

# CBB Celebrates 10 Years

Communique

**Quality, value for money, empathy, sound governance principles and the sharing of our success are the hallmarks of today's CBB.**

In 1995 the Community Business Bureau (CBB) was born as a not for profit independent incorporation that operated on a fee for service basis, providing a range of business services to the not for profit sector.

The CBB owes a debt to the vision of the Spastic Centres Board who took the bold step of devolving the Spastic Centres into a network of independent organisations. Former CEO of the Spastic Centres, Vic Symons, saw the potential of a bureau providing business and administrative services not only to members of the Spastic Centres Network but to the community as a whole.

The concept of the CBB was unique as there were no similar not for profit models in Australia that provided quality and affordable support services in finance, payroll, human resources, strategic planning and OH & S .

The inaugural CBB board comprised of seven members under the leadership of Chair, Jan Lowe and CEO Robyn Mitchell. The Chair, CEO, Board and staff are commended for their efforts to provide a smooth and seamless transition from the Spastic Centres to a self sufficient organisation.

" We are here because of the dedicated efforts of our Board members and staff who have been with us all the way" commented Jan Lowe

It was recognised quite early in the organisation's development that in order to survive the CBB needed to offer the community sector a range of credible services that were affordable. Over time the CBB has grown from strength to strength gaining new clients and diversifying its services to meet the demands of the sector.



Max Beacom, Terry Creek & Jacqui Shaw achieving 10 years of service with the CBB.



Ray Sutton, Andy Redden, Steve Davies, Debbie Hender & Judy Rodda celebrating 10 years of service with the CBB.

"We continue to balance strong community outcomes with business viability and this is a challenge that we are constantly committed to achieving " said Jan Lowe.

Current CEO, Max Beacom commented that "much of the success of the CBB can be attributed to the dedication and loyalty of its staff members many of whom have been with us for ten years plus."

During the past decade some of the significant achievements of the CBB have included ;

- being the first organisation in the Community sector to implement an Enterprise Bargaining Agreement (State jurisdiction)
- being a self sufficient organisation (no Government Funding) and doubling our income turnover
- providing significant support to the sector during the implementation of the GST
- being recognised as the leading not-for profit provider of Salary Packaging services to organisations in SA
- expanding into regional SA, NT & NSW
- attainment of Registered Training Organisation status
- providing training to Certificate IV, Community Services (Disability work)
- being appointed as a Panel Member for SA Govt Service Excellence Framework
- the development of OH&S W Training Manual and providing training to the supported employment sector (ACROD/WorkCover initiative)

Today the CBB has over 130 clients which it provides a variety of services to and has established strong partnerships with peak bodies and government agencies.

The CBB's current mission is to build the business capacity and capability of community organisations through a process of service provision, research and development, advocacy and advice.

It will continue to pursue this mission relentlessly in order to achieve its ultimate vision of an effective and well supported community sector able to provide quality services to people in need.



**CBB**

Community  
Business Bureau

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COMMUNIQUE

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## Would you like to be a Chairperson of a board?

## Or are you interested in joining a Board of Management?

Individual Supported Accommodation Services (ISAS) wishes to fill two vacancies on their Board. ISAS provides a wide range of supported accommodation arrangements to adults with intellectual disabilities living in the Western suburbs.

If you have a sincere interest in management issues of a not-for-profit agency, are committed to the welfare of our clients and staff and have Management skills, or Business, Legal or Welfare experience than ISAS would like to hear from you.

Joining ISAS Board of Management will offer a collaborative approach to problem solving, has a community development focus and operates with a minimum of bureaucracy.

For a confidential chat please contact **Shirley Paterson**, Manager ISAS, on 8445 9900

## New Criminal Neglect Law Passed

South Australian authorities will now have a greater chance of successfully prosecuting people who kill or injure their children, or other vulnerable people in their care.

The Rann government's new offence of criminal neglect targets parents, de facto parents and carers who stand by while their children or loved ones are seriously hurt or killed. It aims to protect children younger than 16 and vulnerable adults who're in need of constant care.

The reform means police are now able to lay a charge of murder or criminal neglect - or both - against suspects who'd been caring for the victim. The Attorney-General, Michael Atkinson, says the law is an Australian first and it closes a loophole that has sometimes allowed people to get away with murder because of a lack of evidence.

"It's hoped this new law will break the code of silence that can apply when babies and other vulnerable adults die under suspicious or violent circumstances." Under the reform, people found to be responsible for a death by neglecting their duty of care face a maximum jail term of 15 years and, if their actions cause serious injuries, they could be jailed for up to five years.

