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Probation and Community Correction Officer's Association

Executive Committee Meeting

Informal Meeting in lieu of 12 April 2022 meeting (insufficient attendance)

Via Microsoft Teams

Minutes – 29 April 2022

Meeting Open: 2:30 pm AEDT

ATTENDEES: Daniel Lang (Chairperson), Zie Devereux-Martyn (Minutes), Kristy Herbert, Tony Shillabeer, Karen Bailey, Adam Grice, Damien Kavanagh, and Lisa Hoyle.

APOLOGIES:

Alicia Murphy, Sharon Wilson, Beth Van Baast, and Yolanda Sanders

WELCOME TO COUNTRY:

Daniel Lang

PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting

PROPOSED:

N/a

SECONDED:

N/a

ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	Transfer of funds from the Main PACCOA balance to each State/Territory sub-fund for localised workshops and other development activities for each State, where members are invited to attend in person.	To appear in April 2022 Treasurer's report. To be removed from Action items.	Closed
2.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Ongoing.	Open
3.	Tribute to Kerry Thomas		Closed
4.	Management of digital files	The Mega Platform is now being utilised by Daniel Lang, Karen Bailey, and Zie Devereux-Martyn for the storage of PACCOA documentation/records. To be removed from Action items.	Closed
5.	Digital membership management on website raised by Karen Bailey for consideration.	Ongoing. Will feature within the new PACCOA website.	Open





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6.	Karen Bailey would like to propose all delegates to consider taking on a project this year. Role descriptions need updating – constitution needs reviewing, managing external relationships, connecting with PNG, etc.	Ongoing. Thanks to Adam Grice for commencing in the role of external relationships.	Open
7.	Date/Location of next PACCOA Conference.	NSW. Daniel Lang and Beth Van Baast to provide venue suggestions.	Open
8.	ICPA memberships.	Finalised. To be removed from Action items.	Closed
9.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	Ongoing.	Open
10.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.	Daniel Lang is undertaking.	Open
11.	Change of website/hosting	Ongoing.	Open
12.	Meeting schedule options	Daniel Lang to email a proposal in this regard to delegates.	Open

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
Nil			

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
Nil			

PRESIDENT'S MESSAGE:

Daniel Lang

Daniel noted he had received positive feedback regarding PACCOA online.

TREASURER'S UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

March 2022





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OPENING BALANCE: \$227374.11

INCOMING:

Member Fees \$ 2935.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

Hanna Consulting \$ 39600.00

Boundaries training-Tas sub fund \$ 46.03

Closing Balance for March 2022 \$190663.08

State/territory funds \$ 30991.78

Available funds \$159671.30

Budget 2021-2022

2021-22 Financial Year Budget based on 650 Members & current funds estimated income \$253,728.59 (this does not include state funds)

		Amount Allocated	YTD spend	Remaining
Conference	30.00%	76118.57	22062.20	54056.37
Sponsorship	10.00%	25372.85	1295.68	24077.17
Professional development	50.00%	126864.30	41680.92	85183.38
Promotional	5.00%	12686.42	1765.50	10920.92
Running Costs	5.00%	12686.42	366.04	12320.38

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

State	Opening balance	Added to sub fund	Expended	Closing balance
TAS	4067.47	238	46.03	4259.44
QLD	4159.11	94	Nil	4253.11
WA	7922.93	57	Nil	7979.93
SA	5948.13	121	Nil	6069.13
NT	4780.81	33	Nil	4813.81
VIC	2845.55	26	Nil	2871.55
ACT	726.81	18	Nil	744.81
TOTAL	\$30450.81	587	46.03	\$30991.78

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

Matters for Treasury to consider:

This report was completed by

Karen Bailey

Treasurer

PACCOA

Acceptance of Treasurer's Report

PROPOSED:

N/a

SECONDED:

N/a





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MEMBERSHIP UPDATE:

Karen Bailey

As at 6 April 2022 we have 722 members, an increase of 8 members since the last report taking into account a few withdrawn members. South Australia was a stand-out with 9 new members, closely followed by Qld with 4 new members and Tassie with 1 new member. Current state and territory membership numbers are SA 62, Vic 14, Tas 79, ACT 6, NT 11, WA 19, Qld 53, NSW 478.

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

As anticipated growth in the membership occurred with the promotion of the Leadership Excellence Series and the launch of the sponsorship program.

Karen Bailey
Membership co-ordinator
PACCOA

STATE & TERRITORIES UPDATES:

NT	Nil update.
SA	Nil update.
TAS	Recruitment drive for new staff in Southern Tasmania; hoping it will result in increased membership.
ACT	Nil update.
WA	Kristy Herbert noted she is investigating the possibility of commencing awards for new staff members in WA to encourage membership. 24 new staff are undergoing training at present.
NSW	PPOA awards – coming up in May. Normally a positive time for membership increases. Beth Van Baast she is looking for volunteers for her 10 questions segment for the June newsletter. Please contact Beth if interested.
QLD	Karen Bailey facilitated a Teams catch-up - how other jurisdictions are adapting with covid.
VIC	Number of redundancies in the next 6 to 8 months. A lot of senior staff will be leaving, with short term positions being advertised.

CONFERENCE UPDATES:

Nil.

SOCIAL MEDIA:

Beth Van Baast

Active presence maintained.

MENTOR PROGRAM:

Joann Hickey

Catherine Ball has stepped down from the role due to study and decreasing her FTE.

Joann Hickey to provide an update at the May 2022 meeting.

Joann Hickey's home and office impacted by recent floods.





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PACCOA ONLINE:	Yolanda Sanders
Daniel Lang noted positive feedback received.	

GENERAL BUSINESS:			
NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	Damien Kavanagh enquired as to staff impacted by the QLD floods.	Karen Bailey provided an update as to the offices impacted.	Closed
2.	Karen Bailey suggested delegates consider the format of the PACCOA conferences on an ongoing basis; positive cost/benefit analysis regarding online format.	To be added to May 2022 meeting agenda.	Open

Meeting Closed: 3:05pm

NEXT MEETING: Tuesday, 10 May 2022

Certified minutes as true and correct.

Daniel Lang

