



## Simply Greater Business October 2016



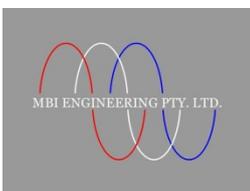
### New Caltex Service Centre boosts employment in Holbrook

Caltex's New Service Centre at Holbrook recently opened providing a boost for employment in the shire. A total of 35 new jobs have been created.

The \$6 million new service centre includes the Holbrook Bakery, a new Mexican takeaway and a Uncle Leo's Roadhouse diner. The service centre now greets Holbrook visitors at the town's southern entrance.



### Business Profile – MBI Engineering



MBI Engineering recently moved to Walla Walla in Greater Hume Shire. Jim and Aimee Mellington operate MBI Engineering offering high level electrician expertise and electrical engineer solutions for agricultural and food manufacturing sectors across Greater Hume Shire and the region.

Jim and Aimee have two children and love living in Greater Hume Shire because of the rural lifestyle, friendly people and this is where they themselves grew up.

Jim Mellington's electrical career spans 17 years with extensive expertise in control systems, high voltage infrastructure, plant maintenance and project delivery.

Operating as MBI Engineering Pty Ltd, project work that can be undertaken includes design and installation of switchboards, auxiliary control panels, pump, jumbo and fan starters from 24V to 11,000V or anything in between.



Regardless of the size or stage of the project MBI Engineering provides the support required for completion on time and on budget including project feasibility and budgeting, management and supervision of the execution and commissioning.

Rural projects feature the installation of a telemetry system that enable the control and monitoring of several bore pumps located several kilometres apart from a central control room.

An automatic sheep drafting system project was undertaken by MBI which included options for conventional drafting via remote control, and weight based drafting including recognition of RFID data. The system has been constructed out of “off the shelf components” that reduces cost and downtime in the event of component failure.

If you are planning a simple electrical upgrade, or you are wanting a one off solution talk to Jim Mellington M: 0403 026 416 or email [jim@mbieng.com.au](mailto:jim@mbieng.com.au)

## nbn Update

NBN’s Community Affairs Manager NSW/ACT, Jonathon James, advises that:

- **Culcairn Township** – ready for service in June 2017
- **Henty & Holbrook Township** – ready for service August 2017

**Live in a Rural Area** Those homes and businesses situated outside of a fixed line or fixed wireless area are eligible to connect through nbn’s Sky Muster satellite service which is available now. People can contact one of eight internet providers offering Sky Muster packages to discuss their needs and arrange for installation. Sky Muster providers: <http://www.nbnco.com.au/connect-home-or-business/check-your-address/choose-a-provider-sky-muster.html>

Albury Wodonga Pest Control run their business from a property in the shire and are connected to the NBN.

*We already have Telstra NBN fixed wireless which runs from the Walla tower. It’s fantastic...Have had many things over the years as our local exchange does not have broadband. Was a challenge to organise as they kept telling us we were too low and too far away. We are only 14km from Walla and Culcairn by road and located on a rise much the same height as Morgan’s Lookout. Our plan of 100GB covers us for all our business needs and more. Happy for anyone to call us to get any ideas or info on what we have ... Michelle Fagan T: 6029 6128*

## Buy Local in Greater Hume Shire

The Greater Hume Shire business and community directories are now available to view on Council's website [www.greaterhume.nsw.gov.au/Directory/Map.aspx](http://www.greaterhume.nsw.gov.au/Directory/Map.aspx)

Printed copies of the business directory are also coming soon, watch out for your copy coming to your door.



Many businesses across Greater Hume Shire recognise the importance and value of buying locally where ever they can. The Greater Hume Business Directory will assist businesses and the community put this into action.

Buy Local, when you can because buying locally is like a ripple effect.

Buying locally supports our local economies, employment and it supports the area where we live, work and play.

Buy Local car stickers are still available. To show support pick up a sticker from any Council office or library.

## ATO SuperStream – you must be compliant by 28 October 2016

It's the final countdown to get ready for SuperStream and the Australian Tax Office (ATO) urges small business yet to implement SuperStream to act now.

SuperStream requires employers to send all super payments and employee information electronically in a standard format. Using it will be mandatory from 1 July 2016.

