

# STAFF UPDATE

JUNE 2021 - LIFEBRIDGE AUSTRALIA LTD.



## MESSAGE FROM THE CEO - BRONWYN MITCHELL

Once again, we are reminded by COVID-19 of how quickly things can change. Another set of restrictions, another round of lock downs. It is always a gentle reminder that we cannot be complacent about our COVID Safe practices.

As a team we should always be vigilant. It is extremely important that you read your emails and continue to follow the Public Health Advice ensuring that you and our customers remain safe.

You would have heard during the week that the Federal Government has announced that COVID-19 vaccinations are mandatory for Aged Care workers. At this point, it is only for those who work in Residential aged care. If this changes and is extended to Home Care we will let you know.

Another front for change is the proposed Lifebridge restructure to an Integrated Teams Based Service Model.

This week the Executive began the staff consultations, seeking your vision and ideas for the future of Lifebridge.

Although the consultation process is in the early stages I have been uplifted by the enthusiasm, engagement, and optimism that staff have. This does not mean that areas for improvement have not been identified. Quite the opposite, but it has been done in a respectful way that includes solutions.

There have also been moments of nostalgic reflection as people remember times that were perhaps simpler and easier. However, there is a combined sense that this is an opportunity to capture what was good in our past and begin rebuilding those things that no longer work for us or require improvement.

Passion is contagious and passionate people energise the workplace. I am so grateful that we appear to have a lot of passionate people working for Lifebridge.



There are a lot of stories that reflect a culture of collaboration where employees are sharing their knowledge and offering support where possible. Most importantly most employees appear to have a sense of purpose that drives them to do their best.

I would like to thank everyone that has participated to date. Your passion is indeed contagious.

The team looks forward to completing these consultations, collating the information and developing the next phase of the restructure and transition.

I will share the outcomes in future Staff Updates with ideas on how you can stay involved.

Go well everyone and remain safe.

Bronwyn

## TRIVIA, CONUNDRUMS ANSWERS - MAY EDITION

1. Who invented the lightbulb? **Thomas Edison**
2. What is the fear of long words known as? **Hippopotomonstrosesquippedaliophobia**
3. 'Love is in the air' recorded by John Paul Young was released and a hit in what year? **1978**



# COVID-19 RESPONSE UPDATE

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## COVID-19 UPDATE

In response to the NSW Public Health order the following procedures are to be followed:

1. Everyone must wear a mask whether working indoors or outdoors. This includes office staff and all staff working with customers. Further information regarding NSW Government face mask rules can be found at <https://www.nsw.gov.au/covid-19/rules/face-mask-rules>
2. Continue using Personal Protective Equipment as required.
3. Border passes are required to enter Queensland. To apply for a QLD Border Pass go to <https://www.qld.gov.au/border-pass>
4. You must complete a NSW entry declaration form if you are entering NSW on or after 12.01am on 30th June 2021, and have been in Queensland in the previous 14 days.

You must complete the form:

- either within the 24 hour period before you enter NSW or on entry
- whether you cross the border by any means including air, road or rail
- each time you enter NSW, but not more than one per calendar day.

To complete a NSW entry declaration (Queensland) go to <https://www.service.nsw.gov.au/transaction/complete-nsw-entry-declaration-queensland>

5. Ask each customer about any symptoms when first greeting them. If they have any symptoms, please contact your Department Manager immediately.
6. Ask customers when greeting them have they had any visitors from or have recently visited Greater Sydney, Blue Mountains, Shellharbour, Central Coast and Wollongong since 21 June. If so, contact your Department Manager immediately.
7. Social distancing must always be maintained as much as is practicable. The 1 person per 4 square metre rule applies for all indoor and outdoor settings.
8. Hand hygiene of employees and customers must always be maintained.

9. All employees working in the office or the Cottage for the day must use the QR code for contact tracing as well as the sign in sheet for WHS purposes.

Staff are requested to inform all customers that Lifebridge is monitoring the changing COVID landscape constantly and implementing changes as they occur in accordance to NSW Health Restrictions.

Service to customers will continue, ensuring that COVID Safe Practices are in place including the wearing of a face mask by staff, 1.5 social distancing and the use of Personal Protective Equipment.

