

KALAMUNDA COMMUNITY LEARNING CENTRE



Learning Through Sharing

MEMBERS' HANDBOOK



Kalamunda Community Learning Centre

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Welcome to Kalamunda Community Learning Centre

Welcome to Kalamunda Community Learning Centre (KCLC)! We hope you will feel that it is *your* Centre and that it becomes an important part of your life.

This members' handbook is intended as a general guide to provide information on KCLC, its purpose, meaning, services and facilities. We hope that it will answer some of your questions and most importantly, help you to settle in and enjoy your time at the Centre. The handbook can also be accessed on the website, alternatively request a copy from Reception. If you have any questions about the Centre, courses or work groups, please ask your Tutor, see our friendly volunteers at the reception desk or email: kclc@kclc.org.au We are here to help.

Everyone participating in a course at the Centre is required to become a member. KCLC runs through membership and course fees with some grants and fundraising activities helping to contribute to costs. The membership fee is paid once each year and is valid for the calendar year in which it is paid.

When you become a member of KCLC, you will receive newsletters, use of the Centre facilities and voting rights at Annual and General Meetings.

Part of your commitment as a member of KCLC is to sign up for a Workgroup and help in some small way. This is vital to the smooth running of the Centre and helps us keep the cost of our courses down.

Where it all began

Kalamunda Women's Learning Centre, as it was formally known, was started by four energetic women, Jenny Beahan, Leigh Bartlett, Trish Dymond and Joan Chitty, who all attended Gwen Wesson's lecture in 1977. They spent some time clarifying the philosophical objectives of their initiative, which according to Jenny, gave them "strength and clarity from the onset".

The first task was to find a suitable home and finally the Shire of Kalamunda offered the old golf clubhouse in the beautiful natural setting of Jorgensen Park. This remained the Centre's home, rented from the Shire of Kalamunda, until December 2019.

A Public Meeting was held on the 12 October 1977 attended by 20 women and "hordes of children". Initially early meetings were held by the light of the fire and gas lanterns and much time had to be spent on repairing the building but this all added to the camaraderie and "closeness" of the women involved.

Kalamunda Women's Learning Centre opened its doors in first term 1978 with nine courses, a clean and furnished building and a playhouse for the children. In 1978, the Centre received its first grant from the Australian Post-Secondary Education Committee from the programme "Ready, Set, Go" which was similar to the later NOW programmes and then a grant from the Office of Childcare that subsidised the wages of a Playhouse Supervisor and Assistant.

After the first year of operation, a more formal structure was necessary. "Women's" was dropped from the title; a constitution was developed as well as a more structured committee with areas of responsibility. All members were required to become members of Workgroups, a system which still operates today.

Over the first two years of the Centre's history, the programme expanded to 34 courses and in September 1980, an old cottage in Kalamunda was donated, moved to Jorgensen Park, and made habitable to accommodate the expanding number of Centre courses.

In October 2012, a strategy meeting was held with the Shire of Kalamunda resulting in a recommendation to investigate a funding partnership with the Shire and Lotterywest to build an extension off the northern side of the building. Subsequent meetings and funding requests over the following five years resulted in the formation of a reference group, funding support and designs underway for the development of a brand-new building.

Where we are now

After many meetings and hundreds of hours from our dedicated members, KCLC secured funding from the State Government, Lotterywest, and the Federal Government. KCLC also contributed \$150,000 – a huge sum for a local community organisation! The new building would replace the Jorgensen Park Pavilion, which had sadly reached the end of its life. Construction of the \$6.6 million multi-purpose Kalamunda Community Centre building at Jorgensen Park commenced in early 2020.

During 2020, when the old Centre was demolished and the new Centre was being built, KCLC operated classes from temporary facilities around the City of Kalamunda. However, due to COVID-19 lockdown and restrictions, this was short-lived and after four weeks, classes were cancelled for the remainder of the year.

In March 2021, the Kalamunda Community Centre and new home for KCLC opened its doors, with over 600 members enrolling in 84 courses.

KCLC boasts many achievements and highlights including:

- Instrumental in setting up of Learning Centre Link (now Linkwest) and a driver of early Inter-learning Centre activities.
- Hosting the first National Neighbourhood House Week function in 1994.
- 1998 State Winner of the National (Bank) Community Link Awards in the Art and Culture category. This award recognised the considerable longstanding efforts of volunteers and specifically a beautiful historical tapestry that was created for the Shire of Kalamunda centenary year.
- Highly successful Open Days held annually.

KCLC Mission Statement

Learning Through Sharing

KCLC Values

Inclusion: KCLC is welcoming and non-judgmental, and strives to ensure barriers to participation are addressed, in particular through the provision of low-cost courses that value the skills and contributions of all our members. We are connected by a sense of purpose.

