

Inmate Classification and Placement Corrective Services NSW

Serious Offenders Review Council (SORC) and Subcommittee Managed Inmates

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1 Overview

The policy and procedures within this document must be utilised in conjunction with the [OVERARCHING POLICY - Policy for Inmate Classification and Placement](#).

All staff must be familiar with the overarching policy prior to utilising this document.

The overarching policy and the instructions and procedures within this document apply to all staff involved in the inmate classification and placement processes within NSW correctional centres.

The Serious Offenders Review Council (SORC) is constituted in accordance with section 195 of the [Crimes \(Administration of Sentences\) \(CAS\) Act 1999](#). The SORC refers to both a statutory body responsible for advising the Commissioner on the management of serious offenders as well as advising the Commissioner on specific management matters relating to any group of inmates referred to the (SORC) by the Commissioner.

In addition to the SORC there are three subcommittees formed which are not necessarily related to serious offenders. The SORC subcommittees are:

- The High Security Inmate Management Committee (HSIMC)
- The Pre-Release Leave Committee (PRLC)
- The Escape Review Committee (ERC)

Noting, however, that clause 14 of the [Crimes \(Administration of Sentences\) \(CAS\) Regulation 2014](#) requires the Commissioner to consider advice of the SORC when considering whether an 'E' classification should cease.

The SORC is also responsible for holding Segregation and Protective Custody Review Hearings in accordance with the Custodial Operations Policy and Procedures (COPP).

2 Related documents

This procedure is to be read and implemented in conjunction with:

- [Management of Public Correctional Centres Services Specifications](#)
- [Inmate Classification and Placement - Initial Classification and Placement](#)
- [Inmate Classification and Placement - Reviews](#)
- [Inmate Classification and Placement - Change of Placements \(COP's\)](#)
- [Inmate Classification and Placement - Urgent Transfer of Non-Serious Offenders Clause 23 \(1\) and Serious Offenders Clause 23 \(3\)](#)
- [Inmate Classification and Placement - Inmate Request for Review \(Appeal\)](#)
- [Inmate Classification and Placement - Category AA and Category 5 Inmates](#)
- [Inmate Classification and Placement - Return to Custody of HSIMC Inmates](#)
- [Inmate Classification and Placement - Escape-risk Classifications](#)
- [Inmate Classification and Placement - MHRT, FPs and CPs](#)
- [Inmate Classification and Placement - Section 6 Orders](#)
- [Inmate Classification and Placement - Section 23 Transfer of Inmates](#)
- [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#)

3 SORC and Subcommittees - general

3.1 Functions of the SORC

The main functions of the SORC are to make recommendations to the Commissioner:

- on the management of serious offenders or those designated Extreme High Risk Restricted (EHRR), Extreme High Security (EHS), High Security (HS), or National Security Interest (NSI);
- on the reduction in classification when public interest inmates apply for unescorted external leave programs (ELP); and
- on classification when escapees apply to have their 'E' classification revoked.

The Council also:

- provides advice to the State Parole Authority (SPA) and Federal Attorney General concerning the release on parole of serious offenders;
- provides advice to the Supreme Court on the determination of life sentences; and
- makes decisions on applications from Inmates appealing a segregated/protective custody order.

3.2 Legislation /Policy

In accordance with section 197 of the [CAS Act](#), and for the purposes of clause 311 of the [CAS Regulation](#), the SORC must, at the request of the Commissioner furnish reports, advice and recommendations in respect to management of serious offenders, life sentence offenders who have applied for a local leave permit, inmates subject to the management of HSIMC and any other matter specified by the Commissioner. In the preparation of the reports, advice and recommendations the Council may interview correctional centre staff and inmates.

Male inmates who are sentenced and classified in Category AA and/or designated Extreme High Risk Restricted are prescribed to be serious offenders, as referred to in paragraph (f) of the designation of 'serious offender' in section 3(1) of the Act.

Female inmates who are sentenced and classified in Category 5 and/or designated Extreme High Risk Restricted are prescribed to be serious offenders, as referred to in paragraph (f) of the definition of 'serious offender' in section 3(1) of the Act.

These policy and procedures within this document must be carried out in accordance with the [COPP Section 3.5 – Category AA and Category 5 Inmates: Management Regime](#).

3.3 Inmates managed by the SORC/SORC Subcommittees

The categories of inmate which must be referred to the SORC are:

- serious offenders,
- inmates who have been designated as Extreme High Risk Restricted (EHRR), Extreme High Security (EHS), High Security (HS), National Security Interest (NSI) or Public Interest inmates for unescorted ELP,
- Escape-risk classification managed inmates who and have applied to have an 'E' classification cease,

- any inmate wishing to apply for a review of the order placing them in segregation or protective custody after a period in excess of 14 continuous days.

3.4 SORC Members

Section 195 of the [CAS Act](#) makes provision for the Council to be constituted of a maximum of fourteen members, but no fewer than eight members. Three are to be judicial members, appointed by the Governor of the State of NSW, a minimum of three to a maximum of nine are to be community representatives appointed by the Governor of the State of NSW, and two Official Members are to be CSNSW officers, appointed by the Commissioner.

The SORC meets regularly, usually three or four times each month, and members also visit correctional centres accommodating serious offenders where such inmates can be interviewed by the members (Assessment Committee). The quorum of the SORC is three members, one from each of the membership categories: judicial, community and official (CSNSW).

3.5 Requests by inmates managed by the SORC, or Subcommittee for a Review of Classification and/or Placement

An inmate may not seek a review of the Commissioner's decision in regard to SORC, HSMC, PRLC or ERC reviews:

- unless they can provide new or additional information, relevant to the review, that was not available to the Inmate or provided to the Commissioner at the time the decision was made; or
- where issues considered to deny procedural fairness may have occurred at the time the decision was made.

A request should be sent to the Executive Officer and Registrar SORC outlining such information. Dissatisfaction with the decision of the Commissioner is not in itself a ground for a review to be requested.

The Executive Officer and Registrar SORC is the sole arbitrator in the decision as to whether an inmate's request for a review is in accordance with policy and should be subject to the review process. No further review of this decision of the Executive Officer and Registrar can be requested by the inmate. The inmate may, however, seek further review/s relating to subsequent classification, placement or case plan decisions.

4 SORC – serious offenders

4.1 Definition of a serious offender

Section 3 of the [CAS Act](#) defines a 'serious offender' as an inmate who:

- is serving a sentence for life, or
- is serving a sentence for which a non-parole period (NPP) has been set in accordance with Schedule 1 to the [Crimes \(Sentencing Procedure\) Act 1999](#), or
- is serving a sentence (or one of a series of sentences of imprisonment) where the term of the sentence (or the combined terms of all the sentences in the series) is such that the inmate will not become eligible for release from custody, including release on parole, until

- he or she has spent at least 12 years in custody, or
- is for the time being required to be managed as a serious offender in accordance with a decision of the sentencing court, the SPA or the Commissioner, or
- has been convicted of murder and who is subject to a sentence in respect of the conviction, or
 - a Commonwealth post-sentence terrorism inmate, or
 - a NSW post-sentence inmate, or
- belongs to a class of persons prescribed by the Regulation to be serious offenders for the purposes of this definition.

