



**Mackie Rd  
Neighbourhood  
House**  
*learn • share • belong*



**KNH INC**

**ANNUAL REPORT**

**2022**



**Kerrie Rd  
Neighbourhood  
House**  
*enriching our community*



# ACKNOWLEDGEMENTS

Kerrie Neighbourhood House Inc. wishes to thank the following organisations for their ongoing support.

Department of Family, Fairness and Housing

City of Monash

Department of Education and Training

Neighbourhood Houses Victoria

Network of Inner East Community Houses

Monash Coordinators Network



## PROFILE 2021/2022

### Committee of Management

President:	Rosanne Pittard
Vice President:	Robyn Hofmann
Treasurer:	David Holdsworth
Secretary:	Margaret Menzies
Committee Member:	Shirley Wilson
Committee Member:	Lana Chan
Committee Member:	Greg Menzies
Committee Member:	Elaine Tan

### KNH Staff

House Coordinator:	Laura Orr
Bookkeeper:	Beth Ellis
Kerrie Rd Administrator:	Jo Whatley
Mackie Rd Administrator:	Hannah Power
CALD Engagement Officer:	Ping Zheng

### Volunteers

Kerrie Road Neighbourhood House:

Christina Reeves  
Lois and Trevor Vincent  
Kaitlynn Lee

Mackie Road Neighbourhood House:

Christina Reeves  
Tom Ang  
Chan Mee Leong  
Yvonne Askew  
Billy Blanch  
Margaret Tate  
Min Wang  
Kaitlynn Lee

# ANNUAL GENERAL MEETING

## AGENDA

### KERRIE NEIGHBOURHOOD HOUSE INC

Thursday 20 October 2022 at 1pm  
Mackie Rd Neighbourhood House

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1. Open Meeting
  - Welcome
  - Attendance and Apologies
2. Minutes of previous Annual General Meeting Tuesday 19 October 2021)
3. Business Arising from previous minutes
4. Presentation of President's Report
5. Presentation of Treasurer's Report
6. Presentation of Coordinator's Report
7. Presentation of KNH Inc. Yearly Reports from Groups
8. Election of 2022/2023 Committee of Governance\*
9. General Business
10. Meeting closed

*\*Members who wish to nominate (themselves or someone else) for a committee position are asked to advise the President or Coordinator beforehand (by 6 October 2022) in order for voting arrangements to be made.*



# ANNUAL GENERAL MEETING

## PREVIOUS MINUTES 2020/21

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**Date:** Tuesday 19 October 2021 Commenced at 1 pm  
**Location:** Online via Zoom

**Present:**

Rosanne Pittard, Catherine Michael, David Holdsworth, Shirley Wilson, Robyn, Hofmann, Margaret Menzies, Greg Menzies, Wilma Orr, Laura Orr, Hannah Power, Jo Whatley, Ping Zheng, Lana Chan, Kamla Reddy, Kate Bolaffi, Gladys Liu, Billy Blanch, Robyn Hofmann, Judy West, Jennifer Sebire, Barb Wallace, Georgina Samuel, Lucia Silveri, Agnes Korlaki, Warwick Dilley, Cyrene Kong, Tina Samardzija

**Apologies:**

Steve McGrath, Colin Bostock, Barbara Kuhl

**1. Open and Welcome**

Rosanne Pittard (Chair) opened the meeting after establishing there were sufficient members present for a quorum.

Apologies were accepted.

**2. Minutes of previous Annual General Meeting**

Minutes of 2020 AGM held on Tuesday 17<sup>th</sup> November 2020 taken as read and accepted.

Moved: Shirley Wilson      Seconded: David Holdsworth

Motion carried

**3. Business arising from previous minutes**

None

**4. Presidents Report**

Presented by Rosanne Pittard

**Highlights:**

- Rosanne welcomed all to the online meeting and expressed the hope that she will be welcoming people to one of the houses next year.
- Overall KNH Inc has had a successful year continuing to deliver services despite ongoing closures at the houses due to covid-19 lockdowns. Houses activities are largely ongoing, and the financial situation is sound, despite incurring significant operating losses.
- Classes have been delivered for children and adults. Groups have been active when possible and social, community & rental groups have used the Houses when possible. Between 2-300 people participated on a term-by-term basis even when the houses were physically closed.

- The Committee of Governance has engaged in reviewing the Strategic Plan, sustainability initiatives, Covid Safe planning and operations and policy reviews. It has also been actively involved in plans for a new playground at Kerrie Road, engaging in a revamp of the library at Mackie Road, new customer relationship and financial management systems and negotiating a lease for the Mackie Road premises.

**Motion to accept report:** Moved: Rosanne Pittard    Seconded: Margaret Menzies  
Motion carried

## 5. Treasurer's Report

Presented by David Holdsworth

### Highlights:

- KNH Inc accounts were independently audited and accepted by the Committee on 16 September 2021. The Statement of Income and Expenditure and Balance Sheet have been certified by the two Committee members as giving a true and fair view of KNH Inc's financial position.
- For the 2020/21 financial year, the Association made an unprecedented deficit, before extraordinary items, of \$57,887, \$67,518 down on the prior year. After COVID extraordinary items there was a surplus of \$113,585.
- The Covid pandemic and associated mandatory lockdowns caused a physical lockdown of the Houses for more than a third of the year resulting in the loss of rental and groups income. While online classes were offered, fewer classes and lower overall enrolments also meant a reduction in class fees.
- However, the ongoing Commonwealth Government cash flow boost and its JobKeeper program contributed very significant financial benefits enabling the Houses to keep operating, keep employing staff and engaging contractors. The Victorian Department of Jobs, Precincts and Regions also provided a \$10,000 grant.

**Motion to accept report:** Moved: David Holdsworth    Seconded: Catherine Michael  
Motion carried

## 6. Coordinators Report

Presented by Laura Orr

### Highlights:

- Once again Covid lockdowns have presented challenges and while we have streamlined processes to quickly move classes online and back, there has been an overall decline in class numbers.
- In my first full year as Coordinator of both houses, I have continued to engage with the needs of two communities, established relationships within our networks, moved a number of classes and groups online, and continued to serve our community by offering support, connection and assistance during difficult times.
- KNH Inc are funded for 25 hours a week at each house through the Department of Health and Human Service's 'Neighbourhood House Coordination Program' and are required to deliver twice as many activity hours.

- We received grants totalling \$25,745 from the City of Monash under its Wellington Reserve Community Strengthening and Support Project, Mulgrave Community Connections Project, Kerrie Rd Neighbourhood House Sustainable Communities Project and Kerrie Rd Neighbourhood House Sustainable Communities Project.
- We provided 110 classes at Kerrie Road and 90 classes at Mackie Road. We also provided a home to a range of social and support groups at both houses and facilitated playgroups at both houses. Despite Covid, new programs, classes and groups were introduced at each house and a number of classes were offered via Zoom when required.
- We also provided six Adult, Community and Further Education (ACFE) courses, with eligible places funded by the State Government. We are proud that the English classes successfully continuing via Zoom during lockdowns.
- In addition, we held morning teas to celebrate Harmony Week, Neighbour Week and Cultural Diversity Week; provided masks to community members in need; created a newsletter to further connect and engage with our community, particularly during lockdown periods; engaged in a range of promotional activities during Neighbourhood House Week; offered the Safe Seats Program at both sites; continued to meet with our Mulgrave Reference Group; created Spoonville village for children to add Spoonville characters to; ran a Bunnings barbecue and offered free bread at Mackie Road in conjunction with Friends of the Children Foundation.

