

Cottage Courier



August to September 2012

Letter from the Editor

Hey everyone, welcome to the latest edition of Cottage Courier. My name is Morgan and I'm a year 11 student from Saint Patrick's College doing my work placement for my VET course Business Services. I have been here for a week as the editor for the Cottage Courier learning and designing this Newsletter that has lots of interesting and new things inside.

Needing to know what to do before the hotness of the summer sun hits, turn to page 2 where Elizabeth's Manager Report is with all of the details. Wanting to know the right amount of serves that you should be eating? Turn to page 11 and 12 for the Menu Plan. Excited to go on a outing? Ten Pin Bowling? Going out on a picnic ? Flick to page 9 where you will find all the outings that are coming up. Have a Laugh with one of Warren's crazy jokes after his report on " how to avoid the aggressive drivers" page 13 and 14. Celebrations of peoples birthdays can be found on page 19 for members, staff and volunteers. Also a sun safety find a word, items that should be worn and used during the hot season. Finally, I would like to say a big thank you to all the staff for having me.

Morgan Cruise

Editor

Disclaimer: Information contained in this newsletter is believed to be true and correct at the time of Publication. This newsletter is provided for information and awareness purposes only. People should make their own enquiries and judgement concerning any information, services or products contained within. The views expressed on this newsletter are not necessarily those of Myrtle Cottage.



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Elizabeth's Exciting Edit **Manager's Report**



Hi all,



Spring is here and with summer just around the corner, many of us are beginning to focus on the regular activities of the season. So it is that we spring clean the house, try to shed the few pounds we accumulated during winter and hopefully will also decide to eat healthier and fresher foods! That is to say we will become our GP's favorite patient.

We hear that we may be heading for a hot and dry summer, so we ask 'what's new?!' But really we should start to plan cleaning the dry brush from around the house and the gutters as well.

Here at the Cottage we are looking forward to our busiest couple of months, with our AGM on 31 October, the Volunteers Christmas on 24 November and our Combined Christmas Party on 28 November. It sounds frightening but I am sure we will survive it all even though we may look the worst for wear the next day!

I must say that I am incredibly pleased at all the positive feedback we receive about the program changes and how the small groups continue to develop and find new activities. Don't they say that a change is as good as a holiday? That certainly appears to be the result here!

We have also welcomed some new representative members to our Client Advisory Committee in October and it is good to see people so happy to get involved, as of course these groups are the source of ideas and suggestions of incredible value. I thank you all for your support and help and hope to see most of you at the upcoming events!

Look after your selves and each other

*Kind regards,
Elizabeth Delcasse
Manager*

Ageing And Disability



Heidi, Marilyn, Chris, Penny and Sarah

Please Note: The Diversional Therapy Program operates at Myrtle Cottage five days per week. This program is specifically designed for younger people with a disability or people who are frail aged. The article below relates to this group only.

Hi Everyone,

I have had a fabulous three months getting to know you all by chatting in small groups over craft, playing board games or dominoes and knitting with the girls. Afternoon activities are enjoyable playing lawn bowls outdoors in the fresh air and soaking the vitamin D also participating in Thai chi with Jimmy Liu that invigorates your soul.

Friday group enjoyed a day at the Campbelltown Show in the month of August looking at the craft competitions and buying woollen garments and crocheted tea towels. There were also the farm yard animals which I think I enjoyed more than anyone. All round the weather was perfect and the member enjoyed themselves. Monday and Tuesday groups enjoyed lunch at Picton Bowling Club; members commented on the drive through the country side and reminisced about the drive over Razor Back in their younger days.

Wednesday and Thursday groups enjoyed lunch at the Tennis Club for Chinese mmm Honey Prawns yum. A big Thank You to Jerry our precious volunteer who goes out of her way for the Cottage, making new table clothes for the program that everyone comments on how nice they look.

We also enjoyed having Nasriq, a medical student who spent six weeks with us. He will be missed by us all, I'm sure he will make a fine doctor.

Trading Table:

The trading table bring in valuable fund raising for the program. The volunteers do a great job keeping it in check **BUT** I do need to remind you that we cannot sell second hand clothing or electrical items that are not packaged or have an electrical check tag on them. Sorry guys, keep up the great work you all do.

