



WALKER CLOSE AND BROOKLYN HALL ASSOCIATION  
*Serving the Hobsons Bay Community*



## Walker Close and Brooklyn Hall Association Inc. Annual Report 2015-16

29<sup>TH</sup> NOVEMBER 2016

### **WALKER CLOSE COMMUNITY CENTRE**

180 MILLERS ROAD  
ALTONA NORTH 3025

### **BROOKLYN COMMUNITY HALL**

CYPRESS AVENUE BROOKLYN

## Acknowledgements

The Walker Close and Brooklyn Hall Association Inc. would like to thank the following organisations for their on-going support.



### **Hobsons Bay City Council**

We proudly thank for the recurrent funding support provided to Walker Close to cover the Centre operation costs.



### **Victorian Department of Health and Human Services**

We also thank for the recurrent funding support provided to Walker Close to cover management and coordination costs.



### **ExxonMobil Altona Refinery**

We would like to extended our appreciation for the substantial contribution made to purchase computers, data projectors, website design software, data projector screen and in-kind office furniture which benefit the Walker Close Community to great extent and the community at large.



### **Officeworks**

We are appreciative to the Altona North Store for supporting the Altona North and Brooklyn Community in partnership with Walker Close.



### **Hobsons Bay Community Fund**

Supporting the “Revive” exercise program for people over 50 with disability. This program benefits elderly people through healthy exercise, creating connections with likeminded people and establish friendships and a sense belonging in the community.

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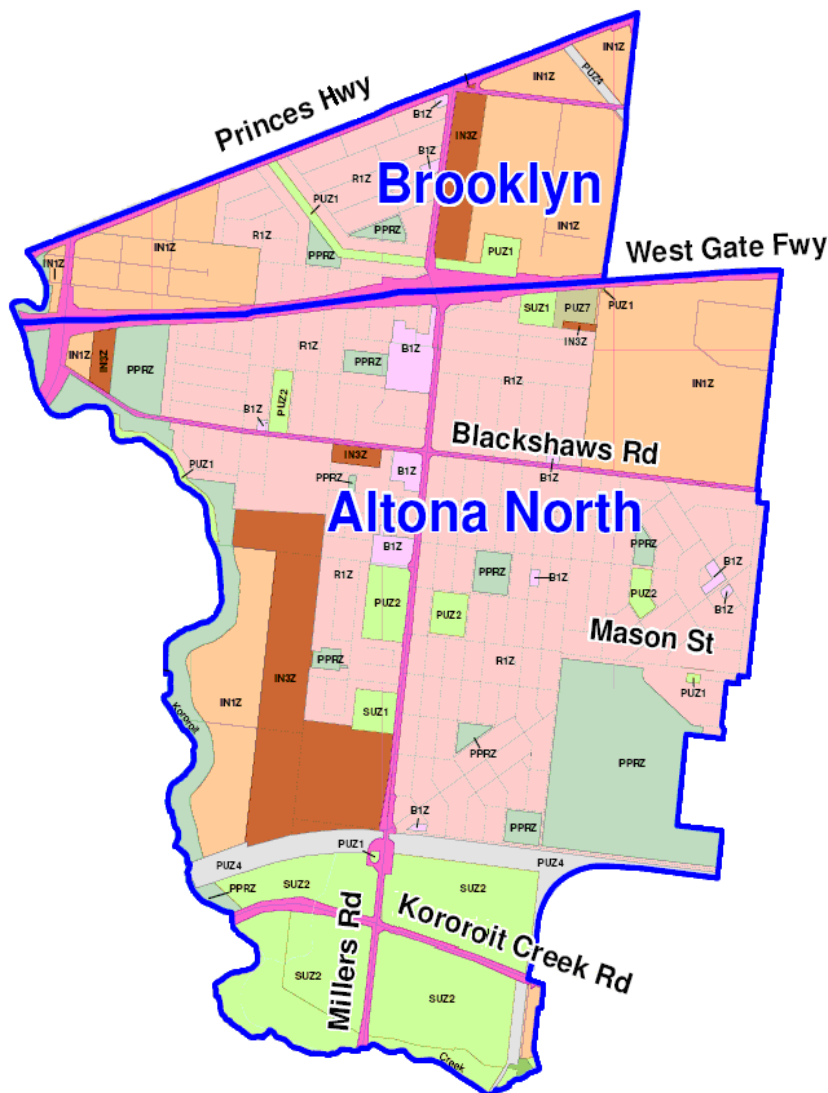
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## INTRODUCTION TO WALKER CLOSE & BROOKLYN HALL ASSOCIATION INC.

### WALKER CLOSE COMMUNITY CENTRE

- ▶ Walker Close is one of the nine neighbourhood house/community centres in Hobsons Bay.
  - ▶ Opened in 2004 (Incorporated in Nov 2006)
  - ▶ Funded by Hobsons Bay Council, DHHS, and hiring of facilities
  - ▶ Grants from local businesses
  - ▶ Services Brooklyn and Altona North
- ▶ Includes two facilities:
  - ▶ Brooklyn Hall (Cypress Avenue); and
  - ▶ Walker Close Community Centre.
- ▶ 57% of people in Altona North speak a language other than English at home.



## EXECUTIVE SUMMARY

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Walker Close and Brooklyn Hall Association Incorporated is a growing prospect.

The main objective of the Association is to provide a welcoming environment which is affordable and accessible to everyone recognising that our community comes from all parts of the world can come together to find relaxation, learning opportunities, companionship and involvement in the local community and to encourage practical support, direction and skill development for disadvantage people and families in our community and to develop community awareness.

### WHAT IS IMPACTING OUR COMMUNITY CENTRE?

The local community is complex, with a high number of disadvantaged people and with high level of cultural and linguistic diversity seeking support and services.

There are complex social issues that need to be addressed such as relief services, wellbeing support for elderly people, personal counselling, referral services, concerns about safety and social isolation in the area.

Over 40 different nationalities reside in the area. Our slogan is "our diversity is our beauty". With this insight, we closely monitor the programs/activities and services we deliver are meeting the needs of the community.

### WHAT HAVE WE ACHIEVED?

Some of the highlights that the Association has achieved in the past twelve months include:

- We have successfully achieved the 2012 – 15 strategic plan and have developed the coming three year 2016-19 plan.
- By determining appropriate community programs, activities and services in response to those needs the Centre organised and facilitated community service course effectively in partnership with training organisations. These courses included:
  - NEIS-Training – Mew Enterprise Incentive Scheme course for self-employment how to start own business
  - Community service training course
  - Drivers training course
- Recycling in the Local Community project
- We successfully reached out to diverse community groups of different background bringing them together to joyfully share their rich cultures and have established good relationship with a sense of belonging in the community.
- We developed sustainable services that benefit all types able and disable community members with no gender preference
- The Centre provided advice and support to different community groups how to run a program that are beneficial to the individual group and to whole the community
- We established accountable governance structure that represents the diverse community group
- The Association continued providing auspice support to other non-incorporated groups.





## ABOUT US

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### MANNER OF ESTABLISHMENT

Brooklyn Community Hall in Cypress Avenue, originally built in 1969, was extensively redeveloped by Hobson's Bay City Council in 2006. Walker Close Community Centre was purpose built by Hobsons Bay City Council and opened in July 2004.

