



OPERATING PROCEDURE	Detainee Property – Detainee Art and Craft
OPERATING PROCEDURE NO.	D9.1
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to ACT Corrective Services (ACTCS) staff on procedures to follow when recording the movement and storage of detainee art and craft materials and completed artworks in the Alexander Maconochie Centre (AMC).

PROCEDURES

- 1. Management of Art and Craft Materials Purchase By Detainees Through ‘Activity Buy Ups’ or Through ‘Special Purchases’ (*F1.F1: Detainee Request Form – Finance*)**
 - 1.1 Detainees are permitted to undertake art and craft activities within their accommodation area using art and craft materials purchased from the *Male & Female CSNSW Generic Monthly Activities Buy-Up List for AMC*.
 - 1.2 Detainees are permitted to undertake art and craft activities within their accommodation areas using art and craft materials purchased by themselves through the special purchase process utilising a *F1.F1: Detainee Request Form - Finance*.
 - 1.3 Accommodation staff must check in-possession property against the order forms to ensure that detainees does not exceed in person property limitations.

- 2. Art and Craft Materials Available Through Approved Art Programs**
 - 2.1 Art and craft materials available through approved AMC art programs – including Cultural Art Programs for Aboriginal and Torres Strait Islander Detainees – must only be kept within a detainee’s cell in exceptional circumstances, and with the approval of the art program coordinator.
 - 2.2 Staff responsible for the delivery of any approved art program will ensure the Admissions staff are advised of any items provided to detainees for recording on personal property sheets. Where the items exceed property limitations the Admissions Officer may refuse the request.

- 3. Limits of Art and Craft Materials Permitted to Be Kept in a Detainee’s Cell**
 - 3.1 Detainees may keep art and craft materials in their cells in the following quantities at any given time:
 - 2 x canvases (large canvases can be rolled for storage)
 - 3.2 Detainees may keep other art and craft materials in their cell, subject to property limits established by the *Detainee Property Policy*.

4. Limits of Art and Craft materials permitted in Detainee's Stored Property

- 4.1 The amount of art and craft materials that may be stored in a Detainee's stored property is limited to what can fit within their property bin.
- 4.2 Where a detainee's art and craft materials stored in property exceed the storage capacity of their property bin, detainees must be advised of their disposal options as per the following sections.

5. Storage of Artwork with the Aboriginal and Torres Strait Islander Unit

- 5.1 Aboriginal and Torres Strait Islander detainees may store up to five (5) completed artworks with the Aboriginal and Torres Strait Islander Services Unit.
- 5.2 Detainees must submit a Detainee Request Form to Aboriginal and Torres Strait Islander Services Coordinator for their artwork to be considered for storage with Aboriginal and Torres Strait Islander Services Unit.
- 5.3 Detainees are required to clearly outline their intention with the artwork on the Detainee Request Form, as storage with the Aboriginal and Torres Strait Islander Services Unit is a short-term option only.
- 5.4 Where the Detainee Request Form has been approved, the Aboriginal and Torres Strait Islander Services Coordinator must notify the Admission Area Supervisor who must then update the detainee personal property sheet.

6. Disposal of Completed Detainee Artwork through Gifting

- 6.1 Detainees may dispose of their completed artwork by gifting the artwork out of the AMC to an approved family member only, through the Detainee Request Form process.
- 6.2 An Area Manager will review the Detainee Request Form. If approved, the gifting act will be facilitated and recorded by AMC Admissions.
- 6.3 Once the Detainee Request Form has been approved, the Accommodation Area Supervisor will ensure the art is supplied to Admissions to be processed.
- 6.4 The Admissions Area Supervisor must provide the art and Detainee Request Form to the Gate house Area Supervisor for collection by the approved family member.
- 6.5 Detainees are not permitted to gift their artwork to ACT Corrective Services staff or service providers.

7. Disposal of Completed Artwork through Sale

- 7.1 Detainees may dispose of their completed artwork by submitting the artwork for sale in accordance with the Arts and Crafts Policy.
- 7.2 Aboriginal and Torres Strait Islander detainees may submit a F.1.F1: Detainee Request Form – Finance requesting that their artwork be sold through the Aboriginal and Torres Strait Islander Detainee Art Catalogue.
- 7.3 The Aboriginal and Torres Strait Islander Services Unit must record and store any Indigenous artwork submitted for public sale and must record and facilitate any subsequent sale through this process.
- 7.4 The General Manager Custodial Operations may approve for a detainee to sell their completed artwork via a private sale arrangement.

- 7.5 ACTCS are entitled to make legitimate and appropriate recovery of costs incurred in the production of art and craft, where the art or craft has been sold, according to the *Detainee Trust Fund Management Policy*.
- 7.6 Any financial gain made by a detainee from selling their art or craft as part of an exhibition, consignment arrangement, or participation in an ACTCS facilitated competition, may also be subject to a Victims of Crime Levy.

8. Recording the Disposal of Artwork

- 8.1 The Admissions Officer must update a detainee's electronic property list when their artwork has been disposed of, regardless of the method of disposal.
- 8.2 The Aboriginal and Torres Strait Islander Services Unit must inform Admissions of the disposal of a detainee's artwork if they coordinated its disposal.

RELATED DOCUMENTS AND FORMS

- Detainee Property Policy
- Art and Craft Policy
- Detainee Trust Fund Management Policy
- Detainee Request Form
- F1.F1 Detainee Request Form - Finance

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Document details

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Criteria	Details
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2021</i>

Version Control			
Version no.	Date	Description	Author
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V2	April-22	First Revision	J Papadopoulo