

Kensington Neighbourhood House 2001 Annual Report



COMMITTEE OF MANAGEMENT MEMBERS

2001

Chairperson	Sue Millett (resigned)
Deputy Chairperson	Maureen Fagan
Treasurer and Public Officer	Joy Fraser
Assistant Treasurer	Jose Martinez (resigned)
Minute Secretary	Ruth Harrison
Secretary	Francisco Toro
Members	Ellie Valdebenito Debbie Gath (resigned)

VOLUNTEERS, STAFF AND COMMITTEE

Volunteers

Tracey Overstead
Carmelo Mifsud
Chi Tran
Albie Kennedy
Sheila Byard
Amando Torres
Sandro Onofrio
Kim Lan Hua
Marta Elliott
Genevieve Nhill
Lesley Hoatson
Mary Anne Mifsud

Staff

Michelle Turner
Michelle Alchin
Wendy Lampert
Chris Hooper
Jasmine Dawson
Denise Henderson
Nafisa Amini
Heidi Preradovic
Michelle Lo Presto
Tanya Mangarara
Wendy Toohey
Sue Callinan
Anne Callanan
Kathleen Ziemer
Susan O'Leary
Helen Walker Cook
Sandra Frame
Chu Tran
Daniel Alizzi
Jennifer Bruinewoud

Committee

Sue Millett
Maureen Fagan
Joy Fraser
Jose Martinez
Ruth Harrison
Francisco Toro
Ellie Valdebenito
Debbie Gath

The Kensington Women's Group Childcare Association Inc

Statement of Purpose

- To work within the principles of Community Development and Social Justice
- To provide quality Adult Community and Further Education as a registered ACE organisation
- To provide a welcoming environment which is universally accessible and free of discrimination, to foster growth and development.
- To alleviate social isolation particularly the aged, frail and persons with disabilities by encouraging self-help support group development.
- To encourage the enhancement of skills and knowledge, particularly those from lower socio-economic and residents whose first language is not English.
- To provide an environment which encourages self-determination by which individuals may seek choice and take control of decisions affecting their lives.
- To provide culturally appropriate access to information, advocacy, linkages and resources, particularly for the unemployed, homeless and victims of domestic violence and others living in circumstances where they are unable to adequately provide for themselves and their family.
- To provide quality occasional childcare.
- To provide services to alleviate poverty by accepting donations of clothing, toys and food to be redistributed to those in need, particularly children.
- To assist in the development of each individual's potential as members of the broader community. To provide an environment where people may develop community networks and supportive relationships.
- To provide opportunities for individual self-expression, social interaction and personal achievement.

Chairperson's Report

The past 12 months have brought many changes to the Neighbourhood House. Last year we farewelled Michelle Turner who moved on to work with another organisation. Shortly after, Michelle Alchin took leave to undertake a project with Maribyrnong Council. She has recently resigned from her position with the house. I would like to thank both Michelles for their hard work and continued dedication to the house and wish them the best in their future endeavours.

Sue Callinan and Anne Callanan are our two new staff. Sue has been filling the role of Further Education Coordinator and Neighbourhood House Coordinator. Anne is employed as Neighbourhood House Coordinator and eventually Sue and Anne will share this position and we will have a new Further Education Coordinator. Changes in staff are always unsettling but by now I am sure you have had a chance to get to know Sue and Anne and appreciate their unique skills and abilities which I am sure will be a great asset to the house and carry it into the future.

I would also like to thank Kathy Ziemer who has been responsible for the organisation of the child care course. Many thanks Kathy for your hard work.

The house continues to feel the effects of changes in Kensington including the public housing redevelopment, changing population and ageing residents. And of course the limits to funding, accountability and changing priorities of the Department of Human Services. These changes demand that staff and committee continually evaluate programs and groups in an effort to provide the best possible service in the areas of greatest need. This is not easy and at times difficult decisions need to be made to ensure the house not only meets current needs but will be a viable service in the future. It seems appropriate here to thank the staff and committee for their commitment and hard work. The genuine care and commitment to the well being of the house is inspirational. In particular I would like to thank Maureen Fagan who has again and again proven invaluable to the house.

As you may know I resigned from my position as chairperson earlier this year. I wish the house the best for the future and I hope it goes from strength to strength.

