



Balaklava
**Community
 Children's Centre**
 LEARNING TOGETHER, EVERY DAY



**SNOWTOWN
 CHILDREN'S
 CENTRE**

Site Annual Report 2024



Endorsement:

Governing Council Chairperson:

Print name Maddison Cox

Signature Maddison Cox

Director:

Print name Kym Bradbury

Signature K Bradbury

Deputy Director:

Print name Cara Nielsen

Signature C-Nielsen



Government of South Australia
 Department for Education

2024 has been another productive year for both Balaklava Community Children's Centre (BCCC) and Snowtown Children's Centre (SCC), marked by a continued commitment to providing high-quality care and education. We have built upon past successes while planning for the future needs of our children and families.

A core focus this year has been embedding our commitment to continuous quality improvement. We are pleased with the progress made across all areas of the National Quality Standard (NQS), including ongoing improvements to both indoor and outdoor spaces, and supporting our staff through professional development opportunities.

The development of our outdoor environments has remained a priority. The Street Library carpark project, which began in late 2023, was completed this year. We have also undertaken various maintenance and improvement projects to ensure our outdoor spaces are safe and enjoyable for children and educators alike. These enhancements have greatly benefited the children, and we appreciate the community's support in making them possible.

Family involvement continues to be invaluable to the life of our centres. We enjoyed strong participation in a variety of events, including particularly well-attended Family Christmas Functions, where children delighted in Christmas songs and a visit from Santa. These events foster a strong sense of community and provide opportunities for families to connect with each other and centre staff. We also deeply appreciate the generous support of families through fundraising initiatives, including another successful Dalkey Trail at the Balaklava Show and our Mother's Day stall. These efforts directly contribute to the resources and experiences we offer the children.

At our Christmas Function, we farewelled our Centre Director of 14 years, Dale Gathercole, and expressed our sincere gratitude for her service to the centre and community. Dale played an invaluable role in the centre's development, and she will be greatly missed by children, staff, and the Governing Council. We wish her all the best in her new role in 2025. We are also delighted to welcome Kym Bradbury as our new Centre Director and look forward to supporting her in the years to come.

The success of BCCC and SCC is a direct result of the dedication and professionalism of our staff. Their passion for early childhood education and commitment to nurturing each child's individual development is truly commendable. We thank them for their hard work, creativity, and unwavering dedication to providing a safe, stimulating, and nurturing environment. Professional and personal development opportunities for our team remained a priority throughout 2024 and into 2025, supporting them to reach their full potential as they support our children to do the same.

The Governing Council has continued to provide vital strategic leadership. This year, we have progressed

our Facilities Strategic Plan, with the goal of commencing the BCCC expansion project in Balaklava in 2025. I extend my sincere gratitude to each Council member for their valuable contributions, time, and commitment. I would particularly like to acknowledge Cara Nielsen's significant efforts in this project, including her liaison with the council and her success in securing infrastructure grants that will make this project possible.

Looking forward to 2025, our key priorities include the facilities expansion at Balaklava, further development of our educational programs, strengthening community partnerships, and exploring new initiatives to enhance the services we provide. We are committed to continuing to provide high-quality education and care that meets the evolving needs of our community and prepares our children for a bright future. We look forward to another year of working in partnership with families and the community to achieve this goal.

Maddison Cox BCCC Governing Council Chairperson



FAREWELL DALE

After 14 years at Balaklava Community Children's Centre, Centre Director Dale Gathercole resigned to begin a new challenge as a Manager for Learning Together Communities.

Dale was an advocaat for children within the Community, particularly driving Early Intervention for child Development across Balaklava and abroad. We will miss Dale's wisdom and passion at the Centre each day but are sure we will not be able to keep her away.

I know I am not alone in saying Thank you, from the bottom of our hearts we truly Thank Dale for all she has done for BCCC and wish her all the best in her new role and her future endeavors.

Cara Nielsen on behalf of the staff team.

Contextual information and Employees of the Centre

Based in the Balaklava township, Balaklava Community Children's Centre (BCCC) is a 6wks to 12 yr old integrated learning and care, not for profit Centre, servicing a

-based community (farming, isolated & urban) within an approximate 55km radius around Balaklava. We established a satellite Child-care service at Snowtown in 2021. Currently offering Preschool, Long Day Care, Vacation Care, Out of School Hours Care and Playgroup, we operate on week days, for 11 hours per day, and are closed annually for 2 weeks over the Dec-Jan period. 14 school buses were accessed by 19.6% of Balaklava Preschool children in 2024, compared to 33% in 2023, 30% in 2022 and 47% in 2021.

BCCC's daily practice and service delivery is responsive to and informed by the needs of local families. The Australian Early Development Census data has been a reliable source of information since its inception in 2011. The 2021 to 2018 AEDC results showed no significant changes in 4 of the 5 domains assessed. However a significant increase in the number of children developmentally vulnerable in Social Competency increased by over 10%, from 7.1% to 17.3%. The Wakefield Regional Council area reported an increase of 11.1% of children with developmental vulnerability in one domain and a 9.4% increase in children vulnerable on 2 or more domains. With children continuing to be at risk of developmental vulnerabilities within our communities, BCCC will continue its proactive approach in early year's advocacy and intervention, strengthening and empowering parent engagement in their child's learning and development. The results for the 2024 collection will be published next year. In 2023 BCCC joined the Department for Education, Office for the Early Years Division initiative, Child Development Check pilot. The Child Development Checks started in Term 1 2024 we will also extend invitations to families attending our Supported Playgroup.

- 1 BCCC Director - Fulltime, Dip of Teach, Bach of Special Ed & Bachelor Early Years Ed & Graduate Certificate in Education: Professional Practice
 - 2 Deputy Directors (job sharing) Diploma of Children's Services, who is based at BCCC and is also Director at SCC and 1 based at SCC.
 - 1 Assistant Deputy Director based at BCCC
 - 2 Teachers - Part Time, Bachelor of Education
 - 3 Preschool Early Childhood Workers with Certificate III Children's Services
 - Children's Services Employee -10 Diploma of Early Education & Care; 2 working towards Diploma 2 with Bachelor of Education, 1 working towards Bachelor of Education
 - 4 Certificate III qualification; 10 Working towards Certificate III
 - 1 Finance/Administration Officer- Full Time
 - 1 Groundsperson 4hrs per wk
 - 1 Cleaner- 19hrs per wk
 - 1 Playgroup Coordinator
 - 7 Primary Caregiving Groups
 - 8% of staff are indigenous
- NB: BCCC had 2 Deputy Directors for 6 months of 2024.



Leadership report: Supporting our children to be the best they can be

Strong partnerships with families and interagency service providers resulted in many children receiving early intervention and support in a range of ways tailored to meet individual needs:

- BCCC enjoys a close partnership with the Department for Education, *Regional Support Services* based in Gawler, CAFHS, Families SA, Gowrie SA, KUDOS and Country Health SA. We rely on expert assessments, information and reports provided by external services eg by Speech Pathology, Occupational Therapy, Psychologists, Physiotherapists, Behaviour Coaches, KUDOS. This information coupled with that shared between families with educators, enable the differentiation of the curriculum to support individuals to access and engage in their learning to ensure continuing positive outcomes. Speech Pathologists also provide feedback on screenings undertaken by educators at the Centre enabling high quality Individual Education Plans to be implemented as part of early intervention.
- **Preschool Support Programs** 60.7% of Preschool children enrolled during 2024 received 1:1 and/or small group intervention to support their development. Transition and review meetings were held with parents, carers, support personnel and feeder schools to ensure ongoing and timely support. Our Preschool cohort included 6 Aboriginal children who were enrolled as part of the Eligible Early Entry program, along with 4 children in the Care of the Minister.
- **Childcare Support Programs** - The Childcare program was again supported by Gowrie SA, in 2024 with funding and mentoring to implement the sites strategic inclusion plan and individual children.
- **Other Services:** The Centre proactively encourages families to attend both the medical and developmental screening checks at the doctors surgery and CAFHs by sending parent reminders home and negotiating for onsite 4 year old checks.
- The Childcare program plans for the holistic development of all children using the Early Years Learning Framework incorporating group and individual goals which is then reported to families through Individual and group learning stories and snap shots on OWNA and Developmental Summaries at the end of the year.