4.2 Initial Classification and Placement of serious offenders

When a convicted offender has been sentenced which results in them being identified as a 'serious offender', the Senior/Classification and Placement Officer (S/CAPO) in the correctional centre in which the inmate is being held is to inform the SORC Secretariat of the inmate's designation as a Serious Offender via email SORC@dcj.nsw.gov.au.

The S/CAPO must also update the Offender Information Management Screen (OIMS) "Management Program" screen with the inmate's SORC status. The Manager/Deputy Manager Classification and Placement (M/DMCP) must then verify the OIMS entry.

Apart from the initial classification and placement, a 'serious offender' is not subject to classification and placement decisions by the M/DMCP. These decisions are reserved for the Commissioner. The Commissioner considers recommendations and any advice from the SORC which is available at the time of the Commissioner's decision.

4.3 SORC Assessment Committee

In order to interview certain serious offenders regularly, the SORC established Assessment Committees. The membership of these committees is determined by the Chairperson of the SORC, and usually is comprised of a quorum (Judicial Member, Community Member and Official Member).

An Assessment Committee of the SORC interviews certain inmates and gathers information on their progress, including the completed classification and placement review, and as required may discuss management programs and case plans with members of staff. The interviews are conducted either at the correctional centre or via audio-visual link (AVL).

Following the Assessment Committee interviews, each inmate's case plan, including classification and placement, will be considered at an upcoming meeting of the Council. Serious offenders, as is the case for all other convicted inmates, must be reviewed at least once within each 12 month period (Regulation). Assessment Committee interviews normally commence when the inmate is approaching progression to B (male), Cat 3 (female) (Refer to [subsection 4.6 Commissioner's Time-Frame Guidelines for Consideration for Progression in Classification](#)).

Inmates classified A1/A1E/AA will generally be interviewed when approaching 10 years from their earliest possible release date (EPRD). Inmates sentenced to life without an EPRD may be interviewed at any time at the discretion of the SORC.

4.4 Procedures for Assessment Committee visits/interviews

The following procedures must occur for all SORC Assessment Committee visits and interviews:

- The Executive Officer and Registrar must prepare and issue in advance of the commencement of each calendar year a 12-monthly agenda of all SORC meetings and Assessment Committee visits to correctional centres. [REDACTED]
- The SORC Secretariat forwards a letter to the correctional centre approximately eight weeks prior to the visit of the Assessment Committee advising the centre of the date of the visit or interviews via AVL, and listing the serious offenders who will be interviewed. This enables the staff at the centre Classification and Placement Team (CPT) to complete the classification and placement review on each inmate prior to the visit. Where applicable, the Case Management Unit (CMU) will ensure that the inmate's case plan is updated for consideration by the Assessment Committee and by the Council at a later scheduled meeting.
- At this time, the SORC Secretariat will also request urinalysis testing be conducted on those serious offenders being seen, who have not been tested in the last six months.
- It is helpful for the SORC Secretariat to be advised prior to the Assessment Committee visit of any time restrictions which may occur, e.g. due to musters, centre operational procedures etc. Generally, Assessment Committee visits are scheduled from 8.30am to 4.00pm.
- The SORC Secretariat, one week prior to the visit of the Assessment Committee, emails the Governor, Manager of Security (MOS)/Functional Manager (FM) Security and the S/CAPO to confirm the visit and the list of inmates to be interviewed. CMU Officers and Community Corrections Officers will also be advised if they have confirmed they wish to meet with the Assessment Committee to discuss specific inmates.
- The Assessment Committee's practice is to speak with the Governor on arrival at the centre to ascertain any special matters associated with the management of the serious offenders to be interviewed. Governors are to make themselves available to speak to the Assessment Committee on the day, or if unavailable, ensure the next line-manager is present.
- All relevant staff should be aware of the week in which the Assessment Committee is conducting interviews and should be available, where possible for short consultations if required.
- The Assessment Committee individually interviews each serious offender listed. The purpose of the interview is to allow the inmate the opportunity to express their wishes and/or opinions about their case plan, placement and classification, and any other matter of relevance to their management in custody which the inmate wishes to raise.
- It is common practice for the Assessment Committee to interview serious offenders without the presence of correctional centre staff, after canvassing any security issues for individual inmates. The inmate is entitled to request the presence of a staff member for support. Such a request will be agreed/not agreed to by the Assessment Committee.
- In the case of inmates with disabilities, the Assessment Committee should consider any advice from State-wide Disability Services (SDS) staff before determining recommendation/s for consideration by the Council. The CPT must seek the advice from the SDS prior to the Assessment Committee visit, documenting any advice given. The Manager SDS may request to be invited to attend or to submit a report to a SORC meeting to discuss/provide advice on a serious offender with a disability.

4.5 Procedures for Council Meetings

The following procedures must occur for all SORC Council meetings:

- The SORC Secretary, with the assistance of the Committee Officer, collates notes, reports and recommendations of the Assessment Committee, including the proposed case plan developed by the CMU with the inmate, and other reports and/or applications received since the previous meeting. The Secretary then creates the scheduled agenda for the Council. The SORC normally meets fortnightly to consider serious offenders.
- Along with reviews arising from Assessment Committee interviews, additional reviews recommending changes to Serious offenders' security classification and/or placement, "stay as is" recommendations and case plans will be listed for Council's consideration.
- The Secretary takes a record of the meeting.
- The Secretary draws up the minutes of the Council meeting, including recommendations and advice to the Commissioner.
- The Secretary forwards the minutes, with recommendations, to the Commissioner, enters the results of the Commissioner's decision on to the OIMS screen and notifies inmates in writing of the outcome. The Governor, S/CAPO and CMU at each correctional centre will also be notified in writing. When specific action is required in respect of program participation or urinalysis testing, the Secretary sends such a request to the Governor or relevant manager in the correctional centre, and a copy to the S/CAPO. The Secretary/Committee Officer distributes copies of the minutes in accordance with an approved distribution list.

The Secretary is to ensure that any action required by the Council and/or Commissioner in respect of a serious offender's management is conveyed to relevant staff and is to monitor action taken by staff in response.

4.6 Commissioner's Time-Frame Guidelines for Consideration for Progression in Classification

The Commissioner has set time-frame guidelines to be used when considering progression in classification for serious offenders (see table below). Progression outside these guidelines may only be considered in special/exceptional circumstances. Special/exceptional circumstances must be clearly articulated.

