

CONFERENCE REGISTRATION FORM

*Get **Smart** Community Group Conference*

Date: Saturday 17th February 2007 9.30am till 10.00pm
Place: Ballan Mechanics Hall, Inglis Street, Ballan

1. Personal information

Family name: _____

First name: _____

Postal Address*: _____

Postal code: _____ Town: _____

Telephone: _____ Mobile: _____ Email: _____

* this is the address we will use for all conference correspondence unless otherwise stated

I am registering as part of the following community group:

Organisation: _____ Email: _____

2. Conference Fees (please tick)

Conference fees include admission to conference sessions, one lunch, guest speaker & evening meal. "Guest speaker only" includes 45 minute talk by Kevin Sheedy. Refreshments will be available to purchase.

Description	Before December 20th 2006	After December 20 th 2006
Conference (includes guest speaker)	<input type="checkbox"/> \$15.00 per person	<input type="checkbox"/> \$20.00 per person
Guest speaker only	<input type="checkbox"/> \$12.50 per person	<input type="checkbox"/> \$15.00 per person

3. Payment Options (please tick)

Registration forms must be accompanied by full payment in order to be processed. No registrations will be accepted by telephone.

By cheque made payable to Moorabool Shire (mail to PO Box 18 Ballan 3342 with this form or pay at Shire offices)

By cash paid to Moorabool Shire Offices

By credit card paid to Moorabool Shire Offices

Ballan office
15 Stead Street
Ballan 3342

Bacchus Marsh office
197 Main Street
Bacchus Marsh 3340

4. The small print

Deadlines: Prepaid Advanced Registration must be received no later than February 7th 2007. Please use one form per person.

Refund policy: Moorabool Shire should be notified of cancellations in writing. Please mark correspondence attention Kate Diamond- Keith. If Moorabool Shire receives cancellations before 1 January 2007, the total conference fee will be refunded, less \$5.00. administration costs. Between 1 January 2007 & 1 February 2007 50% of total conference fee will be refunded. Please note that after February 1st 2007 no refunds will be made. Likewise no refunds will be given after the conference has commenced. " No shows" are non-refundable and are liable for the full registration. If you cannot attend, you may send a substitute person. The original registrant must submit a written authorization for such a change.

Confirmation: Please allow up to 14 days for mailed confirmation of your registration.

5. Workshop* preferences (please circle)

We would like people to indicate their interest in workshops to ensure adequate seating will be available. Details and times of the workshops are attached in the conference program.

FINDING THE DOLLARS	NO MORE TEARS OVER VOLUNTEERS	YOUR REQUESTS	CONNECTIONS & CREATIVITY	SICK AS.....	THE FAMILY WAY
Ten top tips for funding	The future of volunteering	Media Savvy & promoting your group	Stress management	Street performance workshop	Lantern making for Café Bohemia
Where to find the dollars	The changing face of volunteering	Project Planning	Stress management	Street performance workshop	Lantern making for Café Bohemia
Partnerships	Real examples in the real world	Masterplans	Lantern making	Drumming	Drumming
Doing the groundwork	Where do I go for help?	Masterplans	Lantern Making	Drumming	Drumming
Developing the proposal	Volunteer Management	Turning your group around	Belly dancing	Bocce Carpet bowls	Snakes & ladders
Putting pen to paper	Event management	Dealing with difficult people	Belly dancing	Community Art/costumes	Snakes & ladders
Chat to funding bodies	Working with the local school	Risk management	Community websites	Community Art/costumes – Café B set up	DVD & relax
Guest Speaker	Guest Speaker	Guest Speaker	Guest Speaker	Guest Speaker	Guest Speaker

* please note some workshops details may change

6. Permission for circulation of contact details and photography at conference (please tick)

- I would like my contact details provided on the conference list which will then be handed to participants.
- I am happy for photographs to be taken of me during the workshop. These will then be kept as a record of the event and may be provided to local newspapers, council publications, community websites and funding bodies.

7. Special needs (please tick)

Childcare

A childcare worker will be available to mind toddlers and children up to 12 years of age. There is a special stream of activities for young people aged 13 – 18 years who may wish to participate in drumming, belly dancing, art workshops etc. All children must have a parent or guardian who is in attendance at the conference.

