

# *Kensington Neighbourhood House*



## *2002 Annual Report*

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Adult Education in  
the Community

*(Reg'd as Kensington Women's Group Child Care Association Inc.)*

## Chairperson's Report

I am pleased to say that we have had a good year despite continual funding concerns and the changing dynamics of Kensington.

One highlight was Avega Bishop's report about the changing Kensington community. The information gathered and her recommendations have given us some indicators for our future direction. A number of issues have been raised that we intend to tackle in the coming year.

Another highlight of the past year was to receive recognition of my community service from my employer, Myer Melbourne. Anne Callanan and I received the Sydney Myer Community Service Award and a cheque for \$7000. We can spend this in any area we choose which has given us the opportunity to come up with all sorts of ideas.

2002 saw us welcome Anne House as the Further Education Coordinator and we look forward to her continuing her good work in 2003.

I would like to thank all the staff, volunteers and committee members for their dedication and hard work on behalf of the House over the past year.

The summer camp was once again a great success with our participants.

I would specially like to thank Sue Millett for all her help in the Occasional Childcare area.

The challenges ahead for the house include:

- ♦ Starting more computer classes to enable students to attend in the evening or weekend.
- ♦ Initiating some new activities including a quilting class.
- ♦ Responding to Avega Bishop's report.
- ♦ Continuing to offer quality childcare to the local community despite new government regulations.

Eli Valdebenito – Chairperson.

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## House Coordinators' Report

2002 has been a year of consolidation of successful house programs as well as taking the opportunity to trial new programs. This has given us the chance to tempt the community with a variety of programs including:

- Feng Shui
- Meditation & Spiritual Development
- Walks to a Green destination
- Music & Movement
- Folk Art
- Children's Art
- Massage

These have met with mixed success.

## House Coordinators' Report continued...

Programs that have proved perennially popular include the Wednesday Lunch Group. This group of dedicated diners whose ages span the years 40 to 80plus, enjoy outings, local pub lunches, 2 course meals in our in-house dining room or sandwiches and bingo. While the bingo rarely takes place because the time elapses with chat, jokes and laughter, these 20 women look forward to seeing each other for their varied Wednesday activity. To our regular list of outings we have added a trip to Pinewood cinema each term for a movie and lunch.

Folk Art is a new permanent addition to our program this year. The teacher Heather Pratt has taught the talented group of students strategies for painting on household items such as picture frames and placemats.

We are lucky enough to have a dedicated group of volunteers working with us. Please see the list at the back of this report for their names. We would like to express our heartfelt appreciation for all their hard work and can say that the House is the richer for their participation.

Continued thanks to our funding bodies:

- ♦ Department of Human Services
- ♦ ACFE
- ♦ Skillsnet
- ♦ Victorian Multicultural Commission
- ♦ City of Melbourne
- ♦ City of Moonee Valley

Occasional Childcare has continued to grow and develop over the past year and we have successfully attracted increased numbers of children. The new regulations which require all staff to be qualified are presenting us with challenges which we are dealing with. Thanks to our team of workers who are at present Sue Millett and Roman Salew. Last year we were sad to say goodbye to Nafisa Amini who had worked for us for 14 years.

We are also farewelling our cleaner Jasmine Dawson who is moving to another suburb and wish her well in her new life.

The House Coordination position continues to be job shared successfully between the two of us and over the past year we have all worked to create a solid foundation for the House to develop successfully in future years.

Anne Callanan  
Sue Callinan  
House Coordinators

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## Further Education Coordinator's Report

Starting in May 2002 as the new Further Education Coordinator, I have enjoyed meeting and working with the program participants and students, the management committee of the House and the coordinating, teaching, volunteer and other staff. I have also enjoyed the challenges of developing the educational programs in a house with such a longstanding profile within a changing Kensington community. I have been heartened by the commitment to maintain the education programs throughout the changes in coordinating staff over the last few years. I have also enjoyed building working relationships with local agencies and being involved in local and regional education networks.

