

Office of the Chief Inspector

Follow-up Inspection Report Capricornia Correctional Centre

June 2011



1 BACKGROUND

- 1.1 In May 2010, the Office of the Chief Inspector published its Full Announced Inspection Report of the Capricornia Correctional Centre (CCC). The Centre received an overall rating of 2 meaning that:

The centre is performing well against the Healthy Prison Test. There is good performance across most areas/outcomes. There are some weaknesses but either they are not considered significant or they exist in only a small number of areas.

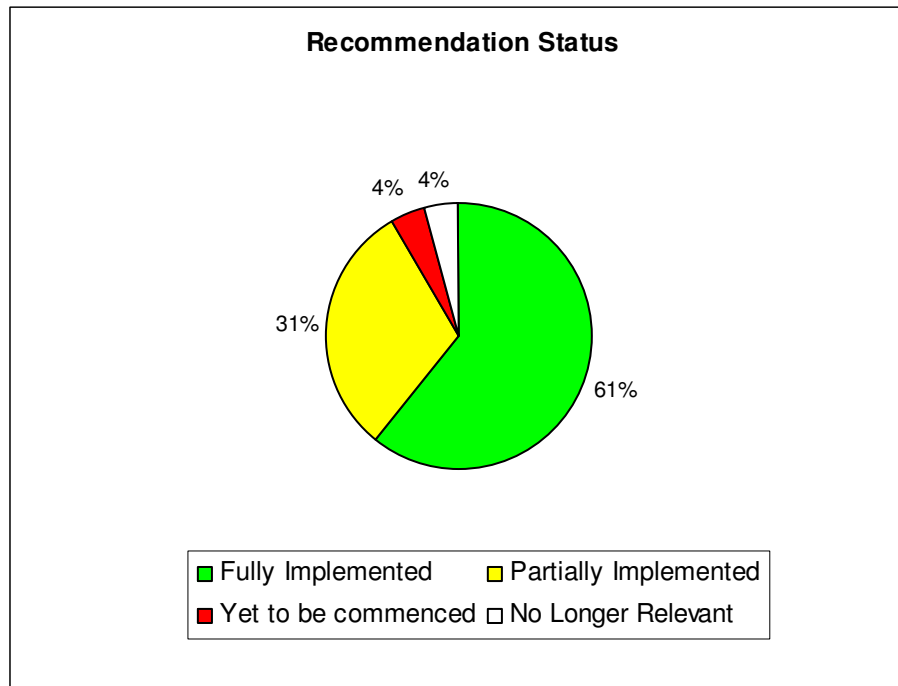
- 1.2 Fifty-six recommendations for improvements were made in the report, which were broken down into the following priority ratings:
- 6 high recommendations
 - 42 medium recommendations; and
 - 8 low recommendations.
- 1.3 These recommendations cut across a number of areas of the Centre's operation including reception, induction, the structured day, meaningful activity, prisoner services and case management.
- 1.4 As is currently the practice, the Office of the Chief Inspector carries out Follow-up Inspections of a correctional centre approximately 12 months after the Full Announced Inspection report is published to examine and report on the progress the centre has made in relation to the implementation of recommendations.
- 1.5 As part of the follow-up process, a centre is asked to submit a folder of evidence which details documentary evidence to demonstrate the implementation of each recommendation. Inspectors review this material and also attend the centre to examine evidence of the implementation of the recommendations on the ground.
- 1.6 Only high and medium recommendations are examined by Inspectors. Inspectors do not measure the implementation of low priority recommendations.

2 SUMMARY OF FINDINGS

- 2.1 On 6 and 7 June 2011, this Office undertook a Follow-up Inspection of CCC. The Inspectors were complimentary of the clean presentation of the Centre and Centre management and staff were clearly aware of the purpose of the follow-up inspection.
- 2.2 CCC has demonstrated that it had made significant efforts to implement the vast majority of recommendations. Specifically, in relation to the Follow-up Inspection it was found that :

- 29 recommendations have been fully implemented;
- 15 recommendations have been partially implemented but require some further work;
- 2 recommendations are yet to be commenced;
- 8 recommendations were not reviewed as they were low; and
- 2 recommendations were found no longer to be relevant.

