

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
CONVENORS: Vanessa Chan & Amanda-Lee James MINUTES: Kim Villanti			
1	<p>Welcome</p> <ul style="list-style-type: none"> Acknowledgment of Country Confirmation of minutes of previous meeting Apologies <p>New industrial staff</p> <ul style="list-style-type: none"> Following a restructure at PSA House, the ODPP will now be represented by staff on the Communities team Incoming staff include Senior industrial Officer Dorothy Molyneux (dmolyneux@psa.asn.au) and Organiser Kim Villanti (kvillanti@psa.asn.au), replacing Dean and Lachlan respectively 	<p>Convenors</p> <p>Kim Villanti (PSA staff)</p> <p>Dorothy Molyneux (PSA staff)</p>	<p>Previous statewide meeting minutes</p> <p>Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</p> <p>(Draft) ODPP Delegates Handbook</p>
New priority items			
2	<p>JCC report back</p> <ul style="list-style-type: none"> Last JCC with senior management held on 26 July <ul style="list-style-type: none"> See summary and agenda; items included: <ul style="list-style-type: none"> 9.1 – Workload Management Tool (WMT) (standing item) 9.2 – Overtime Requests 9.3 – Optimum Practice Size 9.4 – PSA delegate representation and support in grievance matter 9.5 – WAS Workload Limits 9.6 – Current Flex Forfeiture 9.7 – Solicitor Advocate Briefing 9.8 – Flexible Working Policy Mgmt indicated they would draft a TOR for consideration at next JCC <ul style="list-style-type: none"> Current JCC is held under <i>1997 Consultative Arrangements Policy</i>, negotiated with the PSA 	Delegates	<p>JCC meeting (26 Jul 2023) - summary</p> <p>JCC meeting (26 Jul 2023) - agenda</p> <p>1997 Consultative Arrangements Policy</p>
3	<p>Structural arrangements - ODPP DC</p> <ul style="list-style-type: none"> ODPP members are currently represented by a Departmental Committee (DC), last elected in 2022 This DC only received a few nominations (all from HO), of which only two are active; therefore, DC is technically only two delegates 	Amanda-Lee James (Sydney)	<p>Sample DC charter</p> <p>Sample DC checklist</p>

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

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