



**DECEMBER 2010**

## Christmas Business Window Displays

Muswellbrook Chamber of Commerce has again joined the Muswellbrook Branch of the Australian Red Cross to encourage businesses in Muswellbrook to decorate their windows/business premises for Christmas. Muswellbrook Chamber of Commerce donates two vouchers of \$250 each to be spent at any business which is a member.

Entries close at the end of November and decorations are to be completed by 1 December.

You can vote for your favourite display by making a donation to the Red Cross at any of the premises taking part. The business to collect the highest amount will be declared the winner on the Most Popular Display.

On 9 December judging will take place for the Sponsor's Prize and donation boxes will be collected from the businesses.

The winners will be announced at the community carols on 18 December.



## Employee of the Month

Nominations are now open for the Employee of the Month competition run in conjunction with the Muswellbrook Business Awards.

Every month until March 2011, you will have the opportunity to nominate that person who makes your business transactions a pleasure. As well as telling your friends how good 'so and so' is at 'you know where' - do something about it. Buy a Muswellbrook Chronicle and nominate that person.

Nominations can be made by anyone in the community—by customers and employers, and entry is not restricted to members of the Chamber of Commerce.

The monthly winners will become finalists in the Employee of the Year, which is by public vote in early April 2011, with the winner announced at the Muswellbrook Business Awards, on Saturday 30 April 2011 at the Muswellbrook RSL.



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## Final breakfast for 2010

Will be held at the **Muswellbrook Baptist Church on Tuesday 7 December at 7.00 am.**

There is no charge for the breakfast, instead we ask that you donate the normal cost of \$25.00 and/or bring a donation of non-perishable food items, or gifts for the Tree of Joy Appeal. Gifts can be for any age or sex, and are best left unwrapped as they are matched with recipients.

**Please RSVP by Friday 3 December** to Lorraine Skinner on 6541 1285 or 0429 329 353 or by email to [secretary@muswellbrookchamber.com.au](mailto:secretary@muswellbrookchamber.com.au)



youthsafe

preventing serious injury in young people

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## Youthsafe

Youthsafe is a not for profit organisation and peak body for preventing serious injury in young people aged 15-25 years in NSW. The organisation is independent and has the freedom to address safety across the range of settings where young people are at risk of unintentional injury including on the roads, in the workplace, while playing sport and socialising.

New research shows young people's brains are still developing until well into their 20's and this, combined with inexperience, can impact on workplace safety. Decision making, risk taking, communication and even fatigue are affected by a still maturing brain.

By understanding the unique characteristics of young people, supervisors are able to work more effectively with them. Strategies that often work for adult workers may not work for young workers based on their different characteristics and needs, which is why Youthsafe's work safety services are designed specifically for young people in the workplace.

The presentation by Joanne and Duncan from Youthsafe at our November breakfast at TAFE was extremely well received and needed more time to cover the topic properly so Cindy Milton-Smith at TAFE is looking to bring them back to Muswellbrook to deliver the full presentation, customized for supervisors of 17-25 year olds.

If anyone is interested in sending their supervisors along, please contact Cindy Milton-Smith on 6542 1103 or [cindy.f.milton-smith@tafe.nsw.edu.au](mailto:cindy.f.milton-smith@tafe.nsw.edu.au). At this stage TAFE is considering a day time session for industry and an evening session for the community.

For more information on Youthsafe and to access resources [www.youthsafe.org](http://www.youthsafe.org)

## E-waste collection day—Saturday 4 December



Muswellbrook Shire Council will hold an e-waste collection day on Saturday 4 December at the Muswellbrook Indoor Sports Centre.

Unwanted televisions, microwaves, fax machines, power tools, computers, laptops and digital cameras will all be accepted for recycling in an effort to stop pollutants such as heavy metals going into landfill.

Businesses can also take advantage of this initiative and those with large volumes of electronic waste should contact council on 6549 3840 to register.

## What small businesses need to know about component pricing

As a small business you need to know that the rules on component pricing have changed which may mean that you need to change your advertising in order to comply. These changes allow you to still use this type of pricing – advertising the cost of a good or service in its component parts *but* where you do so, you must also provide a single (total) price.

