



## **Corrective Services NSW celebrates Admin Day**

**Monday 27 April 2020**

Administration staff who keep our prisons, parole offices and all administrative services running smoothly will be celebrated across the state on Administrative Professionals Day, Friday 1 May.

Corrective Services NSW Commissioner Peter Severin said it was important to acknowledge the significant contribution made by administration staff, which can often go unnoticed.

“Every day our administration staff perform a range of essential tasks, including keeping our prisons and offices well organised, ensuring goods are purchased and invoices managed in good time, administering sentences and orders as well as making sure all staff get paid,” Mr Severin said.

“Administrative Professionals Day gives us the chance to say thanks for keeping our department running effectively and efficiently.”

CSNSW employs more than 680 administration professionals at its 38 prisons, 61 Community Corrections offices and other workplaces around the state.

Their roles include payroll clerks, business managers, sentence administration officers, and executive assistants.

Mr Severin said while administration staff deserved to be celebrated, he was proud of all corrections officers at this challenging time.

“We attract a diverse, talented, hard working group of people and it makes me proud to lead such a great team,” Mr Severin said.

“The world has changed significantly over the past few months, and I appreciate the professionalism and resilience shown by all staff who continue to diligently serve the people of NSW and keep our community safe.”

CSNSW staff have been encouraged to mark Administrative Professionals Day by sending their colleagues a message of thanks, or even a box of chocolates.

Administrative Professionals Day in Australia is now in its 39th year. Originally known as ‘Secretaries Day’, it was established in the US during a post-war skills shortage of administration staff as a way to attract talent.

**CSNSW media inquiries: 0419 258 290 – calls only, no SMS**