Our Community MATTERS

Free 'Capacity Building' Newsletter that Builds Stronger Community Groups and Schools

Your community knowledge bank helping groups survive, improve, grow and innovate

Resources, News, Innovations and Tips on:

- ✓ Funding, Finance & Membership Management
- ✓ Leadership & Advocacy
- ✓ Management & Training
- ✓ Marketing & Media
- ✓ Boards, Committees & Governance
- ✓ Community & Business Partnerships
- ✓ Insurance & Risk Management

www.ourcommunity.com.au

September 2007 - Issued September 27, 2007

Welcome to the latest edition of **Our Community Matters**, your regular free community sector update. It is yet another benefit of membership of www.ourcommunity.com.au – the premier destination for Australia's 700,000 community, education and not-for-profit groups. Our Community provides community groups with the latest funding and fundraising news as well as practical management, board, marketing and community business partnership information. Our Community also operates the Australian Giving Centre, the free online donations service that has so far raised $6 million for Australian community appeals. A summary of our services is listed at the end of this newsletter. If you have trouble reading this newsletter or have any comments please let us know by emailing kathyr@ourcommunity.com.au.

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1. Community View … By Rhonda Galbally AO, CEO of www.ourcommunity.com.au

Community Groups – start your engines

It may seem like it's far too early to be talking about Christmas (and I never thought I'd be beating the shops to the tinsel), but there's no getting away from the fact that now is definitely the time to start thinking about Christmas giving.

There is a lot of money sloshing around as the end of the year draws nigh and to have any chance of getting your share, you just have to be on the ball.

It's important too to be thinking about these things when you still have a little bit of energy, rather than leaving it to when you're on your knees crawling towards the end of the year.

The good news is, we have an initiative that will help.

Ongoing members of Our Community will know that for the past two years we have held **Australian Giving Week**. This annual celebration of giving, which is supported by Westpac, is designed to focus attention on the many ways that individuals, families, businesses, local councils and groups can make a difference to the community in the lead-up to Christmas.

It's about helping people take some small, simple steps that open the way for a better supported, more inclusive, more vibrant community – not just during the Christmas period but all year long as well.

This year, Australian Giving Week will be held around the country from **December 3 to 9**, so the very first thing you should do is put that date in your diary, and then put a big line under it, arrows pointing to it, and a big red circle around it.

Then do this:

Get your share of online donations.
The Australian Giving Centre (the no-fee service run by Our Community with the support of Westpac) has more than 1000 community group appeals listed – make sure yours is one of them. In the lead-up to and during Australian Giving Week (and throughout the year) Our Community will be pushing traffic into the Giving Centre. Some come to donate to a specific group, others are what we call "trawling donors" – people who come to the Giving Centre with credit card in hand but no clear view of who they want to donate to. They can't find you if you're not listed! View existing appeals and find out how you can sign up at www.ourcommunity.com.au/donations.

Plan a Christmas appeal.
Many groups schedule their major fundraising efforts at this time of the year. Along with the general appeals listing, Our Community has a specific link for Christmas appeals. Find out how you can list your Christmas appeal **here**.

Piggyback on the Australian Giving Week auction.
A celebrity auction will be held in the lead-up to this year's Giving Week to help draw attention to the event and raise some funds for worthy community causes. Does your group have a famous patron or supporter? Encourage them to donate a personal item for inclusion in the 2007 auction – proceeds from this nationally promoted auction will go directly to your group. Last year's donors included Dame Elisabeth Murdoch (who donated antique silver sugar tongs with proceeds going to the Royal Botanic Gardens Cranbourne), Grant Hackett (signed polo shirt and swimming cap, proceeds to Surf Life Saving Foundation Australia), Bryce Courtenay (signed hard copy of *Brotherfish*, proceeds to Challenge), and many, many more. To find out more, contact Hannah Schwartz at hannahs@ourcommunity.com.au or telephone (03) 9320 6838.

Tell your members and friends about Australian Giving Week.
Run a short article in your next newsletter telling people about Australian Giving Week, what your group will be doing to mark the event, and how your supporters can contribute to your work in the year ahead. If you need some ideas, use the list of '50 Ways for Individuals to Give to the Community this Christmas' posted on the Giving Week website at www.givingweek.com.au.

Tell your community about Australian Giving Week.
Your group can help spread the word about Australian Giving Week and the good work you are doing by seeking some publicity. Tell the world what you do, why you're great and why they should support you and the wider community this Christmas and beyond. We're preparing a template media release to help you spread the word, but of course you can write your own as well.

Order Giving Cards – and make money.
Our Community has joined with Australia Post to develop the Giving Card – the card that lets you send Christmas greetings and raise money for a community group at the same time. For every Giving Card that is purchased, $1 is handed on to the purchaser's nominated community group. Instead of buying your group's cards from the newsagent this year, order some Giving Cards and nominate your own group to receive the $1 donation. The 2007 cards will be launched within days so keep your eye on this link – www.ourcommunity.com.au/givingcards.

