

Mr Stewart Little
General Secretary
GPO Box 3365
SYDNEY NSW 2001

9 June 2021

Attention: Ms Julie Bond Industrial Manager Justice, and
Roland Harris A/Industrial Officer

Dear Mr Little

Relocation of Parole/Pre-Release functions from Muswellbrook to the Cessnock Community Corrections Office

Following some preliminary discussions with Public Service Association A/Industrial Officer Mr Roland Harris, I am writing to formally advise you about the proposed relocation of parole/pre-release functions from the Muswellbrook to the Cessnock Community Corrections office.

It is proposed that all pre-release work for St Heliers Correctional Centre will be undertaken by staff at the Cessnock Parole Unit. To support this, three Community Corrections Officer (CCO) and one Unit Leader (UL) roles will be transferred from the Muswellbrook to the Cessnock Community Corrections office.

Community Corrections is proposing this change due to significant and ongoing staff shortages at the Muswellbrook Community Corrections office. There is currently one UL and five CCO vacancies at Muswellbrook and recent recruitment actions have failed to identify suitable applicants for the vacant roles. This reflects a longstanding pattern at Muswellbrook.

The staff shortages impact neighbouring locations who provide assistance to cover Muswellbrook's workload, and is not sustainable long term. Specifically:

- Cessnock and Maitland each manage a Muswellbrook caseload equivalent to approximately 130 workload hours per month, per location;
- Muswellbrook Sentencing Assessment Reports are allocated across the District as needed; and
- When necessary, other locations undertake remote supervision on behalf of Muswellbrook. Whilst it is difficult to be specific in terms of workload hours, locations like Newcastle and Wyong have periodically carried workload hours on behalf of Muswellbrook Office.

We have considered other options to address the challenge however, concluded they were not the best solution. For example, transferring Muswellbrook's Singleton caseload to Maitland Community Corrections office was not supported for various reasons, such as

insufficient office space at Maitland to accommodate additional staff and potential difficulties in appropriately managing the community service scheme in Singleton township.

The benefits of the proposed relocation of the parole/pre-release functions to Cessnock Community Corrections include:

- filling roles will be easier as Cessnock consistently attracts high quality candidates and has an extensive talent pool
- vacancies at Muswellbrook will be reduced (CCO vacancies will reduce to 2 and nil UL)
- workload at Muswellbrook will remain manageable even if unplanned vacancies occur
- Muswellbrook staff will be able to meet service delivery requirements for all offenders' subject to community-based supervision orders.

Cessnock office's delivery of parole/pre-release function for St Heliers can be easily accommodated with a balance of in person and AVL contact.

No staff will be impacted by the proposed relocation of workload/function as roles identified for transfer are currently vacant.

This proposal will be communicated to staff at the Muswellbrook and Cessnock Community Corrections offices via email from the Hunter Director on 16 June 2021. Staff will have two weeks to provide their comments to the Hunter Director and if identified as necessary, the option to attend a MSTeams Meeting to discuss the proposal further.

I am seeking the Association's comments on the proposed relocation of functions and roles by close of business 25 June 2021.

Please contact Lisa Johnstone (Senior HR Manager Industrial Relations) on 8346 1324, if the Association would like arrange a meeting with CSNSW to discuss the proposal, or if the Association seeks to attend Muswellbrook and Cessnock to discuss this proposal with its members.

Yours sincerely



Christine Salway
Director Community Corrections Hunter District