

# PSA DELEGATES & MEMBERS

## ODPP STATEWIDE MONTHLY MEETING

### AGENDA

Date: **Wednesday 9 August 2023**  
 Time: 4:30pm–5:10pm  
 Venue: Via Teams  
 Attendees: PSA members, delegates, PSA staff

No	Item	People	Reference
	<b>CONVENORS: Vanessa Chan &amp; Amanda-Lee James</b> <b>MINUTES: Kim Villanti</b>		
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Acknowledgment of Country</li> <li>Confirmation of minutes of previous meeting</li> <li>Apologies</li> </ul> <p><b>New industrial staff</b></p> <ul style="list-style-type: none"> <li>Following a restructure at PSA House, the ODPP will now be represented by staff on the Communities team</li> <li>Incoming staff include Senior industrial Officer Dorothy Molyneux (<a href="mailto:dmolyneux@psa.asn.au">dmolyneux@psa.asn.au</a>) and Organiser Kim Villanti (<a href="mailto:kvillanti@psa.asn.au">kvillanti@psa.asn.au</a>), replacing Dean and Lachlan respectively</li> </ul>	<p>Convenors</p> <p>Kim Villanti (PSA staff)</p> <p>Dorothy Molyneux (PSA staff)</p>	<p><a href="#">Previous statewide meeting minutes</a></p> <p><a href="#">Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</a></p> <p><a href="#">(Draft) ODPP Delegates Handbook</a></p>
	<b>New priority items</b>		
2	<p><b>JCC report back</b></p> <ul style="list-style-type: none"> <li>Last JCC with senior management held on 26 July           <ul style="list-style-type: none"> <li>See summary and agenda; items included:               <ul style="list-style-type: none"> <li>9.1 – Workload Management Tool (WMT) (standing item)</li> <li>9.2 – Overtime Requests</li> <li>9.3 – Optimum Practice Size</li> <li>9.4 – PSA delegate representation and support in grievance matter</li> <li>9.5 – WAS Workload Limits</li> <li>9.6 – Current Flex Forfeiture</li> <li>9.7 – Solicitor Advocate Briefing</li> <li>9.8 – Flexible Working Policy</li> </ul> </li> <li>Mgmt indicated they would draft a TOR for consideration at next JCC               <ul style="list-style-type: none"> <li>Current JCC is held under <i>1997 Consultative Arrangements Policy</i>, negotiated with the PSA</li> </ul> </li> </ul> </li> </ul>	Delegates	<p>JCC meeting (26 Jul 2023) - <a href="#">summary</a></p> <p>JCC meeting (26 Jul 2023) - <a href="#">agenda</a></p> <p><a href="#">1997 Consultative Arrangements Policy</a></p>
3	<p><b>Structural arrangements - ODPP DC</b></p> <ul style="list-style-type: none"> <li>ODPP members are currently represented by a Departmental Committee (DC), last elected in 2022</li> <li>This DC only received a few nominations (all from HO), of which only two are active; therefore, DC is technically only two delegates</li> </ul>	Amanda-Lee James (Sydney)	<p><a href="#">Sample DC charter</a></p> <p><a href="#">Sample DC checklist</a></p>