The community management model is used by Hobsons Bay City Council for most of its community facilities. In November 2006 Walker Close Community Centre and Brooklyn Community Hall became incorporated under this model.

Walker Close & Brooklyn Hall Association Inc. is one of nine Community Centres (Neighbourhood houses) under Hobsons Bay City Council, which provides diverse programs and services to the residents of Altona North and Brooklyn, in Melbourne's inner Western Suburbs.

### OUR PURPOSE

Working with local communities to enhance quality of life by providing a range of Programs and Services that are responsive to the identified needs of all residents living within the Altona North and Brooklyn area and surrounding suburbs, especially those disadvantaged by age, income, disability or social isolation, to families with young children, and to promote the wellbeing of all members of the community.

### OUR STRATEGIC OBJECTIVE(S)

To ensure that Walker Close and Brooklyn Hall Association provides vibrant, accessible, and diverse services and programs to assist in building and celebrating the capacity of the local community.

### OUR ROLE (MISSION)

We are a dynamic and inclusive local community centre that develops and delivers efficient, affordable and accessible programs and responsive services in partnership with the local community to provide opportunities, build capacity and advocate for our community.

### OUR VISION

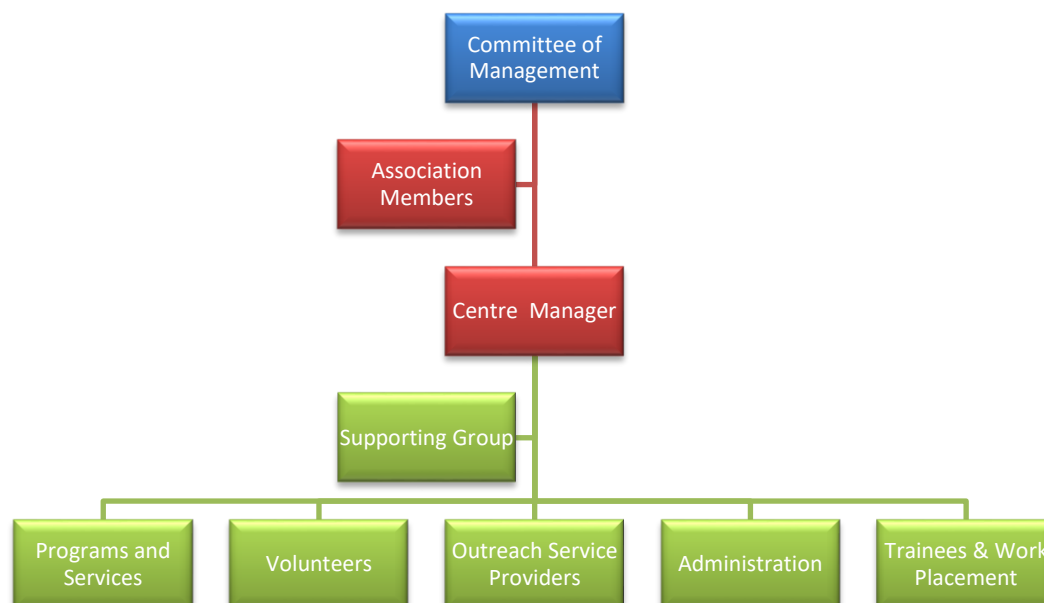
The Walker Close & Brooklyn Hall Community Centre Association Inc. is committed to being responsive to community needs and beliefs in equality of access for all people to its programs and services and "creating a community that sustains itself".

### OUR APPROACH (VALUES)

We are committed to excellence in:

- Reliable Community Services
- Quality and continuous improvement
- Inclusive and non-discriminatory services
- Making decisions transparently to ensure accountability and financial stability
- Providing a safe, caring environment built on trust
- Professional and respectful interactions with our service users, colleagues and volunteers.

## ORGANISATIONAL OVERVIEW



### OUR BOARD

The Walker Close & Brooklyn Hall Association Inc. board typically consists of 6 to 8 members who are appointed in accordance with the associations' rules. Board members are elected each year at the AGM.

### COMMITTEE OF MANAGEMENT

Chairperson	Clovis Mwamba
Vice Chairperson	Rebecca Biddle
Secretary	Wayne Bowers
Treasurer	Tmaru Taku
Youth Representative	Position vacant
Ordinary Member	Brian Long
Ordinary Member	Mark Clark
Ordinary Member	Geoff Peacock

### ROLE OF THE BOARD

The board is responsible for the good governance and effective leadership of Walker Close & Brooklyn Hall Association Inc. it:

- sets the strategic direction, objectives and performance targets for the organisation
- selects the Centre Manager
- monitors the operational and financial performance of the organisation
- oversees compliance with laws, regulations and other obligations
- sets and monitors internal controls to manage risks
- ensures appropriate conduct and effective stakeholder relationships
- manages and monitors board and committee conduct and performance

## SERVICES AND PROGRAMS

The Centre services and programs are dynamic; there is always a change depending on the needs of the community. When some of the existing community groups move out newly emerging community groups join the community. And thus, new programs developed and put in place to meet the needs of the prevailing community needs in line with the Council's Social Planning Process.

Currently over 30 programs and services are provided at the Centre.



### Services

- Immunisation
- Emergency Relief
- Recreational Social Group
- Tax help
- New Mums Group
- Migration Service
- Maternal & Child Health
- Seniors Group
- General Information (referrals)
- Internet Access (for job search)
- Crisis Intervention Counselling

### Programs

- Revive exercise program
- Karate for self defence
- Bone Boosters for health and wellbeing
- Weight lifters
- Columbian traditional dance
- Advanced Math and English for young children
- Action Taekondo - Martial arts
- Combined Probus - retired and semi-retired professional group
- Computer training courses
- Camera Professional - photographic club
- Group exercise for health - social
- TAP-JAZZ & Ballet Dance
- Calisthenics Australian Dance
- Professional Courses
- Brooklyn community forum
- Various casual programs





## RECYCLING IN THE LOCAL COMMUNITY

Walker Close participated in and received funding for the Hobsons Bay City Council 2014 grant program for neighbourhood houses and community centres called “Enhance community understanding of environmental issues” through our project “Recycling in the Local Community”.

Our project consisted of 3 components:

- 1) Promotion of recycling, freecycle, and Terracycle via flyer sent to local community with Walker Close program guide. We also produced a “A Hobsons Bay Community Recycling Guide” with help from Transition Hobsons Bay, see Appendix D.
  - As part of the project Walker Close has become a public collection point for Terracycle. Becoming a public location is a great way to raise more money for your favourite not-for-profit (i.e. Walker Close Community Centre) as we will be eligible to collect TerraCycle Points for each item dropped off. You can drop off things like toothpaste tubes, toothbrushes, soap dispenser pumps etc as listed in the posters below.
- 2) We launched the project with an evening workshop to promote recycling, freecycle, composting, and Terracycle. Local experts discussed recycling do's and don'ts as well as providing a composting workshop, see picture below from the evening.
- 3) As we need to practice what we preach, we introduced a recycling program at both Walker Close Community Centre and Brooklyn Hall
  - This included new recycling bins and posters to help people to recycle



## CHAIRPERSON'S REPORT

It is my privilege to present the 10th Annual Report of the Walker Close and Brooklyn Hall Association Incorporated. 2015-2016 has been a very busy year every day is active. There are over 30 programs and activity groups that use centre facilities at either Walker Close or Brooklyn Hall regularly and is exciting to see such a wonderful environment actively engaged with diverse community groups.

