



## Prisons' Division Meeting Wednesday the 10<sup>th</sup> of September 2008

### Present;

|                 |                |               |
|-----------------|----------------|---------------|
| Mark Nestor     | P.D. President | Ararat        |
| Colin Rosewarne | P.D. Executive | P.P.P.        |
| Charlie Allen   |                | SESG          |
| Grant Halliday  |                | Langi Kal-Kal |
| John Cazaly     |                | Beechworth    |
| Will Dodson     |                | Tarrengower   |
| Jayne Poulton   |                | DPFC          |
| Rod Chelini     |                | MAP           |
| Millicent Ravel |                | MAP           |
| Gary Greaves    | P.D. Secretary | Barwon        |

### Apologies;

|                |            |
|----------------|------------|
| Patrick Hayden | Beechworth |
| Damian Brenia  | Beechworth |
| Chris Coutts   | Loddon     |
| Rob Taylor     | PPP        |

**Mark Nestor** opened the meeting and read the CPSU State Secretary's report;

Recruitment last month:

New members:

11 CV, 1 GEO, .

Recruitment in September:

8 CV, 2 GEO, 1 GSL, 5 GSL Transport

Case report: 11 INDIVIDUAL CASES,

4 workcover cases

1 New clause 9: Revision of Prisoner Individual Management Plan - IMP files;

CPSU have advised that they were involved in the process prior to the official notification and feel that the changes should assist officers in their work.

We will monitor the implementation and reserve our right to revisit this issue in the event that any issues may arise that require further discussion.

Other matters: SESG: Negotiations (See Item 7)

EBA meetings: Already completed briefings at : Loddon, Ararat, Barwon and MRC

All other sites scheduled for week beginning 22/9.

Other EBA's: Town Hall meeting today at Fulham (Wayne Townsend and John Crane in attendance) to endorse claim.

Negotiations due to commence soon as EBA comes out in December.

### 1. Prisons Roster MOUs

M.Nestor attended Loddon to further discuss Loddon's rosters with their Management and CV's N Harding it was agreed that Loddon would host a steering committee to formulate a draft roster which would accommodate both 9/80 and 9/76 staff

C.Kells has had discussions on the Courts roster. C Kells and M Atkinson attended DPFC 9/80-committee meeting. And a meeting of DPFC members which trial rosters were discussed and agreed to by members, rosters will be put in place after 14 day notice. Further rosters are progressing for the remainder of location.

### 2. Consultative Structure

CPSU submitted minor changes to CV's IR amended draft.

CPSU require final agreed document prior to the PD annual meeting. CPSU is hoping to have this finalised for use at the CPSU/PD training.

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### **3. Prisoner Medication – Update**

Justice Health ( JH) is currently undertaking a review of medication management practices across all of the 13 correctional sites

JH identified after feedback from CPSU and PO staff, that POs were crushing medication for prisoners after hours at Barwon.

This is not an acceptable practice for non-health professionals and not an approved practice by Justice Health

Director of JH directed this practice to cease This practice ceased on Thursday the 21/08/08. JH developing a new policy for the provision of a Nurse phone triage (Nurse on call ) system for all PSH sites without 24/7 nursing staff ( Beechworth, Ararat, Loddon, Tarrengower, Barwon, Langi Kal Kal and Dhurringile)

Implementation of the new policy will require a comprehensive communication plan that JH are currently developing

JH will be consulting with CV and PSH before the implementation of the policy

Approximately 2 months to fully implement this new policy across the system with full implementation by Nov 200 Implementation of a standardised medication policy and practices across all sites, including the standardisation of Webster pack

JH has directed an immediate change to the methadone medication practices at Barwon. .

The new system was introduced to be in line with health standards and other correctional sites on Thursday the 21/8/08

PSH to implement two month trial of increased nursing hours at Barwon to ensure nursing coverage from 7 am to 7.30 pm

JH will evaluate the effectiveness of this trial after 6 weeks.

JH reviewing medication administration in order to implement standardised

JH has undertaken an extensive review of the system of medication management and is committed to improving the system.

Justice Health's M Gardner has also made some site visits

### **4. Recreation Officers – Loddon, DPFC & Marngoneet**

CPSU was provided with CV's response on the 3 remaining locations. CPSU was not satisfied with the response and suggested that as this had been unresolved for 3 months and that CV did not appear inclined to move their position, that the matter be referred to Commissioner Smith for discussion / decision. CV were to give their final position within 2 weeks CPSU are still waiting.

### **5. Operation Manager Classification.**

As a response to 2 meetings between the states Operation Managers that the CPSU were asked to address. CPSU asked CV has there ever been a review of OM classification?

CV conceded that after translation they had held a review.

CV said that no OM was in the level 5 band but 2 OM's in the state were paid above level 4 when translated. CPSU are seeking the result of the review.

CPSU will support any individual case for members

### **6. Red / Blue Books.**

CV advised that DoJ have advertised for a trainer to oversee Cert 3 / 4 training. CPSU questioned the recognition of Interstate training in cert 3 / 4 re the status of National recognition. CV said whilst accepting interstate cert 3 / 4, interstate applicants were still required to do Victorian training due to procedural differences in Victorian Prisons.

