

ROCI Matrix Senior Assistant Superintendent																										
ROLE	GM Level 2/Manager Of Security								ROLE	GM Level 2/Manager Of Security								ROLE	GM Level 2/Manager Of Security							
	SAS - Security									SAS - Security									SAS - Security							
Deliverable (or Activity)	SAS - Purposeful Day								Deliverable (or Activity)	SAS - Purposeful Day								Deliverable (or Activity)	SAS - Purposeful Day							
	SAS - Accommodation (Mlt Sec)									SAS - Accommodation (Mlt Sec)									SAS - Accommodation (Mlt Sec)							
Deliverable (or Activity)	SAS - Accommodation (Max 9 Side)								Deliverable (or Activity)	SAS - Accommodation (Max 9 Side)								Deliverable (or Activity)	SAS - Accommodation (Max 9 Side)							
	SAS - Intel									SAS - Intel									SAS - Intel							
Deliverable (or Activity)	SAS - Case Management								Deliverable (or Activity)	SAS - Case Management								Deliverable (or Activity)	SAS - Case Management							
	Comments									Comments									Comments							
Legislation and Policy/Facility									Accommodation Management									Human Capital Management								
Strategic Management Accountabilities	O/A	R	R	R	R	R	R	R	Inmate Accountability	O/A	R	I	C	C	C	C	C	Staff wellbeing & injury management	O/A	R		R	R	R		
Comply and enforce Legislation, Policy and Procedure	O/A	R	R	R	R	R	R	R	Inmate State and Movements	O/A	R		B	R	R			48 Hour notifications	O/A	R		R	R	R		
Implement and display best practice	O/A	R	R	R	R	R	R	R	Supervise Musters	O/A	R		B	R	R			Safe Work NSW Notification	O/A	R		B	R	R	R	
Provide consistent high level of customer service	O/A	R	R	R	R	R	R	R	Inmate Classification	O/A	R		B	R	R			Staff Return to Work Plans	O/A	R		R	R	R	R	
Promote and support corporate goals and values	O/A	R	R	R	R	R	R	R	Review Classification recommendations	O/A	R		C	C	I	C	C	Staff contact after 3 days Sick	O/A	R		R	R	R	R	
Legislation, Policy and Procedure	O/A	R							Segregation Orders and Reviews	O/A	R							Sick Leave Counselling	O/A	R		R	R	R	R	
Inmate Discharges	O/A	R							Protection Orders and Reviews	O/A	R							Sick Leave reviews	O/A	R		R	R	R	R	
Coordinate Urinalysis	O/A	R						R	SMAP Orders and Reviews	O/A	R							Rostering	O/A	R		R	R	R	R	
Ensure MSA's are implemented and adhered to	O/A	R							Intel Alerts	O/A	R							Flexi sheet management	O/A	R		R	R	R	R	
Co-ordinate monthly meetings	O/A	R							Inmate Misconducts	O/A	R							28 day scheduling compliance	O/A	R		R	R	R	R	
IRM Reporting	O/A	R							Hand up Briefs	O/A	R							Staff rostering requests	O/A	R		R	R	R	R	
Prepare Intel Reports & disseminate analysis	O/A	R							Hearings and recommendations	O/A	R							Daily roster and VOR population	O/A	R		R	R	R	R	
Chair Risk Intervention Teams (RIT)	O/A	R							Check Lists and Packages	O/A	R							Overtime and casual budget management	O/A	R		R	R	R	R	
Coordinate & Manage Case Management Teams	O/A	R							Accommodation Areas	O/A	R							Staff on boarding and off boarding	O/A	R		R	R	R	R	
Chair Case Management Committees	O/A	R							Accommodation area inspections	O/A	R							New staff inductions	O/A	R		R	R	R	R	
Coordinate Reception Committees	O/A	R							Approval of accommodation stores	O/A	R							New staff shown location of all orders and Post duties	O/A	R		R	R	R	R	
Coordinate classification and case planning	O/A	R							Inspection of maintenance issues	O/A	R							Exit Interviews	O/A	R		R	R	R	R	
Case Management Reviews &Audits	O/A	R							WH&S kits and equipment validations	O/A	R							Cessation of service advice and related activities	O/A	R		R	R	R	R	
Officer case load allocation	O/A	R							Maintain a high level of hygiene and cleanliness	O/A	R							Leave Management	O/A	R		R	R	R	R	
Verify Case Plans	O/A	R							External Leave Checks and Processing	O/A	R							Manage (Excess) Recreation leave	O/A	R		R	R	R	R	
