

All PSA members in South West Sydney District directed to ban the use of the new home visit template and prompt sheet!

All PSA members working in the South West Sydney District are directed to ban the use of the **NEW** home visit template and prompt sheet until further notice.

Members are to return to using the previous version.

This ban has been brought on by members' extreme frustration at the Department of Communities and Justice (DCJ), South West Sydney District's arbitrary introduction of the new template and prompt sheet without fully recognising and acknowledging the additional workload this is placing on its staff or consulting with members prior to its introduction.

There have been multiple changes to the template and prompt sheet over a fairly short period of time and each time there has been an **increase in workload and prompts**. Going from 64 prompts in the green template to 118 in the new.

The PSA is engaged in ongoing negotiations with the Department at a state level to reduce the administrative burden on casework staff. The introduction of such an onerous template goes against all that we are trying to achieve. Based on feedback from members and delegates across all districts, there is an obvious need for one standard Home Visit template that records the essential information, is easy to use and is compatible with the new ChildStory Mobile App.

As a result, the following direction is given by the General Secretary to all members in the South West Sydney District and who are required to use the new Home Visit Template and Prompt Sheet:

The PSA bans the use of the new Home Visit Template and Prompt Sheet due to members' continuing concerns with the administrative burden and increased workload.

The PSA directs all members to maintain this ban until such time as we advise that it has been lifted.

The PSA will raise concerns and open discussion with DCJ management about the lack of consultation, transparency and increased workload resulting from the new template and prompt sheet and have requested that they withdraw it until the discussions have been had.

Support your colleagues who are following bans

Remember that the PSA bans relate to the **NEW** home visit template and prompt sheet.

The PSA supports the use of the previous home visit template and prompt sheet and this should be used.



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If you are requested to use the new template or prompt, advise your manager the work is currently the subject of an industrial ban and you are unable to complete it.

Members are protected when following bans

Members are advised that:

1. This industrial action has been approved by the General Secretary of the Public Service Association of NSW
2. Any direction to perform work covered by these bans can be refused without personal risk.

Should members receive any type of threat for refusing to break the bans they should contact their local delegate or the PSA immediately.

If issues are raised with you about your compliance with the ban, provide your manager with a copy of this bulletin and politely explain that you have been directed by your union not to undertake this work.

Sign up your colleagues

You can support the work of the PSA and your local delegates by asking your colleagues to [JOIN](#) their union.

