



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Prison Officer

**Job Applicant Information and Guide
Booklet**



Thank you for your interest in the advertised Prison Officer role within the Department of Justice. This booklet provides information and outlines the steps in the recruitment and selection process to assist your successful application.

About the Department of Justice

The Department of Justice supports the community, government, judiciary and Parliament by providing high quality justice, legal and corrective services, information and products.

The Department comprises a number of Divisions all working to provide a fair, just and safe community for all Western Australians. These Divisions include Corrective Services, Court and Tribunal Services, the Parliamentary Counsel's Office, Public Advocate, Public Trustee and Registry of Births, Deaths and Marriages.

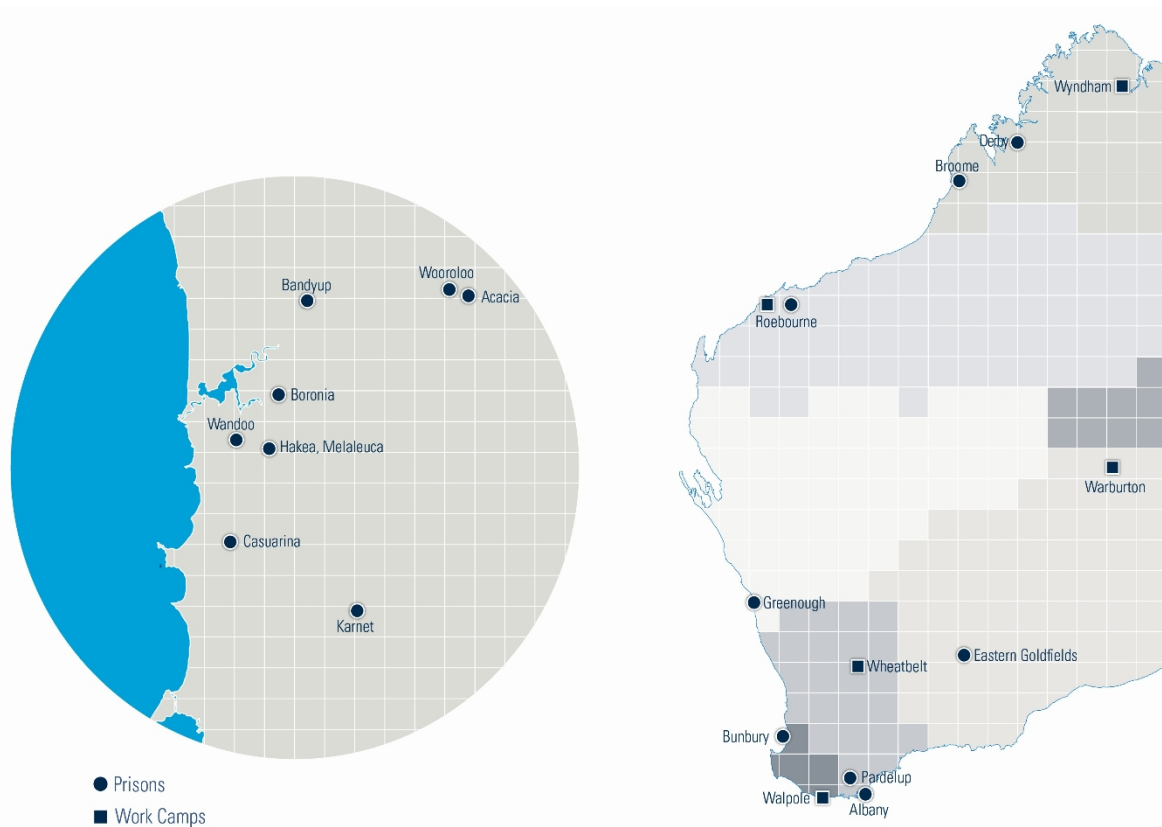
The role of the Corrective Services Division is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences; and positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

Operating Locations

Corrective Services maintains the custody of prisoners and the security and good order of prisons throughout Western Australia. It oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

Corrective Services operates 16 public prisons providing a range of security classifications (maximum, medium and minimum), including eight prisons in the metropolitan area and eight regional facilities (see map below). Acacia Prison in the outer metropolitan area is contracted to a private provider, Serco Australia. There are five minimum-security work camps located in Roebourne, the Kimberley (Wyndham), Eastern Goldfields (Warburton), the Wheatbelt (Dowerin) and the Great Southern (Walpole).

