



## Commissioner's Instruction

No: 01 / 2014

### For the information of all CSNSW staff

Subject: Visitor Restrictions and Prohibitions

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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 *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

A review of the systems for managing visitor restrictions and prohibitions has been conducted and a number of recommendations made to improve the governance of this area. These recommendations include:

- the removal of the term 'sanctions' when referring to any restriction or prohibition applied to a visitor. Legislation only provides for sanctions to be applied to inmates not visitors;
- inclusion of the requirement by General Managers to advise visitors of their intention to impose a restriction or request a prohibition and inviting the visitor to provide a response prior to any decision being made. This ensures procedural fairness;
- the application of a risk based approach to applying any restriction. This means that any imposed restriction or prohibition imposed must be the lowest one possible and equal to the level of risk; and
- the use of standardised letters to visitors.

The revised policy has incorporated these recommendations and Section 15 of the *Operations Procedures Manual* has been updated to reflect these changes. A number of new templates have been created and these are available as annexures to Section 15 and they are:

- *Intention to restrict visitor;*
- *Non-contact visiting restriction (clause 95)*
- *Warning letter*
- *Application for clause 102 visitor restriction or prohibition*

- *Coversheet for a clause 102 visitor restriction or prohibition*
- *A guide to visitor restrictions and prohibitions*
- *Intention to impose statewide prohibition or restriction*

Effective immediately, General Managers must ensure systems are put in place to implement these changes.



**Peter Severin**  
**Commissioner**

Date: 28.3.14





## Commissioner's Instruction

No: 02 / 2014

### For the information of all CSNSW staff

Subject: Long Haul Escorts

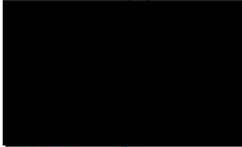
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#### **INSTRUCTION**

Effective immediately inmate transport journeys between Bathurst and Junee, Cessnock and Mid North Coast, revert to direct journeys without stopovers. This practice keeps the journey within reasonable proximity of the maximum journey time of three (3) hours.

  
Peter Severin  
Commissioner

Date: 16.6.14



## Commissioner's Instruction

No: 03 / 2014

### For the information of all CSNSW staff

Subject: De-registered CSNSW Vehicles


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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 *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

The vehicles listed on the attached sheet will be de-registered on the 18 October 2014. CSNSW staff must not drive any of the vehicles listed until the vehicle is re-registered or the vehicle is being driven to and from a pre-booked appointment at a registered RMS inspection station for the purpose of an RMS Pink Slip or Heavy Vehicle inspection.

  
**Peter Severin**  
Commissioner

Date: 16.10.2014

Registration	Make / Model	Cost Centre
BQ80TK	Toyota Landcruiser Workmate	Mobile Outreach Program - CC 647
BU38VS	Toyota Coaster	Goulburn Correctional Centre - CC 712
U22752	Trailer	Brewarrina Correctional Centre - CC 815
U24753	Trailer	Mobile Outreach Program - CC 647
UIK71	Motorcycle	Brewarrina Correctional Centre - CC 815