

LEAD

SEASONAL NEWSLETTER



Eline and Maureen, Health Sciences students from the University of Twente in the Netherlands, joined LEAD as part of their "Crossing Borders" elective. During their fieldwork, they explored our service model and shared their international perspectives, all while enjoying some Aussie treats like Vegemite and lamingtons! We're grateful for their insights and wish them the best in their studies.

Photo: Rasmin, Maureen, Jeff, Eline, Bobbi, Liz, Wayne & Mary

Update on DES Program Changes

The Specialist Disability Employment (DES) program has officially been renamed to Inclusive Employment Australia. This change reflects the program's ongoing commitment to supporting individuals with disability in securing meaningful employment.

Additionally, the results of the tender process for the new program will be announced in April. Stay tuned for more updates!

A big welcome to the team to the below staff:

- ❖ Isabel Hoy in Canberra
- ❖ Jo Dodd in Canberra
- ❖ Brendan Moore Canberra
- ❖ Marty Moss in Canberra
- ❖ Bess Kenway in Canberra



Zachary's Road to Success in Gosford

After finishing school last year, Zachary joined LEAD's Central Coast NSW office through the School Leaver Employment Support pathway to chase his passion for cars. Finding the right fit took time, but with LEAD's support, he landed a panel beating apprenticeship with AMA Group in West Gosford. With workplace adjustments, mentoring, and tailored learning support, Zachary is honing his skills, building confidence, and steering his career in the right direction. His journey is a great reminder of how personalised support can open doors to real employment opportunities!

Supported Work Experience Pilot Project for Students with Disability

LEAD has launched a new Supported Work Experience Pilot Project to help students with disability from ACT public schools gain valuable work experience. The project will connect students with employers, provide on-the-job support, and help explore future employment opportunities such as Australian School-based Apprenticeships. Running from Term 1, 2025, until December 2025, this initiative aims to make a lasting impact on students' employment prospects and inform future pathways for students with disability.

We're thrilled to introduce our newly digitalised Client Handbook, designed to provide easy access to essential information in a more interactive and user-friendly format. You can get a sneak peek here: [Watch the Video](#).

To ensure accessibility for everyone, captions will be added soon. This updated resource will also be available on our website shortly for all to access.

Shoutout to Brett in Port Macquarie!

After overcoming challenges, Brett landed two job interviews! His hard work on interview skills and employment barriers is paying off.

We're proud of his progress - good luck, Brett!

Updates:

- The annual safety audit has been completed, and the improvements are being implemented presently.
- The ADE timesheet has been updated, and staff are transitioning to this document now.
- The DES Gosford team had a site visit from the department, and they passed with flying colours!

Sujan has been working one-on-one with Will, offering some great tips for using the whipper snipper more safely and effectively. By sharing practical advice and providing hands-on support, Sujan is helping Will build confidence in using the equipment while ensuring they get the best results. It's all about empowering our clients with the skills they need to succeed!



A new year brings fresh beginnings, and autumn reminds us that change is a natural part of growth. As we set our goals for the year ahead, let's stay motivated, support each other, and embrace new opportunities.

With potential Inclusive Employment Australia changes ahead, we remain adaptable and focused on delivering quality support. Together, we'll navigate whatever comes our way.

Here's to a season of growth and success!

-Liz Koch, Editor in Chief



Mission

LEAD's mission is to provide and support opportunities that enable people to build an inclusive and diverse community.