2.3 Excluding low priority recommendations, the progress to date is detailed in the following diagram.



2.4 A schedule that details each recommendation and Inspectors' findings as at June 2011 is attached.

2.5 As can be seen, CCC has made significant progress in addressing the vast majority of issues that had been identified by Inspectors during the original Inspection. From a thematic perspective, some of the challenges that the Centre still faces which require some further work include:

- meaningful activity and the structured day;
- prisoner engagement by custodial staff; and
- operations of the low custody centre.

3 RECOMMENDATIONS

3.1 It is recommended that the Agency and the Centre take steps to implement those two recommendations identified by Inspectors as being unimplemented, namely:

Recommendation 5: The Centre develops an accountable process that ensures prisoners are provided with the opportunity to make a telephone call on the day of reception

Recommendation 6: The Agency develops a carer training package and incorporates a system of ongoing monitoring of the carers' performance.

- 3.2 It is also recommended that the Agency and Centre finalise the actions necessary to fully implement those 15 recommendations that Inspectors consider have been partially implemented.

APPENDIX A

Capricornia Correctional Centre Full Announced Inspection Recommendations

1	Medium (P.1)	The Agency reviews provision of transport services for prisoners with disabilities in regional Centres.	The Centre provided evidence that demonstrated that the Agency has reviewed the provision of transport services for prisoners with disabilities in regional Centres. The Agency has advised Centres to undertake a review of their prisoner population and assess the need for specialist transport services to support a capital bid for a vehicle if the need is identified. Completed
2	Low (P.2)	The Centre reminds the reception store staff of their need to ensure positive interactions with prisoners at all times	Not reviewed
3	High (P.2)	The Agency develops a policy or procedural framework for the management of 17 year old prisoners including: <ul style="list-style-type: none"> • establishing guidance in relation to assessment and placement considerations; and • where appropriate allowing Centres to develop a local procedure to account for local variation where necessary. 	The Agency has published an approved procedure 'Youthful Prisoners' dated 9 September 2010 that includes guidance and direction on the assessment and placement of 17 year old prisoners. The procedure also provides for Centres to develop local procedures if necessary. Completed

4	High (P.4)	<p>In relation to the induction process, the Centre ensures that:</p> <ul style="list-style-type: none"> • attendance at induction is mandatory for prisoners; • induction is delivered in a suitable environment; • induction is delivered by a range of staff that are representative of all the relevant functional areas of the Centre; • induction is delivered in a manner that best suits the individual needs of the prisoner and provides opportunities for group discussion; • the delivery of induction is noted on the prisoners' records; • an accountability process that oversees the effectiveness and participation of prisoners and staff in the Induction process is implemented; and • the Centre updates its local procedure to reflect these new requirements. 	<p>The revised induction process is relatively new, only having been introduced in recent months. Inspectors were advised that staff presenting the induction take turns and responsibility is rotated through sentence management, education and programs staff. The Induction was conducted by an Education Officer and a CCO from the Induction Unit. Oversight of the Induction process has been allocated to the Manager, Secure Accommodation.</p> <p>The Centre has produced an updated Induction Local Procedure which is yet to be approved by Custodial Operations.</p> <p>The Centre has updated the Induction Handbook which is current from January 2011 and confirmation was provided by prisoners that these were issued in the Induction Unit. Inductions are now conducted in a classroom within the Secure Accommodation area. An overhead display is used to provide the information to prisoners and the PowerPoint presentation covers most areas.</p> <p>Education staff complete a separate Education Induction to conduct Literacy and Numeracy assessments and provide more Centre specific information about the programs and activities available. Information in relation to offender management processes is explained to prisoners at the point of the first classification interview.</p> <p>All new reception prisoners are now required to attend Induction.</p> <p>Prisoners signed a form for attendance at Induction and the forms were placed on the offenders files.</p> <p>Completed</p>
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5	Medium (P.5)	The Centre develops an accountable process that ensures prisoners are provided with the opportunity to make telephone call on the day of reception.	<p>The Centre provides prisoners with \$2.50 credit on a telephone account on reception with the intent that an Arunta account is activated on the day of reception (allowing the prisoner the opportunity for a reception call). However, prisoners identified that in many cases the telephone number approval and related administration is not occurring on the day of reception (this is understandable having regard to the Centre's reported increase in remand prisoners and up to ten receptions a day).</p> <p>The Centre advised that it has organised that staff make officers initiated calls available to prisoners on reception. However, there is no evidence of any clear direction to staff regarding this process, nor any evidence in IOMS that this option is provided to prisoners on the day of reception. The inspection identified that not all prisoners are being provided with opportunity of a timely reception telephone call.</p> <p>Not completed</p>
6	Medium (P.7)	The Agency develops a carer training package and incorporates a system of ongoing monitoring of the carers' performance.	<p>Although, QCS and QHealth have commenced a consultation process, this matter is only at the very early stages. Ultimately, it is planned to incorporate these matters into a Special Needs policy.</p> <p>Not completed</p>

