

## Custodial Operations Policy and Procedures

### 8.15 Inmate barbecues

#### Policy summary

Inmate barbecues in a correctional centre are considered an incentive or reward that may be approved by the Governor or authorised officer.

Governors must ensure that food hygiene and Work Health and Safety (WH&S) standards are followed for all inmate barbecues.

Governors may develop Local Operating Procedures (LOPs) to outline specific responsibilities for planning and holding inmate barbecues in their centre.

#### Management of Public Correctional Centres Service Specifications

Service specification	Decency and respect
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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), and all CSNSW employees.

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# 1 Inmate barbecues

## 1.1 Policy

The facilitation of an inmate barbecue is at the discretion of the Governor or authorised officer and can be approved for various reasons, including to:

- recognise and reinforce positive behaviour
- provide opportunities to develop pro-social leisure time skills
- celebrate significant occasions/achievements, such as cultural/religious days or graduation days
- create opportunities for inmates in an open camp (minimum security) to participate in a barbecue with their family/friends during a contact visit.

Correctional centres may develop LOPs to outline specific responsibilities for planning and holding inmate barbecues in their centre. For example, Governors can ask a Muslim chaplain to assist with the organisation of barbecues to celebrate Eid Al Fitr (**refer to COPP section 11.2 Religious and cultural services**).

## 1.2 Food items for barbecues

Food items for barbecues, such as meat packs, can be sourced from Corrective Services Industries (CSI) or from reputable sources in the community in line with purchasing requirements. The Governor or authorised officer has the discretion to make this decision based on value for money, and/or to source specific items in line with religious requirements (i.e. halal or kosher).

The Governor must ensure food hygiene and WH&S standards are followed for all inmate barbecues, including:

- safe and hygienic food handling procedures (such as wearing gloves)
- storing food appropriately (safe storage temperatures)
- purchasing food products from reputable sources
- cleaning and maintaining equipment (such as barbecues) (**refer to CSI Food Services FS-GP021 Inmate Barbecue procedure**).

## 1.3 Costs

The Governor or authorised officer must determine how costs are met for an inmate barbecue, including whether:

- inmates meet the cost through their inmate account, and/or
- the correctional centre will contribute or meet costs (e.g. as a reward to a business unit for excellent performance).

## 1.4 Procedures for costs

	Procedure	Responsibility
1.	Determine the amount to be deducted from the inmate account and/or the financial contribution by the correctional centre (if applicable).	Governor/Authorised officer
2.	Provide all inmates with an inmate purchase sheet (as per LOPs) with the indicated cost prior to the barbecue, if applicable. The inmate must sign this to allow for a debit to be made from their inmate account.	Authorised officer
3.	Ensure that records are maintained for all inmate barbecues including: <ul style="list-style-type: none"><li>• the date and type of event</li><li>• the number and name and MIN number of attendees</li><li>• the costs (including food and other requirements).</li></ul>	Authorised officer

## 2 Quick links

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

## 3 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures
COPP	Custodial Operations Policy and Procedures
CSI	Corrective Services Industries
CSNSW	Corrective Services NSW
LOP	Local Operating Procedures
WH&S	Work Health & Safety

## 4 Document information

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