**Motion to accept report:** Moved: Laura Orr Seconded: Wilma Orr  
Motion carried

## 7. Group Yearly Reports

Presented in summary by Laura Orr.

- *Kerrie Road Japanese Playgroup* - taken as read
- *Kerrie Road Knitting Group* - taken as read
- *Kerrie Road and Mackie Road Homework Club* – taken as read
- *Kerrie Road Walking Group* – taken as read
- *Kerrie Road and Mackie Road Multicultural Playgroups* – taken as read
- *Mackie Road Armenian Playgroup* – taken as read
- *Mackie Road Homework Club* – taken as read
- *Mackie Road Community Morning Tea* – taken as read

**Motion to accept all reports:** Moved: Laura Orr Seconded: Margaret Menzies  
Motion carried



## 8. Election of 2021/2022 Committee of Governance

Rosanne Pittard (Chair) noted that in accordance with the Model Rules, the Committee at its meeting of 15 October, 2020 decided to recommend to this meeting that a maximum of 9 Committee positions will apply for this year.

**Motion to accept:** Moved: Catherine Michael      Seconded: Robyn Hofmann  
The Committee's recommendation was ratified by the meeting.

Kate Bolaffi, Place Manager City of Monash, took the Chair and declared all committee positions vacant. Nominations were read and accepted.

President:	Rosanne Pittard
Vice President:	Robyn Hofmann
Treasurer:	David Holdsworth
Secretary	Margaret Menzies
Committee Member:	Lana Chan
Committee Member:	Greg Menzies
Committee Member:	Kamla Reddy
Committee Member:	Shirley Wilson

No further nominations were put forward.

Kate Bolaffi declared the nominations accepted and Committee elected and returned the Chair to Rosanne Pittard.

## 9. General Business

The following attendees made comments at Rosanne Pittard's invitation:

- Catherine Michael, who is leaving the Committee, thanked the Committee for its fantastic work to date, congratulated all reappointed and new members and wished all good luck.
- Kate Bolaffi noted what a tough year it had been and congratulated Laura and her staff for their agility. She noted that the library redevelopment at Mackie Road was an exciting construction that would be a fresh new space to bring in the new year. She noted that she hoped this would be the last year of lockdowns.
- Wilma Orr, who is leaving the Committee, noted that she wanted to say goodbye and thank you and that she was taking with her some great friendships.
- Tina Samardzija thanked Laura for her invitation. She congratulated all on their hard work and hoped to see everyone face to face next year.

## 10. Meeting Closed

Rosanne Pittard declared the meeting closed at 2.00pm.

# ANNUAL GENERAL MEETING 2022

## President's Report on Behalf of the Committee

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It will be fantastic to welcome you all to our Annual General Meeting in person. Our last 2 AGM's have been held via Zoom as Melbourne worked remotely to contain the pandemic. From mid-July 2021 until November, all our activities were remote. From early November, we returned in person and staff and participants have really appreciated being back in the physical space.

Overall, and despite all the challenges, KNH Inc provided activities, classes, space and "space" for community activities throughout the year culminating in a successful year. Our activities have been ongoing and are growing again. Our financial situation remains sound. This has been made possible as a result of dedicated teams of staff, volunteers and Committee members believing we have much to offer and that our community welcomes our offerings.

As in previous years we have delivered a broad range of classes - languages, art, fitness & wellbeing, dance, cooking and IT training. Complementing this are other activities such as playgroups, walking groups, luncheons and meeting places for special groups. Growth in participation has been a focus since re-opening the houses. New ways of reaching the community are being explored and new classes and activities are being offered. This will continue to be a focus.

During the year, we implemented a new Customer Management system, Social Planet; this is working very well and is delivering service improvements as well as cost savings. Similarly, our new financial system, Xero, is delivering service improvements.

Despite incurring significant but predictable financial losses at the operating level, our strong balance sheet (in part assisted by Federal and State Government support during the previous 2 years) has enabled us to sustain that loss whilst retaining a strong balance sheet.

There are some matters that the Committee of Governance has been actively involved in that are worth reporting:

- A new 3-year Strategic Plan for 2022-2025
- A Needs Analysis of participants, stakeholders, Council and local community
- Covid-safe Plan and Covid-safe operations
- Overseeing delivery of the 2021-22 Business Plan despite the changing environment
- Developing a Business Plan for the 2022-23
- Participation in co-tenant meetings at Mackie Road
- Policy reviews
- Entering into new arrangements with Council for the use of their property. A lease for the use of space at the Wellington Reserve Community Centre, a new lease for the house at Kerrie Road and a licence for use of the Boyanna room nearby.
- Replacement of the playground and its surface at Kerrie Road and a financial contribution towards this from KNH Inc to the Council.

The Committee and myself are extremely grateful for the contributions of all our staff. Laura Orr has continued to do a fantastic job as Coordinator. In July 2021, Jo Whatley commenced as Administrator at Kerrie Road. The houses entered lockdown at the end of Jo's first week on the job but she has sailed through the lockdown period and the reopening in grand style including working with Laura on the Playground renewal. Hannah Power has

continued very capably in her role as Mackie Road Administrator in and out of the office as required. Maria Ward assisted in the office for a couple of weeks whilst Hannah had a well-earned holiday. Hannah and Laura have coped very well with some extra challenges during the January to April period with the construction work associated with the Library Upgrade at Mackie Road. Beth Ellis has continued to contribute strongly in her role as Bookkeeper exploring and using the new financial system. At the end of June, we farewelled Ping Zheng, our CALD worker. Ping has been great in integrating some of the non-English speaking communities and has delivered a wonderful story book which straddles generation gaps as well as language gaps. Our wonderful tutors have delivered a great range of interesting classes often with a unique approach. A big Thank You to all these staff for their work during the year.

As always, we are very grateful for our volunteers. Thank you to Lois and Trevor Vincent at Kerrie Road, and Yvonne Askew, Tom Ang, Chan Mee Leong, Margaret Tate, Min Wang, and Billy Blanch at Mackie Road and Christina Reeves and Kaitlynn Lee, who have volunteered at both houses.

The Department of Families, Fairness and Housing continued to provide funding to support house administration and we were pleased to hear that an increase to funding will be delivered this year; this will go a little way towards covering increases in expenses. NHVic (Neighbourhood Houses Victoria) has continued to provide background support. Monash Council has continued to provide some project-based funding as well as general support through Colin Bostock, Kate Bolaffi and Steve McGrath. NIECH through Nikki Maddern has also provided support. We are grateful for all their contributions.