It is the responsibility of all staff to keep themselves informed.

- For Queensland please keep updated by going to <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/restrictions-impacted-areas>
- For NSW please keep update by going to <https://www.nsw.gov.au/covid-19/rules/what-you-can-do-nsw>
- For entering NSW from Queensland keep updated by going to <https://www.service.nsw.gov.au/covid-19/travellers-entering-nsw>

It is extremely important that we all maintain COVID Safe practices and remain vigilant.

If you have any questions, please contact your Department Manager



# DISABILITY SERVICES NEWS

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## SOME EASY STEPS TO STAYING COVID SAFE



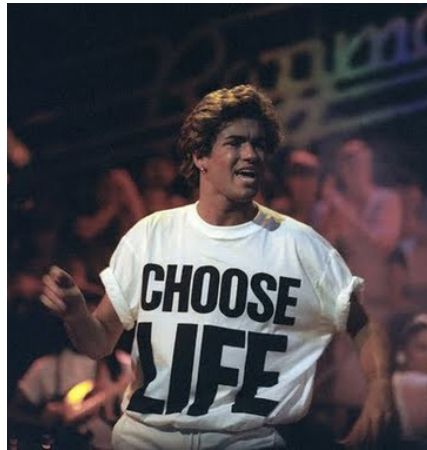
1. Make sure that you read, understand and implement where required all Lifebridge COVID updates
2. Comply with all Lifebridge, State and National Health Directions.
3. Sign in and out of all venues, take temperatures and wear a face mask.
4. Promote the simple but effective physical distancing and hygiene measures.
5. Ensure that Pottsville and Murwillumbah hubs have sufficient PPE Supplies, signage is on display, attendance sheets are recorded and all PPE supplies are replenished when required.
6. All activity spaces are sanitized before and after use.
7. Should you need additional PPE supplies, please contact Emma at Reception who will provide you with additional supplies.

If you have any enquiries or unsure about anything, please contact your management team at any time.



Use provided hand sanitiser on entry

## SOCIAL & COMMUNITY PARTICIPATION PROGRAM



The new Winter Social and Community Participation program will be released to all staff soon, it will include many of the old Lifebridge favorites and a range of new activities.

Thanks and appreciation to all those staff who have let either Martin, Stacey or myself know about alternative activities.

The new program will provide customers with the option to select some new activities as well as complete a quick customer survey on how they felt the last program went.

If you have any suggestions of future activities, places to visit or upcoming events, please do not hesitate to let us know.

## THE MAGIC BUS



We are pleased to announce that Lifebridge has been successful in a funding application through the NSW Government Infrastructure grants program for \$55,500 to purchase a new bus.

The new bus with Lifebridge signage will become part of the fleet and be used as part of Social and Community Participation programs to deliver services for both disability and Aged Care services.

The bus will also be used to establish new Lifebridge 'pop up' infrastructure program through delivering outreach services, including community promotion, arts and cultural, education and referral services to older people, people with a disability, their families and carers.

It is intended that the mobile service will build upon and complement existing community networks and infrastructure including dementia friendly communities, positive and healthy ageing, disability, community events and Council programs.

## TRIVIA, CONUNDRUMS AND MUSIC QUESTIONS?

1. What is the name of Quin's Shark Hunting Boat in Jaws?
2. What were clocks missing before 1577?
3. The song "the Magic Bus was released in 1968 by which band?



# NDIS WORKER CHECK

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## NDIS WORKER CHECK REQUIREMENTS - ALL LIFEBRIDGE STAFF

### What this means for me

1. All Lifebridge Staff **must** apply for an NDIS Worker Check (NDISWC) via Services NSW when their current National Police Check Clearance expires.
2. The NDIS Worker Check (NDISWC) replaces the National / Federal Police Check Clearance.
3. All Lifebridge staff are still required to maintain a current Working With Children Check Clearance (WWCC).

### FURTHER INFORMATION

The NDIS Quality and Safeguards Commission sets the requirements for providers, including worker screening requirements. The NDIS Commission is responsible for what types of checks are required, which workers need a check and when a check is required.

