



People and Culture

Your partner in people and business

Welcome to the September People & Culture newsletter

Spring is a time for growth and renewal, and of the cycle of life once again starting. It can also be a time for making choices and taking inspired action; establishing commitments and leaping forth – feeling full with the drive to start new projects. The spring wakes us and revitalizes us. We hope that you find some spring inspiration in this month's newsletter!

"To plant a garden is to believe in tomorrow." - Audrey Hepburn

"An optimist is the human personification of spring." - Susan J. Bissonette

"Spring and all its flowers....now joyously break their vows of silence... it's time for celebration" - Rumi

Health, Safety & Wellbeing Update

Event: Seeds of Hope WEBINAR

International Multifaith Prayers for Peace 2020 – Thursday 24 September 2020 (6.30pm-7.30pm)

This annual event marks International Day of Prayers of Peace and is an initiative of City of Canterbury Bankstown Interfaith Reference Group. In times of uncertainty, hardship and change, it's comforting to come together in prayer. Community members are invited to join religious leaders, of diverse faiths, in short prayers for harmony, understanding, compassion and healing, especially now due to the COVID- 19 pandemic.

Join the Mayor, Cllr Khal Asfour and members of Christian, Muslim, Hindu, Jewish, Bahai, Sathya Sai, Sikh and Buddhist communities to pay respects to the victims of COVID 19, wars, famines and other traumatic events including the Beirut explosions.
Together we feel stronger.

[EVENT REGISTRATION](#)

With thanks to Melissa Blain-Woodley, Community Services for sharing this event.



RUOK day is on Thursday 10th September.

Every day is Are you OK Day - a conversation could change a life!

For more information please see: www.ruok.org.au

National Women's Health Week - 7-10 September

Women's Health Week is an annual national event, dedicated to women across Australia to make good health a priority.

Health Week sponsor, *Jean Hailes for Women's Health* is Australia's leading and most trusted women's health organisation. They are a national not-for-profit organisation dedicated to improving women's health.

Sign up today to be part of the action in September and get ready to learn more about important women's health topics at: www.womenshealthweek.com.au/the-week/

1800 RESPECT

1800RESPECT (1800-737-732) is a sexual, domestic or family violence hotline & resource.

They continue to operate as normal during the COVID-19 health emergency, providing telephone and online counselling, and are available 24 hours a day, 7 days a week.

More information available at:

www.1800respect.org.au/help-and-support/telephone-and-online-counselling/

Volunteer Opportunity - calling all Bro's

Gig Buddies have been pairing adults with learning disability with volunteers since 2015.

Following on from Father's Day, Gig Buddies are looking to recruit more male volunteers. They are calling on brothers, dads, uncles, sons, granddads, colleagues!

In particular, they're appealing for men aged 40+ who like classic and Aussie rock, science and politics. If they happen to live within the Eastern Suburbs, the Shire or Lower North Shore, that's an added bonus.

If you know of a male who would make an awesome volunteer, please share this link with them: www.gigbuddiessydney.org/

Flourish Magazine

Flourish Magazine, an online health and wellbeing eMagazine, is another avenue for you to gain information on general wellbeing tips. To access the Flourish Magazine, [click here](#)

Employee Assistance Program (EAP)

Did you know that Canada Bay Council's Employee Assistance Program (EAP) is more than just a service that's available when life gets tough?

Converge, our EAP provider gives us access to an EAP portal which gives you access to interactive tools and educational resources at your fingertips to help with life's changes and challenges. Converge also has mobile App 'EAP Connect' which is available to all employees where you can explore mindfulness resources, articles and blogs and easy access to counselling services.

It's your very own health and wellbeing resource, and it's available 24/7!

To discover what's available on the employee EAP portal, simply visit the Converge website and log in using the below information.

Website: <https://www.convergeinternational.com.au/> and click on 'Portal Login'

User Name: converge

Password: eap

Remember, we recognise that many of our employees and their families may be faced with angst and stress during these difficult times of COVID-19 and/or other significant events and would like to reassure that we are here to help. If you would like to have a chat with someone from the P&C Team, please make contact with your P&C Business Partner, on the below:

- Carolyn McIntyre, P&C Business Partner - 0491 644 124
- James Caldareri, P&C Business Partner - 02 9911 6511
- Paul Mitchell, P&C Business Partner - 0466 937 944
- Elizabeth Rogic, Coordinator, P&C Operations - 0414 683 438

Capability & Development Updates

COVID-19 - Impact on Training Courses

As noted by the GM, we currently have no date set for our Stage 2 return to the workplace. It has also been noted that there are to be no face to face meetings among staff, either onsite or offsite until further notice.

