Policy summary

The governance structure of each correctional centre is to be comprised of:

- Correctional Centre Management Team (CCMT),
- Union Consultative Committee (UCC),
- Work Health and Safety Committee (WHSC),
- Justice Health & Forensic Mental Health Network Committee (JH&FMHNC) Committee; and
- Community Consultative Committee (CCC)

This policy and procedure document outlines the composition, role and consultation commitments of these groups.

Management of Public Correctional Centres Service Specifications

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<th>Professionalism and accountability</th>
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as, JH&FMHN, contractors, subcontractors, visitors, and other government organisations and community groups conducting a business with CSNSW.
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1 **Governance structures**

1.1 **Correctional Centre Management Team**

Each correctional centre must have a CCMT. The CCMT is responsible for leading and overseeing the daily operations of the correctional centre, local decision-making and ensuring communication flows seamlessly between each business unit.

The CCMT is also responsible for ensuring the correctional centre meets its budget, KPIs and performance targets. The CCMT will be comprised of but not limited to:

*Chair:*

- Governor (or delegate)

*Members:*

- Manager of Security (MOS) (where applicable)
- Manager of Offender Services and Programs (MOSP)
- Senior Psychologist
- Manager, Community Corrections
- Finance and Administration Manager
- Manager of Industries (MOI)
- Functional Manager (FM), Security
- FM, Case Management
- FM, Structured Day
- FM, Intelligence
- FM(s), Accommodation.

The CCMT may include other members as deemed appropriate to meet local centre needs.

The CCMT meets weekly or fortnightly (as determined by the governor) at the correctional centre to review the centre’s performance and address any risks to the good order and management of the correctional centre.

All discussions of the CCMT are confidential. Further information about the operation of CCMT meetings can be found in the *CCMT meeting agenda*, and the *CCMT Terms of reference (TOR)*.

1.2 **Union Consultative Committee**

The UCC oversees the exchange of information between the correctional centre and vocational groups and provides a forum for local discussion. The UCC is comprised of but is not limited to the following members:

*Chair:*

- Governor (or delegate)
Members:

- MOS (where applicable)
- FM, Security
- FM(s), Accommodation
- All uniformed and non-uniformed Vocational Groups of the Public Service Association (PSA)
- Teachers Federation (where an Intensive Learning Centre (ILC) is located at the centre).

The custodial membership of the UCC may vary to align with the staffing model of the centre.

The UCC meets monthly or as necessary. All discussions of the UCC are confidential. Further information about the UCC can be found in the UCC meeting agenda and the UCC TOR Refer annexure UCC Meeting Agenda for more details on what must be discussed at UCC meetings.

1.3 Work Health and Safety Committee

In line with Division 4 of the Work Health and Safety Act 2010, the WHS Committee (WHSC) provides a forum for consultation on work health and safety matters. The WHSC is responsible for facilitating cooperation between managers and workers by instigating and developing measures to ensure the health and safety of workers. The WHSC is also responsible for assisting in the development of standards, rules and procedures relating to work health and safety.

The WHSC is comprised of but is not limited to the following members:

Chair:

- Governor (or delegate)

Members:

- MOS (where applicable)
- FM(s), Accommodation
- FM, Security
- Finance and Administration Manager
- MOI
- WHS representatives from the correctional centre.

The WHSC may include other members as deemed appropriate to meet local centre needs.

The WHSC meets monthly. All WHSC meetings are confidential. Further information about what must be discussed at WHSC meetings can be found in the WHSC meeting agenda.

For more information on the WHSC refer to the CSNSW Health & Safety Representatives and Work Health and Safety Committees intranet page. This page can also be accessed via Justice Intranet > Human Resources > Safety CSNSW > HSRs and HSCs.
1.4 Justice Health and Forensic Mental Health Network Committee

The Justice Health & Forensic Mental Health Network Committee (JH&FMHNC) oversees the delivery of health and mental health services within the correctional centre.