Get others to order Giving Cards – and make money.
Now is the time to tell your members, volunteers, business partners, MPs, council members and anyone you can think of about the Giving Cards initiative. Send the following email to everyone on your mailing list:

> *This year if you want to send a Christmas card that keeps on giving, send a Giving Card!*
>
> *$1 from every card purchased will be passed on to a community group of your choice – if you buy Giving Cards for distribution this year, please consider nominating our group, <**add group name**>, as the recipient.*
>
> *Giving Cards are high quality, environmentally friendly, allow plenty of room for overprinting or personal messages, and cost only $3 each. There are several different styles to choose from – something for everyone – and you can customise your card with logos and messages for an additional fee.*
>
> *Find out more about the Giving Cards initiative by going to www.ourcommunity.com.au/givingcards.*
>
> *(The Giving Cards initiative is being run as part of Australian Giving Week 2007: December 3-9 – www.givingweek.com.au)*

Contribute your own ideas.
We have compiled a list of 50 ways individuals and businesses can give to the community, tips on how MPs can support Giving Week and more – it's all online at www.givingweek.com.au, with more to come in coming weeks. What do you think? Is there anything we've missed? Email your ideas to kathyr@ourcommunity.com.au.

Spread the word.
What are you doing for Australian Giving Week? Let us know your plans so we can share the ideas and spread the word. Email details of your activities to kathyr@ourcommunity.com.au.

Act local.
The end of the year is filled with joy, often providing an opportunity to take a breather from work and reconnect with family, friends and the community. While you're pushing the giving spirit in your community, think about how you can ease the load for your group's workers and volunteers (and yourself) this Christmas.

We've made a start on this year's Australian Giving Week website at www.givingweek.com.au, and we'll be providing some updates and checklists in *Our Community Matters* over the next few months as we draw closer to the December 3-9 event.

Our Community and our supporters will also be heavily promoting Australian Giving Week, but we need your help as well – this is a great opportunity for your group to showcase what you do and why you need support.

We look forward to joining with you to make Australian Giving Week 2007 bigger and better than ever.

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2. Partnering Up: community-business partnership resources for community groups

Last month we told you about the Australian Institute for Corporate Responsibility (AICR), which is a new entity created by Our Community, Shannon's Way and Deloitte to give Australian companies access to practical knowledge about how to manage, implement, sustain and measure high-quality community engagement and corporate responsibility programs.

Among the resources on offer at the AICR are the Corporate Responsibility Pyramids, comprising checklists and instructional articles on all aspects of corporate responsibility, and dozens of free help sheets for businesses of all sizes who want to start or improve partnerships with community organisations.

Community organisations also have a part to play in learning more about best practices in community-business partnerships, and it's worth issuing a reminder about the large number resources on offer.

Along with advice and information on donations, appeals, workplace giving, wills and bequests, grants, sponsorship, memberships, and special events, the Community Funding Centre at www.ourcommunity.com.au/funding also hosts a large number of partnerships resources:

This free five-minute tool is designed to test how your community group rates in terms of readiness and capacity to establish a community-business partnership.

This series of practical help sheets will take you through the main steps involved in initiating, nurturing and expanding your community-business partnerships. There are dozens of help sheets available, divided into five sections: Before you get started; now you're involved in a partnership; if things go wrong; ending a partnership; and general resources.

We have brought together a number of case studies which represent some best practice examples of community-business partnerships, demonstrating exactly what it is that has made these collaborations so successful.
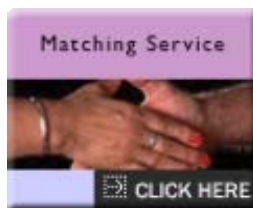
The partnerships matching service is designed to help businesses and community groups who feel ready to form a community-business partnership, but are unsure about how to find a suitable partner.

These are just a few of the many free resources on offer on the Our Community website as a result of an initiative of the Prime Minister's Community Business Partnership, administered through the Australian Government's Department of Families, Community Services and Indigenous Affairs.

To explore the resources, go to www.ourcommunity.com.au/partnerships.

► **Media Team and the Victorian Council of Social Services are holding a one-day workshop on Creating Positive Partnerships from 9am to 4pm in Melbourne on Thursday, October 11. For more information go to www.mediateam.com.au.**

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3. The 21st Century Donor – fundraising tips and trends

A $10,000 donation made to a community group through the **Australian Giving Centre** this month provides a clear reminder of how times have changed in the world of fundraising.

Credit card donations are now as commonplace as physical ones (more so, probably, in some quarters), with donors readily converting to the convenience of online giving.

In fact, it seems barely a month goes by without the emergence of yet another technological variation on the traditions of fundraising, with Oxfam this month launching what it says is Britain's first online charity shop.

The shop (www.oxfam.org.uk/shop) lists more than 50,000 items for sale, including the now commonplace buy-and-they-receive items such as toilets, trees, water pumps and school books, as well as fair trade goods such as coffee and jewellery, and a new "donated range" of goods, comprising clothes, books, music and other traditional op-shop wares.

Specialist online volunteers select and upload sale items, which are sold at fixed prices. New items are added to the site every day, with plans for 120,000 donated items to be online by next March.

Oxfam hopes to generate £2 million (A$4.7 million) a year from the online shop to help support its work to fight poverty and suffering.

Also from the UK this month comes a terrific new report from research firm nfpSynergy, which looks at key trends for modern fundraising.

The 21st Century Donor outlines six cultural attitudes that impact on how people give:

- The growth of irrationality and the cult of the individual;
- The rise of mass affluence, free time and the importance of feeling good;
- The expectation of choice and the need for instant gratification;
- The rise of the baby boomer;
- The cost/benefit equation that drives busy professionals (the "Gazinta" concept); and
- The important role of the internet (although it is not yet the star of the show).

