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CHECKLIST FOR INSTITUTIONAL REVIEWS

1. SECURITY SYSTEMS

A. What physical barriers exist at the institution?

The only physical barrier surrounding the camp is a 4’ high cattle fence.

The sawmill has an 8’ high cyclone wire fence.

Units: Grills have been constructed and will be installed in all units within the next 4 weeks. This will add to unit security after lock-in.

The unit doors are locked at night from 8.30pm to 7.30am. The cells within the units remain open. Each prisoner has the capability to secure their own cell.

Lattice framework to be installed between units (back units only).

B. Are these regarded as being adequate for the institution?

Given the isolated location of the camp and its security rating it is regarded adequate at this time, however, the camp’s population will be increased to 170. When this occurs a security fence will be required for containment in the event of a disturbance. This security fence will be installed around all units.

C. Are appropriate electronic security systems in place? If not, and considered appropriate, what action is being taken to address this deficiency?

There is no necessity for electronic security/alarm system at this stage. It is felt that a perimeter security fence would be adequate.

A duress alarm system should be installed for officers performing night shifts due to minimal staffing level.

D. What formal local procedures exist to address breakdowns in security e.g. escape, disturbance, standard procedures?

Muster
Superintendent notified
Nearest Police station informed
Duty Officer informed
Search plan implemented
Surrounding residencies, farms notified
Search highways (20kms either side of institution)
Contain, isolate and monitor situation until assistance arrives if necessary

E. What facilities exist for separation/segregation of individuals who jeopardise security or good order within an institution? Are these facilities adequate? If not, what action is required and being taken?
The camp has 4 security cells where prisoners may be placed. However, it should be noted that these cells are not fitted with exercise yards. Under the capital works programme an 8 cell segregation unit has been requested. This unit will then be multi-purposed to handle disciplinary as well as holding receptions from the Police.

**F. What procedures at local level have been introduced for the Management of prisoners when serious incidents occur?**

The known prisoners are isolated. An initial investigation is conducted by the Superintendent or Deputy. Reports collected and matter handled locally or otherwise e.g. Police etc. The management of Glen Innes tries to deal with all problems at a local level. As a last resort inmates are usually transferred to Grafton.

**G. Are any mobile security practices implemented? Are these desirable? Are these in existence?**

All overseers in control of work gangs carry out regular head checks of inmates under their control. Overseers working away from the institution have contact by 2 Way Radio. This system fails regularly. This is currently being reviewed by Mr Steve Childs, Communications Engineer, Building Services.

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**H. What staffing arrangements are in place to ensure that staff/prisoner interaction fosters security for both staff and prisoners?**

Overseers interact regularly with inmates during work. Prison Officers interact with the unit living and supervision of compound workers.

During this regular interaction, identified problems are addressed e.g. Gaol Health Team etc.

At present no Unit Management exists. The Gaol Health Team is to be expanded to provide a wide range of services.
I. When Reception Room Officers are supervising prisoners for court, are they searching all court clothes before issuing them to the prisoner?

Yes, prisoners at this institution are all sentenced prisoners and are usually escorted to court in their gaol clothes.

J. How many officers carry out this function?

Due to the staffing level at the institution this function is usually carried out by two (2) officers. However, on some occasions there is only one (1) officer available.

K. Do you believe this amount to be adequate for this institution?

No. The Superintendent is of the opinion that an additional position of Senior Prison Officer should be created to deal with Receptions, Transfers, Discharges and Court Referrals.

L. Do all wings have a cell register with all the appropriate information?

No. There are no individual wing registers. One central cell register is available, kept up to date, and held in the Duty Office.

M. Are they being checked on a regular basis by a Senior Officer?

Yes. They are checked weekly by the Deputy and cross referenced with the inmates unit location and cell.

N. Are monthly searches being conducted at this institution?

Yes. Searches are carried out of all prisoners accommodation after lock-in. This practice is less disruptive to Prison Industries.

All other areas are searched on a regular basis.

O. Are the procedures for the issue, use and disposal of prisoner identification cards and cell cards being correctly implemented?

Cell cards not used at this institution. Cell register used in lieu of cell cards.

I.D. cards are not used due to the camps staff being familiar with all prisoners. I.D. cards from other institutions are retained by the inmate. Institutional staff produce own I.D. card for identification purposes. These cards are held in the Duty office and Deputy’s office for use of all staff.
2. ADHERENCE TO PRISONS ACT, REGULATIONS, DIRECTOR-GENERAL'S INSTRUCTIONS AND LOCAL ORDERS

A. Are copies of Prisons Act, Regulations, Director-General's instructions and Superintendent's Local Orders available to all staff? Where are these to be found?

Local Orders are posted on notice boards. A central register for local orders is held in the Superintendents office.

Acts, Rules and Regulations are available from Duty office, Superintendents and Deputy Superintendents office.

All Local Orders, Acts, Rules and Regulations are available at all times to staff. Any amendments or changes to Local Orders, copies are given to all staff.

B. In what ways are the administrations ensuring that Statutory requirements are being met?

The staff are advised of any changes relating to policy or procedures, and the changes are then implemented.

C. What systems of access to the Superintendent and administration exist for custodial and non-custodial staff?

The Superintendent endorses the "open door policy" to all staff.

Additionally a social club operates and subject to funds being available, staff functions are held for all members and families.

D. What mechanisms exist for formal staff interaction with the administration?

Staff meetings are held on a regular basis, usually the last Wednesday of each month.

E. Does a system of Local Orders exist as necessary, and are they reviewed regularly for relevancy?

Local Orders are displayed in the Duty office and general office noticeboards. Original remains on file in the Superintendents office. The Local Orders are continually updated based on changes in Departmental Policies and local management.

F. Do sets of current post duties exist? Where are they located? Are they consistent with statutory obligations? What review for appropriateness and effectiveness is instituted?

Post duties are available at all work locations. Originals are retained in the Superintendent files.
Post duties are continuously updated, subject to changes in the management of inmates Policy and Procedures. Copies in annexure.

G. **What system of providing prisoners with information as to their obligations and responsibilities under the Prisons Act, Director-General’s instructions, Regulations and Local Orders?**

Upon reception, all inmates are informed of the camp's routine, boundaries and their obligations.

An inmate information bulletin is provided to each unit which gives detailed information on education, programmes, welfare service, psychologist, medical, regulations, visits etc.

Additional information in regards to Policy change, Local Orders are displayed on unit notice boards.

3. **CLASSIFICATION**

A. **Does the current classification system result in prisoners in your institution being held at an institution of appropriate security level?**

The Superintendent expresses some concern that some inmates are not suitable as C2 inmates which have been classified to this institution from Grafton. Additionally, there is an increasing problem that inmates are being classified to Glen Innes from the metropolitan areas and these inmates cannot receive visits from family and friends. This then increases the possibility of escapes as they cannot receive visits due to lack of public transport and excessive costs related to the visit.

Medical condition of some inmates create additional problems, especially asthmatics and epileptics as medical staff are only on duty 8 hours per day, week days only. The closest medical attention is Glen Innes some 40kms away.

Asthmatics are affected by pine pollen and saw dust which is in large quantities throughout the institution. These inmates are occasionally hospitalised until stable and re-classified to a more suitable institution with better medical facilities.

B. **Are the prisoners in the institution able/willing to participate in the programmes offered at the institution?**

The majority of inmates participate quite well in all programmes offered. However, some inmates from the metropolitan area are mis-informed on the availability of public transport as the only means of travel from Glen Innes to the camp is by taxi or private transport.

In the past 2 months additional programmes have been offered i.e. basic education, leather craft, computer training. All programmes have been well received by all participating inmates.
Future programmes will be offered to provide training in sawmilling, timber grading, timber drying etc. This will not only give inmates a skill to gain employment upon discharge but will assist the private managed sawmill to produce a better quality product thus giving a better revenue return.

C. **What local action is/can be taken to address problems arising from inappropriate classification?**

For those inmates that refuse to participate in work programmes they are referred to the Gaol Health Team for counselling. As a last resort disciplinary action is taken. The inmate may also be re-classified to another institution.

D. **In what way is the Programme Review Committee being utilised to deal with prisoners who are unsuitable for reasons other than security?**

The Programmes Review Committee conduct regular investigations into the inmates suitability at this institution. The committee recommends different employment and programmes that will assist in better management practices of those unsuitable inmates. As a last resort inmates may be re-classified to another institution.

E. **It is essential that prisoners be held in appropriate levels of security. It is also desirable that all prisoners be held in an institution in which they can avail themselves of suitable and appropriate programmes. In the absence of ideal circumstances, it is necessary that all institutions develop strategies to deal with those members of the population who are unwilling/unable to participate in the traditional activities of that institution. What strategies have/can be developed at the institution to address this situation?**

Programmes at this institution are being expanded. This is carried out be utilising staff currently employed at this institution which is more cost efficient.