Best wishes to you all.

Sue Millett

NEIGHBOURHOOD HOUSE COORDINATOR'S REPORT

My position is to coordinate the Neighbourhood House programs here at Kensington and I have been here since November, working 23 hours per week. I am enjoying it very much and particularly like the variety of tasks I may be called on to perform in the course of a day. These can vary between comforting a crying child, getting rid of a spider, interviewing job applicants, finding information for a local resident and liaising with other organisations. Never a dull moment!

We are fortunate in receiving funding that allows us to have a full time coordinator and Sue and I job share this position. Job sharing is an ideal way to undertake this work as it is very common for coordinators to "burn out" from overwork and isolation. It is great to have someone else to toss ideas around with and gain support from.

I have been working on getting to know Kensington, meeting as many people as possible and visiting local agencies and services. It is clear that the area is changing and organisations such as ours need to be sensitive to those changes. For example, we should consider running evening and weekend classes to cater for the increasing numbers of people who work full time.

Networking is an important part of my position and I am a member of the Kensington Agencies Network and am looking for other opportunities as well. The regional Neighbourhood House Network has not been functioning for some time but a new networker has recently been appointed and regular meetings will begin soon which I will attend.

At present, the following classes/programs are running (excludes ACFE funded classes):

- Pre and Post Natal Exercise
- Wednesday lunches
- Social Evenings
- Walking Group
- Occasional Child Care
- Elderly Vietnamese and Indo Chinese group

This year we have attempted to start an After School Kids Computer Club, a Friday afternoon tea and to continue with the shopping trips to the Queen Victoria Market and the craft class. Due to insufficient numbers, these activities have not gone ahead.

In addition to the above classes, Common Ground Women's Group for women with a psychiatric disability meets here on Monday morning and yoga classes take place in the hall several times per week.

The Occasional Child Care Service is a particular focus of mine. I have introduced a new booking system, promoted the service, employed new staff and we are currently in the process of developing an appropriate activity program for the children. New regulations coming in mid 2003 will require all childcare services to employ qualified staff and this will have a significant impact on Occasional Care services who already find it difficult to employ staff due to the limited hours of employment we can offer.

Sue and I are working on upgrading the administrative side of the organisation. We now have a new phone system, improved security and a streamlined process for collecting donations. We are working towards implementing a more effective booking process for classes and programs as well.

Phillip Island was our camp destination this year and, despite poor weather, the 90 people who attended enjoyed themselves. The venue was excellent with plenty for the kids to do and outings were organized to the Penguin Parade, Churchill Island and the State Coal Mine. It was an extremely multicultural event with people from Vietnam, Afghanistan, El Salvador, Chile, Sri Lanka, Malta and Spain and provides a model of acceptance and community spirit that we would like to see emulated in the wider society.

Anne Callanan
Neighbourhood House Coordinator

Further Education Report

I commenced work as the temporary Further Education Coordinator in August when Michelle Alchin took secondment leave to Maribyrnong City Council. My duties did not extend to overseeing the Childcare Course so it took me a while to realise what an absolute gem it was. I was initially surprised that a small Neighbourhood House was providing a vocational education course but was quickly impressed by the professionalism of the course workers and their commitment to the course.

Six students were enrolled in the course at the beginning of the year. There was one withdrawal early in the year. Of the five remaining students, 2 received the Certificate III in Community Services (Children's Services) and 3 received Certificate II. The difficulties experienced by some of the students in finishing all the modules is a timely reminder of what the course is trying to achieve. Kathy Ziemer and her team of teachers do a wonderful job of fostering students through personal, language and family issues in a way that would just not be possible in a large institution. They are skilled at providing support and assistance without compromising the integrity of the course. Well done to Kathy, Helen Walker-Cooke, Susan O'Leary and Mary McCormick.

Thanks also to the childcare centres that host our students in their placement activities. Without them the course could not operate. The Kensington Primary School also deserves our thanks for practicing a commitment to community education by allowing the course to operate out of their community room. Thank you to the School Board and principal Debbie Peynenborg.

ESL classes have continued to operate successfully thanks to tutors Chris Hooper and Wendy Lampert. The level 3 class is utilizing the computer room and spends about 50% of its class time either on-line or using ESL teaching programs. Some students have moved on to more intensive classes, others have been relocated but still travel quite a distance to attend classes here. We also have 2 students who have asylum seeker status who find the Neighbourhood House environment suits their needs.