Inmates managed in accordance with clause 14(A) of the [CAS Regulation](#) that is, they have a classification of Life (L), are not eligible for progression/regression in classification, as they are not eligible to be classified under clauses 12, 13 or 14 of the [CAS Regulation](#).

In accordance with clause 20 (a1) of the [CAS Regulation](#) if the inmates classification is Category Life they should be confined at all times by a secure physical barrier, unless extraordinary circumstances exist.

Note: The following guidelines are not to be used for non-serious offenders:

MALE		FEMALE	
A2 - B	8 years from EPRD	Cat 4	-
B - C1	5 years from EPRD	Cat 4 - Cat 3	7 years from EPRD
C1 - C2	3 years from EPRD	Cat 3 - Cat 2	3 years from EPRD
C2 - C3	<p>24 months - External Work/Education Preparatory Stage (No unescorted leave to be taken)</p> <p>18 months – External Work / Education Programs</p> <p>-Day Leave for Inmates in a camp/farm location</p> <p>12 months – Day Leave, every 28 days, for inmates participating in External Work/Education Programs</p> <p>9 months – Day Leave, every 28 days, for inmates NOT participating in External Work/Education Programs</p> <p>4 months – Weekend Leave, weekly, after completion of 3 Day Leaves, for:</p> <p>Inmates participating in External Work/Education Programs</p> <p>Inmates currently/previously housed at a farm/camp location</p> <p>2 months – Weekend Leave, weekly, after completion of 3 Day Leaves, for inmates NOT participating in External Work/Education Programs</p>	Cat 2 - Cat 1	<p>24 months – External Work/Education Preparatory Stage (No unescorted leave to be taken)</p> <p>18 months – External Work/Education Programs</p> <p>12 months – Day Leave every 28 days for inmates participating in External Work/Education Programs</p> <p>9 months – Day Leave every 28 days for inmates NOT participating in External Work/Education Programs</p> <p>4 months – Weekend Leave, weekly, after completion of 3 Day Leaves for Inmates participating in External Work/Education Programs</p> <p>2 months – Weekend Leave, weekly, after completion of 3 Day Leaves for inmates NOT participating in External Work/Education Programs</p>

4.7 Progression considerations

Inmates assessed as being medium high/high risk and who refuse to participate in programs available aimed at reducing their assessed risk factors, should not progress to a minimum security level of C2/Cat2 for serious offenders, until successful participation occurs (SORC will review all factors relating to the Serious Offender, including parole consideration dates, before making recommendation/s to the Commissioner).

Sex offenders assessed as suitable for a therapeutic program but who refuse to undertake the appropriate program, should not progress beyond C2/Cat2. Section 6(2), and/or Section 26 must not to be given.

In the case of an Aboriginal inmate such refusal should be brought to the attention of the relevant Regional Aboriginal Programs Officer (RAPO).

In the case of an inmate with a disability, such refusal is to be brought to the attention of SDS requesting advice as the refusal to participate may, for example, be associated with the inmate's disability.

An inmate having their period in custody extended in accordance with the [Crimes \(Serious High Risk Offenders\) Act 2006](#) to enable the inmate to reduce risk of re-offending through appropriate therapeutic intervention should not be classified below C1/Cat 3 until such intervention has been undertaken.

4.8 Requests by SORC managed inmate for an Unscheduled Review

An inmate wishing to have a placement or classification reviewed by the SORC outside the normal review date is to forward such request to the Executive Officer and Registrar, SORC.

The inmate must clearly outline reason/s for an out-of-schedule review. The reason/s must be additional to any information provided to the SORC for the last review and must be of such significance to cause the scheduled review date be brought forward.

The Executive Officer and Registrar, SORC, will advise the inmate in writing of the decision made in regard to the inmate's request and will request that the correctional centre commence review processes, should an unscheduled review be approved.

The above procedure does not apply when the Governor of a correctional centre wishes to refer an inmate to the SORC for an out-of-schedule review, or when the SORC determines to hold an out-of-schedule review of the inmate. In such case, the inmate is to be listed to be considered by the Council at the first practical opportunity.

5 High Security Inmate Management Committee (HSIMC)

The HSIMC is a sub-committee of the SORC, who in accordance with clause 16 of the [CAS Regulation](#), has responsibility for providing advice to the Commissioner regarding the management of all inmates designated as EHRR, EHS, HS or NSI. The HSIMC meets quarterly to fulfil its responsibilities.

5.1 Legislation/Policy

The provisions relating to the designation of inmates as a security risk and their management are provided for in clauses 15, 16 and 17 of the [CAS Regulation](#).

The following procedures must be implemented in accordance with the *Approved HSIMC Indicators*, the relevant COPP sections and Commissioner's Memorandum:

- [3.5 HS, EHS, EHRR, NSI, AA and Cat 5](#)
- [19 - Escorts](#)
- [Commissioner's Memorandum 2008/27](#)

5.2 Designation of High Security (HS), Extreme High Security (EHS), Extreme High Risk Restricted (EHRR) and National Security Interest (NSI) inmates

In accordance with [clause 15](#) of the regulation the Commissioner may designate an inmate as:

DESIGNATION	INDICATOR	
HS	A High Security inmate if of the opinion that the inmate constitutes:	<ul style="list-style-type: none"> a danger to other people, or a threat to good order and security
EHS	An Extreme High Security inmate if of the opinion that the inmate constitutes:	<ul style="list-style-type: none"> an extreme danger to other people, or an extreme threat to good order and security.
EHRR	An Extreme High Risk Restricted inmate if of the opinion that:	the inmate constitutes: <ul style="list-style-type: none"> an extreme danger to other people, or an extreme threat to good order and security, and there is a risk that the inmate may engage in, or incite other persons to engage in, activities that constitute a serious threat to the peace, order or good government of the State or any other place.
NSI	A National Security Inmate if of the opinion that:	there is a risk that the inmate may engage in, or incite other persons to engage in, activities that constitute a serious threat to the peace, order or good government of the State or any other place.

5.3 Management of HS, EHS, EHRR and NSI inmates

In accordance with [clause 16](#) of the Regulation the Commissioner may make determinations with respect to the following:

- the placement in correctional centres of HS, EHS, EHRR and NSI inmates,
- the movement of HS, EHS, EHRR and NSI inmates for any purpose,
- any additional security arrangements to be imposed in respect of HS, EHS, EHRR and NSI inmates,
- case plans for HS, EHS, EHRR and NSI inmates,
- any other matter that is relevant to the management of HS, EHS, EHRR and NSI inmates.

Note: The HSIMC will provide advice to the Commissioner who will determine a status of High Security, Extreme High Security, Extreme High Risk Restricted or National Security Interest, based on the information provided.

