



## **BERKELEY VALE NEIGHBOURHOOD CENTRE INC**

### **Strategic Plan 2015 – 2017**

#### **Linking the Community**

##### **Vision**

Our vision for Berkeley Vale Neighbourhood Centre Inc is to develop and build a safe and friendly environment by fostering and encouraging the cohesion and well-being of the members of the community within the Southern Lakes District, Wyong Shire.

##### **Objective**

To provide a non-discriminatory service which aims to improve the quality of life of the most vulnerable within our local residents focusing on socially and financially disadvantaged children, young people and families

##### **Attainment of our Objective**

- a) BVNC Inc shall facilitate
  - 1) Activity and social groups
  - 2) Support programs
  - 3) Resources for people who live and work in the Southern Lakes District of Wyong Shire through drop in, information and referral centres
- b) BVNC Inc will provide a place where people can relax, make friends, receive practical assistance and emotional support as required to enable them to enhance their quality of life
- c) BVNC Inc will continually survey areas of need in co-operation with other agencies and attempt to answer those needs
- d) BVNC Inc will promote co-operation between service agencies in order to minimise duplication and fragmentation of effort

##### **Our Values**

We believe in the right of people:

- to make choices in their own lives;
- to dignity, respect, privacy and confidentiality;
- to be valued as individuals;
- to access services on a non-discriminatory basis;

and

We believe in the right of the community to accountable and responsive services.

## Our Purpose

BVNC Inc is committed to working on behalf of disadvantaged people in the community and we aim to apply a code of professional ethics in the workplace which is consistent with the vision, values and objectives of the organisation.

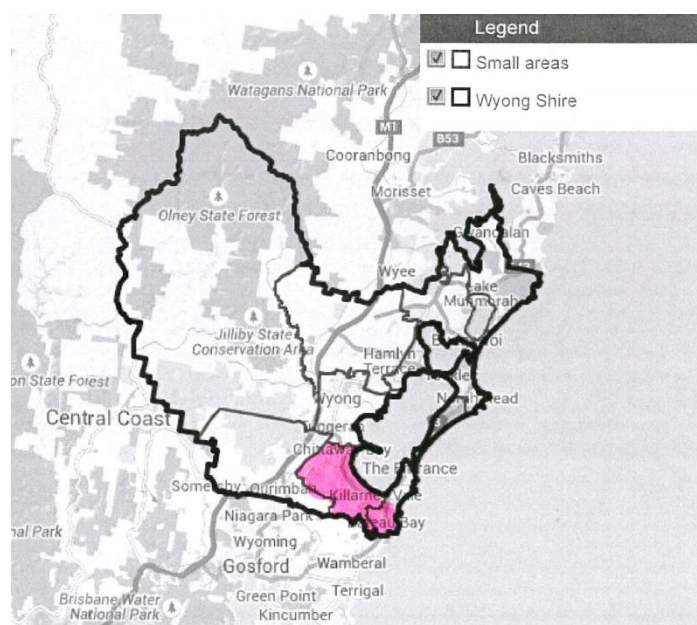
## Who We Help

We provide services to the people in the Southern Lakes and The Entrance Planning Districts of Wyong Shire. These districts encompass but are not limited to Bateau Bay, Berkeley Vale, Chittaway Bay/Point, Glenning Valley, Killarney Vale and Tumby Umbi.

We support people from all backgrounds including Aboriginal and Torres Islander people and those from a culturally and linguistically diverse background with a priority to support socially and financially disadvantaged children, young people and families.

In 2011 the population density in our area was:

Area	Pop	Hectare	Pop/hect
Bateau Bay - Shelly Beach	12,664	829	15.27
Berkeley Vale - Chittaway Bay - Glenning Valley - Fountaindale	12,933	2,058	6.28
Killarney Vale	6,914	306	22.60
Tumby Umbi	4,787	1,006	4.76
Wyong Shire	147,739	74,013	2.00



## **How We Do This**

We achieve our aims by employing and training motivated and committed staff and volunteers. They are guided by a Board of Governance, made up of community representatives, which is responsible for matters pertaining to governance, finance, funding bodies, service delivery, policies and procedures.

The majority of our funding comes from State and Federal Government Grants

## **Where We Do This**

BVNC Inc operates 2 community hubs:

- Bateau Bay Neighbourhood Centre, 10 Cynthia St, Bateau Bay; and
- Berkeley Vale Neighbourhood Centre, 1 - 3 Heather Ave, Glenning Valley.

