

# Magic that Matters

November 2022

Dear Employees, Families and Friends of Ability Works,

As you may be aware, since 2018, Ability Works has been identifying itself as a not-for-profit, social enterprise. A social enterprise is a business, for good. It trades like any other business but exists specifically to make the world a better place.

November 17th was *World Social Enterprise Day*.

The social enterprise sector is actively lobbying the Federal Government. A new organisation called *Social Enterprise Australia* (SEA) has been formed to do this. SEA commissioned a study on social enterprises nationally which indicated the following. There are:

- 12,000 social enterprises nationally
- Contributing 1% GDP
- \$21.3 billion contribution to GDP
- For every \$1 million invested, social enterprises generate nine jobs compared to the mining sector which generates one job
- Nationally social enterprise generates 200,000 jobs (same number as the mining sector, demonstrating that the mining sector is not as job intensive)

These numbers were previously unknown and help to put the sector in perspective. The value being created warrants more attention from the Federal government, and the sector is calling on the Federal government to work with us.

Moving on to a different subject, at the end of Oct, Ability Works had a visit from Shaun Leane, Minister, 2026 *Commonwealth Games Legacy*. The Victorian Government are very keen for strong involvement of people with disability and social enterprises in the Games. They are keen that the Games promote Diversity and Inclusion, and that inclusiveness is very visible. They are keen that social enterprises supply the Games where possible.

We have been pitching our Inclusive Design service with regards to the building of the athletes' villages, which post the Games will become Social Housing. We also hope to win other work to support the Games. The Games will have a large requirement for people with disability to volunteer and we hope to support our employees should they choose to do this.

Till next time,  
Sue Boyce, CEO



## IMPORTANT DATES

FINAL OH&S MEETING  
**Thursday 8th December 2022**  
BOX HILL INSTITUTE Enrolment Dates  
**Monday 5th & Tuesday 6th December**  
ABILITY WORKS CHRISTMAS PARTY  
**Thursday 22nd December 2022**  
EMPLOYEE RDO & FINAL DAY  
**Friday 23rd December 2022**  
ABILITY WORKS REOPENS  
**Monday 16th January 2023**

# In the News!

## SENVIC 2022 AGM Panel

Our CEO, Sue Boyce, was invited to be on the panel representing our sector at Social Enterprise Network Victoria (SENVIC)'s Annual General Meeting (AGM). The discussion was around general sector issues.

Other panelists included: Nathaniel Diong from Future Minds Network (in person, also the panel moderator); Katherine Mullett from Deadly Wears (online via Guestboard/zoom); Amelie Boucher from Gippsland SE Collective (online via Guestboard/zoom).

Sue's interview can be viewed on our YouTube channel here: <https://youtu.be/ey9t6Pxx20Q>



## December 3rd - International Day of Persons with Disabilities

To recognise this day, "OUR DAY" we will be celebrating as follows. For the week commencing 5th December, we will be encouraging everyone to wear the colour purple.

At each toolbox meeting, we will invite a speaker from our own midst to talk about what *International Day of Persons with Disabilities* means to them. Each presenter is feeling excited about this opportunity and are serious about writing and delivering a meaningful speech. Their presentation will last about 10 minutes, with questions following.

This is a wonderful opportunity for everyone to learn more about our amazing employees and also celebrate as they master the art of public speaking. - Rae Bonney



## Yarra Trams visit to AWA

As part of our *Community Partnership with Yarra Trams*, we were thrilled to have the Yarra Trams team visit Ability Works last month. They visited to establish what they could socially procure from us.



Above - front row: Ability Works employees in orange vests - Susan, Paul, and Diane. Back row: Sue Boyce (CEO), Sally Richardson (Chief Corporate Affairs Officer), Brian Milne (Director, Procurement & Supply Chain), Peitta Dyball (Chief People Officer, Yarra Trams).

## Welcome to Ability Works, Amy Bourke!

Hi, its me, Amy, I'm the new HR Manager for AWA. I've been told that I am completely Dachshund obsessed and its not far from the truth. I have a 3 year old black and tan miniature dachshund name Baxter (Baxter Alexander - when hes naughty) who is very cheeky and loves playing tug and chasing balls at the park. He is also very clever and LOVES swimming, sun baking and like me is a Richmond Tigers Football supporter.

I have been working in the HR space now for close to 15 years, holding various roles within HR and different industries, from manufacturing to hospitality to most recently the music industry and now with Ability Works. My greatest strength is my genuine love for people and partnering with managers to grow and develop their teams and individuals to be the best they can be. I love seeing individuals and businesses invest in their people and seeing where they can take their success.