Finally, I would like to thank the Committee of Governance, Robyn Hofmann, David Holdsworth, Margaret Menzies, Greg Menzies, Shirley Wilson, Lana Chan and Elaine Tan, who joined the Committee in April. All Committee members seem to find a way of contributing that suits their interests and expertise and we are grateful for all their contributions. For particular mention, Margaret Menzies has stepped ably into the role of Secretary. Our previous Secretary, Shirley Wilson, has provided valuable guidance on Lease negotiations with Council amongst other things; Shirley has decided not to continue on the Committee and we wish to thank her for her excellent contribution. Robyn became our Vice-President and is very active in many areas, ensuring that many things like Strategic Plans get done. Lana Chan has contributed to the OHS Sub-Committee and other working groups and was a key figure in the recent Mooncake Festival celebration. Greg contributes to OHS matters amongst other things; he was recently recognised as the Sir John Monash Volunteer of the Year for 2022. We recognise he does many other things around the community that are not related to KNH. We're very proud of him and grateful to have him on our Committee. Our Treasurer, David Holdsworth has, as ever, provided us with sound financial reports, interpretation of our position and guided us through development of our Business Plan. David has decided to explore life without KNH Inc after service of some 16 years in varying capacities; true-to-form, David has given us plenty of notice of his intentions and has offered to continue in a general capacity for a while to aid the transition.

We have had a successful year in challenging circumstances and can justifiably look forward to the future.

**Rosanne Pittard**  
**President, Kerrie Neighbourhood House Inc.**



# Annual General Meeting 2022

## Treasurer's Report

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Following are the Audit Review Letter from our auditors, audited accounts, and related reports for the 2021/22 financial year. The accounts were formally accepted by the Committee of Governance at its meeting on 17 August 2022 and have been certified by two members of the Committee as required by The Associations Incorporation Reform Act 2012.

The basis on which the accounts are prepared is detailed in the Notes to the Financial Accounts which follow the financial reports.

It has been another challenging year, operationally and financially, due to the on-going impact of the COVID-19 (covid) pandemic. For the 2021/22 financial year, the Association made a deficit of \$42,164 a significant improvement on the 2020/21 deficit of \$57,887. Unlike the past two years, there were no extraordinary items – all government support ended in Term 1 2021.

### Income and Expenditure

Total income rose by \$47,948, largely from Classes, which improved by \$34,315 or 36% to \$129,507. The balance of the increase came from the Neighbourhood House Coordinators Program Grant (Department of Families, Fairness and Housing and Health), \$5,359 and two grants totalling \$4,900, one from the City of Monash and one from the Commonwealth which were both fully expended on projects.

To put things into perspective, in the last financial year not affected by covid, 2018/19, Classes income was \$158,842, so, last year was \$29,335 or 18.5% lower than three years ago. Classes margins were also lower as we opted to run at just over break-even or at a loss. For example, Term 4 2021, the last term with major restrictions, recorded a deficit of \$1,270.

Additional staff hours were agreed to support the recovery from covid at an annual cost of around \$18,000.

We benefited from a recalculation of the Long Service Leave Provision. In 2019 the Victorian government introduced a portable long service leave scheme. The Authority managing the scheme introduced regulations and made decisions that were at odds with the sector's needs. After much consultation the Treasurer suspended the regulations and there was a rethink. By the end of last year, we were confident that we understood our rights and obligations and the provision was recalculated accordingly.

Non-staff costs were well controlled. Excluding project expenditure of \$6,883 which was funded by grants, these expenses rose by \$10,381 of which \$5,545 was consulting costs for facilitation of a new Strategic Plan.

Kerrie Road recorded an operating deficit of \$15,833, compared to a deficit last year of \$29,028. Mackie Road recorded an operating deficit of \$26,331 compared to a deficit of \$28,859 last year. A Statement of Income and Expenditure by Campus is included as Appendix 1.

## **Balance Sheet**

The Balance Sheet at 30 June is solid. Covid related Government assistance received during 2020 and 2021 contributed to this but, much of this will be consumed whilst operating deficits persist during the post covid rebuilding phase.

We have paid or provided for all employee entitlements and can pay our bills as and when they fall due. Our cash reserves are adequate for our current and foreseeable needs. The notes to the accounts provide more detail for the Income in Advance category which reflects cash that we have received but for activities to be delivered next term or later – this is detailed in Note5.

## **Capital Expenditure**

During 2021/22 the City of Monash agreed to redevelop the playground at Kerrie Road - the surface was 15 years old and the equipment older still. During our discussions with Council, it was agreed that KNH would contribute to provide a better outcome. Ultimately the Committee decided upon \$10,000 towards a project exceeding \$30,000. At June 30 the project was incomplete therefore the \$10,000 is recorded as Capital Work in Progress. When completed this will become part of our Fixed Assets and depreciated accordingly.

The Mackie Road computer lab computers were upgraded with the installation of high-speed solid-state drives at a cost of \$4,250.

A new sliding screen was installed on the front door at Kerrie Road at a cost of \$1,148.

On 1 July 2020 the accounting system was switched from MYOB to Xero. Xero is a cloud-based system providing access anywhere with highly flexible report writing capabilities which has improved monthly reporting. All committee members and the Coordinator now have read-only access to all aspects of the Association's financial reports. My thanks to our bookkeeper, Beth Ellis, for making the transition smooth and seamless.

Last, but not least, I'd like to thank Beth, our Coordinator Laura, and Rosanne our President for their assistance during the year.

**David Holdsworth**

**Treasurer**

1 October 2022



**Directors**

Lionel R. Arnold CA B.Bus  
Raelene Cheng CPA B.Com

**INDEPENDENT AUDITOR'S REVIEW REPORT  
To the Board of KERRIE NEIGHBOURHOOD HOUSE INC.**

**Report on the Financial Report**

We have reviewed the accompanying 30th June 2022 financial report of KERRIE NEIGHBOURHOOD HOUSE INC., which comprises the balance sheet as at 30th June 2022, and the income statement, statement of changes in equity and cash flow statement for the 30th June 2022 ended on that date, a statement or description of accounting policies, other selected explanatory notes and the declaration of those charged with governance.

**Committee Responsibility for the 30th June 2022 Financial Report**

The Committee of the KERRIE NEIGHBOURHOOD HOUSE INC. are responsible for the preparation and fair presentation of the 30th June 2022 financial report in accordance with the Australian Accounting Standards and Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the 30th June 2022 financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express a conclusion on the 30th June 2022 financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2410 Review of an Interim Financial Report Performed by the Independent Auditor of the Entity, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the Australian Accounting Standards and Associations Incorporation Reform Act 2012. As the auditor of KERRIE NEIGHBOURHOOD HOUSE INC., ASRE 2410 requires that we comply with the ethical requirements relevant to the audit of the annual financial report.

A review of a 30th June 2022 financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

**Independence**

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.

Liability limited by a scheme  
approval under Professional  
Standards Legislation.







Directors

Lionel R. Arnold CA B.Bus  
Raelene Cheng CPA B.Com

**Conclusion**

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the 30th June 2022 financial report of KERRIE NEIGHBOURHOOD HOUSE INC. does not present fairly, in all material respects, or "give a true and fair view of the financial position of the KERRIE NEIGHBOURHOOD HOUSE INC. as at 30th June 2022, and of its financial performance and its cash flows for the 30th June 2022 ended on that date, in accordance with Australian Accounting Standards and Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012.

Lionel Robert Arnold CA  
11<sup>th</sup> August 2022

J L Collyer & Partners  
Unit 7 603 Boronia Road, Wantirna Vic 3152

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approved under Professional  
Standards Legislation.