And it provides 10 tips for 21st Century organisations that want to raise money effectively:

1. **Become as distinct, competitive and appealing as the best commercial brands.** Not-for-profit organisations are competing with an individual's personal and leisure spending as much as they are with other fundraising organisations.
2. **Demonstrate and communicate value-for-money and impact**, so that donors can see how their contribution makes a difference to clients and beneficiaries.
3. **Engage donors by motivation and giving 'products'**, as much as on the basis of demography and wealth. Donors like and respond to opportunities to give where the price, the rewards, the package and the relationship are all clearly set out.
4. **Offer a wider choice of giving products which match donors' motivation.** For example, some donors want giving centred around social interaction such as challenge events and others around the impact of their donation.
5. **Blur the boundaries between giving and living** – create more active and rewarding lifestyle events, from fun runs to peak challenges, from dinner parties to midnight walks. The best social fundraising makes it unclear whether people are primarily fundraising or primarily having a great time.
6. **Make donors stakeholders**, with a real say in how they give and how their money gets spent. While this does not mean that donors have the final say in how the money gets spent (unless they are government!) it does mean that their views are really important. Therefore dialogue between donors and service deliverers becomes more important.
7. **Stress what a donor can expect out of the giving experience:** this might be about the emotional return of giving, the recognition process or the involvement. The more money people give, the more they want to be involved.
8. **Appeal intensely to specific, defined target audiences**. A lukewarm appeal to the general public is worth far less than a burning passion amongst a key demographic or attitudinal group.
9. **Woo more big givers**, corporate and individual, via the offer of recognition and the opportunity to change both their own lives and the lives of beneficiaries.
10. **Integrate the experience of giving time, money or activism** so as to retain loyal supporters able to give different things at different life stages, from nursery to nursing home. Giving and volunteering are better seen as one activity which focuses on giving time or money, depending on life-stage, circumstances and wealth.

The full report is online at www.nfpsynergy.net/freereports/freereportsandarticles/**.**

Board Builder Conference 2007

The leading national conference for community boards, committees and councils.
Better Boards : Better Outcomes

Monday 26 November 2007
9.00am – 4.00pm
Melbourne, Australia

Book your place now :
www.ourcommunity.com.au/**boardbuilder2007**
OR call **03 9320 6800**

4. Putting your best news forward

Newsletters are an important tool for community groups in getting their message out to and beyond their core group of supporters.

Writing in one of her weekly columns recently, Our Community CEO Rhonda Galbally provided some pointers for community groups wanting to improve their newsletter, inviting them to cast a critical eye over their current offering and ask themselves these questions:

- Does your newsletter include the basics – your group's name, mission, contact details and web address – every edition?
- Have you included information about how people can get involved with, support and donate to your group?
- Is your newsletter interesting, exciting, influential? Do people love getting it? (Would *you* love getting it if you weren't the one sending it?)
- Have you asked the people on your mailing list what they want from your newsletter in terms of length, frequency and format?
- What impression would a person reading about your group for the first time take from this newsletter?
- What impression would a person who's had a long association with your group take from it?

"Your newsletter should be used to create an impression that you are a great group. This is a very public document – your mailing list is probably (hopefully) extensive, and – especially if it's an e-newsletter – you need to be prepared for the extension of that audience through email forwarding," Rhonda wrote.

"You don't have to lie about your problems or shortcomings, but you certainly are under no obligation to advertise them.

"What I really want from a newsletter is a sense of how much worse off the world would be if that group didn't exist.

"I want to know the group's latest and greatest.

"And I want it all packaged up in a format that's easy to read and that doesn't run on for pages and pages and pages."

►Did you know?

Rhonda Galbally's weekly column covers all aspects of running a community group. Recent topics have included the dangers of "mission creep" for community organisations, how to write (and deal with) letters of complaint, how to get rid of a nuisance, good practice in volunteer management, how to chair meetings effectively, and tips for staging a successful fundraising event.

Rhonda's columns are delivered via email weekly (usually on Friday mornings), and can be distributed and reproduced in your own newsletters if you wish.

If you would like to join the mailing list to receive Rhonda's weekly column, please email your name, email address, and a contact phone number to <u>kathyr@ourcommunity.com.au</u>.

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5. Communication and funding needed to bridge new technology divide: report

A lack of resources to implement new innovations is the key technology challenge for the not-for-profit sector, according to a new US report.

The report says there is insufficient infrastructure and support for community groups to develop, adopt, and effectively use information and communications technology (ICT) innovations.

The report, by BCT Partners and the US group PolicyLink (whose founder Angela Glover Blackwell spoke at this year's Communities in Control conference), calls this an "innovation divide", where the private and public sectors do not face the same challenges.

It says overcoming the divide requires:

- new federal, state, philanthropic and corporate funding;
- forums and intermediaries for communication;

- universal service reforms to give not-for-profit organisations broadband access;
- forums for learning from the private sector; and
- standards and mechanisms for data sharing and interoperability, to allow for the exchange of data between computer programs.

Bridging the Innovation Divide: An Agenda for Disseminating Technology Innovations within the Nonprofit Sector says basic functions such as research, communication, public education, advocacy, fundraising, program development and service delivery are enabled by computers and the internet.

But it says the take-up of ICT innovations is limited to "a handful of organisations with high technology capacity".

"Most non-profit practitioners sense that new and relevant technologies exist, but they lack the knowledge needed to choose among the increasing number of products as well as the technical know-how required to apply new technology tools to their particular organisational goals or problems," the report says.

