



ABN 37 932 479 648

CEO Report to April 2011 COM meeting
The Buoyancy Foundation of Victoria
and Buoyancy Services Inc

To create and offer opportunities to participate in a culture of self expression and contribution.

Buoyancy planning day minutes included in **minutes of last (March) meeting**

Other activities and priorities to take into account when planning Buoyancy 2011-212 include;

Victorian Department of Health North West objectives from 2011

1. Maximise access, quality and continuity-of-care for AOD clients.
2. Building and retaining an effective specialist drug treatment and harm reduction workforce.
3. Engaging stakeholders and forming meaningful partnerships.
4. Providing greater focus on prevention and early intervention

Implementing SAI Triennial audit recommendations;

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“Opportunities for Improvement:

The following opportunities for improvement have been identified. No timeline for implementations set.

- Buoyancy is encouraged to independently monitor and record the freezer temperature in which it stores the frozen food packs for clients. Ideally, the temperature should be close to -20°C. It is also recommended that this monitoring device records minimum and maximum temperatures over the given time period, as currently, if there was a power failure it would be possible for the food to thaw and refreeze without being noted.
- Current company documentation has now been in place for many years, and in areas is repetitive. It is not a requirement that the organisation maintains its documentation consistent with the requirements of clauses of ISO 9001:2008, and the company is encouraged to refresh its documentation more in line with the processes that it undertakes within the organisation. The organisation is alerted for the continued need of system documentation, including the six required procedures of ISO 9001:2008.
- Consideration could be given to using the company's current Internet as the repository of much of the information contained within the Quality Manual, including the various policies of the organisation, for example Mission, Vision, Quality Policy, Privacy Policy, organisational structure, organisational scope.
- It was noted that the company at this point in time does not appear to have its computer system networked, limiting access of information from one computer on another computer. This also limits access within the organisation to quality documentation. The organisation is encouraged to network its computers to improve access.
- The company is encouraged to consider publishing its documentation in PDF format to enhance change control security.
- Consideration could also be given to adding the quality documentation to either the internet in a secured area, or to an intranet.

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance of the business. "This work needs timelines.

Modern Award agreements

Tenancy agreement between Buoyancy Foundation and Buoyancy Services. Committee happy with commercial lease or would prefer time share agreement?

Statewide Primary care partnership (to become Medicare locals)

Internal Audit of services etc –for next planning day. Committee happy/not happy with format, items to audit, want to add cost benefit analysis, would like it to be voluntary or compulsory?

Building projects Veranda Mostyn St- committee to consider concept plans.

Progress payments for **mental health project** are being made.

Young Vietnamese women and Drugs Progress report in and accepted. Funds continued

Phi and me Comedy Festival play including our exhibition a sell out with three extra shows. Report on Friday 15th April from Diana.

Phi and Me - Melbourne International Comedy Festival 2011 -

www.phiandme.com.au - Our FOB Review

[http://au.chortle.com/shows/melbourne_2011/p/18873/phi & me/review](http://au.chortle.com/shows/melbourne_2011/p/18873/phi_&_me/review)

Hello Deb and Tony,

How are you? I do not have definite numbers as the exhibition is on going at Guildford Lane Gallery until tonight.

I can confirm that:

10 Young Vietnamese Women were involved in the Exhibition - as models, artists, photographers and collaborators

Over 1000 people have viewed the exhibition while it has shared the space with the Theatre show.

I am currently collecting surveys from young women who attended the exhibition, and it has exceeded the 40 YVW target.

I will have a video and folio prepared to show to the funding body of this Successful exhibition at Guildford Lane Gallery.

I am free to come in the next coming weeks to debrief you about the project. I will contact you soon.

Cheers,
Diana Nguyen
Actor and Community Development Worker

Submission for YVWD program 2011-2012 completed and sent

Continuation of staff bonus system from May 2011.

Committee of Management to extend system?

Staff

Helen fare well dinner at Pearl was considered the best yet. Helen gave us a beautiful artwork "Bird of Enlightenment" form a Nation Gallery of Victoria
The art of zen show by hey uncle. Picture on mantelpiece.

Tony and Anna are in Vietnam for month

Ming and Annabel and Adam covering days

Accounts and statistics reports