- Please send me the registration forms to reserve childcare places

Access and mobility

Disability carparking and entrance is available at the rear of the building. Enter from Steiglitz Street.

Transport

We encourage people to car pool. Transport can be arranged. Please contact Kate Diamond Keith at Moorabool Shire on 53667100 for more details.

8. Your signature

Signature: _____

Date: ____/____/____

Program of Events
Get Smart Community Group Conference Saturday February 17th 2007

Time	FINDING THE DOLLARS	NO MORE TEARS OVER VOLUNTEERS	YOUR REQUESTS	CONNECTIONS & CREATIVITY	SICK AS.....	THE FAMILY WAY
9.30	Registration	Registration	Registration	Registration	Registration	Registration
9.45	Welcome & teamwork <i>Ray McLean</i>	Welcome & teamwork <i>Ray McLean</i>	Welcome & teamwork <i>Ray McLean</i>	Welcome & teamwork <i>Ray McLean</i>	Welcome & teamwork <i>Ray McLean</i>	Welcome & teamwork <i>Ray McLean</i>
10.15	Ten top tips for funding <i>Genevieve Timmons</i>	The future of volunteering <i>David Penman</i>	Media Savvy & promoting your group	Stress management <i>Ian Oshlak</i>	Street performance workshop for Café Bohemia	Lantern making for Café B
10.45	Where to find the \$\$ <i>Genevieve Timmons</i>	The changing face of volunteering <i>David Penman</i>	Project Planning <i>2MH consultancy</i>	Stress management <i>Ian Oshlak</i>	Street performance workshop for Café Bohemia	Lantern making for Café B
11.15	Morning tea	Morning tea	Morning tea	Morning tea	Morning tea	Morning tea
11.30	Partnerships <i>Genevieve Timmons</i>	Real examples in the real world <i>David Penman</i>	Masterplans <i>Sykes Humphry consulting</i>	Lantern making for Café Bohemia	Drumming <i>Ian Oshlak</i>	Drumming <i>Ian Oshlak</i>
12.00	Doing the groundwork <i>Genevieve Timmons</i>	Where do I get help? <i>David Penman</i>	Masterplans <i>Sykes Humphreys consulting</i>	Lantern making for Café Bohemia	Drumming <i>Ian Oshlak</i>	Drumming <i>Ian Oshlak</i>
12.30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30	Developing the proposal <i>Genevieve Timmons</i>	Volunteer Management <i>David Penman</i>	Turning your group around <i>Ray McLean</i>	Belly dancing <i>Sharon Rafferty</i>	Bocce Carpet Bowls	Snakes & ladders <i>Rural Access</i>
2.15	Putting pen to paper for your grant application <i>Genevieve Timmons</i>	Bigger than Ben Hur (Event management) <i>Jon Stephens</i>	Dealing with difficult people <i>Ray McLean</i>	Belly dancing <i>Sharon Rafferty</i>	Community art & costumes	Snakes & ladders <i>Rural Access</i>
3.00	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	DVD
3.30	Afternoon tea	Afternoon tea	Afternoon tea	Afternoon tea	Afternoon tea	Afternoon tea
3.40	Chat to funding bodies <i>Arts Vic, RDV, CHACC</i>	Working with the local school	Risk Management <i>Andrea Shaw</i>	Community websites <i>University of Ballarat</i>	Community Art and costumes	DVD
4.30	Playback theatre	Playback theatre	Playback theatre	Playback theatre	Playback theatre	Playback theatre
6.00	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
6.30	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>	Team work <i>Ray McLean</i>
7.00	Guest Speaker <i>Kevin Sheedy</i>	Guest Speaker <i>Kevin Sheedy</i>	Guest Speaker <i>Kevin Sheedy</i>	Guest Speaker <i>Kevin Sheedy</i>	Guest speaker <i>Kevin Sheedy</i>	Guest Speaker <i>Kevin Sheedy</i>
7.45	Café Bohemia & street theatre	Café Bohemia & street theatre	Café Bohemia & street theatre	Café Bohemia & street theatre	Café Bohemia & street theatre	Café Bohemia & street theatre

Program of Events

Get **Smart** Community Group Conference

Saturday February 17th 2007 Ballan Mechanics Hall. For more information phone 53667100

Finding the dollars

Genevieve Timmons

10.15am – 4.30pm

These seminars will be lead by Genevieve Timmons, who has assessed thousands of funding proposals in her work as an executive with several Australian philanthropic foundations. She has delivered hundreds of training seminars and public addresses, nationally and internationally, on the subject of effective grantseeking and grant management. She draws on more than 20 years of experience working on both sides of the table as a successful grantseeker and grantmaker.

