

Corrective Services NSW

Operations Procedures Manual

Section: Governance & Administration

G.18 Correctional Centre Staff Rotation

Summary

CSNSW is committed to the strategy of custodial staff rotation at all correctional centres on a six (6) month cyclical basis. This policy sets out the process by which all correctional centres must implement this strategy.

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1. POLICY STATEMENT

General Managers must implement a system for the rotation of custodial staff at the correctional centre on a six (6) month cyclical basis.

Uniformed staff may only work predominantly in an area of a correctional centre for no more than two and a half years.

This must be achieved by rotating a minimum twenty (20) per cent of custodial staff every six months. These rotations are to commence the first roster period in May and November each year.

All staff rotated into a new work area must be provided with the necessary training to obtain the required competencies to perform their duties. The rotation of staff into specialised areas such as Immediate Action Teams or to the position of Intelligence Officer must take into consideration the training and clearances relevant to these roles.

Each correctional centre must establish a post rotation committee. This committee is to meet in April and October each year.

Prior to March and September each year, all custodial staff are required to submit an Expression of Interest (EOI) of their preferences (up to three) for rotation. This EOI should be forwarded to the Manager Security who will table them at the next post rotation committee meeting.

The General Manager is required to provide a report detailing the rotational changes. This report is to be sent to the Director, Custodial Operations, for that District, in May and November each year. The Director will then send it to the Assistant Commissioner, Custodial Corrections.

The rotation process at each centre will be subject to periodic reviews by the Operations Performance Review Branch.

The General Manager of each correctional centre is responsible for the implementation and management of this policy.

1.1. What it aims to achieve

The desired result is that all custodial staff at a correctional centre will be rotated through posts at least once in a two and a half year period.

The expected outcome from this policy is that all custodial staff will have the experience to work in all posts within a correctional centre and General Managers will be able to manage their resources more effectively.

A further outcome will be the increased professional development opportunities for custodial staff in line with the *Public Service Commission Charter*.

1.2. When it applies

This policy applies to all correctional centres and to all custodial staff below the rank of Manager Security.

2. IMPLEMENTING THE POLICY

2.1. The Post Rotation Committee

This composition of this committee will be:

- Manager Security (chairperson); and
- one elected representative from each of the local COVB and POVB centre sub-branches.

This committee is responsible for the preparation of the rotational plan for the correctional centre. Assistance may be sought from the Operations Scheduling Unit if required.

The plan must be submitted to the General Manager for approval prior to informing staff of their new roster and subsequent duties.

2.2. The Rotation Plan

The plan is to:

- identify the period of rotation (dates);
- the officers to be rotated; and
- the location each officer is to be moved to and from.

Rotation plans are to take into consideration any previous areas or posts or locations a custodial officer has worked in and any preferences submitted by officers. Consideration is also to be given to the balance of new and experienced staff being rotated within an area.

Each rotation plan must be saved to a designated TRIM container.

2.3. Approval for rotations

The proposed 6 monthly rotation plan must be sent to the General Manager for approval. Once approved, staff may be informed of any changes to their positions and duties.

Staff may submit any concerns in writing regarding their new placement to the General Manager who will review the process and make a final decision.

A copy of the approved rotation plan must be sent to the scheduling clerk at the correctional centre who will adjust the locked post file in the roster system to ensure the changes are implemented.

3. Checklists

Title or description
There are no checklists for this policy

4. Annexures

Number	Title or description
	<i>There are no annexures for this policy</i>

5. Related policy

Document	Section	Topic

6. Document history

Version	Date	Reference	Scheduled for review
1.0	March 2014	Assistant Commissioner, Custodial Corrections Memorandum 2013/11 <i>Twenty per cent custodial staff cyclical rotation every six months at correctional centres.</i>	2017

7. Statement of statutory compliance

This document is consistent with the *Crimes (Administration of Sentences) Act 1999* and the *Crimes (Administration of Sentences) Regulation 2008* as at March 2014. Amendments and changes to the policy are set out in the document history.