Skillsnet funding has meant that we have been able to offer beginner internet courses throughout the year. Entitled "Read your country's newspapers on the internet" the courses were offered to Vietnamese, Somali, Spanish and British groups. These courses were not very well attended by ethnic groups but numbers were made up with other interested people from the community. We will continue basic internet courses as there is still a demand for people to learn and use internet services.

One Introduction to computer course was held in October. These took a back seat this year as funding was redirected to ensure the survival of the Childcare course.

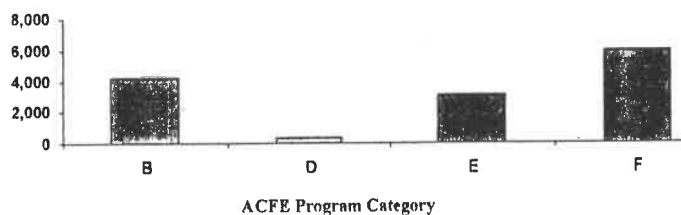
The Moonee Valley ACE Cluster has continued to provide much needed support for ACFE programs. The cluster members remain unchanged from last year and have been very supportive to me in my caretaker role. An additional \$69,000 this year has meant that the cluster has been able to achieve some worthwhile goals. IT support, N-Rolls support, policy development and marketing strategies have been the focus of the cluster for 2001.

I write this report still as the acting Further Education Coordinator. I have been filling this role along with my new position as part-time House Coordinator since November. Now that Michelle has resigned from her position the Committee are seeking a new permanent Further Education Coordinator. I would like to wish Michelle well in her new position and look forward to working along side a new F E worker.

Sue Callinan

2001 Delivery by ACFE Program Category

<u>ACFE Program Category</u>	<u>Student Contact Hours</u>
(B) English as a Second Language (ESL)	4,251
(D) General Preparatory (GP)	433
(E) Vocational Education (VocEd)	3,090
(F) Hobby and Enrichment (HE)	5,982
Total	13,756



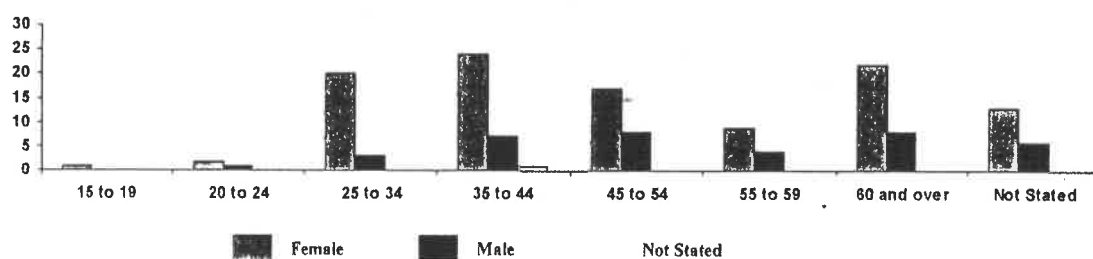
2001 Student Cultural Diversity: Number of Students by Employment Status and Gender

Employment Status	Female	Male	Not Stated	Total
Full time employee	9			9
Part time employee	16	1		17
Self employed - not employing others	4			4
Employed - unpaid family worker	5			5
Unemployed - seeking full time work	3			3
Unemployed - seeking part time work	4			4
Not employed - not seeking employment	65	7	1	73
Not stated	4			4
Total	118	8	1	119



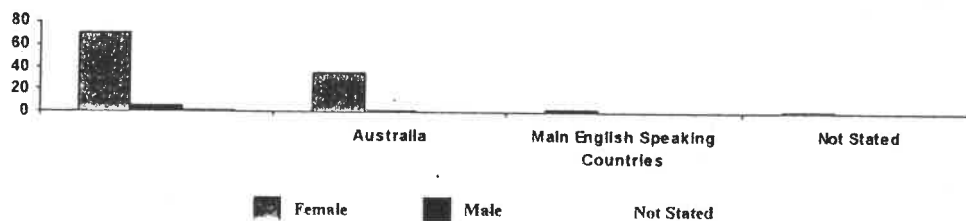
**Student Cultural Diversity:
Number of Students by Age Group and Gender**