This total should represent the amount that a consumer has to pay to obtain the good or service, without any optional extras. It also needs to be displayed at least as prominently as the most prominent component. For example, a bottle of wine may be advertised at \$10/bottle for a case of 12. The total price of \$120 needs to be advertised as clearly and noticeably as the component of \$10.

When you are calculating a total, you need to add up all of the component costs you are able to quantify. A cost is quantifiable if you can readily convert it to a dollar amount. If

an amount may change, you should calculate it to the extent you are able and clearly advise consumers. For example, a carpet cleaning business may advertise their services as \$25/square metre. As it is not possible to know how many square metres of carpet a consumer may want cleaned, a further total cost is not able to be calculated at that time.

It is important to remember that the broader requirements of the Trade Practices Act (the TPA) to not mislead or deceive consumers still apply. Complying with the new component pricing rules does not necessarily mean that you have complied with the TPA more broadly. Further information can be obtained via the ACCC website at [www.accc.gov.au](http://www.accc.gov.au) or Small Business Helpline on 1300 302 021.



Australian  
Competition &  
Consumer  
Commission

## Registrations open for Clean Up Australia Day 2011

Registrations are now open for Clean Up Australia Day 2011 at [www.cleanupaustriaday.org.au](http://www.cleanupaustriaday.org.au)

Dates for next years clean up are:

Tuesday 1 March 2011—Business Clean Up Day

Friday 4 March 2011—Schools Clean Up Day



## How to Refresh your Business

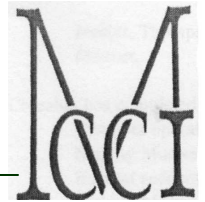
'Business exfoliation' can be applied to your business. Some examples of irritants to consider purging: clients that don't pay on time, suppliers that miss deadlines, the outdated printer that breaks down constantly and the computer that crashes.

Here are the top five areas to look after in business exfoliation to regain your positive energy.

- Your physical space and suppliers—get the right equipment for the job and take loads of your stress levels
- Try to ensure clients line up with your ethics, vision and values. Facilitate the rest of them out of your life and don't put up with people who drain you rather than add value to your life
- Wean yourself from the jobs others can do—you should only be doing the stuff that fills you with inspiration and expresses your genius.
- Clean up the work habits that drain you—multi-tasking, working late, over-compromising and under-delivering
- Purge your thoughts and beliefs about success that fail to inspire or fill you with positive energy. Your mindset is your number one ally in creating your goals, so clean up limiting beliefs, negative self-talk and paralyzing fear.

With your environment free from distractions and your mindset focused on success, you are set for a smooth and happy ride with lots of positive energy.

[www.flyingsolo.com.au](http://www.flyingsolo.com.au)



## **Commencement of the Paid Parental Leave Scheme**

As of 1 October 2010, Paid Parental Leave Act 2010 (Cth) formally commenced operation, bringing into effect Australia's first obligatory paid parental leave (PPL) scheme. The scheme operates to entitle the primary caregiver of a child born or adopted after 1 January 2011, 18 weeks' PPL at the minimum federal wage, currently \$569.90 per week, amounting to a total of approximately \$10,250.00.

### **Features of the scheme**

The scheme will be government funded, administered by the Family Assistance Office and available to full-time, part-time and casual employees, as well as contractors and the self employed, who earn less than \$150,000 per annum, regardless of the hours of their ordinary employment or engagement.

Only Australian citizens or residents will be eligible to apply for and receive the payment and applicants must have been

1. Engaged in work continuously for 10 of the 13 months prior to the expected birth or adoption
2. Undertaken at least 330 hours of paid work in the 10 month period (ie an average of at least one day's paid work per week)

### **Implications for employers**

When the PPL legislation was first introduced into parliament, it was silent as to whether or not an employer would be permitted to offset any existing voluntary policy of providing employees with

PPL against the statutory government-funded scheme. At the time the Bill was sent to the Senate, an amendment was made that the obligation to provide PPL under the statute would be in addition to any pre-existing obligations.

This means that where an employer is already giving its eligible employees PPL as per the terms of an industrial instrument or contract of employment, these obligations will not be absorbed by the Paid Parental Leave Act 2010 (Cth).

