



# ANNUAL REPORT 2018-2019

## Goonawarra Neighbourhood House

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## *Acknowledgement of Country*

*At Goonawarra Neighbourhood House, we acknowledge the Wurundjeri people of the Kulin Nation as the traditional custodians of the land. We also pay our respects to ancestors and Elders, past, present and future.*

# TO OUR MEMBERS

## Vision and Mission

### Vision

A strong, vibrant community that embraces its diversity and empowers all to achieve their potential.

### Mission

The Goonawarra Neighbourhood House will facilitate opportunities for community strengthening by engaging dynamically with the community to ensure a service that is responsive to the local needs and issues.

## Strategic Action Plan 2018-2021

### 1. Governance

We will ensure a vibrant and financially sustainable organisation.

### 2. Management

We will maintain a happy, engaged and respectful workforce.

### 3. Delivery and Operations

We will see to the provision of responsive, innovative programs and services that build community resilience.

### 4. External Relationships & Capacity Building

We will foster and further develop partnerships to enhance the provision of quality services and programs.

## Board of Directors 2018-2019

Chairperson: Janet Thomson, Vice Chairperson: Anita Jardine, Treasurer: Linda Daniels, Secretary: Sharyn Tyers, Minutes Secretary: Sarah Matthews,  
General Directors: Margaret Cassidy, Jane Glover, Anna Jackson, Jill Langdon, Francesca McKay.





## Chairperson's Report

The last twelve months (2018/19) has seen a renewed emphasis by the Committee of Management (COM) on establishing the governance arrangements required to ensure that the expanded program of activities planned for the Goonawarra Neighbourhood House can be achieved.

The first step in this process was the development of a new constitution or set of rules for the Goonawarra Neighbourhood House (GNH) as required under the Associations Incorporation Reform Act 2012.

A proposed set of rules recommended by the COM including moving from a Committee of Management to a Board was drafted early in 2019. These will be endorsed by a Special Meeting of the members of the GNH on 21st August 2019 and will be subsequently registered with Consumer Affairs Victoria after this meeting.

These rules are widely used by non-for-profit organisations in Victoria and offer various legal protections for GNH. The new rules clearly set out the purposes of the association, which are:

- To create and strengthen connections across the neighbourhood
- To provide accessible and equitable opportunities for gaining new skills and to support lifelong learning and wellbeing
- To encourage community participation, advocacy and social action on individual and community issues

The second phase of the COM governance review has been to update the policies and procedures that apply at GNH. Policies reviewed this year include: Child Safety Policy, Code of Conduct and Volunteer Policy.

Participants in the GNH will have seen an increase in the range of activities this year including the involvement of VCAL students from Australian College of Higher Education. Alfina will expand on all these activities in her report (see Manager's report).

Achieving this increase in participation and involvement is a significant objective for the House.

A major forward-looking project for the GNH has been work in relation to the renovations of the House later in the year. After an extensive feasibility study and community consultation process by the City of Hume, Council voted to renovate the house at an indicative cost of \$228,600 through their capital works program and provide us with extra space at the Goonawarra Community Hall next door at either no cost or low cost for a trial period of up to 18 months.

The draft design will be exhibited on site well before commencement of renovations. A Project Manager from Hume Council will be managing the project and lease requirements, together with the assistance of a Working Party of community members with expertise in various aspects of this process.

In addition, Goonawarra Neighbourhood house was successful in obtaining \$30,000 from the 2018 Neighbourhood House Coordination Program for Minor Capital Works Non-recurrent Grant through the Department of Health & Human Services to renovate and modify our kitchen. This will occur together with the Hume City Council works projected to commence mid 2020.



We wish to also acknowledge the support we have obtained through The Stronger Communities Grant program allowing our Federal Member for McEwen, Rob Mitchell MP, to support local investment projects. This year we obtained \$7500 to help with purchases of 2 lap-tops, a new photocopier and other important resources for the house.