Daily Raffle

Daily raffle items are running low and on high demand, so have a spring clean at home! You may have some unwanted gifts that you have received over the years that could make someone happy and it will be very much appreciated

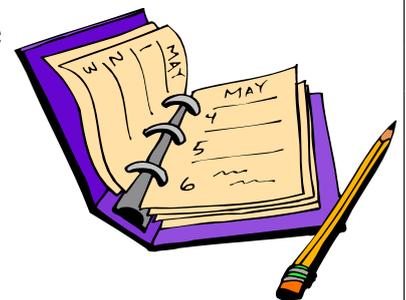
New members: Welcome to Shirley, Phylis, Beryl, Blurette and Abel we hope you have settled in well.

*Thanks
Chris Staraj,
Ageing and Disability Coordinator*



Important Dates to Put In Your Diary

- ✘ **Wed 31st October** = Annual General Meeting (AGM)
- ✘ **Fri 23rd November** = Cottage closed for Volunteers Christmas Party
- ✘ **Wed 28th November** = Combined Christmas Party
- ✘ **Tues 4th December** = Client Advisory Committee Meeting 10.00 am
- ✘ **Sat 8th December** = Bell Carers Christmas Party
- ✘ **10th to 14th December** = Daily Christmas Parties
- ✘ **Sat 15th December** = Last activity for recreational Program for 2012
- ✘ **Wed 19th December**=Last day of the Bell Program
- ✘ **Thurs 20th December**= Last day of DT and Outreach Programs
- ✘ **Wed 2nd January** = DT, Bell, Outreach programs return



BELL PROGRAM



Liz, Penny, Sue, Christine, Diana and Renee



Please Note: The Bell Program operates Tuesday, Wednesday, Friday & Saturday for Campbelltown, Monday & Thursday for Wollondilly and Wednesday for Camden. This program is specifically designed for people with Dementia/ Alzheimers. The article below relates to this only.

Hi Everyone,

Well we are getting ready for the busiest time of the year, I hope you are looking forward to all the upcoming events, especially the Bell Christmas party.

I would like you all to be aware that our buses leave the cottage at 9-30 am. Depending on the number, location, available drivers and available buses it is extremely hard to give you an exact time of pick up. I usually give a time and it can be 15 minutes either side.

The Bell program has been going to feed the ducks on occasion at Rosemeadow, the Saturday group enjoy these little outings.

We had a lovely picnic at the Botanical Gardens for our last outing, we attempted to fly a kite and the members thought it was hilarious to watch the staff and volunteers running backwards and forwards. We did manage to get it up once but not very high, then we realized the string had all been tied wrong, but we had a lot of fun trying.

We have some great crafts planned for the next program, one of our members saw the sample and wanted to buy it so that is a good start.

Vacancies, Saturdays is the only day at the moment in the Bell program, the Outreach program have, Monday (The Oaks) and Wednesday at Mt Annan, if anyone would like more information please contact the cottage.

Christine Turner
Bell Program Coordinator

**HAPPY
BIRTHDAY**
September
Ahti, John, Allan
and Brian
October
Nil

Dementia: Fact Sheet

Taking a break

Carers are usually family or friends who provide support to children or adults who may have a disability, mental illness, chronic condition or who are frail aged. Caring can be physically and emotionally exhausting. Regular breaks from caring can help relieve the stress and exhaustion you may feel from time to time.

Breaks can be taken in your house or away from it. They might be for a few hours, a day overnight or longer. These breaks are usually called respite.

Respite care is provided by many services and organisations.

The Bell/Outreach program provides respite to carers of people who have a diagnosis of dementia. Sometimes the person you care for may be reluctant, angry or confused about your need for a break. It is important not to wait until you are feeling stressed before you arrange a break. Regular breaks are an important part of any stress management.

Your local Commonwealth Respite and Carelink centre can help if the person you care for continues to be reluctant to use respite services.

You can contact them on 1800 052 222

Improvement Box:

NIL

Donations Recieved:

Coral \$10
 Rosemary \$40
 Charlie \$10
 Ingleburn Women's Bowling
 \$62

Remember all donation over
 \$2 are tax deductible.

