



## Walker Close and Brooklyn Hall Association Inc. Annual Report 2013-14

28<sup>TH</sup> NOVEMBER 2014

**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.



### **Officeworks**

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



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## 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:

- Worked well in partnership with government and non-government organisations
- Our consistent performance has achieved additional ten hour coordination funding which will enable us to deliver more programs and services to the community and further strengthens our capacity to continue to meet community needs and expectations
- Gained clients support, increased participation and usage
- Run diverse programs that benefit the local community
- Maintained ongoing management capability and built good governance
- Developed and implemented sound financial management system and worked within the budget
- Staff and volunteers worked well
- Management worked well
  - Members committed and devoted their skills and time
  - Management supported staff
  - Management developed and built confidence
- 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 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

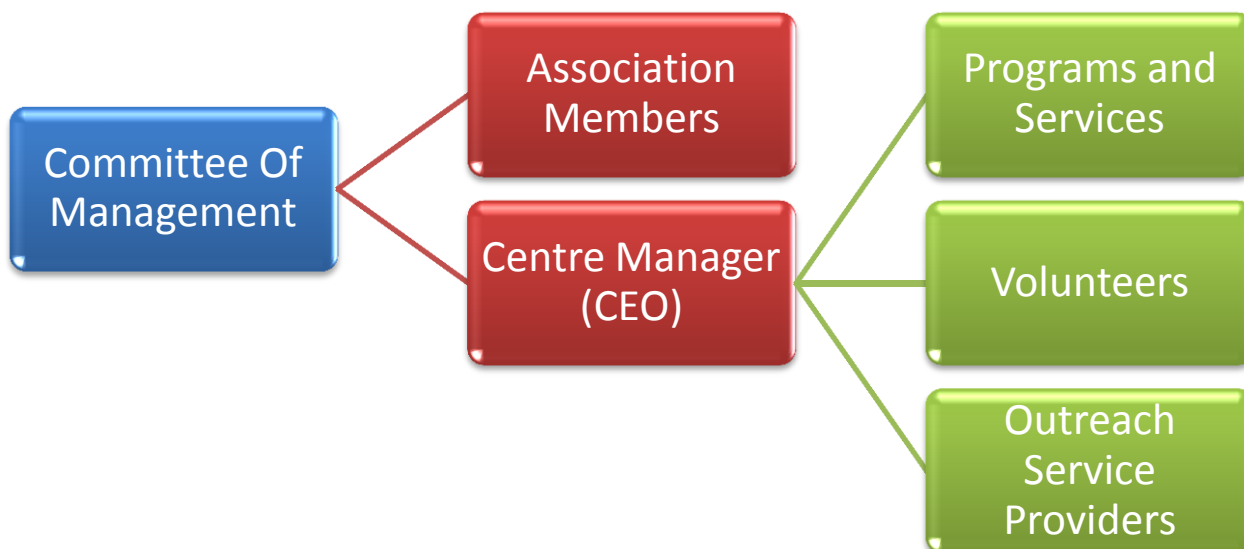
The Walker Close & Brooklyn Hall Community Centre Association Inc. is committed to being responsive to community needs and beliefs in equality of access for all people to its programs and services and "creating a community that sustains itself".

### 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.

#### 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.



### 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 Counselling

### Programs

- Karate for self defence
- Bone Boosters for health and wellbeing
- Weight lifters
- Zumba Latin America dance
- Advanced Math and English for young children
- Kaizen Karate
- Combined Probus - retired and semi-retired professional group
- Computer training courses
- Camera Professional - photographic club
- Group exercise for health - social
- Family Day Care - from diverse cultures
- Yoga training
- Calisthenics Australian Sport
- Web Design Course
- Italian Language for children
- Brooklyn community forum
- Various casual programs



## CHAIRPERSON'S REPORT

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I welcome you to the 2014 Walker Close and Brooklyn Hall Association Incorporated Annual General Meeting.

Our committee is made up of a group of dedicated people who either work or live in the local area which ensures we continue to meet the specific and unique needs of the community of Altona North and Brooklyn at all times.

The Centre has very successfully run several special days over the past twelve months. It was a year of success which has secured additional ten hours recurrent funding grant under Neighbourhood Coordination program. For this we are very much appreciative to Department of Human Service.

There are a number of people to whom I would like to express gratitude for their part in the 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 for everything he does in his role.