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CV said they would welcome a proposal from CPSU. CPSU will further discuss with CV after result on this topic at the next POAA meeting. CPSU advise that for existing staff, the Red & Blue books are voluntary only and that there is no onus for existing staff to complete these.

#### **7. SESG**

Negotiations broke down between the SESG and CV on transportation and after a 7hour meeting on Monday SESG were given a number of options by CV to take to the members. The members did not support two of the options the group received from CV. One of which was the Long Arm review and the other the 4 to 6 week waiting period for CV to make up their mind on the Dedicated Escort Group within the SESG that funding had already been allocated for but spent on other areas in CV. K Batt to speak further with IR. SESG raised questions on the continuity of gratuity payments for SESG Intel staff, CPSU's R Edwards will follow up.

#### **8. Leave in Lieu, Recreation Leave and Sick Leave.**

CPSU had concerns on the restrictions that have been placed on the taking of leave that does not comply with, or have any basis in the EBA. This is occurring at MRC and some other locations. CV said D.Prideaux would follow up. CPSU has not heard back from either CV or the effected locations.

#### **9. Cell Extraction Data.**

CPSU have asked for standardised procedures to be employed prior to ERG / SESG attending cell extractions etc. CPSU have requested a return to Conflict Management Training for Officers and have, while acknowledging data already supplied, iterated their request for further data re Injuries related to cell extractions CV have said data would be forthcoming. CV said there is a currently reviewing procedure.

#### **10. ESOTAC Positions – Additional Staff numbers.**

As staff requirements for the ESO centre have increased again, CV have committed to advertising for 3 ongoing COG 2a positions for Ararat. The reasoning behind these positions being COG 2a and assigned to the prison staffing compliment is to allow for a rotation policy that protects the health of staff working in the ESO facility. The Commissioner J.Shuard indicated that they were not intending to change this policy at this stage.

#### **11. Electronic Performance Plans.**

CPSU has not agreed to or signed off on the Electronic Performance Plan, CPSU has said they would monitor the progress and make a decision on the Electronic Performance Plans after we compared the final out come with the previous model and evaluated its faults.

H.R. advised CPSU, that whilst certain Personal Qualities and Knowledge and Skills capabilities have been prepopulated by CV and can not be deleted in the first section there is a provision for additions and deletions to be recorded in a free text box against each of the capabilities on the secondary screens of the Knowledge and Skills and Personal Qualities sections.

Therefore it is possible for officers to make variations to both the Personal Qualities and the Knowledge and Skills on that secondary screen and to record additions / deletions in the comments box. PD advise to utilise this as some of the prepopulated capabilities, do not relate to Prison Officer rolls.

The process of reaching genuine agreement can be started by either the manager or the staff member, as has always been the case.

Compromise is still possible with the provision of additions and deletions in the free text area. Staff are advised to make sure the Performance Plan is an agreement before signing off.

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CPSU were also advise that if the Officer is unable to complete the electronic version, they could have the option of printing them off and completing them manually, but to not do the plan at all is to risk the increment.

CPSU also expressed concerns over how and where information was held on Prison Officers Performance plans. CV said information was held by the private company IDEX in Sydney, but in defence said that the information was encrypted and only accessible by the company administrator.

## **12. Casuals,**

CPSU said it was reported Casuals were being hired in breach of the EBA as they were to be hired with an offer of a fixed term, prior to offering the fixed term position to existing Casuals. CPSU said that CV was straying from the MOU on Casuals. D.Prideaux to speak to General Managers. CPSU has not heard back from either CV or the effected locations. Local Groups are asked to report if locations are hiring Casuals and are not staffing rosters with full time staff or if they believe locations are using Casuals to undermine full time positions in contravention of the EBA2006.

## **13. PD Annual 2 day training 30<sup>th</sup> Sept & 1<sup>st</sup> Oct.**

PD will be calling for the names of 2 delegates from each location, being the President and Secretary of each local group or their representative. CV will grant time release for each location and CPSU will supply overnight accommodation for staff that work in country locations out side the metropolitan area. As parking in the area is at a premium it is suggested that delegates consider public transport or car pooling, Speakers will include the Minister for Justice and Commissioner for Correction.

## **14. Overtime payment**

The query was raised that if a location required an Officer to attend work for training etc. on their day off, could the location then insist the Officer attend for T.I.L without being offered overtime? The following is an excerpt from the EBA2006.

### **35.4 Requirement to pay overtime**

**35.4.1** An Employee who works overtime must be paid at the appropriate overtime rate specified in **clauses 35.6** and **35.7** below. Exceptions are provided at **clause 35.5** below.

**35.4.2** An Employee may request that time be granted in lieu of payment. If the Employer agrees, time in lieu of payment will accrue at the rate specified in **clause 35.8 b**

Therefore if an Officer is required to attend his location on overtime, for what ever reason. And the Officer decides to accept the overtime, it must be paid at the correct rate unless the Officer agrees to accept TIL.

## **15. Up coming EBA**

Query was raised as to what members can do to have input into next EBA.

Meeting was informed the CPSU have circulated an open channel entitled;

**“OPEN CHANNEL - VPSA09 is coming - Have Your Say About Your Pay”**

Which asks for and explains how to have input,

Meeting Closed Next Meeting September 30 & October 1st 2008 at CPSU/Pd Annual Training

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