

Custodial Operations Policy and Procedures

9.8 Inmate development committee

Policy summary

Corrective Services NSW (CSNSW) is committed to supporting the right of inmates to discuss and resolve with senior management issues affecting their imprisonment.

The Inmate Development Committee (IDC) is a body of inmates that meets with management to discuss problems and concerns about inmate services, programs and activities within the correctional centre. Governors are to ensure that an IDC is established in each correctional centre.

Management of Public Correctional Centres Service Specifications

Service specifications	<p>Decency and respect</p> <p>Professionalism and accountability</p> <p>Rehabilitation and reintegration</p> <p>Safety and security</p>
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

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1 Inmate development committee

1.1 Policy

CSNSW is committed to supporting the right of inmates to discuss and resolve with senior management issues affecting their imprisonment.

An IDC is an inmate-nominated body established at each correctional centre to provide the opportunity for inmates to meet with senior management to discuss problems and concerns about inmate services, programs and activities within the correctional centre.

The IDC develops and promotes positive dialogue and understanding between staff and inmates, and forms an integral part of correctional centre management in dealing with conflicts and difficulties that may otherwise adversely affect correctional centre life.

IDC meetings should occur on a monthly basis, and the dates and times of the meetings should be determined as far ahead as possible (preferably a calendar year). Additional meetings or interactions may occur at any time as considered necessary.

The Governor, Functional Manager (FM) and other officers (if appropriate) are to attend the meetings, and should ensure they are available.

In the Governor's absence, the next most senior officer in charge of the centre will chair the meeting. If a scheduled meeting is prevented from taking place on the appointed day due to exceptional circumstances, priority should be given to ensure that the meeting is re-scheduled as soon as practicable.

1.2 Procedures for IDC meetings

The following procedures should be implemented for scheduling IDC meetings:

	Procedure	Responsibility
1.	A meeting between IDC delegates may be permitted to occur in an inmate accommodation area prior to the formal IDC meeting, for decisions to be made on an agenda.	FM
2.	Provide the FM or other authorised officer with a copy of the agenda items prior to the formal meeting date, if possible.	IDC delegates
3.	Attend to any matters that may be addressed prior to the meeting, if possible.	IDC delegates/ FM/ Authorised officer

	Procedure	Responsibility
4.	Provide any responses to agenda items to the IDC meeting, subject to practical constraints. The Governor should provide a written response to any requests in a timely manner. Matters that can be addressed at a local level should be addressed within 7 days. However, decisions that require a response from the CSNSW business units may be provided if possible, within 14 days or at the latest within 2 months.	Governor/ FM/Authorised officer
5.	Include the reasons for any rejection of a request presented by an inmate at the formal meeting by a Governor, FM or other authorised officer in the minutes.	Secretary of the IDC
6.	Maintain appropriate records, such as submissions, agendas, and minutes of all meetings.	Secretary of the IDC
7.	Forward copies of minutes to the Governor of the correctional centre and the Official Visitor of the centre, where possible.	Secretary of the IDC
8.	Endorse relevant minutes (the chairperson (which will be the Governor or next most senior officer authorised to have attended in the Governors absence).	Chairperson/ Governor/ Authorised officer
9.	Display minutes in each of the accommodation units once endorsed.	Authorised officer

2 Appointment of IDC members

2.1 Policy

An IDC committee will be appointed, formalised and given a high profile within the centre. Staff will be advised of the committee and its objectives.

In forming an IDC, the Governor of the correctional centre will be responsible for making the final decision on the appointment or removal of any inmates. The Governor should also ensure that:

- inmates may nominate any other inmate for appointment to the IDC
- the names of nominees are displayed on the accommodation area notice board for inmates and staff to read
- inmates from Culturally and Linguistically Diverse (CALD) backgrounds and Aboriginal inmates are represented on the committee. The appointed Aboriginal Inmate Delegate (AID) must sit on the IDC (**refer to COPP section 11.3 *Aboriginal inmate committees***).

Once an inmate has been appointed as an inmate representative, they should remain at the correctional centre unless:

- their sentence expires
- they are released to bail or parole
- they request relocation or are given a new classification
- they commit a serious breach of conduct
- there is documented advice justifying why the inmate’s behaviour is contrary to the good order and discipline of the correctional centre.

If a representative is transported to another correctional centre for court, they should be returned at the completion of court matters, providing that any court result does not affect their security classification.