AgeGroup	Female	Male	Not Stated	Total
15 to 19	1			1
20 to 24	1	1		2
25 to 34	29			29
35 to 44	30	1		31
45 to 54	9	1		10
55 to 59	7			7
60 and over	32	5	1	38
Not Stated	1			1
Total	110	8	1	119



**Student Cultural Diversity:
Number of Students by Country of Birth and Gender**

Country Group	Female	Male	Not Stated	Total
	71	6	1	78
Australia	35	2		37
Main English Speaking Countries	3			3
Not Stated	1			1
Total:	110	8	1	119



Kensington Neighbourhood House..... past, present and future.

Kensington Women's Group Childcare Association was started in 1974 when a group of local women identified a need for a meeting place where they could provide support for each other. They successfully lobbied the state Government and the rest is history. From this dynamic beginning the House has flourished. Each new challenge has been met with determination and optimism. Some of the women who started Kensington Women's Group are still involved in the House and their contribution to the welfare and development of the women of Kensington has been substantial.

The house is currently funded by a variety of sources. These include the Department of Human Services (DHS), Adult Community & Further Education (ACFE), State Government (Skillsnet), City of Moonee Valley and City of Melbourne. This funding allows the House to offer occasional childcare, accredited vocational education, non-accredited education classes, support groups, recreational and hobby classes.

In 2002 the house is facing new challenges. With new staff across the board, changing local demographic and tightening government regulations in everything from food handling to vocational training programs and childcare staff, the house is currently in a state of renewal. As the current staff and committee continue to seek to meet the needs of the community, it is vital that we listen to what local people are saying, just as those enterprising women did 28 years ago.



ESL Student Dai De Tran enjoys her English class

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED
REG. NO: A0031462P

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER, 2001

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED

REG. NO: A0031462P

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2001

	<u>2001</u>	<u>2000</u>
<u>INCOME</u>		
Grants -Dept Human Services		
“ “ “ - Neighbourhood House	49,783	51,065
“ “ “ - Occasional Care	13,130	6,428
“ City of Melbourne	5,223	2,700
“ Dept. of Education - A.C.F.E./O.T.F.E.	57,410	59,960
“ Dept. of Premier & Cabinet	1,100	1,100
“ City of Moonee Valley	(1,193)	14,235
“ State Library of Victoria	3,426	-
“ Other	620	-
“ Carers Links	-	1,434
“ ISIS Primary Care	-	-
	129,499	<u>1,952</u>
Rental Income	990	995
Donations	12,725	15,621
Fundraising	927	307
Interest Received	1,873	913
Workcover Reimbursement	2,724	8,898
Miscellaneous	60	-
<u>TOTAL INCOME</u>	<u>148,798</u>	<u>165,608</u>
<u>LESS EXPENDITURE</u>		
(as per statement attached)	<u>152,894</u>	<u>164,362</u>
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>		
	(4,096)	1,246
Less IndoChinese/Vietnamese Surplus	(624)	(1,337)
<u>ADD ACCUMULATED SURPLUS 1.1.2001</u>	<u>5,551</u>	<u>5,642</u>
<u>ACCUMULATED SURPLUS AS AT 31/12/2001</u>	<u>\$ 831</u>	<u>\$ 5,551</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED

REG. NO: A00314620

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2001

<u>EXPENDITURE</u>		<u>2001</u>		<u>2000</u>
Administration Expenses		616		2,167
<u>Employment Expenses</u>				
Professional Development	175		220	
Wages & Salaries	39,955		43,282	
Superannuation	1,936		2,140	
Workcover	2,797		4,083	
Other Employment Expenses	925		918	
Leave Provision	(4,440)		1,050	
Travel Allowances	<u>155</u>	41,503	<u>520</u>	52,213
<u>Finance Expenses</u>				
Bank Charges	44		258	
Legal & Accounting	<u>4,193</u>	4,237	<u>3,524</u>	3,782
<u>House Utilities & Maintenance</u>				
Electricity	776		981	
Gas	489		565	
Water	420		457	
Insurance	-		1,615	
Maintenance	3,690		932	
Cleaning	1,459		1,599	
Less Recoup	<u>-</u>	6,834	<u>(5,004)</u>	1,145
<u>Cost of Programs</u>				
Transport Hire	5,925		11,526	
Petrol/Parking	55		904	
Materials	1,876		823	
Venue Hire	3,014		13,604	
Equipment Rental	12		-	
Consumables	3,852		3,005	
Repairs & Maintenance	1,026		183	
Equipment	105		76	
Miscellaneous Administration	1,873		543	
Wages & Associated Expenses	70,259		58,384	
Program Administration Fee	11,567		10,760	
House Rent Fee	-		5,004	
Sundry Program Expenses	<u>140</u>	99,704	<u>243</u>	105,055
<u>TOTAL EXPENDITURE</u>		<u>\$ 152,894</u>		<u>\$ 164,362</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED
REG. NO: A0031462P
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER, 2001

