

**DCC**  
**Clarence Correctional Centre**  
**Minutes**  
**Date: 7 April 2026**

**Attendance: Scott Jacques (GM), Rebecca Reilly (CPSU), Mark Bathgate (Delegate), Isabella Cassidy (Delegate), Heather Christie (Delegate), Keri Parbery (Delegate).**

**Apologies: Kody Richards (Delegate), Michael Smart (CPSU), Luke Binskin (Delegate).**

<b>Agenda No.</b>	<b>Notes/comments</b>	<b>Actions</b>
<b>(1) Action items from previous meeting:</b>	<b>Current number of staff at CCC</b> <b>See previous minutes for background</b> <b>Staffing levels February</b> Current CCO's = 185 Current Seconded Staff= 0 PCT= 25 (a further 18 in April PTC) <b>Staffing levels April</b> Current CCO's = 200 Current Seconded Staff= 0 PCT= Starts next week. GM Note: current attrition rate is one per month which is down from 6 per month.	

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(2)	<p><b>Uniforms- see previous minutes for background.</b></p> <p><b>Update June</b> The policy is now out. Staff will have new top of the range Magnum boots arrived on Monday. Non-custodial will be issued the current stick of bates boots. Leg holsters- Textile staff are looking at this. Communication will come out shortly looking requesting size details.</p> <p><b>Update August</b> Boots are in.</p> <p><b>Update October</b> Ongoing, update to be provided at next DCC</p> <p><b>Update December</b> Boots are in and Serco are looking at trousers. A risk assessment is underway for some staff to have load bearing vests. Update February 2026 A reminder has been sent to all inmate facing staff reminding them of the policy requirements regarding;</p> <ul style="list-style-type: none"> <li>• Hair to be tied back when on duty.</li> <li>• No dangling earrings to be worn on duty.</li> <li>• No other 'grabbable' jewelry to be worn on duty</li> </ul> <p><b>Update April</b> GM to provide update on the load bearing vests.</p>	<p>GM to follow this up and provide update out of session.</p>
(3)	<p>The roster will change as of 14 May due to feedback of the disconnect between staff on either roster and so there will be no more A &amp; B roster. This will be a trail for 3 months. This should reduce the number of CCO's that needs to do nights and less disruption of sleep patterns.</p> <p><b>Update June</b> Positive feedback received about new roster. There will be a survey before GM decides next steps.</p>	<p>Update to be provided out of session.</p>

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	<p><b>Update August</b>  Feedback from GM is that it seems to be working well. Feedback is good.  No feedback from members with concerns.</p> <p><b>Update October</b>  A-Line/B-Line transitioned to mixed Mode 1  Area 1 – No complaints  Area 2 transition after Christmas break</p> <p><b>Update for December</b>  Area 1, 3 and 5 there is a blended roster- all feedback is that its a better way of working.  (members to provide feedback to Delegates).  Area 2 about to start this roster. There is a complication due to cohort changes as there is an 11 hour unlock and a 9 hour unlock.  Delegate raised concerns about members only having a 2 day break between night shift and day shift and this doesn't allow anytime for adjustment. 3 days off between change would be better for fatigue management.  GM- to look at 3 nights break between swap over from night shift to day shift.</p> <p>Update February</p> <ul style="list-style-type: none"> <li>• Feedback from staff is the 'blended' roster is the preferred option.</li> <li>• One aspect of the 2-day to 3-day break has been implemented in one area only.</li> <li>• Potential this may have larger impact upon rostering if implemented in other areas.</li> <li>• Options being explored.</li> <li>• Area 3 roster will require 'tweaking', this will occur over next 3 months.</li> <li>• Area 4 roster implemented – no negative feedback.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Concerns raised by delegates regarding staffing levels if some staff are attending to other duties, such as the arrival of an inmate transport, when it is a scheduled medication run, or staff are absent from duty.</li> <li>• Supervisors are 'working around' issues as best they can, until an appropriate resolution can be developed</li> </ul> <p><b>Update April</b></p> <ul style="list-style-type: none"> <li>• Delegates suggest that Serco look at the rostering as its currently 3 CCO's and if you put on 4 then no one is alone.</li> <li>• Suggestion that if Supervisors were freed up on admin tasks, they could be more present to support with this. CCO's and Supervisors doing case filling is taking staff off the floor.</li> </ul> <p><b>GM response:</b></p> <ul style="list-style-type: none"> <li>• No one should be doing one outs at all and a reminder will be sent out to staff about this. Not enough staff to have 4 CCO's on.</li> <li>• GM needs to understand the admin tasks and so will review these tasks and investigate the issue.</li> </ul>	
<b>(4)</b>	<p>Process for Trade Instructors (TI) for OT work as CCO's. Under TI's current contract while they are trained as CCO's they are not covered under an agreement to do this work. GM is looking to put TIs on a casual contract for any OT work as a CCO.</p> <ul style="list-style-type: none"> <li>• TI's can pick up extra work via casual contracts – CPSU raised that our members have issue with this as its classed as secondary employment and taxed at a higher rate.</li> <li>• Success profile does not identify TI's as CCO's</li> <li>• TI's are authorized to act as CCO due to inmate facing requirement of their positions but can only be utilised in an emergency.</li> <li>• Area 3 being open without notice constitutes an emergency situation.</li> </ul>	<p><b>GM-</b> will investigate how long it takes to process the casual contract.</p>

