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## NEWS FROM THE CEO'S DESK

### ROTARY CLUB OF KEW



Rotary International is celebrating its centenary, with February 2005 being 100 years since the commencement of Rotary. The Rotary Club of Kew has decided to commemorate 100 years of Rotary International by choosing to assist VATMI with the construction of our new building in Kew. Rotary have taken on the responsibility for all landscaping of the new site in addition to the fit out of the recreation facilities. They have allocated \$60,000 to the project. In particular the recreation area will have new tables, chairs and quality furnishings, together with first class audio visual equipment and a paved courtyard with outdoor furniture.

To help raise funds for the project, the Rotary Club of Kew will be holding a Garden DesignFest on November 13 and 14. Approximately 20 landscape garden designers have entered gardens into the open garden scheme to be held over that weekend. To assist with manpower for the weekend, VATMI has committed to providing volunteers to help man the various gardens over the two days in 4 hour shifts. If anyone feels they may be able to assist please ring Margaret or Kym on 9819 2266. We will provide further information to volunteers. This promises to be a very exciting event and your support would be greatly appreciated.

### NEW KEW BUILDING

In the last edition of VATMI Views we advised that construction of our new premises in Kew was due to commence in September. The site for the new building was



## CHANGE TEAM

Introduced in the last edition of VATMI Views, the Change Team consists of staff representatives from each site who, over the past 10 months, have assisted in facilitating and implementing a number of the initiatives which were raised at the Staff Communications Day held at Rupertswood earlier in the year.

Initiatives which have been implemented since the formation of this Team include:

1. The implementation of an Employee Training & Support Program, including the appointment of ETS Supervisors at each site.
2. Staff and employee training has been conducted at each site in the Disability Service Standards (DSS).
3. A VATMI Code of Conduct has been developed and rolled out to all staff and employees
4. The Change Team has been created, is operational, and provides a two way communication medium for all levels of staff to participate in should they wish to do so.
5. VATMI Views has been upgraded to become a more informative communication medium which is distributed not only to staff and employees, but to all parents/carers and the VATMI Board of Directors.
6. The review and revamp of VATMI's Quality Management System (QMS) and subsequent successful passing of external ISO, OHS & DSS audits.

The role of the Change Team is to remind colleagues of the progress we are making (such as that

### Change is very personal

When dealing with change we're all told to 'not take it personally', but we do. It often feels very personal.

We feel better about change we initiate ourselves, but even that can be challenging. To survive and thrive through change, we need to take action on both a professional and personal level.

Effective professionals take positive action to become a participant, not a victim:

- o Know what's going on and why, ask questions, be informed
- o Contribute to and shape what is happening, help others to do the same
- o Use positive words and actions, look at how change might create improvements for you and your work.
- o Become a facilitator, not a blocker.
- o Be clear about what you want and where you're going.
- o Have strategies for what you will do in different scenarios.
- o Take concrete action to enable you to implement those strategies.

Resilient individuals are attuned to creating a personally supportive environment:

- o Seeing – the colours and images that you have around you are soothing or make you feel good.
- o Hearing – the sounds that impinge on our conscious and subconscious mind create an atmosphere that is stimulating but not stressful, calming but not depressing.
- o Touch – the textures of immediate objects are reassuring and comforting, not irritating or unsettling.
- o Smell – the scents around you are pleasing, not offensive.
- o Taste – the things you put in your mouth are pleasurable, build your health, and satisfy you.

## VATMI QUALITY ASSURANCE

Although VATMI has been certified to ISO and Safety Map for several years, recently, the Commonwealth Department of Family and Community Services (FaCs) launched a quality assurance system for disability employment services to ensure that they conform with the Commonwealth Standards for Disability Services (DSS). As a result, all agencies such as VATMI, who receive Commonwealth funding to provide employment support to people with disabilities, must achieve certification to this new system by December 2004, or funding will be cut.

In preparation for this, VATMI reviewed all policies, procedures and practices in mid 2004 to ensure that we were meeting the relevant requirements in relation to ISO, Safety Map and DSS. As a result of this review, a VATMI quality management system (QMS) was created and I am pleased to announce that VATMI has successfully passed our 2004 audit requirements.

On this point, I would like to acknowledge and thank Kym Anderson (Quality Systems Administrator), Neale Johnson-Tidey (Employee Training & Support Manager) and Karen Spaul (OHS and Injury Management Coordinator), for the work they undertook in ensuring that VATMI's Quality Management System met, and in most cases surpassed, these audit requirements.

If you have not seen the VATMI Quality Management System or have any questions in relation to the policies and procedures which form part of this system and to which we are all required to operate, please speak with your Manager.