7	Medium (P.7)	The Agency develops a procedure for the evacuation for prisoners with a disability that allows each Centre to design contingencies to their specific operations, resources and infrastructure.	The Agency has published an Procedure - Evacuation - Code White dated 28 April 2011. This procedure allows for each Centre to develop a contingency plan for evacuation that includes addressing the specific evacuation needs of prisoners with disabilities. In this respect the recommendation has been addressed, however, the Centre to date does not have a published local procedure. Completed
8	Medium (P.7)	Where prisoners may require additional assistance and/or support due to their special needs (e.g. due to a medical condition or disability), the Centre develop care plans in consultation with Queensland Health.	The Centre provided evidence that there is no a practice of developing Intensive Management Plans which cater for the care needs of individual prisoners with special medical needs. Completed
9	Medium (P.7)	The Centre ensures that important notices including but not limited to: Official Visitors; Ombudsman; Anti-Bullying; Approved Cell Property; Complaints Management; Structured Day; and Religious Visitors and Services are permanently displayed.	During the inspection it was found that a comprehensive range of notices, including those identified in the Chief Inspectors recommendation were on display in prisoner accommodation areas. Completed
10	Medium (P.8)	The Agency reviews the provision of hot water access for all prisoners after lock away and establishes a state-wide position.	It is understood that whilst this can be achieved at a Centre level through an update to the buy-up options for prisoners, this is not a viable option for Capricornia as the structure of the power results in additional loads to cell, cutting the power to the surrounding 4 - 5 cells. Recommendation no longer considered relevant.

11	Medium (P.9)	Centre management ensure that custodial staff play an active role in assisting and supporting prisoners to participate in structured and meaningful activities.	This requires continued attention from the Centre. The Centre advised that gains have been made from on-site supervision, however, there are still indications that limited activity exists for prisoners and that custodial staff require continued reminders to ensure that case management practices and prisoner engagement are encouraged. Partially completed
12	Medium (P.10)	The Centre develops a formal shopfront process that ensures that prisoners' requests are trackable and auditable.	The Centre has established an E-Shopfront process that provides for administrative audit and tracking of prisoners requests. There are some issues that need to be refined. For example, some custodial staff report that response times to requests are late and there are some resilient practices embedded with staff that still rely on completing hardcopy request forms. The Centre will need to reinforce the practices of staff using EShopfront to ensure the efficacy of the system and reduce the instances of "lost" requests and waiting times. Completed

13	Medium (P.11)	Centre management encourage unit officers to familiarise themselves with the details and needs of the prisoners within their control.	This requires continued attention from the Centre. The Centre advise that gains have been made from on-site supervision, and there was some demonstrable evidence sighted by Inspectors where individual staff engaged with prisoners within their accommodation unit. Case note practices also attest to this improvement, however, there are still indications that custodial staff require continued attention to case management practices and prisoner engagement. Partially completed
14	Medium (P.11)	The Centre ensures that Behavioural and Employment Reports and Behaviour Report Summaries are completed in line with Agency requirements.	A review of prisoners' behaviour and employment reports indicates that they are being completed regularly and monthly in line with Agency requirements, although there were very minor gaps in reporting frequency. Some of the behaviour summaries were of limited informational value, but case noting was consistently carried out and provided a good support base. Completed
15	Medium (P.13)	The Centre: <ul style="list-style-type: none"> implements their developed anti-bullying strategy and supports this through a program of awareness training for staff and prisoners; ensures that the prisoners have a clear understanding of what is considered as unacceptable behaviour through the induction process, notices and posters throughout the Centre and regular reminders through the prisoner advisory groups. 	The Centre has promoted their anti-bullying message with the placement of clearly visible Agency signs across the Centre, and advise that they will await the Custodial Directorate lead for implementation of the Agency Anti-Violence strategy. A policy statement specific to the Centre has been established, however the Centre wish to simplify it prior to release. Partially completed