In NSW, NDIS Worker screening is called the NDIS Worker Check (NDISWC). It is performed by the new screening unit in the Office of the Children's Guardian.

### Who needs NDIS Worker Screening?

Workers in [risk assessed roles](#) employed by registered providers such as Lifebridge, need to have an NDIS worker screening clearance (or an acceptable check).

All staff working directly with Lifebridge NDIS customers are classed as a risk assessed role.

Existing workers can work with NDIS customers using an existing acceptable check until it expires.

An acceptable check is either:

- A national criminal history check, and the worker has no convictions for offences prescribed in Schedule 2 of the Disability Inclusion Act 2014 (NSW) or
- Working with Children Check (WWCC) clearance, if you are engaged in child related work.
- A worker who is not engaged in child-related work (working only with adults in the NDIS) is unable to use a WWCC clearance as an acceptable check for the NDIS.

They must have a national criminal history check or an NDISWC.

Child-related work is defined under the Child Protection (Working with Children) Act 2012 (NSW). It includes providing services to people under 18 years, work involving direct contact with children (more than incidental contact) and respite care or other support services primarily for children with disability.

### When do you need the new NDISWC?

An NDISWC will be required from 1 February 2021 for:

- a new worker who is working in a risk assessed role
- an existing worker that is moving into a risk assessed role
- an existing worker who has a WWCC, but is not in child-related work.
- An existing worker when their acceptable check is about to expire.

### Do you still need a National Police Check?

To work in a risk assessed role, you need an acceptable check or an NDISWC. You do not need both.

This means, to meet the NDIS Commission's requirements, you will no longer be required to undertake a national criminal history check once you have an NDISWC clearance.

### Do you still need a Working with Children Check?

In NSW, workers may need an NDISWC and a WWCC (they are separate checks). Generally, if you are:

- Doing child-related work outside of the NDIS (not providing NDIS services or supports), then you need a WWCC only. The Office of the Children's Guardian can advise you on these requirements.
- Working only with adults (not child-related work) to provide NDIS services, then you need an NDISWC only. The NDIS Commission can advise you on these requirements.
- Doing child-related work to provide NDIS services, then you need an NDISWC and a WWCC. This means you will need to apply for an NDISWC and reapply for your WWCC when it is about to expire.

*Continued on next page...*

# NDIS WORKER CHECK

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## NDIS WORKER CHECK REQUIREMENTS

### How do you apply for an NDISWC?

- Step 1 - Apply online at [www.service.nsw.gov.au/ndiswc](http://www.service.nsw.gov.au/ndiswc)
- Step 2 - Visit a Service NSW Centre within 14 days (2 weeks) of applying online to pay the fee (\$80 or free for volunteers), present your identity documents and have your photo taken.
- Step 3 - At least one NDIS employer verifies your application via the Commonwealth's NDIS Worker Screening Database Portal. Lifebridge can verify your application.

You will be able to view your NDISWC and update your details via your MyServiceNSW account. Refer to the NDISWC website for more information about applying.

### What do you need to apply for an NDISWC?

- Your MyServiceNSW account login and password. If you don't have one, you can easily create one. Visit the [Service NSW website](http://Service NSW website) to create an account.
- Four identity documents (originals - not photocopies, photos or scans). Such as an Australian driver licence (or photo card), Australian passport (or birth certificate or Australian visa), Medicare card and a utility bill (phone, internet, electricity, gas, water).
- Your employer working screening registration name or number with the NDIS (Lifebridge can provide you with this)
- Your current and previous addresses (if applicable) for the last 5 years.
- Your current and previous names (if applicable) used throughout your life.
- Your email address and phone number.

### How does my employer verify my application?

When you apply online, you need to select your NDIS employer/s.

After you visit the Service NSW centre (Step 2 of the application process), we will ask your employer/s to verify your application (Step 3 of the application process).

Your employer has 30 days to verify your application. They need to do this via the Commonwealth's NDIS Worker Screening Database portal.

Lifebridge has access to the database portal with the NDIS Commission.

Your application will not be assessed by us until it has been verified by at least one NDIS employer. If your application is not verified by any employer/s within 30 days, we will notify you and your application may be cancelled.

