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'GIVE A LITTLE, CHANGE A LOT' National Volunteer Week

During May, MHA held thank you afternoon teas for our Meals on Wheels, Planned Activity Group, Foodshare and Yarrawonga Community Opportunity Shop Volunteers in Cobram, Nathalia, Numurkah and Yarrawonga as part of National volunteer week with the theme of "Give a little, Change a lot". MHA Care has over 500 volunteers supporting these programs. Volunteers contribute \$290 Billion to the Australian economy annually with over 6 million Australians involved in volunteering. Volunteering also yields a 450% return for every dollar invested. Thank you and congratulations to Lorraine Northeast and other staff who contributed their time and efforts into holding the morning teas, which were a great success.



CAR INSURANCE

Just a reminder to staff that MHA Care encourages all staff to have an appropriate level of cover of Car insurance. Whilst MHA Care can encourage its employees to have comprehensive insurance with Hire Care, Roadside assist, Windscreen. Tyre and other options, it is the responsibility of the employee to ensure they have adequate cover if their car were to be involved in an accident. Please consider the level of cover you have and what you would do if you were to be left without a car whilst it was being repaired.



CHANGES TO THE VICTORIAN LONG SERVICE LEAVE ACT (1992)

In November 2018, the current Victorian Long Service Leave Act will be replaced with the Victorian Long Service Leave Act (2018), which has recently been passed. Some changes this will have for those employed under this Act include:

- LSL will be able to be taken after 7 years (pro rata) rather than 10 years.
- Single days of LSL may be granted by agreement (rather than large blocks)
- LSL accruals will not be lost when an employee takes more than 12 months parental leave.
- All paid parental leave and unpaid parental leave (up to 12 months) will be counted as service under the Act.
- New averaging provisions for those employees that work irregular hours.

Please note that from the commencement of this Act in Nov 2018, the changes will only affect those employees who are currently employed under the current Victoria Long Service Leave Act 1992. MHA will make sure all employees are aware of the changes closer to the date when a confirmed release date is announced.

3.5% MINIMUM WAGE INCREASE

From the first full pay period after 1st July 2018, all employees at MHA Care will receive a 3.5% increase to their pay rate. This was the decision handed down by the Fair work commission in regards to the minimum wage increase.

Policies and Procedures recently updated

We have been busy updating Policies and Procedures over the past few months.

Please see the below list of new and recently updated Policy and Procedure documents:

Code of Conduct

Uniform Policy Procedure

Service Coordination Procedure

Intake & Service Referral Procedure

Document Control

Food Safety Program Policy and Procedure

Service Recognition Policy and Procedure (Volunteer)

Privacy, Confidentiality and Consent Policy and Procedure

Notification of Data Breaches – Procedure

Personal Relationships in the Workplace Policy

Board Recruitment

Board Evaluation

Board Media Relations Policy & Procedure

Please ensure that you read any of the above Policies and Procedures that are relevant to your role.

All Policies and Procedures are available on the Employee Services Portal (ESP).

Education on any mandatory Policies and Procedures will be provided at upcoming staff meetings.

CONGRATULATIONS

Congratulations to Lorelle Mele, CCW Yarrowonga, who has recently completed her Certificate III in Individual Support (Ageing, Home and Community). We are thrilled to have you on board as a community care worker and see you finish your course. Well done!

Also well done to the PAG team in Cobram who raised over \$600 for holding a 'Biggest Morning Tea' during May. The day was said to be very entertaining with some very 'special' royal guests including none other than Prince Harry, Megan Markle, Prince Charles and Camilla. The funds raised will be very much appreciated by the Australian Cancer Council. Well done girls!



RECRUITMENT UPDATE

We currently don't have any positions vacant. However, we recruited a new Intake/Care Coordinator to work alongside Kelly Stephens. Cas Sampson will be taking the role, starting on 7th June 2018. We look forward to welcoming Cas into this role when she starts early June.

Throughout May, we have had 1 new employee added to our Yarrowonga team. We welcome Nerroille Wilson on board and wish her the best in finishing her Cert III in Individual Support through Yarrowonga Neighbourhood House.

For the month of May, we said goodbye to the following employees:

Kristy Rudd, CCW Cobram and Terri Weaver, HCW Yarrowonga. We wish Kristy and Terri the best of luck with their future endeavours.

NEW EMPLOYEES at MHA Care

Name	Position	Location	Start/End Date
Nerroille Wilson	HCW	Yarrowonga	14/5/2018

EMPLOYEES EXITING

Terri Weaver	HCW	Yarrowonga	23/5/2018
Kristy Rudd	CCW	Cobram	31/5/2018