



Walker Close and Brooklyn Hall Association Inc. Annual Report 2012-13

30TH OCTOBER 2013

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 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 and data projector screen which benefit the Walker Close Community to great extent and the community at large.



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EXECUTIVE SUMMARY

HEADING 2

We need to include some accomplishments here...



What have we achieved over the past year...



ABOUT US

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 well being 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

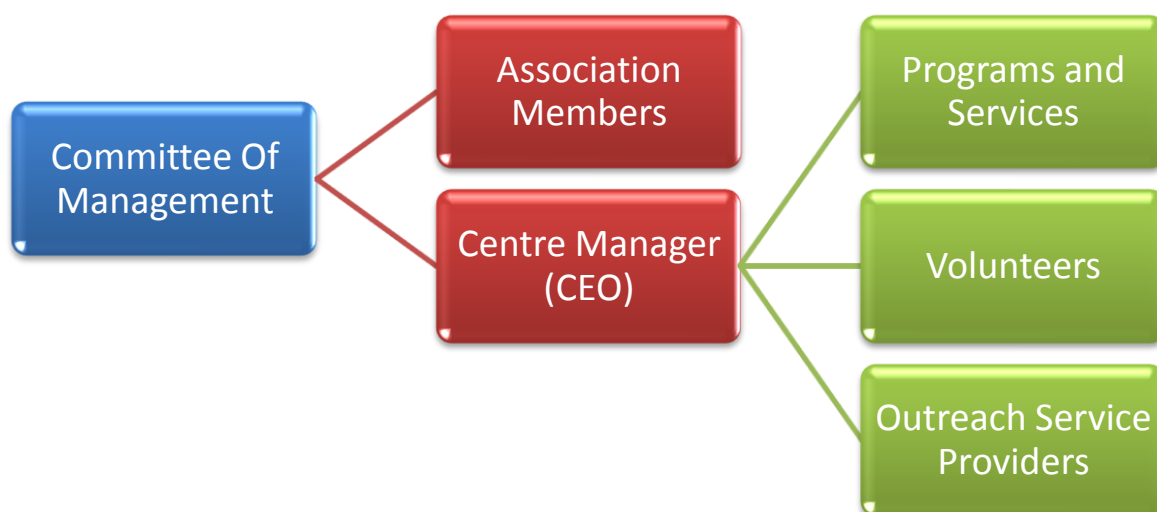
The Walker Close & Brooklyn Hall Community Centre Association Inc. is committed to being responsive to community needs and beliefs in equality of access for all people to its programs and services and "creating a community that sustains itself".

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 (more info?).

COMMITTEE OF MANAGEMENT

Chairperson	Clovis Mwamba
Vice Chairperson	Rebecca Biddle
Secretary	Wayne Bowers
Treasurer	Renza Dirksz
Youth Representative	Position vacant
Ordinary Member	Brian Long
Ordinary Member	Bert Boere
Ordinary Member	Mark Clark

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 Chief Executive Officer (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 27 programs and services are provided at the Centre.



CHAIRPERSON'S REPORT

It has been a wonderful privilege to be the Chairperson of the Committee of Management of Walker Close and Brooklyn Hall Association Incorporated.

Our Committee is made up of a group of dedicated people who either work or live in the local area. Together we meet to ensure that the Centre, as an incorporated body, acts in accordance with its mission, its statement of purpose and funding agreements and that the Centre continues to meet the needs of the local community.

The Centre has very successfully run several special days over the past twelve months that have given the Centre extra exposure within the local community.

I would like to take this opportunity to thank my fellow committee members for their time and dedicated effort to support the Centre over the past year and without their assistance my job as a Chairperson it would have been so much harder.

To Ayelign our tireless, committed and hard working person whom without, we would never have been able to achieve and continue to grow as we have over the past years. He has been such a dedicated asset to the Centre and for that matter to the community in general.

This year we have signed a three year services and license agreement with the Council and I believe this gives us to confidently deliver our services to the community.