Donations Box

Thanks to members making use of the donation box for loose change etc.. Every *little bit counts*, the total received since the last newsletter is \$83.40 which brings the total since June 2012 to;

\$172.70

The Donation box is located near the entrance to the activity room. (it's the slot in the wall)

RECREATION PROGRAM

NEWS FROM THE WANDERERS

Eileen and Liz



Hello again you whacky Wanderers,

I just want to start with welcoming my new assistant Liz whom you all know. It has been a long time coming but we have got her on board now and I'm sure the fun will continue amongst us.

Talking about fun, lets backtrack and remember the last few venues we visited, starting with The Nepean Belle Cruise down the river into the heritage listed Blue Mountains National Park. Fantastic!! What a great day we had enjoying the beautiful surroundings and a lovely buffet lunch, definitely a repeat visit next year. Another new venue for us was Elizabeth Farm at Parramatta, a historical journey back in time to John Macarthur's day, very interesting. Also Gledswood Homestead where the members enjoyed the tour of the house and grounds whilst sampling a few wines.

The Wrong Window performance at the Theatre group was a comedy send up of Alfred Hitchcock's all-time rear window, very funny!!

Finally the long waited Xmas in July in September, returning to the Burning Log Theatre restaurant at Dural to enjoy Elvis and Johnny O'Keefe impersonators. We had our own Elvis (Andrew Moore) at our table, great fun. Finally big thanks to all you members who participate in the wanderers program and make the job very enjoyable Thanks!

Happy Wandering!!
Eileen Howie
Recreational Coordinator

HAPPY BIRTHDAY

September

Margaret, Christopher, Ralph,
Wendy, Cathy and Ann.

October

Penelope Rosemary Kathleen and
Darryl



Wish list

☞ Items for raffle prizes.



PHOTO STAND

Equipment:

- 👉 Photo Stand kit from Kaisercraft
- 👉 Paint
- 👉 Paint Brushes
- 👉 Assorted Decorations
- 👉 Glue

Method:

- 👉 Paint the photo stand kit with any colour you like.
- 👉 Dry the surface with a hair dryer or place it in the sun.
- 👉 Glue the hearts into the holes on the surface of the stand.
- 👉 Decorate in what theme you would like Christmas, birthday or family and friends.
- 👉 Glue mini pegs (that are provided) in the kit to the back of the hearts.
- 👉 Take your favourite photos and attach them to the pegs.
- 👉 Enjoy

Web Site: www.kaisercraft.com.au





Link up to Linkline



Merilyn

Spring has sprung and as usual some of the members who have been cold and flu free all winter come down with the dreaded lurgy. To all of you who have succumbed to the flu and summer colds get over it and hurry back. We miss you! We have some great outings coming up and would like to see more of you joining in.

Upcoming outings to Carss Park for a picnic and Macarthur Square for ten pin bowling plus a picnic race day for Melbourne cup day are something to look forward to.

The activity sheets are full of puzzles and particular favourites of Hidden meanings to keep everyone involved.

Attention all Members of Myrtle Cottage:

We are looking for new members to join LINKLINE! Linkline is available to anyone who attends the cottage, or if you know anyone in your neighbourhood who may be lonely and isolated who may be doesn't have much family they are eligible too. So give it some thought I would love to have some new people to chat with of an afternoon.

Question: What do we do on Linkline?

Answer: We chat, we laugh and sometimes do puzzles that are sent out as a program every six weeks.

Linkline members are also welcome on outings to meet with the other members at the cottage if they are capable of travelling on our bus.

Linkline doesn't cost you anything to be part of as Myrtle Cottage is funded for the calls to you, we pay the bills.

Linkline members enjoy all the other benefits of being a member of Myrtle

Cottage with only the once a year \$5 membership and any cost incurred during an outing.

HAPPY BIRTHDAY

September

Noleen

October

Darryl, Gillian, Penelope, Helen

Linkline is easy and fun, all you need to do is stay at home one afternoon per week, put your feet up and have a cuppa and wait for me to call. All calls are conducted at two thirty each afternoon. They last for one hour, sometimes more. I will introduce you to a few new friends over the phone and then its up to you.