5.4 Indicators for designation for management by the HSIMC

5.4.1 *Extreme violence*

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

5.4.2 Organised crime

[Redacted]

[Redacted]

[Redacted]

5.4.3 Public violence, terrorism, serial criminality

[Redacted]

[Redacted]

[Redacted]

5.4.4 Repeated escapes

[Redacted]

[Redacted]

5.4.5 General note

When an inmate has achieved the designation of HS, the intention of this category is to enable a period of monitoring. Sanctions are not generally applicable to this category of inmate unless specifically identified and approved by the Commissioner.

Static information such as offence history or Judges Sentencing Remarks (JSR) is always relevant. It is important however to consider regency, particularly in relation to dynamic information pertaining to current risk.

5.5 HSMIC Procedures – general

5.5.1 Designation and referral process – HSMIC inmates

Designation of an inmate as HS, EHS, EHRR and NSI is made by the Commissioner usually after receiving a recommendation from the HSMIC which has applied approved indicators.

Senior staff such as MOS, Governors, General Manager (GM) Correctional Intelligence Group (CIG) or Assistant Commissioners (AC) may become aware of information which indicates that an inmate may require a HS, EHS, EHRR and NSI designation.

The relevant officer must contact HSMIC secretariat via SORC@dcj.nsw.gov.au to enable the inmate to be listed for consideration at the next HSMIC meeting. The referring officer must also contact the AC of Security and Investigations (S&I) to discuss whether interim arrangements are required to escort the inmate as an EHS inmate, pending consideration of designation at the next scheduled HSMIC meeting.

If the AC, S&I determines that the inmate will be escorted as an EHS inmate, they will organise for an alert to be entered on the OIMS authorising the Extreme High Security Escort Unit (EHSEU) to transport the inmate pending a full review of the information at the next scheduled HSMIC meeting. The AC, S&I will notify the EHSEU of this inmate's interim escort designation.

In cases involving EHS or NSI designations, the Commissioner may make the determination after receiving a recommendation directly from the AC, S&I.

Once determination has been made by the Commissioner, the OIMS Management Programs screen and any required alerts will be entered and/or updated by the HSMIC secretariat.

Note: While a sentenced inmate is designated as EHRR, the inmate is deemed to be a Serious Offender. The inmate must be managed by the SORC.

5.5.2 Referral to HSIMC Procedure - checklist

PROCEDURE	RESPONSIBILITY
1 Using indicators for designation, inmate is identified for possible HSIMC management	Senior staff including MOS, Governors, GM CIG, AC
2 Inmate referred to HSIMC secretariat via SORC@dcj.nsw.gov.au	Referring officer
3 Inmate referred to the AC S&I for consideration of interim designation arrangements	Referring officer
4 Where determined interim arrangements are required a EHS escort requirements alert will be placed on OIMS	AC S&I
5 EHS and NSI designation inmates can be referred direct to the Commissioner	AC S&I
6 Determination confirmed or rejected	Commissioner
7 List referred inmate for the next HSIMC meeting	HSIMC secretariat
8 Referred inmate considered for HSIMC management	HSIMC
9 Recommendation/s referred to the Commissioner	HSIMC
10 Determination confirmed or rejected	Commissioner
11 OIMS alerts entered	HSIMC secretariat

5.5.3 Placement of HSIMC inmates

Placement of HSIMC inmates must be in accordance with the [COPP Section 3.5 – HS, EHS, EHRR, NSI, AA and Cat 5](#):

- EHRR inmates may be housed in any maximum security facility, but they would generally be classified to the High Risk Management Correctional Centre (HRMCC).
- EHS inmates may be housed in any maximum security environment.
- HS inmates may be housed in any maximum or medium security centre.
- NSI may be housed in any maximum, medium or minimum security centre.

5.5.4 HSIMC meetings

For non-serious offenders, the HSIMC is responsible for reviewing the security designations, security classifications, placements and case plans and making recommendations to the Commissioner. For serious offenders, the HSIMC is responsible for reviewing and making recommendations to the Commissioner on the security designation only.

It is critical that high level advice based on knowledge and experience is available to the HSIMC to enable informed recommendations to be made to the Commissioner. Consistent attendance of key stakeholders at HSIMC meetings is paramount to the effective management of inmates under consideration by the Committee.

Assistant Commissioners are required to ensure that only the following personnel attend these meetings:

- Governors from correctional centres housing HSIMC inmates. In the exceptional
- circumstance that a Governor is unable to attend the scheduled meeting, they may only delegate attendance to the MOS, to represent the correctional centre;
- AC, S&I. In the exceptional circumstance that the AC, S&I is unable to attend the scheduled meeting, they may only delegate attendance to the GM S&I;

- GM, S&I. In the exceptional circumstance that the GM, S&I Group is unable to attend the scheduled meeting, they may only delegate attendance to the MOS, CIG;
- Intel Officer, CIG; and
- Directors, Custodial Operations Senior Officers of CSNSW, in addition to those mentioned above, may be required to attend particular HSIMC meetings from time to time.

5.5.5 Procedures for HSIMC meetings

Approximately six weeks prior to a scheduled HSIMC meeting, the HSIMC Secretariat will email the Governors currently housing HSIMC inmates, requesting updated Designation Reports for all relevant inmates housed in their respective correctional centres. The Designation Report includes updates on program participation, general behaviour and the Governor's recommendations in respect of the inmate's designation.

The HSIMC Secretariat staff will also request intelligence reports for those relevant inmates having a comprehensive review of their security designation.

The HSIMC Secretariat will collate the reports, notes and all relevant information received since the previous review. The Secretary then creates the scheduled agenda for the Committee members and attendees, which is distributed approximately seven days prior to the meeting.

The HSIMC agenda includes reviews of all existing HSIMC managed inmates, along with any new designations made by the Commissioner or referrals for HSIMC designation, and returned inmates.

The Secretariat draws up the minutes of the HSIMC meeting and recommendations to the Commissioner. The Secretariat forwards the minutes, with recommendations, to the Commissioner. Once determined, any alterations or revocations of security designation or alerts will be updated on the OIMS, along with classification, placement and case plan decisions for non-serious offenders. The Secretariat will advise all inmates of the outcome in writing, with the Governors and S/CAPO also notified.

5.5.6 Procedures and sanctions for HS, EHS, EHRR, and NSI inmates

All procedures for the management of HS, EHS, EHRR and NSI inmates including escort procedures, visits, employment, accommodation and telephone usage, are documented in section 3 of the [COPP 3.5 HS, EHS, EHRR, NSI, AA and Cat 5](#).

5.5.7 Return to custody of HS, EHS, EHRR and NSI inmates

Refer to [Inmate Classification and Placement - Return to Custody of HSIMC Inmates](#), for information pertaining to the return to custody of HS, EHS, EHRR and NSI inmates.