# KERRIE NEIGHBOURHOOD HOUSE INC.

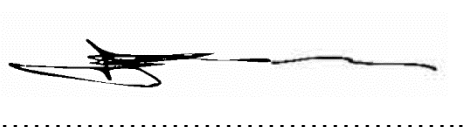
## Statement of Income and Expenses for the period 1 July to 30 June

All figures in Dollars	<u>2021/22</u>	<u>2020/21</u>
<b>Income</b>		
Classes	129,507	95,192
ACFE Classes - student fees	5,850	4,536
ACFE Classes - ACFE funded	8,226	7,862
Grants		
NHCP (DFFH)	179,187	173,818
Monash Council	27,900	25,745
ACFE	5,500	5,500
Other	2,500	
Donations/Fundraising	1,000	626
Groups	3,362	1,638
Hall Hirer's Insurance	0	265
Interest Received	1,565	2,398
Membership Subscriptions	42	38
Rent	19,420	19,143
Sundry	2,199	1,549
<b>Total Income</b>	<u>386,258</u>	<u>338,310</u>
<b>Employment Expenses</b>		
Administration Salaries	88,323	75,477
Bookkeeper	22,220	22,574
CALD worker	19,216	15,815
Coordinator Salary	78,084	79,449
Counselling Services	0	290
Long Service Leave Adjust.	2,826	11,281
Playgroup Facilitation	5,053	3,020
Recruitment	110	130
Staff Training	489	2,056
Superannuation Expense	30,104	26,107
ACFE Staff Tutors	11,774	0
Contract Tutors	19,784	24,378
Tutor Salaries	80,024	76,695
Workers' Compensation	3,290	2,633
<b>Total Employment Expenses</b>	<u>361,297</u>	<u>339,905</u>

All figures in Dollars	<u>2021/22</u>	<u>2020/21</u>
<b>Operating Expenses</b>		
Advertising	1,125	296
Audit Fees	1,010	964
Bank Charges and Fees	1,115	455
Class Requirements	4,310	5,157
Cleaning	16,090	15,676
cleaning recoveries	-1,320	0
Consultants	6,800	1,255
Consumables	1,502	1,652
consumables recoveries	-425	0
Computer Software/Support	8,046	8,155
Depreciation	6,394	5,150
Gifts and Entertainment	1,106	699
General Insurance	1,080	977
Legal Fees	0	400
Non-Capital Equipment	1,328	1,718
OH&S	0	707
Projects	6,883	310
Printing & Stationery	2,057	1,869
Playgroup Expenses	186	116
Repairs & Maintenance	120	1,664
Subscriptions & Memberships	968	788
Telecoms	2,181	2,433
Utilities	7,633	5,851
utilities recoveries	-1,064	0
<b>Total Operating Expenses</b>	<u><b>67,125</b></u>	<u><b>56,292</b></u>
<b>Total Expenses</b>	<u><b>428,422</b></u>	<u><b>396,197</b></u>
<b>Surplus/Deficit</b>	<u><b>-42,164</b></u>	<u><b>-57,887</b></u>

Extraordinary Income - Cash Flow Boost	50,628
Extraordinary Income - Job Keeper Subsidy	207,000
DJPR Business Support Fund	10,000
Extraordinary Expense- Job Keeper Top Up	96,156
<b>Surplus After Extraordinaries</b>	<u><b>113,585</b></u>

We certify that the Statement of Income and Expenses and Balance Sheet for the 2021/22 financial year give a true and fair picture of Kerrie Neighbourhood House Inc.'s financial position and performance.



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**David Holdsworth, Treasurer**



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**Rosanne Pittard, President**

## Kerrie Neighbourhood House Inc.

### Balance Sheet As at 30 June

	2022	2021
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
<i>Cash On Hand</i>		
ANZ Cheque Account	5,257	12,940
ANZ Websaver Account	160,743	194,677
Cash Drawer Float	300	300
Petty Cash	803	800
Undeposited Funds	0	72
Total Cash on Hand	167,103	208,789
Debtors	1,190	180
<i>Investments</i>		
Term Deposits	255,723	254,862
Total Investments	255,723	254,862
<b>Total Current Assets</b>	<b>424,016</b>	<b>463,831</b>
<b>Other Assets</b>		
<i>Non-Current Assets</i>		
Capital Equipment at cost	65,450	59,632
Less Accumulated Depreciation	(48,718)	(42,324)
Total Capital Equipment	16,732	17,308
Capital Work in Progress	10,000 <sup>4</sup>	0
<b>Total Non-Current Assets</b>	<b>26,732</b>	<b>17,308</b>
<b>Total Assets</b>	<b>450,748</b>	<b>481,139</b>

**Kerrie Neighbourhood House Inc.**  
**Balance Sheet**  
**As at 30 June**

	2022	2021
	\$	\$
<b>Liabilities</b>		
<i>Current Liabilities</i>		
Accrued Expenses	19,416	12,576
Trade Creditors	14,393	6,086
Income Received in Advance	54,525 <sup>5</sup>	56,485
Rental Bond (refundable)	975	875
<i>GST Liabilities</i>		
Total GST Liabilities	1,216	3,124
<i>Payroll Liabilities</i>		
PAYG Withholding Payable	4,451	3,401
Superannuation Payable	0	0
Total Payroll Liabilities	4,451	3,401
Total Current Liabilities	94,976	82,547
<i>Non-Current Liabilities</i>		
Provision for Long Service Leave	19,219	19,875
Total Non-Current Liabilities	19,219	19,875
<b>Total Liabilities</b>	<b>114,195</b>	<b>102,422</b>
<b>Net Assets</b>	<b>336,553</b>	<b>378,717</b>
<b>Equity</b>		
Kerrie NH Member's Funds	39,163	39,163
Retained Earnings	339,554	225,969
Current Year Surplus/Deficit	(42,164)	113,585
<b>Total Equity</b>	<b>336,553</b>	<b>378,717</b>



# KERRIE NEIGHBOURHOOD HOUSE INC.

## Notes to the Financial Statements

### For the Year ended 30<sup>th</sup> June 2022

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The functional and presentation currency of KERRIE NEIGHBOURHOOD HOUSE INC. is Australian dollars.

#### **1. Basis of Preparation**

In the opinion of the Committee of Governance, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012. KERRIE NEIGHBOURHOOD HOUSE INC. is a not-for-profit entity as required by Australian Charities and Not-for-profits Commission.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements AASB 107 Statement of Cash Flows AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, AASB 120 Accounting for Government Grants and Disclosure of Government Assistance, AASB 1048 Interpretation of Standards , AASB 1054 Australian Additional Disclosures and AASB 1058.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

#### **2. Summary of Significant Accounting Policies**

##### **a) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

##### **b) Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

##### **c) Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements.

Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the balance sheet if the Association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119

**d) Property, Plant and Equipment**

Plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation and impairment of losses.

Plant and equipment are depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

**e) Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably estimated, then revenue is recognised to the extent of expenses recognised that are recoverable.

Grant Revenue

Government grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating. Grants relating to assets are credited to deferred income at fair value and are credited to income over the expected useful life of the asset on a straight-line basis.