Employers will be responsible for paying each PPL installment to any employees on parental leave as part of the usual pay cycle (including ensuring that PAYG tax is withheld), although employers will not be obliged to make the full amount of any payment unless they have received sufficient funding from the Family Assistance Office prior to the payment becoming due.

### **Practical lessons for your business**

In view of these implications, employers should immediately review their workplace policies, employment contracts and industrial instruments currently in place to determine what their obligations will be when payments under the PPL scheme become due.

Employers should also be mindful of the additional burdens imposed on their businesses when contemplating the voluntary provision of PPL in any new enterprise agreement or when drafting contracts of employment and/or policies and procedures to cover future employees.

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## **Unfair dismissal claims surging under Fair Work Act**

According to Jacinta Collins, Parliamentary Secretary for Workplace Relations, unfair dismissal claims have jumped by 35% since the introduction of the Fair Work Act 2009, with 10,751 applications lodged between 1 July 2009 and 18 June 2010, almost 3,000 more than the number for the same period during 2008/2009 year.

The Director of Fair Work Australia's unfair dismissal branch has confirmed that the vast majority of unfair dismissal claims end in employers having to pay out their former employees. From 1 July to 31 August this year, 75% of unfair dismissal claims involved pay-outs of between \$1,000 and \$40,000, with more than 1 in 10 pay-outs being over \$10,000.

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**flood the Vinnies Tree**  
with gifts this Christmas  
to help those less fortunate  
in our community

Deliver a gift to Floods by Wednesday 15th December  
and add a little joy for those in need this Christmas



St Vincent de Paul Society  
*good works*

### ***2010-2011 Christmas and New Year's Public Holidays in NSW***

Saturday 25 December 2010	Sunday 26 December 2010	Monday 27 December 2010	Tuesday 28 December 2010	Saturday 1 January 2011	Monday 3 January 2011
Xmas Day Public Holiday	Not a public holiday	Boxing Day Public Holiday (transferred from 26 December)	Xmas Day Public Holiday	New Year's Day Public Holiday	New Year's Day Additional Public Holiday

### ***Video conferencing facilities***

Muswellbrook TAFE has training facilities and video conferencing facilities available for hire. Businesses and organisations interested in using these facilities can contact Fiona Wilton or Tony Lorriman at the Muswellbrook Campus.

Contact details are

[Fiona.wilton@tafe.nsw.edu.au](mailto:Fiona.wilton@tafe.nsw.edu.au)

[Tony.lorriman@tafe.nsw.edu.au](mailto:Tony.lorriman@tafe.nsw.edu.au)



**Mt Arthur Coal**

**bhpbilliton**  
resourcing the future

**AN INVITATION TO HAVE YOUR SAY**

BHP Billiton Mt Arthur Coal has commenced a cumulative impacts consultation project that will give you the opportunity to have a say in how the mining company invests in the local community.

Called the *Sustainable Communities Project*, the initiative will build on existing information about cumulative impacts to better understand where local support is needed.

**Mt Arthur Coal is now inviting you to get involved in this exciting project, which will be underway until later this year.**

To have your say about how Mt Arthur Coal invests in the future:

► **Give a personal interview**  
9 to 16 November  
Call 02 6542 4800 or email  
info@bhpbilliton.com to register

► **Complete an online survey**  
1 to 22 November  
Go to [www.surveymonkey.com/s/mtarthurcoal\\_sustainablecommunities](http://www.surveymonkey.com/s/mtarthurcoal_sustainablecommunities)

► **Talk to a roving interviewer**  
1 to 18 November  
Roving interviewers will visit your local shopping centre and other public places

► **Attend a community barbeque**  
7 December. Drop-in any time from 2pm to 7pm  
Muswellbrook Regional Arts Centre, Cnr Bridge and William streets

Like to know more? Call Shelley Masterson, Mt Arthur Coal Community Relations Coordinator, on 02 6542 4800, or email info@bhpbilliton.com.