We are also very fortunate to have Colleen Nelson, man the phones and front desks, and Renza Dirks helping Ayelign with the financial transaction activities also Wayne Bowers closely working with Ayelign on the affairs of the Association.

Wayne as he is moving to Ballarat next year very sadly we are going to lose him as a secretary. But the good thing is he still will be with us as a committee member. I would like to thank him for his great secretarial work during the previous two years and I am sure he will give us a good hand to the newly coming secretary.

On the other hand we are lucky Grace Stellini-Singh and Geoff Peacock are coming on board to our committee. Thank you for being interested to join us to the growing prospect of walker Close.

As always, Hobsons Bay City Council has provided all inclusive support and guidance throughout the year. I would particularly like to express to Tamara Churchill our appreciation for being always supportive to us.

And, of course, my fellow committee members, thank you all for your continual support of both Ayelign and myself and how you work together to ensure the growth and progress of Walker Close and Brooklyn Hall.

Our future is continuing to look bright and over the next twelve months I can envision the organisations 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 2013 – 2014 year so memorable.

Clovis A. Mwamba  
Chairperson.





## TREASURER'S REPORT

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I am pleased to be able to report that the Walker Close and Brooklyn Hall Association Incorporated once again experiencing with a solid financial year. This is reflected in the attached audited Financial Statements.

The Financial Statements show that for 2014 the Centre had an income of \$119,640 and expenditure of \$117,357 this compares with the 2013 financial figures of income \$115,223 and expenditure of \$114,867.

The last 12 months has presented an increase in both income and expenditure by 3.8% and 2.17% respectively with a resulting net surplus of \$2,283.

The main expenditures of the Centre comprises; wages and salary (\$58,521),

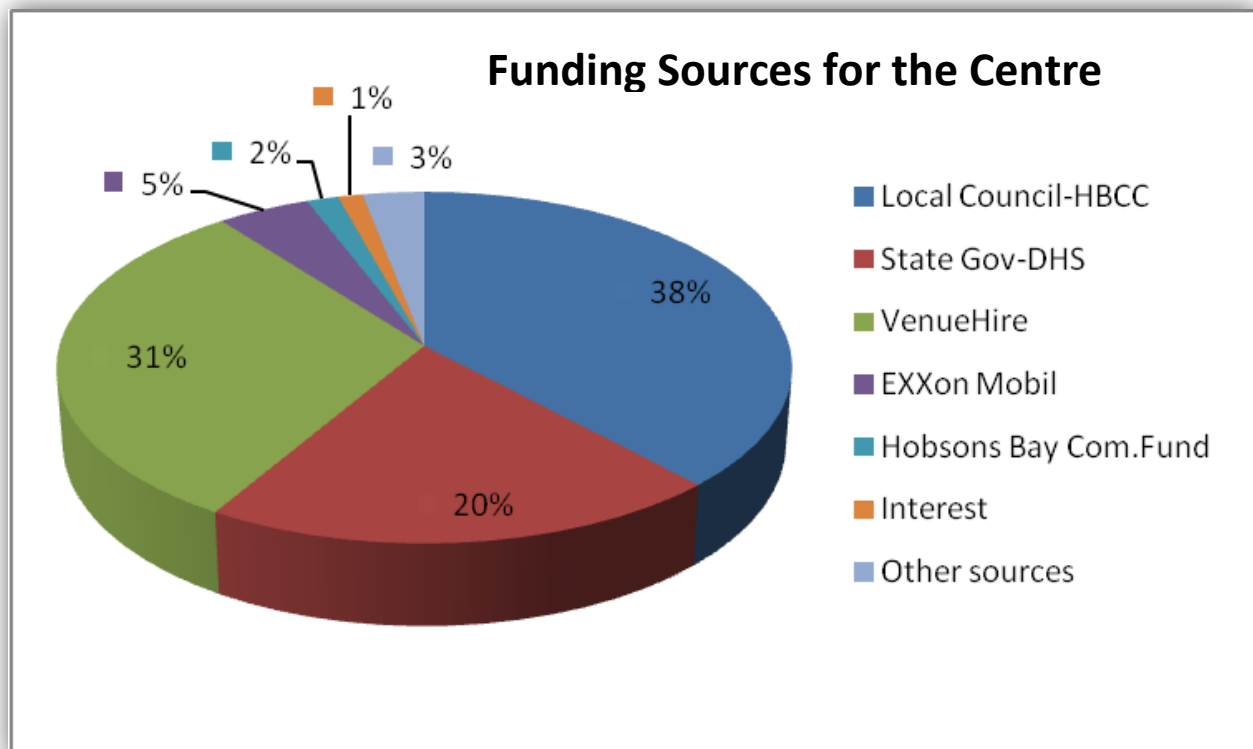
Cleaning services (\$8,107), Utilities (\$13,716), Telephone (\$3,544), promotion (\$4,091) making up approximately 75% of the total expenditure.