**3. Project Expenditure consists of:**

- |  |         |
|--|---------|
| • Produce Bilingual Picture Book – Kerrie Road | \$4,519 |
| • Mackie Road Community Garden development     | \$2,364 |

**4. Income Received in Advance consists of:**

Kerrie Road Class Fees	\$16,018
Mackie Road Class Fees	\$11,468
Department of Education & Training (ACFE)	\$26,164
Groups	\$874

*The accompanying notes form part of these financial statements.  
These financial statements have been subject to audit or review and should be read in  
conjunction with the attached Audit Review Report.*

**KERRIE NEIGHBOURHOOD HOUSE INC.**

**STATEMENT OF CASH FLOWS**

**For the year ended 30th June 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from operations	381,824	648,003
Payments to suppliers and employees	(408,395)	(476,073)
Interest received	1,564	2,398
	<hr/>	<hr/>
<b>Net cash flows from operating activities</b>	(25,007)	174,328
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(15,818)	(2,503)
	<hr/>	<hr/>
<b>Net cash flows from investing activities</b>	(15,818)	(2,503)
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
	<hr/>	<hr/>
<b>Net cash flows from financing activities</b>	-	-
<b>NET CASH MOVEMENT</b>		
Net increase/ (decrease) in cash held	(40,825)	171,825
Cash at the beginning of the reporting period	463,652	291,827
	<hr/>	<hr/>
Cash at the end of the reporting period	422,827	463,652
	<hr/>	<hr/>
Cash at Bank	421,724	462,552
Petty Cash & Cash Float	1,103	1,100
	<hr/>	<hr/>
	422,827	463,652
	<hr/>	<hr/>
<b>CASH FLOWS INFORMATION</b>		
Reconciliation of cash flows from operations with Net profit (loss) for the period after income tax		
Net profit (loss) for the period after income tax	(42,164)	113,585
Non-Cash flows in Retained Earnings	-	-
Depreciation and amortisation	6,394	5,150
Change in Assets and Liabilities		
(Increase)/decrease in receivables	(1,010)	30,392
(Increase)/decrease in other assets	-	-
Increase/(decrease) in payables	14,290	1,778
Increase/(decrease) in income in advance	(1,961)	17,872
Increase/(decrease) in provisions	(656)	5,551
Increase/(decrease) in Rental Bond	100	-
	<hr/>	<hr/>
<b>Net cash provided by operating activities</b>	(25,007)	174,328
	<hr/>	<hr/>

**KERRIE NEIGHBOURHOOD HOUSE INC.**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30TH JUNE 2022**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	\$	\$
Retained Surplus at the Beginning of Financial Year	339,553.99	225,968.63
Prior Year Adjustment	-	-
Operating Surplus/(Deficit) attributed to members	(42,164.34)	113,585.36
<u>Retained Surplus at the End of Financial Year</u>	<u>297,389.65</u>	<u>339,553.99</u>

**APPENDIX1: 2021/22 Actual by Campus**

All figures in Dollars	Kerrie Road	Mackie Road	Total
<b>Income</b>			
Classes	75,534	53,973	129,507
ACFE Classes - student fees	0	5,850	5,850
ACFE Classes - ACFE funded	0	8,226	8,226
Grants:			
Dept of Families, Fairness, Housing & Health	89,593	89,594	179,187
Monash Council	14,200	13,700	27,900
ACFE	2,750	2,750	5,500
Other	0	2,500	2,500
Donations/Fundraising	1000		1,000
Groups	1411	1,951	3,362
Hall Hirer's Insurance	0	0	0
Interest Received	1565	0	1,565
Membership Subscriptions	21	21	42
Open Day	0	0	0
Rent	4409	15,011	19,420
Sundry	759	1,440	2,199
<b>Total Income</b>	<b>191,242</b>	<b>195,016</b>	<b>386,258</b>
<b>Employment Expenses</b>			
Administration Salaries	41,035	47,288	88,323
Bookkeeper	11,110	11,110	22,220
CALD worker	9,608	9,608	19,216
Coordinator Salary	38,861	39,223	78,084
Counselling Services	0	0	0
Long Service Leave Adjust.	1,378	1,448	2,826
Playgroup Facilitation	2,094	2,959	5,053
Recruitment	110	0	110
Staff Training	316	173	489
Superannuation Expense	15,541	14,563	30,104
ACFE Contract Tutors	0	0	0
ACFE Staff Tutors	0	11,774	11,774
Contract Tutors	4,640	15,144	19,784
Tutor Salaries	52,905	27,119	80,024
Workers' Compensation	1,661	1,629	3,290
<b>Total Employment</b>	<b>179,259</b>	<b>182,038</b>	<b>361,297</b>
<b>Operating Expenses</b>			
Advertising	124	1,001	1,125
Audit Fees	505	505	1,010
Bank Charges and Fees	604	511	1,115
Class Requirements	2,138	2,172	4,310
Cleaning	2,962	13,128	16,090
cleaning recoveries	0	-1,320	-1,320
Consultants	3,400	3,400	6,800
Consumables	423	1,079	1,502
consumable recoveries	0	-425	-425
Computer Software/Support	3,839	4,207	8,046
Depreciation	3,449	2,945	6,394
Gifts and Entertainment	504	602	1,106
General Insurance	432	648	1,080
Legal Fees	0	0	0
Non Capital Equipment	0	1,328	1,328
OH&S	0	0	0
Open Day	0	0	0
Projects	4,519	2,364	6,883
Printing & Stationery	1,100	957	2,057
Playgroup Expenses	104	82	186
Repairs & Maintenance	42	78	120
Subscriptions & Memberships	446	522	968
Telecoms	1,004	1,177	2,181
Utilities	2,221	5,412	7,633
utility recoveries	0	-1,064	-1,064
<b>Total Operating</b>	<b>27,816</b>	<b>39,309</b>	<b>67,125</b>
<b>Total Expenses</b>	<b>207,075</b>	<b>221,347</b>	<b>428,422</b>
<b>Surplus/-Deficit</b>	<b>-15,833</b>	<b>-26,331</b>	<b>-42,164</b>



# Coordinator's Report

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Kerrie Neighbourhood House Inc. (KNH) operates across two locations. Kerrie Road Neighbourhood House (Kerrie Rd) is situated at 36 Kincumber Drive, Glen Waverley and Mackie Road Neighbourhood House (Mackie Rd) is located within the Wellington Reserve Community Centre, 36-42 Mackie Road, Mulgrave.

This year again presented a number of challenges in the form of COVID lockdowns in 2021 for all of term 3 and half of term 4. Despite this, our team and the community moved online again and continued to learn and connect through our screens. We even ran some online holiday activities in September.

Since returning to the Houses in 2022, we have focused on re-engaging with our communities and supporting them through the transition back into the world. We slowly saw an increase in participation numbers and confidence in returning to face-to-face activities.

This year, with the support of staff, tutors and the Committee of Governance, I continued to engage with local community members and gain insight and feedback around the needs of our two communities, established relationships within our networks, moved a number of classes and groups online, introduced new classes to our programs, and continued to serve our community by offering support, connection and assistance during difficult times.

## COVID Support- Vaccines & Online Classes

In support of our communities during COVID-19, we hosted two vaccine clinics at Mackie Rd in September and October 2021. We also continued to run online activities across both Houses. Some new ideas were created for online, including a Mindfulness and Meditation session; Kids Fitness after school; and Barre/Ballet class.