**Intended Programmes**

- Forklift operators certificate
- Backhoe operators certificate
- Woodwork
- Saw sharpening
- Aboriginal arts
- Associated sawmilling skills
- Loader operators certificate
- Motor maintenance
- Computer training
- Leathercraft
- Pre-release programmes

As inmates at this institution mostly come from the Northern Regions, opportunities for employment exist in the sawmilling industry. Training is provided at the camps sawmilling facility on modern machinery. Training is also provided in the correct methods of milling, drying and processing of pine and hardwood timber. The knowledge that inmates have gained gives them the opportunity for employment upon release.
F. What system of access to the Superintendent and Senior Management, both formal and informal, exists?

The Superintendent is available to all staff at anytime. Inmate access to the Superintendent is arranged for a convenient time during that day. They may also approach the Superintendent on daily inspection of the institution. Urgent matters are dealt with immediately.

G. What formal process of dispute/conflict resolution exists to deal with grievances of prisoners (eg custodial/support/official visitor/Ombudsman)?

Any grievances that arise if possible is dealt with by the Superintendent and Deputy. If any grievance can not be dealt with on a local level the inmate is referred to the official visitor who attends the institution one day per month. Inmates may also write to the Ombudsman.

H. Are formal recognised procedures for breaches of discipline being adhered to? How are these implemented in the institution?

Breaches of prison discipline are dealt with by the Superintendent or referred to the visiting Magistrate. Records of punishment are recorded and available for inspection by all staff. Copy in annexure

I. What formal procedures are implemented in circumstances when staff breach Rules, Regulations or the Act?

Minor breaches are dealt with at a local level by way of discussion with staff member. Counselling etc. is also offered from the Superintendent, Deputy and Psychologist. If further action is required the matter is referred to the Regional Director.

4. OPERATIONAL ISSUES

4.1 MAINTENANCE

A. What is the specific maintenance for the current year?

To reduce costs the Building Overseer utilises inmate labour to carry out repairs to buildings, accommodation, painting, pumps, alarms, plumbing, internal lighting, ground maintenance etc.

Public Works Department deal with emergency repairs eg security lighting, sewage problems, water and associated major repair.

Contractors are hired to carry out major electrical repairs.
B. What resources are required to implement this programme?

1. Physical Resources

Normally, staff and inmate labour is utilised to carry out repairs. However, other contractors are hired to do major repairs which are beyond our capability eg Public Works Department, private contractors.

Outside labour can prove difficult and expensive given the locality of the institution.

2. Funds

Inadequate funding is always a problem eg, the four (4) Departmental cottages which are in a poor state or disrepair. Last years allocation was $1400.00, this amount is totally insufficient as the repairs will cost approximately $150,000 to bring them up to a satisfactory livable standard.

The gaol maintenance programme is sufficient at this time due to the redevelopment programme funded under capital works.

C. What problems exist in acquiring these resources?

1. Physical resources

The camp experiences difficulties in attracting qualified inmate labour. Tradesman are scarce in the system and are usually held by other institutions.

2. Funding

Estimates have been submitted. However, as the institution is in the process of being rebuilt. Future estimates will require to be increased.

D. What local action can be taken to address these?

The Superintendent has approached classification at Grafton for inmates that possess tradesman skills. Due to lack of tradespeople in the prison system this limits the requirement at this institution.

E. What priority do you give to the programme?

Maintenance programmes are considered by Management as a high priority. The buildings and accommodation units constructed are required to last for many years. Inmate labour is utilised extensively to reduce costs. Additionally as previously stated, qualified civilian contractors are hard to hire due to the isolation of the camp.
4.2 STANDARDS OF HYGIENE

A. Is there a routine health inspection? If not, what action have you taken to institute an inspection?

Duty officers and the Kitchen Overseer inspect the unit accommodation daily. A high standard of hygiene is expected and achieved.

Regular checks of the kitchen and water supply is carried out by the local health inspector.

Weekly inspections are also carried out by the Deputy on each Sunday.

B. What pest/vermin control process exists at your institution? What have you done to ensure this occurs?

Regular pest control is carried out on a 4 monthly basis. If pest/vermin are found between pest spraying the pest contractor is contacted immediately.

4.3 MEAL SERVICE

A. Are the minimum standards in terms of Departmental authorised menus being adhered to?

This institution operates by unit living. Inmates are issued with rations for 2 days, meals are prepared as per Departmental menus. Menus can be varied subject to approval from the catering overseer and superintendent. Cooking classes operate on Mondays, these classes have greatly improved the meals produced to a very satisfactory standard.

B. What problems in delivery of meals have you experienced in the past year?

No problems.

C. What action to overcome these problems has been taken locally? What action is required from other personnel to assist you to deal effectively with these problems?

N/A

4.4 MEDICAL

A. What routine medical/nursing/dental service is provided?

The position of Nursing Unit Manager operates from 8.00am to 4.00pm weekdays.

This service is not acceptable as the gaol population has increased from 80 inmates to 130 and soon to be again increased to 170. Additional staff will be required due to this increase and the isolation of the institution.
The Doctor attends the institution one day each week.

Dentist appointments are made via the nurse. All dental treatment is done at Glen Innes township.

B. What emergency medical service is provided?

Due to no medical staff being on duty after 4.00pm, medical emergencies after 4.00pm are escorted to Glen Innes Hospital. There is a problem as to who decides if a complaint is serious enough for transport to town for treatment.

C. Does the Gaol Management Team consider that this service is adequate?

No. Due to the increase in population and isolation, more services should be provided by medical services.

   e.g. a) No medical services provided on weekends;
   b) No coverage during working hours after 4.00pm to 8.00pm.

4.5 SUPPORT SERVICES

1. Psychological Services
2. Welfare
3. Drug and Alcohol
4. Other voluntary e.g. AA/NA/CRC
5. Probation and Parole
6. Legal Aid Commission

A. What services do you require from each of these areas and any other organisation which has contact with your institution?

Psychological = A psychologist attends the institution on a one day a week basis. This is subject to a vehicle being available at Grafton Gaol.

Welfare = 17½ hours per week.

Drug & Alcohol = One day per week. This is also subject to a vehicle being available at Grafton Gaol.

Other Voluntary = Christian fellowship visits the institution on Wednesday evenings. Chaplain visits on Fridays. This is also subject to a vehicle being available at Grafton Gaol.

Probation & Parole = One officer from Glen Innes Probation and Parole office visits one day per week.

Legal Aid Commission = Nil service supplied.
B. What deficiencies can you identify in the current services delivered by these personnel which hinder your capacity to implement the Institutional Management Plan?

The lack of attendance or irregularity of all services can hinder the implementation of the Management Plan for the camp. This is caused, in part, by the isolation of the camp in conjunction with the large distances the services are required to travel.

C. What resources do you require?

Due to the increase in the prison population the positions of psychologist, welfare, drug and alcohol will need to be reviewed. Full time positions should be created. This will then allow better management practices to be implemented and also provide better support staff to deal with high risk prisoners. The increase in services will assist in reducing escapes, attempted suicides. This result will eventually reduce the number of transfers to other institutions.

D. A RANGE OF GROUPS OF PRISONERS WHO CAN BE DESCRIBED AS HAVING SPECIAL NEEDS HAVE BEEN IDENTIFIED, THESE INCLUDE;

1. Emotionally disturbed
2. Transsexual
3. Psychiatrically disturbed
4. Intellectually disabled
5. Physically disabled
6. Young offenders

I. What facilities/services do you have in your institution to meet the needs of these prisoners?

Most services provided on a part time basis. Very limited. The Gaol Health Team addresses most issues and concerns of the above range of prisoners.

II. What limitations do you experience in adequately meeting these needs?

This camp does not have the services to meet the full demands of these prisoners. Such services would have to be provided from Glen Innes or Grafton.

III. What resources do you require?

A regular service from those areas previously identified.

IV. What do you believe are realistic options for dealing effectively with each of these groups?

At present the Gaol Health Team addresses most needs. However, this team lacks the expertise of the specialist.
V. What staff resources do you have to meet these needs?

As above, the Gaol Health Team.

VI. Do you believe that current staff training programmes are adequate to provide staff with adequate knowledge and skills to deal effectively with these groups?

The Superintendent feels staff training programmes are inadequate. More training should be provided to all staff, to address the special needs of the above group of prisoners.

4.6 ADMINISTRATIVE SERVICES ACCOMMODATION

A. Given the current overcrowding within institutions, what accommodation requirements do you have? What deficiency do you currently experience?

104 cells for 130 prisoners. Only 2 cells per unit are 2 out cells. This is not considered to be any problem.

Additional 24 cells have been constructed, to be on-line in near future.

B. Is there any deficiency in furniture and fittings? If so, what?

NIL

C. What laundry facilities do you have? What laundry facilities do you require?

Present laundry facility inadequate. Submission forwarded to Building Services for upgrading of laundry under capital works programme.

D. Given the resources desired to your institution, what would you identify as the priority resources for your institution?

Priority should be given to construction of a segregation unit, non-workers accommodation and yard.

4.7 CLOTHING / PRIVATE PROPERTY

A. What resources do you require to meet the minimum established prisoner clothing allowances?

The old laundry facility has been converted into a property room. The storage area is far too small. New facility has been placed on the priority list on the redevelopment programme, however, this will be subject to funds being available.

