

8.7 CSI BUSINESS UNIT ESTABLISHMENT

In establishing inmate work positions the first priority is to maximise the effective, efficient and economical self-sufficiency of the Correctional system. The Service Industries policy statement - [section 1.4](#) specifically deals with this priority.

Inmate work positions represented by the variance between the Correctional Centre population of each Centre and work positions provided by Service Industries need to be provided through community based employment or CSI business units.

The creation of CSI business units is required to follow a formal approach recognising the potential and significant implications of resource, program and commercial considerations.

The establishment of CSI business units is driven by the need to generate additional inmate employment in accord with [sections 1.1](#) and [1.2](#) and requires formal approval by the Director, CSI which is based on a submission being prepared by the initiating officer setting out:

- The demonstrated need for additional inmate employment.
- Confirmation that additional inmate employment cannot be generated from existing/less resource intensive options.
- The availability/funding of capital resource requirements.
- The availability of continuous market opportunities which generate adequate activity to maintain the proposed inmate employment profile.
- Confirmation that a Work Health Safety Paper Risk Assessment has been conducted on the proposed operation.
- Confirmation that the proposed inmate employment program fulfils security and correctional centre management considerations.
- Confirmation by the Business Analyst that the business activity proposed for the new business unit is commercially viable.
- The provision of vocational education and training opportunities are in accord with [section 1.3](#).
- The support of the relevant Correctional Centre General Manager and Director Custodial Operations.

- Confirmation that the Finance Branch has agreed on the business model to be used in Pronto (CSI's Business Information Management System) relating to the establishment and maintenance of financial accounts and will require Finance Branch form titled CSI New Business Unit Creation Request to be completed by the Business Analyst and the Director CSI and approved by the Director Financial Reporting.

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