### Where can I use my NSW NDISWC?

If you apply for an NDISWC in NSW, it is portable across Australia. Your NDISWC number is a national number. Your details are registered on the NDIS Worker Screening Database (administered by the NDIS Commission).

This means if you have an NDISWC clearance from NSW, you can use it anywhere in Australia. Similarly, if you have an exclusion, it applies across Australia.

Please note that States and Territories may have additional NDIS worker screening requirements (additional to the NDIS Commission's requirements) and the requirements for working with children and other vulnerable people vary across Australia.

While your NDISWC is portable, you should confirm if any additional requirements apply for the State or Territory in which you are working.

### Where do you get more information?

*NDIS Quality and Safeguards Commission*  
[www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

1800 035 544

*Office of the Children's Guardian – NDIS Worker Check*

(Service NSW hosts the NDISWC information website and online application and manages customer queries.)

[www.service.nsw.gov.au/ndiswc](http://www.service.nsw.gov.au/ndiswc)

13 77 88

*Office of the Children's Guardian – Working With Children Check*

[www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)

(02) 8219 3777

# BUSINESS SERVICES NEWS

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## WELCOME & GOODBYE



Welcome to new staff members and volunteers - Ann Devantier, Warren Hanly, John Hayes, Kathleen Jessen, Melanie Kelly, Ryan Lourey, Maryann Markwell during June 2021.

Goodbye to Gefry Steckelbruck and Amanda Tandberg during the month of June 2021.

## CONGRATULATIONS

To the following staff and volunteers who celebrated their five (5) years and over work anniversaries during June 2021.

- Joanna Thurston - 10 years
- Cheryl Blythe - 6 years

We would like to take this opportunity to thank you for your contribution, dedication and loyalty to Lifebridge through the years.

## WORKING WITH CHILDREN CHECKS

Please note that some Working with Children Check applications and renewals may take longer than usual to process. The length of time to process and finalise a WWCC application or renewal can range from a few hours to several months.

The National Police Checking Service (NPCS) is currently experiencing an unprecedented use of the system, and due to a number of factors outside their control, there may be significant delays in the processing of checks.

Police checking in Australia is a partially manual, name-based process, involving many stakeholders. The NPCS aims to return checks as quickly as possible, however turnaround times are not guaranteed.

There are many reasons as to why some checks take longer than others to process, including:

- The check subject having a common name, or a name that matches with many potential Persons of Interest on policing systems.
- The check subject having old police information that requires manual collection and processing of hardcopy records.
- The relevant police agency having inaccurate or incomplete records which need to be investigated properly before the check can be finalised.
- Transferring information between the various state and territory police agencies before the information can be vetted and/or released.
- Workloads within each police agency.

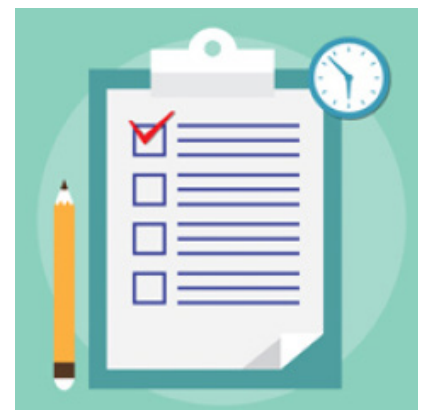
If your Working with Children Check is due for renewal soon, please ensure that you renew your check as early as possible to ensure your clearance does not expire.

Lifebridge require all employees to have a current Working with Children Check.

## QUALITY MATTERS

Please note that the following documents were updated/added to the QMS in the month of June 2021. The updated documents have been uploaded to [Projex](#) under the Document Bank.

- SO 6 - Organisational Chart
- SO 19 - Workplace Health and Safety Management Plan
- SOP 8 - Training
- SOP 11 - Injury Management - Managing Workers Compensation Claims
- Pol/GM 1 - Governance & Quality Management
- Pol/HRM 4 - Professional Behaviours
- HR 04ja - Daily Vehicle Drivers Checklist
- CM 01t - Home Care Pricing Schedule Definitions



# BUSINESS SERVICES NEWS

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## POSITIONS VACANT



Lifebridge currently have four (4) positions vacant posted on SEEK.