Genevieve worked for the Reichstein Foundation for over ten years, after working in the community sector in Victoria for twelve years in the areas of social policy, research and community development. She has a Masters Thesis on effective grantmaking for community advocacy and social change. Genevieve is a Fellow of the Williamson Community Leadership Program, and has completed a Senior Fellowship at the Johns Hopkins International Fellows in Philanthropy Program in Baltimore, USA . She is a warm and entertaining presenter. She is no stranger to Moorabool Shire and is well remembered by local residents for assisting them to write the proposals that got the dollars to bring their projects to life.

Topics Include:

- *Ten top tips*
- *Where to find the \$\$\$*
- *Partnerships – just like Max and 99*
- *Doing the ground work*
- *Developing the proposal*
- *Putting pen to paper for your grant application*
- *Meet the people who can help*

No more tears over volunteers

David Penman

10.15am – 2.15pm

David Penman is the Manager of Volunteering and Community Enterprise for the Department for Victorian Communities. He was executive co-ordinator of Australian Volunteers International (formerly Overseas Service Bureau). He has had extensive experience working with volunteers in the non government and government sector as well as his own volunteer experiences to draw from. David will challenge us with the latest trends in volunteering and help us to think about ways to do things differently. He is interested in hearing your stories and learning about your successes in the local area. His style is friendly and interactive as well as providing you with practical information, resources and ideas.

Be prepared to think differently!

Topics include:

- *The future of volunteering*
- *The changing face of volunteering*
- *Real examples in the real world*
- *Where do I get help?*
- *Volunteer Management*
-

Bigger than Ben Hur

Jon Stephens

2.15 – 3.00pm

Got a good idea for a festival and event? Then let's run with it! Jon Stephens has run many a festival and cabaret. He has written the events guide for the Shire. Come along to hear the secrets and successes, the highs and lows and the good bad and ugly of event management. Get a copy of the events guide.

Working with the local school

Helen Gist

3.40 – 4.30pm

Helen Gist will give you the gossip on making it easier to work with schools. Her job with the Education Department involves promoting community and school partnerships. She will give some local examples of projects that are happening in Moorabool Shire. She will give hints and suggestions on what will make it easier to get schools to take on your ideas. It will also stimulate us to think about way we can make it easier for schools to work with community groups. This can be a starting point for working on ways that community groups can support our schools to support our young people.

Media Savvy & promoting your group

10.15 – 10.45am

How do community groups better utilise the media to assist in telling their stories? Do you know how to work with the media? What makes them interested in telling your story? Learn about press releases and how to access television, print and radio. Start thinking about ways to use information technology, computers and websites to promote your group to others.

Project Planning

2MH Consulting

10.45 – 11.15am

Now that you have the money what happens next? Learn how to manage your project when the implementation phase begins. There are a number of hints that can prevent many headaches for community groups. Avoid the pitfalls of badly managed projects.

Masterplans

Sharon Sykes

11.30-12.30pm

Sykes Humphreys Consulting has worked in the recreation and local government industry for over 20 years and is currently completing the preparation of Council's Recreation and Open Space Strategy. Specialising in strategic and policy planning, Sykes Humphreys Consulting also works directly with organisations and committees to ensure sound and effective forward planning.

Sharon Sykes, Director of Sykes Humphreys Consulting will conduct the Master Planning Session of the Conference and will:

- explain the critical steps in creating a successful plan,
- present a template for a Master Plan that everyone can use, and
- start you off on completing your own Master Plan.