This message extends to the training environment, where the current general stance is that:

- There is to be no face to face training either in-house or at offsite venues
- All training is limited to online & virtual classes

Luckily, most training companies have swiftly adapted to online delivery and many courses can continue with an adjusted format. C&D can assist with sourcing of these online alternatives and will also be sourcing and promoting more eLearning and webinar style development.

It is understood that some training events may have a greater impact if face to face and some courses may be postponed for now, however this is a brave new world and we need to embrace technology to ensure that our development continues in the meantime.

Yes, there are a few exceptions, however this is mainly in regards to essential compliance training such as licence/certificate assessments. These will be managed case-by-case through C&D and COVID-safe conditions will be confirmed with training providers.

Development Opportunities

C&D are continuing to provide access to various forms of development.

On 26th Aug 2020, all staff were invited to attend a presentation by David Westgate on how to start a conversation with your family friends or colleagues around their mental health.

If you missed the session, there is a recorded link available on the COVID-19 Wellbeing page of the Intranet titled Difficult Conversations Around Mental Health.

Here is a 5 minute interview from the ABC with Magda Szubanski which also addresses mental health issues: [Mental Health During Lockdown in Melbourne](#)

Your Record of Training & Development

Over the past 6 months or so, you may have been emailed free short training sessions, webinars, information videos, etc. as many organisations and businesses promote their information to support people through this strange pandemic environment. We understand that you may have jumped on these opportunities and register yourselves directly.

Well done for taking this initiative!!!

Under usual circumstances, we would ask that even free sessions be registered through C&D however, we are now looking at an alternate, fast and automated way of capturing this information for your Training Record. In the meantime, please ensure that your Manager is aware, and approves of, your participation in these sessions and that you keep your own record of the event title, vendor, date, duration and brief content of each session you participate in.

Formal Inductions

The Formal Induction day for our New Starters has now been moved to 3 shorter virtual sessions over 3 days. This format will remain until we are able to meet in person once again. At this point the Induction Bus Tour remains on hold.

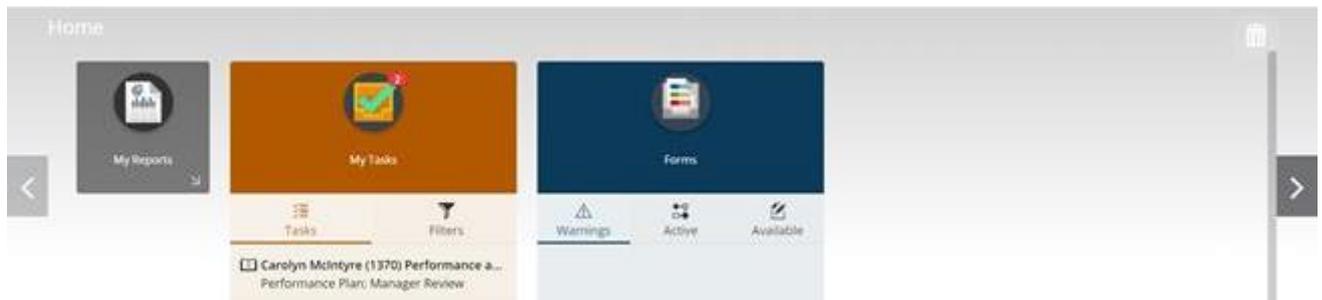
Our first virtual Formal Induction takes place on 8, 9, & 10 September and appointments have been sent to presenters and attendees.

P&C Operations Updates

Performance & Development Plan – Launched!

Our new online annual performance review program, the Performance & Development Plan (PDP), was launched on 31 August and is now live and available to employees and managers through the CiA portal.

The PDP will assist you and your supervisor in establishing clear expectations by setting meaningful and measurable performance and development goals which are consistent with Council's 2020/2021 Operational Plan.



User Guides to assist you and your Supervisor are available on the People & Culture intranet page and below for easy accessing:

[PDP Process Guide for Employees](#)

[PDP Process Guide for Supervisors](#)

Should you have any questions or require some help with the process or have feedback on the information provided in the guides, please contact Paul Mitchell, P&C Business Partner on 9911 6291 or email at paul.mitchell@canadabay.nsw.gov.au

Payroll Updates

Annual step increases

All approved salary step adjustments and HPP payments are effective from the first full pay period in September. For the 2019-2020 performance year this is the fortnight beginning Monday, 14 September 2020.

