

Wednesday 17 March

Venue Code: P = Princeton Motor Lodge, SBC = Sale Baptist Centre

3:30 – 5pm

Needs Studies Made Simple	Room: SBC Auditorium
This session will be an interactive workshop that will provide you with the tools to undertake a needs study in a simple cost effective way. The session will equip you with a methodology to effectively engage with your community.	Cathy Fyffe <i>Consultant, The Leisure Planners</i>
Heyfield CRC Sustainability Projects	Room: SBC Creche
Hear about three exciting environmental sustainability projects on the go at Heyfield Community Resource Centre: Gippsland Green Centrepoint: A centralised referral and information service to assist people through the maze of all things green: government incentives, training, jobs, retro-fitting, products and general resources. Heyfield an Environmental Smart Town: Householders, businesses and community organisations register to take part in a green qualifications process designed to promote sustainability strategies to the local community and tourists. Make that Change: A community training program in environmental retro-fitting to support environmental sustainable outcomes in Heyfield and surrounding areas.	Judy Doolan <i>Coordinator, Heyfield Community Resource Centre</i>
Keeping your constitution in shape and sticking to the rules	Room: P Macalister
The House or Centre constitution is often the dustiest document on the shelf. Your constitution contains legally binding rules about how you form and run your organisation, how you spend the money and account for it and the rights and responsibilities of membership of your organisation. An organisation must also formally modify elements of the constitution to fit its unique circumstances. Come to this session to find out what you can and can't modify, what the rules actually say, recent changes to The Incorporations Act that affect Houses and Centres and available resources to help you stick to the rules.	Fred Green <i>Indigenous Liaison Officer, Consumer Affairs Victoria</i> Sheree Pape <i>Consumer Affairs Victoria</i>
NH&LCs in the Evolving ACE Environment	Room: SBC Sunday School Room
The Adult Community Education (ACE) world is changing. What will this mean for Neighbourhood Houses and Learning Centres. How can we position ourselves to make the most of the new environment, what challenges will we face and what opportunities does it offer? Come along and share your ACE experiences and ideas. There will be plenty of opportunity for debate and discussion.	Sally Thompson <i>CEO Adult Learning Australia (formerly of ACEVic)</i> Kay Vrieze <i>Executive Manager Community Development Narre CLC</i> David Perry <i>Policy & Research Officer ANHLC / Networker RANCH</i>
Community Sector Organisation Insurance & Managing Emergencies	Room : P Latrobe
CSO Insurance: Explanation of the Insurance Program with a focus on explaining how the various policies respond in various circumstances including: Insurance and Auspice arrangements—incorporated and non-incorporated auspicees; Who is covered – Named insured, employees, volunteers, patrons; What is negligence; Claims Procedures. Managing Emergencies: What is emergency management? Basic strategies for managing disruptions/ emergencies.	Sascha Karner <i>Account Manager, Public Healthcare Program VMIA</i> Patrick Ow <i>Risk Management Advisor, VMIA</i>
Walk & Talk	Room: meet in Princeton foyer
Join other walkers and get some worthwhile exercise while discovering the benefits of Walking Groups. Walking is great for our health , our hip-pocket and protecting our environment , and there are also some less obvious benefits. Walk and chat about establishing a walking group at your own House.	Bernadette Phillips <i>Community Walk Leader</i>
Conversation Table: Raise funds by running a community market	Room: P Wellington
Running a market is a winner for your community and your House or Centre. It can support small, local businesses, be sustainable, raise funds and bring people into your centre. Find out just what's involved in getting a market off the ground, including insurance issues, venues, sponsorship, stall fees and advertisement angles. Beats a sausage sizzle to raise funds for your centre!	Mary Farrow <i>Co ordinator Emerald CH</i> Non Blair <i>Treasurer Emerald CH</i>