Preschool Attendance 2024

| | Term 1 | Term 2 | Term 3 | Term 4 |
|-------------|--------|--------|--------|--------|
| 2021 Centre | 88.1% | 90.5% | 83.2% | 85.9% |
| 2022 Centre | 70.2% | 72% | 77.3% | 75.9% |
| 2023 Centre | 70.2% | 80.9% | 81.1% | 88% |
| 2024 Centre | 84.3% | 77.8% | 84% | 85% |
| 2021 State | 87.3% | 85.3% | 87.1% | 84.5% |
| 2022 State | 83.6% | 77.6% | 77.9% | 77.8% |
| 2023 State | 85.4% | 82.9% | 83.4% | 81.4% |
| 2024 state | | | | |

Based on attendances recorded in the two-week reference period each term. Data for eligible enrolments as described in the department's Enrolment policy. Attendance rates may differ to previous reporting with the transfer from calculations based on deemed attendance to actual attendance using booked hours divided by attended hours. Data Source: Department for Education Attendance Data, Semester 1 Report 2023. A blank cell indicates there were no students enrolled.

In South Australia, preschool attendance is not compulsory, but it is strongly encouraged. Preschool gives children a great start in life, providing them the opportunity to grow holistically. Children flourish best when they share strong relationships with their educators who have strong partnerships with their families. We see children grow their emerging independence, establishing positive routines and habits, friendships and connections as well as developing communication, problem-solving, curiosity and creative skills. All children are entitled to access a preschool program over 4 terms the year before they start school, and our First Nations children and those in Care of the Minister, are able to commence from 3 years of age.

Preschool data: Feeder Schools 2024

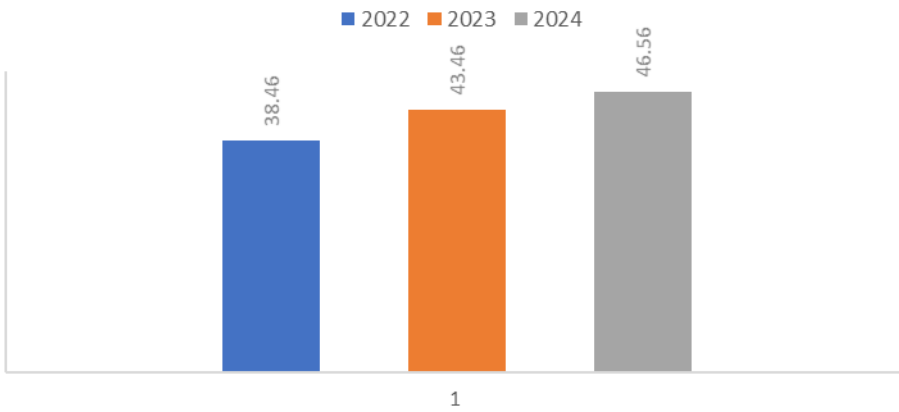
| Feeder Schools (Site number - Name) | 2022 | 2023 | 2024 |
|-------------------------------------|-------|-------|------|
| 0325 - Owen Primary School | 8.7% | 2.1% | |
| 0477 - Balaklava Primary School | 54.4% | 51.6% | |
| 8496 - Horizon Christian School | 23.9% | 45.3% | |
| 9999 - Unknown | 8.7% | | |

Destination Data

Proudly delivering services within and beyond the Wakefield Regional Council area, BCCC remains fiercely independent, enabling inclusive access to our services by all families across the community. Children transitioned to our 2 local schools: Balaklava Primary School and Horizon Christian School.

Reciprocal visits to both Balaklava Primary and Horizon Christian schools are an embedded part of the Preschool program. Coupled with multiple opportunities for children to experience school settings and routines ensures children are well supported to transition to schools. The Reception and Foundation teachers from those 2 larger sites, are invited to visit the children at the Preschool and to participate in collaborative review meetings with Kindy educators, families and external providers to review individualised learning plans. Preschool Statements of Learning also highlight explicit information from both families and educators, enabling school teachers and support personnel to prepare the best possible experience for the start of new year.

BALAKLAVA CHILDCARE FULL TIME EQUIVALENT



OVERALL Balaklava

CHILDCARE FTE

(Full time equivalent based on a 11 hour day)

2024 - 46.56^{FTE}

2023 - 43.46^{FTE}

2021 - 38.46^{FTE}

Breakdown of Balaklava FTE data

- ⇒ The annual FTE during 2024 again saw a decent increase, a continued growth over the years has resulted in an all time high of 46.56
- ⇒ All year FTE remained steady at mid to high 40's
- ⇒ The vacation care periods boosted the FTE in April our biggest yet with 52.56. Other Vacation care periods were 49 FTE and above.
- ⇒ Our under 2 year old PCG was full with minimal booking opportunities throughout the second half of the year.

Reasons for using Childcare

- ⇒ families who access both Centre's are predominantly involved in the areas of primary industry (grain and hay), education, meat and meat manufacturing, small businesses and professional occupations, with some unemployed and stay at home parents using childcare for respite, development and social interaction

OVERALL Snowtown

CHILDCARE FTE

Full time equivalent based on a 11 hour day)

2024 - 10.36^{FTE}

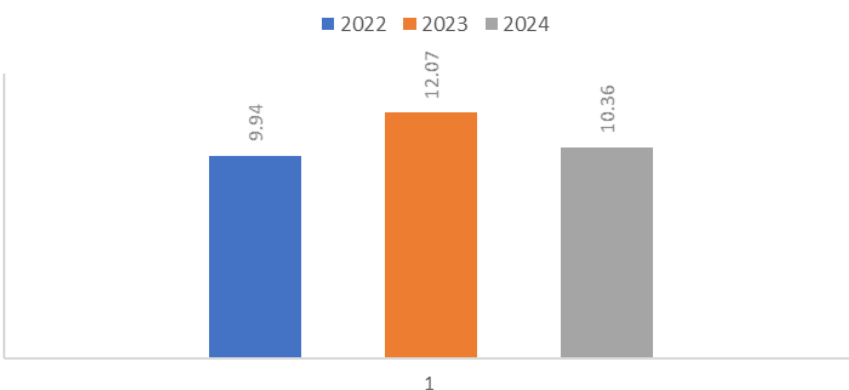
2023 - 12.07 FTE 2022 - 9.94^{FTE}

No. of families enrolled in Childcare AS

AT 24/3/2025

| Year | No. of families | No. of enrolled children |
|-----------|-----------------|--------------------------|
| 2024 BCCC | 148 | 200 |
| 2024 SCC | 39 | 51 |

SNOWTOWN CHILDCARE FULL TIME EQUIVALENT



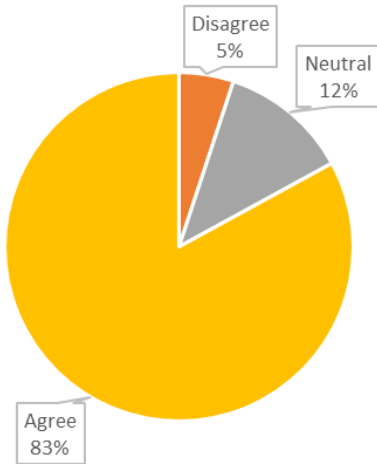
Breakdown of Snowtown FTE data

- ⇒ We did slightly exceed the budgeted 10 FTE with 10.36!
- ⇒ Most months were an FTE of over 10 with September being the busiest month with 12 FTE
- ⇒ Jan, May, June and November were low with FTE of 9—10

Summary of Parent Responses 2024: Balaklava Childcare

What our families say:

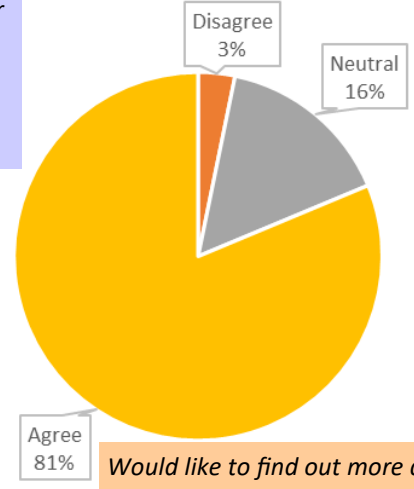
The Centre provides positive relationships and communication



I have not been personally asked/meeting or messages about any of my child's learning. Or been involved or invited to be involved with my child's care program.

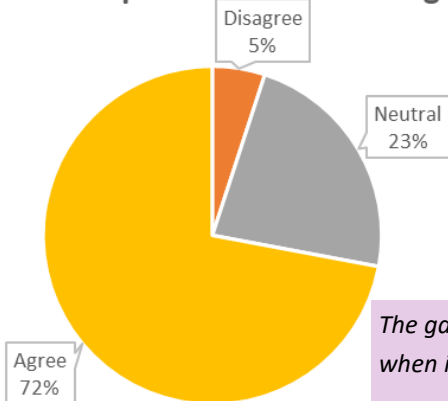
I think the educators are doing a wonderful job incorporating skills building activities into childcare

Overall satisfaction with Children's learning



Would like to find out more about my children's personal learning plans. Love the events where families can attend, as we aren't local this is great for us to feel apart of the community. Thank you!