Personally, I'm the eldest of 8 kids, have lived on 3 different continents, have swum with Great white sharks. I own my own consulting business and have climbed Everest Base Camp. I sit with the lovely Anu in her office so please when you get the chance come past and say hello. I look forward to meeting you all and working with you. - Amy Bourke



## Guest Speaker - Lance Picioane

In recognition of International Men's Day, it was fantastic to have ex AFL player Lance Picioane guest speaking at our toolbox talk. Lance is the founder of not-for-profit **Love Me Love You** foundation and generously shared his story, heartfelt personal experiences and challenges, to our AWA family. Please turn to page 10 for more photos and a fabulous article from Rae Bonney. Thanks Lance and Rae!



## HIRING NOW!

We are currently recruiting for two **Disability Employment Support Workers** and a **Team Manager - Employment Support**.

If you are interested in working at Ability Works or know someone who is please apply online. We are always on the lookout for suitable applicants. **Call Us!**

## Our new Snake Mesh Welder

Say hello to our new purpose-built machine, designed and built entirely in house to increase production of snake mesh. Our second bender will be up and running soon to complement the new welder. A BIG thank



you to David Downie for all his hard work in designing and building this amazing piece of equipment.

Watch it in action on this link: <https://www.youtube.com/watch?v=GQ-52pSdzkw>

## ERC PRESIDENTS REPORT

Overview of our work areas at Ability Works



### LOGISTICS

Is still very busy with lots of tags to be tested and cleaned. There is also a big pile of mail opening to be done.

### PACKING AND REWORKING

As always, PSA stickers are busy and we have just had a huge order of baby bags, they are going very well. There are so many ventilation kits to be done and the customer is very happy with how we are processing them. The Vitaco crackers are going very well and we just broke our record, with 15 pallets being produced in one day.

### RECORDS MANAGEMENT

DOD has been busy as usual, with a lot of scanning to do. It's a great place for employees to learn new skills and work in a different area of the business.

### MANUFACTURING

Has lots of production being done and David Downey just finished making another snake mesh machine so that we are able to keep up with demand on orders and to produce even more.

### GENERAL UPDATE

On **Thursday 22nd of December** from **8.30am - 2.00pm**, we have our Christmas party break up. There will be a spit roast, music and service awards to be presented - we hope to see everyone there. Don't forget, there's an RDO on **Friday 23rd of December** and following this, Ability Works will be closed for Christmas, from **Friday 23rd of December, 2022** and reopen on **Monday 16th of January, 2023** (unless you are part of the small crew working over the holiday period, to meet our customer needs). The Royal Talbot Café will also closed from **Friday 23rd of December, 2022** and reopen on **Monday 16th of January, 2023**.

I would like to finish up by saying a BIG thank you to staff and employees for a fantastic 2022 and for everyone's hard work this year. I'd also like to wish everyone a very Merry Christmas and safe and Happy New Year - looking forward to seeing everyone back at Ability Works in 2023!! - Ben Robinson - President

# Packing & Reworking



Phil, Doug, Ed, Ruby, Anne, Sergio, James, Ben. Gordana (front).

## VRC Show Bags

Even though the team were faced with the daunting challenge of only having one day to complete 1500 show bags for the VRC Oaks Club Lunch (due to some suppliers being delayed), everyone rose to the challenge and managed to complete the job with 5 minutes to spare before knock off on Friday. Here is the team standing beside the last pallet of the day, very proud of themselves for their great achievement. Great teamwork everyone. - Rima, Supervisor



More creativeness from our team. Neil gave Rima an impressive sculpture that he made himself (Go Pies!) which now has pride of place on Rima's desk

Frances and Susie are working together on the Mustela baby bags which new mothers receive in hospital. Susie is preparing the Nursing comfort Balm sample which is suitable for use by mothers breast feeding and Frances is inserting the Mustela vouchers in the gift bag. These are 2 steps along the way of a 4 step packing process that produces the baby bag.



Warrick showing us the Mustela baby bags. He completed a number of tubs this day.



Before and After: James very proud of his hand-work assembling Roof vents for Pacific Ventilation and with the finished product



Keith (left) is working producing green FLP's and is proudly showing his completed work. Each box contains 1000 FLP's which require an adhesive circular patch to be aligned and attached to the bottom of the disk. The final product is used in construction for .... Gordana and Ruby (right) working on the grout tubes for PSA. These are a larger version of the FLP's that we complete on a weekly basis. Same FLP and jig, just different size



# Records Management

## DOD UPDATE

In November we received 175 boxes from our client and dispatched 175 boxes from Ability works. For "Tender 2", to-date we have received 875 boxes and dispatched 630 boxes. At this moment we have 70 boxes ready to dispatch to our customer. I would like to say thank you to Anu, Callum, Gwyn, Zenzo (customer), our DOD casuals (Helen, Alison, and Nick) for their help to load and unload DOD boxes and rearrange all boxes on trolleys according to box numbers and consignments. - Kani, Supervisor



Dispatch and Delivery of DOD Boxes. Our customer brought chocolate chip cookies for our team. Thank you!

