

Stop Work — Minimum Staffing Planning

This is a tool to use as a guide for discussions with your local leadership team, any issues please contact your local organiser. If managers are being not helpful your union office will want to support you with these discussions.

Child Safety Guidance

Thinking of the planning, we should use examples of what happens in your office for Christmas and close down periods.

Staffing guide

- 1 CSO per OI Team
- 2 CSO for IA or 1 CSO and 1 CSSO for IA
- For a IA Hub, 6 CSO's or 3 CSO's and 3 CSSOs
- Admin — Non members and managers can answer phones and close office/man reception.
- STL — 2 per office or the manager can take this work on.

Office wide

- Prioritise any emergent placement issues prior to the stop work — first thing in the morning or noting on Thursday afternoon for urgent action on Friday.
- Having follow up emails or PSU referral emails ready to send for 9am or earlier, to go above and beyond to source a placement.
- Non-members are the first point of call for work coverage
- Ensure any afterhours case notes are on the system
- Prioritising any court ordered contact
- Completing of Affidavits is a ban already in place.
- Could spend the day writing up as end of month is nearing.

IA

- Plan any priority 24 work to be complete before 12pm at the latest, note non members will take on this work post that time.
- Ensure before leaving for a 24 any risk assessment and ROI is opened and notes in the system (if started a new IA that day)

Admin / BST

- Anyone who is a non member can answer phones and the front desk.
- Divert phones to regional office

RIS

- If RIS staff are planning to stop work at 2:30pm, we suggest members prioritise completion of screen-ins for all new notifications as soon as they are received, if practicable.
- Focus RIS work on new notifications and immediate screen-ins, not CCRs.

Youth Justice Guidance

- Prioritise urgent transports for young people released from custody centres or watch house.
- Prioritise matters involving reporting young people.
- Where the whole CW team are members, non-member Team Leaders and programs staff should complete any urgent work that needs to be done.
- Prioritise young people who have been arrested and need to attend court, noting this can happen on Friday afternoons.
- Prioritise young people in crisis or where there is a suicide-risk issue.

Staffing guide — each office needs two or three people to maintain minimum coverage.