

### COMMITTEE OF MANAGEMENT

**President:** Peter Johnson  
**Vice President:** Richard Edgar  
**Treasurer:** Hugh Jarvis  
**Secretary:** Bronwyn Hobbs

#### COMMITTEE MEMBERS:

Eleanor Edgar  
Ron Penrose  
Jessie Ferguson

Welcome to the November edition of the Bush Telegraph.

The Bush Nursing Centre Annual General Meeting was held in late October and was a great opportunity to share the successes of the past 12 months, launch our new logo and join in with hearing our guest speaker Mr Tony 'Gilly' McGillvray. Gilly spoke on his commitment to his work with Hamilton & Dist. Skills Centre and providing an opportunity for education to remote aboriginal communities in northern Australia. He provided a very inspiring account of his work and provided much insight into what they are hoping to achieve.

### CENTRE CONTACTS

**Centre Manager**  
Ann Vaughan

**Business Coordinator**  
Emma Cush

**Admin and Programs Coordinator**  
Anita McGuigan

**Community Services Coordinator**  
Marg Elliott

**Quality and Safety Officer**  
Lucy Teusner

We thank Gilly for making the time to visit Harrow and sharing his stories. The AGM also provided an avenue to farewell and thank our Committee of Management member Hardy Hauke and BRCC steering committee members Allan Decker and Rebecca Sambell. We thank them all for their support for our organisation. We also acknowledged valuable staff members for their contribution to the Centre. Wilma McFarlane was congratulated and acknowledged for 20 years of service to HBNC, this is a very significant milestone for the service. Lynne Beaton was an acknowledged for her commitment towards the BRCC centre for coordination of the defensive driving course over the past 6 years. This has been a most successful program provided through the Centre. We also acknowledged valuable staff member Anita McGuigan for her dedication and initiative that has significantly contributed to the organisation by being awarded the Service Quality and Excellence award. Anita is a very worthy recipient of this award and we thank her for all that she provides to the Centre.

**Ann Vaughan**  
**Centre Manager**

### In an emergency Call 000

Lifeline  
13 11 14

Beyond Blue  
1300 224 636

Kid's Helpline  
1800 551 800

Suicide Helpline  
1300 651 251

Nurse-on-call  
1300 60 60 24

AH GP Helpline  
1800 022 222

### CONTACT DETAILS

Email: [operationsadmin@hbnc.org.au](mailto:operationsadmin@hbnc.org.au)  
PO BOX 103, Harrow, VIC, 3317  
PH: 5588 2000 FAX: 5588 1300 [www.hbnc.org.au](http://www.hbnc.org.au)



### Opening hours:

Monday to Friday  
8:30am — 4:30pm  
Closed Public Holidays

## What's On at the Centre for November 2018 Phone 5588 2000 for appointments

### Doctor Listing

Dr Lalani Udalamatta 1st, 15th, 29th

### Allied & Community Health

Physiotherapist	8th, 22nd
Podiatrist	13th
MCHN	7th, 21st
Diabetes Educator	13th
Dietician	21st (morning only)
Remedial Masseur	Thursdays 0428 831 502
Visiting Social Worker	7th
Exercise Provider	13th, 27th
Hearing Bus	1st
Women's Health Nurse	19th
Supported Playgroup	Wednesdays—terms only 10am to 12 Noon. Contact WW Shire Council

### Exercises & Health Classes

Pilates & Pump/Puff Thursdays 10.30am to 12pm  
Pilates Plus with Loren Wednesdays 6.10 & 8.40am  
Yin Yoga - Tuesdays 8.30-10.15am & 6.30 to 7.45pm

### SOCIAL SUPPORT GROUP (PAG)

Lunch 9th November (CFA guest speaker)  
Outing No outing due to overnight trip

Singing Thursdays at 1.30pm (contact Centre prior to attending)

Please note the Harrow  
Bush Nursing Centre  
will be closed on  
Tuesday 6th November  
for Melbourne Cup Day  
Public Holiday

In an emergency dial  
**000**



Thank you to the Quigley family who have donated some beautiful china tea ware to the centre for meals and afternoon tea. Pictured above from left to right is Chris McCall, Rhonda Quigley and Marg Elliott with some of the beautiful tea cups.