Call me Merilyn if you would like to be part of this friendly group of people.

*Linkline Coordinator
Merilyn*

Confidentiality:

Due to privacy laws we are unable to give out personal information e.g. address and phone number.

It is very important to exchange contact details with people you would like to be in touch with outside the Cottage.

With your permission we can try to contact the person and give them your contact details.



Welcome to all our new Members:

*We hope you enjoy your time with us
at Myrtle Cottage & make new
friends*

Monday
Lilian V

Chizuko T

Tuesday
Shirley S

Norma F

Shirley B

Phyllis F

Wednesday

Daphne M

Friday

Margaret H

Irma H

Saturday

Daisy H



From the Kitchen

Menu planning– is your Centre meeting the requirements

As discussed in previous newsletters, the food your Centre offer to clients should provide at least 50% of a days nutritional requirements for older adults.

The checklist below can be used as a guide to ensure you are getting the minimum number of serves from each of the 5 core food groups whilst you are at your Centre.

50% of the Australian Guide to Healthy eating For Older People.

Tick the number of serves you are provided

Breads and cereals: 2 serves

1 serve =

- 2 slices of bread (i/1 Lebanese bread)
- 1 bread roll
- 1 cup breakfast cereal
- 2 weet-bix



Vegetables: 3 serves

1 serve =

- 1/2 cup cooked vegetables
- 1 medium potato
- 1 cup salad vegetables (e.g. Lettuce, cucumber, tomato)



Fruit 1 serve

1 serve

- 1 piece medium sized fruit (e.g. apple, orange, banana)
- 2 pieces of small fruit (e.g. Plum, apricot)
- 1 1/2 tablespoons sultanas or 4 dried apricots
- 1/1 cup fruit juice



Milk and milk products: 1-2 serves

1 serve =

- ☞ 1 cup milk or calcium enriched soy milk
- ☞ 40g (2 slices cheese)
- ☞ 200g (1 small carton) yoghurt or 1 cup custard
- ☞ 2 tablespoons milk powder



Meat and substitutes: 1 serve per day

1 serve =

- ☞ 65-100 g cooked meat or chicken (e.g. 2 slices meat. 1/2 cup mince)
- ☞ 80-120g cooked fish fillet
- ☞ 2 small eggs
- ☞ 1/3 cup peanuts or almonds
- ☞ 1/3 cup cooked lentils or legumes (e.g. chickpeas, kidney beans, baked beans)



Extras: 0-1 serve per day

1 serve =

- ☞ 3-4 plain sweet biscuits, 1 medium piece cake, 1/2 small chocolate bar, 2 tbsp. creams, 1 can (375ml) soft drink, 2 glasses cordial, 1 small pack potato crisps, 12 hot chips, 1/3 meat pie. 2 scoops ice-cream



Myrtle Cottage would like to thank the following for their generous support:



☺ Ingleburn RSL Club

- ☺ Ingleburn Rotary Club
- ☺ Ingleburn Bowling Club
- ☺ Ingleburn Quota Club
- ☺ Anchor Systems Pty Ltd

Wise Warren's Wisdom



Warren

How to avoid aggressive drivers and road rage

If you are a driver, at some point, you've gotten frustrated behind the wheel. However, it's important to avoid engaging in aggressive driving behaviours and avoid those who are displaying them. Aggressive driving behaviours include speeding, running red lights, quick lane changing, failure to yield and following close behind or making contact to tell someone you don't appreciate what they've done. This behaviour can become a serious threat to your safety and others on the road.

Below are some tips to help you avoid engaging in aggressive driving behaviours and how to avoid other aggressive drivers:

Have the right attitude behind the wheel:

When we're in a hurry we have little patience for bad drivers, which can cause unnecessary stress and frustration. So leave yourself enough time to get to your destination so you don't feel the stress of being rushed. If someone offends you, take a deep breath and put yourself in their shoes. Most times, mistakes aren't done on purpose and remember that escalating the situation will only make things worse.