6 Public Interest inmates and the PRLC

6.1 Legislation / Policy

The provisions relating to public interest inmates and their management are provided for in sections [197](#) and [198](#) of the Act. Further provisions are provided in [clause 311](#) of the Regulation.

The following procedures must be implemented in accordance with:

- [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#)
- [Commissioner's Instruction 2013/02 - Amended approval process for Section 6.2 ON/OFF orders](#)
- [Commissioner's Memorandum 2014/32 - Forensic Patients - Compliance with Court and Tribunal Orders](#)

6.2 Public Interest Criteria

An offender is designated as a Public Interest Inmate if described by one or more of the following criteria:

	CRITERIA	TIME FRAME (WHERE APPLICABLE)
6.2.1	<i>Of wide public interest</i> An offender serving a custodial sentence for an offence which is the subject of wide public interest.	N/A
6.2.2	<i>Solicit or conspiracy to murder</i> An offender convicted of an offence of solicit or conspiracy to murder for which they are currently serving a custodial sentence.	N/A
6.2.3	<i>Manslaughter</i> An offender convicted of an offence of manslaughter.	Serving a custodial sentence with a NPP, or a fixed term of 3 years or more.
6.2.4	<i>Illegal use and/or sale of a firearm/s or dangerous Substance</i> An offender convicted of an offence involving the illegal sale or use of a firearm or of a substance to be used in the manufacture of explosives.	Serving a custodial sentence with a NPP, or a fixed term of <u>3 years or more</u> .
6.2.5	<i>Driving offences</i> An offender convicted of an offence of driving causing death or aggravated bodily harm.	Serving a custodial sentence with a NPP, or a fixed term of <u>3 years or more</u> .
6.2.6	<i>Domestic violence</i> An offender who is the perpetrator of serious domestic violence of relevance to current conviction.	Serving a custodial sentence with a NPP, or a fixed term of <u>12 months or more</u> .

CRITERIA		TIME FRAME (WHERE APPLICABLE)
6.2.7	Sex offences An offender convicted of a sex offence, including pornography/prostitution, against a person 16 years of age or under. An inmate convicted of a sex offence including pornography or prostitution offences against a person <u>over the age of 16 years</u> .	Serving a custodial sentence with a NPP, or a fixed term of 3 years or more. Serving a sentence with a NPP, or a fixed term of <u>more than 8 years</u> .
6.2.8	Employee of a Criminal Justice/Customs Agency An offender convicted of an offence committed while an employee of a Criminal Justice/Customs Agency, whether or not the offence was work related.	Serving a custodial sentence with a NPP, or a fixed term of <u>3 years or more</u> .
6.2.9	Bringing non-citizens illegally into Australia (people smuggling and related offences) An Australian citizen/permanent resident convicted of an offence of people smuggling and/or related offence/s.	Serving a custodial sentence with a NPP, or a fixed term of <u>5 years or more</u> .
6.2.10	Unlawful non-citizens An offender convicted for an offence/s committed while the offender was not an Australian citizen or the holder of a visa giving permanent residency. For which they are currently serving a custodial sentence. This criterion also applies to an offender who has had a permanent residency visa cancelled.	N/A
6.2.11	Status conferred by Commissioner An offender who, in the opinion of the Commissioner, is of public interest and is currently serving a custodial sentence.	N/A
6.2.12	Delegation of the Director, Inmate Classification and Placement With regard to each of the categories of offences above, and any other offences, the Director, Inmate Classification & Placement (DCP) is delegated a general discretion from the Commissioner with regard to the inclusion and exclusion of any inmate.	N/A

An offender may not appeal a decision of the DCP. An offender may only request exclusion through an application, outlining exceptional circumstances, when the Governor supports such an application in writing.

An offender sentenced in another country or an interstate offender who may be serving all or part of their sentence in NSW may, at the discretion of the DCP, be designated as a public interest inmate.

An offender serving an Extended Supervision Order (ESO), under the provisions of the [Crimes \(High Risk Offenders\) Act 2006](#) and was previously managed by PRLC and breaches their ESO by committing a similar offence, is to be referred to the DCP for designation.

Where a Governor or the M/DMCP is of the opinion that an inmate should be identified as a 'public interest inmate' or excluded from such a designation, then a report is to be submitted to the DCP, clearly outlining the reasons for the opinion. Under delegation from the Commissioner, the DCP will then determine whether or not the inmate is to be designated a 'Public Interest inmate'. JSRs must be included with the submission.

An inmate who is designated a Public Interest inmate, and who is granted parole, is to continue to be managed as a Public Interest inmate should they be returned to custody having breached parole, for offence/s for which the Public Interest designation was determined.

6.3 Pre-Release Leave Committee (PRLC)

The PRLC is a sub-committee of the SORC. It is made up of a quorum of the Council, i.e. a minimum of one of each Judicial Member, Community Member and Official Member. The PRLC meet monthly to review applications from public interest designated inmates.

Any inmate designated as a Public Interest inmate must be approved by the Commissioner, after consideration of advice from the PRLC to participate in the unescorted ELP.

The classification progression of a Public Interest inmate is to occur as per the procedures for a non-public interest inmate up to and including C2/CAT2. Progression in classification is not linked to the Commissioner's Guidelines applied to serious offenders.

6.4 When applications are to be referred to the PRLC

Inmates who satisfy the definition of 'Public Interest inmate' must be referred to the PRLC in the following situations/circumstances, to gain Commissioner's approval:

- an unlawful non-citizen applying to progress to C3/Cat1 and thereby allowing consideration for participation in an unescorted ELP. The Inmate must hold a valid bridging visa (to enable them to participate in unescorted ELP) before the application is referred to the PRLC. Evidence of the valid bridging visa must be included in the PRLC Application package,
- all other inmates meeting the definition of 'Public Interest inmate' applying for progression to C3/Cat 1 must have the support of the M/DMCP and/or the Classification Consultation Group (CCG).

All applications for C3/ELP consideration submitted by unlawful non-citizens must follow the usual CPT process and, irrespective of the CPT and D/DMCP recommendations, must be forwarded to the PRLC.

The PRLC, after considering the application, must make recommendation to the Commissioner for determination.

6.5 PRLC Procedures

The criteria common to all unescorted ELP applies to public interest inmates. Refer to:

- [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#)

When the CPT considers a Public Interest inmate for progression to C3/Cat1, the S/CAPO is to complete the [Pre-Release Leave Committee Requirement Checklist](#).

The inmate is not to have been found guilty of a positive urinalysis/breath test charge or not to have refused to be tested during the three months immediately prior to the date of acceptance on to the ELP. Where an inmate has not been subject to urinalysis testing in the three months prior, the S/CAPO must coordinate target urinalysis testing prior to the assessment being made available to the D/MCP.