B. What control mechanism do you operate to ensure that waste of clothing does not occur?
Recycling of inmate clothing takes place as much as possible. A prisoner clothing card is kept for all inmates and upon discharge all inmates have to account for all clothing. Any losses or damaged clothing, unless valid reason’s are given, the replacement costs are debited to the inmates account.

C. What action have you been able/would you be able to take to recycle, repair, produce clothing at a local level?

Repairs to clothing are carried out at Grafton. The Superintendent intends to purchase a sewing machine and increase the employment profile in the laundry facility so repairs can be carried out locally. This is subject to approval of the new laundry block.

D. What other action with respect to clothing, both private and prison, do you believe is appropriate?

The Superintendent feels that for cold climates, doonas should be approved as allowable property. Doonas are cheaper than blankets. Thongs should also be allowed to increase medical hygiene ie tinea.

E. Since the implementation of the offenders Private Property Policy, has the Superintendent had any difficulties ensuring that the policy is correctly monitored?

Limited staff may at times hinder the checking of property to those inmates that are re-classified to a higher security rating. Generally no problems.

F. Has all the prisoners private property that has been removed from prisoners cells as per the Departmental policy been appropriately addressed?

All excess property has been sent out from the institution.

G. Is the policy related to approved cell property regarding education material being properly addressed?

No problems at this stage due to limited courses available at this institution. Those inmates doing education, return study books to the education officers as soon as units of courses are completed.

5. PROGRAMMES FOR PRISONERS

5.1 WORK / INDUSTRIES

A. What industries are operating in the institution?

The major industry at Glen Innes is the sawmill. The sawmill employs the majority of inmates housed at this institution.

Other industries are cement brick, paving tiles, bush gangs, road and traffic gang, farm market garden, motorshop, cattle, building maintenance and other domestic activities.
B. How many prisoners can each industry employ at capacity?

Location  Prisoners  Work
see annexure

C. How frequently is capacity employment achieved?

All inmates are employed at this institution.

D. What local action is being taken to address these issues?

No problems exist in this area.

E. What actions can be taken at local level to ensure that there is significant advantage to prisoners who choose to involve themselves in employment as compared with those who refuse employment?

All inmates employed are given maximum amount of privileges allowable. For those inmates dismissed from their work location no privileges are available.

Additionally, a non-workers yard will be provided for the unemployed prisoners.

Outside sports are currently being reviewed to provide an added incentive for working prisoners.

F. What restrictions are experienced by the institution in implementing such a system?

Sporting activities are limited in the Glen Innes area, however, these options are being investigated. Additionally, hobby work is an added incentive, ie. leather craft, aboriginal crafts, woodwork and painting. These type of courses are being reviewed and will be implemented subject to funds being available in this years budget.

G. What percentage of prisoners are you able to employ in an appropriate active programme?

As previously stated, all inmates are employed and further employment has been arranged to cater for the anticipated increase in the prison population.

H. Are bundies installed at the institution?

Only the sawmill

I. If not, how long is it envisaged before bundies are installed?

Bundy clocks are not required at other work locations.
J. In the area where these bundies are operating, are they experiencing any difficulties?

No.

5.2 PROGRAMMES

A. What action is taken in the institution through Programmes Review Committee and other vehicles to identify appropriate programmes for each prisoner?

All inmates are continually assessed by the Programmes Review Committee and appropriate recommendations made ie. employment change, work release, day leave and weekend leave etc.

B. What action has been taken to advise all staff, non-custodial and custodial, of the specific programmes each prisoner is involved in?

All staff are aware of the programmes each prisoner is involved in, by work location board. Education course applications are approved subject to work reports. Application for courses approved are displayed on the inmates cell door.

C. What action is taken to advise all prisoners of the programmes activities, services available in the institution at which they are held?

Upon arrival at the institution, all inmates are informed of programmes and services available. Additional information is available in the inmate information bulletin held in each unit.

D. What action has been taken to consolidate and negotiate appropriate delivery of services which do not disadvantage either?

No problems exist at this time. Further services will be investigated with T.A.F.E. upon receipt of budget allocation.

E. What processes occur in the institution to regularly review the priority and specific programmes operating in the institution, given changing populations, policies and needs?

Changes made by way of meetings. Items considered are increase in population and funds being available.

F. Do these programmes meet the needs of special needs inmates in relation to educational, social and employment needs?

Programmes are currently being reviewed to cater for special needs of inmates. However, these programmes will be restricted if funds and staff are not available.
5.3 PROGRAMMES FOR AT RISK PRISONERS

A. What action has been taken to ensure that PLY 90.122/1 Aboriginal Deaths in Custody recommendations are being implemented in your institution?

One unit has been allocated for aboriginal inmates. Additionally, aboriginal inmates are housed together as much as possible. All other recommendations have been implemented.

B. Are there adequate stocks of bail forms at your institution?

As all prisoners are sentenced, bail forms are not needed. Bail forms are available from the store if required.

C. What records are kept which indicate that bail forms are being forwarded to the appropriate bail application support scheme officers?

As previously stated, bail forms are not used.

D. What procedure for the maintenance and training of staff in the use of resuscitation alarm and intercom systems occurs at your institution?

The local nurse has given some instructions to staff members. Other staff have been trained by Ambulance Officers.

All staff are aware of the cell call system which is checked on a regular basis. Faults are located and repaired immediately.

E. Do you have a dry cell for suicidal/disturbed inmates?

Camps are not required to have a dry cell.

F. A visual check of the "visits refused book" is to be made and the number of refused visits pertaining to the above policy noted. Is this carried out?

A visits refused book is available, this had not been used to date.

5.4 GAOL HEALTH TEAM

A. Is there an operational Gaol Health Team?

A Gaol Health Team is in operation. This team comprises of nurse, senior relief prison officer and welfare officer. Occasionally the psychologist will attend.

B. If not, when will a Gaol Health Team be established?

N/A.
C. Are records being kept that identify-

I Date and duration of meeting?
Yes

II Staff attending the meeting?
Yes

III Names of prisoners dealt with at each meeting?
Yes. Copy in annexure.

D. Are there any operational issues that hinder the performance of the Gaol Health Team?
No difficulties to date.

5.5 RECREATION

A. What current recreation programmes, facilities are provided?
Recreation programmes at Glen Innes are limited at this institution. They consist of weight area, tennis court and football oval.

A position of activities officer needs to be created so outside sporting activities could be arranged. This would greatly assist prison industries as an added incentive programme for working prisoners.

B. What additional resources do you require?
An Activities Officer position needs to be created to plan, organise and supervise outside sporting programmes.

5.6 FAMILY CONTACT

A. What limitations exist in the physical facilities used for visiting, both contact and non-contact?
This institution conducts both contact and non-contact visits. Limitations exist in a number of areas. This is due to the increase in the prison population.

1. Visiting section too small;
2. The isolation of the institution;
3. No public transport;
4. Insufficient shelter in wet weather.

B. What staffing issues need to be addressed?
At present only one officer supervises visits. An additional position needs to be created to provide better supervision and maintenance of visitors records.

C. What procedural difficulties are experienced and what local action has been taken to address these?

Numerous difficulties are experienced in the visiting area i.e. processing of visitors, patrolling area and general supervision.

The compound officer is now required to assist in busy periods and regularly conduct checks.

D. What assistance/advice do you require from Prison Operations Division to address these matters?

Prison Operations will be required to review the present situation and make the appropriate recommendations.

E. In what respect do you believe visiting arrangements can be used to positively influence Gaol Management?

Provide a better facility large enough to cater for the increase in prison population.

The present facility was built in 1980. Since that period the camps population has doubled and soon to increase to 170 inmates.

Once the camps population reaches 170, urgent consideration will need to be given to a new visiting section.

F. How many visits have been received in the past three months?

Over the past three (3) months, 720 inmates received visits.

G. How many visits may a prisoner have per week and of what duration?

Prisoners are entitled to 2 visits per week. Saturday, Sunday or Public Holidays. Visiting hours 9.00am and 3.00pm.

H. What current visiting arrangements do you operate?

As above.

I. On what days does your visiting section operate?

As above.

J. In the visiting sections in 'A' and 'B' category institutions, have the following areas been addressed?
I  Are all tables and chairs secured to the floor?
N/A

II  These tables are to be coffee table height so when the prisoners and visitors sit down their knees are to be above the table top. Have they been satisfactorily installed?
N/A

III  The tables are to be strategically positioned to allow maximum coverage from observation cameras. Have they been placed appropriately?
N/A

IV  What procedures are adopted regarding items of food and drink not consumed on visits?
All food and drink items to be consumed on visits.

V  If any of the above mentioned has not been implemented, when does the Superintendent expect this matter to be addressed by?
N/A

5.7  TELEPHONES

A. What current telephone arrangements do you operate?
Prisoners have access to one outside line at General Office. This is controlled by the 'C' Duty Officer.

B. What additional facilities do you require?
Additional telephone line. A position of activities officer needs to be created to supervise phone calls and arrange outside sporting activities.

C. What staffing resources are utilised?
One of the 'C' watch officers is utilised to supervise phone calls. This practice is not suitable as security is reduced.

