

GWUC People & Culture Report.

Performance Reviews 2024.

Performance Reviews were completed for all staff (including our Ministerial team) in late 2024. These are learning opportunities and well worthwhile.

From these reviews it became apparent of the need to undertake a formal review of the Welfare Coordinator's Position Description and Grading.

Position Description and Regrading – Welfare Coordinator.

This was also to be undertaken subsequent to the Review process undertaken by a group led by Andrew Adams following the resignation of Ray Aboud in December 2024 effective 28th February 2025.

The Review led to the decision to downgrade the role and qualifications for this position from that of Social Worker with a formal degree qualification to a person with Certificate IV qualifications and relevant similar experience. This process was undertaken by Katie Haala and the writer and then reviewed and confirmed by Synod HR prior to us undertaking the recruitment process.

Recruitment of Welfare Coordinator.

We developed a recruitment process using Seek advertisement and administration. It worked effectively with 36 Resumes and/or several queries being received for the role.

These were filtered by John Muir and the writer as an initial filter and then Katie Haala reviewed our short list. We subsequently interviewed 5 people, who were all good candidates. Those were then prioritised in order of our preference as to fit and who we thought would be most suited.

We were delighted with the quality and skills of the shortlisted candidates and after several approaches and conversations we recommended and proceeded to appoint Tamara Maguire.

Probationary Review Tamara Maguire.

This review will be finalised on Wednesday 23rd July 2025. We are all pleased with the abilities and experience Tamara had brought to this role.

Review of Position Descriptions

We have ongoing work/ outstanding reviews of the roles of Office Manager and Pastoral Care Worker.

Both situations have undergone changes in their specific functions, which will be reviewed over the next six months. This will be undertaken by Katie Haala and the writer.

We will then review the grading and positioning in the Fair Work Australia schedules.

These matters will be communicated to Church Council for sign off/ approval.

Communication of Salary Changes from Superannuation Adjustment on 1st July 2025.

We have received advises from Synod Payroll and we then communicated the changes to our team, with individual schedules.

We didn't plan for this increment to Superannuation in our 2025 Planning process.

Ken M Coutts.