Teamwork – from Kaos to Control

Ray McLean

Session Times

09.45 - 10.15am – Team work

01.30 – 02.15pm – Turning your team around

02.15 - 03.00pm – Dealing with difficult people

03.00 - 03.30pm – Team work

06.30 - 07.00pm – Team work

Ray McLean is a Director of Leading Teams Australia and has worked as a leadership and management consultant for the last 14 years. He also coaches and mentors a number of senior sporting executives. Ray spent five years in the RAAF as a training and leadership officer where he redesigned the leadership and team development for the Airman Aircrew with the Maritime Patrol Group, from a theoretical course to an experiential/action learning model. He has a Bachelor of Education and taught physical education for eight years. Ray has acquired powerful techniques and strategies that have been successfully applied by many of Australia's elite sporting teams and corporations, to develop outstanding team results.

Crossing over football codes and sports from Australian Rules Football and Rugby League to Rugby Union and Basketball, Ray McLean has worked with St George Illawarra, Adelaide Crows, The Waratahs and Sydney Swans, Sydney Kings, the Australian Basketball Teams, HSBC, Sensis, Country Fire Authority and Toyota. The clear and concise messages delivered by Ray McLean for improving team performance are resonating beyond business and elite sport, revolutionising the way we approach team activities in general. He has been accredited for turning around the culture in a number of underperforming teams that have since seen their results soar to new heights.

Be prepared for some straight talking and some ideas that will provide us all with new challenges. Be prepared to work as a team!

Topics includes

- *Turning your performance around*
- *Dealing with difficult people*
- *The secrets to successful teams*

Risk Management

Andrea Shaw from Shaw Idea consulting

3.40pm – 4.30pm

Andrea is a health and safety consultant who has worked around Australia in just about every industry. She prepared the state government's guidelines on risk management plans for workplaces and has advised many community organisations and events on risk management. Don't be scared about what could go wrong. Let's stop it happening in the first place! Risk Management will help you run successful events and projects without worrying about what you haven't thought of. Let's have some fun discussing this serious issue that often creates a barrier for community

groups in their projects. What do you *really* need to do? We have challenged Andrea to come up with a way that will make this session fun! Come along and see if she has.

Stress management

Rajeev (Ian Oshlack)

10.15 – 11.15pm

Rajeev will lead participants in a 60 minute session using a blend of movement and silence to assist you to manage your stress levels. His approach takes people out of their "heads" and into their bodies. This is because it is in the head or more specifically in the mind where stress manifests itself. Ian has had 30 years experience as a groupwork facilitator with corporations and in workplaces. This is a powerful and innovative way to do away with stress you may be experiencing at home, in your community group or at work.

Lantern making

11.30- 12.30pm

Come along to this fun and friendly session to make lanterns for the street café at the end of the day. In the evening we will have music and entertainment with a great ambience created through lanterns. Learn how to make some simple yet stunning lanterns for your home or next community event. A great activity to meet others, develop your creative side and to enjoy with the whole family.

Belly dancing

Sharon Rafferty

1.30 – 3.00pm

A great way to discover muscles you never knew you had! Belly dancing is a great way to exercise, make new friends, have a laugh and enjoy the sensual sounds of Middle Eastern Music. Come to an introductory session to see if you like it. Locals groups are looking for new members. Come along and have a try and a laugh with an experienced teacher who makes belly dancing good exercise and fun!

Community websites

Ballarat University & community representatives

3.40 – 4.30pm

Come along and see the fabulous 8 community websites that promote towns in Moorabool Shire. If your community does not have one come and register your interest. Learn how to advertise your next community event online. See how easy it is to use this medium for community discussions, sales, advertising and more. These are great community assets that can assist us to communicate better with other groups and community members.

Street Performance workshop for Café Bohemia

10.15-11.30am

A great workshop for young people to gain some skills in street theatre. Also a great opportunity to try it out in the evening at Café Bohemia. Should be sick as.....

Drumming

Rajeev (Ian Oshlack)

11.30 – 12.30 with small performance over lunch

Experience a highly successful, cutting edge strategy for team building by harnessing the power of tribal drumming to strengthen and improve teamwork and effectiveness. Group drumming can help with stress relief, diversity and to top it all, it's great fun! Our experienced musicians will set up a circle of drums / percussion (and chairs) at your chosen location. During the drumming workshop, your group will be introduced to the drums and given the basics of how to play them. You will then be divided into sub-groups with each group being taught small rhythmic parts. When combined with the exciting Latin and African beats provided by our Master Drummers, your organization, within a short while, will sound like a pumping fiesta band.