There are several people to whom I would like to express gratitude for their part in operation of the centre. First and foremost, a big thank you to our centre manager, Ayelign Tessema. Everything that happens at our community centre is as a direct result of his hard work and dedication. Ayelign not only works very hard on behalf of the Centre, but also shows great enthusiasm and respect for everything he does in his role.

I would also like to thank Colleen Nelson for her fantastic admin support and greatly appreciated Verana Hunter-Raye for her volunteer support in many ways. She has been great value to the Centre. Thank you our cleaners Mark Raye & his team for their great work keep clean our venues to the highest standard.

As always, Hobsons Bay City Council has been providing support and guidance throughout the year and thank you for the recurrent funding support to cover our operational costs. Also, we are appreciative to the Department of Health and Human Service for providing a recurrent funding support under Neighbourhood House Coordination Program. We are appreciative for the substantial support given to us.

I would like to take this opportunity to personally thank my co committee members for the time and effort they have each given to the Centre over the past year

and without their assistance my job as a Chairperson would have been so much harder.

Many thanks to our secretary, Wayne Bowers for devoting his time and energy closely working with the Centre Manger representing the committee on various tasks being available online or travelling a long distance. We are privileged to have him on the committee.

I feel very proud yet very humble when out and about and Walker Close comes up in conversation particularly when others point out the achievements we have obtained. We have successfully completed 2015-2016 and we are looking forward with the aim to achieve progressively.

Our future is looking bright and over the next years I can envision the organisation continued growth and development.

Once again I wish to extend my many thanks to each and every one who has been involved in making our 2015 – 2016 year so memorable.

Clovis A. Mwamba  
Chairperson.



## WALKER CLOSE

Walker Close is an ideal place for the community. It has a welcoming atmosphere attracting lots of interest lots of different people coming and going. It is a focal point for all community groups to meet and learn from each other. It truly is a pleasing place to be. With this insight, quite a lot of programs and activities run throughout the year.

Some of the regular programs, services and activities run include:

- Health and wellbeing exercises programs continue run progressively every Tuesdays and Wednesdays Bone boosters and weight lifters
- Revive exercise program designed for elderly people with disability every Monday
- Crisis intervention counselling and referral service every Wednesday and Thursdays
- NEIS-Training program to assist people who are unable to establish won business
- Certificate IV community services training
- Various community group practicing their culture and belief
- Certificate III children service course
- Migration professional advice for joining family members
- New mums group and breast feeding etc.
- Professional camera club
- Immunisation services
- Burmese community group run their cultural and belief program
- Advanced learning community group
- Tonga community group practice their cultural and belief program
- Other programs and activities, various on off functions etc.

Throughout the year quite a number of one-off casual programs and functions such as, workshops, training, family gatherings, social events and other celebrations also run.

To effectively use the two venues additional facilities such as data projectors, projector screens, podiums and other sources have been included which helped very much to deliver courses, workshops and for presentations.



## TREASURER'S REPORT

Firstly, I would like to thank the Association for giving me the opportunity to take over the treasurer's position on the committee in 2015-16 financial year.

I am also privileged to present the Walker Close and Brooklyn Community Hall Association Inc. financial report that shows the Centre continues to operate very well.

The income and expenditure report for the year ended 30th June 2016 showed that the total income received for the year was \$172,410. This included operational grants from Hobson's Bay City Council, and from Department of Human and Health Services (DHHS) under Neighbourhood House Coordination Program (NHCP) and Altona Refinery grant to purchase five new computers.

The other sources of income are mainly from rental of facilities to outsiders who run various regular and casual programs as well as from course fees and grants.

The full set of accounts can be seen in the with the auditor's report. Appendix-A

The Centre financial recording and reporting system uses accrual basis accounting where actual income and expenditures are matched accurately.

The total expenditure for the year was amounting \$168,138 the major expenditure

includes, wages, cleaning, utilities, promotion and telephone charges; making up approximately 65 % of total expenditure. This year's performance report demonstrated \$4,272 saving.

The balance sheet showed a cash contingent reserve to cover unforeseen costs, accrued liabilities and employee entitlements. Over all the Centre has a strong financial position.

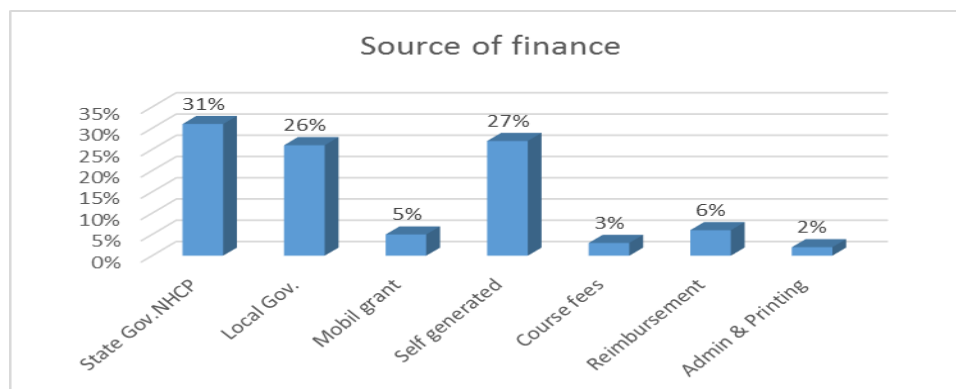
I would like to take this opportunity to extend my gratitude to the centre manager, Ayelign Tessema for establishing a sound financial system on which the management able to make appropriate decisions in meeting its accountability requirements.

I have enjoyed working with Ayelign. He has helped make my job easy, without his assistance my job as a treasurer would have been so much harder.

I would also like to thank all the members of the Committee of Management for their valuable help. I have enjoyed watching Walker Close build into an extremely valuable service that supports the whole community.

Tmaru Tauri

Treasurer



**Figure 1: Sources of centre funding for 2015-16**





## CENTRE MANAGER'S REPORT

July 2015 to June 2016 has been another eventful year for Walker Close Community Centre. Before I advance to my report, first and foremost I would like to extend my thanks to our admin worker Colleen Nelson and volunteer support worker Verana Hunter-Raye. The work they do is amazing and the back bone of our operations. Ladies thanks again for your hard work and commitment to Walker Close. I also would like to extend my thanks to our extraordinary Committee of Management who have been a great support to me throughout the year.

It was a privilege to meet and work with the CALD community group. Every day is new and challenging always learning and finding ways to develop and continuously improve community services.

The centre attracts lots of interest and there is a buzz with many different activities happening, and lots of different people coming and going. It truly is a pleasing place to be and is an ideal place to work towards serving the community.

And average of 441 people for 94 hours per week attended or appeared structured and unstructured programs, activities, functions or meetings comparison is like this, see Figure 2.

The Walker Close community centre, has strong commitment to the philosophy and practices of the Neighbourhood House sector and hence, has high level of commitment to accountability – both to the

communities in which it operates and to the funding bodies who supports. This has been demonstrated over the years ascertaining the commitment and the outcome of the services delivered.

Apart from the quality of the services provided, our success largely due to the importance placed on people's needs and the support given to them within an environment that is formal, encouraging and non-threatening, the outcome of this is an overall sense of empowerment for both individuals and the community.