Reasons given for the innovation divide include that:

- technology development is geared towards the needs of the private sector;
- not-for-profit organisations lack resources to invest in equipment and software and the training, maintenance and support needed to implement new technologies;
- there is a lack of communication regarding innovations between the not-for-profit, private and public sectors, and within the not-for-profit sector itself.

But the report finds that some not-for-profits have successfully implemented ICT innovations, identifying six factors as keys to increasing the not-for-profit take up of these innovations:

- "Community technology intermediaries" – organisations that facilitate the adoption of innovations;
- "Innovation champions" – employees, volunteers and board members who provide encouragement and help;
- Research on the adoption and use of innovations by not-for-profit organisations;
- Strength and density of communications channels (such as conferences, media and online forums);
- Policy and program supports;
- Innovations that are low-cost, low-complexity, high maturity (have been around for a long time), and high relevance (to the organisation's work).

To read the report, and read about successful not-for-profit use of technology innovations (with links to relevant websites), go to www.policylink.org/pdfs/Innovation_Divide.

6. Our Community Heroes: Nola Dudley & Alison Hermiston

Each month we honour and celebrate a Community Hero – someone who is working to make a real difference to the health and vibrancy of their local community.

This month we have two heroes – Nola Dudley and Alison Hermiston, both of whom are associated with Euroa Health, a small community hospital in rural Victoria.

A colleague at the hospital, Kym Durance, nominated the pair for the award, writing:

"Nola Dudley is a local Euroa woman. A member of the local hospital board for several years, she has a keen interest in health promotion and mental health.

"Alison is a community member and a member of staff of Euroa Health.

"In 2006 a women's networking group looked set to fold. Nola and Alison participated in the group and felt it would be a loss to the region if the activities stopped.

"Nola, in conjunction with Alison, suggested the hospital take over the promotion and management of the program. Together with Alison Hermiston, Nola manages the promotion, publicity and operation of the program that sees large groups of women meeting regularly over dinner and listen to a guest speaker.

"The meetings offer a great opportunity for local people to network and exchange ideas. They also offer a warm and friendly environment where newcomers can be introduced to the greater community and establish friendships and community links.

"The group meets regularly at a local restaurant. There is now a database of over 130 women on the group's mailing list, with new participants coming along every meeting.

"The group is vibrant and diverse and contributes to the wellbeing of the town, providing a means of staying connected and reducing isolation."

Nola and Alison will receive a Community Heroes certificate, and Euroa Health will receive a selection of Our Community books and a 12-month subscription to a range of Our Community newsletters. Nola and Alison will also be featured on the Our Community website.

If you would like to read about past Community Heroes, or find out how to nominate a Community Hero, visit www.ourcommunity.com.au/heroes.

7. How to lose a volunteer in seven days

What group couldn't do with a bit more help? What group doesn't need more volunteers?

Well, let's be fair – the problem isn't so much getting volunteers as getting them to come <u>back</u>. If we could hang on to all the well-meaning people who front up for one of your big events, there'd be enough hands-on help to go around every day they're needed. So why aren't we all smiling?

Because sometimes we get it wrong. Like this.

Day 0
Stop them from applying
Put up barriers – physical barriers like steps, educational barriers like long written paperwork, psychological barriers like having all your material featuring young white healthy rich people, or personal barriers like being rude and offhand. It's all bad!

Day 1
Make signing up difficult
Complex forms help sort out the visually impaired, people with literacy issues, people whose main language isn't English, and people who don't like being mucked around. If possible, ask for three copies.

Day 2
Throw them in at the very deep end
There's nothing that puts a person off like turning up early only to discover that nobody knows why they're supposed to be there, what they're to do, or who to ask for help. Sink or swim! It's a way of sorting out the weaklings! Or anybody else, come to that.

Day 3
Avoid policies
Even better, have nobody at all know what the volunteers are supposed to be doing and how they're to do it. Don't have policies written down – it'll only hold you back. Or manuals. Or orientation papers. Ad hoc rocks!

Day 4
Minimise support
Don't have a volunteer coordinator, or anybody whose job it is to keep things going smoothly.

Day 5
Ignore feedback
If you wanted to know their opinions, you'd have put them on the board! The only time you should ask them a question is when you want to know why they mucked up.

Day 6
Ignore problems
There's nothing like letting a dispute fester till it bursts. Stride past looking busy – that always works.

Day 7
Good riddance

When they leave, don't ask for reasons. Instead, blame it all on them, and change nothing. For extra points, badmouth them with other people.

Alternatively, if you actually want to build and grow your organisation, you can turn your thinking around and set proper procedures in place that both show new volunteers they are valued and give everybody a framework to get the most value out of their involvement.

- Draw up a volunteer orientation manual, containing everything they need to know and details of all important contacts.

- Assign them a mentor to ease them in to the tasks they've been given.

- Debrief them afterwards, listening to their suggestions.

- Chase up the Our Community online help sheets on managing volunteers <u>here</u>.

You need volunteers more than they need you. Grapple them to your heart with hoops of steel.

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8. Community enterprises to become mainstream: Brotherhood

The current labour shortage in Australia provides an opportunity for business, government and the community sector to work together through community enterprises, Brotherhood of St Laurence executive director Tony Nicholson says.

In an opinion piece published in the *Australian Financial Review* on September 12, Mr Nicholson writes that modeling done by the Brotherhood of St Laurence has found that for every $1 of investment in community enterprises, society receives $14 worth of benefits.