## Michael's Counting Technique in DOD

Michael loves to work in DOD. During preparation of documents for scanning, we need to separate the front and back covers of each file for scanning purposes. At the end of prepping, preppers need to count the total number of file back covers per box for my spread sheet calculation. Michael uses his own technique to count the back covers by spreading them out on the table, five in a row.



Other employees also have their own way of working and their ideas are encouraged. I encourage them regularly and I also learn techniques from them. I find employees' hidden talents by giving them different work opportunities. - Kani (Supervisor)



Above: Luke is back from his holidays and already hard at work on the retagging. Luke brings an amazing energy to AWA.



Vithey and Linnie working with our beloved Bot, Matilda. They are sorting out our mail for client Transurban. Is this one of your IEP goals? If so, please have a chat to the support team.



# Wire & Metal Fabrication

## Aluminium from a Coffee Machine?

AWA does a range of different jobs. Recently one of our customers asked us to fix up 1,900 water heaters for coffee machines. To do this we pulled the water heater apart, replaced the aluminium coil with a new one and then used a computer to reprogram the heater. This made the coffee machines more efficient, so they used less electricity.

The customer then generously donated the old aluminium coils to AWA. The team at AWA pulled the wires out of the plastic holder for recycling. In doing this we earned more money for the old aluminium wire. When recycled this old aluminium wire could end up in the wings of that jet that takes you on holidays or perhaps used to make that can for all the drinks we will be enjoying at the Christmas party. Getting this aluminium out of a coffee machine not only makes money for AWA but helps to save the environment.

- Andrew, Senior Supervisor



Warrick showing off his amazing accomplishment of completing a number of boxes of coil holders!



Both Kylan and Hanan are working together as team on the new copper recycling job. Hanan prepares the copper wire onto the jig, while Kylan pulls the copper wire from the jig until it's all gone and ready to pop it into the large recycling bin.



Keith is demonstrating a step-by-step guide on how to use the coil holder welder! The last step is sliding the coil down the slope ensuring that it's welded correctly. Is this one of your IEP goals? What jobs would you like to work on next year. See the support team, they will help you achieve your goals.

## NEW JOB: Welding Pins

Jared and "Sparky Big Weld" have been busy making pins that secure cement matting when the ground is unstable, for a new customer **Cobber International**. Cobber sent the metal parts to us and our job is to weld them together. Jared puts the parts into the special jigs (holders) made by David in the tool room. Jared then leaves the room and locks the door behind him. Sparky Big Weld springs into action safely behind the wall. Sparky has been programmed to do good welds every time, quickly and safely behind the locked door.

This way no one can be hit by the moving robot or by sparks. When the welding has finished the hot parts are taken out of the jig and placed on a trolley to cool. Eventually the parts are packed into a big wooden box and sent off to Cobber International.

- Andrew, Senior Supervisor



This was Stacey's first day on training on the snake mesh machine. She was placed as the assistant as part of her IEP goal!



High concentration from Richard and Kos, working marvellously on the snake mesh machine.

## RECYCLING OF INDUCTION COOK TOP COILS

Sometimes even the skilled supervisors need to be trained. In this photo you can see Mario conducting the training. He is observing patiently and interrupting the process (regularly) whenever the work is not being performed correctly.

On the other hand, Billy who is looking after the quality control function is also waiting patiently and smirking whenever something is not going to plan. After several dozen or so attempts the new operator (Andrew - Supervisor) finally got the knack for it and production was back on track. Many thanks to the efforts of all three members. The work had been completed on time. By the way the operator was instructed to wear gloves soon after taking this photo.

- Tony Balchan



In honour of our fallen soldiers, our wire & metal fabrication department held a minutes silence. Lest We Forget.