I would like to thank the City of Hobsons Bay and Department of Human Services for the recurrent funding support given to us to cover the operation and coordination costs of the Centre. And, I would like to express our appreciation to Tamar Churchill for being always supportive to us for whatever assistance we may have needed.

Our future is continuing to look bright and over the coming years Walker Close and Brooklyn Hall Association Inc. will continue to implement programs and develop strong links with other organisations to enhance the centre's reputation for being a place where people from diverse background can come to get support and education.

Once more I wish to extend my thanks to each and every one who has been involved in making 2012-2013 year so memorial.

Clovis A. Mwamba
Chairperson.



TREASURER'S REPORT

I am pleased to present the seventh Financial Report for Walker Close and Brooklyn Community Hall Association Incorporated as Treasurer. I have great pleasure to report that the Centre is operating well.

The income and expenditure report for the year ended 30th June 2013 showed that the total inflow received for the year was \$115,223. This included operational grants from Hobsons Bay City Council (HBCC), and Neighbourhood House Coordination Grant from Department of Human Services (DHS). Additional funding comes from internal courses fees as well as from rental of facilities to outsiders who run various regular and casual programs and from Mobil Altona Refinery.

The following chart shows the split between funding sources for the Centre

The full set of accounts can be seen in the financial statements attached with the auditor's report.

The total expenditure for the year was amounting \$114,867. The major expenditure includes cleaning, utilities, promotion, telephone charges and wages making up approximately 67% of the total expenditure. This year's report has verified \$356 saving over its expenditure.

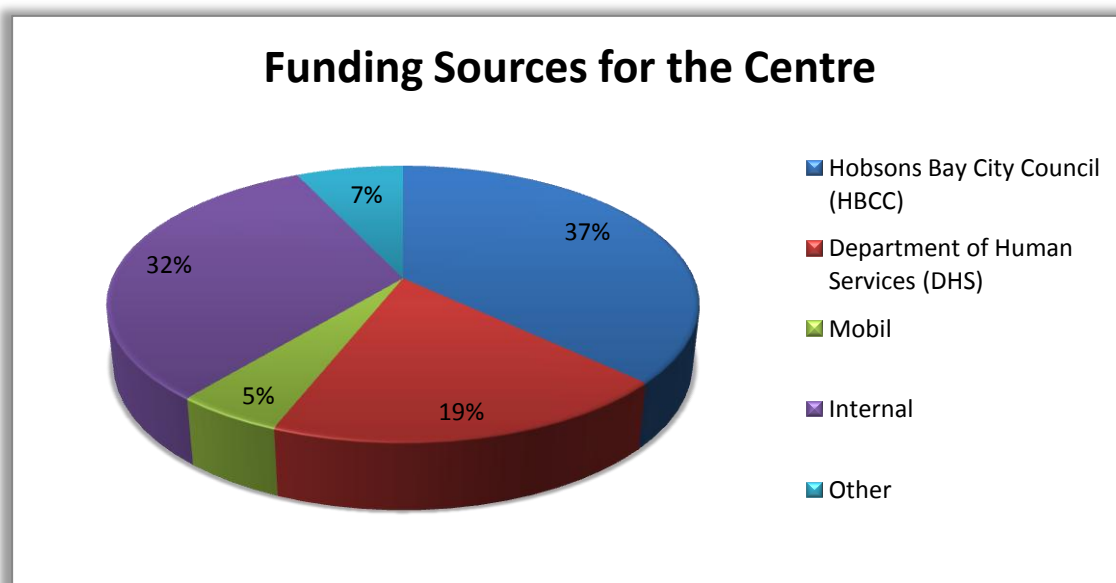
The balance sheet showed a cash contingent reserve to cover unforeseen costs, accrued liabilities and employee entitlements.

I have enjoyed working with Ayele. 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.

Renza Dirksz

Treasurer



CENTRE MANAGER'S REPORT

Hello and a warm welcome to you all.