Further information can be accessed through the Attorney General's Office on 8207 1723

## Supporting the Community Sector



Max Beacom, Andy Birch, Stewart Gillies and Libby Harbison enjoying the MDA Golf Day.

The CBB was proud to support the 2005 MDA Bow Tie Golf Challenge which took place on the 6<sup>th</sup> May at the picturesque grounds of the Glenelg Golf Course.

84 golfers were treated to a wonderful day of blue skies, perfect greens and a fun-day-out to raise money for a worthy cause.

"We are so very grateful for the support and involvement of the CBB with this event" commented Gavan Gribble, Executive Director of Muscular Dystrophy.

The day was a huge success with around \$15,000 of much needed funds being raised to help more Muscular Dystrophy clients access essential therapy services to assist with increasing their quality of life.



Andy Redden, Phil Martin, Richard Allen & Chris Bleckly

## Natural Resources Management Act 2004

What it means to you!

One day seminar - 7th July 2005

Register Now  
Phone 8410 3833  
or SA freecall 1800 337 566



ENVIRONMENTAL  
DEFENDERS  
OFFICE (SA) INC

[www.edo.org.au/edosa/nrm/nrm.htm](http://www.edo.org.au/edosa/nrm/nrm.htm)

A Community Legal Centre specialising in public interest environmental law.



## Board Member Induction Governance Training

**This course will arm you to:**

- Participate effectively as a Board Member
- Fulfil your Governance responsibilities
- Understand your legal responsibilities
- Manage the Board/organisation interface
- Understand Agendas, Minutes & Finance Reports

**Date:** Thursday 17th November 2005  
**Time:** 9.00am - 1.00pm

**Venue:** Education Development Centre  
Milner St, Hindmarsh SA 5007  
(Parking in Orsmond Street)

**Cost: First registration** \$275.00 inc GST  
**Additional registrations** \$165.00 inc GST

Light refreshments included

**Registrations & enquiries welcome please ring the CBB on 8444 9700**

## Meet the Team - Branka Sremcevic



Considered to be the "foundation" of the payroll department, Branka has been employed at the CBB for nearly 6 years.

She first began her career with the CBB as a payroll officer and after only 4 months with the organisation was promoted to the Senior Payroll Co-ordinator position.

In this role, Branka is responsible for overseeing the day to day operations of the department, assisting with payroll processing, compiling entitlement statistics, organising payslip and group certificates and solving client queries.

Currently the CBB offers a payroll service to nearly 60 organisations and has the growing reputation of providing an accurate and timely service which is all a testament to Branka and her team of dedicated staff.

Prior to coming on board with the CBB, Branka worked for a local Engineering company in a dual role of receptionist and payroll officer for 7 ½ years and then spent some time in Sydney working in the pay office at Grundy TV and an IT company.

In her spare time Branka enjoys reading, walking and travelling and her favourite destination is Sydney. One day Branka hopes to also visit New York, Italy and the historically rich and diverse Eastern Block Countries .

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## Giving something Back

We would like to thank all our clients who have given us the opportunity to support their organisations by sponsoring their conferences.

In March we were one of the sponsors for the Australian Cerebral Palsy Association's (ACPA) national conference which was held in Adelaide. During this conference we were able to meet many representatives from interstate organisations as well as to catch up with local clients in the disability sector. Our Salary Packaging services were discussed in detail with several interstate organisations. They were keenly interested in hearing about a Not-for Profit organisation that has empathy for the community sector,

The SA Division of General Practice held a conference in May. We were able to support this conference by supplying information on our services and promotional materials for their participant's "goodies bags".

Community and Neighbourhood Houses and Centres Association Inc (CAHN) held their "Towards CD Excellence" conference in May. Many representatives from across the state attended, many of them were interested in our Payroll Services which is easily administered irregardless of their location, MYOB training and our new range of Governance Training.

**Hurry, last days to book**

"Closer Than You Think conference"  
[www.sacoss.org.au/](http://www.sacoss.org.au/)

## Governance Workshop Delivers



*Bama Gaivesan, Ann Bressington, Ian Cox (standing), Eric Faschingbauer & Janet Brinkworth.*

The CBB's inaugural Governance Training Workshop was held on April 21<sup>st</sup> and was well received by the community sector with many participants describing the course as informative, valuable and an excellent workshop in every aspect.

The workshop was designed to inform board members of their role and responsibilities and provide a forum to discuss how Governance can be applied to community organisations.