The JH&FMHNC is comprised of but not limited to the following members:

*Chair:*
- Governor (or delegate)

*Members:*
- MOS (where applicable)
- FM, Security
- FM(s), Accommodation
- Finance and Administration Manager
- Nurse Unit Manager (NUM).

The custodial membership of the JH&FMHNC may vary to align with the staffing model at the centre.

The JH&FMHNC meets monthly or as required. All discussions of the JH&FMHNC are confidential. Further information about what must be discussed at the JH&FMHNC meetings can be found in the *JH&FMHNC meeting agenda*.

For more information on the JH&FMHNC refer to the *JH&FMHNC TOR*.

2 Centre governance structures

2.1 Large centres

![Diagram of Centre governance structures]
2.2 Medium centres

Correctional Centre Management Team

Membership:
Governor
FM - Case Management
FM - Security
FM - Accommodation
FM - Intelligence
FM - Structured Day
Manager of Industries
Finance & Admin Manager
ComCor - Manager
MOSP
Snr Psychologist

Weekly or Fortnightly
(depending on Governor)

Union Consultative

Membership:
Governor
FM - Accommodation
FM - Security
All Vocational Groups of PSA Teachers Federation (If ILC)

Monthly or as necessary

Work Health & Safety

Membership:
Governor
FM - Accommodation
FM - Security
Finance & Admin Manager
Manager of Industries
WHS reps from centre

Monthly

Justice Health & Forensic Mental Health Network

Membership:
Governor
FM - Accommodation
FM - Security
Finance & Admin Manager
NUM

Monthly or as required

2.3 Small centres

Correctional Centre Management Team

Membership:
MOS
Functional Manager
Manager of Industries
Finance & Admin Manager
ComCor - Manager
MOSP
Snr Psychologist

Weekly or Fortnightly
(depending on MOS)

Union Consultative

Membership:
MOS
Functional Manager
Manager of Industries
All Vocational Groups of PSA Teachers Federation (If ILC)

Monthly or as necessary

Work Health & Safety

Membership:
MOS
Functional Manager
Manager of Industries
Finance & Admin Manager
WHS reps from centre

Monthly

Justice Health & Forensic Mental Health Network

Membership:
MOS
Functional Manager
Finance & Admin Manager
NUM

Monthly or as required
3 Community Consultative Committee

3.1 Policy

The CCC assists with the development and maintenance of positive community relationships, promotes local community involvement and provides a forum for local community consultation.

The committee is comprised of a minimum of five members and a maximum of nine members, including the Governor of the correctional centre.

Committee membership should be representative of the local community and balanced in terms of the groups represented. Where practicable the committee should include a representative from at least two of the following areas:

- the magistracy
- courts administration
- local government
- the Police or other emergency services
- Community Offender Management
- local agencies and organisations providing services to offenders
- local residents
- the council
- local hospitals
- local industry

Efforts should also be made to recruit committee members from Aboriginal and culturally and linguistically diverse groups where such groups comprise a significant part of the inmate population.

3.2 Operation of the committee

The governor of the correctional centre is responsible for convening committee meetings and should attend all meetings where practicable.

The committee should appoint a chairperson for a period of 12 months.

The charter for CCCs should be considered and agreed to at the first meeting of the committee. Modifications may be made to accommodate local circumstances where necessary. New committee members are to be issued with the committee charter prior to attending their first meeting.

Committee meetings should be held at least once every three months. The frequency of committee meetings must be determined by members of the committee.

A quorum of at least three members is required to hold a meeting.

Guest speakers may be invited to attend meetings with the agreement of the chairperson, (e.g. community organisations requesting assistance).
Administrative support associated with meetings of the committee is to be provided by the correctional centre where the committee is located.

### 3.3 Nomination of committee members

The governor should seek written nominations from interested individuals and groups in the community.

Invitations can be made by letter or by advertisement. Nominations, with the governor’s recommendation, are to be submitted to the relevant Director, Custodial Operations for approval.

### 3.4 Appointment of committee members

The relevant Director, Custodial Operations may appoint committee members for a period of up to two years.