### Rostering and Scheduling Officer

We are looking for a full-time, highly motivated Rostering & Scheduling Officer responsible for rostering community and in-home support services.

Applications close Friday 16th July and you can apply via [seek](#).

### NDIS Support Coordinator

We are looking for a full-time, motivated and experienced NDIS Support Coordinator to join our team. The successful applicant will be responsible for assisting NDIS participants to build the skills they need to understand, implement and utilise their NDIS plan including the sourcing and scheduling of supports and services to meet customers goals and desired outcomes.

Applications close on Friday 16th July and you can apply via [seek](#).

### Home Support Worker

We are interested in speaking to people who are passionate about providing in-home supports to our aged and frail customers enabling them to maintain independence and achieve their goals while living at home.

Applications close Friday 16th July and you can apply via [seek](#).

### Clinical Customer Care Manager - Aged Care HCP'S

We have an opportunity for a full-time, highly motivated Registered Nurse to join our successful team. The Clinical Customer Care Manager will be responsible for providing direct clinical care to customers and providing care management to our Home Care Package (HCP) customers.

Applications close Friday 30th July and you can apply via [seek](#).

## MISSING VEHICLE KEYS AND NEW PROCESS FOR VEHICLE CHECK LISTS AND BUS KEYS



We are currently missing a set of keys for the new bus - Toyota 2.

Could everyone please check that you haven't accidentally taken them home or left them in your bag, etc.

If anyone locates these keys, could they be returned to Emma at Reception for safe keeping.

### NEW PROCESS FOR VEHICLE CHECK LIST AND BUS KEYS

We have a new process in place for the collection of Lifebridge vehicle keys and the vehicle check lists.

Lifebridge vehicle keys are to be collected and returned to reception daily during the week.

The vehicle checklists are also to be collected, completed and returned to reception daily during the week.

If you need to use a Lifebridge vehicle out of hours or during the weekend, vehicle keys will be left in the key safe which is located to the side of the cottage where the back entrance is.

Alternatively, you can contact Heather Wright, Rostering and Scheduling Officer during business hours if you require a specific vehicle out of hours or on the weekend and you can arrange the collection of the keys when speaking with Heather.

# INFORMATION TECHNOLOGY

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## PHISHING ATTACKS

### What is Phishing?

Phishing is a type of social engineering attack often used to steal user data, including login credentials and credit card numbers. It occurs when an attacker, masquerading as a trusted entity, dupes a victim into opening an email, instant message or text message. *(source - Wikipedia)*

### What happens if I open a phishing email?

Clicking on a phishing link or opening an attachment in one of these messages may install malware, like viruses, spyware or ransomware, on your device. This is all done behind the scenes, so it is undetectable to the average user.

### What are the common things to look out for in a phishing email?

1. An unfamiliar tone or greeting - the first thing that usually arouses suspicion when reading a phishing message is that the language isn't quite right.
2. Grammar and Spelling Errors - one of the more common signs of a phishing email is bad spelling and the incorrect use of grammar.
3. Inconsistencies in email addresses, links and domain names - another simple way to identify a potential phishing attack is to check the email address of the sender.
4. Threats or a sense of urgency - Emails that threaten negative consequences should always be treated with suspicion. Another tactic is to use a sense of urgency to encourage, or even demand, immediate action in a bid to fluster the receiver.
5. Suspicious attachments - If an email with an attached file is received from an unfamiliar source, or if the recipient did not request or expect to receive a file from the sender of the email, the attachment should not be opened.
6. Unusual Request - Leading on from the point above, if the email is asking for something to be done that is not the norm, then that too is an indicator that the message is potentially malicious.
7. Short and Sweet - While many phishing emails will be stuffed with details designed to offer a false security, some phishing messages have also been sparse in information hoping to trade on their ambiguity.



8. Recipient did not initiate the conversation - Because phishing emails are unsolicited, an often-used hook is to inform the recipient he or she has won a prize, will qualify for a prize if they reply to the email, or will benefit from a discount by clicking on a link or opening an attachment.
9. Request for Credentials, Payment Information or other personal details - One of the most sophisticated types of phishing emails is when an attacker has created a fake landing page that recipients are directed to by a link in an official looking email. The fake landing page will have a login box or request that a payment is made to resolve an outstanding issue.

