



Meeting Name: CV/CPSU Mid Level Consultative Meeting

Start Time: 10.30pm

Date: 1 December 2009

Attendees:

David Prideaux

Nick Harding

Gary Greaves

Christine Kells

Mark Nestor

Apologies:

ACTION ITEMS

	ITEM / ISSUE	UPDATE	ACTIONS
1.	<p>Loddon Roster: 2008/1</p> <p>CPSU has requested introduction of a standardised 9/80 roster.</p>	<p>29/09: Costings have been prepared by the GM and BSM. Costings data to be considered by CV.</p> <p>26/10: A Lourey has written to Rod wise seeking funding. Awaiting advice.</p> <p>01/12: Moved to High Level</p>	<p>See High Level Consultative Committee Action items</p>
2.	<p>Industry managers: 0909/33</p> <p>CPSU has requested departmental consideration of payment of a stand-by allowance for Industry managers. CPSU has advised that the Managers carry mobile phones and are required to be available to take calls overnight and on week-end and be available for recall to return to work.</p>	<p>29/09: N Harding to make contact with all GMs to ascertain what stand-by arrangements are in place and whether Industry managers are required to be on overnight or week-end stand by.</p> <p>26/10: A copy of the findings from discussions with the state industry GM and location GMs was provided to the CPSU.</p> <p>01/12: CPSU advised it was now seeking a commuted OT allowance for the group in recognition of time spent working outside of work hours. D/PS indicated this was a new claim and that the IMs had not raised this with prison GMs nor had they put in a business case to justify the claim. D/PS Has asked for evidence of this claim, has written to Ind Managers as a group with no response.</p>	<p>Industry Managers to be advised by DPS to discuss with General Managers and Regional Directors and to compile a business case.</p> <p>CPSU To write to Ind Managers and advise CV require evidence of claim and that CPSU will still pursue this claim if Ind Managers so desire.</p>



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		CV also asked CPSU to consider Clause 6 of EBA. CV said Hume Region may have an arrangement.	
3.	<p>ESOTAC: 2008/9</p> <p>CPSU has requested advice as to when positions in the ESOTAC (Corella Place) will be advertised.</p>	<p>29/09: CV has advised that 14 ongoing positions will be advertised in the ESOTAC. Manager and Deputy position will be advertised in the next month. Remaining positions will be filled following appointment to the senior roles. Officers will be advertised and filled in time for commencement of operation of the unit in March 2010.</p> <p>26/10: Mark Nestor noted continuing developments at Ararat. CPSU acknowledged up to 25% of staffing positions in the new unit may need to be filled with fixed term appointments or secondments due to the anticipated varying offender levels as advised from the department.</p> <p>01/12: CPSU requested advice as to whether officers living outside of the district would be required to participate in the stand-by arrangements.</p>	<p>Remove matter from future agenda.</p> <p>CPSU will continue to monitor the situation.</p> <p>DPS advised that officers residing outside the district would not be required to participate in the stand-by roster.</p>
4.	<p>SESG Matters ESCORT MATRIX:</p> <p>CPSU members in the SESG have requested further discussions with the Deputy Commissioner about the regime of procedures and control measures that are in place for the escort of prisoners. The SESG CPSU members have raised issues with firearms, emergency vehicle status, training and risk assessment procedures.</p>	<p>29/09: CPSU seeks the inclusion of a standard Risk Assessment form within the Escort Matrix and has requested the involvement of the SESG CPSU Rep and HSRs in discussions with the Deputy Commissioner. CPSU has indicated that the form used by Barwon may be an appropriate model to commence discussions.</p> <p>26/10: A meeting will be held at Barwon on Friday 30 October to discuss SESG issues.</p> <p>01/12: Noted that discussions were held on 30 October. D/PS has provided a written response to items raised and would convene further discussions before end of year.</p>	<p>Further meeting to be convened with SESG representatives.</p> <p>Remove from this forum, to be pursued at separately convened meetings</p>