**Christmas Carols**

This year the  
Muswellbrook  
Shire  
Community



Christmas Carols will be held at  
Highbrook Park on  
Saturday 18 December at 6.30 pm

Muswellbrook Shire  
Library Service



**What's on @ your Library  
December 2010**

Thursday 2 <sup>nd</sup> December	Muswellbrook: Book Club	6.30 pm
Wednesday 1 <sup>st</sup> December	Muswellbrook: Children's Storytime	10.30 am-11.30 am
Wednesday 8 <sup>th</sup> December	Denman: Storytime	2.00 pm-3.00 pm
Friday 18 <sup>th</sup> December	School Holidays Start	
Wednesday 15 <sup>th</sup> December	Muswellbrook: Children's Storytime	10.30 am-11.30 am
Friday 17 <sup>th</sup> December	Muswellbrook & Denman Libraries <b>Closed All Day</b>	Staff Christmas Party
Wednesday 22 <sup>nd</sup> December	Muswellbrook: Christmas Morning Tea ALL WELCOME!	11.00 am
Friday 24 <sup>th</sup> December	Muswellbrook & Denman Libraries <b>Closed from 12 noon</b>	12 noon Close for Christmas

For more information please contact your local Branch Library  
[www.uhrl.nsw.gov.au](http://www.uhrl.nsw.gov.au)

Muswellbrook 6543 1913  
Denman 6547 2208



**Muswellbrook  
Library**

invites you to



**Christmas  
Morning Tea**



**Date: Wednesday 22nd December**

**Time: 11am**



**Venue: Muswellbrook Library  
157 Maitland Road**



**RSVP by Monday 20th December on  
6543 1913 to the library.**



**You are welcome to bring a plate to  
share! Tea and coffee provided.  
All are welcome.**

## Dates for the Diary

4 December	Muswellbrook Shire Council e-waste collection at Muswellbrook Indoor Sports Centre. More information phone 6549 3840.
7 December	Chamber Breakfast—7.00 am—Muswellbrook Baptist Church, Sydney Street, Muswellbrook. Proceeds from the breakfast will be donated to the Toy and Food Appeal. You may like to bring along a donation of non-perishable food items, or a gift for any member of a family (unwrapped)
7 December	Community Bar B Q—Muswellbrook Regional Arts Centre. Drop in any time from 2.00 pm to 7.00 pm
10 December	Chamber Board Meeting
18 December	Muswellbrook Community Carols—Highbrook Park, 6.30 pm
20 December	Australian Red Cross Blood Bus at Muswellbrook PCYC—1.30-6.30 pm
21 December	Australian Red Cross Blood Bus at Muswellbrook PCYC—9.00 am-3.00 pm
22 December	Muswellbrook Library Christmas Morning Tea—11.00 am, at Muswellbrook Library, 157 Maitland Street. RSVP by 20 December to 6543 1913. You are welcome to bring a plate to share—tea and coffee provided.
22 December	Australian Red Cross Blood Bus at Muswellbrook PCYC—1.30-6.30 pm
23 December	Australian Red Cross Blood Bus at Muswellbrook PCYC—9.00 am-3.00 pm
27 December	Boxing Day Public Holiday transferred from Sunday 26 December
28 December	Christmas Day Public Holiday
1 January	New Year's Day (Public Holiday)
3 January	New Year Additional Public Holiday



Amy Slessor will be resigning from the Board of the Muswellbrook Chamber of Commerce to take up the position as editor of the Glen Innes Examiner.

We thank Amy for her contribution to the Chamber -but do wish her well in her new position and her future life with Dane.

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Centre

**Car Sales, Repairs,**

**Maintenance**

Cross Country Ford  
Muswellbrook City Motor Group  
Muswellbrook Holden Pty Ltd

**Cheese Factory**

Hunter Belle Cheese

**Clubs**

Muswellbrook & District Workers'  
Club  
Muswellbrook Golf Club  
Muswellbrook Race Club Ltd  
Muswellbrook RSL

**Community Services**

Challenge Disability Services  
Hunter Valley Youth Express  
Muswellbrook PCYC  
Upper Hunter Community Services  
Upper Hunter Show Inc

**Construction**

C&W Constructions

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Giant Leap Dance School

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Muswellbrook South Public School  
SGS—Stax

**Electricity Generation**

Macquarie Generation

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Anytime Fitness

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Baybrook Motor Inn  
Benson's Hospital Shop  
Comfort Inn Noah's in the Valley  
Doherty, Kevin  
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Lucky Inn  
McDonalds, Muswellbrook  
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The Upper Hunter Wine Centre

**Industrial Supplies**

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**Local Government**

Muswellbrook Shire Council

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**Medical**

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