### **KATHRYN ARNDT APPOINTMENT TO ACROD (Vic) COMMITTEE OF MANAGEMENT**

VATMI is pleased to announce that Kathryn Arndt, General Manager Human Resources, has been appointed to the ACROD (Vic) Committee of Management. This appointment is a three year term and as such, allows VATMI to provide input into and influence policy direction through ACROD's role as the National Industry Association for Disability Services. As part of Kathryn's role on the ACROD (Vic) Committee of Management, she will Chair the Supported Employment Portfolio and will represent ACROD members on the National Committee for Employment & Training (NCET) which meets quarterly at ACROD's National Office in Canberra.

## NEW S.E.R. DEVELOPMENT



The need for VATMI's Sandhurst Enterprises Recycling Division to relocate into larger premises, with modern processing facilities, became very apparent with the final analysis of recycling statistics ended June 2004.

Total tonnes of recycled products accepted, sorted and processed increased by 29.4% to 11,264 tonnes compared with the previous financial years.

I am pleased to report that the new building for Bendigo recycling is rapidly progressing – the steel structure, concrete walls, colourbond roof and wall cladding are nearing completion.

Specialized processing equipment such as trommels, bounce conveyor, steel magnet, eddy current separator, air classifier, plastic baling press etc have been ordered.

The new sortation plant design has been finalized and the contract to construct, install and commission the sorting plant has been awarded to Industrial Conveying (Aust) Pty Ltd a local Bendigo engineering firm with extensive experience in this type of work.

The project management of this task has been huge and I wish to thank Danny Potter, the manager of VATMI Wangaratta Recycling



division, for his expertise and hard work in helping the Bendigo division. A big thankyou also to Danny's staff and the Bendigo team for their support.

While there is still a lot of work to be completed, there is light at the end of the tunnel and the

## DAVID LOGAN—30 YEARS AT VATMI



On behalf of the Board of Directors, Management, Staff and Employees I would like to take this opportunity to congratulate David Logan, General Manager Recycling, for celebrating 30 years employment with VATMI Industries. David commenced employment with VATMI on 22 July 1974 as Production Assistant in Collingwood prior to moving to the Castlemaine Community Work Centre in 1979 and then to Bendigo where he has worked since 1987. Congratulations David and thank you for leading by example over such a long period. Your dedication, loyalty and support are

### 30 YEARS AT VATMI

BY DAVID LOGAN

Well, I have now worked for VATMI Industries for the past 30 Years. I am proud of this service achievement.

In July 1974 I commenced working for VATMI as a production assistant to the production manager at the old Rupert Street, Head Office in Collingwood. The company was small, operating one business service in West Heidelberg and supplied contract packaging work to over 50 therapeutic centres conducted by the Department of Health, Social Welfare and independent hospitals and clinics.

VATMI was growing rapidly with strong financial support from both federal and state governments. The local economic activity was strong and the demand for hand assembly and packing of items such as clothes pegs, garbage bags, toys, household items, electrical and automotive components etc sustained VATMI's continued growth.

In 1975 a second business service was established next door to the existing Collingwood site. In 1979 with financial assistance from the federal government VATMI purchased the Hawthorn building and relocated its Head Office and the Collingwood divisions operations.

I take great pride in performing my job to the best of my ability. I have enjoyed my working life with VATMI having been given many opportunities to learn and grow as a person. I have welcomed the chance to work with many special people, lots of interesting characters and some very astute, knowledgeable business people.

The challenge working for VATMI has been balancing the demands of our commercial customers and providing a valid training / employment service for our supported employees. We have to deal with the ever changing expectations from governments, the community and the business environment.

VATMI has survived for 46 years through the strength of leadership from the Board, management and from the commitment, loyalty and hardworking efforts of supervisory staff and our supported employee teams. Again, VATMI is facing significant change which to some may seem somewhat insurmountable.

# OCCUPATIONAL HEALTH & SAFETY NEWS

**CONGRATULATIONS** to the following people who have successfully participated in the second round of Risk assessment training conducted over the past few months.

Peter Sutherland

Rod Tuckerman

Lonnie Marshall

Peter Thompson

Peta Fox

David Logan

## SAFETY WEEK OCTOBER 24th to 29th

All divisions at VATMI will be conducting a special event during the week to promote a safe workplace.