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6.	<p>Support for Officers under suspension: 0609/29</p> <p>CPSU has requested development of a framework including timeframes and support mechanisms for employee's welfare whilst under suspension.</p>	<p>29/09: CV will raise with General Managers the need for ongoing discussions with suspended officers and will remind of support available through the department's Employee Assistance Provider.</p> <p>26/10: CV to advise prison GMs to ensure fortnightly contact is maintained with staff on suspension.</p> <p>01/12: D/IR to address as part of revised departmental approach to discipline/misconduct. DoJ to structure an investigation unit and separate the judgement in the process. Regular support will be part of the process</p>	<p>DPS to raise with with GMs.</p> <p>D/IR to address.</p>
7.	<p>DI Prisoner Medication: 2007/11</p> <p>Agreement has been reached between the JHU, CV and the CPSU on the issuing of medication to prisoners.</p>	<p>29/09:</p> <p>26/10: DPS to issue DI as agreed between JHU. CV and CPSU.</p> <p>01/12: DPS to issue DI as signed off by Director Justice Health and Corrections Victoria Commissioner in September</p>	<p>CV to contact JHU to ensure DI based on the correct version.</p>
8.	<p>Higher Duties: 2008/14</p> <p>CPSU has requested development of a standard set of protocols for the advertisement and filling of higher duty assignments.</p>	<p>29/09: CV prepared a draft and invited CPSU comment. CPSU has provided comment.</p> <p>26/10: CV/IR to compare the initial draft and the CPSU draft response.</p> <p>01/12: DPS advise he is currently reviewing the matter.</p>	<p>Cv to consider CPSU comments and prepare draft.</p>
9.	<p>Police Checks: 0709/31</p> <p>CPSU has indicated concerns with the process commenced for the checking of officers for criminal charges and convictions.</p>	<p>29/09: CPSU has advised that the Victorian Institute of Teaching has a process of maintaining an ongoing check of teachers for criminal charges or convictions that may be more effective.</p> <p>26/10: CPSU delegates were advised that this matter is the subject of further consideration by the Commissioner and Deputy Commissioner.</p> <p>01/12: CPSU indicated concerns with the initial application process, the handling and storage of data and release at the end of employment, DoJ indicated that after discussions with Vic Pol, they may be able to accommodate CV needs</p>	<p>D/Comm and Comm to investigate further with VicPol.</p>



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10.	<p>Reclassification Issues: 2008/19a</p> <p>CPSU raised concern over the reclassification process as supplied by H.R after a number of concerns were previously raised about classification and DoJ's reclass policy.</p>	<p>29/09: Individual reclassification matter to be addressed via the HR classification review process.</p> <p>26/10: CPSU requests further discussion on the JNet HR policy to clarify the requirement to re-advertise positions following reclassification.</p> <p>01/12: Discussed at high Level meeting on 2/12</p>	<p>See High Level Action items.</p>
11.	<p>ARARAT Continued detention issues:</p> <p>CPSU raised issue with control measures in place for offenders subject to continued detention orders.</p>	<p>29/09: D/Comm to follow issue up.</p> <p>26/10: D/Comm to provide report back.</p> <p>01/12: Referred to High Level</p>	<p>D/Comm to provide further report back as matter progresses.</p>
12.	<p>Performance Development Plans COG 4s: 2008/3a</p> <p>CPSU maintains that the application of different performance standards for officers at the lower end of the COG 4 scale to those at the higher end is not consistent with the VPS Agreement 2006.</p>	<p>29/09: DoJ HR and IR concur that different performance assessment principles apply for staff at remuneration levels consistent with VPS 5 and above.</p> <p>26/10: CPSU requests further discussion on interpretation of the VPS Agreement.</p> <p>01/12: Item placed on agenda for High level discussions</p>	<p>Further discussions with CPSU representatives to be convened.</p> <p>See High Level Action items.</p>
13.	<p>Performance Progression Payments: 0809/32</p> <p>CPSU has raised a concern with Hrs practice of requiring 95% completion of performance assessments before processing the progression payments for a prison location.</p>	<p>29/09: CPSU has requested that PDP payments be made as a matter of priority.</p> <p>26/10: CPSU requests action to make payments as progression plans are signed off and returned. CPSU requested a new process be implemented to eliminate this continuing situation from happening on each performance anniversary.</p> <p>01/12: Item placed on agenda for High level discussions</p>	<p>Further discussions to be convened with CPSU reps prior to March 2010.</p>



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14.	<p>Clinical Services: 0909/33 CPSU requested advice as to projects that are underway within clinical services.</p>	<p>29/09: CPSU was advised that an update on the project would be issued on 1 October 2009. 26/10: CPSU was provided with copies of the material circulated to staff and union representatives. A briefing is to be arranged to CPSU. 01/12: Briefing provided to Secretary CPSU 10 November.</p>	<p>Briefing of CV Clinical services staff to be held on 3/12/2009. Director Justice Health To hold further meeting with CPSU in a separate forum.</p>
15.	<p>Time Lines for dealing with issues: CPSU requested development of timelines and protocols to ensure the timely resolution of industrial issues.</p>	<p>29/09: CV indicated reluctance to fix indicative timeframes but agreed to record items in an 'action register' format. 26/10: CPSU was provided with copies of the material circulated to staff and union representatives. A briefing is to be arranged to CPSU. 01/12 CPSU satisfied with this format</p>	<p>N Harding to record minutes in action register format.</p>
16.	<p>Review of CV roles and positions:</p>	<p>29/09: Rod Wise advised of a proposal to commence a review of the CV Head Office structure. 26/10: Clause 9 notification provided to CPSU. 01/12: Briefing provided to CPSU Industrial Officer.</p>	<p>Briefing arranged for 18/12/2009 at 10.30.</p>
17.	<p>Roster management Project: 0309/22</p>	<p>29/09: DP provided the CPSU reps with a copy of the Project Outline 26/10: Copy of electronic version of Project outline provided to CPSU reps. 01/12: Comments received from CPSU.</p>	<p>CPSU comments to be considered.</p>