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Update to Committee

1 message

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Cc: Heather Turner <volsupmtsbrisbane@gmail.com>

Good morning all,

I trust you're keeping well.

As promised, this email will serve as an interim update on Committee related matters before our next meeting scheduled for Wednesday 24th February.

Supervisor Working Arrangements

I have provided Heather with a Letter outlining the revised and temporary working arrangement for her as a single Supervisor under the current operating conditions. The arrangements were discussed with ACSQ HR to ensure they were consistent with requirements of the Fair Work Act. Heather has agreed to the conditions and signed a copy of the Letter.

She is now working a 5 day week (7 hours per day) and the days are generally Mon-Fri. Heather can vary the day to suit her activities when known and she has been requested to contact either myself or a Member of the Executive for approval before working additional hours, if required. Committee and relevant volunteers will be called upon to assist Heather as required, as tabled at the last meeting.

These working arrangements are temporary due to the current restricted operations of the centre for seafarers access and are to be reviewed quarterly to ensure they are satisfactory for both Heather and the Mission. As you can imagine, there is no appetite anywhere in the world to let seafarers come ashore for recreational purposes so we remain an online seafarers centre for the most of the time but will respond as necessary to emergencies, hospitals calls and other welfare matters where we can safely interact.

Opening Hours - Seafarers Centre

Consistent with the above matter we should consider revising the Opening Hours of the Seafarers Centre. Given the nature of our existing operations which is primarily Online Shop order processing and some visitations with donations I recommend we open Mon-Fri 1000-1700, any other times by prior appointment.

This too can be reviewed quarterly or more frequently as required.

Please advise your thoughts.

Online Shop - e-Commerce Platform

We sent our preferred platform structure through to Sue and Kym (our system advisers/assistants) who came back to us with some loopholes and issues. We've subsequently revised this with a more detailed expectation of the outcomes which they are happy with. We hope to have a structure for the new platform in place in February and will then be in a position to better market the shop, improve access for ships and increase sales.

National Redress Scheme

Lisa, Heather and I undertook the pre-requisite training for our joining of the National Redress Scheme. The training was straight forward and self explanatory and effectively only reading. I have included the link below which is broken down into three parts, 1, 2A and 2B.

<https://1drv.ms/u/s!Ap9sMbjtbrWogZAYDQGHoWMIKEDcXQ?e=MW7iJ8>

National Survey

The annual National Survey was completed and lodged with MTS Newcastle and Australia Council. This year being more relevant given the approaches that have been made to the Government around seafarer welfare support services in Australia during Covid affected operations.

Here is the link to our submission if you would like to review it.

<https://1drv.ms/u/s!Ag8-u302p8ZQnjZfDYPOeDjZimG?e=m983yr>

Financials

Rick has completed the financials up to the end of November and is working on the end of year financials which are to be audited in time for the AGM.

Here is the link to the financial details and his great summary which captures the salient points

https://1drv.ms/u/s!Ag8-u302p8ZQnlSONl_B_qOEsCPv?e=NYh03J

The Stocktake was undertaken in early January and thank you to those who volunteered to assist in the process. There is plenty to do to bring the inventory control system (Square) and actual inventory back into a manageable form.

Policy and Procedures Development Officer

You may recall we placed an Advert with Volunteering Redlands seeking the services of a suitably qualified person to assist us in putting together a Management Manual including all of our Policies and Procedures. We received one interested applicant who was screened and phone interviewed by Volunteering Redlands.

Her name is Sunwha O'Mahony and she recently migrated from Ireland with her husband who is a Medical Technology R&D Engineer. I interviewed her last week to give her an overview of our seafarers centre and the task at hand. Not surprisingly she had already done some research.

Sunwha is a very qualified researcher and data analyst who has developed management manuals, systems and procedures before, among many other roles. Sunwha holds both a Masters in Chemistry along with a Masters in Software and IT Development having previously worked with large Pharmaceutical companies and medical research organisations. She is fully aware that we are a small charity and operate on a different scale. She's enthusiastic to assist us and I feel she would also potentially have other benefits for us into the future given her systems, database and IT knowledge which could potentially help bring things together.

I'm in the process of compiling our existing but disaggregated work on Policies, procedures, job description etc and will place this in a OneDrive folder for her to access. Once she starts we will have regular reviews to ensure she is delivering on our expectations and complements our organisation.

The National Standards for Volunteer Involvement will be the template for the development of the work. If you would like to understand these Standards further please follow the link below

<https://www.volunteeringaustralia.org/resources/national-standards-and-supporting-material/#/>

AGM

You should have by now received the documentation for the AGM including the Nomination Forms. If you are intending renominating for a Committee Member position could you please aim to have this completed nomination form to Lisa as soon as possible. The Notice has gone out to Members and I will also be forwarding the Notice out to our Stakeholders inviting them to attend and/or potentially consider nominating to become a Member and Committee member to give us some additional breadth on Committee.

FYI, Marica will be attending our AGM and we will be holding a small ceremony to congratulate her on the OAM award.

I think that's pretty much it. I'll keep you posted on any developments between now and our meeting at the end of February. If you have trouble opening any of the links in this email let me know.

Take care, stay well

Kindest

Ross Nicholls
President - Mission to Seafarers Brisbane
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