# Inclusive Design

## KEON PARADE LEVEL CROSSING REMOVAL PROJECT

On the 9 November, members of the Inclusive Design Insights Team including Ebony, Mark G, Gwyn and external people Dominique and Scott headed to the old Keon Park Station to take a look at the site for the new station and where there will be a Level Crossing Removal Project. A team of 9 designers were very eager to hear from our people and to understand what works and doesn't work. The current train station is very old and falling apart. It was very easy to see all the issues that are present for people with disabilities travelling on trains at that station. Next, we all caught the train to Reservoir Station. This station has been completely renovated to remove the level crossing. The team had a thorough look around the station and provided a lot of great advice, including:

- There was no audible notification that the lift between the platform and concourse had arrived, so Scott Nixon who completed some testing with Ability Works was unaware that he was about to miss the lift.
  - Within the same lift, there was an audible message on the speaker within the lift that we were arriving at a particular level but did not provide any details associated with what each level provides. As an example, Scott noted how much more useful it would have been if he was directed to the right for trains to the city and to the left for trains away from the city!
  - The team from Ability Works rely heavily on way-finding signage, but they noted the way-finding signage could have been so much more useful. They also recommended installing a way-finding map on the wall at the entrance to guide commuters to links to bus stops, places of interest, toilets etc.
  - Help Points had buttons for emergency and help advice, but there was no braille on the Help Point panels to indicate what the buttons were for.
  - The Stations don't cater well for guide dogs.
  - Dominique Loulie, a Hard of hearing tester also noted, there was no visual cues for emergency management from platforms for Deaf users, apart from looking at the train arrival signage.
  - Ebony thought the unisex toilets could be confusing
  - Gwyn, shared that the noise from the platform above the traffic was particularly noisy and disconcerting when an emergency vehicle went by.
- The team also took a look behind the scenes at the Station staff quarters to see if the working environment was accessible. Mark found it very accessible for his needs.

## YARRA TRAMS AND TESTING NAVI LENS

Terry Dreier helped Yarra Trams on his day off to test their new Navi Lens app that help people with low vision to know the number and destination of the next tram arriving at a specific tram stop location. Terry said he found the app very useful and would use this in the future if he was catching a tram for travel.



## UPCOMING PROJECTS

### Purchasing Digital Devices for Loan and Usability Testing

We were successful with a small grant to purchase an Apple iPhone, iPad, Samsung Galaxy phone, Samsung Tablet, and a Microsoft Surface laptop. The devices will be available for employees to borrow if they complete some basic information on how to use the devices and care for them. The Inclusive Design team will also use the devices to assist with usability testing websites, apps and other digital experiences with some employees. Stay tuned for more developments next month.

- Natalie Collins

## COLES GIFT CARD AND COLES INSURANCE

Gwyn and Mark were involved in two separate projects testing the experience of purchasing Coles gift cards and testing the Coles insurance website. We hope to do much more of this testing with employees in the future.



## BOX HILL INSTITUTE - Class Update

Kerrie and I are in the final week of classes, where the students are doing assessments for the remaining 2 units in the **Certificate I in Transition Education** course; **VU23039 Use Technology for a Range of Purposes** and **VU23034 Develop Personal Goals with Support**.

For Assessment Task 2 in the technology unit, the students had to do an internet search and complete some other tasks using the laptop. In my class, we also enjoyed looking at old technology like cassette tapes and vinyl records, which are both making a comeback!

The final BHI classes are Monday 28/11/22 and Tuesday 29/11/22, with enrolments for next year's courses starting on Monday 5/12/22.

Well done to all our students this year, you have been amazing!  
- Dean Champ



Susie, Tracey, Daniel and Hanan surfing the web!

## OH&S/MAINTENANCE UPDATES

It was fantastic to see our OH&S consultant Eddie completing a Safety Inspection with two of our employees from the safety committee, Jared (pictured with Eddie) and Mark.

We finally have some "Grate" news regarding the old grate. Finally a new one has been installed at the side entrance. Thanks for the picture Andrew!



G.S. Building and Property have been in to check our Evaporative coolers and flush them with bleach.

This is the recommended process for cleaning any moss or mildew that may be on the cooling pads from the winter idle time. We have been doing this process for the best part of 20 years.

The back meeting room will have a bit of an upgrade with the old carpet removed and replaced with carpet tiles.

## 2023 INFORMATION FLYERS

Please contact the support team for a flyer to take home about next years classes!



## TRAINING AND EDUCATION PARTNERSHIPS WITH DISABILITY SERVICE PROVIDERS

Box Hill Institute works in partnership with Disability Service Providers to deliver engaging programs for people with intellectual disabilities so you can enjoy being part of the community and prepare for work or further courses. Training delivery is either face to face at your Disability Service Provider's location, or at our Box Hill, Lilydale or City campus.