Community enterprises or social enterprises, as they are also known, are sustainable businesses which also serve a social purpose.

Tony Nicholson calls them "more than profit" rather than "not-for-profit."

He believes social enterprises can recruit some of the people who contribute to a labour force under-utilisation rate of 11% - people who are either unemployed or underemployed, and would like to be working more.

"Lack of confidence, experience and skills and personal barriers prevent many long-term unemployed people gaining a foothold in the labour market," Mr Nicholson says, adding that community enterprises can give those people the support and training they need to gain a footing in the workforce.

"Community enterprises that focus on tackling local unemployment are poised to become a mainstream strategy for motivating, training and employing the highly disadvantaged," Mr Nicholson says.

"They typically provide carefully supervised temporary employment for up to 12 months in a workplace to assist people to become competitive in the labour market."

The Brotherhood of St Laurence is calling on business and all levels of government to support community enterprises by buying their products and services.

Along with the Victorian Department of Planning and Community Development (formerly DVC), the Brotherhood of St Laurence has produced a Community Enterprise Kit as a step-by-step guide to setting up a community enterprise.

Examples of existing community enterprises include nurseries, a milk bar and café, and a fruit and vegetable market.

For further information call the Brotherhood of St Laurence on (03) 9483 1183.

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9. Lifelong Learning: Key opportunities for community organisations

In the past, structured education started at age five and finished when you began full-time employment. In recent decades however, our concepts of education and employment have changed quite dramatically.

These days, lifelong careers are rare but lifelong education has become essential in order to keep up with the often drastic changes in the workforce. This is no less true for the community sector than it is for the business or government sectors.

At Our Community we're big believers in lifelong education and, in addition to the various resources that we offer via our website and publications, we offer a number of key seminars, workshops and conferences in a style, format **and price** designed to cater specifically to the community, education and government sectors.

Some of the opportunities scheduled to take place in coming months are outlined below.

How to win the MOST GRANTS EVER for your Community Organisation

- **What:** This workshop will provide the answer to all your grantseeking questions. Learn all the secrets for easily winning more grants for your community organisation without pushing yourself (and your community organisation) into an early grave.
- **Duration:** half-day (9.30am-1pm)
- **Who:** Community group, school and kindergarten grantseekers; local government and community development staff and volunteers who work with grantseekers
- **When & Where:** Workshops are being held in November and December in Sydney, Adelaide, Brisbane, Perth, Melbourne and Hobart. More dates and locations for 2008 to be announced soon.
- **Cost:** $95
- **Info:** www.ourcommunity.com.au/winninggrantsworkshop

Intensive Community Fundraising Workshop

- **What:** Learn practical strategies, tools and next steps to gain more money for your community. Participants can go back and immediately implement their own practical fundraising strategies, tailored to their groups' specific needs.
- **Duration:** half-day (9.30am-1pm)
- **Who:** Community group, school and kindergarten fundraisers
- **When & Where:** Workshops have been held throughout Australia, with one more to come for 2007 – Brisbane (October 12). Next year's dates and locations will be released soon.
- **Cost:** $95
- **Info:** www.ourcommunity.com.au/fundraisingworkshop

Board Builder Conference 2007 – Better Boards: Better Outcomes

- **What:** The Board Builder conference is your chance to reflect, learn, network, and develop practical strategies for improving your own board performance and the performance of your entire board (and organisation).
- **Duration:** one day (9am-4pm)
- **Who:** People who sit on a community group, school or kindergarten board or committee, manage a board/committee, work with a board/committee, or want to get on to a board/committee
- **When & Where:** Melbourne (Moonee Ponds), Monday, November 26, 2007
- **Cost:** $255 per person, or $445 for two
- **Info:** www.ourcommunity.com.au/boardbuilder2007

Certificate IV in Business (Governance)

- **What:** This accredited governance course centres on a unique community development model, ensuring its relevance to every community organisation. It imparts the full gamut of practical skills – from core fiduciary duties through to risk management to fundraising and financial management.
- **Duration:** four days
- **Who:** People who sit on a community group, school or kindergarten board or committee, manage a board/committee, work with a board/committee, or want to get on a board/committee
- **When & Where:** Four-day sessions are being held in Sydney, Tasmania, and Melbourne, with more dates and locations for 2008 to be announced soon.
- **Cost:** $1100
- **Info:** www.ourcommunity.com.au/certificateiv

10. Community Classifieds

School uniforms – Sydney, NSW

A Sydney secondary school has a large number of new school uniforms to give away.

The uniforms are new from the manufacturer and are being held at the school in sealed bags. To find out more, contact Andy McKay from Rooty Hill High School by telephone to (02) 9625 8104 or email to rootyhill-h.school@det.nsw.edu.au.

Office space – Burswood, WA

Open work stations and limited enclosed office space are available within a rural not-for-profit organisation's headquarters for fellow not-for profit organisation/s.

The co-tenant must be prepared for some integration with working activities of office, although independent operations can still be maintained. There is also scope available for sharing existing resources within the office.

This is an opportunity for an organisation to be sited in a central area with free parking, affordable office space, and if desired, use of existing infrastructure and equipment.

Direct enquiries to Western Australian Farmers Federation CEO Doug Parker on (08) 9486 2122 or email to dougparker@wafarmers.org.au.