Overall satisfaction with Leadership and decision making



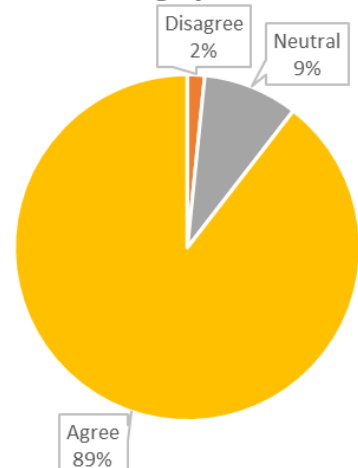
Both my children have been well supported at drop offs and have had strong bonds with at least carer which has been a saving grace for getting them to settle in after I leave.

The gate/door is a bit annoying when it doesn't open/work

Sometimes I feel as though staff are busy talking and don't often notice when children hurt themselves

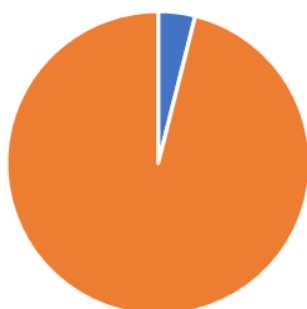
Great team of Educators, I appreciate the care they show towards our boys.

Understanding of the overall billing system



Parents should have the right to choose whether their child naps throughout the day at childcare or not, or follow some parts of a child's routine they have at home.

Overall enrolment process was a positive experience

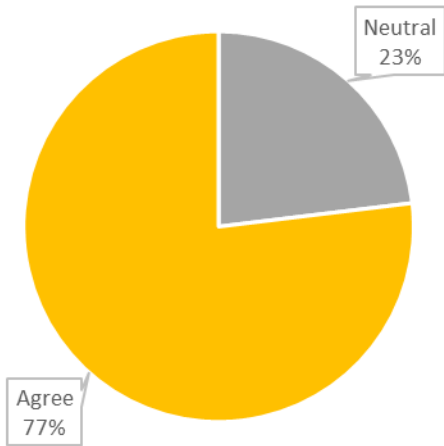


■ Neutral ■ Agree ■

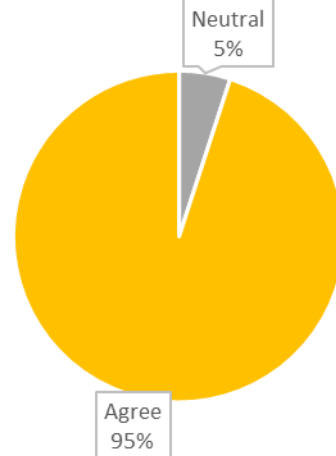
We love the family days and celebrations where the centre welcomes everyone

Summary of Parent Responses 2024: Snowtown Childcare

Overall satisfaction with Children's learning



Overall satisfaction with the safety and wellbeing of children at the Centre

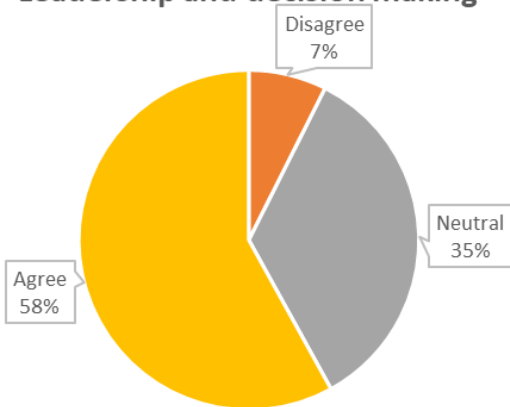


Great family friendly environment with exceptional play spaces, both inside and out

All the Educators are fantastic really happy with the care they provide my child

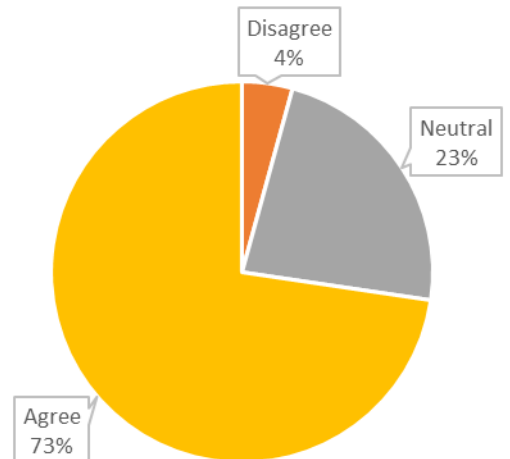
Child really enjoys the content

Overall satisfaction with Leadership and decision making

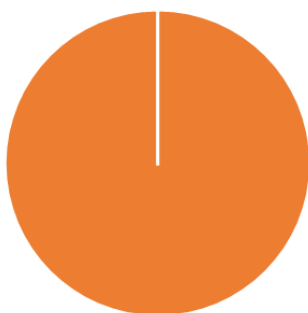


Educators need to be aware of what they are saying to parents and how it comes across. Think about the situation and wording used before commenting

The Centre provides positive relationships and communication



Overall enrolment process was a positive experience

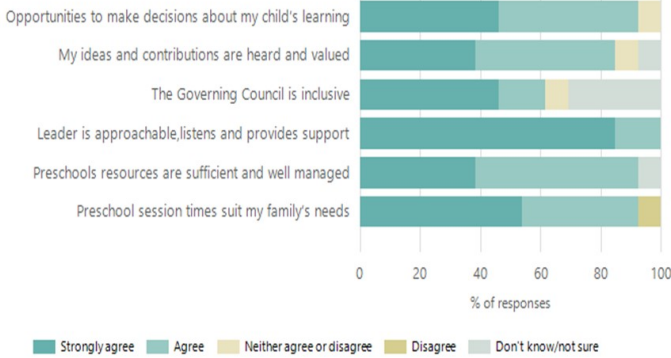


■ Neutral ■ Agree ■ ■

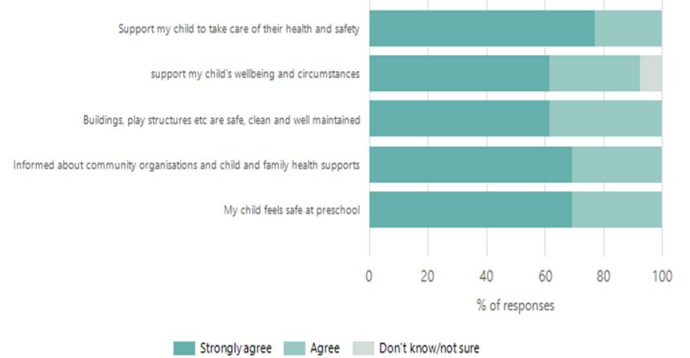
Parent Opinion Survey 2024

Summary of Annual Client Survey 2024: Preschool

Governance, Leadership and Management 87%



Safety, Health and Wellbeing 98%



I believe a goal was set at the start of the year but other than that, I couldn't tell you how my child has progressed in regards to the goal- Besides their termly learning journal being sent home. I do appreciate reading what they have been doing through the newsletter though.

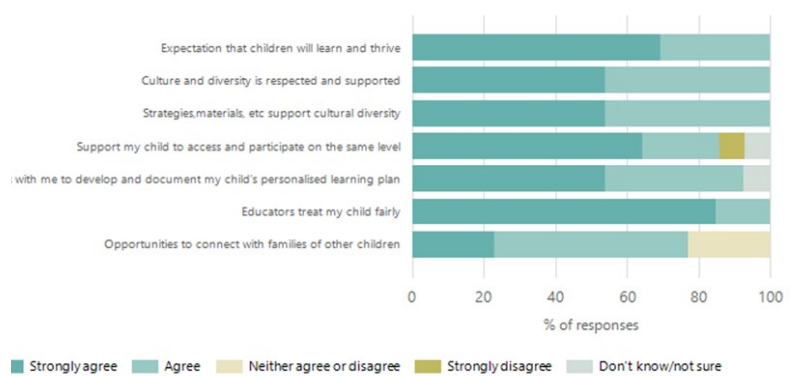
Parents aren't really encouraged to enter the preschool room, so it can be difficult to see any program or what activities are set up. The opportunities for parents to contribute ideas and chat to educators is limited due to the end of day being so busy.