Please be aware that new recruits who are placed in the Perth metropolitan area may be posted to one of the following prisons: Bandyup (West Swan), Casuarina



(Casuarina), Hakea (Canning Vale) or Melaleuca (Canning Vale).

Roles and Responsibilities

All prisons in WA aim to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provide best possible opportunities for positive change for offenders.

A Prison Officer is responsible for contributing to the safe, secure and efficient operation of the prison.

Daily duties vary depending on the security level of the prison, but may include:

- reception of prisoners and their induction into the prison;
- staffing the various units in the prison including gates and other strategic areas;
- helping prisoners develop a plan which makes the best use of their time in prison;
- supervising prison activities including recreation, industrial and training activities;
- assisting with the vocational training of prisoners;
- written reports, such as incident reports and documents that may be used for legal purposes.

In addition to custodial duties, a Prison Officer needs to:

- build and maintain positive relationships with prisoners;
- balance authority with understanding and empathy;

- work with prisoners in challenging situations by diffusing and managing conflicts
- act as role models to motivate and encourage prisoners to adjust their behaviours in line with community expectations; and
- practice cultural respect through working with and alongside Aboriginal people

Salary, Entitlements and Benefits

Prison Officers receive a competitive salary, attractive benefits and employment conditions.

Salary

Prison Officer Trainee (first 12 weeks):

\$66,658 per annum (pro rata) + 11.5% superannuation

Prison Officer (Shift):

\$86,156 - \$98,107 per annum (pro rata) + 11.5% superannuation

Flexible Working Conditions

- Prisons operate on a 24-hour roster system, 7 days a week
- 8, 10 and/or 12-hour shift work arrangements.
- Note that all new Prison Officers will commence on 12-hour shifts
- Roster equates to 10 x 12-hour shifts in a three week period.

Leave Entitlements

- Annual leave: 5 weeks
- Annual leave shift: additional 1 week for Prison Officers working shifts
- Personal leave: 140 hours
- Parental leave: 14 weeks paid & 38 weeks unpaid
- Purchased Leave: 2 or 3 weeks
- Long service leave: 13 weeks after 7 years of continuous service
- Cultural leave
- Study leave

Other benefits

- Salary packaging
- Uniform supplied - including shoes, socks, jackets and hats
- Job security
- Rewarding career
- Work life balance - work 10 shifts every 21 days
- Promotions and career developmental opportunities
- A workplace that celebrates diversity and fosters inclusion

Regional Prisons

The Department is **actively recruiting for immediate vacancies** in regions such as:

- **Eastern Goldfields Regional Prison** (Kalgoorlie – 6 hours drive to Perth)
- **Greenough Regional Prison** (Geraldton – 4.5 hours drive to Perth)
- **West Kimberley Regional Prison** (Derby – 2.5 hours drive to Broome)

To find out more information on the range of activities these areas have to offer, visit www.westernaustralia.com.

If you would like to speak to a staff member from one of these three locations, contact Recruitment@justice.wa.gov.au and we will forward your details to the relevant prison.

REGIONAL BENEFITS

If you are interested in working in a regional area, you may be eligible for additional benefits. These are dependent on the region but may include the below.

