



**Meeting opened: 10:39am ACST**

**Attendance: Wes Garrett (Secretary) – Chair, Rory Thomas McCabe (President), Zack Van Loenhout (NT), Matthew West (Tas), Jesse Page (SA), Chris Putnam (NSW), Dan Thompson (WHS Coordinator) Mick McDonald (ACT), Glenn Laurie (Vic), Pat Shanahan (South Qld).**

**Apologies: Justin Harpley (North Qld), Chris Jones (WA)**

**Acknowledgement to Country:**

*“We acknowledge the Traditional Owners of Country throughout Australia and recognize their continuing connection to land, waters, and culture.*”

**Minutes of Previous Meeting**

Held over till next meeting



**Outsourcing Branch Bookkeeping**

Wes proposed outsourcing the bookkeeping to an accounting firm due to his high expectations of managing finances and intolerance for errors. He mentioned that he had requested a quote from his sister accounting firm (\$17,500/yr), and declared a conflict of interest and was therefore not prepared to use her firm however, the quote will serve as a yardstick for other quotes that we are yet to receive. BCOM was informed that Gail's current salary is just short of \$80,000, plus super. [REDACTED]

[REDACTED] Wes also discussed a temporary arrangement with our current accountants to get us through until an outsourcing option is identified and ratified by BCOM.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Industrial Officer Recruitment**

Wes discussed the status of our search for a new industrial officer. We have two quality shortlisted candidates from 13 applications. He emphasized the importance of choosing the right candidate for the industrial officer role and discussed interim arrangements. If the successful candidate resides in Melbourne there is potential for us to have them mentored by Davies Lawyers and UFUA VIC Branch, this would be highly desirable.

**Proposed IT and Admin Honorarium**

Wes proposed introducing a new IT and interim Admin honorarium for BCOM [REDACTED] [REDACTED] The value of the honorarium is to be determined by the BCOM. A \$5,000 honorarium equates to approximately \$13.14 a day. The work is on call 365 as required by the Branch. Jessie Page and Zac V

expressed an interest in fulfilling the roles. BCOM to further consider dollar amounts before committing to a number.

### **Reconfiguration of Branch Google Drive Access**

Wes and Jesse discussed the potential issues and solutions related to the management of admin accounts and access permissions. They also discussed the need for backup and recovery solutions, including setting up a Google business account, which would allow for easier transitions in roles and access to archived data. Zack raised questions about the use of a standard Google drive as our platform and suggested the possibility of an annual subscription for a Google business account. The team agreed that Zack would look into this further. Finally, the team decided to consider transitioning to a Google business account for easier account management and data storage.

### **Next Steps**

- Wes to await quotes for outsourcing bookkeeping services.
- BCOM to determine the quantum for proposed new honorariums.
- Wes will send Zack a list of roles and responsibilities for the administrative tasks.
- Zack will look into the possibility of a Google business account for the union.
- Zack will provide a snapshot of the proposal to Wes before the next bcom

There being no further business, the meeting closed at 12:20 pm



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Rory McCabe  
BRANCH PRESIDENT