2256VIC CERTIFICATE I IN TRANSITION EDUCATION	2256VIC CERTIFICATE I IN WORK EDUCATION	2244VIC CERTIFICATE II IN WORK EDUCATION
This engaging course boosts your independent living skills, such as travelling by yourself, reading and writing and budgeting your money. It also focuses on your responsibilities, keeping relationships respectful and good communication skills. During the course you will learn to safely use technology and recognise risks. By the end of the course you will improve your self-confidence so that you can get involved in the community and explore opportunities for volunteering, employment or further study.	This course helps you to grow your employability skills and explore work and education options to meet your future goals. You will learn how to use technology, follow work health and safety procedures and read safety signs and maps. You will prepare for employment by exploring different jobs in industry and you will participate in vocational activities and work placement. Your confidence will grow as you practice how to communicate, problem solve and make good decisions in the workplace. At the end of this course you will have learnt many more skills to be work ready!	This course will build further on your employability skills so you can explore work options and further study in your industry of interest. You will develop your independence through learning more about your chosen industry and doing a related work placement. You will also learn about workplace safety and employer expectations of you. Throughout the course, your communication skills will grow and you will develop the behaviours required to help you find and keep a job. Current industry professionals will support you to complete the electives from one of our exciting industry streams, including hospitality, horticulture and general employability.



Please observe the speed limit when driving through the **ROYAL TALBOT** site.

# Health and Wellbeing

## BREAKING THE UNHEALTHY HABITS CYCLE

**Hands up if you have a bad habit or two that you can't seem to stop? Most of us do!** It might be something minor – like using your phone too much before bed so you struggle to sleep, or it could be more serious – like a dependency on cigarettes, drugs or alcohol that's affecting your health and lifestyle.

Habits are often caused by triggers – actions, objects, feelings or memories that remind you of something. So, if the trigger is something you see, do or experience regularly, then the bad habit can become an almost unconscious part of your daily life.

Some unhealthy habits can affect your overall health and wellbeing, so it's important to honestly assess your own situation. Are you caught up in a negative cycle that might be affecting work or your personal life? This is nothing to be ashamed of – no one is immune to unhealthy habits, especially considering the intense challenges we've all faced over the last year.

To break negative habits, it can help to think about what the trigger is and avoid it. Most people want to create at least one good habit or give up a bad habit. Creating healthy habits helps with mental health and wellbeing. You can use a simple plan to create and maintain good habits and avoid returning to older unwanted habits.

### A HEALTHY HABIT TOOL

Here's a way to help yourself create a healthy habit:

1. Decide on a goal.
2. Choose a simple action you can take every day.
3. Plan when and where you will take your action: choose a time and place that you encounter every day of the week.
4. Every time you encounter that time and place, take the action.

### WAYS TO CREATE GOOD HABITS

It's hard to change everything all at once; it's easier to set small goals and achieve them. This helps create good habits. For example, it is easier to do a small amount of exercise each day than to decide to run a marathon.

It might take you several months to create a new habit. So you need to include the change as part of your regular routine. A diary (hard copy or online) or a wall planner may help.

Many habits are triggered by events. For example, washing your hands is triggered by going to the toilet. It helps if you set triggers for your new habit as part of your existing routine. This could include a particular time of day, or an event such as waking up or eating lunch.

Setting reminders can help you maintain good habits. If you use an online diary, set automatic reminders on your computer and your phone. There are also apps available that help with goal setting and new habits. Your family and friends can also be a great support and can help to keep you motivated.

If you slip back into your old habits, don't give up - this is common. Just remember why you wanted to make the change. This will help you pick up where you left off.

5. Congratulate yourself when you find yourself doing the action.
6. It gets easier with time, and within 10 weeks you should find you are doing it without even thinking.

### WAYS TO AVOID BAD HABITS

Make a note of what triggers a bad habit. If you are trying to eat less junk food, think about when and where you eat it. When driving? Getting it from the machine at work? After dinner?

Avoid the trigger if you can. So, if you buy chips from a vending machine at work, see if you can avoid the machine. If you smoke on the steps outside the office, see if you can use a different entrance.

Replace the bad habit with a good one. So, if you can't avoid the vending machine, buy something healthy instead. If you can't avoid the steps, chew sugarless gum instead.

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Learning to help a mate doing it tough can **save lives**

Follow the ABC:

- A** Ask + Listen
- B** Build a Plan
- C** Connect to Help

International MEN'S DAY 19 November 2022

KYMF



**International Men's Day (IMD)** is celebrated on 19 November every year, in around 80 countries and this year's theme was all about "Celebrating Mateship" – highlighting the role it plays in helping men live longer, better, healthier lives. November is also the month that showcases "Movember" – the well-known charity who encourage the growth of a moustache to raise awareness of men's health issues.



