



STAFF UPDATE

JUNE 2022 - LIFEBRIDGE AUSTRALIA

Check out what's been happening lately on our socials.



MESSAGE FROM THE CEO



In this addition of the Staff Update it is with gratitude that I thank staff for their patience and perseverance as we manage ongoing roster challenges.

It seems a little like the perfect storm. We have amendments to the SCHCADS Award that require a lot of roster adjustments to ensure we are compliant. This means being constantly aware of where and when we are rostering people and to what activity. We also have a regular stream of new customers needing to be onboarded and current customers requiring additional and extended services. This has been further compounded by high levels of unplanned leave as staff have needed to quarantine or isolate due to COVID or are unwell with flu and cold.

It only takes a couple of unplanned absences and things become very complex. I really don't think people understand how one or two absences impact daily service delivery. Recently we have been recording up to 12 unplanned absences per day. This has a significant impact on the business and the people trying to manage the gaps in service.

Although we have a large staff base, the availability doesn't always match the task at hand especially when, as noted above, there are many compliancy factors that need to be considered. The key jugglers of this mayhem have been our amazing rostering staff. Recently, their days have been spent trying to piece together a jigsaw puzzle that often has missing and even wrong pieces for that day's picture. They never give up.

It isn't just the rostering staff who deserve acknowledgement. I know that many of you are working extra shifts and putting your hand up wherever possible. I also know that office staff have been stepping in and offering to do shifts as required. To everyone who has been going above and beyond, I thank you.

Your efforts are not going unrecognised.

Having said that, I also know the frustration that many staff who have been unwell and in isolation have felt. They want to be at work, they want to be supporting their colleagues and their customers.

However, when people are genuinely ill or are potentially infectious it is imperative that they stay at home. By isolating you are playing an important role in supporting the Lifebridge Team.

As we have been reporting for several months now, rostering is one of our key projects for 2022. This will continue as we develop our new geographically team based rosters and look for ways to improve the system and to support our rostering staff. We must reach a point where staff who are genuinely unwell don't feel guilty for taking leave and where our remaining staff don't feel so overwhelmed that the joy of their job disappears.

Whilst we work on solutions, I ask that we support each other with kindness and compassion. We need to remember that everyone is trying their hardest.

We are all here for the one reason – to support our customers. To do this successfully, we all need to be successful.

Finally, over the coming months Managers will be contacting Community Support Workers for the annual consultation process. Managers will be speaking to customers and other key people so they can have an open and heartfelt discussion around performance and areas for development and growth. It will also provide you the opportunity to provide feedback around what Lifebridge could be doing better to provide support that has meaning to you.

Until next time – stay well and stay warm and dry.

Bronwyn

WELCOME TO THE LIFEBRIDGE TEAM

A big, friendly welcome to the following staff members who joined the Lifebridge Team during the months of May and June 2022.

- Alana Garland
- Priscila Lima
- Joanne Masterman
- Peter Fraser
- Samuel Lynch
- Teagan Bathie
- Tracie Radecki
- Michelle Speeding
- Maggie Neave
- Layla Diklich

We are happy that you have decided to join us and hope you all feel very welcome in your new roles.



CONGRATULATIONS AND THANK YOU

Congratulations to the following staff and volunteers who celebrated their five (5) years and over work anniversaries during May and June, 2022.

- Heather Wright (16 years)
- Anne Reading (8 years)
- Susan King (8 years)
- Cheryl Blythe (7 years)
- Kim Grech (5 years)
- Dione Cross (5 years)
- Mary Sayer (5 years)

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



GOODBYE - WISHING YOU WELL

During the month of May and June 2022 we said goodbye to following staff members:

- Angela Hill
- Benjamin Saunders
- Scott Wolfe.

We wish them well in their future endeavours.





BUSINESS SERVICES

Kilometre Allowance

As per the amended SCHCADS Award, effective from the first full pay period in July, 2022 the per kilometre travel allowance will be increased from .80 cents to .92 cents.

Medical Certificates

All staff must provide a medical certificate in all instances when they are on sick/personal leave for 2 or more consecutive days.

Medical Certificates may be requested of staff with recurring single day absences.

Please refer to Policy HRM 06 - Employee Benefits Clause 8.4 which is available in Projex.

