

## Custodial Operations Policy and Procedures

### 21.13 Correctional centre variations

#### Policy summary

Correctional centres may undergo various operational changes. To ensure that correctional centre operational documents reflect current operations and are fit for purpose, a correctional centre variation may be requested at any time.

Correctional centre variations may be **minor** (do not affect staffing or funding) or **major** (affect staffing or funding). To submit a correctional centre variation, a Correctional Centre Variation Package (CCVP) must be completed.

#### Management of Public Correctional Centres Service Specifications

Service specification	Professionalism and accountability Safety and security
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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), to the exception of policy and court cell locations, Amber Laurel Correctional Centre, and the Compulsory Drug Treatment Correctional Centre.

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# 1 Correctional centre variations

## 1.1 Policy

Correctional centres may undergo various operational changes. To ensure that correctional centre operational documents reflect current operations and are fit for purpose, a correctional centre variation may be requested at any time. Examples of correctional centre variations include:

### **A minor variation(s) (no impact on staffing/funding):**

- transfer of position from one location to another
- minor change to the centre's P28 (post name, shift times, etc.)
- change in service delivery targets for inmate employment, programs, services or education
- change in type of industry at correctional centre
- change in purposeful day routine.

### **A major variation(s) (impact on staffing or funding):**

- a change in the role and function of a correctional centre
- change in inmate state or classification
- change in overall funding or staffing
- de-commissioning or commissioning of beds/cells/wings
- closure or opening of program area or industry, etc.

To submit a correctional centre variation, a Correctional Centre Variation Package (CCVP) must be completed. If the proposed variation will alter the number or characteristics bed stock, the policy and procedures at **COPP section 5.1 Accommodation records** must be followed instead of the policy and procedures in **COPP section 21.13 Correctional centre variations**. If the variation has aspects that alters bed stock as well as other changes not related to bed stock, both policies and procedures should be followed.

## 1.2 Correctional centre variation package

A CCVP includes the *Correctional Centre Variation form* and any relevant operational documents that need to be amended in line with the requested change. A CCVP may be submitted (depending on the type of variation) by the following:

- Director, Custodial Operations
- Group Director, Offender Services & Programs (OS&P)
- Group Director, Industries & Education
- Governor or Manager of Security (MOS) in charge of a correctional centre

The *Correctional Centre Variation form* requires the applicant to identify:

- whether the correctional centre variation is a major or minor variation (refer to subsection **1.1 Policy**)
- details and a rationale for why the correctional centre variation is being requested (e.g. the gaol has been classified as a maximum-security correctional centre and was formerly a medium security correctional centre)

- the contribution that the proposed variation will make to state-wide capacity priorities (if a major variation) (e.g. it will assist in housing the increasing maximum-security inmate population and will reduce the time-period that inmates are held in court cell locations)
- details of who has been consulted with in relation to the variation (e.g. staff)
- the details of the applicant who is submitting the correctional centre variation.

All relevant documents that will need to be updated based on the type of correctional centre variation are outlined in the *CCVP - Package requirements advice* annexure. There will be some documents that can be updated and submitted along with the *Correctional Centre Variation form* (e.g. the P28), however there will be some that can only be updated after endorsement has been received (e.g. HR staffing forms).

The Governor or MOS in charge of the correctional centre must be consulted and liaised with in order for any documentation to be updated, if they are not the applicant for a correctional centre variation.


Staff within the correctional centre should be consulted **at least one week** prior to a correctional centre variation and CCVP being submitted. Staff may raise any issues by completing a *Staff issues* form for inclusion into the *Correctional Centre Issues Register* (refer to **COPP section 21.9 Governance structures**).

Irrespective of any changes approved, a copy of all original operational documents must be maintained and will stay in effect until final endorsement for any variation(s) has been received. Where a correctional centre variation is approved, the endorsed documents contained in the CCVP will become the operational documents for the correctional centre.

Advice on completing a CCVP can be sought by emailing



### 1.3 Procedures for correctional centre variations

	Procedure	Responsibility
1.	Complete the <i>Correctional Centre Variation form</i> and update any relevant documentation for the CCVP in consultation with stakeholders (refer to subsection <b>1.2 Correctional centre variation package</b> of this policy).	Governor or MOS in charge/Applicant
2.	Sign and endorse the CCVP and send to the relevant Director.	Governor or MOS in charge/Applicant
3.	Review and endorse CCVP and send to  <b>Note:</b> If the CCVP is not endorsed, recommend amendments and/or further consultation or action required.	Director Custodial Operations/ Group Director OS&P/ Group Director Industries & Education
4.	Review the CCVP for completeness and forward to the Assistant Commissioner, Custodial Corrections (ACCC) and/or Assistant Commissioner, Offender Management and Programs (ACOM&P) and/or	Custodial Operations; Office of the ACOM&P; Office of the ACCI&C