I would like to acknowledge the majority of centre income comes from three main sources, local council (\$44,720), state government (\$24,536) and from room hire (\$37,100) including others sources as shown in the chart below.

I would like to take this opportunity to commend our manager Ayelign Tessema for the responsible management of the Centre budget and the efforts of management committee.

Renza Dirksz

Treasurer



## CENTRE MANAGER'S REPORT

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What a year of consistent accomplishment. We have had a very busy 12 month period and I am privileged to present the 8th Annual General Meeting Report for the growing Walker Close.

One of the biggest achievements this year was securing an additional ten hours coordination recurrent funding under the Neighbourhood House Co-ordination

Program. This is a real boost for Walker Close. I believe this will enable us to deliver more programs and services to the community and further strengthening our capacity to continue to meet community needs and expectations.

Before I advance to my report I would like to warmly thank the representatives of our core funding and supporting bodies for giving us so much support and guidance. In this regard appreciatively thank you to Tamara Churchill from Hobsons Bay City council, Karen Caiger from Department of Human Services and Michelle Chrimes from Network West they have been so much supportive to Walker close.

To mention from the many, their individual input was immeasurable to secure the additional ten hours coordination recurrent funding. I always have a belief no matter how individually strong we are there is always a much better achievement if we support each other for our common goal for the community we serve. You do a wonderful job very much thank you.

It has been great to see how the community has taken to using the two venues at Walker Close and Brooklyn, 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.

I have had the pleasure of meeting and working with the CALD community group. Every day is new and challenging always learning and finding ways for a better community services.

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. Thanks to all our community and government partners and stakeholders.

### GRANTS AND PROJECTS

We are not alone. We serve the community in partnership with government, philanthropic organisations and local business.

Mobil Exxon- is one of the proud supporters of Walker Close since its opening by providing substantial cash contribution to purchase computers and office equipment which benefited the centre to a great extent.

In 2013 financial year we have received \$5,500 cash contribution and in-kind donation of tables, chairs and office desks which furnished well the two venues. The cash contribution has been spent this financial year installing data projectors at Walker Close and Brooklyn Hall. We are very appreciative of all the support we have been receiving and we have no doubt this support is ongoing.

### OFFICES WORKS

This year at the New Altona North store opening ceremony Paul Simms, the store manager, warmly invited me to receive \$1,000 cheque for Walker Close. The money has been used installing data projector in

meeting room 2 at Walker Close and it is functional right away.

I would like to thank Paul Simms for Officework's contribution in support of the disadvantaged Altona North and Brooklyn community. I hope our partnership will remain strong and enduring.

## REVIVE PROJECT

A core strengthening and stability workout exercise project specifically designed for people over 50 years with disability has

been running at Walker Close by a professional Gym instructor/personal trainer. The program has benefited a number of community members in many ways such as meeting with like minded people while doing gentle exercises.

The Centre is very much thankful to Hobsons Bay Community Fund for contributing \$1,880 to cover personal trainer fee and exercise materials cost. With this opportunity I would like to thank Lorelei Drake for running the program professionally.

## 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:

- Health and wellbeing exercises programs continue run progressively every Tuesdays and Wednesdays
- Emergency relief assistance service by dedicated group of volunteers coordinated by a member staff.
- Children programs; Kalimera Greek children play group
- Karate for kids Kai Zen Dojo for kids ever week
- Various community group practicing their culture and belief
- Certificate III children service course
- Crisis intervention counselling every Thursday
- Migration professional advice for joining family members
- New mums group and breast feeding etc.
- Professional camera club
- Free Tax Help service provided from July through to end of October.
- Burmese community group run their cultural and belief program.



### AUSPICING SUPPORT

The Centre as part of its community development initiative it provides auspice support to the non-incorporated existing and/emerging community groups giving the opportunity to organise and run programs and activities for their group.