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**10:30am
– 12pm**

<p>Effective Teamwork in Neighbourhood Houses</p> <p>This session will be an interactive workshop that will explore the success factors in team work and how effective team work maximises house resources and assists in delivering key outcomes.</p>	<p>Room: SBC Auditorium</p> <p>Cathy Fyffe <i>Consultant, The Leisure Planners</i></p>
<p>Marketing is not a dirty word</p> <p>Marketing's just TV advertising and glossy brochures, isn't it? What if marketing was something your Neighbourhood House or Learning Centre could use to:</p> <ul style="list-style-type: none"> • Improve your understanding of your client needs • Increase participation in your training courses, and • Operate more efficiently in a contestable market 	<p>Room: SBC Function Room 1</p> <p>Matilda Langley <i>Networker, Network West</i></p> <p>Kirsten Bartlett <i>Managing Director, Created Equal</i></p>
<p>Dollars & Sense: Financial management & reporting</p> <p>Do you look at a finance report and just see a page of numbers? Do you know what percentage of your NH's income comes from NHCP? This workshop will present practical ideas on developing easy to understand financial information for your organisation and tips on reading financial reports. It will also give an overview of ANHLC's resource tool <i>The Guide to Creating a Financial Systems & Procedures Manual</i> (copies provided to each participant) and introduce the not-for-profit Standard Chart of Accounts (SCOA).</p>	<p>Room: P Latrobe</p> <p>Merial Clark <i>Networker, NIECH</i></p>
<p>Sustainability and Neighbourhood Houses</p> <p>Sustainability is about adapting and managing change through our individual and community actions. We constantly face changes, large and small, often encountering resistance, particularly to attitudinal change. Understanding the challenges and the psychology of change will assist us in helping others manage change.</p>	<p>Room: SBC Foyer</p> <p>Ron Moore <i>Coordinator, Castlemaine CH</i></p>
<p>New Sector Collective Agreement</p> <p>The new Neighbourhood House and Learning Centre Collective Agreement is being renegotiated and will be in operation by mid 2010. Come along to have your say about what should be in the Agreement, hear about the impact of the Award Modernisation process, the ASU pay equity campaign and the new industrial environment created by the implementation of the Fair Work Act.</p>	<p>Room: P Macalister</p> <p>Sally Thompson, CEO <i>Adult Learning Australia</i></p> <p>Wil Stracke, Industrial Officer ASU</p> <p>Caroline Ryan, Industrial Relations Adviser Jobs Australia</p> <p>Rhidian Thomas, Industrial Officer NTEU</p>
<p>Working through the Deductible Gift Recipient (DGR) Maze!</p> <p>This session is for those Houses who are thinking of applying for DGR or have applied and failed. Apart from an update on the progress that ANHLC's DGR Research & Advocacy project has made, Kaz will provide you with all the information that you need to know about DGR in general. You can also find out how to support the national quest to gain DGR for the sector, by taking steps at your local level.</p>	<p>Room: SBC Office/Meeting Room</p> <p>Kaz Mackay <i>DGR Project Worker, ANHLC</i></p>
<p>Making a crisis response plan for your community</p> <p>How does your house know what services you can provide in an emergency? As each house is unique in its service delivery so is each house's response in an emergency, By developing a living skills audit and a facility evaluation have your house ready prepared in any unforeseen circumstance. We will help you develop the skills to help you assess your house's individual responses.</p>	<p>Room: SBC Function Room 2</p> <p>Clare de Kok <i>Coordinator, Mclvor NH</i></p>
<p>Sewing Workshop</p> <p>Learn how to sew or get reacquainted with skills you haven't used for a while. Pick up some tips for establishing a successful sewing group at your House or Centre. Hear about the 2010 Community Spirit sewing challenge and your House's chance to win sewing machines for your sewing group.</p>	<p>Room: P Wellington</p> <p>Bev Thomas <i>Sewing Educator Aisin Australia</i></p>