2.2 Procedures

	Procedure	Responsibility
1.	<p>Arrange and facilitate the nomination of inmate delegates by inmates.</p> <p>A delegate from each accommodation area of the centre is to be selected by the inmates. However, where correctional centres have dormitory accommodation, an inmate representative will be nominated for each pod.</p>	MOS/FM/ Authorised officer
2.	Display the names of the nominees on the accommodation area notice board for inmates and staff to read	FM/Authorised Officer
3.	<p>Conduct the following checks prior to an inmate delegate being appointed:</p> <ul style="list-style-type: none"> • digital warrant file • Case Management File (CMF) • criminal history • disciplinary history • Intelligence holdings sought from the Corrections Intelligence Group (CIG) via the centre’s intelligence officer. <p>The FM Intelligence can retrieve required information via the Integrated Intelligence System (IIS).</p>	FM/Authorised officer
4.	<p>Take any objection into account prior to an appointment.</p> <p>Any staff member or inmate may object to the nomination of an inmate in writing, which must be lodged with the FM or other authorised officer.</p>	Any staff or inmate
5.	Appoint inmates to the IDC.	Governor
6.	Ensure ongoing liaison with delegates within their area to enhance the communication process following appointment.	FM/ Authorised officer

	Procedure	Responsibility
7.	Immediately report to the MOS/FM or other authorised officer if: <ul style="list-style-type: none"> • an IDC member has breached discipline, or • it is believed they may pose a threat to the good order and security of the centre. 	Staff
8.	The breach of discipline is managed in the usual way. The IDC member must be suspended from IDC duties until the matter is resolved.	FM/Authorised officer

3 Roles and responsibilities

3.1 Roles and responsibilities of the IDC

The IDC is to:

- identify and bring to the attention of correctional centre management any issues affecting the maintenance of, and services to, living areas
- identify and bring to the attention of correctional centre management issues affecting employment, education, recreation, family contact and inmate development programs
- provide feedback to inmates on all matters raised at committee meetings
- provide pertinent and relevant information on specific matters as might be requested from time to time by the Governor
- direct individual inmate's concerns to the appropriate channels, such as to senior officers or other staff, Governor, the Corrective Services Support Line (CSSL), Official Visitor, the Ombudsman or the Minister (**refer to COPP sections 10.8 Visits from officials, agencies and professionals and 9.6 Inmate complaints to the ombudsman**).

3.2 Roles and responsibilities of the Governor

The Governor must ensure that an IDC is established within the correctional centre. The Governor must also ensure that:

- the selection of delegates to the IDC has been undertaken according to appointment procedures (refer to subsection **2.2 Procedures for Appointment of IDC members** of this policy)
- they are available to chair IDC meetings, or in their absence, the next most senior officer is available to chair the meeting
- members of the IDC are not impeded in carrying out their responsibilities
- agenda items are dealt with in a timely manner.

3.3 Roles and responsibilities of IDC members

As role models for other inmates, IDC members have a responsibility to conduct themselves in a positive and orderly manner. It is noted that an inmate representative is not an arbitrator between inmates and staff. The approved inmate representatives:

- should be provided with access to new inmates, at the earliest possible time after being assigned to an accommodation area when operationally appropriate or convenient (subject to Intel, OIMS alerts or medical issues)
- should be permitted to participate in an induction program for all receptions (inter-gaol and ex-court) at the earliest possible time (preferably within one hour after reception)
- may make recommendations to relevant accommodation officers or other officers regarding the needs of the new inmate, such as where an individual has a physical or mental health issue that may place the inmate in a crisis situation
- may make recommendations to the MOS, FM, OS&P staff or other authorised officer regarding inmates who may be having problems that could lead to physical or mental harm
- may be consulted through the MOS, FM or other authorised officer regarding IDC protocols, program and service development and implementation as it affects inmates
- will be considered as at work when attending IDC meetings.

4 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

5 Definitions

AID	Aboriginal Inmate Delegate
Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Policy and Procedures
CALD	Culturally and Linguistically Diverse
CIG	Corrections Intelligence Unit
CMF	Case Management File
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
CSSL	Corrective Services Support Line
FM	Functional Manager
IDC	Inmate Development Committee
IIS	Integrated Intelligence System
JH&FMHN	Justice Health and Forensic Mental Health Network
MOS	Manager of Security

6 Document information

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1.2	12/03/20	General formatting update and improvements