



**Gellibrand Community Group Inc.**

# About Gellibrand Community House

June 2017

The Gellibrand Community Group Inc. acknowledges the Traditional Owners of the land on which their Community House is based (Gellibrand River) and pays respect to their Elders, past, present and future, and extends that respect to all Aboriginal and Torres Strait Islander peoples.



Health  
and Human  
Services



## About Gellibrand Community House

### What is a Neighbourhood House?

Neighbourhood Houses bring people together to connect, learn and contribute in their local community through social, educational, recreational and support activities, using a unique community development approach.

Community development enables communities to identify and address their own needs. It starts from the assumption that communities have existing strengths and assets that make them part of the solution.

Neighbourhood Houses welcome people from all walks of life. This inclusive approach creates opportunities for individuals and groups to enrich their lives through connections they might not otherwise make, strengthening networks and building social capital.

### Our Vision

The Vision of the Gellibrand Community House is to provide lifelong learning opportunities and social networks, encouraging people to develop skills, confidence and a sense of community involvement. Comprehensive and diverse ranges of classes/activities are offered each term, which foster our commitment to lifelong learning.

### Our Mission

The Mission of the Gellibrand Community House is to provide a welcoming and safe place that actively fosters inclusive participation and partnership in living and learning. We do this by offering accessible and affordable courses, programs and services designed to enrich the lives of all in our community, regardless of age, ability or background. We encourage a sense of belonging in the community.

### Sector Principles:

- Community Ownership
- Empowerment
- Lifelong Learning
- Networking
- Self-Help
- Community Participation
- Access and Equity
- Inclusion
- Advocacy
- Social Action

### The House has six Focus Areas to address these Principles:

1. Engage Community
2. Relationship and Partnership Building
3. Volunteers
4. Training and Education
5. Promotion and Communication
6. Business Management

### Our Governance

The term 'governance' refers to a Not For Profit organisation's Board and its collective legal responsibility as an incorporated association, company limited by guarantee or cooperative, according to the Associations Incorporation Act 1981, and the organisation's rules.

**Overall Governance of the Gellibrand Community House is guided through the State sectors of:**

- State Government Victoria – Department of Health and Human Services;
- Neighbourhood Houses Victoria, and;
- Barwon Network of Neighbourhood Houses.

**Local Governance of the Gellibrand Community House is guided by a Committee of Management:**

- Chair
- Public Officer
- Treasurer
- Vice Chair
- Secretary
- Normal Committee Members

**Our Roles**

**The role of the Committee of Management is to:**

- Operate within the rules of the organisation as defined in the constitution, including organisational membership, committee membership, authorities, delegation and decision-making processes;
- Have a clear and current understanding of purpose (mission) for the organisation that is consistent with the sector philosophy and principles;
- Ensure the organisation's structure is clearly documented and defines the key roles, authorities, responsibility and relations between the CoG, staff and volunteers;
- Ensure the organisation's planning process includes the production of an annual plan, which details:
  - key activities to be resourced;
  - key objectives to be achieved, and;
  - a financial budget showing income and expenditure.
- Develop policies and procedures that provide the framework and guide and support our operations. The policies and procedures are regularly reviewed and accessible to staff and volunteers;
- Ensure all Committee of Management & management staff understand our legal & regulatory obligations and ensure compliance with these;
- Have internal reporting processes that regularly provide information to the Committee of Management to facilitate informed decision making and ensure quality and integrity in operations;
- Have external reporting processes that meet our legal compliance, regulatory and funding obligations;
- Ensure the Committee of Management & management staff understand the financial operations of the house and is regularly provided with information to effectively manage the business of the house, ensure its sustainability;
- Have a risk management plan to identify and manage risk to protect our Committee of Management, staff, tutors, volunteers and people accessing the house, and;
- Ensure that Professional Development opportunities (education and training) are provided to all Committee of Management members, according to the needs of their role, and their personal aspirations.

### The role of the Coordinator is to:

- Manage the Community House on a daily basis to ensure that all actions taken and decisions made are in accordance with the policy determined by the Committee of management;
- Report to the committee of management and is responsible for implementing the organisation's direction, planning and policy;
- Represent and reflect the aims and objectives at a local and regional level. Regular liaison and communication internally with other community and related organisations is an important aspect of the Coordinator's role;
- Support the Committee of Management to increase the House's profile in the general community and source funding needed to ensure the House's ongoing viability;
- Assist the Chair with Agenda items and associated documentation for the bi-monthly Committee of Management meetings;
- The Coordinator is not required to attend Committee of Management meetings unless advised otherwise;
- It is a condition of employment that staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment, and;
- The Gellibrand Community Houses closes for one week over the Christmas/New Year period – it is compulsory for staff to take Annual Leave for that week.

### Community Interaction

	Regular Activities	Partners & Relationships	Focus Area
<b>Mon</b>	<ul style="list-style-type: none"> <li>• Evening Art</li> </ul>	<ul style="list-style-type: none"> <li>• Gellibrand Community Hall</li> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> </ol>
<b>Tue</b>	<ul style="list-style-type: none"> <li>• Morning Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Shire</li> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> </ol>
	<ul style="list-style-type: none"> <li>• Afternoon Cards</li> </ul>	<ul style="list-style-type: none"> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> </ol>
	<ul style="list-style-type: none"> <li>• Evening Folk Music</li> </ul>	<ul style="list-style-type: none"> <li>• Echidna House, Kawarren</li> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> </ol>
<b>Wed</b>	<ul style="list-style-type: none"> <li>• Garden Group</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Shire</li> <li>• Volunteers</li> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> <li>3. Volunteers</li> </ol>
<b>Thu</b>	<ul style="list-style-type: none"> <li>• Community Kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Gellibrand Community Hall</li> <li>• Volunteers</li> <li>• General Community</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> <li>3. Volunteers</li> </ol>
<b>Any Day</b>	<ul style="list-style-type: none"> <li>• Community Veggie Garden</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Shire</li> <li>• Volunteers</li> <li>• General Community</li> <li>• Local Businesses</li> </ul>	<ol style="list-style-type: none"> <li>1. Engage Community</li> <li>2. Relationship and Partnership Building</li> <li>3. Volunteers</li> </ol>

# Actioning our Focus Areas



## Gellibrand Community House Focus Areas:

1. Engage Community;
2. Relationship and Partnership Building;
3. Volunteers;
4. Training and Education;
5. Promotion and Communication, and;
6. Business Management.

## Bringing it all Together

