



## Commissioner's Instruction

No: 01 / 2016

### For the information of all CSNSW staff

Subject: Rescinding of Commissioner's Instruction No. 09/2010 – now replaced by the Policy for Compendium Program Planning and Scheduling (D14/444958)

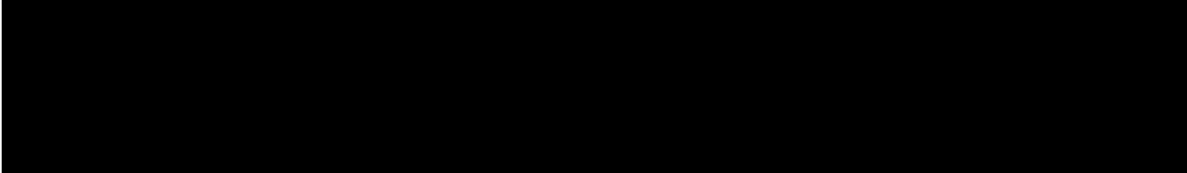
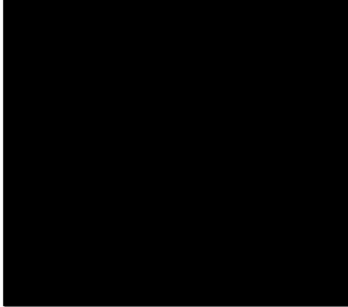
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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### **INSTRUCTION**

Commissioner's Instruction No. 09/2010 (*Procedures for planning the delivery of offender management programs*) is now rescinded and replaced by the Policy for Compendium Program Planning and Scheduling.





## Commissioner's Instruction

No: 02 / 2016

**For the information of all Custodial Directors, General Managers,  
Managers of Security**

Subject: Maintaining Operational Functionality of  
Electronic Security Systems

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### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

### **INSTRUCTION**

#### **Background**

Functional and reliable security technology systems are essential to the security, safety and good order of our correctional centres. It is therefore critically important that our security systems are maintained appropriately and that maintenance and repairs are prioritised and effected in a timely manner.

In the broader and longer term strategic sense Asset Management Services (AMS) is responsible through the Assistant Commissioner Custodial Corrections for the lifecycle management of our electronic security systems. This includes specifying, procuring and managing the renewal of systems over the lifecycle. In the more immediate term our systems will require day to day attention to repair or replace system components in order to maintain operational security. In many cases these works will not form a part of the longer term strategic planning but should wherever possible reflect anticipated future standards and system compatibility.

It is also important that works commissioned as urgent repairs or maintenance are subjected to an appropriate level of scrutiny so that works are prioritised appropriately, operational security is maintained and value for money is reflected.

It is therefore necessary to provide a process for triaging and assessing repairs and maintenance of security systems that is separate to the longer term asset and lifecycle planning process.

This will provide clarity to AMS on immediate repair requirements as distinct from system renewal and upgrade requirements.

Effective immediately the Security and Intelligence Branch will be providing an important support function to Custodial Corrections through its Technical Support Unit (TSU) to ensure operational security is maintained by supporting and where necessary coordinating urgent security system repairs and providing advice to the Security Steering Committee on proposed works.

**The following process will apply to system failures or maintenance issues:**

System failure minor (correctional centre operations un-affected)

- Report Security System faults on the Daily Security Report.
- Report Security System faults in the first instance to the contracted maintenance provider.

System failure major (loss of operations)

- Report Security System fault on the Daily Security Report.
- Report Security System fault in the first instance to the contracted maintenance provider.
- Report Security System fault to the Duty Officer (DO will notify the TSU where necessary)

**The Technical Support Unit will provide the following additional support functions:**

- If a system cannot be repaired within current contract provisions by the contract provider the Technical Support Unit will provide an assessment and advice to the Security Steering Committee on any recommended solution. Urgent matters can be dealt with out of session.
- If security systems require add-ons, enhancements or significant variation due to changed centre operations or resultant of a security incident (such as an escape) the TSU will assess such proposals and provide a recommendation to the Security Steering Committee.
- The TSU will provide on-site support in the event of a critical major security failure and where the contractor is not able to restore functionality within an appropriate time frame.
- Analysis of faults reported on the Daily Security System to identify systemic and recurring issues and provide advice on solutions to the Security Steering Committee.

- The Technical Support Unit is contactable 24/7 for critical issues.





## Commissioner's Instruction

No: 03 / 2016

### For the information of all CSNSW staff

Subject: Amendment to Minimum Floor Area Requirements for Premises Used for Sleeping Accommodation, Including Correctional Centres (Pursuant to Clause 44B of the Public Health Regulation 2012)

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### **INSTRUCTION**

Clause 46 of the Public Health Regulation 2012, which prescribed minimum floor area requirements for premises used for sleeping accommodation including correctional centres was recently amended. Correctional Centres have now been exempted from the minimum floor space requirements. The newly inserted clause 44B requires the Commissioner of Corrective Services to issue directions concerning standards and sizes of rooms and cubicles at correctional centres.

Pursuant to clause 44B of the Public Health Regulation 2012, I provide the following directions:

1. Any existing configuration of a room or area allocated for sleeping accommodation within a correctional centre remains suitable for accommodation of inmates in accordance with its current purpose including single, double and triple cell occupancy.
2. For construction of new inmate sleeping accommodation, a cell or room that is purpose designed for single occupancy must have a minimum floor space of 8.5 m<sup>2</sup> inclusive of en-suite facilities. During periods of population surge, such cells may be occupied by a maximum of two inmates if required by operational necessity.

3. For construction of new inmate sleeping accommodation, a cell or room that is purpose designed for double occupancy must have a minimum floor space of 10.5 m<sup>2</sup> inclusive of en-suite facilities. During periods of population surge, such cells may be occupied by a maximum of three inmates if required by operational necessity
4. Any cell or accommodation area purpose designed for multiple occupancy (i.e. for more than two prisoners) shall be of a size that is determined by the Commissioner on a case by case basis.