Goonawarra Neighbourhood House finished the year in a sound financial position and is well placed to proceed with its plans for the New Year. The House continues to be funded and supported by Hume City Council, the Department of Health and Human Services and we thank them for their support and for working with our community.

Staff have worked hard to identify and introduce new programs during the year and their efforts are greatly appreciated by our community. GNH has a friendly buzz about it this year and credit must go to the staff. I would also like to thank the volunteers and tutors who help make the House such a focal point of activity for the neighbourhood.

Committee of Management have contributed with fundraising, which commenced this year with a successful Christmas in July, followed by Mowatts Pie Drives, and various raffles. The total raised was \$4,173.45

Finally, I would like to thank the Committee of Management for their work during the year in giving up their time to help the House operate effectively. I particularly want to acknowledge the work of retiring committee member, Francesca McKay, for her contribution over a number of years serving on the COM.

**Janet Thomson**  
Chairperson



**GOONAWARRA & ROLLING MEADOWS  
SHARING THE LOVE FESTIVAL PLANNING**



### Manager's Report

After more than 29 years in operation, Goonawarra Neighbourhood House (GNH) continues to be an important asset to the Goonawarra community. Open five days a week for community members to access its programs and services, the House is an accessible, inclusive and welcoming place where all community members are valued and made to feel welcome, regardless of their background age or ability.

Goonawarra & Rolling Meadows is a diverse neighbourhood with people from a range of socio-economic and cultural backgrounds, and people in different life stages. By providing a range of low-cost or free programs and activities that are accessible to everyone no matter what their personal

circumstances, GNH plays an important role in supporting community wellbeing and social inclusion.

It also plays an important role in bringing community members together and breaking down barriers, fostering a strong sense of social cohesion across different demographics in the suburbs of Rolling Meadows, Goonawarra and surrounds.

Our achievements and highlights in 2018-19 include:

- Completion of the organisational strategic review
- Development of new four year strategic and operational plan
- New Sponsorships for our youth programs
- Development of the new website designed by Latinpreneur
- Increasing our Volunteer pool
- Celebration of the National Volunteer Week hosting a morning tea.
- T-Shirt painting for the Clothesline Project to raise awareness of the impact of violence against women and children
- Providing work placement to 2 community services students
- successful minor capital grant from DHHS for a kitchen up-grade
- Hume City Council Sponsorship for the Goonawarra & Rolling Meadows Share the Love Festival
- Planning and running the GRM Share the Love Festival in on the 9<sup>th</sup> December 2018 in collaboration with the community action group.
- On-going partnerships with Sunbury Neighbourhood House & Sunbury Community Health on community awareness raising events such as Week Without Violence and International Women's Day.
- Continuing collaboration with Hume Houses, Neighbourhood House Victoria and North West Neighbourhood House Network
- Executive role on the North West Neighbourhood House Network overseeing the work of the networker.
- Supporting the establishment of the Sunbury Women's Shed

## Our Programs & Activities

Our Occasional Childcare and Busy Bee's 3-4-year-old Activity group continues to run successfully despite the loss National Occasional Childcare Funding through the Department of Training and Education. We keep our prices low and our session places small to ensure a quality, welcoming, safe and affordable service. This year we increased sessions from 3 hours to 4 hours and this has been appreciated by the parents using our service.

Our sponsors ComAzor and the Victorian Magistrate continue to provide much needed financial support to the Girls Circle and Boy's Drop-in groups for vulnerable and at risk late primary school children.



We are also very excited about our new sponsor, Rebecca Lovett from Love it Styling. She is a loyal user of our Childcare programs for many years. This year her support will help provide much needed food and refreshments to the children attending the youth groups.

Art for Kids Culture provided a small grant to run our It's a RAP project within the Boy's Drop-in group. Troy McFaul a local Rap artist has been working with the boys to develop their own rap songs drawing from their life experiences. This program will continue in term 3 and 4 2019.

We have Victorian Certificate of Applied Learning (VCAL), Year 11 and 12 students supported by Australian College of Higher Education and coach Chantel Marshal who attends the house 4 days a week.