### How to prevent being a victim of a phishing attack

The best way to prevent being a victim of a phishing attack is to make sure you **don't** click or open any links in emails that seem suspicious.

If you are not sure if an email you receive is legitimate, it is better to be on the safe side and ask Denyelle Drury, IT and Communications Officer to have a look at it first before you open or click on any links.

We cannot stress strongly enough the importance of this.

**If in doubt - get IT to check it out!**



# REWARD AND RECOGNITION

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## CONGRATULATIONS BRANDON

A big congratulations to Brandon Whiting who is the recipient of the Monthly Appreciation Award for June 2021.

Brandon was nominated by Lael Osun in recognition of his exceptional customer services skills and attention to detail.

I'm nominating Brandon because we were paired to offer support for a Lifebridge customer who has a number of challenging limitations.

Working alongside Brandon, with his natural ability to lead and teach made the task of learning how to best support a customer with challenging limitations so much easier. Brandon conferred with me throughout the whole shift, ensuring we were working cohesively and demonstrated diplomacy especially when I needed extra guidance.

Brandon's insight into the needs of the customer and attention to detail greatly contributed to an improvement in the customer's day. Brandon's empathy put the customer at ease, which ultimately resulted in exceptional customer service. I witnessed the level of trust that the customer felt in Brandon's hands.

Lastly, I also found Brandon's positive attitude about his role in Lifebridge and working with Lifebridge customers quite uplifting.

Brandon will be presented with a Gift Card to the value of \$50.00 and a Reward and Recognition Certificate.

Know anyone in your team who you think deserves to be recognised for their excellent work, send your nomination forms to [human.resources@lifebridge.org.au](mailto:human.resources@lifebridge.org.au)



## CONGRATULATIONS GREG

A big congratulations also to Greg Kay-Spratley who is the recipient of the Monthly Appreciation Award for June 2021.

Greg was nominated by Andrew Weir in recognition of his dedication to his role and the fact that he works seamlessly across both Disability and Aged Care Services.

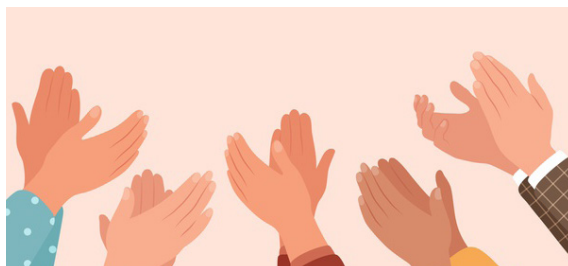
"Greg is a true living Lifebridge legend and ambidextrous as well, working seamlessly across both Disability and Aged Care Services.

Greg was nominated by a number of staff in recognition for his work in both areas, particularly with a customer who was staying at Pottsville Short Term Accommodation House and attending the cottage during the day. Disability and Aged Care Services working in a perfect and integrated union.

Greg jumped in and volunteered without a fuss to ensure continuity of service with a person centered approach. It's the little things that make a huge difference to people's lives.

Greg will be presented with a Gift Card to the value of \$50.00 and a Reward and Recognition Certificate.

Know anyone in your team who you think deserves to be recognised for their excellent work, send your nomination forms to [human.resources@lifebridge.org.au](mailto:human.resources@lifebridge.org.au)



# TRAINING AND DEVELOPMENT

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## ELMO ONLINE eLEARNING MANAGEMENT SYSTEM LAUNCH

### What is ELMO?

ELMO is an online Learning Management System that will allow Lifebridge to deliver interactive eLearning courses that we can roll out quickly and easily across the entire organisation. The training modules can be accessed from anywhere, anytime and on any device.

### How will we roll it out?

The Business Services Team are currently in the process of developing the first 12 training modules which include:

- Employee Induction Module
- Advanced Health and Safety
- Code of Conduct
- Conflict of Interest
- Dementia
- Diversity in the Workplace
- Ergonomics
- Manual Handling
- Medication Management
- Positive Behaviour Support
- Privacy Awareness
- Workplace Bullying and Occupational Violence

More training modules will be added in the future to suit the needs of the business and according to staff training needs feedback.

