

Commerce Ballarat News Bulletin
26 March – 1 April

Welcome New Member:

Yisdom Consulting Richard Gent

505 Club

WHK

21 Armstrong St Nth, Ballarat
Thursday 7 April, 5.30pm – 7.30pm
Members Free
Non Members \$16.50

An evening of networking and fostering relationships to grow your business.
Drinks and Savories provided

Commerce Ballarat Race Day

Ballarat Turf Club

Thursday 14 April
\$55pp or \$550 for a table of ten

All those who have attended our race days know this is the fun way to do business.

Commerce Ballarat "How to Win Business" session

Venue TBC
19 April 2011, 2pm - 4pm
Members Free
Non Members \$10.00

Join us for a panel presentation and discussion with representatives from Ballarat Health Services, University of Ballarat, St John of God Hospital and Mars Snackfoods. Learn how to tender and understand their processes to give your company the best opportunity to win business.

Think B2b - Business to Ballarat.

Leading Teams "Grow Your Business" Program

Venue TBC
Dates: 10 May, 7 June, 5 July & 16 August
Time: 9.30am - 1pm
\$450+GST

The internationally recognised Leading Teams program is again being made available to Commerce Ballarat members as a result of funding by Regional Development Victoria. This is a chance for local businesses to participate in the same program and share in the experiences Leading Teams has gathered from their work with successful sporting and business teams. The program consists of 4 x ½ day group sessions, practical applications in your own business and one-on-one mentoring sessions over a 3 month period.

Integrating Sustainability Workshop

Neighbourhood Cable Conference Room, Greenhill Enterprise Centre, Ballarat
Technology Park, Mt Helen
10 May
9am – 1pm (registrations at 8.45am)
RSVP essential by 6 May
Members & Non-members FREE

Sustainability is a term that is receiving unprecedented attention - but what does it mean and how can you successfully integrate sustainable practices into your business while remaining competitive?

Through a range of best practice case studies, this workshop will identify various ways your business can engage sustainable practices with integrity and create an informed action plan that will enable you to move to a more sustainable future in your day-to-day business.

Presented in partnership with Design Victoria, AI Group Ballarat and Ballarat ICT

B.L.E.N.D

WHK

21 Armstrong St Nth, Ballarat
Wednesday 25 May, 5.30pm – 7.30pm
Members Free
Non Members \$16.50

Guest speaker: Damien Lubeek, Interpath Pty Ltd, winner of the Business of the Year Award at the 2010 CGU Commerce Ballarat Business Excellence Awards.

Are you 39 and under and looking for an opportunity to share ideas and impressions of today's business world?

Drinks and savouries provided.

Members News

Member to Member Link 1 April

Take a look at what's on offer this week!

All CB members are invited to participate in this initiative. Make an offer to your fellow members today! Free coffee with main meal, pair of stockings with every pair of shoes bought, 13th bottle with every dozen bottles of wine!!

Member of the Week Submission

To be included in the Members of the Week section of the newsletter please email your business description of no more than 30 words and your logo as a JPG format to sofie@commerceballarat.com.au

Health Checks at VECCI Ballarat

If you're a small business or sole trader, you and your workers will find it convenient to come along to a central location for a free and confidential health check. Health checks will be on offer on 18 and 19 May 2011 at VECCI's Ballarat office.

Date: 18 and 19 May 2011 (bookings are essential)

Location: VECCI – Ballarat Office, 305A Dana Street

To book your WorkHealth Check contact John Wigg, WorkHealth Project Manager – VECCI

Telephone: 03 8662 5132

Mobile: 0403 457 631

Email: jwigg@vecci.org.au

This VECCI initiative is proudly supported by Ballarat Community Health and City of Ballarat

Win a 2.5 kg handmade Easter Bunny from Ollies Lollies

Click [here](#) for information on how to win a 2.5kg handmade Easter Bunny valued at \$130.00! Simply come into the Ollie's Lollies Factory Outlet before 12 noon on Friday 15th April for your chance to win. Don't miss out!

Golden Slipper Saturday at Ballarat

When: Saturday 2 April

Where: Ballarat Turf Club

Time: Gates open 11.30am

Cost: Adults \$10, Children under 16 Free

Slip into Dowling Forest where you can experience an excellent day of racing and as an added bonus you will get to watch group racing from around the country, including the Golden Slipper on the big screen TV

Chariots for Charity

Interclub is a social club for people with disabilities, supported by the Department of Human Services and **BEST Community Development**. It provides a safe and inviting place for more than 100 people who are not currently working or studying, where they can meet and remain engaged with the community. BEST CD also runs the BEST Options Social Club for people with disability, where over 60 members are assisted with social inclusion and community involvement in a self directed, empowering and fun way.

From 6.30pm on Thursday 21 April 2011, Ballarat and District Trotting Club Inc. in conjunction with BEST Disability Services, invite you to participate in a Chariots for Charity fundraising event at Bray Raceway that will assist in funding both of these fabulous programs. Commerce Ballarat members are encouraged to organise an enjoyable evening for their staff, clients and friends, with tables of 4, 6, 8 or 10 available. And there will be some great prizes to be won. For further information on the variety of sponsorship packages that are available, or to obtain tickets, please contact Baden Cutts on 5329 1726 or Margie Iafrate on 5331 7778.

Heritage Race Day

When: Sunday 3 April

Where: Ballarat Turf Club

Time: Gates open 11.30am

Cost: Adults \$10, Children under 16 Free

This is a fantastic day for the family to come along and experience a taste of Ballarat's history. There will be a treasure trove of activities on the day including: pony rides, vintage cars, high tea, good food & music and not forgetting a great day of racing.