Note: This criterion does not apply to inmates who are at Bolwarra Program.

The CPT forwards the completed form with the relevant reports and documentation (as per [PRLC Requirement Checklist](#)) to the FM for comment and signature and then to the M/DMCP for consideration and recommendation/s. The M/DMCP, in supporting a C3/Cat1, may vary the recommendation by the CPT. The S/CAPO is to check the PRLC checklist to ensure that all required information/ documentation is attached before forwarding via email at SORC@dcj.nsw.gov.au, addressed to the PRLC Committee Officer for consideration by the PRLC at its first available meeting. The S/CAPO is also to record the recommendations of the PRLC.

Applications can be forwarded to the SORC Secretariat by internal mail or via email at SORC@dcj.nsw.gov.au. Should the PRLC Committee Officer note any incomplete or ambiguous documentation forwarded from the correctional centre, they are to immediately contact the S/CAPO outlining the specific additional information required. The correctional centre is to email such additional information to the SORC Secretariat for attachment to the original documentation within seven days of contact. Every effort is to be made to ensure that a delay in the presentation of documentation before the PRLC does not occur.

Note: Victims Submissions must be requested by the S/CAPO and included in the application package, in accordance with [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#).

The PRLC Committee Officer is to draw up the minutes of the meeting including the recommendations and advice to the Commissioner.

Note: The PRLC only review 'Public Interest inmates' security classification when they apply for C3/Cat 1 to participate in unescorted external leave programs, or apply for an extension of current approved external leave programs. All other classification and placement reviews are determined by the M/DMCP as per the procedures outlined in [Inmate Classification and Placement – Reviews](#).

Should the PRLC or the Commissioner request additional information or clarification of documentation, the PRLC Committee Officer is to contact the S/CAPO in the correctional centre as soon as possible following the return of the minutes to the SORC Secretariat from the Commissioner with the specifics of the request. The correctional centre is to email via SORC@dcj.nsw.gov.au, the additional information sought to the SORC Secretariat for attachment to the existing documents within 21 days of notification of the request, unless the request states otherwise. In such situations, the SORC Secretariat will retain the application pending receipt of the additional material.

Unless the CM FM has arranged an extension of time with the Secretariat as a result of difficulties in obtaining the required information, if the additional material is not received by day 21, the application will be returned to the FM CM of the correctional centre housing the inmate to complete and re-submit.

Should the PRLC defer determining a recommendation pending consideration of additional information sought from the correctional centre, the SORC Secretariat is to ensure that the matter is re-listed for consideration at the next scheduled meeting of the PRLC after receipt of additional information.

The PRLC Committee Officer is to forward the minutes of the PRLC meeting to the Commissioner, enter the results of the Commissioner's decision/s onto the OIMS screen, and forward a letter to the inmate informing him/her of the Commissioner's decision (copy to Governor and S/CAPO).

All original application documentation forwarded to the PRLC is to be returned to the S/CAPO, (in the centre where the inmate is located).

All documentation is to be retained on the inmate's Case Management File (CMF).

Public interest inmates cannot seek a review of the decision of the Commissioner in regard to progression to C3/Cat1 unless there is new or additional information, relevant to the review, that was not available to the inmate or provided to the Commissioner at the time the decision was made. Or where issue/s considered to deny procedural fairness may have occurred at the time the decision was made.

A request for review should be sent to the Executive Officer & Registrar of the SORC outlining such information. Dissatisfaction with the decision of the Commissioner is not in itself a ground for a review to be requested.

The Executive Officer & Registrar is the sole arbitrator in the decision as to whether an inmate's request for a review is in accordance with policy and should be subject to the review process. No further review of this decision of the Executive Officer & Registrar can be requested by the inmate.

6.6 Forensic Patients (FPs) and ELP

FPs managed by the Mental Health Review Team (MHRT) will only be permitted to participate in an unescorted ELP if the Commissioner has given approval, after consideration of a recommendation from the PRLC for such participation.

Where the inmate is a FP with an intellectual disability, advice regarding participation should be sought from SDS staff. Where the MHRT recommends that a forensic patient participate in an unescorted ELP, the CPT is to consider the recommendation of the MHRT and SDS (where applicable), and itself make a recommendation to the Governor. The Governor is to indicate support or otherwise for the recommendation of the CPT and forward all relevant documentation, including the recommendation of the MHRT, through the M/DMCP to the PRLC.

Forensic patients who are also serious offenders will only be permitted to participate in a Pre-Release ELP or work/program activity on/off the correctional centre/complex/property if the Commissioner has given approval, after considering advice from the SORC.

7 The Escape Review Committee (ERC)

The ERC is a sub-committee of the SORC. It is made up of a quorum of the Council, i.e. a minimum of one of each Judicial Member, Community Member and Official Member. The ERC meet monthly to consider applications from E2 classified inmates seeking a change to their security classification.

Under normal circumstances, progression from E1 to E2 occurs through the [PR 3 - Procedures for Classification and Placement Reviews](#) with the M/DMCP making the classification determination (the SORC for serious offenders).

The ERC considers, for a progression in classification from an 'E' category, any 'E2' classified inmate who is not a 'serious offender' as defined under the [CAS Act](#), and who applies or is referred to the ERC for consideration.

An 'E2' classified inmate may be reduced by the Commissioner via the ERC to any of the minimum security classifications defined in Clause 12/13 of the Regulation. Progression for an inmate defined as a 'serious offender' will be considered by the SORC under normal review procedures. The ERC/SORC may recommend, in particular cases, the removal of an 'E' classification to a security classification which is not a minimum classification.

Following recommendations of the Coroner, and in accordance with CSNSW policy, an inmate may apply to the ERC/SORC to progress from their 'E' classification. This process must follow the usual CPT process and, irrespective of the CPT and D/DMCP recommendations, must be forwarded to the ERC.

The ERC, after considering an 'E' classified inmate's application/referral for progression in classification from the 'E' category, must make recommendation to the Commissioner for determination.

The ERC only considers and makes recommendations regarding the inmate's security classification, not placement.

There is no time period an inmate must hold and "E2" classification before a Review can be initiated.

7.1 Legislation /Policy

The provisions relating to escape-risk classification inmates and their management are provided for in clause 14 of the [CAS Regulation](#).

The following procedures must be implemented in accordance with:

- [PR 3 - Procedures for Classification and Placement Reviews](#)
- [PR 10 - Procedures for Classification and Placement of Escape-risk Classifications](#)

In 2012, the then Commissioner granted approval to vary 'E' classifications to any classification.. from E2 to B/CAT4 when the inmate is not considered an escape risk but does not warrant minimum security classification due to management issues of conduct/behaviour.