The advantage includes: liability coverage, funding application support and financial management support to help the group. The Centre has developed an auspice policy and Memorandum of Understanding (MoU). Some of the groups we auspiced include:

- Chin community group
- Transition Hobsons Bay group
- Maori Polynesian Horizon community group
- Walk4harmony group

### VOLUNTEERING HIGHLIGHTS

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

Renza Dirkzs our treasurer has been busy as she comes every Tuesday working on financial matters processing receipts & payments, reconciling accounts and generates reports from MYOB. Our Secretary, Wayne Bowers has been helping closely on the affairs of organisation. Their support to me was vital. I would like to extend my thanks for their commitment and support.

A free TAX-HELP service run every year from July to October on average 35-40 clients have been served each year. In this regard I would like to thank Anna Nguyen for her professional support sparing her precious time for the community.

Migration advice 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.

### EMERGENCY RELIEF SERVICES

One of the important services provided at Walker Close is the emergency relief assistance. This service is jointly run by Anglicare Victoria and Laverton Community integrated Services with a group of dedicated volunteers and a crisis intervention worker. The service is found to be important for this area as it is also impacted with Half-moon Caravan Park.

With this opportunity many thanks to the volunteers group, Jean Lerscure, Glenes, Lily, Mark and Lex for dedicating their time and energy to the disadvantage community

Also I would like to thank Laverton Community integrated Services and Anglicare Victoria for running this important service collaboratively with us.





## TRAINING AND WORK EXPERIENCE

Ms Colleen Nelson after having successfully completed her work experience with us in 2011 she continued volunteering as office assistant and she has been good value to the centre. I would like thank her for devoting her time and giving back the skills she has gained from the centre. I have no doubt with skills and experience she has can easily handle that might be entrusted to her.

This year we have accepted Elisabeth Falzon from LEAP TRAINIG Institute for 8 weeks placement for office administration work experience skills, building confidence and computer skills. She has been proactive and has done well with her placement.

A Bay side College student Alexandra Vlonovski has done two weeks work experience on community leadership and social work. She was happy that this placement has given her some leading ideas for her dream to become a counsellor.

## KEY PRIORITIES FOR THE COMING YEAR

- Identify the characteristics and statistics of population of Altona North and Brooklyn community and look at how we can improve in meeting needs not yet met.
- Continue to develop strong partnership with the local council, state government bodies as well as local service providers and business.
- Strengthening governance and sustainable financial recording and reporting systems for better decision making.

## IN CONCLUSION

This has been uneventful year at Walker Close and Brooklyn with services and programs running well.

I have the feeling that Walker Close/Brooklyn Hall has a very bright future and will strive to enrich our Community and the lives of all who resides in it. 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.

Sincerely, thank you.

Ayalign Tessema



## 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:

- Karate for self defence has been running actively every week on Mondays and Thursdays.
- Family day care various community group members meet share and learn.
- Macedonian seniors group meet every Wednesdays and make a life
- Retired and semi-retired group of people met and share life experience
- Cook Islander community group practice their culture and belief
- Marelly performing arts-Cook islanders
- Brooklyn Community Reference Group
- Calisthenics dance performance groups
- Advanced learning community group
- Brooklyn Community Action Group and Brooklyn community Resident Action Group.