The VCAL students have volunteered their time to support the International Women's Day Event as well as helping to raise awareness in the community about the content of sugar in drinks and other food items via an installation on our community board and other helpful activities within the house throughout the year.



**BOY'S DROP-IN GROUP & VCAL PROJECT**



**Allied Autism**  
 .com.au

**FREE WORKSHOP**  
 'The eight sensory systems & managing sensory overload'

Friday 21st June • 7-9.30pm  
 8 Gullane Drive Sunbury  
 Goonawarra neighbourhood house

**GUEST SPEAKER**  
 Psychotherapist Dr. Fabienne speaks about carers managing their own anxiety and teaches them how to enhance their own coping mechanisms.

Bookings essential  
 please contact Emily: [alliedautism@outlook.com](mailto:alliedautism@outlook.com)

This year 4 great workshops were delivered at the house in partnership with Allied Autism. Emily approached me earlier in the year with a desire to support others in the community.

Emily is a community member who has her own lived experience of Autism. She also has children on the spectrum. Her workshops were well attended and received. Many parents with children on the spectrum benefited from the informative information provided and the support they received not only by Emily, but also through meeting other parents and carers in our community who shared their own experiences and knowledge.

We have seen a gradual increase this year in engagement by men specifically with our Indian Cooking Workshops facilitated by Levitt Andrade.



Male participation in Neighbourhood Houses is traditionally much lower than that of females and we hope that this is the beginning of a new chapter for Goonawarra Neighbourhood House especially when we have access to the community centre next door.

I would like to sincerely thank Susan Burke and Sandy Jinnette for their hard work, commitment and authentic engagement with the community despite the increasing work- load and demand on the house.

I thank all our program staff and tutors for their work. It is a testament to their expertise and the good relationships they have with participants young and older, that our programs are so well received by the community.

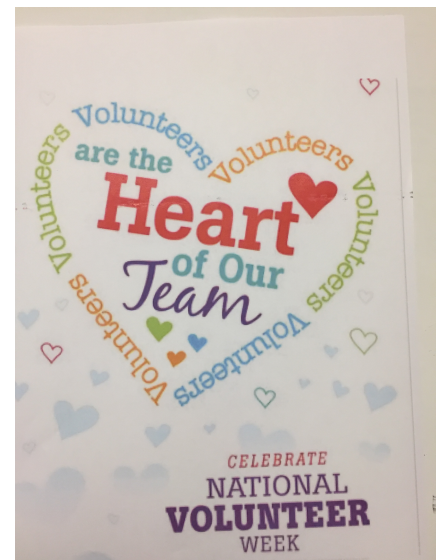
We are also very fortunate to have a large number of volunteers giving of their time to help in the running of GNH.

My sincere thanks to the Committee of Management soon to be Board of Directors, for their dedication and professional approach in governing the House.

I would like to thank local resident Lucy Loko and the Goonawarra Rolling Meadows Action Group members, who have been at the helm of our Goonawarra & Rolling Meadow's Share the Love Festival over the last 2 years in the quest to bring our community together.

I have gained a new appreciation this year of the important role that Neighbourhood Houses play in bringing people together, breaking down barriers and providing a sense of belonging to those that need it. GNH is a special place to many people and I feel very privileged to work with all who are part of its community.

**Alfina Sinatra**  
 Manager







### **Treasurer's Report**

As of the 30th June 2019 the bank balance for GNH is \$147493.97 comprising \$100509.49(Working Account) and \$46984.48 (Long Service Leave), in comparison to the \$980948.20 last financial year. This financial year has seen the Neighbourhood House continue to expand offering a variety of programs throughout the year. House users continue to benefit from a choice of payment methods with EFTPOS and direct banking allowing for a quicker turnaround in monies banked.

### **Revenue**

For 2018-2019 financial year GNH receipted \$295519 compared with \$239945 the previous year. This is an increase of \$55574. Participation or class fees remained steady over the year. Rental income increased slightly compared with the previous year.