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	<ul style="list-style-type: none"> <li>• Only until March 31<sup>st</sup> – when PTC will be completed.</li> <li>• Potential option of ‘Salary Sacrifice’ type Superannuation contribution being explored- lower Tax rate</li> <li>• Could options be explored via EA discussions – open to discussion</li> </ul> <p><b>Update April</b></p> <ul style="list-style-type: none"> <li>• Trades that would like to work as casuals can now do this and they can off set their tax rate through super contributions. Delegate asked how long this takes for a casual contract as we have one member been waiting since Feb.</li> <li>• GM will investigate how long it takes to process this.</li> </ul>	
(5)	<p>Training for new Advisory Group early 2026. GM agreed to allow Delegates to attend this training, and they will be paid OT for the day.  Agreed- two delegates only at Annual Conference.  Update February- CPSU and Delegates are available for the AGM either 31/3 or 2/3- which date would suit Serco.  CPSU to provide the names of the 2 Delegates that are attending.</p> <ul style="list-style-type: none"> <li>• Date for AGM – 31/03</li> <li>• 3 nominations received for PSA Annual Conference Luke and Kody to attend</li> <li>• PSA will pay for 3<sup>rd</sup> candidate to attend in their own time</li> </ul> <p><b>Update April</b>  Kody unable to attend and Mark has now requested to attend. Luke is confirmed as attending.  Training day and AGM completed with the following Delegate’s being elected into the below roles.</p>	CLOSED

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	<p><b>Chair- Kody</b>  <b>Vice Chair- Mark</b>  <b>Secretary- Isabella</b>  <b>Assistant Secretary- Keri</b></p>	
(6)	<p><b>Staffing levels</b>  Area 3 is now open and due to short staffing Serco are closing down different areas of the gaol on different days. This causes the inmates to be unsettled with their behaviour placing further pressure on members. Are areas being shut down rather than overtime being paid?</p> <ul style="list-style-type: none"> <li>• O/T is offered across the board.</li> <li>• Abatements are not being enacted in favour of not offering O/T</li> <li>• Staff do not take up the option of O/T and often cancel selected O/T shifts at short notice.</li> <li>• Lock downs have been discussed with the State.</li> <li>• Potential 'rolling' planned lockdowns over ad-hoc to create consistency and lower unsettled inmate behaviour.</li> <li>• State directive to open area 3 received on 24 December 2025.</li> <li>• State experiencing higher inmate numbers. CVCC had 108 vacant beds.</li> </ul> <p><b>Update April</b></p> <p><b>GM Response:</b></p> <ul style="list-style-type: none"> <li>• Rolling lockdowns have ended, and areas will not open without appropriate staffing.</li> <li>• Exploring different unlock hours for Area 2 and Area 3.</li> </ul>	Close.

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(7)	<p>CPSU would like to set up a meeting and request for information on Trade Supervisors contracts. CPSU requesting a breakdown on different contracts for those that work 7 days per week, laundry, waste and kitchen compared to those that work Mon to Friday.</p> <ul style="list-style-type: none"> <li>• Information re. contracts to be forwarded.</li> <li>• Clarification – no one receives a paid lunch break – food eaten but staff remain on shift.</li> <li>• Essentially work 11-hour shift, get paid 12 hours.</li> <li>• TI's work 10-hour shift – paid for 9.5 hours.</li> <li>• Extra weeks leave as conditions.</li> <li>• Clarification requested re. disparity in 5-day week and 7-day week Mon-Fri – work 8hour shift- paid for 8 hours- lunch included – 1 week leave less.</li> </ul> <p><b>Update April</b> Information was not forwarded as requested.</p> <p><b>GM response:</b></p> <ul style="list-style-type: none"> <li>• GM to investigate the pay rate of weekday industries and 7-day industries for discussion with CPSU as different positions picked up an up lift while others didn't.</li> <li>• Lunch break- if Industries staff need to work over their lunch break- which they usually do as you can't leave the inmates, they should be able to leave half an hour early.</li> </ul>	<p>GM to investigate.</p>
(8) New	<p>Violence from inmates towards other inmates.</p> <ul style="list-style-type: none"> <li>• What are the current statistics around the violence?</li> <li>• What is being done about the violence?</li> <li>• Serco have employed anti- violence coordinator- what are they doing to address this?</li> </ul> <p><b>GM response:</b></p> <ul style="list-style-type: none"> <li>• Data does not show violence has increased, currently at 5% and the severity has dropped off.</li> </ul>	<p>Discussion next DCC meeting on progress.</p>

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	<ul style="list-style-type: none"> <li>• There has been movement on recommendations. Locking down buy ups, second Supervisors on area 1, 2 &amp; 5, just waiting on a modification quote for a secure walkway to divide the yard, also a quote for a toilet in the yard so inmates do not need to go back to their cells.</li> <li>• Staff are given tools, but they are not using them.</li> <li>• Staff need to tell GM if there is an incident and close doors until behaviour settles.</li> <li>• Direction will be resent regarding lockdowns for violence.</li> </ul>	
<b>(9)</b>	<ul style="list-style-type: none"> <li>• Delegates would like a monthly meeting to speak to members- suggest that this happens the first Tuesday of the month after lockdown training.</li> <li>• The Chair or a Delegate to attend the monthly centre management meeting.</li> </ul> <p><b>GM response:</b></p> <ul style="list-style-type: none"> <li>• Yes, to regular meeting first Tuesday that is lockdown Tuesday a month before muster.</li> <li>• Not in favour of a Delegate attending the SMT meeting, however GM will look into having a monthly meeting, HSR's, SMT and Delegates.</li> </ul>	
<b>(10) General Business</b>		
<b>(11)</b>		
<b>(12)</b>		

Agenda No.	Notes/comments	Actions
(13)		
(14)		
(15)		