D. How many phone calls and of what duration are prisoners permitted?
2 x 6 minute phone calls per week.

E. What other facilities exist for family e.g. Gala Days, YACS Case Conference?
Due to isolation of the camp and lack of public transport, no other facilities are available.
F. What are needs you recognise for family contact that are currently met under difficulties or not at all?

No public transport exists for prisoners family and friends to visit the institution.

G. What action can/should be taken?

Local action has been taken. Approaches have been made to different bus companies, however, no interest has been shown.

5.8 SUPPORT SERVICES - STORES

A. What problems are you experiencing in the delivery of service goods from the gaol stores?

Long Bay stores supply of material is a problem.

B. What actions have you taken to overcome these difficulties?

The only concern at this institution is the supply of materials from Long Bay Store. To overcome this problem, store requisition items have been placed with other companies - for reliability reasons.

C. What other actions do you believe are appropriate and necessary to maintain adequate services to the division?

Long Bay stores have never been reliable in the supply of items requested. I believe that the staffing should be reviewed.

6. NEEDS AND OBLIGATIONS OF STAFF

6.1 NEEDS

A. Is your staff establishment adequate? If not, at what levels are there difficulties?

The Superintendent is of the opinion that the staff establishment at Glen Innes should be reviewed by Prison Operations.

This institution will be holding 170 inmates in the near future, as well as receiving reception from Courts in the local area.

Due to this increase in responsibilities and work load, the following positions are considered necessary for the camp to function efficiently.

1. Senior Prison Officer 7 days dayshift
2. Activities Officer 7 days
3. Ground Maintenance Overseer 5 days
4. Stores Assistant
5. Records Clerk

B. What functions are unable to be fulfilled adequately whilst this deficiency exists?

Due to population increase, workloads for all staff have increased dramatically and some areas are not functioning efficiently.

E.G. Programme Review Committees, staff training, prisoner activities, security and stores.

C. What local action have you taken to address this?

Submission currently being prepared for the abovementioned position and will be forwarded to Prison Operations.

D. What is your current staff deficiency?

1. Assistant Superintendent
1. Senior Overseer, Sawmill
1. Overseer Sawmill
1. Overseer Kitchen
1. Deputy Superintendent

being addressed
" "
" "
" "
" "
" "

E. To what extent is overtime being used to ensure that functions essential/desirable to functioning of the institution are carried out?

Overtime is only being used to maintain adequate security and to allow the institution to function properly on a 'day to day' basis.

F. To provide staff at all levels with a range of experience whilst accommodating the needs of stability of the organisation?

All staff are given the opportunity to act in a higher capacity.

G. What mechanisms have you in place to deal with welfare needs of staff?

A Welfare Officer is available to all staff. Psychologist from Grafton provide counselling if required.

H. What mechanisms have you implemented to ensure that positive monitoring of individual staff work performance occurs and that reduction in standard or performance is identified and addressed?

Individual staff work performances are observed and assessed by Senior Staff Members. Counselling and training is provided to assist overcome any problems they may have.

I. What local trauma response mechanisms beyond the official procedure to be implemented in any emergency have you developed?
The Psychologist from Grafton has been trained in this area and provides counselling to staff as required.

J. What staff amenities exist in your institution? Are they adequate? What further amenities are required? What action have you taken? What action/assistance do you require to develop these existing amenities?

Staff amenities consist of:-

1. Snooker table;
2. Showers and toilet;
3. Tea/coffee making facility;
4. Small kitchen

New amenities block and equipment will be addressed as the re-development program continues.

K. What mechanisms exist to ensure that all staff have access to required uniforms and other equipment?

Ample stocks of Officer's uniforms are available from the Camp's Store.

L. What mechanisms exist to ensure that adequate staff training and staff development initiatives are implemented and available to staff at all levels within the institution?

Staff are made aware of all Training Courses available at the Academy.

M. What limitations exist to the achievement of this?

Lack of sufficient staff, insufficient funds and transport create difficulties when arranging for staff members to attend training courses.

N. What difficulties do you experience in delivery of personnel services to your staff eg salaries, leave, transfer?

The only problem, in the Superintendent's opinion, is the length of time it takes to have positions advertised.

6.2 OBLIGATIONS

To attend as required

To dress appropriately

How frequently do staff attend:-

a) Late?

No instances of being late for duty in the last 12 months.
b) Workers compensation?
116 days

c) Sick leave?
130 days

d) Dress?
All staff have a satisfactory standard of dress.

e) Appropriate to Staff and Personnel?
Yes

Check A

1) Superintendents Journal
   Checked and noted

2) Punishment Book
   Misconduct Register checked and noted

3) Deputy Superintendents Journal
   Checked and noted

4) Key Register
   Sighted

5) Are inspections of the institution being carried out at irregular hours by the Superintendente and/or Deputy at night, and are these hours being documented in their journals?
   Yes

Check B

1) Check and make sure all officers are wearing their AIDS protection kits.
   Yes, all officers wear their AIDS kits

2) If officers are not wearing their AIDS kits, have they been issued to all officers?
   New AIDS kits have been issued to all staff members
3) Why then are officers not wearing them?
N/A

4) Are regular checks carried out by executive staff, making sure that staff are wearing them?
Yes

5) Has any officer at this institution used their AIDS kits since their implementation?
Yes

7. OCCUPATIONAL HEALTH AND SAFETY

A. Is there a functional Occupational Health and Safety Committee at the institution?
Yes

B. How often does the committee meet and is the Superintendent represented at these meetings?
Meeting takes place monthly if possible. Senior Relief is the Superintendent's representative.

C. Have First Aid Kits been installed in the following locations?

1) Wing
First Aid Kits are held in all unit accommodation.

2) Workshop
Yes

3) Kitchen
Yes

4) Activities
No First Aid Kit in activities area. Activities area close to Duty office.

AIDS KITS

The integration of HIV prisoners into the mainstream population and the presence of communicable diseases such as Hepatitis A and B, necessitate the introduction of First Aid cabinets into the abovementioned areas. Apart from the appropriate First Aid Kits these cabinets must contain the following items:-
1) **Small hand held mirrors (for searching purposes)?**

Small mirrors were purchased for this purpose

2) **Sharp containers?**

3 Sharp containers available in the clinic.

3) **Milton tablets or household bleach?**

Milton tablets and bleach are held in the clinic. Also in major First Aid Kits throughout the institution, ie. Duty office, Workshops.

4) **Laerdal pocket mask (mouth to mouth resuscitation)?**

Yes

5) **A mop and bucket?**

Yes, available in all areas

6) **Hydrogen peroxide mouthwash?**

Yes, held in the clinic

7) **Contaminated waste bags?**

On order

8) **Occlusive dressing (waterproof)?**

On order

9) **Eye wash?**

Yes

The following items are recommended for the additional protection of staff in the event of major body fluid spills.

1) **Visa mask (disposable face protection)?**

Yes

2) **Protective suit (disposable overalls)?**

Yes, available in all major First Aid Kits
3) The Occupational Health and Safety Workplace Committee or a nominated representative is responsible for conducting a monthly check of all approved locations to ensure that First Aid Kits and additional protective requisites are present and in good order, is this practice being monitored?

Yes

8. BUSH FIRE TEAM

1) Does the institution have a bush fire response team?

Yes

2) Is the equipment appropriate?

The water tank was donated by the Forestry Commission

3) Is the equipment up to standard and at the ready at short notice?

The Fire Fighting equipment at Glen Innes is only good enough for small fires and mop-up situations. The main problem is that the pump lacks pressure to knock down large fires, however the equipment can be ready to be used at short notice.

4) How many staff have been trained in the correct procedure to respond to bush fire?

Two officers have been trained by the NSW Fire Brigade. One of the above has also received training with the local Bush Fire Brigade. Additional training will be provided to staff on the 27 August 1991 in the operations of the Forestry tanker. Training provided by Forestry Commission staff.

5) How many prisoners at this institution have been trained in the procedure to attend bush fire?

At present, only six inmates

6) If none, when does the Superintendent envisage in having a bush fire response team established at this institution?

N/A

9. MANAGEMENT TEAM

1) Composition?

The Management Team runs in conjunction with Gaol Health Team which is made up of the following:-
Superintendent, Deputy Superintendent, Administration Officer, Store Keeper, Prison Industries, ASI and Welfare Officer.
2) Frequency of meetings?

As required

3) What problems do you experience in the operation of this team?

Lack of support staff ie. Psychologist, Education officer.

4) What action do you believe appropriate to overcome these difficulties?

Full time positions be created for this institution (Psychologist and Education officer)

5) What initiatives have you been able to implement that are consistent with the objectives of the Strategic Plan?