7.2 Procedures for ERC Reviews

An inmate may fill in an Inmate Application Form (IAF) addressed to the FM CM or equivalent and S/CAPO requesting that the CPT review the escape-risk category classification for consideration of progression to a minimum security classification. Alternatively, the CPT, any correctional centre Officer or the M/DMCP may make a recommendation that a reduction from “E” classification to minimum security be considered.

The consideration for reduction is to be listed by the S/CAPO for a CPT review.

The S/CAPO will obtain the following OIMS printouts for the CPT meeting:

- [REDACTED]
- [REDACTED]
- [REDACTED]

The CPT is to meet and complete a Review of Classification Assessment for submission to the ERC and attach the documents as required on the [Escape Review Committee Checklist Form](#).

The CPT is to forward the completed form to the MOS /FM Security, Governor for comment and signature and then to the Manager/Deputy Manager, Classification and Placement for consideration and comment. The S/CAPO, (Correctional Manager, Case Management, Classification and Placement - Private Operators or Case Management Supervisor - Private Operators) then forwards the submission to the ERC/Special ERC, regardless of whether the CPT/Governor/Manager Security/ Manager Deputy Manager Classification and Placement support the inmate’s progression or not (Coroner’s Inquest recommendation accepted by CSNSW).

The S/CAPO is to ensure that the completed documentation is forwarded to SORC Secretariat via SORC@dcj.nsw.gov.au marked for attention of the ERC for consideration by the committee. Serious offenders who are classified E2 will be considered by the SORC and not by the ERC. The ERC package can be sent to the Secretariat either through internal mail or email at SORC@dcj.nsw.gov.au.

The responsibilities of the S/CAPO pursuant to this section are as follows:

- check that all required documentation nominated on the [Escape Review Committee Checklist Form](#) has been properly completed, and
- forward documentation to the SORC Secretariat via SORC@dcj.nsw.gov.au.

On receipt of documentation, the ERC Committee Officer will format the agenda item and list on the first available meeting.

The ERC Committee Officer is to take the minutes of the meeting of the ERC Committee, forward them to the Commissioner and enter the results of the Commissioner’s decision/s onto the OIMS - Assessment Approval [REDACTED] screen, The ERC Committee Officer then forwards a letter to the inmate informing them of the Commissioner’s decision and includes a copy of this correspondence to the Governor and S/CAPO) of the correctional centre.

All original documentation is to be returned to the S/CAPO in the centre where the inmate is located. All documentation submitted to the ERC is to be retained in the inmate’s CMF and, if required, to be resubmitted for subsequent ERC reviews.

An inmate cannot reapply to the ERC within twelve months from the date of the letter received from the ERC or date specified by the Commissioner.

An inmate cannot seek a review of the decision of the Commissioner unless there is new or additional information, relevant to the review that was not available to the inmate or provided to the Commissioner at the time the decision was made. Or where issue/s considered denying procedural fairness may have occurred at the time the decision was made.

A request for review should be sent to the Executive Officer & Registrar of the SORC outlining such information. Dissatisfaction with the decision of the Commissioner is not in itself a ground for a review to be requested.

The Executive Officer & Registrar is the sole arbitrator in the decision as to whether an inmate's request for a review is in accordance with policy and should be subject to the review process. No further review of this decision of the Executive Officer & Registrar can be requested by the inmate.

Note: Under normal circumstances an E1 should progress to E2 before it can be recommended to the Commissioner that the inmate cease to be designated with an escape-risk classification.

7.3 Special Escape (E) Review Committee

The Commissioner approved the establishment of a Special E Review Committee to consider progression in classification for those inmates who are not serious offenders and where the escape meets the following criteria:

- it was not from behind a secure barrier of a correctional centre, unless the escapee was being held in custody as a fine defaulter at the time of the escape;
- it was not within the last 8 years, to be estimated from the date of the CPT for Special E Review Committee consideration;
- it incurred a custodial sentence of 6 months or less or a non-custodial sentence for the escape offence.

7.3.1 Procedures for Special E Review

The S/CAPO, FM CM in each correctional centre is to regularly review each E2 classified inmate in the centre, commencing with reception into the centre and initial classification, ensuring that an inmate who meets the above criteria is reviewed by the local CPT, using the *Review of Classification Assessment for Submission to the DCP* form.

The S/CAPO, FM CM must forward the documentation as per the [Escape Review Committee Checklist Form](#) to the DCP.

The DCP or delegate will convene and chair the Special E Review Committee, who will then, having formed an opinion on the appropriate classification, make recommendation/s to the ERC, sub-committee of the SORC, for determination of recommendation/s to the Commissioner utilising the [Special Escape Review Committee Form](#).

The SORC Secretariat will ensure that the correctional centre in which the inmate is being held is notified of the Commissioner's decision. The S/CAPO and/or FM CM staff are to inform the inmate.

7.3.2 Special E Review Committee membership

The Special E Review Committee consists of:

- DCP (Chair)
- MCP Indigenous Programs
- MCP

8 Segregation / Protective Custody Review

The SORC is also responsible for holding Segregation and Protective Custody Review Hearings.

8.1 Legislation / Policy

In accordance with section 19 of the [CAS Act](#) the SORC conducts reviews of segregated or protective custody direction for the following:

1. An inmate whose total continuous period of segregated or protective custody exceeds 14 days may apply to the Review Council for a review of the relevant segregated or protective custody direction.
2. The application is to be in writing and is to include the inmate's reasons for making the application.
3. The Review Council must review the direction unless subsection (4) applies.
4. The Review Council may refuse to review the direction if:
 - a. The application does not, in the opinion of the Review Council, disclose substantial grounds for a review, or
 - b. The Review Council has previously determined a review of the same direction under this Division and the application does not, in the opinion of the Review Council, disclose substantially different grounds for review.
5. The Review Council may not refuse to review a direction under subsection (4) if a period of more than 3 months has elapsed since the Review Council determined a review of the segregated or protective custody direction.
6. This section applies regardless of whether the relevant segregated or protective custody direction was given by the Commissioner, or by the Governor of a correctional centre.