Thursday 18 March continued

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3 – 4:30pm	Staying Connected: Participation of Older Victorians in NH&LCs	Room: P Latrobe
	The findings of the 2009 survey “Activities of Seniors in Neighbourhood Houses” and a number of case studies of innovative programs and activities from across the state will be presented and discussed. Participants will be encouraged to exchange ideas about researching needs and establishing programs.	Anne Learmonth <i>Skilled Volunteer, ANHLC</i> Annie Hingston <i>Project Worker, Jika Jika CC</i>
	Making Meetings Work	Room: SBC Office/Meeting Room
	The session covers the following topics: <ul style="list-style-type: none"> • Who’s responsible for what - how to keep things running smoothly • How to keep your team focussed and motivated • Tips for the chair & the minute-taker • How to build a great agenda • Tackling troublemakers and encouraging positive participation • When and why you should meet • When and why to use sub-committees • Managing conflicts of interest • Effective decision-making 	Patrick Moriarty <i>Director Training & Development, Our Community</i>
	Ready Steady GO – Strategic Planning	Room: P Macalister
	This workshop will explore the mechanisms for developing realistic strategic plans, managing risk and good sound business acumen. Strategic positioning, managing risk and resolving impediments will enable Neighbourhood Houses and Learning Centres to respond efficiently to external challenges, further connect and build partnerships and contribute to the effective operations of peers in the sector.	Yvonne Evans <i>Centre Manager, Mount Beauty NC</i> Sue Gold <i>Trainer, Mount Beauty NC</i>
	Getting IT Together: free online productivity tools for community organisations	Room: P Wellington
	There are heaps of free or low cost online tools that have huge productivity benefits for cash-strapped organisations. This session will demonstrate and discuss four of these: TimeBridge (meeting scheduling), TryBooking (event registration), SurveyMonkey (online surveys) and GoogleDocs (document sharing and collaboration).	Dean Lombard <i>Doing IT Better Project Manager, VCOSS</i>
	OH&S and OH&S project evaluation	Room: SBC Function Room 2
	Occupational Health and Safety is vital for all of us in all Houses and Centres. Come along to hear about your obligations and rights as an employer and an employee, resources and support, and strategies for creating a safer workplace. The initial findings from the evaluation of the ANHLC OH&S Project will also be presented.	Hilary Peterson <i>Worksafe</i> Patricia Beale <i>Beale Communications</i>
NH Occasional Care and the new Children’s Services Regulations	Room: SBC Function Room 1	
The new provisions in the Children’s Services Act 1996 and the Children’s Services Regulations 2009 effective 25/5/09 marked the beginning of a new era for children’s services across Victoria. The legislation expanded the regulated sector and introduced significant provisions to improve standards in children’s services, including enhanced requirements for the children’s services workforce. This session looks at implementation of the new requirements in Neighbourhood House occasional care programs, as well as grants and incentives.	Jenni Bramham <i>Coordinator, Vermont South CH</i> Sylvie Ozolins <i>Dept Education & Early Childhood Development</i>	

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**3 –
4:30pm
cont**

<p>Local Government & Neighbourhood Houses: partnerships for good practice in community development</p>	<p>Room: SBC Auditorium</p>
<p>Local Government representatives who work with NHs and a NH Networker will explore how they work with Houses in their areas, the political environment at the local and regional level and the challenges and opportunities faced by the Houses, Networks and Local governments. Gain tips and share ideas on how to interact with your Council or Shire and hear how it has worked elsewhere. Copies of ANHLC's <i>Neighbourhood Houses & Local Government: Building Communities Together</i> provided to all participants. Case studies and key points from the booklet will be discussed along with fresh examples and scenarios.</p>	<p>Lisa Speirs & Angie Peresso <i>City of Casey</i> Matilda Langley <i>Networker, Network West</i></p>
<p>Felt Making for Stress Relief</p>	<p>Room : SBC Children's Common Area</p>
<p>Felt is believed to be the oldest textile made by humans. This workshop is aimed at individuals with no previous felting experience. You will be introduced to the process of felt making whilst making a scarf. Felting is a tactile process that requires no machinery or equipment, the transformation of wool into felt is magical and FUN!</p>	<p>Bernadette Phillips <i>Finance Officer, ANHLC</i> Material cost: \$10 paid on the day at the workshop.</p>
<p>Redress the balance</p>	<p>Room: SBC Sunday School</p>
<p>Everyone needs to relax. This session will guide you through a simple reflexology massage treatment with all participants giving and receiving a treatment. Learn simple hand massage techniques which will leave you feeling revitalised and refreshed.</p>	<p>Anne Taylor <i>Manager, Camberwell CC</i></p>
<p>Conversation Table: Victorian Standard Chart of Accounts</p>	<p>Room: SBC Foyer</p>
<p>Office for the Community Sector will lead a discussion on the Victorian Standard Chart of Accounts (SCOA) which provides a common approach for Not for Profit (NFP) organisations when collecting and recording financial information. The Victorian SCOA will reduce administrative burden experienced by NFP organisations by standardising accounting terms and definitions throughout Victorian Government departments and agencies and by simplifying the financial reporting requirements for NFP organisations.</p>	<p>Nick Allitt <i>Office for the Community Sector</i></p>