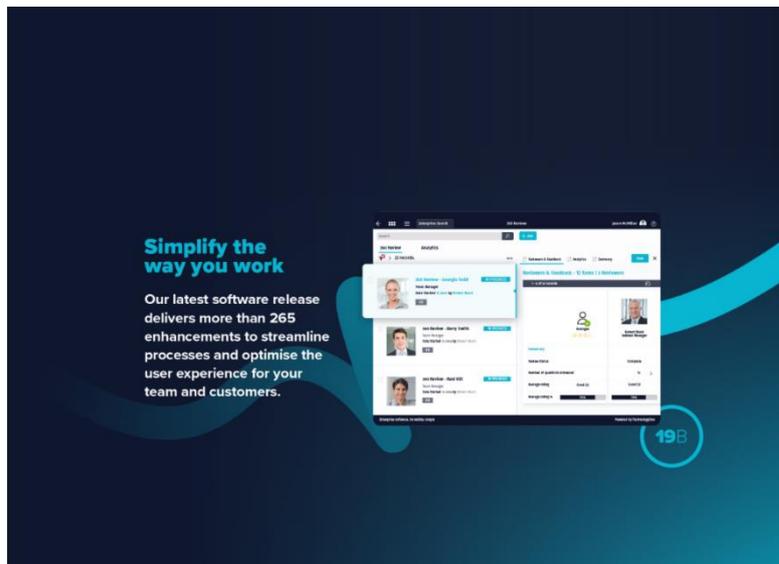
Payroll Reminder

In CiAnywhere the cut off for supervisor approvals of any leave, overtime, casual/extra hours is COB (5pm) Monday. For outdoor staff, the timesheet submission deadline is midday Friday.



How to: Access Canada Bay's Interactive Organisational Chart in Ci Anywhere

Step 1: Login to Ci Anywhere (CIA) using your personal login details.



Step 2: Select the 'My HR Timesheet' found in the tab across the bottom pane of CIA.



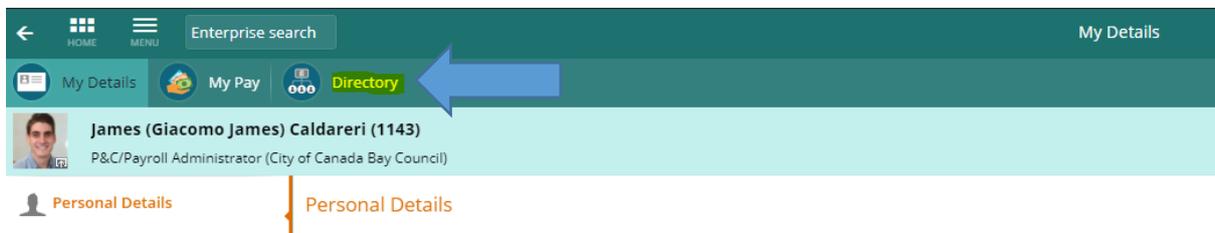
Step 3: On the following page select 'My HR & Pay'



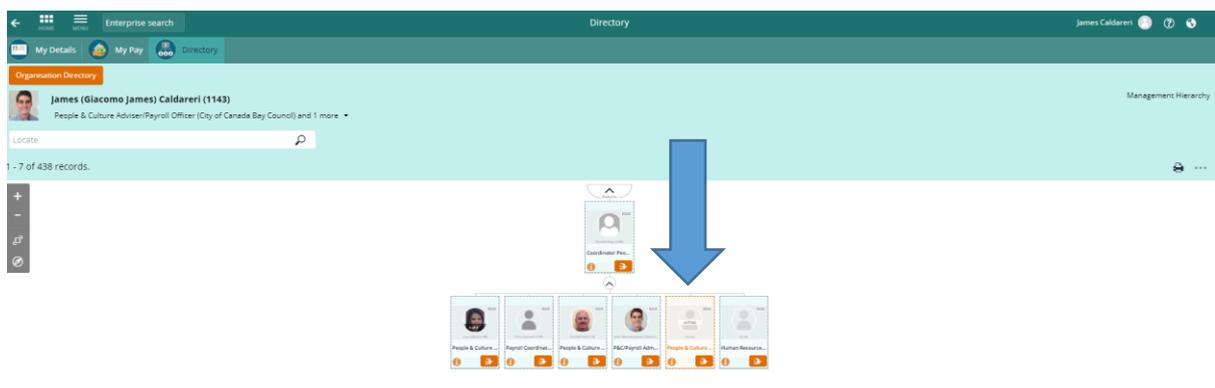
Step 4: Update your photo with a professional corporate head shot by uploading from a saved file.