There have been a number of program highlights to acknowledge. First, our biggest education program is the Certificate III in Community Services (Children's Services) which is our fulltime childcare course. Six of our eight NESB students successfully completed the course and were awarded Certificate III or II and have gone on to employment or further study. A big thank you to Kathy Ziemer, the very committed Course Coordinator and team of teachers who delivered such an excellent program. My thanks also to Kensington Primary School who provided the course venue and to all the childcare agencies who took these students on placement. Second, our ESL program successfully delivered courses at two language levels. Our longstanding dedicated ESL teachers Wendy and Chris who were unable to continue teaching in Semester Two last year facilitated a smooth handover to our new ESL teacher Helen. These courses have continued to attract new students and my thanks to the agencies who refer students to us. Also two small projects involving a project with the Horn of Africa community and a Needs Analysis project ably written by Avega Bishop both of which have contributed to successful planning and networking outcomes.

Finally our smaller computer program and Skillsnet internet program have continued to deliver computer and internet training in the face of erratic behaviours by our aging computer network. I have been grateful for the patience of our teachers and students alike as we have worked hard to address these difficulties. My thanks to Melbourne City Council for donating some upgraded computers to improve the network and to Phil Brandon our IT support person, funded by the ACE cluster, which together has resulted in a much improved network for our program delivery.

A final thanks to our funding bodies, the students and teachers who contribute so much to the House and to Anne and Sue as House Coordinators, the committee and my colleagues in local agencies, the ACE cluster and other places. I look forward to the year ahead.

Anne House

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## The Changing Kensington Community

In November the House commissioned research consultant Avega Bishop to conduct an analysis of the learning needs of the Kensington Community. Avega's brief was to look at data that would profile population and social trends, consult with key organisations and seek input from individuals from diverse backgrounds on their learning needs.

Two major factors have affected the Kensington community in the last 10 years. The property boom has resulted in significant changes in the population with a trend towards gentrification of older properties. Couples and singles in the 25 to 44 age group have significantly increased.

Secondly the social housing policies including the Kensington Estate Re-development has led to a reduction in public rental housing, fewer families able to be accommodated in public housing, and reduction in the diversity of the Kensington community.

The implications of these trends for KNH are considerable and Avega used this information and data collected from interviewing participants and other community groups to make the following recommendations.

KNH should:

1. Compile annual diversity snapshots.
2. Seek participation input on participants.
3. Monitor demographic changes.
4. Strengthen program and course planning and review mechanisms.
5. Identify priority communities.
6. Undertake participatory planning with priority groups.
7. Continue to coordinate and collaborate with other community organisations.
8. Maintain core programs.
9. Diversify and tailor generic courses.
10. Investigate opportunities to run activities offsite.
11. Develop marketing and promotion.
12. Continue to develop community networks and social connectedness.

We thank Avega for her report. If anyone would like to read the entire report they can obtain a copy from the office.

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## Camp 2003

This year we went to Warburton, in the hills east of Melbourne. We took 90 people and as usual had a wide range of ethnic backgrounds and cultures represented:

- ◆ Vietnamese
- ◆ Latin American
- ◆ Somalian
- ◆ Sri Lankan
- ◆ Chinese

The venue was ideal for our group as there was a swimming pool, tennis courts, a trampoline and animals to feed.

The weather was fantastic and we enjoyed outings to Puffing Billy, the Warburton rainforest walk and the maze at Healesville.

On our last night we had a bush dance which gave us the opportunity to let our hair down amongst much laughter and fun. The photo on the front cover of this report was taken at the dance.

One change from previous years was that we had our meals catered for and so did not have to do any cooking ourselves. This was universally popular as campers were able to relax even more. Helping with setting up and cleaning up enabled different groups to mix with each other and get to know each other better.

We employed Sue McDonough, a Community Development worker, to accompany us to the camp and undertake some research with the participants. She asked people what they wanted from future camps and what ideas they had about house programs. Feedback was very positive with lots of constructive ideas put forward.

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**Campers out for a walk.**



**Bushdancing at our January camp.**



**Fanny & Phyllis feed the farm animals at Arrabri.**



**Nabila & Nafisa enjoy the facilities at Arrabri.**



**Occasional Childcare.**



**Adult Learners Week Celebrations.**

## **Treasurer's Report**

The Kensington Neighbourhood House continues to provide valuable community programs during difficult funding times. Income from grants was \$145,246, up on the previous year from \$129,499.

Despite overall rise in income of \$16,308 to \$165,106, the House again incurred a small deficit for the year ended 31/12/02 of \$3952.

