

LEAD

SEASONAL NEWSLETTER



A huge thank you to the Food Co-op in Canberra, which we've had the pleasure of partnering with for over five years. Through their space of care, sustainability, and inclusion, many of our clients have gained valuable insights into employment and community care.

We appreciate all you do, Food Co-op - let's keep growing and making a difference together.

In the past three months, each office has been focused on community development, networking, and spreading the LEAD name - and it's paying off! We're welcoming new clients and seeing employers eager to hire them. We're also becoming a valuable resource for other service providers and schools on disability employment. Let's keep the momentum going!

A big welcome to the team to the below staff:

- ❖ Sam in Port Macquarie
- ❖ Tom in Canberra
- ❖ Issy in Canberra
- ❖ John in Canberra



While summer's abundance refuses to be tamed, our ADE contracting crews are handling it like pros! They're doing an incredible job maintaining the rich landscape and managing the job's demands, all while empowering and developing clients' skills and a strong sense of community presence.

Keep up the great work.

Picture: Matt and Jacqui



We're pleased to be teaming up with Poachers Pantry, helping label their smoked meat packages and getting them ready to be packed full of deliciousness! A special shout-out to Toby, who's been lending a hand with this project and doing a fantastic job.

The feedback from our clients has been fantastic—they're enjoying learning new skills and taking ownership of their role along the way.

Here's to great partnerships and even greater learning opportunities!

Exciting plans are underway for a refresh at the Ainslie Depot next year! New furniture and computers will be added, transforming the space into a dynamic training hub.

We're aiming to use this refreshed space for first aid training and other specialised learning opportunities as needs arise. Our goal is to create an environment that fosters knowledge sharing, connectivity, and positivity for everyone.

Student Spotlight on Trainer Karen

Steph, currently completed her Certificate III in Business, shared her thoughts on her experience with her trainer, Karen. "Karen is so caring and compassionate; she's friendly, personable, and never judgmental about anyone's abilities. She encourages us to succeed and always finds a gentle, thoughtful way to help if we're off track. Her knowledge and humour make learning enjoyable, and she truly makes everyone feel comfortable. Thanks to Karen's teaching style, my confidence and comprehension have improved tremendously. She's amazing for people with additional needs, and I hope other students are feeling the same self-belief she's inspired in me!"

A big happy birthday to Lyn, who celebrated in style with a delicious cake. Check out the photo of Lyn beaming with joy - it's clear the celebration was as sweet as the dessert!

Here's to another fantastic year ahead, Lyn - full of laughter, success, and, of course, as always, in true LEAD style, more cake.



As 2024 comes to a close, we look back on a year filled with growth, connection, and meaningful achievements. It's been a time of learning, empowering one another, and making a real impact in the community.

With the summer solstice upon us, it's a wonderful reminder to embrace the light and energy of the season. As we head into the holiday season, let's take a moment to focus on staying safe, recharging, and enjoying the connections that matter most.

-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

Stay Safe and Feel Your Best This Holiday Season

The holiday season is all about fun, connection, and a little relaxation - but it's also important to look after yourself along the way. Here are some easy tips to keep you safe and healthy during the festive season:

Staying Safe

- **Travel Smart:** Whether you're off to a family gathering or a New Year's bash, plan your trips in advance. Take breaks on long drives, stay alert, and if you're celebrating with a few drinks, make sure someone else is driving.
- **Keep Your Home Safe:** Heading out for the day (or longer)? Check that doors and windows are locked and keep valuables out of sight. Share your plans with a trusted neighbor or friend, so they can keep an eye out.
- **Fire Safety First:** Make sure fairy lights, candles, and festive decorations are set up safely. Turn off lights before bed, and don't leave candles burning unattended.
- **Stay Cool:** With summer heat in full swing, keep water handy at all times, and try to stick to shaded or cool spaces during the hottest part of the day.

Sleep and Exercise Made Simple

- **Keep Sleep in Check:** Late nights happen but try not to let them throw you completely off schedule. A consistent bedtime and some wind-down time can make a big difference.
- **Move When You Can:** Dancing at a party, a quick walk after lunch, or even some stretching while watching holiday movies - a little activity can help you feel great.
- **Don't Sweat the Treats:** Holiday food is meant to be enjoyed! Balancing treats with movement and hydration will help you stay energised.
- **Relax and Recharge:** The holidays can be busy, so carve out time to rest. A short nap, quiet time with a book, or just a moment to breathe deeply can help keep you refreshed.

Here's to a safe, happy, and healthy holiday season for everyone - enjoy every moment!



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, 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 Katie's 3-year-old Ridgeback / Cattle dog Sookie!



How would you describe your perfect day? My perfect day would consist of being taken to my favourite dog park to meet my Golden Retriever friend for a play. I would then come home for a needed afternoon sleep in the sunshine and roll in my favourite patch of grass. I would then hop into mums' bed for a big cuddle and loud snore.

What is the best thing your owner does? The best thing my mum does is let me sleep on the bed every night (even though I am 50kg). My favourite thing about her is that she always gives me a big hug when she gets home from work and always gives me an extra treat.

What is your favourite toy? My green cactus that is super hard to chew.

Who is your best friend? The sausage dog who runs up and down my fence line every afternoon.

Can you do any tricks? I am really good at sitting and waiting on my food release word. I am not very good at dropping my toy during fetch.

What is your favourite food? Eating a cheeky egg out of the chicken coop!

What are your favourite things to do? Cuddles and having a sook.

Are there any qualities about yourself you are trying to improve? Listening to mum and dad when they say to drop the toy during fetch.

Who do you look up to? My Dad because he always matches my energy.

Lastly, what is your life motto? Go hard or go home.