Guiding Framework for Accomplishment

- *Sharing Places.* Assisting people to share places in the community
- *Making Choices.* Giving information and assistance for people to make informed choices
- *Contributing.* Increasing opportunities for people to contribute to the community
- *Dignity.* Assisting people in a way that enhances their dignity
- *Relationships.* Assisting people to have ongoing relationships in the community

Guiding Principles

- *Our Clients.* LEAD will maximise opportunities for its clients and connect them with the local community by providing individualised services
- *Our Communities.* Community and business development will be fostered by LEAD including; employer engagement, inclusive practices, community education and awareness
- *Our People.* LEAD will continue to grow an inspired, diverse and productive workforce who can deliver on the organisation's vision and strategic objectives
- *Our Services.* LEAD will strive to grow its service offering and achieve a continually improving service culture within a financially viable organisation
- *Our Environment.* LEAD will endeavour to minimise the service's impact on the environment and promote the same message to other LEAD stakeholders

Vision

LEAD's vision is equity, inclusion and sustainability for all.

We want people to:

- LIVE the life they choose
- EXPERIENCE success and be allowed to fail
- ACCESS all the community has to offer
- DEVELOP to become the greatest version of themselves

Values



Be bold



Be resilient



Be honest



Be collaborative



Be respectful



Be professional

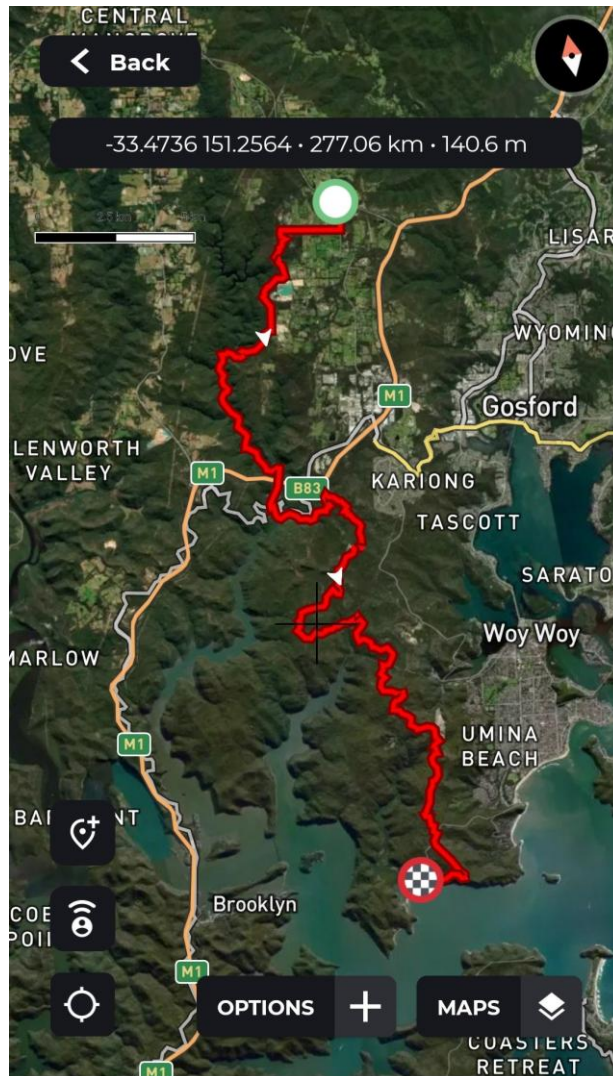


Be innovative

Ry's Wilderness Walk for a Cause

Recently Employment Facilitator Ry took on an incredible 3-day, 43km hike from Somersby to Patonga! As part of the Nature Walk Challenge, Ry is raising funds for the Wilderness Society and has pledged to walk 70km in March. With 64km already completed, the finish line is in sight!

If you'd like to support Ry's journey and this important cause, you can donate here: [Nature Walk Challenge - Ry James](#).





Snaps from Ry's recent hike - gorgeous!





The horticulture and gardening crews have had a busy summer, with plenty of rain leading to noticeable growth across the board. Our teams have been working hard to keep everything in top shape, and we appreciate all their efforts!

Picture: Jess taking a breather and striking a pose between mowing at The National Film and Sound Archives.





Sujan's grounds maintenance team is working alongside customer Citiwide to prepare the groundwork for a newly seeded grass strip, ensuring a strong foundation for healthy growth.

