

Prisons Master Plan Consultation or General Consultation?

General Aims and Objectives of Consultation

- To provide a forum for discussing matters of concern relating to the Prisons Facilities Master Plan
- To arrive at decisions resulting from those discussions and, where necessary, act upon such decisions.
- To promote and develop a genuine partnership between Corrections Officers and the Department of Justice.
- To act as a facilitating agent through which representations can be made at local level for the purpose of improving employer / employee relationships.

Two levels of consultation

1. High level Consultative Committee

Purpose:

- to oversee the master plan and monitor its development and implementation, addressing State-wide issues.
- To oversee maintenance and monitoring of the VPS Agreement, and other issues of interest and concern at the workplace particularly as applied State wide
- To address local issues that have been escalated up and cannot be resolved at a local level

Composition:

- consist of Prisons Division (CPSU) Executive, CPSU Industrial Officer, and DOJ / Corrections representatives (incl. IR)

Meeting regularity:

- meet monthly

2. Secondary level of consultation at each prison location (local level consultation)

Purpose:

- to address local operational/industrial issues and issues of interest and concern in the workplace
- to implement decisions and actions endorsed by the high level consultative committee
- to escalate issues that can't be resolved at local level up to the higher level.
- Minutes to be kept and forwarded to the high level committee for record keeping purposes , and to check that local issues have been addressed (actions and decisions carried out)

Composition:

- Consist of appropriate management reps. and local CPSU delegate (x2)

Meeting regularity:

- To meet weekly (mandatory for Managers as part of performance)

Issues discussed at meetings will include those referred to committee members by other staff members for discussion and action via the committee.

New staff members to be advised of the role of these committees as part of their induction into the organisation.

Names and contact details of committee members should be displayed in all work locations. Notification of meetings and call for agenda items should be publicised to all staff well in advance of the meeting date.

Committees need to ensure that minutes are taken, recording issues raised, recommended actions and progress towards outcomes. A review of the minutes of these Committees will indicate what issues were raised in meetings, what action was taken to address them and what issues still need to be actioned.