

**DCC**  
**Clarence Correctional Centre**  
**Minutes**  
**Date: 5 February 2025**

**Attendance: Scott Jacques (GM), Mark Bathgate (Delegate), Craig Dennis (Delegate), Kody Richards (Delegate), Rebecca Reilly (CPSU NSW), Tom Whitton (CPSU NSW)**

**Apologies: Keri Parbery (Delegate), Luke Binskin, Michael Smart (CPSU NSW), Thane Pearce (CPSU NSW)**

**Apologies:**

<b>Agenda No.</b>	<b>Notes/comments</b>	<b>Actions</b>
<b>(1) Action items from previous meeting:</b>	<p><b>Current number of staff at CCC</b>  <b>See previous minutes for background</b>  <b>Staffing Levels August</b>            Current CCO's=240            Current Seconded staff=4            PCT=34  <b>Staffing Levels October</b>            PCT= 32            Another intake on Tuesday 8<sup>th</sup> Approx 30.            Should fill CCO compliment.  <b>Staffing Levels February</b>            Current CCO's = 195 – 200 plus casuals            Current Seconded Staff= None            PCT= Not currently running PCT until April due to focus on leadership development.</p>	Update to be provided each meeting.
<b>(2)</b>	<p>Consultation on tiered absentee management structure. Serco trying to address attendance.            Serco- This is yet to be agreed on. There is an absentee policy, but it has grey areas.</p>	Continue to monitor.

Agenda No.	Notes/comments	Actions
	<p>Proposal- Trigger formula- the trigger for the absenteeism will be either 10 days or 76hrs, whichever is reached first</p> <p><b>Update October</b></p> <p>Proposed trigger point intervention – conversation with staff at 50 hr point to raise issue/offer support.</p> <p>Once 76 hrs reached –second conversation re. Issue. Support to be offered again. If issue persists beyond this intervention – action to be taken.</p> <p>Consultation indicates 3 stage process was welcomed by staff.</p> <p>Early October proposed implementation date.</p> <p><b>Update December</b></p> <p>Policy has been developed and will be rolled out as an active policy before the end of the year.</p> <p>No concerns raised regarding the implementation of this policy</p> <p><b>Update February</b></p> <p>Staff are turning up more and getting more overtime. Absenteeism has improved. Staff will start to have conversations this month if they reach the trigger point.</p>	
(3)	<p>Casual Leave roster- email sent to Kerrie Dudley with details. To be discussed at the DCC meeting.</p> <p>Members who are casual have raised the below concerns regarding the allocation of casual shifts. It's often difficult for casual workers to accurately predict their availability so far ahead. Moreover, after shifts are allocated, there are noticeable discrepancies. Some casual employees are assigned full fortnights of shifts, while others are allocated shifts for a brief period followed by gaps of several weeks. This inconsistency has raised concerns among the workforce, particularly regarding how decisions are made on who will receive no shifts for extended periods.</p>	<p>CPSU will consult further with Casual members as to the response.</p>

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	<p>Full-time staff on the "Overtime (OT)" list have been able to secure sufficient overtime to work for extended periods, raising additional questions about the overall fairness and transparency of the system. The new availability system was intended to promote fairness and equity for casual staff, but the current process – where not all available shifts are offered to casual workers – has made it difficult for us to plan and maintain a stable schedule. Previously, when shifts were simply uploaded to T2W, the process seemed more transparent and equitable. However, the shift request system now requires communication via the CLA workforce email, which has introduced inefficiencies and added complexity. Additionally, we would appreciate clarification on whether, once shifts have been allocated to casual staff, any remaining shifts will be automatically offered to full-time employees. This is of particular concern, as many casual employees are seeking to secure a consistent wage rather than pursuing additional overtime.</p> <p><b>GM Response:</b> If you know your availability get it into “time to work”. Also put in when you’re not available. Casual roster is what it is casual with no fix times. Fix term contracts are on offer to all casuals. Staff can work part-time or fulltime for 3 months and then extend. Overtime is offered as a last point to fulltime staff and its back to 2 days, casuals are offered first. Regular hours are not part of casual conditions as casual shifts are not about predictability. If casuals would like increased predictability, then they should apply for part-time contract. The time to work is 6 weeks in advance and it’s a rolling roster, staff can put in further availability over 6 weeks but the roster officer only looks at 6 weeks in advance. Get ahead of the game and put in your availability and when you’re not available. For example, if you cant do Fridays then put in time to task. Casual work will change as per needs, once have increased CCO’s then the work will decrease. If any staff have individual issues with the allocation then bring this to the attention of management.</p>	

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<b>(4) General Business</b>	Delegates raised concern about the increase in staff assaults. GM- received an email from a member raising concern. GM has emailed all staff stating what we are doing to decrease assaults and there has been less assaults since that direction was sent out. We have leadership training coming up and we anticipate that this will also help.	Close
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Agenda No.	Notes/comments	Actions
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