Step 5: Select 'Directory' as highlighted below

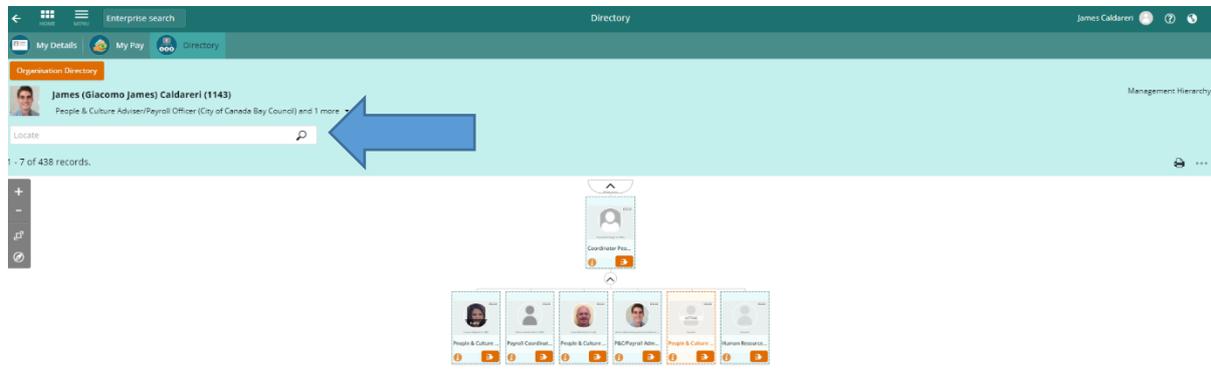


Step 6: You will then be taken to the position which you hold (highlighted in orange).

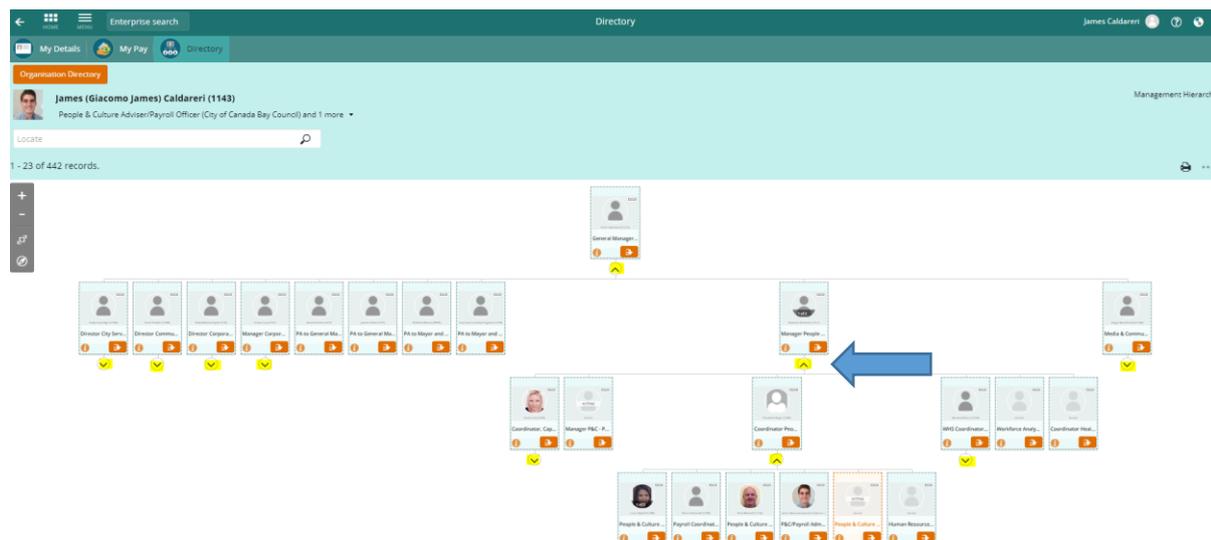


Additional functions of CIA's Organisational Chart include:

1. Ability to search positions, employees & teams in the white search bar found under your employee photo/name.



2. Using your mouse, you can expand the organisational structure up to the General Manager level.



Saving for Retirement

Peter Judge is our Client Relationship Manager from Local Government Super. While Peter is unable to see members face to face due to COVID, he is more than happy to have you ring him on his mobile # 0417 266 013 with any questions about your superannuation and to discuss any issues. [Learn more](#) about Peter.

Remember to keep your superannuation beneficiaries up to date!

Assistance and more information is available by calling Member Services on 1300 LGSUPER (1300 547 873) or at: [Nominating Beneficiaries \(LG Super\)](#)
Or by contacting **your own** Superannuation Fund if you are not with LG Super.

Engagement Survey Update

"We heard you and we're taking action"

P&C continue to partner with managers across Council as they review the results of the February 2020 Engagement Survey and develop Action Plans to address employee feedback - with the aim of improving our workplace.

To date, 41 initiatives have been identified and entered into the InSync action planning tool, representing 21 teams or departments from across Council.

Action initiatives include:

- Improving communication (within & between teams)
- Enhancing Director visibility/connection with employees
- Understanding & reinforcing how each role/team contributes to achievement of Council's goals & strategies
- Employee recognition & celebration
- Facilitating staff input on planning, change, processes, policies etc.

In addition to focusing on the areas that employee's identified for improvement, managers continue to build on the strengths that were shared and valued by their teams.

P&C is working on Action Planning with managers and their teams as we head to the September 30 initiative deadline.

Contact and more P&C information

For more information on the P&C Team, please visit our intranet page by [clicking here](#)