Visual safety program

Safety posters & Videos

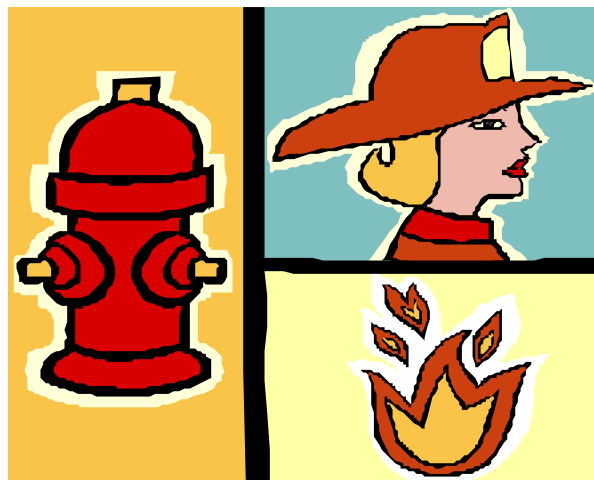
Healthy food

Sun Smart program

PPE Demonstration

## Fire in the building

Visual Safety Sign launched this week to assist employees when emergency evacuation is needed



# Evacuate NOW

# BBQ SAFETY

## Gas BBQ Safety

The good BBQ weather is with us and thought it would be useful to look at the safety issues when using LPG supplied BBQ.

It is very easy to forget that there are lots of hazards associated with outdoor cooking.

### ***Before you start the “Barbie” always:***

- Check the tubes leading into the burners for any blockage. If blocked, use a pipe cleaner or wire to clear the blockage by pushing through to the main part of burner.
- Check the gas hoses for cracking, brittleness, holes or leaks. Make sure there are no kinks in the hoses or tubing.
- Position the unit at least 3 metres away from your house. Never use it indoors.
- Follow the manufacturer’s instructions for BBQ’s use, especially when connecting or disconnecting the LPG cylinder.
- Replace damaged or frayed connectors, which can eventually leak gas.
- Check for gas leaks, if you smell gas or when you (re) connect the BBQ to the LPG cylinder, NEVER use a match to check for leaks, only use a mild soapy solution. If you detect a leak, turn off the gas and don’t light the BBQ until leak is fixed.
- Don’t attempt to repair the cylinder or valve, always engage a qualified service person.

### ***ONCE you have “Fired up the barbie”:***

- Don’t wear long, loose flowing clothing around the BBQ.
- Never leave it unattended, especially around small children or pets.
- Be cautious and alert of overhead obstructions, including tree branches.
- Keep a fire extinguisher handy, and know how to use it properly.
- Move any gas hoses as far away as possible from hot surfaces and dripping hot grease.
- Never store spare LPG tanks under or near the BBQ when it is in use, store elsewhere in an upright position



## VATMI HEAD OFFICE WELCOMES

Since the last edition of the Newsletter in July we have welcomed a few new faces to the VATMI Head Office Team.

We welcomed aboard Marg Haslam to Hawthorn in late August. Marg has replaced Nicole Cripps, so please feel free to say hello to her when you next telephone. Marg will also be assisting Geoff Fisher and is a most valuable addition to our team.

We also welcome to the Production team Mr Mark Banfield. Mark joins VATMI as the Group Production Co-ordinator and brings to VATMI some great ideas for future improvement and development, in the production aspects of the business. Mark comes to us from Waverley Industries and will spend much of his time at Keon Park and Hawthorn coordinating the production aspects of these two sites.

The Sales Team also introduced a new member, Mr Geoff Leonard. Geoff replaced David Barkla and is now working with Bill as an Account Manager. Geoff came to VATMI from Network Q and we hope he enjoys his new position.

## VATMI FAREWELLS

Since our last edition, we have also said our farewells to a few staff members.

At the end of July we bid farewell to Bozin Uskoski, the Production Manager at Hawthorn. Bozin joined the company in 2003 but decided that the time had come to move on to other projects.

In the middle of August we farewelled Andrew Fisher and Nicole Cripps. Andrew was an Assistant Supervisor at Keon Park and joined the company in 1994.

Nicole came to VATMI in June 2001 as a Receptionist/Admin Assistant. After much consideration, Nicole decided that it was time to expand her wings and continue to further develop the knowledge and skills that she had learnt during her time at VATMI. She continues her career, working in an accounting position for a promotional goods company in the eastern suburbs.

Our most recent departure was that of Debbie Dalglish, who left the company in early September. Debbie had been with the organisation since July 1989 and left to join her

## ETS PROGRAM TEAM MEMBERS



From left to right: Allison Strauch, Colleen Fisher, Tracey Smith & Peta Fox with Neale in the middle seated.

Last edition of VATMI Views you were introduced to Neale and Peta Fox via a quick profile they had completed.

