



Redland Shire Council
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Cleveland Qld 4163
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23 August, 2002

Dear

Subject: Young Citizens Program – Role-Play – Year 4 Roles & Responsibilities

Thank you for your inquiry requesting assistance with your program from Council's *Young Citizens Program*. I have included a copy of the script for you to give to the students who will be involved in the activity.

Before my visit at the school, consider preparing students for using the following words. Please refer to the 2002 YCP Resource Booklet for further information. Some literacy tips.

Redland Shire Council	Shire rates notices	local laws	fines
essential services	sewerage disposal	waste	recycled
local government	state government	libraries	environment
federal government	dog registrations	Councillor	action requests
building application fees	Chief Executive Officer	democracy	customer Service
water treatment plants	Children's Voice Council	decisions	consultation
rights and responsibilities	Mayor		

Below are details of the activity which has been arranged for your class. Attached is a safety checklist for your information which is to be returned via facsimile before the visit. The times and classes schedule below has been confirmed by all parties. We ask that these times and class sizes be adhered to. Thank you.

Please ensure the school office staff are notified of the name of the Council's guest speaker/s who will be attending the school on this day. Please ring the guest speaker one week before to confirm the scheduled day and activity.

Date and time:

Guest speaker: Frances Natrass – 3829 8580

Location:

Teacher/class: Year

Number of Students

Resources required: Whiteboard, table, OHT, screen – (Please ensure set up prior to arrival of guest speaker)

Students require: Pencil and clipboard

Cost:

I trust you will be happy with the program scheduled for the students.

In the meantime, if you have any questions about the Young Citizens Program, please do not hesitate to call me on 3829 8580 / 0407 746 625. I look forward to assisting you in the future.

Yours sincerely

Frances Natrass
Young Citizens Program

Attach.

SAFETY ISSUES

As the health and safety of your students is of the utmost concern, please read the following carefully and return it to me at Council.

- The school is responsible for the students' safety and behaviour when they take part in the Young Citizens Program. While Redland Shire Council has arrangements in place with the Qld Education Department regarding liability on Education Department property, we strongly suggest you make inquiries with your school to ensure that you, the parents and your students are protected, particularly if the activity is taking place outside school grounds.
- When Council staff visit the school, please ensure a teacher remains in the classroom at all times during the visit.
- When your students are on a field trip to Council property, there must be at least one teacher or adult supervisor per 15 students during the entire trip.
- Special requirements – Please advise the Education Officer at Council if you have any special needs for students participating in Council activities.
- We want to keep all our visitors safe and sound. At the Animal Management Control Centre or pound children are very welcome to view the animals from a safe distance; however, we ask that they don't touch the animals as they can sometimes be unpredictable.
- After visiting the worm farm or sewage treatment plant the students should wash their hands before eating, touching their face etc.

If your tour includes a visit to the library and you've made arrangements for your class to use the Internet there, then you need to be aware that no filtering devices are used by the library to limit access to web-sites. It is important that students are informed of appropriate behaviour and use of the Internet prior to your visit, and that the workshop is well structured and supervised. We try to limit the number of students using the computers to a maximum of 12 to avoid overcrowding, and to ensure that the visit is a worthwhile learning experience. Payment will need to be made on the day (by cash or cheque), otherwise access to the Internet cannot be provided.

The costing for access per computer is \$2 per half-hour or \$3 per hour. If you are planning on using the computers for two half-hour shifts in a row, it is better to pay for two individual half-hour shifts rather than the one hour block. Otherwise, valuable time will be lost in the changeover of groups. In terms of printing costs, the first 10 black and white prints are free, then the cost is 10 cents a page. Colour prints cost 50 cents each.

If you are taking part in a field visit, for example in bushland or on foreshores, you and your students should have:

- A first aid kit
- Hats and other sun protection for all participants
- Appropriate clothing, particularly footwear
- Insect repellent or other protection

I have read the above and understand my responsibility.

Signed.....

School

School

Activity/date:

Role-Play Local Government - Year 4 - / 2002

Frances Natrass - Community Education Officer

Young Citizens Program

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