Feedback, Focus and Discussion Meetings

Building upon the staff consultations that were held 12 months ago, managers will once again be engaging in an annual meeting with every Community Support Worker.

Lifefridge has intentionally maintained calling the annual meetings a consultation process. It is an opportunity for a two way conversation. Managers will be gathering information from customers and other sources to provide real acknowledgement and feedback.

The discussion will also consider how Lifefridge can improve as an employer and areas where you and the organisation may be able to improve service delivery.

What can we do as a team to create a work environment that has true meaning and purpose for employees and customers?

The meetings will be conducted throughout the month of July. A manager will contact you and book in a meeting time. Once the meeting has been conducted payroll will be notified and you will be paid an additional hour as a consultation reimbursement.

This is an opportunity for meaningful engagement and exchange of ideas and feedback so think about what you would like to add to the discussion.



GETTING TO KNOW OUR EXECUTIVE TEAM

Amanda Chadwick

Amanda commenced with Lifefridge in August 2016 to lead the People and Culture function through the NDIS and Aged Care Reforms change management program.

Amanda has spent several years providing executive human resources leadership to an Aged Care organisation with 5 large facilities in the wider Sydney metropolitan area.

During this time the focus was cultural change management, business transformation and leadership development associated with changes to funding models and the strategic direction of the organisation.

Previously Amanda spent 10 years as regional Vice President, Human Resources for a large international corporation heading up the mergers, acquisition and integration function while leading the Asia Pacific Human Resources team.

Amanda holds a Master of Arts in Psychology from the University of Sydney.

COMMUNITY SERVICES UPDATE



Life's Great Mysteries

Lifefridge continues the transition to the new service delivery model, whereby staff provide services to customers across all service types, funding streams (NDIS and Aged Care) and geographical areas.

This new and innovative model also provides an opportunity for Lifefridge staff to develop and refine new skills, greater role diversity and community engagement.

The monthly 'Mystery Road Trips' continue to demonstrate a clear example of service integration, where customers from both NDIS and Aged care seamlessly enjoy a day together of culture, adventure and most of all mystery.

The Community Services Team continue to develop and expand the range of activities for all Lifefridge customers, so if you have any ideas, suggestions or recommendations, please do not hesitate to let either Colleen or Janelle know for inclusion into the Monthly Activities Calendar.

A reminder that the Monthly Activities Calendar are made available at the end of each month and can be picked up at reception and are also published on our website.

Continued Quality Improvement

As you may be aware, Lifefridge recently completed the formal NDIS verification process. NDIS Registered service providers such as Lifefridge are required to undertake an audit against the NDIS Practice Standards on a 3-year cycle.

Standards are necessary, but always changing.

Lifefridge performed to a very high standard in the audit process, it highlights the importance of Continued Quality Improvement, the continuous and ongoing effort to achieve measurable improvements in efficiency, effectiveness, performance, accountability and outcomes.

In response to the audit and changing Standards, there are several Lifefridge Policies that are currently being updated to reflect current policy and practice, customer engagement and incident reporting including:

- Customer Safety and Security
- Risk Management
- Professional Behaviours
- Risk and Opportunities for Customers

All our Quality Activities strengthen and inform Lifefridge practice. The NDIS audit findings allow us to consolidate practice across all areas of our business including both Aged Care and NDIS. This work will also support and underpin preparation for the Aged Care audit.

Customer Travel NDIS

Yet again a reminder to all staff that every activity that we deliver to NDIS Customers is charged back to the customer. The funding for each activity comes directly from a customer's NDIS plan or directly out of their pocket.

On average NDIS Customers get around \$1,500- \$2,000 annual for transport. When we provide 1 to 1 support, Lifefridge quote and charge on an average total cap of 20 kilometre's per day for individual travel.

Some customers have a higher kilometre cap than others and if you cannot find this in VISICASE, feel free to confirm with Martin. When we exceed this kilometre cap, the Lifefridge customer must make up the difference.

We can only allow extra mileage (greater than the quoted cap) however, you must receive informed consent from the customer, parent/guardian to verify that they are happy to utilise additional funding. This consent must be fully documented on your shift notes.

DRIVING CUSTOMER OWNED VEHICLES

Lifebridge provides customers with the option of having a Lifebridge Support Worker drive their own vehicle as part of their service. This enables customers to travel at their own convenience and prevents workers from using their own vehicle for work purposes.

