

PACCOA Annual General Meeting

17 November 2020, 7:00pm (Aust Eastern Summer Time)

Agenda

Meeting Opening 7:06 pm AEST

Attendance: Kerry Thomas (NSW), Sharon Wilson (NT), Liz Moore (Tas), Melissa Forsyth (ACT), Karen Bailey (Qld), Yolanda Sanders (NSW), Daniel Bestmann (WA), Di Podetti (Qld)
Guests: Amanda Swards (Tas), Claire Takacs (NSW), Rachel Roe (NSW – PPOANSW President),

Apologies: Michelle Micallef (NSW), Zie (Tas) Lucy O'Brien (ACT),

Welcome Address – President

Welcomed execs

Acknowledged current and previous execs Peter Thompson(WA), Jessica Ryan (ACT), Carol Sailiai (TAS),

Acknowledged the current secretary

Minutes of Last AGM Business arising – nothing

Moved by Sharon Wilson Second Liz Moore

Presentation of Reports:

- President –

Good Evening Executives and Members of PPOANSW/PACCOA

Here we are! At the end of a year that began with significant enthusiasm for a new year, heading towards Conference 2020, only to be met with trepidation and uncertainty due to the world wide COVID-19 pandemic. PACCOA business was also affected, as were the plans and ideas for most businesses, schools and institutions around the world. We acknowledge many who became ill and the significant loss of human life, which may have touched those dear to us to some degree.

One thing was certain around COVID.... change. Aligning with this, is the revelation that things needed to change - business all over the world needed to continue on in some format to cope with the economic responsibility of business as usual, Community Corrections having a front line response to ongoing effective offender management, which would see the birth of a 'new normal' - an inevitable change which has seen innovation, efficiency and reliance upon technological advance to cope with social change and workplace construct.

PACCOA 2020 has:

- seen the birth of a new Logo, signifying the visual construct of our organisation values - **Linking:Leading:Learning** -;

- the rebirth of the PACCOA website to include features that allows more scope to add information for members around the products, projects and future prospects of our organisation;
- ICPA membership- an additional value adding link for members, expanding the scope of information and learning opportunities, and access to world wide industry related activities and the ICPA Learning Academy, where PACCOA members can participate in recognised academic virtual learning opportunities.
- Affiliations/partnerships with overseas Associations, like APPA and Papua New Guinea, adding another network link for members to explore and participate in industry related forums in other countries. This ongoing project continues to expand, exploring opportunities in other world organisations to create a global presence, share insight and information.
- Membership increases over 12 months continue to be experienced. Each State/Territory experiencing growth in member numbers, particularly in NSW, but most interestingly in Qld, Tasmania and SA. All jurisdictions have the ongoing vision and responsibility to encourage member growth and invite the opportunity to share information, ideas and

connection. Each Delegate is embracing the opportunity to create a space within their jurisdiction for members to become involved, Qld, NSW and Tas taking the lead in developing their member teams and building opportunities for learning and development within their own state.

- PACCOA Treasury has taken steps to be more consistent and accountable. The treasurer has taken this onerous task and developed a budget which provides a picture for the Executive team and acts as a formula to guide project develop, holding all to account for where the member dollars are spent, keeping in mind that each project has a focus on 'value adding' to members around learning and development;
- PACCOA live On-Line - we have lift off!! This on line learning space is our COVID baby, and is still in the early stages of development and expansion. Since the launch in October 2020, we now have scope to continue to offer this style of learning on a monthly basis, to compliment the learning and development already being undertaken by local jurisdictions. There is scope to become more creative and innovative in this new space; it is encouraging that this project has been an opportunity to cut travel costs in learning and professional development.
- PACCOA Conference SA - postponed due to COVID travel restriction, we anticipate this to happen in October 2021. Project development continues with a view of face to face, however, consideration for an alternative style will be undertaken in case restrictions occur.

As President, I am proud to head up the 14 State volunteers each month, on this journey. I would like to thank my partner in PACCOA, Kerry Thomas, who is Secretary, for her diligence and support throughout the year.