The venues both Walker Close and Brooklyn Community Hall are the homes of the number of organisations, associations and community groups. We work well together to give the best support and direction to all residents, see why people attend the centre in Figure 3.

We have had a very busy 12-month period and it was great to see how the community has taken to using the two venues, very operational, various programs/ activities and services have been running actively throughout the year that include: education, health and wellbeing, recreational, sport, social connections, short courses, workshops, meetings, church service and other community functions some of the highlights shown over the pages. The distribution of co-ordination hours is shown in Figure 4.

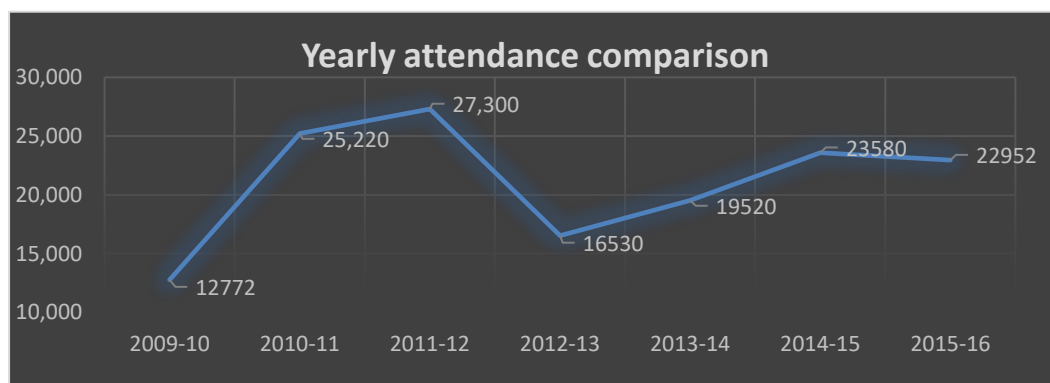
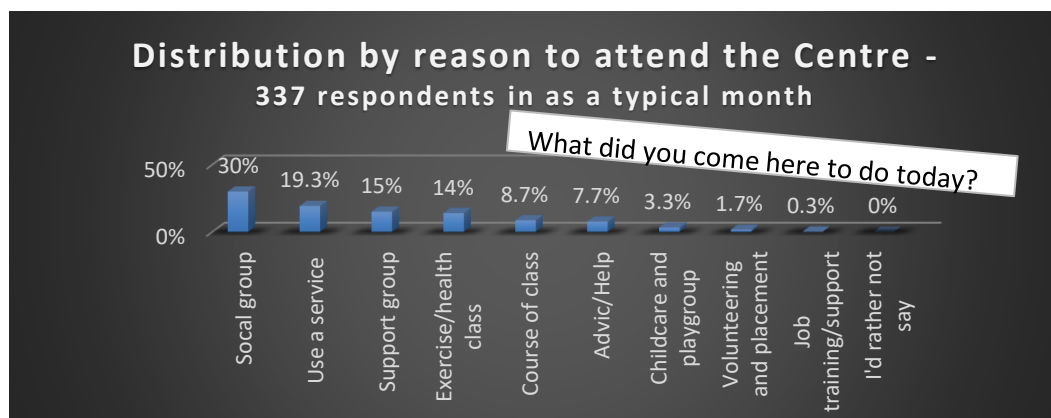
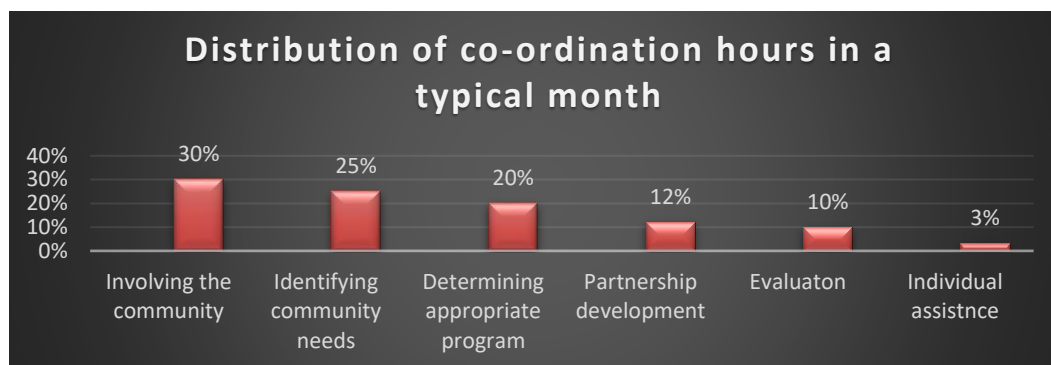


Figure 2: Yearly attendance comparison for Walker Close



**Figure 4: Distribution by reason to attend centre for Walker Close**



**Figure 3: Co-ordination hours in a typical month for Walker Close**

## STRATEGIC PLAN REVIEW

This financial year heralds the end of our three-year strategic plan (2012-2015). Over the past three-year Walker has worked in a challenging environment. The local community is complex, with high number of disadvantaged people seeking support. There are complex social issues, wellbeing support for elderly people, personal counselling, referral services, concerns about safety and social isolation in the area. The growing demographic change has added to the level of service needs. This year has been a chance to reflect and appreciate the work done, review the old plan and begin development of the next three-year plan. Some of measure accomplishments include:

- We successfully reached out embracing diverse community groups of different background bring them together to joyful share their rich cultures and have established good relationship with a sense of belonging in the community.
- We developed sustainable services that benefit all types of able and disable community members with no gender preferences that include young through to aged.
- We established robust and accountable governance structure that represents the diverse community group along with partnering with community organisations, business, government and philanthropic organisations to secure appropriate funding and support.
- We deliver lively programs and services involving the community and encouraging participation, inclusion; valuing diversity and differences at all levels by identifying community needs and aspirations.

## AUSPICING SUPPORT

As part of our community development strategic plan it is our practice providing auspice support to a non-incorporated community group. In this reporting period, we auspice a community group named “Give Take Stand” which collects useful items and give to others. The group has been successful for funding under Councils’ 2016 Environmental Gants Program.

## PARTNERSHIPS AND NETWORKS

Collaboration and partnership remains a priority and relationships with formal and informal partners continue to be productive. Such strong connections enable continuous conversations around community need, opportunity for creative responses and enhanced organisational profile. Thank you to the generosity of our funders, sponsors, partners and supporters.



- **Department of Human and Health Services** Funds Walker Close Community Centre under the Neighbourhood House Coordination Program (NHCP). These funds are directed to towards the salary of a house co-ordinator and operating costs. Houses must pursue the NHCP aims and must meet eligibility requirements. Accountability requirements are met and the role and relationship between Committee of Management, coordinators, volunteers, Human Services and other funding programs must be clearly defined.



- **The Hobsons Bay City Council** is the key supporter of our Neighbourhood House providing operating fund support and purposefully built facilities where the centre operates and disseminate its

services through achieving its purposes, missions and goals. The Centre must meet eligibility requirements. Accountability requirements are met and the role and relationship between Committee of Management, coordinators, volunteers as defined in the service agreement.