Lifebridge is committed to providing a safe work environment for its workers and customers. As such, there are a number of responsibilities held by the various parties which need to be adhered to in order for this service to continue.

Lifebridge has a responsibility to:

- ensure that customers' cars are registered and insured (minimum Third-Party Property cover) with documented evidence;
- ensure that customers' cars are roadworthy before being driven by Lifebridge Representatives, and that customers' cars are inspected for roadworthiness at regular intervals;
- ensure that Lifebridge Representatives are not put at risk when driving customers' cars;
- ensure that Lifebridge Representatives are aware of the need to remain the driver for the entire journey;
- inform customers of any vehicle deficits identified during inspection; and
- inform customers to advise their insurer that a Lifebridge driver may be driving their car.

Customers (who allow their vehicles to be driven by Lifebridge Representatives) have a responsibility to:

- allow Lifebridge Representatives to inspect their vehicles for roadworthiness and safety;
- provide permission for their own car to be used as transport;
- provide documentary proof of vehicle registration and insurance (minimum Third-Party Property cover);
- inform their insurance company that Lifebridge Representatives may be driving their vehicles;
- ensure their vehicles are clean and tidy before scheduled trips with Lifebridge drivers;
- ensure their own vehicle is safe and roadworthy; and
- inform Lifebridge of any damage or adverse condition that may affect their vehicles' roadworthiness.



Lifebridge Representatives have a responsibility to:

- assess and inspect customer vehicles for roadworthiness prior to use, inform customers of result and report back to Lifebridge if there are any safety concerns identified;
- have written authorisation from the customer or their carer to drive the customer's vehicle;
- be familiar with the procedures related to emergencies, accidents and breakdowns;
- treat customers' vehicles with respect and maintain high levels of cleanliness;
- keep a record of vehicle journeys in a logbook, including the date/time that the vehicle was driven and odometer readings;
- be responsible for parking infringements and speeding fines when in control of the vehicle; and
- refuse to drive a customers' car if it will be of detriment to their health or safety and report to Lifebridge in this situation using the appropriate Incident Report Any breach of this policy may result in counselling and/or disciplinary action which, in the case of employees, may lead to dismissal or in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy may result in cancellation by Lifebridge of the services provided under this policy.

TRANSPORT UPDATE



Exciting news everyone!!!

We have a brand new bus arriving in July. This will be the same as the other two buses but will have a double wheelchair lifter installed.

We would also like to take this opportunity to remind all staff who use Lifebridge motor vehicles to leave them clean at the end of the day. Remove all paperwork and rubbish. Give the vehicle a quick clean and complete the checklist. The checklist and keys are to be returned to reception.

The buses will be inspected each week for safety and cleanliness.

If there is something that you have noted on the checklist that has not been rectified please send an email to Finance and Administration Manager- michelle.kirkland@lifebridge.org.au

Pain in the Neck

Driving or sitting at the desk giving you a stiff or sore neck? Check out the video below by Michelle Kenway, Physical Therapist which shows you some simple ways to give your neck a good stretch to relieve some of that tension and pain.



SAFE WORKING PROCEEDURES

Did you know?

Safe work procedures are directions on how work is to be carried out safely and are required for all hazardous tasks performed at your workplace.

The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring that employees know how to work safely when carrying out the tasks involved in their jobs.

Safe work procedures are based on a task analysis which breaks down the job into specific steps and the conduct of a risk assessment on each of the steps to identify hazards, assess the level of risk and determine suitable control strategies.

Check out our newly updated safe working procedures on [Projex](#) now.

The newly updated Safe Working Procedures can be found under the Document Bank/Procedures.



If you're a **community support worker or direct carer** it pays to learn what you can claim



To claim a deduction for work-related expenses:

- you must have spent the money yourself and weren't reimbursed
- it must directly relate to earning your income
- you must have a record to prove it.*

You can only claim the work-related portion of an expense. You can't claim a deduction for any part of an expense that does not directly relate to earning your income.

* You can use the [myDeductions](#) tool in the ATO app to keep track of your expenses and receipts throughout the year.

This information is for employee community support workers and direct carers, it doesn't apply to participants or nominated representatives under the National Disability Insurance Scheme.