Better management practices in area of:

a) Planning for future;
b) Prison Industries expansion;
c) Prisoner employment;
d) Course and activities for inmates;
e) Better control over expenditure;
f) Changes to camps policies;
g) Review to post duties and statement of duties;
h) Control over rations and store, ie. implementing Department’s policy of Plant and Inventory to reduce theft and losses, etc.
<table>
<thead>
<tr>
<th>IDENTIFIED PROBLEM</th>
<th>REMEDIAL STRATEGY</th>
<th>INDIVIDUAL RESPONSIBLE</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security fence around compound</td>
<td>Additional Security Patrols</td>
<td>Building Services</td>
<td>Has been placed on Capital Works Program</td>
</tr>
<tr>
<td>Dures Alarm for Officers on Night Duties i.e. &quot;C&quot; &amp; &quot;B&quot; watch</td>
<td>Officers to work in pairs &amp; remain in sight at all times. Cordless telephone has been purchased &amp; can be utilised in an emergency</td>
<td>Building Services</td>
<td>Has been requested to be placed on Capital Works Program</td>
</tr>
<tr>
<td>Communication between outside work gang and Institution</td>
<td>Repair current system</td>
<td>Communication Officer Building Services</td>
<td>Has been requested</td>
</tr>
<tr>
<td>Inappropriate Prisoner at this Institution</td>
<td>Grafton PRC has been advised of previous problems</td>
<td>Classification</td>
<td>Report to be submitted to Classification</td>
</tr>
<tr>
<td>Inadequate support services e.g. Nurse, Psychologist, Welfare, Probation and Parole.</td>
<td>Request additional staff to supply these services</td>
<td>Request additional staff and a staff review from Prison Operations</td>
<td>Staff request to be forwarded to Prison Operations</td>
</tr>
<tr>
<td>Laundry facility</td>
<td>Increased inmate working hours</td>
<td>Building Services</td>
<td>Has been requested</td>
</tr>
<tr>
<td>Reception Room &amp; Private Property area</td>
<td>Currently utilising old laundry.</td>
<td>Building Services</td>
<td>Has been placed on Capital Works Program</td>
</tr>
<tr>
<td>IDENTIFIED PROBLEMS</td>
<td>REMEDIAL STRATEGY</td>
<td>INDIVIDUAL RESPONSIBLE</td>
<td>ESTIMATED COMPLETION DATE</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Inmate Clothing Repairs</td>
<td>Sent to Grafton for repair</td>
<td>Institution</td>
<td>Institution to purchase one machine to carry out repairs</td>
</tr>
<tr>
<td>Visiting Section inadequate size</td>
<td>Shelter area has been constructed</td>
<td>Building Services</td>
<td>Has been placed on Capital Works Program</td>
</tr>
<tr>
<td>Isolation &amp; Transportation for Inmates’ family and friends</td>
<td>Arrange transport from Glen Innes to Institution</td>
<td>Have contacted local support group - unable to assist</td>
<td></td>
</tr>
<tr>
<td>Additional telephone line for inmates</td>
<td>Conduct staffing interview for additional capacity</td>
<td>Building Services</td>
<td>Has been requested on Capital Works Program</td>
</tr>
<tr>
<td>Creation of Position</td>
<td>Conduct staffing review for additional positions</td>
<td>Prison Operations</td>
<td>Subject to application by Superintendent to Prison Operations</td>
</tr>
<tr>
<td>Long Bay Stores</td>
<td>Purchase from contract</td>
<td>Store Manager, Long Bay</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>New Amenities Block for Staff</td>
<td>Utilise present system until new amenities block is constructed</td>
<td>Building Services</td>
<td>Has been requested on Capital Works Program</td>
</tr>
<tr>
<td>Bush Fire Equipment</td>
<td>Utilise present Bush Fire team for &quot;mop-up&quot; situations only</td>
<td>Fire Control Officer</td>
<td>Request upgrade of equipment</td>
</tr>
</tbody>
</table>
ANNEXURE A.

POST DUTIES

Post duties are being updated at this time for a number of posts due to changes in routine, policies and upgrading.

"B" Watch 1 and 2
Activities (weekend and public holidays)
Assistant Superintendent Industries
Farm Overseer
Relief Overseer
STATEMENT OF DUTIES

DEPUTY
Title under Award or Agreement SUPERINTENDENT Gd 2 Code No. 13/001
Departmental Title SUPERINTENDENT Grade or Class of Position
Department CORRECTIVE SERVICES
Division of Department CUSTODIAL Branch or Town OBERON

Responsible to: ASSISTANT DIRECTOR (NORTHWEST REGION)

2. Implementation of Policy Changes.
3. Control of budget expenditure.
5. Monitor sick leave policy.
7. Supervise & Check release of all prisoners.
9. Control of Overtime budget.
10. Liaise with other Government bodies.
11. Inmate Discipline & Remission.

PROPOSED
12. Direct supervision of all non-uniformed officers.
13. Introduce & Control all local payments for services rendered.

The statement of responsibilities should not exceed the space provided.
The above is a brief statement of the duties of the position as at the 8th of JULY 1988.

Branch Head ___________________________ Permanent Head ___________________________
Date ___________________________ Date ___________________________

As occupant of this position, I have noted this Statement of Duties.
Title: ASSISTANT SUPERINTENDENT

Department: CORRECTIVE SERVICES

Division of Department: CUSTODIAL

Responsible to: SUPERINTENDENT

DUTIES:

1. Assist Superintendent with daily management of the Institution.
2. Implementation of Policy changes.
3. Preparation of 20 day roster.
4. Control of sick leave policy.
5. Compound & Unit accommodation security.
6. Health & hygiene of Inmates.
7. Inmate work allocation.
8. Inmate bonus payments.
9. Staff Development.
10. Staff & Discipline.
11. Relieve Superintendent as required.
12. Chair Programme Review & Reception Committee.
13. Supervise all Industries.


The statement of responsibilities should not exceed the space provided.

The above is a brief statement of the duties of the position as at Line of 19.

Branch Head ___________________________ Permanent Head ___________________________

Date ___________________________ Date ___________________________

As occupant of this position I have noted this Statement of Duties.
STATEMENT OF DUTIES

Title under Award or Agreement: Prison Officer Code No.: 11/024

Departmental Title: Senior Prison Officer (Relief) Grade or S.P.O.: Class of Position:

Department: Corrective Services

Division of Department: Custodial Branch: Glen Innes or Town: Afforestation Camp.

Responsible to: Superintendent

Responsible for:

1) Reporting to the Superintendent all matters concerning the security, discipline, supervision and Custodial Administration of Staff and Prisoners in the Glen Innes Afforestation Camp.

2) Ensure that all incidents of escape, attempted escape, assault, suicide, self mutilation, improper conduct, fires, property damage and accidents are properly investigated and reported to the Superintendent immediately.

3) Organise and Chair Programme Review and Reception Committee meetings.

4) Relieving in the positions of Superintendent and Deputy Superintendent in the absence of these Officers, have charge of the Glen Innes Afforestation Camp and be responsible in like manner as the Superintendent or Deputy Superintendent. A report of all matters affecting the management of the institution during the absence of the Superintendent or Deputy Superintendent, shall be made immediately on the Superintendents return to duty.

The statement of responsibilities should not exceed the space provided.
The above is a brief statement of the duties of the position as at ____________________________

Branch Head_________________________ Permanent Head__________________________

Date__________________________ Date__________________________
POST DUTIES
GLEN INNES AFFORESTATION CAMP
NIGHT SENIOR "C" WATCH

1:00PM  Commence duty. Supervise and assist with the Compound Officer, Reception/Driver if available with Unit inspection. Any surplus food stuff and personal property is to be removed as per Prison Property Policy. All items removed are to be logged in the Search Book.

4:10PM  Supervise muster and report any discrepancies found as per Serious Incident Report Policy.

4:20PM-6:00PM  Supervise head checks and maintain good order and discipline of the institution. Any area of concern are to be reported to the Deputy Superintendent.

6:10PM  Conduct tea muster. The muster can be varied to suite, however, the muster cannot be conducted before 5.45pm or after 6.15pm.

6.30PM-9:00PM  Conduct and supervise random head checks of all prisoners held at this institution.

NOTE:  A Senior "C" Watch Log is to be maintained to record any serious incidents, e.g. assaults, escapes, fires, disturbances as well as defective equipment. Defective equipment is also to be reported to the Superintendent.
POST DUTIES
GLEN INNES AFFORESTATION CAMP
COMPOUND OFFICER
12 HOURS SHIFT (7 DAYS)

6:00AM  Commence Duty. Relieve "B" Watch.

Obtain information from "B" Watch that could affect the good order of the institution. Any relevant information is to be passed on to the Superintendent.

6:30AM  Sound siren. Conduct physical head check in the company of the Reception Room/Driver, making sure that all inmates are in a conscious state. Upon completion, any discrepancies are to be reported as per Serious Instance Reporting Policies.

7:30AM  Muster and let-go to commence as per individual units. Any discrepancies are to be reported as stated above.

8:00AM  Compound Officer to arrange employment for all inmates employed on the Compound bearing in mind that it is your responsibility to maintain a high state of cleanliness of the Compound and surrounding areas.

11:00AM Contact Mill Overseers and arrange muster book alterations for those inmates employed in the Sawmill.

11:50AM Sound siren for muster.

11:55AM Conduct muster and account for all inmates.

12:30PM Sound siren for return to work.

12:30PM-1:00PM Lunch.