- **The Association of Neighbourhood Houses & Learning Centres (ANHLC)** is the Peak Body of Neighbourhood Houses, which are commonly based and managed. The purpose of the Association is to provide support, information and advice to Neighbourhood House Networks on such issues as: funding, insurance awards, union employer organisation; program ideas; possibilities, problems solving and annual survey data analysis etc.



- **Network West** – It is the Network of the Neighbourhood houses within the Western Region. It exists to encourage and motivate individuals, groups and houses to play an active role in the growth and development of their community. It is the avenue for sharing success, solving problems, social contacts. It is an umbrella for Neighbourhood Houses being a source of information, ideas, exchange of information/stories and motivation for one another. Providing or organising training on a variety of topics, it is a source of publicity and promotion; a planning body for a forum to discuss policy, planning and funding, a forum for developing a coordinated approach to running houses, which allows for individual differences but which help with accountability.

## VOLUNTEERING

The Centre relies on the work of volunteers to provide the services it does. There have been many opportunities to learn, grow, give back to community and get involved. Volunteering remains at the heart of Walker Close.

Obviously, board members are volunteers who are totally committed to the centre devoting their time representing the CALD community working, co-operatively in support of the staff and volunteers. I am thankful to all committee members.

Our Secretary, Wayne Bowers has been helping me very closely on the affairs of organisation, updating policies and procedures, and helping collect Annual reports in a proper format. He is committed and thoughtfully keen person to help in any way he can. His support to me is vital.

Verana Hunter-Raye. After successfully completed her placement with us she continued volunteering on Tuesdays and Thursdays working effectively on various tasks. I am proud to say she has been great value. Thank you Verana, for your hard work.

Migration advice- this is a free professional advice service for joining families, students and others. I would also like to thank Jambu Nathan for providing this support to various community members every year.

In 2015-16 the volunteers with Walker Close contributed on an average of 71.5 hours per month of volunteer time. The Centre appreciates for sacrificing their time, energy & valuable skills.

## TRAINING AND COURSES

The Centre, as part of its strategic plan has facilitated and implemented various programs and activities that engage and benefit the local communities include:

- **NEIS Training** – New Enterprise Incentive Scheme – self-employment training run in partnership with Holmesglen College. This short

intensive training course has been effectively delivered for two terms in this reporting period.

- **Crt-IV community service** – training course delivered in partnership with Wentworth College. Three term training have been successfully accomplished in this period.
- **Drivers training course** has been running in partnership with Advance Community College, three term training has been given.
- Other short programs such as **mind your business** (personal financial management) run by The Smith Family; **Education on drug and alcohol** by Turning Point Eastern
- **Health and CPR training** by Westgate Health Co-operative.

These courses are accredited for employment and updating skills in the sector.



## CRISIS INTERVENTION SERVICES

One of the important services provided at Walker Close is the outreach crisis intervention counselling service provided every Wednesdays and Thursdays by dedicated professionals interchangeably.

I would like to thank Laverton Community Integrated Services running this important outreach service at Walker Close over years which has been very useful to those who are in crisis due to several reasons.



## PROJECTS AND GRANTS

Mobil Altona Refinery has long history of supporting its close neighbours, providing community contributions. Walker Close Community Centre is one of the beneficiaries and has been receiving substantial cash and in kind contributions in the last recent years to purchase data projectors, computes and furniture which has benefited the community to great extent.

In the previous financial year, we have received \$5,500 which enable us to purchase 5-new computers to replace the long service outdated computers.

We are very appreciative of all the support we have received over the past years and we have no doubt Mobil's contribution is enduring.

## COMMUNITY DIVERSITY

Altona North and Brooklyn has a high mix of CALD community group made up of over 40 different nationalities with lots of background. 99% of our committee of management members represent these community which makes Walker close a unique place to meet and share lots of experience and skills that makes us proud to say.



**"Our diversity is our beauty; our strength is our unity."**

## MAJOR AIMS FOR THE COMING YEAR

- Involve community members in the planning of programs and activities.
- Evaluate the level of community satisfaction with services offered using satisfaction survey.
- Actively engage participation:
  - by people from culturally diverse backgrounds;
  - Provide culturally appropriate programs/activities; and are accessible to all community embers.

This has been an eventful year at Walker Close and Brooklyn community Hall with services and programs running well.

There are quite a lot of opportunities to serve the community. So please, if you haven't already, pop in come and visit us and see how you can get involved and help us achieve our goals for Altona North and Brooklyn.

Before I finish thank you all users for your support, feedback and encouragement which contributed a lot that our Centre to effectively provide services to the community.

Finally, once more thank you to all members of the management committee for your commitment, support, advice and endless hard work, especially the

Executive committee members closely working with me and representative of funding bodies who gave us so much support and guidance and we appreciate you very much.

Thank you.

Ayelign Tessema





## APPENDIX A - CENTRE ATTENDANCE & BENEFITS

The two venues, Walker Close and Brooklyn Community Hall, have been actively used throughout the year with many regular and casual programs and events run all the time.

### SERVICE USERS' SATISFACTION RESPONSE

The Centre has a warm and welcoming environment; we have excellent governance and efficient operation system. The centre programs/activities and services are dynamic and are closely monitored; there are always changes upon the needs of the community. Based the survey and feedback outcomes new programs implemented; and services users' satisfaction rate is very good.

