



Learning Through Sharing

## MEMBERS' HANDBOOK



**Kalamunda Community Learning Centre**

Kalamunda Community Centre, Crescent Road, Kalamunda

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[www.kalamundalearningcentre.org.au](http://www.kalamundalearningcentre.org.au)

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## Welcome

Welcome to the 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 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 KCLC website, alternatively request a copy from Reception. If you have any questions about KCLC, courses or work groups, please ask your Tutor, see our friendly volunteers at the Reception or email: [kclc@kclc.org.au](mailto:kclc@kclc.org.au) We are here to help.

Everyone participating in a course at KCLC is required to be over 18 years of age and to become a member. KCLC runs through membership and course fees with some grants and fundraising activities contributing to costs. The membership fee is paid once each calendar year.

When you become a member of KCLC, you will receive newsletters, use of facilities and voting rights.

Part of your commitment as a member is to sign up for a workgroup and help in some small way. This is vital to the smooth running of KCLC and helps to keep fees 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 outset".

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. Much time had to be spent 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 furnished building and a playhouse for the children. In 1978, a first grant was received from the Australian Post-Secondary Education Committee through the programme 'Ready, Set, Go' which was similar to the later NOW programme. Another grant from the Office of Childcare 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 participate in a workgroup, 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 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.

## **Kalamunda Community Centre**

After many meetings and hundreds of hours from 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 building was demolished and the new one 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:

- Being 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.
- 2023 Outstanding Enterprise Award – Mayor’s Award for Community Activation.
- 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 to explore and express their creativity and talent” -

- i. 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
- ii. to explore and expand the informal and formal educational resources available In the community
- iii. to provide co-ordinating facilities to help those needs to be met
- iv. 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

- v. to promote the Centre's involvement in community activities in the area
- vi. to encourage cultural exchange between people of all origins
- vii. to provide a contact point in the community as a means of breaking down barriers and isolation
- viii. to establish and maintain resources relevant to the needs 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 KCLC. 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, it is rented from the City of Kalamunda. KCLC owns a large amount of equipment on the premises which is purchased when funds are available. Funds are generated from fees, fund raising events and sometimes from grants. It is integral to the operation of KCLC that all members share the load by joining a workgroup.

## Management and Operational Structure

### Executive Committee

The governance and management of KCLC is the responsibility of the seven-person Executive Committee, comprised of the Principal Coordinator and two other Coordinators, Treasurer, Secretary, Registrar and Programmer. The governance, financial and legislative compliance of KCLC is the responsibility of the Executive Committee of Management. Members of the committee share their knowledge and expertise to promote best practice.

### Coordinators

The Principal Coordinator and the two other Coordinators oversee the running of KCLC. It is a shared leadership role, 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.

### Secretary

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

### 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.

### Programmer

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

### Coordinating Committee

This is made up of some 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).

**Workgroup Leaders** also form part of the Coordinating Committee, and

**Representatives of Administration.**

## Tutors

One of the key success factors of KCLC can be attributed to the talent, knowledge and dedication of the Tutors. KCLC recognises their valuable contribution; without them we would not be able to offer the broad choice of courses to our community of over 800 members. KCLC Tutors do **not** get paid. They all generously offer their time and expertise voluntarily.

KCLC welcomes all those who wish to volunteer by way of tutoring a course. We are continuously on the lookout for individuals who want to share their passion, expertise and knowledge with 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 download the New Tutor and Course Information Form from the KCLC website, ask for a copy at Reception or contact the Programmer by emailing [programmer@kclc.org.au](mailto:programmer@kclc.org.au) You will be welcomed with open arms.

## Workgroups

Another key success factor of KCLC is the workgroup system. It is a vitally important part of KCLC philosophy and successful functioning. Since its inception 45 years ago, KCLC has thrived through the contribution of 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 KCLC running smoothly and keep costs to a minimum. This results in the very low fees that are passed on to members.

Most workgroups do not require expertise or experience. Advice is available if needed - we only ask that you turn up with a smile and are willing to help. If a member is unable to fulfil their workgroup commitment, it would be appreciated if they let their Workgroup Leader or the office know as soon as possible so that a replacement can be found and another workgroup assigned.

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



## Programme

The Centre offers more than 70 courses each semester, catering for most interests. There are courses in different forms of physical exercise, including Tai Chi, Yoga and Hiking, creativity through art in different media, craft, music, languages, games, cooking, history, social issues, health and book clubs. At KCLC, the classroom is a place to relax, in a lighthearted, friendly environment, where everyone is equal, we help each other and where many lasting friendships are made. 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 in the evening. A number of courses accept casual members. The membership fee lasts for the calendar year in which it is purchased with course enrolments 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

### Work Health and Safety

KCLC has developed a Work Health and Safety Policies and Procedures Manual that is available in the office. Any member who would like to view this can speak to the Coordinator on duty.

### Evacuation Procedure

Should it be necessary to evacuate the building, members need to know what to do and where to go. Members are asked to familiarise themselves with the procedure 'what to do *In Case of Fire*' and the Evacuation Map displayed in every room. Fire safety equipment is located throughout the building. Only attempt to use fire extinguishers if you feel capable of doing so correctly. Work, Health and Safety legislation requires evacuation drills to be held throughout the year so everyone knows what to do in an emergency! Fire drills should be treated in the same way as an actual fire and not treated lightly.