1:00PM In conjunction with the "C" Watch Senior, inspection of units are to be conducted and any accumulation of food stuff are to be removed. In addition to this, also to apply the property as per Prison Property Policy.
4:00PM  Prior to muster, request information from Mill Overseer in regards to prisoners being absent.
4:05PM  Sound siren.
4:10PM  Conduct muster.
6:00PM  Conduct random head checks.
POST DUTIES
GLEN INNES AFFORESTATION CAMP
RECEPTION ROOM/DRIVER
12 HOUR SHIFT (6:00AM TO 6:00PM) MONDAY TO FRIDAY

6:00AM Commence Duty. Relieve "B" Watch. Obtain information from "B" Watch that could effect the good order of this institution. Any relevant information is to be passed on to the Superintendent and Deputy at 8.00am. Process any early discharges and/or escorts.

6:30AM Sound siren. Conduct physical head check in the company of the Compound Officer. Upon completion of head count, any discrepancies must be reported as per serious instance Reporting Policy.

7:30AM Muster and Let-go to commence as per individual units. Any discrepancies are to be reported as stated above.

7:45AM Instruction to be given to all inmates who are employed in the Sawmill that they are required to report to the Sawmill ready to commence work.

7:50AM This Officer is to report to the Sawmill Managers and obtained the Muster Book and conduct a physical check and account for all inmates employed in that work location. Any discrepancies are to be reported immediately to the Sawmill Managers or the Deputy Superintendent and appropriate action to be taken to locate the discrepancies.

This Officer is to remain at the Sawmill until he is relieved by the Mill Overseer.

8:30AM-4:00PM This Officer is to assist the Compound Officer to maintain a high standard of cleanliness throughout the Compound area.

NOTE: This Officer would be required to perform such duties as directed by the Superintendent and Deputy Superintendent.

4:00PM-6:00PM This Officer is to work as directed by the Senior Prison Officer "C" Watch and conduct physical head counts up until cease of duty.
STATEMENT OF DUTIES.

VISITS OFFICER Prison Officer Saturday, Sunday & Public Holidays.
8.00am – 4.00pm.

8.00am Commence Duty.

Ensure visiting area is clean, tidy and that the allocated tea, coffee, sugar and milk rations have been supplied.

9.30am Commence visits ensuring that ALL visitor details are recorded in the prisoner’s visiting book. ALL visitors must produce some form of identification prior to the prisoner being called for a visit. If a visitor cannot produce some form of identification the visiting Officer is to contact the Superintendent or Officer acting in that capacity to interview visitor prior to calling the prisoner.

The Visits Officer is responsible for the supervision of all prisoners and visitors in the visiting section. He is to collect all property and properly record all details. The Visits Officer will adhere to local order 5/87 and ensure that the local order is carried out during the course of his duties.

The Visits Officer will work in accordance with Prison Rules, Regulations, Prisons Act, and local orders.

The Visits Officer will issue all property received ONLY after it has been correctly recorded and signed for.

The visits Officer is to familiarize himself with the list of prohibited visitors and will notify the Superintendent or Officer acting in that capacity if a person on this list visits the institution.

The visits Officer’s lunch break will be taken after the mid-day lunch muster, he will be relieved by the Prison Officer rostered to activities.

3.30pm Cease visits. The Visits Officer will ensure that all visitors leave the visiting section promptly and that NO inmates leave the visiting compound to assist visitors or see visitors to their vehicles.

The Visiting Officer is to search the visiting area, toilets and demountable building for contraband prior to leaving the visiting section.

The Visits Officer will report to the Superintendent, the number of inmates who received visits for the day and any unusual circumstances that may have occurred.

4.00pm Cease Duty.
STATEMENT OF DUTIES

Senior Overseer.  Motor Maintenance  Monday to Friday  8.00am - 4.00pm.

8.00 Commence Duty.

Check with Superintendent or Deputy Superintendent for any special or additional instructions.

Collect all vehicle keys and check vehicles prior to them leaving for work locations. Ensure that only inmates who have been issued with drivers' permits are operating tractors.

Carry out all duties in accordance with Prison Rules, Prisons Act., and local orders.

The Senior Overseer is responsible for the issue and recording of petrol and diesel to all vehicles and the maintenance and completion of all motor vehicle running sheets. The Senior Overseer will check, certify and forward all motor vehicle running sheets to the Transport Division of the Department at the end of each month.

The Senior Overseer, Motor Maintenance is responsible for the maintenance and repair of all institutional vehicles, tractors, industrial, minor and major plant. He/She will ensure that all plant is kept in a safe operational condition and that all inmates under his/her supervision are properly trained in the use of power tools and equipment that they may be required to use in the course of their employment.

The Senior Overseer will ensure that the proper requisitions are raised when ordering goods and services and he/she will keep the Superintendent advised on the progress of repairs and cost centres under his/her supervision.

12.00 - 12.30pm Lunch Break

3.45pm The Senior Overseer will account for all vehicle keys and ensure that all vehicles are fueled and secured in the vehicle compound prior to ceasing duty.

This Officer may be directed to perform other duties as required by the Superintendent or Deputy Superintendent.

4.00pm Ceases Duty.
STATEMENT OF DUTIES

SENIOR OVERSEE SAWMILL

GLEN INNES AFFORESTATION CAMP

MONDAY–FRIDAY (8:00AM–4:00PM)

8:00AM Report to the Sawmill, relieve the Officer rostered on the position of Reception Room/Driver.

The Senior Overseer is to report to the Sawmill Managers, Messrs David and John Walters, for any special instructions in regards to the running of the Sawmill and employment of inmates.

The Senior Overseer will be responsible for the discipline and employment of inmates employed in that work location.

The Senior Overseer and 2IC will ensure that all inmates employed in that work location are issued with and are wearing proper safety equipment.

Lunch and smokos are to be limited to 30 minutes and 15 minutes (morning and afternoon), respectively.

The Senior Overseer and 2IC are to account for all inmates under their supervision and report any discrepancies to the Deputy Superintendent or Assistant Superintendent of Industries.

The Senior Overseer Sawmill will work in accordance with Prison Rules, Regulations, Prison Acts, Occupational Health and Safety Act and Local Orders.

The Senior Overseer Sawmill will direct the Overseer Sawmill of his duties or issue special instructions that maybe necessary to operate the Sawmill efficiently.

Prior to ceasing duty at 4:00pm, the Senior Overseer and Overseer will account for all inmates and report to the "C" Watch Senior of any inmate that will be absent from the 4:10pm muster.

4:00PM Cease duty.
STATEMENT OF DUTIES

OVERSEER SAWMILL

GLEN INNES AFFORESTATION CAMP

MONDAY–FRIDAY (8:00AM–4:00PM)

8:00AM Commence duty. Report to the Sawmill and relieve the Officer rostered on the position of Reception Room/Driver.

He is to report to the Mill Managers, Messrs David and John Walters, for any special instructions that is required in the daily operations of the Sawmill.

He will ensure that prisoners are wearing proper safety equipment that is provided.

He will supervise and be accountable for all inmates employed in that work location and any disciplinary matters will be reported to the Senior Overseer.

Smokos and lunch breaks are to be limited to 15 minutes (morning and afternoon) and 30 minutes, respectively.

He will carry out all duties in accordance with Prison Rules, Prison Acts, Regulations, Occupational Health and Safety Acts and Local Orders.

Prior to ceasing duty at 4:00pm, he will account for all inmates employed in the Sawmill and report to the "C" Watch Senior.

4:00PM Cease duty.
STATEMENT OF DUTIES

LOGGING OVERSEER

GLEN INNES AFFORESTATION CAMP

MONDAY - FRIDAY (8:00AM-4:00PM)

This officer is responsible for the supply of logs to the Sawmill, the training and supervision of inmates under his control, the maintenance of vehicles, tractors, chainsaw and other equipment used in the Logging operations. He is required to adhere to the Forestry Commission of NSW Code of Logging and Practices.

NOTE:

No Officer will be permitted to carry out the duties of Logging Overseer unless he has been certified by the Forestry Commission to work as a tree feller and holds a forklift operator's certificate. The only exception to this directive is that Mr J Walters, Mill Manager, must be present and supervises the Logging operations.

8:00AM Commence duty. Ensure that a current Section 20/2 is in existence and all inmates have signed the warrant.

The Logging Overseer will inform the Deputy Superintendent of the current work location


The Logging Overseer will liaise with private enterprise Managers of the Sawmill, Messrs David and John Walters, for special instructions for the Logging Operations.

The Logging Overseer, in conjunction with Messrs David and John Walters, is to liaise with the Forestry Commission of NSW to measure and record log sizes taken from work areas.

Lunch and smoko are to be limited to 30 minutes and 15 minutes (morning and afternoon), respectively. The time can be altered to suit the Logging operations and can be determined by the Logging Overseer.
Note: Particular must be given in regards to the lighting of fire and local fire restrictions.

Prior to ceasing duty at 4:00pm, the Logging Overseer is to account for all inmates under his control and report to the "C" Watch Senior.

4:00PM  Cease duty.
STATEMENT OF DUTIES

BUILDING MAINTENANCE: Monday to Friday 8.00am - 4.00pm.

8.00am Commence Duty.

