



CONTROLLED DOCUMENT

Document Title: Generic Operational Procedure No. 2.7
Meaningful Activity Merit Point System

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NO. 2.7 MEANINGFUL ACTIVITY – MERIT POINT SYSTEM

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Attachments

- A: Meaningful Activities Notification Form (CO-02-20)**
- B: Meaningful Activities Application Form (CO-02-18)**
- C: Meaningful Activities Selection Form (CO-02-21)**
- D: Meaningful Activities Attendance Sheet (CO-02-19-0)**
- E: Merit Point Tally (CO-02-22)**

NO. 2.7 MEANINGFUL ACTIVITY – MERIT POINT SYSTEM

1 Purpose

- 1.1 To give detainees, aged 15 years and over, a degree of empowerment and control over their day-to-day existence while in detention, by providing a range of opportunities to engage voluntarily in useful and meaningful activities so that they may contribute to the care of themselves and the detainee community.

2 Principles

- 2.1 Participation in Meaningful Activity Merit Points is voluntary.
- 2.2 Participation is not an automatic entitlement but is subject to a successful suitability check and continued behaviour which supports the good order, safety and security of the facility.
- 2.3 To ensure voluntary activity options are varied, interesting and in line with detainee interests and skills.
- 2.4 To ensure that information about voluntary activities is provided in a language and in terms understood by detainees.
- 2.5 To ensure voluntary meaningful activities are rotated within the detainee population to give each eligible individual the opportunity to earn points.
- 2.6 To provide all necessary advice and support to detainees undertaking voluntary activities.
- 2.7 To enable eligible detainees, who through their voluntary participation in activities have access to merit points, to exchange their points for additional goods at the facility shop or on a case by case basis through home order catalogues or while on scheduled excursions.

3 Performance Standards

3.3 SELF HELP PROGRAMS

- 3.3.1 Subject to the security and good order of the detention facility and the safety of all those within it, detainees aged 15 and over have the opportunity to engage voluntarily in useful and meaningful activities so that they may contribute to the care of themselves and of the detainee community.
- Detainees who voluntarily participate in activities which contribute to the good order and functioning of the detention facility have access to merit points which can be exchanged, in those facilities, for additional goods and services.
- 3.3.2 Detainees are not subjected to forced or compulsory labour.

1.4 DIGNITY

1.4.1.2 Detainees are not subjected to discrimination on any ground, including race, colour, gender, sexual preference, language, religion, political or other opinion, national or social origin, property, birth or other status, or disability.

2.1.3.1 DETAINEE RECORDS

2.1.3.1 A permanent, current and comprehensive record of each detainee is created and maintained in each facility and as accurately as possible, includes but is not limited to such personal information as:

- Any period of observation including any activities of a detainee and actions of the Services Provider and any formal observations.

4 Process

4.1 Meaningful Activities

4.1.1 It is anticipated that participation in voluntary activities will assist detainees to maintain self-confidence and self-esteem and will contribute positively to their living environment.

4.1.2 Detainees will be able to obtain personal items such as cigarettes, snack foods, phone cards and postage stamps available from the facility shop, and other items via home order catalogues and in shops while on scheduled excursions.

4.1.3 While children under 15 will not be eligible to participate, the education program will include periodic prizes for effort and achievement, both for individuals and groups.

4.1.4 Participation in activities will be offered to eligible detainees on a fair and equitable basis based on rotation.

4.1.5 All detainees over the age of 15 will be eligible to participate, subject to a suitability check (refer 4.2 below). However, detainees already participating who demonstrate behaviour which does not support the security and good order of the facility or the health and safety of those within it, (eg damaging facility property) may be excluded from participating for a defined period of time (refer 4.6 below).

4.1.6 Examples of activities include:

- Gardening: Each facility, where practical, will establish a garden
- Cleaning: In communal areas
- Kitchen Assistant: Assisting with preparation of meals and daily tasks carried Out within the kitchen
- Detainee Shop Assistant: Assisting with the daily running of the shop on a part-time and rotating basis.
- Education Assistant: Detainees with English language skills may serve as aids to teachers conducting classes within the facility. Detainees with skills in other areas, including numeracy and literacy, mathematics, computers and science will also have the opportunity to participate to the effective delivery of educational programs.
- Recreation Assistant: Assisting with organising and coordinating activities eg:
 - Sporting tournaments
 - Coaching

- Team leadership
- Developing timetables and schedules
- Events Promotion
- Religion: Bonafide religious leaders will be encouraged to play a role in the Provision of religious activities and events

4.1.7 Detainees will be advised about available activities, on the Meaningful Activities Notification Form (attachment A)

4.1.8 All programs and activities will be delivered in ways that do not compromise security, but allow detainees to go about their daily lives, interact and associate with each other and express themselves and their opinions, thoughts and beliefs as far as they do not infringe on the reciprocal rights of others or the requirements of administrative detention.