Bocce & Carpet Bowls

1.30 – 2.15pm

Just when you thought your brain may explode from too much information we have incorporated some relaxing gentle sporting events. Come along and learn the rules and have a go.

Community Art and costumes

2.15 – 4.30pm

Fancy decorating a shoe? If Max can use one as a phone then we can decorate them for a conference. Come and create a suitably bohemian type costume for the street café at the end of the day. A great way to relax, meet others and develop your creativity to assist in problem solving.

Games

Available all day

All sorts of things for the kids when you are in a workshop. They can also participate with workers in the other workshops such as lantern making or drumming.

Lantern making

10.15 – 11.15pm

Come along to this fun and friendly session to make lanterns for the street café at the end of the day. In the evening we will have music and entertainment with a great ambience created through lanterns. Learn how to make some simple yet stunning lanterns for your home or next community event. A great activity to meet others, develop your creative side and to enjoy with the whole family.

Snakes and Ladders

Rural Access Community Facilitator

1.30pm – 3.00pm

Experience an exciting and creative way to get people to think differently about people with different abilities. This project teaches us ways to build connections, think creatively and to pursue a fun way to teach others about important issues. This project has involved many local people with disabilities and community members from across two Shires and should not be missed. A very thought provoking game. Great for people of different ages and families.

DVD

3.00 – 4.30pm

We're not sure of the title but it will be rated PG. A good chance for the kids just to relax before playback theatre and some dinner.

A playback theatre experience

4.30 – 6.00pm

With a highly skilled team of actors and musicians they are able to bring any audience's stories to life and into focus in a way that is entertaining, surprising, illuminating and transformative. You tell your stories and they come alive before your very eyes. You can tell stories about the conference, about your community or your experiences as a volunteer.

This is a powerful way to wind up the training part of the conference before dinner and Kevin Sheedy.

Kevin Sheedy

7.00pm Saturday evening

Kevin Sheedy is one of the Australian Football Leagues most enduring coaches, and arguably the most imaginative in the history of the craft. A player and coach for more than 36 years, Kevin has an unsurpassed record of involvement in eight Premierships and in 1998 Kevin broke the record for coaching more professional AFL games than anyone else in history, (now over 800 games).

"He is in a league of his own for ideas." Sheedy has a remarkably fertile imagination, an insatiable desire to be different and the determination and confidence necessary to push his case, no matter how bizarre it may sound.

He has been a catalyst for many changes: respect for interstate football during the 1980's, an expanded interchange bench at the state and club level, a new level of versatility among players, the growing influence and confidence of Aboriginal players, clever manipulation of the draft (which included off-loading three senior players including then-teenager Tony Delaney for untried 16-year-old Matthew Lloyd) and apprenticeships in football.

He began at Richmond in 1967 and played 251 games before retiring in 1979 and was a member of the Premiership Teams in 1969, 1973 and 1974. Kevin was also a Skills Coach at Richmond when they won the 1980 Premiership. In 1981 he was appointed Senior Coach at the Essendon Football Club, where he has now coached the club for a record of over 550 games in 24 years of continuous coaching during which time the club competed in 19 finals series. During his time at Essendon, the club has competed in 7 Grand Finals. Premiers in 1984, 1985, 1993 and 2000. And have won 6 of the 8 "Night" Grand Finals they have competed in. He has also coached 59 night games.

He has done training sessions with corporate groups such as Qantas, Safeway, Coles-Myer and AMP. Sheedy's successful coaching career anecdotes coupled with a selection of inspirational videos, produce powerful motivational sessions.

He is the co-author of 6 books. He received the Advance Australia Award in 1993, was Honoured in 1998 as a Member of the Order of Australia in recognition of his service to sport and the community, awarded the Australia Sports Commission Coach of the Year for 2000 [Domestic] and was also awarded an Australian Sports Medal in recognition of his service to Australian Football. In 2003 Kevin was awarded the Centenary Medal.

Café Bohemia and street theatre

7.45 pm

A chance to relax on the street with some drinks and entertainment. Belly dancers and street performances by local people. Café Bohemia celebrates good company, creativity and diversity in the community. A fun and relaxed way to finish our community conference.