Regional Incentive Allowance

TIER 1	Eastern Goldfields Regional Prison	\$207.34 per fortnight
	West Kimberley Regional Prison	
TIER 2	Greenough Regional Prison	\$103.70 per fortnight

Government Regional Officer Housing (GROH) Program

GROH is not available to local recruits

Prison Officer applicants relocating to the following regional towns may be eligible for GROH assistance. More information can be found here, [Government Regional Officer Housing \(GROH\)](#), and here, [Tenant Rent](#)

[Calculator.](#)

As a general guide, the Department of Justice provides the below additional GROH rent subsidies for Prison Officers.

West Kimberley (Derby)	75% subsidised
Goldfields (Kalgoorlie)	50% subsidised
<i>No GROH available in Mid-West (Geraldton)</i>	

Home Ownership Subsidy Scheme (HOSS)

Applicants may be eligible to participate in HOSS, where the Department of Justice subsidises an employee's home loan repayments for a dwelling the employee is purchasing in the regional location. The Department determines the amount of HOSS subsidy. This amount must be the lowest of:

- \$350 per week;
- The minimum weekly repayments on the home loan; or
- 75% of the weekly GROH rental subsidy applicable at the start of the one-off 5-year period.

Additional Benefits

Additional annual leave

Annual leave travel concessions

Subsidies may apply for utilities in certain locations

District allowance

Contact the Recruitment team for more information.

Aboriginal applicants

- The Department has dedicated Aboriginal Workforce Development strategies
- You can access the Aboriginal Workforce Development team to seek advice on the recruitment and selection process and to discuss developmental opportunities.

The Department of Justice is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community, including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply.

Aboriginal people who wish to apply are invited to contact our **Aboriginal Workforce Development Team** call **(08) 9264 1700** during business hours for culturally appropriate application advice or email aboriginalworkforcedevelopment@justice.wa.gov.au.

Overseas and Interstate Applicants

Applicants who reside overseas or interstate are welcome to apply. To be eligible, you need to be an Australian or New Zealand citizen or have Australian permanent residency status.

If you progress through the assessment stages, you will be invited to attend assessments in a combination of virtual (online) and in-person in Perth, Western Australia. We will endeavour to book in-person assessments close together to reduce travel imposts.

Please Note: All travel, accommodation and relocation costs incurred will be payable by the applicant.

Information Sessions

Our information sessions provide an opportunity to learn more about the role, the application process, and hear from current staff working in prisons.

Sessions will be held at the Corrective Services Academy and virtually (online).

Please [register here](#) for your free ticket. When booking your spot, you will need to provide your full name and contact details.

INFORMATION SESSIONS*		
Date	Time	Venue
Wednesday, 2 October 2024	5.30pm - 6.30pm	Corrective Services Academy 4 Allen Court Bentley WA
Thursday, 17 October 2024	4.00pm - 5.00pm	Online Microsoft Teams

If you have trouble booking online, please contact **Recruitment** on **1800 974 199** or by email at recruitment@justice.wa.gov.au. **Additional sessions may be arranged.*

Prison Officer: Is this job right for you?

This self-assessment questionnaire will help you decide if a Prison Officer role is right for you.

The questionnaire is not designed to fully assess your suitability for a Prison Officer role and is for your use only. Any formal assessment of your suitability will be done throughout the recruitment and selection process. Ask yourself the following questions truthfully:

No	Question	Yes	No
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1	Are you genuinely interested in working with people in custody?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you treat people fairly and without judgment, regardless of their status, background, culture, beliefs or gender?	<input type="checkbox"/>	<input type="checkbox"/>
3	Can you adapt your communication and interpersonal skills to suit the people you are working with and the situation?	<input type="checkbox"/>	<input type="checkbox"/>
4	Can you think on your feet and solve problems in difficult situations?	<input type="checkbox"/>	<input type="checkbox"/>
5	Can you cope with regular routine, often dealing with the same things at the same time on most days?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are you prepared to work in an environment where conflict may be a daily occurrence?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are you prepared to work in an organisation with a clear rank structure, and observe the chain of command?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are you prepared to strictly follow set procedures and policies?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are you prepared to do shift work in a closely monitored and restricted environment, for up to 12 hours at a time?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are you willing and able to work public holidays (including Christmas and Easter), weekends and nights, with early and late starts?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are you committed to maintaining your physical fitness through regular exercise?	<input type="checkbox"/>	<input type="checkbox"/>

Did you answer **Yes** to all above questions? This may be a good indication that you should apply to become a Prison Officer!