Offices – Moreland, Victoria

Moreland City Council is seeking not-for-profit tenants for the Moreland Community Enterprise Centre, which is located on the ground and first floors of the former Brunswick Town Hall on Sydney Rd, Brunswick.

The MCEC is located on the ground and first floor of the former Brunswick Town Hall building at 233 Sydney Road, Brunswick, and consists of 575 square metres of office and meetings space.

It was set up in mid-2000 to aid the development of businesses and employment in the City of Moreland and to provide a self-sustaining environment that would serve as a catalyst in the development of viable community groups that deliver social, economic and environmental benefits to the Moreland community.

To register your interest or find out more, contact Paul D'Elia on 0414 286 098 or email to paul@delcomservices.com.au. Expressions of interest must be made by October 24, 2007.

Fax Machines, Phones – Perth

A company in Perth is looking to donate to a good cause several fax machines that it no longer uses.

The company, WorleyParsons, says the machines are in good working order but no longer needed. The company also has some old but working Samsung office phones that it is willing to donate.

For further information contact Travis Friesema by email to Travis.Friesema@WorleyParsons.com.

11. Community Briefs

Don't miss your chance to recognise an outstanding community worker

Community workers can often feel overworked and unappreciated, which is why Our Community is promoting the Alcoa Foundation's Outstanding Community Worker Award for 2007.

The award is designed to recognise the important contribution to the nation's life made by the men and women working in Australian community organisations.

Nominees to date typify the personal strengths of the voluntary sector – passion, commitment, understanding, and expertise. They're innovative, productive, and inspiring. "Never tires", "has a hand in many pies", "warped sense of humour" – what's not to like?

A prize of $5000 will be paid to the winner to help them further develop their professional capacity, but just being nominated is sure to provide a fillip to the people you know are working hard to build a better community.

Each nominee will receive an official Outstanding Community Worker Award certificate which will ensure they know their contribution is valued.

The nomination process is very simple – all you need to do is give us the details of the worker and two short accounts (point form is fine!) of why the worker should receive this award.

Nominations must be received by Friday, October 19. For more information go to www.ourcommunity.com.au/communityworkeraward.

Transparency awards open

Community groups that are proud of their efforts to become more transparent, or who want to find out how they compare to their peers in this area, are being urged to nominate for a new $20,000 award.

The PricewaterhouseCoopers Transparency Awards, an initiative of PwC and the Institute of Chartered Accountants in Australia, are designed to give not-for-profit organisations the opportunity to prove they take the issue of transparency seriously.

The winning organisation will receive $20,000 towards the training and development of its people, plus the first 50 submissions will be reviewed by a panel of experts and will receive an individual feedback report and an overall summary that will benchmark best practice in the sector.

The awards are only open to groups with deductible gift recipient (DGR) status and that are endorsed by the ATO for charity tax concessions. Applicants must also have audited accounts and generate revenue of less than $10 million. Educational or religious institutions, other than those whose work is directly related to the provision of charitable community work, are ineligible.

The first 50 organisations to register online by 5pm on Friday, October 26 will be reviewed. Organisations then have until 5pm on Friday, December 7 to submit their annual reports, a simple submission form and any supplementary information they would like to supply.

For more information go to www.pwc.com/au/transparencyawards2007.

Last chance to take part in Fraud Survey

Community groups throughout Australia and New Zealand are being urged to take part in the Not-For-Profit Survey 2008, which closes this Sunday, September 30.

This is the second time accounting firm BDO has carried out the survey, which is designed to provide a benchmark for the not-for-profit sector to understand fraud and its prevention.

All participants who take part in the survey will be eligible to receive an electronic version of the final results when it is published next year. To complete the survey, go to https://vovici.com/wsb.dll/s/f234g2b385.

New workplace tools available

New tools are now available free from the Workplace Ombudsman to encourage best practices and to help employers comply with time and wages record-keeping and pay slip requirements.

To help employers meet their compliance obligations, the Workplace Ombudsman has developed a series of interactive templates for employee details, time and wages worksheets, leave records and pay slips.

The templates are available by clicking here.

Thanks to Richard Thompson, Principal, Archer Thompson Lawyers, for this tip. Richard's firm offers not-for-profit clients free initial consultations and an upfront estimate of all legal costs. For more information email richard@archerthompson.com.au.

Karma Currency sign-up now available online

A new website has been launched to help not-for-profit organisations raise funds through charity gift vouchers.

Karma Currency – at www.karmacurrency.com.au – is run by the not-for-profit Karma Currency Foundation.

It works by allowing not-for-profit organisations with deductible gift recipient (DGR) status to sign up and list "directed gift items" – i.e. items such as mosquito nets, goats, etc. that the donor's money will go towards.

People go to the site and purchase a gift voucher, which they send on to their friends, family, customers and work colleagues.

The recipient of the voucher is then directed back to the site to redeem the voucher and direct the donation to the organisation (and item) of their choice.

Listed items are expected to include everything from goats to counselling sessions to smiles.

Registration by not-for-profit groups is free for the first month and will cost $25 a month thereafter. For more information visit the website or email admin@karmacurrency.com.au.

Women in the community sector — news and awards

Women working in the community sector in the UK are resigning at higher rates than men, and the pay gap between women and men is widening, despite women being promoted earlier.

A UK survey found resignation rates for women in the sector were 9.7%, compared with 4% in 2006, and 2.4% for men. Women's pay packets grew by only 3.9%, compared with 6.3% for men, even though women were being promoted earlier.