16	Medium (P.14)	The Centre ensures that the visitors Centre displays posters advising of the Centre's anti bullying stance and the process to express concerns regarding the welfare of the prisoners.	The inspection of the visitors Centre found that notices were appropriately displayed regarding the Centre's anti-bullying stance and the process whereby visitor can report concerns regarding the welfare of particular prisoner. Completed
17	Medium (P.15)	The Centre ensures that all prisoner initiated intercom calls are be recorded in the Master Control Log Book.	Inspectors accepted that the Honeywell electronic record of intercom calls was suffice to accept that this recommendation was no longer required. Completed
18	High (P.15)	The Centre immediately implements a process whereby cell intercoms are also tested by master control and recorded.	Inspectors viewed evidence that all cell intercoms were tested from master control on a regular basis. Completed
19	Medium (P.16)	The Centre develops and implements a coordinated strategy to recognise and provide opportunities for cultural expression and development.	The Centre has commenced a planning phase, with work in progress to plan for a multi-cultural area within the Centre. Strategies to improve local developments have been reported to further occur from linkage with the Northern Strategy (as a lead agent for improving state-wide cultural expression and development). Partially completed
20	High (P.18)	The Centre ensures that all searches requiring the removal of clothing comply with legislation and procedure.	Inspectors observed a number of searches of prisoners requiring the removal of clothing. These searches were found to comply with legislation and procedure. Completed

21	Medium (P.19)	<p>The Centre develops and provides an information booklet for visitors which includes (but not limited to) such items as:</p> <ul style="list-style-type: none"> • directions to the Centre; • visit sessions; • visitor processing; • transport options; • information on banning of visitors and appeal process; • drug detection; • expected behaviour; • anti-bullying and at risk; and • complaints processes. 	<p>Inspectors reviewed the Centre’s Visits Booking Brochure which is freely available to all visitors to the Centre. Inspectors found that the information provided in the brochure was comprehensive and included the elements identified in the Chief Inspectors recommendation.</p> <p>Completed</p>
22	Medium (P.19)	<p>The Centre considers implementing a policy that provides the opportunity for visitors who arrive late to be offered alternative visit provision (if available).</p>	<p>The Centre provided evidence that their policy regarding visitors who arrive late had been considered. Information provided by visits staff indicated that late arriving visitors are provided with the opportunity of a non contact visit if they cannot be processed in time to attend the main visit session.</p> <p>Completed</p>

23	Medium (P.20)	<p>The Centre improves the low custody visiting facility by:</p> <ul style="list-style-type: none"> • creating a child friendly play area; • providing comfortable furniture that allows for family interactions; • provision of additional shade. 	<p>The inspection of the Low Custody Centre found that shade screens had been installed on one side of the visits area. Whilst the Centre had hoped to screen other parts of the area, funding had not been available.</p> <p>Improvements were evident in the provision of a television, toys and a carpeted area for children.</p> <p>The visits furniture remains as that viewed during the full announced inspection being fixed metal seating of a secure Centre style. The Centre are not intending to replace this furniture at this time as it remains relatively new and in good condition. It is acknowledged that should a visitor require a plastic chair for a medical condition, or is elderly or impaired, these are provided upon request.</p> <p>Partially completed</p>
24	Low (P.20)	The Agency reviews the provision of vending machines for use in the visits facilities in the secure and low custody Centres.	Not reviewed
25	Medium (P.20)	The Centre reviews its decision to exclude the prisoners in secure accommodation from family visits days.	<p>Inspectors were advised by Senior Management at the Centre that prisoners accommodated in Secure Accommodation now have the opportunity to attend Family Visit Days. Inspectors found that this had occurred and prisoners accommodated in Secure had attended the Christmas Family Day activities.</p> <p>Completed</p>