	Procedure	Responsibility
	Assistant Commissioner, Corrections Industry and Capacity for endorsement. <b>Note:</b> If there are any additional documents, further consultation, or amendments required Custodial Operations will liaise with the applicant and relevant Director(s).	
5.	Determine whether the correctional centre variation request is endorsed or not endorsed. <b>Note:</b> If not endorsed, recommend amendments and/or further consultation or action required.	ACCC and/or ACOM&P and/or ACCI&C
6.	Save the signed order in EDRMS and send it to the: <ul style="list-style-type: none"> <li>relevant Director, Custodial Operations</li> <li>Governor or MOS in charge</li> <li>Group Director, Industries &amp; Education/Group Director, Offender Services &amp; Programs</li> <li>Relevant HR Advisor.</li> </ul>	Custodial Operations; Office of the ACOM&P; Office of the ACCI&C
7.	Implement the CCVP and update any outstanding documents (if relevant) once endorsed. <b>Note:</b> Consult with stakeholders including human resources during the period specified in the <i>Correctional Centre Variation</i> form for implementation.	Governor (or MOS in charge) and/or Group Director, Industries & Education (or representative)/ Group Director, Offender Services & Programs (or representative).

#### 1.4 Additional procedures for major correctional centre variations

If the requested correctional centre variation involves any funding or staffing changes, it is considered a major variation. In these instances, consultation will occur with the ACCC and Commissioner, CSNSW to determine whether a submission to the Commissioner or the Secretary is required. Where submission is determined to be required, all procedures outlined in subsection **1.3 Procedures for correctional centre variations** are completed in addition to the following additional procedures:

	Procedure	Responsibility
1.	Forward the completed CCVP with supporting Briefing Note to the Commissioner's Office for endorsement.	Custodial Operations
2.	Raise the proposal with the Secretary of the NSW Department of Communities & Justice for endorsement, if it has been endorsed.	Office of the Commissioner
3	Forward the decision of the Secretary to [REDACTED]	Office of the Commissioner
4.	Save the decision in EDRMS and forward to:	Custodial Operations; Office

	<ul style="list-style-type: none"> <li>• the ACCC, the ACOM&amp;P, the ACCI&amp;C</li> <li>• the relevant Director(s)</li> <li>• the Governor or MOS in charge</li> <li>• Regional Manager OS&amp;P (if relevant).</li> </ul>	of the ACOM&P; Office of the ACCI&C
5.	<p>Implement variation if endorsed.</p> <p><b>Note:</b> Consult with stakeholders including human resources during the period specified in the <i>Correctional Centre Variation</i> form for implementation.</p>	Governor or MOS in charge/Regional Manager OS&P

**Note:** The variation procedure does not replace the need for other documentation relevant to the nature of the variation. As such, where the variation is a major variation, and where relevant, a submission to the Commissioner must be supported by the relevant paperwork in addition to the variations form. For example, if a centre wishes to create a role, the centre must complete a role creation form and submit this form in addition to the variations form.

## 2 Quick links

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

## 3 Definitions

ACCC	Assistant Commissioner, Custodial Corrections
ACCI&C	Assistant Commissioner, Corrections Industry and Capacity
ACOM&P	Assistant Commissioner, Offender Management and Programs
Major correctional centre variation	A change to the funding and/or staffing of a correctional centre
Minor correctional centre variation	An operational change in a correctional centre that does not impact funding or staffing
CCVP	Correctional Centre Variation Package
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
EDRMS	Electronic Document and Record Management System
MOS	Manager of Security (in charge of the Correctional Centre)
OM&P	Offender Management and Programs
Relevant Director	The Custodial Operations Director who is responsible for the region where the correctional centre is located, or other relevant Directors.



## 4 Document information

<b>Business centre:</b>	Custodial Operations	
<b>Approver:</b>	Kevin Corcoran	
<b>Date of effect:</b>	8 February 2019	
<b>EDRMS container:</b>	18/49953	
<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
1.0	08/02/19	Initial publication
1.1	21/06/19	General update and inclusion of Correctional Centre Issues Register
1.2	26/07/19	Clarified that major variations not required to be approved by the Secretary of the Department of Communities & Justice in every case, as determined by the ACCC and Commissioner. Refers to COPP section 5.1 Accommodation records for variations that affects bed stock
1.3	12/03/20	General formatting update and improvements
1.4	04/02/21	Updated following deletion of requirement for yearly correctional centre reviews. Inclusion of Assistant Commissioner, Corrections Industry and Capacity in various procedures.