The Committee of Management continues to look for cost saving across programs and are confident that they have found sufficient savings to return the House into a surplus for the year.

Despite the deficit, the overall financial position of the House remains sound with accumulated funds remaining at a healthy \$139,280 not withstanding that it is some years since the primary asset of the House, i.e. 89 McCracken St. has been revalued, which would significantly raise the accumulated funds.

I would like to thank the staff at the Kensington Neighbourhood House and Committee of Management for their tireless efforts. Unfortunately due to family commitments I have tendered my resignation. I wish my successor Ms. Genny Conroy all the best in the role of treasurer and I'm sure she will do an excellent job.

In cooperation,

Silvia Polanco  
Treasurer

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**KENSINGTON WOMEN'S GROUP  
CHILD CARE ASSOCIATION INCORPORATED**

**REG. NO: A0031462P**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER, 2002**

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Grants – Dept. Human Services:		
♦ Neighbourhood House 51,686	49,783	
♦ Occasional Care 6,741	13,130	
Grants:		
City of Melbourne 2,310	5,223	
Dept. of Education –		
A.C.F.E./O.T.F.E. 61,473	57,410	
Dept. of Premier & Cabinet 691	1,100	
City of Moonee Valley 10,884	(1,193)	
State Library of Victoria 4,366	3,426	
Other 375	620	
North Melbourne L. & L. 6,693	145,219	129,499
Rental Income 1,245		990
Donations 16,448		12,725
Fundraising 121		927
Interest Received 1,816		1,873
Workcover Reimbursement -		2,724
Miscellaneous 230		60
<b>TOTAL INCOME</b>	<b>165,079</b>	<b>148,798</b>
<b>LESS EXPENDITURE</b>		
(as per statement attached)	<u>170,909</u>	<u>152,894</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		
	(5,830)	(4,096)
Less IndoChinese/Vietnamese – Surplus 2,569		(624)
<b>ADD ACCUMULATED SURPLUS 1.1.2002</b>	<u>831</u>	<u>5,551</u>
<b>ACCUMULATED SURPLUS AS AT 31/12/2002</b>	<u><b>\$(2,340)</b></u>	<u><b>\$831</b></u>

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CHILD CARE ASSOCIATION INCORPORATED**

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**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER, 2002**

<u>EXPENDITURE</u>	<u>2002</u>	<u>2001</u>
<b>Administration Expenses</b>	<b>456</b>	<b>616</b>
<b>Employment Expenses</b>		
Professional Development 105		175
Wages & Salaries 42,191		39,955
Superannuation 3,306		1,936
Workcover 340		2,797
Other Employment Expenses 1,109		925
Leave Provision 1,046		(4,440)
Travel Allowances 213	48,310	155
		41,503
<b>Finance Expenses</b>		
Bank Charges -		44
Legal & Accounting 3,802	3,802	4,193
		4,237
<b>House Utilities &amp; Maintenance</b>		
Electricity 808		776
Gas 380		489
Water 396		420
Insurance 747		-
Maintenance 1,625		3,690
Cleaning 1,413	5,369	1,459
		6,834
<b>Cost of Programs</b>		
Donation -		140
Marketing 5,644		-
Transport Hire 11,074		5,925
Petrol/Parking -		55
Materials 2,326		1,876
Venue Hire 8,162		3,014
Equipment Rental -		12
Consumables 3,531		3,852
Repairs & Maintenance 3,418		1,026
Equipment 212		105
Miscellaneous Administration 1,507		1,873
Wages & Associated Expenses 51,012		70,259
Program Administration Fee 12,230		11,567
Co-ordination Fee 13,494		-
Sundry Program Expenses 362	112,972	-
		99,704
<b>TOTAL EXPENDITURE</b>	<u><b>\$170,909</b></u>	<u><b>\$152,894</b></u>

