

OUT & ABOUT IN WANGARATTA



Paul Crimmins, OHS Officer at Wangaratta, fourth from the left, enjoying an after work drink with the local member of State Parliament Ken Jasper (first on left)

GIANT MOVING SALE!

Sunday 16 October ~ 10.00 am to 4.00 pm

Q ArtStudio previously Network Q is having a moving sale.

All ceramics and everyday greeting cards reduced!!!

Bargains Galore!!! Stock up for Christmas!!!!

14 Brady Lane, Kew

Tel: 03 9852 9177

VATMI AGM

Please note that the VATMI AGM will be held on .

30 November at 5.00 pm

Closer to the date further details will be available at

www.vatmi.com.au

VATMI VIEWS

NEWS FROM THE CEO'S DESK

"In our last quarterly newsletter to Vatmi stakeholders, I spoke about the pace of change within the disability services sector and our own organisation.

In my time at Vatmi, I don't think I have ever seen us busier.

Our **Packing** business's located at Hawthorn, Kew, Keon Park and Bendigo are working at or near record productivity and efficiency levels and all of our staff and employees are to be congratulated on their performance and in anticipation of their continued dedication and effort. Our challenge in this part of our business is to continue to operate at maximum efficiency throughout the whole year and we will achieve this through diversifying our customer base (new customers / new products), introduction of some automated processes through investment in new plant and equipment, understanding our scheduling capability and operating a "best practice" warehousing / logistics division. In Bendigo, our new foodroom nears completion and the team are looking forward to commencing a large range of food related packing from that room in the very near future.

Our **Sales & Marketing** Team have accepted the challenge of seeking out new markets, new customers and new jobs. Many new opportunities are currently being investigated and I am confident much of their hard work will deliver tangible benefits to the organisation over the coming months / years.

From a **Recycling** perspective, we continue to invest. During the quarter we took delivery of a \$260,000 truck at **Wangaratta Recycling** to assist in kerbside collection in the Alpine Shire. In **Bendigo**, our new facility is now fully operational and we are seeking new markets to maximise its efficiency. During the quarter, we negotiated the purchase of a new recycling business in **Stawell**. **VicWest Recyclers** provides Vatmi with great opportunities, as well as provides employment to 17 people with a disability. The support and assistance of both **FaCS** and **Visy Recycling** are acknowledged in the acquisition of this business.

Many things are happening at Kew in our **"Q Art Studio"**, **"Q CarSpa"** and **"Q Delicious"** business's. All are being reviewed and positioned for growth as they offer terrific opportunities to those employed within them. Much is being done in terms of business names / logo's etc. that will assist the team at Kew in promoting the services they offer. On the people front, employee numbers continue to grow as Vatmi is acknowledged as a employment destination of first choice. **Neale Tidey** and his team continue to provide dedicated recruitment, training and support services at each of our business outlets. Last month I was invited to our packing business in Hawthorn to present a number of long service awards to our employee's. **(Cont'd page 2)**

October 2005

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NEWS FROM THE CEO'S DESK CONT'D

We had a sausage sizzle to celebrate the occasion and everyone enjoyed the event.

In August, SAI Global undertook their annual audit at VATMI's many business premises as part of the renewal process insofar as relates to our Quality and Occupational Health and Safety accreditation. Consequently, we have been able to upgrade our safety accreditation to AS4801 and retain our quality accreditation at ISO9001:2001. Thank you to Karen Spaul and all involved in this process.

Also in August, we had our Disability Service Standards QA audit across our packing business's at Kew, Keon Park and Hawthorn and SAI have confirmed that VATMI had no non-conformities and thereby remain a Certified Organisation eligible to continue to receive funding from the Commonwealth Government under the Disability Services Act (1986).

Vatmi recently received confirmation of funding of \$225,000 as part of the federal government's Business Service Assistance Program (BSAP). The Business Service Assistance Package (BSAP) aims to provide practical assistance to business services like Vatmi to increase our long-term viability prospects, our ability to pay award-based wages, and our capacity to be a self-sustaining business enterprise. Vatmi management will now undertake a range of feasibility studies into a number of business opportunities and report back to FaCS and our principle Board, detailing findings and recommendations.

Our new premises in Kew remain under construction and I am advised completion is planned for mid November. Much work is now being undertaken to plan the logistics of our relocation in late November and early December.

In August, I was pleased to announce our application to join Workability International had been accepted by the executive of the Oceania division. Workability International is the world's largest body representing providers of work and employment services to people with a disability and we were delighted to have had our application for membership accepted. It is an important conduit for our Leadership Team to have access to information on the exchange of international best practice within our industry, access to joint venture projects that lead to positive business outcomes for our employees, promotion of our organisation both nationally and internationally, and lobbying in the interests of all service providers.