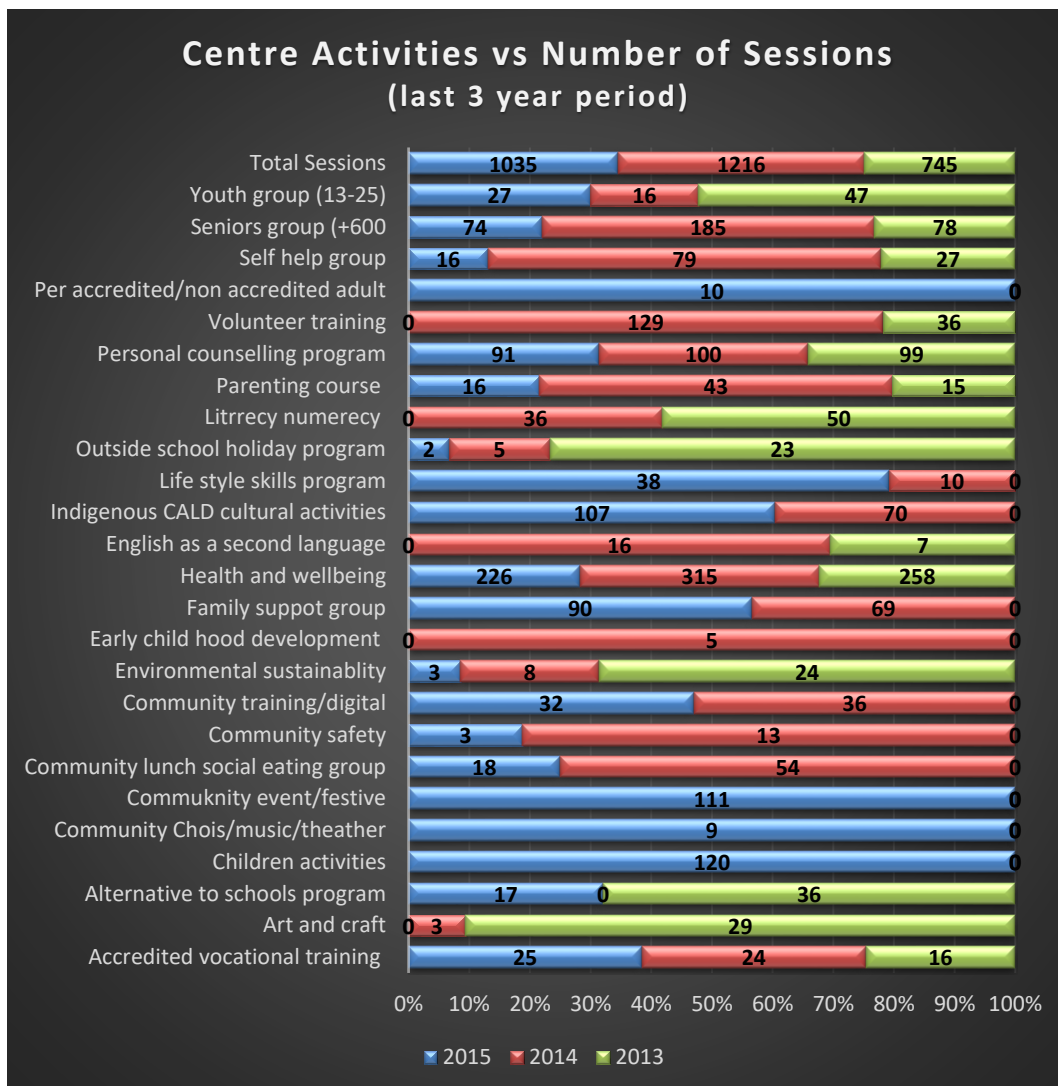
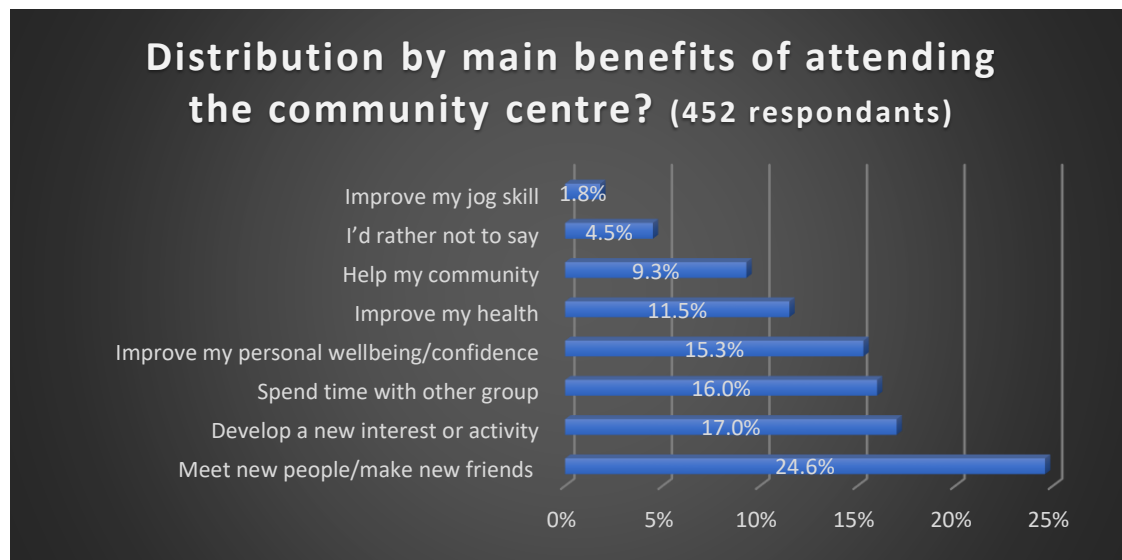


Figure 5: Centre Activities versus Number of Sessions over last 3-year period for Walker Close



**Figure 6: Distribution of benefits of attending Walker Close Community Centre**

## SUPPORTING LOCAL PRIORITIES

Walker Close has developed a standing strategy and community engagement plan. Some of the key priorities include:

- ✚ Look at how we can further respond to community needs
- ✚ Continue to develop strong partnership with local service providers
- ✚ Review, ongoing development and diversification of service delivery
- ✚ Strengthening governance and sustainable reporting
- ✚ Evaluate the level of community satisfaction with services offered by the centre using satisfaction survey.

## APPENDIX B - AUDITORS REPORT

<b>JAMES W MANN &amp; ASSOCIATES</b> <small>FASIA • CPA      ABN 97 552 079 828</small>	<b>ACCOUNTANTS</b> <small>370 Blackshaws Rd • Altona North Victoria • Australia • 3025 Telephone 9314 6011 • Fax 9314 4774 Email • office@jwmann.com.au Website • www.jwmann.com.au</small>
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23<sup>rd</sup> October 2016

### INDEPENDENT AUDITORS REPORT

**To the Members of Walker Close & Brooklyn Hall Association Incorporated**

#### Scope

We have audited the financial statements being the Profit and Loss Statement and Balance Sheet of Walker Close & Brooklyn Hall Association Incorporated and supporting documentation for the year ended 30 June 2016. The Committee is responsible for the financial statements and has determined that the accounting policies used are consistent with the financial reporting requirements of the constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

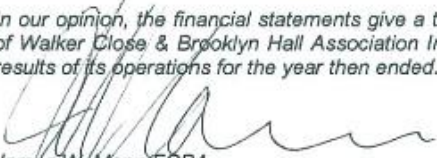
The financial statements have been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Accounting Standards. Our 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 whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies so as to present a view which is consistent with our understanding of the Association's financial position and performance. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

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

#### Audit Opinion

In our opinion, the financial statements give a true and fair view of the financial position of Walker Close & Brooklyn Hall Association Incorporated as at 30 June 2016 and the results of its operations for the year then ended.

  
James W. Mann FCPA  
James W. Mann & Associates

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Post Office Box 136 • Altona North  
Victoria • Australia • 3025

## APPENDIX C - FINANCIAL STATEMENT

Walker Close and Brooklyn Hall Asso. Inc		
Profit & Loss Statement, 30th June		
	Jun-2016	Jun-2015
<b>Income</b>		
Government funding		
Operational Grant-HBCC	47,705	45,927
NH-Coordination Grant - DHHS	54,496	43,954
Project Grant Income		
Mobil- Altona Refinery	5,000	----
Promotion support HBCC	350	----
Facility usage Income		
Regular users - WC	24,104	20,778
Regular Users - BH	28,273	27,637
Support service income	392	----
Course fees	909	180
Other Income	----	220
Reimbursement-Utilities	9,429	3,636
Printing and photocopy income	209	268
Reimbursement from telephone call	----	4,931
<b>Total Income</b>	<b>170,868</b>	<b>147,531</b>
Gross Profit	<b>170,867</b>	<b>147,531</b>
<b>Expenses</b>		
General Expenses		
Advertising & Marketing	1,230	857
Association Membership fee	72	53
office equipment supplies	63	97
Auditors fee	----	375
Bank Fees	62	75
Janitorial Services - WC	4,904	3,543
Janitorial Services BH	4,085	4,338
Kitchen amenities	546	----
Cleaning supplies	1,558	916
Booking Cancellation reimbursement	318	----
MYOB Subscription	1,739	740
Electricity Expenses WC	15,157	16,986
Electricity expense BH	3,197	2,882
Garbage Cleaning expenses	614	1,681
Volunteer travel expense	736	829
Donations	304	58
Exercise program tutor fees	1,333	----
General Repairs & Maintenance	138	1,208
Printing & photo copy	2,879	1,453
Lease expense office equipment	1,068	2,186
Internet & webhosting	90	1,518