Topics covered in the workshop included;

- ◆ 4 roles of the Board - essential Board Activities
- ◆ Board Policy - define the overall rules of the organisation
- ◆ Risk Management - increase the likelihood of success
- ◆ Board Composition - attract, retain and develop members
- ◆ Legal Environment - laws, liabilities and insurance
- ◆ Board Performance - are your Board practices efficient?
- ◆ Organisational Performance - measuring overall performance

Around 25 delegates participated and a diverse range of the sector was represented including; drug rehabilitation, homelessness, disability, community centres, carer support and aged care. The excellent venue, facilities and catering contributed to the success of the event which was appreciated by everyone who attended.

*"Keith is a very good presenter and the workshop exceeded my expectations"*

**Peter Kurko – St Anna's Hostel**

*"I found the workshop to be very helpful and it was delivered in a very positive, professional and comprehensive manner"*

**Christine McKie -**



*John Case, Rosemary Wallage & Wayne Crabb (seated)*

# Community News

Services provided  
by the Community  
Business Bureau



## "Towards a better understanding Seminar"

15th & 16th July '05

AMF Centre  
63 Conyngnam St, Glenside

*Don't miss this opportunity to hear this internationally renowned researcher and practitioner in the field of Autism Spectrum -  
Professor Rita Jordan*

### You will hear about:

- understanding Autism Spectrum Disorders including causes and treatments
- how Autism Spectrum Disorders affect families
- learning styles and educational needs
- best practice in educational, developmental and support practices
- service needs for families

Non-members \$200,  
Financial members \$176  
Parents \$44  
(Single day registration available)

For further information visit the website [www.autismsa.org.au](http://www.autismsa.org.au) or phone Karl Zander or Alison Burden on 8379 6976

## Medicine and Miracles

The **Cancer Care Centre** is celebrating 20 years of supporting the people of South Australia whose lives have been affected by cancer by presenting a conference entitled "Medicine and Miracles".

Eight leading practitioners will present the latest information on using an integrated approach to healing and achieving wellness.

Combining a collective wisdom on subjects such as; Historical Aspects of Healing Herbs that Heal, Nutritional Medicine, Healing the Gut, Attitudinal Change and Emotional Healing the conference will present an overview of holistic healing and its place in the recovery and treatment of cancer.

**When :** Saturday 27<sup>th</sup> August 2005

**Where:** Fullarton Park Community Centre  
411 Fullarton Rd Fullarton

**Time:** 9.00 am till 4.00 pm

**Cost:** \$80

**For bookings phone: 83731470**

## Training Dates:



### MYOB Introductory - 2 day course

22nd & 25th July 2005  
19th & 22nd August 2005  
23rd & 26th September 2005

### MYOB Advanced

26th August 2005

### Basic Accounting Principles - 3 day course

23rd & 30th June & 7th July 2005

### Governance Training

Thursday 27th October '05  
9.00am - 1.00pm

### Governance Training - Induction for Board Members

Thursday 17th November '05  
9.00am - 1.00pm

For more information please call the CBB on 8444 9700

### What does CFSA do:

- Equipment (to individuals and hospital wards)
- Financial assistance and counselling
- Free/subsidised recreational and social activities
- Holiday programs for children with CF and their siblings
- Research
- Education, Information and Advocacy
- Quarterly Newsletter and Website with message board
- Parents' respite/support – weekend retreats and coffee mornings
- Newly diagnosed activities and newly diagnosed "Welcome Pack"
- "Boredom Buster" & "Time Blaster" packs for hospital inpatients
- Hospital visiting program for inpatients

CFSA is a community based organisation that receives no government funding. We conduct a number of fundraising activities each year.

More information about CF and CFSA and our activities and events can be found on our website [www.cfsa.org.au](http://www.cfsa.org.au)



## Cystic Fibrosis

**Cystic Fibrosis (CF) is the most common genetic killer affecting Australian children, primarily affecting the lungs and the digestive system. There is a child born with CF every 4 days**

### To live with CF means:

- ✗ taking up to 40 tablets to help digest food every day
- ✗ up to two hours of physiotherapy treatment every day
- ✗ taking nebulised drugs every day
- ✗ regular hospital stays each year
- ✗ a shortened life span (approximately 28 years)
- ✗ CF attacks lungs, digestion and ultimately life

## Management Services

Strategic Planning

Business Planning

Service Excellence Framework Assessment

Governance Training

Continuous Improvement/Best Practices (Process Mapping)

Risk Management Development

Organisational Reviews/Audits

## Human Resource Services

Recruitment and Service

Workforce Planning

Enterprise Bargaining

HR Policies and Procedures

Performance Evaluation

Job Satisfaction Surveys

Job Descriptions/Analysis

IR Advice

## Financial Training Services

MYOB training (Introductory & Advanced)

Training in Basic Accounting Principles

Governance training

## Financial Services

## Payroll Services

## Salary Packaging Services

## For Enquiries Contact

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