The appointment may be renewed at the end of that term. If the person appointed is appointed in a representative capacity of an agency (e.g. NSW Police Force (NSWPF)), that person may nominate another person from the same agency to attend committee meetings in their absence.

Changes to committee members should be staggered so that there is a reasonable continuity of membership. It is also important that changes are made to the membership of committees from time to time in order to provide the opportunity for other interested and qualified parties to seek appointment as committee members and enable a diverse cross-section of community representation and ideas.

### 3.5 Re-appointment of committee members

If a member representing an organisation resigns before completion of their term, another representative may be appointed for the remainder of that term.

At the end of each the member’s term, the governor should seek written nominations. The same organisations need not necessarily be represented for a second term.

### 3.6 Termination of a committee members appointment

The relevant Director, Custodial Operations can terminate the appointment of a committee member or the operation of a committee in their region at any time.

This action may be taken where a committee member does not attend regularly or where the committee member’s continued participation is considered no longer appropriate.

The relevant Director, Custodial Operations is to submit a written report to the Assistant Commissioner, Custodial Corrections on the termination of a committee member or a committee.
3.7 Record keeping

Minutes of each meeting must be taken, recording attendance, matters raised and decisions made. Copies are to be kept by the governor and a copy forwarded to the relevant Director, Custodial Operations and all committee members.

An annual report should be made to the relevant Director, Custodial Operations each financial year detailing all the activities undertaken by the committee in order to achieve its objectives e.g. the number of inmates who have worked on community projects in the correctional centre and in the community, and the total number of projects generated by the committee in the correctional centre and in the community.

3.8 Provision of information to the committee

The governor must ensure that the committee has all necessary information to assist in its deliberations except where:

- access needs to be restricted for security reasons
- the information could be subject to privacy legislation
- the information infringes an individual offender’s right to confidentiality of personal information.

3.9 Constraints on the committee

Committee members must be required to give an undertaking that information provided to them will not be the subject of discussion or comment outside of committee deliberations except if they are a government agency representative, to enable them to brief their agency.

Consideration should be given to the costs of any undertakings to the community and the possible supply of materials by the recipient organisation.

Committee members are not bound by CSNSW media policy. However, CSNSW staff on the committee must not make any public comment without prior approval of the Commissioner.

3.10 Conflict of interest

Where there is a conflict of interest, or a perceived conflict of interest exists concerning the decisions of the committee and the business activities of committee members, the governor must:

- note this in the minutes of the meeting,
- remove the committee member from the decision-making process, and
- send a report outlining the issue to the respective Director, Custodial Operations.

Further information about the CCC can be found in the CCC TOR.
4 Forms and annexures

Community Consultative Committee Meeting Agenda
Correctional Centre Management Team Meeting Agenda
JH&FMHN Committee Meeting Agenda
Terms of Reference - Community Consultative Committee
Terms of Reference - Correctional Centre Management Team
Terms of Reference - JH FMHN Committee
Terms of Reference - Union Consultative Committee
Union Consultative Committee Meeting Agenda
WHSC Meeting Agenda

5 Related COPP

No related COPP

6 Related documents

Crimes (Administration of Sentences) Act 1999
Crimes (Administration of Sentences) Regulation 2014
CSNSW Communications Policy and Procedures
Work Health and Safety Act 2011

7 Definitions

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<thead>
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<td>Community Consultative Committee</td>
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<td>COPP</td>
<td>Custodial Operations Policy and Procedures</td>
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<td>Corrective Services New South Wales</td>
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<td>Justice Health &amp; Forensic Mental Health Network Committee</td>
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<td>FM</td>
<td>Functional Manager</td>
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<td>ILC</td>
<td>Intensive Learning Centre</td>
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<td>MOI</td>
<td>Manager of Industries</td>
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<tr>
<td>Abbreviation</td>
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<td>MOS</td>
<td>Manager of Security</td>
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<tr>
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<td>Manager of Offender Services and Programs</td>
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8 Document information

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<td>Approver:</td>
<td>Kevin Corcoran</td>
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