In celebration of this important occasion, Ability Works Australia were honoured to welcome AFL legend, Lance Picioane, to come along and speak about his experience, being a man. Lance played for Adelaide, Hawthorn and Nth Melbourne football clubs, across 8 years and is now the founder and CEO of Love Me Love You. During his football career, Lance looked like he was living the dream, but behind closed doors, experienced terrible mental health challenges.

A strong message of what you **CAN** do, rather what you can't, shone through as Lance selflessly endorsed this message and shared his experience of enormous change, courage and conviction. There were many questions about what it feels like, being "Lance" and his responses were so pure, heartfelt and sincere that a few tears were squeezed from many ducts. AWA cannot thank Lance enough for sharing his dignity, pride and beautiful masculinity with our amazing people.



For more information about Lance's charity, Love Me Love You, visit <https://www.lovemeloveyou.org.au/> and for all things Men's Health, check out the Australian Men's Health Forum here <https://www.amhf.org.au/> and Movember at <https://movember.com/>



Creating safe, inclusive and respectful workplaces

A new website has been launched that will help employers and workers address sexual harassment, and will support them to create gender inclusive, safe, and respectful workplaces.

The Respect@Work website is the first of its kind in Australia, if not the world, in bringing together a comprehensive set of over 100 resources to help prevent and respond to sexual harassment in the workplace. It is a one-stop-shop for information that employers and workers need, and everything on the website is free, easy to access and easy to use.



# Employee Recognition

A moment of kindness for another was displayed by Josh today.

Josh was observed bringing over the earphones to John, who greatly appreciated this small act of kindness, giving comfort and ear protection as well.



Stellar effort from Despina - she did over 600 FLPs by midday!! Amazing work!

Back from representing Victoria at the 2022 Special Olympics National Games in Bocce, here is Brant (far right) wearing the medals that he won in Launceston, Tasmania.



## Chivalrous Graeme!

The weather hasn't been the greatest recently, but that hasn't stopped Graeme and Julie getting in and out of the lift. Graeme, the gentleman that he is, sharing the umbrella with Julie!



## Luke impressed our DOD visitors

From time to time I refresh employees' knowledge and understanding of DOD work by asking some questions. One day I asked Luke to explain about DOD work and he was silent and said "I forgot". So I said Luke, pretend I am a visitor to DOD. He then explained it well.

We happened to be visited by our client at DOD. Luke took the DOD tracking sheet and began to explain each section of the work perfectly. It was an exciting day for me. He is always happy to help others when they need help. Luke is my right hand at work. Well done Luke!  
- Kani (Supervisor)



## MASOOMA AND KEN BUSY IN THE KITCHEN.

There is another area that may fill an IEP goal and that is kitchen duties. Ken and Masooma do excellent work keeping our kitchen and dining room clean and sanitised. This is done after our morning toolbox meeting, and then every meal break. If you would like the opportunity to work in the kitchen please let a member of the support team know.



# Support News



**Christmas Leave:** We are currently planning our workforce for the Christmas holiday period. To assist with this planning can you let us know what leave you plan to take during the end of December and beginning of January. You can let us know by emailing [support@AbilityWorks.com.au](mailto:support@AbilityWorks.com.au) or by speaking with a member of the support team and completing the leave form.

## SUPPORT TEAM UPDATES

November has been an eventful month for the support team, as we continue to deliver on our mission of building purpose through employment. Lots of new faces have toured the departments of Ability Works as we look to further recruit support team members to work closely with employees and build their capacity and skills in the workplace.

Please welcome new faces, Tai to the support team, Edward who began his work trial this month and Dom who commences this week, it's great to see how new employees and staff are welcomed to the Ability Works community. Well done to Joshua who has completed his work trial and will be transitioning to a permanent employee.

Box Hill courses are coming to an end for 2022 and new enrolments are underway for 2023. Our partnership with Box Hill provides this great opportunity for employees to study during work hours with no course fees. We would love to see some new faces join the classes, so please let support know if this is of interest you. Our job opportunities are growing for 2023, so if you know anyone who would like to work at Ability Works please encourage them to give us a call.

- Jon Adams (Group Manager, Employee Support)

Securing jobs for people with barriers to employment



PURPOSE THROUGH EMPLOYMENT abilityworks

## SPARE CLOTHES

A small reminder to keep a spare set of clothes in your locker. Anyone who has borrowed clothes from AWA can they please wash and return them.

## WET WEATHER

Please take extra care with slippery surfaces, using the elevator and driving on the roads. If you need help seek out a support person.



