

**DCC  
Minutes  
Date: 26/04/2023**

**Attendance: Tony Voss (GM Serco), Kate Ritchie (DGM Serco), Mark Bathgate (Delegate), Keri Parbery (Delegate), Mik Smart (CPSU) & Tom Whitton (CPSU)**

**Apologies: Rebecca Reilly (CPSU) and Kim Villanti (CPSU).**

<b>Agenda No.</b>	<b>Notes/comments</b>	<b>Actions</b>
<b>(1) Action items from previous meeting:</b>	<p><b>Low staffing level- current number of staff at CCC</b></p> <p><b>See previous minutes for background</b></p> <p><b>Update staffing level April 2023</b></p> <p>Current CCO's = 218 Current Seconded Staff = 18 26 in current ITC with 3 Non Custodial as well.</p> <p>CPSU will attend the induction of the current ITC on the 18<sup>th</sup> May.</p>	Update next meeting.
<b>(2)</b>	<p><b>New roster:</b></p> <p>Update on roster- A &amp; B Roster is working well. Overtime shifts. Planned Overtime is currently being offered up to 72hrs before.</p>	Update next meeting.
<b>(3)</b>	<p><b>Safety of staff during lock in.</b></p> <p><b>During a lock-in how many inmates can be unlocked with what ratio of staff at any one time?</b></p> <p>Tony doesn't want a hard and fast rule as every day is different and needs to be taken on its merit.</p>	Update next meeting.

Agenda No.	Notes/comments	Actions
	<p><b>It has been raised that some areas / wings can have 20 inmates out in one wing during a lock-in.</b> Discussions today, all agreed that more consultation with all involved parties needs to happen. This way everyone will feel that they have had some input to the situation.</p>	
(4)	<p><b>CPSU notice board- is there a notice board for Delegate's and member use.</b>  Delegate Mark Bathgate to organise one of the notice boards in the Key room to be utilised for the use of CPSU material for staff.</p>	Update next meeting.
(5) <b>General business:</b>	<p><b>Some staff have been issued with a new employee agreement to sign.</b> Tony checked into this: Only new recruits and CCO 3 were issued with this as the new EA has changes from the existing agreements for these staff.</p>	Closed.
(6)	<p><b>From the GM: Uniform.</b> Tony wishes to remind everyone of the Uniform Policy.</p>	Closed.
(7)	<p><b>From the GM: Higher Duties.</b> CCO to Supervisor: Nothing has changed, but CCO3's will have first offer. Supervisor to FM: 3 Promotion talent pool has been established. If you are interested, send a email to Rod Katieli or Dave White.</p>	Update next meeting.
(8)	<p><b>Training:</b> Tony informed the meeting that monthly lockdowns for staff training has begun and has invited the Union and Delegates to attend to explain to staff of the union's role and benefits.</p>	Delegates & Union will organise.

Agenda No.	Notes/comments	Actions
(9)		
(10)		
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