### First Aid Locations

There are First Aid supplies located in the office, the craft room, the kitchen and the Creche. There is a defibrillator available at Reception and another located in the car park on the railing outside the Creche play area. A wheelchair is available at Reception.

### Smoking and Vaping

The Kalamunda Community Centre is designated as a "Smoke-Free" zone. Smoking or vaping is not permitted inside the building, in any courtyard, on the terrace, or within 10 metres of any building.

## Privacy

KCLC abides by the Principles of the Privacy Act 1988. Members' personal and confidential information may be collected as required to manage and process registration and course participation. None of this information will be released outside KCLC except with the Member's consent in writing or as required by law. Where it needs to be shared with Tutors for the provision of courses, they have been provided with an Agreement to sign that they will practice strictest confidentiality.

## Non-Attendance

We understand that students may not always be able to attend 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](mailto: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 course, you have neither attended nor given your apologies, your enrolment in that course 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 first two weeks of a course commencement date, except under extenuating circumstances.

## 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 KCLC news, information and community notices.

## Tea, coffee and kitchen

Tea, coffee and sugar are supplied by KCLC. Milk, cake, biscuits etc. are provided by class members. Class Secretaries organise a roster for each member to bring a plate and milk to share.

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

## **In the classroom**

### **Health and Safety Induction**

All members will be given a Health and Safety Induction and are required to sign the Work Health and Safety Checklist Acknowledgement Form confirming that they have received this induction.

Members attending classes in the craft room will also receive a Health and Safety Induction relevant to their specific course including information on any protective clothing, footwear and equipment. Specific requirements are provided at the time of enrolment and with the class description on the website.

### **Class Secretaries**

Class Secretaries are very important to the smooth running of classes, keeping class rolls up to date, providing support to Tutors, and organising the 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 KCLC to class members. If you would like to be a Class Secretary, please sign up for this position as your workgroup.

### **Classroom configuration**

Although, 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**

Casual enrolment in a course incurs a \$30 fee which entitles students to three casual tickets. These should be presented to the Class Secretary on each of the three sessions attended. Further 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 KCLC Visitors' Book at Reception. They will be given a Visitor's Pass to present to the Class Secretary. Membership and course fees are not applicable to this session but should the member wish to attend further classes, they are required to enrol in the course and to pay the Annual Membership fee if not already paid for the calendar year.

### **Special Talks 'The Centre Presents'**

Throughout each semester KCLC organises talks that might be of special interest to members and to the wider community. These are advertised on the KCLC Facebook page, in the Centre Talk newsletter and on the website. It is not a requirement to become a member to attend these talks.

## Summer and Winter in the Centre

During the summer and winter breaks, KCLC welcomes members to bring along their unfinished projects or just to 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 and in Centre Talk.

## Events

KCLC holds events throughout the year. Open Day is in September with the opportunity to view members' art and craft. Music students provide entertainment and there are displays by tai chi and chess classes. The book and plant stalls are popular and the exchange provides the opportunity for students to sell their produce and works. Open Day 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. Children aged between 8 weeks and under 6 years are welcome.

Qualified paid staff run the crèche and the use of extra volunteers is weighted towards the busier days. Members attending a full-time course are welcome to use creche facilities. It is important that members ensure that there is a vacancy in the creche before enrolling in a course, as creche places are limited. Creche availability can be checked on the KCLC website.

The Crèche Handbook, available on the website and 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 KCLC Facebook page and on the KCLC website where back copies are also available. Items for inclusion in Centre Talk can be emailed to The Editor at: [centre\\_talk@kclc.org.au](mailto:centre_talk@kclc.org.au)

## Who's Who at the Centre

Bridget Hogarth:	Principal Coordinator
Annie O'Malley:	Coordinator
Anne-Marie Botica:	Coordinator
Deb Stone:	Treasurer
Lindsay Goodwin:	Registrar
Margaret Davidson:	Programmer
Angela Corfe:	Secretary
Bronwyn Pasotti:	Assistant Registrar Enrolments
Pam McLennan:	Assistant Registrar Work Groups
Mary Kowalski:	Office Manager

## 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 [kclc@kclc.org.au](mailto:kclc@kclc.org.au)

## Dates for your calendar 2024

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

### Semester One

Enrolments Online:	Tuesday, 30 January – Tuesday, 6 February
In-person enrolments:	Tuesday, 30 January – Friday, 2 February
Term one commences:	Monday, 12 February
Centre Lunch:	Friday, 15 March
General Meeting:	Friday, 22 March
Term one ends:	Thursday, 28 March
Term two commences:	Monday, 15 April
Centre Lunch:	Friday, 24 May
AGM	Friday, 7 June
Semester one ends:	Friday, 14 June

### Semester Two

Enrolments On-line:	Tuesday, 18 July – Tuesday, 25 July
In-person enrolments:	Tuesday, 18 July – Friday, 21 July
Term three commences:	Monday, 29 July
Centre Lunch:	Friday, 16 August
Open Day:	Sunday, 8 September
Term three ends:	Friday, 20 September
Term four commences:	Monday, 7 October
Centre Lunch:	Friday, 25 October
General Meeting:	Friday, 1 November
Semester two ends:	Friday, 29 November

### Contact KCLC:

Phone: (08) 9293 2977

Email: [kclc@kclc.org.au](mailto: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*

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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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Kalamunda Community Learning Centre  
Members' Handbook  
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