My son is encouraged to learn about things that are of interest to him but also continuously shown new things.

Quality of Teaching and Learning 94%



Support and Inclusion 93%



Parent Opinion Survey 2024 - extra question

Do you feel your child has at least one person at the Centre who they trust or look to as their 'go to person'?

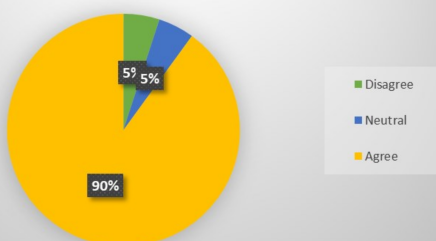
Throughout 2024 we continued to foster great partnerships we share with the community and our families. Communication with families has gained an appreciated level of reliability through the use of the OWNA app is now an embedded part of our practice.

Primary Care Giving (PCG) remains an integral strategy as part of BCCC's high performing practices. Educators meet termly in Primary Caregiving Groups, to share their perspectives of each child in their care. Overviews of each child are also included as a wellbeing focus with forward planning around agreed goals and early intervention red flags followed up with families. Early Intervention implemented in partnership with families is still a recognised strength at our service.

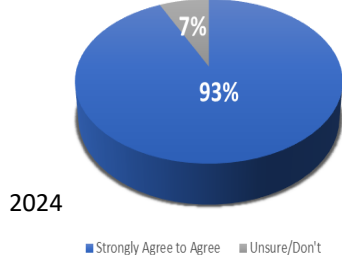
Our Primary Caregiving strategy continues to strengthen educator bonds with both children and families, as indicated by the following graphs.

BALAKLAVA CHILDCARE

My Child has at least one Educator at CHILDCARE who they share an attachment/bond with

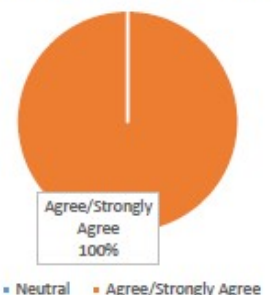


My child has at least one educator at Kindy who they share an attachment or bond with.



SNOWTOWN CHILDCARE

Do you feel your child has at least 1 educator at BCCC who they share an attachment/bond with?



Progress on our Improvement Priorities 2024

Significant progress was made towards achieving the site’s Goal: To strengthen children's capacity to express their own learning and ideas as we addressed our agreed site Challenge of Practice: If educators support children’s autonomy and sense of agency their capacity to express their own learning and ideas will strengthen.

Children’s voice is informing the programming cycle and educator responsive to children’s interests and investigations has been strengthened. Educators are mindful about embedding the day-to-day use of our 4 Big Rocks of our Philosophy Statement, *Relationships, Wellbeing, Play and Learning* in their daily practise. This was underpinned by our learnings with Italia Parletta- *Quality is in the everyday moments*.

Educator confidence in analysing children’s observations, play and interests has been visible as they lead their own Primary Caregiving Group reviews and reflections to inform their next steps for individual children’s programmes, extension, interventions and Group Programming.

Communication and collaboration as both Primary Caregiving Teams and a whole site team are integral to establishing a safe and supportive learning culture for us all, both adults and children. Decisions are firmly focussed on needs of the child/ren. Contributions from parents inform their child’s program. The analysis of children’s learning and responding to children’s voice are embedded parts of our Programming cycles, ensuring educator responsiveness to children’s interest, strengths, challenges and investigations.

Relationships are key. Working collaboratively requires all educators to be present, willing and open to the needs of the children, their colleagues and the families. Suspending judgement is paramount. We cannot take relationships for granted. Relational pedagogy is planned for and implemented and reviewed consistently.

Key learnings identified as part of our critical reflection on our 2024 enquiry will be addressed in 2025:

- ⇒ The traction towards our Goal has progressed very well, thanks to educators opting in and attending to whole site training and development and implementing common agreements within their Primary Caregiving Groups to address our whole site challenge. The strategies used by educators to support children's autonomy and sense of agency have been affective, with children’s capacity to express their own learning and ideas strengthened.
- ⇒ Our next step will be to foster the innate readiness children are born with to make marks- this is a way that children express their own learning and ideas- its a reflection of their sense of agency and autonomy.
- ⇒ Educator capacity in responding to children with complex and high needs is an area to be strengthened across the staff team, leading to stronger engagement by these learners in ongoing ways, and increasing the safety and wellbeing of all children and staff.

By continuing our current PQIP Goal with a varied Challenge of Practice, we will consolidate educator practices around responsiveness to children’s interests and the analysis of children’s learning and its connection with the next steps in programming;. This will also provide us with the opportunity to continue our enquiry in supporting children’s sense of agency, autonomy and communicating their learning through oral language and introducing mark making.

- ⇒ **Goal 1:** To strengthen children's capacity to express their own learning and ideas.
- ⇒ **Challenge of Practice:** If we support children’s capacity for mark making, their increased autonomy and sense of agency will be reflected in their learning and ideas.

Treasurer's Report 2024

Please refer to the following appendices in the Treasurer's report:

- ◆ Balance Sheets as at December 2024
- ◆ Profit and Loss Statement for the period January to December 2024
- ◆ Auditors Reports 2024.

BCCC PRESCHOOL

- ◆ Total Equity increased in 2024 by \$23,394.82 compared to 2023.
- ◆ Preschool is supported by funding from the Department for Education through the Global Budget, assisted by parent fee contributions set at \$90 per term.
- ◆ Currently, as of December 2024, the Preschool has aged debtors totalling \$1753.91.
- ◆ Special needs liability decreased in 2024 by \$3381.18, providing staff wages for children requiring additional support.

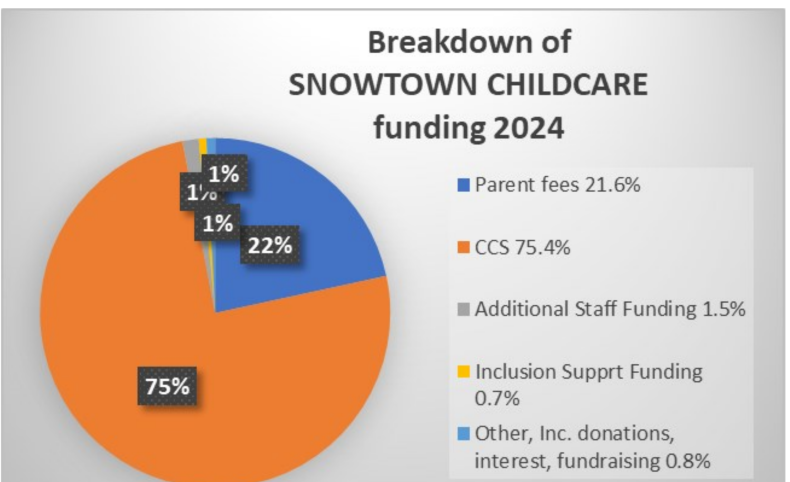
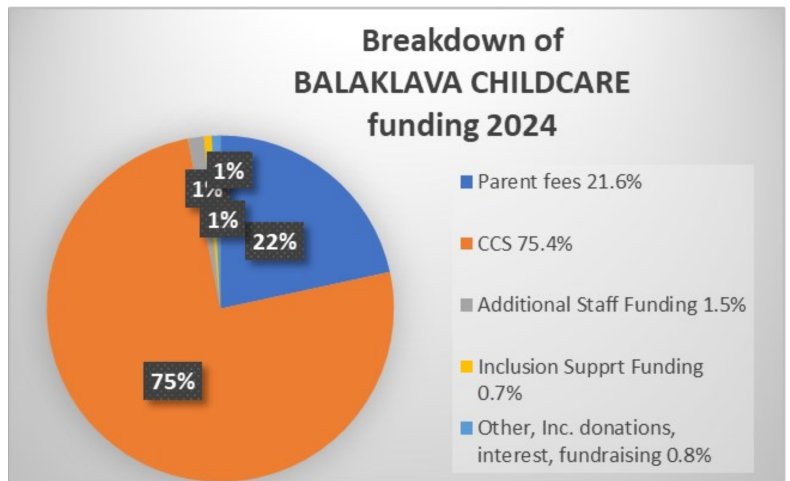
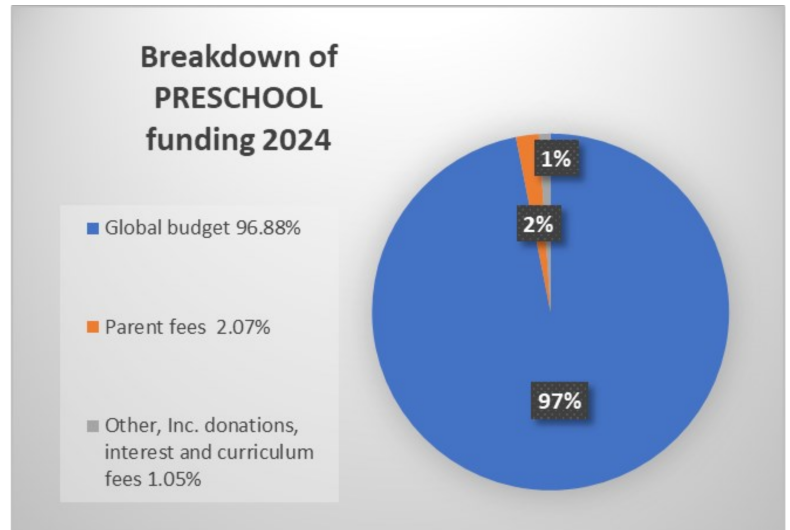
BCCC CHILDCARE

