



Williamstown
Community
and Education
Centre Inc

Newsletter September 2018

**Joan Kirner House and Spotswood Community House
For Members, Committee, Staff, Volunteers, Students, Parents,
Stakeholders, Centre users, Partners, Sponsors and Our Community**

Find us on 



Book Week Sausage Sizzle. Tuesday August 21

Upcoming Birthdays

Peter, Committee President, 8 September / Pei Hua, Volunteer 29 September / Roger, Teacher 30 September.

Coming Up...

- September 3 to 7 - *Adult Learners Week*.
- Wednesday September 5 - **FREE** Willi Walking Group at 10.15am followed by **FREE** *Adult Learners Week* Morning Tea at Joan Kirner House at 11.00 am.
- Thursday September 13 - Network West Tour visits our Centre. 1.15 pm to 2.00 pm (See below).
- Wednesday September 12 - **FREE** Willi Walking Group at 10.15 am, followed by Community Morning Tea at Joan Kirner House 11.00 am.
- *September 17 to 30 - Hobsons Bay City Council *Spring into Life* campaign.
- *Wednesday September 19 - **FREE** *Spring into Life* Historical Community walk at Joan Kirner House at 10.15 am.
- *Wednesday September 19 - **FREE** *Spring into Life* Morning Tea at Joan Kirner House 11.00 am
- *Thursday September 20 - **FREE** *Spring into Life* Sausage sizzle. 12.00pm at Joan Kirner House.
- *Friday September 21 - **FREE** *Spring into Life* Historical Community walk at Spotswood Community House at 10.00 am.
- September 21 - Term Three Ends.
- September 24 to October 5 - Term Break.
- October 8 - Fourth Term starts.



**Made available through Hobsons Bay City Council support. Thanks!*

**HOBSONS
BAY CITY
COUNCIL**



Child Care Program for 2019

In 2019 we are introducing new five hour care sessions along with our existing three hour sessions.

For all enrolment enquiries, please talk to Penny at Reception or contact her on 9397 6168 or admin@wcec.com.au



Program	Session Times	Ages	Enrolment Period	Fees
Occasional Care	Monday 9.15am – 12.15pm Thursday 9.15am – 12.15pm Friday 9.15am – 12.15pm	12 months to 5 years	Term by Term	\$12 per hour (\$36 per session) Concession/Sibling rate: \$10 per hour (\$30 per session)
2+ Year Old Activity Group	NEW! - Tuesday 9.15am – 2.15pm Friday 1.00pm – 4.00pm (Dependent on demand)	2 ½ to 5 years	Yearly	\$12 per hour (\$60 per session) Concession/Sibling rate: \$10 per hour (\$50 per session)
3 Year Old Activity Group	NEW! - Wednesday 9.15am – 2.15pm	3 years Must be 3 years of age on 1 st January of the year of enrolment	Yearly	\$12 per hour (\$60 per session) Concession/Sibling rate: \$10 per hour (\$50 per session)

New 'The Extra Curricula Initiative'

This Extra Curricula Initiative, supported by the Hobsons Bay Community Fund will be commencing at the start of Term Four, and run for a year.

Anne Douglas will be the Project Officer for this project. Stay tuned...



Hobsons Bay Community Fund
A Sub Fund of the Australian Communities Foundation

New 'Number Ninja' Program at Joan Kirner House

'There is a huge amount of evidence linking early numeracy skills to later performance at school. Strong numeracy skills, interestingly, also improve kids' literacy skills.'

'Number Ninjas' is a class that teaches numeracy concepts to three and four year olds, in a 45 minute, "drop-off" class at Joan Kirner House.

The program has been thoughtfully planned and designed by a mathematician.

Most importantly, it's FUN.

When: Starting in Term Four, October 11.
Thursday afternoons 2.00pm to 3.00pm and
Saturday mornings 9.30am to 10.30am.

Where: Joan Kirner House, 14 Thompson St, Williamstown.

How much: \$30 per class.

For more details: admin@nummerninjas.com.au or 0405 141 701.

Website: www.nummerninjas.com.au

Thanks,

The Number Ninjas Team!