It is with great pleasure I present that Walker Close and Brooklyn Hall Association Incorporated continues operating very well.

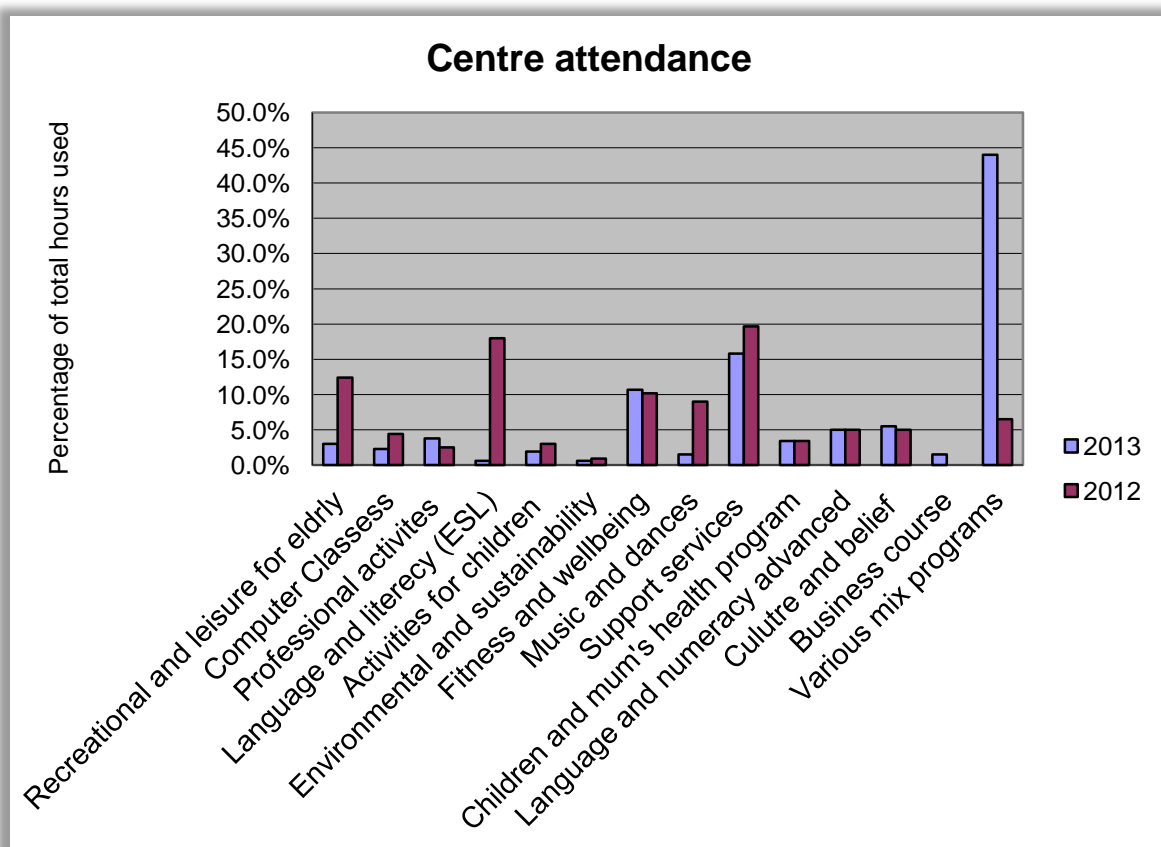
Before, I carry on to my report I would like to thank with great respect the Walker Close and Brooklyn Hall Association Incorporated Committee of management for the guidance and support given to me for the successful operations of the Centre.