Friendliness and supportiveness: KCLC is caring and fosters a sense of belonging. We work together as a team and we are a community.

Creative and mental stimulation: KCLC encourages all members to explore and express their educational and creative needs, through providing a warm, supportive and fun environment where people are comfortable.

Trust and respect: We value everyone and treat people with dignity and professionalism. We act with honesty and responsibility.

KCLC Objectives

KCLC was borne out of “the notion that there is a need in every community for a place which supports and encourages people to gather together to explore and express their creativity and talent”.

- To provide a non-political, non-sectarian facility through which all members of the community may ascertain and express their continuing educational and creative needs – personal, social and vocational.
- To welcome everyone regardless of their economic circumstances, age, religion, gender, race or level of ability.
- To provide a supported learning environment – with no examinations
- To explore and expand the informal and formal educational resources available in the community.
- To provide co-ordinating facilities to help those needs to be met.

- To initiate, organise, sponsor and encourage seminars, workshops, talks and participate in activities consistent with the philosophy of the Centre among members of the community.
- To promote the Centre's involvement in community activities in the area.
- To encourage cultural exchange between people of all origins.
- To provide a contact point in the community as a means of breaking down barriers and isolation.
- To establish and maintain resources relevant to the needs of its members.
- To provide a crèche with qualified supervision and rostered carers to care for the children of its members.

Constitution and by-laws

The constitution and by-laws are available on the website or by request at the office. Terms and Conditions must be agreed to before becoming a member or participating in a course at the Centre. These are available on the website and at the Centre.

KCLC Today

KCLC is almost entirely run by volunteers, with only a few casual and contract staff for specific positions. Our Coordinators, Assistant Coordinators, Tutors, Workgroup Leaders and Members give many hours per week and are not paid. KCLC is self-funded, meaning we do not receive ongoing funding and that the fees you pay maintain the Centre. KCLC does not own the building; we rent it from the City of Kalamunda. The Centre owns a large amount of equipment in the building which is purchased as and when we can afford it with funds generated from fees, fund raising events and sometimes from grants. It is integral to the operation of the Centre that all members share the load by joining a Workgroup.

Management and Operational Structure

Executive Committee

The governance and management of the Learning Centre is the responsibility of the seven-person Executive Committee, comprised of three Coordinators, Registrar, Treasurer, Secretary and Programmer. The governance, financial and legislative compliance of the Centre is the responsibility of the Executive Committee of Management. The members of the committee share their knowledge and expertise to promote best practice.

Coordinators

The three Coordinators oversee the entire running of the Centre. It is a shared leadership model, where decisions are made by consensus. The Coordinators liaise with outside groups and the City of Kalamunda, chair all meetings and are ex-officio members of sub-committees.

Treasurer

The Treasurer prepares an annual budget and administers all monies; prepares a statement for all General Meetings; prepares books for audit; presents an audited report to the Annual General Meeting.

Registrar

The Registrar is responsible for collating necessary details on all members; monitoring members' commitment to workgroups; preparing reports on membership details; preparing the appropriate paperwork for enrolment.

Secretary

The Secretary keeps records of meetings (Minutes), prepares agendas in consultation with the Coordinators.

Programmer

The Programmer is responsible for arranging courses and room allocation; contacting all existing and potential tutors; preparation of timetable; and maintaining an ongoing contact with Tutors throughout the year.

Coordinating Committee

This is made up of the Executive Committee plus:

Assistant Coordinators

Carry out the role filled by Coordinators in running the Centre in the absence of a Coordinator. (This role is seen as an understudy for the Coordinator position).

Assistant Treasurer

Assists the Treasurer in every aspect.

Workgroup Leaders also form part of the Coordinating Committee

Tutors

One of the key success factors of KCLC can be attributed to the talent, knowledge and dedication of our Tutors. KCLC recognises the valuable contribution of its Tutors; without them we would not be able to offer the variety of courses to our community of over 700 members. KCLC Tutors do **not** get paid. They all generously offer their time and expertise voluntarily to our members.

KCLC welcomes all those who wish to volunteer by way of tutoring a class. We are continuously on the lookout for individuals who want to share their passion, expertise and knowledge with our members in a class environment as we widen the scope and subject matter on offer. If you feel you would like to become a Tutor, please contact one of the Coordinators or email the Programmer at programmer@kclc.org.au to have a chat. You will be welcomed with open arms.