Clients Frank and Ante are actively involved in the project.



ADE clients Adam and Andrew are hard at work at the Yarralumla Government Nursery.

They're 'potting up' - transferring plants that have outgrown their pots into larger ones, getting them ready for sale.

Adam is new to the team, while Andy is a seasoned pro!



Upcoming Federal Election - What You Need to Know

Australia's next federal election is coming up, and voting is compulsory for all eligible citizens aged 18 and over. This election will determine the composition of the House of Representatives and the Senate, shaping the future of Australia's leadership and policies.

As of today, Friday, March 21, 2025, the exact date for Australia's next federal election has not been officially announced. However, based on constitutional requirements and electoral conventions, the election is expected to be held between May 3 and May 17, 2025.

Many of our clients are also eligible to vote, and staff should ensure they are familiar with the current voting process to provide guidance and instruction where necessary.

To ensure everyone can participate, the Australian Electoral Commission (AEC) provides various accessibility services, including assistance for people with disabilities. You can find more information on how and where to vote, as well as accessibility options, at the links below:

- ◆ [General Election Information - AEC](#)
- ◆ [Voting Assistance - AEC](#)
- ◆ [Accessibility Information for People with Disabilities \(ACT Elections\)](#)

Make sure you're enrolled and ready to have your say in Australia's future!



Improve Safety and Motivation at Work

Staying motivated and focused is key to maintaining a safe and productive work environment. Sometimes, distractions or burnout can make it hard to stay on track, especially when managing tasks that require attention to detail or physical effort. Understanding the factors that impact motivation and implementing strategies to stay engaged can help you improve safety and efficiency at work. Let's explore why motivation might dip and how to reignite that drive to ensure a safer, more productive day.

Why Motivation Can Drop at Work

1. **Burnout**

Overworking or stress can lead to burnout, making it harder to stay motivated and focus on safety tasks. Rest and breaks are crucial to avoid exhaustion.

2. **Unclear Expectations**

Without clear, defined goals or safety procedures, it's easy to lose focus. Having a structured plan helps keep motivation high and work safety at the forefront.

3. **Fear of Mistakes**

Fear of making mistakes can create hesitation, slowing down progress and potentially impacting safety. Embracing a growth mindset helps reduce these fears.

4. **Negative Attitude**

A negative mindset can drain motivation and affect how seriously safety protocols are taken. Keeping a positive attitude fosters better performance and attention to safety.

5. **Distractions**

External distractions, like personal issues or technology, can pull focus away from important tasks. Limiting distractions ensures you stay alert and engaged in safety practices.

6. **Health Challenges**

Physical or mental health concerns can affect motivation and energy levels. Addressing any health issues allows you to maintain focus on both personal well-being and safety.

7. **Lack of Support**

Without support from teammates or supervisors, staying motivated can be tough. Encouragement from others can help you stay engaged in work while following safety protocols.

8. **Procrastination**

Delaying tasks can build unnecessary stress, which can lead to errors or accidents. Tackling tasks right away helps keep safety standards high.

9. **Fatigue**

Lack of sleep or poor health habits can leave you feeling drained, lowering motivation. Ensuring you're well-rested and healthy helps maintain focus on safety.

10 Ways to Stay Motivated and Safe at Work

1. **Set Clear Safety Goals**

Define achievable, safety-focused goals and break them down into smaller steps to stay on track.

2. **Create a Consistent Routine**

A structured schedule helps maintain focus and ensure safety tasks are completed regularly.

3. **Visualise Positive Outcomes**

Picture the success of completing tasks safely to stay motivated, especially on tough days.

4. **Reframe Negative Thoughts**

Replace “I can’t” with “I’ll get it done” to shift your mindset and keep safety top of mind.

5. **Practice Self-Compassion**

Don’t be too hard on yourself if things don’t go as planned. Treat yourself with kindness and stay motivated to improve.