Avoid offending while you are driving:

It's easy to point fingers at other drivers, but face the fact that at some point you've also made mistakes on the road, so make sure you are a thoughtful driver. Avoid cutting drivers off and apologize if you do, avoid tailgating and aggressively honking your horn. Finally, if someone offends you, avoid making inappropriate or offensive gestures.

Avoid aggressive drivers:

You can spot an aggressive driver from a mile away, so if you encounter an aggressive driver, as hard as it can be, avoid them. If an incident does occur, avoid eye contact or any communication with them. However, if the situation escalates and they become threatening or follow you, call the police or drive to a safe location. **DO NOT DRIVE HOME.**

JOKE OF THE MONTH: Emergency

A veterinarian surgeon had had a hell of a day, but when he got home

from tending to all the sick animals his wife was waiting with a long cool drink and a romantic candle-lit dinner, after which they had a few more drinks and went happily to bed.

At about 2:00 in the morning, the phone rang. "Is this the vet?" asked an elderly lady's voice.

"Yes, it is", replied the vet, "Is this an emergency?"

"Well, sort of", said the elderly lady, "there's a whole bunch of cats on the roof outside making a terrible noise mating and I can't get to sleep. What can I do about it?"

There was a sharp intake of breath from the vet, who then patiently replied "Open the window and tell them they're wanted on the phone"

"Really?" said the elderly lady, "Will that stop them?"

"Should do," said the vet, "- IT STOPPED ME!"

Thanks

Warren Kean

Transport Coordinator



The Trading table has raised \$504.40 since the last newsletter.

Larger items can be photographed and placed on the notice board.



The changes to the trading table have been well accepted by all.



DONATIONS & BEQUESTS

Please remember the following methods are available to support the Cottage and secure it's future.

Donations:- These are fully tax deductible and can be made by cash or a cheque payable to Myrtle Cottage

Bequests:- A bequest is a gift arranged during a persons lifetime but which does not pass to the beneficiary until the future.

We realise that most people involved with the cottage have directed the proceeds of their estate in their wills to family/friends etc. There are however, people who decide to direct the proceeds of their estate, either in full or part to Charity. We would like these people to consider a bequest to Myrtle Cottage. If you require further information on how to make a bequest please call us at Myrtle Cottage.

Client Advisory Committee Meeting

Date: 2.10.12

OBJECTIVE 3: Efficient and Effective Management

Attendance: Sheila Johnson, Mario Sarcia, Robyn Orchard, Andre Moore, Brian Flemming, Jerry Betterige, Robyn Carlsen, Lynette Irvine, Chris Staraj, Elizabeth Delcasse

Apologies: Joy Bull, Dot Dougall, John Roy, Ann Gasgow, Helen McCully

Next Meeting will be: 4/12/2012

Item	Discussion	Outcomes/ solutions	Staff responsible
Business arising from previous meeting	Electrical tagging	Electrical tagging has been completed.	
	Plan to be reviewed at staff training day in August	Has been completed, review available today for committee	
	AGM - Need nomination for Achievement Award for our 35 year AGM	No nomination have been received from committee yet	Committee members
	Proposition to invite a staff member to committee meetings	Chris DT coordinator attending	
Training – attended or required	Staff training day focused on Strategic plans	Plan 2009- 2012 reviewed, plan 2012-2015 drafted	Manager/ Staff
	Discussion about wheel-chair and bus training for new volunteers,	Continues to occur as part of induction of new volunteers and yearly before AGM	Margaret/ Warren
Work experience and volunteers	Inductions have been re-scheduled to once per month until further notice.	Inductions running monthly will be monitored	Margaret/ Eileen

Item	Discussion	Outcomes/ solutions	Staff responsible
Policy development, review and Implementation	No new policy reviewed due to Strategic plan being discussed		
WH&S	No injuries to report		
	Electrical cord replaced for floor polisher		
	Risk assessing the increasing need to push client/ members on wheelchairs, particularly on outings where number of volunteers able to do this is limited	Coordinators will assess venues before programming outings to them.	Program Coordinators
Strategic Plan Updates	Review of Strategic Plan 2009 – 2012	Presented and discussed	
	Draft Strategic Plan 2012 - 2015	Copies handed out, while overview of draft was discussed and feedback encouraged	Committee members
Agenda Items (for specific meeting)	Feedback asked for: Menu/ lunch changes	Representatives from all days confirm members enjoy the new menu and changes in meals served.	
	Changes to activities by being more flexible with daily programs	Members enjoy having Chris involved in activities and how the members have more opportunity to select an activity of their choice.	