- ◆ Childcare registered a loss for 2024, with a decrease in equity of \$8,414.19
- ◆ \$43,961.83 was put aside into liabilities during 2024 to help fund the future redevelopment.
- ◆ At the close of 2024, Childcare invoices totalling \$26,270.03 were outstanding, most of which represented current accounts, with \$6676.82 reflecting accounts 28+ days past due.
- ◆ Childcare income exceeded budget by \$134,936.99. This was due to a higher FTE of 46.56 rather than the budgeted 38.
- ◆ Staffing exceeded budget by \$109,972.15 due to increased staff requirements used to meet the higher FTE ratio and Inclusion support for children with additional needs.

SCC CHILDCARE

- ◆ A Loss of \$35,075.02 for SCC was recorded for 2024.
- ◆ \$7706.3.2 was put aside into liabilities at the end of 2024 to fund extra staff provisions.
- ◆ At close of 2024, Childcare invoices totalling \$4205.36 were outstanding, most of which represented current accounts, with \$719.00 reflecting accounts 28+ days past due.
- ◆ Childcare income did not reach the budget by \$14,875.72.

Jenni Hosking
On behalf of BCCC Finance Committee



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Balaklava Community Children's Centre

Balance Sheet

As of December 2024

Preschool

15 Scotland Street
Balaklava SA 5461

ABN: 97 023 156 394

Email: administrator.admin721@schools.sa.edu.au

| Assets | | |
|--|--------------|---------------------|
| Current Assets | | |
| Bank Accounts | | |
| ANZ Preschool Operating Acc | \$6,931.21 | |
| ANZ Corp Transactions Account | \$233,217.93 | |
| Total Bank Accounts | | \$240,149.14 |
| Total Current Assets | | \$240,149.14 |
| Preschool Fees Receivable | | \$1,753.91 |
| Less Provn Doubtful Debts | | -\$1,490.00 |
| P21 Accrued | | \$6,749.66 |
| Fixed Assets | | |
| Building Equipment | | |
| Building & Equipment | \$25,680.58 | |
| Accum Depreciation Bldg & Equip | -\$13,529.61 | |
| Total Building Equipment | | \$12,150.97 |
| Office Equipment | | |
| Office Equip Org Cost | \$4,029.15 | |
| Accum Depreciation Office Equip | -\$4,029.15 | |
| Total Office Equipment | | \$0.00 |
| Total Fixed Assets | | \$12,150.97 |
| Total Assets | | \$259,313.68 |
| Liabilities | | |
| GST Liabilities | | |
| GST Collected | | \$4.31 |
| GST Paid | | \$50.43 |
| Total GST Liabilities | | \$54.74 |
| Other Current Liabilities | | |
| Trade Creditors | \$1,980.37 | |
| Special Needs Support | \$15,075.42 | |
| Directors Supplementation | \$13,143.33 | |
| ANZ Purchase Card | \$870.69 | |
| Total Other Current Liabilities | | \$31,069.81 |
| Non-Current Liabilities | | |
| Bld & Equip Provision Preschool | \$11,161.22 | |
| Training & Development Provision | \$7,758.94 | |
| NQIS Improvement project provision | \$3,492.00 | |
| Total Non-Current Liabilities | | \$22,412.16 |
| Total Liabilities | | \$53,536.71 |
| Net Assets | | \$205,776.97 |
| Equity | | |
| Retained Earnings | | \$182,382.15 |
| Current Year Earnings | | \$23,394.82 |
| Total Equity | | \$205,776.97 |

Maddison Cox

Maddison Cox
Chairperson
Governing Council
30/01/2025

This report includes Year-End Adjustments.

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Balaklava Community Children's Centre

Preschool

15 Scotland Street
Balaklava SA 5461

ABN: 97 023 156 394

Email: administrator.admin721@schools.sa.edu.au

Profit & Loss Statement

January 2024 To December 2024

| | | |
|------------------------------|--------------|---------------------|
| Income | | |
| DFE - GLOBAL BUDGET | | |
| Resource Entitlement | \$517,970.57 | |
| Supplementation Income | \$82,917.60 | |
| IESP | \$30,723.50 | |
| TRT Special purpose | \$12,914.00 | |
| Preschool Income | | |
| Preschool Fees Billed | \$13,825.00 | |
| Special Needs Funds utilised | \$3,381.24 | |
| Other | | |
| Interest | \$3,600.14 | |
| Total Income | | \$665,332.05 |
| Gross Profit | | \$665,332.05 |
| Expenses | | |
| ADMINISTRATION | | |
| Advertising | \$852.46 | |
| Bank Fees | -\$20.00 | |
| Medical | \$288.14 | |
| Debt Collection | \$4.95 | |
| Accreditation Costs | \$136.21 | |
| Accountancy & Audit | \$333.32 | |
| General Consumables | \$2,239.51 | |
| Insurance | \$550.05 | |
| Postage & Freight | \$9.96 | |
| Printing | \$1,103.47 | |
| Stationery | \$436.76 | |
| Subscriptions | \$2,933.12 | |
| Bad Debts | \$1,360.00 | |
| Total ADMINISTRATION | | \$10,227.95 |
| CURRICULUM | | |
| Children's Resources & Books | \$3,431.32 | |
| Curriculum Consumables | \$1,399.54 | |
| Cleaning Consumables | \$1,072.90 | |
| Equipment Minor | \$1,016.24 | |
| Resources for Staff | \$116.36 | |
| Perform/Excursions | \$60.00 | |
| FACILITIES | | |
| Groundsman | \$3,815.37 | |
| Repair & Maintenance | \$6,813.89 | |
| Outdoor Development | \$916.45 | |
| UTILITIES | | |
| Cleaners | \$14,494.62 | |
| Telephone | \$914.25 | |
| Water | \$152.80 | |
| Council Rates | \$1,164.00 | |
| Waste Disposal | \$1,787.07 | |
| Other Payroll Expenses | \$3,350.00 | |
| Total UTILITIES | | \$21,862.74 |
| EMPLOYMENT EXPENSES | | |
| Preschool Director | \$166,161.45 | |
| Preschool Teacher | \$224,087.02 | |

This report includes Year-End Adjustments.

Created: 28/01/2025 2:31 PM

Balaklava Community Children's Centre

15 Scotland Street
Balaklava SA 5461

Profit & Loss Statement

January 2024 To December 2024

ABN: 97 023 156 394

Email: administrator.admin721@schools.sa.edu.au

| | | |
|------------------------------------|-------------|---------------------|
| Preschool ECW | \$96,114.47 | |
| Relief Preschool Staff | \$40,580.60 | |
| Relief staff - TRT special purpose | \$1,174.00 | |
| Relief Staff - Support | \$6,135.10 | |
| Training & Development | \$4,787.73 | |
| Governing Council Expenses | \$1,664.97 | |
| Staff Uniforms | \$376.13 | |
| Total EMPLOYMENT EXPENSES | | \$541,081.47 |
| PROVISIONS | | |
| Depreciation Expenses | \$1,804.00 | |
| Total PROVISIONS | | \$1,804.00 |
| Total Expenses | | \$593,618.23 |
| Operating Profit | | \$71,713.82 |
| Other Income | | |
| Other Income | \$2,898.81 | |
| Total Other Income | | \$2,898.81 |
| Other Expenses | | |
| Other Expense | \$51,217.81 | |
| Total Other Expenses | | \$51,217.81 |
| Net Profit/(Loss) | | \$23,394.82 |



Maddison Cox
Chairperson
Governing Council
30/01/2025

This report includes Year-End Adjustments.