## ATTENDANCE

If you are unable to come to work for any reason please call us on **9853 7080** before 8.30am or email [support@abilityworks.com.au](mailto:support@abilityworks.com.au)

## FEELING UNWELL? COVID 19 UPDATE

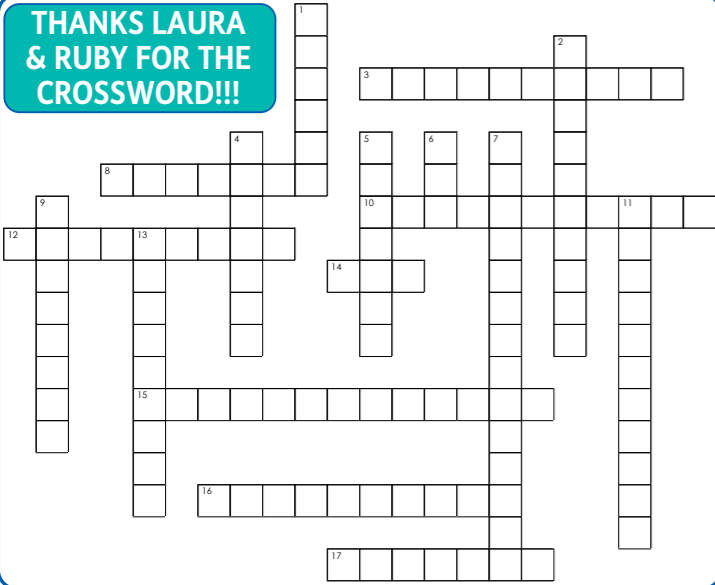
- Ensure you are up to date with recommended vaccinations. *Staying up to date with vaccinations is recommended not mandatory*
- Stay home if you are unwell, and get tested
- Speak to your healthcare professional about eligibility for treatments should you become unwell with COVID-19
- Consider wearing a mask when outside your home and especially when in crowded, indoor environments such as public transport; Face masks are recommended not compulsory at work
- Keep indoor spaces well ventilated
- Practise good respiratory and hand hygiene
- Stay home for at least seven days following a positive test result and remain home until symptom-free



# Puzzles Page!



THANKS LAURA & RUBY FOR THE CROSSWORD!!!

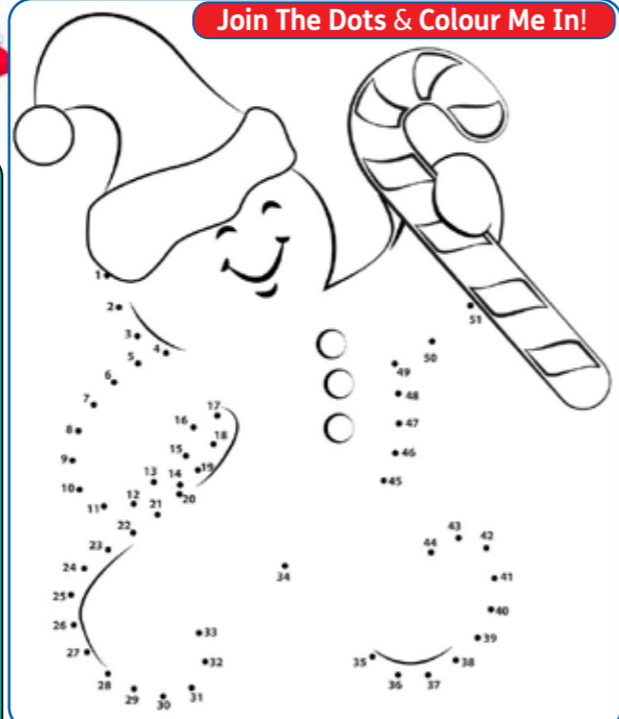


- ACROSS**
- 3. My little sister is Matilda
  - 8. This job provides sparks
  - 10. Important documents go to the ...
  - 12. Mark Golotta works here
  - 14. My supervisor is Kani
  - 15. I must wear goggles here
  - 16. Logistics main client is ...
  - 17. We make .... on the press trim
- DOWN**
- 1. We do this in DOD
  - 2. P&R job for Norman C Clark
  - 4. Masooma and Ken work here
  - 5. Our trainers are in the ... Team
  - 6. A job in P&R
  - 7. Letters are ...
  - 9. I need a license to drive this
  - 11. A name for manufacturing area
  - 13. Not the poisonous kind

S W O R K S H O P L X H  
 L V M A R E I N D E E R  
 E M R U D O L P H U Z P  
 I S I U X N V E A M S Z  
 G N C N K O E L V E S Y  
 H U O C H R I S T M A S  
 H O O H K T S B Z E O O  
 R G K I Q H A S A N T A  
 W I I M E P C R Q F D V  
 Z F E N S O K H Q B M H  
 W T S E V L W F E D U J  
 I S Z Y I E K F L V R S