Check with Superintendent or Deputy Superintendent for any special or additional instructions.

Account for all inmates employed on the building maintenance gang and assign daily work activities.

Carry out all duties in accordance with Prison Rules, Prisons Act., Regulations and local orders.

Liaise with Officers from the Building Services Division, Department of Public Works, local Councils and civilian tradespeople employed on various projects at the institution.

The Senior Overseer, Building maintenance will ensure that all inmates under his supervision are properly trained in the use of power tools and equipment that they may use in the course of their employment. He will ensure that all safety clothing is properly worn by inmates and that the Occupational Health and Safety Act is observed.

The Senior Overseer, Building Maintenance will ensure that the proper requisitions are raised when ordering goods and services and he will keep the Superintendent advised on the progress of projects under his supervision.

12.00 - 12.30pm Lunch Break.

This Officer may be directed to perform other duties as required by the Superintendent or Deputy Superintendent.

The Senior Overseer with other Prison Officers will attend the 3.55pm inmate muster.

4.00pm Cease Duty.
OVERSEER

STATEMENT OF DUTIES

BUSHGANG Monday to Friday 8.00am - 4.00pm.

8.00am Commence Duty.

Ensure that a current Section 20/2 work warrant for present work location and that all inmates on Bushgang have signed warrant. If Community Projects ensure that a Section 29 has been signed by the Superintendent prior to departing institution.

Account for inmates of the works muster and secure in the bush vehicle.

The Bushgang Officer will notify the Deputy Superintendent and Compound Officer of any inmate who is remaining in the Camp for any reason.

The Bushgang Officer is responsible for recording on the State board the names of all inmates out of the Camp under his supervision.

Carry out all duties as defined in accordance with Rules, Regulations, Prison's Act and local orders. Ensure that all safety clothing is properly worn by inmates and that the Occupational Health and Safety Act is observed.

It is the responsibility of the Bushgang Officer to keep himself informed of local fire bans and local restrictions placed upon the Bushgang by the District Forester.

Lunch and smoko breaks will be taken at a time determined by the Bushgang Officer. The gang will not return to the institution for lunch or smoko breaks unless advised by the Deputy Superintendent.

On return to the institution of an afternoon it is the responsibility of the Bushgang Officer to complete the motor vehicle running sheet, prisoner's bonus earnings details and any other relevent details of the days activities prior to ceasing duty.

This Officer may be directed to perform other duties as required by the Superintendent or Deputy Superintendent. This Officer with other Prison Officers will attend the 3.55pm inmate muster.

4.00pm Cease Duty.
STATEMENT OF DUTIES

KITCHEN OFFICER  7 Days

8.00am - 4.00pm

8.00am Commence Duty.

Responsible for the ordering of rations and foodstuffs and the preparation of food. The Kitchen Officer is to ensure that all goods and services requisitioned are within the approved menu. Changes to the menu must first be approved by the Superintendent or Deputy Superintendent.

Work in accordance as per the Prison Rules, Regulations, Prisons Act, and local orders.

Responsible for the cleanliness of all units, inmates kitchen and Officers Mess. Ensure that all inmates employed in the kitchen areas are clean and that all clothing worn by kitchen inmates is changed and laundered daily.

Ensure that there is no over accumulation of foodstuffs and that all foodstuffs are hygienically stored and that the use by date has not expired, particular attention is to be paid to food stored in the refrigerator/freezer.

The Kitchen Officer is responsible for the collection of rations on Tuesday, Thursday and Saturday. He is to check that the correct quantities are supplied and that all rations are the quality requisitioned. Any problems with rations are to be reported to the Storekeeper immediately.

Each Monday morning the Kitchen Officer is to obtain 3 quotations for the supply of the required fresh fruit and vegetables and advise the Storekeeper. Each Monday morning the Kitchen Officer is to complete the internal orders for the supply of foodstuffs from the Camp's Store. Particular attention is to be made for Public Holidays.

The Kitchen Officer is to ensure that NO meals are supplied to the Officers Mess unless the meals have been ordered and signed for in the Officers meal register. The Kitchen Officer and Storekeeper will ensure that Officers are invoiced and that meals are paid for on a fortnightly basis.

12.30pm - 1.00pm Lunch Break.

This Officer may be required to perform other duties as required by the Superintendent or Deputy Superintendent.

NOTE: The Kitchen Officer is to ensure that ALL necessary rations are left for the evening meal and following mornings breakfast prior to ceasing duty. The Kitchen keys are to be handed to the Superintendent each day for placement in the General Safe.

The Kitchen Officer with other Prison Officers will attend the 3.55pm inmate muster.
4.00pm Cease Duty.
GLEN INNES AFFORESTATION CAMP
Statement of Duties
STORE KEEPER

Responsible to the Administrative Officer for the following:

1) Undertake the assigned duties and responsibilities and ensure that the formal stores procedures and relevant regulations are observed.

2) Keeping of all records required by the formal stores system, maintaining an acceptable standard of accuracy and the correct preparation of the documentation relating to ordering, warehouse distribution and departmental accounting procedure.

3) Attending to inquiries and correspondence related to store matters and maintaining such other records and processing of documentation as maybe required.

4) Applying dynamic control techniques in the management of the assigned section of the store including an active expediting system.

5) Assist with the monthly periodic stock plant and inventory checks and monitoring of similar procedure for other work locations.

6) Undertake vehicle driving duties in relations to the delivery of goods to the various sections of the institution and where necessary to other locations.

7) Perform such other duties as maybe required in relation to the function on similar duties.

N PROVOST
Superintendent
GLEN INNES AFFORESTATION CAMP

Statement of Duties

CLERICAL ASSISTANT - CLASS 2/3

Responsible to the Administrative Officer for the following:

1) Operate computerised accounting system.
   a) Checking of all calculations are correct prior to entering data into PC.
   b) Maintenance of inmate accounts.
   c) Maintenance of financial management package.

2) Maintain record system.
   a) Data entry on Offenders Record System.
   b) Maintenance of inmate files including PRC files.
   c) Filing of all warrants correspondence.

3) Typing and word processing.

4) Provide clerical support to Program Review Committee.

5) Provide clerical and telephone inquiries service.

6) Prepare all documents associated with banking of all monies received.

7) To perform such duties of Typist on Tuesdays and Thursdays as follows:
   a) Switchboard operations.
   b) Attending to incoming faxes, stamping "Date Received" and distribution.
   c) Prepare outgoing mails for dispatch by post or courier.
   d) Sorting, "Date Received" stamping and distribution of all incoming mails.

8) Perform other duties as may be required from time to time.

N PROVOST
Superintendent
GLEN INNES AFFORESTATION CAMP

Statement of Duties

CLERICAL ASSISTANT - GEN SCALE

Responsible to the Store Manager for the following:

1) Typing of all correspondence, reports, orders, payment vouchers and list of requirements.
2) Assist with periodic stock and inventory checks.
3) Attend to inquiries related to Stores.
4) Maintenance of Stores records.
5) Filing.
6) Preparing of requisition when required.
7) Maintenance of stock cards:
   a) Entering all incoming goods as per Goods Received Books.
   b) Entering all outgoing goods as per Internal Order Books.
8) Data Entry and word processing using PC computer.
9) Requisitioning and maintaining supplies for all stationeries and other equipment required in the General Office.
10) Processing of all Internal Orders into corresponding Internal Order Books.
11) Provide typing relief in the absence of the Typist on Tuesdays and Thursdays for the Superintendent, Deputy Superintendent and Assistant Superintendent Industries.
12) Perform such other duties as may be required from time to time, this could include some driver's duties.

N PROVOST
Superintendent
GLEN INNES AFFORESTATION CAMP

Statement of Duties

TYPIST (GEN SCALE - 21h pw)

Responsible to the Administrative Officer and Superintendent for the following:

1) Switchboard operations.
2) Typing as required by Superintendent, Deputy Superintendent and Assistant Superintendent Industries using Word Processor.
3) Filing of Superintendent's filing system.
4) Attending to incoming faxes, stamping "Date Received" and distribution.
5) Prepare outgoing mails for dispatch by post or courier.
6) Sorting, "Date Received" stamping and distribution of all incoming mails.
7) General typing of reports.
8) Taking monthly minutes of meetings and dictation.
9) Perform driver's duties when required.
10) Perform other duties as may be required from time to time.