Plus an Outside of School Hours Care service:

- Tuggerah Out of School Hours Care Centre, Tuggerah Public School, 1 Pacific Hwy, Tuggerah.

## **Our Organisation**

Berkeley Vale Neighbourhood Centre Inc. (BVNC) is a not for profit association. It is incorporated under the Associations Incorporation Act 2009.

We were formed in 1989 to provide a variety of community welfare services to people in the Southern Lakes area of Wyong Shire. Our area of influence spans from Bateau Bay in the south to Chittaway Point in the north and includes the communities of Bateau Bay, Berkeley Vale, Chittaway Bay and Point, Glenning Valley, Killarney Vale and Tumbi Umbi.

Funding was initially obtained through the Central Coast Area Assistance Scheme by a community committee. A part time coordinator was employed, whose primary aim was to assess local needs and find avenues to meet those needs.

In 1990 NSW Department of Family and Community Services took over the main funding on a full time basis. The new funding enabled 40 hours of paid work to be performed between a coordinator and a projects officer. 1990 was also the year that a new building was erected on the Old School Site (off Shannon Parade, Berkeley Vale). Wyong Shire Council was instrumental in providing funds for its construction whilst Skillshare implemented three landscaping courses around the new building.

The centre also established funding for a Vacation Care Program, an outreach program in the Pacific Delmar Estate (then known as Cynthia St Neighbourhood Centre and now known as Bateau Bay Neighbourhood Centre) and various groups and one-off projects. We also assisted many community groups in their early development.

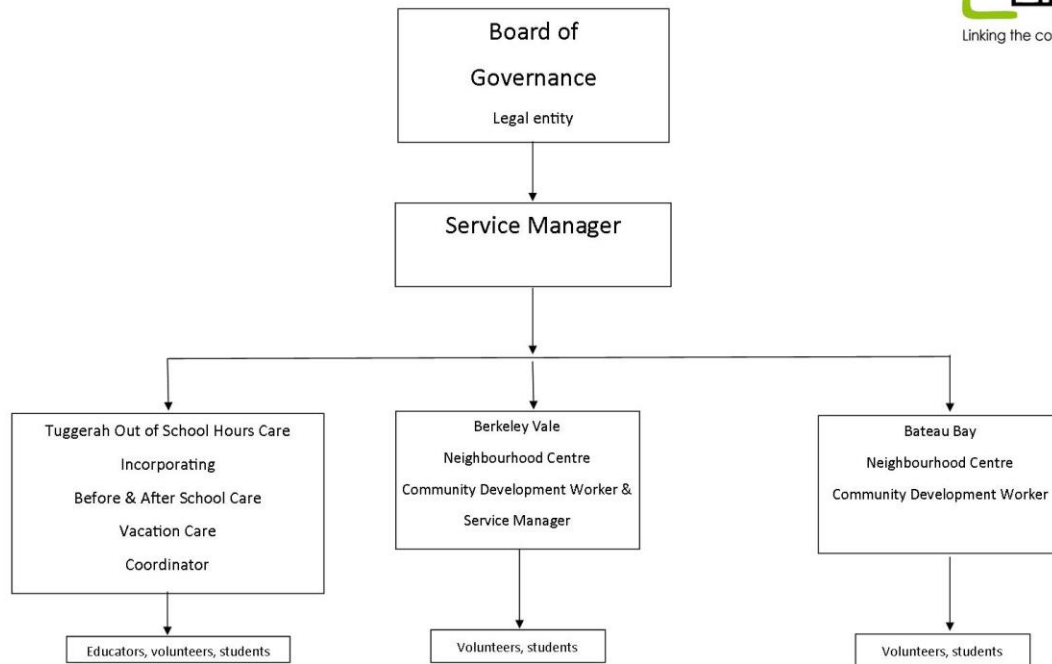
Cynthia St Neighbourhood Centre eventually became an incorporated organization in its own right, only to come back under the auspice of Berkeley Vale Neighbourhood Centre Inc. on 1st January 2011.

BVNC was granted Public Benevolent Institution (PBI) status in July, 2005 making it a Deductible Gift Recipient. This means that donations of \$2 or more are tax deductible. PBI status also enables us to provide tax effective salary packaging to permanent staff.