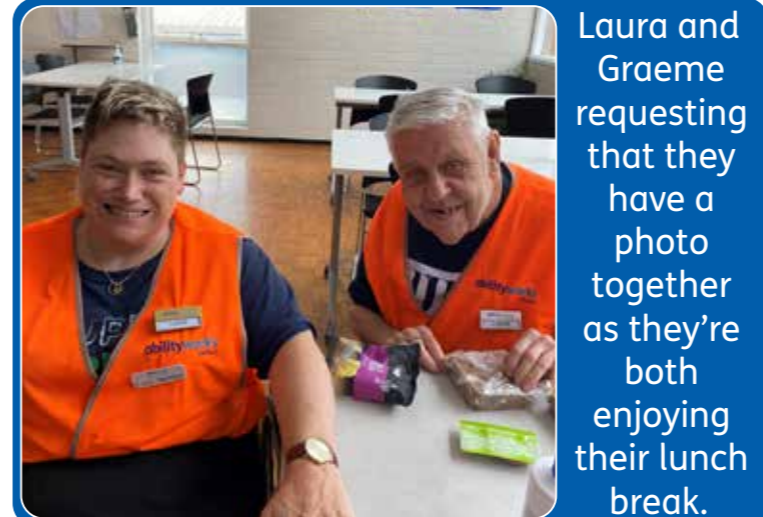
- WORD SEARCH - FIND THESE!**
- |       |           |           |          |
|-------|-----------|-----------|----------|
| SACK  | WORKSHOP  | NORTHPOLE | CHIMNEY  |
| GIFTS | CHRISTMAS | COOKIES   | REINDEER |
| SANTA | RUDOLPH   | SLEIGH    | ELVES    |

## CROSSWORD



- Christmas Jokes That Are Ho Ho Ho-larious**
- Q: What's a snowman's favorite cereal?  
 A: Snowflakes
- Q: Why does Santa go down the chimney?  
 A: Because it soots him.
- Q: What does it mean if you wake up on Christmas with a sore throat?  
 A: You have tinselititis.
- Q: How do you clean your hands during Christmas?  
 A: With hand santa-tizer.

## SPOT THE DIFFERENCE - there are 10



Laura and Graeme requesting that they have a photo together as they're both enjoying their lunch break.

We had a visit this month from a beautiful boy, Jon Williams' Australian Shepherd, Miko. Everyone loves a visit from our four legged friends and he got lots of attention!



Charlie, Keith, and Graeme! It's the end of the day and all boys are waiting for their ride.

Tracey with our latest edition of Magic That Matters. If you would like to be on our mailing list for the newsletter please email [support@abilityworks.com.au](mailto:support@abilityworks.com.au)

# Social Pages



Michael and Byron attended one of the most popular R'n'B events of the year at Melbourne's Rod Laver Arena. **Fridayz Live** He was excited at work the whole day, listening to his tunes to get ready for the party!

## Ability Works Christmas Party Thursday December 22nd: 8.30am-2pm

To all employees, please arrive at 8:30am and sign in because we pay your wage on that day. If you forget to sign in for our Christmas party, let our support staff know immediately. Please wear your Christmas colours on that day. If you have not RSVP-ed, please do so urgently. Thank you for being involved in our Christmas Party. If you have any questions please come see me

*- Katharine Shao*



14/11/22 TO: ABILITY WORKS  
 I would like to share this joke in the dining room or the newsletter:  
**COFFEE IS THE SILENT VICTIM IN OUR HOUSE... IT GETS MUGGED EVERY DAY!**  
 Richard and Simone Pilens

**TALBOT CAFE DATES**  
 Talbot Café is closed from Friday 23rd of December, 2022 and reopen on Monday 16th of January, 2023



# November Birthdays!



James 13/11



Vitheya 14/11



Laura 17/11



Jennifer 22/11



Mark 22/11



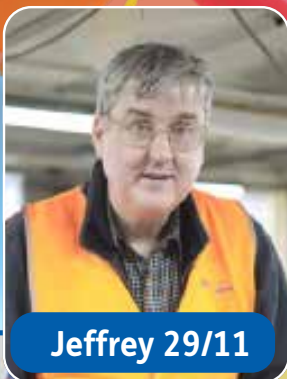
Dridan 23/11



Nick 24/11



Doug 25/11



Jeffrey 29/11



Phil 20/11



## Follow us on Social Media!



Ability Works Australia acknowledges the traditional custodians of the land on which we operate, the Wurundjeri people of the Kulin Nation. We pay our deep respects to the elders, past, present and emerging.

Ability Works Australia is a LGBTQI friendly service



**PURPOSE THROUGH EMPLOYMENT**

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