Friday 19 March

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– 12pm

Marketing your House or Centre

Room: P Macalister

This session is a hands on tools approach to designing a marketing plan for Neighbourhood Houses. Each participant will go through exercises during the presentation to begin designing their own marketing plan for their House or Centre.

Kay Vrieze
*Executive Manager
Community Development,
Narre CLC*

Banksia Eco Warriors Project

Room: SBC Function Room 1

Jaime de Loma Osorio will talk about Banksia Gardens' very successful Eco Warriors Project, which has brought together a range of ecological community education and development programs including a community garden, showerhead exchange project, bicycle distribution project, environmental education workshops and Banksia Gardens redevelopment project.

Jaime de Loma-Osorio
*Eco Warriors Co ordinator,
Banksia Gardens CC*

All about a Disability Action Plan for your House or Centre

Room: SBC Creche

Everything you wanted to know about Disability Action Plans and about developing a plan that will benefit you and your house or centre:

- What a Disability Action Plan is
- Why you should have one
- A guide to developing one
- Examples
- Where to go for help

**Olympia Tzanoudakis,
Judy Buckingham**
ACE Disability Network
Elaine Burke (tbc)
Yooralla

Emergency Preparedness – Community Led Recovery from Crisis

Room: SBC Sunday School

This session will explore how NH&LCs are perfectly placed within communities to play a major role in times of emergency situations. Session focussed around fire emergencies. From the onset of an emergency to the long recovery and healing process of communities under stress, NH&LCs are perfectly placed to play a pivotal role with the recovery process which is naturally protracted and complex. Also hear about the Go List, a practical strategy for assisting people to leave fire risk areas on high risk days.

Suzanne Davies
President, Buchan NH
Mary Farrow
Coordinator Emerald CH

Feng Shui & Neighbourhood Houses

Room: P Latrobe

What is Feng Shui and how does it impact on the success of your Neighbourhood House? When someone walks into your NH does their energy lift? An interactive workshop on the basics of Feng Shui, clutter clearing and Sick Building Syndrome.

Suzanne Phoenix
The Red Bird

Conversation Table: Workforce Issues & Planning

Room: SBC Auditorium

An informal opportunity to:

- discuss and explore workplace issues and problems,
- get an update on the ASU Respect the Workers: Sustain the Services campaign,
- explore NH impacts from state and national initiatives such as the Pay Equity case, portable long service and federal maternity leave scheme.
- converse regarding skills shortages & planning workforces for the future

Matilda Langley
Networker, Network West

Optional Excursion: Neighbourhood House Tour

A bus tour visiting Maffra Community House, Rosedale Neighbourhood House & Sale Neighbourhood House with morning tea served at Rosedale Neighbourhood House.

Cost: \$10 / head

Advance bookings essential. See Stage 2 Registration.

NB: Sale Historical Tour cancelled due to lack of numbers. Refunds issued after conference.