Did you answer **No** to any of the questions above? You might want to consider whether a Prison Officer role is the right one for you at this time.

This self-assessment questionnaire is for your use only and there is no need to include the results with your application.

Pre-appointment requirements

The following pre-appointment requirements are essential to comply with the *Prisons Act 1981*, Prison Regulations 1982 and applicable Departmental policies and procedures.

Prior to commencement, Prison Officers must:

- Be an Australian or New Zealand citizen or have Australian permanent residency status

- Receive clearance through a National Criminal History check and the Department's Integrity Assessment
- Successfully complete all relevant pre-employment medical, physical readiness testing, psychological testing
- Successfully complete any other selection assessments as determined by the Department
- Possess a current C-Class Driver's Licence at a minimum (automatic accepted). Restrictions on your drivers' licence **are not permitted**. This includes learner's permits, P plates and extraordinary permits
- Possess a current HLTAID011 "Provide First Aid" qualification, which includes the units:
 - Provide Cardiopulmonary Resuscitation and
 - Basic Emergency Life Support

Note: The qualification must have at least 9 months validity from the date of commencement.

Selection Process

Assessments

To be selected to the Prison Officer Appointment Pool, there are assessment stages you must complete successfully.

Please also note:

- In-person assessments will be held in the Perth metropolitan area and in some key regional locations in Western Australia. You will be notified when assessments are conducted nearest to you.
- Travel to and from any assessment location is at the applicant's expense.
- Assessments are conducted during business hours (Monday - Friday 8:00 to 16:00).
- Notification regarding the outcome of each stage of the recruitment process will be sent to applicants via email. It is essential that you regularly check your emails to monitor the progress of your application. Applicants who are deemed unsuccessful at any stage of the selection process may be excluded from further assessments.
- Applicants will be assessed against all the job-related requirements listed in the Job Description Form (JDF) through a series of selection assessments. The JDF is available as an attachment to the advertisement.
- Upon successful completion of the selection process, you will be placed into the Appointment Pool for a period up to 12 months, during this time you may be considered for vacancies as they arise.

RECRUITMENT ASSESSMENTS

Note: Assessments may be conducted in any order.

PRISON OFFICER

- Application + CV
- Online Psychometric Testing
- Physical Readiness Test
- Interview
- Medical
- Psychological Interview (if required)
- Reference Checks
- Screening + Integrity Check
- Decision Panel

Hint: Print out to keep track of your assessments!

Stage 1: Shortlisting

Your **CV/resume** and detailed **online application responses** incorporating the requested information will be assessed to determine whether you are shortlisted for further assessment. Please ensure that you provide a competitive response to the online questions. Consideration will be given to eligibility requirements as outlined in the JDF and in the job advertisement.

Stage 2: Psychometric Testing

Psychometric testing is designed to assess your cognitive and psychological suitability for the role, as well as your work style preferences. You will be invited to complete a series of online assessments which includes an aptitude test, situational judgement test, basic computer skills test, reading comprehension test and a personality questionnaire.

Stage 3: Physical Readiness Test

Applicants are required to successfully complete all components of the Department's Prison Officer Physical Readiness Test (PRT) and attaining a satisfactory medical clearance from a General Practitioner is a pre-requisite to undertake this assessment. To view a demonstrational video of the PRT, click on the link: <https://youtu.be/OIbknWJQ-N0>.

Further detailed information about the standards required is outlined in the *Physical Readiness Test Applicants Guide* that is attached to the advert.

Start preparing now to meet the physical requirements.