## Joining the Committee of Management

Have you considered joining the Harrow Bush Nursing Centre Committee of Management?

We have 3 positions available and the length of term of service can range from 1 to 3 years. By joining the Committee of Management, you are playing a significant role in the governing body for this vitally important organisation for the community Harrow and district. You will learn and experience many different facets of governance of a health organisation and gain valuable skills in leadership and making strategic decisions for the future. The Committee of Management meets on the 3rd Monday of every month at 6.30pm and will *usually* recess during the month of January. As a member you will enjoy the benefits of training and education opportunities, access to webinars on various topics such as risk management, governance, financial literacy and leadership and the opportunity to meet new people and widen your network. Experience on a Committee of Management is highly regarded on a resume but most importantly you will be contributing to the ongoing management of this very important community based organisation.

If you would like to know more about joining the COM, please contact the Executive Assistant, Anita McGuigan on 03 5588 2000 or President Peter Johnson on mobile 0402 717 681.

## From the Business Area...

### Education

Our centre staff endeavour to ensure their knowledge and skills are in accordance with current best practice and enable community members to have confidence the staff are able to deliver high quality programs. Clinical staff undertook various competencies including Dementia training, Chronic Disease Support program, Sports medicine skills, Fire and emergency procedure training. Staff undertake training to enable them to deliver the services the community require or request and to ensure they are competent and ready for emergencies. By the end of November 100% of our staff will have undertaken their mandatory fire & emergency training.

### Improvements, Feedback and Incident/Hazard notifications

12 improvements were registered and considered for endorsement by the Quality & Safety committee in the last two month period. Thank you to the community members, staff and consumers who provided these. Outcomes include changes to current practices, recommendations based on consideration of infection control and storage issues, improvements to maintenance of our resources, upgrades to equipment, implementation of policies, consideration of new programs after further consultation with community and consumer groups. Remember if you have an idea for improvement or a way we can better serve the community please feel free to complete an Improvement Form. They are available on our website; near our consumer engagement notice board and at the front reception.

If you have noticed or have a concern regarding an incident or area of safety or a hazard please let us know as soon as possible and these will be logged through our VHIMS system. Feel free to approach any of our staff who will assist with this process.

Feedback is also welcome and we will be improving our processes around capturing this and ensuring you as the consumer are informed on the outcomes. In the meantime please do not hesitate to contact a member of our staff to provide your valuable and constructive feedback.

All the above systems and reports are considered at our regular Quality and Safety meetings.

## Community Health

### World Diabeties Day

**Harrow Bush Nursing Centre will be holding a short walk around Harrow on Tuesday 13th November at 10.30am followed by morning tea to recognize the day and raise awareness of Diabetes. All welcome to attend. Please contact the Centre for more information.**

In 2018, **World Diabetes Day** falls on Wednesday 14th November. The purpose of this one day is to raise awareness of a condition that millions of people all around the world live with every day.

Essentially, diabetes is about the body's ability (or lack of it) to produce the required amount of a hormone called insulin to control glucose levels in the blood. There are broadly two types of diabetes: Type 1 requires daily administration of artificial insulin by means of injection or insulin pump. Type 2 is more generally managed by a combination of dietary control and medication in the form of tablets.

It's very important that people with diabetes maintain good control of their condition to help reduce and avoid long term complications, and there have been huge advances in this area over recent years. However, it is vitally important that development work continues, to ensure people with the condition can live as normal a life as possible.