Car expenses



- You can't claim the cost of normal trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours – for example, weekend or early morning shifts.
- In limited circumstances, you can claim the cost of trips between home and work where you have shifting places of employment (that is, you don't have a fixed workplace and you continually travel from one work site to another during your workday).
- You can claim the cost of using a car you own when you drive:
 - directly between separate jobs on the same day – for example, from your first job as a personal care assistant to your second job as a disability support worker.
 - to and from an alternative workplace for the same employer on the same day - for example, directly between client's homes or taking a client to an appointment.

If you claim car expenses, you can use the logbook method or the cents per kilometre method to calculate your deduction.

If you use the logbook method, you need to keep a valid logbook to work out the percentage of work-related use along with written evidence of your car expenses.

If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

If you claim work-related car expenses using one of the above methods, you can't claim any further deductions in the same tax return for the same car.

For example, petrol, servicing, and insurance costs.

This is a general summary only.

For more information, go to ato.gov.au/carers or speak to a registered tax professional.



Clothing and laundry expenses (including footwear)



With a few exceptions, clothing can't be deducted as a work-related expense.

- You can't claim the cost to buy, hire, repair or clean conventional clothing you wear for work, even if your employer requires you to wear it and you only wear these items of clothing at work. 'Conventional clothing' is everyday clothing worn by people – for example, jeans, t-shirts, sneakers or business attire.
- You can claim the cost to buy, hire, repair or clean clothing if it is:
 - protective – clothing that has protective features and functions which you wear to protect you from specific risks of injury or illness at work. For example, non-slip nursing shoes
 - a compulsory uniform – clothing you are explicitly required to wear by a workplace agreement or policy, which is strictly and consistently enforced, and is sufficiently distinctive to your organisation.

For example, an embroidered shirt with your employer's logo that is compulsory for you to wear at work.

Meal and entertainment expenses

- You can't claim the cost of food, drink or snacks you consume during your normal working hours, even if you receive an allowance. These are private expenses.
- You can claim the cost of a meal you buy and eat when you work overtime, if you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income.
- You can't claim for the costs you incur for yourself or your client when taking them out – for example, paying for their coffee, lunch or ticket to attend a movie.

Self-education and study expenses



- You can claim self-education and study expenses if your course relates directly to your employment as a community support worker or direct carer and it:
 - maintains or improves the specific skills and knowledge you need for your current duties – for example, a Certificate IV in Ageing Support if you are employed as an aged care worker
 - results in or is likely to result in an increase in income from your current employment.
- You can't claim a deduction if your study is only related in a general way or is designed to help you get a new job.

Other expenses

- You can claim the work-related portion of other expenses that relate to your employment, including:
 - phone and internet costs, with records showing your work-related use
 - working from home expenses to fulfil your employment duties
 - personal protective equipment you buy, such as gloves, face masks, sanitiser or anti-bacterial spray, if your job required close proximity with customers
 - union and professional association fees.
- You can't claim private expenses, such as:
 - fitness expenses – for example, gym fees
 - parking at your normal place of work or public
 - transport, taxis or ride share expenses from home to work
 - flu shots and other vaccinations
 - pay TV, music subscriptions and streaming services.
- You can't claim a deduction if the expense was met or reimbursed by your employer.



REWARD AND RECOGNITION

A big congratulations to Nicole Newhouse and Dane Peters who are the recipients of Monthly Appreciation Awards for May, June 2022.

Nicole and Dane were nominated by Leanne Coley.

Nicole and Dane have worked with Lifebridge customer Dawn and her caring husband Tom consistently for some time now. Nicole provides domestic assistance and they both also assist weekly in preparing several amazing, healthy and vegetarian home cooked meals for them to enjoy throughout the week.

Dawn is a lady who lives with dementia and as it has progressed, her ability to carry out everyday tasks has declined. This left kitchen novice Tom with very little options for home cooked meals leading to the provision of regular Home Care Services to assist with meal preparation. For several years Tom has humorously referred to this service as their "Cookathon".

