



Prisons' Division Meeting Wednesday the 11th of November 2009

Apologies to all who attempted to log on to the CPSU Prisons Division phone conference on **Wednesday the 11th November 2009.**

Due to circumstances beyond our control, the conference line was inaccessible.

1.

Loddon Roster:

CPSU has requested introduction of a standardised 9/80 roster.

Costings have been prepared by the GM and BSM. Costing data to be considered by CV.

A Lourey has written to R Wise seeking funding. Awaiting advice.

CV to consider data and advise.

2.

Industry managers:

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.

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.

A copy of the findings from discussions with the state industry GM and location GMs was provided to the CPSU.

N Harding to provide CPSU delegates with an copy of the paper.

INDUSTRY MANAGERS STAND BY RECALL ARRANGEMENTS

Summary of arrangements and requirements for stand-by and recall of Industry Managers.

Rick Smith

GM Prisons Industries

Advises that there is no requirement from a central perspective for the Industry Managers to be on stand-by for the purposes of contact with contractors over night or on weekends.

Stand-by arrangements are in place at LKK and Dhurringile for duties associated with the care of live-stock.

Andrew Lourey GM Loddon

Andrew advises that industries issues (Kitchen and Laundry) that arise over night or on weekends are dealt with either by rostered industry staff or by the on call Operations Manager or General Manager.

Issues that arise with industries plant and equipment may result in a direct call from the rostered Industry Officer or the Operation Manager to the plant maintenance contractor.

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuVIC.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuVIC.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



Andrew advises that the Industries Manager will be advised of developments or issues when next on rostered duty.

Patrick McCormick GM Ararat/LKK

Pat advises that Ararat Industry Manager might get customer enquiries but that these would not necessitate a return to work.

Industry issues arising over the week-end or evening would be dealt with by the rostered Industry Officer, Supervisor or the on call Operations Manager.

The Industry Supervisor at LKK may be on stand-by for stock related issues during calving season.

Emma Cassar GM DPFC

No requirement for overnight or week-end recall of Industry Manager.

Tarrengower – An Industry Officer is on-call for stock related issues.

Terry Jose GM Dhurringile/Beechworth

Issues that arise over the week-end or night are handled by the on duty Supervisor or Ops Manager or the on-call maintenance officer.

Industry staff share stand-by arrangements that entail being on stand-by one weekend in five.

The primary call-in would be for stock related issues during calving season.

Len Norman GM Marngoneet

Marngoneet does not have a COG Industry Manager. The Vocational Services Manager (VPS Grade 5) manages Education, Industry and Vocation services.

There is no requirement for overnight or weekend recall or standby.

There is also a 24 hour facilities maintenance hotline with the building contractor.

Russell Reed GM Barwon

Nothing from the Barwon Prison operational perspective requires the Industry Manager to be on overnight or week-end stand-by.

Any issues that arise over night or on weekends are dealt with either by rostered industry staff or by the on call Operations Manager or General Manager.

A Maintenance Officer is on stand-by for building or facility issues.

3.

ESOTAC:

CPSU has requested advice as to when positions in the ESOTAC (Corella Place) will be advertised.

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

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsu.vic.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsu.vic.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



following appointment to the senior roles. Officers will be advertised and filled in time for commencement of operation of the unit in March 2010.

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.

Remove matter from future agenda. CPSU will continue to monitor the situation.

4.

ESCORT MATRIX:

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.

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.

A meeting will be held at Barwon on Friday 30 October to discuss SESG issues.

For discussions at meeting scheduled with CPSU SESG reps on 30 October.

5.

Escort of ESO offenders:

CPSU has raised concerns with the legal instruments enabling to escort of ESO Offenders by the SESG.

R Wise advised that the SESG had been used on one occasion to escort an ESO offender and that the escort powers were identical to that of other CV officers. Peter Wallis in conjunction with the SOMB has developed a local operation procedure for managing ESO escorts.

A meeting will be held at Barwon on Friday 30 October to discuss SESG issues.

For discussions at meeting scheduled with CPSU SESG reps on 30 October.

6.

Support for Officers under suspension:

CPSU has requested development of a framework including timeframes and support mechanisms for employee's welfare whilst under suspension.

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.

CV to advise prison GMs to ensure fortnightly contact is maintained with staff on suspension.

DPS to raise with GMs.

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuVIC.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuVIC.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



7.

DI Prisoner Medication:

Agreement has been reached between the JHU, CV and the CPSU on the issuing of medication to prisoners.

DPS to issue DI as agreed between JHU. CV and CPSU.

CV to proceed to issue the agreed DI.

8.

Higher Duties:

CPSU has requested development of a standard set of protocols for the advertisement and filling of higher duty assignments.

CV prepared a draft and invited CPSU comment. CPSU has provided comment.

CV/IR to compare the initial draft and the CPSU draft response.