4.2 Suitability Checks

4.2.1 If a detainee wishes to volunteer for a particular activity, s/he will do so on the Meaningful Activities Application Form (attachment B) and a suitability check will be conducted. The co-ordinator of meaningful activities will speak individually with the detainee to:

- check that s/he understands the tasks involved in the activity
- gain an understanding of the detainee's interest, skills and experiences
- determine advice and support required by individual detainees

4.2.2 The co-ordinator of meaningful activities will also:

- arrange necessary health checks
- arrange necessary risk assessments
 - Risk assessments will always be carried out for detainees located in external areas

4.2.3 Detainees, over the age of 15, who are attending schools in the general community may only participate in activities outside school hours.

4.2.4 Detainees with disabilities will also be given the opportunity to participate in activities. The co-ordinator of meaningful activities will identify activities suited to the detainee's level of ability.

4.2.5 It may be necessary to engage the services of a specialist disability worker. If this is the case it will be considered an out of scope service and further discussions will be initiated with DIMIA.

4.3 Advice and Support

4.3.1 The Merit Point Coordinator will complete the Meaningful Activities Selection Form (attachment C) and advise the detainee regarding the success of his/her application.

4.3.2 Advice and support will be provided (by the Activity Supervisor) to the level of competency required for individual activities, and to comply with relevant Occupational Health and Safety requirements.

4.4 Allocation of Merit Points

4.4.1 For every hour of meaningful activity completed, detainees will receive one merit point. That is:

1 hour participation	=	1 merit point
2 hours participation	=	2 merit points
6.5 hours participation	=	6.5 merit points (not 7 or 6 merit points)

4.4.2 Points cannot be transferred from one detainee's trust account to another detainee's trust account. Points cannot be exchanged for money except at the time of release into the community or removal from Australia (see OP 4.2 Discharge).

4.5 Allocation of Activities

4.5.1 Detainees will nominate their top 3 activity preferences from the current list available.

4.5.2 The Merit Point Coordinator will conduct a suitability check.

4.5.3 For detainees with special needs (eg: disabilities), the assistance of a specialist may be required to determine suitability.

4.5.4 Every attempt will be made to offer detainees their first preference, pending availability and suitability.

4.5.5 To ensure equity of access to popular activities (eg: shop assistant), it may be necessary to develop a rotating roster which crosses all of these activities on a weekly basis.

4.5.6 Advise and support will be provided as for 4.3 above.

4.5.7 Detainees will be not able to "swap" between activities without prior approval of the Business Manager, or the General Manager in the case of Christmas Island.

4.5.8 Detainees will not be able to complete activities on behalf of other detainees.

4.6 Excluding a Detainee from Participating

4.6.1 A detainee may be excluded from participating in Activity Merit Points by the Operations Manager for the following reasons:

- Failure of suitability check;
- Demonstrating behaviour which does not support the security and good order of the facility or the health and safety of those within it;
- Damaging facility property: the detainee may be excluded until the total merit points which would normally have been accrued by that detainee, equals the cost of repair to the property.

4.6.2 A detainee may seek a review of the decision to exclude him/her from participation in the Activity Merits Points by way of appeal to the Operations Manager.

4.7 Record Keeping

- 4.7.1 It is extremely important that merit points are recorded accurately and that records are kept up to date on a daily basis.
- 4.7.2 It is the responsibility of the activity supervisor to ensure that detainees accurately complete their Meaningful Activities Attendance Sheet (attachment D).
- 4.7.3 The Activity Supervisor must sign the sheet as a true and correct record and forward it to the Administration Supervisor at the end of the detainee's activity, **each day**.
- 4.7.4 It is the responsibility of the Administration Supervisor to daily:
- ensure the Meaningful Activities Attendance Sheets have been collected
 - ensure the daily update of a detainees merit points in the ISIS system
 - ensure Merit Point Tally Sheet (attachment E) is updated on a daily basis
 - complete monthly Merit Point Report to Operations Manager
 - ensure Merit Points Sheets are filed on the detainees' individual files
- 4.7.5 Detainees may, at any time, enquire as to the amount of merit points received from any particular activity, and as to the balance of merit points accrued and used. A monthly statement is provided to each detainee outlining points credited and points debited in exchange for goods.
- 4.7.6 It is the Administration Supervisor's responsibility to reconcile merit points owed to a detainee on his/her release or removal from an IDF.
- 4.7.7 If a detainee is transferred to another facility their merit points will also be transferred.

4.8 Detainee Use of Merit Points

- 4.8.1 While in immigration detention, detainees will only be able to exchange their accrued merit points for goods in the facility shop, such as snack foods, phone cards and postage stamps or on a case by case basis via home purchase catalogues or while on scheduled excursions subject to the good order and security of the facility.
- 4.8.2 On release or removal, a detainee's merit points will be reconciled (by the Administration Supervisor) and remaining points will be converted to cash value (1 Point = \$1.00). The points balance is rounded up or down to the nearest dollar. This amount will be given to the detainee in Australian currency prior to release or removal.

5 Applicability to Separation Detention

- 5.1 All detainees will have the opportunity to participate, voluntarily, in meaningful activities, regardless of their location within the facility providing it does not breach the conditions of separation detention.