	<u>2001</u>	<u>2000</u>
<u>ACCUMULATED FUNDS</u>		
Capital Reserve & Grants	139,832	139,832
Add Accumulated funds/(Deficiency):	<u>831</u>	<u>5,551</u>
<u>TOTAL MEMBERS FUNDS</u>	<u>\$ 140,663</u>	<u>\$ 145,383</u>
Represented by:		
<u>CURRENT ASSETS:</u>		
Cash on Hand	350	891
Debtors	(2,062)	463
Cash on Deposit – Macaulay Community Credit Co-Operative	<u>138,400</u>	<u>100,914</u>
	<u>136,688</u>	<u>102,268</u>
<u>LESS CURRENT LIABILITIES:</u>		
Creditors & Accruals	16,402	18,208
Grants Received in Advance	31,595	7,628
Provision for - Computer Maintenance	4,000	4,000
- Audit Fees	1,050	980
- Building Maintenance	31,120	31,120
- Staff Entitlements	2,500	6,940
- IndoChinese/Vietnamese Project	11,940	11,316
- Project Employment	<u>18,000</u>	<u>-</u>
<u>NET CURRENT ASSETS</u>	<u>116,607</u> 20,081	<u>80,192</u> 22,076
<u>ADD FIXED ASSETS:</u>		
Buildings (at cost)	147,224	147,224
Less Accumulated Depreciation	<u>31,160</u>	<u>30,660</u>
	<u>116,064</u>	<u>116,564</u>
Fixtures, Fittings & Furn. (at cost)	24,903	24,678
Less Accumulated Depreciation	<u>20,385</u>	<u>17,935</u>
	<u>4,518</u> 120,582	<u>6,743</u> 123,307
<u>NET ASSETS</u>	<u>\$ 140,663</u>	<u>\$ 145,383</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INC.
REG. NO: A0031462P

**NOTES TO AND FORMING PART OF THE SPECIAL PURPOSE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2001**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

These financial statements are special purpose financial reports prepared for use by the Committee and members of Kensington Women's Group Child Care Association Inc. The Committee has determined that the Association is not a reporting entity and there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

These statements are prepared on an accrual basis from the records of the Association. They are based on historic costs and do not take into account changing money value or except where stated, current valuations of non current assets. Accounting policies have been consistently applied, unless otherwise stated.

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INC.
REG. NO: A0031462P

INDEPENDENT AUDIT REPORT

To the Members of Kensington Women's Group Child Care Association Inc.

Scope

I have audited the attached financial statements, being a special purpose financial report, of Kensington Women's Group Child Care Association Inc. for the year ended 31st December, 2001. The Committee of Management is responsible for the financial statements and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the requirements of the Associations Incorporation Act 1981 and the needs of the members. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of Kensington Women's Group Child Care Association Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for distribution to the members for the purpose of meeting the requirements of the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements 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 statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. (These policies do not require the application of all Accounting Standards and UIG Consensus Views).

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion the financial statements present fairly, in accordance with the accounting policies described in the Notes to the financial statements and the requirements of the Associations Incorporation Act 1981, the financial position of Kensington Women's Group Child Care Association Inc. as at 31st December, 2001, and the results from operations for the year then ended.

Dated this 12th day of March, 2002

POBJOY MULHALL & ASSOCIATES
CERTIFIED PRACTISING ACCOUNTANTS



19-21 Argyle Place South
Carlton 3053

JOHN MULHALL CPA
Registered Company Auditor