



JCC Meeting (special meeting re LSR)

22 March 2017 – 3:00pm

CSO, Level 5 Meeting Room

Present: Rita Giurastante, Teri Southwell, Pat Imbert, Tom Gilmartin
Dean Allen, Jacinta Garrett (minutes)

Absent:

Apologies: Leigh Plater

1. Objective

- 1.1 It was established that the objective of the meeting was to provide clarity on the issues raised by members.

Tom presented an overview of the Legal Support Briefing similar to the one that he gave to staff. He further explained that a thorough review of the legal support roles would take place and would involve workshops with employees and key staff.

Action item: Pat to post the presentation on CSO intranet

[Rita left the meeting 3:45pm]

2. Issues raised

- 2.1 Teri raised that solicitors and secretaries are unclear as to how the changes will affect their roles. Solicitors particularly wanted to know whether it would reduce the administrative burden on them

Pat explained we needed to understand more about the administrative work they believe should be given to support staff. The proposed workshops to be conducted will assist us to determine this.

- 2.2 Teri provided comments by members: "Level 5 are getting upgrades again." "HR always get upgrades."

Pat advised that she is happy for any questions to be directed to her or Tom to provide clarity.

- 2.3 Teri requested on behalf of Leigh if she could see the role descriptions before advertising.

2.4 Teri commented that it would be good for JCC to sit in on legal support role workshops to know what is being talked about.

Pat and Tom agreed with Teri for JCC to be present at workshops.

[Tom left the meeting 4:03pm]

2.5 Dean advised that 2 weeks notice to review the role descriptions would be sufficient.

Action item: Pat to forward role descriptions and job evaluations to the Committee.

Meeting ended 4:13pm.