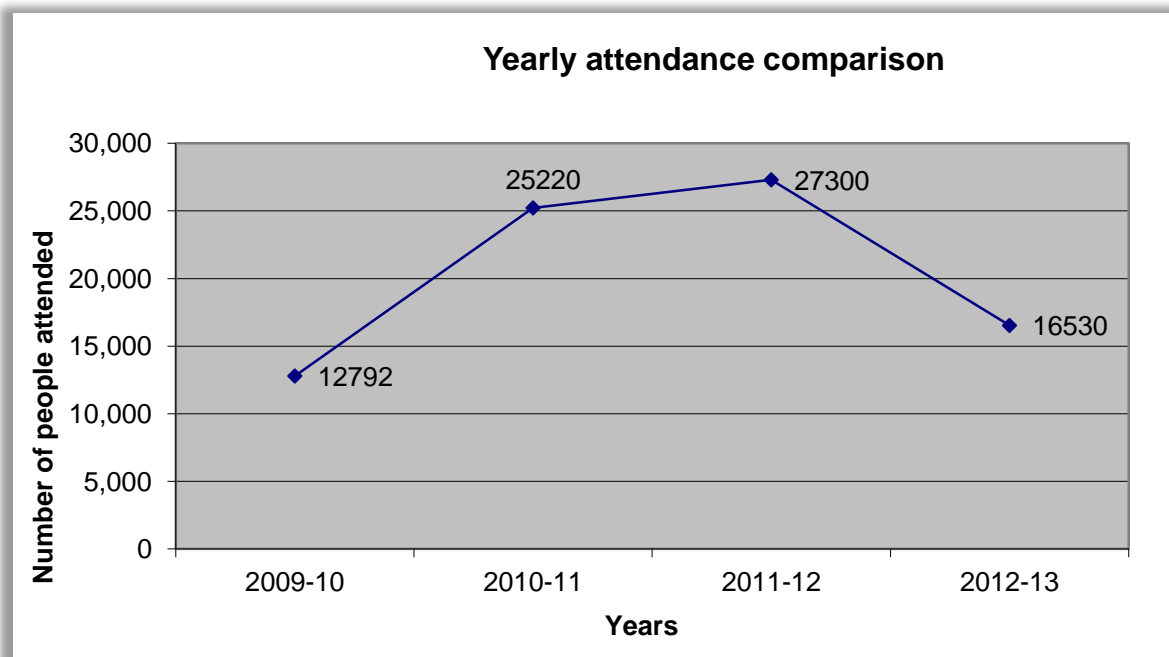
2012-2013 has been a busy year many things to learn and lots of things to do. I have had the pleasure of meeting and working with diverse community groups. Every day is new and challenging always learning and finding ways for better community service. We have a warm and welcoming environment. We believe this is well demonstrated by the staff, volunteers, and outreach service provider staff.

We always have a range of programs/activities and services run at the centre. Services and programs change according to community needs. These needs are identified through surveys and consultations as well as evaluations of programs and from users' feedback during and after completion. The Centre delivers its programs flexibly at Brooklyn Hall and Walker Close.

ATTENDANCE

Overall both Walker Close and Brooklyn Community Hall were actively used throughout the year. This year a total of 16,530 people have attended/appeared structured programs/ activities, parties or meetings with a total of 4,741 hours.





DONATION AND FINANCIAL SUPPORT

Obviously Mobil Altona Refinery is one of our proud supporters. In the previous year's Mobil has made substantial financial contributions to purchase computers, software upgrades, data projector, binding machine, projector screen etc. these contributions enhanced the Centre service delivery to a great extent.

This year also we have received \$5,500 financial contribution to purchase photocopier and a non-cash contribution of various office furniture items include office tables, chairs, couches and bookshelves. These items helped to furnish Walker Close and Brooklyn Community Hall.

We are very appreciative of all the support we have received and we proudly acknowledge with these contribution the community has benefited to a larger extent and we have no doubt Mobil's support is enduring.

OUR LINKS

Community service delivery is not a matter of competition between Neighbourhood houses. It is rather a collaborative effort to feasibly address diverse community issues and needs.

