

# **STAFF INFORMATION**

July 2016

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## **Driving Licence Requirements**

I need to remind all Disability Support Workers that a driving licence is an essential requirement for holding a disability support workers position with NWRSS.

The loss of a licence must be reported to the General Manager immediately.

If a worker loses their licence they will be stood down from their rosters until they regain and produce a valid licence.

This is now a strict rule with no exceptions.

## **Relief Roster**

Roz Connlley has taken over the rosters from Teresa for, at least, the next month to release Teresa for other operational duties. The same phone number will continue -- 0437 836 677.

## **Working with Vulnerable Persons Check**

You have been continually alerted to the need for this check to maintain your hours with NWRSS.

There is only one month left to make sure you have provided NWRSS with a legible photocopy of your check. This can be submitted with your time sheet.

**Hours will be withdrawn from anyone who has not submitted a check by July 31.**

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](http://www.justice.tas.gov.au) --. The application refers to working with children but it is the same requirement for other vulnerable people.

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

## **Roster Compliance – All Support Workers**

Support workers must fulfill all shift requirements. This means turning up on time, sticking to the agreed tasks and activities and not leaving until the shift is over. If any details are going to be changed either by the support worker, the client or their family you must notify the Direct Service Coordinator, Alarna Moles.

This is a very serious requirement that can lead to disciplinary action and possible loss of job if it is not adhered to. I am sorry I have to take this hard line approach but we have some reports that a couple of support workers are not fulfilling their shift requirements. Clients and their families have complained, seriously jeopardizing NWRSS' reputation.

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Authorised by: Neal Rodwell – General Manager.

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