Program and group support expense.	4,730	----
Computer services Expenses	171	105
Gathering and Celebration expenses	630	----
Utility - Water Expenses	2,252	1,417
Domain name registration/webhosting	350	----
Stationery supplies	2,149	4,258
Advertising/promotion expense	1,551	----
Waste Removal/Garbage cleaning	109	----
Telephone Expenses	3,398	3,519
Postage	40	170
Miscellaneous. expenses	587	----
Gathering and Celebration	414	443
Meeting amenities	356	822
Meeting workshops and conference	868	----
Subscription and membership fee	1,148	286
Payroll Expenses	72,419	68,363
Accrued holiday leave	9,841	3,342
Work Cover Premiums	727	548
Annual Meeting Expenses	1,086	746
Admin and General services	8,532	1,313
Travel & Accom. Expenses	1,198	1,556
Training expense	.....	41
Annual meeting, workshop expense	145	959
Superannuation contribution expense	8,055	7,075
<b>Total General Expenses</b>	<b>160,848</b>	<b>134,758</b>
<b>Depreciation Expenses</b>		
Furniture Depreciation	1,790	1,675
Office Equipment Depreciation	1,585	1,536
Computer Depreciation	3,915	3,567
<b>Total Depreciation Expenses</b>	<b>7,290</b>	<b>6,778</b>
<b>Total Expenses</b>	<b>168,138</b>	<b>141,536</b>
<b>Operating Profit</b>	<b>2,729</b>	<b>5,995</b>
Other Income		
Interest Income	1,543	1,838
<b>Total Other Income</b>	<b>1,543</b>	<b>1,838</b>
<b>Total Other Expenses</b>	<b>----</b>	<b>----</b>
<b>Net Profit/(Loss)</b>	<b>4,272</b>	<b>7,833</b>



**Walker Close and Brooklyn Hall Association Incorporated**  
**Balance Sheet as at 30June**

	2016	2015
<b>Current Assets</b>	\$	\$
Bank current account	95,399	76,854
Bank account conting. reserve	97,258	95,716
Petty cash account	500	500
Debit Card account	500	....
Pre-paid expense	4,407	898
Accounts receivable	5,602	1,040
<b>Total current Asset</b>	<b>203,666</b>	<b>175,008</b>
<b>Non-Current Asset</b>		
Furniture & fixture	100,043	91,933
Acc.Depreciation	95,479	88,189
	4,564	3,744
<b>Total Asset</b>	<b>208,230</b>	<b>178,752</b>
<b>Current liabilities</b>		
Trade creditors	2,433	190
Master Card debit account	500	....
Accrued expenses	....	1,937
Pre-paid income	....	345
Recycling project	....	198
City West Water adjustment	7,546	....
Bond with-held	5,023	5,023
Cultural diversity grant	1,600	....
Auspice fund - THB	....	750
HBCF- Revive project	....	162
Auspice fund - Chin Com. Gr.	....	180
GST-Liabilities	4,815	3,007
Payroll liabilities	4,636	4,102
Super Ann. Contribution	2,708	2,360
Provision LSL	9,563	10,202
Accrued Holiday leave	9,841	....
Accrued overtime	4,730	....
<b>Total Current Asset</b>	<b>53,395</b>	<b>28456</b>
<b>Net Asset</b>	<b>154,835</b>	<b>150,296</b>
<b>Retained earning</b>	<b>150,563</b>	<b>142,463</b>
Current earning	4,272	7,833
<b>Total equity</b>	<b>154,835</b>	<b>150,296</b>

## APPENDIX D – RECYCLING GUIDE

### Hobsons Bay Community Recycling Guide

Printer Cartridges plus toner bottles, fuser kits, drum kits, fax and photocopier cartridges

- EnviroCentre – Altona Library, 123 Queen St, Altona
- Officeworks, Australia Post, The Good Guys, Harvey Norman outlets & others, see [recyclingnearyou.com.au/cartridges](http://recyclingnearyou.com.au/cartridges)

#### Televisions

- Port Phillip & Moonee Valley Transfer and Recovery Centres – see end of guide

#### White Goods

- Port Phillip & Wyndham Transfer and Recovery Centres – see end of guide
- Kids off the Kerb – 326 Settlement Road, Thomastown, Ph. 9918 7999, [www.kidsoffthekerb.org](http://www.kidsoffthekerb.org)

#### X-Ray, Film, Negatives & Microfiche

- Gram Destruction Factory 4/46 Allied Drive Tullamarine Ph. 9338 0074

### TRANSFER AND RECOVERY CENTRES

- Moonee Valley Transfer Station – 188 Holmes Road, Moonee Ponds, Ph. 8325 1730
- Port Phillip Resource Recovery Centre – corner of White and Boundary Streets, South Melbourne, Ph. 9209 6686
- Wyndham Transfer Station – Wests Rd, Werribee (Melway Ref. 243 7E), Ph. 9742 0777

### DETOX YOUR HOME

- Sustainability Victoria in conjunction with local councils at annual mobile locations, <http://www.sustainability.vic.gov.au/detoxyourhome>




Transition Hobsons Bay  
WEB: [transitionhb.weebly.com](http://transitionhb.weebly.com)  
EMAIL: [transitionhb@gmail.com](mailto:transitionhb@gmail.com)  
Facebook: we're a Facebook group.



**Walker Close and Brooklyn Hall Association**

**WALKER CLOSE COMMUNITY CENTRE**  
180 MILLERS ROAD  
ALTONA NORTH 3025

**BROOKLYN COMMUNITY HALL**  
CYPRESS AVENUE BROOKLYN

**CONTACT**  
PHONE: (03) 9318 0521  
ADMIN@WALKERBROOKLYN.COM.AU




Making it easy to recycle stuff that doesn't belong or fit in your recycling bin!

*This guide has been put together by Transition Hobsons Bay and Walker Close and Brooklyn Hall Association.*

*Transition Hobsons Bay is a local community group - inspiring a positive future for our local community.*

*Walker Close and Brooklyn Hall Association operates the Walker Close Community Centre and Brooklyn Hall community space.*