6. **Break Tasks Into Manageable Portions**

Tackle tasks in smaller chunks to avoid feeling overwhelmed, which helps maintain focus and safety.

7. **Find Accountability**

Partner with a colleague or friend to stay accountable to safety goals and motivate each other.

8. **Celebrate Achievements**

Reward yourself for completing tasks safely - whether big or small. These rewards reinforce good habits.

9. **Prioritise Well-Being**

A healthy mind and body support motivation. Get enough rest, eat well, and exercise to keep up your energy levels.

10. **Eliminate Distractions**

Minimise distractions in your workspace to stay focused on the job at hand and ensure safety protocols are followed.



Employee Assistance Program

EAP Assist, established in 2008, provides confidential phone counselling and digital support for employees in Australia and overseas. The services are designed to address both workplace and personal concerns quickly, with a focus on solution-oriented counselling. This support is available to all employees.

EAP Assist tackles common issues such as workplace conflict, stress, depression, anxiety, substance abuse, and more.

Employee Assistance Programs (EAPs)

EAPs support employees with both work-related and personal issues. These programs offer employer-funded confidential counselling and support for employees and their families, and consultative support for managers.

Staff are entitled to three free, confidential sessions per year. To start the process, get in touch with EAP Assist directly and let them know you are from LEAD.

Contact details:

[EAP - Employee Assistance Program Services \(eapassist.com.au\)](https://eapassist.com.au)

Email: support@eapassist.com.au

Managing sickness in the workplace

To protect yourself and our clients, we encourage everyone to take the following precautions:

- Wear a mask in vehicles when with clients (masks are available at the office if you need one)
- Maintain distance from others whenever possible
- Sanitise your hands regularly
- Prioritise your well-being

If you are feeling unwell, we recommend that you stay home to recover. If you have any questions or concerns, please don't hesitate to discuss them with your manager or myself.

For COVID19 information for the ACT - <https://www.covid19.act.gov.au/>

For COVID19 information for NSW - <https://www.nsw.gov.au/covid-19>

Incident / Near Miss / Hazards Reporting

Your vigilance is key to our safety. Remember to promptly report any incidents, near misses, or hazards you observe. By doing so, you help us prevent accidents, improve our processes, and maintain compliance with safety regulations.

Reporting is easy -

Immediate Action: Report incidents, near misses and hazards immediately to your Operations Manager / Resource Team and fill out an Incident / Near Miss Report the day of the incident. Send this Incident / Near Miss Report to your manager and myself ekoch@lead.asn.au.

Details Matter: Provide clear details including date, time, location, a description of the event, witnesses, and any circumstances leading up to the event.

Together, we can create a safer workplace. Thank you for your commitment to safety.

Incident Reports / Near Miss Reports can be found here: [Staff forms](#)



Pets of LEAD

Hello to Emma's dogs Jasper & Sonny!

Jasper is a 3-year-old kelpie cross dachshund and Sonny is a 7-month mini dachshund cross kelpie staffie



How would you describe your perfect day? We both LOVE the dog park as there are lots of new friends to meet and runs / swimming to be had! We also love the beach for its stick chasing, wrestling and swimming.

What is the best thing your owner does? We go for car trips and get lots of cuddles! + our mamas talk to us lots which we just looooveeeee!

What is your favourite toy? We love old, shredded toys, ropes, and any old pair of socks - delicious.

Who is your best friend? We are each other's bests friends; we do everything together <3

Can you do any tricks? We are both good at sitting and waiting and giving kisses.

What is your favourite food? We LOVE chicken and cheese.

What are your favourite things to do? Giving Emma and Ruby cuddles and swimming.

Are there any qualities you are trying to improve? We are still learning not to chew on things (Sonny loves to steal things and Jasper joins in).

Who do you look up to? Emma and Ruby (taking care of us and giving us cheese).

Lastly, what is your life motto? Collect and destroy as many of Emma's socks as possible * evil bark *