Network West Bus Tour

This extremely popular and fun **FREE** (for staff, volunteers and Committee) annual Bus Tour will visit our Centre on Thursday 13 September.

This has been a great initiative driven by Sandra at Network West, where Community Centre staff, management, committee members and volunteers go out together and visit a number of centres.

The Bus Tour provides networking opportunities in the areas of governance, operations, management and program development, and to share best practice and showcase the work of the sector across the western region.

As well as ourselves, the other centres on the Tour Program include -

- Duke Street Community Centre.
- Kensington Neighbourhood House.
- Tarneit Community Centre.

If interested, contact Sandra Di Giantomasso, Network West on 0437 644 050 or info@networkwest.net



Last year's Bus Tour was exceptionally popular!

New 'Be Connected' Activation Grant

Be Connected is an Australia wide initiative empowering all Australians to thrive in a digital world.



Last month we became a 'Network Partner'. We then applied for and successfully received a small 'Activation Grant'.

This will help us deliver this initiative to our community. Our target is to support 30 or more mature aged people build digital skills and confidence. Please contact Anne Douglas, the Project officer for more information at edadmin@wcec.com.au or 9397 6168.

You can also start learning now by registering [HERE](#)

Learning by Doing

'Our English language students have been learning to follow instructions in English by learning how to crochet and knit.

After several classes on how to crochet Thi Thuy Nguyen has crocheted this beautiful hat.'

Anne Douglas
Project Officer



2018 Registered Training Organisation Performance Summary Report

Annually the Victorian Department of Education and Training personally contact a sample of our students and survey them on their experience at our Centre.

We recently received our 2018 results of this Student Satisfaction Survey and the report is now on our website [HERE](#). Highlights were -

- | | |
|--|----------------------------|
| ● Students satisfied with training provided - 100% | State average - 77% |
| ● Students reporting a positive perception of teaching - 82% | State average - 68% |
| ● Students reporting a positive perception of assessments - 82% | State average - 69% |
| ● Students who achieved their main reason for training - 91% | State average - 73% |
| ● Students going onto further study at a higher level - 27% | State average - 19% |
| ● Students who would recommended us - 91% | State average - 75% |

Great results and well done to our teachers and all support staff!



Willi Walking Group enjoying the sunshine on Gem Pier Williamstown

Pick My Project

'Pick My Project' is a Victorian - first community grants initiative, with at least \$1 million in funding available in each metro and regional area.



More details [HERE](#)

We've been asked to support a few projects.

Note that everyone only gets three votes.

We have several partners and stakeholders in the running, so if you can't find a project you like, we recommend and support these three local ones -

- **Spotswood Primary School, Kitchen Garden - [HERE](#)**. Next to our Spotswood Community House. Good luck Jackie, the Principal of Spotswood Primary School, and a Committee of Management Member of our Centre.
- **South Kingsville Community Centre, Stimulating Vision - [HERE](#)** Good Luck Sandra, the Manager of South Kingsville Community Centre and partner of ours in the Hobsons Bay Centre Managers Group.
- **Waste Warriors Melbourne - [HERE](#)** Good luck Rose, our Project Coordinator in our ongoing Recycling Made Easy initiative.

As they say - 'Vote early, vote often!'.



Community Morning Tea at Joan Kirner House

Step Back in Time...

On the July 10 2002 the then Premier of Victoria, Steve Bracks handed over the key to the Williamstown Courthouse to the then (and now!) Mayor of Hobsons Bay Angela Altair, and the Williamstown Community and Education Centre.



After many months of renovations and refurbishments on March 21 2003, Steve Bracks officially reopened the renamed Court House - 'Joan Kirner House'.

This Month's Profiled People

Penny Dean - Reception and SEE Administration

Penny started at the Centre in 2017. She has experience working in both the not-for-profit and private sector as an Administrator, Receptionist and Analyst.

Her skills include writing, editing, website maintenance, data management, IT and financial management.

She holds a Diploma in Counselling, Diploma of Community Services, Diploma of Family Support, Certificate III in Children's Services and Level II First Aid.



Alice Brophy - Volunteer

Alice started with our Centre in 2018 and looks after our IT requirements.

She helps maintain our office and classroom PCs and iPads.