26	Medium (P.20)	When the current contract for the delivery of the prisoner telephone system expires, the Agency review call cost for prisoners in regional Centres and investigates more cost effective options.	This cannot be further investigated until the current contract (at an Agency level) is completed, and a new tender process can be considered.
27	Medium (P.21)	The Centre reviews the decision to prohibit the distribution of the local newspaper.	Inspectors found that the local newspaper is now available to all prisoners. Completed
28	Medium (P.22)	The Centre makes blue envelopes freely available to prisoners to ensure that prisoners making complaints are not readily identifiable.	Inspectors found that blue envelopes are freely available in all prisoner accommodation communal areas and can be accessed in anonymity. Completed
29	Low (P.22)	The Centre analyses complaints data monthly to identify any systemic issues.	Not reviewed
30	Medium (P.23)	The Centre improves the level of information provided to prisoners for decisions made following requests made through the PAC meetings.	There is a noticeable improvement in regard to the reporting of PAC minutes and on this basis consider that the recommendation has been implemented. However, Inspectors were of the view that there is some room for further improvements in regard to decision making. There is evidence of some PAC items being raised without a decision being made, and continuing for a protracted period without action or closure. Completed

31	Medium (P.24)	<p>The Centre engages with community support networks with a view to providing a visiting service for prisoners with substance abuse issues.</p>	<p>Evidence was provided that the Centre has engaged with community support networks on this issue. The Centre advised that ongoing consultation is taking place with AA/NA in Rockhampton.</p> <p>However, AA/NA members are non committal to attending the Centre on a regular basis.</p> <p>The Centre has advised that they will establish a group of prisoners who are interested in seeking the support of AA and then contact AA/NA to speak with the group. The Centre proposes that they may be able to have different members from AA/NA meet with prisoners on a monthly roster basis.</p> <p>In the interim, Centacare has delivered a substance abuse course at the Centre in November/December and further courses are being proposed.</p> <p>Completed</p>
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32	Medium (P.25)	<p>That the Agency considers, as part of its Drug Strategy, a process whereby prisoners who consistently test positive to substances are referred to and considered for placement on drug rehabilitation programs.</p>	<p>The Agency have developed and released a QCS Substance Testing - Response to Alcohol and Drug Use Appendix to the QCS Procedure - Substance Testing - Corrective Services Facility - Random and Targeted. This document states that amongst other actions, where a prisoner:</p> <ul style="list-style-type: none"> ○ provides a positive drug test; ○ fails to supply a urine sample; ○ refuses to comply with a urine sample direction; ○ provides a urine sample with 0 creatinine; or ○ possesses medication, <p>they are to be referred to a drug intervention program or to a counselling session with a drug/alcohol counsellor. If there is a drug free unit at the Centre, the prisoner is referred to this unit for treatment where assessed as suitable.</p> <p>Whilst a directive has been released, Inspectors are aware that the Agency does not operate on the premise of supplying individual counselling sessions to prisoners, and many Centres do not have the position of a drug/alcohol counsellor or run drug intervention programs.</p> <p>Partially completed</p>
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33	Medium (P.27)	The Agency determines whether an Education and Vocational Needs Assessment is to be administered to prisoners serving under 12 months and ensures that the relevant procedure and appendix is amended accordingly.	The Agency Procedure - Education of Offenders has been amended in Section 3 to provide that all sentenced offenders have Literacy and Numeracy screening completed. Completed
34	Low (P.28)	The Centre analyses the reasons for Education and Vocational Training non completions and identifies and addresses any systemic issues with a view to increasing the completion rate for programs.	Not reviewed

35	Medium (P.28)	<p>The Centre delivers an appropriate range and volume of education and vocational training programs for prisoners accommodated in the low custody Centre.</p>	<p>In the past 12 months:</p> <ul style="list-style-type: none"> • Regular White Card courses have been held; • There have been 2 First Aid courses delivered; • One Automotive Course (small engines) was delivered in October and another has commenced; • Literacy and Numeracy training is being undertaken; and • There are fulltime students engaged in Tertiary Studies. <p>The Centre advises that there has been a long term reduction in numbers of prisoners accommodated in low custody that has presented barriers in providing ongoing education and vocational training such as: insufficient numbers of longer term prisoners to engage in a program over a set period of time; prisoners transferring to the WORK program in Western regions; and short term prisoners' discharges.</p> <p>The Centre will need to ensure that it monitors and reviews the assessment and allocation of places in education and vocational training for low custody prisoners.</p> <p>Partially completed</p>
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36	Medium (P.29)	The Agency investigates the possibility of Offender Health Services staff at Centres providing information to activities staff on an individual prisoner's suitability to engage in strenuous exercise.	The Centre has in place a process whereby QHealth will advise Centre management re a prisoner's fitness for work on a by exception process (i.e. will identify prisoners no fit for work). Inspectors are satisfied that this is suffice to inform the suitability of a prisoner to engage in strenuous exercise. Completed
37	Medium (P.29)	The Centre expands the range, quantity and upgrades the quality of exercise equipment available in the low custody facility.	The Centre has not purchased new equipment since the original inspection, although they advise that there is additional equipment on order. The current equipment remains in the same location, whilst the Centre awaits a shed being constructed for prisoner use. Partially complete
38	Low (P.29)	The Centre undertakes an analysis to investigate whether there is a need for a program that supports physical activities for elderly and/or disabled prisoners.	Not reviewed