But there is more

Item	Discussion	Outcomes/ solutions	Staff responsible
Other business	It has been suggested that tables could be used outside to put craft on while they are drying to save the staffs' back and reduce bending down.	This idea will be investigated to see if practical to introduce	Elizabeth
	Discussion occurred about volunteers wearing some protective clothing. The example of an apron type top, with tie up that would require little sizing appears to be welcome. This would allow volunteers to be easily identified by the members.	No decision was reached, however manager agrees the issue should be further investigated	Elizabeth/ Staff
	Committee member suggested photos of staff members placed at the front entrance for new members to identify them.	To be brought to Staff meeting	Elizabeth
	Holiday outings for members – query was raised as holiday trips have not been offered for some time now	It is understood that in the past holidays were organised and partly subsidised by non-recurrent funds obtained from time to time. Similar non-recurrent funding has not been available in recent time and for this reason no other trips have been offered	Elizabeth
	More outdoor activity – it is felt that with good weather more outside activity could be offered to members as part of the small groups activities	This is to be included as part of the activities program	Program Coordinators

Volunteers Voice



This column is for volunteers. It provides a summary of the volunteer meetings held, any notices or issues for volunteers & provides an opportunity for volunteers to have their say

Hi Everyone,

Over the last few weeks I have conducted a series of informal chats where you all were invited and were able to discuss issues, problems etc. I will keep you posted with the outcome of these meetings as they are part of the support and supervision we offer.

Warren's new power point presentation for bus drivers and assistants was very successful; there were a few new rules and regulations which I'm sure you will all adhere to.

It's that time of the year again where Liverpool Volunteer Resource Centre is looking for nominations. The award is for Outstanding Volunteer, this is to recognise an unpaid person who has given their time to the community.

As you know Jerry Betteridge received this award last year, well done to you Jerry! We now have another person in mind who has been nominated and I will reveal who it is nearer the time. This was a unanimous decision from all staff.

And finally a reminder, could all volunteers remember to inform staff if leaving the cottage early due to sickness, appointments or holidays.

Thanking you all very much for your continual dedication and support. It is very much appreciated.



New Volunteers

Welcome to our team

- ☆ Bretto
- ☆ Peter
- ☆ Sherree
- ☆ Yvette
- ☆ Dennis
- ☆ Cornelus
- ☆ Lavinia
- ☆ Chloe
- ☆ Marie

Eileen Howie - Volunteers Voice!

Hair cuts

Anyone wishing to get their haircut whilst at Myrtle Cottage can make an appointment with Marilyn. **Cost \$10.00** Phone the Cottage: **9426 3100**





HAPPY BIRTHDAY!

September



A fresh burst of fiery energy to complement your already fiery nature. Look at yourself in the mirror and notice what a radiant smile you have, what an outgoing personality you have to charm people with. These are all blessings that you can be thankful for.

Members:	✌	Ralph	✌	Margaret	✌	Margaret		
✌	✌	Christopher	✌	Wendy	✌	Rebecca		
✌	✌	Narelle	✌	Cathy	✌	Maria		
✌	✌	Beryl	✌	Noleen	Volunteers	✌	Cathy	
✌	✌	Jimmy	✌	David	✌	Pam	✌	George
✌	✌	Allan	✌	Barbara R	✌	Joel	Staff	
✌	✌	John	✌	Barbara F	✌	Isabel	✌	Connie
✌	✌	Mervyn	✌	Anne	✌	Denise	✌	Penelope



HAPPY BIRTHDAY!

October



Your not afraid of Obstacles or challenges, weather they are something avoidable or foes or competitors. In fact you thrive on them, you love trying to prove that no one can stop you.