### **Hume City Council - Enhancement Funds.**

Hume continues to support GNH with the provision of Enhancement funds. These funds are expended on new programs in addition to partially funding staff office support. Our House continues to work hard with the introduction of new programs. Funds are targeted to pay for tutors whilst these programs become established, with the aim to eventually becoming cost neutral.

### **Health & Human Services**

Funding continues to be provided by Department of Health and Human Services to ensure this House continues to operate. This year \$140988 was received which supports payment of staff salaries.

GNH was also successful in receiving a capital works grant of \$30,000 to support much needed kitchen renovations. However, the project has been put on hold until such time the bigger renovation through Hume City Council begins.

### **Infrastructure**

A Grant of \$6000 from Infrastructure allowed for the purchase of much needed office equipment, including the lease of a new photocopier, purchase of a mobile phone, laptops and kitchen equipment.

### **Donations & Sponsorship**

Donations and sponsorship have been received from local benefactors to support our highly successful programs - Boys Group and Girls Circle. We thank the following for their contributions essential to the continued provision of these successful programs.

Magistrates Court of Victoria	\$ 9750
Comazor	\$ 6500
Artists for Kids	\$ 2000

### **Fundraising**

The continued success of our fundraising is testament to the Fundraising committee commitment to raising funds for our House.

### **Rental Income**

Rentals have increased from the previous year. This is testament to our ability to offer low-cost venue hire & competitive rates.

### **Childcare**

Occasional Childcare and the three-year-old Busy Bees program continues to be viable despite losing the Department of Education and Training grant of \$1013 per month at the end of December 2018. An increase in childcare hours has been well supported by the community. These programs have proved cost neutral at the end of the financial year and so will continue to be monitored closely.

### **Expenditure**

By comparison to the previous financial year, expenditure has increased by 5% - \$12800.

### Payroll

With the necessity to employ childcare staff for longer hours, annual Payroll expenses have increased by 6% since last year.

### Long Service Leave

The LSL accounts has enough funds to facilitate payment of outstanding leave if required.

As the Treasurer, I'd like to add that our finances continue to be well managed and utilised for the benefit of the community in accordance to our legal requirements.

This is my second year as Treasurer, and I am enjoying the role. I would like to acknowledge the support provided to me by Susan Burke our office coordinator and the manager Alfina Sinatra.

Linda Daniels  
Treasurer



WEEK WITHOUT VIOLENCE 2018

# INDEPENDENT AUDITOR'S REPORT

## INDEPENDANT AUDIT REPORT TO THE COMMITTEE AND MEMBERS OF GOONAWARRA NEIGHBOURHOOD HOUSE INC

### Scope

I have audited the attached financial reports, being a special purpose financial report for the year ending 30 June 2019, as set out in the Income and Expenditure Statement (Profit and Loss Statement) and Balance Sheet.

The Committee is responsible for the financial report and has determined that that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporation Act and are appropriate to meet the need of the members.

I have conducted an independent audit of the financial reports in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Reform Act 2012. I disclaim any assumption of responsibility for any reliance on this report or on the financial reports to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.


My audit has been conducted in accordance with Australian Accounting Standards. Procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with my understanding of the Association's financial position and performance as represented by the results of its operations and cash flows evaluations.

These policies do not require the application of all Australian Accounting Standards and other professional reporting requirements in Australia. The audit opinion has been formed on the above basis.

Where I have identified any procedural weaknesses, I have reported them to the Committee separately.

### Audit Opinion

In my opinion the financial report represents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position as of 30 June 2019 and the results of its operation for the year ended 30 June 2019.