Stage 4: Selection Panel Interview

A selection panel will ask a series of questions relevant to the role and designed to draw information about your skills, knowledge, and abilities against the job-related requirements (as detailed in the JDF).

The interview will comprise of 25 minutes pre-interview preparation time, during which you will complete a brief written exercise. The interview questions will be provided to you to consider and prepare your responses. This will be followed by an additional 30 minutes for your interview with the panel. At the end of the interview, you will have an opportunity to ask any questions that you may have in relation to the position.

You should consider the following points in preparation for your interview:

- Be punctual and dress appropriately – neat and professional
- Review and ensure that you understand the role and job-related requirements outlined in the JDF. Reflect on the duties of the role and how they could be carried out
- Consider the job-related requirements and think of specific examples of situations where you can showcase your relevant skills and abilities
- Take time to answer each question and present answers clearly and concisely
- The written exercise requires you to demonstrate your ability to present information in a clear, logical manner using correct sentence structure.

Stage 5: Medical Assessment and Psychological Interview

Medical assessment

The duties of a Prison Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Prison Officers may need to use their training in self-defence and control or restraint techniques during a critical incident. The medical assessment is therefore designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of a Prison Officer.

Aspects of the medical assessment may include (but are not limited to):

- Vision – a binocular vision of 6/9 or better is required. If visual aids are needed, soft contact lenses are preferred as they are not as easily dislodged compared to other visual aids
- Respiratory – a history of asthma will be carefully examined
- Cardiovascular health
- Musculoskeletal health
- Hearing
- General health and well-being

Psychological interview

You may be required to attend an interview with a registered psychologist. Be prepared to answer personal questions about yourself including your work, family, and social life. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol, including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area.

Any recommendations from the interviewing psychologist will assist the panel in making their decision about your suitability.

Stage 6: Criminal History and Integrity Check

All Department of Justice employees are required to undergo an integrity and national criminal history check. You will be invited to complete the relevant application online. It is important that you ensure the personal information that you provide is correct, as providing false or misleading information can negatively impact the outcome of your application.

In positions that involve working with offenders, an integrity check may also include investigations into suspension from employment, past employment records and performance, spent convictions and pending charges.

A previous criminal conviction or pending charge will not necessarily preclude a person from being employed. The Department assesses these on a case-by-case basis.

Stage 7: Referee Reports

You are asked to provide the names and contact details for at least two relevant work-related referees. The Department asks that where possible your referees are previous/current supervisors or managers who can comment on your skills and abilities relevant to the position.

If you are a prior Department of Justice WA custodial employee, you will be required to provide referee details of your previous or current Superintendent.

It is important you ensure your referees are aware they may be contacted by the Department and are willing and available to provide a referee report for you.

Stage 8: Decision Panel Review

The decision panel is made up of executive and operational staff, recruitment specialists, training staff and psychologists. They are responsible for making a holistic assessment of each applicant's suitability, based on all the information obtained throughout the selection process.

You will be formally notified in writing about the outcome of your application once the selection process is finalised. Notifications for all successful and unsuccessful applicants will be sent via email and will include information on how to seek feedback, which can help you to understand how the panel reached their decision.

Appointment Pool

If you are deemed suitable by the decision panel you will be placed into an Appointment Pool. An Appointment Pool is usually valid for twelve months, during which time you can be considered for the Entry Level Training Program for Prison Officer vacancies when they arise. It is important to note that **inclusion in the appointment pool does not guarantee that you will be offered employment.**

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant from the Appointment Pool. Determining individual appointments will be based upon a range of factors:

- Applicants' locality and preferences
- Availability of vacancies
- Gender / diversity balance as per the Department's Substantive Equality Policy
- Assessment information, where applicable.

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. For example, an applicant may subsequently obtain a criminal conviction or develop a long-term illness / injury while awaiting an offer of appointment.

The Department reserves the right to reassess any applicant's suitability for the role (Eg medical, fitness, criminal history and integrity screening) whilst they are in the Appointment Pool, before making an offer of appointment.

