



NEWSLINK

The Quarterly Newsletter of South Port Day Links Inc.

August 2008

Don't Forget WalkMates!

As well as our DayLinks, PetLinks, InfoLink and GardenMates programs, South Port Day Links provides a program which matches clients who want to go for a walk with volunteers who are happy to walk with them.

Do you really need to get out of the house and go for a walk, but don't like to go on your own? You may recently have had a fall, or are recovering from an operation or illness and have lost your confidence. Going for a walk with a volunteer (no matter how short a distance) will help your general health and maybe increase your confidence to eventually walk around the neighbourhood on your own.

On the other hand, you may have lived in the area all your life, or are a new arrival, and volunteering would be a wonderful way to meet other members of the community and maintain our 'links' within this community. All our volunteers in the WalkMates program speak of what a rewarding pastime this is. Ring us to discuss participating in this program.



Not into football? Looking for something else to do on Grand Final Day?

SPDL is exploring the possibility of a trip to the Art Deco Exhibition at the National Gallery of Victoria on Saturday 27 September.

Thanks to the generosity of Port Phillip Council we have received a grant which will help us subsidise entry fees for our trips.

So, entry to the Art Deco Exhibition and afternoon tea will cost \$12.50 each, transport included.

Ring the SPDL office on 9646 6362 to register your interest:: there is a maximum 10 attendees, so be quick!

Wednesday Lunch Trip 20 August: Phoenix Hotel, Geelong

\$20 including lunch

Pick-up 10-10.30am, drop-off 3.30-4pm

Bookings SPDL office 9646 6362

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From the Chairperson

Welcome to August. My mother always told us kids how she hated August because it was the windy month. She believed that it whipped up people's tempers. Not a breeze in sight as I sit down to write my piece for the SPDL newsletter.

As you can see from the newsletter, there's always something happening and because we have a great group of people managing the day to day of SPDL things are moving along well.

We had a good turn at the Xmas in July roast on Sunday 28th July. It was a cool morning but we all warmed up and I want to thank everyone who got involved and made the day a success. We received a few suggestions for the next lunch (October) and the cooks are already talking about the menu. Perhaps you can tell the drivers, or call the office if you have any ideas or suggestions.

I hope this newsletter finds you happy and well. Take care,

Catherine Healion
Chairperson

Our Xmas in July Function... and more

As part of their studies in community development we have a small group of students working on a project for us to help us identify activities (especially on weekends like our recent Xmas in July and our brunch in April) that will help our clients stay in touch with us and each other. As part of the project we will be distributing a survey in the next few weeks to ask you what activities you would like to have available. We can't make any promises of course, but we are hoping to have some regular weekend activities, including meals, in our programs.



Training Opportunities

As part of our commitment to providing the best service we can for our clients, SPDL is looking to provide some training opportunities for our volunteers.

In the next few months we will be scheduling another **Emergency First Aid** session, as well as **mini-bus driving tips and tuition** (we desperately need more volunteers able to drive the mini-buses – its not hard, just a bit daunting to start with as they **look** bigger, but they are as easy to drive as a car and they are no longer than our station wagons!).

Don't miss out: contact Mary as soon as possible to reserve your place.

Our New Vehicle

As a result of a generous donor who wishes to remain anonymous, and to a subsidy from the Victorian Department of Human Services, SPDL has been able to replace a vehicle this year: we have taken delivery of a Ford Station Wagon that is factory –fitted with LPG.

South Port Day Links Inc

acknowledges the funding it receives from the Victorian Department of Human Services, the City of Port Phillip and our other generous sponsors and donors – see them on our website at www.spdl.org.au



GardenMates

Do you love your garden but it is getting a little too much for you? Would you like to still stay involved in the maintenance of your garden? Our GardenMates program links volunteers with frail elderly people and people with a disability who are unable to undertake many gardening tasks.

You may like to become a GardenMate volunteer. Perhaps you are missing having a garden of your own, but still have a 'green thumb'. You may help someone who has a tiny patch of garden, but it will mean a lot to someone to see it cared for and thriving. It is also a lovely way to meet other members of your local community and build a new friendship.



Gardening Get-togethers

**Our Next Gardening Get Together
Thursday 21 August 2008
1.30-3.30pm**

Liardet Community Centre

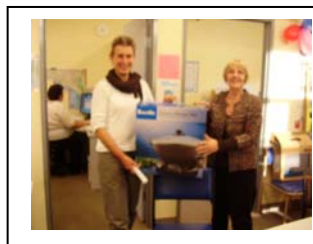
All welcome, transport can be provided and it's free. Afternoon tea provided.
RSVP essential: 9646 6362

Emergency Contact Numbers

Are the contact names and numbers we have for you up-to-date? If you suspect not, please contact the SPDL office and let us know who to contact if there is an emergency: remember it must be someone who doesn't live with you.

National Volunteer Week Function

SPDL's annual dinner and "thank you" to our volunteers was a great success again this year. Our thanks to Port Melbourne Bowling Club for the use of their venue.



Our raffle was won by staunch SPDL supporter and ex-Mayor Janet Bolitho, seen above accepting her prize from Megan Lilly. Thanks to Peter for donating first prize and to everyone who sold tickets.



Lord Mayor's Charitable Fund Xmas in July

Nine clients and our staff were invited to attend this function in early July: we had a fun time – along with 1200 others! our thanks to the LMCF, from whom we received a grant last year.



PetLinks

Do you need your dog walked, is your dog getting enough exercise? Is your pet looking a little too 'round' in the tummy? It is very dangerous for animals to be overweight, as it may lead to heart and lung problems and the possibility of arthritis. Not only is this terrible for your beloved pet, but it can lead to a very expensive time for you at the vet. PetLinks volunteers love animals as much as you do and could really help you with the general well-being of your pet.