Workgroups

Another key success factor of KCLC is our workgroups, which are a vitally important part of the Centre's philosophy and successful functioning. Since its inception 45 years ago, KCLC has thrived through the contribution of its members who commit to a workgroup each semester. All members enrolled in a full-time course are required to sign up for a workgroup. Members who are enrolled in courses as a Casual are not required to select a Workgroup, though many do as they enjoy contributing and being part of the volunteer community. Workgroups are signed up to at the same time as enrolments. There are approximately 900 tasks available ranging from Photography and Gardening to Car Park Attendants on Open Day. Some only require an hour or two while others such as Assistant Coordinator or Receptionist require a half day each week. The important thing is that all members can use their skills or interests to keep the Centre running smoothly and keep costs to a minimum. This results in the very low fees that are passed on to our members.

Most workgroups do not require expertise or experience. Usually someone will be available to advise you if needed - we only ask that you turn up with a smile and are willing to help. If you are unable to fulfil your workgroup commitment, please let your Workgroup Leader or the office know as soon as possible so that a replacement can be found and another workgroup arranged for you.

Information on workgroups is available on the website and in the Workgroup brochure also available on the website and at Reception.

Programme

The Centre provides adult community education services. With more than 80 courses on offer catering for a wide array of interests and activities. We offer opportunities in different forms of physical exercise, including Tai Chi, Yoga and Hiking, creativity through art in different media, craft, music, languages, games, cooking, breadmaking or a number of book clubs. At KCLC, the classroom is a place where you can relax, in a lighthearted environment, where everyone is equal and we help each other and where many lasting friendships are forged. Most courses run for a 16-week semester. Some courses run for one term. Fees are adjusted for shorter courses or if a class falls on a public holiday. Book Clubs meet every three weeks. Some courses accept casual members. Whilst the membership fee lasts for the calendar year in which it is purchased, enrolments are required each semester. Some courses have a class levy or resource fee and this is paid at the time of enrolment, in addition to the course fee.

Course descriptions and current fees can be found on the website and in the printed Programme available at enrolment each semester.

Things you may need to know

Evacuation Procedure

Should we have to evacuate the building you will need to know what to do and where to go. Please read the notices. **Work, Health and Safety legislation** requires us to hold evacuation drills throughout the year so everyone knows what to do should there be an emergency! Fire safety equipment is located throughout the building with evacuation maps in every room.

First Aid

First Aid supplies are available in the office with designated areas around the Centre being planned.

Smoking

The Kalamunda Community Learning Centre is designated as a "Smoke-Free" Zone.

Privacy

KCLC may collect your personal and confidential information required to manage and process your registration and course participation. None of this information will be released outside KCLC, except where you consent in writing or required by law and needs to be shared with Tutors for the provision of courses. KCLC abides by the principles of the Privacy Act.

Non-Attendance

We understand that you may not always be able to attend your class. It would be appreciated if you could please phone and advise us or if you know in advance, please email kclc@kclc.org.au. Class members are asked to ensure their attendance has been recorded for each session. If, after the first two weeks of a class, you have neither attended nor given your apologies to the Centre, your enrolment in that class may be cancelled and your place offered to someone else if there is a waiting list. No refund will be given under these circumstances.

Refunds

No refunds will be given after the second week of the course commencement date. After the second week, applications for refund will be considered in the event of family transfers or illness. Refunds will be given if the course is cancelled due to the Tutor being unable to continue. All refunds are by cheque or bank transfer.

Photocopier

For a small charge, the photocopier is available to copy work required for classes. Please be aware of any copyright restrictions when photocopying material. **If you would like to use the photocopier, please ask the staff at Reception for assistance.**

Photographs

From time to time, a photographer may visit your classroom or an event such as Open Day. If you do not wish to have your photograph taken, please excuse yourself and quietly leave the room.

Notice board

This is located in the main entrance and displays Centre news, information and community notices.

Tea, coffee and kitchen

Tea, coffee and sugar are supplied by the Centre. Milk, cake, biscuits etc. are provided by class members. Classes usually organise a roster for each member to bring a plate for their classmates to share.

Please ensure that cups and other utensils are washed, dried and put away and keep the kitchen tidy making sure everything is returned to its place.

In the classroom

Safety equipment

Some classes, such as pottery and silversmithing, require the use of safety goggles and masks. Information is available in the class description.

Class Secretaries

Class Secretaries are very important to the smooth running of our classes, keeping class rolls up to date, providing support to our Tutors, and organising the class roster for morning/afternoon tea. As Tutors are kept busy preparing and teaching, the Class Secretary acts as the communications person who passes on information about the Centre. If you would like to be a Class Secretary, please sign up for this position as your workgroup.

Classroom configuration

Class set-up is a workgroup. If your classroom needs a special configuration, please arrive early and lend a hand, as it is not the Tutor's job.