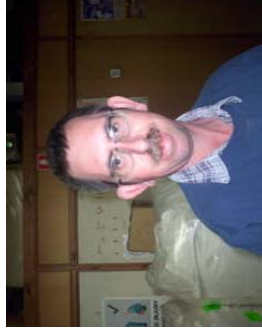
I understand our Production Team are planning work schedules for the December / January period which is now a very busy time for us as we pack a number of Easter product over that time. Would employee's / parents / carers / guardians considering holidays at that time please ensure "Leave Applications" are submitted as soon as possible (if not already done) as it will be approved on a "first in / first served basis".

Lastly, don't forget to be a regular visitor to our website www.vatmi.com.au as it is a regular source of news happening within the organisation.

Regards
Greg

EMPLOYEE PROFILE

NAME: Scott Spillman



DATE STARTED: 20th of October 1986

JOBS HANDLED OVER THE YEARS:

Packing, Cutting out Empire Rubber and Winding Ropes

MARRIED / SINGLE / CHILDREN: HOBBIES

Single Sport

FAMILY PETS FAVOURITE SAYING:

1 Dog MAX

2 Cats RATTY and TIGGER

"NO"

FAVOURITE HOLIDAY SPOT:

Europe

GENERAL LIKES / DISLIKES:

Like: Good Food and Dining, Winter

Dislikes: Nothing

FAVOURITE CARTOON CHARACTER:

Bugs Bunny

FAVOURITE TV SHOW:

Gilligan's Island

FIRST AID COURSE



In July ten VATMI Employees completed a First Aid training course. The Training was carried out by Mayfield Education over a four week period, for 2 hours, 2 days a week. The First Aid Level 2 course was instructed by Carilyn Lenehan.

The attendees are pictured having received their certificates from the CEO Mr Leigh Brown.

L-R Back Laura Kearney, David Henry, Steven Walters, Trevor Smith, Dianna Landsheer, Steven Papps.

L-R Front Julie Dunham & Peter Forsythe.

Peter Donellan and Max Jackson are not in the photo but also completed the course.

SPEC (Special Peoples Employment Council)

S.P.E.C started at West Heidelberg around 14 years ago, when a group of parents, carers staff & friends decided they would like regular news on how things were going at VATMI. The first President was Mrs. Dot Morton and the Secretary was Mrs. Margie Gilligan, also a VATMI Director. Margie took over as President of S.P.E.C when Dot retired in 1993 and Margie continued as President until 2003, when she was forced to retire due to ill health. We value the efforts of these ladies very much.

These meetings with Management provide an opportunity to bring any queries or problems to them and obtain information on the changes that are occurring within the organisation and about the continually evolving Government policy decisions in relation to Disability Services. The meetings continued at Preston and now Keon Park, with the CEO and Manager of Keon Park in attendance. There are usually three meetings a year with opportunity for a "special meeting".

A "special meeting" was arranged when the move was planned from Preston to Keon Park, as some staff were feeling worried and apprehensive and it was thought a meeting would be beneficial to allay fears.

Our meetings are generally of one hour duration and at the conclusion we have refreshments and a friendly chat. S.P.E.C. has also carried out fundraising over the years, the latest donation being a toaster oven and microwave for use by the employees at Keon Park.

Our next meeting is on Monday 14th November at 7.00 pm at Keon Park Business Centre, 12 Keon Parade, Keon Park and we would love to meet you.

For further information about the meetings or S.P.E.C please feel to contact either :

Gary Van Gils President Ph: 9308 4620
Bev White Secretary Ph: 9850 2682



For the last seventeen years, Work Safe Week has been bringing Victorians together to develop new and more effective ways to create safer workplaces for everyone, and to help bring attention to workplace safety all year round.

With an ever increasing number of Victorian employers and employees banding together to organise and participate in hundreds of events and activities relevant to workplace health and safety, this year's Work Safe Week is shaping up to be the best one yet!

Let's band together to make this the biggest and best Work Safe Week ever, and make Victoria an even safer place to live and work.

Activities that will be available at VATMI divisions during Safety Week include;

- Safety 2 - Lifting and carrying program
- Safety posters & videos
- Healthy food, - fruit & or muffins for morning/ afternoon tea.
- Workplace inspection

Check your OHS notice board for details.

KEW SERVICES



Come and have your car washed at our CarSpa!

While we take approximately half an hour to wash the interior and exterior of your car, you may enjoy a complimentary cup of tea or coffee. Car pick-up and delivery is also offered at an extra charge of \$5.00 within the Kew District.

Our operating hours are **7.30 am to 3.00 pm Monday to Friday**. We are currently located at Geiger Centre, Brady Lane off Princess Street, (*House Hostel Car Park via Main Drive Kew Residential Services*) Kew.

As we are often heavily booked please contact us in advance (Fridays are especially busy).

Take the drudgery out of car washing and contact **Pam on 9852 9177**.

Pam Young

Q ArtStudio has a great new logo!



We are currently very busy producing and promoting our 2005 range of Christmas Cards. All cards are collectively designed and hand finished by the employees of Q ArtStudio.

