



Meeting Name: CV/CPSU High Level Consultative Meeting
Date: 1 December 2009

Start Time: 1:00pm
Finish Time: 2.30pm

Attendees:

Karen Batt
Gary Greaves
Nick Harding

Rod Wise
Christine Kells

Chris Smyth
Mark Nestor

Apologies:

Bob Hastings
David Prideaux

ACTION ITEMS

	ITEM / ISSUE	UPDATE	ACTIONS
1.	Loddon Roster: 2008/1 CPSU has requested introduction of a standardised 9/80 roster.	27/10: Rod advised he will discuss the costings of the proposed draft roster with A Lourey and will then discuss with Karen Batt. 01/12: D/Comm advised that further progression of the matter will be subject to the mid year review (January 2010) of Loddon's budget and consideration of CV's overall budget position. The CPSU will be provided with a copy of advice forwarded by CV to the prison GM.	CPSU to advise membership of current status of the matter. CV to forward advice to the prison GM and to provide copy to CPSU.
2.	Performance Development Plans COG 4s: 2008/3a 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.	27/10: CPSU maintains that DoJs interpretation of the Agreement is not correct.. 01/12: Dir IR advised it may be useful to seek guidance from Comm Smith on this point prior to end of this year. CPSU maintain DoJ interpretation of the VPS Agreement should be tested before Commissioner Smith	DoJ IR to arrange informal discussions with Comm Smith to clarify matter before end of year. (Also see items 3, 8 and additional item 1)
3.	Reclassification Process: 2008/19 CPSU has indicated concerns relating to the JNet policy on the reclassification process.	27/10: CPSU requests further discussion on the JNet HR policy to clarify the requirement to re-advertise positions following reclassification. 01/12: Sec CPSU advised of strong position on the question of the Dept's capacity to provisionally promote without advertisement in instances of "in situ" reclassifications	DoJ IR to arrange informal discussions with Comm Smith to clarify matter before end of year. (Also see items 3, 8 and additional item 1)



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4.	<p>Recruitment of Prison Officers: 0910/36</p> <p>CPSU indicated concerns with practices of current recruiting contractor. Particular concerns were expressed on the practice of offering casual or ongoing roles.</p>	<p>27/10: D/Comm proposed the holding of "offline discussions" on the subject of recruitment processes.</p> <p>01/12: D/Comm to convene discussion prior to end of year. CPSU Industrial Officer indicated availability Wed, Thurs, Fri next week.</p>	<p>IRU in conjunction with CV to convene discussions with CPSU Reps on recruitment and staffing processes before end of year.</p>
5.	<p>5 Year Police Checks: 0907/31</p> <p>CPSU has indicated concerns with the current proposal for criminal record checks and has suggested that CrimTrack may provide a suitable process.</p>	<p>27/10: Comm noted the CPSU position and undertook to follow the matter up with CrimTrak.</p> <p>01/12: D/Comm advised that Crim Trak doesn't perform live vetting and currently only perform point in time checks. D/Comm will ascertain if VicPol processes require the completion of a new form on each occasion. CV will further pursue the issue of live vetting with VicPol.</p>	<p>D/Comm to further advise re VicPol processes and to investigate live vetting further.</p>
6.	<p>Performance Progression Payments: 0908/32</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>27/10: D/IR advised that progression reports for all staff other than grade 5 and above had been processed or were currently underway.</p> <p>01/12: D/IR advised that the matter was more broad than just CV and that a meeting would be convened before 30 March 2010.</p>	<p>D/IR to convene further discussions with the CPSU prior to 30 March 2010.</p>
7.	<p>Clinical Services: 0909/33</p> <p>CPSU requested a briefing on the status of the current project effecting CV Clinical Services.</p>	<p>27/10: Sec CPSU requested a briefing on the project for CPSU delegates be arranged for the week commencing 9 November and suggested that a Ballarat venue would be appropriate for the Prison Officer President and Secretary. Karen further indicated concerns with the potential separation of psychological assessment and treatment.</p> <p>01/12: CPSU advised that D/Justice Health had undertaken to hold a further briefing with CPSU reps on December 15. And to hold regular meeting through 2010 with CPSU</p>	<p>D/IR to confirm arrangements with JHU for further briefing on 15 December 2009.</p>



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8.	<p>Portfolio allocations: 0910/35</p> <p>CPSU indicated concern with the allocation of portfolios to staff that fall outside of the classification descriptors.</p>	<p>27/10: CPSU delegates indicated that the allocation of portfolios to staff that include a staff training component (ie Fire Awareness and ERG) was not consistent with the classification descriptors in the VPS agreement.</p> <p>01/12: CPSU advised that the matter should be placed on the list of items to be discussed with Comm Smith.</p>	<p>DoJ IR to arrange informal discussions with Comm Smith to clarify matter before end of year. (Also see items 3, 8 and additional item 1)</p>
ADDITIONAL ITEMS			
1.	<p>Casual Pool numbers Data: 0903/20</p> <p>CPSU seeks access to the monthly reporting data provided by GMs to CV that details the number of vacancies, positions filled, casual usage and ensures tracking of staff establishment.</p>	<p>01/12: D/Comm to arrange transfer of the data to an accessible drive on the CV network.</p>	<p>D/Comm will arrange transfer of the data to a drive that is accessible by CPSU delegates.</p>
2.	<p>Classification Inconsistencies: 2008/19</p> <p>CPSU seeks the addressing of different classification levels applying throughout the prison system for a range of specialist positions.</p>	<p>01/12: CPSU requested that this matter be referred for discussion with Comm Smith.</p>	<p>DoJ IR to arrange informal discussions with Comm Smith to clarify matter before end of year. (Also see items 3, 8 and additional item 1).</p>
3.	<p>Consultation: 2008/10</p> <p>CPSU seek the inclusion in future clause 9 change notification of a rider informing Local GMs to involve OH&S.</p>	<p>01/12: CPSU asks that General Managers be informed of consultation obligations under the EB and OH&S Act.</p>	<p>D/IR to raise with GMs at the conference scheduled for 10 December</p>
4.	<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>CPSU notes that the DI has been signed off by the Director Justice Health and the Commissioner on 8 September.</p>	<p>01/12: D/Comm to ensure DI issued</p>	<p>CV to proceed to issue the agreed DI.</p>