Audit case notes	O/A	R							IDC Meeting Co-ordination	O/A	R							Continuous Improvement of Staff	O/A	R		R	R	R	R	
DSR Checks and Verification	O/A	R							Linen Management in accommodation areas	O/A	R							myPerformance introduction for new staff	O/A	R		R	R	R	R	
Journal Log Validation	O/A	R							Daily accommodation search compliance	O/A	R							Ensure compliance with myPerformance	O/A	R		R	R	R	R	
Digital evidence management	O/A	R							DNA Testing and Coordination	O/A	R							Report staff development undertaken	O/A	R		R	R	R	R	
Weapons - serviceability and recording	O/A	R							Unit staff meetings	O/A	R							Staff Training - schedule and compliance	O/A	R		R	R	R	R	
Inmate Applications	O/A	R							Inmate 48hr Notification and assault packages	O/A	R							Mandatory training, reporting and compliance	O/A	R		R	R	R	R	
Inmate Requests	O/A	R							Security Checks	O/A	R							Staff related KPI reporting	O/A	R		R	R	R	R	
Fire Plan	O/A	R							Journal Log Validation - Accommodation	O/A	R							Management and Supervision of RSO Officers	O/A	R		R	R	R	R	
Evacuation Plan	O/A	R							Journal Log Validation - Non Accommodation	O/A	R							KPI Reporting Responsibilities	O/A	R		R	R	R	R	
Centre tiered response plans	O/A	R							Armoury Check Validation	O/A	R							KPI 1 – Current Case Plans	O/A	R		R	R	R	R	
Ensure monthly centre searches are conducted	O/A	R							Cell - bar and cell alarm checks	O/A	R							KPI 2 – Outstanding Case Plan Interventions	O/A	R		R	R	R	R	
Coordinate random and planned search operations	O/A	R							Staff Searches / Metal Detector Calibration	O/A	R							KPI 3 – Participation in External Leave Programs	O/A	R		R	R	R	R	
Supervision and Development of IAT	O/A	R							Identified and target inmate management	O/A	R							KPI 4 – Unnatural Deaths	O/A	R		R	R	R	R	
Application external workers	O/A	R							Coordinate Urinalysis – random, targeted & program urines	O/A	R							KPI 5 – Escapes	O/A	R		R	R	R	R	
Medical escorts	O/A	R							Coordinate DNA testing program with NSW Police	O/A	R							KPI 6 – Major Disruption to the operation of the correctional Centre	O/A	R		R	R	R	R	
OIMS Alert reviews	O/A	R							Maintain OMCG listing	O/A	R							KPI 7 – Specified Serious Incident	O/A	R		R	R	R	R	
Scheduled Classification reviews	O/A	R							Maintain OCN (Organised Crime Network) Listing	O/A	R							KPI 8 – Assaults	O/A	R		R	R	R	R	
Unscheduled reviews/regressions	O/A	R							Manage HSIMC inmates including visitors & phones	O/A	R							KPI 9 – Illicit Drug Use	O/A	R		R	R	R	R	
Checking Officer	O/A	R							Manage process of reviewing ALL incoming and outgoing mail	O/A	R							KPI 10 – Compliance with Temporary Leave	O/A	R		R	R	R	R	
	O/A	R							Ensure inmate calls are monitored and reviewed for information	O/A	R							KPI 11 – Serious Self Harm	O/A	R		R	R	R	R	
	O/A	R							Assist CIG in interviewing Offenders for information	O/A	R							KPI 12 – Time Out of Cells	O/A	R		R	R	R	R	
	O/A	R							Issue ETI warning and ensure recorded on OIMS	O/A	R							KPI 13 – Purposeful Activity	O/A	R		R	R	R	R	
	O/A	R							Ensure all ETI eligible inmates have documented management plans	O/A	R							KPI 14 – Compliance with Release Dates	O/A	R		R	R	R	R	
	O/A	R							Review IIS for CN & IN relevant to centre	O/A	R							KPI 15 – Staff Misconduct	O/A	R		R	R	R	R	
	O/A	R							Review and follow-up on IR's	O/A	R							KPI 16 – Accuracy of Reporting	O/A	R		R	R	R	R	
	O/A	R							Review applications for money over \$100-00	O/A	R							KPI 17 – Adherence to Performance Improvement Notice Cure Plans	O/A	R		R	R	R	R	
	O/A	R							Advise senior Managers of emerging trends that may affect centre	O/A	R									O/A	R		R	R	R	
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