Created: 28/01/2025 2:01 PM

Balaklava Community Children's Centre

Childcare

15 Scotland St.
BALAKLAVA
SA 5461

ABN: 76 367 597 757

Balance Sheet

As of December 2024

| | | |
|--|--------------|--------------|
| Assets | | |
| Current Assets | | |
| ANZ Cheque Account | \$101,592.61 | |
| ANZ Business Online Saver | \$351,593.85 | |
| Fundraising Account | \$21,839.86 | |
| BCCC Staff Provn's T/Deposit | \$33,504.18 | |
| Petty Cash | \$63.50 | |
| Foodland Credit Account | -\$32.58 | |
| Total Current Assets | | \$508,561.42 |
| Accounts Receivable | | |
| Childcare Fees Receivable Balaklava | \$26,270.03 | |
| Accounts Receivable | \$28,519.50 | |
| Total Accounts Receivable | | \$54,789.53 |
| Total Assets | | \$563,350.95 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | \$2,277.26 | |
| Payroll Liabilities | | |
| PAYG Tax Payable | \$17,220.00 | |
| Superannuation Payable | \$11,838.31 | |
| Other Payroll Deductions | \$100.00 | |
| Workcover Payable | \$6,194.11 | |
| Total Payroll Liabilities | | \$35,352.42 |
| GST Liabilities | | |
| GST collected on sales | \$396.33 | |
| GST paid on purchases | -\$1,048.74 | |
| Total GST Liabilities | | -\$652.41 |
| Other Current Liabilities | | |
| ANZ Credit Card | \$617.56 | |
| Total Other Current Liabilities | | \$617.56 |
| Grants/Subsidies | | |
| Grant CCF Capital Works | \$82,500.00 | |
| Professional Development Grant ECEC | \$16,123.39 | |
| Total Grants/Subsidies | | \$98,623.39 |
| Non Current Liabilities | | |
| Provision for items using Fundraising | \$11,131.34 | |
| Provision Holiday Leave | \$47,236.52 | |
| Provision LSL | \$46,354.64 | |
| Building & Outdoor Provisions CC | \$79,181.92 | |
| Provn Playgroup Co Ordinator | \$4,618.12 | |
| Provision for Staff Training & Dev | \$4,761.31 | |
| Provision for Equipment Replacement | \$6,259.12 | |
| Total Non Current Liabilities | | \$199,542.97 |
| Total Liabilities | | \$335,761.19 |
| Net Assets | | \$227,589.76 |
| Equity | | |
| Retained Earnings | \$236,003.95 | |
| Current Year Earnings | -\$8,414.19 | |
| Total Equity | | \$227,589.76 |

This report includes Year-End Adjustments.

Created: 28/01/2025 2:01 PM

Balaklava Community Children's Centre

15 Scotland St.
BALAKLAVA
SA 5461

Balance Sheet

As of December 2024

ABN: 76 367 597 757



Maddison Cox
Chairperson
Governing Council
30/01/2025



This report includes Year-End Adjustments.

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Balaklava Community Children's Centre

Profit & Loss Statement

Childcare

15 Scotland St.
BALAKLAVA
SA 5461

January 2024 To December 2024

ABN: 76 367 597 757

| Income | | |
|-----------------------------------|--------------|-----------------------|
| DECS - GLOBAL BUDGET | | |
| Administrative Support | \$3,350.00 | |
| Total DECS - GLOBAL BUDGET | | \$3,350.00 |
| FUNDRAISING INCOME | | |
| Fundraising other | \$905.41 | |
| Recipe Book | \$940.89 | |
| Balaklava Show | \$1,550.00 | |
| Total FUNDRAISING INCOME | | \$3,396.30 |
| CHILDCARE INCOME | | |
| BCCC Parent Payments | \$266,462.15 | |
| Child Care Subsidy (CCS) BVA | \$930,911.49 | |
| Inclusion Support Subsidy (ISS) | \$8,498.50 | |
| Vacation Activities | \$2,387.85 | |
| Staff wage reimbursement | \$748.68 | |
| Total CHILDCARE INCOME | | \$1,209,008.67 |
| PLAYGROUP | | |
| Playgroup Fees | \$195.60 | |
| Playgroup Co-Ordinator | \$3,566.35 | |
| Total PLAYGROUP | | \$3,761.95 |
| Other INCOME | | |
| Interest | \$4,183.69 | |
| Donations & Misc Income | \$50.00 | |
| Scholastic Book Sales | \$83.64 | |
| Tfr T&D provision utilised | \$10,238.69 | |
| Total Other INCOME | | \$14,556.02 |
| Total Income | | \$1,234,072.94 |
| Gross Profit | | \$1,234,072.94 |
| Expenses | | |
| ADMINISTRATION | | |
| Advertising | \$852.47 | |
| Bank Fees | \$3,066.91 | |
| Medical | \$333.58 | |
| Debt Collection | \$377.02 | |
| Accreditation Costs | \$397.59 | |
| Accountancy & Audit | \$1,376.53 | |
| General Consumables | \$7,292.15 | |
| Childcare Insurance | \$8,698.81 | |
| Postage & Freight | \$68.30 | |
| Printing | \$1,684.30 | |
| Stationery | \$632.67 | |
| Subscriptions | \$6,725.34 | |
| Bad Debts | \$2,012.67 | |
| Total ADMINISTRATION | | \$33,518.34 |
| CURRICULUM | | |
| Children's Resources & Books | \$3,753.50 | |
| Scholastic Books | \$83.64 | |
| OHSC & Vacation Care | \$6,675.66 | |
| Curriculum Consumables | \$9,019.76 | |
| Cleaning Consumables | \$1,445.86 | |

This report includes Year-End Adjustments.

Created: 28/01/2025 1:49 PM

Balaklava Community Children's Centre

15 Scotland St.
BALAKLAVA
SA 5461

Profit & Loss Statement

January 2024 To December 2024

ABN: 76 367 597 757

| | | |
|---|--------------|-----------------------|
| Equipment Minor | \$1,964.80 | |
| Equipment Major | \$1,101.95 | |
| Resources for Staff | \$533.65 | |
| Total CURRICULUM | | \$24,578.82 |
| FACILITIES | | |
| Groundsman | \$3,814.69 | |
| Repair & Maintenance | \$8,777.30 | |
| Outdoor Development | \$212.25 | |
| Total FACILITIES | | \$12,804.24 |
| UTILITIES | | |
| Cleaners | \$1,009.09 | |
| Water | \$152.80 | |
| Council Rates | \$1,164.00 | |
| Waste Disposal | \$2,329.90 | |
| Total UTILITIES | | \$4,655.79 |
| OTHER EXPENSES | | |
| Misc Fundraising Expenses | \$90.00 | |
| Total OTHER EXPENSES | | \$90.00 |
| EMPLOYMENT EXPENSES | | |
| ChildC & Admin Wages | \$995,549.43 | |
| ChildC & Admin Superannuation | \$112,219.13 | |
| ChildC & Admin Workcover | \$20,833.74 | |
| Training & Development | \$7,158.86 | |
| Governing Council Expenses | \$2,643.54 | |
| Staff Uniforms | \$2,823.45 | |
| Less Tfr Prof Dev Grant Wages | -\$6,608.75 | |
| Total EMPLOYMENT EXPENSES | | \$1,134,619.40 |
| PROVISIONS | | |
| Staff provisions | \$12,349.27 | |
| Total PROVISIONS | | \$12,349.27 |
| Total Expenses | | \$1,222,615.86 |
| Operating Profit | | \$11,457.08 |
| Other Income | | |
| Professional Development Grant Utilised | \$6,608.75 | |
| Building Upgrd/Equip Utilised | \$3,127.27 | |
| Total Other Income | | \$9,736.02 |
| Other Expenses | | |
| Other Expense | \$3,127.27 | |
| Prof Dev Grant Expenditure | \$6,608.75 | |
| Prior year adjustment | \$19,871.27 | |
| Total Other Expenses | | \$29,607.29 |
| Net Profit/(Loss) | | -\$8,414.19 |



Maddison Cox
Chairperson
Governing Council
30/01/2025



This report includes Year-End Adjustments.