39	Medium (P.30)	<p>The Agency establishes a uniform standard for provision of activities equipment in the accommodation units across the State.</p>	<p>The Agency has released a QCS Appendix - Recreational Equipment for prisoners in secure accommodation areas, which outlines items that are a minimum standard for each secure unit. This includes:</p> <ul style="list-style-type: none"> ○ 1 x dip bar ○ 1 x pull up bar ○ Board games ○ Hand/racket ball court <p>The appendix then outlines other items that individual General Managers can give consideration to, based upon infrastructure, behaviour of prisoners within the accommodation area, purpose/function of the accommodation area.</p> <p>Whilst the Inspectors acknowledge that this recommendations has been implemented, the appendix is considered to provide insufficient items. Inspectors consider that the minimum standard provides for little real activity within the accommodation areas and places some very basic equipment (considered to be of little risk in an accommodation unit) in the discretionary category.</p> <p>Completed</p>
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40	Medium (P.30)	The Centre enhances the level of activities equipment in accommodation units.	The Centre has introduced two units that are described as 'progressive units' (Units 9 & 10) and within these units are additional pieces of exercise/leisure equipment, including table tennis, medicine ball and exercise bike. The Inspectors endorse this as a positive step towards enhancing the level of equipment available within these 2 accommodation units. Other units however, remain with limited exercise equipment. Partially completed
41	Low (P.31)	To ensure that no prisoners are denied access to religious services, the Centre monitors the attendance levels of prisoners at weekly religious services and takes remedial actions when ceiling numbers are reached.	Not reviewed
42	Medium (P.32)	<p>In relation to out-of-cell time the Centre:</p> <ul style="list-style-type: none"> • monitors the out of cell hours available to prisoners and takes remedial action to address any shortfalls; and • in consultation with the Custodial Operational Directorate, reviews the policy of locking down those prisoners who do not attend activities; and of locking down Residential prisoners during staff lunch breaks. 	<p>The Centre identified that secure prisoners currently experience approximately 10.25 out of cell hours per day, and residential prisoners have approximately 18.5 out of cell hours per day. The Centre also stated that they are giving consideration to secure units not being locked down during gym/oval sessions (for those who do not attend gym/oval). Prisoners attending PAC stated that unlock hours tended to be variable.</p> <p>Inspectors understand that the Centre is to undergo a review of their service delivery model, and that this intends to see change in the structured day, further impacting upon out of cell hours.</p> <p>Partially completed</p>

43	Medium (P.32)	The Centre monitor the operation of the structured day and take action to ensure minimal impact on the provision of meaningful activities and programs.	The Centre advise that the structured day will be reviewed and updated through the service delivery model review. Partially completed
44	Medium (P.34)	The Centre reviews its prisoner management methodology with a view to improving its dynamic security through increased interaction by staff with prisoners.	This requires continued attention from the Centre. The Centre advise that gains have been made from on-site supervision, however there are still indications that limited activity exists for prisoners, and that custodial staff require continued attention to ensure that case management practices and prisoner engagement are encouraged. Partially completed
45	High (P.35)	<p>In relation to safety orders, the Centre:</p> <ul style="list-style-type: none"> • delivers a comprehensive training package to all relevant staff; and • establishes a process to ensure ongoing oversight. 	<p>Inspectors have reviewed the Centre’s application and administration of Safety Orders and found a vast improvement in practice.</p> <p>The AGM undertakes ongoing oversight of the application and administration.</p> <p>The Centre provided training and support to relevant staff.</p> <p>Completed</p>