In this regard we have good working relationship with all community Centres of Hobsons Bay particularly with Laverton Community Integrated Services and Louis Jole Art and Community Centre as well as local businesses, and other service providers such Loraine Beddela seniors, Hobsons Bay Planned Activity Group, Marina Age Care, Altona Gate Kindergarten, Annunciation Primary school and Altona North Primary school etc.

SUPPORT SERVICE HIGHLIGHT

Brooklyn and Altona North community is made up of over thirty (30) different nationalities with a high number of disadvantaged group having complex issues seeking a lot of support. In this regard the centre has been playing important role to the following programs.

EMERGENCY RELIEF PROGRAM SUPPORT

From time to time the number of Emergency Relief Service user has been increased. Almost every day we receive calls or visited by the clients.

To address these needs Emergency Relief and crisis counselling program run every week on Wednesdays and Thursdays at

Walker Close providing emergency assistance in the form of food voucher, food parcel, crisis counselling, advocacy and referrals for those in crisis and who are unable to support themselves residing in Altona North and Brooklyn including the nearest surrounding areas referred by individuals, organisations, community workers, carers and those who drop in by themselves.

WALKER CLOSE

Walker Close is an ideal place to work for the community. The centre attracts 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.

Major services/programs at Walker Close that benefit the community enormously include:

- Every Wednesdays & Thursdays crisis intervention and Emergency relief service delivered in collaboration with Laverton Community Integrated Services and Anglicare Victoria.
- Immunisation service provided by Hobson Bay Council Health Services.
- Monday to Friday Maternal Child Health Services are available. Nurses assist new mums group to meet every Tuesday to build up their parenthood.
- Free Tax Help service provided from July through to end of October.
- Advanced English and Maths classes for young kids delivered every Saturday.
- Health and wellbeing exercise programs for elderly people every Tuesday and Wednesdays.
- Zumba Latin America dance for young women and Karate for Children run every Sundays, Tuesdays and Thursdays.



In this regard Walker Close has been delivering enormous support to this program from the very day it started since 2007 in many ways include:

- Providing convenient spaces at a lower level of community facility rate from the start of the program.
- Providing appropriate information before, during and after the program daily services.
- Providing kitchen facilities for clients while they are waiting for their turn to get the assistance.
- Providing relevant information kit and travel smart guide prepared by the Council which is found to be useful especially for those newly moved to the area and who are in need of public transport to go to the ER service locations.
- Taking enquires over the phone, in person and via email on the other days and referring the clients to the other centres where the program provides
- its service by rotation at the other locations.
- Referring clients to other services providers while the service is not delivered at the Centre.
- Promoting the program with Centre brochure and on the website. The Crisis intervention service is adequately delivered by Laverton

Community Integrated Services. Many thanks for their excellent service and for assigning the right staff, Cheryl Lee who does the job perfectly.

These two programs are so vital to support the community especially for Altona North and Brooklyn area where there is a large disadvantaged diverse community groups who are highly dependent on this service.

For some reason which we don't know the ER-service that was provided by Williamstown Community Centre was interrupted and it was very hard to tell the service is no more functioning to those who desperately looking for help.

But, after having discussions about the importance of this service with Anglicare Victoria, Manager Peter Thompson the service has become feasible again to run every Wednesday ongoing basis and it is working very well with dedicated volunteer group. John, one of this group member does exceedingly amazing job. I would like to thank him for his dedication and for giving much of his time and energy to this service.

FAMILY DAY CARE SUPPORT

This program runs every 3rd week of each month at Brooklyn Hall for three hours that brings different nationalities together mainly include:

- Arab women;
- Somalian women;
- Bangladesh;
- Srilankan;
- Pakistan; and
- Other nationalities

The program run by Sunrise Family Day Care a government licensed service. The purpose of the program is to provide high quality, flexible home based care options, mothers to develop their skills how they can nurture their children to reach their fullest potential while they exchange their different culture harmoniously.

Walker Close supports this program by providing convenient venue that can accommodate and bring together the beauty of different nationality cultures which can embrace principles of diversity and inclusions which are excepting respectfulness and welcoming of all people by providing information to the community through promotional brochures and via website and by referring others to join this program.