  
Julie Anne Carswell  
CPA

6 September 2019

5:08 PM  
03/07/19  
Cash Basis

**Goonawarra Neighbourhood House Inc**  
**Balance Sheet**  
As of June 30, 2019

	Jun 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Goonawarra Neighbourhood House	100,509.49
Long Service Leave	46,984.48
<b>Petty Cash Summary</b>	
Petty Cash Childrens Groups	200.00
Petty Cash OCC	200.00
<b>Total Petty Cash Summary</b>	400.00
<b>Total Chequing/Savings</b>	147,893.97
<b>Total Current Assets</b>	147,893.97
<b>TOTAL ASSETS</b>	147,893.97
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
<b>PAYG-W</b>	
PAYG-W Paid	-68,232.18
PAYG-W Payable	69,927.08
<b>Total PAYG-W</b>	1,694.90
<b>Super SGC Liability</b>	155.87
<b>Total Payroll Liabilities</b>	1,850.77
Provision for LSL	16,844.30
Provision for sick leave	4,263.00
Revenue Received in Advance	124,727.08
Tax Payable	208.82
<b>Total Other Current Liabilities</b>	147,893.97
<b>Total Current Liabilities</b>	147,893.97
<b>TOTAL LIABILITIES</b>	147,893.97
<b>NET ASSETS</b>	0.00
<b>EQUITY</b>	0.00

*J. Caswell*

12:32 PM  
30/08/19  
Cash Basis

**Goonawarra Neighbourhood House Inc**  
**Profit & Loss**  
July 2018 through June 2019

	Jul 18 - Jun 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
*Revenue B/F from prev year	78,497.12
Dept of Education & Training	13,799.15
General Fundraising	
Fundraising	4,423.45
Gifts and Donations Income	18,584.15
<b>Total General Fundraising</b>	<b>22,987.60</b>
<b>Grants</b>	
City of Hume	
Enhancement	27,850.00
<b>Total City of Hume</b>	<b>27,850.00</b>
Health & Human Services	140,988.23
Healthy Communities	7,336.35
Infrastructure Grant	6,000.00
<b>Total Grants</b>	<b>182,174.58</b>
<b>Miscellaneous Income</b>	415.68
<b>Participation/Class Fee</b>	
OCC Income	
Fees	32,203.82
Fundraising	809.00
OCC Income - Other	250.00
<b>Total OCC Income</b>	<b>33,062.82</b>
Playgroup Fees	
Busy Bees	15,800.00
Playgroup Cons	2,128.19
Playgroups Income	448.21
<b>Total Playgroup Fees</b>	<b>18,176.40</b>
Participation/Class Fee - Other	6,831.27
<b>Total Participation/Class Fee</b>	<b>58,070.49</b>
<b>Rental Income</b>	<b>18,072.00</b>
<b>Total Income</b>	<b>374,016.62</b>
<b>Expense</b>	
Bank Service Charges	188.30
Cleaning	222.11
Committee	
AGM	45.24
Committee - Other	469.28
<b>Total Committee</b>	<b>514.52</b>
General House Items	934.35
Gifts and Donations	
Gifts	117.27
Gifts and Donations - Other	163.54
<b>Total Gifts and Donations</b>	<b>280.81</b>
Hardship payment	250.00
House Rental	
Rental Bond refunds	5,090.00
Rental Insurance	
Stamp Duty	116.60
Rental Insurance - Other	1,411.82
<b>Total Rental Insurance</b>	<b>1,528.42</b>
<b>Total House Rental</b>	<b>7,618.42</b>
House Supplies	958.98
Insurance	380.01
Membership	1,359.09
Merchant Fee	588.65

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30/08/19  
Cash Basis

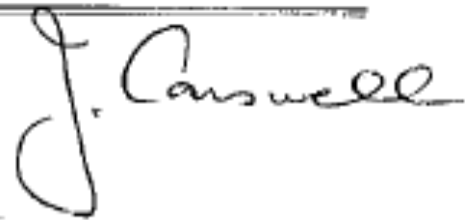
**Goonawarra Neighbourhood House Inc**  
**Profit & Loss**  
July 2018 through June 2019