**KENSINGTON WOMEN'S GROUP  
CHILD CARE ASSOCIATION INCORPORATED**

REG. NO: A0031462P

**STATEMENT OF FINANCIAL POSITION  
AS AT 31<sup>ST</sup> DECEMBER, 2002**

<u>ACCUMULATED FUNDS</u>	<u>2002</u>	<u>2001</u>	
Capital Reserve & Grants	140,663	139,832	
Add Accumulated Funds/(Deficiency):	<u>(2432)</u>	<u>831</u>	
<b>TOTAL MEMBERS FUNDS</b>	<b><u>\$138,231</u></b>	<b><u>\$140,663</u></b>	
Represented by:			
<u>CURRENT ASSETS:</u>			
Cash on Hand	350	350	
Debtors	(2,039)	(2,062)	
Cash on Deposit – Macaulay			
Community Credit Co-operative	<u>129,294</u>	<u>138,400</u>	
	<u>127,605</u>	<u>136,688</u>	
<u>LESS CURRENT LIABILITIES:</u>			
Creditors & Accruals	9,859	16,402	
Grants Received in Advance	37,237	31,595	
Provision for:			
♦ Computer Maintenance	4,000	4,000	
♦ Audit Fees	1,050	1,050	
♦ Building Maintenance	31,120	31,120	
♦ Staff Entitlements	9,546	2,500	
♦ IndoChinese –			
Vietnamese Project	9,371	11,940	
♦ Project Employment	<u>18,000</u>	<u>114,183</u>	<u>18,000</u>
	<u>114,183</u>	<u>116,607</u>	
<b>NET CURRENT ASSETS</b>	<b>13,422</b>	<b>20,081</b>	
<u>ADD FIXED ASSETS:</u>			
Buildings (at cost)	150,488	147,224	
Less Accumulated Depreciation	<u>31,160</u>	<u>31,160</u>	
	<u>119,328</u>	<u>116,064</u>	
Fixtures, Fittings &			
Furniture (at cost)	28,366	24,903	
Less Accumulated Depreciation	<u>22,885</u>	<u>20,385</u>	
	<u>5,481</u>	<u>4,518</u>	<u>120,582</u>
<b>NET ASSETS</b>	<b><u>\$138,231</u></b>	<b><u>\$140,663</u></b>	

**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 31<sup>st</sup> December 2002. 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 31<sup>st</sup> December, 2002, and the results from operations for the year then ended.

Dated this 3rd day of March, 2003

**POBJOY MULHALL  
& ASSOCIATES  
CERTIFIED PRACTISING  
ACCOUNTANTS**

19-21 Argyle Place South  
Carlton 3053

JOHN MULHALL CPA  
Registered Company Auditor

## MANAGEMENT COMMITTEE

Eli Valdebenito	Chairperson
Joy Fraser	Deputy Chairperson
Ruth Harrison	Secretary
Silvia Polanco	Treasurer
Maureen Fagan	
Catriona McQuilken	
Chi Tran	
Denise Farmery	
Genny Conroy	
Cindy Tan	

## STAFF

Sue Callinan	House Coordinators
Anne Callanan	
Anne House	Further Education Coordinator
Denise Henderson	Bookkeeper
Sue Millett	Occasional Childcare Worker
Roman Salew	Childcare Worker
Michelle Lopresto	Childcare Worker
Nafisa Amini	Childcare Worker
Jasmine Dawson	Cleaner
Marta Elliott	Cleaner

## CONSULTANTS

Avega Bishop	Research Worker
Sue McDonough	Research Worker – camp
Bonnie Symons	Nrolls

## TUTORS

Chris Hooper	ESL
Wendy Lampert	ESL
Helen Salem	ESL
Kathleen Ziemer	Childcare course
Susan O'Leary	Childcare course
Jennifer Bruinewoud	Childcare course
Helen Walker Cook	Childcare course
Heather Pratt	Folk Art
Peter Doube	Computers
Sue Callinan	Computers
Lee Frances	Music and Movement
Panayota Miller	Cooking
Tina McCarthy	Children's Art
Nathalie Cass	Meditation and Spiritual Development

## VOLUNTEERS

Chi Tran	Elderly Vietnamese Group
Sharon Carle	Office
Adrian Healey	Bus Driver
Jack Banston	Desktop Publishing
Sheila Byard	Walking Group
Suong Nguyen	Office
Mei Pan	Office
Paul O'Loughlin	Wednesday group
Nasra Ibrahim	Student Placement
John Targett	Painter
Francisco Toro	Bus Driver
Joy Fraser	Social Evening Coordinator
Khadra Mohammed	Horn of Africa Project

## FUNDING BODIES

Department of Human Services  
Adult Community and Further Education  
Moonee Valley City Council  
Melbourne City Council  
Victorian Multicultural Commission  
Skillsnet

