

Action Plan to address items in the David Daley document dated 8/7/08 **Ballarat CCS Accommodation – AIRC C2008/2607**

Item	Action	Progress
1. Phil Pettingill to remain on site to resolve issues	Will be on site each day as agreed 8/7 to 11/7 as agreed then as required	
2. Notify APB and Chief Magistrate in writing	Letters fwd by David Daley 9/7/08	Completed
3. Review availability of temporary accommodation by COB 10/7/08	Alternatives identified and site visits planned 10/7/08. Contingency plans for alternatives if suitable site is not found being considered.	
4. Staff not to be discriminated for taking part in union activities.	Staff sent message by David Daley 9/7/08 outlining pledge	Completed
5. CCS to host event for staff on completion of project.	Outstanding	
6. Staff not to be held accountable for security of files where refurbishment resulted in breach.	Letter to be provided by COB 11.7.08	Completed
7. Locksmith engaged to secure all filing cabinets.	Locksmith visited site 9.7.08 and work completion expected 10/7/08. All private documents removed from work area and placed in secured rooms.	
8. Security contractor to be engaged to enhance security of interview rooms	Further consultations to take place 10/7/08 to engage security personnel	
9. Request to DoJ Director of Technology Services to assist with service during refurbishment.	Email request sent by David Daley 9/7/08. Phil to follow up on 10.7.08 when changes with current computer configurations are expected to occur.	
10. OHS delegate to be involved in accommodation issues and CPSU OHS involvement welcomed	Location HSR to be informed of any changes and progress by Phil Pettingill	
11. Audit of all files to take place when staff have moved into new accommodation	Outstanding	
12. Relief from SDO obligations during July and August for location	Email sent by David Daley 9/7/08 outlining commitment to undertaking	Completed
13. Removalists to assist staff with further movement of staff and equipment	Ongoing	
14. Investigate use of court video	Agreement for use of Court equipment given on 9/7/08	Completed
15. Review of Ballarat Emergency Management Plan	In progress	
16. Security log to be completed by building contractors	A log is on site where by all contractors are required to sign onto the site when they attend.	Completed
17. Improvements to duress alarms	At the meeting staff had stated that a duress alarm in a rooms had been disconnected. Investigations has found that there is not duress alarm in either interview room currently in use.	Completed