Give us a call to discuss our PetLinks program – we may be able to help you care for your pet.

Pet odour - ears

Anytime your pet emits an odd odour, it's worth investigating. Ears are a common source of ugly smells, which often means infection. Infected ears are painful and so quick action is sensible and appreciated by your pet.

Ears get infected for various reasons: their droopy shape creates a greenhouse like environment that bugs like to live in, hairs can clog the canal and limit ventilation or allergies can affect the skin lining the ear canal, making the ear more susceptible to infection.

In addition to bad smells, other signs of a sore ear include:

- 1. Scratching at the ears**
- 2. The ear canal, normally smooth and pink, is covered in dark muck**
- 3. Head tilted to one side**
- 4. Grumpy when patted around the head**

If we find an infected ear, pathology tests can tell us which bug is the problem. Once this is identified, the correct treatment can be prescribed and most conditions can be solved with ear drops.

(From Lort Smith Animal Hospital newsletter – July 2008)

Codes of Practice for keeping cats in Victoria

Victorian Department of Primary Industries

Nutrition

Minimum Standards

- Cats must be fed at least once a day.
- Cats must be fed a diet that provides proper and sufficient food to maintain good health and meet their physiological needs.
- Cats are carnivores and must not be fed a purely vegetarian diet.
- Cats must not be fed a diet consisting purely of fresh meat (including fish).
- Kittens from 6 weeks to 6 months of age must be fed a minimum of 2 meals a day.
- Cats must not be fed dog food as it lacks nutrients that cats



Volunteer Profile - Terry Trimble

Birthplace: Perth, WA

Interests: World War 2 history

Passions: Living

Where and how long have you been a volunteer?
SPDL – 8 years

What volunteering do you do with SPDL? Driving

Why do you volunteer with us? Enjoy driving and the company of passengers

What do you enjoy about volunteering with us? Badgie (the dog)

What did you do before you came to SPDL?

My life came in three parts:

Football – I made Hawthorn's list as a 16 year old, then coached Monbulk, Tooronga and South Richmond. Won 4 competition best & fairest; Employment: did a bit of everything before spending 12 years with the Commonwealth Car Pool, driving people such as Harold Holt, Bill McMahon, Gough Whitlam, Bob Hawke, President & Imelda Marcos, Duke of Edinburgh, Archbishop of Canterbury and others. Duties included body-guarding as well as chauffeur. Then I spent about 6 years as National Sales Manager with Simplicity/Style patterns; Entertainment: I did some enjoyable stints including appearances in Power Without Glory, Rush, Bellbird, Homicide, Cop Shop, The Box, as Bea Smith's husband in Prisoner, Blue Heelers, and many other shows. Commercials included 4 years as the Midas Muffler Man, and I launched Lubemobile, and was in ads for Peter Jackson cigs, Ford and Toyota. A thrilling participation in the Bicentennial Tall Ships in Melbourne and Sydney launched me into the public after-dinner speaking circuit over the following few years.



Volunteer News

We are always very grateful for all the time our volunteers donate to South Port Day Links. SPDL would not exist without our volunteers. Some of our volunteers from time to time have health issues of their own, and our drivers are no exception! Currently we would like to wish a speedy recovery to Frank K and Dirk who are recovering from medical procedures.

We were also very saddened to say goodbye to one of our newer volunteers to SPDL, John Dawes who has moved out of the City of Port Phillip. John had been a wonderful addition to our volunteer ranks over the last year, working on our reception desk and becoming a member of our Committee of Management. John is also well known by many of you for being a member of City of Voices and having an enormous amount to do with the City of Port Phillip annual Ball for older citizens. I know members of the City of Port Phillip Council were greatly saddened to see John leave our boundaries as well! His energy, sense of humour and warm spirit will be missed by many, though we hope to stay in touch.

New volunteers

We would like to extend a very big welcome to our new volunteers at SPDL.

Welcome to our new volunteer drivers (in training) Iven Muir, Heather Watson and Horatio Berri and J.H. Choi, Hollie Simmons and Cecilia Hoffman (PetLinks).

Thanks also to Alison St John for moving to a receptionist position for Wednesday afternoon.



Client Record Management Policy

PRINCIPLE

To ensure that all electronic and hard copy records are maintained in a way that is consistent with SPDL Inc. obligations under the Victorian Health Records Act (2001) and the Victorian Public Records General Disposal Schedule.

POLICY

All client intake and assessment records will be documented on the DHS mandated Service Coordination templates. Both the paper and electronic record of the assessment will be kept for a period of seven (7) years after the service to client is discontinued.

Where service is provided to a child, the information must be kept until the child turns 25 years of age, or for a period of seven (7) years after the last contact.

Records of service delivery must also be kept for a period of two (2) years after the service to the client is discontinued, but where there is an accurate electronic record, the paper record may be destroyed. Examples of records of service delivery include volunteer rosters, including DayLinks Community Transport Run Sheets.

PROCEDURE

STORAGE OF RECORDS

- Electronic records are stored on computers are accessible only to staff.
- Computers are turned off at end of business day and offices locked.
- Records are removed from computers before disposal of computers.
- Paper Records are stored in respective filing cabinets which are locked at the end of business day.
- Files in current use are returned to filing cabinet overnight.
- Offices are locked overnight.

ARCHIVING

- Electronic records can be archived as part of the software programs currently being used.
- Paper Records that need to be kept are archived and stored in storage cupboard adjacent to SPDL office, and this is a locked facility. Records that don't need to be kept are shredded.



To promote and enable equality of access and opportunity for frail aged people, people with a disability, and those that care for them, so that they can maintain their independence and links to the local community.

www.spdl.org.au