Members:	✌	Dulcie	✌	Rosemary	✌	Deidre		
✌	✌	Judith	✌	Robert	✌	Robyn		
✌	✌	Kathleen	✌	Giovanna	✌	Chung		
✌	✌	Norma	✌	Alice (Nancy)	✌	Jo Anne		
✌	✌	Shirley	✌	Donald	Volunteers	Staff		
✌	✌	Leonard	✌	Charles	✌	Maureen	✌	Sara
✌	✌	Bleurette	✌	Edith	✌	David		

- ✓ AGM Wednesday 31st October 2012
- ✓ Remember to pay yearly memberships (\$5)



Policy of the month

Code of Behaviour for Employees and Volunteers

Objective

The Code of Behaviour is a set of rules outlining standards of acceptable professional behaviour at work. It makes it clear to all people what is expected within the professional boundaries identified in individual's job descriptions, and reduces confusion and possible conflict.



This Code of Behaviour is intended to guide staff and volunteers at Myrtle Cottage to identify and resolve issues of ethical professional conduct that may arise. It is essential in a service like Myrtle Cottage that all people involved recognise and respect not only their own rights and responsibilities but also the rights and responsibilities of others in the community and at Myrtle Cottage.

A copy of the Code of Behaviour, together with all necessary documents detailed therein, will be given to all staff and volunteers to sign on recruitment. Staff and volunteers will be asked to read the documentation, ask any questions they may have regarding contents and sign off that they have understood their obligations under this Code.

Definitions

Bullying means:

- ◆ repeated inappropriate behaviour, whether direct or indirect
- ◆ whether verbal, physical or otherwise
- ◆ conducted by one or more persons against another or others, at the

place of work and/or in the course of employment

- ♦ which could reasonably be regarded as undermining the individual's right to a safe and reasonable place of employment.
- ♦ It includes behaviour that makes the workplace or the association with the workplace unpleasant, humiliating or intimidating



A **conflict of interest** arises when someone has a personal interest in a matter, which could improperly influence or appear to influence the performance of their duties

Discrimination for the purposes of this Code means treating someone unfairly or harassing them directly or indirectly because of their sex, pregnancy, race, disability, homosexuality, marital status, transgender, carers' responsibilities or age. It also applies when the unfair treatment happens because of a relationship with or association with a person from one of the groups listed above.

Harassment for the purposes of this Code means any unwanted behaviour which offends, humiliates or intimidates someone and targets them because of sex, pregnancy, race, disability, homosexuality, marital status, transgender, carers' responsibilities or age. It also applies when the unwanted behaviour happens because of a relationship with or association with a person from one of the groups listed above.

Ethics and ethical conduct refer to the standards of behaviour which govern the way in which we operate in dealing with others, including clients, employees, colleagues, and the community in general. Ethical conduct is underpinned by the principles of integrity, impartiality, responsiveness to the public interest, accountability and honesty.



Home and Community Care (HACC) Service of the month is: Travel Training

South West Community Transport aims to people who are Transport Disadvantaged access to mainstream transport services.

The aim of the project is to expand peoples awareness of a variety of transport options and how to access the form of transport that best suits the individuals needs



Individual needs could include but is not limited to:-

- Identifying local and private transport in their area
- Identifying local Bus/Train station
- Obtain and read a timetable
- Building up confidence to travel independently

The project covers all forms of Transport including walking, public buses, trains etc. The project operates in

Bankstown, Camden, Campbelltown, Fairfield, Liverpool, Wingecarribee and Wollondilly
A person wanting to access the

service does not need to be a client of South Wet Community Transport however they do need to be identified as one or more of the following:

- ♦ Transport disadvantaged
- ♦ Aged and frail
- ♦ People with a disability

Please ring and ask the Travel Training Co-ordinator for further information

A copy of brochures, forms and information packages may be downloaded from the Publication page of this website

Need More Information Call 9426 8986 or 9603 2106

To view Public Transport options in your Local Area on line you can click on the link below, this will take you to the Transport Information Website <http://www.131500.com.au/> or phone 131500

**SOUTH WEST
COMMUNITY TRANSPORT
1300 138 794**

*If you have any queires or would like more information about this service or other HACC services in Macarthur, please contact the "Marcarthur Information and Referral service" on
FREECALL 1800 683 232*



Member Update

Members that have left the Cottage:

- ⊖ James D (Mon)
- ⊖ Andrew T (Wed)
- ⊖ Brian P (Thurs)
- ⊖ Val K (Tues)
- ⊖ Clarence A (Wed)

Members that have passed away:

- ✉ Kenneth C (Thurs)

Members that are too ill to attend:

- ⊖ Lindsay M (Tues)
- ⊖ John B (Fri)

- ⊖ Betty B (mon)
- ⊖ Gladys C (Mon)
- ⊖ Shirley C (Mon)
- ⊖ Bev J (Tues)
- ⊖ Merv S (Tues)
- ⊖ Ron N (wed)
- ⊖ Iris H (Fri)
- ⊖ Charles P (Fri)
- ⊖ Elva S (tues)
- ⊖ Anne U (Thurs)
- ⊖ George H (fri)
- ⊖ Kath M (Tues)

Welcome back:

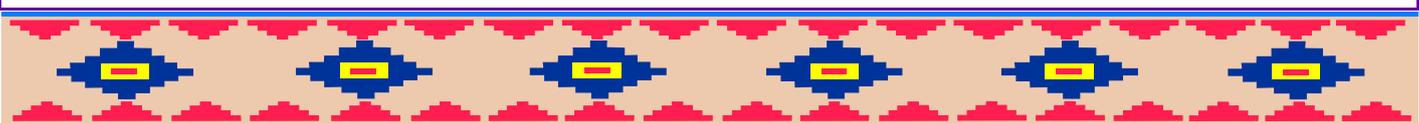
- ☺ Josie H (Tues)
- ☺ Betty P (Tues)
- ☺ Carol N (Wed)
- ☺ Valmai F (Tues)
- ☺ Sharren M (Wed)

Do you know a volunteer who deserves recognition for the work they do? Volunteer Nomination forms are in the foyer information carousel



LOST PROPERTY

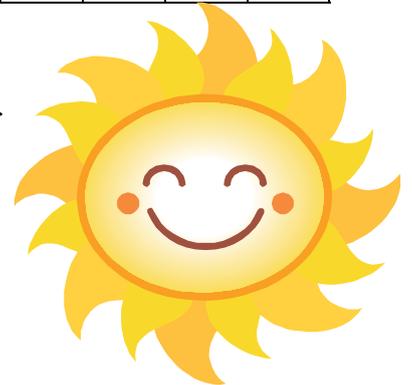
If you have misplaced an item please see staff. The Lost Property Box will also be placed on the Trading table for people to identify their belongings.



Sun Safety WordSearch

Q	P	D	F	J	H	Z	Q	K	L	S	Q	C	U	K
X	D	L	W	A	Z	Y	V	I	C	V	M	G	X	H
F	K	L	K	F	P	O	S	X	R	N	B	T	E	G
E	T	O	E	C	H	A	T	Z	K	W	R	R	D	G
S	C	N	C	S	O	V	T	S	W	O	W	H	A	F
W	A	G	D	J	B	L	K	A	U	W	W	M	B	H
B	O	S	M	E	V	A	B	S	J	M	A	P	S	C
B	Y	L	U	Y	H	X	E	N	W	W	E	T	J	N
W	W	E	K	H	D	R	Q	P	U	X	K	W	E	K
W	V	E	B	T	S	W	B	G	A	S	R	J	K	R
K	B	V	I	N	R	T	Z	K	T	R	A	O	H	W
K	T	E	W	B	W	L	Y	M	L	X	A	N	C	B
C	O	S	K	L	O	E	W	F	G	A	Q	S	H	F
M	B	S	E	S	S	A	L	G	N	U	S	B	O	T
F	V	R	W	R	K	G	Z	H	E	R	C	I	U	L

Hat Long Sleeves Parasol Shade
 Sun Block Sunglasses Trousers Water



Rooms offered for Rent at Myrtle Cottage

1. Room area 70 sq. m 2 toilets, access to adjoining courtyard.
2. Room area 180 sq. m audio visual facilities, room size can be adjusted to 90 sq. m with access to large courtyard.
3. Room area 40 sq. m full kitchen fa-

cilities, 2 toilets, ideal for group training, computer access.

