



# Department of Justice

Corrections Victoria

**CCS Directorate**

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8 July 2008

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cc. Deputy President Hamilton  
Australian Industrial Relations Commission

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Dear Ms Batt

## **Ballarat CCS Accommodation – AIRC C2008/2607**

I refer to discussions today, led for the CPSU by Mr Mike Atkinson, and chaired for the Department by Dr Peter Ewer, in respect of which I confirm on behalf of CCS, the following undertakings:

### *General*

1. Acting CCS General Manager Mr Phil Pettingill will be available on-site each day for the balance of the current working week, and as required thereafter, to resolve accommodation issues and related problems;
2. I will write to the Chief Magistrate and the Chair, Adult Parole Board, outlining the current operational difficulties facing CCS staff at Ballarat. A draft of this correspondence will be provided to the Ballarat office for comment by COB Wednesday 9<sup>th</sup> July;
3. By COB Thursday 10<sup>th</sup> July, CCS managers and relevant DoJ staff will review the availability of temporary accommodation, in Government buildings or commercial premises, and advise on the viability of relocating the CCS office while building works are completed. In the event that relocation appears impractical, discussions will resume on alternative means of providing

acceptable accommodation. Staff will not be required to move into the refurbished offices until such time as all work has been satisfactorily completed.

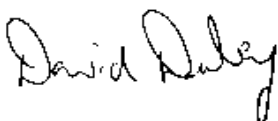
4. No discrimination or disadvantage will attach to any CCS staff member for their part in union activities, representations to management or any other activity in relation to the dispute over the refurbishment of the Ballarat office.
5. CCS will host a social event to mark the opening the refurbished office, once completed and re-occupied, in recognition of the dedication of staff in maintaining services despite the disruption of the current building works.

*Action items*

6. I will write to Ballarat CCS, providing a guarantee to staff that they will not be held accountable for security of files where office disruption directly attributable to local refurbishment is not within their control. This correspondence will be provided by COB Thursday 11<sup>th</sup> July;
7. A locksmith will be engaged to secure all filing cabinets, or other means provided to secure files, including where practical, removal of files to off-site secure storage.
8. Security contractors will be engaged to enhance security for the interim interview rooms, to be coordinated at a local level by Mr Pettingill.
9. I will make urgent representations to DoJ Director of Technology Services regarding the provision of adequate IT support for the Ballarat office while accommodation issues are resolved. Similar discussions will be initiated by Mr Pettingill at a regional level.
10. CCS recognises the right of the relevant OHS delegate to be involved in all discussions relevant to accommodation issues, and welcomes the involvement of the CPSU OHS officer.
11. A full audit of files will be conducted, once the move to permanent accommodation has been finalised, or at another time agreed during local discussions.
12. I will provide correspondence to the Location Manager and Senior CCOs regarding relief from Service Delivery Outcome (SDO) obligations for the July-August period. SDO's represent the primary measure of local office performance against targets.
13. Professional removalists will be engaged to support any further movement of staff and equipment.
14. Mr Pettingill will investigate the use of Court video link facilities to support Ballarat CCS staff during the 'interim' period.
15. Mr Pettingill will also coordinate the review and completion of the Ballarat CCS Emergency Management Plan.
16. Mr Pettingill will investigate the feasibility of instituting a security log for building contractors working on the premises.
17. Mr Pettingill will hold local discussions on whether, in addition to Item 8 above, further improvements can be made to the system of duress alarms during the interim period.

I hope these outcomes provide CCS and the CPSU with the basis for a cooperative approach to the continued work of the office and resolution of a difficult situation. I thank CPSU members and officials for the professional and measured manner in which the matter has been addressed.

Yours sincerely,



David Daley  
**Director Community Correctional Services**