ABSOLUTE ABILITIES PROGRAM SUPPORT

This program is a seasonal program run by a professional fitness trainer it was run on Mondays, Wednesdays and Fridays every week at Brooklyn Hall.

This transformation fitness camp combining all the elements need for to stay motivated on track. Each session is a one hour long from 6:30pm to 7:30pm that include fun group activities and loads of personal challenges to test weaknesses and improve strengths. The program includes the healthy eating guide with the recipes, along with the training.

The Centre supported the program with the following:

- provided convenient time and a venue selectively suitable for indoor group exercises;
- The program was promoted with Centre term brochures and via website;
- The Centre also encouraged individuals and groups to join the program to get the benefit out of it; and
- Considerable number of community members have participated the program coming from all directions of the surrounding nearest areas.



NEWLY ATTRACTED GROUPS

Australian breast feeding: a not-for-profit Association. Members come and meet with other mums and get breastfeeding and parenting support and mother to mother mentoring.

The Smith family: To deliver Money Minded workshops to groups and individuals to improve their financial literacy in a way how to plan and budget for their personal saving goals and money plans.

Avonde Calisthenics - Solo Classes: Professional coaching - learning dancing routine on-one-to one basis.

Language education: Italian language an activity-based immersion program with various interesting activities for children aged 0-2yrs & 3-5yrs Mondays every week.



BROOKLYN COMMUNITY HALL

It is very exciting to see Brooklyn Community Hall has become more known and usable from year to year. In this reporting period we have had quite a number of casual and regular programs/activities. Some of the regular programs run include:

- Family day-care where families are linked through central coordination from the CALD community they meet every month to share and practice their diverse experience.
- Calisthenics widely practice sport which is considered uniquely Australian sport especially designed for children run every Saturday by Newport Calisthenics Club.
- Traditional self-defence karate for the local community, run regularly every Monday and Thursday evening.
- Altona North Combined Probus, the semi-retired and retired professionals and business entrepreneurs' social activity groups share their diverse experience and skills and to strengthen their relationship through socialisation.
- Macedonian pensioner group meet thrice in a month to celebrate and practice their culture and social activities.
- Interestingly, every Sunday a large diverse community group members with a bond of common interest come together and harmoniously celebrate their culture and religious belief.
- A community Forum, Brooklyn Community Reference Group (BCRG) occasionally meet at Brooklyn Hall to facilitate community, industry, local government and EPA working together to ensure that public concerns and aspirations regarding odour, noise and dust in the general Brooklyn area are constantly understood and considered.
- Brooklyn Resident Action Group (BRAG) a subsidiary of (BCRG) specifically members of Brooklyn residents meet at the Hall every third week of each month.

Additional improvements to Brooklyn Hall will enhance the facility to be more usable. In this regard council's close attention is vital for example to replace the existing old model stove with industrial type, adding more storage rooms outside the hall, installing raised stage inside the hall maintain and varnish the floor board etc.



VOLUNTEERING

I would like to thank Renza Dirksz for her dedication working on financial transaction data entering in to MYOB and producing customer invoices as well as financial statements. She has been busy as she comes every Tuesday.

She also worked on folding thousands of our term brochures, analysed and tabled hundreds of centre participants' survey data. Her support to me personally has been very important.

My thank goes to Rebecca Bidlle, Vice Chairperson for sparing her time to promote centre programs through an information stall at Altona Gate Shopping Centre during the 2013 Neighbourhood House week.

I am also pleased to report Colleen Nelson's progress on her work experience who has gained valuable skills at our Centre. She has now become an active volunteer providing clerical admin support to the Centre, Thank you Colleen.

I also would like to thank Anna Nguyen for her professional support providing free TAX-HELP service to the community from July through to end of October 2013. I also would like to thank Pamela Dillion for her wonderful catering service to our AGM. To all these dedicated volunteers, I truly value their time and energy.