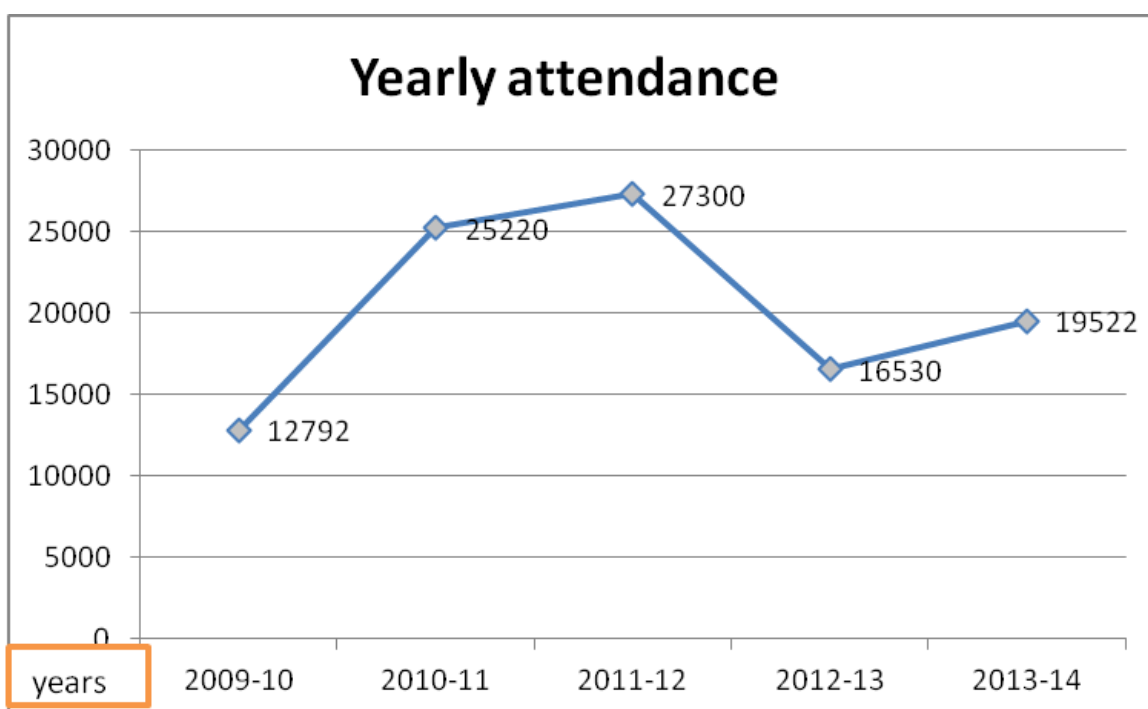
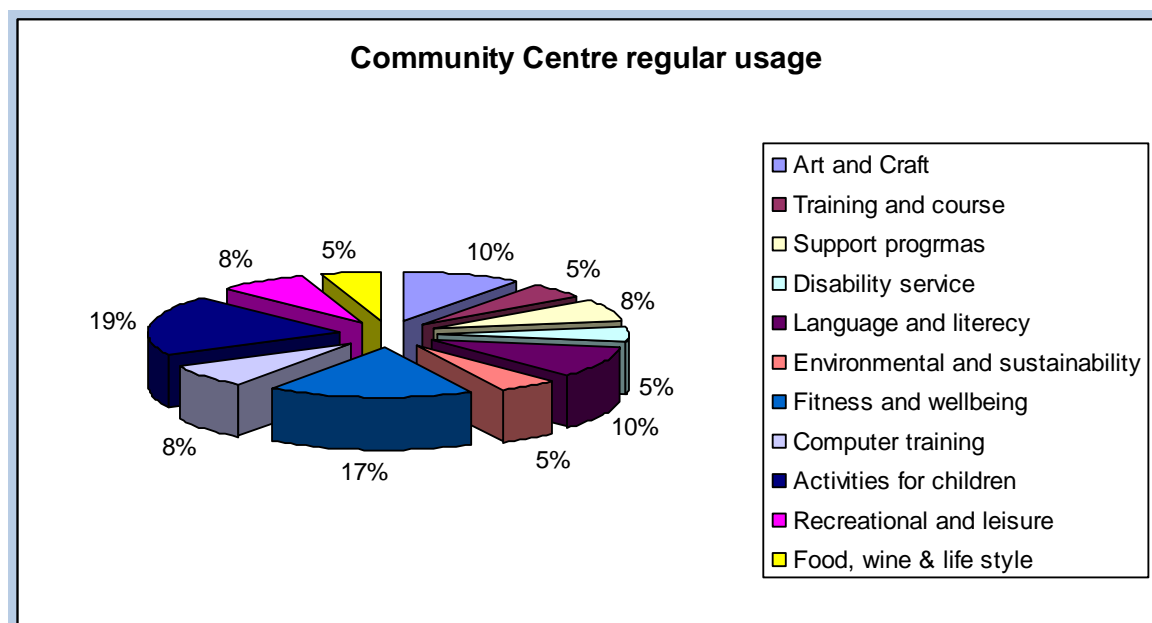
Additional improvements to Brooklyn Hall will enhance the facility to be more usable. In this regard council's close attention is vital for example to replace the existing old model stove with industrial type, adding more storage rooms outside the hall, installing raised stage inside the hall maintain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





## APPENDIX A - CENTRE ATTENDANCE

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



This year a total of 19,522 people have attended both structured and unstructured programs, activities, functions or meetings with a total of 3,168 hours.