	Jul 18 - Jun 19
<b>Miscellaneous</b>	
Festival	7,226.46
GNH Events	447.82
Miscellaneous - Other	114.00
<b>Total Miscellaneous</b>	7,788.28
<b>Office Furniture &amp; Equipment</b>	1,664.08
<b>Office Supplies</b>	358.77
<b>Participation Expenses</b>	
Boys Drop In Group	
Consumables	673.16
Boys Drop In Group - Other	2,610.28
<b>Total Boys Drop In Group</b>	3,283.43
Course Refund	109.09
Girls Circle	
Consumables	946.28
Girls Circle - Other	3,373.18
<b>Total Girls Circle</b>	4,319.46
Hume City Council	
Enhancement Funds	
Tutor	4,236.00
Enhancement Funds - Other	1,365.19
<b>Total Enhancement Funds</b>	5,601.19
<b>Total Hume City Council</b>	5,601.19
Instructor Fee	560.00
Occasional Childcare	
OCC Cons	338.75
OCC Fundraising	341.68
<b>Total Occasional Childcare</b>	680.43
Playgroup Cons	262.72
<b>Total Participation Expenses</b>	14,816.32
<b>Payroll Expenses</b>	
Allowances	877.74
Gross Wages	163,699.59
LSL	4,000.00
Salary Sacrifice	8,616.14
Super expense	15,970.65
Training	500.00
Workcover	3,398.97
Payroll Expenses - Other	0.00
<b>Total Payroll Expenses</b>	195,063.09
<b>Photocopier</b>	
Photocopier Cartridges	145.45
Repairs	625.50
Photocopier - Other	887.62
<b>Total Photocopier</b>	1,658.57
<b>Postage and Delivery</b>	1,096.98
<b>Printing &amp; Reproduction</b>	88.84
<b>Professional Fees</b>	
Accounting	299.00
Advertising	1,059.43
<b>Total Professional Fees</b>	1,358.43
<b>Software Expense</b>	1,389.67
<b>Special Projects</b>	
Fundraising	3,945.83
Special Projects - Other	2,991.45
<b>Total Special Projects</b>	6,937.08
<b>Telephone</b>	2,257.86

12:32 PM  
30/08/19  
Cash Basis

**Goonawarra Neighbourhood House Inc**  
**Profit & Loss**  
July 2018 through June 2019

	<u>Jul 18 - Jun 19</u>
Utilities	
Gas and Electric	3,068.50
Total Utilities	<u>3,068.50</u>
Total Expense	<u>250,741.71</u>
Net Ordinary Income	123,274.91
Other Income/Expense	
Other Income	
Interest Income	1,452.17
Total Other Income	<u>1,452.17</u>
Other Expense	
C/F to following year	124,727.08
Total Other Expense	<u>124,727.08</u>
Net Other Income	<u>-123,274.91</u>
Net Income	<u>0.00</u>



**GOONAWARRA NEIGHBOURHOOD HOUSE INC.**

**STATEMENT BY COMMITTEE**

**FOR THE FINANCIAL YEAR ENDED 30 JUNE 2019**

In the opinion of the Goonawarra Neighbourhood House Inc.:

1. The attached Financial Reports represent a true and fair view of the Financial Position of Goonawarra Neighbourhood House Inc. as at 30 June 2019 and its performance for that year in accordance with the accounting policies described in Note 1 to the Financial Statements and the requirements of the Association Incorporation Reform Act 2012 (Vic) and
2. At the date of this statement, there are reasonable grounds to believe that Goonawarra Neighbourhood House Inc. will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Committee by:

*AM Daniels* Treasurer

*Shayne A. Tyson* Secretary

Dated the *17* of *September* 2019





## Visit us at

8 Gullane Drive,  
Sunbury. VIC. 3429

## Mail us at

PO Box, 712 Sunbury. Vic. 3429

## Call us on

9740 6627

## Email us on

[manager@goonawarranh.com.au](mailto:manager@goonawarranh.com.au)

## Visit the website at

[www.goonawarraneighbourhoodhouse.com.au](http://www.goonawarraneighbourhoodhouse.com.au)