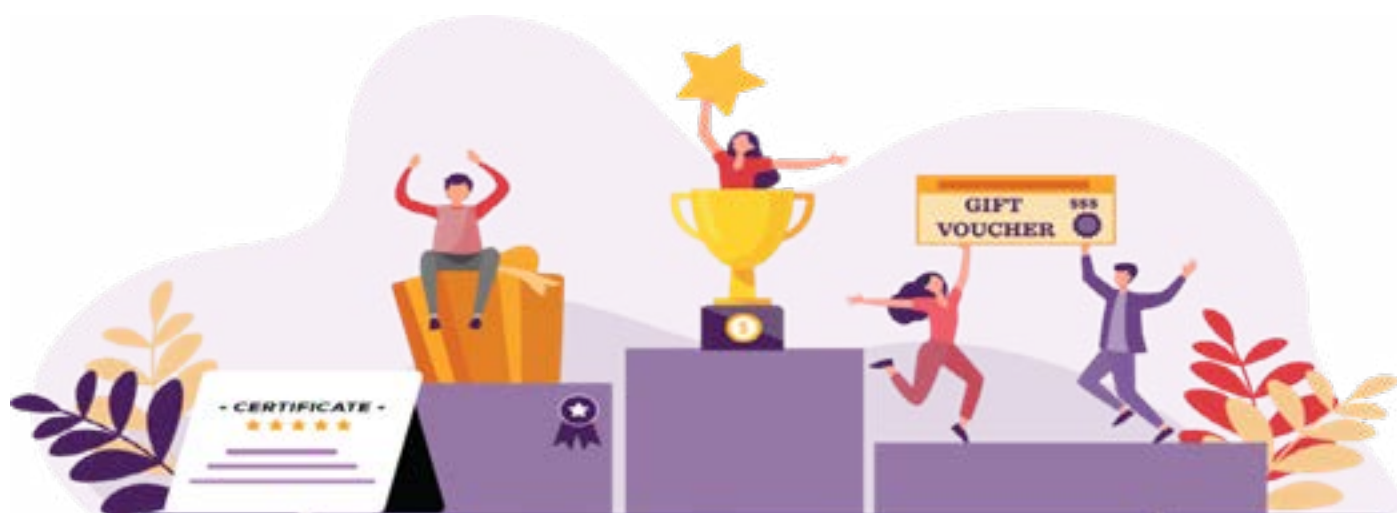
Nicole and Dane's descriptions of the meals they prepare and occasional photos shared with myself equally bring a smile and a little food envy.

They both do an amazing job and recently Tom emailed me and included the below feedback for which I believe Nicole and Dane deserve a big thank you for.

"Each Wednesday we have a 2 hour cookathon which is an enormous blessing to Dawn and me. Both Nicole and Dane are truly great cooks and it is a pleasure to have them in our home. So great is this service that our refrigerator and freezer is jampacked full of a variety of tasty meals. So much so in fact that we couldn't fit another dish into it right now!!"

Nicole and Dane will be presented with an e-Gift Card* to the value of \$50.00 each and a Reward and Recognition Certificate. *Please note that Wish e-gift cards will now be sent to Reward and Recognition recipients via SMS.

Know anyone in your team who you think deserves to be recognised for their excellent work? Fill in and email a HR6e - Reward and Recognition Nomination form which can be downloaded from Projex to human.resources@lifebridge.org.au



EAP ASSIST



Lifebridge have engaged a new Employee Assistance Provider, EAP assist. EAP Assist supports employees wellbeing with confidential phone counselling. The aim of counselling is to help resolve both workplace and personal issues before they adversely impact an employee's mental health and workplace performance.

HOW YOU CAN REQUEST FREE PHONE COUNSELLING

All Lifebridge employees can request up to three hours of counselling from 9am to 9pm, Monday to Friday. Lifebridge's dedicated EAP Helpline number is **0407 086 000** or you can email support@eapassist.com.au

Alternatively you can book a phone counselling appointment via the EAP Assist Booking Form - <https://eapassist.com.au/booking-form/>

SELF-HELP RESOURCES

The EAP Assist website also contains an extensive range of self-help resources which all employees are encouraged to use - <https://eapassist.com.au/>

Practicing Kindness at Work

Being kind and showing gratitude towards ourselves and others helps us gain perspective, connect with others and be kinder to ourselves. There are scientifically proven benefits of being kind.

Kindness increases oxytocin, serotonin, energy, happiness and lifespan and decreases pain, stress, anxiety, depression and blood pressure.