While there have been significant uncertainties of late, I am confident that our team remains committed to the PACCOA values and standards set from previous executive cohorts. We continue to focus on providing value to members and look forward to 2021 continuing to bring new products to the fore - eg a new style Conference, On- Line learning, the PACCOA Mentoring Program, the Education sponsorship program and much more. We are an excited team and will be tasked with ensuring we value add in every step undertaken to deliver each

project. We will continue to remain transparent in our endeavours and encourage members' involvement every step of the way.

Thank you for your continued support and enthusiasm and trust that I have done everything possible to live up to the expectations of members and the Executive team all over Australia. Should I remain as President, I will remain focussed on being innovative, staying fresh and encourage change in our professional development endeavours.



Yolanda Sanders
President 2018- 2020
Date: 17/11/2020

- Treasurer – attached Moved by Karen Bailey Seconded by Sharon Wilson

Membership Coordinator

The hyper-vigilant among you will notice that a couple of paragraphs of this report are taken directly from last year's annual Membership Report – some of the message hasn't changed, so it might sound a bit familiar! It seems impossible that a year has passed since our last AGM . . .

This has been another year of sound membership growth across the jurisdictions, reflecting the fact that Delegate and Sub Delegate positions have been filled in most jurisdictions for most of the year. It is with sadness that we farewell Carol Sailiai (Tas), Jess Ryan (ACT) and Peter Thomson (WA) from the National Executive and thank you all for the service you have given to PACCOA over your terms as Delegates and Sub Delegates in your respective jurisdictions. We warmly welcome Simone Carolin (NT), Lucy O'Brien (ACT), Zie Devereux-Martyn (Tas) and Melissa Forsyth (ACT) into the National Executive fold, and I think it's been many years since we've experienced this level of turnover, so we anticipate lots of new energy and exciting ideas bouncing around the Executive table (or conference call, or now video call!)

We have two long-standing National Executive vacancies in Victoria, and a recent resignation has left one vacancy in Western Australia. We would love to see those positions filled as quickly as possible to help share the workload and to encourage new members to join us from the broadest possible pool.

Membership figures for the year to the end of October 2020 by State and Territory are as follows:

NSW – 410 – increase of 12 (29% of CC staff are members)
Tas 86 – increase of 20 (57% of CC staff are members)
Qld 34 – increase of 3 (4% of CC staff are members)
SA 56 – same as last year (15% of CC staff are members)
NT 13 – same as last year (7% of CC staff are members)
WA 19 – decrease of 4 – (5% of CC staff are members)
Vic 16 – decrease of 11 – (2% of CC staff are members)

ACT 6 – a decrease of 1 (29% of CC staff are members).

So overall, we have gained 19 members, or a modest 2.5% increase in membership, over the year, for a total of 642 members. The PPOA in NSW represents almost two thirds of our total membership (64%), for which the smaller jurisdictions remain grateful, and PACCOA members represent about 15% of the total Community Corrections workforce across Australia.

I suspect that in the early stages of COVID-19, most staff were in 'reactive' mode and that extolling the virtues of, or indeed joining, the professional association was probably not top of the list of priorities for many. As a number of us worked from home for an extended period of time, informal opportunities to sign up new members were reduced. Nevertheless, our membership trajectory continues to grow solidly, with our total membership at the time of the AGM at the following levels for the last five years:

381 in 2016

473 in 2017 (increase of 92)

523 in 2018 (increase of 50)

623 in 2019 (increase of 100)

642 in 2020 (increase of 19).

Hopefully, our recent foray into the world of online learning, so ably championed by our President, Yolanda Sanders (NSW), will provide new opportunities to sign up members who may not otherwise have considered the option of becoming part of the professional association. I would encourage all Delegates, Sub Delegates and members to share news about these online opportunities widely, in order that as many people as possible can have access to the training and development we are able to provide remotely now, as well as in-person.

Increasing our member base has many advantages for us as an organisation. Of course we want to share the benefits of membership and build a collegial, like-minded community of 'practice wisdom' around the country, and every additional member contributes to this. We are also likely to be able to have more impact at an organisational level if we are truly representative of the workforce of this sector across the country, and I would love to see us aiming to achieve at least 50% PACCOA membership of staff across our eight jurisdictions. Financially, each member contributes about \$100 per year to PACCOA's national funds as well as about \$30 to state sub-funds (or to the PPOA in the case of NSW). This is a significant contribution to our coffers each year, and enables us to provide the services we do, including financial support for training and development, notably our own National Conference.