## APPENDIX B - AUDITORS REPORT

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

**ACCOUNTANTS**

370 Blackshaws Rd • Altona North  
Victoria • Australia • 3025  
Telephone 9314 6011 • Fax 9314 4774  
Email • office@jwmann.com.au  
Website • www.jwmann.com.au  
23<sup>rd</sup> September 2014

### 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 2014. 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 2014 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 Association Incorporated

#### Income and Expenditure Statement For the Year Ended 30 June 2014

	Note	2014	2013
		\$	\$
<b>Income</b>			
Operations grant -Local Governemnt- HBCC		44,720	44,400
Coordination Grant - State Government-DHS		24,538	23,190
Project grant HBCC- Marketing and Recycling		2,800	----
Project grant - revive- HBCF		1,766	----
Venue hire - Walker Close		19,904	18,392
Venue hire- Brooklyn Hall		17,197	19,915
Interest received		1,466	2,559
Reimbursement of utilites		6,968	190
Photocopy and printing		259	95
Membership fees		2	62
Other income		20	6,420
<b>Total income</b>		<b>119,640</b>	<b>115,223</b>
<b>Expenditure</b>			
Auditors fee		425	425
Advertising and promotion		435	1,098
Association members fee		214	115
License and registration		115	168
Bank charges		89	75
Cleaning Walker Close		3,876	6,342
Cleaning Brooklyn BH		3,812	6,343
Cleaning supplies		419	315
MYOB subscription		764	720
Electric power - WC		9,936	7,494
Electric power - BH		2,261	1,887
Volunteers travel		975	535
Repair and maintenance		708	1,785
Printing & copier lease		3,606	3,199
Computer maintenance		540	505
Utility - water		1,519	1,355
Stationery supplies		1,489	1,862
Telephone usage		3,541	3,594
Postage		115	592
Miscellaneous		668	1,470
Meeting amenities		879	1,220
Subscription		363	364
Wages and salaries		58,521	54,980
Travel expense		1,147	932
Annual meeting		727	862
Employee entitlement		6,294	2,630
Work health and safte insuranc		----	454
Other payroll lib - superannuation		5,414	5,085
Deprecaiton		8,505	8,461
<b>Total expense</b>		<b>117,357</b>	<b>114,867</b>
<b>Surplus/ deficit for the year</b>		<b>2,283</b>	<b>356</b>
<b>Previous year surplus increase to equity</b>		<b>1,459</b>	<b>1,103</b>
<b>Total surplus incearse to earnings/equity</b>		<b>3,742</b>	<b>1,459</b>

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## Walker Close and Brooklyn Hall Association Incorporated

### Balance Sheet as at 30 June 2014

<b>Current Assets</b>	<b>Jun-14</b>	<b>Jun-13</b>
	\$	\$
Bank Accounts - Current account	65,717	52,950
Bank account - contingency reserve	93,455	91,989
Petty cash account	500	300
Prepaid expense	1,238	---
Deposit in transit	---	117
Accounts Receivable	---	3,188
<b>Total Current Assets</b>	<b>160,910</b>	<b>148,544</b>
<b>Non-Current Assets</b>		
Furnitures & Equipment	87,797	87,204
Acc-Deprecialion -Eqpt	- 81,411	-73,173
	6,386	14,031
<b>Total Assets</b>	<b>167,296</b>	<b>162,575</b>
<b>Current Liabilities</b>		
Trade creditors	305	167
Accrued expenses	6,153	5,625
Pre-paid income	4,625	1,568
Sustainability project prepaid	---	585
Transition Hobsons Bay (THB)	750	1,181
HBCC grant for marketing grant	---	1,000
Mobil grant for copier	5,500	5,500
HBCF - Revive project grant	1,550	---
Bond withheld	4,013	3,023
GST- Liabilities	1,611	2,191
Payroll liabilities	2,438	2,948
Superannuation contribution	1,673	2,046
Provision long service leave	6,294	4,130
Provison holiday leave	---	2,510
<b>Total Current Liabilities</b>	<b>34,912</b>	<b>32,474</b>
<b>Net Assets</b>	<b>132,384</b>	<b>130,101</b>
<b>Equity</b>		
Retained earnings	130,101	129,745
Current earnings	2,283	356
<b>Total equity</b>	<b>132,384</b>	<b>130,101</b>





# Walker Close and Brooklyn Hall Association

Serving the Hobsons Bay Community