B31 Ballarat Business Month



Applications to host are now open, if your business or organisation is interested in participating please complete this [application form](#).

Business Tips – how to get work done faster

Source: VECCI www.vecci.org.au

Learning how to perform menial or repetitive tasks fast helps free up time for projects you want to focus more energy on. These tips will show you ways to improve productivity and the quality of your work by achieving more in a smaller amount of time.

Organise your workspace

Having an organised physical environment means it's easier to find things and you won't waste precious minutes chasing after a document that you desperately need. Our surroundings also affect our thinking. If a space is chaotic, our thinking will be cluttered too. This is the same for in the home and office. It is easier to concentrate and stay calm when the environment you are in is uncluttered and organised.

Plan your time

Determine your goals. This will make it easier to set work priorities and decide which activities are the best use of your time and energy. You'll also be able to identify milestones and celebrate achievements. This is very motivating and can propel you to accomplish even more.

Do similar tasks at the same time

Take advantage of the momentum you gain when working continuously on similar tasks, one after another. For example, set aside one hour to answer emails, instead of flitting in and out of your email software.

Take Frequent Breaks

Productivity and effectiveness diminish the longer we work uninterrupted and breaks keep energy levels high. Breaks also include holidays. Holidays recharge our batteries and bring fresh ideas.

Cooperate with your personal style and body clock

Know how you work best, under what circumstances and at what hours of the day and work around that. Knowing your limitations in terms of what times you do your best work will help you achieve tasks much faster.

Eliminate Distractions

Distractions are plain awful. They break our concentration, lead us down rabbit holes and, before you know it, the day is over and your to-do list is just as long as when you started. Before starting your work, make sure you've minimized all possible distractions. Turn off email and social networking notifications, turn on your answering machine, and get that glass of water. Use tools and apps that reduce distractions.

Harness the Power of Music

Studies have shown that college students in the US are better at solving math problems while listening to Mozart's music. Other studies have shown that workers have increased productivity while listening to music. Stress hormone levels were also drastically reduced. And it's not just classical that works – rock music has also been shown to have beneficial effects. So have a pair of headphones handy at work for the next time you need to get work done faster.

Scam alert for fake government grant websites

The Australian Competition and Consumer Commission has issued a warning to business people regarding websites that purport to help them win government grants actually have no link whatsoever to the government.

"The Australian Business Funding Centre (ABFC) www.australiangovernmentgrants.org is an example of a website which looks like it has some kind of Australian Government affiliation or official status," the ACCC warns.

The Commission adds that third-party sites need to be approached cautiously, as official information about grants is freely available at www.grantslink.gov.au or www.business.gov.au.

A few other tips it suggests include:

- The government doesn't cold call you to tell you about grants
- The government doesn't accept payment via wire transfer
- All Australian Government websites use the '.gov.au' extension
- All decisions about grants are based on merit – you can't pay for special access
- Where you may wish to use the services of a third party to assist in preparing grant applications, choose a reputable service by doing your homework first; and
- If you have signed up to a questionable service and have paid by credit card discuss your recovery options with your provider.

Australian Bureau of Statistics

6354.0 Job Vacancies, Australia, Feb 2011

<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6354.0?OpenDocument>

1350.0 Australian Economic Indicators, Apr 2011

<http://www.abs.gov.au/ausstats/abs@.nsf/mf/1350.0?OpenDocument>

3218.0 Regional Population Growth, Australia, 2009-10

<http://www.abs.gov.au/ausstats/abs@.nsf/mf/3218.0?OpenDocument>

Australian Chamber of Commerce and Industry

A Mature Labour Market Embraces Mature Aged Workers, 30 March 2011

<http://www.acci.asn.au/Research-and-Publications/Media-Centre/Media-Releases-and-Transcripts/Human-Capital/A-Mature-Labour-Market-Embraces-Mature-Aged-Worker>

Transcript – Peter Anderson on ABC News Radio Morning Program – Greens Corporate Tax Proposal, 29 March 2011

<http://www.acci.asn.au/Research-and-Publications/Media-Centre/Media-Releases-and-Transcripts/Economics-Industry/Transcript---Peter-Anderson-on-ABC-News-Radio-Morn>

Regional Industry Link

If you're not on it, how are you going to know about it?

Register on www.regionalindustrylink.com.au come to the free Information Sessions, details at the top of this bulletin.

Click [here](#) for current opportunities

Media

Publication: *The Courier* www.thecourier.com.au

Saturday 26 March

Angela Carey has been appointed general manager of ***The Courier*** after five years as its editor. Ms Carey replaces long-serving general manager Bruce Morgan who in recent years also has been regional manager for Victoria for Fairfax Media.

Monday 28 March

A new play space will enhance the **Bridge Mall** as one of Ballarat's most lively shopping precincts. The new playground will be created as part of the City of Ballarat's CBD strategy and in consultation with the Bridge Mall Traders Association.

Rural students will find it harder to study medicine at Melbourne under tougher new standards set by the university. But a **University of Ballarat** course that has existed for only three years is providing an alternative for students who are not able to study in metro areas.

Wednesday 30 March

The Courier helped keep the spirit of news among children alive by donating library bags to the students of Urquhart Park Primary School. Grade prep pupils received 60 free library bags as part of the Newspapers in Education program run by *The Courier*.