	<ul style="list-style-type: none"> <li>We currently have a number of other 'site delegates', who do not formally sit on the DC</li> <li>DC vacancies could be filled by current DC, or DC could be reconstituted and fresh elections held</li> <li>Statewide membership lists can only be requested by the Chair or Secretary of a DC; office-bearers like these are elected after each election and at subsequent DC AGMs, but have not been elected by the current ODPP DC <ul style="list-style-type: none"> <li>See links to sample charter and checklist (Court Services)</li> </ul> </li> </ul>		
	<b>Standing items</b>		
4	<b>Next JCC</b> <ul style="list-style-type: none"> <li>Next JCC due late Oct; future items could include: <ul style="list-style-type: none"> <li>Penrith relocation - WHS issues</li> <li>Vicarious Trauma policy (update)</li> <li>Overtime policy (update)</li> </ul> </li> </ul>	Delegates  Dorothy Molyneux (PSA staff)	
5	<b>Site reports</b> <ul style="list-style-type: none"> <li>Delegates to report issues relevant to particular sites</li> <li>WAS Town Hall report back <ul style="list-style-type: none"> <li>Held with a dozen WASOs on 3 Aug 2023</li> </ul> </li> </ul>	Delegates  Helene Barker (Sydney)	Recent PSA bulletins - <a href="#">PSA ODPP page</a>
6	<b>IRC dispute</b> <ul style="list-style-type: none"> <li>Final hearing due 16 Aug</li> <li>Members strongly encouraged to attend if practical (it'd be great to get a photo)</li> </ul>	Delegates	
7	<b>Industrial staff report</b> <ul style="list-style-type: none"> <li>PSA staff to report on organising issues, industrial developments, and news from the Secretariat</li> </ul>	Kim Villanti (PSA staff)  Dorothy Molyneux (PSA staff)	<a href="#">Draft overtime request/correspondence templates</a>
8	<b>General business</b> <ul style="list-style-type: none"> <li>Members are encouraged to offer reports of industrial issues or organising opportunities</li> </ul>	Members	
<b>Next meeting: Wednesday 13 September, 4:30pm-5:10pm Via Teams</b>			

## ODPP Statewide Members Meeting

12 July 2023

Minutes

1. Welcome
  - a. VC: AoC and welcomed members
  - b. LG: some technical difficulties; some members received incorrect link; were moved into main meeting; to fix for next time
2. Overtime policy
  - a. VC: developing practical support to access OT
    - i. Work needs to be non-delegable, necessary, requested in advance and out of bandwidth; some barriers

- ii. Workload Toolkit will include template
  - b. AG: sometimes OT denied based on WHS concerns; internally inconsistent given workload can create WHS issues
    - i. VC: inconsistent approach is observed when individual applications are made in isolated
  - c. ALJ: ideally staff shouldn't be having to work outside bandwidth; if staff are working on weekends, are the penalty rates being observed; language needs to be around arrangements need to be made to
  - d. **LG: ACTION: members to review template and OT policy before workload toolkit launch in Sep**
3. JCC items
- a. VC: senior meeting with management; items due 19 July for 26 July
    - i. OT policy draft received; to ask for update on timeline and provide union feedback
  - b. WMT & 'optimum practice size'
    - i. ALJ: optimum practice size yet to be confirmed for WMT updates
    - ii. ALJ: ACTION: members to check and advise of their optimum practice size according to the WMT
    - iii. VC: union's dispute position has been that current practice size (around 30) is impractical and much too high; our estimations show 15-20 is more realistic
    - iv. EB: had 35 matters at one point, despite being PT
    - v. TK: also experienced recent reduction from practice; involved some matters being actively reallocated
  - c. WAS matters backlog
    - i. RH: worked in Vic WAS; cautionary tale of workload caps, given they don't have flex system there; some WAS staff have up to 60 matters; no caps currently
  - d. SA HDA?
    - i. VC: SA's often act up for Crowns
    - ii. A couple of SA's present; gave reports
  - e. NL: how many flex hours have been forfeited since the last spreadsheet was provided?
    - i. **ACTION: LG to forward to Dean/Andrea for JCC on 26 July**
4. Site reports
- a. VC: note info in agenda
5. IRC dispute
- a. VC: final hearing listed 16 August
  - b. AJL: please come along
6. Industrial staff report
- a. LG: workload toolkit campaign circulated to delegates; to launch toolkit in Sep meeting
  - b. VC: volunteers asked for in meeting; many hands raised; LG noted names
    - i. **ACTION: LG/dels to follow up in leadup to Sep meeting**
  - c. VC: templates include
    - i. OT/TOIL, LSO variation, related corro
  - d. ACTION: members also encouraged to submit ideas for branding ('Clocked Off' presently) or volunteer to assist with copy/quotes for Red Tape article
7. Genny business

- a. VC: thanked members and volunteers for their solidarity and support
- b. Closed 5.10pm

DRAFT