BVNC provides 2 Community Hubs being Bateau Bay and Berkeley Vale Neighbourhood Centres, and an Out of School Hours Care service being Tuggerah Out of School Hours Care.

**Berkeley Vale Neighbourhood Centre Incorporated**

**Organisational Chart**



**Board of Governance for 2015/2016:**

***Executive Board Members:***

President: Maureen Brew

Vice President/Secretary: Jason Howes

Treasurer: Michael Law

***Ordinary Board Members:***

Margaret Allen Kathy Bradburn

Paul Davis Charlotte Jilek

## Planning for the Future

In January, 2015 the then Management Committee came together for a planning day to look at the organisation in preparation for developing this strategic plan.

Part of that process was to conduct a SWOT Analysis to appraise the status quo as a predicate to determining planning goals and setting developmental priorities.

<b>SWOT Analysis</b>	
<b>Strengths</b>	<b>Opportunities</b>
Value of experiences Accessible (location) Facilities Reputation Personnel (Skill sets) Dedication Networking/Contacts Public Benevolent Institute status	Training Community contacts Philanthropic funding Name change Recognising need for strategic plan Partnerships Memorandum of Understanding
<b>Weaknesses</b>	<b>Threats</b>
Funding/Resources Skill sets of members of the Management Committee Small staff level Organisation name (too narrow) Financial performance	Rent, funding, negativity Competition from larger charities Incompetent staff Lack of communication, respect and training Limited or no long term funding Not being able to rent other rooms or sublet

**Priorities:**

The work we will be carrying out in the 2015 – 2017 period will be based around our priorities:

1. In line with the NSW Government Family and Community Services the main focus will be to provide service delivery aimed at vulnerable children, young people (10 – 18 years) and families within our targeted areas.
2. Strengthening community participation and connectedness among all members of the Southern Lakes District of Wyong Shire
3. Developing the capacity of BVNC Inc.
4. Providing high quality children's services.

These priorities will be met through the following 5 Strategic Objectives:

1. Client and Community (Priorities 1 and 2)
2. Governance and Risk Management (Priority 3)
3. Financial and Business Development (Priority 3)
4. BVNC Capacity Development (Priority 3)
5. High Quality Children's Service (Priority 4)

## **Strategic Objective 1: Client and Community**

Provide community support and services in the Southern Lakes District that build individual community capacity, diversity, inclusion and equity.

### **Goals**

Maintain and increase services and support to the vulnerable and disadvantaged in our community.

Develop project plans to be funding ready

Develop and implement annual work plans in line with funding body specifications and community directions

Support community development activities for all residents of the Southern Lakes District.

Develop and provide service provision to the young people in the Southern Lakes District with priority to the most vulnerable

Maintain and strengthen the involvement of volunteers in the activities of BVNC

## **Strategic Objective 2: Governance and Risk Management**

Be a best practice governance and risk management community-based organisation, delivering quality services with integrity.

### **Goals**

Have a best practice, skills-based and experienced Board that reflects the needs of BVNC.

Follow a risk management plan.

Establish a Finance and Risk Management Committee.

BVNC demonstrably meets its legal and contractual employment requirements, especially WHS.



### **Strategic Objective 3: Financial and Business Development**

Ensure sufficient financial strength, resources and accountability to enable BVNC to achieve its objectives. Be a highly recognised and supported community organisation in the Southern Lakes District.

#### **Goals**

Financial compliance and viability.

Understand and prepare for client-directed funding.

Increase sources of income.

Strong partnerships and alliances that add value to BVNC.

A highly recognised and supported 'brand'.

### **Strategic Objective 4: BVNC Capacity Development**

Have staff and volunteers with the commitment, skills, and resources to meet the needs of individuals and the community we support and who regard BVNC as a special, rewarding and great place to work.

#### **Goals**

BVNC has a stable and well trained workforce.

Provide support and resources for the staff and Manager to achieve the best possible outcomes for clients.

Staff physical conditions and IT support are best practice.

Our partners meet BVNC high quality standards.

## **Strategic Objective 5: High Quality Children's Service**

Providing a high quality out of school hours children's service

### **Goals**

Maintain compliance with all accountabilities for children's services

Staff who are committed to and skilled in the provision and support of a high quality and inclusive service

Have the organisational infrastructure and resources to keep growing, improving and being innovative in service delivery

Contribute to the OOSHC sector.