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As I complete my first 12 months I would like to thank you all for the commitment to our customers and MHA Care that you have consistently demonstrated during this time and was evidenced in our Customer Survey. I have personally appreciated your openness at staff meetings and willingness to provide feedback on all aspects of our service. As we move forward in these challenging times I am confident that with your continued commitment and support, MHA Care will firmly establish itself as a major provider of quality Home Care services throughout our region.

I look forward to continuing to work with you all in the coming 12 months.

Thank you Michael Hogan

MHA Care TV Ad

Thanks to all of our wonderful staff and clients that took part in our TV advertisement. You may have viewed the ad on the WIN network (usually around the 7pm time slot). The ad is short but sweet and we thank everyone for their feedback and help in creating the ad. You can watch the ad by going to our Facebook page and finding the Ad's post.

**Bravo! To our wonderful staff**

Well done and thank you to our wonderful Bravo recipients for this quarter. Amber Vucinic, Debbie Hawkins, Maggie Burton and Cathy France. Thank you for being patient, caring, thoughtful and doing a wonderful job in your field. You are what make our customers happy. Keep up the brilliant work and enjoy spending your \$100 gift voucher!

Single Touch Payroll

Recently you will have received a Payment Summary from payroll. However, this will be the last payment summary you will ever receive from MHA Care. This is because a system called Single Touch Payroll (STP) has been implemented. This system allows your pay details to go straight through to the Australian Tax Office each fortnight. Any business that has a payroll greater than 20 employees will also have to use this new system. Please go to the link below for more information, or contact Leanne Adams Heather in payroll if you have any queries.

<https://www.ato.gov.au/Business/Single-Touch-Payroll/About-Single-Touch-Payroll/>

It is also now important that you have a mygov account to keep your details with the ATO and other agencies up to date. Go to www.my.gov.au to create an account.

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:

Learning and Development Policy and Procedure

Workplace Bullying Policy and Procedure

Exit Policy and Procedures

Incident Reporting Policy and 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.

If you have any queries in relation to this please speak with your Coordinator or Manager.



Congratulations...

Congratulations to both Emma Chessells and Nerroille Wilson for recently completing their Certificate III in Individual Support through Yarrawonga Neighbourhood House. Emma and Nerroille have both been working as Home Care workers in Yarrawonga, and will now take on roles at MHA Care as Community Care Workers. Emma is also going on to do a Cert IV in Disability so we wish her the best of luck. Well done Emma and Nerroille, a great effort!

Cert III Individual Support (GO TAFE)

A great opportunity has been given to 5 of our current home care workers to undertake a Certificate III in Individual Support through GOTafe. The course is due to start in August and currently we are just waiting for GO tafe to get back to us with more details about the course structure. So far the following people have nominated to do the course and have been successful. Well done to:

Melissa McCartin, Amy Holcombe, Vicki Lodge, Wendy Parker and Laurel Brodie.

There is also still one fully funded spot available to us, so please contact Hannah if you are interested.

Applying for Leave

With the start of a new financial year, Payroll are asking that all employees remember to apply for any leave that you may take prior to taking the leave (or shortly after if sick leave). Currently payroll are having to chase up numerous staff members each payroll cycle to get them to apply for the leave. This is a timely process. Remember that it is the responsibility of the employee to apply for Leave through the employee services portal (ESP) which can be logged into by going to the employee resources section on our website. All employees have been given training on how to do this, but if you still need some assistance, please contact the office and we can help.

Recruitment Update

We currently don't have any positions vacant. However, we are finalising the selection process for the Cobram, Nathalia and Numurkah CCW positions that we had advertised. Throughout June we had one employee join us; Cas Sampson: Intake/Care Coordinator and we said goodbye to Marika Moody (HCW Numurkah)

NEW EMPLOYEES at MHA Care

Name	Position	Location	Start/End Date
Cas Sampson	Intake/Care Coordinator	Yarrawonga	7/6/18

EMPLOYEES EXITING

Marika Moody	HCW	Numurkah	22/6/18
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