## Mackie Rd NH Community Garden Project

At the end of 2021, we were able to complete our Mackie Rd NH Community Garden Project using funding provided through the Federal Electorate of Hotham grants scheme. With support from our volunteers and garden plot holders, we re-painted the garden beds, tidied up the shed and supplied shelving and new equipment, topped up the beds with fresh soil, bought fruit trees for planting, and created a new sign for the fence.



## Kerrie Rd NH Street Library

In early 2022, the Rotary Club of Glen Waverley and the Monash Men's Shed designed and built a Street Library and installed it at Kerrie Rd. This is a great addition to the services we offer, is a point of interest for anyone using the seating area in our front yard, and was a wonderful opportunity to partner with other local community organisations.



## Safe Seats

We have continued to offer the 'Safe Seats' program at both sites this year. These programs are hosted by KidSafe Victoria in partnership with Neighbourhood Houses Victoria and with support from the Victorian State Government. Victorian parents and carers can book in for a free child car restraint fitting or safety check.

## 'Meet Your Neighbour' Event at Wellington Reserve Community Centre

In conjunction with Monash Council, we held a small 'Meet Your Neighbour' community event in May 2022. A coffee cart and morning tea was provided; with some fun activities such as face painting included. We ran a free Tai Chi class and it was also a great opportunity for the community to learn about the services offered in the Centre and see the newly upgraded library space.





## Kerrie Rd NH Playground Upgrade

We were pleased to see our playground space at Kerrie Rd upgraded this year with new soft fall, play equipment and new landscaping. The space is much brighter and local children and families are enjoying using the new equipment!



## The Lab at Mackie Rd NH

Earlier this year we partnered with 'The Lab' to run sessions at Mackie Rd NH. The Lab is a network of technology clubs for children and young people who identify as being on the autism spectrum and who enjoy working with computers. Participant numbers have been steadily growing and we are pleased to be able to offer this club at the Neighbourhood House.

## Chatty Café

We have partnered with the Chatty Café scheme and are offering a Chatty Café session once a week at both Houses. These sessions are free, open to all community members, and create a space for connection, meeting new people and reducing isolation.



## Power Saving Bonus Application Support

In conjunction with Neighbourhood Houses Victoria and the Victoria State Government, we are supporting community members to submit their Power Saving Bonus applications at both Houses. This scheme is open to all and community members can book a time for us to assist them.

## Funding and Statistics

KNH Inc is funded through the Department of Families, Fairness and Housings 'Neighbourhood House Coordination Program'. We are funded for 25 hours a week at each House and are required to deliver twice as many activity hours as this at each House. The figures below show classes and courses per term (including ACFE), and do not include groups or other activities held at either house.

The majority of term 3 and half of term 4 in 2021 were online; whilst terms 1 and 2 of 2022 were held face-to-face in the Houses.

Kerrie Rd NH	No. of classes		No. of students		No. of contact hrs	
	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
Term 3	25	31	149	200	290	309
Term 4	23	26	126	152	270	281
Term 1	30	28	172	180	350	301
Term 2	32	27	168	181	370	276

Mackie Rd NH	No. of classes		No. of students		No. of contact hrs	
	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
Term 3	20	26	75	133	250	321
Term 4	21	25	74	124	260	348
Term 1	24	26	126	166	280	321
Term 2	25	26	145	164	290	300

## Monash Grants

City of Monash Community Grants funding to KNH Inc in 2021/2022 was \$27,900. The funding was utilised this year to continue strengthening Mackie Rd Neighbourhood House and the Wellington Reserve Community Centre as part of the **Wellington Reserve Community Strengthening and Support Project** (2122CS0017); to create and build on community connections, particularly with CALD community members, through the **Mulgrave Community Connections Project** (2023NH0005); engage with our community around sustainability and environmental themes at Kerrie Rd through the **Kerrie Rd Neighbourhood House Sustainable Communities Project** (2023NH0007); and create engagement and connection with our Chinese community members through the **Kerrie Rd Neighbourhood House Bilingual Storybook Project** (2122AC0021).

## Wellington Reserve Community Strengthening and Support Project

KNH Inc received \$3,700 in funding in 2021/2022 from the City of Monash to continue to support the Wellington Reserve Community Centre co-tenants and participants as the lead tenant. This centre management role helped to support the centre in continuing to operate successfully.

The project benefited our community by allowing the Wellington Reserve Community Centre to remain open and safe for participants around lockdowns, by promoting various activities in the building for the benefit of all tenants and room rentals, increased participant numbers in various building activities, and a continued connection between members of the Mulgrave Residents group and the House.

In addition, we supported the Mulgrave Library upgrade project and worked closely with the library and building teams; and the changeover of the building security system and the rollout of new swipe cards and access.

### **Mulgrave Community Connections Project**

KNH Inc received \$10,000 in funding in 2021/2022 from the City of Monash for the second year of the Connections project.

With this funding, we continued to engage a bilingual CALD Community Development Worker who assisted us in communicating with CALD community members through translation of House documents and COVID information. Our CALD Worker also regularly attended the *Monash Multicultural & Settlement Services Network* meetings and was able to provide us with information to share with our communities, and feedback around ways we could continue to engage with and support local CALD groups.

Additionally, we held Mulgrave Reference Group meetings once a term with local residents to gain feedback about the local area and what is needed.

We implemented and evaluated the Mulgrave community engagement strategy by holding free community engagement activities (bread delivery, morning teas), meeting regularly with the Wellington Reserve Community Centre Co-tenants, and supporting City of Monash community strengthening and engagement activities (Neighbourhood Get Together event held at the Wellington Reserve Community Centre in May 2022).

We noticed an increased feeling of community at Mackie Rd NH and the Wellington Reserve Community Centre in the last 12 months. Despite lockdowns in 2021, our participants came together to continue to learn and support each other through difficult times, and perhaps due to this when we have reopened the House, there has been an enthusiasm to continue attending and an increase in new participants and community members looking for ways to connect with others. We feel we have created a space that is safe, offers opportunities to connect, and creates a 'sense of place' for all Mulgrave residents.

### **Kerrie Rd Neighbourhood House Sustainable Communities Project**

KNH Inc received \$10,000 in funding in 2021/2022 from the City of Monash for the second year of this project.

With this funding, and around lockdowns, we were able to engage a CALD Community Development officer to translate House documents, support CALD members in their engagement with KNH activities, and plan activities with an environmentally sustainable focus.

This project also created opportunities to work with Monash Councils Sustainability Team in planning talks on local bin collection frequencies, recycling and food waste, and energy efficiency in the home.



## Kerrie Rd Neighbourhood House Bilingual Picture Book Project

KNH Inc received \$4,200 in funding in 2021/2022 from the City of Monash for this project.

With the assistance of our CALD Community Development worker, we wrote, designed and published a Bilingual Story Book, *She Never Knocks*, which discusses bridging the generation gap in multi-generational families. Aided by one of our art tutors, 5 children from our Junior art classes designed and drew the story illustrations. The project culminated with a celebration to the launch of the book.

The process of this project and involvement by the community has created ownership and pride in their work and their culturally diverse backgrounds. Many of the children have been inspired to continue on their art journey, either with Kerrie Rd Neighbourhood House or through other opportunities. The sense of pride created by this project was seen at the Book Launch and many families were enthusiastically taking copies to share with family, friends, local schools and libraries. The project has created greater connection through the Neighbourhood House and its participants, as well as other community groups and organisations.