Here in Australia, one way of keeping great women in the sector may well be to ensure they are adequately recognised, and one way of doing that may be to nominate them for the national Leadership Achievement Award for Women.

Now in its third year, the award recognises "self-appointed women leaders in the community who use their own initiative to create and implement projects for the community and in collaboration with the community."

To find out more or download an application form, go to www.leadershipforwomen.com.au and follow the links.

Last year's winner was Emma Kirkwood, founder of The Stillbirth Foundation, and in 2006 Hélène Gonski won for raising and working on the issue of grandparenting.

Calls for community infrastructure funding

The Australian Local Government Association (ALGA) and coalitions of sporting groups have called on the Federal Government and Victorian State Government to pour funding into local community infrastructure such as sports grounds.

The Age newspaper reports that a coalition of sports groups wants $80 million from the Victorian Government to re-grow drought-damaged fields, while 11 major sports have together asked the Federal Government for $1

billion to restore existing facilities and build new facilities in growth areas.

Meanwhile, the ALGA is also calling on the Federal Government to contribute $1 billion to community infrastructure such as community halls, sports facilities, theatres and libraries.

As the federal election approaches, the association has asked parties for a commitment of at least $250 million each year for four years for community infrastructure.

In *A 10-point Plan to Reinvigorate Local Communities*, the ALGA has also requested 1% of total Commonwealth taxation revenue to go to local government, a "sustainable urban regions program" and the development of an affordable high-speed broadband network for all communities across Australia.

New resources on governance, board recruitment and auspicing

Two new policies and a new help sheet have been added to the Our Community website in recent weeks.

The policies – which can be found in the Policy Bank at www.ourcommunity.com.au/policybank – cover the issues of governance and board recruitment.

The new help sheet has been added to the Community Funding Centre at www.ourcommunity.com.au/funding and looks at the partnerships, permissions and power involved with auspicing for community groups. The help sheet focuses particularly on the issues surrounding auspicing arrangements as they relate to fundraising and grantseeking activities.

The new resources can be downloaded directly by clicking the links below:

- Governance Policy (downloads a Word document)
- Board Recruitment Policy (downloads a Word document)
- Auspicing Help Sheet

Raising expectations in social planning

A new report from the Centre for Local Government at the University of Technology, Sydney explores the various approaches and experiences of NSW councils when preparing social/community plans.

While the focus of the report, *Raising Expectations? A Review of NSW Local Government Social Plans*, is based on the NSW experience, the research discusses issues that can have broader relevance such as:

- balancing legislative compliance and creative planning
- fostering ideas and initiatives for innovative resourcing and linkages
- anticipating organisational and representative interests in public planning
- being aware of organisational capacity and external hindrances
- managing expectations and the unintended outcomes of public planning.

The conclusion includes a short summary on the success factors for social planning. The report can be downloaded at www.clg.uts.edu.au/pdfs/RaisingExpectatons_June_07.pdf.

ATO updates

Several updates relating to issues concerning community groups and not-for-profit organisations have been added to the Australian Tax Office website in recent weeks:

- An update of fact sheets relating to income tax requirements for not-for-profit organisations – click here for more.
- An update of the fact sheet relating to gift fund requirements for groups with Deductible Gift Recipient (DGR) status – click here for more.
- An update of the fact sheet relating to endorsement requirements for DGRs – click here for more.
- Recognition of the recent bushfires in Greece as a disaster for the purposes of tax deductibility of donations – click here for more.

More Tax Office information for not-for-profit organisations is online at www.ato.gov.au/nonprofit.

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12. What's on in the Community Sector – Dates for your Diary

Our Community's online Community Calendar features all of the nationally significant events focussed around a major community or advocacy/awareness issues in Australia.

Some of the events taking place over the next month include:

- **World Habitat Day** (United Nations) ... October 1

- **Fostering Sustainable Behaviour Month** (Australian Water Association) ... October 1-31

- **Girls Night In** (The Cancer Council Australia) ... October 1-31

- **World Architecture Day** (The Royal Australian Institute of Architects and Australian Architecture Association) ... October 1

- **RSPCA Awareness Week** (RSPCA) ... October 1-8

- **Sock it to Suicide Week** (White Wreath Association) ... October 1-7

- **St John Week** (St John Ambulance Australia) ... October 5-13

- **Walk To Work Day** (Pedestrian Council of Australia) ... October 5

- **Mental Health Week** (Mental Health Foundation of Australia (Victoria) ... October 7-13

- **Kidsafe Day** (Child Accident Prevention Foundation of Australia) ... October 11

- **World Sight Day** (Vision 20/20 Australia) ... October 11

- **Carers Week:** *Anyone, Anytime* (Carers Australia) ... October 14-20

- **National Nutrition Week-** *Falling in love with food* (Nutrition Australia) ... October 14-20

- **Anti Poverty Week** (Anti Poverty Week) ... October 14-20

- **Down Syndrome Awareness Week** (Down Syndrome Association of Victoria) ... October 15-21

- **National Week of Deaf People** (Australia Association of the Deaf) ... October 15-21

- **World Rural Women's Day** (Women's World Summit Foundation) ... October 15

- **World Food Day** (**UN**) ... October 16

- **International Day for the Eradication of Poverty** (United Nations) ... October 17

- **Ride To Work Day** (Bicycle Victoria) ... October 17

- **National Babies Day** (Bonnie Babes Foundation) ... October 19

- **World Osteoporosis Day** (International Osteoporosis Foundation) ... October 20