Quiz answers:

A: Michelle Payne

B: Bob Hawke

## Getting to know our staff: Marg Elliott



Marg Elliott commenced work in January 2013 after moving from South Australia with partner Tim Baines. Marg has 2 adult children and 5 beautiful grandchildren (pictured left) whom she visits regularly

Marg loves her garden where they are semi self sufficient, cooking and preserving. Marg is secretary for the Harrow Promotion and Development Group and the Harrow Horsemanship Challenge. She is part of the Cemetery Committee and volunteers for the Harrow CFA and Riding for the Disabled in Hors-ham.

Marg is the Community Services Coordinator at the Harrow Bush Nursing Centre and has a passion for the Harrow community.

## Volunteers Vacancies

We are seeking individuals to join our team of volunteers to assist in the following areas:

- Meal/activity assistants for Social Support Group monthly meal
- Drivers to transport clients for activities and/or appointments
- School holiday activities assistants

If you can help us we'd love to hear from you. Ph 5588 2000

## Community Engagement

After a Facebook poll and survey, we have a new logo (see below) in moving forward with our new strategic plan. Please also note our Annual Reports are now available to download from our website. Audited Financial Statements for 2017-18 are also available from the Centre.



# Social Support Group Report for November

Hi all,

What a great day we had when the Balmoral Social Support Group joined us for lunch and a review of the spring fashions, bought over from Edenhope by Linda Guthridge from Melindari Fashions . Like bees to honey pot we looked for something a bit special and went home with some purchases. We are planning at making this an annual event.

We all enjoyed Sloba's meal and the pavlova was magnificent. Unfortunately the birthday girl was missing, but we will catch her. We are off to Port Campbell. The itinerary looks great. I'm sure there will be a few laughs along the way. The Social Support Group is now not specifically for people only aged over 65 years of age. Please don't think you can not come to Slobas lunch or on any outings because you are not old enough. We always encourage new participants. Please also note we now have large print 2019 calendars for sale—\$16.50 each.

Q; In 2015, the first female jockey won the Melbourne Cup. What was her name?

Q: Who served as Prime Minister of Australia between 1983 and 1991?

**Marg Elliott**  
**Community Services Coordinator**

## Upcoming Dates:

**Sloba's luncheon: 9th November**

**Jenny McGennicken from the CFA will come and talk about the upcoming fire season**

**No bus outing this month due to Port Camp**



# Employment Opportunities

We are a not for profit rural remote health care organisation with a vision to create a healthy and connected community. We also facilitate the Bay Riders Community Centre (BRCC), a Neighbourhood House in Harrow.

## **BRCC Administration Support Officer**

**Fixed Contract: Permanent Part Time 45hrs/fortnight (3 days per week)**

Are you enthusiastic, motivated and consumer orientated with a high level of administrative, computer and social media skills? Come and join our friendly, community dedicated administration team to provide front reception, customer service and program support for both the Bay Riders Centre and the Centre.

## **Environmental Services Officer (ESO)**

**Permanent Part Time**

## **Environmental Services Officer (ESO)**

**Casual**

Suitably experienced person to maintain the Centre premises & vehicles on a regular basis in a clean, safe & hygienic condition in accordance with reasonable and agreed infection control standards and observe all appropriate practices and procedures. Hours are negotiable. The position also has the capacity for extra hours to be allocated to cover the maintenance & weeding of the Centre garden beds for a person who has the relevant skills and experience.

Relief ESO position will provide coverage of leave and support any additional ESO duties as required from time to time.

For a position description, further enquiries or to receive an application pack please contact the Centre Manager on 5588 2000 or at [centremanager@hbnc.org.au](mailto:centremanager@hbnc.org.au)

HBNC is a child safe and Equal Opportunity Employer who welcomes applications from indigenous and diverse backgrounds.