## Adult, Community and Further Education (ACFE)

- Everyday Computer Skills
- Computer Skills: Microsoft Excel
- Computer Skills: Microsoft Word
- EAL- Level 1 and Level 2
- English Conversation

The purpose of pre-accredited training is to provide learners with a pathway to employment and/or further training with a focus on supporting priority groups such as women returning to work/study and culturally and linguistically diverse learners navigating training and employment pathways. Eligible places are funded by the State Government of Victoria.

## Groups

We are proud to provide a home to a range of social and support groups at both our Houses, all of whom play an important role in the community.

At **Kerrie Rd Neighbourhood House** in Glen Waverley, our groups include Japanese Playgroup, Kerrie Knitting Group, Kerrie Playgroup, Hungarian Group, Waverley Widows Support Group, Walking Group and the Chatty Cafe.

At **Mackie Rd Neighbourhood House** in Mulgrave, our groups include Mackie Rd Playgroup, Tat and Chat Group, Bubs on the Move Walking Group and the Chatty Cafe.

I thank all our groups sincerely for the work they do for our community and our volunteer group leaders for all their valuable support and commitment.

## Tutors

Thank you to all our tutors for your caring and professional facilitation of our classes and courses in 2021/2022.

Alicia Berriman	KinderGym and KinderDance
Angela Leiminger	Yoga
Carolyn Yuen	Tai Chi and Nia
Christine Matysik	Junior Artists, Arty Kids & Adult Art
Estelle McEwen	Junior Artists
Fathima Athas	Watercolour Workshops
Georgina Samuel	Everyday Computer Skills
Hannah Brooksbank	Junior Artists & Teen Art
Hannah Prior	Junior Artists
Isabelle Martin	French Beginners Plus, French Intermediate, French Conversation
Jackson McCrohan	The Lab
Janie Ubels	Yoga and Meditation
Judy West	EAL Level 1 and 2, English Conversation
Laura Orr	Pilates
Lisa Habermann	Life Writing and Memoir Editing
Lucia Silverii	Italian Cooking
Luciano Pirrottina	Italian for Everyone, Italian Intermediate
Marcia Barry	Strength Training and Gentle Exercise for Seniors
Margaret Menzies	Homework Club and Playgroup
Maria Ward	Junior Artists & Teen Art
Martina Rosenberger	Yoga
Natalie King	Pilates
Pauline Nicholas	Strength Training
Ping Zheng	Mandarin for Beginners
Sabrina Rudd	The Lab
Sandra Walsh	Strength Training
Tony Danino	iPhone and Android Smartphones for Beginners

## **Associations and Networks**

Kerrie Neighbourhood House Inc. is a member of the following associations and networks:

- Neighbourhood Houses Victoria (NHVic), our peak body
- Monash Coordinators Network
- Network of Inner East Community Houses (NIECH)
- LearnLocal
- Playgroups Victoria
- SwinLocal

## **KNH Committee of Governance, Office Staff and Volunteers**

This year I have worked alongside a dedicated team including the KNH Committee (Rosanne Pittard, David Holdsworth, Margaret Menzies, Greg Menzies, Robyn Hofmann, Shirley Wilson, Lana Chan and more recently, Elaine Tan), our Office Administrators Hannah Power and Jo Whatley, Bookkeeper Beth Ellis, and CALD Community Engagement Officer Ping Zheng.

Thank you also to our Community Garden volunteers Tom Ang and Chan Mee Leong, Office/House volunteers Trevor and Lois Vincent, Yvonne Askew, Christina Reeves, Margaret Tate, Billy Blanch, Min Wang, and Kaitlynn Lee. I sincerely thank them all for the expertise, hard work and commitment they have given to our organisation and local community over the last twelve months.

**Laura Orr**

**Coordinator**

**Kerrie Rd and Mackie Rd Neighbourhood Houses**

# Group Reports

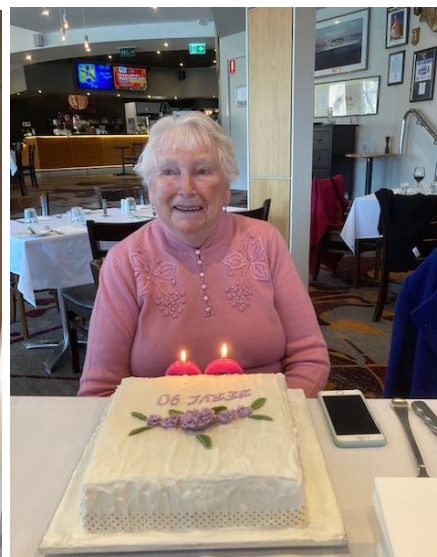
## Kerrie Rd Knitting Group Tuesdays 1-3pm

This year has been up and down with knitters. Some haven't returned due to other commitments but we average between 10 & 20 most weeks. Covid has still affected us with more contracting it this year than previously. The ladies have still managed to hand over to KOGO (Knit One Give One) a large amount of garments and blankets.

We lost a very dear friend of our group August 2021, Sue Savage. Sue didn't like knitting and had health problems, but she loved coming to knitting every week to socialise and during school holidays she would have a few ladies at her home so she didn't miss out on our session. The knitting group is very important for the social aspect.

July 2022 we celebrated the 90th birthday of our eldest knitter, Beryl Henderson. 17 of the ladies attended a luncheon at Glen Waverley RSL. Beryl had a beautiful cake, balloon, cards and enjoyed it immensely. Beryl has been a knitter with the Kerrie Group since its beginning and is loved by us all.

### Report by Dianne Lach





## Kerrie Rd Walking Group Mondays 10-11am



The aim and objectives of the KNH Walking Group is to enjoy the Glen Waverley area and each other's company whilst getting fit. The walking group meets each Monday at 10am (except public holidays and summer school holidays) at pre-determined walking trails. There are 7 walks in total of approximately 1 hour, which are rotated. The group fluctuates between 5 and 10 members (depending on commitments and the weather). Each member walks at their own pace and we often split into groups enabling each person to walk at a speed

comfortable for them. Whilst walking, we not only chat and admire the scenery but occasionally spot some wildlife, i.e., kangaroos and native birds.

We have set up a WhatsApp group for participants on which we post the walk of the day. Thanks to Susan for all the pictures she has taken over the years, lovely to look back on. At the conclusion of the walks and if time permits, we often have a coffee at a local cafe.

Once a term we gather at Kerrie Neighbourhood House for morning tea. Each person brings a plate of food to share. Because the group is quite diverse there are often interesting foods to taste and enjoy. These morning teas are also shared with the lovely ladies, Jo and Laura, who run the Kerrie Neighbourhood House office. We are grateful to them providing us with the use of their kitchen facilities and front room.

We welcome anyone who is interested in joining us on all or any of the walks. A list of walks is available from the office or online. This is a free activity.

### July - December 2021

Due to more lockdowns and restrictions on meeting in groups from July to November, we couldn't walk together. We waited in anticipation for when we could meet up again.

We finally resumed walking as a group in early November. By this stage our numbers had dropped down to 6 walkers, but we still enjoyed a coffee together at Madeline's Café, Jells Park sitting outside in the fresh air. We were able to meet at Kerrie Rd for our last morning tea of the year in December. It was lovely to be back to using the facilities of the house.