Thank you to our committee of management Secretary, Wayne Bowers for his wonderful secretarial job properly handling Committee of Management documents in a very formal way and devoting his time working on the new constitution in line with the new 2012 Incorporation Act.

And off course, a big thanks to all committee of management members for their time and support that has been given to me. Without their support I would not be able to successfully accomplish my job.



MAJOR AIMS FOR THE COMING YEAR

- Open to everyone who needs help, providing information, resource, support and referral of people from the communities of Altona North and Brooklyn and the surrounding areas of Hobsons Bay.
- Review ongoing development and diversification of service delivery and create strong partnership with local community and business groups.
- Strengthening governance and sustainable financial recording and reporting systems for better decision-making processes.
- To look for funding source to strengthen our service delivery.

I have the confidence that Walker Close/Brooklyn Hall is truly a growing prospect. If we keep working closely with stakeholders generally identified as people who are adversely or positively impacted by our operations, those who have an interest in what we do, or those who have an influence on what we do no doubt there is nothing impossible to achieve the goals we

are aiming to the benefits of the community.

With this opportunity, I would like to thank the City of Hobsons Bay the Facilities department staff, the community development, the customer service and all other staff members in one way or another who supported us. Many thanks, to Tamara Churchill for her support and professional advice and friendliness.

I would also like to thank Jill Bilston for her considerate support to Walker Close as well as facilitating the transition of the newly elected Committee Management members every year.

At last but not least, I thank all regular and casual users, the wonderful emergency relief support service staff and volunteers group, the maternal child health and Immunisation nurses for the support and the help they so kindly have given to the Walker Close and Brooklyn Community.

Thank you.

Ayelign Tessema





APPENDIX A - AUDITORS REPORT

**JAMES W. MANN
& ASSOCIATES**
FASA • CPA ABN 97 952 079 628

ACCOUNTANTS

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14th October 2013

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 2013. 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 2013 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 B - FINANCIAL STATEMENT

Walker Close & Brooklyn Hall Association Incorporated
Income and Expenditure Statement
For the Year Ended 30 June 2013

	Note	2013	2012
Income		\$	\$
Operations grant -Local Governemt HBCC		44,400	43,800
Coordination Grant - State Government		23,190	22,247
Mobil Altona Refinery		----	5,000
Proffesional -HBCC		----	364
Venue hire - Wlaker Close		18,392	20,323
Venue hire- Brooklyn Hall		19,915	19,832
Interest received		2,559	3,335
Class fee		190	188
Photocopy and printing		95	243
Membership fees		62	64
Other income		6420	1,350
		115,223	116,746
Expenditure			
Marketing and promotion		1,098	843
Cleaning expenses		12,685	14,298
Stationery suplies/printing		1,862	1,145
Postage		592	----
Telephone expenses		3,594	2,949
Electriccity expenses		9,381	11,770
Domain name and Website hosting		1,950	1,545
Depreciation epenses		8,461	8,036
Salary Expense		54,940	53,248
Superannuation contribution		6,028	5,631
Casual wages		2,190	----
Work health and safety insurance		998	1,015
Long service leave		708	590
Payroll tax		----	1,887
Tutors expense		----	218
Travel expense		932	1,133
Professional development		----	783
Licence & Subscription fees		335	926
Computer maintenance and services		1,267	----
Financial expense (Bank charges)		58	66
Audit and accounting service fees		425	1,235
Meeting/workshops amenities		1,222	1,421
Maintenace and repair		1,785	1,728
Kitchen utencils/cutlery		165	----
water usage		1,355	3,485
Project const Greener Brooklyn		---	200
General miscellaneous expenses		2,836	1491
		114,867	115,643
Saving (defecit) from ordinary activities for the year		356	1,103
Earning increase at the beginning of the financial year		<u>1,103</u>	<u>2,283</u>
Retained Profits at the End of Fin:ial Year		<u>1,459</u>	<u>3,386</u>

