



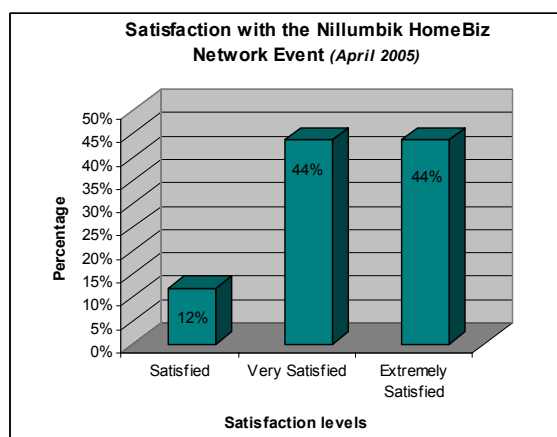
April 2005

Nillumbik HomeBiz Networker

*Welcome to the
Nillumbik HomeBiz
newsletter.*

*Got something to
include?
We would love
to hear from you. If you
have any interesting
business based articles
contact Cindy Wilson on
9433 3188 or
Cindy.Wilson@nillumbik.vic.gov.au*

A newsletter for local home-based business operators.



*Each month we try to
get you to come along
to the home-based
business network
meetings but why
should you? Here's a
couple of reasons...*

1. **100%** of participants at the April meeting were satisfied with the event! And of this, 88% were very or extremely satisfied with the event.
2. 50% felt the evening met their expectations whilst the other 50% of participants felt the evening **exceeded** their expectations.
3. 80% of participants surveyed were happy with the way the evening was conducted.

Comments from the evening included:

'It was great.'

*'Networking is about relationships and how
working together can benefit you.'*

*'The variety and opportunity to move around
was beneficial, very relaxed.'*

Evaluation of the April meeting was conducted by
Kim Hider, Hider Health Evaluation & Consulting, thanks Kim.

Forthcoming events...

This month's networking night promises to be a lot of fun. So when and what is happening...

Date: Wednesday 18 May
Time: 6.45pm for a 7pm start
Venue: Bridges Bar and Restaurant, 1075 Heidelberg-Kinglake Road, Hurstbridge
Cost: \$15 (including light refreshments) drinks at bar prices
To register: 9433 3332 or download a registration form from www.nillumbik.vic.gov.au

Making the transition



Our guest speaker this month, Hugh O'Donnell, will be talking about the issues that people face when making the transition to working from home, particularly for those coming from a corporate background.

Hugh is an experienced business leader with an impressive corporate track record in change management and performance improvement with companies in Europe, USA and Australia. He has a broad business education in finance, marketing, strategic planning and general management. Hugh facilitates leadership development programs at Mt Eliza Business School and is a licensed Mindshop facilitator and practitioner for over seven years. He has also gone through the transition to home-based business himself.

The Issues Forum will also run again this month so remember to bring any issues you need assistance with or any useful tips you have to share with other network members. And don't forget to bring at least 30 business cards!

Making connections and the new issues forum...

The graph over the page showed just how satisfied you all were with the last network meeting so what happened? Well...

John Jacobson talked about the value of networking and then invited Sue Schreiber, Corrie Heslop and Gerald Hynes to share their accounts of how networking has helped their business. We hope to share their accounts in the coming months' newsletters.

The group then participated in a 'speed networking' activity much like 'speed dating'.

Then we got to the real issues...

The issues forum was a new part of the April meeting and one of the issues raised was OH&S. To address some of the concerns raised Wendy Ludwick from OHS Assist has provided us with some valuable information – see the article below.

And because it was so well received the forum will return in May.

Would you like to make your business a little easier to find?

Nillumbik Shire Council as arranged with Sensis (Yellow Pages®) to provide a local business directory online at www.nillumbik.vic.gov.au

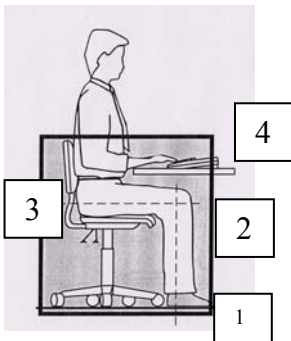
Listings in the Yellow Pages® are free to all registered businesses with a dedicated business phone line. If you are listed in the Yellow Pages®, you'll be listed in the Nillumbik online directory too.

For more information call Sensis on 13 23 78.



Is your workstation set up properly?

Concerns about Occupational Health and Safety were raised during the issues forum of last month's network meeting. Fortunately Wendy Ludwick from OHS Assist was able to provide us with some valuable information.



1. Feet

Place feet flat on the floor or supported by a footrest so that there is no pressure under knees. Area under desk should be clear.

2. Knees

At the same level as, or slightly lower than hips.

3. Seat

Fully adjustable, 5 star base. Seat horizontal.

4. Work Surface

At approximately elbow height (when seated).

Wide enough to accommodate all equipment.

Set up work zones as follows:

- Closest – frequent use objects
- Middle – occasional use objects
- Outer – infrequent use objects

5. Monitor

Placed at arm's length with the top of the screen at approximately eye level and directly in front of you.

Ensure screen is sharp with no flicker or glare.

6. Forearms

Relaxed by your side.

Do not put documents between your keyboard and the edge of the desk. Use the mouse from the whole arm, not just the wrist.

7. Neck

Upright, not leaning back or to the side.

8. Back

Your chair back should provide pressure approximately where you would wear a belt.

9. General

Occasional changes of posture to reduce fatigue.

Look away from your screen and focus on something in the distance every 30 minutes.

Next month...

Telecommuting safety tips

Wendy Ludwick

OHS ASSIST