N PROVOST
Superintendent
<table>
<thead>
<tr>
<th>Position</th>
<th>No. Of 40 Per Hr.</th>
<th>40 Per Hr.</th>
<th>4/6 Per Hr.</th>
<th>6/4 Per Hr.</th>
<th>Position 5 40 Hr Per Hr.</th>
<th>Position 5 40 Hr Extra Hr.</th>
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**Notes:**
- All wages at this institution are based on 40 hr working day, with the exception of the reception room clerk and the compound hand.
<table>
<thead>
<tr>
<th>Date</th>
<th>Min. No</th>
<th>Inmates Name</th>
<th>Offence</th>
<th>Reg</th>
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<tr>
<td>6-1-91</td>
<td>183712</td>
<td>ATKINS</td>
<td>Late for muster</td>
<td>60 A(1)</td>
</tr>
<tr>
<td>7-9-1-91</td>
<td>183712</td>
<td>ATKINS</td>
<td>Late for muster</td>
<td>60 A(1)</td>
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<tr>
<td>1-4-91</td>
<td>145356</td>
<td>ANDERSON</td>
<td>Resisting and refusing</td>
<td>100 E-1</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>to attend</td>
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<td>26-4-91</td>
<td>186454</td>
<td>ALLEN</td>
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<td>60 A(1)</td>
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<td>5-5-91</td>
<td>186852</td>
<td>ANDERSON</td>
<td>Failed to attend</td>
<td>60 A(1)</td>
</tr>
<tr>
<td>25-5-91</td>
<td>107243</td>
<td>AVERY</td>
<td>Failed to attend</td>
<td>60 A(1)</td>
</tr>
<tr>
<td>25-5-91</td>
<td>101583</td>
<td>AUSSIN</td>
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<td>60 A(1)</td>
</tr>
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<td>30-5-91</td>
<td>104243</td>
<td>AVERY</td>
<td>Failed to attend</td>
<td>60 A(1)</td>
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<tr>
<td>8-6-91</td>
<td>109243</td>
<td>AVERY</td>
<td>Failed to attend</td>
<td>60 A(1)</td>
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<tr>
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<td>60 A(1)</td>
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<td>60 A(1)</td>
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<td>7-8-91</td>
<td>186852</td>
<td>ANDERSON</td>
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<td>41(1)</td>
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<td>161583</td>
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<td>DECISION</td>
<td>PLEA</td>
<td>INMATE OFFICER</td>
<td>OFFENCE NO</td>
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<tr>
<td>Caution</td>
<td>G</td>
<td>M. Watt</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Reprimand Final</td>
<td>G</td>
<td>J. Fabricas</td>
<td>2</td>
<td></td>
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<td>244 Days Cell</td>
<td>G</td>
<td>D. Reynolds</td>
<td>1</td>
<td></td>
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<td>Warning</td>
<td>G</td>
<td>J. Fabriek</td>
<td>1</td>
<td></td>
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<tr>
<td>Caution</td>
<td>G</td>
<td>F. Patrick</td>
<td>1</td>
<td></td>
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<tr>
<td>Caution</td>
<td>G</td>
<td>F. Patrick</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7 Days Off</td>
<td>G</td>
<td>C. Andeson</td>
<td>2</td>
<td></td>
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<td>14 Days Off</td>
<td>G</td>
<td>J. Rhodes</td>
<td>3</td>
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<tr>
<td>28 Days Off</td>
<td>G</td>
<td>W. Ward</td>
<td>4</td>
<td></td>
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<tr>
<td>14 Days Off</td>
<td>G</td>
<td>H. Gardner</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>N/C</td>
<td>J. Reynolds</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>J. Andeson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Minutes of a meeting held on Wednesday 21st August, 1991.

PRESENT: Mr. Bob Dwyer, Mrs. Maureen Bennett, Ms. Chris Thompson, Ms. Dorothy Hillis.

STEVENS - AIDS

Has settled down O.K. Cautioned to modify his attitude and speech. Others in the Unit are quite peaceful.

WoAk - Medication - is he taking them? Has refused to take it in the past. Maureen to check on Monday morning.

AIDS Training Work Shop September Re. Kym Mannion tomorrow. September 15, 16, 17 and 18.

KAISER

Has had By-pass surgery. Scared of another heart attack so far from hospital.

Medically there is no reason why he should not be here but his agitation is provoking a rash - high anxiety state.

Has requested dental treatment at Grafton - a bleeder but sent up before he was seen. Possible security risk.

Request Grafton not to send inmates with medical problems - too far from hospital and no 'all-round' medical supervision.

Psychiatrist to monitor and report.

There being no further business the meeting closed at 1.40pm.

S.P.O. (Signed)
Dr. S. Q.
GLEN INNES AFFORESTATION CAMP

MINUTES OF PRC MEETING
14 August 1991

PRESENT:

Chairman
A.S.I.
Welfare Officer
Dept of Community Correction
Prison Officer
Secretary

B Dwyer
K Durbidge
D Hillis
B Pearce
K Ward
H Provost
(Relieving W Lee)

The meeting commenced at 8:30am with the Chairman interviewed and recommended the following inmates:

<table>
<thead>
<tr>
<th>NAME</th>
<th>M.I.N.</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TURNBULL, A.J.</td>
<td>196419</td>
<td>C3</td>
</tr>
<tr>
<td>PETERSEN, E.A.</td>
<td>144997</td>
<td>C3</td>
</tr>
<tr>
<td>CRUICKSHANK, G.T.</td>
<td>200450</td>
<td>C3</td>
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<tr>
<td>DAVIS, M.A.</td>
<td>161631</td>
<td>C3</td>
</tr>
<tr>
<td>METCALFE, G.</td>
<td>153409</td>
<td>REMAIN C2</td>
</tr>
<tr>
<td>BURTON, J.R.</td>
<td>145244</td>
<td>REMAIN C2</td>
</tr>
<tr>
<td>TOWNSEND, P.E.</td>
<td>143774</td>
<td>C3</td>
</tr>
<tr>
<td>NORMAND, S.</td>
<td>193945</td>
<td>C3</td>
</tr>
</tbody>
</table>

The meeting adjourned at 10.30am.
**SUPERINTENDENT'S LOG.**

**INSTITUTION:** Glen Jones

**Reg. No:** 338

**Date:** 19/12/81

**DIRECTIONS.**

1. Locked-up.

2. Under Punishment.


4. Ration Inspection.

5. General Inspection.

6. Visits to Prison after 5.30 p.m.

<table>
<thead>
<tr>
<th>TIME</th>
<th>OCCURRENCE</th>
<th>REMARKS / ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Commenced duty 7.30 am muster correct.</td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td>Gather information for reports re: drugs.</td>
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<tr>
<td>12:00</td>
<td>Muster Correct. Lunch</td>
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</tr>
<tr>
<td>1:30</td>
<td>Contacted Mr. Knoll re above reports.</td>
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</tr>
<tr>
<td>3:00</td>
<td>Found 7 suspected cannabis plant near settlement pond.</td>
<td></td>
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<tr>
<td>4:00</td>
<td>Ceased duty</td>
<td></td>
</tr>
</tbody>
</table>

M: [Signature]
Tuesday 20th August 1971

STATE OF GAOL

STAFF

Disciplinary

( 

Authorised

( Industrial

( Store

Employed

( Industrial

( Store

Alterations

PRISONERS

Previous state 1291
Since received
Since discharged
Present state

* Temporarily absent

F. W. G. J. Hunter

C. G. J. Hunter

Ration examinations:

GENERAL MATTERS

From...as at
20th

8am: Commenced duties.
Master relative present.
Jailer of accommodation present.
In charge of workhouse.

10:15 Mr. Jones and me busy as usual.

12:40 Master reported.
Went, will work on roster.

9pm: Cancelled duty.

Visits to Prison after 5:10 p.m.

I certify that I have complied with the Rules relating to the duties of Deputy Superintendent and have reported or noted the undermentioned occurrences:

DEPUTY SUPERINTENDENT

* This heading should list prisoners in hospital or on escort but not in another gaol, i.e. prisoners who are still in the custody of the Superintendent or his officers. Such prisoners should, of course, be included in the State.
<table>
<thead>
<tr>
<th>Date</th>
<th>Officer</th>
<th>Faults in Any</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-6-91</td>
<td>Bayley</td>
<td>All Bizzes</td>
<td>OK</td>
</tr>
<tr>
<td>17-6-91</td>
<td>Bayley</td>
<td>All Bizzes</td>
<td>OK</td>
</tr>
<tr>
<td>19-6-91</td>
<td>Bayley</td>
<td>All Bizzes</td>
<td>OK</td>
</tr>
<tr>
<td>20-6-91</td>
<td>Bayley</td>
<td>All Bizzes</td>
<td>OK</td>
</tr>
<tr>
<td>21-6-91</td>
<td>Bayley</td>
<td>All Bizzes</td>
<td>OK</td>
</tr>
</tbody>
</table>

Note: The unit No Lights on Board, Not lit. Fluxed On Next Day.
<table>
<thead>
<tr>
<th>Witness:</th>
<th>Date:</th>
<th>Disposal Date:</th>
<th>File No.:</th>
<th>Description:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Record of Movement**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Evidence:**

- Item 1: 291301
- Item 2: 1/7-91
- Item 3: 197-2-316
- Item 4: 19881

**Register of Evidence**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Case</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Police Station:**

- Address: 123 Main St.
- Date: 10/1/91

**Disposal:**

- Item 1: Returned
- Item 2: Sent to the Safe

**Signed:**

- Signature of Police Officer
FACTS: ... (Re evidentiary value of disputed ownership, P.133 para 19(3))

- Disputed ownership
- Evidentiary value

The exhibit is required to be retained because:

- This exhibit is required to be disposed of as soon as:
  - The exhibit can be disposed of on:

The Officer in Charge:

OFFENCE

DEFENDERS NAME:

DATE

STATION

EXHIBIT NO.