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Probation and Community Correction Officer's Association

Executive Committee Meeting

Via Microsoft Teams

Minutes – 12 August 2022

Meeting Open: 2:03pm AEDT

ATTENDEES: Daniel Lang (Chair), Karen Bailey, Damian Kavanagh, Kristy Herbert, Alicia Murphy, and Zie Devereux-Martyn (Minutes)

APOLOGIES: Tony Shillabeer, Adam Grice, and Sharon Wilson

WELCOME TO COUNTRY: Daniel Lang

PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting.

PROPOSED:

Damien Kavanagh

SECONDED:

Karen Bailey

ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Daniel Lang reported the website is prepared and ready to be uploaded in due course.	Open
2.	Digital membership management on website raised by Karen Bailey for consideration.	Daniel Lang reported testing around digital membership continues.	Open
3.	Date/Location of next PACCOA Conference.	NSW 19 th /20 th October 2023 – Manly/Bondi/Sydney location	Open
4.	Kerry Thomas Scholarship	PACCOA/PPOA Initiative. ---- Second round opportunity to be released – endorsed by Delegates. ---- Nominees endorsed for the first round – including food/airfare/conference budget as requested by one nominee:	





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		<ul style="list-style-type: none">- Rachel Wiles, A/Team Leader, Bankstown Community Corrections, NSW - Rosie Ivanova, Planning and Reintegration Officer, Tasmania Prison Service (TPS), TAS - Eloise Scruby, A/District Manager, Redcliffe Community Corrections, QLD	
5.	ICPA Membership	Karen Bailey requested Delegates to logon to ICPA to ensure nil issues with access under new membership year period – please let Karen Bailey know if any difficulties are encountered.	Closed

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
N/a			

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1	ICPA – Membership Letter Copy provided to delegates via email from Karen Bailey on 1 August 2022.	Peter Severin	Karen Bailey

PRESIDENT'S MESSAGE:

Daniel Lang

Daniel Lang reported he is thankful for the efforts that everyone contributes on a voluntary basis.

Daniel Lang met with a Drug Court Judge yesterday and he recognised the work of PACCOA.





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TREASURER'S UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

July 2022

OPENING BALANCE: \$201153.85

INCOMING:

Member Fees	\$ 2440.00
Interest	\$ 0.00
PPOA Q3 & Q4 membership fees	\$ 18994.00

EXPENSES/OUTGOINGS:

Mental health conf- WA sub fund	\$ 2115.00
Phoenix King training- Qld sub fund	\$ 2000.00
ICPA yearly fee + foreign fee	\$ 2330.72

Closing Balance for July 2022 \$216142.13

State/territory funds \$ 42798.25

Available funds \$173343.88

Budget 2022-2023 (to be endorsed by Executive)

2022-23 Financial Year Budget based on 680 Members & current funds estimated income \$225448.60 (this does not include state funds)

		Amount Allocated	YTD spend	Remaining
Conference	40.00%	90179.44	0	90179.44
Sponsorship	10.00%	22548.90	0	22548.90
Professional development	40.00%	90179.44	2330.72	87848.72
Promotional	5.00%	11272.43	0	11272.43
Running Costs	5.00%	11272.43	0	11272.43

***PACCOA State/Territory sub fund balances**

State	Opening balance	Added to sub fund	Expended	Closing balance
TAS	6725.44	152	Nil	6877.44
QLD	6559.96	130	2000	4689.96
WA	9082.93	33	2115	7000.93
SA	7525.25	114	Nil	7639.25
NT	6783.81	24	Nil	6807.81
VIC	5967.05	24	Nil	5991.05





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ACT	3780.81	11	Nil	3791.81
TOTAL	\$46425.25	488.00	4115.00	42798.25

***Calculated at \$1.00 per member per fortnight (20% of dues paid)**

Matters for Treasury to consider: The Victorian issue noted in June report has been resolved, will confirm when next report is provided by Victorian payroll.

Draft 2022-23 budget will be provided to the Executive at 12 August 2022 meeting.

This report was completed by
Karen Bailey
Treasurer
PACCOA

Acceptance of Treasurer's Report

PROPOSED:
Karen Bailey

SECONDED:
Damien Kavanagh

MEMBERSHIP UPDATE:

Karen Bailey

As at 4 August 2022 we have 714 members, a slight drop from last month. One (1) new member for Qld and WA but this was counteracted by a couple of resignations. Current state and territory membership numbers are SA 61, Vic 12, Tas 74, ACT 5, NT 12, WA 17, Qld 55, NSW 478.

Noted I have not received any updates on membership numbers for NSW for over 6 month

STATE & TERRITORIES UPDATES:

NT	Nil provided.
SA	Maintain advertisement of membership – new staff have commenced. Looking to gain additional membership.
TAS	A number of staff have left CC and some new members have joined. PACCOA Tas Award nominations finalised.
ACT	Nil provided.
WA	Kristy Herbert has briefed the new course on PACCOA and noted possible new membership interest.
NSW	Daniel Lang reported he had undertaken a Teams Meeting with a new course intake. A number of new members have joined.
QLD	New Officer training coming up with Karen Bailey scheduled to present on PACCOA. New Assistant Commissioner – Queensland Corrective Services – Ursula Roeder – PACCOA Member. A previous member has also re-joined – Meg White (previous PACCOA secretary).
VIC	Damien Kavanagh to forward the newsletter to VIC members when received and will look into utilising sub funds to promote PACCOA. Reported key crime figures had decreased in Victoria.





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CONFERENCE UPDATES:

Daniel Lang encouraged Delegates to consider conference venue locations.

SOCIAL MEDIA:

Beth Van Baast

Positive engagement noted. 1300-1400 people interacting across the pages per month.

MENTOR PROGRAM:

Joann Hickey

No update received.

PACCOA ONLINE:

Yolanda Sanders

Nil.

GENERAL BUSINESS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	2022 ANZSOC Conference - Registrations and Sponsorship opportunities (PACCOA Stand for consideration)	Email received from Joann Hickey. Copy attached to Karen Bailey's Treasurer email to delegates dated 4 August 2022.	To be discussed further with NT Delegates – not present at meeting. Delegates in attendance were supportive. Daniel will forward an email vote.
2.	ICPA Conference (Attendance sponsorship for consideration)	Email received from Yolanda Saunders. Copy attached to Karen Bailey's Treasurer email to delegates dated 4 August 2022.	Not supported at this time.
3.	2022/2023 PACCOA Budget Proposal	Endorsed by attending Delegates	Closed
4.	NSW Membership Spreadsheet	Daniel Lang reported he has requested a copy of the NSW membership base.	Open
	PACCOA Online – options 1 and 3 were the most popular with.	Daniel Lang reported he is supportive of the social	Open





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		networking space. Online platform is easily achievable. No formal proposal as yet – Yolanda to further consider and will forward a formal proposal in due course.	
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Meeting Closed: 3:00pm

NEXT MEETING: 9 September 2022

Confirmed minutes true and correct.

Daniel Lang - President