Alice has worked in the Transport and Logistics sector and is currently raising two young daughters and is completing a course in Captive Animals.

(And 'yes', Alice is my daughter).



Claire Hynes - Teacher

Claire started with us in 2012 and is our Monday Mild Intellectual Disability group teacher as well as English language and Introduction to Computers teacher.

She has a wide range of skills and experience from arts and crafts, beauty therapy and IT, to design and retail.

Claire's qualifications include a Diploma of Teaching, Certificate IV in Training and Assessment and a Graduate Diploma in TESOL.



FAQs

How's the long term viability of the Centre going?

From a financial perspective, we can only look at what's happened in the past, and try to predict the future.

Doing some quick number crunching, and looking at where we were in **2012 compared to now**, what we do know is -

- Expenses have increased by 19.6 %

- Wages have increased by 11.6 %
- Income has reduced by 4 %
- Council funding support has only increased by 5 %



A few examples of the challenges we face include -

- Some of the training we do is subsidized by the Victorian Government on a per student, per hour rate. We have two types - 'Pre-accredited' and 'Accredited'.

In 2016 the Government increased the Pre-accredited rate from \$7.20 to \$8.20 per hour (Up a dollar!).

In the same year our Accredited rate dropped from \$8.50 to \$7.00 per hour (Down a dollar fifty). The net result was a drop in rates.

These rates have not moved since.

- In our Collective Agreement we have a 3% increase in wages (Our biggest expense at over \$600,000 per annum) locked in every year, ongoing, for all staff.

CPI increases in the past two years have only been around 1.9 %. So our wage bill is growing faster than CPI rates.

- On top of wages is our Superannuation, at a rate of 9.5%. This increases to 10 % in 2020 and to 12% in 2025.

To help us with these challenges we create a detailed monthly Financial Forecast that we update and report to the Committee on a monthly basis.

We need to be very cautious and watch our financials carefully. We look at all the ways to save money, cut expenses, be 'smarter' in how we work, increase efficiencies and run lean - while always looking at ways to generate and secure more income, funding, sponsorship, support, help and assistance.

We need to actively be looking for new opportunities all the time.

Management and Committee are all very aware that we can't relax, and must be continuously active.

And all the while offering attractive services and programs to our community.

We are lucky to have a great skilled and talented team, who all work hard to ensure our viability.



Manager's Report

Ever wondered how a day in the life of Joan Kirner House unfolds?

Let's take an insider's look... [HERE](#)

In Childcare we are saying 'Farewell' to Luz Stella.

Although sad news, Luz Stella is looking forward to spending more time with her family in Columbia.

Luz Stella started at our Centre in 2007 and has worked with Heather, Yuri and Gemilla.

Before this, she was a student at our Centre in English classes.

On behalf of everyone, a big **Thank You** Luz Stella for your dedication and passion for both our Centre and the children you cared for.

At the last Committee of Management Meeting our new Business Plan and Policies were reviewed and approved.

These are updated annually.

- The new Business Plan is [HERE](#)
 - The new Policies are [HERE](#)
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On the subject of 'Policies'.

Although most of the content in our Policies is based upon compliance requirements, my thinking is that when something goes wrong, in most cases, its due to one of two reasons.

Either -

1. The Policies are wrong.
2. The Policies were not followed.

With the first one, we can fix and update errors in the Policies.



With the second one, we need to ensure that everyone knows and follows the Policies.

How do we do this?

- Staff sign contracts which includes a commitment that they have read, know and understand Policies.
- There is a hard copy of Policies at Reception.
- There is an electronic copy of our Policies on our website under 'ABOUT US' - [HERE](#).
- In meetings, professional development, etc. we remind staff of certain Policies.
- Signage at our venues reflect a range of our policies.
- We annually inform all, through this Newsletter, when the new Policies are updated.

I therefore ask all staff to please embrace your responsibilities to our Centre, other staff, students, clients, our community and yourself and **DO** look at, and become familiar with, the new Policies.

And if you see where we can improve in any way - Please let us know!

Note that there have been changes under our Skills First Contract, as well as important changes in Childcare, both in regard to new regulatory changes and requirements.

Thanks,

Mark.

Mark Brophy, PhD
Manager
Williamstown Community and Education Centre Inc