Created: 28/01/2025 2:22 PM

Snowtown Children's Centre Inc

Glen Davidson Drive

Snowtown SA 5520

ABN: 25 673 159 812

Email: administrator.admin721@schools.sa.edu.au

Balance Sheet

As of December 2024

| | |
|--|---------------------|
| Assets | |
| Current Assets | |
| ANZ Cheque Account | \$19,836.94 |
| Total Current Assets | \$19,836.94 |
| Accounts Receivable | |
| Childcare Fees Receivable | \$4,205.36 |
| Total Accounts Receivable | \$4,205.36 |
| Total Assets | \$24,042.30 |
| Liabilities | |
| GST Liabilities | |
| GST Paid on Purchases | -\$1,002.56 |
| Total GST Liabilities | -\$1,002.56 |
| Other Tax/Withholding Liab. | |
| Trade Creditors | \$23,395.39 |
| Total Other Tax/Withholding Liab. | \$23,395.39 |
| Grants / Subsidies | |
| Professional Development Grant | \$1,523.82 |
| Total Grants / Subsidies | \$1,523.82 |
| Non-Current Liabilities | |
| Professional Development Liability | \$4,226.12 |
| Provision Holiday Leave | \$13,406.10 |
| Provision LSL | \$8,962.62 |
| Total Non-Current Liabilities | \$26,594.84 |
| Total Liabilities | \$50,511.49 |
| Net Assets | -\$26,469.19 |
| Equity | |
| Childcare Retained Earnings | \$8,605.83 |
| Current Year Earnings | -\$35,075.02 |
| Total Equity | -\$26,469.19 |



Maddison Cox
Chairperson
Governing Council
30/01/2025



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Snowtown Children's Centre Inc

Glen Davidson Drive
Snowtown SA 5520

ABN: 25 673 159 812

Email: administrator.admin721@schools.sa.edu.au

Profit & Loss Statement

January 2024 To December 2024

| | |
|-------------------------------------|---------------------|
| Income | |
| Fundraising (Hats etc) | \$429.00 |
| Childcare Parent Payments | \$63,985.21 |
| Childcare Subsidy (CCS) | \$195,455.07 |
| Vacation Activities | \$255.00 |
| Total Income | \$260,124.28 |
| Gross Profit | \$260,124.28 |
| Expenses | |
| Administration | |
| Bank Fees | \$319.16 |
| Medical | \$20.86 |
| Debt Collection | \$26.00 |
| Accreditation Costs | \$36.37 |
| Accountancy & Audit | \$1,301.51 |
| General Consumables | \$3,141.65 |
| Childcare Insurance | \$4,002.57 |
| Printing | \$29.41 |
| Stationery | \$126.47 |
| Subscriptions | \$2,081.93 |
| Bad Debts | \$906.65 |
| Curriculum | |
| Children's Resources & Books | \$1,765.58 |
| Curriculum Consumables | \$4,731.53 |
| Resources for Staff | \$276.75 |
| Vacation & OSHC Activities | \$311.98 |
| Facilities | |
| Equipment Minor | \$465.80 |
| Equipment Major | \$666.36 |
| Total Administration | \$18,801.67 |
| Utilities | |
| Cleaners | \$4,112.25 |
| Cleaning Consumables | \$297.00 |
| Other Expenses | |
| Governing Council Expenses | \$175.32 |
| Total Other Expenses | \$175.32 |
| Payroll Expenses | |
| ChildC & Admin Wages | \$230,393.61 |
| ChildC & Admin Superannuation | \$24,120.22 |
| ChildC & Admin Workcover | \$3,254.67 |
| Training & Development | \$2,389.15 |
| Staff Uniforms | \$1,016.36 |
| Less Tfr Prof Dev Grant expenditure | -\$1,523.82 |
| Total Payroll Expenses | \$259,650.19 |
| Provisions | |
| Staff Provisions | \$7,706.32 |
| Professional Development Provision | \$3,047.64 |
| Total Provisions | \$10,753.96 |
| Total Expenses | \$295,199.30 |
| Operating Profit | -\$35,075.02 |
| Other Income | |

This report includes Year-End Adjustments.

Created: 28/01/2025 2:22 PM

Snowtown Children's Centre Inc

Glen Davidson Drive
Snowtown SA 5520

ABN: 25 673 159 812

Email: administrator.admin721@schools.sa.edu.au

Profit & Loss Statement

January 2024 To December 2024

| | |
|---|--------------|
| Professional Development Grant Utilised | \$1,523.82 |
| Total Other Income | \$1,523.82 |
| Other Expenses | |
| Prof Development Grant Expenditure | \$1,523.82 |
| Total Other Expenses | \$1,523.82 |
| Net Profit/(Loss) | -\$35,075.02 |



Maddison Cox
Chairperson
Governing Council
30/01/2025



Treasurers report— 2024 Auditors report for Balaklava Community Children’s Centre: Preschool & Childcare

REPORT OF AUDIT CONDUCTED
Balaklava Community Children’s Centre
Governing Council Inc. Consolidated Account

Summary of Findings - 2024 Financial Year Audit

| | |
|-------------------------------|---|
| Cash and Cash Equivalents | There were no reportable findings for this business area. |
| Receivables | There were no reportable findings for this business area. |
| Assets / Equipment | There were no reportable findings for this business area. |
| Payables and Accrued Expenses | There were no reportable findings for this business area. |
| Taxation | There were no reportable findings for this business area. |
| Other Balance Sheet Items | There were no reportable findings for this business area. |
| Income Collected at Schools | There were no reportable findings for this business area. |
| Non EFT – Payments | There were no reportable findings for this business area. |
| EFT Payments | There were no reportable findings for this business area. |
| Salaries and Wages | There were no reportable findings for this business area. |
| Global Budget Verification | There were no reportable findings for this business area. |
| Overall Financial Statement | There were no reportable findings for this business area. |
| General Administration | There were no reportable findings for this business area. |

Intended Audit Qualifications*: There are no Audit Report qualifications

About the Report of Audit Conducted

The Report of Audit Conducted ('ROAC') acts as a tool to support continuous improvement of school finance processes by providing an overview of the results of your preschool audit, including details of audit observations and opportunities for improvement. The ROAC also confirms your preschool's agreement with audit findings.

*Note: The final audit opinion is subject to change following final file review, and will be confirmed via the signed audit report.

Treasurers report— 2024 Auditors report for Balaklava Community Children’s Centre: Snowtown Children’s Centre

REPORT OF AUDIT CONDUCTED
Snowtown Children's Centre
Governing Council Inc. Consolidated Account

Summary of Findings - 2024 Financial Year Audit

| | |
|-------------------------------|--|
| Cash and Cash Equivalents | There were no reportable findings for this business area. |
| Receivables | There were no reportable findings for this business area. |
| Assets / Equipment | There were no reportable findings for this business area. |
| Payables and Accrued Expenses | There were no reportable findings for this business area. |
| Taxation | There was 1 reportable finding (0 repeat findings) for this business area. |
| Other Balance Sheet Items | There were no reportable findings for this business area. |
| Income Collected at Schools | There were no reportable findings for this business area. |
| Non EFT – Payments | There were no reportable findings for this business area. |
| EFT Payments | There were no reportable findings for this business area. |
| Salaries and Wages | There were no reportable findings for this business area. |
| Global Budget Verification | There were no reportable findings for this business area. |
| Overall Financial Statement | There were no reportable findings for this business area. |
| General Administration | There were no reportable findings for this business area. |

Intended Audit Qualifications*: There are no Audit Report qualifications

About the Report of Audit Conducted

The Report of Audit Conducted ('ROAC') acts as a tool to support continuous improvement of school finance processes by providing an overview of the results of your preschool audit, including details of audit observations and opportunities for improvement. The ROAC also confirms your preschool's agreement with audit findings.

*Note: The final audit opinion is subject to change following final file review, and will be confirmed via the signed audit report.

VOLUNTEERS AWARD 2023

Volunteers have always been and will continue to be, an integral part of the Balaklava Community Children's Centre. As a not-for-profit community-based Children's Centre, volunteers enhance the work we do, providing a range of invaluable help and assistance to our Centre.

In recognition of the vital impact volunteers have in education and care services across the state, the Minister for Education initiated a perpetual trophy, giving each educational setting the opportunity to acknowledge one of its outstanding volunteers annually.

BCCC's 2023 recipient of this Award is **Ranald**.

Now in his 3rd year with us, Ranald has been a vital part of our sustainability focus, as we strive to repair, recycle and reuse as much as possible. Too numerous to count, Ranald has given new life to bikes, trikes, scooters and ride-ons such as the much loved cars. He has refurbished the large Shop Front and moveable bridge. Trucks, diggers, sandpit toys and wheel barrows have been given a new lease on life. We were thrilled when he was able to repair and restore the bench garden seat lovingly donated by previous Director and educator Genni Edwards and Helen Gunter for our outdoor area.. Our new Community Street Library features a restored archway, painted and welded together by Ranald.. We bought some pre-loved furniture which he modified to the right height for our different aged children. Ranald has even repaired the hose reel and our mop bucket! In a crisis, such as when the electronic fridge door will not close, Ranald is our go to person for a considered and analytical solution. Thanks for your flexibility, time and generosity Ranald.