Our recently inducted staff members completed part of their induction training via the ELMO Learning Management System and we have received positive feedback about the system so far.

We hope to be able to introduce the ELMO Learning Management System to the rest of the organisation in the next few weeks.

### What do staff need to do to first log in to ELMO?

Firstly, you will receive an email from Human Resources with the subject line - Welcome to HR and Learning Hub - Log in Information - and your name.

Contained in this email there will be a URL Link that will open up the Lifebridge Australia Ltd HR and Learning Hub webpage.

You will then be asked to create a password and Log In.



Your username will also be included in the welcome email. Your username will always be your first name.last name

Once you login you will be directed to the Lifebridge Training and Development Dashboard.

Under the Learning Heading you will be able to see the courses that you have been enrolled in, the status of the course as to whether it has been completed etc and the date it is due to be completed.

Under the My Team Heading you will be able to see members of your work team.

On the left hand side you will have the menu options of Home, Profile, My Team and Learning.

- **Home** will take you back to the Dashboard.
- **Profile** will show you your profile in the system and under the Learning Heading, it will list the courses you have completed. You can view, download or print your Course Certificates in here as well.
- **My Team** will introduce you to everyone in the organisation with their email address, Position and Department.
- **Learning** will list the courses you have completed or are currently incomplete. Under the Course Catalogue, you can self enrol to any of the courses that are listed in the Course Catalogue.

**Keep an eye out on your Lifebridge email account for your login details soon and then you can discover elearning with ELMO....**



# THE BACK PAGE

JUNE 2021 - LIFEBRIDGE STAFF UPDATE

## WORK, HEALTH AND SAFETY MEETINGS

The next WHS Meeting will be held on Tuesday 13th July 2021 at 4.30pm at the Cottage Kingscliff subject to COVID restrictions.

Should you have a matter that you wish your work group HSR to raise at the next meeting please contact them directly via email below:

- [Ben.Simpson@lifebridge.org.au](mailto:Ben.Simpson@lifebridge.org.au)
- [Gregory.Kay-Spratley@lifebridge.org.au](mailto:Gregory.Kay-Spratley@lifebridge.org.au)
- [Jannah.Goodman-Jones@lifebridge.org.au](mailto:Jannah.Goodman-Jones@lifebridge.org.au)
- [Leanne.North@lifebridge.org.au](mailto:Leanne.North@lifebridge.org.au)
- [Sharon.Muntelwit@lifebridge.org.au](mailto:Sharon.Muntelwit@lifebridge.org.au)
- [Emma.Payne@lifebridge.org.au](mailto:Emma.Payne@lifebridge.org.au)
- [Jenny.Hicks@lifebridge.org.au](mailto:Jenny.Hicks@lifebridge.org.au)

Minutes of these meetings can be found in ProjeX (Document Bank – Minutes of Meetings – WHS).

## AGED CARE SERVICES MEETINGS

The Aged Care Services Staff Meetings will be held at the Functions Room, South Tweed Sports Club, 4 Mingungbal Drive, Tweed Heads from 3pm to 5pm.

The meeting days are being rotated through the week to ensure all staff get the opportunity to attend.

<b>August</b>	Thursday 12th
<b>October</b>	Friday 15th
<b>December</b>	Monday 13th (venue to be confirmed)



## EMPLOYEE ASSISTANCE PROVIDER COUNSELLING SERVICE



During difficult and stressful times it can help to talk to a professional about how you are feeling.

Kaye Laemmle is our Employee Assistance Provider (EAP).

All Lifebridge Staff can call Kaye Laemmle on **0410 618 330** to make an appointment when convenient to see her.

This service is free to Lifebridge employees and is completely confidential.

## Have you changed your PERSONAL DETAILS

Let us know ASAP

It is very important that we have your correct personal information on our files.

Any changes to your address, phone number or even a name change needs to be communicated to us as soon as possible.

Please send through any changes to your personal information to [Human.Resources@lifebridge.org.au](mailto:Human.Resources@lifebridge.org.au)