### January - June 2022

After a break of about 6 weeks, we resumed our walks again in early February. Once again, the group helped letterbox drop Kerrie Rd Term Programs. This gives us all an opportunity to promote the house and get in some extra exercise!

Even though our group numbers have dropped off over the last two years, we have a dedicated group of approximately 5-9 continuing to meet and enjoy friendship and fresh air. We have even had a couple of the groups dogs join us.



### Report by Wilma Orr



## **Kerrie Rd Hungarian Group** **Mondays 11am - 2.30pm**

The Hungarian Group experienced reluctance from some members to meet again. Consequently, we did not return to Kerrie House until Term 2 this year. Only 4 people came to our first meeting where we were warmly welcomed by Jo and made to feel very much home again.

Sadly, one of our members, who was reluctant to return, was hospitalized and passed away in July. Two other members have not returned, one for family reasons and the other being concerned about getting COVID. We now have 5 people regularly coming, enjoying the chat and each other's company, socialising and playing games, as well as having lunch and a cuppa. We would like to thank Jo for her warm welcoming and getting the room ready for us.

**Report by Erika Somogyi**

## **Kerrie Rd Japanese Playgroup** **Fridays 10.45am - 1pm**



The Japanese Playgroup is run by a group of parent volunteers who have a strong sense of Japanese community. We are supported by all parents and caregivers who attend our playgroup by everyone being actively involved in the running of activities and supervising our children. We also have a fantastic partnership with Kerrie Rd Neighbourhood House who provides us with safe indoor and outdoor play spaces and resources we need for our children. Together, we create a Japanese environment for children to immerse themselves in to learn, to make friends and to support each other.

The Japanese Playgroup endeavours to provide parents and their baby to pre-school aged children a fun, welcoming and friendly environment in which they can expand their social networks and learn Japanese language and understand their heritage.

All the activities are delivered in Japanese in order to provide a full Japanese speaking environment in which children can immerse themselves into. In 2021, we met once in July and then didn't meet again until November due to the COVID-19 restrictions in Melbourne. Our attendance rates varied with our largest group at 16 families. Early in the year, our numbers were limited due to density limits. We purchased new traditional style story books from Japan and continue to try our new puppet shows. We completed a large variety of arts and crafts, stories, nursery rhymes, finger songs, Japanese alphabet song, puppet shows, and eurhythmics. We were able to celebrate Christmas, Easter, Girl's Day, Children's day, and many others. The children enjoyed the new playground.



## **Kerrie Rd and Mackie Rd Playgroups**

### **Mackie Rd Playgroup**

**Friday 9.30am - 11.30am**



Our playgroup is conducted each Friday morning. It is largely an informal session, allowing children to interact with others, and parents to develop social connections. The session combines indoor with outdoor activities and is child oriented. A variety of activities is scheduled, and we conduct group story and song time and finish with a group dance. Children are encouraged to participate according to their interests and attention levels and at their own pace.

It began as a small group but has grown into a self-sufficient and close group of young Mums and Dads who look forward to catching up each Friday morning. Some of them meet at their own homes during the holiday breaks.

The session combines well with Kinder Dance and Kinder Gym which are conducted in the hall at a similar time, providing the older children with an option to participate in those activities before coming into Playgroup.

### **Kerrie Rd Playgroup**

**Thursday 9.30am - 11am**



Our playgroup is conducted on Thursday morning, and follows a similar program to Mackie Rd: indoor/outdoor activities supplemented with songs, stories and dancing. Last year it was quite successful, although the number of families attending was not as large as at Mackie Rd, perhaps because it is conducted on Thursday rather than Friday.

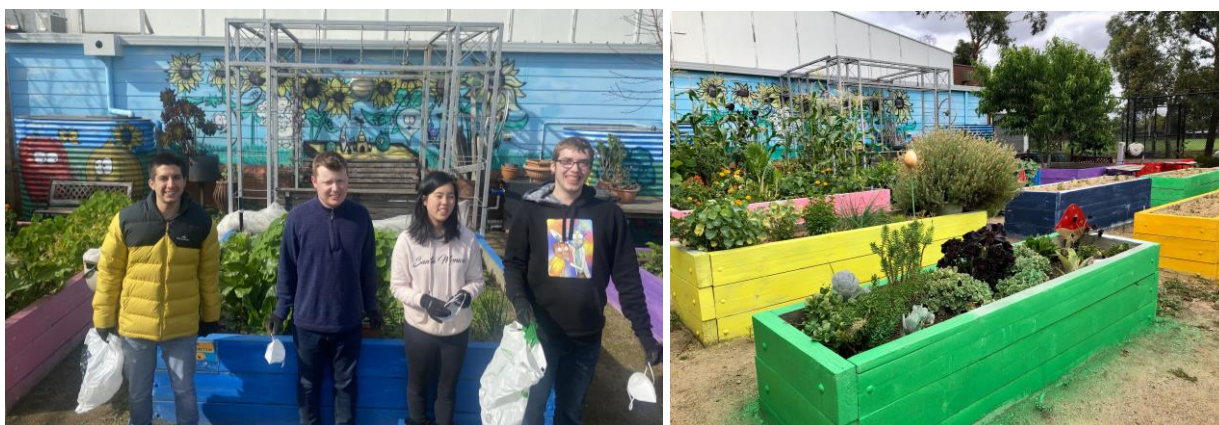
This year, attendance was regular during Term 1, but spasmodic during Term 2. This has been exacerbated by disruption during the demolition of the old playground and construction of a new set of equipment, surrounding garden and soft fall.

It is hoped that the new setting will encourage greater attendance, and that activities planned for Terms 4, including the Open Day, will encourage more parents to join our informal group.

### **Report by Margaret Menzies**

## Mackie Rd Community Garden

The Community Garden at Mackie Rd Neighbourhood House is a wonderful resource for local residents and community groups. With fourteen plots available for annual hire, the garden is popular with local families, House groups, and our volunteers.



## Workplace Safety Annual Report October 2022

Working Group: Laura Orr, Greg Menzies, Lana Chan, Robyn Hofmann

### Workplace Safety Walk Arouns

The Workplace Safety working group established a checklist for monthly audits of both houses, anomalies are reported through the Committee of Governance (CoG) to the Council when applicable. Examples of reportable matters are:

**Kerrie Road** - issues of emergency egress to the Boyanna room- addressed through Monash council.

**Mackie Road** - issues (associated with the library redevelopment), of access to the emergency evacuation equipment and fire extinguishers were raised by Laura Orr and resolved with council. Repairs to the roof in the coordinator's office (caused by rain damage) were coordinated by Laura Orr through the Monash council.

**Staff Training and compliance** - A staff training schedule is documented in the Occupational Health and Safety (OH&S) schedule, Staff have received training in evacuation, fire drills, emergency responses and first aid. Laura Orr reports to the CoG on compliance.

**Policies and Procedures** - The Policy and Procedure working group, reviews and updates all of the OH&S policies and procedures and reports to the CoG. Local evacuation maps are updated for Mackie Road and Kerrie Road annually.

**First Aid Kits and Emergency Management equipment** for both Kerrie Road and Mackie Road are reviewed twice yearly or as required by administrative staff.





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*KNH Inc acknowledges the traditional custodians of the land on which we reside, work and travel, and we pay our respects to their culture, their people and elders past, present and emerging.*