Cara Nielsen on behalf of Governing Council



Ranald, pictured here with his wife Joan, proudly accepted the BCCC Volunteers Award 2023.

SNOWTOWN:

SCC continued with steady enrolments although slightly lower attendance than 2023 the FTE budget of 10 was exceeded with 10.36FTE.

Our staff team at SCC has remained consistent with Kate Pudney as Assistant Director and we thank her for her continued efforts working off site away from Leadership, and we maintain regular communication between sites through text, calls and of course emails as well as meetings throughout the year for leadership, staff, management and performance.

The staff team at SCC is small but strong. We support one staff in their study towards their Certificate 3. At the end of 2024 we said a sad goodbye to Kaysi as she headed on a new adventure north but we wish her all the best.



Throughout the year we welcomed families in to share some of their skills and hobbies with the children throughout the program, thoroughly enjoyed by the children. The Annual Christmas concert was a great turnout with several families and friends joining us in celebration and for a sausage sizzle.

SCC enjoyed the continued partnership with Snowtown Primary School, joining in on their Reconciliation

Week events, Book Week parade and Baby Bounce in the library. BCCC and SCC continued to have combined vacation care activities throughout the year including the movies at Blyth, Bowling in Elizabeth and the end of year



Beach excursion.

All funds as part of the BCCC and Wakefield Regional Council financial agreement have now been paid and SCC now operates financially independent.

Thank you to all the families, community members, Snowtown Primary, Wakefield Regional Council and everyone in between that have continued to support SCC.

Cara Nielsen on behalf of SCC management committee

FUNDRAISING:

2024 started out with some great ideas flying around the Fundraising committee and although we did not reach our target of \$20,000 we have the foundational ideas ready for 2025.

We did manage to raise \$3276.30 throughout the year through the sale of our 60th anniversary recipe

books, Mother's Day trading table, wine drive and the Balaklava Show (Dalkey Trail bags).

The Dalkey Trail bags were increased in price to \$10 each and we had 150 bags instead of 130.

We thank all businesses that donated, the community and families who supported our fundraising efforts.

This money has been added to the fundraising liability and will go towards the BCCC facility expansion project.

Cara Nielsen & Anita Smith on behalf of BCCC Fundraising Committee



BCCC Playgroup

It was great to see families coming along to Playgroup in 2024 at Balaklava Children's Centre, the church hall, community playgrounds and the library. We've welcomed many new faces and existing ones which is always lovely to see. Attending playgroup provides children and parents with a place to connect, talk, be in a different environment and use new resources. Friendships that children make at playgroup are so valuable and it's always great to see them return each week to play together all over again. Some of our activities have included train set, duplo blocks, painting, playdough, sensory experiences, cooking mornings, special event craft, picnics at the park and special group times with music. At the end of each session we come together for a story and sometimes violin playing by me.

I look forward to our playgroup mornings and hope to see more families with us in 2025!

BCCC Playgroup **Bronwen Playgroup Co-ordinator**



PARENT ENGAGEMENT GROUP:

Preschool families continue to be supportive of the CAFHs 4 year old developmental checks by bringing their children to scheduled appointments. All children are offered free Child Development Checks and parents have continued to use this service throughout the year which has enabled this pilot program to be extended into 2025.

Parents and friends supported the fundraising for the Centre by donating goods to be sold at our Mother's Day trading table and helping out at the Dalkey Trail bag stall at the Balaklava Show

Another terrific family event was held at the Rocks Reserve on Sunday 23rd of June in Recognition of National Reconciliation Week and National Families Week.

The 2024 Family Christmas Party was slightly different as we combined it with a farewell to Dale Gathercole. Well attended by families and then later extended with community members it was a great event. Held on Sunday the 24th of November.

Cara Nielsen on behalf of the Parent Engagement Group

WORK HEALTH AND SAFETY:

A sincere *Thank You* to Darren Snape for supporting the site's Work Health Safety processes.

- ◆ The Site Audit was completed, generating the site Management Action Plan.
- ◆ throughout the year the Department for Education online Safety and Reporting System has been maintained with a task completion summary attached for your information (see report over page)

RELEVANT HISTORY SCREENING

(FORMERLY CRIMINAL HISTORY SCREENING)

BCCC and SCC have processes to ensure it complies with the necessary and relevant History Screenings for staff, students and visitors embedded within our *Staffing Arrangements*, including *Work Health & Safety Policy and Procedures*.

Dale Gathercole on behalf of: Work Health & Safety Committee

GROUNDS:

Darren Snape was our groundsperson throughout all of 2024 and what a great job he does. Darren is extremely flexible and prompt to complete any task thrown his way.

We thank him greatly for his tireless efforts on the outdoor environment! He worked hard to replenish the back lawn and it was great... for a while but we definitely know the extensive use it has day in and out takes its toll!

Balaklava CWA donated 2 outdoor mirror panels in the under 2 play space.

The Community Street Library was completed and what a great Community partnership it was to bring it together. Inspired by the donation of books by the Community Library, brought to life by the landscaping work of Darren Snape and Andrew Jettner, bench seats and pots donated by the Balaklava RSL and Balaklava CWA and art work completed by the Balaklava Art Group to finish it off, it is well and truly open to the public.



No working bee was held during 2024 but plans are in the pipeline for these to return in 2025.

Cara Nielsen on behalf of the Grounds Committee

Governing Council Committee Reports: Work Health Safety:

Summary of completed tasks 2024

Completed STAR Tasks 2024: Balaklava Community Chn Ctr (6652)

| Description | Completion Date | Site Records \ Comments |
|--|-----------------|--|
| This list includes all the completed task instances for a site. | | |
| Report Run: 10-Dec-2024 | | |
| Check sheds for mouse droppings | 7-May-24 | We have a cyclic Pest management arrangement with Kelly's Pest Control to ensure Presentative action. |
| Check sheds for mouse droppings | 14-Aug-24 | We have a cyclic Pest management arrangement with Kelly's Pest Control to ensure Presentative action. |
| Emergency Management Plan | 15-Oct-24 | reviewed with staff and GC |
| Tree inspection | 30-Sep-24 | Tree Auditor visited. Awaiting report |
| First aid (Annual) | 8-May-24 | BCCC pays for educators to undertake their First Aid training. All First Aid kits are inspected and recommendations actioned. |
| Safety training | 9-Dec-24 | Safety Matrix has been discussed and some T&D completed by some staff. Access to Plink was an issue- this has been resolved with DFE expanding the number of staff accounts we can have. I have request 7 more email accounts. |
| Safety inspections | 9-Dec-24 | Grounds Person completed Sheds & Playground Inspections. Director completed Indoor & verandah inspections. Shade inspections completed |
| Playground inspections - quarterly | 6-Apr-24 | Playground visual inspection included in WHS Site audits and daily visual inspections. Grounds person completes Quarterly Inspections. |
| Playground inspections - quarterly | 15-Jun-24 | Playground visual inspection included in WHS Site audits and daily visual inspections. Grounds person completes Quarterly Inspections. |
| Playground inspections - quarterly | 15-Sep-24 | Playground visual inspection included in WHS Site audits and daily visual inspections. Grounds person completes Quarterly Inspections. |
| Working alone or in isolation | 10-Dec-24 | This policy was not applicable for BCCC Balaklava site, however a new process has been implemented at our satellite Centre at Snowtown. |
| Infrastructure | 10-Sep-24 | Asbestos was all removed from the site as of 4th Aug 2021. Fragile roof sheets and signage to the Playground are in good repair. No confined spaces identified. |
| Outdoor learning environments | 29-Sep-24 | Working Bee and follow up to WHS Management plans completed |
| Notify staff of Hazard Alert 62 Portable circular saw | 6-Mar-24 | Not applicable to our site |
| Notify staff of Hazard Alert 63 Engineered stone | 6-Mar-24 | Not applicable to our site |
| Notify staff of Hazard Alert 65 Inspecting and maintaining trees | 6-Mar-24 | Auditor has confirmed a booking in April 2024. |
| Notify staff and school community of new smoke-free and vape-free areas around sites | 25-Mar-24 | Information shared |
| Notify staff of Hazard Alert 66 - glue guns | 27-Aug-24 | Information emailed to staff and discussion followed. |