Below are a few helpful tips:

On the way to and from work

- Check in with how you're feeling and the energy you're bringing to work.
- Be kind to service people like bus drivers, baristas and cleaners; say hello, smile, ask how they are today.
- Reflect on something you've done well at end of each day.



continued on next page...

Practicing Kindness

When working

- Send an encouraging email to a teammate expressing appreciation.
- Notice when you're hard on yourself or others and find ways to be kind.
- Try to make a positive comment in every interaction.
- Be specific when expressing thanks and say why you are grateful for someone's work or help.
- Take a moment to accept compliments and reflect on them.
- Relay the positive feedback you heard about someone's work if they weren't there to hear it first-hand.
- Be a mentor to others by sharing your expertise or professional networks.
- Congratulate someone on their wins.
- Speak highly of a colleague to their supervisor.

In your breaks

- Take the time to get to know a new staff member.
- Buy a colleague a coffee or make them a cup of tea.
- Make an effort to find out something interesting about a co-worker

Set yourself up for success

- Make a list of amazing things that you take for granted.
- Write down three specific things that have gone well recently.
- List the kind things others have done for you that week.
- Take time each day to be grateful for the things in your life, in your head or in a journal.
- Look for something to be thankful for where you least expect it.
- Take time to take care of yourself, physically and emotionally; isn't selfish, it's essential.
- Find something kind to say to yourself when feeling low.
- Treat yourself the way you would treat a friend when things are difficult.



This touching and beautiful animated video, which demonstrates the power of kindness, tells the story of a boy who plays video games and, as his mother says, does not go out of the house very much.

The boy receives a gift of a dog from his mother. At first, he does not show any interest in it....you can find out the rest of the story by watching the video.



There are scientifically proven benefits to being kind! It is contagious, teachable and makes you feel all fuzzy inside.

This short animated video explains simple ways that you can help to spread a little kindness.

Winter Warmer Recipes



The Cooking Group have been busy creating these delicious, budget friendly meals which we thought we would share.



HAM AND CHEESE QUICHE

This ultra easy ham and cheese quiche takes less than 5 minutes to get in the oven.

Ingredients

125 gm ham
1 small onion
1 ½ cups of grated cheese
⅓ cup of self raising flour
salt and pepper
4 eggs
1 ½ cups of milk

Method

Preheat oven to 200°C. Grease a 5 cup capacity pie dish.

Chop ham, onion then combine ham, onion, cheese, flour, salt and pepper in a medium bowl. Scatter over base of dish.

Whisk eggs and milk together in a large jug and pour over ham mixture. Cook for about 40 minutes or until puffed and golden.

Cool slightly. Serve warm or cold.



TUNA PASTA BAKE

Just six ingredients is all you need for this speedy, budget friendly tuna bake?

Ingredients

300g dried macaroni pasta
40g butter
2 tbsp plain flour
2 cups of reduced fat milk
¾ cup grated cheese
425g tuna in springwater

Method

Preheat oven to 220°C/200°C fan-forced. Lightly grease an 8 cup-capacity ovenproof dish.

Cook pasta in a medium saucepan of boiling, salted water, following packet directions, until tender. Drain, reserving 1/4 cup cooking liquid. Return pasta to pan.

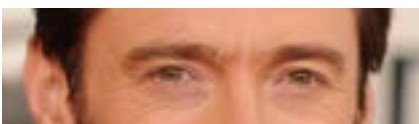
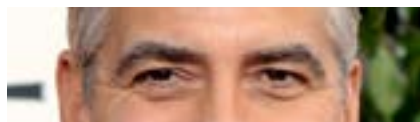
Melt butter in a saucepan over medium heat. Add flour. Cook, stirring for 1 minute or until bubbling. Remove from heat. Gradually stir in milk until combined. Return to heat. Cook, stirring constantly, for 3 to 4 minutes or until sauce boils and thickens. Remove from heat. Stir in 1/4 cup cheese. Season with pepper.

Add to pasta with tuna and reserved cooking liquid. Toss to combine. Spoon mixture into prepared dish. Sprinkle with remaining cheese. Bake for 12 to 15 minutes or until cheese is melted and golden. Serve.

Let's get quizzicle...

In the eyes of the beholder?

The beholder of these eyes belongs to the following famous leading actors, can you match who's who? Leonardo DiCaprio, Jack Nicholson, Hugh Jackman, Bradley Cooper, Johnny Depp, Brad Pitt, Tom Hanks, George Clooney.



