



## JCC Meeting

9 February 2017 – 10:30am

CSO, Level 5 Meeting Room

Present: Jo-Anne Miley, Rita Giurastante, Pat Imbert, Tom Gilmartin  
Dean Allen, Jacinta Garrett (minutes)

Absent:

Apologies: Leigh Plater, Teri Southwell

### 1. Minutes of previous meeting accepted is pending

Minutes of 15 September 2016, were accepted by Jo and Dean, however, this is subject to Leigh's agreement. Rita was unable to comment as this was her first meeting as a workplace delegate.

**Action item:** Leigh to review the minutes of 15 September and provide comment.

### 2. Business arising from previous meeting

#### 2.1 Capability Framework - Legal Officer roles

Pat reported that Sarah Davies from L&D was having difficulty getting delegates together to look at the training module.

**Action item:** Delegates to speak with their members about the training for Sarah to roll out. Sarah to follow up with Delegates.

#### 2.2 WHS Committee

Pat advised that the submission regarding the consultative arrangement procedure is with the Crown Solicitor for sign off.

### 3. Agenda Item

#### 3.1 Senior Executive Implementation – to be kept as an Agenda item.

Pat advised that the senior executive structure has been finalised with all senior executive roles being occupied. The implementation date was 31 January 2017 which has been met.

### 3.2 **Billable requirements** – to be kept as an Agenda item.

Agenda item to be moved to the next meeting.

### 3.3 **Legal Support Review**

Tom advised that a communication and change management plan is being drafted and will be sent out next week. The Committee agreed in order to avoid any further delays the following tasks are planned:

<b>Approx. Date</b>	<b>Task</b>
21-22 Feb 2017	Communication and change management plan to be sent to CSO via email. Subject to the Executive Committee's advice, a notation within the communication is to be inserted along the lines of "This Plan will involve consultation with the Union."
2 weeks consultation	Workplace delegates to consult with members regarding the plan. If the plan has a major impact, more time may be needed for members to provide feedback.
9-10 Mar 2017	The Committee will meet to discuss feedback on the change management plan.

**Action Items:** Tom to discuss with the Executive Committee inclusion of wording within the communication.

Workplace delegates to provide members' feedback on the change management plan and liaise with the Committee to confirm the next JCC meeting date.

### 3.4 **Code of Conduct**

Agenda item to be moved to the next meeting.

### 3.5 **People Matter Survey**

Jo enquired if there is a plan to address the matters arising from the People Matter Employee Survey. This is a good opportunity to leverage off results and show employees where change has occurred in comparing high/low scores from 2014 vs 2016. People expect something to happen given they have completed the Survey and there should be a link on our website for staff to access.

Pat advised that a meeting did take place with the Executive Committee, where key issues were highlighted and compared to the previous 2014 Survey. A draft

communication is awaiting the Executive Committee's review, and an action plan would be devised and communicated to staff.

### 3.6 Implementation of 'My Performance'

Rita provided feedback from members who attended in house training on the 'My Performance' system:

- Members commented that they did not know what the system was about.
- There was no adequate notice to staff about the system.
- Examples during training were not relevant 'getting solicitors to advise within 21 days' may be outside of their control.
- An email was sent 30 minutes prior to attending training to advise that 'it was compulsory'.
- People did not understand that the system was replacing PP&D.
- There was a mix of roles in the room and examples would not be relevant for everyone.
- The training room was full there were people standing.
- Communication about the system should be made clearer, the context was missing.

If training is compulsory then the communication may be better received if it were sent from the Crown Solicitor, rather than from someone in the team.

The timing of the communication before Christmas was not great, and then having to return to attend training, and not remembering what it was about would not have helped.

Pat and Tom appreciated the feedback and would review the training course.

**Action items:** Pat to ask Sarah to obtain feedback from the training sessions.

## 4. Other Business

Jo Miley announced her resignation from the Committee.

Next meeting: Next meeting to be confirmed.