Entry Level Training Program and Probation

All new Prison Officers undertake a 12-week (paid) Entry Level Training Program (ELTP), which is the first component of a 9-month probationary period. During the ELTP, you will cover topics such as communication skills, the judicial system, welfare skills, cross-cultural awareness, addiction studies, writing skills, offender management, prisoner programs, self-defence, security and emergency procedures and communicable diseases.

ELTPs will be held at the Corrective Services Academy in Bentley, Perth. Regional applicants from Derby, Geraldton or Kalgoorlie will have travel and accommodation costs paid for by the Department if attending an ELTP in Perth.

Upon successful completion of an ELTP, graduates will continue learning on the job as a probationary Prison Officer whilst also completing the CSC30122 Certificate III in Correctional Practice (Custodial), which is a nationally recognised qualification. During this probation period, you will be required to demonstrate the competent application of specific skills and knowledge within the prison environment, through various formal and informal assessments.

After 9 months, probationary Prison Officers can be recommended for permanency if they receive a satisfactory performance appraisal from the Superintendent and through successful completion of the CSC30122 Certificate III in Correctional Practice (Custodial).

Other information

Smoke-Free Policy

The Department of Justice has introduced a smoke-free policy, which has been implemented across all women's prisons and the Academy, with all other prison sites to follow before the end of 2025.

Recognition of Prior Service and Experience

If you have relevant and recent custodial experience as a Prison Officer (or equivalent) in a custodial facility, then you can apply to have your prior service recognised which may increase your salary level once you complete the initial ELTP.

At the time of commencement of employment, we can assess the nature and extent of your previous service; training and qualifications, against the requirements for a Prison Officer with the WA Department of Justice (see the attached JDF).

If you have relevant and recent custodial experience in an adult custodial facility, please indicate this in your application.

Drug and Alcohol Policy

Department of Justice as an employer has no tolerance for illicit or illegal drug use, which includes the misuse of prescription and over the counter drugs by an employee, either in their work or private life. The use of some prescription drugs, such as medicinal cannabis containing tetrahydrocannabinol (THC), may also result in your application being rejected. If you have any queries, please contact Recruitment by email recruitment@justice.wa.gov.au.

All applicants may be subject to random drug and alcohol testing during the training process and throughout employment if appointed.

How to apply

The method for submitting your application is **online**. Once you have submitted your online application, you will receive an automated email confirmation. The email will include the date and time your application was received and a unique application reference number. The email will also specify which attachments have been submitted with the application (i.e. CV/resume).

If you do not receive a confirmation email after applying online or if you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

For your application to be assessed, you will need to submit the following:

- A current and comprehensive **CV/resume**
- During the **online application submission process**, you will be required to address the questions below in detail (responses allow you up to 250 words per question):

1. What has attracted you to the Prison Officer role?

2. Explain how you will apply your personal skills or experience within the Prison Officer Role?

**Please ensure you allow sufficient time to submit your application,
as late applications will not be accepted.**

The closing time and date can be found on the main advertisement.

STEP 1: Go to jobs.wa.au and search by keyword 'Prison Officer'



STEP 2: Click on the 'Apply for Job' button at the top or bottom of the page



STEP 3: Address the online application questions in detail




STEP 4: Attach CV/resume and include all information requested

Have questions?


For questions regarding the role, recruitment and selection process – contact the Corrective Services Recruitment Team

@ recruitment@justice.wa.gov.au

 **1800 974 199**

Aboriginal applicants who wish to access culturally competent support – contact Aboriginal Workforce Development.

@ aboriginalworkforcedevelopment@justice.wa.gov.au

 **9264 1700**

The Department of Justice is committed to ensuring its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community, including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply. As such, we will apply Section 51 and may apply Section 27 (2) of the *Equal Opportunity Act 1984*.



Thank you for your interest in a career with the Department of Justice.

We look forward to receiving your job application!

2024