8.2 Procedures

Correctional Centre procedures are outlined in the COPP Section 3 – Management of specific inmates:

- [3.2 Protective custody](#)
- [3.4 Segregation](#)

However, where the SORC is concerned, attention should be paid to the following:

- all documents prepared in regard to an initial review or a further review that requires the Governor's signature **MUST** be signed by the Governor,
- if the Governor is unable to endorse the previously mentioned documents, then an alternate signatory **MUST** be a properly declared delegate of the Commissioner,
- when the form has been received by the Executive Officer and Registrar SORC, the signed Annexure will be signed and returned to the correctional centre via email confirming receipt of the application for review,
- if the Executive Officer and Registrar of the SORC determines a review hearing is to proceed, the Governor will be advised of the date and time of the review hearing. A Notice of Hearing is to be sent to the inmate by email. The MOS/ FM Security is to ensure that the inmate receives the Notice of Hearing, that the Service of Notice is completed by the inmate and by the officer serving the Notice on the inmate. This form is then to be returned

via faxed or emailed via SORC@dcj.nsw.gov.au addressed to the Executive Officer and Registrar SORC,

- the SORC Committee Officer will notify the Office of General Counsel (OGC) of the review hearing date immediately after it is fixed and at least seven days before the hearing. If the hearing is being conducted via AVL, the SORC Secretariat will book an AVL suite and the Governor is to arrange for all staff involved in the segregation decision to be present and to give evidence if needed. If the inmate has a disability, , where possible, the SORC committee officer should invite the Director, SDS to attend the review,
- those inmates (if any) nominated as witnesses by the applicant, are to be present and able to give evidence when called,
- all inmates nominated by the applicant must be approved by the SORC Chairperson prior to the hearing,
- the applicant has the right to instruct a legal representative. The applicant is responsible for organising their legal representation. The Prisoner's Legal Service (PLS) of the Legal Aid Commission of NSW provides representation at Segregation Review Hearings. The PLS may be contacted by telephone in Sydney on 1300 888 529. The proceedings are recorded and the reasons for the determination on the hearing are printed and distributed to all parties to the proceedings,
- if, after making application, the inmate wishes to withdraw from the hearing, the inmate must notify the Governor in writing. The Governor must counter-sign the application and forward it to the Executive Officer and Registrar SORC by fax or email at SORC@dcj.nsw.gov.au without delay,
- the inmate cannot withdraw an application within 48 hours of the scheduled hearing and will be required to attend,
- similarly, if the Governor removes an inmate from segregation, the Executive Officer and Registrar SORC are to be notified so that hearing arrangements can be cancelled. Such removal must not take place within 48 hours of the scheduled hearing date unless the centre is prepared to incur expenses involved.

9 Community Corrections and Case Management Unit (CMU) attendance at SORC Assessment Committee Visits

9.1 Community Corrections attendance at Assessment Committee Visits

Involvement of an inmate's Community Corrections Officer in the preparation and planning for release into the community is an invaluable factor in achieving successful reintegration. Meeting with the SORC Assessment Committee prior to the Committee interviewing the inmate is of great value to the inmate and the advice provided to the SPA.

The following procedures for Community Corrections Officers apply to serious offenders managed by the SORC.

9.1.1 Procedures

Approximately eight weeks prior to a SORC Assessment Committee visit, the SORC Secretariat must forward to the relevant Community Corrections Manager a copy of the letter sent to the correctional centre advising of the upcoming Assessment Committee Visit and those inmates

scheduled to be interviewed.

Upon receipt of this advice, the Community Corrections Manager must respond in writing with an indication of which scheduled inmates are current allocations to Community Corrections Officers, and which (if any) Community Corrections Officers will be attending on the day to have a discussion with the Committee members pertaining to allocated inmates.

Approximately one week prior to the Assessment Committee, the SORC Secretary/Committee Officer must advise the Community Corrections Officers attending of the time allocated to meet with the Committee members.

The Community Corrections Officer should attend the SORC Assessment Committee visits at twelve and six months prior to the inmate's NPP expiry date, for participation in case discussion and planning for potential release on parole.

9.2 CMU attendance at Assessment Committee Visits

Approximately eight weeks prior to a SORC Assessment Committee visit, the SORC Secretariat will forward to the Senior Case Management Officer (CMO) at the correctional centre a copy of the letter sent to the Governor, advising of the upcoming Assessment Committee Visit and those inmates scheduled to be interviewed.

Upon receipt of this advice, the Senior CMO must respond in writing with an indication if any CMOs who will be attending on the day to have a discussion with the Committee members pertaining to allocated inmates.

Approximately one week prior to the Assessment Committee, the SORC Secretary/Committee Officer will advise the CMO attending of the time allocated to meet with the Committee members.

9.3 Assessments by Community Corrections Officers and Psychological Services

Community Corrections Officers must conduct the LSI-R on serious offenders on their caseload and the CMU must provide SORC with a copy of any amendments to the case plan (which will incorporate the results of the LSI-R).

Psychologists must, on request from SORC, provide the SORC with a risk management assessment report for specific serious offenders.

9.4 Transfer of information between SORC and Community Corrections

9.4.1 SORC information and release of information to Community Corrections

Reports that have been requested by the SORC, e.g. psychiatric, psychological, neuropsychological, may be available to the Community Corrections Officer on request and with the agreement of the Chair of the SORC. There may be instances where the Chair of the SORC will also require the inmate to agree with particular report/s being released to Community Corrections Officers.

9.4.2 Independence of SORC and Community Corrections Reports to the SPA

The independence of the SORC reports and the Community Corrections pre-release reports to the SPA is paramount. While there is a sharing of information relating to the inmate's personal history and current circumstances, as well as their management within the correctional environment, the recommendations made by both bodies remain independent.

10 Abbreviations

ACRONYM	MEANING
ADCP	Assistant Director Inmate Classification and Placement
CAPO	Classification and Placement Officer
CAS Act	Crimes (Administration of Sentences) Act 1999
CAS Regulation	Crimes (Administration of Sentences) regulation 2014
CCG	Classification Consultative Group
CMU	Case Management Unit
COPP	Custodial Operations Policy and Procedures
CPT	Classification and Placement Team
CSNSW	Corrective Services New South Wales
DCP	Director Inmate Classification and Placement
DHA	Department of Home Affairs
DMCP	Deputy Manager Classification and Placement
E	Escape
EHRR	Extreme High Risk Restricted
EHS	Extreme High Security
ELP	External Leave Programs
EPRD	Earliest Possible Release Date
ERC	Escape Review Committee
ESO	Extended Supervision Order
FM	Functional Manager
FM CM	Functional Manager Case Management
FP	Forensic Patient
HS	High Security
HSIMC	High Security Management Committee
MCP	Manager Classification and Placement
M/DMCP	Manager/Deputy Manager Classification and Placement
MHRT	Mental Health Review Tribunal
MOS	Manager of Security
NSI	National Security Inmate
NPP	Non-Parole Period
PRLC	Pre Release Leave Committee
SDS	State-wide Disability Service
SCAPO	Senior Classification and Placement Officer

ACRONYM	MEANING
SPA	State Parole Authority
SOP	Sex Offender Programs
SORC	Serious Offenders Review Council

11 Document history

VERSION	DATE	REASON FOR AMENDMENT
1.0	25 October 2019	In line with Case Management Review outcomes
1.1	16 March 2020	Update in line with changes to Victims Services Unit's Policy & Procedures
1.2	23 October 2020	General formatting update and improvements
2.0	2 February 2021	Full review conducted