46	High (P.36)	<p>In relation to breach of discipline hearings, the Centre:</p> <p>(a) delivers a comprehensive training package to all custodial staff and management that at a minimum covers:</p> <ul style="list-style-type: none"> • staff conduct • compliance with legislative requirements and Agency procedure; • procedural fairness; and • hearing protocols <p>(b) establishes a process to ensure ongoing oversight.</p>	<p>The Agency undertook a review of its Breach of Discipline hearing process, this resulted in a number of changes including the implementation of staff training and elevation the of a hearing to a more senior officer.</p> <p>A review of breach hearings and reviews undertaken at Capricornia CC found a major improvement in practice. Further, the Centre has in place a Self Assessment process that ensures ongoing oversight.</p> <p>Completed</p>
47	Medium (P.37)	<p>The Centre, in consultation with the Agency, explore additional and alternative work opportunities for the prisoners.</p>	<p>The Centre advised that they are always looking for more work and in visiting the workshops it is apparent that varied contracts are available within the industries area. While the Centre advised that they receive a level of support in the procurement of new industries from the Agency, most of the procurement occurs locally and more support appears to be required from the Agency to achieve practical outcomes.</p> <p>Partially completed</p>

48	Medium (P.37)	The Centre complies with its local procedure for prisoner employment and advises prisoners in writing of the reasons for their termination from employment and provides opportunity for review.	Whilst the Centre advised that they are still undergoing a review of their local procedure for employment, it is apparent that the decision to terminate or suspend a prisoner occurs through a referral to an employment committee. Completed
49	Medium (P.39)	The Centre develops and implements a workplace induction that covers workplace health and safety, food handling and hygiene, prior to a prisoner commencing work in the kitchen.	The Centre provided evidence that each prisoner inducted to the Centre undergoes a food safety induction, and documentation exists confirming individual assessment. Completed
50	Medium (P.39)	The Centre ensures staff in secure accommodation supervise the distribution and portion control of prisoner meals.	Inspectors did not observe meal distribution in the units during the follow-up inspection. The Centre advised that they are still developing a process for the supervision of meal distribution and portion control. The prisoners within PAC stated that portions for wet meals was inadequate and it may be asserted that this is linked to distribution supervision. Not completed
51	Low (P.40)	The Centre considers instructing unit staff in the secure accommodation units to reconcile the purchase with the contents for each prisoner.	Not reviewed

52	Medium (P.41)	The Agency reviews its method of editing and review of SPA documents to ensure transparency of decision making processes and protect the integrity of the SPA documents that are prepared at Centre level.	Interviews with Centre staff indicate that the method of editing SPA documents is now undertaken by staff with greater regard to transparency of decision making. Records of interviews and recommendations from Centre staff arising from interviews with prisoners are recorded and submitted unchanged. Centre staff report that there have been no complaints received at a Centre level from prisoners regarding information contained in reviews. Completed
53	Medium (P.42)	The Centre undertakes a review of current prisoners to ensure all classifications are completed within legislated time frames and ensure thorough bring up processes are in place.	The Centre no longer has responsibility for ensuring legislated classification timeframes. The Offender Management Reform Project has established a Sentence Management Unit structure with accountability for security classifications. Completed
54	Medium (P.42)	The Agency undertakes a review of timeframes imposed for completion of initial classification assessments.	The Agency has responded by indicating that it has reviewed the recommendation and classification process, and that no changes will be made to the current timeframes. The Offender Management Reform Project has established a Sentence Management Unit structure with accountability for security classifications. Completed

55	Medium (P.45)	The Centre reviews its allocation of training and education for AEVET to ensure that adequate opportunities are in place for prisoners in low custody who wish to undertake training and adult education.	<p>As per Recommendation 35</p> <p>The Centre advises that there has been a long term reduction in numbers of prisoners accommodated in low custody that has presented barriers in providing ongoing education and vocational training; insufficient numbers of longer term prisoners to engage in a program over a set period of time; prisoners transferring to the WORK program in western regions; and short term prisoners' discharges.</p> <p>The Centre will need to ensure that it monitors and reviews the assessment and allocation of places in education and vocational training for low custody prisoners.</p> <p>Partially completed</p>
56	Low (P.46)	The Centre provides suitable carry bags for prisoners who are discharged to ensure that they are not identifiable to the general public as released prisoners.	Not reviewed