Hobsons Bay Community Recycling Guide	Hobsons Bay Community Recycling Guide	Hobsons Bay Community Recycling Guide
<p><b>Batteries – Household</b></p> <ul style="list-style-type: none"> <li>Green Collect – 71 Anderson St, Yarraville Ph. 9314 4987</li> <li>Batteryback™ – Coles Altona Meadows and Officeworks South Melbourne, 231 Kingsway</li> <li>Detox your home – see end of guide</li> <li>Port Phillip Resource Recovery Centre – see end of guide</li> <li>All ALDI stores (Sizes AA, AAA, C, D and 9V only)</li> </ul> <p><b>Batteries – Car</b></p> <ul style="list-style-type: none"> <li>Port Phillip &amp; Wyndham Transfer and Recovery Centres – see end of guide</li> <li>Detox your home – see end of guide</li> <li>Southern Cross Metal Recyclers – 120 Maddox Rd, Williamstown, Ph. 9397 4358</li> </ul> <p><b>Blankets &amp; Towels – ask your local Vet tool</b></p> <ul style="list-style-type: none"> <li>Lost Dogs Home – 2 Gracie Street North Melbourne Ph. 9329 2755</li> <li>Lort Smith Animal Hospital – 24 Villiers Street, North Melbourne Ph. 9328 3021</li> </ul> <p><b>Books</b></p> <ul style="list-style-type: none"> <li>Charity/Opportunity Shops</li> <li>Gram Destruction Factory – 4/46 Allied Drive Tullamarine Ph. 9338 0074</li> </ul> <p><b>CDs &amp; plastic cases, DVDs, Blue-ray, Tapes</b></p> <ul style="list-style-type: none"> <li>Gram Destruction Factory – 4/46 Allied Drive Tullamarine Ph. 9338 0074</li> <li>Green Collect – 71 Anderson St, Yarraville Ph. 9314 4987</li> </ul> <p><b>Chemicals</b></p> <ul style="list-style-type: none"> <li>Detox your home – see end of guide</li> </ul> <p><b>Cleaner Packaging (Plastics) – beauty product tubes, cleaning and beauty product triggers, hand wash and laundry liquid taps, face wipes packaging and dish tabs plastic bags</b></p> <ul style="list-style-type: none"> <li>Walker Close Community Centre – 180 Millers Road, Altona North, Ph. 9318 0521</li> </ul> <p><b>Clothes &amp; Household Items</b></p> <ul style="list-style-type: none"> <li>Charity/Opportunity Shops</li> <li>Port Phillip Resource Recovery Centre – see end of guide</li> </ul>	<p><b>Corks – natural and synthetic</b></p> <ul style="list-style-type: none"> <li>Green Collect – 71 Anderson St, Yarraville Ph. 9314 4987</li> </ul> <p><b>Concrete and construction materials</b></p> <ul style="list-style-type: none"> <li>Alex Fraser Pty Ltd – 235 Dohertys Road, Laverton Nth Ph. 9369 7388</li> </ul> <p><b>E-Waste – Computers, Monitors, Scanners, Printers, Keyboards, CD/DVD drives</b></p> <ul style="list-style-type: none"> <li>Altona Men's Shed – Unit 3/11 Techno Park Drive, Williamstown 3016 Ph. 0448 240 597</li> <li>Computerbank Victoria – 483 Victoria St, West Melbourne Ph. 9600 9161, <a href="http://www.computerbank.org.au">www.computerbank.org.au</a></li> <li>Port Phillip &amp; Wyndham Transfer and Recovery Centres – see end of guide</li> <li>Green Collect – 71 Anderson St, Yarraville Ph. 9314 4987</li> <li>Officeworks stores (Computers &amp; accessories only)</li> </ul> <p><b>Fridges – working (also see White Goods)</b></p> <ul style="list-style-type: none"> <li>Brotherhood Fridges – 1300 366 283, <a href="http://www.brotherhoodfridges.com.au">www.brotherhoodfridges.com.au</a> (free pickup Melbourne)</li> <li>Southern Cross Metal Recyclers – 120 Maddox Rd, Williamstown, Ph. 9397 4358</li> </ul> <p><b>Furniture</b></p> <ul style="list-style-type: none"> <li>Charity/Opportunity Shops</li> <li>Moonee Valley Transfer Station – see end of guide</li> <li>Book a hard rubbish collection with Hobsons Bay City Council – 9932 1000</li> </ul> <p><b>Gas Cylinders</b></p> <ul style="list-style-type: none"> <li>Wyndham Transfer Station – see end of guide</li> </ul> <p><b>Lights – fluorescent and incandescent bulbs, down lights, mercury and sodium vapour lamps</b></p> <ul style="list-style-type: none"> <li>Bunnings stores – corner Millers &amp; Ross Road, Altona, Ph. 9392 7700</li> <li>Port Phillip &amp; Wyndham Transfer and Recovery Centres – see end of guide</li> </ul> <p><b>Mattresses</b></p> <ul style="list-style-type: none"> <li>Some Charity/Opportunity Shops</li> <li>Port Phillip Resource Recovery Centre</li> </ul> <p><b>Medicines</b></p> <ul style="list-style-type: none"> <li>All pharmacies in Australia accept out-of-date and unwanted medicines.</li> <li>Detox your home – see end of guide</li> </ul>	<p><b>Metal</b></p> <ul style="list-style-type: none"> <li>Port Phillip Resource Recovery Centre – see end of guide</li> <li>Southern Cross Metal Recyclers – 120 Maddox Rd, Williamstown Ph. 9397 4358 (includes cars)</li> </ul> <p><b>Mobile phones &amp; accessories</b></p> <ul style="list-style-type: none"> <li>EnviroCentre, Altona Library – 123 Queen St, Altona</li> <li>Green Collect – 71 Anderson St, Yarraville Ph. 9314 4987</li> <li>All mobile phone &amp; Officeworks stores</li> </ul> <p><b>Oil – motor oil</b></p> <ul style="list-style-type: none"> <li>Port Phillip &amp; Wyndham Transfer and Recovery Centres – see end of guide</li> </ul> <p><b>Oil – cooking oil</b></p> <ul style="list-style-type: none"> <li>Port Phillip Resource Recovery Centre – see end of guide</li> </ul> <p><b>Oral Care Products (Plastics) – toothbrushes, toothbrush packaging, floss containers, and toothpaste tubes</b></p> <ul style="list-style-type: none"> <li>Walker Close Community Centre – 180 Millers Road, Altona North, Ph. 9318 0521</li> </ul> <p><b>Paint – limits apply</b></p> <ul style="list-style-type: none"> <li>Port Phillip &amp; Moonee Valley Transfer and Recovery Centres – see end of guide</li> </ul> <p><b>Plastics – All including shrink &amp; stretch wrap, cards &amp; toys &amp; Plastic household items that are not good condition</b></p> <ul style="list-style-type: none"> <li>Gram Destruction Factory 4/46 Allied Drive Tullamarine Ph. 9338 0074</li> </ul> <p><b>Plastics – Food wrappers, plastic bags &amp; reusable shopping bags made of polypropylene</b></p> <ul style="list-style-type: none"> <li>RED Group green bins out the front of most Coles &amp; Woolworths stores</li> </ul> <p><b>Plastics Other</b></p> <ul style="list-style-type: none"> <li>See Cleaner Packaging and Oral Care Products</li> </ul> <p><b>Polystyrene</b></p> <ul style="list-style-type: none"> <li>Victorian Polystyrene Recycling - Factory 9/107-109 Whitehall St, Footscray Ph. 9687 2110</li> <li>Port Phillip &amp; Wyndham Transfer and Recovery Centres – see end of guide</li> </ul>

## APPENDIX E – REVIVE EXERCISE PROGRAM

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Revive is a program designed to improve the fitness and wellbeing of people over 50 with a disability run by a qualified fitness instructor. The program includes:

- Cardio based workout to maintain energy levels
- Ensure a healthy, strong heart.
- Core strengthening, balance and stability training with stretch and cool down.
- A great opportunity to get out and about in the open air
- Socialize with other like-minded people while being active and enjoying the experience.

This exercise program is quite beneficial to a number of local residents, helping them to establish relationships with other groups and create a sense of inclusion and belonging in the community.





