

Memorandum

To: WH – All Staff

From: Suellen Bruce – Executive Director People, Culture & Communication

Date: 19 August 2020

Subject: **Reminder to Complete the Movement of Health Care Workers and Health Service Employee Declaration**

MANAGERS / TEAM LEADERS – CAN YOU PLEASE ENSURE THAT YOUR STAFF ARE MADE AWARE OF THIS MEMO AND REMIND YOUR TEAM TO COMPLETE THE DECLARATION AND ADVISE THAT THOSE WHO HAVE NOT WILL RECEIVE A REMINDER TEXT MESSAGE.

Thank you to everyone who has completed the employee declaration survey, we have had 5000 completions.

This level of response, during the current circumstances has been tremendous. For those employees yet to have an opportunity to complete, I am reminding you that **this is a mandatory requirement** under the direction from **The Public Health Commander** and the direction states “If a worker is working / volunteering for two or more employers they must provide these details to each of the employers / organisations”.

In an effort to support the capturing of this declaration from all Western Health employees, **a reminder text message containing the link to where the declaration can be completed will be sent this afternoon** to those employees for whom we have a recorded mobile phone contact and are yet to complete the declaration.

From the completed declarations that we have had, the average time of completion has been less than two minutes.

For any employees whom we don't have a current mobile phone contact for, the declaration continues to be available via <https://www.surveymonkey.com/r/WorkplaceDeclaration>

A reminder that **all employees** are to complete this declaration even if you don't currently work / volunteer for another employer or organisation.

Before commencing the online declaration, please have your employee / payroll number available.

There is an urgency for Western Health to collect this information, so please complete the declaration as soon as possible.

A reminder that for any managers whom might have employees who cannot access and complete the declaration electronically via the above link or text message link, hard copies can be requested by **emailing westernhealthHR@wh.org.au**

Please remain assured this information will be treated confidentially and in accordance with the Privacy of Data Protection Act 2014 (VIC).

Completion of the declaration will help us at Western Health to maintain a safe working environment and at the same time assist with the safety of our community.

Regards,

Suellen Bruce
Executive Director People Culture & Communication