Featured this year are four printed hand finished cards and five hand painted cards. The printed cards are \$2.00 each plus GST and the hand painted cards \$2.75 each plus GST.

We are having a giant moving sale on Sunday 16 October from 10.00 am to 4.00 pm. Included in the sale are ceramics, t-towels, aprons, chef's hats, and every-day cards. The sale will be at Geiger Centre, Brady Lane off Princess Street, (*House Hostel Car Park via Main Drive Kew Residential Services*) Kew.

Our new range of Christmas Cards will also be available to purchase.

Come along and support us and get some great bargains for Christmas!

Carolyn Dunford
Q ArtStudio
(03) 9852 9177
cdunford@vatmi.com.au

ETS UPDATE

It is with a significant degree of sadness that I tell the VATMI community of the departure from the company of Tracey Smith.

Tracey had worked for VATMI Industries for over twelve years. She had been the Employee Training & Support (ETS) supervisor at Keon Park since the beginning of the Program. After moving with her family to a property near Dalesford, Tracey found the travelling too difficult and accepted a part time position at Sandhurst Enterprises sharing the ETS role with Rachelle Beckett.

Finally Tracey found that the trip to and from Bendigo was as tiring as the Keon Park travelling and resigned her part time position at Sandhurst.

The good news is that Rachelle, the ETS person with whom Tracey was sharing the Sandhurst ETS position, has agreed to work the days that Tracey had relinquished. We thank Rachelle for stepping into the vacancy left by Tracey's departure. Rachelle's professional commitment to her work will be a big asset for Sandhurst Enterprises.

The other change to the ETS staffing situation is the addition to the Team of Kate Sage.

Kate has been appointed as the ETS and Administrative person for VicWest Recyclers in Stawell.

Kate has been employed in many disability service roles in the Stawell area. Before coming to VATMI Industries - VicWest Recyclers Kate was working for the Disability Program in the Department of Human Services in Stawell.

We all welcome Kate to the Company and wish her a long and enjoyable time with VATMI Industries.

Neale

Q DeLicious



Q DeLicious have been very busy with outside catering contracts. Last month we catered for 15 functions and have another 14 booked so far this month. These include the Annual Victorian Brain Injury Association Conference, Wesley Central Mission Induction, Sacred Heart Mission Training Session and Monthly Board Meeting, Human Services Relocation Team Meetings and Eastern Palliative Care.

Our latest menu is included with this Newsletter.

Q DeLicious cater for all occasions ranging from dinner for two to large functions. We request that you place your orders well in advance. With summer approaching we have prepared BBQ packs available which take the pain out of shopping after work on Friday.

Our Christmas Cakes and Puddings are Delicious! Place your orders now!!

Phone Bev on (03) 9852 9177

VATMI Safety news



Keep the Focus on Safety - Household Tips

Make sure all smoke alarms are in working order

It's a fact - having a smoke alarm in the house cuts your risk of dying in a fire *in half*. If your home doesn't have smoke alarms, now is the time to install them on every level of your home and in each bedroom. If your smoke alarm uses regular batteries, remember to replace them every year (hint: change your batteries when you change your clock in the fall). Test your smoke alarms monthly, and be sure all people are familiar with the sound of the alarm. This may be the single most important thing you can do to keep your family safe from fires.

Keep fire extinguishers handy

Be prepared for any accidents by having fire extinguishers strategically placed around your house - at least one on each floor and in the kitchen (this one should be an all-purpose extinguisher, meaning it can be used on grease and electrical fires).

Teach the facts about fire

Unfortunately, many people will try to hide from a fire, often in a closet, under a bed, or in a corner. But if taught basic fire facts, people would be better able to protect themselves. We all should learn to:

- cover their mouths and noses to keep out dangerous fumes while evacuating
- crawl **under** the smoke to safety, staying as low to the ground as possible (smoke always rises)
- touch any door (not the doorknob) to see if it is hot, and if it is, **not** to open it - find another exit
- never stop to take personal belongings or pets or to make a phone call while evacuating
- never go back into a burning building once safely outside
- **stop, drop, and roll** to extinguish flames if an article of clothing catches on fire

Practice fire drills at home

Have fire drills at home. By rehearsing different scenarios, your family will be less likely to waste precious time trying to figure out what to do. Designate a meeting place outside your building that is a safe distance away (a mailbox, a fence, or even a distinctive-looking tree will do) where everyone can be accounted for after they escape. Then, every so often, test your plan. See if everyone can evacuate your home and gather outside within 3 minutes - the time it can take for an entire house to go up in flames. The best time to prepare for an emergency is before it happens. Fill out this sheet and post it near the phone. Make sure it is kept up to date. ✂



In case of an emergency Call 000



Emergency Numbers

Family Contact Numbers

Hospital Emergency Dept:

Doctor's Name:

Doctor's #:

Pharmacy Name