- **National Water Week (**Yarra Valley Water) ... October 21-27

- **Pink Ribbon Day** (The Cancer Council) ... October 22

- **Children's Week** (Children's Week Council of Australia) ... October 22-28

- **World Polio Day** (Polio Network Victoria) ... October 23

- **National Bandanna Day (**CanTeen) ... October 26

- **World Teachers' Day** (Victorian Institute of Teaching) ... October 27

- **Sleep Awareness Week** (Sleep Disorders Australia) ... October 28-November 3

- **Thyroid Awareness Week** (The Australian Thyroid Foundation) ... October 29-November 3

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FEATURED EVENT:

**Walk to Work Day
October 5, 2007**

Organised by the Pedestrian Council of Australia, Walk to Work Day is designed to promote regular walking and physical activity.

During this annual, national event participants are urged to walk to (or at least part of the way to) work, or take a half-hour walk at lunchtime.

More info: **www.walk.com.au**

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More events, plus the full listing for each event (including organisational contact details and websites) can be found in the online Community Calendar at www.ourcommunity.com.au/calendar.

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Good Moves :: Jobs Bulletin
www.ourcommunity.com.au

JOB VACANCY LISTINGS (Paid Positions)

New South Wales

Job Title	Organisation	
PA/Team Coordinator	Social Ventures Australia	**Details**
Member - Board of Management	Orange Community Resource Organisation Inc.	**Details**
New and Emerging Communities Outreach Worker	Hewitt House Neighbourhood Centre	**Details**

Northern Territory

Job Title	Organisation	
General Manager & Station Co-ordinator	PAW Media and Communications	**Details**

Queensland

Job Title	Organisation	
Youth Engagement Coordinator	Speak Out limited	**Details**
Manager - Youth and Community Programs	Speak Out limited	**Details**

South Australia

Job Title	Organisation	
Broadband Project Officer	CISA Inc	**Details**

Tasmania

Job Title	Organisation	
Local Community Partnerships Project Officers	MST Workplace Solutions	**Details**

Victoria

Job Title	Organisation	
Project Manager - Outcomes Measurement	Melbourne Citymission	**Details**
Customer Service Representative	Vision Australia	**Details**
Volunteer Gateway Project Officer	SACS Consulting on behalf of Hume City Council	**Details**
Centre Director & Customer Service Officers	YMCA Victoria	**Details**
Expressions of Interest: Risk, HR, M&E Expertise	International Women's Development Agency	**Details**
Recreation Support Worker	Vision Australia	**Details**
Development Manager	Environment Institute of Australia and New Zealand	**Details**
Senior Manager	Community Child Care Association	**Details**
Human Resources Manager	HomeGround Services	**Details**
Social Support Activities Assistant	Ashburton Support Services	**Details**
Public Relations Consultant	Hootville Communications	**Details**
Policy Project Officer	The Royal Australian and New Zealand College of Psychiatrists	**Details**

Western Australia

Job Title	Organisation	
Administrative Coordinator	Western Australian Community Foundation	**Details**

BOARD/COMMITTEE VACANCY LISTINGS (*Volunteer Positions*)

New South Wales

Job Title	Organisation	
General Board Member	Campbelltown Youth Services Inc.	**Details**
Treasurer, General Board Member	OCRO Inc	**Details**
General Board Member	The Hills Community Aid and Information Service Inc.	**Details**
Chair, Treasurer, Secretary, General Board Member	NSW Reconciliation Council Inc.	**Details**

Queensland

Job Title	Organisation	
General Board Member	Kids Under Cover (Queensland office)	**Details**

Victoria

Job Title	Organisation	
General Board Member	Menzies Inc.	**Details**
General Board Member	Interchange Victoria	**Details**
General Board Member	South Eastern Volunteer Resource Service	**Details**
Treasurer, Secretary, General Board Member	Graffiti Hurts - Australia	**Details**

Your best choice to find and advertise a job
To advertise a job, go to **www.ourcommunity.com.au/jobs/advertise** - (A low fee of $30 apply)

14. Fast Forward

If you found this newsletter helpful, please feel free to send it onto your friends and fellow community groups in your area. People can sign up to receive their own copy at www.ourcommunity.com.au/signup.

If you would like to reproduce anything in this newsletter in your own newsletters or websites, you are free to do so. Please just add a small credit line, "courtesy of www.ourcommunity.com.au" and a direct link to the www.ourcommunity.com.au site if on a web page.

If you no longer wish to receive this newsletter, please email service@ourcommunity.com.au and put "Unsubscribe-OCM" in the subject line.

15. About Our Community

Our Community is a world-leading social enterprise that provides advice and tools for Australia's 700,000 community groups and schools, and practical linkages between the community sector and the general public, business and government.

Our major offerings include:

1. **www.ourcommunity.com.au** – Australia's most useful website and publishing house, encompassing the nation's largest and most diverse membership base and 12 Knowledge Centres – accelerating the impact of Australia's 700,000 community organisations

2. **Australia's Giving Centre** – Helping individuals and businesses give in every way

3. **Australian Institute for Community Practice and Governance** – practical and accessible certificated training delivered locally through our training Institute

4. **Institute for Best Practice in Grants Management** – the unique suite of grants management services for government

5. **Australian Institute for Corporate Responsibility** – cutting edge corporate responsibility resources for large, medium and small business and community organisations