CV/IR to compare the drafts and advise.

9.

Police Checks:

CPSU has indicated concerns with the process commenced for the checking of officers for criminal charges and convictions.

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.

CPSU delegates were advised that this matter is the subject of further consideration by the Commissioner and Deputy Commissioner.

D/Comm and Comm to investigate further.

10.

Tasers:

Written advice provided to CPSU of CV position.

CPSU requests further discussion at the meeting scheduled with the CPSU SESG reps. A meeting will be held at Barwon on Friday 30 October to discuss SESG issues.

For discussions at meeting scheduled with CPSU SESG reps on 30 October.

11.

Classification Issues:

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 new reclass policy.

Individual reclassification matter to be addressed via the HR classification review process.

CPSU requests further discussion on the JNet HR policy to clarify the requirement to re-advertise positions following reclassification.

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuvic.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuvic.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



Further discussions with CPSU representatives to be convened.

12.

ARARAT Continued detention issues:

CPSU raised issue with control measures in place for offenders subject to continued detention orders.

D/Comm to provide further report back.

13.

Performance Development Plans COG 4s:

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.

DoJ HR and IR concur that different performance assessment principles apply for staff at remuneration levels consistent with VPS 5 and above.

CPSU requests further discussion on interpretation of the VPS Agreement.

Further discussions with CPSU representatives to be convened.

14.

Performance Progression Payments:

CPSU has raised a concern with Hrs practice of requiring 95% completion of performance assessments before processing the progression payments for a prison location.

CPSU has requested that PDP payments be made as a matter of priority.

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.

Further discussions with CPSU representatives to be convened.

15.

Clinical Services:

CPSU requested advice as to projects that are underway within clinical services.

CPSU was advised that an update on the project would be issued on 1 October 2009.

CPSU was provided with copies of the material circulated to staff and union representatives. A briefing is to be arranged to CPSU.

Briefing to be provided to Secretary CPSU.

16.

Time Lines for dealing with issues:

CPSU requested development of timelines and protocols to ensure the timely resolution of industrial issues.

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuVIC.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuVIC.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



CV indicated reluctance to fix indicative timeframes but agreed to record items in an 'action register' format.

CPSU was provided with copies of the material circulated to staff and union representatives. A briefing is to be arranged to CPSU.

N Harding to record minutes in action register format.

17.

Review of CV roles and positions:

Rod Wise advised of a proposal to commence a review of the CV Head Office structure.

Clause 9 notification provided to CPSU.

CPSU response to clause 9 awaited.

18.

Roster management Project:

DP provided the CPSU reps with a copy of the Project Outline

Copy of electronic version of Project outline provided to CPSU reps.

Further comment from CPSU awaited

Roster Management Project

Corrections Victoria

Roster Management Project Summary

Background

The VPS/DOJ Human Resources payroll processes have not been specifically developed to provide roster management functionality to the level that is required in prisons. The lack of a centralised policy on many of these matters often results in interpretation of broader policy by individual prisons, which in turn creates inconsistencies from location to location.

To address this issue, Corrections Victoria recently mobilised a project aimed at improving roster management within public prisons.

The deliverables of this project will include:

Roster Tools/Systems:

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuVIC.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuVIC.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153



- Assessing roster systems used across the state and producing a snap shot of existing tools
- Assessing what the needs are in terms of roster systems
- Assessing the tools used in other jurisdictions
- Providing recommendations in relation to the tools available to meet the needs identified, which could include systems that enable prisons to obtain the best results out of its scarce resources

Roster Management Policy:

- Assessing the status of roster management, policies and procedures used around the state and providing a report on this, highlighting any inconsistencies
- Assessing what the needs are in terms of consistent centralised roster management policy
- Providing recommendations based on areas identified to allow relevant policies to be formed. This could include issues such as the allocation of overtime and casual shifts in a transparent, unified way across the system

Resource Management

Methodology

A Project Manager has been appointed to coordinate these activities. The Project Manager will be collating information from all prisons around the state in order to prepare summaries of the status, issues and recommendations. All of the above will be done in accordance with all existing legislative and industrial requirements.

CPSU Involvement and Consultation

Following collation of the status report across public prisons, draft policies will be developed to address the issues identified. The CPSU will be invited to input into these policies, with the ultimate goal of improving roster management and consistency across the state.

Should you require any further information in relation to this procedure, please contact the Project Manager.

Regards,

David Prideaux

A/Director, Statewide Services

Mark Nestor
President
53 520 565

Mark.Nestor@justice.gov.vic.au

www.cpsuvic.org

John Milne
Executive
92 177 777

John.Milne@justice.gov.au

enquiry@cpsuvic.org

Gary Greaves
Secretary
52 208 222
0434 284 905

Gary.Greaves@justice.gov.vic.au
garymeg@tpg.com.au

Ph; 1800 810 153