

STAFF INFORMATION

May 2016

CONTENTS

- 1. Time Sheet Arrangements – Devonport**
- 2. Working with Vulnerable Persons Checks**
- 3. Please Drive Carefully**

www.nwrss.org.au

Time Sheet Arrangements -- Devonport

The drop of address of 39 McCall Terrace, Stony Rise, Devonport is no longer available.

A drop box has been provided on the back porch at 51 William Street, Devonport.

THE DROP BOX WILL NOT BE CHECKED AFTER 4.00 PM ON TIME SHEET DAY

The new email for time sheets will be tkohler@nwrss.org.au

The temporary fax number until we set up another line will be -- 6426 7480

This is a locked drop box only.

Time sheets can be downloaded and printed from the Operational Handbook on our website www.nwrss.org.au

Working with Vulnerable Persons Check

This is critical information for maintaining hours with NWRSS.

All support workers in the human service sector now require this check.

Many of our contracts now require all direct support workers to have the check. All contracts are working towards the same requirement.

This check is the responsibility of the employee and can be sought through Service Tasmania or through the link to www.justice.tas.gov.au The application refers to working with children but it is the same requirement for other vulnerable people.

Get your employee check now, with a copy of the check to NWRSS to ensure that you can continue your hours.

An employee check will cost \$120.00 but it can be claimed as a tax deduction.

Please Drive Carefully

Our vehicles are being involved in too many accidents. They are low speed, close to home accidents caused by lack of concentration.

www.nwrss.org.au

Authorised by: Neal Rodwell – General Manager.

www.nwrss.org.au