Casual tickets

If you have elected to be a casual member of a course, tickets must be purchased from Reception **before** commencement of class and presented to the Class Secretary.

Mobile Phones

Members are requested to ensure that their mobile telephones are switched off or put on mute during all class sessions.

Visitors

Visitors are welcome to attend any class for one session only, provided the Tutor agrees to accept additional attendees. All visitors must sign the Centre's Visitors' Book at Reception. Membership or casual fees are not applicable for that session.

Special Talks 'The Centre Presents'

Throughout each semester the Centre organises talks that might be of special interest to our members and to the wider community. These are advertised at the Centre, on our Facebook page, in "Centre Talk" and on the website.

Summer or Winter in the Centre

During the summer and winter breaks, the Centre welcomes members to bring along their unfinished projects and meet up with friends. This takes place most Monday and Thursday mornings in January and during the mid-year break. The cost per session is \$5 (subject to change) which covers insurance, tea and coffee. Details and dates are published on the website.

Events

The Centre holds events throughout the year. Open Day is in September with the opportunity to view our members' arts and crafts. This is a vibrant well attended occasion with the Wangu Cafè in full swing serving delicious food. Market Days allow members to display their work for sale. Centre lunches are held throughout the year.

Crèche

KCLC is very proud to offer an on-site crèche that operates from the Mirda-Djardak (Pink Room), where children can interact and develop social skills through play. The emphasis is on free play within safe boundaries.

Two qualified, paid staff run the crèche and the use of extra volunteers is weighted towards the busier days.

The crèche is open during the term each weekday morning and some afternoons depending on demand. All members attending a full-time course at the Centre are welcome to use the creche facilities. Children aged between 8 weeks and under 6 years are welcome.

The Crèche Handbook, available on the website or at Reception, has more detailed information.

Centre Talk

This is the Kalamunda Community Learning Centre newsletter bringing you information and photographs. It is published fortnightly. All members receive it by email or it can be accessed via the Centre's Facebook page and can be subscribed to on the website. Back copies of Centre Talk are available on the website. Items for inclusion in Centre Talk can be emailed to The Editor at: centre_talk@kclc.org.au

Who's Who at the Centre

Bridget Hogarth:	Coordinator
Jennifer Irvine:	Coordinator
Annie O'Malley:	Coordinator
David Storer:	Treasurer
Lindsay Goodwin:	Registrar
Margaret Davidson:	Programmer
Angela Corfe:	Secretary
Bronwyn Pasotti:	Assistant Registrar Enrolments
Pam McLennan:	Assistant Registrar Work Groups
Mary Kowalski:	Office
Debra Parkins:	Crèche

Feedback

KCLC belongs to you, our Members. We are always on the lookout for good ideas and suggestions and would love to hear from you.

Please have a voice and if you have any feedback, complaints or suggestions you are encouraged to speak to a Coordinator or Assistant Coordinator or email the Centre at kclc@kclc.org.au

Dates for your calendar 2023

(Dates are subject to change with announcements in "Centre Talk")

Semester One

Enrolments Online:	Tuesday, 31 January – Tuesday, 7 February
Enrolments at the Centre:	Tuesday, 31 January – Friday, 3 February
Term one commences:	Monday, 13 February
Centre Lunch:	Friday, 17 March
AGM:	Friday, 24 March
Term one ends:	Thursday, 6 April
Term two commences:	Monday, 24 April
General Meeting	Friday, 2 June
Centre Lunch:	Friday, 9 June
Semester one ends:	Friday, 16 June
Clean Up Day:	Friday, 23 June

Semester Two

Enrolments:	Tuesday, 18 July – Friday 21 July
Term three commences:	Monday, 31 July
General Meeting:	Friday, 18 August
Open Day:	Sunday, 10 September
Term three ends:	Friday, 22 September
Term four commences:	Monday, 9 October
Centre Lunch:	Friday, 13 October
Market Day/Centre Lunch:	Friday, 3 November
General Meeting:	Friday, 17 November
Semester two ends:	Friday, 1 December
Clean Up Day:	Saturday, 2 December

Contact KCLC:

Phone: (08) 9293 2977

Email: kclc@kclc.org.au

*Learning Centres work at the heart of communities.
They encourage social inclusiveness and personal
growth through education, creativity and skill sharing,
in a non-threatening and non-political environment*

Kalamunda Community Learning Centre is one of the largest Learning Centres in Western Australia today and continues to operate on the strong volunteer ethos from which it started 45 years ago. Over the years, courses have altered to cater for the community's changing needs, but the warm friendly relaxing environment remains the same and is a wonderful and true example of the Learning Centre Movement philosophy.

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Members' Handbook
Revised January 2023
Members' Handbook\2023\Members' Handbook