This edition we take some time to meet another two valuable members of the team:

**Name: Tracey Smith**

**DOB:** 2nd February

**Job Title:**

Employee Training & Support Supervisor

**Married/Single/Children/Pets**

Separated - 2 Boys, Glenn (9) & Brett (6)

**Hobbies:**

Fresh water fishing, Cooking, entertaining the boys & secret stuff

**Favorite Holiday Spot**

Anywhere in the bush near Murray River

**Favorite Cartoon Character**

Fred Flintstone

**Favorite Saying**

You scratch my back, I'll scratch yours

better best

**Favorite Drink**

Moskato & Hot Milos

**Name: Allison Strauch**

**DOB:** 5th May

**Job Title:**

Employee Training & Support Supervisor

**Married/Single/Children/Pets**

Partner Ross, Children Crystal (11) Jordan (6) and baby on the way

**Hobbies:**

Family tree, reading, craft &

**Favorite Holiday Spot**

Queensland

**Favorite Cartoon Character**

Fred Flintstone

**Favorite Saying**

Good better best never let it rest, till your good is better & your

**Favorite Drink**

Orange Juice

## FINANCE NEWS

### A Message from the Financial Controller....

I have just finalised the accounts for 2003/04 and during November you should all be receiving a copy of the printed annual report. As you read through the report you may notice that VATMI did not have a very successful year financially.

Considerable time and effort has been expended by everyone in the organisation to implement changes, which would turn this situation around. In the past few months you may have noticed changes to some positions in the company and some changes in work practices.

While it is still very early on in the change process, we can already see some positive results. July and August have been positive months and VATMI is ahead of where we planned to be.

September results are not yet finalised but they too look like being very good. Our performance indicators show that October is continuing to be ahead of target.

We have taken a very big step in turning VATMI around and while we have many more

## FRITTATA

Receipe supplied by Ken Dempsey from Keon Park

### Ingredients

- 1/2 packet Coon shredded cheese
- 1 teaspoon soy sauce
- 1 tablespoon oil
- 2 spring onions
- 1/2 red capsicum
- 1 clove garlic
- 3 potatoes
- 4 eggs
- 1 zucchini
- Black pepper

### Method

- Slice potatoes, zucchini, red capsicum.
- Chop spring onions
- Crush garlic



## SANDHURST & KEON PARK JOTTINGS

This year's footy tipping was, as usual, hotly contested. As the season drew to a close, it was obvious that there were a couple of unexpected tipsters who were leading.

The big surprise was first place winner - Phillip Brogden. Although Phillip has always followed the footy keenly, this is the first time he has done so well in his tipping. Congratulations Phillip.

Second place – and another surprise was Renee Bibic. Not only did Renee win second prize with SEP - she also won first prize in the Bendigo Advertiser newspaper's footy tipping sweep. Renee was tickled pink, especially when she learnt that the cash prize for coming first was quite substantial.

Third place was shared between Ken Brereton and David Logan (there was some talk between them about doing a re-count).

### NETBALL STARS

Congratulations to employees of Sandhurst Packaging and Recycling, Rachel Kerr and Wendy Hall, who were both players in the Golden City Netball Competitions, Grand Final. Rachel and Wendy played together in the H Division grand final, which lost by only a narrow margin. Wendy also won an award for "Most Determined Player". Both ladies love their netball and will be competing again next season.

Rachel Kerr



Wendy Hall



### WELCOME:

**Rosalie Agar, Jason Holt, Iklas Minas & Jordan Nicol** who have joined the team at Keon Park.

**Kim Smith** says she has been working so hard all week and helping other people. I catch a train to work and leave home at 6.40 am each work day.

**Ross Allan** went to the Melbourne Show and looked at all the animals, went on the rides and bought show bags. Yum!! Yum!! Yum!!!. Next time I am going to take Chris Houston.

Prize winners were:-

**Chris Houston**

**Iklas Minas**

### CRAZY HAT DAY



#### GRAND FINAL FEVER

The employees here at Hawthorn certainly got into the colour and excitement that sweeps through Melbourne in Grand Final Week. Here are a couple of photos supplied by Claire Wheeler taken of the employees who dressed up for the occasion.



## BIRTHDAYS

Phillip Esse celebrated a milestone birthday on 15th June, this year.

Slawek Przybyszewski celebrates a milestone birthday in October.

And Happy  
Birthday this time



Birthday to anyone celebrating a  
of year.



## XMAS CARDS 2004

With Christmas just around the corner, we have enclosed with this newsletter, a handout displaying the Handpainted Christmas Cards 2004 on offer from Network Q.



You have your choice of greetings and border colours for each design and we have also enclosed an order form if you would like to purchase any of the displayed cards.

Please take a moment to view the cards and allow Network