The vast majority of members are now paying through direct debit, and this also makes it easier to track our membership numbers and match individuals to regular payments, and it prevents us losing members who simply don't renew their annual subscriptions.

During the year we have formalised our relationships with the International Corrections and Prisons Association (ICPA), the European Confederation of Probation (CEP) and the American

Probation and Parole Association (APPA), in addition to our long-standing association with the Probation and Parole Association of NSW (PPOA). We are currently in the final stages of formalising a partnership agreement with the Papua New Guinea Probation and Parole Service (PNGPPS) and we have also established links with Canada, including the Probation Officers' Association of Ontario. New Zealand is the next jurisdiction on our list and we hope to establish a formal connection with our colleagues there shortly. We have also appointed a PACCOA representative (Nadine Robinson from Queensland) to the Corrections Industry Reference Group (Australian Industry Training Standards), as well as a deputy representative (Amanda Swards from Tasmania).

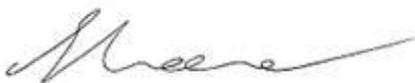
The National Executive decided to upgrade our membership of ICPA to 'Sapphire' level, which enabled us to distribute 51 individual ICPA memberships around the country, allowing for access to online seminars and training opportunities by the holders of these memberships. These sessions can be shared with others in the same office, and have been used by members to access a range of online seminars to date.

Other work that has been undertaken during the year includes continued efforts to ensure membership registers in each jurisdiction are correct and up-to-date and updating our details with our bank (Westpac), the Australian Tax Office and the Office of Consumer Affairs in NSW, where PACCOA is incorporated. Various (as yet unsuccessful) approaches have been made to enlist representation from Victorian members on the National Executive Committee. Ongoing work for the National Executive Committee includes writing a Statement of Duties for each of the PACCOA office bearer positions; a review of our Constitution; and reviewing our Code of Ethics.

Delegates and Sub Delegates are warmly encouraged to think about how best to use the State and Territory Sub Funds to support members and to boost membership. This could look different across the country, from running regional training days or online activity to subsidising members to attend relevant local or national conferences or training opportunities (in addition to the PACCOA national conference itself, of course).

PACCOA plans to hold our next stand-alone conference in Adelaide in 2021, and access to Departmental funds to support staff to attend is an attractive incentive to join up. I would like to see jurisdictions requiring those who attend (and certainly those who are financially supported by PACCOA) to be members of PACCOA. It's also a good opportunity for Sub Funds to support existing members and give them real value for their membership contributions.

Here's to another exciting year of PACCOA activity! 😊



Liz Moore ACM
Delegate – Tasmania

Membership Coordinator
November 2020

moved by Liz Moore seconded Yolanda Sanders

Public Officer declared all Positions vacant:

Note proxies Nil

Election of Delegates and Sub Delegates

NSW Delegate Yolanda Sanders Sub delegate Kerry Thomas
SA Delegate Tony Shillabeer Sub Delegate Alicia Murphy
TAS Delegate Liz Moore Sub Delgate Zie
WA Delegate Daniel Bestmann Sub delegate Vacant
NT Delegate Sharon Wilson sub delegate Simone Carolin
QLD Delegate Karen sub delegate Dian
VIC Delegate Vacant sub delegate Vacant
ACT Delegate Lucy O'brien Sub delegate Melissa Forsyth

Election of office Bearers

President – Yolanda Sanders - nominated by Karen Bailey - voted unanimous
Vice president – Tony Shillabeer - nominated by Karen Bailey - voted unanimous
Secretary – Kerry Thomas - nominated by Yolanda Sanders – voted unanimous
Treasurer – Karen Bailey – nominated by Kerry – voted unanimous
Membership co-ordinator – Liz Moore – nominated Daniel Bestmann – voted unanimous
Social Media Co-Ordinator Lucy O'Brien - nominated by Melissa Forsyth
Webmaster – Daniel Bestmann - nominated by Liz Moore - voted unanimous

Nomination of Public Officer – Kerry Thomas - nominated by Yolanda Sanders - voted Unanimous

Other Business: Nil

Meeting closed: 7:53 AEST