More than 65 per cent of all Australia's small businesses are already on board with SuperStream. Many already using SuperStream have reportedly cut time spent on super processing by around 70 per cent each cycle.

### What if I am not ready - Employers with 19 or fewer employees

The ATO will provide compliance flexibility to small businesses that are not yet SuperStream ready until 28 October 2016.

This means ATO will not be taking compliance action against small businesses that missed the 30 June deadline.

ATO understands that some businesses need some extra time to find a solution that suits their needs, so it will continue to educate and support them to get SuperStream ready.

Accountants and bookkeepers can provide this expert SuperStream advice. Support is also available from your super fund, payroll system provider, messaging portal provider or by contacting your super clearing house. You don't have to work it out alone. For more information

<https://www.ato.gov.au/super/superstream/employers/employer-superstream-faqs/#WhatifImnotready>

## Staff stuff ups .....

# OOPS!

Uh-oh, one of your staff has stuffed up and you can't ignore it. Here's how to handle those awkward performance management conversation without the drama.

Everyone deserves a second chance, though, and part of getting the best out of people is making sure they're aware of the problem and have an opportunity to improve. That way, you may never have to go down the termination path.

Not only is this the right thing to do, it's required by law. If you do terminate an employee down the line and they lodge an unfair dismissal claim, you'll have to show your performance management process to the Fair Work Commission. No matter how big or small, what every employer needs is a clear process for performance management and strategies in place to manage the risks.

What is performance management?

Performance management is when managers and staff work together to establish objectives in order to motivate achievement and monitor progress. That done, feedback combined with self-appraisal provides awareness and propels individuals forward. When progress and results are measurable, people are more likely to improve their performance.

Underpinning performance management is a joint responsibility for performance between individuals and managers and ensures an individual's achievements are recognised and rewarded.

Performance management checklist

- Identify the problem
- Assess and analyse the problem
- Meet with employee to discuss the problem
- Devise a solution
- Monitor performance

For more information visit <https://www.fairwork.gov.au/>

## Updates to Annual Leave

Most modern awards have been varied to incorporate changes to the way annual leave can be managed in the workplace. There are changes to rules for:

- cashing out annual leave
- taking annual leave in advance
- managing excessive annual leave balances
- payment of annual leave.

Awards are still being updated, but to see if you are affected by these changes click here

<https://www.fairwork.gov.au/leave/annual-leave>



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## Find an energy efficiency expert

Find an energy efficiency expert to help your business save energy. These companies are pre-approved by us and can support your energy projects in five categories:

Training to improve your energy efficiency knowledge and skills.

Energy auditing to identify the big savings opportunities at your site.

Technical support to implement energy projects, from quote evaluation to engineering design.

Measurement and verification of projects to ensure they're achieving expected savings. Measurement and verification will also assist with generating Energy Savings Certificates to help offset the costs of your energy upgrade.

Energy performance contracting to manage larger energy efficiency projects

For more information visit <http://www.environment.nsw.gov.au/business/energy-efficiency-expert.htm>



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## Don't be a scam email victim

The ACCC has the following tips to ensure you don't fall victim to scam emails:

Do not click on any suspicious links in emails and check the sender's address very carefully. If you think it is a scam, delete the email.

Ensure your business has up-to-date virus protection and firewall software installed.

Regularly back-up your computer's data on a separate hard drive. If your computer is infected by malware or ransomware you can restore the factory settings and easily re-install all of your software and data.

Do not respond to contact details provided in unsolicited emails. Independently verify contact details from the phone book or search online for official details.

Keep your staff informed about security threats and provide them guidance on how to deal with scam emails.

You can report scams to the ACCC via the Scamwatch Report a Scam page.

<https://www.scamwatch.gov.au/report-a-scam>

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## NSW Trustee and Guardian visits Albury

### Plan Ahead Days



The Trustee and Guardian Wagga branch will be visiting Albury on the 3rd Wednesday of each month to provide services to the local communities. If you need to make or update your Will, Power of Attorney or Enduring Guardian

T: 02 6932 7800 to make an appointment.

For more information on services provided visit [www.tag.nsw.gov.au](http://www.tag.nsw.gov.au)

#### Greater Hume's E D Team

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### Useful contacts:

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TradeStart – an international business initiative of the Australian Government delivered in partnership with the NSW Government

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