**Applications close Wed 14<sup>th</sup> Nov 2018**



# Annual General Meeting 2018 photos



Pictured top row from left to right: President Peter Johnson commencing the AGM, Treasurer Hugh Jarvis presents the financial report for 2017-18 and guest speaker Tony MacGillivray gives a very interesting talk on his work through Hamilton & District Skills Centre. Middle row from left to right: Centre Manager Ann Vaughan and Peter Johnson present Lynne Beaton with flowers and certificate recognising her contribution to the Defensive Driving program through the BRCC. Peter Johnson and Ann Vaughan present the Service Quality and Excellence Award 2018 to Anita McGuigan. Bottom row from left to right: Ron Penrose receives his gift and certificate of appreciation for his volunteering contribution to the Sketch with Stretch program through the BRCC. Wilma McFarlane recognised for 20 years of service to the HBNC pictured with Lynne Beaton at the AGM and Allan Decker receives his certificate of appreciation and gift for his voluntary service on the Bay Riders Steering Committee since its inception.

Coming up at the Bay Riders Community Centre...

# LEBANESE COOKING WORKSHOP

24th November  
2018 - 6.30pm

@ HARROW BUSH NURSING  
CENTRE

WITH MELBOURNE BASED LEBANESE  
CHEF: ELIAS YOUNIS

COST - \$35 PER PERSON

BYO DRINKS

BOOKINGS ESSENTIAL - 03 5588 2000

This is a Bay Riders Community Centre Activity





# HBNC & BRCC Activities November 2018

Sun-day	Monday	Tuesday	Wed.	Thursday	Friday	Satur-day
				1 Dr Lalani, Path. PnP & Pilates, Mens Shed, Massage, Wimmera Hearing Van	2	3
4	5	6 Melb Cup Public Holiday. Centre Closed.	7 Play Group, MCH Nurse, Social Worker, Pilates Plus	8 Pathology, Massage, PnP & Pilates, Men's Shed, Physio	9 SSG Lunch	10
11	12 Sketch with Stretch	13 Pathology, Exercise Provider, Podiatrist, Yin Yoga Diabetes Day— walk around Harrow 10.30am, Diabetic Ed.	14 Play Group, Pilates Plus	15 Dr Lalani, Pathology, Massage, PnP & Pilates, Mens Shed,	16	17
18	19 Women's Health Nurse (Sue Watt)	20 Pathology, Yin Yoga	21 Play Group, MCH Nurse, Dietician (am) Pilates Plus	22 Pathology Massage, PnP & Pilates, Physio Mens Shed,	23	24 BRCC Lebanese Cooking @ 6.30pm
25	26	27 Pathology, Exercise Provider, Yin Yoga	28 Play Group, Pilates Plus	29 Dr Lalani, Physio, Pathology, Massage, PnP & Pilates, Mens Shed,	30 Book Club	

**COMPLIMENTS, SUGGESTIONS & FEEDBACK** are always welcome.  
Please enquire at the Centre for this process.

**Account  
Payment Options**

**EFTPOS, Cash, Cheque or  
Electronic Funds Transfer**

**Harrow Bush Nursing Centre**

**BSB: 083-440**

**ACC: 515 593 511**

**Please include your name or invoice number as a  
reference and email remittance advice to:**

**[finance@hbnc.org.au](mailto:finance@hbnc.org.au)**

**\* Please note when paying by cheque, it must be marked  
to Harrow Bush Nursing Centre (writing the terms HBNC,  
Mens Shed or BRCC will not meet banking requirements)**

## Contact Us

Give us a call  
**Harrow Bush Nursing Centre**  
ABN: 92 892 565 164  
PO Box 103  
24 Blair Street  
Harrow, Vic 3317  
Phone 5588 2000  
Fax 5588 1300  
E: [operationsadmin@hbnc.org.au](mailto:operationsadmin@hbnc.org.au)  
W: [hbnc.org.au](http://hbnc.org.au)

**Home of the:**  
**Bay Riders Community Centre**  
(Harrow Neighbourhood House)  
Harrow Men's Shed  
Public Internet Access

**Harrow Bush Nursing Centre is a child safe organisation.**

You can find  
us on

 facebook