Test your knowledge?

1. The 27 Club is a list consisting mostly of popular musicians, artists, or actors who what at the age of 27?
2. Which famous Australian distance runner lit the Olympic flame at the 1956 Olympics?
3. In Risky Business, what song did Tom Cruise famously lip-sync to in his underwear?
4. By area, what is the smallest country in the world?
5. What's changed into alcohol while in brewing?
6. What type of pastry are profiteroles made out of?

LAST EDITION'S ANSWERS

1. What was the name of the Robin Williams film where he dresses up as an elderly British nanny? **Mrs Doubtfire**
2. In which ocean is the Bermuda Triangle located? **North Atlantic Ocean**
3. What fictional city is the home of Batman? **Gotham City**
4. Which bird is often associated with delivering babies? **Stork**
5. What group of animals is known as a "flamboyance"? **Flamingoes**
6. What is hummus made from? **Chickpeas - (tahini, garlic, lemon, olive oil)**
7. What has a gravitational pull so strong that light cannot even escape it? **A black hole.**
8. What astrological sign's symbol is a crab? **Cancer**
9. Which popular 80's female rocker had the hit single "Hit me with your best shot" and has recently been inducted into the Rock and Roll Hall of Fame? **Pat Benatar**
10. Anne Frank and her family hid in an attic during WWII. In which city was there hiding place? **Amsterdam**

I am Ian (Molly) Meldrum

Wired for Sound

The 12 songs in the sound file above all have a colour in the song title.

Can you guess the name of the song title? Perhaps you would like to test yourself even further and guess the name of the artist?

What am I riddles?

- I have a head and a tail that will never meet. Having too many of me is always a treat?
- I am the beginning of everything, the end of everywhere. I'm the beginning of eternity, the end of time and space
- I can never be thrown but I can be caught. Ways to lose me are always being sought.
- The more you take, the more you leave behind.

THE BACK PAGE



WHS MEETINGS

The next WHS Meeting will be held on Tuesday 9th August, 2022.

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
- Gregory.Kay-Spratley@lifebridge.org.au
- Jannah.Goodman-Jones@lifebridge.org.au
- Leanne.North@lifebridge.org.au
- Sharon.Muntelwit@lifebridge.org.au
- Emma.Payne@lifebridge.org.au
- Jenny.Hicks@lifebridge.org.au
- Amanda.Chadwick@lifebridge.org.au

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

ALL STAFF MEETINGS

Community Services All Staff meetings will be held quarterly from 3pm to 5pm. At this stage the meetings will be virtual through Microsoft Teams and all staff are to ensure that they have access. If you require assistance with Teams access, please contact Denyelle Drury, IT and Communications Officer on 0436 656 125 or email denyelle.drury@lifebridge.org.au

Meeting dates coming up for this year are:

- Wednesday 7th September 2022
- Thursday 8th December 2022

The meetings will be recorded and the recording will be uploaded to the Community Services Team under the Meetings Channel under the Files Tab and in the folder named Recordings. Any presentations from the Meetings will be uploaded to the Presentations Folder. If you need assistance with locating this information please contact Denyelle Drury.



PERSONAL DETAILS

It is vitally important that we have your correct personal information on our files as this can affect rostering.

Please let us know of any changes to your:

- home address or postal address
- home or mobile number
- bank account details
- personal email address
- name

Send through any changes to your personal information as soon as possible to Human.Resources@lifebridge.org.au

WHAT'S ON IN THE TWEED AREA

Looking for something different to do in the Tweed area - check these suggestions out for a fun day or night outing:

F2 - The Frocks Duo is playing at Twin Towns Services Club on Sunday, 24th July from 2pm. Take a trip back through memory lane and get ready to hear your favourite disco and retro numbers right through to the hits of today.

Starlettes Drama Theatre are performing an adaptation of **Alice in Wonderland** that focus on teenagers dealing with family members at the Tweed Heads Civic and Cultural Centre on Saturday, 16th July from 7pm.

Experience breath-taking views aboard **Skyline Attractions Giant Ferris Wheel** at Jack Evans Boat Harbour. Take in 360 degree views of Tweed Heads and surrounds from 35 metres in the air in one of the comfortable gondolas. From 21st June to 17th July.